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 3, 2021
6:00 PM

A. CALL TO ORDER

1. The meeting will be held electronically pursuant to the Continuity of Government Ordinance re-adopted by the Board of Supervisors on April 14, 2020 and September 8, 2020, and will be aired live on the County's government public access channel, JCC TV 48, via Live Stream on the County website: https://jamescitycountyva.gov/220/Live-Stream, and via the County's YouTube channel: https://www.youtube.com/user/jamescitycounty. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Citizens may attend and participate in the electronic meeting via Zoom at https://zoom.us/j/97503778566 or dial any of the following numbers for listen-only audio of the meeting: 929-205-6099, 312-626-6799, 301-715-8592, 346-248-7799, 669-900-6833, or 253-215-8782 using Webinar ID: 975 0377 8566. Any public comment received through the above means will be shared at the meeting. Citizens using the link above who would like to speak during public comment and any public hearing will also be able to speak during those times.
2. Zoom Meeting Instructions

B. ROLL CALL

1. Virtual Meeting Resolution

C. PUBLIC COMMENT

D. REPORTS OF THE COMMISSION

E. CONSENT AGENDA

1. Minutes of the February 3, 2021 Regular Meeting
2. Development Review Committee Action Item: C-20-0115. 1245 Stewarts Road Minor Subdivision

F. PUBLIC HEARINGS

1. Z-20-0006. 8189 and 8193 Richmond Road Rezoning
2. Z-21-0001. 3737 and 3741 Strawberry Plains Road Proffer Amendment

G. PLANNING COMMISSION CONSIDERATIONS

1. Planning Commission and Board of Zoning Appeals 2020 Annual Report

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - March 2021

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

AGENDA ITEM NO. A.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: The meeting will be held electronically pursuant to the Continuity of Government Ordinance re-adopted by the Board of Supervisors on April 14, 2020 and September 8, 2020, and will be aired live on the County's government public access channel, JCC TV 48, via Live Stream on the County website: https://jamescitycountyva.gov/220/Live-Stream, and via the County's YouTube channel: https://www.youtube.com/user/jamescitycounty. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Citizens may attend and participate in the electronic meeting via Zoom at https://zoom.us/j/97503778566 or dial any of the following numbers for listen-only audio of the meeting: 929-205-6099, 312-626-6799, 301-715-8592, 346-248-7799, 669-900-6833, or 253-215-8782 using Webinar ID: 975 0377 8566. Any public comment received through the above means will be shared at the meeting. Citizens using the link above who would like to speak during public comment and any public hearing will also be able to speak during those times.

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:54 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:54 PM
Publication Management	Daniel, Martha	Approved	2/22/2021 - 2:03 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 2:12 PM

AGENDA ITEM NO. A.2.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Zoom Meeting Instructions

ATTACHMENTS:

	Description	Type
🗋	Zoom Meeting Instructions	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:49 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:49 PM
Publication Management	Daniel, Martha	Approved	2/22/2021 - 1:52 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:55 PM

Zoom Instructions for Participants before a Meeting

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. You will receive notice for a videoconference or conference call via email. The notification will include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

Join the Videoconference

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.

2. You have an opportunity to test your computer's audio and microphone at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

Join Audio via Phone (Recommended for best connection)

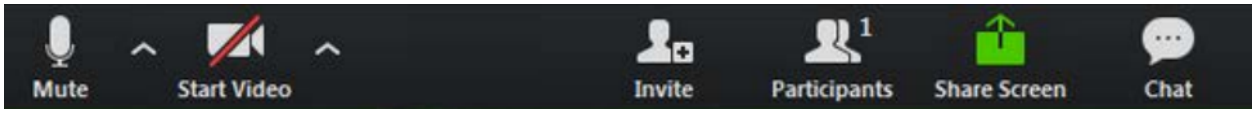
If you have sluggish internet connection, your computer or phone lacks a microphone, or for issues with hearing the audio, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad. 3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

During the Meeting

Using the participant controls in the lower left corner of the Zoom screen you can:



• Mute/Unmute your microphone (far left)

• Turn on/off camera ("Start/Stop Video")

• Invite other participants

• View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand

• Change your screen name that is seen in the participant list and video window

• Share your screen

On your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants (like a grid).

AGENDA ITEM NO. B.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Virtual Meeting Resolution

ATTACHMENTS:

	Description	Type
	Virtual Meeting Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/22/2021 - 3:06 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 3:07 PM
Publication Management	Daniel, Martha	Approved	2/22/2021 - 3:08 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 3:10 PM

R E S O L U T I O N

PLANNING COMMISSION VIRTUAL MEETING

WHEREAS, on March 24, 2020, the James City County Board of Supervisors (the "Board") adopted an emergency Ordinance to ensure the continuity of government in response to the coronavirus pandemic negatively affecting the health, safety, and welfare of the citizens of James City County (the "County"); and

WHEREAS, on April 14, 2020, and September 8, 2020 the Board readopted the continuity of government Ordinance (the "Ordinance"), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency meetings solely by electronic or telephonic means without a quorum of members physically present (a "Virtual Meeting"); and

WHEREAS, the Planning Commission is a subordinate Commission of the Board and is therefore eligible to conduct a Virtual Meeting; and

WHEREAS, the Planning Commission desires to conduct a Virtual Meeting on March 3, 2021, at which time those items listed on the agenda attached hereto (the "Agenda") will be considered; and

WHEREAS, each of the members of the Planning Commission have reviewed each the items listed on the Agenda and have determined that consideration of each is necessary to ensure the continuation of the essential functions of the government during the emergency described in the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of James City County, Virginia, hereby finds and declares that immediate consideration of each of the items set forth in the Agenda is necessary to ensure the continuation of essential functions of the government during the emergency declared by the Board and further described in the Ordinance.

_____
Rich Krapf
Chairman, Planning Commission

ATTEST:

_____
Paul D. Holt III
Secretary to the Planning Commission

	VOTES		
	AYE	NAY	ABSTAIN
NULL	____	____	____
ROSE	____	____	____
POLSTER	____	____	____
HALDEMAN	____	____	____
O'CONNOR	____	____	____
LEVERENZ	____	____	____
KRAPF	____	____	____

Adopted by the Planning Commission of James City County, Virginia, this 3rd day of March, 2021.

VMtg-PC-Mar-res

AGENDA ITEM NO. E.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the February 3, 2021 Regular Meeting

ATTACHMENTS:

	Description	Type
🗋	Minutes of the February 3, 2021 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/22/2021 - 12:52 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 12:53 PM
Publication Management	Daniel, Martha	Approved	2/22/2021 - 1:43 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:49 PM

M I N U T E S
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
February 3, 2021
6:00 PM

A. CALL TO ORDER

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

1. The meeting will be held electronically pursuant to the Continuity of Government Ordinance re-adopted by the Board of Supervisors on April 14, 2020 and September 8, 2020, and will be aired live on the County's government public access channel, JCC TV 48, via Live Stream on the County website: https://jamescitycountyva.gov/220/Live-Stream, and via the County's YouTube channel: https://www.youtube.com/user/jamescitycounty. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Citizens may attend and participate in the electronic meeting via Zoom at https://zoom.us/j/91249739283 or dial any of the following numbers for listen-only audio of the meeting: 929-205-6099, 312-626-6799, 301-715-8592, 346-248-7799, 669-900-6833, or 253-215-8782 using Webinar ID: 912 4973 9283. Any public comment received through the above means will be shared at the meeting. Citizens using the link above who would like to speak during public comment and any public hearing will also be able to speak during those times.

2. Zoom Meeting Instructions

B. ROLL CALL

Planning Commissioners Present:
Jack Haldeman
Rich Krapf
Tim O'Connor
Frank Polster
Barbara Null
Julia Leverenz
Rob Rose

Staff Present:
Paul Holt, Director of Community Development and Planning
Max Hlavin, Deputy County Attorney
Christy Parrish, Zoning Administrator
Alex Baruch, Acting Principal Planner

1. Virtual Meeting Resolution

Mr. Krapf provided a summary of the Resolution.

Ms. Barbara Null made a motion to adopt the Resolution.

On a voice vote, the Commission voted to adopt the Virtual Meeting Resolution.

C. PUBLIC COMMENT

Mr. Krapf opened Public Comment.

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

D. REPORTS OF THE COMMISSION

Mr. Jack Haldeman stated that the Development Review Committee (DRC) met on January 20, 2021, to review C-20-0129, Stonehouse Land Bay 5 to determine general consistency with Zoning Ordinance requirements, the adopted Master Plan, adopted Proffers and other applicable County policies as required in the Proffers associated with Case No. Z-19-0010.

Mr. Haldeman stated that the proposal is for new construction of 116 single-family detached units and 64 single-family attached units, for a total of 180 units on Land Bay 5 within the Stonehouse development.

Mr. Haldeman stated that the DRC found that the conceptual plan provides sufficient detail pursuant Proffer requirements, including the lot layout, proposed unit amount and site acreage, road and sidewalk locations, amenity areas, trails and pedestrian paths, common and natural open space, proposed clearing and grading, and archaeological or natural resource preservation areas.

Mr. Haldeman stated that the DRC voted unanimously to find the conceptual plan to be generally consistent with the Zoning Ordinance, adopted Master Plan, adopted Proffers, and other applicable County policies.

Mr. Frank Polster stated that the Policy Committee met on January 14, 2021, to review ORD-20-0017, Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District - Commercial (PUD-C).

Mr. Polster stated at its November 10, 2020 meeting, the Board of Supervisors adopted an Initiating Resolution to consider the addition of contractor offices and storage as a use in the PUD-C District. Mr. Polster stated that the Board requested that staff evaluate the outdoor operation element to ensure minimal visual impacts in the District.

The Committee discussed the Phase II Ordinance language which added a new section to set forth performance standards for contractor offices, shops, and warehouses in PUD-C District. Mr. Polster stated that the Committee voted unanimously to forward the draft Ordinance to the full Planning Commission for consideration.

E. CONSENT AGENDA

1. Minutes of the January 6, 2021 Regular Meeting

2. Development Review Committee Action Item: C-20-0129. Stonehouse Land Bay 5

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

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

F. PUBLIC HEARINGS

1. ORD-20-0017. Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District - Commercial

A motion to Approve was made by Jack Haldeman, the motion result was Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Haldeman, Krapf, Leverenz, Null, O'Connor, Polster, Rose

Ms. Christy Parrish, Zoning Administrator, stated that at its November 10, 2020 meeting, the Board of Supervisors adopted an Initiating Resolution to consider the addition of contractor offices and storage as a use in the PUD-C District. Ms. Parrish stated that prior to approval of the resolution, the Board encouraged staff to evaluate the outdoor operation element of the use to ensure minimal visual impacts in the district.

Ms. Parrish stated that there are currently three areas zoned PUD-C in James City County. Ms. Parrish stated that these areas include: Stonehouse, Villages at Candle Station, and a portion of Zion Baptist Church at 6373 Richmond Road. Ms. Parrish stated that uses in the PUD district are divided into two sub-categories; those allowed in residential areas (PUD-R), and those allowed in commercial areas (PUD-C). Ms. Parrish further stated that currently, a contractor office and storage is not listed as either a permitted or specially permitted use in the PUD District.

Ms. Parrish stated that PUD-C mainly consists of business and light industrial type uses with minimal outside elements. Ms. Parrish noted that permitted manufacturing and processing and assembly operations must be conducted in a fully enclosed building with no dust, noise, order, or other objectionable effect.

Ms. Parrish stated that "contractor office" is not defined in the Zoning Ordinance. Ms. Parrish further stated that types of contractors may include, but are not limited to, builders, plumbers, electricians, HVAC contractors, mechanical contractors, landscapers, septic and well companies, repair and service contractors, etc.

Ms. Parrish stated that common accessory uses associated with contractor offices may include storage areas for materials and supplies, areas for company vehicles and oversized vehicles, equipment, noncommercial fuel tanks, etc. Ms. Parrish stated that at its December 10, 2020 and January 14, 2021 meetings, the Policy Committee discussed adding contractor offices and storage as a use to the PUD-C District. Ms. Parrish stated that the Committee agreed to permit the use by-right with the addition of performance standards to address the concerns with the outdoor operation element of the use such as parking of oversized vehicles and equipment, visual screening, noise, and proximity to residential areas and roadways.

Ms. Parrish stated that the draft performance standards include:

> Contractor offices, shops, and warehouses uses specified in Section 24-493(b) shall be located in areas designated on a master plan as light industrial and shall meet the following performance standards:
>
> > a) All materials and equipment shall be stored in a fully enclosed building; and
> >
> > b) All operations shall be conducted so that the effects of noise, dust, light, or odor shall not extend beyond the limits of the area designated on a master plan as light industrial; and
> >
> > c) Oversized vehicles shall be parked behind a building or fully screened with landscaping from adjacent roadways.

Contractor offices, shops, and warehouses uses that do not meet the above performance standards must obtain a Special Use Permit from the Board of Supervisors in accordance with Section 24-9 of this chapter.

Ms. Parrish stated that at its January 14, 2021 meeting, the Policy Committee reviewed the draft Ordinance language and voted 4-0 to move the amendment forward for review by the Planning Commission.

Ms. Parrish stated that staff recommends the Planning Commission recommend approval of the attached Ordinance revisions to the Board of Supervisors.

Mr. Krapf opened the Public Hearing.

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

Mr. Haldeman made a motion to recommend approval of the Ordinance amendments.

Ms. Julia Leverenz stated that she had discussed a small error in the Ordinance with Ms. Parrish.

Ms. Leverenz recommended that the motion be to recommend approval of the Ordinance as amended. Ms. Parrish stated that she would ensure that the correct version of the Ordinance would be forwarded to the Board of Supervisors.

Mr. Haldeman revised the motion to recommend approval of the Ordinance as amended.

On a roll call vote, the Commission voted to recommend approval of ORD-20-0017. Consideration of Amendments to the Zoning Ordinance to Consider Contractors' Offices and Storage in Planned Unit Development District – Commercial, as amended. (7-0)

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - February 2021

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

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Krapf stated that Mr. Polster will serve as the Planning Commission representative to the Board of Supervisors in February.

J. ADJOURNMENT

Mr. Polster made a motion to adjourn to the Planning Commission Working Group meeting on February 8, 2021. The meeting was adjourned at approximately 6:22 p.m.

Paul D. Holt, III, Secretary	Rich Krapf, Chair

AGENDA ITEM NO. E.2.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Development Review Committee Action Item: C-20-0115. 1245 Stewarts Road Minor Subdivision

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The applicant has submitted a conceptual plan to subdivide 1245 Stewarts Road into 8 lots. The subdivision would consist of seven new single-family homes and the existing farm property which has an existing single family home on it. The property is split by a separately owned property located at 1271 Stewarts Road. The norther portion of the property is currently within the Barnes Swamp AFD.

As a part of this conceptual plan application, the applicant has requested a subdivision exception for the requirement of a shared driveway for three or more undeveloped parcels (required per Section 19-18 of the subdivision ordinance).

Link to Staff Report and Agenda Materials:
https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=6241&MeetingID=1205

On February 17, 2021, by a vote of 4-0, the DRC recommended that the Planning Commission approve the exception request to not connect the northern and southern portion of the property with a shared driveway. The DRC further recommended that the Planning Commission approve exceptions to Section 19-73 of the Subdivision Ordinance by permitting a shared driveway between Lots 1 and 2; another shared driveway between Lots 3 and 4; and an individual driveway for Lot 5.

The DRC recommendation of approval included the two conditions listed in the staff report and also with the condition that any future subdivision of Lot 6 be reviewed by the DRC as well.

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:48 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:49 PM
Publication Management	Daniel, Martha	Approved	2/22/2021 - 1:53 PM
Planning Commission	Holt, Paul	Approved	2/22/2021 - 1:54 PM

AGENDA ITEM NO. F.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Z-20-0006. 8189 and 8193 Richmond Road Rezoning

ATTACHMENTS:

	Description	Type
	Staff Report	Staff Report
	Location Map	Exhibit
	Proposed Proffers	Exhibit
	Master Plan	Exhibit
	Metal Building Drawings	Exhibit
	Proposed Building Elevations	Exhibit
	Current Proffers Z-7-97	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/24/2021 - 8:54 AM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 8:55 AM
Publication Management	Daniel, Martha	Approved	2/24/2021 - 9:03 AM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 9:12 AM

SUMMARY FACTS

Applicant:	Mr. Rob Lang
Land Owner:	Rob the Builder, Inc.
Proposal:	To rezone two parcels of land totaling ± 2.44 acres from B-1, General Business with proffers to M-1, Limited Business/Industrial with proffers
Locations:	8189 and 8193 Richmond Road
Tax Map/Parcel Nos.:	1240100009B and 1240100009C, respect-tively
Project Acreage:	± 1.32 acres (8189 Richmond Road) and ± 1.12 acres (8193 Richmond Road)
Zoning:	B1, General Business with Proffers
Comprehensive Plan:	General Industry
Primary Service Area (PSA):	Inside
Staff Contact:	Terry Costello, Deputy Zoning Administrator/Senior Planner

PUBLIC HEARING DATES

Planning Commission:	March 3, 2021, 6 p.m.
Board of Supervisors:	April 13, 2021, 5 p.m. (tentative)

FACTORS FAVORABLE

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

2. Staff finds the proposal will not negatively impact surrounding zoning and development.

3. Impacts: See Impact Analysis on Pages 3-5.

FACTORS UNFAVORABLE

1. Impacts: See Impact Analysis on Pages 3-5.

SUMMARY STAFF RECOMMENDATION

1. Staff recommends that the Planning Commission recommend approval of this application and acceptance of the voluntary proffers to the Board of Supervisors.

PROJECT DESCRIPTION

This rezoning proposal includes the following:

- Two parcels for a total of approximately 2.44 acres from B-1, General Business with proffers to M-1, Limited Business/Industrial with proffers.

- The proposal is for the construction of a two-story, 10,000 ± -square-foot building for a company that assembles metal parts to fabricate fuel injectors for high performance engines, such as those found on race cars.

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.

- This use is classified in the Zoning Ordinance as the manufacturing, compounding, assembly, or treatment of products made from previously prepared paper, plastic, metal, textiles, tobacco, wood, paint, fiber, glass, rubber, leather, cellophane, felt, fur, horn, wax, hair, yarn, and stone. This use is not permitted within the B-1 Zoning District, but is a permitted use within the M-1 Zoning District.

- According to the applicant, the company currently has four full-time employees (which includes the owners) and one part-time employee.

- With the proposed proffers, staff finds the proposed use is not expected to have any impacts on adjoining property or the surrounding area with regards to outdoor dust, odor, or noise. The entire operation will be conducted entirely indoors. During a site visit to their existing operation, staff did not notice any evidence of outdoor dust, odors, or noise while the business was in operation. (Attachment No. 2, Proffer No. 4)

- As part of the rezoning to the M-1 Zoning District, the applicant proposes to limit the other by-right uses that could be on-site in the future. (Attachment No. 2, Proffer No. 12)

PLANNING AND ZONING HISTORY

- In 1997, the Board of Supervisors approved the rezoning of both properties from B-1, General Business to B-1, General Business with proffers. These two properties were part of Z-7-97, which is currently known as Toano Business Center. The proposed proffers would replace these current proffers.

SURROUNDING ZONING AND DEVELOPMENT

- Properties directly to the north of the site are zoned B-1, General Business and A-1, General Agriculture. These areas are designated General Industry on the 2035 Comprehensive Plan.

- Properties east and west are zoned A-1, General Agriculture. These areas are designated General Industry and Low Density Residential on the 2035 Comprehensive Plan.

- Properties to the south are zoned M-1, Limited Business/Industrial and M-2, General Industrial. These areas are designated General Industry on the 2035 Comprehensive Plan.

- Surrounding properties to the north contain single-family residential dwellings and small businesses. Properties to the east across Richmond Road are agricultural use and largely vacant. Properties to the west are largely undeveloped or used for farming. Properties to the south are home to several industrial, manufacturing and warehouse uses, such as Toano Business Center and Hankins Industrial Park.

Impacts/Potentially Unfavorable Conditions	Status *(No Mitigation Required/Mitigated/Not Fully Mitigated)*	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
Groundwater and Drinking Water Resources	Mitigated	- Project receives public water and sewer. - Applicant will develop water conservation standards subject to approval by James City Service Authority (JCSA) (Attachment No. 2, Proffer No. 9)
Watersheds, Streams, and Reservoirs	Mitigated	- The project is located within the Diascund Creek watershed. - The Stormwater and Resource Protection (SRP) Division has reviewed the proposal and has no objections. The master plan is general in nature and a stormwater management approach is currently depicted; the applicants and SRP concur that the stormwater details will be worked through at the plan of development stage to meet all current regulations. - There is no Resource Protection Area, natural heritage resources, or special flood hazard area within the project boundaries.
Nearby and Surrounding Properties	Mitigated	- These parcels are surrounded by commercial and undeveloped agricultural parcels. - These parcels are located adjacent to Toano Business Center and across Route 60 from Hankins Industrial Park. - Staff finds this proposal compatible with the character of the existing surrounding development, which is generally commercial and industrial in nature. - All outdoor storage, HVAC units, and dumpsters will be screened by approved landscaping or fencing and cannot be located within landscape buffers (Attachment No. 2, Proffer Nos. 2, 6, and 7). - The proposed proffers limit the time of day for deliveries to 6 a.m.-6 p.m. on weekdays only. (Attachment No. 2, Proffer No. 10)
Community Character	Mitigated	- These parcels are located directly on a Community Character Corridor (CCC). - A 50-foot CCC landscaped buffer will be required along Richmond Road. - All outdoor storage, HVAC units, and dumpsters will be screened by approved landscaping or fencing and cannot be located within landscape buffers (Attachment No. 2, Proffer Nos. 6 and 7). - The architectural drawings for the new building and any future expansions will be required to obtain the approval of the Planning Director. (Attachment No. 2, Proffer No. 2)

Impacts/Potentially Unfavorable Conditions	Status *(No Mitigation Required/Mitigated/Not Fully Mitigated)*	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
Cultural/Historic	Mitigated	- The area is not located within an ultra or highly sensitive area, therefore a Phase IA archaeological study as required by the Zoning Ordinance will be not required as part of this application. However, further studies for the area will be required for the area within the limits of disturbance as part of the site plan process.
Public Transportation: Vehicular	Mitigated	- Under the manufacturing (code 140) and warehouse (code 150) building use, the Institute of Transportation Engineers estimates an average of 5.75 weekday vehicle trips during the PM peak hours. - Currently the business has four full-time employees plus one part-time employee, with business hours 8 a.m.-6 p.m. Monday-Friday. With peak hour estimates below 100, no traffic study is required by the Zoning Ordinance or the Virginia Department of Transportation. - Deliveries are anticipated to be UPS, Fed Ex, and similar vehicle delivery daily, and larger truck deliveries three times a month. Larger tractor-trailer truck deliveries are not anticipated. - No changes to the right-of-way are proposed. - Proposed proffers provide for entrance to the site to be taken from Industrial Boulevard only. (Attachment No. 2, Proffer No. 3)
Public Transportation: Bicycle/ Pedestrian	Mitigated	- Per the Adopted Regional Bikeways Map and Pedestrian Accommodations Master Plan, a bike lane is required along Richmond Road. - Bicycle and pedestrian accommodations will be addressed during the development stage.
Public Safety	No Mitigation Required	- Staff finds this project does not generate impacts that require mitigation to the County's Fire Department facilities or services.
Public Schools	No Mitigation Required	- N/A since no residential dwelling units are proposed.
Public Parks and Recreation	No Mitigation Required	- N/A since no residential dwelling units are proposed.

