

A REGULAR MEETING OF THE PLANNING COMMISSION WORKING GROUP OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE FIFTH DAY OF FEBRUARY, TWO-THOUSAND AND FIFTEEN, AT 3:30 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  
Chris Basic  
Robin Bledsoe  
John Wright, III  
Heath Richardson  
Elizabeth Friel

Staff Present:

Paul Holt, Planning Director  
Jason Purse, Zoning Administrator  
Leanne Pollock, Senior Planner II  
Ellen Cook, Senior Planner II  
Savannah Pietrowski, Planner

Absent:

Tim O'Connor  
George Drummond

Mr. Rich Krapf called the meeting to order at 3:30 p.m.

2. **PUBLIC COMMENT**

Mr. Krapf opened the public comment.

Ms. Petra Nadal, 106 Indian Circle, spoke about the Planning Commission and Board of Supervisors using the Comprehensive Plan as a guideline, not law.

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

3. **APPROVAL OF MINUTES**

A. January 15, 2015

Mr. Chris Basic moved to approve the January 15, 2014 Planning Commission Working Group minutes.

On a voice vote, the minutes were approved.

B. January 22, 2015

Ms. Elizabeth Friel moved to approve the January 15, 2014 Planning Commission Working Group minutes.

On a voice vote, the minutes were approved.

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

##### **A. Final Text, Economic Development**

Mr. Jason Purse stated that staff reviewed the preliminary text after the last meeting and the changes that were made are noted in the memo. Mr. Purse noted that staff may have used some incorrect language from Ms. Bledsoe's comments about the GSA for redevelopment and since that meeting James City Service Authority (JCSA) has discussed water availability with the Planning Commission Working Group. JCSA and staff recommend that the water usage language stays the way it was in the last version in regards to the water conservation standards for redevelopment.

Mr. Purse summarized the different changes to the GSA section language.

Mr. Krapf stated that Mr. O'Connor had a few comments that he would like to pass on. Mr. O'Connor inquired if in ED 6.4 the word "facilities" should be added since a field house and aquatic facilities have been discussed.

Mr. Purse stated that staff is open to adding that language if the PCWG would like it added.

Mr. Krapf stated that the language could read "support the development of sporting events and facilities".

Mr. Purse stated that adding the word "potential" may be more appropriate so as to not make a specific Capital Improvement Program decision in this document.

Ms. Robin Bledsoe stated that staff did a great job incorporating the PCWG's discussion.

Mr. Health Richardson stated that the addition in ED 2.4 of the medical research sector was particularly encouraging. Mr. Richardson agreed with the JCSA strikethrough for the incentives piece.

Ms. Bledsoe motioned to approve the Economic Development final text.

On voice vote, the Working Group voted unanimously to recommend approval of the Economic Development section.

##### **B. Final Text, Land Use**

Ms. Ellen Cook stated that based on the PCWG's feedback staff has incorporated several of the recommended edits and wording changes. Ms. Cook summarized the changes that were made.

Mr. John Wright III inquired why LU 5.3 was taken out.

Mr. Purse stated that the issue of quality of life, community character, and development was already being answered throughout the Comprehensive Plan in different sections, but the issue of a specific population is difficult to put your finger on.

Mr. Krapf inquired whether Virginia precludes localities from establishing population caps which might be what the population level statement is getting at.

Mr. Paul Holt agreed with Mr. Purse and expanded the comments by stating that coming up with a specific number takes a lot of effort, and the more important question is what you do with the information.

Ms. Bledsoe inquired whether this was covered by the County's growth management tools.

Mr. Holt stated that it was.

Mr. Richardson stated that in the Public Facilities section the future possibility of an overall Master Plan and Strategic Plan we are pursuing with the County Administrator and potential impacts are a part of that effort.

Mr. Wright stated that was a sufficient explanation as long as it is kept in mind that we are trying to make sure this is the best place to live, that we want people and businesses to come here and to find some way of including that information or guidelines somewhere else.

