

**Policy Committee
Government Center Complex
Large Conference Room, Building A**

April 11, 2013 - 3 p.m.

1. Roll Call

2. Minutes

A. March 14, 2013

3. Old Business

A. Update on Coordinated Regional Comprehensive Planning
Process

B. Planning Division Work Program

4. New Business

5. Adjournment

MEMORANDUM

DATE: April 11, 2013
TO: Policy Committee
FROM: Tammy Rosario, Principal Planner
SUBJECT: Update on Coordinated Regional Comprehensive Planning Process

At its March 14, 2013 meeting, the Policy Committee began a discussion of the Coordinated Regional Comprehensive Planning Process and possible next steps. The Committee generally discussed the process to-date and then deferred additional discussion and conclusion to this meeting. Staff suggests that the following questions be considered by the Committee as it finalizes the discussion.

- Is the Committee comfortable accepting or formally endorsing the regional work that has been done to date?
 - Summary document, including a consolidated future land use map
 - Regional Bikeway Map
 - James City County/Williamsburg/York County Comprehensive Transportation Study
- What does the Committee believe should be the focus and scale of the Comprehensive Plan Update process commencing in FY14?
 - Follow-up from the Coordinated Regional Comprehensive Planning Process (update to the Regional Bikeway Map, revisions based on the James City County/Williamsburg/York County Comprehensive Transportation Study, demographic information related to the 2010 Census data)
 - Major elements such as the Land Use Section;
 - Confirmation of the Goals, Strategies and Actions.
 - Other elements typically part of the plan, such as the Environmental Section, Economic Development, Community Character, etc.
- Would the Committee conclude that there were enough success/positives to the process over the last two years to make another regional process desirable in future years?
- If so, would the Committee have any guidance on the possible methodology of the County's participation in future efforts (public meetings and discussion among the Commissions similar to this last process, or inclusion of other elements or processes that might be different)?

As noted in the March 14, 2013 memo, staff would ask that the Policy Committee keep the other items on the work program in mind when providing guidance.

Attachments

1. March 14, 2013 memo (the draft summary document was previously provided)

MEMORANDUM

DATE: March 14, 2013

TO: The Policy Committee

FROM: Paul D. Holt, III, Director of Planning
Tamara A. M. Rosario, Principal Planner

SUBJECT: Update on Coordinated Regional Comprehensive Planning Process

The information contained in this memorandum is designed to provide the Policy Committee with an update on the regional comprehensive planning effort, and specifically, to prepare for the upcoming joint meeting of the James City County Planning Commission and Board of Supervisors. The overall goals of today's meeting are to:

1. Inform the Policy Committee of the process to-date;
2. Conduct Policy Committee discussion of next-step options for James City County.

Staff offers the following information in relation to these goals, and looks forward to discussion at the meeting.

Process To-Date

In 2006 the governing bodies of James City County, the City of Williamsburg, and York County agreed to coordinate the timing of their comprehensive plan reviews. In James City County, this commitment was re-affirmed and reset to a 2012 timeframe by adoption of a resolution by the Board of Supervisors in August of 2008. The purpose of the coordinated timing was to promote closer collaboration and communication concerning land use, transportation, and other comprehensive plan issues that cross jurisdictional boundaries. It was agreed from the outset that each locality would be conducting its own independent comprehensive plan review and developing its own plan; the coordinated timing of these reviews was intended to provide an opportunity for citizens of all three localities to talk about issues of mutual interest.

Planning and preparation for this coordinated effort began in 2010 as the three Planning staffs began meeting to discuss and outline a work program and to identify opportunities for jointly conducted baseline studies. The proposed schedule and deliverables were presented to the James City County Board of Supervisors in April 2011. In keeping with the material presented to the Board, work continued through 2011 with the preparation of a combined map depicting existing land use (as of October 2011) across the Historic Triangle. At the request of the three localities, the Hampton Roads Transportation Planning Organization prepared a James City County/Williamsburg/York County Comprehensive Transportation Study, which was completed in March 2012. An Economic Diversification Study was prepared by the Historic Triangle Collaborative and provided to the localities. Finally, a project web site (<http://planning.org>) was developed, with information about the coordinated review process along with reports on demographics, housing, and transportation using data from the 2010 Census and other sources.

