

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
June 2, 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, September 8, 2020, and April 13, 2021, 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/98777624860> 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: 987 7762 4860. 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 April 7, 2021 Regular Meeting
2. Proposed amendment to the meeting calendar

F. PUBLIC HEARINGS

1. SUP-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square

G. PLANNING COMMISSION CONSIDERATIONS

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - June 2021

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 6/2/2021
TO: The Planning Commission
FROM: Paul D. Holt, III, Secretary
SUBJECT:

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|----------------|----------|---------------------|
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:44 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:44 AM |
| Publication Management | Daniel, Martha | Approved | 5/24/2021 - 8:11 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 8:22 AM |

ITEM SUMMARY

DATE: 6/2/2021
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 | 5/24/2021 - 7:46 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:46 AM |
| Publication Management | Daniel, Martha | Approved | 5/24/2021 - 8:08 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 8:22 AM |

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).

ITEM SUMMARY

DATE: 6/2/2021
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 | 5/24/2021 - 7:45 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:46 AM |
| Publication Management | Daniel, Martha | Approved | 5/24/2021 - 8:09 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 8:22 AM |

RESOLUTION

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, September 8, 2020, and April 13, 2021 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 June 2, 2021, at which time those items listed on the agenda attached hereto (the “Agenda”) will be considered; and
- WHEREAS, 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.

Jack Haldeman
Chairman, Planning Commission

ATTEST:

Paul D. Holt III
Secretary to the Planning Commission

| | VOTES | | |
|----------|------------|------------|----------------|
| | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> |
| NULL | ___ | ___ | ___ |
| ROSE | ___ | ___ | ___ |
| POLSTER | ___ | ___ | ___ |
| HALDEMAN | ___ | ___ | ___ |
| O'CONNOR | ___ | ___ | ___ |
| LEVERENZ | ___ | ___ | ___ |
| KRAPF | ___ | ___ | ___ |

Adopted by the Planning Commission of James City County, Virginia, this 2nd day of June, 2021.

VMtg-PC-June-res

ITEM SUMMARY

DATE: 6/2/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the April 7, 2021 Regular Meeting

ATTACHMENTS:

| | Description | Type |
|---|--|---------|
| ☐ | Minutes of the April 7, 2021 Regular Meeting | Minutes |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|----------------|----------|---------------------|
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:50 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:50 AM |
| Publication Management | Daniel, Martha | Approved | 5/24/2021 - 8:12 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 8:22 AM |

MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
April 7, 2021
6:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at 6 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/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

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
Alex Baruch, Acting Principal Planner
Brett Meadows, Planner

1. Virtual Meeting Resolution

Mr. Haldeman provided a summary of the resolution.

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

On a roll call vote, the Commission voted to adopt the Virtual Meeting Resolution. (7-0)

C. PUBLIC COMMENT

Mr. Haldeman opened Public Comment.

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

D. REPORTS OF THE COMMISSION

Ms. Null stated that the Development Review Committee (DRC) met on March 31, 2021, to consider S-20-0049. Stonehouse Preserve and Riverfront Preserve Driveway Exception Request. Ms. Null stated that the Committee discussed a shared driveway exception request for a proposed four-lot subdivision of the 3,031-acre parcel located within the Stonehouse development. Ms. Null stated that the majority of this parcel is designated as the Stonehouse Preserve and Riverfront Preserve on the adopted Stonehouse Master Plan. Ms. Null stated that Section 19-73 of the Subdivision Ordinance requires all minor subdivisions of three or more unimproved lots to limit direct access from the existing road to one shared driveway. Ms. Null further stated that the proposed subdivision of this parcel would result in the creation of four individual lots, which would qualify as a minor subdivision and require a shared driveway per the Subdivision Ordinance.

Ms. Null stated that the DRC agreed with the staff analysis that found:

- Strict adherence to the Ordinance requirement will cause substantial injustice or hardship;
- The granting of the exception will not be detrimental to public safety, health, or welfare, and will not adversely affect the property of others;
- The facts upon which the request is based are unique to the property and are not applicable generally to other property;
- No objection to the exception has been received in writing from the Transportation Department, Health Department, or Fire Chief.

Ms. Null stated that the DRC unanimously approved the required driveway waiver with the stipulation that this waiver does not remove the requirement for a shared driveway for future subdivisions if further subdivision of the property meets the requirements for a shared driveway per the Subdivision Ordinance.

Mr. Polster stated that the Policy Committee did not meet and therefore there was no report.

E. CONSENT AGENDA

1. Minutes of the March 3, 2021 Regular Meeting
2. March 15, 2021 Special Meeting Minutes
3. Development Review Committee Action Item: S-20-0049. Stonehouse Preserve and Riverfront Preserve Driveway Exception Request

The Commission made a motion to approve the Consent Agenda.

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

F. PUBLIC HEARINGS

1. Z-21-0011. 115 Norge Center Proffer Amendment

A motion to Approve was made by Julia Leverenz, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

Mr. Brett Meadows, Planner, stated that Mr. Vernon Geddy, Geddy, Harris, Franck, & Hickman, LLP, has applied on behalf of Chesapeake Bank, to amend existing adopted proffers for a parcel of land located at 115 Norge Lane and zoned B-1, General Business, to include additional commercial uses allowed within the district.

Mr. Meadows stated that the existing proffers on the parcel limit uses to a shopping center and office use. Mr. Meadows further stated that Chesapeake Bank is renovating the existing building for office space and is in negotiation with a day-care center to occupy approximately 15,000 square feet within the same building.

Mr. Meadows further stated that the proposed day-care use does not fit within the definition of a shopping center, and the proposed proffer amendment requests expanding the list of commercial uses permitted on the property in hopes to gain flexibility in renting additional vacant space within the existing building. Mr. Meadows stated that the full list of proposed uses is listed in Exhibit B of the draft proffers and includes many by-right commercial uses of the B-1 District.

Mr. Meadows stated that no new development or construction is proposed other than renovation of the existing building.

Mr. Meadows stated that staff finds that the proposed uses are compatible with the Zoning Ordinance and with the currently adopted Comprehensive Plan. Mr. Meadows stated that staff recommends that the Planning Commission recommend approval of this proffer amendment to the Board of Supervisors.

Mr. Haldeman called for disclosures from the Commission.

Mr. Polster, Mr. O'Connor, and Mr. Haldeman each stated that he spoke with Mr. Geddy.

Mr. Haldeman opened the Public Hearing.

Mr. Geddy addressed the Commission in support of the application. Mr. Geddy thanked the Commission for considering this matter. As no one else wished to speak,

Mr. Haldeman closed the Public Hearing.

Ms. Leverenz stated that she was pleased to see additional day-care being made available.

Ms. Leverenz made a motion to recommend approval of the application.

On a roll call vote, the Commission voted to recommend approval of Z-21-0011. 115 Norge Center Proffer Amendment. (7-0)

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - April 2021

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

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Haldeman noted that he would be the representative to the Board of Supervisors for April

J. ADJOURNMENT

Ms. Null made a motion to adjourn.

The meeting was adjourned at approximately 6:13 p.m.

Paul D. Holt, III, Secretary

Jack Haldeman, Chair

ITEM SUMMARY

DATE: 6/2/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed amendment to the meeting calendar

At its March organizational meeting, the Planning Commission adopted its annual meeting calendar.

Since that time, a meeting of the Planning Commission has been set for June 24, 2021 to consider the draft Comprehensive Plan.

Staff recommends adoption of the updated Planning Commission meeting calendar.

ATTACHMENTS:

| | Description | Type |
|---|---|---------|
| □ | Updated PC meeting calendar for 2021-2022 | Exhibit |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|----------------|----------|---------------------|
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:49 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 7:49 AM |
| Publication Management | Daniel, Martha | Approved | 5/24/2021 - 8:09 AM |
| Planning Commission | Holt, Paul | Approved | 5/24/2021 - 8:22 AM |

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
- June 24***
- 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)

*** Special Meeting (Comprehensive Plan Consideration)

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)*

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)

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)

ITEM SUMMARY

DATE: 6/2/2021

TO: The Planning Commission

FROM: Tom Leininger, Senior Planner

SUBJECT: SUP-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square

ATTACHMENTS:

| | Description | Type |
|---|--|-----------------|
| ☐ | Staff Report | Staff Report |
| ☐ | Proposed Special Use Permit Conditions | Backup Material |
| ☐ | Location Map | Backup Material |
| ☐ | Applicant Narrative | Backup Material |
| ☐ | Overhead Dimensions and Equipment Layout | Backup Material |
| ☐ | Precautionary Measures | Backup Material |
| ☐ | Building Code Analysis for SUP-21-0004 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|----------------|----------|----------------------|
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 12:17 PM |
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 12:17 PM |
| Publication Management | Daniel, Martha | Approved | 5/26/2021 - 12:34 PM |
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 12:35 PM |

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

SUMMARY FACTS

Applicant: Mr. Patrick Russell
Land Owners: Suttle Holding Corporation
Proposal: A woodworking business within the Colony Square Shopping Center
Location: 1303 Jamestown Road, Unit 117
Tax Map/Parcel No.: 4810100006
Property Acreage: ± 9.2 acres
Unit size: +/- 1,600 square feet
Zoning: B-1, General Business
Comprehensive Plan: Community Commercial
Primary Service Area: (PSA) Inside
Staff Contact: Tom Leininger, Senior Planner

PUBLIC HEARING DATES

Planning Commission: June 2, 2021, 6:00 p.m.
Board of Supervisors: July 13, 2021, 5:00 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 development.
3. Impacts: See Impact Analysis on Pages 4-5.

FACTORS UNFAVORABLE

1. Impacts: See Impact Analysis on Pages 4-5.

SUMMARY STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend approval of the proposed Special Use Permit (SUP) subject to the proposed conditions.

