



## MEMORANDUM

**Date:** July 2, 2015  
**To:** Records Management  
**From:** The Planning Commission  
**Subject:** Planning Commission Minutes: 01/09/2006

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The following minutes for the Planning Commission of James City County dated 01/09/2006 are missing an approval date and were either never voted on or never presented for approval in the year surrounding these meetings.

These minutes, to the best of my knowledge, are the official minutes for the 01/09/2006, Planning Commission meeting.

They were APPROVED by the current Planning Commission at the July 1, 2015 meeting.

Please accept these minutes as the official record for 01/09/2006.

Robin Bledsoe  
Chair

Paul Holt  
Secretary

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE NINTH DAY OF JANUARY, TWO-THOUSAND AND SIX, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

- |    |                  |   |               |
|----|------------------|---|---------------|
| 1. | <u>ROLL CALL</u> | <u>ALSO PRESENT</u>                                 | <u>ABSENT</u> |
|    | Jack Fraley      | Mr. John Horne, Development Manager                 | Don Hunt      |
|    | Wilford Kale     | Marvin Sowers, Planning Director                    |               |
|    | Mary Jones       | Adam Kinsman, Assistant County Attorney             |               |
|    | George Billups   | Matthew Smolnik, Planner                            |               |
|    | Shereen Hughes   | Ellen Cook, Senior Planner                          |               |
|    | James Kennedy    | Joel Almquist, Planner                              |               |
|    |                  | Toya Ricks, Administrative Services Coordinator     |               |
|    |                  | Jason Purse, Planner                                |               |
|    |                  | Jose Ribeiro, Planner                               |               |
|    |                  | Kathryn Sipes, Planner                              |               |
|    |                  | Leanne Reidenbach, Development Management Assistant |               |

2. MINUTES

A. NOVEMBER 7, 2005 REGULAR MEETING

Mr. Kale said he was pleased with the changes that were made to the November 7<sup>th</sup> minutes.

Mr. Kale motioned to approve the minutes of the November 7, 2005 meeting.

Mr. Kennedy seconded the motion.

In unanimous voice vote the minutes were approved (6-0). (Hunt Absent)

B. DECEMBER 5, 2005 REGULAR MEETING

Mr. Kennedy motioned to approve the minutes of the December 5, 2005 meeting.

Mr. Kale seconded the motion.

In unanimous voice vote the minutes were approved (6-0). (Hunt Absent)

3. COMMITTEE AND COMMISSION REPORTS

A. POLICY COMMITTEE

Mr. Billups stated that the Policy Committee met in December and January regarding the definition of gardening supplies. He said the approved definition is included in a case being brought forth later in the meeting. Mr. Billups recommended approval of that definition at the appropriate time.

Mr. Billups also stated that the dates for the Capital Improvement Program (CIP) meetings had been set for January 31<sup>st</sup>, February 8<sup>th</sup> and 9<sup>th</sup>, and tentatively for February 14<sup>th</sup>. He also said a meeting had been scheduled with the School Board for February 19<sup>th</sup> to discuss their needs.

Mr. Billups said the Committee was moving forward with the Commission's requests made in November regarding policies to reflect more accurate information on school population, environmental concerns, and transportation conditions.

#### B. DEVELOPMENT REVIEW COMMITTEE (DRC)

Mr. Fraley stated that the DRC considered four cases at its January 4<sup>th</sup> meeting. The Committee recommended preliminary approval subject to agency comments for three cases: New Town January 2006 Quarterly Shared Parking Plan Report, certain building setback modifications in New Town, and a site plan for 43 residential townhomes in New Town Block 11. The Committee recommended deferral of the Stonehouse Land Bay XXXI site plan pending resolution of issues related to the Stormwater Master Plan. Mr. Fraley said the voting on all four cases was unanimous.

Mr. Kennedy motioned for approval of the report.

Mr. Kale seconded the motion.

In a unanimous voice vote the DRC report was approved (6-0). (Hunt Absent)

#### 4. PLANNING COMMISSION CONSIDERATION

##### A. Toano Community Character Area Study Design Guidelines

Mr. Jason Purse introduced Mr. Fred Boelt, a member of the Toano Community Character Area Study Steering Committee, to discuss the process used to develop the design guidelines. Mr. Purse also requested a recommendation for approval.