Impacts/Potentially Unfavorable Conditions	Status *(No Mitigation Required/Mitigated/Not Fully Mitigated)*	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
Public Libraries and Cultural Centers	No Mitigation Required	- Staff finds this project does not generate impacts that require mitigation.
Covenants and Restrictions	No Mitigation Required	- The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.

COMPREHENSIVE PLAN

- The site is designated General Industry on the 2035 Comprehensive Plan Land Use Map.

- General Industry describes areas within the PSA that are suitable for industrial uses which, because of their potential for creating dust, noise, odor, and other adverse environmental effects, require buffering from adjoining uses, particularly residential uses.

- General Industry uses usually require access to interstate and arterial highways, public water and sewer; adequate supply of electric power and other energy sources; access to a sufficient labor supply; and moderate to large sized sites with natural features such as soils, topography, and buffering suitable for intense development.

- Primary uses include uses that maximize the industrial opportunities of an area. Typical uses can be found in the M-1, General Industrial section of the Zoning Ordinance. Secondary uses in General Industry areas may include office uses and a limited amount of commercial development generally intended to support the needs of employees and other persons associated with an industrial development.

- Staff finds that the proposed industrial use to be compatible with the surrounding industrial uses. This application would support the creation and retention of local small businesses in keeping with the intent of the Economic Development section of the Comprehensive Plan.

STAFF RECOMMENDATION

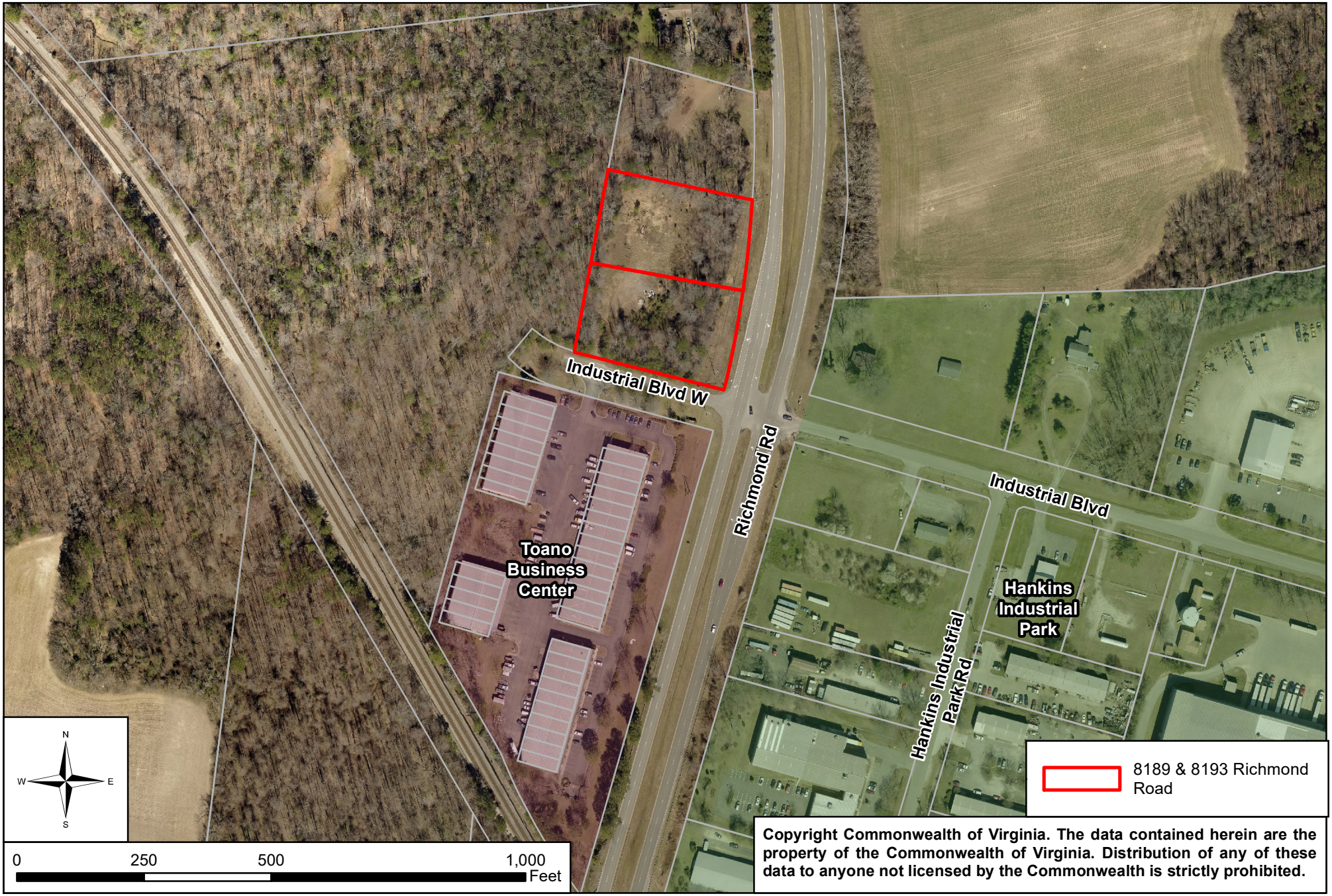
Staff finds that the proposal is compatible with surrounding zoning and development and consistent with the 2035 Comprehensive Plan.

Staff recommends that the Planning Commission recommend approval of the proposed rezoning and acceptance of the voluntary proffers.

TC/md
RZ-20-6_8189-93RichRd

Attachments:
1. Location Map
2. Proposed Proffers
3. Master Plan
4. Metal Building Drawings
5. Proposed Building Elevations
6. Current Proffers, Z-7-97

Z-20-0006 8189 & 8193 Richmond Road



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Prepared by:	Return to:
Rob D. Lang Rob the Builder, Inc. 8813 Six Mount Zion Rd Toano, VA 23168	County Attorney's Office 101-D Mounts Bay Road P.O. Box 8784 Williamsburg, VA 23185

JCC Tax Map Nos. 1240100009B
1240100009C

PROFFERS

THESE PROFFERS are made this ____ day of February, 2021, by ROB THE BUILDER, INC., a Virginia corporation (together with its successors in title and assigns, the "Owner"), to be indexed as the Grantor, and the COUNTY OF JAMES CITY, VIRGINIA, (the "County"), to be indexed as the Grantee.

RECITALS

The Owner owns two parcels of land in James City County, Virginia, located at 8189 Richmond Road and 8193 Richmond Road, and further identified as James City County Tax Map Parcel Nos. 1240100009B and 1240100009C, respectively, further described on Exhibit A (together, the "Property").

The Owner has applied to rezone the Property from B-1, with proffers, to M-1, Limited Business/Industrial, with proffers. These proffers will replace any proffers previously recorded for the Property.

NOW, THEREFORE, for and in consideration of the approval of the requested rezoning, and pursuant to Section 15.2-2303 of the Code of Virginia, 1950, as amended, and the County Zoning Ordinance, the Owner agrees that it shall meet and comply with all of the following conditions in developing the Property. If the requested rezoning is not granted by the County, these proffers shall be null and void.

CONDITIONS

1. Master Plan. The use and layout of the Property shall be generally located as shown on the document entitled "Conceptual Site Plan 8189 Richmond Road Parcel B1 and B2" and date stamped December 12, 2020.

2. Architectural Review. All building elevations, colors, and future expansions shall be generally consistent with the building elevations submitted, as shown on the document entitled "Building Elevations" and date stamped February 23, 2021 and shall be submitted to the Director of Planning for review and approval prior to any site plan approval. The goal of this proffer is to ensure consistency with the adjacent Toano Business Center Property.

3. Limited Access. There shall be no direct access from the Property onto Route 60. All access to the Property shall be from the strip of land located south of the Property and shown as "Industrial

Boulevard West" on the subdivision plat entitled "Plat of Subdivision Being Parcel "B1" and "B2" Containing 2.447 Acres± Owned by Michael C. Brown, LTD." made by AES Consulting Engineers, dated 11/19/1999, and recorded in the Williamsburg-James City County Circuit Court Clerk's Office in Plat Book 77 at Page 72.

3. Noise/Dust/Odor. All uses that create noise, dust, or odor effects shall be limited to a fully enclosed building.

4. Lighting. No light poles shall exceed twenty (20) feet in height unless otherwise approved in writing by the Director of Planning prior to site plan approval.

5. Dumpster/HVAC. All dumpster and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing and approved by the Director Planning prior to site plan approval.

6. Fencing. Any fencing proposed shall be submitted to the Director of Planning for review and approval prior to site plan approval.

7. Irrigation. Irrigation systems serving the Property shall not use the James City Service Authority ("JCSA") public water supply.

8. Water Conservation. The Owner shall be responsible for enforcing water conservation standards for the Property agreed upon and approved by JCSA. The standards may include, but are not limited to, such water conservation measures as limitation on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of drought tolerant plants, warm season grasses, and the use of water conserving fixtures and appliances to promote water conservation. The standards shall be approved by JCSA prior to approval of the site plan for development of the Property.

9. Delivery Trucks/Heavy Machinery. Deliveries to the Property shall be limited to between 6:00 A.M to 6:00 P.M Monday to Friday. No heavy machinery, trucks, or equipment shall be stored on the Property unless screened from view with landscaping or fencing as approved by the Director of Planning prior to site plan approval.

10. Outdoor Storage. All outdoor storage shall be screened with landscaping and fencing from the right-of-way and adjacent properties as approved by the Director of Planning prior to site plan approval.

11. Uses.

a. Uses that require a Special Use Permit in the M-1 Zoning District use list, as amended, shall be permitted with the approval of a Special Use Permit.

b. Any use otherwise permitted in M-1, not listed below, is not permitted. The following uses otherwise permitted by-right in M-1 are permitted:

Accessory uses and structures as defined in Section 24-2

Barber shops and beauty salons.

Business and professional offices.

Catering and meal preparation.

Contractor office, equipment storage yards, shops and warehouses (with materials and equipment storage limited to a fully enclosed building or screened with landscaping and fencing with a maximum height of 12 feet from adjacent property).

Data processing centers.

Dry cleaners and laundries.

Janitorial service establishments.

Laboratories, research and development centers.

Laser technology production.

New and/or rebuilt automotive parts sales (with storage limited to a fully enclosed building or screened from adjacent property with landscaping and fencing with a maximum height of 12 feet).

Photography, artist or sculptor stores and studios.

Plumbing and electrical supply and sales (with storage limited to a fully enclosed building or screened with landscaping and fencing with a maximum height of 12 feet from adjacent property).

Printing, mailing, lithographing, engraving, photocopying, blueprinting and publishing establishments.

Radio and television stations and accessory antenna or towers, self-supported (not attached to buildings) which are 60 feet or less in height.

Research, development and design facilities or laboratories.

Security service offices.

Warehousing, wholesaling, storage and distribution centers (with storage limited to a fully enclosed building or screened by landscaping and fencing with a maximum height of 12 feet from adjacent property).

Water well drilling establishments.

Welding and machine shops (with storage limited to a fully enclosed building or screened from adjacent property with landscaping and fencing with a maximum height of 12 feet).

Manufacture and assembly of musical instruments, toys, novelties, and rubber and metal stamps.

Manufacture and processing of textiles and textile products.

Manufacture and storage of ice, including dry ice.

Manufacture, assembly or fabrication of sheet metal products.

Manufacture, compounding, assembly or treatment of products made from previously prepared paper, plastic, metal, textiles, tobacco, wood paint, fiber, glass, rubber, leather, cellophane, felt, fur, horn, wax, hair, yarn and stone.

Manufacture, compounding, processing and packaging of cosmetics, toiletries, and pharmaceutical products.

Manufacture of cans and other products from previously processed metals.

Manufacture of carpets and carpet yarns.

Manufacture of furniture.

Manufacture of glass and glass products.

Manufacture of pottery and ceramic products using kilns fired by gas or electricity.

Manufacture or assembly of appliances, tools, firearms, hardware products and heating, cooling or ventilation equipment.

Manufacture of electronic instruments, electronic devices or electronic components.

Manufacture or assembly of medical, drafting, metering, marine, photographic and mechanical instruments and equipment.

WITNESS the following signature:

Rob the Builder, Inc.

_____

_____

Robert D Lang Date

STATE OF _____

CITY/COUNTY OF _____, to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Robert D Lang, as owner of Rob the Builder, Inc.

_____

NOTARY PUBLIC

My commission expires: _____

Registration Number: _____

EXHIBIT A

That certain piece or parcel of land in Stonehouse District of James City County, Virginia, more particularly shown and described as Parcel B1 and Parcel B2 on a plat of survey entitled, "PLAT OF SUBDIVISION BEING "B1" AND "B2" CONTAINING 2.447 ACRES +/- OWNED BY MICHAEL C. BROWN, LTD., STONEHOUSE DISTRICT JAMES CITY COUNTY VIRGINIA", which plat is dated November 19, 1999, made by AES, Consulting Engineers, a copy of which is recorded in the Clerk's Office for the City of Williamsburg and County of James City in Plat Book 77, at page 72 and to which plat reference is here made for a more complete description of the property.

CONCEPTUAL SITE PLAN
8189 RICHMOND ROAD
PARCEL B1 & B2
P.B. 77, PG. 72

JAMES CITY COUNTY STONEHOUSE DISTRICT VIRGINIA

PROJECT INFORMATION:

PROPERTY ADDRESS	8189 & 8193 RICHMOND ROAD
PARCEL NUMBER	1240100009B & 1240100009C
CURRENT ZONING	B1 (GENERAL BUSINESS)
PROPOSED ZONING	M1 (LIMITED INDUSTRIAL)
FRONT YARD SETBACK	75' (PUBLIC RIGHT-OF-WAY GREATER THAN 50' IN WIDTH)
REAR YARD SETBACK	20'
SIDE YARD SETBACK	20'
CURRENT USE	VACANT
PROPOSED USE	INDUSTRIAL / WAREHOUSING / MANUFACTURING
WATER	PUBLIC (JCSA)
SEWER	PRIVATE (JCSA)
VAHU6	JL27 (DIASCUND CREEK - MILL CREEK)

PARKING CALCULATIONS:

JAMES CITY COUNTY ZONING ORDINANCE

LIMITED INDUSTRIAL USE	1 SPACE PER 2 EMPLOYEES ON LARGEST SHIFT
REQUIRED PARKING	9 (ANTICIPATED EMPLOYEES NOT TO EXCEED 18)
PROVIDED PARKING	9
REQUIRED HANDICAP SPACES	1
PROVIDED HANDICAP SPACES	1 (1 VAN ACCESSIBLE)

VICINITY MAP

SCALE: 1"=2,000'

TABLE OF CONTENTS

C0001	COVER SHEET
CS101	CONCEPTUAL LAYOUT PLAN

DEVELOPER / OWNER

ROB THE BUILDER, INC.
CONTACT: ROB LANG
(OWNER)
P.O. BOX 250
TOANO, VIRGINIA 23168
P: 757-532-6562

DOMESTIC WATER CALCULATIONS

DISCHARGE FACILITY	GALLONS PER DAY/UNIT	UNITS	AVERAGE FLOW	MAX DAILY FLOW (1.7 x AVG.)	PEAK FLOW (4.0 x AVG.)	DURATION
WAREHOUSE	0.05	10,000 S.F.	500 GPD / 0.35 GPM	850 GPD / 0.60 GPM	2,000 GPD / 1.40 GPM	24
TOTAL			500 GPD / 0.35 GPM	850 GPD / 0.60 GPM	2,000 GPD / 1.40 GPM	

SANITARY SEWER CALCULATIONS

DISCHARGE FACILITY	GALLONS PER DAY/UNIT	UNITS	AVERAGE FLOW	PEAK FLOW	PEAK FACTOR	DURATION
WAREHOUSE	0.05	10,000 S.F.	500 GPD / 0.35 GPM	2,000 GPD / 1.40 GPM	4	24
TOTAL						

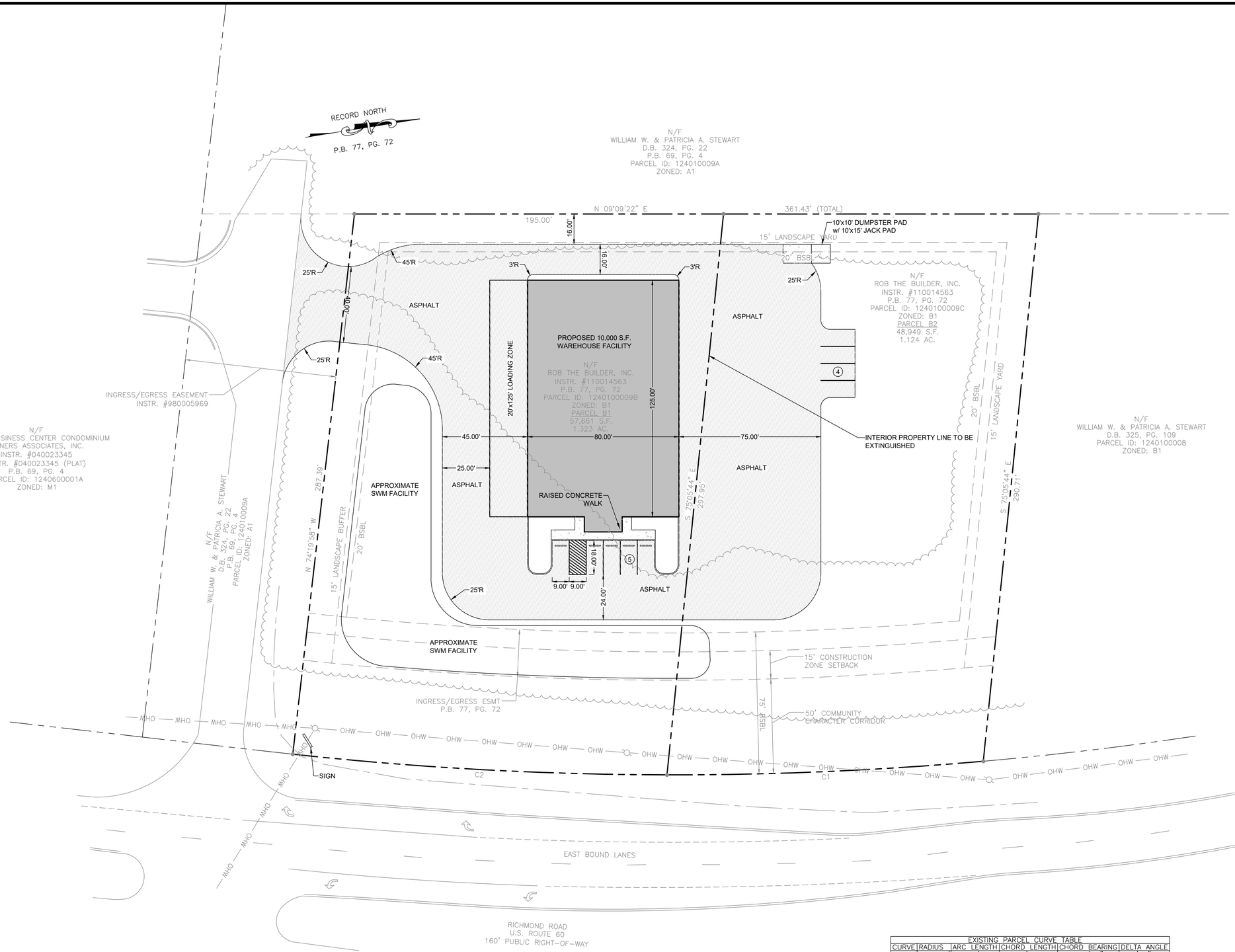
NO.	DATE	REVISION / COMMENT / NOTE

COMMONWEALTH OF VIRGINIA
WILLIAM S. FEINS
Lic. No. 57903
12/12/2020
PROFESSIONAL ENGINEER

LRI LANDTECH RESOURCES, INC.
ENGINEERING · SURVEYING · GPS
3925 Midlands Road Williamsburg, VA 23188
Ph: (757) 565-1877 Fax: (757) 565-0782
www.landtechresources.com

CONCEPTUAL SITE PLAN
8189 RICHMOND ROAD
PARCEL B1 &B2
P.B. 77, PG. 72
JAMES CITY COUNTY STONEHOUSE DISTRICT VIRGINIA

Scale: N/A
Date: 12/12/2020
Job Number: 20-041
Drawn By: WSF
Sheet Title:
COVER SHEET
Sheet Number:
C0001



EXISTING PARCEL CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1860.86'	167.37'	167.31'	S 06°41'20" W	5°09'12"
C2	1860.86'	198.14'	198.05'	S 12°18'57" W	6°06'03"

25 0 25 50 75
Scale: 1" = 25'

