

AGENDA

DEVELOPMENT REVIEW COMMITTEE

September 8, 2004

4:00 p.m.

JAMES CITY COUNTY GOVERNMENT COMPLEX

Conference Room, Building C

1. Roll Call
2. Minutes
 - A. Meeting of July 28, 2004
3. Cases
 - A. SP-098-04 Warhill Green
 - B. S-59-04 Greensprings West Phase 6
 - C. C-007-03 New Town Parking
4. Adjournment

AT A REGULAR MEETING OF THE DEVELOPMENT REVIEW COMMITTEE OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD IN THE BUILDING C CONFERENCE ROOM AT 4:00 P.M. ON THE 28th DAY OF JULY, TWO THOUSAND FOUR.

ROLL CALL

Mr. Jack Fraley
Mr. Don Hunt
Mr. Joe McCleary
Ms. Peggy Wildman

ALSO PRESENT

Mr. David Anderson, Senior Planner
Ms. Karen Drake, Senior Planner
Ms. Sarah Weisiger, Planner
Mr. Mike Woolson, Environmental Division
Mr. Bill Cain, Environmental Division

MINUTES

Mr. McCleary recommended that the minutes from the July 7th, 2004 meeting be changed to clarify that Mr. Richard Miller, Fire Chief, was mentioned in the minutes for case SP-72-04, ECC Building. Following a motion by Ms. Wildman, the DRC approved the amended minutes from the July 7th, 2004 meeting by a unanimous voice vote.

CASE NO. C-85-04 . 10101 Sycamore Landing Road Overhead Utility Waiver

Mr. Anderson presented the staff report stating that Mr. William Armstrong is building a new home at 10101 Sycamore Landing Road. Because existing overhead utility service is located across the road from the property, Mr. Armstrong has applied for a waiver to set a new utility pole on his property, bring an overhead line across the road, and then bring the line underground to the new home. Staff recommended the DRC grant the exception request to allow for the placement of a new utility pole and overhead line to serve the subject property. Staff's recommendation was based on two major factors – 1) existing utility lines serving the majority of adjacent properties along the Sycamore Landing Road corridor are overhead, and 2) requiring the placement of underground utilities to the subject property would be a considerable expense for the applicant. No objection was raised by the Health Department, Fire Department or VDOT to this exception request. On a motion by Mr. Fraley, seconded by Ms. Wildman, the case was unanimously approved.

CASE NO. SP-59-04. Norge Neighborhood

Ms. Weisiger presented the staff report and stated in the written report, staff had not recommended preliminary approval, because the applicant had not provided a drawing of the proposed conservation area with the revised site plan. Prior to the meeting, the

applicant had provided a drawing showing the conservation area. Staff no longer objected to preliminary approval being granted if the conservation area, as provided to staff, is included on future site plans. Ms. Weisiger also stated that the applicant had shown that the setback area behind Buildings 19 and 20 will be included in the conservation area. Staff was confident that the trees within this area will remain undisturbed because of protections under erosion and soil control regulations which require tree protection fences during land disturbance. Staff recommended that the DRC recommend approval of the setback modification request with the understanding that the site plan was submitted in accordance with the proffer for the reduced setback area and no change to the landscape area was being recommended. Staff recommended preliminary approval subject to agency comments. Ms. Weisiger noted that land disturbance cannot be granted until archaeological studies have been submitted and approved in accordance with the proffers for the development. Mr. McCleary asked if JCSA comments were being addressed. Mr. Marc Bennett said that they were. Mr. Fraley asked the applicant to explain the reason for the setback modification request along the entrance road. Mr. Bennett responded that the request was due to the narrowness of the lot in the front. Mr. Hunt asked about the drainage ditch lined with concrete. Mr. Bennett stated that they were trying to handle drainage from the road and leave space for landscaping. Mr. McLeary asked about adjacent property owners who had raised concerns about walking paths to Nina Lane. Mr. Bennett stated that options to use some form of textured surface on the trails was being considered. There being no further discussion and following a motion by Ms. Wildman that was seconded by Mr. Hunt, the DRC voted 4-0 to recommend preliminary approval and to approve the setback modification request.

CASE NO. S-59-04. Greensprings West Phase 6

Ms. Drake presented the staff report noting that Phase 6 was the next subdivision section to be developed in Greensprings West and was consistent with the approved master plan. However, staff recommended deferral of this case due to outstanding Environmental Division issues listed in the staff report. Ms. Drake updated the DRC by noting a correction in the staff report that the perennial stream issue affected lots 31-34 and 29-55 and that the correct lots were referenced in the detailed Environmental Division comments dated July 26, 2004 that she distributed to the DRC and applicant at the meeting. Mr. Jim Bennett questioned if preliminary approval could be issued subject to the perennial stream issue being addressed. Mr. McCleary noted that the DRC took the staff comments seriously and the outstanding Environmental Division comments needed to be addressed prior to the DRC recommended preliminary approval. Mr. Hunt questioned how a stream was determined to be perennial or not. Mr. Bennett and Mr. Woolson both explained that the North Carolina scoring method had been approved by CBLAD and that various criteria were evaluated with a combined score of 30 or higher determined the stream section is perennial or not. There is some subjectivity to the criteria. Mr. Bennett questioned the protocol of bringing the case back to the DRC. Ms. Drake responded that the perennial stream boundaries had to be established, then the subdivision construction plans re-engineered accordingly and staff would have to have adequate time to review the plans. Ms. Drake noted that staff was willing to work with

the applicant and once the outstanding Environmental issues had been addressed, the case would be brought back before the next scheduled DRC meeting. There being no further discussion, the DRC unanimously agreed to Mr. McCleary's recommendation that since the August Planning Commission meeting has been rescheduled to the 16th that an additional DRC meeting could be scheduled prior to the Planning Commission meeting at 6:30pm in the worksession room in Building F if the outstanding issues could be resolved by August 16th, if not the case was deferred to the next regularly scheduled DRC meeting on September 8th with staff notifying the applicant and the DRC by email prior to the 16th.

Adjournment

There being no further business, the July 28, 2004, Development Review Committee meeting adjourned at 4:40 p.m.

Mr. Joseph R. McCleary, Chairman

O. Marvin Sowers, Jr., Secretary

SUMMARY FACTS

Applicant: Charles Records, AES Consulting Engineers

Land Owner: Henry Stephens, Associated Developers, Inc.

Proposed Use: Approval of 29 condominium units.

Location: 5450 Centerville Road

Tax Map/Parcel No.: (31-3)(1-34)

Primary Service Area: Inside

Parcel Size: 3.7 acres

Existing Zoning: R-5, Multifamily Residential

Comprehensive Plan: Low Density Residential

Reason for DRC Review: The development proposes a buildings whose total floor area exceeds 30,000 square feet.

Staff Contact: Matthew Arcieri Phone: 253-6685

STAFF RECOMMENDATION

At the August 23, 2004 Development Roundtable, the Environmental Division identified an issue with the design of the BMP to serve this site. Specifically, the BMP lacks a natural path to discharge water, which might negatively affect adjacent property owners in the Mulberry Place subdivision. Environmental staff and the applicant subsequently met in the field and continue to actively work towards addressing this issue.

Staff recommends deferral of this case until the September 28th DRC meeting in order for the Environmental Division and the applicant to develop a solution to this issue.


Matthew D. Arcieri

Attachments:

1. Location Map
2. Plan (separate)
3. Agency comments
4. Email from Scott Thomas dated September 3, 2004

AGENCY COMMENTS

Planning:

1. This plan proposes more than 30,000 square feet of floor area and will be reviewed by the Development Review Committee on September 8, 2004 at 4PM.
2. This case has been referred to the August 23, 2004 Development Roundtable meeting. The meeting will take place at 2 p.m. in Conference Room E at the JCC Government Center. Please see the attached email further detailing concerns by the Environmental Division.
3. If the proposed units are to be sold as townhouses, each unit is required to open directly into a private yard of a minimum 200 square feet. Please include a preliminary subdivision plat to satisfy this requirement. In addition, a subdivision plat for these units will be required; however, this may occur after site plan approval.
4. Is it possible to provide preliminary architectural sketches of the proposed units in order to further clarify that the requirements of Sec. 24-314(k) have been satisfied?
5. Prior to final site plan approval please submit HOA documents to the County Attorney for review and approval.
6. Please show replacement sidewalk along Centerville Road where the existing entrance to the site is being removed.
7. On sheet 3, please note the total number of units proposed. In addition, please note the number of units in each building. If possible, please indicate which units will be townhouses and which will be condominiums.
8. Please clearly delineate and note the total size of the area dedicated to recreation. As a reminder, a total of 10% of the gross acreage of the site shall be dedicated to recreation (0.37 acre).

Landscaping:

1. Please clearly delineate the area that will be turf adjacent the playground. It is not clear that the gravel path terminates at the start of the turf area.
2. Please see the attached recommendation.

