

ADOPTED

JUN 22 2010

BOARD OF SUPERVISORS
JAMES CITY COUNTY
VIRGINIA

ORDINANCE NO. 31A-246

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 24, ZONING, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE III, SITE PLAN, SECTION 24-147, CRITERIA FOR REVIEW; SECTION 24-148, PROCEDURE FOR COMMISSION REVIEW OF SITE PLANS; SECTION 24-150, PROCEDURES FOR ADMINISTRATIVE REVIEW OF SITE PLANS; AND SECTION 24-153, SUBMITTAL OF REVISED SITE PLAN GENERALLY.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 24, Zoning, is hereby amended and reordained by amending Section 24-147, Criteria for review; Section 24-148, Procedure for commission review of site plans; Section 24-150, Procedures for administrative review of site plans; and Section 24-153, Submittal of revised site plan generally.

Article III. Site Plan

Sec. 24-147. Criteria for review.

(a) Upon application and review, the development review committee (DRC) and the commission, or the commission's designee(s), shall consider site plans if any of the following conditions are present:

(1) The site plan proposes:

- a. a single building or group of buildings which contain a total floor area that exceeds 30,000 square feet or a multifamily unit development of 50 or more units, ~~whichever is less; or which is not subject to a binding master plan that has been legislatively approved; or~~
- b. ~~two entrances on the same road; or~~
- e. b. a fast food restaurant; or
- d. c. a shopping center; or

(2) There are unresolved problems between the applicant, adjacent property owners or any departmental reviewing agency.

(b) Site plans which meet any of the conditions listed above shall generally be reviewed by the DRC and the commission in accordance with section 24-148. However, the commission's designee may consider and review, pursuant to section 24-149, any site plan which the development manager determines, creates or significantly expands a use which contributes to the achievement of the economic development goals of the Comprehensive Plan.

(c) If site plans do not qualify for review by the commission or its designees under this section, they may be considered and reviewed administratively by the zoning administrator.

Sec. 24-148. Procedure for commission review of site plans.

(a) The applicant shall submit to the planning director, or his designee, ten copies of the site plan and pay the appropriate application fee. Site plans shall first be reviewed by the DRC who shall forward a recommendation to the commission. In order for site plans to be considered by the DRC at one of its regularly scheduled monthly meetings, such site plans shall be received by the planning division at least five weeks in advance of the respective DRC meeting.

(b) Upon meeting all submittal requirements, the site plan shall be reviewed by the planning division and other agencies of the county, state and/or federal governments as deemed necessary by the planning director. The planning division shall prepare a composite report on the proposed site plan which shall include review requirements by other agencies. The DRC shall consider the composite report and the site plan and make a recommendation to the commission.

(c) The commission shall consider the recommendation of the DRC and either grant preliminary approval, defer or disapprove the site plan. The site plan may be granted preliminary approval with conditions that must be satisfied prior to final approval by the zoning administrator. The planning division shall notify the applicant of the commission's findings within ten working days of the commission meeting. Such notice shall state any actions, changes, conditions or additional information that shall be required to secure preliminary or final approval. If disapproved, the notice shall state the specific reasons for disapproval.

(d) The applicant may, at their discretion, submit an enhanced conceptual plan for review by the planning division, other agencies of the county, state and/or federal government as deemed necessary by the planning director and the DRC in advance of preparation of fully engineered plans. The planning division shall prepare a composite report on the proposed plans which shall include review requirements by other agencies and determine consistency with all applicable zoning ordinance requirements, policies and regulations. The enhanced conceptual plan and the planning division's composite report shall be reviewed by the DRC when it meets to make its recommendation to the commission. The commission shall consider the recommendation of the DRC and either grant preliminary approval, defer or disapprove the plan. The plan may be granted preliminary approval with conditions that must be satisfied prior to final approval by the zoning administrator. The planning division shall notify the applicant of the commission's findings within ten working days of the commission meeting. Such notice shall state any actions, changes, conditions or additional information that shall be required to secure preliminary or final approval. If disapproved, such notice shall state the specific reasons for disapproval. Plans granted preliminary approval by the commission at the conceptual stage can move forward into full design for further review administratively by the planning division. In order for enhanced conceptual plans to be considered by the DRC at one of its regularly scheduled monthly meetings, such plans shall be received by the planning division at least five weeks in advance of the respective DRC meeting.

(e) The enhanced conceptual plan shall at a minimum contain:

- (1) Project title, title block, legends, north arrows and plan scale labeled;*
- (2) Vicinity and location maps and site address;*
- (3) Site owner and developer information;*
- (4) County tax parcel number, site boundary and parcel size information;*
- (5) Setbacks (Building, Landscape) and Buffers (RPA, Community Character);*
- (6) Adjacent property information;*
- (7) Existing site features such as property lines, roads, buildings, roads, driveways, and utilities;*
- (8) Existing topography using county base mapping (5 foot contours) or other mapping sources or surveys. Spot elevations shall be shown at topographical low or high points;*
- (9) Existing and proposed rights-of-way and easements;*

