

MINUTES

JAMES CITY COUNTY PLANNING COMMISSION REGULAR MEETING

County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185

February 3, 2021

6:00 PM

A. CALL TO ORDER

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

1. The meeting will be held electronically pursuant to the Continuity of Government Ordinance re-adopted by the Board of Supervisors on April 14, 2020 and September 8, 2020, and will be aired live on the County's government public access channel, JCC TV 48, via Live Stream on the County's website: <https://jamescitycountyva.gov/220/Live-Stream>, and via the County's YouTube channel: <https://www.youtube.com/user/jamescitycounty>. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Citizens may attend and participate in the electronic meeting via Zoom at <https://zoom.us/j/91249739283> or dial any of the following numbers for listen-only audio of the meeting: 929-205-6099, 312-626-6799, 301-715-8592, 346-248-7799, 669-900-6833, or 253-215-8782 using Webinar ID: 912 4973 9283. Any public comment received through the above means will be shared at the meeting. Citizens using the link above who would like to speak during public comment and any public hearing will also be able to speak during those times.
2. Zoom Meeting Instructions

B. ROLL CALL

Planning Commissioners Present:

Jack Haldeman
Rich Krapf
Tim O'Connor
Frank Polster
Barbara Null
Julia Leverenz
Rob Rose

Staff Present:

Paul Holt, Director of Community Development and Planning
Max Hlavin, Deputy County Attorney
Christy Parrish, Zoning Administrator

Alex Baruch, Acting Principal Planner

1. Virtual Meeting Resolution

Mr. Krapf provided a summary of the Resolution.

Ms. Barbara Null made a motion to adopt the Resolution.

On a voice vote, the Commission voted to adopt the Virtual Meeting Resolution.

C. PUBLIC COMMENT

Mr. Krapf opened Public Comment.

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

D. REPORTS OF THE COMMISSION

Mr. Jack Haldeman stated that the Development Review Committee (DRC) met on January 20, 2021, to review C-20-0129, Stonehouse Land Bay 5 to determine general consistency with Zoning Ordinance requirements, the adopted Master Plan, adopted Proffers and other applicable County policies as required in the Proffers associated with Case No. Z-19-0010.

Mr. Haldeman stated that the proposal is for new construction of 116 single-family detached units and 64 single-family attached units, for a total of 180 units on Land Bay 5 within the Stonehouse development.

Mr. Haldeman stated that the DRC found that the conceptual plan provides sufficient detail pursuant Proffer requirements, including the lot layout, proposed unit amount and site acreage, road and sidewalk locations, amenity areas, trails and pedestrian paths, common and natural open space, proposed clearing and grading, and archaeological or natural resource preservation areas.

Mr. Haldeman stated that the DRC voted unanimously to find the conceptual plan to be generally consistent with the Zoning Ordinance, adopted Master Plan, adopted Proffers, and other applicable County policies.

Mr. Frank Polster stated that the Policy Committee met on January 14, 2021, to review ORD-20-0017, Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District - Commercial (PUD-C).

Mr. Polster stated at its November 10, 2020 meeting, the Board of Supervisors adopted an Initiating Resolution to consider the addition of contractor offices and storage as a use in the PUD-C District. Mr. Polster stated that the Board requested that staff evaluate the outdoor operation element to ensure minimal visual impacts in the District.

The Committee discussed the Phase II Ordinance language which added a new section to set forth performance standards for contractor offices, shops, and warehouses in PUD-C District. Mr. Polster stated that the Committee voted unanimously to forward the draft Ordinance to the full Planning Commission for consideration.

E. CONSENT AGENDA

1. Minutes of the January 6, 2021 Regular Meeting
2. Development Review Committee Action Item: C-20-0129. Stonehouse Land Bay 5

Mr. Polster made a motion to approve the Consent Calendar.

On a voice vote the Commission voted to approve the Consent Calendar. (7-0)

F. PUBLIC HEARINGS

1. ORD-20-0017. Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District – Commercial

Ms. Christy Parrish, Zoning Administrator, stated that at its November 10, 2020 meeting, the Board of Supervisors adopted an Initiating Resolution to consider the addition of contractor offices and storage as a use in the PUD-C District. Ms. Parrish stated that prior to approval of the resolution, the Board encouraged staff to evaluate the outdoor operation element of the use to ensure minimal visual impacts in the district.

