

**POLICY COMMITTEE MEETING**

October 15, 2015

4:00 p.m.

County Government Center, Building A

**1.) Roll Call**

**Present**

Mr. John Wright  
Mr. Tim O'Connor  
Ms. Robin Bledsoe  
Mr. Rich Krapf  
Mr. Heath Richardson

**Staff Present**

Mr. Paul Holt  
Ms. Tammy Rosario  
Mr. Chris Johnson  
Mr. Alex Baruch

**Others Present**

Mr. John Wright called the meeting to order at 4:00 p.m.

**2.) Minutes**

a. August 13, 2015

Mr. Rich Krapf moved to approve the August 13, 2015 minutes.

In a unanimous voice vote, the minutes were approved as submitted 5-0.

**3.) New Business**

a. Prioritization of proposed code amendments

Mr. Paul Holt presented a list of work plan priorities that staff believes will improve the development process by increasing levels of predictability and flexibility in policies and ordinances. Mr. Holt stated that the proposed work plan will enhance customer service and provide additional tools which do not currently exist.

Mr. Tim O'Connor asked for an explanation of the change of use form.

Mr. Holt stated that if there was an existing space in an in-line shopping center and tenants are changing to a different type of business that would be a change of use. Mr. Holt stated that situation does not fall into the normal site plan process; however, Planning will have to verify there is enough parking for that new use, Zoning will need to verify that it is an acceptable use, they will need a new sign permit and they will need to check with Building Safety and Permits to see if there would need to be any permits for tenant fit-out and a possible need for a new certificate of occupancy. Mr. Holt stated that while all of these steps are small individually, they represent a process that must be followed to ensure compliance.

The committee members stated that they were happy with staff looking into this further to ensure a more streamlined approach for developers and businesses.

Mr. Holt stated that the Housing Opportunities Policy (HOP) has come up in the Planning Commission Working Group and some recent legislative actions. Mr. Holt stated that at Planning

Commission meetings commission members discussed how the policy would work in reality. Mr. Holt stated that he does not think there is an immediate action needed in regards to this policy; however, since there have been questions addressing this topic staff wanted to keep it on the Policy Committee's radar.

Ms. Bledsoe asked if the Policy Committee could categorize HOP as a policy that the committee is following.

Mr. Holt stated that it could be actively monitored.

Mr. Richardson stated that during the Comprehensive Plan joint work session with the Board of Supervisors HOP was brought up as an item they may want to look at again and agreed with Ms. Bledsoe in classifying it as a tracking item as opposed to an action item.

Mr. Holt stated that the HOP is typically an item that comes up at the annual meeting with the Board of Supervisors and it can be determined at that point if any action should be taken.

Mr. Holt stated that the last item for discussion is if the Policy Committee would like to have staff look into allowing overnight RV parking as an accessory to places of public assembly. The Planning Division was asked to look into this possibility by a place of public assembly in James City County to allow RVs to connect to water and sewer so members of the place of public assembly could stay in their RVs overnight at the same property instead of going elsewhere to sleep.

Mr. Wright asked what the implications would be if we did allow this in the county.

Mr. Holt stated that this would apply to any place of public assembly throughout the county and would potentially be an enforcement issue if it became part of the ordinance.

Mr. O'Connor inquired if this was brought to the Planning Division by a group asking for permission for hookups to connect the RVs to water and sewer.

Mr. Holt stated that you cannot hookup an RV unless you are in a permitted campground where there are other performance standards that would have to be met. As for enforcement, as it stands right now there are only a few places where RVs can hook up to water and sewer; however, if the ordinance is changed to allow any place of public assembly is to hook up RVs to water and sewer it makes enforcement of temporary hookups much more difficult.

Mr. O'Connor stated that he thinks it creates bigger problems and challenges than benefits if it is considered.

Mr. Heath Richardson and Mr. Rich Krapf and Mr. Wright agreed with Mr. O'Connor.

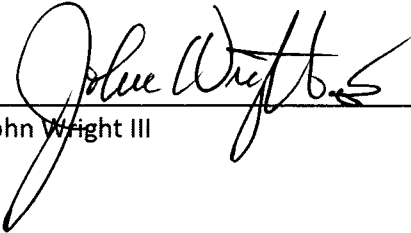
The Policy Committee stated that they are comfortable moving forward with the list of work plan priorities.

Mr. Holt stated that the strategic plan process is currently underway by county administration therefore items that we discussed today may change in priority or new items may be added to this list.

4.) **Adjournment**

Mr. Krapf moved to adjourn (4-0). Ms. Bledsoe left at 4:30.

The meeting was adjourned at approximately 5:07 p.m.

  
\_\_\_\_\_  
John Wright III