

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 14, 2017
5:00 PM

A. FOR YOUR INFORMATION

1. Hazard Mitigation Plan Documents
2. Planning Commission and Board of Zoning Appeals 2016 Annual Report

ITEM SUMMARY

DATE: 3/14/2017
TO: The Board of Supervisors
FROM: Ryan Ashe, Fire Chief
SUBJECT: Hazard Mitigation Plan Documents

Hazard Mitigation Plan

<http://www.hrpdcva.gov/uploads/docs/December%202016%20Draft%20Hampton%20Roads%20Hazard%20Mitigation%20Plan%20update.pdf>

Hazard Mitigation Plan Appendices

<http://www.hrpdcva.gov/uploads/docs/December%202016%20Draft%20Hampton%20Roads%20Hazard%20Mitigation%20Plan%20update%20Appendices.pdf>

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/7/2017 - 1:59 PM

ITEM SUMMARY

DATE: 3/14/2017

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Planning Commission and Board of Zoning Appeals 2016 Annual Report

Please find attached the 2016 Annual Report for both the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

ATTACHMENTS:

Description	Type
▣ 2016 PC and BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	2/24/2017 - 11:46 AM
Publication Management	Burcham, Nan	Approved	2/24/2017 - 3:41 PM
Legal Review	Kinsman, Adam	Approved	2/24/2017 - 3:42 PM
Board Secretary	Fellows, Teresa	Approved	3/7/2017 - 9:30 AM
Board Secretary	Purse, Jason	Approved	3/7/2017 - 1:38 PM
Board Secretary	Fellows, Teresa	Approved	3/7/2017 - 1:51 PM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2016 ANNUAL REPORT



**DEPARTMENT OF COMMUNITY DEVELOPMENT
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2016 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present the 2016 Annual Report. In 2016, the Commission continued to review and update ordinances to reflect changes in law and evolving needs of the business community in James City County.

Of particular note are amendments to permit and establish performance standards for Mobile Vending Vehicles in James City County. The Planning Commission also recommended the approval of an amendment for private special event facilities as a use in the A-1, General Agricultural, and R-8, Rural Residential Districts.

Further consideration was given and approved for amendments in Business Districts regarding setback and setback reduction procedures and to increase the building coverage up 60% and deleting floor area ratio requirements. For Planned Unit Developments (PUD) and Mixed Use (MU) parcels, amendments were approved to allow for the manufacture of food or food products as a by-right use in PUD's and to provide flexibility for mixed use structures on parcels of 5 acres or less.

In 2016, an Ombudsman position was created to assist small businesses and tenants in navigating the development review process in support of the Board of Supervisors direction to amend development related policies and ordinances. The intent of this new position is to improve customer service and communication by working to make the permitting process more efficient and effective by implementing improvement efforts across multiple departments.

	2014	2015	2016
Agricultural and Forestal District	13	1	1
Height Waiver	0	2	0
Master Plan	4	2	2
Rezoning	7	5	7
Special Use Permit	16	10	12

The Planning Commission and Planning Department strive to make recommendations that create predictability in our ordinances while providing necessary flexibility to both our business community and residents.

It has been an honor to serve with my colleagues and I would like to take this opportunity to thank them and the Planning Division for their hard work and dedication.

Tim O'Connor, 2016 Planning Commission Chair

James City County Planning Commission

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2016 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Tim O'Connor** (Chair)	At-Large	8/10/2010	1/31/2021
John Wright, III** (Vice-Chair)	At-Large	1/31/2014	1/31/2018
Christopher Basic**	Berkeley	8/9/2011	1/31/2017
Robin Bledsoe**	Jamestown	2/24/2012	1/31/2018
Rich Krapf**	Powhatan	1/23/2007	1/31/2018
Heath Richardson**	Stonehouse	2/25/2014	1/31/2019
Danny Schmidt	Roberts	2/23/2016	1/31/2020

2016 PLANNING DIVISION CURRENT STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**

Tammy Rosario, AICP, Principal Planner

Ellen Cook, AICP, Principal Planner

Scott Whyte, AICP, Senior Landscape Planner II

Jose Ribeiro, AICP, Senior Planner II

Savannah Pietrowski, Senior Planner

Roberta Sulouff, Planner

Alex Baruch, Planner

Lauren White, Planner

Beth Klapper, Community Development Assistant

Tori Haynes, Community Development Assistant

2016 ZONING DIVISION CURRENT STAFF

Christy Parrish, CZA, CFM, Zoning Administrator

Terry Costello, CZA, Deputy Zoning Administrator

John Rogerson, CZA, Senior Zoning Officer

Louis Pancotti, Zoning Officer

2016 PLANNING AND ZONING DIVISION FORMER STAFF

Chris Johnson

Leanne Pollock

Jason Purse

**Virginia Certified Planning Commissioner

AICP – American Institute of Certified Planners

CNU-A – Congress for the New Urbanism – Accredited

CZA – Certified Zoning Administrator

CFM – Certified Floodplain Manager

Construction of townhomes in New Town Section 7 in 2016.



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:

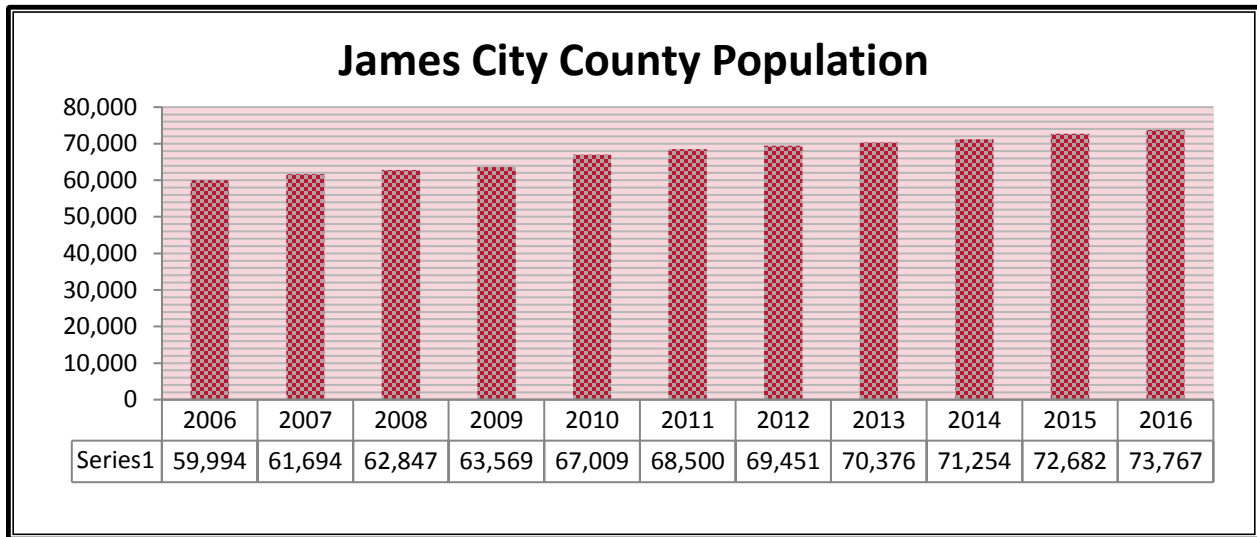
- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare policy and ordinance revisions;
- Assess the annual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

2016 Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 6	July 6	March 21*
February 3	August 3	July 26**
March 2	September 7	
April 6	October 5	
May 4	November 2	
June 1	December 7	