The Historic Triangle Coordinated Comprehensive Plan Review process officially kicked off in early 2012 with a series of joint community forums that were held throughout the Historic Triangle. These forums were an opportunity for citizens of all three localities to come together both to learn about the three comprehensive plans and to share their visions and goals for the future of the Historic Triangle, with a particular focus on three key geographic areas where jurisdictional boundaries meet. Although lower York County does not share a common boundary with either James City County or Williamsburg, a fourth forum was held in the Tabb area of York County at the request of the York County Board to provide an opportunity for County residents outside the greater Williamsburg area to participate. Planning Commissioners and Planning staff from the three jurisdictions were present at all four forums to hear the citizens ideas and comments. Meeting dates and locations are listed below:

- February 2, 2012 – Magruder Elementary School (Riverside/Marquis/Busch Area)
- February 23, 2012 – Warhill High School (Lightfoot/Pottery Area)

- February 27, 2012 – Williamsburg Community Building (Northeast Triangle & Surrounding Area)
- March 15, 2012 – Tabb Library (Lower York County)

Following the joint community forums, the three Planning Commissions held a joint work session on April 30, 2012 to review and discuss the citizen comments made at the forums (which were all posted on the project web site) and issues of common concern, such housing affordability, transportation, economic development, and land use compatibility along jurisdictional borders.

Following completion of these activities, York County and the City of Williamsburg continued with their comprehensive plan review and update processes with their respective Planning Commissions and Board of Supervisors/City Council. The staffs of the localities continued to meet on a regular basis to share information about the discussions taking place in their respective jurisdictions. These discussions also led to the inclusion of some Historic Triangle-focused language in the draft documents (in addition to the many other discussions of regional issues and cooperation that have carried over from past plans).

A few examples from York County:

- In the Introduction and Citizen Input sections, the text includes a description of the four regional community forums and the overall regional process. The regional community forums were a substantial component of the public meetings held by York County in the citizen input effort leading into the update. (York also had two separate community meetings and conducted a telephone survey.)
- In the Land Use section, the Lightfoot Sub-area description now states, “Adjoining land in James City County is similarly configured and is designated for economic development, which creates an opportunity for very large-scale development in this area. In any event, development on either side of the jurisdictional boundary in Lightfoot would include opportunities for the other county to participate by reviewing plans and offering input. Alternatively, any master planning exercise or development project involving property on both sides of the county line would require joint participation and close cooperation on the part of both counties.”
- In the Transportation section, information and data from the regional Transportation Study noted above were incorporated in the text.
- In the Transportation section, the Regional Bikeways plan and map, which were updated as part of an corollary effort in 2012 by the Historic Triangle Bicycle Advisory Committee, are incorporated in the text.
- In the Transportation section, the walkways description and new map show proposed routes that coordinate with proposed routes in the City and James City County.

A few examples from City of Williamsburg:

- In the Introduction section, wording was added stating “we have also, for the first time, coordinated the update of this Comprehensive Plan with the Comprehensive Plans of our two adjoining jurisdictions – James City County and York County.”
- In the Goals section, new items were added such as “work with James City County and York County to ensure that the visual quality of the entrance corridors is consistent among the three jurisdictions.”
- In the Transportation section, information and data from the regional Transportation Study noted above were incorporated in the text (the Study itself is also included as an Appendix).
- In the Transportation section, the Regional Bikeways plan and map, which were updated as part of an ancillary effort in 2012 by the Historic Triangle Bicycle Advisory Committee, are discussed in the text.
- In the Implementation section, under the Inter-Jurisdictional Cooperation heading, it states “for the first time, Williamsburg, James City County and York County have coordinated their individual 2012 Comprehensive Plan updates, hosting four Regional Community Forums and a joint Planning Commission work session as a part of the process. The comprehensive planning process should continue to be coordinated in future years between the three jurisdictions.”

