

POLICY COMMITTEE MEETING

December 1, 2014

3:00 p.m.

County Government Center, Building A

1.) Roll Call

Present

Mr. Tim O'Connor
Ms. Robin Bledsoe
Mr. John Wright

Staff Present

Mr. Paul Holt
Ms. Tammy Rosario
Ms. Sue Mellen
Ms. Leanne Pollock
Ms. Christy Parrish
Ms. Beth Klapper

Absent

Mr. Rich Krapf

Mr. Tim O'Connor called the meeting to order at 3:00 p.m.

2.) Minutes

a. November 13, 2014

Ms. Robin Bledsoe moved to approve the minutes.

In a unanimous voice vote, the minutes were approved as submitted (3-0).

3.) New Business

Capital Improvement Plan Process for FY 2016 – FY 2020

Mr. Holt stated that in response to Policy Committee requests several adjustments have been made to the CIP process, including a revised calendar and improvements to the application process. Mr. Holt stated that the largest change is the CIP timeline. Mr. Holt stated that the applications coming from within the County would move through a review process and be presented to the Policy Committee in early February. Requests from the W-JCC Schools would move through a review process starting in late February and would be presented to the Policy Committee in early March. Mr. Holt noted that this timeline would allow the school requests to be vetted by the School Board before being submitted to the County. Mr. Holt noted that the full Planning Commission would need to schedule a special meeting during the third week of March to review and vote on the Policy Committee's recommendations.

Mr. Holt stated that this is an exception year with no new revenue; therefore, he did not anticipate many new requests.

Mr. Wright inquired if the priorities from FY15 could potentially carry forward to FY16.

Mr. Holt confirmed and stated that staff would provide the Committee with the rankings from the previous review.

Ms. Bledsoe stated that during the last review process, the Policy Committee recommended approval of the James Blair application which was subsequently approved by the Planning Commission and moved forward to the Board of Supervisors. Ms. Bledsoe stated that the Board approved \$28 million for the School Board to develop an alternate plan and further approved \$16 million for a new school. Ms. Bledsoe requested that the minutes reflect that the Policy Committee never reviewed the plan for classroom expansions, nor did it review the request for the new administration building. Ms. Bledsoe further asked whether this was a normal process.

Mr. Holt noted that the site would now be within the limits of the City of Williamsburg which is why it does not come through the County's Policy Committee.

Ms. Sue Mellen noted that it would show in the CIP; however, there would be no land use implications.

Ms. Bledsoe asked for clarification on the Policy Committee's responsibility related to the classroom expansions.

Mr. Holt confirmed that the Policy Committee did not vote on the allocation of funds for the classroom expansion.

Mr. Wright noted that the project impacts what other CIP projects can be funded because the funds are being committed to the City.

Mr. O'Connor noted that the funds were actually being committed to the School Board. Mr. O'Connor stated that the Policy Committee had been comfortable moving the application forward based on the information provided; however, the Board chose to move forward with changes and did not remand the plan back to the Policy Committee. Mr. O'Connor further noted that the Policy Committee's role is to make recommendations based on the information provided; however, the Board makes the final approvals based on their own review.

Ms. Bledsoe stated that she wanted to ensure that it was clear that the Policy Committee and Planning Commission recommendations were made based on the information they had at the time and that the Policy Committee did not have the opportunity to consider the revisions.

Mr. Holt stated that notification had been sent out that CIP applications would be accepted through the end of the calendar year. Mr. Holt noted that the Policy Committee review would begin after the first of the year.

Mr. O'Connor noted that there may be new members on the Policy Committee.

Planning Commission Bylaws

Mr. Holt stated that Mr. O'Connor's comment dovetails with the discussion of the Planning Commission Bylaws. Mr. Holt stated that staff recommends that the Planning Commission's

annual organizational meeting be changed to its mid-March meeting so that the Policy Committee can remain intact through the CIP lifecycle.

Ms. Bledsoe concurred with the recommendation and inquired what the process would be to make the change.

Mr. Holt stated that the Policy Committee should vote to concur with the CIP timeline. Mr. Holt further stated that a change to the Bylaws requires a 30-day notice. Mr. Holt recommended that the Committee take the next month to review the Bylaws and send him any recommended changes. The draft changes could be presented at the January meeting and a vote could be taken at the February meeting.

Mr. O'Connor recommended reviewing the amount of time allocated to speakers at public hearings. Mr. O'Connor further noted that a representative of a group is allotted the same time as an applicant and both are allotted more time than an individual. Mr. O'Connor stated that he was concerned that the voices of those impacted would not be heard equally.

Ms. Bledsoe inquired if Mr. O'Connor had any recommendations.

Mr. O'Connor stated that he was seeking Committee input on the matter.

Mr. Holt noted that the Planning Commission generally mirrors the Board format and recommended seeing what changes are put in place with the new Board format after the first of the year.

Ms. Bledsoe inquired whether the applicant would be given the same time as all other speakers.

Mr. Holt stated that it would be at the discretion of the Commission to set the amount of time allotted to the applicant and other speakers.

Mr. Wright inquired whether the Board has provided information on the revised format.

Mr. Holt stated that it has not yet been released but would be in place for the first regular meeting in January.

Ms. Bledsoe stated that she would like the time allowed for comment to be more equal. Ms. Bledsoe noted that she did not want staff or the applicant to lose time.

Mr. Holt stated that staff would poll other localities and provide that information to the Committee.

Mr. O'Connor inquired what changes to the Bylaws are currently recommended.

Mr. Holt noted that the only change recommended, thus far, is to change the date of the Planning Commission organizational meeting.

