

**A G E N D A**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 6, 2018**  
**6:00 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

**D. REPORTS OF THE COMMISSION**

**E. CONSENT AGENDA**

1. Minutes of the May 2, 2018 Regular Meeting

**F. PUBLIC HEARINGS**

1. AFD-04-86-1-2017. Pates Neck Renewal
2. SUP-0004-2018. 3021 Ironbound Road Tourist Home
3. ZO-0004-2018 and SO-0004-2018. Zoning Ordinance and Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A – Fee Schedule for Development Related Permits

**G. PLANNING COMMISSION CONSIDERATIONS**

1. Fort Eustis Joint Land Use Study
2. Pocahontas Trail Corridor Study

**H. PLANNING DIRECTOR'S REPORT**

1. Planning Director's Report - June 2018

**I. PLANNING COMMISSION DISCUSSION AND REQUESTS**

**J. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the May 2, 2018 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
	Minutes of the May 2, 2018 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:09 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:09 PM
Publication Management	Burcham, Nan	Approved	5/30/2018 - 2:23 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:32 PM

**MINUTES**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg VA 23185**  
**May 2, 2018**  
**6:00 PM**

**A. CALL TO ORDER**

Mr. Heath Richardson called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

**Planning Commissioners Present:**

Heath Richardson  
Rich Krapf  
Danny Schmidt  
Jack Haldeman  
Frank Polster  
Julia Leverenz

**Planning Commissioners Absent:**

Tim O'Connor

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Ellen Cook, Principal Planner  
Max Hlavin, Assistant County Attorney

**C. PUBLIC COMMENT**

Mr. Richardson opened Public Comment.

Mr. David Reubush, 3237 Oak Branch Lane, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

Mr. Marvin Rhodes, 9809 Hidden Nest, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

Mr. Tim Trant, Kaufman & Canoles, PC, 4801 Courthouse Street, stated that he represents the applicant for C-0018-2018, Stonehouse Density Transfer 2018. Mr. Trant addressed the Commission regarding the application.

Mr. Dom Mullori, 3324 Sawyer Way, President of the Association at Stonehouse, addressed the Commission regarding the application and the agreements and assurances in place with the developer. Mr. Mullori stated that the Board of Directors for the Association at Stonehouse supports the density transfer.

Ms. Willow Twyford, 9962 Mill Pond Run, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

Ms. Caroline Lott, 9804 Loblolly Court, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

Mr. Robert Spencer, 9123 Three Bushel Run, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

Mr. Joe Tenhet, 3515 Splitwood Road, addressed the Commission in opposition to C-0018-2018, Stonehouse Density Transfer 2018.

As no one else wished to speak, Mr. Richardson closed Public Comment.

#### **D. REPORTS OF THE COMMISSION**

Mr. Rich Krapf stated that the Development Review Committee (DRC) met on April 18, 2018, to review two cases.

Mr. Krapf stated that the first case was C-0018-2018, Stonehouse Density Transfer, 2018.

Mr. Krapf stated that the applicant was appealing a decision by the Planning Director that this proposal was not fully consistent with the adopted Master Plan. Mr. Krapf stated that the applicant proposed to build fewer homes in Land Bays 1, 3, 8 & 14 and Tract 12 and build more units in Land Bay 5. Mr. Krapf stated that the density transfer would result in an overall decrease of 59 units in the development as well as additional open space.

Mr. Krapf further stated that because this proposal affects a large number of housing units as shown on the Stonehouse Master Plan and does not meet all four criteria of Section 24-23 of the Zoning Ordinance, staff was not able to approve this request administratively; however, staff did recommend that the DRC approve the proposal.

Mr. Krapf stated that staff found that the proposed plan meets three out of four criteria in Section 24-23 of the Zoning Ordinance. Mr. Krapf stated that while the changes are significant within individual Land Bays, they are not a major alteration when considering the overall Stonehouse development. Mr. Krapf stated that the proposal minimizes environmental impacts and increases open space while providing for a more logical neighborhood arrangement.

Mr. Krapf stated that one resident of Stonehouse was given an opportunity to speak and stated that this proposal had not been widely communicated to Stonehouse residents.

Mr. Krapf stated that the applicant had obtained approval from the Stonehouse Board of Directors and had also provided a letter of endorsement from the Stonehouse Homeowners Association (HOA).

Mr. Krapf stated that the DRC voted 3-0 in favor of approving the density transfer.

Mr. Krapf stated that Case No. C-0024-2018, Lightfoot McDonald's Remodel was also an appeal of a Planning Director determination that proposed revised architectural elevations were not consistent with the approved 2014 Master Plan.

Mr. Krapf stated that the approved 2014 Special Use Permit (SUP) and Conditions would bring the existing legally non-conforming fast food restaurant into compliance with the M-1, Limited Business/Industrial District regulations.



Mr. Krapf stated that the applicant previously agreed to rebuild the McDonald's further back on the site and reduce seating and parking; use building materials and colors similar to those used for the Lightfoot Marketplace; install a 50-foot Community Character Corridor (CCC) buffer and meet other conditions.

Mr. Krapf stated that instead, the applicant proposed to retain the existing non-conforming restaurant and remodel the interior and exterior. Such a renovation would not require a site plan and thus there would be no triggers to implement the previously approved SUP conditions.

Mr. Krapf stated that by a vote of 3-0 the DRC found the proposal to be inconsistent with the previously approved Master Plan; thereby upholding the decision of the Director of Planning that the revised elevations contained architectural details that were different and the revised proposal violated Section 24-23 of the Zoning Ordinance – in particular Item No. 4 which states that changes to the Master Plan may not “significantly alter the character of land use or other features or conflict with any conditions placed on the corresponding legislatively approved case associated with the Master Plan.”

Mr. Jack Haldeman stated that the Policy Committee met on April 1, 2018, to continue review of strategies for addressing impacts associated with legislative cases which were formerly addressed through proffers.

Mr. Haldeman stated that in preparation for this Stage III discussion, staff prepared a draft revision of Section 24-35 of the Zoning Ordinance to extend the current requirements for pedestrian accommodations to bicycle facilities per the adopted Regional Bikeways Plan. Mr. Haldeman stated that the draft language also allows the current exemption and exception criteria for pedestrian accommodations to apply to bicycle facilities as well.

Mr. Haldeman stated that in regard to traffic impact analysis, James City County relies on the Virginia Department of Transportation (VDOT) as a reviewing agency to identify if improvements are required. Mr. Haldeman stated that the Committee accepted staff's recommendation that they add language to Section 19-30 of the Subdivision Ordinance and 24-151(2) of the Zoning Ordinance to more explicitly address the role of VDOT and other reviewing agencies in the subdivision and site plan approval process. Mr. Haldeman further stated that the Committee reviewed draft ordinance language for submittals requiring a developer to make satisfactory arrangements for performance assurances, including improvements required by agencies, including the VDOT and the James City Service Authority. Mr. Haldeman stated that the draft language also added the improvements required by those agencies to the list of items considered by the Planning Director, Zoning Administrator, and Planning Commission when reviewing plans. Mr. Haldeman further stated that staff also drafted an Adequate Transportation Facilities Test similar to the existing Adequate Public Facilities Test. Mr. Haldeman stated that a Rezoning or SUP application will pass the test if no off-site improvements are required by the Traffic Impact Analysis or if those that are required are guaranteed in a satisfactory form.

Mr. Haldeman stated that the Committee also reviewed draft ordinance amendments which added the requirement to complete and submit a Phase I Archaeological Study or Natural Heritage initial species inventory as a submittal requirement for site plan and major subdivisions and set forth the standards and specifications for these items. Mr. Haldeman stated that the amendments also included certain exemption criteria as requested by the Board of Supervisors. Mr. Haldeman stated that the Committee decided that these amendments sufficiently addressed the impacts and that a Stage III review was not necessary.

Mr. Haldeman stated that staff will consider several minor changes suggested by the Committee and forward the completed drafts to the Policy Committee prior to the next Planning Commission meeting.

Mr. Haldeman stated that the Committee discussed the need for performance standards for the placement of outside sales facilities such as ice lockers and propane refill stations at stores along CCCs. Mr. Haldeman stated that staff will explore administrative solutions pending further discussions at the next Committee meeting.

#### **E. CONSENT AGENDA**

1. Development Review Committee Action Item: C-0024-2018. Lightfoot McDonald's Remodel
2. Development Review Committee Action Item: C-0018-2018. Stonehouse Density Transfer 2018
3. Minutes of the April 4, 2018 Regular Meeting

Mr. Haldeman inquired if the Commission could pull an item and defer it.

Mr. Paul Holt stated that the Commission could defer an item if there were specific information that the Commission needed to make a decision.

Mr. Holt further stated that the Commissions options would be to affirm the DRC decision, not affirm the DRC decision, which would effectively deny the request, or remand the matter to the DRC for further consideration.

Ms. Julia Leverenz requested to pull Item No. 2, Development Review Committee Action Item: C-0018-2018. Stonehouse Density Transfer 2018, for discussion.

Mr. Richardson called for a motion on the remaining Consent Agenda items.

Mr. Haldeman made a motion to approve the remaining Consent Agenda items.

On a voice vote the Commission voted to approve Development Review Committee Action Item: C-0024-2018. Lightfoot McDonald's Remodel and the Minutes of the April 4, 2018 Regular Meeting. (6-0)

Mr. Holt stated that staff was available to answer questions.

Mr. Krapf stated that the consideration should have been a simple determination whether the density transfer was consistent with the Master Plan. Mr. Krapf stated that the DRC did discuss the Master Plan consistency. Mr. Krapf stated that the concerns came forward because there was a disconnect in communication between the leadership of the Association at Stonehouse and the community members. Mr. Krapf stated that the DRC did suggest that the applicant defer the matter to conduct some outreach to the residents. Mr. Krapf further stated that he does not believe that there is any additional substantive information to come forth that would warrant remanding the matter to the DRC.

Mr. Haldeman stated that based on the report, it appears that the application is basically consistent with the Master Plan. Mr. Haldeman further stated that it appears that the proposed density transfer would result in more open space within the development. Mr. Haldeman

further stated that he is troubled that the application has advanced to this stage without involving the residents.

Mr. Frank Polster inquired if it would be appropriate to request that the applicant request deferral of the matter.

Mr. Holt stated that the matter is before the Commission for action.

Mr. Richardson stated that the item is a DRC decision that the Commission is considering. Mr. Richardson reminded the Commission that the options were to accept the DRC decision, deny the decision or remand the matter to the DRC for further action.

Mr. Holt noted that this item does not follow the same process that is normally seen with a legislative case. Mr. Holt stated that the Zoning Ordinance allows for these density transfers without a public hearing process, which is why the public hearing notification has not been built in to this process. Mr. Holt further stated that the appropriate zoning is in place and the number of units are permitted. Mr. Holt stated that the decision point is whether the proposed plan is substantially consistent with the Master Plan.

Mr. Polster noted that preservation of the buffers and the most heavily wooded areas appealed greatly to the DRC when considering the proposal.

Mr. Polster further noted that the DRC did review the updated annual Traffic Impact Study and that none of the entrances came anywhere close to meeting the VDOT triggers for traffic control devices.

Ms. Leverenz inquired if the Commission's decision on this matter would go to the Board of Supervisors.

Mr. Holt stated that it did not.

Ms. Leverenz inquired if Land Bay 1 had been sold and if that would constitute new information.

Ms. Ellen Cook, Principal Planner, stated that staff understood that Land Bay 1 is owned by a different entity; however, agreements were put in place at the time of sale that restricts the number of units in that area.

Ms. Leverenz inquired if Land Bay 1 remained part of the Stonehouse Master Plan.

Ms. Cook confirmed.

Mr. Krapf inquired if requests for density transfers were common. Mr. Krapf further inquired if there is a mechanism for the Association at Stonehouse to request that the transfer be rescinded.

Mr. Holt stated that density transfers are not frequently requested; however, they are also not atypical in the instances of the large master planned communities such as Kingsmill, Governors Land, Ford's Colony and Stonehouse. Mr. Holt further stated that with the initial land use approvals, it is difficult to determine exactly how many units can go in each Land Bay. Mr. Holt stated that the actual number of units often changes as the Land Bay is prepared for development. Mr. Holt noted that sometimes the vision for the development changes and builders look to adapt to the requirements of the market. Mr. Holt stated that this is part of the reason that the Zoning Ordinance allows these types of changes to be considered outside of a legislative process. Mr. Holt noted that many of the density transfers are done administratively

without DRC review.

Mr. Holt further stated that, to answer the second question, the developer is not obligated to go forward with the density change and can continue with the development as originally planned.

Mr. Richardson stated that he is concerned by the lack of communication with the residents; however, he concurs with the DRC that the proposal is substantially consistent with the Master Plan. Mr. Richardson stated that he believes the DRC has done its job appropriately in reviewing the proposal. Mr. Richardson stated that he hoped the developer and the residents could further discuss the matter and come to an agreeable solution. Mr. Richardson stated that he felt comfortable in approving the DRC decision.

Ms. Leverenz stated that since there were internal review mechanisms within the community, there could be further considerations and changes.

Mr. Haldeman made a motion to approve the DRC action.

On a roll call vote the Commission voted to approve Development Review Committee Action Item: C-0018-2018. Stonehouse Density Transfer 2018. (6-0)

## **F. PUBLIC HEARINGS**

There were no Public Hearing cases.

## **G. PLANNING COMMISSION CONSIDERATIONS**

### **1. Rezoning-0003-2017/Height Limitation Waiver-0004-2017. Oakland Pointe**

Mr. Holt stated that this matter is a Consideration item rather than a Public Hearing item because the Commission agreed to defer the matter at its April meeting and staff noted that the matter would be re-advertised when it came forward again. Mr. Holt stated that since that time the applicant requested that the matter not be advertised for the May meeting and further requested that the case be deferred to the Commission's August 1, 2018 meeting.

Mr. Haldeman made a motion to postpone the case to the August meeting.

On a voice vote, the Commission voted to postpone Rezoning-0003-2017/Height Limitation Waiver-0004-2017. Oakland Pointe to the August 1, 2018 Planning Commission meeting.

