

M I N U T E S  
JAMES CITY COUNTY PLANNING COMMISSION  
REGULAR MEETING  
County Government Center Board Room  
101 Mounts Bay Road, Williamsburg VA 23185  
March 4, 2020  
6:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at 6:00 p.m.

B. ROLL CALL

**Planning Commissioners Present:**

Jack Haldeman  
Rich Krapf  
Tim O'Connor  
Frank Polster  
Julia Leverenz  
Rob Rose  
Barbara Null

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Max Hlavin, Deputy County Attorney  
José Ribeiro, Senior Planner  
Thomas Wysong, Senior Planner  
Tom Leininger, Planner  
Brett Meadows, Planner  
Carla Brittle, Recreation Centers Administrator

C. PUBLIC COMMENT

Mr. Haldeman opened Public Comment.

As no one wished to speak, Mr. Haldeman closed Public Comment.

D. REPORTS OF THE COMMISSION

Ms. Julia Leverenz stated that the Policy Committee met on February 13, 2020. To consider Stage III Ordinance language to address Code of Virginia changes regarding Wireless Communication Facilities. Ms. Leverenz noted that changes to the state code as well as Federal Communications Commission regulations have made it necessary to update the ordinance to be consistent with these changes. Ms. Leverenz stated that the new text better aligns the Ordinance language with State Code. Ms. Leverenz stated that Mr. Max Hlavin, Deputy County Attorney, asked the

Committee to consider adding language to the motion to incorporate another change in the State Code that is pending Senate approval. The Committee moved to recommend approval of the proposed Ordinance changes, as amended, pending House Bill 554's consideration in the Senate. Ms. Leverenz stated that staff will check in with the Board of Supervisors on this revision before it comes to the Planning Commission.

Ms. Leverenz stated that staff introduced the FY 2021-2025 Capital Improvements Program (CIP) review process. Ms. Leverenz stated that twenty-eight applications were submitted, totaling almost \$155,000,000. Ms. Leverenz stated that two more meetings will be held with representatives of the departments proposing these projects.

Ms. Leverenz noted that in public comment, Mr. Jay Everson noted flat enrollment on the school's Future Think projections, and asked the Committee not to recommend any classroom expansion in the school system.

Ms. Leverenz stated that the Policy Committee met again on February 20, 2020, the first of two meetings to review CIP applications.

Ms. Leverenz stated that staff from the Office of Economic Development addressed questions regarding utility improvements at Amblers House. Ms. Leverenz stated that staff indicated that this is the last project phase needed to enable the facility to begin meeting the recommendations in the Shaping Our Shores Master Plan. Ms. Leverenz noted that once completed, the Amblers House will function as a public-private partnership, and the tenant will be responsible for interior renovations.

Ms. Leverenz stated that Parks & Recreation staff indicated that no location has yet been found for the proposed Lower County Park, although negotiations are expected to begin soon for sites on Powhatan Trail. Ms. Leverenz stated that staff believes that having the resources available would facilitate the property acquisition.

Ms. Leverenz stated that Parks & Recreation staff indicated that the \$500 per sq. ft. estimate for restroom/concession facilities on multiple projects is based on actual costs of the Jamestown Beach restroom and concession building.

Ms. Leverenz stated that Stormwater Division staff clarified that the budgeted funds for stormwater improvements do not necessarily include state and federal funding, but the County pursues grant funding on an annual basis. Ms. Leverenz stated that Stormwater Division staff reported that the Diascund Creek the water quality was tested in 2010 and 2012 and mercury was found in fish tissue. Ms. Leverenz stated that a watershed study for Diascund Creek has never been done, and is proposed for this 5-year CIP cycle.

Ms. Leverenz stated that Williamsburg Regional Library staff discussed the proposal for building a third library in James City County, or expanding/building a new library at the current City of Williamsburg site. Ms. Leverenz stated that

Williamsburg Regional Library staff noted that adequate parking and access are significant issues at the current site. Ms. Leverenz stated that staff further indicated that it would be more cost-effective for the County to have two buildings rather than three.

