

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
READING FILE
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 8, 2016
6:30 PM

A. FOR YOUR INFORMATION

1. 2015 Planning Commission and BZA Annual Report
2. Veterans Memorial Park/Garden Proposal

ITEM SUMMARY

DATE: 3/8/2016

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Planning Director and Jason Purse, Zoning Administrator

SUBJECT: 2015 Planning Commission and Board of Zoning Appeals Annual Report

ATTACHMENTS:

Description	Type
2015 PC & BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	2/17/2016 - 9:30 AM
Development Management	Purse, Jason	Approved	2/29/2016 - 4:08 PM
Publication Management	Burcham, Nan	Approved	2/29/2016 - 4:11 PM
Legal Review	Kinsman, Adam	Approved	2/29/2016 - 5:20 PM
Board Secretary	Fellows, Teresa	Approved	2/29/2016 - 8:45 PM
Board Secretary	Kinsman, Adam	Approved	3/1/2016 - 8:05 AM
Board Secretary	Fellows, Teresa	Approved	3/1/2016 - 8:08 AM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2015 ANNUAL REPORT



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2015 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, it is my honor to present the Commission's 2015 Annual Report. The year started with a full calendar with commissioners continuing their work on updating the 2009 Comprehensive Plan. After considering water issues and citizens desire to control growth, the commissioners voted unanimously to recommend the 2035 Comprehensive Plan titled *Toward 2035: Leading the Way* to the Board of Supervisors for its approval.

	2013	2014	2015
Agricultural and Forestal District	4	13	1
Height Waiver	2	0	2
Master Plan	1	4	2
Rezoning	4	7	5
Special Use Permit	17	16	10

The Commission also took a close look at its organizational policies and procedures and updated the Planning Commission Bylaws to reflect an adjustment to the Capital Improvements Program (CIP) timeline, changed the annual organizational meeting to a special meeting the third week of March, approved commissioners' ability to attend meetings electronically, completed the Historic Minutes Reconciliation and after a lengthy discussion, declined to make any changes in time allotted to speakers during public hearings.

The Commission received Dominion Virginia Power's application for a rezoning and a Special Use Permit (SUP) for an electric switching station on approximately 67.6 acres. Commissioners heard from 15 different speakers during the public hearing and after a lengthy discussion, the Commission voted to recommend denial of the application to the Board of Supervisors.

The Commission responded to amendments made during the 2014 and 2015 legislative sessions ultimately requiring the incorporation of those changes into the Zoning Ordinance. In addition, the Commission recommended approval of updated Floodplain Area Regulations, a necessary step to remain eligible in the National Flood Insurance Program. Those updates included the addition of and/or modifications to base flood elevations, base flood depths, special flood hazards, zone designation and the regulatory flood way.

In response to community needs, economic development and land use considerations, commissioners voted to recommend approval for an assisted living facility in New Town, expansion of assisted living units at Williamsburg Landing, adoption of the Mooretown Road Extended Corridor Study and Zoning Ordinance amendments for small-scale alcohol production, which includes micro-breweries, micro-distillery and micro-winery type uses. Finally, commissioners recommended expanding the Primary Service Area by 220 acres to allow 50 previously approved single-family dwellings to connect to public utilities.

The year 2015 was a busy and productive year for the Planning Commission. It was an honor to work with my fellow commissioners, each showing immense dedication to the tasks at hand. In conclusion, I believe that a highly effective Planning Commission is the result of dedicated commissioners and a highly talented and motivated staff. Dedication, training and motivation were abundant in 2015.

Robin Bledsoe, 2015 Planning Commission Chair

James City County Planning Commission

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2015 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Robin Bledsoe** (Chair)	Jamestown	2/25/2012	1/31/2018
Christopher Basic** (Vice-Chair)	Berkeley	8/9/2011	1/31/2017
Rich Krapf**	Powhatan	1/23/2007	1/31/2018
Tim O'Connor **	At-Large	8/10/2010	1/13/2017
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 2015

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 Pollock, AICP, Senior Planner II
 Jose Ribeiro, AICP, Senior Planner II
 Savannah Pietrowski, Planner
 Roberta Sulouff, Planner
 Beth Klapper, Development Management Assistant
 Alex Baruch, Development Management Assistant

ZONING DIVISION STAFF

Jason Purse, CZA, AICP, Zoning Administrator
 Christy Parrish, CZA, Deputy Zoning 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 and Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and 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 prioritize CIP requests in accordance with the Comprehensive Plan and to address specific planning-related issues such as policy and ordinance revisions.

Construction of new James City County Fire Station 4 on Olde Towne Road.



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:

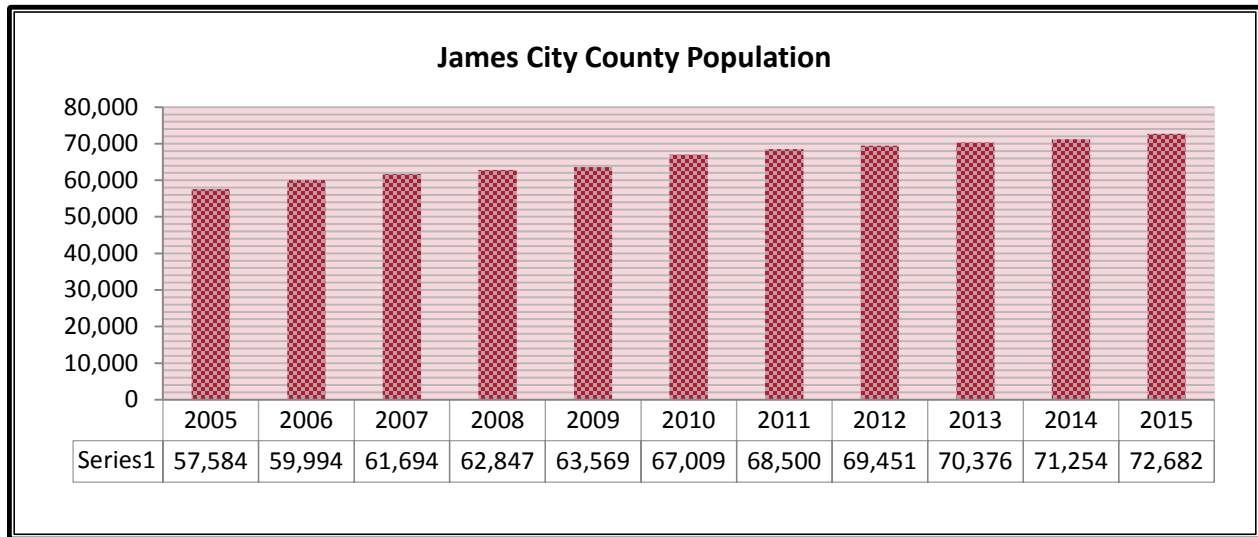
- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, SUPs, subdivision and site plan applications;
- Consider and prepare policy and ordinance revisions;
- Assess the annual CIP Program;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

2015 Schedule		
Regular Meetings		Work Sessions
7-Jan	1-July	15-Jan**
4-Mar	5-Aug	22-Jan**
16-Mar	2-Sept	27-Jan*
1-Apr	7-Oct	5-Feb**
6-May	4-Nov	19-Feb**
3-June	2-Dec	May 26*

*Joint Work Session with Board of Supervisors

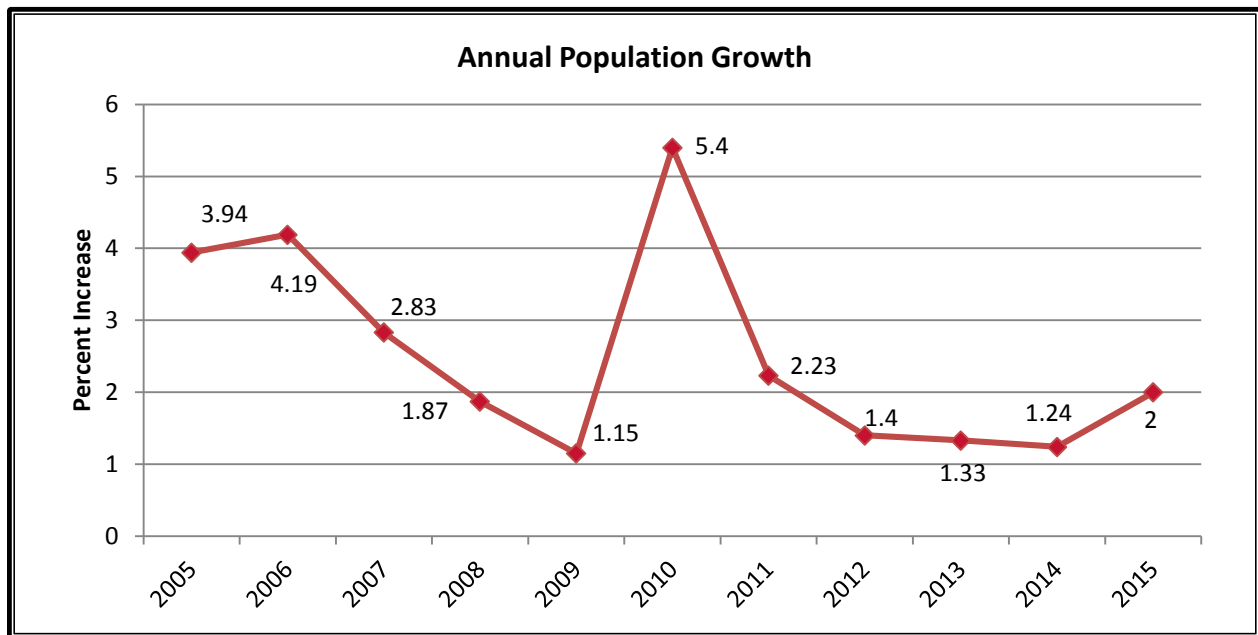
**Planning Commission Working Group/Comprehensive Plan

DEVELOPMENT AND GROWTH



Source: Staff population estimates (2001-2009, 2011-2015) and United States Census Bureau (2010).

