

MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
March 6, 2019
6:00 PM

A. CALL TO ORDER

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

B. ROLL CALL

Planning Commissioners Present:

Danny Schmidt
Rich Krapf
Tim O'Connor
Jack Haldeman
Frank Polster
Odessa Dowdy

Planning Commissioners Absent:

Julia Leverenz

Staff Present:

Paul Holt, Director of Community Development and Planning
Max Hlavin, Deputy County Attorney
Terry Costello, Deputy Zoning Administrator
Roberta Sulouff, Senior Planner

C. PUBLIC COMMENT

Mr. Schmidt opened Public Comment.

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

D. REPORTS OF THE COMMISSION

Mr. Frank Polster stated that the Development Review Committee met on February 20, 2019, to review an appeal of a Planning Director's denial of a parking waiver request for SP-18-0089. Extra Mile Landscapes and Two Drummers Smokehouse Expansion.

Mr. Polster stated that the Master Plan that was approved by the Board of Supervisors in 2016 allows for 110 parking spaces. Mr. Polster further stated that the addition to the restaurant would double the seating to around 250 seats, which would equate to a minimum of 63 parking spaces and a maximum of 75 spaces under the County's minimum off-street parking requirements for commercial uses. Mr. Polster stated that 110 parking spaces were found not to be supported by the Ordinance.

Mr. Polster stated that the applicant presented the results of his traffic study to the Committee. Mr. Polster stated that it was noted that during peak operational hours the restaurant is currently filling the existing parking lot and the overflow is parking next door in Extra Mile

Landscapes parking lot. Mr. Polster further stated that the applicant felt that the current parking formula does not account for the 10-15 employees who also require parking spaces.

Mr. Polster stated that the applicant also provided comments on the proposed site plan indicating the proposed parking space layout and stormwater mitigation plans given the location of the parking space to the 100-foot Resource Protection Area (RPA) buffer.

Mr. Polster stated that approval of the parking waiver request at this time would allow all parking improvements to be completed at the same time as the restaurant expansion, without the need for phasing the parking lot construction.

Mr. Polster stated that the Committee voted 3-0 to approve the parking waiver request to go above the 120% maximum parking cap.

Mr. Jack Haldeman stated that the Policy Committee met on February 14, 2019.

Mr. Haldeman stated that Ms. Tammy Rosario, Principal Planner, introduced the Capital Improvements Program (CIP) process. Mr. Haldeman stated that the Committee agreed that the new spreadsheet and ranking mechanism was easy to use. Mr. Haldeman stated that 24 CIP applications were submitted by various divisions, of which four were for schools. Mr. Haldeman stated that the applications totaled \$114.5 million, of which \$14.0 million were for Fiscal Year 2020. Mr. Haldeman further stated that school applications amounted to \$5,380,000 for 2020 and \$60,430,000 over the subsequent four years.

Mr. Haldeman stated that Committee discussed rankings and criteria for the various projects. Mr. Haldeman further stated that there was a lengthy discussion on the school enrollment projections and cost methodology for the school projects.

Mr. Haldeman stated that the Committee also met on February 21, 2019.

Mr. Haldeman stated that Mr. José Ribeiro, Senior Planner, II, introduced the subject of a capital request of \$8,910,000 for a new 14,000-square-foot four-bay fire station, which would be the County's sixth fire station. Mr. Haldeman stated that the request is for \$1,410,000 for design and engineering in FY 2020, \$6,215,000 for construction in FY 2021, and \$1,285,000 for furniture and fixtures in FY 2022. Mr. Haldeman stated that the design would be patterned after Station 4, with some modifications and allowances for future expansion, and the design cost may be somewhat lower when the exact location is determined. Mr. Haldeman stated that the ideal location is on Opportunity Way because the largest number of calls from outside the 6-minute response time required by policy and safety originate between Stations 1 and 4. Mr. Haldeman stated that this location will also eliminate the cost of land acquisition. Mr. Haldeman further stated that the cost estimates do not include new equipment. Mr. Haldeman stated that Ryan Ashe, Fire Chief and Tristan Aiken, Assistant Fire Chief, presented coverage maps and discussed the need for a safer environment within the station, greater support for neighboring coverage areas, particularly Stations 1 and 4, and those in York County and Williamsburg.