Ms. Leverenz stated that Williamsburg Regional Library staff noted that the proposed natural playground at the Croaker library would be a Phase II to the recently-completed renovation of the children's area inside the library.

Ms. Leverenz stated that Community Development staff presented the Transportation Match proposal. Ms. Leverenz stated that staff clarified that the \$12M, five-year CIP proposal is primarily to fund the Pocahontas Trail corridor plan. Ms. Leverenz stated that staff noted that VDOT will not start any work until a project is shown as fully funded.

Ms. Leverenz stated that Community Development staff also discussed Site Preparation for the Stonehouse school site. Ms. Leverenz stated that staff noted that this is a time-restricted project. Ms. Leverenz stated staff noted that the developer has proffered to deliver a school-ready pad site on what was formerly a fill site and the budgeted \$125K is for the county to provide independent technical verification during and at the completion of the project.

Ms. Leverenz stated that The Policy Committee met again at 4:00 p.m. on February 27, 2020.

Ms. Leverenz stated that General Services staff indicated that a site for the Grove Convenience Center has been found near Fire Station 2. Ms. Leverenz stated that further stated that staff noted that credit card payments are being accepted at all county convenience centers.

Ms. Leverenz stated that Capital Projects staff addressed questions regarding the turn-arounds on Jolly Pond Road. Ms. Leverenz stated that staff noted that the turn-arounds at the Dam have not yet been designed because access has only recently been granted by the property owner. Ms. Leverenz stated that proposals will be sought for both T-turn and circular termini, which will be constructed in safe locations that discourage dumping and other undesirable activities.

Ms. Leverenz stated that Williamsburg-James City County Schools (WJCC Schools) staff addressed the proposed school projects. Ms. Leverenz stated that staff clarified that the school systems' enrollment program, Future Think, looks at the historical issuance of building permits, not planned development.

Ms. Leverenz stated that WJCC Schools staff noted that there currently are five Bright Beginnings locations. Bright Beginnings also takes in special needs children and is required to reserve space for them. Ms. Leverenz stated that WJCC Schools staff stated that the program has had a wait list of about 100 children every year since its inception in 1976. Ms. Leverenz stated that WJCC Schools staff explained that building a separate center for Bright Beginnings would subject very young

children to unreasonably long bus rides, and a standalone center would require its own cafeteria, educators, and administrators.

Ms. Leverenz stated that in response to a question about why high school expansions are proposed, but not elementary school expansions, WJCC Schools staff stated that elementary schools are subject to a certain recommended optimal size but there are no such restrictions on high schools.

Ms. Leverenz stated that the Committee agreed to meet on March 5 to finalize its CIP rankings.

Mr. Frank Polster stated that the Development Review Committee (DRC) met on February 19 2020 to review Case No. C-19-0100. Shaping Our Shores Update.

Mr. Polster stated that the Shaping our Shore Master Plans for Chickahominy Riverfront Park, Jamestown Beach Event Park, and the Jamestown Marina have been updated and will be considered for adoption by the Planning Commission and the Board of Supervisors. Mr. Polster further stated that before consideration by the full Planning Commission, the Parks and Recreation Department staff requested that this item be placed on the DRC agenda to discuss the update and obtain input from the Committee. Mr. Polster noted that no action by the DRC was required.

Mr. Polster stated that Parks and Recreation staff presented an overview of the updated Shaping our Shores using the updated master plan maps for Chickahominy Riverfront Park, Jamestown Beach Event Park, and the Jamestown Marina and at the same time answering questions. Mr. Polster stated that there was some discussion on the future impact of sea-level rise on sections of the Chickahominy Riverfront Park and Jamestown Beach, which would be revisited at the project design timeframe. Mr. Polster stated that staff also provided an update on the first phase of dredging and bulkhead replacement for the Jamestown Marina.

