

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
FEBRUARY 3, 2010 - 6:00 p.m.

1. ROLL CALL
2. CLOSED SESSION
 - A. Consideration of the Appointments of Individuals to County Boards and/or Commissions, Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (Discussion Of Candidates for Planning Commission Chair, Vice-Chair, and Commission Committees)
3. ANNUAL ORGANIZATIONAL MEETING
 - A. Election of Officers
 - B. Committee Appointments
4. PUBLIC COMMENT
5. MINUTES
 - A. January 13, 2010 Regular Meeting
6. COMMITTEE AND COMMISSION REPORTS
 - A. Development Review Committee (DRC)
 - B. Policy Committee
 - C. Other Committee/Commission Reports
7. PLANNING COMMISSION CONSIDERATIONS
 - A. 2009 Planning Commission Annual Report
8. PUBLIC HEARINGS
 - A. SUP-0028-2009 AT&T Ingram Road, Pegasus Wireless Communication Tower
9. PLANNING DIRECTOR'S REPORT
10. COMMISSION DISCUSSIONS AND REQUESTS
11. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE THIRTEENTH DAY OF JANUARY, TWO-THOUSAND AND TEN, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

Planning Commissioners

Present:

Rich Krapf

Chris Henderson

Joe Poole III

Jack Fraley

Deborah Kratter

George Billups

Reese Peck

Staff Present:

Allen Murphy, Director of Planning/Assistant
Development Manager

Adam Kinsman, Deputy County Attorney

Jason Purse, Senior Planner

Leanne Reidenbach, Senior Planner

Brian Elmore, Development Management Assistant

Mr. Rich Krapf called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENTS

Mr. Krapf opened the public comment session. He stated that citizens would be able to address the Autumn West townhome case during this period.

Mr. Bill Haldeman, 109 Randolph's Green, discussed the cellular-on-wheels (C.O.W.) concept. He stated that one of the C.O.W. units, used by AT&T, includes a 60 foot antennae and trailer, and is parked in front of the Kingsmill Conference Center. Mr. Haldeman forwarded C.O.W. information to the Commission, which included a letter from the vice-president of the Kingsmill Resort & Spa stating that the C.O.W. improved local cell service. The Kingsmill C.O.W. tower is not shown on existing local cell coverage propagation charts. He asked the Commission to periodically ensure the coverage charts are accurate.

Ms. Linda Reese, 511 Spring Trace, stated that attached garages and green spaces have reduced the Season's Trace neighborhood's impervious cover. She stated that the Autumn West applicant would not downsize the project due to expense and profitability. She stated that Autumn West excavations would damage both her property and that of the homeowners association. She stated she was also concerned about run-off, loss of greenspace, and sewer pollution. She asked the Commission to deny the Autumn West application.

Ms. Dorothy Piper, 501 Spring Trace, stated that she was concerned with the Autumn West project's crowded design, density, impact on wetlands, placement atop nine feet of fill, backyard access, garbage collection, traffic impacts, safety impacts, clear-cutting, and the resulting impacts of field-lighting from Warhill.

Mr. Robert Richardson, 2786 Lake Powell Road, stated that the Autumn West project has many errors and violates County Code and Comprehensive Plan. He stated the staff

recommendation of approval for Autumn West was coerced. He stated the applicant deflected questions about pavement and recreation area at the Development Review Committee (DRC) meeting. He questioned the layout and width of handicap-access sidewalks and the retaining wall. He stated he was concerned about run off into the proposed development and excavations harming vegetation.

Mr. Jack Fraley asked about County requirements for C.O.W. towers.

Mr. Adam Kinsman stated that C.O.W. towers tend to be used for temporary events. He stated that he had not been able to find the permit for the Kingsmill Resort C.O.W. tower. The County Zoning Administrator has begun the process of removing the resort tower. The resort has assured the tower's removal.

Mr. Allen Murphy stated that C.O.W. towers tend to be used for festivities and temporary events.

Mr. Krapf closed the public hearing.

3. MINUTES

A. December 2, 2009 Regular Meeting

Mr. Krapf stated that on page 3 of the minutes, where "Mr. Krapf opened the public hearing," it should be changed to "...opened the public comment session."

Mr. Joe Poole moved to adopt the minutes as amended, with a second from Ms. Kratter.

In a unanimous voice vote, the minutes were approved (7-0).

4. COMMITTEE AND COMMISSION REPORTS

A. Development Review Committee (DRC) – January 6, 2010

Mr. Poole stated that the DRC reviewed four cases at its meeting. For the first, SP-0098-2009, Zaxby's Chicken, the DRC recommended the applicant discuss alternate exterior material options, especially brick to match the shopping center, with the landowner. The applicant was also asked to consider additional landscaping along Rt. 199 and the protection of mature trees. The DRC recommended preliminary approval of the revised site layout along with the landscape modification request. The second case was SP-0091-2009 Lifepoint Christian Church Sidewalk Modification Request. Since the DRC had recently approved sidewalk modifications in the surrounding area, the DRC approved the request to install a multi-purpose trail along the road instead of sidewalk. The DRC asked staff to review establishment of a County sidewalk fund during upcoming Zoning Ordinance amendments. The third case, SP-0110-2009, The Colonies at Williamsburg, had been preliminarily approved at the September 2007 DRC meeting, but lengthy negotiations between the applicant and VDOT caused the approval to expire. The DRC recommended approval of the updated application. The DRC, after four months of review,

recommended preliminary approval of SP-0064-2008, Autumn West Townhomes, subject to agency comments. The DRC also discussed American Heritage RV Park Expansion of 10 campsites and 69 cabins. Since the campground is a legally nonconforming use, the expansion would require legislative approval. The applicant understood that any expansion would also be impacted by the new Economic Opportunity (EO) designation. The DRC also received elevations for the CVS at Norge, with a proposed food market. The DRC recommended additional architectural changes for the Richmond Road-facing frontage to bring it more in line with community character. The DRC recommended the proposed grocery store adopt all the architectural features as the adjacent CVS.

The DRC also met January 13, 2010 to consider an expedited review for SP-0112-2009, New Town Sec. 3 & 6, Blk. 20, Parcel C-TPMG Medical Building. The DRC recommended preliminary approval for the site plan and approval of the off-site parking waiver subject to agency comments.

Mr. Krapf stated the Commission will treat the Autumn West DRC report separately from the rest. He stated the separation is due to the project's significant review time and the applicant requesting deferral until the February Commission meeting.

Mr. Krapf moved for separate consideration of the Autumn West case, with a second from Ms. Kratter.

In a unanimous voice vote, the Commission agreed to consider Autumn West separately and defer consideration of the application until the February 3rd Commission meeting. (7-0).

Mr. Fraley moved for approval of the DRC report, with the exception of Autumn West, with a second from Mr. Chris Henderson.

Mr. Henderson stated that the Zaxby's Chicken DRC approval was conditioned upon receiving an improved architectural design from the applicant.

In a unanimous voice vote, the DRC report, with the exception of Autumn West, was approved (7-0).

Mr. Krapf stated that two Commissioners may not be fully aware of DRC discussions. He requested that staff prepare and deliver a packet on Autumn West to those two members before the February DRC meeting. Any new Commissioner questions should be submitted to staff by January 22 to allow staff and the applicant time to prepare responses. He stated that the Autumn West case is by-right and not legislative. The Commission's role is to make recommendations based on the Season's Trace Master Plan and all applicable ordinances.

B. Policy Committee – December 10, 2009

Mr. Henderson stated that the Policy Committee had revised the Planning Commission's by-laws. The Committee also discussed third-party communications and will review a draft policy draft statement at its February 10 meeting. Finally, the Committee discussed changes in

minute-taking for Commission and Committee meetings. The Policy Committee will review three styles of minute taking at its February meeting. The Committee will meet on January 28, 2010 at 6 p.m. in Building A to finalize its Capital Improvements Program (CIP) rankings.

Mr. Poole moved for approval of the Policy Committee report, with a second from Mr. Reese Peck.

In a unanimous voice vote, the report was approved (7-0).

C. Other Reports

There were no other reports.

5. PLANNING COMMISSION CONSIDERATIONS

A. Planning Commission Bylaws

Mr. Kinsman stated the County Attorney's office had made additional changes to the bylaw revisions, mainly in formatting and grammar. He stated that in Article 6, Subsection 1, Voting, he added language stating that Commissioners cannot vote "if pursuant to any applicable Board of Supervisors policy or if a conflict is voiced, unless a Commission majority objects." Under Article 8, Subsection 3B, Policy Committee, additional changes were made to recognize the increased role the Policy Committee has taken, including CIP and ordinance amendments. The Article 8, Subsection C, Leadership Committee language has been completely rewritten. Changes to parliamentary authority and procedure were changed in Article 9 to reference Robert's Rules of Order for "small boards." Essentially, this change would remove the need for seconded motions. The revisions bring the Commission in line with Board bylaws and procedures.

Mr. Poole moved for approval of the revised bylaws, with a second from Mr. Peck.

In a unanimous voice vote, the report was approved (7-0).

6. PUBLIC HEARINGS

A. Z-0002-2009 / MP-0002-2009 Governor's Grove Section III - Proffer and Master Plan Amendment

Mr. Krapf stated the applicant has requested deferral until the April 7, 2010 Commission meeting. He stated that staff agrees with the deferral. He noted the public hearing from the case was still open.

Mr. Richardson stated the deferral fees for the case should be charged if appropriate.

Mr. Krapf continued the public hearing.

B. Z-0004-2009/SUP-0027-2009 School Operations Center Parking

Ms. Leanne Reidenbach stated that Mr. Bruce Abbott of AES has applied on behalf of WJCC Schools to rezone 20.5 acres of newly acquired property at 597 Jolly Pond Road to Public Lands. He has also applied for a special use permit to expand the existing school operations center onto the new property. The acquired property is zoned A-1, and the existing center is zoned Public Lands. The special use permit will include expanded parking and bus storage. No increase of bus traffic to the site is projected. Additional landscaping along Cranston's Mill Pond Road will help screen the new parking area. Any future development on the property will require an SUP. Staff finds the proposal generally consistent with the surrounding uses and the 2009 Comprehensive Plan and recommends that the Planning Commission recommend approval.

Ms. Kratter asked if anything could be done to mitigate chemical run-off from the gravel lot.

Ms. Reidenbach stated the Environmental Division reviewed the plans and made no recommendations. She stated that gravel is typically considered impervious and that any run-off would be treated for water quality before infiltrating. Oil run-off was not specifically considered under the current review.

Mr. Alan Robertson stated that the buses will be stored mainly during summer. He stated the new parking will allow buses to be kept in one location for maintenance. The buses are too well-maintained for significant run-off, but will be monitored. Schools works closely with Environmental on its site designs. Long-term bus storage would be a greater reason for run-off concern.

Mr. Henderson asked why the design was gravel instead of asphalt.

Mr. Robertson stated that WJCC Schools was taking advantage of the opportunity to acquire this property. WJCC Schools do not yet have a long-term plan for the property. Gravel suits a more short-term use. WJCC Schools also needs additional car parking and school trailer storage at the site.

Mr. Henderson stated the plans do not show the site's developable and non-developable acreage. Based upon RPA, slopes, and wetlands, it appears the site is more than 50% undevelopable.

Mr. Robertson stated that Schools scaled back the site design after learning that a significant portion of the property could not be used.

Mr. Bruce Abbott, the applicant, stated that Environmental recommended, in the future, closing the existing BMP and creating a larger one on the site. The larger BMP is not currently cost-efficient. Any oil leaks from stored buses would be trapped by the site's water quality features. Due to budget constraints, a full site master plan was not developed.

Mr. Henderson stated that the Commission requires a binding master plan from all other

applicants, showing how the property will be developed. He stated there seemed to be a lower standard for County projects.

Mr. Robertson stated that a public entity has to maintain long-term public interest for sites. He stated that in a few years, Schools will need to expand. Schools did not want to lose the property for lack of a master plan. A master plan could tie the County into buildings it may not need.

Mr. Henderson stated the private sector should be provided the same flexibility as the County.

Ms. Reidenbach stated that a master plan for the property had been provided and included only a gravel storage area and parking area. Any future changes to the property will require a SUP amendment, similar to how a private developer would be treated. She also noted that there was an archeological survey condition placed on the property, again similar to treatment of a private development.

Mr. Poole stated there are vast differences between for-profit private entities and community-oriented public entities. He asked if the applicant was comfortable with the SUP conditions.

Mr. Robertson stated that he was comfortable with the conditions.

Mr. Poole stated he liked the landscaping provisions written into condition four.

Mr. Fraley asked Mr. Murphy to review the run-off concerns that Ms. Kratter discussed. He stated the County has standards for how auto repair shops handle fluids. There will be some chemical run-off on the site.

Mr. Murphy stated that staff will investigate the matter. He stated the proposal was a relatively low-impact use.

Mr. Krapf opened the public comment period.

There being none, Mr. Krapf closed the public comment period.

Mr. Henderson moved for approval.

In a unanimous roll call vote, the Commission moved for approval (7-0).

C. ZO-0004-2009 SUP Use List for Limited Business (LB) and General Business (B1) Zoning Districts

Mr. Jason Purse stated that in July 2008, staff brought forward specially permitted uses to be changed to generally permitted uses in various business zoning districts. The Board subsequently approved changes to Limited Industrial and General Industry zoning. Decisions for

Limited Business and General Business zoning were delayed until adoption of the 2009 Comprehensive Plan. Staff is reintroducing the previously suggested changes. Staff compiled a list of special uses with similar impacts to existing by-right uses. Staff feels changing these special uses to permitted uses will not negatively impact similar-zoned parcels. Commissioners were given packets detailing a list of SUPs since 2002 and a list of undeveloped land in each district.

Mr. Krapf opened the public hearing.

Mr. Doug Gebhardt, James City County Economic Development Authority (EDA), stated that one of the Board-adopted recommendations of the Business Climate Task Force was a comprehensive review of legislatively-required land uses. The Task Force recommended reducing the legislative requirement for those cases where businesses and citizens would both benefit. Businesses are reluctant to invest in expanded facilities when the outcome is uncertain. The EDA supports the staff recommended SUP changes.