Mr. Haldeman stated that the Committee also discussed the Parks and Recreation department's requests for a total of \$18,028,000 to fund 10 projects. Mr. Haldeman stated that \$2,053,000 of the request would fall in Fiscal Year 2020. Mr. Haldeman stated that the division's top 2020 priority is \$1,720,000 to replace a 1970s-era wooden bulkhead, replace/fix the docks and gas tanks and to create a green shoreline. Mr. Haldeman further stated that requests for these projects made in Fiscal Years 2018 and 2019 were not funded. Mr. Haldeman stated that a second phase of marina improvement requests will come in later years, although total cost could be reduced by doing both phases together.

Mr. Haldeman stated that John Carnifax, Director of Parks and Recreation, and Alister Perkinson, Parks Administrator, also discussed requests for the ongoing restoration/renovation of the Chickahominy River Park under the Shaping Our Shores Master Plan and a new park and swimming pool for the lower County.

Mr. Haldeman stated that the Committee met again on February 28, 2019.

Mr. Haldeman stated that Mr. Marcellus Snipes, Senior Director for Operations, Williamsburg-James City County (WJCC) Schools, introduced CIP requests for four projects to address school capacity totaling \$65,809,493 for increased school capacity. Mr. Haldeman stated that \$5,380,296 is planned for Fiscal Year 2020. Mr. Haldeman stated that the requests exclude land acquisition, furniture and fixtures, and buses. Mr. Haldeman stated that the WJCC school's first priority is \$38.5 million for a new elementary school, with design and engineering costs of \$3.5 million to be committed in Fiscal Year 2020 and the balance committed for construction in Fiscal Year 2021. Mr. Haldeman stated that existing designs may be used, depending upon current pedagogical requirements. Mr. Haldeman further stated that the cost estimates were provided by the division's architect. Mr. Haldeman stated that the building would house 700 students in approximately 106,000 square feet. Mr. Haldeman noted that the cost per square foot of the construction is \$330, compared to an average of \$204 for the 11 schools built in Virginia over the past two years. Mr. Haldeman stated that the WJCC school's CIP development committee supported moving this project up from 2027 to 2020 based on enrollment trends and growth estimates. Mr. Haldeman stated that the nine elementary schools are currently at 98% capacity. Mr. Haldeman further stated that a site has not yet been identified a site for the school, which will require about 11 acres under Comprehensive Plan guidelines.

Mr. Haldeman stated that the Committee discussed the feasibility of building separate facilities for pre-school on three school sites. Mr. Haldeman noted that this idea had been considered discussed by the WJCC schools and was found to have potential negative impacts on transportation.

Mr. Haldeman stated that the other projects are to expand capacity of the three high schools, as follows:

	<u>FY2020</u>	<u>Total</u>
New Elementary School	\$3,533,221	\$38,533,221
Lafayette High School		\$3,106,904
Warhill High School	\$890,332	\$12,238,512
Jamestown High School	<u>\$956,743</u>	<u>\$11,930,856</u>
	\$5,380,296	\$65,809,493

Mr. Haldeman stated that the high school projects will add 12 classrooms and an auxiliary gym at Warhill and eight classrooms at Jamestown and Lafayette.

E. CONSENT AGENDA

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

On a voice vote, the Commission voted unanimously to approve the Consent Agenda.

1. Minutes of the February 6, 2019 Regular Meeting
2. Development Review Committee Action Item: SP-18-0089, Extra Mile Landscapes and Two

Drummers Smokehouse Expansion

F. PUBLIC HEARINGS

1. SUP-19-0004. James City Service Authority College Creek Pipeline Project

A motion to Approve was made by Rich Krapf, the motion result was Passed.

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

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

Absent: Leverenz

Ms. Terry Costello, Deputy Zoning Administrator stated that Mr. Mike Gaffney of Rummel, Klepper & Kahl (RK&K) has applied on behalf of the James City Service Authority (JCSA) for a Special Use Permit (SUP) to allow for the installation of approximately 1,100 linear feet of a 14-inch water main. Ms. Costello stated that the proposed water main will be located under College Creek, along the south side of the Humelsine Parkway eastbound bridge. Ms. Costello stated that the project is within the Virginia Department of Transportation's (VDOT) right-of-way, which is Zoned R-5, Multifamily residential, R-8, Rural Residential, and R-1, Limited Residential. Ms. Costello further stated that the property is designated Low Density Residential on the Comprehensive Plan Land Use Map and is located inside the Primary Service Area.

