

A G E N D A  
JAMES CITY COUNTY PLANNING COMMISSION  
APRIL 4, 2012 - 7:00 p.m.

1. ROLL CALL
2. RECOGNITION
  - A. Mr. Joe Poole
  - B. Mr. Jack Fraley
3. PUBLIC COMMENT
4. MINUTES
  - March 7, 2012 Regular Meeting
5. COMMITTEE / COMMISSION REPORTS
  - A. Development Review Committee (DRC)
  - B. Policy Committee
    - a. Issues for upcoming, joint Planning Commission meeting
  - C. Other Commission Reports
6. PUBLIC HEARING CASES
  - A. SUP-0001-2012/Z-0001-2012, Williamsburg Seventh Day Adventist Church Expansion
  - B. SUP-0003-2012, David Nice Building Expansion
7. PLANNING DIRECTOR'S REPORT
8. COMMISSION DISCUSSIONS AND REQUESTS
9. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE SEVENTH DAY OF MARCH, TWO-THOUSAND AND TWELVE, 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

Tim O'Connor

Chris Basic

Mike Maddocks

Absent

Al Woods

Staff Present:

Allen Murphy, Acting Development Manager

Adam Kinsman, Deputy County Attorney

Jose Ribeiro, Senior Planner I

Melissa Brown, Zoning Administrator

Leanne Reidenbach, Senior Planner II

Mr. Tim O'Connor called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENT

Mr. O'Connor opened the public comment period.

There being no public comments, he closed the public comment period.

3. MINUTES

A. February 1, 2012 Regular Meeting

Mr. Rich Krapf stated that one correction needed to be made. He made a motion to approve the minutes with the correction.

In a unanimous voice vote, the minutes were approved.

4. COMMITTEE/COMMISSION REPORTS

A. Development Review Committee (DRC)

Mr. Basic stated that the DRC met on February 29, 2012 to discuss two cases. He stated that the first case was S-0059-2005, Pelegs Point, Phase 6. He stated that the case was deferred until March 28<sup>th</sup> so that a public meeting could be held. He stated that the public meeting is scheduled for March 14, 2012. He stated that the other case brought before the DRC was C-0004-2012, New Town Section 9, Phase 2, Walmart Market. He stated that the case was before the DRC for master plan consistency. He stated that the DRC reviewed a pedestrian feature. He stated the DRC determined that the feature satisfied the build-to lines as shown on the Section 9 master plan. He stated that following a vote of (2-0) the DRC recommended approval, pending New Town Design Review Board (DRB) comments.

B. Policy Committee

Mr. Krapf stated that the Policy Committee did not meet last month. He stated that he is currently working with staff to set up a meeting to discuss a number of topics to later present to the full Planning Commission in preparation for the joint meeting on April 30, 2012 involving James City County (JCC), York County and the City of Williamsburg.

C. Regional Issues Committee/Other Commission Reports

Mr. Mike Maddocks stated that there was not a Regional Issues Committee meeting to report on.

5. PLANNING COMMISSION CONSIDERATIONS

A. Initiating Resolution – ZO-0001-2012, Addition of Resort Hotel Definition, Amendments to R-4, Residential Planned Community District and Special Regulations

Ms. Melissa Brown stated that staff had received a request to consider modifications to the existing ordinance to address the definition of resort hotel and associated performance measures. She stated that staff recommends adopting the attached resolution to initiate consideration of the amendment. She stated that the amendment includes a new definition for resort hotel, performance standards and staff's recommendation for the districts resort hotels should be included in.

Mr. Krapf made a motion to adopt the initiating resolution. In a unanimous voice vote, the motion was approved.

6. PUBLIC HEARING CASES

A. MP-0003-2011/Z-0004-2011, Mason Park Master Plan Amendment

Mr. Jose Ribeiro stated that the applicant requested the case be withdrawn. He stated that staff concurs with the request and asks that the Planning Commission open and close the public hearing.

Mr. O'Connor opened the public hearing and after seeing no one from the public that wanted to speak on the application he closed the public hearing.

B. SUP-0001-2012/Z-0001-2012, Williamsburg Seventh Day Adventist Church Expansion

Mr. Ribeiro stated that due to a procedural error made by staff regarding the notification of adjacent property owners staff requests that the case be deferred to the April 4, 2012 Planning Commission meeting. He stated that the notification letters were sent to the property address rather than the property owner's mailing address. He stated that some property owners were not properly notified. He stated that the additional time will allow staff the opportunity to properly notify the

adjacent property owners. He stated that staff requests that the Commission open the public hearing and continue it to the April 4, 2012 Planning Commission meeting.

Mr. Maddocks asked for the location of the church.

Mr. Krapf asked for clarification on the proposed amendment language. He stated that in the staff report it states that the owner is expected to remove any overstory trees under an eight inch caliper and any understory trees under a two inch caliper. He stated that the word “any” may allow the applicant to remove more trees than preferred.

Mr. Ribeiro stated that staff and the applicant have not finalized the language for the proffer. He stated that any proposed tree removal would be subject to staff’s approval.

Mr. Allen Murphy stated that any trees selected for removal would need to be approved by the Director of Planning.

Mr. Krapf pointed out one error on page four of the staff report.

Mr. O’Connor opened the public hearing. He stated that the public hearing will remain open until the April 4, 2012 meeting.

C. SUP-0002-2012/Z-0002-2012, Colonial Manor Proffer Amendment

Ms. Leanne Reidenbach stated that Dr. Pedro Becerra has applied to amend the proffers and special use permit conditions associated with Colonial Manor (formerly known as the Epstein Rest Home) in Grove to convert from a congregate housing facility to assisted living. She stated that the proposal also includes an increase to the number of allowed units to 110. She stated that the property is located at 8679 Pocahontas Trail, is 7.4 acres, is zoned R-5, Multi-family Residential, and is designated Low Density Residential on the 2009 Comprehensive Plan Land Use Map.

Ms. Reidenbach stated that the existing facility was rezoned to Multi-Family Residential in 1991 and received an SUP to operate as a congregate housing facility in 1999. She stated that an SUP and proffer amendment is required at this time to change the use to “nursing home and facilities for the residence and/or care of the aged” and to increase the number of permitted units to 110. She stated that site work related to this conversion would occur inside the building and no changes to the exterior of the site are proposed. She stated that the existing parking lot can also accommodate the increase and change in units without requiring any expansion.

Ms. Reidenbach stated that the Comprehensive Plan specifies certain standards for commercial facilities (including retirement and care facilities) proposed in Low Density Residential areas. She stated that the facility should basically be compatible with the character of the area, have impacts similar to surrounding uses, be located on arterial or collector streets at intersections, and provide screening and buffering. She stated that this proposal meets these standards as there are no external site changes and the facility is located immediately adjacent to Pocahontas Trail so that traffic to or from the facility is not funneled through the surrounding residential neighborhood. She stated additionally that any increases in traffic will be minor since the largest shift at the facility

would only increase by ten employees and residents in the facility will no longer be able to drive like residents in an independent living facility could.

Ms. Reidenbach stated that the Comprehensive Plan recognizes least-cost housing as serving a significant public benefit, particularly when it provides housing for low-income, senior citizens. This amendment will help meet a demonstrated need for affordable, assisted living care and will also help an existing business in the County's Enterprise Zone adapt to changing market demands.

Ms. Reidenbach stated that staff finds this proposal, with the amended proffers and conditions, to be consistent with existing development, surrounding land uses, and the 2009 Comprehensive Plan. She stated that staff recommends that the Planning Commission recommend approval of this SUP and rezoning to the Board Of Supervisors (BOS).