### **2. Initiation of Consideration of Amendments to the Subdivision and Zoning Ordinances to Delete References to Fees Which Are Proposed to be Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits**

Mr. Holt stated that on April 10, 2018, the Board of Supervisors conducted a Public Hearing on a proposal to create a new Appendix A to the County Code which would comprehensively list out all the fees that are associated with development related permits. Mr. Holt noted that currently these fees are spread out throughout the County Code in several different chapters. Mr. Holt further stated that staff believes that this change will improve transparency and make it easier to find the permit and application fees. Mr. Holt stated that the Public Hearing also covered a proposal to increase those fees by 5% to defray the costs incurred by the County for additional resources and technology necessary to administrate each of the programs in Planning, Zoning, Stormwater and Building Safety & Permits. Mr. Holt noted that as with all initiating resolutions, this is a required procedural step to begin the process of amending the

Ordinances. Mr. Holt stated that staff recommends that the Commission adopt the initiating resolutions and refer the matter to the Policy Committee.

Ms. Leverenz stated that the changes would be helpful.

Mr. Polster inquired if the additional revenue would fund technology support for the new permitting software.

Mr. Holt stated that there is a cost to administering the programs. Mr. Holt further noted that the County will be instituting a suite of new software to help administer the programs which will have additional costs. Mr. Holt stated that under the umbrella of costs to administer the programs, the fee increase would go to support the new software.

Mr. Polster noted that the number of permit submittals have increased drastically in the last year and have approached the pre-2008 levels. Mr. Polster stated that he believes the additional resources are necessary to increase efficiency.

Mr. Holt stated that 100% of the revenue generated from the fees would be dedicated toward the permitting process. Mr. Holt stated that the County is seeing increased demands on the permitting processes. Mr. Holt stated that that once the suite of software is up and running and the community becomes familiar with it, it will streamline the process and move the County into the 21st Century with web enabled applications that will allow citizen to access information, submit applications, upload documents and pay fees without having to come to the County offices.

Mr. Polster made a motion to adopt the Initiating Resolutions.

On a roll call vote the Commission voted to adopt the Initiating Resolutions for Consideration of Amendments to the Subdivision and Zoning Ordinances to Delete References to Fees Which Are Proposed to be Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits. (6-0)

## **H. PLANNING DIRECTOR'S REPORT**

### **1. Planning Director's Report - May 2018**

Mr. Holt stated that he had nothing in addition to the report provided in the Agenda Packet.

Mr. Polster noted that the Planning Director's Report provides a link to the Virginia Employment Commission Labor Market Information Community Profile for James City County. Mr. Polster encouraged the Commission to review the report as it provides information that may be beneficial to the upcoming Comprehensive Plan review process and to the Workforce Housing Task Force efforts.

## **I. PLANNING COMMISSION DISCUSSION AND REQUESTS**

Ms. Leverenz noted that she would not be at the June 6, 2018 Planning Commission meeting.

## **J. ADJOURNMENT**

Mr. Krapf made a motion to adjourn.

The meeting was adjourned at approximately 6:56 p.m.

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Heath Richardson, Chair

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Paul D. Holt, III, Secretary

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Roberta Sulouff, Senior Planner

SUBJECT: AFD-04-86-1-2017. Pates Neck Renewal

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**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Attachment 1. Location Map	Backup Material
▣	Attachment 2. Adopted conditions for the Pates Neck AFD	Backup Material
▣	Attachment 3. Unapproved Minutes from the April 26, 2018, meeting of the AFD Advisory Committee	Backup Material
▣	Attachment 4. Board of Supervisors staff report for the 2012 renewal of the Pates Neck AFD	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/30/2018 - 8:41 AM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 8:41 AM
Publication Management	Daniel, Martha	Approved	5/30/2018 - 8:52 AM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 9:13 AM

## **AGRICULTURAL AND FORESTAL DISTRICT-04-86-1-2017. Pates Neck Renewal**

### **Staff Report for the June 6, 2018, Planning Commission Public Hearing**

#### **SUMMARY FACTS**

Applicants:	Pates Neck Timber Company, Ms. Miriam Daniels (Trustee), Ms. Laura Hineman (Trustee), Mr. John Ballentine
PIN Numbers:	2040100001, 2040100002, 2130100005B, 2130100005C
Project Acreages:	408.859, 215.438, 56.000, 75.000
Total Acreage:	755.300 acres, respectively
Zoning:	A-1, General Agricultural
Comprehensive Plan:	Rural Lands
Primary Service Area:	Outside
Staff Contact:	Roberta Sulouff, Senior Planner

#### **PUBLIC HEARING DATES**

Planning Commission:	June 6, 2018, 6:00 p.m.
Board of Supervisors:	July 10, 2018, 5:00 p.m. (Tentative)

#### **STAFF RECOMMENDATION**

Approval, subject to the proposed conditions.

#### **AGRICULTURAL AND FORESTAL DISTRICT (AFD) ADVISORY COMMITTEE RECOMMENDATION**

At its April 26, 2018 meeting, the AFD Advisory Committee voted 9-0 to recommend the continuation of the district to the Planning Commission and Board of Supervisors.

#### **AFD RENEWAL PROCESS**

As required by State Code, the County must review all established AFDs prior to their expiration. During this review, districts must be continued, modified or terminated. This report will review AFD-04-86, Pates Neck, which is scheduled to expire August 31, 2018.

#### **DISTRICT HISTORY**

- The Pates Neck Agricultural and Forestal District was created in 1986 for a term of six years and originally consisted of one parcel totaling ±624 acres.
- The district was renewed in 1992 for a period of eight years and again in 2000 and 2006 (both times for a period of six years) with no additions or withdrawals.
- In 2012 the district was renewed again for a period of six years. At this time the Board of Supervisors approved two additions to the district (Parcel Nos. 2130100005B and 2130100005C), bringing the district's total acreage to its current ±755 acres.
- Total acreage includes all the land in the above properties with the exception of all land within 25 feet of right-of-ways. This area has been excluded to allow for possible road and/or drainage improvements.

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*This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.*



**DISTRICT DESCRIPTION**

The district continues to meet minimum size requirements. The majority of the district is heavily forested, though it also includes marshlands and land actively in agricultural use. All the land in this district is zoned A-1, General Agricultural, located outside of the Primary Service Area, and designated Rural Lands by the adopted Comprehensive Plan.

**ADDITIONAL/WITHDRAWAL REQUESTS**

None.

**CHANGES TO CONDITIONS**

None.

**SURROUNDING ZONING AND DEVELOPMENT**

The surrounding area consists of marshes, forestland and the Little Creek Reservoir. The surrounding area is zoned A-1, General Agricultural. Wrights Island AFD-1-94 is directly to the west of the Pates Neck AFD.

**COMPREHENSIVE PLAN**

The Comprehensive Plan designates these parcels as Rural Lands. Land Use Action 6.1.1 of the adopted Comprehensive Plan states the County shall “support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*.”

**RENEWAL PERIOD**

The district has most recently been renewed at periods of six years. Staff is recommending that the district be renewed for a period of approximately four years to align it with the renewal periods of the other AFDs, therefore making the renewal period easier to administer.

**STAFF RECOMMENDATION**

Staff finds the Pates Neck AFD compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Planning Commission recommend renewal of this AFD for a period of four years, two months, and 17 days (to October 31, 2022) to the Board of Supervisors, subject to the attached conditions (Attachment No. 2) which were approved at the district’s last renewal.

RS/md  
AFDPatesNkrenew

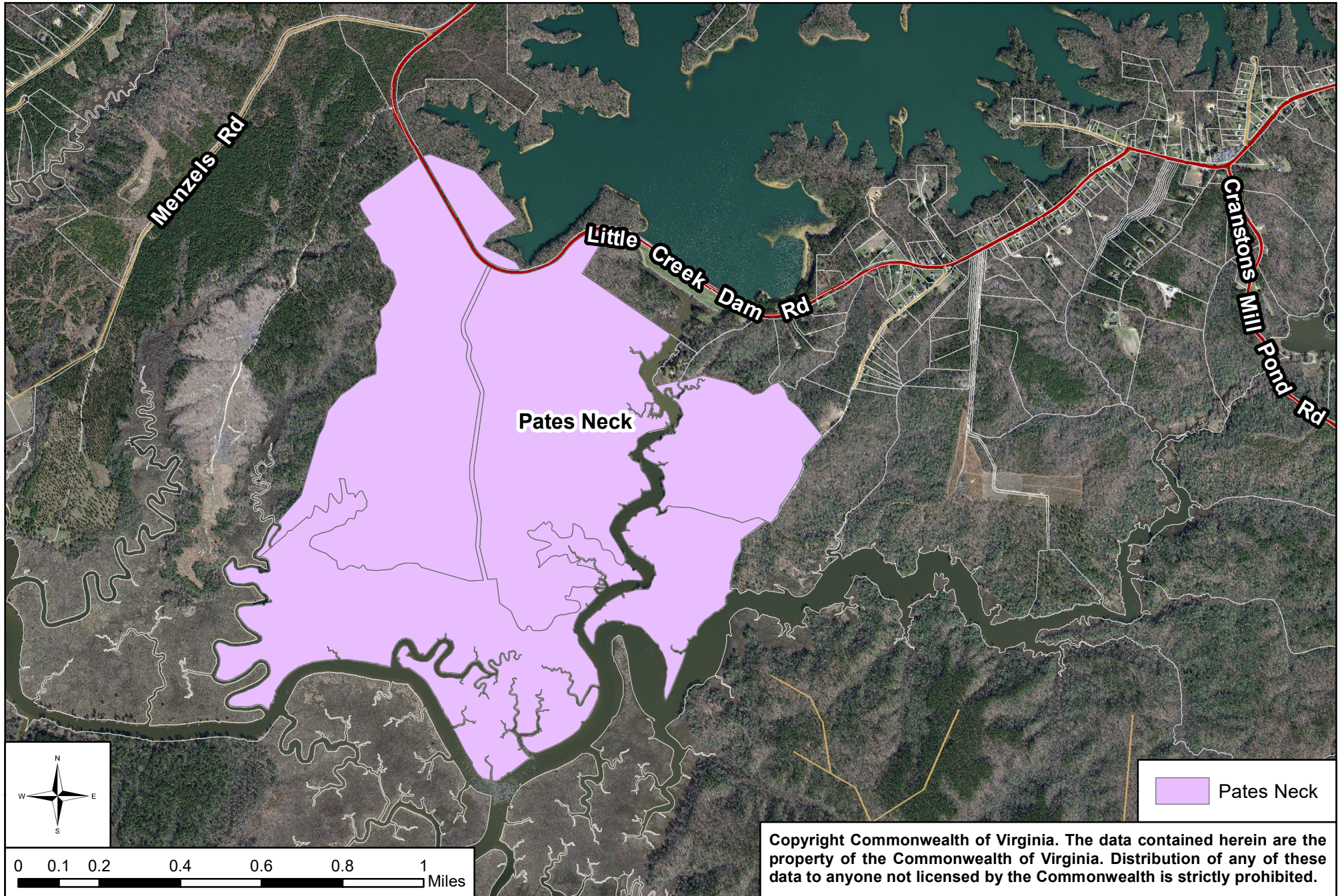
Attachments:

1. Location Map
2. Adopted conditions for the Pates Neck AFD
3. Unapproved Minutes from the April 26, 2018, meeting of the AFD Advisory Committee
4. Board of Supervisors staff report for the 2012 renewal of the Pates Neck AFD



# JCC AFD-04-86-1-2017

## Pates Neck 2018 Renewal





ADOPTED

AUG 14 2012

ORDINANCE NO. 166A-4

Board of Supervisors  
James City County, VA

CASE NO. AFD-04-86-12/04-86-3-2012. PATES NECK

AGRICULTURAL AND FORESTAL DISTRICT (AFD)

- WHEREAS, James City County has completed a review of the Pates Neck Agricultural and Forestal District (AFD); and
- WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, property owners have been notified and public hearings have been held on the continuation of the Pates Neck AFD; and
- WHEREAS, Ms. Hineman and Mr. Ballentine have applied for the inclusion of the properties located at 212 and 300 Turners Neck Road in the Pates Neck AFD; and
- WHEREAS, the AFD Advisory Committee, at its meeting on May 7, 2012, recommended the continuation of the district and at its June 25, 2012, meeting recommend the inclusion of the properties located at 212 and 300 Turners Neck Road in the AFD; and
- WHEREAS, the Planning Commission, following its public hearing on June 6, 2012, unanimously recommends the continuation of the District and at its July 11, 2012, meeting unanimously recommended the properties located at 212 and 300 Turners Neck Road be included in the Pates Neck AFD.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of James City County, Virginia, that:

1. The Pates Neck AFD is hereby continued for a period of six years beginning this 14th day of August, 2012, in accordance with the provisions of the Virginia AFD Act, Virginia Code Section 15.2-4300 et seq.
2. The District shall include the following parcels:

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
Pates Neck Timber Company	2040100001	408.859
Pates Neck Timber Company	2040100002	215.438
Ms. Laura Hineman	2130100005b	56.000
Mr. John Ballentine	2130100005c	<u>75.000</u>
	Total:	<u>755.300</u>

3. Pursuant to the Virginia Code, Section 15.2-4312 and 15.2-4313, as amended, the Board of Supervisors requires that no parcel in the Pate's Neck AFD be developed to a more intensive use without prior approval of the Board of Supervisors. Specifically, the following restrictions shall apply:

- a. The subdivision of land is limited to 25 acres or more, except where the Board of Supervisors authorizes smaller lots to be created for residential use by members of the owner's immediate family. Parcels of up to five acres, including necessary access roads, may be subdivided for the siting of communications towers and related equipment provided: a) the subdivision does not result in the total acreage of the District to drop below 200 acres; and b) the subdivision does not result in a remnant parcel of less than 25 acres.
- b. No land outside the Primary Service Area (PSA) and within the AFD may be rezoned and no application for such rezoning shall be filed earlier than six months prior to the expiration of the District. *Land within the AFD may be withdrawn from the District in accordance with the Board of Supervisors' Policy Governing the Withdrawals of Property from AFDs, adopted September 28, 2010, as amended.*
- c. No special use permit (SUP) shall be issued except for agricultural, forestal, or other activities, and uses consistent with the State Code Section 15.2-4301 et seq., which are not in conflict with the policies of this District. The Board of Supervisors, at its discretion, may issue SUPs for wireless communications facilities on AFD properties, which are in accordance with the County's policies and ordinances regulating such facilities.

