

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
April 12, 2022
5:00 PM

A. FOR YOUR INFORMATION

1. Fiscal Year 2023-2027 Capital Improvements Program
2. Planning Commission and Board of Zoning Appeals 2021 Annual Report

ITEM SUMMARY

DATE: 4/12/2022

TO: The Board of Supervisors

FROM: Terry Costello, Senior Planner

SUBJECT: Fiscal Year 2023-2027 Capital Improvements Program

ATTACHMENTS:

	Description	Type
☐	Staff Memo	Staff Report
☐	Policy Committee FY 2023-2027 CIP Summary Spreadsheet	Exhibit
☐	Policy Committee CIP Ranking Criteria	Backup Material
☐	Unapproved Policy Committee Minutes from February 10, 2022	Minutes
☐	Unapproved Policy Committee Minutes from February 17, 2022	Minutes
☐	Unapproved Policy Committee Minutes from February 24, 2022	Minutes
☐	Unapproved Policy Committee Minutes from March 2, 2022	Minutes
☐	Unapproved minutes of the March 14, 2022 Planning Commission Meeting	Minutes
☐	Letter from Friends of Forge Road	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	3/25/2022 - 1:29 PM
Development Management	Holt, Paul	Approved	3/25/2022 - 1:29 PM
Publication Management	Daniel, Martha	Approved	3/25/2022 - 1:51 PM
Legal Review	Kinsman, Adam	Approved	3/31/2022 - 11:59 AM
Board Secretary	Saeed, Teresa	Approved	3/31/2022 - 3:41 PM
Board Secretary	Purse, Jason	Approved	4/4/2022 - 2:15 PM
Board Secretary	Saeed, Teresa	Approved	4/5/2022 - 7:42 AM

MEMORANDUM

DATE: April 12, 2022

TO: The Board of Supervisors

FROM: Terry Costello, Senior Planner

SUBJECT: Fiscal Year 2023-2027 Capital Improvements Program

The Policy Committee and Planning Commission annually review Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process.

As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan and is of equal importance to methods like the Zoning and Subdivision Ordinances, official maps, and transportation plans. The Policy Committee uses a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. This year, the Committee used Z-scores to produce a final ranking. The Committee's ranking criteria is attached for reference (Attachment No. 2).

All CIP project requests for Fiscal Year (FY) 2023-2027 are summarized in Attachment No. 1. This year there were 31 projects submitted for consideration by the Policy Committee - 25 from James City County departments, three from the Williamsburg Regional Library (WRL), and three from WJCC Schools. Of the 31 projects submitted, 18 County, two School, and two Library projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended.

Attachment No. 1 also identifies the Committee's ranked priorities for these projects and are listed from highest to lowest. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 10, 2022](#), Policy Committee meeting. (Please note that Project D: Curbside Recycling Billing System request was pulled after the February 10 meeting.)

The Commission also requested that the following notes be included in this memorandum:

- There was a general agreement from the Committee on the ranking with one exception. The Committee felt that the Open Space Match application should be ranked higher than the scoring revealed. After further discussion at the Planning Commission meeting, this application was moved up further. The Commission also recommends that the GIS data prepared for the County's Natural and Cultural Assets Plan, in addition to the current Purchase of Development Rights (PDR) criteria, be considered as the County develops or refines additional prioritization criteria for funding of both the PDR and Greenspace proposals.
- With regards to the Business Ready Sites application, the Commission recommends that before the Board of Supervisors approves funding, the owners of two privately owned properties (Hazelwood and Hornsby) be contacted to determine their willingness to participate in the match funding.
- For the New Grove Library application, the Commission does not support a new stand-alone facility. However, the Commission does support co-locating at either the new Lower County Park facility or

adding space to the current Abram Frink, Jr. Community Center or James River Elementary School, to continue its outreach programs to the community.

- For the New James City County Library Branch/Alternate New Jointly Funded Library application, while the location for such a facility has not yet been identified and this item has been under review for the last two years, the Commission recognizes and agrees that there is a need for expansion.
- The Commission recognized that the design and construction of the James City County Library playground would be privately funded by the Friends of WRL and the reason it was part of the CIP review is that the project will be located on County property and will require County staff resources. The County will assume responsibility for the maintenance of the playground, which is planned to be a natural playground, often referred to as ecological parks, play parks, or nature parks.

RECOMMENDATION

At its March 14, 2022, meeting, the Planning Commission unanimously recommended forwarding the following FY 2023-2027 CIP projects, ranked below in order of priority:

1. Stormwater Neighborhood Drainage Improvements*
2. Transportation Match*
3. Lower County Park*
4. Business Ready Sites Program*
5. Covered Parking for Specialty Vehicles & Trailers*
6. Human Services Center Renovations*
7. New Grove Area Library
8. Open Space Match*
9. Chickahominy Riverfront Park RV Storage*
10. James City County Marina Phase II
11. Chickahominy Riverfront Park Paddlecraft Area*
12. Chickahominy Riverfront Park Multiuse Trail*
13. Pre-K Space
14. Greensprings Interpretive Trail Restrooms
15. Upper County Park Paving and Multiuse Trail*
16. Lafayette High School Renovation*
17. Chickahominy Riverfront Park Campground Improvements*
18. James City County Marina Bathhouse Facilities*
19. Jamestown Beach Event Park Improvements
20. Upper County Park Splash Pad
21. General Services Administration Building*
22. Baseball Field Expansion (Warhill Sports Complex)
23. Freedom Park Phase IV - Active Recreation Facilities
24. Veterans Parks Phase II Improvements
25. Chickahominy Riverfront Park Bathhouse Facilities
26. James City County Marina Parking Area
27. Jamestown High School Cafeteria/School Expansion*
28. Warhill Sports Complex Connector Road
29. Chickahominy Riverfront Park Connector Road
30. New James City County Library Branch/Alternate New Jointly Funded Library*
31. James City County Library Playground (Friend of WRL Funded)

* *These projects are requesting funding for FY23.*

For the purposes of assisting in the preparation of the budget, the Planning Commission recommends that the Board of Supervisors consider the aforementioned CIP rankings.

TC/ap

FY2023-27CIPUpd-mem

Attachments:

1. Policy Committee FY 2023-2027 CIP Summary Spreadsheet
2. Policy Committee CIP Ranking Criteria
3. Unapproved Policy Committee Minutes from February 10, 2022
4. Unapproved Policy Committee Minutes from February 17, 2022
5. Unapproved Policy Committee Minutes from February 24, 2022
6. Unapproved Policy Committee Minutes from March 2, 2022
7. Unapproved Planning Commission minutes from March 14, 2022
8. Letter from Friends of Forge Road

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY2023 Requested	FY2024 Requested	FY2025 Requested	FY2026 Requested	FY2027 Requested	Total Requested	Agency Priority	Out of	Notes	PC Score	Z Score	PC Rank
F	General Services	Stormwater Capital Improvement Program	Various projects to address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.	2,600,000	2,634,000	2,493,000	2,613,000	2,204,000	12,544,000	3	3		81.13	2.98	1
A	Community Development	Transportation Match	Various transportation projects improvements and implementation as identified in the Six Year Improvement Plan.	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000	1	2		76.00	2.58	2
G	Parks & Recreation	Lower County Park	Acquire property, design and construct a park that includes a walking trail, picnic shelter, swimming pool with water features, restrooms and all related infrastructure to support.	1,046,000	-	6,163,000	-	-	7,209,000	1	18		68.75	2.24	3
C	Economic Development	Business Ready Sites Program	This project would provide funding (100% for the County-owned parcel and up to 50% for the parcels in private ownership as a match grant) to conduct the necessary engineering studies to determine construction readiness.	148,000	190,000	90,000	100,000	22,000	550,000	1	1		59.75	1.63	4
Y	Police	Covered Parking for Specialty Vehicles & Trailers	Construct a three-sided, open-front, covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers. The structure would be built at the Law Enforcement Center in available space for such a structure.	430,123	-	-	-	-	430,123	1	1		58.00	1.53	5
Z	Social Services	Human Services Center Renovations	The proposed project includes renovation of the Olde Towne Medical and Dental Center space as well as the remainder of the HSC building to align better with the Space Needs Study, a total of 29,138 GSF.	1,081,300	-	10,424,553	-	-	11,505,853	1	1		55.13	1.34	6
CC	Williamsburg Regional Library	New Grove Area Library	A 10,000 SF library facility conveniently located would offer vital services for many residents in the Grove area.	-	-	-	350,000	4,350,000	4,700,000	3	3		54.88	1.24	7
B	Community Development	Open Space Match	Local match funding for greenspace acquisition program	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000	2	2		55.13	0.85	8
H	Parks & Recreation	Chickahominy Park RV Storage	Construct RV storage area at Chickahominy Riverfront Park as shown on the 2020 Shaping Our Shores Master Plan.	491,000	-	-	-	-	491,000	2	18		52.50	1.11	9
N	Parks & Recreation	James City County Marina Phase 2	Relocate existing boat ramp from it's current location to alleviate the congestion in front of the existing building, provide additional parking for marina and ramp visitors, replace both covered boat houses and add the third section of uncovered slips. Add a transient docking/floating walkway, and 16 additional uncovered slips to the front area.	-	6,228,000	-	-	-	6,228,000	8	18		50.38	1.03	10
I	Parks & Recreation	Chickahominy Park Paddlecraft Area	Development of park based on the 2020 Shaping our Shores Master plan to include design and construction of ADA accessible paddlecraft area and additional parking and road improvements. Plans include an additional boathouse, to be funded by the Williamsburg Boat Club.	77,000	2,060,000	-	-	-	2,137,000	3	18		50.63	1.01	11
J	Parks & Recreation	Chickahominy Park Multi-Use Trail	Construct multi-use trail at Chickahominy Riverfront Park as shown on the 2020 Shaping Our Shores Master Plan.	101,000	574,000	-	-	-	675,000	4	18		50.00	0.98	12
FF	WJCC Schools	Pre-K Space	Build Pre-K classroom space at current elementary school sites	-	33,000,000	-	-	-	33,000,000	3	3		47.63	0.95	13
W	Parks & Recreation	Greensprings Interpretive Trail Restrooms	Construct permanent ADA accessible restroom facility at trail head	-	-	-	317,000	-	317,000	17	18		44.63	0.88	14
K	Parks & Recreation	Upper County Park Paving & Multi-Use Trail	Construct 0.5 mile paved ADA accessible multi-use trail loop and pave existing gravel parking area.	288,000	-	-	-	-	288,000	5	18		45.75	0.84	15
EE	WJCC Schools	LHS School Renovations	Add instructional space to Lafayette High School	2,946,000	-	-	-	-	2,946,000	2	3		47.13	0.79	16
M	Parks & Recreation	Chickahominy Park Campground Improvements	Re-design loop road and provide utility connections for electric, water, and sewer to accommodate 15-20 full hook-up RV sites or cabins as shown on the 2020 Shaping Our Shores Master Plan.	338,000	1,925,000	-	-	-	2,263,000	7	18		45.00	0.77	17
L	Parks & Recreation	JCC Marina Bathhouse Facilities	Construct wet-proofed Bathhouse facilities at the James City County Marina that meet VDH standards, are ADA accessible, and located close to boating activities	798,591	-	-	-	-	798,591	6	18		45.50	0.76	18

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY2023 Requested	FY2024 Requested	FY2025 Requested	FY2026 Requested	FY2027 Requested	Total Requested	Agency Priority	Out of	Notes	PC Score	Z Score	PC Rank
S	Parks & Recreation	Jamestown Beach Event Park Improvements	Install additional restroom facility to support beach, realignment and paving of park roads, install permanent parking in existing grass parking area for 200 spaces, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations, park maintenance building	-	-	1,465,000	-	8,627,000	10,092,000	13	18		45.88	0.68	19
Q	Parks & Recreation	Upper County Park Splash Pad	Replace the existing baby pool with ADA accessible splash pad and water features	-	107,000	606,000	-	-	713,000	11	18		43.75	0.65	20
E	General Services	General Services Administration Bldg.	Construct new 469,000 GSF building to house General Services Administration & Operations	1,964,541	24,830,538	-	-	-	26,795,079	2	3		46.88	0.59	21
O	Parks & Recreation	Baseball Field Expansion	Construction of two lighted turf baseball fields, parking, restrooms and field fencing at Warhill Sports Complex.	-	942,000	-	5,550,000	-	6,492,000	9	18		44.00	0.58	22
V	Parks & Recreation	Freedom Park Phase IV - Active Recreation Facilities	Develop active recreational amenities at Freedom Park according to the approved Master Plan, including basketball, tennis, swimming pool/splash pad, picnic shelter and playground	-	-	-	1,104,000	6,283,000	7,387,000	16	18		42.50	0.57	23
P	Parks & Recreation	Veterans Park Phase 2 Improvements	Complete phase 2 improvements at Veterans Park: splash pad, pump room, parking lot additions, sidewalk connections and outdoor workout equipment.	-	291,000	1,655,000	-	-	1,946,000	10	18		42.50	0.55	24
T	Parks & Recreation	Chickahominy Park Bathhouse Facilities	Construct one large bathhouse facility to serve campsites that require facilities within 500 feet per VDH, and add laundry facilities.	-	-	205,000	1,165,000	-	1,370,000	14	18		43.00	0.54	25
R	Parks & Recreation	JCC Marina Parking Area	Construct asphalt parking area to accommodate 150 parking spaces parking area as shown in the 2020 Shaping Our Shores Master Plan.	-	254,000	1,446,000	-	-	1,700,000	12	18		41.25	0.52	26
DD	WJCC Schools	JHS Cafeteria School Expansion	This project increases the core/cafeteria space at JHS to alleviate overcrowding.	2,278,000	-	-	-	-	2,278,000	1	3		38.00	0.08	27
X	Parks & Recreation	Warhill Sports Complex Connector Rd.	Construct new connector road to VDOT standards to be adopted into the state secondary road system for state maintenance.	-	-	-	-	4,735,000	4,735,000	18	18		35.25	-0.07	28
U	Parks & Recreation	Chickahominy Park Connector Road	Construction of connector road as shown in the 2020 Shaping our Shores Master Plan. The new road way would divert traffic to the rowing/paddlecraft area and RV storage from driving through heavily populated camping areas	-	-	526,452	-	-	526,452	15	18		34.25	-0.10	29
AA	Williamsburg Regional Library	New James City County Library Branch/New Joint Library	Construction/Renovation of new library building per architectural assessment completed in May 2018.	1,000,000	1,481,250	8,901,875	12,412,375	-	23,795,500	1	3		23.75	-0.44	30
BB	Williamsburg Regional Library	James City County Library Playground	Proposal for a playground at the James City County Library site funded through a partnership with the Friends of WRL Foundation.	-	-	-	-	-	-	2	3		26.50	-0.45	31
B	General Services	Curbside Recycling Billing System	This request is to purchase an actual billing system that can be used for the Curbside Recycling Program.	300,000	-	-	-	-	300,000	1	3	Removed as a Policy Committee consideration			
				20,137,555	78,766,788	38,225,880	27,861,375	30,471,000	195,462,598						

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA James City County Planning Commission

SUMMARY

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (no weighting- if one of the below categories applies, project should be given special funding priority) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 10, 2022
4:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 4:05 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair

Jack Haldeman

Tim O'Connor

Absent:

Rich Krapf

Staff:

Ellen Cook, Principal Planner

Josh Crump, Principal Planner (Virtual)

Terry Costello, Senior Planner

Suzanne Yeats, Planner

Paxton Condon, Community Development Assistant

Katie Pelletier, Community Development Assistant (Virtual)

Cheryl Cochet, Assistant Director, Financial and Management Services Department (Virtual)

Margo Zechman, Senior Budget and Accounting Analyst (Virtual)

C. MINUTES

1. Minutes of the September 9, 2021 Meeting

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. Fiscal Year 2023-2027 Capital Improvements Program Review

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2023-2027 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would rank each request in accordance with the Comprehensive Plan and provide a list of its priorities to the Board of Supervisors. She stated that 29 applications were received from County departments and related agencies and three requests were received from the Williamsburg-James City County (WJCC) Schools. She stated that the Policy Committee could identify questions for departments regarding their CIP requests. She stated that requested departmental staff would be attending the next two meetings to answer detailed questions, and that Financial and Management Services staff will also be available to answer questions about the overall budget process. She stated that staff would compile the finalized ranking to present at the March 14, 2021, meeting of the Planning Commission.

