

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
November 7, 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 October 17, 2018 Special Meeting
2. Development Review Committee Action Item: Case No. C-18-0091. 4621 Ware Creek Road - Overhead Utility Waiver
3. Development Review Committee Action Item: Case No. SP-0047-2018. 4521 John Tyler Highway McDonald's Site Improvements

F. PUBLIC HEARINGS

G. PLANNING COMMISSION CONSIDERATIONS

1. Initiation of Consideration of Amendments to the Zoning and Subdivision Ordinance to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans
2. Initiation of Consideration of Amendments to the Zoning Ordinance to Authorize the Board of Zoning Appeals to Grant a Reasonable Modification in Accordance with the Americans with Disabilities Act

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - November 2018

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the October 17, 2018 Special Meeting

ATTACHMENTS:

	Description	Type
	Minutes of the October 17, 2018 Special Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:42 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:42 AM
Publication Management	Burcham, Nan	Approved	10/30/2018 - 11:44 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:44 AM

MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
October 17, 2018
6:00 PM

A. CALL TO ORDER

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

B. ROLL CALL

Planning Commissioners Present:

Heath Richardson
Rich Krapf
Tim O'Connor
Danny Schmidt
Jack Haldeman
Frank Polster
Julia Leverenz

Staff Present:

Paul Holt, Director of Community Development and Planning
Max Hlavin, Deputy County Attorney
Terry Costello, Deputy Zoning Administrator
Alex Baruch, Senior Planner

C. PUBLIC COMMENT

Mr. Richardson opened Public Comment.

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

D. REPORTS OF THE COMMISSION

Mr. Richardson noted that the Development Review Committee (DRC) and the Policy Committee did not meet in September and, therefore, there were no reports.

E. CONSENT AGENDA

1. Minutes of the September 5, 2018 Regular Meeting

Ms. Julia Leverenz made a motion to approve the Consent Agenda.

On a voice vote the Commission voted to approve the Consent Agenda (7-0).

F. PUBLIC HEARINGS

1. SUP-18-0011. 750 Blow Flats Road Borrow Pit Renewal and SUP-18-0023. 700 Blow Flats Road Borrow Pit Renewal

Ms. Terry Costello, Deputy Zoning Administrator, stated that Mr. Jay Lipscomb has applied on behalf of USA Waste of Virginia, Inc. and Branscome, Inc. to renew their Special Use Permits (SUPs) in order to continue the operation of borrow pits located at 700 and 750 Blow Flats Road. Ms. Costello stated that both parcels are zoned M-2, General Industrial and are designated as General Industry on the Comprehensive Plan.

Ms. Costello stated that the borrow pit operation involves excavating topsoil, dirt, sand and clay from the property for use at other sites. Ms. Costello further stated that there is an active mining permit from the Virginia Department of Mines, Minerals and Energy (DMME), and impacts associated with the borrow pits are overseen by the state through the applicant's operational plan.

Ms. Costello stated that SUPs (one for each property) were approved by the Board of Supervisors in 1992 to allow for the continued operation of these facilities. Ms. Costello stated that at that time, in order to give staff the opportunity to reevaluate the impacts of the operation, a five-year time limit was placed on the SUPs as a condition of approval. Ms. Costello stated that in 1997, the SUPs were reevaluated and renewed for a subsequent three years. Ms. Costello stated that in 2000, and again in 2005, the SUPs were renewed with a five-year time limit as a condition of the approval. Ms. Costello stated that in 2010, the SUPs were renewed with an eight-year time limit. Ms. Costello stated that the existing SUPs will expire on December 31, 2018.

Ms. Costello stated that as part of the current renewal process, the applicant has requested that the SUPs be renewed without any time limit. Ms. Costello stated that staff recommends an eight-year time limit on the SUPs due to constantly evolving regulations regarding environmental protection. Ms. Costello stated that staff finds having an opportunity to review the conditions of the operation allows the County to address these changes and any other impacts. Ms. Costello stated that the intentions of the applicant and the County are for this property to be redeveloped for economic development purposes in the future or have the capability for such redevelopment.

