

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
September 4, 2013 – 7:00 p.m.

1. ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - A. August 7, 2013 Regular Meeting1
4. COMMITTEE/COMMISSION REPORTS
 - A. Development Review Committee (DRC)
 - B. Policy Committee
 - C. Regional Issues Committee/Other Commission Reports
5. PUBLIC HEARING CASES
 - A. Case No. SUP-0011-2013. Veritas Preparatory School7
 - B. Case No. SUP-0009-2012. Tidewater Equine19
 - C. Case Nos. Z-0004-2013/SUP-0013-2013. Fire Station # 133
6. PLANNING DIRECTOR’S REPORT
7. COMMISSION DISCUSSIONS AND REQUESTS
8. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE THIRD DAY OF JULY, TWO-THOUSAND AND THIRTEEN, 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:

George Drummond

Robin Bledsoe

Chris Basic

Mike Maddocks

Rich Krapf

Staff Present:

Paul Holt, Planning Director

Adam R. Kinsman, Deputy County Attorney

Chris Johnson, Principal Planner

Jennifer VanDyke, Planner

Luke Vinciguerra, Planner

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

2. **PUBLIC COMMENT**

Mr. Rich Krapf opened the public comment. There being no speakers, Mr. Krapf closed the public comment.

3. **MINUTES**

Mr. Chris Basic moved to approve the minutes from the July 3, 2013 meeting.

In a unanimous voice vote, the Commission approved the minutes. (5-0)

4. **COMMITTEE / COMMISSION REPORTS**

A. Development Review Committee

Mr. Basic stated that the Development Review Committee met on July 31, 2013 to discuss the following case:

A. Case No. SUP-0009-2013. Tidewater Equine.

Mr. Gary Doxtater with Tidewater Equine Clinic submitted an application for a Large Animal Veterinary Clinic to be located at 276 Peach Street. The applicant is aware that the parcel is designated as Economic Opportunity (EO) on the Comprehensive Plan. The DRC discussed the existing conditions of Peach Street and the railroad crossing which does not have automatic gates but does have new and well maintained stop signs. The DRC was generally supportive of the application and moving forward. This case was presented for consideration only; therefore, no vote was taken.

Mr. Maddocks moved to accept the report.

In a unanimous voice vote, the Commission approved the report. (5-0)

B. Policy Committee

Ms. Robin Bledsoe stated that the Policy Committee did not meet in July; therefore, there is no report. Ms. Bledsoe noted that the next Policy Committee meeting will be held on August 15, 2013, and the time has changed from 3:00 P.M. to 4:00 P.M.

C. Regional Issues Committee

Mr. Mike Maddocks stated that the Regional Issues Committee met on July 30, 2013. Mr. Maddocks stated they received an update from Sandy Wanner with the Historic Triangle Collaborative (HTC) focusing on transportation items such as I-64 widening and requesting VDOT do a feasibility traffic study for electronic signs near the intersection of I-295 and I-64 to direct motorists to Route 60 (Bottom Bridge exit) as an alternative during heavy congestion.

Mr. Maddocks stated that HTC has entered into a contract with Carlton Abbott & Partners to work on recreational trails. Mr. Maddocks stated that Mr. Nester, Planning Director for the City of Williamsburg reported that their 2013 comprehensive plan has one item left; the remaining implementation measure being the revision of the Agricultural Review Board Design Review Guidelines. Mr. Carter, Planning Director for York County reported that the York County Planning Commission recommended the adoption of their Comprehensive Plan in June. Mr. Maddocks stated that Mr. Paul Holt, Planning Director for James City County has noted that the Planning Commission and the Board of Supervisors endorsed the Summary document and the Regional Transportation Study prepared by the Hampton Roads Transportation Planning Organization and has recommended the updates to the Regional Bikeway map be formally adopted.

Mr. Maddocks stated that the Economic Development Directors for the three localities gave a report that the three jurisdictions are working collaboratively together in moving businesses to this area. Mr. Maddocks stated the three Economic Development Directors are realizing that businesses aren't relocating to a municipality but to a region, therefore, working collaboratively is becoming much more effective in wooing businesses to the area.

5. PUBLIC HEARING CASES

A. Case Nos. Z-0002-2013/SUP-0005-2013. Wellington, Windsor Ridge, Section 4.

Mr. Chris Johnson, Principal Planner, addressed the Planning Commission giving a summary of the staff report included in the Agenda Packet.

Mr. Krapf stated that there have been several changes to ordinances and new ordinances related to tree protection and soil stock piling on single family parcels. Mr. Krapf asked if the new ordinance provisions for tree protection and stock piling apply to this project and if the clearing will be phased or all at once.

Mr. Johnson stated this development will be subject to the newly adopted ordinances. The applicant's community impact statement states that build out will occur over a two year period. Phased clearing is applicable for projects of 25 acres or more so this development of 15 acres would not be subject to that criteria but is subject to all other ordinances and policies that have been adopted over the last several years.

Ms. Bledsoe asked if the proposed development in Windsor Ridge will have a similar density to Wellington and Mirror Lakes. Ms. Bledsoe stated that Mirror Lakes seems to have a little more space.

Mr. Johnson replied that Mirror Lakes is zoned R-8 and is a much older neighborhood. The proposed development will have the exact zoning and similar density to both Windsor Ridge and Wellington.

Mr. Krapf opened the public hearing.

As no one wished to speak, Mr. Krapf closed the public hearing.

Mr. Krapf opened the floor to discussion by the Commissioners.

Mr. George Drummond moved to approve the application with the recommendations in staff report.

Mr. Basic stated the 15 acres is pretty isolated; therefore, it would benefit the neighborhoods more than a public use, so he supported the application.

On a roll call vote, the Planning Commission voted to recommend approval of the application with the conditions listed in the staff report by a vote of 5-0.

B. Case No. SUP-0011-2013. Veritas Preparatory School.

Mr. Krapf stated the applicant requested a deferral until the September 4, 2013 Planning Commission meeting, however, he opened the public hearing for this case.

Mr. Larry Lockwood stated he is an attorney with Thomas Hunter and Associates which are partners with Hunter & Hunter, LLC. Mr. Hunter with Hunter & Hunter, LLC owns a piece of property that is affected by this case. Mr. Lockwood stated that they will be objecting the case.

Mr. Krapf inquired if the client felt the thirty day deferral is adequate time to review the case.

Mr. Lockwood replied his client is on vacation and should be back in town in a week and a half and suspects they will be in touch with the applicant.

Mr. Krapf continued the public hearing to the September 4th Planning Commission meeting.

C. Review of the Draft Updates to the Bicycles Facilities Plan.

Mr. Luke Vinciguerra, Planner I, addressed the Planning Commission giving a summary of the staff report included in the Agenda Packet.

Mr. Drummond inquired if the bicycle plan ends at the border of Newport News and James City County.

Mr. Vinciguerra confirmed.

Mr. Drummond inquired if any efforts have been made to coordinate with the City of Newport News to extend the path into their jurisdiction. Mr. Drummond noted that Route 60 through Lee Hall is a hazardous road for bicyclists.

Mr. Vinciguerra stated that staff has not been in contact with the City of Newport News and is not sure if they have a bikeways plan.

Mr. Drummond inquired if such contact could be possible.

Mr. Vinciguerra confirmed and stated that staff would check to see if the City of Newport News has any plans in effect.

Mr. Drummond stated that safety of bicyclists in the area of Lee Hall is his biggest concern.

Mr. Krapf opened the public hearing.

Mr. Ted Moreland, 1600 Coleman, addressed the Planning Commission stating that the Williamsburg Area Bicyclist Club and the bicycle community are in favor of the Bicycle Facilities Plan and that by having these facilities in place welcomes cyclists into our community; also improves to the quality of life.

Ms. Marina Leebrow, Chickahominy Haven, addressed the Planning Commission stating that Jolly Pond and Cranston Mill Pond Road are too narrow for safe riding; therefore, she requested bike lanes be installed on those routes and to add York County State Park to the proposed Bicycle Facilities Plan.

Mr. Bob Austin, 4557 Ware Creek Road, addressed the Planning Commission stating that he is the current president of the Williamsburg Area Bicyclists Club. He stated that due to the comfort level of families riding on open roads paved paths could provide citizens with a safe place to ride.

Mr. Ken Gross, 148 Exmoor Court, addressed the Planning Commission stating that he is a member of the Williamsburg Area Bicyclists Club and he requested certain areas to be prioritized and that there is a lot of focus on this area as a bicycle haven.

Mr. Krapf closed the public hearing.

Mr. Krapf reopened the public hearing for additional speaker.

Dr. Don Cherry, 31 Whittakers Mill, addressed the Planning Commission stating that he and Mr. Moreland recently met with VDOT to discuss bike lanes; they proposed a bike lane to be installed from Grove to the City of Williamsburg and would like to have the path extended east to connect to the City of Newport News.

Mr. Krapf closed the public hearing.

Mr. Krapf opened the floor to discussion by the Commissioners.

Mr. Krapf inquired if prioritizing the greatest needs for regional bicycle facilities is a discussion item between the jurisdictions.

Mr. Vinciguerra stated this map does not prioritize proposed bicycle facilities.

Mr. Krapf inquired if there would be a process implemented to address the greatest needs before funds are allocated.

Mr. Vinciguerra stated that it would be a discussion item for the Board of Supervisors at a later date.

Mr. Basic stated that he interpreted one of the public speakers to say that VDOT is requiring the speaker to be pro-active with them to install additional bike lanes. He noted that rather VDOT needs to be pro-active with James City County in the use of this map.

Mr. Vinciguerra stated citizens have met with VDOT when staff has not been present but during road reconstruction or new construction VDOT does consult with staff regarding this map.

Mr. Moreland stated that he met with Mr. Rossie Carroll, an area superintendent with VDOT, to discuss bike lanes and the importance of Mooretown Road and Grove area.

Mr. Drummond moved to approve the Draft Updates to the Bicycle Facilities Plan.

On a roll call vote the Planning Commission voted to recommend approval of the Draft Update to the Bicycle Facilities Plan as noted in the staff report by a vote of 5-0.

6. PLANNING DIRECTOR'S REPORT

Mr. Paul Holt stated the James City County Planning Division and the Virginia Cooperative Extension co-sponsored two Thinking Rural discussions that occurred on July 17 and 18, 2013 and that a questionnaire is available online and/or paper copy is available at James City County Planning Office until August 14, 2013.

7. PLANNING COMMISSION DISCUSSION AND REQUESTS

No comments were made by any of the Commissioners.

8. ADJOURNMENT

Mr. Maddocks moved to adjourn the meeting.

The meeting was adjourned at 7:45 p.m.

Richard Krapf, Vice Chairman

Paul D. Holt, III, Secretary

Development Review Committee Report
August 28, 2013

SUP-0014-2013 Lightfoot Marketplace

DRC Action: The proposal was presented to the DRC for their consideration to solicit feedback, comments and questions in advance of a formal SUP consideration scheduled for the Commission's October 2, 2013 meeting. The proposal is a redevelopment of the 230,000 sq. ft. Williamsburg Outlet Mall property at the corner of Centerville Rd. and Richmond Rd. to a retail shopping center with five buildings totaling approximately 136,000 sq. ft. anchored by a grocery store and a pharmacy. A revised concept plan and elevations were presented, and the changes as compared to the previously presented versions were outlined. The DRC members offered feedback and comment on the pedestrian connections, architectural consistency, site layout and design, landscaping, screening of dumpsters and other similar site features, and green and sustainable development techniques and certification programs.

C-0039-2013, Kingsmill Storage Lot

DRC Action: No action required. The proposed location for a new storage lot in Kingsmill was presented to the DRC for their consideration to solicit feedback, comments and questions in advance of the Planning Director's master plan consistency determination.

S-0029-2013, The Village at Candle Station BLA

DRC Action: This case was before the DRC for a master plan consistency review. The applicant requested deferral of the master plan consistency determination in order to work with staff on outstanding issues.

Case No. SUP-0011-2013, Veritas Preparatory School
Staff Report for the September 4, 2013 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:

Building F Board Room; County Government Complex

August 7, 2013 (applicant deferral)

September 4, 2013 7:00 p.m.

Board of Supervisors:

October 8, 2013 7:00 p.m. (tentative)

SUMMARY FACTS

Applicant: Ms. Diane Cavazos

Land Owner: Parcel 54, LLC

Proposal: To allow a private school in an existing building

Location: 275 McLaws Circle

Tax Map/Parcel: 5020100083

Parcel Size: ±1.52 acres

Existing Zoning: M-1, Limited Business/Industrial

Comprehensive Plan: Mixed Use

Primary Service Area: Inside

STAFF RECOMMENDATION

Staff finds the proposed use to be consistent with the surrounding zoning and development and compatible with the 2009 Comprehensive Plan. Staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors with the conditions listed at the end of the report.

Staff Contact: Jennifer VanDyke, Planner

Phone: 253-6882

This application was deferred upon the applicant's request at the September meeting. The applicant requested the time to facilitate discussions with an adjoining property owner.

PROJECT DESCRIPTION

Ms. Diane Cavazos has applied for a special use permit (SUP) to allow for the operation of a private school in an existing building at 275 McLaws Circle in Busch Corporate Center. Schools are a specially permitted use in the M-1, Limited Business/Industrial District. The proposed school would have as many as fifty (50) students (Condition No. 1) and up to ten (10) staff members. The school would offer instruction in the tradition of a classical education, initially to students in grades six (6) through ten (10) and to later expand through grade twelve (12). Should this SUP be approved, the first school year would start in late August 2014. There would be no bus service provided; students

would be dropped off and picked up by parents and guardians. School hours would be from 8 a.m. to 3 p.m. There would be no food preparations on site; students would be required to bring a bag lunch.

History of the Site

The existing 6,215 square-foot structure and parking lot were built in 1997. The subject property, as well as the two adjoining properties, 273 and 277 McLaws Circle, was previously a single parcel; however, in 2000, the adjoining parcels were subdivided off. The parking lot contains 59 parking spaces and is shared between the three properties. The existing building was previously used as office space for a financial institution.

Surrounding Zoning and Land Use

The property is located within Busch Corporate Center; the properties within the center are largely zoned M-1, Limited Business/Industrial. All properties in Busch Corporate Center are designated Mixed Use on the 2009 Comprehensive Plan Land Use Map and are governed by established covenants. Attached is a letter signed by the Williamsburg Corporate Center Association (Busch Corporate Center governing body) Manager, Ed Robbins, confirming approval of the use. Mr. Larry Henson, a representative of the school, spoke with several business owners/operators that immediately surround the proposed school site and documented summaries of feedback received (refer to attachments 3 and 4). The property is also in close proximity to the York County line to the north-east.