PROJECT DESCRIPTION

Mr. Patrick Russell has applied for an SUP for a woodworking business, Williamsburg Wood Works, to relocate to the Colony Square Shopping Center. Williamsburg Wood Works is currently located at 5812 Mooretown Road. The proposed use is defined as the processing, assembly, and manufacture of light industrial products or components, with all storage, processing, assembly, and manufacture conducted indoors or under cover, with no dust, noise, odor, or other objectionable effect. This use requires an SUP within the B-1 Zoning District.

Williamsburg Wood Works is a custom furniture studio with Mr. Russell as the only employee. The proposed use would be contained

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

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

inside Unit 117 with no outside storage or operations. The current business operation includes the use of a table saw, planer/joiner, miter saw, band saw, and various handheld tools such as a drill, sanders, and routers. The new dust collector will be installed within the unit to collect all dust particles. There is no proposed ventilation to the outside and all dust would be contained within the unit.

Initially, the operation would consist of a manufacturing facility only. A retail storefront for the sale of finished wood products may be opened in the future.

In the Virginia Uniform Statewide Building Code, woodworking is identified under the Occupancy Group F-1, Moderate Hazard. To ensure the use can meet all Virginia Uniform Building Codes and National Fire Protection Association codes, the applicant submitted a code analysis ahead of the Planning Commission meeting.

Currently the unit shares walls between Units 115 and 119. According to the Building Code Analysis (Attachment No. 6), the wall between Units 115 and 117 is not currently a two-hour fire rated wall, which is required. The analysis states that the wall between Units 117 and 119 is a two-hour fire rated wall, as required, and is 8 inches thick. The proposed SUP condition (Attachment No. 1) will require both shared walls to meet the required improvements stated in the Building Code Analysis and be at least a two-hour fire rating.

Additionally, the applicant has stated that a dust collector will be installed in the space to mitigate the impacts of wood dust in the shop. Further, the dust collector will be installed in a utility closet to assist in mitigating sound impacts. The installation of the dust collector will need to follow the manufacturer's requirements regarding whether it can be stored in a utility closet. Each tool with either have its own dedicated dust extraction hose or one will be attached during the use of the tool.

Lastly, the applicant has provided documentation (Attachment No. 5) stating that the installation of the fire rated wall with insulation and housing the dust collector within a cabinet should mitigate any noise impacts. Per the applicant, the amount of sound heard from Unit 115 would be approximately 36 decibels while running the loudest piece of equipment (a miter saw) and the dust collector simultaneously. Given the improvements mentioned previously, 36 decibels equates to a whisper or a quiet library.

According to the applicant, all wood finishes used will either be natural finishes such as mineral oil, furniture wax, or low volatile organic compounds (VOC) that produce low amounts of odor and in compliance with the OSHA Handbook on Indoor Air Quality in Commercial and Institutional Buildings. All projects will be finished indoors with doors to the outdoors closed. Per the application, if a client requests a high VOC, the client will either be denied or the applicant will finish the project off-site.

Based on the review by the Building Official, the applicant is able to meet all codes associated with an F-1 Occupancy Group, with the proposed improvements assured through the recommended SUP Conditions (Attachment No. 1).

PLANNING AND ZONING HISTORY

- Previously, Unit 117 was used for Artfully Yours, a painting studio.

SURROUNDING ZONING AND DEVELOPMENT

- Colony Square is a multi-tenet development that includes, retail, office, and restaurant uses.
- Unit 115 consists of offices and Unit 119 is retail.

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**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

- Surrounding development to the east, west, and south are zoned B-1, General Business.
- Surrounding development to the north is zoned R-2, General Residential.
- Surrounding development to the east, west, and south are designated Community Commercial on the 2035 Comprehensive Plan Land Use Map.
- Surrounding development to the north is designated Low Density Residential on the 2035 Comprehensive Plan Land Use Map.

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

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

| Impacts/Potentially Unfavorable Conditions | Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i> | Considerations/Proposed Mitigation of Potentially Unfavorable Conditions |
|---|--|--|
| <u>Public Transportation: Vehicular</u> | <u>No Mitigation Required</u> | - The new woodworking business would not exceed 100 peak hour trips. |
| <u>Public Transportation: Bicycle/Pedestrian</u> | <u>No Mitigation Required</u> | - Per the Adopted Regional Bikeways Map and Pedestrian Accommodation’s Master Plan, a bike lane is required along Richmond Road. - There are no changes to the existing footprint of the building and bicycle and pedestrian accommodations are not required per Section 24-35(c)(2) of the Zoning Ordinance. |
| <u>Public Safety</u> | <u>No Mitigation Required</u> | - Fire Station 3 on John Tyler Highway serves this area of the County and is approximately 1.3 miles from the proposed facility. - Staff finds this project does not generate impacts that require mitigation to the County’s Fire Department facilities or services. |
| <u>Public Schools</u> | <u>No Mitigation Required</u> | - N/A since no residential dwelling units are proposed. |
| <u>Public Parks and Recreation</u> | <u>No Mitigation Required</u> | - N/A since no residential dwelling units are proposed. |
| <u>Public Libraries and Cultural Centers</u> | <u>No Mitigation Required</u> | - Staff finds this project does not generate impacts that require mitigation. |
| <u>Groundwater and Drinking Water Resources</u> | <u>No Mitigation Required</u> | - The property receives public water and sewer. - James City Service Authority has reviewed the proposal and recommended approval. |

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

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

| Impacts/Potentially Unfavorable Conditions | Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i> | Considerations/Proposed Mitigation of Potentially Unfavorable Conditions |
|---|--|--|
| <u>Watersheds, Streams, and Reservoirs</u> Project is located in the Mill Creek Watershed. | <u>No Mitigation Required</u> | - The Stormwater and Resource Protection Division has reviewed this application and had no objections. No new impervious surface is proposed as part of this SUP request. Should exterior site improvements be made in the future, those improvements would be subject to additional environmental review at that time. |
| <u>Cultural/Historic</u> | <u>No Mitigation Required</u> | - The subject property has been previously disturbed and has no known cultural resources on-site. |
| <u>Nearby and Surrounding Properties</u> | <u>Mitigated</u> | <ul style="list-style-type: none"> - The attached proposed conditions are expected to mitigate impacts to adjacent tenets of Colony Square. No impacts to surrounding properties are anticipated. - Proposed Condition No. 2 requires the existing walls to be improved to mitigate sound impacts to adjacent tenets and meet required Building and Fire Prevention Code requirements. - Proposed Condition No. 3 requires the dust collector and associated duct work to be installed prior to the Certificate of Occupancy. - The proposed use shall not be allowed to have outdoor storage and that all use of this SUP be limited to indoors (Proposed Condition No. 3). - Proposed Condition No. 5 limits the use of finishes to those that are low or no VOC to mitigate odors. |
| <u>Community Character</u> | <u>No Mitigation Required</u> | <ul style="list-style-type: none"> - The project is located along the Jamestown Road Community Character Corridor (CCC). Buffering along a CCC is required to be an average width of 50 feet. - Should exterior site improvements be made in the future, those improvements would be subject to additional Community Character Corridor review at that time. |
| <u>Covenants and Restrictions</u> | <u>No Mitigation Required</u> | - The applicant has verified that they are not aware of any covenants or restrictions on the property that prohibit the proposed use. |

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

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

COMPREHENSIVE PLAN

The site is designated Community Commercial on the 2035 Comprehensive Plan Land Use Map.

Community Commercial describes areas within the PSA and usually have a moderate impact on nearby development. Location criteria for Community Commercial uses are access to arterial streets, preferably at intersections with collector and arterial streets; moderate to large sized sites; public water and sewer service; environmental features such as soils and topography suitable for compact development; and adequate buffering by physical features or adjacent uses to protect nearby residential development.

Recommended uses include community-scale commercial, professional, and office uses such as branch banks, places of public assembly, convenience stores, day care centers, general retail stores, grocery stores, indoor recreation facilities, medical offices, office parks, public facilities, service establishments, shopping centers, restaurants, and theaters.

Commercial uses, and particularly Neighborhood Commercial areas, will have a limited impact on adjacent residential areas especially in terms of visible parking areas, lighting, signage, traffic, odor, noise, and hours of operation.

Each Community Commercial area should be clearly separated from other Community Commercial areas to retain the small town and rural character of the County, provide a sense of place, and promote transportation mobility.

Jamestown Road is identified as a CCC. The proposed use is located within an existing strip development and there are no proposed impacts to the existing CCC.

Staff finds the proposal meets the following Comprehensive Plan goals:

Land Use

LU 4.5 - Promote infill, redevelopment, revitalization, and rehabilitation within the PSA.

LU 4.7 - Encourage commercial and industrial uses to develop in compact nodes in well-defined locations within the PSA.

Economic Development

ED 5 - Encourage infill development, the redevelopment of existing parcels, and the adaptive reuse of existing buildings to efficiently use infrastructure and natural resources.

PROPOSED SUP CONDITIONS

The full text of the proposed conditions are provided in Attachment No. 1.

STAFF RECOMMENDATION

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

Staff recommends the Planning Commission recommend approval of the proposed SUP to the Board of Supervisors subject to the proposed conditions.