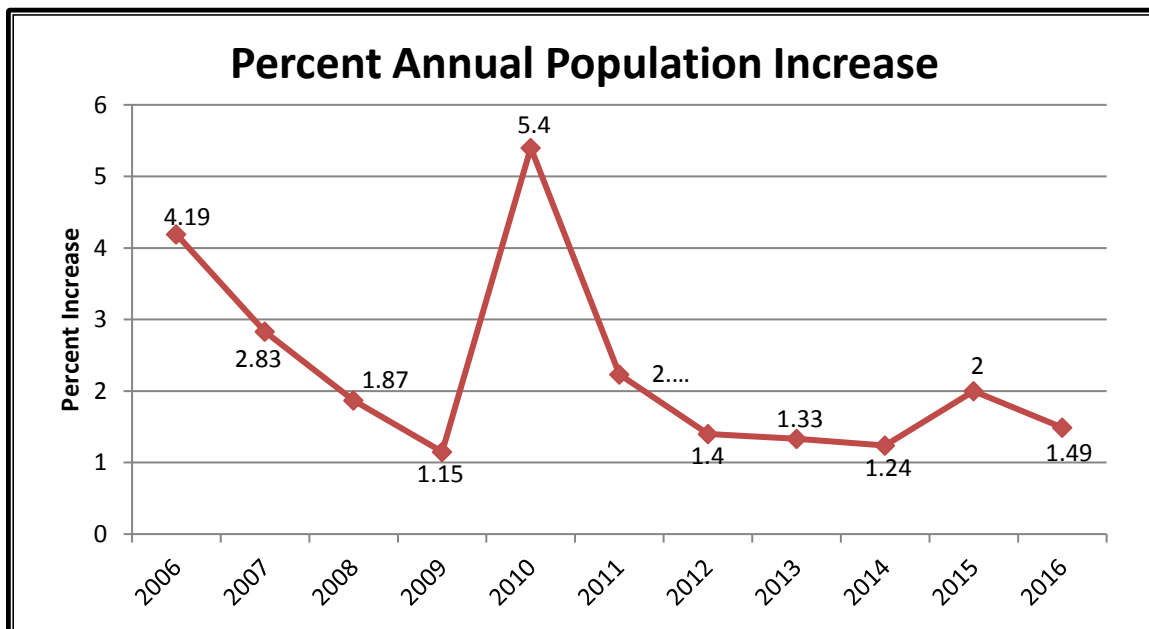
*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

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.

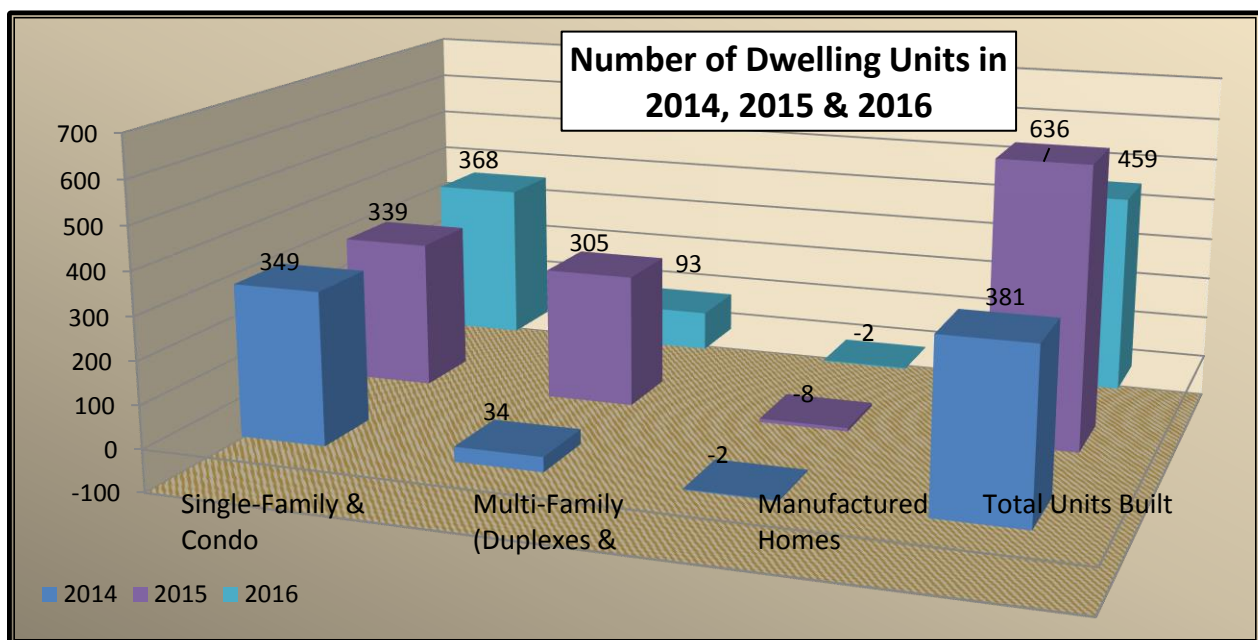


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released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

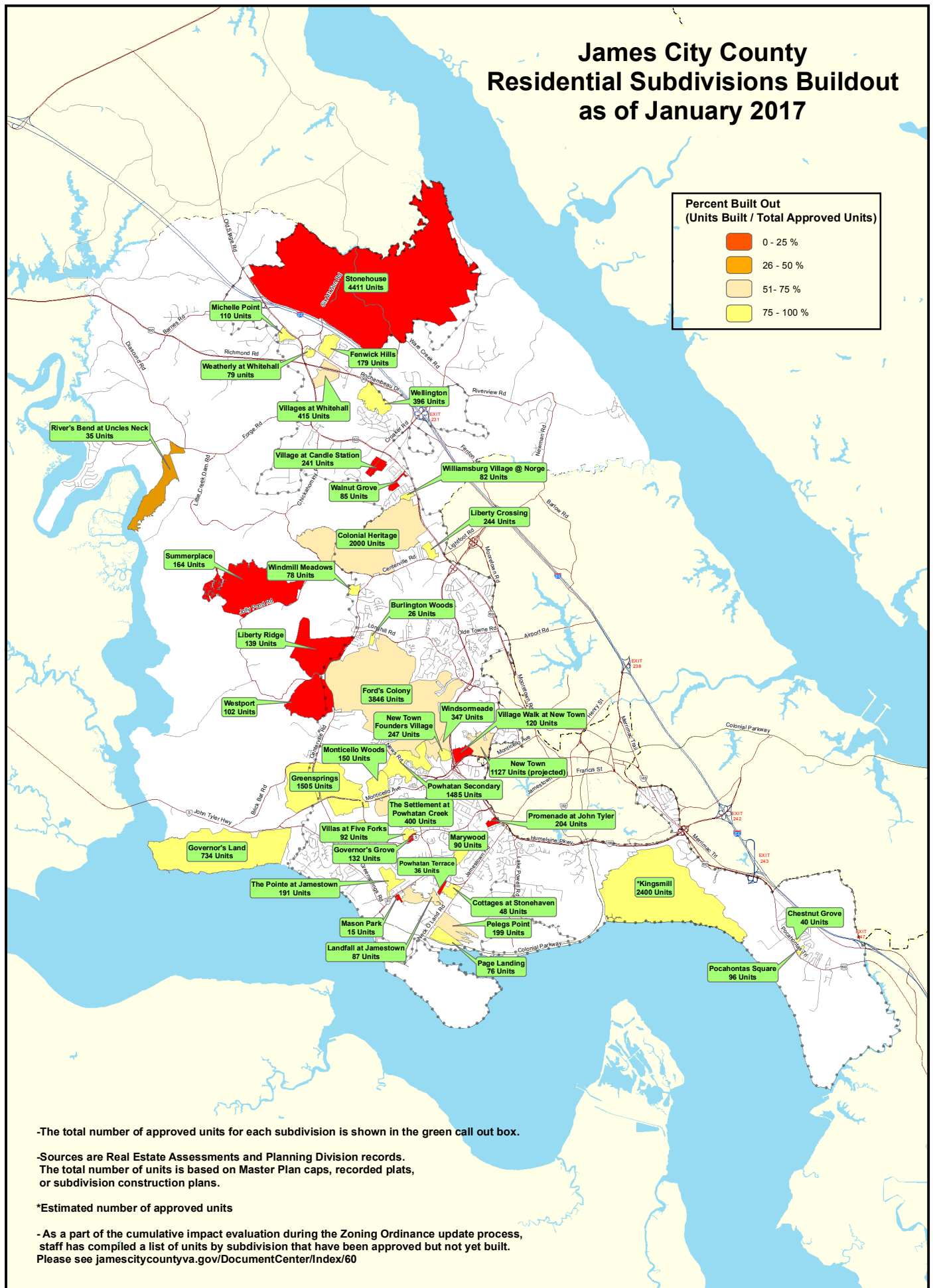
Number of Dwelling Units Built in 2014, 2015 & 2016					
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2014	349	34	-2	381	31,724
2015	339	305	-8	636	32,724
2016	368	93	-2	459	32,819