Mr. Krapf closed the public comment.

Mr. Poole stated he was protective of Limited Business areas. He asked if staff had reviewed size limitations on tourist homes. Different Limited Business areas may be able to accommodate different sized tourist homes.

Mr. Purse stated that tourist homes are limited to five rooms.

Mr. Henderson moved for adoption of the changes and noted that the Policy Committee already reviewed the SUP changes twice in 2008. The current changes are a deferred action, with recommendations from the Policy Committee.

Mr. Poole stated that while he was fine with many of the Limited Business changes, he disagreed with others, such as restaurants and contractor supply. He stated he did not want to lose the County's ability to place SUP conditions on businesses for community impacts such as noise and traffic. General Business zoning generally has more spacing and buffering from neighborhoods. He stated he wanted to help fill vacant storefronts instead of introducing intense businesses near neighborhoods.

Mr. Billups asked about the intent of the 100-seat restaurant limit.

Mr. Purse stated seat numbers were used to limit impact. The 100-seat limit was determined based on how many trips it would generate.

Ms. Kratter asked if there was a size limitation on construction, electrical, and plumbing supply businesses.

Mr. Purse stated there were no specific limits on supplier size, but there is a 10,000 square foot building size maximum and a traffic generator to trigger the commercial SUP requirement. Over 100 trips per peak hour triggers a SUP. Some Limited Business parcels are

also designated Neighborhood Commercial, which limits by-right buildings to 2,500 square feet.

Mr. Kratter asked if the SUP changes could be delayed until after the Zoning Ordinance amendments. She stated that only one of the SUPs since 2002 would have been switched to a permitted use under the proposed changes. There will not be a large number of new businesses brought in from these changes.

Mr. Purse stated that when staff began looking at SUP changes in 2008, they tried to bring forward the least controversial changes. He stated that after the smaller changes were approved more extensive work could be done on SUPs during the Zoning Ordinance amendments. He also noted that contractor's offices with storage limited to a fully enclosed building and professional offices are currently permitted in Limited Business zoning.

Mr. Murphy stated that commercial SUP triggers provide a threshold beyond a building's square footage. He stated the thresholds are not size limits, but they allow staff to review impacts and apply conditions. Contractor's offices would be limited to 10,000 square feet before triggering a SUP.

Mr. Purse stated that different traffic generation figures for different uses may reduce some commercial building sizes below 10,000 square feet. He stated that drug store is a permitted use in both General Business and Limited Business areas but often trigger commercial SUPs due to trip generation.

Mr. Fraley stated he was worried about the compatibility of Limited Business uses with the surrounding neighborhoods. He stated there was a recent case where a by-right pet resort was pulled due to community opposition. Changes in Limited Business may be premature due to each individual use being reviewed during the Zoning Ordinance amendments.

Mr. Krapf stated that the ordinance calls for Limited Business to be less intense than General Business. He stated that bakeries and fish markets are currently permitted in General Business, which could be very noxious uses. Staff's Limited Business change list was less intense than a fish market. Staff's list is consistent with current by-right uses, and has been reviewed by the Policy Committee.

Mr. Billups asked if VDOT was consulted on the SUP traffic triggers.

Mr. Purse stated that uses that create more than 100 peak hour trips require special mitigation through the SUP process. He stated VDOT reviews all SUPs.

Mr. Murphy stated that VDOT concurred with the original 100-trip threshold. Staff works with VDOT in every case involving public streets.

Mr. Peck asked if it was procedurally acceptable to vote on changes to General Business and send changes to Limited Business back to the Policy Committee.

Mr. Henderson stated he would amend his motion to allow two separate votes.

Mr. Henderson moved to approve changes to General Business as proposed.

In a unanimous roll call vote, the Commission moved for approval of all General Business SUP changes (7-0).

Mr. Henderson moved to approve changes to the Limited Business zoning district as proposed.

Mr. Poole stated that mailing and facsimile centers would not impact nearby homes, but he had questions about other proposed changes.

Mr. Fraley stated the Limited Business changes should not be sent back to the Policy Committee again.

Ms. Kratter stated she would be more comfortable with Limited Business changes if they omitted lumber, electrical, and plumbing supply.

Mr. Billups stated he would support an up-or-down vote on Limited Business changes. He stated that lumber-supply type businesses exist in the County despite apparent restrictions.

Mr. Krapf stated if the Limited Business changes were voted down, the Commission could modify the list.

In a roll call vote, the Commission recommended approval of all Limited Business SUP changes (4-3; Aye – Billups, Henderson, Peck, Krapf; No – Kratter, Poole, Fraley).

7. PLANNING DIRECTOR'S REPORT

Mr. Murphy stated there will be an organizational meeting of the Planning Commission, which will begin at 6:00 p.m.

8. COMMISSION DISCUSSIONS AND REQUESTS

Mr. Fraley stated he had received many citizen inquiries on when the Zoning Ordinance update process might begin.

Mr. Murphy stated that staff was working with the Board and County Administrator on priorities and the budget available for ordinance amendments. Staff will develop a methodology based on Board priorities.

Mr. Peck stated that he disliked unsubstantiated charges against the County broadcast on television. He stated that if illegal activity occurred, it should be pursued as a law enforcement matter. Police should contact the accuser to inquire about proof of illegal activities. The accusations should be withdrawn from the County's Video-on-Demand website pending investigation. He stated that public comment at Commission hearings was a privilege, not a

right. Video-on-Demand is a useful tool for public discourse. If accusations continue, he will ask the Commission and County Attorney to look into ways to limit those statements.

Mr. Fraley stated that the Gloucester Board of Supervisors had recently ruled personal attack public comments out of order. He stated he had ruled certain comments out of order as chair of the Board of Zoning Appeals.

Mr. Krapf stated it was difficult to censor public comments. He stated that disappointment over a case should not turn into accusation.

Mr. Billups stated that the public sometimes makes negative comments about Commissioners and the principles behind them, not the people themselves.

Ms. Kratter stated that restrictions on public comments may compromise citizens' First Amendment rights.

Mr. Peck stated that the public speaking podium should not be used as a legal shield when similar comments would not be published in the newspaper.

9. ADJOURNMENT

Mr. Poole moved for adjournment.

The meeting was adjourned at 8:45 p.m.

Rich Krapf, Chairman

Allen J. Murphy, Secretary

JAMES CITY COUNTY
PLANNING COMMISSION
ANNUAL REPORT

2009



February 2010

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MESSAGE FROM THE PLANNING COMMISSION CHAIRMAN

The enclosed report, prepared in accordance with Section 15.2-2221 of the Code of Virginia, summarizes the activities of the James City County Planning Commission and the Planning Division for Fiscal Year 2009.

In addition to active and on-going land use considerations, the two major initiatives undertaken by the Planning Commission this year were to review the process for prioritizing capital improvement projects in the County budget and drafting the 2009 Comprehensive Plan.

The Capital Improvement Program (CIP) supports the objectives of the Comprehensive Plan through the sizing, timing and location of public projects such as buildings, roads, schools, park and recreation facilities, and water and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. The Policy Committee of the Planning Commission, in coordination with the planning staff and Financial Management Services, conducted an extensive review of the timing and process previously used to prioritize recommendations for the capital budget. As a result of their efforts the Planning Commission adopted a weighted criteria checklist to better evaluate projects against factors such as quality of life, public safety, operating budget impacts, and economic development – to name a few. The new process also better aligns Planning Commission review with the County budget cycle.

Without a doubt, the year's primary focus for James City County staff and Planning Commissioners has been updating the 2003 Comprehensive Plan. While all jurisdictions are required by law to review their plans every five years, our effort has involved more than a review – it has entailed major revisions and additions in order to better prepare our County for the challenges and opportunities ahead.

In September, 2008 the Community Participation Team (CPT) completed its ten month work schedule. This citizen-based group included three Planning Commissioners and was responsible for developing, encouraging, facilitating and reporting citizen participation in the plan review process. The CPT assisted the County planning staff in developing and coordinating publicity efforts and prepared a report of citizen feedback received. This report was one of the major building blocks for the next phase of the plan update.

An eleven member Steering Committee (SC) began their work in October, 2008. Normally comprised of six members, the group was expanded to eleven to better represent the community. Membership included four Planning Commissioners, and representatives from the School Board, Economic Development Authority, Parks & Recreation Advisory Committee, the CPT, Board of Supervisors and two citizens-at-large. The SC blended citizen comments collected by the CPT with staff's research, statistics, and background reports on the various sections of the Plan. From there, they developed policies and created the actual Plan text. Another important function of this Committee was to review the applications of landowners who wished to change the land use

designation on their properties. The Steering Committee completed its work on June 25, 2009 and forwarded the draft Comprehensive Plan to the Planning Commission for final review.

From July to October 2009, the Planning Commission deliberated on the draft Plan, holding seven work sessions, one joint work session with the Board of Supervisors, and a public hearing. On October 7, 2009, the Planning Commission's review culminated with a unanimous recommendation of approval of the Plan to the Board of Supervisors. The Board of Supervisors held three additional work sessions before adopting the Plan on November 24, 2009.

Sincerely,

Richard Krapf
Chair of the Planning Commission and Stonehouse District Representative

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are appointed for four year staggered terms by the Board of Supervisors (Board). As an advisory body to the Board, the primary purpose of the Commission is to ensure orderly development within the County in accordance with the Comprehensive Plan, County ordinances, and Board-adopted policies. The Commission, with the support of County Planning Division staff, conducts public hearings and meetings and recommends actions to the Board regarding proposed land use applications (including rezonings, special use permits, subdivisions, and site plans), land use policies, ordinances, and revisions to the Comprehensive Plan.

Members of the Commission also are required to participate on one or two subcommittees: the Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivision and site plans for consistency with approved master plans, the County Zoning and Subdivision Ordinances, the Comprehensive Plan, and other Board- adopted policies. The DRC-recommended action is presented for approval by the Commission at the regular monthly meeting. The Policy Committee works with staff to prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan, and address specific planning-related issues such as policy and ordinance revisions.

Section 15.2-2223 of the *Code of Virginia* requires the Commission to prepare an annual report for the Board to make recommendations, summarize commission activities, and summarize the status of planning activities in the community. During 2009, joint Commission and staff activities included:

- Review of rezoning, master plan, special use permit, subdivision and site plan applications
- Consideration and preparation of policy and ordinance revisions,
- Preparation of the Capital Improvement Program,
- Continuation of the Comprehensive Plan update process, and
- Participation in community planning forums and committee studies.

This report summarizes these joint activities, summarizes additional staff activities and projects, and provides information on Commissioners and staff.

PLANNING COMMISSION MEMBERS

Richard Krapf, Chairman, (Stonehouse District Representative) Rich Krapf is a 1972 graduate of the United States Air Force Academy. His Air Force career spanned 20 years and included assignments as a staff officer in Europe, an Associate Professor at Ohio University, and two assignments as a squadron commander. He earned a Masters of Public Administration degree from Golden Gate University, and retired from active duty as a Lieutenant Colonel. Mr. Krapf works for the Colonial Williamsburg Foundation, is a member of the Board of Directors of the Williamsburg Land Conservancy and is a founding member of Friends of Forge Road & Toano. He was appointed to the Planning Commission in January, 2007 and is certified by the CPEAV as a Virginia Certified Planning Commissioner. He sits on the Policy Committee, and DRC, and was a member of both the Community Participation Team and Steering Committee for the County's Comprehensive Plan update. He served as past Chairman of the Development Review Committee and is currently the Chairman of the Planning Commission. Mr. Krapf's first term on the Planning Commission expires on January 31, 2011.

Reese Peck, Vice Chairman (Berkeley) Reese Peck was appointed to the Planning Commission in January 2008. Mr. Peck graduated from SUNY, Albany with a Bachelor's Degree in Political Science, and obtained a Master's Degree in Public Administration from the University of South Dakota. His past accomplishments include serving as South Dakota's Deputy Secretary of Environment and Natural Resources, being the South Dakota State Planning Bureau's local government liaison, and setting-up South Dakota's HUD Community Development Block Grant Program. Following his environmental career in South Dakota, Mr. Peck was selected in 1997 by a panel of environmentalist, state and local officials to set-up the Catskill Watershed Corporation which was an environmental and economic partnership program in the New York City watershed. Mr. Peck is certified by the CPEAV as a Virginia Certified Planning Commissioner. He was a member of the Comprehensive Plan's Community Participation Team, is currently on the Policy Committee, and currently serves as the Vice-Chairman of the Planning Commission. Mr. Peck is currently a Community Development Program Manager for the Virginia Department of Housing and Community Development in Richmond. He and his wife, Julie Apgar, live with their two children, Kristofer and Alexander in Powhatan Secondary. His term expires on January 31, 2013.

Jack Fraley (Roberts District Representative) Jack Fraley graduated from the University of California at Los Angeles (UCLA) with a Bachelors' Degree in Economics. He held several managerial positions with Shell Oil Company before starting up a new high technology venture for Shell in 1984, Rampart Packaging, located in the Busch Corporate Center. He retired from the business in 1998 to spend more time with his family and contribute to the community. Mr. Fraley was appointed to his first term on the Planning Commission in January 2004 and was elected Chairman in 2006. He was certified by the CPEAV as a Virginia Certified Planning Commissioner. He was reappointed to a second term on the Planning Commission in January 2008 and was again elected Chairman for 2008. He serves on both the DRC and Policy Committees of the Planning Commission. Mr. Fraley was elected Chairman of this year's Comprehensive Plan Steering Committee. He also served as past Chairman on the James City County Board of Zoning Appeals and is a member of the Design Review Board for the James

River Commerce Center. Mr. Fraley's second term on the Planning Commission expires on January 31, 2012.

