

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 7, 2019
4:00 PM

A. CALL TO ORDER

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

B. ROLL CALL

Mr. Paul Holt stated that Ms. Julia Leverenz has asked to participate in the meeting remotely due to an illness preventing her from physically attending the meeting.

Mr. Rich Krapf made a motion to approve the remote participation of Ms. Leverenz.

The motion passed 3-0.

Ms. Leverenz joined the meeting remotely.

Present:

Jack Haldeman, Chair

Rich Krapf

Julia Leverenz

Tim O'Connor

Staff:

Paul Holt, Director of Community Development and Planning

Tammy Rosario, Principal Planner

Jose Ribeiro, Senior Planner II

Tori Haynes, Planner

Terry Costello, Deputy Zoning Administrator

John Risinger, Community Development Assistant

Sue Mellen, Director of Financial and Management Services

Sharon Day, Assistant Director of Financial and Management Services

Jeffrey Wiggins, Budget and Accounting Analyst

C. MINUTES

1. February 14, 2019 Meeting Minutes

Mr. Tim O'Connor made a motion to approve the February 14, 2019, meeting minutes.

The motion passed 4-0.

2. February 21, 2019 Meeting Minutes

Mr. O'Connor made a motion to approve the February 21, 2019, meeting minutes.

The motion passed 3-0-1, with Mr. Krapf abstaining as he was not present at the meeting.

3. February 28, 2019 Meeting Minutes

Mr. O'Connor made a motion to approve the February 28, 2019, meeting minutes.

The motion passed 3-0-1, with Mr. Krapf abstaining as he was not present at the meeting.

D. OLD BUSINESS

1. ORD-18-0013. Proposed Zoning Ordinance Amendments Regarding Master Plan Consistency Determinations

Mr. Holt presented a spreadsheet comparing the options discussed at previous meetings for amending the Zoning Ordinance regarding master plan consistency determinations.

Mr. Krapf stated that the only difference between the options is the procedure for decreases in number or density of dwelling units.

Ms. Leverenz stated that Option No. 2 is consistent with the directive given by the Board of Supervisors (BOS).

Mr. Haldeman stated that simplifying the process to reduce the number or density of dwelling units is in the County's best interest.

Mr. O'Connor stated that master plans should allow for flexibility because the housing market changes over time.

Mr. Holt stated that under the current Ordinance, a master plan consistency determination cannot allow a greater number of units than the total unit cap approved by the BOS.

Mr. Krapf stated that amending the Ordinance would make the master plan process more complicated for developers.

Ms. Leverenz asked if an applicant could appeal a master plan consistency determination that was denied by the Planning Commission.

Mr. Holt stated that under the current Ordinance, if the Planning Commission determined that the proposal was not consistent with the approved master plan, the developer would have to submit an application to amend the master plan.

Ms. Leverenz stated that the current process is adequate for determining consistency with the approved master plan. She stated that broader criteria could be added to give the Planning Commission more discretion.

Mr. Holt stated that the BOS would like a public hearing to be part of the process.

Mr. Haldeman asked how an appeal would be handled with the proposed changes.

Mr. Holt stated that, under the proposed Ordinance, there would be no appeal of the Planning Director's determination. He stated that the developer would have to submit a master plan amendment and go through the public hearing process.

Ms. Leverenz asked if the Policy Committee could recommend not changing the current Ordinance.

Mr. Holt stated that staff could draft a proposed Ordinance that reflects the initiating resolution passed by the BOS. He stated that the Policy Committee and Planning Commission could have a motion to recommend or not recommend the proposed Ordinance.

Mr. Krapf stated that when making the recommendation, the Policy Committee could investigate if any tweaks can be made to the current Ordinance.

Mr. Holt stated that he would draft a proposed Ordinance reflecting the initiating resolution and then bring it to a future Policy Committee for a vote to recommend or not recommend it to the BOS.

Mr. Haldeman asked if there were any further questions.

There were none.

2. FY 2020-2024 Capital Improvements Program Review

Mr. Jose Ribeiro stated that the Policy Committee could discuss its rankings for the Capital Improvements Program (CIP) applications. He stated that staff would be available to help answer questions.

Ms. Tori Haynes answered technical questions from the Commissioners related to using the rankings website.

Mr. O'Connor asked if they could have separate rankings for parts of an application. He stated that for the Warhill High School Expansion application he would prioritize the construction of an auxiliary gym to provide an equivalent quality of facilities between the high schools.

Ms. Tammy Rosario stated that the Commissioners could choose to include additional comments in their recommendation.

Ms. Sue Mellen stated that different parts of applications might fall under separate goals of the Comprehensive Plan.

Mr. O'Connor stated that the Chickahominy Riverfront Park Phase III Improvements application had a special consideration because its special use permit requires a stormwater master plan to be created.

Ms. Rosario stated that the Commissioners could discuss the relative rankings of applications using the composite and individual scores for the applications.

Ms. Leverenz stated that she ranked the new elementary school application higher on her list because it would address infrastructure concerns for the future.

Mr. Krapf stated that he ranked the new elementary school application lower on his list because there may be alternatives to consider.

Mr. O'Connor agreed.

