

MINUTES
JAMES CITY COUNTY DEVELOPMENT REVIEW COMMITTEE
REGULAR MEETING
BUILDING A LARGE CONFERENCE ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 26, 2025
4:00 PM

A. CALL TO ORDER

Mr. Rodgers called the meeting to order at approximately 4:08 p.m.

B. ROLL CALL

Committee Members Present:

Steve Rodgers, Chair
Frank Polster
Scott Maye (Remote)

Planning Commission Members Present:

Crystal Haskins

Staff Present:

Morgan Risinger, Senior Planner
Beth Klapper, Community Development Assistant

Mr. Polster made a motion to allow Mr. Maye to participate remotely.

On a voice vote, the Committee voted to allow Mr. Maye to participate remotely.(2-0)

C. MINUTES

1. Minutes of the October 23, 2024 Regular Meeting

Mr. Polster made a motion to approve the minutes.

On a voice vote, the Committee approved the Minutes of the October 23, 2024, Regular Meeting. (3-0)

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

Mr. Polster noted that there were two citizens in attendance and offered them the opportunity to address the Committee.

The citizens did not wish to speak.

1. SIGN-25-0032. Mason Park Subdivision Entrance Sign

Ms. Morgan Risinger, Senior Planner, stated that a Sign Permit application has been submitted for the construction of a subdivision entrance sign for the Mason Park subdivision. Ms. Risinger further stated that the proposed design is a nonilluminated monument sign that is four feet in height. Ms. Risinger stated that the sign is proposed to be installed to the west of Mason Park Drive between the Jamestown Road right-of-way and the multiuse trail on the subject property. Ms. Risinger noted that the proposed location is free of any improvements and landscaping.

Ms. Risinger stated that the adopted proffers from Case No. Z-0002-2006 included two requirements which were relevant to the Sign Permit application: a 150-foot-wide buffer along Jamestown Road which is depicted on the adopted Master Plan and stipulates that entrance features and signage located within the buffer require approval from the Development Review Committee (DRC); and a stipulation that the sign is required to be a monument style sign with a maximum height of four feet and further requires that an elevation of the sign is to be approved by the Director of Planning.

Ms. Risinger stated that the proposed location of the entrance sign would not disrupt landscaping planted within the Jamestown Road buffer and that the proposed sign elevation had been approved by the Director of Planning. Ms. Risinger stated that staff recommends that the DRC approve the installation of the proposed sign within the 150-foot-wide Jamestown Road buffer as depicted in the Sign Permit application.

Mr. Rodgers inquired if the DRC was only to approve the location.

Ms. Risinger stated that the Director of Planning approves the design, and the DRC approves the location.

Discussion ensued.

Mr. Polster made a move to approve the location of the sign.

On a voice vote, the Committee voted to approve the location of the sign. (3-0)

2. C-25-0002. Solara Woods - Water and Sewer Subdivision Exception Request

Ms. Risinger stated that the applicant has requested that the matter be deferred to May 21, 2025, to allow time to address comments from the Fire Department.

Mr. Rodgers made a motion to defer the matter to its May 21, 2025, meeting.

On a voice vote, the Committee voted to defer C-25-0002. Solara Woods - Water and Sewer Subdivision Exception Request to its May 21, 2025, meeting. (3-0)

F. ADJOURNMENT

Mr. Polster made a motion to Adjourn the meeting.

On a voice vote, the meeting was adjourned at approximately 4:20 p.m.

Steve Rodgers, Chair

Susan Istenes, Secretary