Mr. O'Connor suggested that the Bylaws be amended to make the election of officers the last order of business at the March meeting.

Mr. O'Connor inquired whether the Bylaws address participation in meetings by telephone.

Mr. Holt noted that this will require the Planning Commission to adopt a policy to allow electronic participation in commission and committee meetings in accordance with FOIA. Mr. Holt stated that this item is included in the Planning Division Work Program.

Planning Division Work Program for 2015

Mr. Holt stated that it would be necessary to complete the revisions to the Floodplain Ordinance early in 2015 so that the County can remain qualified to participate in the National Flood Insurance Program.

Mr. Holt noted that staff will be working toward all-electronic, web-based agenda packets for the Planning Commission and its subcommittees.

Mr. Holt further stated that the new electronic agenda packets will require changes to the submittal requirements so that items are also received in PDF format. Mr. Holt stated that there would also need to be changes to the submittal requirements for proffer amendments which do not require a public hearing.

Mr. O'Connor inquired whether site plans and elevations would still be required.

Mr. Holt stated that paper copies would still be required for the agency review process.

Mr. Holt noted that the shift to the electronic agenda packets will result in significant time and cost savings.

Mr. Wright inquired how staff's time would be used once the process shifted to the electronic agenda packet.

Mr. Holt noted that currently the Division workload is at a five-year all time high and the division is currently short staffed.

Mr. Holt noted that among the process changes being implemented by the County Administrator is that staff presentations for major cases will be prerecorded.

Ms. Bledsoe inquired about the advantage of prerecording the staff reports.

Mr. Holt responded that it will allow inclusion of graphics and video footage to enhance the presentation.

Ms. Bledsoe inquired whether the video presentation will be available before or after the meeting.

Mr. Holt stated that he believes the presentations will not be posted until after the meeting.

Mr. O'Connor inquired whether the policy on remote attendance at meetings was only for subcommittee meetings.

Mr. Holt stated that the policy would cover all meetings.

Mr. O'Connor inquired how remote attendance would be handled for voting.

Mr. Holt stated that votes are roll call votes.

Ms. Bledsoe commented that when a member was participating by telephone, it would be recorded in the minutes.

Mr. O'Connor recommended that remote attendance should be addressed in Article III of the Bylaws.

Ms. Bledsoe requested clarification on whether remote attendance referred to participation by telephone.

Mr. Holt confirmed.

Mr. Wright inquired about the changes that allow waiving the public hearing process for certain proffer amendments.

Mr. Holt stated that State Code allows for the governing body, in this case the Board of Supervisors, to waive the public hearing process for some proffer amendments. Mr. Holt stated that the Zoning Ordinance does not specifically address the process and that updating the ordinance would allow the County to remain consistent with state code. Mr. Holt noted that the public hearing could be waived only for proffer amendments which do not involve changes to the density or land use.

Mr. Holt further stated that ordinance would establish the process and the Board would develop the policy.

Mr. O'Connor recommended that staff work toward completing the housekeeping items during the first half of the year and the focus on any items that come forward or changes as a result of the Comprehensive Plan Review.

Mr. O'Connor inquired how the Committee needed to act on the various items discussed.

Mr. Holt requested that the Committee, by motion, support the changes to the CIP schedule. Mr. Holt stated that no motion was necessary at this time to move forward on the Bylaws; however, the Committee should provide staff with any comments on the proposed changes to the organizational meeting date and incorporation of a reference to FOIA regarding remote attendance.

Mr. O'Connor inquired whether the Bylaws would be brought back to the Committee.

Mr. Holt stated that he believed the Bylaw revisions could go forward to the full Planning Commission at its January meeting.

Mr. O'Connor inquired whether the full Planning Commission would have an opportunity to propose changes.

Ms. Bledsoe stated that the document had been thoroughly reviewed the previous year.

Mr. Holt stated that he would send out the proposed changes to all the Commissioners; however, he did not anticipate additional substantial changes.

Ms. Bledsoe moved to approve the changes to the CIP schedule.

By a unanimous voice vote, the Committee approved the changes to the CIP schedule.

Mr. O'Connor inquired about the update to the Floodplain Ordinance.

Ms. Christy Parish provided an overview of the floodplain map revision process to date. Ms. Parrish noted that the maps associated with the Powhatan Creek Study were already in effect. Ms. Parrish noted that the new maps would include V Zone designations for properties along the James and York rivers. Ms. Parrish noted that properties in the V Zone designation would have certain construction requirements. Ms. Parrish further noted that the County would need to consider whether similar requirements should be set for coastal A Zone properties. Ms. Parrish noted that proactive construction requirements would provide bonus points for the Community Ratings System. Ms. Parrish noted that the County's rating is currently a 7, which results in a 15% savings for citizens on their flood insurance premiums.

Ms. Bledsoe inquired when the Flood Maps were last updated.

Ms. Parrish responded that it was 2007.

Mr. Holt noted that the Floodplain Ordinance update could range from something as simple as revising dates to reference the new maps to incorporating best practices that will ultimately help protect citizens' investments in their property.

Ms. Parrish noted that it would be necessary to complete the ordinance update within a certain timeframe in order to remain in compliance with the national Flood Insurance Program. Ms. Parrish stated that after the ordinance is reviewed by the Policy Committee, it will be reviewed by FEMA to ensure it meets their requirements.

5.) Adjournment

Ms. Bledsoe made a motion to adjourn.

The meeting was adjourned at approximately 4:06 p.m.



Tim O'Connor, Chair of the Policy Committee