

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 12, 2022
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Amelia Purse, a rising 3rd grade student at Matthew Whaley Elementary and a resident of the Jamestown District

E. PUBLIC COMMENT

F. CONSENT CALENDAR

G. PUBLIC HEARING(S)

1. SUP-22-0004. 4451 Longhill Road Life Church Daycare SUP Amendment
2. SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage
3. Resolution for Powhatan Terrace Development
4. Resolution for Blaine Landing Development

H. BOARD CONSIDERATION(S)

1. Proclamation for Pretrial, Probation and Parole Supervision Week

I. BOARD REQUESTS AND DIRECTIVES

J. REPORTS OF THE COUNTY ADMINISTRATOR

K. CLOSED SESSION

1. Consideration of a personnel matter, the performance evaluation of the County Administrator and the County Attorney, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
3. Appointment - Economic Development Authority

L. ADJOURNMENT

1. Adjourn until 1 pm on July 26, 2022 for the Business Meeting

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Amelia Purse, a rising 3rd grade student at Matthew Whaley Elementary and a resident of the Jamestown District

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/11/2022 - 3:56 PM

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Terry Costello, Senior Planner

SUBJECT: SUP-22-0004. 4451 Longhill Road Life Church Daycare SUP Amendment

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	Resolution	Resolution
☐	Location Map	Exhibit
☐	Master Plan	Exhibit
☐	Unapproved minutes from the June 1, 2022 Planning Commission Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/14/2022 - 10:02 AM
Development Management	Holt, Paul	Approved	6/14/2022 - 10:02 AM
Publication Management	Daniel, Martha	Approved	6/14/2022 - 10:14 AM
Legal Review	Kinsman, Adam	Approved	6/16/2022 - 11:00 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:55 AM
Board Secretary	Purse, Jason	Approved	7/5/2022 - 10:37 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 11:02 AM

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program Special Use Permit Amendment

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**SUMMARY FACTS**

Applicant:	Ms. Carla Javier, Child Development Resources
Land Owner:	Christian Life Center of Virginia, Inc.
Proposal:	To allow for a day care with a maximum of 32 children and 14 staff members
Location:	4451 Longhill Road
Tax Map/Parcel No.:	3230100003
Project Acreage:	± 17.49 acres, using 8,200 building square footage of 29,775 square feet total, along with 1,200 square feet of outdoor space
Zoning:	R-8, Rural Residential
Comprehensive Plan:	Low Density Residential
Primary Service Area:	Inside
Staff Contact:	Terry Costello, Senior Planner

PUBLIC HEARING DATES

Planning Commission: June 1, 2022, 6:00 p.m.

Board of Supervisors: July 12, 2022, 5:00 p.m.

FACTORS FAVORABLE

1. With the proposed conditions, staff finds the proposal to be compatible with the surrounding zoning and development.
2. With the proposed conditions, the proposal is consistent with the recommendations of the Comprehensive Plan.
3. Adequate off-street parking is provided; no conflicts with Lafayette High School traffic are anticipated.
4. Impacts: See Impact Analysis on Pages 4-5.

FACTORS UNFAVORABLE

1. Impacts: See Impact Analysis on Pages 4-5.

SUMMARY STAFF RECOMMENDATION

Approval, subject to the conditions in the attached resolution.

PLANNING COMMISSION RECOMMENDATION

At its June 1, 2022, meeting, the Planning Commission voted to recommend approval of this application by a vote of 7-0.

PROPOSED CHANGES MADE SINCE THE PLANNING COMMISSION MEETING

None.

PROJECT DESCRIPTION

- This proposal is to allow for a day care program within the existing place of public assembly. A Special Use Permit (SUP) is required for day cares on property zoned R-8, Rural Residential.

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

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program Special Use Permit Amendment

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing

- A Parent's Day Out Program for 30 children, which was to be operated by Life Church, was approved at this location in March 2020. Due to COVID-19 and other issues, this program never began. In lieu of the Church operating a day care program, the Early Head Start Program, operated by Child Development Resources (CDR), will be moving into this location. CDR is proposing to have a maximum of 32 children. This program is currently located at Lafayette High School which is located at 4460 Longhill Road. Due to programmatic changes at the high school, CDR must vacate that building; thus, necessitating the move over to the church. The ages range for the CDR Program will be from infant to toddler. The day care will have 14 staff members. The program will operate five days a week, Monday through Friday, from 7 a.m.-5 p.m.
- The program will be utilizing 8,200 square feet of the total building square footage of 29,775 square feet, with an additional 1,200 of outdoor play area. The play area is located behind the church, approximately 140 feet from the building. It will consist of open space with small portable play items. This area is noted on Page 3 of the Master Plan (Attachment No. 3).
- The Early Head Start Program would be the only group occupying the church during the day except for one group that meets on Wednesdays at 4 p.m. Life Church has three-five staff members who are at the church periodically from 10 a.m.-2 p.m. All other church activities take place in the evenings or on the weekends.

PLANNING AND ZONING HISTORY

- The Christian Life Center (DBA Life Church) has occupied its current facility since March 2000. The original site plan for the current sanctuary of 29,775 square feet was approved by the

Planning Division in November 1998 and amended in March 1999, before an SUP was required. The James City County Zoning Ordinance was amended in December 1999 to require an SUP for houses of worship on R-8 zoned property.

- An SUP (SUP-09-03) was approved in January 2004 for the church and a building expansion. The addition was never constructed. This SUP expired in January 2007 due to the commencement of construction condition not being met. Due to this SUP expiring, the church then became legally non-conforming.
- A SUP (SUP-0017-2007) was approved in September 2007 for a 128-foot-tall wireless communication facility at the rear of the property.
- A SUP (SUP-19-0029) was approved in March 2020 for the church and day care program. The day care was approved for up to 30 children with the hours of operation from 8:30 a.m.-1:30 p.m.

SURROUNDING ZONING AND DEVELOPMENT

North: PL, Public Lands; and R-2, General Residential.

East: R-2, General Residential.

South: R-2, General Residential.

West: PL, Public Lands; and R-2, General Residential.

The property is located across the street from Lafayette High School (4460 Longhill Road). Surrounding properties to the north, east, west, and south contain single-family residential dwellings.

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

COMPREHENSIVE PLAN

The property is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map. Two parcels north and west are federal, state, and County land. All remaining properties north and west, as well as south and east, are designated Low Density Residential. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, and cluster housing. Other uses including schools, places of public assembly, very limited commercial, and community-oriented facilities may also be considered appropriate should the proposal meet the following standards:

- Complements the residential character of the area.

Staff finds the proposal consistent with the residential character of the area, as no exterior changes to the building or property are proposed.

- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses.

The subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of either the place of public assembly or day care uses would require an SUP amendment.

Traffic is anticipated to be typical of a community facility. According to the applicant, the busiest time for drop off is usually between 7:45-8:30 a.m. The majority of staff arrives between 8-8:30 a.m. Staff notes that with an anticipated school day start time of 7:20 a.m., the busiest time for drop off at Lafayette High School should be between 7:10-7:30 a.m.

According to the Institute of Transportation Engineers (ITE) Trip Generation Manual, approximately 25 AM peak hour trips would be generated, and approximately 26 PM peak hour trips would be generated. According to the same ITE Trip Generation Manual, the previously approved SUP (SUP-19-0029) would have generated approximately 24 AM peak hour trips (the previously approved day care program would not have been operational during the PM peak hour time).

Per the 2045 Comprehensive Plan, Future Roadway Congested Levels developed by Michael Baker International, this segment of Longhill Road (Centerville Road to Olde Towne Road) is currently operating at an acceptable Level of Service (LOS), A-C, with a future 2045 Peak Period LOS A-C, also an acceptable LOS. The 2017 weekday volume of this segment of Longhill Road is 5,634 trips with an expected 8,736 weekday trips in 2045.