Ms. Parrish stated that there are currently three areas zoned PUD-C in James City County. Ms. Parrish stated that these areas include: Stonehouse, Villages at Candle Station, and a portion of Zion Baptist Church at 6373 Richmond Road. Ms. Parrish stated that uses in the PUD district are divided into two sub-categories; those allowed in residential areas (PUD-R), and those allowed in commercial areas (PUD-C). Ms. Parrish further stated that currently, a contractor office and storage is not listed as either a permitted or specially permitted use in the PUD District.

Ms. Parrish stated that PUD-C mainly consists of business and light industrial type uses with minimal outside elements. Ms. Parrish noted that permitted manufacturing and processing and assembly operations must be conducted in a fully enclosed building with no dust, noise, odor, or other objectionable effect.

Ms. Parrish stated that "contractor office" is not defined in the Zoning Ordinance. Ms. Parrish further stated that types of contractors may include, but are not limited to, builders, plumbers, electricians, HVAC contractors,

mechanical contractors, landscapers, septic and well companies, repair and service contractors, etc. Ms. Parrish stated that common accessory uses associated with contractor offices may include storage areas for materials and supplies, areas for company vehicles and oversized vehicles, equipment, noncommercial fuel tanks, etc.

Ms. Parrish stated that at its December 10, 2020 and January 14, 2021 meetings, the Policy Committee discussed adding contractor offices and storage as a use to the PUD-C District. Ms. Parrish stated that the Committee agreed to permit the use by-right with the addition of performance standards to address the concerns with the outdoor operation element of the use such as parking of oversized vehicles and equipment, visual screening, noise, and proximity to residential areas and roadways.

Ms. Parrish stated that the draft performance standards include:

Contractor offices, shops, and warehouses uses specified in Section 24-493(b) shall be located in areas designated on a master plan as light industrial and shall meet the following performance standards:

- a) All materials and equipment shall be stored in a fully enclosed building; and
- b) All operations shall be conducted so that the effects of noise, dust, light, or odor shall not extend beyond the limits of the area designated on a master plan as light industrial; and
- c) Oversized vehicles shall be parked behind a building or fully screened with landscaping from adjacent roadways.

Contractor offices, shops, and warehouses uses that do not meet the above performance standards must obtain a Special Use Permit from the Board of Supervisors in accordance with Section 24-9 of this chapter.

Ms. Parrish stated that at its January 14, 2021 meeting, the Policy Committee reviewed the draft Ordinance language and voted 4-0 to move the amendment forward for review by the Planning Commission.

Ms. Parrish stated that staff recommends the Planning Commission recommend approval of the attached Ordinance revisions to the Board of Supervisors.

Mr. Krapf opened the Public Hearing.

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

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

Ms. Julia Leverenz stated that she had discussed a small error in the Ordinance with Ms. Parrish. Ms. Leverenz recommended that the motion be to recommend approval of the Ordinance as amended.

Ms. Parrish stated that she would ensure that the correct version of the Ordinance would be forwarded to the Board of Supervisors.

Mr. Haldeman revised the motion to recommend approval of the Ordinance as amended.

On a roll call vote, the Commission voted to recommend approval of ORD-20-0017. Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District – Commercial, as amended. (7-0)

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - February 2021

Mr. Holt stated that he did not have anything to add to what was provided in the Agenda Packet.

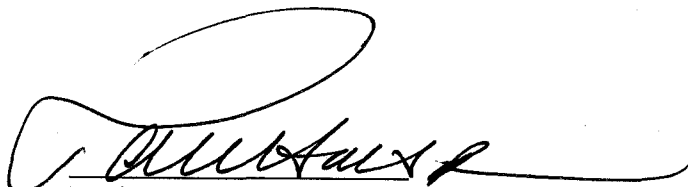
I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Krapf stated that Mr. Polster will serve as the Planning Commission representative to the Board of Supervisors in February.

J. ADJOURNMENT

Mr. Polster made a motion to adjourn to the Planning Commission Working Group meeting on February 8, 2021.

The meeting was adjourned at approximately 6:22 p.m.


Paul D. Holt, III, Secretary


Rich Krapf, Chair