Mr. Tim O'Connor asked what departments were coming to the next meetings.

Ms. Costello stated Economic Development, General Services, Stormwater and Resource Protection, Parks & Recreation, Social Services, Williamsburg Regional Library, and WJCC Schools would be coming to answer questions in the next meetings.

The Committee discussed questions they had for the library and additional details they would like to see including the location and floorplan layout. The Committee discussed their concern with not having a final decision for the location of the library applications.

Mr. Haldeman asked if there were any staff positions for the library and Social Services that could continue to be done via telework. Mr. Haldeman also stated that he does not think that the Chickahominy Riverfront Park RV Storage project would have a large impact on the community but that it does seem to have a high return on investment. He stated that the Police request that covers the expensive equipment seemed like a good idea.

Mr. Polster stated that the Pre-K space application had also not determined a location yet.

The Committee discussed Economic Development's business-ready sites program application. The Committee discussed their questions for the site selection and the return on investment.

Mr. Haldeman asked what the cost-sharing would be between localities for the library and if that is dependent on location.

Ms. Cheryl Cochet stated that for the library the cost-sharing is determined by the location.

Mr. O'Connor stated that he is not sure if the James City County (JCC) residents who are utilizing the current library in the City of Williamsburg were using it by choice or due to materials they need only being available at that location. He stated that he has concerns about the economic benefit to businesses of having the library nearby not occurring in the County if the library is not located here.

Mr. Haldeman asked how much of the funding for the JCC library playground was actually coming from donations.

Mr. O'Connor requested additional information on the Open Space Match program.

Mr. Polster asked about the open space match process and suggested the possibility of the application returning to CIP next year.

Mr. Polster asked about the Social Services building and the space that Olde Towne Medical and Dental Center is renting.

Ms. Cochet stated that Olde Towne is a separate entity and its lease ends in July of 2024.

Mr. O'Connor asked what would become of vacant office space and how that would be repurposed.

The Committee discussed whether the costs for the curbside recycling and for the design of the new baseball field were too high.

The Committee discussed the various park projects and the costs of each as well as the potential cost savings if the County were able to do the projects together rather than in stages.

Ms. Cochet explained that the County's debt capacities are taken into account for every application. She stated that it would be best to discuss the timeline of each project with the project managers to determine whether that was logistically possible.

Mr. Haldeman asked what the next steps were.

Ms. Costello stated that department representatives would be in attendance at the February 17 and 24 meeting to answer questions.

F. ADJOURNMENT

Mr. Haldeman made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 4:40 p.m.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 17, 2022
4:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Absent:

Jack Haldeman

Staff:

Ellen Cook, Principal Planner

Josh Crump, Principal Planner (Virtual)

Terry Costello, Senior Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services (FMS) Department (Virtual)

Margo Zechman, FMS Senior Budget and Accounting Analyst (Virtual)

Betsy Fowler, Director, Williamsburg Regional Library

Toni Small, Director, Stormwater and Resource Protection Division

Rebecca Vinroot, Director, Social Services Department

Andrew Fletcher, Administrative Services Manager, Social Services

Grace Boone, Director, General and Capital Services Department

Shawn Gordon, Chief Civil Engineer, General Services

Joanna Ripley, Assistant Director, General Services

Chris Johnson, Director, Economic Development Office

C. MINUTES

1. Minutes of the September 9, 2021 Meeting

Mr. Rich Krapf made a motion to Approve the September 9, 2021, meeting minutes.

The motion passed 3-0.

D. OLD BUSINESS

1. FY2023 - FY2027 Capital Improvements Program Review

Ms. Terry Costello thanked everyone for being present at the meeting. She stated that as part of the review for the Fiscal Year (FY) 2023-2027 Capital Improvements Program (CIP) requests the Policy Committee would rank each request in accordance with the Comprehensive Plan and the ranking criteria and provide a list of its priorities to the Board of Supervisors (BOS). She stated that there are four divisions present to answer questions and

that at the February 24 meeting Economic Development, Community Development, Parks & Recreation, and Williamsburg-James City County Schools would be present to answer questions.

Ms. Joanna Ripley stated that she would address the questions the Committee submitted to General Services. With regard to the General Services Administration Building, she stated that there is not currently a floorplan since the previous one no longer met current staffing levels.

Mr. Tim O'Connor asked about the different rooms in the inventory listing.

Ms. Grace Boone stated that the building combines Field and Office staff. She stated that there will be training and warmup rooms.

Ms. Ripley stated that in General Services they have very few staff eligible for telework and do not foresee being able to utilize that for space saving. Ms. Ripley stated that the County does not typically have unused office space. She stated that as soon as offices become vacant, they are usually filled.

Mr. Polster asked if solar had been considered for the Covered Parking project for the Police vehicles and equipment.

Ms. Ripley stated that due to staffing shortages General Services had not been able to complete an Request for Information (RFI) for adding solar panels to the facilities. She stated that staff is continuing to research and pursue solar panels.

Mr. Krapf asked if long-term leasing facilities or other alternatives to building a new General Services Administration Building had been looked at as well.

Ms. Boone stated that leases had not been looked at. She stated that it was very important to them to be able to be on the same site as their Field to avoid losing the collaboration provided.

Mr. Polster asked to clarify if solar panels would be added to the Covered Parking project.

Mr. Shawn Gordon stated that the facility would be a prefabricated building and that solar panels could be added in the future.

Ms. Boone stated General Services would gather additional information for Mr. Polster.

Ms. Rebecca Vinroot stated that she would address the questions the Committee submitted for Social Services. With regard to the Human Services Center Renovations application, she stated that telework is beneficial, but that Social Services staff also gets a significant amount of support from being in the office, so she does not foresee having large number of staff teleworking on a permanent basis.

Ms. Vinroot, Director of Social Services, stated that she would like to see Social Services move into the space currently occupied by Olde Towne Medical and Dental Center when its lease ends. She stated that she would like to see more space available for family visits since right now Social Services currently has to find space in the community.

Mr. Polster asked to clarify the plan for the Human Services consolidation.

Ms. Vinroot stated that once Olde Towne Medical and Dental Center vacates its current space the intention is to consolidate all of Human Services including Housing into the one building. She stated the main need with their application is to revamp the current building to meet the needs of Human Services.

Mr. Krapf asked how much Olde Towne Medical and Dental Center would be taking, such as furniture or fittings, when its lease ends.

Ms. Vinroot stated that Olde Towne Medical and Dental Center would only be taking what it had purchased, which was mostly medical equipment Social Services would not need.

Mr. Krapf asked if the parking would meet their updated needs.

Ms. Vinroot stated that it would.

Ms. Boone explained that while General Services has been doing some minor work to the building in past years, they have not been doing any major changes in anticipation of this renovation in the future.

Ms. Toni Small, Director of Stormwater and Resource Protection Division (SRP), stated that she would address the questions the Committee submitted for SRP. Ms. Small stated that she received the Committee's request for an explanation of certain CIP projects. Ms. Small summarized a few of the watershed management and retrofit plans. Ms. Small stated SRP's five-year MS4 permit from the Department of Environmental Quality (DEQ) is going to expire in the fall of 2023 and that the department is preparing for the next five-year permit. Ms. Small explained the stream restoration project maintenance and repair projects as well as next steps. She stated that the Route 5 flood mitigation study would be better described as a flood study for the Powhatan Creek watershed.

The Committee and Ms. Small discussed additional requirements from the DEQ and the impacts of the SRP projects.

Ms. Betsy Fowler stated that she would address the questions the Committee submitted for Williamsburg Regional Library (WRL). With regard to the application for a new branch or new joint library, Ms. Fowler stated everyone seems to be in agreement that a new library facility is needed. She stated that a consultant was hired to determine what would be needed for a joint facility. She stated that the City of Williamsburg was not interested in participating if the location changed from the current location downtown. She stated that an alternative location possibility option was explored as well. She stated that her impression is that the City Manager wants the new public library at the existing site, and that the City of Williamsburg has set \$8 million aside for the project. She stated that the County Administrator seemed willing to discuss it, but is consulting with the BOS for how they would like to proceed. She stated that the Williamsburg Regional Library Board of Trustees, at their January meeting, made a motion that the current location would be the ideal choice. She stated that Williamsburg Regional Library Board of Trustees noted a citizen survey preferring the current location and that it is an established site.

Ms. Fowler stated that the Stryker Center is a public building that the City of Williamsburg owns that the WRL uses for overflow. She stated that if a new building is built, the library might be able to link with the Stryker building. She stated that there are currently 88 available parking spaces and additional parking options in the surrounding area. She stated that underground parking has been proposed and possibly an additional parking garage.

Mr. Krapf asked if the popularity of eBooks and virtual meetings might decrease the amount of space needed for the library.

Ms. Fowler stated that the consultant took those trends into account and while the WRL does not need as much additional space for book collections; however, there is a need for additional space for creation space, digital labs, recording spaces, collaboration spaces, and similar uses.

Mr. Krapf stated that there are still a lot of unanswered questions that make it hard to rank the project.

Ms. Fowler stated that she is hopeful about receiving more guidance in the near future. She stated that the WRL also received updated numbers from the architect in December.

Mr. O'Connor asked if Ms. Fowler thinks there is any benefit to building a new building and also opening the new facility in Grove.

Ms. Fowler stated that the WRL is still open to suggestions. She stated that for the Grove facility the vision is a neighborhood library that would have a children's materials collection and would be designed to meet the needs of the local population. She stated that the library put programming together to meet the needs of the Grove community, but have a hard time finding local space to provide those services. She stated that the library needs a structure to utilize. She stated that she does not think that a Grove facility could meet the square footage needed for the main library.

Mr. O'Connor asked about the parking needs for a new facility.

Ms. Fowler stated that the Williamsburg Regional Library Board of Trustees would like to co-locate the library with new Parks & Recreation amenities so that parking spaces could be shared as well.

Mr. Polster asked Ms. Fowler if she could return to the Planning Commission meeting with an update.

Ms. Fowler stated she would be happy to return.

The Committee and Ms. Fowler discussed additional possibilities and services the library offers.

Mr. Polster stated that at this point the Williamsburg Regional Library Board of Trustees needs more guidance from the BOS and the City of Williamsburg.

Mr. O'Connor stated that the Committee also needed more information regarding a solution for the library parking.

Ms. Fowler stated that she agrees about the parking and that the WRL hopes for an approach that allows free parking to be available since paid parking would be a barrier to access for the library.

Ms. Fowler stated that the library playground application would be all donor funded. She stated that it is listed as a CIP project due to the need for staff time from Ms. Boone and Mr. Gordon.

E. NEW BUSINESS

There was no New Business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 5:05 p.m.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 24, 2022
4:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair
Jack Haldeman
Rich Krapf
Tim O'Connor

Staff:

Ellen Cook, Principal Planner
Terry Costello, Senior Planner
Suzanne Yeats, Planner
Paxton Condon, Community Development Assistant
Cheryl Cochet, Assistant Director, Financial and Management Services (FMS) Department
(Virtual)
Margo Zechman, FMS Senior Budget and Accounting Analyst (Virtual)
Alister Perkinson, Parks Administrator
Chris Johnson, Director, Economic Development Office
Marcellus Snipes, Senior Director, Operations Williamsburg-James City County (WJCC)
Schools
Daniel Keever, Chief Operating Officer, WJCC Schools

C. MINUTES

There were no minutes to review.

D. OLD BUSINESS

1. FY2023 - FY2027 Capital Improvements Program Review

Ms. Terry Costello thanked everyone for being present at the meeting. She stated the purpose of the meeting was to continue the review of the Capital Improvements Program (CIP) project requests. She stated that Mr. Alister Perkinson from the Parks & Recreation Department, Mr. Chris Johnson from the Economic Development Department, and Mr. Marcellus Snipes and Mr. Daniel Keever from the WJCC Schools were present. Ms. Costello noted that after the presentations, the Committee can review the rankings or meet on March 3 to finalize the scores.

Mr. Frank Polster stated the order of the presentations will be the Parks & Recreation, Economic Development, and the WJCC School Division.

Mr. Perkinson answered questions from the Committee on the Chickahominy Riverfront Park Campground Improvements. The project is to build a loop that could accommodate recreational vehicles (RV) or cabins as additional camping opportunities. He stated that if there

were RV sites, it could be an additional \$75,000-\$100,000 yearly revenue. Cabin rentals would generate an additional \$250,000 yearly revenue. He also stated that the park generated approximately \$675,000 in Fiscal Year (FY) 2021, of which \$470,000 was generated in camping fees, primarily RV sites.

Before continuing on, Mr. Polster asked if anyone was attending the meeting virtually.

Ms. Costello stated that representatives from FMS, Ms. Cheryl Crochet and Ms. Margo Zechman, were attending virtually.

With no further questions on Chickahominy Riverfront Park, Mr. Perkinson continued. He then addressed some questions from the Committee on the users, visits, and costs for the James City County Marina. He stated that there are 75 wet slip boat customers and 20 dry storage boat customers. There is a high demand for these storage units, with 100 customers for the dry storage on a waiting list and also 80 customers on a waiting list for the wet storage. He also stated that there is a waiting list for boat storage at Chickahominy Riverfront Park. Mr. Perkinson stated that Paddlecraft, bike rental, fuel sales, launch boat areas, and concessions are also revenue generating activities at the James City County Marina. He stated the boat rental fees have been adjusted to market rate.