- Generally located on collector or arterial roads at intersections.

This property is located on and takes access from Longhill Road. Longhill Road is classified by the Virginia Department of Transportation as a minor arterial road.

- Provide adequate screening and buffering to protect the character of nearby residential areas.

There is a conservation easement surrounding the parking lot to the east, west, and south of the property. This easement is approximately 12 acres and dedicated to James City County. Staff finds that this existing vegetation provides adequate screening of the day care from adjacent properties. The day care use will be located within the existing place of public assembly structure, as well as utilizing a small, fenced area in the back of the property. The small area is more than 300 feet from any property line.

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program Special Use Permit Amendment**Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">-The proposed use on the property is not anticipated to exceed 100 peak hour trips. According to the ITE Trip Generation Manual, approximately 25 AM peak hour trips would be generated and approximately 26 PM peak hour trips would be generated.-Currently the Early Head Start Program is located at Lafayette High School, which is across the street from Life Church. Therefore, the traffic generated is moving from one location to another, and not creating any additional peak hour traffic.-The main entrance of Lafayette High School, where congestion most likely occurs, is not directly across from the entrance to Life Church.-The majority of traffic from the day care use should not coincide with traffic generated at the start and end times for Lafayette High School.-The subject property is located on a minor arterial road, as recommended in the Comprehensive Plan for commercial uses in areas designated Low Density Residential.-No changes anticipated to the LOS on Longhill Road from Centerville Road to Olde Towne Road. According to the 2045 Comprehensive Plan, the LOS for that portion of Longhill Road is at Level A-C. The Comprehensive Plan also projects the level to remain the same in 2045.
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">-Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">-Subject property is located within a two-minute radius of Fire Station 2 and a five-minute radius of Fire Station 3.-The proposal does not generate impacts that require mitigation to the County's emergency services or facilities.
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">-The proposal will not generate schoolchildren.

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

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program Special Use Permit Amendment**Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to the County's Parks and Recreation services or facilities.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to public libraries or cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	-The Stormwater and Resource Protection Division has reviewed this application and had no objections. No new impervious surface is proposed as part of this SUP request. Should exterior site improvements be made in the future, such as an expansion or paved parking area, those improvements would be subject to additional environmental review at that time.
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	-The subject property has been previously disturbed and has no known cultural resources on-site.
<u>Nearby and Surrounding Properties</u>	<u>No Mitigation Required</u>	-The subject property is located near both residential and public uses. -Traffic is anticipated to be typical of a community facility, the subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of the use would require an SUP amendment. There is a small, fenced area in the back of the property and is more than 300 feet from any property line.
<u>Community Character</u>	<u>No Mitigation Required</u>	-Longhill Road is a Community Character Corridor (CCC). -Existing façade and landscaping maintain the property's character, and parking is not located directly on the CCC as recommended by the Comprehensive Plan.
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	-The applicant has verified that she is not aware of any covenants or restrictions on the property that prohibit the proposed use.

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

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing

PROPOSED SUP CONDITIONS

Proposed conditions are provided as Attachment No. 1.

STAFF RECOMMENDATION

Staff finds the proposal to be compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Board of Supervisors approve this application, subject to the attached conditions.

TC/md

SUP22-4_4451LnghChAmd

Attachments:

1. Resolution
2. Location Map
3. Master Plan
4. Unapproved Minutes of the June 1, 2022, Planning Commission Meeting

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

RESOLUTION

CASE NO. SUP-22-0004. 4451 LONGHILL ROAD LIFE CHURCH

DAY CARE PROGRAM SPECIAL USE PERMIT AMENDMENT

WHEREAS, the Board of Supervisors of James City County, Virginia, has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and

WHEREAS, Ms. Carla Javier, of Child Development Resources, has applied to amend SUP-19-0029, to allow for a day care on property located at 4451 Longhill Road and further identified as James City County Real Estate Tax Map Parcel No. 3230100003 (the "Property"); and

WHEREAS, the Planning Commission, following its public hearing on June 1, 2022, recommended approval of Case No. SUP-22-0004 by a vote of 7-0; and

WHEREAS, a public hearing was advertised, adjoining property owners notified, and a hearing conducted on Case No. SUP-22-0004; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the 2045 Comprehensive Plan Land Use Map designation for the Property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the James City County Code, does hereby approve SUP-22-0004 as described herein with the following conditions:

1. *Master Plan*: This SUP shall permit a place of public assembly and day care on property located at 4451 Longhill Road and further identified as James City County Real Estate Tax Map Parcel No. 3230100003 (the "Property"). The use and layout of the Property shall be generally as shown on the document entitled "SUP-22-0004, 4451 Longhill Road Life Church Daycare Program SUP Amendment" and date stamped May 12, 2022 (the "Master Plan"), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended.
2. *Location*: The day care shall be operated within the existing place of public assembly, limited to hours of operation from 7 a.m.-5 p.m., five days a week. Drop-off times shall be no earlier than 7 a.m. and pick-up times shall be no later than 5 p.m.
3. *Enrollments*: Enrollment of the day care shall be limited to thirty-two (32) children. On or before January 1 of each year, day care enrollment data for the previous calendar year and projected enrollment for the upcoming calendar year shall be provided to the Zoning Administrator, or designee. The enrollment numbers shall include the total number of children enrolled and the number of staff employed.
4. *Outdoor Noise*: No exterior bell or sound system associated with the day care shall be audible from adjacent properties. The intent of the condition is not to limit bells typically associated with the place of public assembly.

5. Commencement of Use: A permanent Certificate of Occupancy for the day care shall be obtained within 18 months from the date of approval of this SUP, or this SUP shall automatically be void.
6. Severance Clause: This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

BE IT FURTHER RESOLVED that the Special Use Permit conditions set forth herein completely supersede and replace all conditions set forth in Case No. SUP-19-0029.

John J. McGlennon
Chairman, Board of Supervisors

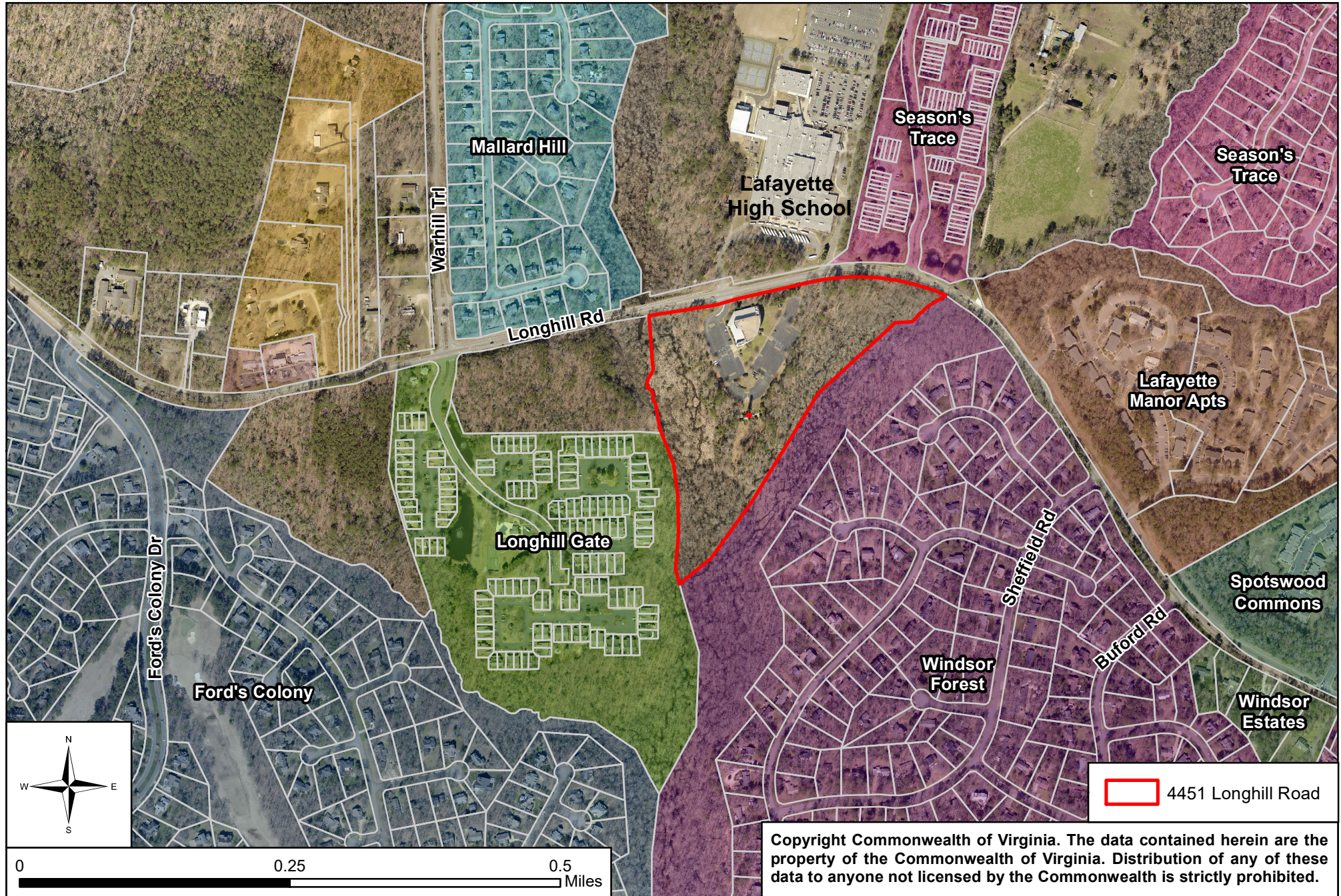
ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ICENHOUR	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of July, 2022.

