

NUMBER 31A-17

ZONING ORDINANCE AMENDMENT

AN ORDINANCE TO AMEND SECTION 12, ARTICLE 12, OF THE ZONING ORDINANCE OF JAMES CITY COUNTY, VIRGINIA.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF JAMES CITY COUNTY, VIRGINIA, PURSUANT TO SECTIONS 486 THROUGH 498, ARTICLE 8, AND SECTION 431, ARTICLE 1, CHAPTER 11, TITLE 15.1, CODE OF VIRGINIA, OF 1950, AS AMENDED, AS FOLLOWS:

SECTION 1

1.1 Amend Section 12-12 to read as follows:

12-12. SITE PLAN REVIEW

For the purpose of assuring public safety, good arrangement and insuring harmony with the Comprehensive Plan, site plans for the following major uses shall be subject to review by the Planning Commission's Site Plan Review Committee:

- (a) Multiple-family dwellings.
- (b) Townhouses.
- (c) Churches; temples; synagogues; cemeteries.
- (d) Docks, marinas, wharves, piers, bulkheads and the like and any over-water structures except private over-water piers and boat houses accessory to a single-family dwelling.
- (e) Hotels; motels; and motor lodges.
- (f) Business, commercial and industrial buildings and developments.
- (g) Mobile Home Parks.
- (h) Campgrounds and recreational vehicle parks.
- (i) Public parks, recreation facilities.
- (j) Utilities.
- (k) Schools and state institutions.
- (l) Hospitals and nursing homes.
- (m) State and public buildings.
- (n) Site development, clearing and grading.
- (o) Towers, smoke stacks, and other structures such as commercial radio, microwave, etc., transmission and reception facilities.

12-12-1. PROCEDURE (See Ill. 2 Site Plan Review Process)

1. Preapplication Conference

Before filing an application for approval of a site development plan, the developer may confer with the administrator or his designee and such other agencies of the County and State as he