  
Mary K. Jones  
Chairman, Board of Supervisors

ATTEST:

  
Robert C. Middaugh  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	<u>X</u>	___	___
JONES	<u>X</u>	___	___
KENNEDY	<u>X</u>	___	___
ICENHOUR	<u>X</u>	___	___
KALE	<u>X</u>	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of August, 2012.

AFD04-86-12PatesN\_res

MINUTES OF THE AGRICULTURAL AND FORESTAL ADVISORY COMMITTEE OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE TWENTY-SIXTH DAY OF APRIL, TWO THOUSAND AND EIGHTEEN, AT 4:00 P.M. AT THE BUILDING A CONFERENCE ROOM, 101 MOUNTS BAY ROAD, WILLIAMSBURG, VIRGINIA.

**A. CALL TO ORDER**

Mr. William C. Taylor called the meeting to order at 4:00 p.m.

Mr. Taylor introduced Mr. John Grantz and Mr. Sandy Wanner as the Committee's newest members.

**B. ROLL CALL:**

Members Present

Mr. Thomas Hitchens  
Mr. Richard Bradshaw  
Mr. William C. Taylor, chair  
Mr. L. Bruce Abbott  
Ms. Loretta Garrett  
Mr. William R. Harcum  
Mr. Sandy Wanner  
**Mr. John Grantz**  
Ms. Sue Sadler

Also Present

Ms. Savannah Pietrowski, Senior Planner  
Ms. Roberta Sulouff, Senior Planner

Absent

Mr. Payten Harcum

**C. APPROVAL OF MINUTES:**

1. Approval of the January 25, 2018 Meeting Minutes

On a voice vote, the minutes of the January 25, 2018 meeting were unanimously approved.

**D. NEW BUSINESS:**

1. AFD-04-86-1-2017, Pates Neck Renewal

Ms. Roberta Sulouff, Senior Planner, stated that staff was seeking the recommendation of the AFD Advisory Committee regarding the renewal of the Pates Neck AFD. Ms. Sulouff stated that the district was created in 1986 and consists of four properties totaling approximately 755 acres, all of which is zoned A-1, General Agricultural and designated Rural Lands by the adopted Comprehensive Plan. Ms. Sulouff stated that staff had not received any requests to withdraw or add land since the initiation of the renewal process.

Ms. Sulouff stated that the district had most recently been renewed for period of six years, which made its renewal schedule out of sync with the renewals of most other districts. Ms. Sulouff recommended that Committee recommend renewal of the district for a period of four years, two months, and seventeen days to October 31, 2022 to the Planning Commission, subject to the conditions adopted during the district's last renewal in 2012. Ms. Sulouff asked if the Committee had any questions.

Ms. Garrett asked the date of the current renewal deadline.

Ms. Sulouff answered that the district must be renewed by August 31, 2018, but that the other districts due for renewal this year have deadlines of October 31, 2018.

Mr. Richard Bradshaw stated that the other districts are currently renewed at four year periods, and thus at the next renewal period this district would be aligned with the others.

Mr. Taylor asked if needing to synchronize the districts was a common issue as parcels are added between renewal periods.

Mr. Bradshaw responded that the renewal periods are fixed time periods, regardless of when parcels may be added.

Ms. Sulouff stated that the Pates Neck AFD had been renewed at period of six and eight years at different points in the past.

Mr. Bradshaw stated that the renewal period lengths for the Pates Neck District had been requested by the land owners of the district. Mr. Bradshaw stated that the state code allows for period lengths anywhere between four and ten years, and that four years was the most common renewal period length. Mr. Bradshaw asked if the land in the Pates Neck district was still under one land owner.

Ms. Sulouff stated that the land was owned by four separate entities.

Mr. Bradshaw stated that he thought that the majority of this land was already under conservation easement.

Ms. Garrett asked if land owners must be notified that the renewal period length was changing.

Ms. Sulouff responded that best practice was to notify land owners if the renewal period length was increasing, as that potentially makes withdrawing land more difficult for AFD land owners.

Mr. Bradshaw stated that all land owners are notified of the opportunity to withdraw or continue participating in the AFD at the beginning of the renewal process. He further stated that land owners are welcome to propose lengthier renewal periods in the future.

Ms. Sulouff stated that staff had also notified all adjacent property owners of their opportunity to add land to the district, but had not received any responses.

Mr. Hitchens asked if the minimum acreage requirement for forested land was 25 acres.

Mr. Bradshaw responded that the minimum acreage for forested land is 20 acres.

Mr. Hitchens asked if a copy of the rules for AFDs was sent to property owners, adjacent property owners, and new committee members.

Ms. Sulouff responded that the AFD Frequently Asked Questions sheet was sent to the new committee members as well as current property owners and adjacent property owners.

Mr. Taylor asked if the Committee had any other questions. He called for a motion on the item.

Mr. Bradshaw motioned to recommend renewal of the Pates Neck AFD for a period of four years, two months, and seventeen days to October 31, 2022.

Mr. Bruce Abbott seconded the motion.

On a voice vote, the motion was approved unanimously.

## **E. OTHER DISCUSSION ITEMS**

### **1. Potential Additions**

The Committee discussed various tracts of land in the County which may be eligible for inclusion in the AFD program.

Ms. Sulouff stated that any tract of land adjacent to land currently included in an AFD will be notified. Ms. Sulouff stated that many of those notifications had already been issued and that the notifications for the remaining districts would be sent in the near future.

Mr. Abbott and Mr. Hitchens affirmed that they had already received property owner notifications.

Mr. Taylor stated that the only potentially eligible land owners who would not receive notification of their opportunity to join would be those who own property not adjoining, but within a mile of an existing AFD.

Ms. Sulouff affirmed that those owners are not included in the notification process.

Mr. William Harcum stated that those properties could be located using the County's

online parcel viewer.

**F. ADJOURNMENT**

On a voice vote, the meeting was adjourned at 4:28 p.m.

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Mr. William C. Taylor, Chair

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Ellen Cook, Principal Planner



**Agricultural and Forestal District-04-86-2-2012/04-86-3-2012. Pates Neck AFD  
Staff Report for the August 14, 2012, Board of Supervisors Public Hearing**

*This staff report is prepared by the James City County Planning Division to provide information to the AFD Advisory Committee, Planning Commission, and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.*

**PUBLIC MEETINGS**

AFD Advisory Committee  
Planning Commission  
Board of Supervisors

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

May 7 and June 25, 2012, 4:00 p.m.  
June 6 and July 11, 2012, 7:00 p.m.  
August 14, 2012, 7:00 p.m.

**SUMMARY FACTS**

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
Pates Neck Timber Company	2040100001	408.859
Pates Neck Timber Company	2040100002	215.438
Ms. Laura Hineman	2130100005b	56.000 (new addition)
Mr. John Ballentine	2130100005c	<u>75.000</u> (new addition)
	Total:	<u>755.300</u>

Zoning: A-1, General Agriculture

Comprehensive Plan: Rural Lands/Conservation Area

Primary Service Area: Outside

**STAFF RECOMMENDATION**

Staff recommends that the Board continue the district with the addition of two new parcels for six years with the conditions listed in the attached resolution.

At its May 7, 2012, meeting, the Agricultural and Forestal District (AFD) Advisory Committee recommended the continuation of the district. At its June 25, 2012, meeting, the Committee recommended the inclusion of two new parcels into the district.

At its June 6, 2012, meeting, the Planning Commission unanimously recommended the continuation of the district. At its July 11, 2012, meeting, the Planning Commission unanimously recommended the inclusion of two new parcels into the district.

Staff Contact: Luke Vinciguerra Phone: 253-6783

### **PROJECT DESCRIPTION**

The Pates Neck AFD currently consists of 624 acres and is generally located south of Little Creek Dam Road and east of Menzels Road. There are two properties in the AFD, both owned by the Pates Neck Timber Company. These properties have been in the AFD since 1986 without withdrawals or additions. During the renewal process, two additional property owners have applied for inclusion in the district (as shown in Attachment No. 2). The current proposal would add 131 acres of significantly wooded land on two adjacent parcels. Inclusion of the two properties would bring the total AFD size to 755 acres.

As required by State Code, the County must review all established AFDs prior to their expiration. During this review, districts must be continued, modified, or terminated. The Pates Neck AFD is scheduled to expire in September 2012. The applicant has requested a term of six years.

The district includes all the land on the above-mentioned properties with the exception of all land within 25 feet of the road rights-of-way. This area has been excluded to allow for possible road and/or drainage improvements.

### **Surrounding Land Uses and Development**

This section of the County is largely undeveloped and heavily wooded. Surrounding properties to the west are part of the Wright's Island AFD.

### **COMPREHENSIVE PLAN**

The Comprehensive Plan designates these parcels as Rural Lands and Conservation Areas. Land Use Action 6.1.1 of the 2009 Comprehensive Plan states that the County shall "support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*."

### **Analysis**

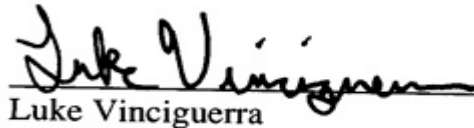
The AFD continues to meet the minimum size requirements. Since the last renewal, the Board of Supervisors has updated its AFD withdrawal policy (Attachment No. 3) which is reflected in the proposed conditions listed in the attached resolution.

### **RECOMMENDATION**

Staff recommends that the Board continue the district with the addition of two new parcels for six years with the conditions listed in the attached resolution.

At its May 7, 2012, meeting, the AFD Advisory Committee recommended the continuation of the district. At its June 25, 2012, meeting the Committee recommended the inclusion of two new parcels into the district.

At its June 6, 2012, meeting, the Planning Commission unanimously recommended the continuation of the district. At its July 11, 2012, meeting, the Planning Commission unanimously recommended the inclusion of two new parcels into the district.

  
\_\_\_\_\_  
Luke Vinciguerra

CONCUR:

\_\_\_\_\_  
Allen J. Murphy, Jr.

LV/nb  
AFD04-86-12\_PatesNk.doc

Attachments:

1. Resolution
2. Location Map
3. AFD Withdrawal Policy
4. Planning Commission Minutes, June 6, 2012
5. Unapproved Planning Commission Minutes, July 11, 2012

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Tori Haynes, Planner

SUBJECT: SUP-0004-2018. 3021 Ironbound Road Tourist Home

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**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Attachment 1. Proposed SUP Conditions	Backup Material
▣	Attachment 2. Location Map	Exhibit
▣	Attachment 3. Master Plan	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:06 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:07 PM
Publication Management	Burcham, Nan	Approved	5/30/2018 - 2:27 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:32 PM

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**SPECIAL USE PERMIT-0004-2018. 3021 Ironbound Road Tourist Home****Staff Report for the June 6, 2018, Planning Commission Public Hearing**

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**SUMMARY FACTS**

Applicant: Ms. Sharon Dennis

Land Owner: Mr. Mark Collins

Proposal: To allow for the short-term rental of an entire two-bedroom residential home (Tourist Home).

Location: 3021 Ironbound Road

Tax Map/Parcel No.: 4710100067

Project Acreage: +/-0.69 acres

Zoning: R-8, Rural Residential

Comprehensive Plan: Low-Density Residential

Primary Service Area: Inside

**PUBLIC HEARING DATES**

Planning Commission: June 6, 2018, 6:00 p.m.

Board of Supervisors: July 10, 2018, 5:00 p.m. (Tentative)

Staff Contact: Tori Haynes, Planner I

**FACTORS FAVORABLE**

1. The subject property is located on a major right-of-way and no traffic impacts are expected.

2. The subject property is adjacent to an existing specially permitted tourist home (3001 Ironbound Road; approved by the Board of Supervisors on January 9, 2018).
3. The existing fencing provides screening of the use from adjacent properties to the south. The adjacent property to the north and west is owned by the applicant.
4. The minimum required parking for this use is two spaces (one space per rental unit). The existing driveway provides adequate parking capacity.
5. The applicant has acknowledged that, should this application be granted, they will obtain the proper licensing and inspections through the County and will be subject to the appropriate use-based taxes.
6. With the proposed conditions, staff finds the proposal compatible with surrounding development and consistent with the adopted Comprehensive Plan.

**FACTORS UNFAVORABLE**

With the attached conditions, staff finds no unfavorable factors.

**SUMMARY STAFF RECOMMENDATION**

Approval subject to the proposed conditions.

**PROJECT DESCRIPTION**

- The proposal is to allow for the short-term rental of the entirety of an existing two-bedroom single-family dwelling as a tourist home. The owner will not be present during the time of rentals and the

**Staff Report for the June 6, 2018, Planning Commission Public Hearing**

property is not the owner's primary residence. The proposal includes no changes to the size or footprint of the dwelling.

- The Zoning Ordinance defines a tourist home as "a dwelling where lodging or lodging and meals are provided for compensation for up to five rooms which are open to transients." While the Zoning Ordinance allows for the rental of up to five rooms in a tourist home, the proposed conditions limit the number of bedrooms available for rent to the existing two bedrooms. Any future expansion to include additional bedrooms would require a Special Use Permit (SUP) amendment.

**PLANNING AND ZONING HISTORY**

- There is an existing SUP to operate a daycare on this property. The applicant has stated that she no longer has intentions to pursue the daycare. The existing daycare SUP will become void should the tourist home be approved.

**SURROUNDING ZONING AND DEVELOPMENT**

- The surrounding zoning of all properties is R-8, Rural Residential. The property is located across the street from Coleman Nursery and Farmer's Market (3000 Ironbound Road) and approximately 100 feet south of the Williamsburg Unitarian Universalist Church (3051 Ironbound Road).
- An adjacent property, 3001 Ironbound Road, has an SUP for a tourist home to rent a three-bedroom single-family dwelling.
- The subject property is partially surrounded by a separate parcel that is owned by the applicant. This parcel is currently unimproved.

- The subject property shares a 4-foot border with one parcel in Chanco's Grant. The second property owned by the applicant abuts Williamsburg Unitarian Universalist Church and two additional residential properties in Chanco's Grant.

