

AGENDA  
JAMES CITY COUNTY PLANNING COMMISSION  
February 5, 2014 – 7:00 p.m.

1. Roll Call
2. PUBLIC COMMENT
3. MINUTES
  - A. January 8, 2014 Regular Meeting
4. COMMITTEE/COMMISSION REPORTS
  - A. Development Review Committee (DRC)
  - B. Policy Committee
  - C. Regional Issues Committee/Other Commission Reports
5. PLANNING COMMISSION CONSIDERATIONS
  - A. 2013 Planning Commission Annual Report
6. PLANNING DIRECTOR'S REPORT
7. COMMISSION DISCUSSIONS AND REQUESTS
  - A. Review of Planning Commission Bylaws
  - B. Review of Planning Commission Guidelines for outside Communications with Applicants
  - C. Review of Planning Commission Resolution regarding Limitations on Public Hearing Presentations
8. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE EIGHTH DAY OF JANUARY, TWO-THOUSAND AND FOURTEEN, 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:

Al Woods  
Rich Krapf  
Mike Maddocks  
Tim O'Connor  
Chris Basic  
Robin Bledsoe

Staff Present:

Paul Holt, Planning Director  
Adam R. Kinsman, Deputy County Attorney

Luke Vinciguerra, Planner

Planning Commissioners

Absent:

George Drummond

Mr. Al Woods called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENT

Mr. Woods opened the public comment.

There being none, Mr. Woods closed the public comment.

3. MINUTES

Mr. Rich Krapf moved to approve the minutes from the November 6, 2013 meeting.

In a unanimous voice vote, the Commission approved the minutes 6-0; Mr. George Drummond being absent.

4. COMMITTEE / COMMISSION REPORTS

A. Development Review Committee

Mr. Tim O'Connor stated that the Development Review Committee did not hold any meetings since the previous Planning Commission meeting in November 2013; therefore, there was nothing to report.

## **B. Policy Committee**

Ms. Robin Bledsoe stated that the Policy Committee met on November 14, 2013 to discuss the 2009 Comprehensive Plan review process, methodology and timeline. Ms. Bledsoe noted that the scope of the review will focus on land use, transportation and economic development. Ms. Bledsoe noted that an emphasis will once again be placed on the creation of a community participation team, a sound communication plan, public outreach and a community survey. The review in its entirety will take approximately 18 months to complete.

Ms. Bledsoe stated that the Committee also discussed collecting information on backyard chicken keeping and confirmed that public comment should be an important part of the Committee review process.

Ms. Bledsoe stated that the Committee met on December 2, 3, and 5, 2013 to review and make recommendations on Capital Improvement Projects (CIP). During the three-day process, the Committee studied and ranked applications based on established ranking criteria. Prior to making final recommendations, the Committee interviewed three applicants, Parks and Recreation, General Services, and the Williamsburg-James City County School System. Representatives from each attended and answered Committee members' questions. Ms. Bledsoe noted that John McDonald, Manager of Financial and Management Services also participated in the discussions.

Ms. Bledsoe further stated that the Committee unanimously approved fourteen projects for recommendation to the Board of Supervisors. Ms. Bledsoe stated that a list of the approved projects was included in the Commission's agenda materials.

Ms. Bledsoe stated that at the conclusion of the CIP review process, the Committee and staff discussed and recommended improvements in the process to be implemented for 2014.

## **C. Regional Issues Committee**

Mr. Mike Maddocks stated that the Regional Issues Committee did not hold any meetings since the previous Planning Commission meeting in November 2013; therefore, there was nothing to report. Mr. Maddocks thanked Mr. Krapf for providing the Regional Issues Committee report at the November 2013 Planning Commission meeting.

## **5. PUBLIC HEARING CASES**

### **A. Case No. AFD-02-86-1-2013, Croaker AFD Addition- 420 Stonehouse Road**

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

Mr. Woods opened the floor to questions by the Commissioners.

Mr. Woods stated that he needed to disclose that the applicant is the executive director of an organization for which he serves on the Board of Directors. Mr. Woods further stated that he

did not believe that his professional relationship with the applicant would create a conflict of interest or influence his decision.

Mr. Woods opened the Public Hearing.

As no one wished to speak, Mr. Woods closed the Public Hearing.

Mr. Woods opened the floor for Planning Commission discussion.

Mr. Maddocks moved to recommend approval of the application to the Board of Supervisors.

In a roll call vote, the Commission recommended approval of the application 6-0; Mr. Drummond being absent.

B. Case No. SUP-00014-2013, Lightfoot Marketplace

Ms. Ellen Cook, Senior Planner, addressed the Planning Commission giving a summary of the staff report included in the Agenda Packet.

Mr. Woods opened the floor to questions from the Commissioners.

Ms. Bledsoe inquired why VDOT had not given final acceptance of the traffic study.

Ms. Cook stated that VDOT had reviewed and issued comments on an earlier version of the study. Ms. Cook further stated that the study was revised and resubmitted and that the time frame of receiving the revised study had not allowed VDOT the opportunity to complete the final review.

Ms. Bledsoe inquired if significant changes were anticipated.

Ms. Cook stated that no major changes were anticipated.

Mr. Woods noted that some conditions in the staff report identify who is responsible for effecting the improvement and other conditions do not. Mr. Woods inquired whether there was someone identified as responsible for the traffic improvements and whether agreements were in place that there is funding available to make the improvements in conjunction with the development of the project.

Ms. Cook stated that the owner had committed to all of the transportation improvements save for the railroad pre-emption switch.

Mr. Woods opened the Public Hearing.

Mr. Paul Gerhardt, Kaufman and Canoles, PC, and Mr. Tom Tingle, Guernsey Tingle Architects, Inc., addressed the Planning Commission on behalf of the applicant, providing an overview of the site plan, landscaping, traffic improvements, architecture and fiscal impact.

Mr. Woods inquired if the Commissioners had any questions for the applicant's representatives.

Mr. Krapf inquired what how much of the projected sales revenue would be new revenue as opposed to existing revenue that is currently being spent elsewhere in the area.

Mr. Gerhardt stated that the fiscal analysis did include that breakdown and he would provide those figures to the Commission.

Mr. O'Connor inquired how many jobs would be created by the proposed development.

Mr. Gerhardt responded that the figure included in the application packet was approximately 300 jobs.

Mr. O'Connor inquired whether the Williamsburg Area Transit Authority (WATA) had committed to the bus stop shown in the proposed site plan.

Mr. Gerhardt stated that WATA already has a bus stop at the site and that the applicant hopes WATA will agree to the location.

Mr. O'Connor inquired whether a bus shelter was included in the proposal.

Mr. Gerhardt stated that if WATA wants a shelter, then one will be constructed.

Mr. Krapf asked for confirmation that the utilities will be underground once they enter the site.

Mr. Gerhardt confirmed that new utilities will be underground.

Mr. Krapf noted that the SUP conditions stipulate that five of the buildings shown on the site have sustainable design elements and follow the LEED certification criteria. Mr. Krapf further stated that he has concerns regarding the sixth building. Mr. Krapf stated that he would like to include the following as sub paragraph D under condition 8 in the SUP conditions:

“The applicant, in coordination with the Planning Director, will examine the feasibility of including sustainable design initiatives in Building Six on the master plan. Prior to the issuance of a building permit for Building Six, the applicant and/or tenant will identify and select a minimum of three elements from the LEED 2009 Certification Program Checklist which are

above and beyond the elements required in the latest edition of the Virginia Energy Conservation Code. Such elements must be approved by the Planning Director and shall be implemented in Building Six in accordance with paragraph B above.”

Mr. Tingle stated without knowing the tenant for Building Six, it would have been necessary to reduce the level of sustainable building initiatives for the remainder of the site. In order to keep the bar higher, it seemed better to separate out building six.

Mr. Gerhardt stated that the applicant did not have an issue with the stipulation; however, the exact language would require some review.

Mr. Krapf noted that fine tuning the language would be acceptable; the intent was to have staff and the applicant and/or tenant review the proposal for building six and develop three sustainable design initiatives that exceed the minimum requirements so that all six buildings have sustainable design elements.

Mr. Gerhardt stated that the applicant would be agreeable.

Mr. O’Connor inquired whether the design guidelines would apply to Building Six.

Mr. Tingle stated that building six would fall under the same design guidelines as the other five buildings.

Mr. Basic inquired about the status of the sidewalk and drainage improvements along the Centerville Road Community Character Corridor.

Mr. Gerhardt stated that the applicant intended to look at options during the site plan process. Mr. Gerhardt noted that much would depend on what VDOT would allow. Mr. Gerhardt stated that the applicant was interested in making the area more visually pleasing if it can be done in a cost effective manner.

Mr. Basic stated that the aesthetics are an important detail which deserves more attention.

Mr. Gerhardt stated that the concern has been communicated to the applicant. Mr. Gerhardt further stated that the applicant is very interested in making improvements to the sidewalk.

Mr. Basic stated that he hoped that the aesthetically pleasing details developed for the site would not be degraded by the utilities.

Mr. Tingle stated that this was an area of concern and focus for the applicant as well. Mr. Tingle noted that these concerns would be reviewed during both the site plan and the building permit process.

Mr. O'Connor inquired whether the Commission needed to make a decision or recommendation about the alternatives for Road D.

Mr. Holt stated that staff recommends alternative number 2 unless the Commission would like to recommend something different.

As no one else wished to speak, Mr. Woods closed the Public hearing.

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

Ms. Bledsoe stated that she appreciated the efforts of the applicant to develop a proposal that encompassed all the DRC recommendations and commended the applicant for their efforts.

Ms. Bledsoe further stated that she believed the proposal would be a benefit to the community.

Mr. Basic stated that he appreciated the applicant's efforts to address the aesthetics of the Centerville Road Community Character Corridor. Mr. Basic further stated that he would support the application.

Mr. O'Connor stated that the road improvements associated with the development would provide a significant benefit to the community. Mr. O'Connor further stated that he appreciated that this is a redevelopment proposal which would improve the character of the area.

Mr. Maddocks stated that he believe the proposed development would be a vast improvement over what currently exists. Mr. Maddocks further stated that he supports the project.

Mr. Krapf stated that he appreciated all of the applicant's efforts in developing the project.

Mr. Woods stated that he appreciated that this project repurposed and improved the existing site.

Mr. Maddocks moved to recommend approval to the Board of Supervisors with the conditions as stated in the staff report.

In a roll call vote, the Commission recommended approval of the application 6-0; Mr. Drummond being absent.

C. Review of the FY2015 – FY2019 Capital Improvements Program

Mr. Luke Vinciguerra, Planner, stated that the Policy Committee is forwarding their recommendations for the 2015 CIP. Mr. Vinciguerra stated that the committee used a standardized set of ranking criteria to prioritize potential projects submitted by County staff. Mr. Vinciguerra explained that the committee members' scores were then averaged to generate the final project score and priority number, and projects with the same score were given the same priority number. Mr. Vinciguerra stated that staff recommends that the Planning Commission forward the recommendation to the Board of Supervisors for consideration during the budget process.

There being no questions from the Commissioners, Mr. Woods opened the public hearing.

Mr. Mark Rinaldi, former Chairman of the James City County Economic Development Authority, thanked the Planning Commission for considering an amendment to the Accessory Apartment Ordinance and apologized for having to leave before the public hearing section regarding that case.

Mr. Chris Henderson, 101 Keystone, asked if there was going to be a staff presentation regarding CIP.

Mr. Paul Holt stated that Mr. Vinciguerra gave the summary presentation.

Mr. Henderson stated that there are several items that he believes are worth additional consideration. Mr. Henderson stated that the first item is the proposed investment in additional fiber optics for the County Municipal Complex. Mr. Henderson stated that the County complex is nearing the end of its useful life, and the Planning Commission should project the needs for County by beginning to consider the feasibility of relocating the complex to a central location within the County and abandon any further investment in the current location until a feasibility study can be completed. Mr. Henderson stated that doing so would avoid investing additional dollars into a facility that does not meet the long term needs of the citizens and their government.

Mr. Henderson stated that the second item he is concerned about is the budget for a new middle school. Mr. Henderson stated that he has met with several School Board members and the Superintendent to discuss their plans and suggested that they consider some alternative designs being developed around the world that could have a positive impact on the cost of construction. Mr. Henderson stated that comparable facilities are being built within the region for significantly less than the \$40 million proposed budget. Mr. Henderson noted that facilities have been constructed in Isle of Wight and Gloucester Counties for \$20 million to \$29 million which have the capacity for 500 students and have the ability to be expanded. Mr. Henderson stated that there are significant opportunities for savings to tax payers if better



design techniques are considered in order to optimize the facility layout and improve performance for the students and staff.

Mr. Henderson stated that his third concern is in regard to the request for the General Services administration building. Mr. Henderson noted that a new General Services building was completed three years ago on Tewning Road, which was 12 to 18 months behind schedule and significantly over budget. Mr. Henderson stated that he questions the need for a new building and that the County should consider whether there are existing facilities that could be used. Mr. Henderson stated that he believes the County should never pursue another development project for its own account, and instead look to the private sector to construct these facilities based on a public-private partnership arrangement. Mr. Henderson stated that James City County has had issues being on time and on budget for self-administered construction projects. Mr. Henderson further stated that in the private sector there are consequences for not being on time and on budget, and thus the County should begin to look at how to leverage private sector expertise in order to conserve tax payer dollars and get the maximum return on the dollars invested.

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

Mr. Woods opened the floor for Planning Commission discussion.

Mr. O'Connor stated that he appreciates staff's efforts in developing the CIP recommendations and noted that he did not have any discussion with Mr. Henderson prior to the meeting. Mr. O'Connor stated that he has several recommendations that can come in the form of a memo to the Board or simply be included in the minutes. Mr. O'Connor stated that, as he brought up at the Policy Committee meeting, he has a concern regarding the cost of the middle school, as the current budget exceeds the state average by \$25 per square foot, despite discussion of having room for growth by 2017. Mr. O'Connor stated that in a \$32 million building, there is the opportunity to save approximately \$4 million in costs. Mr. O'Connor stated that School Division owns the plans for Hornsby Middle School with the intent to mimic those plans in the future and noted that the argument against doing so is that it no longer fits the trend in education. Mr. O'Connor further stated that there has also been discussion of having parity in the County's middle schools. Mr. O'Connor noted that it was pointed out at the Policy Committee meeting that Toano Middle School is not on par with the rest of the middle schools, due to its inadequate auditorium and narrow halls. Mr. O'Connor stated that the \$8 million design costs could conceivably be used to operate a new middle school for four years, since it will cost \$2.1 million dollars per year, or invested into Berkley and Toano Middle Schools so they will be on the same level as Hornsby and the new middle school.

Mr. O'Connor stated that there needs to be discussion regarding a master plan for recreation within the County. Mr. O'Connor noted that Upper County Park does not have a master plan. Mr. O'Connor stated that although there were suggestions for updates to the Warhill Sports Complex, the Upper County Park is close to the interstate and could provide a good opportunity for sports tourism without bringing a lot of traffic into town, but still promote overnight stays within the County. Mr. O'Connor stated that there are requests for funds to

update individual master plans, but a vision to tie them all together could serve the Parks and Recreation Division well. Mr. O'Connor stated that he does not think money should be invested into Jamestown Beach without a decision being made on the future of the property. Mr. O'Connor also stated that he acknowledges the need for administrative space and inquired if there would be a value to co-locating some of these offices.

Mr. Woods asked if a memo would be the most appropriate form to relay Mr. O'Connor's comments to the Board of Supervisors.

Mr. Holt stated that a memo could be written if it is the concurrence of the Commission.

Mr. Woods stated that he recalls all of these issues being controversial during the Policy Committee discussions.

Ms. Bledsoe stated that she believes each issue was vetted thoroughly.

Mr. Woods stated that he recalls having a pointed conversation regarding other jurisdictions being able to build at significantly reduced costs. Mr. Woods stated the Policy Committee was told that because a site has not yet been found, a precise cost has not yet been defined and the request is more conceptual. Mr. Woods asked if his recollection is correct.

Ms. Bledsoe stated that she does not recall the exact wording from the Policy Committee. Ms. Bledsoe stated that she does recall that a site has not yet been determined, but does not recall the request being an ambiguous number. Mr. Bledsoe also stated that Policy Committee did challenge the cost.

Mr. Woods stated that he thought the number provided was more of an umbrella estimate since Williamsburg-James City County Public (WJCC) Schools did not have all of the specifics and the Policy Committee was determining the need instead of the exact costs of the project.

Mr. Krapf stated that the total \$40 million was flexible but the \$8 million design fees for the upcoming fiscal year is what WJCC Schools was most concerned about, as that would determine the remaining amount they would need to request. Mr. Krapf stated that the Policy Committee did discuss using the Hornsby design plans, and noted that Mr. O'Connor was correct in relaying their response that the plans did not reflect the current educational model.

Mr. Woods stated that he recalled WJCC Schools stating that although Hornsby is a new school to the County, the plans for the school are approximately 10 years old.

Ms. Bledsoe stated that she agrees that the Policy Committee members were under the impression that the \$40 million amount was not a precise number, but were in agreement that the need was going to arise for a new school.

Mr. Maddocks asked if these recommendations are simply a ranking of the top 14 projects for the County to consider over the next five years.

Mr. Krapf stated that these are the Planning Commission's recommendations to the Board of Supervisors as they consider which capital improvement projects they are going to fund. Mr. Krapf stated that they can choose to fund some of the projects or choose to fund none of them.

Mr. Maddocks stated that these decisions would depend on budgets each year and the economy. Mr. Maddocks stated that he feels their suggestions are the Planning Commission's best efforts to bring order to the process, but nothing they decide will be set in stone.

Mr. Holt confirmed that they are just making recommendations.

Mr. Woods stated that their recommendation will be clarified with the memo suggested by Mr. O'Connor.

Mr. O'Connor stated that he would also be satisfied with his comments only being included in the minutes. Mr. O'Connor stated that \$40 million is a lot of money, especially including a few more million dollars to acquire a site. Mr. O'Connor stated that he feels the \$8 million design cost is a moot point until a site has been determined and noted that he feels strongly about the issue.

Mr. Maddocks moved to approve the recommendations.

In a unanimous voice vote, the Commission approved the report 6-0; Mr. Drummond being absent.