Debbie Kratter (Powhatan District Representative) Deborah Kratter, appointed to the Planning Commission and its Policy Committee in January 2009, has been a resident of James City County since 2003. Locally, she served on the Board of the Fords Colony Homeowners Association and as its president, as well as the Board of the League of Women Voters of the Williamsburg Area, and is a member of the Guild of the Lord Chamberlin Society of the Virginia Shakespeare Festival. Currently she serves on the Board of the Community Services Coalition. In addition to her volunteer work, Ms. Kratter is a member of the Board of Directors of Janus Capital Group and an attorney focusing on federal securities law and financial services institutions. Ms. Kratter was a frequent visitor to the Historic Triangle even before she and her husband moved here from California. She obtained both her undergraduate degree (economics) and Juris Doctor from the University of California at Los Angeles. Ms. Kratter's term expires January 31, 2010.

George Billups (At-Large) George Billups was re-appointed to the James City County Planning Commission for his second term in February 2006. He graduated from Virginia State College with a Bachelor of Science in Industrial Vocational Education and Science. He earned his Master's degree and Certificate of Advanced Studies from the State University of New York in the fields of Education and School Administration and Supervision. A retired high school principal and community activist, Mr. Billups has served on numerous local, state and federal boards which worked to create positive public policy and civil rights legislation. Mr. Billups is a Virginia Certified Planning Commissioner and currently a member of the Board of Directors for the CPEAV. In addition to his service on the Planning Commission, he served as Policy Committee Chairman in 2006, serves on the DRC and the Regional Issues Committee, and he was a member of the 2003 Comprehensive Plan Steering Committee. He also served on the Steering Committee for the current Comprehensive Plan update. Mr. Billup's second Planning Commission term expires on January 31, 2010.

Joe Poole III (Jamestown District Representative) Joe Poole is the Director of Special Gifts at the Colonial Williamsburg Foundation, the educational institution he has been affiliated with since his 1987 completion of studies at Wake Forest University and the College of Design at North Carolina State University. His community involvement includes service on the James City County Planning Commission and on the Boards of Directors of Hospice House and Support Care of Williamsburg, United Way of Greater Williamsburg, the Williamsburg Chamber and Tourism Alliance, Leadership Historic Triangle, and on the vestry of St. Martin's Episcopal Church. He is certified as a Virginia Certified Planning Commissioner and currently serves as chair of the DRC. Mr. Poole and his wife, Meredith (a staff archaeologist at Colonial Williamsburg) have a thirteen year-old daughter (Amelia) and a ten-year-old son (Drummond). Mr. Poole's term expires on January 31, 2012.

Chris Henderson (At-Large) Chris Henderson was appointed to the Planning Commission in January 2008. He is a graduate of Walsingham Academy and the University of Virginia. Chris is the Senior Vice-President and Principal of CB Richard Ellis and its heritage organization, Trammell Crow Company. Mr. Henderson participates on several community and professional

boards including the James City County Republican Committee, Ford's Colony Home Owner's Association, Williamsburg Metro YMCA, the First United Church of Christ Church Council, International Council of Shopping Centers, National Association of Realtors, Hampton Roads Association for Commercial Real Estate, and Commercial Real Estate Council. He is certified by CPEAV as a Virginia Certified Planning Commissioner. He served the County during the 2003 Comprehensive Plan update as a volunteer facilitator, is currently the Chairman of the Policy Committee, and served on the Steering Committee. Mr. Henderson and his wife Tami have a seven-year-old son. Mr. Henderson's first term expires January 31, 2013.



The James City County Planning Commission (Left to Right: Reese Peck, George Billups, Rich Krapf, Chris Henderson, Front: Joe Poole III, Deborah Kratter, Jack Fraley)

PLANNING DIVISION

The Planning Division provides staff support to the Board, the Commission, and its subcommittees. In addition to regular development review, staff makes planning-related policy recommendations to the Commission, administers and enforces the Zoning Ordinance, implements landscaping and bikeway projects, and acts as a liaison to a variety of other Board-appointed committees, community organizations and government entities. These include the Hampton Roads Planning District Commission, Virginia Department of Transportation-Hampton Roads, Pedestrian and Bicycle Advisory Committee, and the Virginia Organizing Project. Staff also provides support for a number of other short-term and ongoing committees including the New Town Design Review Board, Historical Commission, Historic Triangle Bicycle Advisory Committee, Corridor Enhancement Steering Committee, Development Roundtable, Toano Revitalization Initiative to implement the Toano Area Study, and other special project committees.

Some of the planning initiatives undertaken in 2009 represent new services and programs to better serve customers and implement the Comprehensive Plan. Staff continues to look at ways to enhance the web-based CaseTrak system and conducted training on a reporting feature this year.

Staff typically responds to over 11,000 citizen inquiries each year. Planners are responsible for citizen's inquiries regarding the Comprehensive Plan, development issues, population, census and housing estimates, land use, transportation, and traffic issues. Planners also respond to citizen's inquiries regarding land development cases, the Zoning and Subdivision Ordinances, site plans, landscaping, development submittal requirements, and general development in James City County. The administrative staff handles questions regarding the Commission and Board meetings, application processes, public hearing notices, development case status, and other logistical and informational questions. These inquiries come from attorneys, architects, contractors, engineers, developers, landowners, and citizens at large. A substantial amount of staff time is dedicated to providing this service to keep the public informed and to provide an additional outlet for citizen response and comment.

In addition, staff has continued to conduct a bi-monthly conceptual review meeting, called Development Roundtable, for applicants that need to discuss issues with various County agencies before submitting a site plan and resolve issues that are identified during the plan review process.

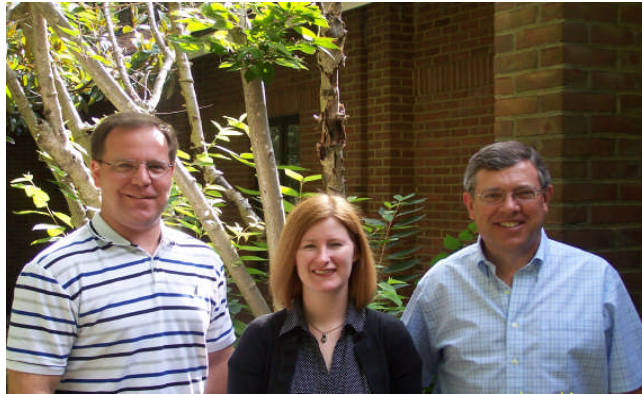
Planning Staff

(Lists all staff that worked in the Planning Division during 2009)

Planning Staff	Title	Year Employed	Comments
Management			
Marvin Sowers	Planning Director	1987	Retired
Allen Murphy	Director of Planning / Assistant Development Manager	1979	Recently promoted
Tammy Rosario	Principal Planner	1995	
Christopher Johnson	Principal Planner	2009	Former employee (1997-2005)
Professional Planning Staff			
Scott Whyte	Senior Landscape Planner	2004	
Ellen Cook	Senior Planner II	2003	Recently promoted
Jason Purse	Senior Planner	2005	
David German	Senior Planner	2005	Resigned 8/30/09
Kate Sipes	Senior Planner	2005	
Leanne Reidenbach	Senior Planner	2005	
Jose L. Ribeiro	Senior Planner	2005	
Luke Vinciguerra	Planner	2006	
Sarah Propst	Planner	2008	
Zoning Officers			
Melissa Brown	Zoning Administrator	2003	Recently promoted
John Rogerson	Senior Zoning Officer	2000	
Christy Parrish	Proffer Administrator	1993	
Front Desk – Support Staff			
Terry Costello	Development Management Assistant	1987	
Brian Elmore	Development Management Assistant	2008	
Jennifer VanDyke	Administrative Services Coordinator	2007	
Interns			
Name	Education Affiliation	Date	Comments
Ayana Russell	William and Mary		Demographics section of Comp Plan text review and research, Comp Plan implementation guide research, reviews of public facilities ordinances, rural lands inventory research.

Dana Clay	William and Mary		Reviewed Public Facilities literature, assisted with communication efforts with the Comp Plan, updated Zoning database, worked on electronic versions of old zoning maps.
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Management Staff pictured from left: Christopher Johnson, Tammy Rosario, and Allen Murphy



Planning Staff Jose Ribeiro, Seated: Scott Whyte, Luke Vinciguerra, Kate Sipes, David German

Planning Staff pictured from left: Leanne Reidenbach, Ellen Cook, Sarah Probst-Worthley, and Jason Purse



Zoning Staff pictured from left: Christy Parrish, John Rogerson, and Melissa Brown



Front Desk Staff pictured from left: Jennifer VanDyke, Brian Elmore, and Terry Costello

Staff Changes

The Planning Division staff underwent some changes this year. Planning Director, Marvin Sowers, retired after 21 years of service to the County. Allen Murphy was promoted to Director of Planning / Assistant Development Manager. Tammy Rosario was promoted to Principal Planner dealing with comprehensive planning functions. Melissa Brown was promoted to Zoning Administrator. Christopher Johnson was hired as Principal Planner, in charge of current planning issues. Chris is a former employee who was with the Division from 1997 – 2005. David German left the Division in August 2009.

SUMMARY OF COMMISSION AND STAFF ACTIVITIES

Development Review

Development review activities consist primarily of rezonings, special use permits, site plans, subdivisions and conceptual plans. Legislative cases considered during the monthly public hearings by the Commission included zoning ordinance amendments, AFD withdrawals, and rezoning, master plan, and SUP cases (see Appendix A). Significant efforts and time were devoted to all twenty-eight cases considered by the Commission. In particular, the following six cases involved a high degree of staff and Commission review:

- Candle Factory (Z-0001-2006/MP-0012-2006/SUP-0037-2006)
- David Nice Contractors Warehouse (SUP-0007-2008)
- King's Way Church, Greenwood Christian Academy (SUP-0022-2008)
- CVS at Norge (SUP-0008-2009)
- Autumn West Townhomes (SP-0064-2008)
- James City County Police Department Facility (SP-0082-2009)

The DRC reviews and recommends actions on certain major subdivision plans and site plans in accordance with the Subdivision and Zoning Ordinances and Comprehensive Plan. A list of major cases and fiscal year summary are provided in the appendices in this report. The number of applications filed decreased during 2009.

Policy Related Activities

The Policy Committee and Planning staff reviews Capital Improvement Program (CIP) requests on an annual basis. In addition, the Policy Committee conducts meetings to assess additions or revisions to County land use policies and ordinances. In 2009, the Policy Committee considered the following revisions to the Zoning Ordinance:

- Changes to the parking ordinance to clarify that required outlet mall parking spaces be based on retail floor area and to define retail floor area,
- Review of sign illumination in Community Character Areas and Corridors,
- Prohibition of vehicle sales in certain circumstances,
- Reduction of M-1 and B-1 setbacks in certain circumstances,
- Changes to permitted and specially permitted uses within business districts, and
- Retail sale and repair of lawn equipment.

In the first half of FY10 the Policy Committee recommended revisions to the Planning Commission By-Laws. These revisions were scheduled for consideration by the full Planning Commission at their January 2010 regular meeting.

Capital Improvement Program

Every year the Commission reviews projects proposed by County agencies for inclusion in the Capital Improvements Program (CIP) Budget. The CIP review process is conducted by the

Policy Committee and the CIP rankings are approved by the Commission. The Policy Committee meets with County department representatives and staff to establish a priority ranking of projects. Each County department is asked to provide an initial priority ranking and justification for the requested project. The Committee then ranks the CIP projects in accordance with the Comprehensive Plan, existing master plans, and service needs. Rather than assigning a “high,” “medium,” and “low” priority, as has been the past practice, the committee ranked the projects in numerical order from highest priority to lowest priority. Also in departure from past practice, but aligning with the proposed process changes, the committee did not assign priorities to maintenance projects. School CIP priority rankings were based on the tier rankings provided by the Williamsburg James City County School system. The Commission recommended that the Board support the FY2010 projects in the following order, based on available funding:

1. Police Building/Law Enforcement Center Renovations
2. Water Quality
3. Warhill Community Gymnasium
4. Mobile Data Terminals
5. Warhill Crosswalk
6. Central Office/Alternative Education Center
7. AFIS Fingerprinting System
8. New Horizons Contribution
9. Jamestown Multi-Purpose Space
10. Security Card
11. Greenways/Trails
12. Warhill Facility Bays
13. Fiber Ring Investment

Specific Project Recommendations:

- A. Warhill Community Gymnasium: Though funding for this project was pulled for the FY10 budget, the Committee felt the project was still important to consider and provided a ranking for the Board’s funding considerations. Additionally, the Committee recommended that financing for the project be included in any bond offering for the Police Building/Law Enforcement Center Renovations.
- B. School Central Office/Alternative Education Center: This project was considered to be refurbishment of James Blair Middle School (JBMS) to accommodate these uses. The Committee felt that refurbishment of JBMS was preferential to constructing a new facility to house these functions and as a result would have ranked the project lower had it been considered as a brand new facility.
- C. Greenways/Trails: The lower ranking assigned to this project in this fiscal year also took into account the current economic climate of the County and the historical difficulties of private property acquisition on which trails are constructed. The Committee noted; however, that on the whole, greenways and trails are a high community priority.

Recommendations for improvements and/or modification to the CIP process. The members of the Policy Committee reported to the Planning Commission that the review and ranking process

could be improved, and recommended the process be evaluated. The Policy Committee developed a summary of proposed CIP process changes, including limiting the types of projects that get ranked by the committee, aligning the CIP with the Comprehensive Plan, adjusting the timeline for submitting requests, and developing ranking criteria to be used by the committee. The proposed changes were endorsed by the full Planning Commission at their regular meeting on February 4 and discussed at a joint work session of the Planning Commission and Board of Supervisors on February 24, 2009. Following the work session the Policy Committee met four times to finalize CIP ranking criteria. The criteria consist of eight areas of emphasis, including quality of life, infrastructure, economic development, health/public safety, impact on operational budget, regulatory compliance, timing/location, and special considerations. The proposed criteria were approved by the full Planning Commission at their regular meeting on July 1 and scheduled as a reading file item for the Board of Supervisors at their July 14 meeting. As a result, the CIP timeline was revised for the FY11 budget, and applications were submitted by departments in November 2009. The Policy Committee is scheduled to review and rank these projects using the new criteria at a January 2010 meeting.