Mr. Boelt introduced other members of the Steering Committee. He stated that the Committee worked with Renaissance Planning Group and held five meetings that were open to the public and included time for public comment and two public workshops. Mr. Boelt also talked about the history of the Toano area.

Mr. Eric Wright, Renaissance Planning Group, gave a presentation outlining the Guidelines that were developed. He stated that the 2003 Comprehensive Plan designated the area as a Community Character Corridor which meant the architecture, scale, materials, and spacing of the

buildings must compliment the historic character of the area and was used as a basis for the Guidelines.

Ms. Kristin Van Vorhees, Renaissance Planning Group, continued the presentation. She gave more detail on the specific elements identified in the Guidelines.

Mr. Kennedy asked about a previous effort to widen the buffer on Route 60 near the entrance corridor from Anderson's Corner and the current lack of parking in the Historic Toano area. He asked if the proposal suggested a realignment of Route 60.

Ms. Van Vorhees said the proposal was to add additional access points and parking lots behind the buildings.

Mr. Kennedy said he wondered where the property would come from to create the additional parking.

Ms. Van Vorhees showed the proposed parking locations on a map.

Ms. Hughes said she was a part of the roundtable discussion that proposed putting the parking behind buildings and on side streets for safety reasons given the amount of industrial traffic. She also asked about the size of the landscape buffer between the farmland area.

Ms. Van Vorhees said the buffer shown on the plan was meant to give a general idea since the development doesn't exist today.

Mr. Kennedy said quite a bit of emphasis was placed on leaving a rather large buffer.

Mr. Wright explained that Ms. Van Vorhees was referring to a buffer in a different location.

Mr. Kale asked if the Village of Whitehall development would fit with what was proposed for that development's location.

Mr. Wright answered yes with some modifications.

Ms. Van Vorhees concluded her presentation.

Mr. Billups asked if there were any problems with acquiring the land necessary for the project.

Mr. Wright said that land acquisition was not a part of the study. He said the Guidelines would be incorporated into the Comprehensive Plan for future development.

Ms. Jones asked who would pay for the streetscape implementation.

Mr. Purse explained the five implementation strategies which included working with developers, VDOT, grants, and individuals to fund the proposal.

Mr. Kennedy asked if the plan included preserving the current buildings.

Mr. Purse answered yes and said the hope was to work with citizens to have some of them designated on federal and state historic registries.

Mr. Kennedy asked if bike paths were purposed for the downtown area.

Mr. Wright said yes, that they helped to slow down the traffic.

Mr. Kennedy said the area needed a lot of traffic calming before the bike paths are in place.

Mr. Wright said other traffic calming measures including building massing planted medians are included in the proposal.

Ms. Hughes asked if the historic neighborhoods would be preserved.

Mr. Wright said the study did not go into neighborhoods but focused on the corners.

Ms. Hughes said she wondered if there was any danger of those neighborhoods being destroyed or erased.

Mr. Wright said the proposal was not parcel specific.

Mr. Kennedy said he was supportive of the plan. He said he hoped the Economic Development Authority would be involved through investment bonds and that capital would be needed similar to York County's investment in Riverwalk.

Mr. Fraley said the plan was big, creative, and visionary and that he would keep his fingers crossed.

Ms. Hughes agreed with Mr. Fraley. She said she was concerned that there would not be a transition between the rural areas and Historic Toano.

Mr. Kennedy said he was concerned with parking and the fact that agreement from multiple property owners would be necessary to make it work. He also stated his concern over traffic and compatibility with the industrial uses.

Mr. Kale said he saw the plan as an overarching concept that future developers would use as a guide for new projects that presented excellent out of the box ideas. He also said he saw the secondary roads being used by trucks. Mr. Kale said it reminded him of an area of Lancaster, Pennsylvania that exhibits a beautiful blend of agriculture with the village concept. Mr. Kale said the Board of Supervisors should carry the study through to Anderson's Corner.

Mr. Billups stated that it was an excellent plan and that he would like to see commitment to it from the Board of Supervisors. He also stated that he would like to see a timeline for each phase.