- (10) *Layout of proposed improvements showing design placement, circulation, parking spaces, handicapped parking spaces, loading spaces, parking islands, recreation areas, and streetlights;*
- (11) *Landscape plan identifying general location of plantings and buffer/perimeter screening plantings;*
- (12) *Narrative indicating the purpose of the project and compliance with any proffer and master plan requirements;*
- (13) *Location and size of existing water mains and proposed connection point(s);*
- (14) *Proposed location of water meters, waterlines, and fire hydrants;*
- (15) *Proposed building usage and number of floors;*
- (16) *Preliminary water demands based on proposed use and required fire flow;*
- (17) *Fire flow test performed to determine adequate capacity;*
- (18) *Location of all existing or proposed private wells;*
- (19) *Location and size of existing sanitary sewer lines and manholes and proposed connection point(s);*
- (20) *Proposed sanitary sewer, pump or lift stations, and grinder pump(s);*
- (21) *Verification of sewer flow acceptance;*
- (22) *Location of primary and secondary onsite disposal system;*
- (23) *Narrative description of project, including usage and size to determine appropriate ITE code(s) and compliance with Chapter 527 Traffic Impact Analysis Regulations and Access Management Regulations;*
- (24) *Proposed entrance location(s) and distance to nearest existing intersections, crossovers, and/or adjacent intersections;*
- (25) *Proposed build out year and phasing information;*
- (26) *Typical road sections including street widths, curb type, shoulders, sidewalks, bike lanes, planting strips, right-of-way lines, proposed utility locations, centerline curve data;*
- (27) *Traffic Impact Study for projects that propose 100 or more lots, uses that generate in excess of 100 peak hour trips;*
- (28) *Proposed design features or elements for which waivers will be sought;*
- (29) *Project site area, disturbed area, impervious cover and percent impervious estimates;*
- (30) *Applicable FEMA FIRM panel information and zone designations;*
- (31) *County watershed, subwatershed and catchment;*
- (32) *Identify if the site is subject to the county's Special Stormwater Criteria (SSC);*

- (33) *Overall soils map for the site along with general soil descriptions for each soil mapping unit present on the site, including preliminary locations of highly erodible, hydric, permeable and Hydrologic Soil Group A and B soils;*
- (34) *Full Environmental Inventory consistent with section 23-10(2) of the county's Chesapeake Bay Preservation ordinance containing a perennial stream assessment, delineated wetlands confirmed by applicable federal and/or state agencies, limits of work, a table listing all inventory components, whether they are present on the site and quantified impacts, and offsite work areas, if proposed;*
- (35) *Demonstration that the project complies with section 23-9(b)(1), (2) and (3) of the county's Chesapeake Bay Preservation ordinance to limit land disturbing, preserve existing vegetation and minimize impervious cover consistent with the proposed land use or permitted development;*
- (36) *Locations of existing and proposed stormwater management/BMP facilities, with county BMP ID Code numbers and labels to show intended BMP type in accordance with designations in the county BMP manual;*
- (37) *Identify location of areas intended to be dedicated in conservation easement for natural open space, BMP worksheet or stormwater compliance purposes;*
- (38) *Demonstration that the project complies with the county's 10-point system for water quality and stream channel protection, and Minimum Standard #19 of the Virginia Erosion and Sediment Control regulations by provision of a worksheet for BMP Point System;*
- (39) *Demonstration that storm drainage systems and BMP outfalls must outlet into adequate, defined natural or man-made receiving channels;*
- (40) *Identify preliminary location of primary proposed stormwater drainage system conveyances such as inlets, storm drainage piping, culverts and stormwater conveyance channels for primary systems;*
- (41) *List of all known federal, state and local permits that are required for the project as well as any exceptions, variances or waivers that must be obtained or pursued.*

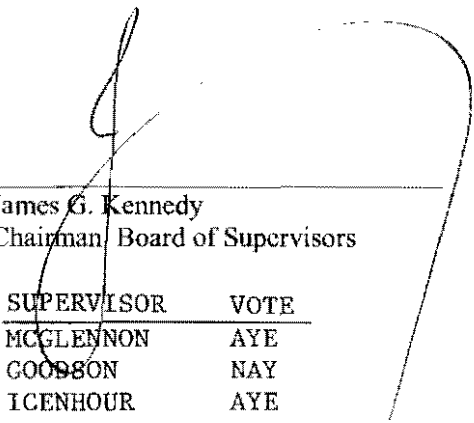
Sec. 24-150. Procedures for administrative review of site plans.

(a) The applicant shall submit to the planning director, or designee, ten copies of the site plan and pay the appropriate application fee. Upon meeting all submittal requirements, the site plan shall be reviewed by the planning division and other agencies of the county, state and/or federal governments as deemed necessary by the planning director. The planning division shall transmit county staff comments to the applicant within ~~30~~ 45 days of *the initial* submittal of plans meeting all applicable submittal criteria. No plan shall be approved until all staff and other agency comments are satisfied.

(b) The site plan may be granted preliminary approval by the planning division or deferred. It may also be approved or disapproved by the zoning administrator. The site plan may be granted preliminary approval with conditions that must be satisfied prior to final approval by the zoning administrator. The planning division shall notify the applicant of any action taken on the site plan within ten working days of such action. Such notice shall state any actions, changes, conditions or additional information that shall be required to secure preliminary or final approval. If disapproved, the notice shall state the specific reasons for denial.


Sec. 24-153. Submittal of revised site plan generally.

Ten copies of a revised site plan shall be submitted to the planning director or his designee who shall within ~~60~~ 30 days review the *second submittal of* plans for compliance with applicable county regulations, the requirements for final approval and any conditions of the preliminary approval. *The planning director or his designee shall review each subsequent submittal of revised plans within 21 days.* The planning director shall provide a set of all submittals to relevant agencies or departments for their review and written comments. The revised site plan shall be submitted on separate sheets or overlays as appropriate for accurate representation of the project. Insufficient submittals may be returned to the applicant with written notification of deficiencies from the planning director or his designee. The revised site plan shall at a minimum contain those items set forth in subsection 24-145(a)(I) through (17).



James G. Kennedy
Chairman Board of Supervisors

ATTEST:



Sanford B. Wanner
Clerk to the Board

SUPERVISOR	VOTE
MCGLENNON	AYE
GOODSON	NAY
ICENHOUR	AYE
JONES	AYE
KENNEDY	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of June, 2010.