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 2017



RESIDENTIAL SUBDIVISION BUILDING 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 in the Development Status Report folder under Policy Guidelines and Studies:

<http://www.jamescitycountyva.gov/DocumentCenter/Index/60>

- “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. A summary of the data from this report is present in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,890	576	6,618	7,194
Jamestown	7,366	638	5,815	6,453
Powhatan	6,383	1,000	5,565	6,565
Roberts	6,953	697	5,238	5,935
Stonehouse	6,641	1,322	6,541	7,863
TOTAL	34,233	4,233	29,777	34,010

- “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 this report is presented in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,298	275	5,818	6,093
Jamestown	6,918	408	5,066	5,474
Powhatan	6,183	884	5,190	6,074
Roberts	6,952	439	4,905	5,344
Stonehouse	6,640	1,080	6,277	7,357
TOTAL	32,991	3,086	27,256	30,342

- “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.

Staff continues to work with Kimley Horn to implement a planning tool to assess the impact of planned and approved development. Finalization and implementation schedule is dependent on County-wide efforts such as the Strategic Plan to ensure the end product of the impact analysis tool is in-line with current County goals and priorities. In addition, features within the new permitting software may also aid with tracking capabilities. Installation of this software is anticipated to be complete in spring 2018.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

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

Special Use Permits: The Planning Commission reviewed 16 SUP applications including a request to permit the continued operation of a resource recovery facility; a request to expand the scope of operations for a mineral resource management company to allow a contractor's warehouse, shed and offices along with the manufacture of wood products and storage and repair of heavy equipment; a request to replace previously approved architectural elevations for the expansion of St. Olaf Catholic church with the current elevations planned for construction; a request to amend an SUP condition for Jamestown Beach Event Part to allow temporary special events to occur without needing to connect to public water and sewer as long as all other health and public safety requirements are met; a request to allow the expansion of Two Drummers Smokehouse; a request to allow the expansion of Extra Mile Landscapes; a request to allow the development of a 9,100-square-foot Dollar General on Pocahontas Trail; a request to allow a commercial kitchen at Our Saviour's Lutheran Church; a request to amend the existing Master Plan for Warhill Sports Complex to address current and future sports facility needs that will accommodate community and tournament-related events; and a request to allow the construction of an auxiliary gym at Lafayette High School.

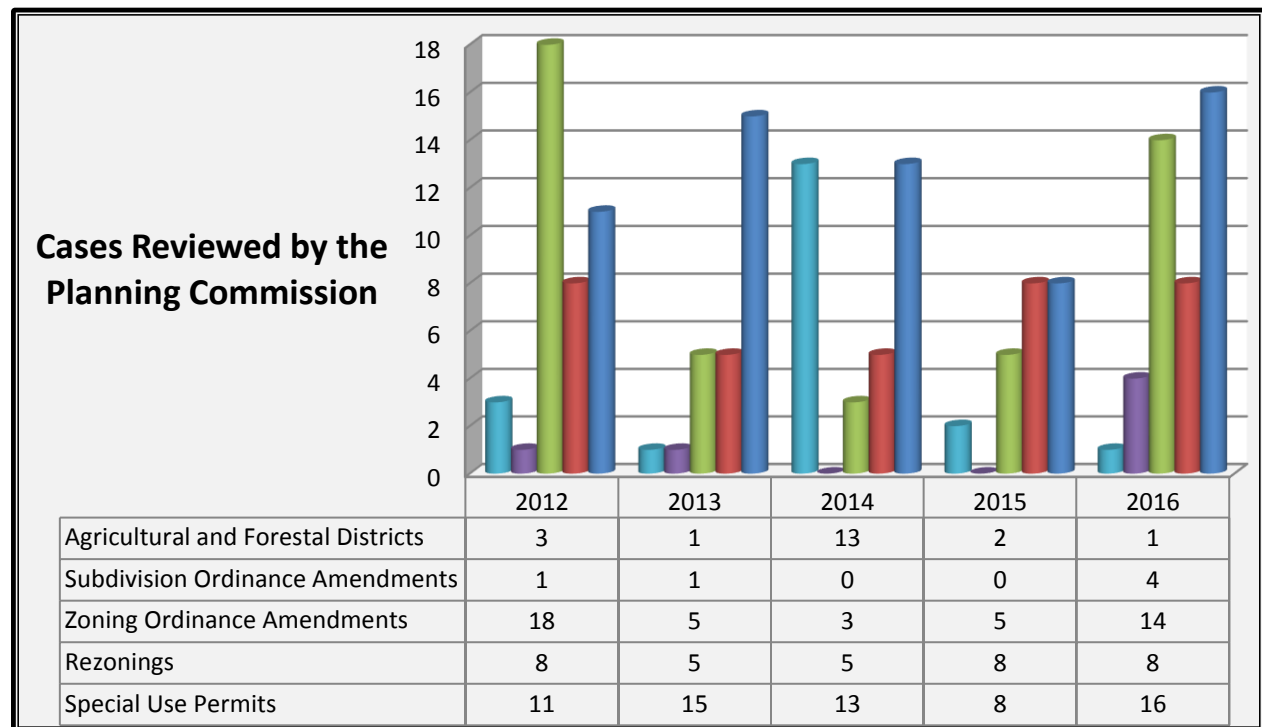
Rezonings: Eight rezoning applications were considered by the Commission including a proposal to adjust unit types and maximums for the existing Patriot's Colony continuing care retirement community and a height limitation waiver request for four hybrid buildings, up to a maximum height of 70 feet above finished grade; proposals to amend existing proffers for The Promenade at John Tyler and the Village at Candle Station to eliminate inconsistencies between the proffer language and the County's Housing Opportunities Policy; a proposal to amend existing proffers to allow a gymnasium on a parcel in the Tewning Road Commercial Park; and a proposal to amend the proffers for Our Saviour's Lutheran Church to allow a commercial kitchen for preparation of meals for the homeless and to create a revenue stream by renting the commercial kitchen for start-up businesses.

Master Plan: The Commission considered two applications including an amendment to amend proffers for New Town Sections 2 & 4 and 3 & 6 to provide cash-in-lieu amounts for previously proffered transit infrastructure, reflect proffers satisfied by earlier rezonings and site plans, finalize the timing for the installation of a previously proffered traffic signal, reflect changes to trail amenities and playgrounds; and an amendment to the Master Plan for the Warhill Sports Complex to address current and future sports facility needs that will accommodate community and tournament-related events.

