

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 11, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Heath Richardson called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Julia Leverenz  
Heath Richardson  
Tim O'Connor

Absent:

Jack Haldeman, Chair  
Rich Krapf

Staff:

Ellen Cook, Principal Planner  
Jose Ribeiro, Senior Planner II  
John Risinger, Community Development Assistant

**C. MINUTES**

1. August 9, 2018 Meeting Minutes

Ms. Julia Leverenz made a motion to Approve the August 9, 2018, meeting minutes.

The motion passed 3-0 by voice vote.

**D. OLD BUSINESS**

There was no old business.

**E. NEW BUSINESS**

1. Potential Ordinance Amendments to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans

Mr. Richardson opened the discussion.

Mr. Jose Ribeiro stated that in 2016, the site plan section of the Zoning Ordinance was amended to require submittal of an enhanced conceptual plan for types of developments listed in Section 24-147 of the Zoning Ordinance. He stated that the purpose of the amendment was to provide a more flexible plan review process. He stated that in 2018, an amendment to the Code of Virginia was adopted that stated the local planning commission or other agents shall not delay the official submission of any proposed plat, site plan or plan of development by requiring pre-submission conferences, meetings or reviews. He stated that staff had consulted with the County Attorney's office and determined that the prohibiting of pre-submission reviews would also prohibit the requirement for conceptual plan submissions. He stated that

staff recommends reverting the language of Section 24-147 and Section 24-148 to how they existed prior to 2016. He stated that staff recommends that the Policy Committee recommend approval of the draft amendments to the Planning Commission.

Ms. Leverenz stated that the usage of the word "advised" in Section 24-144 is strong. She stated that staff should check with the County Attorney to understand the interpretation of those sections.

Ms. Ellen Cook stated that the County Attorney's office had viewed the draft amendments and did not indicate that the language was problematic. She stated that staff could check with the County Attorney's office.

Mr. Richardson stated that he thinks the usage of the word "advised" is fine.

Mr. Tim O'Connor stated that the usage of "advised" expresses that conceptual plans are encouraged because they can identify potential roadblocks early in the planning process.

Ms. Leverenz stated that in Section 24-148(d), the usage of the phrase "as deemed necessary by the planning director" might imply that it is required.

Ms. Cook stated that the phrase is referencing which agencies will review the plan.

Mr. Richardson stated that staff should verify the purpose of that phrase.

Mr. O'Connor asked what criteria determine if a plan needs to be reviewed by other agencies.

Mr. Ribeiro stated that the context and details of the plan decide which agencies will review the plan.

Ms. Leverenz asked if a conceptual plan was submitted, then it might be required for other agencies to review.

Mr. Ribeiro confirmed.

Ms. Leverenz made a motion to approve the draft amendment. The motion passed 3-0.

#### **F. ADJOURNMENT**

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Richardson adjourned the meeting at approximately 4:20 p.m.



Mr Jack Haldeman, Chair



Mr. Paul Holt, Secretary