Ms. Costello noted that all agencies have reviewed both SUP renewal applications and recommend approval with the proposed conditions.

Ms. Costello stated that recommended uses for the General Industrial District include industrial operations with office and commercial as secondary. Ms. Costello stated that staff finds the proposal to be consistent with the 2035 Comprehensive Plan, the Zoning Ordinance and surrounding development. Ms. Costello stated that staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the conditions listed in the staff report.

Mr. Richardson opened the floor for questions from the Commission.

Mr. Jack Haldeman inquired if the DMME was responsible for overseeing the reclamation of the land.

Ms. Costello confirmed.

Mr. Tim O'Connor inquired if land would need to be reclaimed before the operation could exceed 60 acres of disturbed land.

Mr. Paul Holt, Director of Community Development and Planning, stated that staff would

defer to the applicant for this question; however, he believes that some areas may remain open but unused while other areas are actively used to comprise the allowable acreage.

Mr. Richardson opened the Public Hearing.

Mr. Julian H. Lipscomb, Jr., Environmental Manager, Branscome, Inc., 3144 Hollow Oak Drive, provided the Commission with a history of the property and the ongoing mining activities. Mr. Lipscomb noted that Branscome oversees the permits and mining activities on both properties and has an agreement to mine for their benefit when needed. Mr. Lipscomb noted that the Branscome property is constantly in use; however, the USA Waste property has not been mined for two years. Mr. Lipscomb further stated that the plan for the properties is ultimately to reclaim them for development purposes. Mr. Lipscomb requested that the Commission consider recommending the SUP be approved in perpetuity.

Mr. Frank Polster noted that he had spoken with the applicant just prior to the start of the meeting. Mr. Polster requested that the applicant discuss the state and local requirements that they are required to abide by.

Mr. Lipscomb stated that the DMME oversees the reclamation of borrow pits throughout the state. Mr. Lipscomb stated that inert fill from construction sites is used to backfill the mined areas which is compacted layer by layer to bring the area back to developable grades.

Mr. Polster inquired who was responsible for inspecting the borrow pit reclamation and when inspections were done.

Mr. Lipscomb stated that the DMME inspects the property a minimum of twice a year. Mr. Lipscomb further stated that the property is also inspected at the federal level by the Mine Safety and Health Administration.

Mr. Polster inquired about County inspections.

Mr. Lipscomb stated that the SUP requires that they provide an annual report to the County of how many acres are disturbed. Mr. Lipscomb stated that County Zoning and Environmental staff visit the site and assess the property to determine which areas meet the criteria of active land disturbance. Mr. Lipscomb further stated that maps for the active land disturbance were then created based on the site visit.

Mr. Polster inquired if this was an annual report.

Mr. Lipscomb confirmed.

Mr. Danny Schmidt inquired about the portion of the property adjacent to the creek and whether it was permissible to remove sand and clay from that area and, if so, would that create a tidal wetland.

Mr. Lipscomb stated they were leaving that option open for USA Waste to use the area for Wetlands Mitigation Credits.

Mr. Schmidt noted that he had concerns about sediment impacting the wetlands.

Mr. Lipscomb stated that the area had already been mined and reclaimed and that vegetation has been established on the slopes. Mr. Lipscomb noted that they had received an honorable mention from the DMME for mine reclamation.

Ms. Leverenz inquired if, over the years, there have been changes in environmental regulations

that would warrant setting a time limit for the SUP.

Ms. Costello stated that there have not been changes in the Resource Protection Area or the Flood Plain maps; however, staff would like to ensure the opportunity to amend the SUP conditions should changes take place in the future.

Mr. Haldeman asked for confirmation that the current term of the SUP was longer than the initial term.

Mr. Lipscomb confirmed. Mr. Lipscomb noted that the eight-year term was a compromise at the last renewal.

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

Mr. Richardson opened the floor for discussion by the Commission. Mr. Haldeman stated that he was inclined to support the application; however, he was not comfortable with no term limit.

Ms. Leverenz inquired if the term limit could be set at 10 years.

Mr. Holt stated that the Commission could forward a recommendation to the Board of Supervisors. Mr. Holt further stated that if the Commission recommends a 10-year term, staff would look at whether there are any substantive differences or impacts with a 10-year term opposed to an eight-year term.