SUP22-4_4451LnghlChAmd-res



SUP-22-0004, 4451 Longhill Road Life Church Daycare Program SUP Amendment

Property Information

3230100003
Christian Life Center of Virginia
4451 Longhill Road
Williamsburg, VA 23188
Zoning: R8, Rural Residential
Comp. Plan: Low Density Residential
Acres: ±17.49

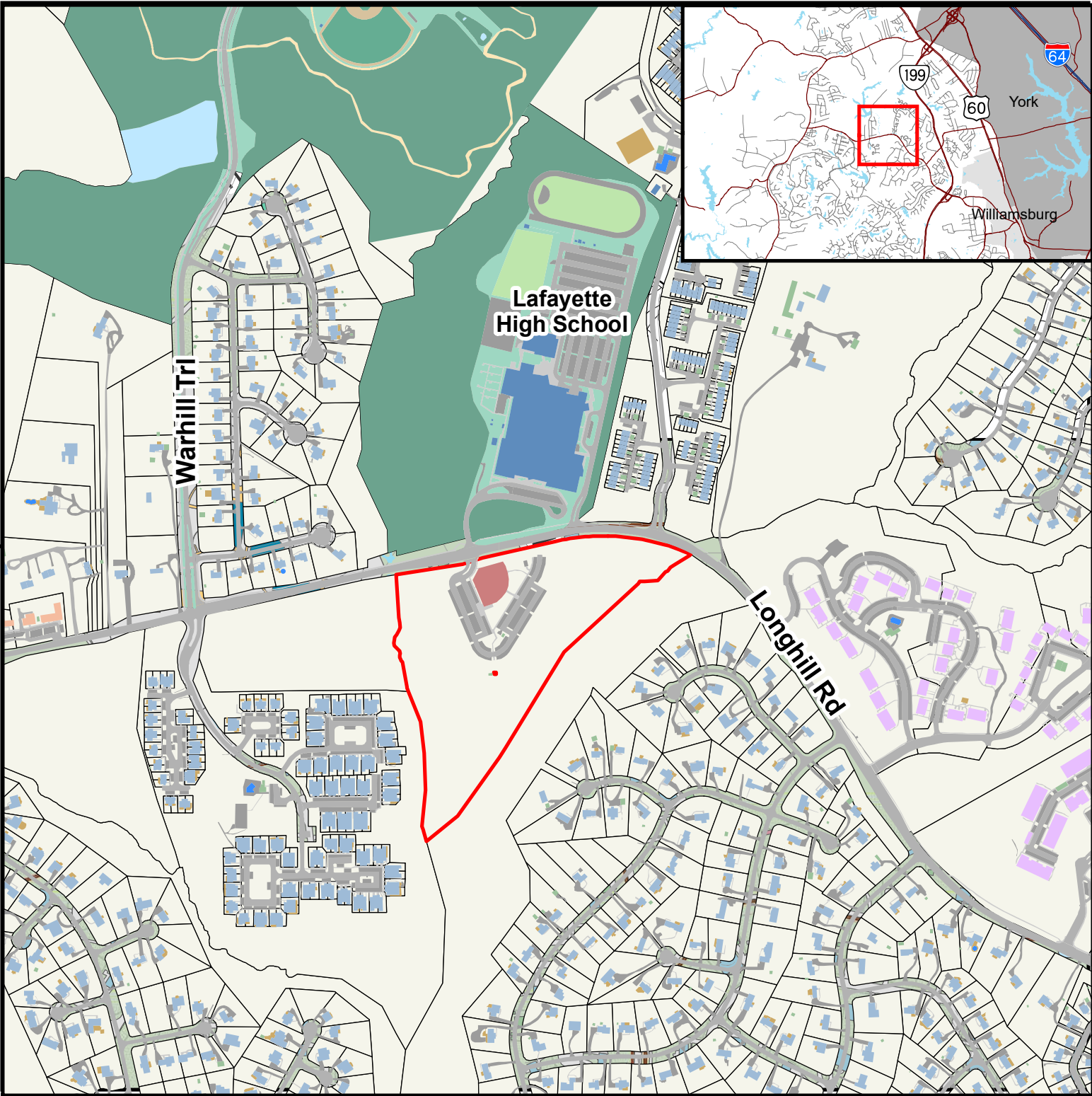
General Notes

1. The property is served by public water and sewer.
2. The property is located in the special flood hazard area per FEMA FIRM 51095C0109D dated 12/16/15.
3. A portion of the property appears to be located in the Resource Protection Area.
4. There are 277 parking spaces available on the property.

PLANNING DIVISION

MAY 12 2022

RECEIVED



Maps Not To Scale

Adjacent Properties

323010004A Lois Saunier Hornsby 4559 Longhill Road Williamsburg, VA 23188 R2, General Residential	3140400001 Longhill Gate Homeowners Association 4225 Longhill Road Williamsburg, VA 23188 R2 General Residential
3210100012 James City County 4900 Stadium Road Williamsburg, VA 23188 PL, Public Lands	3140600001A Mallard Hill Owners Association N/A R4, Residential Planned Community
3230100001 Williamsburg-James City County School Board 4460 Longhill Road Williamsburg, VA 23188 PL, Public Lands	3230200090 Seasons Trace Homeowners Association 200 Seasons Trace Williamsburg, VA 23188 R2, General Residential
3230100005 CFLP Oracle Woods LLC & SDF Wood of Williamsburg LLC & HZF Woods of Will 100 Tilghman Court Williamsburg, VA 23188 R5, Multi-Family Residential	

Sheet Index

1. Cover Page
2. Master Plan
3. Pictures



JCC SUP-22-0004
4451 Longhill Road Life Church Daycare Program SUP Amendment



JCC SUP-22-0004
4451 Longhill Road Life Church Daycare Program SUP Amendment



**Unapproved Minutes of the June 1, 2022
Planning Commission Regular Meeting**

SUP-22-0004. 4451 Longhill Road Life Church Daycare Program SUP Amendment

Ms. Terry Costello, Senior Planner, stated that Ms. Carla Javier of Child Development Resources (CDR) has applied to amend a previously approved SUP for a daycare located at 4451 Longhill Road. Ms. Costello stated that this is the current location of Life Church. Ms. Costello further stated that the property is zoned R-8, Rural Residential, is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map and is located inside the PSA. Ms. Costello stated that surrounding development includes Windsor Forest, Season's Trace, and Lafayette High School.