Ms. Costello stated that the current water main is located along the north side of the Humelsine Parkway westbound bridge and is need of major repair and rehabilitation. Ms. Costello stated that this water main was installed in 1976 when water lines were a permitted use in accordance with the issuance of a conditional use permit. Ms. Costello stated that staff was unable to locate this permit in County records.

Ms. Costello further stated that the proposed water main will handle a larger capacity of water than what is currently in use, therefore it would not be considered a maintenance project. Ms. Costello stated that the current Ordinance also requires an SUP for water lines that are located outside a subdivision or other approved development.

Ms. Costello stated that the County will simultaneously be co-locating a fiber optic cable which will enhance the County's communication system as well as serve the WJCC School Division.

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

Mr. Schmidt inquired about the box structure shown on the Master Plan.

Ms. Costello stated that on one side there will be a staging area where the drilling will occur and on the opposite end an area where the pipe and fiber optic cable will be pulled back.

Mr. Schmidt inquired whether the box was a three dimensional structure.

Ms. Costello stated that she did not think it was three dimensional but would defer to the applicant.

Mr. Schmidt inquired if the area of clearing shown could be reduced by having vehicles and equipment stored where there are existing pull-offs and cleared area adjacent to the project.

Ms. Costello stated that the intent is to keep everything within the VDOT right-of-way and not have to cross property lines.

Mr. Paul Holt, Director of Community Development and Planning, requested that the applicant address questions about the staging areas.

Mr. Mike Gaffney, Municipal Engineer, RK&K, stated that area on the western side of the creek includes the drill rig, mud mixing equipment, recovery equipment, and any equipment necessary to move the other equipment. Mr. Gaffney further stated that on the eastern side is the pipe stringing area where the pipe would be laid out and welded together. Mr. Gaffney stated that this area would be behind a jersey barrier for safety. Mr. Gaffney stated that the initial access would be created and then reamed out to accommodate the pipe. Mr. Gaffney further stated that the pipe would be assembled at the same time. Mr. Gaffney stated that the pipe would be pulled back and then conduits would be run for the fiber optic cable.

Mr. Gaffney stated that they could require the contractor to limit the number of personal vehicles on site.

Mr. Schmidt stated that he was more concerned with reducing the amount of vegetation that would be removed since the vegetation provides a sound buffer for the adjacent neighborhoods.

Mr. Gaffney stated that they have and will continue to limit the clearing area. Mr. Gaffney noted that the area in question has been developed previously and the trees are not mature trees.

Mr. Schmidt inquired if there would be any structures above ground at the completion of the project.

Mr. Gaffney stated that the only above ground structure would be the existing hydrant.

Mr. Schmidt noted that this matter has come forward as he was contacted by a friend who noticed the leak while boating. Mr. Schmidt stated that he notified the JCSA.

Mr. Schmidt opened the Public Hearing.

Mr. Schmidt called for disclosures from the Commission.

There were no disclosures.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Polster stated that he was impressed with the quality and detail of the Environmental Impact Study.

Mr. Rich 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-19-0004. James City Service Authority College Creek Pipeline Project (6-0).

2. AFD-02-86-2-2018. 4450 Ware Creek Road Croaker AFD Addition

A motion to Approve was made by Frank Polster, the motion result was Passed.

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

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

Absent: Leverenz

Ms. Roberta Sulouff, Senior Planner, stated that Mr. Jonathan Kinney has applied to add a 14.18-acre parcel to the Croaker Agricultural and Forestal District (AFD). Ms. Sulouff stated that the parcel is located at 4450 Ware Creek Road, is Zoned A-1, General Agricultural and is designated Low Density Residential on the Comprehensive Plan Land Use Map.

Ms. Sulouff stated that the land is currently under the care of a professional forester and meets proximity requirements for inclusion into the AFD. Ms. Sulouff stated that approval of this application would bring the total District to approximately 1,197.3 acres.

Ms. Sulouff stated that staff recommends that the Planning Commission recommend inclusion of this parcel into the Croaker AFD to the Board of Supervisors, subject to the conditions adopted during the renewal of the Croaker AFD in 2018.

Mr. Schmidt opened the Public Hearing.