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

**SPECIAL USE PERMIT-21-0004. 1303 Jamestown Road, Williamsburg Wood Works at Colony Square
Staff Report for the June 2, 2021, Planning Commission Public Hearing**

TL/md

SUP21-4_1303JmstwnRd

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Applicant Narrative
4. Overhead Dimensions and Equipment Layout
5. Precautionary Measures
6. Building Code Use Analysis

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

Proposed SUP conditions for SUP-21-0004, 1303 Jamestown Rd, Williamsburg Wood Works at Colony Square

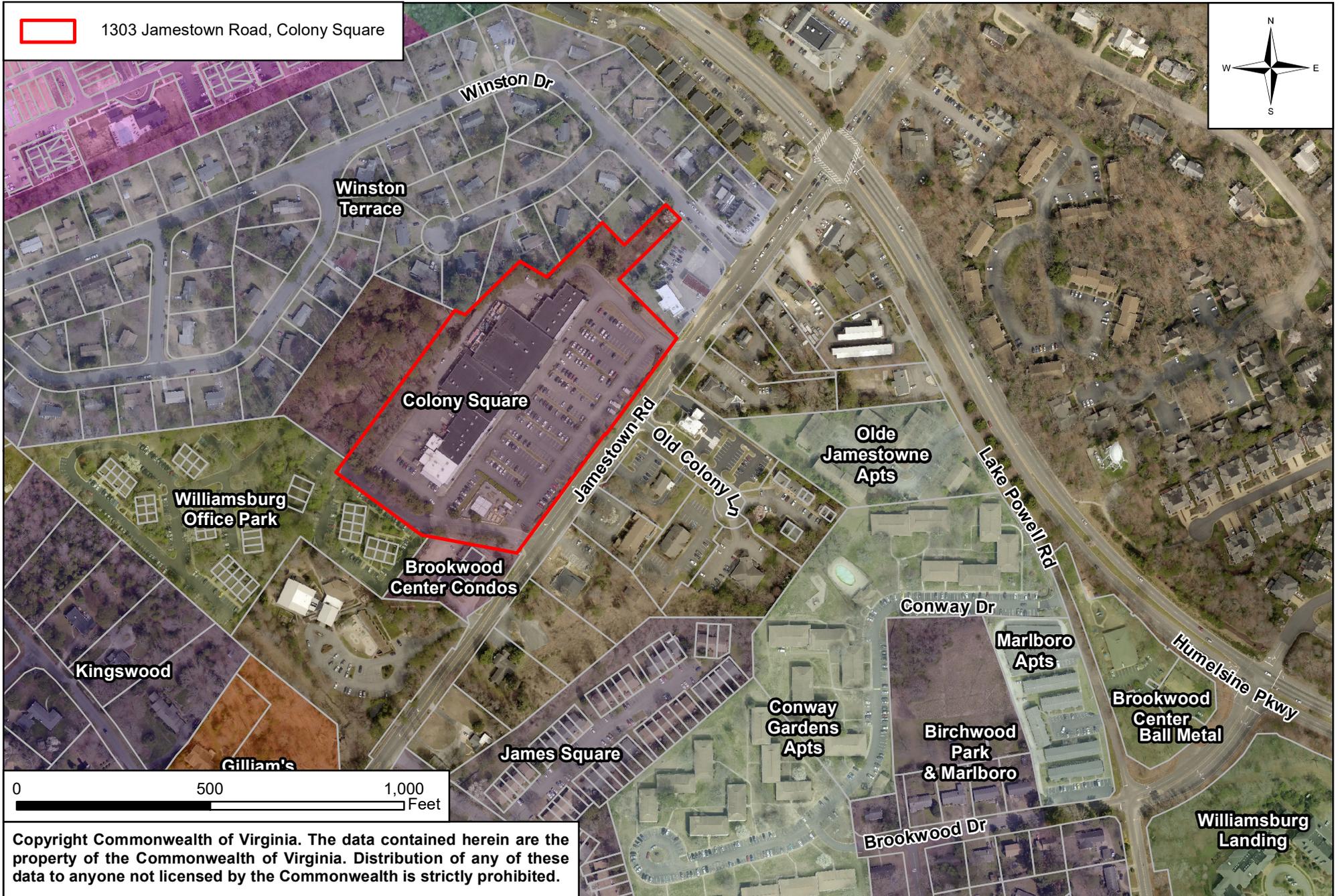
1. **Use and Location.** This Special Use Permit (SUP) shall be valid for the use of processing, assembly and manufacture of wood products (the "Facility") within Unit 117 on property located at 1303 Jamestown Road and further identified as James City County Real Estate Tax Map No. 4810100006 (the "Unit").
2. **Noise and Fire Protection.** Prior to issuance of a building permit, a Building Code Analysis for this use shall be submitted and approved by the Building Official or designee. Prior to the issuance of a certificate of occupancy, the two shared interior walls shall be improved to include a new insulated wall as required by the approved Building Code Analysis.
3. **Dust Collection.** Prior to the issuance of a certificate of occupancy, a dust collector (Laguna C Flux 3 Dust Collector or like model) approved by the Planning Director or designee, shall be installed within a closet if allowed by the manufacturer's installation requirements. The location of the dust collector shall be as shown on the document entitled Overhead Dimensions and Equipment Layout unless the Planning Director or designee approves an alternative location with equivalent sound mitigation alternatives. All stationary tools that create dust in the processing or manipulation of wood, including, but not limited to, a table saw, planer/jointer, bandsaw, and miter saw, shall be hooked directly to dust collecting duct work that feed into the dust collector unless the tool has its own independent dust collector. All handheld and mobile tools that create dust in the processing or manipulation of wood, including, but not limited to, a router and sanders, shall be attached to a mobile dust collector during use.
4. **Outdoor Storage and Use.** There shall be no outdoor storage of goods or materials. This includes, but is not limited to, items for sale, raw materials, and refuse. All activities and operations shall take place indoors.

5. **Limitations.** No high volatile organic compound (VOC) finishes shall be used. All wood finished shall be limited to low or no VOC finishes. There shall be no evidence of exterior impacts, such as noise, dust and odor, outside of the Unit.

6. **Commencement.** A Certificate of Occupancy shall be obtained within thirty-six (36) months from the issuance of the SUP or this SUP shall automatically be void.

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

JCC SUP-21-0004, 1303 Jamestown Rd, Williamsburg Wood Works at Colony Square





Morrison's
Flowers

Proposed
Williamsburg
Wood Works

Joni's
Consignment

Creative
Nails

Cleaners

Restore

Carrot
Tree

Bodacious
Lady
Boutique

Nationwide

Colonial
Sport

Art and
Frame

Veterinarian

McDonald
Garden
Market

JAMESTOWN ROAD

Introduction

Williamsburg Wood Works is a custom furniture studio, servicing Williamsburg and its surrounding areas. Having operated in a warehouse space in York County for two years, I am seeking to expand the business in a number of ways:

Space – The intended space at Colony Square will offer an additional 600 square feet to my previous working area. While the added floor space will be terrific for spreading out my current operations, I also look forward to having enough room for an employee to join me both in the shop and in the retail space in the front of the unit.

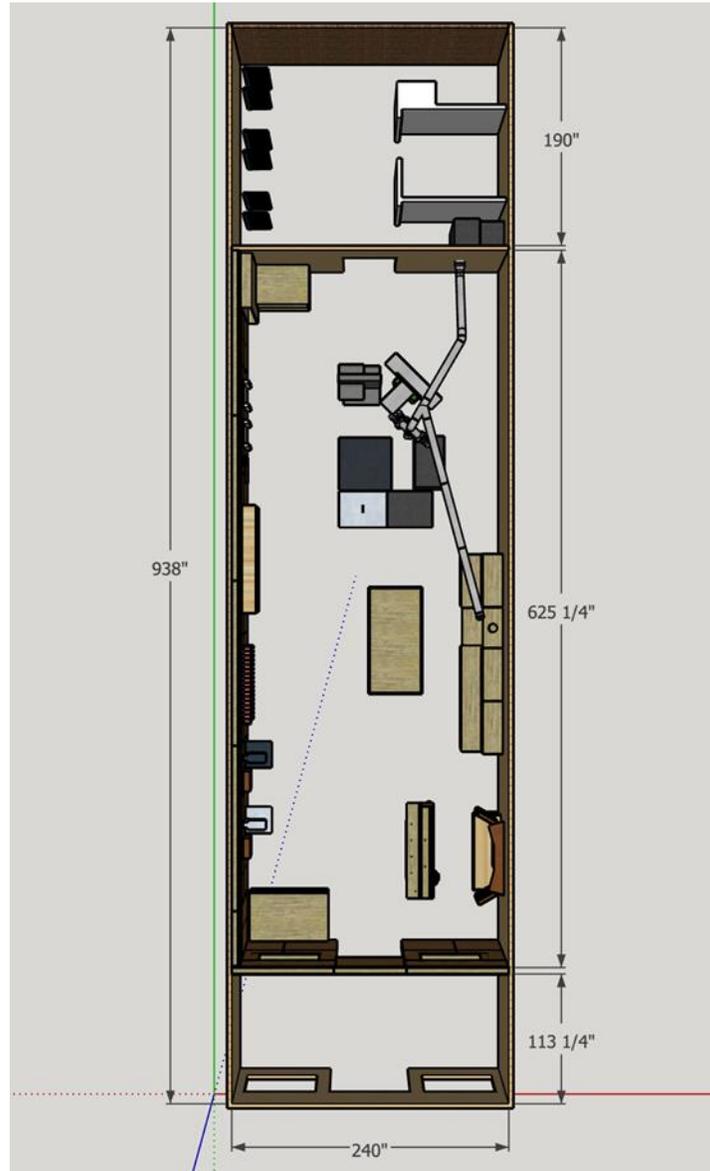
Retail – Previously, I have been limited in my retail options, as the space I occupied had extremely low visibility and was in a very low traffic area. The increased foot traffic and visibility at Colony Square will give me comfort in expanding on the types of products and services that I offer to my customers. In the past, I have hesitated to invest in materials for the production of small items like cutting boards, clocks, and coasters, in fear that my investment would not be met with a reliable stream of customers. The addition of visibility as a source of exposure will offer a bit more security when it comes to making such investments.

Services – As mentioned previously, having an employee in the larger intended space will contribute to expansion in many ways. In addition to being able to increase work load and cut down on production times, I look forward to expanding on the types of products that I am able to offer. Currently, I am limited to what I can work on, move, and install by myself; this includes tables, chairs, small special-use cabinets, housewares, etc. With the help of an employee, I will be able to expand my list of services to larger jobs such as kitchen cabinetry, bathroom vanities, and built-in on-site work.

