

**MINUTES**  
**JAMES CITY COUNTY CHESAPEAKE BAY BOARD**  
**REGULAR MEETING**  
**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**  
**November 8, 2023**  
**5:00 PM**

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**A. CALL TO ORDER**

The Chesapeake Bay Board meeting for November 8, 2023, was called to order.

The responsibility of this Board is to carry out locally the Commonwealth policy to protect against and minimize pollution and deposition of sediment in wetlands, streams, and lakes in James City County, which are tributaries of the Chesapeake Bay.

**B. ROLL CALL**

**Board Members Present:**

Larry Waltrip  
Michael O'Brien  
Scott Maye, Vice Chair  
Leslie Bowie

**Board Members Absent:**

Charles Roadley, Chair

**Other Staff Present:**

Toni Small, Director, Stormwater and Resource Protection  
Michael Woolson, Resource Protection Section Chief, Stormwater and Resource Protection  
Robin Benedict, Watershed Planner, Stormwater and Resource Protection  
Emily Grojean, Watershed Planner, Stormwater and Resource Protection  
Liz Parman, Deputy County Attorney, County Attorney's Office  
Andrew Dean, Assistant County Attorney, County Attorney's Office

**C. MINUTES**

1. Minutes from the October 11, 2023, Regular Meeting

A motion to Approve the minutes was made by Ms. Bowie.

The minutes were Approved on a voice vote.

**D. PUBLIC COMMENT**

None.

**E. PUBLIC HEARING(S)**

1. CBPA-23-0123 : 4388 Landfall Drive

A motion to Approve w/ Conditions was made by Mr. O'Brien, the motion result was Passed.  
Ayes: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Bowie, Maye, O'Brien, Waltrip  
Absent: Roadley

Ms. Robin Benedict, Watershed Planner, presented the exception request submitted by Mr. Ryan Linnekin, Williams Landscape & Design, on behalf of Mr. William Trolan, for encroachments into the Resource Protection Area (RPA) for the construction of two retaining walls and installation of riprap. The property is further identified as James City County Real Estate Tax Map Parcel No. 4732400082. The presentation described the current and proposed site conditions. If the Board approved the request, staff asked that the suggested conditions be incorporated into the approval.

Staff clarified details of the plan for the Board.

Mr. Maye opened the Public Hearing.

A. Mr. Ryan Linnekin, Williams Landscape & Design, 1554 Penniman Road, provided further details of the plan for the Board.

Mr. Maye closed the Public Hearing.

The Board discussed the pros and cons of the plan.

## **F. BOARD CONSIDERATION(S)**

### **1. Election of Officers for 2024**

A motion to Appoint Mr. Charles Roadley as Chair of the Chesapeake Bay Board was made by Mr. Maye and Approved by a unanimous voice vote.

A motion to Appoint Mr. Michael O'Brien as Vice Chair of the Chesapeake Bay Board was made by Ms. Bowie and Approved by a unanimous voice vote.

A motion to Appoint Ms. Robin Benedict as Secretary of the Chesapeake Bay Board was made by Mr. Maye and Approved by a unanimous voice vote.

### **2. CBPA-21-0178 : 5508 Swan Road**

A motion to Approve w/ Conditions was made by Mr. O'Brien, the motion result was Passed.  
Ayes: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Bowie, Maye, O'Brien, Waltrip  
Absent: Roadley

Ms. Robin Benedict, Watershed Planner, presented an extension request for the exception originally approved by the Board on January 12, 2022. The exception was originally submitted by Mr. Jason Hoyle. An extension was previously approved by the Board on September 14, 2022, with an expiration date of January 11, 2024. Staff proposed that the new expiration date of January 11, 2026, be approved.

### **3. CBPA-21-0130 : 115 Heathery**

A motion to Approve w/ Conditions was made by Mr. O'Brien, the motion result was Passed.  
Ayes: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Bowie, Maye, O'Brien, Waltrip

Absent: Roadley

Ms. Robin Benedict, Watershed Planner, presented an extension request for the exception originally approved by the Board on January 12, 2022. The exception was originally submitted by Elite E and E Investments, LLC. An extension was previously approved by the Board on December 14, 2022, with an expiration date of January 12, 2024. Staff proposed that the new expiration date of January 12, 2026, be approved.


**G. MATTERS OF SPECIAL PRIVILEGE**

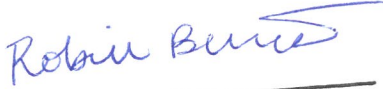
None.

**H. ADJOURNMENT**

A motion to Adjourn was made by Mr. O'Brien and Approved on a voice vote.

The meeting adjourned at 5:29 p.m.

  
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Charles Roadley  
Chair, Chesapeake Bay Board

  
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Robin Benedict  
Secretary to the Board