## **6. PLANNING COMMISSION CONSIDERATIONS**

### **A. Comprehensive Plan Methodology and Timeline**

Ms. Tammy Rosario, Principal Planner, stated that in keeping with the Code of Virginia's mandate to review the comprehensive plan every five years and determine the advisability of amending it, James City County is preparing for the review of the 2009 Comprehensive Plan.

Ms. Rosario further stated that at the May 28, 2013 joint work session, the Planning Commission and Board of Supervisors provided staff with direction regarding this task: 1) to endorse the Summary Document and Transportation Study prepared during the Historic Triangle Coordinated Comprehensive Plan Review as part of the methodology and use them as foundational documents for James City County's comprehensive plan review; 2) to keep a limited scope with a focus on land use, transportation, and economic development and keeping intact the general direction and major policies of the 2009 Comprehensive Plan; 3) to continue an emphasis on public outreach efforts with the aim to involve all stakeholders and allow for a variety of input.

Ms. Rosario stated that with this in mind, staff has prepared a streamlined review process which allows the County to draft a plan for Planning Commission consideration in approximately 15 months with minimal consultant resources. At the same time, it retains key

components of past comprehensive plan reviews which have garnered broad support from the community.

Ms. Rosario stated that the review process takes into account two main components:

The first component is Community Participation which is emphasized in the first half of the process and focuses on educating the public about the process and providing opportunities to weigh in on the process. Ms. Rosario stated that continuing with the tradition of the past four plan reviews, staff and a citizen-led Community Participation Team (CPT) will work together to reach out to the community and engage them in the comprehensive plan review process. Ms. Rosario noted that starting with the Policy Committee as the core of the CPT, the Planning Commission will identify seven community leaders representing a cross-section of the County to serve on this team. Ms. Rosario noted that the team's main responsibilities will be implementing a communications plan that uses television, print, social media, and speaking engagements as well as offering a wide range of input opportunities through a scientifically-valid survey, the County's website, email, comment cards, group forums, a round of public meetings and public hearings. Ms. Rosario note that while public comment is emphasized in the first half of the process, it will be offered throughout the entirety of the process.

Ms. Rosario stated that the second half of the process will focus on Plan Development. Ms. Rosario stated that this portion of the process starts at the staff level with a dialogue with the community and shifts to the Planning Commission.

Ms. Rosario further stated that the Planning Commission and a liaison from the CPT will review each section of the comprehensive plan and its related goals, strategies, and actions (GSAs), as well as any changes to the Land Use Map. Ms. Rosario stated that Land Use Applications solicited and advertised during the first half of the process will be considered at this time. A member of the CPT will serve as a liaison to the Planning Commission, providing a connection to the public during the work session discussions.

Ms. Rosario stated that joint work sessions with the Board of Supervisors at milestone points in the plan's development will allow for valuable discussion between the groups prior to its final consideration and approval.

Ms. Rosario stated that staff recommends that the Planning Commission recommend approval of the Comprehensive Plan methodology and timeline to the Board of Supervisors. Ms. Rosario noted that at its November 14, 2013 meeting, the Policy Committee unanimously endorsed the methodology and timeline.

Mr. Woods opened the floor to questions from the Commissioners.

Mr. Basic inquired what a consultant could bring to the table that could not be done by staff.

Ms. Rosario stated that use of consultant resources has been downsized significantly over previous comprehensive plan review process. Ms. Rosario further stated that the consultants provide technical knowledge related to transportation with respect updating the

Transportation Study and how the land use applications might impact the County. Ms. Rosario stated that beyond the transportation component, the consultant would serve as support for other technical components such as demographics and housing. Ms. Rosario noted that this would primarily involve working with the Hampton Roads Planning District Commission to access data that might not already be on hand.

Mr. O'Connor inquired what "month one" on the timeline would be.

Ms. Rosario stated that "month one" would most likely be March 2014.

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

Ms. Bledsoe stated that staff has done an excellent job of creating a mechanism for the public to provide input on what our community needs.

Mr. Krapf moved to recommend approval of the Comprehensive Plan timeline and methodology to the Board of Supervisors.

In a roll call vote, the Commission recommended approval of the Comprehensive Plan timeline and methodology 6-0; Mr. Drummond being absent.

B. Case No. ZO-0008-2013, Initiation of Consideration of an Amendment to the Zoning Ordinance – Accessory Apartments

Mr. Holt stated that the Policy Committee determined in early 2013 that a review of the regulations governing accessory apartments was necessary and recommended to the Planning Commission that it be a priority in the Planning Division Work Program. Mr. Holt stated that staff recommends approving the initiating resolution for possible amendments to the Zoning Ordinance and that the Commission refer the issue to the Policy Committee for further work.

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

Mr. Basic moved to approve the resolution.

In a unanimous voice vote, the Commission approved the resolution 6-0, Mr. Drummond being absent.

**7. PLANNING DIRECTOR'S REPORT**

Mr. Holt stated that aside from the information included in the agenda packet, he had nothing additional to report.

Mr. O'Connor inquired if the timed parking restrictions had been implemented in New Town.

Mr. Holt stated that an update would be presented at the January DRC meeting. Mr. Holt further stated that New Town Associates had chosen to defer implementing the timed parking until after the holiday season.

**7. PLANNING COMMISSION DISCUSSION AND REQUESTS**

Mr. Krapf inquired whether it was necessary to adjourn to a specific time for the Planning Commission Organizational Meeting.

Mr. Holt stated that adjourning to a specific time was not required because it would be covered in the advertising for the meeting.

Mr. Holt further stated that it would be helpful to have a sense of when the Commissioners wished to begin the meeting.

The consensus of the Commission was to begin at 6:30 PM.

Mr. O'Connor inquired if there was a Planning Commission representative for the January and February Board of Supervisors meetings.

Mr. Woods confirmed that those meetings were covered.

**8. ADJOURNMENT**

Mr. Krapf moved to adjourn the meeting.

The meeting was adjourned at approximately 8:30 p.m.

\_\_\_\_\_  
Al Woods, Chairman

\_\_\_\_\_  
Paul D. Holt, III, Secretary



## 2013 PLANNING COMMISSION ANNUAL REPORT

On behalf of the Planning Commission, I am pleased to present the Commission's 2013 Annual Report. Following recent trends, James City County saw a slight increase in population in 2013 of 1.3%, bringing the population to approximately 70,376. This increase was due to growth primarily in single family detached units, with concentrations in Colonial Heritage, The Settlement at Powhatan Creek, Whitehall and New Town. The total number of new dwellings built has remained relatively flat with 420 dwelling units constructed in 2013, a modest increase from 2012. This relatively low activity level of new residential construction corresponded to the low activity level of residential development approval as virtually no new residential units were legislatively approved in 2013.

After a two year long effort, the comprehensive update to the Zoning and Subdivision Ordinances came to substantial completion in 2013. Most notably work was completed on the landscape ordinance and an Enhanced Landscape Policy was created. Additional work focused on amendments and corrections to the Zoning and Subdivision Ordinances for greater clarity and consistency. Amendments to the M-1, Limited Business/Industrial, and M-2, General Industrial zoning districts included adding pawnshops and payday/title loan establishments as SUP uses. In December 2013 the Board of Supervisors approved an initiating resolution to examine potential amendments related to the keeping of chickens in residentially zoned areas. Work on this topic will continue in 2014.

As an extension of the Zoning and Subdivision Ordinance Update Process, Rural Lands remained on the staff work program. Staff and the Virginia Cooperative Extension co-sponsored a series of education and public input sessions in June and July 2013 related to all aspects of rural lands. Stakeholder interviews were completed in November 2013 and staff and the consultant team are currently analyzing pertinent data and stakeholder input.

2013 also saw the completion of the Coordinated Comprehensive Plan Review. At its May 28, 2013 work session, the Board of Supervisors concurred with the Planning Commission's recommendation to adopt the Regional Bikeway Map and endorse the summary report and the James City County/Williamsburg/York County Comprehensive Transportation Study.

The Longhill Road Corridor Study began in 2013 to consider context sensitive options to improve traffic flow and safety and enhance pedestrian and bicycle opportunities. Public meetings were held in October and November to gather stakeholder input. The project is currently scheduled to be completed in August of 2014 with presentations to the Planning Commission and Board of Supervisors.

Al Woods, 2013 Chairman

James City County Planning Commission

List of Commission Members and Staff	2	Planning Commission Actions	10
Introduction	3	Zoning/Subdivision Ordinance Amendments	14
List of Meeting Dates	3	Goals, Strategies and Actions Annual Review	17
Development and Growth	4	Glossary of Terms	53
Planning Commission Highlights	8	Contact Information	54

## 2013 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Al Woods ** (Chair)	Powhatan	1/26/2010	1/31/2014
Rich Krapf ** (Vice-Chair)	Stonehouse	1/23/2007	1/31/2015
Mike Maddocks **	At-Large	1/26/2010	1/31/2014
Tim O'Connor **	At-Large	8/10/2010	1/31/2017
Christopher Basic, LA **	Berkeley	8/9/2011	1/31/2017
Robin Bledsoe **	Jamestown	2/24/2012	1/31/2014
George Drummond **	Roberts	3/13/2012	1/31/2016

## PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Development Manager  
 Paul D. Holt, III, AICP, CNU-A, Director of Planning \*\*  
 Tammy Rosario, AICP, Principal Planner  
 Christopher Johnson, Principal Planner \*, \*\*  
 Ellen Cook, AICP, Senior Planner II  
 Scott Whyte, AICP, Senior Landscape Planner II  
 Leanne Reidenbach, AICP, Senior Planner II  
 Jose Ribeiro, AICP, Senior Planner II  
 Luke Vinciguerra, AICP, Planner  
 Jennifer VanDyke, Planner  
 TC Cantwell, Development Management Assistant  
 Savannah Pietrowski, Development Management Assistant  
 Beth Klapper, Development Management Assistant

## ZONING DIVISION STAFF

Jason Purse, CZA, AICP, Zoning Administrator  
 Christy Parrish, CZA, Proffer Administrator  
 John Rogerson, CZA, Senior Zoning Officer  
 Terry Costello, CZA, Senior Zoning Officer

\* Virginia Certified Board of Zoning Appeals Official  
 \*\*Virginia Certified Planning Commissioner  
 AICP – American Institute of Certified Planners  
 CZA – Certified Zoning Administrator  
 CNU-A – Congress for the New Urbanism – Accredited



INTRODUCTION

The James City County Planning Commission (Commission) is comprised of seven members, one member from each of the County’s five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: the Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions, site plans and conceptual plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan and other Board-adopted policies. The Policy Committee works with staff to prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan and to address specific planning-related issues such as policy and ordinance revisions.

Carolina Furniture was considered in January for expansion of an existing building.



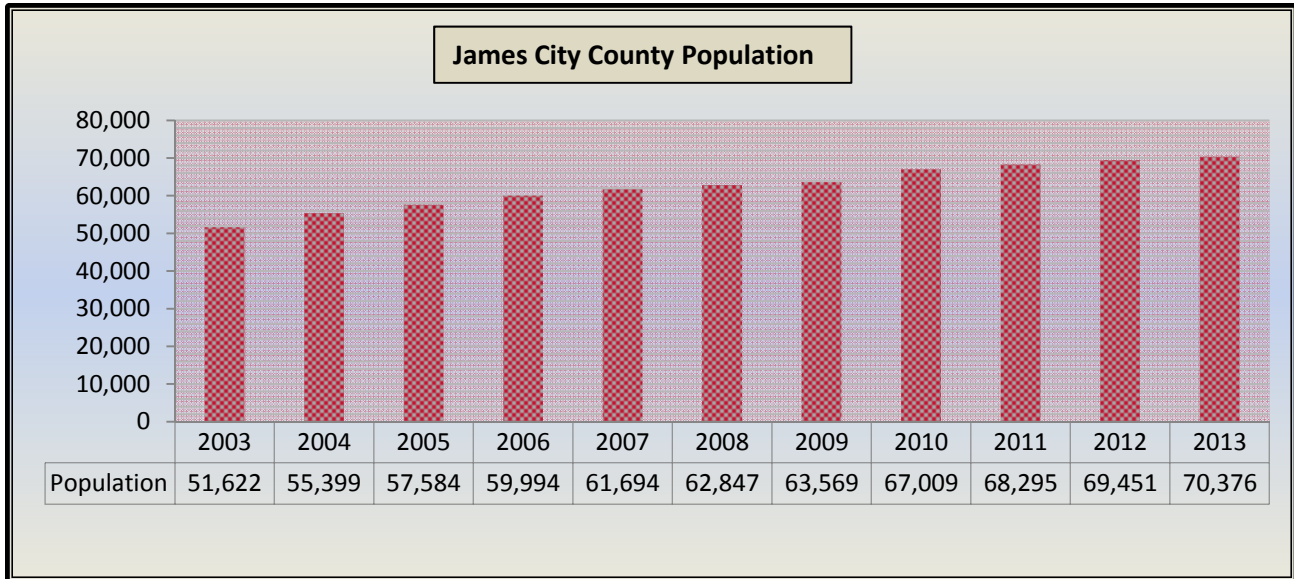
**Planning Commission Responsibilities:**

The Board appoints members to the Commission to review legislative applications and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

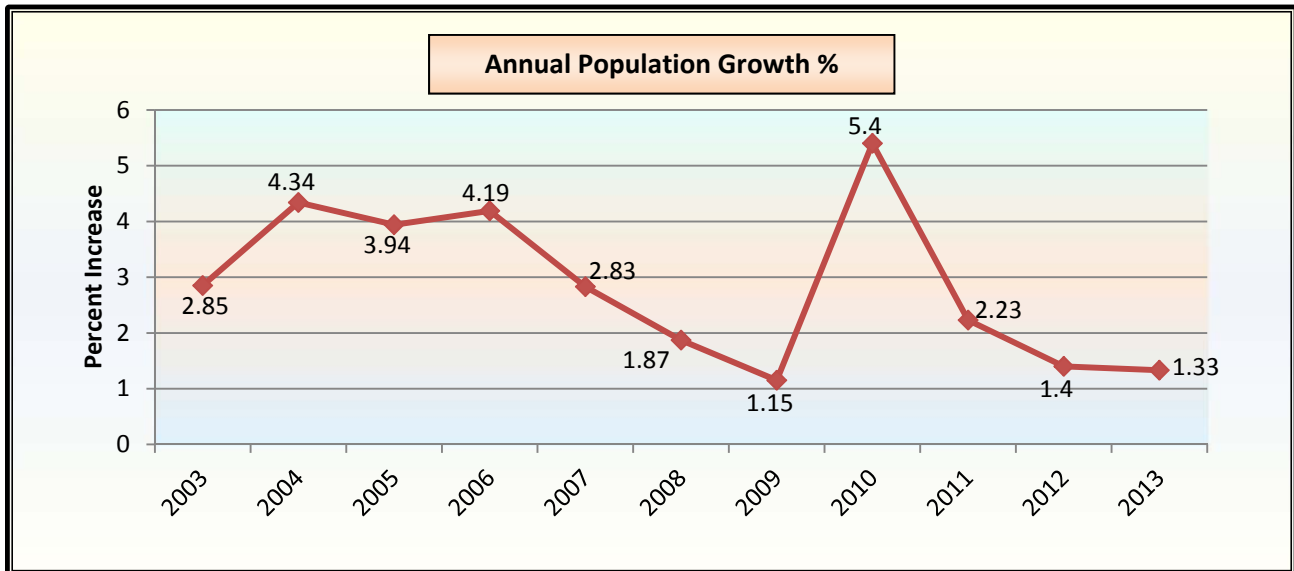
- Update and coordinate the implementation of the County’s Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare policy and ordinance revisions;
- Assess the annual CIP Program; and
- Participate in community planning forums and committee studies.

2013 Schedule	
Regular Meetings	Work Sessions
9-Jan      3-Jul	28 - May
6-Feb      7-Aug	
6-Mar      4-Sep	
3-Apr      2-Oct	
1-May      6-Nov	
5-Jun      4-Dec	

## DEVELOPMENT AND GROWTH



Source: Staff population estimates (2001-2009, 2011-2013) and United States Census Bureau (2010)



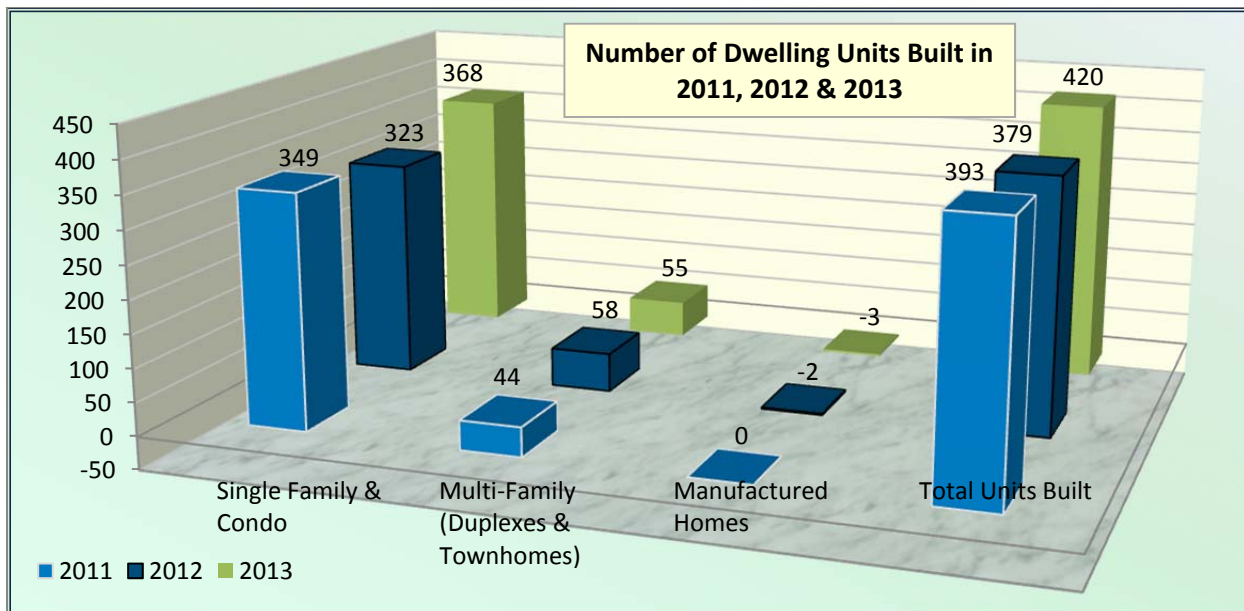
The apparent “spike” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the increase of 5.4% is attributed to a recalibration of the population estimate based on the actual 2010 count from the U.S. Census. The difference between the 2010 staff estimate and the Census count is approximately 2,600. These 2,600 people would have been distributed across the years 2001-2010, which may have resulted in nominally higher growth rates during those years than depicted on the graph. Since 2010, staff has refined the method for developing population estimates, but was not able to apply this method retroactively to estimates that were already completed for years prior to 2010.