NO.	DATE	REVISION / COMMENT / NOTE

COMMONWEALTH OF VIRGINIA
WILLIAM S. FEINS
Lic. No. 57903
12/12/2020
PROFESSIONAL ENGINEER

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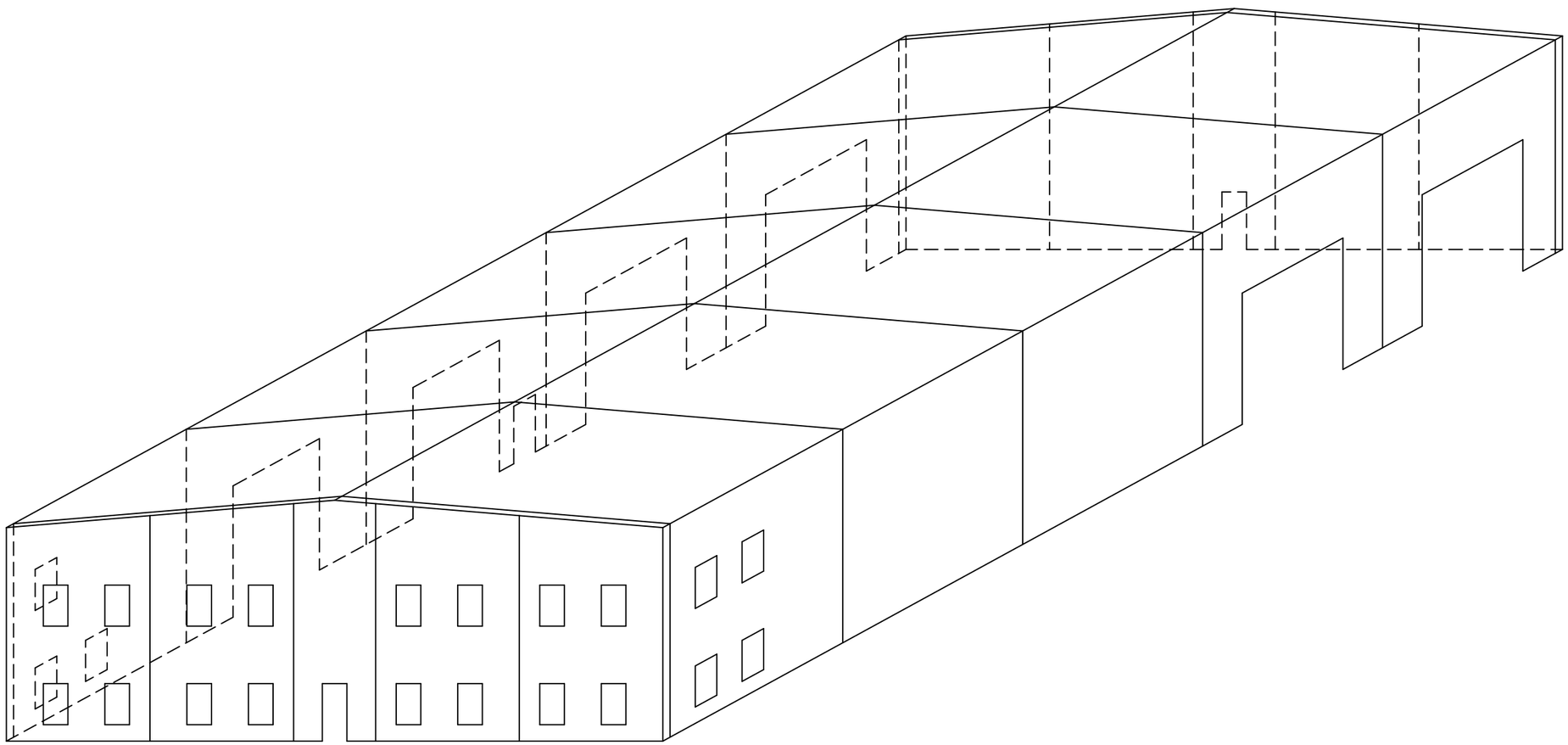
CONCEPTUAL SITE PLAN
8189 RICHMOND ROAD
PARCEL B1 &B2
P.B. 77, PG. 72
JAMES CITY COUNTY STONEHOUSE DISTRICT VIRGINIA

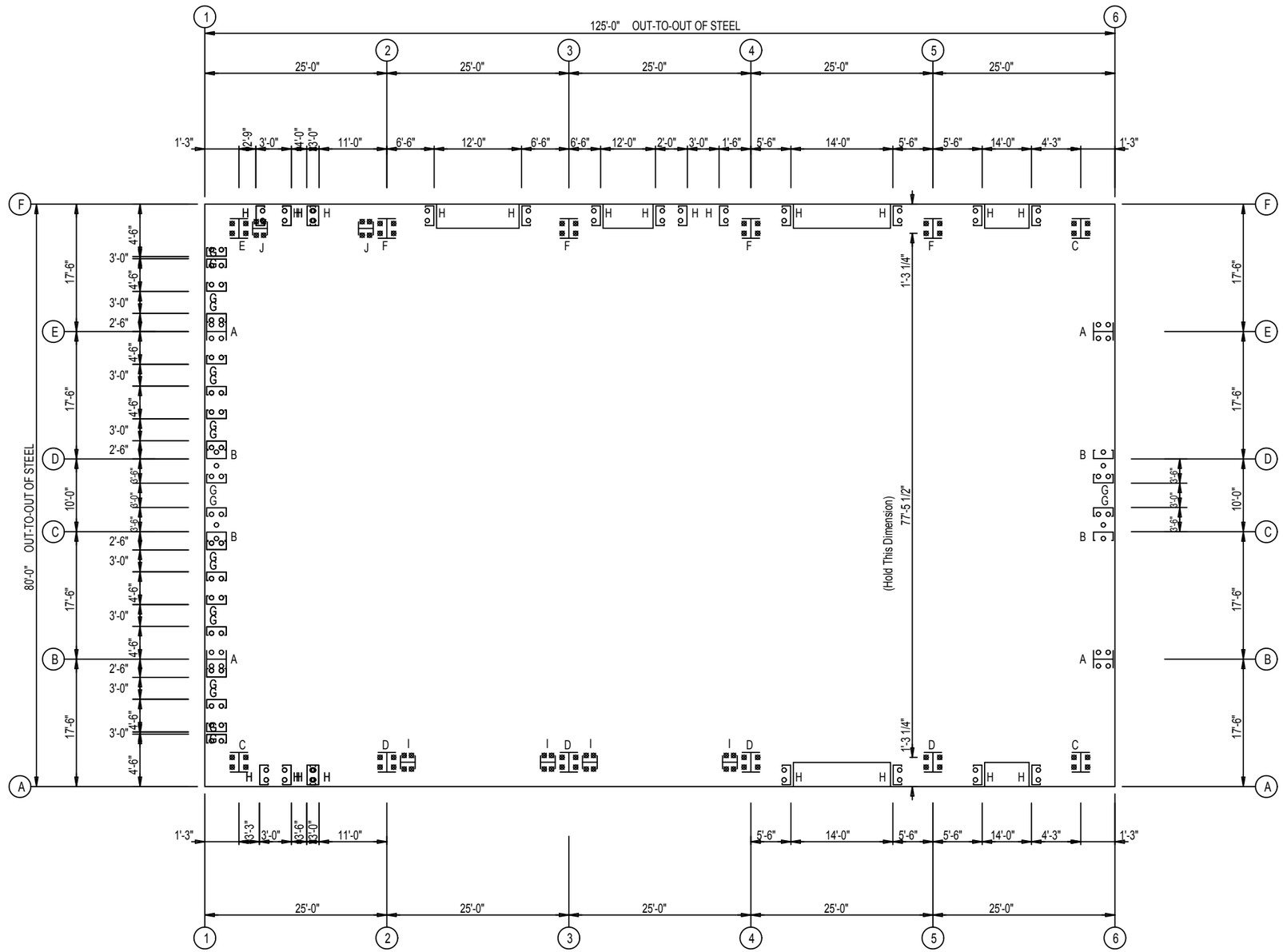
Scale: 1" = 25'
Date: 12/12/2020
Job Number: 20-041
Drawn By: WSF
Sheet Title:
CONCEPTUAL LAYOUT PLAN
Sheet Number:
CS101

JCC C-19-0091



250554919 Building Layout 12/23/20

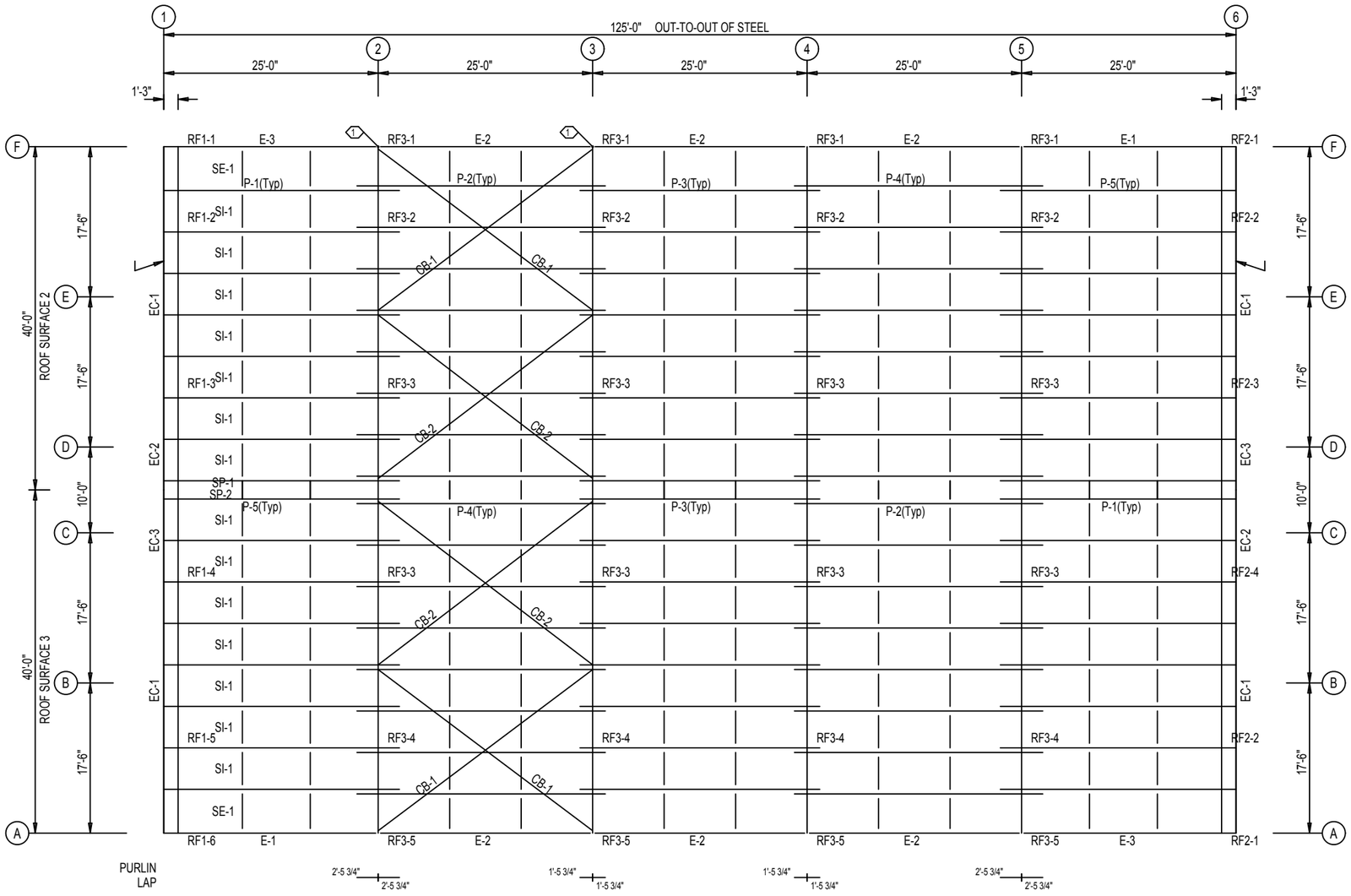
NOT FOR CONSTRUCTION



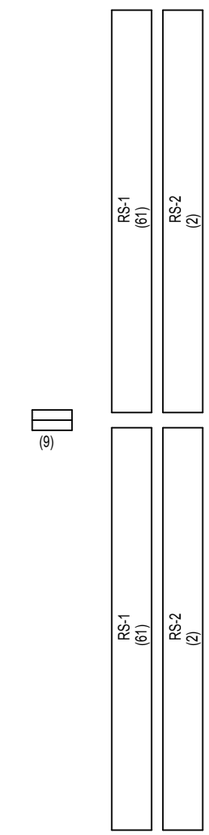
ANCHOR BOLT PLAN

NOT FOR CONSTRUCTION

SPECIAL BOLTS ROOF PLAN					
ID	QUAN	TYPE	DIA	LENGTH	WASH
1	2	A325	1/2"	1 1/4"	2



ROOF FRAMING PLAN

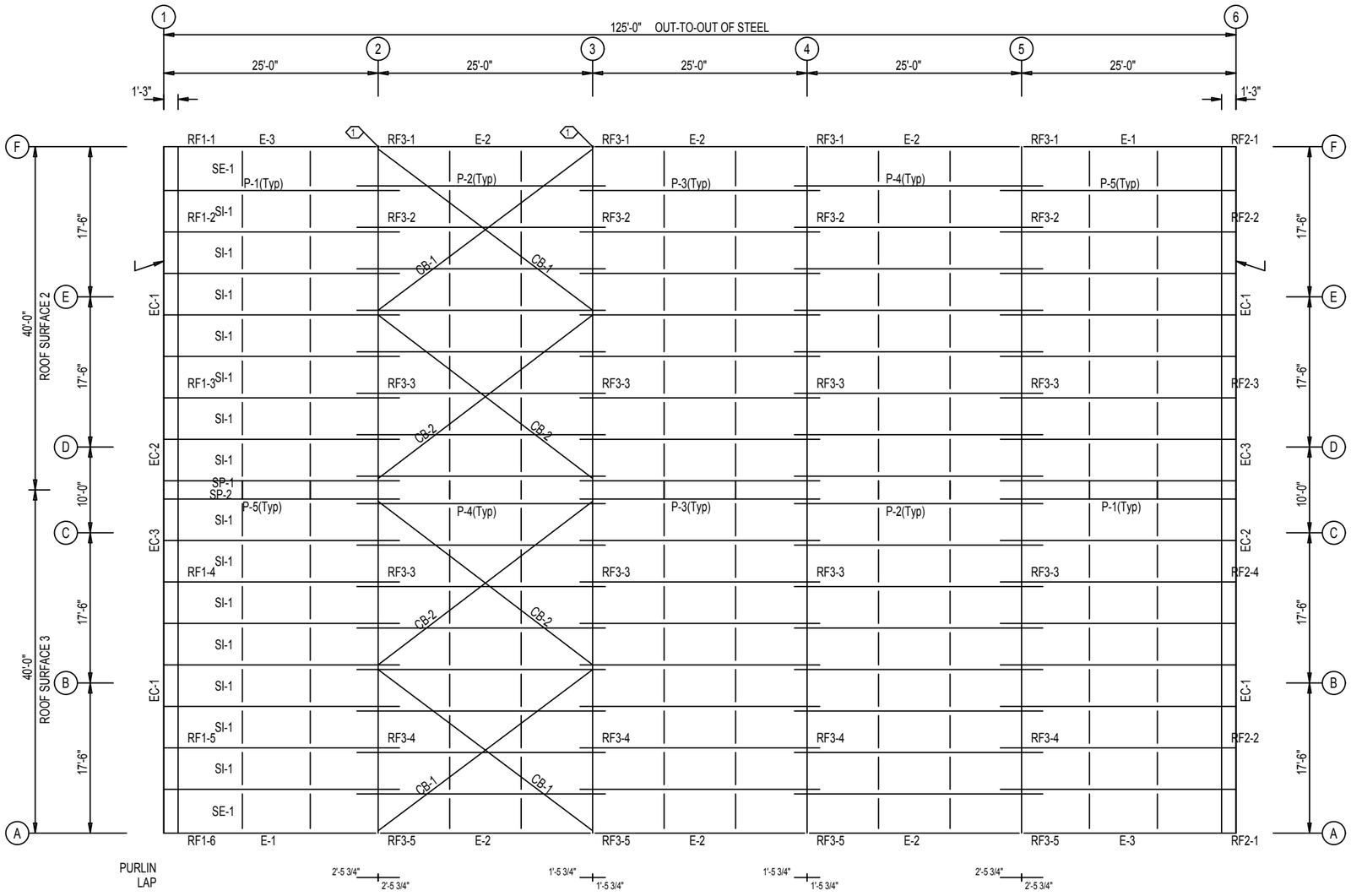


ROOF SHEETING

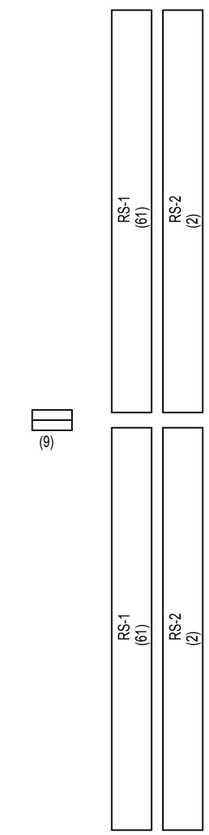
PANELS: 24 Gauge ULTRA-DEK
Galvalume

NOT FOR CONSTRUCTION

SPECIAL BOLTS ROOF PLAN					
ID	QUAN	TYPE	DIA	LENGTH	WASH
1	2	A325	1/2"	1 1/4"	2



ROOF FRAMING PLAN



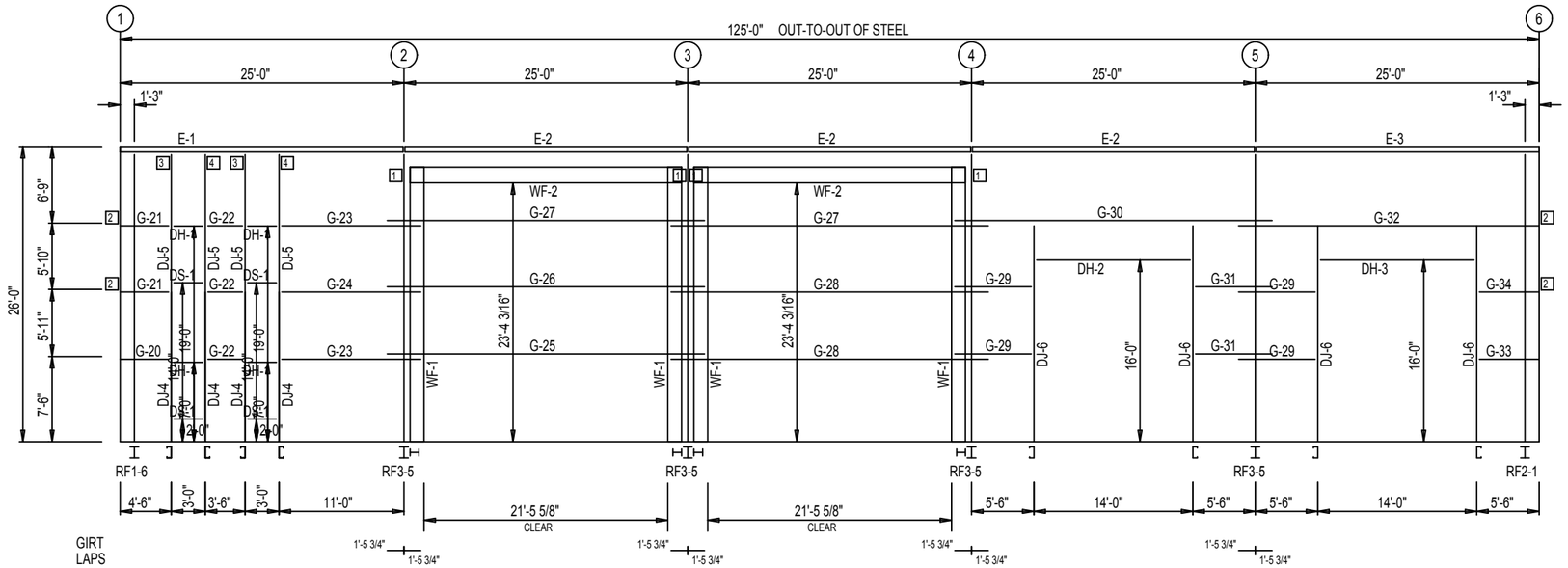
ROOF SHEETING

PANELS: 24 Gauge ULTRA-DEK
Galvalume

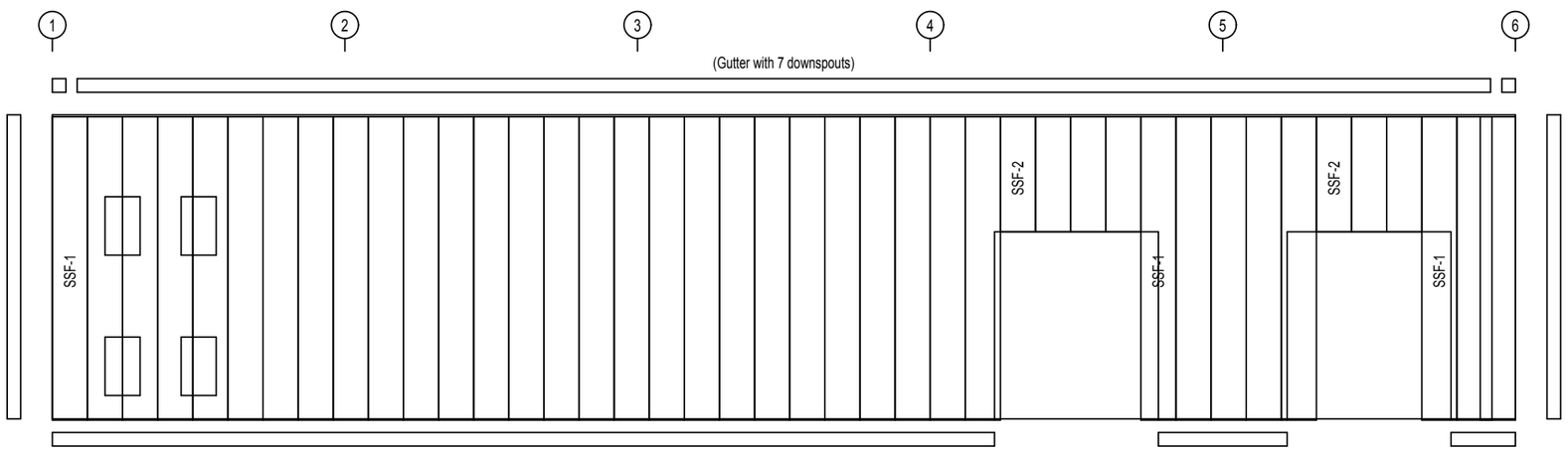
NOT FOR CONSTRUCTION

BOLT TABLE FRAME LINE A				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	8	A325	3/4"	1 3/4"
WF-1 - RF3-5	8	A325	5/8"	1 1/2"