Development Review Committee Recommendations and Feedback

This proposal was reviewed by the Development Review Committee (DRC) on May 29th as a consideration item. The Committee offered the following comments/questions (responses in *italics*):

1. What physical education activities will be offered?
The applicant responded that the school will offer calisthenics. The school has also spoken with Williamsburg Conference Center regarding the possible use of their tennis courts; however Williamsburg Conference Center management did not want to broker an agreement so far in advance of the school's opening.
2. Has there been a show of commitment from parents?
The applicant responded that a feasibility study was conducted. Findings indicate a need for classical education within the community.
3. How many course offerings would the school have?
The applicant responded that the classical education platform is more focused on core curriculum offerings. The school would be faith based, in Catholicism and require all students to take Theology as part of the core curriculum. Beyond the core subjects, roughly six (6) electives would be offered.
4. Would there be any clergy on staff?
The applicant responded that there would be no clergy on staff.
5. Concern was raised regarding parents dropping students off on McLaws Circle to avoid pulling into the parking lot and the capacity of the parking lot to accommodate the queue of cars.
Please see Condition No. 4 concerning the Traffic Mitigation Plan. By reviewing the school's plan on an annual basis staff will ensure proper measures are being taken to mitigate traffic impacts prior to the start of each school year. One such measure includes circulating pick-up and drop-off procedures to all parents and staff.
6. What would be the size of the classroom?

The applicant responded that there would be fifteen (15) students per classroom.

7. How would Veritas Preparatory School differentiate themselves from Providence Classical School?

The applicant responded that Veritas Preparatory School would be more rigorous and focused in their approach and more selective with student admissions.

8. Has the applicant reviewed the covenants and restrictions for Williamsburg Corporate Center Association to ensure compliance?

The applicant has verified compliance and has received a letter from the Association Manager, Ed Robbins, confirming approval of the use (see attached letter).

9. Concern was raised regarding the site becoming overly congested if the parcel directly in front of the proposed, 273 McLaws Circle, were to be developed.

Should an application be submitted for development on 273 McLaws Circle parking would need to be provided for any proposed use in accordance with the Zoning Ordinance. Parking availability and acceptability would be determined through the site plan process. Should the property at 273 McLaws Circle be developed while a school occupies 275 McLaws Circle it will be incumbent upon the school to address parking allocation as a part of the annual submission of the Traffic Mitigation Plan (Condition No. 4).

Archaeological Impacts

Because the use is proposed to operate within an existing building on an already improved lot, no land disturbance will be required for the proposed school. The property is also not located in an area identified as highly sensitive by the Virginia Department of Historic Resources therefore, an archaeological study is not required.

Environmental

Watershed: College Creek

Engineering and Resource Protection has reviewed this application and has recommended approval.

Public Utilities

The site is located within the Primary Service Area (PSA) and it is served by public water and sewer. The James City Service Authority (JCSA) has reviewed this application and has recommended approval. Due to the negligible increase in the amount of water usage JCSA staff has not requested a Water Conservation Agreement.

Transportation:

Access to the site is from McLaws Circle which is a private street maintained by Williamsburg Corporate Center Association. Given the unique site constraints of the property and the sensitivity required due to the shared parking with adjacent properties, the proposed SUP conditions include a requirement for the annual submission and approval of a Traffic Mitigation Plan (Condition No. 4). The operation of the school will create two peak traffic occurrences, at approximately 7:45 a.m. for drop-off and around 2:45 p.m. for pick-up. The Institute of Transportation Engineers created trip generation rates for private schools (K-12); the estimate is approximately 40 in the a.m. and 28 in the p.m. peak hour, weekday daily trips for this project. This estimate is based on the maximum student enrollment 50 (Condition No. 1).

As proposed in the SUP conditions, the Planning Director will have the ability to ensure the annually submitted Traffic Mitigation Plan fully meets the intent of the condition. The intent is as follows:

traffic going to the school shall not be allowed to back up onto McLaws Circle and vehicles shall not stop on McLaws Circle to drop-off or pick-up students nor be allowed to impede on-site traffic going to the adjacent properties.

Beyond safeguarding the vehicular and pedestrian traffic on and directly off-site, the implementation of the annual Traffic Mitigation Plan will give the school certain discretionary allowances and flexibility to address the changing needs of the school and adjacent properties. The school will initially offer grades six (6) through ten (10) though anticipates expanding through grade twelve (12) in subsequent years. This expansion will introduce student drivers that would park and remain at the school creating a shift in parking needs.

2009 Traffic Counts: On Pocahontas Trail between Route 199 and York County line approximately 21,000 average annual daily trips (AADT).

2035 Volume Projected: On Pocahontas Trail between Route 199 and the Kingsmill Gate 36,420 AADT are projected. This is in the watch category; forecasted volumes indicate improvement needed.

COMPREHENSIVE PLAN

Busch Corporate Center is designated Mixed Use on the 2009 Comprehensive Plan Land Use Map. Mixed Use areas are centers within the PSA where higher density development, redevelopment, and/or a broader spectrum of land uses are encouraged. Mixed Use areas located at or near interstate interchanges and the intersections of major thoroughfares are intended to maximize the economic development potential of these areas by providing areas primarily for more intensive commercial, office, and limited industrial purposes.

The principal suggested uses for this corridor from Routes 60/199 interchange to the City of Williamsburg line are commercial and office development, with moderate density residential development as a secondary use.

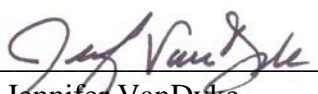
Strategies and actions taken from the 2009 Comprehensive Plan, Economic Development section includes encouraging the adaptive reuse of existing buildings to efficiently use infrastructure and natural resources.

RECOMMENDATION

Staff finds the proposed use to be consistent with the surrounding zoning and development and compatible with the 2009 Comprehensive Plan. Staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors with the following conditions:

1. Master Plan: This Special Use Permit shall be valid for the operation of a school and related activities within the existing building, limited to hours of operation from 7 a.m. to 9 p.m., Monday-Friday, and limited to an enrollment capacity of fifty (50) students maximum.

2. Certificate of Occupancy: A Certificate of Occupancy shall be required prior to operating the school or related activities. A permanent Certificate of Occupancy shall be obtained within twenty-four (24) months of approval of this special use permit, or the permit shall become void.
3. Enrollment: On or before July 1 of each year, the school shall provide the Zoning Administrator, or his designee, school enrollment data for the previous school year and projected school enrollment data for the upcoming school year. The school enrollment data shall include, at a minimum, the total number of children enrolled, the total number of children in each grade level, and the number of staff employed by the school. Enrollment shall be limited to grades six (6) through twelve (12) with the anticipation that the school will initially offer grades six (6) through ten (10) and expand in subsequent years of operation.
4. Traffic Mitigation Plan: On or before July 1 of each year, the school shall provide an annual Traffic Mitigation Plan for the Planning Director, or his designee, for review and approval. Should a school relocate or vacate the property, this condition will be terminated. The annually submitted materials shall include the following provisions:
 - i. Site data to include academic hours of operation, the number of on-site parking spaces available and the number of staff available to monitor and direct traffic during established a.m. drop-off times and p.m. pick-up times.
 - ii. A site layout graphic which shall illustrate shared parking allocated to uses on the adjacent parcel, school staff and students, and the manner in which traffic will be directed during a.m. drop-off and p.m. pick-up times.
 1. Upon issuance of preliminary site plan approval said illustrative exhibit will incorporate the new development located at 273 McLaws Circle to include parking allocation calculations.
 - iii. A copy of a letter or other notice that shall be provided to parents, students and staff regarding pick-up and drop-off procedures.Other elements that may be necessary components of the Traffic Mitigation Plan shall include but not be limited to a narrative describing operational plans for drop-off and pick-up and any proposed directional and reserved parking signage. In the event the Planning Director finds that the proposed Traffic Mitigation Plan does not adequately address traffic impacts generated by the school, the applicant may appeal the Planning Director's determination to the Development Review Committee. The approved Traffic Mitigation Plan shall be implemented prior to the start of each school year. The Planning Director will review the Traffic Mitigation Plan to ensure the following standards are met: traffic does not back up onto McLaws Circle or impede access to the adjoining properties and that vehicles do not stop on McLaws Circle to drop-off or pick-up students.
5. Severability Clause: This special use permit is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

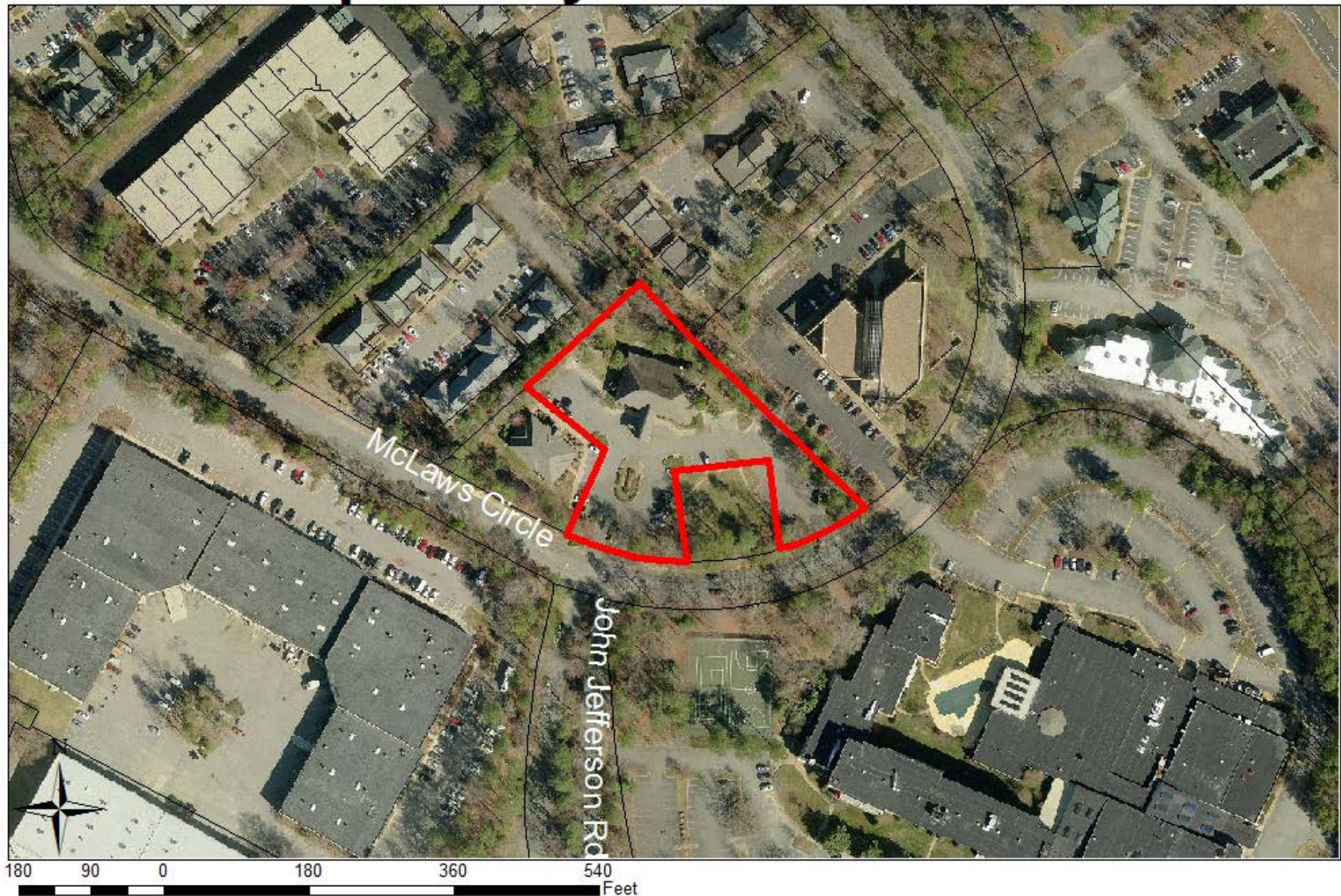

Jennifer VanDyke

ATTACHMENTS:

1. Location map
2. Letter from Busch Corporate Center Association Manager, Ed Robbins
3. Summary of feedback received
4. Letter from Dr. James Burden

JCC-SUP-0011-2013

Veritas Preparatory School



Williamsburg Corporate Center Association, Inc.
150 Strawberry Plains Road, Suite A-1
Williamsburg, VA 23188

Phone: 757-229-6810

Fax: 757-229-8208

July 12, 2013

Mike Mausteller Jr. CCIM
Harvey Lindsay Commercial Real Estate
701 Town Center Drive Suite 100
Newport News, VA 23606

Re: 275 McLaws Circle
Williamsburg, VA

Dear Mr. Mausteller:

This letter will confirm that the Williamsburg Corporate Center Association will permit the use of 275 McLaws Circle as a school facility. The Board of Directors for the Association has determined that this request is an appropriate use for this facility and is in keeping with similar prior requests.

Please advise the Association in care of this office of the final plans. If you have any questions or if I can be of further assistance please contact me at 757-229-6810 ext. 210.

Sincerely,



Ed Robbins

Association Manager

Veritas SUP for 275 McLaws Circle - visits to nearby businesses

Most of these visits were conducted on 7/10/2013 by Larry Henson – Headmaster. These are the businesses immediately surrounding the school site.

- Reagan & James, 263 McLaws Circle, spoke to Calyton W. James – Managing Partner. Clayton thought it would be great to have a school “in the neighborhood”. He did not see how a school with under 100 students and faculty would make much of an impact on the traffic of McLaws Circle. Good conversation.
- Virginia Gourmet, 264 McLaws Circle, spoke to Lenny Beri, co-owner, who got excited about the possibility of offering healthy snacks and possibly lunches for the students.
- DoubleTree, 50 Kingsmill Road, Simone Piette Waltrip, Offered services in support of the school and thought it would be nice to have bright teens in the area. Supportive of the idea of having a school in the neighborhood.
- James A. Burden, Smiles of Williamsburg, Dentist. Thought it would be nice to have a school as a neighbor. Talked to about a half dozen staff and a couple are interested in looking into the school for their children.
- Kingsmill Police, 106 McLaws Circle, Met with Hollie Olson who said that there is a lot of empty space in the park and that it would be nice to have a school here.
- Prosoft, 283 McLaws Circle, Ian Kersey – they provide training to the government, primarily on the use of video conferencing. Interested in what we were doing and welcomed us to the neighborhood and wished us luck.



James A. Burden, D.D.S. & Associates
Family & Cosmetic Dentistry

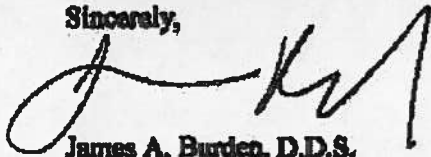
July 29, 2013

To whom it may concern,

Larry Henson has visited my office and made us aware of Vertias Preparatory's plans to locate a small grade 6 to 12 school in the 275 McLaws Circle building. He has also shared that the school will be using the parking spaces on the east side of the parking lot and will not be using the spaces surrounding our building.

We look forward to having Vertias Prep as a neighbor.

Sincerely,



James A. Burden, D.D.S.

Providing BEAUTIFUL SMILES for our community!