2009 Comprehensive Plan

According to Section 15.2-2230 of the *Code of Virginia*, the Commission must review the Comprehensive Plan “at least once every five years...to determine if amending is needed.” In April 2007, the Commission and the Board approved a timeline and methodology for the 2009 Comprehensive Plan. In addition, the Board approved participation of James City County in the joint comprehensive plan initiative with York County and the City of Williamsburg, which has been adjusted to occur in 2012. The joint-plan process and associated timeline, accepted by all three jurisdictions, will include a series of discussion forums to identify those areas requiring coordination, and possibly, joint decision-making between the three localities.

The Commission and Division staff began work on updating the 2003 Comprehensive Plan in November 2007. Comprehensive Plan update efforts during FY09 have focused on completing the citizen input phase of the process and beginning Steering Committee consideration of policies, goals, strategies, actions, and land use designation changes.

In a continuation of the public outreach and participation effort, the Community Participation Team held four forums during the month of July where groups and organizations could present information for consideration during the Comprehensive Plan update. Three public meetings were also held in August and September of 2008 and focused on presenting information about eight “hot topics” identified by citizens during the first round of Community Conversations. More than 150 surveys focused on these topics were completed both at the meetings and online. The CPT then created a summary of comments received pertaining to each of the topics and distributed their summary and a copy of all the citizen input received to the Steering Committee.

In October 2008, the 11-member Steering Committee was appointed by the Board of Supervisors. The Committee, composed of four Planning Commissioners, two citizens-at-large, and one representative from the Parks and Recreation Advisory Commission, Economic Development Authority, Community Participation Team, Board of Supervisors, and School Board, played a vital role in evaluating the technical reports, final text, and goals, strategies, and

actions for each section. The Committee also evaluated 34 property owner Land Use designation change requests and 12 staff generated change requests. On June 25, 2009, the Steering Committee unanimously recommended approval of the draft Comprehensive Plan and forwarded the review to the Planning Commission.

From July to October 2009, the Planning Commission deliberated on the draft Plan, holding seven work sessions, one joint work session with the Board of Supervisors, and a public hearing. On October 7, 2009, the Planning Commission's review culminated with a unanimous recommendation of approval of the Plan to the Board of Supervisors. The Board of Supervisors held three additional work sessions before adopting the Plan on November 24, 2009.

OTHER MAJOR PROJECTS AND INITIATIVES

Business Climate Task Force

On February 28, 2006, the Board of Supervisors adopted a resolution creating the Business Climate Taskforce (BCTF). The purpose of the BCTF, as originally envisioned by the James City County Economic Development Authority (EDA), was to review the climate for business retention and expansion of existing small, medium, and cornerstone businesses in the County, in addition to recruiting other business. A 13-member group, the BCTF released a report highlighting its main findings on January of 2008.

Subdivision/Site Plan Review Improvement Team

The Team prepared a report recommending several improvements and changes to the current development plan review process. These recommendations are designed to provide predictability and transparency throughout the review process, improve two-way communication, enhance the quality of plans, and create a positive perception of the development process for all parties involved. Staff is waiting on direction and guidance from the Board of Supervisors and County Administration regarding implementing the recommended improvements and ordinance amendments.

Amendments to the Specially Permitted Use Sections of the Zoning Ordinance

In 2008, staff investigated possible ordinance amendments to certain specially permitted uses in various zoning districts. Looking at the uses that are currently allowed by-right, staff compiled a list of specially permitted uses (SUPs) that have similar impacts in those zoning districts. Staff felt that moving those uses from SUPs to permitted uses would not have additional adverse affects on similarly zoned properties across the County. In accordance with the Business Climate Task Force report, staff looked at the LB, B-1, M-1, M-2, RT, PUD, and MU sections of the ordinance. At that time the Board of Supervisors approved the changes to the M-1 and M-2 zoning districts, but tabled discussion of the LB and B-1 amendments until after the Comprehensive Plan was adopted. At the direction of the Board, staff reintroduced the LB and B-1 changes to the Planning Commission in January 2010, and will be bringing the amendments before the BOS in February.

Green Building Design Roundtable

Supervisor Jim Kennedy initiated the Green Building Roundtable with the purpose of developing and promoting green building best practices to be used for public and private facilities in James City County. The kick-off meeting was held on March 2, 2009 and the Roundtable meets on a monthly basis. The Roundtable members include a diverse group of individuals from the public and private sectors with a range of expertise in engineering, design, and construction, among others. The Roundtable also included five sub-committees working in the areas of finance; housing; design and construction; research and development; and communications. The work of these sub-committees and of the larger Roundtable has been compiled into a draft report which is available on the County's webpage. The Roundtable has also applied for several grants, and is currently working on a Green Building Design page as part of the launch of the new Green Community webpage. The Roundtable's final report and recommendations will be forwarded to the Board of Supervisors.

Transportation Impact Initiatives

VDOT has adopted new regulations requiring an extensive traffic impact analysis for large developments. Currently James City County requires a traffic study if a proposed development exceeds 100+ peak hour trips; however, the County does not specify what the parameters are for such a study. Staff has contracted with Kimley-Horn and Associates to create a document defining the parameters of a traffic impact analysis using VDOT's newly adopted regulations as a guide. The County has the ability to require analysis above and beyond VDOT's minimum guidelines. Staff's conclusions and recommendations will be presented to the Policy Committee in the future.

CaseTrak 2.0

The Planning Division continues to improve upon the functionality of CaseTrak 2.0; a case tracking system used to organize and document the more than 500 applications that staff receives for review annually. The most recent development includes connecting CaseTrak with Excel tables to make creating reports and synthesizing data easier.

Toano Area Study Implementation

In 2006, the Board approved the Design Guidelines for Toano, a set of guiding principles for development in Toano. A citizen group, the Toano Revitalization Initiative (TRI) was formed in the spring of 2007 to help initiate enhancements along the Richmond Road corridor of the study area. With the assistance of Planning staff, the group planted landscaping in the median in Toano and has also installed entrance signs along the corridor. In FY09, the County was awarded a matching grant through the VDOT SAFETEA-LU grant program for sidewalk, landscaping, and urban furniture improvements along the historic corridor of Toano. The TRI is responsible for matching 20% of the funding required by the grant for this project, which would total \$16,750. To accomplish this, TRI is targeting in-kind donations from local businesses, as well as cash contributions from fundraisers. The BOS allocated money for the grant in the summer of 2009, and staff is working with VDOT on completing documents to put the project out for bid.

Historical Commission

The Planning Division has administrative responsibility for the Historical Commission. Responsibilities include taking minutes, preparing the budget, and assisting with projects such as “Oral Histories,” acquiring highway markers, and completing the architectural survey. Commissioners and Planning staff continued to be active in the progression of the Norge Depot relocation and renovation (see specific section for more information). This past year, in recognition of the 375th anniversary of the County, the Historical Commission held a speaker series with local historians. There were four presentations made throughout the beginning of the year, culminating with a presentation by Sara Lewis at the County Fair. Ms. Lewis recently published the book, Images of James City County, highlighting the County’s recent history.

Norge Depot Relocation

Norge, originally settled by Norwegian immigrants, is home to several historical structures, including the Norge Depot. The railway station was built by the railroad in the early 1900s and served as a connector for the Norge community to the rest of the country. The station acted as a vital catalyst of economic development in the surrounding area. Before being decommissioned in the late 1960s, the depot was adapted from a train station into an office building. Due to its inoperative status, CSX proposed that the structure be demolished. The County and Historical Commission acquired a federal grant and obtained CSX permission to transport the depot to a new location, the Norge Library on Croaker Road. Currently, the Norge Depot rests adjacent to the Croaker Library parking lot where it will be restored and remodeled into a community meeting center.

During the past year the relocated depot has been under renovation. With money from the TEA-21 VDOT grant program, renovation work on the exterior of the depot is currently underway. This Phase II portion of the project will help restore the depot to its original look in the early 1900s. The work will include re-shingling the roof and repainting the exterior to match paint that has been photo-matched to the time period. The exterior renovation is expected to be complete sometime by Spring 2010.

The Phase III grant of the Depot restoration has been awarded by VDOT, and plans for interior are currently being finalized. Renovation on the inside will begin once the exterior work is completed.

VDOT grant funding has already been secured for these renovations and interior layout plans have been prepared.

Washington-Rochambeau Route Project

Using a Virginia Department of Historic Resource (VDHR) matching grant and support from the City of Williamsburg, York County, Gloucester County, and Charlotte County, County staff is currently participating in a study of the American Revolutionary War Route of Washington and Rochambeau through the area. Dr. Robert Selig, renowned historian and expert of Revolutionary

War routes throughout the East Coast, has been hired to conduct the study. The final report for the study has been delayed due to further contract negotiations with the researcher and a draft report is anticipated for review by the County in February 2010. The project has also expanded to include entry of raw data into VDHR's Data Sharing System and archives to aid in future research.

Corridor Enhancement Projects

The Historic Triangle Corridor Enhancement Program has completed work on Jamestown Road, and is addressing Route 60 east from Duke of Gloucester Street to Busch Gardens. Carlton Abbott completed preliminary drawings of Route 60 East for James City County, Williamsburg, and York County to participate in a joint effort to enhance Route 60 as it passes through each jurisdiction. Abbott has held one public meeting inviting shareholders from each jurisdiction to see his conceptual work.

Revenue Sharing Landscape Projects

Revenue sharing landscape projects are funded by resources provided by James City County and VDOT. Designs have been completed for an Anderson's Corner project and permits are being obtained through VDOT and all required Federal agencies. The projected completion date is the FY2010 planting season.

Five Forks Sub Area Study Update

Intersection improvements at Ironbound Road and Route 5 have been completed. The upgrades included additional turn lanes and signal enhancements.

2034 Regional Transportation Plan

Staff is currently working with the MPO on the 2034 Long Range Plan to ensure continued funding of County transportation projects. This plan is the guiding document that directs Federal funds to transportation initiatives with regional significance. The Plan is scheduled to be completed by January 2012.

New Town

The New Town Design Review Board (DRB), assisted by staff, continued to review proposed developments in New Town. Throughout FY09, numerous building and site plans were approved in the Town Center (Sections 2 & 4), in the Discovery Business Park (Sections 3 & 6), in the residential area (Section 7&8) and in Settler's Market (Section 9). While there has been a slight slowdown in commercial activity in New Town, residential sections have continued to develop at a steady pace during FY09. The Goddard School, several office buildings along Discovery Park Boulevard, and Trader Joe's, the Baker's Crust, and BB&T in Settler's Market all opened this fiscal year. Additionally, the DRB has issued approval for several single family home elevations that will be built in Sections 7&8 and work has begun on new duplexes in this section that will be included in the affordable housing program. Finally, the DRB reviewed and approved plans

for Buffalo Wild Wings (at the corner of Main Street and Courthouse Street), elevation changes to various buildings in Settler's Market, building signage, and a wireless communications tower in WindsorMeade Marketplace. The special use permit application for the tower; however, was withdrawn for other reasons.

In the first half of FY10, the DRB has reviewed several sign proposals for new tenants opening in office buildings along Discovery Park Boulevard, including Patriot Park, Casey Corner, and the former Scott Thomas building. In addition to these openings, Buffalo Wild Wings also opened on Main Street and discussions have been ongoing for tenants in the space previously occupied by Old Navy and the vacant space adjacent to Opus 9 (which would include a large addition and was conceptually presented to the DRC). Most recently, the DRB has reviewed an expedited plan for a medical office building at the end of Discovery Park Boulevard and an ATM/information kiosk at the corner of Courthouse and Main Street.

On the residential side, several elevations and site plans for single family lots in Section 7 have been approved and the roadway infrastructure to serve these areas has been completed. Twelve duplexes were completed in Section 7 and filled through the affordable housing program. Also, six townhomes along Foundation Street in Section 2 and 4, Block 11 are nearing completion.

Finally, staff worked with concerned citizens and the developer to install speed limit and children at play signs along Casey Boulevard. Conversations regarding a more permanent traffic calming measure have been put on hold due to the financial status of Settler's Market.

No rezonings for the New Town area were completed during FY09 or the first half of FY10. The remaining section to be rezoned to Mixed Use with proffers in New Town is Section 12, which is located west of Route 199 between WindsorMeade Marketplace and Windsor Hall. Staff and the DRB reviewed a conceptual plan and traffic impact study for 300 townhomes in this area in the fall, but there have been no subsequent submittals. There have been preliminary meetings for a commercial development across Monticello Avenue from Settler's Market on a property that is not officially included within New Town or subject to the design guidelines/proffers, but is within the New Town Mixed Use Area on the 2009 Comprehensive Plan Land Use Map. An application for a special use permit for this project was submitted in January 2010.

During FY09 and the first half of FY10, the Development Review Committee (DRC) has reviewed and approved shared parking updates for Sections 2 & 4 of New Town, but due to the fact that few changes have occurred within Sections 2 & 4, the DRC voted to receive updates twice a year rather than quarterly. The premise of shared parking is starting to become evident as residential units are being occupied and construction continues on mixed use and office buildings throughout the Town Center. New Town Associates began consideration of time limited parking in certain areas of Sections 2 & 4 adjacent to high-turnover retail uses to make quick stops more convenient. Other changes to the shared parking status this fiscal year include dedication of spaces for police vehicles and elimination of a few spaces near intersections to improve sight distance and allow the roads to be accepted into the State's secondary road system.

Neighborhood Connections

Neighborhood Connections is a division of James City County's Administration Department. They have a full-time staff as well as ten volunteer liaisons comprised of County employees, including two from the Planning Division. Each liaison communicates with his or her assigned homeowner's association (HOA). Part of the liaison's responsibilities includes coordinating with the HOA about training opportunities provided by the County and other agencies. The Planning Division liaisons are Zoning Administrator Melissa Brown and Senior Landscape Planner Scott Whyte.