Mr. Tim O' Connor asked what the boat storage rates were, and if there was a difference between covered and uncovered slips.

Mr. Perkinson stated that in the past the covered slip rates were higher than the uncovered rates. The uncovered slips were upgraded, so currently the rates for both uncovered and covered are the same. Mr. Perkinson stated that the current rates are \$200 per month or \$2,000 annually. Phase II will involve upgrading the covered slips, which will cause the rates for the covered slips to become higher than the uncovered slips. He also stated that the uncovered will have electricity, where the covered slips have their own meter, and the customer will be responsible for obtaining power.

Mr. Perkinson then addressed the questions concerning the baseball fields at Warhill Sports Complex. The \$900,000 requested for design is the standard 20% cost of construction. Costs that are projected out over the next five years are re-evaluated time progresses closer to the year being funded.

Mr. Perkinson stated that the improvements proposed for Jamestown Beach Event Park are not tied to revenue generating activities. The improvements are mostly to infrastructure, roadways, and restrooms. He stated that there is a stage included in the project. He also stated that there is some income generated at the park, and they do anticipate a small increase due to the stage being constructed. Mr. Perkinson stated that this park generated approximately \$100,000 in revenue in FY 2021, mostly from the beach, parking fees, and concessions.

Mr. Perkinson then addressed the question on connectivity with Freedom Park. He stated that pedestrian connections to nearby neighborhoods are part of the project.

Mr. Perkinson then addressed the Warhill Connector Road project. He stated that \$600,000 was the projected amount for design fees. He also stated that the road is shown on the recently adopted Warhill Sports Complex Master Plan. The plan is to build the road to Virginia Department of Transportation's (VDOT) standards and have it accepted as part of the secondary road system.

Mr. Jack Haldeman asked for clarification on the design amounts for the baseball field and road.

Mr. Perkinson stated that the total project was \$4,735,000, with \$600,000 being design costs for the road, and \$900,000 for the baseball fields.

Mr. Haldeman asked if there was any cost savings if the projects were combined.

Mr. Perkinson answered that it depends on the project as to whether it can be combined with other projects. He also stated that there may be opportunities for cost savings if projects were combined.

Mr. Richard Krapf asked if the additional parking spaces proposed at the James City County Marina would be pervious or impervious spaces.

Mr. Perkinson answered that the spaces would most likely be pervious and built on the Jamestown Road side of the building, out of the floodplain.

Mr. Polster asked about the recovery rate for these projects.

Mr. Perkinson answered that he did not have the exact number at hand, but the rate was above 50%.

Mr. O'Connor asked if the benefits of the Warhill Connector Road outweighed the cost.

Mr. Perkinson answered that the road is currently used as a cut through. If it is added to the VDOT system, its maintenance would then be VDOT's responsibility.

Mr. Chris Johnson then gave an overview of the Business Ready Sites CIP application. He stated that this is a new project that is looking to initiate a local business ready site program. The goal is to provide a list of local sites that is ready to commence construction for businesses. In 2019, the Virginia Department of Economic Development funded the characterization of almost 500 sites across the state, and the County had 11 sites that were identified by this program. The CIP application that was submitted includes four of those 11 sites. Mr. Johnson stated that the costs include what would be needed to raise their tiering level in the state's scoring system. He stated that the scoring level as part of the application is what the state has scored the sites according to its system.

Mr. Johnson then addressed a question concerning the properties where two are County owned and two are privately owned. He stated that there is a site in both Greenmount Industrial and Stonehouse that are County owned. When these studies were done, they represented all the undeveloped properties in both developments. Therefore, the cost estimates are not solely for the County owned sites.

Mr. Polster asked for clarification of the cost estimates.

Mr. Johnson stated that some studies on the properties have been done since the initial state study. The cost has been separated over a five-year period. The cost associated with the private properties represent 50% of the cost since they are privately owned. The goal is to have a cost sharing arrangement with the owners.

Mr. Polster asked if either owner have been contacted.

Mr. Johnson stated no, one of the properties has recently had land use changes and it was important to know what those changes were before approaching the current owners.

Mr. Polster asked for more information concerning the cost.

Mr. Johnson answered that the figures were generated from engineers that performed the tiering work two years ago for the state. He stated that these estimates are in a global sense.

Mr. O'Connor asked whether the state would accept any independent studies outside of the work that the state has done that the State has done.

Mr. Johnson answered that there is a review board which reviews available studies previously unavailable at the tier assessment time. They will determine if these new studies are acceptable or if more work needs to be done.

Mr. Polster asked about the KPMG Study. He asked about the suitability rating that was identified in that study for each site.

Mr. Johnson answered that his department put forth an application for four of the 11 sites identified by the State. His department felt that these four sites were likely to be developed in the near future.

Mr. Johnson then addressed questions on the Greenmount Industrial Park site as to what the return on investment would be. He stated that the purchase price should not be solely considered. There are a variety of factors that go into when the County acquires property. He stated that the goal was to make the property more marketable.

Mr. Johnson addressed similar questions regarding the Stonehouse Commerce Park site. He stated that by performing due diligence studies it would make the site more marketable and more attractive to businesses.

Mr. Polster expressed his concerns about the topography score.

Mr. Johnson then addressed the Barhamsville sites. When certain planned infrastructure is built, the property will have road access and utilities.

Mr. Polster stated that this mixed-use area would need a rezoning in order to develop as a commercial site. He expressed concerns about the traffic once the Hazelwood property is developed.

Mr. Daniel Keever introduced himself to the Committee and addressed the questions concerning the Jamestown High School Cafeteria Expansion. He provided updated capacity figures. This project has been included in the last few years CIP submissions. He stated that the cafeteria expansion serves other needs besides cafeteria space during lunch periods.

Mr. Keever then addressed the Lafayette High School Expansion project. He stated that this expansion would increase space in the building and also allow for redistricting to take place. This redistricting would help with the overcrowding at Jamestown High School. Mr. Keever stated that there is still a need for the cafeteria expansion even after the redistricting.

Mr. Snipes then explained that the cafeteria expansion would be considered as a common space and would also be similar to the other high schools.

Mr. Keever then addressed the questions on the Pre-K space application. Initial discussions have taken place with the idea of two dedicated structures on two existing school sites where the program currently exists.

Mr. Polster asked about the study that was done previously.

Mr. Keever stated that WJCC felt they needed an updated study. There is a possibility that a third site is needed.

Mr. Keever then stated that there are 395 students in the Pre-K program. Currently there are 97 students on the wait list. The wait fluctuates during the course of the school year.

Mr. Polster asked if the School Division was comfortable with the numbers in the AnLar Report.

Mr. Keever answered they were comfortable with the 231 additional students that they need to serve, but not comfortable with the 10 additional classrooms. They feel the classroom number should be higher.

Mr. Krapf asked about the priority ranking for the school projects.

Mr. Keever felt that the governing bodies authorized design money for the Pre-K project in this fiscal year. That is why they felt two applications should have the number one priority.

Mr. Krapf then stated he appreciated the Z-score addition.

Mr. Haldeman then stated he generally agreed with the preliminary ranking. He stated that he would like to see the Open Space Match move up in the ranking. He felt this project affects everything, such as Stormwater and School space. He also stated that he felt the Parks & Recreation storage facility projects are important due to the return on investment.

Mr. O'Connor will have some adjustments to make on his scoring based on the discussions with the departments and divisions. He expressed his concerns on the Open Space Match, more specifically the Purchase Development Rights (PDR) Program. He stated that if there are changes to the Rural Lands zoning, there may be some changes to the PDR Program as well. He also felt that there should be more concrete criteria as to which properties should be included in the PDR Program.

Mr. Polster also expressed his concerns about the PDR Program and the specificity of the requirements. He would also like to see if there are any alternatives to the PDR Program.

Mr. Krapf would also like to see the Open Space Match moved up the ranking. He stated that more robust grading criteria should be included.

Mr. Polster expressed his concerns over the Business Ready Sites application. He also mentioned the New Grove Library project possibly co-locating with either the Parks & Recreation or the WJCC Schools.

Mr. Haldeman also spoke on the New Grove library co-locating with the WJCC Schools.

The Committee discussed the Covered Parking for Police vehicles and trailers. Mr. Polster did speak to the importance of including the solar panels as part of this project.

The Committee asked if they could meet before the Planning Commission Regular meeting on March 2, 2022.

Staff stated they would look into it and report back.

E. NEW BUSINESS

There was no New Business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 5:15 p.m.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 2, 2022
5:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 5:00 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair

Jack Haldeman

Rich Krapf

Tim O'Connor

Staff:

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

Paxton Condon, Community Development Assistant

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY2023 - FY2027 Capital Improvements Program Review

Ms. Terry Costello stated that this meeting is to confirm the final scoring and ranking recommendations of the Committee. She stated that these would be forwarded to the Planning Commission and Board of Supervisors (Board) as part of their budget discussions. Ms. Costello asked if there were any questions.

Mr. Jack Haldeman stated he would like to see the Open Space Match project moved up the list.

Mr. Rich Krapf stated that he agreed with moving Open Space Match up and that he had also ranked it higher.

Mr. Frank Polster stated that the Open Space Match was one of their only anomalies for the Z-score rankings. He suggested moving Open Space Match into the tenth ranking putting it into the top ten right above the Chickahominy Riverfront Park projects.

Mr. Tim O'Connor stated that without a set Open Space prioritization criteria he disagreed with utilizing funds for this project, but that he would not have an issue if the Committee decided to move it up.

The Committee agreed to move Open Space Match to the tenth spot.

Ms. Costello asked to clarify if the Committee wanted to add a note to go along with this change.

The Committee agreed they would like to add a notation for utilizing the State's green space criteria for the Open Space Match prioritization.

Mr. O'Connor asked if the library playground project's ranking mattered since it does not require County funding.

Mr. Polster stated that it needed to be included on the list because of the staff time requirement.

The Committee discussed adding a note in the memorandum explaining this project.

Mr. O'Connor asked if the Committee wanted to include a comment to the Board explaining why it was hard to score the new library project.

The Committee agreed to add a note stating that the Commissioners recognize the need for a new library, but that the decision for a location is up to the Board and other parties.

Mr. Polster stated that he was glad to see where the Williamsburg-James City County Schools projects were ranked. He also stated the Committee needed to discuss the Grove area library and that he does not see that project as a standalone project.

Mr. Haldeman stated that he sees the need for a new larger library, but that he thinks it would be too much to worry about that as well as a new standalone library in Grove. He stated that maybe if the library could build on to the Abram Frink Jr. Community Center it may be more feasible.

Mr. Polster asked Ms. Costello to ask Ms. Betsy Fowler for additional information.

Ms. Costello stated that Ms. Fowler would be attending the March 14 Planning Commission meeting.

The Committee discussed the site selection for the Economic Development project.

Ms. Costello confirmed that the only change to the rankings was the movement of the open space match and the added notes.

There was no further discussion.

Mr. Krapf made a motion to approve the Fiscal Year (FY) 2023-2027 Capital Improvements Program rankings as amended and with the notes added.

The motion passed 4-0.

E. NEW BUSINESS

There was no New Business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 5:25 p.m.

**Unapproved Minutes of the March 14, 2022
Planning Commission Regular Meeting**

Fiscal Year 2023-2027 Capital Improvements Program

Ms. Terry Costello, Senior Planner, stated that after a series of meetings to discuss and evaluate this year's Capital Improvements Program (CIP) requests, the Policy Committee is forwarding its recommendations for the FY 2023 thru FY 2027 CIP to the Planning Commission for Consideration.

Ms. Costello stated that a total of 31 projects were submitted: 25 from County departments, three from Williamsburg Regional Library (WRL), and three from Williamsburg James City County Schools (WJCC Schools). Ms. Costello stated that of the 31 projects submitted, 26 County projects, two WRL and three school WJCC Schools projects were included in the previous 5-year CIP budget.

Ms. Costello stated that Policy Committee members used a standardized set of ranking criteria to prioritize each application. Ms. Costello stated that Individual Committee member scores were used as well as Z-scores which describe the position of a raw score in terms of its distance from the mean, when measured in standard deviation units to determine the final ranking.

Ms. Costello stated that at its March 2, 2022, meeting, the Policy Committee voted unanimously to forward the following priorities to serve as a recommendation to the Planning Commission and Board of Supervisors:

1. Stormwater Capital Improvement Program
2. Transportation Match
3. Lower County Park
4. Business Ready Sites Program
5. Covered Parking for Specialty Vehicles & Trailers
6. Human Services Center Renovations
7. New Grove Area Library
8. Chickahominy Park RV Storage
9. James City County Marina Phase 2
10. Open Space Match
11. Chickahominy Park Paddlecraft Area
12. Chickahominy Park Multi-Use Trail
13. Pre-K Space
14. Greensprings Interpretive Trail Restrooms
15. Upper County Park Paving & Multi-Use Trail
16. LHS School Renovations
17. Chickahominy Park Campground Improvements
18. JCC Marina Bathhouse Facilities
19. Jamestown Beach Event Park Improvements
20. Upper County Park Splash Pad

21. General Services Administration Bldg.
22. Baseball Field Expansion
23. Freedom Park Phase IV - Active Recreation Facilities
24. Veterans Park Phase 2 Improvements
25. Chickahominy Park Bathhouse Facilities
26. JCC Marina Parking Area
27. JHS Cafeteria School Expansion
28. Warhill Sports Complex Connector Rd.
29. Chickahominy Park Connector Road
30. New James City County Library Branch/New Joint Library
31. James City County Library Playground
32. Curbside Recycling Billing System

Ms. Costello stated that staff recommends that the Planning Commission recommend approval of these priorities to the Board of Supervisors for consideration during the budget process.

Ms. Betsey Fowler, Director, WRL, made a presentation to the commission on the proposed WRL Projects.

Ms. Null requested that Ms. Fowler clarify Option 1 and inquired if this was the facility proposed for the Grove area.

Ms. Fowler stated that this is not the facility proposed for Grove. Ms. Fowler further stated that Option 1 is for a large facility located in a commercial corridor. Ms. Fowler stated that a location has not been determined.

Ms. Null stated that a good location might where the two areas of highest use are located.

Ms. Fowler stated that over the years, libraries have evolved from the traditional concept to an urban hub which includes meeting space, learning areas, performance space. Ms. Fowler stated that the new libraries are vibrant places for the community. Ms. Fowler noted that this library would need to be in a visible location and be constructed to draw users to it.

Mr. Haldeman whether the capital cost to the County for Option 2 would, in fact, be lower.

Ms. Fowler stated that it is possible, depending on what is negotiated.

Mr. O'Connor opened the Public Hearing.

As no one wished to speak, Mr. O'Connor closed the Public Hearing.

Mr. O'Connor opened the floor for discussion by the Commission.