CONNECTION PLATES FRAME LINE A	
☐ ID	MARK/PART
1	SC-480
2	SC-5
3	SC584_L
4	SC584_R



SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

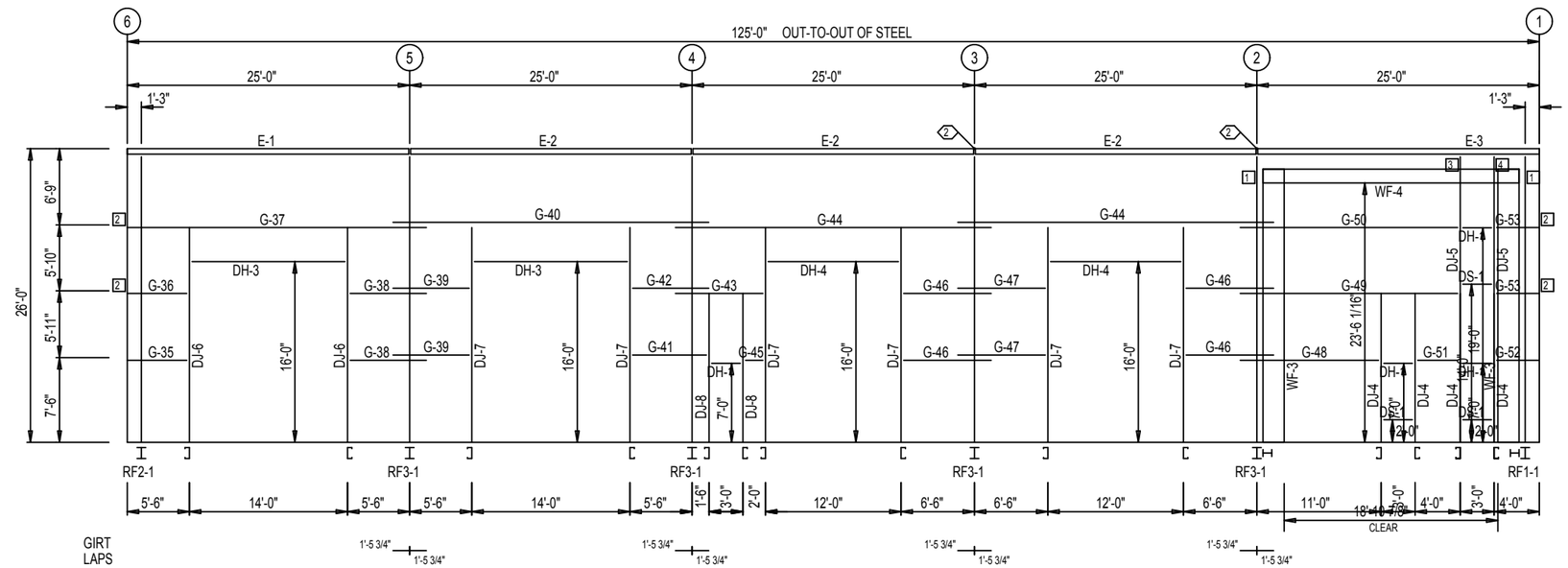
PANELS: 26 Gauge PBR - Polar White

NOT FOR CONSTRUCTION

BOLT TABLE FRAME LINE F				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-3 - WF-4	8	A325	3/4"	2"
WF-3 - RF3-1	8	A325	5/8"	1 1/2"
WF-3 - RF1-1	8	A325	5/8"	1 1/2"

SPECIAL BOLTS					
⬡ ID	QUAN	TYPE	DIA	LENGTH	WASH
2	2	A325	1/2"	1 1/4"	2

CONNECTION PLATES FRAME LINE F	
☐ ID	MARK/PART
1	SC-480
2	SC-5
3	SC584_L
4	SC584_R



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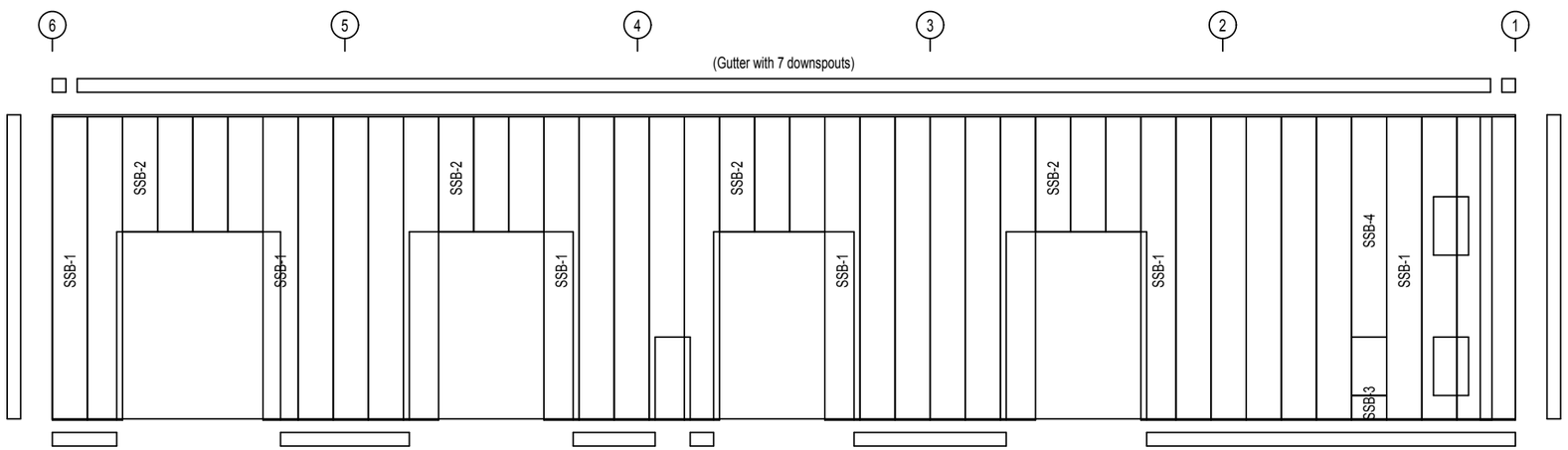


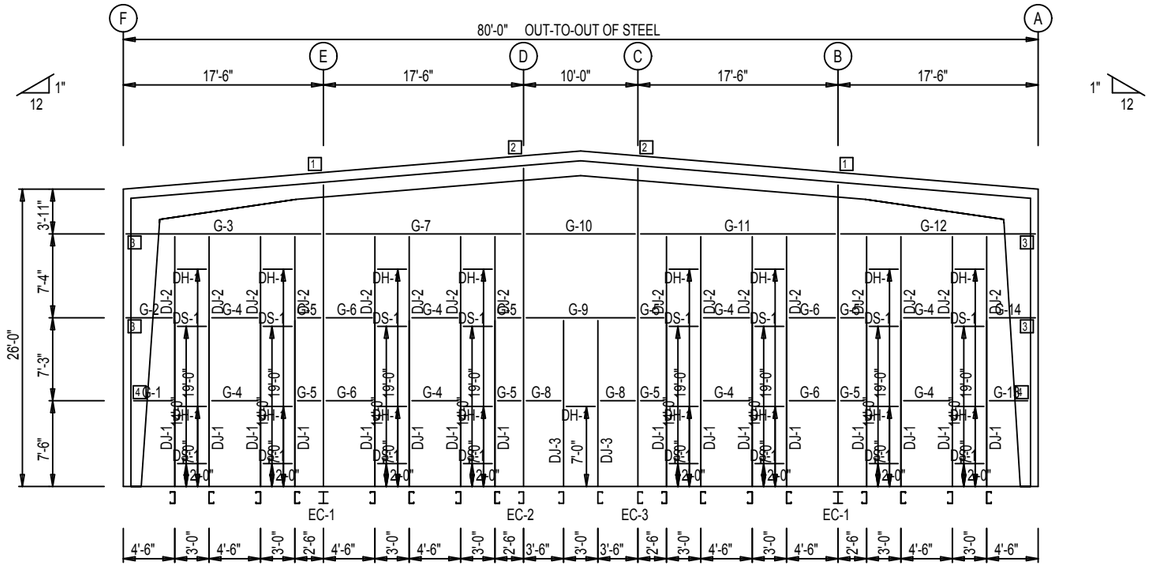
SIDEWALL SHEETING & TRIM: FRAME LINE F

PANELS: 26 Gauge PBR - Polar White

NOT FOR CONSTRUCTION

BOLT TABLE FRAME LINE 1				
LOCATION	QUAN	TYPE	DIA	LENGTH
EC-1/FRAME	8	A325	1/2"	1 1/4"
EC-2/FRAME	4	A325	1/2"	1 1/4"
EC-3/FRAME	4	A325	1/2"	1 1/4"

CONNECTION PLATES FRAME LINE 1	
☐ ID	MARK/PART
1	n1
2	n2
3	d1
4	SC-484



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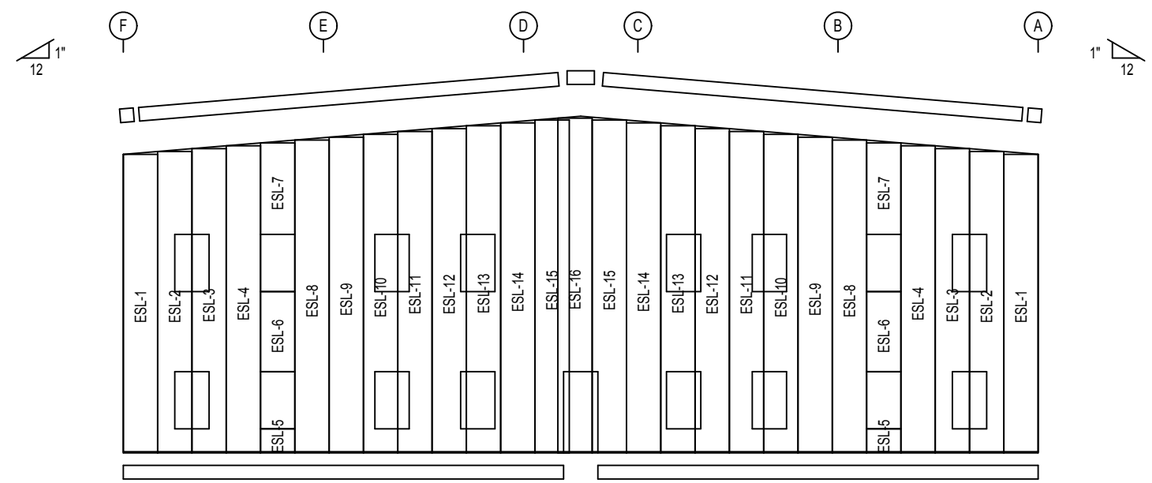


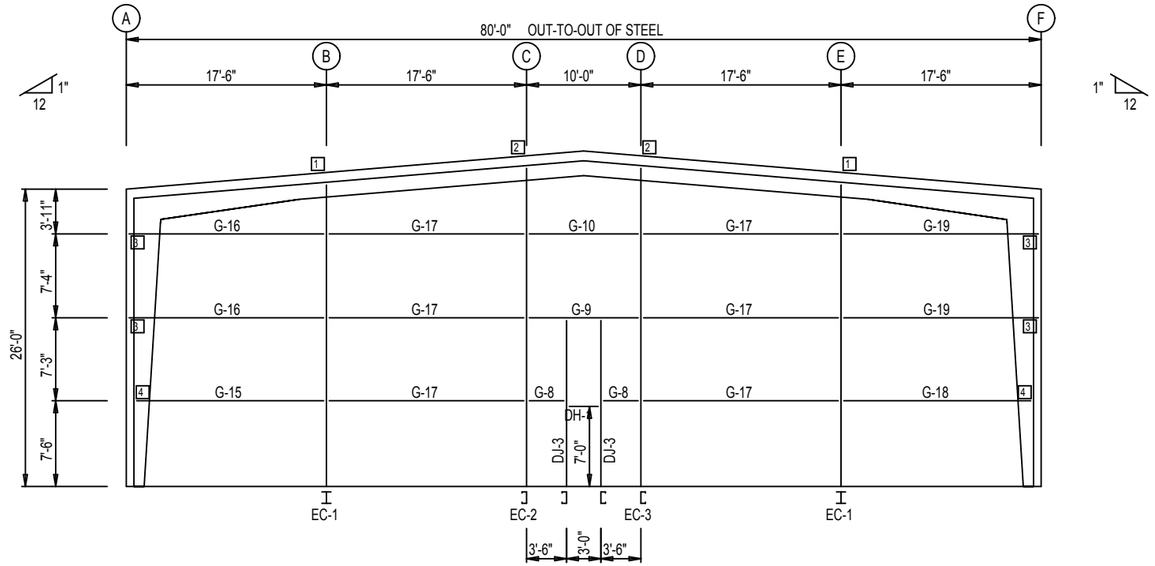
ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Gauge PBR - Polar White

NOT FOR CONSTRUCTION

BOLT TABLE FRAME LINE 6				
LOCATION	QUAN	TYPE	DIA	LENGTH
EC-1/FRAME	8	A325	1/2"	1 1/4"
EC-2/FRAME	4	A325	1/2"	1 1/4"
EC-3/FRAME	4	A325	1/2"	1 1/4"

CONNECTION PLATES FRAME LINE 6	
☐ ID	MARK/PART
1	n1
2	n2
3	d1
4	SC-484



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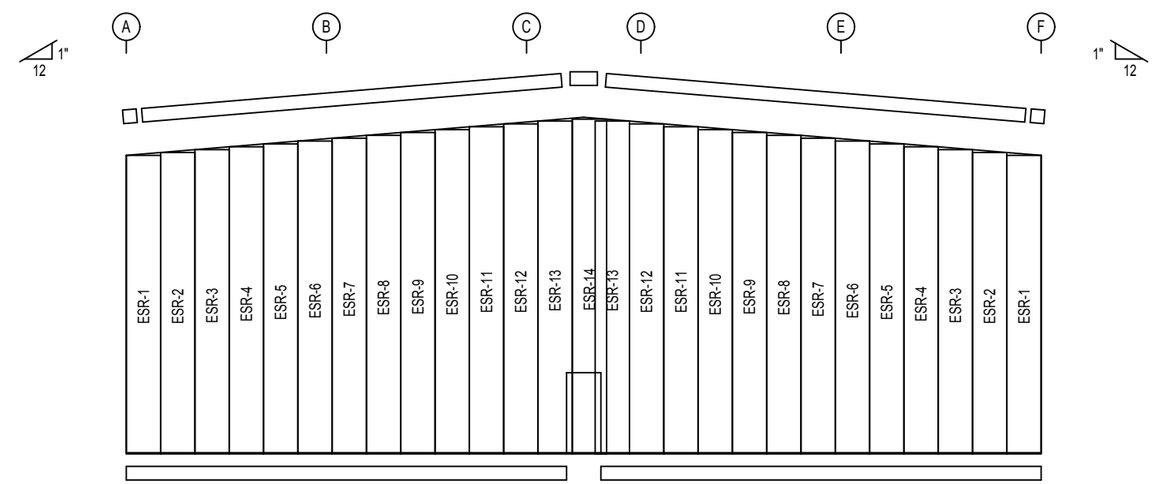


ENDWALL SHEETING & TRIM: FRAME LINE 6

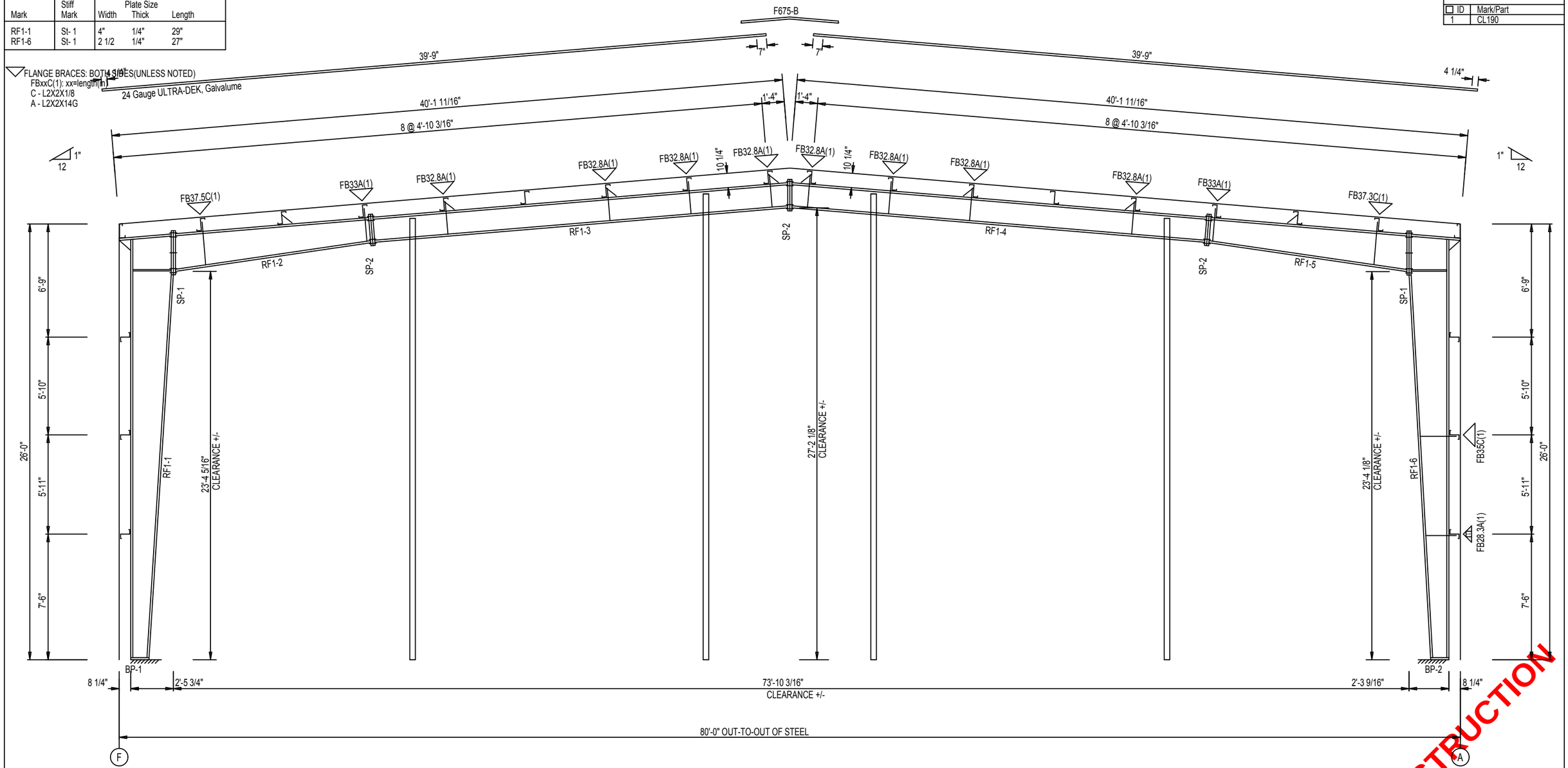
PANELS: 26 Gauge PBR - Polar White

NOT FOR CONSTRUCTION

STIFFENER TABLE				
Mark	Stiff Mark	Plate Size Width	Thick	Length
RF1-1	St- 1	4"	1/4"	29"
RF1-6	St- 1	2 1/2	1/4"	27"

CONNECTION PLATES	
ID	Mark/Part
1	CL190

FLANGE BRACES: BOTH SIDES(UNLESS NOTED)
FBxxC(1): xx=length(in)
C - L2X2X1/8
A - L2X2X14G

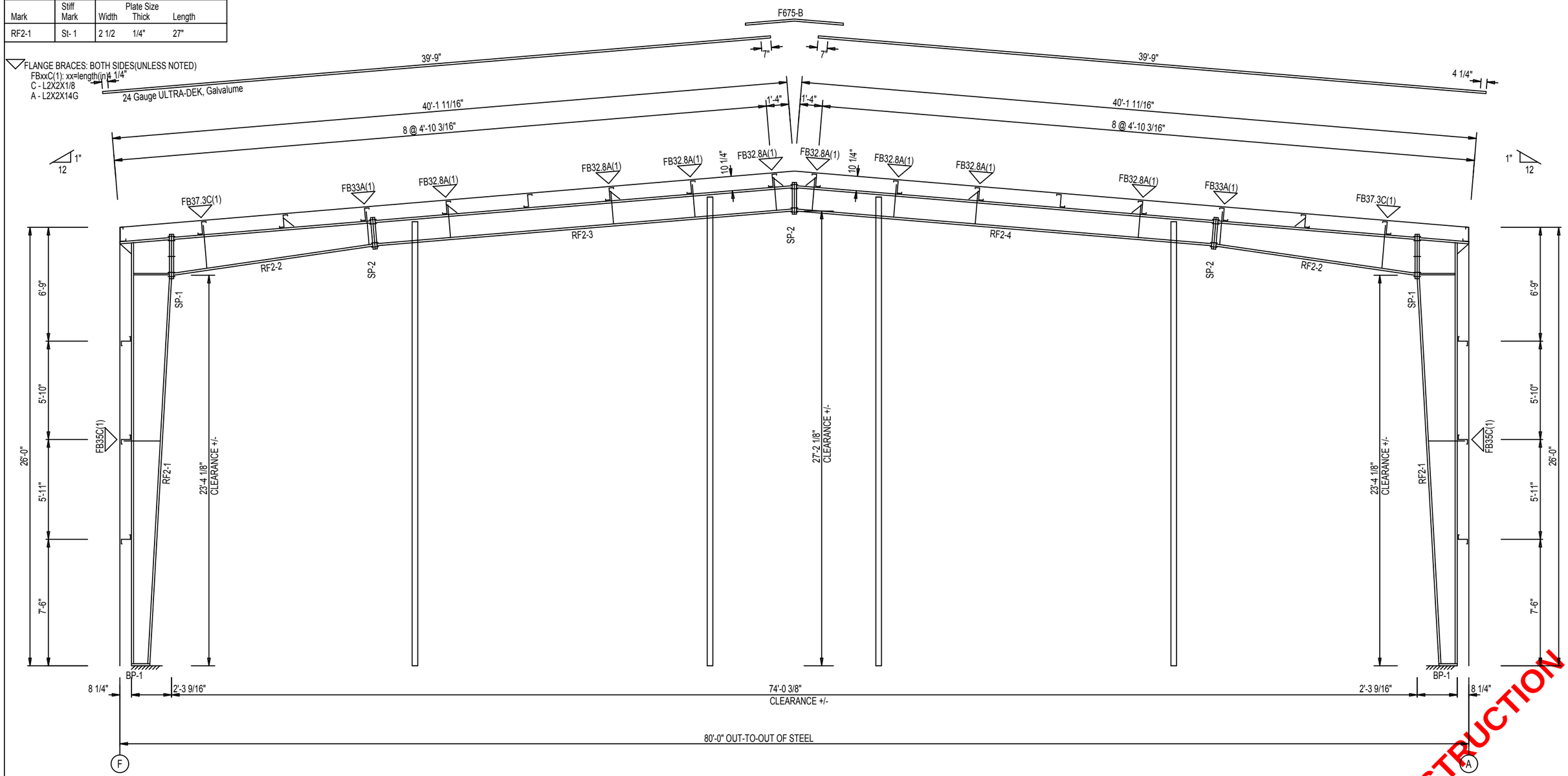


FRAME CROSS SECTION: FRAME LINE 1

NOT FOR CONSTRUCTION

STIFFENER TABLE				
Mark	Stiff Mark	Plate Size Width	Thick	Length
RF2-1	St- 1	2 1/2	1/4"	27"

FLANGE BRACES: BOTH SIDES(UNLESS NOTED)
FBxxC(1): xx=length(in)
C - L2X2X1/8
A - L2X2X14G



