

A G E N D A
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 10, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MINUTES

1. December 13, 2018 Meeting Minutes

D. OLD BUSINESS

1. ORD-18-0013. Proposed Zoning Ordinance Amendments Regarding Master Plan Consistency Determinations
2. Preparations for Review of the County's 2015 Adopted Comprehensive Plan, Toward 2035: Leading the Way - Part 2

E. NEW BUSINESS

1. Capital Improvements Program (CIP) Preview and Training

F. ADJOURNMENT

ITEM SUMMARY

DATE: 1/10/2019
TO: The Policy Committee
FROM: Paul D. Holt, III, Secretary
SUBJECT: December 13, 2018 Meeting Minutes

ATTACHMENTS:

	Description	Type
☐	Minutes of the December 13, 2018 Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	1/3/2019 - 5:13 PM
Policy	Holt, Paul	Approved	1/4/2019 - 7:54 AM
Publication Management	Daniel, Martha	Approved	1/4/2019 - 8:44 AM
Policy Secretary	Secretary, Policy	Approved	1/4/2019 - 8:53 AM

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 13, 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

Rich Krapf

Julia Leverenz

Tim O'Connor

Heath Richardson

Planning Commissioners:

Danny Schmidt

Frank Polster

Staff:

Paul Holt, Director of Community Development and Planning

Tammy Rosario, Principal Planner

Alex Baruch, Senior Planner

Tori Haynes, Planner

Tom Leininger, Planner

John Risinger, Community Development Assistant

C. MINUTES

1. November 8, 2018 Meeting Minutes

Ms. Julia Leverenz made a motion to approve the November 8, 2018, meeting minutes.

The motion passed 5-0.

D. OLD BUSINESS

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

Mr. Haldeman opened the discussion.

Mr. Paul Holt stated that the Board of Supervisors (BOS) gave additional direction for the Ordinance amendment. He stated the BOS would like any substantive changes to a master plan that involved dwelling units to go through the Public Hearing process.

Mr. Rich Krapf asked if the developer would be required to pay additional fees for the Public Hearing. He asked if developers had given any feedback about the proposed changes.

Mr. Holt stated that they would be required to submit a new application with the associated

fees. He stated that the Ordinance amendments have not been advertised for a Public Hearing yet so developers may not be aware.

Ms. Leverenz asked if the Ordinance amendments would be advertised for a Public Hearing.

Mr. Holt confirmed.

Ms. Leverenz stated that the amendment should reference Section 24-13 of the Zoning Ordinance.

Mr. Tim O'Connor requested to have the County Attorney's office give guidance about the proposed Ordinance amendments. He stated that there may be concerns between the County and developers when amending approved master plans.

Mr. Krapf agreed.

Ms. Leverenz asked if the proposed process had been used in the past.

Mr. Holt confirmed.

Mr. O'Connor stated that the process should be predictable for developers.

Mr. Holt stated that no action is required from the Policy Committee at this time.

Mr. Haldeman stated that the discussion would continue at the next meeting.

E. NEW BUSINESS

1. Proposed Ordinance Amendments to Address Protections for the Public Water Supply and Areas of Public Health and Water Quality Sensitivity

Mr. Haldeman opened the discussion.

Ms. Tori Haynes stated that the BOS expressed interest in discussing regulations to protect the drinking water supply. She stated that the BOS requested that the regulations be added to the Special Regulations section of the Zoning Ordinance. She stated that the regulations could have enhanced requirements for certain uses or uses that are within a certain distance of a public water supply.

Ms. Leverenz asked if the BOS expressed any preferences for the regulations to require permits or impact studies.

Ms. Haynes stated that the BOS only requested the regulation to be added to the Special Regulations section of the Zoning Ordinance.

Mr. O'Connor asked how the County would define areas of public health and water quality sensitivity.

Mr. Haldeman stated that Newport News defines them as areas within 200 feet of reservoirs or tributaries.

Mr. Holt stated that the regulations are specific to the drinking water reservoirs.

Mr. O'Connor stated that he has concerns about removing property rights from the citizens.

Ms. Leverenz asked if any action needed to be taken during the meeting.

Ms. Haynes stated that the purpose was to provide an update to the Policy Committee.

Mr. Haldeman asked if the Policy Committee needed to express a preference for how the Ordinance should be written.

Mr. Holt stated that the Policy Committee could wait until a draft Ordinance is written. He stated that this item would be discussed further at a future meeting.

Mr. Haldeman asked if there were any other comments.

There were none.

2. Proposed Ordinance Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities

Mr. Haldeman opened the discussion.

Mr. Tom Leininger stated that in 2017 and 2018, the General Assembly passed legislation requiring changes to how local Zoning Ordinances may treat applications for wireless communications facilities. He stated the changes were intended to support the deployment of 5G technology. He stated that the Zoning Ordinance would need to be updated to remain consistent with State and Federal requirements.

Mr. Haldeman stated that Code of Virginia changes restrict the localities' ability to regulate the placement of antennas.

Mr. Holt stated that the changes have strict requirements for the staff review of communication facilities. He stated that this item would be discussed further at a future meeting.