Ms. Jones agreed with Mr. Billups. She said she too was concerned that the parking areas needed coordination with the County as well as cooperation with citizens and business owners. She stated her support.

Mr. Fraley asked Mr. Sowers the status of a study of the Anderson's Corner area.

Mr. Sowers said a request was made to the Board of Supervisors concurrently with the request for the Toano Area study. He said the Board chose to move forward with the Toano Area study only at that time.

Mr. Fraley said the request should be made again and that a study should include the transition area between Anderson's Corner and Historic Toano. Mr. Fraley asked how staff proposed to move forward with the overall plan including benchmarks and timelines.

Mr. Purse said one of the first things was to work on the historic registry and then move forward using framework similar to the Five Forks Design Guidelines.

Mr. Sowers detailed the various matching grants and other funding options being considered.

Mr. Kale suggested including the implementation strategies with the Commission's recommendation to the Board.

Mr. Sowers said that would be appropriate if the Commission was comfortable doing so.

Mr. Fraley confirmed that Mr. Kale was proposing to forward both the Implementation Strategies and Design Guidelines in an endorsement to the Board.

Mr. Kennedy asked if it would be appropriate to ask that funding measures be considered by the Board as well.

Mr. Sowers said yes.

Ms. Jones thanked the citizens that worked on the Steering Committee.

Mr. Fraley summarized that the recommendation was for approval of the Toano Community Corridor Area Study Design Guidelines and Implementation Guidelines included in the staff report and consideration of capital requirements and funding sources.

Mr. Kale motioned for approval.

Mr. Billups seconded the motion.

In a unanimous voice vote the proposal was approved (6-0). (Hunt Absent).

B. Initiating Resolution – Zoning Ordinance Amendment – Residential Cluster -Curb & Gutter Requirements

Ms. Ellen Cook said staff received a request to amend the Residential Cluster Zoning Ordinance to permit the inclusion of certain alternatives and/or additional provisions for waiver or modification of the curb and gutter requirements. Staff recommended adoption of the initiating resolutions referring the matter to the Policy Committee.

Mr. Kennedy motioned to approve the resolution.

Mr. Kale seconded the motion.

Ms. Hughes said she was in favor of low impact design measures but that she felt that making changes to the Zoning Ordinance was a reactionary measure. She said she felt the matter should be reviewed in a comprehensive way not just making one change.

Mr. Kale said the proposed amendment put the County in the position to do as Ms. Hughes suggested.

Mr. Fraley said that Ms. Hughes' suggestion would be discussed during the Planning Director's report on the budget process later in the meeting.

Mr. Sowers said he thought the study Ms. Hughes referred to "Builders for the Bay Better Site Design" would be the next project staff would be directed to undertake.

In a unanimous voice vote the resolution was approved (6-0). (Hunt Absent).

C. Initiating Resolution – Zoning Ordinance Amendment – Athletic Field Lighting

Ms. Ellen Cook said that as a part of the Community Sports Stadium project staff received a request from James City County Parks and Recreation to amend the Zoning Ordinance to permit athletic field lights with an approved height waiver from the Board of Supervisors. Staff recommended adoption of the resolution referring the matter to the Policy Committee.

Mr. Kale asked why the proposal included amending height for all districts.

Ms. Cook said that currently all districts listed items that height waivers could be applied for and that the lists do not include athletic fields.

Mr. Kale asked if they could just add "anything the County government wanted to do?" Mr. Kale said that citizens are held to requirements that the County cannot adhere to itself. He

said that every time something doesn't work out for the County that the height requirement is amended but that regular property owners have to bite the bullet. He said that he has problems with that and does not see any reason to change the height in any residential zoned area.

Mr. Kennedy said he supported Mr. Kale's reaction. He said he realized it was needed in this venue but was not comfortable giving approval cart blanche. He said he agreed with Mr. Kale on the scrutiny a citizen would have to go through if making the same request.

Mr. Sowers said that Board of Supervisors approval would still be a requirement. He said the ordinance does allow a height waiver approved by the Board of Supervisors for a variety of items already. Mr. Sowers said that Parks and Recreation has discovered that there are some Districts in which sports facilities are located that they cannot currently light. He said this amendment would allow them to make application to the Board.