Mr. Polster inquired if any change in operation during the term of the SUP would trigger County review.

Mr. Holt stated that unless it was an owner or applicant request, the change would be picked up on the subsequent renewal application.

Ms. Leverenz inquired if by-right uses could occur without review.

Mr. Holt responded that the SUP would not prohibit other uses that are permitted in the M-2 Zoning District.

Mr. Haldeman stated that he did not have a strong opinion whether the term should be eight or 10 years.

Mr. O'Connor stated that his concern in approving the SUP in perpetuity is that should one or both of the properties be sold at some future date, the new owner may not be as good a steward as the applicant. Mr. O'Connor further stated that he would support an eight-year term.

Mr. Krapf made a motion to recommend approval of SUP-18-0011 and SUP-18-0023 subject to the conditions recommended by staff.

Mr. Holt inquired if Mr. Krapf's intention was to recommend the eight-year term.

Mr. Krapf confirmed.

On a roll call vote the Commission voted to recommend approval of SUP-18-0011, 750 Blow Flats Road Borrow Pit Renewal and SUP-18-0023, 700 Blow Flats Road Borrow Pit Renewal (7-0).

2. SUP-18-0024. Christ Community Church Multipurpose Building

Mr. Alex Baruch, Senior Planner, stated that Ms. Milissa Cheves of DJG, Inc. has submitted an application for a place of public assembly at 9001 Richmond Road. to construct a multi-purpose building at the existing Christ Community Church. Mr. Baruch stated that the property is currently zoned A-1, General Agricultural and is designated Rural Lands on the 2035 Comprehensive Plan Land Use Map.

Mr. Baruch stated that the church was built between the late 80s and early 90s and has been in operation since that time. Mr. Baruch stated that in August 2017, the Zoning Ordinance was amended to change the places of public assembly use to a specially permitted use in A-1. Mr. Baruch further stated that the proposed addition of the multipurpose building to the property requires that the entire property come into conformance with the current Zoning Ordinance.

Mr. Baruch stated that staff finds this proposal to be compatible with surrounding development and consistent with the 2035 Comprehensive Plan and the Zoning Ordinance. Mr. Baruch stated that staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors subject to the proposed conditions.

Mr. Richardson opened the floor for questions from the Commission.

Mr. Haldeman inquired about how the proposed entrance road would merge with the adjacent property owner's entrance road.

Mr. Baruch clarified that based on comments from the Virginia Department of Transportation, it was determined that the adjacent property owner's drive would come off the larger entrance road for the Church.

Mr. Richardson opened the Public Hearing.

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

Mr. Richardson opened the floor for discussion by the Commission.

Mr. Polster stated that he appreciated the additional detail provided on this application in regard to the stormwater facility and the amount of impervious cover over the property.

Ms. Leverenz complimented the applicant and staff on the comprehensiveness of the application.

Mr. Haldeman made a motion to approve SUP-18-0024.

On a roll call vote the Commission voted to recommend approval of SUP-18-0024, Christ Community Church Multipurpose Building (7-0).

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - October 2018

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

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

There were no requests or items for discussion.

J. ADJOURNMENT

Mr. Krapf made a motion to adjourn.

The meeting was adjourned at approximately 6:30 p.m.

Heath Richardson, Chair

Paul D. Holt, III, Secretary

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

FROM: Alex Baruch, Senior Planner

SUBJECT: Development Review Committee Action Item: Case No. C-18-0091. 4621 Ware Creek Road - Overhead Utility Waiver

The applicant has submitted a request to allow for an overhead power line connection to a single-family home.

Reason for DRC Review: Section 24-200(c) of the Zoning Ordinance requires all new utility connections to be placed underground. The applicant has requested a waiver to this requirement, which may be permitted by approval of the Planning Commission per the recommendation of the DRC as described in Section 24-200(c) of the Zoning Ordinance.

Link to the DRC Agenda and Staff

Report: <https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=4183&MeetingID=812>

DRC Recommendation on October 24, 2018: Approval of the waiver request (3-0).