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

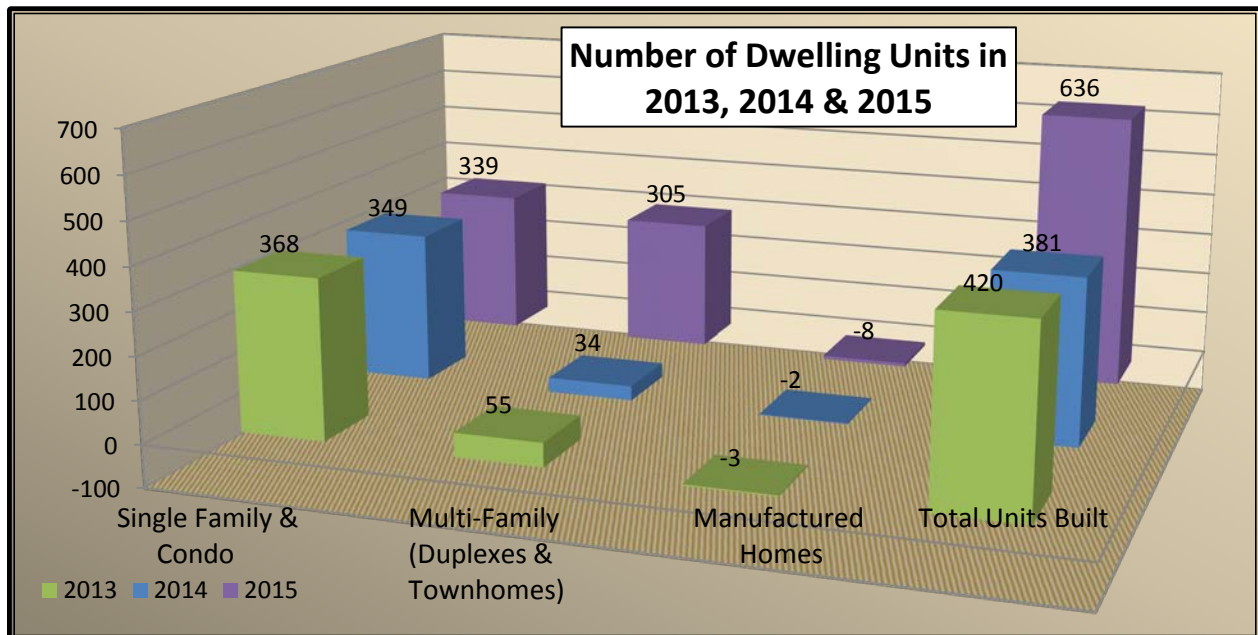


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released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

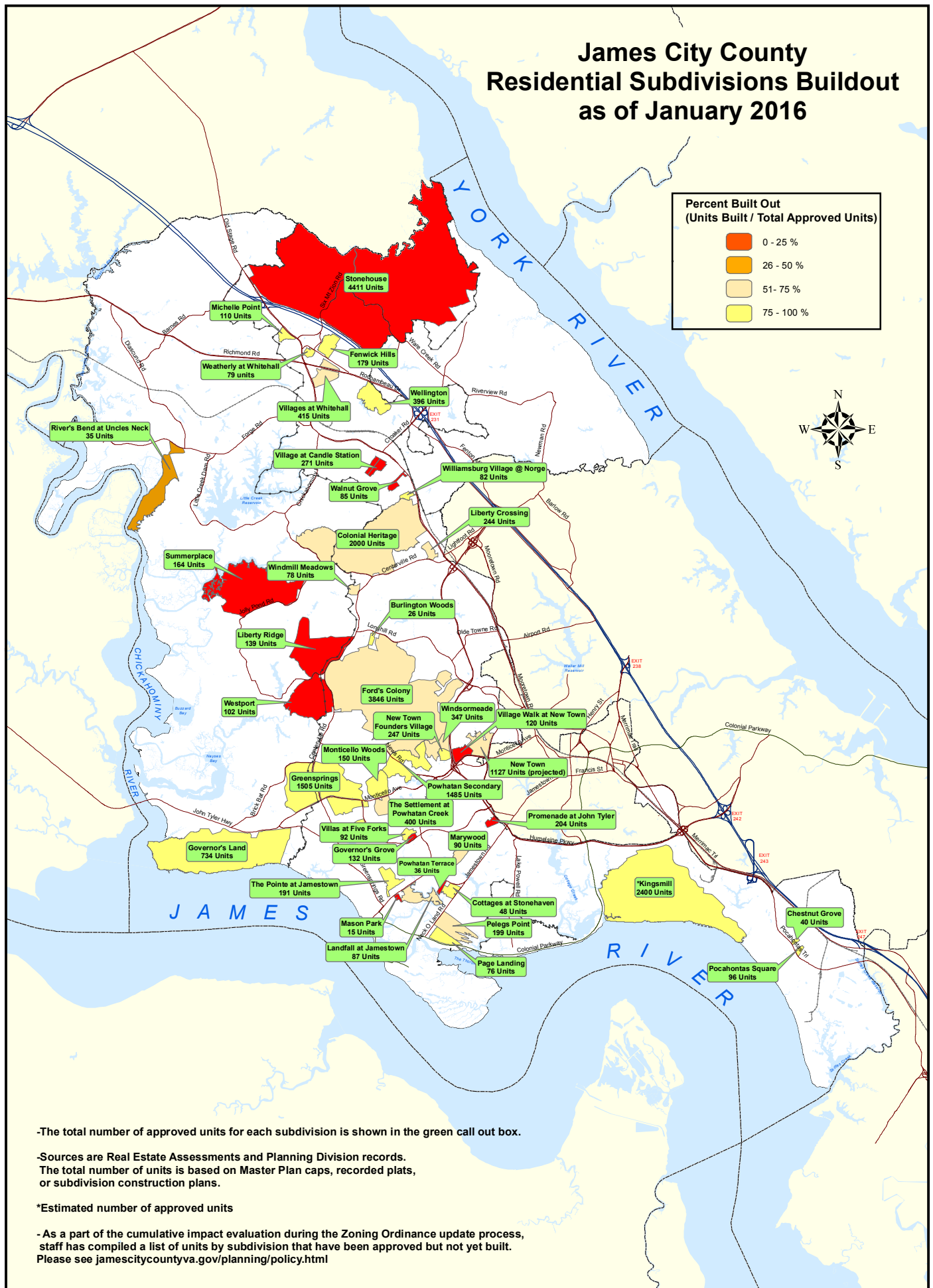
Number of Dwelling Units Built in 2013, 2014 & 2015					
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2013	368	55	-3	420	31,343
2014	349	34	-2	381	31,724
2015	339	305	-8	636	32,724

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 2011-2015. 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 2016



RESIDENTIAL SUBDIVISION BUILD-OUT DATA/ CUMULATIVE IMPACT DATABASE

The Residential Subdivision Build-out Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/Geographic Information System 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 in the Development Status Report folder under Policy Guidelines and Studies: <http://www.jamescitycountyva.gov/DocumentCenter/Index/60>

- “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.
- “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. 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
Berkeley	6,802	662	6,530	7,192
Jamestown	7,310	658	5,744	6,402
Powhatan	6,328	1047	5,510	6,557
Roberts	6,921	606	5,219	5,825
Stonehouse	6,519	1,269	6,410	7,679
TOTAL	33,880	4,242	29,413	33,655

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

Staff continues to work with Kimley-Horn and Associates, Inc. on the evaluation of a planning tool that most closely fits the needs of assessing the impacts of planned and approved development throughout the County. Staff has narrowed the search and is currently assessing cost, data requirements and implementation strategies. Ultimately, the implementation schedule will be aligned with ongoing County-wide efforts such as the Strategic Plan to ensure the tool reflects current County projects goals and priorities.



Townhomes in Village Walk (New Town Section 9) were built in 2015.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

Development Review

Development Review activities consist primarily of rezonings, SUPs, site plans, subdivisions and conceptual plans.

Special Use Permits: The Planning Commission reviewed eight SUP applications including a request to replace a Hampton Road Sanitation District (HRSD) sanitary sewer force main, a request to install additional antennas and related support equipment on an existing Sprint Tower on John Tyler Highway to bring the tower into conformance with the Zoning Ordinance, a request to allow an electrical generation facility with a capacity of over 5,000 kW for the Dominion Power Skiffes Creek Switching Station, a request to construct water and sewer facilities to serve the 50 lots already approved for Colonial Heritage Deer Lake Estates, a request to reconstruct existing parking and add additional spaces at Clara Byrd Baker Elementary School and to bring the school into conformance with the Zoning Ordinance and Williamsburg Landing SUP and a request to amend the Williamsburg Landing SUP and proffers to increase the number of units on site, allow additional time for commencement of construction and update a reference to an approved concept plan exhibit.