Mr. Fraley said it appeared to be global and not district oriented.

Mr. Sowers said an initiating resolution allows Staff to look at the ordinances but reserves the ability of the Commission and Board to decide which of those areas to actually amend.

Mr. Billups stated that any request should show cause as to why a modification is necessary. He said that he is hesitant to make any change to the ordinance until the next Comprehensive Plan review can be considered by the public. Mr. Billups also said that during the planning of the Warhill project this need should have been foreseen and should have been acted upon during the previous Comprehensive Plan review.

Mr. Kale said one of the elements taught in the planning commissioners course at Virginia Commonwealth University is the importance of dealing with public property because the County holds it in trust for all citizens for various uses. He said that consideration should be given only to this area not all districts.

Ms. Cook said that staff would be happy to take the issues mentioned under advisement and bring them forward to the Policy Committee.

Mr. Billups stated that the sentence including all districts should be excluded from the proposal.

Ms. Jones stated her feeling that the Policy Committee should be able to consider the proposal in its entirety. Ms. Jones made a substitute motion referring the matter to the Policy Committee for consideration.

Ms. Hughes seconded the motion.

The proposal was referred to the Policy Committee.

## 5. PUBLIC HEARINGS



- A. Z-13-05 Village at Toano
- B. Z-12-05 Moss Creek Commerce Center (Toano Business Center)
- C. Z-15-05/MP-12-05 Stonehouse Planned Community MP Amendment
- D. Z-13-04/MP-10-04/SUP-31-04 Monticello at Powhatan North
- E. Z-16-05/MP-13-05 New Town Sec. 9 Settler's Market
- F. Z-10-04 112 Ingram Road Rezoning

Mr. Fraley stated that the applicants for cases 5A-5F requested deferral of those cases until the February meeting.

Mr. Sowers said staff concurred with the requests. He also stated that staff recommended the Planning Commission hold a work session on the Stonehouse proposal.

Mr. Fraley opened the public hearings.

Hearing no requests to speak; the public hearings were continued until the February 6<sup>th</sup> meeting.

The Planning Commissioners, Mr. Sowers, and Mr. Kinsman discussed the Commissioners' availability regarding a Stonehouse worksession and the feasibility of taping the session. It was decided that the Mr. Kennedy and Mr. Kale would let staff know their availability on February 6<sup>th</sup> the following day and a date would be set at that time.

- G. ZO-6-05 Zoning Ordinance Amendment – Retail Gardening Supplies

Mr. Joel Almquist stated that pursuant to a citizen request Staff is proposing to amend the Zoning Ordinance to define plant and garden supply sales and to allow retail sales of plant and garden supplies as a specially permitted use in the A-1, General Agriculture, District. Staff recommended that the Planning Commission recommend approval.

Mr. Billups stated that the Policy Committee held a special meeting to approve the definition.

Mr. Kennedy asked if a property owner who wanted to sell stone would fall under the scope of this amendment.

Mr. Almquist said that only the sell of plants that are grown off-site as a primary use would fall under that definition.

Mr. Sowers added that the Zoning Administrator would be responsible for determining whether a use was primary or secondary in nature.

Ms. Hughes gave the background on the process used to develop the definition and stated that it is consistent with other districts.

lot closings for Section 4B through November 2005 showed substantially higher lot prices which is an indication that higher priced homes would be built on those lots. Mr. Geddy also said this would generate more tax revenue and would be less likely to attract young families with school age children. He requested a recommendation for approval.

Mr. Kale asked how many additional homes could be built in Greensprings West.

Mr. Geddy said no additional homes could be built if the amendment were approved.

Mr. Kale stated that he was uncomfortable going over the number of units approved by the County in 1989. He asked if it was correct that none of the previous amendments added additional units.

Mr. Geddy said Mr. Kale was correct.

Mr. Kale asked if the request for more lots was for the purpose of making more money.

Mr. Geddy said that was correct.

Mr. Kale asked if the applicant felt the proposed proffers would mitigate the additional impacts.

Mr. Geddy stated that the combination of proffers and housing prices would make up for the additional 30 lots.

Mr. Kale said he wished there was a way to penalize an applicant for every school age child above the applicants' projection. He also said he was disappointed that the applicant could not work with what was previously approved as other planned communities had been able to do.

