

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

1. ROLL CALL

Planning Commissioners

Present:

Rich Krapf
Tim O'Connor
Chris Basic
Robin Bledsoe
John Wright, III
Heath Richardson

Staff Present:

Paul Holt, Planning Director
Leanne Pollock, Senior Planner II
Maxwell Hlavin, Assistant County Attorney

Absent:

George Drummond

Mr. Rich Krapf called the meeting to order at 7:00 p.m.

Mr. Rich Krapf called for a moment of silence in memory of former Financial and Management Services Director John McDonald.

2. PUBLIC COMMENT

Mr. Krapf opened the public comment.

Mr. Richard Gould, 309 Archers Mead, Kingsmill, requested that the Planning Commission vacate its approval of a recreational vehicle storage area along the Country Road.

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

3. CONSENT AGENDA

A. Minutes from the October 28, 2014, Joint Work Session with the Board of Supervisors

B. Minutes from the November 5, 2014, Regular Meeting

C. Development Review Committee

- i. SP-0083-2014, New Town Sec. 3&6 Block 21 Assisted Living Facility (DRC Recommendation: Approval 3-0-1)

Mr. Tim O'Connor moved to approve the Consent Agenda.

In a unanimous vote, the Commission approved the Consent Agenda 6-0; Mr. George Drummond being absent.

4. **REPORTS TO THE COMMISSION**

A. **Policy Committee**

Mr. O'Connor stated that the Policy Committee met on November 13, 2014 and December 1, 2014.

Mr. O'Connor stated that on November 13, 2014 the Policy Committee met to hear a presentation on the Mooretown Road extension. Also presented and discussed were three options for a road alignment and their associated environmental impacts. Several citizens were on hand and were offered the opportunity to speak regarding the road alignments. The project consultant, VHB, is compiling citizen input from public meetings and will be working with staff to determine the preferred alignment and design characteristics for a potential road. An additional public meeting will take place in early 2015 to present the proposed alignment and design to the public.

Mr. O'Connor stated that it is important to note that this work does not mandate any road construction for Mooretown Road. Mr. O'Connor further stated that additional information can be found on the Planning page of the County's website.

Mr. O'Connor stated that ongoing updates to the Comprehensive Plan and expectations of Commissioners and their review of the work were also discussed.

Mr. O'Connor stated that the Policy Committee also met on December 1, 2014 to consider three items: the Capital Improvement Plan (CIP) process for FY16-20, Planning Commissions bylaws and the Planning Division's proposed Work Program for 2015. Mr. O'Connor noted that the CIP calendar and bylaws blended into one conversation as the discussion involved how to best accommodate school division project requests for CIP funding. Staff recommended that the Policy Committee adjust its CIP schedule to begin in February and conclude with a special meeting of the Planning Commission in late March to vote on a recommended CIP. As a result, it is also recommended that the annual organizational meeting of the Planning Commission be moved to the same meeting in March in order to allow the then current Policy Committee to complete its CIP review and prepare recommendations to the full Planning Commission.

Other recommended changes to the bylaws included a review of the speaker policy to allow all members of the public equal opportunities to speak and or present to the planning commission.

Finally, bylaw changes will reference the ability of a commissioner to attend meetings electronically in accordance with the Code of Virginia. This will require the Planning Commission to adopt a policy to allow electronic participation in commission and committee meetings in accordance with FOIA.

The Planning Division Work Plan for 2015 will include the following: continue with Comprehensive Plan review and land use applications, the CIP review process, Floodplain

ordinance update, E-Packets for web based agendas for the Planning Commission, housekeeping items to the Zoning Ordinance, agritourism as a by-right use in A-1 and R-8 districts, and waiving the public hearing requirements for certain proffer amendments provided that the proffers do not involve density or land use.

C. Regional Issues Committee

Ms. Robin Bledsoe stated that the Regional Issues Committee did not meet.

