

**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 7, 2023**  
**6:00 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

**D. REPORTS OF THE COMMISSION**

**E. CONSENT AGENDA**

1. Minutes of the May 3, 2023, Regular Meeting
2. SPLN-22-0005. Stonehouse Tract 10A
3. Development Review Committee Action Item: C-23-0030. JCSA Five Forks Water Treatment Plant Building Addition
4. Development Review Committee Action Item: SP-23-0024. LifePointe Christian Church East Parking Area
5. Development Review Committee Action Item: SPLN-22-0006. Settlement at Powhatan Creek Phase 4 Waterline Exception

**F. PUBLIC HEARINGS**

1. SUP-23-0014. 7649 Cypress Drive Rental of Rooms
2. SUP-23-0015. David A. Nice Builders Office and Parking Expansion
3. Z-23-0003/SUP-23-0013. The Overlook at Rochambeau

**G. PLANNING COMMISSION CONSIDERATIONS**

**H. PLANNING DIRECTOR'S REPORT**

1. Planning Director's Report - June 2023

**I. PLANNING COMMISSION DISCUSSION AND REQUESTS**

**J. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 6/7/2023  
TO: The Planning Commission  
FROM: Paul D. Holt, III, Secretary  
SUBJECT: Minutes of the May 3, 2023, Regular Meeting

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**ATTACHMENTS:**

	Description	Type
☐	Minutes of the May 3, 2023, Regular Meeting	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/24/2023 - 7:57 AM
Planning Commission	Holt, Paul	Approved	5/24/2023 - 7:57 AM
Publication Management	Daniel, Martha	Approved	5/24/2023 - 8:09 AM
Planning Commission	Holt, Paul	Approved	5/24/2023 - 8:09 AM

**MINUTES**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, Va 23185**  
**May 3, 2023**  
**6:00 PM**

**A. CALL TO ORDER**

Mr. Frank Polster called the meeting to order at 6 p.m.

**B. ROLL CALL**

**Planning Commissioners Present:**

Tim O'Connor  
Jack Haldeman  
Rich Krapf  
Frank Polster  
Rob Rose  
Stephen Rodgers

**Planning Commissioners Absent:**

Barbara Null

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Terry Costello, Senior Planner  
Thomas Wysong, Senior Planner  
Liz Parman, Deputy County Attorney

**C. PUBLIC COMMENT**

Mr. Polster opened Public Comment.

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

**D. REPORTS OF THE COMMISSION**

Mr. Rodgers stated that the Development Review Committee (DRC) met on April 19, 2023, to discuss C-23-0013. 3150 Jolly Pond Road Subdivision Shared Driveway Exception Request which was continued from its March 29, 2023, meeting. Mr. Rodgers stated that the plan proposes a shared driveway exception to Section 19-73 of the James City County Subdivision Ordinance and seeks to permit direct access to Jolly Pond Road for an approved five-lot subdivision at 3148, 3158, 3140, 3120, and 3154 Jolly Pond Road, through existing frontage by removing the existing shared 25-foot ingress/egress easement and any notes prohibiting access to Jolly Pond Road for each lot.

Mr. Rodgers stated that the plats were originally created as part of a family subdivision with an intended access road which would run along parallel to Jolly Pond Road whereby five driveways would access an easement road which would allow one direct access onto Jolly Pond Road. Mr. Rodgers further stated that the family subdivision was not built; and subsequently the lots were sold and now are owned by unrelated parties, each of which has built or intends to build a residence on their lot. Mr. Rodgers stated that as various site plans and permits were presented to and approved by the County, the single access easement road disappeared from discussions and site plans. Mr. Rodgers stated that as a result, septic fields have been situated beneath the proposed access road. Mr. Rodgers stated that at this point compliance with the originally proposed 25-foot ingress/egress easement would result in overly complicated driveway layouts and then traveling upon the actual septic fields. Mr. Rodgers stated that the Virginia Department of Transportation (VDOT) has reviewed the newly proposed driveways and has no objection to their construction. Mr. Rodgers further stated that the entrances are already in place for Lots 1, 2,3, and 4. Mr. Rodgers stated that with the exception of Lot 5 all necessary access entrances are already in-place. Mr. Rodgers noted that lot five will tie into an existing shared driveway.

Mr. Rodgers stated that the Committee and the applicant team discussed a newly proposed plan that allowed the least amount of access to Jolly Pond Road and still permitted the development on the parcels that have already been approved.

Mr. Rodgers stated that a motion was made to recommend approval of the exception with the condition that the exception request must match the Exhibit provided. Mr. Rodgers stated that the motion passed by a vote of 4-0.

Mr. Polster stated that the Policy Committee met on April 13, 2023, to discuss ORD-22-0001. Amendments for Scenic Roadway Protection.

Mr. Polster stated that at its January 24, 2023, meeting, the Board of Supervisors provided the following guidance to Planning staff and the Policy Committee:

1. Prepare an analysis of the 400-foot setback proposed for Old Stage Road and Forge Road with a proposed setback of 200 feet for the parcels 500 feet deep or less (shallow parcels) to examine the number of non-structures that would become nonconforming.
2. Examine whether a family subdivision could be exempt from the 400-foot or 200-foot proposed setback.
3. Consider the possibility of an overlay district (a County initiated rezoning) instead of or in addition to a zoning text amendment.

Mr. Polster noted that the staff report indicated that different setback for family subdivision was not recommended.

Mr. Polster stated that at its April 13, 2023, meeting, the Policy Committee recommended that the Planning Commission recommend that the Board of Supervisors approve the buffering requirements along Wooded Community Character Corridors (CCCs).

Mr. Polster stated that the Policy Committee deferred a decision on the 400- and 200-foot setbacks on Old Stage Road and Forge Road and Overlay District and requested that staff examine an alternate position with a setback approach based on building height for the two Agricultural CCCs, Old Stage Road and Forge Road.

Mr. Polster stated that in addition, staff was requested to examine a requirement that would limit the height of a structure on an Agricultural Community Corridor to a one-story structure.

## **E. CONSENT AGENDA**

1. Minutes of the April 5, 2023, Regular Meeting

Mr. Haldeman made a motion to approve the Minutes of the April 5, 2023, Regular Meeting.

On a voice vote, the Commission voted to approve the Minutes of the April 5, 2023, Regular Meeting. (6-0)

2. Development Review Committee Action Item: C-23-0013. 3150 Jolly Pond Road  
Subdivision Shared Driveway Exception Request

A motion to Approve w/ Conditions was made by Rich Krapf, the motion result was Passed.  
AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 1  
Ayes: Haldeman, Krapf, Polster, Rodgers, Rose  
Nays: O'Connor  
Absent: Null

Mr. O'Connor requested to pull Development Review Committee Action Item: C-23-0013. 3150 Jolly Pond Road Subdivision Shared Driveway Exception Request for discussion.

Mr. Holt stated that staff did not have a formal presentation on C-23-0013. 3150 Jolly Pond Road Subdivision Shared Driveway Exception Request; however, he would be happy to answer any questions.

Mr. Krapf inquired how the proposal went from a proposed five-lot family subdivision with the shared access easement to five individual owners with plats that do not show the access road and further, where septic fields now lie within that easement.

Mr. Holt stated that it was never a family subdivision, but rather a minor subdivision. Mr. Holt further stated that the subdivision was approved with the shared driveway in accordance with the Subdivision Ordinance. Mr. Holt stated that for the three driveways installed, that was not done in accordance with the approved plans and the builder commenced construction and ended up selling off all the lots. Mr. Holt stated that this was an after-the-fact request to obtain approval for what now exists.

Mr. Polster inquired if the County had to approve the plans for the three homes.

Mr. Holt stated that the plats for construction of the homes are a separate process from the subdivision approval. Mr. Holt further stated that the shared driveway was shown on the plats reviewed by staff for the subdivision approval.

Mr. Polster inquired if the Virginia Department of Health (VDH) would have reviewed and approved the location of the septic fields.

