

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
March 4, 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 February 5, 2020 Regular Meeting

F. PUBLIC HEARINGS

1. AFD-19-0003. Barnes Swamp AFD Addition, 811 & 917 Stewarts Road
2. SUP-19-0012. Tiki Tree and Landscape
3. SUP-20-0001. 2898 Lake Powell Road Tourist Home
4. SUP-20-0002. 3374 Ironbound Road Tourist Home

G. PLANNING COMMISSION CONSIDERATIONS

1. C-19-0100. Shaping Our Shores Update
2. Planning Commission and Board of Zoning Appeals 2019 Annual Report

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - March 2020

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the February 5, 2020 Regular Meeting

ATTACHMENTS:

	Description	Type
	Minutes of the February 5, 2020 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/20/2020 - 8:55 AM
Planning Commission	Holt, Paul	Approved	2/20/2020 - 8:55 AM
Publication Management	Burcham, Nan	Approved	2/20/2020 - 8:57 AM
Planning Commission	Holt, Paul	Approved	2/20/2020 - 8:59 AM

MINUTES
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

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

B. ROLL CALL

Planning Commissioners Present:

Jack Haldeman
Rich Krapf
Tim O'Connor
Frank Polster
Julia Leverenz
Rob Rose

Staff Present:

Paul Holt, Director of Community Development and Planning
Max Hlavin, Deputy County Attorney
Ellen Cook, Principal Planner
Terry Costello, Deputy Zoning Administrator
Thomas Wysong, Senior Planner

C. PUBLIC COMMENT

Mr. Haldeman opened Public Comment.

Mr. Jay Everson, 103 Branscome Boulevard, addressed the Commission on the Williamsburg James City County Schools' Capital Improvements Program requests and school enrollment forecasts.

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

D. REPORTS OF THE COMMISSION

Mr. Frank Polster stated that the Development Review Committee (DRC) met January 22, 2020 to consider C-19-0073. 2822 and 2896 Forge Road.

Mr. Polster stated that the applicant proposed to modify the driveway access that was previously recommended by the DRC and approved by the Planning Commission in November 2019. The recommendation allowed one shared driveway between "New Parcel 1" and "New Parcel 2" and one driveway to serve "New Parcel 3". Mr. Polster stated that under the new proposal, "New Parcel 2" would share access with the existing driveway on the neighboring Boelt property instead of sharing a new driveway with New Parcel 1. Mr. Polster further stated that the driveways approved for "New Parcel 1" and 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) would remain in place.

Mr. Polster stated that the DRC members thought that the new proposal was an improvement over the configuration of the originally approved driveway.

Mr. Polster stated that the DRC then 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 Section 19-73 (b) permitting a gravel driveway for New Parcel 2 Boelt shared driveway.

Ms. Julia Leverenz stated that the Policy Committee met on December 12, 2019 to consider Phase III amendments to the Zoning Ordinance regarding inoperative motor vehicles and certain oversized vehicles. Ms. Leverenz stated that a recent change to the County Charter granted James City County the additional authority to regulate inoperative motor vehicles for properties zoned agricultural and less than two acres, and for vehicles which do not display a valid license plate or valid inspection. Ms. Leverenz stated that the proposed Ordinance includes two subsections: one for properties zoned residential or commercial, in which “inoperative vehicle” is defined as one with an invalid license plate and an invalid inspection decal; and a second subsection for properties less than two acres zoned residential, commercial, or agricultural, which defines “inoperative vehicle” as one with an invalid license plate or an invalid inspection decal. Ms. Leverenz stated that the distinctions are in accordance with the wording in the State Code. Ms. Leverenz stated that violation of each subsection has different consequences, and the County will have two options when enforcing violations on residential or commercial properties less than two acres.

Ms. Leverenz stated that the Committee also considered proposed language to regulate keeping and parking oversized commercial vehicles in areas zoned residential, both on private property and along residential streets. Ms. Leverenz stated that incorporating previous Policy Committee discussions as well as input from the County Police Department, the proposed Ordinance specifies as oversized vehicles: solid waste collection vehicles, tractor trucks, tractor truck semitrailers, tractor truck/trailer combinations, dump trucks, concrete mixer trucks, or any heavy instruction equipment. Ms. Leverenz stated that the Committee discussed the Ordinance’s applicability to personal use trailers and recreational vehicles, some of which are regulated in Chapter 13.

Ms. Leverenz stated that the Committee also reviewed ORD-2019-0007, Consideration of Warehouse, Storage, and Distribution Centers in the MU Zoning District. Ms. Leverenz noted that staff clarified that these uses include self-storage units. Ms. Leverenz noted that warehouse, storage, and distribution centers have been consistently permitted by-right in MU Zoning Districts; however, in August 2019 the Board of Supervisors adopted an Initiating Resolution to either remove these uses from the Mixed Use District or allow them as a specially permitted use. Ms. Leverenz stated that the Committee felt that these could be valid components of certain MU Districts, but not the principal component. Ms. Leverenz stated that the recommended language, which allows these structures as a specially permitted use, will come before the Planning Commission at its next meeting.

Ms. Leverenz further stated that the Committee also met on January 9, 2020, to consider Phase I Zoning Ordinance amendments to address the keeping of bees in residential districts. Ms. Leverenz stated that in October 2019 the Board of Supervisors adopted an Initiating Resolution to address beekeeping in residential and agricultural districts. Ms. Leverenz noted that James City County already allows beekeeping in the A-1, General Agricultural, and R-8, Rural Residential Districts. Ms. Leverenz stated that at the state level, there have been initiatives to support beekeeping. Ms. Leverenz further stated that staff’s research showed that all neighboring localities allow beekeeping accessory to residential uses. Ms. Leverenz stated

that the Committee recommended that beekeeping be allowed County-wide, in all zoning districts. Ms. Leverenz stated that discussion centered on permitting, notification, and standards, such as minimum lot size(s) and barriers. Ms. Leverenz stated that the Committee suggested that 0.25 acres should be the minimum lot size for keeping bees, and asked staff to utilize the standards in Charlottesville's and Albemarle County's Ordinances when preparing language for Stage II consideration. Ms. Leverenz stated that staff will also research standards for commercial and industrial zoning districts.

Ms. Leverenz stated that the Committee also considered Phase I amendments to address combat tactical training facilities. Ms. Leverenz stated that in August 2019 the Board of Supervisors adopted an Initiating Resolution to consider amending the Zoning Ordinance to exclude combat tactical training facilities as a permitted use in agricultural and residential districts, and to evaluate their appropriateness as a specially permitted use in the General Industrial District. Ms. Leverenz noted that these considerations are separate from the shooting ranges that are currently regulated in County Ordinances. Ms. Leverenz stated that the Committee recommended excluding combat tactical training facilities from all zoning districts, and asked staff to incorporate provisions similar to those used by New Kent County, when drafting language for Stage II consideration.

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

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

On a voice vote, the Commission voted to approve the Consent Agenda.

F. PUBLIC HEARINGS

1. SUP-19-0012. Tiki Tree and Landscape

A motion to Postpone was made by Rich Krapf, the motion result was Passed.

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

Ayes: Krapf, Haldeman, Polster, Leverenz, Rose

Nays: O'Connor

A motion to Deny was made by Tim O'Connor, the motion result was Failed.

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

Ayes: O'Connor

Nays: Krapf, Haldeman, Polster, Leverenz, Rose

Mr. Thomas Wysong, Senior Planner, stated that the applicant has requested that the applicant be deferred to the March 4, 2020 Planning Commission Meeting. Mr. Wysong stated that there are potential changes to the parameters of the application that could require the case to be re-advertised. Mr. Wysong further stated that staff finds that this request meets the intent of the Planning Commission Legislative Application Deferral Policy. Mr. Wysong stated that staff recommends that the Commission postpone consideration of the application to its March 4, 2020 Regular Meeting.

Mr. Haldeman opened the Public Hearing.

As no one wished to speak, Mr. Haldeman continued the Public Hearing to the March 4, 2020 Planning Commission Regular Meeting.

(Secretary's Note: The follow discussion and action took place later in the meeting, following a reminder from the Deputy County Attorney that the Commission must vote on the deferral.)

Mr. O'Connor inquired why the postponement was requested.

Mr. Holt stated that the applicant needed additional time to evaluate factors that might change the application and require the case to be re-advertised.

Mr. O'Connor made a motion to not grant the postponement.

Mr. Holt stated that if the Commission does not grant the postponement, the matter would be discussed, with the potential for further recommendation by the Commission.

Mr. Krapf stated that he had concerns about not agreeing to the postponement, as otherwise the Commission would not have the information in the staff report or the applicant's presentation to make an informed decision.

Ms. Leverenz stated that she was uncertain of the implications of not granting the postponement. Ms. Leverenz inquired whether, if the Commission did not defer, the Commission would make a recommendation to the Board of Supervisors regarding the matter.

Mr. Holt stated that the Commission would need to dispose of the matter in some form.

On a roll call vote, the motion to not postpone was not approved. (1-5)

Mr. Krapf made a motion to postpone the matter to the Commission's March 4, 2020 meeting.

On a roll call vote, the Commission voted to postpone the matter to its March 4, 2020 Regular Meeting. (5-1)

2. SUP-19-0025. 5403 Riverview Road Tourist Home

A motion to Approve was made by Rich Krapf, the motion result was Passed.

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

Ayes: Krapf, Haldeman, Polster, Leverenz, Rose

Nays: O'Connor

Ms. Terry Costello, Deputy Zoning Administrator, stated that Ms. Elaine Henk has applied for a Special Use Permit (SUP) to allow the operation of a Tourist Home at 5403 Riverview Road. Ms. Costello stated that the SUP will allow for the short-term rental of a four-bedroom home with no changes to the size or footprint of the home. Ms. Costello stated that the property is zoned A-1, General Agricultural, is designated Rural Lands in the Comprehensive Plan, and is located outside the Primary Service Area (PSA), as are all surrounding parcels.

Ms. Costello stated that staff considered the home's location, lot size, parking provisions, and screening all to be favorable factors in the evaluation of this application. Ms. Costello further

state that the property has an existing driveway and parking area sufficient to accommodate guests. Ms. Costello noted that the size of the lot and the existing vegetation provides screening from most adjacent properties. Ms. Costello stated that staff is recommending conditions which are intended to mitigate the impacts of the use and preserve the residential character of the home. Ms. Costello further stated that the proposed conditions include limitations on the number of rooms rented and total number of rental occupants per stay.

Ms. Costello stated that staff finds the proposal to be compatible with the 2035 Comprehensive Plan, Zoning Ordinance, and surrounding development, and recommends that the Planning Commission recommend approval of this application to the Board of Supervisors.

Ms. Leverenz inquired if the property owner would also be in residence.

Ms. Costello stated that there are two houses on the property and the owner would occupy one of the houses.

Mr. O'Connor inquired which of the residences would be rented.

Ms. Costello stated that it would be the house located farthest back on the property.

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. Rich Krapf made a motion to recommend approval of the application.

On a roll call vote, the Commission voted to recommend approval of SUP-19-0025. 5403 Riverview Road Tourist Home. (5-1)

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

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

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

Ayes: O'Connor, Krapf, Haldeman, Polster, Leverenz, Rose

Ms. Ellen Cook, Principal Planner, stated that Mr. Edward Rose has submitted an SUP application for a place of public assembly at 6221 Old Mooretown Road. Ms. Cook stated that the property is currently zoned R-2, General Residential and is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map.

Ms. Cook stated that the existing structure will be rehabilitated prior to occupancy and the Master Plan permits an additional 1,771 square feet of building area, bringing the total to 3,271 square feet. Ms. Cook stated that with the new addition, seating for up to 160 people is planned. Ms. Cook stated that site improvements will include additional parking spaces.

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

Mr. Krapf inquired about the adequacy of the existing parking for the anticipated size of the congregation. Mr. Krapf further inquired if there would be multiple worship services on Sundays and Wednesdays.

Ms. Cook stated that she would defer to the applicant on this question.

Mr. Haldeman inquired if there is a requirement for when construction must commence.

Ms. Cook stated that the SUP condition, as it is currently written, only addresses the requirement for obtaining site plan approval.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

Mr. Edward Rose, Pastor, 6221 Old Mooretown Road, stated that there are only approximately 20 members in the congregation at this time. Mr. Rose stated that the 160 members accounts for potential increase in the congregation over time. Mr. Rose stated that there would be only one service on Sundays and Wednesdays. Mr. Rose stated that this application allows for any changes necessary for growth over time.

Mr. Krapf inquired if additional parking would be addressed at that time.

Mr. Rose stated that the site plan would show future parking when it is submitted.

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

Mr. O'Connor inquired if the applicant would have the option to reformat the entrance to take access from Curry Drive, should the traffic study show that a turn lane or taper is required.

Mr. Holt stated that the applicant would be encouraged to consider this as an option, should road improvements be required. Mr. Holt stated that, depending on any other changes, this might be something that could be approved administratively and that staff would work with the applicant to consider all the options.

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

On a roll call vote, the Commission voted to recommend approval of SUP-19-0028. 6221 Old Mooretown Road, Strait Gate Temple Expansion. (6-0)

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

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

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

Ayes: O'Connor, Krapf, Polster, Leverenz, Rose

Nays: Haldeman

Ms. Terry Costello, Deputy Zoning Administrator, stated that Ms. Lyra Hale has applied for an SUP to allow for the existing church and daycare located at 4451 Longhill Road. Ms. Costello stated that the property is zoned R-8, Rural Residential, is designated Low Density Residential

on the 2035 Comprehensive Plan Land Use Map, and is located inside the PSA. Ms. Costello stated that surrounding development includes Windsor Forest, Season's Trace, and Lafayette High School.

Ms. Costello stated that the Christian Life Center, known as Life Church, has occupied this facility since March 2000. Ms. Costello stated that in 1998, when the original site plan was approved, houses of worship were a permitted use in the R-8 Zoning District. Ms. Costello further stated that the Zoning Ordinance was amended in December 1999 to require an SUP for this use. Ms. Costello stated that due to this change, the church is currently considered non-conforming.

Ms. Costello stated that the daycare program, as proposed, would have a maximum of 30 children with eight staff members. Ms. Costello stated that the age range of the children will be from infant to 36 months. Ms. Costello further stated that the hours of operation will be from 8:30 a.m. - 1:30pm, three days a week, including the pick-up and drop-off times. Ms. Costello stated that the daycare will operate within the current facility and there are no external changes such as outdoor playgrounds proposed.

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

Mr. Polster inquired about the hours of operation.

Ms. Costello stated that the daycare will be open from 9:30 a.m. - 12:30 p.m. Ms. Costello stated that staff added an extra hour in the morning and in the afternoon to allow for drop-off and pick-up.

Mr. Polster inquired if the daycare would operate only three days a week.

Ms. Costello confirmed.

Mr. O'Connor inquired if there is a reason for the condition limiting the days and hours of operation.

Ms. Costello stated that the condition was designed to mitigate conflicts with the school traffic.

Mr. O'Connor inquired if the intersection will be signalized as part of the Longhill Road Widening project.

Mr. Holt stated that this section of Longhill Road will not be improved in the near future, as funding for that section of the project has not yet been identified. Mr. Holt further stated that during the study phase, a consensus was not reached regarding treatment of that intersection. Mr. Holt noted that the Longhill Road Study document recommended further consideration of the proposed options prior to developing the project.

Mr. Polster noted that the current management of the traffic is superior to signalizing the intersection.

Mr. Polster inquired if the applicant was satisfied with the condition.

Ms. Costello stated that the applicant found the condition acceptable.

Mr. Polster inquired if the applicant would want longer hours.

Ms. Costello stated that the applicant proposed operating hours of 9:30 a.m. - 12:30 p.m. and staff added time to accommodate drop-off and pick-up.

Mr. Haldeman called for disclosures from the Commission.

There were no disclosures.

Mr. Haldeman opened the Public Hearing.

Ms. Lyra Hale, 140 Country Club Drive, introduced herself as director of the daycare program and would be pleased to answer any questions the Commission might have.

Mr. Polster stated that he liked the concept of the program to allow parents a partial day respite to accomplish errands. Mr. Polster inquired if the applicant would prefer longer hours.

Ms. Hale stated that the proposed operating hours were set prior to submitting the application. Ms. Hale further stated that those would be the operating hours for the foreseeable future.

Mr. O'Connor stated that he is not in favor of restricting business hours. Mr. O'Connor inquired if the applicant could foresee a need to expand the hours of operation in the future.

Ms. Hale stated that if the program did expand in the future, it would be increasing daytime hours to match other existing daycare and preschool schedules.

Ms. Leverenz inquired if they might expand the number of days of operation.

Ms. Hale confirmed.

Mr. Krapf noted that the Commission has the option to recommend approval of the application with the condition regarding hours of operation being removed or, if the application moves forward with no change to the conditions, and the applicant would always have the opportunity to request an amendment at a later time.

Mr. Holt confirmed that there are a number of options open to the Commission.

Mr. Polster inquired if there is an administrative process to make amendments to the hours of operation.

Mr. Holt stated that any changes would have to be made through the legislative process.

The Commission noted that the options included: leaving the SUP conditions stand with the applicant having the option to modify the SUP through the legislative process at a later date; removing the restriction on the hours of operation; and/or expanding the days of operation.

Ms. Leverenz stated that she would support amending the days of operation but would prefer to leave the restriction on the hours as it stands.

Ms. Hale stated that she concurs with that option.

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

Mr. O'Connor stated that he would support removing the restrictions on the hours of operation.

Ms. Leverenz stated that she would prefer opening up the days of operation but keeping the restriction on the hours of operation.

Mr. Polster noted that the school traffic is currently well handled and that this application would not create a significant impact if the restriction on hours was eliminated.

Ms. Leverenz stated that if the hours of operation are expanded, it would change the parameters of the proposal.

Mr. Krapf inquired if there is an issue with traffic impacts, not mitigated by existing measures, that warrants the limitation on the hours of operation.

Mr. Holt noted that there is no funding on the horizon for the Longhill Road Widening or any other intersection improvements. Mr. Holt stated that if there is the opportunity for the Police Department to have an officer directing traffic, it might be a short-term solution; however, that option has its own set of pros and cons. Mr. Holt noted that the school hours are approximately 7:30 a.m. - 2:30 p.m.

Mr. Polster stated that he drives the road frequently and at dismissal there is a police officer directing traffic. Mr. Polster further stated that the busses exit from the side of the school farthest from Season's Trace. Mr. Polster further noted that one of the bus drivers stops traffic to allow the buses to turn left or right. Mr. Polster further stated that the same is true in the mornings. Mr. Polster also noted that drivers are very good about adhering to the school zone speed limit. Mr. Polster stated that he can foresee the potential to expand the services in the future to accommodate a growing need for child care.

Mr. Krapf stated that since the traffic is being managed adequately, he is inclined to support eliminating the restriction on hours of operation.

Mr. Polster made a motion to recommend approval of the application with SUP Condition No. 2 amended to state that "The daycare shall be operated within the existing place of public assembly."

On a roll call vote, the Commission voted to recommend approval of SUP-19-0029. 4451 Longhill Road Life Church and Daycare Program. (4-2)

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

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

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

Ayes: O'Connor, Krapf, Haldeman, Polster, Leverenz, Rose

Mr. Thomas Wysong, Senior Planner, stated that Mrs. Eileen Demari and Mr. Gilbert Demari have applied for an SUP to allow the short-term rental of one bedroom in a caretaker-occupied single-family home at 124 B Cooley Road.

Mr. Wysong stated that the property is zoned R-1, Limited Residential, is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map, and is located inside the PSA.

Mr. Wysong stated that staff has found several favorable factors for this application: 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; unlike a tourist home use, the caretaker

for this use will live on site; there is adequate off-street parking provided on site; and the proposal is consistent with some of the recommendations of the Comprehensive Plan, such as having limited traffic impacts.

Mr. Wysong further stated that one drawback remains since the subject property is located on a local road and adopted Comprehensive Plan recommends that this use be located on collector or arterial roads at intersections. Mr. Wysong further stated that, unlike other past applications in areas designated Low Density Residential, the subject parcel is fully integral to an existing neighborhood. Mr. Wysong stated that renters traveling to and from the property will be going through the neighborhood. Mr. Wysong stated that staff has concerns that the particular size and configuration of this parcel could result in adjacent properties being impacted by renters with different hours and/or noise levels than traditional, long-term residents.

Mr. Wysong stated that staff is unable to recommend that the Planning Commission recommend approval of this application. Mr. Wysong stated that should the Commission recommend approval, staff has provided proposed conditions to mitigate impacts.

Ms. Leverenz inquired about the number of rooms being rented.

Mr. Wysong stated that there is one bedroom to be rented as a short-term rental. Mr. Wysong stated that the remainder of the house is rented out to a long-term tenant who would serve as the caretaker.

Ms. Leverenz inquired if the property owners would be on-site.

Mr. Wysong stated that the owners would not be on-site.

Mr. Krapf inquired if staff's main concern is that the road is not an arterial or collector road.

Mr. Wysong stated that the road classification as well as the property's location within the neighborhood are the primary concerns. Mr. Wysong noted that the home is very close to other adjacent residences.

Mr. Polster inquired about the condition restricting the removal of shrubbery at the rear of the property. Mr. Polster noted that he did not see any screening shrubbery.

Mr. Wysong stated that the screening is not visible from the street. Mr. Wysong further stated that the property owner has planted shrubbery at the rear of the property to shield the adjacent residence.

Ms. Leverenz noted that many of the adjacent property owners have submitted statements of support. Ms. Leverenz inquired if the property owner in front of the subject property supports the application.

Mr. Wysong stated that he was not certain if that property owner had responded. Mr. Wysong noted that staff did receive a telephone call from a resident in the neighborhood who expressed concern over the potential for a Recreational Vehicle (RV) to be parked on the street. Mr. Wysong noted that the SUP condition prohibited parking RVs on the street but they could be parked on the property.

Ms. Leverenz inquired if there is a Homeowners Association for the neighborhood.

Mr. Wysong stated that there is no Homeowners Association.

Mr. O'Connor inquired about the limitation on the number of simultaneous rental contracts when there was already a rental contract for the caretaker.

Mr. Holt clarified that the condition is only for the short-term rental. Mr. Holt stated that the long-term rental for the caretaker is a permitted use and not subject to an SUP.

Mr. Haldeman opened the Public Hearing.

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

Mr. Krapf stated that he finds Cooley Road to be a fairly wide residential street and that the property is not located far from the entrance.

Mr. Krapf noted that the short-term rental would not have more impact than a family occupying the property. Mr. Krapf noted that he is concerned that the application does not meet all the criteria set forth in the Comprehensive Plan.

Ms. Leverenz noted that she appreciated the applicant working toward compliance with the Zoning Ordinance. Ms. Leverenz further stated that she hesitates to oppose the application because she does want to encourage compliance. Ms. Leverenz stated that she is uncomfortable with what she sees as ordinance creep by setting the precedent for any type of transient rental in a neighborhood.

Mr. O'Connor stated that he does not find short-term rentals to support the Comprehensive Plan in regard to affordable housing and supporting the tourism industry.

Mr. Polster stated that he remains concerned about the issue of short-term rentals. Mr. Polster stated that he hopes that the Commission and staff will use the Comprehensive Plan Review to revisit the issue. Mr. Polster stated that his main concern is allowing short-term rentals within a neighborhood. Mr. Polster stated that he would not support the application.

Mr. Polster made a motion not to recommend approval of the application.

On a roll call vote, the Commission voted not to recommend approval of SUP-19-0030. 124 B Cooley Road. Rental of Rooms. (6-0)

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - February 2020

Mr. Max Hlavin, Deputy County Attorney, reminded the Commission that a vote was required on the request to postpone SUP-19-0012. Tiki Tree and Landscape.

(Secretary's Note: Discussion and vote are recorded with the item listed under Public Hearings)

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

Mr. O'Connor inquired about the land disturbing activity at Anderson's Corner.

Mr. Holt stated that he believes this is a permitted stockpile area.

Mr. O'Connor inquired if the stockpile would be permanent.

Mr. Holt stated that he would need to look into the matter.

Mr. Krapf stated that he understands, from discussion with staff, that this is a 2008 Land Disturbing Permit that has recently been activated. Mr. Krapf noted that the permit does not show any parking or structures on the property. Mr. Krapf stated that he understands that any structures or improvements would require a separate process.

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Haldeman stated that Mr. Polster has Board of Supervisors coverage for February; however, there are no land use cases on the agenda.

Mr. Haldeman noted that the Community Participation Team (CPT) has made a report available on line detailing the community engagement efforts made to date for the Comprehensive Plan Update. Mr. Haldeman noted that the outreach efforts would continue through the Engage 2045 website and other community activities.

J. ADJOURNMENT

Ms. Leverenz made a motion to adjourn. The meeting was adjourned at approximately 7:04 p.m.

Paul D. Holt, III, Secretary

John Haldeman, Chair

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: AFD-19-0003. Barnes Swamp AFD Addition, 811 & 917 Stewarts Road

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	Attachment No. 1 Proposed Conditions	Backup Material
☐	Attachment No. 2. Location Map	Exhibit
☐	Attachment No. 3 Barnes Swamp AFD Map	Exhibit
☐	Attachment No. 4 Barnes Swamp AFD 2018 Renewal Ordinance and Staff Report	Backup Material
☐	Attachment No. 5 State Code 15.2-4305 Regarding AFD Application Criteria	Backup Material
☐	Attachment No. 6 AFD Approved Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:12 PM
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:13 PM
Publication Management	Daniel, Martha	Approved	2/24/2020 - 4:21 PM
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:22 PM

Agricultural and Forestal District-19-0003. Barnes Swamp AFD Addition, 811 and 917 Stewarts Road

Staff Report for the March 4, 2020, Planning Commission Regular Meeting**SUMMARY FACTS**

Applicant:	Mr. Stephen Bowmer
Land Owner:	Berta L. Bowmer Estate
Proposal:	Addition of \pm 44.74 acres to the Barnes Swamp Agricultural and Forestal District (AFD)
Locations:	811 Stewarts Road (\pm 25.84 acres) 917 Stewarts Road (\pm 18.9 acres)
Tax Map/Parcel Nos.:	0240100014 0240100013
Project Acreage:	\pm 44.74 acres
Zoning:	A-1, General Agricultural
Comprehensive Plan:	Rural Lands
Primary Service Area:	Outside
Staff Contact:	Thomas Wysong, Senior Planner

PUBLIC HEARING DATES

AFD Committee:	January 23, 2020, 4:00 p.m.
Planning Commission:	March 4, 2020, 6:00 p.m.
Board of Supervisors:	April 14, 2020, 5:00 p.m. (Tentative)

FACTORS FAVORABLE

1. Staff finds that this addition to the Barnes Swamp AFD would be compatible with surrounding development and the core of the District.
2. Staff finds the proposal consistent with the recommendations of the 2035 Comprehensive Plan Land Use Action 6.1.1.
3. Impacts: This proposal is not anticipated to generate any impacts that require mitigation.

FACTORS UNFAVORABLE

As this proposal is not anticipated to generate any impacts that require mitigation, staff finds no unfavorable factors.

SUMMARY STAFF RECOMMENDATION

Staff recommends that the Commission recommend approval of the application to the Board of Supervisors, subject to the proposed conditions.

AFD ADVISORY COMMITTEE RECOMMENDATION

At its January 23, 2020 meeting, the AFD Advisory Committee voted 8-0 to recommend approval of this application to the Planning Commission and Board of Supervisors.

PROJECT DESCRIPTION

- Mr. Stephen Bowmer has applied to enroll \pm 44.74 acres of land located at 811 and 917 Stewarts Road into the Barnes Swamp AFD. The subject parcels are currently undeveloped and forested.

Agricultural and Forestal District-19-0003. Barnes Swamp AFD Addition, 811 and 917 Stewarts Road

Staff Report for the March 4, 2020, Planning Commission Regular Meeting

- The subject parcels are within one mile of the core parcels in the Barnes Swamp AFD.
- The applicant received a reforestation plan from the Virginia Department of Forestry (VDOF) in September 2019. The applicant began harvesting in that same month under the monitoring of the VDOF and completed the harvest in October 2019.
- Per the United States Department of Agriculture's *Soil Survey of James City and York Counties and the City of Williamsburg, Virginia*, the parcels consist of the following soils:

Soil Type	Erosion Hazard	Equipment Limitation	Seedling Mortality	Windthrow Hazard
11C, Craven-Uchee Complex, 6-10% Slopes	Slight	Moderate	Slight	Slight
14B, Emporia	Slight	Slight	Slight	Slight
15e, Emporia	Slight	Moderate	Slight	Slight
17, Johnston	Slight	Severe	Severe	Moderate
27, Peawick	Slight	Moderate	Slight	Slight
29A, Slagle	Slight	Moderate	Slight	Slight

DISTRICT HISTORY

- The Barnes Swamp AFD was created in 1986 for a term of four years and originally consisted of 29 parcels totaling \pm 1,905 acres.
- The District was renewed at four-year intervals again in 1990, 1994, 1998, 2002, 2006, 2010, 2014, and 2018 with various additions and withdrawals taking place during that period.

- If this addition is approved, the District would consist of approximately 1,698.48 acres.

SURROUNDING ZONING AND DEVELOPMENT

All surrounding properties are zoned A-1, General Agricultural and designated Rural Lands or Open Space or Recreation in the 2035 Comprehensive Plan. Existing land uses on adjacent properties include single-family residences and undeveloped forested land, as well as the Diascund Reservoir, which is located north of the property on the other side of Stewarts Road.

COMPREHENSIVE PLAN

The Comprehensive Plan designates these parcels as Rural Lands. Appropriate primary uses in Rural Lands include traditional agricultural and forestal activities. Land Use Action 6.1.1 of the 2035 Comprehensive Plan states that the County shall "support both the use and value assessment of Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*."

STAFF RECOMMENDATION

Staff recommends that the Planning Commission recommend approval of this proposal to the Board of Supervisors, subject to the proposed conditions (see Attachment No. 1).