Ms. Costello stated that the Christian Life Center, known as Life Church, has occupied this facility since March 2000. Ms. Costello further stated that in March 2020, an SUP was approved for the church to bring it into conformance with the Zoning Ordinance, and to allow a daycare for up to 30 children. Ms. Costello noted that due to COVID 19 and other issues, the program never began.

Ms. Costello stated that in lieu of the church operating a daycare program, the Head Start program, operated by CDR, will be moving into this location. Ms. Costello stated that currently this program is operating at Lafayette High School which is located at 4460 Longhill Road. Ms. Costello further stated that CDR is proposing to have a maximum of 32 children with the operating hours of 7 a.m. -5 p.m.

Ms. Costello stated that this SUP will amend the previous one approved in 2020 with the following changes:

1. Increasing the maximum number of children from 30 to 32
2. Expanding the hours to 7 a.m. – 5 p.m. (previously the hours were 8:30 a.m. – 1:30 p.m.)
3. Adding a condition that mitigates noise since there is an outdoor play area proposed with this application.

Ms. Costello stated that staff finds this proposal to be compatible with surrounding development and consistent with the 2045 Comprehensive Plan and Zoning Ordinance.

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. Haldeman made a motion to recommend approval of the application subject to the proposed conditions.

On a roll call vote, the Commission voted to recommend approval of SUP-22-0004. 4451 Longhill Road Life Church Daycare Program SUP Amendment. (7-0)

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Suzanne Yeats, Planner

SUBJECT: SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	Resolution	Resolution
☐	Location Map	Exhibit
☐	Applicant Narrative	Backup Material
☐	Master Plan	Exhibit
☐	Unapproved Minutes of the June 1, 2022, Planning Commission meeting	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/21/2022 - 12:14 PM
Development Management	Holt, Paul	Approved	6/21/2022 - 12:14 PM
Publication Management	Daniel, Martha	Approved	6/21/2022 - 12:22 PM
Legal Review	Kinsman, Adam	Approved	6/21/2022 - 2:25 PM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:55 AM
Board Secretary	Purse, Jason	Approved	7/5/2022 - 10:37 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 11:02 AM

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**SUMMARY FACTS**

Applicant:	Mr. David Tuftee, owner
Land Owner:	Mr. David Tuftee, owner
Proposal:	A request to allow the use of the property for food processing and storage
Location:	7683 Richmond Road
Tax Map/Parcel No.:	1330100005
Project Acreage:	± 1.95 acres; of 5,360 total building square feet, 960 building square footage will be used as office and administrative space and 4,400 building square footage will be used as warehouse space
Zoning:	A-1, General Agriculture
Comprehensive Plan:	Low Density Residential
Primary Service Area:	Inside
Staff Contact:	Suzanne Yeats, Planner

PUBLIC HEARING DATES

Planning Commission:	June 1, 2022, 6:00 p.m.
Board of Supervisors:	July 12, 2022, 5:00 p.m.

FACTORS FAVORABLE

1. With the proposed conditions, staff finds the proposal compatible with surrounding zoning and development and consistent with the *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*.
2. Impacts: Please see Impact Analysis on Pages 3-4.

FACTORS UNFAVORABLE

1. The impacts of odor may be a potential disruption to neighboring parcels; however, staff finds the proposed conditions are designed to mitigate impacts to the greatest extent possible.
2. Impacts: Please see Impact Analysis on Pages 3-4.

SUMMARY STAFF RECOMMENDATION

Staff recommends the Board of Supervisors approve of the proposed Special Use Permit (SUP) subject to the proposed conditions.

PLANNING COMMISSION RECOMMENDATION

At its June 1, 2022, meeting, the Planning Commission voted to recommend approval of this application by a vote of 7-0.

PROPOSED CHANGES MADE SINCE THE PLANNING COMMISSION MEETING

After the June 1, 2022, Planning Commission meeting, the County Attorney recommended the removal of Condition No. 5, which stated, *“Watersheds, Streams, and Reservoirs: Any future development of the site, beyond the existing conditions, will require a stormwater management plan to be developed for the entirety of the site. The stormwater plan must meet all regulatory requirements and be*

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

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing

acceptable to the Stormwater and Resource Protection Division Director.” This staff report reflects that change.

PROJECT DESCRIPTION

Mr. David Tuftee, property and business owner, has applied for an SUP on behalf of Uncle Dave’s Kettle Korn to change the existing contractor’s office and warehouse use at 7683 Richmond Road to a food processing and storage use. An SUP is required for this change of use in the A-1, General Agriculture District.

The applicant intends to convert the existing office and warehouse building into four sections as shown on the Master Plan (see Attachment No. 4):

- 1) Existing Office: 960 square feet will be used for administrative purposes.
- 2) Existing Shop: 2,000 square feet will be used to store inventory (paper and plastic products, bottled soda and water, kettle corn kernels, pork rind pellets, and seasonings).
- 3) Existing Garage: In Bays 1 and 2, 1,200 square feet will be used to repair and restore kettles and in Bays 3 and 4, 1,200 square feet will be used to process, package, and distribute kettle corn and pork rinds.

According to the applicant, the subject property will not be used on a daily basis for the processing of food. The primary purpose of this location is to accommodate “overflow” of increased demand for kettle corn and pork rinds at the applicant’s kiosk located at Williamsburg Premium Outlets (5715 Richmond Road).

According to the applicant, two employees will be present on the largest shift and two additional employees will be present once per week for administrative and supervisory purposes.

This SUP would be valid for the entire property including parking.

PLANNING AND ZONING HISTORY

- On September 27, 1984, the Board of Zoning Appeals determined a contractor’s office would be consistent with other permitted uses in A-1, General Agriculture District (Reference: ZA-0025-1984).
- On May 27, 1997, SUP-0016-1997 was approved to expand Country Contractor’s warehouse. The 2,400-square-foot building was expanded to house trucks and contractor equipment.

SURROUNDING ZONING AND DEVELOPMENT

- Properties to the north, west, and south are zoned A-1, General Agriculture and contain commercial uses.
- The property to the east is zoned A-1, General Agriculture and contains a single-family dwelling.

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

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage**Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>Mitigated</u>	<ul style="list-style-type: none">- Two employees will be present on the largest shift and two additional employees will be present once per week for administrative and supervisory purposes.- Condition No. 7: Hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the site, shall be limited to 8 a.m. to 5 p.m., Monday through Friday.- The property is served by an existing right-turn lane and extended, paved driveway.
<u>Public Transportation: Bicycle/ Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- Per the Adopted Regional Bikeways Map and Pedestrian Accommodation Master Plan, a bike lane and a sidewalk are required along Richmond Road.- Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- Fire Station 1 on Forge Road serves this area of the County, approximately 1.6 miles from the property.- The proposal does not generate impacts that require mitigation to the County's emergency services or facilities.
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- The proposal does not generate impacts that require mitigation for public schools.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- The proposal does not generate impacts that require mitigation for parks and recreation.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- The proposal does not generate impacts that require mitigation for public libraries and cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>Mitigated</u>	<ul style="list-style-type: none">- Condition No. 3: A hydromechanical grease interceptor shall be installed that meets the requirements of the James City Service Authority's Fats, Oils, and Grease Program requirements.- Condition No. 4: A water conservation agreement is necessary per Adopted Water Conservation Guidelines.