Mr. Holt stated that VDH did approve the location of the septic fields; however, that approval was based on the subdivision plat with the shared driveway.

Mr. Haldeman inquired how, then, the septic fields came to be located within the shared driveway easement.

Mr. Holt stated that the builder did this without the appropriate approvals.

Mr. O'Connor inquired if the DRC or applicant looked at alternate access options to allow for a shared driveway.

Mr. Polster stated that when it was deferred, the DRC requested that the applicant and staff to come back with a revised plan showing the least number of separate entrances possible. Mr. Polster further noted concerns from the Fire Department and VDOT. Mr. Polster stated that all the reviewing agencies agreed to the proposal that was recommended for approval. Mr. Polster noted that he was swayed by the fact that with the shared driveway, there would be no access to Lot 2 without having to cross the septic field. Mr. Polster stated that whether the

builder did this intentionally or not, the County is stuck with the impacts.

Mr. O'Connor stated that, in his opinion, the builder should be held responsible for the impacts. Mr. O'Connor further suggested an access road going between Lots 1 and 3 that would serve all the parcels.

Mr. Polster stated that the concern with that scenario is the existing drive and garage access as well as the size of the easement that would be required for the shared drive.

Mr. O'Connor noted that we have tools to use to preserve rural lands; however, allowing frequent exceptions to the Subdivision and Zoning Ordinances requirements is counterproductive.

Mr. Haldeman stated that the owners of the lots were likely operating in good faith where the builder is a professional and should have known and followed the requirements.

Mr. Krapf inquired if there were any action, legal or financial, that could be taken against the builder.

Mr. Holt stated that nothing can receive approval without matching up to approved plans. Mr. Holt further stated that the exception request was made to not have to remediate what is currently in place.

Dr. Rose inquired if there might have been a missed opportunity for the County to prevent the problem.

Mr. Polster stated that this occurred over the several years between the original subdivision approval and the build-out of the lots and that even with the various reviews, the changes were not caught. Mr. Polster noted that the DRC felt that the property owners should not be penalized for the builder's actions.

Mr. Krapf made a motion to approve the DRC action.

On a roll call vote, the Commission voted to approve DRC Action Item C-23-0013. 3150 Jolly Pond Road Subdivision Shared Driveway Exception Request as shown in the submitted exhibit. (5-1)

## **F. PUBLIC HEARINGS**

### **1. SUP-23-0003. 2884 Chickahominy Road Tourist Home**

A motion to Approve w/ Conditions was made by Jack Haldeman, the motion result was Passed.

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

Ayes: Haldeman, Krapf, Polster, Rodgers, Rose

Nays: O'Connor

Absent: Null

Ms. Terry Costello, Senior Planner, stated that Mr. James Carter of Hunter Law Firm has applied for a Special Use Permit (SUP) to allow the short-term rental of a four-bedroom single-family home at 2884 Chickahominy Road. Ms. Costello stated that the property is zoned R-8, Rural Residential, is designated Rural Lands on the 2045 Comprehensive Plan Land Use Map, and is located outside the Primary Service Area (PSA). Ms. Costello stated that the property is served by public water and private sewer. Ms. Costello stated that if granted, this SUP would allow for short-term rentals throughout the year. Ms. Costello further

stated that no changes to the footprint of the home are proposed.

Ms. Costello stated that staff finds some favorable factors for this application, such as the presence of adequate off-street parking, and that the applicant has stated that he will obtain the proper licensing and inspections.

Ms. Costello stated that staff finds the proposed use will not negatively impact surrounding property or development nor is it expected to negatively impact Levels of Service (LOS) for roads and other public services.

Ms. Costello stated that while staff believes the location is generally considered appropriate for this use, staff finds that the proposal is not fully consistent with the adopted 2045 Comprehensive Plan recommendations for short-term rentals; therefore, staff is unable to recommend approval of this application.

Ms. Costello stated that should the Planning Commission recommend approval of this application, staff has included proposed conditions for consideration.

Mr. Polster opened the Public Hearing.

Mr. James A. Carter, Hunter Law Firm, 910 West Mercury Boulevard, Suite 2A, Applicant, addressed the Commission in support of the application.

Mr. Polster inquired if the former owners were the ones to initially use the property as a short-term rental.

Ms. Costello stated that staff did not become aware of the short-term rental until December 2022 and the notice of violation was sent to the current property owners.

Mr. Carter stated that the caretaker was working for the previous owner and the current owner simply continued business as normal.

Mr. Polster inquired if the current owner had any indication that there might be a problem with using the property as a short-term rental.

Mr. Carter stated that the current owner did not know there was any reason for concern and adopted the business model used by the previous owner.

Mr. Polster inquired if staff finds the caretaker living on or near the property to be acceptable.

Ms. Costello stated that staff evaluates the applications strictly on the basis of the performance standard in the Comprehensive Plan.

Mr. O'Connor inquired about which rental platform was being used by the current property owners.

Mr. Carter stated that it was Vacation Rentals by Owner.

Mr. O'Connor noted that most of the short-term rental platforms make it clear that the property owner should be aware of and comply with local regulations.

Mr. Carter stated that he could not confirm or deny whether the current owner was aware of the regulations. Mr. Carter further stated that he believed they simply continued operation of the rental under the same model as the previous owner.

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

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

Mr. Krapf stated that his perspective is that the performance standards were developed to address concerns about short-term rentals within established neighborhoods and the impact of transient occupancy. Mr. Krapf further stated that he tries to differentiate short-term rental properties based on whether it is within a neighborhood or not and whether the use would impact a residential area. Mr. Krapf further stated that with the new SUP conditions that allow for periodic review to ensure the property owner is in compliance. Mr. Krapf further stated that having a property manager within a reasonable distance of the property is a good guarantee that the property will be monitored. Mr. Krapf stated that he will support the application.

Mr. Haldeman made a motion to recommend approval of the application with the proposed conditions.

On a roll call vote, the Commission voted to recommend approval of SUP-23-0003. 2884 Chickahominy Road Tourist Home. (5-1)

2. SUP-23-0009. 2868 Lake Powell Road Tourist Home

A motion to Deny was made by Jack Haldeman, the motion result was Passed.

AYES: 4 NAYS: 2 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster

Nays: Rodgers, Rose

Absent: Null

Ms. Terry Costello, Senior Planner, stated that Ms. Mary Waltrip has applied for an SUP to allow the short-term rental of up to five bedrooms in a single-family home at 2868 Lake Powell Road. Ms. Costello the property is zoned R-2, General Residential, is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map and is located inside the PSA. Ms. Costello stated that the property is served by private water and public sewer. Ms. Costello stated that if granted, this SUP would allow for short-term rentals throughout the year. Ms. Costello further stated that no changes to the footprint of the home are proposed.

Ms. Costello stated that staff finds some favorable factors for this application, such as the presence of adequate off-street parking and that the owner will live on-site. Ms. Costello further stated that staff finds the proposed use will not negatively impact LOS for roads and other public services.

Ms. Costello stated that staff finds the proposal to be incompatible with surrounding development and not consistent with the recommendations for short-term rentals in the 2045 Comprehensive Plan. Ms. Costello stated that staff therefore does not recommend approval of this application. Ms. Costello stated that should the Planning Commission wish to recommend approval, staff has included proposed conditions for consideration.

Mr. Polster opened the Public Hearing.

Ms. Lisa Waltrip, 2868 Lake Powell Road, Applicant, addressed the Commission in support of the application.

Mr. Tracy Douglas, 2862 Lake Powell Road, addressed the Commission in support of the application.

Ms. Emily Martel, 2886 Lake Powell Road, addressed the Commission in support of the application.

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

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

On a roll call vote, the Commission voted to recommend denial of SUP-23-0009. 2868 Lake Powell Road Tourist Home. (4-2)

3. SUP-23-0010. 2884 Lake Powell Road Tourist Home

A motion to Deny was made by Jack Haldeman, the motion result was Passed.

