

MINUTES
YORK COUNTY PLANNING COMMISSION

Regular Meeting
York Hall, 301 Main Street
September 8, 2021

MEMBERS

Douglas Holroyd
Glen D. Titus
Mary P. Leedom
Michael S. King
Robert T. Criner
Robert W. Peterman
Joseph P. Smith

CALL TO ORDER

Chair Titus called the meeting to order at 7:00 p.m. and stated that the Code of Virginia requires local governments to have a Planning Commission, the purpose of which is to advise the Board of Supervisors on land use and planning issues affecting the County. He explained that this responsibility is exercised through recommendations conveyed by resolutions or other official means, all of which are matters of public record. He stated that the Commission is comprised of seven citizen volunteers appointed by the Board, including one representative from each voting district and two at-large members.

ROLL CALL

The roll was called and all members were present. Staff members present were Timothy C. Cross, Deputy Director of Planning and Development Services; Richard E. Hill, Jr., Deputy County Attorney; Amy Parker, Senior Planner; Earl W. Anderson, Senior Planner; Jeanne Sgroi, Management Analyst Intern and Cathy Tartabini, Planning Assistant. Also present was Susan D. Kassel, Director of Planning and Development Services.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Chair Titus led the Pledge of Allegiance.

CITIZEN COMMENTS

There were no citizen comments.

PUBLIC HEARINGS

Application No. UP-971-21, Williamsburg Area Transit Authority: Request for a Special Use Permit, pursuant to Section 24.1-306 of the York County Zoning Ordinance (category 12, no. 16), to authorize the establishment of a bus terminal/transfer station on an approximately 4.3-acre parcel of land located at 6166 Old Mooretown Road (Route 1408) and further identified as GPIN C18a-0243-4780. The property is zoned EO (Economic Opportunity) and is designated Economic Opportunity in the Comprehensive Plan.

Amy Parker, Senior Planner, summarized the staff report dated August 31, 2021, stating that staff recommends that the Commission forward the application to the Board of Supervisors with a

recommendation of approval subject to the conditions set forth in proposed Resolution No. PC21-14.

Mr. Peterman asked if the traffic signal to be installed at the intersection of Bulifants Boulevard and Mooretown Road would include a pedestrian signal.

Ms. Parker responded that the County plans to install pedestrian crosswalks at the intersection.

Mr. Holroyd asked if WATA plans to close any existing facilities other than the transfer station in the Walmart parking lot.

Ms. Parker responded that she is not aware of any.

Mr. Holroyd asked if the need for the bus transfer facility is affected by increases or decreases in ridership.

Ms. Parker responded that the applicant would be able to address that question.

Mr. Criner asked if the fence be located along Old Mooretown Road only.

Ms. Parker said that is correct.

Mr. Smith noted that the property is adjacent to James City County and asked if any comments were received from the County.

Ms. Parker responded that James City County had the same comments as County staff with regard to the need for sidewalks.

Chair Titus stated that he believes there are four routes to and from the proposed transfer facility site and asked if that would change.

Ms. Parker stated that the applicant would be able to address that question.

Chair Titus asked what the nature of the archeological site on the property is.

Ms. Parker responded that she did not know.

Chair Titus opened the public hearing.

Zach Trogdon, Executive Director of Williamsburg Area Transit Authority (WATA), 7239 Pocahontas Trail, Williamsburg, spoke as the applicant. He presented a brief history of the Williamsburg Area Transit authority, stating that it began as James City County Transit in 1977 and in 2008 began operations as Williamsburg Area Transit Authority. He stated that WATA's governing body includes representation from James City County, Williamsburg, York County, and the Colonial Williamsburg Foundation, while representatives from the College of William & Mary and the Virginia Department of Rail and Public Transportation serve as non-voting members. Mr. Trogdon stated that WATA's service area extends from the Lightfoot area down to Jamestown and all the way to Lee Hall in Newport News, where the system connects with Hampton Roads Transit (HRT). He stated currently, there are eleven fixed routes, one of which has been discontinued because of staffing shortages, the pandemic, and funding shortages. He stated that WATA, which

formerly had a transfer site at the now-demolished Williamsburg Outlet Mall, has no formal agreement with Walmart to use the parking lot and has been looking for a transfer facility site of its own for several years. He explained that the proposed facility would be a bus transfer facility only and not a park- and-ride facility or a bus maintenance or storage facility. In conclusion, he stated that the WATA Board of Directors specifically wanted the facility to be in a location where economic activity is taking place rather than an isolated area, which is why this site was selected. Mr. Trogdon also introduced two additional WATA staff members – Joshua Moore, Deputy Executive Director, and Barbara Creel, Budget and Grants Coordinator – who were also present and available to answer questions.

Chair Titus thanked Mr. Trogdon for his presentation, stating that it was very educational.

Mr. Trogdon added that WATA is agreeable to all of the proposed conditions of approval.

Chair Titus closed the public hearing.

Mr. King commented that he believes this is a much-needed facility and that he was in support of the application.

Mr. Criner moved to adopt PC21-14 to recommend approval of a Special Use Permit to authorize a bus terminal/transfer station at 6166 Old Mooretown Road.