JCSA:

1. Please see the attached comments.

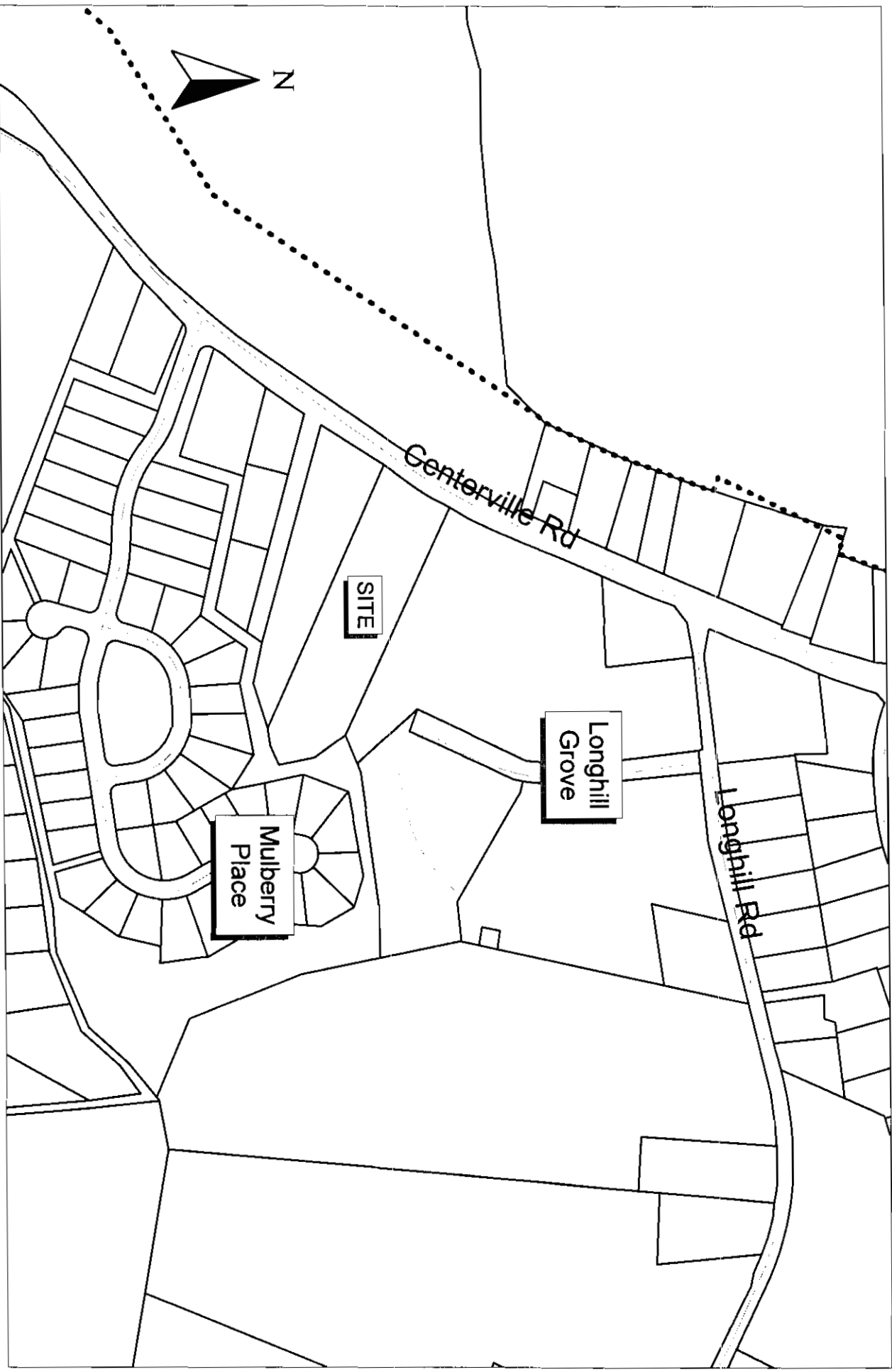
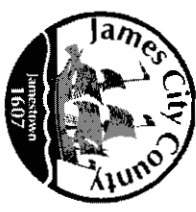
VDOT:

1. Please see the attached comments.

Environmental:

1. Comments will be forwarded when received.

SP-98-04 Warhill Green

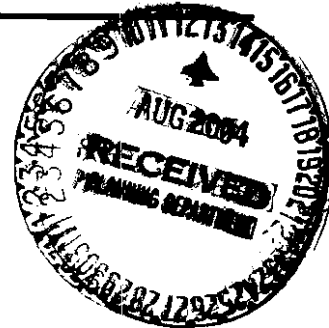


Date: August 13, 2004

To: Matthew Arcieri, Planner

From: Timothy O. Fortune, P.E. - Civil Engineer

Subject: SP-098-04, Warhill Green (Construction Plan)



James City Service Authority has reviewed these plans for general compliance with the JCSA Standards and Specifications, Water Distribution and Sanitary Sewer Systems and have the following comments for the above project you forwarded on August 5, 2004. Quality control and back checking of the plans and calculations for discrepancies, errors, omissions, and conflicts is the sole responsibility of the professional engineer and/or surveyor who has signed, sealed, and dated the plans and calculations. It is the responsibility of the engineer or surveyor to ensure the plans and calculations comply with all governing regulations, standards, and specifications. Before the JCSA can approve these plans for general compliance with the JCSA Standards and Specifications, the following comments must be addressed. We may have additional comments when a revised plan incorporating these comments is submitted.

Sheet 1:

1. Revise Note 22 to read as follows: "Any existing unused wells shall be abandoned in accordance with State Private Well Regulations and James City County Code."

Sheet 3:

1. Since the proposed fire supply system will be private, a backflow prevention device (low hazard condition) shall be provided on the line. Attached is a "Detector Check Valve Assembly" detail which can be used for backflow prevention. The detector check valve shall be located at the right-of-way line. This will delineate the end of JCSA's responsibility for the fire supply line. The detail shall be modified by the Applicant to show the 5/8" meter located outside of the paved area, preferably adjacent to the proposed 2-inch master meter. Water meter location and size shall be clearly identified on the site plan.
2. JCSA responsibility will end at the "Existing Manhole" for this development, not at MH #1 as indicated. Clearly indicate this on the plan and eliminate the proposed "20' JCSA Utility Easement" extending to MH #1. All on-site sanitary sewer and easements shall be labeled as a "Private". Revise accordingly.
3. Show and label a thrust block at the tapping sleeve and valve connection.

Sheet 6:

1. Main Sewer Line Profile: Describe connection requirements to the existing sanitary sewer manhole (core drill, kor-n-seal boot, etc). A note shall be added to the plan

requiring the existing manhole to be vacuum tested upon completion of the new connection. Test shall be witnessed by JCSA.

2. Label all sewer profiles as "Private Sewer".

Sheet 7:

1. Clearly delineate JCSA responsibility as terminating at the detector check valve assembly. Revise profile based on Sheet 3, Comment # 1 above.

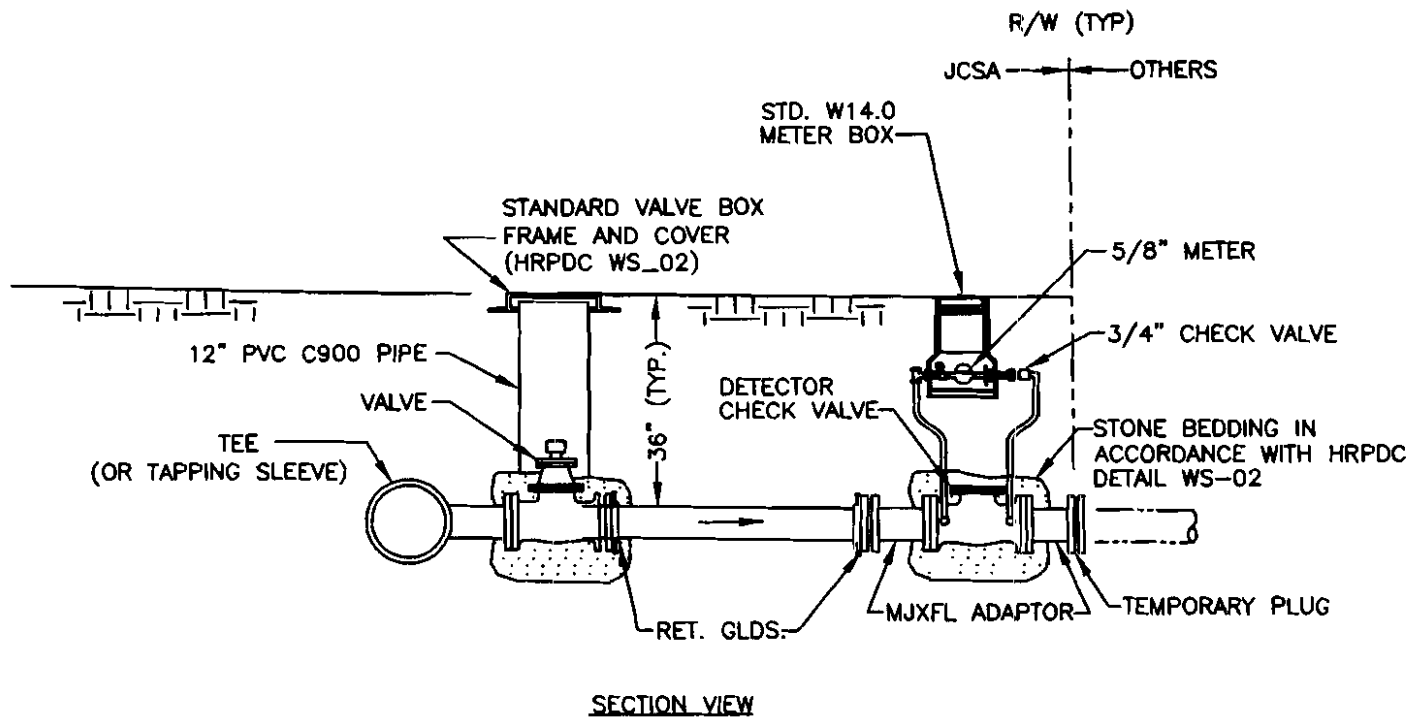
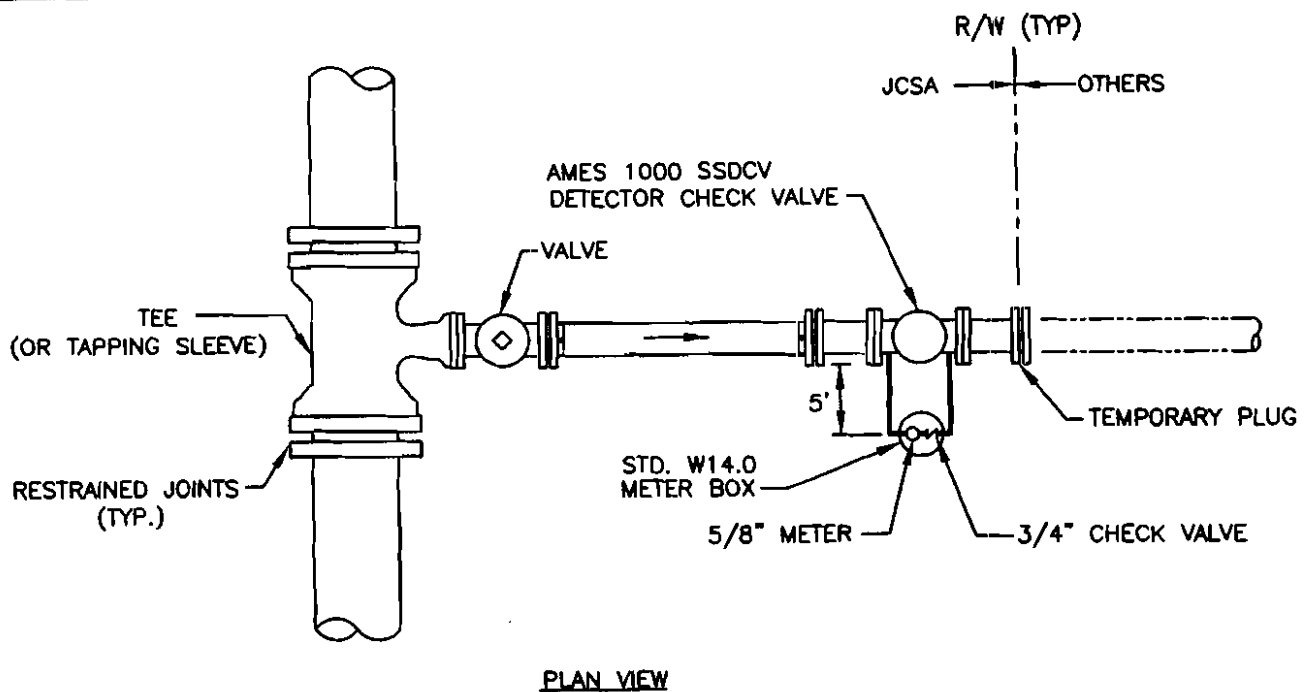
Water Data Sheet:

1. Section 6: Only indicate those pipe lengths which are being dedicated to JCSA.
2. Section 7: Only indicate the master meter as part of this tabulation.

Sanitary Sewer System Data Sheet:

1. Section 6: Revise tabulated length based on Sheet 3 Comment # 2 above.

Please call me at 253-6836 if you have any questions or require any additional information.



NOTES

1. IT IS THE DEVELOPERS/CONTRACTORS/ENGINEERS RESPONSIBILITY TO ENSURE THAT APPROPRIATE BACKFLOW PREVENTION, IN ACCORDANCE WITH VIRGINIA WATERWORKS REGULATIONS AND LOCAL CODES, IS PROVIDED DOWNSTREAM OF THE DCVA.
2. WHERE REQUIRED BY CODE, POST INDICATOR VALVE AND FIRE DEPARTMENT CONNECTION ARE THE RESPONSIBILITY OF THE DEVELOPER/CONTRACTOR/ENGINEER.
3. ALL JOINTS SHALL BE RESTRAINED FROM THE DETECTOR CHECK BACK TO THE TEE.

REVISION DATE COMMENT

	
DETECTOR CHECK VALVE ASSEMBLY FOR FIRE SUPPRESSION SYSTEMS	
DWG NO. W17.0	SCALE: NONE
DWN BY:	DATE: JUNE 2004



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
4451 IRONBOUND ROAD
WILLIAMSBURG, VA 23188

PHILIP SHUCET
COMMISSIONER



August 20, 2004

Matthew Arcieri
James City County Planning
Post Office Box 8784
Williamsburg, Virginia 23187

Ref: Warhill Green
County Plan Number SP-98-04
Centerville Road (Route 614), James City County

Dear Sirs:

We have completed our review of the above mentioned site plan and offer the following comments:

- 1) Provide a stop sign in accordance with MUTCD R1-1 Standard (30" x 30") at entrance onto Centerville Road (Route 614).
- 2) It will be necessary to saw cut the existing pavement longitudinally along Centerville Road (Route 614) for construction for the entrance and tapers to ensure that the pavement typical throughout the new pavement is constant. Place a note on the plans showing the saw cut.
 - 1) Add VDOT General Notes (Revised 08/02) to plans.
 - 2) Provide note on the plans stating, "VDOT does not assume responsibility for maintenance of the detention/retention pond or its structure, and shall be saved harmless from any damages".
 - 3) Provide the posted speed limit on the plans.
 - 4) Show the location of the relocated telephone pedestal that is currently located within the northernmost taper. This should be relocated behind the existing sidewalk.

Warhill Green
August 20, 2004
Page Two

When the above comments have been addressed, please submit two sets of revised plans to this office for further review. Also, attach a letter noting what action was taken to correct the above comments and any revisions that may impact the right-of-way.

Should you have questions please contact me at 253-4832.

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley A. Weidenhammer". The signature is fluid and cursive, with a long horizontal line extending from the end.

Bradley A. Weidenhammer, EIT
Associate Engineer

Matthew Arcieri

From: Mike Woolson
Date: Monday, August 09, 2004 10:19 AM
To: Charles B. Records (crecords@aesva.com)
Cc: Matthew Arcieri; Scott Thomas; Patrick Foltz
Subject: Warhill Green, SP-098-04

Charles,

The Environmental Division is sending this case to the August 23rd roundtable meeting to discuss the following issues:

1. Site does not meet the 10-point BMP criteria for stormwater management and no waiver request was found.
2. Sediment trap #1 discharges directly onto the Cora Lee Green property with no defined drainage channel or easement.
3. There is no defined drainage channel for the outlet of the BMP/sediment trap #3 within the Mulberry Place HOA Open Space 'A'.

I look forward to having these issues addressed on the 23rd. See you there.

Michael Woolson, CLA
James City County Environmental Division
Senior Watershed Planner
757-253-6823 - office : 757-259-4032 - fax

Visit www.protectedwithpride.org

will continue with full technical review of the drainage and stormwater management plan for this project and will issue comments as soon as I can in the next few days. In the meantime, if you have any questions email me or call me at 253-6639.

Scott J. Thomas, P.E.
James City County
Environmental Division

visit:

http://www.james-city.va.us/resources/devmgmt/div_devmgmt_environ.html

and

www.protectedwithpride.org



ENVIRONMENTAL DIVISION REVIEW COMMENTS
GREENSPRINGS WEST PHASE VI
COUNTY PLAN NO. S - 59 - 04
July 26, 2004

WAC/SJT

- General:
1. A Land-Disturbing Permit and Siltation Agreement, with surety, are required for this project.
 2. A Subdivision Agreement, with surety, shall be executed with the County prior to recording of lots.
 3. Water and sewer inspection fees, as applicable, must be paid in full prior to issuance of a Land-Disturbing Permit.
 4. A Standard Inspection / Maintenance agreement will be required to be executed with the County for the stormwater conveyance systems and Stormwater Management/BMP facilities required for this project. *(Note: This would be for Dry Ponds # 2 and # 4 which service this site, unless it is demonstrated that this will be provided under the Williamsburg National Golf Course B- plan, County Plan No. SP-145-03)*
 5. Streetlights. A streetlight rental fee for 10 lights must be paid prior to the recordation of the subdivision plat. Provide information to show that the streetlight shown on detail Sheet 17 meets the requirement for illumination output in accordance with the JCC Streetlight Policy (5,000 lumens).
 6. Responsible Land-Disturber Notification. Provide the name of an individual who will be in charge of and responsible for carrying out the land-disturbing activity. Permits or plans without this information are deemed incomplete and not approved until proper notification is received.
 7. Record Drawing and Construction Certification. The stormwater management/BMP facilities as proposed for this project will require submission, review and approval of a record drawing (as-built) and construction certification prior to release of the posted bond/surety. Provide notes on the plan accordingly to ensure this activity is adequately coordinated and performed before, during and following construction in accordance with current County guidelines. *(Note: This would be for Dry Ponds # 2 and # 4 which service this site, unless it is demonstrated that this will be provided under the Williamsburg National Golf Course B- plan, County Plan No. SP-145-03)*
 8. Wetlands. Prior to initiating grading or other on-site activities on any portion of a lot or parcel, all wetland permits required by federal, state and county laws and regulations shall be obtained and evidence of such submitted to the Environmental Division. Refer to Section 23-9(b)(9) and 23-10(7)(d) of the Chapter 23 Chesapeake Bay Preservation ordinance.
 9. VPDES. As it appears that land-disturbing will well exceed one (1) acre, the owner must register for a General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Construction Activities, in accordance with current requirements of the Virginia Department of Environmental Quality and 9 VAC 25-180-10 et seq. Contact the Tidewater Regional Office of the DEQ at (757) 518-2000 or the Central Office at (804) 698-4000 for further information.

S-59-04. Greensprings West—Phase 6
Staff Report for the September 8, 2004 Development Review Committee Meeting

Summary Facts

Applicant: Mr. Ryan Stephenson, AES Consulting Engineers

Land Owner: Lewis Waltrip, Jamestown Development, LLC

Proposed Use: 57 lots on 31.09 acres

Location: 4001 Centerville Road

Tax Map/Parcel: (36-3)(1-22)

Primary Service Area: Straddles the PSA line but is served by public water and sewer.

Existing Zoning: R-4, Residential Planned Community

Comprehensive Plan: Rural Lands & Low Density Residential

Reason for DRC review: Section 19-23 of the Subdivision Ordinance specifies that the DRC review any subdivisions proposing greater than 50 lots.

