

A G E N D A  
JAMES CITY COUNTY PLANNING COMMISSION  
FEBRUARY 1, 2012 - 6:00 p.m.

1. ROLL CALL
2. CLOSED SESSION
  - A. Consideration of the Appointments of Individuals to County Boards and/or Commissions, Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (Discussion Of Candidates for Planning Commission Chair, Vice-Chair, and Commission Committees)
3. ANNUAL ORGANIZATIONAL MEETING
  - A. Election of Officers
  - B. Committee Appointments
4. PUBLIC COMMENT
5. MINUTES
  - A. January 4, 2012 Regular Meeting
6. COMMITTEE / COMMISSION REPORTS
  - A. Development Review Committee (DRC)
  - B. Policy Committee
  - C. Regional Issues Committee / Other Commission Reports
7. PUBLIC HEARING CASE
  - A. MP-0003-2011/Z-0004-2011, Mason Park Master Plan Amendment
8. PLANNING COMMISSION CONSIDERATIONS
  - A. 2011 Planning Commission Annual Report
9. PLANNING DIRECTOR'S REPORT
10. COMMISSION DISCUSSIONS AND REQUESTS
11. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE FOURTH DAY OF JANUARY, TWO-THOUSAND AND TWELVE, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

Planning Commissioners

Present:

Jack Fraley  
Joe Poole, III  
Rich Krapf  
Al Woods  
Chris Basic  
Tim O'Connor  
Mike Maddocks

Staff Present:

Allen Murphy, Acting Development Manager  
Jason Purse, Senior Planner II  
Adam Kinsman, Deputy County Attorney

Mr. Jack Fraley called the meeting to order at 7:00 p.m.

2. RECOGNITION MR. A. REESE PECK

Mr. Fraley presented Mr. Reese Peck with a Certificate of Appreciation and Resolution.

Mr. Al Woods made a motion to approve the Resolution of Appreciation.

In a unanimous voice vote, the resolution was approved.

3. PUBLIC COMMENT

Mr. Fraley opened the public comment period.

Mr. Jim Kennedy of 7681 Thatcher Drive, and Board Of Supervisor (BOS) member spoke. He expressed gratitude for Mr. Fraley's participation on the Planning Commission as well as the other committees he served on.

There being no one else wanting to speak, Mr. Fraley closed the public comment period.

3. MINUTES – DECEMBER 7, 2011

Mr. Rich Krapf noted one change to be made to the minutes.

Mr. Krapf moved to approve the minutes with amendments.

In a unanimous voice vote, the minutes were approved.

4. COMMITTEE AND COMMISSION REPORTS

A. DEVELOPMENT REVIEW COMMITTEE (DRC)

Mr. Poole stated that the DRC met earlier today. The DRC reviewed Case No. S-0025-2011, New Town Section 7, Phase 10. He stated that subdivisions of fifty or more lots are required to be seen by the DRC. He stated that this proposal includes 61 new lots at 4400 Casey Boulevard. The DRC voted 4-0, for preliminary approval subject to agency comments. He stated that the DRC agreed that a minor adjustment made to the BMP and road plan was consistent with the Master Plan.

Mr. Al Woods moved for approval of the DRC report.

In a unanimous voice vote, the report was approved.

B. POLICY COMMITTEE

Mr. Rich Krapf stated that the Policy Committee met on December 12, 2011 to finalize the ranking for the FY2013-2017 Capital Improvement Program (CIP) and to hear presentations from various agencies involved. He stated that later this evening this will be discussed in greater detail.

5. PUBLIC HEARINGS

A. MP-0003-2011/Z-0004-2011, Mason Park Master Plan Amendment

Mr. Fraley stated that the applicant has requested a deferral until the February 1, 2012 Planning Commission meeting to resolve outstanding Virginia Department Of Transportation (VDOT) comments.

Mr. Fraley stated that the public hearing will remain open until the February 1, 2012 meeting.

B. SUP-0011-2011, American Pride Automotive

Mr. Jason Purse stated that Mr. Charlie Marcotte has applied for a special use permit to allow automobile service and the sale of vehicles on a .79 acre parcel located at 7793 Richmond Road. He stated that the parcel is zoned B-1, General Business and is shown as Mixed-Use on the Comprehensive Plan.

Mr. Purse stated that an existing 5,000 square foot building is located onsite and is currently being used by a church. He stated that the building was originally constructed as a part of the Pop's Marine boat sales and repair facility that closed in June of 2010. He stated that the master plan shows the 5,000 square foot building with 4,000 square feet dedicated to service and 1,000 square feet for office and customer accommodations.

Mr. Purse stated that the application also proposes 16 parking spaces to be used for the

sale of automobiles. He stated that these spaces were not counted towards the purpose of meeting the Ordinance parking requirements. He stated that a vehicle sales condition has been included in order to ensure that the required number of parking spaces will always be available so as to limit the potential impact of sales as a secondary use to the automobile repair service. He stated that there have been limits placed on the types of advertisements that may be used for displayed vehicles to ensure that the parking area will appear similar to a regular parking lot.

Mr. Purse stated that the Comprehensive Plan recommends redevelopment of existing commercial development. He stated that the following principles, as recommended by the approved Toano Community Character Area Design Guidelines, should guide streetscape and building designs in this area: highlight and honor history, encourage appropriate growth that enhances unique small town character; and improve streetscape and landscape to create a sense of place.

Mr. Purse stated that the proposed use will meet the goal of encouraging redevelopment. He stated that in order to help preserve the community character of the area the applicant will plant the existing 9' landscaping strip along Richmond Road with enhanced landscaping. He stated that the applicant also proposes unique signage that will fit the character of Toano. He stated that since the application is proposing the reuse of the existing structure and is not proposing any additional structures it will have minimal impact on the surrounding Community Character Area.

Mr. Purse stated that after receiving a question from Mr. Krapf about the proposed signage for the property, the applicant has agreed to add a condition that specifically ties the design of the sign shown on the cover of the Community Impact Statement to this application. He stated that similarly, after speaking with Mr. O'Connor about concerns over potential motor vehicle fluid leaks, the applicant has agreed to include an additional condition that will need to be satisfied prior to site plan approval for this application.

Mr. Purse stated that staff finds the proposal to have minimal additional impacts beyond the previous use of the property and is generally compatible with the 2009 Comprehensive Plan. He stated that staff recommends the Planning Commission recommend approval of this application with the attached conditions, as well as the two new conditions to the BOS.

Mr. Woods stated that there is a word that has been inadvertently omitted from condition number 11.

Mr. Purse stated that it would be corrected.

Mr. Krapf asked if there were any limitations on the size or type of vehicle that could be sold from the property based on the Zoning Ordinance.

Mr. Purse stated that the Ordinance calls the use "vehicle sales and repair". He stated that this would pertain to everyday cars and trucks; this excludes heavy machinery such as dump trucks and bull dozers.

Mr. Marcotte, the applicant, stated that the doors would not allow anything bigger than a pickup truck.

Mr. Poole asked the applicant if he is comfortable with the conditions.

Mr. Marcotte responded affirmatively.

Mr. Mike Maddocks asked what percentage of his business involves sales versus repair services.

Mr. Marcotte stated that the sales volume is relatively low. He stated that he currently has two locations one in York County, the other in James City County on Airport Road. He stated that he sells an average of 17 vehicles per month at both locations. He stated that at this new location they will focus on one type of vehicle that would be most marketable to that area.

Ms. Linda Rice of 2394 Forge Road spoke. She stated that she had given the Commissioners a copy of a book that she wrote on the Toano area. She stated that she hopes this is useful information as they consider new applications for development within this area.

Ms. Rice stated that she felt that this project, involving the reuse of Pop's Marine is an acceptable project, but she stated that she has a few reservations. She stated that she is fearful that the location will become an eyesore. She stated that she was aware of the conditions that involve screening, this will be helpful. She stated that it is important to maintain the character of the area. She stated that she is concerned with parking arrangements.

Mr. Krapf stated that landscaping and screening would be particularly important on the west side of the property.

Mr. Poole stated that he appreciates the applicant's efforts to redevelop the property. He stated that he concurs with Mr. Krapf's comment, and he supports the project.

Mr. Poole moved for approval of the application with Staff's conditions and the two new conditions suggested this evening.

Mr. Chris Basic stated that he is prepared to support the application. He stated that he is pleased to see a redevelopment project.

Mr. Fraley asked Mr. Purse if he could speak to the concerns raised regarding parking.

Mr. Purse stated that the majority of the parking is on the side or behind the building where the existing boat lift is currently located. He stated that the boat lift will be removed and new parking will take its place. He stated that there are four or five parking spaces on the outside of the fenced area. He stated that this constitutes a different property that shares the same address.

Mr. Fraley asked if there had been any further discussions regarding the west side of the

property.

Mr. Purse stated that there had not been any discussion regarding placing landscaping in the specific location. He stated that there is a significant wooded buffer on the other side of the lane between Toano Middle School and this property.

Mr. Fraley asked Mr. Marcotte if he had anything further to add.

Mr. Marcotte stated that he intends to paint the fence black, making it less visible. He stated that customers will often ask that their cars remain behind the fence for security. He stated that the area in front of the fence will have attractive landscaping and the four or five parking spaces will be used for employee parking.

Mr. Fraley stated that he supports and is in favor of redevelopment projects. He stated that this will be an aesthetic improvement for the property.

Mr. Adam Kinsman stated that he wanted to speak to Mr. Woods' concern regarding condition number eleven. He stated that the intent was to not have the word "not" in the statement. He stated that the severance clause is indicating that this is a single issue piece of legislation. He stated that the invalidation of a single word would invalidate the entire agreement.

Mr. Woods asked if this presentation is customary.

Mr. Kinsman responded affirmatively.

Mr. Poole moved for approval of the application with staff's conditions and the two new conditions presented this evening.

In a unanimous voice vote, the application was approved.

#### C. Review of FY2013-2017, Capital Improvements Program (CIP)

Mr. Purse stated that after a series of meetings to discuss and evaluate the CIP requests, the Policy Committee is forwarding its recommendations for the 2013-2017 CIP which begins July 1, 2012, for Planning Commission consideration. He stated that the committee members used standardized ranking criteria to prioritize the 56 potential projects submitted by County staff and produced a numerical score each between ten and one hundred. He stated that the ranking criteria are provided in your packet for reference. He stated that the individual committee member's scores were averaged to generate the final project score and a priority number was given to each of the projects. He stated that a project that received the same number score was also given the same priority ranking, such as the School Bus Safety Equipment and Greenway Funding. He stated that the two items had the same priority ranking because they had the same score. He stated that maintenance items were separated out and not ranked by the Policy Committee. The Policy Committee recommends that the Planning Commission endorse the CIP rankings. He stated that these rankings will be sent to the BOS for their consideration as

they develop the County budget.

Mr. Woods moved to approve the Policy Committee CIP recommendations.

In a unanimous voice vote, the report was approved.

