

**MINUTES**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 6, 2018**  
**6:00 PM**

**A. CALL TO ORDER**

Mr. Heath Richardson called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

**Planning Commissioners Present:**

Heath Richardson  
Rich Krapf  
Tim O'Connor  
Danny Schmidt  
Jack Haldeman  
Frank Polster

**Planning Commissioners Absent:**

Julia Leverenz

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Ellen Cook, Principal Planner  
Max Hlavin, Assistant County Attorney  
Roberta Sulouff, Senior Planner  
Alex Baruch, Senior Planner  
Tori Haynes, Planer

**C. PUBLIC COMMENT**

Mr. Richardson opened Public Comment.

As no one wished to speak, Mr. Richardson closed Public Comment.

**D. REPORTS OF THE COMMISSION**

Mr. Rich Krapf stated that the Development Review Committee (DRC) met on May 23, 2018, to review one Conceptual Plan C-0039-2018, Stonehouse 2018 Proposed Master Plan Amendment.

Mr. Krapf stated that the owners of the undeveloped acreage in the Stonehouse Planned Unit Development (PUD) requested DRC feedback on a conceptual master plan and land use narrative which will ultimately require legislative approval. Mr. Krapf stated that key elements of the proposed Master Plan Amendment would: establish 2,700 acres of the Stonehouse PUD along Ware Creek and the York River as a preservation area and limit the total number of homes that can be located on the property to 19; result in a reduction of 1,100 residential units in the PUD; relocate a proffered school site from the

inner core of Stonehouse to Tract 9, located on Rt. 30, south of I-64; establish a community focal point by creating a Town Square on Tract 10B with a mix of neighborhood commercial uses, public open space and high-density residential uses; and require infrastructure changes, including changes to the planned road network.

Mr. Krapf noted that the applicant stated that they are in discussions with the County Attorney's office on a possible rezoning application from PUD to A1 with a conservation easement.

Mr. Krapf stated that as part of the Master Plan Amendment, the applicant is also amending the 2007 Proffers. Mr. Krapf stated that the proposed changes were not available to the DRC; however, the Committee did request that the applicant prepare a matrix showing all of the original proffers and how they would be changed by this new proposal.

Mr. Krapf stated that several residents of Stonehouse attended the meeting and were allowed to ask questions of the applicant. Mr. Krapf stated that the applicant intends to host community meetings to discuss the proposed Master Plan Amendment.

Mr. Jack Haldeman stated that the Policy Committee met on May 10, 2018, to consider potential ordinance amendments.

Mr. Haldeman stated that the Committee continued to review strategies for addressing impacts associated with legislative cases dealing with Bicycle and Pedestrian Accommodations which were formerly addressed through proffers. Mr. Haldeman stated that in response to the Committee's requests, staff added bicycle accommodations to requirements for pedestrian accommodations for interconnectivity between parcels and language linking construction standards for privately maintained accommodations to established standards. Mr. Haldeman stated that Virginia Department of Transportation (VDOT) standards will apply to sidewalks and Parks and Recreation Greenways Master Plan standards will apply to multi-use paths. Mr. Haldeman stated that the Committee approved staff's recommendations and voted to forward the ordinance amendments to the Planning Commission.

Mr. Haldeman stated that the Committee also considered amendments to the Zoning and Subdivision Ordinances to delete references to fees currently spread throughout the County Code. Mr. Haldeman stated that the proposed amendments adds 5% to each development fee and consolidates them into one table in Appendix A. Mr. Haldeman stated that the fee increase will be used to defray the costs of additional resources necessary to administer each of the listed programs and for the filing and processing of amendments, applications and appeals related to each of the listed programs. Mr. Haldeman stated that the Committee approved staff's recommendations and voted to forward the amendments to the Planning Commission.

Mr. Haldeman stated that, as requested by the Committee at its April meeting, staff discussed the possibility of restricting outdoor vending machines in the front of buildings located along Community Character Corridors. Mr. Haldeman stated that staff believes that implementing such restrictions would be difficult, and the subject was dropped.