Mr. Polster noted that the final slide in the WRL presentation should be included in the information forwarded to the board of Supervisors.

Mr. Polster stated that the note the Policy Committee recommended is “the Planning Commission does not support a stand-alone facility but does support a collocated facility with either the New Lower County Park or the current Frinks Rec Center and James River Elementary School to continue its outreach programs to the community.”

Mr. Polster stated that the Policy Committee discussed the request for matching funds for open space acquisition and decided to move this higher in the list of priorities. Mr. Polster stated that Virginia Land Conservation Foundation which evaluates greenspace for matching points includes criterion that references the Conserve Virginia mapping tools and that criterion from the Conserve Virginia mapping tools and that the Natural and Cultural mapping projects will provide an update for the Conserve Virginia GIS tools. Mr. Polster further stated that Natural and Cultural mapping tools will provide criterion that will help the County evaluate properties for the Purchase of Developments Right program and greenspace match.

Mr. Polster stated that the Policy Committee further recommended including a note that “the Planning Commission agrees that a new or expanded library facility is needed, but the decision on the location rests with the Board of Supervisors.”

Mr. Polster stated that regarding the new playground at the library facility on Croker Road, the Policy Committee recommended including a note that “the Friends of the Williamsburg Regional Library are funding the design and construction; however, because it is on County property the County will be responsible for staffing and maintenance.”

Mr. Polster stated that in the discussion on the Business Ready Sites, the Policy Committee two privately owned parcels were discussed; however, the property owners have not been contacted to determine if they are interested in participating in the program. The Committee recommended that the property owners be contacted to determine their interest in participating before the Board of Supervisors approves funding.

Mr. Haldeman stated that even though he recognizes the need for more library facilities, it is difficult to rank any of the projects without having clarity on location, cost and the division of financial responsibility.

Mr. Haldeman further stated that he would like to recommend that the Board of Supervisors study the possibility of aggregating these projects to full fund a number of them at one time. Mr. Haldeman noted that with the County’s AAA rating it can borrow money at the fixed rate of 2% for thirty years. Mr. Haldeman stated that he believes there would be a substantial saving when factoring in ever increasing design and construction costs.

Mr. Haldeman requested that the Commission move the open space match request higher in the rankings. Mr. Haldeman stated that he ranked the project as his No. 4 priority.

Mr. Krapf stated that he has the open space match was No.3 on his priority list. Mr. Krapf further stated that he agreed to move it to a lower priority was due to the Initiating Resolution to consider an Ordinance amendment to make the by-right development in rural lands one dwelling unit per

twenty acres. Mr. Krapf stated that he felt that tool could slow growth; however, with the open space match, it allows the County to leverage additional funding.

Mr. Krapf inquired if by aggregating funding, it meant fully funding the project on the front end.

Mr. Haldeman stated that he would like to recommend to the Board to look at projects to determine if it is beneficial to fund on the front end by borrowing the money and whether it would be a cost savings.

Mr. O'Connor stated that he would support including this item as a suggestion in the Minutes.

The Commission discussed moving the Open Space Match forward.

Mr. Haldeman made a motion to recommend approval of the Fiscal Year 2023-2027 Capital Improvements Program as amended and with the notes from the Policy Committee.

On a roll call vote, the Commission voted to recommend approval of the Fiscal Year 2023-2027 Capital Improvements Program as amended and with the notes from the Policy Committee.

Date: March 15, 2022

From: Friends of Forge Road and Toano
Linda Rice, President
2394 Forge Road, Toano, VA 23168
lindarice678@cox.net

To: The Honorable Members of the James City County Planning Commission

cc: The Honorable Members of the James City County Board of Supervisors

Re: Fiscal Year 2023-2027 Capital Improvements Program: Ranking of Priorities

Friends of Forge Road and Toano (F.O.R.T.) is a nonprofit group founded in 2004 by concerned citizens in Upper James City County. F.O.R.T. works with various other community groups to promote the preservation of rural areas, enhance awareness of our region's historic significance and support agri-tourism. Toward that end, F.O.R.T. respectfully requests that the Planning Commission raise the priority ranking of the local match funding for the greenspace acquisition program (ID B on the ranking spreadsheet) which was assigned by the Policy Committee in the Capital Improvements Program for Fiscal Years 2023-2027.

The Policy Committee's recommendation for a ranking of 10 on the priority list is disappointingly low and is out of step with the stated priorities of the citizens of James City County. Indeed, as specifically stated in the Policy Committee's own March 14, 2022 cover memorandum to the Planning Commission:

The Committee felt that the Open Space Match application should be ranked higher than the scoring revealed. This was due to the overall support of the program by residents and the impact the program has on reducing facility and service needs generated by additional development. (emphasis added)

And, as we speak, the County is engaged in a year-long, extensive Natural and Cultural Assets Plan Effort, utilizing the services of Green Infrastructure Center (GIC) of Scottsville, Virginia. Just last month, Karen Firehock, Executive Director of GIC presented an update on this project at the February 2, 2022 meeting of the Planning Commission. The presentation included this reminder of the impetus for the Natural and Cultural Assets Plan:

This plan is an operational initiative in the 2035 Strategic Plan and an outgrowth of affirmed community priorities established during the recent update of the county's comprehensive plan. Prioritizing the protection of natural lands and open spaces was the most highly ranked and supported objective across all three rounds of community engagement. (emphasis added by GIC)

This extensively detailed and laborious study is yet another testament to the stated commitment of the leadership of James City County to preserving our unique natural and cultural assets. Citizens rely on our leadership and take this commitment to preservation seriously. Citizen surveys for the 2045 Comprehensive Plan also supported this commitment.

One has only to look at the currently proposed Bush Springs project to see why open space easement purchases should be a much higher priority. The residents of Bush Springs Road have extensive family ties to this rustic, rural and forestal neighborhood. They are facing the prospect of 49 or 97 homes at the end of their one-lane country road. As was mentioned at the last Planning Commission meeting, this historic community could become a “pass-through” on the way to a new development. Would the land in this area not be an excellent candidate for an open space easement purchase?

Further, many other citizens will be negatively impacted by the large-scale developments that are being proposed and approved, with the promise of increased revenue for the County. It is incumbent upon the County to acknowledge this impact in a meaningful way, by dedicating some of that increased revenue to the actual preservation of our irreplaceable natural and cultural treasures.

F.O.R.T. sincerely appreciates the proposed allocation of funds to the preservation of open spaces. We acknowledge the challenge the County faces in distributing finite financial resources to a myriad of projects, all of which have worth. However, County citizens and leadership have stated time and time again that they highly value our natural and cultural assets, and we believe the priority ranking for greenspace acquisition should more closely reflect that value.

Respectfully submitted,

Friends of Forge Road and Toano

ITEM SUMMARY

DATE: 4/12/2022

TO: The Board of Supervisors

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

SUBJECT: Planning Commission and Board of Zoning Appeals 2021 Annual Report

Please find attached the 2021 Annual Report for both the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

ATTACHMENTS:

Description	Type
2021 PC & BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	3/25/2022 - 10:09 AM
Publication Management	Daniel, Martha	Approved	3/25/2022 - 10:14 AM
Legal Review	Kinsman, Adam	Approved	3/31/2022 - 11:58 AM
Board Secretary	Saeed, Teresa	Approved	3/31/2022 - 3:46 PM
Board Secretary	Purse, Jason	Approved	4/4/2022 - 2:19 PM
Board Secretary	Saeed, Teresa	Approved	4/5/2022 - 7:43 AM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2021 ANNUAL REPORT



**DEPARTMENT OF COMMUNITY DEVELOPMENT
101-A MOUNTS BAY ROAD
WILLIAMSBURG, VA 23185**

PLANNING DIVISION
757.253.6685

PLANNING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING

ZONING DIVISION
757.253.6671

ZONING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/447/ZONING



2021 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2021 Annual Report.

2021 continued to be impacted by COVID-19; yet the business of James City County continued. Planning staff and Commissioners continued to work very hard and creatively to ensure timely information was provided to citizens through a variety of media and formats. I appreciate of their efforts.

Number of Cases Reviewed by the Planning Commission	2017	2018	2019	2020	2021
Agricultural and Forestal District	1	13	7	2	1
Height Waiver	4	1	2	0	0
Master Plan	2	0	3	0	2
Rezoning	3	2	10	3	9
Special Use Permit	13	11	16	12	11

Remaining work on the Comprehensive Plan update was a major activity for the Commission in 2021, leading to Plan adoption. Update activities in 2021 started with the third round of public engagement, Deciding and Affirming, which consisted of three questionnaires (Policies and Actions, Community Character Design Guidelines, and Land Use proposals), complemented by a series of virtual Community Chats designed to assist citizens in completing the questionnaires. During this time, the Planning Commission Working Group (PCWG) continued to review the Plan’s chapter texts and, following the compilation of information from the Round 3 questionnaires, also reviewed and developed the Goals, Strategies, and Actions (GSAs) for each chapter.

The Board of Supervisors reviewed the draft Chapters and GSAs at work sessions in March and April, followed by a joint Planning Commission-Board of Supervisors work session in May. The PCWG completed its work on the Plan in June and voted to recommend approval of the Plan. The Planning Commission held a public hearing on June 24, 2021, and also voted to recommend approval of the Plan. The Board of Supervisors held a public hearing on July 13, 2021, and discussed the Plan at work sessions on September 28 and October 26, 2021. The Board unanimously adopted the Plan, *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*, on October 26, 2021.

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

Jack Haldeman, 2021 Planning Commission Chair

James City County Planning Commission

TABLE OF CONTENTS

List of Commission Members and Staff.....	2	Major Initiatives.....	19
Introduction.....	3	Contact Information.....	22
Development and Growth.....	4	Board of Zoning Appeals.....	23
Planning Commission Highlights.....	8	Comprehensive Plan Implementation.....	26
Planning Commission Actions.....	11	Glossary.....	40
Ordinance Amendments.....	18		

2021 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Jack Haldeman** (Chair)	Berkeley	1/10/2017	1/31/2026
Tim O'Connor** (Vice Chair)	At-Large	8/10/2010	1/31/2025
Rich Krapf**	Powhatan	1/23/2007	1/31/2026
Julia Leverenz**	At-Large	2/27/2018	1/31/2022
Barbara Null**	Stonehouse	2/25/2020	1/31/2024
Frank Polster**	Jamestown	2/01/2018	1/31/2026
Rob Rose**	Roberts	1/28/2020	1/31/2024

2021 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**
 Tammy Rosario, AICP, Assistant Director of Community Development
 Ellen Cook, AICP, Principal Planner
 Josh Crump, Principal Planner
 Alex Baruch, Acting Principal Planner
 Jose Ribeiro, AICP, Senior Planner II and Senior Landscape Planner II
 Thomas Wysong, AICP, Senior Planner II
 Tori Haynes, Senior Planner
 Tom Leininger, Senior Planner
 Brett Meadows, AICP, Planner
 John Risinger, Planner
 Beth Klapper, Community Development Assistant
 Katie Pelletier, Community Development Assistant
 Paxton Condon, Community Development Assistant

2021 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator
 Terry Costello, CZA, Deputy Zoning Administrator
 John Rogerson, CZA, Senior Zoning Officer
 Taylor Orne, CZA, Senior Zoning Officer

**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

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 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 Improvements Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and Ordinance revisions.

Longhill 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 activities:

- 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 priorities; and
- Participate in community planning forums and committee studies.

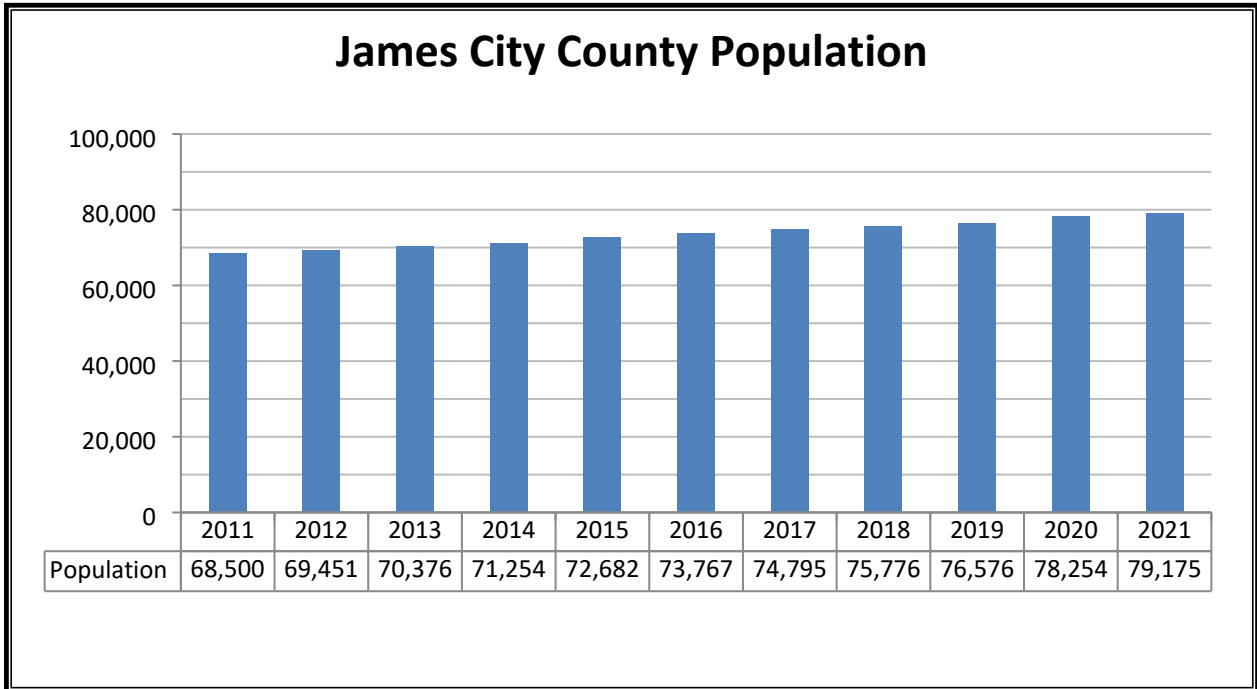
2021 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 6	July 7	March 15*
February 3	August 4	May 25**
March 3	September 1	June 24***
April 7	October 6	
May 5	November 3	
June 2	December 1	

