

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 22, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**ADOPTED**  
**JUN 12 2018**

*Board of Supervisors*

Michael J. Hipple, Powhatan District  
P. Sue Sadler, Stonehouse District  
James O. Icenhour, Jr., Vice Chairman, Jamestown District  
John J. McGlennon, Roberts District  
Ruth M. Larson, Chairman, Berkeley District

William C. Porter, Interim County Administrator

*Planning Commission*

Paul D. Holt, III, Director, Community Development and Planning  
Julia Leverenz, Planning Commission Member, At-Large  
Frank Polster, Planning Commission Member, Jamestown District  
Jack Halderman, Planning Commission Member, Berkeley District  
Danny Schmidt, Planning Commission Vice Chair, Roberts District  
Tim O'Connor, Planning Commission Member, At-Large  
Richard Krapf, Planning Commission Member, Powhatan District  
Heath Richardson, Planning Commission Chair, Stonehouse District

Ms. Larson opened the Board of Supervisors meeting and noted the Planning Commission was in attendance.

Upon completion of the Board of Supervisors Roll Call, Mr. Heath Richardson, Planning Commission Chair, opened the Planning Commission meeting with Roll Call.

**C. BOARD DISCUSSIONS**

1. Joint Board of Supervisors and Planning Commission Work Session

Ms. Larson introduced Ms. Ellen Cook, Principal Planner, to discuss the Fort Eustis Joint Land Use Study (JLUS).

Ms. Cook cited the 16-month JLUS, noting the collaborative efforts of Fort Eustis and its three surrounding localities of the City of Newport News, James City County and York County, as well as community input. She introduced Mr. Ray Greer, Project Manager with Stantec, a consulting firm.

Mr. Greer highlighted the JLUS and its collaborative approach through a PowerPoint presentation. He noted the direct impact to James City County and its role in the study. He highlighted the public involvement factor of the JLUS, Fort Eustis' impact on each locality and recommendations. He emphasized compatibility issues and long-term resolution to the groups involved in the JLUS. He cited the James City County recommendations and further noted this was the first JLUS for Fort Eustis. He noted recommendations included communication, education, policy and study with locality-specific implementation plans.

Mr. McGlennon noted he had served on the Policy Committee for the JLUS and complimented all the work that had gone into the project. He further noted these recommendations posed opportunities for future Comprehensive Plans regarding military overlay. He cited Skiffes Creek as a potential conservation easement.

Mr. Greer noted James City County's involvement at the various meetings and committees with staff and Board representation. He thanked the group for its support at every meeting.

Mr. Porter asked how the JLUS related to the Base Realignment and Closure (BRAC) program.

Mr. Greer said the BRAC committee had a checklist that included JLUS and local government. He noted it showed communication and coordination between the involved parties.

Mr. Porter also asked about opposition to off-shore drilling and the power line impact.

Mr. Greer noted the study showed it and there was no impact.

Discussion ensued.

Ms. Larson asked if there were additional questions from the Board.

With no additional questions, the Board thanked Mr. Greer for his presentation.

Ms. Larson addressed Mr. Holt regarding Item No. 2.

## 2. Potential Ordinance Amendments to Address Formerly Proffered Policies

### a. Transportation and Traffic Impact Analysis

Mr. Holt referenced the February 27, 2018, Board of Supervisors' Work Session and the request for Board input regarding Ordinance amendments that were formerly proffered as they moved into the next level of discussion. He noted the Policy Committee had options, as requested by the Board, and welcomed discussion on those items. He noted the first item was the Traffic Impact Analysis Submittal Requirement Policy. He cited the requirements and the history of that policy as approved by the Board. He noted the Agenda Packet contained the detailed information and further noted two options: 1) accept the draft as noted in the packet and the ensuing steps regarding the acceptance of the draft to finality; 2) should the Board require additional feedback or changes, the Board would contact the Policy Committee and revisions would ensue until approval.

Mr. Haldeman asked the Board if there were any questions.

Mr. McGlennon asked for clarification on several items.

Discussion ensued on this matter.

Ms. Tammy Rosario, Principal Planner, noted the Hampton Roads Transportation Planning Organization (HRTPO) conducts a study every four years with James City County's projected and existing land use data with updates provided to HRTPO and growth projections allocated to zones. She noted this information became incorporated in the Traffic Impact Analysis.

Mr. Holt noted the impact of the Comprehensive Plan and traffic planning. He commented that "proactive" planning of roads was in coordination with County land use and development.

Discussion ensued on this matter.

Mr. Icenhour noted that Option 1 with the caveat to increase the upper limit to every five years to review with both the Planning Commission and Policy Committee was acceptable.