Mr. Krapf asked staff what objections they had heard from the public and family members of existing residents.

Ms. Reidenbach stated that she had received correspondence via email from Ms. Miller Hill which was previously forwarded to the Planning Commission. She stated that the e-mail noted general objections to the facility. Ms. Reidenbach noted that she responded to Ms. Miller Hill's e-mail to try to determine specific objections, but had not received a response.

Mr. Krapf stated that he did have some concerns related to the switch from independent living to assisted living from a traffic perspective. He stated that his initial assumption was a greater number of residents would equate to a greater amount of traffic. After discussing this concern with staff via email he stated that his concern has been alleviated. Mr. Krapf asked Ms. Reidenbach to recite the explanation previously given as to why traffic impacts would be no greater, even with more residents.

Ms. Reidenbach stated that she looked to identify the Institute of Transportation Engineers (ITE) codes regarding traffic generation. She stated that the PM peak hour is likely to increase less than ten vehicle trips. She stated that aside from the number of units, the per unit generator for this type of facility is less than that of a single family home. She stated that the facility is served by a bus route, which is frequently used by employees. She stated that the shift changes for employees are staggered. There is no one time during day or evening hours when a large number of employees either arrive or leave.

Mr. Maddocks asked what had triggered the need for a SUP.

Ms. Reidenbach stated that it was the change from independent to assisted living units as well as the increase in units. She stated that the original SUP was for 48 units; the applicant is now proposing 110 units.

Mr. O' Connor opened the public hearing.

Dr. Pedro Becerra introduced himself as the applicant and medical director of the facility. He stated that the facility is serving the population with moderate income. He stated that they have

seen less demand for independent living units since the downturn in the economy. He stated that there has been an increased need for assisted living units that the facility could not currently meet.

Seeing no one else wanting to speak, Mr. O'Connor closed the public hearing.

Mr. Basic made a motion to approve the proposed application.

In a unanimous roll call vote the application was approved (4-0; Woods-absent).

D. ZO-0001-2012, Addition of Resort Hotel Definition, Amendments to R-4, Residential Planned Community District and Special Regulations

Mr. O'Connor recused himself from voting on this case since his employer has an interest in this case.

Ms. Melissa Brown stated that staff had received a request from Geddy, Harris, Franck and Associates to consider amending the ordinance to include a definition of resort hotel as well as potential inclusion into the R-4, Residential Planned Community Zoning District.

Ms. Brown stated that the current definition of hotel does not permit the use of detached units as part of the hotel development.

Ms. Brown stated that while the use of detached units is a variation not currently available in JCC it is permitted under the definition of hotel resort under other Virginia localities.

Ms. Brown stated that staff is recommending that resort hotel be inserted as a permitted use in the R-4, Residential Planned Community District. She stated that currently Kingsmill, Ford's Colony and Governor's Land are the only properties zoned, R-4 within the County. She stated that the reason staff is recommending this change as a matter of right versus specially permitted is because new and expanded developments must obtain legislative approval. She stated that expansion to existing development that is not consistent with the approved master plan requires legislative action. She stated that specifically, Kingsmill would be the only existing development in the County that could take advantage of these types of units. She stated, as such this proposal is narrowly defined in order to address the needs of properties currently zoned R-4.

Ms. Brown stated that as part of the proposal the Planning Commissioners received in their packets a proposed definition for resort hotel along with proposed performance standards. She stated that the performance standards require that the unit never be utilized as a permanent dwelling place, that the units never be addressed in such a way that they could be used as a primary mailing address, and that access must be controlled by a central check-in and check-out desk. She stated that maid service should be provided on a regular basis and that no person can use the same room or suite for 60 consecutive days or more. She stated that staff proposes that resort hotel be included in the list of permitted uses in the R-4 district. She stated that the full use reference would be: "hotels, resort hotels, tourist homes and convention centers".

Mr. Maddocks asked if the proposed resort hotel is less invasive than the typical traditional

hotel including one large building.

Ms. Brown stated that it would potentially have the appearance of several single-family dwelling units with associated greenspace and landscaping.

Mr. O'Connor opened the public hearing.

Mr. Vernon Geddy of Geddy, Harris, Franck and Associates spoke. He stated that the proposed changes would be a benefit to JCC and would allow for a greater variety of accommodations.

Mr. O'Connor closed the public hearing after seeing no one else wanting to speak.

Mr. Krapf stated that the proposed language seems sensible. He stated, the fact that future applications would have to go through the legislative process anyways this approach seems like a beneficial way to eliminate unnecessary red tape and make the process more efficient. He made a motion to approve the language and definition as stated in the staff report.

In a unanimous voice vote the motion was approved (3-0; O'Connor-abstained; Woods-absent).

7. PLANNING DIRECTOR'S REPORT

Mr. Murphy stated that he had nothing further to report this evening.

8. COMMISSION DISCUSSIONS AND REQUESTS

Mr. O'Connor reviewed the BOS meeting coverage for the year and reminded everyone of the joint meeting between JCC, the City of Williamsburg and York County.

9. ADJOURNMENT

The meeting was adjourned at 7:33.

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Tim O'Connor, Chairman

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Allen J. Murphy, Secretary

## MEMORANDUM

DATE: March 14, 2012

TO: The Policy Committee

FROM: Allen J. Murphy, Jr., Director of Planning/Acting Development Manager  
Tamara A. M. Rosario, Principal Planner

SUBJECT: Preparation for the Joint Planning Commission Meeting

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The information contained in this memorandum is designed to provide the Policy Committee with an update on the regional comprehensive planning effort, and specifically, to prepare for the upcoming joint meeting of the York, James City, and Williamsburg Planning Commissions. The overall goals of today's meeting are to:

1. Inform the Policy Committee of the process to-date;
2. Inform the Policy Committee of the topical information prepared, and public input obtained, for both the Historic Triangle overall and on the focus areas, and
3. Conduct Policy Committee discussion of what considerations or issues they feel are especially important in relation to the items in #2, and any expectations of staff regarding the remaining process and end products.

Staff offers the following information in relation to these goals, and looks forward to discussion at the meeting.

### **1. Process To-Date**

In 2008 the governing bodies of James City County, York County, and the City of Williamsburg adopted resolutions supporting coordinated preparation among the jurisdictions for a 2012 Comprehensive Plan update. It is noted that while the preparation is coordinated, the governing body for each jurisdiction as part of the 2012 Comprehensive Plan update will still make the final land use and policy decisions within their jurisdictional boundaries.

Under the guidance of the Regional Issues Committee, planning staffs of the three jurisdictions worked on the schedule for the 2012 Comprehensive Plan update, which was presented to the Board of Supervisors in April of 2011. The proposed schedule presented to the Boards included the following elements, with updates *shown in italics*:

- Preparation of topical studies and information for consideration as part of the process. This included a regional transportation study commissioned by the localities and prepared by the Hampton Roads Transportation Planning Organization (HRTPO), and an inventory of existing land use as of October 1, 2011 using consistent land use category terminology.

*The HRTPO regional transportation study is complete (the link is provided below). For the existing land use information, the staffs have created a GIS layer which has been used so far to create maps of the focus areas to provide to the public at the Community Forums.*

- Three community forums, organized by geographic area rather than by topic, will be scheduled for February 2012.

*At the request of York's Board of Supervisors, a fourth forum was added to address Yorktown/Lower York as part of this process. All four forums have now taken place, and more information is presented below.*

- A discussion forum will be scheduled in March or April 2012 so that planning commissioners from all three jurisdictions can review comments made at the community forums and identify areas of common concern.