Mr. Schmidt called for disclosures from the Commission.

There were no disclosures.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Polster stated that he does not understand how some of the properties qualify for inclusion in an AFD based on the criteria used to determine an agriculturally significant property. Mr. Polster stated that he realizes there is not a set number of the specific factors that a property must meet. Mr. Polster further stated that the AFD Committee minutes did not shed light on how the criteria applied to the properties.

Mr. Polster stated that the applicant and owner of this property has three parcels in the Barnes Swamp AFD. Mr. Polster noted that the professional forester for this property is under contract to the property owner and manages approximately 3,200 acres. Mr. Polster stated that he had hoped that the AFD Committee would have looked at each parcel and provided advice on whether any of the seven factors other than Comprehensive Plan, agriculture, and soil applied to the property.

Mr. Polster stated that he believes that this property does meet Criteria 1 and Criteria 2 for inclusion in the AFD and he will support this application.

Mr. Polster made a motion to recommend approval of the addition of the parcel into the Croaker AFD.

On a roll call vote, the Planning Commission voted to recommend approval of AFD-02-86-2-2018. 4450 Ware Creek Road Croaker AFD Addition (6-0).

3. AFD-18-0016. 365, 358, and 382 Ivy Hill Road Mill Creek AFD Addition

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

AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 1

Ayes: Dowdy, Haldeman, Krapf, O'Connor, Schmidt

Nays: Polster

Absent: Leverenz

Ms. Sulouff stated that Mr. John Sim has applied to enroll the parcels located at 365, 358, and 382 Ivy Hill Road, which total approximately 60.73, acres into the Mill Creek AFD. The parcels are Zoned A-1, General Agricultural and are designated Rural Lands on the Comprehensive Plan Land Use Map.

Ms. Sulouff stated that staff finds that the property meets applicable criteria for inclusion including proximity requirements. Ms. Sulouff stated that approval of this application would bring the total District to approximately 3,224 acres or if AFD-18-0020 is also approved, 3,234 acres. Ms. Sulouff stated that staff recommends that the Planning Commission recommend inclusion of this parcel into the Mill Creek AFD to the Board of Supervisors, subject to the conditions adopted during the renewal of the Mill Creek AFD in 2018.

Mr. Polster inquired if anyone from the AFD Committee or the Commissioner of the Revenue's Office was in attendance.

Ms. Sulouff stated that there were no representatives in attendance.

Mr. Schmidt called for disclosures from the Commission.

There were no disclosures.

Mr. Schmidt opened the Public Hearing.

Mr. Krapf stated that he meant to disclose that he owns a property enrolled in this AFD; however, it does not create a conflict of interest that would prevent him from voting on the application.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Polster stated that he had concerns about the property located at 382 Ivy Hill Road; specifically the amount of land that is in the RPA and the steep slopes. Mr. Polster stated that he understands that if the parcel is in an AFD it is permissible to encroach 50 feet into the RPA; however, it must be restored at the end of use. Mr. Polster stated that his question for the Commissioner of the Revenue was whether the portion of the property in the AFD would qualify for a tax reduction. Mr. Polster noted that there is another property in an AFD that is entirely within the RPA, being mostly marsh land. Mr. Polster further stated that he questioned the need to protect a property through enrolling it in an AFD when it was already protected by being in the RPA or by virtue of its topography. Mr. Polster stated that the only expert advice on the whether the property qualified to be in an AFD related to the Comprehensive Plan, soil, and agriculture and did not cover any of the other criteria. Mr. Polster stated that he would not support the application.

Mr. Tim O'Connor stated that although the property is likely undevelopable by virtue of the RPA and topography; however, the AFD offers the advantage of ensuring that the entire property is protected for the life of the AFD.

Mr. O'Connor further stated that based on information provided on the County's website, "... it is the policy of the Commonwealth of Virginia to conserve and protect agricultural and forestal lands as valued natural and ecological resources which provide essential open spaces for clean air sheds, watershed protection, wildlife habitat, as well as for aesthetic purposes." Mr. O'Connor stated that these are the reasons that a parcel might be included in an AFD when it might not meet other criteria.

Mr. Haldeman stated that one purpose of the AFD is to reduce the property assessment. Mr. Haldeman further stated that properties that are non-developable should already be assessed at a lower value.