6. PLANNING DIRECTOR'S REPORT

Mr. Murphy stated this evenings meeting needs to be continued until 6:00 on February 1 for the organizational meeting.

Mr. Murphy stated that there are going to be a few evening, community forums for the Williamsburg, York County and James City County Regional Comprehensive Planning efforts scheduled in February. He stated that the dates are: February 2 at Magruder Elementary School cafeteria. He stated that this meeting will cover the Riverside, Busch, Busch Gardens and Marquee Area. He stated that the second community forum will be on February 23. He stated that this will cover Lightfoot, The Pottery and the Hill Pleasant Farm area. He stated that the meeting will be held at the Warhill High School auditorium. He stated that the third community forum will be at February 27. He stated that this will cover the Northeast Triangle and surrounding areas. He stated that the meeting will be held at the Williamsburg Community Building.

7. COMMISSION DISCUSSIONS AND REQUESTS

Mr. Fraley stated that Mr. O'Connor will be covering the BOS meetings in January.

8. ADJOURNMENT

Mr. Krapf moved to continue the meeting until 6:00 p.m., February 1, 2012.

The meeting was adjourned at 7:45 p.m.

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Jack Fraley, Chairman

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Allen J. Murphy, Jr. Secretary

**REZONING-0004-2011/MASTER PLAN-0003-2011. Mason Park, Master Plan and Proffer Amendment**

**Staff Report for the February 1, 2012, Planning Commission Public Hearing**

*This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.*

**PUBLIC HEARINGS**

**Building F Board Room; County Government Complex**

Planning Commission:	November 2, 2011	7:00 p.m. (deferred by applicant)
Planning Commission:	December 7, 2011	7:00 p.m. (deferred by applicant)
Planning Commission:	January 4, 2012	7:00 p.m. (deferred by applicant)
Planning Commission:	February 1, 2012	7:00 p.m. (deferred by applicant)
Planning Commission:	March 7, 2012	7:00 p.m.
Board of Supervisors:	April 10, 2012	7:00 p.m. (tentative)

**SUMMARY FACTS**

**Applicant:** Mr. Vernon Geddy of Geddy, Harris, Franck & Hickman

**Land Owner:** H. H. Hunt Homes Hampton Roads, LLC

**Proposal:** Amend the adopted master plan and proffers to eliminate the requirement to provide detached garages for each of the proposed 15 single-family units.

**Location:** 1916 Jamestown Road

**Tax Map/Parcel:** 4640100017

**Parcel Size:** 9.11 acres

**Existing Zoning:** R-2, General Residential with proffers

**Comprehensive Plan:** Low Density Residential

**Primary Service Area:** Inside

**STAFF RECOMMENDATION**

The applicant has requested deferral of this case until the next Planning Commission meeting on March 7, 2012, in order to resolve outstanding VDOT comments associated with the case. The applicant is currently reviewing VDOT's comments submitted for review on January 3, 2012. Staff concurs with the applicant's request to defer consideration of this application.

Staff Contact: Jose Ribeiro, Planner  
Phone: 253-6685

**Attachments:**

1. Applicant's deferral request



# 2011 PLANNING COMMISSION ANNUAL REPORT

## MESSAGE FROM THE CHAIR

On behalf of the Planning Commission I am pleased to present the Commission's 2011 Annual Report.

Population growth in James City County in 2011 was essentially flat continuing the downward growth rate trend over the last three years. Residential development activity reflected this slowdown as virtually no residential units were approved through the legislative process for the second consecutive year. Details can be found on pages 4-10 of the report.

A major effort was made in 2011 to update the Zoning and Subdivision Ordinances. Highlights of this effort were the establishment of a new District, Economic Opportunity; streamlining of the Commercial Districts to enhance process predictability; establishment of a cumulative impact database to assess the cumulative impacts of development; a sustainability audit to incorporate sustainable features into the revised ordinances; drafting of a Green Building policy; updating development standards and modernizing the Wireless Communications Facilities ordinance. Several important new requirements were adopted including tree preservation plans, limits on clear cutting and requirements for phasing development of large tracts. Details can be found on pages 13-16 of the report.

Progress was made on many high priority action items in the 2009 Comprehensive Plan as is detailed on pages 17-27 of the report.

I would like to thank my colleagues on the Planning Commission and County Staff for their support and hard work in behalf of the citizens of James City County. It was an honor to serve as their Chairman in 2011.

Jack Fraley, Chairman  
James City County Planning Commission

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## 2011 PLANNING COMMISSION

<b>Name</b>	<b>District</b>	<b>Appointment</b>	<b>Term Expires</b>
Jack Fraley ** (Chair)	Roberts	1/12/2004	1/31/2012
Tim O'Connor** (Vice – Chair)	At-Large	8/10/2010	1/31/2013
Joe Poole III **	Jamestown	1/22/2008	1/31/2012
Richard Krapf **	Stonehouse	1/23/2007	1/31/2015
Al Woods	Powhatan	1/26/2010	1/13/2014
Mike Maddocks**	At-Large	1/26/2010	1/31/2014
Christopher Basic	Berkeley	1/2/2008	1/31/2013

## PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Acting Development Manager
Tammy Rosario, AICP, Principal Planner
Christopher Johnson, Principal Planner
Ellen Cook, AICP, Senior Planner II
Scott Whyte, Senior Landscape Planner
Jason Purse, AICP, Senior Planner II
Leanne Reidenbach, AICP, Senior Planner II
Jose Ribeiro, Senior Planner
Luke Vinciguerra, Planner
Brian Elmore, Development Management Assistant
Jennifer VanDyke, Administrative Services Coordinator

## ZONING DIVISION STAFF

Melissa Brown, CZA, Zoning Administrator
Christy Parrish, CZA, Proffer Administrator
John Rogerson, CZA, Senior Zoning Officer
Terry Costello, Zoning Officer

\*\*Virginia Certified Planning Commissioner  
AICP – American Institute of Certified Planners  
CZA – Certified Zoning Administrator

**INTRODUCTION**

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and ordinance revisions.

**Planning Commission Responsibilities:**

The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

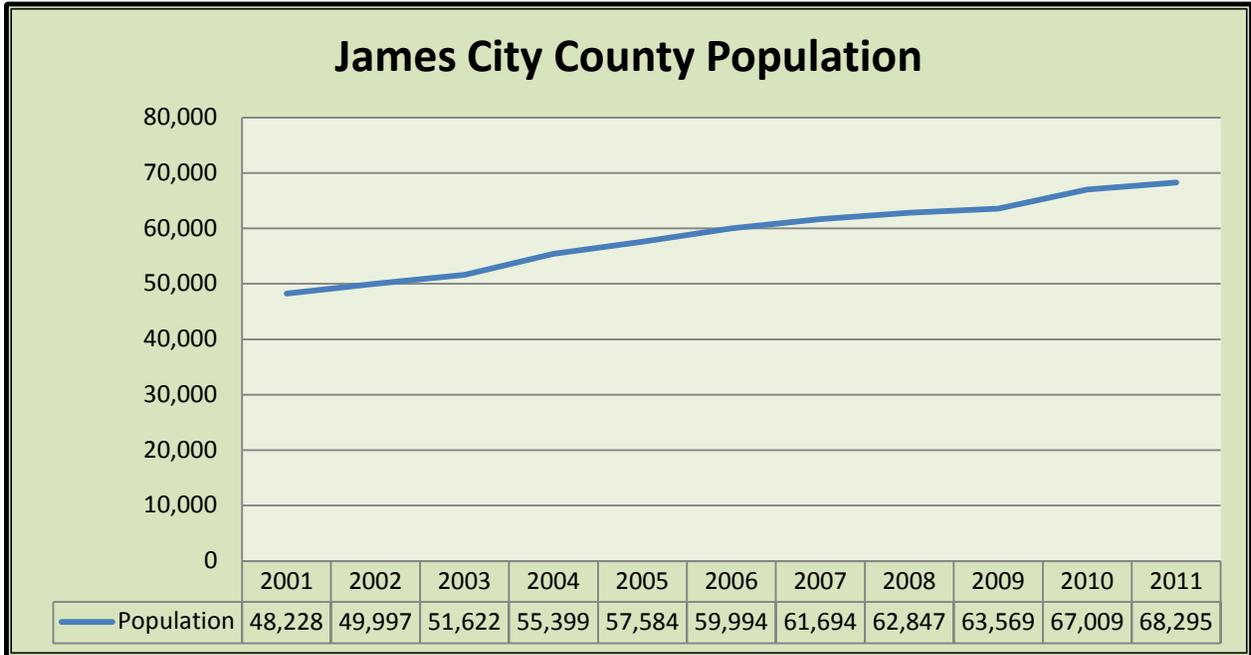
- Update and coordinate the implementation of the County’s Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare policy and ordinance revisions;
- Assess the annual Capital Improvements Program; and
- Participate in community planning forums and committee studies.



Pervious pavement seen at Jacobs Industrial Park

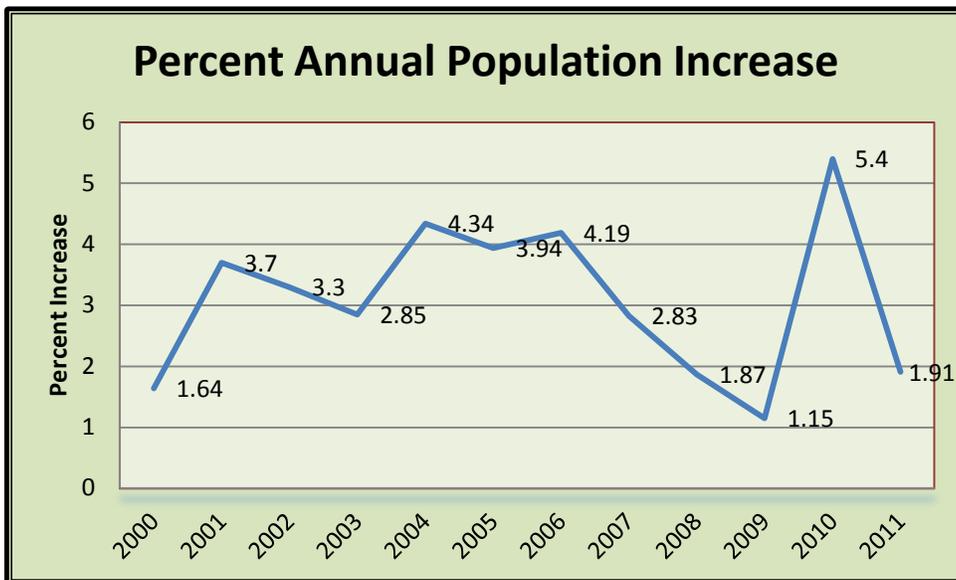
2011 Schedule		
Regular Meetings		Work Session 04/13/11
01/05/11	07/06/11	
02/02/11	08/03/11	Public Forum 2/10/11
03/02/11	09/07/11	
04/06/11	10/05/11	
05/04/11	11/02/11	
06/01/11	12/07/11	