277 McLaws Circle, Williamsburg, VA 23185
(757) 229-1224 • fax (757) 220-1485
www.SmilesOfWilliamsburg.com

**Special Use Permit-0009-2013, Tidewater Equine
Staff Report for the September 4, 2013 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

September 4, 2013, 7:00 PM
October 8, 2013, 7:00 PM (tentative)

SUMMARY FACTS

Applicant: Dr. Gary Doxtater

Land Owner: Sherry Matheny

Proposal: Renovate an existing structure as a veterinary office

Location: 276 Peach St.

Tax Map/Parcel: 2410100013

Parcel Size: ±11.2 acres

Zoning: A-1, General Agricultural

Comprehensive Plan: Economic Opportunity

Primary Service Area: Outside

STAFF RECOMMENDATION

Staff finds the proposal to be consistent with surrounding land uses and the Economic Opportunity designation on the Comprehensive Plan Land Use Map. Staff recommends the Planning Commission recommend approval of the Special Use Permit to the Board of Supervisors with the conditions listed in the staff report.

Staff Contact: Luke Vinciguerra Phone: 253-6783

Project Description

Dr. Gary Doxtater of Tidewater Equine clinic has submitted a Special Use Permit (SUP) application for a large animal veterinary clinic at 276 Peach Street. Veterinary clinics are a specially permitted use in the A-1, General Agricultural zoning District. The property is approximately 11.2 acres in size. Tidewater Equine is a mobile large animal clinic. The business principally provides services for horses, but can accommodate other livestock such as cattle, sheep, goats, llamas, alpacas and pigs. The business is run by two veterinarians, two full-time office workers and one part-time office worker. The proposed hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday; however, the veterinarians are on call 24 hours a day.

The proposal is to renovate the existing barn and use it as a veterinary clinic. Should the SUP be approved, the structure would remain the same size but would be upgraded to meet current Building Code requirements and to enhance the exterior appearance. The barn is constructed out of cinderblock and has a metal roof. The structure has roughly 3,000 square feet of enclosed space with approximately 500-1,000 square feet of open area (similar to a pole barn). During staff's site visit, the space appeared to be well suited for the proposed use. An existing unused mobile home on site would need to be removed as it does not meet building code requirements and is not habitable. The applicant has also indicated interest in clearing and fencing land for a future pasture with sheds for horses which may be leased to a neighboring horse farm.

As a mobile service, the veterinarians operate principally out of two vans. These vans are usually garaged at the veterinarian's personal residences. The veterinarians usually leave from their homes to make their calls and may only visit the office every few days. The applicant has stated on average a client might come to the clinic once a day to pick up medication or to pay a bill; an animal might only be brought to the clinic, at most, a few times each month. The clinic would typically be occupied by the other 2-3 office employees.

One of staff's concerns for businesses located in residential areas is outdoor operation and storage. In this instance, there will be no heavy equipment stored on site except for an occasional horse trailer. Staff has discussed the proposal with two adjacent property owners during a site visit, neither of whom objected to the application.

This plan has been previously reviewed conceptually by the Development Review Committee where the proposal was viewed favorably. In 2007, the Planning Commission reviewed an SUP application for the Denley Brown Contractors' Warehouse, located on an adjacent property on Peach Street. This application is for a property immediately west of the contractor's office. The similarity between the two applications is that both propose a use that is essentially a staging ground where the majority of business activities take place off-site. Staff notes this application would have significantly less impact as the veterinarians would not be towing any heavy machinery. The Commission voted 6-0 to recommend approval of the contractor's office and it was subsequently approved by the Board. The Denley Brown property was sold in 2009 and the business is no longer in operation.

PUBLIC IMPACTS

Engineering and Resource Protection

Watershed: York River

Staff Comments: The Engineering and Resource Protection Division has reviewed the proposal and has no comments at this time.

Utilities

The site has an existing well and septic system. Though it was designed for residential use, due to the small scale of the proposed operation, the existing facilities may be adequate. The Health Department has

recommended a “Wastewater Characterization” analysis to determine if the system needs to be upgraded. Further review of the utilities will be addressed during the site plan review process.

Transportation

The parcel does not have any road frontage along a public right-of-way. The property is approximately 1,800 feet from Peach Street and 2,500 feet from Richmond Road. The only means of access from Peach Street is from a single lane, unpaved road within a shared ingress/egress easement, portions of which are in poor repair. There are six homes along the access easement. Depending on the weather, it may be challenging for a vehicle (especially one with a horse trailer) to traverse the road and cross the railroad tracks. Staff has met with a neighboring property owner who mentioned the property owners’ efforts to collectively improve the road. As no formal maintenance agreement appears to be in place, the applicant has stated his willingness to contribute to the road’s upkeep. Staff estimates the proposed use could add an additional 10 trips per day. VDOT has reviewed the proposal and has not expressed any objection.

The Mooretown Road extension project would likely impact this property in the future. Though the exact alignment has not been determined, it is probable that the extension would pass near or through this property. The Comprehensive Plan’s proposed alignment for the road is shown on the location map. Funding has been encumbered for a corridor study which will make recommendations for the road’s final alignment.

COMPREHENSIVE PLAN

The site is designated Economic Opportunity (EO) on the 2009 Comprehensive Plan Land Use Map. The principal uses recommended by the Comprehensive Plan are ones that “... maximize the economic development potential of the area and encourage development types that have certain attributes that have a positive fiscal contribution, provide quality jobs, enhance community values, are environmentally friendly, and support location economic stability.” The designation also recommends “...no development should occur unless incorporated into area/corridor master planning efforts...” The applicant is aware of the vision of the EO designation and has not expressed objection to participating in any future master planning process.

In 2010, the Planning Commission reviewed the American Heritage RV park expansion which is also designated EO. In this instance, the applicant attempted to demonstrate the ‘impermanence’ of the RV park and that the parcel could easily be incorporated into any EO planning process. Given the size of the proposed operation, and the applicant’s desire to reuse an existing structure, staff does not find this application would hinder the development of the EO vision in the future. Staff finds similarly this application does not propose any significant new construction and finds the proposal to be an appropriate use in a remote rural setting that would not have a negative impact on adjacent residential properties.

RECOMMENDATION

Staff finds the proposal to be consistent with surrounding land uses and the Economic Opportunity designation on the Comprehensive Plan Land Use Map. Staff recommends the Planning Commission recommend approval of the Special Use Permit to the Board of Supervisors with the conditions listed below.

1. Use. This SUP shall be valid for the operation of a large animal veterinary office and accessory uses as shown on the Master Plan titled “Illustrative Master Plan- Tidewater Equine Clinic” dated August 21, 2013.
2. Hours of Operation: Normal business office hours shall be limited to 7:30 a.m. to 5:00 p.m. Monday thru Friday.
3. Screening: Any dumpsters and all heating, cooling, and exterior electrical equipment shall be screened by fencing and landscaping in a manner approved by the Planning Director or his designee prior to final site plan approval.
4. Lighting: Should new exterior site or building lighting be installed for the operation of the business, such

fixtures shall have recessed fixtures with no bulb, lens, or globe extending below the casing. The casing shall be opaque and shall completely surround the entire light fixture and light source in such a manner that all light will be directed downward and the light source is not visible from the side. Fixtures, which are horizontally mounted on poles, shall not exceed 15 feet in height. No glare, defined as 0.1 footcandle or higher, shall extend outside the boundaries of the property lines.

5. Manufactured Home: The existing manufactured home shall be removed prior to the issuance of any Certificate of Occupancy.

6. Site Plan: A site plan shall be required for this project. Final approval of the site plan shall be obtained within 24 months of issuance of this SUP or the SUP shall become void.

7. Commencement of Construction: If construction has not commenced on this project within thirty-six (36) months from the issuance of this SUP, this SUP shall become void. Construction shall be defined as obtaining permits for building renovation.

8. Outdoor Storage: No outdoor storage of machinery or equipment (other than horse trailers) that creates noise, odor, smoke, dust or glare or is dangerous to adjacent property owners is permitted on the property. Trailers may only be garaged at the location designated "Proposed Trailer Parking" as shown on the Master Plan.

9. Severance Clause This special use permit is not severable. Invalidity of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

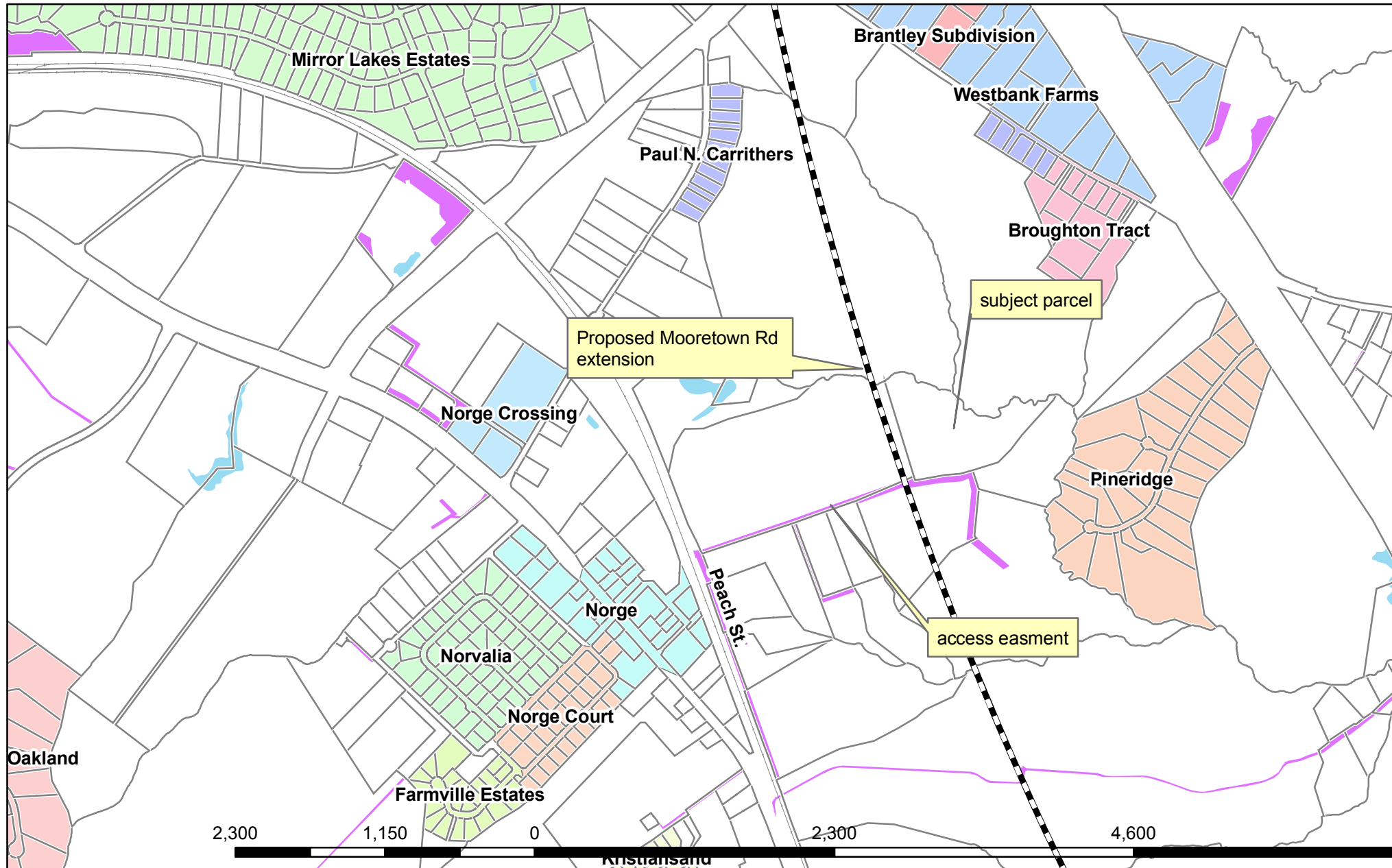
Luke Vinciguerra

Attachments:

1. Location map
2. Photographs of the property and access easement
3. Illustrative Master Plan titled "Illustrative Master Plan – Tidewater Equine Clinic" dated August 21, 2013 and prepared by Dan Jurgella

SUP-0009-2013

Tidewater Equine



ATTACHMENT 2



Figure 1: Current driveway located within the access easment



Figure 2: Picture of existing barn to be renovated



Figure 3: Existing on site manufactured home to be removed

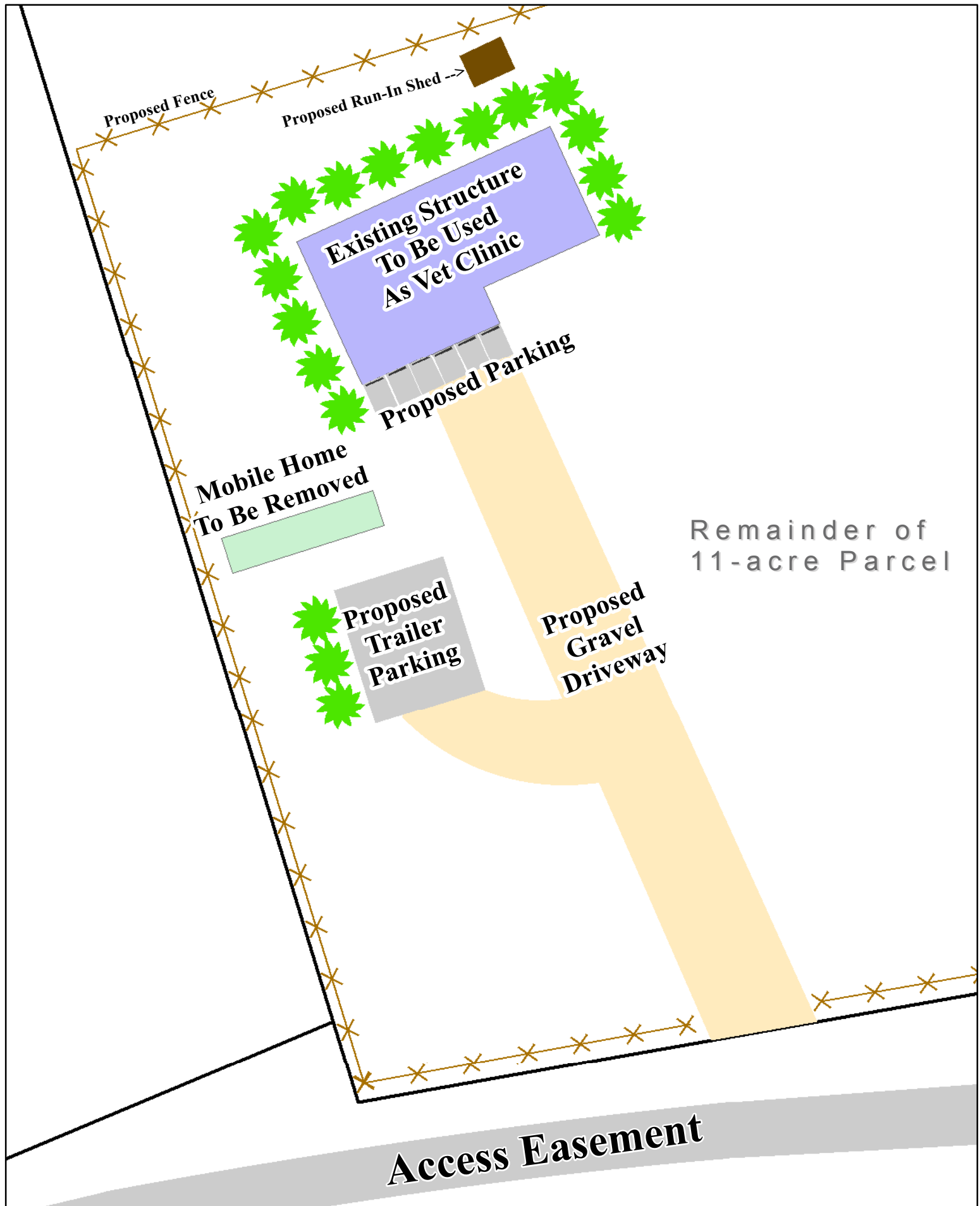


Figure 4: Picture of existing barn to be renovated



Figure 5: Existing Rail Road tracks crossing

Illustrative Master Plan - Tidewater Equine Clinic



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.