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

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage**Staff Report for the July 12, 2022, Board of Supervisors Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	- The proposal does not generate impacts that require mitigation for watersheds, streams, and reservoirs.
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	- This property is not identified as being an ultra or highly sensitive area on the James City County Archaeological assessment.
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	The following SUP conditions are included to address potential impacts on adjacent properties: <ul style="list-style-type: none">- Condition No. 2: All storage of materials shall be limited to within a fully enclosed building. No outdoor storage shall be permitted.- Condition No. 5: Smoke, noise, and odor associated with the preparation, heating, or processing of kettle corn and pork rind products shall be limited to a fully enclosed building with an activated carbon filtration system as approved by the Director of Planning prior to site plan approval.- Condition No. 6: All dumpster and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing approved by the Director of Planning or designee prior to site plan approval.
<u>Community Character</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- Richmond Road is a Community Character Corridor (CCC).- The applicant has addressed landscaping along Richmond Road.- This area will remain as a landscape buffer as shown on the master plan.
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none">- The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.

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

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

Staff Report for the July 12, 2022, Board of Supervisors Public Hearing

COMPREHENSIVE PLAN

The property is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map. The properties to the north, across Richmond Road, are designated Mixed Use and Low Density Residential. The properties to the west, east, and south are designated Low Density Residential. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, and cluster housing. Other uses including schools, places of public assembly, very limited commercial, and community-oriented facilities may also be considered appropriate should the proposal meet the following standards:

- Maintain the residential character of the area.

Staff finds the proposal is consistent with the residential character of the area. There are no proposed changes to the building or substantial changes to the property.

- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses.

Traffic is anticipated to be minimal with two employees present on the largest shift and two additional employees present once per week for administrative and supervisory purposes. The hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the site, shall be limited to 8 a.m. to 5 p.m., Monday through Friday. The access to the property is served by an existing right-turn lane and extensive paved driveway. The subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed.

- Generally be located on collector or arterial roads at intersections.

This property is located on, and takes access from, Richmond Road. Richmond Road is classified by the Virginia Department of Transportation as an arterial road.

- Provide adequate screening and buffering to protect the character of nearby residential areas.

The property is located along a CCC. Buffering along a CCC is required to be an average width of 50 feet. This application does not propose any changes to the existing landscaping in this parcel's CCC buffer.

PROPOSED SUP CONDITIONS

Proposed conditions are provided as Attachment No. 1.

STAFF RECOMMENDATION

Staff finds this proposal is compatible with surrounding zoning and development and is consistent with the Comprehensive Plan and Zoning Ordinance. Staff recommends the Board of Supervisors approve this application, subject to the attached conditions.

SY/ap

SUP22-3_7683RichRd

Attachments:

1. Resolution
2. Location Map
3. Applicant Narrative
4. Master Plan
5. Unapproved Minutes of the June 1, 2022, Planning Commission Meeting.

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

RESOLUTION

CASE NO. SUP-22-0003. 7683 RICHMOND ROAD

KETTLE CORN FOOD PROCESSING AND STORAGE

- WHEREAS, the Board of Supervisors of James City County, Virginia, has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and
- WHEREAS, Mr. David Tuftee, property and business owner, has applied for an SUP on behalf of Uncle Dave's Kettle Korn to allow the use of the property for food processing and storage on property located at 7683 Richmond Road, further identified as James City County Real Estate Tax Map Parcel No. 1330100005 (the "Property"); and
- WHEREAS, the Planning Commission, following its public hearing on June 1, 2022, recommended approval of Case No. SUP-22-0003 by a vote of 7-0; and
- WHEREAS, a public hearing was advertised, adjoining property owners notified, and a hearing conducted on Case No. SUP-22-0003; and
- WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with good zoning practices and the 2045 Comprehensive Plan Land Use Map designation for the Property.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the James City County Code, does hereby approve the issuance of Case No. SUP-22-0003 as described herein with the following conditions:

1. Master Plan: This SUP shall permit the preparation, processing, packaging, and distribution of kettle corn and pork rinds on approximately 1.95 acres located at 7683 Richmond Road and further identified as James City County Real Estate Tax Map Parcel No. 1330100005 (the "Property"). All final development plans and use of this property shall be consistent with the master plan entitled "JCC SUP-22-0003, 7683 Richmond Road Kettle Korn Food Processing and Storage" dated May 6, 2022 (the "Master Plan"), as determined by the Director of Planning, with any deviations considered per Section 24-12 (a)(2) of the Zoning Ordinance, as amended.
2. Outdoor Storage: All storage of materials shall be limited to within a fully enclosed building. No outdoor storage shall be permitted.
3. Oils and Grease: A hydromechanical grease interceptor shall be installed that meets the requirements of the James City Service Authority (JCSA) Fats, Oils, and Grease Program prior to an issuance of Certificate of Occupancy.
4. Water Conservation: The Applicant shall be responsible for developing water conservation standards to be submitted to and approved by the JCSA. The standards shall address such water conservation measures as limitations on the installation and use of approved landscaping design and materials to promote water

conservation and minimize the use of public water resources. The water conservation standards shall be approved by the JCSA prior to an issuance of Certificate of Occupancy.

5. Smoke (Dust)/Noise/Odor: To reduce smoke, noise, and odor associated with the preparation, heating, or processing of kettle corn and pork rind products, these activities shall be limited to a fully enclosed building. An activated carbon filtration system shall be installed prior to an issuance of Certificate of Occupancy.
6. Dumpster/HVAC: All dumpster and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing approved by the Director of Planning or designee prior to an issuance of Certificate of Occupancy.
7. Hours of Operation: Hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the Property, shall be limited to 8 a.m. to 5 p.m., Monday through Friday.
8. On-site Sales: On-site sales of food or merchandise shall be prohibited.
9. Commencement of Use: A permanent Certificate of Occupancy shall be obtained within twenty-four (24) months from the date of approval of this SUP, or this permit shall be void.
10. Severance Clause: This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

BE IT FURTHER RESOLVED that the Special Use Permit conditions set forth herein shall supersede and replace all conditions set forth in Case No. SUP-0016-1997.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