**DEVELOPMENT AND GROWTH**



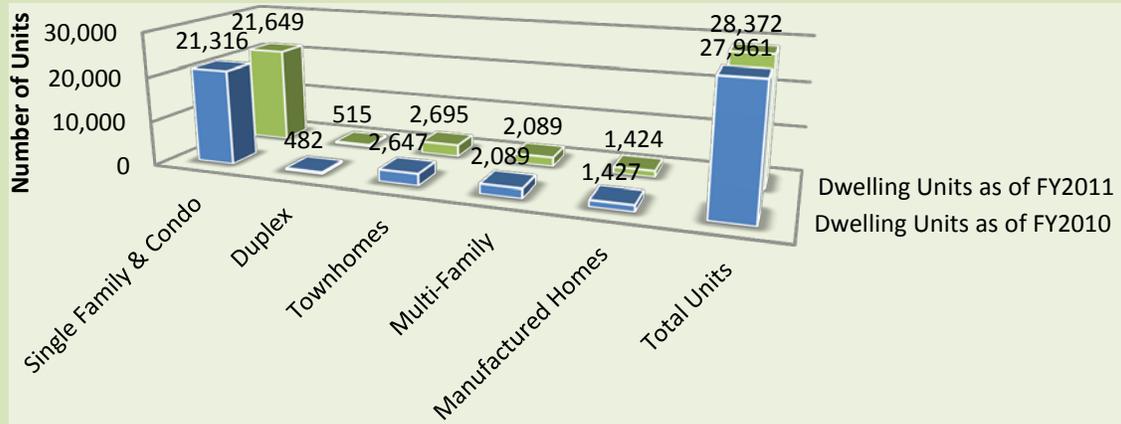
Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Pop.	48,228	49,997	51,622	55,399	57,584	59,994	61,694	62,847	63,569	67,009	68,295*

Source: Staff population estimates (2001-2009, 2011) and United States Census Bureau (2010) \* Estimate reflects first half of 2011



Note: The population growth rate in 2010 reflects both population increase and differences in source data. The annual population increase for 2011 reflects the first six months.

## Number of Dwelling Units in FY2010 to FY2011



Types of Units	Single Family & Condo	Duplex	Townhome	Multi-Family	Manufactured Home	Total Units
<b>Dwelling Units as of FY2010</b>	21,316	482	2,647	2,089	1,427	27,961
<b>Dwelling Unit Change in FY2011</b>	333	33	48	0	-3	411
<b>Total</b>	<b>21,649</b>	<b>515</b>	<b>2,695</b>	<b>2,089</b>	<b>1,424</b>	<b>28,372</b>



White Hall saw a number of new units built in 2011.

## RESIDENTIAL SUBDIVISION BUILDOUT DATA

The Residential Subdivision Buildout Map has been updated for 2011. In addition to using Certificate of Occupancy information as in years' past, staff has also been able to use data recently exported and coded from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Exporting and manipulating this data provides a more accurate snapshot of the County.

Based on this information, staff has created a series of reports that provide additional detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district. These reports are considered "works in progress" and will be refined over time. The first report, "Development Status Report – All Data," (posted at [www.jccegov.com/planning/policy.html](http://www.jccegov.com/planning/policy.html) and attached) reports the number of vacant parcels, improved parcels, residential units, and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc. The second report, "Residential Development Status Report – Residential Only," (attached and posted) provides information only on residential units. This report is condensed and excludes unit classification. The unit counts do not include common areas, timeshares, public lands, commercial, etc. A summary of the data from the second report is presented in the table below:

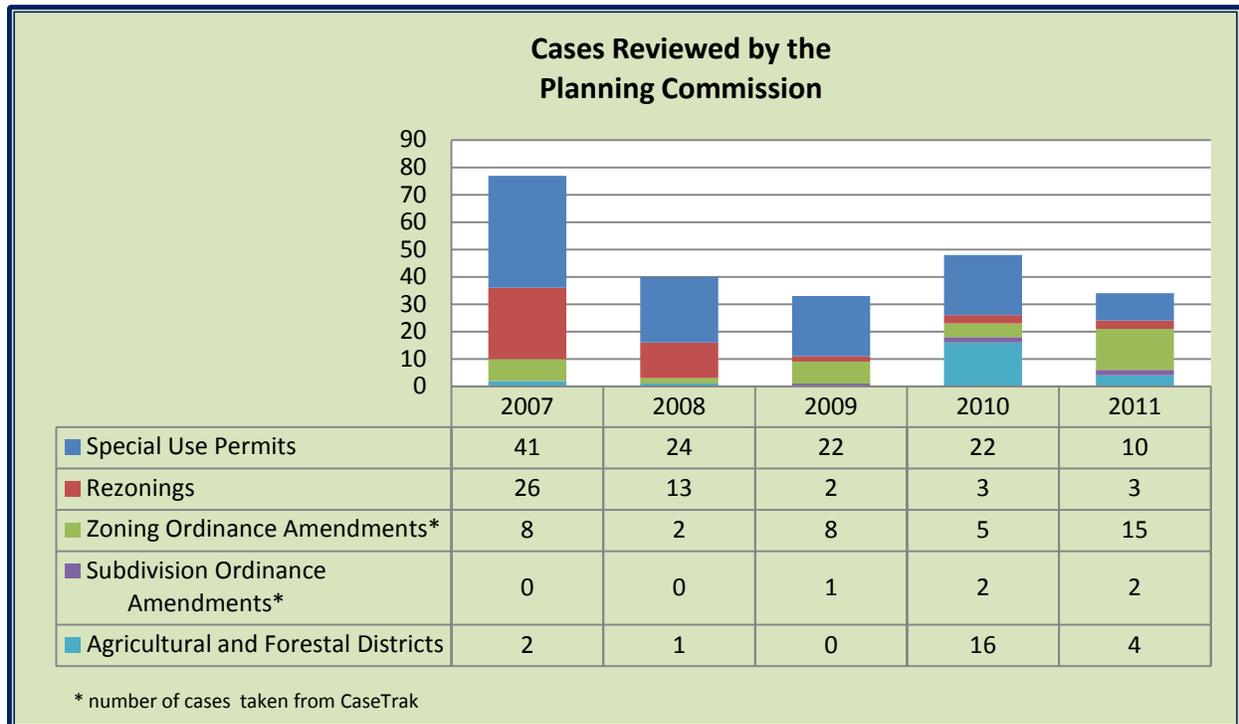
<b>Election District</b>	<b>Residential Unit Count</b>	<b>Vacant Parcels</b>	<b>Improved Parcels</b>	<b>Total Parcels</b>
<b>Berkeley</b>	5,865	528	5,259	5,787
<b>Jamestown</b>	6,190	609	4,570	5,179
<b>Powhatan</b>	5,957	989	4,966	5,955
<b>Roberts</b>	6,809	404	4,778	5,182
<b>Stonehouse</b>	5,583	993	5,215	6,208
<b>TOTAL</b>	30,404	3,523	24,788	28,311



# PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

## DEVELOPMENT REVIEW

Development review activities consist primarily of rezoning, special use permits, site plans, subdivisions and conceptual plans.



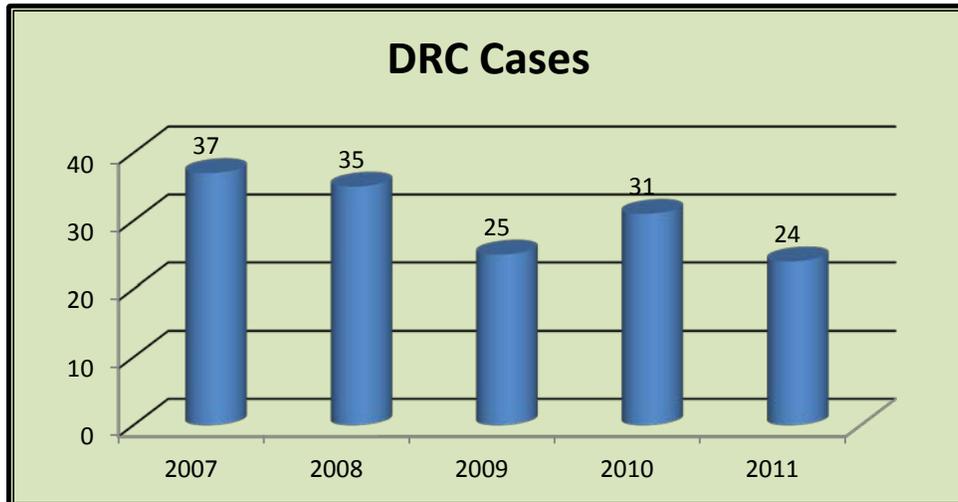
**Special Use Permits:** The Planning Commission reviewed ten applications. The applications included two manufactured homes, an accessory apartment, the Williamsburg Pottery, a new attraction at Busch Gardens, a parking lot expansion for D.J. Montague Elementary School, modification to park facilities at Mid-County Park, an automated car wash, a construction commencement deadline extension for Williamsburg Landing, and a mausoleum addition at St. Bede Catholic Church.

**Rezoning:** Three applications were considered by the Commission. The application for Forest Heights Road, Neighbors Drive, and Richmond Road - Improvements included reconfiguring 64 properties. Other applications included proffer amendments for the Williamsburg Pottery and New Town Settler’s Market, Section 9.

**Residential Units Legislatively Approved in 2011:** The Planning Commission and the Board of Supervisors approved 175 dwelling units as part of the Candle Factory rezoning application (Z-0003-2008/MP-0003-2008) and one single dwelling unit as part of the Wohlfarth Family Subdivision (SUP-0010-2011) on Jolly Pond Road.

**Agricultural and Forestal Districts:** The Planning Commission reviewed four applications for AFD additions, two for Yarmouth Island AFD, one for Gordon Creek AFD, and one for the Christenson’s Corner AFD.

The Development Review Committee reviewed 24 cases. These included Stonehouse Tract 12, Norge Center, Courthouse Commons, Windsor Ridge, Freedom Park Ropes Course, New Town Settler's Market and White Hall Design Guidelines. Five applicants requested the Committee's input on potential legislative proposals and received guidance and feedback to help them create plans and drawings that are consistent with the Comprehensive Plan.



#### POLICY REVIEW

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. For more information on the Ordinance Update please read the summary provided on page thirteen.