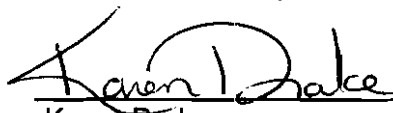
Staff Contact: Karen Drake Phone: 253-6685

Staff Recommendation:

On the approved Greensprings master plan, a maximum of 368 single family detached dwelling units are permitted. Staff finds this proposal for these 57 of the 368 lots to be consistent with the approved master plan.

At the July 28th DRC meeting, the DRC voted to defer this case until the attached outstanding Environmental Division comments have been addressed regarding the Perennial Stream/RPA, an incomplete Environmental Inventory and stormwater management. Since the July 28th meeting staff has met with the applicant twice on site. At the time of writing this report, the outstanding issues have not been completely resolved and the Environmental Division has not reviewed re-engineered plans illustrating buildable lots.

Therefore, the applicant has requested a deferral of this case until the September 29th DRC meeting to allow more time to resolve the outstanding Environmental issues. Staff concurs with the applicant's request for a deferral. Please note that staff will continue working with the applicant and will provide a verbal update at the DRC meeting of any resolution that would change staff's recommendation that the DRC defer this case until the September 29th DRC meeting.


Karen Drake
Senior Planner

Attachments:

- 1.) Agency Review Comments
- 2.) Applicant Deferral Request Letter

**Agency Review Comments
for
S-59-04. Greensprings West—Phase 6**

Planning:

1. On the approved Greensprings master plan, there are a total of 368 single family homes permitted in this section. To clarify how many homes have been proposed and for accounting purposes, please revise how the lots are numbered for this section by continuing the lot count established in Phase IV-A and as requested with Phase IV-B & V.
2. As requested with Phase IV-B & V, please provide a tabulation on the cover sheet that expands General Note #8 from the approved plat for Phase IV-A and documents how many lots have been proposed in each section as compared to the approved master plan.
3. Please note if any reduced street widths are proposed for this phase of Greensprings West.
4. Clarify Note #16 as to which cul-de-sac was granted an exception and engineered to be greater than 1000 feet in length and address if any new cul-de-sacs in this phase are proposed that are longer than 1000 feet and for which another exception is requested.
5. Clarify on the cover sheet that the typical building setback lines illustrated on the plat are per the Greensprings West Home Owner Association.
6. Please provide documentation that there are no archeological sites located within this phase.
7. Please submit any proposed entrance features, for these phases for review in accordance with Section 19-69 of the James City County Subdivision Ordinance and MP-3-01: Greensprings Master Signage Plan.
8. Will there be any shared driveways for Lots 54 & 55 on Waterloo Place and Lots 19, 20 & 21 and Lots 22, 23 & 24 on Torrington Trail? If yes, please illustrate the shared driveway on the plat and provide a shared driveway maintenance agreement for lots to be reviewed and approved by the County Attorney and recorded with the final plat.
9. Please clarify on the preliminary plans that the proposed width of the road frontage of Lot 19 meets the minimum requirement of 25'.
10. On Sheet 6 & 7, identify the drainage easements referenced in the note that are located within the right-of-ways of future development that are to be vacated upon recordation of the right-of-way.
11. Are there any existing conservation easements located on site and associated with the RPA? If so, please label and add the appropriate notes.
12. Regarding Lighting:
 - a. Please clarify if the security lighting detail on Sheet 17 matches lighting used elsewhere in Greensprings West and if the lighting detail proposed will be used in lieu of the standard streetlight.
 - b. Correct the lighting note on Sheet 6 to reference the detail on Sheet 17.
 - c. On Sheet 9, the ordinance section referenced applies to Mixed Use Districts and this property is zoned R-4. Please update this reference accordingly to reference the James City County Subdivision Ordinance on streetlights.
13. Sidewalks shall be required for all major subdivisions in accordance with Section 24-35 of the Zoning Ordinance. Please provide a detail of the sidewalk construction and clearly label and illustrate the location of the sidewalks, including handicapped access ramps.
14. Regarding the Proffers:
 - a. Neighborhood Recreation Facilities: Trail System specifies requirements for a trail system along one side of Centerville. Please provide evidence that this proffer has been met, or will be met, with the development of these two phases. Please note the proffer specifies that any internal trails within the subdivision are required to connect with the central trail system along Centerville Road. Additionally, please comment on if/how the entrance road will impact the proposed trails at the intersection with Centerville Road and how trail connections will be made. Note that DRC approval is required for approval of the trail system if placed in the greenbelt buffer.
 - b. Verify the following traffic improvements have been made: construction of southbound right turn lane, eastbound and combined eastbound left and through lane and eastbound right turn lane at the southern entrance to Land Bay S-1.

**Agency Review Comments
for
S-59-04. Greensprings West—Phase 6**

4. The location of Dry Pond # 4 is a considerable distance downstream of temporary sediment trap # 1, Sediment Basin # 1 and stormwater piping outfalls SS # 1-1 and SS # 2-1. Discharges from the temporary basins and the stormwater outfalls cannot degrade the natural stream channel between the basins/outfalls and the proposed permanent BMP. The provisions of Minimum Standard # 19 of the Virginia Erosion and Sediment Control regulations will apply. No channel adequacy computations were provided.

Fire Department:

1. No comments on the subdivision construction plans.

Health Department:

1. No comments on the subdivision construction plans.

JCSA:

1. Please refer to the attached memorandum dated July 21, 2004.

Parks & Recreation:

1. No comments on the subdivision construction plans.

VDOT:

1. Please refer to the attached memorandum dated July 7, 2004.

10. Watershed. Provide a note on the cover sheet of the plans indicating that the project lies in the James River (Shellbank Creek) watershed of the County.
11. Presentation. Provide references on all plan sheets and label, as applicable, Dry Pond # 2 and Dry Pond # 4, as proposed under the plan of development for Williamsburg National B-Golf Course, County Plan No. SP-145-03. Currently none of the plan sheets show, label or reference any of the BMPs which will ultimately service this site. Also, make sure all plan sheets, as applicable, clearly reference County site plan SP-145-03 for the golf course, similar to that shown for Greensprings West Phases 4 and 5.

Chesapeake Bay Preservation:

12. Environmental Inventory. The environmental inventory table on Sheet 2 is not consistent with Section 23-10(2)(a through d) of the County's Chesapeake Bay ordinance. Provide all items required.
13. Steep Slope Areas. Provide information on the plans to indicate the origin of existing site topography for the project. Additionally, it appears there may be additional areas of steep slopes present on the site and along the offsite sanitary sewer alignment (Sheet 8) that currently are not shown on the inventory. Please confirm.
14. Perennial Streams. In our letter dated May 19, 2004 to the environmental consultant for the project, staff findings of a perennial stream evaluation performed for the adjacent Williamsburg National Golf B- Course were discussed. The determination of the stream feature behind Lots 51 through 55 was that it was in fact appeared perennial and would result in RPA buffer on additional lots. The stream feature between Lots 31 through 34 and 49 to 51 was also found to be perennial, but only for a short distance. If RPA is present on these lots it is difficult to determine if adequate buildable area exists on Lots 31-34 and 49-55.
15. Limit of Work. Show the limit of work (clearing and grading) around the site periphery on environmental inventory Sheet 2. Be sure to include the offsite sanitary sewer.
16. RPA Impact. The proposed offsite sanitary sewer work being part of this subdivision plan application and as shown on Sheet 8 is within the RPA buffer, which would necessitate the need for a WQIA and a waiver/exception to the provisions of the Chesapeake Bay Preservation ordinance. Refer to Sections 23-11 and 23-14 through 23-16 of the Chesapeake Bay Preservation ordinance.

Erosion & Sediment Control Plan:

17. Temporary Stockpile Areas. Show any temporary soil stockpile, staging and equipment storage areas (with required erosion and sediment controls) or indicate on the plans that none are anticipated for the project site.
18. Offsite Land Disturbing Areas. The road profiles and offsite sanitary sewer sheets seem to indicate a considerable amount of cut and utility trench waste material to be generated by site work activities. Identify any offsite land disturbing areas including borrow, waste, or disposal sites (with required erosion and sediment controls) or indicate on the plans that none are anticipated for this project.

19. Disturbed Area. Confirm if the disturbed area estimate for the project (8.69 acres) includes clearing associated with the offsite sanitary sewer as shown on Sheet 8.
20. Match Line. Provide a match line in the upper right hand corner of Sheet 12 to Sheet 8 for continuation of the offsite sanitary sewer and it's erosion and sediment control plan.
21. Soils Data. Provide a soils map to delineate the soil groups shown on the table on environmental inventory Sheet 2.
22. Phase I E&SC Plan. The following comments pertain to the Phase I erosion and sediment control plan shown on plan Sheet 9.
 - 22a. Limits of Clearing. Currently plan Sheet 9 would indicate that Sediment Basin # VI-2 is to be accessed for initial construction along the proposed diversion dike across Lots 29 through 32. If the proposed road corridor of Chartstone Crescent is to be utilized to access Sediment Basin # VI-2 for initial construction under the Phase I E&SC plan, then Sheet 9 should indicate this limit of clearing and any additional E&S control measures.
 - 22b. Apply perimeter silt fence along the proposed access corridor from the construction entrance to existing topography high point (El. 66) as this area will not drain to proposed sediment basin VI-1.
 - 22c. The Phase I plan does not address initial controls necessary for clearing and initial grading associated with Chartstone Crescent and Torrington Trail. Although temporary sediment basin VI-2 and temporary sediment trap No. 1, with diversions, are provided to handle disturbed area drainage from the west end of Chartstone Crescent (road Sta. 15+50 to 20+00) and Torrington Trail (road Sta. 30+00 to 36+00), these disturbed corridors are a considerable distance from perimeter diversions, thus warranting some initial perimeter silt fence control along the limit of work, until the proposed onsite storm inlet and piping systems are functional. If it is not intended to place silt fence in Phase I, then it must be shown on Phase II plan Sheets. *(Although the perimeter diversions are in place downstream to ultimately convey disturbed area drainage to the sediment trapping facilities, sediment deposition will occur onto proposed lots until road grading occurs and storm drainage piping systems are in place, functional and inlet protections are installed. It would not be proper practice to allow the road corridors to convey disturbed area runoff directly onto proposed future lots without control.)*
 - 22d. Ensure that an 18-inch diversion dike height will be sufficient along the east diversion dike which enters into sediment basin VI-2. There is a considerable amount of drainage area to this temporary diversion dike and at some locations along the DD alignment (ie. Lot 30, 31 and 32) the diversion will be situated on nearly flat topography. Ensure the dike will not overtop; otherwise, additional height may be necessary.
 - 22e. In an effort to prevent erosion, explore the potential for use of construction road stabilization, in accordance with Minimum Standard & Spec. 3.03 of the VESCH for the project. At a minimum, evaluate the need for this measure along the entrance road to the intersection of Torrington Trail/Waterloo.