5. PUBLIC HEARING CASES

A. Case No. Z-0006-2014/SUP-0015-2014, 3116 Ironbound Rd. Contractor's Office

Mr. Krapf stated that the applicant requested a second deferral until the January 7, 2015 meeting and that staff concurred with the request. Mr. Krapf further stated that public comment has been open since the November 5 meeting and will remain open.

Mr. Krapf inquired if anyone wished to speak.

Ms. Lisa Bates, President of Village Square Home Owner's Association (HOA), 4509 Misty Court, stated that she would like the Planning Commission to consider the traffic when determining what businesses are allowed to use the space because of the proximity to the school and shopping center. The business Ms. Bates considers a red flag would be the auto parts business because of the traffic in and out during peak high traffic and school times.

Mr. Krapf stated that the public hearing will remain open until the case is discussed at the January 7 meeting.

B. Case No. SUP-0017-2014, Williamsburg Unitarian Universalists Expansion

Ms. Leanne Pollock, Senior Planner II, provided the Commission with a presentation on the proposed expansion of the Williamsburg Unitarian Universalists house of worship which is located at 3051 and 3041 Ironbound Rd and is designated low density residential on the Comprehensive Plan Land Use Map.

Mr. Krapf opened the floor for questions.

Mr. Heath Richardson asked Ms. Pollock about the development of water conservation standards prior to development and what would that entail for the applicant.

Ms. Pollock responded that this is a typical condition requested by the JCSA, mainly pertaining to installing native landscaping and efficient appliances. Ms. Pollock further stated that this is a fairly standard set of guidelines that are developed for most new projects.

Mr. Krapf called for disclosures regarding meetings or conversations with applicants.

Mr. Krapf stated that he met with the applicant and discussed sustainable design elements. Mr. Krapf also stated that he previously attended services at the Unitarian Church on occasion.

As there were no other disclosures, Mr. Krapf opened the public hearing.

Mr. Tom Tingle, President of Guernsey Tingle Architects, stated that he is representing the applicant. Mr. Tingle discussed the different phases of the expansion including a future expansion that is currently not funded. Mr. Tingle noted that the expansion will include 27 LEED points although the expansion will not be LEED certified.

Ms. Robin Bledsoe inquired if the enhanced landscaping is a part of Phase I.

Mr. Tingle stated that it is indeed part of Phase I, both the buffer on Ironbound Road along with any improvements to parking would have those enhanced landscape buffers to the adjacent residential properties.

Ms. Bledsoe stated that in Phase I there doesn't seem to be an increase in the amount of people coming and going because the expansion does not increase the amount of congregation space. Ms. Bledsoe inquired if the taper is a part of Phase I.

Mr. Tingle stated that the taper is part of Phase I because the traffic analysis conducted by VDOT determined that the use of the space as it is now requires the taper.

Mr. John Wright asked if the enhanced landscaping will provide any sound barrier between Williamsburg Unitarian Universalist property and the neighbors across the street.

Mr. Tingle stated that landscaping in general provides little sound barrier. However, the other improvements that are being proposed would take away some of the sound coming from the house close to the road where the administrative staff are currently situated and the playground which would be moved further from Ironbound Road behind the expansion.

Mr. Wright asked if the surrounding neighbors have brought up any complaints about noise.

Mr. Tingle stated that he does not believe there were any concerns or complaints about noise voiced at the public meeting.

Mr. Basic asked how the open house/public meeting went.

Mr. Tingle stated that open house was very quiet but he believes it was because church representatives had talked to many of the neighbors one on one. Mr. Tingle stated that in general the response from the neighborhood has been very positive.

Ms. Bledsoe asked if the Parker house would be rented out until later in the process when it will be demolished.

Mr. Tingle stated that it will either be used by the church or it will revert back to residential use.

Ms. Bledsoe inquired whether the house would only be rented out to someone from the church or if it would be anyone from the community. Ms. Bledsoe stated that she was asking because whoever rents it would have to be aware that they are going to get this facility with the activities that go with it.

Mr. Tingle stated that there is no intention to limit the rental of the house to someone in the church so it would be available for anyone to rent.