Tractor Supply just before grand opening in January 2012

**PLANNING COMMISSION ACTIONS**

**SPECIAL USE PERMITS**

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Case Number	Name of Project	Location	Acres	Case Description	Recommendation/Action		
					Staff	PC	BOS
<b>SUP-0029-2010</b>	The Williamsburg Pottery	6692 Richmond Road	18.78	Amendment to proffers and master plan expanding square footage and relocating two signalized entrances	approval	approval	approval
<b>SUP-0028-2010</b>	Busch Gardens New Attraction Oktoberfest	7851 Pocahontas Trail	5	New attraction to replace an existing roller coaster	approval	approval	approval
<b>SUP-0031-2010</b>	Chickahominy Road Manufactured Home	3125 Chickahominy Road	5	Permit placement of a manufactured home	approval	approval	approval
<b>SUP-0032-2010</b>	D.J. Montague Elementary School Parking Lot Expansion	5380 Centerville Road	23	Establish approved use of expanded parking lot	approval	approval	approval
<b>SUP-0001-2011</b>	Williamsburg Crossing Car Wash	5117 John Tyler Highway	2	Automated car wash	approval	approval	approval
<b>SUP-0003-2011</b>	Mid-County Park Revised Master Plan	3793 Ironbound Road	19	Modification to park facilities	approval	approval	approval
<b>SUP-0005-2011</b>	Williamsburg Landing Construction Commencement Extension	5560 Williamsburg Landing Drive	50	Extension of project commencement deadline	approval	approval	approval

<b>SUP-0004-2011</b>	St. Bede Catholic Church Mausoleum Addition	3686 Ironbound Road	3	Amendment to allow mausoleum building complex and associated parking and uses	approval	approval	deferred
<b>SUP-0006-2011</b>	Shellbank Drive Accessory Apartment	126 Shellbank Drive	0.89	250 square foot expansion of an existing nonconforming accessory apartment	approval	approval	approval
<b>SUP-0008-2011</b>	Chickahominy Road Manufactured Home	2720 Chickahominy Road	0.517	Replacement of singlewide trailer with doublewide trailer	approval	approval	approval

### REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Recommendation/Action		
					Staff	PC	BOS
<b>Z-0002-2010</b>	The Williamsburg Pottery	6692 Richmond Road	18.78	Amendment to proffers	approval	approval	approval
<b>Z-0001-2011</b>	Forest Heights Road, Neighbors Drive, Richmond Road - Improvements	Properties found on Forest Heights Road, Neighbors Drive and Richmond Road	27.5	Rezoning to reconfigure 64 single family properties, and to allow Salvation Army	approval	approval	approval

<b>Z-0003-2011</b>	New Town Settler's Market, Section 9 Master Plan Amendment	4509 and 4520 Casey Boulevard	18	Proffer amendment to separate commercial and residential uses, reduce the number of residential units, and rearrange the design of the residential area.	approval	approval	approval
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AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Recommendation/Action			
				Staff	AFD	PC	BOS
<b>AFD-11-86-3-2010</b>	Shields Point, Yarmouth Island AFD Addition	124.5	Addition to the Yarmouth Island AFD	approval	approval	approval	approval
<b>AFD-11-86-2-2010</b>	Jolly Pond Road, Yarmouth Island AFD Addition	10	Addition to the Yarmouth Island AFD	approval	approval	approval	approval
<b>AFD-09-86-4-2010</b>	Centerville Road, Gordon Creek AFD	60	Addition to the Gordon Creek AFD	approval	approval	approval	approval
<b>AFD-10-86-1-2011</b>	Christenson's Corner AFD Addition, Newman Road	567	Adding two parcels, totaling 567 acres, along the JCC portion of Newman Road, to the Christenson's Corner AFD	approval	approval	approval	approval

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## ZONING ORDINANCE AND SUBDIVISION ORDINANCE UPDATE

Substantial work was done in 2011 to update the Zoning and Subdivision ordinances. The Policy Committee met 19 times in 2011 to discuss the draft ordinances as they have moved through the three stages of the process. In addition, staff and Policy Committee work was presented at five Board work sessions. Throughout the update process, staff maintained a dedicated website ([www.iccplans.org](http://www.iccplans.org)) to collect community input and provide information and meeting materials.

Progress in 2011 spanned both the priority items and the non-priority items identified in the adopted update methodology. Progress on the five priority items is summarized below:

- **Economic Opportunity District.** Staff drafted a new Economic Opportunity District for use in conjunction with the Economic Opportunity designation included in the 2009 Comprehensive Plan. The new district was considered by the Planning Commission on August 3, 2011, and was adopted by the Board of Supervisors on September 13, 2011.
- **Commercial/Business Districts.** Staff drafted amendments to the commercial/business districts, most recently recommended for approval by the Planning Commission at its December 7, 2011 meeting. The districts are scheduled for additional Board of Supervisors consideration in 2012.
- **Cumulative Impact Database Set-Up.** The goal of setting up this database is to help track impacts from existing development, and from approved development that has not yet been built. Substantial progress was made in 2011 on setting up this database, and further information and updates on this item are included on page six of this report.
- **Sustainability Audit.** The sustainability audit was completed by LSL Planning, Inc. and presented to the Planning Commission and Board of Supervisors in November 2010. In 2011, staff worked to incorporate recommendations from the audit into the revised ordinances.
- **Development Standards.** The majority of the design standards, including sound walls, outdoor lighting, landscaping, parking standards, private streets, pedestrian accommodations, timbering, and floodplain were considered by the Planning Commission on October 5, 2011, and adopted by the Board of Supervisors on November 22, 2011. The exterior sign ordinance was drafted and will be considered by the Planning Commission and Board of Supervisors in 2012.

Progress on the non-priority items is summarized below:

- **Wireless Communication Facilities.** Staff drafted amendments to the wireless communication facility district and accompanying performance standards policy. The amendments were recommended for approval by the Planning Commission at its December 7, 2011 meeting. The districts are scheduled for Board of Supervisors consideration in 2012.
- **Residential Districts.** This category includes revisions to the existing R-1, R-2, R-5, and Cluster Districts, and creation of a new R-3, Residential Redevelopment District and new

Housing Opportunities Policy. These items are in Stage II draft format, and the Board began discussion of the drafts and the Policy Committee's feedback at its September 27, 2011 work session. Additional Board discussion is scheduled for a work session in 2012.

- **Multiple Use Districts.** This category includes revisions to the existing MU, PUD, and R-4 Districts. These items are in Stage II draft format, and were provided to the Board for its September 27, 2011 work session. The Board is scheduled to begin discussion of these districts at a work session in 2012.
- **Green Building.** A green building policy was drafted as part of Stage II, and was considered by the Policy Committee on July 18, 2011. Per the request of the Policy Committee, the policy was sent to the County's Economic Development Authority (EDA) for comment in August 2011. The Board is scheduled to begin discussion of the policy at a work session in 2012.
- **Administrative Items and Procedures.** This category includes revisions to existing Articles I (General) and III (Site Plan) and the Nonconformities section, and development of three new policies for Traffic Impact Analysis Guidelines, Environmental Constraints Analysis, and Fiscal Impact Studies. These items are in Stage II draft format, and were provided to the Board for its September 27, 2011 work session. The Board is scheduled to begin discussion of these items at a work session in 2012.
- **Subdivision Ordinance.** The Stage I options memo was presented to the Policy Committee on February 23, 2011 and to the Board of Supervisors on April 26, 2011. Staff has been in the process of creating the Stage II draft, and expects to forward it for consideration in 2012.



Nazar, a redevelopment project that was seen by the Planning Commission in 2009

Finally, work in 2011 included the **Transfer of Development Rights (TDR) Feasibility Study**, which was the first step in the process of updating the Rural Lands Districts (A-1, General Agricultural, and R-8, Rural Residential). This feasibility study was undertaken by the firm DC&E Planning. Activities included a public forum on February 10, 2011, an update at the Board's July 26, 2011 work session, and a final presentation of the study on October 25, 2011. The Board decided not to pursue a TDR program at this time. Next steps for Rural Lands in 2012 include a Board work session to discuss and provide direction on the other ordinance options that are available.

ZONING ORDINANCE AMENDMENTS

Case Number	Name of Project	Case Description	Recommendation/ Action	
			PC	BOS
ZO-0001-2011	Initiating Resolution	Initiating Resolution for Zoning Ordinance Update	Approval	N/A
ZO-0002-2011	Administrative Fees	Permission to waive administrative fees for the James City Service Authority, the Williamsburg Area Transit Authority, the Williamsburg Regional Library and Williamsburg-James City County Schools	Approval	Approval
ZO-0003-2011	Economic Opportunity District	Creation of a new ordinance to serve those properties designated EO	Approval	Approval
ZO-0004-2011	Commercial Districts	Amendments to section 24-11, section 24-147 and the LB, B-1, M-1 and M-2 Zoning districts	Approval	Pending
ZO-0014-2011	External Signs	Amendments to Article II, Division 3. External Signs	Approval	Approval
ZO-0010-2011	Wireless Communication Facilities	Amendments to Article II, Division 6. Wireless Communications Facilities	Approval	Pending

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SUBDIVISION ORDINANCE AMENDMENTS

Case Number	Name of Project	Case Description	Recommendation/ Action	
			PC	BOS
SO-0001-2011	Initiating Resolution	Initiating Resolution for Subdivision Ordinance Update	Approval	N/A

<b>SO-0002-2011</b>	Administrative Fees	Permission to waive administrative fees for the James City Service Authority, the Williamsburg Area Transit Authority, the Williamsburg Regional Library and Williamsburg-James City County Schools	Approval	Approval
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The Freedom Park Interpretive Center, a James City County project, opened in 2011.

## GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.



Greenwood Christian Academy, a redevelopment project in Williamsburg Crossing Shopping Center

Specifically, the report lists actions that have been completed and their associated tasks. A number of high priority items from the Community Character (CC), Economic Development (ED), Environmental (ENV), Housing (H), Land Use (LU), Parks and Recreation (PR), Population Needs (PN), Public Facilities (PF), and Transportation (T) sections of the Comprehensive Plan have yet to be initiated and/or completed. Tasks may not have been initiated and/or completed during the past calendar year because of financial constraints, Board of Supervisors direction, available manpower, County

Administration decisions and other limiting factors that play a crucial role in determining when GSAs get implemented. Other tasks may be high priority items with a 0-5 year timeframe, but have yet to be started even though they are still on schedule to be completed within the timeframe established in the Comprehensive Plan. The Board of Supervisors further prioritizes projects, based on available funding and resources, through the annual budget and Strategic Management Plan processes. For a list of the complete Implementation Schedule with all GSAs and the associated priority and timeframe, please visit the following link: <http://planning.iccegov.com/default.aspx>

*Note: The list below focuses on completed high priority actions, as referenced in the 2009 Comprehensive Plan Implementation Schedule, and current in-progress tasks related to the 2010 Zoning Ordinance Update. The list does not include actions slated for future years.*

