

**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**  
**February 5, 2020**  
**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 December 4, 2019 Regular Meeting
2. Development Review Committee Action Item: C-19-0073. 2822 and 2896 Forge Road. Shared Driveway Exception Request

**F. PUBLIC HEARINGS**

1. SUP-19-0012. Tiki Tree and Landscape
2. SUP-19-0025. 5403 Riverview Road Tourist Home
3. SUP-19-0028. 6221 Old Mooretown Road, Strait Gate Temple Expansion
4. SUP-19-0029. 4451 Longhill Road Life Church and Daycare Program
5. SUP-19-0030. 124 B Cooley Rd. Rental of Rooms

**G. PLANNING COMMISSION CONSIDERATIONS**

**H. PLANNING DIRECTOR'S REPORT**

1. Planning Director's Report - February 2020

**I. PLANNING COMMISSION DISCUSSION AND REQUESTS**

**J. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 2/5/2020  
TO: The Planning Commission  
FROM: Paul D. Holt, III, Secretary  
SUBJECT: Minutes of the December 4, 2019 Regular Meeting

---

**ATTACHMENTS:**

	Description	Type
☐	Minutes of the December 4, 2019 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/7/2020 - 8:52 AM
Planning Commission	Holt, Paul	Approved	1/7/2020 - 8:52 AM
Publication Management	Burcham, Nan	Approved	1/7/2020 - 8:55 AM
Planning Commission	Holt, Paul	Approved	1/7/2020 - 8:56 AM



**MINUTES**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**December 4, 2019**  
**6:00 PM**

**A. CALL TO ORDER**

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

**B. ROLL CALL**

**Planning Commissioners Present:**

Jack Haldeman  
Rich Krapf  
Danny Schmidt  
Frank Polster  
Julia Leverenz  
Odessa Dowdy

**Planning Commissioners Absent:**

Tim O'Connor

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Max Hlavin, Deputy County Attorney  
Tori Haynes, Planner  
Thomas Leininger, Planner

**C. PUBLIC COMMENT**

Mr. Haldeman opened Public Comment.

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

**D. REPORTS OF THE COMMISSION**

Mr. Frank Polster stated that the Development Review Committee (DRC) met on November 20, 2019 to consider SP-19-0101. Chickahominy Riverfront Park RV and Boat Storage Area SP Amendment. Mr. Polster stated that James City County Parks & Recreation is seeking to relocate the RV/boat storage to a larger area south of its current location to allow for additional revenue generation and to provide better services to patrons via a boathouse area expansion. Mr. Polster stated that the proposed RV/boat storage will be approximately 400 x 140 square feet and store a combination of up to 50 large RVs or boats.

Mr. Polster stated that the Special Use Permit (SUP) requires that both the Planning Director and DRC approve the removal of trees on the property.

Mr. Polster stated that the DRC previously approved a conceptual plan for the relocation of the RV/boat storage to the site represented in this site plan, SP-19-0101 in June of 2018.

Mr. Polster stated that the Committee had questions concerning what appeared to be dual siting of the proposed RV/boat storage site and the Water Treatment Plant depicted in the proposed update to the approved 2009 Master Plan shown in the updated Shaping Our Shores document.

Mr. Polster stated that Parks & Recreation staff indicated that the proposed siting of the RV/Boat storage area was a temporary solution and would be moved to the location on the proposed updated 2009 Master Plan if the Water Treatment Plant were required.

Mr. Polster stated that the RV/boat Storage area on the proposed updated 2009 Master Plan would require the programming of a Capital Improvements Program (CIP) project to build a road to its final location. Mr. Polster stated that the temporary relocation of the RV/boat storage area allows time for the programming of the CIP project and at the same affords the programmed boathouse area expansion to proceed in the near future.

Mr. Polster stated that the DRC voted 4-0 to approve the site plan amendment for the removal of trees for the RV and boat storage area.

Mr. Krapf stated that the Policy Committee met on November 14, 2019; however, a quorum was not met so no votes were taken.

Mr. Krapf stated that staff presented Stage II language for amendments to the Zoning Ordinance for inoperable vehicles and oversize vehicles. Mr. Krapf stated that a recent change to the County Charter gave the County the authority to regulate inoperable vehicles on properties zoned agricultural and less than two acres in size. Mr. Krapf stated that the Committee requested that staff move to the next stage of developing the amendments.

Mr. Krapf stated that regarding the parking of oversized vehicles in areas zoned residential, the Committee reviewed definitions and regulations from various jurisdictions in the Commonwealth. Mr. Krapf stated that the Committee and staff found it important not to over-regulate in order to avoid unintended consequences for business and property owners. Mr. Krapf stated that the Committee directed staff to draft regulations similar to those in effect in Prince William County for further review by the Committee.

Mr. Krapf stated that the Committee also reviewed changes to the Wireless Communications Facilities Ordinance. Mr. Krapf stated that changes to the Virginia state code as well as federal regulations have made it necessary for the County to update the ordinance to be consistent with these changes. Mr. Krapf stated that the Committee did not have any concerns about the proposed changes and directed staff to finalize the amendments.

Mr. Krapf stated that the Committee also considered amendments to the Zoning Ordinance regarding warehouse storage and distribution centers in the Mixed Use Zoning District. Mr. Krapf noted that the review is being done at the direction of the Board of Supervisors. The request was to consider either removing the use from the Use List or making it a Specially Permitted Use subject to legislative consideration. Mr. Krapf stated that the Committee determined that the use could be a valid component of some Mixed Use developments and requested that staff develop an amendment making the use a Specially Permitted Use.

## **E. CONSENT AGENDA**

1. Minutes of the November 6, 2019 Regular Meeting
2. Initiation of Consideration of Amendments to the Zoning Ordinance Regarding Wireless Communication Facilities to Address Changes to the Code of Virginia and the Federal

3. Development Review Committee Action Item: SP-19-0101. Chickahominy Riverfront Park RV and Boat Storage Area SP Amend.

Mr. Polster made a motion to approve the Consent Agenda.

On a voice vote, the Commission voted to approve the Consent Agenda. (6-0)

## **F. PUBLIC HEARINGS**

1. AFD-19-0002. Croaker AFD Addition, 9896 Sycamore Landing Road

A motion to Approve was made by Frank Polster, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Dowdy, Haldeman, Krapf, Leverenz, Polster, Schmidt

Absent: O'Connor

Ms. Tori Haynes, Planner, stated that Ms. Kelly Fulton has applied to enroll 3.85 acres of land located at 9896 Sycamore Landing Road into the Croaker Agricultural and Forestal District (AFD). Ms. Haynes stated that the parcel is currently undeveloped and forested, and is located more than one mile away from the core of the District. Ms. Haynes stated that when a parcel is located more than one mile from the core, State Code allows it to be added to the AFD if the governing body finds that it contains agriculturally and forestally significant land.

Ms. Haynes stated that a forest management plan has been prepared for the owner, which has found that the property consists of an upland hardwood timber type, including red oak, yellow poplar, sweet gum, and loblolly pine.

Ms. Haynes stated that at its October 24, 2019 meeting, the AFD Advisory Committee found that the subject parcel is agriculturally and forestally significant, and recommended its addition to the Croaker AFD. Ms. Haynes further stated that with the AFD Advisory Committee's findings and recommendation of approval, staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the attached conditions, consistent with other properties in the District.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

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

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

Mr. Polster stated that he appreciated the thoroughness of the staff report and the materials included with the application. Mr. Polster noted that he always looks for documentation that provides a clear reason why the parcel should be included in an AFD and the Forest Management Plan met that criteria. Mr. Polster further noted that this parcel will serve as a buffer in the Stonehouse Reserve area.

Mr. Polster made a motion to recommend approval of the application.

On a roll call vote, the Commission voted to recommend approval of AFD-19-0002. Croaker AFD Addition, 9896 Sycamore Landing Road. (6-0)

2. Z-19-0018/SUP-19-0024. Monticello Avenue Shops

A motion to Deny was made by Frank Polster, the motion result was Passed.

AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 1

Ayes: Dowdy, Krapf, Leverenz, Polster, Schmidt

Nays: Haldeman

Absent: O'Connor

Mr. Thomas Leininger, Planner, stated that Mr. Jeremy Gorovitz of Tricor has submitted an application to rezone three properties located at 4744 Old News Road, 3897 Ironbound Road, and 3905 Ironbound Road. Mr. Leininger further stated that a commercial SUP application has also been submitted. Mr. Leininger stated that the parcels are currently zoned R-8, Rural Residential, and are designated Neighborhood Commercial on the 2035 Comprehensive Plan Land Use Map.

Mr. Leininger stated that this proposal is to rezone 2.75 acres from R-8 Rural Residential to B-1, General Business with proffers. Mr. Leininger stated that the commercial SUP is to permit more than 10,000 square feet of commercial development and to allow a commercial building or group of buildings which would be expected to generate a total of 100 or more additional trips to and from the site during peak hour of the operation.

Mr. Leininger stated that a limited access break would need to be approved by the Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) to allow access on Monticello Avenue at the existing WindsorMeade Way intersection. Mr. Leininger stated that the proposed site would take access from the existing right-in/right-out intersection located between the project area and Monticello Marketplace Shoppes.

Mr. Leininger stated that the proposed site is located along the Monticello Community Character Corridor and is within the New Town Community Character Area. Mr. Leininger stated that the applicant has proffered design guidelines to ensure consistency with the character of the area.

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

Mr. Krapf inquired about the reduction along the front of the property on Monticello Avenue.

Mr. Leininger stated that the Master Plan shows a landscape buffer reduction to 20 feet. Mr. Leininger further stated that this does not include the building setback, which remains at 50 feet from the property line.

Ms. Julia Leverenz inquired if there are tenants lined up for the proposed retail.

Mr. Leininger stated that he would defer to the applicant. Mr. Haldeman inquired about the Floor to Area Ratio (FAR) for this project. Mr. Leininger stated that, while he does not have the exact figure, it is below what is set forth in the Comprehensive Plan.

Mr. Holt noted that the FAR is 0.11.

Mr. Haldeman inquired about lighting for the project.

Mr. Leininger stated that lighting would not be able to project past the property line by more than 0.1 iso-foot candles.

Mr. Haldeman inquired if the buffer would use existing specimen trees.

Mr. Leininger stated that he would defer to the applicant.

Mr. Haldeman inquired if it would be possible to extend Old News Road through to Ironbound Road.

Mr. Holt stated that it would not be possible since actions had been taken previously to abandon that right-of-way.

Mr. Haldeman called for disclosures from the Commission.

Mr. Krapf, Mr. Polster, Mr. Schmidt, Mr. Haldeman, and Ms. Leverenz each stated that they had spoken with the applicant's representative regarding the application.

Mr. Haldeman opened the Public Hearing.

Mr. Curt Miller, 966 Warehouse Road, Orlando, FL, representing Tricor, made a presentation to the Commission.

Mr. Polster inquired about the Route 199 to News Road Average Daily Traffic (ADT).

Mr. Carl Hultgren, Ramey Kemp & Associates, Inc., stated that the numbers provided by VDOT seem reasonable.

Mr. Polster noted that the application states that the Traffic Impact Analysis (TIA) has been approved by VDOT. Mr. Polster inquired if the scope of the TIA is for peak hour traffic for the proposed ingress/egress across from WindsorMeade Way.

Mr. Hultgren stated that the TIA includes the proposed ingress/egress, the interchange with Route 199, and the next two intersections to the west.

Mr. Polster inquired if there was any analysis of the impact to the interchange with Route 199, and the intersection with Monticello Avenue and News Road outside the peak hour impacts.

Mr. Hultgren stated that it is the peak hour traffic that was studied.

Mr. Polster noted that he wanted to come back to the TIA later in the discussion to better understand the data for the forecast for 2034. Mr. Polster further stated that he wants to understand how the applicant will mitigate the traffic impacts. Mr. Polster further noted that the scope and timeframe of the TIA were extremely narrow.

Mr. Hultgren stated that the TIA provided is consistent with those done for most other projects.

Mr. Polster stated that he has concerns about the impact to Monticello Avenue beyond the build-out year of 2020 which is anticipated to be a Level of Service (LOS) F.

Mr. Hultgren stated that long-term improvements to the corridor would fall to the County and to the Hampton Roads Transportation Planning Organization to identify a project and allocate the necessary funding.

Mr. Polster stated that two mitigation projects have already been completed for the corridor and that there are no future improvements scheduled. Mr. Polster stated that the only future option is to restrict development along the corridor. Mr. Krapf inquired about the number of trips generated by the project.

Mr. Hultgren stated that it was estimated to be 521 trips in and 521 trips out.

Mr. Krapf inquired how trip generation is derived.

Mr. Hultgren stated that it is based on the land use trip rate tables developed by the Institute of Transportation Engineers (ITE).

Mr. Schmidt inquired about the timing of the signal.

Mr. Hultgren stated that it would add approximately nine seconds.

Ms. Leverenz inquired if the figures include the traffic improvements.

Mr. Hultgren stated that the build-out scenario includes the improvements.

Mr. Polster inquired about landscaping along the front of the property.

Mr. Jason Grimes AES, Consulting Engineers, the front of the property incorporates the drainage ditch and would have a more manicured appearance.

Mr. Polster inquired about maintenance of the drainage ditch and right-of-way.

Mr. Grimes stated that, while nothing could be done in the ditch area, the applicant would work with VDOT for permission to plant in the right-of-way to create pleasing landscape which is similar to the adjacent retail center.

Mr. Krapf inquired if the landscaping was addressed in any of the SUP conditions.

Mr. Holt stated that under the current landscaping requirements, there are requirements both for the front landscape buffer and for street trees. Mr. Holt further stated that with one of the SUP does address the landscaping requirements. Mr. Holt noted that the details of the landscaping would be addressed at the Site Plan stage.

Mr. Leonard Sazaki, 3927 Ironbound Road, addressed the Commission in opposition to the application.

Mr. Craig Hardison, 3741 Cherry Walk, addressed the Commission in opposition to the application.

Mr. Richard Tisdale, 209 Governor Edward Nott Court, addressed the Commission in opposition to the application.

Ms. Susan Tisdale, 209 Governor Edward Nott Court, addressed the Commission in opposition to the application.

Mr. Lawrence Rouse, 211 Old Cart Road, addressed the Commission in opposition to the application.

Ms. Rachel Lenahan, 136 Sharps Road, addressed the Commission in opposition to the application.

Mr. Bob Myers, 143 Waters Edge, addressed the Commission in opposition to the application.

Ms. Judith Collard, 3731 Shakleton Lane, addressed the Commission in opposition to the application.

Ms. Pamela Hardison, 3741 Cherry Walk, addressed the Commission in opposition to the application.

Ms. Angie Weheliye, 205 Braemar Creek, addressed the Commission in opposition to the application.

Ms. Beverly Rouse, 211 Old Cart Road, addressed the Commission in opposition to the application.

Mr. Barry Carroll, 122 Indigo Dam Road, addressed the Commission in support of the application.

Ms. Connie Volkman, 4860 Mildens Road, addressed the Commission in opposition to the application.

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

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

Mr. Krapf stated that the application does support the Comprehensive Plan by encouraging infill development. Mr. Krapf further stated that the applicant is willing to provide an enhanced product by committing to improved landscaping and architectural guidelines. Mr. Krapf stated that he does have some serious concerns about the application, specifically that the proposed use is too intense for the Neighborhood Commercial designation. Mr. Krapf noted that he has concerns about the impacts to the LOS and the addition of another stoplight. Mr. Krapf stated that he would not support the application.

Mr. Polster stated that he concurs with the two positive aspects of the application. Mr. Polster noted that his concern with the traffic analysis is the constrained timeframe and scope. Mr. Polster stated that the Comprehensive Plan identified problems along the Monticello Corridor and the County took action to implement remedies. Mr. Polster further stated that this has exhausted all the possible remedies. Mr. Polster stated that based on the new Comprehensive Plan tools to model future traffic and economic impact along the corridor, he will not support the application.

Ms. Leverenz stated that she would not support the application. Ms. Leverenz stated that if it were a stand-alone application, there are some appealing aspects; however, the potential cumulative impacts to the corridor cannot be justified or mitigated. Ms. Leverenz further stated that she does not believe that the application meets the definition of Neighborhood Commercial. Ms. Leverenz stated that there does not appear to be a demand for more retail space from citizens or businesses.

Ms. Odessa Dowdy stated that she concurs with the thoughts of her colleagues. Ms. Dowdy

stated that she questions whether developers are in tune with the needs of the community when such projects are proposed.