### Number of Dwelling Units Built in 2011, 2012, & 2013

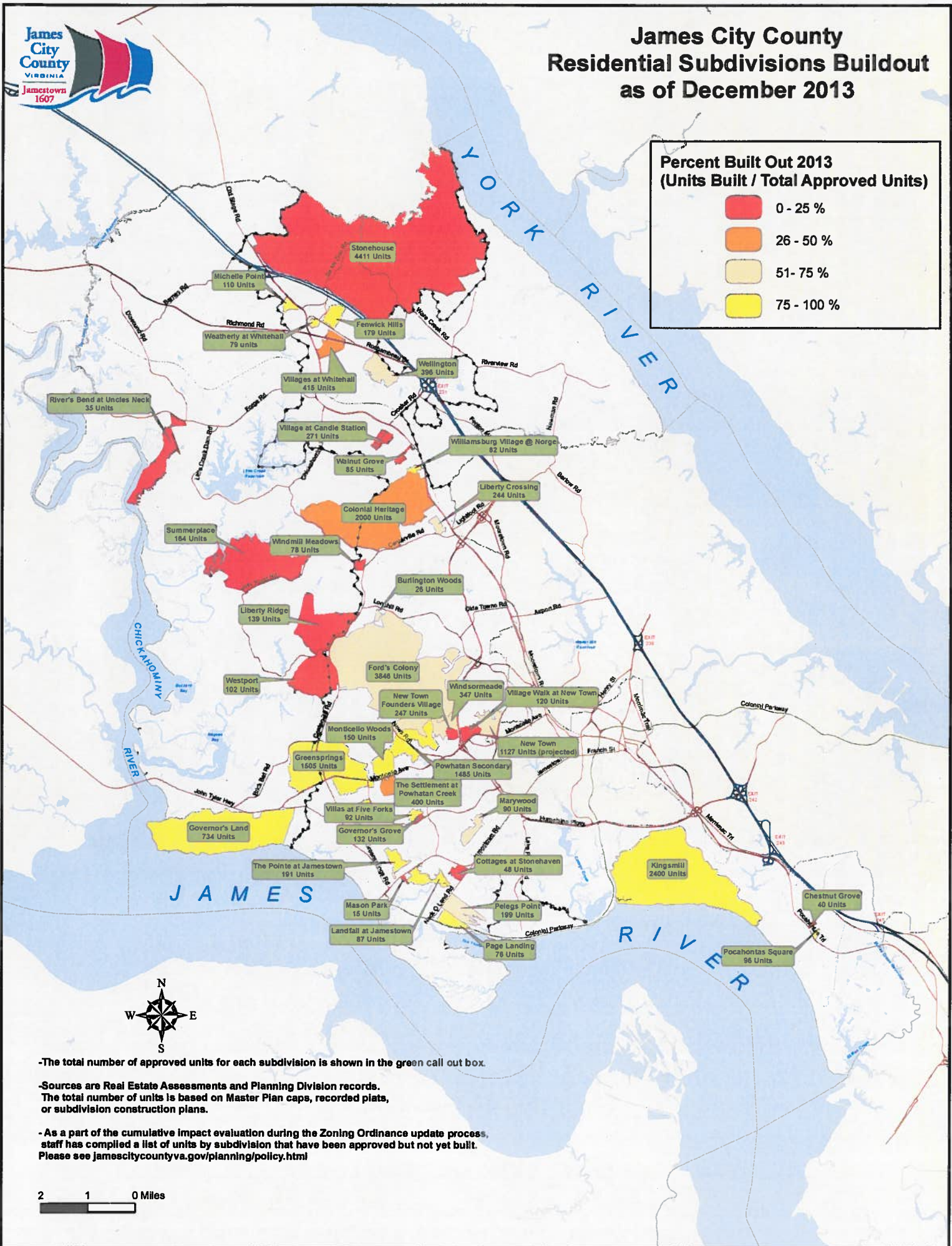
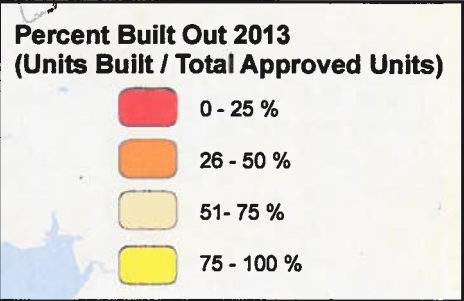
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
<b>2011</b>	349	44	0	393	30,544
<b>2012</b>	323	58	-2	379	30,923
<b>2013</b>	368	55	-3	420	31,343

As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

\*The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2011, 2012, and 2013. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



# James City County Residential Subdivisions Buildout as of December 2013



-The total number of approved units for each subdivision is shown in the green call out box.

-Sources are Real Estate Assessments and Planning Division records. The total number of units is based on Master Plan caps, recorded plats, or subdivision construction plans.

- As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff has compiled a list of units by subdivision that have been approved but not yet built. Please see [jamescitycountyva.gov/planning/policy.html](http://jamescitycountyva.gov/planning/policy.html)

## Residential Subdivision Build-out Data / Cumulative Impact Database

The Residential Subdivision Build-out Map was updated for 2013. Staff updated the data exported and coded from Real Estate Assessments/GIS as part of the cumulative impact evaluation and then refined the data. Staff also completed adding the maximum unit number caps to developments based on approved proffers and/or master plans. Updating, refining and organizing this data provides a more accurate snapshot of the County.

Based on this information, staff also updated the series of reports that provide additional detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district. These reports are considered “works in progress” and will continue to be refined over time.

The first report, “Development Status Report – All Data,” (posted at [jamescitycountyva.gov/planning/policy.html](http://jamescitycountyva.gov/planning/policy.html)) reports the number of vacant parcels, improved parcels, residential units, and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc.

The second report, “Residential Development Status Report – Residential Only,” (attached and posted) provides information only on residential units. This report is condensed and excludes unit classification. The unit counts do not include common areas, timeshares, public lands, commercial, etc. An updated summary of the data from the second report is presented in the table below:

<b>Election District</b>	<b>Residential Unit Count</b>	<b>Vacant Parcels</b>	<b>Improved Parcels</b>	<b>Total Parcels</b>
<b>Berkeley</b>	6,443	773	6,169	6,942
<b>Jamestown</b>	6,776	749	5,432	6,181
<b>Powhatan</b>	6,170	1,106	5,348	6,454
<b>Roberts</b>	6,822	661	5,114	5,775
<b>Stonehouse</b>	5,778	1,425	5,656	7,081
<b>TOTAL</b>	31,989	4,714	27,719	32,433

Lastly, staff also created a series of reports that displays this information by school. A report is provided for (1) elementary schools, (2) middle school (3) high schools. You may view the reports at [jamescitycountyva.gov/planning/policy.html](http://jamescitycountyva.gov/planning/policy.html).

In 2014, staff will continue to enhance the Cumulative Impact Database. Staff anticipates conducting a “windshield survey” of the non-residential properties. This survey will allow staff to categorize each of these properties by use. In addition, staff hopes to utilize a consultant to assist with a methodology to begin assessing traffic impacts based on residential or non-residential use categories.

## PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

### DEVELOPMENT REVIEW

Development review activities consist primarily of rezonings, special use permits (SUP's), site plans, subdivisions and conceptual plans.

**Special Use Permits:** The Planning Commission reviewed fifteen applications. The applications included: expansion and repair of the existing Carolina Furniture commercial building; amendment to the SUP conditions to allow one additional independent living unit on Boatwright Circle in Williamsburg Landing; Jolly Pond Road Convenience Center amendment to install drainage improvements; construction of an interim pressure reducing station (PRS) that will significantly reduce sanitary sewer overflows for HRSD, JCSA, Williamsburg, and York County sewer systems; bringing Creative Kids Child Development Center into compliance with special use permit regulations; a seasonal flea market operating on weekends; Tidewater Equine Clinic; Veritas Preparatory School; Olde Towne Road Human Services Building Communications Tower; reconstruction of Fire Station #1; Windsor Ridge, Section 4 at Wellington; and New Zion Baptist Church adding two modular units for Sunday School with additional parking, sidewalks and landscaping.

Veritas Preparatory School was approved in October.

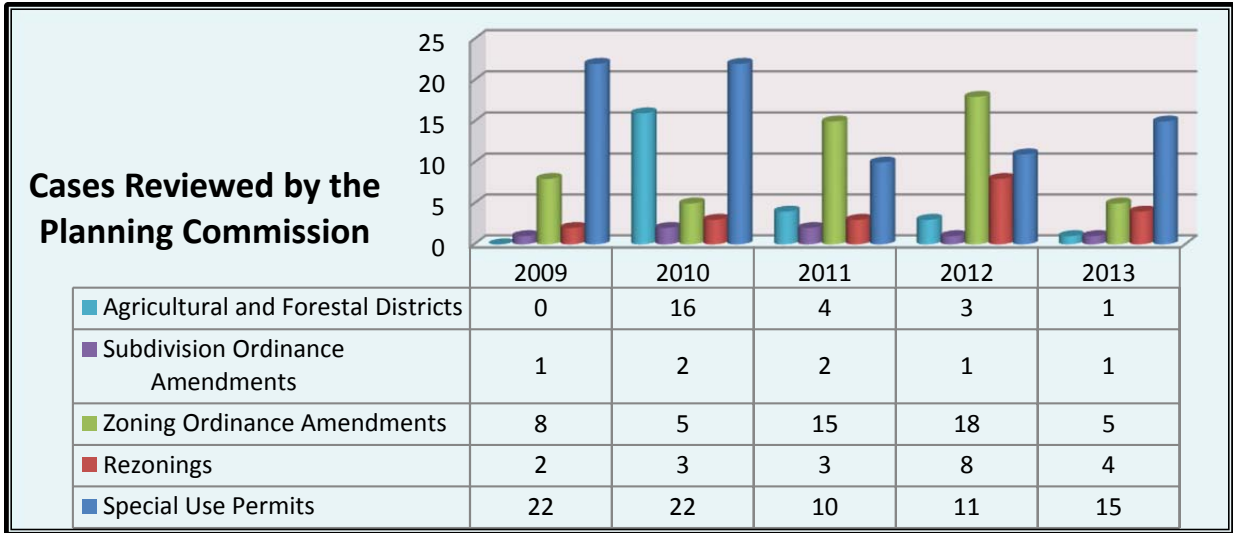


**Rezoning:** Four applications were considered by the Commission. The applications included: a proposal to rezone Jamestown Beach to Public Lands and adopt the Shaping Our Shores master plan; a proffer amendment to allow the addition of one independent living unit at Williamsburg Landing (Boatwright Circle); the addition of 28 dwelling units in Wellington, Windsor Ridge Section 4; and the reconstruction of existing Fire Station #1.

**Master Plan:** The Planning Commission did not review or consider any Master Plan applications.

**Residential Units Legislatively Approved in 2013:** There was one new residential unit approved in Williamsburg Landing. The Planning Commission reviewed the rezoning and special use permit for Wellington / Windsor Ridge, Section 4 to add 28 single-family dwelling units; this case was approved by the Board of Supervisors on January 14, 2014.

**Agricultural and Forestal Districts (AFD's):** The Planning Commission reviewed one application for an AFD addition: Gordon Creek Pickett Holdings, which added 349 acres to the existing Croaker District.

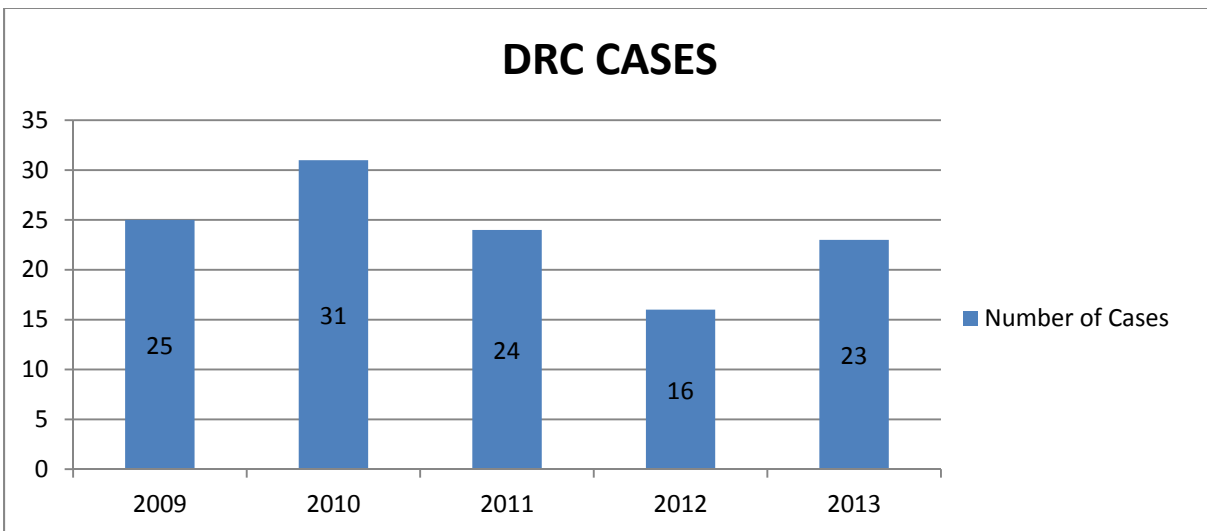


#### Development Review Committee (DRC)

The DRC reviewed 23 cases. These included: New Town Section 9, Settler’s Market; New Town Shared Parking; Colonial Heritage Phase 5, Section 1; The Settlement at Powhatan Creek, Phase 3; The Village at Candle Station; Cottage Hill Nursery; Marywood Subdivision Walking Trails Amendment; Tidewater Equine; Lightfoot Marketplace; Kingsmill Community Storage Lot; and Veritas Preparatory School.

#### Policy Committee

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Commission Bylaws. In 2013, Committee activities were primarily focused on reviewing housekeeping amendments related to the comprehensive Zoning Ordinance Update, completing the coordinated Comprehensive Plan review process and preparing for the County’s own comprehensive plan review. For more information on the Ordinance Update, please read the summary provided on the following page.



PLANNING COMMISSION ACTIONS

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
<b>SUP-0017-2012</b>	Jamestown Beach	2205 Jamestown Road	94.74	Proposal to rezone Jamestown Beach to Public Land and adopt the Shaping Our Shores master plan for this parcel. SUP is required for community recreation facilities.	approval	approval	approval
<b>SUP-0018-2012</b>	New Zion Baptist Church Building/ Parking Addition	3991 Longhill Road	9.2	Add two 24x34 modular units for Sunday School, with additional parking, sidewalks, and landscaping.	approval	approval	approval
<b>SUP-0001-2013</b>	Carolina Furniture	5425 Richmond Road	4	Expansion and repair of existing Carolina Furniture commercial building.	approval	approval	approval
<b>SUP-0002-2013</b>	Williamsburg Landing/Boatwright Circle	5550 Williamsburg Landing Drive	16	Application to amend the SUP conditions to allow one additional independent living unit in Boatwright Circle at Williamsburg Landing.	approval	approval	approval
<b>SUP-0003-2013</b>	JCSA Route 199 Water Tank HRSD Pressure Reducing Station	6735 Humelsine Parkway (Route 199)	1	Construction of an interim pressure reducing station (PRS) that will significantly reduce sanitary sewer overflows for HRSD, JCSA, Williamsburg, and York sewer systems.	approval	approval	approval
<b>SUP-0005-2013</b>	Wellington, Windsor Ridge, Section 4	225 Meadowcrest Trail	15	Allow a subdivision of greater than 1 dwelling unit per acre but less than 2 dwelling units per acre.	approval	approval	approval
<b>SUP-0006-2013</b>	Creative Kids Child Development Center	701 Mosby Drive	.393	Be in compliance with James City County's guidelines for Certificate of Occupancy (classification Group E); operating a day care center in residential home.	denial	approval	approval



<b>SUP-0008-2013</b>	Flea Market, 9299 Richmond Road	9299 Richmond Road	5	Seasonal flea market operating on weekends (Fri. thru Sun.) from May 1 thru Oct. 31 and Dec. 15 thru Dec. 24.	approval	approval	approval
<b>SUP-0009-2013</b>	Tidewater Equine	274 Peach Street	11	Placing an animal hospital on property.	approval	approval	approval
<b>SUP-0011-2013</b>	Veritas Preparatory School	275 McLaws Circle	2	To allow a school supporting up to 50 students and 10 staff.	approval	approval	approval
<b>SUP-0012-2013</b>	Olde Towne Rd Human Services BLD -Communications Tower	5249 Olde Towne Road	5.54	Erect a 100' microwave relay tower.	approval	approval	approval
<b>SUP-0013-2013</b>	Reconstruction of Fire Station #1	3135 Forge Road	7	Reconstruction of existing Fire Station #1 on site.	approval	approval	approval

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
<b>Z-0008-2012</b>	Jamestown Beach	2205 Jamestown Road	195	Proposal to rezone Jamestown Beach to Public Land and adopt the Shaping Our Shores master plan for this parcel. SUP is required for community recreation facilities.	approval	approval	approval
<b>Z-0001-2013</b>	Williamsburg Landing, Boatwright Circle	5500 Williamsburg Landing Road	16	Proffer Amendment to allow the addition of one independent living unit, making the total units on parcel 28.	approval	approval	approval

<b>Z-0002-2013</b>	Wellington, Windsor Ridge, Section 4	225 Meadowcrest Trail	15	Allow a subdivision of greater than 1 dwelling unit per acre but less than 2 dwelling units per acre.	approval	approval	approval
<b>Z-0004-2013</b>	Reconstruction of Fire Station #1	3135 Forge Road	7	Reconstruction of existing Fire Station #1 on site.	approval	approval	approval

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	AFD	PC	BOS
<b>AFD-09-86-1-2013</b>	Gordon Creek Pickett Holdings Agricultural and Forestal District Addition	349	Application to add 349 acres to the Gordon Creek AFD	approval	approval	approval	approval

## HISTORIC TRIANGLE COORDINATED COMPREHENSIVE PLAN REVIEW

In Spring 2013, staff began a discussion with the Policy Committee, Planning Commission and Board of Supervisors about the next steps for the Coordinated Regional Comprehensive Planning Process. Key decision points related to the next steps were discussed at the March 14, 2013 Policy Committee meeting, the May 1, 2013 Planning Commission meeting, and the May 28, 2013 Board of Supervisors work session. At that work session, the Board indicated that it concurred with the approach to the regional work products as recommended by the Planning Commission – adopting the Regional Bikeway Map and endorsing the summary report and the James City County/Williamsburg/York County Comprehensive Transportation Study. The Regional Bikeway Map was subsequently adopted by the Board at its September 10, 2013 meeting.