*Organizational and CIP Recommendation Meeting

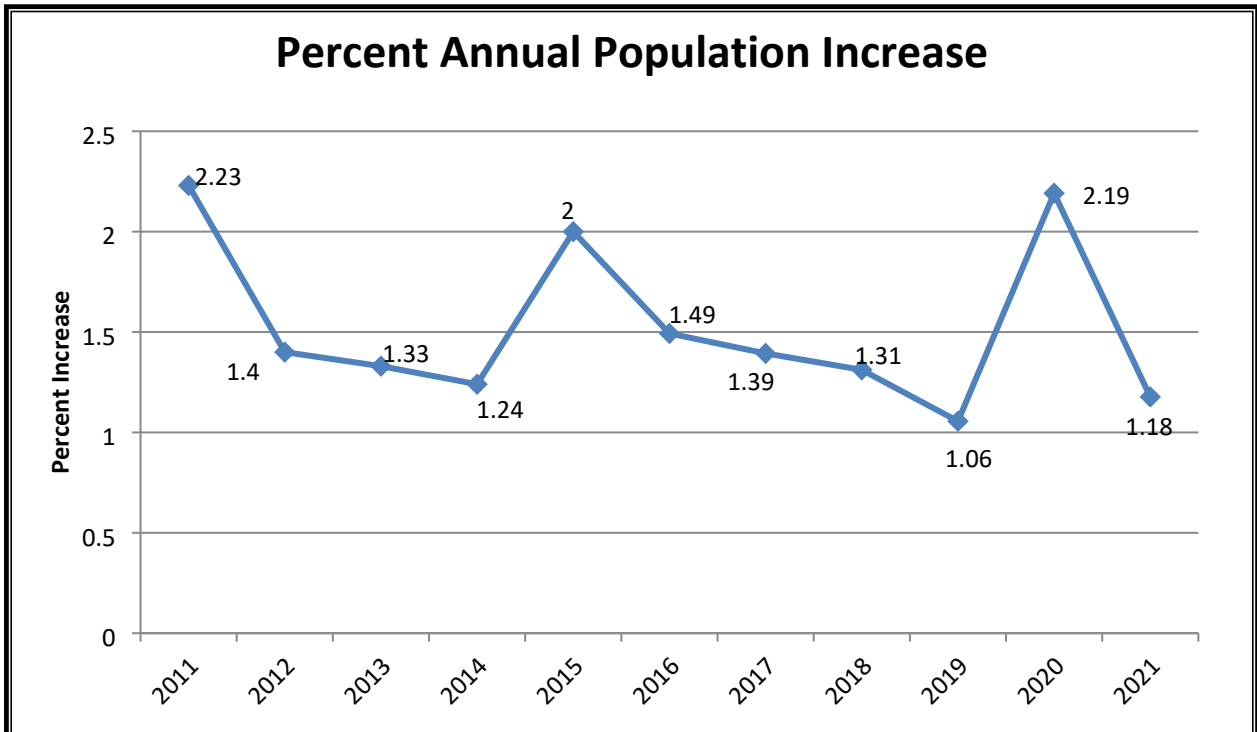
**Joint Work Session with Board of Supervisors

***Special Meeting for Comprehensive Plan Consideration

DEVELOPMENT AND GROWTH



Source: Staff population estimates (2011-2019, 2021) and United States Census Bureau (2020).
 Note: Staff population estimates are as of December of the year indicated.



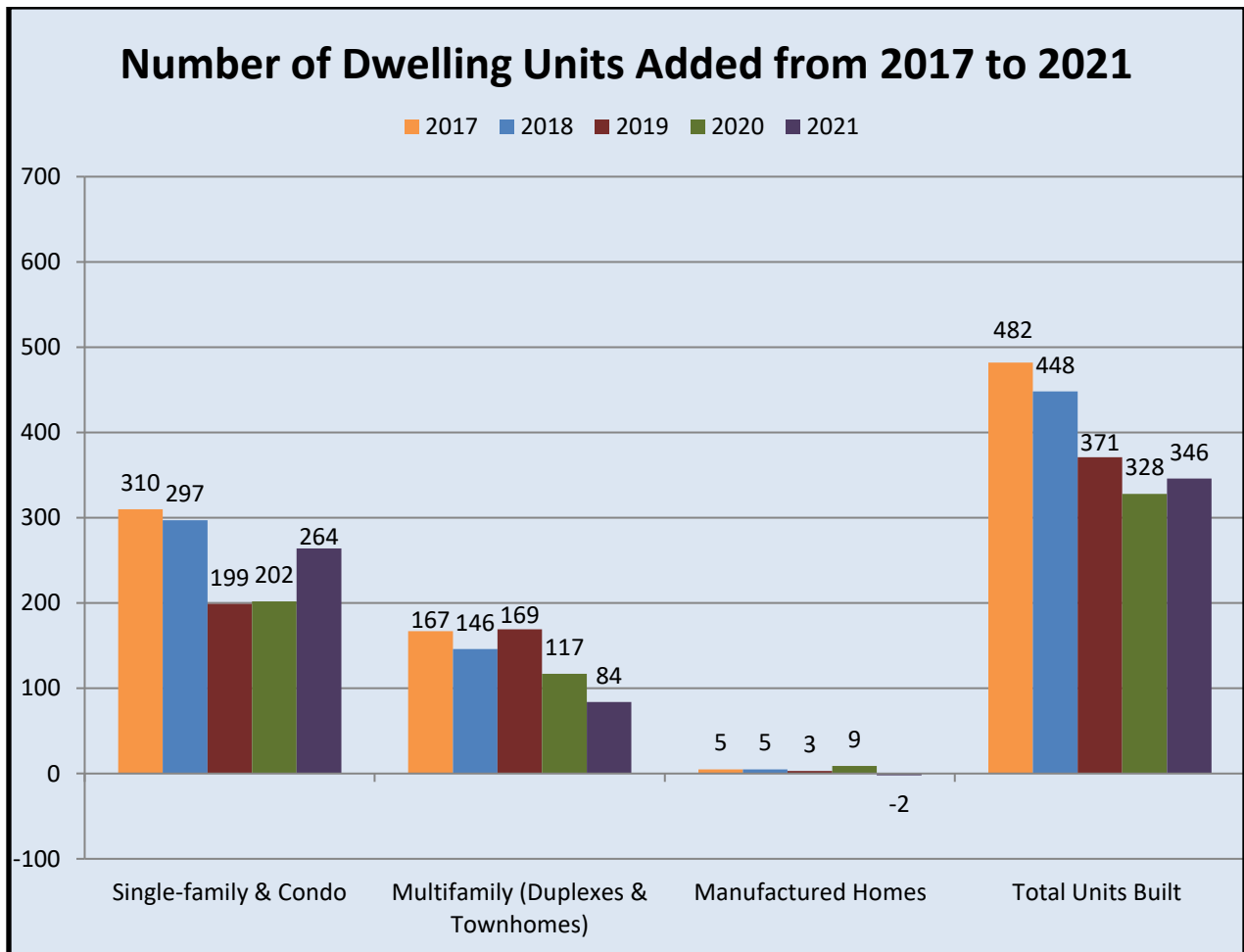
The apparent “jump” in population numbers between the years 2019 and 2020 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2020.

Number of Dwelling Units Added from 2017 to 2021

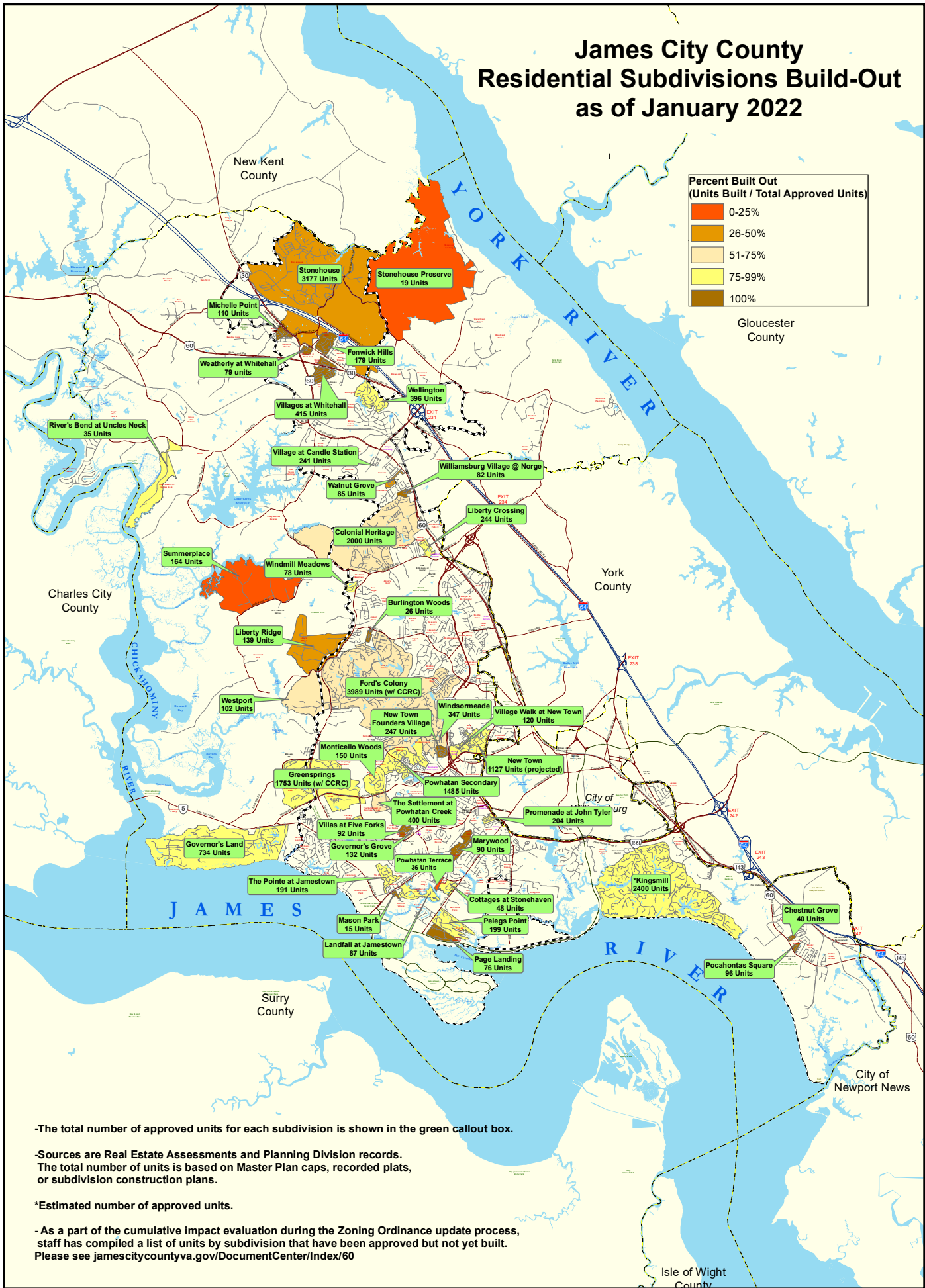
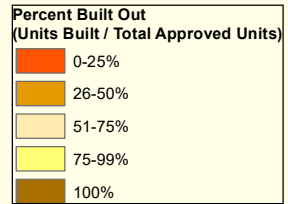
Calendar Year	Single-family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2017	310	167	5	482	33,301
2018	297	146	5	448	33,749
2019	199	169	3	371	34,120
2020	202	117	9	328	33,993
2021	264	84	-2	346	34,339

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

- For 2017-2019, the Total Unit Count represents the total number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of dwelling units added in 2017-2019. For 2020, the Total Unit Count is 33,993 per the 2020 Census. For 2021, the Total Unit Count represents the total number of dwelling units in the County per the 2020 Census plus the number of dwelling units added in 2021. The number of dwelling units added each year includes the number of residential Certificates of Occupancy issued, the number of dwellings demolished, and the number of dwellings destroyed by fires.



James City County Residential Subdivisions Build-Out as of January 2022



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

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

*Estimated number of approved units.

-As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff has compiled a list of units by subdivision that have been approved but not yet built. Please see jamescitycountyva.gov/DocumentCenter/Index/60

RESIDENTIAL SUBDIVISION BUILDING 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/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 Forms and Publications then Annual Reports: <https://jamescitycountyva.gov/DocumentCenter/Index/690>

- “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	7,579	508	6,976	7,484
Jamestown	7,887	464	6,108	6,572
Powhatan	6,689	826	5,821	6,647
Roberts	6,852	564	5,424	5,988
Stonehouse	7,795	989	7,721	8,710
TOTAL	36,802	3,351	32,050	35,401

- “Residential Development Status Report - Residential Only,” provides information only on residential units and continuing care facilities. 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	6,982	197	6,164	6,361
Jamestown	7,432	219	5,343	5,562
Powhatan	6,473	675	5,432	6,107
Roberts	6,850	251	5,060	5,311
Stonehouse	7,786	706	7,391	8,097
TOTAL	35,523	2,048	29,390	31,438

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

As part of the Comprehensive Plan update, staff worked with consultants to develop scenario planning and integrated land use, transportation, and cumulative impact models which will be used on an ongoing basis for assessing development impacts. In addition, staff continues evaluating features within the new permitting software which may also aid with tracking capabilities.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

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

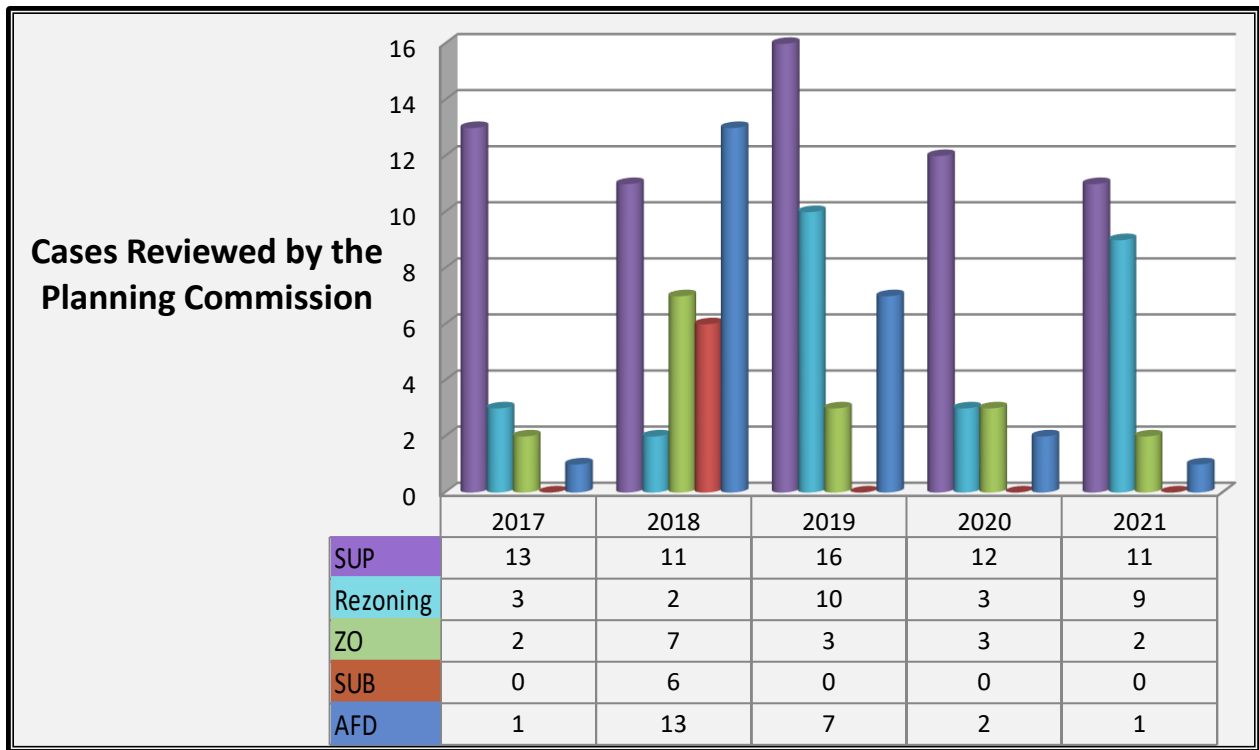
Special Use Permits (SUP): The Planning Commission reviewed 11 SUP applications including four requests for short-term rentals and two requests for schools as accessory uses to existing places of public assembly. Other applications included the continued operation of a place of public assembly; an entertainment Event Building at Busch Gardens; an amendment to the SUP for Bruster's Real Ice Cream to allow construction of a drive-through lane; and certain specially permitted uses associated with the plan for Hazelwood Farms - the Village Center.