Other Board members concurred with this course of action.

b. Archaeology Policy and Natural Resources Policy

Mr. Holt noted that Option No. 4 had been chosen at the February 27, 2018 Board meeting to add an Initial Species Inventory in respect to natural heritage as a submittal requirement for site plans and subdivisions. He detailed the changes to the Ordinance and noted the Agenda Packet contained full details. He further noted two options were before the Board: 1) accept the proposed Ordinance language, inclusive of the waiver and exemption criteria; 2) have the Board provide the Policy Committee with additional feedback or policy changes.

Mr. Haldeman recommended, on behalf of the Policy Committee, that Option No. 1 be adopted.

Mr. McGlennon asked about the exception regarding land previously disturbed and endangered species returning to said land.

Mr. Holt noted, as proposed, there was no exception in the Ordinance. He further noted an upper limit could be added to encompass changes within the past five years.

Discussion ensued on the matter.

Mr. Holt acknowledged the Board's consent to proceed with Option No. 1 with the caveat to include the five-year limit.

c. Zoning - Pedestrian and Bicycle Accommodations

Mr. Holt noted that language changes in pedestrian and bicycle Ordinances, as recommended by the Policy Committee, prompted a review by the Board. He noted two options: 1) accept the Ordinance with the language changes as noted in the Agenda Packet; 2) have the Board provide the Policy Committee with additional feedback or policy changes.

Mr. Haldeman noted the Policy Committee recommended Option No. 1.

Mr. Hipple noted the need to include bike paths and encouraged safety for cyclists.

Mr. Holt noted the endorsement of Option No. 1 as stated by the Board.

### 3. Pocahontas Trail Corridor Study

Ms. Rosario noted that over the past 10 months, the Planning Division, the Virginia Department of Transportation, and its consultant, RK&K, as well as the community, had met to reassess transportation needs, desired improvements and priorities for the Pocahontas Trail Corridor. She further noted final consideration of the Corridor Study was put on the June 6 and July 10 meeting agendas for the Board.

Mr. Jeff Kuttesch, RK&K, addressed the Board with an update on the Study Corridor. He noted the key element of community involvement. He presented a PowerPoint highlighting the Study and options with projected cost estimates. He noted the Corridor had been separated into six key areas with the cost breakdown and highest need per area.

Mr. McGlennon asked about cost impact on the underground utilities if the improvements are done as sections, as well as stormwater impact. He stressed the underground utilities and benefits from local utility cooperation on this project. He thanked committee members and the community for input.

Discussion ensued on this matter.

Mr. Hipple asked about involvement from Dominion Energy and have a representative involved in meetings. He highlighted the use of underground utilities when road improvements are made.

Discussion ensued on this matter.

Mr. Holt noted the importance of timing, particularly regarding the Smart Cycle 2018 Funding Application deadline as the program runs on a two-year cycle.

Mr. Hipple noted that transportation plans are based on six-year increments and how that affects the traffic needs for

the area.

The Board thanked Mr. Kuttesch for the presentation.

4. Legislative Case Deferral Policy

Mr. Porter referenced the 2012 Legislative Deferred Case Policy that the Board had adopted. He noted the Planning Commission might want to develop a similar policy for deferment regarding land use.

Mr. Richardson noted that recommendation for a deferral policy was currently under discussion by the Policy Committee.

Mr. McGlennon referenced a past application for a gas station adjacent to a water supply and noted County Ordinances had no restrictions on buffering requirements. He requested preliminary exploration on adding such restrictions on County Ordinances, citing potential water supply contamination.

Discussion ensued on this matter.

Mr. Icenhour requested staff review the proposal for land bay number movement in Ford's Colony. He noted the community's concern about this issue. He cited some recent changes regarding the Master Plan. He further noted changes to the Master Plan and amendments to it. He asked for consensus regarding land movement and amendment to Master Plans reviewed by the Board and change the process similar to the zoning amendment process. He also requested discussion of Purchase of Development Rights be placed on the June work session agenda.

Mr. Richardson thanked the Board for its time and input.

Ms. Larson echoed the sentiment and staff's hard work.

Mr. Icenhour asked for a summary of planning projects for the Board.

Mr. Holt acknowledged he would send the summary with a district breakdown and site details to the Board members.

**D. CLOSED SESSION**

None.

**E. ADJOURNMENT**

A motion to Adjourn the Planning Commission was made by Jack Haldeman, the motion result was Passed.

At approximately 6 p.m., Mr. Richardson adjourned the Planning Commission meeting.

As there was no further business or discussion, Ms. Larson asked for adjournment of the Board of Supervisors meeting.

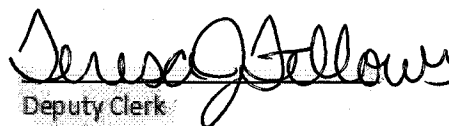
1. Adjourn until 5 p.m. on June 12, 2018 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:02 p.m., Ms. Larson adjourned the Work Session.

  
Deputy Clerk