

VIRGINIA: The Poquoson Planning Commission met in a regular meeting on Thursday, February 18, 2016 at 7:00 p.m. in the Council Chambers located at 500 City Hall Avenue.

PRESENT: Commissioner Bonnie W. Shriver, Chairwoman
 Commissioner William J. Travis, Vice Chairman
 Commissioner Richard D. Clifton, Member
 Commissioner James K. Titlow, Member
 Commissioner Gustavus A. Goddin, Member
 Commissioner Leigh Fenigsohn, Member
 Commissioner Christopher R. Williamson, Member

Deborah L. Vest, Director of Community Development
 Kevin M. Wyne, Planner
 Victoria H. Diggs, Clerk

REGULAR SESSION

The regular session of the Planning Commission was called to order by Chairwoman Shriver.

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairwoman Shriver led the audience in the invocation and the Pledge of Allegiance. She then welcomed the two newly appointed Commission members, Christopher Williamson and Leigh Fenigsohn.

APPROVAL OF THE MINUTES

Vice Chairman Travis moved, seconded by Commissioner Titlow, that the minutes of the January 21, 2016 regular session be approved as submitted. Recorded vote on the motion:

YES: Commissioners Titlow, Clifton, Travis and Chairwoman Shriver.

NO: None.

ABSTAIN: Commissioners Williamson, Fenigsohn and Goddin.

Commissioners Williamson and Fenigsohn based their abstention on not having been appointed to the Commission at that time and Commissioner Goddin's abstention was due to his absence at the January 21, 2016 meeting.

AUDIENCE FOR VISITORS

Chairwoman Shriver opened the public hearing, but as there were no speakers it was closed.

PUBLIC HEARING

1. THE PROPOSED CITY OF POQUOSON'S CAPITAL IMPROVEMENTS PLAN FOR FY 2017 THROUGH FY 2021 AND BEYOND

Chairwoman Shriver requested Deborah L. Vest, Director of Community Development, to introduce the City's Proposed Capital Improvements Plan (CIP) for FY 2017 through and beyond FY 2021. Ms. Vest stated that a work session was held prior to the meeting at which time the City Manager presented a detailed presentation on the CIP. She suggested that the public hearing be opened so that the Commission may receive public input/comment on the Plan.

Chairwoman Shriver opened the public hearing, but as there were no speakers it was closed,

The Commission's only recommendation on the CIP was to encourage City Council to seriously consider the Middle School roof replacement and High School locker room shower repairs.

Vice Chairman Travis moved, seconded by Commissioner Clifton, to recommend to City Council adoption of the Proposed Capital Improvements Plan for FY 2017 through and beyond FY 2021.

Recorded vote on the motion:

YES: Commissioners Travis, Clifton, Titlow, Goddin, Fenigsohn, Williamson and Chairwoman Shriver.

NO: None.

NEW BUSINESS

1. Comprehensive Plan Update Discussion

Kevin M. Wyne, Planner, provided a brief overview of the process used by the Commission in the past to update the City's Comprehensive Plan. He stated that although minor updates have occurred since its adoption, i.e. the Parks & Recreation Element was revised in 2011 and minor land use map revisions have been incorporated, the City's current Comprehensive Plan was completed in

2009 and was based upon the 2000 Census numbers and available estimates. He reminded the Commission that the State requires each locality to review/update its Comprehensive Plan every five years; however, with the 2011 revisions to the City's Parks & Recreation Element and the numerous land use map revisions, the clock was reset giving the City sufficient time in which to update the Plan. Mr. Wyne stated that the current Plan consists of 343 pages to include ten chapters and an introduction which provides the foundation, vision and authority of the Plan.

Mr. Wyne pointed out that during the previous Comp Plan update process the following two committees were appointed:

- Community Participation Team consisted of five Planning Commissioners and six at-large citizens who focused on community outreach and public involvement in the Plan.
- Steering Committee comprised of five Planning Commissioners, one member of the Community Participation Team, one Economic Development Authority Director and one Council Member who were responsible for the primary development and implementation of the Plan.

Mr. Wyne asked the Commissioners to consider the following questions and to recommend the appropriate responder(s), i.e. the Commission, one of the aforementioned committees and/or the public:

- How should the plan be updated? One chapter or a sub-element at a time or all chapters simultaneously?
- How should participation on the two committees be solicited?
- How will applications be evaluated? What process should be used to select the members of each committee?

Discussion by the Commission focused on the correlation between the CIP and the Comprehensive Plan and if the Comprehensive Plan was actually considered in decision making. In response, Ms. Vest stated that the Comprehensive Plan is referenced every time a zoning amendment or rezoning is requested. She also reminded the Commission that the City Manager had requested that during the process of updating the Comprehensive Plan that a suitable location for the proposed Public Safety Building be considered. Mr. Wyne stated that the CIP and the Comp Plan were stand-alone documents; however, he noted that adoption of the CIP each year could reflect the forecast and priorities outlined in *Chapter 4- Economics* of the Comprehensive Plan. Ms. Vest stressed that the age of the current Comprehensive Plan necessitated an update to indicate where the City has been

economically and what the plans are for the future; however, she pointed out that it does not need a complete rewrite, just an update of demographic information and community vision/goals.