Mr. Polster stated that the Committee was supportive of the updated master plans, complimentary of their two-year effort, the level of coordination across the county staff agencies and their extensive outreach efforts with the community.

Mr. Haldeman presented a Resolution of Appreciation to Mr. Danny Schmidt in thanks for his service on the Planning Commission.

Mr. Schmidt expressed appreciation for his fellow Commissioners and Planning staff. Mr. Schmidt also encouraged citizens to participate in the Comprehensive Plan Review Process and to serve the community by volunteering to serve on a board, commission, or committee.

Mr. Haldeman presented a Resolution of Appreciation thanking Ms. Odessa Dowdy, who was not able to attend the meeting, for her service on the Planning Commission.

## **E. CONSENT AGENDA**

1. Minutes of the February 5, 2020 Regular Meeting
2. Resolution of Appreciation – Mr. Danny Schmidt
3. Resolution of Appreciation – Ms. Odessa Dowdy

Ms. Leverenz made a motion to approve the Consent Agenda.

On a voice vote the Commission voted to approve the Consent Agenda. (7-0)

## **F. PUBLIC HEARINGS**

### **1. AFD-19-0003. Barnes Swamp AFD Addition, 811 & 917 Stewarts Road**

Mr. Thomas Wysong, Senior Planner, stated that Mr. Stephen Bowmer has applied to enroll 44.74 acres of land located at 811 and 917 Stewarts Road into the Barnes Swamp Agricultural and Forestal District (AFD). Mr. Wysong stated that the subject parcels are currently undeveloped and forested, and are located within one mile of the core of this district. Mr. Wysong further stated that the parcels are zoned A-1, General Agricultural, are located outside of the Primary Service Area (PSA) and are designated for Rural Lands on the 2035 Comprehensive Plan Land Use Map.

Mr. Wysong stated that at its January 23 meeting, the AFD Advisory Committee recommended unanimous approval of this application. Mr. Wysong stated that, accordingly, staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

As no one wished to speak, Mr. Haldeman closed the Public Hearing.

Mr. Polster made a motion to recommend approval of the application.

On a roll call vote the Commission voted to approve AFD-19-0003. Barnes Swamp AFD Addition, 811 & 917 Stewarts Road. (7-0)

### **2. SUP-19-0012. Tiki Tree and Landscape**

Mr. Brett Meadows, Planner, stated that Hayden's Place, LLC, doing business as Tiki Tree and Landscape, has applied to allow a contractor's storage yard at 6283, 6293, and 6289 Centerville Road. Mr. Meadows stated that the parcels are zoned A-1, General Agricultural and are located within the PSA. Mr. Meadows noted a contractor's storage yard is a specially permitted use in the A-1 Zoning District.

Mr. Meadows stated that only the parcel at 6283 will be used for the storage area. Mr. Meadows further stated that the parcel belonging to Mr. Timothy Soderholm and Ms. Ashley Marie Campbell will be used for an office and restroom facilities, while the parcel belonging to Mr. Bruce Gilliam will contain an access easement to the storage yard from Centerville Road.

Mr. Meadows stated that staff is recommending conditions which are intended to mitigate the impacts of the use and preserve the residential character of the home. Mr. Meadows stated that conditions include screening from adjoining parcels and Centerville Road, limiting vehicle access to Centerville Road, and requiring a revegetation plan.

Mr. Meadows stated that staff finds the proposal compatible with the 2035 Comprehensive Plan as a use of very limited commercial nature which is located on a collector or arterial road. Mr. Meadows stated that with the proposed conditions, staff finds the proposal compatible with surrounding zoning and development. Mr. Meadows stated that staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions.

Mr. Krapf inquired about the history of the application.