This photograph was taken at the Longhill Corridor Study meeting held on October 3, 2013.



The staffs of the jurisdictions finalized the summary report following adoption of York County's Comprehensive Plan on September 3, 2013 and the City of Williamsburg's adoption of its Comprehensive Plan on January 10, 2013. The report highlights regional-scale background information on various planning topics and describes the areas and topics where the localities had similar approaches as well as those where the localities' approaches were different. The report does not include new or different text from what is in each separate Comprehensive Plan and does not include any regional goals, strategies or actions. Staff anticipates Board endorsement of the Comprehensive Plan Methodology which uses the summary document and Transportation Study as foundational planning documents. Endorsement of these documents serves the purpose of formalizing their status as resource documents for the County's 2014 Comprehensive Plan update.

## ZONING AND SUBDIVISION ORDINANCE AMENDMENTS

The major work associated with the comprehensive Zoning and Subdivision Ordinance Update was concluded in 2012. Amendments to the Zoning and Subdivision Ordinances in 2013 were more limited in number and scope. They included the following:

- Landscaping. The EO, Economic Opportunity, and PL, Public Lands, districts were updated to cross reference landscape requirements for right of way landscaping and side and rear yard landscape areas. The Modification, Substitution and Transfer section of the landscape ordinance was revised to allow landscape designers more flexibility to mitigate existing site constraints that affect the intended application of landscape requirements, and an Enhanced Landscape Policy was created.
- Pawnshops. The M-1, Limited Business/Industrial, and M-2, General Industrial, districts were amended to add pawnshops and payday/title loan establishments as SUP uses.
- Zoning and Subdivision Ordinance Amendments and Corrections. During the 18-month comprehensive ordinance update process, the various districts were updated in groups, but were also amended at staggered times throughout the process. After the fully revised ordinances had been in daily use for some time, a number of consistency and clarity issues were identified and amended.
- Chicken Keeping in Residentially Zoned Areas. At the December 10, 2013, Board of Supervisors meeting, an initiating resolution was approved to examine potential amendments related to the topic of keeping of chickens in residential zoned areas of the County. Work on this topic is anticipated to continue in 2014.

One item that was a continuation of the Zoning and Subdivision Ordinance Update Process that remained on the staff work program was Rural Lands. Based on previous feedback, staff and the Virginia Cooperative Extension co-sponsored a series of education and public input sessions in June and July 2013 related to all aspects of rural lands. The first meeting, *Understanding Rural*, included a panel of experts from across the State who addressed topics including forestry, rural economic and residential development, the status of Virginia and JCC agriculture, and ongoing rural marketing efforts. In conjunction, staff released mail and electronic rural lands surveys and held two input meetings, *Thinking Rural*, focused on getting feedback from attendees about their definition for rural lands, community preferences and thoughts regarding policies, regulations, programs and procedures.

Staff also completed an update to rural subdivision trends from 2006 to 2013 and is working on an update to the developable lands analysis, both of which were initially compiled as part of the 2005 Rural Lands Study. Finally, staff has been collecting GIS data and layers to create a natural and historical assets map. Some layers include forestry cover, natural assets from the Department of Conservation and Recreation, and prime agricultural soils. Once the layers are assembled and updated to account for development that has occurred since the initial date set was developed, these can be used to help evaluate legislative and land use designation change applications in addition to providing more information relative to the current status of James City County's Rural Lands.

Finally, Planning staff has been working with the Office of Economic Development and the Rural Economic Development Committee on a strategic plan for

rural economic development. Stakeholder interviews were completed in November and staff and the consultant team are currently compiling and analyzing pertinent data and stakeholder input. This project is partially funded through the State's Agricultural and Forestal Industries Development (AFID) Grant that was awarded to James City County in Spring 2013.



Photos of the Rural Land Meetings; Picture to the right is taken from *Understanding Rural* and the picture below is taken from *Thinking Rural*.

ZONING ORDINANCE AMENDMENTS

Case Number	Name of Project	Case Description	PC	BOS
ZO-0005-2012	Submittal Requirements	Section 24-24, additional requirements for submittal, delinquent accounts	approval	Approval
ZO-0001-2013	Landscape Committee Recommendations	Amendments to Article II, Division 4. Landscaping	approval	Approval
ZO-0002-2013	Landscape Requirements for Public Lands	Amendments to Article V, Division 16. Public Land District	approval	approval
ZO-0003-2013	Landscape Requirements for Economic Development	Amendments to Article V, Division 17. Economic Development	approval	approval
ZO-0004-2013	Pawnshops	Amendments to Article I, In General Definitions and Article V, Division 11. Limited Business / Industrial District Use List	approval	approval
ZO-0005-2013	Zoning Ordinance Amendments	Ordinance to amend JCC Code, Chapter 24, Zoning	approval	approval

SUBDIVISION ORDINANCE AMENDMENTS

Case Number	Name of Project	Case Description	PC	BOS
SO-0001-2013	Subdivision Ordinance Amendments	Ordinance to amend JCC Code, Chapter 19, Subdivisions	approval	approval

## GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists actions that have been completed and their associated tasks. A number of high priority items from the Community Character (CC), Economic Development (ED), Environmental (ENV), Housing (H), Land Use (LU), Parks and Recreation (PR), Population Needs (PN), Public Facilities (PF), and Transportation (T) sections of the Comprehensive Plan may not have been initiated and/or completed. Tasks may not have been initiated and/or completed during the past calendar year because of financial constraints, Board of Supervisors direction, available staffing, County Administration decisions and other limiting factors that play a crucial role in determining when GSAs get implemented. Other tasks may be high priority items with a 0-5 year timeframe, but have yet to be started even though they are still on schedule to be completed within the timeframe established in the Comprehensive Plan. The Board of Supervisors further prioritizes projects, based on available funding and resources, through the annual budget and Strategic Plan



Many participated in the Longhill Road Corridor Study Project Workshop.

processes. For a list of the complete Implementation Schedule with all GSAs and the associated priority and timeframe, please visit the following link: <http://planning.iccegov.com/default.aspx>

*Note: The following list focuses on completed high priority actions, as referenced in the 2009 Comprehensive Plan Implementation Schedule, and current in-progress tasks related to the Zoning Ordinance Update. The list does not include actions slated for future years.*

<i>Tasks with a 0-5 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
<b>ED</b>	<b>ECONOMIC DEVELOPMENT</b>
<b>ED 1.2.3.</b> Developing strategies that strive to retain those companies who successfully graduate from the technology business incubator.	In 2013, the incubator program was expanded to form a partnership between York County, City of Williamsburg, and James City County. See <b>ED 4.2</b> . A revenue-sharing agreement was executed, making it beneficial to all three localities to have companies graduate from the incubator and locate in any of the three localities of the Historic Triangle.
<b>ED 1.3.2.</b> Maximize the land area available to James City County for inclusion in the Enterprise Zone as allowed by the Code of Virginia.	In 2013, James City County partnered with the City of Williamsburg and York County to apply to the Department of Housing and Community Development (DHCD) for a regional enterprise zone. That application was unsuccessful, but efforts continue.
<b>ED 2.4.</b> Promote tourism and associated industries as a year-round industry.	In 2013, the James City County Communications director and the Graphic Design office continued to support the Office of Economic Development (OED) sports marketing and tourism efforts through the design of print collateral. The Communications Director co-chairs the Public Relations Committee under the Greater Williamsburg Chamber & Tourism Alliance (WACTA) and the Williamsburg Area Destination Marketing Committee (WADMC). The County's Senior Communications Specialist now serves on the destination's web site advisory committee under WADMC.  Development of a County tourism plan was in progress during 2013. Through WADMC, travel writers and public relations firm staff have visited and promoted James City County retail, restaurants and tourism businesses.
<b>ED 5.6</b> Provide adequate water and sewer services to designated industrial and commercial office areas in a timely manner.	All James City Service Authority (JCSA) services continued to be provided in accordance with applicable permit requirements, standards and regulations. The JCSA coordinates on an as needed basis with the County's OED and Development Management Department (DM) on this initiative.
<b>ED 8.4.</b> Support marketing and procurement programs for local agricultural products, including farmer's markets and agri-tourism and the pursuit of industries that utilize local agricultural products.	Anticipated outcome of efforts described in <b>ED 8.3</b> .



<p><b>ED 8.5.</b> Identify and pursue grants and programs that support the expansion of rural economic development initiatives, including eco-tourism, agri-tourism, historical site preservation and interpretation, aquaculture and specialty products and services, as appropriate.</p>	<p>In 2013, the efforts to develop a rural enterprise strategy were funded with a grant from the Virginia Department of Agriculture and Consumer Sciences (VDACS), with a match by the James City County Board of Supervisors (BOS). The funds are for planning; additional grant money may be available for implementation projects. See <b>ED 8.3.</b></p>
<p><b>ED 8.7.</b> Encourage local institutional and educational entities, including public schools, Colonial Williamsburg, and Eastern State Hospital, to expand programs for the purchase and use of locally-grown food products.</p>	<p>The Rural Economic Development Committee (REDC) of the Economic Development Authority (EDA) includes representatives from the Williamsburg-James City County Public Schools (WJCC), the School Health Initiative Program (SHIP), and the Williamsburg Community Health Foundation (WCHF) which are all involved in this effort. Additionally, outreach to the College of William and Mary (W&amp;M), local restaurants, and Continuing Care Retirement Communities (CCRCs) have occurred in an effort to widen this opportunity.</p>
<p><b>ENV ENVIRONMENT</b></p>	
<p><b>ENV 1.2.1.</b> Making technical assistance more readily available and performing demonstration projects; specifically provide stormwater facility maintenance guidelines and assistance directly to BMP owners through hands-on training sessions and other tools.</p>	<p>On May 2, 2013, the Stormwater Division (SW) spoke at the Neighborhood Leadership meeting regarding Best Management Practice (BMP) maintenance and provided information on contractors and other assistance County staff can provide to BMP owners. The SW is in the process of creating an Operations and Maintenance manual for each type of BMP to be distributed at workshops to BMP owners.</p>
<p><b>ENV 1.2.2.</b> Promoting public awareness on the benefits of and necessity for BMPs, erosion and sedimentation control, watershed management, and other land disturbance regulations.</p>	<p>On October 15, 2013, the Engineering and Resource Protection (ERP) staff conducted a site stabilization workshop for developers and contractors.</p>
<p><b>ENV 1.2.3.</b> Partnering with the Virginia Cooperative Extension Service, the U.S. Department of Agriculture Natural Resources Conservation Service, the Colonial Soil and Water Conservation District, and the Hampton Roads Planning District Commission (<b>HRPDC</b>).</p>	<p>In 2013, SW staff continued to work with the Colonial Soil &amp; Water Conservation District on agricultural requirements of the County's Chesapeake Bay Preservation ordinance.</p>

<p><b>ENV 1.2.5.</b> Promoting early submission of environmental inventories in order to protect trees, County wetlands, and highly erodible soils; to most efficiently use permeable soils, and to limit impervious cover.</p>	<p>ERP and Planning staff encourages all applicants, especially for legislative cases, to submit environmental inventories up front for review.</p>
<p><b>ENV 1.2.9.</b> Developing a site LID checklist and guide for consideration of LID methodologies used in plans of development.</p>	<p>ERP staff continues to work with local implementation of new state stormwater regulations. In June 2013, the Hampton Roads Planning District Commission (HRPDC) developed a Low impact Development (LID) checklist for Hampton Roads for localities to utilize. See <b>ENV 1.2.</b></p>
<p><b>ENV 1.10.5.</b> Monitoring non-traditional on-site sewage disposal trends.</p>	<p>In 2013, Planning staff continued to track American Planning Association-VA Chapter (APA-VA) for legislative updates.</p>
<p><b>ENV 1.12.</b> Investigate actions needed to implement groundwater protection using suggestions from the Potential Groundwater Management Alternatives section.</p>	<p>In 2013, JCSA staff continued efforts to identify opportunities to efficiently and effectively implement these suggestions.</p>
<p><b>ENV 1.14.</b> Properly maintain stormwater facilities by: ENV 1.14.2, and ENV 1.14.3.</p>	<p>SW staff continued maintenance activities and engineering design for proposed BMP upgrades throughout 2013.</p>
<p><b>ENV 1.14.2.</b> Developing additional mechanisms to ensure systematic identification of failing neighborhood stormwater and drainage facilities and to implement repairs on a prioritized basis.</p>	<p>This effort is temporarily on hold, pending additional needed resources.</p>
<p><b>ENV 1.15.</b> Increase education and use of sound policies such as watershed planning, agricultural BMPs, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.</p>	<p>In 2013, ERP staff continued work to conclude the Ware Creek Watershed Management Plan. Work on the York River Watershed Management Plan has begun.</p>

<p><b>ENV 2.5.</b> Make available for decision making consistent waterway-specific water quality data for each County waterway through utilization of the citizen monitoring program.</p>	<p>In January 2013, SW staff posted the water quality reports for each watershed to the County website:  <a href="http://www.jamescitycountyva.gov/resourceprotection/watershedManagement.html">http://www.jamescitycountyva.gov/resourceprotection/watershedManagement.html</a></p>
<p><b>ENV 3.1</b> Maintain biological and habitat diversity and promote habitat connectivity by protecting wildlife and riparian corridors between watersheds, subwatersheds, catchments, and tidal and nontidal wetlands and by implementing a green infrastructure plan.</p>	<p>In June 2013, the Planning Division began a natural and cultural asset mapping project with technical assistance from the Green Infrastructure Center. Staff is currently downloading data sets to create a working lands-themed map.</p>
<p><b>ENV 4.3.</b> Provide incentives and regulatory measures to improve air quality by promoting reduction of auto dependency and trip distances, the construction of energy efficient homes and businesses, and use of alternative modes of transportation.</p>	<p>In September 2013, the BOS approved Planning Division updates to the Williamsburg, James City County, and York County Regional Bicycle Facility Plan. The plan is to be used as the policy document identifying desired bikeway routes within the County with the goal of providing bicycle access to major destinations. See also <b>ENV 4.8.</b>, <b>ENV 3.6.</b>, and <b>T 2.2.</b></p> <p>In October 2013, the BOS approved a special use permit (SUP) and rezoning application for the replacement of Fire Station #1, which included a plan to develop the new facility in a manner to achieve a Leadership in Energy &amp; Environments Design (LEED) Silver certification. To meet the criteria designers plan to incorporate energy efficient features such as heating and ventilation management/technology, zone management and lighting controllability. Designers also plan to include facilities for alternative transportation.</p>
<p><b>ENV 4.5.</b> Investigate amending County ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (i.e., rain barrels, residential-sized wind turbines, solar panels, etc.).</p>	<p>At the Board's May 28, 2013 work session, Planning staff received feedback that working on these ordinance updates was a low priority at this time compared to other work plan items.</p>
<p><b>ENV 4.6.</b> Make County facilities a climate stabilization leader throughout the County by: ENV 4.6.1., and ENV 4.6.2.</p>	<p>The Sustainable Building Policy adopted by the BOS has led to LEED Silver or Gold Certification for three buildings and two additional buildings in design that will achieve LEED Certification.</p>

<p><b>ENV 4.6.2.</b> Developing natural landscaping policies for County properties.</p>	<p>A new enhanced landscape policy was created by Planning staff in order to address how the County applies the enhanced landscaped policies to County and private projects through the legislative process.</p> <p>In July 2013, the BOS approved an amendment to a SUP for the Jolly Pond Road Convenience Center. This application proposed improvements to correct drainage issues from Jolly Pond Road and placement of additional landscaping along the Jolly Pond Road frontage.</p>
<p><b>ENV 4.8.</b> Proactively work with private, local, regional, State and Federal organizations to implement air quality improvement programs that balance economic development and transportation needs.</p>	<p>County Planning staff continues to work with the Hampton Roads Transportation Planning Organization (HRTPO) to plan transportation projects that take air quality impacts into account. In March 2013, Planning staff gained Congestion Management Air Quality (CMAQ) designation for the Route 60 Multimodal project making it eligible for funds. In June 2013, Planning staff successfully transferred CMAQ funding onto the Richmond Road/Route 199 and Centerville/News Road intersection improvements, accelerating their schedules.</p> <p>On September 10, 2013, the BOS approved updates to the Williamsburg, James City County, and York County Regional Bicycle Facility Plan. The plan is to be used as the policy document identifying desired bikeway routes within the County with the goal of providing bicycle access to major destinations.</p>
<p>H <b>HOUSING</b></p>	
<p><b>H 1.1.</b> Expect energy conservation measures and green building techniques in rehabilitation projects and new residential developments by encouraging participation from builders in green certification programs such as Earth Craft, LEED-ND (Leadership in Energy and Environmental Design for Neighborhood Development), LEED for Homes, or the National Association of Home Builders' National Green Building Program.</p>	<p>In 2013, Planning staff continued its efforts to promote green building techniques to residential/non-residential developments that require legislative approval.</p>

<p><b>H 2.1.</b> Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.</p>	<p>In summer 2013, the James City County Office of Housing and Community Development (OHCD) contracted to sell five lots in the Forest Heights Neighborhood Improvement Project area to Habitat for Humanity. Habitat will construct homes for five low-and moderate-income (LMI) households. OHCD staff continued to serve on the Core Group advisory committee for Housing Partnerships (HPI), and the Greater Virginia Peninsula Continuum of Care. OHCD also contracted to sell four lots in the Forest Heights Neighborhood Improvement Project area to HPI. HPI will construct homes for four families at or below the Virginia Housing Development Authority (VHDA) income limits. OHCD partnered with Habitat and an area builder to sell two homes in Ironbound Subdivision.</p>
<p><b>H 2.2.</b> Continue to support programs, such as Neighborhood Connections, which assist County citizens in improving the condition of their neighborhood.</p>	<p>In May 2013, the annual Home Owners Association (HOA) meeting for Ironbound Square was held. OHCD manages the Ironbound Square HOA, as Declarant. In 2013, the OHCD also established the Forest Heights/Neighbors Drive HOA to hold and manage the HOA property in the Neighborhood Improvement Project Grants area.</p>

