

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 8, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson

Absent:

Rich Krapf

Staff:

Paul Holt, Planning Director
Ellen Cook, Principal Planner
Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Roberta Sulouff, Senior Planner
Alex Baruch, Planner
Tom Leininger, Community Development Assistant
Maxwell Hlavin, Assistant County Attorney
Sharon Day, Assistant Director Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

Mr. Jack Haldeman opened the discussion.

Ms. Roberta Sulouff stated that, as discussed during the September Policy Committee, transportation impacts formerly addressed in the proffer process are generally assessed under three administrative policies: the Pedestrian Accommodations Master Plan, the Regional Bike Facilities Plan and the Traffic Impact Analysis (TIA). She stated that pedestrian accommodations are already required in the Zoning Ordinance for all administrative cases with some exceptions and exemptions. She stated that staff has drafted Zoning and Subdivision Ordinance amendments to extend those requirements, waivers and exemptions to bicycle

facilities. She stated that most transportation improvements commonly identified through the TIA policy cannot be addressed through master plans or other administrative requirements, as many of those improvements are considered off-site. She stated that staff has recommended the addition of Ordinance language that explicitly addresses the Virginia Department of Transportation and other agencies' roles in the site plan and subdivision approval process. She stated that staff is recommending the addition of an adequate facilities test to provide clarity on how the policy can be used on cases without Special Use Permit (SUP) or proffer conditions. She stated that the policy is to be taken into consideration during the recommendation process. She stated that staff will use the Policy Committee's input to finalize draft language.

Mr. Danny Schmidt stated that he was comfortable with the process.

Mr. Heath Richardson stated that the process has been streamlined.

Mr. Alex Baruch stated that at the next meeting, staff can have final Ordinance language based off of today's meeting in a strikethrough format to be passed on to the Planning Commission (PC).

Mr. Richardson asked if changes can still be made.

Mr. Baruch confirmed and stated that any changes can be emailed to him.

Mr. Haldeman asked if there were any other comments.

There were no more comments or questions.

2. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

Mr. Haldeman opened the discussion.

Ms. Ellen Cook stated that there were changes to the Archaeological Policy and Natural Resource Policy since the packet went out and after communicating with the County Attorney's Office. She stated that there are more options for the Policy Committee consideration. She stated that the first option is to continue with the current situation and have the policy apply to SUPs and non-residential rezonings and not residential rezonings. She stated that the second option is to create an overlay district. She stated that for natural heritage resources overlay district would be based on the sensitive areas of the B-1, B-2 and B-3 natural areas in the County. She stated that for archaeology, the overlay would be based on known sites or sensitive areas.

Mr. Paul Holt stated that an overlay district would be added to the zoning of the property and have additional requirements.

Mr. Schmidt asked if the overlay district would only apply to the areas that are known to have sensitive areas.

Mr. Holt confirmed.

Ms. Cook stated that the third option would add a requirement to complete and submit a phase one study for archaeology or an initial species inventory for natural heritage to the submittal requirements. She stated that language could be added to require further studies or management plans if recommended by the phase one study or initial species inventory. She stated that the further studies would need to be completed before obtaining a land disturbing permit. Ms. Cook stated that the fourth option would apply to all development plans and that

the studies would be applied to all site plans. She stated that the third option applies to legislative cases and the fourth option applies to all development cases. She stated that the fifth option repeats the idea of the fourth option, but excludes certain uses from going through the studies.

Mr. Richardson asked what uses would be excluded.

Ms. Cook stated that the specific uses have not been determined, but an example could be a building under a certain amount of square footage.

Ms. Cook stated that the sixth option would apply the requirements to certain zoning districts.

Mr. Holt stated that smaller site plan amendments may not have to go through the requirements for natural resource or archaeological studies.

Mr. Richardson asked if option three and four could be combined.

Ms. Cook stated that option four would include everything that option three would include. She stated that option five is less restrictive than option four.

Mr. Schmidt stated that he would be more comfortable with a hybrid of several options to avoid being too restrictive on single-family homes and smaller development projects. He stated that the history of the County is important to keep in mind when deciding which options to use.

Mr. Haldeman asked if phase one studies are currently required for rezonings and SUPs.

Ms. Cook confirmed, but the County does not accept proffers for residential rezonings.

Mr. Haldeman asked if options three and four apply to residential rezonings.

Ms. Cook confirmed.

Mr. Schmidt stated that there are a lot of areas in the County that have already gone through the phase one study.

Mr. Holt confirmed. He stated that if the Policy Committee looks into option four, it should also look into option five to potential exclude certain uses.

Mr. Richardson asked what the advantages were of an overlay district.

Mr. Holt stated that an overlay is property specific.

Mr. Richardson stated that option two potentially would not be a good fit for the County due to the history of the area.