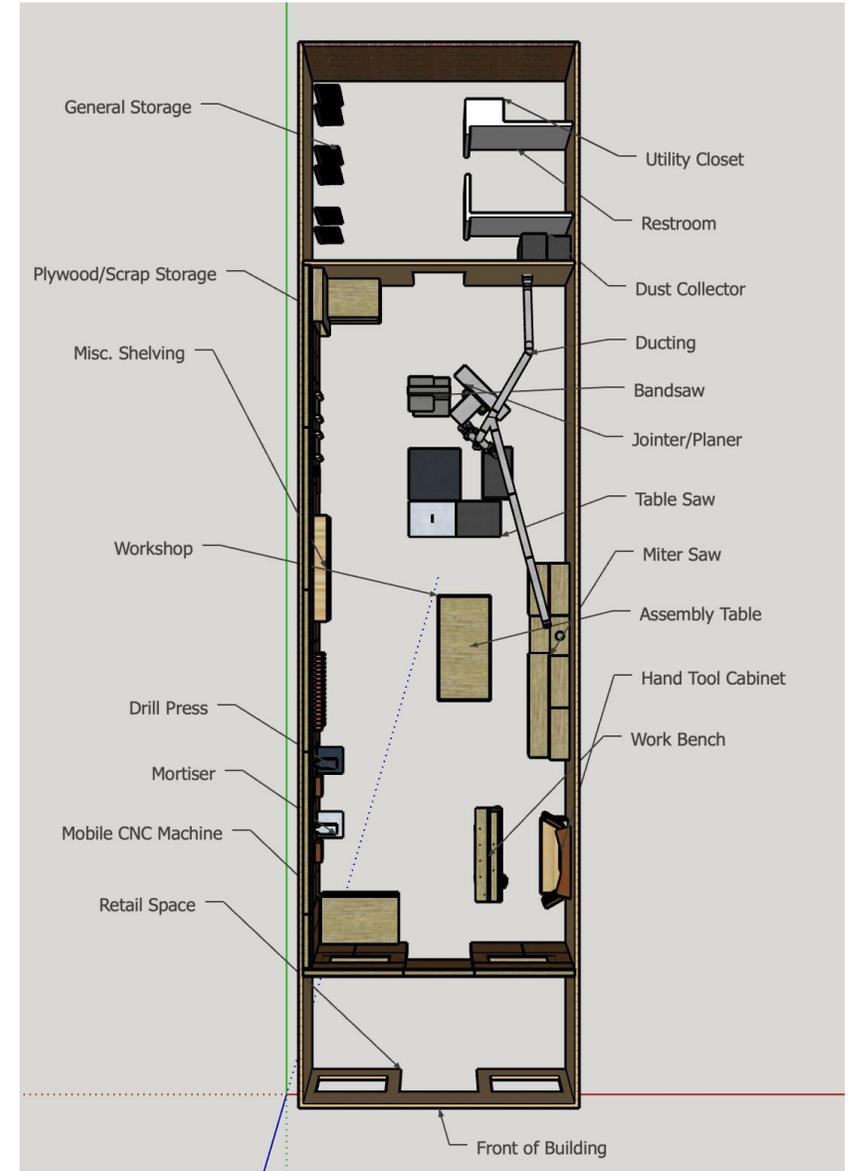
My intention at Colony Square is to continue to offer custom furniture solutions to the residents of Williamsburg and to further expand those offerings into a larger variety of products. The vast majority, if not all of the custom jobs that I work on are made with domestic hardwoods and finished with natural and/or low-VOC finishes.

The fine dust particles in my shop are contained indoors, utilizing a dust collection system and indoor air filters. Any and all odors produced by the natural and low-VOC finishes in the shop are effectively contained to a small area before they evaporate or are filtered through indoor air filters; there will be no direct-to-outside ventilation installed in the new shop. I have also spent a considerable amount of time and money on ensuring that the noise levels created inside of the space will be contained to a more than reasonable level, as to not disturb the adjacent units. These points are elaborated on further in a separate document titled, "Precautionary Measures".

Photos - Overhead - Dimensions



Photos - Overhead - Equipment



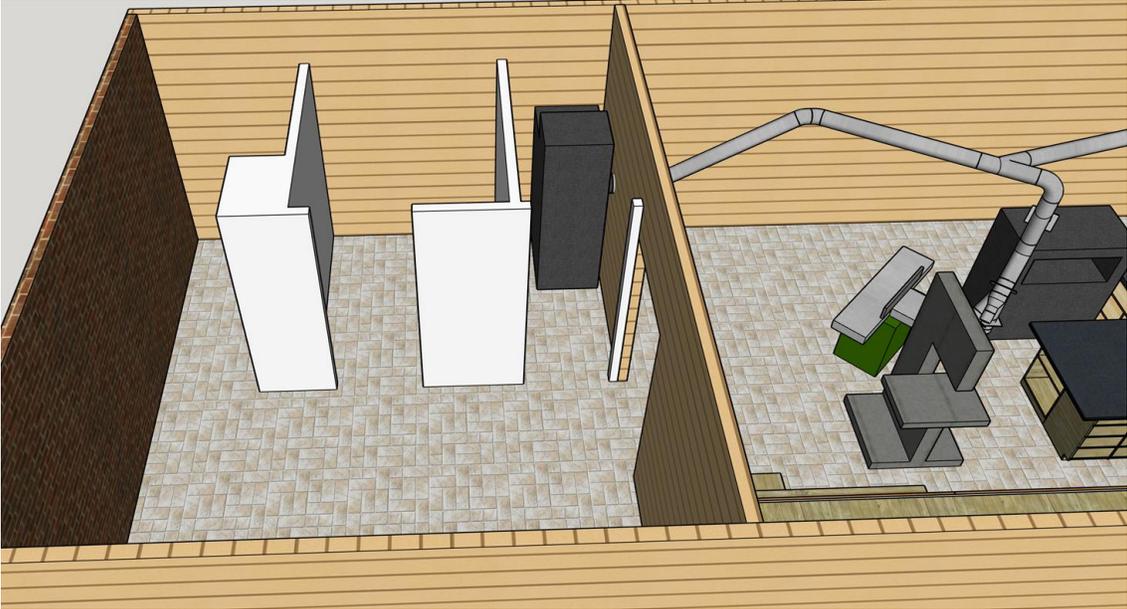
Layout view - Back to Front



Layout view - Front to Back



Layout view – Storage Area



Dust, Noise, and Odor Measures

Dust –

All tools that create fine dust particles (table saw, planer/jointer, bandsaw, and miter saw) will have dedicated dust extraction hoses attached directly to each machine. Hoses will be fed into 6" Nordfab (1) ducting which will lead back to a Laguna C Flux 3 Dust Collector (2) that is rated to filter 99.97% of particles between the sizes of 0.2 to 2 micron.

Handheld and otherwise mobile tools (routers, CNC machine, Festool Domino, and sanders) will have a dedicated HEPA Rated Festool Dust Extractor (3) connected during use.

A mobile air filter will be added to the shop (Grizzly G0573) (4) which can be relocated near fine dust producing activities as an extra precaution.

Noise –

A new insulated wall will be erected and added to the existing wall which borders neighboring unit (#115 – left of #117 when facing storefront). The new wall will be 6 ¾" thick and will be constructed as follows: skeleton filled with cellulose insulation (5 ½" 2x6 studs – STC 47), layer of drywall (1/2" thickness - STC +4), and a final layer of plywood (3/4" thickness STC +6) for a total STC of 57. When added to the existing wall in unit #117 (STC ~ 31) and existing neighboring wall in unit #115 (STC ~ 31) there will be a grand total STC of approximately 119 from unit #117 to unit #115. (5)

In addition to the aforementioned soundproofing measures, the Laguna C Flux 3 Dust Collector will be housed in an existing utility closet in the rear "General Storage" section of the unit. This utility closet is framed with uninsulated 2x4 studs and drywall on either side, offering an additional STC of 33.

As no more than one person will be working in the shop at a time, there will never be more than one tool running at a time, in combination with the dust collector. To illustrate the loudest possible scenario, we will consider turning on the dust collector (e)(88dB) in addition to the miter saw (f)(100dB). The dust collector's dB is reduced in its closet from 88 dB to 55 dB on the shop floor for a maximum combined 155 dB between the two machines. The dB level is then reduced from 155 dB on the shop floor to 36 dB in unit #115.

Odor –

All finishes used will either be “natural” finishes (mineral oil, furniture wax) or low-VOC finishes that are in compliance with the OSHA Handbook on Indoor Air Quality in Commercial and Institutional Buildings (7).

In the event that a client requests a particular high-VOC finish, their request will either be denied or the finishing work on that particular job will be subcontracted off-site.

As an added measure of courtesy and safety, all finishing applications will take place indoors in unit #117 and all doors to the outside will remain closed during the process.

List of Equipment

(a) **Sawstop Professional Cabinet Saw** (Model # PCS31230-TGP252)

dB Rating at Source: 90

(b) **Grizzly Jointer/Planer Combo Machine** (Model # G0634Z)

dB Rating at Source: 85

(c) **Grizzly Bandsaw** (Model # G0513ANV)

dB Rating at Source: 85

(d) **Inventables CNC Machine** (Model # NA)

dB Rating at Source: 80

(e) **Laguna C Flux 3 Dust Collector** (Model # MDCCF32201)

dB Rating at Source: 88

(f) **Bosch Dual Bevel Compound Miter Saw** (Model # GCM12SD)

dB Rating at Source: 100

(g) **Ryobi Drill Press** (Model # DP103L)

dB Rating at Source: < 60

(h) **Rikon Hollow Chisel Mortiser** (Model # 34-260)

dB Rating at Source: < 60

(i) **Festool CT Midi I HEPA Dust Extractor** (Model # 574837)

dB Rating at Source: 62

References:

- (1) <https://www.nordfab.com/en-us/literature/product-data-sheets>
- (2) <https://lagunatools.com/classic/dust-collectors/c-flux-3/>
- (3) <https://www.festoolusa.com/products/dust-extraction/mobile-dust-extractors/574837---ct-midi-i-hepa-usa>
- (4) <https://www.grizzly.com/products/grizzly-large-floor-air-filter/g0573>
- (5) https://www.ecopacificinsulators.com/uploads/4/7/1/6/4716609/sound_transmission_stc_rating.pdf
- (6) <https://canadasafetycouncil.org/office-noise-and-acoustics/>
- (7) <https://www.osha.gov/sites/default/files/publications/3430indoor-air-quality-sm.pdf>

15 May, 2021

To: Tom Coghill, CBO, CFM
Director, Building Safety and Permits
James City County

From: Ed Pease, Principal, Stemann / Pease Architecture

Re: Code Analysis for Williamsburg Woodworks at Colony Square, 1303-117
Jamestown Rd., Suite 117
Plan Case #SUP-21-0004

Hello Tom,

I'm not sure if this should be addressed directly to you, but I'm hoping you can pass it along to the necessary recipients as needed.