ICENHOUR
HIPPLE
LARSON
SADLER
MCGLENNON

VOTES

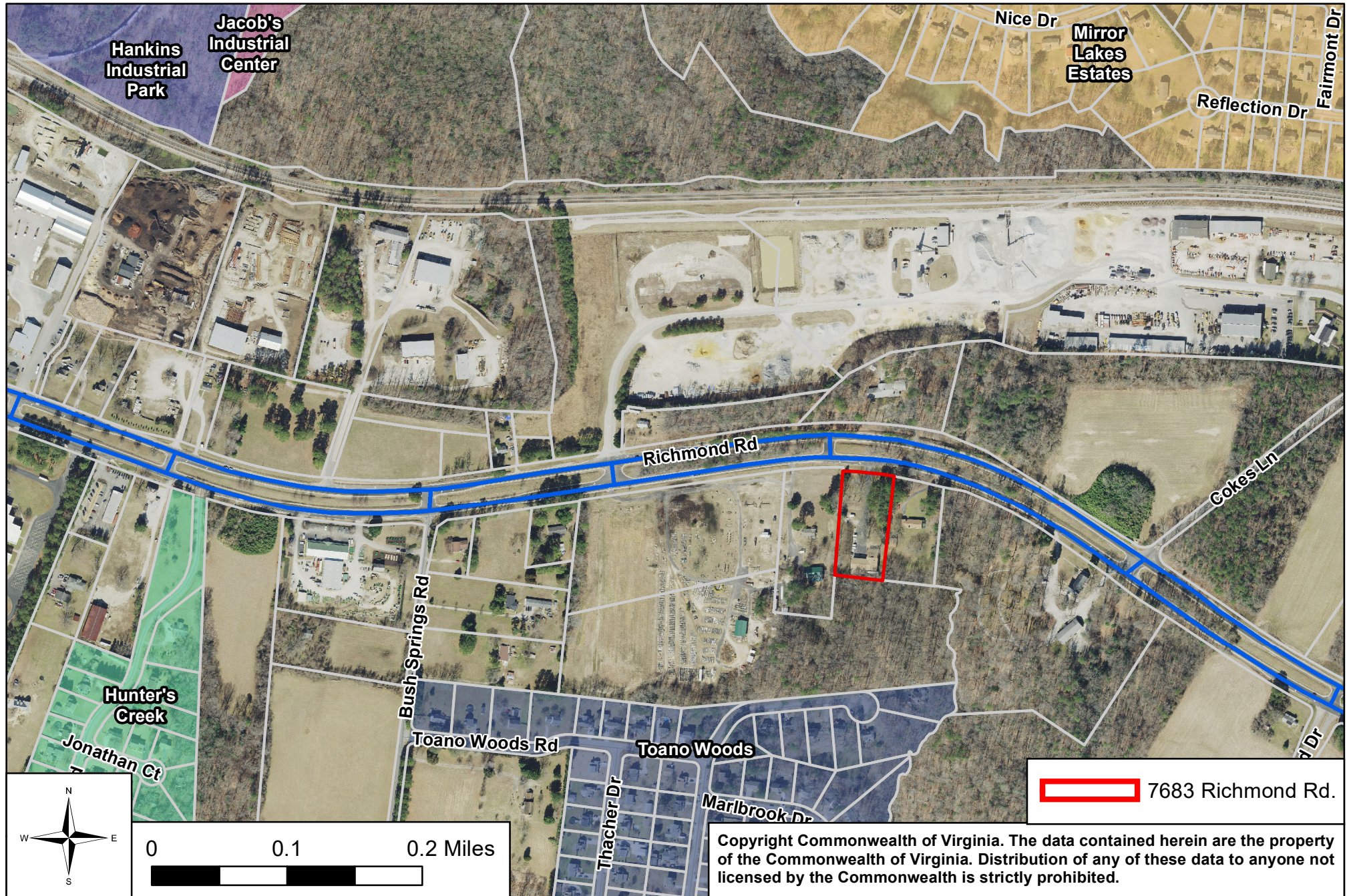
<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of July, 2022.

SUP22-3_7683RichRd-res

JCC SUP-22-0003

7683 Richmond Road Kettle Corn Food Processing and Storage





Community Impact Statement for Uncle Dave's Kettle Korn

**7683 Richmond Rd.
Williamsburg, VA 23188**

Property Description

This property contains a large warehouse with three bay doors that will be used for indoor production of popcorn and pork rinds, storage for inventory, and maintenance of popcorn and pork rind equipment. There is also a connected office space used for administrative purposes. It has a small paved parking area with a driveway that is accessible from one point on Richmond Road. The property will be used once a week to manage the overflow production of popcorn and pork rinds that may exceed space limits at our kiosk in the Premium Outlets. It will also serve as storage for inventory and a delivery location for large inventory orders that get delivered about once a month.

Traffic Impact Analysis

Traffic impacts will be very minor as most days this property will see no traffic. During production times, which occurs approximately once a week, there will be two employees on the largest shift where parking is reserved for employees only. All popcorn and pork rind production will be done inside a sealed production facility. Large deliveries are made about once a month and would not hinder or stop traffic as we have a dedicated right-turn lane and a long driveway capable of accommodating all delivery truck sizes. This is the only access point from Richmond Road. Delivery contents include paper and plastic products, bottled Coca-Cola products, water, popcorn kernels, pork rind pellets, and seasonings for popcorn and pork rinds. Items such as popcorn kernels, pork rind pellets, and paper/plastic products are delivered on a less frequent basis of once every few months as they are ordered in bulk. Pick-ups for popcorn and pork rinds would be made by one vehicle and will be done about once a week to deliver to our main kiosk location in the Premium Outlets. Maintenance on equipment would be done on an as needed basis which does not usually exceed once every couple of months. Administrative work in the office is done once a week by 1 person.

Environmental Impact:

The additional use will increase anticipated average daily flow by approximately 2 gallons per day, based on frequency we will be using this location for overflow production of processing popcorn and pork rinds. Therefore, since the anticipated average daily flow is less than 15,500 gallons, a water and sewer impact study are not required.

Public Facilities:

This special use permit will not impact any schools, fire stations, libraries, nor other major locally financed facilities.

Archaeological study:

This property is not identified as being an ultra- or highly sensitive area on the James City County archaeological assessment.

Natural Resource Inventory:

This property is not identified as being in any B1, B2, or B3 areas, as defined by the Virginia Department of Conservation and Recreation's Natural Heritage Resource Program.



JCC SUP-22-0003, 7683 Richmond Road - Kettle Corn Food Processing & Storage

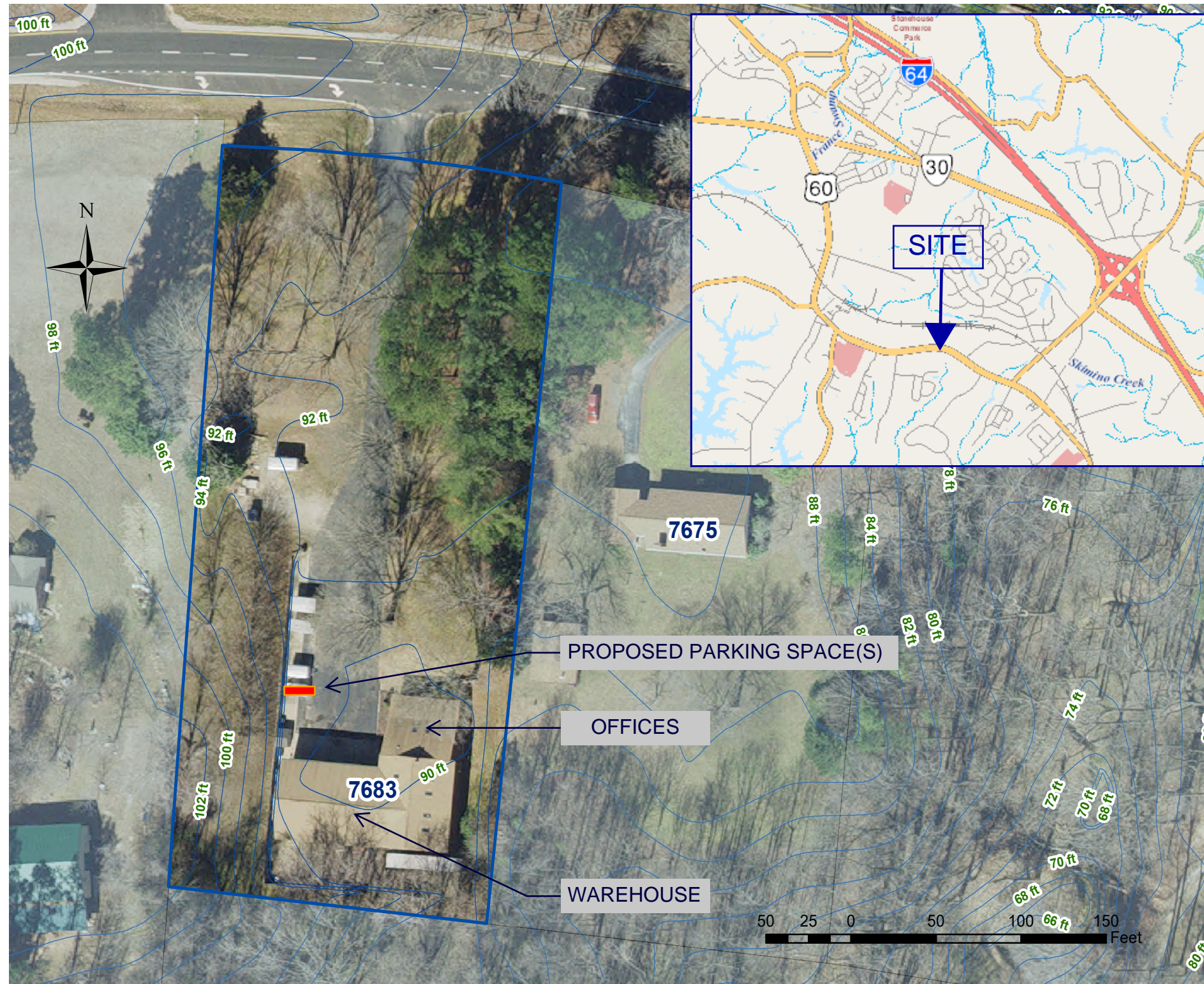
MASTER PLAN DATED MAY 6, 2022

Property Information

PIN: 1330100005
ADDRESS: 7683 Richmond Road
OWNER/APPLICANT: David R. Tuftee
LEGAL ACREAGE: 1.95 ac
ZONING: A-1 General Agricultural
2045 COMP PLAN: Low-Density Residential
PSA: Inside

