

**MINUTES**  
**JAMES CITY COUNTY DEVELOPMENT REVIEW COMMITTEE**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 4, 2017**  
**5:30 PM**

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**A. CALL TO ORDER**

Mr. Heath Richardson called the meeting to order at 5:30 p.m.

**B. ROLL CALL**

Present:

Mr. Heath Richardson (chair)  
Mr. Chris Basic  
Mr. Tim O'Connor  
Ms. Robin Bledsoe  
Mr. Rich Krapf

Absent:

None

Staff:

Mr. Paul Holt, Planning Director  
Ms. Ellen Cook, Principal Planner  
Mr. John Carnifax, Director of Parks & Recreation  
Ms. Julie Northcott-Wilson, Parks & Recreation Business Analyst

**C. MINUTES**

1. Minutes Adoption - October 26, 2016 Regular Meeting

Ms. Robin Bledsoe made a motion to approve the October 26, 2016 meeting minutes.  
On a voice vote the minutes were approved 5 – 0.

**D. OLD BUSINESS**

**E. NEW BUSINESS**

1. SP-0091-2016. 4501 Noland Boulevard, AutoZone

Mr. Richardson stated that due to a scheduling conflict on the applicant's end, the applicant had requested deferral of the case until the January 25, 2017 Development Review Committee meeting.

2. Parks and Recreation Master Plan Update

Mr. John Carnifax introduced himself and Ms. Julie Northcott-Wilson and stated that Parks & Recreation staff were updating the Parks & Recreation Master Plan, and wanted to include the Planning Commission in the update process.

Mr. Paul Holt noted that the updated Parks & Recreation Master Plan will come before

the full Planning Commission at a later date. As in past years, the Master Plan does not require a formal public hearing and vote, but will be an opportunity for engagement with the Commission and the public generally.

Ms. Northcott-Wilson began the presentation, describing past master planning efforts and the reasons for the current update, which include the goal of gaining accreditation. Ms. Northcott-Wilson then stated the steps that had taken place so far, including demographic and other analysis, public meetings, focus groups and a survey. Ms. Northcott-Wilson moved on to providing additional information on the survey question results.

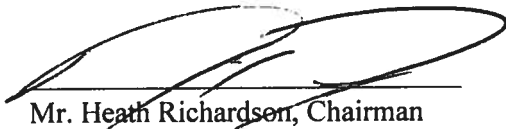
Ms. Northcott-Wilson, Mr. Carnifax, Mr. Holt and the DRC members discussed various aspects of the survey responses and general Parks & Recreation Department operations, achievements and challenges.

Ms. Northcott-Wilson concluded the presentation by describing the next steps, which include providing the full text of the Master Plan document to the DRC later in January, and then to the full Planning Commission.

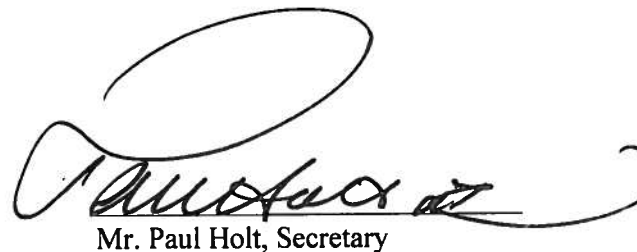
The DRC members thanked Mr. Carnifax and Ms. Northcott-Wilson for their work on the update process and for presenting information on the update to the DRC.

#### **F. ADJOURNMENT**

Mr. Krapf made a motion to adjourn. Mr. Richardson adjourned the meeting at 6:50 p.m.



Mr. Heath Richardson, Chairman



Mr. Paul Holt, Secretary