In writing this code analysis on behalf of Patrick Russell of Williamsburg Woodworks [WW]. I've used your correspondence with him as a reference for what's needed from me as a registered design professional, in addition to the USBC, the VEBC and VCC (2015 editions.)

The new location for Williamsburg Woodworks in Colony Square will require a change of occupancy classification from M-1 to F-1, as a business like this is generally classified as a moderate hazard factory use.

As part of this analysis, I'm providing a narrative describing Williamsburg Woodworks, how they work, the materials they use, how they're stored, etc. Patrick has written this narrative and I'm including it here. There's also an appendix at the end that specifically lists materials, equipment and precautionary measures.

Williamsburg Wood Works –

A custom furniture studio that produces stand-alone furniture (tables, chairs, storage solutions, bedroom furniture, chests, drawers, buffets, etc.). Expanding services and products will include housewares, decorative art, clocks, and mirrors; new space at colony square will be used for consultation, display, and retail (front portion of unit, separated from shop by diving wall).

My Process –

While every job differs from client to client, I generally start my process by working with each client on a custom design for their project; in person, over the phone, and/or via email, we work together until a design is agreed upon. This takes place at my home and during work hours at my shop. From there, my clients provide a material deposit, with which I pay for materials and have them delivered or pick up

myself and bring to my shop. It should be noted that I rarely have excess material on hand that has not been purchased for a specific product – between not having a huge budget for excess material and having limited space to store such material, I find it easier for my particular business model to purchase materials as I need them, rather than keeping a stock of material on hand.

Once material is in house, I will generally try to schedule jobs so that I am “breaking down” material for two to three jobs at once. Breaking down material consists of surfacing the rough lumber for each job and cutting pieces to rough length and width. All rough lumber will get passed over the jointer, through the planer, and then ripped or crosscut at the table saw and/or miter saw, depending on the type of cut. I am usually able to “break down” two to three jobs worth of material in a single day, leaving the newly surfaced lumber ready for joinery or assembly.

Once all or at least most pieces for a job(s) are surfaced and cut down to rough dimensions, the remainder of the build is generally done by hand. I implement a fair bit of hand-cut joinery into my work so from this point forward, any power tool work is done “a la carte”, based on the task at hand – in other words, there is rarely any more production style work done from here forward. This process will leave most, if not all pieces at final dimensions and ready for assembly.

Assembly consists of any pre-finish sanding that needs to be done – I try to do as much of this sanding using a powered sander which is connected to a dedicated dust extractor, separate of the dust collection system. It should be noted that for “at-the-source” dust collection operations such as sanding and routing, a dedicated dust extractor (HEPA rated in my case) is a far more efficient means of dust collection – I’m personally blown away by how little dust is left over after what would otherwise be a very dusty experience, if not for the dust extractor. Money well spent...

The last step in my process is assembly and finish. Sometimes a job calls for finishing before assembly; in this case, all stain and/or finish is applied first. Regardless of the order, the majority of my work just receives a clear, low VOC, protective oil/wax- based finish, applied by hand. Assembly usually calls for Titebond wood glue, far too many clamps, and a fair amount of cursing and wishing I had an extra set of hands in the shop.

Materials –

I work primarily with domestic, untreated, rough hardwood lumber (maple, polar, cherry, red oak, white oak, walnut, sapele). Occasionally, clients will request pre-fabricated legs for tables, hardware, etc. These items are obviously pre-fabricated off-site and only installed on-site; no metalwork is done in my shop (I’d have to learn to weld for this to be possible...).

Finishes have varied in the past but over the last year, I have grown very fond of Osmo brand finishes; while they are a Canadian company, Osmo offers a line of US approved finishes that comply with low VOC OSHA standards and are far and away some of the most environmentally friendly finishes that I have come across.

As mentioned previously, all materials including finish are purchased as jobs call for them – I certainly keep what I do not use for future projects but I almost never purchase lumber or finishes without a material deposit for a specific job.

Lumber is stored vertically in a “lumber corral” and unused or unopened finishes are stored in a fire-proof metal cabinet (will be located in back room of new unit, outside of main shop area – divided by wall and door).

Housekeeping –

Perhaps the only upside of running a one-man shop is that I am aware of every single operation carried out in the shop, leaving me aware of any mess that is made. I like to clean as I work and always finish the day with a quick survey of the shop; cutting power to machines, de-tensioning blades/belt-driven machines, returning odds and ends to their home, and a quick floor sweep to gather anything that was not cleaned during the day.

My dust collection system has a remote control that can be powered on and off from anywhere within the shop. 8” Nordfab ducting runs from the intake of the dust collector itself and out into the shop; the main run has a number of “drops” that eventually reduce to 4” intake hoses that are connected directly to the table saw, jointer, planer, bandsaw, and miter saw (one dedicated intake hose for each machine).

A series of blast gates can be opened or closed throughout the ducting system in order to focus as much suction into the desired 4” intake hose. When I need to use the table saw, for example, I first close all blast gates leading to other machines, leaving the table saw’s intake open; I then use the dust collector remote to power the unit ON, and then turn the table saw on. Once I am finished, the table saw is turned off, followed by powering the dust collector off. It should be noted that I never leave the dust collector running while a connected machine is not in use – this is obviously noisy and annoying but is also not good for the dust collector.

All dust that is gathered by the dust collector is contained in a receptacle which is an integral part of the dust collector. When the receptacle is full, it can be disconnected from the unit and wheeled away for disposal – as I generally fill no more than one 50 gallon bag of dust per week, I have made a habit at my previous shop of taking my dust home with me and either using it for gardening purposes or disposing of what I do not need off-site.

In the following bullet points, I’ll address the items outlined in your previous correspondence about this project.

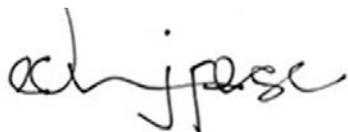
- The 2015 VEBC that says that “construction documents shall be submitted with the application for a permit”, followed by some additional verbiage, and that “alterations shall further be identified as Level 1, Level 2 and/or Level 3 [VEBC Section 103.10].” In this instance, I’m not providing construction documents, as the only substantial change to the space is the construction of a 2-hour rated wall adjacent to an existing separation wall. If it is decided that construction documents are needed, I’ll gladly provide those.

- As for the Level 1,2 or 3 identification, it's my judgement that this is a Level 1 alteration. If you determine this not to be the case, I'll address whatever information needs to be provided.
- Regarding Accessibility as prescribed in Chapter 4 of the VCC, the space in consideration is already accessible and nothing is being proposed that would alter that.
- It's clear that WW's operation needs to comply with the applicable provisions of NFPA 61, NFPA 120, NFPA 484,, NFPA 655, NFPA 664 and the International Fire Code [VCC Section 426.1.] Given the small size of this space (1,600 s.f. +/-) and the fact that it is a non-industrial wood shop with dust collection and disposal as described herein, WW appears to meet these requirements.
- Automatic fire sprinkler system: there is none existing in this particular space and it doesn't appear to be required given the characteristics of the operation. WW will install fire alarms, smoke alarms and whatever else is required by the County.
- 2-hour rated walls between adjacent spaces: There is an existing 8" CMU wall on one side of the WW space, which appears to meet **UL Design No. U906** for a 2-hour rating, whether load bearing or not. WW is going to build a new 2- hour rated metal stud wall on the opposite side, which will be adjacent to an existing wall clad in drywall which we assume is not 2-hour rated. This new wall shall conform to **UL Design No. U412** for a 2-hour rated non-load bearing wall.

I hope this addresses the issues associated with this change of occupancy. If I've failed to address any necessary issues, please let me know and I'll do what's needed to complete the process.

Thanks for your assistance in answering my earlier questions about this, and contact me with any questions or concerns.

Sincerely yours,



Ed Pease, AIA
Stemann / Pease Architecture



APPENDIX

List of Equipment

(a) Sawstop Professional Cabinet Saw (Model # PCS31230-TGP252)

dB Rating at Source: 90

(b) Grizzly Jointer/Planer Combo Machine (Model # G0634Z)

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dB Rating at Source: < 60

(h) Rikon Hollow Chisel Mortiser (Model # 34-260)

dB Rating at Source: < 60

(i) Festool CT Midi I HEPA Dust Extractor (Model # 574837)

dB Rating at Source: 62

List of Materials to be Used

Solids –

- Rough lumber (pine, poplar, birch, ash, maple, cherry, walnut, sapele, white oak, red oak)
- Sheet goods (plywood, MDF, acrylic, melamine)
- Hardware (screws, nuts, bolts, slides, hinges, etc.)

Liquids/Solvents –

- Osmo Polyx (<https://osmo.ca/product/polyx-oil-high-solid/>)
- Osmo Oil Stain (<https://osmo.ca/product/oil-stain/>)
- * Product FAQ's regarding VOC and flammability:
<https://osmo.ca/information/faq/>
- Mineral Oil
- Wood Glue
- Paint (water-based)
- Polyurethane (water-based)

Dust, Noise, and Odor Measures

Dust –

All tools that create fine dust particles (table saw, planer/jointer, bandsaw, and miter saw) will have dedicated dust extraction hoses attached directly to each machine. Hoses will be fed into 6" Nordfab (1) ducting which will lead back to a Laguna C Flux 3 Dust Collector (2) that is rated to filter 99.97% of particles between the sizes of 0.2 to 2 micron.

Handheld and otherwise mobile tools (routers, CNC machine, Festool Domino, and sanders) will have a dedicated HEPA Rated Festool Dust Extractor (3) connected during use.