The Commissioners, who had been provided a draft Comprehensive Plan Committee application, offered the following possible revisions and suggestions:

- Include gender, income range, age and race.
- Include queries so as why you want to serve on one of the committees and what makes you well qualified/suited to serve in this capacity?
- Make applications available on the website, promote it on the City's social media and announce it at upcoming City meetings (prior to the prescribed deadline).
- Give citizens sufficient time in which to apply, but issue a deadline for submittals prior to the next meeting so that the process will not be delayed.
- Evaluation of the applications and criteria used to make the selections should be discussed in a work session prior to the next regular meeting.

Subsequent to further discussion, the Commission agreed that the Comprehensive Plan should be updated a chapter at a time beginning with demographics, statistics and housing; however, they pointed out that the City's vision for our community will be the driving force behind the update. The Commission asked staff to coordinate a joint meeting with City Council as soon as possible so that they may share their vision for the future of our community with the Commission who would be overseeing the Plan update. In conclusion, it was agreed that the Commission would hold a 6:00 p.m. work session on Monday, March 21, 2016 to continue the forward momentum on the Comprehensive Plan update.

In conclusion, staff stated that they would confirm with the State that the City will be in compliance if the first chapter of the Plan is updated by June 2016.

2. Additional Zoning Ordinance Amendment Discussion as Requested by Vice Chairman Travis

Vice Chairman Travis reminded the Commissioners that Mr. Mark Andrews requested at the January 2016 meeting that an amendment similar to that recently approved for the General Commercial District that requires a Conditional Use Permit for various high traffic generating uses be extended to include the remaining zoning districts. The Vice Chairman requested input on how the Planning Commission should answer this query, i.e. should it be accomplished through the Comprehensive Plan update, a request to City Council to consider a similar ordinance amendment for the remaining zoning districts or should it be postponed until a later date.

In response to Commissioner Clifton’s query about why City Council did not include the recommendation that the number of trips generated by a business should determine when a Conditional Use Permit is warranted, Ms. Vest directed the Commission’s attention to pages three and four of the minutes of City Council’s December 14, 2016 meeting when they took action on the referenced General Commercial Zoning District. She added that approximately 95% of the time Council does follow the Commission’s recommendation; however, she reminded the Commission that they are a board of recommendation and that Council has the responsibility and authority to make the final decisions.

Vice Mayor Travis stated that his concern is not that Council did not follow the Commission’s recommendation on the General Commercial District amendment, but rather that there was no feedback from Council on this issue. He stated that it would be extremely helpful if City Council would share their vision for our community with the Commission. In conclusion, he stated that the Commission needed and would welcome more interaction with City Council.

The Commission requested a joint work session with Council at their earliest convenience.

3. Review of the Zoning Ordinance Variance Request

The Commission made no comment on this item

COMMUNICATIONS AND CORRESPONDENCE

1. Status of the Item from the January 21, 2016 Meeting

Subsequent to a brief discussion, the Commission requested that staff provide a status memo with each agenda that includes details on City Council’s actions on items for which the Commission has made a recommendation.

The Community Development Director welcomed the two new Commissioners, Christopher Williamson and Leigh Fenigsohn.

The City Planner thanked the Commission for a very productive discussion on the Comprehensive Plan update and stated that possibly three Conditional Use Permits would be included in their March agenda.

Commissioner Williamson thanked staff for the orientation which they had provided and the Commission Clerk, Victoria Diggs, for her assistance in securing appropriate training in the fall. Lastly he stated that he looked forward to working with everyone on the Commission.

Commissioner Fenigsohn expressed gratitude for the opportunity to serve her community.

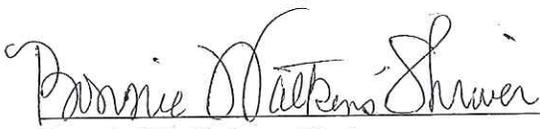
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Commissioner Goddin apologized for having been absent for the earlier work session.

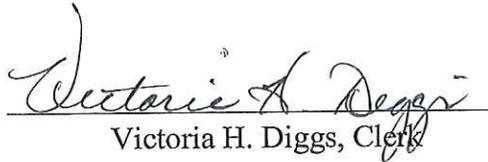
Chairwoman Shriver also welcomed Commissioner Williamson and Fenigsohn and stated that she too looked forward to working with them to serve the community.

ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 8:28 p.m.



Bonnie W. Shriver, Chairwoman



Victoria H. Diggs, Clerk