

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 12, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Tim O'Connor
Julia Leverenz
Rich Krapf

Absent:

Heath Richardson

Staff:

Ellen Cook, Principal Planner
Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Roberta Sulouff, Senior Planner
Alex Baruch, Planner
Tom Leininger, Community Development Assistant

C. MINUTES

1. March 8, 2018 Meeting Minutes

Mr. Rich Krapf made a motion to Approve the February 8, 2018 meeting minutes.

The motion passed 4-0.

D. OLD BUSINESS

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage III

Mr. Jack Haldeman opened the discussion.

Mr. Alex Baruch presented the Zoning and Subdivision Ordinance amendments for bicycle and pedestrian accommodations. He stated that the transportation impacts formerly addressed through the Proffer system are generally addressed under three administrative policies: the Pedestrian Accommodations Master Plan, Regional Bikeway Plan and the Transportation Impact Analysis Policy. He stated that staff has drafted Zoning and Subdivision Ordinance language. He stated that staff had reexamined the waiver criteria. He stated that staff

recommends the addition of Ordinance language that specifically addresses the Virginia Department of Transportation's (VDOT) role in site plan and subdivision approval process. He stated that VDOT is required to give its approval before final site plan or subdivision approval. He stated that if the off-site improvements are mitigated than the proposed plan passes the Transportation Adequate Facilities Test. He stated that the current policy language provides steps for identifying impacts, but does not provide direction to when the impacts cannot be addressed.

Mr. Haldeman stated that he noticed areas of the proposed changes only apply to pedestrians.

Ms. Julia Leverenz asked if there were situations where pedestrian accommodations were required and bicycle accommodations were not.

Ms. Roberta Sulouff stated that there is a section of the proposed Ordinance that references pedestrian accommodations for the interconnectivity of subdivisions. She stated that staff can add bicycle accommodations to the Ordinance language per the Policy Committee's recommendation.

Mr. Tim O'Connor stated that he could see a benefit in keeping the pedestrian accommodations separate from the bicycle accommodations.

Ms. Sulouff stated that the definition of bicycle facilities covers bike paths and shared roads. She stated that there is a required amount of bike and pedestrian facilities required by the Parks and Recreation Development Guidelines.

Ms. Leverenz asked if the pedestrian accommodations could be a gravel path.

Ms. Sulouff stated that the Parks and Recreation Development Guidelines require sidewalks to be paved or poured concrete.

Ms. Ellen Cook stated that staff would work with VDOT standards.

Ms. Leverenz stated that she would be in favor of allowing the individual property owner to determine if they want to develop the bicycle and pedestrian accommodations separately.

Mr. Baruch stated that staff will work with the Planning Director to amend the language to include the changes from the Policy Committee.

Mr. Haldeman asked if bicycle accommodations would be required on the final subdivision plat along with the pedestrian accommodations.

Mr. Baruch stated that if the bicycle accommodations are included in the right-of-way then they would not need to be separated out on the plat.

Ms. Sulouff stated that a multi-use path would also cover the bicycle accommodations.

Mr. Haldeman asked if a minimum width could be included in the Ordinance language along with the American with Disabilities Act (ADA) Accessibility Guidelines.

Mr. Baruch stated that the path could not be built smaller than ADA's requirements.

Mr. Haldeman stated that if the ADA standards were to decrease in size, having a specific width measurement in the Ordinance would ensure that the paths would not be built smaller even if the ADA standards are lowered.

Mr. Baruch stated that the pedestrian accommodations must also meet VDOT's standards.

Ms. Sulouff stated that staff could look into what the Parks and Recreation Developmental Guidelines required for path widths.

Mr. Baruch stated that he would prefer going by the VDOT's and ADA's requirements and not include a specific width that over time might need adjusting due to changing construction standards.

Mr. Krapf stated that he would like the Ordinance to only reference VDOT and ADA requirements and not a specific width.

Ms. Leverenz stated that she would like the Ordinance language to state that the path must adhere to the standards of VDOT, ADA or the Parks and Recreation Developmental Guidelines, whichever is wider.

Mr. O'Connor asked if there is a difference between VDOT standards and VDOT construction standards. He stated that VDOT construction standards did not imply that there is a size regulation.

Mr. Baruch stated that the word "construction" can be removed.

Ms. Leverenz stated that she would combine the two bullet points to form one single point about construction standards.

Ms. Sulouff stated that staff will look into creating a more condensed Ordinance language.