Mr. Polster stated that he wants to understand the process the Commissioner of the Revenue uses to make those determinations.

Mr. Holt stated that over the years, it does not appear that the main reason for enrolling a property in an AFD is the tax reduction. Mr. Holt further stated that the purposes of an AFD, as set forth by the Commonwealth, are very broad. Mr. Holt stated that many of the property owners are in the AFD for good stewardship of the land and the protection it provides from development pressures.

Mr. Haldeman made a motion to recommend approval of the addition of the parcel into the Mill Creek AFD.

On a roll call vote the Planning Commission voted to recommend approval of AFD-18-0016, 365, 358, and 382 Ivy Hill Road Mill Creek AFD Addition (5-1).

4. AFD-18-0017. 9888 Sycamore Landing Road Croaker AFD Addition

A motion to Approve was made by Rich Krapf, the motion result was Passed.

AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 1

Ayes: Dowdy, Haldeman, Krapf, O'Connor, Schmidt

Nays: Polster

Absent: Leverenz

Ms. Sulouff stated that Ms. Kelly Fulton has applied on behalf, and with the permission of Mr. Thomas Dana, to add 62.35 acres of land to the Croaker AFD. Ms. Sulouff stated that the land is located at 9888 Sycamore Landing Road, is Zoned A-1, General Agricultural and is designed Rural Lands on the Comprehensive Plan Land Use Map.

Ms. Sulouff stated that while the land is outside of the mile radius from the core of the District, State Code permits parcels to be added upon finding that the property contains agriculturally and forestally significant land. Ms. Sulouff further stated that the Board of Supervisors approved a similar case, AFD-2-86-1-2017, 9730 Sycamore Landing Road, for addition in to the Croaker AFD in 2017.

Ms. Sulouff stated that the United States Department of Agriculture (USDA) Soil Survey indicates that the site is home to soils which have moderately high potentially potential for both crops and timbering. State Code indicates that one such factor for the consideration of the addition of property is the presence of suitable soils on the site.

Ms. Sulouff further stated that at its January 24 meeting, the AFD Advisory Committee unanimously found that the land in question contains agriculturally and forestally significant land and voted to include this parcel in the District.

Ms. Sulouff stated that staff recommends that the Planning Commission recommend inclusion of this parcel into the Croaker AFD to the Board of Supervisors, subject to the conditions adopted during the renewal of the Croaker AFD in 2018.

Mr. Schmidt called for disclosures from the Commission.

There were no disclosures.

Mr. Schmidt opened the Public Hearing.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Polster stated that he continues to have the same concerns as with the previous applications. Mr. Polster stated that he has reviewed several Conceptual Plans brought before the DRC where properties have been removed from an AFD and been developed. Mr. Polster noted that there are also parcels in the AFD Program that are also part of the Purchase of Development Rights (PDR) program. Mr. Polster stated that there are multiple ways to restrict development on a parcel. Mr. Polster stated that he believes the Commission needs to be given more evidence in addition to what is provided in the staff report that the AFD Program is the best method to preserve the property.

Mr. Krapf stated that he would support the application. Mr. Krapf further stated that the AFD Program is part of the County's tool box to preserve and protect open space, wooded areas, and agricultural land. Mr. Krapf stated that he tends to take a broader perspective using the overarching principles of the Commonwealth of Virginia that support measures to preserve and protect agricultural and wooded lands.

Mr. Krapf made a motion to recommend approval of the addition of the parcel into the Croaker AFD.

On a roll call vote the Planning Commission voted to recommend approval of AFD-18-0017. 9888 Sycamore Landing Road Croaker AFD Addition (5-1).

5. AFD-18-0019. 4928 Fenton Mill Road Croaker AFD Addition

A motion to Approve was made by Frank Polster, the motion result was Passed.

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

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

Absent: Leverenz

Ms. Sulouff stated that Mr. Charles Apperson and Ms. Patricia Russo have applied to enroll a 52-acre parcel in the Croaker AFD. Ms. Sulouff stated that the parcel is located at 4928 Fenton Mill Road, is Zoned A-1, General Agricultural, and is designated Rural Lands on the Comprehensive Plan Land Use Map.

Ms. Sulouff stated that staff believes this parcel was not included in the AFD after the 1996 renewal of the District due to an administrative error. Ms. Sulouff stated that the parcel has remained active in agricultural and forestal activities in conjunction with neighboring parcels since that time.