Ms. Haldeman asked if there were any other comments.

There were none.

3. Preparation for Review of the County's 2015 Adopted Comprehensive Plan

Mr. Haldeman opened the discussion.

Ms. Tammy Rosario stated that the Planning Division is preparing for the review of the County's adopted Comprehensive Plan. She stated that discussions would be started between the Planning Commission (PC) and BOS to determine the priorities for the Comprehensive Plan. She stated that staff would complete a large amount of the work but consultant support would also be utilized. She stated that the Community Participation Team (CPT) would be formed during the summer.

Mr. Haldeman asked how the CPT members are chosen.

Ms. Rosario stated that the CPT is comprised of the Policy Committee and selected members of the community. She stated that the BOS would decide the final selection of CPT members. She stated that the Planning Commission Working Group would start about a year into the process.

Mr. Heath Richardson asked who would be part of the Planning Commission Working Group.

Ms. Rosario stated that the PC members and a member of the CPT will be part of the group.

Mr. O'Connor asked if any consultants had been chosen for the Comprehensive Plan.

Ms. Rosario stated that the selection of consultants have not been finalized yet. She stated that the Hampton Roads Transportation Organization (HRTPO) would assist with the transportation section.

Mr. Holt stated further discussions would be held to get direction from the PC and BOS.

Ms. Rosario stated that there would be a robust public participation aspect. She stated that the BOS would be updated frequently throughout the process. She stated that the transportation study would be a joint effort with the City of Williamsburg and York County. She stated that sea level rise, broadband infrastructure and surface and ground water availability and sustainability would be new areas required by State Code to be addressed in the Comprehensive Plan. She stated that meetings with the PC and BOS will determine the priorities for the Comprehensive Plan.

Mr. Krapf asked if the new requirements would require additional funding allocated in the budget.

Ms. Rosario stated that the requirements have been incorporated in the budget.

Mr. Haldeman asked if there would be a report about the results of the previous Comprehensive Plan.

Mr. Holt stated that the Strategic Plan has deliverables that can be used to measure the implementation of the Strategic Plan.

Ms. Leverenz asked if there was a master list for the updates of the Comprehensive Plan actions.

Ms. Rosario stated that progress for the Goals, Strategies and Actions (GSAs) are tracked and updated annually by staff.

Mr. O'Connor stated that changes to legislation could change the GSAs.

Mr. Frank Polster stated that the scenario planning and cumulative impacts sections are important for the structure of the Comprehensive Plan. He asked what the timeline would be for their sections.

Mr. Holt stated that funding for the scenario planning and cumulative impact sections was approved for Fiscal Year 2020.

Mr. Polster stated that he was interested in flooding concerns being addressed in the Comprehensive Plan.

Mr. Holt stated that the Hampton Roads Planning District Commission (HRPDC) adopted maps showing the estimated sea level rise.

Mr. Polster stated that he has concerns with transportation corridors needing to be raised as a result of flooding.

Mr. Holt stated that analysis has been done by the HRPDC to show what roads are at risk of flooding due to sea level rise.

Mr. Danny Schmidt stated that many localities are now studying the impacts of sea level rise.

Mr. Polster stated that the study of flooding is important to emergency management.

Ms. Leverenz stated that tourist home and rental of rooms applications could be a subject to study for the Comprehensive Plan.

Mr. Holt stated that the Economic Development Authority is studying the diversity of economic activities.

Ms. Rosario stated that the Commissioners could compile their ideas regarding focus areas and bring them to the next meeting.

Mr. Schmidt asked how much of the previous Comprehensive Plan focused on rural lands.

Mr. Polster stated that the BOS should give direction about how the Primary Service Area should be approached.

Mr. Haldeman stated that a question about the Purchase of Development Rights program could be included in the survey.

Mr. Polster stated that the conservancy of the Wrights Island and Yarmouth Island Agricultural and Forestal Districts could become important for tourism.

Mr. O'Connor stated that he was interested in potential growth along Pocahontas Trail. He questioned what the potential of the Economic Opportunity Zoning District may be.

Mr. Haldeman asked if there were any further comments.

There were none.

F. ADJOURNMENT

Mr. Krapf made a motion to adjourn. The motion passed 5-0.

Mr. Haldeman adjourned the meeting at approximately 5:30 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

ITEM SUMMARY

DATE: 1/10/2019

TO: The Policy Committee

FROM: Paul D. Holt, III, Director of Community Development and Planning

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

This item was discussed at the December 13, 2018, Policy Committee meeting.

The Policy Committee requested that consideration and discussion of this item be continued until the January 10th meeting.

Staff looks forward to discussing this item with the Policy Committee.