Created by Dan Jurgella on 8/21/2013 P:\Luke Vinciguerra\SUP\SUP-9-13 Tidewater equine\maps\tidewater_equine.mxd

1 inch = 43 feet

0 25 50 Feet



**Rezoning-0004-2013/Special Use Permit-0013-2013, Fire Station #1 Replacement
Staff Report for the September 4, 2013 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

September 4, 2013 7:00 p.m.
October 8, 2013 (tentative) 7:00 p.m.

SUMMARY FACTS

Applicant: James City County

Land Owner: James City County

Proposal: To rezone the property from A-1 and B-1 to Public Lands (PL) and to allow a special use permit for the construction of a new fire station on the combined parcels.

Location: 3531 Forge Road, 7849, and 7869 Church Lane

Tax Map/Parcel: 1230100027, 1230100048, and 1230100031

Parcel Size: The three parcels combined would total 6.99 acres ±

Existing Zoning: PL, Public Lands, A-1, General Agricultural, and B-1, General Business

Proposed Zoning: PL, Public Lands

Comprehensive Plan: Federal, State, and County Lands and Mixed Use

Primary Service Area: Inside

STAFF RECOMMENDATION

Staff finds the proposal, with the attached conditions, to be generally compatible with surrounding land uses, and consistent with the Comprehensive Plan. This fire station provides a valuable service to the County and this location is best suited to provide needed response times to the upper county. Staff recommends the Planning Commission recommend approval of the rezoning and special use permit applications to the Board of Supervisors with the attached conditions.

Staff Contact: W. Scott Whyte, Senior Landscape Planner II Phone: 253-6867

PROJECT DESCRIPTION

Mr. Shawn Gordon, Capital Projects Coordinator with the General Services Division, has applied on behalf of James City County to rezone a ± 1.06 acre property zoned A-1 General Agricultural located at 7849 Church Lane, and a $\pm .29$ acre parcel zoned B-1 General Business, located at 7869 Church Lane, to PL, Public Lands. Together with the adjacent property, which is already zoned PL located at 3135 Forge Road; Mr. Gordon has also applied for a special use permit to allow for the construction of a replacement fire station.

The current fire station site consists of 5.84 acres. After the rezonings and boundary line extinguishments the new site will be 6.99 acres. The current station is 12,500 square feet, and the proposed replacement station is approximately 24,000 square feet and will house 30 volunteers in men and women's dorms. A new training center will be integrated into the building, and separate offices will accommodate the officers instead of a single office. The existing fire station will remain in use while the new building is constructed.

The current site has thirty-one (31) parking spaces, the proposed replacement fire station proposes sixty-seven (67) spaces, which will help accommodate the additional staff, employees of the EOC Building, as well as provide parking for visitors at the site. An additional forty (40) space parking lot expansion to be considered in the future is also proposed on the plan.

PUBLIC IMPACTS

Engineering and Resource Protection:

Watershed: Yarmouth Creek/ Ware Creek

The site currently conveys all stormwater to the intersection of Route 60 and Forge Road. The south central portion of the parcel lies at the top of the watershed divide between the Yarmouth and Ware Creeks, and there is an existing infiltration facility that will likely be removed during construction. Both existing conditions and future conditions will be addressed with a Stormwater Management Plan and Erosion and Sediment Control Plan later in the development process.

In 2010, the County adopted a Sustainable Building Policy, which recommends that new County buildings incorporate a variety of practices to demonstrate a commitment to environmental, economic, social stewardship, and to reduce energy costs. The proposed fire station has implemented multiple strategies in the design and is striving for silver certification under LEED standards. While site and building design work is still in the early stages, the designers anticipate utilizing the following categories for meeting LEED Silver certification:

- Sustainable Sites: Facilities for alternative transportation; stormwater designs for quantity control and quality improvement; possible groundwater recharge
- Water Efficiency: Low water consumption/ drought tolerant landscaping, low consumption water fixtures
- Energy and Atmosphere: Heating and ventilation management/technology, zone management; lighting controllability

Staff Comments: The Engineering and Resource Protection Division has issued comments expressing the need for Stormwater Management and Erosion and Sediment Control Plans that address the existing site conditions and site conditions during all phases of construction, to be included later in the site plan development process.

Public Utilities:

The entire site is located inside the Primary Service Area and is served by public water and sewer. A Water Conservation Agreement (SUP condition 5) 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. The JCSA stated that a water conservation agreement and Water Data and Sanitary Sewer system Data Sheets shall be required to be submitted for this project later in the development process.

Transportation:

This fire station responds to approximately 2,000 calls for service annually. Currently, the site has two site entrances on Forge Road, one for staff and the other for fire apparatus leaving the station. Under the new proposal, the apparatus entrance will be relocated and the apparatus exit would be reconfigured. Under an agreement reached with the owners of the private drive located to the west of the property, the new public entrance to the fire station will also serve as the private driveways to the adjoining residential properties.

- **2009 County Traffic Counts:** Richmond Road from Rochambeau Drive to Croaker Road -19,000 trips
- **2013 County Traffic Signal Warrant Analysis:** Kimley Horn and Associates conducted a traffic signal warrant analysis for the intersection of Forge and Richmond Roads and concluded that no traffic signal was warranted for this intersection.
- **2035 Daily Traffic Volume Projected (from 2009 Comprehensive Plan):** Richmond Road from Rochambeau Drive to Crocker Road - 29,293 trips

VDOT Staff comments: The VDOT staff has issued general comments and comments about drainage and erosion control. All VDOT comments have been shared with the applicant, and the Engineering and Resource Protection Division staff, and shall be addressed later in the development process.

Design Guidelines

On February 14, 2006 the Board of Supervisors adopted the Toano Community Character Area Design Guidelines and Streetscape Plan, and on January 13, 2011, the Board of Supervisors adopted the Community Character Corridor Buffer Design Guidelines. The site plan for the proposed fire station will include design features from the Toano Guidelines such as architecture that reflects the historic design of the Toano High School building, preservation of open space, street treatments, and a transition zone between the station and the agricultural land that is to the west on Forge Road. The Community Character Corridor Buffer Design Guidelines designated the buffers along Forge Road as open / agricultural and the site plan for this project shall incorporate those design elements into the

landscape plan reviewed by the planning director.

COMPREHENSIVE PLAN

The Comprehensive Plan designates these properties as Federal, State, and County Land and Mixed Use. Recommended uses for Federal, State, and County Lands include county offices and facilities. The two small parcels that are being rezoned are designated as Mixed Use in the Comprehensive Plan. The design principals for the Toano Mixed Use area include: highlight and honor history; encourage growth that enhances unique small town character; preserve open space; enhance pedestrian and bicycle environment; and improve streetscapes to create a sense of place. According to the Public Facility Standards of the Comprehensive Plan, fire protection and emergency medical services should meet the following standards (Page 98):

- Provide response times of six minutes or less within service areas that generate 365 or more emergency incidents per year.
- Provide a fire station for areas that generate 365 or more emergency incidents per year in order to provide an eight minute or less response time in areas not currently meeting the response time standard.
- Provide an additional response unit for any existing unit that is not available for more than five hours per day (on an annual average).

Public Safety: Goals, Strategies, and Actions (page 104):

- PF 1.2-Acquire land for, efficiently design, and construct new public facilities in a manner that facilitates future expansion and promotes the maximum utility of resources to meet future capacity needs.
- PF 1.4-Design facilities and services for efficient and cost-effective operations over the expected life of the facilities or programs.
- PF 4.2-Strive toward constructing new County buildings and facilities to meet or exceed Silver LEED standard wherever applicable.

Staff finds that this application meets the recommendations of the Comprehensive Plan. The existing fire station is located on a site that is located in the central part of the northern county. As this area has grown it is anticipated that the fire protection service must be correspondingly expanded. Along with the newly acquired property, this site will be adequate for the currently proposed expansion, as well as any needed expansion in the future. The new station will meet the standards for response time.

RECOMMENDATION

Staff finds the proposal, with the attached conditions, to be generally compatible with surrounding land uses, and consistent with the Comprehensive Plan. This fire station provides a valuable service to the County and this location is best suited to provide needed response times to the upper county. Staff recommends the Planning Commission recommend approval of the rezoning and special use permit applications to the Board of Supervisors with the attached conditions.

1. Master Plan: This SUP shall be valid for the redevelopment of Fire Station #1 and accessory uses thereto as shown on the Master Plan titled "Fire Station #1", and dated July 23, 2013, with such minor changes as the Planning Director determines does not

change the basic concept or character of the development.

2. Commencement of Use: If construction has not commenced on the development within thirty-six (36) 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: Prior to final site plan approval, the Planning Director, shall review and approve final building elevations and architectural design for the new fire station to assure general consistency with the architectural elevation and accompanying drawings titled "Toano Fire Station" submitted with this application and prepared by Guernsey Tingle Architects stamp dated July 24, 2013.
4. Boundary Line Adjustment / Extinguishment: Prior to the issuance preliminary site plan approval for the building a subdivision plat shall be reviewed, approved, and recorded for the two project parcels (3531 Forge Road and 7849 Church Lane), and (3531 Forge Lane and 7869 Church Lane).
5. Water Conservation: The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority (JCSA) prior to final site plan approval. The standards may 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 tolerant plants, warm season grasses, and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.
6. Landscape Review: Prior to final site plan approval the Planning Director shall review and approve a landscape plan that incorporates the design principals for streetscapes and transitional buffering found in the Toano Community Character Area Design Guidelines and Streetscape Plan, and which such plan also incorporates the buffer design principals for the open/agricultural buffer designation found in the Community Character Corridor Buffer Design Guidelines that is referenced in the landscape section of the zoning ordinance.
7. Sustainable Building Policy: On March 23, 2010 the James City County Board of Supervisors adopted the Sustainable Building Policy which requires all proposed county buildings to achieve Leadership in Energy and Environmental Design LEED Silver Certification. Prior to final site plan approval, the General Services Manager shall review the plans for consistency with the County's Sustainable Building Policy.
8. Severance Clause: This SUP is not severable. Invalidity of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

W. Scott Whyte,
Senior Landscape Planner II

ATTACHMENTS:

1. Master Plan
 2. Architectural Rendering
 3. Location Maps of existing parcels
 4. Location map of proposed parcel boundary
 5. James City County Sustainable Building Policy
 6. Toano Community Character Area Design Guidelines & Streetscape Plan
 7. Community Character Corridor Buffer Treatment Guidelines
-

SUP-0013-2013/2-0004-2013

PLANNING DIVISION

JUL 24 2013

RECEIVED

REVISIONS		DATE	INITIALS
SYMBOL	DESCRIPTION		
	Schematic Design	03/06/13	AJM

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Guernsey
Tingle
Architects
WILLIAMSBURG, VIRGINIA
757 220 0220

TOANO FIRE STATION

James City County Fire Station #1
3135 Forge Rd., Toano, VA 23168

Schematic Design Model
(alternate bid apparatus
bay illustrated)