AYES: 4 NAYS: 2 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, O'Connor, Polster

Nays: Rodgers, Rose

Absent: Null

Ms. Terry Costello stated that Ms. Dena Waltrip has applied for an SUP to allow for the short-term rental of a four-bedroom single-family home at 2884 Lake Powell Road. Ms. Costello stated that the property is zoned R-2, General Residential, is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map and is located inside the PSA. The property is served by private water and public sewer. Ms. Costello stated that if granted, this SUP would allow for short-term rentals throughout the year. Ms. Costello further stated that no changes to the footprint of the home are proposed.

Ms. Costello stated that staff finds some favorable factors for this application, such as the presence of adequate off-street parking and that the owner will obtain the proper licensing and inspections. Ms. Costello stated that staff finds the proposed use will not negatively impact LOS for roads and other public services.

Ms. Costello stated that staff finds the proposal to be incompatible with surrounding development and not consistent with the recommendations for short-term rentals in the 2045 Comprehensive Plan. Ms. Costello stated that staff therefore does not recommend approval of this application. Ms. Costello stated that should the Planning Commission wish to recommend approval, staff has included proposed conditions for consideration.

Mr. Polster opened the Public Hearing.

Ms. Dena Waltrip, 2884 Lake Powell Road, Applicant, addressed the Commission in support of the application.

Mr. Tracy Douglas, 2862 Lake Powell Road, addressed the Commission in support of the application.

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

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

Mr. O'Connor stated that he has concerns about recommending approval of short-term rentals when they do not meet the criteria set forth in the Comprehensive Plan. Mr. O'Connor stated that he finds this application to be inconsistent with the Comprehensive Plan and will not support the application.

Mr. Polster inquired about the locations of existing approved and proposed short-term rentals on Lake Powell Road.

Staff provided a map showing the location of the approved and proposed short-term rentals.

Mr. Polster stated that he asked for the map in order to see the impact of short-term rentals within neighborhoods Mr. Polster further stated that he has concerns about the number of applications for this particular location.

Mr. Krapf stated that while this property is not within a subdivision, he does not find it compatible with the Comprehensive Plan and the land use designation. Mr. Krapf stated that he is concerned about the increasing number of short-term rental SUP applications and the cumulative impact on the County. Mr. Krapf stated that he will not support the application.

Dr. Rose inquired about the land use designation for the previously approved short-term rentals in that area.

Ms. Costello stated that all of the properties are designated Low Density Residential.

Mr. Polster noted that one of the properties was designated Airport. Mr. Polster further noted that he tries to go by a scorecard where the application meets three out of the four Comprehensive Plan criteria.

Mr. O'Connor stated that he feels the issue is part of the larger discussion on affordable housing stock and density within the PSA.

Mr. Haldeman noted that in some instances, the income from short-term rental can help the property owner afford to remain in the home, so while approving a short-term rental might remove a property from the affordable housing stock, it could make the home affordable for the current owner. Mr. Haldeman noted that there seems to be a saturation point with these applications which may affect approval of ones coming in now and hereafter.

Mr. Rodgers noted that this application seems to have a number of protections in place to ensure compatibility with the neighborhood. Mr. Rogers inquired if the other approved short-term rentals provide similar assurances.

Mr. Holt stated that he did not have a synopsis of Planning Commission discussion and action for the previous applications; however, he could request that staff look at the minutes for those applications.

Mr. Polster stated that short-term rentals are a recent phenomenon and that the Commission has struggled with finding a way to review the applications and apply appropriate criteria. Mr. Polster stated that as with many of the recent innovations in land use, the Commission is having to learn as it goes along and see what the impacts are based on approved applications. Mr. Polster stated that the one improvement in the process is that a SUP condition has been brought forward to ensure periodic review of the SUP and a mechanism to revoke the SUP if problems arise.

Mr. Haldeman stated that he is concerned about this application being within an existing neighborhood and not on a main road.

Dr. Rose inquired if the SUP would still run with the land even if the property is sold.

Mr. Holt stated that the SUP would have a condition requiring review by the Board of Supervisors at a specific time.

Ms. Costello stated that the Board would review the SUP in February of 2026.

Dr. Rose stated that few of the short-term rental applications meet all the criteria in the Comprehensive Plan and that the Commission has used discretion on past cases based on the impacts to the adjacent community. Dr. Rose stated that in this instance there has not been any concern raised about the impact of this application.

Mr. O'Connor stated that he is concerned that the SUPs are approving the short-term rental of the property and not just tourist homes or vacation rentals which could potentially lead to other transient occupancy uses. Mr. O'Connor stated that other short-term rentals could change the tone and tenor of a neighborhood.

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

On a roll call vote, the Commission voted to recommend denial of SUP-23-0010. 2884 Lake Powell Road Tourist Home. (4-2)

## **G. PLANNING COMMISSION CONSIDERATIONS**

There were no items for Planning Commission Consideration.

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

### **1. Planning Director's Report - May 2023**

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

Mr. Polster inquired about the purpose of including the Board of Supervisors resolution regarding solar farms in the packet.

Mr. Holt stated that the Resolution was included for informational purposes to keep the Commission in the loop.

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

Mr. Polster suggested a discussion on ORD-22-0001. Amendments for Scenic Roadway Protection.

Mr. Holt stated that it would be helpful to have a consensus from the Commission on the preferred options.

The Committee discussed setbacks for scenic roadways and the differences between the several scenic corridors in the County.

Mr. Krapf was supportive of the 400-foot setback.

Mr. Haldeman stated that he supports the 200-foot setback since the homes tend to be placed further back on the lots. Mr. Haldeman stated that he would support delaying the decision until the next Comprehensive Plan Update.

Mr. O'Connor stated that he supports the 75-foot setback and does not feel that it would change the rural character of the corridor. Mr. O'Connor further stated that he has concerns about further restricting the use of a property without compensating the property owner.

Mr. Krapf noted that he would support a rural cluster with a small density bonus.

The Commission further discussed viewsheds on scenic roads in other localities and how the smaller setbacks could still achieve the desired results without restricting the use of the property.

Mr. Polster noted that it appeared that the Board of Supervisors had several options to consider for further action.

Mr. Polster opened the floor for other discussion.

Mr. Haldeman inquired about parliamentary procedure for further discussion on a case once a motion has been made.

Mr. Holt stated that there could be discussion on the motion. Mr. Holt stated that there are many layers to that process; however, the Commission has historically not used that option.

## **J. ADJOURNMENT**

Mr. Krapf made a motion to adjourn to the Joint Meeting with the Board of Supervisors on May 23, 2023.

The meeting was adjourned at approximately 7:46 p.m.

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Paul D. Holt, III, Secretary

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Frank Polster, Chair

**ITEM SUMMARY**

DATE: 6/7/2023  
TO: The Planning Commission  
FROM: John Risinger, Senior Planner  
SUBJECT: SPLN-22-0005. Stonehouse Tract 10A

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**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	1. Cover Sheet and Overall Development Plan	Backup Material
☐	2. Agency Comments	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	5/31/2023 - 12:16 PM

**SPLN-22-0005. Stonehouse Tract 10A  
Staff Report for the June 7, 2023, Planning Commission Meeting**

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**SUMMARY FACTS**

Applicant: Mr. Jeff Huentelman, Land Planning Solutions

Landowner: MCP STONEHOUSE LLC C/O MANDRAKE CAPITAL PARTNERS

Proposal: 79 single-family dwellings and 73 multi-family dwellings (townhomes)

Location: 9101 Six Mount Zion Road

Tax Map/Parcel No.: 0540100002

Project Acreage: ± 50.35 acres

Current Zoning: PUD-R, Planned Unit Development Residential

Comprehensive Plan: Mixed Use

Primary Service Area: Inside

Staff Contact: John Risinger, Senior Planner

**REASON FOR PLANNING COMMISSION REVIEW**

Section 19-23 of the Subdivision Ordinance requires Planning Commission review for all major subdivisions with 50 or more lots.

