

POLICY COMMITTEE MEETING

October 8, 2008

7:00 p.m.

County Complex, Building A Large Conference Room

A. Roll Call

PRESENT:

Mr. Reese Peck, Chair
Mr. Rich Krapf
Mr. Chris Henderson
Mr. Jack Fraley

ABSENT:

Mr. George Billups

OTHERS PRESENT:

Mr. Allen Murphy, Planning Director
Mr. John McDonald, FMS Manager
Ms. Kate Sipes, Senior Planner
Ms. Leanne Reidenbach, Senior Planner
Mr. Brian Elmore, Development Management Assistant

B. Minutes

Mr. Peck opened the meeting at 7:00pm.

Mr. Fraley motioned for approval of the minutes.

Mr. Krapf seconded the approval of the minutes.

The minutes were adopted unanimously.

C. Old Business

Mr. Henderson stated using the Comp Plan as a CIP guide was discussed at Steering Committee. He said any Comprehensive Plan-based CIP would include financial recommendations. He said he recommended Chesterfield County's approach at the Steering Committee.

Ms. Kate Sipes noted that staff would be able to include the beginnings of a facility master plan in this update; however, it would likely take a significant effort and period of time to get to the level of detail in Chesterfield's plan and could not be accomplished in its' entirety during this year's update.

Mr. Krapf asked for a presentation on merging the CIP with the Comprehensive Plan.

Mr. Fraley said the CIP proposal should be brought by the whole Commission to the Board instead of the Steering Committee.

Mr. McDonald stated that FY2010 planning and budgeting would begin soon, and he believed any CIP changes would begin implementation in FY2011.

Mr. Peck stated he would like the CIP to move away from smaller projects towards a big-picture operations/maintenance budget.

Mr. Fraley said staff had already advised the Board on upcoming CIP changes. He said although the proposal should be discussed with the Board, it may take several months to arrange a joint work session.

Mr. McDonald asked if the Policy Committee was more interested in how capital items relate to the Comprehensive Plan rather than their dollar value. He also asked for clarification regarding what was considered a "smaller project" and asked for clarification that the Committee did not want to look at maintenance projects.

Mr. Peck stated JCSA capital projects should be brought into the CIP and the water and sewer master plan also be updated to help in consideration of priority projects.

Mr. Krapf asked if every CIP item submitted was required to link to a Comprehensive Plan goal. He said the Policy Committee should review smaller projects linked to the Plan and include transportation, water/sewer, and external agency plans. He agreed that the Committee did not want to rank maintenance projects, but wanted assurances that they were being handled and tracked by staff.

Mr. Henderson suggested tracking capital maintenance programs due to their potential to affect the CIP. He said departments could better decide their own maintenance priorities, while presenting new projects through the CIP. He said the CIP would use funds left over after capital maintenance.

Mr. Peck stated the CIP process should involve County bond issues and fund availability. He said financing plans should be included in the Comprehensive Plan and a target monetary cap for the CIP should be provided each year to help with prioritization.

Mr. McDonald asked if the Policy Committee would confer with financial and planning staff, and then take its recommendations to the Commission and Board.

Mr. Fraley said yes. He suggested the CIP be a public hearing with the whole Commission.

Mr. McDonald stated the FMS schedule was crowded early next year. He said projects will emerge that are not listed in the Comprehensive Plan. He said school administration was working to deal with possible changes to maintenance funding. He said departments often prefer new projects to maintenance.

Mr. Krapf asked Mr. McDonald about possible timelines.

Mr. McDonald suggested preparing next year's CIP with a six-year timeline to give adequate time to implement more in depth changes for the FY11 CIP and 2-year budget cycle.

Mr. Murphy stated the Planning Commission should formally endorse the proposal before a joint work session in early 2009.

The Policy Committee discussed the wording and phrasing of the CIP proposal document.

Mr. Fraley said he hoped the proposal could come before the Planning Commission in November.

Mr. Peck stated that other Commissioners have been kept up-to-date on the proposal.

Mr. Fraley suggested that Mr. Peck and Mr. Henderson present the memo to the Board. He asked Mr. McDonald to be at the presentation as well.

Mr. Peck asked for a current timeline for the FY2010 CIP process.

Mr. McDonald said Policy Committee made recommendations in February, with approval by the Planning Commission and administrative recommendations to the Board in March, followed by adoptions in April. He asked if the Policy Committee wanted to review items on an exception basis for FY2010.

Mr. Henderson stated that would depend on FMS' financial guidance. He asked if the new police station would be moving forward in FY2010.

Mr. Peck stated the Policy Committee should narrow its focus to exception basis items. He said he would like Policy Committee and staff to deal with the Comprehensive Plan and big-picture issues.

Mr. Fraley stated he would like to set a numerical CIP priority list. He said the process should be simple.

Ms. Sipes noted the heavy committee meeting schedules for February.

D. New Business

Mr. Peck discussed the upcoming Policy Committee work schedule. He stated he would like to establish the relationship between Policy and Steering Committees. He said he would also like to update the James City Service Authority Water and Sewer Master Plan alongside the Comprehensive Plan. He asked how Shaping Our Shores was integrated into the Comprehensive Plan process. He said he would like those agencies to give status reports to the Policy Committee. He wanted the Committee to start thinking about Business Climate Task Force recommendations as well.

Mr. Krapf asked if some of the work schedule items were within the purview of the Policy Committee.

Mr. Peck said he would like to review any JCSA big-ticket exception item.

Mr. Fraley stated the Comprehensive Plan should remain the primary goal in the upcoming months. He said he worried about overstretching Committee members and staff.

Mr. Peck wanted to communicate to the Board the importance of a full Planning staff.

Mr. Murphy stated after the Comprehensive Plan is finished, several ordinance amendments will be brought before the Policy Committee. He said he expects the Policy Committee to consider several zoning amendments during the Comprehensive Plan process, as well. He said that the Steering Committee is the Planning Department's number one priority and that Planning will be short-staffed in the spring. He discussed the timelines required for making zoning changes and for developers to adjust.

Mr. Peck stated the Policy Committee should approach issues with more structure. He said he plans to bring JCSA CIP policies to the Board. He wanted Mr. Foster to discuss JCSA regional planning and any updates to JCSA master plans.

Mr. Krapf suggested that Mr. Peck work with staff in crafting the 2009 Policy Committee calendar.

Mr. Peck asked how the Policy Committee wanted to handle any zoning amendments.

Mr. Murphy stated the ordinance changes will be split into smaller sections. He said that after the 2003 Comprehensive Plan update, there had been residential, industrial, and business committees established to revise those sections of the ordinance.

E. Adjournment

Mr. Henderson moved to adjourn.

Mr. Krapf seconded.

The Planning Commission meeting was adjourned at 8:50 p.m.



Reese Peck, Chairman