Residential Units Legislatively Approved in 2016: One single-family residence was approved with SUP-0025-2016, Richardson Family Subdivision and a net increase of three dwelling units were

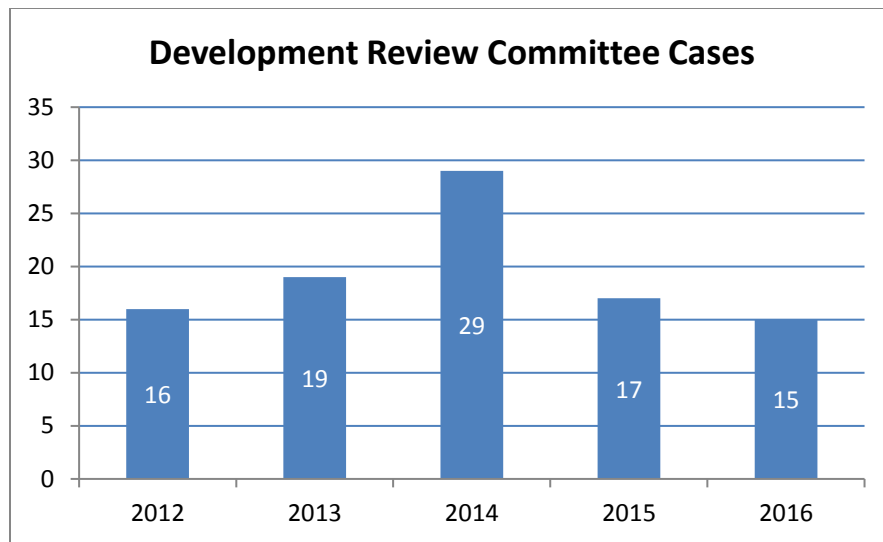
approved with Z-0004-2015, Williamsburg Landing SUP and Proffer Amendment; however, there was an overall decrease of 90 residential units associated with Z-0005-2015/MP-0002-2015, Patriot's Colony Expansion.

Agricultural and Forestal Districts (AFDs): The Commission reviewed one application for the withdrawal of 1.45 acres from the Gordon Creek AFD to allow for the existing residence to be used as a tourist home.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 15 cases. These included: the New Town Shared Parking Update; C-0008-2016, Williamsburg Indoor Sports Complex (WISC) Aquatic Center; C-0013-2016, 4450 Powhatan Parkway, Senior Housing; SP-0104-2015, Williamsburg Landing Woodhaven Expansion; C-0037-2016, Natural Resources and Farm Link Center, Community Gardens; Williamsburg Place, Farley Center Expansion; The Promenade at John Tyler; Williamsburg Memorial Park Ossuary; C-0055-2016, Stonehouse Tract 3; C-0061-2016, 4501 News Road Self Storage; C-0065-2016, The Colonies at Williamsburg Swimming Pool Addition; Warhill Sports Complex Master Plan Amendment; C-0031-2016 4501 Noland Blvd., AutoZone; SP-0047-2016, Patriot's Colony Expansion and C-0051-2016, Forest Glen Section 5.



POLICY COMMITTEE

Policy Committee review functions include reviewing the Capital Improvements Plan as well as reviewing any changes to the Zoning Ordinance or Commission Bylaws. In 2016, the Committee also reviewed 12 Zoning Ordinance amendments including an update to the Sign Ordinance; amendments and performance standards to permit the operation of mobile food vending vehicles in the B-1, General Business District, the M-1, Limited Business/Industrial District, the M-2, General Industrial District, the PUD-C, Planned Unit Development-Commercial District and the PL, Public Land District; revisions to the Wireless Communications Facilities and Towers Ordinance; amendments to allow event facilities as a use in Rural Lands; revisions to required parking minimums; amendments to allow for electric vehicle charging stations; and amendments to the Planned Unit Development District to allow the manufacture of food, beverages and food products.

PLANNING COMMISSION ACTIONS

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-0004-2015	Hankins Resource Recovery	8196, 8212, 8220 Croaker Road	50	A request to permit continued operation of a resource recovery facility	Approval	Approval	Approval
SUP-0007-2015	St. Olaf Catholic Church SUP Amendment	104 Norge Lane	9.3	A request to replace the architectural elevations from the previously approved elevations in 2008 with the current elevations planned for the construction	Approval	Approval	Approval
SUP-0008-2015/SUP-0011-2016	JSG Mineral Resource Management Expansion	5701 Centerville Road	63.6	A request to allow the manufacture of wood products, contractor's warehouses, shed and offices with storage and repair of heavy equipment, and petroleum storage	Approval	Approval	Approval
SUP-0009-2015	100 Lake Dr. Rental of Rooms	100 Lake Drive	1.5	A request to allow the-short term rental of up to 3 private rooms in accordance to JCC Zoning Ordinance category "rental of rooms"	Approval	Denial	Denial
SUP-0010-2015	Jamestown Beach SUP Amend.	2205 Jamestown Road	94.7	A request to amend SUP-0017-2012 to change the timing of condition #7 regarding the extension of public utilities. This amendment allows temporary special events without new permanent structures to occur on-site without needing to connect to public water and sewer as long as all other health and public safety requirements are met	Approval	Approval	Approval
SUP-0001-2016	Columbia Gas, Newport News #2 POD Rebuild	8955 Pocahontas Trail	0.6	A request for a Special Use Permit to bring property into conformance with use. The station will be upgraded with new technology if approved	Approval	Approval	Approval
SUP-0002-2016	3703 Brick Bat Road, Tourist Home	3703 Brick Bat Road	5	A request to permit the operation of a tourist home on the property	Approval	Approval	Approval
SUP-0003-2016	Two Drummers Smokehouse SUP Amendment	8864 Richmond Road	1.5	A request to allow the expansion of restaurant and parking amending previously approved SUP	Approval	Approval	Approval
SUP-0004-2016	Extra Mile Landscapes Expansion	8856 Richmond Road	9.2	A request to allow a contractor's warehouse, shed and office for the expansion of the landscaping business	Approval	Approval	Approval

SUP-0005-2016	Tiki Tree Service Contractors' Warehouse	4182 Mt. Laurel Road	5	A request to allow a contractors' warehouse and storage	Approval	Approval	Denial
SUP-0006-2016	8766 Pocahontas Trail, Dollar General	8766 Pocahontas Trail	1.5	A request to allow the development of a 9,100 square foot Dollar General	Approval	Approval	Approval
SUP-0007-2016	Atlantic Septic Systems Contractors' Office	4420 Cedar Point Lane	2.8	A request to allow a septic system company contractor's office	Denial	Denial	Withdrawn
SUP-0009-2016	7206 Merrimac Trail, Rental of Rooms	7206 Merrimac Trail	1.4	A request to allow the short term rental of up to 3 private rooms in accordance to JCC Zoning Ordinance category "rental of rooms"	Approval	Approval	Deferred
SUP-0010-2016	Our Saviour's Lutheran Church Commercial Kitchen	7479 Richmond Road	4.1	A request to rezone the subject property to LB, Limited Business, to allow the existing kitchen to be used for commercial catering and meal preparation, and to obtain a Special Use Permit for an existing building over 5,000 square feet in an area designated Low Density Residential.	Approval	Approval	Approval
SUP-0012-2016	Chickahominy Summerplace	1613 Jolly Pond Road	467	A request to reduce minimum lot size from 3 acres to 1 acre	Approval	Deferral	No Action to Date
SUP-0014-2016	Warhill Sports Complex Master Plan Amend.	5700 Warhill Trail	442.2	A request to amend the existing Master Plan to address current and future sports facility needs that will accommodate community and tournament-related events	Approval	Approval	Approval
SUP-0015-2016	Lafayette High School Auxiliary Gym	4600 Longhill Road	49.7	A request to allow the construction of an auxiliary gym on the campus of the existing Lafayette High School	Approval	Approval	Approval
SUP-0025-2016	Richardson Family Subdivision Jolly Pond Road	2653 Jolly Pond Road	1	A request for a family subdivision to create a one acre lot from parent tract of 30.81 acres	Approval	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2016:

- SUP-0008-2016, Elite Health and Fitness Community Recreation (withdrawn)
- SUP-0016-2016, Pocahontas Trail 7-Eleven Redevelopment and Drive Thru Restaurant
- SUP-0026-2016, Forest Glen Section 5
- SUP-0027-2016, Top Notch Tree Service SUP Extension
- SUP-0028-2016, Norge Solar Farm