A mobile air filter will be added to the shop (Grizzly G0573) (4) which can be relocated near fine dust producing activities as an extra precaution.

Noise –

A new insulated wall will be erected and added to the existing wall which borders neighboring unit (#115 – left of #117 when facing storefront). The new wall will be 6 ¾" thick and will be constructed as follows: skeleton filled with cellulose insulation (5 ½" 2x6 studs – STC 47), 2 layers of drywall both sides (1/2" thickness - STC +4), and a final layer of plywood (3/4" thickness STC +6) for a total STC of 57. When added to the existing wall in unit #117 (STC ~ 31) and

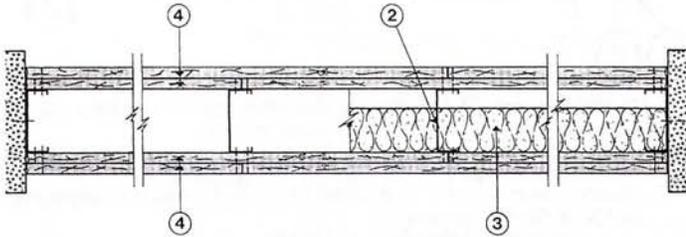
existing neighboring wall in unit #115 (STC ~ 31) there will be a grand total STC of approximately 119 from unit #117 to unit #115. (5)

In addition to the aforementioned measures, the Laguna C Flux 3 Dust Collector will be housed in an existing utility closet in the rear “General Storage” section of the unit. This utility closet is framed with uninsulated 2x4 studs and drywall on either side, offering an additional STC of 33.

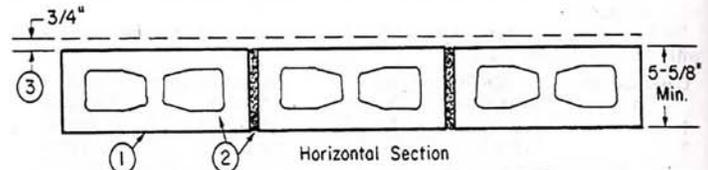
As no more than one person will be working in the shop at a time, there will never be more than one tool running at a time, in combination with the dust collector. To illustrate the loudest possible scenario, we will consider turning on the dust collector (e)(88dB) in addition to the miter saw (f)(100dB). The dust collector’s dB is reduced in its closet from 88 dB to 55 dB on the shop floor for a maximum combined 155 dB between the two machines. The dB level is then reduced from 155 dB on the shop floor to 36 dB in unit #115.

Design No. U412

Nonbearing Wall Rating—2 HR.



- 1. Floor and Ceiling Runner**—(Not Shown)—25 MSG (min) galv steel 1 in. high, return legs 1-5/8 in. wide (min), attached to floor and ceiling with fasteners 24 in. OC.
- 2. Steel Studs**—1-5/8 in. wide (min), 1-1/4 in. legs, 1/4 in. return, formed of 25 MSG (min) galv steel max stud spacing 24 in. OC. Studs to be cut 3/4 in. less than assembly height.
- 3. Batts and Blankets***—(Optional)—Mineral wool or glass fiber batts, partially or completely filling stud cavity. Fasten each batt to wallboard base layer with a min 9/16 in. long staple. Use five staples for each 4 ft long piece. Drive one staple in the center of each piece and a staple at each corner, approx 3 in. from edges.
See Batts and Blankets (BZJZ) category for names of manufacturers.
- 4. Wallboard, Gypsum***—1/2 in. thick. Wallboard applied vertically in two layers. (Laminated System) Inner layer attached to studs with 1 in. long Type S steel screws spaced 24 in. O.C. along vertical edges and 24 in. O.C. in the field. Outer layer laminated to inner layer with joint compound, applied with a notched spreader producing continuous beads of compound about 3/8 in. in diameter, spaced not greater than 2 in. O.C. Joints of laminated outer layer offset 12 in. from inner layer joints. Outer layer wallboard attached to inner layer with 1-1/2 in. long Type G steel screws spaced 24 in. O.C. along edges and center line of each sheet.
Optional, (Direct Attached System) Wallboard applied vertically in two layers. Inner layer attached to studs with 1 in. long Type S steel screws spaced 24 in. O.C. in the field and along the vertical edges. Outer layer attached to the studs over the inner layer with 1-5/8 in. long Type S steel screws spaced 12 in. O.C. in the field, along the vertical edges, and to the floor and ceiling runners. Joints of screw-attached outer layer offset from inner layer joints.
Optional, (Direct Attached System) Inner layer wallboard applied vertically, outer layer wallboard applied horizontally. Inner layer attached to studs with 1 in. Type S steel screws spaced 24 in. O.C. along vertical edges and in the field. Outer layer attached to the studs over the inner layer with 1-5/8 in. long Type S steel screws spaced 12 in. OC in the field, along the vertical edges, and to the floor and ceiling runners. Outer layer secured

Design No. U906Bering Wall Rating—2 HR.
Nonbearing Wall Rating—2 HR.

- 1. Concrete Blocks***—Nominal 6 by 8 by 16 in, hollow or solid. Classification D-2 (2 hr).
Anchor Concrete Products, Inc.
Empire Materials Co.
Florida Rock Industries, Inc.
 - 2. Mortar**—Blocks laid in full bed of mortar, nom. 3/8 in. thick, of not less than 2-1/4 and not more than 3-1/2 parts of clean sharp sand to 1 part Portland cement (proportioned by volume) and not more than 50 percent hydrated lime (by cement volume). Vertical joints staggered.
 - 3. Portland Cement Stucco or Gypsum Plaster**—Add 1/2 hr to Classification if used. Attached to concrete blocks (Item 1).
 - 4. Foamed Plastic***—(Optional-Not Shown)—1-1/2 in. thick max, 4 ft wide sheathing attached to concrete blocks (Item 1).
Celotex Corp—Type Thermax
- *Bearing the UL Classification Marking

FIRE RESISTANCE RATINGS - ANSI/UL263 (BXUV)—Continued

to inner layer wallboard with 1-1/2 in. long Type G steel screws located midway between studs and 1 in. from the horizontal joint. Outer layer wallboard joints covered with joint tape and min two coats of joint compound, and screw heads covered with min two coats of joint compound. As an alternate, nom 3/32 in. thick gypsum veneer plaster may be applied to the entire surface of Classified veneer baseboard. Joints reinforced.

Boral Gypsum Inc.—Type BG-C.

Canadian Gypsum Company—Type C, IP-X2 or WRC.

Celotex Corp.—Type FRP or J. When Type J wallboard is used, both layers of gypsum wallboard must be screw-attached to the steel studs and floor and ceiling runners with steel screws spaced maximum 12 in. OC at the joint edges and in the field (laminating adhesive optional).

Continental Gypsum Company—Type CG-C.

Eagle-Gypsum Products—Type EG-C.

G-P Gypsum Corp.—Types 5, C, GPFS-C.

National Gypsum Co., Charlotte, NC—Type FSW-G.

Pabco Gypsum Co.—Type PG-C.

Republic Gypsum Co.—Type RG-C.

Standard Gypsum Corp.—Type SG-C.

Temple-Inland Forest Products Corp.—Type TP-5.

United States Gypsum Co.—Type C, IP-X2 or WRC.

Yeso Panamericano SA de CV—Type C, IP-X2 or WRC.

*Bearing the UL Classification Marking

ITEM SUMMARY

DATE: 6/2/2021

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - June 2021

ATTACHMENTS:

| | Description | Type |
|---|--|------------|
| ☐ | Memorandum | Cover Memo |
| ☐ | Spreadsheet Listing New Cases Received | Cover Memo |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|----------------|----------|---------------------|
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 7:27 AM |
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 7:29 AM |
| Publication Management | Daniel, Martha | Approved | 5/26/2021 - 8:11 AM |
| Planning Commission | Holt, Paul | Approved | 5/26/2021 - 8:15 AM |

PLANNING DIRECTOR'S REPORT June 2021

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

- **Planning**

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

- **Board Action Results:**

- **April 13, 2021**

- Z-20-0006. 8189 & 8193 Richmond Road
- Z-21-0001. Strawberry Plains Proffer Amendment
- SUP-21-0002. James River Elementary School Learning Cottage

- **May 11, 2021**

- Z-21-011. 115 Norge Center Proffer Amendment (Approved 4-1)
- SUP-21-0005. Clara Byrd Baker Elementary School Learning Cottage (Approved 4-1)
- SUP-21-0006. J.B. Blayton Elementary School Learning Cottage (Approved 4-1)
- SUP-21-0007. D.J. Montague Elementary School Learning Cottage (Approved 4-1)
- SUP-21-0008. Laurel Lane Elementary School Learning Cottage (Approved 4-1)
- SUP-21-0010. Norge Elementary School Learning Cottages (Approved 4-1)
- SUP-21-0011. Stonehouse Elementary School Learning Cottages (Approved 4-1)
- An Ordinance to Amend and Reordain Chapter 23, Chesapeake Bay Preservation, of the Code of County of James City, Virginia, to Regulate the Use of Retaining Walls (Approved 4-1)
- An Ordinance to Amend and Reordain Chapter 4, Building Regulations, of the Code of the County of James City, Virginia, by Amending Article II, Supplemental Regulations to add, Performance Standards for Retaining Walls (Approved 4-1)

- **Comprehensive Plan Update**

The Comprehensive Plan update process is nearing completion, and is currently scheduled for a Planning Commission public hearing on June 24, 2021 and a Board of Supervisors public hearing on July 13, 2021. The draft Comprehensive Plan document is posted on the website, which will be updated with other final drafts in the coming weeks. Read the draft plan and comment on it at <https://jamestownva.gov/engage2045>.