**COMPREHENSIVE PLAN**

The property is designated Low-Density Residential on the 2035 Comprehensive Plan Land Use Map, as are all of the surrounding parcels. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, duplexes and cluster housing. Limited commercial uses may also be considered appropriate, should the proposal meet the following standards:

- **Complements the residential character of the area.** Staff finds that this proposed use would remain consistent with the residential character of the area, as this use does not propose any exterior changes.
- **Have traffic, noise, lighting and other impacts similar to surrounding residential uses.** Traffic is anticipated to be typical of a residential home, the subject property must adhere to the County's Noise Ordinance, there will be no additional outdoor lighting and the proposed conditions will limit future expansion of the use. Staff finds that impacts will be similar to surrounding residential uses.
- **Generally be located on collector or arterial roads at intersections.** This property is located on, and takes access from, Ironbound Road, which is classified by the Virginia Department of Transportation as a major collector road.

**Staff Report for the June 6, 2018, Planning Commission Public Hearing**

- **Provide adequate screening and buffering to protect the character of nearby residential areas.** Staff finds that existing vegetation and fencing provide adequate screening from adjacent properties. Additionally, staff notes that this use inherently retains the same visual character as nearby residences.

**PUBLIC IMPACTS**

- Anticipated impact on public facilities and services: None.
- Nearby and surrounding properties: No impacts anticipated.

**PROPOSED SUP CONDITIONS**

Proposed conditions are provided as Attachment No. 1.

**STAFF RECOMMENDATION**

Staff finds the proposal to be compatible with surrounding development and consistent with the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the attached conditions.

TH/nb  
SUP04-18-3021IrnbdRd

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Master Plan

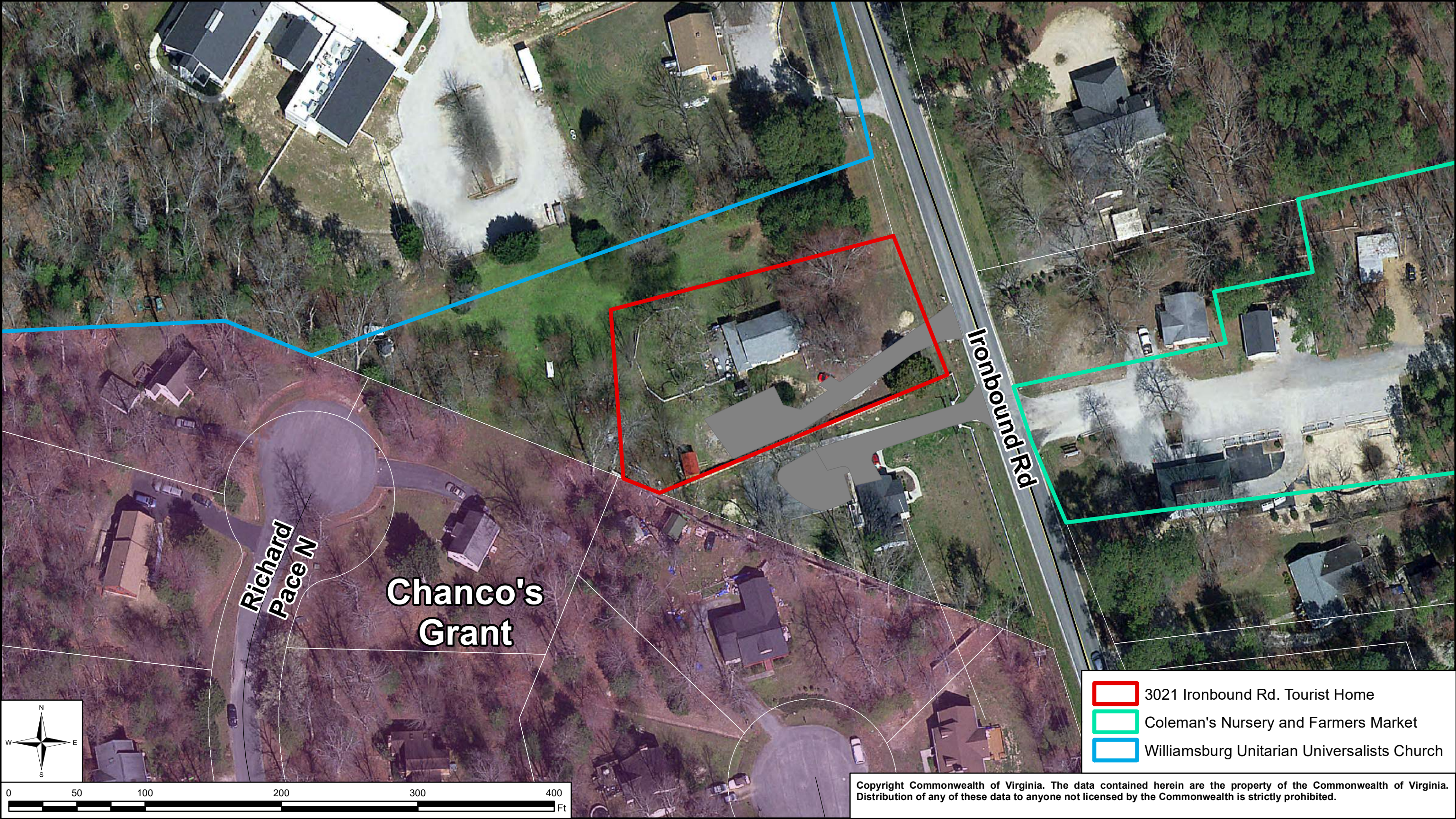
Draft Conditions – SUP-04-18, 3021 Ironbound Road Tourist Home

1. **Master Plan.** This SUP shall permit a tourist home on property located at 3021 Ironbound Road and further identified as James City County Real Estate Tax Map Parcel No. 4710100067 (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “JCC SUP-0004-2018: 3021 Ironbound Road Tourist Home” and date stamped May 21, 2018 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance as amended. This condition does not restrict improvements typical of a residential property as determined by the Director of Planning.
2. **Commencement.** An updated certificate of occupancy and evidence of a business license shall be provided to the Director of Planning within twelve (12) months from the issuance of the SUP, or this SUP shall become void.
3. **Number of rental rooms and occupants.** There shall be no more than two (2) bedrooms available for rent to visitors and no more than six (6) rental occupants total at any one time.
4. **Signage.** No signage related to the tourist home shall be permitted on the Property.
5. **Parking.** Off-site parking for the tourist home shall be prohibited. No oversized commercial vehicles such as but not limited to, buses and commercial trucks and trailers, associated with rental occupants of the tourist home, shall be allowed to park on the Property.
6. **Contracts per rental period.** There shall not be simultaneous rentals of the Property under separate contracts.
7. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.



# JCC SUP-0004-2018

## 3021 Ironbound Rd. Tourist Home





# SUP-0004-2018, 3021 Ironbound Rd. Tourist Home Master Plan

## Property Information

4710100067  
Mark Collins  
3021 Ironbound Road  
Williamsburg, VA 23185  
Zoning: R8, Rural Residential  
Comp. Plan: Low Density Residential  
Acres: ±0.69

## General Notes

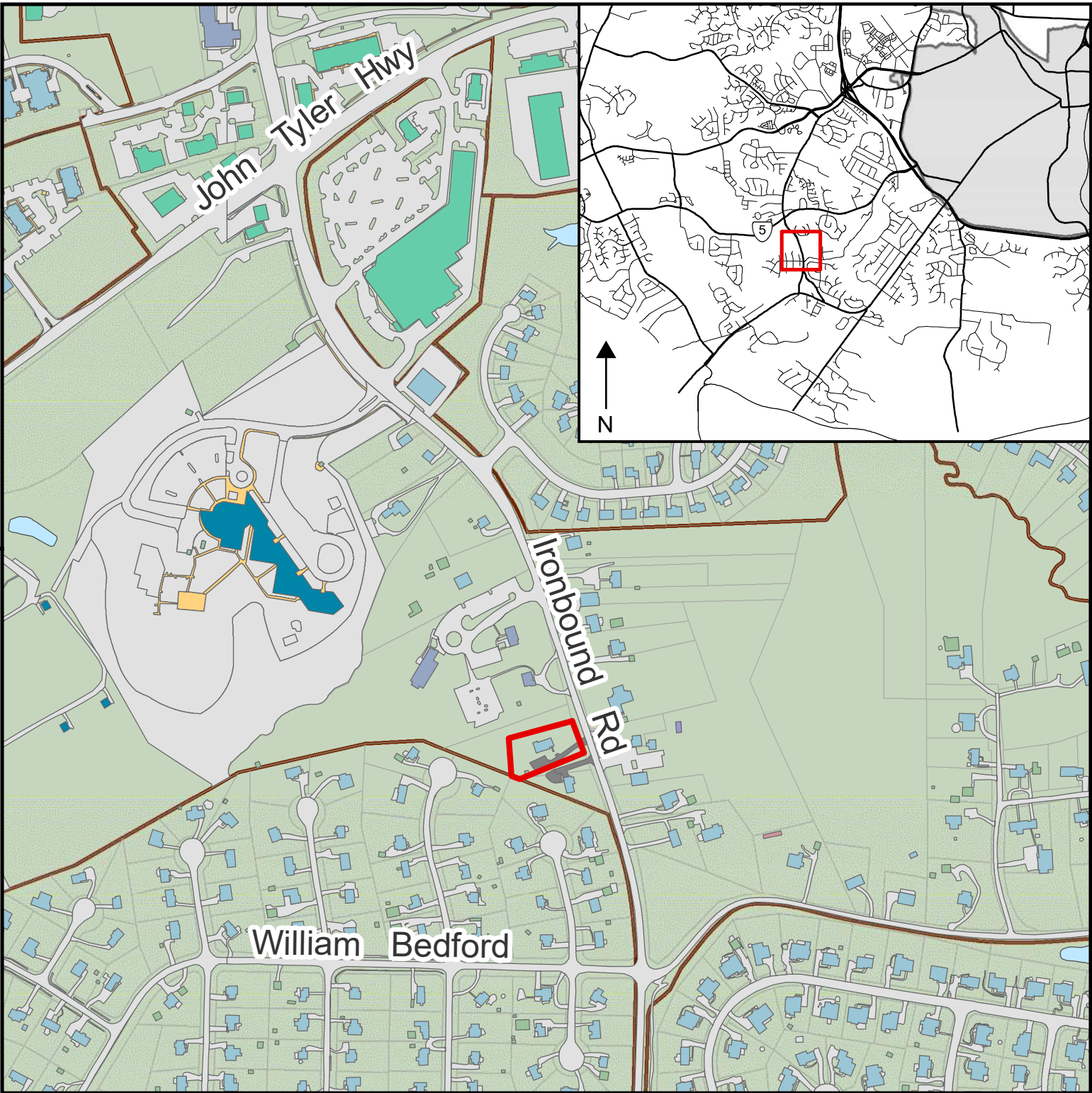
1. Site is served by public water and sewer.
2. Property is not located in a FEMA Floodplain zone.
3. Property does not contain Resource Protection Area.
4. Property has an existing gravel driveway.
5. A minimum of two parking spots shall be provided (one parking spot per bedroom).

## Adjacent Properties

4710100067A Sharon Dennis 3025 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential	4710400036 Phana Tung 2908 Robert Hunt North Williamsburg, VA 23185 R8, Rural Residential
4710100073 Ryan Newsom 3020 Ironbound Williamsburg, VA 23185 R8, Rural Residential	4710100074 Clockwork Angels LLC 3004 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential
4710100068 Armando Holdings LLC 3001 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential	4710100075 Clockwork Angels LLC 3000 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential

## Sheet Index

1. Cover Page
2. Site Photos



Maps Not To Scale

PLANNING DIVISION

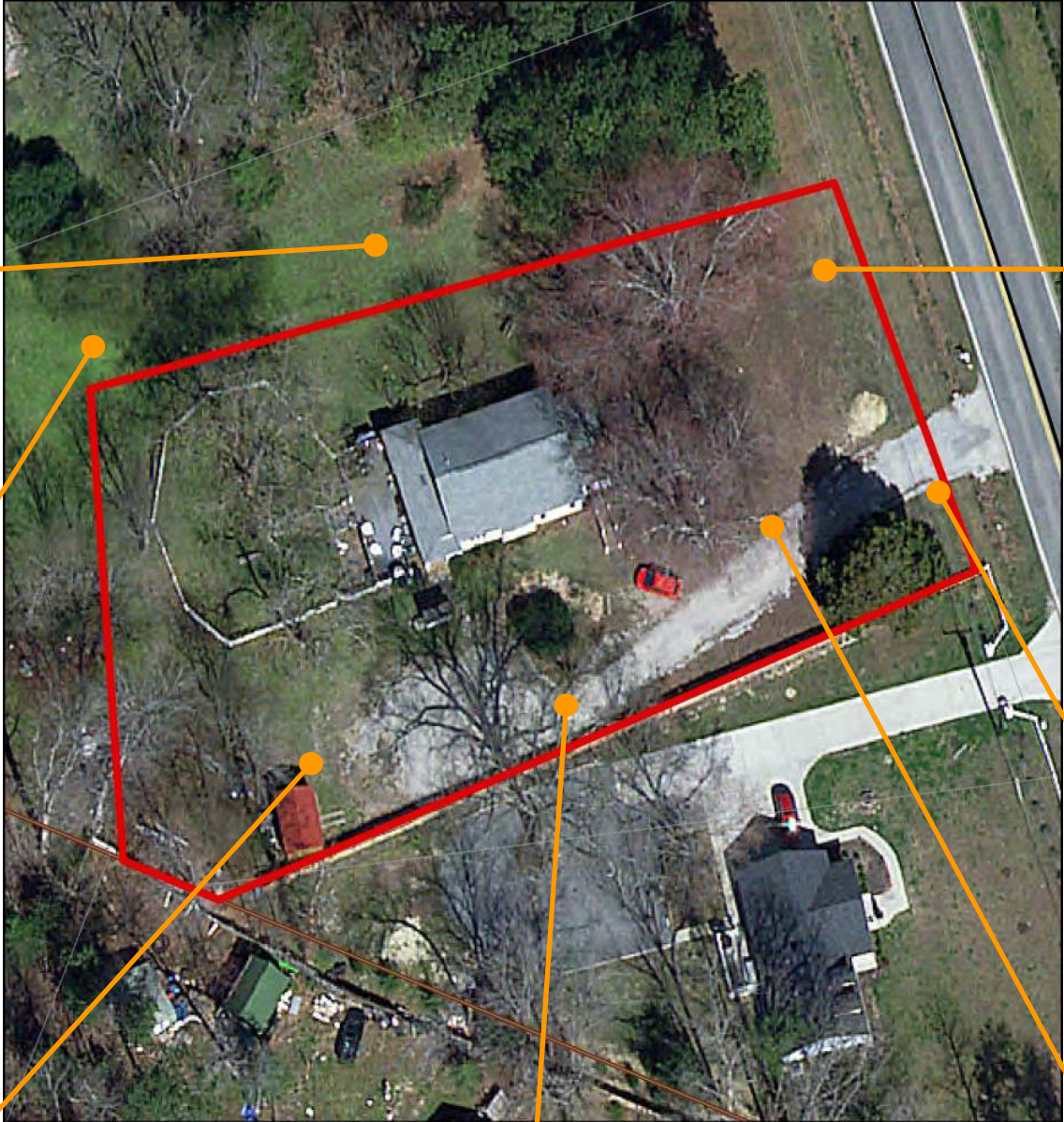
May 21 2018

RECEIVED



# JCC SUP-0004-2018

## 3021 Ironbound Rd. Tourist Home





**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: ZO-0004-2018 and SO-0004-2018. Zoning Ordinance and Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A – Fee Schedule for Development Related Permits