Rezoning and Master Plan applications for The Village at Candle Station were considered in 2015.

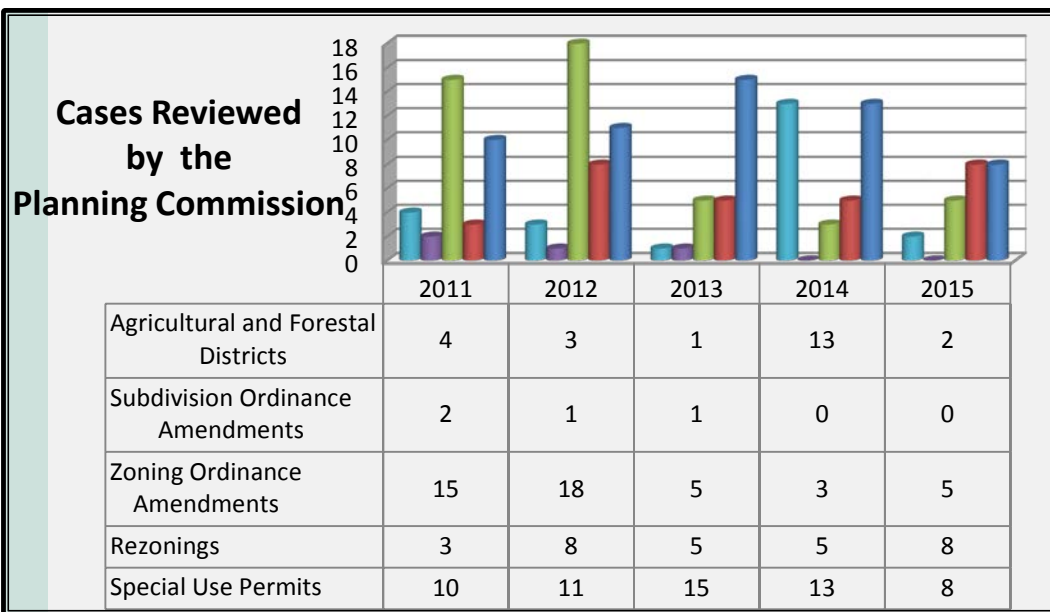


Rezoning: Eight rezoning applications were considered by the Commission including a proposal by the Peninsula Pentecostals for a 130,000-square-foot place of public assembly and up to 30,000 square feet of commercial uses; a request to rezone parcels in the Village at Candle Station from MU, Mixed Use with proffers, and M-1, Limited Business/Industrial, to PUD, Planned Unit Development with amended proffers; an amendment to the traffic phasing proffers for Stonehouse; an amendment to the adopted proffers for Toano Trace to allow detached accessory structures within the single-family neighborhood; a request to rezone three parcels comprising Gilley Estates, Gatehouse Farms from R-1 to A-1; a request to rezone parcels of land to M-2 for the Dominion Power Skiffes Creek Switching Station to allow an electrical switching station for overhead transmission lines; and a request to amend Williamsburg Landing SUP and proffers to allow for a total of 291 units on site, consisting of a mix of nursing, assisted living and independent living units, with a maximum of 87 independent living units.

Master Plan: The Commission considered two applications including an amendment to the Village at Candle Station Master Plan to replace the assisted living facility with 33 new single-family residences and a 60,000-square-foot self-storage area and an amendment to the Greensprings Plantation Master Sign Plan to add two new locations to the originally approved master sign plan.

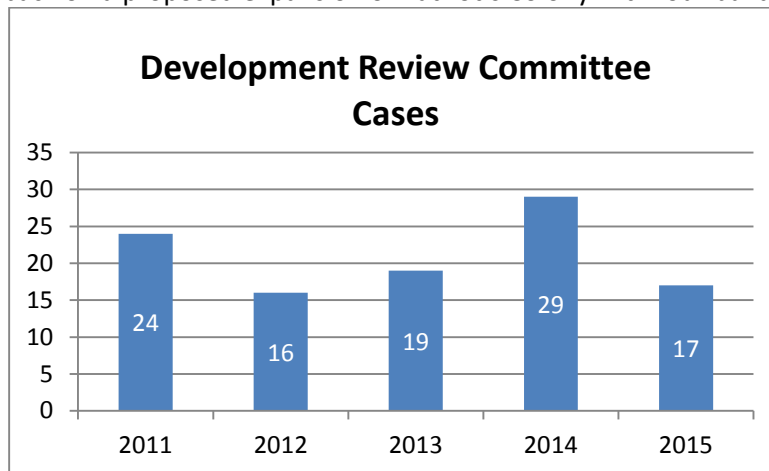
Residential Units Legislatively Approved in 2015: Thirty-three single-family residences were approved with Z-0008-2014, the Village at Candle Station Rezoning and Master Plan Amendment.

Agricultural and Forestal Districts (AFDs): The Commission reviewed two applications including a request to add a 5-acre property to the Cranston's Pond AFD and a request to withdraw a 1.56-acre property from the Carter's Grove AFD to improve marketability of the property.



Development Review Committee

The DRC reviewed 17 cases including Kingsmill (Padgett's Ordinary) Subdivision ordinance exception request to allow for the creation of new lots without road frontage; New Town Section 3 and Section 6; Block 21 Assisted Living Facility to consider a structure in excess of 30,000 square feet; New Town shared parking update; Lightfoot Marketplace determination of master plan consistency for Building 5; The Promenade at John Tyler determination of master plan consistency for revisions to landscaping plans and buffers; St. Olaf Church Building site plan amendment to review changes to architectural and design elements; and Patriot's Colony expansion to solicit feedback on a proposed expansion of Patriot's Colony with four buildings up to 70 feet tall.



Policy Committee

Policy Committee review functions include reviewing the CIP as well as reviewing any changes to the Zoning Ordinance or Commission Bylaws. In 2015, the Committee reviewed Zoning Ordinance amendments including changes to the A-1, General Agricultural, district to incorporate State Code changes to definitions impacting uses in the A-1 district and to identify which uses would be permitted by-right or require an SUP; amendments to the B-1, General Business, and M-1, Limited Business/Industrial, districts to incorporate changes made to the small-scale alcohol production definition; amendments to Article I, In General, related to administrative fees, certificates of occupancy and amendments and variation of conditions and submittal requirements; amendments to floodplain area regulations; and amendments related to appeals. The Committee also provided input and feedback on Envisioning Hampton Roads, a community-based strategic plan for Hampton Roads and provided recommendations on priorities for upcoming code amendments. Related to implementation of the Comprehensive Plan, the Policy Committee received updates and provided input on two transportation corridor studies.

PLANNING COMMISSION ACTIONS
SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-004-2012	HRSD Sanitary Sewer Force Main Replacement	300 Ron Springs Dr.	8	Construct replacement sanitary sewer force main for HRSD.	Approval	Approval	Approval
SUP-0015-2014	3116 Ironbound Rd. Contractor's Office	3116 Ironbound Rd.	1	SUP for building in excess of 5,000 square feet in a Limited Business zoning district and designated Low Density Residential area on the Comprehensive Plan. Rezoning application submitted as Z-0006-2014.	Approval	Approval	Approval
SUP-0016-2014	Top Notch Tree Service	4680 Fenton Mill Rd.	3	Operation of tree cutting service, including storage of equipment and firewood.	Approval	Approval	Approval
SUP-0001-2015	Sprint John Tyler Highway Tower	4311 John Tyler Hwy.	13	Installation of three new panel antennas and related support equipment at existing telecommunications site.	Approval	Approval	Approval
SUP-0002-2015	Skiffes Creek Switching Station	8960, 8964, 8968 Pocahontas Trl.	67	Allow an electrical switching station for overhead transmission lines. Submitted in conjunction with Z-0003-2015 (rezoning from R-8, Rural Residential, to M-2, General Industrial) and HW-0001-2015 (height waiver for two 75-foot static poles).	Approval	Not Approved	No Action to Date
SUP-0003-2015	Colonial Heritage Deer Lake Estates Utility Extension	499 Jolly Pond Rd.	220	Construct water and sewer facilities to serve the 50 lots approved on the subject property.	Approval	Approval	Approval
SUP-0005-2015	Clara Byrd Baker Elementary Additional Parking	3131 Ironbound Rd.	23	Reconstruct existing parking and add additional spaces.	Approval	Approval	Approval

SUP-0006-2015	Williamsburg Landing SUP and Proffer Amendment	5560 Williamsburg Landing Dr.	50	Amend SUP Condition No. 1 to reference the "Williamsburg Landing Conceptual Plan" dated as of October 21, 2015, amend SUP Condition No. 2 to extend the construction time limit for an additional three years, amend SUP Condition No. 3 to state that the number of generally and specially permitted living units shall not exceed 291, including no more than 87 independent living units.	Approval	Approval	Approval
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Please note that some cases were omitted from this list as they had no legislative actions in 2015:

- SUP-0004-2015, Hankins Resource Recovery (still under review in 2015)
- SUP-0007-2015 St. Olaf Catholic Church SUP Amendment (still under review in 2015)
- SUP-0008-2015, JSG Mineral Resource Management Expansion (still under review in 2015)
- SUP-0009-2015, 100 Lake Dr. Rental of Rooms (still under review in 2015)
- SUP-0010-2015, Jamestown Beach SUP Amendment (still under review in 2015)

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-0005-2014	Peninsula Pentecostals, Kirby Tract	9230, 9240, 9250 Pocahontas Trl.	40	Proposal for 130,000-square-foot place of public assembly (includes 150 child day care) and up to 30,000 square feet of commercial uses.	Denial	Denial	Approval
Z-0006-2014	3116 Ironbound Rd. Branscome Property	3116 Ironbound Rd.	1	Request to rezone the parcel from R-8 to LB with a SUP (SUP-0015-2014) for a building that is over 5,000 square feet. Proffers will limit the permitted uses for property based on parcel size and traffic generation.	Approval	Approval	Approval
Z-0008-2014	The Village at Candle Station Rezoning & Master Plan Amendment	7551,7559, 7567 Richmond Rd.	65	A request to rezone ± 65 acres of land from MU, Mixed Use, with proffers and M-1, Limited Business/Industrial, to PUD, Planned Unit Development, with amended proffers and to amend the master plan to replace the assisted living facility and commercial/office area with 33 new single-family detached dwelling units and a ±60,000-square-foot self-storage area.	Approval	Approval	Approval
Z-009-2014	Stonehouse Planned Unit Development Traffic Proffer Amendment	Stonehouse	4639	Amendment to traffic phasing proffers for Stonehouse in accordance with the recommendations of an updated traffic impact study. Proffer amendment also revises the Economic Development proffer.	Approval	Approval	Approval

Z-0001-2015	Toano Trace Proffer Amendment	Toano Trace	27	Amendment to the adopted proffers to allow detached accessory structures.	Approval	Approval	Approval
Z-0002-2015	Gilley Estates, Gatehouse Farms	229 Gate House Blvd. and 318, 320 Neck-O-Land Rd.	154	Rezoning of R-1 parcel to A-1.	Approval	Approval	Approval
Z-0003-2015	Skiffes Creek Switching Station	8960, 8964, 8968 Pocahontas Trl.	67	Allow an electrical switching station for overhead transmission lines. Submitted in conjunction with HW-0001-2015 (height waiver to allow two 74-foot static poles) and SUP-0002-2015 (SUP for an electrical generation facilities with a capacity of over 5,000 kV).	Approval	Not Approved	No Action to Date
Z-0004-2015	Williamsburg Landing SUP and Proffer Amendment	5560 Williamsburg Landing Dr.	50	Revise Proffer Condition No. 2 to permit a total of 291 units including "independent living" units, "assisted living" units and "skilled nursing (nursing home)" units.	Approval	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2015:

- Z-0005-2015, Patriot's Colony Expansion (still under review in 2015)

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-06-86-2-2014	Cranston's Pond AFD Addition – 3125 Chickahominy Rd.	5	Addition of 5.07 acres in Cranston's Pond AFD.	Approval	Approval	Approval
AFD-01-02-01-2015	Carter's Grove, Colonial Williamsburg Foundation Withdrawal	2	Request to withdraw a 1.56 acre property from the Carter's Grove AFD.	Denial	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2015:

- AFD-01-02-02-2015, Carter's Grove, Carter's Grove Addition – withdrawn by applicant

ZONING ORDINANCE AMENDMENTS

Case Number	Name of Project	Case Description	PC	BOS
ZO-0001-2015	Article VI, Division 3 – Floodplain Area Regulations	Updates to comply with Federal Emergency Management Agency regulations resulting from coastal analysis and mapping study and updated coastal flood maps for James City County.	Approval	Approval
ZO-0002-2015	Article V, Division 10, General Business, B-2 and Division 11, Limited Business/ Industrial, M-1	Incorporate changes to the Code of Virginia to establish consistency with the Zoning Ordinance.	Approval	Approval
ZO-0003-2015	Article I, In General – Administrative fees, Amendment of Conditions and Submittal Requirements	Amendments to administrative fees, amendments and variation of conditions and submittal requirements.	Approval	Approval
ZO-0004-2015	A-1, General Agricultural, and Definition Amendments to Incorporate State Code Changes	Zoning Ordinance Amendment to A-1 section of the Zoning Ordinance.	Approval	Approval
ZO-0005-2015	Article VIII – Appeals	Zoning Ordinance Amendment to Article VIII - Appeals.	Approval	Approval

Mooretown Road Extension Corridor Study

In 2009, the Mooretown Road Extension was incorporated into the adopted James City County Comprehensive Plan after analysis concluded that the road could improve evacuation options during severe weather events and had the potential to alleviate traffic congestion. It was also noted that this road extension could open several large parcels of land to economic development. As the Comprehensive Plan did not define a specific route or cross-section for the Mooretown Road Extension, the Board of Supervisors later authorized work on a study of the corridor.

Since initiation of the effort in the spring of 2014, the study has examined the feasibility of and alternatives for extending Mooretown Road (SR 603) from Lightfoot Road north to Croaker Road. It has weighed potential benefits and impacts to property and business owners located in the study area. More specifically, the study included a review of the known environmental conditions, current and planned land uses and an overview of the real estate market. The public input process has included stakeholder interviews, as well as two public meetings where citizens were encouraged to share input on issues and opportunities that should be considered during the development of alternative alignments for the potential roadway.

In December 2015 the Board of Supervisors approved the final study document. The document included all of the analysis from the study, as well as a discussion of three potential alternative alignments. Adoption of this study document does not dictate future decisions about a potential extension of Mooretown Road; however, all of the potential impacts of the various alignments will have already been evaluated should a proposal for the road be submitted in the future. Given uncertainty regarding ultimate land use needs surrounding the potential roadway in the future, the Board of Supervisors decided it was important to preserve a certain amount of flexibility with respect to final alignment options and believed it was important to keep the pro/con discussion of all three alignments should future conditions dictate the need for a modified design.

Longhill Road Corridor Study – Implementation Actions

Following a process that included check-ins with the Policy Committee and a recommendation of approval by the Planning Commission, the Longhill Road Corridor Study was approved by the Board of Supervisors on October 14, 2014. Since that time, staff has worked on several items related to implementing the study:

- School zone safety improvements recommended on page 74 of the Corridor Study were made by the Virginia Department of Transportation (VDOT) after coordination with County staff. The improvements consisted of installing signage and refreshing road pavement markings.
- The improvements to Longhill Road were included in the draft 2040 Long-Range Transportation Plan as adopted by the Hampton Roads Transportation Planning Organization (HRTPO).
- Staff submitted applications for state and federal funds through the Regional Surface Transportation Program (RSTP), Congestion Mitigation and Air Quality (CMAQ), House Bill 2 and Revenue Sharing programs.

COMPREHENSIVE PLAN TOWARD 2035: LEADING THE WAY

Review and update of the County's Comprehensive Plan began in 2014 with activities including gathering input under the leadership of the Community Participation Team, initial review of all of the Comprehensive Plan sections by the Planning Commission Working Group (PCWG) and a joint Planning Commission-Board of Supervisors work session. Work on the review continued in 2015, as the PCWG conducted an additional review of the land use designation change applications and reviewed the final versions of all the section text as well as other plan elements (introduction, appendices, etc.). The Planning Commission and Board of Supervisors also conducted another joint work session to discuss the land use applications. On April 1, 2015, the Planning Commission recommended approval of the Comprehensive Plan by a vote of 7-0. On June 23, 2015, the Board of Supervisors approved the Comprehensive Plan by a vote of 5-0, but acted to postpone one of the land use applications, LU-0002-2014, 8491 Richmond Rd. (Taylor Property). This application was subsequently postponed, by the applicant's request, to the Board of Supervisor's March 8, 2016 meeting. Final formatting of the text and map is anticipated to be completed in early 2016, after which the final document will be posted on the County's website.

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 tasks that have been undertaken toward completion of actions previously identified as high priority. The Board of Supervisors will officially prioritize projects, based on available funding and resources, through the annual budget and Strategic Plan processes.

Note: The list following focuses on completed high priority actions, as previously referenced in the 2009 Comprehensive Plan Implementation Schedule. The list does not include actions slated for future years.



Many participated in the Mooretown Road Corridor Extension Study meetings.

<i>Tasks with a 0-5 Year Timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 1.3.2. Continue to ensure that the land area available to James City County for inclusion in the Enterprise Zone, as allowed by the Code of Virginia, is maximized.	In July 2015 the James City County and Williamsburg Offices of Economic Development jointly applied for an Enterprise Zone. The application was not selected, and the state incentives for James City County businesses expired December 31, 2015.
ED 1.4. Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.	The Office of Economic Development worked on several private/public initiatives in 2015, including a potential road/land development project and a potential land lease project, all of which are still in discussion.
ED 1.6. Update and support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.	The Economic Development Authority did not pursue an update of the Business Climate Task Force Report in 2015 and is instead participating in the County-wide strategic plan.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	The Office of Economic Development prepared an application in July 2015 for a new Enterprise Zone designation by the state, with revised incentives. The joint application with the City of Williamsburg for an Enterprise Zone designation was denied, but the list of incentives developed for the application is under consideration by the County to be offered via a different mechanism.
ED 2.3. Promote tourism and associated industries as a year-round industry.	In July 2015 the "Top Things to Do This Weekend" list began. In six months, there were 277 activities in James City County advertised. There were 2,578 total website views of this list, with an average view time of 3:42. These lists continue to promote a variety of activities in one easy-to-read place and are published on social media on Wednesdays and Fridays. Additionally, there were 208 total posts on social media during the last six months of 2015.
ED 3.2. Support the provision of mixed cost and affordable/workforce housing near employment centers and transportation hubs.	A rezoning for the Village at Candle Station located near Hankins and Jacobs Park, the Williamsburg Pottery and Croaker Interchange was approved by the Board of Supervisors in June 2015. This application included adherence to the Board of Supervisors Housing Opportunities Policy.