Agricultural and Forestal District-19-0003. Barnes Swamp AFD Addition, 811 and 917 Stewarts Road
Staff Report for the March 4, 2020, Planning Commission Regular Meeting

TW/nb
AFD19-03BarnesSwpAdd

Attachments:

1. Proposed Conditions
2. Location Map
3. Barnes Swamp AFD Map
4. Barnes Swamp AFD 2018 Renewal Ordinance and Staff Report
5. State Code § 15.2-4305 Regarding AFD Application Criteria
6. Approved Minutes of the January 20, 2020 AFD Advisory Committee Meeting

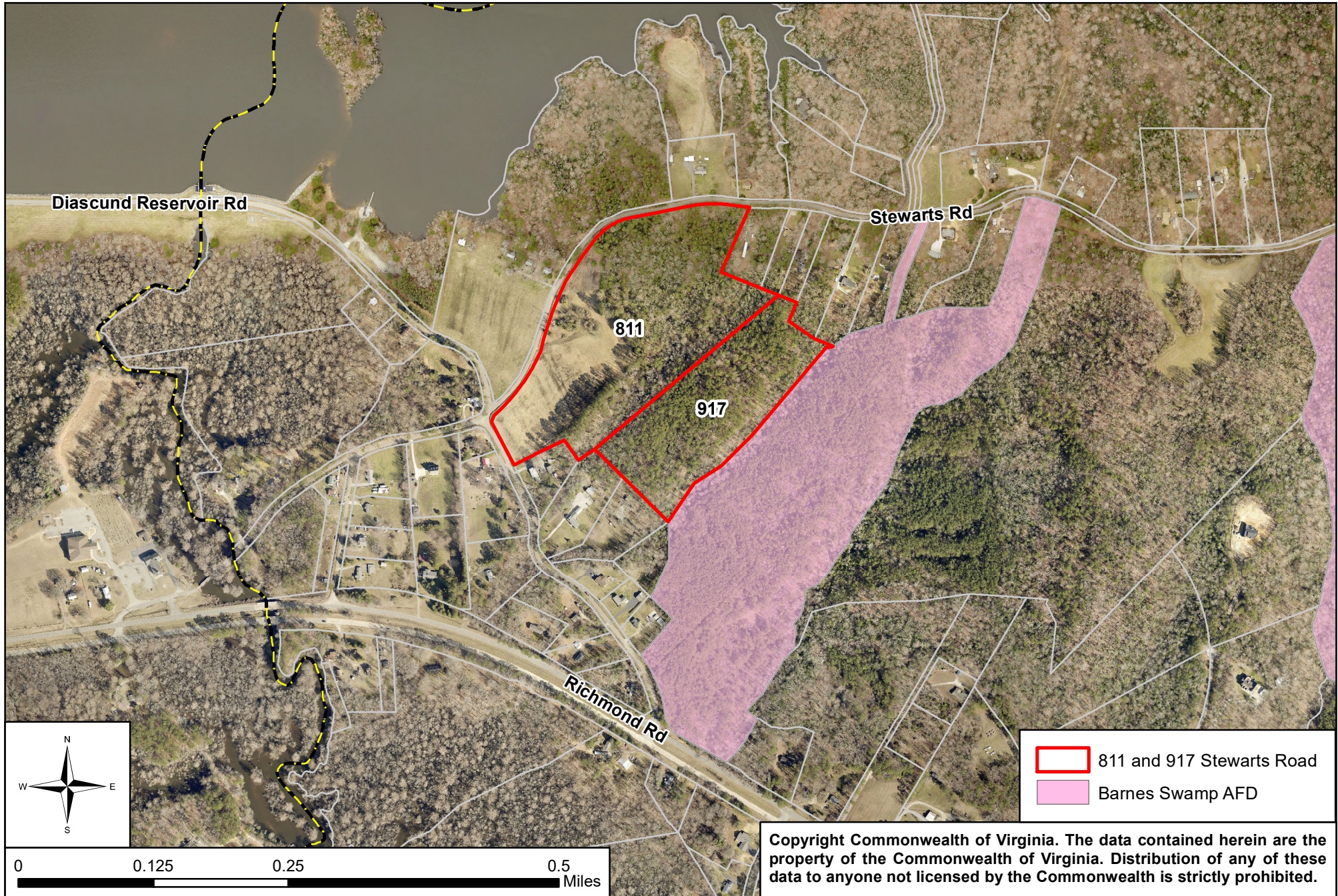
PROPOSED CONDITIONS FOR AFD-19-0003.

BARNES SWAMP ADDITION

1. The subdivision of land is limited to 25 acres or more, except where the Board of Supervisors authorizes smaller lots to be created for residential use by members of the owner's immediate family, as defined in the James City County Subdivision Ordinance. Parcels of up to five acres, including necessary access roads, may be subdivided for the siting of Wireless Communications Facilities (WCFs), provided: a) the subdivision does not result in the total acreage of the District to drop below 200 acres; and b) the subdivision does not result in a remnant parcel of less than 25 acres.
2. No land outside the Primary Service Area and within the District may be rezoned and no application for such rezoning shall be filed earlier than six months prior to the expiration of the District. Land within the District may be withdrawn from the District in accordance with the Board of Supervisors' Policy Governing the Withdrawal of Properties from Agricultural and Forestal Districts, adopted September 28, 2010.
3. No Special Use Permit (SUP) shall be issued except for agricultural, forestal, or other activities and uses consistent with the Act, which are not in conflict with the policies of this District. The Board of Supervisors, at its discretion, may issue SUPs for WCFs on properties in the District that are in accordance with the County's policies and Ordinances regulating such facilities.

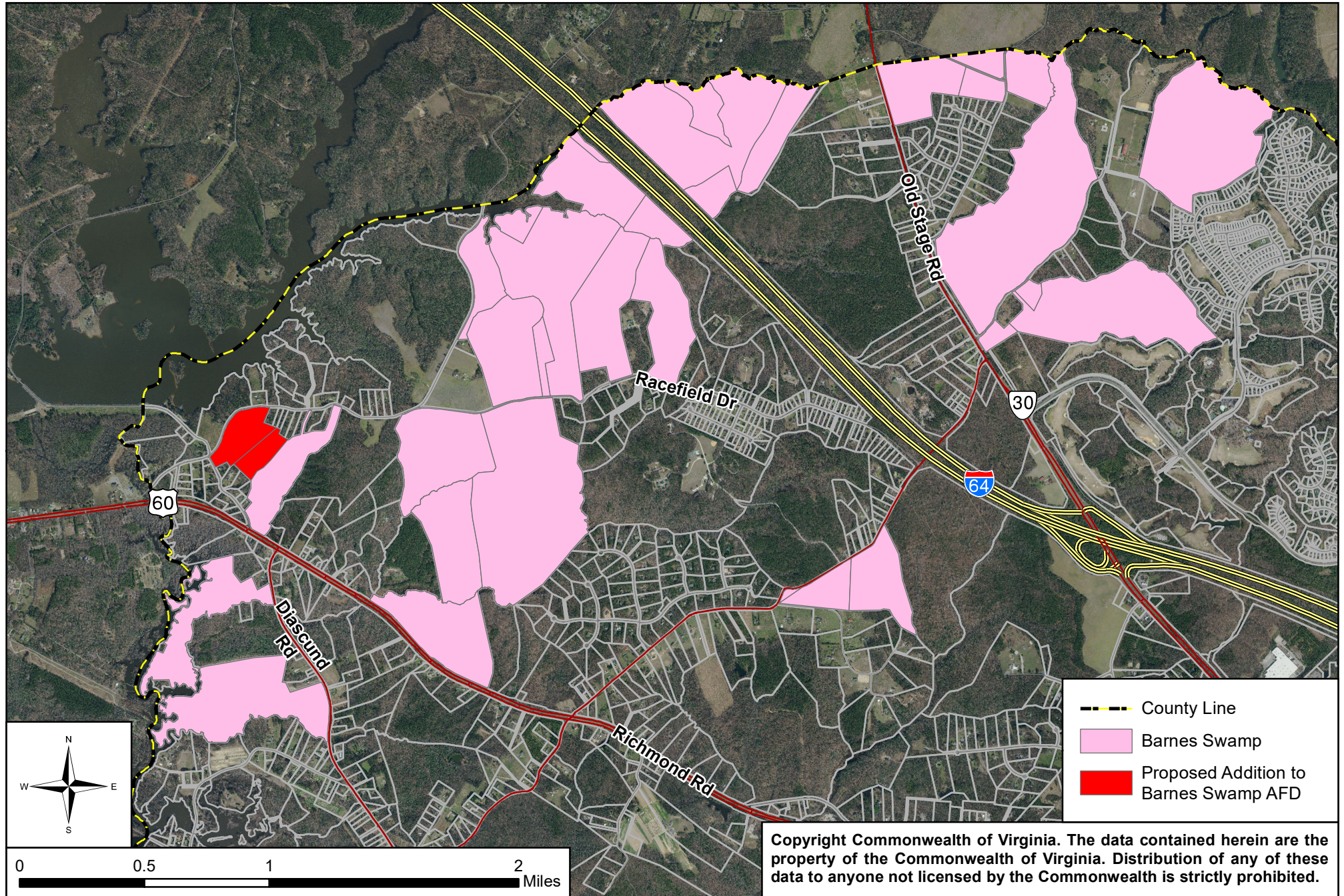
JCC AFD-19-0003

811 and 917 Stewarts Rd. Barnes Swamp AFD Addition



JCC AFD-19-0003

811 and 917 Stewarts Rd. Barnes Swamp AFD Addition



AGRICULTURAL AND FORESTAL DISTRICT-05-86-1-2018. Barnes Swamp Renewal**Staff Report for the September 11, 2018, Board of Supervisors Public Hearing****SUMMARY FACTS**

<u>LAND OWNERS</u>	<u>PARCEL ID</u>	<u>ACRES(±)</u>
SD & SKI, LLC	0310100001	108.47
Jane Farmer & Betty B. Rady	0310100002	64.00*
Katherine L. Hockaday	0310100003	65.26
Jane Farmer & Betty Rady	0330100003	70.00
Jane Farmer & Betty Rady	0330100004	70.00
Arline H. Bowmer Estate	0330100006	96.75
Arline H. Bowmer Estate	0240100012	62.19
Martha McMurrin & SWR-Misc, LLC	1010100001	61.61
Elizabeth O. Harwood	0320100001	43.52
Stephen E. & Rebecca Murphy, Trustee	0320100002	13.85
Frederick C. Johnson, Trustee	0320100002A	17.20
Betty Johnson & Lynn Fischer	0320100003	19.07
Betty Johnson & Lynn Fischer	0320100003A	93.98
Robert M. Dzula	0320100004	28.07
John A. Richardson	0410100005	42.00
John A. Richardson	0410100006	10.00
Niceland Farm, LLC	0420100008	227.98**
Cherri U. Spellmeyer	0420100014	134.00
Pamaka, LLC	0430100015	21.99
Pamaka, LLC	0430100016	52.00
Charles & Dianne Hasbrouck	0920100001	97.50***
Alex L. Penland	0240100029	55.90
Donald A. Hazelwood	0420100020	112.44
Donald A. Hazelwood	0420100018	3.46
Donald A. Hazelwood	0440100001	6.11
John P. & Shelly D. Latoski, Trustee	0310100001B	10.23
Dennis W. Leonituk, Jr.	0310100001A	10.00
Pamaka, LLC	0430100014A	1.34
Steven & Michelle Johnson	0340800003	52.63
Steven & Michelle Johnson	0340800005	68.43

TOTAL ACRES 1,719.98

*Proposing to withdraw 28 acres, with 36 acres remaining in the Agricultural and Forestal District (AFD).

**Proposing to withdraw 38.24 acres, with 189.74 acres remaining in the AFD.

***Acreage has been updated based on boundary surveys that have been recorded for this property.

Zoning: A-1, General Agricultural

Comprehensive Plan: Rural Lands; Open Space and Recreation

Primary Service Area (PSA): Outside

Staff Contact: Roberta Sulouff, Senior Planner

PUBLIC HEARING DATES

Planning Commission: August 1, 2018, 6:00 p.m.

Board of Supervisors: September 11, 2018, 5:00 p.m.

STAFF RECOMMENDATION

Approval, subject to the proposed conditions.

AFD ADVISORY COMMITTEE RECOMMENDATION

At its June 21, 2018 meeting, the AFD Advisory Committee voted 9-0 to recommend the continuation of the District to the Planning Commission and Board of Supervisors.

PLANNING COMMISSION RECOMMENDATION

At its August 1, 2018 meeting, the Planning Commission voted 5-0 to recommend the continuation of the District to the Board of Supervisors.

AGRICULTURAL AND FORESTAL DISTRICT-05-86-1-2018. Barnes Swamp Renewal

Staff Report for the September 11, 2018, Board of Supervisors Public Hearing

DISTRICT HISTORY

- The Barnes Swamp AFD was created in 1986 for a term of four years and originally consisted of 29 parcels totaling $\pm 1,905$ acres.
- The District was renewed at four-year intervals again in 1990, 1994, 1998, 2002, 2006, 2010 and 2014 with various additions and withdrawals taking place during that period.
- There have been no additions to or withdrawals from the District since its most recent renewal in 2014.

DISTRICT DESCRIPTION

This District is primarily forested, though records indicate that a significant portion of the land is actively in agricultural use. All the land in this District is zoned A-1, General Agricultural, located outside of the PSA, and designated Rural Lands and Open Space and Recreation by the adopted Comprehensive Plan.

Total acreage includes all the land in the above properties with the exception of all land within 25 feet of right-of-ways. This area has been excluded to allow for possible road and/or drainage improvements.

ADDITION/WITHDRAWAL REQUESTS

- *Addition Requests:*
 - The owner of the property located at 10039 Old Stage Road (James City County Tax Map ID 0410100010) has applied to add approximately 196 acres to the District. That application will be evaluated under a separate cover and is tentatively scheduled for the Committee's consideration at the October 25, 2018, meeting.

- *Withdrawal Requests:*

- The owners of the property located at 1245 Stewarts Road (James City County Tax Map ID No. 0310100002) have requested to withdraw 28 acres of their parcel out of the District. Thirty-six acres of the subject parcel would be left in the AFD.
- The owners of the property located at 9812 Old Stage Road (Tax Map ID No. 0420100008) have requested to withdraw 38.24 acres of their parcel out of the District; 189.74 acres of the subject parcel would be left in the AFD.
- With these withdrawals, the District would include a total of 1,653.56 acres, and will thus continue to meet minimum area requirements.

CHANGES TO CONDITIONS

None.

SURROUNDING ZONING AND DEVELOPMENT

The area surrounding the main body of the District is zoned A-1, General Agricultural and designated Rural Lands by the adopted Comprehensive Plan. Some parcels at the eastern end of the District are adjacent to the Stonehouse development, which is zoned Planned Unit Development and designated Low-Density Residential and Mixed Use by the adopted Comprehensive Plan. The Diascund Reservoir borders the main body of the District to the west and Mill Creek AFD is located directly south of the District.

COMPREHENSIVE PLAN

The Comprehensive Plan designates these parcels as Rural Lands and Open Space and Recreation. Land Use Action 6.1.1 of the adopted

Staff Report for the September 11, 2018, Board of Supervisors Public Hearing

Comprehensive Plan states the County shall “support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*.”

STAFF RECOMMENDATION

Staff finds the Barnes Swamp AFD compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Board of Supervisors approve the renewal of this AFD for a period of four years subject to the conditions listed in the District Ordinance (Attachment No. 1).

RS/md
AFD-BarnesSwpRnw

Attachments:

1. Ordinance
2. Location Map
3. Property owner withdrawal request for 1245 Stewarts Road
4. Property owner withdrawal request and plat for 9812 Old Stage Road
5. Adopted conditions for the Barnes Swamp AFD
6. Board of Supervisors staff report for the 2014 renewal of the Barnes Swamp AFD

ADOPTED

SEP 11 2018

ORDINANCE NO. 167A-14

Board of Supervisors
James City County, VA

AGRICULTURAL AND FORESTAL DISTRICT-05-86-1-2018

BARNES SWAMP 2018 RENEWAL

- WHEREAS, James City County has completed a review of the Barnes Swamp Agricultural and Forestal District (the "District"); and
- WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, 1950, as amended (the "Virginia Code"), property owners have been notified, public notices have been filed, public hearings have been advertised, and public hearings have been held on the continuation of the District; and
- WHEREAS, the Agricultural and Forestal District (AFD) Advisory Committee at its meeting on June 21, 2018, voted 9-0 to recommend renewal of the District; and
- WHEREAS, the Planning Commission following its public hearing on August 1, 2018, concurred with the recommendation of staff and the AFD Advisory Committee and voted 5-0 to recommend renewal of the District with the conditions listed below.

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

1. The Barnes Swamp Agricultural and Forestal District (the "District") is hereby continued to October 31, 2022 in accordance with the provisions of the Virginia Agricultural and Forestal District Act, Virginia Code Section 15.2-4300 et. seq. (the "Act").
2. That the District shall include the following parcels, provided, however, that all land within 25 feet of road right-of-ways is excluded from the District:

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
SD & SKI, LLC	0310100001	108.47
Jane B. Farmer & Betty B. Rady	0310100002	36.00
Katherine Leon Hockaday	0310100003	65.26
Jane Farmer & Betty Rady	0330100003	70.00
Jane Farmer & Betty Rady	0330100004	70.00
Arline H. Bowmer Estate	0330100006	96.75
Arline H. Bowmer Estate	0240100012	62.19
Martha W. McMurren & SWR-Misc, LLC	1010100001	61.61
Elizabeth O. Harwood	0320100001	43.52
Stephen E. & Rebecca Murphy, Trustee	0320100002	13.85
Frederick C. Johnson, Trustee	0320100002A	17.20
Betty L. Johnson & Lynne J. Fischer	0320100003	19.07

Betty L. Johnson & Lynne J. Fischer	0320100003A	93.98
Robert Michael Dzula	0320100004	28.07
John Avery Richardson	0410100005	42.00
John Avery Richardson	0410100006	10.00
Niceland Farm, LLC	0420100008	189.74
Cherri U. Spellmeyer	0420100014	134.00
Pamaka, LLC	0430100015	21.99
Pamaka, LLC	0430100016	52.00
Charles & Dianne Hasbrouck	0920100001	97.50
Alex Lamar Penland	0240100029	55.90
Donald A. Hazelwood	0420100020	112.44
Donald A. Hazelwood	0420100018	3.46
Donald A. Hazelwood	0440100001	6.11
John P. and Shelly D. Latoski Trustee	0310100001B	10.23
Dennis Wayne Leonituk, Jr.	0310100001A	10.00
Pamaka, LLC	0430100014A	1.34
Steven M. & Michelle T. Johnson	0340800003	52.63
Steven M. & Michelle T. Johnson	0340800005	68.43
Total:		<u>1,653.74</u>

3. That pursuant to Sections 15.2-4312 and 15.2-4313 of the Act, the Board of Supervisors requires that no parcel in the District be developed to a more intensive use without prior approval of the Board of Supervisors. Specifically, the following restrictions shall apply:
- a. The subdivision of land is limited to 25 acres or more, except where the Board of Supervisors authorizes smaller lots to be created for residential use by members of the owner's immediate family, as defined in the James City County Subdivision Ordinance. Parcels of up to five acres, including necessary access roads, may be subdivided for the siting of Wireless Communications Facilities (WCFs), provided: a) The subdivision does not result in the total acreage of the District to drop below 200 acres; and b) the subdivision does not result in a remnant parcel of less than 25 acres.
 - b. No land outside the Primary Service Area and within the District may be rezoned and no application for such rezoning shall be filed earlier than six months prior to the expiration of the District. Land within the District may be withdrawn from the District in accordance with the Board of Supervisors' Policy Governing the Withdrawal of Properties from Agricultural and Forestal Districts, adopted September 28, 2010.
 - c. No Special Use Permit (SUP) shall be issued except for agricultural, forestal, or other activities and uses consistent with the Act, which are not in conflict with the policies of this District. The Board of Supervisors, at its discretion, may issue SUPs for WCFs on properties in the District that are in accordance with the County's policies and Ordinances regulating such facilities.

Ruth M. Larson

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of September, 2018.

AFD-BarnesSwpRnw-res

§ 15.2-4305. Application for creation of district in one or more localities; size and location of parcels

On or before November 1 of each year or any other annual date selected by the locality, any owner or owners of land may submit an application to the locality for the creation of a district or addition of land to an existing district within the locality. Each district shall have a core of no less than 200 acres in one parcel or in contiguous parcels. A parcel not part of the core may be included in a district (i) if the nearest boundary of the parcel is within one mile of the boundary of the core, (ii) if it is contiguous to a parcel in the district the nearest boundary of which is within one mile of the boundary of the core, or (iii) if the local governing body finds, in consultation with the advisory committee or planning commission, that the parcel not part of the core or within one mile of the boundary of the core contains agriculturally and forestally significant land. No land shall be included in any district without the signature on the application, or the written approval of all owners thereof. A district may be located in more than one locality, provided that (i) separate application is made to each locality involved, (ii) each local governing body approves the district, and (iii) the district meets the size requirements of this section. In the event that one of the local governing bodies disapproves the creation of a district within its boundaries, the creation of the district within the adjacent localities' boundaries shall not be affected, provided that the district otherwise meets the requirements set out in this chapter. In no event shall the act of creating a single district located in two localities pursuant to this subsection be construed to create two districts.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. [833](#); 2011, cc. [344](#), [355](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

MINUTES
JAMES CITY COUNTY
AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE
ORGANIZATIONAL MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 23, 2020
4:00 PM

A. CALL TO ORDER

Mr. Chris Taylor called the Agricultural and Forestal District (AFD) Advisory Committee meeting to order at 4 p.m.

B. ROLL CALL

Present:

Bruce Abbott
Chris Taylor, Chair
Thomas Hitchens
Loretta Garrett
Payten Harcum
Richard Bradshaw (late arrival)
Sue Sadler
Sandy Wanner

Absent:

William Harcum

Staff:

Thomas Wysong, Senior Planner
Katie Pelletier, Community Development Assistant

C. APPROVAL OF MINUTES

1. Approval of the October 24, 2019 Meeting Minutes

Mr. Bruce Abbott motioned to Approve the minutes of the October 24, 2019 meeting.

Mr. Thomas Hitchens seconded the motion.

On a voice vote, the motion was approved 7-0. Mr. Richard Bradshaw was not present for the vote.

D. OLD BUSINESS

1. AFD Advisory Committee Proposed 2020/2021 Calendar

Mr. Abbott motioned to Approve the AFD Advisory Committee Proposed 2020/2021 Calendar.

Mr. Sandy Wanner seconded the motion.

On a voice vote, the motion was approved 7-0. Mr. Bradshaw was not present for the vote.

E. NEW BUSINESS

1. Election of Officers

Mr. Bradshaw arrived at the meeting.

Mr. Payten Harcum motioned to Re-elect Mr. Taylor as the Committee Chairman and Mr. Abbott as the Vice Chairman.

Mr. Hitchens seconded the motion, and the motion was approved 8-0 after a unanimous voice vote.

2. Case No. AFD-19-0003. Barnes Swamp AFD Addition, 811 and 917 Stewarts Road

Mr. Thomas Wysong addressed the Committee and stated that the applicant, Mr. Stephen Bowmer, has applied to enroll 44.74 acres of land located at 811 and 917 Stewarts Road into the Barnes Swamp AFD.

Mr. Wysong stated the subject parcels are currently undeveloped, forested, and located within one mile of the core of the Barnes Swamp District. He said the parcels are zoned A-1, General Agricultural and designated for Rural Lands within the Comprehensive Plan.

Mr. Wysong said the applicant received a reforestation plan from the Virginia Department of Forestry (VDOF) in September 2019. The applicant began harvesting in that same month under the monitoring of the VDOF and completed the harvest in October 2019.

Mr. Wysong told the Committee that staff finds the proposal compatible with surrounding development and the Barnes Swamp District core and consistent with the goals and recommendations within the Comprehensive Plan. He said that staff does not anticipate any impacts that would need to be mitigated as a result of the addition. Mr. Wysong said staff therefore recommends that the Committee recommend approval of the application to the Planning Commission and Board of Supervisors.

Mr. Wysong said both he and the applicant were available to answer any questions.

Mr. Hitchens asked how many acres are the two combined parcels.

Mr. Wysong replied there are 44.74 acres of land total.

Mr. Hitchens asked if the land had ever been in an AFD.

Mr. Wysong replied no.

Ms. Loretta Garrett asked how many acres were currently in the Barnes Swamp AFD.

Mr. Wysong stated that if the current application is approved, there would be 1,698.48 acres in the District.

Mr. Bradshaw replied there are currently 1,653.74 acres in the District.

Mr. Taylor asked the applicant about any structures located on the parcels.

Mr. Bowmer stated a previous structure had burned down.

Mr. Taylor asked if there were any further comments or questions.

Mr. Abbott motioned to Approve Case No. AFD-19-0003, Barnes Swamp AFD Addition, 811 and 917 Stewarts Road.

Mr. Hitchens seconded the motion.

The motion was unanimously approved on a voice vote of 8-0.

F. ADJOURNMENT

Mr. Hitchens motioned to Adjourn the meeting.

Mr. Bradshaw seconded the motion.

The meeting was adjourned at 4:10 p.m. after a unanimous 8-0 voice vote.

Chris Taylor, Chair

Ellen Cook, Principal Planner

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Brett Meadows, Planner

SUBJECT: SUP-19-0012. Tiki Tree and Landscape

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Attachment 1. Location Map	Backup Material
▣	Attachment 2. Master Plan	Backup Material
▣	Attachment 3. Rendered Layout Plan	Backup Material
▣	Attachment 4. Proposed SUP Conditions	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/25/2020 - 1:10 PM
Planning Commission	Holt, Paul	Approved	2/25/2020 - 1:10 PM
Publication Management	Daniel, Martha	Approved	2/25/2020 - 1:31 PM
Planning Commission	Holt, Paul	Approved	2/25/2020 - 1:35 PM

SPECIAL USE PERMIT-19-0012. Tiki Tree and Landscape**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

SUMMARY FACTS

Applicant: Mr. Ryan Stephenson of AES Consulting Engineers

Land Owners: Hayden's Place LLC (owned by Mr. Timothy J. Soderholm); Mr. Timothy J. Soderholm and Ms. Ashley Marie Campbell; and Mr. Bruce M. Gilliam

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

Locations: 6283, 6293, and 6289 Centerville Road

Tax Map/Parcel Nos.: 3120100004, 2340200001, 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. (deferred by applicant)
March 4, 2020, 6 p.m.

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

FACTORS FAVORABLE

1. The proposed use is consistent with the recommendation of the 2035 Comprehensive Plan as a use of very limited commercial nature and located on a collector or arterial road.
2. With the attached Special Use Permit (SUP) conditions, staff finds the proposal is compatible with surrounding zoning and development.
3. Impacts: See Impact Analysis on Page 3-4.

FACTORS UNFAVORABLE

1. With the attached SUP conditions, staff finds that there are no unfavorable factors.
2. Impacts: See Impact Analysis on Page 3-4.

STAFF RECOMMENDATION

1. Approval subject to the attached SUP conditions.

PROJECT DESCRIPTION

Hayden's Place, LLC, doing business as Tiki Tree and Landscape, is currently operating a contractor's storage yard on a parcel along Centerville Road and is seeking this SUP to bring the operation into conformance with the Zoning Ordinance. A contractor's storage yard is a specially permitted use on property zoned A-1, General Agricultural.

According to information provided by the applicant, the operation is a storage yard for a professional tree and landscaping service with the following characteristics:

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-19-0012. Tiki Tree and Landscape

Staff Report for the March 4, 2020, Planning Commission Public Hearing

1. All storage, parking, and other operations of the storage yard occur at 6283 Centerville Road (Parcel 1), owned by Hayden's Place, LLC. 6289 Centerville Road (Parcel 2), owned by Mr. Gilliam, will only be used for the shared driveway. 6293 Centerville Road (Parcel 3), owned by Mr. Soderholm and Ms. Campbell, will only be used for the office and bathroom facilities for employees.
2. Within Parcel 1, the use itself is limited to areas shown on the attached Master Plan. Two existing enclosed sheds and one existing pole barn are part of the commercial use. One other temporary storage container will be moved from the front of the property and placed within the commercial use portion of the property. Parcel 1 also contains a pre-existing residential structure along the Centerville Road frontage and another pre-existing residential structure in the rear of the property. Neither residential structure is used for the commercial use.
3. There are no employees. All work is performed by subcontractors.
4. There will be no more than four vehicles stored on the property in relation to the business (a dump truck, a pickup truck, and two bucket trucks). Machinery associated with the business is stored under the pole barn. A trailer for transporting equipment could potentially be stored on the yard.
5. A maximum of three subcontractor vehicles are parked on-site at any time. The subcontractor vehicles are not parked on the property at the same time as the business vehicles.
6. The hours of operation vary depending on the job, but no work is conducted on the subject property. When warranted, subcontractors meet at the site at approximately 7 a.m. and leave the

site by 6 p.m. Trucks related to the business leave at various times after 7 a.m. and return to the site at various times close to 5 p.m. Operations run Monday through Friday, unless an emergency arises on the weekend.

7. Customers do not come to the site.
8. At Parcel 3, Mr. Soderholm currently has an approved home occupation permit for a business office for Tiki Tree and Landscaping at this residence. Parcel 3 is part of this SUP application in order to provide access to bathroom facilities for employees and subcontractors as required for this commercial use.

SURROUNDING ZONING AND DEVELOPMENT

This stretch of Centerville Road surrounding the property contains a mix of zoning designations.