Mr. Schmidt stated that no matter what is decided by the Commission, the LOS on Monticello Avenue will be degraded due to future population and traffic increases. Mr. Schmidt stated that his concern is safety. Mr. Schmidt noted that the subject portion of the road is the most prone to accidents. Mr. Schmidt stated that he would not support the application.

Mr. Haldeman stated that he has concerns about the additional traffic around the Route 199 interchange, as well as the addition of another stoplight. Mr. Haldeman noted that with the development that is scheduled to be built out, delays and backups are inevitable. Mr. Haldeman noted that 25 years ago, all of this land was rural farmland. Mr. Haldeman noted that the time to guide the development of the land is long past. Mr. Haldeman further noted that he empathizes with the owners of the four lots as they have property that will be difficult to sell if it cannot be developed commercially. Mr. Haldeman noted that the property is no longer suited for residential purposes. Mr. Haldeman stated that he hoped there would be some way for this property to be developed that would make it marketable.

Mr. Polster made a motion to recommend denial of the application.

On a roll call vote the Commission voted to recommend denial of Z-19-0018/SUP-19-0024. Monticello Avenue Shops. (5-1)

#### **G. PLANNING COMMISSION CONSIDERATIONS**

Mr. Krapf stated that the survey and visual preference questionnaire for the Comprehensive Plan update are available online through December 18, 2019. Mr. Krapf encouraged citizens to provide feedback on their thoughts for the future development of the County.

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

##### **1. Planning Director's Report December 2019**

Mr. Holt stated that he did not have anything in addition to what was provided in the Agenda Packet.

Mr. Holt noted appreciation for the efforts of the Commission in making the engagement portion of the Comprehensive Plan update vibrant and interesting.

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

Mr. Haldeman noted that Mr. Schmidt is the Commission's representative to the Board of Supervisors for December.

Mr. Polster stated that, in regard to the Comprehensive Plan update, when the modeling scenarios are available, it would be helpful to get feedback from the citizens on those specific scenarios. Mr. Polster noted that the scenarios should generate information on the fiscal impacts, traffic impacts, and environmental impacts for each alternative.

#### **J. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn.

The meeting was adjourned at approximately 7:58 p.m.



---

Paul D. Holt, III, Secretary

---

John Haldeman, Chair

ITEM SUMMARY

DATE: 2/5/2020

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: Development Review Committee Action Item: C-19-0073. 2822 and 2896 Forge Road. Shared Driveway Exception Request

---

The applicant has requested an Exception to the Subdivision Ordinance.

A shared driveway exception request for a proposed three-lot subdivision on one parcel has been submitted for 2822 and 2896 Forge Road.

Reason for DRC review: Section 19-73 of the Subdivision Ordinance requires for all minor subdivisions of three or more lots to limit direct access from the existing road to one shared driveway. The applicants are proposing to modify the driveway access for this subdivision that was recommended by the Development Review Committee (DRC) and approved by the Planning Commission (PC) in November 2019, which permitted one shared driveway between “New Parcel 1” and “New Parcel 2” and one driveway to serve “New Parcel 3”. In this proposal, “New Parcel 2” would share access with the existing driveway on the Boelt property (Parcel No. 1230100019) via a 50-footx 50-foot access easement. Per the original DRC recommendation, the driveway approved for “New Parcel 1” would remain in place, as well as the driveway approved for “New Parcel 3” (with the understanding that the applicants hope to access this parcel in the future via a shared driveway with the Martin Farm Estates neighborhood, as stated in the applicants’ letter). Since this proposal is a departure from the subdivision request approved by the PC, the applicants are required to obtain a modified subdivision exception as permitted in Section 19-18 of the Subdivision Ordinance.

Link to Agenda and Staff Report:  
<https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=5267&MeetingID=968>

The DRC voted to recommend approval to the Planning Commission for the exception request under Section 19-18 specifying one shared driveway for Lots 2 and 1 and one driveway for Lot 3 and recommended an exception to Sec 19-73 (b) permitting a gravel driveway for New Parcel 2 Boelt shared driveway

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 1:29 PM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 1:29 PM
Publication Management	Daniel, Martha	Approved	1/29/2020 - 1:54 PM



**ITEM SUMMARY**

DATE: 2/5/2020  
TO: The Planning Commission  
FROM: Brett Meadows, Planner  
SUBJECT: SUP-19-0012. Tiki Tree and Landscape

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Applicant Deferral Request	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 11:41 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 11:43 AM
Publication Management	Burcham, Nan	Approved	1/29/2020 - 11:45 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 12:54 PM

**SPECIAL USE PERMIT-19-0012. Tiki Tree and Landscape**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**SUMMARY FACTS**

Applicant: Mr. Ryan Stephenson of AES Consulting Engineers

Land Owners: Mr. Timothy Soderholm, Hayden’s Place LLC; Mr. Bruce M. Gilliam

Proposal: A request to allow a contractor’s storage yard

Locations: 6283 and 6289 Centerville Road

Tax Map/Parcel Nos.: 3120100004 and 3120100018

Project Acreage: 2.62 +/- acres

Zoning: A1, General Agricultural District

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

Staff Contact: Brett A. Meadows, Planner

**PUBLIC HEARING DATES**

Planning Commission: February 5, 2020, 6 p.m.  
March 4, 2020, 6 p.m.

Board of Supervisors: April 14, 2020, 5 p.m. (tentative)

**SUMMARY STAFF RECOMMENDATION**

The applicant has requested that this proposal be deferred until the March 4, 2020 Planning Commission Public Hearing.

In talking with the applicant, it is staff’s understanding that changes to the application are being considered that would require this case to be re-advertised and new adjoining property owner letters sent out.

Because of a possible need to readvertise this case, staff finds the request meets the intent of the Planning Commission Legislative Application Deferral Policy. As such, staff concurs with the request and recommends the Planning Commission postpone consideration of this application to the March PC meeting.

BAM/nb  
SUP19-12TikiTree

Attachments:

1. Applicant Deferral Letter
2. Link to the Planning Commission Legislative Application Deferral Policy:

<https://jamescitycountyva.gov/DocumentCenter/View/17411/Planning-Commission-Legislative-Deferral-Policy-PDF>

---

*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.*

**From:** Stephenson, Ryan <ryan.stephenson@aesva.com>  
**Sent:** Wednesday, January 29, 2020 9:13 AM  
**To:** Brett Meadows  
**Cc:** Ellen Cook  
**Subject:** [External] SUP-19-2020 Deferral Request

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

In order to adequately address comments from the County associated with SUP-19-0012, we will need additional time to add an adjacent parcel to the SUP in order to meet the on-site bathroom requirement for a commercial property. For that reason, we would like to defer the case one month to the March Planning Commission meeting.


Thanks.

**Ryan Stephenson, P.E.**  
Sr. Project Manager  
AES Consulting Engineers



5248 Olde Towne Road, Suite 1  
Williamsburg, Virginia 23188  
Office (757) 253-0040  
Cell (757) 208-6353  
[aesva.com](http://aesva.com)

AES Consulting Engineers Confidentiality Note: This e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and deleting this copy from your system. Thank you for your cooperation.

 Please consider the environment before printing this email.

**ITEM SUMMARY**

DATE: 2/5/2020

TO: The Planning Commission

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: SUP-19-0025. 5403 Riverview Road Tourist Home

---

**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	Location Map	Exhibit
☐	Master Plan	Exhibit
☐	Proposed SUP Conditions	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 7:47 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 7:47 AM
Publication Management	Daniel, Martha	Approved	1/29/2020 - 8:04 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 8:48 AM

**SPECIAL USE PERMIT-19-0025. 5403 Riverview Road Tourist Home**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**SUMMARY FACTS**

Applicant: Ms. Elaine Henk  
Land Owner: Ms. Elaine Henk  
Proposal: To allow for the short-term rental of an entire four-bedroom residential home as a tourist home. There are two dwellings on the property. The owner will live in the residence addressed as 5403 Riverview Road. The tourist home will be at the residence addressed as 5395 Riverview Road.  
Location: 5403 Riverview Road  
Tax Map/Parcel No.: 1530100030  
Project Acreage: ± 0.8 acres (Parcel acreage is 12.05 acres)  
Zoning: A-1, General Agricultural  
Comprehensive Plan: Rural Lands  
Primary Service Area: Outside  
Staff Contact: Terry Costello, Deputy Zoning Administrator/Senior Planner

**PUBLIC HEARING DATES**

Planning Commission: February 5, 2020, 6:00 p.m.  
Board of Supervisors: March 10, 2020, 5:00 p.m. (Tentative)

**FACTORS FAVORABLE**

1. With the proposed conditions, staff finds the proposal to be compatible with the surrounding zoning and development.
2. With the proposed conditions, the proposal is consistent with the recommendations of the Comprehensive Plan.
3. Adequate off-street parking is provided.
4. Lot sizes in the A-1, General Agricultural District are larger than in other more densely populated residential areas. The size of the lot and the existing vegetation provides screening and buffering to most adjacent properties.
5. The applicant has acknowledged that, should this application be approved, she will obtain the proper licensing and inspections through the County and will be subject to appropriate use-based taxes.
6. Impacts: See Impact Analysis on Pages 3-4.

**FACTORS UNFAVORABLE**

1. Impacts: See Impact Analysis on Pages 3-4.

**SUMMARY STAFF RECOMMENDATION**

Recommend approval of this application to the Board of Supervisors, subject to the attached conditions.

**PROJECT DESCRIPTION**

- This proposal is to allow for the short-term rental of an existing four-bedroom home as a tourist home. There are two dwellings

---

*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.*



**SPECIAL USE PERMIT-19-0025. 5403 Riverview Road Tourist Home**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

on the property. The dwelling addressed as 5403 Riverview Road is the applicant’s primary residence. The second dwelling, addressed as 5395 Riverview Road, is the location of the proposed tourist home. (See Master Plan Sheet No. 2) 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.” The proposed conditions limit the number of bedrooms available for rent to four, as there are four bedrooms in the existing home. Should a future expansion add another bedroom, a Special Use Permit (SUP) amendment would be required.
- The property has an existing driveway and an existing parking area sufficient to accommodate guests.

**SURROUNDING ZONING AND DEVELOPMENT**

The property is not located within any major or minor subdivision. The properties surrounding this parcel to the north, south, east, and west are all zoned A-1, General Agricultural.

**COMPREHENSIVE PLAN**

The property is designated Rural Lands on the 2035 Comprehensive Plan Land Use Map, as are all of the surrounding parcels. Appropriate primary uses recommended by the Comprehensive Plan include traditional agricultural and forestal activities, but also uses such as agritourism, rural support business, and rural-based public or commercial recreation. Staff finds this use to generally fit within these categories as nearby lodging options could support agritourism or eco-tourism uses in the Rural Lands.

The development standards state that non-agricultural/non-forestal uses should be sited to minimize impacts or disturbance to agricultural and forestal uses, open fields, and important agricultural/forestal soils and resources. Staff finds the use to be consistent given that the proposal will take place within existing structures and there are no forested and/or agricultural resources on the property which could be otherwise impacted.

---

*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.*

**SPECIAL USE PERMIT-19-0025. 5403 Riverview Road Tourist Home**  
**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**IMPACT ANALYSIS**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	-The proposal is not anticipated to generate traffic exceeding a typical residential use. -The subject property is located on a local road. No changes anticipated to Level of Service on Riverview Road.
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	-Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	-Subject property is located within a six-minute radius of Fire Station 1. -The proposal does not generate impacts that require mitigation to the County’s emergency services or facilities.
<u>Public Schools</u>	<u>No Mitigation Required</u>	-The proposal will not generate school children.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to the County’s parks and recreation services or facilities.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to public libraries or cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	-The Stormwater and Resource Protection Division has reviewed this application and had no objections. No new impervious surface is proposed as part of this SUP request. Should exterior site improvements be made in the future, those improvements would be subject to additional environmental review at that time.

---

*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.*

**SPECIAL USE PERMIT-19-0025. 5403 Riverview Road Tourist Home**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	-The subject property has been previously disturbed and has no known cultural resources on site.
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	-Traffic is anticipated to be typical of a residential home, the subject property must adhere to the County’s Noise Ordinance, and the proposed SUP conditions will restrict commercial signage and exterior lighting. Future expansions of the use would require an SUP amendment.
<u>Community Character</u>	<u>No Mitigation Required</u>	-This segment of Riverview Road is not designated in a Community Character Corridor nor within a Community Character Area. -Existing façade and landscaping maintain the property’s residential character, and parking is not located directly on the road.

---

*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.*

**SPECIAL USE PERMIT-19-0025. 5403 Riverview Road Tourist Home**  
**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**PROPOSED SUP CONDITIONS**

Proposed conditions are provided as Attachment No. 3.

**STAFF RECOMMENDATION**

Staff finds the proposal to be compatible with surrounding development and consistent with the recommendations of 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.

TC/md  
SUP19-25RvrvviewRd

Attachments:

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

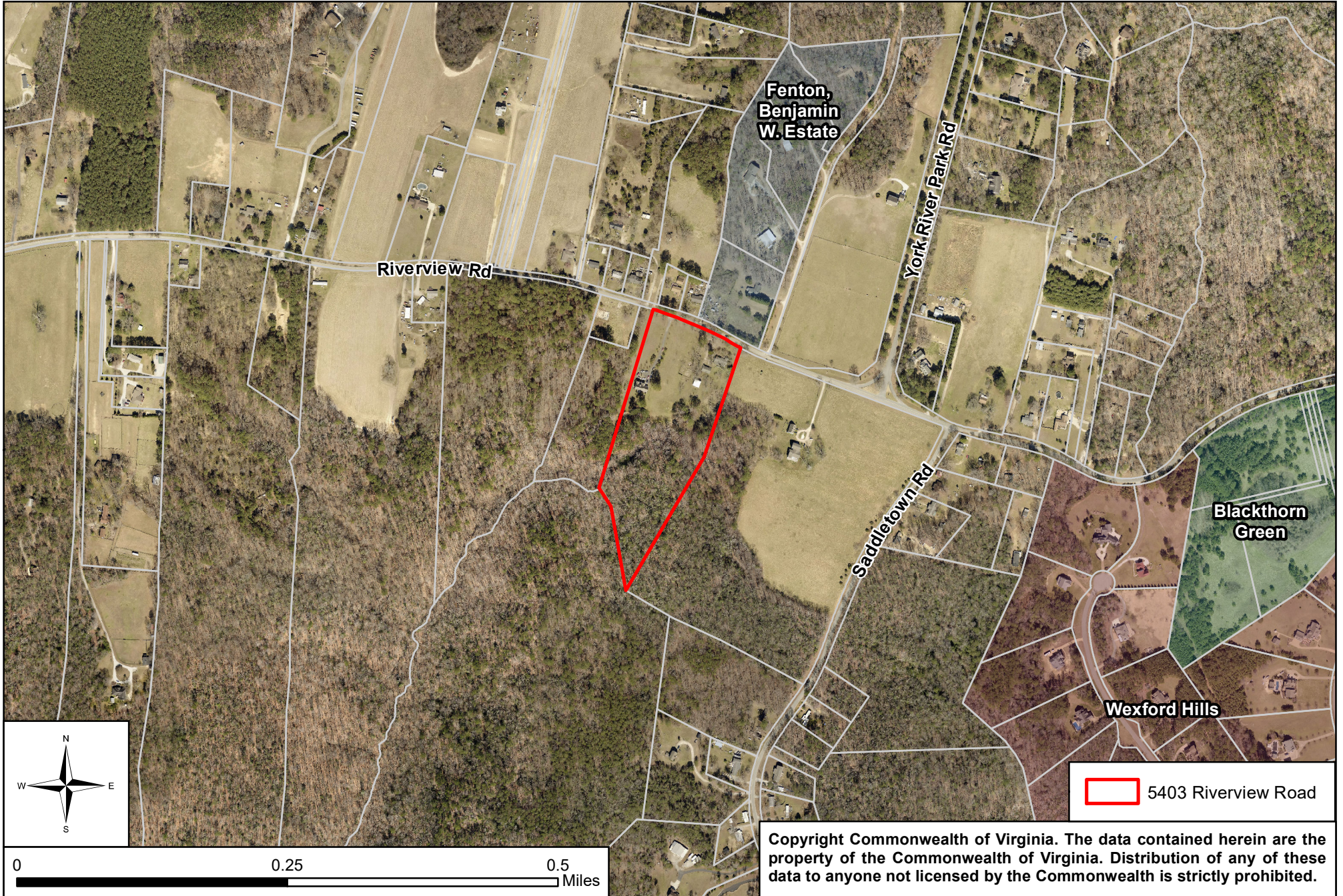
---

*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.*



# JCC SUP-19-0025

## 5403 Riverview Rd. Tourist Home





# SUP-19-0025, 5403 Riverview Road Tourist Home

## Property Information

1530100030  
 HENK, ELAINE  
 5403 Riverview Road  
 Williamsburg, VA 23188  
 Zoning: A1, General Agriculture  
 Comp. Plan: Rural Lands  
 Acres: ±12.05