Mr. Meadows stated that the applicant had conducted a similar use on parcel No. 3 and was found to be in violation of the Zoning Ordinance. Mr. Meadows stated that the applicant abated the violation. Mr. Meadows stated that the applicant has since been found in violation of the Zoning Ordinance for uses conducted on Parcel No. 1. Mr. Meadows stated that the applicant chose to go through the SUP process to achieve compliance with the Zoning Ordinance.

Mr. Krapf inquired about next steps should the SUP not be approved.

Mr. Meadows stated that the applicant could continue the appeal process for the Board of Zoning Appeals decision through the Circuit Court. Mr. Meadows further stated that the applicant could appeal the Board of Supervisors decision through the Circuit Court or could come into compliance by removing contractor's equipment and materials from the property.

Mr. Polster inquired if there were any comments from adjacent property owners.

Mr. Meadows stated that he received one response when the case was first advertised in February. Mr. Meadows further stated that the neighbor expressed some concerns about the location of the fencing; however, there was no further contact from the neighbor.

Mr. O'Connor inquired if the residences on Parcels No 1 and No. 2 will be used as residences under the SUP.

Mr. Meadows stated that the SUP limits the storage yard to the middle part of the property and should not preclude residential use at the front of the parcel. Mr. Meadows noted that he was not certain if the residence is currently occupied.

Mr. O'Connor noted that the SUP conditions limited the opening in the fence to six feet; however, the Master Plan shows a 16-foot gate. Mr. O'Connor requested clarification on the size of the gate.

Mr. Meadows stated that the Master Plan shows the existing gate. Mr. Meadows stated that the SUP requires screening that will be approved during the Site Plan process and the gate will be part of the Site Plan approval.

Mr. Polster inquired about the area on Parcel No. 1 behind the designated storage area.

Mr. Meadows stated that it was not included in the SUP and would require an SUP amendment if it were to be used for commercial purposes at a later time.

Mr. Polster inquired if the fencing would extend along the entire parcel.

Mr. Meadows stated that the extent of the fence would be determined at the Site Plan stage, but would most likely screen only the storage area.

Mr. Polster inquired if the adjacent property owner was aware of that possibility.

Mr. Meadows stated that he had not received any comments from that neighbor.

Mr. O'Connor inquired if the limitations on mulching and stump grinding applied to the entirety of the three parcels or just to the commercial/storage area.

Mr. Meadows stated that the conditions would cover all three parcels.

Mr. Haldeman called for disclosures from the Commission.

Mr. O'Connor stated that he spoke with the applicant's attorney.

Mr. Haldeman opened the Public Hearing.

Ms. Virginia Major, attorney for Hayden's Place, LLC, introduced Ryan Stephenson with AES Consulting Engineers, Mr. Timothy J. (TJ) Soderholm, owner of Tiki Tree Service and Hayden's Place, and Mr. Michael Heikes, attorney for Tiki Tree Service. Ms. Major addressed the Commission on the history of the application.

Ms. Majors provided the Commission with letters from neighbors who are not opposed to the SUP.

Mr. Polster inquired about the length of the eight-foot fence already in place on the property.

Mr. TJ Soderholm stated that the fence extends behind the first four properties along Settlers Lane and part-way behind the fifth parcel. Mr. Soderholm stated that there is also a fence along the west side of Parcel No. 1.

Mr. Polster inquired if there is any screening extending north from the pole barn.

Mr. Soderholm stated that there is no screening past the storage area.

Mr. Krapf inquired about the ownership of Parcel No. 1

Mr. Soderholm stated that he owns the property and rents the two dwellings.

Mr. Krapf inquired if the tenants have expressed concerns over the commercial activity.

Mr. Soderholm stated that the letters provided to the Commission are from surrounding residents who support the application.

Mr. O'Connor inquired if the applicant plans to expand the business operations.

Mr. Soderholm stated that he has no plans for expansion.

Mr. O'Connor inquired if the applicant agrees with the SUP conditions.

Mr. Soderholm confirmed.

Mr. Rob Rose inquired if there was any correspondence from the adjacent property owner at 6273 Centerville Road.