Ms. Sulouff stated that staff finds that the property meets applicable criteria for inclusion including proximity requirements. Ms. Sulouff stated that approval of this application would bring the total District to approximately 1,234 acres.

Ms. Sulouff further stated that at its January 24 meeting, the AFD Advisory Committee unanimously voted to recommend inclusion of this parcel into the District.

Ms. Sulouff stated that staff recommends that the Planning Commission recommend inclusion of this parcel in the Croaker AFD to the Board of Supervisors, subject to the conditions adopted during the renewal of the Croaker AFD in 2018.

Mr. Schmidt called for disclosures from the Commission.

There were no disclosures.

Mr. Schmidt opened the Public Hearing.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Polster stated that, while he raises the same issues as mentioned previously, he would support this application. Mr. Polster stated that when looking at the criteria for considering significance to adjacent areas, the applicant has two properties that have been actively worked since they were purchased in 1995. Mr. Polster noted that one of the adjacent parcels has new planting that extend onto the subject parcel and there is no doubt about what the applicant is trying to protect as well as how they are making a living from agricultural and forestal products. Mr. Polster stated that this is the type of specific evidence he is looking for.

Mr. O'Connor noted that the discussion on criteria for enrollment in an AFD and the options for land preservation has been helpful. Mr. O'Connor further stated that the AFD can be summed up as a mutual undertaking between the property owner and the local government where the property owner agrees not to convert their farm, forestland, and other open space lands to more intense commercial, industrial or residential uses for a term of four to 10 years. Mr. O'Connor stated that in return, the County and Commonwealth agree not to take actions or make infrastructure investments that will place increased pressure on landowners to convert land in the District to more intense land uses during the term of the AFD. Mr. O'Connor stated that this is the broad brush approach the County has encouraged through the Comprehensive Plan. Mr. O'Connor further stated that by enrolling a property in an AFD, it makes them subject to meeting specific criteria for removal through a legislative review process.

Mr. Polster stated that he concurs with those points; however, the Commission is not receiving the specific advice, guidance, or testimony as to why the property should be in an AFD that was provided with earlier applications.

Mr. Polster made a motion to recommend approval of the addition of the parcel into the Croaker AFD.

On a roll call vote the Planning Commission voted to recommend approval of AFD-18-0019. 4928 Fenton Mill Road Croaker AFD Addition (6-0).

6. AFD-18-0020. 8328 Diascund Road Mill Creek AFD Addition

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

AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 1

Ayes: Dowdy, Haldeman, Krapf, O'Connor, Schmidt

Nays: Polster

Absent: Leverenz

Ms. Sulouff stated that Mr. John Sim has applied to enroll the entire 10 acres of his property located at 8328 Diascund Road into the Mill Creek AFD. Ms. Sulouff stated that the parcel is Zoned A-1, General Agricultural and is designated Rural Lands on the Comprehensive Plan Land Use Map.

Ms. Sulouff stated that staff finds that the property meets applicable criteria for inclusion including proximity requirements. Ms. Sulouff stated that approval of this application would bring the total District to approximately 3,224 acres.

Ms. Sulouff stated that staff recommends that the Planning Commission recommend inclusion of this parcel into the Mill Creek AFD to the Board of Supervisors, subject to the conditions adopted during the renewal of the Mill Creek AFD in 2018.

Mr. Schmidt called for disclosures from the Commission.

Mr. Krapf noted again that he owns a property that is enrolled in this AFD; however, this does not created a conflict of interest that would preclude him from voting on this application.

Mr. Schmidt opened the Public Hearing.

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

Mr. Schmidt opened the floor for discussion by the Commission.

Mr. Haldeman made a motion to recommend approval of the addition of the parcel into the Mill Creek AFD.

On a roll call vote the Planning Commission voted to recommend approval of AFD-18-0020. 8328 Diascund Road Mill Creek AFD Addition (5-1).

G. PLANNING COMMISSION CONSIDERATIONS

1. Planning Commission and Board of Zoning Appeals 2018 Annual Report

Mr. Holt stated that the format of the Annual Report follows that of previous years. Mr. Holt further stated that the report provides an excellent summary of all the legislative cases considered by the Commission during the calendar year. Mr. Holt stated that one of the most interesting features is the roll-up summary of all the efforts undertaken by various County departments in implementing the Comprehensive Plan.