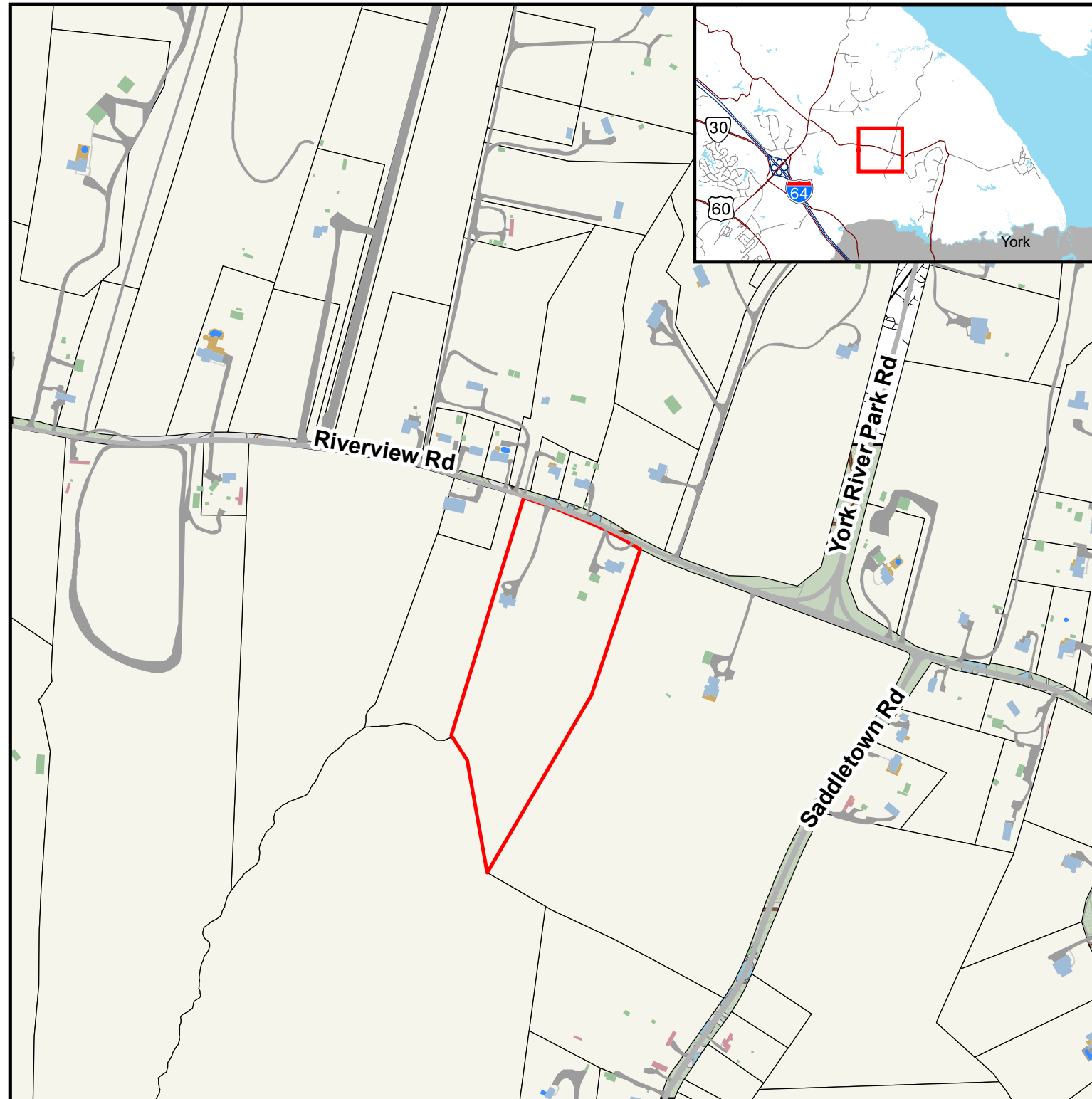
## General Notes

1. The property is served by a private well and private septic system.
2. The property is not located in the special flood hazard area per FEMA FIRM 51095C0063D dated 12/16/15.
3. A portion of the property appears to be located in the Resource Protection Area.
4. The property has an existing driveway.
5. Seven parking spaces shall be provided.

PLANNING DIVISION

DEC 16 2019

RECEIVED



Maps Not To Scale

## Adjacent Properties

1530100004 Ronald D. & Nora S. Richardson 5392 Riverview Road Williamsburg, VA 23188 A1, General Agriculture	1530100008 Ronald David & Nora Ellen Richardson 5390 Riverview Road Williamsburg, VA 23188 A1 General Agriculture
1530100009 Betty R. Nixon Trustee 5396 Riverview Road Williamsburg, VA 23188 A1, General Agriculture	1530200001 Nicole C. & James H. Lee 5408 Riverview Road Williamsburg, VA 23188 A1, General Agriculture
1530100029 William Reed Atkins Jr. 5459 Riverview Road Williamsburg, VA 23188 A1, General Agriculture	1530100035 Thomas B. Ballard 5387 Riverview Road Williamsburg, VA 23188 A1, General Agriculture
1530100035A Thomas B. Ballard 5375 Riverview Road Williamsburg, VA 23188 A1, General Agriculture	

## Sheet Index

1. Cover Page
2. Master Plan
3. Site Photos



# JCC SUP-19-0025

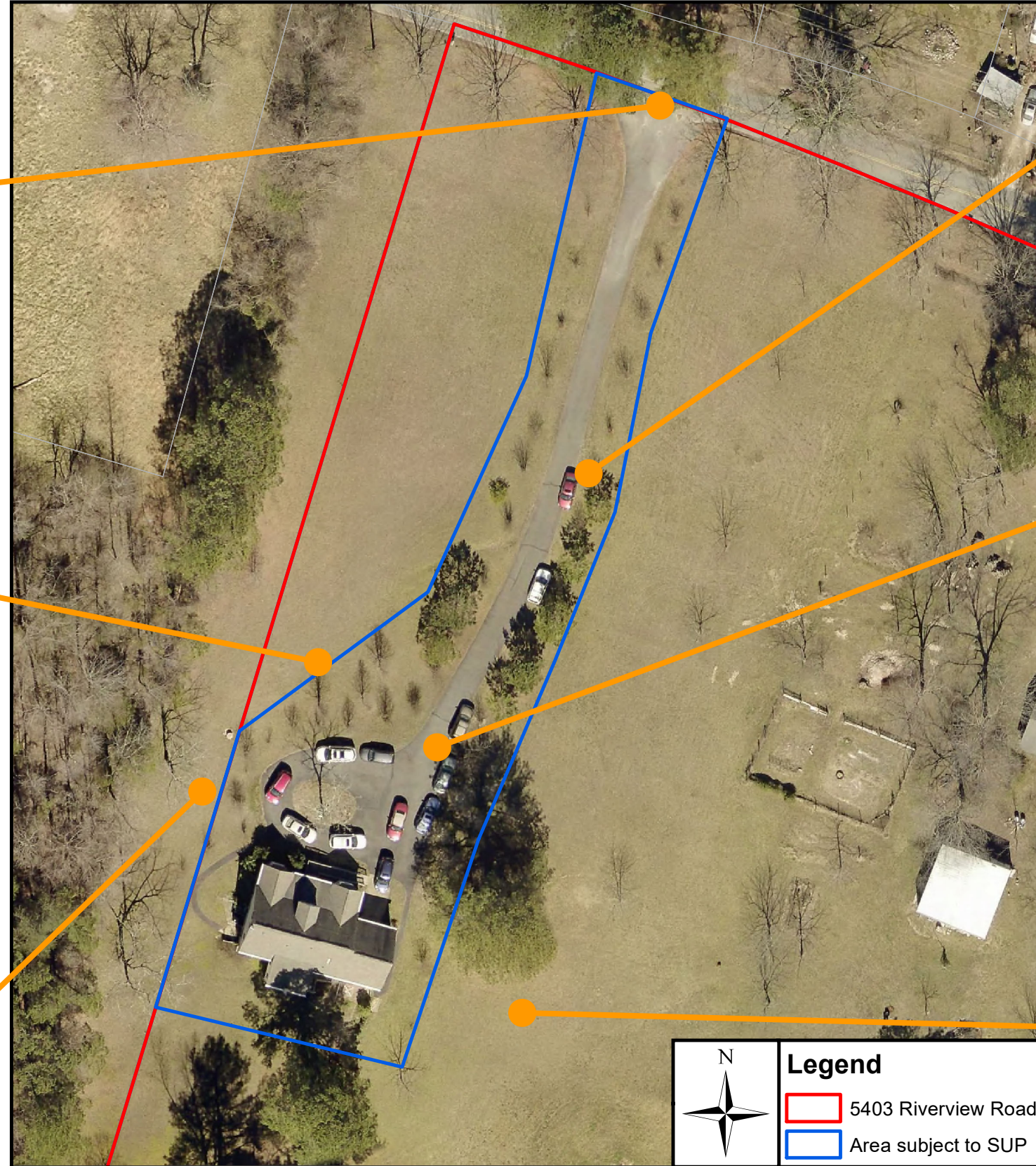
## 5403 Riverview Road Tourist Home





# JCC SUP-19-0025

## 5403 Riverview Road Tourist Home





**SUP-19-0025, 5403 Riverview Road Tourist Home**

1. **Master Plan** – This SUP shall permit one tourist home on property located at 5403 Riverview Road and further identified as a portion of James City County Real Estate Tax Map Parcel No. 1530100030 (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “SUP-19-0025, 5403 Riverview Road Tourist Home” and date stamped December 16, 2019 (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** – Copies of a business license and updated Certificate of Occupancy shall be provided to the Director of Planning within twelve (12) months from the issuance of the SUP, or this SUP shall automatically become void.
3. **Number of rental room occupants** – There shall be no more than four (4) bedrooms available for rent to visitors and no more than eight (8) rental occupants total at any one time.
4. **Contracts per Rental Period** – The Owner shall not conduct simultaneous rentals of the Property under separate contracts.
5. **Signage** – No signage related to the use of the tourist home shall be permitted on the Property.
6. **Parking** – Off-site parking for this use shall be prohibited. No oversized commercial vehicles such as, but not limited to, buses, commercial trucks and trailers associated with rental occupants of the tourist home shall be allowed to park on the Property.
7. **Severance Clause** – This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

**ITEM SUMMARY**

DATE: 2/5/2020

TO: The Planning Commission

FROM: W. Scott Whyte, Senior Landscape Planner II

SUBJECT: SUP-19-0028. 6221 Old Mooretown Road, Strait Gate Temple Expansion

---

**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	Draft SUP Conditions	Resolution
☐	Location Map	Exhibit
☐	Master Plan	Backup Material
☐	Elevations	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 10:59 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 11:00 AM
Publication Management	Burcham, Nan	Approved	1/29/2020 - 11:01 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 11:39 AM

**SPECIAL USE PERMIT-19-0028. Strait Gate Temple Expansion  
Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**SUMMARY FACTS**

Applicant: Mr. Edward C. Rose, Strait Gate Temple  
Land Owner: Strait Gate Temple  
Proposal: To expand the existing place of public assembly building and associated parking, and interior remodeling  
Location: 6221 Old Mooretown Road  
Tax Map/Parcel No.: 3220100032  
Project Acreage: ± 1.203  
Zoning: R-2, General Residential  
Comprehensive Plan: Low Density Residential  
Primary Service Area: (PSA) Inside  
Staff Contact: W. Scott Whyte, Senior Landscape Planner II

**PUBLIC HEARING DATES**

Planning Commission: February 5, 2020, 6:00 p.m.  
Board of Supervisors: March 10, 2020, 5:00 p.m. (tentative)

**FACTORS FAVORABLE**

1. Staff finds the proposal is consistent with the 2015 Comprehensive Plan, *Toward 2035: Leading the Way*.

2. Staff finds the proposal will not negatively impact surrounding zoning and development.
3. Traffic impacts generated by this proposal will not negatively impact surrounding zoning and development.
4. The proposal includes increased landscaping along the right-of-way buffer and removal of existing parking stops within the buffer.
5. Impacts: Please see Impact Analysis on Pages 3-4.

**FACTORS UNFAVORABLE**

1. With the proposed conditions, staff finds that there are no unfavorable factors.
2. Impacts: Please see Impact Analysis on Pages 3-4.

**SUMMARY STAFF RECOMMENDATION**

Staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors with the proposed conditions.

**PROJECT DESCRIPTION**

Mr. Edward C. Rose has applied for a Special Use Permit (SUP) to expand the existing place of public assembly building by 1,771 square feet. This will bring the entire building to an overall square footage of approximately 3,271 square feet. The existing building is currently vacant and will require rehabilitation prior to occupancy. With the new addition, the church will seat up to 160 people. According to the applicant, services will be conducted on Sunday mornings from

---

*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.*

**SPECIAL USE PERMIT-19-0028. Strait Gate Temple Expansion  
Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

9 a.m.-2 p.m., with an occasional service in the afternoon from 4-6 p.m. There would also be a Wednesday night service from 7-9 p.m. There are no future plans to change these times and services. The Master Plan shows the future building site and an SUP amendment would be required for any further expansion.

The site currently has one paved parking space that still exists. This proposal adds additional parking spaces for a total of 32 parking spaces. The required amount of parking spaces for the proposed uses is 32 spaces.

**PLANNING AND ZONING HISTORY**

- In 1973, Site Plan-0031-1973 was approved to construct the existing building.
- In 1989, Beautiful Temple Masonic Lodge was granted SUP-0019-1989 to permit the existing 1,500-square-foot building, with associated 10 parking spaces. The SUP also required the two-story building to be removed.
- In 1990, Site Plan-0110-1989 was approved to remove the existing two-story building.
- In 1996, the parcel had a boundary line adjustment, S-0078-1996.
- In 2019, Strait Gate Temple bought the adjoining recreation parcel from the County and performed a boundary line extinguishment, S-19-0021, to create one parcel and enable an expansion.
- This SUP is to enable a future expansion of the public place of assembly.

**SURROUNDING ZONING AND DEVELOPMENT**

- Properties south, east, and west are zoned R-2 and designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map. Properties to the north are located within York County and belong to Sentara Hospital.

**COMPREHENSIVE PLAN**

The site is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map.

Low Density Residential describes areas within the PSA where public services and utilities exist or are expected to be expanded to serve the sites over the next 20 years. Additionally, parcels designated Low Density Residential have natural characteristics such as terrain and soils suitable for residential development.

Recommended uses are divided into three different groups. Group 2 includes schools, places of public assembly, very limited commercial, and community-oriented facilities. Staff finds that this use compliments the residential character of the area, and will have traffic, noise, lighting, and other impacts similar to surrounding residential uses. Staff finds the use consistent with the Group 2 recommended uses.

The property is not located along a Community Character Corridor (CCC); therefore, buffering along Old Mooretown Road is required to be 30 feet wide. Presently the buffer is partially vegetative. The buffer shall need to be supplemented with additional landscaping to meet current landscape requirements in the Zoning Ordinance.

With the proposed conditions, staff finds that any impacts to adjacent properties would be mitigated.

---

*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.*

**SPECIAL USE PERMIT-19-0028. Strait Gate Temple Expansion  
Staff Report for the February 5, 2020, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal is not anticipated to generate traffic exceeding a typical place of public assembly use, with the majority of trips on Sunday mornings when services are conducted. Trips projected by the ITE manual for weekdays are 2.13 in the AM peak hour, 2.6 in the PM peak hour. The Daily Trip Generation for Sundays will only be 90.3, as projected by the ITE manual.</li> <li>- The subject property is located on a local road. No changes anticipated to Level of Service on Old Mooretown Road.</li> </ul>
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Pedestrian sidewalk accommodations are currently provided along Old Mooretown Road.</li> </ul>
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Subject property is located within a 10-minute radius of James City County Fire Station 4, and 5 minutes from York County Fire Station 5.</li> <li>- The proposal does not generate impacts that require mitigation to the County’s emergency services or facilities.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal will not generate school children.</li> </ul>
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to the County’s Parks and Recreation services or facilities.</li> </ul>
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to public libraries or cultural centers.</li> </ul>
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.</li> </ul>
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The Stormwater and Resource Protection Division has reviewed this application and has indicated that the site can handle the proposed building and parking expansion with an approved stormwater review.</li> </ul>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The subject property has been previously disturbed and has no known cultural resources on site.</li> </ul>

*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.*

**SPECIAL USE PERMIT-19-0028. Strait Gate Temple Expansion**  
**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- Traffic is anticipated to be typical of a church with 160 members with services generally occurring on Sundays, the subject property must adhere to the County’s Noise Ordinance, and the proposed SUP conditions address signage and exterior lighting. Future expansions of the use would require an SUP amendment.</li> </ul>
<u>Community Character</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- This segment of Old Mooretown Road is not designated as a CCC.</li> <li>- Existing façade and landscaping maintain the property’s park like character, and parking is not located directly on the road.</li> </ul>

---

*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.*

**SPECIAL USE PERMIT-19-0028. Strait Gate Temple Expansion  
Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**STAFF RECOMMENDATION**

Staff recommends that the Planning Commission recommend approval to the Board of Supervisors with the proposed associated conditions.