**PUBLIC HEARING DATES**

Planning Commission: June 7, 2023, 6:00 p.m.

**FACTORS FAVORABLE**

1. The proposal is compatible with surrounding development.
2. Staff finds the proposal consistent with the 2045 Comprehensive Plan: *Our County, Our Shared Future*.
3. Subject to the submittal of revised plans and documents addressing the outstanding plan review comments, this proposal is consistent with the adopted Stonehouse Master Plan and proffers.

**FACTORS UNFAVORABLE**

1. No factors unfavorable.

**STAFF RECOMMENDATION**

Staff recommends that the Planning Commission grant Stonehouse Tract 10A preliminary subdivision approval subject to agency comments.

**PROJECT HISTORY**

Stonehouse Tract 10A is subject to the amended Stonehouse Master Plan and proffers approved by the Board of Supervisors on November 12, 2019. In accordance with the Master Plan, a total of 200 dwelling units are permitted within Tract 10A.

**PROJECT DESCRIPTION**

This proposal is for a total of 152 residential dwelling units. This includes 79 single-family dwellings and 73 multifamily dwellings. The development plan identifies an area for additional multifamily dwelling units; however, those units are not included within the

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*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.*

**SPLN-22-0005. Stonehouse Tract 10A  
Staff Report for the June 7, 2023, Planning Commission Meeting**

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current application and will be reviewed separately when submitted to the County.

**SURROUNDING ZONING AND DEVELOPMENT**

The properties immediately adjacent to Tract 10A are zoned PUD-R and PUD-C, Planned Unit Development Commercial, and designated Mixed Use on the Comprehensive Plan. Development on these properties includes residential neighborhoods and golf course properties. Properties south of Interstate 64 are zoned B-1, General Business, and PUD-C and designated Mixed Use on the Comprehensive Plan. These properties include commercial and industrial developments and undeveloped properties.

**PUBLIC IMPACTS**

- Anticipated impact on public facilities and services: Subject to the submittal of revised plans addressing the outstanding plan review comments.
- Anticipated impact on environmental, cultural, and historic resources: Subject to the submittal of revised plans addressing the outstanding plan review comments.
- Anticipated Land Use impact on nearby and surrounding properties: Subject to the submittal of revised plans addressing the outstanding plan review comments.

**STAFF RECOMMENDATION**

Staff recommends that the Planning Commission grant Stonehouse Tract 10A preliminary subdivision approval subject to agency comments.

JR/md  
SPLN22-5StnhTr10A

Attachments:

1. Cover Sheet and Overall Development Plan
2. Agency Comments

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*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.*

# STONEHOUSE - TRACT 10A

## SUBDIVISION PLAN

SIX MOUNT ZION ROAD  
 JAMES CITY COUNTY, VA 23168  
 MAY 2, 2023

# MCP ACQUISITIONS, LLC

150 WEST MAIN STREET, SUITE 1100  
 NORFOLK, VA 23510  
 757.282.1020



### GENERAL NOTES

- ALL CONSTRUCTION METHODS AND MATERIALS SHALL CONFORM WITH THE LATEST EDITION OF THE HAMPTON ROADS PLANNING DISTRICT COMMISSION (HRPDC) REGIONAL CONSTRUCTION STANDARDS; VDOT SUBDIVISION STREET REQUIREMENTS; VDOT ROAD AND BRIDGE STANDARDS AND SPECIFICATIONS; THE VIRGINIA EROSION AND SEDIMENT CONTROL REGULATIONS; AND ANY OTHER APPLICABLE COUNTY OR STATE ORDINANCES, CODES AND LAW; AND THE JAMES CITY SERVICE AUTHORITY DESIGN AND ACCEPTANCE CRITERIA.
- THE CONTRACTOR SHALL CONTACT THE ENGINEER OF RECORD NOT LESS THAN 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION TO ATTEND THE PRE-CONSTRUCTION MEETING.
- THE CONTRACTOR SHALL CONTACT THE APPROPRIATE AGENCY NOT LESS THAN 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION FOR EROSION AND SEDIMENT CONTROL, PUBLIC UTILITY INSTALLATION AND STREET SUBGRADE PREPARATION FOR A PRE-CONSTRUCTION MEETING.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING WITH MATCHING MATERIALS ANY PAVEMENT, DRIVEWAYS, WALKS, CURBS, ETC. THAT MUST BE CUT OR THAT ARE DAMAGED DURING CONSTRUCTION WITHIN THE EXISTING RIGHT OF WAYS.
- TRAFFIC ON EXISTING ROADWAYS MUST BE MAINTAINED DURING CONSTRUCTION WHEN ANY WORK IS BEING PERFORMED WITHIN THE EXISTING RIGHT OF WAY. THE MAINTENANCE OF TRAFFIC PLAN FOR THIS WORK MUST BE IN CONFORMANCE WITH THE VIRGINIA WORK AREA PROTECTION MANUAL AND ANY OTHER SPECIAL PROVISIONS LISTED IN THE COUNTY LAND USE PACKAGE FOR THIS SITE.
- ALL UNSUITABLE MATERIAL ENCOUNTERED DURING CONSTRUCTION IN THE RIGHT-OF-WAY SHALL BE UNDERCUT AND BACKFILLED WITH VDOT SELECT MATERIAL TYPE II MINIMUM CBR=20.
- ALL UTILITIES INCLUDING, BUT NOT LIMITED TO WIRES, CABLES, PIPES, CONDUITS AND APPURTENANT EQUIPMENT FOR ELECTRIC, TELEPHONE, GAS, CABLE TELEVISION OR SIMILAR SERVICES SHALL BE PLACED UNDERGROUND.
- THE PROPERTY SHOWN HEREON IS LOCATED WITHIN THE CHESAPEAKE BAY PRESERVATION AREA (CBPA) OVERLAY DISTRICT.
- A VSM/MPDES PERMIT WILL BE REQUIRED FROM LOCALITY PRIOR TO CONSTRUCTION ACTIVITIES.
- SOILS LOCATED ON THIS SITE HAVE A LOW POTENTIAL FOR SHRINK-SWELL. SEE THE SOILS MAP ON THE ENVIRONMENTAL INVENTORY PLAN SHEET.
- ALL NEW SIGNS SHALL BE IN ACCORDANCE WITH ARTICLE II, DIVISION 3 OF THE JAMES CITY COUNTY ZONING ORDINANCE.
- ALL NEW MONUMENTS SHALL BE SET IN ACCORDANCE WITH SEC. 19-34 THROUGH 19-36 OF THE JAMES CITY COUNTY SUBDIVISION ORDINANCE.
- THIS PROPERTY IS NOT IN AN AGRICULTURAL OR A FORESTAL DISTRICT.
- A 25' SETBACK FROM THE DEFINED RPA BUFFER IS REQUIRED SUCH THAT NO BUILDING WILL BE ERRECTED WITHIN 25' OF THE RPA.
- THE STORMWATER MANAGEMENT /BMP FACILITY AND ASSOCIATED STORMWATER CONVEYANCE SYSTEMS AS PROPOSED FOR THIS PROJECT WILL REQUIRE SUBMISSION, REVIEW AND APPROVAL OF A RECORD DRAWING (AS BUILT) AND CONSTRUCTION CERTIFICATION PRIOR TO RELEASE OF THE POSTED BOND/SURETY.
- AN INTERNAL CLOSED-CIRCUIT TELEVISION (CCTV) POST INSTALLATION INSPECTION PERFORMED BY THE OPERATOR, IS REQUIRED FOR ALL STORMWATER CONVEYANCE SYSTEM PIPES, ACCESS OR INLET STRUCTURES, AND CULVERTS OF 15-INCH NOMINAL DIAMETER SIZE OR GREATER AS PART OF THE CONSTRUCTION RECORD DRAWING (AS-BUILT) AND CONSTRUCTION CERTIFICATION PROCESS. CCTV INSPECTIONS SHALL BE SUBMITTED DIGITALLY FOR STAFF REVIEW.
- ALL DRAINAGE EASEMENTS SHALL BE PRIVATE AND DEDICATED TO THE EXISTING HOMEOWNERS ASSOCIATION.
- THE SITE CONTRACTOR AND/OR DEVELOPER SHALL BE RESPONSIBLE FOR THE GRADING AND STABILIZATION OF INCIDENTAL UTILITY INSTALLS (I.E. ELECTRIC, GAS, COMMUNICATION).