Mr. Haldeman stated that the Committee also reviewed presentations for the Pocahontas Trail Corridor Study and the Ft. Eustis Joint Land Use Study (JLUS) that will be shared with the Board of Supervisors at the Joint Work Session on May 22, 2018.

Mr. Haldeman stated that the Committee also reviewed some of the work done on

ordinance amendments in preparation for the Joint Work Session.

**E. CONSENT AGENDA**

1. Minutes of the May 2, 2018 Regular Meeting

Mr. Haldeman made a motion to approve the Consent Agenda.

On a voice vote the Commission voted to approve the Consent Agenda (5-0) (Mr. Tim O'Connor abstaining).

**F. PUBLIC HEARINGS**

1. AFD-04-86-1-2017. Pates Neck Renewal

A motion to Approve was made by Tim O'Connor, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt

Absent: Leverenz

Ms. Roberta Sulouff, Senior Planner, stated that staff is seeking the recommendation of the Planning Commission regarding the renewal of the Pates Neck Agricultural and Forestal District. Ms. Sulouff stated that as required by State Code, the County must review all established AFDs prior to their expiration. Ms. Sulouff stated that during this review, districts must be continued, modified, or terminated. Ms. Sulouff stated that the Pates Neck AFD is scheduled to expire August 14, 2018.

Ms. Sulouff stated that the Pates Neck AFD was originally created in 1986, and currently consists of four properties totaling approximately 755 acres, all of which are zoned A-1, General Agricultural and designated Rural Lands by the adopted Comprehensive Plan. Ms. Sulouff stated that there have been no requests to add or withdraw land since initiating the renewal process at the end of 2017.

Ms. Sulouff stated that while the District has been renewed most recently for six year intervals, staff is recommending a four year renewal period to bring this district in step with the renewal periods of most other districts.

Ms. Sulouff stated that staff finds the Pates Neck AFD compatible with the requirements of State Code and surrounding development, as well as consistent with the adopted Comprehensive Plan and Zoning Ordinance. Ms. Sulouff stated that staff recommends that the Planning Commission recommend renewal of this AFD for a period of four years, two months and 17 days to October 31, 2022, to the Board of Supervisors, subject to the attached conditions which were approved at the District's last renewal.

Mr. Richardson opened the Public Hearing.

As no one wished to speak, Mr. Richardson closed the Public Hearing.

Mr. Tim O'Connor made a motion to recommend approval of the AFD renewal.

On a roll call vote the Commission voted to recommend approval of AFD-04-86-1-2017. Pates Neck Renewal (6-0).

2. SUP-0004-2018. 3021 Ironbound Road Tourist Home

A motion to Approve was made by Rich Krapf, the motion result was Passed.  
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt  
Absent: Leverenz

Ms. Tori Haynes, Planner, stated that Ms. Sharon Dennis has applied for a Special Use Permit (SUP) to allow the operation of a tourist home at 3021 Ironbound Road. The SUP will allow for the short-term rental of a 2-bedroom home with no changes to the size or footprint of the home. The property is zoned R-8, Rural Residential and is designated Low-Density Residential in the Comprehensive Plan. Ms. Haynes further stated that the property is located inside the Primary Service Area, as are all surrounding parcels.

Ms. Haynes stated that staff considered the location of the home, parking provisions and screening to be favorable factors when evaluating this application. Ms. Haynes stated that the property has an existing driveway and parking area sufficient to accommodate guests, and is screened from adjacent properties through fencing and vegetation. Ms. Haynes stated that the property is also directly adjacent to an existing tourist home of similar size and scope, whose SUP was approved by the Board of Supervisors on January 9, 2018.

Ms. Haynes stated that staff is recommending conditions that are intended to mitigate the impacts of the use and preserve the residential character of the home. Ms. Haynes stated that such conditions include limitations on the number of rooms rented and total number of rental occupants per stay.

Ms. Haynes noted that there is an existing SUP to operate a daycare on this property. Ms. Haynes stated that should the tourist home SUP be approved, the existing daycare SUP will become void.

Ms. Haynes stated that staff finds the proposal to be compatible with the 2035 Comprehensive Plan, Zoning Ordinance, and surrounding development, and recommends that the Planning Commission recommend approval of this application, subject to the proposed conditions.