WSW/md  
SUP19-28StraitGate

Attachments:

1. Draft SUP Conditions
2. Location Map
3. Master Plan
4. Elevations

---

*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.*

PROPOSED CONDITIONS FOR CASE NO. SUP-19-0028.

STRAIT GATE TEMPLE EXPANSION

1. Master Plan: This Special Use Permit (SUP) shall be valid for a place of public assembly (the "Project") located at 6221 Old Mooretown Road, further identified as James City County Real Estate Tax Map No. 3220100032 (the "Property"). Development of the Project on the Property shall occur generally as shown on the exhibit drawn by Cardinal Survey and Design entitled, "Strait Gate Temple," and stamp dated January 15, 2020 (the "Master Plan"), with any deviations considered pursuant to Section 24-23(a)(2) of the James City County Code, as amended.
2. Architectural Elevations/Design: The building architecture shall be substantially in accord with the elevations as shown on the document entitled, "Strait Gate Temple" prepared by Vision Technical Designs and dated December 9, 2019. The architectural design, color, and materials shall be approved by the Director of Planning prior to site plan approval for the building expansion.
3. Site Plan and Landscaping: A site plan shall be required for the Project and shall include a landscape plan for the Property. The site plan and landscape plan shall be approved by the Director of Planning prior to approval of the initial plan of development for the Project. In addition to meeting all James City County Landscape Ordinance requirements, the landscape plan shall include a minimum 15-foot-wide evergreen screening of the adjacent residence and garage at 6225 Old Mooretown Road. All landscaping on the landscape plan shall be installed or guaranteed prior to the issuance of the final Certificate of Occupancy (CO) for the building expansion. The amount of any surety guaranteeing installation of landscaping shall be determined by the Director of Planning or designee.
4. Turn lane and Taper Warrant: A turn lane and taper warrant analysis shall be provided for the entrance to the Property from Old Mooretown Road at the site plan stage of the project. All transportation improvements recommended by the warrant analysis and approved by the Director of Planning and the Virginia Department of Transportation shall be shown on the site plan and installed or guaranteed prior to the issuance of a CO for the Project.
5. Exterior Lighting: All new exterior light fixtures on the Property, including new building lighting, shall have recessed fixtures with no lens, bulb, or globe extending below the casing. All new light poles shall not exceed 20 feet in height from finished grade unless otherwise approved in writing by the Director of Planning. The lighting plan shall be approved by the Director of Planning or designee prior to site plan approval.
6. Signage: The property shall be allowed one exterior free standing sign. The free standing sign shall be externally illuminated, monument style, not to exceed 8 feet in height, and have a base of brick or other materials similar in type and color with the architecture of the Building. The Director of Planning shall approve the design of the



free standing sign prior to initial site plan approval and prior to any subsequent sign modifications.

7. Commencement of Construction: Final site plan approval for the Project shall be obtained within 36 months from the date of approval of the SUP or the SUP shall automatically be void.
8. Severability: The SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.



# JCC-SUP-19-0028, Strait Gate Temple 6221 Old Mooretown Road



Copyright Commonwealth of Virginia. The data contained herein are the property of the Commonwealth of Virginia. Distribution of any of these data to anyone not licensed by the Commonwealth is strictly prohibited.

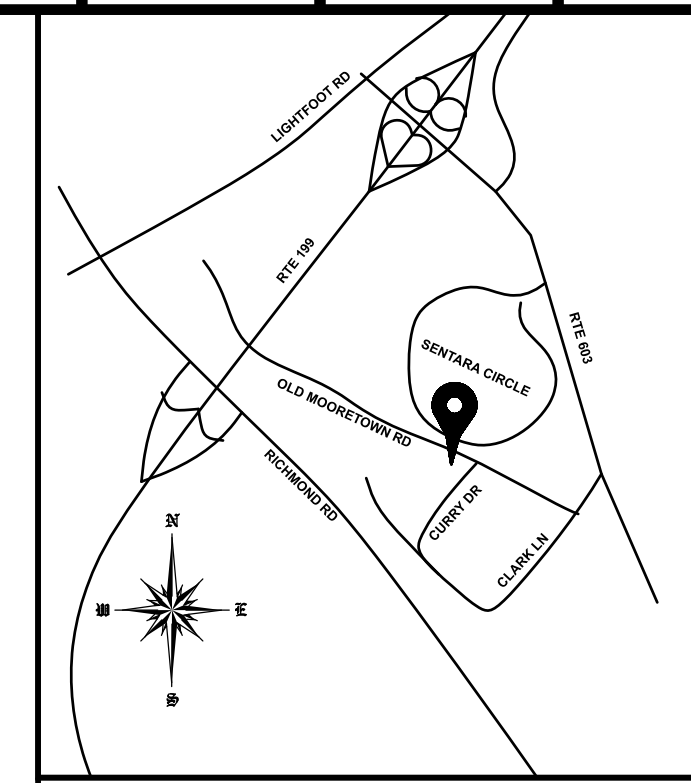


# SITE PLAN OF STRAIT GATE TEMPLE

PIN:3220100032

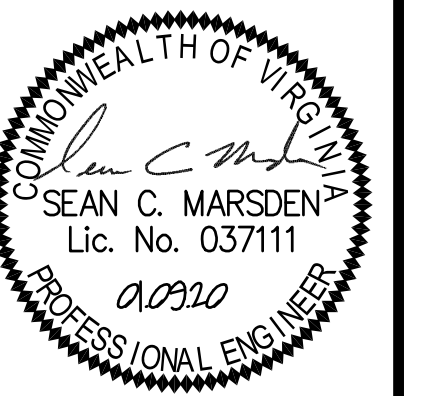
JANUARY, 2020

SUP-19-0028



LOCATION MAP, SCALE: 1" = 2,000'

NOTIFY  
MISS UTILITY AT  
1.800.552.7001  
OR 811  
FOR LOCATION OF  
EXISTING UTILITIES



NO.	DESCRIPTION	DATE

SITE PLAN FOR  
**STRAITGATE TEMPLE**  
PIN: 3220100032  
6221 OLD MOORETOWN ROAD  
JAMES CITY COUNTY, VIRGINIA

SHEET #:  
SCALE:  
PROJECT #: 18-151  
DWG BY: SCM  
DATE: 01.09.2020

## NOTES:

- ALL NEW SIGNS SHALL BE IN ACCORDANCE WITH ARTICLE II, DIVISION 3 OF THE JAMES CITY COUNTY ZONING ORDINANCE.
- ALL NEW UTILITIES SHALL BE PLACED UNDERGROUND.
- ALL ROADS SHALL BE PRIVATE RIGHT-OF-WAYS AND SHALL NOT BE MAINTAINED BY JAMES CITY COUNTY OR THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT).
- NO PUD HAS BEEN PROPOSED.
- NO WAIVERS TO THE ZONING ORDINANCE HAVE BEEN PROPOSED.
- CHANGES TO THE EXISTING PARKING AND LIGHTING ARE SHOWN ON SHEET C3.0.
- ALL OBJECTIONABLE AND DELETERIOUS MATERIAL SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A STATE APPROVED FACILITY MEETING THE REQUIREMENTS OF ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS.
- ALL STORMWATER MANAGEMENT/BMP FACILITY AND ASSOCIATED STORMWATER CONVEYANCE SYSTEMS FOR THIS PROJECT SHALL REQUIRE SUBMISSION, REVIEW, AND APPROVAL OF A RECORD DRAWING (AS-BUILT) AND CONSTRUCTION CERTIFICATION PRIOR TO RELEASE OF THE POSTED BOND/SURETY. CONTRACTOR SHALL ENSURE THIS ACTIVITY IS ADEQUATELY COORDINATED AND PERFORMED DURING AND FOLLOWING CONSTRUCTION IN ACCORDANCE WITH CURRENT COUNTY GUIDELINES.
- CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION OF THE ENTIRETY OF THE STORMWATER CONVEYANCE SYSTEM SHALL BE SUBMITTED BY THE OPERATOR AS PART OF THE AS-BUILT AND CONSTRUCTION CERTIFICATION PROCESS. CCTV INSPECTIONS SHALL BE SUBMITTED ON CD-ROM OR EQUIVALENT ELECTRONIC FILE FORMAT FOR STAFF REVIEW. CONTRACTOR SHALL REFER TO SECTION 8-25(F) AND 8-27(E) OF THE COUNTY'S CHAPTER 8 ORDINANCE.

## OWNER/DEVELOPER

**STRAIT GATE TEMPLE**  
112 WELLINGTON DRIVE  
WILLIAMSBURG, VIRGINIA 23185  
757.277.3539 (PH)  
EMAIL: EDWARDROSE91@GMAIL.COM

## FIRM DATA

FIRM MAP: 51095C0037D  
EFFECTIVE: 12/16/2015

FIRM MAP: 51095C1028D  
EFFECTIVE: 12/16/2015  
ZONE: X - AREA OF MINIMAL FLOOD HAZARD  
BASE FLOOD ELEVATION: 56.0 ZONE AE

## HUC DESIGNATION

VIRGINIA 6TH ORDER NWBD HYDROLOGIC UNIT CODE  
(VAHUC): JL31  
HUC12: 020802060702  
POWHATAN CREEK WATERSHED

## SITE DATA

ADDRESS: 6221 OLD MOORETOWN ROAD  
PIN: 3220100032  
REFERENCES:  
DOC. #140003219  
ZONING: R2 GENERAL RESIDENTIAL

SITE AREA: 1.203 ACRES  
DISTURBED AREA: 0.941 AC. (41,003 SF)

EXISTING SUP: SUP-0019-1989  
EXIST. PROFFERS: SEE SHEET C6.1  
EXISTING USE: VACANT STRUCTURE  
PROPOSED USE: PUBLIC ASSEMBLY  
PROPOSED SUP: SUP-19-0028

FRONT BSL: 25' TO FRONT AND SIDE STREET  
SIDE YARD: MAIN STRUCTURE - 10'  
ACCESSORY STRUCTURE - 5'  
REAR YARD: MAIN STRUCTURE - 35'  
ACCESSORY STRUCTURE - 5'

R/W BUFFER: 20' OR 10% OF LOT DEPTH, WHICHEVER IS GREATER  
OLD MOORETOWN RD: 34.5'  
CURRY DR: 20'

MAX. HEIGHT: 35'

PARKING (1 SPACE/5 SEATS)  
CURRENT: 60 SEATS  
FUTURE: 160 SEATS  
CURRENT PROVIDED: 11 SPACES + 1 HC SPACE  
ULTIMATE PROVIDED: 30 + 2 HC SPACE

BUILDING DATA:  
EXISTING: 1,500 SF BRICK MASONRY BUILDING  
FUTURE: 3,271 SF BRICK MASONRY BUILDING  
(1,771 SF ADDITION)

THE CONTRACTOR SHALL PROVIDE WRITTEN NOTIFICATION TO ALL PROPERTY OWNERS AND RESIDENTS OF PROPERTY ADJACENT TO A DEVELOPMENT OR OFFSITE IMPROVEMENTS IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS:

- PROVIDE 30-DAY ADVANCED NOTICE TO PROPERTY OWNERS FOR CONSTRUCTION WITHIN THE RIGHT-OF-WAY WHEN PRIVATE IMPROVEMENTS ARE AFFECTED OR PAVEMENT WIDENING WILL OCCUR BETWEEN THE EXISTING PAVEMENT AND THE PROPERTY OWNER.
- PROVIDE 30-DAY ADVANCE NOTICE IF ANY CONSTRUCTION IS OCCURRING ON OFFSITE PRIVATE PROPERTY (INCLUDING EASEMENTS).
- WHEN PRIVATE IMPROVEMENTS ARE AFFECTED, THE NOTICE MUST INDICATE THE IMPACT ON THE PRIVATE IMPROVEMENTS. PRIVATE IMPROVEMENTS INCLUDE, BUT ARE NOT LIMITED TO, MAILBOXES, FENCES, ENTRANCES, LANDSCAPING, ETC.
- NO NOTICE IS REQUIRED FOR CONSTRUCTION THAT IS LIMITED TO THE DEVELOPMENT SITE AND RIGHT-OF-WAY WHERE PRIVATE IMPROVEMENTS ARE NOT AFFECTED.
- IN LIEU OF A REQUIRED 30-DAY NOTICE, THE CITY WILL ACCEPT A SIGNED ACKNOWLEDGEMENT THAT THE PROPERTY OWNER IS SATISFIED THAT THEY HAVE BEEN PROVIDED AN EXPLANATION OF THE PROJECT SCOPE OF WORK.

## LEGEND

EXISTING:	PROPOSED:	DESCRIPTION:	EXISTING:	PROPOSED:	DESCRIPTION:
		LIGHT POLE			STORM PIPE
		POWER POLE			SANITARY SEWER
		C&P TELEPHONE POLE			VIRGINIA DEPARTMENT OF TRANSPORTATION TRAFFIC CONTROL BOX
		FLAG POLE			A.T.&T. WITNESS POST
		MAIL BOX			VIRGINIA POWER TRANSFORMER
		LIGHT POST			UNDERGROUND TELEPHONE CABLE
		GUARD POST			UNDERGROUND ELECTRIC CABLE
		SIGN			UNDERGROUND GAS LINE
		BARRICADE			OVERHEAD ELECTRIC WIRES
		FENCE			SOIL BORING LOCATION
		CONCRETE			TOP OF BANK
		FIRE HYDRANT			TOE OF SLOPE
		WATER VALVE	<b>ABBREVIATIONS</b>		
		WATER METER			
		SANITARY MANHOLE	MG = MATCH GRADE	TCB = TRAFFIC CONTROL BOX	
		SANITARY CLEAN OUT	INV = INVERT	TOS = TOE OF SLOPE	
		ELECTRICAL MANHOLE	HP = HIGH POINT	TOS = TOE OF SLOPE	
		STORM MANHOLE	LP = LOW POINT	TOB = TOP OF BANK	
		A.T.&T. TELEPHONE MANHOLE	FL = FLOW LINE		
		TREE	BM = TOP OF BERM		
		C&P TELEPHONE MANHOLE	TC = TOP OF CURB		
		DROP INLET	SW = SIDEWALK		
		MULTIPLE DROP INLET	EOS = EDGE OF SHOULDER		
		CATCH BASIN	TOW = TOP OF WALL		
		MULTIPLE CATCH BASIN	RW = RIGHT-OF-WAY		
		GAS METER	P = PAVEMENT		
		GAS VALVE			







Vision  
Technical  
Designs

Strait Gate Temple 6221 Old Morretown Road  
James City County, Va 23188

Revision

#	Date

View	Front View
Project number	VTD-1001
Date	Dec 9, 2019
Drawn by	Michael S. Kidd Sr.
Client Name	Edward Rose

**A101**

Scale	3/8" = 1'-0"
-------	--------------



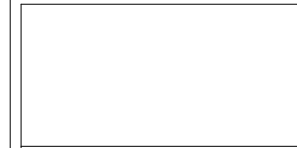
① East  
3/8" = 1'-0"