23. Determine if a temporary stream crossing, in accordance with Minimum Standard & Spec. 3.24 of the VESCH is required along the proposed low point crossing at Torrington Trail (road Sta. 24+00) during Phase I E&SC activities shown on Sheet 9. If necessary show keys and symbols as appropriate.
24. Temporary Sediment Traps/Basins. The following comments apply to the design and construction information for proposed onsite temporary sediment basins:
- 24a. The design information for both temporary sediment basins indicates that baffles are required; however, nothing is indicated on the plan or details.
- 24b. In the design of temporary sediment basin VI-1, hydrologic computations in the design report show a time of concentration of 42 minutes using a length of overland flow of 455 feet. Usually the overland flow component should not exceed 200 feet. Thus peak flow used in the design of the basin may be underestimated. Conversely, computations show the entire 8.05 acres of drainage area to basin VI-1 as being in a disturbed condition (ie. HSG C soils, CN of 93). The CN can be weighted for undeveloped (non-disturbed) land within the drainage area. Also, the same is true for sediment basin VI-2, where the overland flow component for time of concentration was 390 feet. *(Note: For sediment basin VI-2, it would appear that most of the drainage area could be in a disturbed condition before the basin during is removed; therefore the second part of this comment pertaining to drainage area and CN value would not apply to basin VI-2.)*
- 24c. For sediment basin VI-2, the size of the dewatering orifice and flexible tubing does not match between the design report (Sediment Basin Design Data Sheet) and information on construction plan Sheet 16.
- 24d. For sediment basin VI-2, the size of the dewatering orifice at El. 37.58 does not match between the hydraulic model (8-inch) and information on construction plan Sheet 16 (10-inch).
- 24e. The emergency spillways for both sediment basins VI-1 and VI-2 do not comply with Minimum Standard & Spec. 3.14 of the VESCH. Provide a control section 20' in length and, for both, the spillways shall be constructed adjacent to the embankment on undisturbed soil; otherwise, hard armor lining must be provided.
- 24f. Provide a note on Sheet 9 to indicate that temporary diversion dikes as shown shall be properly maintained to provide positive drainage to temporary sediment trapping measures at all times.
- 24g. Label graded cut/fill slopes as intended (3H:1V, etc.) on the sediment basin plan view insets (1 inch = 25 feet scale) on Sheet 16.
- 24h. Provide outlet protection or slope stabilization of adequate erosion resistance at the end of the east diversion dike where it enters temporary sediment basin VI-2.
- 24i. Revise the note at temporary sediment trap VI-1 on Sheet 9 which refers to Sheet 19 for details. The correct reference is Sheet 18.

- 24j. Provide a plan for restoration of the open space area once temporary sediment basin VI-2 is reclaimed, especially if this natural open space is to be dedicated to the County for stormwater open space credit.
25. Phase 2 E&SC Plan. The following comments pertain to the Phase II erosion and sediment control plan as shown on Sheets 11 and 12.
- 25a. The Phase I E&SC on Sheet 9 does not show any initial clearing and grading along Waterloo Place. Sheet 11 needs to show perimeter silt fence at the end (cul-de-sac) of Waterloo Place, to be installed prior to or concurrently with clearing and grading of this road corridor, as disturbed area drainage from this location will be uncontrolled, not conveyed to Temporary Sediment Basin VI-1.
- 25b. It is unclear how outlet protection pads SS # 1-1, SS # 2-1 and SS # 3-1 are to be placed on level grade as they are situated on moderate to steep slopes and are of considerable length.
- 25c. Explain the purpose of the temporary diversion dike along the west side of Lot 34 on Sheet 12.
26. Sequence of Construction. The following comments pertain to the sequence of construction as presented on Sheet 9.
- 26a. In sequence of construction Step # 2, it is unclear how inlet protections can be installed as the onsite storm drainage piping systems will not have been completed yet.
- 26b. In Step # 10, it is unclear what is meant by language in the first line "as applicable, substantial grading (fill and excavation) activities may be required in selected areas of the plan as a result to adjust existing topography or to restore the site after site construction activities, including the elimination (closing) of temporary sediment basins and traps." Although it is clear about reclaiming temporary sediment traps and basins, the first part of this sentence should be removed as that is the purpose of showing information on the grading plan. Any areas slated for grading should be shown on the grading plans with proper erosion and sediment control.
- 26c. In Step # 2, include installation of erosion and sediment control measures as proposed for the offsite sanitary sewer. Proper measures must be installed and function prior to clearing of the sewer corridor.
- 26d. Address by use of the sequence of construction or plans, conflicts between the locations of proposed onsite storm drainage piping and temporary sediment basins VI-1 and VI-2.
27. Downstream Basins. It is assumed that Dry Pond # 2 and Dry Pond # 4 (as proposed per SP-145-03) will be installed prior to or concurrently with this subdivision plan and due to wetland permitting, these BMPs will not be utilized as temporary sediment basins. Therefore, provide a note on the plan that offsite BMPs are not to be utilized for sediment trapping purposes and include provisions on the plan to monitor the existing offsite BMPs for signs of sedimentation, specifically during or as a result of construction on this site. The contractor should be aware that additional onsite or offsite controls may be necessary to protect the BMP from degradation. This

may include additional E&SC measures, cleaning and sediment removal within the basin or connecting pipe systems and coordination with the owner, engineer or the County.

Stormwater Management / Drainage:

28. Drainage Easements. Show a drainage easement of adequate width for the stormwater conveyance channel between Lots 4 and 5 on Sheet 11 and preliminary plat Sheet 4.
29. Stormwater Management. The plans, sequence of construction and narrative must address how stormwater management is to be provided for this site and at what point the BMPs are to be functional to accept drainage from impervious areas associated with Phase 6. Provide proper reference to the B-Course golf plan (SP-145-03) as appropriate.
30. Stormwater Management Narrative. Please provide a brief stormwater management narrative outlining how stormwater management is achieved for this site, consistent with the master plan.
31. Hydrology. In reviewing submitted plan for the design of Dry Pond # 4, which was provided under the B-Course golf plan SP-145-03, assumptions for the runoff curve number for postdevelopment conditions for the 47.81 acres which drains to the basin shows impervious cover (pavement) at 1.72 acres and 21.7 acres of lot area (CN=83). Ensure these assumptions match that shown on the development plan.
32. Open Space Credit. Based on the overall 10-point BMP plan for Greensprings Plantation (ie. master stormwater plan), Dry Pond # 4 is a 9 point structural BMP to serve 47 acres resulting in 0.30 points of structural point credit. However, the master plan also indicates that in conjunction with this structural credit that there would be 3 acres of natural open space resulting in 0.02 BMP points. Provide an indication if any of the 3 acres of natural open space is to be within the platted area of Greensprings West Phase 6 and if so provide a conservation easement plat for the open space areas as claimed in the BMP worksheet. *(Based on preliminary plat Sheets 4 and 5, it is unclear if common Open Space # 1 or # 2 are to be conservation easement dedicated to the county.)*
33. BMP Design. Ensure the BMPs which service this site including downstream Dry Pond # 2 (DA=246.61 acres) and downstream Dry Pond # 4 (Drainage Area = 46.61 acres) include provisions for water quality and stream channel protection based on impervious cover with Greensprings West Phase 6. It appears these stormwater basin designs were submitted with the B-Course golf plan, County Plan No. SP-145-03. Although design may be under the B- golf course plan, provide summary design information (WQ, SCPV and hydraulic pond summaries for the 1-, 2-, 10- and 100-year storm) under this application. *(The first page narrative in the design report "Engineering Calculations for Dry Ponds 2 & 4" dated July 2004 indicates that the calculations demonstrate 24-hour detention of the 1-year 24-hour storm event in accordance with James City County guidelines and orifice sizing calculations for the 1-year, 24-hour storm drawdown and water quality drawdown are included in the Appendix. Nothing was found in the design report to show that drawdown for the 1-year storm meets the 24-hour criteria. Although a computation was found for water quality, it is based on 4.20 acre-ft. of volume for water quality; however, there is no information to support how this volume was computed and what the impervious cover assumption was.)*