Mr. Richardson opened the Public Hearing.

As no one wished to speak, Mr. Richardson closed the Public Hearing.

Mr. Krapf made a motion to recommend approval of the application subject to the proposed conditions.

On a roll call vote, the Commission voted to recommend approval of SUP-0004-2018, 3021 Ironbound Road Tourist Home (6-0).

3. ZO-0004-2018 and SO-0004-2018. Zoning Ordinance and Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A – Fee Schedule for Development Related Permits

A motion to Approve was made by Rich Krapf, the motion result was .  
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt  
Absent: Leverenz

A motion to Approve was made by Tim O'Connor, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt

Absent: Leverenz

Mr. Paul Holt, Director of Community Development and Planning, stated that on May 8, the Board of Supervisors adopted an Ordinance creating Appendix A to the County Code. Mr. Holt stated that the Appendix consolidated fee references for development related permits. Mr. Holt further stated that the effective date of the Ordinance is July 1, to coincide with the start of the new fiscal year. Mr. Holt stated that to ensure the County Code does not have duplicative or erroneous references, the fee references now listed in Appendix A must be removed from the various individual chapters of the County Code prior to July 1.

Mr. Holt stated that the set of Ordinances before the Commission remove fee references from Chapter 19, Subdivisions and Chapter 24, Zoning. Mr. Holt stated that the attached Ordinances represent formatting changes only and do not contain any other substantive changes.

Mr. Holt stated that on May 10, 2018, the Policy Committee voted unanimously to forward the proposed changes to the Planning Commission for consideration.

Mr. Holt stated that staff recommends the Planning Commission recommend approval of these Ordinance amendments to the Board of Supervisors.

Mr. Holt noted that each item would need an individual vote.

Mr. Richardson opened the Public Hearing.

As no one wished to speak, Mr. Richardson closed the Public Hearing.

Mr. Krapf made a motion to recommend approval of the Subdivision Ordinance amendments.

On a roll call vote, the Commission voted to recommend approval of SO-0004-2018, Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits (6-0).

Mr. O'Connor made a motion to recommend approval of the Zoning Ordinance amendments.

On a roll call vote, the Commission voted to recommend approval of ZO-0004-2018, Zoning Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits (6-0).

## **G. PLANNING COMMISSION CONSIDERATIONS**

### **1. Fort Eustis Joint Land Use Study**

A motion to Approve was made by Jack Haldeman, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt

Absent: Leverenz

Ms. Ellen Cook, Principal Planner, stated that over the past 16 months, work has progressed

on creating the Fort Eustis Joint Land Use Study (JLUS). Ms. Cook stated that the JLUS has been a collaborative study conducted by the three surrounding localities, federal officials, residents and Fort Eustis to identify compatible land uses and growth management guidelines near the installation. Ms. Cook stated that the JLUS has been guided by a Policy Committee and a Technical Working Group, and has included significant outreach and input opportunities from the public. Ms. Cook stated that a 30-day comment period on the final draft of the JLUS recently concluded.

Ms. Cook stated that at the May 2018, Joint Work Session, the project's lead consultant, Mr. Ray Greer, provided an overview of the study and recommendations. Ms. Cook stated that the Study included recommendations regarding formalized communication, land use compatibility, policy reinforcement and the third port mission. Ms. Cook stated that the implementation of the JLUS could range from administrative actions to revisions or updates in the County's Zoning Ordinance and Comprehensive Plan.

Ms. Cook stated that the Fort Eustis JLUS is scheduled to be brought before the Board of Supervisors for formal consideration at its July 10, 2018, meeting.

Mr. Holt stated that staff would appreciate any feedback from the Commission on the JLUS and would further ask for a recommendation from the Commission to forward to the Board of Supervisors.

Mr. O'Connor inquired if there would be a more substantive presentation when the JLUS is considered by the Board of Supervisors.

Mr. Holt stated that there would be a more detailed summary at the July 10 Board of Supervisors meeting.

Mr. O'Connor stated that the information on the economic impact of Ft. Eustis would be an important item to highlight.

Mr. Holt noted that the project website and the archived video of the Joint Work Session are also good resources for anyone wanting additional in-depth information.