FRAME CROSS SECTION: FRAME LINE 6

NOT FOR CONSTRUCTION

STIFFENER TABLE				
Mark	Stiff Mark	Plate Size Width	Thick	Length
RF3-1	St- 1	4"	1/4"	36"
RF3-5	St- 1	4"	1/4"	35"

CONNECTION PLATES	
☐ ID	Mark/Part
1	CL190

FLANGE BRACES: BOTH SIDES(UNLESS NOTED)
FBxxC(1): xx=length(in)
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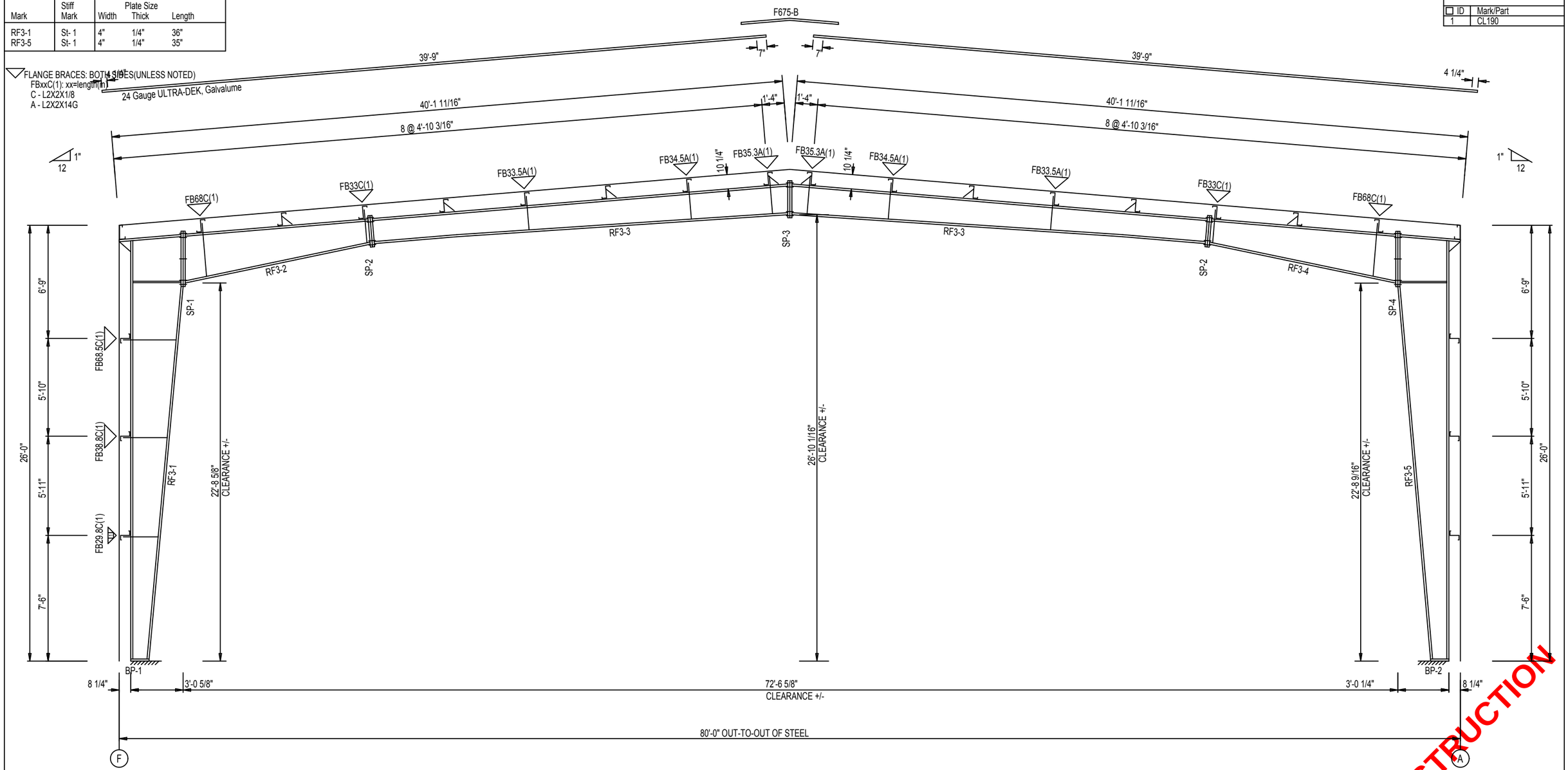
A - L2X2X14G



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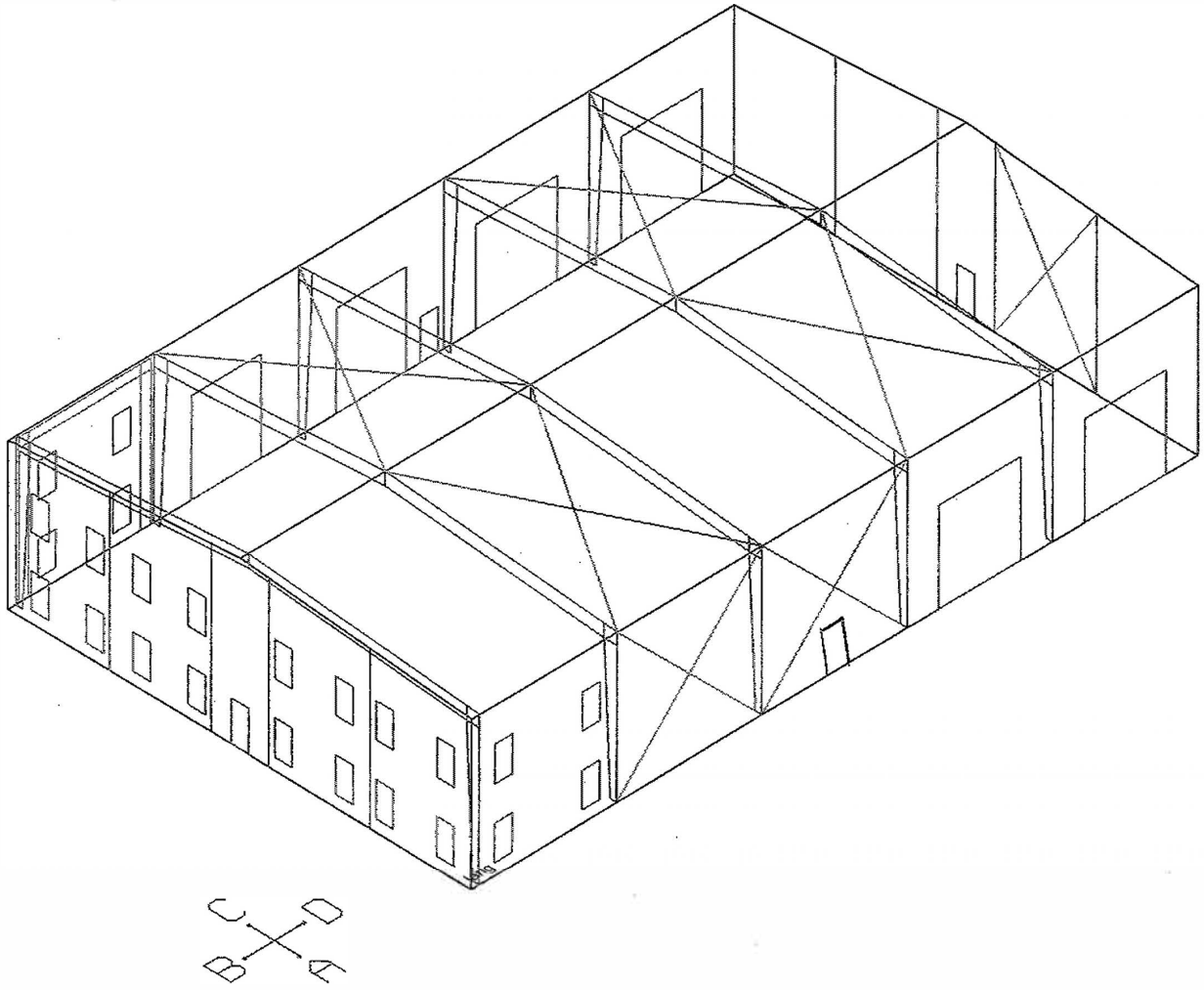
NOT FOR CONSTRUCTION

Exhibit - 2

Dec 28, 2020



Building Elevations

02/23/2021

Z-7-97. Toano Business Center/Michael Brown

**These proffers are provided for reference purposes only and are not official documents. Please refer to the Proffer Books in the Planning Division or Zoning Division for copies of officially recorded proffers.*

THESE PROFFERS are made as of this 9th day October 1997, by MICHAEL C. BROWN, LTD., a Virginia corporation, and WILLIAM W. and PATRICIA A. STEWART, husband and wife (together with their successors and assigns, the "Owners").

RECITALS

A. Owners are the owners of certain real property (the "Property") in James City County, Virginia more particularly described on Exhibit A attached hereto and made a part hereof. A portion of the Property is owned by Michael C. Brown, Ltd. and a portion is owned by William W. and Patricia A. Stewart. Michael C. Brown, Ltd. has contracted to purchase the portion of the Property now owned by the Stewarts.

B. A portion of the Property is now zoned A-1 and a portion of the Property is now zoned B-1.

C. Owners have applied for a rezoning of the Property from A-1 and B-1 to M-1, Limited Business/Industrial, with proffers (Parcel A), and to B-1, with proffers (Parcel B).

D. Owners desire to offer to the County certain conditions on the development of the Property not generally applicable to land zoned M-1 and B-1 for the protection and enhancement of the community and to provide for the high-quality and orderly development of the Property.

NOW, THEREFORE, for and in consideration of the approval by the Board of Supervisors of James City County of the applied for rezoning, Owners agree that it shall meet and comply with all of the following conditions in developing the Property. If the applied for rezoning is not granted by the County, the Proffers shall thereupon be null and void.

CONDITIONS

1. Prohibited Uses. (a) The uses with strike marks through them on the attached copy of Sections 20-410 and 20-411 of the Zoning Ordinance, otherwise permitted in the M-1 zoning district by right or with a special use permit, shall not be permitted on Parcel A of the Property.

(b) The uses with strike marks through them on the attached copy of Sections 20-390 and 20-391 of the Zoning Ordinance, otherwise permitted in the B-1 zoning district by right or with a special use permit, shall not be permitted on Parcel B of the Property.

(c) If the following uses are located on the Property, no more than 25% of the floor area of the use shall be devoted to retail use that is accessory to the principal use and no more than a total of 10,000 square feet of accessory retail floor space for the following uses shall be permitted on the Property:

carpet store
dressmaking store
home appliance sales and service
bakery

2. Road Improvements. The County shall not be obligated to issue a certificate of occupancy for any buildings on the Property until (i) a left turn lane from west bound Route 60 into the entrance serving the Property and (ii) a right turn lane and taper from east bound Route 60 into the entrance serving the Property have been constructed or construction thereof has commenced and completion bonds acceptable to the County Attorney have been posted with the County. All road improvements proffered hereby shall be constructed in accordance with VDOT standards.

3. Landscaping. Owners shall submit with the site plan for development on the Parcel A a landscaping plan (the "Landscape Plan") for review and approval by the Director of Planning. The goals of the Landscaping shall be to provide a buffer emphasizing trees rather than shrubs trees along the Route 60 frontage of the Property and locating trees within the inter i6r of the site to breakup and screen rooftops. Parcel A shall be landscaped in accordance with the approved Landscape Plan.

4. Limited Access. There shall be no direct access from the Property on to Route 60. The entrances to the property shall be from the strip of land located between the Parcel A and Parcel B across Route 60 from Industrial Boulevard as shown on the plat entitled "Plat of Subdivision & Property Line Extinguishment Between the Properties of William W. and Patricia A. Stewart and Michael C. Brown, Ltd." made by AES Consulting Engineers and dated 4/2/97.

5. Design Colors. The colors of the external finish materials of buildings, other than the roof tops, on Parcel A shall be limited to earth tones that blend with the natural features of the Property as approved by the Director of Planning. Color samples and descriptions of external finish materials shall be submitted with the site plan for development of Parcel A. There shall be no flat roofs on buildings on Parcel A fronting on Route 60 or the entrance road.

6. CSX Right-of-way. Owner shall dedicate at the request of the County an easement of up to 15 feet in width on the Property along the CSX rail road right-of-way to accommodate a rail spur line to serve the property to the rear of the Property. The easement area shall continue to count toward meeting applicable open space and buffer requirements.

EXHIBIT A

Those certain parcels of land located in the Stonehouse District of James City County shown and set out as Parcel A and Parcel B on the plat entitled "Plat of Subdivision & Property Line Extinguishment Between the Properties of William W. and Patricia A. Stewart and Michael C. Brown, Ltd." made by AES Consulting Engineers and dated 4/2/97.

DIVISION 10. GENERAL BUSINESS DISTRICT, B-1

Sec. 20-390. Permitted uses.

In the General Business District, B-1, structures to be erected or land to be used, shall be for one or more of the following uses:

Adult day care center.

Apartment or living quarters for a guard, caretaker, proprietor or the person employed on the premises which is clearly secondary to the commercial use of the property.

~~Automobile service stations, if fuel is sold, then in accordance with section 20-38.~~

Banks and other similar financial institutions.

Business, governmental and professional offices.

Contractor's offices with storage of materials and equipment limited to a fully enclosed building.

Day care and child care centers.

~~Department stores, wearing apparel, furniture, carpet, shoe, tailor, dressmaking, candy, ice cream, florist, furrier, locksmith, pet, picture framing, stamp and coin, travel bureau, upholstery, yard goods, toys, music and records, tobacco and pipes, jewelry sales and service, books, greeting cards and sporting goods stores.~~

Drug stores, barber shops and beauty shops.

Dry cleaners and laundries.

Feed, seed and farm supply stores.

Funeral homes.

Gunsmith (excluding shooting ranges).

Health clubs, exercise clubs, fitness centers.

~~Hotels, motels, tourist homes and convention centers.~~

~~Indoor theaters, museums and public meeting halls.~~

Lodges, civic clubs, fraternal organizations and service clubs.

Lumber and building supply (with storage limited to a fully enclosed building or fully screened from view with a structural barrier approved by the development review committee, located within the building setback area with a maximum height of 12 feet).

Machinery sales and service (with storage and repair limited to a fully enclosed building).

~~Marinas, docks, piers, yacht clubs, boat basins, and servicing, repair and sale facilities for the same; if fuel is sold, then in accordance with section 20-38.~~

~~Marine or waterfront businesses to include the receipt, storage and transshipment of waterborne commerce or seafood receiving, packing or distribution.~~

Medical clinics or offices.

New and/or rebuilt automotive parts sales (with storage limited to a fully enclosed building).

Off-street parking as required by section 20-53.

Office supply stores, secretarial and duplicating services.

Parking lots and garages.

Photography studios and sales, artist and sculptor studios, art and crafts and handicraft shops, antique shops, reproduction and gift shops.

~~Plants and garden supply, hardware and paint, and~~ home appliance sales and service stores.

Plumbing and electrical supply (with storage limited to a fully enclosed building).

Printing and publishing.

~~Public billiard parlors, arcades, pool rooms, bowling alleys, dance halls and other indoor centers of amusement.~~

Radio and television stations and accessory antenna or towers which are 60 feet or less in height.

~~Restaurants, fast food restaurants, tea rooms and taverns.~~

~~Retail food stores, bakeries and fish markets.~~

Schools, fire stations, post offices, houses of worship and libraries.

Telephone exchanges and telephone switching stations gap.

Timbering in accordance with Section 2043.

Veterinary offices.

Wholesale and warehousing (with storage limited to a fully enclosed building).

Sec. 20-391. Uses permitted by special use permit only.

In the B-1, General Business District, buildings to be erected or the land to be used for one or more of the following or similar uses shall be permitted only after the issuance of a special use permit by the board of supervisors:

~~Airports~~

~~Antennas and towers in excess of 60 feet in height.~~

~~Campgrounds.~~

~~Convenience stores; if fuel is sold, then in accordance with section 20-38.~~

Design, research, and evaluating laboratories.

~~Drive-in theaters.~~

Electrical generation facilities (public or private), electrical substations with a capacity or 5,000 kilovolt amperes or more and electrical transmission lines capable of transmitting 69 kilovolts or more.

~~Flea markets.~~

~~Hospitals and nursing homes.~~

Limousine service.

Nonemergency medical transport.

~~Outdoor centers of amusement.~~

~~Outdoor sport facilities.~~

Processing, assembly and manufacture of light industrial products or components, with all storage, processing, assembly and manufacture conducted indoors and under cover, with no dust, noise, odor or other objectionable effect.

Railroad facilities including tracks, bridges and, stations. However, spur lines which are to serve and are accessory to existing or proposed development adjacent to existing railroad right of-ways and track and safety improvements in existing railroad right-of-ways, are permitted generally and shall not require a special use permit.

~~Sanitary landfills in accordance with section 20-40, waste disposal and publicly owned solid waste container sites.~~

Taxi service.

~~Theme parks of ten acres or more.~~

Tire, transmission, glass) body and fender and other automotive repair and service (with storage and major repair limited to a fully enclosed building).

Transmission pipelines (public or private), including pumping stations and accessory storage, for natural gas, propane gas, petroleum products, chemicals, slurry coal and any other gases, liquids or solids. However, extensions for private connections to existing pipelines, which are intended to serve an individual customer and which are accessory to existing or proposed development, are permitted generally and shall not require a special use permit.

~~Vehicle rentals.~~

~~Vehicle and trailer sales and service (with major repair limited to a fully enclosed building).~~

Water facilities (public or private), and sewer facilities (public), including, but not limited to, treatment plants, pumping stations, storage facilities and transmission mains, wells and associated equipment such as pumps to be owned and operated by political jurisdictions. However, private connections to existing mains, with no additional connections to be made to the line which are intended to serve an individual customer and which are accessory to existing or proposed development, and distribution lines and local facilities within a development, including pump stations, are permitted generally and shall not require a special use permit.

Water impoundments, new or expansion of, 50 acres or more or with dam heights of 25 feet or more.

DIVISION 11. LIMITED BUSINESS/INDUSTRIAL DISTRICT, M-1

Sec. 20-411. Permitted uses.

In the Limited Business/Industrial District, M-1, buildings to be erected or land to be used shall be for one or more of the following or similar uses:

Accessory uses as defined in section 20-2.

~~Antennas and towers, self-supported, (not attached to buildings) less than 60 feet in height.~~

Apartment or living quarters for a guard, caretaker or other person employed on the premises which is clearly secondary to the business or industrial use of the property.

~~Automobile sales and service with major repair limited to a fully enclosed building.~~

~~Automobile service stations; if fuel is sold, then in accordance with section 20-38.~~

Banks and other similar financial institutions.

Barber and beauty shops.

~~Book stores.~~

Business, professional and governmental offices.

Cabinet and upholstery shops.

~~Candy stores.~~

Carpet stores.

Contractor offices, equipment storage yards, shops and warehouses with storage limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

Courier services.

Data processing centers.

~~Department stores.~~

Dressmaking stores.

~~Drugstores.~~

Dry cleaners and laundries.

Employment services or agencies.

~~Farmer's markets.~~

~~Feed, seed and farm supply stores.~~

Fire stations.

~~Florist stores.~~

~~Furniture stores.~~

~~Furrier stores.~~

~~Greeting card stores.~~

Heavy equipment sales and service, with major repair limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

Home appliance sales and service.

~~Hotels, motels or convention centers with accessory retail sales, barber shops and beauty shops located within the hotel, motel or convention center for the principal benefit of the resident guest.~~

~~Ice cream stores.~~

~~Indoor sport facilities, health clubs, exercise clubs and fitness centers.~~

Industrial and technical training schools.

Janitorial service establishments.

~~Jewelry sales and service.~~

Laser technology production.

~~Locksmith and gunsmith shops excluding shooting ranges.~~

Lumber and building supply stores with storage limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

Machinery sales and service with major repair limited to a fully enclosed building.

Manufacture and assembly of musical instruments, toys, novelties, and rubber and metal stamps.

Manufacture and bottling of soft drinks and wine.

Manufacture and processing of textiles and textile products.

Manufacture, compounding, assembly or treatment of products made from previously prepared paper, plastic, metal, textiles, tobacco, wood, paint, fiber glass, glass,. rubber, leather, cellophane, canvas, felt, fur, horn, wax, hair, and yarn.

Manufacture, compounding, processing or packaging of cosmetic, toiletry and pharmaceutical products.

Manufacture of carpets and carpet yarns.

Manufacture of pottery and ceramic products using kilns fired only by gas or electricity.

Manufacture or assembly of appliances, tools, firearms, hardware products and heating, cooling or ventilating equipment.

Manufacture or assembly of electronic instruments, electronic devices or electronic components.

Manufacture or assembly of medical, drafting, metering, marine, photographic and mechanical instruments.

~~Manufactured home or mobile home sales.~~

~~Marine or waterfront businesses to include receipt, storage and transshipment of waterborne commerce, or seafood receiving, packing and distribution.~~

Medical clinics and offices.

~~Music and record stores.~~

Nonemergency medical transport.

~~Nurseries.~~

Off-street parking as required by section 20-53.

~~Pet stores.~~

~~Picture framing stores.~~

~~Places of worship.~~

~~Plant and garden supply and hardware and paint stores.~~

Plumbing and electrical supply stores with storage limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

~~Post offices.~~

Printing, lithographing, engraving, photocopying, blueprinting and publishing establishments.

Private streets within “qualifying industrial parks” in accordance with section 20-55.

~~Publicly owned solid waste container sites.~~

~~Radio and television stations and accessory antenna or towers, self-supported (not attached to buildings) which are 60 feet or less in height.~~

Research, development and design facilities.

~~Restaurants, tearooms and taverns.~~

~~Retail food stores, bakeries and fish markets.~~

Security service offices.

~~Shoe stores.~~

~~Sporting good stores.~~

~~Stamp and coin stores.~~

~~Tailor shops.~~

Timbering in accordance with Section 20-43.

Tire, transmission, glass, body and fender and other automotive product sales and service with major repair limited to a fully enclosed building and vehicle storage screened from adjacent property by landscaping and fencing.

~~Tobacco and pipe stores.~~

~~Toy stores.~~

~~Travel bureaus.~~

~~Vehicle and trailer sales and service with major repair limited to a fully enclosed building.~~

Veterinary hospitals and kennels.

Warehouse, storage and distribution centers with storage limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

Water impoundments, new or expansion of. less than 50 acres and with dam heights of less than 25 feet.

Water well drilling establishments.

~~Wearing apparel stores.~~

Welding and machine shops with storage limited to a fully enclosed building or screened with landscaping and fencing from adjacent property.

~~Yard goods stores.~~

Sec. 20-412. Uses permitted by special use permit only.

