

A REGULAR MEETING OF THE PLANNING COMMISSION WORKING GROUP OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE SIXTEENTH DAY OF OCTOBER, TWO-THOUSAND AND FOURTEEN, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. **ROLL CALL**

Working Group Members

Present:

Rich Krapf

Tim O'Connor

Chris Basic

Robin Bledsoe

George Drummond

John Wright, III

Heath Richardson

Elizabeth Friel

Staff Present:

Tammy Rosario, Principal Planner

Absent:

Mr. Rich Krapf called the meeting to order at 4:00 p.m.

2. **PUBLIC COMMENT**

Mr. Krapf opened the public comment.

As no one wished to speak, Mr. Krapf closed the public comment.

3. **APPROVAL OF MINUTES**

A. October 2, 2014

Mr. Krapf stated that Mr. John Wright had submitted some grammatical corrections which have been incorporated in the minutes. Mr. Krapf further clarified that the corrections were strictly grammatical and did not alter content.

Mr. George Drummond requested that the second paragraph on page 4 be amended to include a statement that "... a skilled workforce is important to attract new business to the county."

Mr. Wright moved to approve the October 2, 2014 Planning Commission Working Group minutes.

On a voice vote, the minutes were approved.

#### 4. **TOPICS FOR REVIEW**

Mr. Krapf stated that the main topic for discussion is preparation for the joint work session with Planning Commission and the Board of Supervisors on October 28, 2014.

Mr. Krapf stated that the first item to discuss is the document prepared by staff summarizing changes to the Comprehensive Plan section texts and Goals, Strategies and Actions (GSAs) and the Planning Commission Working Group comments on those sections. Mr. Krapf stated that this document would be included with the information provided to the Board.

Mr. Krapf inquired if the Working Group believed that the summary captured the discussion and the take-aways for each section reviewed.

Mr. Basic stated that the document was accurate and that staff included everything the Working Group requested.

Mr. Wright requested clarification on the Economic Development comments. Mr. Wright stated that the Working Group had discussed looking at ordinance regulations that inhibit development, especially for small business. Mr. Wright inquired if that request was included in "...other policies and regulations to ensure they do not unnecessarily inhibit economic development."

Mr. Krapf confirmed.

Mr. O'Connor stated that during the discussion on Housing, the PCWG also asked staff to add an action that would have staff examine ways in which infill development might be made more affordable, through hybrid funding and/or ordinance exceptions for items which might otherwise increase homeowner association fees. Mr. O'Connor stated that he believed the discussion also included development fees and requirements that increase the cost of construction. Mr. O'Connor stated that development fees should be included in the items considered.

Mr. Heath Richardson stated that staff had been very thorough in capturing the details of the discussions.

Mr. Krapf stated that the summary would be a good starting point for the Board packet.

Mr. Krapf stated that the next step for this meeting would be to consider the order in which topics are presented to the Board based on their importance.

Ms. Robin Bledsoe stated that Economic Development and Housing should be among the top items.

Mr. John Wright stated that growth management was very important in the survey responses.

Mr. Krapf stated that Land Use should be included since it was one of the three main topics that were the focus of the Comprehensive Plan review.

Mr. Krapf inquired if there should be a summary of the CPT's work.

Mr. Heath inquired whether the Board had already received that information as part of the summary of the community outreach efforts and public input.

Ms. Rosario stated that the Board received an in progress update at the last joint work session in May; however, this was prior to any of the Community Workshops.

Mr. Richardson stated that a CPT summary would be a good starting point and would lead in to the PCWG efforts to incorporate the community feedback in the section text and develop more specific actionable items in the GSAs.

Mr. Wright noted that one of the topics that came forward was a Public Facilities Master Plan. Mr. Wright inquired whether that topic should be a separate discussion item.

Ms. Rosario stated that the Public Facilities Master Plan had been included in the summary as a particular item that the PCWG had discussed in response to citizen commentary by including it in the Public Facilities section revisions and it could be highlighted in that way.

Mr. Richardson stated that the wording of the added action item requires staff to explore developing a service and ten-year facility master plan to strengthen the linkage between the Comprehensive Plan and the CIP and operating budgets. Mr. Richardson stated that the action item is well worded and concise and the summary will be a good lead in for the discussion.

Mr. Wright stated that during the discussion on Housing, the Working Group emphasized moving forward with action items related to senior housing needs based on the anticipated increase in that demographic in the near future.