- 34., MS-19. The location of Dry Pond # 4 is a considerable distance downstream of temporary sediment trap # 1, Sediment Basin # 1 and stormwater piping outfalls SS # 1-1 and SS # 2-1. Discharges from the trap, basin and stormwater piping outfalls cannot degrade the natural stream segment between these features and the BMP. The provisions of Minimum Standard # 19 of the Virginia Erosion and Sediment Control regulations will apply to receiving channel segments between the pipe/basin discharges locations and the downstream BMPs. Provide adequacy computations as appropriate. *(Note: Although it is acknowledged that some channel adequacy computations were provided in the design report at the locations shown on Sheet 9, these computations are not reflective of conditions just downstream of the TSB # 1 and # 2 and no computations were included for the main channel segment from Lot 34 to Dry Pond # 4. For example, the adequacy computations show a channel width at 30 to 40 ft., a side slope of 4 and 8 to 1, and a depth of 2 to 4 feet. Computations must be based on surveyed channel sections consistent with Chapter 5 of the VESCH, Technical Bulletin No. 1 of the Virginia DCR and Minimum Standard # 19 of the Virginia Erosion and Sediment Control Regulations. If not adequate, natural receiving channels upland of proposed dry pond # 4 may require improvement or the need for additional detention facilities.)*
35. Lot-to-Lot Drainage. Address or provide a plan to prevent conveyance of increased or concentrated drainage due to lot development at the following locations: Lot 56 to Lot 55; Lot 55 to Lot 54; Lot 48 to Lot 47; Lot 25 to Lot 24; Lot 25 and 26 to Lot 27; and Lot 27 to 28. Storm drainage structure SS # 4-2, along with graded stormwater conveyance channels, could be used effectively reduce the extent of lot-to-lot drainage issues at Lots 24 through 28.
36. Storm Systems. The following comments pertain to design and construction of onsite storm drainage piping systems 1 through 4 as shown in the design report and on Sheets 10, 11 and 12:
- 36a. Provide construction information for the pipe segment between inlet SS # 1-1 and SS # 1-2 on Sheet 11.
- 36b. Ensure DI-7 inlet grates (openings) at SS # 3-9 and SS # 2-4 are sufficiently sized for the 10-year storm event to not allow ponding depths to exceed channel depth, which could result in yard flooding or bypass flow being directed between lots.
37. Storm Drain Inlets. Provide a note on the plans providing for the placement of all roadside drop inlets in a local depression of 2" as indicated in the inlet spread computations in the design report.
38. Maintenance Plan. The "stormwater management facility maintenance plan" as shown on Sheet 16 applies more to permanent wet or dry pond detention facilities rather than temporary sediment basins. Revise accordingly according to recommendations in Minimum Standard & Spec. 3.14 of the VESCH.
39. General Notes. Evaluate the presence of the "general notes for construction of stormwater basins" on Sheet 16. Many of these specifications are for permanent BMP basins rather than temporary sediment basins. Ensure all the notes are consistent with Minimum Standard & Spec. 3.14 of the VESCH. For note # 7, interim or final certification as outlined would only be necessary if the basin is to remain as a permanent BMP facility or forebay.



MEMORANDUM



Date: July 21, 2004

To: Karen Drake, Planner

From: Timothy O. Fortune, P.E. *TF* Civil Engineer

Subject: S-059-04, Greensprings West Phase VI (Construction Plans)

James City Service Authority has reviewed these plans for general compliance with the JCSA Standards and Specifications, Water Distribution and Sanitary Sewer Systems and have the following comments for the above project you forwarded on June 16, 2004. Quality control and back checking of the plans and calculations for discrepancies, errors, omissions, and conflicts is the sole responsibility of the professional engineer and/or surveyor who has signed, sealed, and dated the plans and calculations. It is the responsibility of the engineer or surveyor to ensure the plans and calculations comply with all governing regulations, standards, and specifications. Before the JCSA can approve these plans for general compliance with the JCSA Standards and Specifications, the following comments must be addressed. We may have additional comments when a revised plan incorporating these comments is submitted.

General Comments:

1. The plan shall be reviewed and approved by the James City County Fire Department.
2. Show proposed grading as part of the utility plans.
3. Provide matchlines on the utility plans for clarity.

Sheet 1:

1. General Notes:
 - a. Revise Note #14 to read "All sanitary sewer and water distribution facilities must have a minimum horizontal separation distance of 5 feet between it and all other fixed structures such as: drop inlets, light poles, storm sewer pipes, etc." Revise plans to comply.
 - b. Revise Note 15 to read as follows: "Any existing unused wells shall be abandoned in accordance with State Private Well Regulations and James City County Code."
 - c. Provide Developer street address and fax number.

Sheet 6:

1. Provide water and sanitary sewer service connections for Lot 35.

2. Torrington Trail: Indicate stationing and connection requirements for the proposed 8-inch water main.
3. Waterloo Place:
 - a. Sta 10+35 (+/-): A minimum horizontal clearance of 5 feet shall be provided between the proposed fire hydrant and 24" storm sewer.
 - b. Dedicate the required easement outside the right-of-way along Lots 48, 53 and 54 (20' easement centered on the respective JCSA utility).

Sheet 7:

1. Torrington Trail:
 - a. Provide a JCSA utility easement on Lot 41 to extend past MH #6-24. This will allow for future access should maintenance/replacement of the structure be required.
 - b. Revise location of Lot 14 sanitary sewer lateral to be 5 feet from the common property line of Lot 14/15.
 - c. Dedicate the required easement outside the right-of-way along Lot 18 (20' easement centered on the respective JCSA utility).
 - d. Provide a JCSA utility easement on Lot 22 to extend past MH #6-22. This will allow for future access should maintenance/replacement of the structure be required.
2. Chartstone Crescent:
 - a. Provide sanitary sewer segment MH #6-13 to MH #6-7 pipe material for consistency among the plans.
 - b. Provide a gate valve at Sta 15+00 (+/-) to meet JCSA's separation requirements as defined in JCSA standards Section 2.26C.

Sheet 8:

1. Sanitary Sewer MH #4B-6 structure data shown contradicts site plans for Greensprings West Phase IV-B & 5 (JCC Case # S-038-04). Verify and revise accordingly.

Sheet 13:

1. The Applicant shall coordinate the waterline connection elevation and station location with Greensprings West Phase IV-B & 5 as they appear to contradict. Verify and revise accordingly.
2. Sta 16+09 (+/-): Revise label to require removal of the blow-off assembly, not the stub.
3. Sta 27+15 (+/-): Show and label the 15" RCP crossing with the 8" waterline as it appears they will conflict. A minimum vertical clearance of 18-inches shall be provided.
4. Sta 39+50 (+/-): Show and label the 18" RCP crossing with the waterline. A minimum vertical clearance of 18-inches shall be provided.

Sheet 14:

1. Waterloo Place Profile Sta 10+75 (+/-): Stationing provided for the 8x6 tee contradicts the plan. Verify and revise accordingly.
2. Chartstone Crescent Profile: Eliminate the waterline vertical bend at Sta 16+60. Deflect the waterline from this point to Sta 17+75 (+/-).

Sheet 15:

1. San MH# 4-6B: Indicate connection requirements to the existing manhole (remove existing stub, or core opening and provide Kor-n-seal boot, etc).
2. Label all manholes that are deeper than 12 feet or require a drop connection as "60" diameter manhole".
3. Show and label all manholes requiring a drop connection.

Water System Hydraulic Analysis:

1. The professional seal affixed to the model cover page shall be signed and dated.
2. Overall Layout map: Provide street names on the map for clarity.
3. Average Day Pipe Report: Verify pipe length shown for P6-01. Contradicts plan layout.
4. Prior water model submittals for the Greenspring West development indicated an Average Day Demand of 11.0 gpm at node J4-01. Clarify why this has changed and/or where demand has been accounted for.
5. Include as part of the model the pipe report for the "MDD + Fire Flow @ J6-03" to confirm pipe velocities do not exceed 10 fps during a fire flow condition.

Sanitary Sewer Data Sheet:

1. Section 6: Verify the pipe/material lengths shown for the 8-inch sewer (contradicts the plans). Revise accordingly.

Please call me at 253-6836 if you have any questions or require any additional information.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
4451 IRONBOUND ROAD
WILLIAMSBURG, VA 23188

PHILIP SHUCET
COMMISSIONER

STEVEN W. HICKS
RESIDENT ENGINEER
TEL (757) 253-4832
FAX (757) 253-5148

July 7, 2004

Karen Drake
James City County Planning
Post Office Box 8784
Williamsburg, Virginia 23187

Ref: Greensprings West Phase 6
S-059-04
Centerville Road (Route 614), James City County

Dear Ms. Drake:

We have completed our review of the above mentioned development plan and offer the following comments:

- 1) Provide sight distance for all intersections on plans. Site distance must be in accordance with "1996 VDOT Subdivision Street Requirements".
- 2) All fire hydrants, street lights and other fixed objects must at least 7.5' behind the face of curb.
- 3) Provide match lines on plans.
- 4) Road cross section for Waterloo Place and Chartstone Crescent should show a minimum of 28' BC/BC.
- 5) Another manhole should be added around station 12+00 on Waterloo Place so that the sewer line avoids the road way completely.
- 6) Provide drainage calculations in accordance with 2003 VDOT Drainage Manual. Drainage calculations must be signed and stamped by Professional Engineer (PE) or Licensed Land Surveyor B (LS-B).

Greensprings West Phase 6
July 7, 2004
Page Two

- 7) Provide note on the plans stating, "VDOT does not assume responsibility for maintenance of the detention/retention pond or its structure, and shall be saved harmless from any damages".

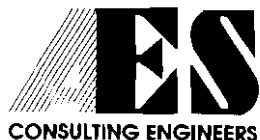
When the above comments have been addressed, please submit two sets of revised plans to this office for further review. Also, attach a letter noting what action was taken to correct the above comments and any revisions that may impact the right-of-way.

Should you have any questions please contact me at 253-4832.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Handy', with a stylized flourish at the end.