In the Limited Business/Industrial District, M-1, buildings to be erected or land to be used for one or more of the following or similar uses shall be permitted only after the issuance of a special use permit by the board of supervisors:

~~Airports and landing fields, heliports, helistops and accessory uses.~~

~~Antennas and towers (not attached to buildings) in excess of 60 feet in height.~~

~~Commercial marinas, docks, piers, yacht clubs, boat basins and servicing areas for same; if fuel is sold, then in accordance with section 20-38.~~

~~Convenience stores, if fuel is sold, then in accordance with section 20-38.~~

Day care and child care centers.

Electrical generation facilities (public or private), steam generation facilities, electrical substations with a capacity of 5,000 kilovolt amperes or more and electrical transmission lines capable of transmitting 69 kilovolts or more.

~~Hospitals.~~

~~M~~anufacture and sale of glass and glass products.

Manufacture and storage of ice, including dry ice.

Manufacture, compounding, processing or packaging of food and food products, but not the slaughter of animals.

Manufacture of furniture.

~~Outdoor sports facilities with water and sewer facilities for golf courses as approved by the board of supervisors.~~

Petroleum storage.

Railroad facilities including tracks, bridges, switching yards and stations. However, spur lines which are to serve and are accessory to existing or proposed development adjacent to existing railroad right-of-ways and track and safety improvements in existing railroad right-of-ways are permitted generally and shall not require a special use permit:

~~Resource recovery facilities.~~

~~Sanitary landfills in accordance with section 20-0 and waste disposal facilities.~~

~~Shooting ranges, indoor.~~

~~Solid waste transfer stations.~~

~~Theme parks of ten acres or more.~~

Transmission pipelines (public or private), including pumping stations and accessory storage, for natural gas, propane gas, petroleum products, chemicals, slurry coal and any other gases, liquids or solids. However, extensions or private connections to existing pipelines, which are intended to serve an individual customer and which are accessory to existing or proposed development, are permitted generally and shall not require a special use permit.

~~Truck stops, if fuel is sold, then in accordance with section 20-38.~~

Water facilities (public or private), and sewer facilities (public), including, but not limited to, treatment plants, pumping stations, storage facilities and transmission mains, wells and associated equipment, such as pumps to be owned and operated by political jurisdictions. However, private connections to existing mains, with no additional connections to be made to the line, which are intended to serve an individual customer and which are accessory to existing or proposed development, and distribution lines and local facilities within a development, including pump stations, are permitted generally and shall not require a special use permit.

Water impoundments, new or expansion of; 50 acres or more or with dam heights of 25 feet or more.

AGENDA ITEM NO. F.2.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: Z-21-0001. 3737 and 3741 Strawberry Plains Road Proffer Amendment

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ATTACHMENTS:

	Description	Type
	Staff Report	Staff Report
	Attachment No. 1 Location Map	Exhibit
	Attachment No. 2 Proposed Proffer Amendment	Backup Material
	Attachment No. 3 Existing Proffers (1986)	Backup Material
	Attachment 4. Master Plan (1986)	Backup Material
	Attachment No. 5 Project Narrative	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/24/2021 - 9:33 AM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 9:33 AM
Publication Management	Daniel, Martha	Approved	2/24/2021 - 9:36 AM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 9:36 AM

SUMMARY FACTS

Applicant:	Mr. Vernon Geddy, III
Land Owner(s):	John Grier Construction Company, Inc.
Proposal:	An amendment to the existing proffers to permit the following uses: accessory uses, antique shops, barber and beauty shops, dry cleaners and laundries, gift and souvenir stores, janitorial service establishments, pet stores and pet supply sales, photography, artist and sculptor stores and studios, printing, mailing, lithographing, engraving, photocopying, blueprinting and publishing establishments, and security service offices. The intended use of the property is a dry cleaner and laundry facility.
Locations:	3737 and 3741 Strawberry Plains Road
Tax Map/Parcel Nos.:	3840100029C and 3840100029D
Project Acreage:	.99 acres
Zoning:	LB, Limited Business with Proffers
Comprehensive Plan:	Moderate Density Residential
Primary Service Area:	Inside
Staff Contact:	Thomas Wysong, Senior Planner

PUBLIC HEARING DATES

Planning Commission:	March 3, 2021, 6:00 p.m.
Board of Supervisors:	April 13, 2021, 5:00 p.m. (tentative)

FACTORS FAVORABLE

1. The proposed proffer amendment allows for uses considered to be "limited commercial," which is consistent with the recommendations of the Moderate Density Residential Land Use designation.

2. The proposed proffers provide access management on Strawberry Plains Road by limiting access to the two parcels to the existing driveway location.

3. The proposed proffers restrict outdoor storage for all uses, which mitigate visual impacts to surrounding properties and to the roadway.

FACTORS UNFAVORABLE

1. None.

SUMMARY STAFF RECOMMENDATION

Approval and acceptance of amended proffers.

PROJECT DESCRIPTION

- This proposal is to amend the existing proffers to allow for otherwise "by-right" uses within the LB, Limited Business District that are currently prohibited by the existing proffers.

- The immediate proposed use for this property is a dry cleaner and laundry facility (Swan Cleaners), which is planned to be located within the existing building on-site.

PLANNING AND ZONING HISTORY

The subject parcels were rezoned in 1986 from the Limited Agricultural, A-2 Zoning District to the Limited Business Zoning District. As part of that rezoning, the applicant requested the following permitted uses within the LB District: banks and other financial institutions, office supply stores, secretarial and duplicating services, business, governmental, and professional offices, doctors, dentists, and other medical clinics or offices, contractor's offices without the storage of construction equipment or building materials, and off-street parking. The other uses in the LB District consisted of mostly non-office uses and were proffered out as part of the rezoning. The existing building on Parcel No. 3840100029D was constructed in 1950. The structure is currently vacant.

SURROUNDING ZONING AND DEVELOPMENT

The subject parcels front on Strawberry Plains Road. They are located adjacent to the Strawberry Plains Center, which has commercial structures abutting to the west and south. This development has its own access to Strawberry Plains Road and cannot be accessed through these parcels. The Nelsen Williamsburg Funeral Home is located to the north. The Midlands Townhouse development is located behind the shopping center and the funeral home. The College of William and Mary's Lake Matoaka parcel is located to the east, on the other side of Strawberry Plains Road within the limits of the City of Williamsburg.

COMPREHENSIVE PLAN

This portion of Strawberry Plains Road is identified as a unique area within the County in which the current zoning does not align with the Land Use Map Designation. Describing this property, the plan states "Most of the property designated Moderate Density is already developed with small commercial uses associated with the Midlands townhouse complex. A portion of the property zoned B-1 is owned by the County and has been utilized for Route 199 right-of-way and buffers, and the rest has been developed as the Strawberry Plains Center commercial area. The County believes that no change in Comprehensive Plan designation is warranted. Given this area's proximity to nearby residential development, including the Strawberry Plains subdivision in the City of Williamsburg, it is ill-suited for further intense business and commercial development. For the B-1 property, the County discourages development or redevelopment of this property in a strip commercial fashion."

The subject parcels are designated Moderate Density Residential on the Comprehensive Plan Land Use Map. Recommended uses include multifamily units, apartments, recreation areas, manufactured home parks and subdivisions in accordance with location standards, very limited commercial and community-oriented facilities, timeshares, retirement and care facilities and communities.

Staff finds the proposed proffer amendment would allow for the use of this property to have more options to fulfill the "limited commercial" use recommended within the Moderate Density Residential and still ensure that no intense business or commercial development be allowed. Furthermore, the immediate proposed use of the property is anticipated to be a dry cleaner and laundry facility, which will offer in-store pick-up and drop-off services. This use would provide an additional service option for the adjacent neighborhoods in the area, such as the Strawberry Plains subdivision and the nearby townhouse development, which would be in keeping with the recommendation of the Comprehensive Plan.

PUBLIC IMPACTS

The Comprehensive Plan encourages proposed developments to mitigate their impacts, including impacts on traffic and community character. As part of this application, the applicant has provided two proffers that address these issues, respectively. The first proffer guarantees that ingress and egress for these two parcels will be limited to the one existing entrance located on-site, which will help facilitate traffic on Strawberry Plains Road via access management. This is in accordance with the recommendations of the Transportation section of the Comprehensive Plan. The second proffer prohibits outdoor storage from occurring on the property, which helps ensure community character will not be impacted in that manner as a result.

This proposal to allow previously proffered out uses is not expected to generate significant traffic impacts on Strawberry Plains Road. Strawberry Plains Road is a two-lane road that is classified as a minor arterial per the Virginia Department of Transportation. The Level of Service for this segment of road is A-C and is not expected to be changed as a result of this proffer amendment. This proposal includes a proffer to limit ingress and egress to the existing entrance location, which provides access management and prevents the impacts of additional entrances.

Per the County's adopted bicycle/pedestrian plan, a sidewalk is designated along the frontage of these two parcels on Strawberry Plains Road. This sidewalk is required to be shown on the site plan and installed as part of the development plan process, pursuant to the requirements of the LB Zoning District.

The 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.

The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.

The proposed proffer amendment is not expected to generate significant impacts to nearby and surrounding properties that exceed that which is currently permitted within the zoning district. Staff finds the proposed proffer restricting all outdoor storage on both parcels will mitigate impacts to surrounding properties.

PROPOSED PROFFERS

Proposed proffers are provided as Attachment No. 1.

STAFF RECOMMENDATION

With the proposed proffers, staff finds the proposal to be compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan. Staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the attached proffers.

TW/md
Z-21-0001StrwbrryPlains

Attachments:
1. Location Map
2. Proposed Proffer Amendment
3. Existing Proffers (1986)
4. Master Plan (1986)
5. Project Narrative

JCC Z-21-0001
3737 & 3741 Strawberry Plains Rd. Proffer Amendment

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Prepared by:
Vernon M. Geddy, III, Esquire (VSB #21902)
Geddy Harris Franck & Hickman, L.L.P.
1177 Jamestown Road
Williamsburg, Virginia 23185

Tax Parcels: 3840100029C and 3840100029D

This AMENDMENT TO PROFFER AGREEMENT is made this __ day of _____, 2021 by JOHN GRIER CONSTRUCTION COMPANY, INC., a Virginia corporation (together with its successors in title and assigns the "Owner") to be indexed as “Grantor.” James City County, Virginia shall be indexed as “Grantee.”

RECITALS

A. Owner is the owner of the real property and improvements thereon located at 3737 and 3741 Strawberry Plains Road, James City County, Virginia, James City Tax Parcels 3840100029D and 3840100029C, which is more particularly described on Exhibit A attached hereto (the “Property”).

B. The Property is zoned LB, Limited Business and is subject to a Proffer Agreement made by Joseph and Essie Terrell recorded on July 22, 1986 in the Clerk’s Office of the Circuit Court for the City of Williamsburg and County of James City in Deed Book 346 at page 59 (the “Existing Proffers”).

C. Owner desires to amend the Existing Proffers as set forth below to offer to the County certain amended conditions on the development of the Property not generally applicable to land zoned LB. If the requested proffer amendment is not approved by James City County, this Amendment to Proffer Agreement shall be void and the Existing Proffers shall remain unchanged, in full force and effect.

CONDITIONS

The Existing Proffers as they apply to the Property only are hereby amended to read as follows:

1. Permitted Uses. All buildings or structures on the Property shall be used only for one or more of the following uses:

Banks and other financial institutions
Office supply stores 10,000 sq. ft. or less
Business and professional offices
Governmental offices
Medical clinics or offices
Contractor’s offices (with materials and equipment storage limited to a fully

enclosed building)
Accessory uses
Antique shops
Barber and beauty shops
Dry cleaners and laundries
Gift and souvenir stores
Janitorial service establishments
Pet stores and pet supply companies
Photography, artist and sculptor stores and studios
Printing, mailing, lithographing, engraving, photocopying, blueprinting and publishing establishments
Security service offices.

2. Access. There shall only be one entrance/exit to and from the Property and it shall be located in the location of the existing entrance/exit with minor changes thereto approved by the Development Review Committee.

3. Outdoor Storage. There shall be no outdoor storage permitted on the Property.

WITNESS the following signatures and seals:

JOHN GRIER CONSTRUCTION COMPANY, INC.

By:_____
Title:

STATE OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2021 by _____, _____ of JOHN GRIER CONSTRUCTION COMPANY, INC., a Virginia corporation, on behalf of the corporation.

_____
NOTARY PUBLIC

My commission expires:_____
Registration No.:_____

EXHIBIT A
PROPERTY DESCRIPTION

All those certain lots or parcels of land situated in Berkeley (formerly Jamestown) Magisterial District, James City County, Virginia, shown and designated as Lots No. Two (2) and No. Three (3) on a certain plat entitled “Plat Showing Subdivision of Littlefield Farms Belonging to Jessie F. and Helen V. Slauson, Located in James City County, Virginia”, dated April, 1958, and made by W. D. Thomas, C.L.S., said plat being recorded in the Clerk’s Office of the Circuit Court for the City of Williamsburg and County of James City in James City Deed Book 64, page 555.

WHEREAS, Joseph S. Terrell, Essie G. Terrell, and Joseph S. Terrell, Inc. (hereinafter collectively called "the Owners") own certain real property in James City County, Virginia, (hereinafter called "the Property") and more particularly described as follows:

> All that certain tract, piece or parcel of land now or formerly situated in Jamestown District, James City County, Virginia, containing 8.0219 acres, more or less, shown and set forth as "Proposed LB Zone" on a plat entitled: "PROPOSED REZONING, SECTION 1 & 3, MIDLANDS, OWNER: JOSEPH S. TERRELL, BERKELEY DISTRICT, JAMES CITY COUNTY, VIRGINIA" made by AES, a professional corporation, dated July, 1985 (hereinafter called "The Plat").

WHEREAS, the Owners have applied for rezoning of the Property from the Limited Agricultural District, A-2, to the Limited Business District, LB; and

WHEREAS, the County of James City may be unwilling to rezone the Property from the Limited Agricultural District, A-2, to the Limited Business District, LB, because the Limited Business District, LB, zoning regulations may be deemed inadequate for the orderly development of the Property, because competing and incompatible uses may conflict; and

WHEREAS, more flexible and adaptable zoning methods are deemed advisable to permit the use of the Property; and

WHEREAS, the Owners are desirous of offering certain conditions for the protection of the community that are not applicable to land similarly zoned in addition to the regulations provided for in the Limited Business District, LB,

NOW, THEREFORE, this agreement witnesseth that for and in consideration of the County of James City rezoning the Property from the Limited Agricultural District A-2 to the Limited Business District, LB, and pursuant to Section 20-15 et seq of Chapter 20 of the Code of James City County, Virginia, the Owners agree that in addition to the regulations provided for in the Limited

ANDERSON, EMMETT & FRANCK, P.C.
ATTORNEYS AT LAW
POST OFFICE DRAWER O
WILLIAMSBURG, VA. 23187

Business District, LB, they will meet and comply with all of the following conditions for the development of the Property.

CONDITIONS

All buildings or structures to be erected shall be used solely for one or more of the following uses:

Banks and other financial institutions

Office Supply Stores, Secretarial and Duplicating Services

Business, governmental and professional offices

Doctors, dentist and other medical clinics or offices

Contractor's Offices without the storage of construction equipment or building materials

Off street parking as required

Joseph S Terrell (SEAL)
JOSEPH S. TERRELL

Essie G. Terrell (SEAL)
ESSIE G. TERRELL

JOSEPH S. TERRELL

By Joseph S Terrell (SEAL)
President

STATE OF VIRGINIA

COUNTY OF JAMES CITY, TO-WIT:

The foregoing was signed before me this 22nd day of July 1986, by Joseph S. Terrell, Essie G. Terrell, and Joseph S. Terrell, President of Joseph S. Terrell, Inc. on behalf of the said corporation.

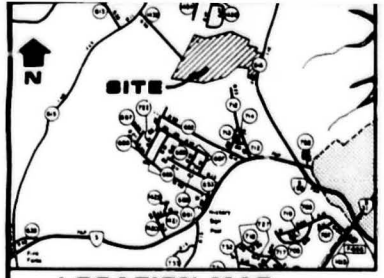
Cecretta Louise Downs
Notary Public

My commission expires: June 2nd 1990

ANDERSON, EMMETT & FRANCK, P.C.
ATTORNEYS AT LAW
POST OFFICE DRAWER O
WILLIAMSBURG, VA. 23187

VIRGINIA: City of Williamsburg and County of
James City, to wit:
In the Clerk's office of the Circuit Court of the
City of Williamsburg and County of James City the
29 day of May, 1987. This instrument
was presented with certificate annexed and
admitted to record at 3:50 o'clock
Teste: Helen S. Ward, Clerk
Helen S. Ward
Clerk

2673



LOCATION MAP
SCALE: 1" = 1/2 MILE

AREA TABULATION		
AREA OF LOTS 1-4	128,959 S.F.	2.9605 AC.
AREA OF MIDLANDS ROAD R/W	39,531 S.F.	0.9075 AC.
AREA TO BE DEDICATED TO VDH&T	3,139 S.F.	0.0721 AC.
AREA OF RESIDUE	1,769,959 S.F.	40.6327 AC.
TOTAL AREA OF PARCEL	1,941,588 S.F.	44.5727 AC.
AREA OF LOTS 1-5	306,761 S.F.	7.0423 AC.

GENERAL NOTES

1. PROPERTY IS ZONED A-2, LIMITED AGRICULTURAL DISTRICT
2. THE OWNER, HIS SUCCESSORS OR ASSIGNS, AGREES TO CONNECT TO PUBLIC WATER & SEWER UPON DEVELOPMENT.

SOURCE OF TITLE:
THE LAND EMBRACED WITHIN THIS SUBDIVISION WAS CONVEYED TO JOSEPH S. TERRELL BY DEED AND JOSEPH S. TERRELL INC. IN:
DB 162 PG 533
DB 64 PG 553
DB 269 PG 27
IN THE CLERK OF THE COURT'S RECORDS, JAMES CITY COUNTY, VIRGINIA

LOT 1
LOT 2
LOT 3
LOT 4
LOT 5
LOT 6
LOT 7
(PROPOSED RTE 199 R/W)
LOT 8
PROPOSED MIDLANDS ROAD
55' R/W
S.R. 610 STRAWBERRY PLAINS ROAD 50' R/W
LB ZONE
177,802 SF
4.0818 AC
DEDICATED TO VDH&T
NOTE: LOTS 5, 6, 7 & 8 ARE NOT CREATED BY RECORD PLAT OF MIDLANDS SECT. 1 BUT ARE CONTAINED IN THE RESIDUE PARCEL
25' EASEMENT FOR INGRESS & EGRESS ACROSS THE TERRELL AISLE ON LOT 2 TO LOT 1
VARIABLE WIDTH EASEMENT (25' MIN.) FOR INGRESS & EGRESS ACROSS RESIDUE PARCEL TO LOT 1
20' SEWER EASEMENT
20' WATER LINE EASEMENT
15' DRAINAGE & UTILITIES EASEMENT
20' DRAINAGE & UTILITY EASEMENT
JAMES CITY COUNTY
CITY OF WILLIAMSBURG CORPORATE LIMITS
THE COLLEGE OF WILLIAM & MARY
SCALE IN FEET

2-11-86 38-4 1-29

AES, a professional corporation
1761 Jamestown Road, Williamsburg, Va. 23185
804-253-0040
Architecture, Engineering, Surveying, Planning

PROPOSED REZONING
SECTION 1 & 3
MIDLANDS
OWNER: JOSEPH S. TERRELL
BERKELEY DISTRICT JAMES CITY COUNTY VIRGINIA

COMMONWEALTH OF VIRGINIA
PAUL C. SMALL
No. 1247
LAND SURVEYOR

MAY 1986
RECEIVED

No.	DATE	REVISION / COMMENT / NOTE	BY

Designed LVW	Drawn VMB
Scale 1" = 100'	Date JULY, 1985
Project No. 5863	
Drawing No. 1 of 1	

Applicant proposes to amend undated proffers at Deed Book 346, page 59, as they apply to James City County Tax Map Parcels 3840100029C and 3840100029D (3741 and 3737 Strawberry Plains Road) to (1) clarify that they apply to the buildings and structures existing or to be erected and to the uses to be made of the land; and (2) add certain additional commercial Limited Business uses similar in size, scaleand impact as those permitted under the current proffers, and which are compatible with the size of the parcels and surrounding B1 and LB uses, including the following specific uses: Accessory uses, Antique shops, Barber and beauty shops, Dry cleaners and laundries, Gift and souvenir stores, Janitorial service establishments, Pet stores and pet supply companies, Photography, artist and sculptor stores and studios, Printing, mailing, lithographing, engraving, photocopying, blueprinting and publishing establishments, Security service offices.

AGENDA ITEM NO. G.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Planning Commission and Board of Zoning Appeals 2020 Annual Report

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ATTACHMENTS:

	Description	Type
	Planning Commission and Board of Zoning Appeals 2020 Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/23/2021 - 3:08 PM
Planning Commission	Holt, Paul	Approved	2/23/2021 - 3:08 PM
Publication Management	Daniel, Martha	Approved	2/23/2021 - 3:13 PM
Planning Commission	Holt, Paul	Approved	2/23/2021 - 3:14 PM

Planning Commission and Board of Zoning Appeals 2020 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

2020 Planning Commission Annual Report

On behalf of the James City County Planning Commission, I am pleased to present our 2020 Annual Report.

I think we can all agree that 2020 was a year unlike any we had previously experienced; yet the business of James City County continued. This was not an easy task. COVID-19 shut down most public meeting venues, so Planning staff and Commissioners had to work very hard and creatively to ensure timely information was provided to citizens through a variety of media and formats. I am very appreciative of their efforts.

Number of Cases Reviewed by the Planning Commission	2017	2018	2019	2020
Agricultural and Forestal District	1	13	7	2
Height Waiver	4	1	2	0
Master Plan	2	0	3	0
Rezoning	3	2	10	3
Special Use Permit	13	11	16	12

The continued five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way,* adopted in 2015, was a leading major initiative of 2020. Development of the Plan has continued in coordination with on-going public engagement efforts, and under the continued guidance of the PCWG, the CPT, and the Board of Supervisors through numerous meetings and work sessions.

In early 2020, efforts focused on the scenario modeling process. This complex effort started with developing the draft Scenario Narratives for two potential patterns of future growth, Existing Trend Scenario (Scenario A - Trend) and the Public Input Scenario (Scenario B - Alternative), then constructing these Scenarios within computer models. All of this information was then used to build a questionnaire for Round 2 of public engagement, the Exploring our Future Alternatives Assembly event and online questionnaires, which occurred in August and September. The other questionnaire that was part of the Exploring our Future Alternatives Assembly event sought public feedback on the Goal statements found in the 2035 Comprehensive Plan to determine current levels of support for the existing language and any possible areas for refinement. Information from the scenario modeling effort and public engagement efforts to date were used to draft a Preferred Scenario Framework, which included a description of the Scenario B potential implications for policy development; key ideas in the preferred scenario map; and additional planning concepts. Information from the Goals questionnaire, and the other public input, was used to prepare a Plan Framework.