Mr. Holt stated that a lot of that information, while possibly in a different format, presents itself in the Cumulative Impact Analysis that Planning and Zoning staff dedicate a lot of resources to maintain. While it may not point to a specific population number, it gets at the notion of how many units are already approved is in the Development Potential analysis and does give quite a bit of perspective on how many dwelling units are already approved on the ground and where are we headed.

Mr. Wright stated that it does help him make decisions to be able to look at what the gross potential already approved is and if we should add more when we are already looking 20 years out and it is going to take a while to build everything that has been proposed.

Mr. Krapf stated that Mr. O'Connor did ask a question under LU 3 talking about the Development Potential Analysis which states that staff has produced "updated estimates for the update." Mr. O'Connor inquired whether the word update could be changed to "new".

Ms. Cook stated that staff will make that change.

Mr. Krapf stated Mr. O'Connor's last question was on LU 1.4 about COs. Mr. O'Connor asked if COs are defined as certificates of occupancy, and stated that the casual reader may not know what the abbreviation stands for and if staff could spell out.

Ms. Cook stated that staff will make that change.

Ms. Elizabeth Friel stated that she was impressed with the way the Comprehensive Plan talked about trends, as it gives the reader perspective on where the County has been and where it is going. Ms. Friel also mentioned the material that had been provided to the Working Group regarding the Crossroads Study that had been done for land associated with Eastern State Hospital. Ms. Friel clarified that the Crossroads Study was a privately conducted study, and

further clarified that there were not changes to the Land Use Designation of this area of the County being made as part of this Comprehensive Plan update – the land would remain designated Federal, State and County Land.

Ms. Bledsoe motioned to approve the Land Use final text.

On voice vote, the Working Group voted unanimously to recommend approval of the Land Use section.

C. Draft Text, Appendix A, History of Planning in James City County

Ms. Savannah Pietrowski summarized the updates to the various draft texts.

Mr. Krapf thanked staff for their work on updating the links as they are very helpful for quickly accessing the supporting documents cited.

Mr. Wright stated that in the last line “way” should be capitalized.

D. Draft Text, Appendix B, Glossary

Mr. Krapf stated that there are a lot of acronyms and terms that people are not aware of, so this is a great resource.

Ms. Bledsoe stated that she was happy that staff added the terms that the PCWG brought to their attention.

E. Final Text, Appendix C, Roadway Classification System

Mr. Krapf stated that the Appendix C language has not changed.

Mr. Richardson motioned to approve the final text of the Appendix C language.

On voice vote, the Working Group voted unanimously to recommend approval of the Appendix C section text.

F. Final Text, Appendix D, Source Document Reference List

Mr. Richardson stated that the usability of the links is very helpful in this document. Mr. Richardson suggested having a PDF version of each of the links hosted on the County’s domain in case the website changes.

Ms. Pietrowski said that would be possible.

**4. OTHER ITEMS**

Mr. Krapf stated that the last meeting of the Planning Commission Working Group would be on February 19, 2015 at 4:00 p.m. where Transportation, Land Use, Planning Process and Foreword will be discussed.

6. **PUBLIC COMMENT**

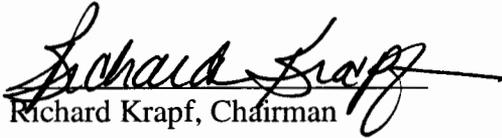
Mr. Krapf opened the public comment.

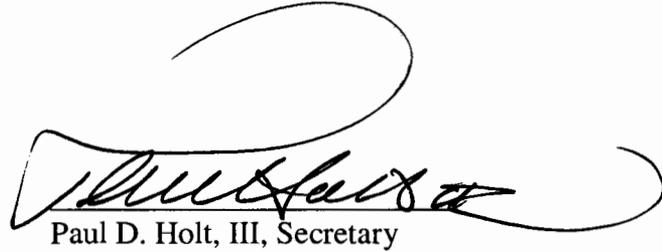
As no one wished to speak, Mr. Krapf closed the public comment.

7. **ADJOURNMENT**

Ms. Bledsoe moved to adjourn until to the next Planning Commission Working Group scheduled for February 19, 2015.

The meeting was adjourned at approximately 3:59 p.m.

  
Richard Krapf, Chairman

  
Paul D. Holt, III, Secretary