ILLUSTRATION 2

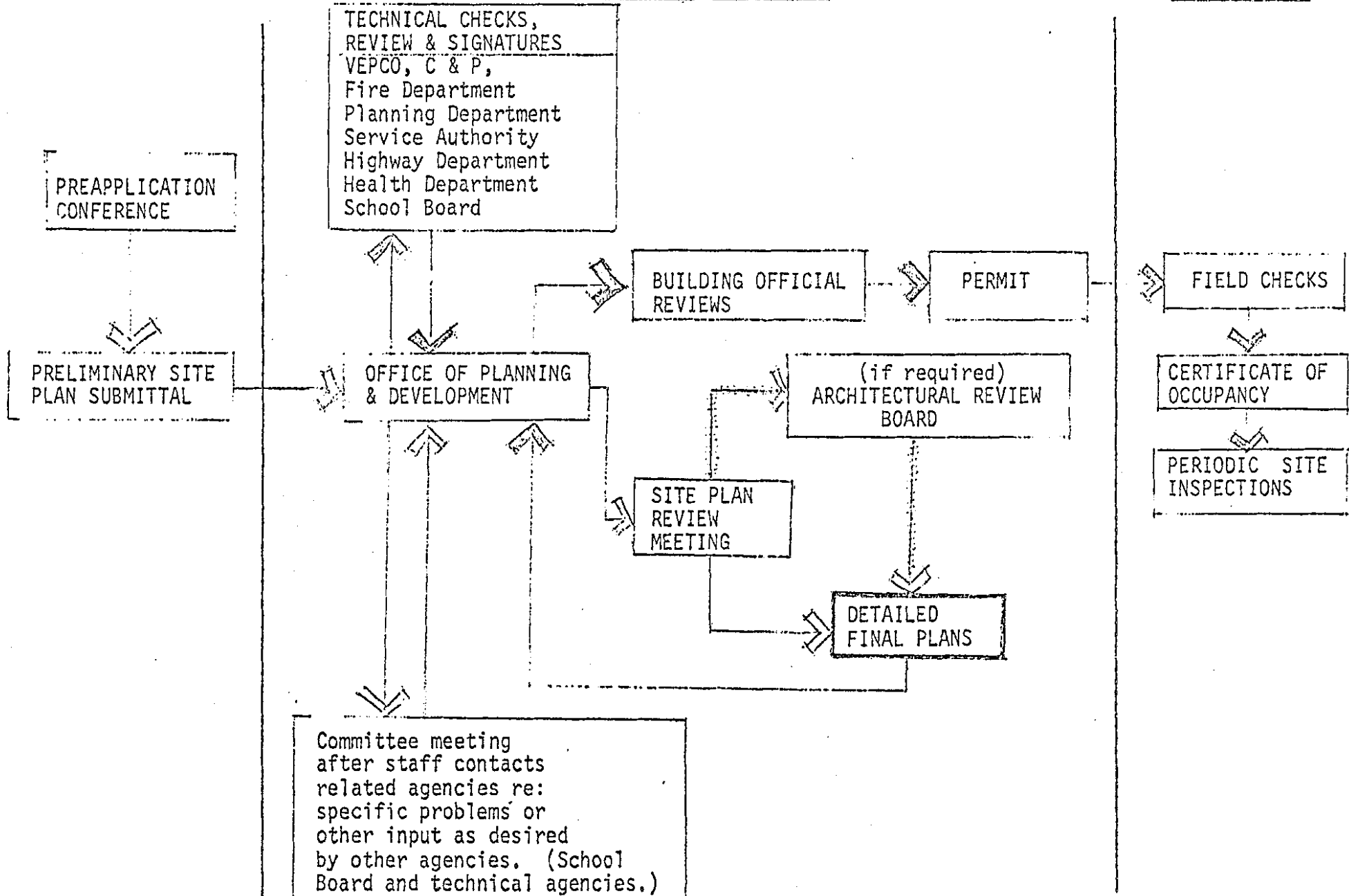
SITE PLAN REVIEW PROCESS

CONCEPT STAGE

PLANNING, DESIGN AND REVIEW STAGE

FINAL CONSTRUCTION

1-2



or the Administrator deems advisable concerning the general proposal. Such action does not require formal application, or filing of a site plan, and is not to be construed as an application for approval in computing time limitations in relation thereto.

If, after conferring with a developer, the Administrator, or his designee, deems it to be in the best interest of the County due to the complexity or uniqueness of the proposal the Administrator or his designee, may recommend in addition to general requirements additional special procedures.

2. Preliminary Site Plan

- a. Submittal Method. Nine (9) copies of a preliminary site plan shall be submitted to the Administrator or his designee who shall review the plans for compliance with these regulations and the requirements for preliminary site plans and shall transmit said plans to the Site Plan Review Committee with his comments for their review. The Committee shall consider the preliminary site plan submittal within 30 days provided that all materials are presented in accord with requirements set forth in this section.
- b. Submittal contents. The preliminary site plan shall be submitted in three parts. The first shall be a SITE SURVEY showing existing physical features on and immediate adjacent to the site. The SITE SURVEY shall as a minimum contain:
 1. Location map with scale no less than 1" = 2000'
 2. Title of project.
 3. Name of engineer, architect, landscape architect and/or surveyor.
 4. Name of developer, property owner if different, and adjacent property owners and addresses.
 5. North Arrow.
 6. Graphic and written scale as follows:
 - a. for projects containing more than 200 acres, not more than 200 feet to one inch.
 - b. for projects containing 50 acres to 200 acres, not more than 100 feet to one inch.
 - c. for projects containing more than 10 acres but less than 50 acres, not more than 50 feet to one inch.
 - d. for projects containing 10 acres or less, not more than 20 feet to one inch.
 7. Date.
 8. Zoning (note) and boundaries.
 9. Streets
 10. Property lines with distances and bearings.
 11. Buildings.
 12. Watercourses, waterways, lakes, ponds.