ENV ENVIRONMENT	
ENV 1.9. Develop Total Maximum Daily Load Program Action Plans to address water quality impairments within James City County and the Chesapeake Bay, including proposed actions and implementation schedule. Begin implementation in accordance with the approved action plans.	In September 2015 Stormwater submitted to the Department of Environmental Quality the County's Chesapeake Bay Total Maximum Daily Load Action Plan (first permit cycle), which covers the County's pollution reduction activities regarding the reduction of nutrient loadings from lands regulated by the County's MS4 permit. As of December 28, 2015, the County has provisional approval for its Action Plan.
ENV 1.10.5. Monitoring non-traditional on-site sewage disposal trends.	Planning staff continues to review updates to state legislation and hear from the Virginia Health Department about new trends.
ENV 4.3. Through existing mechanisms, such as encouraging enhanced pedestrian accommodations via a density bonus and reductions in required parking with approval of a mass or alternative transportation plan or appropriate similar provisions, improve air quality and seek to reduce traffic congestion by promoting alternative modes of transportation and a reduction in automobile dependency and trip distances.	In 2015 the Planning Division continued to work with VDOT, Williamsburg Area Transit Authority and developers to provide alternative modes of transportation. Some examples that occurred in 2015 include a bike repair station at Chickahominy Riverfront Park, an electric vehicle charging station at New Town and a bus shelter on Airport Road. The Planning Division also participates in the New Town Shared Parking Analysis update each year.
ENV 4.7. Developing natural landscaping policies for County properties.	In 2015 County staff worked toward making landscaping improvements which included native plants at the Amblers/Vermillion House on the Jamestown Campground property.
H HOUSING	
H 2.4. 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.	In 2015 the James City County Office of Housing and Community Development received \$3,100 in state funding for emergency home repairs, which it matched with \$3,100 in local funding. The Office of Housing and Community Development completed five emergency home repairs and partnered with Housing Partners Incorporated to complete two emergency home repairs.
H 2.9. Continue efforts to attract funds from federal and state sources for housing and neighborhood rehabilitation.	In 2015 the Housing Choice Voucher Program was funded at \$1,105,170 and the Housing and Urban Development Housing Counseling Program was funded at \$23,000.

H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	In 2015 five new homes were sold in Ironbound Square subdivision to persons who either work or live in James City County.
H 3.5. Continue to utilize the Housing Opportunity Policy, which states the County's definitions, goals and expectations for providing affordable and workforce housing in developments requiring legislative approval. Examine the policy in order to address issues related to, but not limited to homeowners association fees and infill development.	The Office of Housing and Community Development and the Planning Division worked with two developers to move forward on the subdivision and site plan for units in their development proffered through the Housing Opportunity Policy. Throughout the fall of 2015 the Planning Division and Office of Housing and Community Development staff met on a regular basis to discuss issues related to the Housing Opportunity Policy.
H 3.11. Promote the full integration of affordable and workforce housing units with market rate units within residential developments and throughout the Primary Service Area.	On June 23, 2015, the Board of Supervisors approved the rezoning of the Candle Factory residential development with 142 dwelling units (42 of these units have been proffered as workforce/affordable housing per the Housing Opportunity Policy).
H 5.1. Participate in Greater Williamsburg Area and Hampton Roads public/private partnerships to identify and address regional housing issues.	The Office of Housing and Community Development is a founding and current member of the Hampton Road Housing Consortium. Throughout 2015 staff served in leadership roles on the Greater Virginia Peninsula Housing Continuum and the Mayor's and Chair's Commission on homelessness. The housing administrator served as a board member for the statewide housing policy organization Housing Virginia. Staff also attended meetings of the Historic Triangle Rehab Core Group.

LU	LAND USE
<p>LU 1.5. Collaborate with the Office of Economic Development to investigate ways to maintain and promote an appropriate balance between residential and non-residential development and facilitate continued diversification of the local economy (i.e. study the amount and characteristics of land available for commercial/industrial development, etc.).</p>	<p>In 2015 the Economic Development Authority toured all industrial land in the County, realizing there are not a lot of pad-ready sites/product to market for prospective businesses where road improvements and/or other infrastructure are already in place. In 2015 the Office of Economic Development, Economic Development Authority and County Administration agreed that the water discussion between James City Service Authority and the Department of Environmental Quality, in addition to VDOT funding and Board of Supervisors leadership, will play large roles in how we can grow the commercial tax base and continue using our residential areas and services as quality of life assets.</p>
<p>LU 3.2. Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.</p>	<p>Planning staff regularly communicate with adjacent localities for projects near locality borders such as the 2015 Chambrel expansion (in James City County on the James City County/Williamsburg border) and a conceptual plan that proposed a senior living area (in York on the James City County/York border). Planning staff members have also worked with the Naval Weapons Station on the Dominion Power Switching Station Proposal.</p>
<p>LU 3.3. Continue to participate in regional planning processes with York County and the City of Williamsburg. Use the Historic Triangle Coordinated Comprehensive Plan Review Summary Report as a regional planning resource, particularly with regard to transportation and to land use issues in the three geographic focus areas (Riverside/Marquis/Busch, Lightfoot/Pottery and Northeast Triangle and Surrounding Area).</p>	<p>In June 2015 the Board of Supervisors adopted the Comprehensive Plan (Toward 2035: Leading the Way) that incorporated the final summary document of the coordinated comprehensive plan review with York and Williamsburg.</p>
<p>LU 4.1. Enforce policies of the Comprehensive Plan to steer growth to appropriate sites in the Primary Service Area.</p>	<p>In June 2015 the Board of Supervisors adopted the Comprehensive Plan (Toward 2035: Leading the Way) which continued to include a Primary Service Area. Two of the three land use designation change applications that involved Primary Service Area requests were approved, while the other was postponed pending further information from the Department of Environmental Quality about the County's groundwater withdrawal permit.</p>

<p>LU 4.5.2. Revisions to the Zoning Ordinance and/or Subdivision ordinance or development of guidelines to provide additional flexibility, clear standards or incentives such as expedited plan review.</p>	<p>In October 2015 the Policy Committee endorsed a list of possible ordinance revision categories, which included changes to the Mixed Use ordinance to target flexibility for infill and redevelopment. It is anticipated that these changes will be developed in 2016.</p>
<p>LU 4.6. Encourage developments which provide mixed use development, as further defined in the Mixed Use Land Use Designation and Development Standards, within the Primary Service Area. Support design flexibility to promote mixing of various types of residential and non-residential uses and structures.</p>	<p>In June 2015 the Board of Supervisors adopted the 2035 Comprehensive Plan. As part of the adoption, it approved land use designation change applications that made modifications to four areas designated Mixed Use - Croaker Road, Five Forks, Stonehouse and New Town.</p>
<p>LU 5.1.1. Continuing to further develop and refine a model or models to assess and track the cumulative impact 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 included a comprehensive update as part of the PC's 2015 Annual Report. In April 2015 the Planning Division began work with Kimley-Horn and Associates, Inc. to identify a tool to assist with the transportation component of cumulative impact tracking. Kimley-Horn and Associates, Inc. provided an overview of four existing tools and their recommendations in December 2015.</p>
<p>LU 6.1.2. Seek public and private 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>In December 2015 the Virginia Department of Agriculture and Consumer Services announced that James City County would receive a \$307,889 grant to support the permanent preservation of working farmland through the Purchase of Development Rights program.</p>
<p>LU 6.1.3. Amend the Zoning Ordinance after reevaluating the list of permitted and specially permitted uses in Rural Lands. Investigate adding a development standards policy for those uses that might benefit from a rural location. Specifically look at non-residential uses and development standards that may be appropriate, such as agri-business, ecotourism or green energy uses and uses related to projects that are identified by the Strategy for Rural Economic Development.</p>	<p>On June 9, 2015, the Board of Supervisors adopted a series of Zoning Ordinance amendments in the A-1, General Agricultural, district which included adding "agri-tourism activities" as an accessory use; changing "fish farming and aquaculture" to a permitted use; adding "agricultural operation," "production agriculture" and "silvicultural activity" to the use list; adding "sale of agricultural or silvicultural products or the sale of agricultural-related or silvicultural-related items incidental to the agricultural operation, including wayside stands" as a permitted use; adding "limited farm brewery" and "limited farm distilleries" as permitted uses; and adding "small-scale alcohol production" as a specially permitted use. In October 2015 the Planning Division initiated discussions with the Policy Committee to examine ways to allow dedicated event facilities/wedding venues in rural lands.</p>