### SITE DATA:

PREVIOUS APPROVALS  
 STONEHOUSE REZONING AND PROFFER AND MASTER PLAN AMENDMENT (Z-18-0002/Z-19-0010/MP-18-0002)

PURSUANT TO PROFFER #10, THE CONCEPTUAL LAYOUT (C-21-0099) WAS REVIEWED BY THE DEVELOPMENT REVIEW COMMITTEE ON 1/19/22 AND APPROVED BY THE PLANNING COMMISSION ON 2/22/22.

SITE & ZONING  
 PARCEL TAX NO.: 0540100002  
 INST#: 202200769  
 ADDRESS: 9101 SIX MOUNT ZION ROAD  
 JAMES CITY COUNTY, VA

CURRENT ZONING: PUD-R (PLANNED UNIT DEVELOPMENT RESIDENTIAL)

EXISTING USE: VACANT  
 PROPOSED USE: 152 UNITS  
 USE A (SINGLE FAMILY): 79 LOTS  
 USE B (ATTACHED 2-4 UNITS): 23 LOTS  
 USE C (ATTACHED >4 UNITS <3 STORY): 50 LOTS

TOTAL SITE AREA: 2,193,278 SF OR 50.35 AC  
 SINGLE FAMILY LOT AREA: 383,457 SF OR 8.80 AC  
 OPEN SPACE AREA: 1,025,741 SF OR 23.54 AC  
 PUBLIC R/W AREA: 221,720 SF OR 5.09 AC  
 HOA LOTS: 92,198 SF OR 2.11 AC  
 MULTIFAMILY LOT: 83,247 SF OR 1.91 AC  
 UNDISTURBED NATURAL OPEN SPACE: 386,915 SF OR 8.88 AC

DISTURBED AREA: 25.67 AC  
 IMPERVIOUS AREA: 12.98 AC  
 PROPOSED WETLAND IMPACTS: NONE  
 CBPA DESIGNATION: RPA/RMA  
 NWBD HUC: Y062

MINIMUM BUILDING SETBACKS:  
 FRONT: 10' (15' WITH GARAGE) REAR: 10'  
 SIDE: 5' CORNER: 10'

### BUILDING

BUILDING USE & OCCUPANCY: RESIDENTIAL  
 PROPOSED BUILDING HEIGHT/STORIES:  
 USE A, B & C: 2 STORIES & 2 STORIES WITH BASEMENT  
 TYPE OF CONSTRUCTION (IBC): V-B  
 CRAWL SPACE OR SLAB CONSTRUCTION: RAISED SLAB  
 FIRE PROTECTION SYSTEM: N/A

### PARKING

PARKING REQUIRED:  
 USE A: 79 LOTS X 2 = 158 SPACES  
 USE B: 23 LOTS X 2.5 = 58 SPACES  
 USE C: 50 LOTS X 2.5 = 125 SPACES  
 TOTAL=341 SPACES

PARKING PROVIDED:  
 USE A: SINGLE-FAMILY: 84 DRIVEWAY SPACES +  
 89 SURFACE SPACES=173 SPACES  
 USE B & C: TOWNHOMES: 146 DRIVEWAY SPACES +  
 73 GARAGE SPACES=219  
 TOTAL=392 SPACES

ADJACENT ZONING/USE:  
 NORTH: PUD-R/VACANT  
 SOUTH: PUD-R/VACANT  
 EAST: PUD-R/VACANT  
 WEST: PUD-R/RESIDENTIAL

### DATUM:

1. HORIZONTAL DATUM IS BASED ON VIRGINIA COORDINATE SYSTEM OF 1983, SOUTH ZONE (NAD83).

2. VERTICAL DATUM IS BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) AND IS EXPRESSED IN FEET.

CONVERSION NOTE: TO CONVERT FROM NAVD88 TO NGVD29 DATUM, ADD 0.90'.

3. BENCHMARK LOCATIONS AS SHOWN ON PLAN

### FLOOD PLAIN NOTE:

THE PROPERTY SHOWN ON THIS SURVEY APPEARS TO FALL IN: ZONES X AND AE(ELEV=7)  
 FLOOD ZONE LINES WERE SCALED FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 51095C0041D EFFECTIVE DATE DECEMBER 16, 2015.

### SEWER SYSTEM

AVERAGE DAILY DESIGN FLOW: 310 GPD/UNIT  
 TOTAL AVERAGE DAILY DESIGN FLOW: 62,000 GPD  
 PEAK DESIGN FLOW: 155,000 GPD (PF=2.5)(107.6 GPM)

### WATER SYSTEM

WATER SERVICE SIZE: 3/4"/1" PER PLAN  
 DOMESTIC METER SIZE: 5/8"  
 REQUIRED FIRE FLOW: 2,500 GPM

### OWNER

MCP ACQUISITIONS, LLC  
 150 WEST MAIN STREET, SUITE 1100  
 NORFOLK, VA 23510  
 757.282.1020  
 CONTACT: TIM CULPEPPER  
 EMAIL: TCULPEPPER@ROBINSONDEVELOPMENT.COM

### ENGINEER

LAND PLANNING SOLUTIONS, INC  
 1403 GREENBRIER PARKWAY STE 205  
 CHESAPEAKE, VA 23320  
 P. 757.935.9014  
 F. 757.935.9015  
 CONTACT: JEFFREY P. HUENTELMAN, PE  
 EMAIL: JHUENTELMAN@LANDPLANS.NET

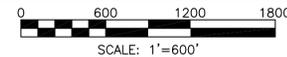
### SURVEYOR

LAND TECH RESOURCES, INC  
 3924 MIDLANDS ROAD  
 WILLIAMSBURG, VIRGINIA 23188  
 P. 757.565.1677  
 F. 757.565.0782  
 CONTACT: PETER FARRELL, LS