13. Topography of site with contour intervals of 5 feet or less. Intervals of 2 feet preferred.
14. Easements.
15. Sanitary and storm sewers.
16. Water mains.
17. Culverts and underground structures in or near the property.
18. Woodline before site preparation with species and average diameter of trees indicated, also location and diameter of single trees in open areas.
19. Computations (note) including total acres; total developable and total non-developable acreage and percent of site covered by: existing buildings; roads and drives; woods; open fields; and easements.

The second part of the submittal shall be a SITE LAYOUT. The SITE LAYOUT shall as a minimum contain:

1. Location map with scale no less than 1"=2000'.
2. Title of project.
3. Name of engineer, architect, landscape architect and/or surveyor.
4. Name of developer and owner.
5. North arrow.
6. Graphic scale and written scale as follows:
 - a. for projects containing more than 200 acres, not more than 200 feet to one inch.
 - b. for projects containing 50 acres to 200 acres, not more than 100 feet to one inch.
 - c. for projects containing more than 10 acres but less than 50 acres, not more than 50 feet to one inch.
 - d. for projects containing 10 acres or less, not more than 20 feet to one inch.
7. Date.
8. Zoning (note).
9. Site boundary lines.
10. Proposed locations of: buildings, with approximate elevations and total height; signs, including approximate size and height; recreation facilities; garbage and trash disposal facilities; storm drainage, sanitary waste disposal and water supply exit and entrance points on the site including approximate line sizes and easements; areas to be screened, fenced, walled and/or landscaped with approximate arrangements and plant types and sizes; provisions for pedestrian and vehicular circulations and parking.
11. Location and type of sedimentation and erosion control devices to be used during and after construction.

12. Computations (notes): total acreage or square feet of site and development phases; type, square footage and numbers of dwelling units and dwelling units per acre, total and per phase; percentage and acreage of site in: open space; floor area ratio.

The third part of the submittal shall be the presentation of a scale model as may be requested by the Administrator or his designee or the Site Plan Review Committee, whenever a project is of such scope or complexity as to warrant three-dimensional review. The presentation of models, pictures and other relevant data is encouraged at all times although this information may not be specifically requested in every preliminary submittal.

- c. Review Criteria. The Site Plan Review Committee shall examine and consider site plans with respect to:

1. Intensity of land use including developable acreage, density, and adequate provisions of open space and recreational facilities as appropriate to the site usage and to the Comprehensive Plan.
2. Design and layout of the site including buildings; signs; recreation facilities; garbage and trash disposal facilities; sedimentation and erosion controls; storm drainage, sanitary waste disposal, and water supply exit and entrance points on the site including approximate line sizes; areas to be landscaped with approximate arrangement and plant types and sizes indicated; and provisions for pedestrian and vehicular traffic movements within and adjacent to the site. Particular emphasis shall be placed upon the review of on-site aesthetics; of public safety features; environmental, historic and vegetative preservations; and efficient layout of buildings, parking areas, off-street loading and unloading; movement of people, goods, and vehicles (including emergency vehicles) from access roads, within the site, between buildings and vehicles, and and between buildings. Vehicular access to the site shall be designed to aid overall traffic flow and to permit vehicles a safe ingress and egress.

Design standards contained in this Zoning Ordinance as they relate to circulation, parking, performance standards, location of structures, setbacks, yards, bulk, height, and coverage shall apply to site plan approval. The design criteria established in the Subdivision Ordinance and applicable standards of the Virginia Department of Highways shall apply, where appropriate, to site plan approval.