<p><b>H 2.4.</b> Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.</p>	<p>In 2013, the OHCD received \$4,900 in Emergency Home Repair Funding for the fiscal year 2014 and is actively responding to and addressing repair requests. OHCD continues to provide energy improvements and upgrades using Climate Showcase grant funds from the Environmental Protection Agency (EPA) and preparing to provide energy improvement loans using revolving loan funds through the Home Energy Loss Prevention (HELP) program. In 2013, the OHCD completed 15 applications for energy improvements, eight energy audits, five Building Performance Institute (BPI) retrofits, two EarthCraft renovations and is currently working on five additional homes.</p> <p>OHCD also continued to work with the Virginia Department of Health Services (VDHS) to identify and track failed septic systems and wells. OHCD is working with HPI, the new regional program administrator for the Indoor Plumbing Program, to implement the revised Indoor Plumbing Rehabilitation (IPR) program and to identify and track projects that will be eligible for funding in fiscal year 2014.</p> <p>OHCD received an \$18,750 VHDA Resources Enabling Affordable Community Housing (REACH) Housing Counseling Grant and a \$20,506 Housing Counseling Grant from the Department of Housing and Urban Development (HUD) which will assist in providing staff who will provide education and counseling in home purchasing financing, budgeting and pre-purchase counseling. Throughout the year, OHCD offered three Virginia Housing Development Authority (VHDA) Homebuyer Education classes attended by 20 citizens and six meetings for a Homebuyer Club with 12 participants. A post-rehab Home Maintenance Education class was held in June for one participant.</p>
<p><b>H 2.6.</b> Continue to promote the deferred payment policy of the James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.</p>	<p>In 2013, the OHCD processed one application for the JCSA deferred payment plan.</p>

<p><b>H 2.9.</b> Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.</p>	<p>In 2013, the OHCD received a \$1,070,000 Community Development Grant to provide a paved road, stormwater control and housing rehabilitation in the Neighbors Drive/Richmond Road Neighborhood Improvement Project area. In the Forest Heights Neighborhood Improvement Project area, the OHCD completed one substantial reconstruction, five rehabilitations, three demolitions, two new homes for relocated homeowners, and installation of underground utilities.</p> <p>In November 2013, the Board of Supervisors authorized a Revenue Share application to secure \$465,000 in VDOT funds for Neighbors Drive rehabilitation.</p>
<p><b>H 3.2.</b> Re-examine County ordinances governing accessory apartments, including the ordinance definition of the term, to determine acceptability for permitting new by-right development as a means to incorporate affordable, workforce and/or accessible units into a proposed neighborhood.</p>	<p>In March 2013, the James City County Policy Committee requested that staff include research of accessory apartments as part of staff's annual work program. Staff presented an initiating resolution regarding accessory apartments to the January 8, 2014 Planning Commission (PC) meeting.</p>
<p><b>H 3.3</b> Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.</p>	<p>Federal Fair Housing law prohibits restricting housing opportunities to local residents if the restrictions would tend to discriminate against a protected class of citizens. To avoid such a violation the OHCD does not limit the affordable housing opportunities but does target marketing to County residents.</p> <p>In 2013, the OHCD assisted two employees with purchasing homes in the County by matching their down payment funds, up to \$3,000. The OHCD received \$155,853 in State and Regional grants to assist those in imminent jeopardy of becoming homeless with temporary rental or mortgage assistance. 27 households were assisted between July 1 and Dec. 31, 2013.</p>
<p><b>LU LAND USE</b></p>	
<p><b>LU 3.1.2.</b> Engaging in joint planning efforts and allocate resources toward implementation.</p>	<p>The summary report with Comprehensive Plan information from York County and the City of Williamsburg was substantially completed. Guidance from the PC and BOS on moving forward with endorsement was received in May 2013. Work to finalize the regional summary document, primarily in relation to the future land use map is ongoing and projected for completion in late January of 2014. See <b>LU 3.3.</b></p>

<p><b>LU 3.1.3.</b> Encouraging redevelopment, compact communities, and mass transit.</p>	<p>During the summer and fall months of 2013, DM staff has been reviewing the Lightfoot Marketplace SUP, which will involve redevelopment of the Williamsburg Outlet Mall. As part of the review for this project, a copy of the submittal materials was sent to York County for courtesy review due to the proximity to the County line.</p>
<p><b>LU 3.2.</b> Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.</p>	<p>In 2013, a number of courtesy review plans have been provided to James City County by York County, including Marquis amendments, Swing Kingz SUP, and Busch Gardens parking expansion. James City County Planning staff sent Lightfoot Marketplace (redevelopment of the Williamsburg Outlet Mall) to York County for courtesy review. See <b>LU 4.7.2.</b> and <b>LU 4.7.3.</b></p>
<p><b>LU 3.3.</b> Participate in regional planning process with York County and the City of Williamsburg.</p>	<p>The summary report for the regional coordination process has been substantially completed. Coordination to finalize the document and component maps is ongoing.</p>
<p><b>LU 4.3.3.</b> To provide additional protection to sensitive environmental areas, evaluating the PSA boundary in the context of the County's natural boundary features and environmental resources, including but not limited to wetlands, ridgelines, Resource Protection Areas, and watershed boundaries.</p>	<p>Since August 2013 staff has been working on a Natural and Cultural Resources Asset Map, which will be helpful in evaluating the PSA line location.</p>
<p><b>LU 4.4.</b> Restrict the extension of water and sewer utilities and the formation of new central sewer systems in areas outside the PSA. Extend water and sewer service in the PSA according to a phased plan in accordance with the County's Comprehensive Plan and JCSA master water/sewer planning.</p>	<p>Extension of water and sewer utilities continues to conform to all applicable land use requirements and relevant planning documents such as the Comprehensive Plan and JCSA regulations and standards.</p>
<p><b>LU 4.7.2.</b> Accomplishing rezonings for commercial and light industrial uses with sites of five acres or more under a binding master plan.</p>	<p>Since fall 2013, staff has been processing the master plan for Lightfoot Marketplace, a commercial center over five acres.</p>



<p><b>LU 4.7.3.</b> Developing in a node pattern with a grid of internal parcels, internal streets, and judicious external connections rather than in a strip pattern with individual connections along a single street.</p>	<p>Since fall 2013, staff has been working with the Lightfoot Marketplace master plan, which includes an internal street system (not a strip development).</p>
<p><b>LU 4.8.</b> Consider conducting a corridor study of Jamestown Road from the Jamestown-Scotland Ferry to the City of Williamsburg line with the purpose of examining the implications of existing development and potential future development on the traffic capacity of, and needed improvements for, Jamestown Road.</p>	<p>No specific actions taken. Use patterns on the road have likely shifted somewhat as a result of the departure of Fresh Market from Colony Square Shopping Center.</p>
<p><b>LU 5.1.1.</b> Reporting on feasibility of development of a model or models to assess and track the cumulative impacts of development proposals and development on existing and planned public facilities and services.</p>	<p>An update report has been produced for the 2013 Planning Commission Annual Report.</p>
<p><b>LU 6.1.2.</b> Seek funding for existing programs, investigate new programs, and support private or non-profit (such as land trust) actions that promote continued agricultural or forestal use of property.</p>	<p>In 2013, the County made application for, and was awarded, an Agricultural and Forestal Industries Development (AFID) grant, which is now on-going. Stakeholder interviews have been completed and data and information gathering is in progress.</p>
<p><b>LU 6.1.4</b> Support investments in, or continued maintenance of, appropriate infrastructure to support agri-business, eco-tourism or green energy uses such as trails or bike lanes indicated on the Greenway Master, boat launches, or signage to complement private sector actions.</p>	<p>In April 2013, a site plan was approved for trails at the Eco-Discovery Park (Jamestown Marina). In addition, during the summer and fall of 2013, a major new trail within Freedom Park (connecting the trails in the park to the school site) was under construction.</p>
<p><b>LU 6.1.7.</b> Craft regulations and policies in a manner that recognizes the value of, and promotes the conservation of, prime farmland soils and environmentally sensitive areas.</p>	<p>In 2013, the Green Infrastructure Center has been engaged by the County to assist in a natural and cultural assets mapping exercise, which will include prime soils and environmental data.</p>

<p><b>LU 6.2.</b> Residential development that occurs outside the PSA should be in a pattern that preserves farm and forestal lands. Amend the subdivision ordinance, zoning ordinance, utility regulations, and related policies to promote such an overall pattern. Consider providing more than one option, such as the following, so long as an overall very low-density pattern can be achieved. Ultimately, it is likely that a combination of both incentives and regulatory tools will need to be developed to form a package that balances providing options to property owners with the overall preservation of rural economy and rural character policy goals. (P.R.C.)</p>	<p>Per the direction of the BOS, the County held meetings during the summer of 2013, to get community feedback on existing rural lands regulations. This included an information meeting and two meetings to solicit input. The effort also included a photo submission event, as well as information and a survey on the website. It is anticipated that the results of the summer's meeting will be presented to the BOS.</p>
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<p><b>PR</b> <span style="margin-left: 350px;"><b>PARKS &amp; RECREATION</b></span></p>	
<p><b>PR 1.4.</b> Update park master plans to coordinate construction phasing and validate capital improvement requests.</p>	<p>In 2013, Parks and Recreation completed a phasing plan for a new water system at Chickahominy Riverfront Park and currently coordinating the Warhill phasing plan with the Longhill Road Corridor Study.</p>
<p><b>PR 3.3.</b> Coordinate Purchase of Development Rights, greenway, greenspace, community character, and environmental protection programs to maximize utility of shared resources, funding, and criteria necessary for site selection and land protection.</p>	<p>On January 22, 2013, the BOS considered the financial status of the County's land preservation programs and alternatives for improving the effectiveness and efficiencies of the program. Staff members responsible for Purchase of Development Rights (PDR) and greenspace programs continue to coordinate regarding prioritizing parcels for acquisition and evaluation; however, the Board decided not to pursue a dedicated staff position. The staff team also coordinated to develop a list of priority parcels to target for acquisition, rather than being passive in receiving applications.</p> <p>On June 25, 2013, the BOS approved three greenspace acquisitions: an easement on 243 acres on Neck-O-Land Road, an easement on 153 acres on Greensprings Road and fee simple purchase of two acres on Greensprings Road. The parcels contribute to the preservation of historical and cultural resources and also towards improving water quality of Mill Creek.</p>

<p><b>PR 3.5.</b> Emphasize the maintenance of existing facilities as a way to make efficient use of limited financial and physical resources.</p>	<p>In January 2013, installation of playground guardian software program to track inspection and maintenance on the County's and schools 36 playgrounds was completed. In May 2013, the rehabilitation of two picnic shelters at Mid County Park was completed. In the spring of 2013, the new trail Inspection program to minimize trail degradation was completed.</p>
<p><b>PR 3.6.</b> Develop a sponsorship policy to support special events and programs.</p>	<p>In December 2013, the new Sponsorship, Advertising and Banner Sales program was revised and completed and awaiting approval from County Administration.</p>
<p><b>PR 4.2.</b> Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park in accordance with approved master plans.</p>	<p>In April 2013, the Phase II shoreline restoration work was completed. A site plan for a trail meeting the American Disabilities Act (ADA) regulations, parking, restroom facility and utilities were submitted for review and approval.</p>
<p><b>PR 6.2.</b> Re-evaluate the types of programs offered based on changing County demographics and citizen needs.</p>	<p>During 2013, through continued program analysis and citizen feedback, an additional 55 new programs were offered during the second half of the fiscal year. Programs in Health and Wellness were expanded and modified to increase evening programs, new trends and equipment resulting in a 20 percent increase in participation. Child Care was expanded to allow for increased class and center use. Expanded outdoor programming including new bike education programs, events and races resulted in a 68 percent increase in participation over FY 12. Coordinated several events and synthetic ice rink with New Town business association for locals and tourists. 20 staff members participated in special event brainstorming session to generate ideas on future programming, created six new partnerships/contractual agreements and 22 new programs, offered 588 programs to 52,550 citizens of all ages in diverse County locations, conducted surveys at six Rec Connect summer locations with 82 respondents, offered on new historic special event at Freedom, and implements 19 sports classes and camps at the Abram Frink Community Center (AFCC).</p>
<p><b>PR 6.5.</b> Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.</p>	<p>In 2013, the Teens Toward Success (TTS) program sites and volunteers was expended from 31 to 42. One additional TTS participant was hired bringing a total of 16 teens hired to date. Youth Advisory Council participants provided 417 volunteer hours in community service, leadership development and government education activities. Forty-six teens participated in the TTS Success Program and volunteered 4,222 hours in 10 parks and recreation programs with a total of 16 teens hired to date; a 13 member Youth Advisory Council learned government processes, leadership development and community service yielding 153 volunteer hours.</p>

<p><b>PR 6.6.</b> Include programs and services that build resiliency in at-risk youth and their families.</p>	<p>In 2013, expanded programming at James River Community Center resulting in a 41 percent increase over FY 12. Over 300 teens participating in the Neighborhood Basketball League and over 200 elementary and middle school youth served by weekly afterschool program. Created the RECn' IT Out neighborhood program to reinstate neighborhood based programs to income-eligible neighborhoods.</p> <p>The Parks and Recreation Department served 747 youth in the Rec Connect program, conducted ten family fun nights at Rec Connect and neighborhood programs for 497 in total participation, completed a memorandum of agreement with the Virginia Department of Health to implement programs to low-income neighborhoods, implemented health nutrition and fitness programming to 25 low-income youth and their families at Lafayette Square/Village Apts., implemented Character Counts curriculum to 399 summer camp participants, 75 youth participated in the Community Action Agency (CAA) partnered basketball camps, provided licensure and behavior management training for 35 Rec Connect staff, managed six programming partnerships in new areas to include safety, academics, reading, healthy nutrition, physical education and volunteerism.</p>
<p><b>PR 7.2.</b> Plan for multiple points of access for vehicles, pedestrians, and bicyclists to improve connectivity between Parks and Recreation Division facilities and surrounding neighborhoods.</p>	<p>On March 12, 2013, the BOS approved a master plan and rezoning for the Jamestown Beach property. Part of the plans for the property involve improving parking available at the beach and adding handicap parking and trails to reach several beach access points. In May 2013, construction began on the new Freedom Park multi-use trail, which will connect schools, neighborhoods and parks through this eight foot wide accessible path. Parks and Recreation is currently constructing a multi-use path through Freedom Park to connect Centerville Road with Jolly Pond Road and Blayton and Hornsby schools which will open new points of pedestrian and bicycle access to the park and the school site.</p> <p>Parks and Recreation staff is serving on the Longhill Road Corridor Study Team to link major park facilities to schools and neighborhoods.</p>

<p><b>PR 7.3.</b> Re-evaluate and continue to provide financial assistance to families and individuals who are most in need for essential programs (such as the before and after school program) and continue to offer free access times at County recreation centers.</p>	<p>In 2013, staff continued to provide broad financial assistance program to citizens, free admission times at the Rec Center, free programs and special events. Eighty-six new households have been approved for financial assistance.</p>
<p><b>PR 7.4.</b> Conduct a comparative market analysis to review fees bi-annually, to ensure that programs are offered at fair market value.</p>	<p>In 2013, a fee analysis was completed as part of the FY15/16 budget submittal.</p>
<p><b>PR 7.5.</b> Identify potential partnerships with neighborhoods to develop neighborhood programming.</p>	<p>In 2013, staff implemented the “Learn to Swim with Lafayette Village/Square” neighborhood program for 25 low income youth. Staff completed a programming partnership with Community Housing Partners to pilot a summer program in Lafayette Village/Square for summer 2013. Two Neighborhood Leadership Forums were held with over 80 participants collectively; a neighborhood database was created and is expanding.</p> <p>Neighborhood Leadership Forums to present County information, provide networking opportunities occur quarterly. Neighborhood contact list continues to expand. The County’s Citizen’s Guide was updated; Citizens Services web pages were updated with appropriate citizen-focused information. The Civic Engagement Coordinator meets regularly with staff to facilitate communications with the community.</p>
<p><b>PR 8.1.</b> Enhance the partnerships with Williamsburg-James City County Schools to offer joint programming for health and wellness.</p>	<p>In 2013, Parks and Rec continued providing fitness programming for staff at three schools and two school family fun nights. It implemented the second year of School Physical Education Program (PEP) grants to 500 participants in the Rec Connect program. It also completed curriculum training on incorporating nutrition and physical activity into programs for 40 staff members. Parks and Recreation partnered with WJCC Schools to implement the Physical Education Program grant in Rec Connect sites.</p>

<p><b>PR 8.2.</b> Develop a plan to incorporate health and wellness components into program areas.</p>	<p>In 2013, 113 County employees participated in a “Working Towards Wellness” Challenge resulting in a weight loss of 455 pounds. Staff Implemented healthy cooking, agro-tourism farm visits and 5K race programming for 25 low income youth and their families at Lafayette Square, operated one camp and new class education youth on healthy and responsible eating, menu planning and food prep, taught 399 Rec Connect Participants weekly nutrition education along with FAB (curriculum name) five activities, partnered with “One on One Basketball” to provide coaching style programs for youth with a goal to enhance self-esteem through building and developing athletic skills and exercise habits, and incorporated “Leave No Trace” education into summer camps.</p>
<p><b>PR 9.2.</b> Provide information at community events regarding Parks and Recreation Division programs and services.</p>	<p>In 2013, staff provided information at Kindergarten registration, James River Fest, Autism Fest, Lafayette Square and Village Apartment Complex, Fords Colony, W&amp;M, middle and high school guidance departments and community health fairs and department special events. Staff also participated in 38 community events; provided information at 26 to include ten elementary and middle schools' open houses and Back to School night, Chickahominy Day and Senior Health Fair; and marketed programs and our website via a parade float and banners during the Williamsburg Christmas Parade.</p>

**PF**

**PUBLIC FACILITIES**

**PF 1.8.** Explore ways to integrate the various data resources, programs, and systems of the County such that data may be more readily shared and accessed between departments and divisions. Develop minimum standards for data storage that ensure that data is produced and safely stored in compatible formats.