Vision  
Technical  
Designs

Strait Gate Temple 6221 Old Morretown Road  
James City County, Va 23188

Revision

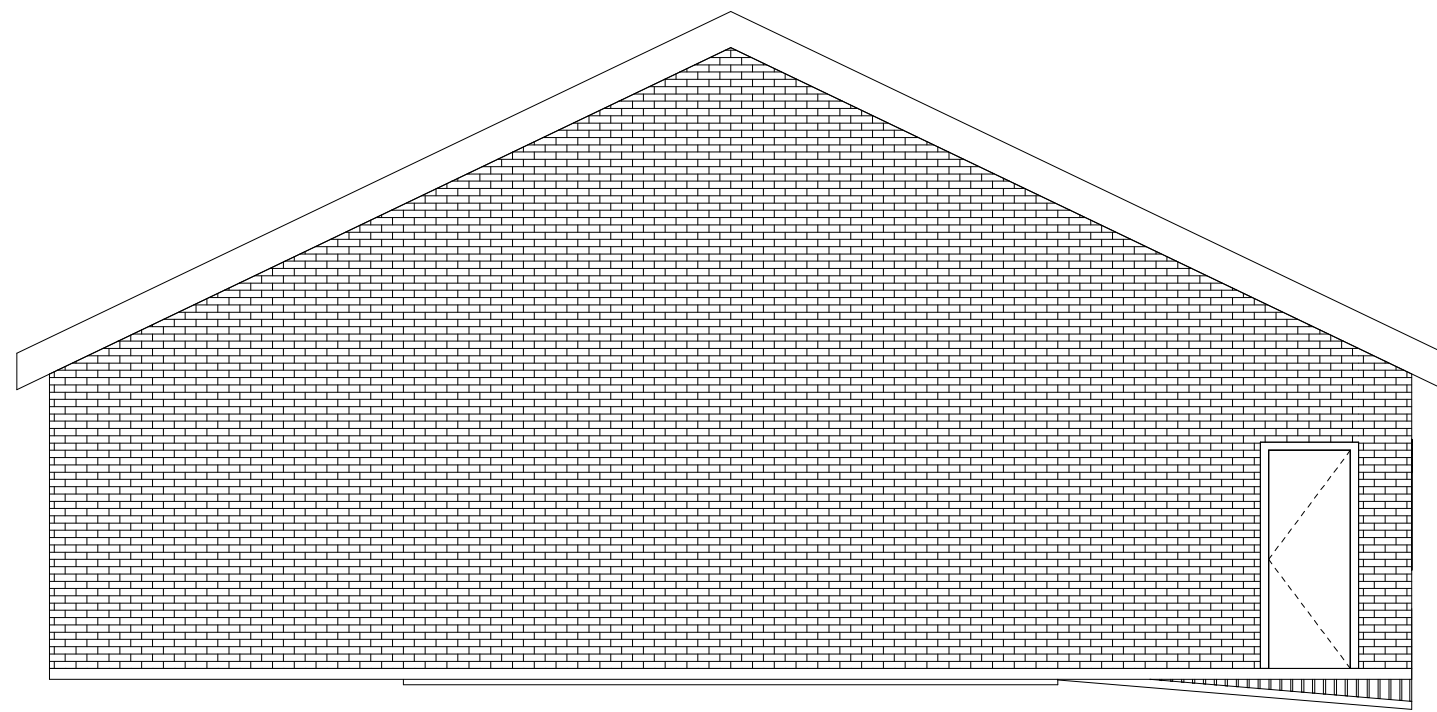
#	Date



View	Rear View
Project number	VTD-1001
Date	Dec 9, 2019
Drawn by	Michael S. Kidd Sr.
Client Name	Edward Rose

**A102**

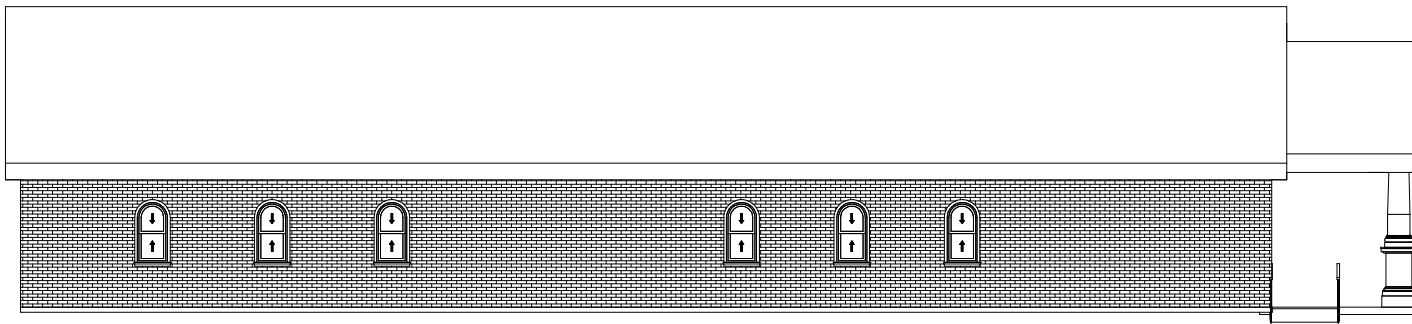
Scale	3/8" = 1'-0"
-------	--------------



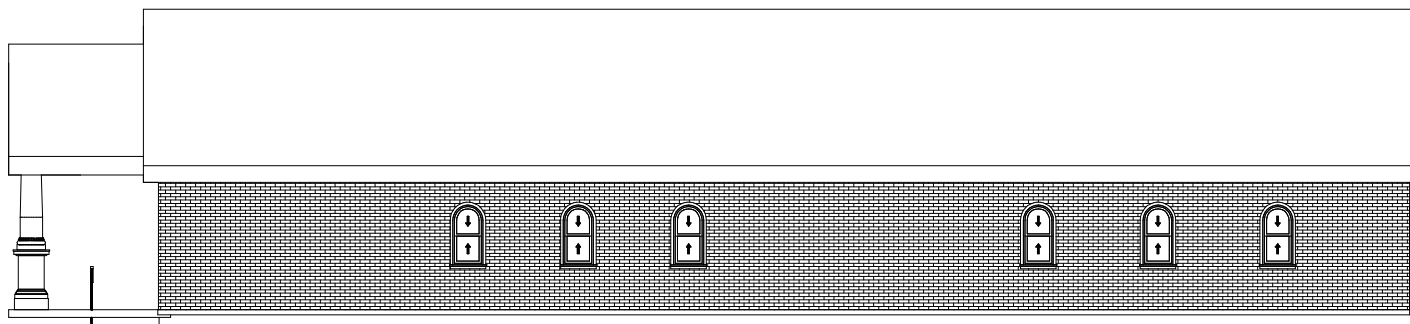
① West  
3/8" = 1'-0"

Vision  
Technical  
Designs

Strait Gate Temple 6221 Old Morretown Road  
James City County, Va 23188



② South  
1 : 70



① North  
1 : 70

Revision

#	Date

View	Side Views
Project number	VTD-1001
Date	Dec 9, 2019
Drawn by	Michael S. Kidd Sr.
Client Name	Edward Rose

**A103**

Scale 1 : 70

Vision  
Technical  
Designs

Strait Gate Temple 6221 Old Morretown Road  
James City County, Va 23188

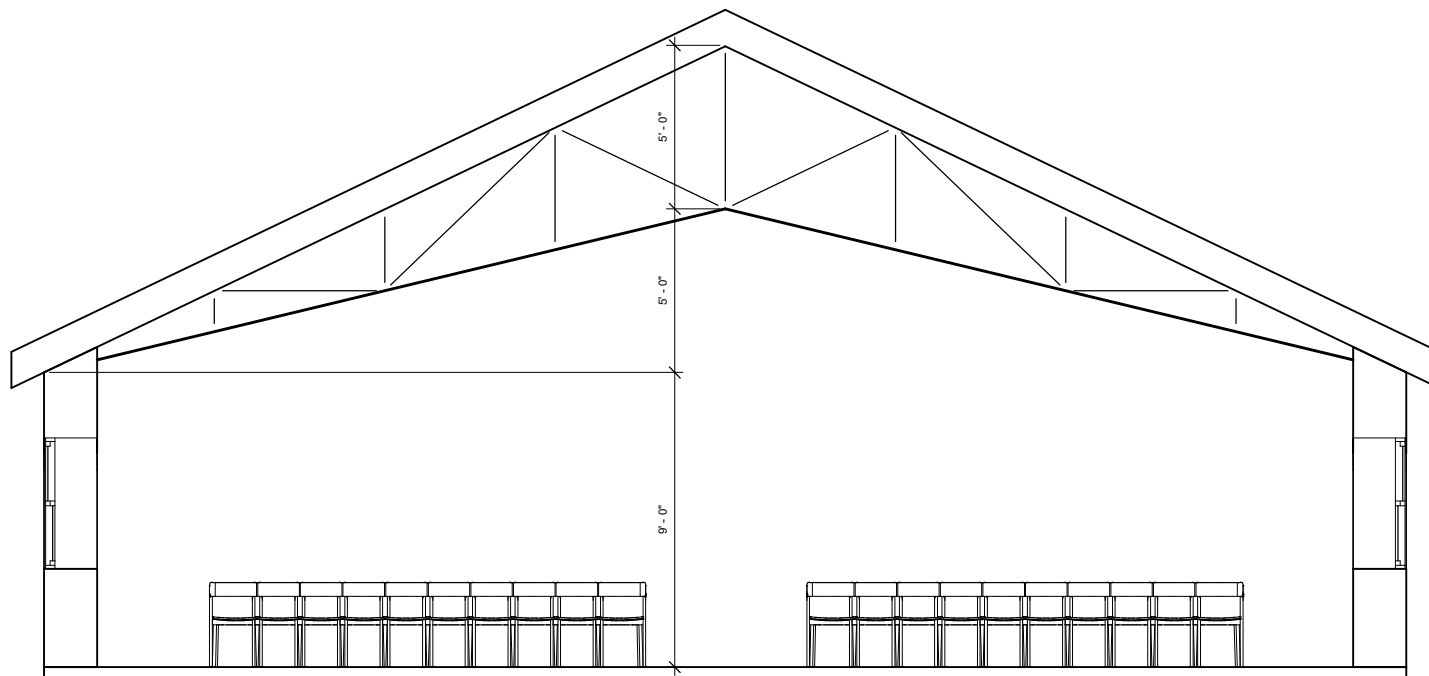
Revision

#	Date

View	Truss View
Project number	VTD-1001
Date	Dec 9, 2019
Drawn by	Michael S. Kidd Sr.
Client Name	Edward Rose

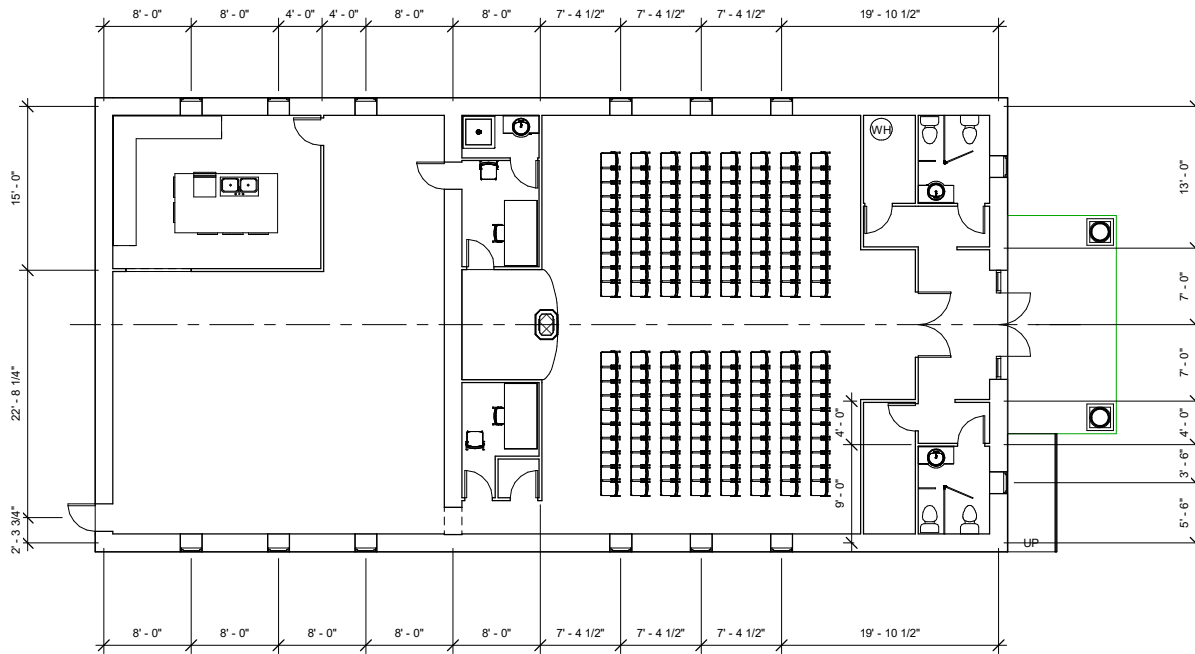
**A104**

Scale 3/8" = 1'-0"



① Truss View  
3/8" = 1'-0"





① Level 1  
1/8" = 1'-0"

Vision  
Technical  
Designs

Strait Gate Temple 6221 Old Morretown Road  
James City County, Va 23188

Revision

#	Date

View	Floor Plan
Project number	VTD-1001
Date	Dec 9, 2019
Drawn by	Michael S. Kidd Sr.
Client Name	Edward Rose

A105

Scale	1/8" = 1'-0"
-------	--------------

**ITEM SUMMARY**

DATE: 2/5/2020

TO: The Planning Commission

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: SUP-19-0029. 4451 Longhill Road Life Church and Daycare Program

---

**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	Location Map	Exhibit
☐	Master Plan	Exhibit
☐	Proposed SUP Conditions	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 7:44 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 7:45 AM
Publication Management	Daniel, Martha	Approved	1/29/2020 - 8:06 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 8:48 AM

**SPECIAL USE PERMIT-19-0029. 4451 Longhill Road Life Church and Daycare Program**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**SUMMARY FACTS**

Applicant: Ms. Lyra Hale  
Land Owner: Christian Life Center of Virginia, Inc.  
Proposal: To allow for a place of public assembly and daycare for a maximum of 30 children with eight staff members.  
Location: 4451 Longhill Road  
Tax Map/Parcel No.: 3230100003  
Project Acreage: ± 17.49 acres, using 3,327 square footage of 29,775 square feet total  
Zoning: R-8, Rural Residential  
Comprehensive Plan: Low Density Residential  
Primary Service Area: Inside  
Staff Contact: Terry Costello, Deputy Zoning Administrator/Senior Planner

**PUBLIC HEARING DATES**

Planning Commission: February 5, 2020, 6:00 p.m.  
Board of Supervisors: March 10, 2020, 5:00 p.m. (Tentative)

**FACTORS FAVORABLE**

1. With the proposed conditions, staff finds the proposal to be compatible with the surrounding zoning and development.
2. With the proposed conditions, the proposal is consistent with the recommendations of the Comprehensive Plan.
3. Adequate off-street parking is provided.
4. Impacts: See Impact Analysis on Pages 3-4.

**FACTORS UNFAVORABLE**

1. Impacts: See Impact Analysis on Pages 3-4.

**SUMMARY STAFF RECOMMENDATION**

Approval, subject to the proposed conditions.

**PROJECT DESCRIPTION**

- This proposal is to allow for a church and a daycare program. A Special Use Permit (SUP) is required for places of public assembly and daycares in R-8, Rural Residential.
- The Parents Day Out Daycare Program will have a maximum of 30 children. The ages range from infant to toddler. The daycare will have eight staff members. The program will operate three days a week for four hours per day. The program will be the only church program operating at that time. The program will be utilizing 3,327 square feet of the total building square footage of 29,775 square feet. The hours of operation will be from 8:30 a.m.-1:30 p.m.

---

*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.*

**SPECIAL USE PERMIT-19-0029. 4451 Longhill Road Life Church and Daycare Program**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**PLANNING AND ZONING HISTORY**

- The Christian Life Center (DBA Life Church) has occupied its current facility since March 2000. The original site plan for the current sanctuary of 29,775 square feet was approved by the Planning Division in November 1998 and amended in March 1999, before an SUP was required. The James City County Zoning Ordinance was amended in December 1999 to require an SUP for houses of worship on R-8 zoned property.
- An SUP (SUP-09-03) was approved in January 2004 for the church and for expansion. The addition was never constructed. This SUP expired in January 2007 due to the commencement of construction condition not being met. Due to this SUP expiring, the church then became legally non-conforming.
- An SUP (SUP-0017-2007) was approved in September 2007 for a 128-foot tall wireless communication facility at the rear of the property.

**SURROUNDING ZONING AND DEVELOPMENT**

North: PL, Public Lands; and R-2, General Residential.

East: R-2, General Residential.

South: R-2, General Residential.

West: PL, Public Lands and R-2, General Residential.

The property is located across the street from Lafayette High School (4460 Longhill Road). Surrounding properties to the north, east, west, and south contain single-family residential dwellings.