<b>Tasks with a 0-5 year timeframe</b>	
<b>Action</b>	<b>Task Completed</b>
<b>CC COMMUNITY CHARACTER</b>	
<b>CC 7.1.</b> Update the Wireless Communications Division of the Zoning Ordinance to accommodate the use of new and emerging wireless communications services.	In December 2011, the Planning Commission considered and recommended staff's revisions to the Wireless Communication Section of the Zoning Ordinance which, among other revisions, accommodates newer technologies such as DAS (Distributed Antenna System).
<b>ED ECONOMIC DEVELOPMENT</b>	
<b>ED 1.3.2.</b> Maximize the land area available to James City County for inclusion in the Enterprise Zone as allowed by the Code of Virginia.	In April 2011, the Board endorsed revisions to the Enterprise Zones (EZ) boundaries. These revisions removed undevelopable acreage from previous EZ areas and expanded the EZ to include areas in additional parts of the County.
<b>ED 2.4</b> Promote tourism and associated industries as a year-round industry.	<p>The County continues to support sport marketing. County facilities and staff are supporting the Chamber of Commerce Sports Williamsburg initiative. Top Gun Football University (FBU) booked Wanner Stadium. FBU claims 5,000 hotel room nights, 1,200 attendees, and 4,000 spectators. Other events included soccer, baseball and softball tournaments.</p> <p>The Board created a Tourism Investment Fund in the FY12 budget. Economic Development, Financial and Management Services, and Communication staff met with County tourism businesses to obtain feedback on County tourism marketing and corridor enhancements.</p>
<b>ENV ENVIRONMENT</b>	
<b>ENV1.2.5.</b> Promoting early submission of environmental inventories in order to protect trees, County wetlands, and highly erodible soils; to most efficiently use permeable soils, and to limit impervious cover.	A draft environmental constrain analysis checklist for administrative and legislative cases was shared at a work session with the Board in September 2011.
<b>ENV 1.9.</b> Implement identified management practices developed through the Total Maximum Daily Load (TMDL) program and seek continued funding to ensure the development of TMDL	In June 2011, staff completed the Mill-Powhatan Bacteria TMDL Implementation Plan and established a Technical Recommendation Committee to develop strategies to meet the

implementation plans for each County TMDL.	Chesapeake Bay Nutrient and Sediment TMDL. On November 2011, the Chesapeake Bay TMDL Technical Recommendation Committee successfully completed its work by providing alternatives and identifying opportunities for cross-sector implementation activities.
<b>ENV 4.4.</b> Create a green building policy and a cost-benefit analysis policy for County building capital projects and ensure that proposed County buildings meet the guidelines of that policy in advance of Capital Improvements Program construction expenditures.	In the fall of 2010, the BOS adopted the Sustainable Building Policy which addresses LEED certification and LID site design. The policy is being implemented currently at Police Headquarters and Fire Administration buildings. The policy will continue to be used at future construction projects.
<b>H HOUSING</b>	
<b>H 1.6.</b> Promote infill residential development by creating provisions in the Zoning Ordinance that allow for appropriate alternative lot sizes, setbacks, and densities.	A draft residential redevelopment zoning district (R-3) was shared at a work session with the Board in September 2011.
<b>H 2.1.</b> Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.	In October 2011, the County awarded a contract to sell 6 lots in the Ironbound Square Subdivision to Habitat for Humanity Peninsula & Greater Williamsburg for construction of homes for low to moderate income households.
<b>H 2.9.</b> Continued efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.	In November 2011, OHCD received a \$30,000 Community Development Block Grant Planning Grant to plan the improvements for the Neighbors Drive/ Richmond Road neighborhood project.
<b>H 3.1.</b> Review all existing residential districts in the Zoning Ordinance (R-1, Limited Residential; R-2, General Residential; R-4, Residential Planned Community; R-5, Multi-family Residential; R-6, Low Density Residential; R-8, Rural Residential; PUD-R, Planned Unit Development-Residential; MU, Mixed Use; and Cluster Overlay) to consider additional bonuses and incentives for the provision of affordable and workforce housing, as appropriate.	Revisions to the existing residential districts of the Zoning Ordinance were shared at a work session with the Board in September 2011.
<b>H 3.7.</b> Develop and adopt an affordable housing policy or affordable dwelling unit policy which states the County's definitions, goals, and expectations for providing affordable and workforce housing in developments requiring legislative approval.	A draft Affordable/Workforce Housing Policy was shared at a work session with the Board in September 2011.

<p><b>H 5.1.</b> Participate in Greater Williamsburg Area and Hampton Roads public/private partnerships to identify and address regional housing issues.</p>	<p>OHCD staff participates in the Peninsula Continuum of Care to provide a regional response to solving homelessness issues. Staff serves as a member of the Virginia Housing Commission to provide input on state housing issues.</p>
<p><b>LU LAND USE</b></p>	
<p><b>LU 3.2.</b> Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.</p>	<p>Planning staff worked with York County and the City of Williamsburg and identified three study areas to be discussed during the 2012 Regional Comprehensive Planning process. The three study areas are: Lightfoot/Pottery, the Greater Northeast Triangle area, and the Marquee/Riverside/Busch Gardens area.</p>
<p><b>LU 3.3.</b> Participate in regional planning process with York County and the City of Williamsburg.</p>	<p>Throughout 2011, Planning staff participated in quarterly Regional Comprehensive Plan coordination meetings with York County and the City of Williamsburg to complete shared studies and to plan public forums and additional meetings. In November 2011, planning staff worked together with York County, and the City of Williamsburg to apply for a grant with VDOT to enhance Route 60 East.</p>
<p><b>LU 4.5.2.</b> Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited review plan review.</p>	<p>In December 2011, the Planning Commission endorsed amendments to the Commercial/Industrial zoning districts of the Zoning Ordinance. These amendments promote redevelopment by providing flexibility to the number of uses that require SUPs and those which require review by the Development Review Committee (DRC).</p>
<p><b>LU 4.6.</b> Encourage developments which provide mixed use development, as further defined in the Mixed Use land use designation and development standards, within the PSA. Support design flexibility to promote mixing of various types of residential and non-residential uses and structures.</p>	<p>Planning staff has drafted ordinance language that more specifically highlights aspects of mixed use development standards from the Comprehensive Plan. These changes were shared at a work session with the Board in September 2011.</p>
<p><b>LU 4.7.1.</b> Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.</p>	<p>Throughout 2011, Planning staff evaluated the multiple use districts, as well as the commercial/industrial districts to ensure appropriate and compatible uses were permitted in order to provide opportunities for needed services in compact areas.</p>

<p><b>LU 5.1.1</b> Reporting on feasibility of development of a model or models to assess and track the cumulative impacts of development proposals and development on existing and planned public facilities and services.</p>	<p>Planning staff developed a general methodology for developing a cumulative impacts model for the County and is in the process of implementation. In 2011 Planning interviewed other localities and consultants who had familiarity with similar systems nationally. Planning also completed coding existing land uses, number of residential units, and type of residential units for all parcels in the County.</p>
<p><b>LU 6.1.1</b> Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.</p>	<p>At its December 2011 meeting, the Board approved a major addition to the Christenson's Corner AFD. Acreage was also added to the Gordon Creek, Croaker, and Yarmouth Island AFDs.</p>
<p><b>LU 7.1.</b> Conduct a sustainability audit of James City County codes, ordinances, and regulations prior to conducting comprehensive updates.</p>	<p>Various sustainability audit items have been included in the already adopted Zoning Ordinance sections, and in the draft sections that will be moving forward for adoption in 2012.</p>
<p><b>PR PARKS &amp; RECREATION</b></p>	
<p><b>PR 3.5.</b> Emphasize the maintenance of existing facilities as a way to make efficient use of limited financial and physical resources.</p>	<p>In 2011, four outdoor pools and the RV loop at the Chickahominy Riverfront Park were renovated. Two new heating units for the James City/ Williamsburg Community Center (JCWCC) were installed.</p>
<p><b>PR 5.5.</b> Amend Zoning Ordinance regulations to facilitate development of recreational facilities, including but not limited to neighborhood parks, playgrounds, sport courts, fields, and trails within by-right residential developments in accordance with design standards as enabled by the Code of Virginia.</p>	<p>Planning staff has drafted amendments to the residential districts in the Zoning Ordinances. Amendments have been endorsed by the Policy Committee in Summer 2011 and were shared at a work session with the Board in September 2011.</p>
<p><b>PF PUBLIC FACILITIES</b></p>	
<p><b>PF 3.2.</b> Consider additional adequate public facilities policies and/or level of service standards to complement the Adequate Public Schools Facilities Test Policy already in place.</p>	<p>Refer to <b>LU 5.1.1.</b></p>
<p><b>PF 4.1.</b> Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs, and solar</p>	<p>Capital Maintenance program in 2011 included major lighting changes in several buildings, HVAC control systems, and flexible HVAC equipment replacements, all of which will result in significant reductions in energy usage at County facilities. HVAC and lighting upgrade were completed at Bldg. A and B, 90%</p>

panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.	completed at Community Center; boiler upgrades complete at Community Center.
<b>PN POPULATION NEEDS</b>	
<b>PN 4.3.</b> Work with the Senior Services Coalition to develop a strategic plan for seniors.	Community Services continues supporting and working with Senior Services Coalition in the implementation of the Community Action Plan on Aging. For a complete list of recent accomplishments please visit the following link: <a href="http://compplan/Lists/ActionPointStatus/AllItems.aspx">http://compplan/Lists/ActionPointStatus/AllItems.aspx</a>
<b>T TRANSPORTATION</b>	
<b>T 1.3.1.</b> Adding the road segment to the Six Year Improvement Program and considering public-private partnerships among other mechanisms to fund proposed improvements.	In May 2011, the Board endorsed the addition of Croaker Road, Olde Towne Road, and Longhill Road into VDOT's Six Year Improvement Plan.
<b>T 3.10.</b> Update the James City County Sidewalk Master Plan and amend the Zoning Ordinance to increase accessibility, provide for more design and construction flexibility, and incorporate multi-use path as an option.	As part of the on-going Zoning Ordinance Review process, Planning staff developed a Pedestrian Accommodation Master Plan which was adopted by the Board in November 2011.
<b>Tasks with a 6-10 year timeframe</b>	
<b>Action</b>	<b>Task Completed</b>
<b>ED ECONOMIC DEVELOPMENT</b>	
<b>ED 5.1.</b> Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	OED markets existing vacant and underutilized buildings to prospect and leads, when consent is given by the owner and when OED becomes aware of the opportunities. OED subscribes to site selection services and continues to work to keep an accurate database of available structures and facilities.
<b>ED 5.5.</b> Promote resource conservation techniques among new and existing business.	The County promotes its local and regional outreach with JCSA's own "Let's Be Water Smart" water and conservation education program and HRPDC's Hampton Roads Water Efficiency Team (HR WET) regional water conservation program.