PR	PARKS & RECREATION
<p>PR 3.4. Emphasize the maintenance of existing facilities as a way to make efficient use of limited financial and physical resources.</p>	<p>In 2015 the Adopt a Park Program had 11 volunteer community groups in eight parks performing work for a total of 300 hours on park beautification.</p> <p>The Recreation Center began using a new liquid pool cover which dissolves each morning and holds in heat overnight to reduce center utility bills.</p> <p>The Parks and Recreation Department replaced the free weight floor, resurfaced the indoor running track and replaced the Cybex line of equipment at the James City County Recreation Center.</p>
<p>PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.</p>	<p>In 2015 the Teens Toward Success program had 36 teens participate for the year, volunteering a total of 3,912 hours in various programs. The Youth Advisory Council serving grades 8-12 yielded 184 volunteer hours.</p>

<i>Tasks with a 6-10 Year Timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	In 2015 the Office of Economic Development arranged for the entire Economic Development Authority to tour industrial sites in the County. The tour included undeveloped land and existing vacant buildings. The County's existing industrial land is either nearly fully developed or in need of significant infrastructure investment in order to make it competitive with sites in other jurisdictions. In 2015 the Office of Economic Development staff worked with County Administration to develop a long-term strategy to address this situation; economic development was identified as one of five focus areas for the tax increase and will be part of the County-wide strategic plan discussion.
ED 5.3. 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 and infrastructure is supportive.	Discussions with the Economic Development Authority and County Administration include the recognition that greenfield development sites, which are already served by adequate infrastructure to be competitively marketed, are very limited. Additionally, there was discussion between James City Service Authority and the Department of Environmental Quality regarding the extension of water lines to land inside the Primary Service Area that are already zoned. However, opportunities for redevelopment have taken a larger role in the County's economic development growth, as can be seen by new or expanding businesses at Lightfoot Marketplace, Candle Factory and Colony Square Shopping Center among others.
ED 5.7.1 Emphasize the attraction, retention and expansion of businesses that are less water dependent.	The Office of Economic Development staff met with James City Service Authority staff in 2015 to discuss water usage associated with various employers and industry sectors and the feasibility of expanding water service in certain areas of the County. The Office of Economic Development staff is keenly aware of the importance of water needs with prospective businesses.
ED 5.7.2 For those businesses with higher water use, encourage and facilitate the use of grey or reclaimed water usage to meet water needs.	In 2015 County staff has closely monitored the Hampton Roads Sanitary District's study on groundwater recharge.
ED 7.1. 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.	In 2015 the County staff, including Planning and County Administration, continued to have an active role in evaluation and promoting of the I-64 widening project. This project will increase capacity at multiple interchanges in James City County and provide for more reliable interstate travel for commercial and commuter trips.

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.)

Action	Task Completed
CC COMMUNITY CHARACTER	
CC 2.2. Expect that development along Community Character Corridors protects the natural views of the area, 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.	During 2015 staff reviewed several projects in Community Character Corridors including shoreline stabilization improvements to Jamestown Beach, building elevation for St. Olaf Church, site plan for New Town Assisted Living facility, buffer planting at 3116 Ironbound Rd. and subdivision at the Village at Candle Station.
ED ECONOMIC DEVELOPMENT	
ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, assistance to new business, new business recruitment and support to the tourism industry.	While a formal economic development strategy has not been adopted and will not be until the County-wide strategic plan is complete, Economic Development efforts have continued to include working with existing businesses, recruiting new businesses and meeting with prospects and supporting entrepreneurs to start new business ventures.
ED 2.1. Support the development of diverse types of retail and non-retail core business.	Efforts to diversify the tax base are ongoing. The Office of Economic Development developed revised incentives for the Enterprise Zone designation application in 2015. That application was denied, but efforts to offer those incentives via other mechanisms continue. Several non-retail prospects included County sites in their top three potential expansion locations, with final decisions pending. Significant efforts were begun in 2015 to expand and support the manufacturing sector in the County.
ED1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	Business expansion projects and new businesses continue to access the incentives available via the Enterprise Zone. The state program expired on December 31, 2015. Local incentives via the program can be available until December 31, 2017, or until a new program is adopted for local incentives.

ED 2.1. Support the development of diverse types of retail and non-retail core business.	Efforts to diversify the tax base are ongoing. The Office of Economic Development developed revised incentives for the Enterprise Zone designation application in 2015. That application was denied, but efforts to offer those incentives via other mechanisms continue. Several non-retail prospects included County sites in their top three potential expansion locations, with final decisions pending. Significant efforts were begun in 2015 to expand and support the manufacturing sector in the County.
ED 4.1 Work with the College of William and Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	In 2015, for the fourth year, the Economic Development offices of James City County, Williamsburg and York have partnered with William and Mary to cosponsor an event targeting the College of William & Mary alumni and marketing the Historic Triangle as a great place to expand their businesses. The Office of Economic Development continues to participate in the quarterly Virginia Institute of Marine Science Industry Partner meetings.
ED 6.1. Foster tourism development in James City County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	James City County hosted an event as part of the inaugural Williamsburg Harvest Celebration on November 14, 2015. There were 646 tickets sold to the James City County event. The Williamsburg Harvest Celebration was a new four-day event focused on developing culinary tourism.
ED 8.1. Support traditional agricultural and forestal uses through ordinances and policies favorable to such uses.	The Office of Economic Development and Planning staff continued in 2015 to identify agricultural uses that are desirable and feasible in the County as part on the ongoing efforts of the Rural Economic Development Committee.
ENV	ENVIRONMENT
ENV 1.10.4. Requiring the pump out of on-site waste disposal tanks every five years.	In 2015 the Engineering and Resource Protection Division continued this requirement for applicable plan of development and plat reviews.
ENV 1.14.1. Utilizing available resources, including enforcement of maintenance agreements and covenants.	In May 2015 Stormwater completed and mailed 207 inspection notices of County-owned and privately-owned Best Management Practices that were inspected between January and December 2015. Additionally, 19% of the Best Management Practices inspected were determined to have substantial repair needs. Letters of corrective action were mailed in August 2015. Where the maintenance and repair of Best Maintenance Practices were not completed by the deadline of October 31, 2015, submissions were made to the County Attorney's office for further compliance action.

ENV 1.14.2. Provide assistance as funding permits to identify failing neighborhood Stormwater and Drainage facilities and to implement repairs on a prioritized basis.	In April 2015 the Board of Supervisors approved the new Stormwater Neighborhood Drainage Maintenance Grant Program. The program promotes the maintenance of privately owned drainage systems. Grants are available up to \$50,000 for the mapping, inventory, inspection, maintenance and repair of neighborhood drainage systems. The program does require an application and applications were due by January 8, 2016. The program details may be found online at: http://jamescitycountyva.gov/documentcenter/view/5214 .
ENV 1.19. Continue to develop regional, cumulative impact-focused hydraulic studies for County waterways vulnerable to flooding and develop strategies to fix identified problems.	In 2015 the assembled County floodplain team continued to be involved with the Federal Emergency Management Agency Region III Coastal Flood Insurance Rate Map updates.
H	HOUSING
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low to moderate incomes.	In 2015 the Office of Economic Development bid six projects under the Home Energy Loss Prevention program with a focus on energy efficiency and the owners realized cost savings through reduced energy costs, completed one EarthCraft-certified rehab project, completed one rehab to Building Performance Institute standards and completed one replacement home to Building Performance Institute standards.
PR	PARKS AND RECREATION
PR 1.1. Implement the specific strategies and tactics approved in the 2009 James City County Parks and Recreation Master Plan Strategy Matrix.	In 2015 there were updates for 18 strategies in the 2009 James City County Parks and Recreation Master Plan Strategy Matrix. Examples of these accomplishments include: <ul style="list-style-type: none"> a) Creating a draft Concessions and Vending Business Plan b) Completing standards for trail maintenance and park signage c) Replacing Cybex equipment at the James City County Recreation Center d) Developing a database for volunteer information e) Establishing five new Adopt-a-Park agreements
PR 2.1. Continue to coordinate with VDOT, the Historic Triangle Bicycle Advisory Committee and local running, hiking and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bikeways Map and support the public provision of bicycle facilities by	During the spring of 2015 the Planning Division and Parks and Recreation staff collaborated with Williamsburg Area Bicyclist to develop and approve plans for the construction of a bicycle maintenance station at the Chickahominy Riverfront Park. Funds to build the "Fixit" station were donated by the local bicycle community. The site was dedicated and opened to the public on October 3, 2015, and was the first maintenance and repair facility to be installed on the Capital Trail.