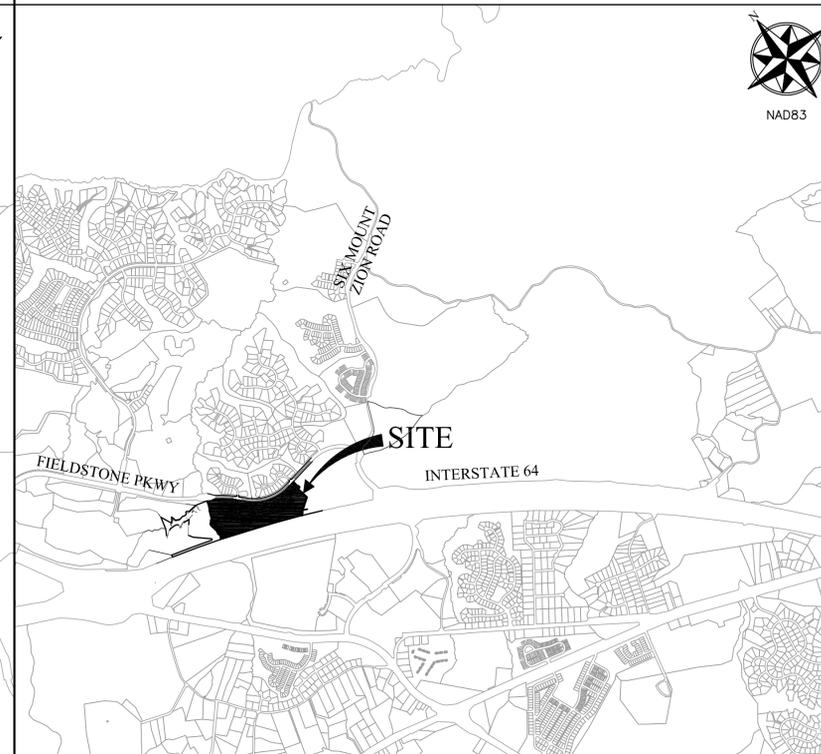
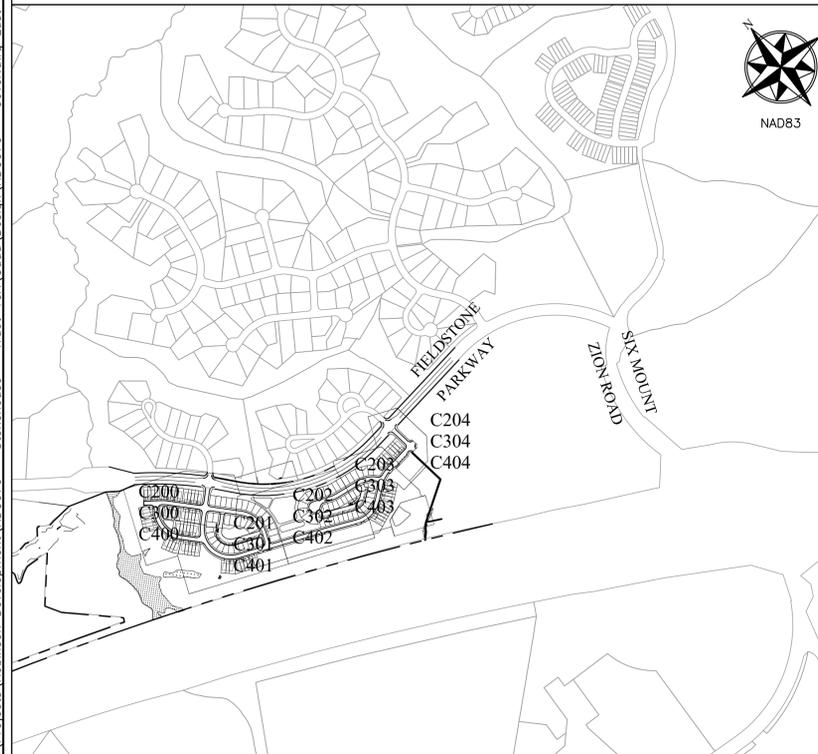
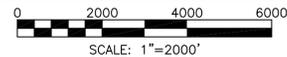
### GEOTECHNICAL

GET SOLUTIONS, INC  
 1592-E PENNINGMAN ROAD  
 WILLIAMSBURG, VA 23185  
 757.564.6452  
 CONTACT: MARK SCHOLEFIELD  
 EMAIL: MSCHOLEFIELD@GETSOLUTIONSINC.COM

### SITE MAP



### VICINITY MAP



### RESPONSIBLE LAND DISTURBER:

THE PROFESSIONAL WHOSE SEAL IS AFFIXED HERON SHALL ACT AS THE "RESPONSIBLE LAND DISTURBER" FOR THE PURPOSES OF PLAN APPROVAL ONLY. PRIOR TO ISSUANCE OF THE LAND DISTURBING PERMIT, THE OWNER OR DEVELOPER SHALL PROVIDE THE NAME OF A "RESPONSIBLE LAND DISTURBER" WHO SHALL ASSUME RESPONSIBILITY AS THE "RESPONSIBLE LAND DISTURBER" FOR THE CONSTRUCTION PHASE OF THE PROJECT. THE OWNER OR DEVELOPER SHALL PROVIDE WRITTEN NOTIFICATION SHOULD THE "RESPONSIBLE LAND DISTURBER" CHANGE DURING CONSTRUCTION.

No.	DATE	REVISION

### SHEET INDEX

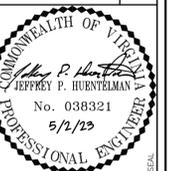
C000	COVER SHEET
C001	OVERALL DEVELOPMENT PLAN
C002-C007	PRELIMINARY PLAN
C008	ENVIRONMENTAL INVENTORY
C100-C101	E&S CONTROL PLAN - STAGE 1
C102-C103	E&S CONTROL PLAN - STAGE 2
C104	E&S CONTROL NARRATIVE & NOTES
C105	E&S CONTROL DETAILS
C200-C204	LAYOUT PLAN
C300A	OVERALL GRADING PLAN
C300-C304	GRADING PLAN
C400A	OVERALL UTILITY PLAN
C400-C404	UTILITY PLAN
C500-C504	PROFILES
C600-C605	LANDSCAPE & LIGHTING PLAN
C606	LANDSCAPE & LIGHTING DETAILS
C700-C704	DETAILS

PROJECT No.:  
RDG070



LAND PLANNING SOLUTIONS  
 1403 Greenbrier Pkwy. STE. 205  
 Chesapeake, VA. 23320  
 O 757.935.9014 F 757.935.9015  
 www.landplanningsolutions.com

STONEHOUSE - TRACT 10A  
 SUBDIVISION PLAN  
 FIELDSTONE PARKWAY  
 JAMES CITY COUNTY, VIRGINIA  
 COVER SHEET



SHEET NO.

C000

County Project #SPLN-22-0005

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**STONEHOUSE PERMITTED USE CATEGORIES BY TRACT**

PARCEL/TRACT	PERMITTED USES	MAXIMUM ALLOWABLE RESIDENTIAL DENSITY	MAXIMUM ALLOWABLE NON-RESIDENTIAL SQUARE FOOTAGE	PROPOSED RESIDENTIAL DENSITY	PROPOSED B,C,D USES	PROPOSED NON-RESIDENTIAL SQUARE FOOTAGE	PREVIOUSLY APPROVED RESIDENTIAL DENSITY	PREVIOUSLY APPROVED B,C,D USES	PREVIOUSLY APPROVED NON-RESIDENTIAL SQUARE FOOTAGE	JAMES CITY COUNTY PLAN REFERENCE
LAND BAY 3	A,I,J	0	0	0	0	0	0	0	0	
LAND BAY 5	A,B,C,I,J	180	0	0	0	0	180	64	0	SPLN-21-0001
LAND BAY 8	A,B,I,J	8	0	0	0	0	0	0	0	
LAND BAY 14	A,I,J	4	0	0	0	0	0	0	0	
TRACT 2	A,B,C,D,I,J	400	0	0	0	0	0	0	0	
TRACT 3	A,B,C,D,I,J	350	0	0	0	0	331	97	0	S-0009-2017,SP-0011-2017,S-0004-2017
TRACT 9	SCHOOL,I,J	0	0	0	0	0	0	0	0	
TRACT 10A	A,B,C,D,I,J	200	0	152	73	0	0	0	0	
TRACT 10B	A,B,C,D,E,G,I,J	100	120,000	0	0	0	0	0	0	SPLN-22-0005
TRACT 11A	A,B,C,I,J	320	0	206	0	0	0	0	0	
TRACT 11B	A,B,C,I,J,RV STORAGE	530	200,000	0	0	0	0	0	0	SPLN-22-0003
TRACT 13	E,F,G,H,J	0	420,000	0	0	0	0	0	0	
TRACT S	A,B,C,D,I,J	300	0	160	68	0	0	0	0	SPLN-22-0001 SP-0008-2009
RECREATION AREAS	RECREATION FACILITY,I,J	0	0	0	0	0	0	0	0	
<b>TOTALS</b>		<b>2,392</b>	<b>740,000</b>	<b>518</b>	<b>141</b>	<b>0</b>	<b>511</b>	<b>161</b>	<b>0</b>	
TOTAL REMAINING RESIDENTIAL UNITS (1)		1,363	1. STONEHOUSE MASTER PLAN ALLOWS FOR A TOTAL OF 2,392 RESIDENTIAL UNITS WITHIN THE PUD 2. STONEHOUSE MASTER PLAN ALLOWS FOR A TOTAL OF 1,200 B,C & D TYPE USES 3. STONEHOUSE MASTER PLAN ALLOWS FOR A TOTAL OF 740,000 SF OF NON-RESIDENTIAL SQUARE FOOTAGE WITHIN THE PUD							
TOTAL REMAINING B,C,D USES (2)		898								
TOTAL REMAINING NON-RESIDENTIAL SQUARE FOOTAGE (3)		740,000								