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Proposed Ordinance Amendments to Chapter 19 of the County Code, strikethrough version	Ordinance
☐	Proposed Ordinance Amendments to Chapter 19 of the County Code, clean version	Exhibit
☐	Proposed Ordinance Amendments to Chapter 24 of the County Code, strikethrough version	Ordinance
☐	Proposed Ordinance Amendments to Chapter 24 of the County Code, clean version	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/25/2018 - 2:58 PM
Planning Commission	Holt, Paul	Approved	5/25/2018 - 2:58 PM
Publication Management	Daniel, Martha	Approved	5/25/2018 - 3:30 PM
Planning Commission	Holt, Paul	Approved	5/25/2018 - 3:59 PM

## **MEMORANDUM**

DATE: June 6, 2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: ZO-0004-2018 and SO-0004-2018. Zoning Ordinance and Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits

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On May 8, the Board of Supervisors adopted an Ordinance creating Appendix A to the County Code. The Appendix consolidated fee references for development related permits. The effective date of the Ordinance is July 1, to coincide with the start of the new fiscal year.

To ensure the County Code does not have duplicative or erroneous references, the fee references now listed in Appendix A must be removed from the various individual chapters of the County Code prior to July 1.

The attached set of Ordinances removes fee references from Chapter 19, Subdivisions and Chapter 24, Zoning. The attached Ordinances represent formatting changes only and do not contain any other substantive changes.

### **RECOMMENDATION**

Staff recommends the Planning Commission recommend approval of these Ordinance amendments to the Board of Supervisors. On May 10, 2018, the Policy Committee voted unanimously to forward the proposed changes to the Planning Commission for consideration.

PDH/nb  
OrdinanceAmend-mem

### Attachments:

1. Proposed Ordinance Amendments to Chapter 19 of the County Code, strikethrough version
2. Proposed Ordinance Amendments to Chapter 24 of the County Code, strikethrough version
3. Proposed Ordinance Amendments to Chapter 19 of the County Code, clean version
4. Proposed Ordinance Amendments to Chapter 24 of the County Code, clean version

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 19, SUBDIVISIONS OF THE CODE OF JAMES CITY COUNTY BY AMENDING ARTICLE I, GENERAL PROVISIONS, SECTION 19-15, FEES, BY DELETING REFERENCES TO FEES AND ADDING THAT FEES ARE SET FORTH IN COUNTY CODE APPENDIX A - FEE SCHEDULE FOR DEVELOPMENT RELATED PERMITS, AND BY RENUMBERING SUBSECTION 19-15(4) TO NEW NUMBER 19-15(1)

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 19, Subdivisions, is hereby amended and reordained by amending Article I, General Provisions, 19-15, Fees, and by renumbering subsection 19-15(4) to new number 19-15(1).

**Chapter 19. Subdivisions**

**Article I. General Provisions**

**Sec. 19-15. Fees.**

Fees shall be charged to offset the cost of reviewing plats and plans, making inspections and other expenses incident to the administration of this chapter. The following fees shall be charged and collected as provided below *or as set forth in County Code Appendix A - Fee Schedule for Development Related Permits.*

- ~~(1) *General plan review.* There shall be a fee for the examination of every plan reviewed by the agent or commission. For all subdivisions that do not require public improvements, the fee for a major or minor subdivision shall be \$200.00 per plan plus \$70.00 per lot for each lot over two lots in the subdivision plat. For all subdivisions that require public improvements, the fee for a major or minor subdivision shall be \$250.00 per plan plus \$70.00 per lot for each lot over two lots in the subdivision plat. The fee for townhouse or condominium subdivisions which have undergone site plan review shall be \$50.00. The fee shall be submitted to the agent at the time of filing the plat for review. Any check shall be payable to the James City County treasurer. An additional fee of \$250.00 shall be collected for any review after the second re-submission not to include resubmittals that are the result of substantial redesign due to additional agency comments.~~
- ~~(2) *Inspection fee for water and sewer lines.* There shall be a fee for the inspection by the service authority of public water and sewer system installations. Such fee shall be \$1.43 per foot for every foot of sewer main or water main constructed and shall be submitted as specified by the service authority regulations.~~
- ~~(3) *Inspection fee for stormwater installations.* There shall be a fee for the inspection by the engineering and resource protection division of public stormwater installations and private stormwater installations required in accordance with section 23-10(4). Such fee shall be \$900 per practice for each best management practice constructed and \$.90 per foot for every foot of stormwater drain or channel constructed and shall be submitted at the time of filing an application for a land disturbance permit.~~

~~(4)~~(1) *Fees waived.* Payment of any permit fees established in section 19-15 set forth in County Code Appendix A - Fee Schedule for Development Related Permits shall be waived for the County, any entity created solely by the County and those regional entities to which the County is a party provided that: (1) the other parties to the regional entity similarly waive fees; and (2) the regional entity has locations in more than one locality.

BE IT FURTHER ORDAINED that this Ordinance shall be made effective on July 1, 2018.

---

Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

VOTES  
AYE    NAY    ABSTAIN

---

William Porter  
Clerk to the Board

MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of June, 2018.

Ch19Subdiv-ord

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 19, SUBDIVISIONS OF THE CODE OF JAMES CITY COUNTY BY AMENDING ARTICLE I, GENERAL PROVISIONS, SECTION 19-15, FEES, BY DELETING REFERENCES TO FEES AND ADDING THAT FEES ARE SET FORTH IN COUNTY CODE APPENDIX A - FEE SCHEDULE FOR DEVELOPMENT RELATED PERMITS, AND BY RENUMBERING SUBSECTION 19-15(4) TO NEW NUMBER 19-15(1)

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 19, Subdivisions, is hereby amended and reordained by amending Article I, General Provisions, 19-15, Fees, and by renumbering subsection 19-15(4) to new number 19-15(1).

### **Chapter 19. Subdivisions**

#### **Article I. General Provisions**

##### **Sec. 19-15. Fees.**

Fees shall be charged to offset the cost of reviewing plats and plans, making inspections and other expenses incident to the administration of this chapter. The following fees shall be charged and collected as provided below or as set forth in County Code Appendix A - Fee Schedule for Development Related Permits.

- (1) Fees waived. Payment of any permit set forth in County Code Appendix A - Fee Schedule for Development Related Permits shall be waived for the County, any entity created solely by the County and those regional entities to which the County is a party provided that: (1) the other parties to the regional entity similarly waive fees; and (2) the regional entity has locations in more than one locality.

BE IT FURTHER ORDAINED that this Ordinance shall be made effective on July 1, 2018.

Ch19Subdiv-ord-final



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 24, ZONING, OF THE CODE OF JAMES CITY COUNTY BY AMENDING ARTICLE I, IN GENERAL, SECTION 24-7, ADMINISTRATIVE FEES, AND BY AMENDING ARTICLE II, SPECIAL REGULATIONS, DIVISION 1, IN GENERAL, SECTION 24-47, KEEPING OF CHICKENS IN RESIDENTIALLY ZONED AREAS, BY DELETING REFERENCES TO FEES AND ADDING THAT ADMINISTRATIVE FEES ARE SET FORTH IN COUNTY CODE APPENDIX A - FEE SCHEDULE FOR DEVELOPMENT RELATED PERMITS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 24, Zoning, is hereby amended and reordained by amending Article I, In General, Section 24-7, Administrative fees, and by amending Article II, Special Regulations, Division I, In General, Section 24-47, Keeping of chickens in residentially zoned areas.

**Chapter 24. Zoning**

**Article I. In General**

**Sec. 24-7. Administrative fees.**

- (a) Fees ~~as set forth in County Code Appendix A - Fee Schedule for Development Related Permits~~ shall be charged at the time of application to offset the cost of making inspections, issuing permits, advertising notices and other expenses incident to the administration of this chapter or to the filing or processing of any appeal or amendment thereto. ~~The following fees shall be charged and collected at the time of application:~~

Procedure Fee

~~(1) Rezoning:~~

- \_\_\_\_\_ a. ~~Rezoning or proffer amendments which require a public hearing~~ \_\_\_\_\_ \$1,200  
\_\_\_\_\_ ~~plus \$75.00 per acre, not to exceed \$15,000.00~~  
b. ~~Written request to the board of supervisors to amend proffered conditions where such amendment does not affect conditions of use or density~~ \_\_\_\_\_ 200.00

~~(If the board of supervisors determines that an amendment or variation of proffered conditions warrants a public hearing in accordance with section 24-13 of this chapter, such requests shall pay a rezoning fee in accordance with (1)a. above.)~~

~~(2) Special use permits:~~

- a. ~~Generally (General special use permits processed with a rezoning shall pay a rezoning fee only)~~ \_\_\_\_\_ \$1,000.00 ~~plus \$30.00 per acre, not to exceed \$5,000.00~~  
b. ~~Manufactured home on an individual lot.~~ \_\_\_\_\_ 100.00  
c. ~~Family subdivision under section 24-214.~~ \_\_\_\_\_ 100.00  
d. ~~Amendment to a special use permit~~ \_\_\_\_\_ 400.00  
e. ~~Wireless communications facilities under division 6~~ \_\_\_\_\_ 1,500.00

~~(3) Master plan review:~~

- a. ~~Initial review of any Residential Cluster, Mixed Use or a PUD with less than 400 acres (PUD's with 400 acres or more shall pay a rezoning fee only) 200.00~~
  - b. ~~Revision of approved plan:~~
    - 1. ~~Residential Cluster 75.00~~
    - 2. ~~R 4, PUD, Mixed Use 150.00~~
- (4) ~~Site Plan Review:~~
- a. ~~Administrative review:~~
    - 1. ~~Residential structures or improvements, \$600.00, plus \$60.00 per residential unit.~~
    - 2. ~~Nonresidential structures or improvements, \$600.00, plus \$0.024 per sq. ft. of building area.~~
    - 3. ~~Mixed Use structures or improvements, \$600.00, plus \$60.00 per residential unit plus \$0.024 per sq. ft. of nonresidential building area.~~
  - b. ~~Planning commission review:~~
    - 1. ~~Residential structures or improvements, \$1,800.00, plus \$60.00 per residential unit.~~
    - 2. ~~Nonresidential structures or improvements, \$1,800.00, plus \$0.024 per sq. ft. of building area.~~
    - 3. ~~Mixed Use structures or improvements, \$1,800.00, plus \$60.00 per residential unit plus \$0.024 per sq. ft. of nonresidential building area.~~
  - c. ~~Amendment to an approved plan:~~
    - 1. ~~Residential structures or improvements, \$100.00, plus \$10.00 per residential unit.~~
    - 2. ~~Nonresidential structures or improvements, \$100.00, plus \$0.004 per sq. ft. of building area.~~
    - 3. ~~Mixed Use structures or improvements, \$100.00, plus \$10.00 per residential unit plus \$0.004 per sq. ft. of nonresidential building area.~~
    - 4. ~~Residential or nonresidential structures or improvements where the number of dwelling units or area of building area, pavement, or open space is not changed more than 15 percent, \$100.00.~~
  - d. ~~Zoning administrator and fire department review only, \$20.00.~~
  - e. ~~Each additional review after second resubmission, \$250.00 not to include resubmissions that are the result of substantial redesign due to other agency comments.~~
- (5) ~~Sign permits, \$5.00 per square foot of gross sign area.~~
- (6) ~~Appeals to the board of zoning appeals, \$500.00.~~
- (7) ~~Application for a height limitation waiver to the board of supervisors, \$200.00.~~
- (8) ~~Application for administrative variance, \$250.00.~~
- (9) ~~Public hearing applicant deferral request when the applicant fails to meet a staff imposed deadline for additional information relevant to the application except where deferral is the result of a commission or board action, \$350.00 per request.~~
- (10) ~~Conceptual plan review, \$25.00.~~
- (11) ~~Zoning verification request, \$100.00.~~
- (12) ~~Stormwater inspection fees: There shall be a fee for the inspection of public stormwater installations and private stormwater installations required in accordance with section 23-10(4). Such fee shall be \$900 per practice for each best management practice constructed and \$.90 per foot for every foot of stormwater drain or channel constructed and shall be submitted at the time of filing an application for a land disturbance permit.~~

- (b) Payment of any permit fees ~~established in section 24-7~~ *set forth in County Code Appendix A - Fee Schedule for Development Related Permits* shall be waived for the county, any entity created solely by the county and those regional entities to which the county is a party provided that: (1) The other parties to the regional entity similarly waive fees; and (2) The regional entity has locations in more than one locality.