*This meeting is up-coming and has been scheduled for April 30, 2012.*

In the memo provided to the Board in 2011, it stated that at the completion of the process, a summary document for all three Comprehensive Plans would be developed, including a consolidated future land use map, to supplement the individual Comprehensive Plans for Board consideration and approval.

## **2. Background Information and Public Input**

### **Historic Triangle Overall**

#### *Background Information*

York County staff has taken the lead in putting together information on various planning topics for the three localities. These topics include Demographics, Economy, Transportation and Housing. Staff invites the Policy Committee members to visit the website that has been set up for the coordinated process, <http://www.htplanning.org/>, and read the materials posted on the respective tabs. As part of the Transportation element of the regional coordination, the Hampton Roads Transportation Planning Organization put together a regional transportation study. Some information in the study is summarized in the Transportation Working Paper posted at the Transportation tab, as is the full text of the study (titled "HRTPO Joint Transportation Study"). In addition to the information posted on the website, staff has presented background information at each of the four public forums.

#### *Public and Stakeholder Input*

The major source of public input to date has been sought through the four public forums that have occurred. At each forum, staff included several questions in the vision exercise and on the questionnaire that ask about the overall area. This input has been posted in the "Public Comments" tab of the regional website - the questions pertaining to the Historic Triangle as a whole consist of the first two in the "Vision Questions" document, and all of the questions in the "Questionnaire Responses." Another source of input submitted to the localities for consideration as part of the process are documents initiated and prepared by the Historic Triangle Collaborative, such as an Economic Diversification study- this study is available on their website at <http://historictrianglecollaborative.com/>.

### **Focus Areas**

#### *Background Information*

As already mentioned, four community forums have taken place in February and March. These meetings have included information on the Historic Triangle as a whole, but were also intended to gather input on the specific focus areas. The focus areas are: Marquis/Busch Gardens/Riverside; Lightfoot/Pottery; Northeast Triangle and Surrounding Area; and Yorktown/Lower York. Staff prepared information on the focus areas on existing and planned future land use (in terms of the generalized categories used for consistency of terminology), and new and on-going projects, and focus-area specific transportation considerations. This information was presented during the meeting and is reflected in the "Fact Sheet" and "Slide Presentation" links in the "Public Comments" section.

#### *Public and Stakeholder Input*

At each forum, staff has asked for input on the focus area. This information is shown in the third and fourth question responses in the "Vision Questions" documents.

### **Conclusion**

Staff looks forward to the Policy Committee's discussion and input on March 20, 2012. As a reminder, the joint meeting of the York, James City and Williamsburg Planning Commissions will be on April 30, 2012 from 7 – 9 p.m. at Legacy Hall.

**Policy Committee Recommendations  
for  
Joint Planning Commissions Meeting  
April 30, 2012**

The Policy Committee met on Tuesday, March 20<sup>th</sup> to discuss the April 30<sup>th</sup> meeting of the planning commissions for James City County, York County and the City of Williamsburg. The following individuals were present for the meeting: Rich Krapf, Mike Maddocks and Tim O'Connor. Al Woods was unable to attend.

After a brief presentation by staff regarding the coordinated comprehensive plan review, the Policy Committee began discussing possible topics for the joint meeting. In doing so, we agreed that the topics we bring forward should be broad in scope, important to JCC and applicable to at least one of the two other jurisdictions. The following issues are recommended for discussion:

- Economic Opportunity
  - What does each jurisdiction envision within their economic opportunity zones?
    - Example: York County envisions more commercial and retail than does JCC.
      - Do we need to factor these differences into our planning efforts?
      - Should attempts be made to use shared definitions?
      - How do York planners view the idea of a Mooretown Road extended? Will it hurt or help them?
- Affordable/Workforce Housing
  - How does each jurisdiction deal with this in terms of:
    - Definitions
    - Incentives
    - Initiatives
  - Can staff provide an “apples to apples” comparison showing affordable and workforce housing in each jurisdiction?
    - What is the unit of measure – units per 1,000 population, other?
- Long range (25-30 years) development of Riverside, Marquis and Kingsmill areas
  - What does JCC and York County each envision for the future of Marquis?
    - Will there be an impact on each jurisdiction?
    - If so, is a more coordinated approach needed to examine all the issues?
      - Will a more highly developed Marquis and Riverside area impact levels of service on that segment of Route 199 within JCC?
- Transportation
  - Are there opportunities to connect bikeways and sidewalks across jurisdictional lines and to key facilities (such as schools) and services?
  - What does each locality see as the priority for future transportation services (mass transit, roads, bikeways), and are there ways the localities can further coordinate to help meet these goals?

- Agriculture and fisheries
  - Are there there cooperative opportunities for the three jurisdictions to benefit from the greater abundance of rural land in JCC?
    - Can we offer incentives to encourage more small farms and specialized agriculture/fisheries to provide fresh produce for area restaurants and institutions (W&M, Eastern State, CW, etc.)?
      - Charlottesville/Albemarle County model
    - Research and adopt “best practices”
      - Newly graduated ag students provide the labor and share profits on older, established farms where the owner can no longer do the work.
- Overall big picture priorities
  - What do each locality as their most pressing big picture issues (preservation of rural lands, etc.)

**Z-0001-2012/SUP-0001-2012, Williamsburg Seventh-day Adventist Church Expansion  
Staff Report for the April 4, 2012 Planning Commission Public Hearing**

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*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.*

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**PUBLIC HEARINGS**

Planning Commission:	March 7, 2012	7:00 p.m. (deferred)
Planning Commission:	April 4, 2012	7:00 p.m.
Board of Supervisors:	May 8, 2012	7:00 p.m. (tentative)

**Building F Board Room; County Government Complex**

**SUMMARY FACTS**

Applicant: Mr. James S. Peters of AES Consulting Engineers

Land Owner: Potomac Conference Corporation of Seventh-day Adventists

Proposal: To amend existing proffers allowing for maintenance of a scenic easement along a Community Character Corridor and to allow the construction of a 5,500 square-foot multi-purpose building accessory to a house of worship. The SUP request will bring the entire site into conformance with the Zoning Ordinance.

Location: 3989 John Tyler Highway

Tax Map/Parcel: 4610100002B

Parcel Size: 9.2 acres

Existing Zoning: R-1, Limited Residential, with proffers

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

**STAFF RECOMMENDATION**

Staff finds that the proposed building addition is consistent with the surrounding zoning and development and compatible with the 2009 Comprehensive Plan. In addition, staff finds the amendment to the scenic easement proffer language is consistent with the Zoning Ordinance. Staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors with the conditions listed in the staff report and acceptance of the amended proffers.

Staff Contact: Jose Ribeiro, Senior Planner  
Phone: 253-6685

### **Changes made since the March 7, 2012, Planning Commission meeting**

Since the last Planning Commission meeting, staff has submitted notifications to the correct mailing addresses of all adjacent property owners as required by State Code. Staff notes that revisions were made to the language of the Scenic Easement Proffer to: (1) include “pedestrian accommodation” facilities in the list of structures allowed within the scenic easement and (2) allow that selective maintenance performed within the Scenic Easement receives prior approval from the Planning Director. Staff has deleted the archaeological proffer from this application as it has already been satisfied. A Phase I Archaeological Survey was prepared in March of 1990. The Department of Historic Resources has reviewed this survey and concurs with its finding that no archaeological sites have been identified in the project area and that no further archaeological investigation of the project area is necessary.