**COMPREHENSIVE PLAN**

The property is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map. Two parcels north and west are

federal, state, and County land. All remaining properties north and west, as well as south and east, are designated Low Density Residential. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, and cluster housing. Other uses including schools, places of public assembly, very limited commercial, and community oriented facilities may also be considered appropriate should the proposal meet the following standards:

- Complements the residential character of the area. Staff finds the proposal consistent with the residential character of the area, as no exterior changes to the building or property are proposed.
- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses. Traffic is anticipated to be typical of a community facility, and the times traffic would be generated for the daycare use should not coincide with start and end times for Lafayette High School (Condition No. 2). The subject property must adhere to the County’s Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of either the place of public assembly or daycare uses would require a SUP amendment.
- Generally be located on collector or arterial roads at intersections. This property is located on, and takes access from, Longhill Road. Longhill Road is classified by the Virginia Department of Transportation as a minor arterial road.
- Provide adequate screening and buffering to protect the character of nearby residential areas. Staff finds that existing vegetation provide adequate screening of the existing place of public assembly from adjacent properties. The daycare use will be located entirely within the existing place of public assembly structure, with no external playgrounds or other features.

*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.*

**SPECIAL USE PERMIT-19-0029. 4451 Longhill Road Life Church and Daycare Program**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>-The proposal is not anticipated to generate any additional week day peak hour traffic, nor should traffic from the daycare use coincide with traffic generated at the start and end times for Lafayette High School (Condition No. 2).</li> <li>-The subject property is located on a minor arterial road, as recommended in the Comprehensive Plan for commercial uses in areas designated Low Density Residential.</li> <li>-No changes anticipated to Level of Service on Longhill Road.</li> </ul>
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	-Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>-Subject property is located within a two-minute radius of Fire Station 2 and a five-minute radius of Station 3.</li> <li>-The proposal does not generate impacts that require mitigation to the County’s emergency services or facilities.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	-The proposal will not generate school children.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to the County’s parks and recreation services or facilities.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to public libraries or cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	-The Stormwater and Resource Protection Division has reviewed this application and had no objections. No new impervious surface is proposed as part of this SUP request. Should exterior site improvements be made in the future, such as an expansion or paved parking area, those improvements would be subject to additional environmental review at that time.

*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.*

**SPECIAL USE PERMIT-19-0029. 4451 Longhill Road Life Church and Daycare Program**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	-The subject property has been previously disturbed and has no known cultural resources on site.
<u>Nearby and Surrounding Properties</u>	<u>No Mitigation Required</u>	-The subject property is located near both residential and public uses. -Traffic is anticipated to be typical of a community facility, the subject property must adhere to the County’s Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of the use would require an SUP amendment. No new outdoor playground or play area is proposed.
<u>Community Character</u>	<u>No Mitigation Required</u>	-Longhill Road is a Community Character Corridor (CCC). -Existing façade and landscaping maintain the property’s character, and parking is not located directly on the CCC as recommended by the Comprehensive Plan.

---

*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.*

**SPECIAL USE PERMIT-19-0029. 4451 Longhill Road Life Church and Daycare Program**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**PROPOSED SUP CONDITIONS**

Proposed conditions are provided as Attachment No. 3.

**STAFF RECOMMENDATION**

Staff finds the proposal to be compatible with surrounding development and consistent with the recommendations of 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.

TC/md  
SUP19-29LifeChurch

Attachments:

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

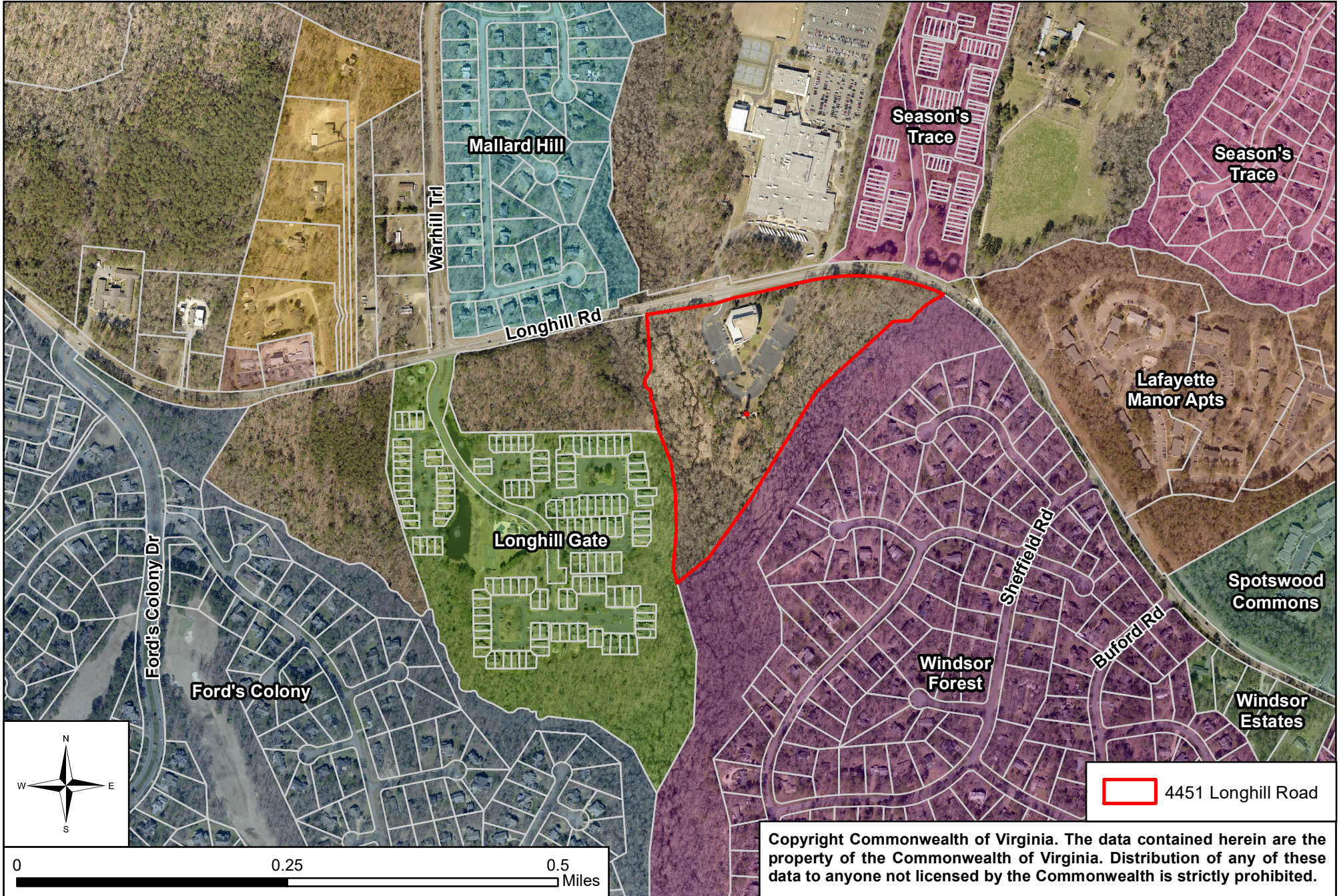
---

*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.*



JCC SUP-19-0029

# 4451 Longhill Road Life Church and Parents Day Out Program





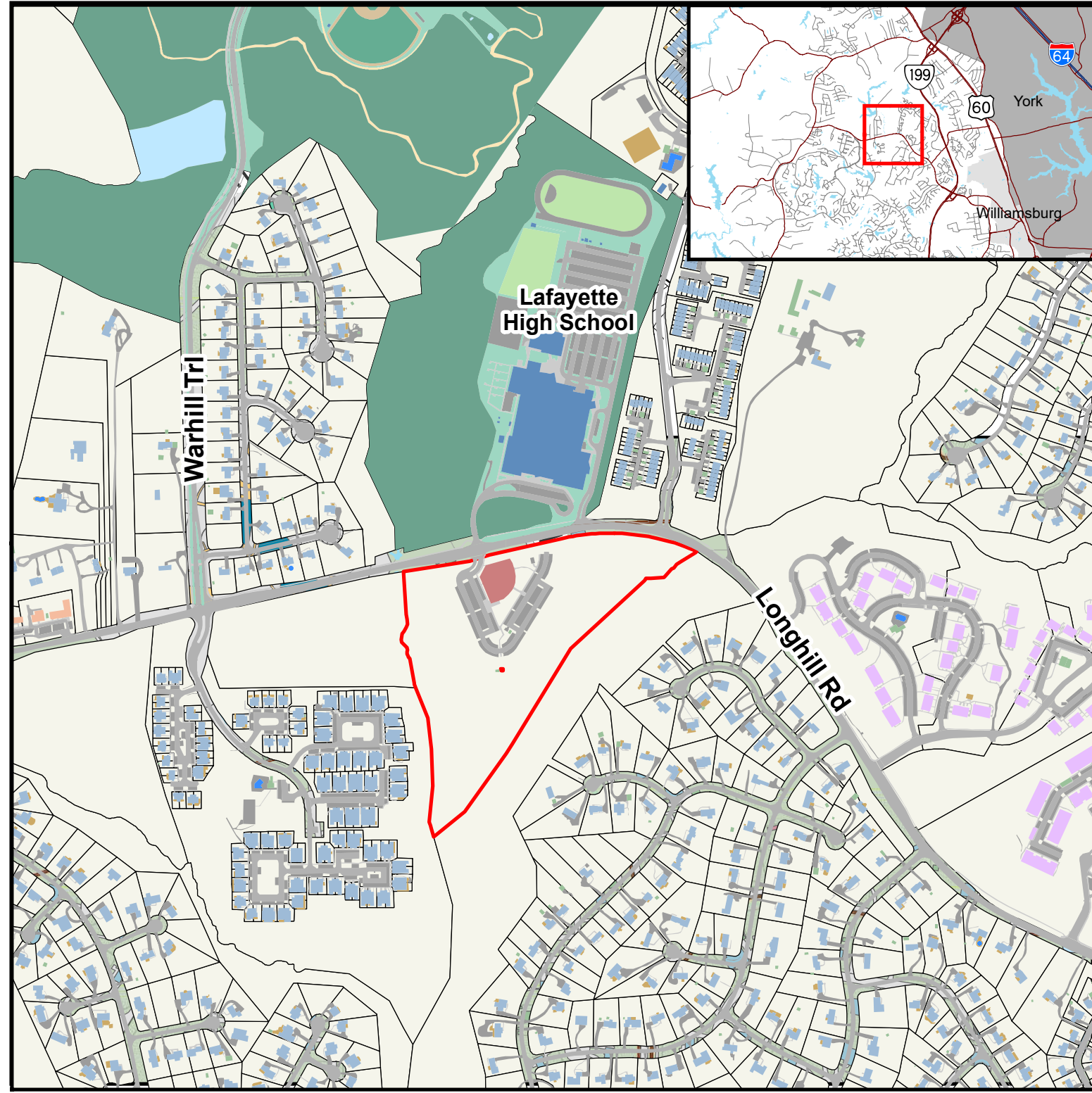
# SUP-19-0029, 4451 Longhill Road Life Church and Parents Day Out Program

## Property Information

3230100003  
 Christian Life Center of Virginia  
 4451 Longhill Road  
 Williamsburg, VA 23188  
 Zoning: R8, Rural Residential  
 Comp. Plan: Low Density Residential  
 Acres: ±17.49

## General Notes

1. The property is served by public water and sewer.
2. The property is located in the special flood hazard area per FEMA FIRM 51095C0109D dated 12/16/15.
3. A portion of the property appears to be located in the Resource Protection Area.
4. There are 277 parking spaces available on the property.



## Adjacent Properties

323010004A Lois Saunier Hornsby 4559 Longhill Road Williamsburg, VA 23188 R2, General Residential	3140400001 Longhill Gate Homeowners Association 4225 Longhill Road Williamsburg, VA 23188 R2 General Residential
3210100012 James City County 4900 Stadium Road Williamsburg, VA 23188 PL, Public Lands	3140600001A Mallard Hill Owners Association N/A R4, Residential Planned Community
3230100001 Williamsburg-James City County School Board 4460 Longhill Road Williamsburg, VA 23188 PL, Public Lands	3230200090 Seasons Trace Homeowners Association 200 Seasons Trace Williamsburg, VA 23188 R2, General Residential
3230100005 CFLP Oracle Woods LLC & SDF Wood of Williamsburg LLC & HZF Woods of Will 100 Tilghman Court Williamsburg, VA 23188 R5, Multi-Family Residential	

PLANNING DIVISION

DEC 18 2019

RECEIVED

## Sheet Index

1. Cover Page
2. Master Plan
3. Pictures

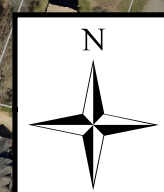



Maps Not To Scale



# JCC SUP-19-0029

## 4451 Longhill Road Life Church and Parents Day Out Program



Legend	
	4451 Longhill Road



JCC SUP-19-0029

# 4451 Longhill Road Life Church and Parents Day Out Program



**SUP-19-0029. 4451 Longhill Road Life Church and Daycare Program**

1. **Master Plan** – This SUP shall permit a place of public assembly and daycare on property located at 4451 Longhill Road and further identified as James City County Real Estate Tax Map Parcel No. 3230100003 (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “SUP-19-0029, 4451 Longhill Road Life Church and Parents Day Out Program” and date stamped December 18, 2019 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended.
2. **Hours of Operation** – The daycare shall be operated within the existing place of public assembly, limited to hours of operation from 8:30 a.m. to 1:30 p.m., three days a week. Drop off times shall be no earlier than 8:30 a.m. and pick up times shall be no later than 1:30 p.m.
3. **Enrollment** – Enrollment of the daycare shall be limited to thirty (30) children. On or before January 1 of each year, daycare enrollment data for the previous calendar year and projected enrollment for the upcoming calendar year shall be provided to the Zoning Administrator, or designee. The enrollment numbers shall include the total number of children enrolled and the number of staff employed.
4. **Commencement of Use** – A permanent Certificate of Occupancy for the daycare shall be obtained within eighteen (18) months from the date of approval of this SUP, or this SUP shall automatically be void.
5. **Severance Clause** – This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

**ITEM SUMMARY**

DATE: 2/5/2020

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: SUP-19-0030. 124 B Cooley Rd. Rental of Rooms

---

**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Cover Memo
☐	Attachment No. 1 Proposed SUP Conditions	Backup Material
☐	Attachment No. 2. Location Map	Exhibit
☐	Attachment No. 3 Master Plan	Exhibit
☐	Attachment No. 4 Applicant Letter	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 10:47 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 10:48 AM
Publication Management	Daniel, Martha	Approved	1/29/2020 - 10:51 AM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 10:54 AM

**SPECIAL USE PERMIT-19-0030. 124 B Cooley Road Rental of Rooms**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**SUMMARY FACTS**

Applicant: Mrs. Eileen Demari  
Land Owner(s): Mrs. Eileen Demari  
Mr. Gilbert Demari  
Proposal: To allow for the short-term rental of one bedroom within a caretaker-occupied single-family home.  
Location: 124 B Cooley Road  
Tax Map/Parcel No.: 4720270006A  
Project Acreage: ± 0.45 acres  
Zoning: R-1, Limited Residential  
Comprehensive Plan: Low Density Residential  
Primary Service Area: Inside  
Staff Contact: Thomas Wysong, Senior Planner

**PUBLIC HEARING DATES**

Planning Commission: February 5, 2020, 6:00 p.m.  
Board of Supervisors: March 10, 2020, 5:00 p.m. (Tentative)

**FACTORS FAVORABLE**

1. The proposal is for the rental of only one bedroom, which is less than the maximum of three rooms permitted within the Limited

Residential (R-1) District. Also, unlike a tourist home use, the owner or caretaker lives on site.

2. There is adequate off-street parking provided on site.
3. The applicant has acknowledged that, should this application be approved, she will obtain the proper licensing and inspections through the County and will be subject to appropriate use-based taxes.
4. The proposal is consistent with some of the recommendations of the Comprehensive Plan, such as having limited traffic impacts.
5. Impacts: See Impact Analysis on Page 3.

**FACTORS UNFAVORABLE**

1. The subject property is located on a local road. Unlike other past applications in areas designated Low Density Residential, the subject parcel is fully integral to an existing neighborhood. Renters traveling to and from the property will be going through the neighborhood.
2. While the property has adequate parking and some mature vegetation that is not unlike other residential units, the particular size and configuration of this parcel could result in adjacent properties being aware of and potentially impacted by renters with different hours and or noise levels than traditional, long-term residents.
3. Impacts: See Impact Analysis on Page 3.

**SUMMARY STAFF RECOMMENDATION**

Staff does not recommend approval of this application. Should the Commission wish to recommend approval, staff has included draft conditions (Attachment No. 1).