## **Article II. Special Regulations**

### **Division I. In General**

#### **Sec. 24-47. Keeping of chickens in residentially zoned areas.**

Keeping and housing domestic chickens on residentially-zoned and occupied property shall be solely for purposes of household consumption and shall comply with the following requirements:

- (a) Chickens allowed pursuant to this section shall be kept and raised only for domestic purposes and no commercial activity such as selling eggs or selling chickens for meat shall be allowed. Harvesting of chickens is not permitted.
- (b) The maximum number of chickens permitted on a residential lot shall be two hens per the first 5,000 square feet of lot area, and one additional bird for each additional 5,000 square feet of total lot area thereof. The total number of birds is not to exceed a maximum of 12 hens.
- (c) Chickens shall only be allowed on properties consisting of single-family homes and which are on lots of at least 15,000 square feet in size.
- (d) No roosters shall be allowed.
- (e) Coops or cages and runs shall only be located in the rear yard area. The zoning administrator may grant an exception to this requirement in cases where due to unusual lot configuration, topography, or proximity of neighbors, another area of the yard is more suitable for such an activity.
- (f) Coops or cages and runs shall be situated at least five feet from adjoining property lines and 25 feet from any dwelling located on a property not owned by the applicant. On corner lots, all pens, coops or cages shall be situated no closer than 35 feet from the side street.
- (g) Coops or cages and runs shall be located outside of resource protection areas and any conservation easements dedicated to the county.
- (h) Coops or cages and runs shall be required, a portion of which shall be covered. Such coops, cages, and runs shall be enclosed with a minimum four feet high chicken wire fence. All coops, cages or runs shall provide at least three square feet of area per bird.
- (i) Each property owner seeking to keep chickens shall file an application with the James City County zoning office. Such application shall be accompanied by a ~~\$20.00~~ processing fee as *set forth in County Code Appendix A - Fee Schedule for Development Related Permits*. The application shall include a sketch showing the area where the chickens will be housed and the types and size of enclosures in which the chickens shall be housed. The sketch must show all dimensions and setbacks. Upon review and determination that the proposed chicken-keeping complies with the standards set forth in this section, the zoning office shall issue a permit. Any permit that is found in violation or not in compliance with this section may be revoked.
- (j) Any more restrictive covenants dealing with the keeping of chickens shall supersede and control over the provisions of this section.

BE IT FURTHER ORDAINED that this Ordinance shall be made effective on July 1, 2018.

ATTEST:

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William Porter  
Clerk to the Board

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Ruth M. Larson  
Chairman, Board of Supervisors

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of June,  
2018.

Ch24Zoning-ord

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 24, ZONING, OF THE CODE OF JAMES CITY COUNTY BY AMENDING ARTICLE I, IN GENERAL, SECTION 24-7, ADMINISTRATIVE FEES, AND BY AMENDING ARTICLE II, SPECIAL REGULATIONS, DIVISION 1, IN GENERAL, SECTION 24-47, KEEPING OF CHICKENS IN RESIDENTIALLY ZONED AREAS, BY DELETING REFERENCES TO FEES AND ADDING THAT ADMINISTRATIVE FEES ARE SET FORTH IN COUNTY CODE APPENDIX A - FEE SCHEDULE FOR DEVELOPMENT RELATED PERMITS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 24, Zoning, is hereby amended and reordained by amending Article I, In General, Section 24-7, Administrative fees, and by amending Article II, Special Regulations, .Division I , In General, Section 24-47, Keeping of chickens in residentially zoned areas.

**Chapter 24. Zoning**

**Article I. In General**

**Sec. 24-7. Administrative fees.**

- (a) Fees as set forth in County Code Appendix A - Fee Schedule for Development Related Permits shall be charged at the time of application to offset the cost of making inspections, issuing permits, advertising notices and other expenses incident to the administration of this chapter or to the filing or processing of any appeal or amendment thereto.
- (b) Payment of any permit fees set forth in County Code Appendix A - Fee Schedule for Development Related Permits shall be waived for the county, any entity created solely by the county and those regional entities to which the county is a party provided that: (1) The other parties to the regional entity similarly waive fees; and (2) The regional entity has locations in more than one locality.

**Article II. Special Regulations**

**Division I. In General**

**Sec. 24-47. Keeping of chickens in residentially zoned areas.**

Keeping and housing domestic chickens on residentially-zoned and occupied property shall be solely for purposes of household consumption and shall comply with the following requirements:

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- (b) The maximum number of chickens permitted on a residential lot shall be two hens per the first 5,000 square feet of lot area, and one additional bird for each additional 5,000 square feet of total lot area thereof. The total number of birds is not to exceed a maximum of 12 hens.
- (c) Chickens shall only be allowed on properties consisting of single-family homes and which are on lots of at least 15,000 square feet in size.
- (d) No roosters shall be allowed.
- (e) Coops or cages and runs shall only be located in the rear yard area. The zoning administrator may grant an exception to this requirement in cases where due to unusual lot configuration, topography, or proximity of neighbors, another area of the yard is more suitable for such an activity.
- (f) Coops or cages and runs shall be situated at least five feet from adjoining property lines and 25 feet from any dwelling located on a property not owned by the applicant. On corner lots, all pens, coops or cages shall be situated no closer than 35 feet from the side street.
- (g) Coops or cages and runs shall be located outside of resource protection areas and any conservation easements dedicated to the county.
- (h) Coops or cages and runs shall be required, a portion of which shall be covered. Such coops, cages, and runs shall be enclosed with a minimum four feet high chicken wire fence. All coops, cages or runs shall provide at least three square feet of area per bird.
- (i) Each property owner seeking to keep chickens shall file an application with the James City County zoning office. Such application shall be accompanied by a processing fee as set forth in County Code Appendix A - Fee Schedule for Development Related Permits. The application shall include a sketch showing the area where the chickens will be housed and the types and size of enclosures in which the chickens shall be housed. The sketch must show all dimensions and setbacks. Upon review and determination that the proposed chicken-keeping complies with the standards set forth in this section, the zoning office shall issue a permit. Any permit that is found in violation or not in compliance with this section may be revoked.
- (j) Any more restrictive covenants dealing with the keeping of chickens shall supersede and control over the provisions of this section.

BE IT FURTHER ORDAINED that this Ordinance shall be made effective on July 1, 2018.

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Ellen Cook, Principal Planner and Tammy Mayer Rosario, Principal Planner

SUBJECT: Fort Eustis Joint Land Use Study

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Fort Eustis Joint Land Use Study Executive Summary	Backup Material
☐	Attachment 2. Newport News Planning Commission and City Council Resolutions	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/29/2018 - 9:23 AM
Planning Commission	Holt, Paul	Approved	5/29/2018 - 9:23 AM
Publication Management	Burcham, Nan	Approved	5/29/2018 - 9:27 AM
Planning Commission	Holt, Paul	Approved	5/29/2018 - 9:34 AM

## MEMORANDUM

DATE: June 6, 2018

TO: The Planning Commission

FROM: Ellen Cook, Principal Planner  
Tammy Mayer Rosario, Principal Planner

SUBJECT: Fort Eustis Joint Land Use Study

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### Background

During the 2035 Comprehensive Plan update, the County received a request to change the land use designation for the BASF property, located at 8961 Pocahontas Trail (Case No. LU-0009-2014). In connection with this case, the County received a letter from John C. Harvey, Jr., Virginia Secretary of Veterans and Defense Affairs, recommending that no land use designation decision be made until a thorough Joint Land Use Study (JLUS) was conducted, due to the potential negative impact the land use redesignation of the property could have on the Fort Eustis military mission.

Joint Base Langley-Eustis (JBLE) is important to national defense and to the economies of the Commonwealth of Virginia, the Hampton Roads region and James City County. JBLE contributes about \$2.3 billion annually (with \$1 billion due to Fort Eustis alone) to Virginia's economy, and is home to the U.S. Army Training and Doctrine Command (TRADOC). The installation supports a population of 22,000 active duty, National Guard, Army Reserve, civilians and family members. TRADOC is responsible for training and developing the Army, and operates 33 schools and centers at 16 Army installations. A total of 5,000 students train at Fort Eustis each year.

In recognition of the desire to sustain JBLE's military mission and promote community economic viability and quality of life, the Department of Defense Office of Economic Adjustment has provided technical and financial assistance for the local communities to partner with the military to study community development issues in the form of a JLUS. A JLUS is a collaborative study conducted by the local officials, federal officials, residents and the military installation itself to identify compatible land uses and growth management guidelines near the installation. The process encourages the local community and installation to act as a team in order to prevent or limit any encroachment issues caused by future mission expansion or local growth.

### Progress to Date

In 2010, before JBLE was created, Langley Air Force Base conducted a JLUS. Although the Air Force Base and Fort have merged, a JLUS has not been conducted specific to Fort Eustis. The current JLUS has looked at compatibility and encroachment issues tailored to Fort Eustis, while maintaining coordination with representatives of Langley. The Fort Eustis JLUS has included the surrounding communities of Newport News, York County and James City County. For James City County, the JLUS encompasses not only the BASF property, but other nearby areas of Grove as well. At its meeting on May 10, 2016, the Board of Supervisors adopted a resolution in support of moving forward with the Fort Eustis JLUS.

Since adoption of the Resolution of Support, work has progressed on creating the Fort Eustis JLUS. Development of the JLUS was guided by a Policy Committee, which consisted of decision makers, executive directors, and elected officials from the affected local governments and a Technical Working



Group, which consisted of technical experts from the affected local governments and organizations as well as Fort Eustis representatives and other designated stakeholders.

Part of the development of JLUS included significant outreach and input opportunities from the public. A 30-day comment period on the final draft of the JLUS has concluded, and the project consultant briefed the Planning Commission and Board of Supervisors on the results of the process and on the draft document at a joint work session on May 22, 2018.

### Study Recommendations

The Executive Summary of the Fort Eustis JLUS is attached to this memorandum and the full Study is available at <https://www.forteustisjlus.com/> under the Documents tab. The JLUS contains an extensive Compatibility and Encroachment analysis, examining issues such as formalized communication, land use compatibility, traffic, the third port mission and waterway access. The recommendations portion of the study provides a list of strategies and actions that can be used to resolve, prevent and mitigate Areas of Interest identified within the Compatibility Analysis. The recommendations are intended to be general so that each local government has the ability to tailor them to meet their needs during the implementation phase. Through the tailored implementation phase, each local government will be able to determine the methodology that best suits their community. Examples of recommendations pertaining to James City County include:

Areas of Interest	Recommendations
Formalized Communication	Prepare and adopt of a communication memorandum of understanding (MOU) between Fort Eustis, Newport News, James City County and York County outlining a procedure for future communications, with the goal of providing a clear outline of communication procedures to ensure that everyone is adequately informed.
Land Use Compatibility	Establish coordination procedures for areas of concern within the Military Influence Overlay District (MIOD) to minimize future incompatibilities from proposed land use or zoning changes.
Policy Reinforcement	<p>Create an MIOD made up of Military Influence Areas (MIAs) that reflects the type and intensity of compatible uses. The MIAs are established to identify where specific compatibility issues may occur. The MIAs should incorporate areas that include the impacts of the third port, the main gate safety buffer, the aquatic training area, the noise zones from the small arms range and the Federal Aviation Administration airspace. (The third port is located on Skiffes Creek across from the BASF property.)</p> <ul style="list-style-type: none"><li>• Once the MIA and MIODs have been determined the comprehensive plan should be updated to incorporate the new overlay district(s) or other appropriate regulatory measures.</li><li>• Similar to the updates recommended for the Comprehensive Plan, the zoning ordinances and zoning map should be updated to implement the newly drafted MIA and MIOD.</li></ul>
Third Port Mission	Develop documentation to increase awareness and understanding of the mission of the third port and the locations of Fort Eustis water training areas, purpose of the operations and various impacts (e.g., water restrictions) on the surrounding communities.

As described in the recommendations above, implementation of the JLUS could range from administrative actions to revisions or updates in the County's Zoning Ordinance and Comprehensive Plan.

The Fort Eustis JLUS is scheduled to be brought before the Board of Supervisors for formal consideration at its July 10, 2018 meeting.

EC/TMR/nb  
FtEustisJLU-mem

Attachment:

1. Fort Eustis Joint Land Use Study Executive Summary
2. Newport News Planning Commission and City Council Resolutions

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## What is the Fort Eustis Joint Land Use Study?

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The Fort Eustis Joint Land Use Study (JLUS) was a 15-month process completed in March 2018. Fort Eustis is part of Joint Base Langley Eustis (JBLE); however, the JLUS focused solely on Fort Eustis. A JLUS was prepared for Langley Air Force Base (AFB) in 2010, prior to their merger with Fort Eustis as a joint base. Coordination will occur through the host unit (633d Air Base Wing), which provides installation support functions for JBLE.

A Joint Land Use Study (JLUS) is a collaborative study conducted by the city, county, federal officials, residents, and the military installation itself to identify compatible land uses and growth management guidelines near the installation. The process encourages the local community and installation to act as a team in order to prevent or limit any encroachment issues caused by future mission expansion or local growth.

Fort Eustis, located in Newport News and James City County, is home to the U.S. Army Training and Doctrine Command (TRADOC). Newport News and James City County are directly linked by U.S. Route 60. The installation supports a population of more than 22,000, including active duty, Army National Guard, Army Reserve, civilians, and family members. TRADOC is responsible for training and developing the U.S. Army, and operates 33 schools and centers at 16 Army installations. More than 5,000 students (on temporary assignment) train at Fort Eustis each year.

The JLUS was funded through a grant from the Department of Defense (DoD), Office of Economic Adjustment (OEA) and administered by the City of Newport News.

The final JLUS report and materials are available on the website at [www.forteustisjlus.com](http://www.forteustisjlus.com).





# FORT EUSTIS JOINT LAND USE STUDY

*Growing Forward Together*

Newport News, York County & James City County, VA

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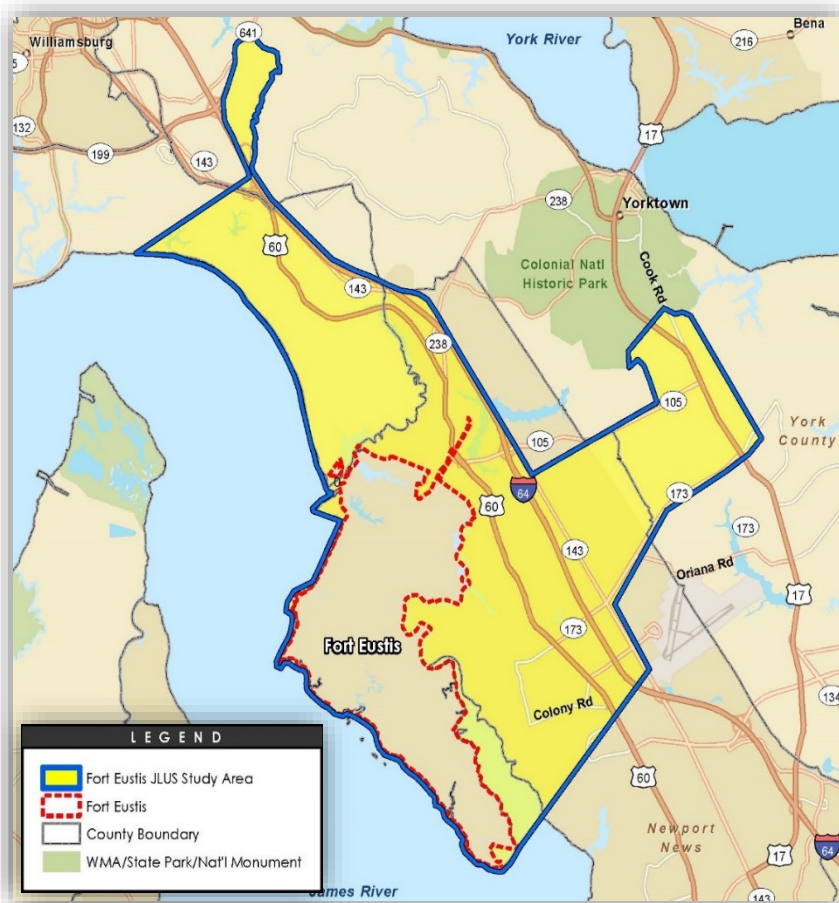
## What is the JLUS Study Area?