In the final months of 2020, the CPT met to discuss and work toward finalizing the Round 3-Deciding and Affirming engagement approach and questionnaires on character design guidelines, the future land use map, and policies and actions regarding the public input priorities of nature, economic development, quality of life, and affordable/workforce housing. The information from this final Round 3 engagement effort will inform the upcoming work of the PCWG as it further considers revisions to the chapters and GSAs in 2021.

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.

Rich Krapf, 2020 Planning Commission Chair

James City County Planning Commission

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2020 Planning Commission

Name	District	Appointment	Term Expires
Rich Krapf** (Chair)	Powhatan	1/23/2007	1/31/2022
Julia Leverenz** (Vice Chair)	At-Large	2/27/2018	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2025
Jack Haldeman**	Berkeley	1/10/2017	1/31/2025
Frank Polster**	Jamestown	2/01/2018	1/28/2022
Rob Rose**	Roberts	1/28/2020	1/31/2024
Barbara Null**	Stonehouse	2/25/2020	1/31/2024

2020 Planning Division Staff

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**
Tammy Rosario, AICP, Assistant Director of Community Development
Ellen Cook, AICP, Principal Planner
Alex Baruch, Acting Principal Planner
Jose Ribeiro, AICP, Senior Planner II and Senior Landscape Planner II
Scott Whyte, AICP, Senior Landscape Planner II
Thomas Wysong, Senior Planner
Tori Haynes, Senior Planner
Tom Leininger, Senior Planner
Brett Meadows, AICP, Planner
John Risinger, Planner
Beth Klapper, Community Development Assistant
Katie Pelletier, Community Development Assistant
Paxton Condon, Community Development Assistant

2020 Zoning Division Staff

Christy Parrish, CZA, CFM, Zoning Administrator
Terry Costello, CZA, Deputy Zoning Administrator
John Rogerson, 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 Maine of Williamsburg

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.

PLANNING COMMISSION RESPONSIBILITIES

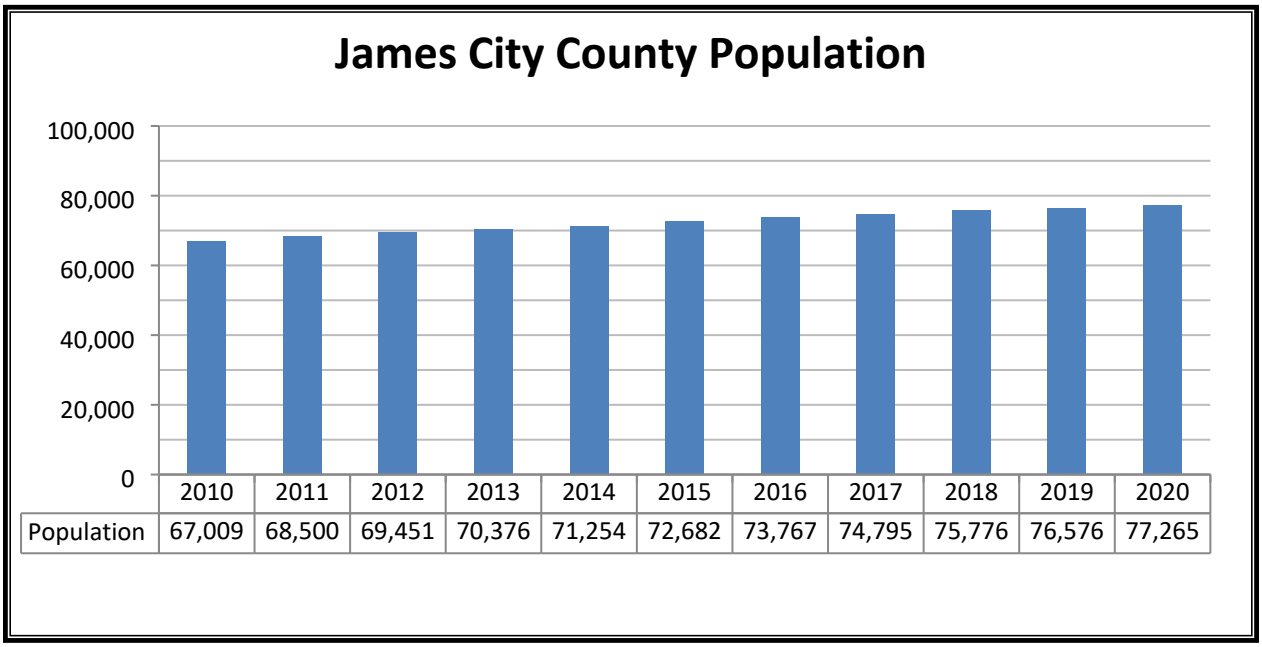
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other activities:

- 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.

2020 Planning Commission Schedule		
Regular Meetings		**Work Sessions & Special Meetings**
January 8	July 1	March 16*
February 5	August 5	May 26**
March 4	September 2	October 27**
April 1	October 7	
May 6	November 4	
June 3	December 2	

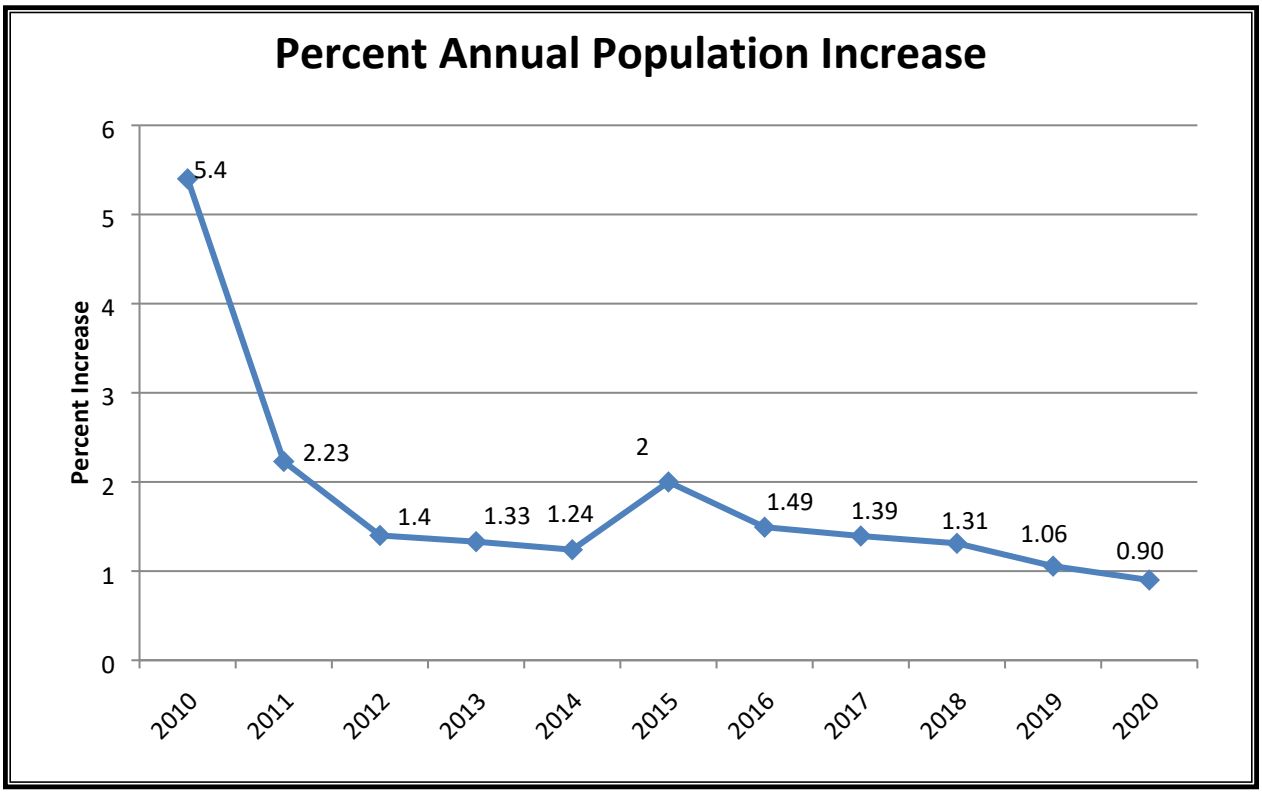
*Organizational and CIP Recommendation Meeting
**Joint Work Session with Board of Supervisors

Development and Growth



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Population	67,009	68,500	69,451	70,376	71,254	72,682	73,767	74,795	75,776	76,576	77,265

Source: Staff population estimates (2011-2020) and United States Census Bureau (2010).
Note: Staff population estimates are as of December of the year indicated.

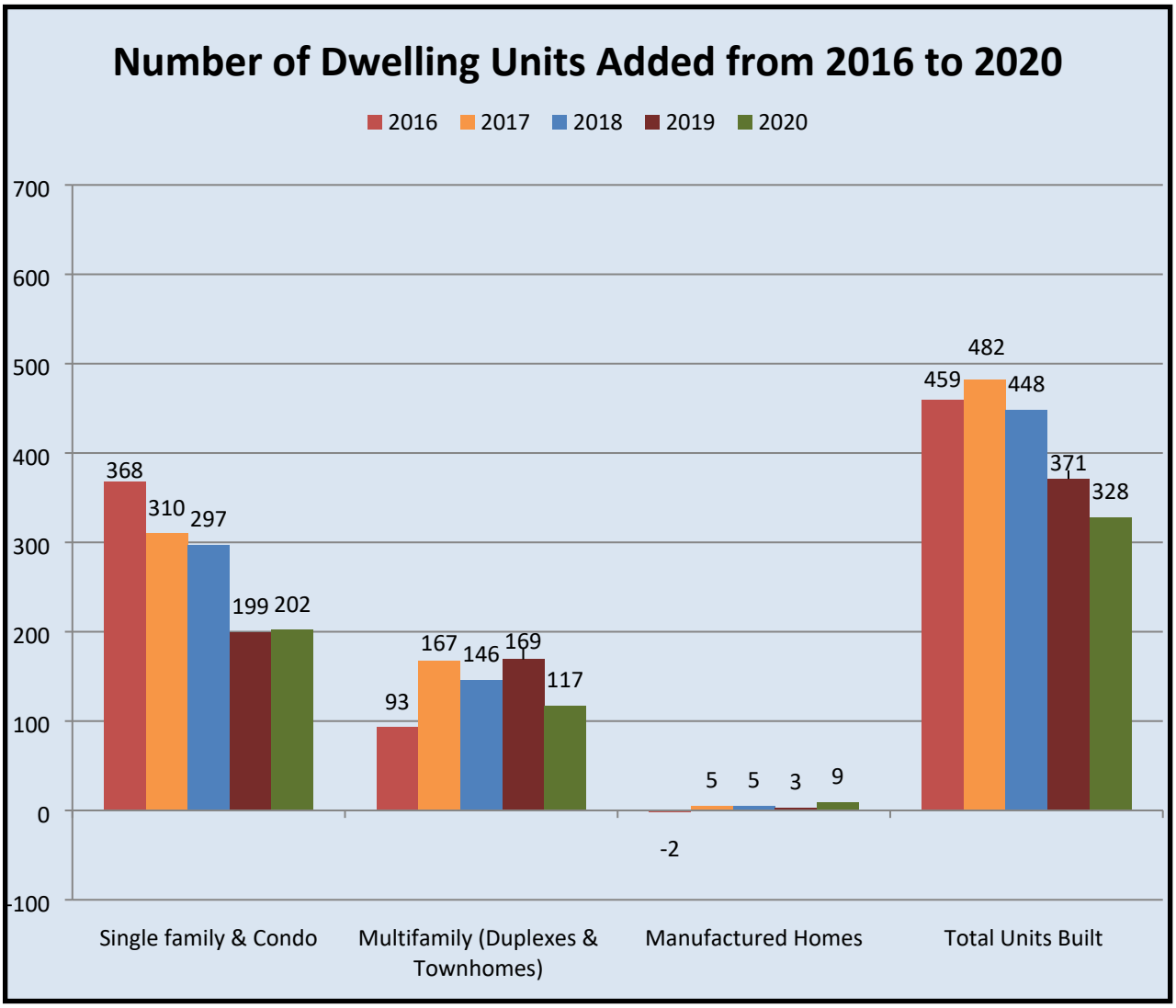


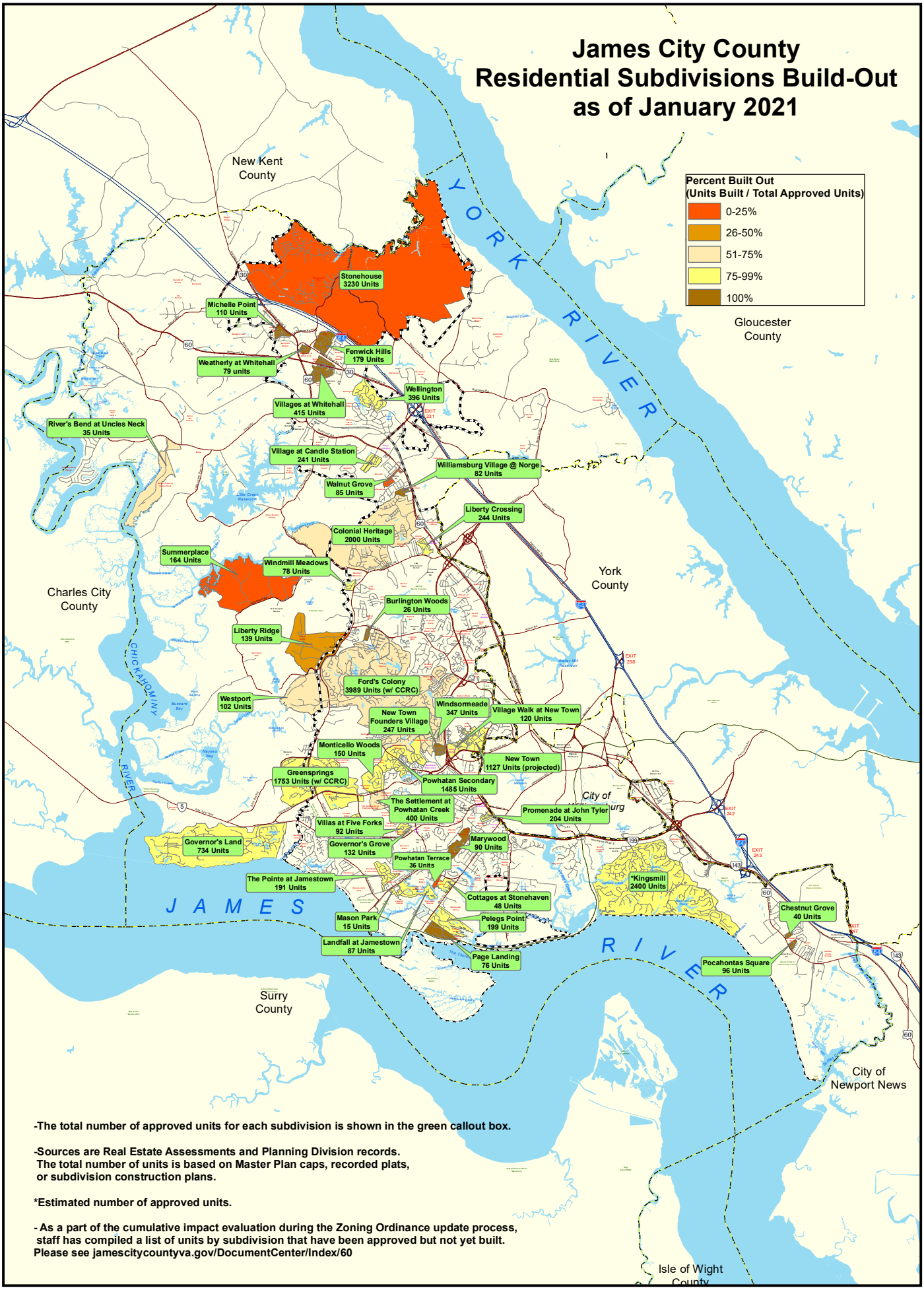
The apparent "jump" in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the "jump" is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released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

Number of Dwelling Units Added from 2016 to 2020					
Calendar Year	Single Family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
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
2020	202	117	9	328	34,448

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 2016-2020. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.





-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 jamescitycountyva.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	7,545	515	6,944	7,459
Jamestown	7,858	488	6,076	6,564
Powhatan	6,627	878	5,757	6,635
Roberts	6,991	561	5,415	5,976
Stonehouse	7,502	1,109	7,428	8,537
TOTAL	36,523	3,551	31,620	35,171

- "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	6,858	206	6,129	6,335
Jamestown	7,342	242	5,319	5,561
Powhatan	6,411	733	5,370	6,103
Roberts	6,989	257	5,051	5,308
Stonehouse	7,492	829	7,102	7,931
TOTAL	35,092	2,267	28,971	31,238

- "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 continues to work 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.

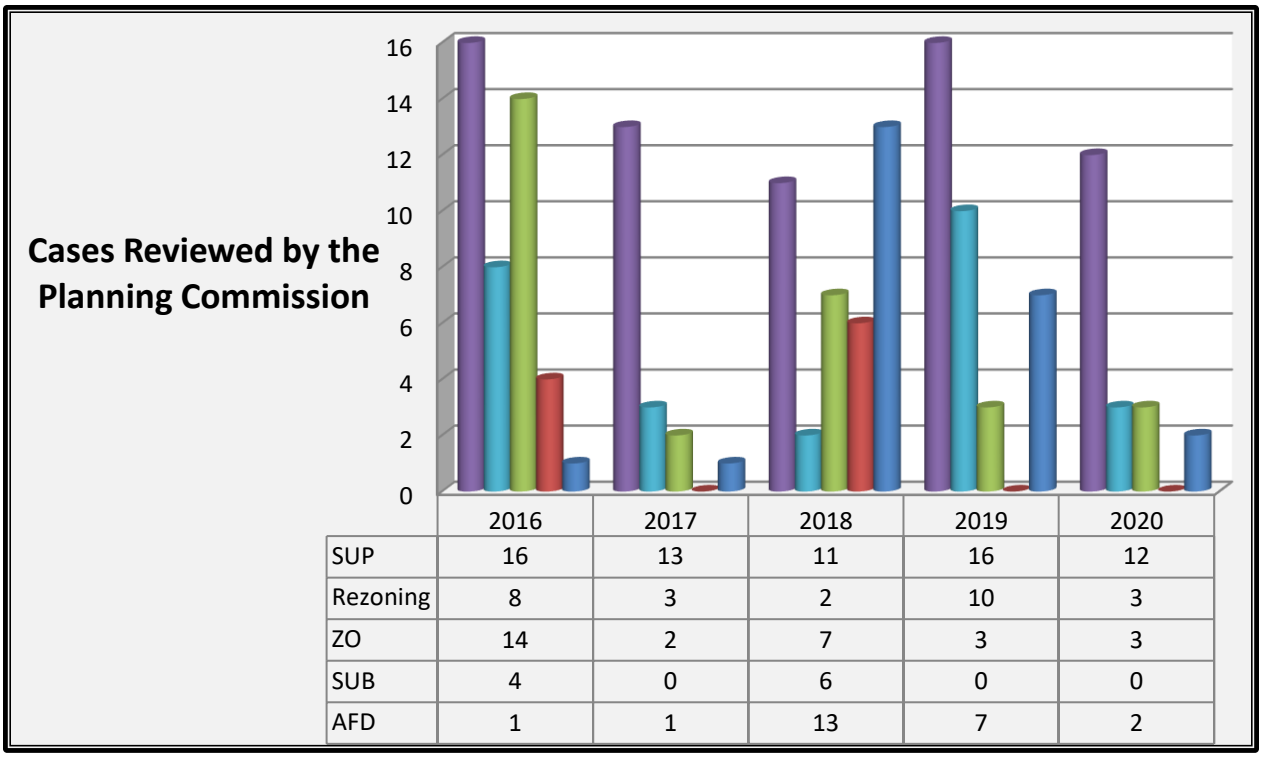
Special Use Permits (SUP): The Planning Commission reviewed 12 SUP applications including six requests for short-term rentals; expansion of an existing place of public assembly building; a place of public assembly with a daycare; an amendment to existing SUP conditions associated with the construction of a convenience store with gas pumps and a drive-through restaurant; an amendment to the existing SUP conditions and proffers for Williamsburg Landing to permit four independent living units within two new structures; and an amendment to the existing SUP for the Norge Solar farm to extend the commencement of construction expiration date by 12 months.

Rezonings: Three rezoning applications were considered by the Commission including an amendment to Condition No. 1 of the approved proffers for Norge Center to allow office uses on the property so that the vacant Farm Fresh could be repurposed; a request to amend previously approved proffers for Ford's Colony to address traffic improvements and outstanding proffers; and a request to amend the existing SUP conditions and proffers for Williamsburg Landing to permit an additional four independent living units within two new structures.

Master Plan: No Master Plans or Master Plan Amendments were reviewed in 2020.

Residential Units Legislatively Approved in 2020: Four additional residential units were approved with the SUP and proffer amendments for Williamsburg Landing.

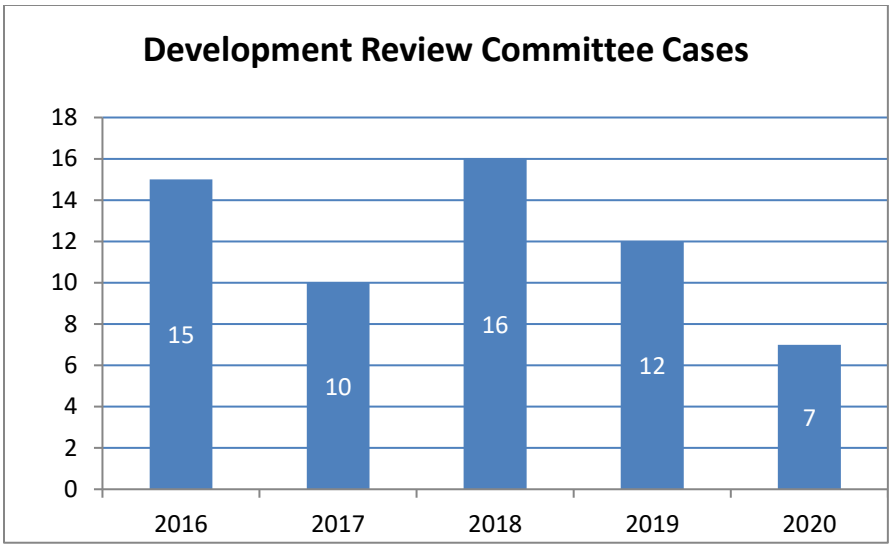
Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed two AFD additions bringing in a total of ± 241 acres.