Mr. Geddy said that most of the planned communities Mr. Kale mentioned were predominately single-family residential and were approved at densities that most people felt at the time would be difficult to achieve. He said this project was predominately multiple-family with a smaller portion of single-family residential. Mr. Geddy stated that there is now a realization that additional capacity was available and that the infrastructure is already in place.

Mr. Kale said that when he first joined the Planning Commission a resolution was approved which stated the County would not approve more than one unit per acre developments. He said this project was as close as he has seen.

Mr. Geddy said that he handled most of the Greensprings Rezoning requests and suggested that if more precise information had been available at that time on how things would fit into the Master Plan and they had requested 1535 units as opposed to 1505 than it would have been approved.

Ms. Hughes stated that a consideration of an amendment to a planned unit development should look back at what worked and what didn't. She said she has reservations with the proposal

Mr. Kale asked if the proposal was for a by-right or specially permitted use.

Ms. Sowers said it was a special use permit use.

Mr. Kennedy motioned to recommended approval.

Ms. Jones seconded the motion.

Mr. Fraley opened the public hearing.

Hearing no requests; the public hearing was closed.

In a unanimous roll call vote approval was recommended (6-0). (Hunt Absent).

H. Z-7-05/MP-5-05 Jamestown Retreat

Mr. Matthew Smolnik stated that the applicant requested a deferral until the February 6<sup>th</sup> meeting to consider further revisions to the application.

Mr. Fraley opened the public hearing.

Ms. Ann Hewitt, 147 Raleigh Street, asked how many more deferrals the applicant would be allowed. She also stated that the applicant was a part of the Better Site Design Roundtable and asked why he could not come up with a suitable plan for the 16 acre site after 7 months. Ms. Hewitt stated her plans to continue to support compliance with the Comprehensive Plan with regard to this project.

Hearing no other requests to speak; the public hearing was continued.

H. Z-17-05/MP-14-05 Greensprings MP Amendment

Mr. Kathryn Sipes stated that Mr. Christopher Basic has applied on behalf of Jamestown, LLC to amend the master plan and proffers to increase the number of single family detached residential dwelling units of Greensprings West Phase VII. The applicant proposed an additional thirty units on approximately 35 acres; 17 units had been previously approved for the site. A total of 1505 units had been previously approved for the entire 1397 acre project; this proposal would bring the new total to 1535 units in the 1397 acre project. Staff found the proposal generally consistent with the previously approved Master Plan and recommended approval.

Mr. Hunt opened the public hearing.

Mr. Vernon M. Geddy, III gave an overview of the application and proposed proffers. He said that the applicant's fiscal impact study showed a positive impact while the County's showed a negative one because the County's study was based on home and lot sales in a section of Greensprings by another developer with smaller lots and lower home prices. Mr. Geddy said the

given the Environmental Division's concerns that some of the Stormwater Management Facilities in Greensprings West might be failing. She asked if the applicant could guarantee that they work.

Mr. Geddy said the issue was not with Stormwater Facilities in Greensprings West. He said the applicant was asked to do an analysis of all the stormwater ponds in the entire Greensprings Plantation development. Mr. Geddy said they would be happy to do any work in Greensprings West and anywhere else they have control. He said there are land bays that the developer had nothing to do with and that they would be hesitant to commit to something they have no control over.

Ms. Hughes said her other concern was that there are 65 children per 100 units in Greensprings. She said the community recreation was geared toward adult's not children's recreation. She asked if the applicant could provide open space designated for children's recreation.

Mr. Geddy said that there is or will be a clubhouse, a full-size pool, a wading pool, two tennis courts, open play areas, and a tot lot.

Ms. Jones asked for the location of those facilities.

Mr. Geddy showed the facilities on a map.

Mr. Fraley stated that his concern was the absence of playing fields and that the minimum half acre lot referred to in the proffers was inadequate.

Mr. Kale stated that the proffers had been approved by the Planning Commission and Board of Supervisors and would over-ride the guidelines of the current Comprehensive Plan.

Mr. Geddy said that if the proffers were contrary to the Comprehensive Plan that one would build according to the proffers.