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Fort Eustis is located in Virginia's Hampton Roads region. Its 7,933 acres are bounded on the north by the city of Newport News, Skiffe's Creek and James City County and on the south by the James River. The installation is primarily located within Newport News, while approximately 24 acres are located within James City County.

The study area encompasses approximately 24,288 acres surrounding Fort Eustis. It reaches into James City County, York County, and Newport News. This area was created by the Technical Working Group and Policy Committee to capture the

impacts from the mission of Fort Eustis and the influences from the surrounding communities. Some of the influencing factors include Felker Airfield airspace, noise from the gun range, the aquatic training areas, safety standard at the main gate, safety standard for the third port, and existing and future community development patterns.



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## What does the JLUS Report contain?

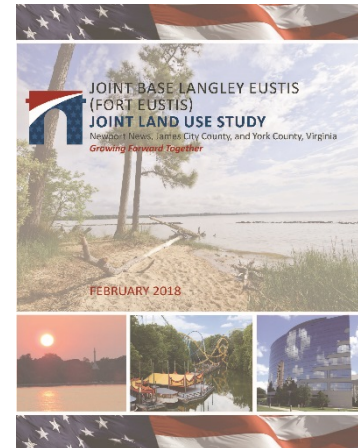
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The JLUS report is divided into 10 chapters. Chapter 1 – Chapter 4 provides background information and includes Introduction to the JLUS, Public Involvement, Community Profile, and Military Profile. Chapter 5 provides a brief economic analysis for the Upper Warwick Corridor. Chapter 6 Compatibility Tools lists



# FORT EUSTIS JOINT LAND USE STUDY *Growing Forward Together* Newport News, York County & James City County, VA

some of the tools available to assist local governments and the military with compatibility and encroachment challenges. Chapter 7 Development Compatibility Analysis evaluates the study area's potential for new development and the relationship with the mission of Fort Eustis. Chapter 8 Compatibility and Encroachment Analysis discusses 19 encroachment/compatibility factors to assess Fort Eustis and the surrounding communities. The results of the analysis are Recommendations in Chapter 9 that address and provides for proactive measures for each item of interest identified during the Study. Chapter 10 Implementation Plan gives guidance to each municipality on how to implement the suggested recommendations.



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## What was the process?

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The Policy Committee and Technical Working Group were formed to help facilitate the JLUS. Each participated directly with the project team to provide feedback and decision-making throughout the planning process. The Technical Working Group included subject experts from surrounding jurisdictions, military planners, business and development representatives, and special organizations. They provided technical expertise through identification of issues and provided feedback to the JLUS team. Upon completion of the JLUS, they will transition to the Implementation Committee. The Policy Committee consisted of decision-makers, executive directors, and elected officials and provided policy direction, study oversight, and ultimately will adopt the final report.

A series of public and stakeholder meetings were hosted to obtain feedback and inform the public. Three rounds of public workshops and forums were held in various locations throughout the communities. Additionally, the JLUS team targeted specific events already scheduled within the community and brought informational materials including the project fact sheet, social media handout, and project survey. Stakeholder meetings were held during the course of the planning process to obtain



individualized information from the community. A project website and Facebook page accompanied traditional methods of public notice and outreach.

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## What are the next steps?

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Each of the recommendations incorporate one or more actions that can be implemented to promote compatible land use, prevent encroachment upon the military mission, mitigate existing incompatibilities, and facilitate compatible economic development. The recommended strategies function as tools to aid the community in their goal of ensuring the continued sustainability of the military mission at Fort Eustis. Collectively, these strategies represent an assertive and coordinated approach that will demonstrate the community's commitment to that goal.

The recommendations are customized for each of the three local governments and Fort Eustis. The recommendations and implementation strategies are organized into the following strategies which are further detailed in Chapters 9 and 10 of the JLUS report.

- **Communication and Coordination.** Recommendations in the Communication and Coordination category would provide opportunities and strategies for increased communication or coordination between Fort Eustis, the community, stakeholders, elected officials, civilians, and military families.
- **Education.** Recommendations under the Education category would educate the community on facts and details that might help to clarify information or provide new information.
- **Policy.** Policy recommendations would include changes to regulatory documents such as the comprehensive plan, Zoning Ordinances, and/or building codes.
- **Program or Process.** A program or process may need to be established to address a specified area of interest.
- **Study.** Studies or reports may be needed to determine additional information, conduct additional analyses, and research before the next steps can be determined.

### FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Britta Ayers, AICP, PMP  
Manager of Comprehensive  
Planning  
City of Newport News  
Tel: 757.926.8074  
Email: bayers@nnva.gov

Or visit us at:  
[www.forteustisjlus.com](http://www.forteustisjlus.com)

# CITY OF NEWPORT NEWS

## OFFICE OF THE CITY MANAGER

April 18, 2018

**TO:** The Honorable City Council

**FROM:** City Manager

**SUBJECT:** Resolution in Support of Fort Eustis Joint Land Use Study

The request is to issue a Resolution expressing support for endorsement and adoption of the Fort Eustis Joint Land Use Study (JLUS).

The JLUS is a collaborative study conducted by the City, James City County, York County, and Joint Base Langley-Eustis to identify compatible land uses and growth management guidelines near Fort Eustis. The community played a crucial role in drafting the study, providing input through various engagement opportunities throughout the one-year planning process.

On April 18, 2018, the City Planning Commission voted unanimously 8:0 to recommend endorsement and adoption of the Fort Eustis JLUS.

I concur with Planning Commission's recommendation.

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Cynthia D. Rohlf

CDR:bsa

A RESOLUTION OF THE NEWPORT NEWS PLANNING COMMISSION RECOMMENDING ENDORSMENT OF  
THE JOINT BASE LANGLEY-EUSTIS JOINT LAND USE STUDY

WHEREAS, the Newport News Planning Commission has before it this day the Joint Base Langley Eustis Joint Land Use Study (JLUS) which was coordinated by the U.S. Department of Defense, Office of Economic Adjustment, together with Joint Base Langley-Eustis (Fort Eustis), the City of Newport News, City of Hampton, James City County, and York County to develop a strategic and cooperative planning process for the compatible use of property surrounding Fort Eustis;

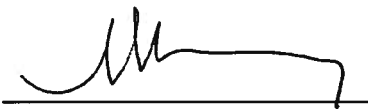
WHEREAS, the study process provided opportunities for public involvement including a community kick-off meeting, a public survey, a project web site, and public meetings to receive comments on the final draft report;

WHEREAS, the JLUS report contains recommendations for the implementation of policies and actions intended to promote cooperative and compatible land use planning which: (i) minimize military operations in terms of noise and accident potential on the lands surrounding Fort Eustis; (ii) increase citizen awareness of the impacts of military flight operations; and (iii) prevent land uses that will interfere with the mission at Fort Eustis; and

WHEREAS, the JLUS Policy Committee comprised of representatives of the City of Newport News, the City of Hampton, James City County, York County, and Fort Eustis, endorsed the JLUS as reported on January 18, 2018.

NOW, THEREFORE BE IT RESOLVED, that the City Planning Commission of Newport News does hereby recommend to the City Council of the City of Newport News that it endorse and adopt the Joint Base Langley Eustis Joint Land Use Study.


Recommended by the City Planning Commission of Newport News on April 18, 2018.



Mark W. Mulvaney

Chairman

Newport News Planning Commission



Sheila McAllister

Executive Secretary

Newport News Planning Commission



**RESOLUTION NO. 13123-18**

**A RESOLUTION OF THE NEWPORT NEWS CITY COUNCIL ENDORSING THE JOINT BASE LANGLEY-EUSTIS JOINT LAND USE STUDY.**

WHEREAS, the Newport News City Council has before it this day the Joint Base Langley-Eustis Joint Land Use Study (JLUS) which was coordinated by the U. S. Department of Defense, Office of Economic Adjustment, together with Joint Base Langley-Eustis (Fort Eustis), the City of Newport News, City of Hampton, James City County and York County to develop a strategic and cooperative planning process for the compatible use of property surrounding Fort Eustis; and

WHEREAS, the study process provided opportunities for public involvement including a community kick-off meeting, a public survey, a project web site, and public meetings to receive comments on the final draft report; and

WHEREAS, the JLUS report contains recommendations for the implementation of policies and actions intended to promote cooperative and compatible land use planning which: (i) minimize military operations in terms of noise and accident potential on the lands surrounding Fort Eustis; (ii) increase citizen awareness of the impacts of military flight operations; and (iii) prevent land uses that will interfere with the mission of Fort Eustis; and

WHEREAS, the JLUS Policy Committee comprised of representatives of the City of Newport News, the City of Hampton, James City County, York County and Fort Eustis, endorsed the JLUS as reported on January 18, 2018; and

WHEREAS, on April 18, 2018, the Newport News Planning Commission recommended, by unanimous vote, that the Newport News City Council endorse the JLUS.

NOW, THEREFORE, BE IT RESOLVED that the Council for the City of Newport News does hereby endorse and adopt the Joint Base Langley-Fort Eustis Joint Land Use Study.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON APRIL 24, 2018

Mabel Washington Jenkins, MMC  
City Clerk

McKinley L. Price, DDS  
Mayor

A true copy, teste:

City Clerk

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Tammy Rosario, Principle Planner and Alex Baruch, Planner

SUBJECT: Pocahontas Trail Corridor Study

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Executive Summary	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:13 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:13 PM
Publication Management	Burcham, Nan	Approved	5/30/2018 - 2:26 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:32 PM

## MEMORANDUM

DATE: June 6, 2018

TO: The Planning Commission

FROM: Alex Baruch, Planner  
Tammy Mayer Rosario, Principal Planner

SUBJECT: Pocahontas Trail Corridor Study

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### Background

Over the past ten months, James City County, the Virginia Department of Transportation (VDOT), and its consultant, RK&K, have been conducting a study of the Pocahontas Trail corridor. The purpose of the study was to re-assess the corridor from Fire Station 2 to James River Elementary School and to engage the community in identifying key transportation needs and in defining a vision for the future of the corridor. The study was also intended to identify feasible, context-sensitive multi-modal transportation improvements that will address the community's needs and also enhance the quality of life for area residents and users of the corridor. Last, the study's scope included developing concepts and cost estimates and recommending strategies to prioritize improvements along the corridor.

### Process

Work on the project was led by a Steering Committee comprised of representatives from the neighborhoods, churches and businesses along the corridor who have volunteered to advise the County and VDOT. Steering Committee members included:

- Glenn Carter
- James Curtis
- Allen Doucet
- George Drummond
- Kirkland Goddard, Sr.
- Gloria Hill
- Pat McCormick/Thomas McCormick
- Danny Schmidt
- Rob Till
- Tracy Williams/Eric Williams

Also assisting in the effort was a Technical Committee comprised of staff from various agencies and departments, including the Police, Fire, Parks and Recreation, Social Services, Stormwater and Resource Protection Departments, Williamsburg-James City County Schools, James City Service Authority (JCSA), Williamsburg Area Transit Authority (WATA), VDOT and the Planning Division.

Public outreach was extensive and designed to gauge the community's desires at each phase of the process. Outreach efforts included small group meetings with various local groups, including James River Elementary School and Colonial Manor; a project website ([www.jamescitycountyva.gov/PocTrailStudy](http://www.jamescitycountyva.gov/PocTrailStudy)); online survey; and three public workshops. Following the third public workshop in April and the final Steering and Technical meeting in May, the consultant presented the study's recommendations to the Planning Commission and Board of Supervisors at the May 22 joint work session.

## **Study Recommendations**

As noted in attached Executive Summary of the report, the recommended improvement concept, based upon the review of the corridor and public feedback, is Concept 1: 3-Lane with Shared Use Path, which includes providing a three-lane configuration along the entire corridor, with one continuous center left-turn lane and one travel lane in either direction, while also providing an 8-foot shared use path and a 5-foot sidewalk.

The recommended improvements also include curb and gutter to improve the drainage system, a landscaped buffer area between the roadway and the sidewalk and shared use path, continuous roadway/pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements, including bus pull-offs and shelters and the undergrounding of overhead utilities. The recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched its vision for the Pocahontas Trail Corridor.

Due to the scale of the improvements needed to address the corridor's needs and match the community's vision, the study also recommends consideration of a phased approach to constructing the improvements. While the County may pursue funding for the entire length of the corridor as one project, in an effort to secure funding, it may also be prudent to submit individual project segments (or groups of segments) for funding consideration should they be competitive for other various funding sources. In this case, it is recommended that development of the segments would be in the following priority order:

- Near-Term Improvements, such as bus pull-off and transit shelter/stop improvements at locations, access management improvements and gateway/entrance signage
- Segments C + D (Jackson Street to Ron Springs Drive)
- Segments E1 + E2 (Ron Springs Drive to Plantation Road)
- Segment B (Howard Drive to Jackson Street)
- Segment A (Western Project Limits to Howard Drive)

## **Conclusion**

The Pocahontas Trail Corridor Study Executive Summary is attached, and the entire report can be viewed <http://www.jamescitycountyva.gov/PocTrailStudy>. In anticipation of several funding applications due this summer, the study is scheduled to be brought before the Board of Supervisors for formal consideration at its July 10, 2018 meeting.