1. The immediate surrounding parcels are zoned A-1, General Agricultural. These parcels are designated as Low Density Residential (LDR) in the 2035 Comprehensive Plan. Most of the parcels bordering on the east are part of the James-Shire subdivision, which was subdivided in 1972 for residential use. James-Shire parcels are less than two acres each. The immediate parcel to the west is +/- 21 acres and is currently classed as having an agricultural use.
2. The parcels directly across Centerville Road are zoned R-8, Rural Residential and are part of the Camelot subdivision, which was subdivided in 1967 and 1969 for residential use. These parcels are designated as LDR in the 2035 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-19-0012. Tiki Tree and Landscape**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Watersheds, Streams, and Reservoirs</u> The project is located in the Yarmouth Creek Watershed. The project has already been built to commercial use without approval from the County.	<u>Mitigated</u>	<ul style="list-style-type: none">- As the site was developed without any approved plans, a revegetation plan is required for portions of the commercial use area at the site plan stage per Condition No. 13.- The project will go through a site plan process that must meet stormwater management criteria.- Due to the storage of commercial equipment and machinery, a spill prevention and containment plan is required in Condition No. 9.
<u>Nearby and Surrounding Properties</u> The project is surrounded by residential properties. The project has already been built to commercial use without approval from the County.	<u>Mitigated</u>	<ul style="list-style-type: none">- The proposed project would continue the existing business operation.- So as not to disturb the residential character of neighboring James-Shire Settlement on Settlers Lane, all vehicle access to Parcel 1 will be via Centerville Road, per Condition Nos. 7 and 8.- To separate the commercial uses of Parcel 1 from surrounding parcels, limitations for each parcel within the project are defined in Condition No. 2, and enhanced landscaping and screening requirements are specified in Condition No. 6.- The applicant has stated that no work is performed on-site, so staff does not anticipate significant noise, odor, lighting, or other similar impacts on nearby properties. However, to address any potential impacts of this nature, hours of operation are defined in Condition No. 11 and lighting requirements are specified in Condition No. 12.- The project will need to demonstrate full compliance with the Zoning Ordinance at the site plan stage per Condition No. 16.
<u>Community Character</u> The project is located along the Centerville Road Community Character Corridor (CCC). Buffering along a CCC is required to be an average width of 50 feet.	<u>Mitigated</u>	<ul style="list-style-type: none">- As the commercial use is limited to the middle portion of Parcel 1 outside of the CCC buffer, this application does not propose any changes to the existing landscaping in this parcel's CCC buffer.- As noted above, enhanced landscaping to screen the project, including parking areas, is specified in Condition No. 6.- Also, as noted above, the project will need to demonstrate full compliance with the Zoning Ordinance at the site plan stage per Condition No. 15.

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-19-0012. Tiki Tree and Landscape**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	- As noted above, the project will need to demonstrate full compliance with the Zoning Ordinance at the site plan stage per Condition No. 15.
<u>Public Transportation: Vehicular</u> Light commercial landscaping trucks will access the parcel.	<u>Mitigated</u>	- All vehicle access to Parcel 1 will be via Centerville Road, per Condition No. 7. - Centerville Road is a secondary arterial road. - No impacts anticipated. The traffic generated by the site is expected to be low (five to 10 weekday peak hour trips) and staff finds that the existing Centerville Road is equipped to handle this minimal increase in traffic.
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	- The project parcels have existing sidewalks along the Centerville Road frontage. - Staff finds this project does not generate impacts requiring mitigation.
<u>Public Safety</u>	<u>No Mitigation Required</u>	- Fire Station 4 on Olde Towne Road serves this area of the County, approximately 4.1 miles from the project. - Staff finds this project does not generate impacts that require mitigation to the County's Fire Department facilities or services.
<u>Public Schools</u>	<u>No Mitigation Required</u>	- N/A since no residential dwelling units are proposed.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	- N/A since no residential dwelling units are proposed.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	- Staff finds this project does not generate impacts that require mitigation.
<u>Groundwater and Drinking Water Resources</u> Project Receives Public Water and Sewer	<u>No Mitigation Required</u>	- Staff finds this project does not generate impacts that require mitigation. As work is performed off-site, there should be minimal use of water and sewer on-site.

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.

COMPREHENSIVE PLAN

The property is designated LDR as are all of the surrounding parcels.

LDR Group 2 uses include very limited commercial and community-oriented facilities. LDR has development standards for use and character compatibility. New development is permitted only where such developments are compatible with the character of adjoining uses and where the impacts of such new developments can be adequately addressed. In LDR, particular attention should be given to addressing such impacts as incompatible development intensity and design, building height and scale, land uses, smoke, noise, dust, odor, vibration light, and traffic.

In LDR, Group 2 uses should only be approved when the following standards are met: they complement the residential character of the area; they have traffic, noise, lighting, and other impacts similar to surrounding residential uses; they are generally located on collector or arterial roads at intersections; they act as a transitional use between residential and commercial areas or, if located within a residential community, serve to complement the residential character of the area rather than altering its nature; they provide adequate screening and buffering to protect the character of nearby residential areas; and they are generally intended to support the residential area in which they are located.

Staff has determined that a landscaping contractor's storage yard is a limited commercial use and serves the local community as opposed to serving distance customers. The project has similarly-scaled structures to structures found in the surrounding residential uses. The project is located on a secondary arterial road, it does not serve customers at the site, and the applicant states that daily trips are minimal. As work is performed off-site, there should not be significant impacts of smoke, dust, odors, or noise. Proposed SUP conditions require a site plan to

meet all lighting and impervious surface requirements. To ensure that the commercial use complements neighboring residential uses and the CCC, significant landscaping and screening requirements are provided by the proposed SUP conditions.

PROPOSED SUP CONDITIONS

The full text of the proposed conditions are provided in Attachment No. 4.

STAFF RECOMMENDATION

With the attached conditions, staff finds that the proposal is compatible with surrounding zoning and development and consistent with the 2035 Comprehensive Plan.

Staff recommends the Planning Commission recommend approval of this application subject to the attached conditions.

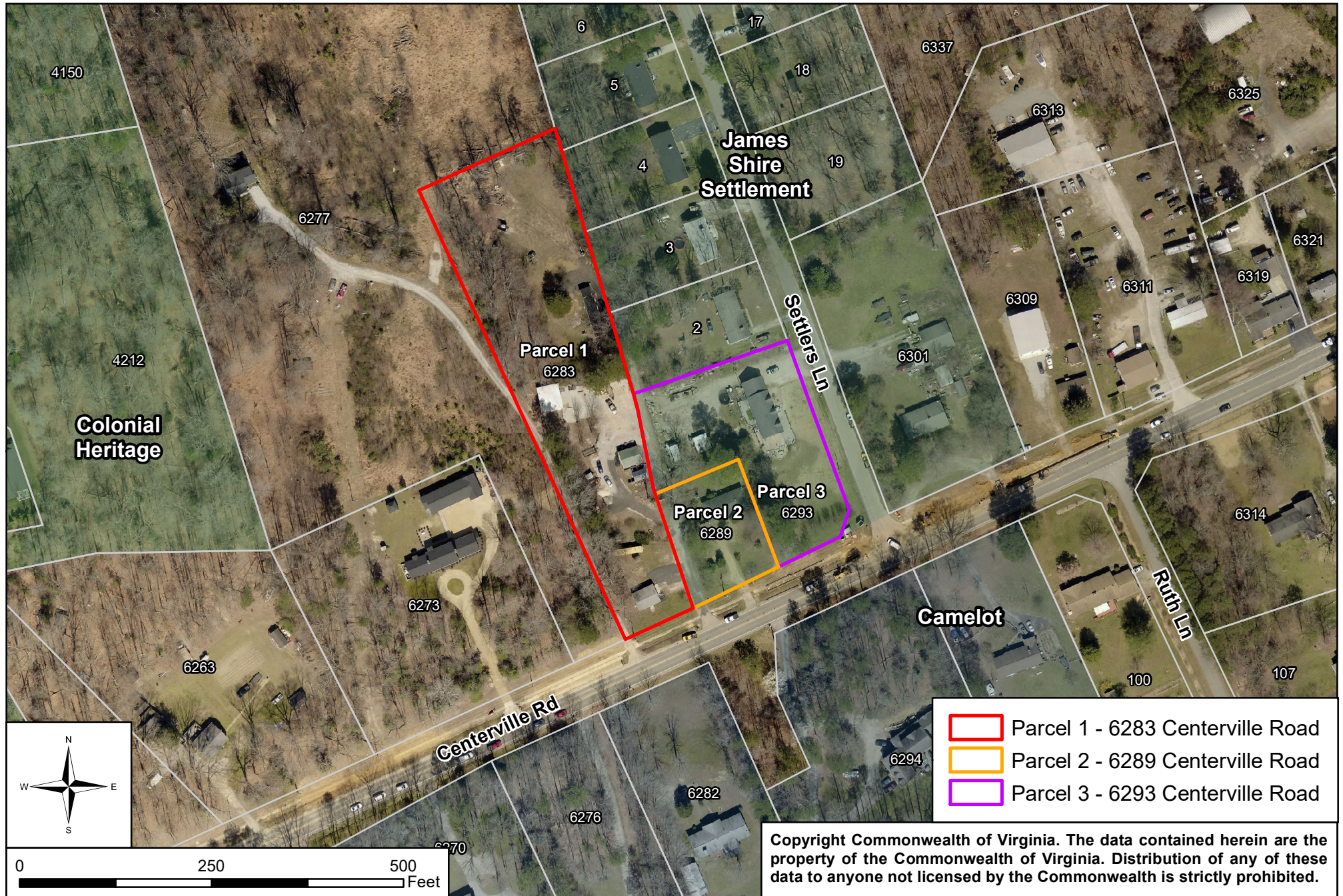
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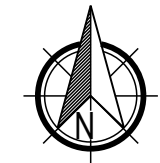
Attachments:

1. Location Map
2. Master Plan
3. Rendered Layout Plan
4. Proposed SUP Conditions

JCC SUP-19-0012

Tiki Tree and Landscape





DATE: DECEMBER 11, 2019
SCALE: 1"=40'

SHEET 1 of 1

RENDERED LAYOUT PLAN
TIKI TREE AND LANDSCAPE SUP
JAMES CITY COUNTY, VIRGINIA
(AES PROJECT #: W10610 - AES PROJECT CONTACT: T. RYAN STEPHENSON, P.E.)
JCC CASE NO. SUP-19-0012



AES
CONSULTING ENGINEERS

5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188
Phone: (757) 253-0040
Fax: (757) 220-8994
www.aesva.com

Hampton Roads | Central Virginia | Middle Peninsula

SPECIAL USE PERMIT-19-0012. Tiki Tree and Landscape
DRAFT Conditions

Approved Uses and Master Plan. This SUP shall be valid for the operation of a contractor's warehouse, sheds, and accessory uses thereto (the "Project") on property located at 6283 Centerville Road, further identified as James City County Real Estate Tax Map No. 3120100004 ("Parcel 1"), and 6289 Centerville Road, further identified as James City County Real Estate Tax Map No. 3120100018 ("Parcel 2"). This SUP shall also be valid for the operation of a contractor's office (the "Office") on property located at 6293 Centerville Road, further identified as James City County Real Estate Tax Map No. 2340200001 ("Parcel 3") (Parcel 1, Parcel 2, and Parcel 3 collectively referred to as, the "Property"). Development and operation of the Project and the Office shall be as shown on the master plan titled "Tiki Tree and Landscape SUP" and date stamped November 13, 2019 (the "Master Plan"), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended.

1. **Limitations.** Only the following activities associated with the Project shall be conducted on Parcel 1: (i) maintenance of equipment and vehicles, and (ii) storage and loading of materials on trucks and trailers. Parcel 2 shall only be used for access to the Project. Parcel 3 shall only be used for activities consistent with a home occupation as defined by the Ordinance, and bathroom accessibility for the Project. No retail sales, including the sale of wood or wood-related products, shall occur on the Property. No mulching or stump grinding shall occur on the Property. Storage/stockpiling of soil, landscaping debris, gravel, stone, or other landscaping materials shall not be allowed on the Property.
2. **Indoor Storage.** Storage of all equipment, machinery, and materials associated with the Project, excluding trucks and other vehicles, shall be located inside the "shed," "pole barn," and "storage unit" structures as shown on the Master Plan. The storage unit shall be anchored.
3. **Parking Areas.** Vehicles and trailers associated with the Project, including employee and/or sub-contractor vehicles and trailers, shall be parked in the areas labeled as "Subcontractor Parking" and "Parking for Business Use" as shown on the Master Plan.
4. **SUP Amendment.** An amendment to this SUP shall be necessary should the amount of equipment associated with the Project exceed the storage capacity of the ± 900 -square-foot sheds, the ± 380 -square-foot storage unit and ± 980 -square foot pole barn, or if the vehicles associated with the Project exceed the parking capacity of the parking areas as shown on the Master Plan.
5. **Landscape and Screening.** As part of the site plan, a landscape and screening plan shall be submitted to the Director of Planning or designee for review and approval prior to final site plan approval. All components of the Project on Parcel 1 shall be screened from the adjacent properties to the east and west, as determined by the Director of Planning, by either a fence or landscaping buffer at least 15 feet in width. In addition, the Project shall be screened from Centerville Road, as determined by the Director of Planning, by either fencing, landscaping, or both. All fencing and/or landscaping shall meet the following standards:
 - a. Any fencing used to meet this condition shall be of a natural wood color and of a design and height to screen the Project from adjacent properties. Fence height shall be a minimum of six feet and a maximum of eight feet. The location of the fence shall be shown on the site plan, and the design of the fence shall be submitted to the Director of Planning for review and approval as a component of the site plan. No fencing shall be built within the Community Character Corridor along Centerville Road.

SPECIAL USE PERMIT-19-0012. Tiki Tree and Landscape
DRAFT Conditions

- b. All landscape material installed to meet this condition shall be evergreen, and shall meet or exceed the applicable landscape standards contained in the Zoning Ordinance.
 - c. All fence and landscape material installed to meet this condition shall be on the Parcel 1, and not be located on adjacent parcels. The structures on the Master Plan labeled "Storage of Tree Removal Tools" shall be reoriented or relocated within the area designated on the Master Plan for the use, if needed, in order to meet this condition.
 - d. Any gate built within the fence or any break in the landscaping shall be a maximum of six feet wide so as to preclude vehicle access. Any such gate or landscaping break shall be shown on the site plan, and the design shall be approved by the Director of Planning.
6. **Vehicle Access.** All vehicular access to the Project shall be limited to one vehicle entrance via Centerville Road only. There shall be no vehicular access permitted between the Project and Parcel 3, or any parcels on Settlers Lane.
7. **Ingress/Egress Easement.** If access to the Project is through Parcel 2, an ingress/egress easement to allow vehicular access through Parcel 2 shall be recorded and evidence of recordation shall be submitted to the Director of Planning prior to final site plan approval. No operation (parking, storage, structures, etc.) of the Project other than access shall occur on properties other than Parcel 1.
8. **Spill Prevention and Containment Plan.** Prior to final site plan approval, a spill prevention and containment plan that addresses chemical handling for the Project, including but not limited to oil, diesel, and gasoline, shall be submitted to the Director of Stormwater and Resource Protection and the Fire Chief for their respective review and approval.
9. **Signage.** No outdoor signage advertising the Project shall be allowed on the Property.
10. **Hours of Operation.** The hours of operation of the Project shall be limited from 7 a.m. to 7 p.m. Monday through Saturday, except for transportation related to occasional storm cleanup.
11. **Lighting.** Any existing outdoor lighting on Parcel 1 shall be brought up to current Zoning Ordinance standards. Any new exterior lighting installed on the Property shall adhere to Article II, Division 7 Outdoor Lighting of the zoning ordinance. Lighting fixtures shall not be mounted in excess of 15 feet in height, as measured from finished grade.
12. **Revegetation.** Storage of materials or vehicles on areas not presented as impervious in the SUP application shall be modified and accounted for with the site plan. Areas outside of impervious cover shall be shown as revegetation on the site plan. A revegetation plan shall be developed for any existing impervious cover which is not shown as impervious on the Master Plan. Such revegetation plan shall be included in the site plan and approved by the Director of Stormwater and Resource Protection prior to final site plan approval.
13. **Special Stormwater Criteria.** The Director of Stormwater and Resource Protection shall allow certain Special Stormwater Criteria (SSC) measures to be employed to the satisfaction of the Virginia Runoff Reduction Management (VRRM) and the SSC simultaneously as the current SSC guidelines pre-date the VRRM method. The following SSC practices shall not be accepted for use in the Project:

- a. Disconnection of Impervious Areas. The proposed layout for the Project is such that the intent of this measure to be applied to the Property cannot be achieved. If a different layout be desired, this measure may be allowed by the Director of Stormwater and Resource Protection.
 - b. Sumped or Bottomless Inlets.
 - c. Record Drawings of Storm Systems.
 - d. Additional Pollutant Load Reduction. This measure will only be accepted if the additional load reduction is at least 25% greater than the calculated load requirement. Additional nutrient credit purchase will not satisfy this measure. A constructed measure(s) must be applied.
14. **Site Plan.** A site plan for the Project shall be submitted within 12 months from the date of approval of the SUP, and final approval of the site plan shall be obtained within 24 months of issuance of this SUP, or the SUP shall automatically be void. Installation of all improvements shown on the approved site plan shall be completed, and a final inspection shall occur within 36 months of issuance of this SUP, or the SUP shall automatically be void.
15. **Severability.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidated the remainder.

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Tom Leininger, Planner

SUBJECT: SUP-20-0001. 2898 Lake Powell Road Tourist Home

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Proposed Special Use Permit Conditions	Backup Material
▣	Location Map	Backup Material
▣	Master Plan	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/20/2020 - 8:59 AM
Planning Commission	Holt, Paul	Approved	2/20/2020 - 8:59 AM
Publication Management	Burcham, Nan	Approved	2/20/2020 - 9:05 AM
Planning Commission	Holt, Paul	Approved	2/20/2020 - 9:06 AM

SPECIAL USE PERMIT-20-0001. 2898 Lake Powell Road Tourist Home**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

SUMMARY FACTS

Applicant: Mr. Franklin Berggren

Land Owner: Mr. Franklin Berggren

Proposal: To allow for the short-term rental of an entire three-bedroom residential home as a tourist home. The owner will live off-site.

Location: 2898 Lake Powell Road

Tax Map/Parcel No.: 4810100040

Project Acreage: ± 0.64 acres

Zoning: R-2, General Residential

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

Staff Contact: Tom Leininger, Planner

PUBLIC HEARING DATES

Planning Commission: March 4, 2020, 6:00 p.m.

Board of Supervisors: April 14, 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. The applicant has acknowledged that, should this application be approved, he will obtain the proper licensing and inspections through the County and will be subject to appropriate use-based taxes.
5. Impacts: See Impact Analysis Pages 3-4.

FACTORS UNFAVORABLE

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

SUMMARY STAFF RECOMMENDATION

Approval, subject to the proposed conditions.

PROJECT DESCRIPTION

- This proposal is to allow for the short-term rental of an existing three-bedroom home as a tourist home. The owner will not be present during the time of the rentals and the property is not the owner's primary residence. The proposal includes no changes to the size or footprint of the dwelling.

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-20-0001. 2898 Lake Powell Road Tourist Home

Staff Report for the March 4, 2020, Planning Commission Public Hearing

- 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 three, as there are three bedrooms in the existing home. Should a future expansion add another bedroom, a Special Use Permit (SUP) amendment would be required.

PLANNING AND ZONING HISTORY

- None

SURROUNDING ZONING AND DEVELOPMENT

North: R-2, General Residential

East: R-8, Rural Residential with Airport Approach Overlay District

South: R-2, General Residential

West: R-2, General Residential

This site is surrounded by residential homes to the north, south, and west. Behind the property to the east is the Williamsburg-Jamestown Airport and a contractor’s office and storage yard (Yard Works).

COMPREHENSIVE PLAN

The property is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map, as are all of the surrounding parcels. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, 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 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.
- Generally be located on collector or arterial roads at intersections. This property is located on, and takes access from, Lake Powell Road. This segment of Lake Powell Road is classified by the Virginia Department of Transportation as a collector road.
- Provide adequate screening and buffering to protect the character of nearby residential areas. Staff finds that existing vegetation and fencing provide adequate screening from adjacent properties. Additionally, staff notes that this use inherently retains the same visual character as nearby residences.

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-20-0001. 2898 Lake Powell Road Tourist Home
Staff Report for the March 4, 2020, Planning Commission Public Hearing

IMPACT ANALYSIS

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<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 collector road, as recommended in the Comprehensive Plan in areas designated Low Density Residential. -No changes anticipated to Level of Service on Lake Powell 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 3. -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.

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-20-0001. 2898 Lake Powell Road Tourist Home**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<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 a deck expansion or paved parking area, those improvements would be subject to additional environmental review at that time.
<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>	-The subject property is located near both residential and commercial uses. -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>	-Lake Powell Road is not a Community Character Corridor.

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 SUP CONDITIONS

Proposed conditions are provided as Attachment No. 1.

STAFF RECOMMENDATION

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

TL/nb
SUP20-01LkePowTHme

Attachments:

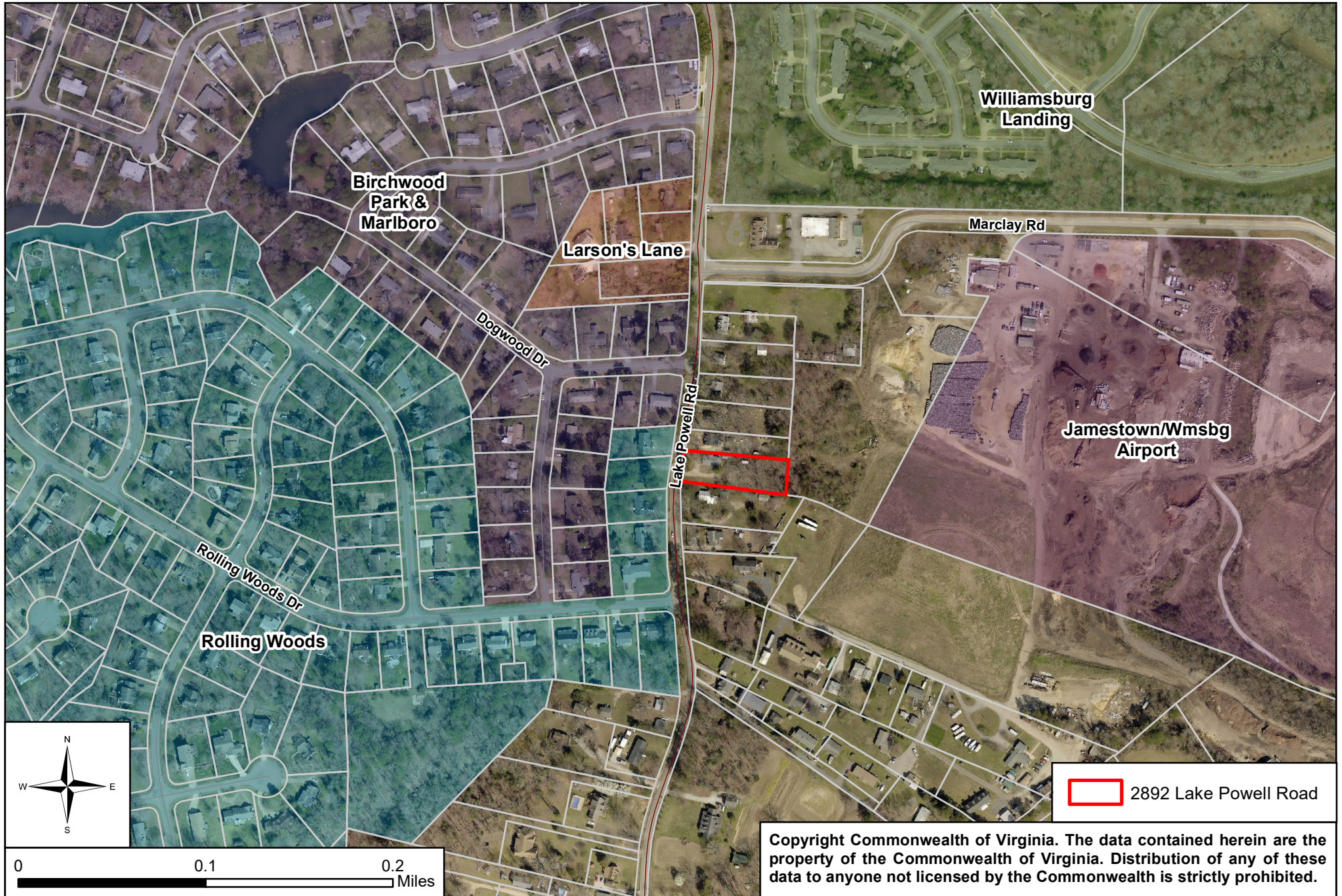
1. Proposed SUP Conditions
2. Location Map
3. Master Plan

Proposed Draft SUP Conditions

1. **Master Plan.** This SUP shall permit a tourist home on property located at 2898 Lake Powell Road and further identified as James City County Real Estate Tax Map Parcel No. 4810100040 (the "Property"). The use and layout of the Property shall be generally as shown on the document entitled "SUP-20-0001, 2898 Lake Powell Road Tourist Home" and date stamped January 7, 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 this SUP or this SUP shall automatically be void.
3. **Number of rental rooms and occupants.** There shall be no more than three (3) bedrooms available for rent to visitors and no more than six (6) 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. **Signage.** No signage related to the tourist home shall be permitted on the Property.
6. **Parking.** Off-site parking for the tourist home shall be prohibited. No oversized commercial vehicles associated with rental occupants of the tourist home, such as, but not limited to, buses and commercial trucks and trailers, shall be allowed to park on the Property.
7. **Lighting.** No exterior lighting shall be permitted on the Property, other than lighting typically used at a single-family residence.
8. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

JCC SUP-20-0001

2898 Lake Powell Road Tourist Home



SUP-20-0001, 2898 Lake Powell Road Tourist Home

Property Information

PIN 4810100040
2898 Lake Powell Road
Franklin Berggren
Zoning: R-2, General Residential
Comp. Plan: Low Density Residential
Acres: ±0.64

General Notes

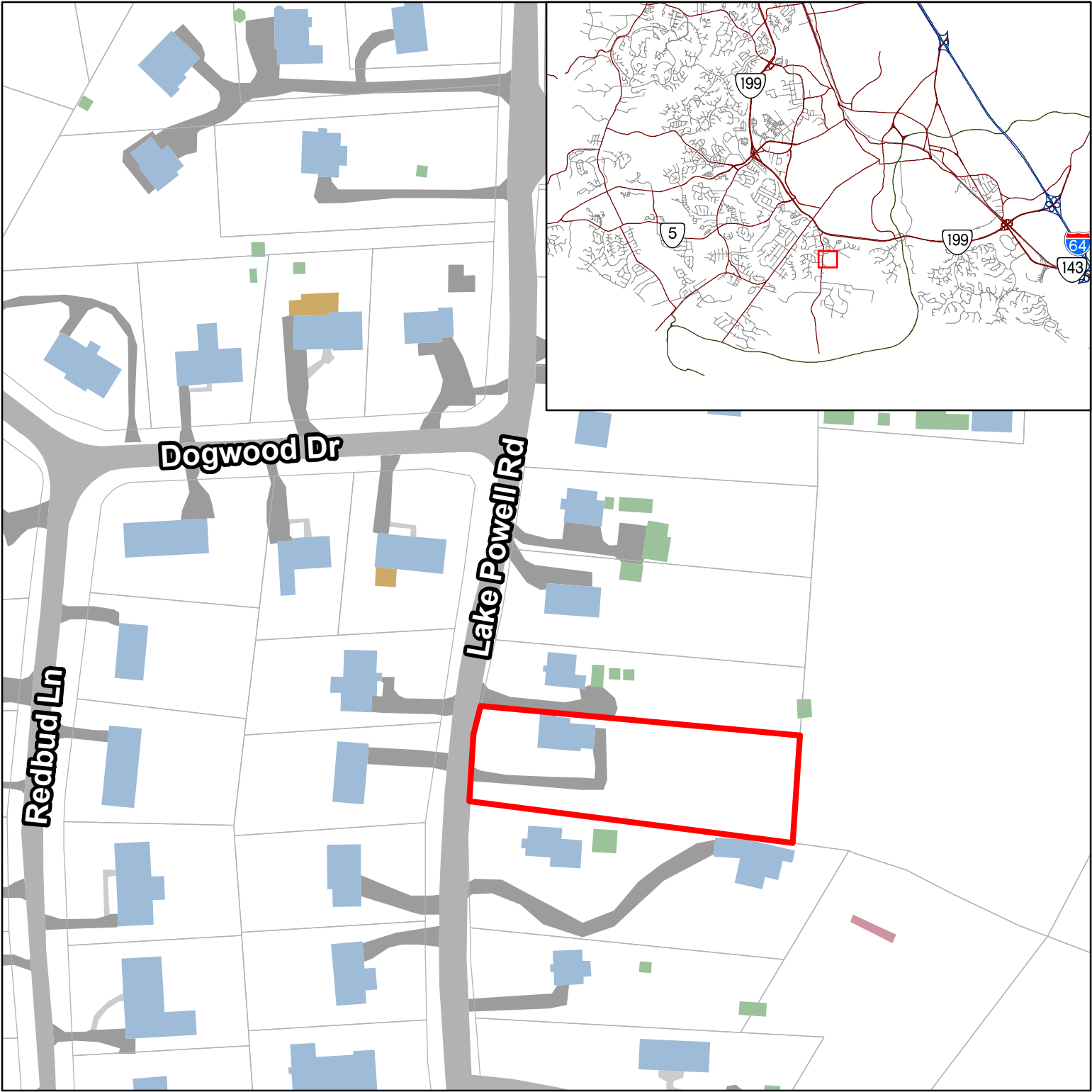
- 1. Site is served by public water and sewer.
- 2. Property is located in Zone X per FIRM 51095C0201D dated 12/16/15.
- 3. The property does not contain Resource Protection Area.
- 5. A minimum of two (2) off-street parking spaces shall be provided.