Mr. Kale said that since the applicant is requesting an amendment that perhaps this would be an opportunity to correct a previous error.

Mr. Geddy said that would be correct assuming that there was a problem.

Mr. Kale also stated his concern with requesting this applicant to take a look at anything that is beyond the area he is developing with regard to storm water applications.

Mr. Kinsman said the request could be made only to the extent that this applicant still had some ownership in the other properties. He also said that if one particular BMP was failing that that particular owner or entirety could be required to remedy the situation since the proffer runs with the land.

Mr. Kale said that if the problem exists in another area with another developer then this developer should not be held accountable unless the current proposal would impact that area. He also stated his concern with the lack of adequate recreation.

Mr. Geddy said the applicant would be willing to consider an area to combine or create an open play area more inviting to children.

Mr. Fraley said he felt that an amendment to a master plan opens itself up to a review of other concerns.

Ms. Hughes asked that the Stormwater Facilities under this developer's control be reviewed.

Mr. Kennedy asked if the prior proposal talked about buffers in the area along Jolly Pond Road.

Mr. Geddy said there was a required perimeter buffer in R-4 at that time.

Mr. Kennedy said a citizen complained that he was told that the area next to his property was a green space lot. He also stated his agreement that the recreation issue be looked into.

Mr. Geddy stated that Greensprings far exceeds the open space requirement and was the first development to initiate and implement what was then called the Greenbelt Policy.

Mr. Billups questioned the dollar amount proffered to the James City Service Authority (JCSA) to expand services beyond the Primary Service Area (PSA).

Mr. Geddy said the area is outside the PSA and was approved in 1989 as part of the overall development and the services are already there. He said there is no request to expand it any further outside the confines of Greensprings West.

Mr. Billups said the applicant would still need JCSA to connect from one location to another.

Mr. Geddy said they will be connecting to the utility infrastructure JCSA built to serve Greensprings West.

Mr. Billups asked what percentage of the development had been completely built out.

Mr. Jim Bennett of Jamestown LLC said that approximately 170 lots out of 398 do not have homes constructed on them representing roughly half of the development.

Mr. Billups asked if roads were still under construction.

Mr. Bennett said roads are under construction in sections 4B and 5 and have been planned for sections 6 and 7.

Mr. Billups said he questions what the project will look like at build out in terms of schools, environment, safety, water and other items that become the responsibility of the County and the impact 30 additional houses will have on them. He also questioned the legalities of making owners of separate sections responsible to mitigate impacts of the overall project. Mr. Billups said he did not think the Commission was ready to act on the matter until the applicant made changes to the plan. He also stated that the monies proffered to Housing Partnership are not significant enough to have much impact.

Mr. Billups asked for a timeline on building the remaining houses.

Mr. Bennett said approximately 150 homes were built last year and that assuming that trend continued built out should be reached in about 3-4 years.

Mr. Geddy added that all the studies and information the applicant has provided have been based on total build out.

Mr. Kennedy stated that he felt the current Adequate Facilities Test is inadequate so that he does not put a lot of faith in data indicating that facilities are adequate. He also said that school overcrowding is a fact and that with the cost of housing escalating at a mind boggling pace the notion that \$600,000 homes will not have children in them may be flawed as well. He also stated that although he was pleased the applicant met the requirements for JCSA and would fall under the County's policy on water conservation; \$600,000 homes tend to use more water bringing irrigation issues. Mr. Kennedy said he thought the project was good overall but needed some changes such as recreation facilities and a turf management plan.

Mr. Geddy said that given the feedback from Commissioners the applicant would like to request deferral of the case to allow time to look into a stormwater management analysis and turf management.

Ms. Jones said she thought Greensprings West is an outstanding community. She said it is a planned community and she doesn't have an issue with 30 extra lots being added. She did agree with the Commissioners that additional recreation space was warranted.

Mr. Fraley stated that he would be happy to support the project if the applicant made the changes Mr. Geddy mentioned.

Mr. Tim Crowder, 3301 Windsor Ridge South, said the biggest issue for the homeowners was recreation for the kids but that they have no problem with the additional 30 homes.

Hearing no other requests to speak, the public hearing was continued until the February 6<sup>th</sup> meeting.