Mr. Polster inquired about the impact of PermitLink on the plan and permit review process.

Mr. Holt stated that there is always an initial learning curve; however, each week shows more and more progress. Mr. Holt further stated that over time more efficiencies will be realized. Mr. Holt noted that the initial reaction from applicants has been very favorable.

Mr. Krapf inquired about the large jump in the population increase noted for 2010.

Mr. Holt stated that the difference most likely related to the Census count for that year. Mr. Holt stated that in the intervening years the County only does estimates of population, does not reflect real population growth; rather, the "jump" is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2010.

Mr. Holt noted that the Commission can accept the Annual Report by voice vote.

Mr. Holt stated that following the Commission's vote, the Annual Report would be provided to the Board of Supervisors as a Reading File item.

Ms. Odessa Dowdy stated that, as a new member of the Commission, the Annual Report gave her good insight on what to expect for the coming year.

On a voice vote the Commission voted to accept the Planning Commission and Board of Zoning Appeals 2018 Annual Report.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - March 2019

Mr. Holt stated that he did not have anything in addition to what was included in the agenda packet.

Mr. Holt stated that in anticipation of the upcoming Organization Meeting on March 18, 2019, he had included a proposed calendar. Mr. Holt stated that the Commissioners should review the draft calendar and let staff know if there are any questions or concerns or anything that should be changed.

Mr. Holt noted that for 2019, it is proposed to move the joint work session with the Board of Supervisors from May to June. Mr. Holt further stated that the Planning Commission meeting for January 2020 is proposed to be the second Wednesday, January 8, since the first Wednesday is New Year's Day. Mr. Holt stated that the other item not fitting the typical pattern is the March 27 DRC meeting due to the need to give notice of that meeting from when the Calendar is adopted.

Mr. Holt further stated that the Commission should also consider if there should be any change to the meeting start time. Mr. Holt stated that most of the other Boards and Committees start at 5 p.m.

Mr. O'Connor inquired about the next steps with the Workforce Housing Task Force.

Mr. Haldeman stated that the draft report has been done. Mr. Haldeman stated that the next step would be to have it accepted by the Board of Supervisors. Mr. Haldeman further stated that the document would be available on the County's website along with the Housing Conditions Study.

Mr. Holt stated that he is not certain that there is a discrete next step with the Board of Supervisors with the report. Mr. Holt stated that there are still steps to be confirmed and determined. Mr. Holt noted that staff will be applying for several grants that will allow work on individual single-family homes throughout the County. Mr. Holt further stated that while the Task Force has completed its work, the staff members who supported the Task Force will move forward with reviewing the recommendations and determining the resources available to implement those recommendations.

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Polster stated that he appreciated the collegial conversation on the AFD issues and trying to understand the different points of view. Mr. Polster stated that he was very interested in clarifying this issue as the Comprehensive Plan is reviewed. Mr. Polster stated that the Board of Supervisors would be hearing from staff on the AFD, PDR and Greenspace programs in the next several months and he would be interested in hearing the Board's guidance on those programs and how it impacts the toolset for land preservation.

Mr. Schmidt stated that he would like to kick off the discussion on meeting start time.

The Commission discussed the benefits and drawbacks of meeting at either 5 p.m. or 6 p.m. The consensus of the Commission was that 6:00 p.m. would be preferable with the goal of encouraging citizen participation in the meeting.

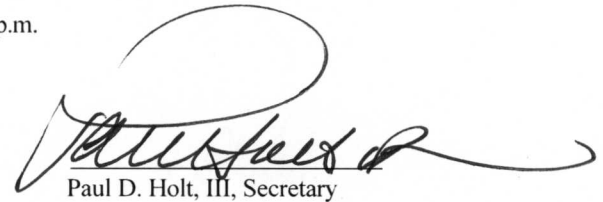
Mr. Schmidt stated that the Commission would convene again on Monday, March 18, at 6 p.m. for the Annual Organizational Meeting and CIP Public Hearing.

J. ADJOURNMENT

Mr. Krapf made a motion to adjourn to March 18, 2019, at 6:00 p.m.

The meeting was adjourned at approximately 7:13 p.m.


Danny Schmidt, Chair


Paul D. Holt, III, Secretary