Date 07-23-13
Drawn AJM
Checked —
Project 211104

SU-1
Of Sheets



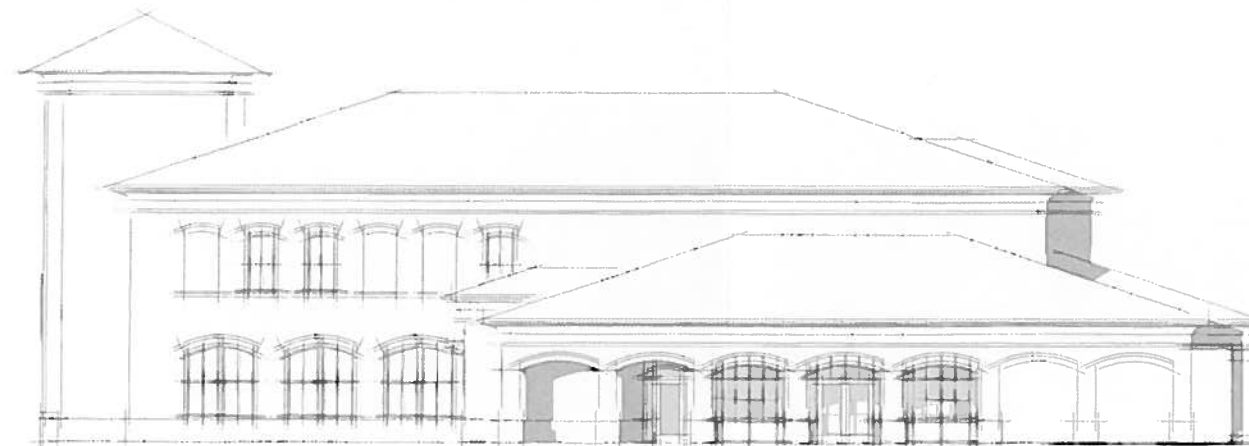
Front Perspective



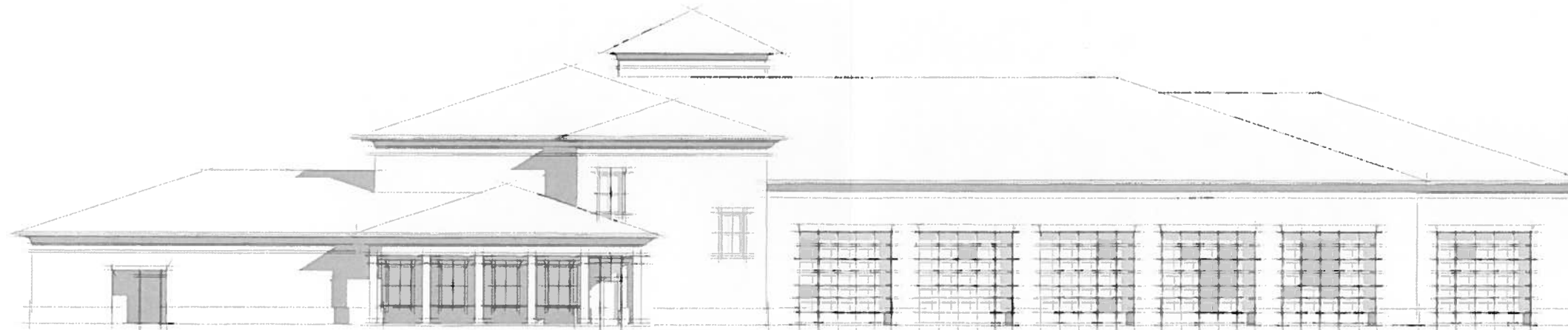
Rear Perspective



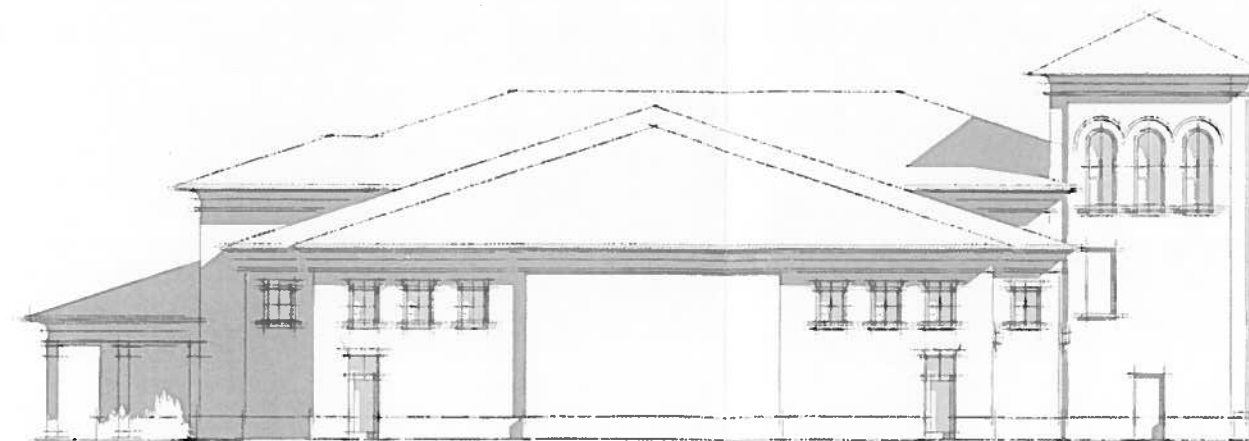
Front Elevation



Right Elevation



Rear Elevation



Left Elevation

REVISIONS			DATE	INITIALS
SYMBOL	DESCRIPTION			
	Schematic Design		03/06/13	AJM

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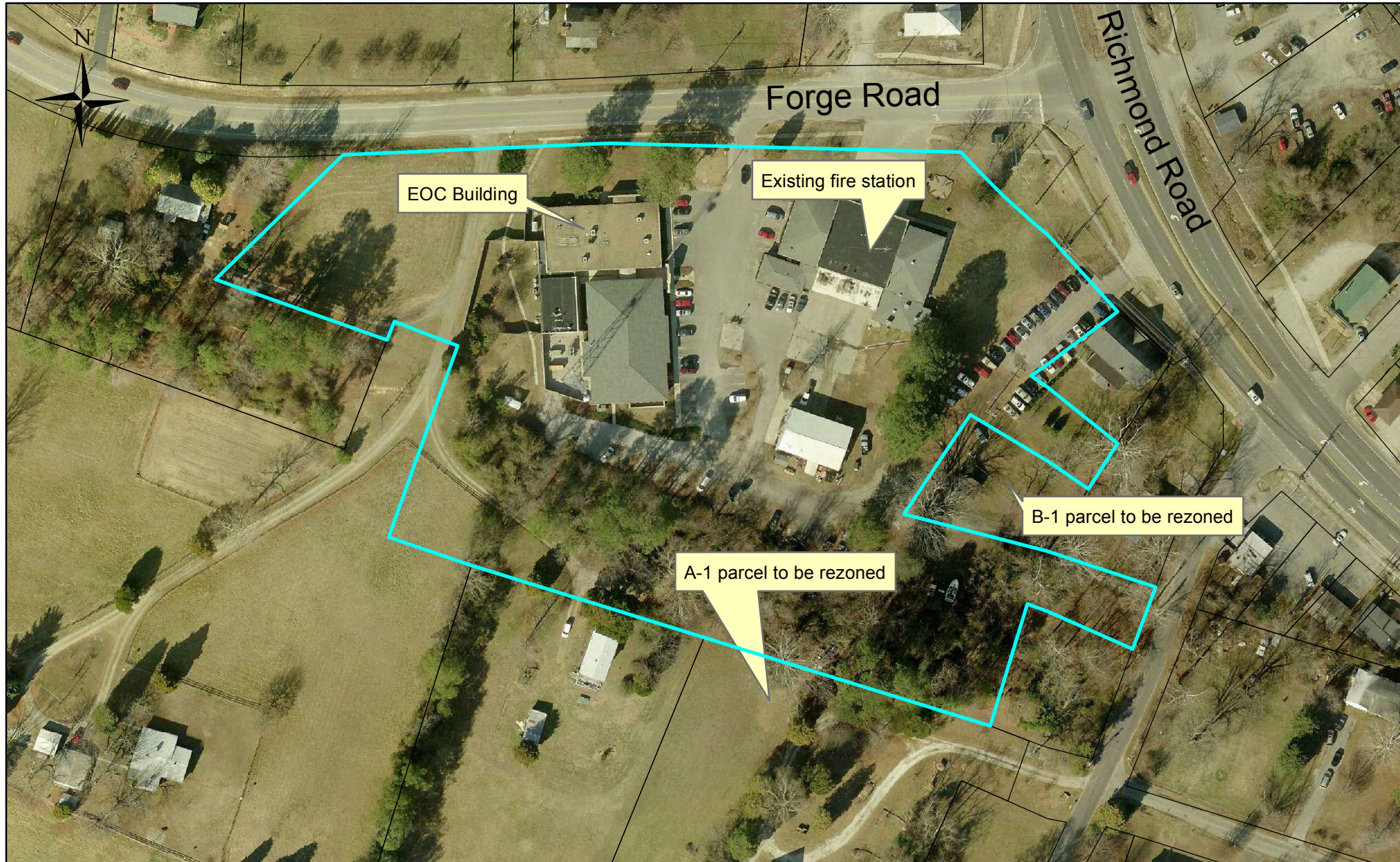
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Project	211104

SU-2

Of Sheets

Z-0004-2013/SUP-0013-2013

Fire Station #1 Replacement



Z-0004-2013/SUP-0013-2013

Fire Station #1 Replacement



James City County Sustainable Building Policy

March 23, 2010

Purpose

The purpose of this policy is to demonstrate James City County's commitment to environmental, economic, and social stewardship, to reduce energy costs, promote water conservation, to provide healthy work environments for staff and visitors, and to contribute to the County's environmental goals as stated in the Comprehensive Plan. Additionally, the policy will help the County to set a community standard of sustainable building practices.

1. Organizations Affected

All County Departments and Agencies and their contractors responsible for financing, planning, designing, developing, constructing, managing, and decommissioning County owned and leased facilities and buildings.

2. Definitions

- a. LEED: LEED stands for Leadership in Energy and Environmental Design, and is a voluntary, consensus-based, market-driven green building rating system developed by the U. S. Green Building Council (USGBC).
- b. Sustainable Buildings: Sustainable buildings incorporate a variety of practices, building materials and methods that promote environmental quality, economic vitality, and social benefit through the design, construction and operation of the built environment. Sustainable buildings merge sound environmentally responsible practices into one discipline that looks at the environmental, economic and social effects of a building or built project as a whole. Sustainable design encompasses the following broad topics: efficient management of energy and water resources, management of material resources and waste, protection of environmental quality, protection of health and indoor environmental quality, reinforcement of natural systems, and integrating the design approach.

3. Policy

- a. It shall be the policy of James City County to finance, plan, design, construct, manage, renovate, maintain, and decommission its facilities and buildings to be comprehensively sustainable. This applies to new construction and major renovation projects where the total project square footage meets the minimum criteria described below.
- b. The County will continue to use the most current version of the LEED green building rating system standards as developed by the USGBC.
- c. County buildings shall be funded and constructed for at least the level of LEED Silver Certification. County buildings shall also be designed and built to meet Energy Star energy performance targets, or comparable targets where Energy Star benchmarking has not yet been established.
- d. Silver Certification may be foregone if professional analysis demonstrates that a reallocation of funding would substantively improve the over-all environmental performance of the building (for example, to meet project-specific energy performance standards), even at the loss of LEED points.
- e. Projects with residential components may use either LEED or EarthCraft Virginia rating systems to guide sustainable design and construction, as appropriate.
- f. Site design for all County owned projects shall, in addition to meeting all the requirements for LEED Silver certification in section 4., apply the principles of Better Site Design, Low Impact Development, and Best Management Practices. Overall goals for the site design shall be:
 - Replication and/or enhancement of the natural water cycle
 - Preservation of natural resources on the site
 - Minimization of impervious cover
 - Minimization of irrigation of landscape areas and no use of potable water for irrigation
 - Protection and enhancement of water quality on site and in receiving streams and wetlands
 - Consistency with the recommendations from adopted watershed management plans.

4. Application of Policy to Different Construction Types: Exemptions and Appropriate LEED Standards

- a. As a general principle, all County buildings and public facilities construction will strive to incorporate the highest environmental performance standards.

- b. For both construction and renovation, County owned buildings with less than 5,000 sq. ft gross floor area (GFA), buildings leased by the County with less than 8,000 sq. ft. GFA or an initial lease term 8 years or less, and buildings without climate-control systems are exempt from the requirements in Sections 3.c and 3.d, but will follow 4.a. Likewise, renovations that cost less than \$1 million are exempt from 3.c and 3.d, but will follow 4.a.
- c. Each County project will be evaluated on a case-by-case basis. Unless the County Administrator makes a written finding that the application of this policy to a particular building is not in the County's best interest (for example, because of time urgency or lack of funding), all other County buildings will be constructed in accordance with this policy, using the following LEED rating systems for various building types:
 - i. New buildings owned by the County: LEED for New Construction and Major Renovation (LEED-NC) Rating System.
 - ii. Renovation of buildings owned by the County: LEED for New Construction (LEED-NC) Rating System, unless the County Administrator or his designee determines that the LEED for Existing Building (LEED-EB) or LEED for Commercial Interiors (LEED-CI) is more appropriate.
 - iii. New buildings or new space where the County is lessee: LEED for Commercial Interiors (LEED-CI) Rating System for the County's leased space, unless the County's development review process dictates a higher standard for the entire building. This provision applies only to leased space greater than 8,000 sq. ft. and/or an initial lease term of more than 8 years.
 - iv. New buildings built by a County-private partnership or where County is lessor: LEED for Core and Shell (LEED-CS) Rating System for the building's common core and shell, with the LEED for Commercial Interiors (LEED-CI) Rating System used for the County's usable interior space. This provision applies only to leased space greater than 8,000 sq. ft. and/or an initial lease term of at least 8 years. Private space built on County-owned land may use the LEED rating system appropriate for the specific project.

- v. Residential Facilities: LEED applicability shall be evaluated on a case-by-case basis. Projects that include a residential component may use LEED, or the EarthCraft Virginia rating system, as appropriate.
- vi. Higher Achievement: Design and project management teams are encouraged to meet higher LEED rating levels where feasible.

5. Procedures and Responsibilities

The Managers of all County Departments whose responsibilities include planning, designing, constructing or renovating County-owned facilities shall be responsible for ensuring that facilities and buildings comply with this policy. Departments purchasing equipment for County facilities shall meet the provisions of 3.c.

6. Budgeting and Financing

All James City County buildings shall be funded at a level that ensures comprehensively sustainable buildings, as defined above. Budget planning and life cycle cost analysis to justify attainment of a higher rating of LEED gold or platinum is encouraged. Agencies shall include in their calculations for maintenance costs for new or renovated buildings an adjustment in cost per square foot to support LEED standards.

7. Training

County staff should have LEED and energy management training appropriate for their level of involvement in the buildings.

DESIGN GUIDELINES & STREETSCAPE PLAN



Adopted

February 14, 2006

by

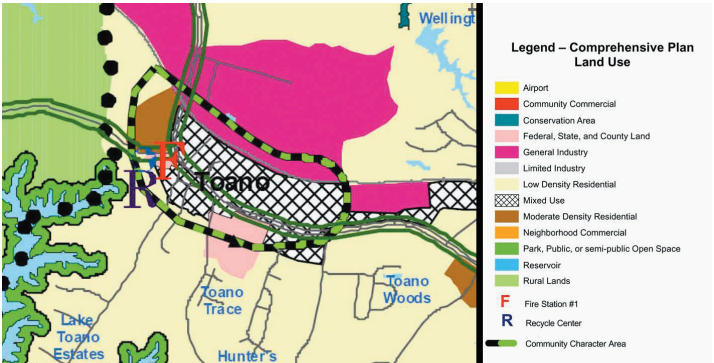
James City County
Board of Supervisors



RENAISSANCE PLANNING GROUP

BACKGROUND

The historic village of Toano sits along Route 60 in the northern part of James City County, between Anderson’s Corner and Norge. The village began as a railroad stop called Burnt Ordinary and in 1882 became know as Toano, a native American name for high ground. The extension of the Chesapeake and Ohio Railway along the middle of the peninsula led to the rapid expansion of the town as a commercial center for the northern part of the county. Industries which relied upon the railroad emerged along the Richmond Road corridor. With the expansion of the automobile in the 20th century, Richmond Road replaced the railroad as the primary conduit of goods and people through the village. The expansion of Richmond Road through the town in the 1950’s eliminated many of the historic buildings in the village, particularly along the south side of the highway.

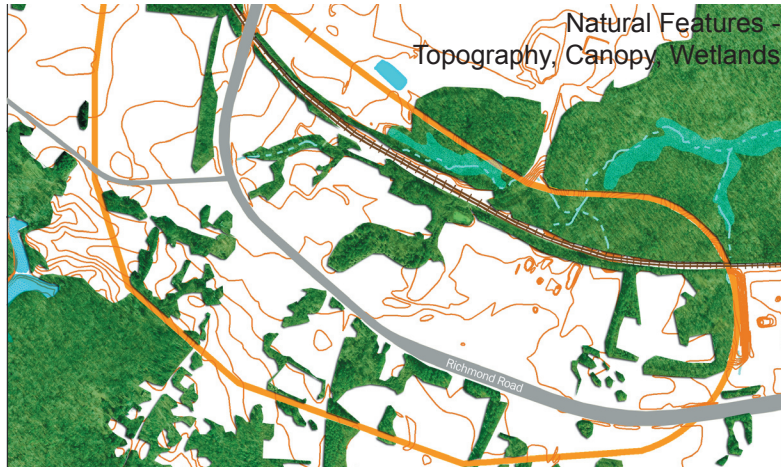


2003 Land Use Map for Toano

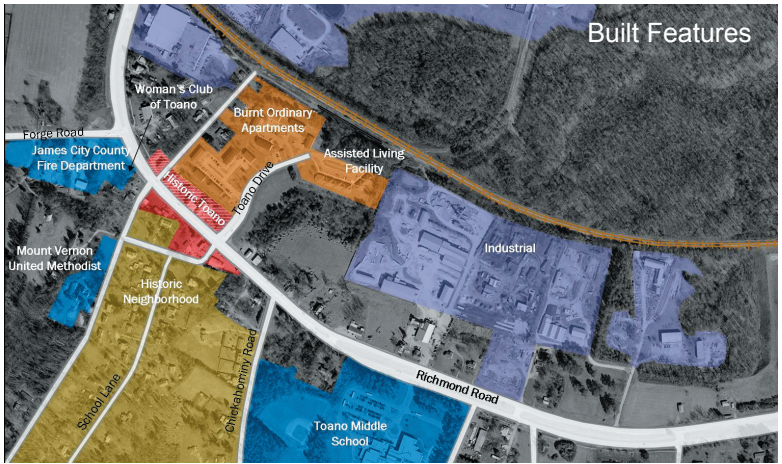
The 2003 Comprehensive Plan for James City County designates historic Toano as a Community Character Area. It calls for the architecture, scale, materials, and spacing of buildings to complement the historic character of the area. These guidelines and streetscape plan are the products of a steering committee convened to develop specific recommendations guiding the future development of the village while enhancing its historic character.