### **PROJECT DESCRIPTION**

The 9.2-acre parcel where the house of worship is currently located was originally part of a larger tract of land of approximately 363-acres (later developed as St. George’s Hundred subdivision). In 1986, the entire tract was rezoned from A-1, Limited Agricultural, to R-1, Limited Residential, with proffers (**Z-0021-1986**). In 1987, a proffer amendment request to exempt 9.2-acres from existing proffers was approved by the Board of Supervisors (**Z-0018-1987**); the approval also established a set of proffers for the house of worship. In the same year, the 9.2-acre area became its own parcel through the subdivision process.

The property is located on the south side of John Tyler Highway between St. George’s Hundred subdivision and Williamsburg Community Chapel. These properties are zoned R-1, Limited Residential and R-8, Rural Residential, respectively. South of the property is the Jamestown Hundred subdivision, zoned R-2, General Residential; to the north and across John Tyler Highway, large undeveloped parcels owned by the County are zoned R-8, Rural Residential.

The property is comprised of a one-story building of approximately 6,260 square feet, a parking lot area for 39 vehicles, and a right-in/right-out vehicular access from John Tyler Highway. The terrain is mostly flat and heavily wooded providing a natural buffer from adjacent residential subdivisions. The property fronts on John Tyler Highway, a Community Character Corridor (CCC), according to the 2009 Comprehensive Plan. Originally created as part of the rezoning of the larger 363-acre tract of land, a scenic easement of approximately 145-foot average depth is currently in place along the property’s frontage.

A proffer amendment request has been filed on behalf of the Potomac Conference Corporation of Seventh-day Adventists, to amend the existing scenic easement proffer. The purpose of the amendment is to allow for greater flexibility in the maintenance of the scenic easement area. An SUP request to allow the addition of a 5,500 square-foot multi-purpose building has been submitted concurrently for consideration.

#### *Proffer Amendment*

The amendment seeks to establish new language to allow for the maintenance of the easement

area, such as pruning of understory shrubs, and the removal of dead or diseased materials. Currently, the proffer reads:

“Scenic easements shall be reserved across the Property 145 feet deep adjacent to and parallel with the center line of Route 5. Existing trees, shrubbery, and vegetation within said scenic easement shall remain “as is” provided however, the Owner shall have the right to install and construct over, under, across and through the scenic easements such new entrance, drainage structures, stormwater management facilities, utilities and entrance signs as may be necessary in accordance with the terms of this Agreement and approved by the Site Plan Review Committee of the County’s Planning Commission.”

As proposed, the amendment adds the following language (*in italics*):

“Scenic easements shall be reserved across the Property 145 feet deep, adjacent to and parallel with the center line of Route 5. Existing trees, shrubbery and vegetation within said scenic easement shall remain “as is” provided, however, the Owner shall also have the right to install and construct over, under, across and through the scenic easements such new entrance drainage structures, storm water management facilities, *pedestrian accommodations*, utilities and entrance signs as may be necessary in accordance with the terms of this Agreement and approved by the Planning Director or his designee. *With the prior approval of the Planning Director or his designee, the owner may perform the following maintenance within the scenic easement: (1) selective removal of over-story trees under an 8" caliper Diameter Breast Height (“DHB”), and selective removal of understory trees less than a 2" caliper (DBH), (2), selected over-story trees may be limbed up to a maximum height of 10’ above grade, (3) selected understory trees may be limbed up to a maximum height of 6’ above grade, (4) understory shrubs may be pruned but not removed, and (5) any dead, diseased or dying plants may be removed. The owner may install new plant material such as trees and shrubs as needed to maintain scenic appearance and provide for the longevity of the root mat. All new plants shall be suitable for climatic zone 7a. In order to maximize plant success, all plantings shall be suitable to survive maintenance-free at their mature stage. Any further modification may be made with prior inspection and approval by the Planning Director or his designee.”*

The proposed amendment is consistent with the requirements of Section 24-98(e) (3) of the Zoning Ordinance-Landscape area(s) along right(s)-of-way. Pedestrian accommodations have been added to the list of structures allowed within the Scenic Easement. Staff further notes that the existing proffer refers to the “Site Plan Review Committee of the County’s Planning Commission” as the party responsible for reviewing any requests to encroach into the scenic easement. This language has been modified to “Planning Director or his designee” to be consistent with recent revisions to the Zoning Ordinance approved by the Board of Supervisors. Staff supports the amendment to the scenic easement, as proposed. The archaeological survey proffer has been deleted as it has already been satisfied (refer to discussion under Public Impacts-Archaeology Section):

“The Owner shall cause to be prepared for review and approval by the County a Phase I and II, as appropriate, archaeological study for the Property. A Phase I

study shall include reconnaissance, systematic surface collection and shovel test pits every 90-150 feet. A phase II study shall include shovel test pits every 25-40 feet with site identification and examination as appropriate.”

### *SUP*

The purpose of the SUP request is to allow the construction of an accessory building of approximately 5,500 square-feet. The addition, to be attached to the rear of the existing house of worship, is proposed as a ‘multi-purpose’ building, with areas for meetings, classrooms, and storage. The proposed expansion will not increase the seating capacity of the existing use. Issuance of a SUP is necessary because houses of worship and accessory uses are a specially permitted uses in the R-1 zoning district. Further, the SUP request will bring the entire use into conformance with the Zoning Ordinance as the use is currently a legally non-conforming use.

## **PUBLIC IMPACTS**

### **Archaeology Impacts:**

A Phase I Archaeological Survey for the Williamsburg Seventh-day Adventist Church was prepared in March of 1990 by the William and Mary Archaeological Project Center. The survey identified no archaeological sites within the project area and recommended no further archaeological investigation of the project. The Department of Historic Resources has reviewed the 1990 survey and concurs with its findings and does not recommend further survey for the proposed addition.

### **Engineering and Resource Protection:**

This site lies within the tidal mainstream subarea of the Powhatan Creek Watershed and therefore subject to special stormwater criteria (SSC) under the Powhatan Creek Watershed Management Plan. All proposed impervious cover and a portion of the existing impervious cover from the site will be treated by two onsite stormwater management features which will be expanded to meet water quality and flow attenuation requirements.

### **Staff comments:**

According to information provided by the applicant, the current impervious surface for the entire site corresponds to approximately 0.70 acres or 7.61% of the entire site. The proposed expansion and improvements to the parking area and sidewalks will increase the impervious surface to 1.26 acres or 13.65% of the entire site. The expansion project will follow new development criteria for water quality using the County’s 10-point system. Several options exist to bring the site into the 10-point compliance system. Concept development information as outlined in the master plan drawings and the CIS demonstrate the intent to expand two existing onsite dry retention facilities in combination with dedicated natural open space to achieve 10-point BMP compliance for water quality. The detention facilities will be improved and upgraded to meet County BMP manual requirements. This will allow the expansion project to occur and maters plan the site for stormwater purposes for any future development/expansion plans also.

### **Public Utilities:**

The entire site is served by public water and sewer. A Water Conservation Agreement and Irrigation Standard (SUP condition Nos. 8 and 9) will be reviewed and approved by the James

City County Service Authority prior to final site plan approval.

**Staff comments:** JCSA Staff has reviewed the master plan application and concurs with information provided by the applicant, while providing information that will need to be considered at the development plan design stage.

**Transportation:**

The addition of the 5,500 square-foot building will have minimal impacts on traffic since it is not increasing the seating capacity of the existing use. The current peak hour traffic generation for this site occurs during Saturday mornings and in the afternoon. The hours of operation of the proposed addition will be the same as the existing use and at a different time and day of the week than its larger neighbor to the west, the Williamsburg Community Chapel. The site currently has a total of 39 parking spaces which meets and exceeds the minimum requirement for a 150-seating capacity house of worship. According to the master plan, a total of 40 parking spaces will be provided.