Rezonings: Nine rezoning applications were considered by the Commission including, among others: a request to rezone an approximately 220-acre portion of 499 Jolly Pond Road, currently known as Deer Lake Estates, from A-1, General Agricultural, with Proffers and Rural Cluster SUP, to MU, Mixed Use, with Proffers to incorporate 150 age-restricted single-family detached units into the Colonial Heritage Master Plan area; an amendment to the adopted proffers and master plan for the Continuing Care Retirement Facility at Ford's Colony; a request to rezone approximately 3.4 acres from B-1, General Business and LB, Limited Business to B-1, General Business, with Proffers for a small-scale brewery and taproom; and an amendment to Condition No. 1 of the adopted proffers for Norge Center to permit other uses permitted by-right in the General Business, B-1 Zoning District on the Property.

Master Plan: Two Master Plan Amendments were reviewed by the Commission in 2021: a proposal to amend the Colonial Heritage Deer Lake Master Plan to incorporate 150 age-restricted single-family detached units along with various smaller changes, and a proposal for the Continuing Care Retirement Facility at Ford's Colony (Ford's Village) to amend the adopted proffers and master plan to permit up to 286 age-restricted residential units consisting of single-family dwellings and multifamily dwellings, as well as a facility containing a total of no more than 230 age-restricted assisted living/memory care rooms/skilled nursing beds.

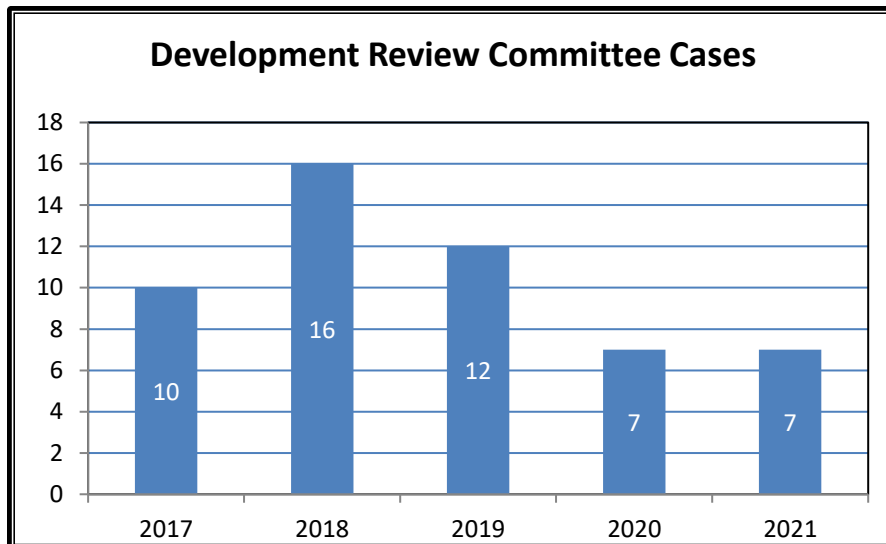
Residential Units Legislatively Approved in 2021: No new residential units were approved in 2021.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed one AFD addition bringing in a total of ± 60 acres.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed seven cases in 2021, including Case No. C-20-0129, Stonehouse Land Bay 5, to determine if the proposed construction of 116 single-family detached lots and 64 single-family attached lots is consistent with the Zoning Ordinance and approved Master Plan; Case No. C-20-0115, 1245 Stewarts Road Minor Subdivision, to consider an exception to the Subdivision Ordinance requirement for a single shared driveway; Case No. S-20-0049, Stonehouse Preserve and Riverfront Preserve Driveway Exception Request, which also sought an exception to the Subdivision Ordinance requirement for a single shared driveway; review of the James City County Parks Master Plan Update; Case No. C-21-0019, 360 Racefield Drive Solar Farm, to discuss the proposed withdrawal of approximately 26 acres from the Barnes Swamp AFD and SUP application for a solar farm at 360 Racefield Drive in the A-1, General Agriculture Zoning District; Case No. C-21-0097, Stonehouse Tract S, to determine if the construction of 300 residential units is consistent with the Zoning Ordinance and adopted Master Plan; and Case No. C-21-0098, Stonehouse Tract 11A, to determine if the construction of 320 single-family units is consistent with the Zoning Ordinance and adopted Master Plan.



POLICY COMMITTEE

The Policy Committee is responsible for developing recommendations on the Capital Improvements Program and Zoning Ordinance amendments. In 2021, the Committee continued to consider language for potential Ordinance amendments and performance standards which would address beekeeping in non-residential districts and add Contractors' Offices and Storage as a use in the Planned Unit Development - Commercial (PUD-C) Zoning District.

PLANNING COMMISSION ACTIONS

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-20-0017	Williamsburg Crossing Bruster's Real Ice Cream Amendment	5289 John Tyler Highway	0.55	An amendment to previously-approved SUP conditions to allow construction of a drive-through lane adjacent to the existing building.	Approval	Approval	Approval
SUP-20-0018	Richmond Road Hertzler and George Landscaping	8251 Richmond Road	4.97	A request to utilize existing structures for a contractor's office and to develop a storage yard for a landscaping business.	Approval	Approval	Approval
SUP-21-0004	1303 Jamestown Road, Williamsburg Wood Works at Colony Square	1303 Jamestown Road	0.37	A request to conduct a woodworking business within the Colony Square Shopping Center.	Approval	Approval	Approval
SUP-21-0014	Busch Gardens Entertainment Event Building	7851 Pocahontas Trail	1.5	A request to allow for the construction of an approximately 32,500-square-foot building to be used partly as an entertainment event building and partly as a warehouse/storage facility.	Approval	Approval	Approval
SUP-21-0013	2631 Lake Powell Road Tourist Home	2631 Lake Powell Road	0.35	A request to allow for a tourist home rental of an entire three-bedroom residential home as a tourist home. The owner does not live on-site.	Approval	Approval	Approval
SUP-21-0015	Crosswalk Community Church Daycare and School	5100 John Tyler Highway	3.86	A request to allow the operation of a daycare and school pre-kindergarten-eighth grade; the installation of two temporary classroom trailers for the 2021/2022 school year; construction of a permanent modular building; and continued operation of a place of public assembly.	Approval	Approval	Approval

<p>SUP-19-0005</p>	<p>Hazelwood Farms – The Enterprise Center</p>	<p>301 Old Stage Road 9211 Old Stage Road 275 Old Stage Road 9400 Barnes Road (portion south of I-64)</p>	<p>328</p>	<p>A request to rezone approximately 328 acres from A-1, General Agricultural and B-1, General Business to EO, Economic Opportunity with Proffers to allow for up to 2,920,000 square feet of warehouse/industrial/ office use, up to 75,000 square feet of commercial use, and up to 250 residential dwelling units. Also, a request to allow the following specially permitted uses: apartments; multiple-family dwellings; fast food restaurants; truck terminals; the manufacture and processing of textiles and textile products in structures more than 10,000 square feet; heavy equipment sales and service with major repair; machinery sales and service with major repair; a convenience store; a commercial building or group of buildings that exceeds 10,000 square feet of floor area; a commercial building or group of buildings, not including office uses, which generates a total of 100 or more additional trips to and from the site during the peak hour of the operation; and buildings, additions, and expansions requiring an SUP pursuant to Section 24-11(b) of the County Code; and extension of public water and sewer facilities.</p>	<p>Approval</p>	<p>Deferred to January 2022</p>	<p>No Action in 2021</p>
---------------------------	--	---	------------	--	-----------------	---------------------------------	--------------------------

SUP-19-0006	Hazelwood Farms – The Village Center	9505 Old Stage Road 9517 Old Stage Road 9689 Old Stage Road 9701 Old Stage Road 9400 Barnes Road	79	A request to allow the following specially permitted uses: convenience store with fuel sales; extension of public water and sewer facilities; commercial buildings or groups of buildings that exceed 10,000 square feet of floor area; commercial buildings or groups of buildings, not including office uses, which generate a total of 100 or more additional peak hour trips; any buildings, additions, and expansions requiring an SUP pursuant to County Code Section 24-11(b).	Approval	Approval	Approval
SUP-21-0016	Williamsburg Unitarian Church School	3051 Ironbound Road	7.5	A request to allow for a school within an existing place of public assembly for a maximum of 30 children with five staff members.	Approval	Approval	Approval
SUP-21-0018	1403 Jamestown Road Rental of Rooms	1403 Jamestown Road	0.96	A request to allow for the short-term rental of two bedrooms within a caretaker-occupied single-family home.	Denial	Denial	No Action in 2021
SUP-21-0020	528 Neck-O-Land Road Tourist Home	528 Neck-O-Land Road	0.99	A request to allow for a tourist home rental of an entire two-bedroom residential home as a tourist home. The owner does not live on-site.	Denial	Denial	No Action in 2021
SUP-21-0021	530 Neck-O-Land Road Tourist Home SUP Amendment	530 Neck-O-Land Road	0.91	A request to amend an existing SUP to allow for short-term rentals in an existing duplex at the rear of the property resulting in a total of four short-term rental units on the property.	Denial	Denial	Withdrawn

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0013/ MP-19-0011	Colonial Heritage Deer Lake Rezoning and Master Plan Amendment	499 Jolly Pond Road	220	A request to rezone an approximately 220-acre portion of 499 Jolly Pond Road, currently known as Deer Lake Estates, from A-1, General Agricultural, with Proffers and Rural Cluster SUP, to MU, Mixed Use, with Proffers to incorporate 150 age-restricted single-family detached units into the Colonial Heritage Master Plan area, with associated amendments to the existing Master Plan and Proffers.	Approval	Approval	Denial
Z-20-0005	Powhatan Terrace Proffer Amendment	1676 Jamestown Road 1678 Jamestown Road 18 0 Red Oak Landing Road	16.51	Proffer amendments to clarify obligations and responsibilities of the property owner while in a rental situation, reduce cash proffers in accordance with the Housing Opportunities Policy, change the green building standard to the Energy Star Program, clarify future monitoring and mitigation requirements related to on-site petroleum contamination, and clarify affordable housing assurances for a 30-year period.	Approval	Approval	Approval
Z-20-0006	8189 and 8193 Richmond Road Rezoning	8189 and 8193 Richmond Road	2.44	A request to rezone two parcels of land totaling ± 2.44 acres from B-1, General Business with proffers to M-1, Limited Business/Industrial with proffers.	Approval	Approval	Approval

Z-21-0001	3737 and 3741 Strawberry Plains Road Proffer Amendment	3737 and 3741 Strawberry Plains Road	0.99	An amendment to the existing proffers to permit the following uses: accessory uses, antique shops, barber and beauty shops, dry cleaners and laundries, gift and souvenir stores, janitorial service establishments, pet stores and pet supply sales, photography, artist and sculptor stores and studios, printing, mailing, lithographing, engraving, photocopying, blueprinting, and publishing establishments, and security service offices. The intended use of the property is a dry cleaner and laundry facility.	Approval	Approval	Approval
Z-21-0011	115 Norge Lane, Norge Center Proffer Amendment	115 Norge Lane	5.86	An amendment to Condition No. 1 of the adopted proffers to permit other uses permitted by-right in the General Business, B-1 Zoning District on the Property.	Approval	Approval	Approval
Z-21-0013	1826 Jamestown Road and 259 Sandy Bay Road Brewery and Taproom (Frothy Moon Brewhouse)	1826 Jamestown Road 259 Sandy Bay Road	3.4	Rezoning of approximately 3.4 acres from B-1, General Business and LB, Limited Business to B-1, General Business, with Proffers for a small-scale brewery and taproom.	Approval	Approval	Approval
Z-20-0002	2280 Lake Powell Road Rezoning	2280 Lake Powell Road	1.98	Rezoning of approximately 1.985 acres from R-8, Rural Residential to R-2, General Residential for the purpose of a one lot, single-family residential minor subdivision.	Approval	Approval	Approval

<p>Z-19-0006</p>	<p>Hazelwood Farms - The Enterprise Center</p>	<p>301 Old Stage Road 9211 Old Stage Road 275 Old Stage Road 9400 Barnes Road (portion south of I-64)</p>	<p>328</p>	<p>A request to rezone approximately 328 acres from A-1, General Agricultural and B-1, General Business to EO, Economic Opportunity with Proffers to allow for up to 2,920,000 square feet of warehouse/industrial/ office use, up to 75,000 square feet of commercial use, and up to 250 residential dwelling units. Also, a request to allow the following specially permitted uses: apartments; multiple-family dwellings; fast food restaurants; truck terminals; the manufacture and processing of textiles and textile products in structures more than 10,000 square feet; heavy equipment sales and service with major repair; machinery sales and service with major repair; a convenience store; a commercial building or group of buildings that exceeds 10,000 square feet of floor area; a commercial building or group of buildings, not including office uses, which generates a total of 100 or more additional trips to and from the site during the peak hour of the operation; and buildings, additions, and expansions requiring an SUP pursuant to Section 24-11(b) of the County Code; and extension of public water and sewer facilities.</p>	<p>Approval</p>	<p>Deferred to January 2022</p>	<p>No Action in 2021</p>
-------------------------	--	---	------------	--	-----------------	---	------------------------------

Z-21-0012/ MP-21-0003	Proffer and Master Plan Amendment for the Continuing Care Retirement Facility at Ford's Colony (Ford's Village)	3889 News Road	179.2	Amendment to the adopted proffers and master plan for the Continuing Care Retirement Facility at Ford's Colony. The proposal would permit up to 286 age-restricted residential units consisting of single-family dwellings and multifamily dwellings, as well as a facility containing a total of no more than 230 age-restricted assisted living/memory care rooms/skilled nursing beds, with no more than 75 apartments, no more than 155 assisted living rooms/memory care rooms, and no more than 40 skilled nursing beds. This development would include accessory amenities.	Approval	Approval	No Action in 2021
----------------------------------	---	----------------	-------	--	----------	----------	-------------------

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project/Locatopm	Location	Acres	Case Description	Staff	PC	BOS
AFD-21-0002	9958 Mill Pond Run, Barnes Swamp AFD Addition	9958 Mill Pond Run	60.77	A request to add ± 60.77 acres to the Barnes Swamp Agricultural and Forestal District	Approval	Approval	Approval

Case numbering format for Agricultural and Forestal District Cases also changed after implementing JCC PermitLink software in June 2018 and no longer references the AFD's creation (Ex: AFD-02-86-XX-YYY). The revised format is now consistent with all other cases.