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-0005-2015	Patriot's Colony Expansion	3400 John Tyler Highway		A request allow additional institutional uses for the following final unit count in Land Bay M-10 of Greensprings (Patriot's Colony): 24 Single Family Detached (Type A); 68 Attached Multi-Family 2-4 Units; 86 Multi-Family Under 3 Stories (Type C); 170 Multi-Family 3+ Stories (Type D); 150 Nursing Home Units	Approval	Approval	Approval
Z-0001-2016	The Promenade at John Tyler Proffer Amend. - HOP Policy	The Promenade at John Tyler Highway	24.5	A request to amend Condition 2 of the existing Proffers to eliminate inconsistencies between the proffer language and the County's Housing Opportunities Policy as it applies to this project	Approval	Approval	Approval
Z-0002-2016	The Village at Candle Station Proffer Amendment	The Village at Candle Station		A request to amend Condition 4 of the existing Proffers to eliminate inconsistencies between the proffer language and the County's Housing Opportunities Policy as it applies to this project	Approval	Approval	Approval
Z-0003-2016	Tewning Road Commercial Park Proffer Amendment	144 Tewning Road	2	A request to amend existing proffers to allow a gymnasium on the property	Approval	Approval	Approval
Z-0004-2016/ MP-0001-2016	New Town Sec. 2 and 4, Sec. 3 and 6 Proffer Amendment	New Town		A request to amend the existing proffers for Sec. 2 and 4 and Sec. 3 and 6	Approval	Approval	Approval
Z-0005-2016	The Promenade at John Tyler Proffer Amend. - CCC Buffer	The Promenade at John Tyler Highway		A request to amend the narrative description and conceptual cross-section of the Route 199 Community Character Corridor buffer submitted as a part of the Master Plan and referenced in Condition 8 of the existing proffers to permit installation of a landscaped berm	Approval	Approval	Approval

Z-0006-2016	Our Saviour's Lutheran Church Commercial Kitchen	7479 Richmond Road	4.1	A request to rezone the subject property to LB, Limited Business, to allow the existing kitchen to be used for commercial catering and meal preparation, and to obtain a Special Use Permit for an existing building over 5,000 square feet in an area designated Low Density Residential	Approval	Approval	Approval
Z-0009-2016	124 and 130 Riverview Plantation Drive Rezoning	124 and 130 Riverview Plantation Drive	5.5	A request to rezone 5.457 acres at 124 and 130 Riverview Plantation Drive from R-1 to A-1 to allow 1-2 horses	Approval	Approval	Denial

Please note that some cases were omitted from this list as they had no legislative actions in 2016:

- Z-0007-2016, 3415 Old Stage Road Rezoning
- Z-0008-2016, Monticello at Powhatan North

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-09-86-01-2016	3703 Brick Bat Road, Gordon Creek Withdrawal	1.45	A request to withdraw 1.45 acres of the property from the AFD so SUP-0002-2016 (tourist home) can be heard concurrently	Denial	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2016:

- AFD-1-86-1-2016, 7751 Newman Road, Christenson's Corner Addition
- AFD-01-94-1-2016, Wright's Island AFD Addition
- AFD-07-86-01-2016, 101 and 121 Ivy Hill Road, Mill Creek AFD Addition

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ZO-0001-2016	A-1, General Agricultural, Places of Public Assembly	Amendment to account for private special event facilities as a principle use in the A-1, General Agricultural District	Approval	No Action to Date
ZO-0002-2016	B-1, General Business District, Article V, Section 24-392, Setback Requirements and Section 24-397, Building Coverage Limits	Amendments to the B-1, General Business District and the LB, Limited Business District to make guidance regarding setbacks and setback reduction procedures clear and consistent between the two districts and to increase the building coverage to up to 60% and delete requirements regarding floor area ratio (FAR)	Approval	Deferral
ZO-0003-2016	LB, Limited Business District, Article V, Section 24-371 Setback Requirements and Section 24-375 Building Coverage Limits		Approval	Deferral
ZO-0004-2016	Article III, Site Plan, Section 24-147, Criteria for Review and Section 24-148, Procedure for Commission Review of Site Plans	Amendments to align ordinance language and policy with the current scope and purpose of the Development Review Committee	Approval	Approval
ZO-0005-2016	PUD, Planned Unit Development, Article V, Section 24-493, Use List	Amendments to allow for the manufacture of food or food products as either a by-right use where the activities were conducted in a fully enclosed building with no external impacts or as a specially permitted use where that criteria was not met	Approval	Approval
ZO-0006-2016	Electric Vehicle Charging Stations	Amendments to allow for electric vehicle charging stations as an accessory use to off-street parking	Approval	Approval
ZO-0007-2016	Highways, Streets, Parking and Loading Division and Definitions to Reduce Parking Requirements	Amendments to reduce required parking minimums and simplify how requirements are calculated	Approval	No Action to Date
ZO-0008-2016	Article 1, Section 24-16, Proffer of Conditions	Amendments to specify that proffers are only accepted for non-residential applications for rezoning	Approval	Approval
ZO-0009-2016	MU, Mixed Use, Amendments to Minimum Parcel Size and Infill	Amendments to provide flexibility to accommodate circumstances such as development of mixed-use structures, mixed use development on parcels less than five acres total and mixed use development in an infill or redevelopment context	Approval	No Action to Date
ZO-0010-2016	Mobile Food Vending Vehicles (Food Trucks) in M-1, M-2, PUD-C, and PL	Amendments to establish performance standards for Mobile Food Vending Vehicles and to permit Mobile Food Vending Vehicles in the M-1, Limited Business/Industrial District, the M-2, General Industrial District, the PUD-C, Planned Unit Development-Commercial District and the PL, Public Land District	Approval	Approval
ZO-0011-2016	Wireless Communications Facilities and Towers	Amendments to apply ordinance requirements to additional types of towers and to comply with the provisions of the Middle Class Tax Relief and Job Creation Act of 2012 (the "Spectrum Act")	Approval	Approval

ZO-0012-2016	Amendment to change Development Manager to Director of Community Development	Amendments, to reflect departmental name changes by changing the title of Development Manager to Director of Community Development	Approval	Approval
ZO-0013-2016	Mobile Food Vending Vehicles (Food Trucks) in the B-1, General Business District	Amendments to allow mobile Food Vending Vehicles (Food Trucks) to operate in the B-1, General Business District	Approval	Approval
ZO-0014-2016	Sign Ordinance Update	Updates to ensure that the Sign Ordinance is content neutral	Approval	Approval*

* This was heard by the BOS on January 10, 2017

Please note that some cases were omitted from this list as they had no legislative actions in 2016:

- ZO-0015-2016, Updates to Definition of Group Home and/or Family

SUBDIVISION ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
SO-0001-2016	Vacation of Record Plat	Amendments to update references to the Code of Virginia for vacating plats to extinguish property lines, remove a property designation, or abandon a public right-of-way	Approval	Approval
SO-0002-2016	Subdivision Ordinance Amendments Regarding Monuments	Amendments to eliminate language requiring certification of a surveyor's monument	Approval	Approval
SO-0003-2016	Amendments to the Zoning and Subdivision Ordinances Regarding Development Review Committee (DRC) Review Criteria and Procedure	Amendments to align ordinance language and policy with the current scope and purpose of the Development Review Committee	Approval	Approval
SO-0004-2016	Chapter 19 Amendment to Street Construction Standards	Amendments to reflect departmental name changes by changing the title of development manager to director of community development.	Approval	Approval

MAJOR INITIATIVES

ORDINANCE UPDATES AND PROCESS REVISIONS

Throughout 2016, the Planning Division and Planning Commission worked on a variety of ordinance updates and process improvements. These items were designed help the division improve the development process by increasing the level of predictability and flexibility in our policies and ordinances, and also to enhance customer service and provide additional tools. Some items were completed at a staff level, while others went through multiple stages of research, public input, refinement and review with the Policy Committee. Ordinance updates were highlighted in the previous table; additional Items that were completed are noted below:

- Updated staff reports to improve readability and functionality/appearance when viewed on electronic devices.
- Moved to e-packets for all Planning Commission, DRC and Policy Committee meetings.
- Developed a simple, complete, easy to use Change of Use form for brokers and the public to use as an informational resource.
- Developed a list of uses by zoning district for use by brokers/public with links to relevant definitions.
- Made progress on implementation of Tyler Technologies' Land Development and Asset Management Software to provide and support interactive service and allow online transactions, among other benefits.