AB/TMR/nb  
PocahntsTrlCStdy-mem

### Attachment:

1. Pocahontas Trail Corridor Study Executive Summary



# Pocahontas Trail Corridor Study

## James City County, Virginia

Prepared for:

James City County  
Community Development  
101-A Mounts Bay Road  
Williamsburg, VA 23185

&

Virginia Department of Transportation  
Hampton Roads District  
1700 N. Main St.  
Suffolk, Virginia 23434



Prepared by:

RK&K

2100 East Cary Street

Suite 309

Richmond, Virginia 23223

Project Number: 14094.25



Adopted by James City County Board of Supervisors: TBD



# Executive Summary

The Pocahontas Trail Corridor Study provides a comprehensive overview of the operational and safety improvements identified by the community to address transportation concerns along Pocahontas Trail (US Route 60 Corridor).

This report will serve as a beneficial tool to both James City County and Virginia Department of Transportation (VDOT) in their efforts to obtain funding for the proposed improvements, and provide a framework to guide future improvements along the corridor (and adjacent segments). This study also provides a strategic approach to segmenting and phasing the corridor improvements, as necessary, for James City County and VDOT to pursue if the full project cannot be funded at one time.

The Pocahontas Trail Corridor Study Team reviewed existing conditions, traffic operations, crash history, VDOT and James City County policies and guidance documents, in complete coordination with the County and VDOT. The Team engaged in a dialogue with key stakeholders, including a Steering Committee of local residents and business representatives, a Technical Committee of agency representatives, and the general public through an extensive public engagement program to identify needs along the corridor. Based on this assessment and the community’s input, the following key deficiencies were identified:

- Non-recurring congestion associated primarily with incidents along Interstate 64
- Safety concerns with rear-end and angle crashes
- Frequent access points & driveways
- Incomplete / substandard pedestrian accommodations
- Non-existent bicycle accommodations
- Personal safety concerns
- Lack of neighborhood feel
- Inadequate transit infrastructure
- Inadequate drainage features

Next, the Study Team worked collaboratively with the Steering Committee and the Technical Committee to develop an initial set of potential improvement concepts along the corridor. These initial concepts were presented to the community and their input was used to refine the alternatives to ensure that the recommendations addressed their needs and matched their overall vision for the corridor. The following three concepts were evaluated in detail:

- Concept 1: 3-Lanes with Shared Use Path – One travel lane per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5’ sidewalk along the south side of Pocahontas Trail and an 8’ shared use path along the north side.
- Concept 2: 3-Lanes with Bike Lanes - One travel lane per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5’ sidewalk along both sides of Pocahontas Trail and a striped on-road bicycle lane in each direction.
- Concept 3: 5-Lanes with Shared Use Path – Two travel lanes per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5’ sidewalk along the south side of Pocahontas Trail and an 8’ shared use path along the north side.

Based on input from the public, the concepts were refined to include additional crosswalk locations, enhanced transit stops and bus pull-offs, continuous lighting, and buffer areas for landscaping to create a “neighborhood feel” for the Pocahontas Trail corridor within the Grove community. After reviewing each of the three concepts, the community concluded that Concept 1: 3-lanes with Shared Use Path best reflected their vision for the corridor. This concept addresses each of the key needs identified, while minimizing the potential impacts to property owners along the corridor (compared to Concepts 2 and 3).

A detailed review was also conducted to evaluate possible segmentation of the corridor to develop a series of projects to implement the overall set of improvements preferred by the community. This assessment considered independent utility (each segment must stand alone), logical termini, stormwater management needs, and other important factors to divide the corridor into six segments. The needs in each segment were evaluated and a recommended approach to prioritizing the improvements was presented to the community. Based on the community’s input, a final recommendation for segmenting and phasing the proposed improvements was developed.

Public engagement was critical to the success of this study. The project’s Steering Committee, comprised of local residents and business representatives, met six times and helped promote three public workshops where the general public was invited to engage with the project team and provide vital input in shaping the recommendations documented in this report. A project website was also established to document the process and allow the community to stay informed with the latest developments from the study and review all working materials.

After extensive study and thorough engagement with the community and the Steering and Technical Committees, the following recommendations for transportation improvements along the study corridor are presented:

- The recommended improvement concept for the Study Corridor is Concept 1: 3-Lane with Shared Use Path, which includes providing a 3-lane configuration along the entire corridor, with one continuous center left-turn lane and one travel lane in either direction, while also providing an 8’





shared use path and a 5' sidewalk. The recommended improvements would also include curb and gutter and a closed drainage system, a landscaped buffer area between the roadway and the sidewalk and shared use path, continuous roadway / pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements, including bus pull-offs and shelters, and the undergrounding of overhead utilities. The recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched their vision for the Pocahontas Trail Corridor.

- Due to the scale of the improvements needed to address the corridor's needs and match the community's vision, a phased approach to constructing the improvements should be considered. The County is able to pursue funding for the improvements for the entire corridor as one project, but it would also be prudent to submit individual project segments (or groups of segments) for funding consideration. If funding cannot be achieved for the entire length of the corridor at one time, it is recommended that the County pursue funding for phasing the improvements in smaller segments which better match the funding sources, and to prioritize the development of segments in the following order:
  - Near-Term Improvements, such as bus pull-off and transit shelter / stop improvements at locations, access management improvements and gateway features / entrance signage.
  - Segments C + D: Jackson Street to Ron Springs Drive (0.46 miles at \$9.3M including undergrounding utilities)
  - Segments E1 + E2: Ron Springs Drive to Plantation Road (0.63 miles at \$10.2M including undergrounding utilities)
  - Segment B: Howard Drive to Jackson Street (0.44 miles at \$9.2M including undergrounding utilities)
  - Segment A: Western Project Limits to Howard Drive (0.43 miles at \$5.85M including undergrounding utilities)

**ITEM SUMMARY**

DATE: 6/6/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Planning Director's Report - June 2018

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Spreadsheet listing new applications received	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:10 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:11 PM
Publication Management	Burcham, Nan	Approved	5/30/2018 - 2:26 PM
Planning Commission	Holt, Paul	Approved	5/30/2018 - 2:32 PM



## PLANNING DIRECTOR'S REPORT

June 2018

This report summarizes the status of selected Department of Community Development activities during the past month.

- **Planning**

- **Monthly Case Report:** For a list of all cases received in the last month, please see the attached documents.
- **Board Action Results:**
  - SUP-0002-2018. 234 Peach Street Tourist Home (Approved 5-0)
- **Pocahontas Trail Corridor Study:** On April 25, more than 45 citizens attended the final public workshop for the Pocahontas Trail Corridor Study. At the workshop, citizens viewed the recommended corridor layout, listened to phasing options, and provided input on the priority order of the segments. In May, the Steering Committee and Technical Committees gathered a final time to review the public input and to finalize the recommendations of the draft report, which will be presented to the Board of Supervisors and Planning Commission at a joint work session on May 22. More information, including a before/after video of the corridor can be found at the study's website:  
<https://jamescitycountyva.gov/PocTrailStudy>.

- **Community Development**

- Community Development staff are hard at work getting the new plan and permit management system up and running. The new system will be called JCC Permit Link and will be an on-line system for citizens, the development community and other interested parties to stay informed about and manage development plan and permit submissions. The system will integrate the work of the Community Development Divisions as well as the Stormwater and Resource Protection Division within General Services. JCC Permit Link will go live on June 11.



- **Neighborhood Development**

- The Workforce Housing Task Force held its fifth meeting on May 15, 2018. The Task Force adopted a Vision Statement and Principals:

**Vision**

- James City County will be a diverse community offering a high quality of life and quality affordable housing options in safe, well-maintained, and inclusive neighborhoods.

**Principals**

- Workers in James City County should be able to afford to live in the County if they choose to do so.
- James City County should promote strategies that create and sustain mixed-income neighborhoods.
- Create a range of attainable housing options in James City County requires partnerships among the public, private and non-profit sectors.
- James City County's solutions for workforce housing should be designed to respect the County's unique natural, historic and cultural resources.

The Task Force also discussed means and messages inform citizens of the work and purpose of the Task Force.

Rebecca Vinroot, Director of Social Services, provided an overview of the County's existing programs which assist low-income residents and first-time homebuyers.

On June 19, 2018, the Task Force will review and discuss the County's current Planning process, Comprehensive Plan and Zoning map.

New Cases for June 2018						
Case Type	Case Number	Case Title	Address	Description	Planner	District
	C-0035-2018	3877 Strawberry Plains Conceptual	3877 STRAWBERRY PLAINS	Subdivide the parcel into 5 single family detached homes.	Tori Haynes	04-Jamestown
	C-0036-2018	7213 Merrimac Trail, JCSA Control Building	7213 MERRIMAC TRAIL	Addition of a second story to a JCSA control Building.	Alex Baruch	05-Roberts
	C-0037-2018	3183 Chickahominy Rd. Concept	3179 CHICKAHOMINY RD	Family subdivide 1-3 acres.	Roberta Sulouff	01-Stonehouse
	C-0038-2018	Chick. Riverfront Park Kayak Launch and Boathouse Expansion	1350 JOHN TYLER HGWY	Proposed ADA public launch area for paddle craft and addition to the boathouse to accommodate community rowing needs.	Jose Ribeiro	02-Powhatan
	C-0039-2018	Stonehouse 2018 Master Plan Amendment	9800 SIX MT ZION RD	Master plan amendment for Stonehouse	Ellen Cook	01-Stonehouse
	C-0040-2018	The Cottages at Stone Haven Trail	2719 BROWNSTONE CIRCLE	Approx. 8' wide trail consisting of mulch and sod.	Alex Baruch	03-Berkeley
Change of Use	CU-0010-2018	1303 Jamestown Road, Makeup Application Studio	1303 JAMESTOWN ROAD	Change of use from Nail Salon to Makeup Application studio.	Terry Costello	03-Berkeley
	CU-0011-2018	5212 Monticello Ave, First Watch	5212 MONTICELLO AVENUE	Change of use from bike shop and armed forces recruiting office to First Watch Restaurants.	Tom Leininger	04-Jamestown
	CU-0012-2018	4640 Monticello Ave, Posh Salon	4640 MONTICELLO AVENUE	Addition of a permanent makeup studio to a salon.	Terry Costello	04-Jamestown
Height Waiver	HW-0001-2018	Busch Gardens Williamsburg Ireland Expansion	7851 POCAHONTAS TR	Request to construct a 115' structure.	Savannah Pietrowski	05-Roberts
Subdivision	S-0022-2018	9812 Old Stage Road Subdivision Plat	9812 OLD STAGE ROAD	Final plat of 4 lots on 38.24 acres.	Alex Baruch	01-Stonehouse
Site Plan	SP-0033-2018	Spoke and Art Provisions SP Amendment	3449 JOHN TYLER HGWY	Site plan amendment to improve parking, sidewalks, and stormwater management.	Jose Ribeiro	03-Berkeley
	SP-0034-2018	Creative Critters Day Care Addition	3701 ROCHAMBEAU DR	Proposed 3,914 square foot addition to the existing Creative Critters Daycare.	Roberta Sulouff	01-Stonehouse
	SP-0036-2018	Kingsmill Pettus House Exterior Renovations	KINGSMILL ROAD	Removal of a portion of existing rear patio (approximately 1,280 sf), build a new patio to tie into the existing and provide new pavers over all surfaces (approximately 1,220 SF). A new hot tub and infinity pool (approx. 700 SF) will be built adjacent to the patio. A slab for pool equipment, gravel driveway extension and pool fence will be added.	Tom Leininger	05-Roberts
	SP-0037-2018	7787 Richmond Road SP Amend	7787 RICHMOND ROAD	Placing of a premanufactured barn style carport behind existing retail business. 44' X 20'.	Jose Ribeiro	01-Stonehouse
	SP-0038-2018	Hasbrouck Equine Center Indoor Riding Arena	9003 DIASCUND ROAD	Construction of an indoor riding arena with 15 horse stalls, office, storage areas, bathroom and utility room and assoc	Savannah Pietrowski	02-Powhatan
	SP-0039-2018	Busch Gardens Pet Show Building HVAC Deck	7851 POCAHONTAS TR	Deck enlargement for HVAC equipment.	Tori Haynes	05-Roberts
	SP-0040-2018	Crosswalk for RT 60 and Croaker Rd.	-	Cross walk addition per Candle Factory proffer requirement.	Jose Ribeiro	01-Stonehouse
	SP-0041-2018	Williamsburg Distillery SP Amend.	7218 MERRIMAC TRAIL #1	Add concrete slab to allow for the unloading of commercial deliveries.	Alex Baruch	05-Roberts
	SP-0042-2018	8250 Croaker Road Maint. Building Solar Panels	8250 CROAKER ROAD	Addition of 46 solar panels to the roof of the maintenance building.	Tom Leininger	01-Stonehouse
	SP-0043-2018	Norge Center Lumos Hut	7508 RICHMOND ROAD	Construction of an unmanned fiber building and generator.	Roberta Sulouff	01-Stonehouse
	SP-0044-2018	Cooke's Garden SP Amendment	259 SANDY BAY ROAD	Remove impervious cover, addition of 5' wide sidewalk, impervious display areas and working building.	Tori Haynes	03-Berkeley
	SP-0045-218	Chambrel Assisted Living SP Amend.	3800 TREYBURN DRIVE	Addition of a 280 sf balcony.	Ellen Cook	04-Jamestown
	SP-0046-2018	4620 Monticello Bank of America Parking Lot Update	4620 MONTICELLO AVENUE	Parking lot maintenance, tree replacement, replacing curb and gutter, and drainage improvements.	Savannah Pietrowski	04-Jamestown
	SP-0047-218	4521 John Tyler McDonald's Site Improvements	4511 JOHN TYLER HGWY	The project proposes improvements to the existing accessible parking area and the accessible pathway to the building, including replacement of the existing drive thru signage and menu boards on site per McDonald's standards. Building facade and interior renovations are also being proposed.	Jose Ribeiro	03-Berkeley
	SP-0048-218	Windsormeade Pump Building SP Amend.	3975 WINDSORMEADE WAY	Installation of a new domestic booster pump and domestic booster pump building.	Roberta Sulouff	04-Jamestown