

MINUTES FOR THE WEEKLY MEETING OF THE STEERING COMMITTEE ON MONDAY, OCTOBER 6, 2008 AT 4PM AT THE WORKSESSION ROOM BUILDING F, JAMES CITY COUNTY GOVERNMENT CENTER.

**PARTICIPANTS:**

MEMBERS PRESENT:

Bill Porter  
James Nickols  
Jack Fraley  
Mary Jones  
Vaughn Poller  
George Billups  
Chris Henderson  
Tom Tingle  
Mark Wenger  
Julie Leverenz

NOT PRESENT:

Joe Poole

STAFF PRESENT:

Tammy Rosario  
Jose Ribeiro  
Leanne Reidenbach  
Brian Elmore

**I. CALL TO ORDER**

Ms. Rosario called the meeting to order at 4 p.m.

**II. PUBLIC COMMENT**

Ms. Rosario opened the public comment period, stating that citizens were invited to address the Steering Committee at the beginning and end of each meeting.

Mr. John Haldeman, James City County Concerned Citizens (J4C), addressed the Committee. He said the Committee must weigh growth against the area's quality of life. He noted J4Cs had produced studies for the Community Participation Team (CPT), and he thanked the CPT for its work.

There being no other speakers present, Ms. Rosario stated there was a public comment period at the end of the meeting as well.

**III. WELCOME**

Ms. Rosario introduced herself to the Steering Committee and discussed her management role in the proceedings. She asked staff and the Steering Committee members to introduce themselves.

Planning staff, including Jose Ribeiro (Steering Committee Coordinator & Economic Development), Leanne Reidenbach (Parks and Recreation), Dave German (Demographics & Public Facilities), Sarah Propst-Worthley (Environment), Jason Purse (Population Needs & Land Use), Kate Sipes (Housing & Land Use), Scott Whyte (Community Character), Luke Vinciguerra (Transportation), and Ellen Cook (Land Use) introduced themselves and their Comprehensive Plan sections.

Members of the Steering Committee, including Vaughn Poller (Community Participation Team), Mark Wenger (Parks and Recreation Advisory Committee), Jack Fraley (Planning Commission), Mary Jones (Board of Supervisors), George Billups (Planning Commission), Tom Tingle (Economic Development Authority/Business Climate Task Force), Chris Henderson (Planning Commission), Bill Porter (citizen-at-large), and James Nickols (School Board) introduced themselves.

#### **IV. OVERVIEW OF THE COMPREHENSIVE PLAN**

Ms. Rosario gave a PowerPoint overview of the Comprehensive Plan process, methodology, and timelines. She said the James City Comprehensive Plan relies heavily on up-front public input to guide staff and the Steering Committee during the drafting of the plan. She said that after adoption of the Comprehensive Plan, James City, Williamsburg, and York will begin the process for a coordinated update of their respective comprehensive plans.

Mr. Poller discussed the outreach efforts of the CPT. He reported all of the methods of communication directed toward and available to citizens, including internet, TV, radio, newspaper, comment cards, forums, Community Conversations, interviews, flyers, and listening stations. He listed the “hot topic” issues as observed by the CPT. He said his Steering Committee role is to ensure public comments are included and considered in the final Plan. He said citizens can still comment on the website or in person during the Comprehensive Plan update process.

Mr. Henderson inquired about participation statistics relative to previous Comprehensive Plan statistics.

Ms. Reidenbach said all participation statistics were in the Public Input Binders.

Mr. Poller stated the level of input was consistent with previous years and that the CPT was able to reach out to more citizens than previously. He said the forums were especially effective.

Ms. Julie Leverenz introduced herself to the Steering Committee as a citizen-at-large member.

Ms. Rosario stated the meetings will air live on JCC TV48 and on-demand on the website.

Mr. Fraley stated Mr. Poole indicated that he would not be able to serve on the Committee. He said the Board will appoint another Planning Commissioner to the Committee at its next meeting.

#### **V. OVERVIEW OF THE STEERING COMMITTEE**

Ms. Reidenbach gave a tutorial for [www.jccplans.org](http://www.jccplans.org) features. She said the website contained all public input raw data received through September 25. She also gave an overview of a new initiative, the Steering Committee blog. She said the blog is designed to help Committee members communicate better with one another, Planning staff, and the public.

Ms. Rosario discussed the Steering Committee’s week-to-week operations. She said members will nominate and vote for a chair and vice-chair at the next meeting. She stated materials will be available for download typically one week before meetings. She said most Comprehensive Plan sections will be divided over multiple weeks, with a staff presentation beginning them all.

Mr. Ribeiro gave a summary of meeting times. He recognized the strict timetable of the Committee and said he would like to discuss any schedule conflicts for members.

Mr. Fraley suggested all Committee members email their conflicts to Mr. Ribeiro so staff would have a record. He said holding a Committee meeting on a Saturday could increase public attendance.

Mr. Porter suggested adding any changed meeting times into a consistent schedule.

Mr. Fraley asked about advertising requirements.

Ms. Rosario stated five days were needed for advertising.

Mr. Billups asked about members attending partial meetings.

Ms. Rosario stated that would be acceptable if necessary.

Mr. Ribeiro asked all Committee members to submit a biography and ensure their contact info was correct.

In response to a question from Mr. Henderson, Ms. Rosario stated each technical report would be reviewed for writing consistency with the rest of the Comprehensive Plan to give the document a single voice.

Mr. Henderson suggested agreeing on a glossary of terms to use throughout the plan.

Ms. Rosario stated members of various County departments will attend meetings when their input would be helpful.

Ms. Jones stated she would like to discuss whether the current definitions for adequate public facilities are accurate, such as the size of the schools.

Mr. Poller asked if the group would be measuring issues against a national or local standard.

Mr. Fraley stated the County should look at best practices to see what is adaptable.

Mr. Henderson stated the Policy Committee wants the Capital Improvements Program (CIP) to synchronize with the Comprehensive Plan, along with cost estimates.

Ms. Rosario stated the County was moving in that direction, although all CIP changes may not be realized with the upcoming plan.

Mr. Fraley discussed reviewing County cell tower policies.

Mr. Billups discussed land use cases.

Mr. Porter stated he wanted to recognize the County's relationship to the state and the impact of current decisions on development.

## **VI. REVISION OF VISION STATEMENT**

Ms. Rosario reviewed the previous Comprehensive Plan vision statement. She said the County views the Comprehensive Plan as a twenty-year document, with strong threads between five-year updates.

Mr. Porter stated that although the regional Comprehensive Plan is approaching, the localities are actually in competition with one another on some issues.

In response to a question from Mr. Henderson, Ms. Rosario stated some meetings may be allowed to run long if there are no conflicting meetings.

**VII. OTHER ITEMS**

**VIII. PUBLIC COMMENT**

Mr. Jack Fowler, 109 Wilderness Lane, discussed residents without plumbing, blight, abandoned houses, and pollution. He said he had already contacted County authorities about these problems.

**IX. ADJOURNMENT**

Mr. Fraley motioned to adjourn, with a second from Mr. Poller.

The meeting was adjourned at 6 p.m.

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Tammy Rosario, Acting Chair