Mr. Soderholm stated that the owner did not wish to provide one. Mr. Soderholm stated that the owner encouraged him to pursue the SUP through the proper channels.

Ms. Majors stated that another neighbor had also encouraged the applicant to pursue the SUP through the County.

John Holland, 6273 Centerville Road addressed the Commission in opposition to the application.



Mr. Krapf inquired if there is any processing of materials from job sites that would make undue noise.

Mr. Michael Heikes stated that there is no tree work or stump grinding on the property. Mr. Heikes stated that the property is used for parking or storage of equipment only.

Mr. Krapf inquired if the equipment might be tested on the property to ensure maintenance of the equipment is satisfactory.

Mr. Heikes stated that this could be possible from time to time.

Mr. Soderholm noted that he does have a chipper and a grinder as part of his equipment. Mr. Soderholm further stated he has done work on the property to clean it up which required the use of those machines on a personal basis. Mr. Soderholm further stated that any future use of equipment on the property would be for necessary maintenance.

Mr. O'Connor inquired about deferral of the case from the previous meeting due to the requirement for the restroom.

Mr. Meadows stated that Building Safety and Permits stipulates that the restroom is required because this is a commercial operation. Mr. Meadows stated that port-a-johns would not be permitted and that this is a way to satisfy the requirement short of building another structure on the property.

Mr. O'Connor inquired if one of the residences on Parcel No. 1 were used for the office and restroom, would the residence fall under the SUP.

Mr. Holt confirmed that it would be part of the SUP.

Mr. Haldeman inquired about the effect of selling Parcel No. 3 separately.

Mr. Meadows stated that Parcel No. 1 would, then, require construction of or designation of restroom facilities.

As no one further wished to speak, Mr. Haldeman closed the Public Hearing.

Mr. Krapf stated that he will reluctantly support the application; however, he has concerns about the effects of the commercial activities on neighbors.

Mr. Rose stated that he has concerns about being able to ensure that any use of the equipment on the property is purely personal.

Ms. Leverenz stated that she understands the need to maintain a property and that such maintenance can create temporary impacts. Ms. Leverenz stated that she believes the application should be taken at face value and the applicant

should be trusted to comply with the terms of the SUP. Ms. Leverenz stated that she will support the application.

Mr. Polster stated that he appreciates the efforts of the applicant to improve the appearance of the property and the residences on Parcel No. 1. Mr. Polster noted that he does have concerns about the impacts on the neighbors. Mr. Polster stated that the required fencing and screening should mitigate the impacts. Mr. Polster stated that he will support the application.

Mr. O'Connor stated that he appreciated that the applicant is trying to come into compliance. Mr. O'Connor noted that he is concerned about including Parcel No. 3 in the application. Mr. O'Connor further stated that he does not find the use to be a limited commercial facility and that it does not meet the criteria of supporting the residential area where it is located. Mr. O'Connor stated that he does not intend to support the application.

Ms. Leverenz stated that the commercial use is supportive of the surrounding community. Ms. Leverenz noted that the applicant often uses his equipment to assist neighbors during snow storms or wind storms.

Mr. Haldeman stated that he intends to support the application.

Mr. Polster made a motion to recommend approval of the application.

On a roll call vote, the Commission voted to recommend approval of SUP-19-0012. Tiki Tree and Landscape. (5-2)

### **3. SUP-20-0001. 2898 Lake Powell Road Tourist Home**

Mr. Thomas Leininger, Planner, stated that Mr. Frank Berggren has applied for an SUP to allow for the short-term rental of an entire 3-bedroom home located at 2898 Lake Powell Road. Mr. Leininger stated that this use is considered a Tourist Home because the owner will live offsite during the time of rentals. Mr. Leininger stated that the property is zoned R-2, General Residential, is designated Low Density Residential on the 2035 Comprehensive Plan land Use Map, and is located inside the PSA.