**MASTER PLAN LAND DESIGNATIONS**

AREA DESIGNATION	TYPE OF DEVELOPMENT
A	SINGLE-FAMILY
B	ATTACHED STRUCTURES CONTAINING TWO TO FOUR DWELLING UNITS
C	ATTACHED STRUCTURE LESS THAN THREE STORIES AND CONTAINING MORE THAN FOUR DWELLING UNITS
D	ATTACHED STRUCTURE OF THREE OR MORE STORIES CONTAINING MORE THAN FOUR DWELLING UNITS
E	COMMERCIAL USES
F	WHOLESALE AND WAREHOUSES
G	OFFICE USES
H	LIGHT INDUSTRIAL USES
I	INSTITUTIONAL OR PUBLIC USES
J	AREAS OF COMMON OPEN SPACE WITH RECREATION AREAS AS NOTED

**LAND USE AREA SUMMARY**

	SF	AC
SINGLE-FAMILY DETACHED LOTS:	193,098	4.43
SINGLE-FAMILY ATTACHED LOTS:	190,359	4.37
PUBLIC RIGHT OF WAY:	221,720	5.09
COMMON OPEN SPACE #1:	1,281,946	29.43
COMMON OPEN SPACE #2:	7,779	0.18
COMMON OPEN SPACE #3:	115,260	2.65
HOA 1	37,586	0.86
HOA 2	26,733	0.61
HOA 3 (CLUBHOUSE/POOL)	35,601	0.82
MULTIFAMILY LOT (MF-1)	83,247	1.91
TOTAL AREA SUBDIVIDED	2,193,329	50.35
TOTAL COMMON OPEN SPACE AREA:	1,404,985	32.25
NATURAL OPEN SPACE EASEMENT	996,206	22.87
NUMBER OF SINGLE-FAMILY DETACHED LOTS:	79	
NUMBER OF SINGLE-FAMILY ATTACHED LOTS (TOWNHOUSES):	73	
TOTAL NUMBER OF LOTS:	152	
SMALLEST SINGLE-FAMILY DETACHED LOT:	1,846 SF	
SMALLEST SINGLE-FAMILY ATTACHED LOT:	1,870 SF	
AVERAGE LOT SIZE (SFD):	2,443 SF	
AVERAGE LOT SIZE (SFA):	2,607 SF	
AVERAGE IMPERVIOUS AREA PER LOT:		
SFD=50%		
SFA=60%		
MF-1=65%		
CLUBHOUSE=50%		

**LEGEND**

-  COMMON OPEN SPACE
-  NATURAL OPEN SPACE EASEMENT
-  HOA LOTS
-  MULTIFAMILY LOT (BY OTHERS)



LAND PLANNING SOLUTIONS  
1403 Greenbrier Pkwy, Ste. 205  
Chesapeake, VA, 23320  
O 757.935.9014 F 757.935.9015  
www.landplanningsolutions.com



No.	DATE	REVISION

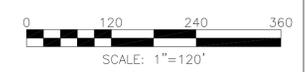
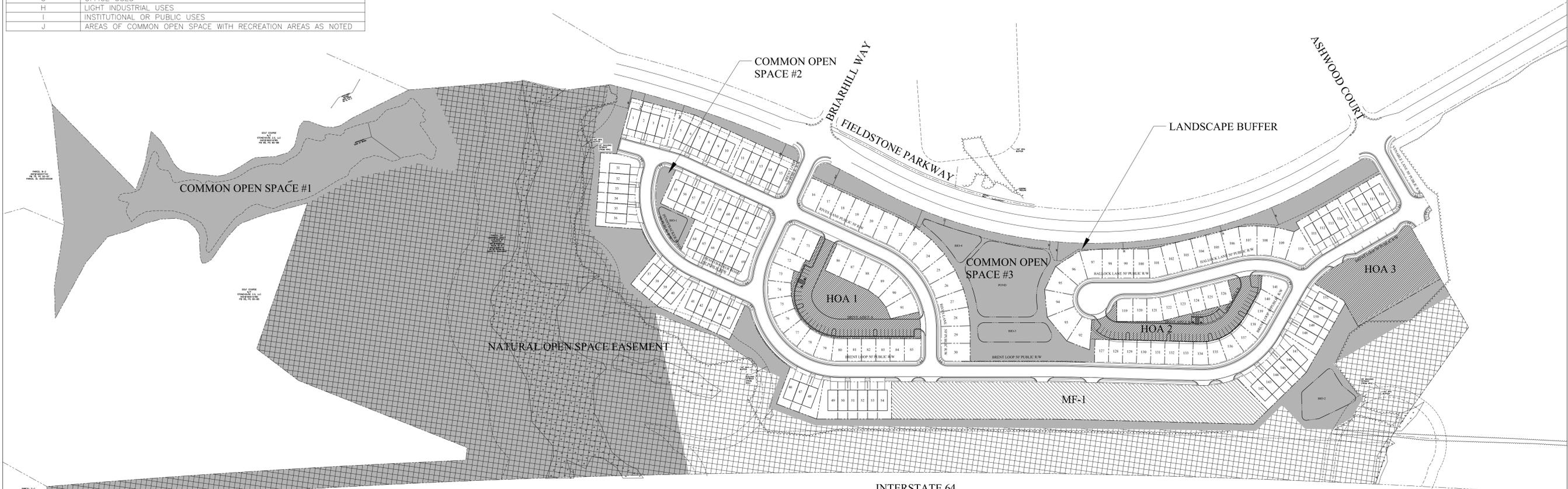
PROJECT No:	RDG070
DATE	2/MAY/23
DES. GAR	
DR. RLR	
CKD. JPH	

**STONEHOUSE - TRACT 10A  
SUBDIVISION PLAN**  
FIELDSTONE PARKWAY  
JAMES CITY COUNTY, VIRGINIA

**OVERALL DEVELOPMENT PLAN**



SHEET NO.  
**C001**



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## Community Development

101-A Mounts Bay Road  
P.O. Box 8784  
Williamsburg, VA 23187-8784  
P: 757-253-6671  
F: 757-253-6822  
community.development@jamescitycountyva.gov

[jamescitycountyva.gov](http://jamescitycountyva.gov)

**Building Safety & Permits**  
757-253-6620

**Neighborhood Development**  
757-253-6640

**Planning**  
757-253-6685

**Zoning**  
757-253-6671

May 25, 2023

Mr. Jeff Huentelman  
Land Planning Solutions  
1403 Greenbrier Parkway Ste. 205  
Chesapeake, VA 23320

### **RE: SPLN-22-0005, Stonehouse - Tract 10A**

Dear Mr. Huentelman,

Thank you for the opportunity to review your application for the above referenced project. Upon review of your application, staff offers the following comments:

#### **Planning:**

1. Please note that the James City County Board of Supervisors instituted a \$262.50 fee and the James City Service Authority Board of Directors instituted a \$150.00 fee for every review of a project after the second resubmission and review. This means that the fees will be assessed on the next submittal.
2. *Townhome Lighting.* Per prior comments, any exterior lighting on the townhome lots (lamp posts, wall sconces, etc..) must be included on a lighting plan for County review and approval. Please provide the lighting plan when available.
3. *Proffers.* These parcels are governed by the proffers associated with Z-19-0010, which have been uploaded to Permitlink. The following proffers are immediately pertinent to this proposal, though staff recommends reading the document in its entirety:
  - a. *Community Association.* Please note that, per Proffer 1, these proposed units are required to be incorporated as part of the existing or proposed community association for this portion of the Stonehouse development. All necessary covenants and articles of incorporation will be required to be submitted as part of the major subdivision submittal process.
  - b. *Transportation Improvements-Traffic Signal Warrant Analysis.* The traffic signal warrant analyses in accordance with proffers 3.1(d) 3.1(e) and 3.2(a), and subsequently 3.2(b) and 3.2(c), have been received and comments from VDOT have been provided. Please provide revisions and/or responses to the comments to continue the review as outlined in the proffers.
  - c. *Cash Contribution.* Please be aware of the cash contributions specified within Proffer 7 and continue to coordinate with the County as development proceeds for units within the overall development.