- **Neighborhood Development**

Two weekends in May, volunteers from the Proclaiming Grace Outreach, the United States Marines and Youth Volunteer Corps cleaned up residential properties, one occupied by a disabled owner. Proclaiming Grace raised funds through a go-fund-me account to rent machinery and a dumpster. Proclaiming Grace volunteers spent two days clearing all the debris that the machinery could reach. The following Saturday 15 youth, Proclaiming Grace and US Marine volunteers handpicked trash out of the woods. The volunteers made substantial progress on the decades' of debris. They will return on June 5 to complete the work. A County Community Development Block Grant provided funds and staff time to assist with other needs for the volunteers. The County plans to use Block Grant funds to make repairs to one low-income homeowner's house located on the property.

BEFORE



AFTER



New Cases For May and June

| Plan Type | Plan Number | Case Title | Address | Description | Assigned To | District |
|-----------------|---|---|--|--|-------------------|------------|
| Conceptual Plan | C-21-0032 | 123 Moore Drive Two Lot Subdivision | 123 MOORE DR | A proposal to demolish the existing structure and divide the parcel into two lots. | Meadows, Brett | Powhatan |
| | C-21-0035 | 4200 and 4210 Longhill Rd. Williamsburg Montessori School Expansion | 4210 LONGHILL RD | A proposal to remove existing shed building and replace with two story building at Williamsburg Montessori School to allow additional space. | Costello, Terry | Powhatan |
| | C-21-0036 | 7431 Richmond Rd. Construction Office & Warehouse | 7431 RICHMOND RD | A request to determine what needs to be modified on the new plans to use original BMP that has been installed and inspected. | Meadows, Brett | Stonehouse |
| | C-21-0037 | 141 Blow Flats Rd Battery Storage Facility | 141 BLOW FLATS RD | Proposal to install a 45 MW battery storage system that will interconnect to the transmission grid and generate electricity to the grid at certain times and charge from the grid at others. The systems are contained in essentially shipping containers. We will install approximately sixty sets of the containers on the site arranged in groups of four. We do not have a conceptual site plan drawing yet. | Leininger, Thomas | Roberts |
| | C-21-0038 | 200 Neck-O-Land Rd R1 Rezoning | 200 NECK O LAND RD | A proposal to make the property all one Zoning District. | Costello, Terry | Roberts |
| | C-21-0039 | Kingsmill Littleton Quarter Phase 2 & 3 Walking Trail | 278 LITTLETOWN QUARTER | Create a walking trail between phase 2 & 3 in Littleton Quarter. Surface would be blacktop and cross limited common area in Littleton and boarder Kingsmill Road owned by Escalante. | Leininger, Thomas | Roberts |
| | C-21-0040 | Colonial Heritage Land Bay 7B & 8 | 499 JOLLY POND RD | Colonial Heritage 5-2 Land Bay 7B & 8 Concept Plan | Haynes, Tori | Stonehouse |
| | C-21-0041 | Stonehouse A, B & C ROW BLA | 9495 ASTILBE LN | Stonehouse A, B & C ROW BLA | Wysong, Thomas | Stonehouse |
| | C-21-0042 | 259 Sandy Bay and 1826 Jamestown Rd Brewery/Tap Room | 1826 JAMESTOWN RD | Conceptual Plan to develop property for a brewery and tap room. | Haynes, Tori | Berkeley |
| | C-21-0043 | 2631 Lake Powell Rd Short Term Rental | 2631 LAKE POWELL RD | Conceptual Plan for future short term rentals. | Meadows, Brett | Roberts |
| | C-21-0049 | 2812 Chickahominy Rd Family Subdivision | 2812 CHICKAHOMINY RD | Proposal for a Family Subdivision. | Leininger, Thomas | Stonehouse |
| | C-21-0050 | 4841 Fenton Mill Rd. Subdivision | 4841 FENTON MILL RD | Conceptual Plan to determine if parcel can be subdivided with existing structures in place. | Haynes, Tori | Stonehouse |
| | C-21-0051 | 1773 Jamestown Rd. Dog Daycare Facility | 1773 JAMESTOWN RD | Conceptual Plan for future indoor doggy daycare facility. | Leininger, Thomas | Berkeley |
| C-21-0052 | 7207 Merrimac Trail Subdivision Potential | 7207 MERRIMAC TRL | Separate the lot on the right side where the tequila rose sign sits to the end of plat where the start of the automotive | Haynes, Tori | Roberts | |
| Master Plan | MP-21-0001 | Stonehouse Water Master Plan | 9354 FIELDSTONE PKWY | Stonehouse Water Distribution Master Plan Update. | Risinger, John | Stonehouse |

| Plan Type | Plan Number | Case Title | Address | Description | Assigned To | District |
|------------------|--|--|--|---|-------------------|------------|
| Subdivision Plat | S-21-0016 | Fawncrest (Deer Lake) Estates | 499 JOLLY POND RD | 50 lot subdivision plat. | Ribeiro, Jose | Stonehouse |
| | S-21-0024 | 120 Waltrip Ln. & 2754 Lake Powell Rd. BLA | 2754 LAKE POWELL RD | This boundary line adjustment plat will adjust the common property line between Tax Parcels 4830100017 and 4830100017B and add 0.7 acre to Parcel 4830100017. | Leininger, Thomas | Roberts |
| | S-21-0025 | Stonehouse Tract 3, Parcel C, Section 3 | 9820 CORAL BELLS CT | Subdivision of Stonehouse Tract 3, Parcel "C" creating Parcel "C" Section 3 Lot 54 through Lot 81. | Meadows, Brett | Stonehouse |
| | S-21-0026 | The Promenade at John Tyler Phase 29 - Courthouse Plat | 2902 QUEENS PATH 4812502902 | The Promenade at John Tyler Phase 29 - Courthouse Plat. | Ribeiro, Jose | Berkeley |
| | S-21-0027 | 1245 Stewarts Rd. Courthouse Plat | 1245 STEWARTS RD 0310100002 | 1245 Stewarts Rd. Courthouse Plat. | Baruch, Alex | Stonehouse |
| | S-21-0028 | Stonehouse Parcel B and LaGrange Tract BLA | 9354 FIELDSTONE PKWY | Boundary Line Adjustment Between Parcel B Stonehouse & Parcel 18, LaGrange Tract. | Wysong, Thomas | Stonehouse |
| | S-21-0032 | The Promenade at John Tyler Phase 37 - Courthouse Plat | 5304 JOHN TYLER HWY 4812200029 | The Promenade at John Tyler Phase 37 - Courthouse Plat | Ribeiro, Jose | Berkeley |
| | S-21-0035 | The Promenade at John Tyler Phase 56 | 5304 JOHN TYLER HWY 4812200029 | The Promenade at John Tyler Phase 56 - Courthouse Plat | Ribeiro, Jose | Berkeley |
| | S-21-0037 | 3320 Plank Road Setback Line Adjustment | 3320 Plank Road | Courthouse Plat | Baruch, Alex | Stonehouse |
| Site Plan | SP-21-0014 | 6487 Richmond Road, Tower Antenna Upgrade SP Amend. | 6487 RICHMOND RD | Upgrading Cell Antennas and Equipment on already existing cell phone tower. | Leininger, Thomas | Stonehouse |
| | SP-21-0015 | 1850 Treasure Island Rd. Tower, Generator & Pad SP Amend. | 1850 TREASURE ISLAND RD | Adding a standby generator with a 4'x10' generator pad to the site of an existing cell tower. | Risinger, John | Roberts |
| | SP-21-0021 | Kingsmill Townhomes SP Amend Monument Sign | 100 MOUNTS BAY RD | Plan of Development for Kingsmill Townhomes Parcel R-2B - Amendment #1. | Meadows, Brett | Roberts |
| | SP-21-0023 | 409 Littletown Quarter Townhouse Addition SP Amend. | 409 LITTLETOWN QUARTER | Addition to Townhouse. | Risinger, John | Roberts |
| | SP-21-0024 | Bruster's Ice Cream Drive-Thru SP | 5289 JOHN TYLER HWY | Bruster's Ice Cream Drive-Thru . | Meadows, Brett | Berkeley |
| | SP-21-0025 | 4091 Ironbound Rd. Self Storage Facility | 4091 IRONBOUND RD | Adjusting Fire Line Entrance into building. | Risinger, John | Jamestown |
| | SP-21-0026 | 102 Burton Woods WATA Bus Stop Improvements | 102 BURTON WOODS DR | Bus Stop Improvements for WATA stop, including construction of a new bus shelter and pad, curb & gutter, sidewalk, and minimal grading. | Leininger, Thomas | Powhatan |
| | SP-21-0027 | Grove Christian Outreach Center Trash Can Addition SP Amend. | 8800 POCAHONTAS TRL | Adding trash can(s) at property line adjacent to sidewalk. | Meadows, Brett | Roberts |
| | SP-21-0028 | 8251 Richmond Road Hertzler and George Landscaping | 8251 RICHMOND RD | Site Plan for 8251 Richmond Road - Hertzler & George. | Leininger, Thomas | Powhatan |
| | SP-21-0029 | The Maine at Williamsburg Utility SP Amend | 2580 JOHN TYLER HWY | Site Plan Amendment to increase disturbed area to allow of the Dominion Virginia Power installation along John Tyler Highway. | Leininger, Thomas | Berkeley |
| | SP-21-0030 | 115 Norge Ln Norge Center Entrance | 115 NORGE LN | Site Plan for Chesapeake Bank Entrance Improvements at 115 | Meadows, Brett | Stonehouse |
| | SP-21-0031 | 1737 Endeavor Drive Coresix Building Expansion | 1737 ENDEAVOR DR | This project is an amendment to SP-0146-2003 and proposes a 10,000 sf building addition. | Risinger, John | Roberts |
| | SP-21-0032 | 8189 Richmond Road Warehouse | 8189 RICHMOND RD | 8189 & 8193 Richmond Rd. Atomizer Fuel Systems, Inc. construction of new warehouse building. | Costello, Terry | Powhatan |
| | SP-21-0033 | New Town Playground SP Amend | 5495 CENTER ST | New Town Playground Amendment 1. | Meadows, Brett | Jamestown |
| | SP-21-0034 | James River Elementary School Learning Cottage | 8901 POCAHONTAS TRL | Temporary Classroom Trailer. | Wysong, Thomas | Roberts |
| SP-21-0035 | 4039 Ironbound Rd Tower T-Mobile Antenna Upgrade SP Amend. | 4039 IRONBOUND RD | ATC 273656 - T-Mobile VA10088A - Cell Tower Upgrade. | Leininger, Thomas | Jamestown | |