Mr. Leininger stated that if granted, the SUP, would allow short-term rentals throughout the year. Mr. Leininger further stated that the home is currently occupied by the applicant as a vacation home and would be rented short-term when they are not there. Mr. Leininger stated that no changes to the footprint of the home are proposed.

Mr. Leininger stated that staff considered the home's location, parking provisions, and appearance to be favorable factors in the evaluation of this application. Mr. Leininger further stated that staff is recommending conditions intended to mitigate the impacts of the use and preserve the residential character of the home. Mr. Leininger stated that the conditions include

restrictions on commercial signage and lighting. Mr. Leininger stated that any future expansions of the use would require an SUP amendment.

Mr. Leininger stated that staff finds the proposal to be compatible with the Comprehensive Plan, Zoning Ordinance, and surrounding development, and recommends that the Planning Commission recommend approval of this application to the Board of Supervisors subject to the proposed conditions.

Mr. O'Connor inquired how staff determines if a buffer or screening should be added to the SUP conditions.

Mr. Paul Holt, Director of Community Development and Planning, stated that from all external appearances, a tourist home should retain the appearance of a single family residence. Mr. Holt further stated that in the instances where screening is required, the property is in close proximity to another dwelling.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

Mr. Franklin Berggren, Applicant, 5821 Painted Leaf Lane, Naples, Florida stated that his family intends to use the property as a vacation home, with the goal of moving to James City County in the future. Mr. Berggren stated that he would like to rent the property short-term when he is not there.

Mr. Krapf inquired if the applicant would have a property management company checking on the house regularly.

Mr. Berggren stated that he would be in town several times a month to check on the property.

As no one further wished to speak, Mr. Haldeman closed the Public Hearing.

Mr. O'Connor stated that he researched the sale price history of the property, which fell well within the affordable housing range. Mr. O'Connor stated that allowing short-term rental properties does not support the Comprehensive Plan goals and, further, removes affordable homes from the housing stock. Mr. O'Connor stated that he will not support the application.

Ms. Leverenz made a motion to recommend approval of the application.

On a roll call vote the Commission voted to recommend approval of SUP-20-0001. 2898 Lake Powell Road Tourist Home. (5-2)

#### **4. SUP-20-0002. 3374 Ironbound Road Tourist Home**

Mr. Thomas Wysong, Senior Planner, stated that Ms. Jeanette Brady has applied for an SUP to allow for the short-term rental of an entire four-bedroom home as a tourist home. The property is located at 3374 Ironbound Road, is zoned R-8, Rural Residential, is designated Mixed Use Five Forks on the 2035 Comprehensive Plan Land Use Map, and is located inside the PSA.

Mr. Wysong stated that if granted, the SUP, would allow short-term rentals throughout the year. Mr. Wysong stated that no changes to the footprint of the home are proposed. Mr. Wysong stated that the owner will live off-site.

Mr. Wysong stated that staff considered the home's location, parking provisions, and appearance to be favorable factors in the evaluation of this application. Mr. Wysong further stated that staff is recommending conditions intended to mitigate the impacts of the use and preserve the residential character of the home. Mr. Wysong stated that conditions include restrictions on commercial signage and lighting. Mr. Wysong stated that any future expansions of the use would require an SUP amendment.

Mr. Wysong stated that staff finds the proposal to be compatible with the Comprehensive Plan, the Zoning Ordinance, and surrounding development, and recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions.

Ms. Leverenz inquired if it is a single family residence.

Mr. Wysong stated that the structure was built in 2003 and that, to his understanding, it has always been a single family residence.

Mr. O'Connor inquired if the applicant intended to employ anyone to care for the property.

Mr. Wysong stated that he would defer to the applicant.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

Ms. Jeanette Brady, Applicant, 2501 Manion Drive, stated that she owns all of the surrounding property. Ms. Brady noted that the property should be commercial since it is surrounded by other commercial activity. Ms. Brady stated that family members use the property when in town. Ms. Brady stated that she is on site every day because of her business interests. Ms. Brady further stated that there are numerous security cameras monitoring the property.