In the last six months of 2013 the Revenue Systems project Request for Proposal (RFP) culminated in selection of a vendor's product that meets County standards. For example, it will provide for interoperability among our Real Estate Assessments system (ProVal) and the revenue collection side of the product, as well as between the two assessment functions (Commissioner and Real Estate). Since it uses a SQL, a more advanced programming language, it creates a transaction log that constitutes an up-to-the second record in the event of an anomaly. Most importantly, it will reflect the processes that each office carries out in performing related functions.

In 2013, IT has been working with the Fire Department to research and to select an even more secure (i.e., "safer") means of identifying those who access County Public Safety systems. The generic name for this means is "dual authentication," which will require each participant to furnish two forms of "identification" each time that person is granted entry. One form, for example, would be a password, while the other would be a unique code provided for each individual through a smart card or other means of personal identity, such as a secure biometric interface (biometrics are controversial and only given as an example here). The outcome will comply with federal government standards.

Finally, the James City County Information Resources Management (IRM) initiated the use of electronic documentation in the County and is currently, via the Information Center and Publications Management, participating in a team headed by the Assistant County Administrator that is tightening document standards from all departments. These standards will include "Optical Character Recognition" (OCR) that will make documents fully electronic for the BOS submissions process (as well as those passed to the BOS from the PC and other standing committees). A sign of our preparation for this push toward a "total electronic board experience" is that the County's Web Group won recognition in 2013 for being in the top echelon for government transparency.

<p><b>PF 4.2.</b> Strive toward constructing new County buildings and facilities to meet or exceed Silver LEED (Leadership in Energy and Environmental Design) (or industry similar or successor) standard wherever applicable. The Silver LEED (or industry similar or successor) standard should also be sought for renovation projects whenever feasible. Adopt a specific County policy governing the application of sustainable building standards to County built and occupied facilities and buildings.</p>	<p>James City County Fire Stations # 1 and # 4 will meet this standard; Building D, at the Government Complex received a silver certification in 2013.</p>
<p><b>PF 5.2.</b> During renovation or new construction, structurally improve the ability of appropriate public facilities and buildings to better withstand physical perils (such as high wind, explosion, flooding, etc.) to enable them to serve as shelters or otherwise continue operating in times of crisis, emergency, or severe weather.</p>	<p>James City County Fire Stations #1 and # 4 were designed for high wind loads as critical facilities.</p>
<p><b>PN POPULATION NEEDS</b></p>	
<p><b>PN 4.3.</b> Work with the Senior Services Coalition to develop a strategic plan for seniors.</p>	<p>In 2013, a presentation on Assisted Living Facilities was provided to 20 older adults and family members. The fourth annual Employment Event for Older Workers was held in June of 2013 in partnership with the American Association of Retired Persons (AARP), the United Way of Greater Williamsburg, the Virginia Cooperative Extension and the Peninsula Workforce Center. Experienced Workers in Transition Job Club for older workers served more than 75 members.</p> <p>Community Service staff participated with Senior Services Coalition member organizations, seniors and community leaders, on committee to develop indicators that identify what makes James City County more livable and age-friendly for seniors. A County Planner participated on panel with planners from the City of Williamsburg and York County to discuss how municipalities are addressing senior housing needs.</p>



<b>T TRANSPORTATION</b>	
<b>T 2.5.</b> Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.	In 2013, the Williamsburg Area Transport (WATA) and Planning staff discussed bus stops and bus routes within New Town. Staff worked together with the applicant for a SUP application (SUP-0014-2013, Lightfoot Market) to ensure that the project would include a new bus stop.
<b>Tasks with a 6-10 year timeframe</b>	
<b>Action</b>	<b>Task Completed</b>
<b>ED ECONOMIC DEVELOPMENT</b>	
<b>ED 5.1.</b> Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	In 2013, the Office of Economic Development staff contacted owners and/or brokers of existing vacant buildings and arranged for tours of those facilities to better market them to prospects. The OED sites database continues to expand with more accurate and complete information.
<b>ED 5.2.</b> Encourage new development and redevelopment of non-residential uses to occur mainly in areas where public utilities are either available or accessible within the Primary Service Area (PSA) and infrastructure is supportive.	These sites continue to be the focus of OED prospect responses throughout 2013.
<b>ED 5.3.</b> Facilitate the development of sub-area master plans for strategic areas such as the Croaker Interchange and the Lightfoot Corridor.	In 2013, Planning staff selected a consultant for the Mooretown Road Extended Corridor Study. This study will take approximately 12-15 months to complete. Much of the focus will be in the area of Lightfoot and Croaker Roads.
<b>ED 5.5.</b> Promote resource conservation techniques among new and existing business.	In 2013, local and regional outreach and education efforts continue with JCSA's own "Let's Be Water Smart" water conservation education program and HRPDC's "Hampton Roads Water Efficiency Team" (HR WET) regional water conservation program.
<b>ED 5.5.1.</b> Emphasize the attraction, retention, and expansion of businesses that are less water dependent.	The OED contacts JCSA early in the prospect stages to determine if any conflicts may exist with a particular business/industry.

<p><b>ED 5.5.2.</b> For those businesses with higher water use, encourage and facilitate the use of grey or reclaimed water usage to meet water needs.</p>	<p>In 2013, efforts were on-going to identify opportunities for efficient use of grey or reclaimed water to high water use customers.</p>
<p><b>ED 7.1</b> Participate in the development of master plans for the County's I-64 interchanges, specifically the Croaker Road and Barhamsville Road interchange areas, to preserve capacity for economic development for these areas.</p>	<p>The Mooretown Road Corridor Study will have an impact on the Croaker Road Interchange, and will be starting during the early part of 2014. <b>See ED 5.3.</b> Staff is also working with VDOT on the I-64 widening project. This will help increase capacity throughout the corridor. James City County has agreed to the initial Environmental Impact Statement Study and continues to provide guidance to VDOT about the project.</p>
<p><b>ED 7.5.</b> Improve the utilization of rail/interstate highway nodes and deep water ports to facilitate commercial freight access to and from local industries.</p>	<p>The OED staff continued to work closely with the Port of Virginia staff to identify opportunities for existing companies.</p>
<p><b>ED 8.2.</b> Coordinate with the State and private entities to market agri-business as a viable economic activity in James City County.</p>	<p>The Marketing Coordinator for the VA Department of Agriculture and Consumer Sciences serves on the EDA and has revived the Rural Economic Development Committee (REDC). The REDC is overseeing the rural enterprise strategy outlined in <b>ED 8.3.</b></p>
<p><b>ED 8.3.</b> Identify opportunities for non-traditional agricultural and forestal uses, agri-tourism and eco-tourism, and evaluate obstacles to their private sector formation and/or expansion within the County.</p>	<p>The OED and Planning staffs are collaborating on a project to complete a rural enterprise strategy. Consultants have been procured to identify our assets, market potential, regulatory environment and appropriate business opportunities in our rural lands to support traditional and non-traditional agriculture and forestry uses. The contract was signed in fall 2013 with an anticipated completion by Summer 2014. See <b>ED 8.1</b> and <b>ED 8.6.</b></p>

ENV	ENVIRONMENT
<p><b>ENV 1.7.</b> Identify the specific existing and potential uses of County streams and rivers and identify standards necessary to support these uses. Protect the quality and quantity of these surface waters so they will continue to support these uses. Consideration shall be given to protect existing and potential water resource uses when reviewing land development applications.</p>	<p>Staff continued its efforts to implement the new Virginia stormwater management regulations. Preliminary final application is due to Virginia Department of Environmental Quality (DEQ) by January 15, 2014.</p>
<p><b>ENV 1.19.</b> Utilizing approved watershed management plans, developed hydraulic studies, and assessments of ravine and coastal flooding as well as predicted sea level rise, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from storm water.</p>	<p>In December 2013, the Engineering and Resource Protection Division (ERP) reviewed sea level rising maps for the HRPDC Coastal Resiliency Project and the United States Geological Survey (USGS) report Land Subsidence and Relative Sea Level Rise in the Southern Chesapeake Bay Region. <b>See ENV 1.21.</b></p>
<p><b>ENV 1.21.</b> Expand James City County's partnership with the Virginia Institute of Marine Science (VIMS) to more fully identify specific issues with respect to riverine flooding, storm surge, sea level rise, and other conditions affecting coastal flooding in James City County.</p>	<p>Throughout 2013, ERP continued tracking Virginia Institute of Marine Science (VIMS) research on sea level rise and climate change.</p>
<p><b>ENV 2.7.</b> Coordinate cross-training and joint activities that allow land use planners; stormwater managers; and transportation, utility, and capital project planners to explore how various land use/stormwater processes can be better integrated.</p>	<p>On, November of 2013, a new team was brought together representing Engineering and Resource Protection, Building Safety and Permits, General Services, Stormwater and Planning to discuss and develop implementation process for Federal Emergency Management Agency Flood Insurance Rate Map (FEMA FIRM) map revisions.</p>

<p><b>ENV 2.8.</b> Promote the development of educational and passive recreational facilities which provide increased, non-disruptive access to special environmental and historical areas for citizens and visitors.</p>	<p>On March 12, 2013 the BOS approved a rezoning and master plan for Jamestown Beach, which provides access to the James River and historical resources on the property and includes improvements to the site's stormwater facilities and erosion control. On April 8, 2013, the Planning Division approved a site plan for nature trails and educational exhibit areas in the Eco-Discovery Park.</p>
<p><b>PR PARKS &amp; RECREATION</b></p>	
<p><b>PR 2.3.1.</b> Aligning the Greenway Master Plan with existing and planned sidewalks and bikeways, and integrating this plan with greenway plans of adjacent localities and interested organizations.</p>	<p>The BOS has allocated \$760,000 for construction of a multi-use trail connecting Freedom Park with Blayton and Hornsby schools on Jolly Pond Road. In February 2013 the Planning Division recommended the Olde Towne Timeshares Trail as the second highest priority project for the BOS to fund in the FY14 CIP. An update to the Greenways Master Plan is anticipated to occur in the next two to three years.</p>
<p><b>PR 10.1.</b> Enhance existing facilities and marketing efforts to fully promote an ecotourism program that promotes passive recreational opportunities within natural open spaces and identify and designate lands in support of this purpose.</p>	<p>In 2013, shoreline restoration work at the Jamestown Beach Park was completed. Staff continues to work with Eco Discovery Park to educate citizens on the environment.</p>
<p><b>PN POPULATION NEEDS</b></p>	
<p><b>PN 2.8.</b> Continue partnering with the Historic Triangle Senior Center on expanding its programs throughout the County.</p>	<p>In 2013, the Historic Triangle Senior Center provided outreach activities to an average of 23 seniors per month at Parker View Apartments, Grove, and Burnt Ordinary Apartments. An average of 27 seniors per month has been served by outreach activities provided by Senior Center staff and volunteers.</p>
<p><i>Tasks with a 10 + year timeframe</i></p>	
<p><b>ED ECONOMIC DEVELOPMENT</b></p>	
<p><b>ED 5.5.3.</b> Explore the feasibility of preserving corridors for the transmission of reclaimed water from the Hampton Roads Sanitation District (HRSD) Treatment Plant and planning locations of future wastewater treatment plants to allow for the distribution of reclaimed water.</p>	<p>In 2013, JCSA continued exploring the feasibility of this initiative through participation in local and regional planning efforts.</p>

<p><b>ED 5.7.</b> Promote desirable economic growth through the provision of water and sewer infrastructure consistent with the Comprehensive Plan policies and the regulations governing utility service in partnership with the James City Service Authority (JCSA), Newport News Water Works, and HRSD.</p>	<p>In November 2013, replacement of the Jamestown Road, Indigo Dam Road and Lake Drive water mains was completed. Phase 1 of water main replacement in Williamsburg Landing was completed in December 2013 with a second phase scheduled to be completed in spring 2014. All water production facilities and sanitary sewer lift stations operated efficiently and effectively and in compliance with relevant regulations and policies. Efforts continued to provide an effective maintenance, operations and management program for the water production, water distribution and sanitary sewer collection systems. Development of an asset management system continues.</p>
<p><b>PR PARKS &amp; RECREATION</b></p>	
<p><b>PR 2.3.6.</b> Examining the feasibility of including a system of equestrian trails as part of the Greenway Master Plan.</p>	<p>In 2013, no formal progress has been made regarding equestrian trails in the Greenway Master Plan. However, an agreement was executed between the County and Carlton Farms to allow horseback riding through the Jamestown Beach Campground property.</p>
<p><b>T TRANSPORTATION</b></p>	
<p><b>T 1.3.4</b> Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.</p>	<p>Preliminary engineering is underway for turn lanes at the Route 199 West Ramp at Richmond Road and Centerville Road/ News Road intersections.</p>
<p><b>T 1.5.</b> Coordinate with the Virginia Department of Transportation (VDOT), adjoining jurisdictions, and prospective developers to implement the most contextually appropriate improvements for the roadway system.</p>	<p>Planning staff is currently working with VDOT and the City of Newport News to identify funding options and evaluate design considerations for Rt. 60 Relocated and the Skiffes Creek Connector projects. These projects will help alleviate congestion in the area and better move traffic from the industrial areas to the interstate.</p> <p>In June 2013, Planning staff initiated the Longhill Road Corridor Study to find context sensitive transportation solutions for Longhill Road. This study has significant public and stakeholder involvement as well as VDOT and agency coordination.</p>
<p><i>Ongoing (While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</i></p>	
<p><b>Action</b></p>	<p><b>Task Completed</b></p>

<b>CC</b>		<b>COMMUNITY CHARACTER</b>	
<b>CC 1.8</b> Pursue the expenditure of public funds and the support of citizens to improve the appearance of highly visible focal points of the County, including, but not limited to County entrance corridors, median areas, interstate interchanges, and undeveloped parcels fronting on thoroughfares. Continue to coordinate corridor enhancement efforts within the County and surrounding localities to achieve compatible, attractive corridors.			Staff gained approval from VDOT for replacement landscaping at the intersection of Rt. 5 and Rt. 199. Installation is slated for January 2014. In November of 2013, JCSA replanted landscaping on Jamestown Road.
<b>CC 2.2</b> Expect that development along CCAs protects the natural views of the area; promotes the historic, rural or unique character of the area; maintains greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.			The James City County Fire Station No. 1 is being redesigned using Toano guidelines. <b>See. PF 4.6</b>
<b>CC 3.4</b> Update the Community Appearance Guide prior to each Comprehensive Plan revision to include new examples of development and policy changes in the County.			In 2013, the process to revise the Community Appearance Guide began.
<b>PN</b>		<b>POPULATION NEEDS</b>	
<b>PN 3.4.</b> Promote affordable senior housing options, from independent living to Continuing Care Retirement Communities (CCRCs) and skilled care, for all. (See also Housing section.)			In 2013, the Senior Services Coalition organized a series of educational forums to provide seniors and their adult children with information about assisted living and long-term care facilities, as well as researching and touring affordable senior housing options within James City County and surrounding communities.

ED	ECONOMIC DEVELOPMENT
<p><b>ED 1.1.</b> Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.</p>	<p>In 2013, the OED worked with the EDA to develop an economic development strategy for James City County, with hopes to complete it in 2014 in conjunction with the update of the 2009 Comprehensive Plan.</p>
<p><b>ED 1.2.1.</b> Creating new and supporting programs to assist small businesses with initial business plans and construction issues.</p>	<p>In 2013, the OED partnered with Thomas Nelson Community College (TNCC) to create the Triangle Entrepreneur Exchange. This series features area entrepreneurs who can share their lessons learned with small business owners and budding entrepreneurs in the Historic Triangle.</p>
<p><b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>For the third year, the Economic Development offices of JCC, Williamsburg, York, partnered with W&amp;M to co-sponsor an event targeting W&amp;M alum and marketing the historic triangle as a great place to expand their businesses.</p>
<p><b>ED 4.2.</b> Collaborate with the College of William and Mary Technology and Research Institute in support of the James City County technology business incubator to attract and mentor companies.</p>	<p>In 2013, the incubator was expanded to a regional incubator. Partnership with W&amp;M continues, now with the Entrepreneurship Center, who has the contract to manage the incubator (now the Technology Business &amp; Innovation Center).</p>
<p><b>ED 4.4.</b> Support collaborations with the College of William and Mary Office of Economic Development and Thomas Nelson Community College to enhance training for knowledge-based companies.</p>	<p>In 2103, the OED collaborated closely with the TNCC Workforce Development Center to market training opportunities to area companies and highlight this fantastic asset.</p>
<p><b>ED 6.2.</b> Identify and protect historic sites, including those associated with the Civil War, that are important to the heritage of James City County, allowing them to be preserved for future generations.</p>	<p>In 2013, the Mainland Farm was transferred from EDA to BOS and placed under a Conservation Easement.</p>

<b>ED 6.3.</b> Support ecotourism initiatives, identifying and designating lands in support of this purpose.	In 2013, eco-tourism opportunities were included in the scope of the rural enterprise initiative.
<b>ED 6.4.</b> Support development of sporting events and other special events in James City County.	In 2013, County Administration and OED worked closely on the Ladies Professional Golf Association (LPGA) events, Christmas in Williamsburg, Arts Month, and sports tourism events such as the National Softball Association national championship tournament and Rev3/Glow Run races.
<b>ED 8.1.</b> Support traditional agricultural and forestal uses where they exist through continued and improved ordinances and policies favorable to such uses.	Anticipated outcome of efforts described in <b>ED 8.3.</b>
<b>ED 8.6.</b> Offer informational programs to landowners about various rural economic development opportunities that may be of interest to them as business or hobby pursuits or as alternatives to sale of lands for subdivision development.	Anticipated outcome of efforts described in <b>ED 8.3.</b>
<b>ENV</b>	<b>ENVIRONMENT</b>
<b>ENV 1.1.</b> Promote development and land use decisions that protect and improve the function of wetlands and the quality of water bodies.	<p>On March 12, 2013, the BOS adopted a SUP for Jamestown Beach which involved improvements to and cleaning up the shoreline and requires a master stormwater management plan prior to significant development.</p> <p>On October of 2013, the BOS approved a SUP and rezoning application for the replacement of Fire Station No. 1 which included a plan to develop the new facility in a manner to achieve LEED Silver certification. To meet the criteria designers plan to develop stormwater designs for quantity control and quality improvement, and possible groundwater recharge.</p>
<b>ENV 1.2.</b> Promote the use of Better Site Design, Low Impact Development (LID), and effective Best Management Practices (BMP).	On June 2013, the HRPDC developed an LID Checklist for Hampton Roads for locality use.



