

AT A WORK SESSION OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE EIGHTH DAY OF MARCH, NINETEEN HUNDRED AND NINETY FOUR AT 5:30 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101C MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

Mr. Alexander C. Kuras, Chairman
Mr. Raymond L. Betzner
Mr. A. G. Bradshaw
Mr. Jay H. Everson
Mr. Martin Garrett
Mr. John F. Hagee
Mr. Donald C. Hunt
Ms. Willafay McKenna

ALSO PRESENT

Mr. O. Marvin Sowers, Jr., Director of Planning
Mr. John T. P. Horne, Manager of Development Management
Mr. Allen J. Murphy, Jr., Principal Planner
Ms. Sandra Barner, Planning Technician
Mr. Trenton L. Funkhouser, Senior Planner
Mr. Matthew W. Maxwell, Planner

Committee Appointments

Mr. Kuras stated that the Leadership Committee recommended that the Development Review Committee and the Policy Review Committee each have five members. At Mr. Kuras' request for volunteers, Mr. Betzner and Mr. Hagee agreed to serve on both committees. Otherwise, there was no change on the subcommittees from the previous year. Mr. Garrett, Mr. Betzner, Ms. McKenna and Mr. Kuras will attend the Board of Supervisors meetings as the Planning Commission representative and will be on the Leadership Committee.

2. PLANNING DIVISION FY95 AND FY96 GOALS

Mr. Sowers presented the staff report (appended) of goals and objectives for the Planning Division for FY95-96. Mr. Sowers asked the Commissioners for suggestions and comments.

In reference to Strategic Plan Implementation, Goal 3, No. 5, Mr. Everson suggested that a booklet of instructional information be made available for all those requiring the County's services.

Mr. Sowers stated that this was a good idea but that such a booklet should not be part of the Planning Division's goals and objectives. If the Commission agreed, a recommendation could be made to the Board to be inserted into the Economic Development Technical Plan.

Ms. McKenna felt that there should be one instructional document to clearly direct individuals to appropriate resources to accomplish their business in the County.

Mr. Sowers suggested that a recommendation be forwarded to the group updating the Tactical Plan 4.5.4 stating that the Planning Commission recommends that an instructional booklet be available.

Ms. McKenna asked what effort would be provided to improve demographic and market research assistance.

Mr. Sowers responded that information (demographic data/census primarily) available to incoming businesses would be made readily available.

In response to Mr. Betzner's inquiry regarding a customer survey, Mr. Sowers responded that a general perception study was distributed County-wide through FYI regarding citizen preference on policies as well as how Planning was functioning. The results were released to the Commission about a year ago. Mr. Sowers further stated that another study, the Planning Division Customer Survey (developers, engineers, citizens, etc.), brought very favorable results but was discontinued after about six months as it had run its course with the recipients of the survey. However, it was reinstated in February.

Mr. Murphy stated that the results of the studies were available for those who wished to review them.

Mr. Hagee reminded the Commission that there had been previous discussion regarding a meeting with engineers, developers, etc. to talk on an informal basis to receive feedback on customer service.

Mr. Sowers suggested that further discussion on this matter be delayed until the following item on the agenda regarding staff's current study of the subdivision and site plan review process.

With the addition of Mr. Everson's comments, the Commission reached a consensus to approve the Planning Division FY95 and FY96 Goals and Objectives.

3. STATUS REPORT ON STAFF'S CURRENT STUDY OF THE SUBDIVISION AND SITE PLAN PROCESS

Ms. Barner presented this report stating that this project involved discussions with local engineering firms, reviewing agencies, the Development Review Committee, and other jurisdictions similar in characteristics to the County. Also, the DRC members were queried and unanimously agreed that they would prefer to review fewer cases as the process could progress more rapidly with a reduced work load.

Ms. Barner stated that the other jurisdictions surveyed were sending fewer and in some circumstances no cases to a DRC type body unless controversial or preliminary subdivision plans. Ms. Barner stated that the Planning Division will bring a proposal before the Commission shortly to determine how to reduce the number of cases for review. Ms. Barner further stated that the approximately twenty items which were identified for possible action would also be forwarded to the Commission for their consideration.

In response to Mr. Betzner's inquiry regarding the public's attitude toward working with the County and the review process, Ms. Barner stated that she not find overwhelming concern for the process; she did get a sense that things could be done a little differently that might make things work more smoothly or quickly for the developer or engineer.

Mr. Garrett brought up an issue pertaining to the Williamsburg Crossing stating that the site was never designed to be a regional shopping complex. Mr. Garrett questioned if it would be possible to offer the developer an alternative use designation, which he likened to the Agricultural and Forestal District designation, to protect his commercial investment (a tax break). The Planning Commission generally agreed that an alternative could be created.

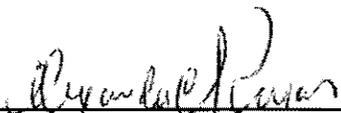
Mr. Garrett stated that when the Board must go against the Commission's recommendation, he felt the Board should give reasons why they have done so.

Mr. Kuras felt that the Board, being a political body, had different considerations than the Commissioners.

Also, Mr. Garrett felt that even though the Planning Commission and staff have appeared to be at odds on certain issues they often are not, but rather that the staff must abide by different guidelines.

4. RECESS

Mr. Kuras recessed the Planning Commission Work Session of March 8, 1994 at approximately 7 p.m. to the regularly scheduled meeting at 7:30 p.m.



Alexander C. Kuras, Chairman



O. Marvin Sowers, Jr., Secretary