- **2007 County Traffic Counts:** On John Tyler Highway from St. George’s Hundred Subdivision to Ironbound Road (near Five Forks campground) there were 11,303 trips.
- **2035 Daily Traffic Volume Projected (from 2009 Comprehensive Plan):** On John Tyler Highway between Ironbound Road and Centerville Road 15,550 annually average daily trips (AADT) are projected-this road segment is not in the category of warranting improvement.

**VDOT Staff comments:** VDOT Staff has reviewed the SUP application and has issued comments which will be addressed by the applicant at the development plan design stage. VDOT has requested that a Traffic Analysis including existing annual average daily trip (AADT), a trip generation report, and a turn lane and taper warrant analysis be submitted to VDOT for review and approval prior to final site plan approval (Condition No. 3)

**COMPREHENSIVE PLAN**

The site is designated Low Density Residential (LDR) in the James City County 2009 Comprehensive Plan. LDR recommended uses include schools, churches, community-oriented facilities, very limited commercial establishments, and single family homes. New development should be compatible with the character of adjoining uses and where the impacts of such new developments can be adequately addressed. According to the Residential Development Standards of the Comprehensive Plan, “uses such as houses of worship should only be approved when the following standards are met” (*with staff’s response in italics*):

- i. Complement the residential character of the area;  
*The existing house of worship draws on average 60 parishioners on Saturday evenings. The expansion will not promote additional attendance. Architectural elements such as scale, height, and mass of the proposed expansion will be similar to the existing sanctuary building.*
- ii. Have traffic, noise, lighting and other impacts similar to surrounding residential uses;  
*The proposed building expansion is not expected to generate any additional noise, or traffic, as it is not increasing the seating capacity of the house of worship. SUP condition No. 7 ensures that all new exterior fixtures, including building lighting, on the property*



*shall have recessed fixtures with no lens, bulb, or globe extending below the casing.*

- iii. Generally be located on collector or arterial roads at intersections;  
*According to VDOT, John Tyler Highway is classified as an Urban Minor Arterial. The site is located between two major intersections, Greensprings Plantation Drive and Ironbound Road.*
- iv. Provide adequate screening and buffering to protect the character of nearby residential areas;  
*The proposed addition will be located at the rear of the existing house of worship, approximately 240 feet away from the nearest residential property line (Jamestown Hundred subdivision). The site is heavily wooded providing a natural buffer between the church site and adjacent residential neighborhoods (Jamestown Hundred and St. George's Hundred subdivisions.)*
- v. Generally intended to support the residential community in which they are located  
*The Williamsburg Seventh-day Adventist Church is a small congregation providing spiritual support for the community for the past 20 years.*

### **RECOMMENDATION**

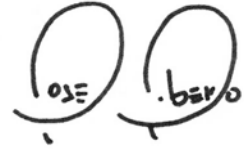
Staff finds that the proposed building addition is consistent with the surrounding zoning and development and compatible with the 2009 Comprehensive Plan. In addition, staff finds the amendment to the scenic easement proffer language is consistent with the Zoning Ordinance. Staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors with the conditions listed in the staff report and acceptance of the amended proffers.

1. **Master Plan.** This Special Use Permit (the "SUP") shall be valid for the existing church building and accessory uses, and the construction of a one-story multi-purpose building of approximately 5,500 square feet in size, on the property located at 3989 John Tyler Highway and further identified as JCC Parcel Number No. 4610100002B (the "Property") Development of the Property shall be generally in accordance with the Master Plan entitled "Master Plan for Special Use Permit Seventh Day Adventist Church" prepared by AES Consulting Engineers dated January 25, 2012 and revised on February 23, 2012 (the "Master Plan") with such minor changes as the Planning Director determines does not change the basic concept or character of the development.
2. **Land Use.** The land use of the proposed 5,500 square feet multi-purpose building shall be generally in accordance with information provided by the Community Impact Statement titled "Addition to Williamsburg Seventh-day Adventist Church "prepared by AES Consulting Engineers, dated January 25, 2012, and revised February 21, 2012.
3. **Traffic Study Analysis.** At the time of site plan application to the County, the applicant shall provide the Virginia Department of Transportation (VDOT) a Traffic Study Analysis identifying the ITE Code and use of the parcel, functional classification of the roadway, existing Annual Average Daily Traffic (AADT), Trip Generation Report, and Turn Lane and Taper Warrant Analysis for the Route 5 entrance. Said study shall be reviewed and approved by VDOT prior to final site plan approval. The applicant shall implement any requirements for traffic improvements deemed necessary by the Planning

Director or his designee, prior to issuance of a certificate of occupancy for the expansion on the site.

4. **Signs.** All signs and sign locations shall be reviewed and approved by the Planning Director or his designee prior to final site plan approval.
5. **Dumpsters.** All new dumpsters shall be screened by landscaping and/or fencing in a location approved by the Planning Director or his designee prior to final site plan approval.
6. **Architectural Elevations.** Prior to final site plan approval, the Planning Director, or his designee, shall review and approve a final building elevations and architectural design for the proposed expansion. Such building shall be reasonably consistent, as determined by the Planning Director or his designee, with the architectural elevations date stamped February 28, 2012.
7. **Lighting.** All new exterior light fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the property lines. All light poles shall not exceed 20 feet in height unless otherwise approved by the Planning Director prior to final site plan approval. "Glare" shall be defined as more than 0.1 foot-candle at the boundary of the Property or any direct view of the lighting source from the adjoining properties.
8. **Water Conservation Agreement.** "The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority prior to final site plan approval. The standards shall include, but shall not be limited to such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of drought resistant native and other adopted low water use landscaping materials and warm season turf where appropriate, and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.
9. **Irrigation.** In the design phase, the developer and designer engineer shall include the design of stormwater systems that can be used to collect stormwater for outdoor water use not met by existing wells for the Property. Only surface water collected from surface water impoundments or existing wells may be used for irrigating the Property. In no circumstances shall James City Service Authority public water supply be used for Irrigation, except as otherwise provided by this condition.
10. **Commencement of Construction.** Construction on this project shall commence within 36 months from the date of approval of this special use permit or this permit shall be void. Construction shall be defined as the obtaining of permits for the construction of foundations and/or footings.
11. **Severance Clause.** This special use permit is not severable. Invalidation of any word,

phrase, clause, sentence, or paragraph shall invalidate the remainder.

A handwritten signature in black ink, consisting of two large, stylized loops. The first loop contains the letters 'JR' and the second loop contains the letters 'RIBEIRO'.

---

Jose Ribeiro, Planner

**ATTACHMENTS:**

*Submitted for the March 7, 2012 Planning Commission Meeting*

1. Master Plan (under separate cover)
2. Community Impact Statement (CIS)
3. Elevations
4. Location Maps

*Submitted for the April 4, 2012 Planning Commission Meeting*

1. Revised Proffers

## AMENDED AND RESTATED PROFFER AGREEMENT

THIS AMENDED AND RESTATED PROFFER AGREEMENT is made as of the \_\_\_ day of March, 2012 by POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS A DISTRICT OF COLUMBIA CORPORATION (“Owner”).