<p><b>ENV 1.2.8.</b> Continuing to promote the protection of trees.</p>	<p>In January 2013, the Planning Division worked with the Engineering and Resource Protection Division regarding a proposal to clear cut and mass grade the 47-lot subdivision at Cottages at Stone Haven. Through this effort, the applicant agreed to change the proposal to clear only the areas necessary to install roadways and infrastructure and then clear each single-family lot as the houses are built.</p>
<p><b>ENV 1.8.</b> Continue to work with the Virginia Department of Environmental Quality (DEQ), Department of Conservation and Recreation (DCR), and Virginia Department of Health (VDH) to identify existing or potential sources of surface and ground water pollution and take action to prevent or control the effect of the sources. Continue to enforce all existing regulations to protect all water resources and adopt additional protective measures as necessary.</p>	<p>On March 28, 2013, the County's MS4 permit registration statement and program plan for permit year 1 were submitted to Department of Conservation and Recreation (DCR) in order to meet the April 1 due date. Permit fees for fiscal year 2014 have been paid. The County is fully compliant with all permit requirements at this time. The MS4 Permit has begun a new five-year cycle that runs from July 1, 2013 through June 30, 2018.</p> <p>All JCSA services continue to be provided in accordance with applicable permit requirements, standards and regulations. Maintaining the water production and distribution system continued to be a high priority with special emphasis placed on rapid response to system failures. Grant funded residential well abandonments continue through the Cap It program.</p>
<p><b>ENV 1.14.1.</b> Utilizing available resources, including enforcement of maintenance agreements and covenants.</p>	<p>In 2013, letters were sent to owners of BMPs with failing infrastructure requesting contact regarding repair schedules. Owners failing to comply have been forwarded to the County Attorney's Office.</p>
<p><b>ENV 1.17.</b> Continue to develop watershed management plans for the remaining County watersheds that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations.</p>	<p>In 2013, the York River watershed management plan started. Priorities for future watershed management plans are being considered for the Fiscal Years 2015/2016 budget.</p>
<p><b>ENV 1.18.</b> Continue to develop regional, cumulative impact-focused hydraulic studies for County waterways vulnerable to flooding and develop strategies to fix identified problems.</p>	<p>The Powhatan Creek flood map revisions have been accepted by FEMA for a map amendment and will become effective on March 6, 2014.</p> <p>The County assembled Coastal Floodplain Team continues to track progress of FEMA Region 3 effort on Risk Assessment Mapping and Planning (RAMPP) for storm surge and coastal analyses mapping.</p>

<p><b>ENV 2.1.</b> Continue to educate the public about voluntary techniques to preserve and protect environmentally sensitive lands; wildlife habitats; water quality; and watersheds, agricultural, forestal, and other open space lands through the PRIDE program.</p>	<p>In March 2013, the Stormwater Program Advisory Committee developed a strategic approach to reach citizens with water quality information through the PRIDE program.</p> <p>On July 26, 2013, the SW division held an Environmental Education Day event in conjunction with the James City County Rec Connect Summer Camp to conduct hands on water quality monitoring projects with campers.</p> <p>On August 7, 2013, the SW division attended the Canon Corporation Environmental Fair in which staff demonstrated the concept of a rain gardens and the importance of cleaning up after pets.</p> <p>On September 14, 2013, staff attended Droll in the Pool and educated pet owners about the importance of picking up after their pets.</p>
<p><b>ENV 2.2.</b> Utilize the Clean County Commission to coordinate citizen efforts in participating in the County recycling program, the Adopt-A-Spot program supported by the Virginia Department of Environmental Quality, Division of Environmental Enhancement, and shoreline clean-up days sponsored by a variety of organizations.</p>	<p>In 2013, the Commission actively meet and sponsored programs such as:</p> <ul style="list-style-type: none"> <li>• Spring Clean Up County Wide;</li> <li>• Clean Business Awards;</li> <li>• Neighborhood Environmental Grants;</li> <li>• Adopt a Spot; and</li> <li>• Public Education at various public events</li> </ul>
<p><b>ENV 2.6.</b> Continue to offer training, certification, and equipment to volunteer monitors.</p>	<p>Trainings for new volunteer monitors were held April 11 and June 25, 2013. The program currently has 18 active volunteers, monitoring 16 sites in six different County watersheds.</p>

<p><b>ENV 3.3.</b> Operate programs which seek clear title to, or conservation easements over, environmentally sensitive lands throughout the County in partnership with willing property owners.</p>	<p>Two additional greenspace properties, Carleton Farms and Forest Heights and one additional PDR property, Bush Neck Farm, were protected in 2013. The Planning Division is currently working to conduct baseline reports for properties owned by or with an easement by the County to document current conditions.</p> <p>In July 2013 the BOS approved the purchase of a total of 322 acres of conservation easements on two properties, Carlton Farms on Greensprings Road and the Gilley Farm on Neck O Land Road.</p> <p>In October of 2013, the BOS approved and conveyed a perpetual conservation easement across Mainland Farm to the Williamsburg Land Conservancy to protect and preserve the historic fields and farmlands.</p>
<p><b>ENV 3.5.</b> Continue to develop and enforce zoning regulations and other County ordinances that ensure the preservation to the maximum extent possible of rare, threatened, and endangered species; wetlands; flood plains; shorelines; wildlife habitats; natural areas; perennial streams; groundwater resources; and other environmentally sensitive areas.</p>	<p>In February 2013 the Planning Division reviewed a natural resource inventory that identified Virginia Least Trillium on the site of New Town Section 12 and facilitated an agreement with the developer to increase monitoring, inspections and erosion and sediment control measures to protect the colony.</p>
<p><b>ENV 3.6.</b> Continue to collaborate regionally to improve environmental quality, including but not limited to working with HRPDC and County staff to develop a local level green infrastructure map which identifies critical natural and cultural networks and lands best suited for development and develop a plan for implementation.</p>	<p>In June 2013, the Planning Division began a natural and cultural asset mapping project with technical assistance from the Green Infrastructure Center.</p> <p>On September of 2013, the BOS approved updates to the Williamsburg, James City County and York County Regional Bicycle Facility Plan. The plan is to be used as the policy document identifying desired bikeway routes within the County with the goal of providing bicycle access to major destinations.</p>

<p><b>ENV 3.7</b> Site development projects, including those initiated by the County, to be consistent with the protection of environmentally sensitive areas and the maintenance of the County's overall environmental quality so that development projects do not exacerbate flooding in flood prone areas.</p>	<p>Through a National Fish and Wildlife Foundation grant, existing County facilities were evaluated for green infrastructure upgrades. Potential upgrades are prioritized and will be incorporated as funding allows.</p>
<p><b>ENV 4.1.</b> Conduct a baseline energy and greenhouse gas emissions inventory in order to establish target greenhouse gas emission levels based on Cool Counties Climate Stabilization Initiative goals and track emissions and energy savings annually.</p>	<p>Staff initiated a very active tracking of energy use and Greenhouse Gas emissions at County owned facilities. Many programs and projects were completed to increase energy efficiency at County facilities. Significant energy use reductions were reported to the Board.</p>
<p><b>LU LAND USE</b></p>	
<p><b>LU 2.1.</b> Plan for and encourage the provision of greenways, sidewalks, and bikeways to connect neighborhoods with retail and employment centers, parks, schools, and other public facilities and to effectively connect buildings and activities within individual sites.</p>	<p>Between July and December of 2013, the Longhill Road Corridor Study has been ongoing, with stakeholder and public meetings, and technical analysis. Recommendations for pedestrian and bicycle facilities are part of the scope of work. The study is scheduled for completion in August 2014.</p>
<p><b>PR PARKS AND RECREATION</b></p>	
<p><b>PR 1.3.</b> Continue to develop Freedom Park and the Warhill Sports Complex based upon approved master plans.</p>	<p>Lighting at Basketball Courts at Warhill Sports Complex was completed. Construction began in May 2013 on new multi-use trail linking Freedom Park to Jolly Pond School site. The schematic design for administration building at Warhill Sports Complex was completed in December 2013.</p>

<p><b>PR 2.1.</b> Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities Plan by seeking County funding whenever feasible and by seeking non-County funding sources.</p>	<p>On July 17, 2013, the Parks and Recreation Advisory Committee endorsed the Regional Bikeways Map. The map was subsequently endorsed by the Planning Commission on August 7 and by the BOS on September 10. Preliminary engineering commenced on the Croaker Road multi-use path, which is collaboration between Planning and VDOT. The Planning Division received approval for a revenue sharing application from VDOT to construct a bike connection to the Capital Trail from Route 5 in the vicinity of Governor's Land.</p> <p>In December 2013, Parks and Recreation submitted Capital Improvements Project (CIP) requests for multi-use paths at the Warhill Sports Complex, Freedom Park and Olde Towne Road.</p> <p>The Colonies at Williamsburg timeshares is paying to construct a segment of the Olde Towns Road path and the County received 80 percent of the funding for the Freedom Park multi-use path (about \$395,000) through grants from the Virginia Recreational Trails Fund.</p>
<p><b>PR 2.3.5.</b> Continuing to seek funding in the Capital Improvement Program (CIP) for the acquisition and use of open spaces areas and greenways to preserve the scenic, natural, and historic characters of the area.</p>	<p>On January 22, 2013, the BOS considered the financial status of the County's land preservation programs and alternatives for improving the effectiveness and efficiencies of the program. The BOS discussed whether additional funds from the 2005 bond referendum should be borrowed prior to the November 2013 deadline.</p> <p>In December 2013, Parks and Recreation submitted multiple CIP requests including implementing the Shaping Our Shores Master Plans for Chickahominy Riverfront Park and Jamestown Beach. Parks and Recreation has also requested \$50,000 in each of five years of the CIP to continue to plan, develop and improve trails consistent with the Greenways Master Plan.</p>
<p><b>PR 3.4.</b> Submit grant applications to secure funds for new parks and recreation programs, services, facilities, and related transportation services.</p>	<p>In May 2013, a grant of \$7000 from the Chesapeake Restoration Fund Grant was awarded for environmental education. In May 2013, the BOS accepted \$200,000 Recreation Trail Fund grant for Freedom Park Trail. In September 2012, BOS accepted \$100,000 Land and Water Conservation grant award for phase II improvements at Jamestown Beach Park.</p>

<p><b>PR 5.1.</b> Continue to encourage new development to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.</p>	<p>Between January and July 2013, the Planning Division approved several development cases which included dedication of natural open space easements to the County. Examples include Windsor Ridge, Jacob's Industrial Center and Ford's Colony Sec. 35. Development plans for the Settlement at Powhatan Creek also continue to reserve the corridor for a future County greenway. The Williamsburg Land Conservancy did not acquire any easements or parcels in James City County during this time period.</p>
<p><b>PR 5.2.</b> Encourage new development to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the Sidewalk Master Plan, the Regional Bicycle Facilities Plan, and the Greenway Master Plan.</p>	<p>Planning staff continues to implement the Pedestrian Accommodations Master Plan for all applicable development projects. Some examples of plans approved between January and June 2013 with pedestrian or bicycle accommodations include Windsor Ridge, Eco-Discovery Park trails, White Hall Section 3, Settlement at Powhatan Creek, New Town Section 9 (Settlers Market). The Ironbound Road widening project was also completed and now provides multi-use trail access on both sides of the road from its intersection with Monticello Ave. to the James City County Recreation Center.</p> <p>The Colonies at Williamsburg previously agreed to construct a sidewalk along Olde Towne Road and that project is currently in progress. Several other residential developments that are currently under construction, such as White Hall, New Town, and the Settlement at Powhatan Creek, also include trail construction.</p>
<p><b>PR 6.3.</b> Continue to offer the Inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.</p>	<p>In 2013, 17 new assessments were completed, 351 citizens received accommodations, and 626 youth, teens, and adults with disabilities were served through partnered programs. Staff developed new programming relationships with The Arc and Capernaum Young Life resulting in over 100 teenagers and over 300 adults with disabilities participating in recreation activities. Staff completed ADA compliance checklist and budget plan for 2010 federal standards.</p>
<p><b>PR 9.1.</b> Continue to disseminate brochures and keep up to date information on the Web site to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.</p>	<p>During 2013, Parks and Recreation staff released a new promotional card for Legacy Hall, began a semi-monthly Rec Center newsletter, promoted a new Skate Rink through new brochures, paid ads and radio. Staff also provided weekly updates to website, semi-monthly updates in P&amp;R times and distributed an update to construction at Mid County Park.</p>

<p><b>PR 10.2.</b> Continue to promote signage and programs that provide educational opportunities in cultural and natural resources. Develop public historical interpretive sites at County facilities in keeping with the County's Archaeological Policy.</p>	<p>The Parks and Recreation Department was awarded a \$7,000 Chesapeake Bay Restoration Grant in May 2013 to expand environmental education and preservation programs to summer camp participants. Staff worked with Save the Bay to install fishing line recycle bins at two county parks.</p> <p>Staff implemented the Chesapeake Bay Restoration Grant to 275 youth through conservation education, recycling, and natural resources preservation activities; offered Dirt Diggers, Park and Trail Safety Course and Tails on the Trail Summer Adventures dog walking program at six County parks.</p>
<p><b>PF PUBLIC FACILITIES</b></p>	
<p><b>PF 1.1.</b> Encourage full utilization of all public facilities, including joint use by different County agencies, to support local community objectives and activities.</p>	<p>The James City County Fire Station # 1 design will have spaces for general public usage.</p>
<p><b>PF 1.3.</b> Design facilities and services for efficient and cost-effective operations over the expected life of the facilities or programs.</p>	<p>Building envelope sealing is now complete at Buildings A and B at the Government Complex, Fire Station # 3, and the JCSA Operations Building.</p>
<p><b>PF 1.5.1.</b> Utilize tools such as life-cycle costing and value engineering (as applicable) to develop the most cost effective facilities.</p>	<p>Fire Stations # 1 and # 4 projects were designed with significant value engineering and managed within budgets.</p>
<p><b>PF 1.6.</b> Apply appropriate zoning, land use, and other adopted County criteria when evaluating public facility sites and uses.</p>	<p>DM reviewed and processed the Rezoning application for Windsor Ridge, Section 4 at Wellington.</p>
<p><b>PF 3.2.</b> Consider additional adequate public facilities policies and/or level of service standards to complement the Adequate Public Schools Facilities Test Policy already in place.</p>	<p>The BOS has adopted the Traffic Impact Analysis Submittal Requirements Policy to guide applicants in the preparation of a traffic study.</p>

<p><b>PF 3.6.</b> Develop policies that support the conservation of water through education and awareness, higher water rates for greater usage, restricting irrigation, and, when financially feasible, rebate programs that reward conservation efforts.</p>	<p>Local and regional outreach and education efforts continue with JCSA’s own “Let’s Be Water Smart” water conservation education program and HRPDC’s Hampton Roads Water Efficiency Team (HR WET) regional water conservation program. Water rate structure and outdoor water use policy continue to support conservation efforts. Rebate programs continue to reward conservation efforts.</p>
<p><b>PF 3.7.</b> Support alternative water supply and conservation projects, such as collection and use of stormwater, reuse of gray water, and reclamation of wastewater, where practical and financially feasible. Identify projects that might benefit from such applications, such as golf course irrigation or new residential, commercial, or industrial uses.</p>	<p>Efforts to investigate and identify efficient and financially feasible alternative water supply and conservation projects continue through staff research, training and participation in regional and national water and wastewater organizations.</p>
<p><b>PF 3.8.</b> Explore opportunities to develop regional reclamation and reuse technologies and infrastructure in conjunction with neighboring jurisdictions and the Hampton Roads Sanitation District (HRSD).</p>	<p>JCSA continues to explore the feasibility of this initiative through participation in local and regional planning efforts.</p>
<p><b>PF 4.1.</b> Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs, and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.</p>	<p>Additional building envelope, equipment, lighting, and control projects are ongoing every year.</p>



<b>PF 4.6.</b> Incorporate architectural design features in buildings and structures erected by the County which support quality design and appearance.	Fire Station # 1 is being designed to replicate the historic buildings of Toano.
<b>PN</b>	<b>POPULATION NEEDS</b>
<b>PN 1.3.2.</b> Interconnect and create pedestrian and bikeway networks that serve destinations by using the bikeway, Sidewalk, and Greenway master plans as guides.	In July 2013, new bikeway master plan was adopted by the BOS.
<b>PN 3.4.</b> Promote affordable senior housing options, from independent living to Continuing Care Retirement Communities (CCRCs) and skilled care, for all.	The Senior Services Coalition organized a series of educational forums to provide seniors and their adult children with information about assisted living and long-term care facilities, as well as researching and touring affordable senior housing options within James City County, and surrounding communities.
<b>T</b>	<b>TRANSPORTATION</b>
<b>T 1.2.6.</b> Facilitating the efficient flow of vehicles and minimizing delay through means such as the use of advanced traffic management technology.	On December 2013, a new traffic signal was installed at the Olde Towne Rd/ Longhill Road intersection which offer motorists a permitted left turn phase onto Olde Towne Road.
<b>T 1.3.5.</b> Designing and implementing transit, pedestrian, and/or cycling alternatives along the corridor, including multi-use paths and paved shoulders.	Planning staff, as a part of the Longhill Road Corridor Study, is investigating multi-modal transportation opportunities along Longhill Road.
<b>T 2.2.</b> Continue the efforts of James City County, the City of Williamsburg, York County, and the Historic Triangle Bicycle Advisory Committee to coordinate and implement a regional bicycle network, including further joint planning and development of regional funding proposals.	In September 2013 the BOS approved the updated Williamsburg, James City and York County Regional Bicycle Facility plan to be used as the policy document identifying desired bikeway routes within the County.