- d. Action upon review. The Administrator or his designee shall notify in writing the applicant, owner or developer regarding the findings of the Site Plan Review Committee. Notification shall be given within 10 working days following the review by the Site Plan Review Committee. Arrangements shall be made with the Administrator or his designee for coordination of processing through the Architectural Review Board, as required.
- e. Termination of approved plan. After approval, a preliminary site plan is valid for a period of six (6) months. A complete final site plan must be presented and properly filed with the Administrator or his designee, prior to the termination date of the preliminary site plan. However, if an extension of this period is needed due to extenuating circumstances, it may be granted only after resubmittal of the approved preliminary site plan with the reasons for the requested extension submitted in writing and attached thereto.

3. Final Site Plan

- a. Submittal Method. Eleven (11) copies of a final site plan shall be submitted to the Administrator, or his designee, who shall review the plans for compliance with these regulations and the requirements for final site plans and shall provide a set of all submittals to relevant agencies or departments for their review and written comment.
- b. Submittal Contents. The final detailed plan shall be submitted in separate sheets or overlays as appropriate for accurate representation of the project. Insufficient submittals may be returned to the applicant with written notification of deficiencies from the Administrator or his designee. The final plan shall as a minimum contain:
 - 1. On each separate sheet:
 - a. Title of project.
 - b. Name of engineer, architect, landscape architect and/or surveyor.
 - c. Name of developer and owner.
 - d. North arrow.
 - e. Graphic and written scale as per preliminary submittal.
 - f. Date.
 - g. Site, phase or building boundary lines as appropriate.
 - 2. Detailed water and sanitary sewer plan including profiles
 - 3. Detailed grading, drainage and sedimentation and erosion control plan including profiles of streets, and roads and storm sewer lines.
 - 4. Detailed landscape plan.
 - 5. Detailed recreation facilities plan.

6. Detailed SITE LAYOUT showing pedestrian and vehicular circulation and parking spaces; street names; sign sketch; garbage and trash disposal facilities; fire hydrants.
 7. Detailed building construction plans.
 8. Location map, index, and data computations including:
 - a. Building capacities.
 - b. Zoning.
 - c. Parking tabulation.
 - d. Area and density percentage tabulation.
 - e. Lot size and floor area ratio.
 - f. Summary of areas.
 - g. General notes.
 - h. Engineer's Foundation Investigation Report.
- c. Review Criteria. The Administrator or his designee shall insure adherence to the criteria and approvals used and given during the preliminary site plan review process and the comments and requirements of the reviewing agencies and departments. Any alterations or amendments to the site plan shall be in accord with Section 12-12-2.
- d. Action upon Review. Upon successful completion of the final site plan review process, the Administrator or his designee shall transmit to the Building Official an officially approved set of plans. One copy of the correspondence and plans is to be transmitted to the developer, owner or authorized project agent, and one copy of the correspondence and plans is to be retained by the Administrator or his designee.
- e. Termination of Approved Plan. After approval, a final site plan is valid for a period of one year. If after one year from the date such plans were approved, construction has not commenced on the site, the Administrator or his designee shall notify the Building Official that approval of said plans has terminated. However, if due to extenuating circumstances an extension for approval is needed, it may be granted only after resubmittal of the approved site plan with reasons for the requested extension attached.

12-12-2. PROCEDURE FOR AMENDMENT

An approved final plan may be amended by the Site Plan Review Committee upon review and recommendation by the Administrator, or his designee, and in accordance with all procedures and stipulations set forth in this article; provided that such proposed amendment does not:

1. Alter a recorded plat.
2. Conflict with the specific requirements of this ordinance.
3. Change the general character or content of an approved development plan or use.
4. Have an appreciable affect on adjoining or surrounding property.
5. Result in any substantial change of major external access points.
6. Increase the approved number of dwelling units or height of buildings.
7. Decrease the minimum specified yards and open spaces or minimum or maximum specified parking and loading spaces.

SECTION 2

Effective Date

2-1 The effective date of this ordinance shall be from and after its passage and legal application, and its provisions shall be in force thereafter, save those provisions which may, from time to time, be amended or repealed.

Adopted by the Board of Supervisors of James City County, Virginia,
on June 11, 1973.