In the memo provided to the James City County Board of Supervisors in 2011, it stated that at the completion of the process, a summary document for all three Comprehensive Plans would be developed, including a consolidated future land use map, to supplement the individual Comprehensive Plans for Board consideration and approval. Therefore,

while the localities have worked on their plans, staff also prepared a draft summary document (attached) that reflects information in each plan. The draft document has been compiled with the purpose of providing the regional scale background information that had been prepared, and describing the areas and topics where the localities had similar approaches as well as those areas where the localities' approaches were different. It is staff's understanding that this summary document, which reflects information in their updated plans, will be going forward to the Williamsburg and York Planning Commissions and Board/Council as informational items. In other words, having adopted their updated Comprehensive Plans, the summary document in the other two localities will be a technical document that is accepted, rather than an adopted component of the localities' plans. Substantial progress towards completion of the updated comprehensive plans in Williamsburg and York has now occurred. Williamsburg's Comprehensive Plan was adopted on January 10, 2013. York County held a public hearing on the Comprehensive Plan at its February 13 Planning Commission meeting and anticipating a vote by the Planning Commission in April.

Next Steps for James City County

As has been discussed with the Commission and Board over the last few years, the situation in James City County is different than in the other two localities due to the last update of our Comprehensive Plan having been completed in 2009. The County has participated in the joint community forums, the meetings of the Commissions and Boards, prepared the specified deliverables, and conducted many meetings with the staff of the other jurisdictions.

Staff now hopes to discuss and define the path forward for the County in relation to the regional work that has been done. The specific discussion points should include:

- 1.) Staff will review the attached draft summary document and the other referenced work products with the Policy Committee and would appreciate input and feedback.
- 2.) Accepting, either for informational purposes, or more formally endorsing, the regional work that has been done to date.
- 3.) Based on that work completed to date, and in keeping with a five-year clock from the County's 2009 Comprehensive Plan, staff would appreciate input and early discussion regarding those elements that should be included as part of the next Comprehensive Plan Update commencing in FY14. Staff anticipates this could at a minimum include the regional elements (Regional Bikeway Map; Regional Transportation Study; and demographic information related to the 2010 Census data); the Land Use Section; and confirmation of the Goals, Strategies and Actions.
- 4.) And finally, staff would appreciate input and feedback from the Policy Committee on the Coordinated Regional Comprehensive Planning Process as it has progressed (e.g., successes/positives, etc.) over the last two years. As a corollary, discussion and input into how the coordination process, including participation in regional meetings and discussions, should be pursued in future years following the upcoming Comp. Plan update would be appreciated.

The process as undertaken in 2012 has not resulted in common text in the plans, nor in the development of unified strategies memorialized in common goals, strategies or actions. However, from staff's perspective, the regional process has resulted in a number of items of value – hearing from citizens about issues that cross jurisdictional boundaries, joint locality meetings of the Planning Commissions and Boards/Council, preparation of comparable technical information on land use, transportation, housing, and demographics, and preparation of information on similar/different approaches on these topics.

Conclusion

Staff looks forward to the Policy Committee's discussion and input on March 14, 2013. As noted above, staff anticipates that the Committee's discussion of this issue will be conveyed at the joint meeting of the James City County Planning Commission and Board of Supervisors, which is tentatively scheduled for May 28, 2013.

Attachments

1. Draft summary document

MEMORANDUM

DATE: April 11, 2013
TO: Policy Committee
FROM: Paul D. Holt, III, Planning Director
SUBJECT: Planning Division Work Program – Remainder of FY13 and FY14

At its March 14, 2013 meeting, the Policy Committee began a discussion of the Planning Division's work program. The Committee generally discussed the items and then deferred additional discussion and conclusion to this meeting. Staff suggests that the following questions be considered by the Committee as it finalizes the discussion.

- Of the possible ordinance amendment topics listed in the March 14, 2013 memo:
 - What priority order would the Committee recommend?
 - Are there any proposed amendments the committee would recommend not pursuing at all in FY14?
 - Are there any additional amendment topics the committee would like to add to the list?
- For each of the ordinance amendment topics to be pursued, does the Committee have any particular guidance regarding timing and/or scope?

As noted in the March 14, 2013 memo, staff would ask that the Policy Committee keep the other items on the work program in mind when providing guidance.