Parks and Recreation Division Master Plan

The Parks and Recreation Division began to update its master plan in 2007 for the first time since 1993. Planning staff has participated in several phases of the update, including selecting and working with consultants, gathering public input, serving on focus groups, and helping to prepare the draft plan for consideration. Alongside this process, staff from both divisions has been updating the Parks and Recreation proffer guidelines to match new standards in the master plan. The Parks and Recreation master plan, along with the Shaping Our Shores master plans for Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park, were reviewed and endorsed by the Board of Supervisors on June 9, 2009.

Staff and Commissioner Training, Certification, and Educational Opportunities

Staff development continues to remain a high priority for both the Planning staff and the Commission. Staff and Commission members take various planning and policy courses throughout each year. The Planning Division cross-trains staff so that comprehensive planners are assigned current planning cases such as rezonings, special use permits, site plans, and subdivisions. Likewise, current planners also assist in comprehensive planning activities such as the development and implementation of the Comprehensive Plan.

The Planning Division continues to attend training opportunities and has extended educational opportunities to the Commission. Staff took advantage of a video conference held by the American Planning Association on Infrastructure, CIP, and Alternative Transportation. In an effort to share resources, the Division invited employees from City of Williamsburg, York County, and Colonial Williamsburg to attend. This will hopefully open the door to future joint ventures between these entities. Several planners attended the Virginia APA Conference, which was held in Williamsburg, and highlighted the New Town Development and other local projects. Senior Planner Leanne Reidenbach gave a tour of the New Town Development to those who attended the conference. Two seminars held by Urban Land Institute on Growth Trends and Housing were attended by several planners. Senior Planner Kate Sipes attended the Governor's Conference on Housing. Director of Planning / Assistant Development Manager Allen Murphy attended the National APA conference. Allen Murphy, Principal Planner Tammy Rosario, and Senior Planners Ellen Cook and David German fulfilled continuing education standards established by the American Planning Institute for Certified Planners. Luke Vinciguerra attended several meetings held by VDOT and those offered by University of Virginia Center for

Transportation Studies. The Division's Zoning Officers attended the Virginia Association of Zoning Officers conference in Norfolk, Virginia.

The Commission also participated in a variety of training opportunities. Most of the Commissioners are certified through CPEAV as Virginia Certified Planning Commissioners, with Reese Peck and Chris Henderson obtaining their certifications this year, and Planning Commissioners attended County and citizen sponsored planning workshops.

James City County Demographics Updates

General Demographics: Population Estimates

Population estimates providing approximate counts of the population of James City County for both the present-day and for past, non-census years are prepared by the Planning Division. It is the Division's policy to generate a population estimate at the end of each quarter. Staff has improved the estimating model to produce the most accurate estimates possible so that other internal County departments, external government agencies, and private citizens can feel confident in the estimates being produced. The system used is transparent and the results are published each quarter, so that activities dependent upon the estimates are not compromised. In the early part of 2008, it was clear that the Planning Division's continued efforts at accuracy had paid off when it was noted that the Division's fourth quarter 2007 population estimate differed from the Weldon-Cooper Center for Public Service's number for the same time period by only forty-five people—less than a one-percent differential. The Weldon-Cooper Center is part of the University of Virginia and is charged with serving as the official demographer for the Commonwealth of Virginia.

General Demographics: Population Projections

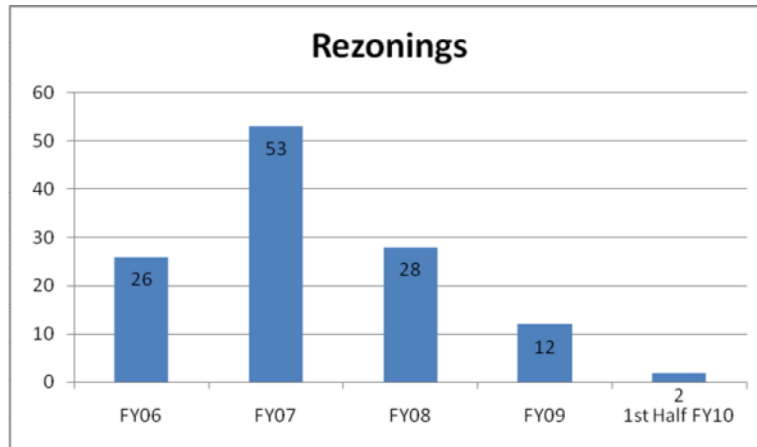
Population projections attempt to project approximate counts of the population of James City County in future years. The planning staff has produced both linear and exponential trend line population projection models in an effort to ensure as accurate a projection as possible. The model, which was used in the 2003 Comprehensive Plan update, has been updated for the 2009 Comprehensive Plan revision, *Historic Past, Sustainable Future*.

Applied Demographics: School Population Projections

The planning staff continues to assist the Williamsburg-James City County Schools and its private consultant, DeJong Inc., with school population projections. The goal is to accurately anticipate how many school children will need to be accommodated in upcoming school years—both in the immediate future and on a longer-term basis. Great strides were made between the Schools, DeJong, and the Planning Division to identify ways in which data generated by the Planning Division (including population estimates, population projections, and development tracking numbers) could be used to better approximate the numbers of children likely to be attending school in the short-term and long-term future. The Planning Division provides data to the Schools and DeJong on a regular basis and will continue to foster strong communication and working relationships between all parties involved. This effort has been ongoing, and the

Planning Division continues to support the Schools as needed, which results in better enrollment projections over the long-term.

Appendix A - Major Cases – Rezoning*



Z-0011-2007

Location:

Rezoning:

District:

Monticello at Powhatan North Phase 3

Powhatan Parkway

R8 to R2

Powhatan

PC:

BOS:

Z-0002-2008

Location:

Rezoning:

District:

Williamsburg Landing Expansion

Williamsburg Landing Dr

No change

Jamestown

PC: Approved 12/03/08

BOS: Approved 01/13/09

Z-0003-2008

Location:

Rezoning:

District:

The Candle Factory

Richmond Road

A1 to MU

Stonehouse

PC: Approved 01/07/09

BOS: Indefinitely deferred

Z-0001-2009

Location:

Rezoning:

District:

Colonial Heritage Deer Lake Property Amendment

Jolly Pond Road

A1

Powhatan

PC:

BOS:

Z-0002-2009

Location:

Rezoning:

District:

Governor's Grove Sec 3 – Proffer & Master Plan Amendment

John Tyler Hwy

MU

Berkeley

PC:

BOS:

Z-0003-2009

Location:

Rezoning:

District:

Freedom Market

Centerville Road

LB

Powhatan

PC:

BOS:

Z-0004-2009

Location:

Schools Operations Center Parking

Jolly Pond Road / Cranston's Mill
Pond Road

PC: Approved 01/13/10

BOS:

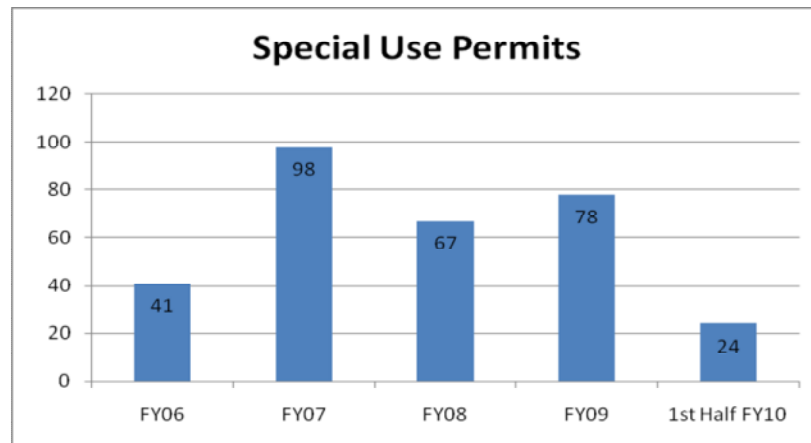
Rezoning:

PL, A1

District:

Powhatan

Appendix B - Major Cases – Special Use Permits*



SUP-0022-2007

Location: Powhatan Parkway PC:
 Zoning: R-8 BOS:
 District: Powhatan

Monticello at Powhatan North Phase 3

SUP-0014-2008

Location: Centerville Road PC: Approved 08/06/08
 Zoning: PL BOS: Approved 10/14/08
 District: Powhatan

Freedom Park Waterline Extension

SUP-0015-2008

Location: Centerville Road PC: Approved 03/04/09
 Zoning: R-8 BOS: Approved 04/14/09
 District: Powhatan

Franciscan Brethren of St. Philip Adult Day Care

SUP-0016-2008

Location: Richmond Road PC: Approved 10/01/08
 Zoning: M-1 BOS: Withdrawn by the
 District: Stonehouse applicant

Walgreens at Norge

SUP-0017-2008

Location: Longhill Road PC: Approved 10/01/08
 Zoning: R-2 BOS: Approved 10/14/08
 District: Powhatan

Burlington Woods SUP Renewal

SUP-0018-2008

Location: Williamsburg Landing Dr PC: Approved 12/03/08
 Zoning: R-5 BOS: Approved 01/13/09
 District: Powhatan

Williamsburg Landing Expansion

SUP-0019-2008	Former Stuckey's Site SUP Amendment	
Location:	Old Stage Road	PC: Approved 01/07/09
Zoning:	MU	BOS: Approved 02/10/09
District:	Stonehouse	
SUP-0020-2008	Gilley Properties LLC Duplexes	
Location:	Neck O Land Road	PC: Approved 12/03/08
Zoning:	R-2	BOS: Approved 01/13/09
District:	Jamestown	
SUP-0021-2008	Jamestown Rd Mediterranean Restaurant	
Location:	Jamestown Road	PC: Approved 02/04/09
Zoning:	LB	BOS: Approved 03/10/09
District:	Jamestown	
SUP-0024-2008	Windsor Meade Wireless Tower	
Location:	Monticello Avenue	PC: Withdrawn 04/01/09
Zoning:	MU	BOS:
District:	Powhatan	
SUP-0025-2008	ADA Accessible Playground at JCWCC on Longhill Road	
Location:	Longhill Road	PC: Approved 01/07/09
Zoning:	PL	BOS: Approved 02/10/09
District:	Berkeley	
SUP-0026-2008	Diamond Healthcare, Williamsburg Place Expansion	
Location:	Mooretown Road	PC: Approved 03/04/09
Zoning:	M-1	BOS: Approved 04/14/09
District:	Berkeley	
SUP-0004-2009	Dee's Child Care	
Location:	Indian Circle	PC: Approved 05/06/09
Zoning:	R2	BOS: Approved 06/09/09
District:	Roberts	
SUP-0006-2009	8231 Richmond Road, Sale and Repair of Lawn Equipment	
Location:	Richmond Road	PC: Approved 04/01/09
Zoning:	A-1	BOS: Approved 05/12/09
District:	Stonehouse	
SUP-0007-2009	Relocation of Convenience Center Tewning Rd	
Location:	Tewning Road	PC: Approved 04/01/09
Zoning:	M-1	BOS: Approved 05/12/09
District:	Berkeley	

SUP-0008-2009	CVS @ Norge	
Location:	Richmond Road	PC: Approved 06/03/09
Zoning:	M-1	BOS: Approved 07/14/09
District:	Stonehouse	
SUP-0009-2009	Walgreens	
Location:	Jamestown Road	PC:
Zoning:	B-1	BOS:
District:	Jamestown	
SUP-0010-2009	Michael J. Hipple Contractors Warehouse	
Location:	Richmond Road	PC: Approved 05/06/09
Zoning:	A1	BOS: Approved 05/26/09
District:	Stonehouse	
SUP-0011-2009	Cedar Drive Contractor's Warehouse	
Location:	Cedar Drive	PC:
Zoning:	A-1	BOS:
District:	Stonehouse	
SUP-0012-2009	Birch Circle Accessory Apartment	
Location:	Birch Circle	PC: Denied 08/05/09
Zoning:	A-1	BOS: Withdrawn by applicant
District:	Stonehouse	on 09/04/09
SUP-0013-2009	Cardinal Acres Two Family Dwelling	
Location:	Cardinal Acres Drive	PC: Approved 09/09/09
Zoning:	R-2	BOS: Approved 10/13/09
District:	Berkeley	
SUP-0014-2009	Chickahominy Riverfront Park – Changes to the RV Loop	
Location:	John Tyler Hwy	PC: Approved 10/07/09
Zoning:	PL	BOS: Approved 11/10/09
District:	Berkeley	
SUP-0016-2009	James City County Police Dept Facility	
Location:	Opportunity Way	PC: Approved 09/09/09
Zoning:	Pl	BOS: Approved 09/22/09
District:	Powhatan	
SUP-0017-2009	Freedom Market	
Location:	Centerville Road	PC:
Zoning:	LB	BOS:
District:	Powhatan	

SUP-0018-2009	Robinson Family Subdivision	
Location:	Richmond Road	PC:
Zoning:	A-1	BOS: Approved 10/27/09
District:	Stonehouse	
SUP-0019-2009	Treasure Island Road Wireless Tower	
Location:	Treasure Island Road	PC: Approved 10/07/09
Zoning:	R-8	BOS: Approved 11/10/09
District:	Robertson	
SUP-0020-2009	Vossel & Gross Family Subdivision	
Location:	Barnes Road	PC:
Zoning:	A-1	BOS: Approved 10/27/09
District:	Stonehouse	
SUP-0021-2009	Govt Center Wireless Tower	
Location:	Mounts Bay Road	PC:
Zoning:	PL	BOS:
District:	Robertson	
SUP-0022-2009	King of Glory Lutheran Church SP Amendment	
Location:	Longhill Road	PC: Approved 11/04/09
Zoning:	R-2	BOS: Approved 12/08/09
District:	Powhatan	
SUP-0024-2009	Hospice Support Care Wireless Tower	
Location:	Powhatan Parkway	PC: Denied 12/02/09
Zoning:	R-8	BOS: Hearing 02/09/10
District:	Powhatan	
SUP-0025-2009	St. Bede's Catholic Church SUP Amendment	
Location:	Ironbound Road	PC:
Zoning:	R-8	BOS:
District:	Berkeley	
SUP-0026-2009	Constance Ave AT&T Wireless Tower	
Location:	Constance Ave	PC:
Zoning:	R-8	BOS:
District:	Jamestown	
SUP-0027-2009	School Operations Center Parking	
Location:	Jolly Pond Road / Cranston's Mill Pond Road	PC: Approved 01/13/10
Zoning:	PL, A-1	BOS:
District:	Powhatan	