Mr. O'Connor inquired whether the applicant was comfortable with achieving the 27 points in LEED in the current design. Mr. O'Connor further inquired what 27 points equals in LEED certification.

Mr. Tingle stated that LEED certification would be require 40 points; however, the applicant anticipated being able to achieve around 30 points. Mr. Tingle stated that the applicant is committing to 27 points and beyond that, is committed to enhanced performance of building envelope, mechanical, HVAC and electrical efficiencies. Mr. Tingle stated that obtaining sufficient points for an official LEED certification would require a costly energy model. Mr. Tingle stated that the 27 points is the best the applicant can do with the constraints of the project budget.

Mr. O'Connor verified that the applicant is comfortable with 27 points.

Mr. Tingle verified that they are comfortable with 27 points.

Mr. Krapf asked for clarification on whether the 27 points would be achieved in Phase I.

Mr. Tingle confirmed that the 27 points would be achieved in Phase I.

Mr. Krapf inquired if the entire project could be significantly more than 27 points as the 27 point condition was only for Phase 1 of the project.

Mr. Tingle stated that it is possible.

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

Mr. Krapf then opened the floor for Planning Committee discussion.

Mr. O'Connor inquired if staff believes that Williamsburg Unitarian Universalists would need a second entrance in the future.

Ms. Pollock stated that the second entrance was proposed by the church as something they would want in the future to have the site run more efficiently. Ms. Pollock stated that with the anticipated expansion of the sanctuary and the related traffic, the single entrance would probably trigger warrants to have a full width right turn and left turn lanes. Ms. Pollock noted that the expense of those improvements may be more than adding a second entrance.

Mr. Krapf asked if there was any further discussion or a motion.

Ms. Bledsoe stated that she is pleased with the plan and efforts of the congregation and moved to approve the application.

Mr. Krapf echoed Ms. Bledsoe's positive statements.

Mr. Basic stated his approval of Mr. Tingle's earlier statement "smart LEED makes sense" instead of the insistence to make the project LEED certified.

On a roll call vote, the Planning Commission voted to recommend approval of the application by a vote of 6-0, Mr. Drummond being absent.

6. PLANNING DIRECTOR'S REPORT

Mr. Holt stated that there was nothing more to add other than what was submitted in the Planning Commission packet.

Ms. Bledsoe asked Mr. Holt if Monday at 4pm is the make-up meeting for the Planning Commission Working Group and Mr. Holt stated in the affirmative.

8. COMMISSION DISCUSSION AND REQUESTS

Mr. Krapf stated that the December coverage for the Board of Supervisors meeting would be Mr. O'Connor filling in for Ms. Bledsoe.

Mr. Krapf stated that the Planning Commission Working Group meeting has been re-scheduled for Monday, December 8th at 4pm.

Mr. Krapf stated that the celebration of life for John McDonald would be held on December 4th at 4pm at the Nelson Funeral Home.

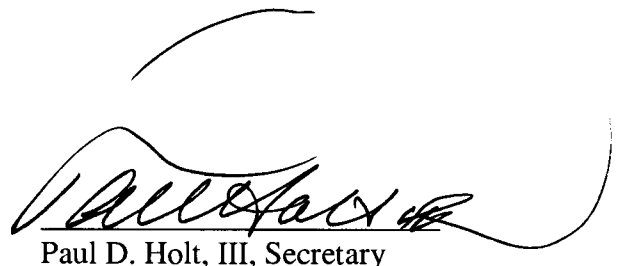
Mr. O'Connor stated that he forgot to mention during the Policy Committee report that Mr. Holt will make the suggested revisions to the bylaws and will circulate them to the Commission in short order. If there are edits, comments or feedback please respond as quick as possible because the edits need to be advertised. Mr. O'Connor stated that the goal is to have it advertised and on the January Planning Commission agenda.

9. ADJOURNMENT

Mr. Basic moved to adjourn.

The meeting was adjourned at approximately 7:47 p.m.


Richard Krapf, Chairman


Paul D. Holt, III, Secretary