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:41 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:41 AM
Publication Management	Burcham, Nan	Approved	10/30/2018 - 11:43 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:43 AM

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: Development Review Committee Action Item: Case No. SP-0047-2018. 4521 John Tyler Highway McDonald's Site Improvements

The applicant has submitted a proposal to paint the exterior of the existing restaurant a new color.

Reason for DRC Review: Special Use Permit (SUP) Condition No. 1 associated with case SUP0031-1993, Five Forks Associates, requires that “all building designs shall be subject to approval by the County’s Development Review Committee.”

Link to the DRC Agenda and Staff

Report: <https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=4182&MeetingID=812>

DRC Recommendation on October 24, 2018: Approval of the waiver request (3-0).

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:41 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:41 AM
Publication Management	Burcham, Nan	Approved	10/30/2018 - 11:43 AM
Planning Commission	Holt, Paul	Approved	10/30/2018 - 11:43 AM

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: Initiation of Consideration of Amendments to the Zoning and Subdivision Ordinance to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans

ATTACHMENTS:

	Description	Type
☐	Resolution	Resolution
☐	Memorandum	Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:35 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:36 PM
Publication Management	Daniel, Martha	Approved	10/31/2018 - 1:58 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 2:16 PM

RESOLUTION

INITIATION OF CONSIDERATION OF AMENDMENTS TO THE ZONING AND

SUBDIVISION ORDINANCE TO ADDRESS A CODE OF VIRGINIA CHANGE PROHIBITING

MANDATORY CONCEPTUAL PLANS

WHEREAS, Code of Virginia § 15.2-2286 and County Code § 19-10 and 24-13 permit the Planning Commission of James City County (the “Commission”) to, by motion, initiate amendments to the regulations of the Subdivision and Zoning Ordinance that the Commission finds to be prudent; and

WHEREAS, Section 15.2-2259 of the Code of Virginia was amended to state that the local planning commission or other agent shall not delay the official submission of any proposed plat, site plan or plan of development by requiring presubmission conferences, meetings or reviews; and

WHEREAS, amendments to the Subdivision and Zoning Ordinance are necessary in order to ensure compliance with the revised Section 15.2-2259 of the Code of Virginia; and

WHEREAS, the Commission is of the opinion that the public necessity, convenience, general welfare and good zoning practice warrant the consideration of amendments to the Subdivision and Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of James City County, Virginia, does hereby, by motion, initiate staff review of the entirety of Chapter 19, Subdivisions, and Chapter 24, Zoning, of the James City County Code in regards to amending the Subdivision and Zoning Ordinance, respectively, to address a change in the Code of Virginia prohibiting the requirement of presubmission conferences, meetings or reviews for any proposed plat, site plan or plan of development.

BE IT FURTHER RESOLVED that the Planning Commission shall hold at least one public hearing on the consideration of amendments to said Ordinances and shall forward its recommendation to the Board of Supervisors in accordance with the law.

Heath Richardson
Chairman, Planning Commission

ATTEST:

Paul D. Holt, III
Clerk to the Board

Adopted by the Planning Commission of James City County, Virginia, this 7th day of
November, 2018.

ICA-ZonSubdivOrd-res

MEMORANDUM

DATE: November 7, 2018

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner

SUBJECT: Initiation of Consideration of Amendments to the Zoning and Subdivision Ordinance to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans

During the 2018 session of the General Assembly, amendments were made to Section 15.2-2259 of the Code of Virginia. The amendment language states: “the local planning commission or other agent shall not delay the official submission of any proposed plat, site plan or plan of development by requiring presubmission conferences, meetings or reviews.” After consultation with the County Attorney’s office, it is staff’s understanding that this language prohibiting the requirement of “presubmission reviews” would also prohibit the requirement for conceptual plan submissions.