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ORD-20-0017	Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District - Commercial	Currently, a contractor office and storage is not listed as either a permitted or specially permitted use in the PUD-C District. This amendment adds Contractor's Offices and Storage as a by-right use with the addition of performance standards to address the concerns with the outdoor operation element of the use such as parking of oversized vehicles and equipment, visual screening, noise, and proximity to residential areas and roadways. Contractor offices, shops, and warehouses uses that do not meet the above performance standards must obtain a Special Use Permit from the Board of Supervisors in accordance with section 24-9 of this chapter.	Approval	Approval
ORD-20-0015	Zoning Ordinance Amendments to Address the Keeping of Bees in Non-Residential Districts	Amendments to the Zoning Ordinance to allow the Keeping of Bees in Non-Residential Districts in accordance with certain performance standards.	Approval	Approval

MAJOR INITIATIVES

COMPREHENSIVE PLAN UPDATE

Review of the County's Comprehensive Plan concluded in 2021. The work in 2021 built upon the work of the two previous years, and a summary of all three years leading to adoption is provided below.

Comprehensive Plan update activities in 2019 included scoping the update, securing consultant services, holding the official kick-off, conducting the James City County Comprehensive Plan Citizen Survey (UVA Center for Survey Research), beginning update activities, establishing and beginning the work of the Community Participation Team (CPT) and PCWG, and holding Round 1 of public engagement - the Summit on the Future, and its companion online questionnaire and survey.

In early 2020, efforts focused on the scenario modeling process. Information from the scenario modeling process was then used to build a questionnaire for Round 2 of public engagement, the Exploring our Future Alternatives Assembly event and online questionnaires, which occurred in August and September of 2020. Information from the scenario modeling effort and public engagement efforts were used to draft a Preferred Scenario Framework, which included a description of the Scenario B potential implications for policy development; key ideas in the preferred scenario map; and additional planning concepts. Information from the Goals questionnaire, and the other public input, was used to prepare a Plan Framework. Together, the concepts in these Framework documents formed a policy foundation as the PCWG began to consider the Plan's chapter texts and draft Future Land Use Map (FLUM) in the fall and winter. In the final months of 2020, the CPT worked to prepare for the third round of public engagement.

Update activities in 2021 started with the third round of public engagement, Deciding and Affirming, which consisted of three questionnaires (Policies and Actions, Community Character Design Guidelines, and Land Use proposals), complemented by a series of virtual Community Chats designed to assist citizens in completing the questionnaires. During this time, the PCWG continued to review the Plan's chapter texts, and following the compilation of information from the Round 3 questionnaires, also reviewed and developed the GSAs for each chapter. The Board of Supervisors reviewed the draft Chapters and GSAs at work sessions in March and April, followed by a joint Planning Commission-Board of Supervisors work session in May. The PCWG completed its work on the Plan in June and voted to recommend approval of the Plan. The Planning Commission held a public hearing on June 24, 2021, and voted to recommend approval of the Plan. The Board of Supervisors held a public hearing on July 13, 2021, and discussed the Plan at work sessions on September 28, 2021, and October 26, 2021. The Board unanimously adopted the Plan, *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*, on October 26, 2021.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2021, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County divisions, departments, and agencies on projects:
 - o Parks and Recreation master plan updates for Upper County Park, Recreation Center and Warhill Sports Complex;
 - o Parks and Recreation updates to the Shaping our Shores Plan for Chickahominy Waterfront Park and Jamestown Beach Event Park and Marina;
 - o Steering Committee and work groups for the newly formed Lower Chickahominy Watershed Collaborative; and
 - o Technical Advisory Committee for Community Development's Natural and Cultural Assets Plan effort.

- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as JCC PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications. In addition to improvements to the JCC PermitLink system staff also started work on a new 311 system.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued new funding and worked toward construction of several transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*, including:

- Completion of the widening of I-64, Segment 3.

- Continued work on the Longhill Road widening project between Route 199 and Olde Towne Road (completion expected March 2022).

- Continued work on the Olde Towne Road/Longhill Road turn lane and intersection improvements project (completion expected March 2022).

- Start of the construction (CN) phase for the Skiffes Creek Connector project. Construction is expected to be completed in fall 2022.

- Start of the right-of-way (RW) phase for the Croaker Road widening project.

- Additional funding was secured for the Pocahontas Trail multi-modal improvements project and the preliminary engineering (PE) phase continued.

- Funding was secured for the Airport Road, Mooretown Road and Richmond Road improvements with PE expected to begin in 2025.
- The RW phase for the Safe Routes to Schools improvements project at Clara Byrd Baker Elementary School and Five Forks continued.
- Progress on PE and RW phases for the roadway and stormwater improvements on Richmond Road in Toano and along various roadways in Grove.
- RW phase has continued for the Hicks Island Bridge Replacement.
- A Transportation Alternative application was prepared and submitted for the Jamestown High School Sidewalk Project. Additionally, a Revenue Share application was prepared and submitted for a traffic signal at the intersection of Jolly Pond Road and Centerville Road. If approved, significant improvements will be made to increase safety for motorists, pedestrians, and bicyclists.
- Staff worked with the Hampton Roads Transportation Planning Organization (HRTPO) and secured letters of support from our Federal legislative delegation to apply for an Infrastructure for Rebuilding America (INFRA) grant to fund the proposed widening of I-64, Segment 4.



2021 JAMES CITY COUNTY PLANNING COMMISSIONERS



Jack Haldeman, Chair
Berkeley District



Tim O'Connor, Vice Chair
At-Large



Rich Krapf
Powhatan District



Julia Leverenz
At-Large



Barbara Null
Stonehouse District



Frank Polster
Jamestown District



Rob Rose
Roberts District

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

WILLIAMSBURG, VIRGINIA 23185

PHONE: 757.253.6685

FAX: 757.253.6822

PLANNING@JAMESCITYCOUNTYVA.GOV

WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING



2021 BOARD OF ZONING APPEALS ANNUAL REPORT

2021 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
Stephen M. Rodgers, Chairman	Berkeley	4/2011	3/31/2024
Mark Jakobowski, Vice Chairman*	Roberts	4/2018	3/31/2023
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2026
William J. Geib *	Powhatan	4/2013	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2025

* 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 30 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 to meet the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. The BZA met three times in 2021.



VARIANCES/APPEALS

One Zoning Administrator's Determination Appeal and four applications for variances were considered in 2021. All five applications went before the BZA. The synopses of the applications are as follows:

BZA-20-0014, 7218 Merrimac Trail - This was an appeal of the Zoning Administrator's determination that a mural painted on the outside wall of an existing building was a sign regulated by the James City County Zoning Ordinance. The BZA upheld the Zoning Administration's determination on January 7, 2021.

BZA-20-0015, 6702 Richmond Road - 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 14.7 feet from the left side property line and 6.2 feet from the rear property line for the construction of a chemical feed building to be located at an existing well facility. The BZA approved the application on February 4, 2021.

BZA-20-0016, 121A Queen Mary Court - 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 5.7 feet from the right-side property line and 10.1 from the front property line for the construction of a chemical feed building to be located at an existing well facility. The BZA approved the application on February 4, 2021.

BZA-20-0017, 5374 Centerville Road - 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 9.9 from the right-side property line for the construction of a

chemical feed building to be located at an existing well facility. The BZA approved the application on February 4, 2021.

BZA-21-0001, 171A The Maine - 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 5 feet from any property line to permit the reconstruction of a wastewater pumping station. The BZA approved the application on May 6, 2021.



From left to right: Ron Campana, Jr., David Otey, Jr., William J. Geib, Mark Jakobowski, and Stephen Rodgers.

COMPREHENSIVE PLAN - IMPLEMENTATION

The Comprehensive Plan continues to be implemented through a variety of mechanisms, including consistency evaluations for legislative cases such as rezonings and special use permits.

The chapters of the Comprehensive Plan also include 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 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 with lower priorities.

The list for this Annual Report includes the GSAs from the 2035 Comprehensive Plan, which was in effect through the majority of 2021 (adoption of the 2045 Comprehensive Plan occurred on October 26, 2021), and the tasks that were undertaken to implement them. The 2022 Planning Commission Annual Report will include GSAs from the 2045 Comprehensive Plan.



Citizens at the Summit on the Future event
during the Engage 2045 process

Tasks with a 0–5-year timeframe

<i>Action</i>	<i>Task Completed</i>
ED ECONOMIC DEVELOPMENT	
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 focuses efforts on business recruitment and attraction; retention and expansion of existing industry; site readiness; and workforce development. JCC submitted 13 industrial and commercially zoned sites to be characterized as part of the Virginia Economic Development Partnership’s Bulk Characterization study to determine the next steps and cost estimates for advancing each site in site readiness for future development. Tourism is now housed within the Parks & Recreation Department.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	This effort is ongoing but was delayed by the pandemic and staff changes.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2021, the County utilized its website and social media to keep citizens updated on the available opportunities for tourism and related businesses and industries which were greatly affected by the COVID-19 pandemic. In order to continue the County’s success in highlighting local businesses and partnering with the Virginia Tourism Corporation and Williamsburg Tourism Council, tourism activities are being relocated into the re-branded Department of Parks, Recreation, and Tourism. The Tourism and Recreation Centers Administrator (formerly Recreation Centers Administrator) will manage tourism development and promotion for the County.
ED 3.2. Support the provision of mixed cost and affordable/workforce housing near employment centers and transportation hubs.	Staff is currently reviewing the construction plans for Forest Heights and Blaine Landing, two projects that will account for approximately 165 affordable units.

CC COMMUNITY CHARACTER	
CC 3.2. Use the conceptual plan process to provide early input from staff and where appropriate, appointed, or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.	Ongoing. Staff continues to encourage applicants to submit conceptual plans to assess project viability and reviewed 91 conceptual plans in 2021.
CC 7.1. Update the Wireless Communications Division of the Zoning Ordinance as necessary to accommodate the use of new and emerging wireless communication services.	A major update to the Communications Facilities Division was completed in 2020, with Board adoption on July 14, 2020. In 2021, staff has been guiding applicants through the new procedures and applying new regulations.
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.	The County is in its third 5-year MS4 permit cycle, which spans from July 1, 2018, through June 30, 2023. When implemented over the next several years, the Best Management Practices (BMPs) described in the permit program plan are expected to result in reductions of stormwater pollutant discharges into James City County's waterways.
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. A Planning staff member serves as the co-chair of the Virginia American Planning Association Legislative Committee, which monitors updates to state legislation.
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.	Provided \$270,646 in matching grants through the Clean Water Heritage Program to HOAs for maintenance of stormwater management facilities. Provided technical assistance to owners as part of this grant program.
ENV 1.20. Utilizing approved watershed management plans, developed hydraulic studies, and assessments of riverine and coastal flooding, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from stormwater.	Staff continues this effort through plan implementation and ongoing collaboration with the Hampton Roads Planning District Commission Regional Coastal Resiliency Committee.

<p>ENV 4.6. Continue the current programs that have installed building management control systems in many County facilities which assist in reducing energy consumption. Continue to evaluate renewable energy technologies and energy efficiency improvements during capital maintenance activities.</p>	<p>Efforts are ongoing. New energy efficiency technologies are continually being assessed for incorporation into facility site assessments and building improvements.</p>
<p>H HOUSING</p>	
<p>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.</p>	<p>Partnership with Housing Partnership Incorporated (HPI) to provide accessibility improvements for low income, elderly/disabled citizens participating in the Home Energy Loss Prevention (HELP) and Emergency Home Repair programs. Funding provided to HPI to address accessibility/deteriorated housing conditions was adjusted back up to \$60,000 for FY21. Housing staff continue to participate in HPI Core Group meetings to provide technical assistance/guidance.</p>
<p>H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.</p>	<p>407 Inspections were completed for the Housing Choice voucher (HCV) Program which includes 154 HCV vouchers, 10 Veterans Administration Supportive Housing (VASH) vouchers, 26 Housing Urban Development (HUD) Mainstream Vouchers and 42 Portability vouchers from other jurisdictions. 11 Housing Quality Standards inspections were completed for the Scattered Site Community Development Block Grant (CDBG) toward completion of 4 home replacements and 12 rehabs and 8 Habitability Inspections were completed for the Rapid Rehousing Program in 2021.</p>
<p>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.</p>	<p>In 2021, staff helped 50 citizens through Group Financial Education. Topics included Understanding Credit, Understanding Banking, Avoiding Scams, Tax Return Workshop, How To Be A Successful Renter, Fair Housing, Home Maintenance and Energy Conservation.</p>
<p>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.</p>	<p>Social Services and Housing staff worked with Habitat and HPI to transfer the JCC/HPI contract to Habitat so they can begin construction of 4 homes in the Forest Heights Road neighborhood. This resulted in the completion of 4 new affordable homes in 2022.</p>
<p>H 2.9. Continue efforts to attract funds from federal and state sources for housing and neighborhood rehabilitation.</p>	<p>Neighborhood Development was successful with a \$50,000 Community Development Block Grant (CDBG) award for Moses Lane grant application. Staff also successfully procured CDBG funding in the amount of \$720,500 to reconstruct five houses.</p>

<p>H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.</p>	<p>Six employees participated in the Employee Assisted Homeownership Program in 2021.</p>
<p>H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.</p>	<p>All Federal and state funding utilized in housing programs are eligible to households earning at or below 80% of the Area Median Income.</p>
<p>LU LAND USE</p>	
<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>Planning staff maintains an inventory of the amount of available land designated for commercial and industrial use.</p>
<p>LU 3.1.2. Engaging in joint planning efforts and allocating resources toward implementation.</p>	<p>Planning staff continued to work with Newport News, York County, Joint Base Langley-Eustis and other regional stakeholders on the next steps of implementation of the Joint Land Use Study (JLUS), which was adopted by the Board of Supervisors in July 2018. As part of the 2045 Comprehensive Plan update, the Military Influence Overlay District for Fort Eustis was included on the Future Land Use Map, in accordance with the recommendations from the JLUS.</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 communicates with adjacent localities when reviewing development plans near County borders, in accordance with State Code. Staff also regularly provides courtesy reviews for York County.</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 2020, the updated Historic Triangle Transportation Study was completed and then data from the study was used to revise the Transportation chapter of the Comprehensive Plan in 2021.</p>

LU 4.7.1. Encouraging multiple uses within office parks in the Primary Service Area (PSA) to assure employees convenient access to shopping, services, and open space.	This component of the County's land use policy was evaluated during the 2045 Comprehensive update process. More specific details to be provided in 2022.
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.	This component of the County's land use policy was evaluated during the 2045 Comprehensive update process. More specific details to be provided in 2022.
LU 5.2.3.b. Continue to provide proffer guidelines, including cash proffers, for schools, parks and recreation, and water/sewer.	The County developed the residential development fact sheet, which provides the County's calculation for residential impacts. This fact sheet is provided as a resource in staff's review of residential legislative cases for the PC and Board of Supervisor's consideration.
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.	Planning staff continues to process applications affecting the AFD districts. The Board of Supervisors approved one addition to the Barnes Swamp AFD in 2021.
LU 6.1.2. Seek public and private funding for existing programs, investigate new programs, and support private or non-profit (such as land trust) actions that promote continued agricultural or forestal use of property.	The County continued to participate in a coastal forest study by the Green Infrastructure Center to evaluate the resiliency of coastal forest resources. The County also initiated a Natural and Cultural Assets planning effort, which includes identifying lands most suitable for agricultural and forestry use.
PR	PARKS & RECREATION
PR 3.3. Submit grant applications to secure funds for new parks and recreation programs, services, facilities, and related transportation services.	Received a grant in November 2021 for the purchase of property in the Grove neighborhood for the creation of a new park.
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.	Inclusion Coordinator offered disability awareness and behavior modification training to specialty, sports, and outdoor camp instructors. Completed 5 American Disabilities Act (ADA) assessments updates at Freedom Park and the Interpretive Center, Greensprings Trail, Powhatan Creek Trail and Warhill Sports Complex. Utilized new independent contractor, Visitable, to conduct ADA assessment of Freedom Park and its facilities/amenities from the user perspective.