General Notes

1. Site is served by public water and sewer.
2. This site does not appear to be located in the special flood hazard area based on Flood Insurance Rate Map 51095C0043D, effective 12/16/2015.
3. This site does not appear to be located in the Resource Protection Area.
4. Property has an existing driveway.
5. A minimum of two parking spots shall be provided (one parking spot per bedroom).



Adjacent Properties

1330100007
Luck Stone Corporation
P.O. Box 101
Manakin Sabot, VA 23103
A1 - General Agriculture

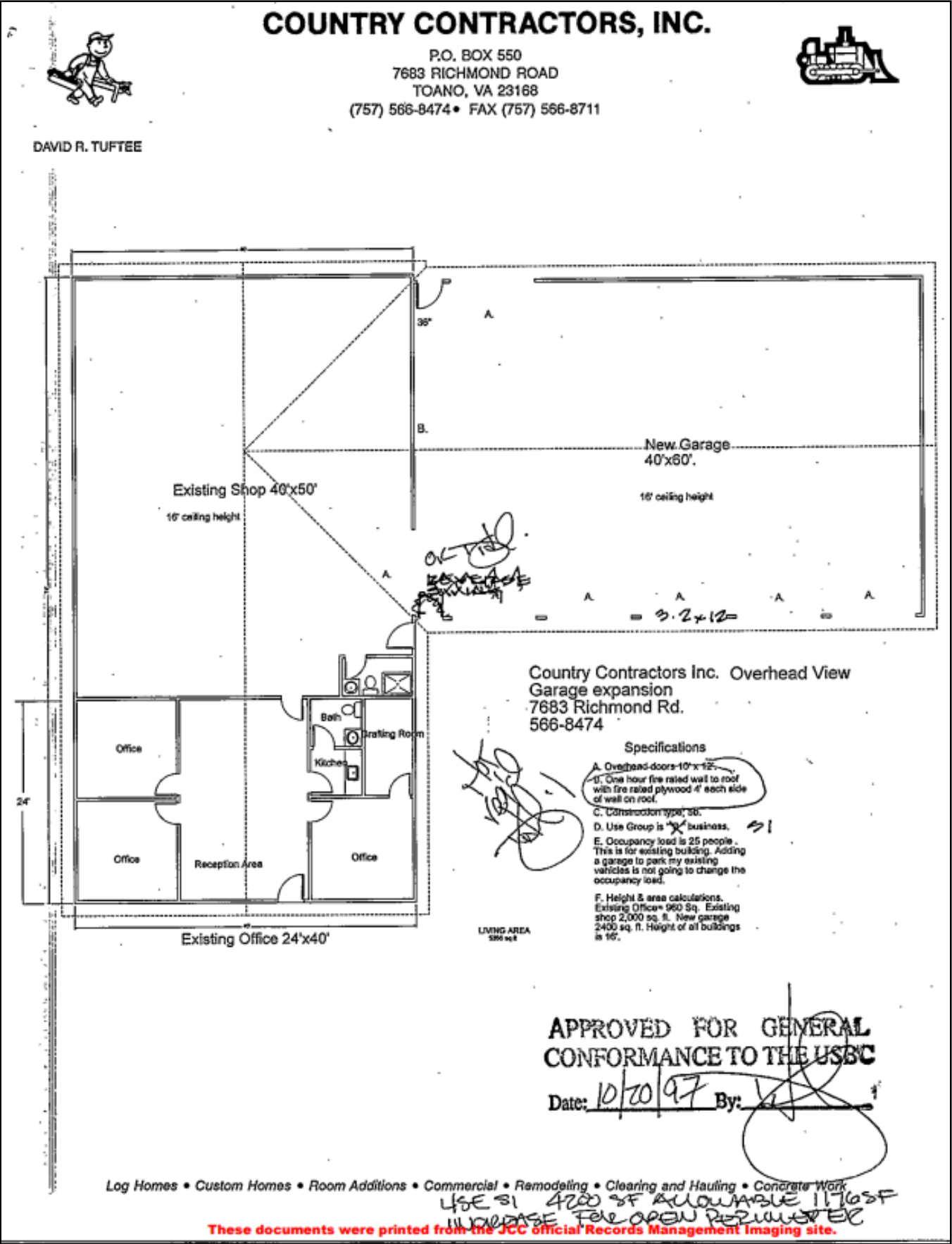
1330100006
Hummel, Sean Brian &
Rebecca
7675 Richmond Road
Williamsburg, VA 23188
A1 - General Agriculture

1330100004
Crawford, Charles D. &
Susan Lynn
P.O. Box 142
Toano, VA 23168
A1 - General Agriculture

1330100003A
Crawford, Charles D. &
Susan Lynn
P.O. Box 142
Toano, VA 23168
A1 - General Agriculture

Description of SUP

The purpose of this SUP is to request a special use permit to store and process kettle corn and pork rinds.





This warehouse is located behind the offices and stores secondary inventory; i.e., paper goods, water bottles, soda bottles, etc.



Bay 1 and 2: this area is is used to clean and repair kettles.



Location for the suppression and exhaust ductwork.
(example on page 3)

Bay 3 and 4: these bays will house one kettle to make and package popcorn and pork rinds. Suppression system, exhaust ductwork will be installed for processing purposes.

Uncle Dave's Kettle Korn is currently processing and packaging popcorn and pork rinds at 5715 Richmond Road, Williamsburg, VA 23188.

Examples of equipment for processing and safety are below:

KETTLE AND COLLECTION TRAY



FIRE SUPPRESSION



EXHAUSTION / VENTILATION



**Unapproved Minutes of the June 1, 2022
Planning Commission Regular Meeting**

SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

Ms. Suzanne Yeats, Planner, stated that Mr. David Tuftee, has applied for a Special Use Permit (SUP) on behalf of Uncle Dave's Kettle Korn to change the existing contractor's office and warehouse use at 7683 Richmond Road to allow the use of the property for food processing and storage. Ms. Yeats stated that the property is zoned A-1, General Agricultural, designated Low Density Residential, and is inside the Primary Service Area (PSA).

Ms. Yeats stated that the property consists of approximately 1.95 acres with a 5,560 square-foot building. Ms. Yeats further stated that the interior of the building is divided by use in the following categories: administrative purposes, storage of inventory, repair, and restoration of kettles, and finally processing, packaging, and distribution of kettle corn and pork rinds. Ms. Yeats noted that previously, the warehouse space was used to hold contractor trucks and equipment.

Ms. Yeats stated that conditions have been included to reduce impacts to the adjacent residential properties including limitations on hours of operation, increased requirements regarding outdoor storage, screening all dumpster and HVAC units, and limiting the preparation, heating, or processing of kettle corn and pork rinds to a fully enclosed building utilizing an activated carbon filtration system.

Ms. Yeats stated that staff finds this proposal to be compatible with surrounding development and consistent with the James City County 2045 Comprehensive Plan and Zoning Ordinance. Ms. Yeats stated that staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions.