COMMUNITY PROFILE

Toano is situated along the ridge line that Richmond Road follows. North of Richmond Road, water flows to an intermittent stream and out into the York River watershed. South of Richmond Road, water flows to the Little Creek Reservoir and down to the Chickahominy River watershed. Along Richmond Road through town there are few existing mature stands of canopy trees. Mature canopy stands instead are found near the low lying floodplains.



Toano is characterized by a central historic district on Richmond Road between Forge Road and Toano Drive. Beyond this district lies a historic neighborhood to the south, with Mt. Vernon United Methodist Church and more recent housing to the north - Burnt Ordinary Apartments and Assisted Living facility. Other facilities in the town include Toano Middle School, James City County Fire Department and Emergency Operations Building, and the Women’s Club of Toano. Much of the remainder of the town consists of industrial uses.



PLANNING PRINCIPLES

The following principles were developed in consultation with the Toano Community Character Area Steering Committee as well as members of the public. The principles form the foundation for the following streetscape and design guidelines.

1. Highlight and honor history
2. Encourage appropriate growth that enhances unique small town character
3. Preserve open space; establish communal green space
4. Enhance pedestrian and bicycle environment while slowing vehicular traffic
5. Improve streetscape and landscape to create a sense of place

James City County has several policies in place that help to guide the development of Toano. These are included in the following lists under Community Character Areas and Streetscape Guidelines Policy.

Community Character Areas

(from 2003 Comprehensive Plan)

1. Promote rear-access parking
2. Design and maintain appropriate landscaping
3. Develop consistent signage
4. Ensure pedestrian & bicycle access
5. Promote mixed-use development
6. Provide open space

Streetscape Guidelines Policy

(Adopted April 2004)

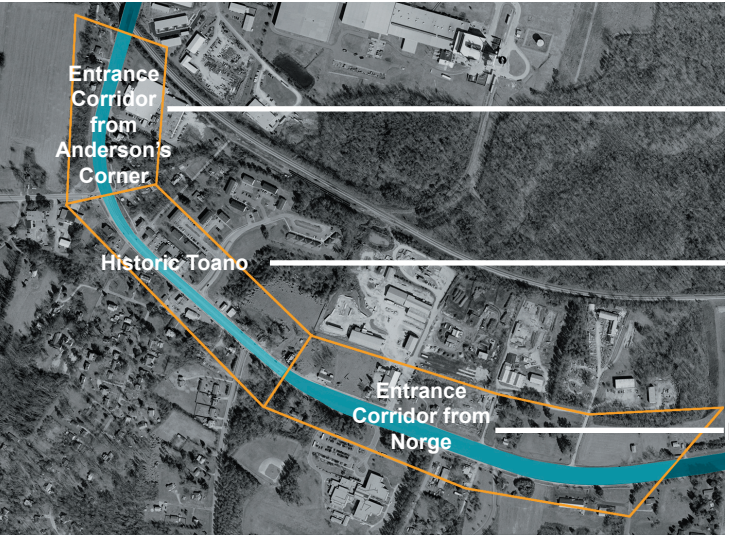
1. Preserve or establish tree canopies of 20% within 20 years growing time
2. A five foot landscape easement along a Right of Way must contain at least 1 tree per 40’ or 1 shrub per 20’
3. Native species or common street trees are recommended
4. Existing trees within 20’ of the Right of Way are protected by the zoning ordinance

COMMUNITY CHARACTER STUDY

The expansion of Richmond Road through the center of Toano resulted in the removal of buildings that once formed the town’s center. The community is eager to rebuild their town in the character of a village, where their collective goals include creating a safe and vibrant place to live, work, and visit.

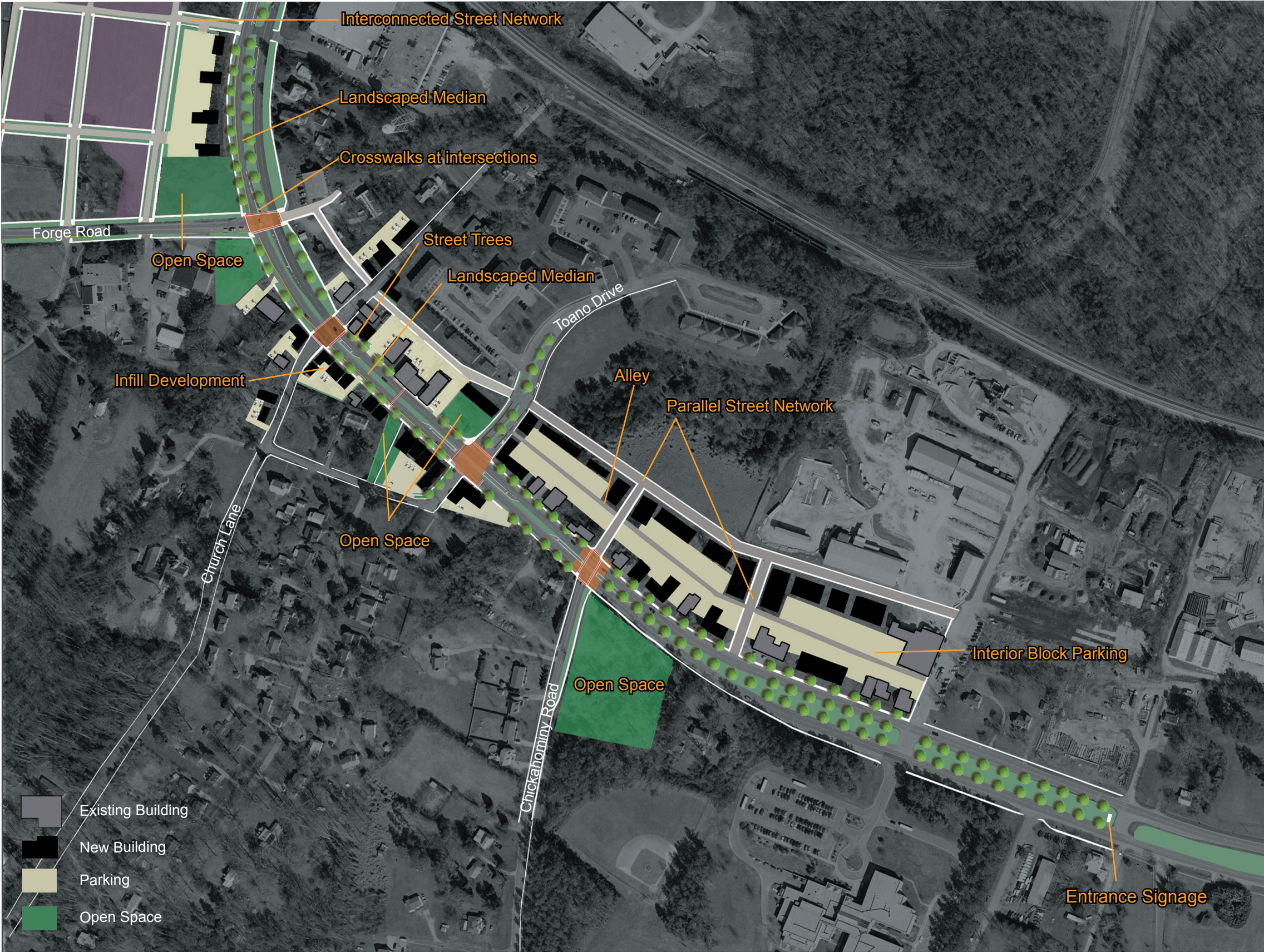
Three zones were selected by the committee for consideration in The Toano Community Character study: The Entrance Corridor from Anderson’s Corner, Historic Toano, and The Entrance Corridor from Norge. Designs for each zone are based on the general concept of realizing a more defined town center and edge.

Key Toano Areas Studied



The proposed Streetscape Plan (included on pages 4 and 5) provides a framework for creating and maintaining a sense of place in Toano. Through the careful redesign of the public realm along Richmond Road, a pattern of development emerges that should guide future investment. The creation of a street network adjacent and parallel to Richmond Road allows a finer grain of density to develop and contributes to the village-like feel. Additionally, this network begins to draw development and interest into side streets and neighborhoods. Through design elements such as street trees, building massing and orientation, landscaping, crosswalks, and a network of open space, the fingerprint of a vibrant place can emerge. Toano’s future should be informed but not constrained by its past while enhancing its unique character.

PROPOSED STREETScape PLAN



ARCHITECTURAL GUIDELINES

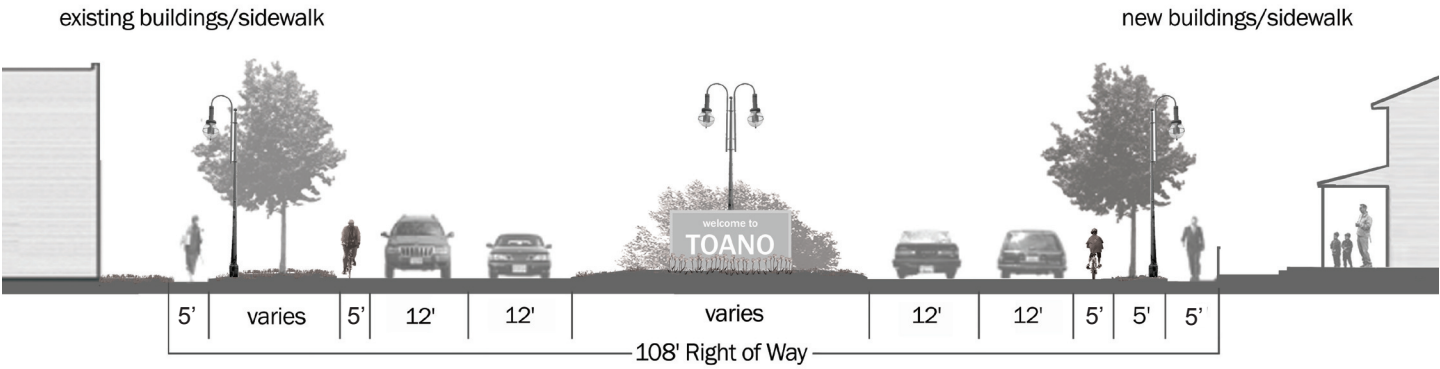


- Historic Toano**
1. Buildings should be set back 10-15'. Massing should be denser in this area of Toano, with limited side yard setbacks of 0-5'.
 2. Projects should have a consistent and distinct identity through the use of similar and compatible architecture and building materials. Predominant exterior materials should be of high quality, including wood, and brick. Buildings should be of similar size and design as the three existing main street buildings (Old Bank, Masonic Lodge, and Old Antique Store buildings), or other buildings previously located in this area of a similar age when their designs can be documented, as well as have architectural characteristics sensitive to and compatible with design elements of the nearby historic buildings, including: The Gatewood House, Silver Maple Café, and the Unfinished Wood Furniture Store.
 3. Desired elements include two and three story buildings, windows on all floors, 1st or 2nd story porches.
 4. Landscaping should consist predominantly of street trees, foundation plantings, and parking areas; fences and walls should be used to screen objectionable features such as mechanical equipment and dumpsters.
 5. These guidelines are highly recommended for all parcels fronting on Richmond Road, and recommended for back parcels inside the Community Character Area

- Transition Areas** (also for Forge, Chickahominy, and Toano Drive transitions leading away from Richmond Road)
1. Building setbacks of 15-25 feet.
 2. Buildings should be of a lesser scale than those directly along the historic Toano corridor, with building heights of one and a half and two stories.
 3. Building density and massing should decrease as well, with side yard setbacks increasing to 10-15 feet.
 4. Landscaping should focus on berms and buffers between the edge of the village and the rural lands or industrial uses, while landscaping along the internal roads should still focus on streetscapes and integration of the village area. Parking behind the buildings should still be screened with plantings, but can include a mix of on-street parking if the road width is wide enough to support it.
 5. These guidelines are recommended for business and residential uses fronting on Richmond Road, and suggested for all other uses and back parcels.

- In Between Towns** (Outskirts of Community Character Area and in between towns)
1. Building setbacks and buffers should increase in this section to more closely mirror the Comprehensive Plan designations for this area, as parcels in this section encompass more industrial, low-density residential, and agricultural uses.
 2. Building scale and density is more readily dependent on land use, rather than the Toano historic district guidelines.
 3. Dominant features inside these areas should include more extensive buffering and landscape screening of these uses from Route 60.

Entrance Corridor from Anderson’s Corner - Richmond Road



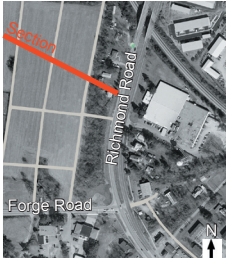
Concerns	Goals
Traffic Speed	Lower the speed limit in the transitional zone
Infrastructure	Create additional access to and from any proposed Forge Road development to Richmond Road; Introduce a traffic signal at the intersection of Forge Road and Richmond Road; Develop infrastructure before growth, not as a reaction
Gateway into Toano	Provide design elements that reinforce a sense of arrival
Pedestrian/bike access	Promote walking and biking with safe, improved sidewalks, crosswalks, bike lanes and sidewalk buffers
Character	Maintain an agricultural character by screening development with landscape and buffers; Create a town edge by increasing building setbacks and decreasing overall density

DESIGN ELEMENTS - TRANSITION ZONES



- Planted Median** - The transition from town center to town edge is enhanced by the introduction of trees in the median. In this corridor, visibility across the median becomes less important as the number of pedestrian crossings decrease.
- Gateway** - The median also acts as a space for the display of gateway elements such as signs, pedestrian-scale lighting, and sculpture/art work which alerts drivers to their arrival into town. Designed welcome signage can also be used to reinforce the desired character of the town/village and can provide information about the town to visitors.
- Bike Lane** - A separate lane designated for bicycle traffic will help to reduce automobile traffic and will make the town and school more accessible to non-drivers.
- Sidewalks** - Wide, buffered sidewalks encourage walking to and from the town.
- Landscaped Berm** - Transitioning from Richmond Road to farmland on Forge Road, or to industry along the entrance corridor from Norge, berms or earth mounds could be employed as a visual edge or screen between different land uses. For year-round screening, berms should be planted with evergreen species and at a scale-appropriate density.
- Intersection** - A signalized intersection at Forge Road and Richmond Road will help to manage traffic and increase the overall safety for drivers, pedestrians, and bikers.