Mr. Frank Polster inquired if the Board of Supervisors would make the determination as to which of the study recommendations should be acted on.

Mr. Holt stated that it would fall to the Board of Supervisors to determine further action on the various recommendations; however, the action at the July 10, 2018, meeting would be simply to accept the report. Mr. Holt stated that once the report is accepted by all the entities, there is an expectation that there would be a transition from the study phase to an implementation phase. Mr. Holt stated that the implementation phase is where the Board of Supervisors would direct and allocate resources and provide guidance to staff on next steps.

Mr. Polster inquired about the recommendation to establish a special district for the area bordering on Ft. Eustis.

Mr. Holt stated that the recommendation for a special district is something that could potentially be discussed during the upcoming Comprehensive Plan review.

Mr. Polster inquired if it would be an overlay district. Mr. Holt stated that an overlay is one possibility.

Mr. Holt further stated that the district could be designated on the Comprehensive Plan Land Use Map. Mr. Holt stated that the district could also be incorporated in the Zoning map.

Mr. Haldeman stated that he appreciated the detail and quality of the report.

Mr. Haldeman made a motion to recommend that the Board of Supervisors accept the JLUS report.

On a voice vote the Commission voted to recommend that the Board of Supervisors accept the JLUS report (6-0).

2. Pocahontas Trail Corridor Study

A motion to Approve was made by Danny Schmidt, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster, Richardson, Schmidt

Absent: Leverenz

Mr. Alex Baruch, Senior Planner, stated that for the past 10 months, the Planning Division, VDOT and its consultant RK&K have been engaging with the Grove community to determine the transportation needs, desired improvements, and priorities for Pocahontas Trail. Mr. Baruch stated that the purpose of the Study was to re-assess the corridor from Fire Station 2 to James River Elementary School and to engage the community in identifying key transportation needs and in defining a vision for the future of the corridor. Mr. Baruch stated that this effort would not have been possible without the support of the Technical Committee and the Steering Committee, many of whom are in attendance tonight.

Mr. Baruch stated that to gain the community's input, three public workshops, six steering committee meetings and six technical committee meetings as well as several other opportunities, were held in different areas throughout Grove. Mr. Baruch stated that the public workshops and meetings provided tremendous feedback and direction to staff, VDOT and the consultant which has been reflected in the draft study document where the recommendations are outlined.

Mr. Baruch stated that in terms of the recommendations, Concept 1, the three-lane concept with the shared use path on one side and the sidewalk on the other, was the preferred option. Mr. Baruch further stated that the recommended improvements also included curb and gutter to improve the drainage system, a landscaped buffer area between the roadway and the sidewalk and shared use path, continuous roadway/pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements including bus pull-offs and shelters and the undergrounding of overhead utilities. Mr. Baruch stated that these recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched its version of the Pocahontas Trail Corridor.

Mr. Baruch stated that due to the scale of the improvements needed to address the Corridor's needs and match the community's vision, the study also recommended consideration of a phased approach to constructing the improvements. Mr. Baruch stated that while the County may pursue funding for the entire length of the Corridor as one project, in an effort to secure funding, it may also be prudent to submit individual project segments (or groups of segments) for funding consideration should they be competitive for other various funding sources.

Mr. Baruch stated that in anticipation of several funding applications due this summer, the study is scheduled to be brought before the Board of Supervisors for formal consideration at its July 10, 2018, meeting. Mr. Baruch stated that staff recommends that the Planning Commission recommend approval of the draft study to the Board of Supervisors.

Mr. Holt stated that from an input perspective this was probably one of the most successful corridor studies that the County has had, thanks entirely to the leadership of the Steering Committee. Mr. Holt stated that the public workshops were very successful and the compilation of all of that feedback is what is included in the study. Mr. Holt stated that as a consideration item there is not a public hearing; however, there are a few members of the public who signed up to speak.

Mr. O'Connor asked whether extending the study further down Pocahontas Trail to get the improvements to continue closer to Green Mount Industrial Park would be an option as a part of this study.

Mr. Holt stated that it would not be possible with this work effort; however, there are some references to continuing the improvements in that direction that staff could look at in the future.