Mr. Schmidt stated that there is always a possibility of finding a site that was previously unknown.

Mr. Richardson asked if the Policy members wanted to remove options one and two.

Mr. Haldeman stated that he felt option four was his best option because it covers all uses and zones.

Mr. Richardson asked if there were any gains from a legal perspective by going with option five.

Mr. Maxwell Hlavin stated that certain categories can be excluded to make the process more user friendly.

Mr. Richardson stated that a draft list of uses that could be excluded would help members make the decision regarding which option to go forward with.

Mr. Holt stated staff will communicate with the Board of Supervisors (BOS) to receive direction on how it wants staff to proceed with the Zoning Ordinance amendments and a timeline.

Mr. Haldeman asked if the process would be to make a recommendation to the PC and the PC makes a recommendation to the BOS.

Mr. Holt stated that there is no deadline as to when these ordinance changes need to go to the PC. He stated that having conversations with the BOS beforehand will keep the topic fresh in their minds.

Mr. Schmidt stated that creating an overlay district could require a reassessment of the County to accurately define sensitive areas.

Mr. Haldeman asked if there were any more comments.

There were no more comments.

3. ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

Item number three was discussed in combination with item number two. Please see above.

E. NEW BUSINESS

1. FY2019-2023 Capital Improvements Program

Mr. Haldeman opened the discussion.

Ms. Tammy Rosario stated that this meeting is the kickoff to the Capital Improvements Program (CIP) review process. She stated that the Policy Committee reviews CIP requests annually and recommends their priorities to the BOS. She stated that in accordance with the Code of Virginia, the PC evaluates the applications and how they relate to the comprehensive plan. She stated that the BOS considers the PC's rankings in its final budget. She stated that over time the Policy Committee has refined its process for ranking projects. She stated that staff has outlined a three-step process and that today is for broad questions for staff and Financial and Management Services (FMS). She stated that staff is looking for recommendations on which departments to invite for discussions on specific projects.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) Schools should be invited.

Mr. Jose Ribeiro stated that at this meeting, the Policy Committee can identify the questions for the specific departments in advance.

Mr. Haldeman stated that he had questions on many of the projects ranging from specific to more general.

Ms. Rosario asked if there were other questions for WJCC Schools and if there was any missing information.

Mr. Richardson stated that WJCC Schools administration had their CIP plan reviewed and approved by the School Board. He stated that he would like a member from WJCC Schools to provide information on how the list of projects were generated.

Ms. Sharon Day stated that the CIP requests from WJCC Schools match the list in its adopted CIP plan. She stated that a question regarding their process would need to be answered by someone from WJCC Schools.

Mr. Rosario stated that the process taken to generate the list was the same process as last year.

Ms. Day stated that WJCC Schools were required to fill out the same CIP application form as everyone else to keep consistency throughout the process.

Mr. Richardson asked what process WJCC Schools used to generate the list.

Mr. Holt stated that the School Board prioritizes the list and WJCC Schools submits the same requests with FMS. He stated that staff worked with the School Board to better match its process with the Policy Committee.

Mr. Richardson asked who would represent WJCC Schools.

Mr. Holt stated that Mr. Marcellus Snipes would be invited as he is the Director of Operations.

Mr. Richardson stated that he spoke with Mr. Snipes regarding the school entrance redesigns. Mr. Richardson asked what some of the details would be for the redesigns.

Mr. Holt stated that Mr. Snipes will be able to answer that question.

Mr. Haldeman asked if the Policy Committee needs to get into the specifics of the construction projects.

Mr. Holt stated that the previous year CIP process included a well and the Policy Committee used the time with WJCC Schools to ask about the importance of the well and if it was a safety issue. He stated that the Policy Committee can use the information to develop its rankings.

Mr. Haldeman stated that health and public safety is weighted at 15% which is less than quality of life and infrastructure. He asked if health and public safety should be weighted higher.

Ms. Rosario stated that the Policy Committee has the ability to change the weighting system if it desires.

Mr. Haldeman asked if there is time for this CIP process to change the weighting system.

Ms. Rosario responded that it could occur now if desired. She added that one consideration would be when the offset would be occur to increase health and public safety weight.

Mr. Richardson asked how many years the weighting system has been used.

Ms. Rosario stated that the system has been used longer than five years, but there has not been any modifications in the last four years.

Mr. Haldeman stated that he has emailed Mr. Rich Krapf about changing the weights of the categories. He stated that he will send an email out to the entire Planning Commission to make a decision next week.

Ms. Rosario stated that there is a special consideration category that can be used to influence the final recommendation. She stated that the special consideration category asks if the project is required to protect against an immediate health, safety or general welfare of the County.

Mr. Richardson stated that the special consideration helps bring the project addressing safety concerns to the top of the list.

