

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 14, 2022
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

Frank Polster

Staff:

Paul Holt, Director of Community Development and Planning

Josh Crump, Principal Planner

Ellen Cook, Principal Planner

Thomas Wysong, Senior Planner

John Risinger, Planner

Paxton Condon, Community Development Assistant

Absent:

Tim O'Connor

C. MINUTES

1. Minutes of the February 10, 2022 Meeting

2. Minutes of the February 17, 2022 Meeting

3. Minutes of the February 24, 2022 Meeting

4. Minutes of the March 2, 2022 Meeting

Mr. Rich Krapf made a motion to Approve the minutes.

The motion passed 3-0.

1. Minutes of the February 10, 2022 Meeting

2. Minutes of the February 17, 2022 Meeting

3. Minutes of the February 24, 2022 Meeting

4. Minutes of the March 2, 2022 Meeting

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. Planning Division Work Program

Mr. Paul Holt stated that he would be going over the plan to move forward for the work program. Mr. Holt stated that the Board of Supervisors (BOS) had passed five Initiating Resolutions and that staff is looking to get through some of the high priority items.

Mr. Jack Haldeman asked for clarification on which Zoning Ordinance amendments would be first and whether it would include the 20-acre lot size and the scenic roadways protection.

Mr. Holt confirmed and stated that some of the others will not be as intense as those amendments.

Mr. Krapf asked if the others would be worked on sequentially.

Mr. Holt confirmed.

Mr. Haldeman asked if that meant all five Ordinance amendments would be underway at the same time.

Mr. Holt stated they would be worked on to the best of staff's ability and that in September, the Agricultural and Forestal Districts renewal process would take priority.

Mr. Haldeman asked how many meetings were anticipated for each topic.

Mr. Holt stated that the current process is to allocate three Policy Committee meetings for each amendment topic in case they are needed. He stated that it will depend on how the ideas and research will need to be revised and what information is explored with the consultants.

Mr. Haldeman asked if the consultants were still engaged.

Mr. Holt confirmed.

Mr. Krapf stated that he really likes the contributions the County has received from the consultants and that they were a huge help with the Comprehensive Plan update.

Mr. Haldeman asked once the five BOS initiatives are addressed, would the Committee move into the other regulatory and guidelines updates.

Mr. Holt stated that staff would want to come back and meet with the Committee again before then with further recommendations about scope and timeline.

Mr. Haldeman asked about the role of the Committee members in the amendment process.

Mr. Holt stated that the typical analysis and guidance would be appreciated from the Committee.

Mr. Krapf stated that the more recent ordinance updates process, it helped to have citizens attend and share their knowledge at the Policy Committee meetings and that he hopes that opportunity repeats.

Mr. Frank Polster inquired what the focus would be for the amendment related to lot size in the Rural Lands.

Mr. Holt stated that it would be the 20 acres lot size since that was what was adopted in the Comprehensive Plan.

Mr. Polster asked if Goals, Strategies, and Actions from the Land Use chapter, LU 6.2.1 and

LU 6.2.2, would be part of the scope.

Mr. Holt stated yes for LU 6.2.1 and that 6.2.2 may need to be explored in the future.

Mr. Polster stated that it may be helpful to ask the BOS for further guidance on clusters in rural areas and conserving land within the Primary Service Area (PSA).

Mr. Krapf agreed that it would be consistent with the County's history to continue maintaining the rural characteristics both inside and outside of the PSA.

Mr. Polster asked where the corridor would begin, if it would incorporate Forge Road, and if it included a 400-foot buffer.

Mr. Holt stated that the 400 feet was an illustrative example and staff would need to do more research into what the best way is to tackle this and how other localities handle scenic roadway protection. He stated there would be pros and cons to each option and that each one should be evaluated. Mr. Holt stated that the only way to limit setbacks or buffers to specific roadways, such as Forge Road, would require rezoning all properties specific to that road with an overlay district. He also stated there is the possibility of handling scenic roadway protection by adding standards to different zoning districts and that different roadways will require different things.

Mr. Krapf agreed that the scenic roadways vary in character.

Mr. Polster stated that it might be beneficial to go back to the BOS for more guidance.

Mr. Holt agreed and stated that staff intends to continue the process of checking in with the BOS periodically throughout the process.

Mr. Polster asked if creating an Agricultural and Forestal District along Forge Road was an option.

Mr. Holt stated there were a lot of options to consider moving forward.

Mr. Haldeman asked if there was a Policy Committee meeting prior to the next BOS Work Session.

Mr. Holt stated that while there would not be time to meet with the Policy Committee again prior to the BOS Work Session that staff did envision coordinating with the Policy Committee and Planning Commission Chair for the BOS Work Session.

Mr. Polster asked about buffering along Forge Road and if what is existing could continue as nonconforming with any changes.

Mr. Holt stated that new commercial development would need to follow the buffering requirements, but that these requirements would not apply to single-family homes.

Mr. Polster reiterated that he would recommend looking at rural clustering.

Mr. Haldeman asked if there were design guidelines.

Mr. Holt stated that he is hoping that design guidelines will be included to a greater degree in the Ordinances long-term, but that the degree will be dependent on what State Code will allow.

Ms. Ellen Cook stated that there is more flexibility in applying design guidelines for legislative applications.

Mr. Haldeman asked when the next Policy Committee meeting will be held.

Mr. Holt stated that there would be nothing for the May 12, 2022, meeting.

Mr. Krapf asked about the possibilities for pattern books.

Mr. Holt stated that pattern books are only permitted in historic districts.

Mr. Krapf asked if that would include Norge.

Mr. Holt stated that it would and clarified that a pattern book would be a mandate unlike design guidelines. Mr. Holt stated that pattern books would require consultants and likely an architecture firm.

Mr. Polster asked about how density and affordable housing, criteria will be handled.

Mr. Holt stated that for affordable and workforce housing the BOS has allocated funding to Neighborhood Development to hire consultant resources to explore what is possible within the parameters of State Code.

Mr. Polster asked if additional guidance was needed on open space.

Mr. Holt stated that no further guidance is needed for open space. He stated that one of the Initiating Resolutions includes looking at how density is calculated and what credit is given for undevelopable area.

Mr. Polster asked if there would be a possibility to include buffering allowing for increased density.

Mr. Holt stated that the Natural & Cultural Assets Plan Committee would be developing more guidance to consider as part of its process.

Mr. Polster agreed that the Natural & Cultural Assets Plan would be very helpful to this process.

Mr. Holt stated Ms. Sue Sadler, Vice Chairman of the Board of Supervisors, had requested an update on open space and green space, and that staff would present this update at the same BOS Work Session.

The Committee and Mr. Holt discussed the schedule to move forward.

1. Planning Division Work Program

F. ADJOURNMENT

Mr. Polster made a motion to Adjourn.

The motion passed 3-0.

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