A process for submission and review of conceptual plan has been a part of the County’s site plan and subdivision Ordinances for many years. For most of that time, the sections covering conceptual plans were worded to encourage their submission, but not require it. However, in 2016, the site plan section of the Zoning Ordinance was amended to require “enhanced conceptual plans” prior to the submission of a site plan when the proposal was for certain types of development that triggered review by the Development Review Committee and Planning Commission. This change in 2016 was proposed to help make the plan review process more efficient and predictable, without compromising review integrity. Unfortunately, this language is now out of compliance with the State Code. Staff proposes to revise the Zoning and Subdivision Ordinance in order to ensure compliance with the current State Code language.

Staff recommends the Planning Commission adopt the attached resolution to formally initiate consideration of such amendments to the Zoning and Subdivision Ordinance.

JR/md
ICA-ZonSubdivOrd

Attachment:

1. Initiating Resolution

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

FROM: Christy H. Parrish, Zoning Administrator

SUBJECT: Initiation of Consideration of Amendments to the Zoning Ordinance to Authorize the Board of Zoning Appeals to Grant a Reasonable Modification in Accordance with the Americans with Disabilities Act

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:39 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:40 PM
Publication Management	Daniel, Martha	Approved	10/31/2018 - 1:46 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:52 PM

MEMORANDUM

DATE: November 7, 2018

TO: The Planning Commission

FROM: Christy H. Parrish, Zoning Administrator

SUBJECT: Initiation of Consideration of Amendments to the Zoning Ordinance to Authorize the Board of Zoning Appeals to Grant a Reasonable Modification in Accordance with the Americans with Disabilities Act

During the 2018 session of the General Assembly, amendments were made to Section 15.2-2309 of the Code of Virginia. The amendment provides authority to the Board of Zoning Appeals to alleviate a hardship by granting a reasonable modification to a property or improvement thereon requested by, or on behalf of, a person with a disability in accordance with the Americans with Disabilities Act.

Staff recommends the Planning Commission adopt the attached resolution to initiate consideration of such amendment to the Zoning Ordinance to ensure compliance with the Code of Virginia and refer this matter to the Policy Committee.

CHP/md
ICA-ZOrdDiv2ADA-mem

Attachment:

1. Initiating Resolution

RESOLUTION

INITIATION OF CONSIDERATION OF AMENDMENTS TO THE ZONING ORDINANCE TO

AUTHORIZE THE BOARD OF ZONING APPEALS TO GRANT A REASONABLE

MODIFICATION IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT

WHEREAS, Code of Virginia § 15.2-2286 and James City County Code § 24-13 permit the Planning Commission of James City County (the “Commission”) to, by motion, initiate amendments to the regulations of the Zoning Ordinance that the Commission finds to be prudent; and

WHEREAS, the General Assembly amended Section 15.2-2309 of the Code of Virginia to authorize the Board of Zoning Appeals to grant reasonable modifications in accordance with the Americans with Disabilities Act; and

WHEREAS, the James City County Codes related to the Board of Zoning Appeals powers and duties to grant a variance are now in conflict with the revisions made to Section 15.2-2309 of the Code of Virginia; and

WHEREAS, amendments to the Zoning Ordinance are necessary in order to ensure compliance with the revised Section 15.2-2309 of the Code of Virginia; and

WHEREAS, the Commission is of the opinion that the public necessity, convenience, general welfare or good zoning practice warrant the consideration of amendments to the Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of James City County, Virginia, does hereby request staff to initiate review of the entirety of Chapter 24, Division 2, Board of Zoning Appeals of the James City County Code in order to address a change in the Code of Virginia authorizing the Board of Zoning Appeals to grant reasonable modifications in accordance with the Americans with Disabilities Act. The Planning Commission shall hold at least one public hearing on the consideration of amendments to said Ordinances and shall forward its recommendation to the Board of Supervisors in accordance with the law.

Heath Richardson
Chairman, Planning Commission

ATTEST:

Paul D. Holt, III
Secretary

Adopted by the Planning Commission of James City County, Virginia, this 7th day of November, 2018.