BUSINESS COMMUNITY LISTENING SESSIONS

As part of on-going outreach efforts by the Department of Community Development and the Office of Economic Development to assess the overall attitudes, perceptions and issues facing local businesses and the development community, staff completed a two-pronged approach to solicit feedback from a wide cross-section of local businesses and community leaders on how the County was doing and how the County could continue to improve. In addition to pursuing the ordinance updates and process improvements noted above, the County created the Ombudsman position to assist small businesses in navigating the development review process, to facilitate policy and ordinance amendments, to coordinate expedited plan reviews for qualifying projects, to improve customer service, communication, and efficiencies associated with the permitting process.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued funding and worked toward construction of transportation improvements identified in the Comprehensive Plan adopted in 2015, Toward 2035: Leading the Way. Progress made on key projects included the following:

- Completion of Racefield Drive paving

- Completion of James River Elementary School intersection improvements
- Completion of Marclay Road reconstruction
- Completion of Virginia Capital Trail access from Route 5
- Completion of Route 199/Richmond Road ramp improvements
- Completion of Monticello Avenue/News Road intersection improvements
- Completion of Williamsburg West subdivision streets reconstruction
- Progress on construction of Neighbors Drive reconstruction
- Progress on construction of I-64 Widening – Segment 1
- Full funding of Longhill Road through the House Bill 2/SmartScale prioritization process and start of preliminary engineering (PE)
- Full funding of Olde Towne Road/Longhill Road intersection improvements through the Revenue Sharing program and start of PE
- Full funding of Route 199/Brookwood intersection improvements and start of PE
- Full funding of Centerville Road/News Road intersection improvements and start of PE
- Full funding for Skiffes Creek Connector
- Full funding for Croaker Road widening

COMPREHENSIVE PLAN - TOWARD 2035: LEADING THE WAY

Following the adoption of the County's Comprehensive Plan in June 2015, Planning staff began work on two fronts: finalizing and publishing the plan and also implementing its goals, strategies and actions (GSAs). On the first front, staff posted the adopted text and errata items to the County's website for immediate use by the public, and then collaborated with the County's Graphics, Web Interaction Design, and Publications Management staff to format the document for official publication pending resolution of land use application LU-0002-2014, 8491 Richmond Road (Taylor Property), which had been postponed at the applicant's request to the Board's March 8, 2016 meeting. At that meeting, the applicants requested that the vote be postponed until the James City Service Authority had completed negotiations with Department of Environmental Quality regarding the water withdrawal permit. The Board of Supervisors unanimously postponed the case until March 14, 2017. Final formatting resumed and the Comprehensive Plan was officially published in summer 2016.

On the second front, County staff and partner agencies made strides in implementing the Comprehensive Plan. Progress made on many items are noted below. In addition, Planning staff took an active role in the development of the County's Strategic Plan to provide strong linkage between the Comprehensive Plan and County's 20-year work plan.

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.



Citizens helped guide the priorities of the Strategic Plan by participating in open houses and online surveys.

Specifically, the report lists tasks 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 following list 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.

<i>Tasks with a 0-5 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 1.3.1. Continue to provide incentives to businesses that locate within the Enterprise Zone.	Business expansion projects and new businesses continued to access the incentives available via the Enterprise Zone in 2016. OED continued to process existing incentive awards and market local incentives to qualifying companies.
ED 2.5. Attract "clean and green" development and redevelopment projects that also offer enhanced job opportunities.	The Greater Williamsburg Target Sector analysis was started in June 2016 and works with stakeholder from the region to define business sectors that align with greater Williamsburg's competitive strengths that can drive future growth and wealth creation with consideration of the "clean and green" components of the development.
ENV	ENVIRONMENT
ENV 1.9. Develop Total Maximum Daily Load (TMDL) 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 DEQ the County's Chesapeake Bay TMDL 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. The County received final approval for its Action Plan in 2016.
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.	James City County continued for a second year the very successful matching Grant Program for a 50/50 split of maintenance for privately owned drainage systems. Grants were available up to \$50,000 for the mapping, inventory, inspection, maintenance and repair of neighborhood drainage systems. In 2016 15 grants were awarded for projects throughout the County with a total value of \$300,000.
H	HOUSING
H 2.1. Support with technical assistance, referrals and funding when possible, the efforts of private and nonprofit entities to improve the condition of the County's housing stock.	In 2016 the Office of Housing and Community Development (OHCD) partnered with Housing Partnership Inc. (HPI) in replacing a trailer that lacked complete water and sewer. The County issued the RFP, purchased the trailer, and oversaw the installation.
H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.	In 2016 OHCD had 177 voucher holders in James City County, each unit with a voucher requires an inspection before approval to participate in the Housing Choice Vouchers (HCV) program.

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 and sanitary health conditions.	In 2016 OHCD received \$3,100 in state funding for emergency home repairs, matched with \$3,100 in local funding. The OHCD completed 7 emergency home repairs, eight rehabs/substantial reconstructions, provided homeownership classes to 50 households, four home maintenance classes, one general education class, and housing counseling and rental assistance to 38 Virginia Housing Solutions Program clients.
H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency.	In July 2016 OHCD partnered with Housing Partnerships (HPI) by providing \$60,000 annually for home repairs. OHCD also partnered with HPI on Indoor Plumbing repairs and the Emergency Housing Repair/Accessibility Program. OHCD also participated in Community Action Agency's financial literacy classes, and Home Energy Loss Prevention Program.
H 2.9. Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.	Throughout 2016, OHCD worked through the construction of Neighbors Drive, utilizing an award of \$465,000 of VDOT Revenue Sharing funds acquired in 2015.
H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	In FY16, OHCD sold four new homes to persons who either worked or lived in James City County.
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.	Throughout 2016, OHCD completed seven Home Energy Loss Prevention Program projects and one replacement home.
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.	During 2016, Planning staff worked with the developer of New Town Section 8 to seamlessly integrate previously proffered affordable units into the development.
H 5.1. Participate in Greater Williamsburg Area and Hampton Roads public/private partnerships to identify and address regional housing issues.	Throughout 2016, OHCD continued to participate in the Greater Virginia Peninsula Homelessness Consortium (GVPHC), Mayors and Chairs, and other regional groups that address housing issues on the Peninsula. OHCD staff attended Hampton Roads Housing Consortium meetings and participated in leadership.

LU	LAND USE
<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 communicates with adjacent localities for projects near locality borders. Planning staff received three courtesy reviews from York County in 2016, and coordinated with the City of Williamsburg on the special use permit application for redevelopment of the Pocahontas Trail 7-11 (currently under review).</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, Northeast Triangle and Surrounding Area).</p>	<p>In October 2016, Planning staff met with the City of Williamsburg regarding a special use permit application for the 7-11 adjacent to Riverside Hospital.</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>Staff and the Policy Committee considered revisions to the Mixed Use Zoning District to allow for small-scale mixed use, as well as revisions to the building coverage limits and floor area ratios in the LB and B-1 Zoning District and revisions to the Parking ordinance. Staff and the Policy Committee also developed revisions to the list of site plan and subdivision items that would trigger review by the Development Review Committee. The DRC amendments were adopted by the Board of Supervisors in July 2016; the others were approved by the Planning Commission and are pending consideration by the BOS. Staff also developed a change of use form to assist new businesses locating within an existing commercial site.</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 PSA. Support design flexibility to promote mixing of various types of residential and non-residential uses and structures.</p>	<p>During 2016, Planning staff and the Policy Committee considered revisions to the Mixed Use Zoning District to allow for small-scale mixed use. These amendments were approved by the Planning Commission and are pending consideration by the BOS.</p>

LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.	In February 2016, Planning staff developed a change of use form to assist new businesses locating within an existing commercial site. Many of the applications received have been within existing commercial centers.
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	During 2016, the Planning Division continued to update the cumulative impacts tracking spreadsheet and included a comprehensive update as part of the PC's 2016 Annual Report.
LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	On April 12, 2016, the Board of Supervisors approved the withdrawal of a 1.45-acre parcel from the Gordon Creek Agricultural and Forestal District after determining the withdrawal would not have a negative effect on the overall district.
LU 6.1.3. Amend the zoning ordinance after re-evaluating 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.	Throughout 2016, Planning staff and the Policy Committee considered revisions to the Zoning Ordinance to allow special event facilities on Rural Lands. These revisions are pending consideration by the BOS.
PR	PARKS & RECREATION
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	Throughout 2016, the Parks and Recreation Division led a Youth Advisory Council of teens, grades 8-12. These teens dedicated 119 hours of service, learning government processes, leadership development and community service. A total of 15 Youth Advisory Council members participated in Expect Respect, a Safe Teens Youth Leadership curriculum facilitated by Avalon. Twenty-two teens participated in the Teens Toward Success program, volunteering 2,134 hours in various parks and recreation programs. A total of 30 past Teen Towards Success volunteers have been hired in County positions since program inception.

PR 8.1. Enhance the partnerships with Williamsburg-James City County Schools to offer joint programming for health and wellness.	During 2016, the Parks and Recreation Division partnered with WJCC School's Nutrition Services to provide free summer meal programs to Grove and Lafayette Square/Village neighborhoods. It also partnered with the School Health Initiative Program (S.H.I.P) to offer healthy cooking sessions and Family Fun Night dinner to youth and families in the RECN' It Out Summer Camp program for lower-income families. Finally, Parks and Rec partnered with the high schools to offer fitness and recreational opportunities at the recreation centers for special needs classes.
PN	POPULATION NEEDS
PN 4.3. Work with the Senior Services Coalition to develop a strategic plan for seniors.	In 2016 Community Services continued to support Peninsula Agency on Aging's (PAA's) efforts to serve seniors. Community Services staff has attended monthly meetings, served on committees with PAA, and gathered vital statistics that will be implemented into PAA's Community Action Plan on Aging (CAPOA) during 2017.
T	TRANSPORTATION
T 1.3.1. Adding the road segment to the Six Year Improvement Program and considering public-private partnerships among other mechanisms to fund proposed improvements.	In May 2016, the Board of Supervisors named improvements Longhill Road, Croaker Road, and Hick's Island Road Bridge as the County's secondary road priorities in the County's Six-Year Improvement Program.
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.	Throughout 2016, the Planning Division worked with WATA and the developers of New Town and the Promenade to identify locations for bus routes and stops. Planning staff also provided assistance to the Leadership Historic Triangle class to identify bus stops with need for benches and shelters. Finally, staff worked with WATA to include a bus transfer station as part of a recent update to the Warhill Sports Complex Master Plan.
T 3.10. Implement the adopted James City County Pedestrian Accommodations Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects.	During 2016, Planning staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the cases of the Promenade at John Tyler, the Dollar General in Grove, the most recent New Town Master Plan update, and as part of several applications for subdivisions and developments throughout the County.

<i>Tasks with a 10 + year timeframe</i>	
T	TRANSPORTATION
T 1.3. Identify road segments with future moderate to severe road capacity deficiencies and develop a plan to mitigate congestion that may include one or more of the following actions:	Longhill Road (Phase I), Croaker Road, and the Skiffe's Creek Connector were all identified as road segments in need of improvements and included in the Hampton Roads Transportation Planning Organization's adopted Long-Range Transportation Plan. Planning staff was successful in getting significant funding for all three roads. Additionally Planning staff worked with VDOT and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, and Hick's Island Road Bridge on the County's Six-Year Improvement Plan.
T 1.3.4. Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.	Throughout 2016, Planning staff worked with VDOT to construct the Route 199/Richmond Road turn lane, to fully fund and design signalization and turn lane improvements at the Centerville Road and News Road intersection, and to fully fund and design a turn lane at Route 199 and Brookwood Drive.
<i>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.)</i>	
<i>Action</i>	<i>Task Completed</i>
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.	With the County's Strategic Plan and a target industry study both complete, the Economic Development Authority (EDA) is working with County Administration to develop a formal economic development strategy. While a formal document was not previously prepared, the mission of Office of Economic Development (OED) has included existing business retention and expansion (with many successful projects), assistance to new business (via Launchpad business incubator and TrEE), and new business recruitment. Tourism efforts have shifted to the Communications Division with the creation of the Tourism Coordinator position.
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	Business expansion projects and new businesses continue to access local incentives, and several companies are in the pipeline for state incentives based on eligibility before the state program expired in JCC in December 2015. OED continues to process existing incentive awards and market new local incentives to qualifying companies.
ED 1.5. Identify regulatory barriers in County regulations (such as special use permits), policies and procedures that may unnecessarily inhibit	Throughout 2016, Planning staff and the Policy Committee considered several Zoning Ordinance amendments which would help commercial development such as allowing food trucks and food processing in industrial districts, decreasing parking regulations,

commercial and industrial development and amend the Zoning Ordinance to address these issues.	and increasing building coverage limits. Food truck and food processing amendments were approved by the BOS; the others are pending BOS consideration. County Administration created an Ombudsman position in June 2016 to help identify and address additional ordinance or process improvements. The Planning and OED staffs established a strong working relationship with the new Ombudsman, and communication is on-going with regard to opportunities to improve or streamline communications or processes.
ED 2.1. Support the development of diverse types of retail and non-retail core business.	All previously OED noted efforts are on-going. The final target industry study helped identify non-retail core businesses on which to focus future efforts and several tourism events and efforts have highlighted retail and restaurants.
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.	The W&M alum recruitment event continued in 2016, as did OED participation in the VIMS Industry Partner meetings. OED works closely with the W&M Office of Economic Development, attending tours of campus research facilities, hearing project updates on research and the potential for commercialization, and inviting the W&M Director of Economic Development to sit on the newly organized Board of Directors for Launchpad. OED continues to partner with TNCC on TrEE events and a new culinary training program.
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.	A new concert series, Fourth Fridays at Jamestown Beach Event Park, was launched in June, July and August of 2016. Approximately 1,000 people attended these events. The second annual Bountiful Brews & Bites was held as part of the Williamsburg Harvest Celebration on Nov. 11, 2016. There were 469 tickets sold to this event. More JCC businesses participated in the Williamsburg Harvest Celebration in 2016. The development of a new craft brewery at the James City County Marina was announced.
CC	COMMUNITY CHARACTER
CC 2.2. Expect that development along CCAs 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 2016, staff continued with improvements to Jamestown Beach and the Ambler house, including renovation of the grounds for the Ambler House. In addition, Fire Station #1 on Forge Road was completed in 2016, where Planning staff worked with the design team to implement the adopted Toano design guidelines. Also, Planning staff applied design guidelines during the legislative review for the Dollar General store on Richmond Road to promote the unique character of Norge.