SUP-0028-2009

Ingram Road Pegasus Wireless Tower

Location:

Ingram Road

PC:

Zoning:

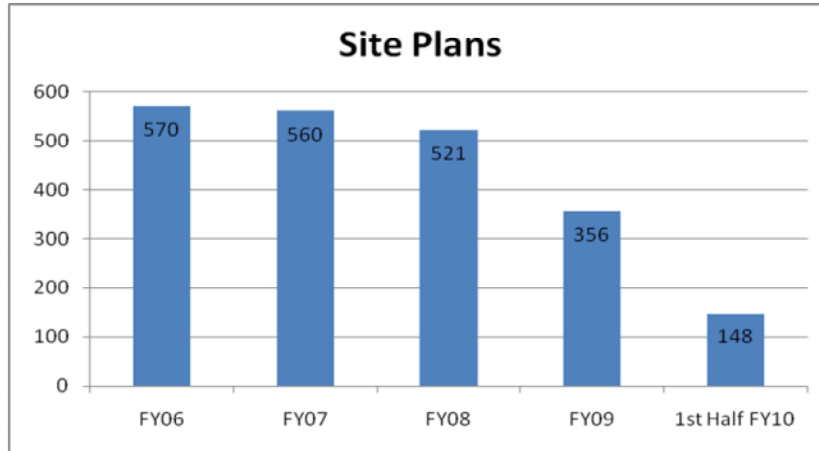
B-1

BOS:

District:

Berkeley

Appendix C -Major Cases – Site Plans*



SP-0031-2006

Location:

Zoning:

District:

Shell Building – James River Commerce Center

Pocahontas Trail

M-1

Roberts

Preliminary: Approved 04/26/06

Final: Prel Appr Expired

SP-0069-2006

Location:

Zoning:

District:

Settlement at Powhatan Creek, Phase 2

Croaker Road

PUD-R

Berkeley

DRC: Deferred 02/27/08

Final:

SP-0104-2006

Location:

Zoning:

District:

Walnut Grove

Richmond Road

R2

Stonehouse

DRC: Approved 03/26/08

Final:

SP-0129-2006

Location:

Zoning:

District:

Massie Parking Lot Expansion

Richmond Road

M-1

Stonehouse

DRC: Approved 11/29/06

Final: Prelim Approval Expired

SP-0091-2007

Location:

Zoning:

District:

Quarterpath at Williamsburg PH1A Battery Blvd

Pocahontas Trail

B-1

Roberts

DRC:

Final:

SP-0127-2007

Location:

Zoning:

District:

New Cingular Wireless PCS

Frances Thacker Road

R-4

Roberts

DRC: Approved 06/18/08

Final:

SP-0131-2007	New Cingular Wireless Tower		
Location:	Frances Thacker Road	DRC:	Approved 06/18/08
Zoning:	R-4	Final:	
District:	Roberts		
SP-0133-2007	Green Mount Warehouse		
Location:	Blow Flats Road	DRC:	
Zoning:	M-2	Final:	
District:	Roberts		
SP-0135-2007	Shell Building James River		
Location:	Columbia Drive	DRC:	
Zoning:	M-2	Final:	Approved 09/29/08
District:	Roberts		
SP-0138-2007	9th Elementary School/4th Middle School		
Location:	Centerville Road	DRC:	Approved 02/27/08
Zoning:	PL	Final:	Approved 10/16/08
District:	Powhatan		
SP-0011-2008	Chestnut Grove		
Location:	Wisteria Garden Dr	DRC:	Approved 09/24/08
Zoning:	LB	Final:	Approved 09/30/09
District:	Roberts		
SP-0028-2008	New Dawn Assisted Living		
Location:	Jamestown Road	Preliminary:	
Zoning:	LB	Final:	Approved 10/27/08
District:	Berkeley		
SP-0046-2008	Moss Creek Commerce Center		
Location:	Old Stage Road	Preliminary:	Approved 05/28/09
Zoning:	MU	Final:	
District:	Stonehouse		
SP-0064-2008	Autumn West Townhomes		
Location:	Autumn West	DRC:	Approved 01/06/10
Zoning:	R-2	Final:	
District:	Powhatan		
SP-0072-2008	Greenmount Industrial E&S Plan		
Location:	Blow Flats Rd	Preliminary:	Approved 02/25/09
Zoning:	M-2	Final:	
District:	Roberts		

SP-0082-2008	Southland Hammerworks	
Location:	Richmond Road	Preliminary:
Zoning:	M-1	Final:
District:	Stonehouse	
SP-0093-2008	The Station at Norge Turn Lane	
Location:	Croaker Road	Preliminary:
Zoning:	R-5	Final: Approved 11/06/09
District:	Stonehouse	
SP-0097-2008	James City County Recycling	
Location:	Richmond Road	Preliminary:
Zoning:	A-1	Final: Approved 10/10/08
District:	Stonehouse	
SP-0105-2008	New Town Sec 7 Ph 9 Roadway Infrastructure	
Location:	Monticello Avenue	Preliminary: Approved 01/26/09
Zoning:	MU	Final: Approved 02/12/09
District:	Berkeley	
SP-0106-2008	Bryant Contracting Complex	
Location:	Richmond Road	Preliminary:
Zoning:	M-2	Final: Approved 08/07/09
District:	Stonehouse	
SP-0114-2008	David Nice Bldrs Contractor's Office	
Location:	Fenton Mill Road	Preliminary:
Zoning:	A-1	Final: Approved 02/18/09
District:	Stonehouse	
SP-0122-2008	St. Olaf Catholic Church	
Location:	Norge Lane	Preliminary:
Zoning:	R-8	Final:
District:	Stonehouse	
SP-0124-2008	Verizon Wireless LHS Tower	
Location:	Longhill Road	Preliminary:
Zoning:	PL	Final: Approved 01/23/09
District:	Powhatan	
SP-0136-2008	Sidewalk & Traffic Improvements-Warhill Sports Complex	
Location:	Warhill Trail	Preliminary:
Zoning:	PL	Final: Approved 06/19/09
District:	Powhatan	

SP-0139-2008	ADA Accessible Playground at JCWCC	
Location:	Longhill Road	Preliminary: Approved 01/08/09
Zoning:	PL	Final: Approved 02/12/09
District:	Berkeley	
SP-0143-2008	Woodland Road / Stonehouse Rd Drainage Improv	
Location:	Stonehouse Road	Preliminary:
Zoning:	A-1	Final: Approved 06/05/09
District:	Stonehouse	
SP-0146-2008	DLR2 Development	
Location:	Endeavor Drive	Preliminary:
Zoning:	MU	Final:
District:	Robertson	
SP-0010-2009	Stonehouse Mount Laurel Roadway	
Location:	Mount Laurel Road	Preliminary:
Zoning:	PUD-C	Final:
District:	Stonehouse	
SP-0022-2009	Freedom Park Waterline Extension	
Location:	Centerville Road	Preliminary:
Zoning:	PL	Final: Approved 05/06/09
District:	Powhatan	
SP-0023-2009	VFW Post #8046	
Location:	Riverview Road	Preliminary:
Zoning:	A-1	Final: Approved 09/03/09
District:	Stonehouse	
SP-0036-2009	Mediterranean Restaurant	
Location:	Jamestown Road	Preliminary:
Zoning:	A-1	Final: Approved 07/14/09
District:	Jamestown	
SP-0042-2009	Longhill Connector Road Water Main Extension	
Location:	Longhill Road	Preliminary:
Zoning:	PL	Final:
District:	Berkeley	
SP-0053-2009	JCSA Operations Center Expansion	
Location:	Tewning Road	Preliminary:
Zoning:	PL	Final: Approved 10/05/09
District:	Berkeley	

SP-0061-2009	Centerville – Jolly Pond Road Intersection Improvements	
Location:	Centerville/Jolly Pond Rds	Preliminary:
Zoning:	A-1	Final:
District:	Powhatan	
SP-0062-2009	Williamsburg Landing – Woodhaven Expansion	
Location:	Williamsburg Landing Dr	Preliminary:
Zoning:	R-5	Final:
District:	Jamestown	
SP-0071-2009	Warhill Sports Complex Community Gymnasium	
Location:	Warhill Trail	DRC: Approved 09/30/09
Zoning:	PL	Final:
District:	Powhatan	
SP-0074-2009	Nick’s Lawn Care	
Location:	Richmond Road	Preliminary: Approved 09/24/09
Zoning:	A-1	Final:
District:	Stonehouse	
SP-0075-2009	Dixie Fuel Co. Propane Distribution Facility	
Location:	Manufacture Drive	Preliminary: Approved 10/06/09
Zoning:	M-2	Final: Approved 11/02/09
District:	Robertson	
SP-0081-2009	Green Mount Parkway Extension Phase 3	
Location:	Green Mount Parkway	Preliminary:
Zoning:	M-2	Final:
District:	Robertson	
SP-0082-2009	James City County Police Department Facility	
Location:	Opportunity Way	DRC: Approved 10/28/09
Zoning:	PL	Final:
District:	Powhatan	
SP-0086-2009	College Creek Waterline Crossing	
Location:	Williamsburg Landing Dr	Preliminary:
Zoning:	R-5	Final: Approved 12/03/09
District:	Jamestown	
SP-0095-2009	Cardinal Acres Two Family Dwelling	
Location:	Cardinal Acres Drive	Preliminary:
Zoning:	R-2	Final:
District:	Berkeley	

SP-0098-2009

Location:

Zoning:

District:

Zaxby's Chicken

John Tyler Hwy

B-1

Jamestown

DRC:

Final:

SP-0104-2009

Location:

Zoning:

District:

AT&T Treasure Island Road Tower

Treasure Island Road

R-8

Robertson

Preliminary:

Final:

SP-0110-2009

Location:

Zoning:

District:

The Colonies at Williamsburg

Olde Towne Road

R-2

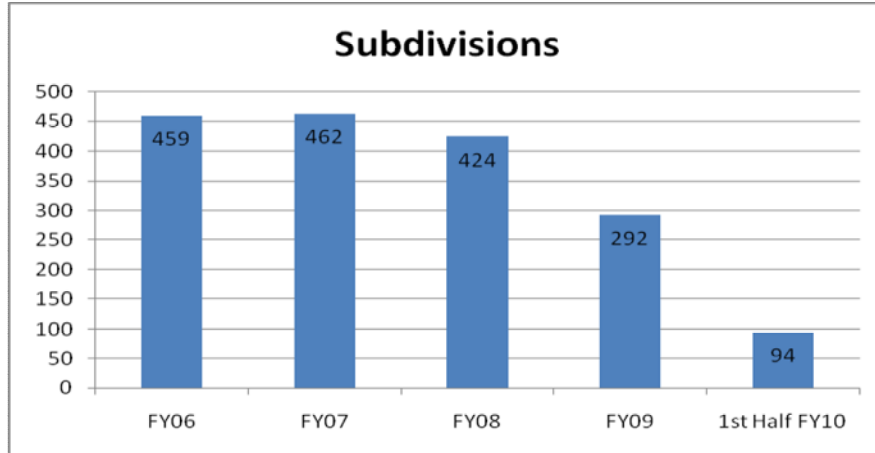
Berkeley

DRC:

Final:

Approved 01/06/10

Appendix D – Major Cases – Subdivisions*



S-0002-2005

The Pointe at Jamestown Section 2B (53 Lots)
 Location: Sir Thomas Way Preliminary: Approved 02/18/06
 Zoning: R-2 Final: Approved 10/31/08
 District: Jamestown

S-0091-2005

Windmill Meadows (78 Lots)
 Location: Centerville Road DRC: Approved 09/28/05
 Zoning: R-2 Final:
 District: Powhatan

S-0106-2005

Colonial Heritage Phase 5 Section 1 (144 Lots)
 Location: Richmond Road DRC: Approved 11/30/05
 Zoning: MU Final:
 District: Powhatan

S-0117-2005

Liberty Ridge (139 Lots)
 Location: Centerville & Jolly Pond Road DRC: Approved 03/29/06
 Zoning: A-1 Final:
 District: Powhatan

S-0026-2006

Colonial Heritage Phase 5, Section 2 (118 Lots)
 Location: Richmond Road DRC:
 Zoning: MU Final:
 District: Stonehouse

S-0039-2006

Settlement at Powhatan Park
 Location: Monticello Avenue DRC: Approved 03/14/08
 Zoning: PUD-R Final:
 District: Berkeley

S-0055-2006	Burlington Woods		
Location:	Richmond Road	DRC:	Approved 03/26/08
Zoning:	R-2	Final:	Approved 10/02/09
District:	Powhatan		
S-0078-2006	Walnut Grove		
Location:	Richmond Road	DRC:	Approved 03/26/08
Zoning:	R-2	Final:	
District:	Stonehouse		
S-0090-2006	Fenwick Hills Section 4		
Location:	Old Stage Road	Preliminary:	
Zoning:	R-2	Final:	
District:	Stonehouse		
S-0093-2006	Matoaka Elementary School		
Location:	Centerville Road	Preliminary:	
Zoning:	A-1	Final:	
District:	Powhatan		
S-0098-2006	White Hall Section 2		
Location:	Rochambeau	DRC:	Approved 11/28/07
Zoning:	R-2	Final:	Approved 12/24/08
District:	Stonehouse		
S-0103-2006	Liberty Crossing Phase 2		
Location:	Richmond Road	Preliminary:	
Zoning:	MU	Final:	Approved 06/04/08
District:	Stonehouse		
S-0019-2007	Mason Park		
Location:	Jamestown Road	Preliminary:	Approved 03/10/09
Zoning:	R-8	Final:	
District:	Jamestown		
S-0021-2007	Liberty Crossing Phase 3		
Location:	Richmond Road	Preliminary:	
Zoning:	B-1	Final:	
District:	Stonehouse		
S-0023-2007	Preserve at Uncle's Neck		
Location:	Forge Road	Preliminary:	Approved 02/29/08
Zoning:	A-1	Final:	Approved 11/05/08
District:	Stonehouse		