<p>PR 2.1. (continued) seeking County funding whenever feasible and by seeking non-County funding sources.</p>	<p>In December 2015 Planning Division staff worked with members of Historic Triangle Bicycle Advisory Board and VDOT to improve conditions of small sections of bike lanes on key corridors within the County. The areas of improvement were identified by members of the Historic Triangle Bicycle Advisory Board. The Planning Division continues to send staff to regular Historic Triangle Bicycle Advisory Board meetings.</p> <p>In 2015 Planning staff worked with VDOT to build a paved bicycle/pedestrian connection from Route 5 to the Capital Trail. VDOT completed the construction of the small connection in the summer.</p>
<p>PR 5.2. Encourage new developments 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 Pedestrian Accommodation Master Plan, the Regional Bikeways Map and the Greenway Master Plan.</p>	<p>In December 2015 the Planning Commission recommended approval of an SUP for improvements at Clara Byrd Baker Elementary School. The proposed conditions include pedestrian and bicycle improvements on Ironbound Road. In November 2015 the Board of Supervisors approved an SUP for the Deer Lake Estates utility extension with a condition for a sidewalk and bike lane along the property's frontage on Jolly Pond Road. In December 2015 St. George's Hundred submitted a site plan for a sidewalk connecting to the adjacent Jamestown Hundred neighborhood.</p>
<p>PR 5.3. 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 April 2015 the site plan was submitted for the Williamsburg Unitarian Universalist Church expansion, including bike and pedestrian improvements on Ironbound Road. In May 2015 the site plan was submitted for The Promenade, including several pocket parks.</p>
<p>PR 6.3. 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 2015 the Parks and Recreation Department completed 38 new/renewed assessments; provided nearly 400 citizens accommodations in programs, classes and facilities; directly served 1,595 individuals with disabilities through partnered programs; developed two new Americans with Disabilities Act trainings for staff; completed eight Americans with Disabilities Act improvements to County facilities to ensure accessibility and inclusion of customers at the James City Service Authority administration building, Little Creek Reservoir Park, the Recreation Center, the Emergency Operations Center, Fire Station No. 2 and the Capital Landing Bike</p>

	Trail; expanded Days of Discovery summer camp from seven to eight weeks; 12 staff trained in diabetes medicine administration; purchased a 14-passenger Americans with Disabilities Act accessible van; and partnered with Mid Atlantic Paralyzed Veterans to host over 100 players in the 2015 invitational wheelchair basketball tournament.
PR 9.1. 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 2015 the Parks and Recreation Department created and distributed a new informational map/brochure for Jamestown Beach Event Park that included Spanish translation, created a new Senior Lounge brochure to advertise the center and its programs and started a new monthly newsletter for members.
PF PUBLIC FACILITIES	
PF 1.5.2. Develop a long-term maintenance program to ensure adequate maintenance of existing and proposed facilities.	In 2015 a 10-year capital maintenance analysis was completed by a consultant and is being incorporated, where appropriate, into the FY 17-18 budget submission.
PF 4.1. Utilize energy efficient heating, cooling, ventilation, lighting and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs and solar panels) should similarly be employed where feasible and where appropriate levels of long-term sustainability, cost savings, efficiency and durability can be clearly expected or demonstrated.	In 2015 Fire Station 4 was completed. Fire Station 1 is under construction. Both will meet and exceed the Sustainable Building Policy adopted by the Board of Supervisors and will be much more energy efficient than code requirements. Building E is now undergoing envelope sealing and has new windows. This will complete envelope sealing for all buildings at the Government Center.

T TRANSPORTATION	
T 1.1. 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.	In 2015 Planning staff reviewed the Stonehouse Proffer Amendment and ensured that impacts from development phasing would be adequately mitigated through the inclusion of traffic studies and general transportation improvements.
T 1.2. Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban and urban) and the functional classification of the roadway. Ensure that new developments do not compromise planned transportation enhancements. New development should minimize the impact on the roadway system by:	In 2015 the Planning Division reviewed land use applications with a specific eye towards transportation impacts and reviewed legislative applications for Williamsburg Landing, Colonial Heritage, the Village at Candle Station and amendments to the transportation proffers for Stonehouse.
T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access and frontage roads.	In 2015 the Planning Division continued to encourage shared access and appropriate entrance spacing and required shared driveways for subdivisions including three or more lots.
T 1.2.3. Concentrating commercial development in compact nodes or in Mixed Use areas with internal road systems and interconnected parcel access rather than extending development with multiple access points along existing primary and secondary roads.	The McDonald's at Lightfoot Marketplace and The Promenade development are both examples of cases that have been approved in 2015 with particular attention given to interconnectivity and shared access.
T 1.3.5. Designing and implementing transit, pedestrian and/or cycling alternatives along the corridor, including multi-use paths and paved shoulders.	In 2015, as a part of the adopted Longhill Road Corridor Study, multi-modal opportunities, including pedestrian accommodations and transit options were evaluated and incorporated where appropriate. Planning and VDOT staff completed a prescoping analysis of the Pocahontas Trail corridor for transit pedestrian, cycling and safety improvements.
T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization, which serves as the transportation planning body for the region.	In 2015 the Planning staff continued to attend and be an active contributor with Hampton Roads Transportation Planning Organization. Through evaluations of development of a new transportation impact tool, Planning staff is looking for ways to integrate into the Hampton Roads Transportation Planning Organization's Regional Travel Demand Model.

<p>T 3.1. Maintain a regularly updated list of proposed pedestrian and cycling projects on the Six-Year Improvement Program.</p>	<p>In May 2015 the Board of Supervisors adopted the 2016-2021 Secondary Six-Year Plan. The Secondary Six-Year Plan contained project recommendations for ongoing improvements to both Longhill and Croaker roads that involve pedestrian safety enhancements and a multi-purpose trail. The County and VDOT also recently completed a Safe Routes to School project at James River Elementary School.</p>
<p>T 3.2. Actively pursue additional local, state, federal and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>In 2015 Planning staff submitted three applications for funding for projects through the state's House Bill 2 funding process including Longhill Road Corridor Improvements, Skiffes Creek Connector/Route 60 Relocated and Pocahontas Trail Multi-modal. In addition, Planning staff submitted a state revenue sharing application for Olde Towne Road/Longhill Road intersection improvements. All represent projects that increase the functionality of the transportation network for a variety of different modes of travel. Pedestrian-scale amenities, public transit stops, commuter/commercial travel lanes and intersection safety improvements are important goals for these projects.</p>
<p>T 3.3.3. Encouraging land use development patterns which promote public transit.</p>	<p>Williamsburg Area Transit Authority participates in bi-annual updates about the shared parking plan in New Town to demonstrate that the area benefits from several bus routes and that ridership continues to increase. In June 2015 the Board of Supervisors approved several land use designations change applications that requested a Mixed Use designation.</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

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2015 BOARD OF ZONING APPEALS ANNUAL REPORT

2015 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
David Otey, Jr.** Chairman	Roberts	3/2015	3/31/2020
Marvin Rhodes **	Stonehouse	2/2015	3/31/2018
Ron Campana, Jr. **	Jamestown	8/2011	6/13/2016
Stephen M. Rodgers	Berkeley	2/2014	3/31/2019
William J. Geib**	Powhatan	4/2013	3/31/2018

** Virginia Certified BZA Member

INTRODUCTION

The James City County Board of Zoning Appeals is a five-member, quasi-judicial body appointed by the local circuit court to serve five-year terms. Any community adopting a Zoning Ordinance must also establish an appeals board for review of circumstances where landowners may be unjustly burdened by the Zoning Ordinance.

The Board of Zoning Appeals conducts public hearings to consider requests for variances to the County's Zoning Ordinance, as well as appeals of decisions made by the zoning administrator. The Virginia State Code sections pertaining to variances were amended during the 2015 legislative session and went into effect July 1, 2015.

The new definition of variance reads:

Variance means, in the application of a Zoning Ordinance, a reasonable deviation from those provisions regulating the shape, size or area of a lot or parcel of land, or the size, height, area, bulk or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

The important change to this definition is the inclusion of the clause "unreasonably restrict the utilization of the property," rather than the previous language that ties a variance to that which "would result in unnecessary or unreasonable hardship to the property." The Board must find that the strict application of the Zoning Ordinance would unreasonably restrict the utilization of the property. Any decision made by the Board may be appealed to the James City County Circuit Court within 30 days.

New state code language now places the burden of proof on the applicant and replaces the previous criteria with these five standards:

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of a variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to Subdivision 6 of § 15.2-2309 or the process for modification of a Zoning Ordinance pursuant to Subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

MEETINGS

The James City County Board of Zoning Appeals is scheduled the first Thursday of every month at 7 p.m. in Building F at the James City County Government Complex. The Board of Zoning Appeals met three times during 2015.



VARIANCES

Three applications for variances were considered in 2015. The synopses of the applications are as follows:

ZA-0006-2014, 4604 John Tyler Hwy. - This was an application for a variance to Section 24-39, Special Provisions for Lots for Public Utilities, to reduce the required setback from 15 feet from any property line to approximately 10 feet from the front property line and three feet from the left side property line. This variance would allow the construction of Lift Station 4-7 Control Building replacement. This application was approved by the Board of Zoning Appeals on January 8, 2015.

ZA-0002-2015, 4800 Riverview Rd. - This was an application for a variance to Section 24-215 (a) Setback Requirements, to reduce the required front setback from 100 feet from the centerline of Riverview Road to 80 feet. Riverview Road is currently a 30-foot right-of-way. This proposed variance request was to allow for the construction of an addition to the existing dwelling. Staff recommended denial of the application based on criteria set forth by the General Assembly. The Board of Zoning Appeals voted to support staff's recommendation and denied the variance on July 16, 2015.

ZA-0003-2015, 5484 Olde Towne Rd. - This was an application for a variance to Section 24-258 (b) Yard Requirements, to reduce the rear yard setback to 22 feet to allow for the continued placement of an existing screen porch. Staff recommended denial of the application based on criteria set forth by the General Assembly. The Board of Zoning Appeals voted to support staff's recommendation and denied the variance on July 16, 2015.