Mr. Krapf noted that he would work with staff to develop a presentation outline which would be shared with the Working Group for review in advance of the meeting.

Ms. Bledsoe inquired whether the plan was to discuss what has been done to date because the Working Group had not yet discussed the CPT efforts.

Mr. Krapf stated that the CPT provided the groundwork with public input before the Working Group was convened. Mr. Krapf stated that the CPT reviewed and summarized input from the public commentary which was provided to the Working Group. Mr. Krapf stated that he thought was to provide a basic summary of the CPT process and conclusions.

Ms. Liz Friel stated that the CPT reviewed a large set of data to develop a more topical summary for the Working Group to consider. Ms. Friel stated that the summary was briefly discussed at the first Working Group meeting. Ms. Friel stated that the CPT's work should be included in what is presented to the Board at this time.

Ms. Bledsoe inquired if the intent was to provide the Board with a general overview of how the CPT functioned.

Mr. Krapf confirmed. Mr. Krapf stated that the intent is to give the Board an overview of the process to this point. Mr. Krapf noted that there are other work sessions scheduled with the Board to provide additional updates during the process.

Mr. Krapf inquired whether the Working Group had any questions that should be posed to the Board.

Mr. Richardson stated that the schedule for the next several months was well established, but wondered whether there had been any discussions about resetting some of the topics within the Comprehensive Plan and redefining the Comprehensive Plan.

Ms. Rosario stated that the discussions are ongoing. Ms. Rosario further stated that the work sessions provide a more formal opportunity to receive that feedback. Ms. Rosario stated that as time goes on there may be items that will be revised; however, no major changes have been recommended at this time.

Mr. Richardson asked for clarification on whether the general structure of the Comprehensive Plan will remain the same in terms of organization and topics.

Ms. Rosario confirmed that the structure of the Comprehensive Plan would remain intact.

Mr. Krapf inquired whether staff had any concerns that required clarification from the Board.

Ms. Rosario stated that there were no concerns at this time. Ms. Rosario stated that staff had received clear directions at the beginning of the process and that staff had been able to align the process to those expectations.

Mr. O'Connor inquired whether Transportation should be discussed at this point even though the section text and GSAs have not been reviewed by the Working Group at this point.

Mr. Krapf stated that after the Board is given an update on what has been accomplished, an overview could be given of the upcoming topics. Mr. Krapf further stated that the Board could then provide any guidance on its expectations for those upcoming items.

Ms. Bledsoe stated that, at the end of the work session, she would like Mr. Krapf to comment on the phenomenal efforts of staff throughout the process.

Ms. Bledsoe inquired where the work session would be held.

Mr. Krapf stated that it would be held in the work session room.

Mr. Krapf stated that the next item for consideration is speaking roles for the work session topic presentations.

Mr. Richardson stated that he would present the Public Facilities update. Mr. Richardson stated that he would summarize the Working Group has concluded and provide details where appropriate.

Mr. Krapf inquired if Ms. Friel would be comfortable doing a CPT overview.

Ms. Friel stated that she would.

Ms. Bledsoe stated that she would do the Housing update.

Mr. Krapf stated that it appeared that a good framework for the work session had been established and that he would work with staff to complete the outline.

Ms. Bledsoe inquired whether she could present the update on Economic Development instead of Housing. Ms. Bledsoe stated that she believed Mr. O'Connor would be better suited to present the update on Housing.

Mr. O'Connor stated that he would be willing to do the Housing update.

Mr. George Drummond stated that he was concerned about the lack of attention to meeting the needs of the Grove area such as providing park and library facilities, bus shelters and pedestrian accommodations.

Ms. Bledsoe stated that this would be a good topic to include with the discussion of upcoming review items.

Mr. Krapf noted that there needed to be more action items related to the needs of the Grove community. Mr. Krapf further stated that he concurred with Ms. Bledsoe about discussing this with upcoming review items.

Ms. Bledsoe stated that there was a trend in the citizen input from the Community meetings that there is a substantial concern about the lack of improvements for Grove. Ms. Bledsoe stated that this was similar to the concerns over senior housing options.

Mr. O'Connor stated that access to adequate public transportation and pedestrian accommodations were items that were brought forward from the Lower County Community Workshop.

Mr. Drummond stated that having a public services office geared toward meeting the needs of lower income citizens would be beneficial to the Grove community where you have a higher percentage of individuals needing those services who do not have transportation to take advantage of services available at distant locations.