Link to the December 13, 2018, agenda materials:
<https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=4285&MeetingID=385>

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	1/4/2019 - 1:46 PM
Policy	Holt, Paul	Approved	1/4/2019 - 3:37 PM
Publication Management	Daniel, Martha	Approved	1/4/2019 - 3:44 PM
Policy Secretary	Secretary, Policy	Approved	1/4/2019 - 3:51 PM

ITEM SUMMARY

DATE: 1/10/2019

TO: The Policy Committee

FROM: Tammy Rosario, Principal Planner

SUBJECT: Preparations for Review of the County's 2015 Adopted Comprehensive Plan, Toward 2035: Leading the Way - Part 2

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	1/4/2019 - 1:53 PM
Policy	Holt, Paul	Approved	1/4/2019 - 3:35 PM
Publication Management	Daniel, Martha	Approved	1/4/2019 - 3:41 PM
Policy Secretary	Secretary, Policy	Approved	1/4/2019 - 3:51 PM

MEMORANDUM

DATE: January 10, 2019

TO: The Policy Committee

FROM: Tammy Mayer Rosario, Principal Planner

SUBJECT: Preparation for Review of the County's 2015 Adopted Comprehensive Plan,
Toward 2035: Leading the Way - Part 2

Last month, staff initiated a discussion with the Policy Committee regarding the anticipated framework and timeline of the review of the County's 2015 Comprehensive Plan, *Toward 2035: Leading the Way*. This month, staff plans to turn the discussion to the initiatives and desired focus areas to get a sense of the Policy Committee's and Planning Commission's priorities for the review. Afterwards, staff will begin to engage the Board of Supervisors regarding its prioritization and direction for the work effort.

As noted at the December Policy Committee meeting, the foundation of the review will be robust public engagement, key elements of our past processes, the guiding vision of adopted plans and guidance from the Code of Virginia. Since the last Comprehensive Plan review, several new topics have been added to the list of topics mandated or suggested by the Code, including the following:

- Projected sea level rise and recurrent flooding;
- Consideration of broadband infrastructure; and
- Groundwater and surface water availability, quality and sustainability.

In addition to those topic areas, the Planning Division will be weaving several Strategic Plan initiatives into the Comprehensive Plan review:

- **Conduct a Cumulative Fiscal, Infrastructure, Community Character, Environmental Impact Analysis of Expanding the Primary Service Area** - The Primary Service Area (PSA) in James City County demarcates areas where public water, sewer and high levels of other public services and facilities exist or are expected to exist over the next 20 years. The PSA encourages efficient use and delivery of public facilities and services and serves as a boundary within which most growth is targeted. However, the PSA is not unchangeable and may expand over time to meet growth needs. The Comprehensive Plan includes several strategies recommending the County explore the expansion of the PSA. The expansion of the PSA may have fiscal implications and could impact community character, the environment and infrastructure. Thus a complete evaluation of expanding the PSA should include an analysis of these cumulative impacts. Refinement of the County's fiscal impact model can be used to evaluate the fiscal impacts of PSA expansion.
- **Scenario Planning** - The County needs a better tool to evaluate the potential impacts of development patterns on the future infrastructure needs, community character and environmental impacts and other cumulative impacts to James City County. A scenario planning model can evaluate future land use alternatives for the County, and help to identify preferred growth patterns. This model can be augmented with a fiscal analysis model that translates future development into fiscal impacts on the County, evaluating both the revenue generated by new development, and the cost to serve these areas.
- **Refine Fiscal Impact Model to Assess Development Impacts on Fiscal Health** - The County is charged with effectively managing government coffers to provide necessary public services and facilities to its citizens in a cost-efficient manner. James City County currently uses a fiscal impact

model to estimate fiscal impacts in rezoning and Special Use Permitting cases. The County plans to expand and update this model to reflect current best practices. This update will allow the County to better evaluate land development decisions and provide useful information for developing the annual Capital Improvement Plan.

Finally, staff understands there are a number of topics the Planning Commissioners wish to be studied during the Comprehensive Plan review process. Staff has started a list of these topics below based on the Committee's and Commission's past discussions and requests that any additional items be shared at Thursday's meeting.

- Flooding concerns and relationship to transportation, rural lands policies, land uses
- Fort Eustis Joint Land Use Study
- Tourist home and rental of rooms - economic impacts
- 10-year capital maintenance plan/Public Facilities Master Plan
- Purchase of Development Rights
- Rural Economic Development Committee work
- Lower Chickahominy Watershed Economic Study
- Grove - Pocahontas Trail Corridor, potential growth
- Economic Opportunity designation/zone
- Small area plans (e.g., Toano)
- Senior housing needs
- Workforce housing
- Attracting and housing younger professionals

Staff looks forward to this discussion with the Policy Committee and any Planning Commission members who wish to attend.

TMR/md
PCPriorities2019-mem

ITEM SUMMARY

DATE: 1/10/2019

TO: The Policy Committee

FROM: Tammy Rosario, Principal Planner

SUBJECT: Capital Improvements Program (CIP) Preview and Training

In anticipation of the Policy Committee's upcoming review of the CIP, staff will present the online scoring and ranking system and provide training.

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	1/4/2019 - 2:04 PM
Policy	Holt, Paul	Approved	1/4/2019 - 3:35 PM
Publication Management	Daniel, Martha	Approved	1/4/2019 - 3:44 PM
Policy Secretary	Secretary, Policy	Approved	1/4/2019 - 3:51 PM