Adjacent Properties

4810100042 Sharon Dennis 2894 Lake Powell Road Williamsburg, VA 23185 R-2, General Residential	4810100042A Larry Waltrip 10 Marclay Road Williamsburg, VA 23185 R-8, Rural Residential
4810100039 Armando Holdings LLC. 2902 Lake Powell Road Williamsburg, VA 23185 R-2, General Residential	4811800005 Mark Aker 2903 Lake Powell Road Williamsburg, VA 23185 R-2, General Residential
4811800004 Phyllis Hagmaier 2899 Lake Powell Road Williamsburg, VA 23185 R-2, General Residential	

Sheet Index

- 1. Cover Page
- 2. Site Photos

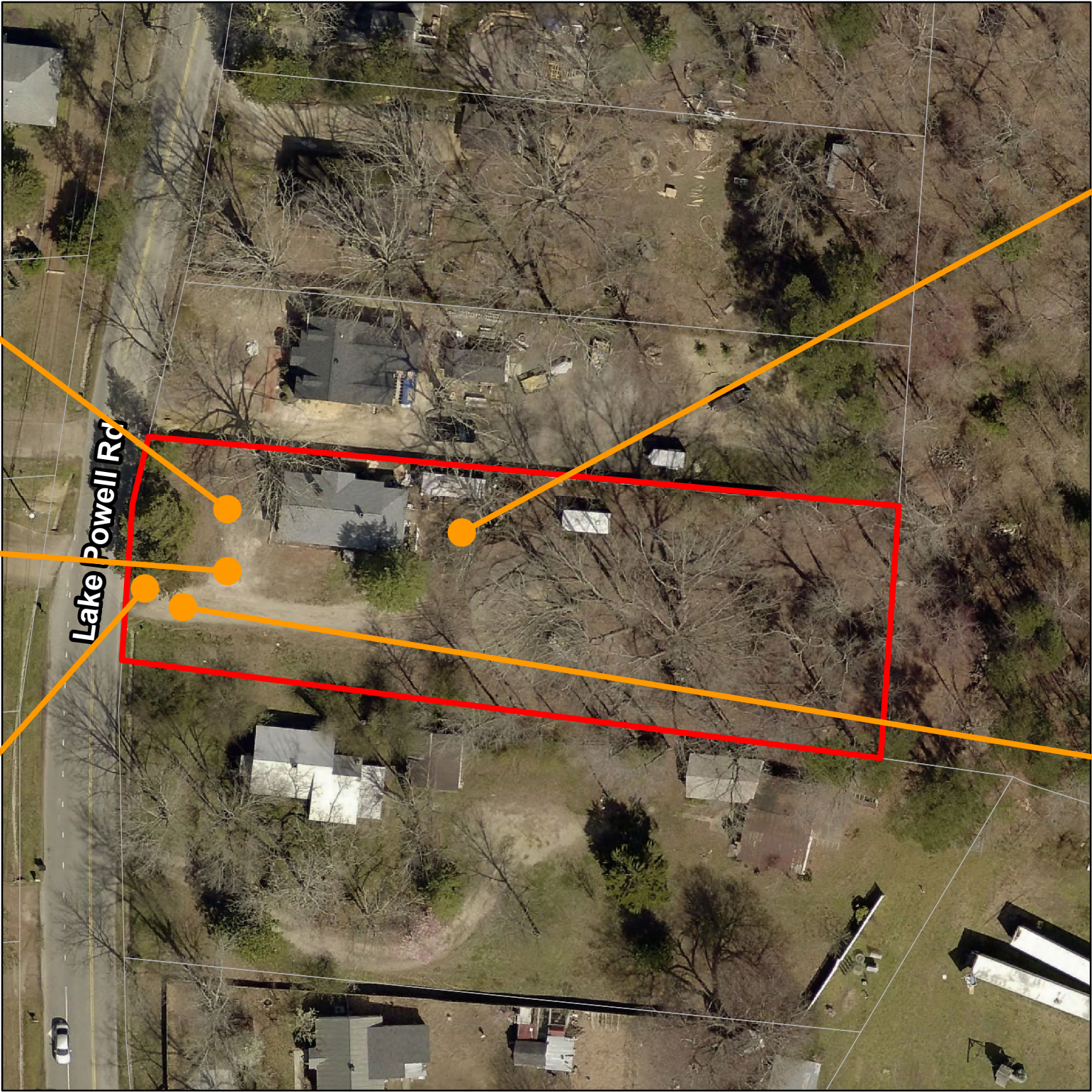


PLANNING DIVISION

Jan 07, 2020

RECEIVED

JCC SUP-20-0001
2898 Lake Powell Road Tourist Home



ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: SUP-20-0002. 3374 Ironbound Road Tourist Home

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Attachment No. 1 Proposed SUP Conditions	Backup Material
▣	Attachment No. 2. Location Map	Exhibit
▣	Attachment No. 3 Master Plan	Exhibit
▣	Attachment No. 4 Project Narrative	Backup Material
▣	Attachment No. 5 Primary Principles for Five Forks Area of James City County	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:17 PM
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:17 PM
Publication Management	Daniel, Martha	Approved	2/24/2020 - 4:24 PM
Planning Commission	Holt, Paul	Approved	2/24/2020 - 4:25 PM

SPECIAL USE PERMIT-20-0002. 3374 Ironbound Road Tourist Home**Staff Report for the March 4, 2020, Planning Commission Public Hearing****SUMMARY FACTS**

Applicant: Ms. Jeanette Brady

Land Owner(s): Jeanette Brady Irrevocable Trust

Proposal: To allow for the short-term rental of an entire four-bedroom home as a tourist home. The owner will live off-site.

Location: 3374 Ironbound Road

Tax Map/Parcel No.: 4710100025

Project Acreage: ± 1.05 acres

Zoning: R-8, Rural Residential

Comprehensive Plan: Mixed Use Five Forks

Primary Service Area: Inside

Staff Contact: Thomas Wysong, Senior Planner

PUBLIC HEARING DATES

Planning Commission: March 4, 2020, 6:00 p.m.

Board of Supervisors: April 14, 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 generally consistent with the recommendations of the Comprehensive Plan.
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. Impacts: See Impact Analysis on Page 4.

FACTORS UNFAVORABLE

1. The proposal does not fully fulfill the intent of the Mixed Use Designation, but is of such limited scale that it would not hinder the future development of the Five Forks area in accordance with the Comprehensive Plan.
2. Impacts: See Impact Analysis on Page 4.

SUMMARY STAFF RECOMMENDATION

Approval, with the proposed conditions (See Attachment No. 1).

PROJECT DESCRIPTION

- This proposal is to allow for the short-term rental of an entire four-bedroom home as a tourist home. The property is not the owner's primary residence; a caretaker will not be present during the time of the rentals.
- The property currently consists of a single-family home with a detached garage and a detached storage building. The owner is proposing to rent the entire house 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.

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.

- 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, an SUP amendment would be required.

SURROUNDING ZONING AND DEVELOPMENT

The subject property is located to the north and west of the Airtight Self-Storage Facility (zoned B-1), east of the Powhatan Crossing Subdivision (zoned R-1), and south of the Baron Woods subdivision (zoned R-2). Direct access is provided via a driveway on to Ironbound Road, which is classified by the Virginia Department of Transportation as a Minor Collector.

COMPREHENSIVE PLAN

The property is designated Mixed Use Five Forks on the 2035 Comprehensive Plan Land Use Map, as are the properties located to the south and east. Properties to the north and west are designated for Low Density Residential. The Mixed Use Land Use Designation provides the following development standards for all proposed mixed use developments within areas designated for this use:

- All developments should refer to the Residential and Commercial/Industrial Development Standards along with the Mixed Use Development Standards.

Staff finds this proposal to be generally consistent with the applicable standards found in both of these categories.

- Mixed Use developments are intended to be urban environments characterized by a variety of land uses that are higher density, pedestrian scaled, and complementary to one another in order to

create a destination for people to live, work, play, and shop. Such developments typically require nearby police and fire protection, public utilities, and other public services and as such, are to be developed in an appropriately scaled time so as not to overburden existing infrastructure. Place making is to be emphasized within these developments, with open spaces, community facilities, and unified architectural design being essential qualities.

Staff finds this proposal is not part of a master planned, mixed-use development and is of limited scale, with no land disturbance or changes to the exterior of the house being proposed. As such, staff finds this proposal neither fulfills nor contradicts these standards.

The Mixed Use Five Forks area designation provides the following guidance for uses within this area:

- Development at the intersection of John Tyler Highway (Route 5) and Ironbound Road primarily serves nearby residential development. Limited commercial development of this nature may continue so long as the resulting land use mix of the area is limited primarily to community-scale and neighborhood commercial and office uses. Moderate density residential development is encouraged as a secondary use. New development should tie into the larger Five Forks area with complementary building types and connections to surrounding commercial and residential development.

Although a tourist home is not typically considered a traditional neighborhood commercial use, staff finds this proposal to be a limited commercial use that is appropriately scaled for the Five Forks community. Future expansion of this house for a tourist home use would require an SUP amendment.

- Preservation and adaptive re-use of historic buildings are encouraged, as is the redevelopment of existing residential and

Staff Report for the March 4, 2020, Planning Commission Public Hearing

commercial uses in the immediate area. Future development and redevelopment should also reflect the historic and scenic qualities of the Five Forks area and should adhere to the Board adopted Primary Principles for the Five Forks Area. Overall development intensities should be closely monitored to ensure they can be accommodated within the capacities of the existing two-lane roads, both of which are projected to be above capacity by 2030.

Staff finds this proposal generally aligns with these standards. The exterior of the house is in well-maintained condition and no alteration or expansion is planned for this structure because of this use. Furthermore, this proposal generally aligns with the applicable Primary Principles for the Five Forks Area. Trip generation from this use are not expected to overburden Ironbound Road.

SPECIAL USE PERMIT-20-0002. 3374 Ironbound Road Tourist Home**Staff Report for the March 4, 2020, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	- The proposal is not anticipated to generate traffic exceeding a typical residential use.
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	- Pedestrian/bicycle accommodations are not necessitated as a result of this proposed use.
<u>Public Safety</u>	<u>No Mitigation Required</u>	- Subject property is located within a five-minute radius of Fire Station 3. 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 is not expected to generate schoolchildren.
<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 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.
<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>	-The subject property is located near both residential and commercial uses. -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 Ironbound Road is a Community Character Corridor (CCC) and Five Forks is designated as a Community Character Area. -The existing façade maintains the property's residential 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-20-0002. 3374 Ironbound Road Tourist Home
Staff Report for the March 4, 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 compatible with surrounding development and generally consistent with the recommendations of the adopted Comprehensive Plan. Staff recommends approval, subject to the proposed conditions.

TW/md
SUP20-2IronboundTH

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Master Plan
4. Project Narrative
5. Primary Principles for Five Forks Area

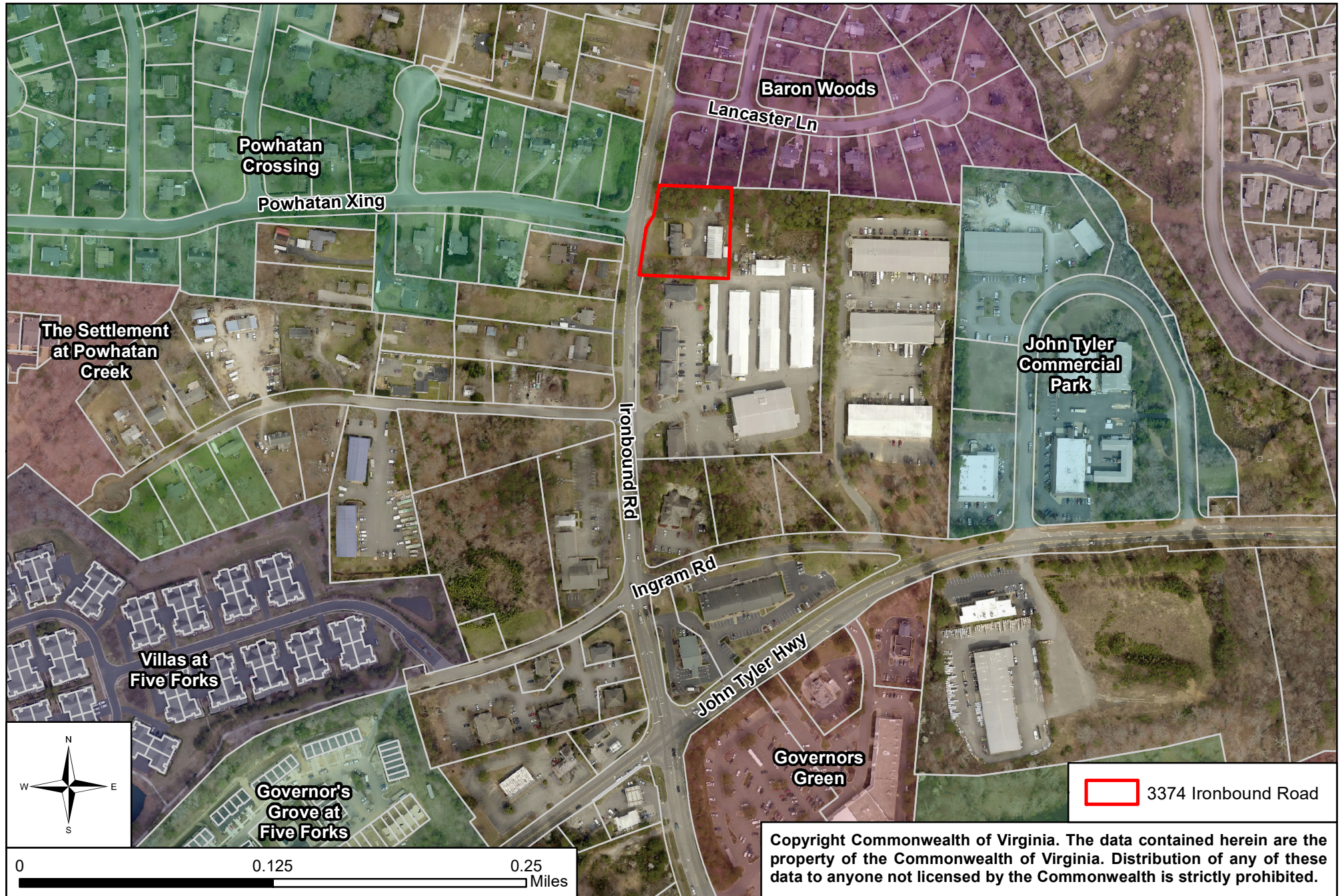
PROPOSED CONDITIONS FOR CASE NO. SUP-20-0002.

3374 IRONBOUND ROAD TOURIST HOME

1. **Master Plan.** This Special Use Permit (SUP) shall permit a tourist home use on property located at 3374 Ironbound Road further identified as James City County Real Estate Tax Map Parcel No. 4710100025 (the "Property"). The use and layout of the Property shall be generally as shown on the document entitled "SUP-20-0002, 3374 Ironbound Road Tourist Home" (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 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 four bedrooms available for rent to visitors and no more than eight 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. **Signage.** No signage related to the tourist home shall be permitted on the Property.
6. **Parking.** Off-site parking for this tourist home 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.
7. **Lighting.** No exterior lighting shall be permitted on the Property, other than lighting typically used at a single-family residence.
8. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

JCC SUP-20-0002

3374 Ironbound Rd. Tourist Home



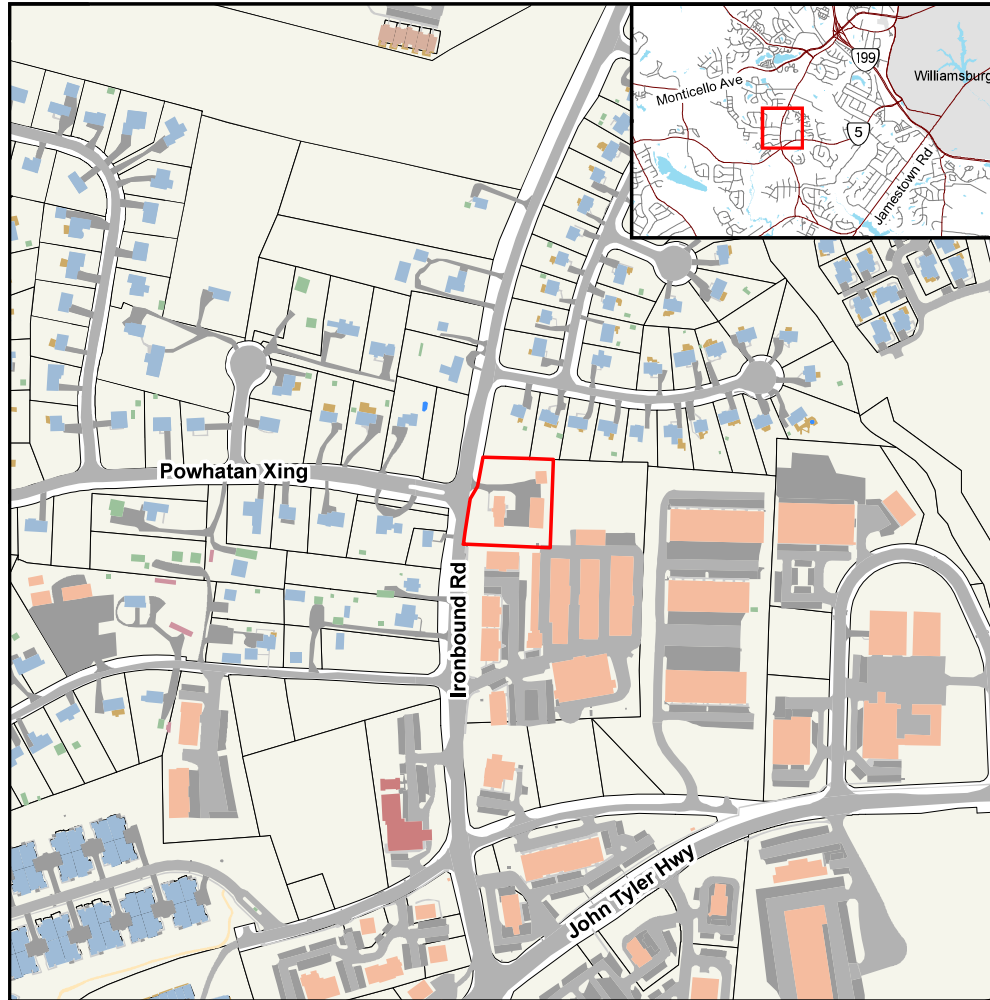
SUP-20-0002, 3374 Ironbound Road Tourist Home

Property Information

4710100025
BRADY, JEANETTE B TRUSTEE
3374 Ironbound Road
Williamsburg, VA 23188
Zoning: R8, Rural Residential
Comp. Plan: Mixed Use
Acres: ±1.05

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 51095C0119D 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.



Maps Not To Scale

Adjacent Properties

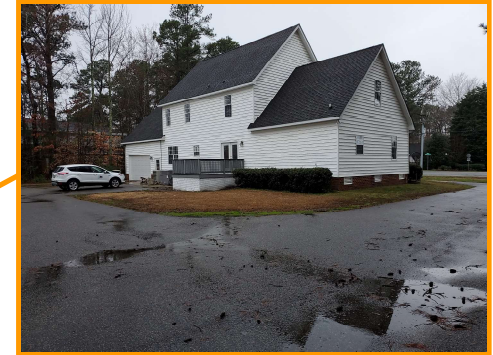
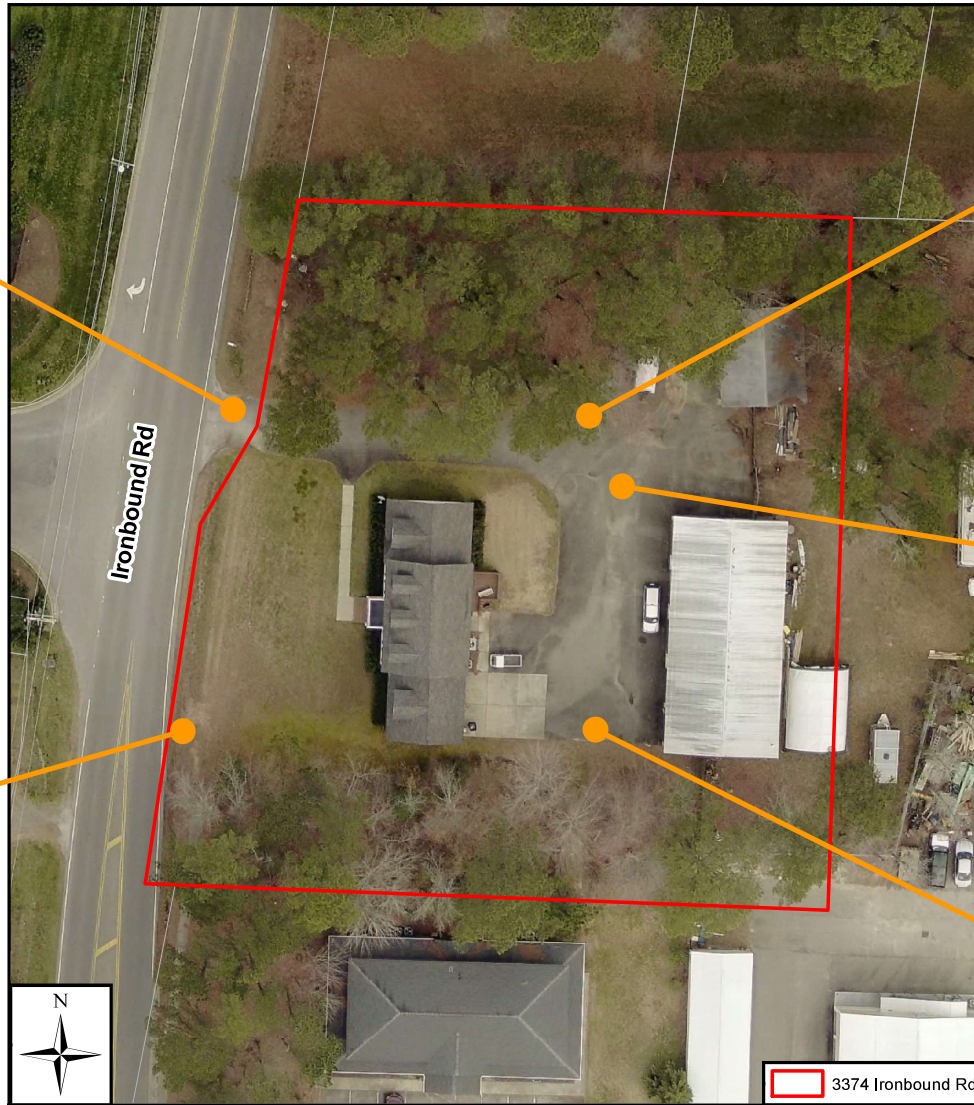
4711000001C Powhatan Crossing Homeowners Assoc. R1, Limited Residential	4711000001D Powhatan Crossing Homeowners Assoc. R1, Limited Residential
4710100009 Christopher T. & Deborah R. McSmith 4401 Powhatan Xing Williamsburg, VA 23188 R8, Rural Residential	4710100010 William M. & Bertha K. Epperson 3367 Ironbound Rd Williamsburg, VA 23188 R8, Rural Residential
4710100026 Jeanette B. Brady, Trustee 3356 Ironbound Rd. Williamsburg, VA 23188 B1, Limited Residential	4710900030 Hector L. & Cheryl R. Davila 3304 Lancaster Ln. Williamsburg, VA 23188 R2, General Residential
4710900031 Ronald F. & Jayne M. Henn, Trustee 3300 Lancaster Ln. Williamsburg, VA 23188 R2, General Residential	

Sheet Index

1. Cover Page
2. Master Plan

JCC SUP-20-0002

3374 Ironbound Road Tourist Home



SUP 20-0002

3374 Ironbound Road

I own the property at 3374 Ironbound Road and would like to rent it as an Airbnb. It is a single dwelling with 5 bedrooms. It would be available to rent year round. I don't live at the property.

Thanks,

Jeanette Brady

757-223-9960

RESOLUTION

PRIMARY PRINCIPLES FOR FIVE FORKS AREA OF JAMES CITY COUNTY

- WHEREAS, Economic Development Action 12G of the 2003 Comprehensive Plan recommends that James City County evaluate redevelopment and land use issues in the Five Forks area; and
- WHEREAS, on June 8, 2004, the Board of Supervisors created the Five Forks Area Study Committee to conduct a comprehensive study of the area and develop a set of guiding principles for future development; and
- WHEREAS, these principles will be used by citizens, staff, Planning Commission, and the Board of Supervisors to guide recommendations and decisions in future land use cases and other development activity in the Five Forks area; and
- WHEREAS, after four public meetings the Five Forks Area Study Committee unanimously adopted primary principles for the Five Forks area of James City County; and
- WHEREAS, on September 13, 2004, the James City County Planning Commission recommended the adoption of the primary principles by a vote of 7-0.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby endorse the following Vision and Principles to be used alongside the 2003 Comprehensive Plan when reviewing Rezonings, Special Use Permits, and other development activities in the Five Forks area:

Primary Principles for the Five Forks Area of James City County

Five Forks is an area with a unique village character. Bounded to the east by Mill Creek and to the west by the Powhatan Creek, Five Forks is within a significant natural area. Five Forks also supports a thriving commercial center and boasts a quality elementary school at its southern edge. Five Forks is generally understood to encompass the area that lies within three quarters of a mile of the intersection of John Tyler Highway and Ironbound Road.

Five Forks has grown and changed. With new growth, however, come questions about traffic levels, housing capacity, and preservation of the village qualities that make the area unique.

The Five Forks Area Study Committee was created by the Board of Supervisors to listen to the views of County citizens, particularly those who live and work in Five Forks. The Committee's purpose was to recommend principles that preserve and build upon the many positive qualities of Five Forks. These principles seek to protect the watersheds and safeguard the village character of the area. The principles will address residential growth, commercial development, traffic concerns, and alternative transportation. The principles will be incorporated into the next regularly scheduled update of the County's Comprehensive Plan. Until that time, these principles, when approved, serve as an addendum to the 2003 Comprehensive Plan.

Vision Statement

Five Forks has a rich heritage and a community character unique to James City County. By cooperating with citizens and with local government we will preserve these qualities for future generations. Through these principles, the Committee envisions that Five Forks will be a place where future redevelopment or development:

- Improves or maintains water quality and other environmental features;
- Preserves Five Forks' unique village character;
- Does not overburden the road network beyond capacity;
- Provides adequate facilities for pedestrians and cyclists;
- Provides goods and services needed by citizens; and
- Ensures housing opportunities for all citizens.

I. Transportation Principles

1. Capitalize on and Enhance Existing Roadway Network (see the Environmental Principles for relevant information related to these recommended actions):
 - Inventory/validate existing pavement and right-of-way width.
 - Reconfigure pavement markings/lane delineations to accommodate a 150-foot full-width exclusive right-turn lane for southbound Ironbound Road (i.e., north leg).
 - Construct a 150-foot full-width right-turn lane along the northbound approach of Ironbound Road (i.e. south leg).
 - Reduce the speed limit to 35 mph approximately a half mile from the intersection of Ironbound Road and John Tyler Highway.
 - Implement AM, Noon, PM, and Off-Peak signal timing modifications to best process traffic, maximize available and enhanced capacity, and to sustain acceptable level of operations for the isolated signalized intersection of Ironbound Road and John Tyler Highway.
2. In conjunction with any development proposals using Ingram Road West for access, encourage developers to make road improvements (reopening access from Ingram Road East from John Tyler Highway was considered but was not recommended. Such reopening might prove to be unsafe and possible benefits appear to be minimal. The initiative might prove to be beneficial at some time in the future depending on future development on Ingram Road East.):
 - Developers using Ingram Road West for access should rebuild this road as a two-lane roadway in accordance with current VDOT street requirements. Improvements could include:
 - 12 - 14-foot lanes to include roadway as well as curb and gutter;
 - 4-foot buffer between curb and sidewalk on one side of roadway;
 - Street trees and other aesthetic improvements; and
 - 25 mph posted speed limit.

3. Promote pedestrian and bicycle facility interconnectivity within Five Forks area (see the Land Use and Environmental Principles for relevant information related to these recommended actions):

- Utilize available funds in the Sidewalk Capital Improvement Program budget as well as alternate sources of funding including grants or private contributions to construct sidewalks and pedestrian crosswalks in accordance with the phasing plan listed below.
- Ensure that new development either provides sidewalks along public road frontages in accordance with the recommendations of the sidewalk inventory, or contributes funds to the Sidewalk Capital Improvement Program.
- Coordinate the design and construction of roadway improvement projects with bicycle and pedestrian facilities. Bicycle and pedestrian facilities should be designed with an emphasis on safety, adequate lighting, signage, and Americans with Disabilities Act (ADA) compliant features.

Phase I

- Using the Five Forks area sidewalk inventory, and considering existing and potential development, and existing sidewalk connections as a guide, develop an implementation plan to extend sidewalks to serve pedestrian activity within the businesses at the Ironbound Road/John Tyler Highway intersection.
- Stripe crosswalks and provide crossing ramps and pedestrian signals for each approach to the Ironbound Road/John Tyler Highway intersection.
- Provide paved shoulders on John Tyler Highway west of the Ironbound Road intersection during the next VDOT repaving to decrease road maintenance and provide more travel space for bicycles and pedestrians.

Phase II

- Using the Five Forks area sidewalk inventory, existing and potential development, and existing sidewalk connections as a guide, develop an implementation plan to construct sidewalk segments that provide greater connectivity between the central business area and Clara Byrd Baker Elementary School, neighborhoods, and recreational areas.
- In accordance with the Greenway Master Plan, construct a multi-use path along John Tyler Highway that can connect to Jamestown High School and the Greensprings Trail.
- Construct shoulder bikeways along Ironbound Road using Federal grants. In accordance with the Greenway Master Plan, construct a multi-use path along Ironbound Road that can connect to Mid-County Park/Monticello Marketplace Shopping Center.
- Utilize Greenway Funds in the Capital Improvement Program budget and other sources of funding such as grants to support the construction of the above multi-use paths.

4. Promote opportunities for bus service in Five Forks:
 - Work with Williamsburg Area Transport (WAT) to investigate areas and routes with the highest ridership and potential for enhanced service (e.g., to serve activity/employment centers).
 - Work with WAT and Traffix to promote public transportation incentives and the use of alternative commuting modes (park-and-ride, ride sharing, express routes, etc.) to both employers and employees.
 - Investigate opportunities to increase ridership to/from centers of activity, businesses, residential areas and special event attractions.
5. Maintain a "C" level of service for traffic conditions in Five Forks by adhering to new trip generation thresholds established in the Five Forks Area Study Traffic Impacts Alternative Analysis prepared by Kimley Horn and Associates when approving new development through the rezoning and special use permit process (trip levels above the threshold result in the Level of Service decreasing from C to D. These new trip generation threshold numbers are on top of projected 2008 background trips.):
 - Without Geometric Improvements
 - AM peak should not exceed 350 new trips
 - PM peak should not exceed 500 new trips
 - With Geometric Improvements recommended by Principle I.1
 - AM peak should not exceed 500 new trips
 - PM peak should not exceed 650 new trips
 - New development should be phased so that new trips do not exceed the lower thresholds until the improvements listed in Principle I.1 are either constructed or fully funded in the VDOT Six-Year Road Plan.
 - New development should provide a pro-rata share of the costs associated with implementing the geometric and signal improvements.