<p><b>T 3.1.</b> Maintain a regularly updated list of proposed pedestrian and cycling projects on the Six Year Improvement Program.</p>	<p>In 2013, a number of pedestrian and bicycle projects remained on the Six Year Improvement Program (SYIP):</p> <ul style="list-style-type: none"> <li>• Route 60 (Richmond Road) pedestrian access;</li> <li>• Pocahontas Trail multi-modal reconstruction;</li> <li>• Croaker Road multi-use trail; and</li> <li>• The Capital Trail</li> </ul>
<p><b>T 3.2.</b> Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>Throughout 2013, Planning staff applied for and received several funding transfers to accelerate projects.</p>
<p><b>T 3.8.</b> Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>Planning staff is working with VDOT and existing business in the Greenmount Industrial Park to plan for the Rt. 60 Relocation plan. This relocated road will help alleviate traffic in residential areas by providing better access from the industrial areas directly to the interstate system.</p>

## GLOSSARY OF ABBREVIATIONS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CCA	Community Character Area
CCC	Community Character Corridor
CIP	Capital Improvements Program
CO	Certificate of Occupancy
DHCD	Virginia Department of Housing and Community Development
DCR	Department of Conservation and Recreation
DHR	Virginia Department of Historic Resources
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
HOP	Housing Opportunities Policy
JCCRC	James City County Recreation Center
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
LOS	Level of Service
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Areas
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
PDR	Purchase of Development Rights
PLAT	Professional Landscape Assessment Team
PSA	Primary Service Area
SSPRIT	Subdivision / Site Plan Review Improvement Team
TDR	Transfer of Development Rights
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority

The Planning Commission reviewed a proposal for Tidewater Equine Veterinary Clinic; seen here is the future site.





*Historic Past.*



*Sustainable Future*

2008 James City County Comprehensive Plan

## JAMES CITY COUNTY PLANNING COMMISSIONERS



Front Left to Right: Robin Bledsoe, Chris Basic, Tim O'Connor, Rich Krapf  
Back Left to Right: George Drummond, Al Woods, Mike Maddocks

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**New Cases for January**

Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plans	C-0072-2013	Clayton-Kastenholz & Norge Community Center BLA	7402 Richmond Road	0.01 acre boundary line adjustment	Luke Vinciguerra	01-Stonehouse
	C-0073-2013	HRSD Microwave Tower - Ron Springs	300 Ron Springs Drive	Construction of the microwave tower for wide area network communications with operations center and other plants. The proposed height of the tower is 130 feet above existing ground elevation grade.	Leanne Pollock	05-Roberts
	C-0074-2013	Classic Tailoring - 7355 Richmond Road	7355 Richmond Road	Rezone property from R-2 to commercial to allow relocation of a tailor shop.	Jose Ribeiro	01-Stonehouse
	C-0001-2014	Two Rivers Memorial Gardens Cemetery	2900 Monticello Ave	Development of a new cemetery.	Scott Whyte	03-Berkeley
	C-0002-2014	Branscome and USA Waste of VA Landfills Borrow Pit Progress Report	700 Blow Flats Road	Annual progress report of mining activities as required by SUP-00009-2010 Condition #9 and SUP-0010-2010 Condition #9.	Christy Parrish	05-Roberts
	C-0003-2014	Colonial Heritage Landbay 7C	499 Jolly Pond road	Proffer requirement to ensure master plan consistency for the next phase of Colonial Heritage prior to the submission of a development plan. Plan proposes 116 lots for single family detached dwelling units.	Jennifer VanDyke	01-Stonehouse
	C-0004-2014	3446 N. Riverside Drive Subdivision	3446 N Riverside Drive	Proposal to divide into two parcels, each 7.5 acres	Luke Vinciguerra	02-Powhatan
	C-0005-2014	Williamsburg Crossing Parcels 20 and 29	5304 and 5294 John Tyler Highway	Proposal for 197 single-family attached units adjacent to Williamsburg Crossing shopping center.	Leanne Pollock	03-Berkeley
Subdivision	S-0001-2014	1300 Moses Lane	1300 Moses Lane	Subdivision of 1 lot into 5; Ref. C-0053-2013.	Luke Vinciguerra	05-Roberts
	S-0002-2014	Fire Station 4 BLE	5312 Olde Towne Road	BLE at Fire Station 4.	Scott Whyte	04-Jamestown
	S-0003-2014	134 Indigo Dam Road	134 Indigo Dam Road	Final plat of 2 lots.	Jennifer VanDyke	04-Jamestown

**New Cases for January**

<b>Case Type</b>	<b>Case Number</b>	<b>Case Title</b>	<b>Address</b>	<b>Description</b>	<b>Planner</b>	<b>District</b>
Site Plan	SP-0118-2013	Creative Cabinets SP Amend.	201 Industrial Blvd	Site plan amendment revising minor changes to the site (location of a dust collector and deletion of a lighting pole)	Jose Ribeiro	01-Stonehouse
	SP-0119-2013	Lafayette H.S. Football Practice Field SP Amend.	4460 Longhill Road	Re-grade and re-seed existing practice football field and irrigation system.	Luke Vinciguerra	02-Powhatan
	SP-0120-2013	The Colonies - Pedestrian Bridges & Trails SP Amend.	5350 Olde Towne Road	Provide pedestrain trail system.	Luke Vinciguerra	04-Jamestown
	SP-0001-2014	Kingsmill Woods Course Drainage Improvements - Phase 2	8581 Pocahontas Trail	Drainage improvements to repair 2 areas of severe erosion along the side of Hole #10 of the Woods Golf Course.	Jose Ribeiro	05-Roberts
	SP-0002-2014	505 Spring Trace Screened Porch	505 Spring Trace	Addition of screened in porch and deck to replace existing deck.	Jennifer VanDyke	02-Powhatan
	SP-0003-2014	New Dawn Assisted Living Regional Office SP Amend.	1807 Jamestown Road	Amendment to SP-0023-2010; Proposed addition of a new regional office and additional parking.	Luke Vinciguerra	03-Berkeley
	SP-0004-2014	Charlie's Antiques Garden Display and Pole Barn SP Amend.	7709 Richmond Road	Proposed conservatory, benches, decorative stone wall, and other decorative rocks and statues displayed in the Garden Display Area at 7709 Richmond Rod and accessory 18x60 pole barn for equipment storage associated with agricultural uses at 3654 Toano Woods Drive.	Jose Ribeiro	01-Stonehouse
	SP-0005-2014	Warhill Traffic Calming	5700 Warhill Trail	Enhancements to service road going from park side to stadium side to include lining, signage, fencing and 3 speed humps.	Leanne Pollock	02-Powhatan

## PLANNING DIRECTOR'S REPORT

February 2014

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

- **New Town.** The Design Review Board did not meet in January. The DRB reviewed the following items via email: changes to elevations for a World Market and Party City adjacent to SteinMart, a canopy and drop-off adjacent to Discovery Park Place, and changes to elevations for Oxford apartments (Section 12). The next DRB meeting is scheduled for February 20.
- **Longhill Road Corridor Study.** Work on the future traffic volume projections continued and the consultant held technical team and project advisory committee meetings. The next public meeting for the Study is tentatively scheduled for February 19<sup>th</sup> and 20<sup>th</sup> (location TBD).
- **Comprehensive Plan.** The methodology, timeline and survey document were presented to the Board of Supervisors during a work session on January 28. Staff hopes to be able to allow Virginia Tech to begin calls for the phone survey in early February.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached documents.
- **Board Action Results:**
  - January 14, 2014
    - Case No. SUP-0017-2013. Apperson Family Subdivision (Approved 5-0)
    - Case No. SUP-0018-2013. Pettengill-McClure Family Subdivision (Approved 5-0)
    - Case No. SUP-0012-2013. Olde Towne Road Human Services Building Communications Tower (Approved 5-0)
    - Case No. Z-0002-2013/SUP-0005-2013. Wellington, Windsor Ridge, Section 4 (Approved 5-0)

# BYLAWS

## PLANNING COMMISSION

### COUNTY OF JAMES CITY, VIRGINIA

#### ARTICLE I. OBJECTIVES

This Planning Commission (the "Commission") was established by the Board of Supervisors of James City County (the "Board") on April 13, 1953, to direct the development of James City County (the "County") and ensure its prosperity, health, safety, and general welfare, in accordance with Chapter 22, Title 15.2, Article 2, *Code of Virginia*, 1950, as amended (the "Virginia Code").

#### ARTICLE II. MEMBERSHIP

The Commission shall consist of 7 or 9 members, each appointed by the Board for a term of four years.

#### ARTICLE III. MEETINGS

1. All meetings of the Commission shall be open to the public.
2. Regular meetings of the Commission may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall deliver (via hand delivery, U.S. Mail, or electronic mail, return receipt requested) to all members, at least five days in advance of a special meeting, a written notice fixing the time, place and the purpose of the meeting.
3. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or at a previous special meeting at which all members were present.
4. The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the Order of Adjournment. When a regular or adjourned regular meeting is adjourned as stated in this paragraph, the resulting adjourned meeting is a regular meeting for all purposes. When an Order of Adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings. Adjourned special meetings will be considered special meetings for all purposes and all regulations concerning special meetings must apply.
5. A quorum of the Commission shall consist of a majority of the members of the Commission. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.
6. The annual meeting for the election of officers (Chair and Vice Chair) shall be held as the first order of business at the regular meeting in February of each year and thereafter the



newly elected officers shall preside at the regular meeting in February. When a vacancy occurs for the Chair or Vice Chair, an election shall be held on the next regular meeting date.

7. All minutes and records of the Commission of its meetings, resolutions, transactions and votes, shall be kept by the Secretary.

#### ARTICLE IV. OUTSIDE MEETING WITH APPLICANTS

1. Planning Commissioners are permitted to meet with applicants outside of a Planning Commission meeting.
2. Commissioners shall publicly disclose all meetings.

#### ARTICLE V. MATTERS PENDING BEFORE THE COMMISSION

1. All matters which require an advertised public hearing in accordance with Section 15.2-2204 of the Virginia Code and which meet submittal requirements filed with the Planning Division at least six weeks before the regular meeting are to be placed on the agenda for the advertised public hearing. All other matters filed at least 15 days before the regular meeting in the Planning Division are to be placed on the agenda. Any matter not placed on the agenda in advance of the meeting can be considered at the meeting by a majority vote of the Commission.
2. For each public hearing, notices shall be forwarded to the Commission members no less than 15 days prior to the public hearing.

#### ARTICLE VI. HEARINGS

1. Advertised public hearings shall be scheduled during a regular meeting, except in the event of a joint public hearing between the Commission and the Board.
2. For each public hearing item, presentations by staff, applicants, individuals or groups shall be limited as follows:
  - a. Presentations by staff and applicants are limited to 15 minutes each;
  - b. Comments by individuals are limited to 5 minutes each;
  - c. Comments by citizen groups are limited to 10 minutes each; and
  - d. At a meeting, the time limits set forth in a, b, and/or c above may be extended at the discretion of the Chair.

## ARTICLE VII. VOTING

1. No member present shall abstain from voting on a roll call vote unless a member has a conflict of interest in the matter being voted upon. For the purposes of this paragraph, a "conflict of interest" shall exist when there is an actual conflict: (1) pursuant to the Virginia State and Local Government Conflict of Interests Act, Section 2.2-3100 et seq. of the Virginia Code; or (2) pursuant to any applicable policy adopted by the Board of Supervisors; or (3) as stated by the Commission member unless objected to by a majority vote of the members of the Commission.
2. In reporting a vote to the Board, the Secretary shall indicate (in writing) the recorded roll call vote, including any abstentions.

## ARTICLE VIII. DUTIES

### A. CHAIR

The Chair shall have the following duties:

1. Preside at meetings and hearings of the Commission;
2. When authorized by the Commission, the Chair shall affix to any documents its signature on the Commission's behalf;
3. The Chair or the Chair's designee shall represent the Commission and keep it informed when not in session;
4. The Chair shall appoint all members and Chairs of committees and subcommittees; and
5. The Chair or the Chair's appointee shall act as a liaison to the Williamsburg and York County Planning Commissions.

### B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair during the absence or disability of the Chair.

### C. SECRETARY

The Secretary of the Commission shall be the Director of Planning and shall have the following duties:

1. Keep a record of all regular, adjourned regular, special, and adjourned special meetings and public hearings and transcribe in a minute book of the Commission;

2. Prepare and cause to be delivered all notices of all meetings required to be sent under these Bylaws to Commission members;
3. Have charge of all official books, papers, maps, and records of the Commission and conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Commission as directed by the Chair or reflected by valid actions of the Commission;
4. Receive minutes of all committee meetings and preserve these as official records of the Commission; and
5. Notify the Vice Chair, by telephone or in person, on the day the Chair informs him that he will not be present at a scheduled meeting. It is the duty of the Secretary to brief the Vice Chair on items to come before the Commission when the Vice Chair presides.

#### D. MEMBER DUTIES

Members of the Commission shall have the duties assigned to it by the Virginia Code, the County Charter, and as assigned by the Board. With respect to attendance at meetings, the Commission shall have the following specific duties:

1. Attend regular, adjourned regular, special and adjourned special meetings and public hearings;
2. Attend regular, adjourned regular, special, and adjourned special committee meetings to which the member is appointed;
3. Represent the Commission at Board meetings in rotation; and
4. Attend ad-hoc committee meetings as agreed to by the Commission.

#### ARTICLE IX. COMMITTEES

1. The Director of Planning or the Director's designee shall serve as a non-voting, ex officio member of all standing and special committees.
2. All committee reports written or oral shall be an official record of the Commission.
3. The following committees and their Chair shall be appointed by the Commission Chair within thirty days after the Chair takes office:
  - a. Development Review Committee. This Committee shall be composed of at least four members and have the following responsibilities:

1. Review those applications for subdivisions which are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission;
  2. Review those site plan applications that are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission.
- b. Policy Committee. This Committee shall be composed of at least four members and shall have the following responsibilities:
1. Address long-range planning goals of the Commission and explore strategies for achieving them; and
  2. Address ways to maintain and improve working relationships between the Commission, other County organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
  3. Conduct the Commission's initial review of the Capital Improvement Plan.
  4. Recommend and prepare new and revised policies for the Commission.
  5. Conduct the Commission's initial review of ordinance amendments, as directed by the Chair of the Commission.
- c. Leadership Committee. This committee shall be composed of three members; the Chair and Vice Chair of the Commission and the Chair of the Policy Committee. The Leadership Committee shall review concerns raised regarding the conduct of the Commission or any one of its members acting in his or her official capacity. The Leadership Committee shall, if deemed necessary by the Leadership Committee, recommend appropriate remedial measures to the Commission.

#### **ARTICLE X. PARLIAMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE**

The Commission shall follow the Robert's Rules of Order, Newly Revised 10<sup>th</sup> edition, October 2000, and more specifically, the provisions which pertain to the "conduct of business in boards" at page 469 et seq., in particular, the "Procedure in Small Boards."

#### **ARTICLE XI. AMENDMENT**

Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the Commission voting members only after a minimum 30 days' prior notice is given and only at a regular scheduled meeting.

Adopted November 28, 1978  
Amended July 10, 1990  
Amended May 12, 1992  
Amended March 8, 1994  
Amended May 4, 1998  
Amended June 1, 1998  
Amended June 3, 2002  
Amended August 5, 2002  
Amended January 12, 2004  
Amended January 6, 2010  
Amended April 7, 2010

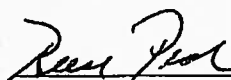
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Reese Peck, Chair  
Planning Commission

### **Planning Commission Guidelines for Outside Communications with Applicants**

Planning Commissioners are permitted to meet with applicants outside of a public hearing pursuant to the below. Applicants are defined as all individuals directly participating in the preparation of or having a material financial stake in the application that is the subject of the meeting.

1. Commissioners may find it helpful to contact Planning Division staff prior to such meetings to gather facts about the application; the staff may attend such meetings if requested by the Commissioner and approved by the Planning Director or designee.
2. The purpose of such meetings is limited to fact finding and clarification for all parties.
3. Commissioners shall not make a commitment of their voting intent.
4. Commissioners shall disclose all meetings by reporting them verbally at the Planning Commission meeting where the case is scheduled for public hearing.



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Reese Peck  
Chair

Adopted by the Planning Commission of James City County, Virginia, this 7th day of April, 2010 by a vote of 7-0.

**RESOLUTION**

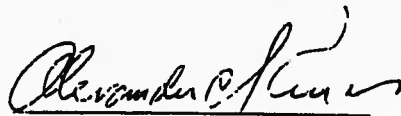
**LIMITATIONS ON PUBLIC HEARING PRESENTATIONS**

WHEREAS, Chapter 15.1 of the Code of Virginia requires the Planning Commission of James City County to conduct a public hearing on certain plans, ordinances or amendments before making a recommendation to the Board of Supervisors; and

WHEREAS, the Planning Commission encourages all interested persons to speak at such public hearings; and

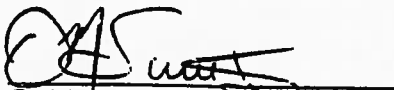
WHEREAS, there is a need to ensure that all speakers have an equal opportunity to address the Planning Commission at these hearings, and that such hearings are conducted in an efficient and timely manner.

NOW, THEREFORE, BE IT RESOLVED by the James City County Planning Commission, James City County, Virginia, that it be the general policy of the Commission that presentations by staff, applicants and groups be limited to 15 minutes each, and that comments by individuals be limited to 5 minutes per person.



Alexander C. Kuras  
Chairman

ATTEST:



O. Marvin Sowers, Jr.  
Secretary to the Commission

Adopted by the Planning Commission of James City County, Virginia,  
this 10th day of July, 1990.

1431w

Item No. 20

**Development Review Committee Report  
February 5, 2014**

**C-0070-2013**

**1592 Harbor Road Patio**

DRC Action:

This case was before the DRC for approval of improvements proposed within an open space conservation easement area located on the back yard of a single-family lot. The DRC voted 4-0 to recommend approval of the improvements.

**SP-0090-2013**

**New Town Section 7 Parcel C Townhomes**

DRC Action:

This case was before the DRC for a waiver to Section 19-50 of the Subdivision Ordinance to allow one street intersection jog with an offset of less than 200 feet along Casey Blvd. The DRC voted 3-0 (1 abstaining) to recommend approval of the waiver.

**SP-0097-2013**

**New Town Section 9 (Settlers Market) Townhomes**

DRC Action:

This case was before the DRC for a waiver to Section 19-50 of the Subdivision Ordinance to allow three street intersection jogs with offsets of less than 200 feet along Casey Blvd., Settlers Market Blvd. and Merchant's Court. The DRC voted 4-0 to recommend approval of the waiver.

**C-0028-2013**

**New Town Shared Parking Update**

DRC Action:

This case was before the DRC to provide the proffered review of shared parking in New Town Sections 2 and 4 and receive an update regarding time limited parking. The DRC agreed to defer consideration of this item until September 24, 2014 meeting when New Town Associates will have had six months to implement time limited parking on a trial basis.