Mr. Jack Haldeman inquired about any changes to the footprint of the building.

Ms. Yeats stated that there were no changes to the footprint of the building.

Mr. Stephen Rodgers inquired about response to any public outreach.

Ms. Yeats stated that letters had been sent to adjacent property owners as required by State Code and there had been no comments from the neighbors.

Mr. O'Connor opened the Public Hearing.

Mr. David Tuftee, 1928 Forge Road, applicant, addressed the Commission in support of the application.

Dr. Rose inquired if there would be any noise generated that would be noticeable outside the building.

Mr. Tuftee stated that the building was insulated and there would not be any excessive noise.

Mr. Rodgers inquired about the carbon filters.

Mr. Tuftee stated that he has not used carbon filters before but even though the odor is minimal, he is willing to use them to mitigate any potential impact on the adjacent properties.

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

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

Mr. Krapf stated that he is pleased to see that a local business is successful and would support the application so the business can expand. Mr. Krapf made a motion to recommend approval of the application subject to the proposed conditions.

On a roll call vote, the Commission voted to recommend approval of SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage. (7-0)

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Resolution for Powhatan Terrace Development

ATTACHMENTS:

	Description	Type
📎	Resolution for Powhatan Terrace Development	Cover Memo
📎	Resolution for Powhatan Terrace Development	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	6/24/2022 - 5:14 PM
Publication Management	Pobiak, Amanda	Approved	6/27/2022 - 8:39 AM
Legal Review	Parman, Liz	Approved	6/28/2022 - 8:15 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:55 AM
Board Secretary	Rinehimer, Bradley	Approved	7/5/2022 - 10:08 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 10:21 AM

MEMORANDUM

DATE: July 12, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Resolution for Powhatan Terrace Development

Housing Partnerships, Inc. (“HPI”) is planning to construct a low-income housing development at 1676 and 1678 Jamestown Road in James City County (JCC) to be known as “Powhatan Terrace”. As part of the application to receive tax credits, HPI has proposed to accept “Project-Based Vouchers” to reduce the housing cost burden on qualified households.

The designated Public Housing Agency responsible for operation of the Section 8 Housing Choice Voucher Program within JCC, the JCC Office of Housing, does not currently have the ability to provide Project-Based Vouchers. As such, HPI desires to obtain housing vouchers from the Hampton Redevelopment and Housing Authority (the “Authority”) for use in the Powhatan Terrace development.

Section 36-23 of the *Code of Virginia*, 1950, as amended, requires that the Board of Supervisors of JCC hold a public hearing and adopt a resolution declaring the need for the Authority to exercise its powers in JCC. Every effort will be made to encourage the Authority and Housing Partnerships, Inc. to give priority use of the housing vouchers to JCC residents and/or to those who work in JCC.

It is recommended that the Board of Supervisors adopt the attached resolution to authorize acceptance of these vouchers.

RV/ap
PowhatanTer-mem

Attachment

RESOLUTION

RESOLUTION FOR POWHATAN TERRACE DEVELOPMENT

WHEREAS, Housing Partnerships, Inc. (“HPI”) has planned to construct a low-income housing development at 1676 and 1678 Jamestown Road in James City County (JCC) to be known as “Powhatan Terrace”; and

WHEREAS, HPI desires to obtain housing vouchers from the Hampton Redevelopment and Housing Authority (the “Authority”) for use in the Powhatan Terrace development; and

WHEREAS, Section 36-23 of the *Code of Virginia*, 1950, as amended, requires that the Board of Supervisors of JCC hold a public hearing and adopt a resolution declaring the need for the Authority to exercise its powers in JCC; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby finds, declares, and affirms that: (a) there is a need for the Hampton Redevelopment and Housing Authority to exercise its powers in JCC; (b) there is a shortage of safe or sanitary dwelling accommodations in JCC available to persons of low-income at rentals they can afford; and (c) that these conditions can be best remedied through the exercise of Hampton Redevelopment and Housing Authority’s powers within the territorial boundaries of James City County, Virginia.

BE IT FURTHER RESOLVED that the Board encourages the Hampton Redevelopment and Housing Authority and Housing Partnerships, Inc. to give priority use of the housing vouchers to JCC residents and/or to those who work in JCC.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ICENHOUR	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of July, 2022.

PowhatanTer-res

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Resolution for Blaine Landing Development

ATTACHMENTS:

	Description	Type
📎	Resolution for Blaine Landing Development	Cover Memo
📎	Resolution for Blaine Landing Development	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	6/24/2022 - 5:14 PM
Publication Management	Pobiak, Amanda	Approved	6/27/2022 - 8:34 AM
Legal Review	Parman, Liz	Approved	6/28/2022 - 8:17 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:54 AM
Board Secretary	Rinehimer, Bradley	Approved	7/5/2022 - 10:10 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 10:22 AM

MEMORANDUM

DATE: July 12, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Resolution for Blaine Landing Development

Blaine Landing Apartments, LLC, a Virginia limited liability company (“Blaine”) is planning to construct a low-income housing development at 7581 Richmond Road in James City County (JCC) to be known as “Blaine Landing”. As part of the application to receive tax credits, Blaine Landing has proposed to accept “Project-Based Vouchers” to reduce the housing cost burden on qualified households.

The designated Public Housing Agency responsible for operation of the Section 8 Housing Choice Voucher Program within JCC, the JCC Office of Housing, does not currently have the ability to provide Project-Based Vouchers. As such, Housing Partnerships, Inc. desires to obtain housing vouchers from the Newport News Redevelopment and Housing Authority (the “Authority”) for use in the Blaine Landing development.

Section 36-23 of the *Code of Virginia*, 1950, as amended, requires that the Board of Supervisors of JCC hold a public hearing and adopt a resolution declaring the need for the Authority to exercise its powers in JCC. Every effort will be made to encourage the Authority and Blaine Landing to give priority use of the housing vouchers to JCC residents and/or to those who work in JCC.

It is recommended that the Board of Supervisors adopt the attached resolution to authorize acceptance of these vouchers.

RV/ap
BlaineLdng-mem

Attachment

RESOLUTION

RESOLUTION FOR BLAINE LANDING DEVELOPMENT

WHEREAS, Blaine Landing Apartments, LLC, a Virginia limited liability company (“Blaine”) has planned to construct a low-income housing development at 7581 Richmond Road in James City County (JCC) to be known as “Blaine Landing”; and

WHEREAS, Blaine desires to obtain housing vouchers from the Newport News Redevelopment and Housing Authority (the “Authority”) for use in the Blaine Landing development; and

WHEREAS, Section 36-23 of the *Code of Virginia*, 1950, as amended, requires that the Board of Supervisors of JCC hold a public hearing and adopt a resolution declaring the need for the Authority to exercise its powers in JCC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby finds, declares, and affirms that: (a) there is a need for the Newport News Redevelopment and Housing Authority to exercise its powers in JCC; (b) there is a shortage of safe or sanitary dwelling accommodations in JCC available to persons of low-income at rentals they can afford; and (c) that these conditions can be best remedied through the exercise of Newport News Redevelopment and Housing Authority’s powers within the territorial boundaries of James City County, Virginia.

BE IT FURTHER RESOLVED that the Board encourages the Newport News Redevelopment and Housing Authority and Blaine Landing Apartments, LLC, to give priority use of the housing vouchers to JCC residents and/or to those who work in JCC.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ICENHOUR	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of July, 2022.

BlaineLdng-res

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Proclamation for Pretrial, Probation and Parole Supervision Week

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:53 AM

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the performance evaluation of the County Administrator and the County Attorney, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:46 AM

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:46 AM

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Appointment - Economic Development Authority

ATTACHMENTS:

Description	Type
-------------	------

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:45 AM

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Adjourn until 1 pm on July 26, 2022 for the Business Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:47 AM