II. Environmental Principles

1. Maintain and improve water quality and reduce flooding risk in the Mill Creek and Powhatan Creek Watersheds by minimizing the amount of additional impervious cover and treating existing and additional stormwater runoff:
 - Develop a coordinated stormwater master plan for Five Forks. The stormwater master plan should address possibilities for regional treatment or other treatment approaches for new and existing development as well as opportunities to reduce and/or treat runoff from the existing roadway into Powhatan Creek and Mill Creek.
 - Minimize drainage of new sidewalks, multiuse paths, or other transportation improvements. Encourage drainage of these improvements into a treatment facility such as a grassy swale, regional and structural Best Management Practices (BMP), or other appropriate options.

- For new or modified residential or commercial development in the Powhatan Creek and Mill Creek watershed, encourage the use of Low Impact Design (LID) and Better Site Design (BSD) techniques such as, but not limited to, those listed in the 2003 Comprehensive Plan; the Builders for the Bay James City County Local Site Planning Roundtable consensus document (expected to be completed in Fall 2004); and the booklet entitled "*Better Site Design: An Assessment of the Better Site Design Principles for Communities Implementing Virginia's Chesapeake Bay Preservation Act.*"
 - Work with the Village Square Homeowners Association to ensure maintenance of the Village Square BMP and encourage the community to improve the existing BMP by pursuing a grant through the County PRIDE mini-grant program. Explore options for retrofitting and/or maintaining other Five Forks area BMPs.
 - Investigate options for and encourage the undertaking of stream restoration projects in the Powhatan Creek and Mill Creek Watersheds.
2. Ensure that any new development in the Powhatan Creek Watershed implements the recommendations of the Powhatan Creek Watershed Management Plan adopted by the Board of Supervisors on February 26, 2002:

Watershed Management Plan Recommendations:

- Non-tidal mainstem in the Five Forks area (west of Ironbound and north of Ingram Road): By encouraging the use of expanded buffers along the Powhatan Creek mainstem.
 - Tidal mainstem in the Five Forks area (west of Ironbound Road and south of Ingram Road): By encouraging the use of expanded buffers along the Powhatan Creek mainstem stormwater management with an added focus on fecal coliform removal.
 - Stormwater Recommendations: Use of Special Stormwater Criteria; specialized on-site BMP design with emphasis on removal of nutrients and bacteria; minimize stormwater outfalls on steep slopes.
3. Explore options for land conservation in Five Forks:
- Through the rezoning and special use permit process; encourage developers to set aside land as permanent open space.
 - Continue to target County Green Space Acquisition Funds to acquire properties that are environmentally sensitive or preserve the John Tyler Highway Community Character Corridor.

III. Land Use Principles

1. Promote mixed-use, pedestrian-friendly land-use patterns (see Principles III.6 for Land Use recommendations, including recommendations on moderate- and low-income housing):
- Pursue regulatory and investment strategies that promote a safe and healthy mix of uses (e.g., retail, residential, office, and public facilities).

- Continue to promote Five Forks as a center of community activity with complementary mixed uses.
 - Promote development patterns that support compact development, interconnected streets (connections to existing neighborhoods should be permitted only where practical and desired by those residents), sidewalks, etc., in an effort to encourage walkable neighborhoods within the Five Forks area.
2. Identify and re-utilize vacant buildings and properties that are no longer utilized:
 - Encourage master planning of available land for redevelopment or new uses in order to promote shared parking, fewer entrances onto arterial roads, better utilization of land and increased open space.
 - Promote reuse and redevelopment of blighted and no longer utilized properties.
 - Target capital investments by James City County (e.g., infrastructure, underground utility lines, streetscape improvements, etc.) to support private reinvestment and redevelopment.
 - Through the Office of Housing and Community Development, investigate ways to renovate and rehabilitate the existing housing stock in the Five Forks area where appropriate. Work with private nonprofit groups such as Habitat for Humanity, the Community Action Agency and Housing Partnerships, Inc., to improve the condition and availability of the existing housing stock and assist residents that may be displaced by new development.
 3. Reduce conflicts between incompatible land uses:
 - Promote transitional uses between different land uses.
 - Through the rezoning/special use permit process and standards in the subdivision and zoning ordinance, reduce the impacts of higher intensity on lower intensity uses (requirements for landscaping, buffering, signage, screening, noise, odor, light, traffic, etc.).
 4. Connect the land use pattern to a supportive, multi-modal transportation system:
 - Establish compact, mixed-use development patterns that create a walkable environment and reduce the need to use the automobile by local residents.
 - Provide convenient pedestrian access from outlying residential areas to the Five Forks community activity center in accordance with Principle I.4.
 5. Establish guidelines to define and maintain the historic, cultural, and aesthetic character of the Five Forks area:
 - As part of the 2008 Comprehensive Plan update, designate Five Forks as a Community Character Area and incorporate the following guidelines as part of the Community Character element:
 - Building architecture, scale, materials, spacing, height, and color should respect the architectural context of existing structures such as the historic schoolhouse and veterinary

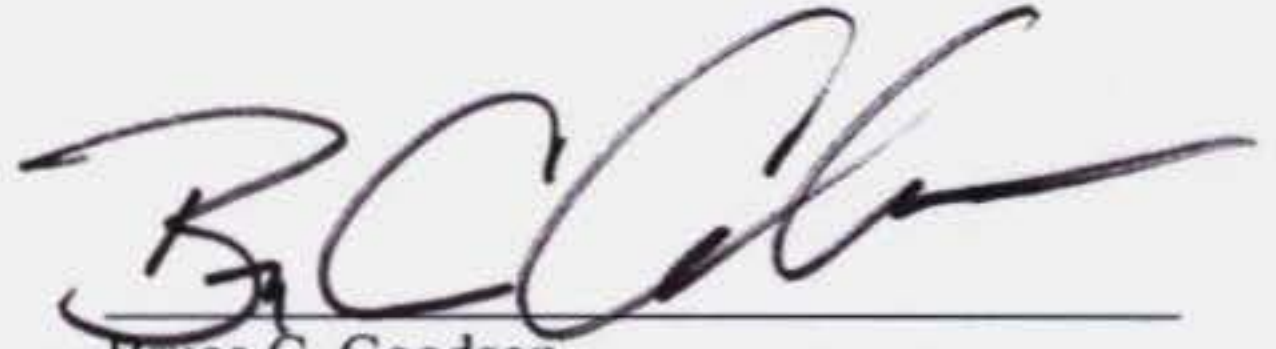
clinic and maintain the village character of Five Forks. New buildings should attempt to emulate distinguishing architectural elements of existing structures such as windows, roof lines, and cornices.

- Buildings that are traditional in character, massing, and detailing are preferred. Contemporary interpretations of traditional architecture are acceptable, if based on the scale and proportions of traditional architecture, and compatible with the context of the Five Forks village character.
 - Building facade materials and architectural treatment should be consistent on all sides of buildings, including side and rear elevations.
 - Where possible, parking should be located to the rear of buildings and should be well landscaped with shrubs and street trees. Shared access and parking should be pursued before constructing new access breaks and parking facilities.
 - Existing specimen trees and shrubs should be preserved to the extent possible. New landscaping should be of a type, size, and scale to complement and enhance the building and site design. Native plant and tree species are encouraged.
 - Signage should be of a scale, size, color, and materials to complement the village character of the area. Monument style signs, rather than pole signs, are the preferred type.
 - All mechanical equipment should be screened from view with architectural elements, fencing, or landscaping.
 - In addition to the above standards, residential buildings should have varied roof lines, wall articulations, window placements, and other features to reduce building mass and unbroken building lines. Arrangement and siting of buildings should preserve the buffers along the Community Character Corridor and complement existing structures such as the historic schoolhouse and maintain the village character of Five Forks.
- Develop and maintain defining traits that can be reflected through landscaping or streetscape design.
 - Protect and enhance the visual character of John Tyler Highway and Ironbound Road. Transportation improvements and new development should be carefully sited to minimize loss to the existing tree canopy over the roads.
6. Ensure that future residential and non residential development/redevelopment is compatible with the vision and principles for the Five Forks area:
- Ensure new trip generating developments do not exceed new trip thresholds in accordance with Principle I.5 through the rezoning/special use permit process.
 - Ensure proposed land uses are in compliance with the land use section of the 2003 Comprehensive Plan. The following descriptions provide additional guidance on acceptable land use proposals:

- Low Density Residential: Recommended gross densities are 1 to 3 dwelling units per acre. Higher densities should provide public benefits such as setting aside property for low-and moderate-cost housing developments; low- and moderate-income (Low income housing is defined as housing for persons earning less than 50 percent of area median income. Moderate income housing is defined as housing for persons earning 50 percent to 80 percent of the area median income.) housing; mixed-cost housing; or extraordinary environmental protection, including low impact design, better site design, open space preservation and implementation of the Powhatan Creek Watershed Management Plan.
 - Moderate Density Residential: Recommended gross densities are 4 to 10 dwelling units per acre. Higher densities should provide public benefits such as setting aside property for low- and moderate-cost housing developments; low-income housing (including persons earning less than 30 percent of area median income); moderate income housing; mixed cost housing; or extraordinary environmental protection, including low-impact design, better site design, open space preservation and implementation of the Powhatan Creek Watershed Management Plan. Recommended housing types include townhouses, apartments, or attached cluster housing.
 - Mixed Use: The recommended mix of uses includes offices and community commercial uses serving residents of the Five Forks area. Moderate-density housing may be a secondary use provided it is designed in accordance with these principles.
- As part of the 2008 Comprehensive Plan update, incorporate the above guidance into the Land-Use element.

IV. Economic Development Principle

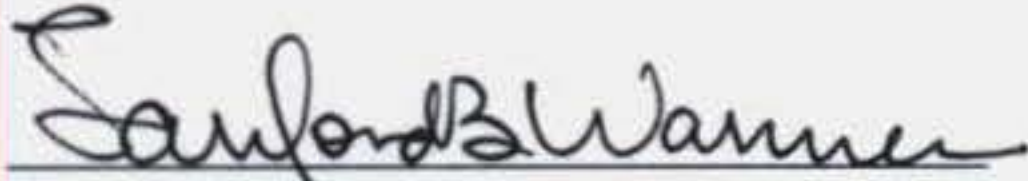
1. Promote and facilitate economic growth through development/redevelopment:
 - Facilitate the location of a new anchor tenant in Governor's Green Shopping Center should Winn-Dixie close.
 - Support the development of remaining undeveloped commercial land and vacant buildings in Five Forks to provide goods and services desired by residents of the Five Forks area.
 - Advise the Economic Development Authority on the outcomes of the Five Forks Study so that they may capitalize on future economic opportunities.



Bruce C. Goodson
Chairman, Board of Supervisors

<u>SUPERVISOR</u>	<u>VOTE</u>
BRADSHAW	AYE
HARRISON	AYE
BROWN	NAY
MCGLENNON	AYE
GOODSON	AYE

ATTEST:



Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of September, 2004.

fiveforkredev.res

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: C-19-0100. Shaping Our Shores Update

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment No.1.Parks and Recreation's Summary of the SOS Update Process	Backup Material
☐	Attachment No.2.Adopted Master Plan for Chickahominy Riverfront Park	Backup Material
☐	Attachment No.3.Adopted SUP Conditions for Chickahominy Riverfront Park (SUP-0014-2009)	Backup Material
☐	Attachment No.4.Proposed Master Plan for Chickahominy Riverfront Park	Backup Material
☐	Attachment No.5.Adopted Master Plan for Jamestown Marina	Backup Material
☐	Attachment No.6.Proposed Master Plan for Jamestown Marina	Backup Material
☐	Attachment No.7.Adopted Master Plan for Jamestown Beach Event Park	Backup Material
☐	Attachment No.8.Adopted SUP Conditions for Jamestown Beach Event Park (SUP-0010-2015)	Backup Material
☐	Attachment No.9.Proposed Master Plan for Jamestown Beach Event Park	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/26/2020 - 1:40 PM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 1:40 PM
Publication Management	Burcham, Nan	Approved	2/26/2020 - 2:02 PM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 2:06 PM

MEMORANDUM

DATE: March 4, 2020

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: Case No. C-19-0100. Shaping Our Shores Update

On June 9, 2009, the James City County Board of Supervisors endorsed the Shaping Our Shores (SOS) Master Plan in order to guide the revitalization and development of three James City County waterfront park facilities: Chickahominy Riverfront Park, Jamestown Beach Event Park, and the Jamestown Marina. The Master Plan also serves as an all-encompassing broad plan meant to delineate types of uses and their general location within park properties to help guide future capital improvement requests. The 2009 SOS Master Plan was the result of a process that included public participation and input from citizens, businesses, and County offices.

Over 10 years since its adoption, the SOS Master Plan is being updated. The process to update the SOS Master Plan was based on coordination between different County offices, participation, and input from the public and also from the Board of Supervisors (Attachment No. 1). As a result, the Master Plans for Chickahominy Riverfront Park, Jamestown Beach Event Park, and the Jamestown Marina have been updated (see Attachment Nos. 4, 6, and 9) and are now being considered for adoption by the Planning Commission and the Board of Supervisors.

On February 20, 2020, this item was placed on the Development Review Committee (DRC) agenda per the request of the Parks and Recreation Department staff in order to discuss the update and obtain input from the DRC members. No action by the DRC was required.

Once the SOS update has been reviewed and endorsed by the Board of Supervisors, applications will be submitted to amend existing Special Use Permits (SUPs) for Chickahominy Riverfront Park and Jamestown Beach Event Park. The amendment to the SUPs will reflect the updates made to the SOS Master Plan. An SUP amendment for the Jamestown Marina Master Plan is not required as the Marina and other uses at this park are permitted uses in B-1, General Business District.

JR/nb
C19-01SOS-Updte-mem

Attachments:

1. Parks and Recreation's Summary of the SOS Update Process
2. Adopted Master Plan for Chickahominy Riverfront Park
3. Adopted SUP Conditions for Chickahominy Riverfront Park (SUP-0014-2009)
4. Proposed Master Plan for Chickahominy Riverfront Park
5. Adopted Master Plan for Jamestown Marina
6. Proposed Master Plan for Jamestown Marina
7. Adopted Master Plan for Jamestown Beach Event Park
8. Adopted SUP Conditions for Jamestown Beach Event Park (SUP-0010-2015)
9. Proposed Master Plan for Jamestown Beach Event Park

Parks and Recreation's Summary of the Shaping Our Shores (SOS) Update Process

1. Background Information

In 2009, James City County (JCC) created the Shaping Our Shores (SOS) Master Plan to guide the revitalization of three waterfront park facilities. This plan was crafted from extensive public input to incorporate the needs identified by citizens, businesses, the James City County Office of Economic Development and the Department of Parks & Recreation. The JCC Board of Supervisors (BOS) approved the comprehensive plan with minimal exceptions, and it has been used to guide the development and Capital Improvement Budgets for the JCC Marina, Chickahominy Riverfront Park and Jamestown Beach Event Park.

2. Proposed Updates to the Master Plans

a. Chickahominy Riverfront Park (CRP):

Since 2009, several facility improvements have been made at Chickahominy Riverfront Park. These include resurfacing the pool, paving and improvements to the recreation vehicle loop, replacing the water main, removal of smaller pool, addition of the splash pad and the addition of the William & Mary Boathouse. The general concepts that appeared on the 2009 map were kept in the new version with minimal relocations.

The team also recommended following additional map updates:

- Add the proposed JCSA Water Treatment Plant
- Relocate RV and boat storage to the front corner of the park
- Removal of second entrance
- Addition of camper amenities to include propane filling station, laundry rooms, environmental education/recreation room, bath houses and a relocated pump-out station
- Addition of second rowing building due to growth of the sport

b. James City County Marina (JCCM):

Since the past plan, the Department of Parks & Recreation assumed daily operations of the Marina from a private contractor. Staff was hired, the Marina was brought into the County's financial and computer systems and operation manuals and procedures were created. The BOS leased 10 acres to the Economic Development Authority (EDA) in September 2015 and then the EDA leased their parcel to Billsburg Brewery and a production building and tasting room were constructed. The Office of Economic Development and EDA are also actively pursuing food service/restaurant options on the EDA's parcel to serve park patrons and be a complimentary feature to the existing brewery. Contracts have been issued for engineering services for Marina improvements and work is going to commence in fall 2019.

There were some substantial changes made to this park map. In particular, some items were removed based on their location in flood plains and RPAs. Changes include:

Parks and Recreation's Summary of the Shaping Our Shores (SOS) Update Process

- Eliminate the parking peninsula and new ramp due to wetlands
- Removal of condos, hotel and retail shops – these items were not endorsed by the BOS in the first plan and the size of the property does not support their development
- Relocate Marina office building out of flood plain
- Relocate dry stack storage out of flood plain
- Add additional short term trailer parking
- Move long-term boat storage to JBEP due to lack of space
- Addition of a second entrance into new parking lot
- Add semi-permanent event tent
- Relocate the proposed restaurant/food service area
- Relocate boat ramp and fuel dock

c. Jamestown Beach Event Park (JBEP):

Since 2009, several grants have been obtained to make improvements to the beach. A \$100,000 Chesapeake Bay Trust grant was awarded to assist with removing the concrete rubble that littered the shoreline, the creation of three beach areas and the installation of shoreline grasses. A \$152,049 grant from the Land and Water Conservation Funds was received to upgrade the parking and entrance way, create an accessible paved walkway and to construct the restroom building. A \$147,499 grant was also awarded to upgrade the water and sewer system for the bathroom. Lastly, a paddle craft launch site was created.

Changes and modifications to the JBEP map are severely limited by identified archeological and historic sites and the restrictive covenants of the two grants that were used to purchase the property in 2007. The committee re-aligned some amenities and recommends the following changes to the map:

- Relocate fishing pier off VDOT property to far end of beach
- Add additional restrooms and parking for events and beach patrons
- Addition of event tent for use with the Amblers House
- Re-align the park entrance along Jamestown Road to intersect with the road leading to the Marina
- Close the section of Greensprings Road that runs in front of the park – align it to meet Jamestown Road
- Addition of long-term boat storage to support revenue development and the Marina
- Addition of a public/private Running Center to support community racing, events and provide work spaces for Parks & Recreation staff

3. Plan Update Process

a. Phase I- Creation of Draft Plan:

The addition of new amenities and the age of the SOS Master Plan led to the decision to review and update the 2009 approved document. In October 2018, a cross-departmental JCC employee team was created with the task of updating the plan. Employees were selected based on their area of expertise to ensure that the final product would be inclusive of amenities that were important to the many different stakeholders within the County as well as the citizens they serve. Members were tasked with creating a plan that complied with County planning and environmental requirements, enhanced

Parks and Recreation's Summary of the Shaping Our Shores (SOS) Update Process

revenue opportunities and complemented the existing infrastructure and surrounding community. The team, led by the Department of Parks & Recreation, also included members from the Office of Economic Development, Planning, James City Service Authority and General Services.

The three parks that comprise the plan have become celebrated treasures to James City County and its citizens over the past 10 years. For this reason, the update to the Shaping Our Shores Master Plan was not about having to re-create or fix the old plan. Instead, the team approached the update to the plan with these goals:

- Evaluate and confirm where existing park amenities are successfully meeting community needs
- Identify unmet needs or opportunities and challenges to improve upon existing amenities
- Evaluate maintenance/conditions and longevity of park features
- Learn from the community if facilities in the plan are no longer needed, feasible, or should be built in other parks
- Create an updated master plan to guide development for the next decade and beyond

The team began by reviewing the 2009 SOS Master Plan and the recommendations for future development. The group also conducted a site visit to each park that was facilitated by the Department of Parks & Recreation Parks Administrator. After those tours, the team agreed there were some modifications and changes needed to the plan for the future at all three park locations. Specifically, decisions needed to be reviewed as they related to water restrictions, grant easements, environmental concerns, resource protection areas issues, zoning, building codes, new trends and patron requests. The tour highlighted that many of these issues were not taken into account when the first SOS Master Plan was designed, and more realistic development plans were needed to guide future amenities and budget requests.

After the initial review, the team met for several of months to update the maps of the three parks that were located in the 2009 SOS Master Plan. Each park was reviewed separately, and new amenities and changes since 2009 were added to the maps. Each map was then reviewed to see if the 2009 proposed amenities were feasible taking into account environmental, zoning and code issues. Use patterns, tracked patron requests and other changes that have occurred since 2009 were also incorporated.

A work session with the James City County Board of Supervisors was held on September 24, 2019, to review and endorse the draft maps, the public input phase, and the final approval process. Board members made several suggestions to each park map that were incorporated.

b. Phase II – Public Input Phase:

Once the JCC BOS endorsed the concepts in the updated master plan maps, the SOS Committee conducted a public input campaign. Extensive “best practice” methods were employed to ensure citizen opinions were gathered from a representative cross-section of stakeholders. Two public meetings were advertised and held at the James City County Recreation Center on 11/21/2019 and 11/25/2019 to gather input. A total of 13 citizens and special interest individuals attended these meetings and provided feedback. An on-line survey was also conducted for a month and 23 citizens provided written comments on park improvements. Paper survey stations were also set up at the James City County Recreation Center, the James City County Marina, and Chickahominy Riverfront

Parks and Recreation's Summary of the Shaping Our Shores (SOS) Update Process

Park to in an attempt to canvas specific park users. The surveys netted an additional 21 comments from citizens bringing the total of comments received at 57.

All of the solicited comments were collated and reviewed by the SOS Committee. Further meetings were held, and additional changes were made to the draft maps for each park to reflect citizen requests.

c. Phase III- Formal Approval:

The final version of the draft Shaping Our Shores Master Plan update was presented to the James City County Parks and Recreation Advisory Commission on January 15, 2020. The Commission unanimously voted to approve the SOS Master Plan Draft and endorsed seeking James City County Planning Commission approval.

Once the plan receives an endorsement from the Planning Commission, it will be taken to the JCC Board of Supervisors for a formal vote and adoption. Once approved, a prioritized action plan will be developed that sets forth goals and recommendations to implement and guide the Capital Improvement Process. It will also provide the community with a strategic long-range vision for the future of these County parks, and provide a foundation for further support of future budget funding.

KEY		
A - Camping Opportunities	H - Kayak / Canoe Launch and Rowing Facility with Boat House	Q - Existing Fishing Pier
A1 - Primitive / Tent Platforms	I - Existing Pool Shelter and Play Area	R - Canoe / Kayak Launch Area
A2 - Cabins	J - Picnic Pavilion	S - Picnic Area
B - Bath House	K - Stabilize Shore and Create Benches	T - Controlled Access Gate
C - RV Camping - 1. Small RV - 2. Large RV	L - Small Picnic Pavilions	U - Existing Water Well Pump House
D - RV Waste Disposal	M - Campground Store and Ticketing	V - Bank Grading / Buffer Restoration
E - Large Open Grass Event Area and Facilities to Support	N - Maintain Existing Boat Ramp	W - Seasonal Food Concessions
- County Fair	O - Multi - Purpose Area	X - Maintenance Facility
- Seasonal Driving Range	- Fair Parking	Y - Bioretention Basin
- Recreation Fields	- Events	
F - Fixed Wood Docks / Dinghy / Moorings	- Recreation Fields	
G - Organized Parking for Existing Boat Ramp	P - Existing Pond Activities	
	- Paddle Boats	



SHAPING OUR SHORES
 Master Plan for Jamestown Beach Campground, Jamestown
 Yacht Basin & Chickahominy Riverfront Park

Figure 4-2
 Master Plan
 Chickahominy Riverfront Park

RESOLUTION

CASE NO. SUP-0014-2009, CHICKAHOMINY RIVERFRONT PARK -

RV LOOP AND MASTER PLAN

- WHEREAS, the Board of Supervisors of James City County has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and
- WHEREAS, Mr. Aaron Small of AFS Consulting Engineers, on behalf of James City County Parks and Recreation, has applied for an SUP to make improvements to existing facilities at Chickahominy Riverfront Park and to master-plan the entire park property for community recreation; and
- WHEREAS, the property is located on land zoned PL, Public Land, and can be further identified as James City County Real Estate Tax Map/Parcel No. 3430100002; and
- WHEREAS, the Planning Commission of James City County, following its public hearing on October 7, 2009, recommended approval of this application by a vote of 6-1; and
- WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the 2003 Comprehensive Plan Land Use Map designation for this site.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after a public hearing does hereby approve the issuance of SUP No. 0014-2009 as described herein with the following conditions:

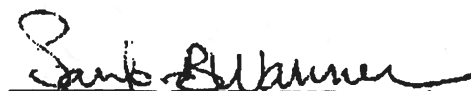
1. **Master Plan.** This SUP shall permit a public community recreation facility and accessory uses thereto, including, but not limited to, tent sites, cabins, recreational vehicle (RV) camping areas, special event areas, docks/piers, swimming facilities, playgrounds, boat launches, rowing facilities, picnic pavilions, camp store, and seasonal concession stands on property located at 1350 John Tyler Highway (the "Property"). Improvements to the site shall generally be located as shown on the document entitled "Figure 4-2: Master Plan-Chickahominy Riverfront Park," (the "Master Plan") prepared by Vanasse, Hangen, and Brustlin, Inc. (VHB) and date-stamped October 14, 2009, with only changes thereto that the Development Review Committee (DRC) determines to be generally consistent with the Master Plan and Shaping Our Shores report.
2. **Soil Studies.** Soil feasibility studies to determine appropriate areas for septic drainfields shall be submitted to the Virginia Department of Health for review and approval prior to final development plan approval for any new development on the Property. Redevelopment plans ("Redevelopment") for the Property shall not be subjected to this requirement. Redevelopment shall include the removal and replacement, renovation, or rehabilitation of existing buildings or facilities that does not increase or change the general shape or location of impervious area or number of tent sites or RV spaces, does not change the existing primary use of an area, and/or

does not change existing points of access. Based on the findings of any study, if a proposed use needs to be relocated, a plan detailing the relocation shall be provided to the DRC to determine whether the plan is generally consistent with the Master Plan and Shaping Our Shores report.

3. **Right-of-Way Buffer.** A 150-foot buffer shall be maintained along John Tyler Highway. That buffer shall remain undisturbed with the exception of breaks for roadways and pedestrian connections, utilities, walking, hiking, and biking trails, and other uses specifically approved by the Director of Planning and the DRC.
4. **Lighting.** Any new exterior site or building lighting shall have recessed fixtures with no bulb, lens, or globe extending below the casing. The casing shall be opaque and shall completely surround the entire light fixture and light source in such a manner that all light will be directed downward and the light source are not visible from the side. Fixtures which are horizontally mounted on poles shall not exceed 15 feet in height. No glare defined as 0.1 foot-candle or higher shall extend outside the property lines.
5. **Speakers.** All permanent public address speakers used on the site shall be oriented generally toward the interior of the property and away from exterior property lines.
6. **Archaeology.** Additional archaeological studies for any area to be disturbed that is identified as 'eligible' for inclusion on the National Register of Historic Places and/or 'unknown (further work needed)' on pages 109-112 of the report titled "Phase I Cultural Resources Survey and Archaeological Inventory of the Chickahominy Riverfront Park, James City County, Virginia" by Geo-Marine, Inc. and dated June 2008, shall be submitted to the Director of Planning for review and approval prior to the commencement of any land-disturbing activity on the property. If a Phase II study is undertaken, such a study shall be approved by the Director of Planning and a treatment plan for said sites shall be submitted to, and approved by, the Director of Planning for sites that are determined to be eligible for inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. If in the Phase III study, a site is determined eligible for nomination to the National Register of Historic Places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. If a Phase III study is undertaken for said sites, such studies shall be approved by the Director of Planning prior to land disturbance within the study areas. All Phase I, Phase II, and Phase III studies shall meet the Virginia Department of Historic Resources' *Guidelines for Preparing Archaeological Resource Management Reports* and the Secretary of the Interior's *Standards and Guidelines for Archaeological Documentation*, as applicable, and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's *Professional Qualification Standards*. All approved treatment plans shall be incorporated into the plan of development for the site and the clearing, grading, or construction activities thereon.
7. **Tree Clearing.** Tree clearing on the entire property shall be limited to the minimum necessary to accommodate the proposed recreational uses shown on the Master Plan and related driveways, entrance improvements, and facilities as determined by the Director of Planning or designee and the DRC.

8. **Master Stormwater Management Plan.** A Master Stormwater Management Plan for the Property shall be submitted for review and approval by the County's Environmental Division Director prior to final development plan approval for any new development on the Property. Redevelopment of the Property shall not be subjected to this requirement.
9. **Special Stormwater Criteria.** Special Stormwater Criteria (SSC) as adopted by the County in the Powhatan and Yarmouth Creek watersheds shall apply to this project. Low-impact development principles and techniques shall also be used in all development plans to reduce and control impacts associated with any increased storm water runoff. The owner shall demonstrate the application of SSC and low-impact design on all development plans to the satisfaction and approval of the County's Environmental Division Director prior to final development plan approval for any new development on the Property. Redevelopment of the Property shall not be subjected to this requirement.
10. **Resource Management Area (RMA) Buffers.** All development plans shall have the RMA buffers delineated in accordance with the Powhatan Creek Watershed Management Plan revision dated October 11, 2006, or any such RMA buffers as outlined in any future Gordon Creek Watershed Management Plan, to the satisfaction and approval of the County's Environmental Division Director prior to final development plan approval for any new development on the Property. Redevelopment of the Property shall not be subjected to this requirement.
11. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

ATTEST:


Sanford B. Warner
Clerk to the Board

James G. Kennedy Chairman, Board of Supervisors	
SUPERVISOR	VOTE
GOODSON	AYE
JONES	AYE
MCGLENNON	AYE
ICENHOUR	AYE
KENNEDY	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of November, 2009.