ICA-ZOrdDiv2ADA-res

ITEM SUMMARY

DATE: 11/7/2018

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - November 2018

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Spreadsheet Listing New Applications Received	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:32 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:32 PM
Publication Management	Daniel, Martha	Approved	10/31/2018 - 1:35 PM
Planning Commission	Holt, Paul	Approved	10/31/2018 - 1:37 PM

PLANNING DIRECTOR'S REPORT

November 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:**

- **November 09, 2018**

- SUP-18-0010. Outdoor Flea Market at 6623 Richmond Road (Approved 5-0)

- The Planning Division is happy to announce that Katie Pelletier recently joined the Planning Division as our new Community Development Assistant. She is originally from Peachtree City, Georgia and spent time serving as an Air Force officer stateside and abroad. Katie also worked for the USO in Germany and more recently for Colonial Williamsburg after she and her family moved to James City County. We're excited to welcome her as part of our Planning Division family!



- The Planning Division also grew this month with the addition of Magnolia Grace, born October 20th to happy parents, Roberta and Dave Sulouff. There is no word yet on when Magnolia will start reviewing plans, but we hear she is already a Boston Red Sox fan and her arrival was perfectly timed so she could watch the World Series alongside big sister and super fan Penelope.



- **Building Safety and Permits**

- Tom Coghill, Marty Smith and Allen Turner attended the Virginia Building Code Officials Association Annual School and Conference the week of October 14. The Conference was hosted in Williamsburg.

- **Zoning**

- Terry Costello and John Rogerson attended the Virginia Association of Zoning Officials (VAZO) 28th Annual Training Conference in Virginia Beach on September 26-September 28th, 2018. James City County's own Adam Kinsman received the Honorary Service Award from VAZO for his continued support in providing training and information. Adam provided insight into the legislative agenda and yearly updates to the State Code at the conference. Other agenda items included land use and transportation, managing change and automation in the work place.