### RECITALS

A. Owner is the owner of a tract or parcel of land located in James City County (the “Property”), with address of 3989 John Tyler Highway, and being Tax Parcel 4610100002 B, more particularly described as follows:

All that certain lot, piece or parcel of land situated in James City County, Virginia, and more particularly described on a plat entitled “PRELIMINARY PLAT, SEVENTH DAY ADVENTIST CHURCH SITE, 9.22 ACRES ±, JAMES CITY COUNTY, VIRGINIA” dated 3/13/87, made by Paul C. Small of AES, a professional corporation.

B. The Property is zoned R-1, Limited Residential, with proffers. The Property is designated Low Density Residential on the County’s Comprehensive Plan Land Use Map.

C. The existing proffers applicable to the Property are dated July, 31, 1987 and recorded in Deed Book 364, Page 449, and (the “Existing Proffers”). The existing rezoning applicable to the Property is dated June, 17, 1987 and identified as Z-0018-1987 (the “Existing Rezoning”)

D. The Owner has requested the amendment of the Existing Proffers as hereinafter provided to allow for the maintenance of a scenic easement.

## AMENDED AND RESTATED PROFFER AGREEMENT

NOW, THEREFORE, for and in consideration of the approval by James City County (the “County”), the acceptance of this amended and restated proffer agreement, and pursuant to § 15.2-2303, et seq. of the Code of Virginia, 1950, as amended and § 24-16 of the James City County Code, the Owner agrees that in addition to the regulations provided for in the Limited Residential District, R-1, but subject to the other current limitation set forth in the foresaid Codes, he will meet and comply with all of the following conditions for the development of the Property.

1. The Property may not be further subdivided.
2. Only one entrance to the Property shall be permitted from Route 5.
3. Scenic easements shall be reserved across the Property 145 feet deep, adjacent to and parallel with the center line of Route 5. Existing trees, shrubbery and vegetation within said scenic easement shall remain “as is” provided, however, the Owner shall also have the right to install and construct over, under, across and through the scenic easements such new entrance drainage structures, storm water management facilities, pedestrian accommodations, utilities, and entrance signs as may be necessary in accordance with the terms of this Agreement and approved by the Planning Director or his designee. With the prior approval of the Planning Director or his designee, the owner may perform the following maintenance within the scenic easement:
  - (1) selective removal of over-story trees under an 8" caliper Diameter Breast Height (“DHB”), and selective removal of understory trees less than a 2" caliper (DBH),
  - (2), selected over-story trees may be limbed up to a maximum height of 10’ above grade,
  - (3) selected understory trees may be limbed up to a maximum height of 6’

**AMENDED AND RESTATED PROFFER AGREEMENT**

above grade, (4) understory shrubs may be pruned but not removed, and (5) any dead, diseased or dying plants may be removed. The owner may install new plant material such as trees and shrubs as needed to maintain scenic appearance and provide for the longevity of the root mat. All new plants shall be suitable for climatic zone 7a. In order to maximize plant success, all plantings shall be suitable to survive maintenance-free at their mature stage. Any further modification may be made with prior inspection and approval by the Planning Director or his designee.

- 4. The Property and all buildings or structures to be erected thereon shall be used solely for a Church and accessory uses including but not limited to an accessory school and off street parking as required.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS, A DISTRICT OF COLUMBIA CORPORATION

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title

STATE OF VIRGINIA AT LARGE  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged this \_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_ on behalf of Potomac Conference Corporation of Seventh - Day Adventists, a District of Columbia Corporation;

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_.  
Registration No.: \_\_\_\_\_.

**SPECIAL USE PERMIT-0003-2012. David Nice Building Expansion. Staff Report for the April 4, 2012, 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:  
Board of Supervisors:

**Building F Board Room; County Government Complex**

April 4, 2012 7:00 p.m.  
May 8, 2012 (tentative) 7:00 p.m.

**SUMMARY FACTS**

Applicant: Brandon Nice, David Nice Builders  
Land Owner: DNB Office LLC  
Proposal: To allow an expansion to an existing contractor's office in A-1.  
Location: 4575 Ware Creek Road  
Tax Map/Parcel Nos.: 1410100015B  
Parcel Size: .93 acres  
Zoning: A-1, General Agricultural  
Comprehensive Plan: Rural Lands  
Primary Service Area: Outside

**STAFF RECOMMENDATION**

Staff finds the proposal to have minimal additional impacts over the existing building on the property and is compatible with the 2009 Comprehensive Plan. Staff recommends the James City County Planning Commission recommend approval of this application with the attached conditions to the Board of Supervisors.

Staff Contact: Jason Purse

Phone: 253-6689

## **PROJECT DESCRIPTION**

Mr. Brandon Nice has applied for a Special Use Permit to allow for an expansion to a contractor's office on a parcel in an A-1, General Agricultural District, located at 4575 Ware Creek Road. The expansion includes an approximately 828 sq. ft. increase to the building footprint. The immediate plans for expansion are to include the 828 sq. ft. first floor conference room. In order to provide flexibility for future expansion, Mr. Nice has requested a second floor be added to this application. The proposed expansion will ultimately be two stories, so the total expansion will be approximately 1,656 sq. ft. The existing building is 4,415 sq. ft. The exterior of the new expansion will match the color and materials of the existing building.

### **Project History**

When the building at 4575 Ware Creek Road was first used as an office (in 1988), contractor's offices were a permitted use in the A-1, General Agricultural District. The ordinance was amended in 1989 to make all contractors' offices special use permits. In 1999, when the applicant sought to construct a one-story addition, a special use permit (SUP) was required, and was subsequently approved to allow the addition. The SUP was amended again in 2003 (SUP-0023-2003) to allow for a second story to be built on the office.

A warehouse for the business and two single-family residences are located on the adjacent 25.4 acre parcel. SUP-0019-1993 permitted the construction and use of the warehouse.

The conditions for this expansion are the same as the previous applications. However, one condition was removed that limited the number of employees to 20. Since the size of the building, and associated parking, indirectly limit the amount of space available for employees, staff is comfortable with removing that condition while still ensuring minimal additional impacts on the surrounding area due to this expansion.

### **Surrounding Zoning and Development**

The site is surrounded by parcels zoned A-1, General Agricultural. Several single-family residences on one to three-acre parcels are located nearby on Ware Creek Road. Behind the office on a separate parcel, there is a warehouse belonging to David Nice Builders, Inc. Across Ware Creek Road, a large lot is used for agriculture and is partially wooded.

## **PUBLIC IMPACTS**

### **Environmental**

The Engineering and Resource Protection Division has no comments on the Master Plan or development proposal at this time. At the time of site plan development an erosion and sediment control plan and stormwater management plan will be needed for the expansion area. The additional impervious area will have a minimal effect on the site.

### **Public Utilities**

The site is located outside the Primary Service Area, and is currently served by private well and septic systems. The Health Department has requested additional information, which will be required during the site plan review for this application.

### **Traffic**

The property shares a driveway with the nearby warehouse and two single-family residences. The expansion is proposed as a conference room, so will therefore generate few, if any, additional trips to



and from the site. Since a commercial entrance is already in existence, and the number of trips is not substantially different from the previous use no changes are proposed with respect to the existing entrance.

### **COMPREHENSIVE PLAN**

The site is identified by the 2009 Comprehensive Plan as Rural Lands. Principal suggested uses include agricultural and forestal activities, together with certain recreational public or semi-public and institutional uses that require a spacious site and are compatible with the natural and rural surroundings. Retail and other commercial uses serving Rural Lands are encouraged to be located at planned commercial locations on major thoroughfares inside the PSA. However, a few of the smaller direct agricultural or forestal-support uses, home-based occupations, or certain uses which require very low intensity settings relative to the site in which it will be located may be considered on the basis of a case-by-case review, provided such uses are compatible with the natural and rural character of the area, in accordance with the Rural Lands Development Standards.