SUP_0014_09_res

Draft Master Plan

Chickahominy Riverfront Park



Label	Feature
A	Camping - RV, Primitive & Cabins
A1	Primitive Camping - Hike, Bike & Paddle in Only
B	Bath House / Laundry / Dumpster
C	Community Rowing Facilities
D	RV Waste Disposal
E	Open Space / Event Area
F	Fixed Wood Docks / Dinghy / Moorings
G	Existing Playground
H	Kayak/Canoe/Rowing Launch Area
I	Pool Shelter and Play Area
J	Picnic Pavilions
K	Stabilize Shore and Create Overlooks
L	Walking Trail
M	Campground Store and Check-In
N	Existing Boat Ramp
O	Field Games / Putt-Putt
P	Parking
P1	Boat Trailer Parking
Q	Fishing Pier
R	RV/Boat Storage
S	Picnic & Outdoor Education Area
T	Maintenance Facility
U	Bank Grading / Buffer Restoration
V	Water Treatment Facility
W	Water Well Pump House
X	Bioretention Basins
Y	Propane Tank Fill Site
Z	Bike Repair Station

Gate

Flood Plain

RPA Lines

Label Points Annotation in map

Label Points

Contours

Water Treatment Easement

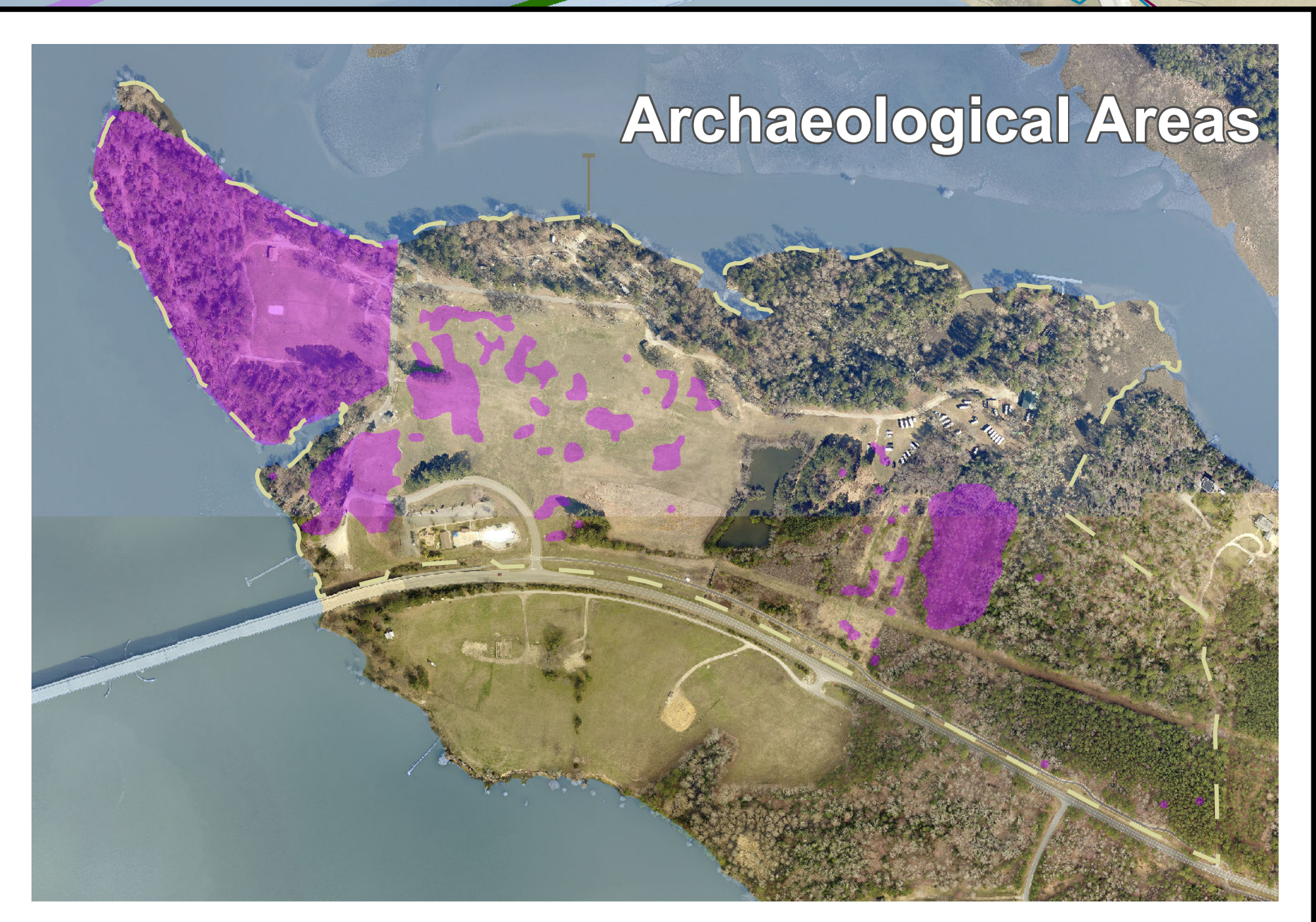
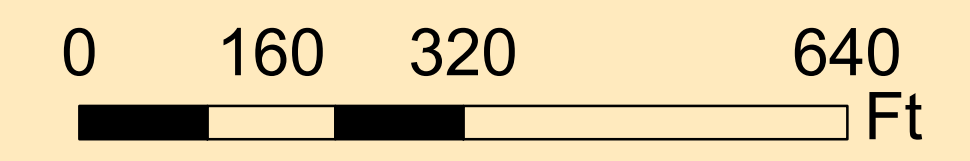
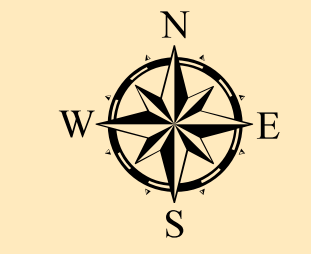
Property Line

Water Treatment Facility

Trail

Virginia Capital Trail

Colonial Pipeline





Draft Master Plan

James City County
Marina



Label	Feature
A	Restaurant / Tasting Room / Multipurpose / Community Room & Deck
B	Covered Pavillion
C	Billsburg Brewery & Expansion
D	Parks Office, Rentals, Marine Repairs & Restrooms
E	Dry Stack Storage
F	Docks and Slips
G	Property Boundary
H	Fuel Dock/ Pump Out
I	Existing Gazebo
J	New Covered Boat Slips - 44 Slips
K	Canoe/ Kayak Launch
L	Creek Walk
M	Uncovered/Covered Boat Slips
N	Overlook / Fishing Pier
O	New Boat Ramp
P	Parking
P1	Short Term Trailer Parking / Boat Trailer Parking
Q	Marina Walk
R	Secondary Entrance
S	Living Shoreline
T	Floating Walkway and Transient Boat Dock
U	Jet Ski Slips - 5 Total
V	Paddle Craft Storage
W	Emergency Boat Lifts
X	Dumpster Pad
Y	Butterfly Garden

	Flood Plain		Living Shoreline -Still
	RPA Lines		Sidewalk
	Contours		Living Shoreline - Marsh
	Trail / Path		Bioretention Basin
	Existing Boat Slips		Trees
	Property Line		Grass
			Marsh

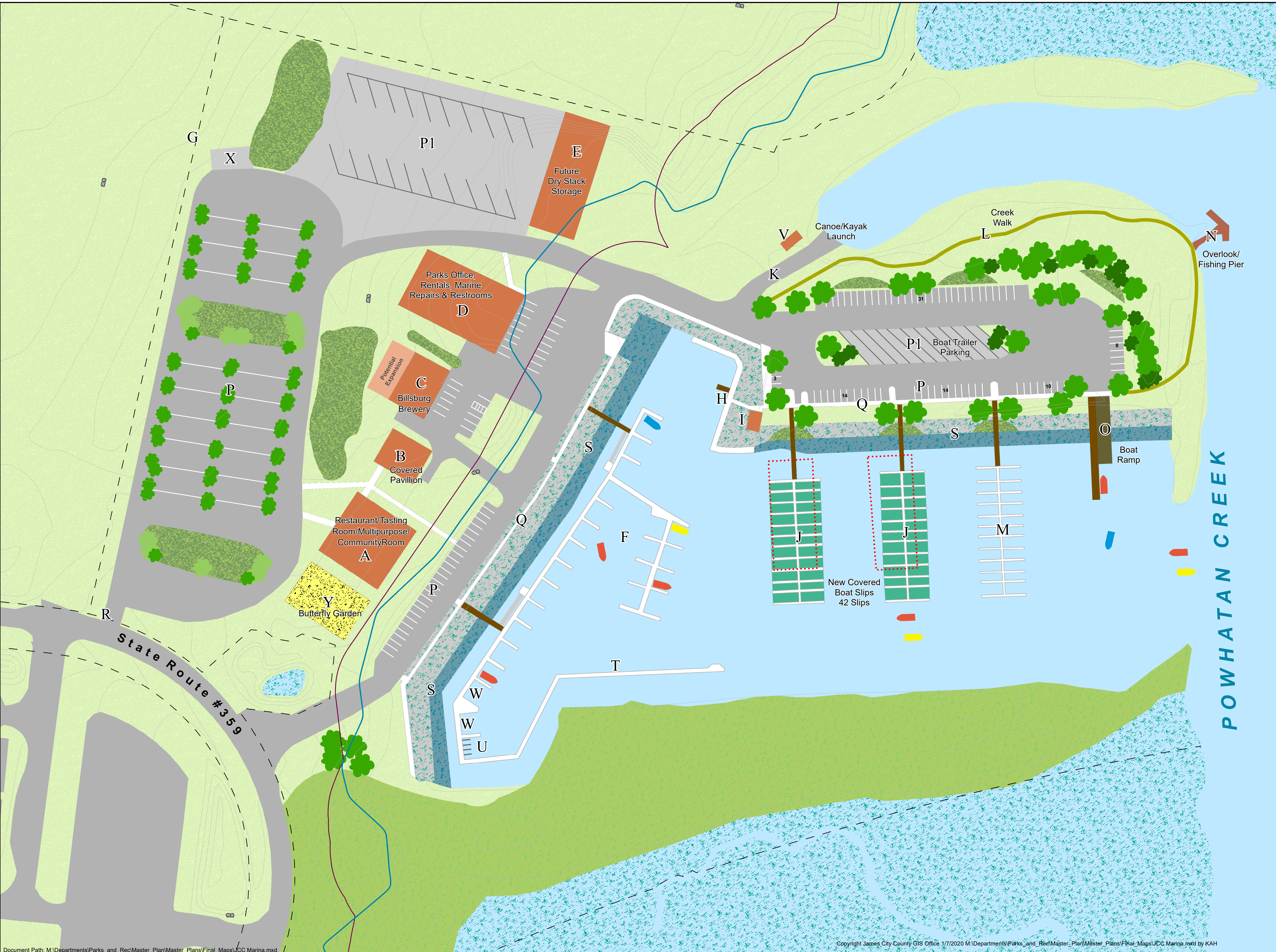
Proposed Site Information

44 Covered Boat Slips
64 Boat Slips
108 Total



0 60 120
Feet

Copyright James City County GIS Office 1/7/2020 M:\Departments\Parks_and_Rec\Master_Plan\Master_Plans\Final_Maps\JCC Marina.mxd by KAH



KEY	
A - Vermillion House Restored	M - Secondary Beach Access / Picnic Area
B - Event Tents	- Small Non - Motorized Boats
C - Formal Gardens	- Day Sailors
D - "Greate Road" Interpretive Area	- Kayaks
E - Events/Parking and Overflow	N - Preserved Viewshed
F - Maintenance Center	O - Fishing Pier
G - Beach Access and Parking	P - Ropes Course
H - Beach Pavilions	Q - Rental Cabins
- Concessions	R - Roundabout & Left Turn Lane
- Vending	S - Environmental Education Area
I - Playground Area	T - Trailhead with Restrooms
J - Shoreline Stabilization and Beach Renourishment	U - Mainland Farm Interpretive Area
K - Great Lawn / Special Event Area	V - Large Event Exit Only
L - Performance Venue	W - Area for Group Tent Camping
	X - Bioretention Basins



RESOLUTION

CASE NO. SUP-0010-2015. JAMESTOWN BEACH SPECIAL USE PERMIT AMENDMENT

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and

WHEREAS, the Board of Supervisors approved SUP-0017-2012, Jamestown Beach, which permitted community recreation facilities in a PL, Public Lands District on property located at 2205 Jamestown Road, which can be further identified as James City County Real Estate Tax Map Parcel No. 4630100005 (the "Property"); and

WHEREAS, Ms. Nancy Ellis of James City County Parks and Recreation has applied to amend SUP-0017-2012 and restate the conditions; and

WHEREAS, the Board of Supervisors endorsed the Shaping Our Shores Master Plan by resolution on June 9, 2009, as a high-level planning document for the Property; and

WHEREAS, the Planning Commission of James City County, following its public hearing on February 3, 2016, recommended approval of this application by a vote of 6-0; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the 2035 Comprehensive Plan Land Use Map designation for the Property and the considerations in Section 24-9 of the James City County Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after a public hearing does hereby approve the issuance of SUP 0010-2015 as described herein with the following amended and restated conditions:

1. **Master Plan.** This SUP shall permit a public community recreation facility and accessory uses thereto, including but not limited to restoration of the Vermillion House, event tents, interpretive areas, beach access and parking, special event areas, maintenance areas, concession stands, cabins, tent camping, a ropes course and performance venue on property located at 2205 Jamestown Road, and further identified as James City County Real Estate Tax Map Parcel No. 4630100005 (the "Property"). Uses and layout of the Property shall generally be located as shown on the document entitled "Figure 2-2: Master Plan - Jamestown Beach Campground," prepared by Vanasse, Hangen, and Brustlin, Inc. (VHB) (the "Master Plan") and as described in the *Shaping Our Shores* Master Plan report adopted by the Board of Supervisors on June 9, 2009 (the "SOS Report"), with only changes thereto that the director of planning determines are generally consistent with the Master Plan and the SOS Report.
2. **Archaeology.** Additional archaeological studies shall be submitted to the Director of Planning or his designee for review and approval prior to the commencement of any land disturbing activity on the Property in any area that is identified as "potentially eligible" or "eligible" for inclusion on the National Register of Historic Places and/or "unknown (further work needed)" in the reports titled "Phase I Cultural Resource Survey of the James City County Campground and Yacht Basin Marina, James City County, Virginia" by Archaeological and Cultural Solutions, Inc. dated February 2009,

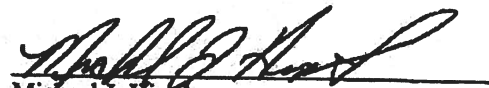
and "Phase II Investigations of Archaeological Sites 44JC0101 and 44JC1212, James City County Campground and Yacht Basin Marina, James City County, Virginia" by Archaeological and Cultural Solutions, Inc. dated July 2009. If an additional Phase II study is necessary for any site, such study shall be approved by the director of planning or his designee and a treatment plan for said sites shall be submitted to and approved by the director of planning or his designee for sites that are determined to be eligible for inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. If in the Phase III study a site is determined eligible for nomination to the National Register of Historic Places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. If a Phase III study is undertaken for said sites, such studies shall be approved by the director of planning or his designee prior to land disturbance within the study areas. All Phase I, Phase II and Phase III studies shall meet the Virginia Department of Historic Resources' *Guidelines for Preparing Archaeological Resource Management Reports* and the Secretary of the Interior's *Standards and Guidelines for Archaeological Documentation*, as applicable, and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's *Professional Qualification Standards*. All approved treatment plans shall be incorporated into the plan of development for the site and the clearing, grading or construction activities thereon.

3. **Tree Clearing.** Tree clearing on the Property shall be limited to the minimum necessary to accommodate the proposed infrastructure improvements; recreational uses shown on the Master Plan; and related driveways, entrance improvements and facilities as determined by the Director of Planning or his designee.
4. **Master Stormwater Management Plan.** The applicant shall complete a Master Stormwater Management Plan for the Property prior to final development plan approval for the next significant development phase of the Property for which a conceptual plan has not been received by the adoption date of this resolution. The Master Stormwater Management Plan shall be in accordance with the SOS Report and James City County's Sustainable Building Policy as adopted by a Board of Supervisors resolution on March 23, 2010.
5. **Vermillion House.** The Vermillion House and associated dependencies identified within the SOS Report shall remain on the Property and shall not be demolished. No changes shall be permitted to these structures with the exception of alterations, maintenance and/or modernizations that will not jeopardize their eligibility for future nomination to the National Register of Historic Places.
6. **Water Conservation Guidelines.** The applicant shall be responsible for developing water conservation standards to be submitted to and approved by the James City Service Authority prior to final site plan approval and subsequently for enforcing these standards. Water conservation measures addressed by the guidelines shall include, but not be limited to, limitations on the installation and use of approved landscaping design and materials to promote water conservation and minimize use of public water resources.
7. **Public Utilities.** The applicant shall install connections to public water and sewer infrastructure for restrooms and other amenities on the Property prior to the development of any permanent structures or facilities related to uses not currently developed as shown on the Master Plan that would be expected to generate higher park visitation rates, including but not limited to, the campground area, rental cabins,

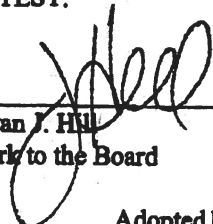
restoration of the Vermillion House and performance venue. Infrastructure improvements such as electrical connections, parking lots, facilities to allow for the collection of beach access parking fees and other facilities as approved by the director of planning shall not be considered to be permanent structures for the purposes of this condition and shall not trigger the requirement to connect to public water and sewer. Special events subject to permitting under the County Code shall also not be considered to trigger the requirement to connect to public water and sewer.

8. Severance Clause. This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.

BE IT FURTHER RESOLVED by the Board of Supervisors of James City County, Virginia, that the issuance of SUP 0010-2015 as described above supersedes and replaces SUP-0017-2012 in its entirety.


Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:


Bryan J. Hill
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MC GLENNON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LARSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONIZUK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SADLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HIPPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of March, 2016.

SUP10-2015JtownBeach-res

JAMES RIVER

Draft Master Plan

Jamestown Beach
Event Park



Label	Feature
A	New Entrance
B	Bioretention Basins
C	Boat Storage
D	Beach Parking
E	Dredge Material from Marina
F	Event Tents
G	Amblers House Events, Parking & Overflow
H	Formal Gardens
I	Great Lawn
J	Maintenance Building, Storage Facility & Recreation Facility
K	New Roadway
L	Overflow Parking Lot
M	Parking Booth
N	Performance Venue
O	Pier / Fishing
P	Playground
Q	Preserved Viewshed
R	Restroom
R1	Restroom / Concessions
S	Running Center and Outdoor Restrooms
T	Second Entrance
U	Beach Access / Picnic Area
V	Parking
W	Amblers House Restored
X	Dumpster Pad
Y	RV / Cabin Camping
Z	Paddle Craft Launch

Flood Plain

RPA Lines

Gate

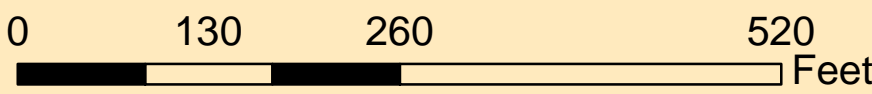
Property Line

Grant VLCF

CELCP Area

Trail / Path

Contours



ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

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

SUBJECT: Planning Commission and Board of Zoning Appeals 2019 Annual Report

The 2019 Annual Report is attached for the Commission's Review and Consideration.

ATTACHMENTS:

	Description	Type
📎	2019 PC and BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/26/2020 - 10:46 AM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 10:46 AM
Publication Management	Daniel, Martha	Approved	2/26/2020 - 10:52 AM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 10:53 AM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2019 ANNUAL REPORT



**DEPARTMENT OF COMMUNITY DEVELOPMENT
101-A MOUNTS BAY ROAD
WILLIAMSBURG, VA 23185**

PLANNING DIVISION
757.253.6685
PLANNING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING

ZONING DIVISION
757.253.6671
ZONING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/447/ZONING



2019 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2019 Annual Report.

Number of Cases Reviewed by the Planning Commission	2016	2017	2018	2019
Agricultural and Forestal District	1	1	13	7
Height Waiver	0	4	1	2
Master Plan	2	2	0	3
Rezoning	8	3	2	10
Special Use Permit	16	13	11	16

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading initiative of 2019. Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kickoff meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, make plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire, attracted more than 440 participants from November 18-December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

For development related activity in 2019, perhaps the most significant action included a comprehensive rezoning and proffer and master plan amendment for the Stonehouse community, which included reducing the size of the Planning Unit Development by 2,660 acres and reducing the development potential by approximately 1,100 residential units.

It has been an honor to serve with my colleagues and I would like to take this opportunity to thank them and the entire staff of the Planning Division for their hard work and dedication.

Jack Haldeman, 2019 Planning Commission Chair

James City County Planning Commission

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2019 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Jack Haldeman** (Chair)	Berkeley	1/10/2017	1/31/2021
Rich Krapf** (Vice Chair)	Powhatan	1/23/2007	1/31/2022
Danny Schmidt**	Roberts	2/23/2016	1/31/2020
Odessa Dowdy**	Stonehouse	2/01/2019	1/31/2024
Julia Leverenz**	At-Large	2/27/2018	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2021
Frank Polster**	Jamestown	2/01/2018	1/28/2022

2019 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**

Ellen Cook, AICP, Principal Planner

Tammy Rosario, AICP, Principal Planner

Jose Ribeiro, AICP, Senior Planner II

Scott Whyte, AICP, Senior Landscape Planner II

Alex Baruch, Senior Planner

Savannah Pietrowski, Senior Planner

Roberta Sulouff, Senior Planner

Thomas Wysong, Senior Planner

Tori Haynes, Planner

Tom Leininger, Planner

Brett Meadows, Planner

Beth Klapper, Community Development Assistant

John Risinger, Community Development Assistant

Katie Pelletier, Community Development Assistant

2019 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator

Terry Costello, CZA, Deputy Zoning Administrator

John Rogerson, CZA, Senior Zoning Officer

Louis Pancotti, CZA, Senior Zoning Officer

Taylor Orne, Zoning Officer

**Virginia Certified Planning Commissioner

AICP – American Institute of Certified Planners

CNU-A – Congress for the New Urbanism – Accredited

CZA – Certified Zoning Administrator

CFM – Certified Floodplain Manager

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County Zoning and Subdivision Ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvements Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and Ordinance revisions.

Townhomes in Liberty Crossing



PLANNING COMMISSION RESPONSIBILITIES

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

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

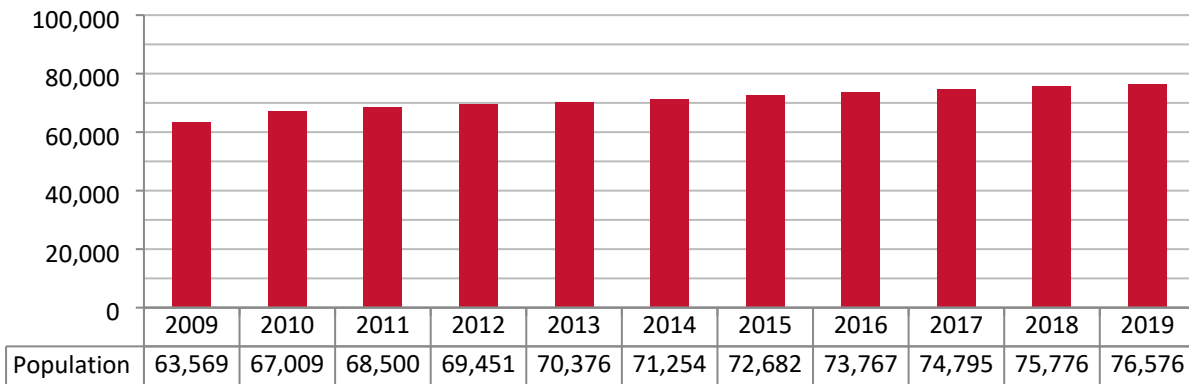
2019 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 2	July 3	March 18*
February 6	August 7	July 23**
March 6	September 4	
April 3	October 2	
May 1	November 6	
June 5	December 4	

*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH

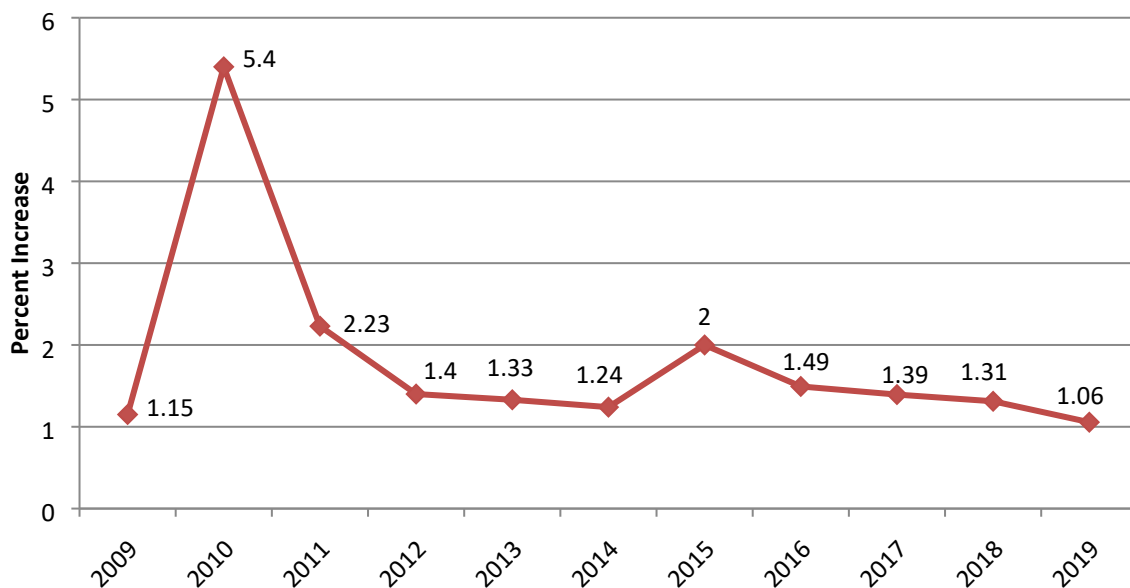
James City County Population



Source: Staff population estimates (2009, 2011-2019) and United States Census Bureau (2010).

Note: Staff population estimates are as of December of the year indicated.

Percent Annual Population Increase

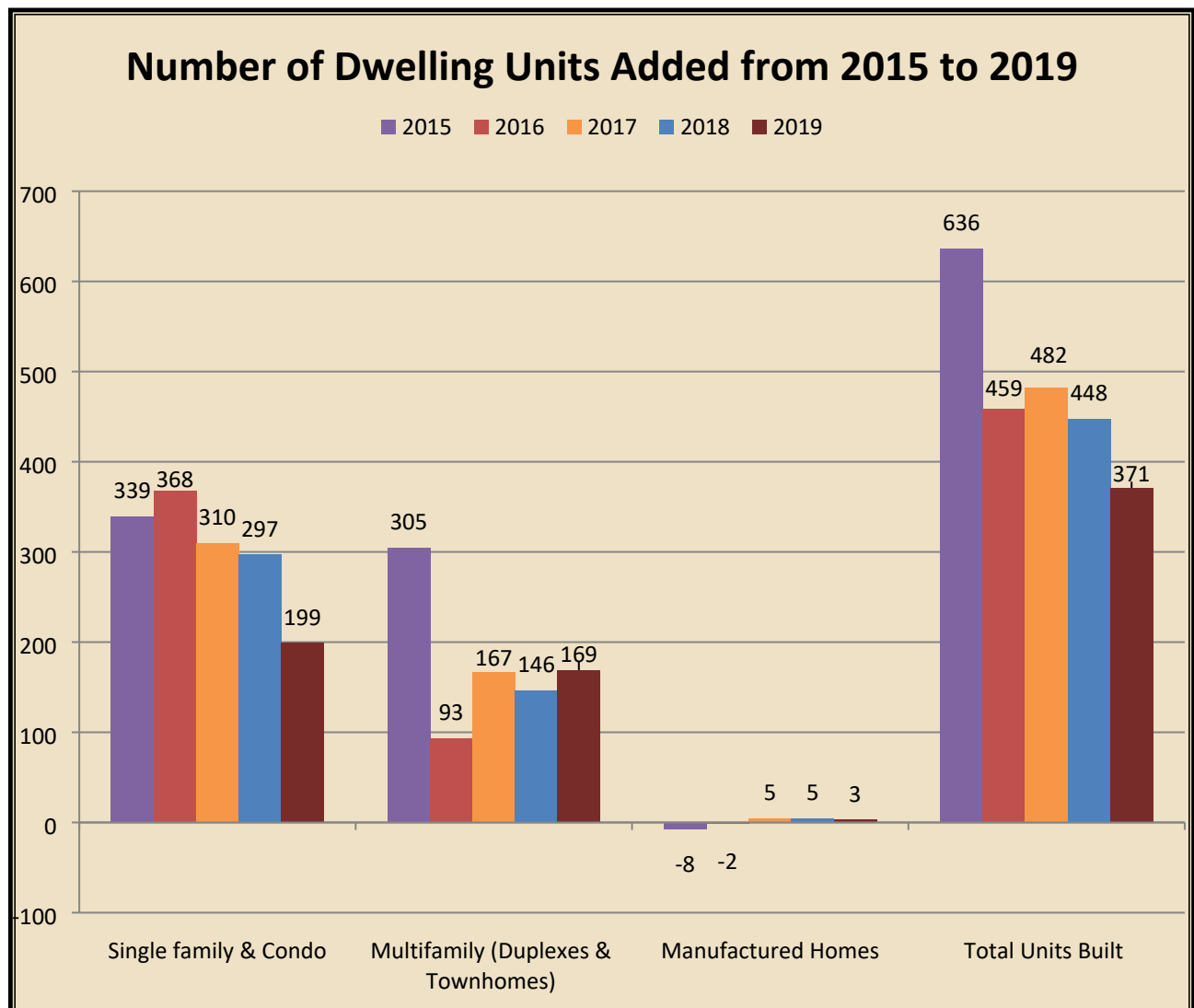


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2010.