Ms. Bledsoe stated that these needs would be a good starting point for a discussion on Transportation.

Ms. Rosario stated that this could be approached by initiating this subject during the CPT summary at the work session and letting it be a theme that runs through the remainder of the meeting where applicable to the sections being discussed. Ms. Rosario noted that during the discussion on Public Facilities, the Working Group made a point to include assessment of the needs of the various communities; Grove was cited as one of the communities that should be considered in that assessment.

Mr. Drummond noted that there were no playing fields or parks available or library facilities for the youth to use their time and energy constructively. Mr. Drummond further stated that these are amenities that are already well established for other areas of the County.

Mr. Krapf inquired whether the Bookmobile served the Grove area.

Mr. Drummond stated that it has not been in the area for a number of years.

Ms. Bledsoe stated that the needs of the Grove area came up in most of the sections discussed by the Working Group to date.

Mr. O'Connor noted that the action items for Public Facilities related to the County using technology to improve service delivery and assess current facility adequacies/inadequacies would lend well to discussing the needs in Grove.

Mr. Basic stated that he is reviewing Parks & Recreation and inquired whether there is space at the Abram Frink Community Center or whether there needs to be an action items for Parks & Recreation to find a location for a facility.

Mr. Drummond stated that he did not believe there was opportunity to expand at the James River Elementary School or the Abram Frink Community Center because of the proximity to Carters Grove and the James River Commerce Center.

Mr. O'Connor stated that several items had been submitted for CIP funding such as a sprayground.

Ms. Bledsoe stated that Mr. Carnifax, Director of Parks & Recreation, has stated that there is no land available that would make a suitable park.

Mr. Basic stated that he had considered recommending adding action items to the Parks & Recreation section requiring establishment of facilities if space was available but since it appears that space is not available, he did not want to give false hope.

Mr. Krapf stated that the discussion with the Board should center on identifying the needs and the potential to establish action items that would meet those needs.

Mr. Krapf requested that Working Group members share their presentations or discussion outlines with everyone prior to the work session.

## 5. **OTHER ITEMS**

Mr. Krapf noted that the second public meeting for the Mooretown Road Corridor Study would be held on October 20 at Norge Elementary School.

Mr. Basic inquired if the timeline for the Comprehensive Plan review had been updated as it seemed that the process was ahead of schedule based on the tentative joint work session dates.

Ms. Rosario stated that the next joint work session would be held in January.

Ms. Rosario noted that she appreciated Ms. Bledsoe's kind comments about staff and further noted that the Working Group had been excellent to work with and allowed the entire group to review materials in a timely manner.

Mr. O'Connor inquired whether the Working Group would see the final versions of the revised section text.

Ms. Rosario stated that the Working Group would see the revised text and staff would communicate the changes made.

Mr. Krapf noted that the Working Group would also review the draft of the compiled Comprehensive Plan which would then go to the Planning Commission for a public hearing which would allow several additional opportunities for review.

Ms. Rosario stated that the Land Use Map would also be a large component of the Working Group's efforts.

Mr. Richardson inquired whether staff wanted to highlight to the Board the streamlined process used for this review.

Ms. Rosario stated that she believes the Board already understands that it is a slightly different process, but that staff will incorporate discussion of the process during the work sessions where feasible.

6. **PUBLIC COMMENT**

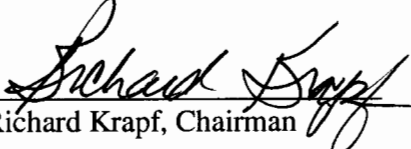
Mr. Krapf opened the public comment.

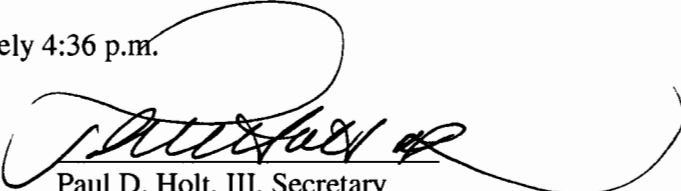
As no one else wished to speak, Mr. Krapf closed the public comment.

7. **ADJOURNMENT**

Mr. O'Connor moved to adjourn until to the joint work session scheduled for October 28, 2014.

The meeting was adjourned at approximately 4:36 p.m.

  
Richard Krapf, Chairman

  
Paul D. Holt, III, Secretary