**Tasks with a 10 + year timeframe**

*No updates to report at this time*

**Ongoing**

<b>Action</b>	<b>Task Completed</b>
<b>ED ECONOMIC DEVELOPMENT</b>	
<b>ED 1.5.</b> Continue to analyze County regulations, policies, and procedures to ensure that they do not unnecessarily inhibit commercial and industrial development.	In the fall of 2011, OED collaborated with the Planning Division regarding the proposed Green Building Policy.
<b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.	In October 2011, the OED and the Economic Development offices of the City of Williamsburg, York County, and the College of William and Mary (W&M) co-sponsored an event targeting W&M alum and marketed the Historic Triangle as a great place to expand their business.
<b>ED 6.1.</b> Foster tourism development in James City County by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	The County partnered with the Greater Williamsburg Chamber and Tourism Alliance on Arts Month in September and during the Christmas season in Williamsburg.
<b>ENV ENVIRONMENT</b>	
<b>ENV 1.2.</b> Promote the use of Better Site Design, Low Impact Development (LID), and effective Best Management Practices (BMPs).	In November 2011, staff created permeable paver guidance for residential development as part of Chesapeake Bay Exceptions.
<b>ENV 1.2.6.</b> Continuing to encourage the development of regional BMPs that address cumulative future stormwater impacts and flood control benefits.	A County regional BMP for the Ironbound Square Redevelopment project, Phase II, was installed and functional as of April 2011.
<b>ENV 1.2.8.</b> Continuing to promote the protection of trees.	In November 2011, the Board adopted an optional specimen tree preservation ordinance and phased tree clearing regulations, among other provisions in the landscape ordinance.
<b>ENV 1.11.</b> Continue to implement the Chesapeake Bay	The County's Chesapeake Bay Act program was reviewed by state

Preservation Ordinance in order to protect water quality in all drinking water reservoirs within the County.	agencies and found compliant as of June 20, 2011.
<b>ENV 1.14.</b> Properly maintain stormwater facilities by:	The Stormwater Division continues to identify needed maintenance and upgrades to existing County-owned facilities. In the last six months of 2011, engineering contracts were awarded for the repair of 4 facilities.
<b>ENV 1.14.1.</b> Utilizing available resources, including enforcement of maintenance agreements and covenants.	In June 2011, the Stormwater Division completed inspections of all private and County-owned stormwater facilities. Inspection notices with recommended corrective actions, if any, have been sent to owners.
<b>ENV 3.3.</b> Operate programs which seek clear title to, or conservation easements over, environmentally sensitive lands throughout the County in partnership with willing property owners.	The County's green space program has funding to acquire property or obtain conservation easements. Discussion with various property owners is on-going. Exploring opportunities for priority conservation areas on approved watershed management plans.
<b>ENV 4.1.</b> Conduct a baseline energy and greenhouse gas emissions inventory in order to establish target greenhouse gas emission levels based on Cool Counties Climate Stabilization Initiative goals and track emission and energy savings annually.	Baseline inventory was completed on November 2011. New staff position filled in October 2011 which will accelerate progress on organizational energy tracking and the establishment of a process to begin community planning for greenhouse gas reduction.
<b>ENV 4.6.1.</b> Developing an action plan for the installation of energy management control systems and renewable energy technologies and the maintenance of heating and cooling systems at County facilities.	See <b>PF 4.1.</b>
<b>PR PARKS AND RECREATION</b>	
<b>PR 2.1.</b> Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities by seeking County funding whenever feasible and by seeking non-County funding sources.	Throughout 2011, Planning staff continued to attend the Historic Bicycle Advisory Committee and regional meetings/trainings related to non-vehicular transportation. Planning staff worked with VDOT on preliminary engineering plans for the widening of Croaker road which contains a multi-use path.
<b>PR 2.3.5.</b> Continuing to seek funding in the Capital Improvement Program (CIP) for the acquisition and use of open spaces areas and greenways to preserve the scenic, natural, and historic characters of the area.	The Policy Committee of the Planning Commission reviewed a request for \$250,000 over FY13-17 in the County's CIP in December 2011 and recommended the request be ranked as the County's 6 <sup>th</sup> funding priority. This recommendation will be

	forwarded to the Board for consideration with the FY13-17 budget.
<b>PR 5.1.</b> Continue to encourage new development to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.	Planning staff evaluates this item with each development case that is reviewed. Recent open space dedications include land at Stonehouse Tract 12, White Hall, and the Settlement at Powhatan Creek.
<b>PR 5.2.</b> Encourage new development to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the Sidewalk Master Plan, the Regional Bicycle Facilities Plan, and the Greenway Master Plan.	Planning staff reviews site plans and subdivision for consistency with the newly adopted Pedestrian Accommodation Master Plan. Recently approved or constructed plans that included sidewalk or path construction includes Courthouse Commons, Williamsburg Crossing Car Wash, CVS and Food Lion in Norge, the JCC Police Department, intersection of Longhill and Centerville Road, and the intersection of Jolly Pond and Centerville Road. The County has completed coordinating with VDOT on the design work for the intersection in front of James City County River Elementary School and is preparing to begin construction.
<b>PR 6.3.</b> Continue to offer the inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.	Staff conducted assessment as requested by citizens and internal staff. From July to December 2011, 160 participants have received inclusion services and 13 new assessments were completed.
<b>PR 9.1.</b> Continue to disseminate brochures and keep up to date information on the Web site to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.	In 2011, the Parks and Recreation Department reinstated the twice annual print activity brochure. In September 2011, 15,000 thousand brochures were printed and over 6,000 were distributed to every elementary and middle school student and preschools. Created "Stall Times", a monthly calendar of programs and events that are placed inside bathroom stalls in parks and recreation facilities. In November 2011, staff produced the Destination Recreation Brochure and a mailer to all households advertising classes/facilities and incorporated new coupons. Information on events and activities were placed in all Parks and Recreation facilities.
<b>PN POPULATION NEEDS</b>	
<b>PN 3.4.</b> Promote affordable senior housing options, from independent living to Continuing Care Retirement Communities (CCRCs) and skilled care, for all.	Community Services supported Peninsula Agency on Aging, Bay Aging, the City of Williamsburg, and the Williamsburg Redevelopment and Housing Authorities. Recently the City of

	Williamsburg submitted funding request to the Department of Housing and Community Development to establish 38 units of Supportive Elderly Housing. In December 2011, the Board of Supervisors approved the development of an assisted living facility with capacity for 96 rooms as part of a mixed-use development (Candle Factory).
<b>PF PUBLIC FACILITIES</b>	
<b>PF 1.3.</b> Design facilities and services for efficient and cost-effective operations over the expected life of the facilities or programs.	<p>Examples of designs in 2011 that concentrated on efficient operations over the life of the facilities were:</p> <ul style="list-style-type: none"> <li>• Police HQ Building- LEED Gold Certified and many design components such as roof, floor surfaces, and mechanical systems designed for energy efficiency and long operational life;</li> <li>• Fire Administration Building- Design will be LEED Silver and building components such as listed above are also incorporated;</li> <li>• Building D Renovation- LEED Silver with same type of building components.</li> <li>• Freedom Park Interpretative Center- Geothermal HVAC will result in very low energy usage for HVAC.</li> </ul> <p>All new facilities and major renovations comply with the BOS adopted Sustainable Building Policy.</p>
<b>PF 3.1.</b> Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.	Planning staff guides the Policy Committee through review of CIP requests annually. Planning staff is also in the process of developing a cumulative impacts model for the County. In 2011, staff completed coding existing land uses, number of residential units, and type of residential units for all parcels in the County. All legislative cases are reviewed to determine adequacy of surrounding infrastructure, including water, sewer, schools, and roads.
<b>PF 5.4.</b> Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.	Emergency Management has completed revisions/updates to the basic emergency operations, radiological response, hazardous materials, and hazard mitigation plans. Review and maintenance of

	all emergency plans is on-going. The Board adopted the updated Emergency Operations Plan (OEP) on November 18, 2011 and the Peninsula Hazard Mitigation Plan Update 2012 on October 25, 2011. The Peninsula Hazardous Materials Plan is in final review and will be presented for Board action early in 2012.
<b>T</b>	<b>TRANSPORTATION</b>
<b>T 3.2.</b> Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.	Staff vigorously pursues federal and state funding from the Transportation Planning Organization (TPO). In April 2011, approximately \$10 million was allocated to the Skiffes Creek Connector project.
<b>T 3.5.</b> Work with VDOT to design new or enhanced complete streets that allow for the safe accommodation of automobiles, public transit, pedestrians, cyclists and other users.	Staff has applied for the Regional Surface Transportation Program (RSTP) funding to retrofit Route 60 in Grove into a complete street. In November 2011, Planning staff worked together with York County, and the City of Williamsburg to apply for a grant with VDOT to enhance Route 60 East.
<b>T 3.9.</b> Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.	In November 2011, the Board endorsed the Pedestrian Accommodation Zoning Ordinance amendments which require pedestrian facilities and interconnectivity within new developments.

## GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CIP	Capital Improvements Program
DCHD	Virginia Department of Housing and Community Development
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
JCWCC	James City-Williamsburg Community Center
LEED	Leadership in Energy and Environmental Design
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
SSPRIT	Subdivision / Site Plan Review Improvement Team
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



The new Food Lion on Richmond Road has a number of environmentally friendly features.



*Historic Past.*



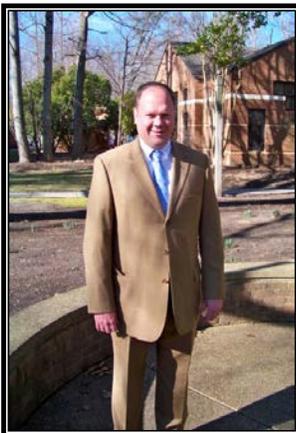
**Sustainable Future**

2008 James City County Comprehensive Plan

## JAMES CITY COUNTY PLANNING COMMISSIONERS



Front Left to Right: Tim O'Connor, Rich Krapf, Joe Poole III, Jack Fraley  
Back Left to Right: Al Woods, Reese Peck, Mike Maddocks



Mr. Chris Basic was appointed to fill  
Mr. Reese Peck's term after his resignation in July.

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**Residential Development Status Report**  
**Election District Order - Residential Only**

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
<b>Berkeley</b>					
Acreage Lots	270	104	220	324	0
Albemarle Condos	11	0	11	11	0
Barrett's Ferry	5	3	5	8	0
Barrett's Ferry Landing	0	7	0	7	0
Berkeley's Green	266	9	266	275	0
Bozarth & Mahone	29	6	29	35	0
Cardinal Acres	26	0	13	13	0
Chanco Estate	19	2	19	21	0
Chanco's Grant	123	0	123	123	0
Chestnut Hills	9	0	9	9	0
Deer Run	33	0	33	33	0
Druid Hills	86	1	86	87	0
Drummond's Field	65	2	65	67	0
Drummond's Quarter on the James	9	2	8	10	0
Fernbrook	105	2	105	107	0
Fieldcrest	78	2	78	80	0
First Colony	279	13	279	292	0
First Settler's Landing	8	1	8	9	0
Five Lots on Jamestown Road	2	0	2	2	0
Foxfield	43	0	43	43	0
Frances S. Rees	3	2	3	5	0
Frank Armistead (Jamestown Road)	18	2	16	18	0
Gilliam's Woods	4	0	4	4	0
Gordon Berryman Duplexes	10	0	5	5	0
Governors Green	1	0	1	1	0
Governors Land	671	61	671	732	734
Greensprings Plantation	170	3	170	173	0
Heritage Landing	89	3	89	92	0
Holly Ridge	21	0	21	21	0
Hollybrook	47	2	47	49	0
Jamestown 1607	177	0	177	177	0
Jamestown Hundred	107	0	107	107	0
Kingswood	96	3	96	99	0
La Fontaine	160	0	161	161	0
Lakewood	38	3	38	41	0
Landfall at Jamestown	66	16	66	82	87
Landfall Village	3	13	3	16	0
Marywood	41	24	41	65	90
McFarlin Park	2	3	1	4	50
Norco	1	2	1	3	0

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Oak Hill Condos	12	0	12	12	0
Parrish	5	0	5	5	0
Powhatan Crossing	113	2	113	115	0
Powhatan Secondary	272	0	53	53	1485
Powhatan Shores	98	6	98	104	0
Powhatan Springs	4	0	4	4	0
Raleigh Square	71	1	68	69	0
Settler's Mill	191	4	191	195	0
Shellbank	14	5	14	19	0
Shellbank Woods	131	3	131	134	0
Smith Grove	5	0	5	5	0
St. George's Hundred	236	0	236	236	0
Steers	12	1	12	13	0
The Pointe at Jamestown	134	54	134	188	191
The Settlement at Powhatan Creek	54	106	54	160	400
Village Square	63	0	63	63	0
Villas at Five Forks	65	0	65	65	92
Westray Downs	131	0	131	131	0
Winston Terrace	64	0	64	64	0
Greensprings	992	55	683	738	1505
Governors Grove	7	0	3	3	132
<b>Berkeley Total</b>	<b>5865</b>	<b>528</b>	<b>5259</b>	<b>5787</b>	<b>4766</b>
<b>Jamestown</b>					
Acreage Lots	50	26	47	73	0
Baron Woods	41	0	41	41	0
Belen & Carriage Heights, Parker	137	10	72	82	0
Bradshaw Ordinary	24	2	24	26	0
Brandon Woods	110	1	110	111	0
Brook Haven	36	8	36	44	0
Canterbury Hills	43	2	43	45	0
Chambrel	252	0	1	1	0
Chisel Run	237	0	232	232	239
D.C. Renick on Indigo Dam Road	23	2	23	25	0
D.C. Renick on Jester's Lane	23	9	23	32	0
Ford's Colony	1030	364	1030	1394	3846
Frank Armistead Estate	3	2	3	5	0
Governor's Square	72	0	72	72	0
Graylin Woods	45	1	45	46	0
Greyhound Estates	8	1	8	9	0
Hill	4	0	4	4	0
Indigo Park	142	12	140	152	0
Indigo Terrace	22	0	22	22	0
Ironbound Square	15	32	15	47	0
Ironbound Village	30	0	30	30	0
Jamestown Farms	40	0	40	40	0

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Mill Creek Landing	83	9	83	92	0
Minichiello Villa	4	0	4	4	0
Monticello Woods	131	19	131	150	190
Nelson	8	0	8	8	0
New Town	608	42	344	386	2002
Paddock Green	3	1	3	4	0
Paddock Lane	2	0	2	2	0
Powhatan Secondary	985	32	720	752	0
Regency at Longhill Apartments	206	0	1	1	0
Rolling Meadows Apartments	200	0	1	1	0
Springhill	190	0	190	190	0
Stratford Hall	156	0	1	1	0
The Foxes	7	5	7	12	0
The Hamlet	48	0	48	48	0
The Meadows	254	2	254	256	0
The Mews	109	0	109	109	0
The Midlands	148	0	148	148	0
Vass Meadows	16	0	16	16	0
White Oaks	30	5	30	35	0
Whiting, William L.	6	0	6	6	0
Williamsburg West	50	3	50	53	0
Windsor Estates	5	0	5	5	0
Windsor Forest	347	19	347	366	0
Windsor Meade	207	0	1	1	347
<b>Jamestown Total</b>	<b>6190</b>	<b>609</b>	<b>4570</b>	<b>5179</b>	<b>6624</b>
<b>Powhatan</b>					
Acreage Lots	887	293	702	995	0
Adam's Hunt	91	0	91	91	0
Arlene's View	3	4	3	7	0
Benjamin & Helen Clark	17	13	17	30	0
Burlington Woods	9	17	9	26	26
Camelot	31	2	30	32	0
Chadwicke Estates	3	2	3	5	0
Chickahominy Farmettes W	6	7	5	12	0
Chickahominy Haven	358	46	354	400	0
Cypress Point	79	122	78	200	0
Davis/Clark/JCC	3	0	3	3	0
Deerwood Hills	28	3	28	31	0
Eagle Tree Farms	10	4	10	14	0
Ewell Hall	57	0	57	57	0
Ford's Colony	1280	284	1280	1564	0
Forest Glen	183	1	182	183	0
Fox Ridge	100	0	100	100	0
Green Swamp	4	5	4	9	0
Grove Hill Estates	19	3	19	22	0

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Haven Lake	7	4	7	11	0
Haven Landing	1	6	1	7	0
Heron Run	41	1	41	42	0
Hickory Hill	2	4	2	6	0
J. W. Moore Estate	7	11	6	17	0
Joyce G. Ward	3	2	3	5	0
King's Corner Properties	14	12	14	26	0
Lafayette Manor Apts	375	0	4	4	0
Levi & Letti Wallace	9	3	9	12	0
Liberty Ridge	2	28	2	30	139
Longhill Gate	142	0	142	142	0
Longhill Grove	170	0	2	2	0
Longhill Station	180	0	180	180	0
Mallard Hill	56	2	56	58	0
Merry Oaks	35	4	35	39	0
Minor	0	9	0	9	0
Mulberry Place	50	0	50	50	0
Neal's Grant	4	1	4	5	0
Old Stage Manor	38	0	38	38	0
Powhatan Apts	48	0	1	1	0
Raintree	89	0	89	89	0
Raintree Villas	65	0	65	65	0
River's Bend at Uncles Neck	0	35	0	35	35
Scott's Pond	279	0	279	279	0
Season's Trace	346	0	346	346	0
Sheldon Lumber Company	13	2	13	15	0
Spotswood Commons	212	0	1	1	0
Villages at Westminster	381	0	381	381	0
Westmoreland	75	8	75	83	0
Williams Circle	11	0	10	10	0
Williamstown	3	1	3	4	0
Windmill Meadows	4	4	4	8	78
Winter Park	74	0	74	74	0
Wood Duck Commons & Pheasants Run	53	0	53	53	0
Summerplace	0	1	0	1	164
Westport Ford's Colony	0	45	1	46	102
<b>Powhatan Total</b>	<b>5957</b>	<b>989</b>	<b>4966</b>	<b>5955</b>	<b>544</b>
<b>Roberts</b>					
Acreage Lots	1296	129	259	388	0
Benjamin Jones	5	3	5	8	0
Birchwood Park & Marlboro	132	3	132	135	0
Boughsprings	26	0	26	26	0
Bozarth & Mahone	9	0	9	9	0
Brookside haven	84	0	84	84	0
Carter's Village	31	0	31	31	0

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Chestnut Grove	0	1	0	1	0
Colonial Park	39	0	39	39	0
Colonial Terrace	4	0	4	4	0
Conway Garden Apartments	200	0	2	2	0
Durfey's Mill	3	3	3	6	0
Gatehouse Farms	46	2	46	48	0
Gilley Properties LLC	10	0	5	5	0
Grove	29	2	29	31	0
Grove Area	15	5	15	20	0
Harwood	72	21	72	93	0
James Square	69	0	69	69	0
James Terrace	193	5	193	198	0
John Henry Lee	17	1	6	7	0
Kennington Woods	25	15	25	40	0
Kingsmill	2253	113	2258	2371	2400
Kingspoint	224	6	224	230	0
Lake Powell Forest	162	1	162	163	0
Lake Powell Pointe	42	10	42	52	0
Larson's Lane	6	0	6	6	0
Magruder Heights	31	0	31	31	0
Magruder View	30	2	26	28	0
Marlboro Apartments	48	0	1	1	0
Neck-O-Land Hundred	20	2	15	17	0
Olde Jamestown Apartments	52	0	1	1	0
Page Landing	56	0	56	56	76
Peleg's Point	96	17	96	113	199
Pine Grove	5	0	5	5	0
Pocahontas Square	96	0	96	96	96
Poplar Hall	136	9	136	145	0
Rolling Woods	195	2	195	197	0
Sadie Lee Taylor	64	18	49	67	0
Schulyer & Troy Smith	12	2	12	14	0
Skiffe's Creek Terrace	129	0	129	129	0
Solomon Orange	12	4	12	16	0
South England Point	3	2	3	5	0
Springdale	13	2	13	15	0
Stonegate Apartments	128	0	1	1	0
The Colony	30	4	30	34	0
Tom & Hazel Kearney	9	2	8	10	0
Vineyards at Jockey's Neck	93	14	93	107	0
Wallace Woods	20	0	12	12	0
Williamsburg Landing	530	0	3	3	0
Williamsburg Terrace MHP	4	0	4	4	0
Wynn's	5	4	5	9	0
<b>Roberts Total</b>	<b>6809</b>	<b>404</b>	<b>4778</b>	<b>5182</b>	<b>2771</b>

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
<b>Stonehouse</b>					
Acreage Lots	1215	337	938	1275	0
Beeson, John L.	10	0	10	10	0
Blackthorn Green	0	5	0	5	0
Boyd Acres	6	0	6	6	0
Briarwood Park	38	0	38	38	0
Broughton Tract	14	2	10	12	0
Burnham Woods	47	0	47	47	0
Burnt Ordinary	102	2	3	5	0
Bush Springs	10	7	10	17	0
Clover Dale	3	1	3	4	0
Colonial Heritage	703	34	703	737	2000
Cooke	9	0	8	8	0
Countryside	1	4	1	5	0
Cox	4	3	4	7	0
Croaker	6	4	5	9	0
Elmwood	75	7	75	82	0
Farmville Estates	22	1	22	23	0
Fenton, Benjamin W. Estate	4	0	4	4	0
Fenwick Hills	144	35	144	179	179
Glenwood Acres	32	1	33	34	0
Great Woods	49	2	49	51	0
Haley & Whitehall	6	2	6	8	0
Hankins Industrial Park	0	1	3	4	0
Hazelwood, Donald	5	1	5	6	0
Higg, Katherine Smith	5	0	5	5	0
Holly Hill	5	4	5	9	0
Hunter's Creek	76	2	76	78	0
Ivey Dell	8	2	8	10	0
James F & Celia Ann Cowles	1	3	1	4	0
James Shire Settlement	19	2	19	21	0
Johnson's Meadows	7	0	7	7	0
Joshua's Glen	1	0	1	1	0
King's Village	49	0	50	50	0
Knemeyer-Potter	0	7	0	7	0
Kristiansand	198	6	199	205	0
Lake Toano Estates	130	5	130	135	0
Lakeside West	3	0	3	3	0
Lakeview Estates	0	9	0	9	0
Landis-Brown	5	1	5	6	0
Liberty Crossing	138	31	138	169	244
Longhouse Village	15	0	15	15	0
Magnolia Cove	3	0	3	3	0
Meadow Lake	24	1	24	25	0
Mertens	24	8	24	32	0

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Michelle Point	87	19	88	107	110
Mirror Lakes Estates	241	4	241	245	0
Moss Side	8	0	8	8	0
Norge	8	3	9	12	0
Norge Court	26	3	27	30	0
North Cove	38	4	38	42	0
Norvalia	57	0	57	57	0
Oak Grove	3	0	3	3	0
Oakland	40	3	40	43	0
P.W. Development	3	0	3	3	0
Paul N. Carrithers	15	0	15	15	0
Pendleton, Elijah	4	0	4	4	0
Pineridge	28	3	28	31	0
Piney Woods Estates	0	8	0	8	0
Polk Estates	2	2	2	4	0
Quail Run	6	0	6	6	0
Racefield	99	3	100	103	0
Remington	6	1	6	7	0
Reservoir Ridge	3	0	3	3	0
Riverview Plantation	99	18	99	117	0
Roper, George W. II	2	3	2	5	0
Sand Hill	24	0	24	24	0
Sheppard & Kinley	11	0	11	11	0
Skillman Estates	11	6	11	17	0
Smith, Florence & Betty	4	1	4	5	0
Stephen's Tract & Sycamore Landing	8	3	8	11	0
Stonehouse	572	176	572	748	4411
Temple Hall Estates	59	18	59	77	0
The Pines	6	0	6	6	0
The Retreat	48	21	48	69	0
Toano	4	3	6	9	0
Toano Terrace	24	20	24	44	0
Toano Trace	60	0	60	60	0
Toano Woods	76	0	77	77	0
Tyssen, Henry	5	0	5	5	0
Ware Creek Manor	65	0	65	65	0
Warren Farm Estates	5	4	5	9	0
Weatherly @ Whitehall	12	0	12	12	79
Wellington	241	16	242	258	367
Westbank Farms	22	2	21	23	0
Wexford Hills	64	24	64	88	0
White Hall	85	60	85	145	415
William Lee Tract	44	6	44	50	0
Williamsburg Pottery	0	0	1	1	0
Williamsburg Village @ Norge	57	5	57	62	82

Subdivision	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels	Unit Cap
Willow Pond Estates	1	5	1	6	0
Woodland Farms	84	17	84	101	0
Walnut Grove	0	2	0	2	85
Stonehouse Total	5583	993	5215	6208	7972
<b>Grand Total</b>	<b>30404</b>	<b>3523</b>	<b>24788</b>	<b>28311</b>	<b>22677</b>

**Legend:**

**Residential Unit Count = Number of dwelling units**

**\*(In many cases, there are more than one dwelling unit on a parcel)**

**Vacant Parcels = Parcels that do not have dwelling units**

**Improved Parcels = Parcels that contain at least one dwelling unit**

**Total Parcels = Total vacant and improved parcels**

**Unit Cap = The maximum number of units based on master plans, plats or construction plans**

**\*(Unit caps are not complete for all subdivisions)**

**Notes:**

**1- Larger master planned communities may include single family and multi-family units**

**2- Timeshares are not counted as dwelling units**

**3- Powhatan Secondary and Ford's Colony developments are split between voting districts**

**\*(Unit caps for these two areas are only listed in one district)**

**4- This document is a "work-in progress". Staff will add additional data when available**

PLANNING DIRECTOR'S REPORT  
February 2012

This report summarizes the status of selected Planning Division activities during the past month.

- **New Town.** The Design Review Board did not meet in January. The next meeting is scheduled for February 9. The DRB is considering changes to meeting schedules and fees given that New Town is getting closer to build out. Official meetings in 2012 will be held quarterly rather than monthly with the option of holding special meetings or considering items through e-mail when necessary.
  - **Ordinance Update.** The Board of Supervisors approved the Wireless Communications Facilities ordinance at the January 10<sup>th</sup> meeting. The Board also approved most of the Commercial ordinance changes, with the exception being amendment to Section 24-11. A work session was held on January 24<sup>th</sup> to discuss remaining non-priority items.
  - **Regional Comprehensive Planning Effort.** In January, staff made presentations on the regional comprehensive planning effort at a joint-locality Board of Supervisors meeting and at a Regional Issues Committee meeting. Staff also attended two meetings with the City of Williamsburg and York County staff to plan and organize the four evening Community Forums scheduled for the following dates in February and March:
    - Thursday, February 2 - Riverside/Busch/Marquis area, meeting at Magruder Elementary School Cafetorium
    - Thursday, February 23 - Lightfoot/Pottery/Hill Pleasant Farm area, meeting at Warhill HS Auditorium
    - Monday, February 27 - Northeast Triangle and surrounding areas, meeting at Williamsburg Community Building
    - Thursday, March 15 – exact material to be covered is TBA, meeting at the Tabb Library Meeting Room.
- In addition, a joint Planning Commission meeting is tentatively scheduled for the evening of either April 23<sup>rd</sup> or April 30<sup>th</sup>.
- **Training.** In January, staff attended an American Planning Association webinar on clean energy strategies.
  - **Capital Improvements Program.** The Board of Supervisors received the Commission's Capital Improvements Program recommendations at their January 21<sup>st</sup> budget retreat.
  - **2012 Planning Commission and Development Review Committee Schedule.** Please see the attached 2012 schedule for your review and endorsement.
  - **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
  - **Board Action Results** – January 10<sup>th</sup> and January 24<sup>th</sup> 2012
  - ZO-0010-2011. Wireless Communications Ordinance – Approved 3-1
  - ZO-0004-2011. Commercial Districts
    - Section 24-11. Commercial Special Use Permits – Tied 2-2
    - Section 24-147. Development Review Committee Review Criteria – Approved 3-1
    - LB, Limited Business Districts – Approved 3-1
    - B1, General Business Districts – Approved 3-1
    - M1, Limited Industrial Districts – Approved 3-1
    - M2, General Industrial Districts – Approved 3-1



Allen J. Murphy, Jr.

**Planning Commission**

<u>Meeting Date</u>	<u>Packet Delivery</u>
Jan. 4	Dec. 28
Feb. 1 (6 pm start)	Jan. 25
March 7	Feb. 29
April 4	Feb. 22
May 2	April 25
June 6	May 30
July 11	July 5
Aug. 1	July 25
Sept. 5	Aug. 29
Oct. 3	Sept. 26
Nov. 7	Oct. 31
Dec. 5	Nov. 28
Jan. 9	Jan. 2

**DRC**

<u>Meeting Date</u>	<u>Packet Delivery</u>
Jan. 4	Dec. 28
Jan. 25	Jan. 20
Feb. 29	Feb. 24
March 28	March 23
April 25	April 20
May 30	May 25
June 27	June 22
July 25	July 20
Aug. 29	Aug. 24
Sept. 26	Sept. 21
Oct. 31	Oct. 26
Nov. 28	Nov. 23
Jan. 9, 2013 (6 pm start)	Jan. 2

Jan-12	Column1	Column2	Column3	Column4	Column5	Column6
<u>Case Type</u>	<u>Case Number</u>	<u>Case Title</u>	<u>Address</u>	<u>Description</u>	<u>Full Name</u>	<u>District</u>
Conceptual Plan	C-0001-2012	Branscome and USA Waste of VA Landfills Borrow Pit Progress Reports	700 BLOW FLATS ROAD	Applicant has supplied required annual progress report.	Christy Parrish	05-Roberts
	C-0002-2012	Skating Rink, Richmond Road	6623 RICHMOND ROAD	Applicant proposes altering existing building for a skating rink	Jose Ribeiro	01-Stonehouse
	C-0003-2012	Old Dominion Homes News Road Subdivision	3733 NEWS ROAD	Subdivide the parcel into either 8 single family lots or 5 duplex units.	Leanne Reidenbach	03-Berkeley
	C-0048-2011	Cox Communications Stonehouse Glen Power Supply	9455 FIELDSTONE PARKWAY	Relocating existing Cox power supply from 9316 Stonehouse Glen to rear lot lines of Lots 41 and 42 on Lytham Court	Luke Vinciguerra	01-Stonehouse
	C-0049-2011	Merrimac Trail Medical Office Building	7137 MERRIMAC TRAIL	Medical office building.	Jason Purse	05-Roberts
	C-0050-2011	Mayo Family Subdivision	3406 N RIVERSIDE DR	Applicant proposes family subdivision.	Jose Ribeiro	02-Powhatan
Site Plan	SP-0118-2011	Freedom Park Ropes Course	5537 CENTERVILLE RD	Construction of a ropes course and accompanying infrastructure, including 400-square foot cabin, signage, and trails.	Jason Purse	02-Powhatan
	SP-0119-2011	Tractor Supply Company Lighting SP Amend.	7508 RICHMOND ROAD	Modifying the height and location of multiple site lights to match with what has been built. Required for final CO.	Leanne Reidenbach	01-Stonehouse
	SP-0120-2011	Busch Gardens Royal Palace Expansion	7851 POCAHONTAS TR	Expansion of Royal Theatre Palace seating.	Luke Vinciguerra	05-Roberts
	SP-0121-2011	Clara Byrd Baker ES SP Amend.	3131 IRONBOUND ROAD	Addition of RPP and Enclosure	Jose Ribeiro	03-Berkeley
	SP-0122-2011	Williamsburg Crossing Car Wash SP Amend.	5117 JOHN TYLER HGWY	Addition of a retaining wall behind the building, addition of 1 underground storage tank, change from 1" to a 1 1/2" meter, and reduction in drive aisle island for automatic payment station.	Leanne Reidenbach	03-Berkeley

Special Use Permit	SUP-0012-2011	Ntelos, Route 199 Wireless Communication Facility		Construct a 190-foot tall monopole communications tower with an 8-foot lightning rod and associated ground equipment.	Luke Vinciguerra	02-Powhatan
Subdivision	S-0001-2012	9446 & 9448 Richmond Road	9446 RICHMOND ROAD	Construction of a drive way and minor boundary line adjustments between parcels	Jose Ribeiro	01-Stonehouse

**Planning Commission**

<u>Meeting Date</u>	<u>Packet Delivery</u>
Jan. 4	Dec. 28
Feb. 1 (6 pm start)	Jan. 25
March 7	Feb. 29
April 4	March 28
May 2	April 25
June 6	May 30
July 11	July 5
Aug. 1	July 25
Sept. 5	Aug. 29
Oct. 3	Sept. 26
Nov. 7	Oct. 31
Dec. 5	Nov. 28
Jan. 9	Jan. 2

**DRC**

<u>Meeting Date</u>	<u>Packet Delivery</u>
Jan. 4	Dec. 28
Jan. 25	Jan. 20
Feb. 29	Feb. 24
March 28	March 23
April 25	April 20
May 30	May 25
June 27	June 22
July 25	July 20
Aug. 29	Aug. 24
Sept. 26	Sept. 21
Oct. 31	Oct. 26
Nov. 28	Nov. 23
Jan. 9, 2013 (6 pm start)	Jan. 2