New Cases for November 2018

Case Type	Plan Number	Case Title	Address	Description	Assigned To	District
Agricultural and Forestal District	AFD-18-0020	Addition of 8328 Diascund Rd to the Mill Creek AFD	8328 DIASCUND RD	Addition of 10 acres to the Mill Creek AFD.	Pietrowski, Savannah	Powhatan
Conceptual Plan	C-18-0090	4090 Ironbound Rd Detached Accessory Apartment	4090 IRONBOUND RD	Construction of Detached Accessory Apartment in existing garage at 4090 Ironbound Rd.	Haynes, Tori	Jamestown
	C-18-0091	4621 Ware Creek Road - Overhead Utility Waiver	4621 WARE CREEK RD	Overhead utility waiver for residential structure at 4621 Ware Creek Road.	Baruch, Alex	Stonehouse
	C-18-0092	7858 Richmond Road Commercial Use	7858 RICHMOND RD	Proposed commercial use at 7858 Richmond Rd.	Ribeiro, Jose	Stonehouse
	C-18-0093	108 Holly Rd. Attached Accessory Apartment for Short Term Rentals	108 HOLLY RD	Proposed attached accessory apartment for short-term rentals in owner-occupied house at 108 Holly Road.	Haynes, Tori	Berkeley
	C-18-0094	Williamsburg Landing - The Bluffs at Williamsburg Landing	5700 WILLIAMSBURG LANDING DR	Proposed housing development in Williamsburg Landing.	Baruch, Alex	Roberts
	C-18-0095	Chickahominy Riverfront Park Living Shoreline	1350 JOHN TYLER HWY	SRP proposed changes to the Chickahominy Riverfront Park shoreline.	Baruch, Alex	Powhatan
	C-18-0096	James City County Marina Draft Master Plan	2054 JAMESTOWN RD	SRP proposed master plan for the James City County Marina.	Ribeiro, Jose	Berkeley
Height Waiver	HW-18-0002	Oakland Pointe	7581 RICHMOND RD	Height waiver application for Oakland Pointe development.	Ribeiro, Jose	Stonehouse
Subdivision	S-18-0053	Colonial Heritage Ph. 3 Sec. 2B	6799 RICHMOND RD	Subdivision of 55 lots for Colonial Heritage Ph. 3 Sec. 2B from previously approved construction plan.	Baruch, Alex	Stonehouse
	S-18-0069	6215 Riverview Dr - Courthouse Plat	6215 RIVERVIEW RD	Courthouse plat for 6215 Riverview Dr.	Cook, Ellen	Stonehouse
	S-18-0070	Green Mount Industrial Park, Lot 1 Ph. 2 and ROW Dedication	1651 GREEN MOUNT PKWY	Subdivision and ROW dedcation for Green Mount Industrial Park, Lot 1 Ph. 2.	Haynes, Tori	Roberts
	S-18-0071	Condominium Plat, Governor's Grove, Phase 14B	4360 JOHN TYLER HWY	Courthouse plat for Governor's Grove, Phase 14B.	Cook, Ellen	Berkeley
	S-18-0072	Six Mount Zion Road ROW Dedication	9800 SIX MOUNT ZION RD	Courthouse plat for Six Mount Zion Road ROW dedication.	Cook, Ellen	Stonehouse
	S-18-0073	The Promenade at John Tyler Phase 22 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 22.	Cook, Ellen	Berkeley
	S-18-0074	The Promenade at John Tyler Phase 21 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 21.	Cook, Ellen	Berkeley
	S-18-0075	The Promenade at John Tyler Phase 20 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 20.	Cook, Ellen	Berkeley
	S-18-0076	107 Wickre St. BLE	107 WICKRE ST	Boundary line extinguishment between 107 Wickre St. and 109 Wickre St.	Pietrowski, Savannah	Roberts
Site Plan	S-18-0077	The Promenade at John Tyler Phase 12 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 12.	Cook, Ellen	Berkeley
	SP-18-0108	New Town Section 8, Parcel D SP Amend.	5335 SETTLERS MARKET BLVD	Site plan amendment for New Town Section 8 Parcel D.	Baruch, Alex	Jamestown
	SP-18-0109	4451 Longhill Road Sprint Tower SP Amend.	4451 LONGHILL RD	Site plan amendment for 4451 Longhill Road cell tower.	Leininger, Thomas	Powhatan
	SP-18-0111	Busch Gardens - Caribou Train Station Deck Extension SP Amend.	7851 POCAHONTAS TRL	Site plan amendment for Busch Gardens - Caribou Train Station Deck Extension.	Baruch, Alex	Roberts
	SP-18-0112	129 Industrial Blvd AT&T Tower Generator SP Amend.	129-A INDUSTRIAL BLVD A	Site plan amendement for 129 Industrial Blvd.cell tower.	Whyte, Scott	Stonehouse
	SP-18-0113	Williamsburg Landing, 3004 Willow Spring Court Sunroom & Deck SP Amend.	3004 WILLOW SPRING CT	Site plan amendment for converting an existing deck into a sunroom and building a new deck.	Haynes, Tori	Roberts
	SP-18-0114	Barretts Ferry Subdivision Entrance Sign	1497 JOHN TYLER HWY	Site plan for an entrance sign for the Barretts Ferry Subdivision.	Baruch, Alex	Berkeley
	SP-18-0115	185 Industrial Blvd. Tower SP Amend.	185 INDUSTRIAL BLVD	Site plan amendment for 185 Industrial Blvd. cell tower.	Whyte, Scott	Stonehouse
	SP-18-0117	Williamsburg Unitarian Universalist Church Solar Panels SP Amend.	3051 IRONBOUND RD	Site plan amendement to mount solar panels on an existing church roof.	Ribeiro, Jose	Berkeley
	SP-18-0118	First Colony Pool Area Improvements SP Amend.	125 PASBEHEGH DR	Site plan amendment for a pool house and additional improvements at First Colony.	Whyte, Scott	Berkeley
Special Use Permit	SP-18-0119	New Town Assisted Living SP Amend.	5501 DISCOVERY PARK BLVD	Site plan amendment for interior rooms at New Town Assisted Living.	Leininger, Thomas	Jamestown
	SUP-18-0025	Jolly's Mill Pond Tourist Home and Campground	2756 JOLLY POND RD	Special use permit for a campground and tourist home at 2756, 2900, 3006 and 3008 Jolly Pond Rd.	Haynes, Tori	Powhatan
Rezoning	Z-18-0004	Oakland Pointe	7581 RICHMOND RD	Rezoning for the Oakland Pointe development.	Ribeiro, Jose	Stonehouse