A RESOLUTION TO RECOMMEND APPROVAL OF AN APPLICATION FOR
A SPECIAL USE PERMIT TO AUTHORIZE THE ESTABLISHMENT OF A
BUS TERMINAL/TRANSFER STATION AT 6166 OLD MOORETOWN ROAD

WHEREAS, the Williamsburg Area Transit Authority has submitted Application No. UP-971-21 requesting a Special Use Permit, pursuant to Section 24.1-306 of the York County Zoning Ordinance (category 12, no. 16), to authorize the establishment of a bus terminal/transfer station on an approximately 4.3-acre parcel of land located at 6166 Old Mooretown Road (Route 1408) and further identified as GPIN C18a-0243-4780; and

WHEREAS, said application has been forwarded to the York County Planning Commission in accordance with applicable procedure; and

WHEREAS, the Planning Commission has conducted a duly advertised public hearing on this application; and

WHEREAS, the Commission has carefully considered the public comments with respect to this application;

NOW, THEREFORE, BE IT RESOLVED by the York County Planning Commission this the 8th day of September, 2021, that Application No. UP-971-21 be, and it is hereby, forwarded to the York County Board of Supervisors with a recommendation of approval to authorize a Special Use Permit, pursuant to Section 24.1-306 of the York County Zoning Ordinance (category 12, no. 16), for the establishment of a bus terminal/transfer station on an approximately 4.3-acre parcel of land located at 6166 Old Mooretown Road (Route 1408) and further identified as GPIN C18a-0243-4780, subject to the following conditions:

1. This Special Use Permit shall authorize the establishment of a bus terminal/transfer station on an approximately 4.3-acre parcel of land located at 6166 Old Mooretown Road (Route 1408) and further identified as GPIN C18a-0243-4780.
2. A site plan, prepared in accordance with the provisions of Article V of the York County Zoning Ordinance, shall be submitted to and approved by the Development Services Division prior to commencement of any land clearing or construction activity on the subject property. Except as modified herein, said plan shall be substantially in conformance with the sketch plan submitted by the applicant titled “WATA; Williamsburg Area Transit Authority” prepared by Kimley Horn, dated July 2021, and received by the Planning Division August 5, 2021, a copy of which shall remain on file in the Planning Division office. Architectural design of the proposed bus shelter and customer service/employee lounge building shall be generally compatible with building facility images submitted by the applicant titled “WATA North Transfer Facility” prepared by Kimley Horn and dated August, 2021, a copy of which shall remain on file in the Planning Division office.
3. The bus terminal/transfer station facility shall be developed and operated in accordance with the standards set forth in Sections 24.1-376, Watershed Management and Protection Area overlay district, 24.1-475, Standards for all motor vehicle and transportation related uses, and Article VI, Off-street Parking and Loading, of the Zoning Ordinance.
4. The required Type-35 Transitional Buffer along the Old Mooretown Road frontage of the subject property shall be supplemented with solid opaque fencing six (6) feet in height of materials and design approved by the Zoning Administrator and installed along the northern edge of the buffer boundary.
5. Prior to the issuance of a Certificate of Occupancy for the facility, sidewalks serving the facility and meeting minimum Virginia Department of Transportation standards shall be installed along the entire Hornor Lane frontage of the property and between the proposed facility and the adjacent Sentara Williamsburg Regional Medical Facility/YMCA property (provided a pedestrian access easement is established with the adjacent property owner for its construction) as generally shown on the sketch plan referenced in Condition No. 2 above. The sidewalk connecting the bus transfer facility with the hospital/YMCA property shall be located and designed to facilitate connection to the existing paved access way leading to the southwest corner of the YMCA parking lot.
6. In accordance with Section 24.1-115(b)(6) of the York County Zoning Ordinance, a certified copy of the resolution authorizing this Special Use Permit shall be recorded at the expense of the applicant in the name of the property owner as grantor in the office of the Clerk of the Circuit Court prior to application for a building permit.

BE IT FURTHER RESOLVED that this Special Use Permit is not severable and invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

On a roll call the vote was:

Yea: (7) Leedom, King, Criner, Smith, Peterman, Holroyd, Titus
Nay: (0)

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

STAFF REPORTS

Mr. Cross referred to the September Development Activity Report, stating there are no recent Board of Supervisors actions to report. He stated that this year the regular Board of Supervisors meeting falls on October 19, which is Yorktown Day, so that meeting has been canceled and the WATA application will be considered at the October 5 meeting instead. He reported that at its October 13 meeting, the Commission will consider a Special Use Permit to authorize a tourist home in an existing single-family detached home in York Terrace and for an oil change facility at the intersection of Route 17 and Oriana Road. Lastly, Mr. Cross welcomed Mr. Smith, who was recently appointed to the Commission as an at-large member.

COMMITTEE REPORTS

Mr. King reported for the Comprehensive Plan Review Steering Committee, stating that the Committee held a public input forum on land use at Bruton High School on September 1. He said the turnout was good, with 55 citizens in attendance, and that the Committee received many comments and suggestions from the citizens. Mr. King added that a second forum on land use is scheduled for September 15 at Tabb Library from 7:00 p.m. to 9:00 p.m.

Mr. Holroyd asked where to find citizen comments from the September 1 forum.

Mr. Cross responded that the citizen comments from the forums have been forwarded to the Steering Committee members and will ultimately be forwarded to the Commission and the Board of Supervisors when they undertake their respective reviews of the draft Plan. Mr. King added that Sheila Myers and Montee Jons are District 1 representatives on the Committee and would be able to forward the comments.

COMMISSION REPORTS AND REQUESTS

There were no Commission reports or requests.

ADJOURN

There being no further business to discuss, the meeting was adjourned at 7:33 PM.

SUBMITTED:

Catherine G. Tartabini
Planning Commission Secretary

APPROVED:

Glen D. Titus, Chair

DATE:
