

AGENDA  
JAMES CITY COUNTY PLANNING COMMISSION  
March 4, 2015 – 7:00 p.m.

1. ROLL CALL
2. PUBLIC COMMENT
3. CONSENT AGENDA
  - A. Minutes from the January 7, 2015, Regular Meeting
  - B. Minutes from the January 27, 2015 Joint Work Session with the Board of Supervisors
4. REPORTS OF THE COMMISSION
  - A. Development Review Committee
  - B. Policy Committee
  - C. Regional Issues Committee
  - D. Other Commission Reports
5. PUBLIC HEARINGS
  - A. Case No. SUP-0001-2015, Sprint John Tyler Highway Tower.
  - B. Case No. Z-0009-2014, Stonehouse Planned Unit Development Traffic Proffer Amendment.
  - C. Case No. Z-0005-2014, Peninsula Pentecostals, Kirby Tract.
6. PLANNING COMMISSION CONSIDERATION
  - A. Amendments to the Planning Commission Bylaws
  - B. 2014 Planning Commission Annual Report
7. PLANNING DIRECTOR'S REPORT
8. COMMISSION DISCUSSION AND REQUESTS
9. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE SEVENTH DAY OF JANUARY, TWO-THOUSAND AND FIFTEEN, 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:

Rich Krapf  
Tim O'Connor  
Chris Basic  
Robin Bledsoe  
George Drummond  
John Wright, III  
Heath Richardson

Staff Present:

Paul Holt, Planning Director  
Leanne Pollock, Senior Planner II  
José Ribeiro, Senior Planner II  
Scott Whyte, Senior Landscape Planner II  
Maxwell Hlavin, Assistant County Attorney

Mr. Rich Krapf called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENT

Mr. Krapf opened the public comment.

Ms. Linda Ciffelli, 134 Winston Drive, requested that as the Promenade development moves forward, the Planning Commission and the County ensure that impacts on the Winston Terrace neighborhood be mitigated with adequate buffers.

As no one else wished to speak, Mr. Krapf closed the public comment.

3. CONSENT AGENDA

A. Minutes from the December 1, 2014, Regular Meeting

Ms. Robin Bledsoe moved to approve the Minutes from the December 1, 2014 meeting.

In a unanimous voice vote, the Commission approved the Minutes, 7-0.

4. REPORTS TO THE COMMISSION

A. Development Review Committee

Mr. Chris Basic stated that the Development Review Committee (DRC) met just prior to this Planning Commission Meeting with all five members present to review two cases for action: SP-0100-2014, JCSA Lift Station 4-7 Control Building Replacement and S-0011-2010, Kingsmill (Padgett's Ordinary) Subdivision Ordinance Exception Request.

Mr. Basic stated that the DRC voted 5-0 to recommended approval of SP-0100-2014, JCSA Lift Station 4-7 Control Building Replacement.

Mr. Basic stated that the DRC voted 4-0-1, Mr. O'Connor abstaining, to recommend approval.

Mr. John Wright moved to accept the DRC report.

In a unanimous voice vote, the Commission accepted the DRC Report 6-0-1, Mr. O'Connor abstaining.

### **B. Policy Committee**

Mr. Tim O'Connor stated that the report of the December 1, 2014 Policy Committee meeting was given at the December 3, 2014 Planning Commission meeting. Mr. O'Connor stated that the next Policy Committee meeting would be in January 2015.

### **C. Regional Issues Committee**

Ms. Robin Bledsoe stated that the Regional Issues Committee did not meet in December, but the next meeting is scheduled for January 27, 2014.

## **5. PUBLIC HEARING CASES**

### **A. Case No. Z-0006-2014/SUP-0015-2014, 3116 Ironbound Rd. Contractor's Office**

Ms. Leanne Pollock, Senior Planner II, provided the Commission with a presentation on the proposed rezoning and SUP which would bring the property and its current use into conformance with the Zoning Ordinance.

Mr. Krapf opened the floor to questions for staff.

The Commission and staff discussed the history of the property, noting that the property had changed use many times over the years and at one time did have a Special Use Permit which was not renewed when the property changed use for the contractor's office.

Mr. Krapf called for disclosures from the Commissioners.

Mr. Wright, Ms. Bledsoe and Mr. O'Connor noted that they had spoken with the applicant individually.

Mr. Krapf noted that the public hearing was opened at the November 5, 2014 meeting and remains open.

Mr. Krapf inquired if the applicant wished to speak.

Mr. Vernon Geddy, III, Geddy, Harris, Franck & Hickman, LLP, stated that he represents the property owner Henry Branscome. Mr. Geddy stated that the purpose of requesting a rezoning

and a special use permit was to bring the property in to conformance with the Zoning Ordinance going forward. Mr. Geddy made a presentation to the Commission on improvements that would be made to the landscaping on the property to mitigate impacts on the adjacent properties. Mr. Geddy noted that the property owner had agreed to proffer a condition which would limit the types of uses allowed on the property based on traffic generation rates.

Mr. Krapf inquired if there were any questions for the applicant.

Ms. Bledsoe inquired whether the proffered conditions would be binding if the property were sold.

Mr. Geddy responded that the proffers run with the land and would be binding on future owners.

Mr. Wright inquired about the type of equipment to be stored on the property and where it would be stored.

Mr. Geddy responded that any equipment would be stored in the warehouse building.

Mr. O'Connor inquired about the recommended potential access point at the adjacent shopping center.

Mr. Geddy stated that the grocery store had voiced objections to that plan.

Mr. O'Connor inquired about the recommended handicapped parking.

Mr. Geddy stated that it would be on the final site plan.

Mr. Krapf inquired if anyone else wished to speak.

As no one wished to speak, Mr. Krapf closed the public hearing.

Mr. Krapf opened the floor for discussion by the Commission.

The Commission discussed the benefits of the pre-application process in bringing a stronger case before the Commission.

Mr. Basic moved to recommend approval of Z-0006-2014/SUP-0015-2014, 3116 Ironbound Rd. Contractor's Office.

On a roll call vote, the Planning Commission voted to recommend approval of Z-0006-2014/SUP-0015-2014 with the conditions in the staff report by a vote of 7-0.

**B. Case No. SUP-0004-2012, HRSD Sanitary Sewer Force Main Replacement**

Mr. O'Connor stated that he would recuse himself from discussion and voting on this case.

Mr. José Ribeiro, Senior Planner II, provided a report to the Commission on the Hampton Roads Sanitation District (HRSD) proposal to replace ±7,000 linear feet of existing sanitary sewer force main located between the Wareham's Pond Recreation Center in Kingsmill and HRSD's Williamsburg Treatment Plant.

Mr. Max Hlavin, Assistant County Attorney, provided the Commission with an overview of the process that is required for the pipeline easement on the property in the Carter's Grove Agricultural and Forestal District (AFD).

Mr. Krapf inquired if there were questions from the Commission.

Staff and the Commission discussed the route of the pipeline in relation to the Carter's Grove County Road. Staff noted that the existing and proposed alignment would not run along the Country Road. Staff and the Commission discussed the clearing required for the new alignment. Staff noted that the temporary construction easement area would be replanted. Staff and the Commission also discussed the archeological surveys on the property. It was noted that the archeological surveys have been completed and that staff is ensuring all the work is reviewed by the Department of Historic Resources. The Commission and staff also discussed the process for completing the environmental inventory.

Mr. Krapf called for disclosures from the Commissioners.

There were no disclosures.

Mr. Krapf opened the public hearing.

Mr. Krapf inquired if the applicant wished to speak.

Mr. Eddie Abisaab, representing HRSD, stated that this project is a consent decree requirement that the HRSD is mandated to complete.

Mr. Krapf inquired if there were any questions for the applicant.

Ms. Bledsoe noted that the requirements stipulated selecting a site that did not impact residential area or environmentally sensitive areas and inquired how the site was selected.

Mr. Abisaab responded that the site allowed for a design that was of minimum impact.

The Commission and the applicant discussed the process for how the old pipeline would be removed or abandoned. It was noted that the old pipe would be filled rather than having to remove it and disturb sensitive areas.

The Commission and the applicant also discussed the proximity of the work to residential areas. It was noted that there was a substantial tree buffer between the site and the nearest residential area.

Mr. Basic requested that staff ensure that the replanting along Wareham's Pond Road be evergreen to minimize the impact on properties in that area.

Mr. Krapf inquired if anyone else wished to speak.

As no one else wished to speak, Mr. Krapf closed the public hearing.

Mr. Krapf opened the floor to discussion by the Commission.

The Commission noted replacement of the aging infrastructure is necessary to prevent a catastrophic failure. The Commission further noted appreciation for the efforts of the HRSD in minimizing the impacts of the project on the properties and the surrounding residential areas.

Ms. Bledsoe moved to recommend approval of SUP-0004-2012, HRSD Sanitary Sewer Force Main Replacement.

On a roll call vote, the Planning Commission voted to recommend approval of SUP-0004-2012 with the conditions in the staff report by a vote of 6-0-1, Mr. O'Connor abstaining.

**C. Case No. SUP-0016-2014, Top Notch Tree Service**

Mr. Scott Whyte, Senior Landscape Planner II, provided a report to the Commission on the proposal to allow a contractor's office with equipment storage and outdoor storage associated with a tree care business on a parcel located at 4680 Fenton Mill Road.

Mr. Krapf inquired if there were any questions from the Commission.

The Commission and staff discussed the nature of the RPA violation and the mitigation plan. Staff noted that it would be preferable to handle the mitigation through the SUP process; however, a mitigation plan would be required whether the SUP is approved or not.

Mr. Krapf called for disclosures from the Commissioners.

There were no disclosures.

Mr. Krapf opened the public hearing.

Mr. William Apperson, 4900 Fenton Mill Road, spoke in support of the SUP application.

Mr. Krapf closed the public hearing.

Mr. Krapf opened the floor for discussion by the Commission.

The Commission expressed support of the application and appreciation for the adjacent property owner's support.

Mr. Heath Richardson moved to recommend approval of SUP-0016-2014, Top Notch Tree Service.

On a roll call vote, the Planning Commission voted to recommend approval of SUP-0016-2014 with the conditions in the staff report by a vote of 7-0.

## **6. PLANNING COMMISSION CONSIDERATION**

### **A. Proposed Amendments to the Planning Commission Bylaws**

Mr. Paul Holt, Planning Director, provided an overview of the proposed changes to the Planning Commission Bylaws which include discussion of changes to the speaker policy; an adjustment to the Capital Improvement Program (CIP) timeline; changing the annual organizational meeting to a special meeting the third week of March; and referencing the ability of a commissioner to attend meetings electronically. Mr. Holt noted that the Commission would review the changes at this meeting and develop a recommendation which would be voted on at the February meeting in compliance with the required thirty-day notice.

The Commission discussed the amendment to Article III, Item 4 which would allow a commissioner to participate in a meeting electronically. Clarification was provided by the County Attorney's Office on the notice, location and technology requirements which would allow a commissioner to participate in discussion and voting. It was also clarified that by incorporating this reference in the Bylaws, it would set the framework for development of the policy on electronic participation. The Commission confirmed that the proposed revision would be acceptable.

The Commission discussed the amendment to Article III, Item 6 which would move the annual organizational meeting to the third week of March. It was noted that this change is crucial to the work of the Policy Committee in regard to the CIP review. The Commission confirmed that the proposed revision would be acceptable.

The Commission discussed a potential amendment to Article VI, regarding times allotted for public hearing speakers. The Commissioners noted that it is important to ensure that the voices of those most impacted by a proposal have adequate opportunity to present their case. The Commission determined that the time limits should remain as written; however, should problems arise, they could be reconsidered at the next annual review.

Mr. Krapf noted that the Board of Supervisors had recently amended the times allotted for general public comment. Mr. Krapf inquired if the Commission should follow suit. Mr. Krapf noted that this would not require an amendment to the Bylaws.

The Commission determined that the general public comment time limits should not be changed.

Mr. Richardson recommended that the Bylaws be updated to reference the 11<sup>th</sup> edition of Robert's Rules of Order. Mr. Holt stated that staff would follow up with the County Attorney's Office to determine if that change is necessary.

**7. PLANNING DIRECTOR'S REPORT**

Mr. Holt stated that there was nothing more to add other than what was submitted in the Planning Commission packet.

**8. COMMISSION DISCUSSION AND REQUESTS**

Mr. Krapf stated that the Board of Supervisors representative for February is Chris Basic.

Mr. Krapf also noted that the Planning Commission Working Group would meet on January 15 at 4:00 p.m. immediately following a 3:00 p.m. Policy Committee meeting.

Mr. Krapf noted that there would also be a Planning Commission Working Group meeting on January 22 in preparation for the Joint Work Session with the Board of Supervisors on January 27.

Mr. O'Connor noted that he might not be able to attend the meetings on January 15 and that Ms. Bledsoe had agreed to chair the Policy Committee meeting.

**9. ADJOURNMENT**

Ms. Bledsoe moved to adjourn and continue the meeting to the Joint Work Session with the Board of Supervisors on January 27.

The meeting was adjourned at approximately 8:29 p.m.

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Richard Krapf, Chairman

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Paul D. Holt, III, Secretary

**SPECIAL USE PERMIT-0001-2015. Sprint John Tyler Highway Tower  
Staff Report for the March 4, 2015 Planning Commission Public Hearing**

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*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.*

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**PUBLIC HEARINGS**

Planning Commission:  
Board of Supervisors:

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

March 4, 2015, 7:00 p.m.  
April 14, 2015, 6:30 p.m. (tentative)

**SUMMARY FACTS**

Applicant: Mr. Philip Stetler of Site Link Wireless

Land Owner: Sheila and Axel Nixon

Proposal: Addition of three panel antennas on an existing +/-121' monopole tower

Location: 4311 John Tyler Highway

Tax Map/Parcel Nos.: 4620100020

Parcel Size: +/-12.96 acres

Zoning: R-8, Rural Residential

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

**STAFF RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and consistent with the 2009 Comprehensive Plan. Staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors with the conditions listed in the staff report.

Staff Contact: Savannah Pietrowski Phone: 253-6882

**PROJECT DESCRIPTION**

Mr. Philip Stetler of Site Link Wireless has applied on behalf of Sprint for a Special Use Permit (SUP) to allow the addition of three panel antennas to an existing +/-121' monopole tower located at 4311 John Tyler Hwy. The tower was originally built in 1998 and permitted by-right as a camouflaged tower in the R-8, Rural Residential district. Due to changes in the Zoning Ordinance, a special use permit is now required. The purpose of this application is to bring the tower into conformance and allow expansion of the use for the additional antennas. The additional antennas are proposed to be mounted on the existing array at the top of the tower at a height of 118 feet and will not change the total height of the tower.

**Surrounding Zoning and Land Use**

The site is bordered to the east by the James City Service Authority Water Treatment Facility (zoned R-8, Rural Residential and designated Federal, State and County Land), as well as additional County-owned property to the south (zoned PL, Public Lands and designated Park, Public or Semi-public Open Space). Located to the west is additional vacant property (zoned R-1, Limited Residential and designated Low Density Residential). Other smaller surrounding properties are zoned R-8 and designated Low Density Residential. Also nearby are the Chanco's Grant subdivision to the southeast (zoned R-8 and designated

Low Density Residential), St. George's Hundred to the west (zoned R-1 and designated Low Density Residential), and Clara Byrd Baker Elementary School to the east (zoned PL and designated Federal, State and County Land).

## **PUBLIC IMPACTS**

### **Engineering and Resource Protection, Public Utilities and Transportation**

The site is located in the Powhatan Creek Watershed. The Engineering and Resource Protection Division did not review this application as the tower is existing, and there is no land disturbance proposed with this application. The site is located inside the Primary Service Area. The James City Service Authority did not review this application as it does not generate additional need for the use of public utilities. The Virginia Department of Transportation did not review this application as it does not create significant additional vehicular trips in the area. The site will continue to be accessed via an existing driveway off of John Tyler Highway.

### **VISUAL IMPACTS**

The proposed tower is located on the south-eastern portion of the property and is surrounded by a wooded buffer. The tower is located approximately 1,000 feet from John Tyler Highway and approximately 2,000 feet from Ironbound Road. The tower is approximately 400 feet from the nearest residence in Chanco's Grant. The base and the equipment enclosures of the existing tower are not visible from surrounding properties given the distance to property lines and the wooded nature of the property. The tower is not visible from surrounding residential areas or the Five Forks Community Character Area. The top of the tower is visible from a portion of Ironbound Road as well as points inside the Clara Byrd Baker Elementary School site. Photographs illustrating the view of the tower from these locations are attached. A condition has also been included with this application requiring the tower and any proposed antennas to be muted in color to minimize the visual impacts.

### **PERFORMANCE STANDARDS**

The James City County Board of Supervisors adopted several performance standards for WCFs (Attachment 4). These standards note that tower mounted WCFs should be located and designed in a manner that minimizes their impacts to the maximum extent possible and minimizes their presence in areas where they would depart from existing and future patterns of development. While all standards support the goals outlined in the Comprehensive Plan, some may be more critical to the County's ability to achieve these goals on a case-by-case basis. Therefore, some standards may be weighed more heavily in any recommendation or decision on an SUP. To date, towers granted an SUP have substantially met these standards.

#### **A. Collocation and Alternative Analysis**

Standard A1 encourages collocation. This application meets this standard, as the proposal is for collocation on an existing tower.

Standard A2 pertains to the demonstration of a need for the proposal and the examination of alternatives, including using alternative mounting structures. Staff finds that the proposal meets the intent of this standard, as it is utilizing an existing tower.

Standard A3 recommends that the site be able to contain at least two towers on site to minimize the need for additional towers elsewhere. This application meets this standard, as there is a second tower already existing on the site.

Standard A4 pertains to the allowance of future service providers to collocate on the tower. The applicant is willing and able to allow collocation for additional wireless carriers.

B. Location and Design

Performance standard B1 states that towers and tower sites should be consistent with existing and future surrounding development and the Comprehensive Plan. More specifically, towers should be compatible with the use, scale, height, size, design and character of surrounding existing and future uses. The tower is slightly taller than the existing tree line and nearby buildings. The tower is not visible from most surrounding areas and it is unlikely the tower would be visible to any future development as a large portion of the area surrounding the site is designated as RPA.

Performance Standard B2 states that towers should be located in a manner that use a camouflaged design or have minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas, or scenic resource corridors. Staff finds the tower does not impact any residential areas or historic and scenic resource areas. Staff acknowledges that the tower is visible from the Ironbound Road Community Character Corridor; however, a condition has been included with the application requiring the tower and any proposed antennas to be muted in color to minimize the visual impacts. There will be no adverse impacts to archeological or architectural resources as there is no change in the site footprint or additional land disturbing activity.

Performance Standard B3 states that towers should be less than 200 feet to avoid lighting. This application meets this standard.

Performance Standard B4 states that towers should be freestanding and not supported by guy wires. This application meets this standard.

C. Buffering

The Performance Standards state that towers should be placed on a site in a manner that maximizes buffering from existing trees, including a recommended 100-foot wide wooded buffer around the base of the tower, and that the access drive should be designed in a manner that provides no off-site view of the tower base or related facilities. The tower is buffered from adjacent properties by existing trees. The road access is internal to the site, and the base of the tower is surrounded by a fence enclosure. Staff considers this standard to be met by the application.

**COMPREHENSIVE PLAN**

The 2009 James City County Comprehensive Plan Land Use Map designates this property as Low Density Residential. Recommended uses are primarily residential but schools, churches and very limited commercial uses are also allowed. In general, the Comprehensive Plan discusses minimizing the impacts of newly approved wireless communications facilities (WCFs).

**Staff Comments:** As discussed earlier, staff finds the tower is not visible from nearby residential areas and is generally unnoticeable to the casual observer from the visibility points on Ironbound Road and the Clara Byrd Baker Elementary School site. Also, the property is surrounded by a significant wooded buffer, of which a large portion is designated Resource Protection Area (RPA) which will further protect the current buffering. A condition has also been included with this application requiring the tower and any proposed antennas to be muted in color to minimize the visual impacts.

**RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and consistent with the 2009 Comprehensive Plan. Staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors with the conditions listed in the staff report.

1. *Master Plan and Use:* This Special Use Permit (the “SUP”) shall be valid for one monopole tower on the Property at a total height not to exceed 121 feet above grade, including all appurtenances (the “Project”). The Project shall be in accord with the Master Plan with such minor changes as the Director of Planning, or his designee, determines do not change the basic concept or character of the

development. In the event that Director of Planning finds that the proposed change alters the basic concept or character of the development the applicant may appeal the Director of Planning's determination to the Development Review Committee.

2. Enclosure: All equipment shall be enclosed by fencing. Any new or replacement fencing shall be vinyl-coated and shall be dark green or black in color. Any new or replacement fencing shall be approved by the Director of Planning, or his designee, prior to final site plan approval.
3. Tower Color: The tower and all appurtenances shall be painted gray in color and match the existing tower. Any paint color used shall be approved by the Director of Planning, or his designee, prior to final site plan approval.
4. Lighting: Lighting, beacons and other similar devices shall be prohibited on the Project unless required by the Federal Communications Commission (FCC) or Federal Aviation Administration (FAA). When required by the FCC or FAA, a red beacon light or lights of low-medium intensity shall be used rather than a white strobe light. Should the regulations and requirements of this condition conflict with any regulation or requirement by the FCC or FAA, then the regulations of the FCC and FAA shall govern. At the time of site plan review, a copy of the FCC and/or FAA findings shall be provided to the County.
5. Buffer: The wooded buffer on the Property, as shown on Exhibit A, shall remain in an undisturbed state. The Director of Planning, or his designee, shall approve any tree trimming or clearing plan.
6. Commencement: A final building inspection for the antennas shall be obtained within twenty-four (24) months from the date of the issuance of this SUP, or the SUP shall be void.
7. Severance Clause: This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.



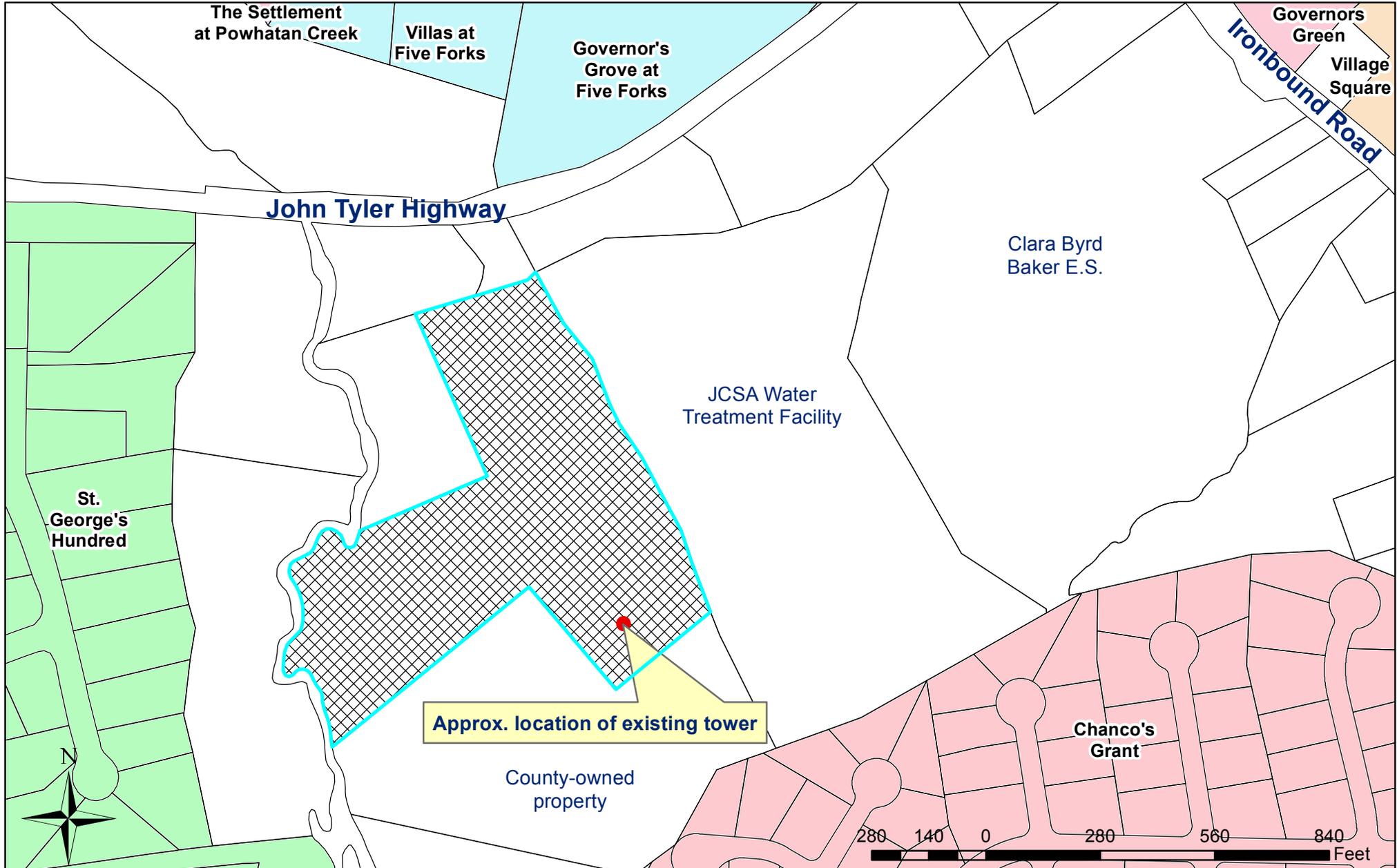
Savannah Pietrowski

ATTACHMENTS:

1. Location Map
2. Master Plan
3. Exhibit A Wooded Buffer
4. Photos of existing tower
5. Performance Standards for Wireless Communications Facilities that Require a Special Use Permit, approved by the Board of Supervisors on January 10, 2012

# JCC-SUP-0001-2015

## Sprint John Tyler Highway Tower



# JCC-SUP-0001-2015

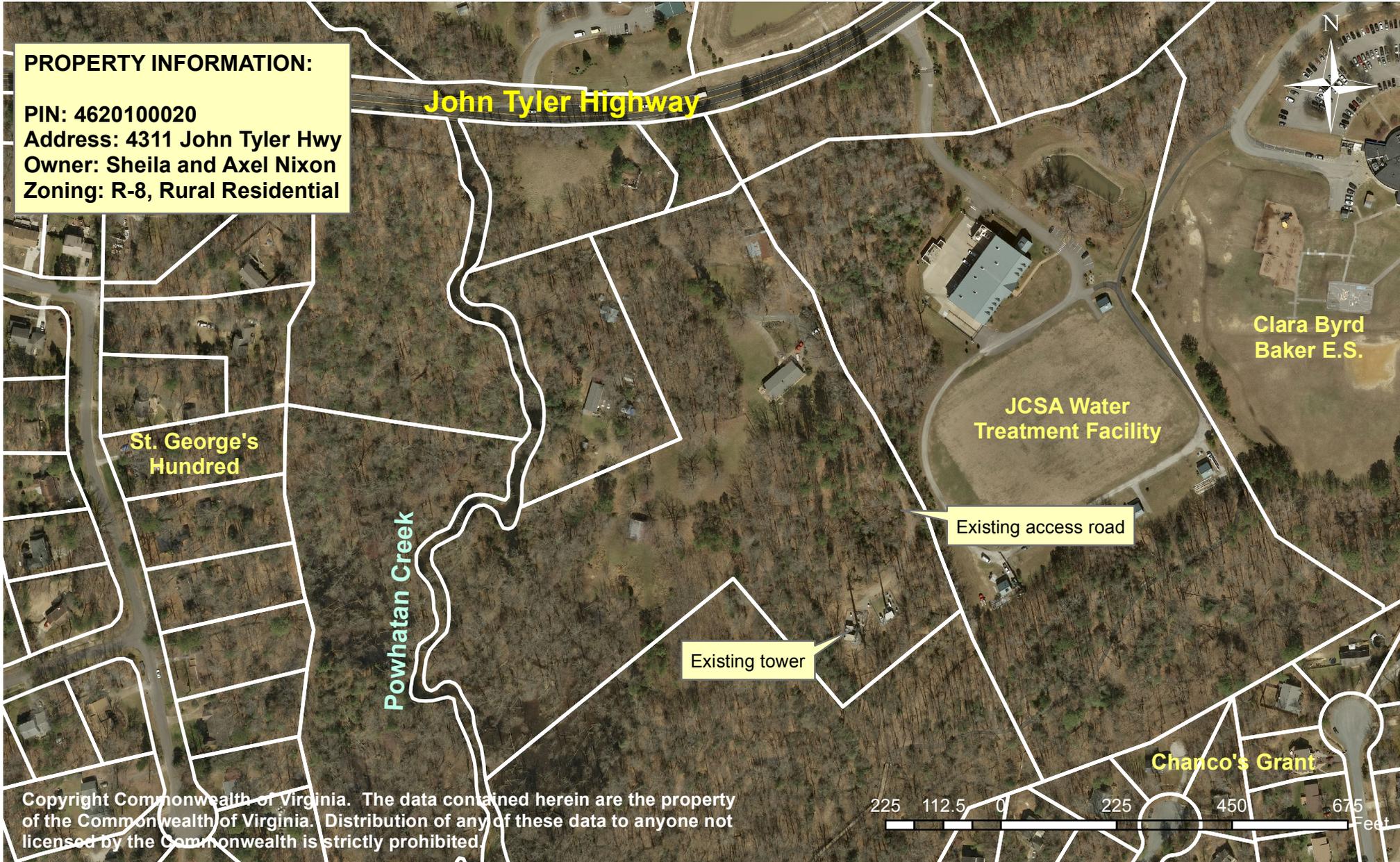
## Sprint John Tyler Highway Tower

### Master Plan



#### PROPERTY INFORMATION:

PIN: 4620100020  
Address: 4311 John Tyler Hwy  
Owner: Sheila and Axel Nixon  
Zoning: R-8, Rural Residential



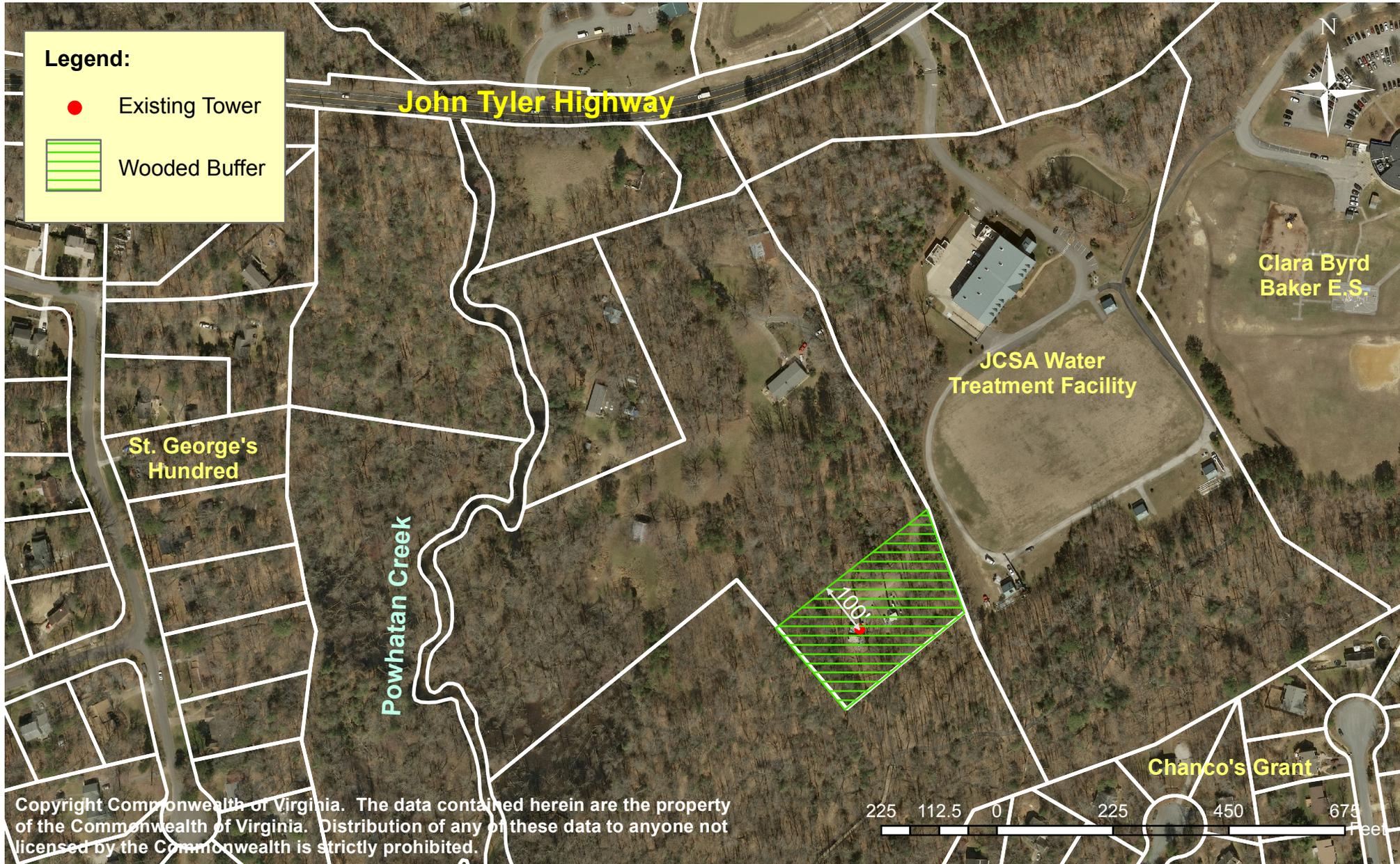
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# JCC-SUP-0001-2015

## Sprint John Tyler Highway Tower

### Exhibit A





View from the rear of Clara Byrd Baker Elementary School.



View from office building across Ironbound Road.

**PERFORMANCE STANDARDS FOR WIRELESS COMMUNICATIONS FACILITIES  
THAT REQUIRE A SPECIAL USE PERMIT**

**January 10, 2012**

In order to maintain the integrity of the James City County's significant historic, natural, rural and scenic resources, to preserve its existing aesthetic quality and its landscape, to maintain its quality of life and to protect its health, safety, general welfare, and property values, wireless communications facilities (WCFs) should be located and designed in a manner that minimizes their impacts to the maximum extent possible and minimizes their presence in areas where they would depart from existing and future patterns of development. To implement these goals, the Planning Commission and the Board of Supervisors have adopted these performance standards for use in evaluating special use permit applications for WCFs. While all of the standards support these goals, some may be more critical to the County's ability to achieve these goals on a case by case basis. Therefore, some standards may be weighed more heavily in any recommendation or decision on a special use permit, and cases that meet a majority of the standards may or may not be approved. The terms used in these standards shall have the same definition as those same terms in the Zoning Ordinance. In considering an application for a special use permit, the Planning Commission and the Board of Supervisors will consider the extent to which an application meets the following performance standards:

A. Collocation and Alternatives Analysis

1. Applicants should provide verifiable evidence that they have cooperated with others in co-locating additional antenna on both existing and proposed structures and replacing existing towers with ones with greater co-location capabilities. It should be demonstrated by verifiable evidence that such co-locations or existing tower replacements are not feasible, and that proposed new sites contribute to the goal of minimizing new tower sites.
2. Applicants should demonstrate the following:
  - a. That all existing WCFs and potential alternative mounting structures more than 60 feet tall within a three-mile radius of the proposed site for a new WCF cannot provide adequate service coverage or an antenna mounting opportunity.
  - b. That adequate service coverage cannot be provided through an increase in transmission power, replacement of an existing WCF within a three mile radius of the site of the proposed WCF, or through the use of a camouflaged WCF, alternative mounting structure, multi-antenna system or a system that uses lower antenna heights than proposed.
  - c. The radii of these study areas may be reduced where the intended coverage of the proposed WCF is less than three miles.
3. Towers should be sited in a manner that allows placement of additional WCF facilities. A minimum of two tower locations, each meeting all of the requirements of the Zoning Ordinance and these standards, should be provided at all newly approved tower sites.
4. All newly permitted towers should be capable of accommodating enough antennas for at least three service providers or two service providers and one government agency. Exceptions may be made where shorter heights are used to achieve minimal intrusion of the tower as described in Section B.2. below.

B. Location and Design

1. WCFs should be consistent with existing and future surrounding development and the Comprehensive Plan. While the Comprehensive Plan should be consulted to determine all applicable land use principles, goals, objectives, strategies, development standards, and other policies, certain policies in the Plan will frequently apply. Some of these include the following: (1) WCFs should be compatible with the use, scale, height, size, design and character of surrounding existing and future uses, and such uses that are generally located in the land use designation in which the WCF would be located; and (2) WCFs should be located and designed in a manner that protects the character of the County's Community Character Corridors and historic and scenic resource areas and their view sheds.

2. WCFs should be located and designed consistent with the following criteria:

<i>Proposed Location of WCF</i>	<i>Impact Criteria</i>
<i>a. Within a residential zone or residential designation in the Comprehensive Plan</i>	<i>Use a camouflage design, a well buffered slickstick, Multi-Antenna system, or have a minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas, or community character corridors.</i>
<i>b. Near a historic or scenic resource area or on a Community Character Corridor</i>	<i>Use a camouflaged design or slicksticks that have minimal intrusion on to residential areas, historic and scenic resources areas or on community character corridors.</i>
<i>c. Within a rural lands designation in the Comprehensive Plan</i>	<i>For areas designated rural lands in the Comprehensive Plan that are within 1,500 feet from the tower, use a well buffered monopole, a camouflaged design, or other design that has minimal intrusion on to residential areas, or community character corridors.</i>  <i>For rural lands more than 1,500 feet from the tower, no more than the upper 25% of the tower should be visible.</i>
<i>d. Within a commercial or in an industrial designation in the Comprehensive Plan</i>	<i>Use a camouflage design, well buffered monopole, or other design that has minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas, or community character corridors.</i>

*Notes for the above table:*

1. Exceptions to these criteria may be made on a case by case basis where the impact of the proposed WCF is only on the following areas: (1) An area designated residential on the Comprehensive Plan or zoning map which is not a logical extension of a residential subdivision or which is a transitional area between residential and nonresidential uses, (2) a golf course or a golf course and some combination of commercial areas, industrial areas, or utility easements, provided the tower is located on the golf course property, or (3) a scenic easement.

2. A *WCF* will meet the minimal intrusion criteria if it is not visible off site above the tree line. Such *WCF* should only be visible off-site when viewed through surrounding trees that have shed their leaves.
3. Camouflaged towers having the design of a tree should be compatible in scale and species with surrounding natural trees or trees native to Eastern Virginia.
4. *WCFs* should be less than 200 feet in height in order to avoid the need for lighting. Taller heights may be acceptable where views of the *WCF* from residential areas and public roads are very limited. At a minimum, *WCFs* 200 feet or more in height should exceed the location standards listed above.
5. Towers should be freestanding and not supported with guy wires.

C. Buffering

1. *WCFs* should be placed on a site in a manner that takes maximum advantage of existing trees, vegetation and structures so as to screen as much of the entire *WCF* as possible from view from adjacent properties and public roads. Access drives should be designed in a manner that provides no view of the *WCFs* base or related facilities.



Figure 1: Example of a well buffered slickstick with minimal intrusion

2. Towers should be buffered from adjacent land uses and public roads as much as possible. Following buffer widths and standards should be met:
  - a. In or adjacent to residential or agricultural zoning districts, areas designated residential or rural lands on the Comprehensive Plan, historic or scenic resource areas, or community character corridors, an undisturbed, completely wooded buffer consisting of existing mature trees at least 100 feet wide should be provided around the tower.
  - b. In or adjacent to all other areas, at least a 50 foot wide vegetative buffer consisting of a mix of deciduous and evergreen trees native to Eastern Virginia should be provided.

**REZONING-0009-2014: Stonehouse Traffic Proffer Amendment**  
**Staff Report for the March 4, 2015 Planning Commission Public Hearing**

This staff report was 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.

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**PUBLIC HEARINGS** Building F Board Room; County Government Complex  
Planning Commission: March 4, 2015, 7:00 p.m.  
April 1, 2015 (tentative)  
Board of Supervisors: May 12, 2015, 7:00 p.m. (tentative)

**SUMMARY FACTS**

Applicant: Mr. Vernon M. Geddy, III  
Land Owner: GS Stonehouse Green Land Sub LLC, GS Stonehouse Green Land Sub 2 LLC and GS Stonehouse Green Land Sub 3 LLC  
Proposal: Amend the proffers to change the phasing of the traffic improvements and to revise language related to the construction of Mt. Laurel Road  
Location: The portion of the Stonehouse Planned Unit Development currently owned or successors in ownership to GS Stonehouse Green Land Sub  
Parcel Size: Approximately 4,639 acres  
Existing Zoning: PUD, Planned Unit Development, with proffers  
Proposed Zoning: PUD, Planned Unit Development, with proffers  
Comprehensive Plan: Mixed Use, Low Density Residential, Conservation Area  
Primary Service Area: Inside

**STAFF RECOMMENDATION**

The applicant has requested deferral of this application to the April 1, 2015 Planning Commission meeting to have additional time to address comments on the proffer set. Staff supports the applicant's request.

Staff Contact: Ellen Cook

Phone: 253-6693

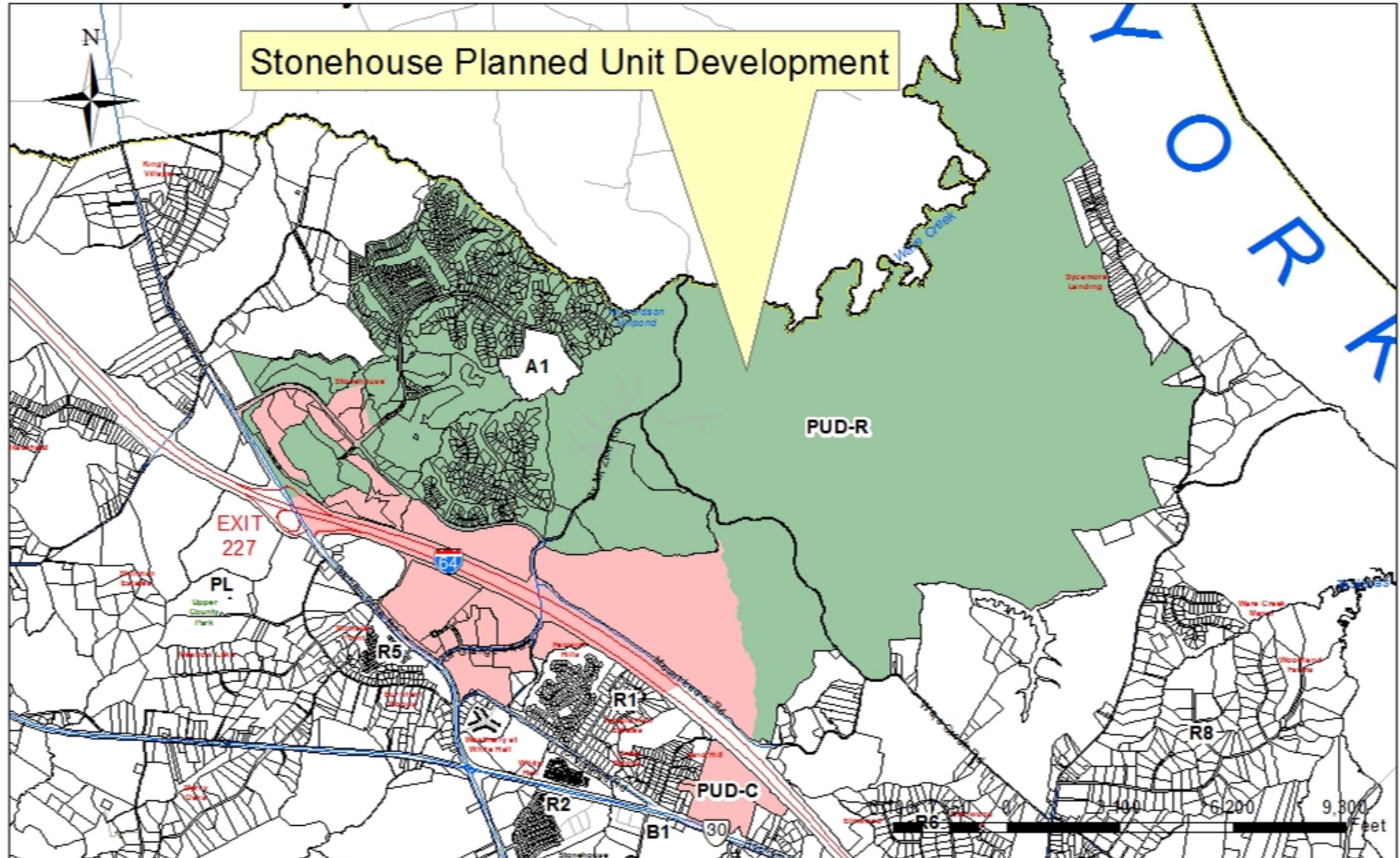
  
Ellen Cook

Attachments:

1. Location map
2. Deferral request letter

# JCC-Z-0009-2014

# Stonehouse Traffic Proffer Amend.



## Ellen Cook

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**From:** Vernon Geddy <[vgeddy@ghfhlaw.com](mailto:vgeddy@ghfhlaw.com)>  
**Sent:** Tuesday, February 24, 2015 3:01 PM  
**To:** Ellen Cook  
**Cc:** Mike Etchemendy  
**Subject:** Stonehouse Proffer Amendment

Ellen, pursuant to the discussion at our meeting last week, I am writing to confirm that we would like to proceed to the April Planning Commission public hearing and defer consideration of the case at the March meeting. Thanks, Vernon

Vernon M. Geddy, III  
Geddy, Harris, Franck & Hickman, LLP  
1177 Jamestown Road  
Williamsburg, Virginia 23185  
757-220-6500  
[vgeddy@ghfhlaw.com](mailto:vgeddy@ghfhlaw.com)

**REZONING-0005-2014: Peninsula Pentecostals, Kirby Tract**  
**Staff Report for the March 4, 2015 Planning Commission Public Hearing**

This staff report was 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.

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**PUBLIC HEARINGS** Building F Board Room; County Government Complex  
Planning Commission: March 4, 2015, 7:00 p.m.  
Board of Supervisors: April 14, 2015, 7:00 p.m. (tentative)

**SUMMARY FACTS**

Applicant: Mr. Tim Trant of Kaufman and Canoles  
Land Owner: Green Mount Associates, L.L.C.  
Proposal: 130,000 square foot place of public assembly, day care center for up to 150 children, and up to 30,000 square feet of commercial uses  
Location: 9230, 9240 and 9250 Pocahontas Trail  
Tax Map/Parcel No.: 6010100006, 6010100007 and 6010100008  
Parcel Size: 40.3 acres  
Existing Zoning: M-2, General Industrial  
Proposed Zoning: MU, Mixed Use with proffers  
Comprehensive Plan: Mixed Use (GreenMount Mixed Use Area)  
Primary Service Area: Inside

**STAFF RECOMMENDATION**

This property is zoned, M-2, General Industrial, which is the only exclusively industrial zone in the County, provides a significant source of revenue to the County’s tax base, and is limited in the amount remaining. This property is also included in the County’s designated Enterprise Zone. While the Comprehensive Plan designation was changed to Mixed Use in 2003, the Mixed Use language still lists “industrial uses” as a primary recommended use for this area. Should this proposal be approved, it would result in the loss of M-2 zoned land through a rezoning proposal that does not include any of the recommended industrial component. Overall, staff does not find this development proposal consistent with the GreenMount Mixed Use description in terms of uses and the nature of the development. Staff also has remaining concerns about the degree to which the project is addressing reservoir protection and the right-of-way for Skiffes Creek Connector. It is also expected that at Phase 3 of build-out of the place of public assembly, through movements on Pocahontas Trail at certain times on Sunday will be affected (through police traffic control or similar measures), and staff has remaining concerns about whether the proffers adequately address minimizing these affects. Staff recommends the James City County Planning Commission recommend denial of this application to the Board of Supervisors.

Staff Contact: Ellen Cook Phone: 253-6693

**Proffers:** Proffers are signed and submitted in accordance with the James City County Proffer Policy.

**PROJECT DESCRIPTION**

Mr. Tim Trant of Kaufman and Canoles, has applied for a rezoning from M-2, General Industrial to MU, Mixed

Use for three parcels located on Pocahontas Trail in the GreenMount Industrial Park. On the western parcel, the proposed use is a place of public assembly to be constructed in three phases which would ultimately total 130,000 square feet and have a seating capacity of 2,400 seats. A child day care center with a maximum proffered enrollment of 150 children is also proposed within the public assembly structure. Finally, this use also includes an accessory apartment, an accessory Family Life Center with activities space, a utility structure and multi-purpose fields. The master plan depicts a future building between the place of public assembly and the Family Life Center, and the construction phasing schedule submitted by the applicant in accordance with Section 24-515(a)(2) of the Zoning Ordinance (attachment #8), states that this area would be constructed as part of Phase 3 as additional administration and day care area. For the uses on this western parcel, the master plan depicts the proposed site layout, including the general building locations and parking areas. In addition, for the uses, provisions have been made in the proffers for consistency of the built structure with the architectural elevations that have been submitted; specific signage style, height, materials and architectural character; and minimization of glare from exterior lighting on adjacent properties.

On the middle and eastern properties, the proposed use is a grouping of commercial uses, to potentially include up to 30,000 square feet of retail, to include a restaurant and a convenience store with sale of fuel. Compared with other significant commercial proposals (Williamsburg Pottery, Candle Factory, Lightfoot Marketplace, Courthouse Commons, etc.), staff finds there is less detail provided on a number of aspects, as follows:

- The master plan does not depict a proposed site layout for the grouping of commercial uses. The submitted proffers provide for administrative review in the form of submission of a concept plan to the County prior to development, but no specifics are provided as to the content or development intent.
- The proffers do not include a commitment to design guidelines in accordance with the County's adopted policy on supplemental submittal requirements. The submitted proffers provide for administrative review of architectural elevations for the uses on these parcels "so as to have a common architectural character which is complementary to the architectural character of the improvements located on Lot P-1 (*the western parcel*).” Design guidelines typically provide information on general building location and massing, internal circulation/connections, Community Character Corridor and other landscaping, signage, open spaces, and a more specific description of the intended architecture.
- A traffic study and a stormwater management approach for all development components (see additional information below).

The project is located on parcels that are partially wooded and partially cleared cropland, and are encumbered by a high voltage electricity transmission line easement. The project is across Pocahontas Trail from other parcels in the Green Mount Industrial Park, which are zoned M-2, General Industrial and designated General Industry. To the north of the project is a vacant 103-acre parcel which is zoned M-2, General Industrial and designated General Industry. To the east of the project is the Skiffes Creek Reservoir and associated buffer land owned by the City of Newport News, which is zoned M-2, General Industrial and designated General Industry. To the west of the project are the Skiffes Creek and Carters Village townhouse communities which are zoned R-5, Multifamily Residential and designated Moderate Density Residential. To the southwest is the Morning Star Baptist Church which is zoned M-2, General Industrial and designated General Industry. Pocahontas Trail is designated by the Comprehensive Plan as a Community Character Corridor.

## **PUBLIC IMPACTS**

### **Archaeology**

Over the years, several archaeological investigations have taken place on this property. The primary study, conducted in 1999, was a Phase I investigation of the entire property. Other studies have been associated with investigations of specific road alignments and have covered portions of the property. In connection with this application, Circa Cultural Resources Management provided a summary of the studies, noting that there was one site, JCC1024, which had been recommended to potentially be eligible for nomination to the national register of historic places, one site, JCC1028, for which no further work was recommended, and a number of other sites that had positive shovel tests, some of which were grouped in one location but which had not been assigned a site number through the Virginia Department of Historic Preservation (VDHR). The Circa summary was submitted

to VDHR, which concurred with Circa that either avoidance or further work on JCC1024 was warranted, and further recommended that the grouping of positive shovel tests be investigated and delineated. The submitted proffers include a commitment to addressing the two areas recommended for further action by VDHR.

### **Engineering and Resource Protection**

#### **Watershed:** Skiffes Creek

The applicant has submitted information in accordance with the Environmental Constraints Analysis policy, and much of this information is reflected on the master plan. The western boundary is a tributary stream to Skiffes Creek, and the northern and eastern boundaries are Skiffes Creek just to the west of the Skiffes Creek Reservoir. The project has wetlands and Resource Protection Area (RPA) along most of the property lines. Note that the RPA location depicted on the master plan is approximate as it has not been field verified to-date (verification of the RPA at the legislative stage is typical for most major development proposals). The project's environmental narrative specifies that erosion and sediment control measures will need to be designed to protect Skiffes Creek and the Skiffes Creek Reservoir, and that stormwater runoff during and after construction will need to conform to water quality and quantity design criteria. More specific information about stormwater management practices for development on the western parcel has been provided. The project narrative indicates that stormwater runoff from this development will be conveyed to the BMPs for quality improvement and quantity control prior to discharge to a stilling basin upstream of the wetlands, then discharge to Skiffes Creek. The narrative indicates that one of two options for the BMPs on site will be used, either an option that uses several bio-retention basins and an extended detention pond or an option that uses one or more wet ponds. The master plan and submission documents do not outline a specific stormwater management approach for the middle and eastern properties. The submitted proffers provide for administrative review of a stormwater master plan for the middle and eastern parcels prior to development in that area.

**Staff Comments:** Engineering and Resource Protection staff have reviewed the proposal and note the following items that will need further investigation or explanation. The RPA boundary shown requires verification to ensure there is no encroachment by the proposed structures. If the verified RPA is different than what is shown on the master plan, either the structures would need to be reconfigured, or encroachments would have to be approved by the Chesapeake Bay Board. In addition, only partial portions of the Virginia Runoff Reduction Method (VRRM) worksheets were provided for the stormwater management options and no exhibit for the indicated natural open space was provided.

In recognition that Skiffes Creek Reservoir is an important drinking water supply resource, staff recommends thoroughly addressing water quality issues for all parcels. In addition to the erosion and sediment control and stormwater control items mentioned above, stormwater quality treatments could take the form of turf management commitments or measures to address specific site uses. In relation to one possible use listed on the Master Plan, the convenience store with sale of fuel, Newport News Waterworks (NNWW) staff indicated that they would have strong concerns about any fuel storage and/or dispensing facilities located on these parcels. NNWW staff noted that in Newport News, the reservoir protection ordinance prohibits fuel storage with limited exceptions and believe that the intent of these water quality protections should be applied to this location. NNWW staff further noted that these are protections for the drinking water system used by residents in all of the jurisdictions where NNWW provides water service, including James City County.

### **Public Utilities**

The property is proposed to be served by public water (Newport News Waterworks) and public sewer. For water, the project proposes to tie into an existing 30" NNWW water line that runs along Pocahontas Trail. For sewer, the project proposes to tie into an existing 8" JCSA sanitary sewer line that runs along the western property line.

**Staff Comments:** JCSA staff have reviewed the submitted materials and concurs with the information submitted, while noting that additional information will need to be considered at the development plan design stage, and that further coordination will be required with Newport News Waterworks (please see also information on reservoir protection listed under Engineering and Resource Protection Staff Comments above).

## **Transportation**

The master plan depicts two points of ingress/egress onto Pocahontas Trail: a main entrance to be shared by all uses on the site, and a secondary right-out egress at the far western edge of the property. A traffic impact analysis (TIA) prepared for this application examined the main and secondary project entrance and three other area intersections, including James River Elementary School/Colony Drive, Endeavor Drive (the entrance to James River Commerce Center), and GreenMount Parkway (the entrance to GreenMount Industrial Park). The TIA examined trip generation for the house of worship/day care on weekday peak hours, as well as conditions associated with several times during Sunday services. Finally, the TIA examined existing conditions, future conditions without construction of the house of worship/day care, future conditions with Phase I of the house of worship/day care, and future conditions with Phase III of the house of worship/day care.

For future conditions with Phase I, the study projects acceptable levels of service for all intersections and individual turn movements other than northbound through/left turn movement during the p.m. peak hour at the intersection of Endeavor Drive. For future conditions with Phase III, the study projects acceptable levels of service for all intersections and individual turn movements other than the northbound through/left turn movement during the p.m. peak hour and two periods of Sunday at the intersection of Endeavor Drive, and other than the main project ingress/egress. With regard to the intersection of Endeavor Drive, the TIA states that the increase in delay at this intersection is minor as compared with the “no build” conditions and that the LOS at this intersection is projected to already be on the threshold of LOS D. The TIA states that there are two potential mitigation measures to address the northbound through/left turn movement at Endeavor Drive – a traffic signal and widening of Route 60, but that neither of these mitigation measures are warranted nor are they reasonable for improvements to mitigate delay for between 11 and 22 vehicles per hour for three hours a week. With regard to the intersection at the main project ingress/egress, for the southbound left turn egress, the TIA projects a LOS D during one time period on Sunday at Phase I of build-out, and a LOS F during two time periods on Sunday at Phase III of build-out. The TIA recommends turn lane improvements at Phase I and Phase III of build-out which would consist of a 200’ right turn lane and 200’ taper on the westbound Pocahontas Trail approach, and a 200’ left turn lane and 200’ (250’ at Phase III build-out) left turn lane and 200’ taper at the eastbound Pocahontas Trail approach. Further, the TIA describes various mitigation measures that the house of worship could use to address egress delays and monitor ingress queues to make sure they do not back onto Pocahontas Trail, such as police officer traffic control, on-site signage, closing components of the parking to minimize conflicting movements on-site.

Pocahontas Trail is addressed in both the Regional Bikeways Map and the Pedestrian Accommodations Master Plan. These plans identify a multi-use path along Pocahontas Trail (from the western property line to the intersection of Pocahontas Trail and GreenMount Parkway). Per Section 24-35(a)(1) of the Zoning Ordinance, the multi-use path will be required at the site plan stage. In addition, Section 24-35(a)(4) will require a connection from the multi-use trail into the development, and has some standards for connectivity internal to the parcel. The submitted master plan or proffers do not include more specific commitments for internal connectivity, such as can typically be found in design guidelines (see discussion above).

The master plan also depicts an alignment for the proposed Skiffes Creek Connector, a roadway which is designed to connect Pocahontas Trail and Route 143 to help relieve traffic congestion issues. Based on information provided by VDOT, design work for the Skiffes Creek Connector proposal is currently on hold due to funding and environmental issues. Staff understands that prior to being put on hold the proposal was in the Location Study phase with various options being examined. One of the two options was an alignment through the area that is now the proposed location of the house of worship, and the second option was an alignment that lines up with GreenMount Parkway, as currently generally depicted on the master plan. The alignment through the area now proposed for development was projected to be the less expensive of the two options.

**Traffic Counts:** The James City County/Williamsburg/York County Comprehensive Transportation Study (Regional Study) that was completed in March 2012 indicated that the most recent weekday volume for Pocahontas Trail from BASF Road to the Newport News city line was 11,499 trips. This represents a current weekday PM peak hour LOS of A-C for the corridor.

**Projected Traffic Volume:** On Pocahontas Trail from the Newport News city line to the Grove Interchange, the 2009 Comprehensive Plan projects 21,186 AADT for 2035 – this is in the Watch category and is anticipated to need improvement. The Regional Study notes that the PM peak hour LOS for the corridor is projected to be at a LOS of F in 2034.

**VDOT Comments:** As of the time of packet preparation, VDOT comments had not yet been received. Staff will distribute the comments as soon as they are received.

**Staff Comments:** For the intersection at Endeavor Drive, staff concurs with the recommendation in the TIA that improvements are not warranted by this development to address the LOS D through/left turning movement. For the main project ingress/egress, staff concurs with the TIA on the recommended right and left turn lanes and tapers, and the submitted proffers include a commitment to construct these improvements. As described in the traffic study, staff has concerns about the potential for ingress queues to block Pocahontas Trail, should conflicting traffic movements on-site slow vehicle entry. The submitted proffers do include a commitment to submit a traffic management plan to address circulation and queuing of vehicles so as to limit the impact on traffic flows along Pocahontas Trail. As submitted, this commitment would currently only be triggered after the issuance of a certificate of occupancy for the initial phase of the place of public assembly, and staff has concerns about the ability to revisit this issue with build-out of the third phase. As a point of reference and for a sense of scale, St. Bede’s Church on Ironbound Road is 38,000 square feet in size.

It is important to note that the TIA submitted for this application only includes projected traffic for development on the western parcel, and does not include any projected traffic from the proposed commercial uses on the middle and eastern parcels. The submitted proffers provide for administrative review of a TIA to be submitted prior to the commercial development, and a commitment to construction of the traffic improvements recommended by the TIA. Submission of a TIA that covers all development components and commitment to specific transportation improvements at the legislative stage is more typical for most major development proposals.

In recognition that Pocahontas Trail and the Skiffes Creek Connector that will connect it to Route 143 are important transportation resources, both for surrounding residential and current and future economic development traffic, and in recognition that this proposal would affect the options available for its alignment, staff recommended that the right-of-way for Skiffes Creek Connector be fully addressed by this project. The submitted proffers do not currently include a provision to dedicate any right-of-way for the Skiffes Creek Connector.

### **COMPREHENSIVE PLAN**

During the 2003 Comprehensive Plan update, this property was the subject of a property owner-initiated Land Use Designation Change Application to change the designation from General Industrial to Mixed Use. As part of the change to Mixed Use, the following Mixed Use description was included:

“For the GreenMount tracts north of Pocahontas Trail (Route 60), a balanced and integrated mixture of industrial, commercial, and residential uses is suggested. The combination of uses should complement the General Industry property surrounding it by concentrating on support uses and by leaving sufficient road and water capacity for the general industry uses to develop. Commercial uses should have a limited market area, primarily focused on direct services to nearby neighborhoods and employment centers, and should not include high traffic generators. In order to protect and enhance the character of the area and to maintain an access level that keeps the area attractive to large-scale economic development, the area should be designed and developed under a unified master plan that provides shared access and parking, compatible landscaping and architectural

treatment, adequate buffering and screening, true mixed use concepts, and other measures that ensure it does not develop in a typical strip commercial fashion. Careful coordination between development and transportation issues will be important to avoid worsening the level of service along Pocahontas Road (Route 60), to retain a high degree of mobility through the area, and to preserve the options for improvements and/or alternatives to Pocahontas Road (Route 60). Shared access with the parcel to the north should be preserved as an option.”

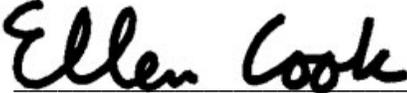
Staff notes the following in relation to this description language:

- This property is zoned, M-2, General Industrial, which is the only exclusively industrial zone in the County, provides a significant source of revenue to the County’s tax base, and is limited in the amount remaining. This property is also included in the County’s designated Enterprise Zone. While the Comprehensive Plan designation was changed to Mixed Use in 2003, the Mixed Use language still lists “industrial uses” as the first of the uses recommended for this area. Should this proposal be approved, it would result in the loss of M-2 zoned land through a rezoning proposal that does not include any of the recommended industrial component.
- The proposed day care and commercial uses may be consistent with type and nature specified in the language (“limited market area, “focused on direct services to nearby neighborhoods”) but the commercial uses are a less certain component of the development proposal.
- With regard to the nature of the development as described in the fourth sentence, staff has already noted in the Project Description section that for the middle and eastern parcels, little information or commitment has been provided for the general building location and massing, internal circulation/connections, Community Character Corridor and other landscaping, signage, open spaces, or a more specific description of the intended architecture. Again, as more fully discussed above, the submitted proffers do not include a commitment to design guidelines.
- With regard to transportation issues listed in the final sentence, please see the staff comments under the Transportation section above.

Overall, staff does not find this development proposal consistent with the GreenMount Mixed Use description in terms of uses and the nature of the development.

**RECOMMENDATION**

This property is zoned, M-2, General Industrial, which is the only exclusively industrial zone in the County, provides a significant source of revenue to the County’s tax base, and is limited in the amount remaining. This property is also included in the County’s designated Enterprise Zone. While the Comprehensive Plan designation was changed to Mixed Use in 2003, the Mixed Use language still lists “industrial uses” as a primary recommended use for this area. Should this proposal be approved, it would result in the loss of M-2 zoned land through a rezoning proposal that does not include any of the recommended industrial component. Overall, staff does not find this development proposal consistent with the GreenMount Mixed Use description in terms of uses and the nature of the development. Staff also has remaining concerns about the degree to which the project is addressing reservoir protection and the right-of-way for Skiffes Creek Connector. It is also expected that at Phase 2 or Phase 3 of build-out of the place of public assembly, through movements on Pocahontas Trail at certain times on Sunday will be affected (through police traffic control or similar measures), and staff has remaining concerns about whether the proffers adequately address minimizing these affects. Staff recommends the James City County Planning Commission recommend denial of this application to the Board of Supervisors.

  
Ellen Cook

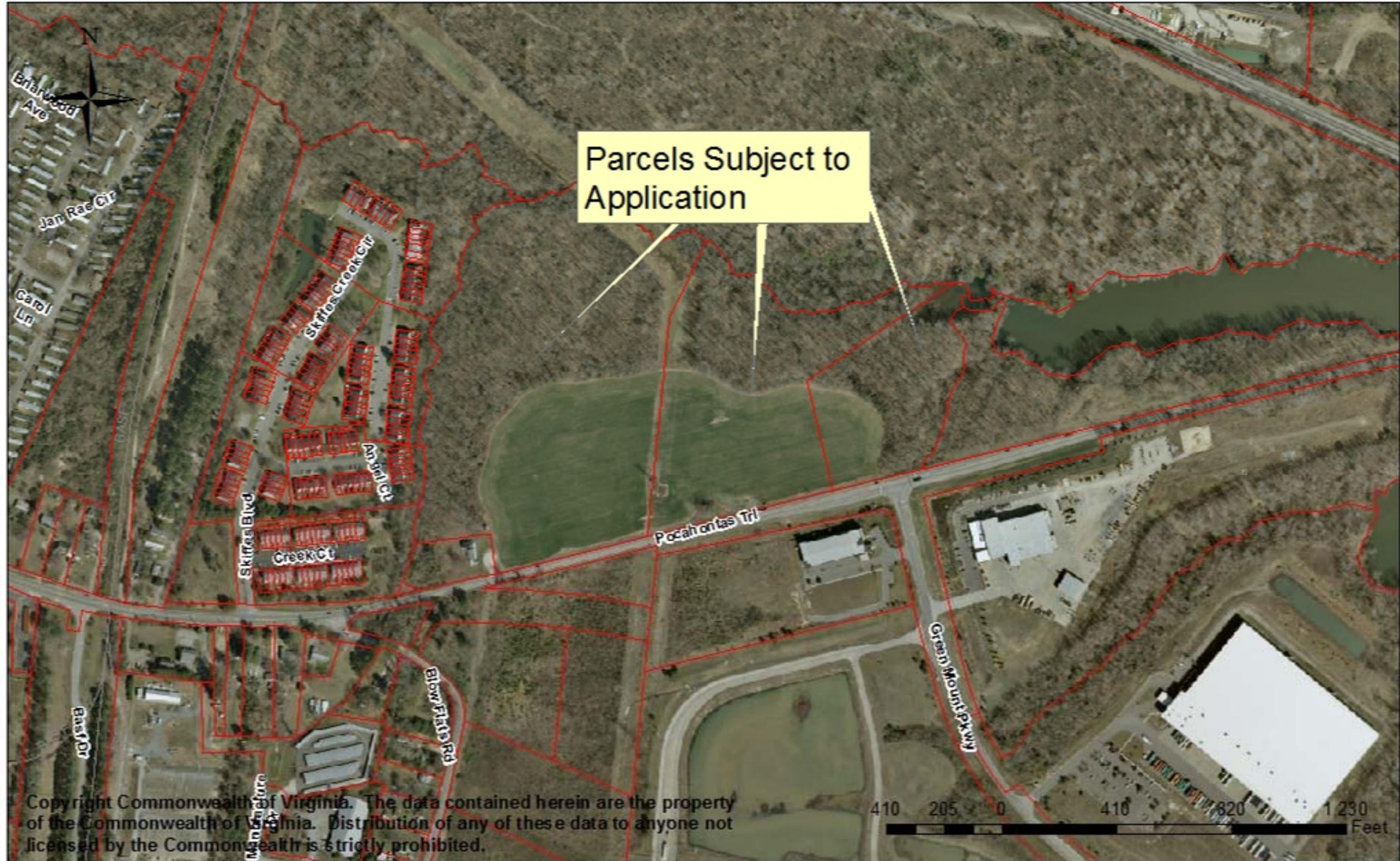
Attachments:

1. Location map
2. Master plan (posted electronically on the agenda website)
3. Traffic Study (posted electronically on the agenda website)

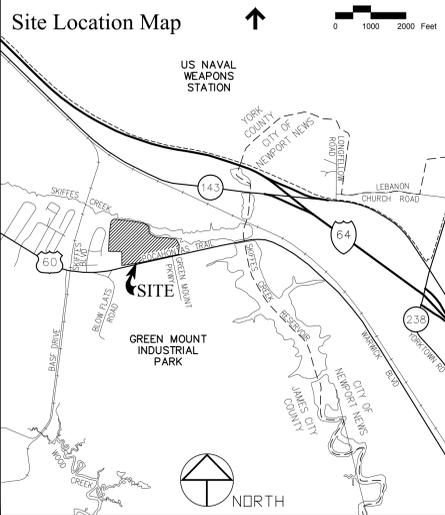
4. Proffers
5. Archaeological Summary
6. Building elevation
7. Environmental narrative and exhibits
8. Construction phasing schedule

# JCC-Z-0005-2014

## Peninsula Pentecostals, Kirby Tract



\\VA\LDATA\PROJECTS\33749.00\_PENINSULA\_PENTECOSTAL\CAD\LD\CONCEPTS\CONCEPTUAL\_PLAN\PENINSULA\_PENTECOSTAL-CP\_3



**VHB**  
**Vanasse Hangen Brustlin, Inc.**  
 Transportation  
 Land Development  
 Environmental Services  
 351 McLaws Circle, Suite 3  
 Williamsburg, Virginia 23185  
 757.220.0500 • FAX 757.220.8544

**GENERAL NOTES:**

- THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:6010100006 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9230 POCOHONTAS TRAIL. THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:6010100007 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9250 POCOHONTAS TRAIL. THE PARCELS ARE LOCATED WITHIN THE PRIMARY SERVICE AREA AND OUTSIDE THE 100 YEAR FLOOD PLAN. THE COMPREHENSIVE PLAN DESIGNATION FOR THESE PARCELS IS MIXED USE.
- BOUNDARY INFORMATION IS FROM PLAT OF RECORD RECORDED IN PB: 52, PG. 47, TOPOGRAPHIC AND EXISTING FEATURES INFORMATION DEPICTED HEREON IS FROM JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAPS.
- POCOHONTAS TRAIL IS CLASSIFIED AS COMMUNITY CHARACTER CORRIDOR ALONG THE FRONTAGE OF THE SUBJECT PROPERTY.

**SUMMARY TABULATION**

- PROPOSED DEVELOPMENT PROGRAM:**
- ADDRESS: P-1 9230 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - ADDRESS: P-2 9245 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - ADDRESS: P-3 9250 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - PARCEL ID: 6010100006(P-1), 6010100007(P-2), 6010100008(P-3)
  - ZONING: M2 GENERAL INDUSTRIAL
  - WATERSHED: SKIFFES CREEK
  - RECEIVING STREAM: SKIFFES CREEK
- GROSS SITE AREA: 40.3± ACRES (TOTAL PARCEL)  
 DEVELOPABLE AREA (25% ±): 24-23.27± AC OR 1,193,545± S.F.  
 IMPERVIOUS AREA: MAXIMUM 60%  
 PERVIOUS AREA: MINIMUM 40%
- PROPERTY APPEARS TO BE IN ZONE X (AREAS OF 0.2% ANNUAL CHANCE OF FLOOD) FIRM MAP NUMBER 519900203C DATED SEPTEMBER 28, 2007

**SOILS WITHIN SITE AREA:**

- 11C=EMPIRIA COMPLEX-HYDROLOGIC SOIL GROUP C K=0.37 HIGH ERODIBILITY
- 14B=EMPIRIA FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY
- 15E=EMPIRIA COMPLEX-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY
- 17=JOHNSTON COMPLEX-HYDROLOGIC SOIL GROUP D K=20 LOW ERODIBILITY
- 29B=SLATS FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.24 MODERATE ERODIBILITY



No.	Revision	Date	Appr.

Designed by SAR Drawn by VHB Checked by PS  
 CAD checked by approved by SAR  
 Scale: 1"=60' Date: January 20, 2015

**Peninsula Pentecostal Church**

Pocohontas Trail  
Williamsburg, Virginia

Not Approved for Construction

Conceptual Plan

Project Number: 33749.00  
 Drawing Number: CP-1  
 Sheet of 11  
 Project Number: 33749.00

STEPHEN A. ROMEO  
 Lic. No. 1448-B  
 LAND SURVEYOR

2-0005-2014

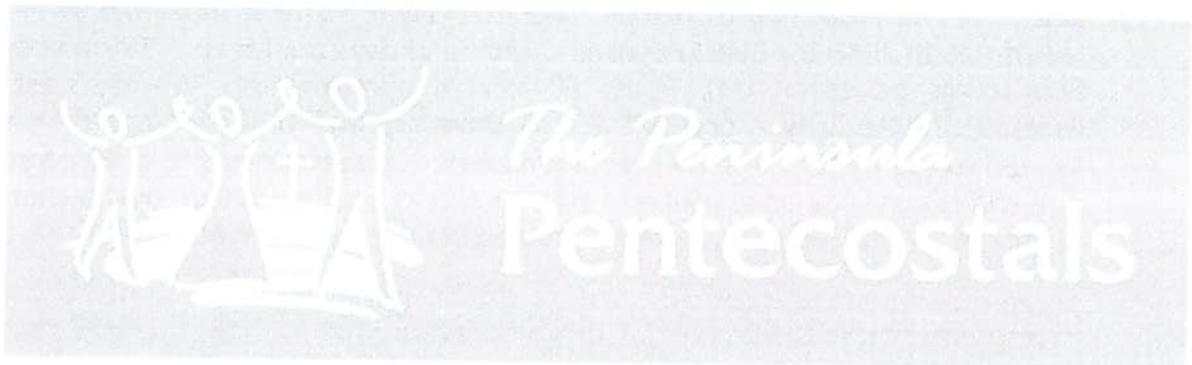
PLANNING DIVISION

JAN 30 2015

RECEIVED

# The Peninsula Pentecostals

## Traffic Impacts Analysis



**James City County, Virginia**

*Prepared on*

**January 21<sup>st</sup>, 2015**

*Prepared for*

**The Peninsula Pentecostals**

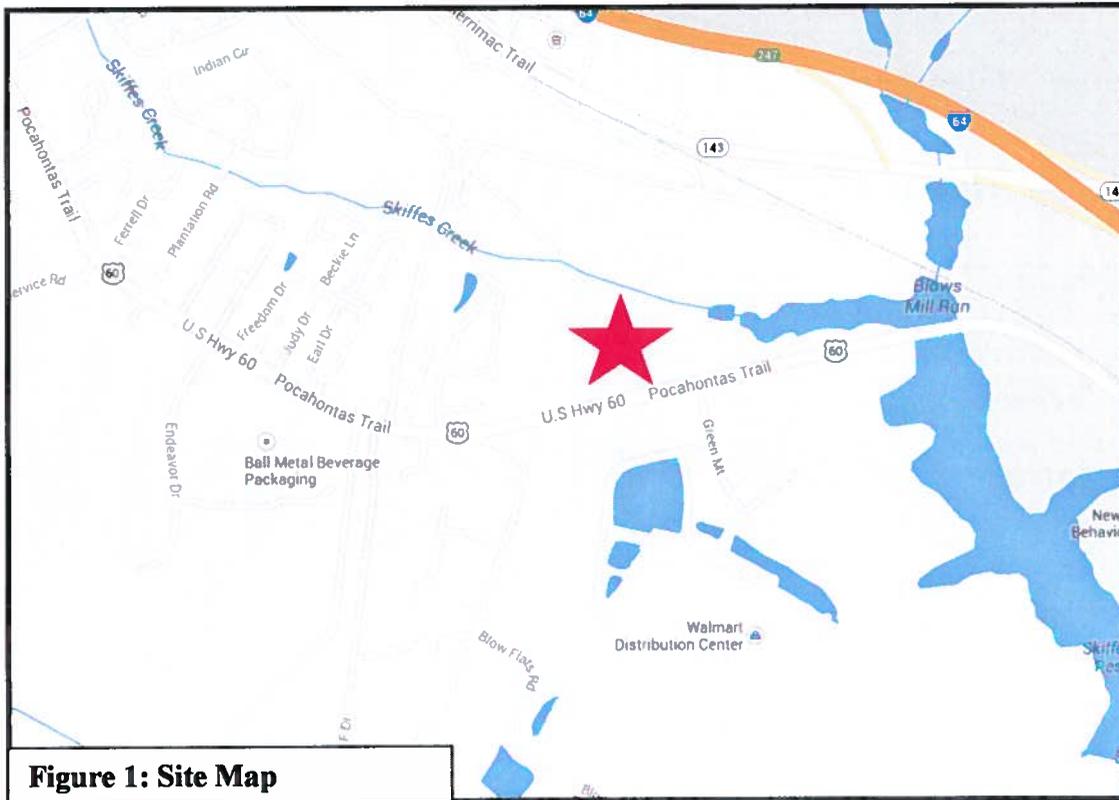
**Newport News, Virginia**

*Prepared by*

**Chris Lawrence, P.E.  
3168 Burt Lane  
Hayes, VA 23072  
804-815-1140**

**I. Introduction**

The Peninsula Pentecostals (TPP) Church is proposing to construct a new church on U.S. Route 60 (Pocahontas Trail) near Greenmount Parkway in James City County. The Church is proposing to initially construct a 1,200 seat facility with a child care facility for 150 children, ultimately the Church is being designed to be able to expand to a 2,400 seat facility (the day care facility will remain the same size). TPP is proposing to rezone land from M2 – General Industrial to MU – Mixed-Use to allow for their proposed church and day care facility. TPP proposes two access points on U.S. Route 60 located approximately ¼ mile west of Greenmount Parkway - one full access driveway and one right-out driveway located to the west of the full access driveway. The proposed site is 40 acres in size and is currently undeveloped. **Figure 1** displays the location of the church. A copy of the conceptual site plan is provided in the Technical Appendix.



**Figure 1: Site Map**

## II. Existing Conditions

The site is located on the north side of U.S. Route 60 approximately ¼ mile west of Greenmount Parkway. Adjacent to the site U.S. Route 60 is a two-lane undivided urban other principal arterial with a posted speed limit of 45 MPH. U.S. Route 60 provides approximately 24 feet of asphalt pavement with open drainage. There are earthen shoulders on both sides of U.S. Route 60, on the industrial park frontage on the south side of U.S. Route 60 there is an asphalt shoulder.

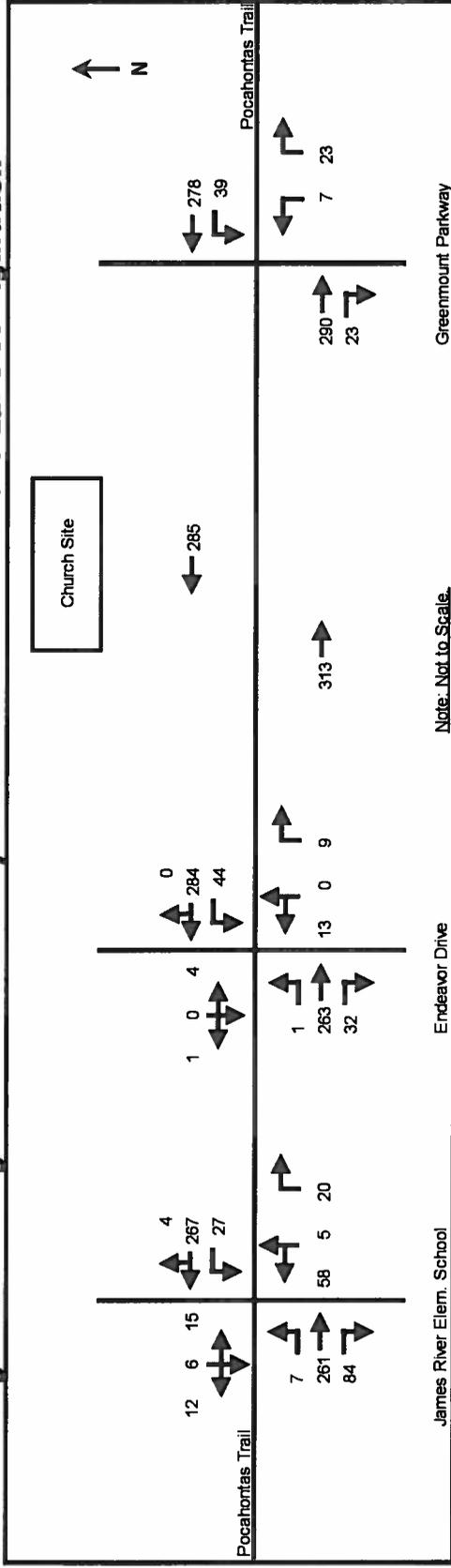
The study area chosen in consultation with VDOT and James City County includes three existing intersections on U.S. Route 60: James River Elementary School/Colony Drive, Endeavor Drive, and Greenmount Parkway. The limits of the study area spans 1.5 miles along U.S. Route 60. There are several substantial trip generators between the study area intersections which cause the existing conditions traffic counts to be unbalanced. Some of the notable trip generators inside the study area are as follows: Carters Village Multi-family Residential Development, Skiffes Creek Multi-Family Residential Development, Morning Star Baptist Church, and Ball Metal Packaging Plant.

The study will include traditional weekday a.m. and p.m. peak hour traffic analysis. Additionally, there are three Sunday church services that will be analyzed – 10:00 a.m., 11:15 a.m., and 6:30 p.m. Peak hours were chosen to be centered on the start of service. In addition to studying the entering traffic, egress traffic from the 11:15 a.m. service will also be analyzed. The vast majority of the congregation that leaves the morning services does so at the conclusion of the 11:15 a.m. service. Four one-hour turning movement counts were conducted at each of the study area intersection. The Sunday time periods that were counted for inclusion in the analysis include the following:

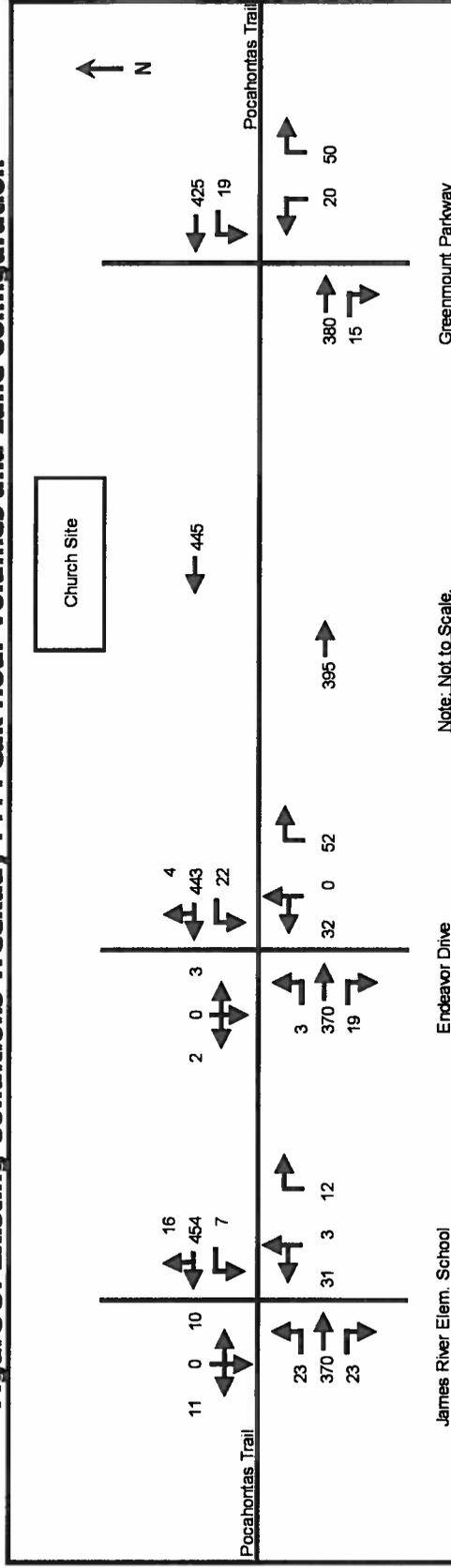
- 10:00 a.m. service – 9:30-10:30 a.m. (focus on entering traffic)
- 11:15 a.m. service – 10:30-11:30 a.m. (focus on entering traffic)
- 11:15 a.m. service – 12:30-1:30 p.m. (focus on exiting traffic)
- 6:30 p.m. service – 6:00-7:00 p.m. (focus on entering traffic)

Sunday turning movement traffic counts were conducted on September 28, 2014. Weekday peak period (7-9 a.m. and 4-6 p.m.) turning movement traffic counts were conducted between September 30 and October 2. The results of the traffic counts are documented in the Technical Appendix. The existing conditions volumes can be found in **Figures 2-7**.

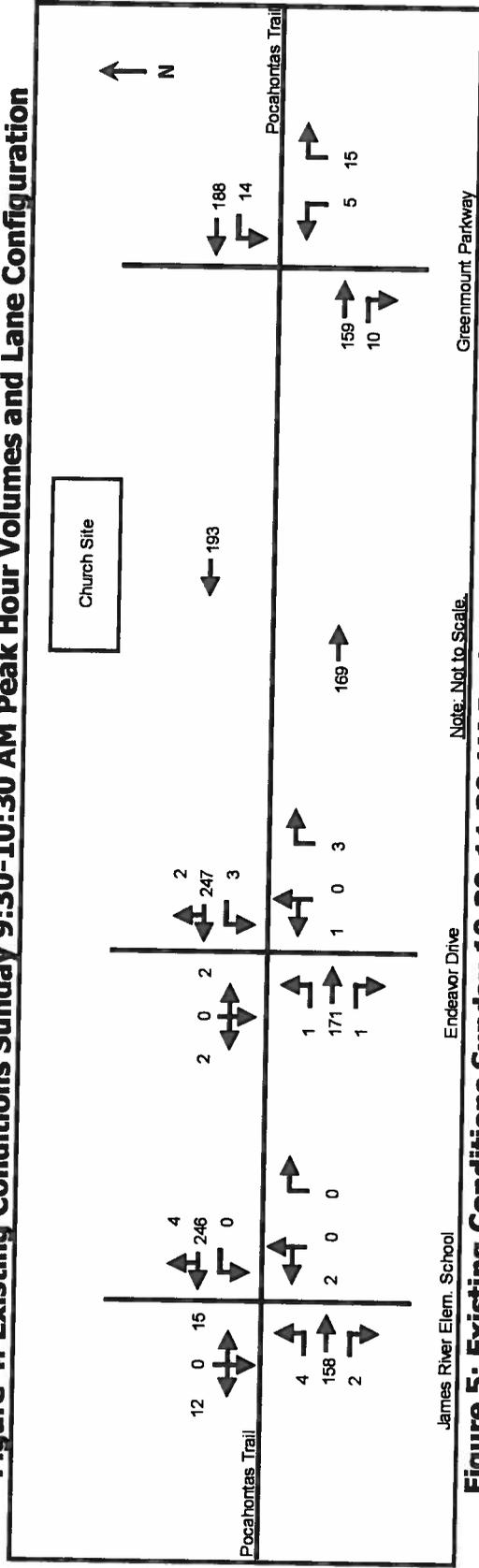
**Figure 2: Existing Conditions Weekday AM Peak Hour Volumes and Lane Configuration**



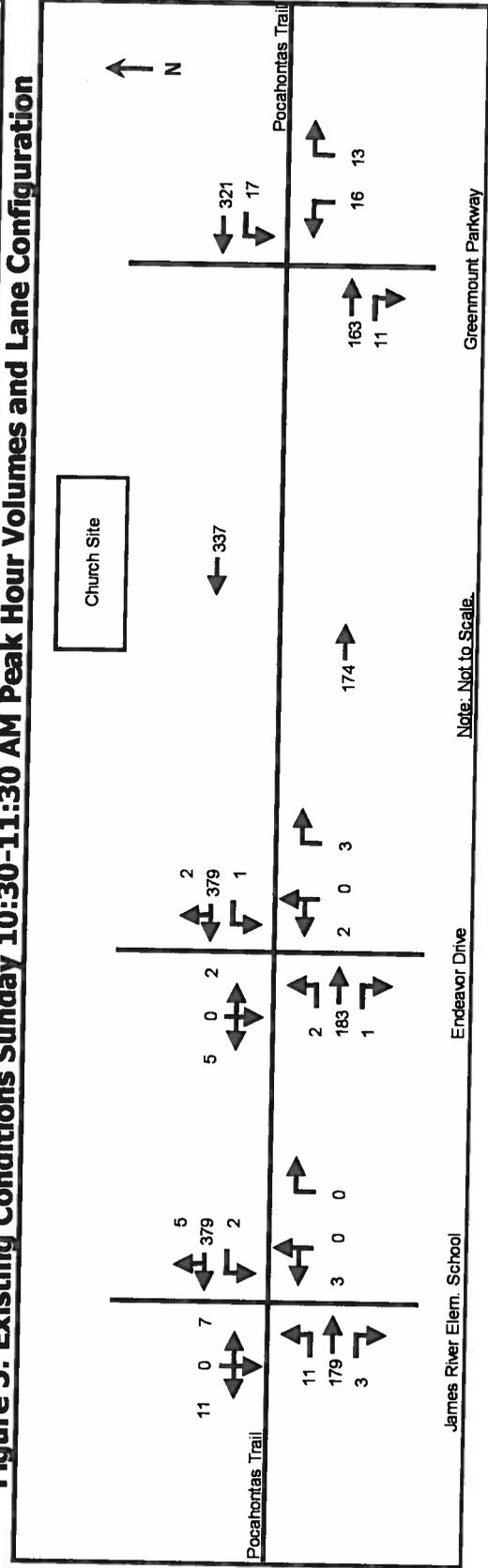
**Figure 3: Existing Conditions Weekday PM Peak Hour Volumes and Lane Configuration**



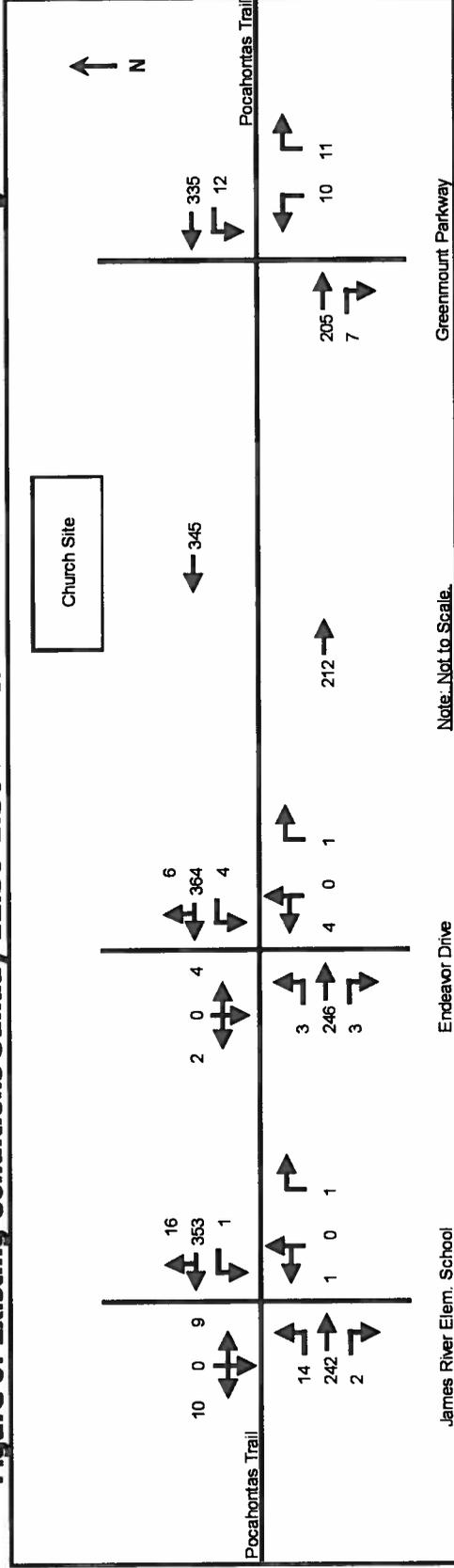
**Figure 4: Existing Conditions Sunday 9:30-10:30 AM Peak Hour Volumes and Lane Configuration**



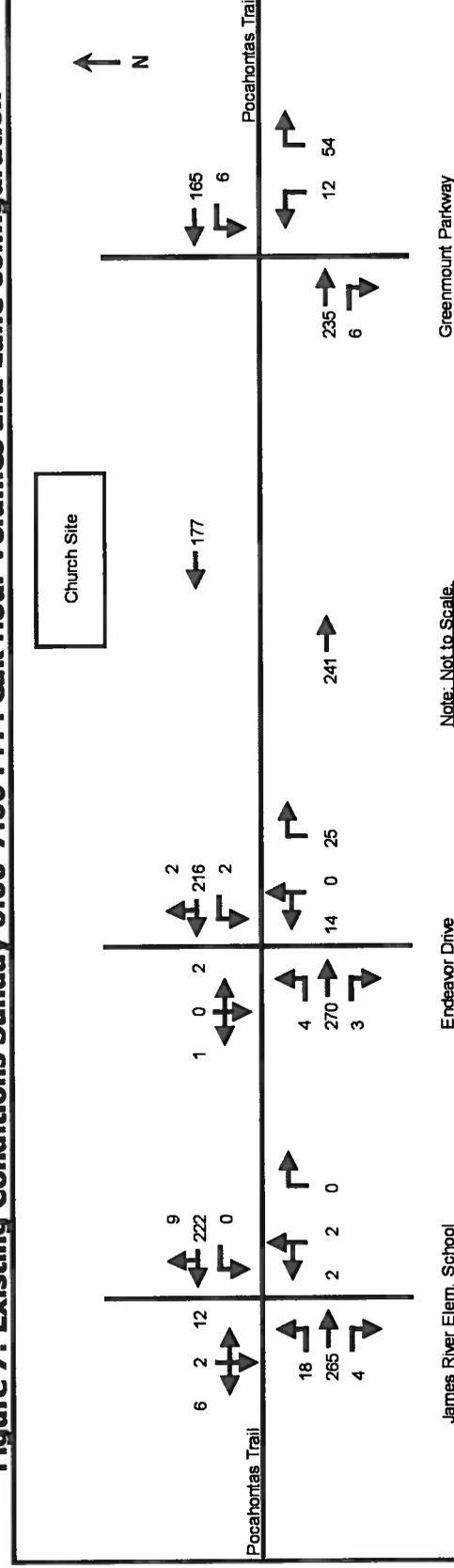
**Figure 5: Existing Conditions Sunday 10:30-11:30 AM Peak Hour Volumes and Lane Configuration**



**Figure 6: Existing Conditions Sunday 12:30-1:30 PM Peak Hour Volumes and Lane Configuration**



**Figure 7: Existing Conditions Sunday 6:00-7:00 PM Peak Hour Volumes and Lane Configuration**



A 7-day classification count was conducted on U.S. Route 60 in front of the proposed church site between October 3 and October 9, 2014. The average daily traffic was 8,513, which is very close to VDOT's latest published traffic count of 8,700 in 2013 for U.S. Route 60. A summary of the classification count can be found in **Table 1**.

**Table 1: Summary of 7-Day Classification Traffic Count**

Day of Week	Date	Passenger Vehicles (Class 1-3)	Trucks (Class 4-14)	Truck %	Total Vehicles
Friday	10/3/14	9,612	608	6%	10,220
Saturday	10/4/14	8,554	202	2%	8,756
Sunday	10/5/14	8,347	175	2%	8,522
Monday	10/6/14	7,132	498	7%	7,630
Tuesday	10/7/14	7,494	547	7%	8,041
Wednesday	10/8/14	7,411	671	8%	8,082
Thursday	10/9/14	7,735	606	7%	8,341
<b>Average</b>		<b>8,041</b>	<b>472</b>	<b>6%</b>	<b>8,513</b>

Traffic analysis was conducted at each of the three study area intersections using the peak hour turning movement counts found in **Figures 2-7**. Traffic analysis was conducted using Synchro 8 using HCM 2010 methodology. A summary of the existing conditions traffic analysis can be found in **Tables 2-4**.

### ***Existing Conditions Weekday Peak Hour Analysis***

All three study area intersections are currently operating with adequate service levels (See **Table 2**). Overall intersection service levels at Greenmount Parkway are at LOS A in both peak hours, they are at LOS B at Plantation Road/James River Elementary School, and each movement and Endeavor Drive is at LOS C or better.

### ***Sunday Peak Hour Analysis***

Sunday peak hour analysis is summarized in **Tables 3 and 4**. The signalized study area intersections, Greenmount Parkway and Plantation Road/James River Elementary School, operate with no lower than LOS B overall intersection service levels during all four Sunday peak hours. The unsignalized intersection of Endeavor Drive operates with no lower than LOS C conditions at all the individual movements during all four Sunday peak hours.

**Table 2  
Summary of Existing Conditions Weekday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	AM Peak Hour		PM Peak Hour	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b><u>James River Elem. Sch./Colony Dr. @ Rt. 60</u></b>				
EB U.S. Route 60 Left	31.0	C	27.3	C
EB U.S. Route 60 Through	12.9	B	9.6	A
EB U.S. Route 60 Right	11.2	B	7.1	A
WB U.S. Route 60 Left	26.2	C	31.7	C
WB U.S. Route 60 Through/Right	12.0	B	11.6	B
NB James River Elem. School Through/Left	21.2	C	23.7	C
NB James River Elem. School Right	19.5	B	22.8	C
SB Colony Drive Left/Through/Right	23.3	C	26.6	C
<b>Overall Intersection</b>	<b>14.3</b>	<b>B</b>	<b>12.1</b>	<b>B</b>
<b><u>Endeavor Drive @ U.S. Route 60</u></b>				
NB Endeavor Drive Through/Left	17.1	C	21.5	C
NB Endeavor Drive Right	10.1	B	11.0	B
EB U.S. Route 60 Left	7.9	A	8.3	A
WB U.S. Route 60 Left	8.1	A	8.1	A
SB Endeavor Drive Left/Through/Right	15.2	C	16.8	C
<b><u>Greenmount Parkway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Through	9.2	A	9.3	A
EB U.S. Route 60 Right	5.8	A	4.6	A
WB U.S. Route 60 Left	5.2	A	5.7	A
WB U.S. Route 60 Through/Right	3.5	A	4.5	A
NB Greenmount Parkway Left	17.8	B	18.0	B
NB Greenmount Parkway Right	22.8	C	19.8	B
<b>Overall Intersection</b>	<b>7.0</b>	<b>A</b>	<b>7.7</b>	<b>A</b>

**Table 3**  
**Summary of Existing Conditions Sunday Peak Hour Traffic Analysis**  
**HCM 2010 Methodology**

Movement (Type)	Sunday 9:30-10:30		Sunday 10:30-11:30	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b><u>James River Elem. Sch./Colony Dr. @ Rt. 60</u></b>				
EB U.S. Route 60 Left	27.3	C	25.2	C
EB U.S. Route 60 Through	5.1	A	7.3	A
EB U.S. Route 60 Right	4.4	A	6.1	A
WB U.S. Route 60 Left	0.0	A	35.4	D
WB U.S. Route 60 Through/Right	10.2	B	10.3	B
NB James River Elem. School Through/Left	33.8	C	30.8	C
NB James River Elem. School Right	0.0	A	0.0	A
SB Colony Drive Left/Through/Right	17.7	B	23.3	C
<b>Overall Intersection</b>	<b>9.0</b>	<b>A</b>	<b>10.2</b>	<b>B</b>
<b><u>Endeavor Drive @ U.S. Route 60</u></b>				
NB Endeavor Drive Through/Left	12.3	B	16.3	C
NB Endeavor Drive Right	9.2	A	9.5	A
EB U.S. Route 60 Left	7.8	A	8.4	A
WB U.S. Route 60 Left	7.6	A	7.7	A
SB Endeavor Drive Left/Through/Right	11.0	B	12.8	B
<b><u>Greenmount Parkway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Through	6.7	A	7.8	A
EB U.S. Route 60 Right	5.2	A	5.2	A
WB U.S. Route 60 Left	4.5	A	5.0	A
WB U.S. Route 60 Through/Right	3.0	A	4.1	A
NB Greenmount Parkway Left	17.5	B	18.1	B
NB Greenmount Parkway Right	23.0	C	18.1	B
<b>Overall Intersection</b>	<b>5.5</b>	<b>A</b>	<b>6.1</b>	<b>A</b>

**Table 4  
Summary of Existing Conditions Sunday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	Sunday 12:30-1:30		Sunday 6:00-7:00	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	22.3	C	20.3	C
EB U.S. Route 60 Through	8.0	A	5.2	A
EB U.S. Route 60 Right	6.5	A	4.0	A
WB U.S. Route 60 Left	27.9	C	0.0	A
WB U.S. Route 60 Through/Right	9.8	A	9.8	A
NB James River Elem. School Through/Left	26.4	C	26.5	C
NB James River Elem. School Right	28.3	C	0.0	A
SB Colony Drive Left/Through/Right	21.0	C	19.4	B
<b>Overall Intersection</b>	<b>9.8</b>	<b>A</b>	<b>8.3</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	14.5	B	13.9	B
NB Endeavor Drive Right	9.6	A	10.2	B
EB U.S. Route 60 Left	8.1	A	7.8	A
WB U.S. Route 60 Left	7.7	A	7.9	A
SB Endeavor Drive Left/Through/Right	13.1	B	12.5	B
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	7.0	A	8.5	A
EB U.S. Route 60 Right	5.1	A	4.6	A
WB U.S. Route 60 Left	4.7	A	5.8	A
WB U.S. Route 60 Through/Right	3.5	A	3.9	A
NB Greenmount Parkway Left	17.9	B	15.3	B
NB Greenmount Parkway Right	18.6	B	17.3	B
<b>Overall Intersection</b>	<b>5.3</b>	<b>A</b>	<b>8.0</b>	<b>A</b>

***Programmed Projects***

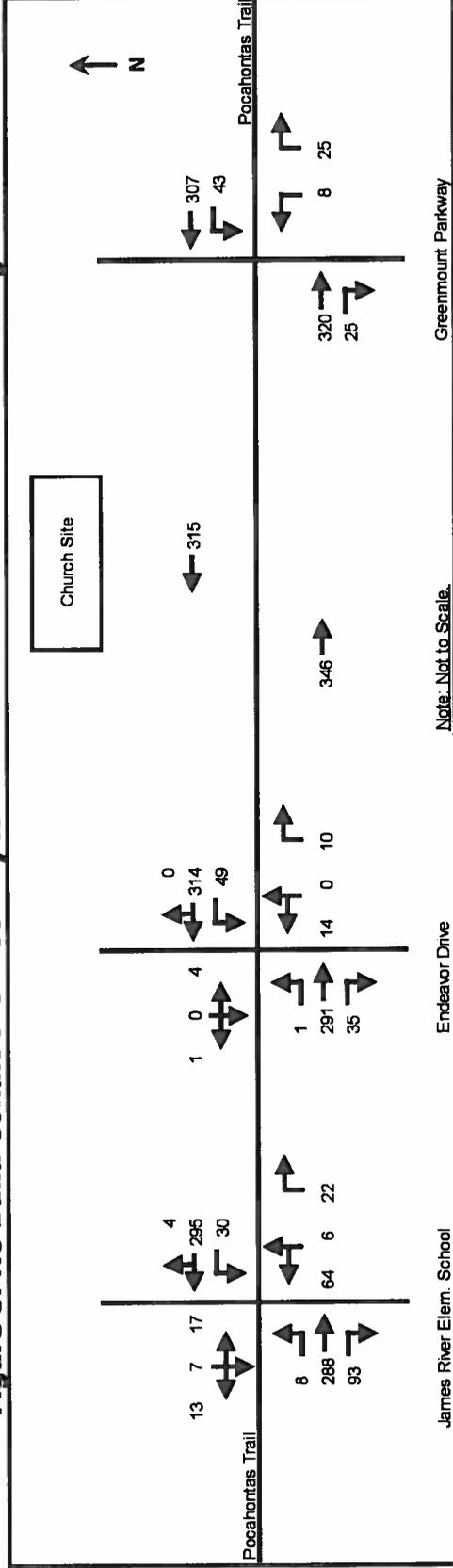
There are several programmed transportation projects in VDOT's Six-Year Improvement Program that are located in the study area. A Safe Routes to School Project (UPS 97214) at James River Elementary School is currently under construction to provide pedestrian signals and curb ramps within the project limits. Two Regional Surface Transportation Program (RSTP) projects: Relocated Route 60 Project (UPS 13496) and Skiffes Creek Connector Project (UPC 100200) are within the project limits. The Church will coordinate with these projects as the footprints of some of these projects impact the church site.

**III. No Build Conditions**

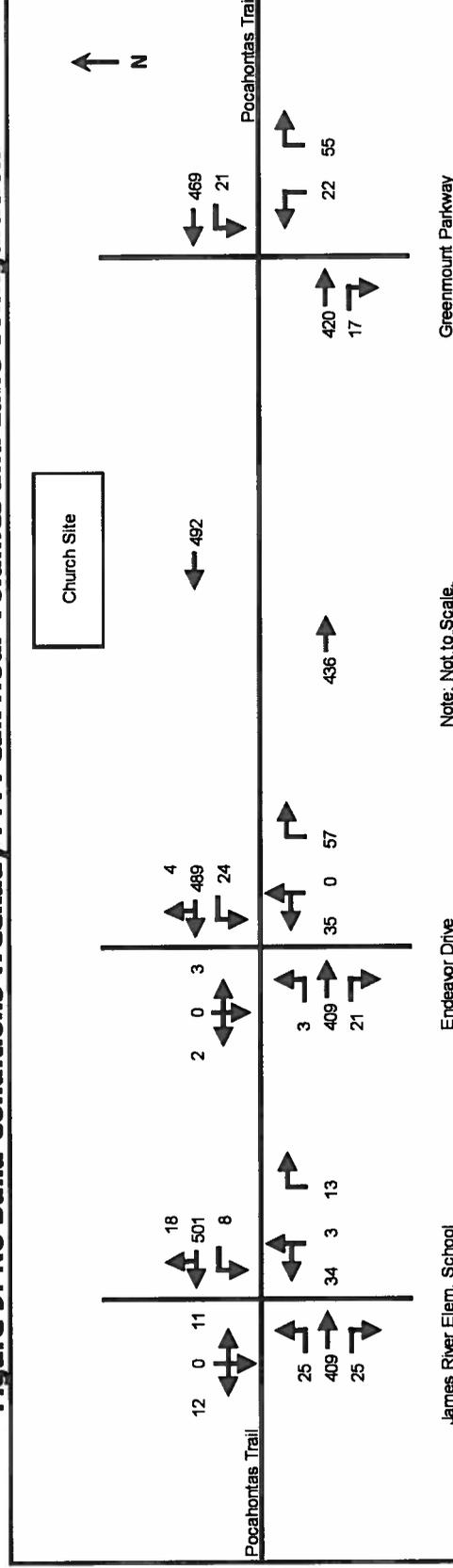
No Build conditions are those conditions that would exist in the future without development of proposed church and day care facilities. No Build conditions are studied to provide a comparison to Build conditions to determine the marginal impact on traffic operations. The church and day care facility are anticipated to be opened in the Year 2018, per VDOT regulations, a study of traffic 6 years after opening day is the design year that is studied - 2024.

Forecasting background traffic growth to the Year 2024 was accomplished by reviewing historic VDOT traffic counts on U.S. Route 60 and review of the Hampton Roads travel demand model. Historical traffic counts on U.S. Route 60 displayed a slightly negative growth trend over the last 10+ years. However, the Hampton Roads travel demand model forecasts average annual growth rates exceeding 2% per year. In consultation with VDOT and James City, a 1% average annual growth rate was chosen for this study. The No Build conditions traffic volumes were developed by applying the 1% average annual growth rate uniformly to the study area intersections; the peak hour No Build conditions traffic volumes can be found in **Figures 8-13**.

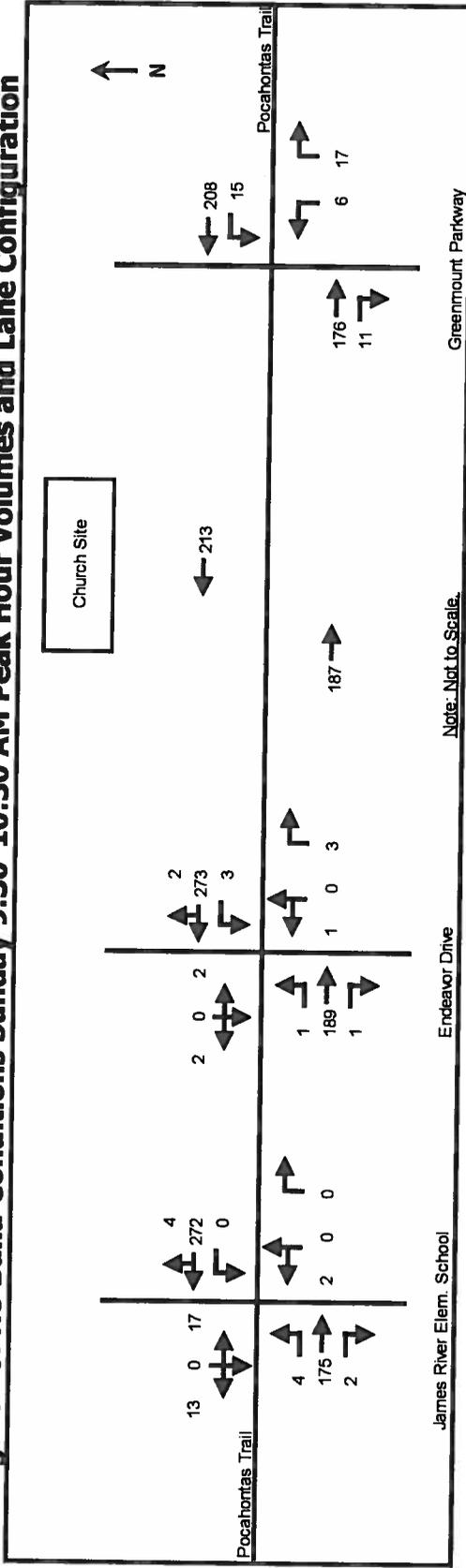
**Figure 8: No Build Conditions Weekday AM Peak Hour Volumes and Lane Configuration**



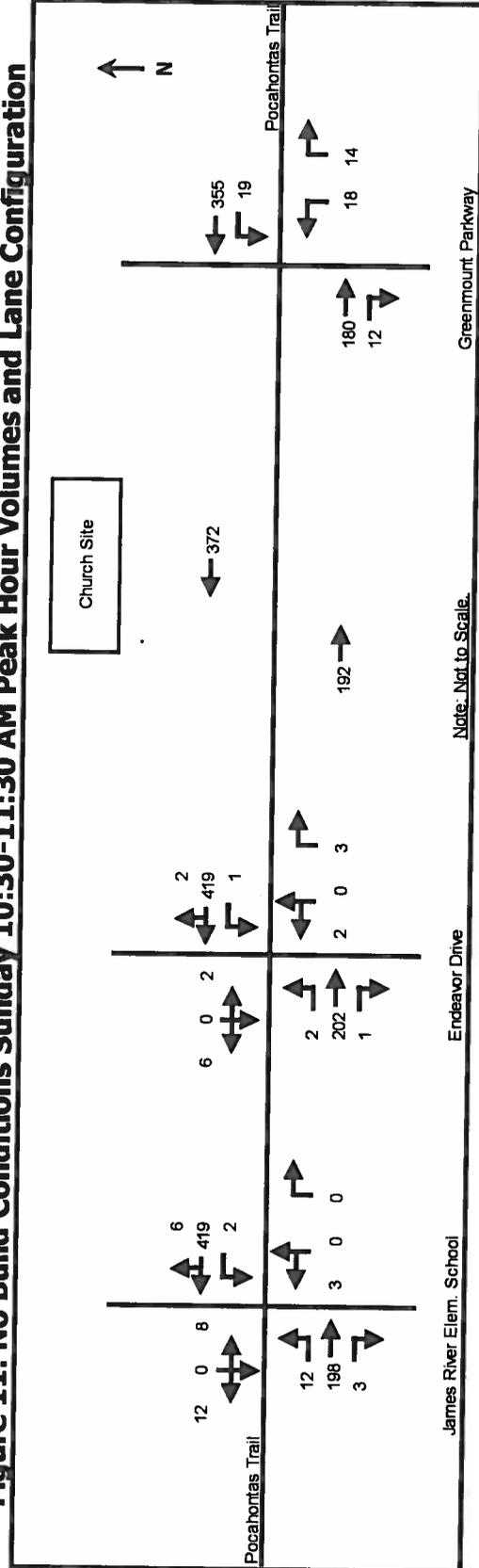
**Figure 9: No Build Conditions Weekday PM Peak Hour Volumes and Lane Configuration**



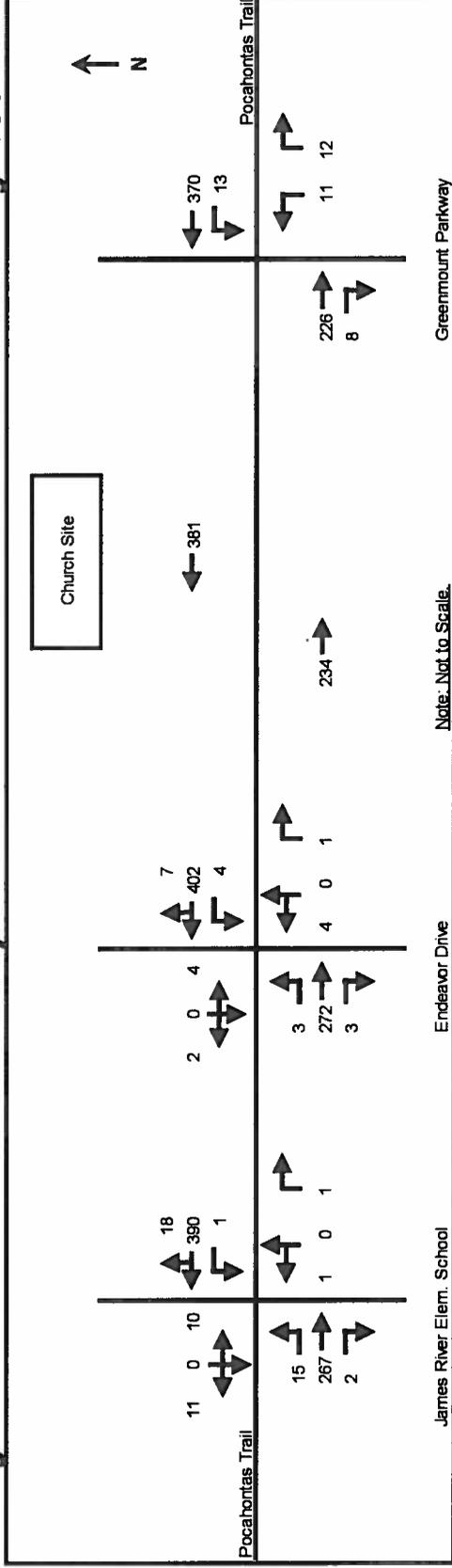
**Figure 10: No Build Conditions Sunday 9:30-10:30 AM Peak Hour Volumes and Lane Configuration**



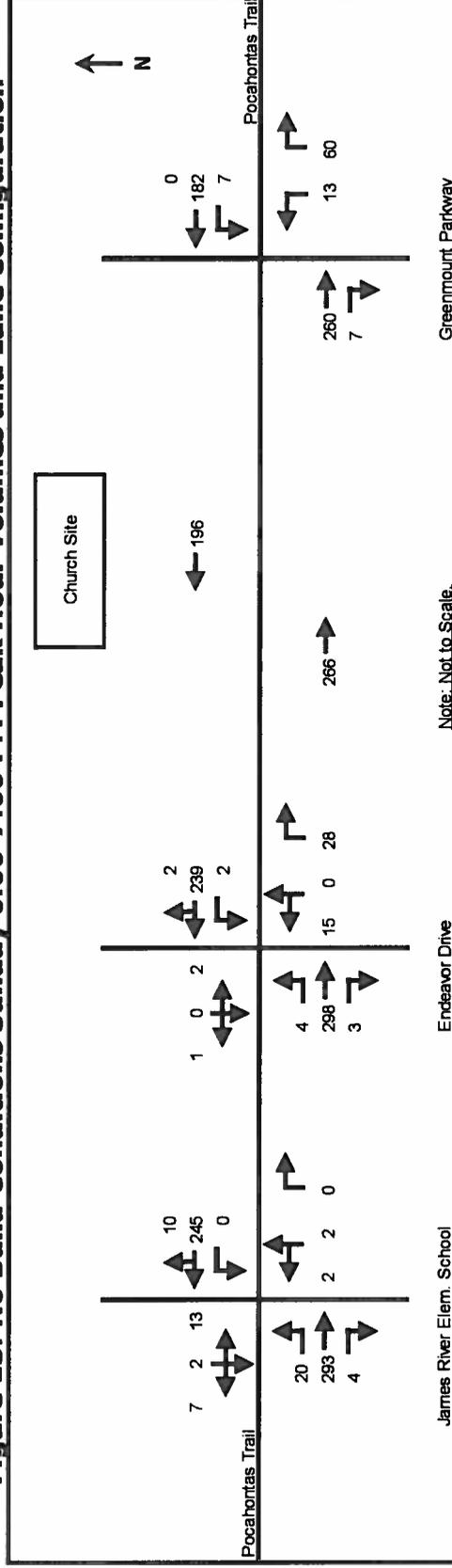
**Figure 11: No Build Conditions Sunday 10:30-11:30 AM Peak Hour Volumes and Lane Configuration**



**Figure 12: No Build Conditions Sunday 12:30-1:30 PM Peak Hour Volumes and Lane Configuration**



**Figure 13: No Build Conditions Sunday 6:00-7:00 PM Peak Hour Volumes and Lane Configuration**



No Build traffic analysis was conducted at each of the three study area intersections using the peak hour turning movement counts found in **Figures 8-13**. Traffic analysis was conducted using Synchro 8 using HCM 2010 methodology. A summary of the No Build conditions traffic analysis can be found in **Tables 5-7**.

***No Build Conditions Weekday Peak Hour Analysis***

All three study area intersections are forecast to operate with adequate service levels in the No Build conditions (see **Table 5**). Overall intersection service levels at Greenmount Parkway are forecasts at LOS A in both peak hours, they are forecasts at LOS B at Plantation Road/James River Elementary School, and each movement and Endeavor Drive is forecasts at LOS C or better.

***Sunday Peak Hour Analysis***

Sunday peak hour No Build analysis is summarized in **Tables 6 and 7**. The signalized study area intersections, Greenmount Parkway and Plantation Road/James River Elementary School, are forecasts to operate with no lower than LOS B overall intersection service levels during all four Sunday peak hours. The unsignalized intersection of Endeavor Drive is forecast to operate with no lower than LOS C conditions at all the individual movements during all four Sunday peak hours.

<b>Table 5 Summary of No Build Conditions Weekday Peak Hour Traffic Analysis HCM 2010 Methodology</b>				
Movement (Type)	AM Peak Hour		PM Peak Hour	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b><u>James River Elem. Sch./Colony Dr. @ Rt. 60</u></b>				
EB U.S. Route 60 Left	30.8	C	29.0	C
EB U.S. Route 60 Through	13.1	B	9.8	A
EB U.S. Route 60 Right	11.3	B	7.0	A
WB U.S. Route 60 Left	26.7	C	32.9	C
WB U.S. Route 60 Through/Right	12.2	B	12.0	B
NB James River Elem. School Through/Left	21.8	C	25.2	C
NB James River Elem. School Right	19.9	B	24.3	C
SB Colony Drive Left/Through/Right	23.7	C	28.2	C
<b>Overall Intersection</b>	<b>14.6</b>	<b>B</b>	<b>12.6</b>	<b>B</b>
<b><u>Endeavor Drive @ U.S. Route 60</u></b>				
NB Endeavor Drive Through/Left	17.6	C	24.9	C
NB Endeavor Drive Right	10.2	B	11.4	B
EB U.S. Route 60 Left	8.0	A	8.4	A
WB U.S. Route 60 Left	8.2	A	8.2	A
SB Endeavor Drive Left/Through/Right	15.6	C	18.5	C
<b><u>Greenmount Parkway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Through	9.4	A	9.6	A
EB U.S. Route 60 Right	5.8	A	4.4	A
WB U.S. Route 60 Left	5.2	A	5.8	A
WB U.S. Route 60 Through/Right	3.5	A	4.6	A
NB Greenmount Parkway Left	18.1	B	19.1	B
NB Greenmount Parkway Right	22.8	C	21.1	C
<b>Overall Intersection</b>	<b>7.1</b>	<b>A</b>	<b>7.9</b>	<b>A</b>

**Table 6  
Summary of No Build Conditions Sunday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	Sunday 9:30-10:30		Sunday 10:30-11:30	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b><u>James River Elem. Sch./Colony Dr. @ Rt. 60</u></b>				
EB U.S. Route 60 Left	27.8	C	24.2	C
EB U.S. Route 60 Through	5.1	A	7.4	A
EB U.S. Route 60 Right	4.3	A	6.3	A
WB U.S. Route 60 Left	0.0	A	40.2	D
WB U.S. Route 60 Through/Right	10.1	B	10.2	B
NB James River Elem. School Through/Left	34.3	C	32.3	C
NB James River Elem. School Right	0.0	A	0.0	A
SB Colony Drive Left/Through/Right	18.0	B	22.2	C
<b>Overall Intersection</b>	<b>9.0</b>	<b>A</b>	<b>10.2</b>	<b>B</b>
<b><u>Endeavor Drive @ U.S. Route 60</u></b>				
NB Endeavor Drive Through/Left	12.7	B	15.1	C
NB Endeavor Drive Right	9.3	A	9.4	A
EB U.S. Route 60 Left	7.9	A	8.3	A
WB U.S. Route 60 Left	7.6	A	7.7	A
SB Endeavor Drive Left/Through/Right	11.3	B	12.1	B
<b><u>Greenmount Parkway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Through	7.0	A	7.4	A
EB U.S. Route 60 Right	5.2	A	5.2	A
WB U.S. Route 60 Left	4.7	A	4.9	A
WB U.S. Route 60 Through/Right	3.1	A	3.8	A
NB Greenmount Parkway Left	17.5	B	18.4	B
NB Greenmount Parkway Right	21.8	C	18.1	B
<b>Overall Intersection</b>	<b>5.7</b>	<b>A</b>	<b>5.7</b>	<b>A</b>

**Table 7  
Summary of No Build Conditions Sunday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	Sunday 12:30-1:30		Sunday 6:00-7:00	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	23.1	C	20.4	C
EB U.S. Route 60 Through	7.9	A	5.2	A
EB U.S. Route 60 Right	6.3	A	4.0	A
WB U.S. Route 60 Left	30.0	C	0.0	A
WB U.S. Route 60 Through/Right	9.8	A	9.8	A
NB James River Elem. School Through/Left	27.4	C	26.8	C
NB James River Elem. School Right	29.4	C	0.0	A
SB Colony Drive Left/Through/Right	21.7	C	19.6	B
<b>Overall Intersection</b>	<b>9.8</b>	<b>A</b>	<b>8.3</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	15.5	C	14.1	B
NB Endeavor Drive Right	9.7	A	10.2	B
EB U.S. Route 60 Left	8.2	A	7.8	A
WB U.S. Route 60 Left	7.8	A	7.9	A
SB Endeavor Drive Left/Through/Right	13.9	B	12.7	B
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	7.3	A	8.6	A
EB U.S. Route 60 Right	5.1	A	4.7	A
WB U.S. Route 60 Left	4.8	A	5.8	A
WB U.S. Route 60 Through/Right	3.7	A	4.0	A
NB Greenmount Parkway Left	17.8	B	15.3	B
NB Greenmount Parkway Right	18.5	B	17.3	B
<b>Overall Intersection</b>	<b>5.5</b>	<b>A</b>	<b>8.1</b>	<b>A</b>

**IV. Trip Generation**

Phase I of the proposed church will total 58,600 square feet of floor area providing a 1,200 seat sanctuary and the day care facility will provide service to 150 students. Phase I of the church is what will be initially constructed. There are plans for later phases of development, Phase II will bring the church to 80,000 square feet of floor area and provide 1,800 seats in the sanctuary, and Phase III will expand the church to 130,000 square feet of floor area and provide 2,400 seats in the sanctuary. There are no concrete schedules for constructing Phases II and III. The day care facility is to remain the same size throughout the expansion phases of the church. This study evaluates Phase I and Phase III in the Year 2024 based on discussions with VDOT and James City County. Applying rates developed in ITE's *Trip Generation* (Ninth Edition) to the size and type of development, forecasts of daily and peak hour trips have been developed (See **Table 8**). Trip generation values were calculated using trip generation rates. The forecasts of trips have been computed as follows:

**TABLE 8  
TRIP GENERATION: Proposed Church and Day Care**

Land Use (ITE Code)	Size (sq. ft. or students)	Weekday Daily Trips	Weekday AM Peak Hour		Weekday PM Peak Hour		Sunday Daily Trips	Sunday Peak Hour	
			Enter	Exit	Enter	Exit		Enter	Exit
Church (560)	58.6k	534	20	12	15	17	2,264	346	360
Day Care (565)	150	657	64	56	57	64	56	9	8
<b>Phase I Total</b>	<b>N/A</b>	<b>1,191</b>	<b>84</b>	<b>68</b>	<b>72</b>	<b>81</b>	<b>2,320</b>	<b>355</b>	<b>368</b>
Church (560)	130k	1,184	45	28	34	37	5,022	767	798
Day Care (565)	150	657	64	56	57	64	56	9	8
<b>Phase III Total</b>	<b>N/A</b>	<b>1,841</b>	<b>109</b>	<b>84</b>	<b>91</b>	<b>101</b>	<b>5,078</b>	<b>776</b>	<b>806</b>

## **V. Build Conditions**

The forecasted Build conditions traffic volumes are the sum of the No Build conditions traffic volumes plus the forecasted peak hour trips that will be generated by the church and day care. Sunday church (and day care) trips are applied to the road network in a manner that reflects current church service time periods and attendance patterns. Church (and day care) trips are applied in the following manner:

- 10:00 a.m. Sunday School Service (9:30-10:30 a.m. analysis hour) – 100% peak hour entering trips applied, 0% peak hour exiting trips applied
- 11:15 a.m. Worship Service (10:30-11:30 a.m. analysis hour) – 100% peak hour entering trips applied, 25% peak hour exiting trips applied
- 11:15 a.m. Worship Service (12:30-1:30 p.m. analysis hour) – 0% peak hour entering trips applied, 100% peak hour exiting trips applied
- 6:30 p.m. Worship Service (6:00-7:00 p.m. analysis hour) – 100% peak hour entering trips applied, 0% peak hour exiting trips applied

Site trips were distributed 50% to the east on U.S. Route 60 and 50% to the west on U.S. Route 60 for both weekday traffic and Sunday traffic; this was based on discussions with VDOT and James City County. The 50%/50% trip distribution is based on two main reasons - the current church being located to the east in Newport News, which will continue serve most of the current church members; and, new church members are anticipated to be derived from the west throughout James City County and beyond. The trip distribution split between the two church driveways is split evenly for egress trips heading westbound, all other trips will use the main church driveway which provides for full access. Site trip distribution is displayed in **Figure 14**. The forecasted Phase I Build conditions traffic volumes can be found in **Figures 15-20**. The forecasted Phase III Build conditions traffic volumes can be found in **Figures 21-26**. Church site trips are shown in brackets in all the Build conditions figures. The southbound main church driveway provides for two lanes of egress.

Figure 14: Site Trip Distribution

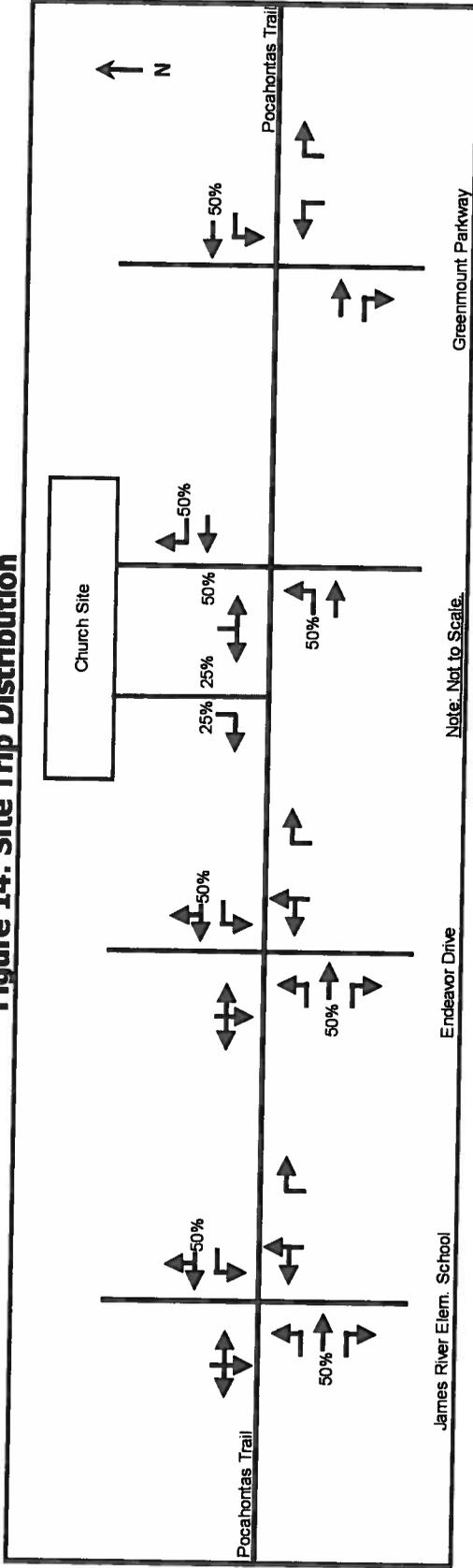
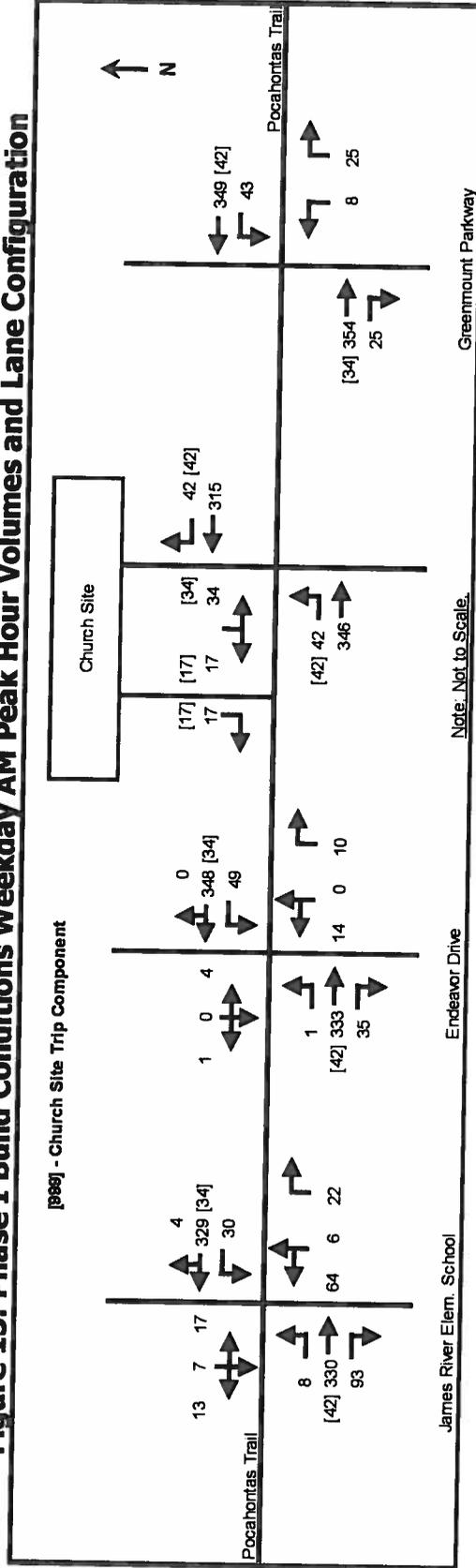
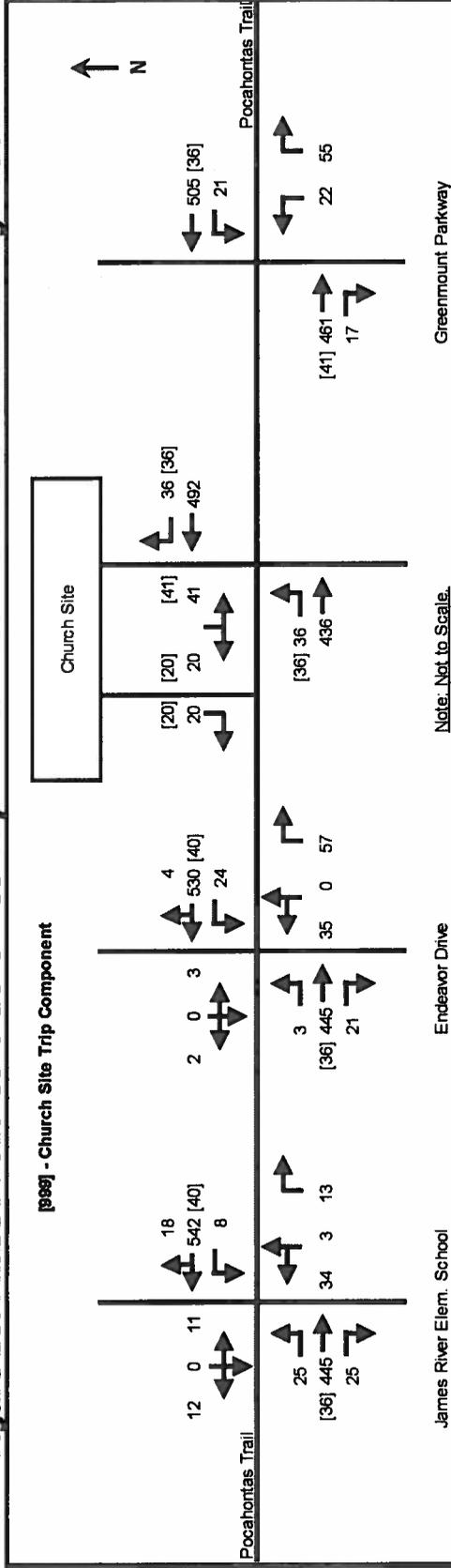


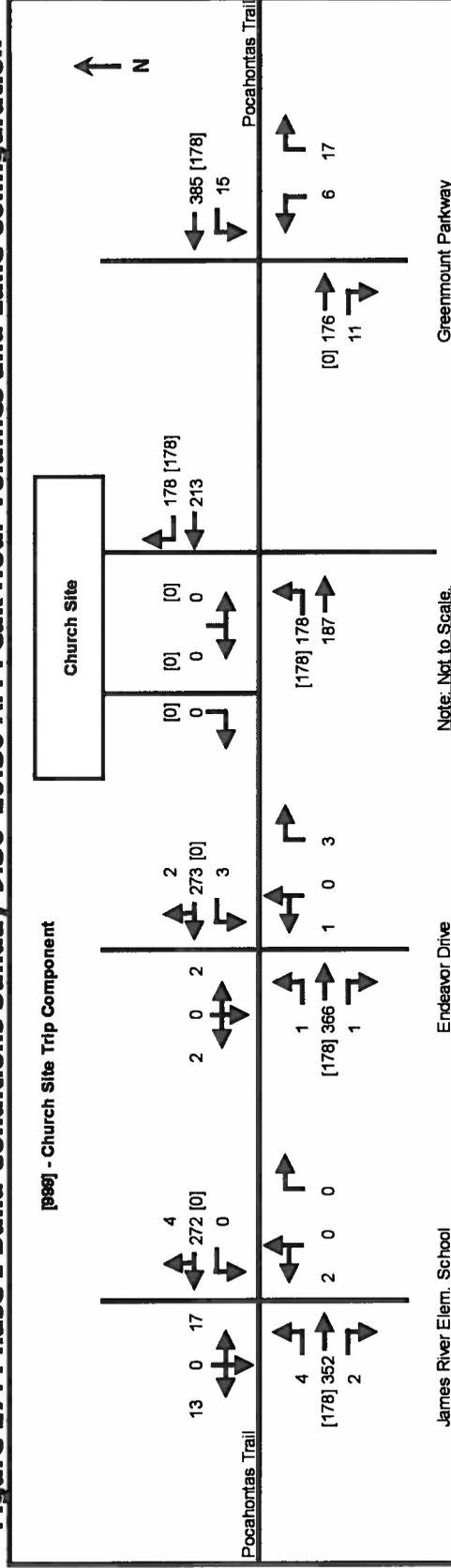
Figure 15: Phase I Build Conditions Weekday AM Peak Hour Volumes and Lane Configuration



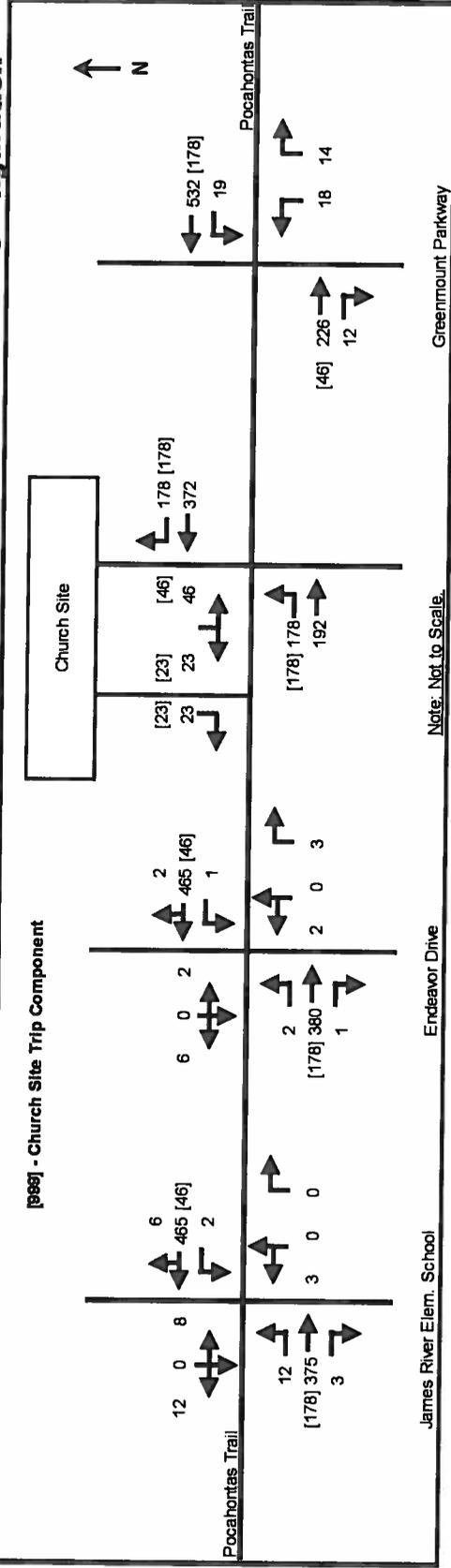
**Figure 16: Phase I Build Conditions Weekday PM Peak Hour Volumes and Lane Configuration**



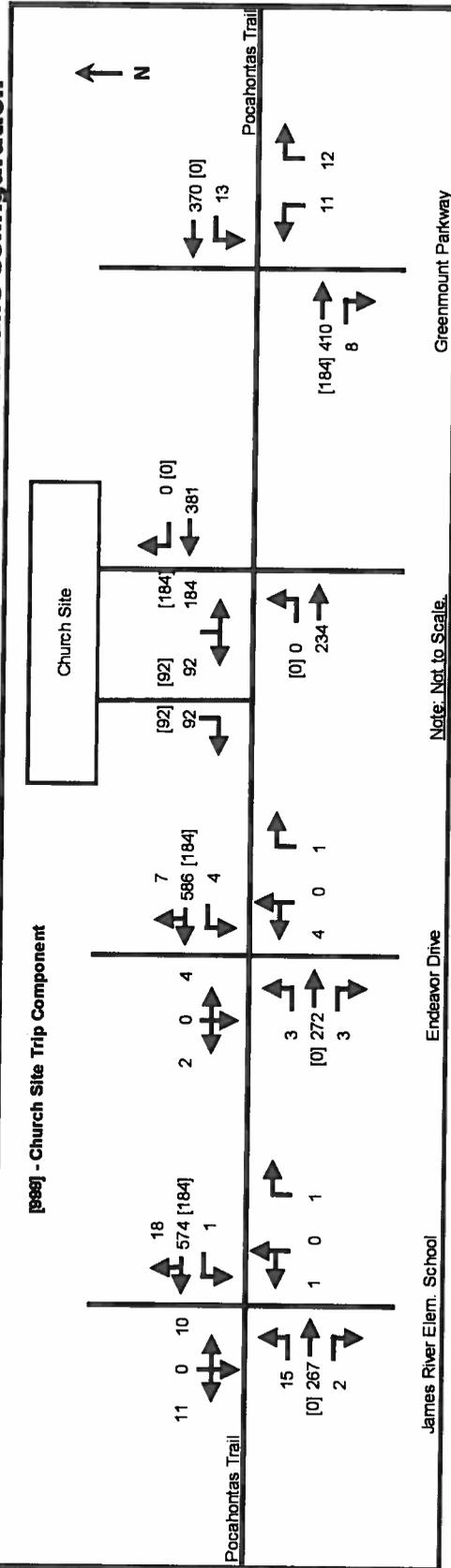
**Figure 17: Phase I Build Conditions Sunday 9:30-10:30 AM Peak Hour Volumes and Lane Configuration**



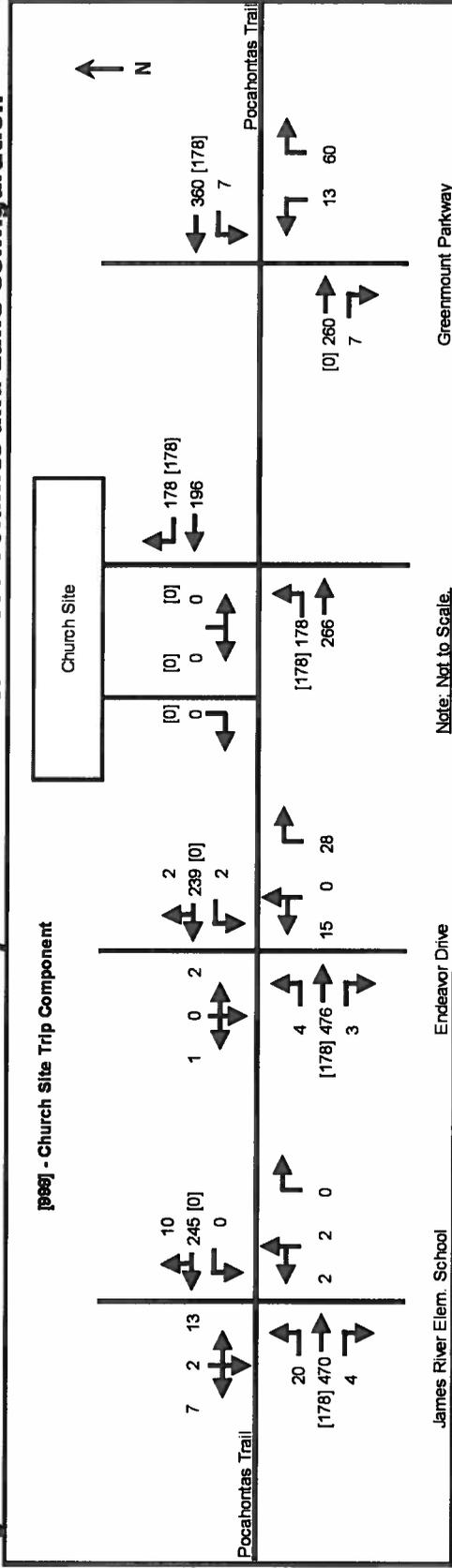
**Figure 18: Phase I Build Conditions Sunday 10:30-11:30 AM Peak Hour Volumes and Lane Configuration**



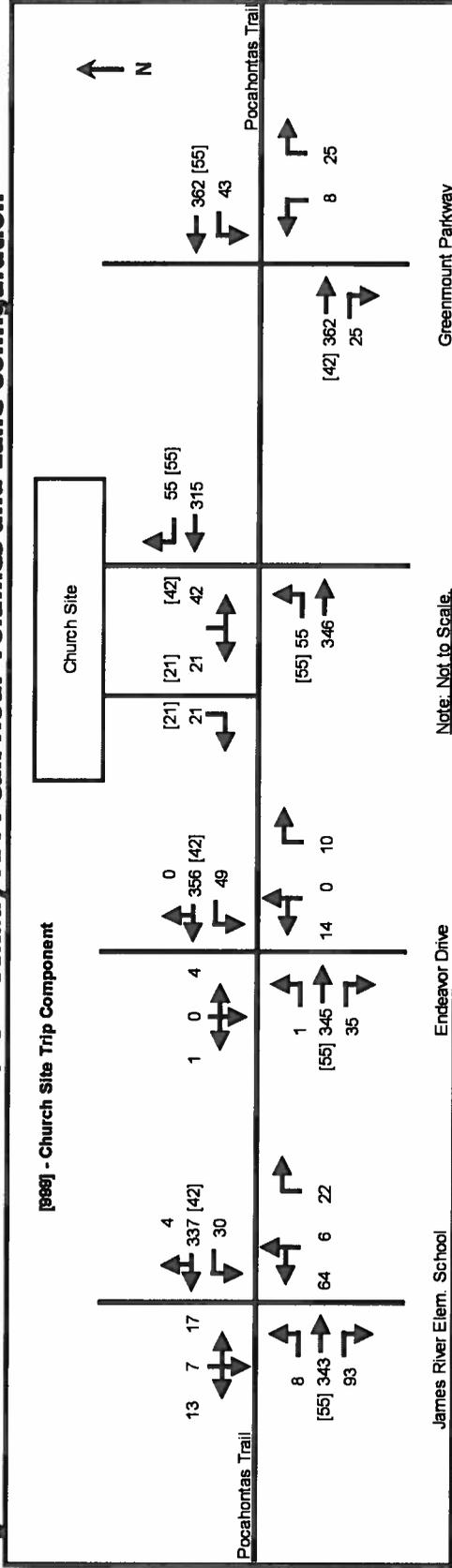
**Figure 19: Phase I Build Conditions Sunday 12:30-1:30 PM Peak Hour Volumes and Lane Configuration**



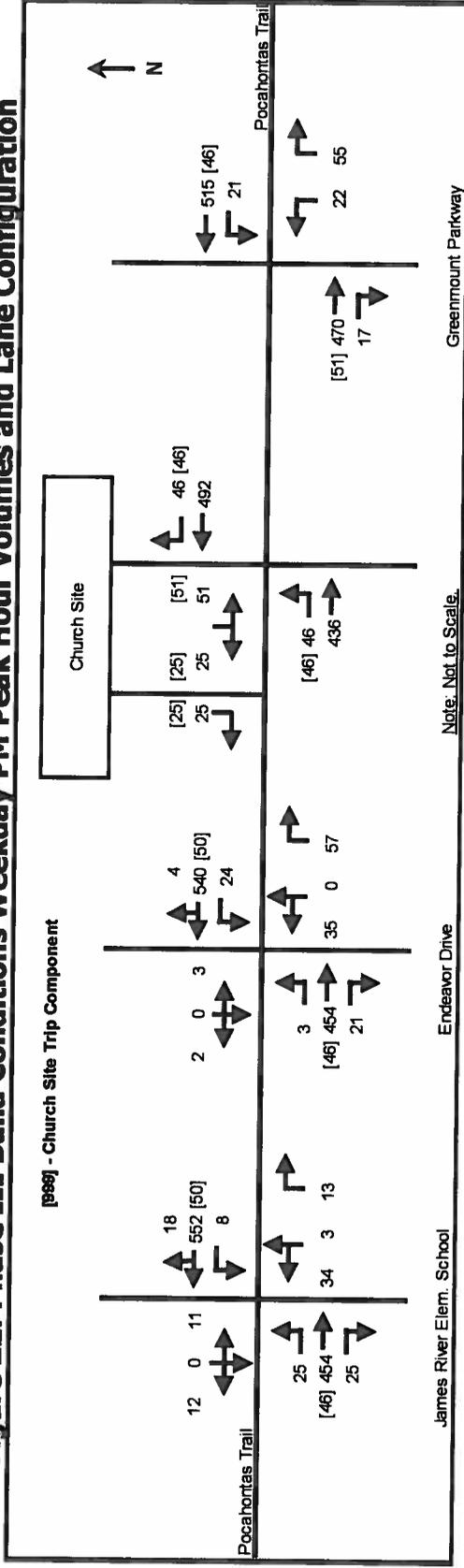
**Figure 20: Phase I Build Conditions Sunday 6:00-7:00 PM Peak Hour Volumes and Lane Configuration**



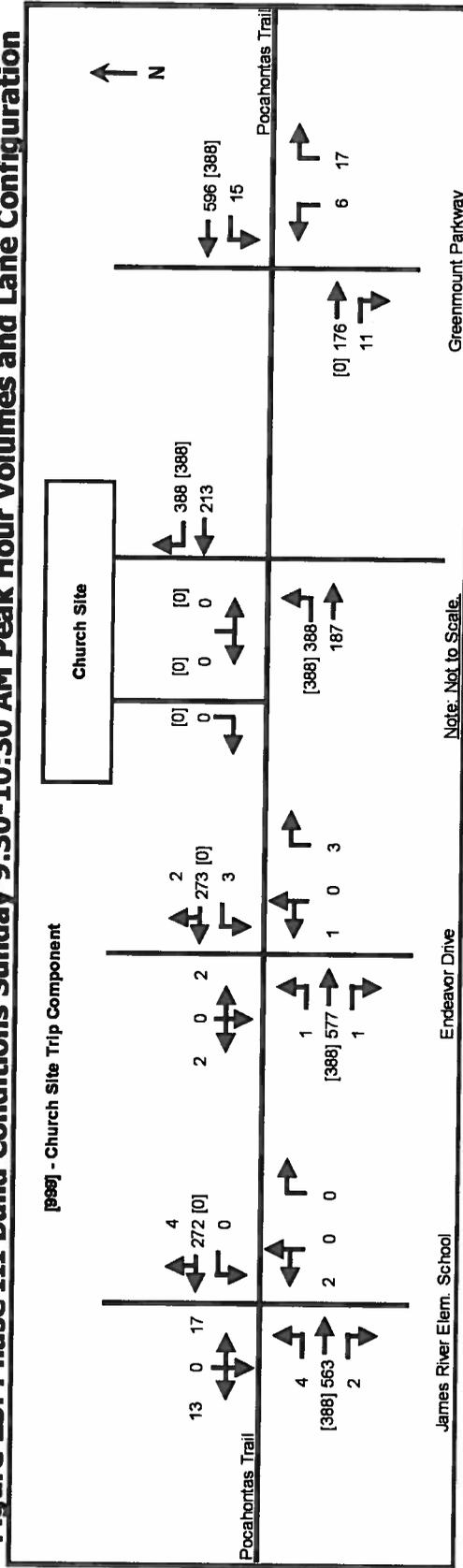
**Figure 21: Phase III Build Conditions Weekday AM Peak Hour Volumes and Lane Configuration**



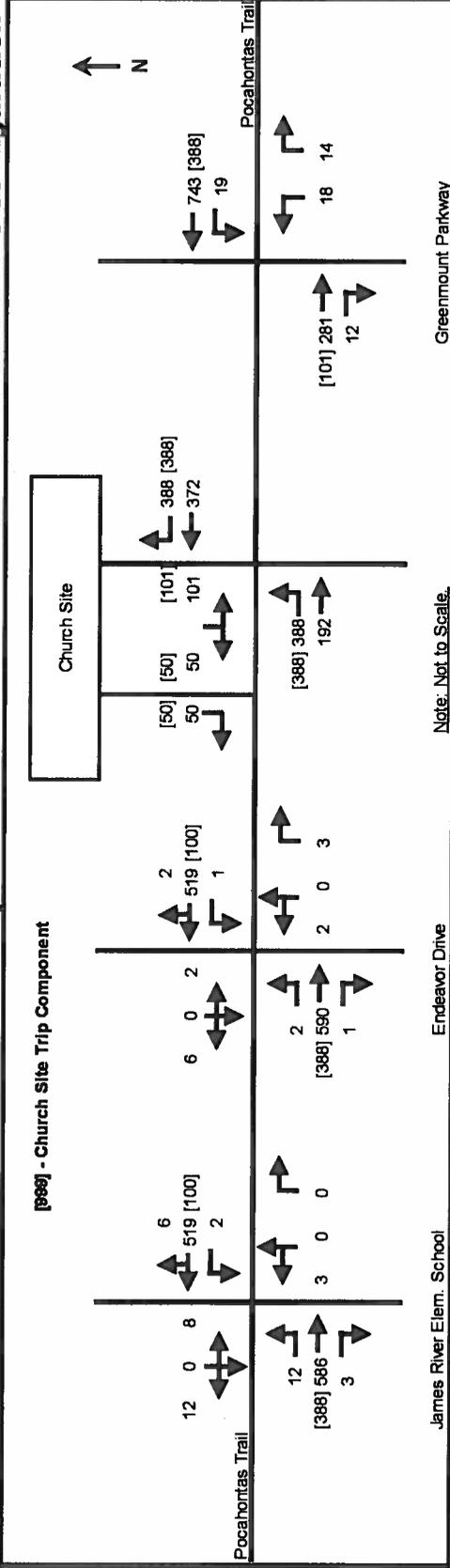
**Figure 22: Phase III Build Conditions Weekday PM Peak Hour Volumes and Lane Configuration**



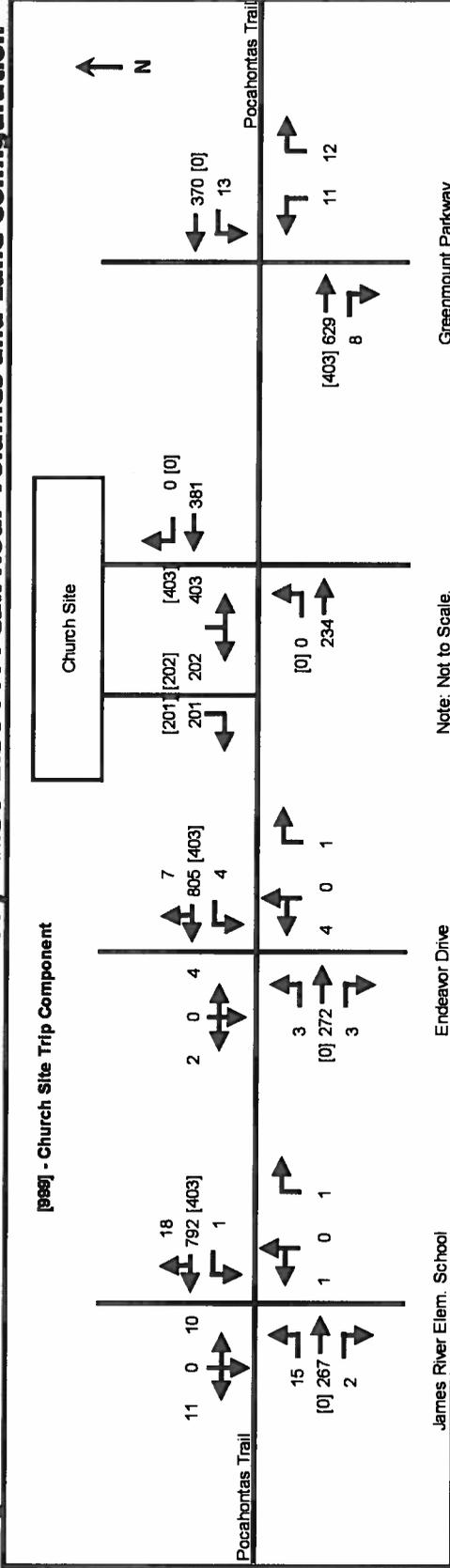
**Figure 23: Phase III Build Conditions Sunday 9:30-10:30 AM Peak Hour Volumes and Lane Configuration**



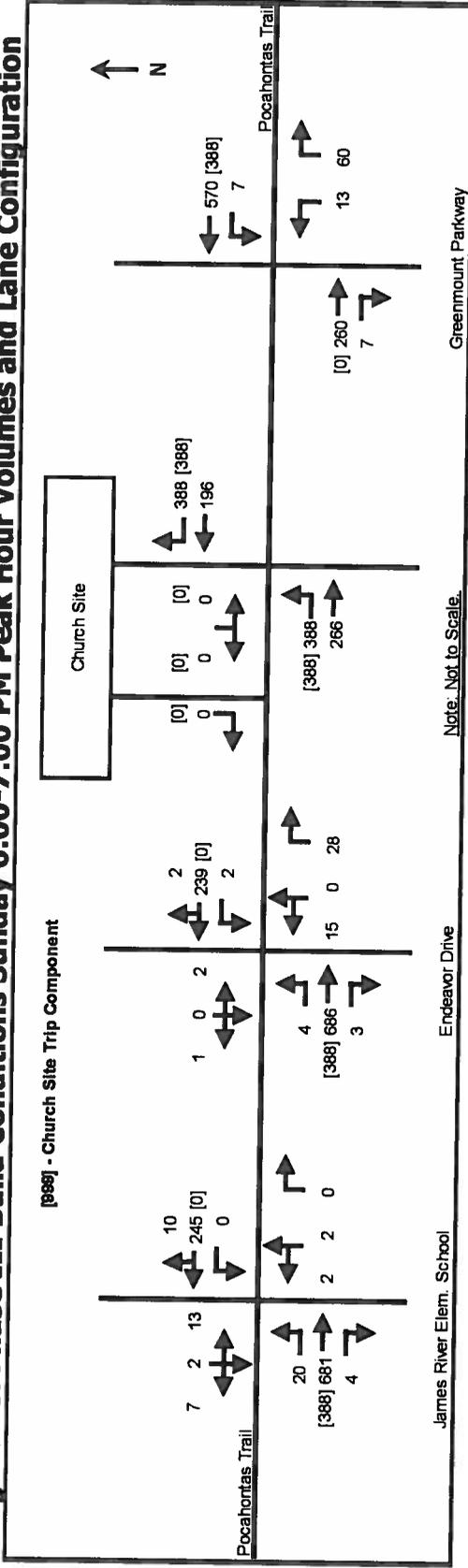
**Figure 24: Phase III Build Conditions Sunday 10:30-11:30 AM Peak Hour Volumes and Lane Configuration**



**Figure 25: Phase III Build Conditions Sunday 12:30-1:30 PM Peak Hour Volumes and Lane Configuration**



**Figure 26: Phase III Build Conditions Sunday 6:00-7:00 PM Peak Hour Volumes and Lane Configuration**



***Phase I Build Conditions Weekday Peak Hour Analysis***

**Table 9** summarizes the Phase I Build conditions weekday peak hour analysis. All three study area intersections are forecast to operate with adequate service levels under Phase I Build conditions. Overall intersection service levels at Greenmount Parkway are forecasts at LOS A in both peak hours, they are forecasts at LOS B at Plantation Road/James River Elementary School, and each movement at Endeavor Drive is forecast at LOS D or better. The northbound left turn movement at Endeavor Drive is the only movement forecast to operate with LOS D conditions in the p.m. peak hour, a total of 22 vehicles make this movement in the p.m. peak hour. LOS D is considered adequate by AASHTO in urban settings; Route 60 is classified as an urban other principal arterial. James City County policy defines adequate service levels to be LOS C or better. There are two potential mitigation measures to address the LOS D conditions found at Endeavor Drive in the p.m. peak hour on the northbound through/left turn movement – a traffic signal and widening Route 60. Neither of these mitigation measures are warranted nor are they reasonable improvements to mitigate delay for 22 vehicles in one peak hour. All of the movements at the two proposed church driveway intersections with Route 60 are forecast to operate with LOS C or better service levels.

***Phase I Sunday Peak Hour Analysis***

Sunday peak hour Build analysis is summarized in **Tables 10 and 11**. The signalized study area intersections, Greenmount Parkway and Plantation Road/James River Elementary School, are forecast to operate with no lower than LOS A overall intersection service levels during all four Sunday peak hours. The unsignalized intersection of Endeavor Drive is forecast to operate with no lower than LOS C conditions at all the individual movements during all four Sunday peak hours. All of the movements at the proposed main church's driveway intersection with Route 60 are forecast to operate with LOS D or better service levels. The southbound left turn movement from the main church's driveway is forecast to experience LOS D conditions during the 10:30-11:30 Sunday hour. Police officer traffic control is a potential mitigation for the lower service levels for egress movements from the church on Sundays. However, conditions during Phase I are not severe enough to require police control in order to ensure reasonable delays during major periods of egress from the church.

Lower service levels for the egress movements from the main church driveway on peak Sunday hours will cause queues to develop; these queues may impede ingress church traffic to the parking lots nearer Route 60 which could potentially spill back to Route 60. This situation is most problematic during the 10:30-11:30 a.m. Sunday hour when there is a large amount of ingress traffic and a fair

amount of egress traffic. SimTraffic analysis of the southbound left turn queue during this hour forecasts a 95<sup>th</sup> percentile queue length of 53 feet. The throat length of the main driveway is approximately 250 feet long so there should be no influence on Route 60. Other peak hours, such as 12:30-1:30 p.m., may have more egress traffic than the 10:30-11:30 a.m. peak hour and therefore longer southbound queues leaving the church, however there will not be any significant ingress traffic during this hour.

### ***Phase III Build Conditions Weekday Peak Hour Analysis***

**Table 12** summarizes the Phase III Build Conditions weekday peak hour analysis. All three study area intersections are forecast to operate with adequate service levels under Phase I Build conditions. Overall intersection service levels at Greenmount Parkway are forecast at LOS A in both peak hours, they are forecast at LOS B at Plantation Road/James River Elementary School, and each movement at Endeavor Drive is forecast at LOS D or better. As was stated previously, there are two potential mitigation measures to address the LOS D conditions found at Endeavor Drive in the p.m. peak hour on the northbound through/left turn movement – a traffic signal and widening Route 60. Neither of these mitigation measures is warranted nor are they reasonable improvements to mitigate delay for 22 vehicles in one peak hour. All of the movements at the proposed main church's driveway intersection with Route 60 are forecast to operate with LOS D or better service levels.

### ***Phase III Sunday Peak Hour Analysis***

Sunday peak hour No Build analysis is summarized in **Tables 13 and 14**. The signalized study area intersections, Greenmount Parkway and Plantation Road/James River Elementary School, are forecast to operate with no lower than LOS B overall intersection service levels during all four Sunday peak hours. The unsignalized intersection of Endeavor Drive is forecast to operate with no lower than LOS D conditions at all the individual movements during all four Sunday peak hours. LOS D conditions are forecast for the northbound through/left turn movement at Endeavor drive during two of the Sunday peak hours (see the previous paragraph discussion on mitigation of these service levels). All of the movements at the proposed main church's driveway intersection with Route 60 are forecast to operate with LOS D or better service levels with two exceptions, the southbound left turn movement exiting the church is forecast to operate with LOS F conditions during the 10:30-11:30 a.m. hour and the 12:30-1:30 p.m. peak hour. Police officer traffic control is a potential mitigation for the lower service levels for egress movements from the church on Sundays. The church may choose to use Police traffic control or similar measures at a point in time when egress delay becomes extreme (i.e. LOS F).

Lower service levels for the egress movements from the main church driveway on peak Sunday hours will cause queues to develop; these queues may impede ingress church traffic to the parking lots nearer Route 60 which could potentially spill back to Route 60. This situation is most problematic during the 10:30-11:30 a.m. Sunday hour when there is a large amount of ingress traffic and a fair amount of egress traffic. SimTraffic analysis of the southbound left turn queue during this hour forecasts a 95<sup>th</sup> percentile queue length of 594 feet. The throat of the driveway is approximately 250 feet long so there is certainly the potential to influence Route 60. By Phase III it is evident that the church may need the assistance of police officers to assist with traffic control so that egress during the 10:30-11:30 a.m. and 12:30-1:30 p.m. Sunday peak hours will be only experience reasonable delays (and queue lengths). The church should consider installing "DO NOT BLOCK THE INTERSECTION" signage on the southbound main driveway approach to the southern parking lots to help prevent northbound queues entering the church from causing any impact on Route 60. Another mitigation technique the church could employ would be closing access to the southern parking areas from the main church driveway during peak periods of egress in order to prevent ingress vehicles from attempting to make a left turn to this area during periods when there may be significant opposing queues.

**Table 9  
Summary of Phase I Build Conditions Weekday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	AM Peak Hour		PM Peak Hour	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b><u>James River Elem. Sch./Colony Dr. @ Rt. 60</u></b>				
EB U.S. Route 60 Left	32.2	C	30.3	C
EB U.S. Route 60 Through	13.1	B	9.9	A
EB U.S. Route 60 Right	10.9	B	6.8	A
WB U.S. Route 60 Left	28.2	C	34.1	C
WB U.S. Route 60 Through/Right	12.1	B	12.2	B
NB James River Elem. School Through/Left	23.2	C	26.4	C
NB James River Elem. School Right	21.2	C	25.4	C
SB Colony Drive Left/Through/Right	25.1	C	29.4	C
<b>Overall Intersection</b>	<b>14.6</b>	<b>B</b>	<b>12.7</b>	<b>B</b>
<b><u>Endeavor Drive @ U.S. Route 60</u></b>				
NB Endeavor Drive Through/Left	19.5	C	28.4	D
NB Endeavor Drive Right	10.5	B	11.7	B
EB U.S. Route 60 Left	8.1	A	8.6	A
WB U.S. Route 60 Left	8.3	A	8.4	A
SB Endeavor Drive Left/Through/Right	17.0	C	20.3	C
<b><u>Main Church Driveway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Left	8.1	A	8.6	A
SB Church Driveway Left	17.0	C	23.5	C
SB Church Driveway Right	10.3	B	11.8	B
<b><u>Secondary Church Driveway @ U.S. Route 60</u></b>				
SB Church Driveway Right	10.4	B	12.1	B
<b><u>Greenmount Parkway @ U.S. Route 60</u></b>				
EB U.S. Route 60 Through	9.4	A	9.6	A
EB U.S. Route 60 Right	5.6	A	4.2	A
WB U.S. Route 60 Left	5.2	A	5.9	A
WB U.S. Route 60 Through/Right	3.5	A	4.7	A
NB Greenmount Parkway Left	19.1	B	20.0	C
NB Greenmount Parkway Right	23.9	C	22.2	C
<b>Overall Intersection</b>	<b>7.0</b>	<b>A</b>	<b>8.0</b>	<b>A</b>

<b>Table 10 Summary of Phase I Build Conditions Sunday Peak Hour Traffic Analysis HCM 2010 Methodology</b>				
Movement (Type)	Sunday 9:30-10:30		Sunday 10:30-11:30	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	29.4	C	26.8	C
EB U.S. Route 60 Through	5.7	A	8.0	A
EB U.S. Route 60 Right	4.0	A	5.7	A
WB U.S. Route 60 Left	0.0	A	42.8	D
WB U.S. Route 60 Through/Right	9.2	A	9.6	A
NB James River Elem. School Through/Left	35.9	D	34.8	C
NB James River Elem. School Right	0.0	A	0.0	A
SB Colony Drive Left/Through/Right	19.5	B	24.7	C
<b>Overall Intersection</b>	<b>8.0</b>	<b>A</b>	<b>9.6</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	15.3	C	19.8	C
NB Endeavor Drive Right	10.5	B	10.7	B
EB U.S. Route 60 Left	7.9	A	8.4	A
WB U.S. Route 60 Left	8.1	A	8.1	A
SB Endeavor Drive Left/Through/Right	12.3	B	13.6	B
<b>Main Church Driveway @ U.S. Route 60</b>				
EB U.S. Route 60 Left	8.2	A	8.7	A
SB Church Driveway Left	0.0	A	25.5	D
SB Church Driveway Right	0.0	A	10.8	B
<b>Secondary Church Driveway @ U.S. Route 60</b>				
SB Church Driveway Right	0.0	A	11.0	B
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	7.0	A	7.6	A
EB U.S. Route 60 Right	5.2	A	5.1	A
WB U.S. Route 60 Left	4.7	A	4.9	A
WB U.S. Route 60 Through/Right	3.7	A	4.6	A
NB Greenmount Parkway Left	17.5	B	18.9	B
NB Greenmount Parkway Right	21.5	C	18.7	B
<b>Overall Intersection</b>	<b>5.4</b>	<b>A</b>	<b>6.0</b>	<b>A</b>

**Table 11  
Summary of Phase I Build Conditions Sunday Peak Hour Traffic Analysis  
HCM 2010 Methodology**

Movement (Type)	Sunday 12:30-1:30		Sunday 6:00-7:00	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	26.3	C	22.2	c
EB U.S. Route 60 Through	6.9	A	5.8	A
EB U.S. Route 60 Right	5.5	A	3.7	A
WB U.S. Route 60 Left	36.9	D	0.0	A
WB U.S. Route 60 Through/Right	10.1	B	9.2	A
NB James River Elem. School Through/Left	30.6	C	28.6	C
NB James River Elem. School Right	32.6	C	0.0	A
SB Colony Drive Left/Through/Right	24.8	C	21.3	C
<b>Overall Intersection</b>	<b>9.8</b>	<b>A</b>	<b>7.8</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	19.1	C	17.5	C
NB Endeavor Drive Right	9.7	A	11.8	B
EB U.S. Route 60 Left	8.7	A	7.8	A
WB U.S. Route 60 Left	7.8	A	8.4	A
SB Endeavor Drive Left/Through/Right	16.8	C	14.9	B
<b>Main Church Driveway @ U.S. Route 60</b>				
EB U.S. Route 60 Left	0.0	A	8.1	A
SB Church Driveway Left	20.9	C	0.0	A
SB Church Driveway Right	11.7	B	0.0	A
<b>Secondary Church Driveway @ U.S. Route 60</b>				
SB Church Driveway Right	12.8	B	0.0	A
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	8.1	A	8.6	A
EB U.S. Route 60 Right	4.6	A	4.7	A
WB U.S. Route 60 Left	4.9	A	5.8	A
WB U.S. Route 60 Through/Right	3.3	A	4.7	A
NB Greenmount Parkway Left	19.7	B	15.3	B
NB Greenmount Parkway Right	20.4	C	17.3	B
<b>Overall Intersection</b>	<b>6.2</b>	<b>A</b>	<b>7.4</b>	<b>A</b>

<b>Table 12</b>				
<b>Summary of Phase III Build Conditions Weekday Peak Hour Traffic Analysis</b>				
<b>HCM 2010 Methodology</b>				
Movement (Type)	AM Peak Hour		PM Peak Hour	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	32.6	C	30.6	C
EB U.S. Route 60 Through	13.1	B	9.9	A
EB U.S. Route 60 Right	10.8	B	6.8	A
WB U.S. Route 60 Left	28.6	C	34.4	C
WB U.S. Route 60 Through/Right	12.0	B	12.3	B
NB James River Elem. School Through/Left	23.6	C	26.7	C
NB James River Elem. School Right	21.6	C	25.7	C
SB Colony Drive Left/Through/Right	25.5	C	29.7	C
<b>Overall Intersection</b>	<b>14.6</b>	<b>B</b>	<b>12.7</b>	<b>B</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	20.1	C	29.2	D
NB Endeavor Drive Right	10.6	B	11.8	B
EB U.S. Route 60 Left	8.1	A	8.6	A
WB U.S. Route 60 Left	8.3	A	8.4	A
SB Endeavor Drive Left/Through/Right	17.4	C	20.8	C
<b>Main Church Driveway @ U.S. Route 60</b>				
EB U.S. Route 60 Left	8.1	A	8.6	A
SB Church Driveway Left	18.2	C	25.5	D
SB Church Driveway Right	10.3	B	11.8	B
<b>Secondary Church Driveway @ U.S. Route 60</b>				
SB Church Driveway Right	10.5	B	12.2	B
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	9.3	A	9.7	A
EB U.S. Route 60 Right	5.5	A	4.2	A
WB U.S. Route 60 Left	5.2	A	5.9	A
WB U.S. Route 60 Through/Right	3.6	A	4.7	A
NB Greenmount Parkway Left	19.3	B	20.3	C
NB Greenmount Parkway Right	24.1	C	22.5	C
<b>Overall Intersection</b>	<b>7.0</b>	<b>A</b>	<b>8.0</b>	<b>A</b>

**Table 13**  
**Summary of Phase III Build Conditions Sunday Peak Hour Traffic Analysis**  
**HCM 2010 Methodology**

Movement (Type)	Sunday 9:30-10:30		Sunday 10:30-11:30	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	31.7	C	29.8	C
EB U.S. Route 60 Through	6.7	A	9.1	A
EB U.S. Route 60 Right	3.7	A	5.2	A
WB U.S. Route 60 Left	0.0	A	45.8	D
WB U.S. Route 60 Through/Right	8.3	A	9.1	A
NB James River Elem. School Through/Left	38.1	D	37.8	D
NB James River Elem. School Right	0.0	A	0.0	A
SB Colony Drive Left/Through/Right	21.7	C	27.7	C
<b>Overall Intersection</b>	<b>7.9</b>	<b>A</b>	<b>9.8</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	19.8	C	28.4	D
NB Endeavor Drive Right	12.5	B	12.6	B
EB U.S. Route 60 Left	7.9	A	8.6	A
WB U.S. Route 60 Left	8.8	A	8.8	A
SB Endeavor Drive Left/Through/Right	14.9	B	16.1	C
<b>Main Church Driveway @ U.S. Route 60</b>				
EB U.S. Route 60 Left	8.9	A	9.9	A
SB Church Driveway Left	0.0	A	244.7	F
SB Church Driveway Right	0.0	A	11.1	B
<b>Secondary Church Driveway @ U.S. Route 60</b>				
SB Church Driveway Right	0.0	A	11.6	B
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	6.8	A	7.0	A
EB U.S. Route 60 Right	5.1	A	4.4	A
WB U.S. Route 60 Left	4.6	A	4.4	A
WB U.S. Route 60 Through/Right	4.8	A	5.6	A
NB Greenmount Parkway Left	17.9	B	22.0	C
NB Greenmount Parkway Right	22.2	C	21.7	C
<b>Overall Intersection</b>	<b>5.7</b>	<b>A</b>	<b>6.4</b>	<b>A</b>

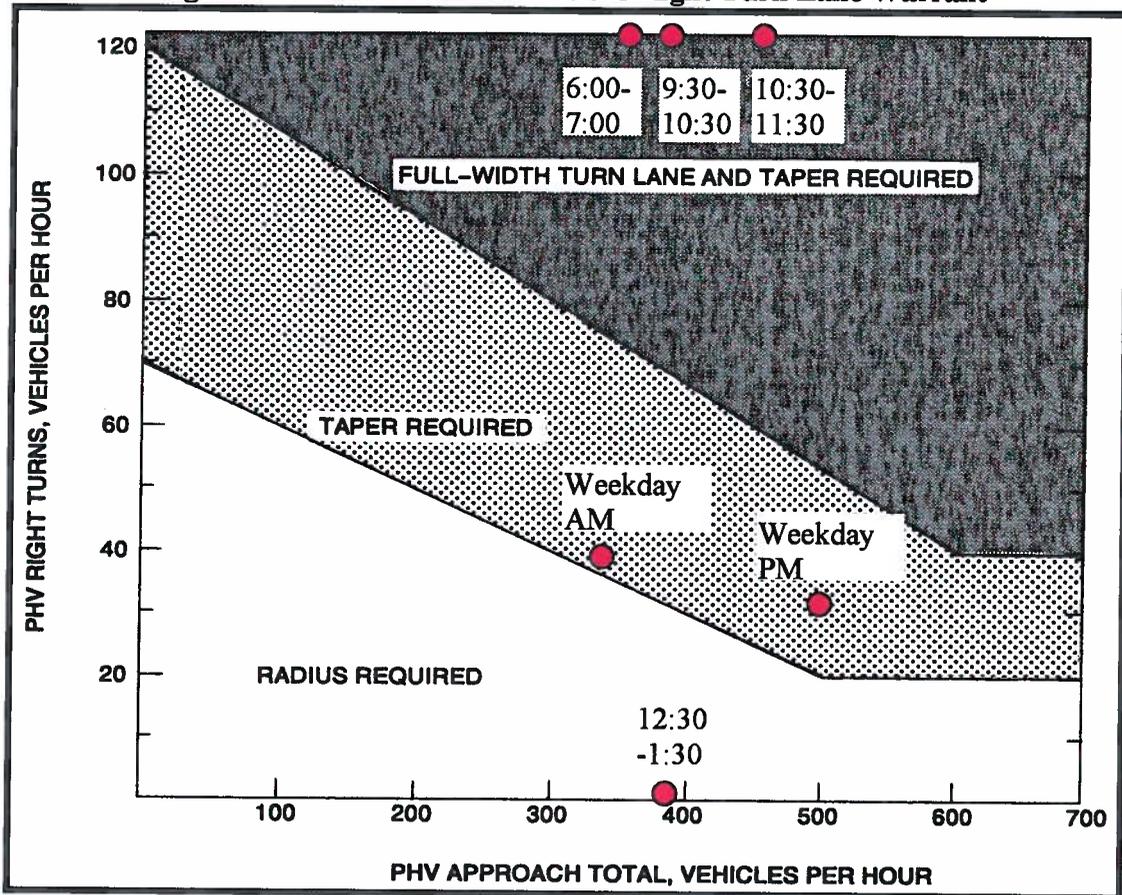
**Table 14**  
**Summary of Phase III Build Conditions Sunday Peak Hour Traffic Analysis**  
**HCM 2010 Methodology**

Movement (Type)	Sunday 12:30-1:30		Sunday 6:00-7:00	
	Delay (sec./veh.)	Level of Service	Delay (sec./veh.)	Level of Service
<b>James River Elem. Sch./Colony Dr. @ Rt. 60</b>				
EB U.S. Route 60 Left	31.5	C	24.8	C
EB U.S. Route 60 Through	5.8	A	6.8	A
EB U.S. Route 60 Right	4.7	A	3.4	A
WB U.S. Route 60 Left	49.5	D	0.0	A
WB U.S. Route 60 Through/Right	12.4	B	8.1	A
NB James River Elem. School Through/Left	35.7	D	31.1	C
NB James River Elem. School Right	37.7	D	0.0	A
SB Colony Drive Left/Through/Right	29.9	C	23.8	C
<b>Overall Intersection</b>	<b>11.4</b>	<b>B</b>	<b>8.0</b>	<b>A</b>
<b>Endeavor Drive @ U.S. Route 60</b>				
NB Endeavor Drive Through/Left	25.2	D	23.2	C
NB Endeavor Drive Right	9.7	A	14.4	B
EB U.S. Route 60 Left	9.5	A	7.8	A
WB U.S. Route 60 Left	7.8	A	9.2	A
SB Endeavor Drive Left/Through/Right	21.8	C	18.9	C
<b>Main Church Driveway @ U.S. Route 60</b>				
EB U.S. Route 60 Left	0.0	A	8.8	A
SB Church Driveway Left	85.0	F	0.0	A
SB Church Driveway Right	13.6	B	0.0	A
<b>Secondary Church Driveway @ U.S. Route 60</b>				
SB Church Driveway Right	18.7	C	0.0	A
<b>Greenmount Parkway @ U.S. Route 60</b>				
EB U.S. Route 60 Through	9.0	A	8.0	A
EB U.S. Route 60 Right	3.9	A	4.3	A
WB U.S. Route 60 Left	5.6	A	5.5	A
WB U.S. Route 60 Through/Right	2.9	A	5.7	A
NB Greenmount Parkway Left	23.5	C	16.7	B
NB Greenmount Parkway Right	24.2	C	18.8	B
<b>Overall Intersection</b>	<b>7.1</b>	<b>A</b>	<b>7.4</b>	<b>A</b>

## VI. Turn Lane Warrant Analysis

Warrant analysis was conducted using nomographs found in VDOT's Road Design Manual Appendix F. Right turn lane warrant analysis was conducted using the forecasted Build volumes found in **Figures 15-20**. **Figure 27** displays the warrant for right turn lanes on a two-lane highway (U.S. Route 60). The main site entrance on U.S. Route 60 meets warrants for a 200 foot full-width turn lane and 200 foot taper for three of the Sunday services in Phase I. A 200 foot left turn lane with 200 feet of taper is warranted during both weekday peak hours (See **Figure 28**) and during 3 peak hours on Sunday in Phase I (See **Figure 29**).

**Figure 27: Phase I Build Conditions Right Turn Lane Warrant**



**Figure 28: Phase I Build Conditions Left Turn Lane Warrant  
Weekday Peak Hours**

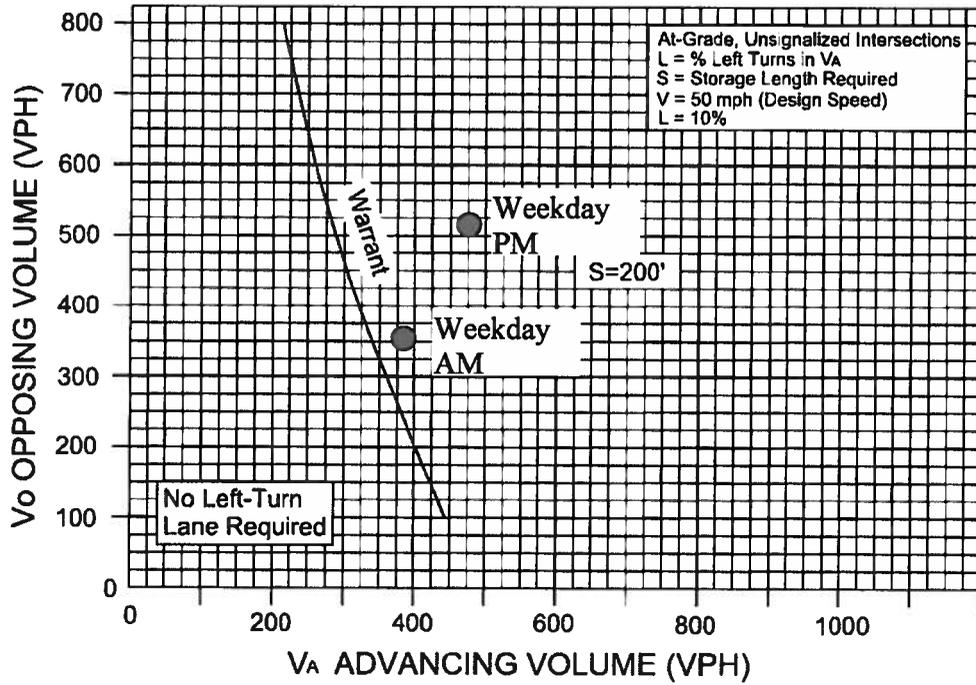
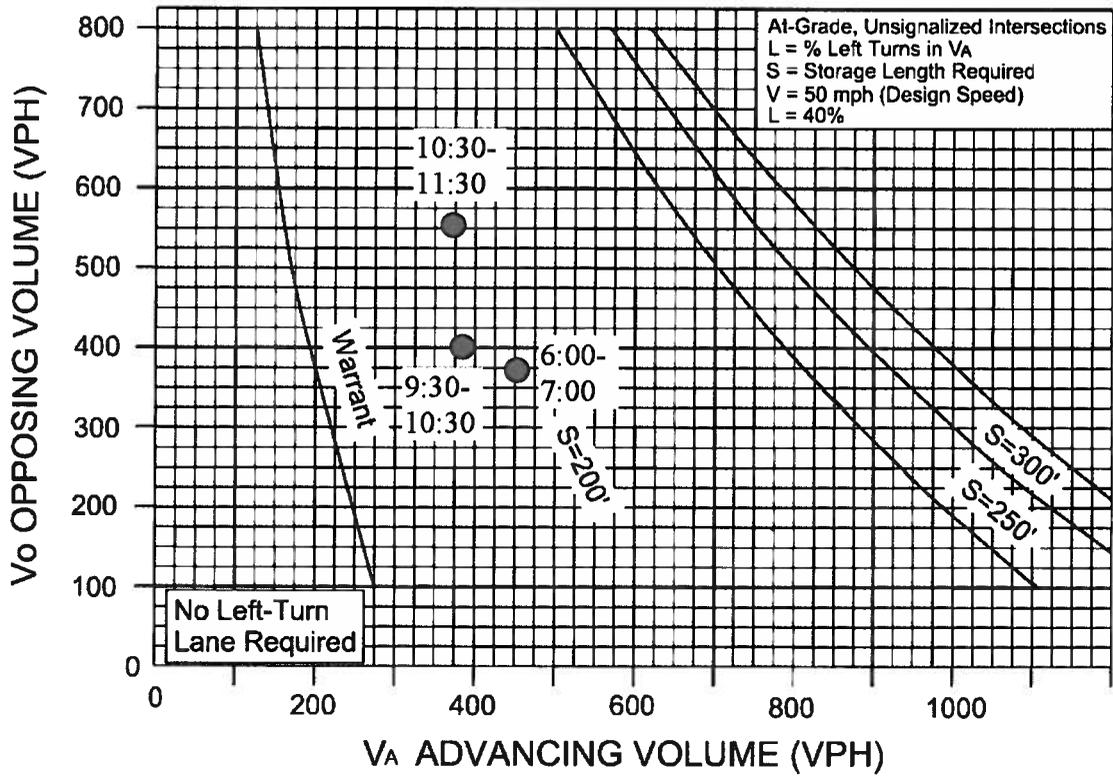
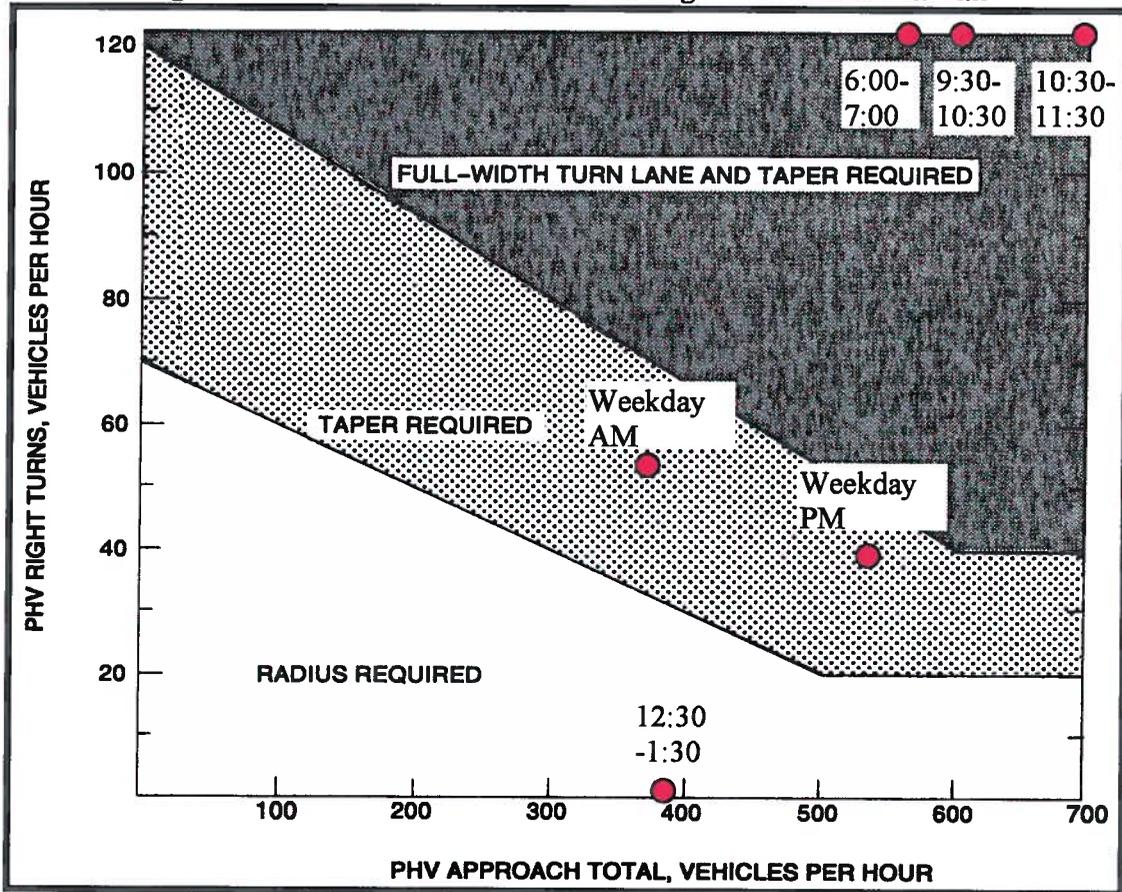


Figure 29: Phase I Build Conditions Left Turn Lane Warrant  
Sunday Peak Hours



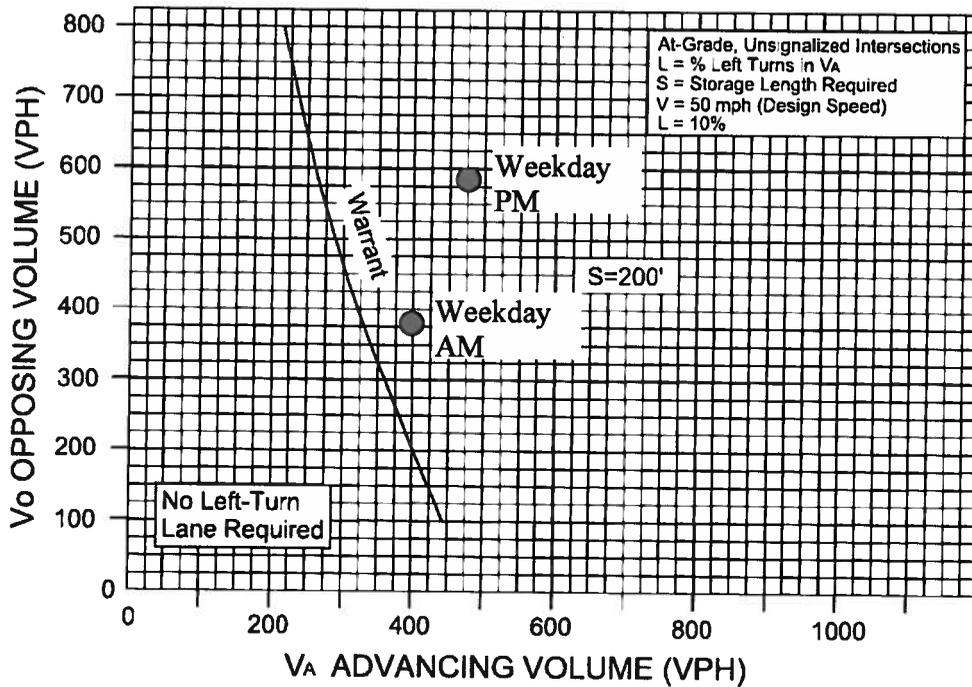
**Figure 30** displays the warrant for right turn treatments on two-lane roads (U.S. Route 60) for Phase III Build conditions. A 200 foot right turn lane with 200 feet of taper is warranted for three Sunday hours.

**Figure 30: Phase III Build Conditions Right Turn Lane Warrant**



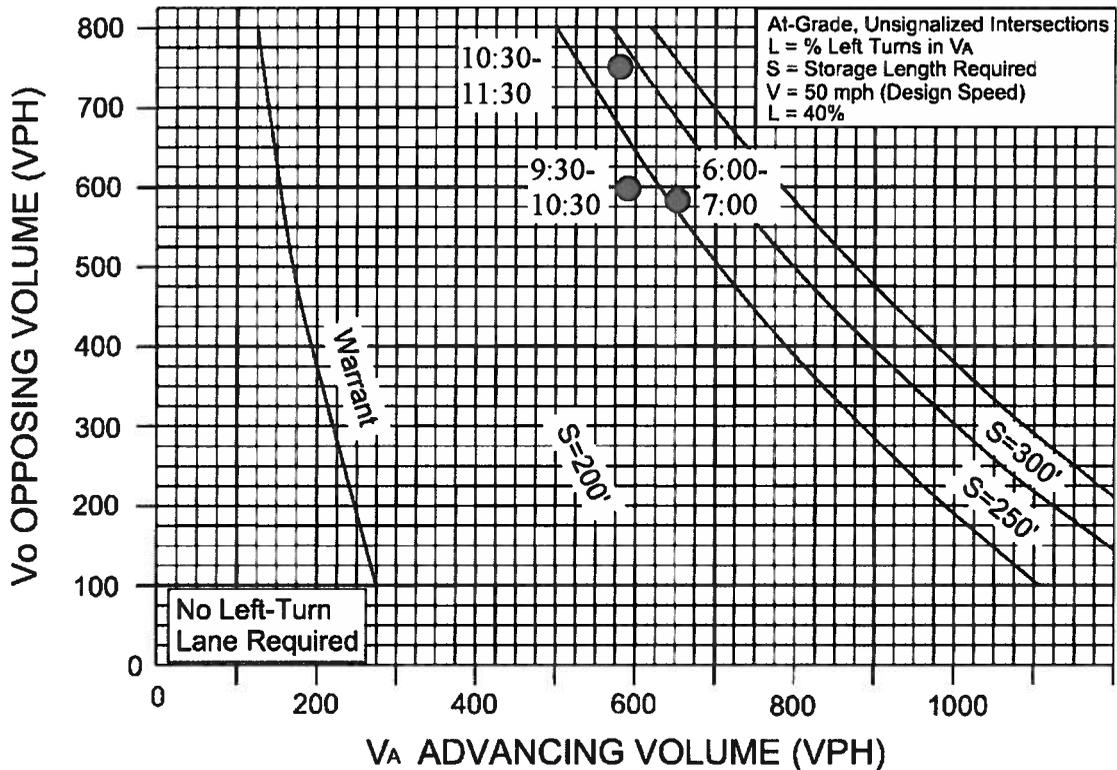
**Figure 31** displays the warrants for a left turn lane treatment for Phase III Build conditions during the weekday peak hours. A 200 foot left turn lane with 200 feet of taper is warrant for the a.m. and p.m. weekday peak hours in Phase III Build conditions.

**Figure 31: Phase III Build Conditions Left Turn Lane Warrant Weekday Peak Hours**



**Figure 32** displays the warrants for a left turn lane treatment for Phase III Build conditions during Sunday hours. A 250 foot left turn lane with 200 feet of taper is warranted for two hours in Phase III Build conditions on Sunday.

**Figure 32: Phase III Build Conditions Left Turn Lane Warrant  
Sunday Peak Hours**



An alternative analysis of the left turn lane storage length needs at the site entrance was conducted using SimTraffic microsimulation software. The 10:30-11:30 Sunday hour was specifically chosen as the analysis time period because it experiences the heaviest combination of left turn traffic versus opposing traffic. Simulations were conducted ten times for this Sunday hour under both Phase I and Phase III Build conditions. Average 95<sup>th</sup> percentile queue lengths for the left turn lane in Phase I Build conditions were 83 feet and they were 219 feet under Phase III Build conditions.

***Access Management***

VDOT has design standards for entrance locations and types of access known as Access Management Design Standards for Entrances and Intersections for roads maintained by VDOT such as Route 60. These standards apply to “commercial entrances”. The design standards are based on two variables, the classification of the road and its speed limit. Route 60 is classified as an urban other principal arterial and it has a posted speed limit of 45 MPH in the vicinity of the church. Based on these variables, the VDOT minimum spacing standards for full access entrances is 565 feet and its minimum spacing for partial access (such as right-out only driveways) is 305 feet. The main church driveway is located approximately 1,000 feet from Greenmount Parkway. The secondary church driveway (right-out only) is located approximately 100 feet east of Morning Star Baptist Church’s driveway and approximately 450 feet west of the main church entrance. Morning Star Baptist Church is a very small church that is approximately 2,000 square feet in size. On Sunday, January 18<sup>th</sup>, 2015 a traffic count was conducted at Morning Star Baptist Church’s driveway from 9:30-11:50 a.m. Morning Star Baptist Church advertises its services at 10:00 a.m., 11:00 a.m., and 11:30 a.m. A total of 4 vehicles entered the church during the entire count period and none left. Assuming the 4 entering vehicles left at the conclusion of the 11:30 a.m. service there would have been approximately 8 total trips on that particular Sunday. VDOT defines a commercial entrance as any entrance serving land uses that generate more than 50 vehicular trips per day. Based on the Sunday, January 18<sup>th</sup>, 2015 traffic count, Morning Star Baptist Church’s entrance is not a commercial entrance, nor is it close to generating enough traffic to be considered a commercial entrance. Based on this information the proposed secondary church entrance does not violate the access management standards.

**VII. Conclusion**

The Peninsula Pentecostals Church is proposing to construct a new church and day care facility on 40 acres of land on Route 60 just west of Greenmount Parkway. This study has analyzed the impacts of the church in Phase I when the church will seat 1,200 members and Phase III when the church expands to 2,400 seats. The day care facility is planned to remain at the 150 student level throughout the expansion phases of the church. The church proposes two points of access on Route 60 – one full access driveway and a right-out only driveway.

Three adjacent intersections on Route 60 were chosen for inclusion in this study based on consultation with James City County and VDOT - James River Elementary School/Colony Drive, Endeavor Drive, and Greenmount Parkway. Study periods included weekday peak hours, a.m. and p.m., and four hours on

Sunday that capture the arrival and departure hours of the current church's worship services. All of the capacity analysis scenarios are summarized in **Table 15**. The Greenmount Parkway intersection is currently operating with overall intersection LOS A conditions during both weekday peak hours and the four Sunday peak hours. The James River Elementary School/Colony Drive intersection is operating with no lower than LOS B overall intersection levels of service in the existing conditions.

The church anticipates opening Phase I in 2018 and VDOT regulations require analysis 6 years after build out which makes the design year 2024. No Build conditions were developed by growing existing conditions traffic volumes by 1% annually for a period of 10 years. The annual growth rate of 1% was derived through discussions with James City County and VDOT. The church has no timetable for construction of Phases II and III.

The three study area intersections were evaluated with 2024 No Build conditions volumes. The Greenmount Parkway intersection is forecast to operate with overall intersection LOS A conditions during both weekday peak hours and the four Sunday peak hours. The James River Elementary School/Colony Drive intersection is forecast to operate with no lower than LOS B overall intersection levels of service in the existing conditions.

Two Build conditions scenarios were evaluated under 2024 traffic volumes, Phases I and III of the proposed church. All three of the study area intersection experience only moderate increases in delay in comparison to the No Build conditions. All levels of service at the three study area intersection are forecast to operate at LOS D or better conditions during both phases of the church. The northbound through/left turn movement at Endeavor Drive experienced minor increases in delay in the weekday p.m. peak hour between the No Build conditions and the Build conditions, the delay increased from 24.9 (LOS C) seconds/vehicle to 28.4 (LOS D) in Phase I and 29.2 (LOS D) in Phase III. By chance the No Build conditions were on the cusp of the LOS C/LOS D delay threshold of 25 seconds/vehicle, therefore any increase in traffic volumes would push the delay into LOS D conditions. LOS D is considered adequate by AASHTO in urban settings; Route 60 is classified as an urban other principal arterial. James City County policy defines adequate service levels to be LOS C or better. There are two potential mitigation measures to address the LOS D conditions found at the northbound through/left turn movement on Endeavor Drive in the p.m. peak hour and on two Sunday hours – a traffic signal and widening Route 60. Neither of these mitigation measures are warranted nor are they reasonable improvements to mitigate delay for between 11 to 22 vehicles per hour for three hours a week.

Southbound left turn egress from the main church driveway is forecast to operate with LOS D conditions during the 10:30-11:30 Sunday hour under Phase I Build conditions. This same movement is forecast to operate with LOS F conditions during the 10:30-11:30 and 12:30-1:30 Sunday hours under Phase III Build Conditions. Police officer traffic control is a potential mitigation for the lower service levels for egress movements from the church on Sundays. The church may choose to employ Police traffic control or similar measures when delay becomes extreme (i.e. LOS F). The church will monitor ingress church traffic patterns in order to keep this traffic from queuing back onto Route 60. Mitigation techniques to prevent ingress queues from spilling onto Route 60 include on-site signage to not block the internal intersection to the southern parking lots or they could include closing the closest internal site intersection to Route 60 with traffic cones.

There are several programmed VDOT projects located in the study area limits that have the potential to impact the church site -Two Regional Surface Transportation Program (RSTP) projects: Relocated Route 60 Project (UPS 13496) and Skiffes Creek Connector Project (UPC 100200) are within the project limits. The church has begun coordination with these projects to minimize the impact of the future development of these projects.

**Table 15  
Summary of Capacity Analysis  
HCM 2010 Methodology**

Intersection	Weekday AM Peak	Weekday PM Peak	Sunday 9:30-10:30	Sunday 10:30-11:30	Sunday 12:30-1:30	Sunday 6:00-7:00
<b>Existing Conditions</b>						
James River Elem. Sch./Colony Dr. @ Rt. 60	B	B	A	B	A	A
Endeavor Drive @ Rt. 60*	C	C	B	C	B	B
Greenmount Parkway @ Rt. 60	A	A	A	A	A	A
<b>No Build Conditions</b>						
James River Elem. Sch./Colony Dr. @ Rt. 60	B	B	A	B	A	A
Endeavor Drive @ Rt. 60*	C	C	B	C	C	B
Greenmount Parkway @ Rt. 60	A	A	A	A	A	A
<b>Phase I Build Conditions</b>						
James River Elem. Sch./Colony Dr. @ Rt. 60	B	B	A	A	A	A
Endeavor Drive @ Rt. 60*	C	D	C	C	C	C
Main Church Driveway @ Rt. 60	C	C	A	D	C	A
Secondary Church Driveway @ Rt. 60	B	B	A	B	B	A
Greenmount Parkway @ Rt. 60	A	A	A	A	A	A
<b>Phase III Build Conditions</b>						
James River Elem. Sch./Colony Dr. @ Rt. 60	B	B	A	A	B	A
Endeavor Drive @ Rt. 60*	C	D	C	D	D	C
Church Driveway @ Rt. 60	C	D	A	F	F	A
Secondary Church Driveway @ Rt. 60	B	B	A	B	C	A
Greenmount Parkway @ Rt. 60	A	A	A	A	A	A

\*Worst individual movement level of service is shown for unsignalized intersections. This is typically a left turn movement from the minor street.

An evaluation of turn lane warrants at the main site driveway was conducted for both Phase I and Phase III Build conditions using nomographs found in VDOT's Road Design Manual Appendix F. Additional evaluation of the turn lane storage length needs for the left turn lane into the main church entrance was conducted using SimTraffic microsimulation. SimTraffic analysis confirmed the storage lengths required by the standard VDOT nomographs were sufficient to handle 95<sup>th</sup> percentile traffic conditions (analysis can be found in the Technical Appendix). Based on the analysis conducted in this report the following improvements are recommended to mitigate traffic impacts associated with the development of the proposed church and day care facility:

**Phase I - Based on the analysis a 200' right turn lane and a 200' taper should be installed on westbound Route 60 approach the main site entrance and a 200' left turn lane and 200' taper should be installed on the eastbound Route 60 approach to the main site entrance.**

**Phase III - Based on the analysis a 200' right turn lane and a 200' taper should be installed on westbound Route 60 approach the main site entrance and a 250' left turn lane and 200' taper should be installed on the eastbound Route 60 approach to the main site entrance.**



Tax Parcel Numbers 6010100006, 6010100007, and 6010100008

**PROFFERS**

**THE PENINSULA PENTECOSTALS, INC.**

**January 30, 2015**

Prepared by:  
Kaufman & Canoles, P.C.  
4801 Courthouse Street, Suite 300  
Williamsburg, Virginia 23188

**THE PENINSULA PENTECOSTALS, INC.**

THESE PROFFERS are made this 30<sup>th</sup> day of January, 2015, by **THE PENINSULA PENTECOSTALS, INC.**, a Virginia non-stock corporation, its successors and/or assigns, the contract purchaser of the "Property" (hereinafter defined) (to be indexed as grantor), and **GREEN MOUNT ASSOCIATES, L.L.C.**, a Virginia limited liability company, the record owner of the "Property" (to be indexed as grantor) (collectively and/or individually hereinafter referred to as "Owner"):

**RECITALS:**

**R-1.** The Peninsula Pentecostals, Inc. ("Peninsula Pentecostals") is the contract purchaser of certain real property (the "Property") owned of record by Green Mount Associates, L.L.C. ("Green Mount") located in the County of James City, Virginia, containing 40.3 acres, more or less, more particularly described on **Exhibit A** attached hereto and made a part hereof.

**R-2.** The Property is now zoned M-2. The Property is designated Mixed Use on the County's Comprehensive Plan Land Use Map.

**R-3.** The Owner has applied to rezone the Property from M-2 to MU, with proffers.

**R-4.** Owner has submitted to the County a conceptual plan of development ("Master Plan") entitled "Conceptual Plan", dated November 20, 2014, prepared by Vanasse Hangen Brustlin, Inc., for the Property in accordance with the County Zoning Ordinance. The Master Plan is on file in the office of the County Planning Director.

**R-5.** A traffic impact study ("Traffic Impact Study") entitled "The Peninsula Pentecostals Traffic Impact Analysis", dated January 21, 2015, prepared by Chris Lawrence, P.E., has been submitted to the County and the Virginia Department of Transportation

("VDOT") for review in connection with the Application. The Traffic Study is on file in the office of the County Planning Director.

R-6. An archaeological report ("Archaeological Report"), dated October 2014, prepared by Circa~ Cultural Resource Management, L.L.C., has been submitted to the County and the Virginia Department of Historic Resources ("VDHR") for review in connection with the Application. The Archaeological Report is on file in the office of the County Planning Director.

R-7. Owner desires to offer to the County certain conditions on the development of the Property not generally applicable to land zoned MU.

NOW, THEREFORE, for and in consideration of the approval of the requested rezoning, and pursuant to Section 15.2-2303 of the Code of Virginia, 1950, as amended (the "Virginia Code"), and the County Zoning Ordinance, Owner agrees that it shall meet and comply with all of the following conditions in developing the Property. If the requested rezoning is not granted by the County, these Proffers shall be null and void.

**CONDITIONS:**

1. Master Plan. The Property shall be developed generally in accordance with the Master Plan with only changes thereto that the County or its duly authorized designee determines do not alter the basic concept or character of the development in accordance with Section 24-516(a) of the Zoning Ordinance in effect on the date hereof; provided, however, such development shall be expressly subject to such changes in configuration, composition and location as required by all other governmental authorities having jurisdiction over such development.

2. Limitation on Uses. The following uses shall be prohibited on the Property:

- a. Apartments
- b. Group homes or residential facilities
- c. Group quarters
- d. Home care facilities
- e. Independent living facilities
- f. Multi-family dwellings
- g. Single-family dwellings

The above use prohibitions shall not be deemed to prohibit the existence of an accessory apartment on Lot P-1 attached to the proposed house of worship building(s).

3. Lot P-2 & Lot P-3. Prior to preliminary approval of any site plan for the initial development (“Lot P-2/P-3 Development”) of all or any portion of the parcels of land shown on the Master Plan as Lot P-2 or Lot P-3 (a “Lot P-2/P-3 Site Plan”): (a) traffic impact analysis for such Lot P-2/P-3 Development (“Lot P-2/P-3 Development TIA”) shall be submitted to the County for review and approval, (b) any traffic improvements recommended by such Lot P-2/P-3 Development TIA the need for which is triggered by the Lot P-2/P-3 Development shall be shown on the Lot P-2/P-3 Site Plan and constructed or “Guaranteed” (hereinafter defined) in accordance therewith, and (c) a conceptual development plan and stormwater master plan for the development of Lot P-2 and Lot P-3 shall be submitted to the County.

4. Archaeology.

a. A Limited Phase I Archaeological Site Assessment (based on shovel testing at 25 foot intervals) of the area shown on the Master Plan as Additional Archaeological Study Area (the “Potential Site”) shall be submitted to and approved by the County for review and approval prior to issuance of a land disturbance permit for land disturbance activities within the Potential Site or in the immediate vicinity thereof. If a Limited Phase I study is undertaken and recommends Phase II evaluation of the Potential Site, then a Phase II Archaeological Site Assessment of the Potential Site, or such portions of it proposed for disturbance, shall be

submitted to and approved by the County for review and approval prior to issuance of a land disturbance permit for land disturbance activities within the Potential Site or in the immediate vicinity thereof. If a Phase II study is undertaken and recommends Phase III evaluation of the Potential Site, then a Phase III Archaeological Site Assessment of the Potential Site, or such portions of it proposed for disturbance, shall be submitted to and approved by the County for review and approval prior to issuance of a land disturbance permit for land disturbance activities within the Potential Site or in the immediate vicinity thereof.

b. Prior to preliminary approval of any site plan for the Lot P-2/P-3 Development, a Phase II Archaeological Boundary Determination for Site 44JC1024 (the "Archaeological Site") shall be submitted to the County for review and approval, and the boundaries of the Archaeological Site shall be shown on the Lot P-2/P-3 Site Plan. If the Archaeological Site is proposed to be disturbed by the Lot P-2/P-3 Development, then a Phase II Archaeological Site Assessment of the Archaeological Site, or such portions of it proposed for disturbance, shall be submitted to and approved by the County for review and approval prior to issuance of a land disturbance permit for land disturbance activities within the boundary of the Archaeological Site. If a Phase II study is undertaken and recommends Phase III evaluation of the Archaeological Site, then a Phase III Archaeological Site Assessment of the Archaeological Site, or such portions of it proposed for disturbance, shall be submitted to and approved by the County for review and approval prior to issuance of a land disturbance permit for land disturbance activities within the boundary of the Archaeological Site.

c. All Phase II and Phase III studies shall meet the Virginia Department of Historic Resources' Guidelines for Preparing Identification and Evaluation Reports for Submission Pursuant to Sections 106 and 110, National Historic Preservation Act,

Environmental Impact Reports of State Agencies, Virginia Appropriations Act, 1998 Session Amendments and Guidelines for Archeological Investigations in Virginia June 1996 and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's Professional Qualification Standards. Upon approval by the County, all treatment plans shall be incorporated into the plan of development for the Property and the clearing, grading or construction activities thereon.

5. Traffic Improvements.

a. The following traffic improvements (the "Phase 1 Traffic Improvements") on U.S. Route 60 at the primary entrance to Lot P-1 from U.S. Route 60 into the Property shall be guaranteed ("Guaranteed") in accordance with Section 15.2-2299 of the Virginia Code prior to final site plan approval for development of Lot P-1 in accordance with the Master Plan and shall be completed prior to issuance of a certificate of occupancy for a place of public assembly located on Lot P-1:

i. a westbound 200 foot right turn lane and a 200 foot right turn taper as generally depicted on the Master Plan; and

ii. an eastbound 200 foot left turn lane and a 200 foot left turn taper as generally depicted on the Master Plan.

b. Prior to final site plan approval for expansion of the place of public assembly located on Lot P-1 for seating capacity in excess of 1,800 persons, the following traffic improvement (the "Phase 2 Traffic Improvement") shall be Guaranteed and shall be completed prior to issuance of a certificate of occupancy for expansion of the place of public assembly located on Lot P-1 for seating capacity in excess of 1,800 persons:

i. the eastbound left turn lane along U.S. Route 60 at the primary entrance to Lot P-1 from U.S. Route 60 into the Property shall be extended to a total length of 250 feet with a 200 foot left turn taper as generally depicted on the Master Plan.

c. Within 180 days after issuance of a certificate of occupancy for a place of public assembly located on Lot P-1, a traffic management plan (the "TMP") addressing the circulation and queing of vehicles on Lot P-1 associated with peak occupancy periods for the place of public assembly so as to limit the impact on traffic flows along U.S. Route 60 shall be submitted to the County Planning Director for review and approval for consistency with the terms of this proffer. The TMP shall thereafter be implemented on Lot P-1 for peak occupancy periods for the place of public assembly.

6. Design.

a. The improvements on the Lot P-1 shall be constructed generally in accordance with the architectural elevations entitled "THE PENINSULA PENTECOSTAL CHURCH NEWPORT NEWS, VIRGINIA" prepared by Zion Church Builders, Inc. and "THE PENINSULA PENTECOSTAL CHURCH" prepared by Daniel G. White, Architect, LLC, dated October 16, 2009, last revised June 6, 2013 (collectively, the "Elevations"), a copy of which are on file in the office of the County Planning Director. The Elevations may be modified from time to time provided that such modifications do not alter the basic character and intent of the Elevations and provided that such amendments are approved by the County Planning Director for consistency with the terms of this proffer.

b. Signage on Lot P-1 located along U.S. Route 60 shall (i) be limited to externally illuminated monument style signs, (ii) be limited to a maximum of 8 feet in height, (iii) have an architectural character consistent with the Elevations, and (iv) have a base

constructed of materials consistent with the materials used in the place of public assembly located on Lot P-1. Prior to final site plan approval for development of Lot P-1, renderings of such signage shall be submitted to the County Planning Director for review and approval for consistency with the terms of this proffer. Nothing in this proffer shall be construed to apply to the use of exterior signage internal to the site such as informational signage, traffic signage, parking signage, directories, building face signage, and the like.

c. The Lot P-2/P-3 Development shall be constructed so as to have a common architectural character which is complimentary to the architectural character of the improvements then located on Lot P-1. Prior to final approval of any site plan for the Lot P-2/P-3 Development, architectural elevations for the Lot P-2/P-3 Development shall be submitted to the County Planning Director for review and approval for consistency with the terms of this proffer.

7. Day Care. The number of children in attendance at the child day care located on Lot P-1 shall not exceed 150 children.

8. Lighting. Exterior lighting on Lot P-1 shall be designed so as to minimize glare onto adjacent properties and rights-of-way to the extent practicable and still achieve the reasonable illumination for the use, safety, and function of the improvements on Lot P-1. The exterior lighting plan shall be subject to the review and approval of the County Planning Director for consistency with this proffer prior to issuance of a building permit for any improvements on Lot P-1.

9. Headings. All section and subheadings of these Proffers are for convenience only and shall not be read as a part of these Proffers or utilized in interpretation thereof.

10. Delegation of Subsequent Approvals. The County Board of Supervisors by accepting these Proffers is exercising its legislative function. While these Proffers provide for subsequent approvals by the County or by its duly authorized designees appointed by the County, such subsequent approvals by any duly authorized designee of the County shall not include the exercise of any legislative function.

11. Severability. In the event that any clause, sentence, paragraph, section or subsection of these Proffers shall be adjudged by any court of competent jurisdiction to be invalid or unenforceable for any reason, including a declaration that it is contrary to the Constitution of the Commonwealth of Virginia or of the United States, or if the application thereof to any owner of any portion of the Property or to any government agency is held invalid, such judgment or holding shall be confined in its operation to the clause, sentence, paragraph, section or subsection hereof, or the specific application thereof directly involved in the controversy in which the judgment or holding shall have been rendered or made, and shall not in any way affect the validity of any other clause, sentence, paragraph, section or provision hereof.

12. Conflicts. In the event that there is any conflict between these Proffers and the Zoning Ordinance, the conflict shall be resolved by the County's Zoning Administrator subject to the appeal process to the Board of Supervisors and the Courts as otherwise provided by law.

13. Successors and Assigns. This Proffer Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and/or assigns.

14. Void if Application not Approved. In the event that the Application is not approved by the County, these Proffers shall be null and void.

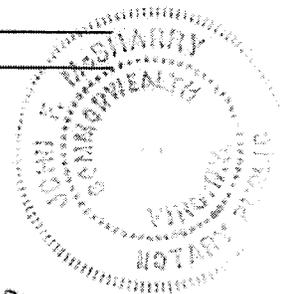
WITNESS the following signature, thereunto duly authorized:

**[SIGNATURES LOCATED ON FOLLOWING PAGES]**

[SIGNATURE PAGE TO PROFFERS]

THE PENINSULA PENTECOSTALS, INC., a  
Virginia corporation

By: [Signature]  
Name: JARED R. ARANGO  
Title: LEAD PASTOR



COMMONWEALTH OF VIRGINIA  
AT LARGE, to-wit:

The foregoing instrument was acknowledged before me this 23 day of FEBRUARY,  
2015, by JARED R. ARANGO, LEAD PASTOR of The Peninsula Pentecostals, Inc., a  
Virginia corporation, in its behalf.

[Signature]  
Notary Public

My commission expires: AUGUST 31, 2015  
My registration number is: 7038333

[SIGNATURE PAGE TO PROFFERS]

Green Mount Associates, L.L.C., a Virginia limited liability company, joins herein as the owner of the Property for the purpose of approving of and consenting to these Proffers.

GREEN MOUNT ASSOCIATES, L.L.C., a  
Virginia limited liability company

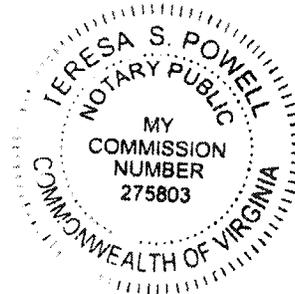
By: Donald N. Patten  
Donald N. Patten, Authorized Agent

COMMONWEALTH OF VIRGINIA  
AT LARGE, to-wit:

The foregoing instrument was acknowledged before me this 23<sup>RD</sup> day of July, 2015, Donald N. Patten, Authorized Agent of Green Mount Associates, L.L.C. a Virginia limited liability company, in its behalf.

Teresa S. Powell  
Notary Public

My commission expires: 9/30/15  
My registration number is: 275803



**EXHIBIT A**

All those certain lots or parcels of land with appurtenances thereto pertaining, lying, situate and being in James City County, Virginia and designated as Lots 1, 2, and 3 as shown on plat entitled Kirby's, James City County, Virginia", dated March 8, 1990, drawn by Coenen & Associates, Inc., Engineers – Planners – Surveyors, which plat was recorded in the Office of the Clerk of the Circuit Court for the City of Williamsburg and the County of James City on June 28, 1990, at page 47.

**October 2014**

The Peninsula Pentecostal Church contracted with Circa~ Cultural Resource Management, LLC (Circa~) to review the cultural resource surveys completed thus far on the Kirby Tract, the northern tract located within the GreenMount Industrial Park (Attachments 1, 2, and 3). The tract is bordered to the south by Route 60, to the north and east by Skiff's Creek, and to the west by a tributary to Skiff's Creek (Figure 1). The majority of the tract is an open agricultural field currently planted in corn. The north, eastern, and western edges of the tract consist of a hardwood and softwood forest.

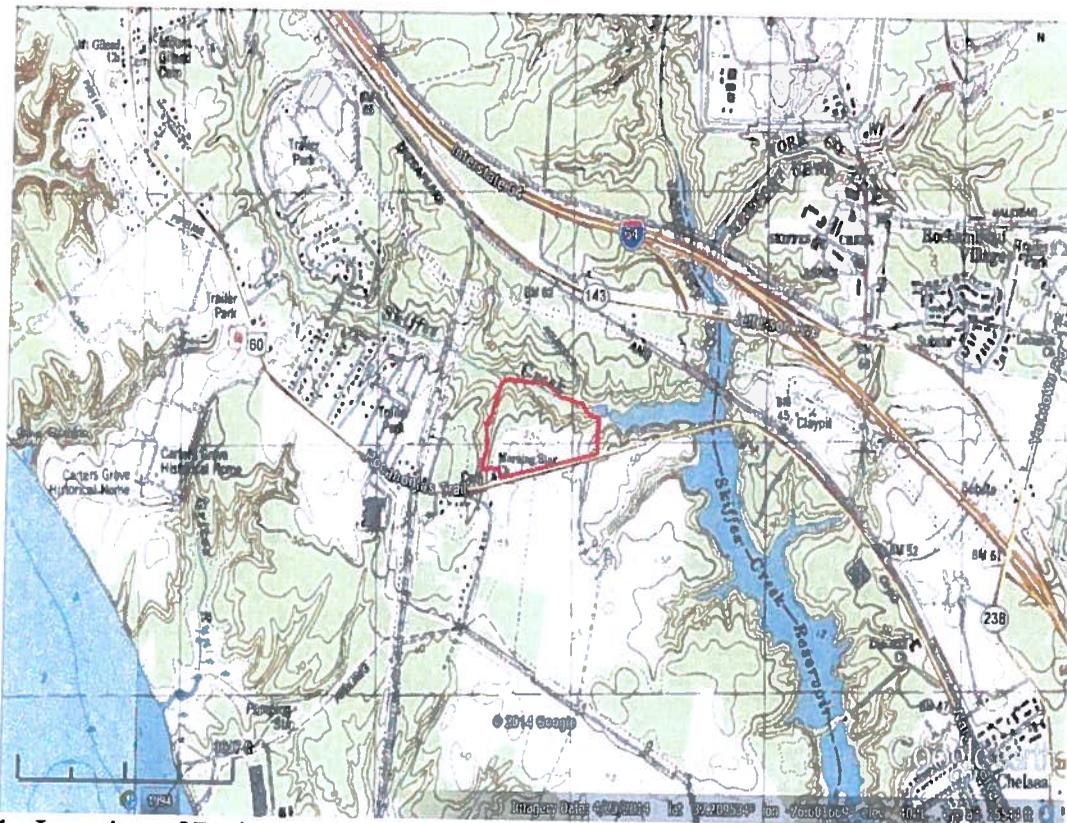


Figure 1. Location of Project Area on Yorktown USGS quad.

Circa~ performed an archival search for Greenmount property using the Virginia Department of Historic Resources (VDHR) online V-CRIS system. This research was completed to determine if historic resources exist within the project area boundaries. The search identified two archaeological resources and no architectural resources within the project area boundaries. Table 1 lists all of the resources within the project area boundaries. Figure 2 shows the approximate project area boundaries (yellow shaded area) and resources within the project area boundaries. A

brief description of these resources follows Table 1. Six Phase I surveys have been completed on the tract. These surveys are described following Table 1.

Table 1. Resources Within Project Area Boundaries.

VDHR Survey Number	Date of resource	Description of resource	Survey Information	Recommendation
<i>Archaeological Resources</i>				
44JC1024	18 <sup>th</sup> century 19 <sup>th</sup> century	Farmstead, approximately 0.69 acres	Phase I survey 7/99, 2001, and 6/13	VDHR determined potentially eligible 8/28/01
44JC1028	20 <sup>th</sup> century	Farmstead, approximately 0.38 acres	Phase I survey 7/99	None made

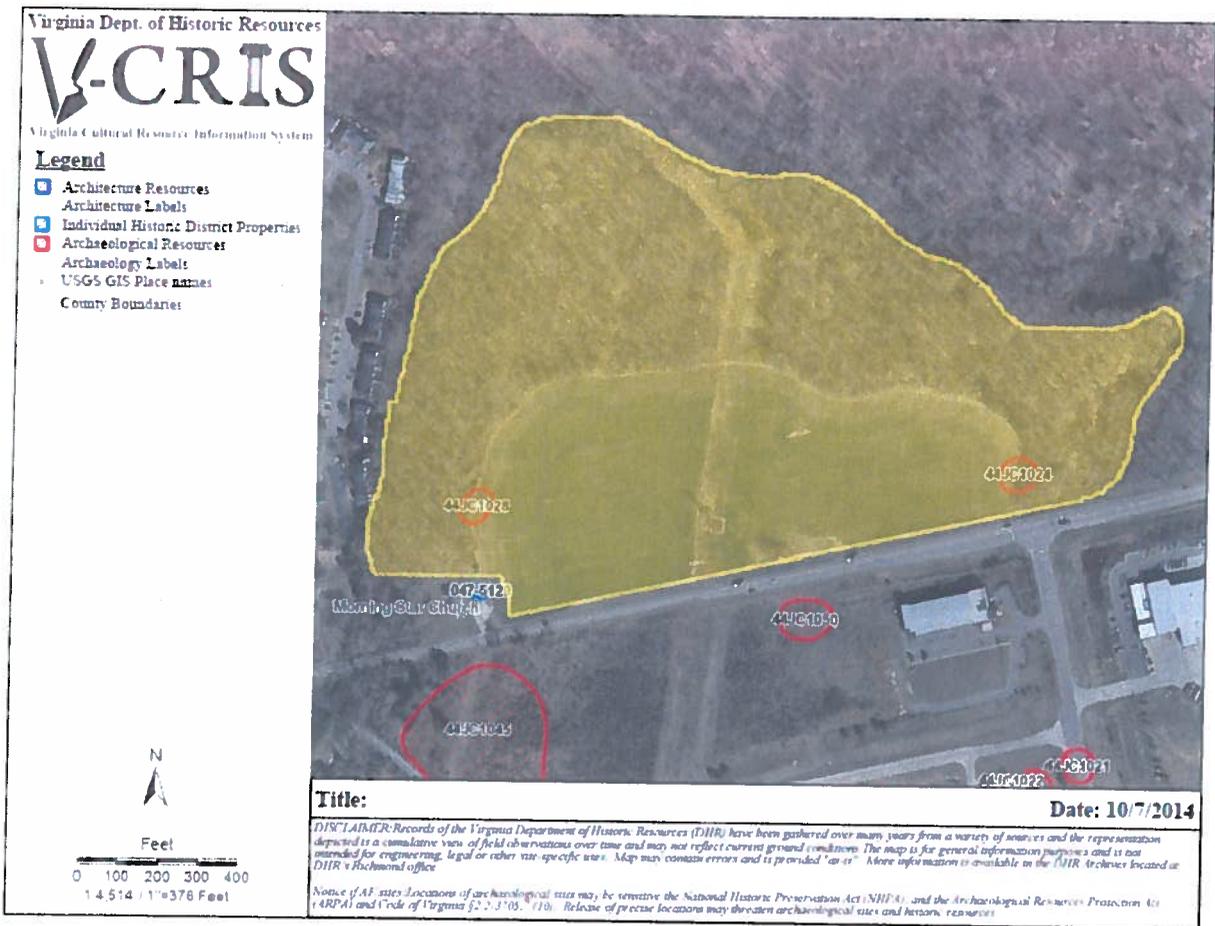


Figure 2. V-CRIS map showing the project area boundaries.

In June 1991, Virginia Commonwealth University (VCU) surveyed a portion of the project tract while conducting a Phase I archaeological survey of approximately seven miles of proposed water transmission main pipeline easement in James City County and the City of Newport News. Within the project tract, VCU surveyed within the power line easement and did not identify any artifacts from the easement.

In the late summer and fall of 1999, Archaeological and Cultural Solutions, Inc (ACS) completed the first overall survey of the tract for the GreenMount Associates, Inc. ACS conducted the Phase I field survey with 10 field students from Christopher Newport College, guided by topographic maps made available by the project sponsor. Following a preliminary archival and field assessment of the project, ACS decided to survey the whole tract rather than portions of it. The agricultural field provided 60% to 90% visibility of the ground surface, allowing surface collections to be made by walking transects 50 feet apart. Subsequently, temporary numbers were assigned to materials collected and each area was shovel tested in a cruciform pattern at intervals of 50 feet. All wooded areas were shovel tested at 50-foot intervals with transects located 50 feet apart. This interval was reduced to 25 feet, as necessary, where potentially important finds were encountered. All shovel test soils were screened through ¼-inch wire mesh and their locations mapped. ACS located three isolated finds, one dump, and two archaeological sites within the project area. However, the ACS project maps shows other positive shovel tests, these positives appear to be random isolated finds (see below).

In March 2001, the William and Mary Center for Archaeological Research (WMCAR) surveyed a portion of the project tract while conducting a supplemental survey of their Phase I archaeological survey of the realigned, proposed Route 60 Alternatives A1 and B2 within the GreenMount Industrial Park. However, WMCAR did not shovel test within the project area; relying instead on the previous survey work.

In August 2001, WMCAR surveyed a portion of the project tract while conducting a supplemental survey of their Phase I archaeological survey of the realigned, proposed Route 60 Alternatives A1 and B2 within the GreenMount Industrial Park. Their revised project alignment was located in the eastern edge of Site 44JC1024. However, WMCAR did not shovel test within the project area; relying instead on the previous survey work.

In 2012, Cultural Resources, Inc. (CRI) surveyed a portion of the project tract while conducting a Phase I Cultural Resources Survey of the Proposed Approximately 20.2-Mile Dominion Virginia Power Skiffs Creek to Whealton 230 kV Transmission Line. Their project area ran through James City and York Counties, and the Cities of Newport News and Hampton, Virginia. Within the project tract, they surveyed within the power line easement and did not identify any artifacts from within the easement.

In June 2013, McCormick Taylor surveyed the site during a Phase I survey for the Skiffe's Creek Connector from U. S. Route 60 to VA Route 143. Their project area consisted of two right-of-ways one located to the west towards near Morning Star Church and one located on the eastern edge of the project area.

## **Archaeological Resources Located on the Tract**

### ***GMB18-Isolated Find***

One whiteware fragment was located on the surface of the field just northeast of Morning Star Church. ACS excavated five shovel tests in this location, all were negative. The gray sandy loam plowzone is 0.50 feet deep. Subsoil appears as dark orange clay at least 0.80 feet thick. ACS recommended no further work at this isolated find.

***GMB19-Isolated Find***

One handmade brick fragment was collected from the surface of an open field just north of Route 60. ACS excavated five shovel tests in this location, all were negative. Plowzone is brown sandy loam 0.80 feet deep. Yellow clay subsoil is present to a depth of over 0.30 feet below plowzone. ACS recommended no further work at this isolated find.

***GMB20-Isolated Find***

One handmade brick fragment was recovered from the edge of the power line easement on the surface of the field. ACS excavated five shovel tests in this location, all were negative. Plowzone consists of brown sandy loam 0.90 feet deep. Subsoil is yellow clay at least 0.10 feet thick. ACS recommended no further work at this isolated find.

***GMB46-Dump***

A mid 20<sup>th</sup> century dump site was noted on the point of land jutting out in to Skiffe's Creek. The material was not collected, but Virginia license plates dating 1949, 1950, and 1953, clear glass milk and liquor bottles, Pond's milk glass jars, one Brellis wave set hair treatment bottle, amber Clorox bottles, screw top clear glass salt and pepper shakers, and crown top drink bottles labeled Pepsi-cola, Coca-Cola, Pal, 7-Up, and Dr. Pepper were noted strewn about the ground surface. ACS recommended no further work at this location. McCormick Taylor shovel tested this area during their survey and expanded the site to the south towards Route 60. They also recommended no further work for the resource.

In addition, the ACS project map shows an additional 16 positive shovel tests on the map with no labeling associated with the positive shovel tests. The artifact inventory lists 17 positive shovel tests (see listing below). Circa~ could not recreate the grid to determine where these artifacts were recovered on the tract since the ACS map did not have any grid numbers for the transect and the shovel test lines. The Transect 11 shovel tests may coincide with a grouping of five positive shovel tests located in the northwestern corner of the woods, and probably represents a small late 19<sup>th</sup> to early 20<sup>th</sup> century site.

Shovel Test 2/1	One modern clear bottle glass fragment
Shovel Test 5-2	Two cut or wrought iron nail fragments
Shovel Test 11-2	Two colorless modern bottle glass fragments
Shovel Test 11/3	Three handmade brick fragments
Shovel Test 11/3A	One brown transfer-print whiteware plate fragment, one amber bottle glass fragment, one cinder fragment, eight handmade brick fragments, and one fire-cracked quartzite fragment
Shovel Test 11/3B	One pale blue pharmaceutical bottle glass fragment, one colorless bottle glass fragment, one iron wire nail, and two scrap iron fragments

Shovel Test 11/3C	One iron plow blade fragment, one colorless bottle glass fragment, three iron cut nails, and one handmade brick fragment
Shovel Test 21/1	One handmade brick fragment
Shovel Test 24/2	One porcelain fragment
Shovel Test 24/5	Three modern sheet iron fragments and one pale green window glass fragment
Shovel Test 28/1	One handmade brick fragment
Shovel Test 29/1	One handmade brick fragment
Shovel Test 29/1B	One American gray stoneware sherd
Shovel Test 36	One handmade brick fragment
Between Shovel Test 47/2 and 48/2	One machine-made brick fragment
Shovel Test 49/1	One colorless modern glass condiment jar fragment
Shovel Test 49/2	One machine-made brick fragment and one rodent jaw bone fragment

**Site 44JC1024**

Situated on the east side of the landform sloping to a ravine, ACS identified this site by artifacts scattered on the surface of an open field. Approximately 275 feet north to south by 250 feet east to west, the borders were established from the surface as well as from 22 shovel tests. At this location, plowzone soils of gray-brown sandy loam range in depths from 0.70 feet to 1.10 feet. Underlying subsoil is yellow clay at least 0.20 feet thick.

ACS collected 109 artifacts from the field surface. Of the artifacts recovered, one or 1% date to the Native American period, five or 5% are natural, and 103 or 94% are historic. The Native American artifact consisted of one quartzite flake. ACS also recovered three bog iron fragments, one Yorktown fossilized clam shell, and one deer antler. The historical material included 85 ceramic sherds, 10 glass fragments, three bog iron fragments, one oyster shell fragment, one mortar sample, and six handmade brick fragments. The ceramic sherds included 70 pearlware (post 1780), four whiteware (post 1820), six English bone china (circa 1810), three Chinese porcelain (18<sup>th</sup> century), one English Canary ware (circa 1790 – 1820), three Pennsylvania coarse earthenware (circa 1740 – 1820), and four American blue and gray stoneware (post 1800). The glass fragments included two olive green, one cobalt blue, one pale blue, and two clear bottle glass fragments. Three crown window glass fragments and two fire-damaged clear glass fragments were also recovered.

The ACS shovel test map shows 22 shovel tests excavated in a cruciform pattern across the surface collect area. Of this number, 11 shovel tests were positive. Of the 40 artifacts recovered,

none or 0% date to the Native American period, none or 0% are natural, and 40 or 100% are historic. The historical material included six ceramic sherds, one glass fragment, two indeterminate nail fragments, two oyster shell fragments, and 29 handmade brick fragments. The ceramic sherds included four pearlware sherds (post 1780) and two Pennsylvania coarse earthenware sherds (circa 1740 to 1820). The glass fragment consisted of one crown window glass fragment.

The ceramics, as well as the two recovered English wine bottle glass fragments, suggest a domestic site with occupation from circa 1780 to circa 1840. ACS believed that the site is likely to contain subsurface deposits preserved below plowzone. Thus, ACS recommended avoidance of this location or a Phase II evaluation.

In 2001, WMCAR's revised project alignment was located on the eastern edge of Site 44JC1024. However, WMCAR did not shovel test within the project area; relying instead on the previous survey work. WMCAR noted that the site was likely associated with the George Blow family, a large landowner in the area and potentially the operations of the nearby Blow's Mill. They further noted that historic deposits were thought to potentially represent an occupation by an overseer, field hand, or a tenant that many have been involved in the operation of the mill. In August 2001, VDHR stated that the site was potentially eligible for listing on the National Register of Historic Places.

In 2013, McCormick Taylor noted that the site was located in open fields and woods of their alignment for the intersection of Route 60 and I-64. Both ACS and WMCAR had the site located only in the field more towards the west of where McCormick Taylor mapped the site. McCormick Taylor recovered 57 artifacts from their survey efforts. These artifacts included one aqua-tinted glass fragment, two lime fragments, one wire fragment, one iron rod fragment, 12 oyster shell fragments, one clam shell fragment, 18 indeterminate shell fragments, 12 brick fragments (not retained), one wrought nail, one cut nail, two whiteware sherds, one refined whiteware sherd, three blue transfer-print pearlware sherds, and one blue shell-edged pearlware sherd. These artifacts appear to be slightly different and not the same quantities as the artifacts recovered from the ACS survey. In addition, ACS had two positive shovel tests in the McCormick Taylor location during their survey, which they mapped as outside of their boundary for 44JC1024.

It is possible that two sites are located within this area, the original Site 44JC1024 located by both ACS and WMCAR entirely in the field and another later site located by McCormick Taylor partially in the field and within the woods. Currently in the VDHR V-CRIS system, the site is mapped to the east where McCormick Taylor thought the site was, instead of entirely in the field where ACS and WMCAR noted the site was located. McCormick Taylor concurred with VDHR that Site 44JC1024 was potentially eligible for listing on the National Register of Historic Places and recommended that a Phase II survey of the site be conducted if the site could not be avoided by future construction.

Circa~ visited the project area after the corn was harvested to see if the site locations could be determined. The area where ACS mapped the site is on the edge of an elevated landform that slopes down to the ravine to the east. Circa~ noted three pearlware sherds and two brick

fragments on this rise. Ground visibility was at 90% or less as debris from the corn harvest was covering the ground surface (Plate 1). The area where McCormick Taylor mapped the site (and where it is currently shown on the V-CRIS mapping) is located at a lower elevation, almost in a hole, with the surrounding land south of Route 60 and to the west of their site at a higher elevation. This site location would seem impractical as the surrounding water would all drain to this location and then into Swift Creek. In addition, the area where ACS had mapped the site was dry and the area where McCormick had mapped the site was still wet from rainfall over the weekend.



Plate 1. View of the upland where ACS mapped 44JC1024 from where McCormick Taylor mapped the site, looking west.

#### **44JC1028**

Situated in a wooded setting overlooking a tributary of Skiffe's Creek, Site 44JC1028 appears to be the remains of a small, demolished 20<sup>th</sup> century brick pier supported structure. Artifacts were recovered on the surface and in shovel tests in an area approximately 150 feet north to south by 100 feet east to west. The borders were established from the surface as well as from 15 shovel tests. The top soil layer consists of brown sandy loam 0.70 feet to 0.90 feet deep. Light brown clay subsoil follows and is over 0.10 feet thick.

The surface of the site was littered with machine-molded brick, concrete, and scrap iron. The recovered material includes modern colorless glass. No further work is recommended at this destroyed 20<sup>th</sup> century building site. This site is shown at the edge of the field on the current V-CRIS maps. Circa~ believes that the site is located further to the west in the woods.

In sum, Circa~ does not recommend any further Phase I survey work be completed on the overall tract. The survey completed on the open cultivated fields was done with enough visibility to identify resources on the ground surface. In addition, the wooded area was shovel tested at 50-foot intervals. Circa~ does recommend verifying the locations of the three possible archaeological sites through either surface identification of artifacts or some limited shovel testing.

## REFERENCED CITED

Archaeological and Cultural Solutions, Inc.

1999 *Phase I Cultural Resources Investigations of +/- 218 Acres on the Greenmount Tract, James City County, Virginia.*

Cultural Resources, Inc.

2012 *A Phase I Cultural Resources Survey of the Proposed Approximately 20.2-Mile Dominion Virginia Power Skiffe's Creek to Whealton 230 kV Transmission Line in James City and York Counties and the Cities of Newport News and Hampton.*

McCormick Taylor

2013 *Phase I Archaeological Identification Survey for the Skiffe's Creek Connector (from U. S. 60 to VA Route 143), Williamsburg, James City County, Virginia*

Virginia Commonwealth University

1991 *Phase I Cultural Resources Survey of a Proposed Water Transmission Main for the City of Newport News, Virginia.*

William and Mary Center for Archaeological Research

2001a *An Archaeological Identification Survey of the Proposed Route 60 Alternatives, James City County and City of Newport News, Virginia.*

2001b *An Archaeological Survey of the Realigned Proposed Route 60 Alternatives A-1 and B-2 Within the Greenmount Industrial Park*



7-0000-2011

PLANNING DIVISION

JAN 30 2015

RECEIVED

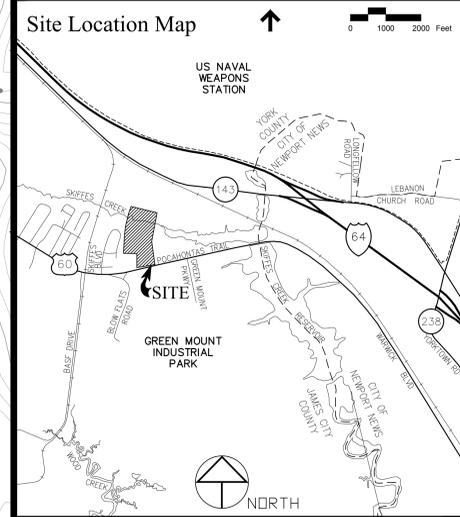
THE PENINSULA PENTECOSTALS  
NEWPORT NEWS, VIRGINIA



ZION CHURCH BUILDERS, INC.  
MATTAWAN, MICHIGAN

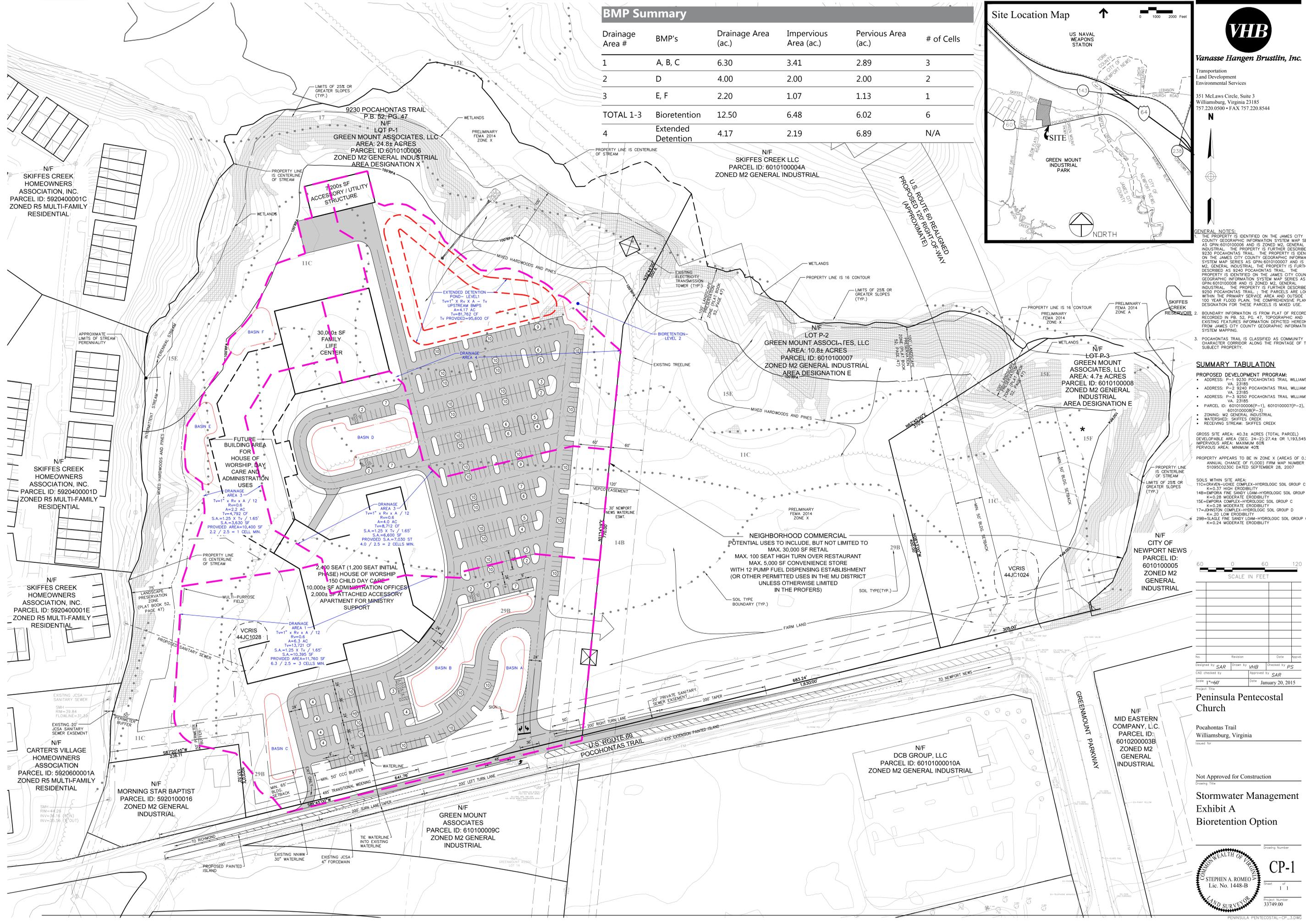
### BMP Summary

Drainage Area #	BMP's	Drainage Area (ac.)	Impervious Area (ac.)	Pervious Area (ac.)	# of Cells
1	A, B, C	6.30	3.41	2.89	3
2	D	4.00	2.00	2.00	2
3	E, F	2.20	1.07	1.13	1
TOTAL 1-3	Bioretention	12.50	6.48	6.02	6
4	Extended Detention	4.17	2.19	6.89	N/A



**VHB**  
**Vanasse Hangen Brustlin, Inc.**  
 Transportation  
 Land Development Services  
 Environmental Services  
 351 McLaws Circle, Suite 3  
 Williamsburg, Virginia 23185  
 757.220.0500 • FAX 757.220.8544

**GENERAL NOTES:**  
 1. THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:60100006 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9230 POCOHONTAS TRAIL. THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:60100007 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9240 POCOHONTAS TRAIL. THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:60100008 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9250 POCOHONTAS TRAIL. THE PARCELS ARE LOCATED WITHIN THE PRIMARY SERVICE AREA AND OUTSIDE THE 100 YEAR FLOOD PLAN. THE COMPREHENSIVE PLAN DESIGNATION FOR THESE PARCELS IS MIXED USE.  
 2. BOUNDARY INFORMATION IS FROM PLAT OF RECORD RECORDED IN PB: 52, PG. 47, TOPOGRAPHIC AND EXISTING FEATURES INFORMATION DEPICTED HEREON IS FROM JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAPPING.  
 3. POCOHONTAS TRAIL IS CLASSIFIED AS COMMUNITY CHARACTER CORRIDOR ALONG THE FRONTAGE OF THE SUBJECT PROPERTY.



### SUMMARY TABULATION

- PROPOSED DEVELOPMENT PROGRAM:**
- ADDRESS: P-1 9230 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - ADDRESS: P-2 9240 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - ADDRESS: P-3 9250 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
  - PARCEL ID: 60100006(P-1), 60100007(P-2), 60100008(P-3)
  - ZONING: M2 GENERAL INDUSTRIAL
  - WATERSHED: SKIFFES CREEK
  - RECEIVING STREAM: SKIFFES CREEK

GROSS SITE AREA: 40.3± ACRES (TOTAL PARCEL)  
 DEVELOPABLE AREA (DEVELOPABLE AREA): 24-23:27.4± OR 1:193,545± S.F.  
 IMPERVIOUS AREA: MAXIMUM 60%  
 PERVIOUS AREA: MINIMUM 40%

PROPERTY APPEARS TO BE IN ZONE X (AREAS OF 0.2% ANNUAL CHANCE OF FLOOD) FROM MAP NUMBER 519900030C DATED SEPTEMBER 28, 2007

**SOILS WITHIN SITE AREA:**  
 11C=DRABWICHIE COMPLEX-HYDROLOGIC SOIL GROUP C K=0.37 HIGH ERODIBILITY  
 14B=EMPIRIA FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY  
 15E=EMPIRIA COMPLEX-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY  
 17=JOHNSTON COMPLEX-HYDROLOGIC SOIL GROUP D K=2.0 LOW ERODIBILITY  
 29B=582G FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.24 MODERATE ERODIBILITY



No.	Revision	Date	Appr.
1	AS SHOWN		

Designed by SAR Drawn by VHB Checked by PS  
 CAD checked by SAR Approved by SAR  
 Scale: 1"=60' Date: January 20, 2015

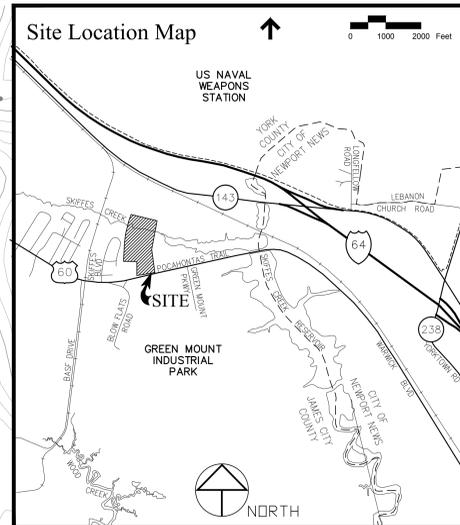
### Peninsula Pentecostal Church

Pocohontas Trail  
 Williamsburg, Virginia  
 Issued for:

Not Approved for Construction  
 Drawing Title:  
**Stormwater Management Exhibit A Bioretention Option**

DRIVING NORTH  
 STEPHEN A. ROMEO  
 Lic. No. 1448-B  
 LAND SURVEYOR

CP-1  
 Sheet of 11  
 Project Number: 33749.00



**VHB**  
**Vanasse Hangen Brustlin, Inc.**  
 Transportation  
 Land Development  
 Environmental Services  
 351 McLaws Circle, Suite 3  
 Williamsburg, Virginia 23185  
 757.220.0500 • FAX 757.220.8544

**GENERAL NOTES:**

- THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:60100006 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9230 POCOHONTAS TRAIL. THE PROPERTY IS IDENTIFIED ON THE JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAP SERIES AS GPN:60100007 AND IS ZONED M2 GENERAL INDUSTRIAL. THE PROPERTY IS FURTHER DESCRIBED AS 9250 POCOHONTAS TRAIL. THE PARCELS ARE LOCATED WITHIN THE PRIMARY SERVICE AREA AND OUTSIDE THE 100 YEAR FLOOD PLAN. THE COMPREHENSIVE PLAN DESIGNATION FOR THESE PARCELS IS MIXED USE.
- BOUNDARY INFORMATION IS FROM PLAT OF RECORD RECORDED IN PB: 52, PG. 47, TOPOGRAPHIC AND EXISTING FEATURES INFORMATION DEPICTED HEREON IS FROM JAMES CITY COUNTY GEOGRAPHIC INFORMATION SYSTEM MAPS.
- POCOHONTAS TRAIL IS CLASSIFIED AS COMMUNITY CHARACTER CORRIDOR ALONG THE FRONTAGE OF THE SUBJECT PROPERTY.

**SUMMARY TABULATION**

**PROPOSED DEVELOPMENT PROGRAM:**

- ADDRESS: P-1 9230 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
- ADDRESS: P-2 9245 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
- ADDRESS: P-3 9250 POCOHONTAS TRAIL WILLIAMSBURG, VA, 23185
- PARCEL ID: 60100006(P-1), 60100007(P-2), 60100008(P-3)
- ZONING: M2 GENERAL INDUSTRIAL
- WATERSHED: SKIFFES CREEK
- SCENIC STREAM: SKIFFES CREEK

GROSS SITE AREA: 40.3± ACRES (TOTAL PARCEL)  
 DEVELOPABLE AREA (SEE 24-23.27.4± OR 1.193.54±± S.F.)  
 IMPERVIOUS AREA: MAXIMUM 60%  
 PERVIOUS AREA: MINIMUM 40%

PROPERTY APPEARS TO BE IN ZONE X (AREAS OF 0.2% ANNUAL CHANCE OF FLOOD) FROM MAP NUMBER 519900203C DATED SEPTEMBER 28, 2007

**SOILS WITHIN SITE AREA:**

- 11C=SHAWNEE COMPLEX-HYDROLOGIC SOIL GROUP C K=0.37 HIGH ERODIBILITY
- 14B=EMPIRIA FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY
- 15E=EMPIRIA COMPLEX-HYDROLOGIC SOIL GROUP C K=0.28 MODERATE ERODIBILITY
- 17=JOHNSTON COMPLEX-HYDROLOGIC SOIL GROUP D K=0.20 LOW ERODIBILITY
- 29B=SHAWNEE FINE SANDY LOAM-HYDROLOGIC SOIL GROUP C K=0.24 MODERATE ERODIBILITY



No.	Revision	Date	Appr.
1	AS SHOWN		

Designed by SAR Drawn by VHB Checked by PS  
 CAD checked by SAR Approved by SAR  
 Scale: 1"=60' Date: January 20, 2015

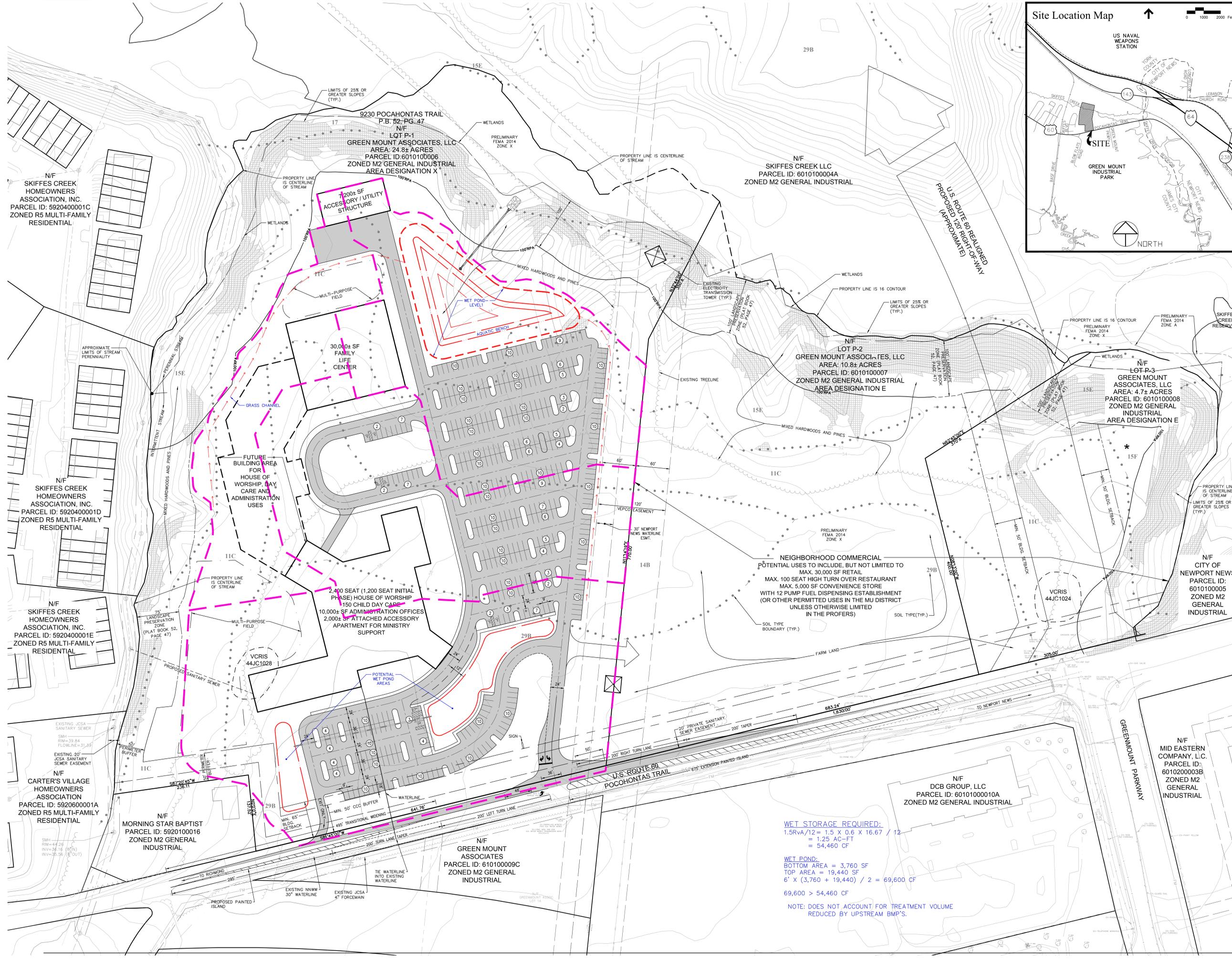
**Peninsula Pentecostal Church**

Pocohontas Trail  
 Williamsburg, Virginia  
 Issued for:

Not Approved for Construction  
 Drawing Title:  
**Stormwater Management Exhibit B Wet Pond Option**

Project Number: 33749.00  
 Drawing Number: CP-1  
 Sheet of 11  
 Project Number: 33749.00

STEPHEN A. ROMEO  
 Lic. No. 1448-B  
 LAND SURVEYOR






---

## Project Description

The Peninsula Pentecostals Rezoning of the 40.3± acre Greenmount Kirby Tract (Lots P-1, P-2 & P-3) contemplates development of a House of Worship, Day Care, Administration Offices, Ministry Support Apartment, Family Life Center, Accessory/Utility Structure, multi-purpose recreational fields, 480 car parking lot and associated drive aisles and sidewalks on the 24.8± acre Lot P-1. The Peninsula Pentecostals Rezoning of the 40.3± acre Greenmount Kirby Tract also contemplates a Commercial Mixed Use development on the 10.8± acre Lot P-2 and 4.7± acre Lot P-3. The 40.3± acre Greenmount Kirby Tract (Lots P-1, P-2 & P-3) is located on the northerly side of US Route 60 (Pocahontas Trail) near the corporate boundary between James City County and Newport News.

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## Existing Site Conditions

Lot P-1 is 24.8± acres in size, half of which is wooded. The other half is in cropland. Lot P-1 is also encumbered by a high voltage electricity transmission line and appurtenant easement. The easement is maintained in a cleared condition. 15± acres of the Lot P-1 is anticipated to be disturbed as a part of this project. The western boundaries of Lot P-1 is the centerline of a tributary stream to Skiffes Creek. The northern boundary is the centerline of Skiffes Creek. There are wetlands and buffers upland and along the northern and western boundaries. The southern boundary is US Route 60 (Pocahontas Trail) a Community Character Corridor and the eastern boundary is the centerline of the 120' wide easement for the existing high voltage electricity transmission line.

Lot P-2 is 10.8 acres in size, 4.5± acres are wooded and 6.3± acres are open, in cropland. Lot P-2 is also encumbered by an high voltage electricity transmission line and appurtenant easement. The easement is maintained in a cleared condition.

Lot P-3 is 4.7± acres in size, 3.5± acres are wooded and 1.2± acres are open, in cropland. Part of Lot P-3 has been identified as corridor for the preferred alternative for the Skiffes Creek Connector (US Route 60 Realignment) project.

Lots P-2 and P-3 are bound on the west by Lot P-1, the north and east by Skiffes Creek and south by US Route 60 (Pocahontas Trail) a Community Character Corridor.

Slopes vary from less than 2% across the cropland areas to 3:1 or steeper along embankments leading down to the streams. Elevations range from 16 to 60 feet above sea level.



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**Adjacent Area**

Adjacent property to the west, north and east of Lots P-1, P-2 and P-3 is part of Skiffes Creek and Skiffes Creek Reservoir. Erosion and sediment control measures will need to be designed to protect these sensitive lands from construction activities on Lots P-1, P-2 and P-3. Stormwater runoff from Lots P-1, P-2 and P-3 during and after construction will need to conform to water quality and water quantity design criteria defined by Code.

---

**Offsite Disturbed Area**

No off-site disturbance is anticipated with this project.

---

**Critical Erosion Areas**

Disturbance of steep slopes will be avoided to the extent practicable, other than the work necessary for stormwater BMPs discharge and sanitary sewer connection. Such disturbances will have protective covering applied immediately in order to accelerate stabilization as will constructed slopes 3:1 and steeper.

---

**Demolition**

Demolition will involve clearing and grubbing the portion of Lots P-1, P-2 and P-3 as needed for construction.

---

**Utilities**

The proposed buildings will be served by underground electric, telephone, sanitary, and gas utilities. The existing overhead utilities along U.S. Route 60 (Pocahontas Trail) will remain as will the existing overhead high voltage electricity transmission line.

---

**Proposed Grading and Paving**

Lots P-1, P-2 and P-3 will be graded to direct stormwater runoff away from the proposed buildings to perimeter grass lined swales and BMPs.

---

**Stormwater Management Considerations**

The site naturally drains south to north from US Route 60 to Skiffes Creek. This drainage pattern will be maintained to the extent practicable.



The buildings, parking areas, drive aisles and sidewalks will create 8.7± acres of impervious surfaces on Lot P-1. Additionally, 6± acres of woods and cropland will be converted into managed turf and landscaped areas. The stormwater runoff from these areas will need to conform to water quality and water quantity design criteria defined by Code. Multiple areas will be available to accommodate stormwater BMPs. Stormwater runoff from the constructed improvements will be conveyed via grass lined swales to the BMPs for quality improvement and quantity control prior to discharge to a stilling basin upstream of wetlands, thus dissipating the energy from the concentrated flow before discharging to the receiving channel, Skiffes Creek. The point of discharge to Skiffes Creek is located approximately 1,000 feet upstream of Skiffes Creek Reservoir. At the point of discharge, the receiving channel is a mild gradient meandering channel, several feet wide, stable condition and within a broad, moderately wooded floodplain. Channel protection criteria will be as required by the minimum standards published in section 9CAC25-870-66 Water Quantity of the Virginia Stormwater Management Regulations.

Two options are proposed to provide compliance with Code required water quality and water quantity discharge criteria. Exhibit A provides an option using several bioretention basins and an extended detention pond. The bioretention basins are proposed to be located in areas of the site suitable to treat most of the parking area and the building roof. Bioretention basins A, B, and C are located in drainage area #1 which covers most of the front half of the site. Drainage area #1 is 6.3± acres and will require all three basins because of the Code requirement limiting each bioretention cell to 2.5 acres of drainage area. Drainage area #2 is 4.0± acres and receives runoff from the middle of the parking lot and the building roof. Basin D is shown as a single bioretention basin and will need to be designed as two separate cells since the drainage area is larger than 2.5 acres. Drainage area #3 is 2.0 acres and covers the rear of the proposed building and part of the roof. Bioretention basins E and F are sized much larger than required since the contributing drainage area may change depending on roof drainage design. Overflow from all of the bioretention basins will be conveyed to the extended detention basin in the rear of the site via open channels or underground conduits. Exhibit B provides an option using wet ponds. Grass lined channels will convey the runoff from the improved areas wet ponds. A single wet pond near the rear of Lot P-1 is preferable, however, it may necessary to construct supplemental wet ponds around the front parking area in order to achieve the treatment shown in the VRRM Worksheet.

In both of these scenarios, a storm sewer system will convey discharge from the ponds' outlet control structures to a stilling basin located upland of the wetlands, requiring encroachment into the RPA buffer. Encroachment into the RPA buffer will be limited to construction of the BMP discharge structure and stilling basin.

**Virginia Runoff Reduction Method New Development Worksheet - v2.8 - June 2014**

**To be used w/ 2011 BMP Standards and Specifications**

**Site Data**

**Project Name: Peninsula Pentecostal Lot P-1 - Exhibit A Bioretention**

**Date: 1/2015**

data input cells	
calculation cells	
constant values	

**1. Post-Development Project & Land Cover Information**

**Constants**

Annual Rainfall (Inches)	43			
Target Rainfall Event (Inches)	1.00			
Phosphorus EMC (mg/L)	0.26	Nitrogen EMC (mg/L)	1.86	
Target Phosphorus Target Load (lb/acre/yr P)	0.41			
	0.90			

**Land Cover (acres)**

	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) -- undisturbed, protected forest/open space or reforested land	0.0000	0.0000	8.1300	0.0000	8.1300
Managed Turf (acres) -- disturbed, graded for yards or other turf to be mowed/managed	0.0000	0.0000	8.0000	0.0000	8.0000
Impervious Cover (acres)	0.0000	0.0000	8.6700	0.0000	8.6700
				<b>Total</b>	<b>24.8000</b>

**Rv Coefficients**

	A soils	B Soils	C Soils	D Soils
Forest/Open Space	0.02	0.03	0.04	0.05
Managed Turf	0.15	0.20	0.22	0.25
Impervious Cover	0.95	0.95	0.95	0.95

**Land Cover Summary**

Forest/Open Space Cover (acres)	8.1300		
Weighted Rv(forest)	0.0400		
% Forest	33%		
Managed Turf Cover (acres)	8.0000		
Weighted Rv(turf)	0.2200		
% Managed Turf	32%		
Impervious Cover (acres)	8.6700		
Rv(Impervious)	0.95		
% Impervious	35%		
<b>Total Site Area (acres)</b>	<b>24.8000</b>		
Site Rv	0.42		
Post-Development Treatment Volume (acre-ft)	0.86		
Post-Development Treatment Volume (cubic feet)	37,468		
Post Development Load (TP) (lb/yr)	23.54	Post Development Load (TN) (lb/yr)	168.41
Total Load (TP) Reduction Required (lb/yr)	13.37		

**Virginia Runoff Reduction Method New Development Worksheet - v2.8 - June 2014**

**To be used w/ 2011 BMP Standards and Specifications**

**Site Data**

**Project Name: Peninsula Pentecostal Lot P-1 - Exhibit B Wet Pond**

**Date: 1/2015**

data input cells  
calculation cells  
constant values

**1. Post-Development Project & Land Cover Information**

**Constants**

Annual Rainfall (inches)	43			
Target Rainfall Event (inches)	1.00			
Phosphorus EMC (mg/L)	0.26	Nitrogen EMC (mg/L)	1.86	
Target Phosphorus Target Load (lb/acre/yr)	0.41			
Pj	0.90			

**Land Cover (acres)**

	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) -- undisturbed, protected forest/open space or reforested land	0.0000	0.0000	8.1300	0.0000	8.1300
Managed Turf (acres) -- disturbed, graded for yards or other turf to be mowed/managed	0.0000	0.0000	8.0000	0.0000	8.0000
Impervious Cover (acres)	0.0000	0.0000	8.6700	0.0000	8.6700
				<b>Total</b>	<b>24.8000</b>

**Rv Coefficients**

	A soils	B Soils	C Soils	D Soils
Forest/Open Space	0.02	0.03	0.04	0.05
Managed Turf	0.15	0.20	0.22	0.25
Impervious Cover	0.95	0.95	0.95	0.95

**Land Cover Summary**

Forest/Open Space Cover (acres)	8.1300			
Weighted Rv(forest)	0.0400			
% Forest	33%			
Managed Turf Cover (acres)	8.0000			
Weighted Rv(turf)	0.2200			
% Managed Turf	32%			
Impervious Cover (acres)	8.6700			
Rv(impervious)	0.95			
% Impervious	35%			
<b>Total Site Area (acres)</b>	<b>24.8000</b>			
<b>Site Rv</b>	<b>0.42</b>			
Post-Development Treatment Volume (acre-ft)	0.86			
Post-Development Treatment Volume (cubic feet)	37,468			
Post-Development Load (TP) (lb/yr)	23.54	Post-Development Load (TN) (lb/yr)	168.41	
Total Load (TP) Reduction Required (lb/yr)	13.37			

## **Construction Phasing Schedule**

The initial phase of development of the Property would entail the development of the primary public assembly building for a 1,200 person seating capacity, the Family Life Center (indoor recreation center), the accessory/utility building and associated parking and infrastructure on Lot P-1. The timing of development of the neighborhood commercial elements of the project on Lot P-2 and P-3 is tied to market demand and to Rt. 60 corridor improvements proposed by VDOT. Accordingly, the development of this element of the project could occur as a part of Phase 2 or Phase 3. Expansion of the public assembly building to a seating capacity of 1,800 persons (within the foot print shown on the revised Master Plan) will be a part of Phase 2 of the project. Expansion of the public assembly building to a seating capacity of 2,400 persons (within the foot print shown on the revised Master Plan) and construction of the additional administration and day care area as shown on the Master Plan as Future Building Area will be a part of Phase 3 of the project.

At this time it is anticipated that parking, stormwater, and utility infrastructure sufficient to accommodate the full build-out of Lot P-1 as shown on the Master Plan will be installed in connection with Phase 1 of the development. It is possible that, when formal engineering and design is commenced, portions of such infrastructure necessary to accommodate Phase 2 and Phase 3 of the development will be proposed to be completed in connection with subsequent phases, the logistics of which will be addressed in the site plan submission for Phase 1 to ensure the feasibility of such approach. Finally, the infrastructure for Lot P-1 will be designed to facilitate the feasibility of development of Lot P-2 and Lot P-3.

## MEMORANDUM

DATE: March 4, 2015  
TO: Planning Commission  
FROM: Paul D. Holt, III, Director of Planning  
SUBJECT: Proposed Amendments to the Planning Commission Bylaws

---

In 2013, there was discussion among some Planning Commission members about wanting to review the Planning Commission Bylaws on an annual basis. While amendments may not be warranted on an annual basis, the Commission members find that such a review constitutes a best practice.

As such, the Policy Committee met on December 1, 2014, to review the Bylaws.

The Policy Committee recommended the CIP schedule be amended to commence in the first quarter of the year, beginning in February, and conclude with a special meeting of the Planning Commission in late March to vote on a recommended CIP. As a result, it was also recommended that the annual organizational meeting of the Planning Commission be moved to this same meeting in March in order to allow the then current policy committee to complete its review and prepare recommendations regarding the CIP to the full planning commission.

Other recommended changes discussed by the Planning Commission at its January 7 meeting included referencing the ability of a commissioner to attend meetings electronically in accordance with the Code of Virginia and updating references to Roberts Rules of Order.

### **Conclusion**

Per Article XI of the current Bylaws, amendments to the bylaws have been reviewed with 30 days' prior notice. Staff therefore recommends adoption of the attached amendments.

### **Attachment**

Bylaws (proposed additions are shown in **highlighted *italics*** and proposed deletions are shown in strikethrough font).

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# BYLAWS

## PLANNING COMMISSION

### COUNTY OF JAMES CITY, VIRGINIA

#### ARTICLE I. OBJECTIVES

This Planning Commission (the "Commission") was established by the Board of Supervisors of James City County (the "Board") on April 13, 1953, to direct the development of James City County (the "County") and ensure its prosperity, health, safety, and general welfare, in accordance with Chapter 22, Title 15.2, Article 2, *Code of Virginia*, 1950, as amended (the "Virginia Code").

The Commission shall be responsible for making recommendations to the board of supervisors on all phases of county planning, including a comprehensive plan, long-range planning, zoning, and subdivision regulations. The Commission shall also be responsible for preparing and submitting annual capital improvement programs to the governing body, in accordance with applicable state code. It shall also have the powers and duties provided by general law and such other powers and duties as may be assigned by the board of supervisors.

#### ARTICLE II. MEMBERSHIP

The Commission shall consist of 7 or 9 residents of the county, each appointed by the Board for a term of four years.

#### ARTICLE III. MEETINGS

1. All meetings of the Commission shall be open to the public.
2. Special meetings of the Commission may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall deliver (via hand delivery, U.S. Mail, or electronic mail, return receipt requested) to all members, at least five days in advance of a special meeting, a written notice fixing the time, place and the purpose of the meeting.
3. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or at a previous special meeting at which all members were present.
4. A quorum of the Commission shall consist of a majority of the members of the Commission *and a physical quorum is required. Notwithstanding, Planning Commissioners may participate in any meeting wherein the public business is discussed or transacted through electronic communication in accordance with §2.2-3708.1 of the Code of Virginia.*
5. No action of the Commission shall be valid unless approved by a majority vote of those present and voting.

6. The annual meeting for the election of officers (Chair and Vice Chair) shall be held as the first order of business at ~~a~~ the regular meeting to occur *the third week of March* ~~in February~~ of each year and thereafter the newly elected officers shall preside at the regular meeting in *April* ~~February~~. When a vacancy occurs for the Chair or Vice Chair, an election shall be held on the next regular meeting date.
7. All minutes and records of the Commission of its meetings, resolutions, transactions and votes, shall be kept by the Secretary.
8. The commission, by resolution adopted at a regular meeting, may fix the day or days to which any meeting shall be continued if the chair, or vice-chair if the chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.

#### ARTICLE IV. OUTSIDE MEETINGS WITH APPLICANTS

1. Planning Commissioners are permitted to meet with applicants outside of a Planning Commission meeting or public hearing pursuant to the following:
  - a. Commissioners shall publicly disclose all meetings by reporting them verbally at the Planning Commission meeting where the case is scheduled for public hearing.
  - b. Commissioners may find it helpful to contact Planning Division staff prior to such meetings to gather facts about the application; the staff may attend such meetings if requested by the Commission and approved by the Planning Director or designee.
  - c. The purpose of such meetings is limited to fact finding and clarification for all parties.
  - d. Commissioners should endeavor to include one other Commissioner, when possible, in the meeting.
  - e. Following such meeting, a summary of the discussion shall be provided to all Commission members.
  - f. Commissioners shall not make a commitment of their voting intent.

#### ARTICLE V. MATTERS PENDING BEFORE THE COMMISSION

1. All matters which require an advertised public hearing in accordance with Section 15.2-2204 of the Virginia Code and which meet submittal requirements filed with the Planning Division at least six weeks before the regular meeting are to be placed on the agenda for the advertised public hearing. All other matters filed at least 15 days before the regular meeting in the Planning Division are to be placed on the agenda. Any matter not placed on the agenda in advance of the meeting can be considered at the meeting by a majority vote of the Commission.

2. For each public hearing, notices shall be forwarded to the Commission members no less than 7 days prior to the public hearing.

#### ARTICLE VI. HEARINGS

1. Advertised public hearings shall be scheduled during a regular meeting, except in the event of a joint public hearing between the Commission and the Board.
2. For each public hearing item, presentations by staff, applicants, individuals or groups shall be limited as follows:
  - a. Presentations by staff, applicants and groups are limited to 15 minutes each;
  - b. Comments by individuals are limited to 5 minutes each.
  - c. At a meeting, the time limits set forth in a, b, and/or c above may be extended at the discretion of the Chair.

#### ARTICLE VII. VOTING

1. No member present shall abstain from voting on a roll call vote unless a member has a conflict of interest in the matter being voted upon. For the purposes of this paragraph, a "conflict of interest" shall exist when there is an actual conflict: (1) pursuant to the Virginia State and Local Government Conflict of Interests Act, Section 2.2-3100 et seq. of the Virginia Code; or (2) pursuant to any applicable policy adopted by the Board of Supervisors; or (3) as stated by the Commission member unless objected to by a majority vote of the members of the Commission.
2. In reporting a vote to the Board, the Secretary shall indicate (in writing) the recorded roll call vote, including any abstentions.

#### ARTICLE VIII. DUTIES

##### A. CHAIR

The Chair shall have the following duties:

1. Preside at meetings and hearings of the Commission;
2. When authorized by the Commission, the Chair shall affix to any documents its signature on the Commission's behalf;
3. The Chair or the Chair's designee shall represent the Commission and keep it informed when not in session;
4. The Chair shall appoint all members and Chairs of committees and subcommittees;  
and

5. The Chair or the Chair's appointee shall act as a liaison to the Williamsburg and York County Planning Commissions.

**B. VICE CHAIR**

The Vice Chair shall perform the duties of the Chair during the absence or disability of the Chair.

**C. SECRETARY**

The Secretary of the Commission shall be the Director of Planning and shall have the following duties:

1. Keep a record of all regular, adjourned regular, special, and adjourned special meetings and public hearings and transcribe in a minute book of the Commission;
2. Prepare and cause to be delivered all notices of all meetings required to be sent under these Bylaws to Commission members;
3. Have charge of all official books, papers, maps, and records of the Commission and conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Commission as directed by the Chair or reflected by valid actions of the Commission;
4. Receive minutes of all committee meetings and preserve these as official records of the Commission; and
5. Notify the Vice Chair, by telephone or in person, on the day the Chair informs the Secretary that they will not be present at a scheduled meeting. It is the duty of the Secretary to brief the Vice Chair on items to come before the Commission when the Vice Chair presides.

**D. MEMBER DUTIES**

Members of the Commission shall have the duties assigned to it by the Virginia Code, the County Charter, and as assigned by the Board. With respect to attendance at meetings, the Commission shall have the following specific duties:

1. Attend regular, adjourned regular, special and adjourned special meetings and public hearings;
2. Attend regular, adjourned regular, special, and adjourned special committee meetings to which the member is appointed;
3. Represent the Commission at Board meetings in rotation; and
4. Attend ad-hoc committee meetings as agreed to by the Commission.

## ARTICLE IX. COMMITTEES

1. The Director of Planning or the Director's designee shall serve as a non-voting, ex officio member of all standing and special committees.
2. All committee reports written or oral shall be an official record of the Commission.
3. The following committees and their Chair shall be appointed by the Commission Chair within thirty days after the Chair takes office:
  - a. **Development Review Committee.** This Committee shall be composed of at least four members and have the following responsibilities:
    1. Review those applications for subdivisions which are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission;
    2. Review those site plan applications that are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission.
    3. Review those applications, where provided by law and as more specifically provided therein, that serve as an appeal of a decision by the planning director or his designee.
    4. Unless otherwise provided for by law, such decisions of the DRC shall be recommendations which are then forwarded to the full Commission for action.
  - b. **Policy Committee.** This Committee shall be composed of at least four members and shall have the following responsibilities:
    1. Address long-range planning goals of the Commission and explore strategies for achieving them; and
    2. Address ways to maintain and improve working relationships between the Commission, other County organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
    3. Conduct the Commission's initial review of the Capital Improvement Plan.
    4. Recommend and prepare new and revised policies for the Commission.
    5. Conduct the Commission's initial review of ordinance amendments, as directed by the Chair of the Commission.
  - c. **Leadership Committee.** This committee shall be composed of three members; the Chair and Vice Chair of the Commission and the Chair of the Policy Committee.

The Leadership Committee shall review concerns raised regarding the conduct of the Commission or any one of its members acting in his or her official capacity. The Leadership Committee shall, if deemed necessary by the Leadership Committee, recommend appropriate remedial measures to the Commission.

#### ARTICLE X. PARLIAMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE

The Commission shall follow *the most recent edition of* Robert's Rules of Order, ~~Newly Revised 10<sup>th</sup> edition, October 2000,~~ and more specifically, the provisions which pertain to the "conduct of business in boards" at page 469 et seq., *and* in particular, the "Procedure in Small Boards."

#### ARTICLE XI. AMENDMENT

Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the Commission voting members only after a minimum 30 days' prior notice is given and only at a regular scheduled meeting.

#### ARTICLE XII. MISCELLANEOUS

The Commission may suspend any of these rules by not less than a two-thirds (2/3) vote of those Commission members present and voting at the meeting.

Adopted November 28, 1978

Amended July 10, 1990

Amended May 12, 1992

Amended March 8, 1994

Amended May 4, 1998

Amended June 1, 1998

Amended June 3, 2002

Amended August 5, 2002

Amended January 12, 2004

Amended January 6, 2010

Amended April 7, 2010

Amended March 5, 2014

*Amended March 4, 2015*

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Chair  
Planning Commission



## 2014 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present the Commission's 2014 Annual Report. As the economy continues to improve, we have seen a corresponding increase in the number of land use cases coming before the Planning Commission – and 2014 reflects the greatest number of the last three years.

	2012	2013	2014
Agricultural and Forestal District	5	4	13
Height Waiver	0	2	0
Master Plan	1	1	4
Rezoning	8	4	7
Special Use Permit	18	17	16
TOTAL	32	28	40

Our major endeavor during the year – and one that continues into the current year – is revising the 2009 Comprehensive Plan. Virginia law requires localities to review their plans every five years and our review is entitled, *Toward 2035: Leading the Way*. Three focus areas were selected for in-depth review: Economic Development, Land Use and Transportation. However, the entire 2009 Comprehensive Plan is being reviewed and updated with more current statistical information. This effort began in March with creation of the Community Participation Team (CPT), which was responsible for helping to disseminate information on the review process and gather input from the public. In August, the Planning Commission Working Group was formed, consisting of the seven Planning Commissioners and a liaison from the CPT. This group is tasked with reviewing text, Goals, Strategies and Actions, applications to change land use designations, and the Land Use map. When the working group completes its task, the draft Comprehensive Plan will then begin the legislative review process through the Planning Commission and Board of Supervisors for ultimate approval.

In other business, the Commission submitted recommendations to the Board of Supervisors for two significant ordinance revisions: Chicken Keeping in Residential Areas and Accessory Apartments. As a result of Board action, chickens are now allowed in the R-1, Limited Residential and R-2, General Residential districts – subject to certain restrictions. The Commission also recommended – and the Board approved - changes to the Accessory Apartment ordinance which now allows such units to be detached from the main dwelling on a property and provides much greater flexibility for family members wishing to age in place.

Finally, 2014 was also a year of several significant land use cases, some of which have the potential to generate far-ranging changes within the county. The Commission voted to recommend denial of a request for a property outside of the Primary Service Area to connect to public sewer, we voted to recommend approval of the Longhill Road Corridor Study, and also recommended approval of Lightfoot Marketplace, the McDonalds at Lightfoot Marketplace and The Promenade at John Tyler rezoning and master plan amendment.

I believe it was a very productive year for the James City County Planning Commission and it was a pleasure to serve with my colleagues and work with professional staffers from throughout County government.

Richard Krapf, 2014 Chairman

James City County Planning Commission

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## 2014 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Rich Krapf** (Chair)	Powhatan	1/23/2007	1/31/2018
Robin Bledsoe** (Vice-Chair)	Jamestown	2/25/2012	1/31/2018
Tim O'Connor **	At-Large	8/10/2010	1/13/2017
Christopher Basic **	Berkeley	8/9/2011	1/31/2017
George Drummond**	Roberts	3/13/2012	1/31/2016
John Wright, III**	At-Large	1/31/2014	1/31/2018
Heath Richardson**	Stonehouse	2/25/2014	1/31/2019

## PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Development Manager  
 Paul D. Holt, III, AICP, CNU-A, Director of Planning \*\*  
 Tammy Rosario, AICP, Principal Planner  
 Christopher Johnson, Principal Planner \*, \*\*  
 Ellen Cook, AICP, Senior Planner II  
 Scott Whyte, AICP, Senior Landscape Planner II  
 Leanne Reidenbach, AICP, Senior Planner II  
 Jose Ribeiro, AICP, Senior Planner II  
 Luke Vinciguerra, AICP, Planner  
 Jennifer VanDyke, Planner  
 TC Cantwell, Development Management Assistant  
 Savannah Pietrowski, Development Management Assistant  
 Beth Klapper, Development Management Assistant

## ZONING DIVISION STAFF

Jason Purse, CZA, AICP, Zoning Administrator  
 Christy Parrish, CZA, Proffer Administrator  
 John Rogerson, CZA, Senior Zoning Officer  
 Terry Costello, CZA, Senior Zoning Officer

\* Virginia Certified Board of Zoning Appeals Official  
 \*\*Virginia Certified Planning Commissioner  
 AICP – American Institute of Certified Planners  
 CNU-A – Congress for the New Urbanism – Accredited  
 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:**

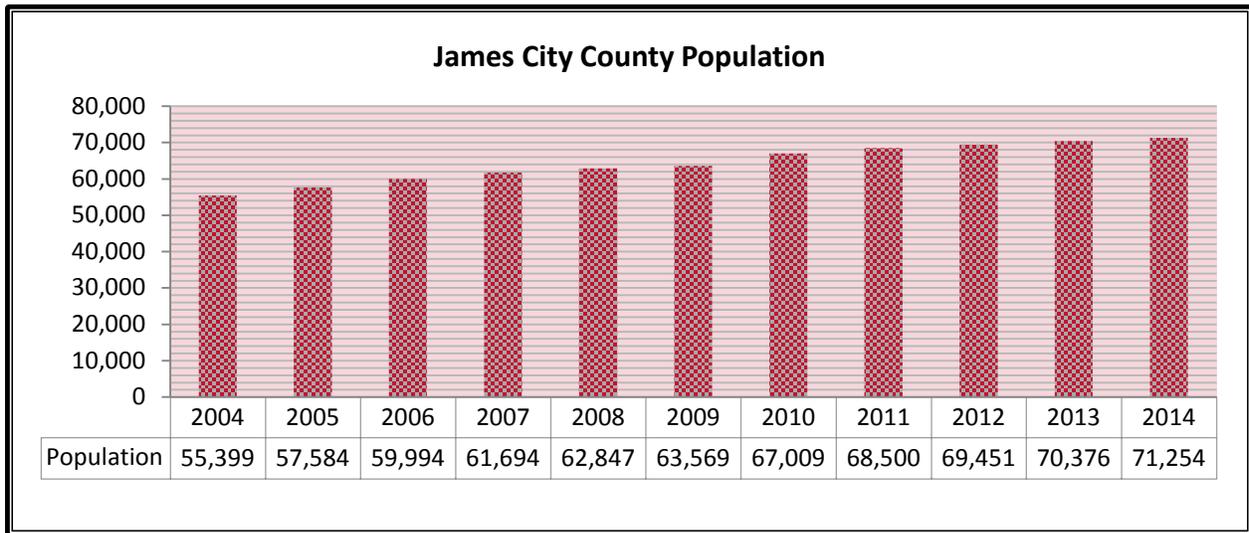
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

- 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 CIP Program; and
- Participate in community planning forums and committee studies.

2014 Schedule		
<b>Regular Meetings</b>		<b>Work Sessions</b>
8-Jan	2-July	4* - Feb
5-Feb	6-Aug	27* - May
5-Mar	7-Sept	12 & 26 - June
2-Apr	1-Oct	10 & 24 - July
3-May	5-Nov	7 & 21 - Aug
4-June	3-Dec	4 & 18 - Sept
		2 & 28* - Oct
		6 & 20 - Nov
		4 & 18 - Dec

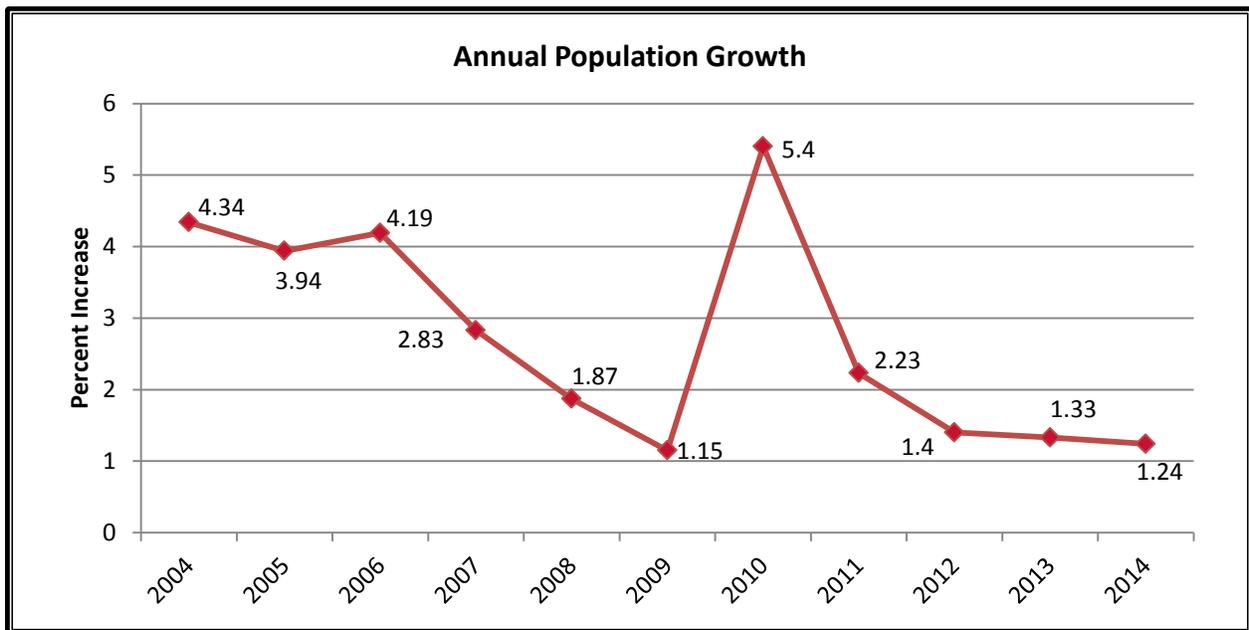
\*Joint Work Session with Board of Supervisors

## DEVELOPMENT AND GROWTH



Source: Staff population estimates (2001-2009, 2011-2014) and United States Census Bureau (2010).

Note: Staff population estimates are as of December of the year indicated.



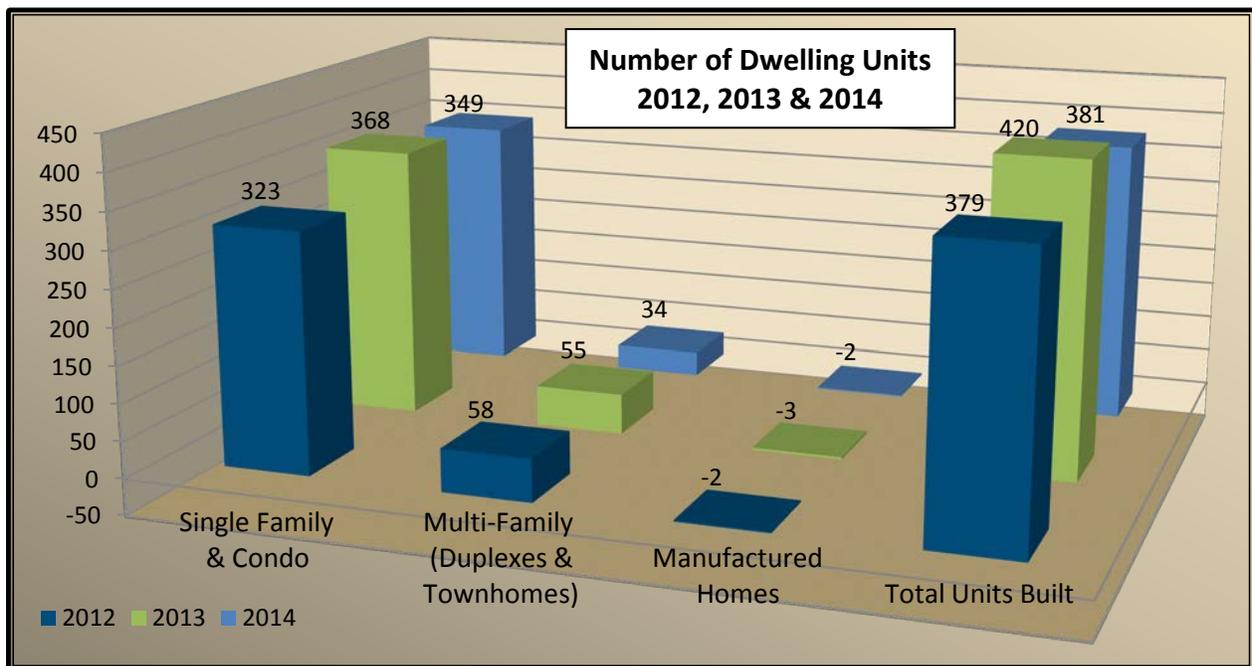
The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2010.

### Number of Dwelling Units Built in 2012, 2013 & 2014

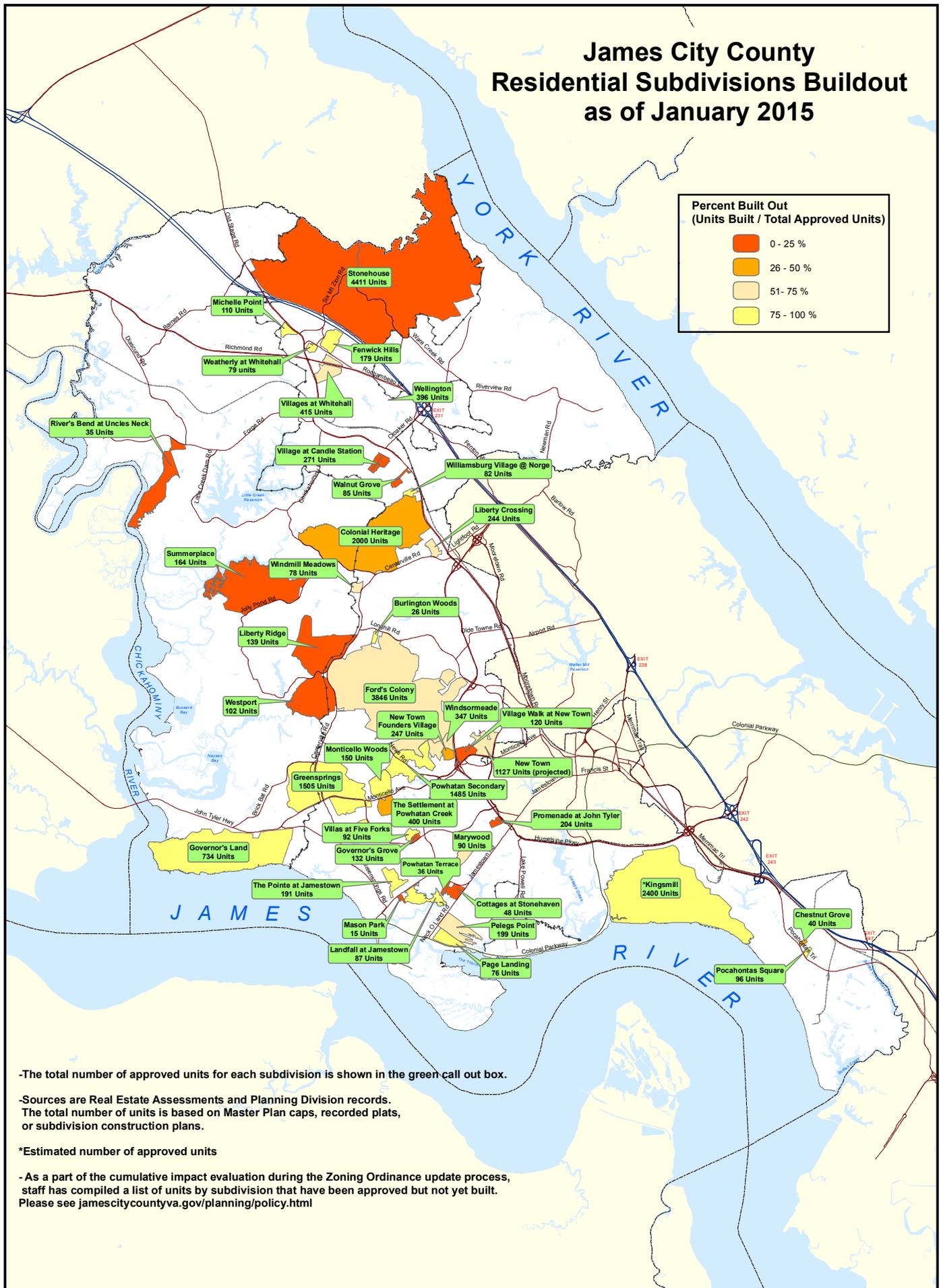
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
<b>2012</b>	323	58	-2	379	30,923
<b>2013</b>	368	55	-3	420	31,343
<b>2014</b>	349	34	-2	381	31,724

As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

\* The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2011-2014. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



# James City County Residential Subdivisions Buildout as of January 2015



-The total number of approved units for each subdivision is shown in the green call out box.

-Sources are Real Estate Assessments and Planning Division records.  
The total number of units is based on Master Plan caps, recorded plats, or subdivision construction plans.

\*Estimated number of approved units

- As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff has compiled a list of units by subdivision that have been approved but not yet built. Please see [jamescitycountyva.gov/planning/policy.html](http://jamescitycountyva.gov/planning/policy.html)

## RESIDENTIAL SUBDIVISION BUILD-OUT DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Buildout Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Based on this information, staff has also updated the series of reports that provide detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district.

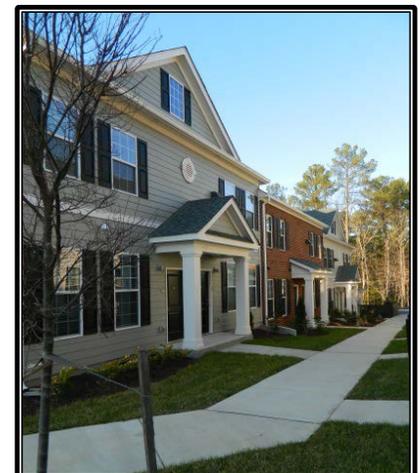
The following reports are described below and posted at [jamescitycountyva.gov/planning/policy.html](http://jamescitycountyva.gov/planning/policy.html)

- “Development Status Report – All Data” – 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.
- “Residential Development Status Report – Residential Only” – 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. An updated summary of the data from the this report is presented in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
<b>Berkeley</b>	6,113	345	5,633	5,978
<b>Jamestown</b>	6,612	494	4,910	5,404
<b>Powhatan</b>	6,068	967	5,074	6,041
<b>Roberts</b>	6,881	400	4,850	5,250
Stonehouse	6,325	1,083	5,954	7,037
<b>TOTAL</b>	31,999	3,289	26,421	29,710

- “Residential Development Status Report – Schools” – displays information sorted by school districts. A report is provided for (1) elementary schools, (2) middle school and (3) high schools.

During 2014, staff contracted with Kimley Horn for assistance in developing a Comprehensive Development Transportation Impact Analysis Tool. This tool will provide GIS based analyses and transportation related planning services related to the comprehensive evaluation of transportation impacts associated with planned or proposed development in James City County.



Townhomes in Founder’s Village (New Town Section 12) were built in 2014.

## PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

### DEVELOPMENT REVIEW

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

**Special Use Permits:** The Planning Commission reviewed thirteen applications. The applications included: A Special Use Permit for Lightfoot Marketplace for compliance with JCC Code Section 24-11; installation of 134' microwave tower at the HRSD Williamsburg Treatment Plant to enable HRSD to operate and control certain facilities remotely during storm events; development of a Wendy's fast food restaurant on an outparcel in WindsorMeade Marketplace; an upgrade of the McDonald's fast food restaurant in Lightfoot adjacent to the Lightfoot Marketplace; renewal of the SUP to allow Creative Kids Child Development Center to operate in a residential neighborhood; a private sewer connection for a single-family residence outside the PSA; an amendment of SUP conditions to extend the time allowed for construction of previously approved assisted living facilities at Williamsburg Landing; renovation and restoration of the Grove Community Barbershop building; and a phased expansion of the Williamsburg Unitarian Universalist Church facilities.

Rezoning and Master Plan applications for The Village at Candle Station were considered in 2014.

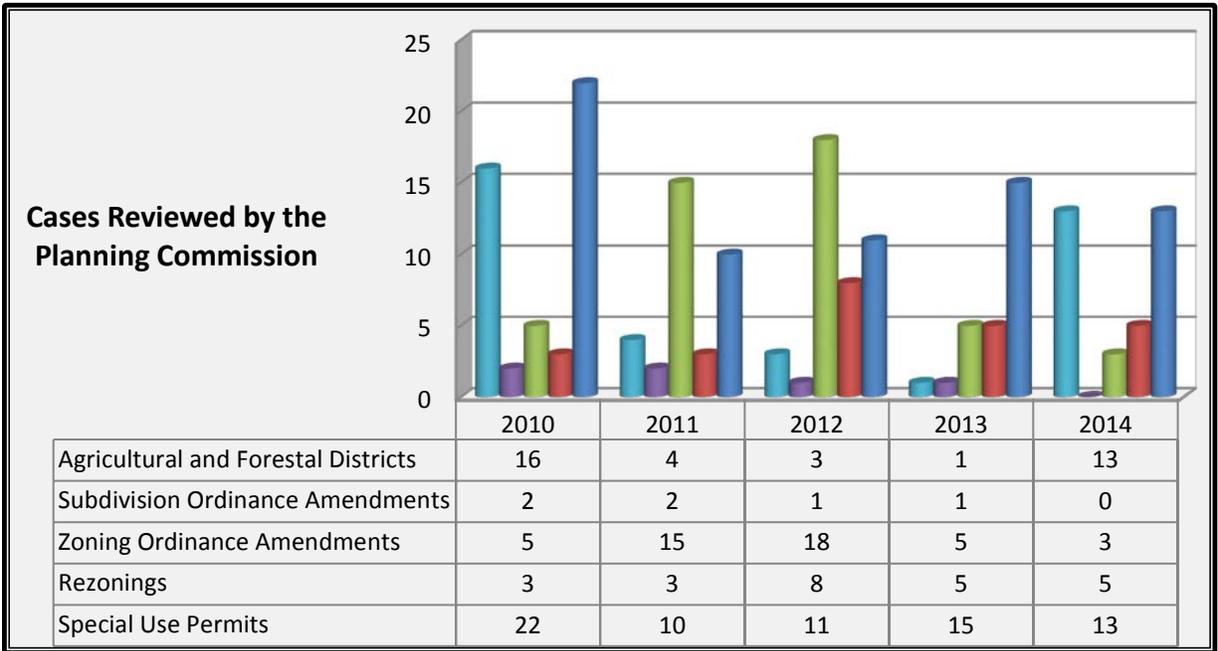


**Rezoning:** Five applications were considered by the Commission. The applications included: a proposal to rezone ±213 acres in Kingsmill from R-4, Residential Planned Community to R-4, Residential Planned Community, with proffers and amend the designation of 18 dwelling units from "resort" to single family"; a proposal to rezone ± 194 acres in Kingsmill from R-4, Residential Planned Community to R-4, Residential Planned Community, with proffers; and a proposal to rezone six undeveloped properties for the Promenade at the southeast corner of the Williamsburg Crossing Shopping Center from B-1 to Mixed Use, with proffers and design guidelines to allow for up to 204 dwelling units and those non-residential uses permitted in the MU district.

**Master Plan:** Three applications were considered by the Commission. The applications included: an amendment to allow construction of up to 207 new dwelling units on ± 213 acres in Kingsmill; an amendment to allow construction of up to 147 new dwelling units on ± 223 acres in Kingsmill; and a proposal for up to 204 dwelling units and those non-residential uses permitted in the MU district.

**Residential Units Legislatively Approved in 2013:** There were a total of 351 residential units approved in 2014. There were 147 units approved with the Kingsmill Rezoning and Master Plan Amendment and 204 units were approved for The Promenade at John Tyler Highway.

**Agricultural and Forestal Districts:** The Planning Commission reviewed eleven renewals as 2014 marked the required renewal for twelve of the County's AFDs. Eleven of the districts were continued and one district, Williamsburg Farms, requested not to continue. In addition, the Commission reviewed applications for the addition of 50 acres to the Croaker AFD and 96 acres to the Mill Creek AFD.

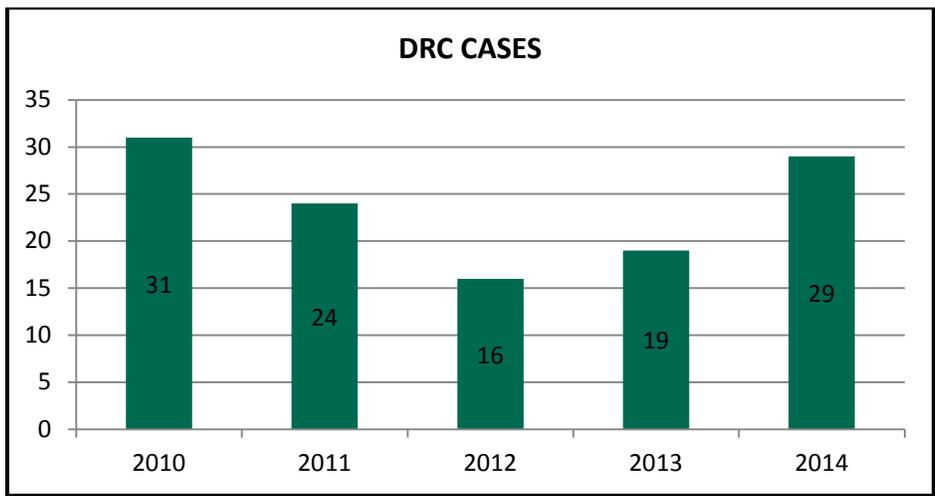


**Development Review Committee (DRC)**

The DRC reviewed 29 cases. These included: Lightfoot Marketplace; New Town Section 7, Parcel C Townhomes; New Town Section 9 (Settlers Market) Townhomes; WindsorMeade Marketplace Wendy's (New Town Section 11); New Town Sections 3 & 6 Block 21 Assisted Living Facility McDonald's at Lightfoot Upgrades; Colonial Heritage Phases 5 and 6; Ford's Colony Westport Stormwater Modifications; New Town Shared Parking; Grove Barber Shop; Windmill Meadows Section 5; and the Williamsburg Unitarian Universalist Expansion.

**Policy Committee**

Policy Committee review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. In 2014 the Committee reviewed Zoning Ordinance amendments related to the Keeping of Chickens in Residentially Zoned Areas of the County; and Accessory Apartments; and provided feedback on the Longhill Road Corridor Study; the Mooretown Road Corridor Study; the Agricultural and the Forestal Industries Grant. The Committee also reviewed and provided recommendations on the Planning Division Work Program for 2015.



**PLANNING COMMISSION ACTIONS**

**SPECIAL USE PERMITS**

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
<b>SUP-0014-2013</b>	Lightfoot Marketplace	6401 Richmond Road	19	Construction of a group of buildings exceeding 10,000 square feet of floor area and generating a total of 100 or more additional trips to and from the site during the peak hour of the operation at former Williamsburg Outlet Mall location.	approval	approval	approval
<b>SUP-0002-2014</b>	HRSD Microwave Tower - 300 Ron Springs Drive	300 Ron Springs Drive	0	Creation of a microwave-based WAN between HRSD treatment plants and operations center for improved communications, requiring a microwave tower at the Williamsburg Treatment Plant.	approval	approval	approval
<b>SUP-0003-2014</b>	Amerigas Propane Tank Installation	124 Industrial Boulevard	0	Installation of one additional 30,000 gallon propane storage tank.	approval	approval	approval
<b>SUP-0004-2014</b>	WindsorMeade Marketplace Wendy's (New Town, Sec. 11)	4800 Monticello Avenue	1	Development of an approximately 3,050 SF fast food restaurant (Wendy's) with drive-thru on the outparcel bounded by Monticello Avenue, WindsorMeade Way and News Road.	approval	approval	approval
<b>SUP-0005-2014</b>	Creative Kids Child Development Center SUP Amend.	701 Mosby Drive	0	Renewal of SUP to allow continued operation of a child daycare in a residential neighborhood and to increase the number of children from 12 to 20.	approval	approval	approval
<b>SUP-0006-2014</b>	2604 John Tyler Highway, Public Sewer Connection	2604 John Tyler Highway	3	Request for one sewer connection to Governor's Land Force Main.	denial	denial	denial

<b>SUP-0008-2014</b>	Gilley Enterprises Equipment Storage	320 Neck-O-Land Rd.	3	Permit parking and storage of construction and site work equipment on the property.	approval	approval	approval
<b>SUP-0009-2014</b>	Contractor's Office and Warehousing for Kings Garden Landscaping	8850 Merry Oaks Ln.	4	Permit a contractors office and storage of equipment.	approval	approval	approval
<b>SUP-0010-2014</b>	Williamsburg Landing SUP Amend.	5560 Williamsburg Landing Dr.	50	Request for extension of project commencement deadline provided for in SUP-0005-2011.	approval	approval	approval
<b>SUP-0011-2014</b>	McDonalds at Lightfoot Upgrade	6473 Richmond Rd.	2	Reconstruction of existing drive-thru, elevations and layout of McDonalds restaurant.	approval	approval	approval
<b>SUP-0013-2014</b>	104 Howard Drive, Grove Barber Shop	104 Howard Dr.	0	Restoration of existing building as a barber shop.	approval	approval	deferral
<b>SUP-0015-2014</b>	3116 Ironbound Road, Branscome Property	3116 Ironbound Rd.	1	Permit a building in excess of 5,000 SF in a Limited Business zoning district.	deferral	deferral	no action in 2014
<b>SUP-0017-2014</b>	Williamsburg Unitarian Universalists Expansion	3051 Ironbound Rd.	8	Expanding sanctuary, parking, and education/administration space.	approval	approval	no action in 2014

Please note that some cases were omitted from this list as they had no legislative actions in 2014:

SUP-0001-2014, Terra di Siena (withdrawn by the applicant)

SUP-0007-2014, 131 Winston Dr. Tourist Home (withdrawn by the applicant)

SUP-0012-2014, Jacobs Industrial Park Truck Terminal (withdrawn by the applicant)

SUP-0014-2014 (no application is associated with this number - case number was created inadvertently)

SUP-0016-2014, Top Notch Tree Service (still under review in 2014)

**REZONINGS**

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-0003-2013	Kingsmill, Rezoning and Master Plan Amendment, Sect. 8	8515 and 8581 Pocahontas Trl.	3	Redesignating the Cottages on the James property from Resort to Single-Family and rezoning the property with proffers.	approval	approval	approval
Z-0002-2014	Kingsmill Rezoning and Master Plan Amend., Areas 1, 2, 6, and 7	1000 Carters Grove Country Road; 100 Southall Rd.; Kingsmill Rd.; Wareham's Pond Rd.	194	Rezoning and Master Plan amendment to rezone from R-4 to R-4 with proffers to allow 147 new units.	approval	no recommendation	withdrawn by applicant
Z-0003-2014	The Promenade at John Tyler	5294, 5299, 5304, 5307 and 5311 John Tyler Hwy.	25	Rezoning and Master Plan for 25 acres (currently Williamsburg Crossing); Majority is comprised of parcels 20 and 29, also including outparcels 25-28.	approval	approval	approval
Z-0004-2014	Gatehouse Farms Proffer Amendment	318 and 320 Neck-O-Land Rd.	173	Proposal to eliminate Proffer Nos. 1, 2, and 4 from the adopted Gatehouse Farm proffers recorded on October 19, 1987. Public hearing was waived by the Board in accordance with Section 15.2-2302 of the Code of Virginia.	approval	approval	approval
Z-0006-2014	3116 Ironbound Road, Branscome Property	3116 Ironbound Rd.	0.5	Zoned R8, proposing LB - Limited Business with a Special Use Permit (SUP-0015-2014) for a building that is over 5,000 square feet and designated Low Density Residential on the Comprehensive Plan. Proffers will limit the permitted uses for property based on parcel size and traffic generation.	deferral	deferral	no action in 2014

Please note that some cases were omitted from this list as they had no legislative actions in 2014:  
 Z-0001-2014, Greensprings Rezoning and Master Plan Amendment (still under review in 2014)  
 Z-0005-2014, Peninsula Pentecostals, Kirby Tract (still under review in 2014)

**AGRICULTURAL AND FORESTAL DISTRICTS**

<b>Case Number</b>	<b>Name of Project</b>	<b>Acres</b>	<b>Case Description</b>	<b>Staff</b>	<b>PC</b>	<b>BOS</b>
<b>AFD-02-86-1-2013</b>	Croaker AFD Addition - 420 Stonehouse Road	50	Addition of ± 50 acres to the Croaker Agricultural and Forestal District.	approval	approval	approval
<b>AFD-07-86-2-2014</b>	8557 Diascund Road, Mill Creek Addition	96	Request to place ± 96 acres in the Mill Creek Agricultural Forestal District.	approval	approval	approval
<b>AFD-01-89-1-2014</b>	Armistead 2014 Renewal	311	Renewal of district for four years.	approval	approval	approval
<b>AFD-05-86-1-2014</b>	Barnes Swamp 2014 Renewal	1,737	Renewal of district for four years.	approval	approval	approval
<b>AFD-01-02-1-2014</b>	Carter's Grove 2014 Renewal	317	Renewal of district for four years.	approval	approval	approval
<b>AFD-10-86-1-2014</b>	Christenson's Corner 2014 Renewal	1,130	Renewal of district for four years.	approval	approval	approval
<b>AFD-06-86-1-2014</b>	Cranston's Pond 2014 Renewal	769	Renewal of district for four years.	approval	approval	approval
<b>AFD-02-86-1-2014</b>	Croaker 2014 Renewal	1,133	Renewal of district for four years.	approval	approval	approval
<b>AFD-09-86-1-2014</b>	Gordon's Creek 2014 Renewal	3,645	Renewal of district for four years.	approval	approval	approval
<b>AFD-12-86-1-2014</b>	Gospel Spreading Church 2014 Renewal	1,134	Renewal of district for four years.	approval	approval	approval
<b>AFD-03-86-1-2014</b>	Hill Pleasant Farms 2014 Renewal	556	Renewal of district for four years.	approval	approval	approval
<b>AFD-07-86-1-2014</b>	Mill Creek 2014 Renewal	3,017	Renewal of district for four years.	approval	approval	approval
<b>AFD-11-86-1-2014</b>	Yarmouth Island 2014 Renewal	2,166	Renewal of district for four years.	approval	approval	approval

**ZONING ORDINANCE AMENDMENTS**

<b>Case Number</b>	<b>Name of Project</b>	<b>Case Description</b>	<b>PC</b>	<b>BOS</b>
<b>ZO-0007-2013</b>	Chicken Keeping in Residential Areas	Allowance of chicken keeping on properties zoned R-1, Limited Residential	denial	approval
<b>ZO-0008-2013</b>	Accessory Apartments	Expansion of allowances for accessory apartments in residentially zoned districts and definition of attached versus detached accessory apartments	approval	approval
<b>ZO-0001-2014</b>	Chicken Keeping in R-3, Residential Development	Allowance of chicken keeping on properties zoned R-2, General Residential	denial	approval
<b>ZO-0002-2014</b>	Chicken Keeping in R-2, General Residential	Allowance of chicken keeping on properties zoned R-3, Residential Redevelopment	denial	approval

## 2009 COMPREHENSIVE PLAN REVIEW – TOWARD 2035: LEADING THE WAY

Section 15.2-2230 of the Code of Virginia states, “at least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan.” Beginning in 2013, Planning staff gathered input from the Policy Committee, Planning Commission and Board of Supervisors to prepare a draft Comprehensive Plan update methodology. One of the conclusions of the input from these bodies was that as the general direction and major policies of the 2009 Comprehensive Plan were expected to remain intact, the focus of the Comprehensive Plan review should be limited in scope, with a focus on land use, transportation, and economic development. As a result, staff prepared a streamlined review process which projected consideration of a draft plan by the Planning Commission in approximately 15 months. This streamlined Comprehensive Plan update methodology which was recommended for approval by the Planning Commission on January 28, 2014 was affirmed by the Board on February 4, 2014.

The initial activities of the update process centered on gathering public input, which occurred from March until July of 2014. The Community Participation Team (CPT), which led this effort, consisted of eight members: Robin Bledsoe, Allen Doucet, Susan Gaston, Rich Krapf, Lisa Trichel-Beavers, Madisen Kopfer, Elizabeth Friel, Jack



Haldeman, Tim O’Connor, and John Wright. In general, the CPT’s mission included assisting in the coordination of publicity efforts, educating the public about the comprehensive plan process, sponsoring public meetings and other input opportunities, and encouraging fellow residents and business members to participate in the planning process. During the course of the input process, the CPT led a communications effort that included outreach through County publications such as the e-FYI newsletter; press releases, articles, advertisements and event calendar updates in location newspapers; video programs that were available on-line and on TV48; radio interviews and paid radio spots in advance of the workshops; website and email information distribution and updates; distribution of hard copies of brochures, flyers and posters at local business and other locations; and a variety of other activities and presentations. These communications efforts complemented the citizen input opportunities, which included the Virginia Tech phone survey; opportunities to comment online, via phone hotline, or via mail-in cards; three community workshops at locations throughout the County; and the CPT forums with participation by a wide variety of stakeholders. As capstone activities, the CPT summarized the public comments received (through July 1, 2014) and compiled a list of all of the outreach efforts and participation statistics.

As the CPT activities were concluding, a new body, the Planning Commission Working Group (PCWG), began work on the next phase. The PCWG, comprised of the Planning Commission plus a liaison from the Community Participation Team, began meeting in August to review the Comprehensive Plan section text and associated goals, strategies, and actions. To start its efforts, the PCWG received an overview of the public input, materials associated with the Historic Triangle Coordinated Comprehensive Plan review process, and the Vision section. Subsequent meetings covered the Demographics, Population Needs, Environment, Parks and Recreation, Public Facilities, Community Character, Housing, Economic Development, Land Use and Transportation sections of the plan. As a second stage of its work, the PCWG then focused on applications to change the designations of property on the Land Use Map and text associated with the Land Use Map. Another component of these activities was a Planning Commission and Board of Supervisors joint work session on October 28, 2014. At this work session, the Planning Commission provided an update on its activities associated with the Comprehensive Plan review and received feedback from the Board of Supervisors. Each PCWG meeting was televised and offered two periods for public comment. Based upon the feedback provided at the meetings, staff began the process of revising the sections and bringing them back to the PCWG for final consideration in 2015. Subsequent steps associated with Planning Commission and Board of Supervisors review and adoption of the Plan will also occur in 2015.



## 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.

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 may not have been 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 staffing, 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 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>



Many participated in the Mooretown Road Corridor Extension Study meetings.

*Note: The list following focuses on completed high priority actions, as referenced in the 2009 Comprehensive Plan Implementation Schedule. 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>ED</b>	<b>ECONOMIC DEVELOPMENT</b>
<b>ED1.3.</b> Continue to emphasize the benefits of locating new business and industry within the County's Enterprise Zone.	Business expansion projects and new businesses continue to access the incentives available via the Enterprise Zone.
<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 June 2014, James City County submitted an application to DHCD to both transfer additional undevelopable acreage from the zone and include additional existing business areas in the zone, and extend the County's Enterprise Zone through 2035. The existing zone is set to expire in December 2015. The expansion of the Enterprise Zone into the Stonehouse Commerce Park, Hankins & Jacobs Industrial Parks, and other areas was approved by DHCD and has been garnering interest and participation from qualifying businesses. The application to extend the zone beyond the current expiration of December 31, 2015 was denied. Staff will resubmit the request in 2015.
<b>ED 1.4.</b> Encourage private/public partnerships or similar initiatives to ensure the development of quality industrial and office.	The Office of Economic Opportunity is working with various partners on the development of additional industrial parks and/or construction of additional industrial buildings. This initiative is on-going.
<b>ED 1.6.</b> Support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.	The EDA is considering an update to the BCTF report as part of an overall economic development strategic plan.
<b>ED 2.1.</b> Support the development of diverse types of retail and non-retail core business.	Efforts to diversify the tax base continued through 2014, including maximizing the Enterprise Zone, restructuring the Triangle Business & Innovation Center, participating in Start! Peninsula, continuing the Triangle Entrepreneur Exchange, and REDC efforts, in addition to business attraction and expansion.

<p><b>ED 2.3.</b> Support the provision of mixed cost and affordable/workforce housing near employment centers and transportation hubs.</p>	<p>As development proposals are reviewed, affordable housing opportunities are evaluated with this GSA in mind, as appropriate. This is an ongoing initiative.</p>
<p><b>ED 2.4.</b> Promote tourism and associated industries as a year-round industry.</p>	<p>In 2014, the James City County Communications Director continued to support OED efforts in tourism to promote the County. Through WADMAC, travel writers and public relations firm staff visited and promoted JCC retail, restaurants and tourism businesses.</p>
<p><b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>For the fourth year the ED offices of JCC, Williamsburg and York have partnered with W&amp;M to co-sponsor a Homecoming event targeting W&amp;M alum and marketing the Historic Triangle as a great place to expand their businesses. OED continues to participate in the quarterly VIMS Industry Partner meetings.</p>
<p><b>ED 5.2.</b> Encourage new development and redevelopment of non-residential uses to occur mainly in areas where public utilities are either available or accessible within the Primary Service Area (PSA) and infrastructure is supportive.</p>	<p>Efforts are ongoing. Discussions with the EDA and County Administration include the recognition that there is very limited land inside the PSA that is zoned appropriately for large scale light industrial and industrial development.</p>
<p><b>ED 7.1.</b> Participate in the development of master plans for the County's I-64 interchanges, specifically the Croaker Road and Barhamsville Road interchange areas, to preserve capacity for economic development for these areas.</p>	<p>Planning staff continues to work on the Mooretown Road Corridor Study. At the second public meeting in October 2014, three alignment alternatives were presented for evaluation. The next public meeting, early in 2015, will help to identify the final alignment. The corridor study is anticipated for approval in April/May 2015.</p>
<p><b>ENV ENVIRONMENT</b></p>	
<p><b>ENV 1.2.5.</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.</p>	<p>Throughout 2014, this action was ongoing. Planning Division staff is working to create a form for applicants to complete to ensure compliance with the Environmental Constraints Analysis policy.</p>

<p><b>ENV 4.3.</b> Provide incentives and regulatory measures to improve air quality by promoting reduction of auto dependency and trip distances, the construction of energy efficient homes and businesses, and use of alternative modes of transportation.</p>	<p>In January 2014, the Planning Commission recommended a priority listing for capital improvement projects to the Board of Supervisors. Greenways and trails were ranked as their eighth funding priority. In May 2014, the PC and BOS were briefed on the Longhill Corridor Study, which recommends construction of a corridor typical section that provides "sharrows" for on-road cyclists and a separate multi-use path. The Planning Division continues to work with VDOT and with developers to provide alternative modes of transportation and promote energy efficient appliances in new construction through master plans and design guidelines.</p>
<p><b>ENV 4.6.1.</b> Developing an action plan for the installation of energy management control systems and renewable energy.</p>	<p>In 2014, the Sustainable Building Policy adopted by the Board has led to LEED Silver or Gold Certification at 3 buildings and two additional building in design that will achieve LEED Certification.</p>
<p><b>H HOUSING</b></p>	
<p><b>H 2.1.</b> Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.</p>	<p>In June 2014, the James City County Office of Housing and Community Development (OHCD) staff met with the developer of Liberty Crossing to assist them in compliance with their proffers for affordable units in the latest phase of their development. Habitat completed 5 houses on lots developed by Housing and Community Development in the Forest Heights Neighborhood Improvement Project Area. The 5 homebuyers were recommended by HCD. Housing Partnerships Inc. and HCD partnered to repair 32 homes.</p>
<p><b>H 2.2.</b> Continue to support programs, such as Neighborhood Connections, which assist County citizens in improving the condition of their neighborhood.</p>	<p>Housing Administrators met with Supervisor Onizuk, and several residents of the Ironbound Square community in April of 2014 to consider methods to prevent flooding of properties on the eastern side of Ironbound Rd near the intersection with Watford Ln.</p>

<p><b>H 2.4.</b> Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.</p>	<p>In August 2014, HCD received a HUD Housing Counseling Grant of \$25,000 and a VDHA Housing Counseling Grant of \$18,750. HCD partnered with Housing Partnerships, Inc. to provide emergency home repairs to 32 households. HCD staff provided an additional emergency home repair. HCD provided education regarding; preventative maintenance, home buying, budgeting and finance via the VHDA Homebuyer Education classes to 14 residents. HCD counseled 18 first-time homebuyers. HCD provided 10 households with emergency rental assistance that allowed them to rent or remain in their homes. HCD received a HUD Housing Counseling Grant of \$25,000 and a VHDA Housing Counseling Grant of \$20,000.</p>
<p><b>H 2.6.</b> Continue to promote the deferred payment policy of the James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.</p>	<p>In FY15 the County will have provided \$60,000 to assist in funding Housing Partnerships home repair activities in James City County.</p>
<p><b>H 2.9.</b> Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.</p>	<p>In July 2014, with the assistance of Development Management, HCD was awarded \$440,000 in VDOT revenue sharing funds. These funds will decrease the County's cost for construction of Neighbors Drive road construction.</p>
<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>In June 2014 the HCD Director moderated panel discussion at a statewide Housing and Education symposium sponsored by Housing Virginia. The panel focused on how the lack of housing choice and affordability impacts good education outcomes.</p>
<p><b>LU</b></p>	<p><b>LAND USE</b></p>
<p><b>LU 1.5.</b> Facilitate continued diversification of the local economy and maintain an adequate balance between residential and non-residential development.</p>	<p>OED has ongoing analysis of the existing tax base and contributions from non-residential development that support County and School functions. Diversification of the tax base was one of several reasons JCC applied for and worked on the AFID grant from the VA Department of Agriculture and Consumer Services throughout 2014.</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>Throughout 2014, the Planning staff communicated with adjacent localities for projects near locality borders such as a pressure reducing station on Route 199, the McDonald's in Lightfoot, and the Mooretown Road extended corridor study. No courtesy review plans have been received by York or Williamsburg during this updated period. The Lightfoot Marketplace site plan was sent to York.</p>
<p><b>LU 3.3.</b> Participate in regional planning process with York County and the City of Williamsburg.</p>	<p>In April 2014, the regional summary document was completed. In addition, the kick-off public meeting for the Mooretown Road Corridor study occurred and included staff from York County. During fall and winter of 2014, the Planning Division has been working to incorporate the final summary document of the coordinated comprehensive plan review with York and Williamsburg into the 2035 Comprehensive Plan.</p>
<p><b>LU 4.1.</b> Enforce policies of the Comprehensive Plan to steer growth to appropriate sites in the PSA.</p>	<p>In December 2014, the Planning Commission Working Group reviewed 10 Land Use applications. Three applications requested expansion of the PSA. The Working Group deferred consideration of a change in the PSA line for two of these applications pending results of water supply discussions.</p>
<p><b>LU 4.4.</b> Restrict the extension of water and sewer utilities and the formation of new central sewer systems in areas outside the PSA. Extend water and sewer service in the PSA according to a phased plan in accordance with the County's Comprehensive Plan and JCSA master water/sewer planning.</p>	<p>Extension of water and sewer utilities continues to conform to all applicable land use requirements and relevant planning documents such as the Comprehensive Plan and JCSA regulations and standards.</p>
<p><b>LU 4.5.1.</b> Use of financial tools such as public-private partnerships or tax increment financing.</p>	<p>OED has ongoing research about financial tools and options that are used in other localities. Discussions about the most appropriate tools for JCC are ongoing.</p>
<p><b>LU 4.5.4.</b> Partnerships with government agencies, non-profits, and private entities to facilitate areas identified for redevelopment.</p>	<p>In Spring 2014, a redevelopment proposal was submitted for the Williamsburg Outlet Mall property. The Lightfoot Marketplace proposal was submitted by private developers, indicating market interest in redevelopment projects, and subsequently recommended for approval by the Planning Staff, Planning Commission, and Board of Supervisors.</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>On December 9, 2014, the Board of Supervisors approved a rezoning for The Promenade at John Tyler to Mixed Use to allow up to 204 residential units and commercial development along Route 199. The Planning Commission Working Group is also considering several Land Use applications that are requesting a Mixed Use designation.</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>The Planning Division continues to update the cumulative impacts tracking spreadsheet and anticipates including a comprehensive update as part of the PC's 2014 Annual Report. Cumulative impact data was also used to inform the Land Use section of the 2035 Comprehensive Plan and aid in discussions about the next middle school location. The Division's work program anticipates beginning the next phase of this project in mid-2015.</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. (T.I.)</p>	<p>On September 9, 2014, the Board of Supervisors approved the renewal of 11 existing AFDs and the addition of 95 acres to the Mill Creek AFD.</p>
<p><b>LU 6.1.2.</b> Seek funding for existing programs, investigate new programs, and support private or nonprofit (such as land trust) actions that promote continued agricultural or forestal use of property.</p>	<p>At its June 2014 work session, the Board of Supervisors received an update on the recommendations of the Agriculture and Forest Industries Development (AFID) grant that the County received in 2013. The Planning Division and Office of Economic Development used grant money to develop a Strategic Plan for Rural Economic Development in conjunction with the Rural Economic Development Committee (REDC). A draft plan that was completed in December 2014 outlines 13 possible projects that can help encourage traditional and innovative rural economic development.</p>

<p><b>LU 6.2.</b> Residential development that occurs outside the PSA should be in a pattern that preserves farm and forestal lands. Amend the subdivision ordinance, zoning ordinance, utility regulations, and related policies to promote such an overall pattern. Consider providing more than one option, such as the following, so long as an overall very low-density pattern can be achieved. Ultimately, it is likely that a combination of both incentives and regulatory tools will need to be developed to form a package that balances providing options to property owners with the overall preservation of rural economy and rural character policy goals. (P.R.C.)</p>	<p>In March 2014, feedback on the Rural Lands regulations that was received during the public meetings in Summer 2013 was compiled and provided to the Board of Supervisors, together with information on current development trends in the Rural Lands.</p>
<p><b>PR PARKS &amp; RECREATION</b></p>	
<p><b>PR 3.1.</b> Develop a business plan for the Parks and Recreation Division to support financial goals for the future.</p>	<p>In May 2014 the Parks and Recreation Department converted a position to the Business Analysis to create business plans.</p>
<p><b>PR 5.3.</b> Encourage new developments requiring legislative review to proffer public recreation facilities consistent with standards in the Parks and Recreation Master Plan. New developments should have neighborhood parks with trails, bikeways, playgrounds, practice fields, and open spaces.</p>	<p>In 2014 the Parks and Recreation Department responded to three development reviews on parks and recreation proffers.</p>
<p><b>PR 6.5.</b> Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.</p>	<p>In 2014, the Parks and Recreation Division had 26 teens participate in the Teens Toward Success summer program and volunteer 552 hours. Six previous teen volunteers were hired in recreation leader positions for a total of 22 hired to date.</p>

PN		POPULATION NEEDS	
PN 4.3. Work with the Senior Services Coalition to develop a strategic plan for seniors.		In October 2014, the Senior Services Coalition merged with the Peninsula Agency on Aging, and transitioned to the Williamsburg Disability Resource Center. The ADRC offers the public a single source for information and assistance on issues affecting older adults and people with disabilities regardless of income.	
T		TRANSPORTATION	
T 2.5. Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.		During the review of redevelopment plans for Lightfoot Marketplace in Spring 2014, staff coordinated with WATA and the developer to ensure a bus stop internal to the development was maintained. Staff worked with WATA and the developer of The Promenade development at Williamsburg Crossing to potentially have a stop, if warranted, once the development is approved.	
<b>Tasks with a 6-10 year timeframe</b>			
<b>Action</b>		<b>Task Completed</b>	
ED		ECONOMIC DEVELOPMENT	
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.		In summer 2014 OED hosted a meeting of commercial brokers to discuss effective marketing of all sites and buildings, including redevelopment opportunities.	
<b>Tasks with a 10 + year timeframe</b>			
PR		PARKS & RECREATION	
PR 2.3.6. Examining the feasibility of including a system of equestrian trails as part of the Greenway Master Plan.		An update to the Greenways Master Plan is anticipated to occur in the next 2-3 years. The feasibility of including equestrian trails into the plan can be considered at that time.	
<b>Ongoing (While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</b>			
<b>Action</b>		<b>Task Completed</b>	
CC		COMMUNITY CHARACTER	
CC 2.2 Expect that development along CCAs protects the natural views of the area;		In early 2014, the James City County Fire Station No. 1 was redesigned using Toano design guidelines.	

<p>promotes the historic, rural or unique character of the area; maintains greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.</p>	
<p><b>ED ECONOMIC DEVELOPMENT</b></p>	
<p><b>ED 1.1.</b> Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.</p>	<p>In August 2014, OED participated in a marketing mission with HREDA targeting a specific geographic region and continues to develop a formal strategy for OED and the EDA in conjunction with the update to the 2009 Comprehensive Plan.</p>
<p><b>ED 2.1.</b> Support the development of diverse types of retail and non-retail core business.</p>	<p>In June 2014, the Enterprise Zone was amended to add new commercial and industrial areas, including retail centers. The regional incubator, Triangle Business &amp; Innovation Center, broadened its focus to developing entrepreneurs in all sectors. Start! Peninsula is a regional event also focusing on entrepreneurial development across all sectors; planning for this event (held in November 2014 in JCC) began in May. In November 2014 the Triangle Entrepreneur Exchange, a seminar series, was targeted to all small business owners or entrepreneurs in the making, and attendees represented both retail and non-retail. In 2014 work on the Agricultural &amp; Forestal Industries Development Planning Grant was focused on identifying viable business ventures in the ag sector.</p>
<p><b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>In February 2014, OED began participating in quarterly VIMS Industry Partner meetings. Commercial applications of scientific research projects are discussed in these meetings attended by W&amp;M professors, Executive Partners, and private industry partners.</p>
<p><b>ED 6.1.</b> Foster tourism development in James City County by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.</p>	<p>Staff continued to work with the Alliance regularly on many projects, such as the 2nd Annual Rev3/Glow Run race and the 2nd Annual National Softball Association national championship tournament, in addition to Arts Month/Williamsburg Arts. The County remains an active participant in the WADMC destination-wide advertising campaign. Through those efforts County businesses have received national exposure through public relations efforts which included outdoor activities, restaurants and golf.</p>

<p><b>ED 8.1.</b> Support traditional agricultural and forestal uses where they exist through continued and improved ordinances and policies favorable to such uses.</p>	<p>The Rural Economic Development Committee's efforts to develop a Rural Economic Development Strategy included supporting traditional agriculture and forestry uses. <b>See 8.5</b></p>
<p><b>ENV ENVIRONMENT</b></p>	
<p><b>ENV 1.1.</b> Promote development and land use decisions that protect and improve the function of wetlands and the quality of water bodies.</p>	<p>Ongoing. In December 2014, the Planning Commission recommended approval of an SUP for the Williamsburg Unitarian Universalist church which includes a condition that the expansion will include at least 27 LEED certification points. Several recent redevelopment projects, including the McDonald's at Lightfoot, included significant reductions in existing impervious cover as well.</p>
<p><b>ENV 1.2.</b> Promote the use of Better Site Design, Low Impact Development (LID), and effective Best Management Practices (BMP).</p>	<p>Throughout 2014, Engineering and Resource Protection staff implemented new VA stormwater management regulations which focus on environmental site design and runoff reduction which contain better site design and low impact development strategies. Encouraging low-impact development design is included in VA Stormwater Regulations 62.1-44.15:28 et seq.</p>
<p><b>ENV 1.2.8.</b> Continuing to promote the protection of trees.</p>	<p>Ongoing, both Engineering and Resource Protection and Planning staff review this as part of applicable development plans.</p>
<p><b>ENV 1.3.</b> Through the Chesapeake Bay Preservation Ordinance, enforce Resource Protection Areas (RPAs) protecting all tidal wetlands, tidal shores, nontidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow, perennial streams, and a 100-foot-wide buffer adjacent to and landward of other RPA components.</p>	<p>Ongoing, mandated program. The County was designated as a local Virginia Stormwater Management Program (VSMP) authority on July 1, 2014.</p>

<p><b>ENV 1.5.</b> Utilize properly designed methods of vegetative (living shoreline) or structural stabilization, bank re-grading, beach nourishment, and or relocation of activities to less sensitive areas.</p>	<p>Engineering and Resource Protection staff processed a few private living shoreline projects through local wetland program. In 2014 ERP staff also continued work on integrating required SB964 language for comprehensive coastal resource management for Tidewater localities and for use of living shorelines as the preferred alternative for stabilizing eroded shorelines into the current comprehensive plan update.</p>
<p><b>ENV 1.10.1.</b> Requiring Health Department approval for all subdivisions making use of on-site waste disposal systems.</p>	<p>This item is ongoing. Several minor subdivisions that use well and on-site waste disposal were approved by the Planning Division and Virginia Health Department during the last half of 2014.</p>
<p><b>ENV 1.11.</b> Continue to implement the Chesapeake Bay Preservation Ordinance in order to protect water quality in all drinking water reservoirs in the County.</p>	<p>Ongoing, mandated program. County was designated as a local Virginia Stormwater Management Program (VSMP) authority on July 1, 2014.</p>
<p><b>ENV 1.18.</b> Continue to develop regional, cumulative impact-focused hydraulic studies for County waterways vulnerable to flooding and develop strategies to fix identified problems.</p>	<p>The County floodplain team continued to be involved with FEMA Region III coastal FIRM map updates throughout 2014. County/FEMA held a Coastal Flood Risk Open House at Legacy Hall in New Town on August 13, 2014.</p>
<p><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.</p>	<p>In 2014, the balance in the Greenspace and Purchase of Development Rights (PDR) budgets totaled about \$750,000. On May 13, 2014, the Board of Supervisors approved the FY2015 budget and capital improvements program and decided to expand permitted uses of those funds to include watershed master plans and other expenditures in support of environmental initiatives and water quality mandates. The County has not begun to offer such a program; however, Planning Division staff does conduct regular inspections to report on the status of existing easements and greenspace properties.</p>

<p><b>ENV 3.5.</b> Continue to develop and enforce zoning regulations and other County ordinances that ensure the preservation to the maximum extent possible of rare, threatened, and endangered species; wetlands; flood plains; shorelines; wildlife habitats; natural areas; perennial streams; groundwater resources; and other environmentally sensitive areas.</p>	<p>In May 2014 the Planning Division reviewed proffer documentation for Kingsmill Sections 1, 2, 6 and 7. The applicant proffered compliance with the County's Natural Resource Policy. Effective July 1, 2014, ERP began to administer and enforce certain provisions of Virginia's urban nonpoint source pollution programs, specifically certain elements of the Virginia Stormwater Management Program (VSMP) and Virginia Pollutant Discharge Elimination System (VPDES), Stormwater Construction General Permit program. This includes review of pollution prevention plans and implementation of a new local VSMP ordinance.</p>
<p><b>ENV 3.7</b> Site development projects, including those initiated by the County, to be consistent with the protection of environmentally sensitive areas and the maintenance of the County's overall environmental quality so that development projects do not exacerbate flooding in flood prone areas.</p>	<p>All construction projects administered by GS meet and exceed environmental regulations. Recent examples include Fire Station 4 and Fire Station 1.</p>
<p><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 emissions and energy savings annually.</p>	<p>In 2014 the Baseline was fully completed.</p>
<p><b>ENV 4.7.</b> Continue to manage the County fleet to improve energy efficiency and reduce emissions by replacing fuel inefficient vehicles, assessing new technologies, and developing anti-idling policies.</p>	<p>In 2014, two propane vehicles were put in use and additional vehicle conversions are anticipated in the next 1-2 years.</p>

PR	PARKS AND RECREATION
<p><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 Plan by seeking County funding whenever feasible and by seeking non-County funding sources.</p>	<p>In January 2014, the Planning Commission recommended a priority listing for capital improvement projects to the Board of Supervisors. Greenways and trails were ranked as their eighth funding priority. In May 2014, the PC and BOS were briefed on the Longhill Corridor Study, which recommends construction of a corridor typical section that provides "sharrows" for on-road cyclists and a separate multi-use path. On October 14, 2014, the Board of Supervisors approved the final report of the Longhill Road corridor study, which included recommendations for bike and ped improvements.</p>
<p><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.</p>	<p>The current balance in the Greenspace and Purchase of Development Rights (PDR) budgets totals about \$750,000. On May 13, 2014, the Board of Supervisors approved the FY2015 budget and capital improvements program and decided to expand permitted uses of those funds to include watershed master plans and other expenditures in support of environmental initiatives and water quality mandates. In December 2014, CIP applications were submitted by County departments and no request for greenway funding was included; however, one request included shoreline stabilization at Jamestown Beach, which is a County-owned property.</p>
<p><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.</p>	<p>Ongoing. Planning Division staff continues to review open space with each major residential subdivision. Recently, open space easements were dedicated to the County as part of the Cottages at Stonehaven, White Hall, New Town Section 3&amp;6, Colonial Heritage Phase 5, Powhatan Secondary Phase 7C, and Windsor Ridge Section 2A. Planning Division staff continues to work with developers of major subdivisions to implement the County's Zoning Ordinance and requirements for open space. Recent easements were dedicated as part of New Town, Cottages at Stonehaven. Additional open space will be provided as part of The Promenade rezoning which was approved by the Board of Supervisors on December 9, 2014.</p>

<p><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.</p>	<p>On January 14, 2014, the Board of Supervisors approved a rezoning for Wellington, Windsor Ridge, Section 4, which received a density bonus for providing pedestrian accommodations. In June 2014, the developer of Lightfoot Marketplace submitted site plans that include a multi-use path and bike facilities along Centerville Rd. and Richmond Rd. On November 12, 2014, the Board of Supervisors approved a special use permit for the adjacent McDonalds that extends those bike and ped accommodations.</p>
<p><b>PR 5.3.</b> Encourage new developments requiring legislative review to proffer public recreation facilities consistent with standards in the Parks and Recreation Master Plan. New developments should have neighborhood parks with trails, bikeways, playgrounds, practice fields and open spaces.</p>	<p>On December 9, 2014, the Board of Supervisors approved The Promenade rezoning, which included proffers for the recommended cash contributions for recreational facilities and the master plan includes a community park, two welcome parks, a pocket park, and community clubhouse and pool, equating to 2.5 acres of recreational area.</p>
<p><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.</p>	<p>In 2014, the Parks and Recreation Department had 24 new assessments were completed and 403 citizens received accommodations. They also re-established an Americans with Disabilities Act team to monitor progress on ADA projects and compliance, installed new ADA aquatic lift at the James City County Recreation Center, completed ADA checklists for Chickahominy Riverfront Park, and offered a new Music Therapy program.</p>
<p><b>PR 7.1.</b> Work with Williamsburg Area Transit Authority to improve the public transportation service to County parks and facilities.</p>	<p>In 2014, the Parks and Recreation Department worked with WATA to provide bike racks at two County parks.</p>

<b>PR 9.1.</b> Continue to disseminate brochures and keep up-to-date information on the website to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.	In 2014, the Parks and Recreation Department completed updates to Freedom Park Brochure, released new MCP informational brochure, completed templates for new links to trail and shelter information on the website, updated James City County Recreation user guide and created a new personal training brochure.
<b>PF</b>	<b>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.	In 2014, Fire Stations 1 and 4 were under construction and meeting LEED Silver design and GS building envelope guidelines which expect very high efficiency.
<b>PF 1.5.1.</b> Utilize tools such as life-cycle costing and value engineering (as applicable) to develop the most cost-effective facilities.	Fire Station 4 and 1 projects were designed with significant value engineering and managed within budgets.
<b>PF 5.4.</b> Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.	Preparation and maintenance of the emergency plans are on-going.
<b>PN</b>	<b>POPULATION NEEDS</b>
<b>PR 1.3.</b> Continue to develop Freedom Park and the Warhill Sports Complex based upon approved master plans.	In Summer 2014, the Parks and Recreation Department completed a multiuse trail at Freedom Park, and completed RFP for construction Phase IV improvements and playground from Freedom Park.
<b>T</b>	<b>TRANSPORTATION</b>
<b>T 1.1.</b> Ensure that new development follows recommended densities, intensities, and development patterns that will serve to preserve the road capacities and support the Community Character Corridor designations of existing and proposed roads.	Throughout 2014, staff evaluated projected traffic impacts on the transportation infrastructure for legislative cases and recommended conditions to help mitigate the effect of the additional traffic generation.
<b>T 1.2.</b> Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban, urban) and the functional classification of the roadway. Ensure	Legislative cases were reviewed by Planning Division staff with an eye to levels of service, in a context sensitive manner, depending on their location. The Promenade at John Tyler Highway and Lightfoot Marketplace (McDonald's) both included evaluation of this topic.

<p>that new developments do not compromise planned transportation enhancements. New development should minimize the impact on the roadway system by:</p>	
<p><b>T 3.1.</b> Maintain a regularly updated list of proposed pedestrian and cycling projects on the Six Year Improvement Program.</p>	<p>In May 2013, the Board of Supervisors adopted the 2015-2020 Secondary Six Year Plan. The SSYP contained project recommendations for ongoing improvements to both Longhill and Croaker Roads that involve pedestrian safety enhancements and a multi-purpose trail. Initial safety improvements for Longhill Road were completed in the second half of 2014. The County and VDOT also recently completed a Safe Routes to School project at James River Elementary School.</p>
<p><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.</p>	<p>In July 2014, Planning and OHCD staff recieved Revenue Sharing funds for the reconstruction of Neighbors Drive.</p>
<p><b>T 3.3.3.</b> Encouraging land use development patterns which promote public transit.</p>	<p>WATA participates in bi-annual updates about the shared parking plan in New Town to demonstrate that the area is benefitted by several bus routes and ridership continues to increase. In November and December 2014, the Planning Commission Working Group considered several land use designation change applications that requested a Mixed Use designation.</p>
<p><b>T 3.3.6.</b> Reviewing the Long-Range Public Transportation Plan annually and implementing its recommendations as appropriate.</p>	<p>In October 2014, the Planning Division reviewed this item as part of the 2035 Comprehensive Plan update and incorporated recommendations into the text and into evaluation of the land use applications. Consideration of the Long Range Transportation Plan (of which the Public Transportation Plan is a component) is ongoing. The County is currently participating in HRTPO's four-year process to create the 2040 LRTP. Completion is anticipated in January 2016.</p>
<p><b>T 3.8.</b> Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>In December 2014, the Planning Division submitted a request for \$20 million in matching funds for transportation projects to be included in the County's FY16-20 Capital Improvements Plan. If approved, this money can be used to leverage State and Federal funds and will help County tax payer dollars go further towards funding transportation projects.</p>

<p><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.</p>	<p>In June 2014, the Lightfoot Marketplace developer submitted a site plan which included an off-street pathway to connect the commercial development with the adjacent Liberty Crossing residential development.</p>
<p><b>T 3.11.</b> Implement the adopted James City County Sidewalk Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects. Amend the Zoning Ordinance to require by-right developments to participate in the development of the facilities.</p>	<p>Throughout 2014, the Planning Division referred to both the Pedestrian Accommodations Plan and the Regional Bikeways Map in reviewing legislative and by-right site plans and subdivisions.</p>

## GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CCA	Community Character Area
CCC	Community Character Corridor
CIP	Capital Improvements Program
CO	Certificate of Occupancy
DHCD	Virginia Department of Housing and Community Development
DCR	Department of Conservation and Recreation
DHR	Virginia Department of Historic Resources
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
HOP	Housing Opportunities Policy
JCCRC	James City County Recreation Center
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
LOS	Level of Service
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Areas
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
PDR	Purchase of Development Rights
PLAT	Professional Landscape Assessment Team
PSA	Primary Service Area
SSPRIT	Subdivision / Site Plan Review Improvement Team
TDR	Transfer of Development Rights
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



## JAMES CITY COUNTY PLANNING COMMISSIONERS



Front Left to Right: Robin Bledsoe, John Wright III, Richard Krapf  
Back Left to Right: George Drummond, Heath Richardson, Christopher Basic, Timothy O'Connor

Planning Division of Development Management  
101-A Mounts Bay Road  
Williamsburg, Virginia 23185  
Phone: 757.253.6685  
Fax: 757.253.6822  
Email: [planning@jamescitycountyva.gov](mailto:planning@jamescitycountyva.gov)  
Website: [jamescitycountyva.gov/planning](http://jamescitycountyva.gov/planning)

New Cases for March

Case Type	Case Number	Case Title	Address	Description	Planner	District
Agricultural and Forestal District	AFD-01-02-1-2015-2015	Carter's Grove, 8766 Pocahontas Trail Withdrawal	8766 POCAHONTAS TR	Request to withdraw property from the Carter's Grove AFD	Roberta Sulouff	05-Roberts
Conceptual Plan	C-0004-2015	Monticello Woods Signal Warrant Analysis	4101 MONTICELLO AVENUE	Traffic signal warrant analysis for Monticello Ave/Independence Way/Saunders Bridge intersection	Ellen Cook	03-Berkeley
	C-0005-2015	Colonial Heritage Landbay 7C & 8	499 JOLLY POND ROAD	Colonial Heritage, Ph.6, Sec. 2 - Conceptual Landbay Plan, 7C & 8	Roberta Sulouff	01-Stonehouse
	C-0006-2015	109 Rich Neck Road Subdivision	109 RICH NECK ROAD	Proposed subdivision into two lots	Savannah Pietrowski	03-Berkeley
	C-0007-2015	Courthouse Commons Parcel 3 Parking Verification (Massage Luxe)	5239 MONTICELLO AVE	Tenant build-out of existing interior space. Plan needed to verify adequacy of parking and check trip generation for compliance with an SUP condition.	Leanne Pollock	04-Jamestown
	C-0008-2015	479 McLaws Circle Ste. 5, Parking Verification (Marrow Transportation Company)	479 MCLAWS CIRCLE	Parking Verification for a limousince service (4 parking spaces are required)	Jose Ribeiro	05-Roberts
Subdivision	S-0057-2014	106 Shellbank Drive BLE and Well Site Vacation	106 SHELLBANK DRIVE	Boundary line extinguishment of property line between 451040001C and 45100007A and vacation of a JCSA well lot.	Leanne Pollock	03-Berkeley
	S-0058-2014	The Settlement at Powhatan Creek, Ph. 1, Lot 3, Plat of Correction	3507 SAUNDER'S BRIDGE	Plat of correction to adjust rear building setback	Chris Johnson	03-Berkeley
	S-0001-2015	Cypress Point, Lot 7, Section 7 & Parcel 'A' BLA	5054 RIVER DRIVE	Lot line extinguishment to create 1 lot on 1.496 acres	Ellen Cook	02-Powhatan
	S-0004-2015	The Settlement at Powhatan Creek, Ph. 3, Lot 204, Plat of Correction	3720 SOUTH SQUARE	Plat of correction to adjust front building setback	Chris Johnson	00-Unknown
	S-0005-2015	The Settlement at Powhatan Creek, Ph. 3, Lot 205, Plat of Correction	3722 SOUTH SQUARE	Plat of correction to adjust front building setback	Chris Johnson	00-Unknown
	S-0006-2015	The Settlement at Powhatan Creek, Ph. 3B, Lots 201-221, 223-231, 237-248 and 265-271	4101 MONTICELLO AVENUE	Final plat of 43 lots on 53.5 acres	Scott Whyte	03-Berkeley

New Cases for March

Case Type	Case Number	Case Title	Address	Description	Planner	District
Site Plan	SP-0110-2014	Longhill Road Tower Colocation SP Amend.	4451 LONGHILL ROAD	Adding antenna to existing tower	Jose Ribeiro	02-Powhatan
	SP-0111-2014	Cretney Classic Car Care	7381 RICHMOND ROAD	The existing motel property will be redeveloped for an auto shop for classic car repairs	Jose Ribeiro	01-Stonehouse
	SP-0001-2015	Gilley Enterprises Equipment Storage	320 NECK-O-LAND RD	3200 sq. ft. outside storage area. This site plan is associated with approved SUP-0008-2014	Jose Ribeiro	05-Roberts
	SP-0002-2015	New Town Sec 2 & 4, Blk 3, Parcel C SP Amend.	4175 IRONBOUND ROAD	Change the proposed use from 3 residential condos on the 2nd floor of this building to commercial/office use.	Leanne Pollock	04-Jamestown
	SP-0003-2015	Governor's Grove at Five Forks SP Amend	1300 PROSPERITY CT	Amendment to change unit type from condos to townhouses	Ellen Cook	03-Berkeley
	SP-0004-2015	Spotswood Cay Deck Addition	5700 WILLIAMSBURG LANDING DR	Addition and Deck Addition	Jose Ribeiro	05-Roberts
	SP-0005-2015	6303 Chiswick Park Sunroom	6303 CHISWICK PARK	Remove existing deck and install new sunroom (unheated) 10'x18' and open deck 7'x10' in an attached residential unit.	Leanne Pollock	02-Powhatan
	SP-0006-2015	Virginia Penninsula Regional Jail Tower Verizon Colocation	9320 MERRIMAC TRAIL	Attach panel antennas at the 170' level of the existing 185' tower. Place a 12'x16' prefab shelter and emergency generator in existing compound.	Leanne Pollock	05-Roberts
	SP-0007-2015	Citizens and Farmers Bank Parking Amend.	3600 LA GRANGE PKWY	Add 145 additional parking spaces to the existing C & F Toano Operations Center	Chris Johnson	01-Stonehouse
	SP-0008-2015	Fords Colony HOA Two Carports SP Amend.	4624 CENTERVILLE RD	Constructing two carports	Scott Whyte	02-Powhatan
	SP-0009-2015	3116 Ironbound Road Improvements	3116 IRONBOUND ROAD	No change to existing building other than a change in use. Plan includes verification of parking and traffic generation, additional landscaping and changes to routing at entrances (one-way).	Leanne Pollock	03-Berkeley
	SP-0010-2015	New Town Electric Vehicle Charging Station SP Amend.	4935 COURTHOUSE STREET	Install electrical vehicle charging station for two vehicles in shared parking area	Roberta Sulouff	04-Jamestown
Special Use Permit	SUP-0001-2015	Sprint John Tyler Highway Tower	4311 JOHN TYLER HGWY	Request to install three new panel antennas and related support equipment on an existing WCF. SUP will bring existing tower into conformance.	Savannah Pietrowski	03-Berkeley

PLANNING DIRECTOR'S REPORT  
March 2015

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

- **New Town.** At its February meeting, the Design Review Board approved plot plans and color schemes for several single-family detached homes in Charlotte Park (Sec. 7), replacement roofing for the Courthouse, alterations to window appearance for Parcel 3 in Courthouse Commons and an electric vehicle charging station near the movie theater. During January, the DRB also electronically approved several new signs, revised end unit elevation for Village Walk (Sec. 9) and a conversion of use in the second floor of the Pecan Square building from three residential units to office/commercial square footage. The next regular DRB meeting is scheduled for May 4, 2015.
- **Mooretown Road Corridor Study.** A public meeting has been scheduled for March 12<sup>th</sup> from 7-8:30 pm at the Toano Middle School Auditorium. Based on public input from the last two community meetings, as well as technical information gathered in the study area, the consultant team will present a potential alignment for the Mooretown Road Extension. Attendees will have the opportunity to comment on the alignment and the overall project following the presentation, prior to the final study recommendations document.
- **Comprehensive Plan.** The Planning Commission Working Group completed its meetings in February and endorsed the draft Comprehensive Plan on February 19. Staff is preparing the plan text and Land Use Map for consideration by the full Planning Commission at a public hearing on April 1.
- **Rural Economic Development.** The Planning Division and the Office of Economic Development have partnered over the last year and a half to develop a Strategy for Rural Economic Development. The project stemmed from a grant award from the Governor's Agriculture and Forestry Industries Development Fund and has involved guidance and support from the Rural Economic Development Committee (REDC), which is a subcommittee of the EDA. The final report was completed in January and presented to the EDA with the goal to find ways to grow the rural economy as an integral component of the County's overall economic development strategy. A vital, robust, rural economy will provide choices and opportunities for rural landowners, preserve the rural environment, and support and complement the more urban, manufacturing and service sectors of the economy. The report identifies 13 recommended projects in these three areas:
  - Marketing/Public Relations
  - Business Development
  - Facilities/Capital ProjectsThe REDC is currently working to raise awareness of current local agricultural opportunities and successes to make residents more aware of ways to support local producers and to develop pride in the County's agricultural economy. More information about the REDC's efforts and the full Strategy for Rural Economic Development are available here: <http://www.yesjamescitycountyva.com/redc/>.
- **Natural Assets.** The Planning Division, with the assistance of Mapping, recently completed a set of natural asset layers. The goal of developing the layers was to identify important natural assets, such as undeveloped prime farm soils and forest land, and use them to determine the areas of the County with qualities best suited for large-scale or niche farming, timbering and

wildlife habitat. Planning has already begun to use the information to help evaluate possible development proposals and the layers will also be useful in helping rural economic development entrepreneurs find suitable project locations.

- **Transportation Planning.** The Planning Division has been collaborating with VDOT and URS to develop a bicycle and pedestrian safety study of the Monticello Avenue corridor from News Road to the City of Williamsburg line. The purpose of the study is to define deficiencies and risks in the existing pedestrian and bicycle accommodations. The draft study was recently completed and provides recommendations for needed improvements that can be funded through VDOT's Highway Safety Improvement Program (HSIP).
- **Historical Commission.** Know an individual, group or organization that has made a significant contribution to preserving historic resources in James City County? Nominate them for a 2015 Historic Preservation Award. Nominations can be made for anyone active in identifying, documenting, preserving or disseminating educational information about the County's historic buildings, archaeological sites or other historic resources. Full award criteria, nomination forms and return instructions are available online at <http://www.jamescitycountyva.gov/planning/historical-commission/Historic-Preservation-Awards.html> or by calling 757-253-6685. Completed nominations are due to Leanne Pollock at [leanne.pollock@jamescitycountyva.gov](mailto:leanne.pollock@jamescitycountyva.gov) by March 13.
- **Capital Improvements Program.** The Policy Committee held the first meeting to discuss four CIP applications submitted by County Departments. The following meetings are scheduled to complete the review:
  - March 4 at 4 p.m.
  - March 12 at 4 p.m.
  - Special Planning Commission meeting on March 16 at 6 p.m.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached documents.
- **Board Action Results:**
  - Z-0006-2014/SUP-0015-2014: 3116 Ironbound Road Branscome Building (Approved, 5-0)
  - SUP-0016-2014, Top Notch Tree Service (Approved, 5-0)
  - SUP-0016-2014, Top Notch Tree Service (Approved, 5-0)
  - SUP-0004-2012, Hampton Roads Sanitation District Sanitary Sewer Force Main Replacement (Approved, 5-0)
  - SUP-0017-2014, Williamsburg Unitarian Universalists Expansion (Approved 5-0)

PLANNING DIRECTOR'S REPORT  
March 2015

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

- **New Town.** At its February meeting, the Design Review Board approved plot plans and color schemes for several single-family detached homes in Charlotte Park (Sec. 7), replacement roofing for the Courthouse, alterations to window appearance for Parcel 3 in Courthouse Commons and an electric vehicle charging station near the movie theater. During January, the DRB also electronically approved several new signs, revised end unit elevation for Village Walk (Sec. 9) and a conversion of use in the second floor of the Pecan Square building from three residential units to office/commercial square footage. The next regular DRB meeting is scheduled for May 4, 2015.
- **Mooretown Road Corridor Study.** A public meeting has been scheduled for March 12<sup>th</sup> from 7-8:30 pm at the Toano Middle School Auditorium. Based on public input from the last two community meetings, as well as technical information gathered in the study area, the consultant team will present a potential alignment for the Mooretown Road Extension. Attendees will have the opportunity to comment on the alignment and the overall project following the presentation, prior to the final study recommendations document.
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