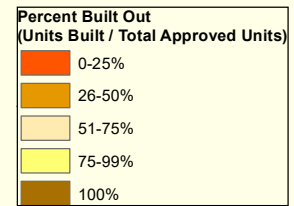
Number of Dwelling Units Added from 2015 to 2019					
Calendar Year	Single Family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2015	339	305	-8	636	32,360
2016	368	93	-2	459	32,819
2017	310	167	5	482	33,301
2018	297	146	5	448	33,749
2019	199	169	3	371	34,120

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

* The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2016-2019. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



James City County Residential Subdivisions Build-Out as of January 2020



Gloucester
County

York
County

Charles City
County

Surry
County

City of
Newport News

Isle of Wight
County

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

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

*Estimated number of approved units.

- As a part of the cumulative impact evaluation during the Zoning Ordinance update process,
staff has compiled a list of units by subdivision that have been approved but not yet built.
Please see jamestownva.gov/DocumentCenter/Index/60

RESIDENTIAL SUBDIVISION BUILDING DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Build-out Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Based on this information, staff has also updated the series of reports that provide detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district.

The following reports are described below and posted in the Development Status Report folder under Forms and Publications then Policy Guidelines: <https://jamescitycountyva.gov/DocumentCenter/Index/690>

- “Development Status Report - All Data” - reports the number of vacant parcels, improved parcels, residential units and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc. A summary of the data from this report is present in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	7,497	523	6,891	7,414
Jamestown	7,812	496	6,030	6,526
Powhatan	6,581	883	5,705	6,588
Roberts	6,981	554	5,394	5,948
Stonehouse	7,338	1,071	7,262	8,333
TOTAL	36,209	3,527	31,282	34,809

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

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,810	214	6,078	6,292
Jamestown	7,296	248	5,273	5,521
Powhatan	6,365	743	5,318	6,061
Roberts	6,890	254	5,031	5,285
Stonehouse	7,329	794	6,935	7,729
TOTAL	34,780	2,253	28,635	30,888

- “Residential Development Status Report - Schools” - displays information sorted by school districts. A report is provided for (1) elementary schools, (2) middle schools, and (3) high schools.

As part of the Engage 2045 Comprehensive Plan update, staff will be working with consultants to undertake scenario-planning and integrated land use, transportation and cumulative impact modeling efforts using GIS, CommunityViz, a customized travel demand model, and fiscal model. These efforts will not only guide community visioning but also land use decisions. Staff continues evaluating features within the new permitting software which may also aid with tracking capabilities.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

Development review activities consist primarily of rezonings, special use permits, site plans, subdivisions, and conceptual plans.

Special Use Permits (SUP): The Planning Commission reviewed 16 SUP applications including six requests for short-term rentals; a request to allow a detached accessory apartment, a request for a solar farm, a request to allow the expansion of Norge Dental Center, a request to allow the expansion of King of Glory Lutheran Church, a request to allow for the repair of the College Creek Pipeline, and a request to allow redevelopment of an existing building for light industrial manufacturing and warehousing.

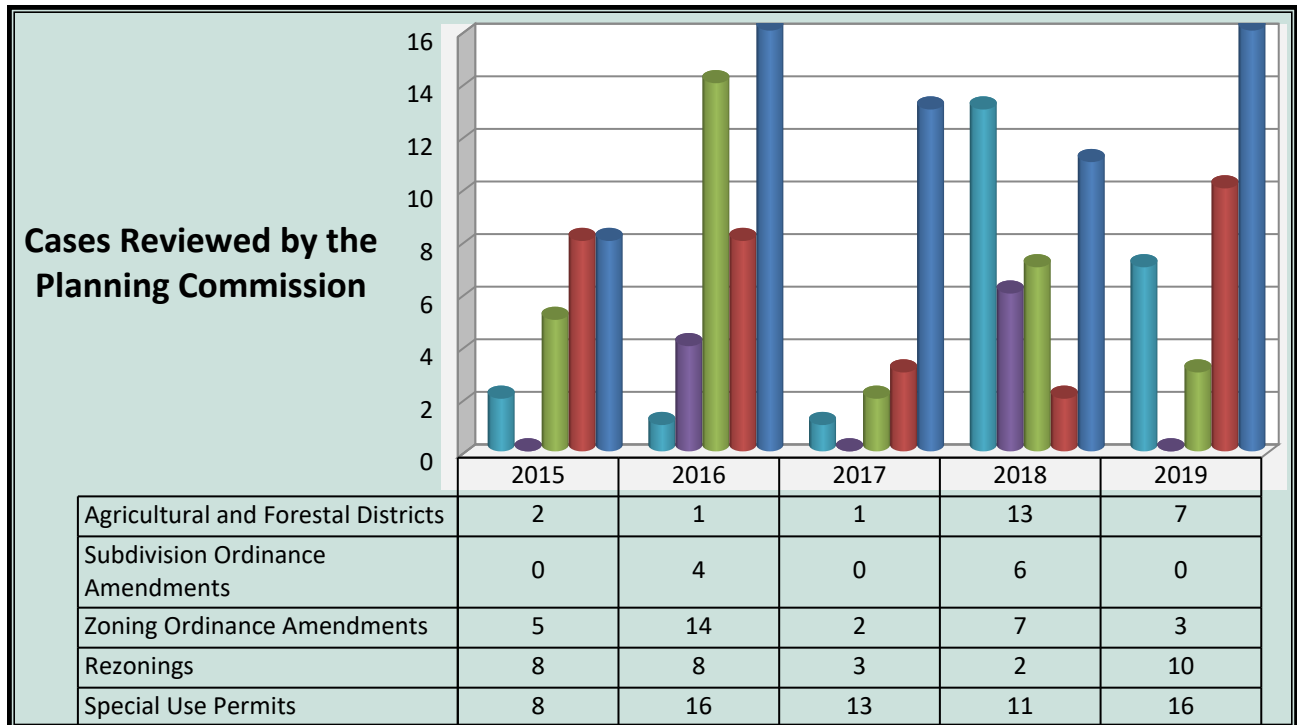
Rezoning: Ten rezoning applications were considered by the Commission including a request to amend the proffers to allow a minimum of three affordable units to be offered for rent, rather than for sale; a request to rezone ± 2.11 acres of land from A-1, General Agricultural to M-1, Limited Business/Industrial with proffers to allow the reuse of the existing building for manufacture of novelty souvenir items; a proposal to amend the adopted proffers and Master Plan for Forest Heights; an amendment to the approved Proffers for Mason Park to remove the reference to detached garages; a proposal to rezone approximately 2,659.6 acres from Planned Unit Development (PUD)-Residential, to A-1, General Agricultural; and to grant restrictive use easements over the area, along with proffer amendments related to traffic improvements, community and recreational facilities, public use sites, and environmental protections in the Stonehouse development, and a proposal to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.

Master Plan: Three master plan amendments were brought before the Commission in 2019 for changes to Forest Heights, Stonehouse, and the Promenade. The Forest Heights matter was considered by the Board of Supervisors and a new application was brought back to the Commission. Amendments to the Promenade Master Plan were made to allow the construction of an additional ten-plex building in lieu of 10 of the live-above units associated with the commercial development. The amendment also revised the land use designation of four properties to permit up to 47,918 square feet of stand-alone commercial and/or office structures and open space. The amendment to the Stonehouse Master Plan reduced the size of the PUD by approximately 2,659.6 acres; reduced the maximum permitted number of dwelling units and non-residential square footage; changed land use designations within the development; made revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections, and adjusted the boundary line between PUD-Commercial and PUD-Residential.

Residential Units Legislatively Approved in 2019: 96 additional residential units were approved

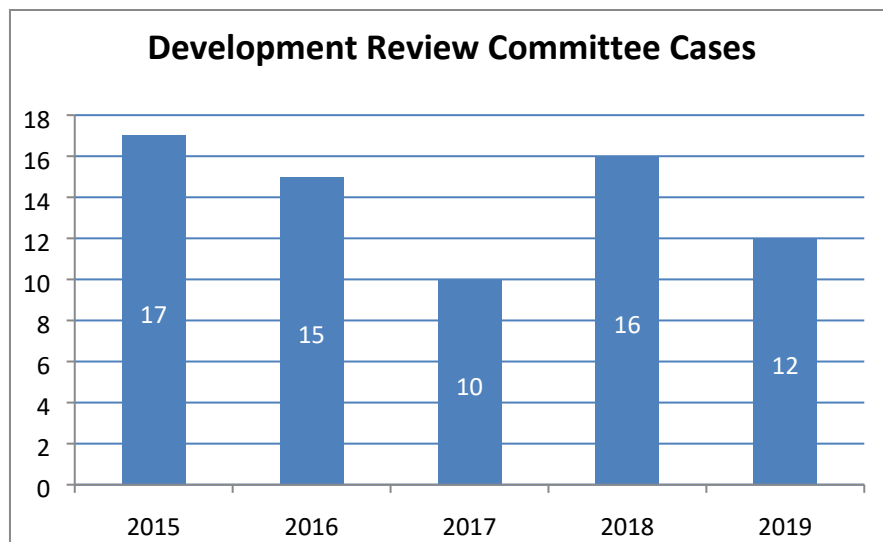
with the Forest Heights rezoning. Approximately 1,100 residential units were removed from the Stonehouse development for a net reduction of approximately 1,004 units.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed seven AFD additions bringing in a total of ± 201 acres. Approximately 391 acres were withdrawn from the Hill Pleasant Farm district to allow for the development of a proposed solar farm on the property.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 12 cases including C-18-0118, 4704 Lady Slipper Fence, a request to construct a fence within a scenic easement; SP-18-0089, Extra Mile Landscapes and Two Drummers Smokehouse Expansion, a request to allow a 3,000-square-foot addition to Two Drummers Smokehouse for approximately 250 seats with associated parking improvements; C-19-0030, Colonial Heritage Commercial Property Design Guidelines, a preliminary review of a proposed assisted living facility on the commercial parcel; C-0018-0082, 7082 Menzels Road Minor Subdivision, a proposal for a nine-lot subdivision on an undeveloped tract of land; C-19-0036, 8770 Croaker Road - Overhead Utility Waiver a request to permit an overhead power line connection to a single-family home currently under construction; SP-19-0065, Chickahominy Riverfront Park Shoreline Stabilization - Tree Removal, a request to approve the tree removal necessary for the project; and C-19-0073, 2822 Forge Road Shared driveway exception request.



POLICY COMMITTEE

Policy Committee review functions include reviewing the Capital Improvements Program as well as reviewing any changes to the Zoning and Subdivision Ordinances or Commission Bylaws.

In 2019, the Committee continued to consider potential ordinance amendments which would clarify master plan consistency determinations; address protections for the public water supply and areas of public health and water quality sensitivity; and address Code of Virginia changes regarding wireless communication facilities. The Policy Committee also considered an amendment to allow the County to accept voluntary proffers, and an amendment to permit warehouse, storage and distribution centers in certain Mixed Use Zoning Districts via a special use permit rather than being permitted by right, which is the current use classification.

PLANNING COMMISSION ACTION**SPECIAL USE PERMITS**

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-18-0027	121 Leisure Road, Luxterra Electric Inc.	121 Leisure Road	1.84	A request to allow a contractor's office with equipment storage associated with an electrical contracting business.	Approval	Approval	Approval
SUP-18-0030	6446 Richmond Road, Convenience Store and Gas Pumps (Wawa)	6446 Richmond Road	0.50	A request to construct a 5,850-square-foot convenience store with six gas pumps.	Denial	Denial	Approval (modified application)
SUP-18-0031	115 Constance Ave. Detached Accessory Apartment	115 Constance Avenue	26.83	A request to allow a detached accessory apartment to be constructed within a new detached accessory structure.	Approval	Approval	Approval
SUP-18-0032	3020 Ironbound Road Rental of Rooms	3020 Ironbound Road	1.86	A request to allow the short-term rental of up to two bedrooms in an owner-occupied single-family home.	Approval	Approval	Approval
SUP-19-0004	JCSA College Creek Pipeline Project	Humelsine Parkway (State Route 199)	0.95	A request to allow the installation of +/- 1,100 linear feet of a 14-inch water main.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0009	Longhill Road King of Glory Lutheran Church Expansion	4897 Longhill Road	13.63	A request to expand the existing place of public assembly to include a new sanctuary and associated parking, expansion of existing school with accessory uses and to permit establishment of a neighborhood resource center.	Approval	Approval	Approval
SUP-19-0010	Norge Dental Center Expansion	7450 Richmond Road 127 Peach Street	2.33	A request to expand the existing dental facility, expand parking lot, and add a new storage building.	Approval	Approval	Approval
SUP-19-0011	5026 River Drive Tourist Home	5026 River Drive	0.51	A request to allow the short-term rental of an entire three-bedroom residential home.	Approval	Approval	Approval
SUP-19-0014	6096 Centerville Road Tourist Home	6096 Centerville Road	4.52	A request to allow the short-term rental of a one bedroom detached accessory apartment.	Approval	Approval	Approval
SUP-19-0015	4440 Ironbound Road Tourist Home	4440 Ironbound Road	0.21	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0016	3021 Ironbound Road Tourist Home	3021 Ironbound Road	0.69	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0017	Hill Pleasant Farm Solar Farm	7150 Richmond Road	192.76	A request to allow the development of a solar panel facility for electrical power generation, storage, transmission, and associated activities.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0018	6623 Richmond Road, Train Control System Assembly and Storage	6623 Richmond Road	11.9	A request to allow the processing, assembly, and storage of train control system components within a portion of an existing building.	Approval	Approval	Approval
SUP-19-0019	530 Neck-O-Land Road Tourist Homes	530 Neck-O-Land Road	0.918	A request to allow for the short-term rental of two tourist homes containing two units each.	Approval	Denial	Approval (modified application)
SUP-19-0020	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
SUP-19-0024	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn Prior to BOS Meeting

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-18-0006	Ironbound Crossing Rezoning	4007 Ironbound Road; 4002 Ironbound Road	2.67	A request to rezone 2.67 acres of land to B-1, with proffers, for commercial, office and institutional uses.	Approval	Approval	Approval
Z-18-0002	Stonehouse Planned Community Rezoning from PUD-R to A-1	9800 Six Mount Zion Road (Portion)	2,659.6	A request to rezone a portion of 9800 Six Mount Zion Road from Planned Unit Development-Residential (PUD-R) to A-1, General Agricultural, and to grant restrictive use easements over this area.	Approval	Approval	Approval
Z-19-0001	Powhatan Terrace Proffer Amendment	1676 Jamestown Road; 1678 Jamestown Road; 180 Red Oak Landing Road	16.51	A request to amend to allow a minimum of three affordable units to be offered for rent, rather than for sale.	Approval	Approval	Approval
Z-19-0002	8231 Richmond Road Rezoning	8231 Richmond Road	2.11	A request to rezone the property from A-1 to M-1, Limited Business/Industrial with proffers to allow re-use of the existing building for manufacture of novelty souvenir items.	Approval	Approval	Approval
Z-19-0007	Forest Heights Proffer and Master Plan Amendments	6015 Richmond Road	11.42	A request to amend the proffers and Master Plan for Forest Heights to allow for the addition of up to 46 townhomes, a mini-storage facility, and a residential dwelling unit for a caretaker.	Denial	Approval	Deferral

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0010	Stonehouse Planned Community Proffer and Master Plan Amendments	Various	1,913.3	A request to reduce the size of the PUD; reduce the maximum permitted number of dwelling units and non-residential square footage; change land use designations; make revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections; and adjust the boundary line between PUD-Commercial and PUD-Residential.	Approval	Approval	Approval
Z-19-0011	Mason Park Proffer Amendment	1916 Jamestown Road	9.1	A request to amend Condition Nos. 1 and 11 of the adopted Proffers to remove reference to detached garages.	Approval	Approval	Approval
Z-19-0012	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
Z-19-0014	The Promenade at John Tyler Proffer and Master Plan Amendment	5299, 5303, 5307, and 5311 John Tyler Highway	5.5	A request to amend the adopted proffers and Master Plan to permit the construction of an additional ten-plex building.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0018	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn prior to BOS Action

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-02-86-2-2018	4450 Ware Creek Road Croaker Addition	14.18	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0016	365, 358, and 382 Ivy Hill Road Mill Creek Addition	60.73	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0017	9888 Sycamore Landing Road Croaker Addition	60.35	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0019	4928 Fenton Mill Road Croaker Addition	52.28	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0020	8328 Diascund Road Mill Creek Addition	10.00	Addition of property to an existing district.	Approval	Approval	Approval
AFD-19-0001	7150 Richmond Road Hill Pleasant Farm Withdrawal	391.00	Withdrawal of property to allow for development of a solar farm.	Denial	Approval	Approval
AFD-19-0002	9896 Sycamore Landing Road Croaker Addition	3.85	Addition of property to an existing district.	Approval	Approval	Approval

Case numbering format for Agricultural and Forestal District Cases also changed after implementing PermitLink software in June 2018 and no longer references the AFD's creation (Ex: AFD-02-86-XX-YYY). The revised format is now consistent with all other cases.

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ORD-18-0013	Zoning Ordinance Amendments Regarding Master Plan Consistency Determinations	Clarifies the process and criteria for determining if development plans are consistent with the approved Master Plan; establishes submittal process for development plans proposing significant changes in dwelling unit location, count and/or type over that shown on the Master Plan; and amends the process for development plans that are determined to deviate significantly from the approved Master Plan.	Denial	No Action
ORD-19-0001	Zoning Ordinance Amendment to Section 24-16, Proffer of Conditions	Establishes that the County may accept voluntary proffers for rezonings and/or amendments to the County's Zoning Map.	Approval	Approval
ORD-19-0002	Zoning Ordinance Amendment - Section 24-111, Temporary Offices	Adds a provision that the requirements of Section 24-200 (c) to place new utilities underground shall not apply to trailers and portable buildings being used as temporary offices when the Planning Director finds that it is not practicable for the application to meet such requirements.	Approval	Approval

MAJOR INITIATIVES

ENGAGE 2045 COMPREHENSIVE PLAN UPDATE

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading major initiative of 2019. To support this effort, Planning staff focused on scoping the update and securing consultant services during the first half of the year, and shifted to conducting the official kick-off and update activities during the second half of the year.

Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kick-off meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, create and develop plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire and survey, attracted more than 440 participants from November 18 to December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2019, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County Departments on projects and reports including the Workforce Housing Task Force Report (and subsequent action plan), and the update to Shaping our Shores.
- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued funding and worked toward construction of transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*. Progress made on key projects included the following:

- Progress on construction of I-64 Widening - Segments 2 and 3
- Progress on the right-of-way (ROW) phase and advertisement for construction for Longhill Road widening - Phase 1
- Start of the ROW phase and advertisement for construction for the Olde Towne Road/Longhill Road intersection improvements
- Progress on the ROW and advertisement for the construction phase of the Centerville Road/News Road intersection improvement project
- Advertisement for design-build services for the Skiffes Creek Connector
- Progress on preliminary engineering (PE) for the Croaker Road widening project
- Additional funding for Pocahontas Trail multi-modal improvements
- Start of PE for Safe Routes to Schools improvements at Clara Byrd Baker Elementary School and Five Forks
- Progress on PE for roadway and stormwater improvements on Richmond Road in Toano and in various roadways in Grove



2019 JAMES CITY COUNTY PLANNING COMMISSIONERS



Jack Haldeman, Chair
Berkeley District



Richard Krapf, Vice Chair
Powhatan District



Danny Schmidt
Roberts District



Tim O'Connor
At-Large



Odessa Dowdy
Stonehouse District



Frank Polster
Jamestown District



Julia Leverenz
At-Large

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

WILLIAMSBURG, VIRGINIA 23185

PHONE: 757.253.6685

FAX: 757.253.6822

PLANNING@JAMESCITYCOUNTYVA.GOV

WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING



2019 BOARD OF ZONING APPEALS ANNUAL REPORT

2019 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
William J. Geib, Chairman *	Powhatan	4/2013	3/31/2023
Stephen M. Rodgers, Vice Chairman	Berkeley	4/2011	3/31/2024
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2021
Mark Jakobowski *	Roberts	4/2018	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2020

* Virginia Certified BZA Member

INTRODUCTION

The James City County's Board of Zoning Appeals (BZA) is a five-member, quasi-judicial body appointed by the local circuit court to serve five-year terms. Any community adopting a zoning ordinance must also establish an appeals board for review of circumstances where landowners may be unjustly burdened by the Zoning Ordinance. The Board conducts public hearings to consider requests for variances to the County's Zoning Ordinance, as well as appeals of decisions made by the Zoning Administrator.

The definition of variance reads:

Variance means, in the application of a zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land, or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

The Board must find that the strict application of the Zoning Ordinance would unreasonably restrict the utilization of the property. Any decision made by the Board may be appealed to the James City County Circuit Court within 30 days.

State Code language places the burden of proof on the applicant with these five standards as the criteria:

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of a variance would alleviate a hardship

due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

MEETINGS

The James City County BZA is scheduled to meet the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. The BZA met four times in 2019.



VARIANCES/APPEALS

Four applications for variances were considered in 2019. One was for an administrative variance and three applications went before the BZA. The synopses of the applications are as follows:

BZA-19-0003, 6283 Centerville Road - This was an appeal of the Zoning Administrator's determination made on February 1, 2019 that the property is being used for a contractor's storage yard which includes the storage of contractor's equipment, trailers and vehicles. The BZA upheld the Zoning Administrator's interpretation on May 2, 2019.

BZA-19-0004, 4551 John Tyler Highway - This was an application for a variance to Section 24-393(a), Yard Requirements, to reduce the required minimum yard setback from 50 feet to 48.27 feet. This is to permit the continued placement of a structure. This application was approved by the BZA on May 2, 2019.

BZA-19-0006, 2054 Jamestown Road - This was an application for a variance to Section 24-594(a)(4), Prohibited uses, for the continued placement, use and proposed improvement of the distribution of petroleum at an existing marina located in a floodplain district. This application was approved by the BZA on October 3, 2019.

BZA-19-0007, 121 Leisure Road - This was an application for a administrative variance to Section 24-217(a), Yard requirements, to reduce the required side yard setback from 5 feet for accessory structures to 4.1 feet. This variance allows for the continued placement of the one-story pole building. This application was approved by the Zoning Administrator on October 21, 2019.

CHANGES

On March 12, 2019, the Board of Supervisors approved Case No. ORD-18-0007, which authorized the Board of Zoning Appeals to grant a reasonable modification in accordance with the Americans with Disabilities Act or State and Federal Fair Housing Laws, as applicable. Section 24-650 of the James City County Zoning Ordinance was updated to reflect these changes as well as adding the reference to the Code of Virginia for establishing criteria for variances.



From left to right: Ron Campana, Jr., David Otey, Jr. William J. Geib, Mark Jakobowski, and Stephen Rodgers.

COMPREHENSIVE PLAN - TOWARD 2035: LEADING THE WAY

Following the adoption of the County's Comprehensive Plan in June 2015, County staff and partner agencies made strides in implementing the Comprehensive Plan. Progress made on many items are noted below.

Simultaneously with those implementation efforts, the Planning Commission and Planning staff began its five-year review of the Comprehensive Plan. Engage 2045, as the update process is known, officially began in summer 2019 and is expected to conclude in summer 2021.

GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

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

Specifically, the report lists tasks have been undertaken toward completion of actions previously identified as high priority. The Board of Supervisors will officially prioritize projects, based on available funding and resources, through the annual budget and Strategic Plan processes.



Note: The following list focuses on completed high priority actions, as previously referenced in the 2009 Comprehensive Plan Implementation Schedule. The list does not include actions with lower priorities.

Tasks with a 0-5 year timeframe	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 1.4. Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.	In 2019, Office of Economic Development (OED) and the Economic Development Authority (EDA) continued to seek opportunities for public-private partnerships. Staff assisted in the issuance of a Request For Proposals for the Amblers House and a preferred vendor was selected. Discussions are underway for a contract to be executed. Staff participated in the Shaping Our Shores Master Plan revision process. This revision, if adopted in 2020, includes the potential for expanded and additional public-private partnerships on the EDA-leased land at the James City County Marina. Staff continues to examine the potential for public-private partnerships on EDA-owned industrial property including 8925 Columbia Drive.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	Throughout 2019, the OED continued to examine the implementation of new incentive programs. Following the transition to a new director, staff is now creating a formal incentive policy that will allow checks and balances for prospective businesses and expansions that will be approved in 2020.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2019, there were 64 posts created and published to the Tourism website. There were 326 posts to social media (Facebook and Twitter), which is a 62% increase. The Tourism & Marketing Coordinator continues to partner with the Virginia Tourism Corporation and Williamsburg Tourism Council to highlight County businesses. More than 20,000 users visited explorejccva.com in 2019 and more than 30% of these visits derived from social media.
ED 2.4. Analyze the opportunities for development and expansion of healthcare business, medical research sector jobs and related services.	Staff continues to engage the healthcare sector in workforce development. In March 2019, staff hosted a Healthcare Workforce Summit and received feedback from a wide variety of businesses in the sector. This effort will result in additional healthcare training classes being offered at the local high schools, with an option for dual credit with Thomas Nelson Community College.

CC COMMUNITY CHARACTER	
CC 3.2. Use the conceptual plan process to provide early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.	In 2019, Planning Staff reviewed 97 Conceptual plans, slightly less than the record number in 2018.
CC 7.1. Update the Wireless Communications Division of the Zoning Ordinance as necessary to accommodate the use of new and emerging wireless communication services.	In December 2019, the Planning Commission passed an initiating resolution regarding Wireless Communication Facilities Zoning Ordinance amendments. Staff held two meetings with the Policy Committee to review draft ordinance language and is preparing for a final Policy meeting in February 2020 before bringing the ordinance to the Planning Commission and Board of Supervisors.
ENV ENVIRONMENT	
ENV 1.9. Develop Total Maximum Daily Load (TMDL) Program Action Plans to address water quality impairments within James City County and the Chesapeake Bay, including proposed actions and implementation schedule. Begin implementation in accordance with the approved action plans.	The final Chesapeake Bay TMDL Action Plan has been submitted to DEQ as required for the 2nd MS4 permit cycle.
ENV 1.14.2. Provide assistance as funding permits to identify failing neighborhood stormwater and drainage facilities and to implement repairs on a prioritized basis.	In 2019, Stormwater and Resource Protection Division staff provided \$250,000 in matching grants through the Clean Water Heritage Program to Home Owner Associations (HOAs) for maintenance of stormwater management facilities and provided technical assistance to owners as part of grant program.
ENV 1.14.3. Maintain and assess new programmatic fees collected to fund BMP construction inspections and private stormwater facility assessments.	The Stormwater and Resource Protection Division's fee structure is currently under review, especially with respect to fees associated with the surety process, re-inspections, exceptions, and as-built reviews.
ENV 1.20. Utilizing approved watershed management plans, developed hydraulic studies, and assessments of riverine and coastal flooding, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from stormwater.	In 2019, the Stormwater and Resource Protection Division continued, to review, track, and monitor published information on regional and local effects of sea level rise and recurrent flooding from reputable sources such as the state, the Hampton Roads Planning District Commission (HRPDC), ODU, and the College of William & Mary/VIMS.

ENV 4.6. Continue the current programs that have installed building management control systems in many County facilities which assist in reducing energy consumption. Continue to evaluate renewable energy technologies and energy efficiency improvements during capital maintenance activities.	Staff is continually assessing new energy efficiency technologies for incorporation into facility site assessments and building improvements including “deep dive” assessments by Damuth Intelligent Services. Buildings assessed during 2019 included Building F, Human Services, Law Enforcement Center, Video Center, JCC Recreation Center and Building E.
H HOUSING	
H 2.1. Support with technical assistance, referrals and funding when possible, the efforts of private and nonprofit entities to improve the condition of the County's housing stock.	Funding to Housing Partnership Incorporated (HPI) continued at \$50,000. The Housing Office partnered with HPI on 24 Emergency Repair projects. JCC committed to continue funding HPI at \$50,000 for FY20.
H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.	Housing staff conducted Housing Choice Voucher program inspections which included the seven new Veterans Administration Supportive Housing (VASH) vouchers. The Home Energy Loss Prevention (HELP) program had four new inspections completed. The Rural Homeowner Rehab (RHR) program had 10 additional inspections completed to achieve goal of 10 RHR rehabs. The Community Development Block Grant (CDBG) Scattered Site program had 20 inspections completed for four replacements and 12 rehabs.
H 2.4. Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting and sanitary health conditions.	In 2019, Housing staff helped 10 citizens through Virginia Housing Development Authority (VHDA) Homebuyer Education workshops and helped 15 citizens through Group Financial Education workshops. Topics included Understanding Credit, Understanding Banking, Avoiding Scams, How To Be A Successful Renter, and Energy Conservation.
H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency.	In 2019, Social Services and Housing staff worked with Habitat for Humanity and HPI to transfer the James City County/HPI contract to Habitat for Humanity so they could begin construction of four homes in the Forest Heights neighborhood.
H 2.9. Continue efforts to attract funds from federal and state sources for housing and neighborhood rehabilitation.	In March and September 2019, Housing Office and Neighborhood Development staff applied for and received a \$1,000,000 grant from the Virginia Department of Housing and Community Development to allow the County to rehabilitate 12 homes and replace four homes. The work will be completed throughout 2020 and 2021.