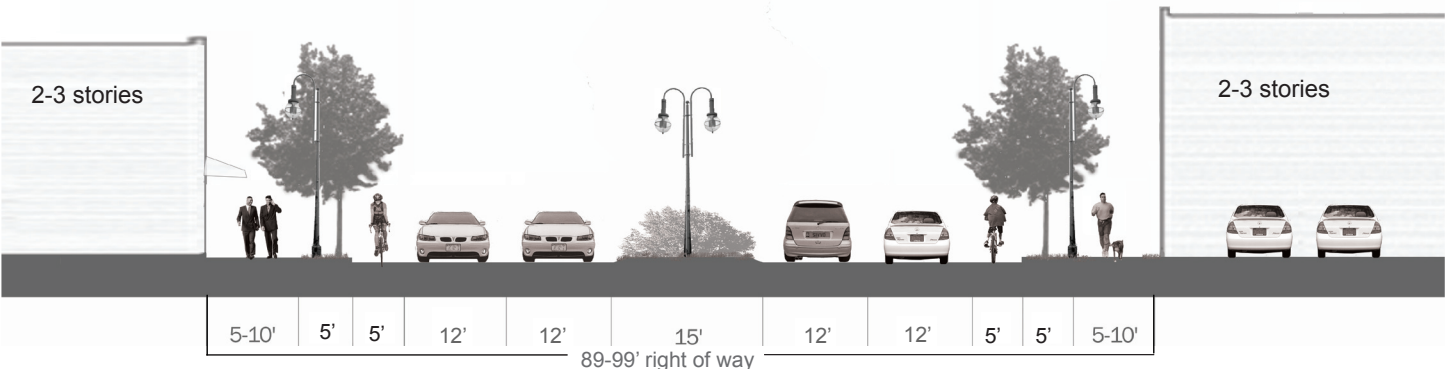
TRANSITIONAL DEVELOPMENT



Toano is primarily a rural/agricultural community, undergoing development pressure. The transition area North and South of Richmond Road should complement the character of the town center with smaller scale street-front buildings, rear entry parking, and pedestrian friendly design. Planning for new development should include the preservation of farm viewsheds and improved traffic management. Landscaped berms improve the visual continuity of farmland (example shown below) and act as a screen to adjacent or industrial development. New development should include a plan for multiple access routes and avoid overloading any single corridor.



Historic Toano, Richmond Road



Concerns	Goals
Traffic	Reduce the perceived scale of Richmond Road by employing streetscape design elements; Introduce traffic signals and clearly mark intersections
Pedestrian Access/Network	Encourage pedestrian activity through improved streetscape design including new sidewalks, bike lanes, sidewalk buffers, crosswalks, a planted median/refuge island, and short building setbacks
Economic/social vitality	Enhance the sense of place by increasing the density of mixed-use buildings in the village center. Designate points of interest to attract visitors and revitalize the downtown economy. Incorporate land for parks and open space.
Visual Beauty/character	Reinforce a village character with safe, walkable streets, landscaping and vernacular architecture; Preserve open space

DESIGN ELEMENTS - HISTORIC TOANO



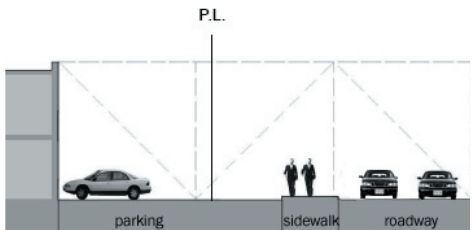
- Median** - Separate directional traffic. Provide a refuge island for safe pedestrian crossing. Reduce the perceived width of the roadway and reinforce the sense of place with landscaping, pedestrian-scale lighting, and signage.
- Crosswalk** - Highlight and designate specific areas for pedestrian crossing. Use texture and color to alert and slow drivers. Connect crosswalk with network of sidewalks for full pedestrian access.
- Landscape Buffers** - Promote sidewalk safety by providing grass buffer strips between pedestrian and highway traffic. Plant more street trees for shade, to add beauty to the streetscape, and to reinforce the distinction between the street and the sidewalk.
- Sidewalk** - Create a clear and safe zone for pedestrians that links to a network of crosswalks and sidewalks. Improve the current condition of the sidewalks and provide ample width to encourage pedestrian activity.
- Bike Lane** - Encourage bicycling as an alternate means of transportation. Provide a clearly defined lane for bikes with connections to a network.

Richmond Road Enhancement

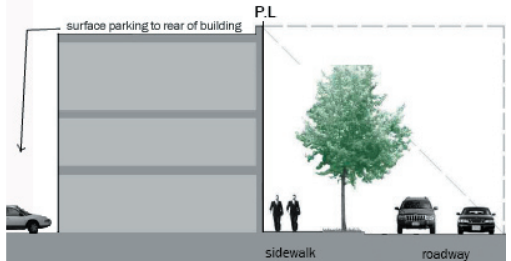


BUILDING FRONTAGE AND PARKING

Promote a village town atmosphere where pedestrian activity is encouraged and served by a network of safe sidewalks and crosswalks that pass before building entrances. Activate the town center by increasing building density and height (up to three stories). Encourage shorter building setbacks with entry access from the sidewalk. Restrict parking to the side or rear of buildings. Access parking from Richmond Road at designated locations, and create alternative access to lots from back-alley roads.

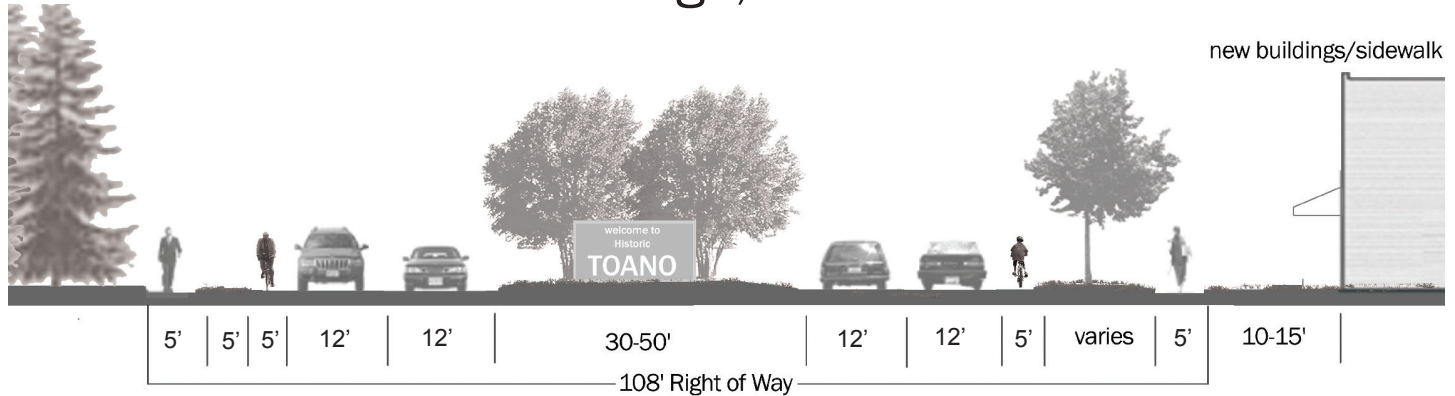


Discourages pedestrian activity



Parking behind the buildings promotes a pedestrian friendly streetscape

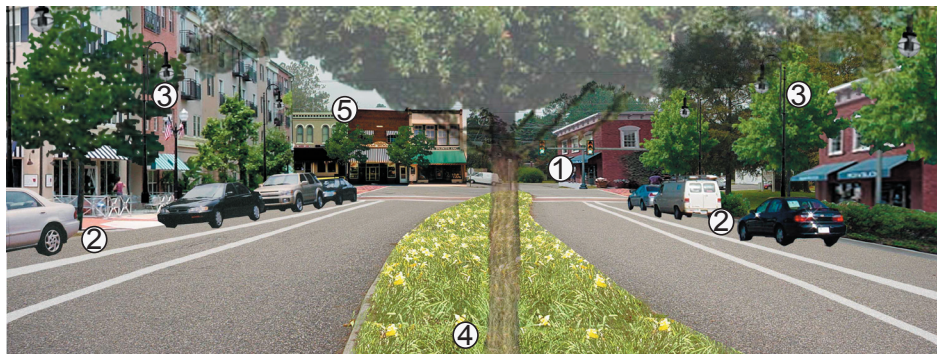
Entrance Corridor from Norge, Richmond Road



Concerns	Goals
Traffic Speed	Lower the speed of traffic entering town through signage, median plantings, street trees, sidewalks and shallow building setbacks
Gateway into Toano	Reinforce the sense of arrival through signage and other design elements
Development Pattern	Provide a framework of infrastructure (parallel streets, alleys, blocks) that extends the built pattern of the historic center in an incremental fashion as the village grows
Visual Beauty/character	Reinforce a village character with safe, walkable streets, landscaping, shallow building setbacks and vernacular architecture. Preserve open space where appropriate for future needs

Note: Design elements for "Entrance Corridor from Norge" are consistent with those listed under "TRANSITION ZONE" - page 6.

OTHER DESIGN ELEMENTS - TOANO DRIVE



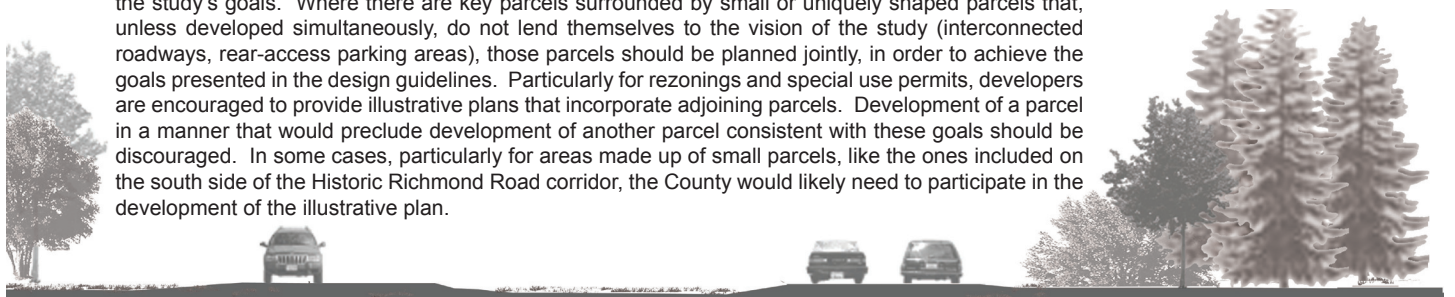
Toano Drive and Richmond Road Intersection Enhancement



- 1. Traffic Signal & Crosswalks** - Provide a signal which would slow down through traffic while allowing pedestrians to safely cross the highway at designated crosswalks.
- 2. Bicycle Lanes & On-Street Parking** - Use the existing wide section of Toano Dr. to provide for on-street parking and a bike lane in both directions. This helps narrow the street and slows down traffic while providing alternatives to surface parking lots.
- 3. Street Trees & Lighting** - Create a safe and comfortable walking environment through pedestrian scale lighting and shade, which also helps to break down the scale of the street.
- 4. Landscape Median** - Help to create a sense of place through well-maintained landscape in the public realm of the median.
- 5. Infill Development** - Encourage mixed-use development that follows the pattern found in historic Toano. Buildings should be 2 to 3 stories and pushed to the street edge with entrances onto the sidewalk.

JOINT DEVELOPMENT

There are sections of the study area where it will be very difficult to develop on a small scale and still achieve the study's goals. Where there are key parcels surrounded by small or uniquely shaped parcels that, unless developed simultaneously, do not lend themselves to the vision of the study (interconnected roadways, rear-access parking areas), those parcels should be planned jointly, in order to achieve the goals presented in the design guidelines. Particularly for rezonings and special use permits, developers are encouraged to provide illustrative plans that incorporate adjoining parcels. Development of a parcel in a manner that would preclude development of another parcel consistent with these goals should be discouraged. In some cases, particularly for areas made up of small parcels, like the ones included on the south side of the Historic Richmond Road corridor, the County would likely need to participate in the development of the illustrative plan.



RESOLUTION

COMMUNITY CHARACTER CORRIDOR (CCC) BUFFER TREATMENT GUIDELINES

AND MAP

WHEREAS, the Community Character Corridor (CCC) Buffer Treatment Guidelines and Map were created to establish three sets of landscape design guidelines for development along all CCC throughout the County; and

WHEREAS, the 2009 Comprehensive Plan identified the need to create and designate guidelines for CCC buffer landscape treatments; and

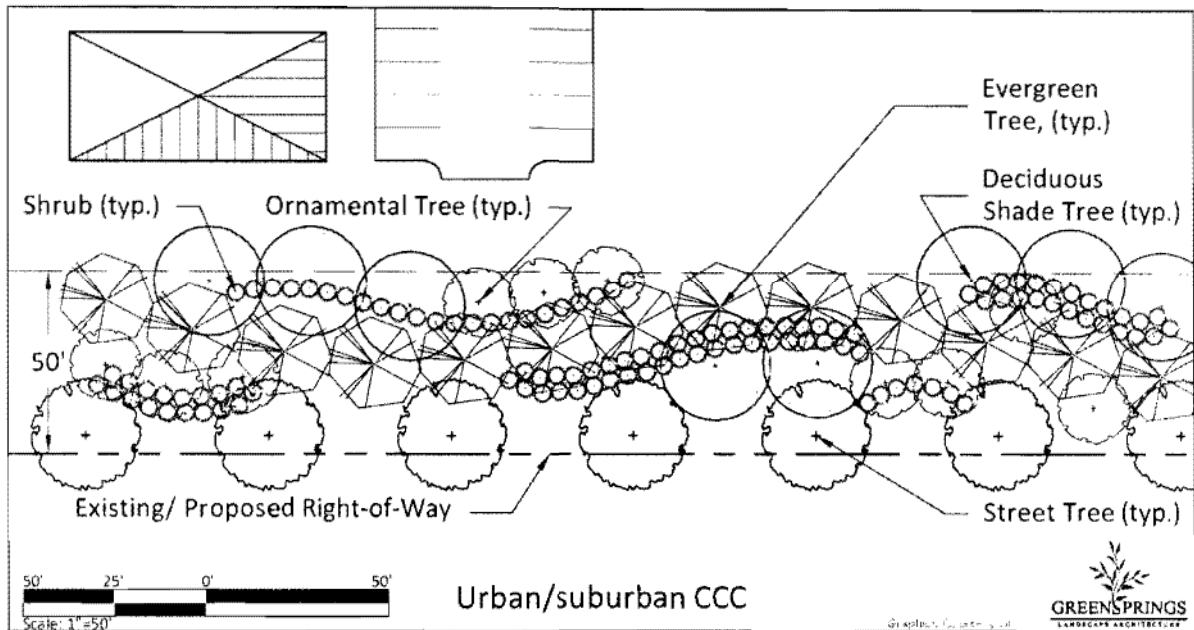
WHEREAS, the Policy Committee recommended endorsement of the CCC Buffer Treatment Guidelines and Map to the Planning Commission on February 3, 2011; and

WHEREAS, the James City County Planning Commission, after a public hearing, endorsed the revisions to the CCC Buffer Treatment Guidelines and Map on October 5, 2011, by a vote of 6-1.