ENV	ENVIRONMENTAL
<p>ENV 1.1. Promote development and land use decisions that protect and improve the function of wetlands and the quality of water bodies.</p>	<p>In November 2016, Stormwater staff approved the Brook Haven Stream Restoration project which restored the degrading stream to its existing floodplain, eliminated erosion and incision on the banks and provided grade control. A separate Brook Haven Drainage Improvement project was approved by staff in February 2016. The project provided water treatment to an older subdivision that had no stormwater treatment facilities. The project involved installation of dry swales between lots and in the roadside ditches.</p>
<p>ENV 1.2. Promote the use of Better Site Design, Low Impact Development (LID), and effective Best Management Practices (BMPs). Promote these techniques by:</p>	<p>The County adopted Ordinance 85A-13 on May 13, 2014 and began its obligation as a local Virginia Stormwater Management Program (VSMP) authority on July 1, 2014. The VSMP includes use of the Virginia Runoff Reduction Method (VRRM) which focuses on environmental site design and runoff reduction which are better site design and low impact development strategies. Encouraging low impact development design is included in the Virginia Stormwater Management Act 62.1-44.15:28 et seq. These efforts have continued through 2016.</p>
<p>ENV 1.14. Continue to minimize post-construction stormwater impacts through implementation of BMPs to reduce pollutants entering the stormwater system and County waterways by:</p>	<p>Stormwater staff continued to identify maintenance and repair needs for existing County-owned and school BMPs. Additionally, stormwater implemented a grant program that splits the cost to maintain/repair stormwater infrastructure on private property. Upgrades to Clara Byrd Baker School were approved in 2016.</p>
<p>ENV 1.14.1. Utilizing available resources, including enforcement of maintenance agreements and covenants.</p>	<p>Stormwater staff mailed 175 inspection notices during FY16. Of those BMPs that were inspected 23% were determined to be failing or have failed and need substantial repair/replacement. Letters of corrective action were mailed to the BMP owners in August 2016. BMPs, where the maintenance, repair or replacement or a plan for such was not submitted by the deadline of 10/31/2015, were submitted to the County Attorney's office for further compliance action.</p>
<p>ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural BMPs, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.</p>	<p>The Ware Creek watershed management plan neared completion for presentation to BOS in 2016. Work continued on the York River watershed management plan. Watershed management plans for Diascund Creek and College Creek watersheds were delayed from FY14 budget and were not funded in FY15 and FY16.</p>

ENV 3.5. 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.	In 2016 the Corp of Engineers listed the Big Eared Bat as a species of concern and the bat has habitat throughout James City County. Staff is currently working with Corp reviewed projects to mitigate potential threats to the bat habitat.
H	HOUSING
H 3.4. Continue to assist for profit and nonprofit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.	In 2016 OHCD was awarded a \$1 million Community Homeownership Revitalization Program award to support interest rate reductions for homebuyers. In addition, OHCD continued to use preapproved builders for lots in Ironbound Square and rehab projects.
LU	LAND USE
LU 2.1. Plan for and encourage the provision of strategically located greenways, sidewalks, and bikeways to connect neighborhoods with retail and employment centers, parks, schools, and other public facilities and to effectively connect buildings and activities within individual sites, using adopted plans for guidance.	In July 2016 the Board of Supervisors approved a special use permit for a Dollar General store on Pocahontas Trail, which included a multi-use path on the development plan. In December 2016, staff approved the site plan for the Promenade at John Tyler, which included pedestrian connections to the existing Williamsburg Crossing shopping center.
PR	PARKS AND RECREATION
PR 2.1. 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	In 2016 Planning staff continued to support and participate in committees such as VDOT's Pedestrian Bicycle Committee (currently evaluating alternative routes for the expansion of the Virginia Capital Trail) and the Historic Triangle Bicycle Advisory Committee (HTBAC).

adopted Regional Bikeways Map and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.	
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.	Parks and Recreation staff completed 29 new assessments, and accommodated 442 citizens in programs, classes and facilities. The Inclusion Coordinator offered disabilities awareness and behavior modification training to specialty, sports, and outdoor camp instructors. Parks and Recreation staff collaborated with the Miss Wheelchair Virginia organization to promote disability awareness at a new tea party event for citizens with disabilities and to create future partnership opportunities. Parks and Recreation staff hosted the annual Wheelchair Basketball tournament with MAPVA Richmond Rimriders; 80 wheelchair basketball players from across the east coast participated. Parks and Recreation also hired a full-time Therapeutic Recreation Leader to assist with programs and completing assessments, provided accessible transportation for customers with disabilities and seniors via a department-managed 14-passenger ADA accessible van with a wheel-chair lift and locking system, and completed seven ADA improvements to County facilities to ensure accessibility and inclusion of customers. In compliance with ADA and state licensure requirements, 26 staff maintain certifications in Medicine Administration Training and 15 staff in Diabetes Medicine Administration Training.
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.	County staff created new park brochures for James City County Marina, Jamestown Beach Event Park, Little Creek Reservoir and Veterans Park.
PF	PUBLIC FACILITIES
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	Energy-efficient features are incorporated in the design of all new facilities and renovations. General Services staff constantly look for opportunities to upgrade equipment and control the equipment to minimize energy usage, consistent with occupant comfort.

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.	
PF 4.3. Utilize Low-Impact Development (LID) designs for newly constructed facilities, and where practical, for renovations of existing County facilities.	Fire Stations 1 and 4 incorporated Low Impact Development (LID) features into the stormwater systems of both facilities.
PF 4.6. Incorporate architectural design features in buildings and structures erected by the County which support quality design and appearance.	Planning staff regularly requests elevation information for County buildings that require legislative reviews. On December 13, 2016, the Board of Supervisors approved special use permits for the Warhill Sports Complex Master Plan Amendment and the Lafayette High School Auxiliary Gym.
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.	Ongoing. Staff worked with applicants to ensure that developments, such as the Promenade, adequately addressed traffic impacts and infrastructure needs through upholding previously adopted proffers. In the case of the Promenade, these proffers included provisions for improvements to Kings Way and guidelines for a Community Character Corridor buffer along Route 199.
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, 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:	Ongoing. Legislative cases are reviewed with a focus on levels of service for the context and location. In 2016 the Planning Division reviewed all legislative and administrative applications with an eye towards transportation impacts. Examples include the update to the Warhill Sports Complex Master Plan as well as an application to expand operations at JSG on Centerville Road.
T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access, and frontage roads.	Ongoing. The Planning Division continues to encourage shared access and appropriate entrance spacing during legislative cases, including an SUP at Two Drummers

	Smokehouse and Extra Mile Lawncare, and requires shared driveways for subdivisions including three or more lots
T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.	Planning staff submitted applications for Smart-Scale funding for the Skiffe's Creek Connector project. In addition, staff pursued and received additional RSTP funding for Croaker Road and the Skiffe's Creek Connector.
T 3.3.3. Encouraging land use development patterns which promote public transit.	In 2016, Planning staff worked with several legislative applicants to ensure conditions and proffers included provisions for bus stops (such as the Promenade, New Town, Dollar General, and the Warhill Sports Complex).
T 3.9. Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.	In 2016 Planning staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the cases of the Promenade at John Tyler, the Dollar General in Grove, the most recent New Town Master Plan update, and as part of several applications for subdivisions and developments throughout the County.

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



2016 JAMES CITY COUNTY PLANNING COMMISSIONERS



Tim O'Connor, Chair
At-Large



John Wright, III, Vice Chair
At-Large



Chris Basic
Berkeley District



Heath Richardson
Stonehouse District



Rich Krapf
Powhatan District



Robin Bledsoe
Jamestown District



Danny Schmidt
Roberts District

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2016 BOARD OF ZONING APPEALS ANNUAL REPORT

2016 BOARD OF ZONING APPEAL MEMBERS

Name	District	Appointment	Term Expires
Ron Campana, Jr., Chairman *	Jamestown	8/2011	6/30/2021
William J. Geib, Vice Chairman*	Powhatan	4/2013	3/31/2018
David Otey, Jr. *	Roberts	3/2015	3/31/2020
Marvin Rhodes *	Stonehouse	2/2015	3/31/2018
Stephen M. Rodgers	Berkeley	2/2014	3/31/2019

* Virginia Certified BZA Member

INTRODUCTION

The James City County's Board of Zoning Appeals (BZA) 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 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 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 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 thirty days.

State Code language places the burden of proof on the applicant with these five standards as the criteria:

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 BZA is scheduled the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. There were no cases in 2016, however the BZA met once for an organizational meeting in January 2016.



JAMES CITY BOARD OF ZONING APPEALS



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