Mr. Haldeman stated that he ranked the new elementary school as 10th on his list.

Mr. Krapf stated that he was content with the rankings based on the composite scores.

Ms. Leverenz stated that she agreed with the top seven applications ranked by the composite scores.

Mr. Krapf stated that he agreed with the Ambler's House application being eighth in the composite rankings.

Mr. Haldeman stated he ranked the Ambler's House application lower due to it being less urgent.

Ms. Leverenz asked why the other Commissioners ranked the Chickahominy Riverfront Park restrooms higher.

Mr. Krapf stated that the restroom facilities had deteriorated. He stated that if there is additional damage to the structure, the restrooms might not adequately meet the needs of citizens at Chickahominy Riverfront Park.

Mr. Haldeman stated that he ranked the James City County Marina Phase I application higher. He stated that addressing safety concerns with the bulkheads was important. He stated that he ranked the James City County Marina Phase II application lower.

Ms. Leverenz stated that she gave the James City County Marina Phase II application a higher score due to the revenue generating opportunities.

Ms. Rosario asked how the Commissioners would like to decide their final rankings.

Mr. Krapf stated that the Policy Committee could vote on its top 10 priorities and agree to the composite rankings for the last 10 applications.

Ms. Leverenz stated that the new elementary school application should be in the top 10 priorities.

Mr. Haldeman stated that the Warhill High School expansion application should also be in the top 10 priorities.

Mr. Krapf stated that there should be more analysis before committing to funding the new elementary school application.

Ms. Rosario asked if the Policy Committee would like to use Mr. Krapf's suggestion and decide on its top 10 priorities.

Mr. Krapf asked if the Ambler's House Utilities application should be removed from the top 10.

Mr. Haldeman agreed. He asked what application should be ranked eighth.

Ms. Leverenz stated that the Jamestown Beach improvements application could be moved to the eighth position.

Mr. Krapf stated that the Chickahominy Riverfront Park restroom application would be in the ninth position. He asked if the new elementary school application would be number 10.

Mr. Haldeman stated that he would rather have the Warhill High School expansion application as number 10.

Ms. Leverenz agreed.

Mr. O'Connor asked if a memorandum could be drafted to capture the discussions of how certain applications were ranked.

Ms. Rosario stated that notes could be added to the recommendation memo that the Planning

Commission would forward to the BOS.

Mr. Haldeman stated that land acquisition should be the priority for the Lower County Park and Grove Convenience Center applications. He stated that replacement of the bulkheads should be the priority of the James City County Marina Phase I application.

Mr. Haldeman stated that the 10 top CIP applications were:

1. Stormwater Capital Improvement Program
2. Transportation Match
3. Fire Station 6
4. Columbia Drive
5. Lower County Park
6. James City County Marina Phase I
7. Grove Convenience Center
8. Jamestown Beach Event Park Improvements
9. New Restroom and Concession Building at Chickahominy Riverfront Park
10. Warhill High School Expansion

Ms. Leverenz made a motion to approve the top 10 ranked CIP applications.

The motion passed 4-0.

E. NEW BUSINESS

1. Annual Review of the Planning Commission Bylaws

Ms. Rosario stated that in the past the Planning Commission had requested to have an annual review of the Bylaws. She stated that the Policy Committee typically conducts that review. She asked if there were any comments or questions related to the Bylaws.

Ms. Leverenz stated that the Code of Virginia states that if a Commissioner is absent from three consecutive meetings or is absent from 25% of meetings in the year, the Commissioner could be asked to resign. She asked if the Bylaws should make reference to that section of the Code of Virginia.

Mr. Haldeman stated that the Member Duties section of the Bylaws state that Commissioners should attend regular and special meetings of the Planning Commission. He stated that the Member Duties section allows for attendance concerns to be addressed.

Ms. Leverenz asked if the Bylaws address the limitations Commissioners have on meeting in public.

Mr. Krapf stated that the Code of Virginia might place limits on elected and appointed bodies meeting in public.

Ms. Rosario stated that staff would identify where those limitations are addressed and notify the Commissioners.

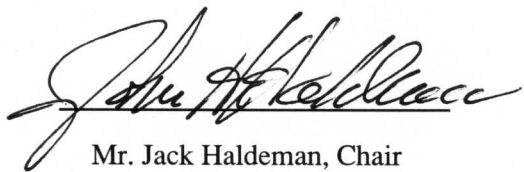
Mr. Haldeman asked if there were any further comments.

There were none.

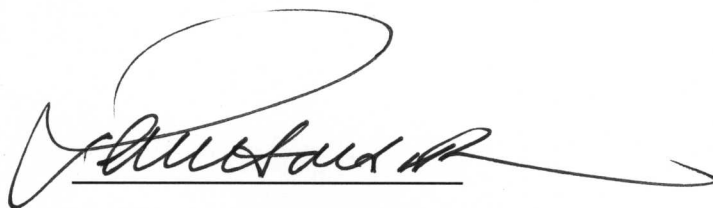
F. ADJOURNMENT

Mr. O'Connor made a motion to adjourn. The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 5:40 p.m.

A handwritten signature in cursive script, appearing to read "John H. 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