

**MINUTES**  
**JAMES CITY COUNTY DEVELOPMENT REVIEW COMMITTEE**  
**REGULAR MEETING**  
**BUILDING A LARGE CONFERENCE ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**  
**July 23, 2025**  
**4:00 P.M.**

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**A. CALL TO ORDER July 23**

Mr. Polster called the meeting to order at approximately 4:02 p.m.

**B. ROLL CALL**

**Committee Members Present:**

Frank Polster, Chair

Steve Rodgers

Scott Maye

Jack Haldeman

**Staff Present:**

Morgan Risinger, Senior Planner

Will Albiston, Planner

Hannah Hunnicutt, Administrative Coordinator

**C. MINUTES**

1. Minutes of the June 18, 2025, Regular Meeting

Mr. Haldeman made a motion to Approve the Minutes.

On a voice vote, the Committee approved the Minutes of the June 18, 2025, Regular Meeting.  
(4-0)

**D. OLD BUSINESS**

There was no old business.

**E. NEW BUSINESS**

1. C-25-0021. Stonehouse Tract 2, Review of Conceptual Plan

Mr. Will Albiston, Planner, addressed the Development Review Committee (DRC) Members. Mr. Albiston stated that Mr. Jeff Huentelman submitted a conceptual plan for Stonehouse Tract 2 for the construction of 400 residential units with 318 units being single-family homes, 19 units being attached residences with two to four units, and 63 units being attached residences that were less than three stories and contained more than four units. Mr. Albiston noted that the conceptual plan also included common open space with a community center, swimming pool, playground, tennis court, multipurpose athletic field, and off-street parking.

Mr. Albiston further stated that the property was governed by the Stonehouse Master Plan and Proffers which were approved in Case Nos. MP-18-0002 and Z-19-0010, approved by the Board of Supervisors on November 12, 2019.

Mr. Albiston noted that the reason for the DRC review was found in the proffers, specifically: Proffer No. 10, which would require a conceptual plan to be submitted to the Planning Director and the DRC for review at least 60 days prior to submittal of a development plan for the tract. Mr. Albiston stated that the purpose of this review was to determine general consistency with Zoning Ordinance requirements, the adopted Master Plan, and other applicable County policies.

Mr. Albiston stated that the other relevant proffers to Tract 12 include the creation of the following; the Ware Creek Road amenity, a playground, and multiuse trails and/or bike lanes along Ware Creek Road and Six Mount Zion Road. Mr. Albiston noted that the additional proffers related to transportation improvements, traffic generation, and cash contributions, etc. were monitored by the County and would be applied and examined during the development of this parcel when engineered plans were submitted.

Mr. Albiston further stated that after review of the conceptual plan staff found the proposed conceptual plan to be generally consistent with the Zoning Ordinance, adopted Master Plan, adopted Proffers, and other applicable County policies.

Mr. Albiston noted that staff recommended that the DRC find the proposed conceptual plan to be generally consistent with the Zoning Ordinance, adopted Master Plan, adopted Proffers, and other applicable County policies.

Mr. Polster asked the Committee if there were any questions for staff.

Mr. Haldeman asked for Mr. Albiston to run through the affordable housing proffer and if some of the housing had already been built.

Mr. Polster noted 70 units had already been built while 15 additional units were required.

Mr. Haldeman asked if the proffers only applied to the parcels in this application or the entire Stonehouse development.

Mr. Albiston stated that Stonehouse was done in multiple phases and redesigned a couple of times with the most recent redesign in 2019 which created these proffers and Master Plan. Mr. Albiston pointed out that the 2019 redesign did not include the entirety of the Stonehouse development but most of it was included.

Mr. Haldeman asked if they only needed to build 15 more affordable housing units.

Mr. Albiston responded yes.

Mr. Polster expressed his concern regarding affordable housing practices in various developments which were structured in a way that led to unit costs that might not be affordable today.

Mr. Rodgers asked what was the total number of units planned for the Stonehouse development.

Ms. Risinger stated that the total was approximately 2,300.

Mr. Haldeman asked if there were only 85 workforce housing units required for the total 2,300 units.