H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	In 2019, Housing staff sold three units in Ironbound Square, two units on Neighbors Drive, and provided Employer Assisted Homeownership Program matching funds provided to five County employees.
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.	In 2019, Housing Office staff rehabilitated three homes for Low and Moderate Income (LMI) families to close out the RHR grant. Staff ranked applicants for the Scattered Site CDBG to ensure that all participants are LMI and to prioritize those with the greatest needs based on income, age, disability and children under 18.
LU LAND USE	
LU 1.5. Collaborate with the Office of Economic Development to investigate ways to maintain and promote an appropriate balance between residential and non-residential development and facilitate continued diversification of the local economy (i.e., study the amount and characteristics of land available for commercial/industrial development, etc.).	In 2019, staff continued to support a diverse local and regional economy. OED staff participated with the Virginia Economic Development Partnership (VEDP) in efforts to identify the sites most appropriate and suitable for industrial development. OED staff has advocated for the highest and best use of land, identification of land most appropriate for industrial development and employment centers, and strategic investments in preparing sites for development. Examples include getting Columbia Drive in James River Commerce Center ready to be accepted into the state system to make it eligible for Virginia Department of Transportation (VDOT) maintenance, preparing for construction of the shell building by purchasing wetland mitigation credits so a land disturbing permit can be obtained, and requesting and receiving funding from the Board of Supervisors to take next steps to make sites ready for development.
LU 3.2. Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.	In 2019, Planning Division staff communicated with adjacent localities when reviewing development plans near County borders, such as the Wawa in Lightfoot, Hill Pleasant solar farm, and Forest Heights. Staff also provided five courtesy reviews for York County.
LU 3.3. Continue to participate in regional planning processes with York County and the City of Williamsburg. Use the Historic Triangle Coordinated Comprehensive Plan Review Summary Report as a regional planning resource, particularly with regard to transportation and to land use issues in the three geographic focus areas (Riverside/Marquis/Busch, Lightfoot/Pottery, Northeast Triangle and Surrounding Area).	Throughout 2019, staff reviewed drafts of an updated Historic Triangle transportation study being written by Hampton Roads Transportation Planning Organization (HRTPO).

LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.	Planning staff reviewed 25 Change of Use applications in 2019 to allow new businesses to move into existing commercial spaces, many within existing office parks.
LU 5.1.1. Continuing to further develop and refine a model or models to assess and track the cumulative impact of development proposals and development on existing and planned public facilities and services	Planning staff continues to update the cumulative impacts tracking spreadsheet and will include a comprehensive update as part of the Planning Commission's 2019 Annual Report. As part of the Engage 2045 Comprehensive Plan update, consultants were contracted to develop local land use, transportation and fiscal models to further assess and track the cumulative impact of development.
LU 5.2.3.b. Continue to provide proffer guidelines, including cash proffers, for schools, parks and recreation, and water/sewer.	On September 10, 2019, the Board of Supervisors approved an initiating resolution directing staff to produce a fact sheet outlining the average financial impacts of residential dwellings. On October 8, 2019, the Board of Supervisors approved amendments to Section 24-16 to allow residential proffers again.
LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	On April 9, 2019, the Board of Supervisors approved three additions to the Croaker AFD and two additions to the Mill Creek AFD.
LU 6.1.2. Seek public and private funding for existing programs, investigate new programs, and support private or non-profit (such as land trust) actions that promote continued agricultural or forestal use of property.	The Board of Supervisors held a work session in June 2019 and expressed renewed interest in the Purchase of Development Rights (PDR) and Greenspace programs. In fall 2019, the County kick-started participation in a coastal forest study by the Green Infrastructure Center to evaluate the resiliency of coastal forest resources and identify threats from both development and natural causes.
PR PARKS & RECREATION	
PR 3.3. Submit grant applications to secure funds for new parks and recreation programs, services, facilities, and related transportation services.	<p>In June 2019, the Parks & Recreation Department submitted a grant for the purchase of the Brickyard Landing Park.</p> <p>In April 2019, received a \$2,400 grant from the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2019.</p> <p>In September 2019, submitted application for the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2020.</p>
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	A total of 22 teens participated in Teens Toward Success (TTS), volunteering over 1,700 hours in parks and recreation programs. To date, 40 past TTS volunteers have been hired as recreation leaders.

	<p>Members of the Youth Advisory Council, teens in grades 8-12, dedicated 105 hours of volunteer service in learning government processes, leadership development and community service.</p> <p>The James City County Recreation Center provided volunteer opportunities for students from the inclusion class from Lafayette High School.</p>
<p>PR 8.1. Enhance the partnerships with Williamsburg-James City County (WJCC) Schools to offer joint programming for health and wellness.</p>	<p>WJCC School employees are eligible for corporate memberships to both recreation centers. Parks & Recreation staff participated in WJCC's annual benefits fair to advertise corporate memberships and classes.</p> <p>The Parks & Recreation Operations Manager represented the Parks & Recreation Department on the Healthy Williamsburg Youth Collaborative, a consortium of local non-profits, local schools, and several neighborhood stakeholders to address obesity prevention in local youth.</p> <p>Parks & Recreation staff partnered with WJCC's Nutrition Services to provide free summer meal programs to Grove, Forest Glen I and II, Lafayette Square/Village and Burnt Ordinary neighborhoods. They also partnered with School Health Initiative Program (SHIP) to offer healthy cooking demonstrations to youth and families in the RECn' It Out Neighborhood Summer camp programs. Finally, the Parks & Recreation Department partnered with WJCC Schools to offer 10 weeks of summer camp to 20 youth living in local hotels/motels.</p>
<p>PF PUBLIC FACILITIES</p>	
<p>PF 5.1. Evaluate the security of public schools and other County facilities from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.</p>	<p>A Building Safety and Security Committee was formed in June of 2019. In September the Committee provided a presentation to ELT regarding materials developed, recommendations and a funding plan. Meeting with priority buildings and design is currently in process.</p>
<p>T TRANSPORTATION</p>	
<p>T 1.3.1. Adding the road segment to the Six-Year Improvement Program (SSYP) and considering public-private partnerships among other mechanisms to fund proposed improvements.</p>	<p>Planning staff worked with VDOT and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, Peach Street and the Hick's Island Road bridge to the County's SSYP, all of which were also priorities identified in the FY 20-25 SSYP.</p>

T 2.5. Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.	In 2019, the Planning Division continued to work with WATA and developers to identify locations for bus routes and stops. Forest Heights, approved December 10, 2019, and Hazelwood rezoning, ongoing, will have bus stops incorporated into their developments.
T 3.10. Implement the adopted James City County Pedestrian Accommodations Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects.	Staff continues to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered as part of several applications for subdivisions and developments throughout the County.
<i>Tasks with a 6-10 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	In 2019, Staff continued to maintain properties on VEDP's Virginia Scan and submitted several underutilized properties as part of the VEDP bulk characterization study.
ED 5.2. Identify regulatory barriers in County regulations (such as special use permits), policies and procedures that may unnecessarily inhibit redevelopment and adaptive reuse and amend the Zoning Ordinance to address these issues.	OED staff worked with several businesses in 2019 that did not fit squarely into Zoning Ordinance language. Each project was discussed with the Zoning and Planning staff. Amendments to the landscape ordinance and other changes were discussed but are not specifically planned in the near future.
ED 7.1. Participate in the development of master plans for the County's I-64 interchanges, specifically the Croaker Road and Barhamsville Road interchange areas, to preserve capacity for economic development for these areas.	Construction on Phase 2 of the I-64 widening was completed in 2019 and construction on Phase 3 was begun.
CC	COMMUNITY CHARACTER
CC 3.11. Use the County's policy to coordinate with VDOT for sound wall design and landscape treatment for any potential sound wall projects.	In 2019, Planning staff worked with VDOT and the City of Williamsburg and York County to select landscaping and materials for a sound wall on I-64.

Tasks with a 10+ year timeframe	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	OED staff continued to maintain properties on VEDP's Virginia Scan and in 2019, submitted several underutilized properties as part of the VEDP bulk characterization study.
<p style="text-align: center;"><i>Ongoing</i> (While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</p>	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, assistance to new business, new business recruitment and support to the tourism industry.	In 2019 the OED continued to evolve its economic development strategy, including communications strategies. OED developed a new featured business survey to highlight existing businesses in the County and launched new social media pages on Facebook and Twitter. The number of followers on each of these social media channels continues to grow. OED staff assisted with the expansion of an existing business and helped them obtain a special use permit for a new larger building. An initiative from the Virginia Economic Development Partnership allowed OED to submit 13 sites as part of a bulk characterization study to understand the necessary steps for future site development. This bulk characterization study saved County funding as it was paid for by VEDP. Staff worked heavily to market one of the largest industrial sites in the County (3000 John Deere Road) to potential businesses since the existing tenant was vacating the property.
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	With the OED and County Administration leadership permanently filled, OED is developing a proposal to replace the Enterprise Zone.
ED 1.5. Identify regulatory barriers in County regulations (such as special use permits), policies, and procedures that may unnecessarily inhibit commercial and industrial development and amend the Zoning Ordinance to address these issues.	In 2019 OED staff continued to work collaboratively with businesses and other County departments to identify regulations that prohibit new development and inhibit expansions. The former Ombudsman is now the Director of Economic Development.

ED 2.1. Support the development of diverse types of retail and non-retail core business.	Two County businesses graduated from the Virginia Leaders in Export Trade (VALET) program through VEDP in 2019. Sweethaven Lavender Farm opened in June 2019 with its inaugural lavender festival, which hosted more than 3,000 guests. The farm also launched e-commerce of its lavender products. Additionally, Busch Gardens Williamsburg constructed a new ride, Finnegan's Flyer, in the Ireland section of the park. It was also named the World's Most Beautiful Theme Park for the 29th consecutive year. The Williamsburg Winery opened a new outdoor wine pavilion for its patrons and canned its wine for the first time.
ED 4.1. Work with the College of William & Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	Staff continued to partner with the College of William & Mary and Thomas Nelson Community College. In 2019, a new agreement for Launchpad was executed with the College and Thomas Nelson Community College participated in the healthcare workforce summit. Also in 2019, the College of William & Mary Economic Development Office provided key assistance with efforts to attract a business prospect and new business clients for an existing business.
ED 6.1. Foster tourism development in James City County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	The fourth year of the concert series produced steady attendance with 3,907 attending three events in 2019. Four total Jamestown Jams were scheduled, but May's concert was canceled due to weather. Staff helped assist Sweethaven Lavender Farm with planning its inaugural lavender festival, which will return in 2020. The County has continued to work with Williamsburg Tourism Council and the Tourism & Marketing Coordinator participates in several committees.
ED 8.1. Support traditional agricultural and forestal uses through ordinances and policies favorable to such uses.	In 2019, OED and Planning staff worked with the Williamsburg Community Garden volunteers to expand the agricultural activity in the overhead power easement at the Warhill Sports Complex. The volunteers use the garden to teach students about biology and ecology, and distribute the produce to targeted neighborhoods to assist with healthy meals during the summer (non-school) months.
CC COMMUNITY CHARACTER	
CC 1.1. Expect that development along Community Character Corridors (CCCs) protects the natural views of the area; promotes the historic, rural or unique character of the area; maintains the greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.	In 2019 Planning staff reviewed four special use permits and eight site plans that contained improvements to CCC buffers throughout the County.

CC 5.3. Improve the methods the County uses during planning, pre-construction, construction and post-construction phases to make sure tree preservation measures are properly performed, resulting in healthier trees, buffers, and proper maintenance.	In 2019, Planning staff inspected and made recommendations for tree preservation at the Self-Storage building on old Ironbound Road.
CC 6.1. Expect archaeological studies for development proposals requiring legislative approval on lands identified by the James City County staff as warranting such study and require their recommendations to be implemented. In making the determination, staff will consult archaeological studies and seek the recommendation of representatives of the County's Historical Commission or other qualified archaeologists if necessary.	In 2019, staff required an archeological report for The Main Wedding and Eventer Center off John Tyler Highway.
ENV ENVIRONMENT	
ENV 1.10.4. Requiring the pump out of on-site waste disposal tanks every five years.	Ongoing. The Stormwater and Resource Protection Division used its database of septic systems to generate monthly reports of those systems required to be pumped out and mailed monthly notices to owners of the affected properties.
ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural Best Management Practices, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.	Ongoing. In 2019, the Skimino Creek watershed management plan was under development, and a budget request for Diascund Creek was made.
ENV 1.18. Continue to develop watershed management plans for the remaining County watersheds that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations.	Stormwater and Resource Protection Division staff continued work on the Skimino Creek (York River) plan in 2019. The Diascund Creek watershed plan will be reviewed in the FY21 CIP budget.
LU LAND USE	
LU 2.1. Plan for and encourage the provision of strategically located greenways, sidewalks, and bikeways to connect neighborhoods with retail and employment centers, parks, schools, and other public facilities and to	Throughout 2019, Planning staff continued to review all site plans for compliance with Section 24-35. Pedestrian/bicycle accommodations were approved and/or installed at Branscome (John Tyler Highway), Toano Ministorage (Rochambeau Boulevard), 7-11 (Battery Boulevard), and Wawa (Richmond Road). Planning staff and

effectively connect buildings and activities within individual sites, using adopted plans for guidance.	its consultant made progress on preliminary engineering for the Clara Byrd Baker Safe Routes to School project with construction expected to begin late 2021.
PR PARKS & RECREATION	
PR 5.1. Continue to encourage new developments to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.	On November 12, 2019, the Board of Supervisors approved Case No. Z-18-0002/Z-19-0010/MP018-0002, Stonehouse Rezoning and Proffer and Master Plan Amendment, which dedicated over 2600 acres of preserve land to the County.
PR 5.2. Encourage new developments to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the Pedestrian Accommodation Master Plan, the Regional Bikeways Map and the Greenway Master Plan.	Ongoing. On December 10, 2019, the Board of Supervisors approved Case No. Z-19-0012/SUP-19-0020. Forest Heights. This project will provide an 8-foot wide asphalt multi-use path along the property's frontage.
PR 6.3. Continue to offer the Inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.	<p>Throughout 2019, Parks & Recreation staff made improvements to facilities that expanded access to persons with disabilities. As part of the James City County Recreation Center's hot tub replacement project, an ADA-compliant aquatic chair lift was installed. In addition, Recreation Center staff consulted with a patron with disabilities to ensure that not only was the new cardio room ADA compliant, but also functional to meet the needs of all patrons. Finally, a 10-foot x 15-foot concrete pad was added for the ADA-accessible picnic area near the concession building at Jamestown Beach Event Park and a floating wheelchair was added to Jamestown Beach Event Park amenities to enhance water access for persons with disabilities.</p> <p>Parks & Recreation staff completed ADA updates at Chickahominy Riverfront and Veterans Parks.</p> <p>Throughout 2019, Parks & Recreation staff completed a total of 34 new assessments and provided 603 citizens accommodations in programs, classes, and facilities.</p> <p>In compliance with ADA and state licensure requirement, 30 staff maintain certifications in Medicine Administration Training and 15 staff in Diabetes Medicine Administration Training.</p>

	<p>The Inclusion Coordinator received her recertification for Therapeutic Options to teach behavioral modifications to staff and offered disability awareness and behavior modification training to specialty, sports and outdoor camp instructors. Over 526 participants in the REC Connect before/after school program participated in disability awareness activities.</p> <p>Parks & Recreation staff offered one new program series, Ooey, Gooley, Fun-Sensory Play for all ages and abilities. The program had an average participation of 15 children with and without disabilities per session. One new partnership was created with Sportable, a Richmond based non-profit organization that provides adaptive sports to individuals with mobility disabilities.</p>
<p>PR 9.1. Continue to disseminate brochures and keep up-to-date information on the website to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.</p>	<p>The Parks & Recreation Department transitioned from two to three activity brochures annually, beginning with the Fall 2019 issue. Staff continued to produce the Rec Center Times, a bi-monthly newsletter to keep patrons informed of Centers happenings. The newsletter is emailed to all pass holders, posted on the website, and printed for on-site pick-up.</p> <p>Staff established a James City County Parks & Recreation Facebook page and Twitter account to educate citizens about the department's programs and facilities, and to promote health & wellness. Staff created social media posts, press releases, newsletters and podcasts to educate the public about parks, recreation centers and recreational opportunities. Staff also installed a large TV in the JCC Recreation Center lobby to digitally promote Parks & Recreation's activities, events and facilities with a monthly PowerPoint slideshow, and to raise revenue through the sale of advertisements. Finally, Centers program staff created and uploaded monthly calendars of land and water group fitness classes for the website. Program web pages are updated monthly to ensure accurate and timely information for citizens.</p> <p>Throughout 2019, Parks & Recreation staff provided information at 36 community events such as WJCC School Open House, Kindergarten Registration and Back to School Nights, Williamsburg Families' Summer Camp Fair, and Grove Christian Outreach Bread Days and Williamsburg Sentara Annual Children's Health Expo. The Teen Program Coordinator participated in the teen job fair sponsored by the</p>

	<p>Williamsburg Regional Library. Staff also provided the activity brochure and other program information at neighborhood outreach programs/events.</p> <p>Staff used vinyl floor decals consistently used for special events (Capital Color Ride, Live Well Expo, Boo Bash, etc.) to promote programs to all patrons and foot traffic that enter through the Recreation Center.</p>
PF PUBLIC FACILITIES	
PF 1.6. Apply appropriate zoning, land use, and other adopted County criteria when evaluating public facility sites and uses.	Staff reviewed plans for a new JCSA pipeline at College Creek, improvements at the Marina, and an outdoor classroom and learning center at Toano Middle School.
PF 3.1. Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.	Planning staff worked with the Planning Commission in preparing the CIP recommendations for the Board of Supervisors' budget process. Planning staff also evaluates all legislative applications against public facility needs.
PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.	The Emergency Management Division revised the Radiological Response Plan and successfully completed a federally graded exercise in July 2019. On December 10, 2019 the Board of Supervisors approved the James City County Emergency Operations Plan (JCC EOP). An annex for each Emergency Support Function was completed and compiled with the JCC EOP. The Emergency Management Division also completed the Re-Entry & Access Authorization Plan and a Point of Distribution Plan.
PN POPULATION NEEDS	
PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.	Parks & Recreation programs and Centers memberships are eligible for the department's discount assistance program, based on household income.
T TRANSPORTATION	
T 1.1. Ensure that new development follows recommended densities, intensities, and development patterns that will serve to preserve the road capacities and support the Community Character Corridor designations of existing and proposed roads.	The Board of Supervisors approved multiple legislative cases that followed recommended densities, intensities and development patterns. Ironbound Crossing, approved March 12, 2019, preserved the Community Character Corridor buffer along Monticello Avenue by not allowing access directly to Monticello Avenue.

<p>T 1.2. Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban, and urban) and the functional classification of the roadway. Ensure that new developments do not compromise planned transportation enhancements. New development should minimize the impact on the roadway system by:</p>	<p>Roadway levels of service continued to be a key factor in the evaluation of development applications, in a context sensitive manner, depending on their location. The Planning Division reviewed all legislative and administrative applications with a specific eye towards transportation impacts, such as impacts associated with new development at Oakland Pointe approved February 12, 2019.</p>
<p>T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access, and frontage roads.</p>	<p>Ongoing. The Planning Division continued to encourage shared access and appropriate entrance spacing during legislative cases, including no access from Monticello Avenue for Ironbound Crossing approved on March 12, 2019 and reducing the number of access points for the Wawa Gas Station approved March 12, 2019.</p>
<p>T 1.2.3. Concentrating commercial development in compact nodes or in Mixed Use areas with internal road systems and interconnected parcel access rather than extending development with multiple access points along existing primary and secondary roads.</p>	<p>Planning staff continued to encourage these principles. For example, staff worked with the applicant for Ironbound Crossing, approved March 12, 2019, to not have access on Monticello Avenue and have a single access point on a secondary road.</p>
<p>T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.</p>	<p>Planning staff continues to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). Members of County administration and the Board of Supervisors also serve on the HRTPO Board.</p>
<p>T 3.2. Actively pursue additional local, state, federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for transportation improvement projects. In 2019, staff received funding for the Clara Byrd Baker Safe Routes to School sidewalk project to connect sidewalks from Clara Byrd Baker Elementary School to adjacent neighborhoods.</p>
<p>T 3.5. Work with VDOT to design new or enhanced complete streets that allow for the safe accommodation of automobiles, public transit, pedestrians, cyclists and other users.</p>	<p>Ongoing. Staff is working to ensure that complete street design is considered during the preliminary engineering phase of the Pocahontas Trail Corridor improvements.</p>
<p>T 3.8. Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>Planning staff applied for and received funding through the Smart-Scale program for the Skiffe's Creek Connector Project, which will capture truck traffic which would otherwise use Route 60. In 2019, the project was sent out for bid as a design-build project.</p>

T 3.9. Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.

Staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Toano Mini Storage, approved July 11, 2019, as well as the Croaker Road and Richmond Road improvements.

GLOSSARY OF TERMS

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

ITEM SUMMARY

DATE: 3/4/2020

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - March 2020

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Spreadsheet Listing New Cases Received	Exhibit
☐	Draft Calendar - 2020/2021	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/26/2020 - 1:24 PM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 1:40 PM
Publication Management	Burcham, Nan	Approved	2/26/2020 - 2:03 PM
Planning Commission	Holt, Paul	Approved	2/26/2020 - 2:06 PM

PLANNING DIRECTOR'S REPORT

March 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 the last month, please see the attached document.

- **Board Action Results:**

- February 11, 2020**

- No public hearing items.

- **Comprehensive Plan Update**

- At its Feb. 10 meeting, the Community Participation Team (CPT) voted to affirm the Public Engagement Summary Report for Phase 1. The Planning Team discussed the overall vision for upcoming phases of public engagement as well as the format, logistics and advertising for the Mar. 9 and Mar. 23 CPT Listening Forums.
 - At work sessions on Feb. 3 and Feb. 25, respectively, the Planning Commission Working Group and Board of Supervisors received a summary of the Phase 1 report and an update on scenario planning and modeling efforts. Staff continues to work with consultants to build virtual present and virtual future models.

- **Building Safety & Permits**

- Change in Watch: Congratulations to David Malarkey who has been promoted to Lead Commercial Inspector.
- Welcome Aboard: Tamara Yanez who will join our team as a Plan Examiner on March 2.

- **Neighborhood Development**

- Neighborhood Development was successful in procuring \$300,000 in appropriations for the Acquire Renovate Sell (ARS) program. This program, funded by the Virginia Department of Community Development (DHCD), will allow the County to acquire existing empty residential structures that aren't performing in the Real Estate market. These units tend to be "Fixer Uppers" that ended up being more work than the First Time Flipper bargained for, are bank owned or about to be because the owner walked away. DHCD will provide renovation funding up to \$45,000. Using ARS, the property can be acquired,

renovated to a level of market appeal and then sold to a qualified First Time Homebuyer. This is the first time the County has participated in the ARS program and we hope to provide three First Time homes.

New Cases for March 2020						
Case Type	Plan Number	Case Title	Address	Description	Assigned To	District
Conceptual Plan	C-20-0016	7214 Merrimac Trl. Fiber-Optic Utility Building	7214 MERRIMAC TRL	Conceptual plan for a fiber-optic utility building at 7214 Merrimac Trail.	Tori Haynes	Roberts
	C-20-0017	143 Berkeley Town Rd. Subdivision Potential	143 BERKELEY TOWN RD	Conceptual plan for a potential 2-lot subdivison at 143 Bekeley Town Road.	Tori Haynes	Powhatan
	C-20-0018	2016 Forge Rd. Additional Dwelling	2016 FORGE RD	Conceptual plan for a second dwelling at 2016 Forge Road.	Jose Ribeiro	Powhatan
	C-20-0019	100 & 102 Industrial Blvd. Screening	100 INDUSTRIAL BLVD	Conceptual plan for outdoor display and sales of sheds, gazebos, and playsets at 100 & 102 Industrial Boulevard.	Thomas Leininger	Stonehouse
	C-20-0020	3408 N Riverside Dr. Family Subdivision	3408 N RIVERSIDE DR	Conceptual plan for a family subdivision at 3408 North Riverside Drive.	Thomas Wysong	Powhatan
	C-20-0021	9970 Fire Tower Rd. Conceptual Subdivision	9970 FIRE TOWER RD	Conceptual plan for a 2 lot subdivision at 9970 Fire Tower Road.	Jose Ribeiro	Stonehouse
	C-20-0022	NY Deli Expansion	6546 RICHMOND RD	Conceptual plan for a building addition for New York Deli and Pizza Restaurant at 6546 Richmond Road.	Thomas Wysong	Stonehouse
	C-20-0025	Chick-Fil-A Monticello Marketplace Expansion	4610 MONTICELLO AVE	Conceptual plan for a building addition, drive-thru canopies, and parking lot changes at the Monticello Marketplace Chick-Fil-A.	Tori Haynes	Jamestown
	C-20-0026	3252 N Riverside Dr. BLE	3252 N RIVERSIDE DR	Conceptual plan for a boundary line extinguishment between 3252 North Riverside Drive and 7712, 7714, and 7716 Cedar Drive.	Thomas Wysong	Powhatan
Subdivision	S-20-0004	The Promenade at John Tyler Phase 2 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 2.	Ellen Cook	Berkeley
	S-20-0007	118 & 120 Moray Firth BLE	118 MORAY FIRTH	Boundary line extinguishment between 118 and 120 Moray Firth.	Thomas Leininger	Jamestown
	S-20-0008	Mason Park	1916 JAMESTOWN RD	Subdivision for 15 residential lots in the Mason Park development.	Brett Meadows	Berkeley
	S-20-0009	The Promenade at John Tyler Phase 45 - Courthouse Plat	5304 JOHN TYLER HWY	Courthouse plat for The Promenade at John Tyler Phase 45.	Ellen Cook	Berkeley
Site Plan	SP-18-0132	7417 Richmond Rd Fence and Lighting SP Amend.	7417 RICHMOND RD	Site plan amendment for exterior lighting and a fence at 7417 Richmond Road.	Thomas Leininger	Stonehouse
	SP-19-0115	5477 Mooretown Rd. Standby Generator SP Amend.	5481 MOORETOWN RD	Site plan amendment for an emergency generator for Williamsburg Place at 5477 Mooretown Road.	John Risinger	Powhatan
	SP-20-0001	4660 Monticello Ave. Generator SP Amend.	4660 MONTICELLO AVE	Site plan amendment for an emergency generator for the Publix at Williamsburg Marketplace.	Jose Ribeiro	Jamestown
	SP-20-0002	7337 Pocahontas Trail 7-Eleven Propane Tank Storage Cage SP Amend.	7337 POCAHONTAS TRL	Site plan amendment for a propane tank storage cage to be installed outside of the 7-Eleven at 7337 Pocahontas Trail.	John Risinger	Roberts
	SP-20-0003	Norge Center Lighting SP Amend.	7508 RICHMOND RD	Site plan amendment for replacing existing lighting fixtures along the entrance road for the Norge Shopping Center.	Thomas Wysong	Stonehouse
	SP-20-0004	New Town Maintenance Building	5585 DISCOVERY PARK BLVD	Site plan for a maintenance building for New Town Associates at 5585 Discovery Park Boulevard.	Brett Meadows	Jamestown
	SP-20-0007	4897 Longhill Rd King of Glory Lutheran Church Expansion	4897 LONGHILL RD	Site plan for building additions and parking lot expansion for King of Glory Lutheran Church at 4897 Longhill Road.	Thomas Leininger	Jamestown
	SP-20-0008	5335 Center St. Porch Addition SP Amend.	5335 CENTER ST	Site plan amendment for a covered porch addition at 5335 Center Street.	Jose Ribeiro	Jamestown
	SP-20-0012	5537 Centerville Road Outdoor Axe Throwing Lanes	5537 CENTERVILLE RD	Site plan amendment for an outdoor axe throwing setup at Freedom Park.	Jose Ribeiro	Powhatan
Special Use Permit	SUP-20-0002	3374 Ironbound Rd. Tourist Home	3374 IRONBOUND RD	Special use permit to operate a tourist home at 3374 Ironbound Road.	Thomas Wysong	Jamestown
	SUP-20-0003	Jamestown High School Learning Cottage	3751 JOHN TYLER HWY	Special use permit for 1 temporary learning cottage at Jamestown High School.	Thomas Wysong	Berkeley
	SUP-20-0004	Stonehouse Elementary School Learning Cottage	3651 ROCHAMBEAU DR	Special use permit for 1 temporary learning cottage at Stonehouse Elementary School.	Thomas Wysong	Stonehouse

Planning Commission 2020/21 (6PM)

- April 1
- May 6
- May 26 Joint Work Session w/BOS (4pm)
- June 3
- July 1
- August 5
- September 2
- October 7
- November 4
- December 2
- January 6 (2021)
- February 3 (2021)
- March 3 (2021)
- March 15 (2021)*

*Special Meeting (Organizational and CIP)

Policy Committee 2020/21 (4PM)

- April 16
- May 14
- June 11
- July 9
- August 13
- September 10
- October 15
- November 12
- December 10
- January 14 (2021)
- February 11 (2021)**
- February 18 (2021)**
- February 25 (2021)**
- March 4 (2021)**
- March 11 (2021)

**CIP Meetings

DRC 2020/21 (4PM)

- March 25
- April 22
- May 20
- June 17
- July 22
- August 19
- September 23
- October 21
- November 18
- December 16
- January 20 (2021)
- February 17 (2021)

PCWG 2020/21 (4PM)

- April 6
- April 13
- September 14
- September 28
- October 5
- October 19
- November 9
- November 23
- December 7
- December 21

Planning Commission 2021/22 (6PM)

- April 7
- May 5
- April 27 Joint Work Session w/ BOS (4pm)
- June 2
- July 7
- August 4
- September 1
- October 6
- November 3
- December 1
- January 5 (2022)
- February 2 (2022)
- March 2 (2022)
- March 14 (2022)*

*Special Meeting (Organizational and CIP)

Policy Committee 2021/22 (4PM)

- April 15
- May 13
- June 10
- July 15
- August 12
- September 9
- October 14
- November 10
- December 9
- January 13 (2022)
- February 10 (2022)**
- February 17 (2022)**
- February 24 (2022)**
- March 3 (2022)**
- March 10 (2022)

**CIP Meetings

DRC 2021/22 (4PM)

- March 31
- April 21
- May 19
- June 23
- July 21
- August 18
- September 22
- October 20
- November 17
- December 15
- January 19 (2022)
- February 16 (2022)

PCWG 2021/22 (4PM)

- January 5
- January 19
- February 8
- February 22
- March 8
- March 22
- April 5
- April 19

2020/21 Calendar Year: March 17, 2020 – March 15, 2021

2021/22 Calendar Year: March 16, 2021 – March 14, 2022 (2021/22 Calendar provided for reference only)