Anthony L. Handy, PE, LS
Assistant Resident Engineer



5248 Olde Towne Road • Suite 1 • Williamsburg, Virginia 23188
(757) 253-0040 • Fax (757) 220-8994 • E-mail aes@aesva.com

August 25, 2004

Ms. Karen Drake
Senior Planner
James City County Planning
101-E Mounts Bay Road
Williamsburg, VA 23188

RE: Greensprings West Phase VI
JCC Case No. S-59-04
AES Project No. 8656-15

Dear Ms. Drake:

As you are aware, there are some unresolved issues regarding the perennial stream delineation within this section. It appears that Williamsburg Environmental Group (WEG) and the James City County Environmental Division are still trying to resolve the actual location in the branch south of Waterloo Place. Consequently, AES Consulting Engineers on behalf of Jamestown LLC is requesting a deferral from the September 8, 2004 DRC to the September 29, 2004 DRC. Please note that should we resolve this issue prior to the September 8, 2004 DRC meeting, we request that we remain on the agenda for preliminary approval.

If you have any questions or further comments, please contact me at (757) 253-0040.

Sincerely,

AES Consulting Engineers

A handwritten signature in black ink, appearing to read 'Howard W. Price'.

Howard W. Price
Project Manager
hprice@aesva.com

cc: Jim Bennett

Case No. C-007-03
New Town: Town Center Parking Overview
Staff Report for the September 8, 2004 Development Review Committee Meeting

Summary Facts:

Applicant: Larry Salzman
Land Owner: New Town Associates

Proposed Use: Mixed Use (*Primarily Commercial & Residential*)

Location: **New Town Section 2 & 4: Town Center**
New Blocks:
Block 3 (Main Street)
Blocks 6 & 7 (Movie Theater & Adjacent Parking Lot)

Updated Blocks:
Block 2 (William E. Wood Building)
Block 5 (SunTrust Building/Corner Pocket)
Block 8 (Residential)

Tax Map/Parcel: (38-4)(1-50)

Primary Service Area: Inside
Parcel Size: ±86 Acres

Existing Zoning: Mixed Use with Proffers
Comprehensive Plan: Mixed Use: New Town

Reason for DRC review: To allow for general off-site parking and shared parking for all of the blocks listed above as part of the quarterly review of off-site and shared parking at New Town.

Staff Contact: Karen Drake---(757) 253-6685

Staff Recommendation:

At the February 25th Development Review Committee Meeting the DRC recommended off-site parking, shared parking and waived the minimum off-street parking requirements per the Zoning Ordinance as long parking provided is accordance with the New Town Design Review Guidelines for Block 2 and Block 5 of New Town. At the July 28th DRC meeting Block 8 shared parking was approved. Blocks 3, 6 & 7 are now presented for review along with updates for the previously approved blocks.

Additionally, the DRC approved a block by block parking quarterly parking review based on the conditions listed below ***with staff comments in bold italics***:

1. New Town Associates establishes and updates a chart and accompanying site layout plan that details building square footage and use, Zoning Ordinance parking requirements, New Town Guidelines Parking Requirements, shared parking methodology and details the number of parking spaces allocated on-site and off-site. The chart should be structured in such a manner that illustrates that off-site parking is

not allocated multiple times. The chart and accompanying site layout plan would be submitted for review and approval on a quarterly basis by staff and the Development Review Committee via the consent calendar. A quarterly review will allow for new lease negotiations to develop, construction of buildings and verification that the off-site and shared parking methodology is realistically working. DRC approval would be issued for a block by block waiver of parking requirements and to permit off-site parking.

The September 2004 quarterly update is attached for your review. Staff finds the parking calculations satisfactory.

2. A letter is submitted for review and approval by the County Attorney and shall be added to the attached parking overview that documents the permanent availability of the off-site and shared parking.

The New Town Owner Association Documents which have been reviewed and approved by the County Attorney addresses the permanent availability of the off-site parking.

3. Any change by New Town Associates to the shared parking methodology in the attached report on basic parking overview will be approved by the DRC at a quarterly review.

No change in methodology from February.

4. If at any time New Town Associates does not responsibly update the master chart on a quarterly basis or the DRC does not find the updated parking figures acceptable, off-site parking review shall revert back to an individual building basis.

To date, this condition has been met.

5. In July of 2005, New Town Associates will conduct a study of the overall New Town parking supply and demand for the DRC to review and approve. In addition to evaluating this study, the DRC will review how frequently this overall study needs to be conducted, evaluate the entire parking review process and make any changes as necessary.

Not applicable at this time.

Staff recommends the DRC approve the August 2004 New Town Shared Parking update with the December report to be placed on the consent agenda.



Karen Drake
Senior Planner

Attachments:

- 1.) August 3, 2004 New Town Shared Parking Update

NEW TOWN

There's A New Revolution In Williamsburg, Virginia.™



August 3, 2004

Ms. Karen Drake
Senior Planner
James City County, Virginia

RE: JCC Case No. C-07-03 New Town Shared Parking

Dear Karen:

Attached is the next submittal in the ongoing approval process of the shared parking planned for New Town.

The submittal includes a combined analysis for Block 3, 6, and 7. Previous submittals have been for individual blocks. This was because the individual blocks were being separately planned and separately constructed. The current submittal includes the theater and Main Street retail area. The three blocks submitted will all be constructed at one time.

When we began this process, we were planning and building individual blocks, and each block had to stand on its own since we did not know with a great amount of detail what the future blocks would be. Now that Blocks 2, 5, and 8 have been submitted and approved (Blocks 2 and 5 are built), and now that we will construct Blocks 3, 6, and 7 all together, we can begin not only to analyze the individual blocks, but the entire shared parking plan.

The next block in Sections 2 and 4 of New Town that will be an important part of shared parking is Block 10. While we do have some preliminary ideas on the makeup of Block 10 the layout, uses, and design are not yet final. We believe that the attached submittal, which includes an overview of Blocks 2, 3, 5, 6, 7, and 8, demonstrates that our overall shared parking plan works. We are planning Block 10 so that it will fit in with the overall shared parking concept.

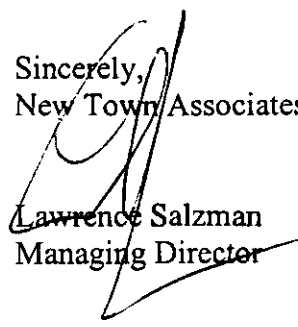
Please remember that as individual buildings are designed, their final sizes and required parking may change slightly. Field conditions will also have to be considered and will likely result in slight changes.

Ms. Karen Drake
August 3, 2004
Page 2

I am planning to attend the DRC meeting on September 8, 2004, and I am hopeful that the DRC will approve the plan and it can be added to the consent agenda for the Planning Commission meeting on September 13, 2004.

Please let me know if you have additional requirements or would like additional information. Thank you.

Sincerely,
New Town Associates, LLC



Lawrence Salzman
Managing Director

**New Town Blocks 3, 6, & 7
Parking Report
July 2004**

Blocks 3, 6, & 7 (bounded by Ironbound Road, Discovery Boulevard, New Town Avenue, Center Street, Courthouse Street, and Main Street) are the next blocks planned for development in New Town. These are blocks that will contain the movie theater, much of the Main Street retail area (in conjunction with Block 2) and office uses along Ironbound Road, adjacent to Pecan Square, and along Discovery Boulevard. These blocks will be part of the shared parking plan in use at New Town.

Using the shared parking concept offices are calculated at 4 spaces per 1,000 of square feet of usable space, retail at 3.8 spaces per 1,000 square feet of floor area, and the movie theater based on 1 parking space for every 4 seats in the theater. The Urban Land Institute parking studies which have been previously cited and used in the shared parking analysis indicate that the overall parking for the Town Center area (Blocks 2, 3, 5, 7, & 8) will have peak demand at 2 PM, and that the office and retail uses have 97% demand at the peak hour and at 2 PM the theater has 60% demand. Because of the significant size and parking requirement for the theater we have also analyzed the parking demand at 8 PM on a weeknight. At 8 PM on a weeknight the office uses have 7% demand, the retail uses have 87% demand, and the theater has 100% demand. The overall parking calculation for combined Blocks 3, 6, and 7 is shown below and demonstrates demand for both 2 PM and 8 PM. Also attached is the colored chart which we have been using for previous blocks to demonstrate the allocated parking.

Parking Demand
Blocks 3, 6, & 7

	<u>Use</u>	<u>Size</u>	<u>2 PM Demand</u>	<u>8 PM Demand</u>
Block 3 -	Office	21,000*	81	6
	Retail	60,000	221	198
Block 6/7	Office	15,000*	58	4
	Retail	43,000	158	142
	Theater	2,000 seats	<u>300</u>	<u>500</u>
			818	850

*Office is based on 90% usable efficiency for typical buildings

Parking Supply
Blocks 3, 6, & 7

	<u>Central Lot*</u>	<u>Public Streets</u>	<u>Total</u>
Block 3 -	486*	14	500
Block 6/7	241	57	<u>298</u>
			798

*Includes 38 spaces around Pecan Square and 42 on Main Street.

Summary
Blocks 3, 6, 7

	<u>Use</u>	<u>Size</u>	<u>2 PM Peak Demand</u>	<u>8 PM Demand</u>	<u>Market Demand</u>	<u>Design Guidelines Maximum</u>
Block 3	Office	21,000	81	6	84	63
	Retail	60,000	221	198	300	240
Block 6 & 7	Office	15,000	58	4	60	45
	Retail	43,000	158	142	215	172
	Theater	2,000 seats	<u>300</u>	<u>500</u>	<u>500</u>	<u>333</u>
			818	850	1,159	853

Total supply of 798 spaces is below design guidelines maximum of 853 spaces. Shared parking supply of 798 spaces provides savings of 361 spaces as compared to freestanding

uses. Peak demand of 818 is roughly in line with supply of 798 spaces and parking in other blocks will also be available as shown below.