**SPECIAL USE PERMIT-19-0030. 124 B Cooley Road Rental of Rooms**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

**PROJECT DESCRIPTION**

- This proposal is to allow for the short-term rental of one bedroom within an existing three-bedroom home. The property is not the owner’s primary residence; a caretaker will be present during the time of the rentals.
- The property currently consists of a single-family home with an attached garage and a detached storage building. The owner is proposing to rent one bedroom on a short-term basis. This Special Use Permit (SUP), if granted, would allow for short-term rentals throughout the year. No changes to the size or the footprint of the home are proposed.
- The “Rental of Rooms” use within the R-1 District limits rentals to a maximum of three bedrooms and requires the homeowner or caretaker to continue residing at the property during the time of rental.

**SURROUNDING ZONING AND DEVELOPMENT**

The subject property is located adjacent to three other R-1, Limited Residential zoned properties within the Indigo Park neighborhood. Single-family dwellings are located to the north, south, east, and west, with the houses on either side of the subject property accessing Cooley Road and the property to the rear accessing Travis Lane.

**COMPREHENSIVE PLAN**

The property is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map, as are all adjacent properties. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, 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 the proposal consistent with the residential character of the area, as no exterior changes to the home or property are proposed.
- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses. Staff finds that impacts will be similar to nearby residential uses. Traffic is anticipated to be typical of what the current residential use produces. The subject property must adhere to the County’s Noise Ordinance. SUP conditions will restrict commercial signage and exterior lighting. Future expansions of the use would require an SUP amendment.
- Generally be located on collector or arterial roads at intersections. Cooley Road is classified by the Virginia Department of Transportation as a local road. While Cooley Road appears adequate to support this use, renters traveling to and from the property will be going through the neighborhood.
- Provide adequate screening and buffering to protect the character of nearby residential areas. The subject parcel does contain some mature vegetation, including a row of mature plantings that screen this house from the property located behind it. SUP conditions will prevent these plantings from being removed for the duration of this use. The existing landscaping on the front of property is typical of a single-family residence. Staff finds that the residential character of the area will not be visually impacted negatively by this proposal.

---

*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.*

**SPECIAL USE PERMIT-19-0030. 124 B Cooley Road Rental of Rooms**

**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal is not anticipated to generate traffic exceeding a typical residential use.</li> <li>- The subject property is located on a local road. While Cooley Road appears adequate to support this use, renters traveling to and from the property will be going through the neighborhood.</li> </ul>
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Pedestrian/bicycle accommodations are not necessitated as a result of this proposed use.</li> </ul>
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Subject property is located within a 5-minute radius of Fire Station 3.</li> <li>- The proposal does not generate impacts that require mitigation to the County's emergency services or facilities.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal is not expected to generate schoolchildren.</li> </ul>
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to the County's parks and recreation services or facilities.</li> </ul>
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to public libraries or cultural centers.</li> </ul>
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.</li> </ul>
<u>Watersheds, Streams and Reservoirs</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The Stormwater and Resource Protection Division offered no objections after reviewing this proposal. No new impervious surface is included in this proposal. Should exterior site improvements be made in the future, such as a deck expansion or paved parking area, those improvements would be subject to additional environmental review at that time.</li> </ul>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The subject property has been previously disturbed and has no known cultural resources on site.</li> </ul>
<u>Nearby and Surrounding Properties</u>	<u>Not Fully Mitigated</u>	<ul style="list-style-type: none"> <li>- Although the SUP conditions would mitigate some impacts to neighboring properties, staff finds the location, size, and configuration of the subject parcel poses a high potential for impact and is not conducive for this use.</li> </ul>
<u>Community Character</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- This segment of Cooley Road is not located on a Community Character Corridor or within a Community Character Area.</li> </ul>

*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.*



**SPECIAL USE PERMIT-19-0030. 124 B Cooley Road Rental of Rooms**  
**Staff Report for the February 5, 2020, Planning Commission Public Hearing**

---

**PROPOSED SUP CONDITIONS**

Proposed conditions are provided as Attachment No. 1.

**STAFF RECOMMENDATION**

Overall, staff finds the proposal to be incompatible with surrounding development and not consistent with the recommendations of the adopted Comprehensive Plan. Staff therefore does not recommend approval of this application. Should the Commission wish to recommend approval, staff has included draft conditions (Attachment No. 1).

TW/md  
SUP19-30CooleyRd

Attachments:

1. Proposed SUP conditions
2. Location Map
3. Master Plan
4. Applicant Letter

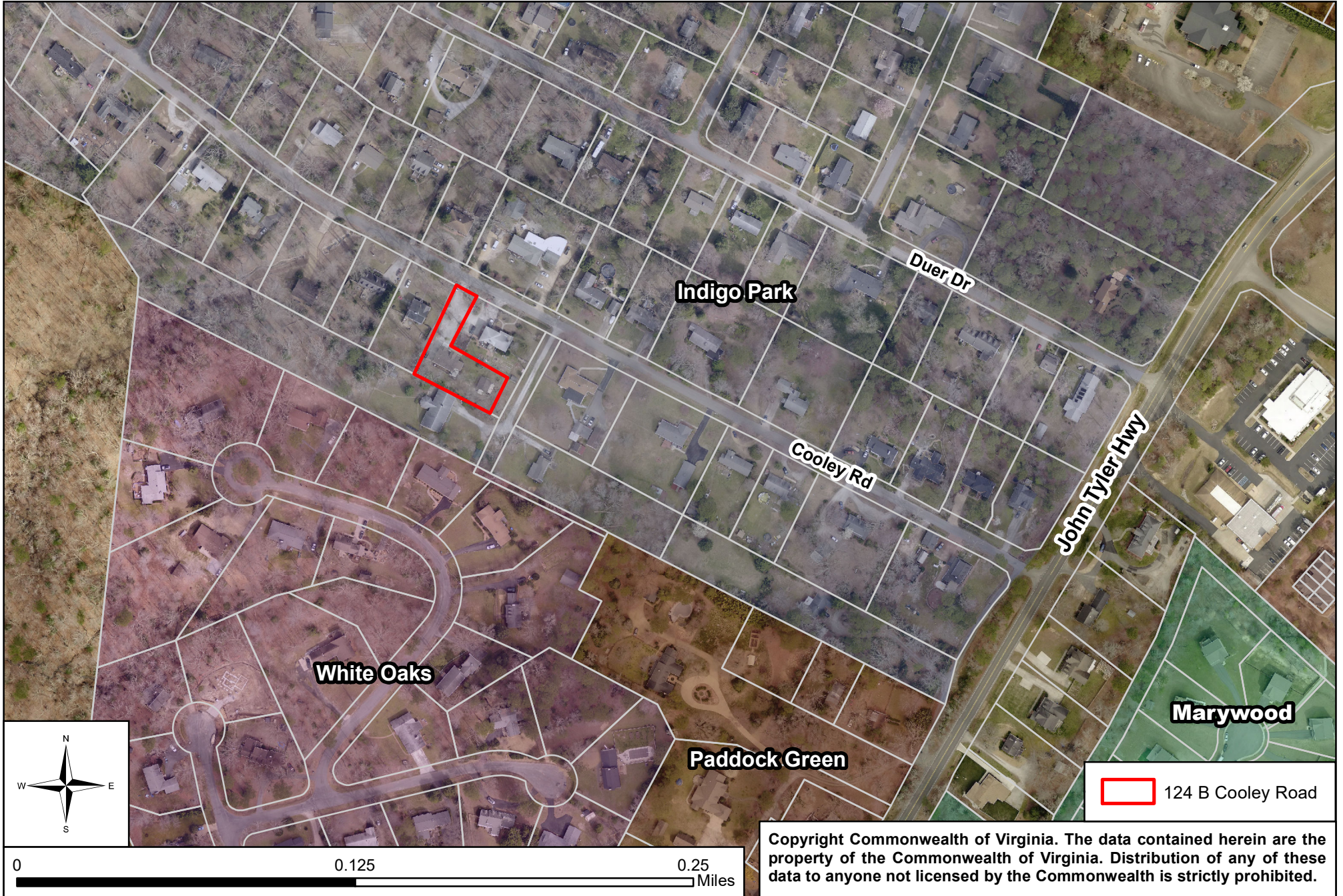
### **Proposed Conditions – SUP-19-0030, 124 B Cooley Rd. Rental of Rooms**

1. **Master Plan.** This SUP shall permit the rental of rooms on property located at 124 B Cooley Road and further identified as James City County Real Estate Tax Map Parcel No. 4720270006A (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “JCC SUP-19-0030: 124 B Cooley Road Rental of Rooms” and date stamped January 16, 2020 (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 automatically be void.
3. **Number of rental rooms and occupants.** There shall be no more than one (1) bedroom available for rent to visitors and no more than two (2) rental occupants total at any one time.
4. **Contracts per rental period.** There shall not be simultaneous rentals of the Property under separate contracts.
5. **Landscaping:** The existing tree buffer located on the rear of the property shall be preserved. Any proposed change to this buffer shall require the written approval of the Director of Planning.
6. **Signage.** No signage related to the rental of rooms shall be permitted on the Property.
7. **Parking.** Off-site parking for this room rental shall be prohibited. No oversized commercial vehicles associated with occupants of the room rental, such as, but not limited to, buses and commercial trucks and trailers, shall be allowed to park on the Property.
8. **Lighting:** No exterior lighting shall be permitted on the Property, other than lighting typically used at a single-family residence.
9. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.



# JCC SUP-19-0030

## 124 B Cooley Road Rental of Rooms





# SUP-19-0030, 124 B Cooley Road Rental of Rooms

## Property Information

4720270006A  
 DEMARI, GILBERT J & EILEEN MARY  
 124 B Cooley Road  
 Williamsburg, VA 23188  
 Zoning: R1, Limited Residential  
 Comp. Plan: Low Density Residential  
 Acres: ±0.45

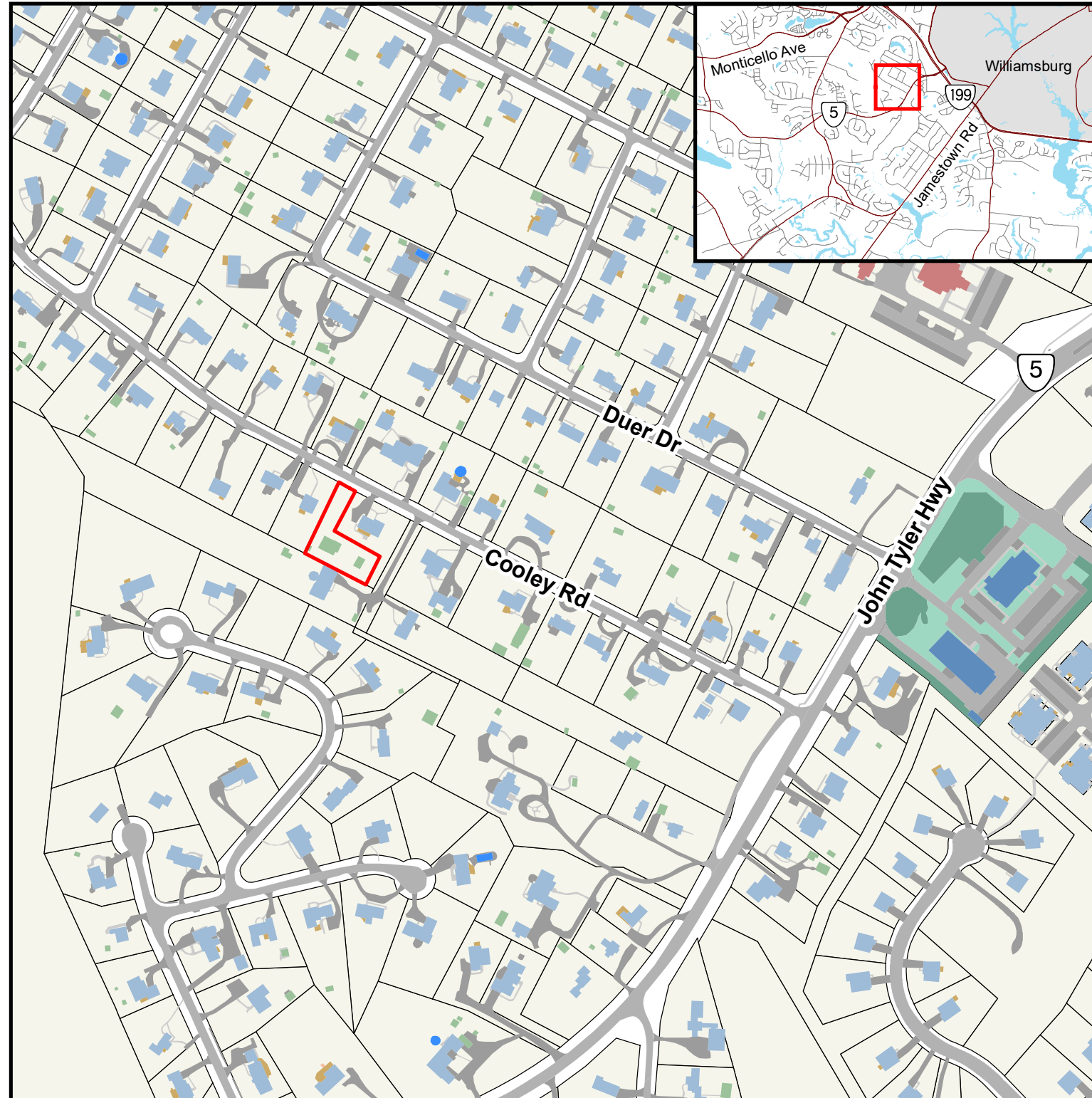
## General Notes

1. The property is served by public water and sewer.
2. The property is not located in the special flood hazard area per FEMA FIRM 51095C0138D dated 12/16/15.
3. This property does not appear to be located in the Resource Protection Area.
4. The property has an existing driveway.
5. Two parking spaces shall be provided.

PLANNING DIVISION

Jan 16 2020

RECEIVED



Maps Not To Scale

## Adjacent Properties

4720270006 Gilbert J. Demari 124 Cooley Road Williamsburg, VA 23188 R1, Limited Residential	4720260009B Helene A. Hale 127 Cooley Road Williamsburg, VA 23188 R1, Limited Residential
4720270007A John Aughenbaugh & Katlin Robinson 126 Cooley Road Williamsburg, VA 23188 R1, Limited Residential	4720270008 Jocelyn V. Robertson Trustee 1 Travis Lane Williamsburg, VA 23188 R1, Limited Residential
4720260008 David E. & Elizabeth H. Villenave Trustee 5387 Riverview Road Williamsburg, VA 23188 R1, Limited Residential	

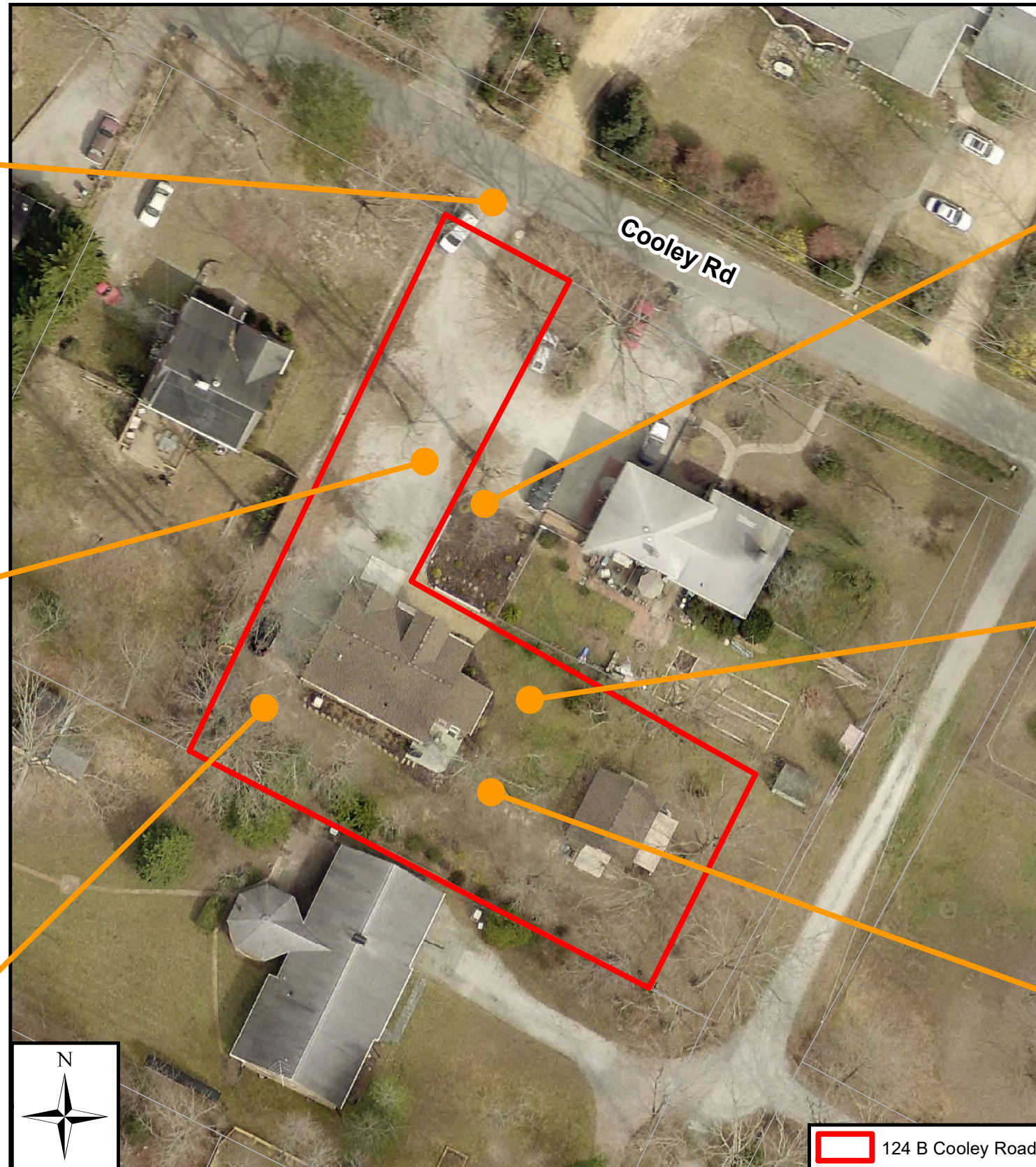
## Sheet Index

1. Cover Page
2. Master Plan



# JCC SUP-19-0030

## 124 B Cooley Road Rental of Rooms





# **SUP-19-0030**

124-B Cooley Road  
4720270006

This letter is to confirm, 124-B is the home we are applying for a special use permit. This is for a 1 room rental in our home at 124-B Cooley Rd

We understand that someone, ourselves or a caretaker has to live in the home at all times while the room is actively being rented via Airbnb.