Mr. Rob Rose inquired about the number of bedrooms.

Ms. Brady stated that it is a four bedroom house; however, there is a large game room that could be used as a bedroom.

Mr. Rose inquired if it would be rented as a four bedroom.

Ms. Brady stated that she considered it a four bedroom home but there is always the potential to use the game room as a bedroom.

As no one further wished to speak, Mr. Haldeman closed the Public Hearing.

Mr. Krapf made a motion to recommend approval of the application.

On a roll call vote the Commission voted to recommend approval of SUP-20-0002. 3374 Ironbound Road Tourist Home. (5-2)

## G. PLANNING COMMISSION CONSIDERATIONS

### 1. C-19-0100. Shaping Our Shores Update

Mr. José Ribeiro, Senior Planner, introduced Ms. Carla Brittle Recreation Centers Administrator for Parks and Recreation.

Ms. Brittle provided the Commission with an overview of the updates to the Shaping Our Shores Master Plan, detailing the changes for Chickahominy Riverfront Park, the James City County Marina, and Jamestown Beach Event Park.

Mr. Holt stated that the Commission would need to approve the Shaping Our Shores Update by roll call vote.

Mr. Krapf noted appreciation for the presentation and complemented Mr. John Carnifax, Director of Parks and Recreation on his proactive leadership.

Mr. Krapf made a motion to approve the Shaping Our Shores Master Plan.

On a roll call vote, the Commission voted to approve the Shaping Our Shores Master Plan. (7-0)

Mr. O'Connor also noted appreciation for the Parks and Recreation team.

### 2. Planning Commission and Board of Zoning Appeals 2019 Annual Report

Mr. Paul Holt noted that the Annual Report highlights the Planning Commission and Board of Zoning Appeals activities over the preceding year. Mr. Holt stated that the Appendix provides an update on the County's progress with the Comprehensive Plan Goals, Strategies and Actions.

Mr. Haldeman complemented staff on the effort involved in preparing the report.

Mr. Polster made a motion to approve the Planning Commission and Board of Zoning Appeals 2019 Annual Report.

On a voice vote, the Commission voted to approve the Planning Commission and Board of Zoning Appeals 2019 Annual Report. (7-0)

#### H. PLANNING DIRECTOR'S REPORT

##### 1. Planning Director's Report - March 2020

Mr. Holt stated that he did not have anything in addition to what was provided in the Agenda Packet.

Mr. Holt noted that the Commission should review the draft Calendar which follow the traditional schedule and let staff know if there were any concerns.

#### I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Haldeman noted that Ms. Leverenz has Board of Supervisors coverage for March.

Mr. Polster stated that he would like to staff review regulations regarding short-term rentals and provide suggestions for improving the process to address owner occupancy requirements, buffering, and where this type of use should take place. Mr. Polster recommended that this discussion should take place for the Comprehensive Plan review to allow the public to provide input on the matter.

Mr. Krapf stated that he concurs with the suggestion.

Ms. Leverenz stated that it would be very beneficial to obtain the public input on the matter.

Ms. Barbara Null stated that she had been through a similar process in Charlottesville. Ms. Null noted that she would be happy to provide information on the Charlottesville process.

Mr. Haldeman stated that he concurs with bringing this forward as part of the Comprehensive Plan process.

Mr. O'Connor stated that his challenge is that short-term rentals is not entirely in accord with the goals, strategies, and actions of the Comprehensive Plan in regard to creating jobs and in maintaining housing stock.

Mr. O'Connor stated that he appreciated staff's efforts to bring the Tiki Tree Service matter to a workable resolution.

#### J. ADJOURNMENT

Mr. Polster made a motion to adjourn.

The meeting was adjourned at approximately 7:50 p.m.

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Paul D. Holt, III, Secretary

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John Haldeman, Chair