Attachment:

1. March 14, 2013 memo

MEMORANDUM

DATE: March 14, 2013
 TO: The Policy Committee
 FROM: Paul D. Holt, III, Director of Planning
 SUBJECT: Planning Division Work Program – Remainder FY13 and FY14

The information contained in this memorandum is designed to provide the Policy Committee with an update on the Planning Division work program for the remainder of fiscal year 2013 and for fiscal year 2014. Staff is particularly interested in talking to the Committee about item II, Ordinance amendments, in the context of the Comprehensive Plan and the other work program items noted below.

I. Comprehensive Plan-related activities

As has already been outlined in a separate memo, staff anticipates some work on the Comprehensive Plan in the next fiscal year, and looks forward to additional discussion and input on this category.

II. Ordinance amendments

Currently underway are an examination of pawnshops and changes to the landscape ordinance. Other potential ordinance amendments, together with a short description, are listed below:

Rural Lands Public Engagement	This major item was part of the original Zoning Ordinance Update. Anticipate bringing forward a proposed methodology to define a public engagement process to solicit public/stakeholder input into the commercial and residential aspects of the Rural Lands districts.
Chickens in Residential Districts	This item was brought to Commission's and Board's attention in 2012. Anticipate examining whether to permit chickens, and if so, under what circumstances.
Accessory Apartments	This item was discussed by the Policy Committee. Anticipate re-examining whether to permit/specially permit accessory apartments in the various districts and their associated standards and conditions.
Fast Food Restaurant	Clarify the current definition, based on recent experience/inquiries and the industry.
Other Housekeeping	Based on recent experience, staff anticipates small "tweaks" to the Parking, Wireless Communication Facilities, and R-4 sections of the ordinance.
Wind and Solar Production/ Electric Vehicle Charging	Examine changes to the ordinance to accommodate these technologies.

III. Transportation projects

Preparation of information and coordination of transportation items has been a significant work program item in past years, and staff anticipates this category continuing and increasing in scope in coming years. In particular, the two County-administered corridor studies will be major planning efforts spanning 12-18 months and will include technical reports and public/stakeholder input.

Management of Corridor Studies – Longhill Road and Mooretown Extended
Updates to Six Year Plan
Participation in on-going regional effort to secure a VDOT enhancement money for Rt. 60
Work with VDOT on approved transportation improvement projects (such as Rt. 60 relocated, Skiffes Creek Connector, Racefield Road, Croaker Multi-Use Trail, etc.)
On-going work with the Hampton Roads Transportation Planning Organization on funding of existing projects
Preparation of new requests for various funding sources (CMAQ, RSTP, Transportation Alternatives Program, etc.)

IV. Other "Special Projects"

Cumulative Impact Tracking project – next steps include assigning per unit/lot impacts in various impact categories (especially re: traffic and transportation)

Establishment of an AFDs of Local Significance Program (per recent changes in State Code)

Follow-up to items adopted during the Zoning Ordinance update (green building internal and external training, establishment of protocols for the Housing Opportunity Policy)

V. "Routine" duties

In addition to the items above, staff will complete "routine" duties, including, but not limited to; current planning case review and preparation (conceptual, site, subdivision, rezoning, SUP, etc.); demographic and socioeconomic updates and information; work with groups such as the Historical Commission, HTBAC, Williamsburg Botanical Garden, New Town DRB, etc.; greenspace acquisition and monitoring assistance; coordinating updates of the Comprehensive Plan Goals, Strategies and Actions; preparation of Capital Improvement Program materials; tracking State Legislation; and Division management (budget, workload indicators, work program, etc.).

Division Resources

During the last Comprehensive Plan update, the Division had nine staff planners, plus management and support staff. At the present time, the Division has six staff planners, plus management and support staff.

Conclusion

Staff looks forward to the Policy Committee's discussion on March 14, 2013. Staff looks to the Committee for its priorities, information about the Committee's expectations (scope, timing, etc.) for the projects described above, and information on any other items the Committee may wish to consider in FY13/FY14. This input will help prepare staff for the Planning Commission/Board of Supervisors joint work session, with an aim toward better aligning the work program and resources to expectations.