Mr. Richardson opened the floor for comment from the public.

Mr. Glenn Carter, 130 Jackson Street, stated that these improvement are much needed and welcomed by the community. Mr. Carter stated that the industrial areas, new residential development and Peninsula Pentecostals Church are contributing to the traffic issues that these improvements could solve. Pedestrian and bicycle traffic along with emergency vehicle access are other primary reasons why these improvements are so important to the community.

Ms. Gloria Hill, 112 Plantation Road, also an employee of Colonial Manor, stated that the primary concern is the safety of their residents at Colonial Manor. Half of the residents are handicapped or disabled and unable to cross Pocahontas Trail. Crosswalks proposed with this project would provide a safe means of crossing the road. Bus shelters with seating and lighting would be a huge improvement to the safety of the residents where there currently are none.

Mr. Schmidt stated that it was a pleasure to serve on the Steering Committee and be a part of the public engagement efforts at the workshops. RK&K and Planning staff listened to the community and made changes as concerns were brought up by the community. This project is long overdue for Grove and should be put into action.

Mr. Richardson stated that it was a pleasure to see former Planning Commissioner Mr. George Drummond in attendance.

Mr. James Curtis, 8405 Pocahontas Trail, stated that he represented Little Zion Baptist Church and that he chairs the Board of Trustees for the Church. At the last meeting of the Board of Trustees a vote took place where 100% of the Board voted in favor of this project.

Mr. Robert Till, Grove resident, stated that he was happy to have been a part of the Steering Committee.

Mr. Polster stated that he would like to see updates to the webpage and notification of when decisions are made in reference to these types of transportation projects.

Mr. Holt stated that one of the reasons staff would like to get this study in front of the Board of Supervisors as soon as possible is because a resolution of support is required for the applications, and the next round of funding applications is due at the end of the summer. Mr. Holt stated that as a part of the Planning Directors Report staff would update the Planning Commission as the projects progress.

Mr. O'Connor stated that he would like to thank the Steering Committee for mobilizing the community and participating in the process. Mr. O'Connor stated that on behalf of all of the



Planning Commissioners, Grove residents needs additional connectivity to get to and from school, work and within the community in a safe fashion. Mr. O'Connor stated that Mr. Schmidt has given the Planning Commission great reports and it has been wonderful to see the community's engagement on this study.

Mr. Danny Schmidt made a motion to recommend approval of the Pocahontas Trail Corridor Study Summary Report.

On a voice vote, the Commission voted to recommend approval of the Pocahontas Trail Corridor Study Report (6-0).

#### **H. PLANNING DIRECTOR'S REPORT**

##### **1. Planning Director's Report - June 2018**

Mr. Holt stated that he had nothing in addition to the report provided in the Agenda Packet.

#### **I. PLANNING COMMISSION DISCUSSION AND REQUESTS**

Mr. Schmidt inquired about the comment in the letter received from the Williamsburg Unitarian Universalist Church regarding whether the path in front of its property could be extended to connect to Clara Byrd Baker Elementary School.

Mr. Holt stated that the goals for connectivity are set forth in the policies adopted by the Board of Supervisors such as the Pedestrian Accommodations Master Plan and the Regional Bikeways Plan. Mr. Holt further stated that the implementation generally occurs when plans are submitted for development.

Mr. Polster inquired if the Williamsburg-James City County Schools could move forward with construction of the connection.

Mr. Holt stated that resources are limited at the local level. Mr. Holt further stated that the County sought funding from VDOT for sidewalk connections to Clara Byrd Baker elementary School; however, the application was filtered out at the regional level when compared against other such requests. Mr. Holt noted that the applications for funding are highly competitive.

Mr. Polster inquired if there is documentation related to the various corridors. Mr. Polster further inquired if staff would respond to the letter.


Mr. Holt stated that as the County finds a path forward with funding for the project, staff will certainly keep the Church updated.


Mr. Richardson requested that the soldiers who gave their lives on D-Day be remembered.

#### **J. ADJOURNMENT**

Mr. Krapf made a motion to adjourn.

The meeting was adjourned at approximately 6:50 p.m.

  
Heath Richardson, Chair

  
Paul D. Holt, III, Secretary