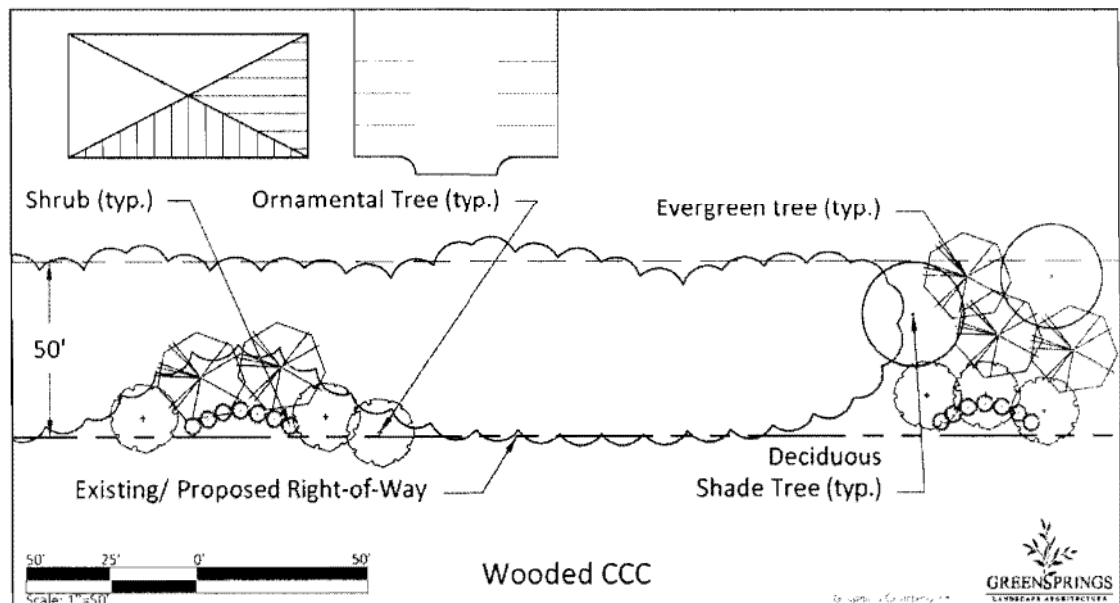
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby endorse the following CCC Buffer Treatment Guidelines and the James City County CCC Type Designation and Buffer Treatment Map dated January 13, 2011:

Purpose: The Comprehensive Plan establishes a network of CCCs throughout the County, along which all commercial developments are required to provide a 50-foot average buffer and residential developments provide a 150-foot buffer. It is the purpose of these CCC Buffer Treatment Guidelines, in conjunction with the James City County CCC Type Designation and Buffer Treatment Map, to designate all corridors as a particular type (Urban/Suburban, Wooded, or Open/Agricultural) and to give guidance on the landscape treatment expected for each type. The descriptions and sample drawings below depict the landscaping style required for each corridor type to aid in creating appropriate landscape plans for developments along these corridors.

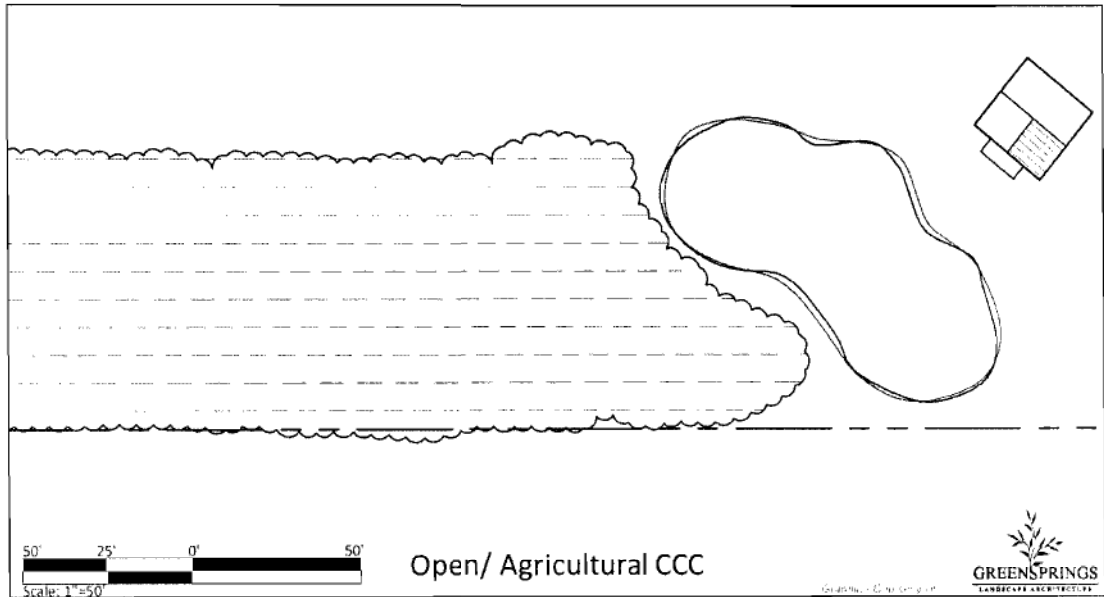
Urban/Suburban CCCs - *An Urban/Suburban CCC is characterized as having high to moderate traffic, commercial uses, and some residential uses. The predominant visual character of these corridors should be the built environment and the natural landscape, with parking and other auto-related areas as a secondary component. The buffer treatments should incorporate existing specimen and understory trees, required plantings, and any legislated enhancements such as over-sized landscape plants, the use of berms, and other desirable design features to complement and enhance the visual quality of the urban corridor. Auto-related activities such as parking lots and other outdoor operations should be screened with required evergreen plantings. In comparison to the Wooded and Open/Agricultural treatments, this treatment provides the applicant with the most visibility for the commercial use and the most flexibility in establishing a manicured and/or formal look. The corridors designated with this type of treatment are in Community Character Areas and other urban areas of the County that have mainly commercial uses. Roads in New Town, Five Forks, Toano, Norge, and Richmond Road are examples of the Urban/Suburban type of treatment.*

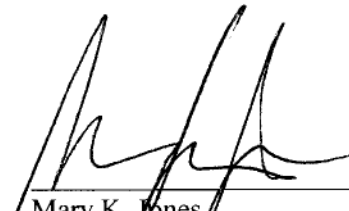


Wooded CCCs - A wooded CCC is characterized as having natural wooded areas along the road, with light to moderate traffic, and minimal existing or planned commercial development. The objective of the buffer is to visually screen the development from the road. Ideally, existing vegetation should be preserved or supplemented to create a wooded buffer that preserves open space and wildlife habitat to maintain the natural character of the County. Corridors appropriate for this type of treatment include areas that have existing vegetation consisting of mature trees and shrubs and that are mostly developed with residential uses. Corridors along John Tyler Highway, Centerville Road, Longhill Road, Greensprings Road, and Route 199 are examples of the wooded landscape type treatment. This type of treatment offers the least amount of visibility to the development, and the intent is to preserve the natural beauty of the development site. The design should be informal and natural.

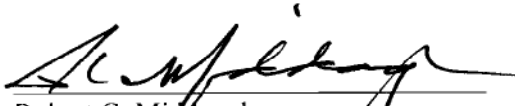


Open/Agricultural CCCs - An Open/Agricultural CCC is characterized as a corridor located primarily in rural lands where farming and forestry activities are predominant or sought to be preserved. The objective of the Open/Agricultural designation is to preserve the view and integrity of farm fields and natural open spaces so they remain the dominant visual features. This type of treatment is appropriate for the agricultural areas that exist in the County. The Anderson's Corner roads, Forge Road, and Old Stage Road are examples of the Open/Agricultural treatment type.




Mary K. Jones
Chairman, Board of Supervisors

ATTEST:


Robert C. Middaugh
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
KENNEDY	AYE
GOODSON	AYE
MCGLENNON	AYE
ICENHOUR	AYE
JONES	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of November, 2011.

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PLANNING DIRECTOR'S REPORT
September 2013

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

- **New Town.** The Design Review Board reviewed several plans at its August meeting. For Settlers Market, the DRB commented on site plans and elevations for the remaining commercial buildings in Settlers Market (Zoe's Kitchen, Pier One, World Market and several undisclosed tenants) and a conceptual layout and elevations for 105 residential townhomes. The DRB also conditionally approved a plan and building elevations for 18 townhomes adjacent to the Roper-Homestead Park, an amendment to the parking layout in Section 7 and lot layouts for 15 single-family detached homes in Section 7. Finally, they approved relocation of the town fence adjacent to Wal-Mart due to right-of-way and topographical constraints. The next DRB meeting is scheduled for November 14th.
- **Rural Lands.** The public comment period for rural lands input closed on August 14th. Staff and the Virginia Cooperative Extension are currently compiling the results in addition to some extra background research to forward to the Board of Supervisors this fall. Planning staff and the Office of Economic Development are also currently working in conjunction with the Rural Economic Development Committee to hire a consultant firm to help with the AFID grant project.
- **Longhill Road Corridor Study.** A Project Advisory Committee (PAC) meeting was held on August 21st. The PAC consists of stakeholders along the corridor, agencies and interest group representatives and serves to review information produced by the consultant, provide feedback, and be a conduit for information about the study to and from the community at large. A public meeting is anticipated for September.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
- **Board Action Results:**
 - August 13, 2013
 - Case No. SUP-0008-2013. Flea Market, 9299 Richmond Road (Approved 5-0)
 - Case Nos. ZO-0005-2013/SO 0001-2013. Zoning and Subdivision Ordinance and Amendments (Approved 3-2)

New Cases for August

Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plans	C-0035-2013	A Season for You Adult Day Care Center	7191 Merrimac Trail	Adult day car center to serve no more than 15 aged, infirmed, or disabled adults. Hours of operation are 7:30 am to 6:00 pm. Activities will be offered on weekends as well as a small worship service. Most clients will be dropped off or the Center will provide van transportation to those requesting service.	Leanne Reidenbach	05-Roberts
	C-0036-2013	White Hall Turn Lane Warrant Analysis	Rochambeau Road	Full-width right turn lane warrant analysis for main entrances to the Villages and Weatherly at White Hall to fulfill proffer #5.	Leanne Reidenbach	01-Stonehouse
	C-0037-2013	The King's Garden Warehouse	3601 LaGrange Parkway	Placement of a 30 by 60 feet storage structure on the property	Jose Ribeiro	01-Stonehouse
	C-0038-2013	Jamestown Beach Park WCF	2205 Jamestown Road	Proposal for a 128' tower in a 34" X 43" fenced compound.	Luke Vinciguerra	03-Berkley
	C-0039-2013	Kingsmill Storage Lot	125 Wareham's Pond Road	Relocation of two separate existing Kingsmill HOA (KCSA) storage lots to one proposed location on 6.2 acre parcel on Wareham's Pond Road.	Jose Ribeiro	05-Roberts
	C-0040-2013	New Town Sec. 9 (Settlers Market) Residential	4509 Casey Blvd	Revised layout for 105 residential attached townhomes. The layout increases the green space/park areas and replaces the envisioned 50-ft R/W "Yield Street" with an approx. 20 ft alley. The developer is proposing to make all the units sprinklered. This project is submitted for preliminary review and for a Master Plan consistency interpretation.	Leanne Reidenbach	04-Jamestown
Subdivision	S-0032-2013	Cottages at Stone Haven (McFarlin Park) Ph. 1, Lots 12-27 and 38-46	201 Neck-O-Land Road	Final plat of 25 lots on 21.72 acres.	Leanne Reidenbach	03-Berkeley
	S-0033-2013	Bowling & Rutherford BLA, Hickory Signpost Road	4690 Hickory Signpost Road	This plan proposes boundary line adjustments to 4676, 4678 and 4690 Hickory Signpost Road	Jennifer VanDyke	03-Berkeley
	S-0034-2013	River's Bend at Uncle's Neck BLA	7580 Uncles Neck	Boundary line adjustment between three lots	Luke Vinciguerra	02-Powhatan
	S-0035-2013	Greensprings West, Phase 6, Lots 312 & 315 BLA	3063 Torrington Trail	Moving side line of lot 315 back to original position on Plat of Greensprings West Phase 6. Lot 312 side line will be adjusted and include former lots 313 & 314.	Jose Ribeiro	03-Berkeley
Subdivision	S-0036-2013	Stonehouse, Richardson's Mill Sec. 1, Lot 8 Setback Adj.	3323 Plank Road	Building setback line adjustment	Scott Whyte	01-Stonehouse
	SP-0065-2013	Grove Christian Outreach Center SP Amend.	8800 Pocahontas Trail	Moving five 10x12 portable sheds from previous location to 8800 Pocahontas Trail; paving of overflow parking areas as shown on Master Plan	Jose Ribeiro	05-Roberts
	SP-0066-2013	Discovery Park Place	5416 Discovery Park Blvd	21,200 SF, 2 story office building with required parking adjacent to the TPMG building in New Town.	Leanne Reidenbach	04-Jamestown
	SP-0067-2013	James River Baptist Church SP Amend.	4931 Centerville Road	Plan proposes construction of pavillion and half court basketball area.	Jennifer VanDyke	02-Powhatan

New Cases for August

Site Plan	SP-0068-2013	New Town Sec. 9 (Settlers Market) Building D SP Amend.	5225 Settlers Market Blvd	Building D (anchor tenant adjacent to SteinMart and includes 2 smaller retail spaces) is modified and to be built with utility service connections, a rear loading dock, and storm drain piping.	Leanne Reidenbach	04-Jamestown
	SP-0069-2013	New Zion Baptist Church Classroom & Parking Lot Addition, SP Amend.	3991 Longhill Road	Two classroom additions with additional parking and relocation of two sheds.	Luke Vinciguerra	02-Powhatan
	SP-0070-2013	Jamestown Feed and Seed, Farmers Market	7348 Richmond Road	Farmers Market added to Jamestown Feed & Seed site selling fresh produce only	Scott Whyte	01-Stonehouse
Special Use Permit	SUP-0013-2013	Reconstruction of Fire Station 1	3135 Forge Road	Reconstruction of existing Fire Station on site.	Scott Whyte	01-Stonehouse
Rezoning	Z-0004-2013	Fire Station 1	3135 Forge Road	Reconstruction of existing Fire Station on site.	Scott Whyte	01-Stonehouse
Zoning Appeals	ZA-0007-2013	8251 Croaker Road	8251 Croaker Road	To reduce front setback line from 50' from front property line to 30' in order to allow for an addition on the front of the existing dwelling.	John Rogerson	01-Stonehouse

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