Supply in Blocks 3, 6, & 7 of 798 spaces is about 20 spaces short of estimated 2 PM demand of 818 spaces. Slight changes in the location and size of the office and retail uses, and a slight design change to the area around Pecan Square, are expected to increase the parking supply by about 20 spaces. As a temporary step we are allocating 16 spaces on the west side of New Town Avenue, between Center Street and Discovery Boulevard, to the overall parking supply for Block 6 & 7.

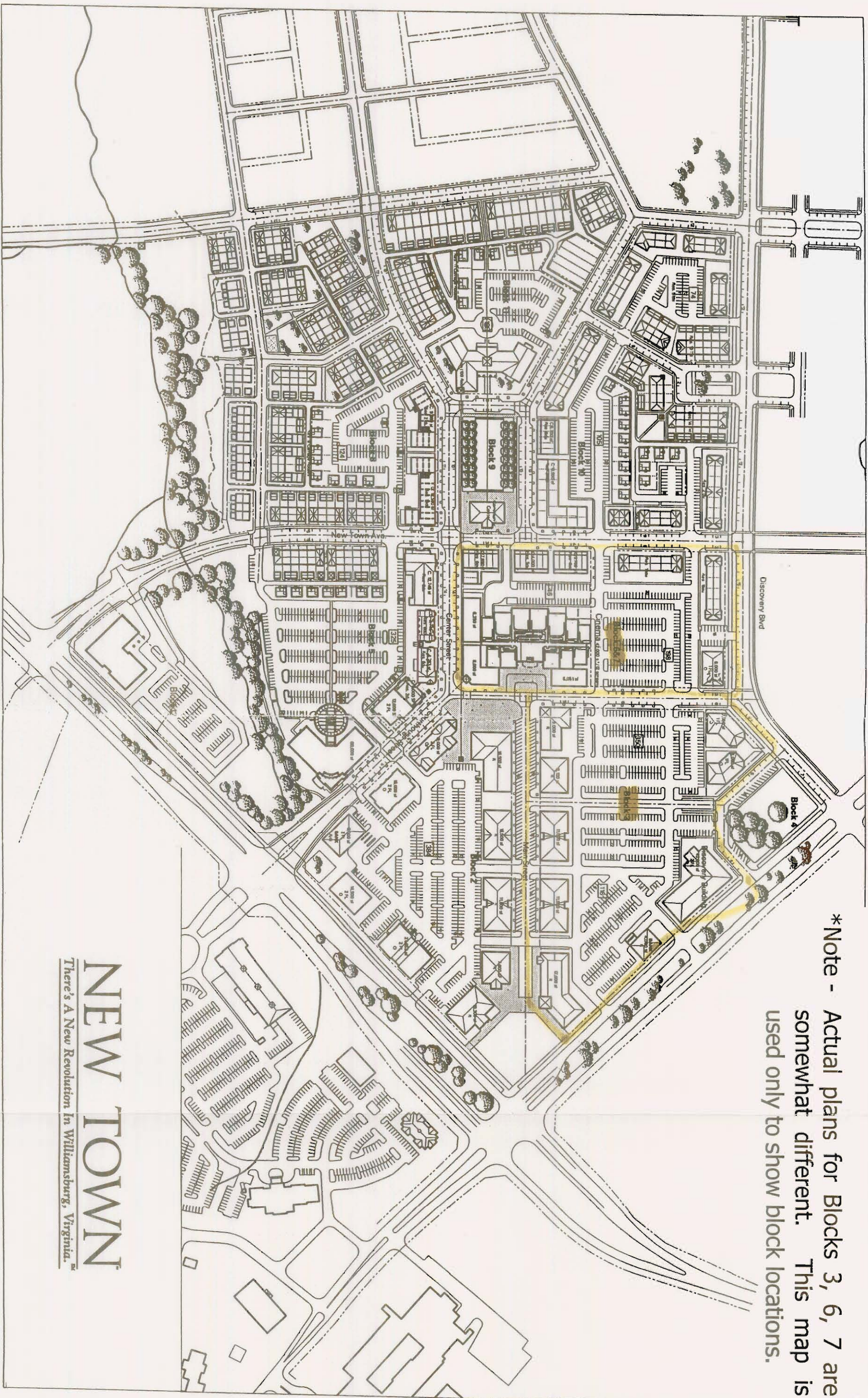
Blocks 3, 6, and 7 analyzed together should be a good demonstration of how shared parking can work. These blocks would have about 36,000 square feet of usable office space which require approximately 139 spaces at 2 PM on a weekday afternoon, but require only about 10 spaces at 8 PM on a weeknight. The 129 spaces which are not used by the offices at 8 PM on a weeknight can be available to support theater and or retail parking.

The overall supply to support Block 3, 6, & 7 is 798 spaces with maximum demand of about 850 spaces at 8 PM on a weeknight. The shortfall of 52 spaces will be more than accommodated by additional parking which is freed up from the office uses (about 133,000 usable square feet) in Blocks 2, 5, & 8. Summary sheets analyzing the supply, and demand, and design guidelines maximum for Blocks 2, 3, 5, 6, 7, & 8 are attached below.

Overall Blocks 3, 6, & 7 should work well in shared parking, and should work even better when combined with Blocks 2, 5, & 8.

Design work for Blocks 3, 6, & 7 is currently underway and it is hoped that construction can start this fall. Slight changes due to field conditions, slight changes when actual building dimensions are determined, and slight changes in on street parking may cause final totals to vary somewhat.

*Note - Actual plans for Blocks 3, 6, 7 are somewhat different. This map is used only to show block locations.



NEW TOWN

There's A New Revolution in Williamsburg, Virginia.™

Illustrative Site Plan

New Town
JAMES CITY COUNTY, VIRGINIA

Cooper, Robertson & Partners

March 26, 2004

New Town Associates

New Town
Blocks 2, 3, 5, 6,7, 8 combined
Parking Analysis

Supply (without Garages)

<u>Block</u>	<u>LOT & Main St.</u>	<u>Public Streets</u>	<u>Total</u>
2	433	16	449
3	486*	14	500
5	325	43	368
6/7	241	57	298
8	<u>118</u>	<u>17</u>	<u>135</u>
	1603	147	1,750

Demand

<u>Block</u>	<u>Retail (sf)</u>	<u>Usable Office (sf)</u>	<u>Apts</u>	<u>Theater</u>
2	64,000	52,000	-	-
3	60,000	21,000	-	-
5	23,000	68,000	41	-
6/7	43,000	15,000	-	2,000 seats
8	<u>10,000</u>	<u>14,000</u>	<u>48</u>	-
	200,000	170,000	89	

Assumptions

- Theater – 2,000 Seats
- Main Street Retail – 160,000 sf in addition to theater

*Includes 38 spaces around Pecan Square

	<u>2 P.M. Peak Demand</u>	<u>Market Demand</u>	<u>Design Guidelines Maximum</u>	<u>8 P.M. Demand</u>
<u>Office</u> 170,000 SF – Usable	660	680	510	48
<u>Retail</u> 200,000 SF	737	1000	800	661
<u>Residential</u> 89 units ⁽¹⁾	68	134	134	112
<u>Theater</u> 2,000 Seats	<u>300</u>	<u>500</u>	<u>333</u>	<u>500</u>
Total	1765	2314	1777	1321

Total Supply _____ 1,750[±] spaces _____

	<u>2 PM Peak Demand</u>	<u>Market Demand</u>	<u>Design Guidelines Maximum</u>	<u>8 PM Demand</u>
Office	97%	4/1000	3/1000	7%
Retail	97%	5/1000	4/1000	87%
Units	55%	1.5/unit	1.5/unit	95%
Theater	60%	1/4 seats	1/6 seats	100%

⁽¹⁾ Some are assigned 1 space per unit – garages are not counted.

Block by Block

		2 PM			8 PM		
		<u>Demand</u>	<u>Supply</u>	<u>Difference</u>	<u>Demand</u>	<u>Supply</u>	<u>Difference</u>
2	Office – 52,000 usable	202			15		
	Retail – 64,000	<u>236</u>			<u>212</u>		
		438	449	+11	227	449	+222
3	Office – 21,000 usable	82			6		
	Retail – 60,000	<u>221</u>			<u>198</u>		
		303	500	+197	204	500	+296
5	Office – 68,000 usable	264			19		
	Retail – 23,000	85			76		
	Units – 41 ⁽¹⁾	<u>26</u>			<u>48</u>		
		375	368	-7	143	368	+225
6/7	Office – 15,000 usable	58			4		
	Retail – 43,000	158			142		
	Theater – 2,000 seats	<u>300</u>			<u>500</u>		
		516	298	-218	646	298	-348
8	Office – 14,000 usable	54			4		
	Retail – 10,000	37			33		
	Units – 48 ⁽²⁾ -	<u>42</u>			<u>64</u>		
		133	<u>135</u>	+2	101	<u>135</u>	+34
		1,765	1,750	-15	1,321	1,750	+429
		2 PM in balance (within 1%)			8 PM excess supply		

⁽¹⁾ 19 homes have garages and 4 have 1 additional space – we are counting 15 spaces for these 19 units as 100% market demand – 22×1.5 plus 15 = 48

⁽²⁾ For 40 apts we are dedicating 1 space per unit – plus ½ space per unit for 8 carriage houses with 1 car garages – 100% demand is then 40×1.5 plus 4 = 64

The peak demand at 2 PM exceeds supply by about 1% (15 spaces). We are however slightly over estimating residential demand by using garages and spaces dedicated to apartments to be sure there is adequate parking for residents. Further refinements to the Pecan Square area are also expected to provide a few additional parking spaces. Block 10, which is not yet designed may also provide some excess parking. As a temporary measure to accommodate the shortfall we are allocating 16 spaces on the west side of New Town Avenue, (between Center Street and Discovery Boulevard) to Blocks 6 & 7.

Blocks 3	7	2 PM Demand
Office	139	
Retail	379	
Theater	300	
	818	

(Supply shown for theater is 296 spaces)