| Plan Type | Plan Number | Case Title | Address | Description | Assigned To | District |
|-----------|-------------|--|----------------------------|--|-------------------|------------|
| Site Plan | SP-21-0036 | Rt. 5 Powhatan Creek Water Main Crossing - Emergency Replacement | 4200 JOHN TYLER HWY | Rt. 5 Powhatan Creek Water Main Crossing - Emergency Replacement | Costello, Terry | Berkeley |
| | SP-21-0037 | King of Glory Dumpster SP Amend. | 4897 LONGHILL RD | Site Plan Amendment to relocate the dumpster pad from the rear of the building to the front of the building | Leininger, Thomas | Jamestown |
| | SP-21-0038 | AT&T proposal to remove (3) existing antenna from a telecom tower and install (3) new antennas in the same location. | 108 INGRAM RD | Review to check intermod study with Fire. | Risinger, John | Jamestown |
| | SP-21-0039 | 901 Braemar Creek Screened Porch SP Amend. | 50 BRAEMAR CRK 3640500001A | Adding Screened Porch over existing Patio | Pelletier, Katie | Berkeley |
| | SP-21-0040 | Bay Aging Fence SP Amend. | 100 PARKER VIEW CT | A sectional vinyl fence on the property line. | Haynes, Tori | Jamestown |
| | SP-21-0041 | 128 Industrial Blvd, JCSA Well Facility Chemical Feed, SP Amend | 128 INDUSTRIAL BLVD | Installation of chemical feed process within existing building onsite at James City Service Authority owned W-01 site. Work external to building will include chemical feed construction and utility connection. | Costello, Terry | Stonehouse |
| | SP-21-0042 | 6702 Richmond Rd, JCSA Well Facility Chemical Feed, SP Amend | 6702 RICHMOND RD | Site plan for the addition of common wall constructed chemical feed building for well site W-04 with James City Service Authority. | Costello, Terry | Stonehouse |
| | SP-21-0043 | 115 Ferncliff Dr, JCSA Well Facility Chemical Feed, SP Amend | 115 FERNCLIFF DR | Site plan for the addition of common wall constructed chemical feed building for well site W-22 with James City Service Authority. | Costello, Terry | Jamestown |
| | SP-21-0044 | 5374 Centerville Rd, JCSA Well Facility Chemical Feed, SP Amend | 5374 CENTERVILLE RD | 5374 Centerville Rd, JCSA Well Facility Chemical Feed, SP Amend | Costello, Terry | Powhatan |
| | SP-21-0045 | 121-A Queen Mary Ct, JCSA Well Facility Chemical Feed, SP Amend | 121-A QUEEN MARY CT A | Site plan for the addition of common wall constructed chemical feed building for well site W-05 with James City Service Authority. | Costello, Terry | Powhatan |
| | SP-21-0046 | 116 Nina Lane, JCSA Well Facility Chemical Feed, SP Amend | 116 NINA LN | New stand alone chemical feed building for W-38 property owned by James City Service Authority. | Leininger, Thomas | Stonehouse |
| | SP-21-0047 | 9400 Fieldstone Pkwy, JCSA Well Facility Chemical Feed, SP Amend | 9400 FIELDSTONE PKWY | Installation of chemical feed process within existing building onsite at James City Service Authority owned W-25 site. Work external of building includes sidewalk and utility connections | Costello, Terry | Stonehouse |

| Plan Type | Plan Number | Case Title | Address | Description | Assigned To | District |
|-------------------------------|--------------|---|---------------------------|---|-------------------|------------|
| Site Plan | SP-21-0048 | Site Plan for Temporary Classroom Trailer | 7311 RICHMOND RD | Norge Elementary School Learning Cottages | Risinger, John | Stonehouse |
| | SP-21-0049 | 4091 Ironbound Rd. Self Storage Sidewalk SP Amend. | 4091 IRONBOUND RD | This plan amends SP-19-0016. The revision is to add a sidewalk highlighted on the attached plans. There will be no impact to the site plan design. This plan amends SP-19-0016. The revision is to add a sidewalk highlighted on the attached plans. There will be no impact to the site plan design. | Haynes, Tori | Jamestown |
| | SP-21-0050 | Site Plan for Temporary Classroom Trailer | 800 JOLLY POND RD | Addition of 1 temporary school classroom trailer at J.B. Blayton Elementary School with associated utilities, fire alarm and communications. | Risinger, John | Powhatan |
| | SP-21-0051 | Site Plan for Temporary Classroom Trailer | 3651 ROCHAMBEAU DR | Addition of 2 Temporary Classroom Trailers at Stonehouse Elementary School with the associated utilities, fire alarm, and communications. | Risinger, John | Stonehouse |
| | SP-21-0052 | Site Plan for Temporary Classroom Trailer | 3131 IRONBOUND RD | Temporary Classroom Trailer Addition to Clara Byrd Blayton Elementary School with associated utilities, fire alarm and communications. | Risinger, John | Berkeley |
| | SP-21-0053 | Site Plan for Temporary Classroom Trailer | 5380 CENTERVILLE RD | DJ Montague Elementary School temporary classroom trailer addition with associated utilities, fire alarm and communications. | Risinger, John | Powhatan |
| | SP-21-0054 | Site Plan for Temporary Classroom Trailer | 112 LAUREL LN | Laurel Lane Elementary School temporary classroom trailer addition with associated utilities, fire alarm and communications. | Risinger, John | Roberts |
| | SP-21-0055 | Legacy Hall Dumpster SP Amend. | 4301 NEW TOWN AVE | Proposal for a new dumpster enclosure on a concrete pad. | Risinger, John | Jamestown |
| Subdivision Construction Plan | SPLN-21-0001 | Stonehouse Land Bay 5 | 9354 FIELDSTONE PKWY | Stonehouse Land Bay 5. | Meadows, Brett | Stonehouse |
| | SPLN-21-0002 | Parke at Westport Lots 1-14 | 3400 WESTPORT | Subdivision plan for Parke at Westport. | Haynes, Tori | Powhatan |
| Special Use Permit | SUP-21-0004 | 1303 Jamestown Rd, Williamsburg Wood Works at Colony Square | 1303-117 JAMESTOWN RD 117 | Processing, assembly and manufacture of light industrial products or components, with all storage, processing, assembly and manufacture conducted indoors or under cover, with no dust, noise, odor or other objectionable effect. | Leininger, Thomas | Berkeley |
| | SUP-21-0005 | Clara Byrd Baker Elementary School Learning Cottage | 3131 IRONBOUND RD | Temporary Classroom Trailer. | Risinger, John | Berkeley |
| | SUP-21-0006 | J. Blaine Blayton Elementary School Learning Cottage | 800 JOLLY POND RD | Temporary Classroom Trailer. | Risinger, John | Powhatan |
| | SUP-21-0007 | D.J. Montague Elementary School Learning Cottage | 5380 CENTERVILLE RD | Temporary Classroom Trailer. | Risinger, John | Powhatan |
| | SUP-21-0008 | Laurel Lane Elementary School Learning Cottage | 112 LAUREL LN | Temporary Classroom Trailer. | Risinger, John | Roberts |
| | SUP-21-0009 | Matoaka Elementary School Learning Cottage | 4001 BRICK BAT RD | Temporary Classroom Trailer. | Risinger, John | Powhatan |
| | SUP-21-0010 | Norge Elementary School Learning Cottages | 7311 RICHMOND RD | Temporary Classroom Trailer. | Risinger, John | Stonehouse |
| | SUP-21-0011 | Stonehouse Elementary School Learning Cottages | 3651 ROCHAMBEAU DR | Temporary Classroom Trailer. | Risinger, John | Stonehouse |
| | SUP-21-0013 | SUP for future short-term rentals | 2631 LAKE POWELL RD | Proposal for future short-term rentals | Meadows, Brett | Roberts |

| Plan Type | Plan Number | Case Title | Address | Description | Assigned To | District |
|----------------------------|-------------|---|-----------------------|--|-----------------|------------|
| Zoning Verification Letter | ZVL-21-0011 | Zoning Verification Letter 4700 Longhill Road; parcel: 3230100012. | 4700 LONGHILL RD | Request for a Zoning Verification Letter and copies of any open/active zoning and building code violations and any variances and/or special/conditional use permits you have on file for the property located at 4700 Longhill Road. | Rogerson, John | Powhatan |
| | ZVL-21-0012 | Zoning Verification Letter for 22.65 acres, Lot 3B, Green Mount Associates | 1601 GREEN MOUNT PKWY | Zoning Verification Letter for 22.65 acres, Lot 3B, Green Mount Associates. | Orne, Taylor | Roberts |
| | ZVL-21-0013 | Zoning Verification Letter to include Zoning classification, permitted uses and if there are any zoning violations existing | 185 FORDS COLONY DR | Zoning Verification Letter to include Zoning classification, permitted uses and if there are any zoning violations existing. | Costello, Terry | Powhatan |
| | ZVL-21-0014 | Zoning Verification Letter for several properties in McLaws Circle | 309-A MCLAWS CIR | Zoning Verification Letter for several properties in McLaws Circle. | Rogerson, John | Roberts |
| | ZVL-21-0015 | Zoning Verification Letter | 300 MCLAWS CIR | Zoning Verification Letter, to include copies of open/active zoning and building code violations, and variances, special/conditional use permits. | Orne, Taylor | Roberts |
| | ZVL-21-0016 | Zoning Verification Letter | 6950 RICHMOND RD | Zoning Verification Letter for purchase of Colonial Car Wash | Rogerson, John | Stonehouse |
| | ZVL-21-0017 | Zoning Verification Letter | 5201 COLONNADE PKWY | Request to verify that the lot sizes conform to the Zoning | Orne, Taylor | Powhatan |