The short term rental will be on the Airbnb.com platform. The guest will book through the website, after being confirmed, address and entry details are given. Once they are in the home we have a welcome kit that has all the details they may need for their stay.

**ITEM SUMMARY**

DATE: 2/5/2020

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - February 2020

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Spreadsheet Listing New Cases Received - January 2020	Exhibit
☐	Spreadsheet Listing New Cases Received - February 2020	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	1/29/2020 - 1:31 PM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 1:31 PM
Publication Management	Daniel, Martha	Approved	1/29/2020 - 1:57 PM
Planning Commission	Holt, Paul	Approved	1/29/2020 - 1:58 PM



## **PLANNING DIRECTOR'S REPORT**

### **January 2020**

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

- **Planning**

- **Monthly Case Reports:** For a list of all cases received in January and February, please see the attached documents.

- **Board Action Results:**

- December 10, 2019**

- Z-19-0012/SUP 19-0020. Forest Heights Rezoning and Independent Living Facility  
(Approved 5-0)
    - SUP-19-0019. 530 Neck-O-Land Road Tourist Home  
(Approved 5-0)

- January 14, 2020**

- AFD-19-0002. Croaker AFD Addition, 9896 Sycamore Landing Road  
(Approved 5-0)
    - Z-19-0014/MP-19-0016. The Promenade at John Tyler Highway Proffer and Master Plan Amendment (Approved 4-1)

- **Comprehensive Plan Update**

At its December 2 meeting, The Community Participation Team (CPT) gave feedback on the Summit on the Future event and discussed how to increase engagement and participation levels of any gap groups. The CPT also approved its meeting calendar for spring 2020.

At its January 13 and 27 meetings, the CPT reviewed and voted to affirm the Public Engagement Summary Report for Phase I, which analyzed all of the community input received since the beginning of the Engage 2045 process this summer. The Planning Commission Working Group and Board of Supervisors will receive the Summary Report at their February meetings, marking the conclusion of Phase I.

The CPT also discussed plans for the upcoming CPT Forums on March 9 and 23. Community organizations will sign up for an opportunity to present their vision, needs and desired outcomes for integration into the Comprehensive Plan update.

The Planning Team continues its efforts for land use, transportation and fiscal modeling as well as updating existing sections of the Comprehensive Plan with current information.

## Community Development

- **Special Event Permits:** To date 25 Special Event Permits are currently under review for road and festival events in 2020 including:

Permit Number	Event Name	Event Date
SE-19-0097	Toano Middle School Icy 8k, Frosty 5k and 1 mile Fun Run	2/1/2020
SE-19-0104	41st Colonial Half Marathon and 5K	2/15/2020
SE-20-0010	The 15th Annual Tidewater Winter Classic - hosted by the College of William & Mary Club Cycling Team	2/22/2020
SE-19-0090	Fido Fest	3/21/2020
SE-19-0048	Capital Trail Relay	4/4/2020
SE-20-0009	Bunny Hopps 5k	4/11/2020
SE-19-0081	DJ Montague Country Fair	4/24/2020
SE-19-0088	Burg Duck Derby	4/25/2020
SE-19-0105	Hike for Hospice House 2020	4/25/2020
SE-20-0005	Literacy For Life, Twisted Tri Festival & Yoga	4/25/2020
SE-20-0002	Twisted Tri 5K	4/25/2020
SE-19-0069	Walk MS: Williamsburg	4/25/2020
SE-19-0044	Cap2Cap	5/9/2020
SE-20-0007	Family Fun Fest	5/16/2020
SE-19-0106	Historic Triangle Rotary Pro-Am BBQ Cook-Off	5/17/2020
SE-19-0094	REV3 Preview Ride p/b Peake Endurance	5/17/2020
SE-20-0006	Sweethaven Lavender Festival Days	5/30/2020
SE-18-0103	Jamestown Triathlon - 2020	6/6/2020
SE-20-0003	Run Bike Relay presented by Ragnar	6/19/2020
SE-19-0099	Flipping 5k and 1 Mile Color Run	6/20/2020
SE-20-0004	2020 Viking Dash Trail Run Williamsburg	6/21/2020
SE-18-0104	Patriots Triathlon - 2020	9/12/2020
SE-19-0096	Colonial Relay	9/19/2020
SE-19-0100	James River Fest	9/26/2020

**New Cases for January 2020**

Case Type	Plan Number	Case Title	Address	Description	Assigned To	District
Conceptual Plan	C-19-0091	8189 Richmond Road Rezoning	8189 RICHMOND RD	Conceptual plan for rezoning 1.32 acres from B-1 to M-1 to construct a small machine shop at 8189 Richmond Road.	Terry Costello	Powhatan
	C-19-0094	7822 Richmond Road Furniture Store and Woodshop	7822 RICHMOND RD	Conceptual plan to construct a furniture store and woodshop at 7822 Richmond Road.	Tori Haynes	Stonehouse
	C-19-0096	7003 Richmond Road - The Flipping Flea 2 - Outdoor Display	7003 RICHMOND RD	Conceptual plan for outdoor display of products at 7003 Richmond Road.	Jose Ribeiro	Stonehouse
	C-19-0097	Smith Memorial Baptist Church Overflow Parking Lot	6495 RICHMOND RD	Conceptual plan for overflow parking lot at 6495 Richmond Road.	Tori Haynes	Stonehouse
	C-19-0098	9319 Croaker Road and 9343 Sycamore Landing Road Impound Lot	9319 CROAKER RD	Conceptual plan to operate an impound lot at 9319 Croaker Road and 9343 Sycamore Landing Road.	Terry Costello	Stonehouse
	C-19-0100	Shaping our Shores Update	1350 JOHN TYLER HWY	Conceptual plan to review proposed updates to the Shaping our Shores Master Plan.	Jose Ribeiro	Powhatan
	C-19-0101	1915 Pocahontas Trail (York Co. Courtesy Review)	101 MOUNTS BAY RD	Courtesy review for proposed rezoning at 1915 Pocahontas Trail in York County.	Thomas Leiningner	Roberts
Subdivision	S-19-0069	8777, 8787 and 8799 Barnes Road Subdivision and BLA	8777 BARNES RD	Subdivision and boundary line adjustment between 8777, 8787 and 8799 Barnes Road.	Thomas Leiningner	Powhatan
	S-19-0104	4007 Ironbound Road BLE	4007 IRONBOUND RD	Boundary line extinguishment at 4007 Ironbound Road.	Thomas Leiningner	Jamestown
	S-19-0106	6341 and 6361 Centerville Rd. BLA	6341 CENTERVILLE RD	Boundary line adjustment between 6341 and 6361 Centerville Road.	Jose Ribeiro	Stonehouse
	S-19-0108	7155 and 7301 Pocahontas Trl. BLA	7155 POCAHONTAS TRL	Boundary line adjustment between 7155 and 7301 Pocahontas Trail.	Thomas Leiningner	Roberts
	S-19-0110	The Promenade at John Tyler Phase 52	5304 JOHN TYLER HWY	Courthouse plat review for The Promenade at John Tyler Phase 52.	Ellen Cook	Berkeley
	S-19-0111	2900 Monticello Ave. Subdivision	2900 MONTICELLO AVE	Subdivision to create 2 lots at 2900 Monticello Avenue.	Thomas Leiningner	Berkeley
	S-19-0112	2822 & 2896 Forge Rd. Subdivision and BLA	2822 FORGE RD	Subdivision and boundary line adjustment to create 3 lots at 2822 Forge Road.	Thomas Wysong	Powhatan
	S-19-0113	8770 Croaker Rd. Courthouse Plat	8770 CROAKER RD	Courthouse plat review for 8770 Croaker Road.	Ellen Cook	Stonehouse
	S-19-0114	3640 and 3668 News Road BLA	3640 NEWS RD	Boundary lines adjustment between 3640 and 3668 News Road.	Thomas Wysong	Powhatan
	S-19-0115	7450 Richmond Rd. & 127 Peach St. BLA	7450 RICHMOND RD	Boundary line adjustment between 7450 Richmond Road and 127 Peach Street.	Thomas Leiningner	Stonehouse
	S-19-0116	Fire Tower Rd. BLE	10102 FIRE TOWER RD	Boundary line extinguishment between 10082, 10094 and 10102 Fire Tower Road.	Brett Meadows	Stonehouse
	S-19-0118	2600 Meadow Lake Dr. & 101 Leisure Rd. BLA	2600 MEADOW LAKE DR	Boundary line adjustment between 2600 Meadow Lake Drive and 101 Leisure Road.	Brett Meadows	Stonehouse
	Site Plan	SP-19-0118	Jacob's Industrial Center Parcel 1 SP Amend.	200 INDUSTRIAL BLVD	Site plan amendment for parking and exterior lighting at 200 Industrial Boulevard.	Brett Meadows
SP-19-0119		Cox Communications Store Deck SP Amend.	112 NEW QUARTER DR	Site plan amendment to expand a deck and access ramp at 112 New Quarter Drive.	Thomas Wysong	Jamestown
SP-19-0120		Colonial Veterinary Clinic Standby Generator	3280 IRONBOUND RD	Site plan amendment to add a standby generator at 3280 Ironbound Road.	Scott Whyte	Jamestown
SP-19-0123		Conway Garden Apartments Pool SP Amend.	3203 LAKE POWELL RD	Site plan amendment to replace an existing pool and patio at 3203 Lake Powell Road.	John Risinger	Roberts
SP-19-0124		Moose Lodge Roof Addition	5429 RICHMOND RD	Site plan amendment to construct a roof over an existing deck at 5429 Richmond Road.	Thomas Leiningner	Jamestown
SP-19-0125		4881 Centerville Rd. Verizon Tower SP Amend.	4881 CENTERVILLE RD	Site plan amendment to replace antennas on an existing communications tower at 4881 Centerville Road.	Thomas Leiningner	Powhatan
SP-19-0126		5485 Mooretown Rd. Office Building SP Amend.	5485 MOORETOWN RD	Site plan amendment for parking, exterior lighting and stormwater management at 5485 Mooretown Road.	Scott Whyte	Powhatan
SP-19-0127		Patriot's Colony Courtyard SP Amend.	3400 JOHN TYLER HWY	Site plan amendment to reconfigure courtyard at Patriot's Colony.	Tori Haynes	Berkeley
Special Use Permit	SUP-19-0025	5403 Riverview Rd. Tourist Home	5403 RIVERVIEW RD	Special use permit application for a tourist home use at 5403 Riverview Road.	Terry Costello	Stonehouse
	SUP-19-0028	Strait Gate Temple SUP	6221 OLD MOORETOWN RD	Special use permit for a place of public assembly use at 6221 Old Mooretown Road.	Scott Whyte	Powhatan
	SUP-19-0029	Life Church Parents' Day Out Program	4451 LONGHILL RD	Special use permit for a child day-care use at 4451 Longhill Road.	Terry Costello	Powhatan
	SUP-19-0030	124 B Cooley Road Rental of Rooms	124-B COOLEY RD B	Special use permit for a rental of rooms use at 124 B Cooley Road.	Thomas Wysong	Jamestown



**New Cases for February 2020**

<b>Case Type</b>	<b>Plan Number</b>	<b>Case Title</b>	<b>Address</b>	<b>Description</b>	<b>Assigned To</b>	<b>District</b>
Board of Zoning Appeals	BZA-19-0008	116 Fairmont Dr. Variance	116 FAIRMONT DR	Application for a Variance to reduce the rear yard setback at 116 Fairmont Drive.	John Rogerson	Stonehouse
	BZA-19-0009	100 Paddock Ln. Variance	100 PADDOCK LN	Application for a Variance to reduce the side yard setback at 100 Paddock Drive.	Taylor Orne	Jamestown
Conceptual Plan	C-19-0084	3374 Ironbound Rd. Tourist Home	3374 IRONBOUND RD	Conceptual plan to operate a tourist home use at 3374 Ironbound Road.	Thomas Wysong	Jamestown
	C-19-0102	8880 Richmond Road and 411 Stonehouse Road Conceptual Subdivision	8880 RICHMOND RD	Conceptual plan for proposed subdivisions at 8880 Richmond Road and 411 Stonehouse Road.	Jose Ribeiro	Stonehouse
	C-20-0015	2019 Borrow Pit Progress Reports	700 BLOW FLATS RD	Conceptual plan to track Special Use Permit conditions for 700 and 750 Blow Flats Road.	Terry Costello	Roberts
Subdivision	S-19-0117	2511 & 2611 Forge Road Minor Subdivision Lots 2-4 & EL A	2611 FORGE RD	Subdivision application to create 3 residential lots and 1 non-residential lot at 2511 and 2611 Forge Road.	Jose Ribeiro	Stonehouse
	S-19-0119	164 & 168 Bush Springs Rd. BLA	164 BUSH SPRINGS RD	Boundary line adjustment between 164 and 168 Bush Springs Road.	Thomas Wysong	Stonehouse
	S-19-0120	2511 & 2611 Forge Road Minor Subdivision Lots 6-9 & EL B	2611 FORGE RD	Subdivision application to create 4 residential lots and 1 non-residential lot at 2511 and 2611 Forge Road.	Jose Ribeiro	Stonehouse
	S-19-0121	7520 & 7524 Uncles Neck BLA	7524 UNCLES NCK	Boundary line adjustment between 7520 and 7524 Uncles Neck.	Brett Meadows	Powhatan
	S-20-0001	Governor's Grove at Five Forks, Phase 18B - Courthouse Plat	1900 PROSPERITY CT	Courthouse plat for Governor's Grove at Five Forks, Phase 18B.	Ellen Cook	Berkeley
	S-20-0002	Governor's Grove at Five Forks, Phase 5C - Courthouse Plat	1900 PROSPERITY CT	Courthouse plat for Governor's Grove at Five Forks, Phase 5C.	Ellen Cook	Berkeley
	S-20-0003	The Promenade at John Tyler Phase 46 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 46.	Ellen Cook	Berkeley
Subdivision Construction Plan	SPLN-19-0003	2511 & 2611 Forge Road Subdivision Construction Plan	2611 FORGE RD	Subdivision construction application for the construction of a shared driveway and stormwater facilities at 2511 and 2611 Forge Road.	Jose Ribeiro	Stonehouse
Special Use Permit	SUP-20-0001	2898 Lake Powell Rd. Tourist Home	2898 LAKE POWELL RD	Special use permit application to operate a tourist home use at 2898 Lake Powell Road.	Thomas Leininger	Roberts