The David Nice Building expansion meets the requirement of “certain uses which require very low intensity settings relative to the site in which it will be located.” This project has been in existence since before the ordinance required a special use permit for contractor’s offices in A-1. The minimal expansions to the office building have stayed within the design standards for Rural Lands. The existing office has the appearance of a single-family residential structure, and the expansion will match the materials and colors of the existing structure. The two story expansion will have minimal additional impact on the surrounding properties. No other changes are proposed on the site at this time.

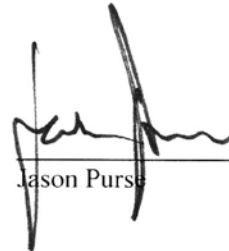
### **RECOMMENDATION**

Staff finds the proposal to have minimal additional impacts over the existing building on the property and is generally compatible with the 2009 Comprehensive Plan. Staff recommends the James City County Planning Commission recommend approval of this application with the following conditions to the Board of Supervisors.

1. **Master Plan:** This Special Use Permit (the “SUP”) shall be valid for an addition, not to exceed 1,700 sq. ft., to the existing 4,415 sq. ft. building located at 4575 Ware Creek Road and also identified as James City County Tax Parcel Number 1410100015B (the “Property”). Development and use of the Property shall be generally in accordance with and bound by the Master Plan entitled “David A. Nice Builders Conference Room Addition”, prepared by Mike Suerdieck and dated December 6, 2011 and updated on March 2, 2012 (the “Master Plan”), with such minor changes as the Director of Planning determines does not change the basic concept or character of the development.
2. **Commencement of Use:** If construction has not commenced on the project within twelve months from the issuance of the special use permit, the permit shall become void. Construction shall be defined as obtaining permits for building construction and a final framing inspection of the addition.
3. **Architectural Review:** The building materials and colors of the addition shall match those of the existing office building. The colors and building materials shall be submitted to the Director of Planning or his designee for review and approval prior to final site plan approval.
4. **Lighting:** All new exterior lighting fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the property lines. All light poles shall not

exceed 20 feet in height unless otherwise approved by the Director of Planning prior to final site plan approval. "Glare" shall be defined as more than 0.1 foot-candle at the property line or any direct view of the lighting source from the adjoining properties.

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



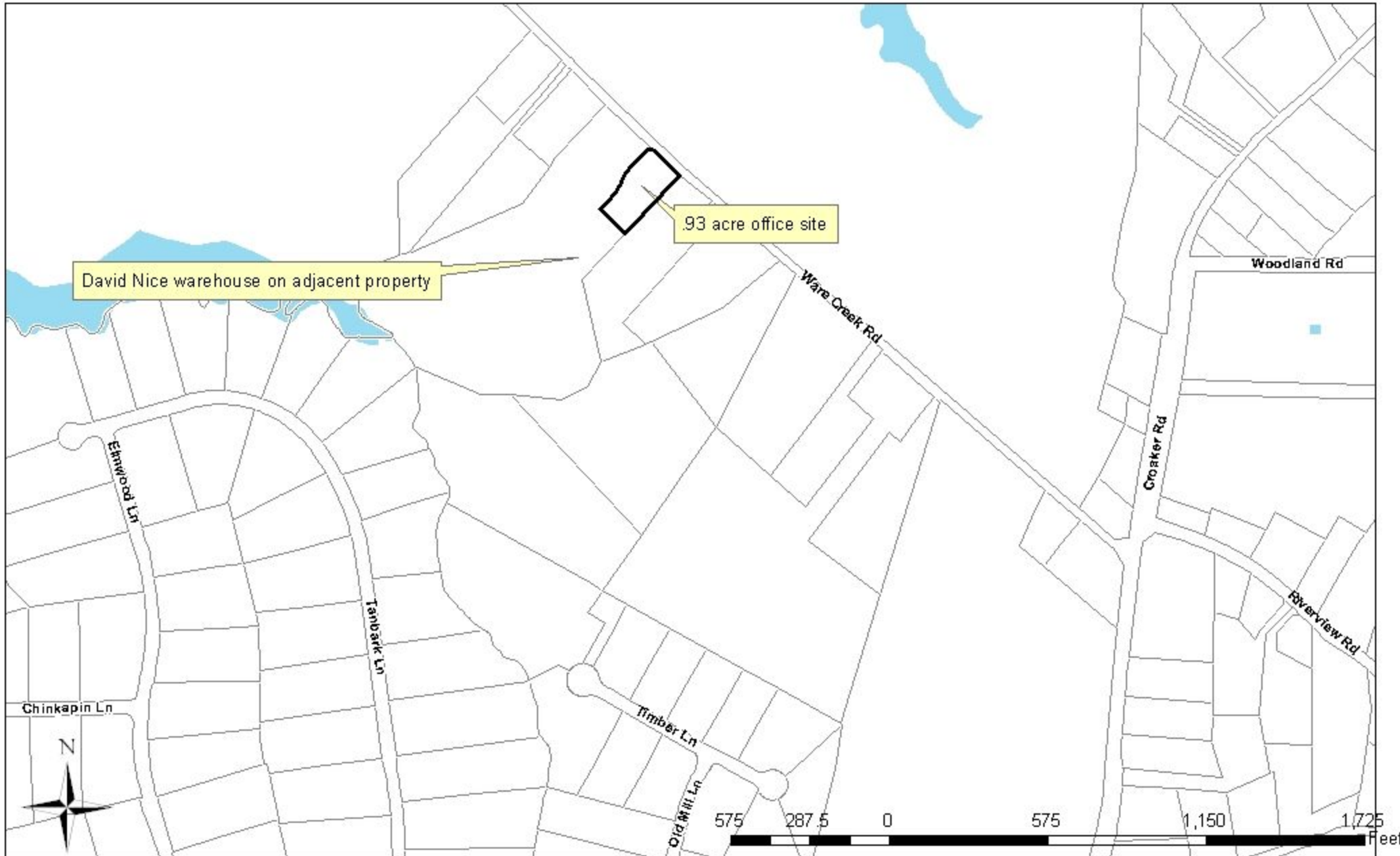
Jason Pursi

ATTACHMENTS:

1. Location Map
2. Close-up Map
3. Master Plan

# SUP-0003-2012

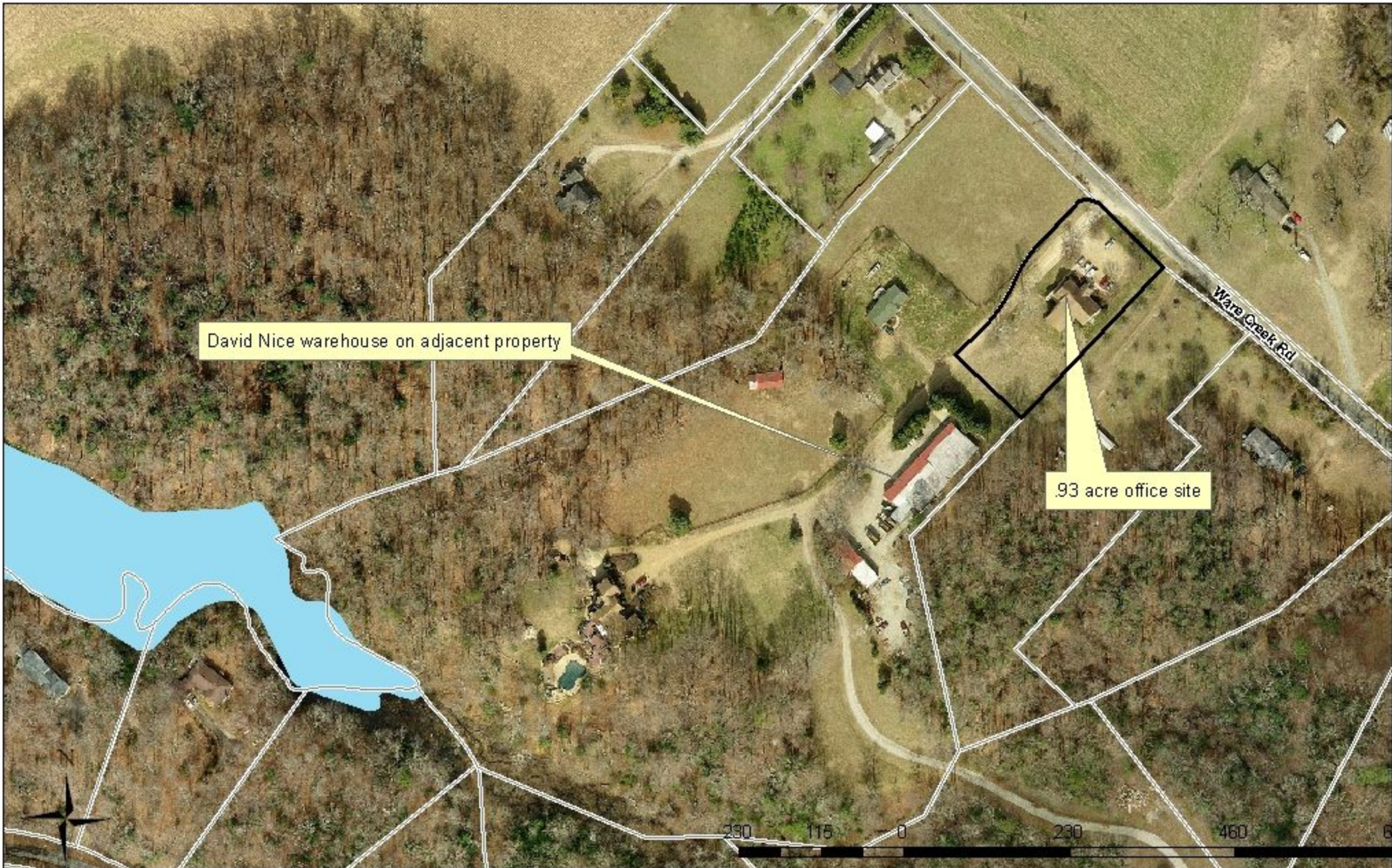
## David Nice Building Expansion





# SUP-0003-2012

## David Nice Building Expansion





PLANNING DIRECTOR'S REPORT  
April 2012

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

- **New Town.** The Design Review Board did not meet in March and the group has moved to its new quarterly meeting schedule. The next meeting is scheduled for May 17. The DRB considered revisions made to the master plan and illustrative conceptual plan for development of Section 12.
- **Ordinance Update.** A roundtable meeting was held on March 6 to discuss the sign ordinance amendments. In addition, staff has been preparing final ordinances for the remaining non-priority items (residential and mixed use districts, administrative items). Staff expects to bring the sign ordinance amendments and administrative items forward for Planning Commission review in May, followed by the residential and mixed use districts in June.
- **Regional Comprehensive Planning Effort.** Staff helped to host the final community forum on March 15 at the Tab Library Meeting Room. In addition, the Policy Committee held a meeting on March 20 to review materials and prepare for the joint Planning Commission meeting which is scheduled for the evening of April 30<sup>th</sup> at Legacy Hall from 7 to 9 p.m.
- **Training.** In February and March, staff attended a series of webinars in preparation for the AICP (American Institute of Certified Planners) exam scheduled for November 2012.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
- **Board Action Results** – February 14<sup>th</sup> and February 28<sup>th</sup> 2012 – No action results.



Allen J. Murphy, Jr.

**March 2012**

Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plans	C-0010-2012	Stonegate Apartments Kirkland Drive Cox Communications Power Supply	1 KIRKLAND COURT	Place new power supply at Stonegate Apartments near the rear of 12 Kirkland Court.	Luke Vinciguerra	05-Roberts
	C-0011-2012	Busch Gardens Stormwater Master Plan	7851 POCAHONTAS TR	Stormwater master plan for Busch Gardens development.	Leanne Reidenbach	05-Roberts
	C-0012-2012	Fine Phase Installations Inc	4299 John TYLER HIGHWAY	Proposal is for a 5,000 square feet building (2,200 square feet office + 2,000 square feet warehouse, and 800 square feet showroom)	Jose Ribeiro	03-Berkeley
Site Plan	SP-0016-2012	Kingsmill River Course Drainage Improvement Plan	120 WAREHAM'S POND RD	Drainage improvements to repair to severely eroded storm drainage outfall in Littletown Quarter and erosion repairs in a ravine near Hole #8 of the River GolfCourse.	Leanne Reidenbach	05-Roberts
	SP-0017-2012	St. Olaf Catholic Church SP Amend.	104 NORGE LANE	Applicant proposes an addition of curb drop inlet and 68 LF outfall pipe.	Jose Ribeiro	01-Stonehouse
	SP-0018-2012	Mid County Park E&S Plan	3793 IRONBOUND ROAD	Amentment to the approved Erosion and Sediment control plan for Mid-County Park.	Jason Purse	03-Berkeley
	SP-0019-2012	Branscome, Inc. Lees Pit	750 BLOW FLATS ROAD	Installation of a 55' x 80' "tent" to cover mineral filler used in manufacture of asphalt	Luke Vinciguerra	05-Roberts
	SP-0020-2012	HRSD Erosion and Sediment Control Plan	181 WAREHAM'S POND ROAD	Archaeological investigation along the alignment for the HRSD force main replacement project.	Luke Vinciguerra	05-Roberts
	SP-0021-2012	Courthouse Commons Parcel 5 SP Amend.	5227 MONTICELLO AVENUE	Amendment to Parcel 5 building to expand building from 6,345 to 6,880. Total building square footage goes from 13,470 to 14,005	Ellen Cook	04-Jamestown

Special Use Permit	SUP-0003-2012	Building Expansion, David Nice Builders	4571 WARE CREEK ROAD	Construction of an addition on the existing offices of David A. Nice Builders which will serve as a training room for DNB staff.	Jason Purse	01-Stonehouse
	SUP-0004-2012	HRSD Williamsburg Treatment Plant	300 RON SPRINGS ROAD	Construct replacement sanitary sewer force main for HRSD.	Luke Vinciguerra	05-Roberts
Subdivision	S-0007-2012	Torrington Trail BLE	3067 TORRINGTON TR	Boundary line extinguishment in Greensprings West to merge 3 lots into 1 lot.	Leanne Reidenbach	03-Berkeley
	S-0008-2012	Whitehall Section 2, Phase J	3401 ROCHAMBEAU DR	Plat of three lots on 0.458 acres	Jason Purse	01-Stonehouse
	S-0009-2012	Stonehouse Tract 12, Phase 2	9455 FIELDSTONE PARKWAY	Plats 21 single-family lots in Stonehouse Tract 12 along Fieldstone Parkway and in front of Stonehouse Glen.	Leanne Reidenbach	01-Stonehouse
	S-0010-2012	White Hall, Section 1 Phase E	8625 PARKLAND TERRACE	Plat of 15 lots on 16.234 acres. Parcel CA-1.	Jose Ribeiro	01-Stonehouse