S-0031-2007	McFarlin Park	
Location:	Neck-O-Land Road	Preliminary: Approved 07/16/08
Zoning:	R-2	Final: Approved 06/08/09
District:	Jamestown	
S-0037-2007	Ford's Colony- Section 35	
Location:	Centerville Road	DRC: Approved 10/02/07
Zoning:	MU	Final:
District:	Powhatan	
S-0050-2007	Mill Creek	
Location:	Ivy Hill Road	Preliminary:
Zoning:	A-1	Final:
District:	Stonehouse	
S-0005-2008	Marywood Phase 2	
Location:	Spring Road	Preliminary:
Zoning:	R-1	Final:
District:	Jamestown	
S-0017-2008	Kingsmill River Bluffs	
Location:	Wareham's Pond Road East	DRC: Approved 06/25/08
Zoning:	R-4	Final: Approved 09/22/09
District:	Robertson	
S-0019-2008	Marywood Phase 3	
Location:	Spring Road	Preliminary:
Zoning:	R-1	Final: Approved 07/28/08
District:	Jamestown	
S-0023-2008	Marywood Phase 4	
Location:	Spring Road	Preliminary:
Zoning:	R-1	Final: Approved 10/19/09
District:	Jamestown	
S-0030-2008	Shepard's Landing	
Location:	Little Creek Dam Road	Preliminary: Approved 04/30/09
Zoning:	A-1	Final:
District:	Stonehouse	
S-0059-2008	New Town Sec 7 Lots 2-45	
Location:	Casey Boulevard	Preliminary:
Zoning:	MU	Final: Approved 02/12/09
District:	Berkeley	

S-0063-2008	Colonial Heritage Ph 3 Sec 3	
Location:	Richmond Road	Preliminary: Approved 12/29/09
Zoning:	MU	Final:
District:	Stonehouse	
 S-0014-2009	 Summerplace	
Location:	Jolly Pond Road	Preliminary:
Zoning:	A1	Final:
District:	Powhatan	
 S-0048-2009	 Stonehouse Tract 12	
Location:	Stonehouse Road	Preliminary:
Zoning:	MU	Final:
District:	Stonehouse	

* Figures are based on workload indicators, which track multiple submissions and reviews of single cases. Totals of applications received for FY 2009 and the first half of FY10 are as follows: Rezoning-6, Special Use Permits-41, Site Plans-178, and Subdivisions-132.

**SPECIAL USE PERMIT-0028-2009 Ingram Road Pegasus Wireless Communications Facility
Staff Report for the February 3, 2010 Planning Commission Public Hearing**

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.

PUBLIC HEARINGS

Planning Commission:	February 3, 2010	7:00 PM
Board of Supervisors:	March 9, 2010	7:00 PM (tentative)

Building F Board Room; County Government Complex

SUMMARY FACTS

Applicant:	Mr. Stephen Romine, LeClaire Ryan
Land Owner:	Ingram Road LLC
Proposal:	To allow the construction of a 134' (130' tower with 4' lighting rod) monopole Wireless Communications Facility (WCF) on the subject property.
Location:	108 Ingram Road
Tax Map/Parcel:	4710100007
Parcel Size:	6.98 acres
Existing Zoning:	B-1, General Business
Comprehensive Plan:	Mixed Use
Primary Service Area:	Inside

STAFF RECOMMENDATION

Due to the proposed height of the tower, the onsite topography, and the lack of mature trees taller than 70 feet, the proposed tower will be highly visible from north and southbound on Ironbound Road from Clara Byrd Baker Elementary School to Powhatan Crossing and east and westbound on Route 5 from the Five Forks Water Treatment Facility to the entrance to the Brandon Woods subdivision. The proposed WCF will also be significantly visible from the entrance of Powhatan Crossing and multiple points within Brandon Woods, The Villas at Five Forks, and the Governors Green Shopping Center. Because of this, the application is not in compliance with the Comprehensive Plan and does not meet the Board of Supervisors adopted Performance Standards for Wireless Communications Facilities. Staff recommends that the Commission recommend denial of the application. Should the Commission recommend approval of the application, staff suggests such approval be contingent upon the conditions listed at the end of the report.

Staff Contact:	Luke Vinciguerra, Planner	Phone: 253-6685
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Luke Vinciguerra, Planner

PROJECT DESCRIPTION

Mr. Stephen Romine has applied for a Special Use Permit to allow for the construction of a 134 foot wireless communication facility (WCF) to be located in the wooded front buffer of 108 Ingram Road. Tower mounted communication facilities higher than 60' in the B-1, General Business district require a Special Use Permit (SUP). The proposed WCF would be a "monopole" with multiple protruding panel and parabolic dish antennas. An illustration of the proposed tower is provided at the end of the report (Attachment 5).

PUBLIC IMPACTS

Environmental

Watershed: Mill Creek

Staff Comments: The Environmental Division has no comments on the SUP application at this time. Any site development issues will be dealt with at the site plan level.

Public Utilities and Transportation

The new WCF would not generate additional needs for the use of public utilities or significant additional vehicular trips in the area.

VISUAL IMPACTS

The proposed tower site is located within the wooded buffer on the south side of the property adjacent to Route 5. The trees surrounding the site are in the 60 to 70 foot range. The proposed tower is approximately 800 feet from the closest home in Baron Woods, 1,100 feet from Brandon Woods, and 1,800 feet from Graylin Woods. The combination of topography, low tree cover, and proximity to multiple neighborhoods and primary routes would make the proposed tower highly visible from multiple locations.

Based on a publicly advertised balloon test that took place on January 12, 2010 staff finds that the proposed tower would be highly visible north and southbound on Ironbound Road from Clara Byrd Baker Elementary School to Powhatan Crossing and east and westbound on Route 5 from the Five Forks Water Treatment Facility to the entrance to the Brandon Woods subdivision. The proposed WCF is also visible through the trees at multiple points within Brandon Woods and the entrance to Powhatan Crossing. The proposed tower was not visible from locations within Graylin Woods, Westray Downs, Village Green or Baron Woods. The proposed tower would be the dominating view eastward for many locations within the Villas at Five Forks. Attachment 2 illustrates documented locations where staff was able to view the balloon during the height simulation.

COMPREHENSIVE PLAN

Land Use Map

Designation & Development Standards	Mixed Use (Five Forks, page 163) : Development at the intersection of John Tyler Highway and Ironbound Road primarily serves nearby residential development. Limited commercial development of this nature may continue so long as the resulting land use mix of the area is limited primarily to community scale and neighborhood commercial and office uses. Moderate density residential development is encouraged as a secondary use. New development should tie into the larger Five Forks area with complementary building ties and connections to surrounding commercial and residential development.
	Staff Comment: Though the description of the Comprehensive Plan designation does not specifically discuss WCFs, staff finds the proposal inconsistent with the designation as a 134 foot tall structure is not compatible with the community scale of Five Forks. The WCF would become the dominant visual feature in the Five Forks Area and detract from efforts to harmonize development standards and the visual character along Ironbound Road and Route 5.

Community Character

Development Standards & GSAs	<i>Five Forks</i> (pg 89) Five Forks is generally understood to encompass the area that lies within three-quarters of a mile of the intersection of John Tyler Highway and Ironbound Road (During the 2008 Comprehensive Plan update, Five Forks became a Community Character Area (CCA).
	The Primary Principles for the Five Forks Area referenced in the Comprehensive Plan state: Building architecture, scale, materials, spacing, height and color should respect the architectural context of existing structures such as the historic schoolhouse and veterinary clinic and maintain the village character of Five Forks. New buildings should attempt to emulate distinguishing architectural elements of existing structures such as windows, roof lines and cornices.
	<i>Action 1.2.1.</i> "... Encourage developers to apply the design guidelines developed for Toano and Five Forks to projects within these areas..."
	Staff comment: Staff finds the proposal inconsistent with the Primary Principles for the Five Forks Area and action 1.2.1 as the proposal is dissimilar to any historic element of the CCA and in no way attempts to emulate distinguishing architectural elements of the surrounding area.
	<i>Suburban Community Character Corridor recommendation</i> (pg 84): The predominant visual character of the suburban CCC should be the built environmental and natural landscaping, with parking and other auto-related areas clearly a secondary component of the streetscape.
	Staff Comment: Though the description of the Comprehensive Plan does not specifically discuss WCFs, staff finds the proposal inconsistent with the policy statement as the tower would become the predominant visual feature of Five Forks rather than the built environment and natural landscaping.
	<i>Action 1.1.1</i> Expect that development along Community Character Corridors protects the natural views of the area, promotes the historic, rural or unique character of the area, maintains greenbelt network, and establishes entrance corridors that enhance the experience of residents and visitors.
	<i>Action 1.2.2</i> Expect that development along Community Character Areas protects the natural views of the area, promotes the historic, rural or unique character of the area, maintains greenbelt network, and establishes entrance corridors that enhance the experience of residents and visitors.
	Staff comment: Staff finds this proposal inconsistent with Action 1.1.1 & 1.2.2 as the quality of the historic view shed would be compromised as the tower would become the dominating visual feature.

Comprehensive Plan

Staff finds this application, as proposed, is not in compliance with the Comprehensive Plan. Given the proposed height of the tower, the onsite topography, and the lack of mature trees taller than 70' there is no way to provide additional screening for the adjacent neighborhoods and Community Character Corridors. While the proposed tower will provide greater coverage for up to three carriers, the tower will have a negative visual impact on the surrounding area. Areas of visual impact include homes in Brandon Woods and Villas at Five Forks and along Route 5 and Ironbound Road.

PERFORMANCE STANDARDS

On May 26, 1998, the James City County Board of Supervisors adopted several performance criteria for WCFs (Attachment #1). In general, it is expected that all facilities should substantially meet the provisions of these performance standards.

These performance criteria note that tower mounted WCFs should be located and designated in a manner that minimizes their impacts to the maximum extent possible and minimizes their presence in areas where they would depart from existing and future patterns of development.

While all standards support the goals outlined in the Comprehensive Plan, some may be more critical to the County's ability to achieve these goals on a case-by-case basis. Therefore, some standards may be weighed more heavily in any recommendation or decision on an SUP and a case that meets a majority of the standards may or may not be recommended for approval.

To date, towers granted an SUP have substantially met these standards, including those pertaining to visibility.

A. Co-location and Alternative Analysis

Standard A1 encourages co-location. The applicant has provided documentation in the written narrative of the application that discusses failed collocation attempts and offers justification for the proposed location.

Standard A2 pertains to the demonstration of a need for the proposal and the examination of alternatives, including increases in transmission power and other options. With regards to demonstrating the necessity for the tower, the applicant submitted propagation maps showing coverage of the area as unreliable. The applicant has explored alternative locations but claims this site is the most viable option.

Standard A3 recommends that the site be able to contain at least two towers on site to minimize the need for additional towers elsewhere. Though it appears structurally possible to locate an additional tower on site, a second tower on the site would make the WCF even more noticeable to adjacent property owners.

Standard A4 regarding allowance of future service providers to co-locate on the tower extension is addressed at the site plan stage through requirements in Section 24-128(3) of the Zoning Ordinance.

B. Location and Design

Performance Standard B1 states that towers and tower sites should be consistent with existing and future surrounding development and the Comprehensive Plan. More specifically, towers should be compatible with the use, scale, height, size, design and character of surrounding existing and future uses. The proposed tower is highly visible north and southbound on Ironbound Road from Clara Byrd Baker Elementary school to Powhatan Crossing and east and westbound on Route 5 from the Five Forks Water Treatment Facility to the entrance to the Brandon Woods subdivision. Additionally, the proposed WCF is also visible within Brandon Woods and the Villas at Five Forks. As the proposed tower would be significantly taller than any surrounding structure, staff finds this performance standard has not been met.

Performance Standard B2(a) states that towers should be located in a manner that use a camouflaged design or have minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas, or scenic resource corridors. The proposed tower is not a camouflaged tower, as it is visible above the tree line from off-site properties. The base of the tower, along with any utility structures housed at ground level, will be visible from Route 5 as there are few understory plantings or shrubbery on site. The proposed tower has multiple protruding panel and parabolic antennas unlike the 'slick stick' design where all electrical equipment is housed within the antenna to minimize visual impacts. As noted above, the tower has a significant impact on adjacent residential areas and a Community Character Corridor. Therefore it does not meet this performance standard.

Performance Standard B3 states that towers should be less than 200 feet to avoid lighting. This application meets this standard.

Performance Standard B4 states that towers should be freestanding and not supported by guy wires. This application meets this standard.

C. Buffering

The Performance Standards state that towers should be placed on a site in a manner that maximizes buffering from existing trees, including a recommended 100-foot wide wooded buffer around the base of the tower, and that the access drive should be designed in a manner that provides no off-site view of the tower base or related facilities. The tower site is situated among a small area of trees roughly 200 feet back from Route 5 adjacent to the front parking area within an office/warehouse development.

These mature trees may partially screen the proposed tower from a distance; however, there are few understory plantings that would screen the base of the proposed tower from view at close proximity. As the proposed tower is highly visible from multiple surrounding developments and likely be visible from the immediate vicinity, staff finds the site inadequate to buffer the proposed tower from view along Route 5 and from within nearby residential neighborhoods. The performance standard has not been met.

RECOMMENDATION

Due to the proposed height of the tower, the onsite topography, and the lack of mature trees taller than 70 feet, the proposed tower will be highly visible from north and southbound on Ironbound Road from Clara Byrd Baker Elementary School to Powhatan Crossing and east and westbound on Route 5 from the Five Forks Water Treatment Facility to the entrance to the Brandon Woods subdivision. The proposed WCF will also be significantly visible from the entrance of Powhatan Crossing and multiple points within Brandon Woods, The Villas at Five Forks, and the Governors Green Shopping Center. Because of this, the application is not in compliance with the Comprehensive Plan and does not meet the Board of Supervisors adopted Performance Standards for Wireless Communications Facilities. Staff recommends that the Commission recommend denial of the application. Should the Commission recommend approval of the application, staff suggests such approval be contingent upon the conditions listed below.