	2016	2017	2018	2019	2020
SUP	16	13	11	16	12
Rezoning	8	3	2	10	3
ZO	14	2	7	3	3
SUB	4	0	6	0	0
AFD	1	1	13	7	2

DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed seven cases including: C-20-0079 Forest Heights Phase III to determine whether the proposed changes to the approved development are consistent with the Master Plan; SP-20-0060. Chickahominy Riverfront Park Shoreline Stabilization - Tree Removal to approved necessary tree removal; SP-20-0015. Virginia Health Services, Colonial Heritage to determine consistency with approved design guidelines; C-20-0034. 3889 News Road Ford's Bluff to receive preliminary feedback on a proposed Master Plan and Proffer amendment; SP-20-0012. Axe Throwing Lanes Facility at Freedom Park to determine general consistency with the Master Plan; C-19-0073. 2822 and 2896 Forge Road to consider a request for a shared driveway exception for a three-lot subdivision; and C-19-0100. Shaping Our Shores Update to provide feedback on the Parks & Recreation Master Plan before it is considered by the Planning Commission.



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 2020, the Committee continued to consider potential Ordinance amendments which would address beekeeping in residential and non-residential districts; create a definition of Combat Tactical Training Facilities, address Code of Virginia changes regarding Wireless Communication Facilities; and considered the suitability of allowing Contractors' Offices and Storage in the Planned Unit Development District – Commercial.

PLANNING COMMISSION ACTION

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0012	Tiki Tree and Landscape	6283, 6289, 6293 Centerville Road	2.62	A request to allow Contractor Storage Yard	Approval	Approval	Denial
SUP-19-0025	5403 Riverview Road Tourist Home	5403 Riverview Road	0.8	A request to allow for the short-term rental of an entire four-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-19-0028	6221 Old Mooretown Road, Strait Gate Temple Expansion	6221 Old Mooretown Road	1.203	A request to allow the expansion of the existing place of public assembly building and associated parking, and interior remodeling	Approval	Approval	Approval
SUP-19-0029	4451 Longhill Road Life Church and Daycare Program	4451 Longhill Road	17.49	A request to allow for a place of public assembly and daycare for a maximum of 30 children with eight staff members	Approval	Approval	Approval
SUP-19-0030	124 B Cooley Road Rental of Rooms	124 B Cooley Road	0.45	A request to allow for the short-term rental of one bedroom within a caretaker-occupied single-family home	Denial	Denial	Denial
SUP-20-0001	2898 Lake Powell Road Tourist Home	2898 Lake Powell Road	0.64	A request to allow for the short-term rental of an entire three-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0002	3374 Ironbound Road Tourist Home	3374 Ironbound Road	1.05	A request to allow for the short-term rental of an entire four-bedroom home as a tourist home. The owner will live off-site	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-20-0005	230 Peach Street Tourist Home	230 Peach Street	2.76	A request to allow for the short-term rental of an entire four-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0007	805 Arlington Island Road Tourist Home	805 Arlington Island Road	2.7	A request to allow for the short-term rental of a two bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0008	7-Eleven Convenience Store with Gas Pumps and Drive-Through Restaurant at Quarterpath	7327 and 7337 Pocahontas Trail	3.86	A request to amend Special Use Permit (SUP) conditions associated with the construction of a +/- 2,940-square-foot convenience store with gas pumps and a +/- 4,000-square-foot drive-through restaurant. This request will also amend, supersede, and replace previously approved SUP-0016-2016	Approval	Approval	Approval
SUP-20-0014	Williamsburg Landing Boatwright Circle Amendments	5550 Williamsburg Landing Drive	15.79	A request to amend the existing Special Use Permit (SUP) conditions and proffers to permit an additional four (4) independent living units within two new structures	Approval	Approval	Approval
SUP-20-0016	Norge Solar Farm SUP Amendment	320, 339, 341, and 345 Farmville Lane and a parcel of land of ± 0.21 acres situated between 140 and 142 Oslo Court	224	A request to amend SUP-0028-2016 to extend sthe commencement of construction expiration date by 12 months	Approval	Approval	Approval

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0003	Ford's Colony Proffer Amendment	100 Manchester 245 Ford's Colony Drive 1000 Eaglescliffe 185 Ford's Colony Drive 1051 St. Andrews Drive	20.18	A request to amend the previously approved proffers for Ford's Colony to address traffic improvements and outstanding proffers	Approval	Approval	Approval
Z-20-0001	Norge Center Proffer Amendment	115 Norge Lane	5.86	A request to amend Condition No. 1 of the adopted proffers to permit office uses on the property	Approval	Approval	Approval
Z-20-0004	Williamsburg Landing Boatwright Circle Amendments	5550 Williamsburg Landing Drive	15.79	A request to amend the existing Special Use Permit (SUP) conditions and proffers to permit an additional four (4) independent living units within two new structures	Approval	Approval	Approval

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-05-86-2-2018	Barnes Swamp AFD Addition, 10039 Old Stage Road	196.3	A request to add ±196.3 acres to the Barnes Swamp Agricultural and Forestal District	Approval	Approval	Approval
AFD-19-0003	Barnes Swamp AFD Addition, 811 & 917 Stewarts Road	44.74	A request to add ± 44.74 acres to the Barnes Swamp Agricultural and Forestal 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-19-0005	Consideration of Amendments to the Zoning Ordinance to Address Combat Tactical Training Facilities	Zoning Ordinance Amendments adding a definition of Combat Tactical Training Facilities	Approval	Approval
ORD-19-0010	Zoning Ordinance Amendments to Address the Keeping of Bees in Residential Neighborhood	Zoning Ordinance Amendments Addressing the Keeping of Bees in Residential Neighborhood in accordance with performance standards based on the Best Management Practice of the State of Virginia and regulations in Albemarle County's Zoning Ordinance	Approval	Approval
ORD-20-0008	Proposed Ordinance and Policy Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities	Revisions to County Code and County Policy to better align with State Code regarding Wireless Communication Facilities	Approval	Approval

MAJOR INITIATIVES

ENGAGE 2045 COMPREHENSIVE PLAN UPDATE

The continued five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way,* adopted in 2015, was a leading major initiative of 2020. The work in 2020 built upon the work of the previous year, as activities in 2019 included scoping the update, securing consultant services, holding the official kick-off, conducting the James City County Comprehensive Plan Citizen Survey (UVA Center for Survey Research), beginning update activities, establishing and beginning the work of the Community Participation Team (CPT) and Planning Commission Working Group (PCWG), and holding Round 1 of public engagement - the Summit on the Future, and its companion online questionnaire and survey.

In 2020, development of the Plan has continued in coordination with on-going public engagement efforts, and under the continued guidance of the PCWG, the CPT, and the Board of Supervisors through numerous meetings and work sessions. In early 2020, efforts focused on the scenario modeling process. This complex effort started with developing the draft Scenario Narratives for two potential patterns of future growth, Existing Trend Scenario (Scenario A - Trend) and the Public Input Scenario (Scenario B - Alternative), then constructing these Scenarios within computer models. The models were used to test the outcomes of the two Scenarios and report the outcomes through a series of indicators (Land Use, Transportation, and Fiscal/Other). All of this information was then used to build a questionnaire for Round 2 of public engagement, the Exploring our Future Alternatives Assembly event and online questionnaires, which occurred in August and September. The other questionnaire that was part of the Exploring our Future Alternatives Assembly event sought public feedback on the Goal statements found in the 2035 Comprehensive Plan to determine current levels of support for the existing language and any possible areas for refinement.

Information from the scenario modeling effort and public engagement efforts to date were used to draft a Preferred Scenario Framework, which included a description of the Scenario B potential implications for policy development; key ideas in the preferred scenario map; and additional planning concepts. Information from the Goals questionnaire, and the other public input, was used to prepare a Plan Framework. Together, the concepts in these Framework documents formed a policy foundation as the PCWG began its consideration of the Plan's chapter texts and draft Future Land Use Map (FLUM) over the course of the fall.

In the final months of 2020, the CPT met to discuss and work toward finalizing the Round 3-Deciding and Affirming engagement approach and questionnaires on character design guidelines, the future land use map, and policies and actions regarding the public input priorities of nature, economic development, quality of life, and affordable/workforce housing. The information from this final Round 3 engagement effort will inform the upcoming work of the PCWG as it further considers revisions to the chapters and GSAs in 2021.

Due to the on-going nature of the Plan review, the annual Goals, Strategies and Actions update has not been prepared or included in this Annual Report, but will be prepared again starting next year.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2020, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County Departments and agencies on projects and reports including the update to Shaping our Shores and the Lower Chickahominy Project.

- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as JCC PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications. In addition to improvements to the PermitLink system staff also started work on a new 311 system.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued new funding and worked toward construction of several transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*, including:

- Progress on the construction (CN) phase for the widening of I-64, Segment 3.

- Progress on the right-of-way (RW) and CN phases for the Longhill Road widening project between Route 199 and Olde Towne Road.

- Progress on the RW and construction phases for the Olde Towne Road/Longhill Road turn lane and intersection improvements project.

- Completion of the Centerville Road/News Road intersection improvement project.

- Start of the PE and RW phases for the Skiffes Creek Connector project. Construction is expected to begin in spring 2021.

- Completion of the preliminary engineering (PE) phase for the Croaker Road widening project.

- Additional funding was secured for the Pocahontas Trail multi-modal improvements project and the PE phase continued. A SmartScale application was prepared and submitted. If approved, several segments of the project will be fully funded.

- Progress on PE and start of the RW phase for the Safe Routes to Schools improvements project at Clara Byrd Baker Elementary School and Five Forks.

- Progress on PE phase for the roadway and stormwater improvements on Richmond Road in Toano and along various roadways in Grove.

- A SmartScale application was prepared and submitted for the Airport Road/Richmond Road/Mooretown Road intersection. If approved, significant improvements will be made to mitigate congestion and currently failing levels of service.

- Staff worked with the HRTPO and secured letters of support from our Federal legislative delegation to apply for an INFRA grant to fund the proposed widening of I-64, Segment 4.

James City County Virginia Jamestown 1607

Toward 2035 Leading the Way

James City County Comprehensive Plan

2020 James City County Planning Commissioners

Richard Krapf, Chair
Powhatan District

Julia Leverenz, Vice Chair
At-Large

Rob Rose
Roberts District

Tim O'Connor
At-Large

Barbara Null
Stonehouse District

Frank Polster
Jamestown District

Jack Haldeman
Berkeley District

Planning Division of Community Development
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Williamsburg, Virginia 23185
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2020 Board of Zoning Appeals Annual Report

2020 Board of Zoning Appeals Members

Name	District	Appointment	Term Expires
Stephen M. Rodgers, Chairman	Berkeley	4/2011	3/31/2024
Mark Jakobowski, Vice Chairman*	Roberts	4/2018	3/31/2023
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2021
William J. Geib *	Powhatan	4/2013	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2025

* 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 three times in 2020.

VARIANCES/APPEALS

Four applications for variances were considered in 2020. One was for administrative variances and three applications went before the BZA. The synopses of the applications are as follows:

BZA-19-0008, 116 Fairmount Drive - This was an application for a variance to Section 24-238(b), Yard requirements, to reduce the required 35-foot rear yard setback to 22 feet to allow for the construction of a screened-in porch. The BZA found that the request was a reasonable modification on behalf of a person with a disability which would provide safety and enjoyment of the property. The BZA approved the application on February 6, 2020.

BZA-19-0009, 100 Paddock Lane - This was an application for a variance to Section 24-238(a), Yard requirements, to reduce the required minimum yard setback from 15 feet to two feet for the construction of an addition for an attached accessory apartment to the existing residence. The BZA found that the request was a reasonable modification on behalf of a person with a disability which will provide safety and enjoyment of the property. The BZA approved the application on February 6, 2020.

BZA-20-0006, 2641 Sir Thomas Way - This was an application for an administrative variance to Section 24-256, Setback requirements, to reduce the front yard setback from 25 feet to 23.8 feet to allow for the continued placement of the existing covered porch with no further encroachment. This application was approved by the Zoning Administrator on June 29, 2020.

BZA-20-0013, 4595 Ware Creek Road - This was an application for a variance to Section 24-216(b), Minimum lot width and frontage, to reduce the required lot width of 200 feet at the setback line to 185 feet to allow for the construction of a single family dwelling to be located further outside

of the Resource Protection Area. The BZA found the request reasonable to keep the proposed dwelling out of the Resource Protection Area. The BZA approved the application on November 5, 2020.

Other Matters

At the September 3, 2020 meeting, the BZA discussed that the decision to uphold the Zoning Administrator's Determination of Case No. BZA-19-0003, 6283 Centerville Road was appealed to the Williamsburg-James City County Circuit Court by representatives of the applicant. The BZA appointed the County Attorney's Office to represent the BZA in Civil Case No.: CL-19001010-00 in the Williamsburg-James City County Circuit Court.

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

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
HRTPO	Hampton Roads Transportation Planning Organization
INFRA	Infrastructure for Rebuilding America
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

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 3/3/2021

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - March 2021

ATTACHMENTS:

	Description	Type
	Cover Memo	Cover Memo
	Spreadsheet Listing New Cases Received	Exhibit
	Draft 2021-22 & 2022-23 PC/DRC/Policy Calendar	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	2/24/2021 - 11:15 AM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 11:15 AM
Publication Management	Daniel, Martha	Approved	2/24/2021 - 12:07 PM
Planning Commission	Holt, Paul	Approved	2/24/2021 - 12:10 PM

PLANNING DIRECTOR'S REPORT
March 2021

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

- **Planning**

  - **Monthly Case Report:** For a list of all cases received in the last three months, please see the attached document.

  - **Board Action Results:**
    - **February 9, 2021**
      - Z-20-0005. Powhatan Terrace Proffer Amendment
        (Approved 4-1)
      - SUP-20-0018. 8251 Richmond Road Hertzler and George Landscaping (Approved 5-0)
      - Z-19-0013/MP-19-0011. Colonial Heritage Deer Lake Rezoning and Master Plan Amendment
        (Denied 4-1)
      - SUP-20-0017. Williamsburg Crossing Bruster's Real Ice Cream Amendment (Approved 5-0)

  - **Comprehensive Plan Update**

    In February, the Community Participation Team (CPT) met to discuss ongoing activities held during the Round 3 Deciding and Affirming Community Chats and Questionnaires. The Planning Team shared updates and reviewed advertising and outreach resources to maximize public engagement efforts through the remainder of the campaign.

    A final Community Chat was held on February 4, and recordings of Chats were made available online. The Policies and Actions Questionnaire, Character Design Guidelines Questionnaire, and Future Land Use Map Questionnaire were made available online at https://jamescitycountyva.gov/3809 or by paper copy available throughout the community: James City County Library and Bookmobile, Abram Frink Community Center, James City County Recreation Center, Satellite Services Building, Grove Christian Outreach Center, Human Services Building and Olde Towne Medical & Dental Center, and the Government Center (Buildings A, B and F) at 101 Mounts Bay Road through February 21.

    In February, the Planning Commission Working Group met to continue to review the technical reports and associated materials for the Comprehensive Plan chapters, including Housing, Transportation, Community Character, and Land Use.

- **Neighborhood Development**

The Community Development division is once again partnering with the Housing Unit in Social Services to acquire funding to rebuild 5 or 6 occupied dilapidated structures. Public Hearings will be held on February 25, 2021 and March 4, 2021 in preparation for submission of a Community Development Block Grant.

Staff from both divisions are currently administering a $1.2 million Scattered Site CDBG program. That program is rehabilitating 14 low- to moderate-income occupied structures. While managing this program staff realized that often the structures are so dilapidated that it is more efficient and less expensive to rebuild the structure versus rehabilitating it. Staff is spending a large amount of time and effort in the field conducting inspections and intake for the application. The deadline to submit the grant is April 1st. If funded, the Virginia Department of Housing and Community Development will notify the County of the award later this year, usually around June or July.

The images included below are from a Substantial Rehabilitation that was done as part of the 2020 CDBG Scattered Site Housing Rehabilitation program.

New Cases for March

Case Type	Plan Number	Case Title	Address	Description	Assigned To	District
Conceptual Plan	C-21-0003	8019 Hankins Industrial Park SP Amend.	8019 HANKINS INDUSTRIAL PARK RD	A proposal to update the existing gravel parking lot to pave the entrance and tie to the existing gravel drive. Additional changes include a larger grassy area and replacement of a loading dock with a dumpster pad.	Ribeiro, Jose	Stonehouse
	C-21-0011	Branscome/USA Waste of Va Borrow Plt Progress Report	750 BLOW FLATS RD	Review of the 2020 Annual Progress Report required by SUP-18-0023 and SUP-18-0011.	Costello, Terry	Roberts
	C-21-0012	6616 Cranston Mill Pond Subdivision	6616 CRANSTONS MILL POND RD	Proposal for two Minor Subdivisions with a total of nine lots.	Meadows, Brett	Powhatan
	C-21-0013	302 Carriage Rd. Multifamily Dwelling	302 CARRIAGE RD	Proposal to replace single-family dwelling with a multi-family dewlling.	Risinger, John	Jamestown
	C-21-0014	4577 Rochambeau Dr. Mixed-Use Development	4577 ROCHAMBEAU DR	Proposal for a Mixed-Use Development with climate controlled storage, restaurant, and future residential development.	Leininger, Thomas	Stonehouse
	C-21-0015	177 Industrial Blvd. Distribution of CBD and Hemp Related Products	177 INDUSTRIAL BLVD	Proposal to use the property for the manufacture and distribution of CBD and Hemp Sticks and related products.	Wysong, Thomas	Stonehouse
	C-21-0016	139 Moore Dr. Subdivision	139 MOORE DR	Proposal to subdivide the parcel for up to 14 lots.	Leininger, Thomas	Powhatan
	C-21-0017	2692 John Tyler Hwy Short Term Rental	2692 JOHN TYLER HWY	Build out for short term rental of existing detached unit.	Meadows, Brett	Berkeley
Subdivision	S-20-0066	136 & 140 Freshwater Bay BLE	140 FRESHWATER BAY	Boundary Line Extinguishment to combine the two lots.	Meadows, Brett	Powhatan
	S-21-0001	267 & 272 Industrial Blvd BLA	267 INDUSTRIAL BLVD	Boundary Line Adjustment Between Parcel 8B & Parcel 7, Jacobs Industrial Center.	Meadows, Brett	Stonehouse
	S-21-0002	3408 & 3412 Liberty Ridge Pkwy BLE	3408 LIBERTY RIDGE PKWY	Boundary Line Extinguishment between lot 49 and lot 50 in Liberty Ridge Section 1.	Ribeiro, Jose	Powhatan
	S-21-0009	4107 and 4109 Shadwell BLE	4109 SHADWELL	Boundary Line Extinguishment between lot 48 and lot 49 in the Settlement at Powhatan Creek Phase I.	Risinger, John	Berkeley
	S-21-0010	1659 and 1666 Centennial Dr. BLE	1659 CENTENNIAL DR	Boundary Line Extinguishment between Lot 59 and lot 60 in The Retreat, Phase Two.	Risinger, John	Stonehouse
Site Plan	SP-21-0005	5827 Mooretown Rd. Fencing SP Amend.	5827 MOORETOWN RD	Addition of a fence along the railroad tracks at the back of the property.	Ribeiro, Jose	Powhatan
	SP-21-0006	4059 Ironbound Rd. Dominion SP Amend.	4059 IRONBOUND RD	Installation of an electric vehicle charging station at the Dominon Energy office.	Risinger, John	Jamestown
	SP-21-0007	Peninsula Pentecostal Phase 1	9230 POCAHONTAS TRL	Construction of a church and associated parking, roadway, and stormwater improvements.	Leininger, Thomas	Roberts
	SP-21-0009	Virginia Capital Trail and Greensprings Interpretive Trail Fitness Stations	3493 JOHN TYLER HWY	Installation of three fitness stations.	Risinger, John	Berkeley
	SP-21-0010	597 Jolly Pond Rd. Electric Bus Charging Stations SP Amend.	597 JOLLY POND RD	infrastructure to provide bus charging stations at the Williamsburg/James City County Public Schools Operations Center.	Wysong, Thomas	Powhatan
	SP-21-0011	Jamestown High School Walk-in Freezer Amendment	3751 JOHN TYLER HWY	Addition of a walk-in freezer in loading dock area.	Risinger, John	Berkeley
	SP-21-0012	3785 Strawberry Plains Rd. Shed Amendment	3785 STRAWBERRY PLAINS RD	Adding and 11 x 17 shed.	Risinger, John	Jamestown
	SP-21-0013	6401 Richmond Road Alta Cooler/Freezer	6401 RICHMOND RD	Placement of a Cooler/Freezer at outside rear door.	Wysong, Thomas	Stonehouse
Zoning Verification	ZVL-21-0002	Zoning Verification for 5393 Mooretown Road	5393 MOORETOWN RD	Zoning Verification for 5393 Mooretown Road	Orne, Taylor	Jamestown
	ZVL-21-0007	Zoning Verification for 9364 Fieldstone Parkway	9364 FIELDSTONE PKWY	Zoning Verification for 9364 Fieldstone Parkway	Costello, Terry	Stonehouse

Meeting Locations: When not meeting virtually, meetings are held as follows:
Planning Commission (PC) and Planning Commission Working Group (PCWG) - Government Center Board Room, 101 F Mounts Bay Road, James City County, VA.
Policy Committee and Development Review Committee (DRC) - Government Center Building A Conference Room, 101 A Mounts Bay Road, James City County, VA.

Planning Commission 2021/22 (6PM)
- April 7
- May 5
- May 25 Joint Work Session w/ BOS (1pm)
- 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)
- March 8
- March 22
- March 24
- April 5
- April 19
- May 3
- May 12
- June 3
- June 7

Planning Commission 2022/23 (6PM)
- April 6
- April 26 Joint Work Session w/ BOS (1pm)
- May 4
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4 (2023)
- February 1 (2023)
- March 1 (2023)
- March 20 (2023)*

*Special Meeting (Organizational and CIP)

Policy Committee 2022/23 (4PM)
- April 14
- May 12
- June 9
- July 14
- August 11
- September 15
- October 13
- November 10
- December 8
- January 12 (2023)
- February 9 (2023)**
- February 16 (2023)**
- February 23 (2023)**
- March 2 (2023)**
- March 9 (2023)

**CIP Meetings

DRC 2022/23 (4PM)
- March 30
- April 20
- May 18
- June 22
- July 20
- August 24
- September 21
- October 19
- November 16
- December 14
- January 18 (2023)
- February 15 (2023)

2021/22 Calendar Year: March 16, 2021 – March 14, 2022
2022/23 Calendar Year: March 15, 2022 – March 20, 2023 (2022/23 Calendar provided for reference only)

DRAFT