<p>PR 6.5. Incorporate leadership and volunteerism in teen programs to increase skill building and employability within the County.</p>	<p>Partnered with the James City County Police Department to offer two sessions of C.O.P.S camp and teaching safety and leadership to 30 participants. Registered 508 youth in the REC Connect Before and After School and Summer Camp programs. Created new partnership with the Boys & Girls Club of the Virginia Peninsula to add an additional day of programming to the RECn’ It Out Neighborhood summer camp program. Continued partnership during the school year to share programming operation/staffing for the James River REC Connect program.</p> <p>Created new partnership with the Boy Scouts of America to establish a scouting program for neighborhood youth in Grove.</p>
<p>PR 8.1. Enhance the partnerships with Williamsburg-James City County (WJCC) Schools to offer joint programming for health and wellness.</p>	<p>Implemented chef’s demonstration and farm tour for RECn’ It Out neighborhood summer camp program when youth learned about fruits and vegetables and healthy cooking.</p>
<p>PF PUBLIC FACILITIES</p>	
<p>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.</p>	<p>These continue to be priorities for all new construction and upgrades to existing County facilities.</p>
<p>PF 5.1. Evaluate the security of public schools and other County facilities from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.</p>	<p>Based on the recommendations of the Building Safety and Security Committee, the County implemented security measures in multiple facilities. The Security & Custodial Superintendent conducts annual assessments of each facility to ensure the safety and security of staff, visitors, and residents.</p>
<p>T TRANSPORTATION</p>	
<p>T 1.3.1. Adding the road segment to the Six-Year Improvement Program (SSYP) and considering public-</p>	<p>Staff worked with Virginia Department of Transportation (VDOT) and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, Peach</p>

private partnerships among other mechanisms to fund proposed improvements.	Street, and the Hick's Island Road bridge to the County's Six-Year Improvement Program, all of which were also priorities identified in the FY 22-27 SSYP.
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.	The Planning Division continues to work with WATA and developers to identify locations for bus routes and stops. Staff has coordinated with WATA and the Promenade to relocate an existing bus stop to better serve the neighborhood.
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.	Staff continues to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered as part of several applications for subdivisions and developments throughout the County.
T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.	County staff has been aggressively pursuing funds for transportation improvement projects. In 2020, staff applied and received funding for the Pocahontas Trail Reconstruction, Airport Road and Richmond Road Intersection. In 2021, staff applied for funding for the Jamestown High School Sidewalk Extension and for a traffic signal at Jolly Pond Road and Centerville Road.
<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.	Staff continues to market available existing facilities for new business ventures and expansions. Recent examples include Navien moving into the former Lumber Liquidators space, TOMCO moving into the former Keystone Auto Parts space; Diverging Approach moving into the former Wythe Will Candy factory; Thermal Tec/Drying Company into vacant space in the Design Masters building; and Chesapeake Payment Systems expanding into the former Farm Fresh in Norge.
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 (PSA) and infrastructure is supportive.	Office of Economic Development targets property in existing industrial parks and/or with existing zoning befitting the use.
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	Community Development has the lead, but Hazelwood Farms is an excellent example of planning this interchange for economic development capacity. Portions of the Croaker interchange were the subject of discussions during the recently completed

preserve capacity for economic development for these areas.	2045 Comprehensive Plan Update, with the Board considering some properties for removal from the PSA due to lack of public water and sewer and the presence of a conservation easement on one of the properties along Croaker Road. However, this change was not ultimately approved.
---	--

Tasks with a 10+ year timeframe

<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.	Staff continues to market available existing facilities for new business ventures and expansions. Recent examples include Navien moving into the former Lumber Liquidators space, TOMCO moving into the former Keystone Auto Parts space; Diverging Approach moving into the former Wythe Will Candy factory; Thermal Tec/Drying Company into vacant space in the Design Masters building; and Chesapeake Payment Systems expanding into the former Farm Fresh in Norge.
---	--

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>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.	The OED focuses efforts on business recruitment and attraction; retention and expansion of existing industry; site readiness; and workforce development. JCC submitted 13 industrial and commercially zoned sites to be characterized as part of the Virginia Economic Development Partnership's Bulk Characterization study to determine the next steps and cost estimates for advancing each site in site readiness for future development. Tourism is now housed within the Parks & Recreation Department.
--	---

ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	The Enterprise Zone in JCC expired on December 31, 2015. An Opportunity Zone was established in 2018 for the census tract in the Grove area. Opportunity zones are a federal economic development and community development tax benefit established by the 2017 Tax Cuts and Jobs Act and are available to investors with capital gains
---	---

	designed to encourage long-term investment in low-income urban, suburban, and rural census tracts.
ED 1.5. Identify regulatory barriers in County regulations (such as special use permits), policies, and procedures that may unnecessarily inhibit commercial and industrial development and amend the Zoning Ordinance to address these issues.	OED enters into discussions with other County departments as issues arise, such as new and emerging technologies (e.g., drone manufacturing and testing). The pandemic assisted with the shift to electronic submittals and virtual meetings to increase communication and transparency. The timeframe for the next review and update of the Zoning Ordinance is being developed by Community Development which leads these efforts.
ED 2.1. Support the development of diverse types of retail and non-retail core business.	OED supports the regional Start Peninsula initiative, where new business ideas are pitched in a competition. A recent winner has leased space in Williamsburg Crossing. OED's focus is not on retail; exciting recent announcements include: Navien's investment in the former Lumber Liquidators location, the planned expansion of Coresix Precision Glass; modernization investments at both Ball Corp. and Anheuser Busch; the opening of a new event venue, The Maine of Williamsburg; the expansion of Chesapeake Payment Systems into the former Farm Fresh in Norge; and a new partnership between JCC and O-I Glass to collect and recycle glass for use in the manufacturing process.
ED 4.1. Work with the College of William & Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	The partnership with William & Mary on the Launchpad business incubator continues. OED has also partnered with Thomas Nelson Community College/Virginia Peninsula Community College on the development of workforce programs and a summit on skilled trades and associated training.
ED 8.1. Support traditional agricultural and forestal uses through ordinances and policies favorable to such uses.	The County Zoning Ordinance was amended in 2021 to permit beekeeping in commercial districts throughout the County.
CC COMMUNITY CHARACTER	
CC 2.1. In New Town, continue to support the design review process. Encourage developers to apply the design guidelines developed for Toano and Five Forks to projects within these areas. Within the other CCA boundaries, continue to establish development management and preservation techniques to meet specific historic preservation and community character needs. Encourage development patterns and building designs that maintain and reinforce the visual separation of CCAs.	Staff continues to coordinate plan review with New Town's Design Review Board and ensure that the CCA standards are implemented during legislative case review.

<p>CC 5.3. Improve the methods the County uses during planning, pre-construction, construction, and post-construction phases to make sure tree preservation measures are properly performed, resulting in healthier trees, buffers, and proper maintenance.</p>	<p>Under the guidance of the Landscape Planner, staff continues to perform C.O. inspections to ensure proper plantings.</p>
<p>CC 6.1. Expect archaeological studies for development proposals requiring legislative approval on lands identified by the James City County staff as warranting such study and require their recommendations to be implemented. In making the determination, staff will consult archaeological studies and seek the recommendation of representatives of the County's Historical Commission or other qualified archaeologists if necessary.</p>	<p>Staff continues to require archaeological studies be submitted for site plans meeting the standards in the Zoning Ordinance. Furthermore, staff coordinates with the Department of Historic Resources to ensure studies are correct.</p>
<p>ENV ENVIRONMENT</p>	
<p>ENV 1.10.4. Requiring the pump out of on-site waste disposal tanks every five years.</p>	<p>The database of septic systems is used to generate monthly reports of those systems required to be pumped out on a rotating five-year basis. Notices mailed out monthly to owners of the affected properties.</p>
<p>ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural Best Management Practices, erosion control measures, stream bank buffers, and other nonpoint source controls to minimize negative effects of urban development and agricultural practices on water quality.</p>	<p>The Stormwater Division continues to collaborate with various agencies and other County department events to promote the Clean Water Heritage key initiatives such as Rain Gardens, Fertilize Smart, Be Septic Smart and Scoop the Poop.</p>
<p>ENV 1.18. Continue to develop watershed management plans for the remaining County watersheds that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations.</p>	<p>This is an ongoing effort. The Skimino Creek watershed management plan was approved. Budget requested for Diascund Creek and for updates to Powhatan and Yarmouth approved for FY22.</p>
<p>LU LAND USE</p>	
<p>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</p>	<p>Staff continues to review all legislative cases and site plans for compliance with Section 24-35 Pedestrian Accommodations. Progress on the Clara Byrd Baker Safe Routes To School (SRTS) project is ongoing with construction expected to begin late 2022.</p>

effectively connect buildings and activities within individual sites, using adopted plans for guidance.	
PR PARKS & 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 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.	Staff continues to support and participate in committees such as VDOT's Pedestrian Bicycle Committee (currently evaluating alternative routes for the expansion of the Virginal Capital Trail and continue efforts in the development of the Birthplace of American Trail), and the Historic Bicycle Advisory Committee (HTBAC).
PR 5.1. Continue to encourage new developments to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.	Staff continues to guide applicants through the legislative application process, with open space and conservation being an important component for site design where applicable.
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.	The Board of Supervisors approved the Hazelwood Village Center SUP (SUP 19-0006) for a commercial center, which includes a multi-use path along the frontage of Route 30 and internal to the development.
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.	Inclusion Coordinator offered disability awareness and behavior modification training to specialty, sports, and outdoor camp instructors. Parks and Recreation staff completed 5 ADA assessments updates at Freedom Park and the Interpretive Center, Greensprings Trail, Powhatan Creek Trail and Warhill Sports Complex. Utilized new independent contractor, Visitable, to conduct ADA assessment of Freedom Park and its facilities/amenities from the user perspective.

<p>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.</p>	<p>Parks and Recreation staff continued to update the website and provide information at various locations.</p>
<p>PF PUBLIC FACILITIES</p>	
<p>PF 1.6. Apply appropriate zoning, land use, and other adopted County criteria when evaluating public facility sites and uses.</p>	<p>Staff continues to review projects for WJCC Public Schools, James City Service Authority, and other public facilities. Examples submitted in 2021 include drainage and road improvements in Grove, improvements to the James City County Marina, the Warhill Auxiliary Gym, expansion of the Hampton Roads Sanitation District administration building and elementary school learning cottages.</p>
<p>PF 3.1. Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.</p>	<p>Staff continues to utilize the PSA boundary as a key factor when reviewing legislative applications and continues to evaluate all legislative applications against public facility needs.</p>
<p>PN POPULATION NEEDS</p>	
<p>PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.</p>	<p>Parks & Recreation programs and Centers memberships are eligible for the department's discount assistance program, based on household income. Youth passes are available for ages 5-17 are free at the Abram Frink Jr. Community Center.</p>
<p>T TRANSPORTATION</p>	
<p>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.</p>	<p>The Board of Supervisors approved multiple legislative cases that followed recommended densities, intensities, and development patterns, including the Hazelwood Village Center, Frothy Moon, and Williamsburg Woodworks.</p>
<p>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:</p>	<p>Roadway levels of service continue to be a key factor in the evaluation of development applications, in a context sensitive manner, depending on their location. The Planning Division reviewed all legislative and administrative applications with a specific eye towards transportation impacts.</p>

<p>T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access, and frontage roads.</p>	<p>The Planning Division continues to encourage shared access and appropriate entrance spacing during legislative cases. An example processed in 2021 was the convenience store on Ironbound Road.</p>
<p>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.</p>	<p>Planning staff continues to encourage these principles. For example, Village Center for Hazelwood SUP is proposed along a primary corridor and within the Mixed Use designated area.</p>
<p>T 1.3.5. Designing and implementing transit, pedestrian, and/or cycling alternatives along the corridor, including multi-use paths and paved shoulders.</p>	<p>Staff worked as part of a regional team to research routes for a multiuse path extending from the current Capital Trail and ending in Hampton and Suffolk, identified as the Birthplace of America Trail (BOAT). Staff continues to work with the regional team to amend the exact route of the trail and explore funding opportunities. Longhill Road was completed with a multiuse path along Phase I.</p>
<p>T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.</p>	<p>Planning staff continues to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). Members of County administration and the Board of Supervisors also serve on the HRTPO Board.</p>
<p>T 3.8. Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>Staff applied for funding through the Smart-Scale program for improvements at Airport Road and Richmond Road, which will better route traffic through the area and reduce congestion along Airport Road and Mooretown Road. The project received funding.</p>
<p>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.</p>	<p>Staff continues to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Hertzler and George Landscape and Hazelwood Village Center SUPs.</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
HRTPO	Hampton Roads Transportation Planning Organization
INFRA	Infrastructure for Rebuilding America
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