Mr. Richardson stated that he would like Mr. John Carnifax, Director of Parks and Recreation, to answer questions.

Mr. Schmidt stated that he had questions regarding Jamestown Marina.

Ms. Rosario asked if the Policy Committee had more questions for Parks and Recreation.

Mr. Schmidt stated that he would like more information about the Jamestown Beach and the parking.

Mr. Haldeman stated he had questions regarding the Ambler House. He stated that he had concerns about ensuring the preservation of the house.

Mr. Schmidt stated that he does not always look at the cost of the project when making his rankings.

Mr. Richardson stated that he wanted to ask Mr. Carnifax regarding the ability to phase a large project such as the Ambler House.

Mr. Holt stated that Mr. Carnifax will be able to address that question.

Mr. Haldeman stated that his top priority was to address Columbia Drive because of the lower cost of the project.

Mr. Holt stated that the weighting system is a tool to create a prioritized list to send to the BOS. He stated that the Policy Committee gives its recommendation to the PC and the rankings can be adjusted to capture areas that the tool does not cover before giving the list to the BOS.

Ms. Rosario stated that the Ambler House and Columbia Drive are both projects under the Office of Economic Development.

Mr. Schmidt stated that Mr. Krapf had specific questions for the departments. Mr. Schmidt stated that he had a question regarding the number of visitors at the Jamestown Beach.

Mr. Haldeman stated that the Parks and Recreation Master Plan shows a deficit in certain areas of the County and also river access. Mr. Haldeman asked if these deficits could be brought to the CIP process.

Ms. Rosario stated that Mr. Carnifax will be able to help address the question. She stated that WJCC Schools, Parks and Recreation and the Office of Economic Development will be

scheduled to come to answer questions.

Mr. Schmidt asked if WJCC Schools had a contingency plan in place for the bus replacements.

Mr. Richardson stated that a similar question has come up in the past.

Mr. Holt asked how the Policy Committee wanted to divide up the next couple of meetings to ensure each department can hear the Committee's questions.

Mr. Richardson stated that he will be absent on February 15. He stated that he will be at the February 22 meeting.

Ms. Rosario stated that Mr. Krapf will be absent on February 22.

Mr. Haldeman stated that most of his questions would be directed toward WJCC Schools.

Mr. Schmidt stated that he would group Parks and Recreation and the Office of Economic Development together in one meeting. He stated that he had a few questions regarding the library. He asked if the library located in the City of Williamsburg had a solution regarding parking. He asked if the library in James City County on Croaker Road could be expanded.

Mr. Haldeman stated that Mr. Krapf expressed questions regarding the use of electronic books and how that related to physical space needs.

Ms. Rosario stated that the libraries offer several services such as computers and meeting spaces that also drive physical space needs.

Mr. Holt stated that the library director will be able to come in and answer the specific questions. He stated that WJCC Schools will be scheduled for one meeting with the other three departments scheduled together on the other meeting.

Mr. Haldeman asked if there were any other questions.

There were no more comments.

2. Annual Review of the Planning Commission Bylaws

Mr. Haldeman opened the discussion.

Mr. Holt stated that the Policy Committee initiates a review of its bylaws once a year. He stated that staff does not have any recommendations. He asked if there were any changes the Policy Committee would like done.

Mr. Haldeman stated that he does not have any changes.

Mr. Richardson stated that he did not have any changes.

Mr. Holt noted that there appears to be a consensus of the Policy Committee members present that no updates of the bylaws deemed necessary at this time. He stated that in March, the Policy Committee will have the opportunity to reflect on the CIP process and to make any changes to the process for next year.

Ms. Rosario stated that this is the first year that the CIP applications were submitted electronically and FMS/Planning worked closely with Information Technology to roll it out. She

stated that next year, staff will be pushing for the rankings to be submitted electronically as well.

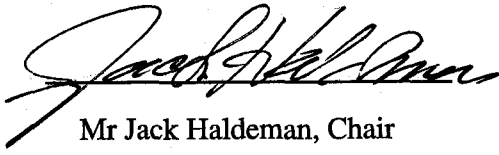
Mr. Haldeman asked if there were any more questions.

There were no more questions.

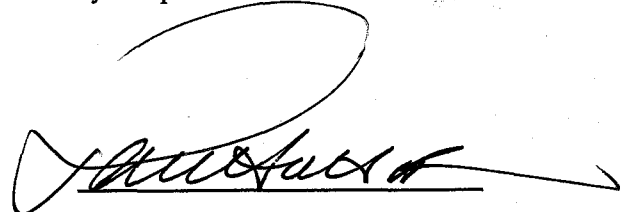
F. ADJOURNMENT

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:30 p.m.



Mr Jack Haldeman, Chair



Mr. Paul Holt, Secretary