Mr. O'Connor asked if VDOT has a response requirement.

Ms. Sulouff stated that staff is unaware of a response requirement for VDOT. She stated that staff is required to respond within 15 business days.

Mr. O'Connor asked if staff can approve plans without VDOT approval.

Ms. Sulouff stated that our current Ordinance requires VDOT approval and the new Ordinance specifically calls out the requirement by VDOT.

Mr. Baruch asked if the Policy Committee was comfortable with the Transportation Impact Analysis (TIA) language.

Mr. Haldeman confirmed.

Ms. Leverenz stated that the Board of Supervisors wanted the Policy Committee to take a close look at the exemptions.

Mr. Baruch stated that staff has included two new exemptions to the Ordinance.

Mr. Baruch stated that staff will work on the recommendations from the Policy Committee and the next step is to go to the Planning Commission (PC).

Mr. Haldeman confirmed.

Ms. Leverenz asked if the Committee is able to review the Ordinance language before the PC.

Mr. Baruch confirmed. He stated that he will send the amended Ordinance language to the PC members by email.

Mr. Krapf stated that he had one grammatical change to the TIA language.

Mr. Haldeman asked if there were any further comments.

There were no further comments.

2. ZO-0001-2018/SO-0001-2018, Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy and ZO-0003-2018/SO-0003-2018, Zoning and Subdivision Ordinance Amendments for the Archaeological Policy-Stage II

Mr. Haldeman opened the discussion.

Mr. Jose Ribeiro stated that at the last Policy Committee meeting staff presented the requirements of the Natural Resource and Archaeological Policy. He presented the Natural Resource and Archaeological Policies to be included in the Zoning Ordinance for site plans and Subdivision Ordinance for subdivision plans. He stated that the proposed Ordinance amendments has a list of exemptions. He stated that there will be two new sections added to the Zoning Ordinance. He stated that the new sections will list the standards for archaeology studies and natural resource inventories.

Ms. Leverenz stated that she appreciated staff following up with her on her questions regarding titling and citation of documents, deletion of references to G1, G2 and G3 rankings in the Natural Resource language, and verification that the Department of Conservation and Recreation and Department of Natural Heritage qualifies biologists.

Mr. Ribeiro stated that staff will correct the title references. He stated that the Virginia Department of Historic Resources now uses a different title than what was referenced. He stated that staff will look further into the other items, including biologist qualifications.

Ms. Leverenz stated that the references in the Ordinance should be accessible to the public.

Mr. Krapf stated that he did not have any comments.

Mr. O'Connor asked how areas are identified as ultra-sensitive.

Mr. Ribeiro stated that in the Comprehensive Plan there is a map showing the different sensitivity levels of areas in the County.

Ms. Cook stated that an archaeologist surveyed the County and identified the different areas.

Mr. Haldeman stated that a Stage III review would not be required because the Policy Committee is satisfied with the Ordinance language. He asked if there were any further comments.

There were no further comments.

E. NEW BUSINESS

Mr. O'Connor stated that he had a concern with the location of vending machines along Community Character Corridors (CCC). He stated that there could be a performance standard that the Policy Committee could discuss at a future meeting.

Mr. Haldeman asked if there could be an Ordinance amendment.

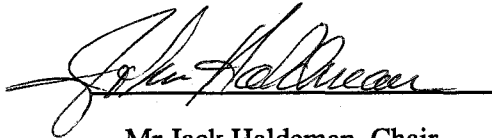
Mr. O'Connor stated that the CCC Ordinance could be amended to address vending machines.

Ms. Rosario stated that staff can take a look at the Ordinance to figure out the correct path to address the issue.

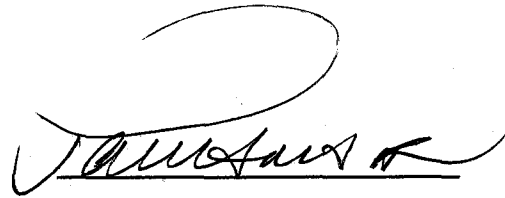
F. ADJOURNMENT

Ms. Leverenz made a motion to Adjourn. The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 4:45 p.m.

A handwritten signature in cursive script, appearing to read "Jack Haldeman", written over a horizontal line.

Mr Jack Haldeman, Chair

A handwritten signature in cursive script, appearing to read "Paul Holt", written over a horizontal line.

Mr. Paul Holt, Secretary