1. Term of Validity: This SUP shall be valid for a total of one wireless communications facility at a total height of 134' including all appurtenances on the property as depicted on Sheet A-2 of the *Special Use Permit application site plan* prepared by Christopher D. Morin dated of December, 22, 2009.

2. Time Limit: A final Certificate of Occupancy shall be obtained from the James City County Codes Compliance Division within two (2) years of approval of this special use permit, or the permit shall become void.

3. Structural and Safety Requirements: Within 30 days of the issuance of a final Certificate of Occupancy by the County Codes Compliance Division, certification by the manufacturer, or an engineering report by a structural engineer licensed to practice in the Commonwealth of Virginia, shall be filed by the applicant indicating the tower height, design, structure, installation and total anticipated capacity of the tower, including the total number and type of antennas which may be accommodated on the tower, demonstrating to the satisfaction of the County Building Official that all structural requirements and other safety considerations set forth in the 2000 International Building Code, or any amendment thereof, have been met.

4. Tower Color: The tower color shall be gray. Any alternative color used shall be approved by the Planning Director, or his designee, prior to final site plan approval.

5. Advertisements: No advertising material or signs shall be placed on the tower.

6. Additional User Accommodations: The tower shall be designed and constructed for at least three (3) users and shall be certified to that effect by an engineering report prior to the site plan approval.

7. Guy Wires: The tower shall be freestanding and shall not use guy wires for support.

8. Enclosure: The fencing used to enclose the area shall be vinyl-coated and shall be dark green or black in color, or shall be another fencing material of similar or superior aesthetic quality as approved by the Planning Director. Any fencing shall be reviewed and approved by the Director of Planning prior to final site plan approval.

9. Tree Buffer: A minimum buffer of 100 feet in width of existing mature trees shall be maintained between the tower and Ingram Road/John Tyler Highway. This buffer shall remain undisturbed except for the access drive and necessary utilities that accompany the operation of the tower.

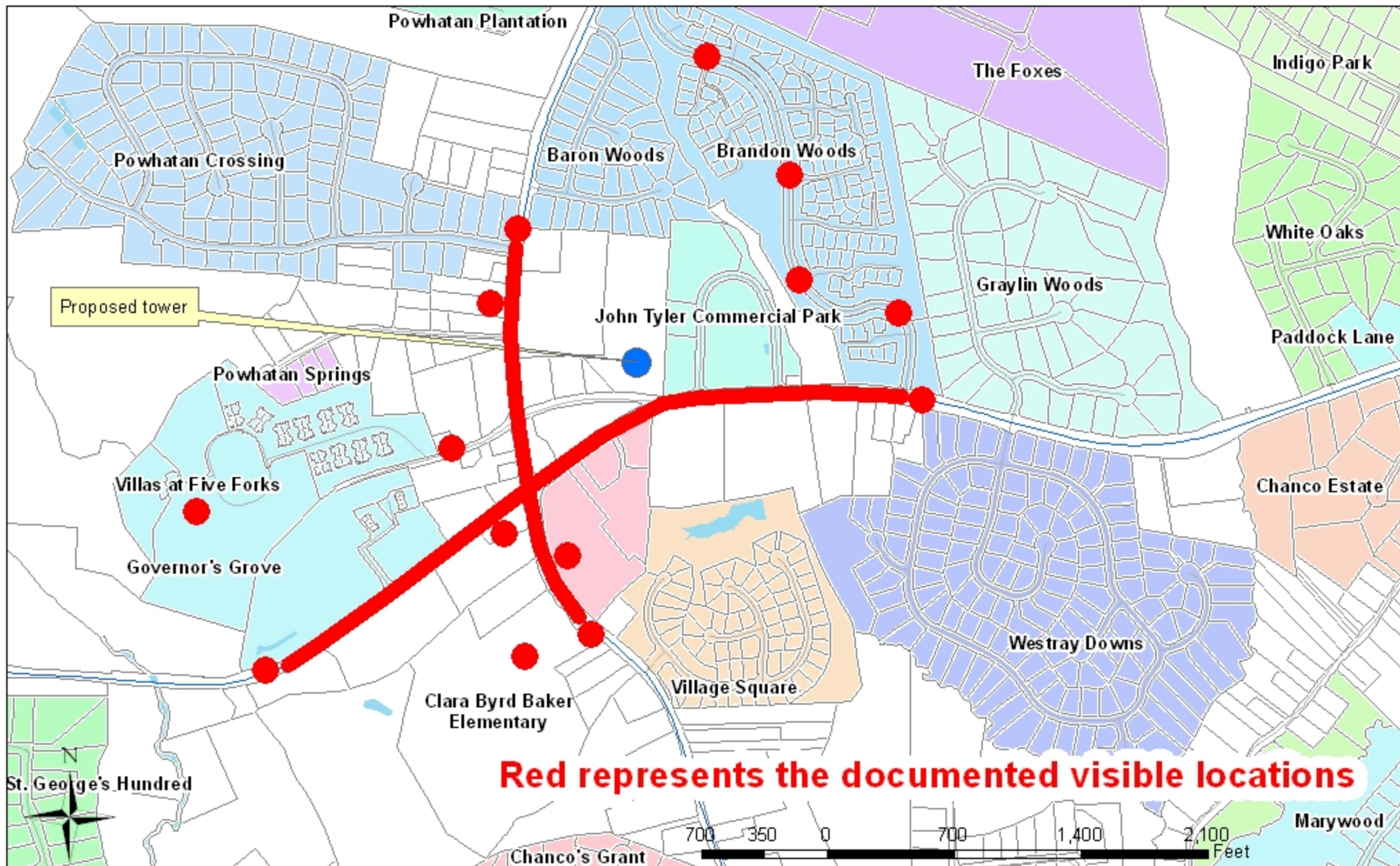
10. **Severance Clause:** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

ATTACHMENTS:

1. Performance Standards for WCFs Policy
2. Location map and balloon test results
3. Binder application
4. Photos from the January 12, 2010 balloon test
5. Illustration of proposed tower

SUP-0028-2009

Ingram Road Pegasus Wireless Communication Facility





January 29, 2010

VIA FACSIMILE TRANSMISSION: 757-253-6822 AND ELECTRONIC MAIL

Mr. J. Allen Murphy
Planning Director
James City County
101-C Mounts Bay Road
Williamsburg, Virginia 23187

Mr. Luke Vinciguerra
Planner
James City County
101-C Mounts Bay Road
Williamsburg, Virginia 23187

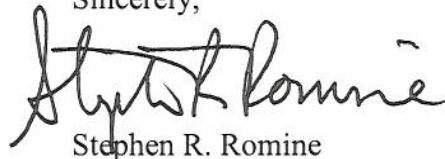
**Special Use Permit Application
Pegasus Tower Company, Ltd. ("Pegasus")
Site Location: 108 Ingram Road ("Property")
LeClairRyan File No.: 51075.0034**

Dear Mr. Murphy and Mr. Vinciguerra:

We represent Pegasus with respect to the above-referenced Special Use Permit Application ("Application"). On behalf of Pegasus, we request that James City County defer the Application to the next scheduled Planning Commission hearing on March 3, 2010. This deferral will provide Pegasus the opportunity to address various issues raised by the Planning Staff.

Please do not hesitate to contact me should you have any comments or questions regarding this request.

Sincerely,



Stephen R. Romine

cc: Mr. Craig Clifton (*via electronic mail w/o encls.*)
Mr. Nathan Byrd (*via electronic mail w/o encls.*)
Mr. Harold Timmons (*via electronic mail w/o encls.*)
Mr. Jeffrey Mitchell (*via electronic mail w/o encls.*)

E-mail: Stephen.Romine@LeClairRyan.com
Direct Phone: 757.441.8921
Direct Fax: 757.441.8971

999 Waterside Drive, Suite 2525
Norfolk, Virginia 23510
Phone: 757.624.1454 \ Fax: 757.624.3773

PLANNING DIRECTOR'S REPORT

February 2010

This report summarizes the status of selected Planning Division activities during the past month.

- **New Town.** The Design Review Board held a meeting on January 21. At this meeting, the DRB approved several sign requests, provisionally approved the site plan for the TPMG building, approved the elevations for the TPMG building, and approved a location for a mobile MRI unit in New Town Section 1. The DRB requested additional information about building materials and will consider these through electronic correspondence.
- **Policy Committee Meetings.** The Policy Committee will hold a meeting on January 28 at 6 p.m. in Building A to discuss scores for FY11 Capital Improvement Program requests, which are scheduled to be forwarded to the full Planning Commission in March. The Policy Committee will hold another meeting on February 10 at 6 p.m. in Building A to discuss a communications policy and revisions to meeting minute format.
- **Comprehensive Plan.** The 2009 Comprehensive Plan Text and Land Use Map adopted by the Board of Supervisors can now be downloaded by visiting www.jccplans.org or <http://www.jccgov.com/government/administration/comp-plan.html>. Staff is currently working on the graphic design of the Plan, which is scheduled to be available online in Spring 2010.
- **Training.** Staff is taking advantage of webinars that are available from the American Planning Association. February's topics include historic preservation, transportation, and property rights.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
- **Board Action Results** – January 12th and 26th
SO-0001-2009 Subdivision Ordinance Amendment – Adopted 5 - 0
SUP-0024-2009 Hospice House WCF Tower – Deferred until February 9, 2010

Allen J. Murphy, Jr.

January 2010

Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plans	C-0001-2010	McNamara Subdivision, Gilley Drive	108 GILLEY DRIVE	Subdivide lot into two parcels	Kathryn Sipes	Jamestown
	C-0002-2010	New Town Shared Parking	5206 MONTICELLO AVENUE	New Town's bi-annual update to shared parking within the town center area (Main Street and surrounding retail/residential) required by proffers.	Leanne Reidenbach	Berkeley
	C-0003-2010	Jamestown Settlement Auxiliary Parking Lot		Applicant proposes a 50x60 foot warehouse, steel construction with gravel drive and parking. Warehouse would be used for material/supply storage for electrical contractor business.	Luke Vinciguerra	
Site Plan	SP-0001-2010	Freedom Park Entrance Road Name	5537 CENTERVILLE RD	To name the entrance road to Freedom Park "Hotwater Trail." No further development is proposed	Leanne Reidenbach	Powhatan
	SP-0002-2010	Historic Powhatan Resort Maintenance Building SP Amend.	4300 FITHIAN LANE	1918 square foot building addition to an existing maintenance building for additional storage	Jose Ribeiro	Berkeley
	SP-0004-2010	Anheuser-Busch Lime Flavor Storage SP Amend.	7801 POCAHONTAS TR	Install reffridgerated storage unit for two 275 gallon totes of lime flavor. Stroage unit has integrated spill containment, fire supression system, and a 4-hour firewall rating	Terry Costello	Roberts
	SP-0005-2010	Ntelos Hankins Industrial Park Tower Colocation	185 INDUSTRIAL BLVD	Colocation of telecommunication equipment on existing cell tower. One steel equipment frame will be added to site with associated power and telco. The compound fence will be expanded to secure the proposed equipment	Kathryn Sipes	Stonehouse

Site Plan	SP-0006-2010	Tidewater Physical Therapy Mobile MRI Pad	4125 IRONBOUND ROAD	This is a site plan to relocate the concrete pad for the mobile MRI unit. Unit is proposed to be on-site 1-2 days a week until a more permanent location on another property is established.	Leanne Reidenbach	Berkeley
	SP-0110-2009	The Colonies at Williamsburg	5380 OLDE TOWNE ROAD	This was originally case no. SP-0031-2007 for 365 units. Preliminary approval had expired.	Luke Vinciguerra	Berkeley
Special Use Permit	SUP-0001-2010	McKown Family Subdivision	5552 RIVERVIEW ROAD	Family subdivision of a property off Riverview Road to create two lots of less than three acres. Only requires BOS approval.	Leanne Reidenbach	Stonehouse
	SUP-0002-2010	CVS Food Market, Soap and Candle Factory Site	7521 RICHMOND ROAD	This SUP is for the construction of a CVS/Pharmacy and Food Market and demolition of a portion of the existing Candle Factory strip center.	Sarah Propst	Stonehouse
	SUP-0003-2010	Gilley Property Neck O Land Two-Family Dwelling	248 NECK-O-LAND RD	Amend the existing conditions of SUP-0020-2008 to allow for the construction of a two-family dwelling on Lot 3-E shown on the plat entitled "Subdivision Plat of Lot 3 Standing in the Name of Gilley Properties, LLC.	Jason Purse	Jamestown
	SUP-0004-2010	Monticello & Ironbound Shopping Center	4023 IRONBOUND ROAD	Create commercial center at the intersection of Monticello and Ironbound, including grocery store, restaurant, drug store, bank, and office space.	Ellen Cook	Berkeley
Subdivision	S-0001-2010	Grove Hill Estates Lot 23, Sec. 3	7916 MATTHEW COURT	Adjustment of Lot 23	Allen Murphy	Stonehouse

Subdivision	S-0002-2010	New Town Sec. 2 & 4, Blk. 11, Parcel B Lots 23-27A	4301 CASEY BLVD	Creating six townhome lots along Catherine's Way.	Sarah Propst	Berkeley
	S-0003-2010	Hankins Industrial Park Lot 1	102 INDUSTRIAL BLVD	This is a subdivision plat to create two lots from one	Luke Vinciguerra	Stonehouse
	S-0004-2010	New Town, Block 20 BLA	5424 and 5425 Discovery Park Blvd.	Boundary line adjustment for 2 parcels at the end of Discovery Park Blvd.	Leanne Reidenbach	Berkeley
	S-0005-2010	BLA 3173 & 3185 Old Stage Road	3185 OLD STAGE ROAD	This plat is for a boundary line adjustment	Terry Costello	Stonehouse