## 6. PLANNING DIRECTOR'S REPORT

Mr. Fraley said that Mr. Kennedy is shown on the County's website as a member of a committee that he is no longer a part of and requested the information be corrected. He also said there was some confusion over the date of the May meeting and confirmed that it is May 1<sup>st</sup>.

Mr. Sowers presented the Planning Director's report reminding members that the next Rural Lands public workshop would be January 12<sup>th</sup> at 6:30 at the James City County Library. He also said the Commission will hold its annual re-organization meeting in February which includes selecting a Chairman and Vice-Chairman and that discussion of nominations could be done in closed session.

Mr. Fraley said his suggestion would be to meet prior to the next regular meeting.

Mr. Kennedy said he too felt it should be done in February because there was a possibility of having as many as two new members in February.

Ms. Jones said early February would be appropriate because the Policy Committee had several Capital Improvement Program (CIP) meetings scheduled in mid-February and suggested meeting at 6:30 pm the night of the next regular meeting.

Mr. Sowers asked Mr. Kinsman if tonight's meeting should be adjourned and recessed until February 6<sup>th</sup> at 6:30 pm.

Mr. Kennedy stated that the Commission did not know what would happen at the end of the month in terms of re-appointments and that the Stonehouse workshop should be postponed until the new Commission was in place.

Mr. Sowers agreed to share Mr. Kennedy's comments with the Stonehouse applicant.

Mr. Kinsman asked if the Commission desired to meet in closed session for the election of officers next month.

Mr. Fraley answered yes.

Mr. Fraley, Mr. Kale, and Mr. Kinsman discussed the proper procedure for closing tonight's meeting. It was decided that the meeting should be adjourned.

Mr. Fraley stated his desire to have two studies included in the Division's up-coming budget. He said he would like to have a comprehensive review of the residential zoning ordinances. Mr. Fraley stated that they were no longer modern and that there are some inconsistencies between some of them and the Comprehensive Plan. He also stated that he would like the process of how traffic impacts studies are done reviewed. He said he felt that the method used is flawed and that professional staff should be used to evaluate traffic impacts instead of relying on traffic impact studies that he feels are inadequate and that are done by consultants who are paid by applicants. Mr. Fraley also noted that Virginia Department of Transportation (VDOT) responds to studies presented to them and does not make suggestions.

Mr. Kale stated his endorsement of both studies. He said he agreed with Mr. Billups that making amendments causes problems but he didn't want to wait until the next Comprehensive Plan review.

Ms. Hughes asked Mr. Sowers if the Better Site Design study was already budgeted for. She said she felt it should be a part of a comprehensive review of the ordinances.

Mr. Fraley agreed Ms. Hughes.

Ms. Hughes she did want to go through the ordinances, do another study, and then go through the ordinances again.

Mr. Sowers agreed that there should be some integration of the studies.

Ms. Jones agreed with Mr. Fraley that an in-house person should evaluate traffic impacts and give a comprehensive outlook. She asked if Mr. Fraley wanted the Policy Committee to handle the studies.

Mr. Billups stated that he suggested several years ago that each department include in the staff report a statement of how the new project would impact their area.

Ms. Hughes said Mr. Billups made an excellent point that Greensprings West has not been built out so that the data given was for what had been built to date but that another 175 homes have been approved that would have kids.

Mr. Fraley requested that the studies be put in the budget process so that funding could be requested.

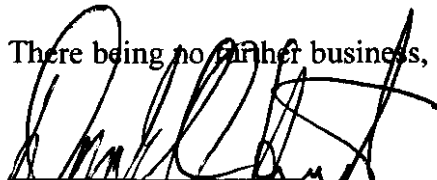
Mr. Sowers stated he would include those suggestions in the Division's budget request along with the Division's other major work items for the next two years.


Mr. Fraley stated his feeling that an in-house traffic consultant was critical.

Mr. Kale stated that if the decision was made to hire a consulting firm that the firm assign someone familiar with the local area who could commit to the project a period of time.

7. ADJOURNMENT

There being no further business, the Planning Commission meeting was adjourned at 10:05 p.m.

  
Donald Hunt, Chairman

  
O. Marvin Sowers, Jr., Secretary