JAMES CITY BOARD OF ZONING APPEALS



(From left to right: Stephen Rodgers, Ron Campana, Jr., Marvin Rhodes, William Geib and David Otey, Jr.)

ITEM SUMMARY

DATE: 3/8/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Veteran Memorial Park/Garden Proposal

ATTACHMENTS:

	Description	Type
📎	Proposal Document	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/2/2016 - 9:16 AM

John, I had sent this proposal (slightly revised) to Mr. Hill last November advising him that it was my intent to send it to the Board of Supervisors in the near future. I wanted to wait until the new supervisors were settled in.

This copy is provided for your information. I hope that we will have your support.

Best Regards,

A handwritten signature in cursive script, appearing to read "Bill".

DISTRIBUTION

Michael J. Hipple	James City County Supervisor
Ruth Larson	James City County Supervisor
John J. McGlennon	James City County Supervisor
Kevin Onizuk	James City County Supervisor
Sue Sadler	James City County Supervisor
Bryan Hill	James City County Administrator

Date: February 22, 2016

To: Distribution

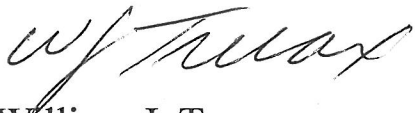
Subject: Proposal - Veterans Memorial Park/Garden

The enclosed subject proposal to rename a James City County Park to "Veterans Memorial Park", and/or designate an area within a park as a "Veterans Memorial Park/Garden", is respectfully submitted for your review and consideration.

On behalf of the veteran community, we hope that you will support this endeavor.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "WJ Truax", written in a cursive style.

William J. Truax
6723 Evensong Lane
Williamsburg, Virginia 23188
Phone: 757-220-0317
Email: wtruax1@cox.net

PROPOSAL

JAMES CITY COUNTY VETERANS MEMORIAL PARK

Prepared by:
William J. Truax
February 22, 2016

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Proposal:

The Veteran Organizations of James City County (American Legion Posts 39 and 1776, VFW Post 8046 and Vietnam Veterans of America Chapter 957) would like to respectively request that James City County rename one of its Parks to “Veterans Memorial Park”, and/or designate an area within a park as a “Veterans Memorial Park/Garden”.

The intent of this proposal is to start the conversation on the merits of not only renaming one of the County Parks, but creating a “Veterans Memorial Park/Garden”, and what it would mean to the large number of veterans (James City County Veteran Estimates page 5 - 7), and their families in James City County, as well as the community. Though the renaming of a County Park is important, we feel the creation of a “Veteran Memorial Park/Garden” would offer a meaningful tribute to all of our nations veterans (from Revolutionary times) for their service. The Park/Garden would be a quiet place for meditation, reflection, and serve as a reminder of the sacrifices that have been made to preserve our freedom. The park would also serve as an educational experience for our current younger generation, and future generations.

Suggestions on the oversight, design, and location, mentioned in this proposal are only offered as a starting point for discussion. This proposal is not recommending a large effort to create a Veterans Memorial Park/Garden, and the intent is to keep County costs at a minimum.

While preparing this proposal, other Veteran Memorial Parks around the country were researched to determine how they came about, evolved, and to determine if there were any lessons that

Proposal (Con't):

could be learned. A few of these Parks will be discussed in this proposal. As the only unique Veteran Memorial Park/Garden in the area, it could attract visitors from outside the area, though this is not the reason for the veteran community requesting the creation of a Veterans Memorial Park/Garden.

If the Board of Supervisors agree that a Veteran Memorial Park/Garden should be considered, with the assistance of the Director of Parks and Recreation, it is recommended that the Board task either the "Parks and Recreation Advisory Commission", or the "Historical Commission" to determine the best Park for the name change, and/or a designated area within a Park. The "Parks and Recreation Advisory Commission" may be more appropriate. As part of this task, it may be beneficial to approach perspective interested groups to make them aware of the plans, and determine their interest. The size of the initial area could be based on the feedback obtained. A small area could grow over time as the Veteran Memorial Park/Garden becomes known.

If after the initial task is completed, the Board of Supervisors approves the effort to continue, it is our recommendation that whichever Commission is tasked, that they solicit Veteran input. Another consideration that has been done elsewhere, is to create a separate Advisory Board that would be tasked with the design of the area, and also create guidelines for its future development with Board approval. An example of this approach is the Veterans Memorial Park in the City of Las Cruces, New Mexico. The Park was built as a cooperative effort of the City, and the Home Builders Association, with the assistance of the "Veterans Advisory Board", and the "Parks and Recreation Advisory Board". The "Veterans

Proposal (Con't):

Advisory Board” consists of 12 members who are veterans residing in the County. The Board was established to advise the City Council on matters affecting veterans, and propose solutions to alleviate, or address the needs of local veterans, and to recognize the contributions local veterans have made. The Board also reviews, and provides recommendations related to all matters of physical change to Veterans Memorial Park. If a similar Board is created in the County, it would not need to be as large. Once the Veteran Memorial Park/Garden has been established, the Veteran Advisory Board could be disbanded, and Parks and Recreation take operational control, if that is the best way to proceed.

The concept envisioned will create a Veteran Memorial Park/Garden over time. The Town of Abingdon, Virginia approximately 133 miles southwest of Roanoke, dedicated their Veterans Memorial Park on November 11, 2003. The Park was a work in progress, and twice a year (May & November) beginning on May 29, 2004 they unveiled a new memorial or historical sign. The indication is that the last occurred on November 11, 2012. It is recommended that a significant part of the James City County Veterans Memorial Park/Garden be planting trees as “Living Memorials”. The cost of the tree, and memorial marker, if requested, would be at the expense of the requestor. It is further recommended that the process be similar to what is done at Arlington National Cemetery, which has an estimated 140 “Living Memorials”. The donor may state a tree preference. However, the final decision regarding tree selection, size (diameter), memorial marker size, and inscriptions would be the appropriate James City County Commission, and/or Advisory Board, who would establish procedures and guidelines. The requestor would make the arrangements for obtaining, and planting the tree. Organizations requesting a monument, would follow similar guidelines. Also, it is

Proposal (Con't)

envisioned that specific groups would volunteer to design, and maintain any gardens that are considered as part of the site plan. This could come under the Parks and Recreations Adopt-A-Park Program.

We hope that a decision can be made for an announcement by Memorial Day, or Veterans Day this year. The announcement could be either the renaming of a park, or future plans to have a designated Veteran Memorial Park/Garden area created within one of the parks.

James City County Veteran Estimates:

In order to ascertain the veteran population in James City County, the American Community Survey, hereafter identified as ACS, was used, as well as historical Census Bureau data. As I am sure you are aware, the ACS is an ongoing Census Bureau survey implemented nationwide in 2005 that samples a small percentage of the population every year.

According to the 2010 - 2014 ACS 5 Year Estimates that was released last December, James City County had 8,883 veterans. Based on the estimated population of 54,393 over 18 years of age, that represents a veteran population of approximately 16.3%. Taking into consideration the families of these veterans, there is a large veteran community in the County. It has been mentioned in a newspaper article that James City County has a veteran population between 20 and 25 percent. Based on this, the County may have more recent data.

The following ACS definition is provided for Veterans:

Veterans are men and women who have served (even for a short time), but are not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during World War II. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty not counting the 4-6 months for initial training or yearly summer camps. While it is possible for 17 year olds to be veterans of the Armed Forces, ACS data is restricted to the population of 18 years and older.

James City County Veteran Estimates (Con't):

The following summary provides data from the 2000, 2010 census, as well as the 2009 - 2013 ACS, and 2010 - 2014 ACS. The "Period of Service" data from the 2010 -2014 ACS is provided to give a perspective on the veteran population.

James City County Veteran Estimates (Con't):

	<u>Total Population</u>	<u>18 + Population</u>	<u>Veterans</u>	<u>%</u>
2000 Census	48,102	36,913	7,627	20.6%
2010 Census	67,009	52,624	Not Available	
2009 - 2013 ACS	68,171	52,943	8,923	16.9%
2010 - 2014 ACS	69,832	54,393	8,883	16.3%
Period of Service				
	Gulf		4,068	45.8%
	Vietnam era		3,136	35.3%
	Korea		968	10.9%
	WWII		719	8.1%
			-----	-----
			8,891	100.1%
			+ 8	+ .1%

The increase in the Period of Service number is due to how the question in the survey was asked. As with any data of this nature, there is a margin of error.

Veteran Memorial Park/Garden Location Consideration:

As previously mentioned, suggestions on the location of the Veteran Memorial Park/Garden are only offered as a starting point for discussion. In this regard, the County Park that may be best suited for the name change, and/or have a designated area within the park, is Mid-County Park. This is due primarily to the [Vietnam Memorial](#) at the park, and the large open area near the Memorial site that would allow expansion without interfering with the other amenities of the park.

As is shown in the following picture, the walkway near the [Vietnam Memorial](#), shown on the left, could serve as the entrance to the designated Veteran Memorial Park/Garden.



Veteran Memorial Park/Garden Location Consideration (Con't):

The following picture shows the large open area in front of the [Vietnam Memorial](#) in Mid-County Park which would be an ideal location for “Living Memorials” and benches.

The side walk, which could be extended, ends on the right just beyond the picture to a large open area as shown in the previous picture.