Mr. Polster responded yes.

Ms. Risinger stated that the 2019 Stonehouse proffers also required a cash payment per unit from the developer and that those funds were required to be spent on affordable housing programs. She further noted that the County's policies on affordable and workforce housing have changed since 2019 and that the Workforce Housing Task Force was instrumental in creating the new policies.

Mr. Polster stated that with previous conceptual plans for Stonehouse, the DRC had commented on stormwater. Mr. Polster asked why the DRC was only allowed to look at Proffer No. 10 but not Proffer No. 9.

Mr. Albiston responded that they were separate proffers.

Mr. Polster noted that the DRC had never been limited to looking at a specific proffer number and wanted to know what had changed that only allowed the DRC to review Proffer No. 10 for this case.

Ms. Risinger stated that Proffer No. 9 was for conceptual level stormwater review that directed the Stormwater and Resource Protection Division to review the conceptual stormwater plan and Proffer No. 10 was for general conceptual level review of the development that directed the DRC to review the conceptual development that was included in the packet. Ms. Risinger noted that the previous conceptual plan used a similar approach, as it had a general site layout and then a separate document that went to the Stormwater and Resource Protection Division that fulfilled the Proffer No. 9 requirement.

Mr. Polster stated that his interest with the stormwater materials was due to the type of terrain at this site. He added that in the past when the DRC had reviewed conceptual plans the DRC received a layout showing the location and type of stormwater facilities. Mr. Polster noted that he was glad to see the high level of detail in the conceptual stormwater management plans and that he felt the plans addressed many of his concerns.

Mr. Albiston stated that the intent was to clarify that the conceptual stormwater management plans were subject to review by the Stormwater and Resource Protection Division per Proffer No. 9 and that the conceptual development plan included in the packet was subject to review by the DRC per Proffer No. 10. Mr. Albiston also noted that comments from the DRC or any citizen were always welcomed related to anything that the DRC or the citizens felt the need to draw attention to. Mr. Albiston stated that the intent was to clarify what the proffers stated in terms of what the DRC was to consider for its vote.

Mr. Polster stated that he did not view the proffers as separate requirements but rather that all proffers were joined together.

Mr. Polster asked when the amenities would be built.

Ms. Risinger stated that the Ware Creek Road amenity was required before 1,200 units were built in the portion of Stonehouse subject to the 2019 Master Plan, which included Tract 3 and Land Bay 5, had 511 units built, an approved plat for Tract 11A included approximately 80 units. Ms. Risinger noted that the total for all planned lots at this point was above 1,200 units but were all at various stages of the planning process. Ms. Risinger noted that the plans were close to reaching a point where the Ware Creek Road amenity would be required to start the development process and that it would need to be open before the approval of a plat that resulted in more than 1,200 units.

Mr. Polster stated that he was impressed with the walking paths and the connection of them throughout the development.

Mr. Rodgers asked that of the 2,300 unit maximum, how many were still undeveloped or yet to be submitted on plans.

Ms. Risinger responded that it was about two thirds through the 2,300 unit maximum.

Mr. Albiston stated that this plan would be essentially the final major buildout along Six Mount Zion Road and then would start to see parcels along Mount Laurel Road.

Mr. Haldeman made a motion that the DRC find C-25-0021. Stonehouse Tract 2 to be generally consistent with the Zoning Ordinance, adopted Master Plan, adopted Proffers, and other applicable County policies.

On a voice vote, the Committee voted to approve the motion. (4-0)

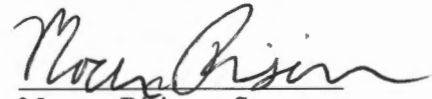
**F. ADJOURNMENT**

Mr. Haldeman made a motion to Adjourn the meeting.

On a voice vote, the meeting was adjourned at approximately 4:14 p.m.

Handwritten signature of Frank Polster, consisting of stylized initials 'FP' followed by a more legible signature.

Frank Polster, Chair

Handwritten signature of Morgan Risinger in cursive script.

Morgan Risinger, Secretary