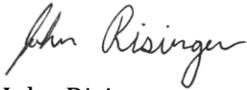
- d. *Environmental Protection.* Per Proffer 9.5, prior to the issuance of 25% of building permits for the units shown on a subdivision plat, a nutrient management plan shall be provided for the development.
  - e. *Design Review Guidelines.* Please note that design review guidelines will need to be submitted for County review in accordance with Proffer 14.
4. *Preliminary Plan Review.* Per Sec. 19-23, this plan must be reviewed by the Planning Commission to grant preliminary approval. As requested, staff is scheduling this to take place at the June 7<sup>th</sup> Planning Commission meeting.

**ICSA:** Comments are available on PermitLink.

**Landscape Planner and SRP:** Comments will be forwarded when available.

When the above comments have been incorporated into the plans, please provide 12 copies of the revised plans and a letter detailing how the comments were addressed. Please also upload the revised plans and documents to PermitLink. Please do not hesitate to contact me at (757)253-6691 or [John.Risinger@jamescitycountyva.gov](mailto:John.Risinger@jamescitycountyva.gov) should you have any questions or concerns.

Respectfully,



John Risinger  
Senior Planner

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**INTEROFFICE MEMORANDUM**

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**TO:** JOHN RISINGER, PLANNER  
**FROM:** JOSE L RIBEIRO, SENIOR PLANNER/ LANDSCAPE PLANNER  
**SUBJECT:** SPLN-22-0005. STONEHOUSE-TRACT 10A SUBDIVISION PLAN  
**REVIEW:** 4<sup>TH</sup>  
**DATE:** 5/26/2023

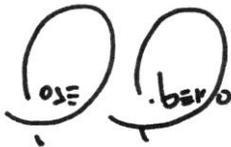
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I have reviewed the above referenced plan in accordance with [Chapter 24. Article II. Division 4.-Landscaping](#) of the Zoning Ordinance and have the following comments to offer:

1. **Street Trees.** As previously requested please submit a document dedicating the street tree easement together with a maintenance easement to the property owner's association or other entity approved by the agent and county attorney.

Should you have any questions and/or concerns please feel free to contact me at 757-253-6890 or via e-mail at [jose.ribeiro@jamescitycountyva.gov](mailto:jose.ribeiro@jamescitycountyva.gov) I will be happy to assist.

Thank you.

A handwritten signature in black ink, consisting of two large, overlapping loops. The first loop contains the letters 'JOSE' and the second loop contains the letters 'RIBEIRO'.

Jose Ribeiro  
Landscape Planner, Senior  
757-253-6890



## MEMORANDUM

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Date: May 15, 2023  
To: John Risinger, Planner  
From: Karlyn Owens – JCSA Engineering  
Subject: SPLN-22-0005 Stonehouse Tract 10A: Phase 1

James City Service Authority has reviewed these plans dated 5/2/2023 for general compliance with the JCSA Standards and Specifications, Water Distribution and Sanitary Sewer Systems and has the following comments:

1. Update utility note 9 on C403 per previous comments on other tracts. All pipe to have tracer wire and warning tape.
2. Pennybacker profile station 13+25: there appears to be a conflict between the water main and CO-15.
3. C004 shows a JCSA easement between lots 96 and 97, plans do now show a water or sewer pipe at this location. Remove easement if not required.
4. Water and Sewer Data Sheets need updating:
  - a. Pipe lengths for water and sewer do not match plans and appear to overstate the linear footage of pipe. Note that inspection fees are calculated based on the linear footage of pipe identified on the water and sewer data sheets.
  - b. Update manhole quantities, there should be 29 standard and 5 60" wide manholes per site plans.

Please call me at 757-259-5453 if you have any questions or require any additional information.



**General Services**  
107 Tewning Road  
Williamsburg, VA 23188  
P: 757-259-4080  
General.Services@jamescitycountyva.gov  
[jamescitycountyva.gov](http://jamescitycountyva.gov)

<b>Capital Projects</b> 107 Tewning Road Williamsburg, VA 23188 757-259-4080	<b>Fleet</b> 103 Tewning Road Williamsburg, VA 23188 757-259-4122	<b>Stormwater and Resource Protection</b> 101-E Mounts Bay Road Williamsburg, VA 23185 757-259-6670	<b>Facilities &amp; Grounds</b> 113 Tewning Road Williamsburg, VA 23188 757-259-4080	<b>Solid Waste</b> 1204 Jolly Pond Road Williamsburg, VA 23188 757-565-0971
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Date: April 27, 2023

To: Jeff Huentelman, PE  
Land Planning Solutions, Inc.  
1403 Greenbrier Parkway, Suite 205  
Chesapeake, VA 23320

RE: Stonehouse – Tract 10A  
SPLN-22-0005  
4<sup>th</sup> SRP Division Review

The Stormwater and Resource Protection Division has completed a review of the submitted case referenced above and offers the following permitting information and technical comments on the proposed submittal.

**Permitting Information and Regulatory Notices**

- Offsite Work. Provide evidence of permission to occupy or disturb the offsite adjacent tract from the parcel owner. *Previous comment. Response is that evidence is forthcoming. Please provide with next submittal.*

**Technical Review Comments**

**Chesapeake Bay Preservation**

1. Natural Open Space Easements. Easements must be shown on the Preliminary Plat sheets for all areas claimed as Forested Open Space in the VRRM spreadsheets. Please update the label shown on sheet C002 from 8.88 AC to 23.29 AC.
2. Natural Open Space Easement. A Deed of Natural Open Space Easement must be recorded at the time of plat recordation for any of the lots in this phase of development. This will be handled at the plat review stage of development.

**Erosion and Sediment Control Plan**

3. Stage 2 Cleared Areas. Please consider the addition of diversions/ check dams within the upper cleared areas of all sub-watersheds. Once these areas are cleared, the slopes indicate channelization of flows into the traps and basins at velocities that may overtax the basin and trap facilities.

### **Grading Plan**

4. Sheet C302, Wet Pond Access Road. Please revise the proposed grading in the VDOT right-of-way for the access road culverts. As currently presented, the proposed grading does not support the top elevations shown in the culvert reports.

### **Stormwater Management / Drainage Plan**

5. Bioretention Details. Please verify that the filter fabric placement within the bioretention sections is per the current DEQ Clearinghouse Specifications, especially regarding fabric placement in the vicinity of the underdrain systems.
6. Sheet C301.
  - a. Drainage Easement. Please provide a callout for the easement for the swale, beginning east of lot 54, and storm run from structure D6 to D10.
  - b. For the further swale behind lot 46, please revise the outlet protection to span the width of the channel, to avoid potential bypass.
7. Sheet C302, Structures F6, F7, F8, and F9. Please extend the two berms, running along the southern drainage divide for structure F2, for one large berm. Additionally, given the steep slopes south of these structures, please consider upsizing these berms to account for anticipated flows.
8. Sheet C303, Structure G1. *Previous comment not fully addressed.* A DI-3C is still shown to be used with the RIM elevation being buried. While it is understood that this is intended for future development, this structure may not be underground where sediment will easily enter the storm system. Please bring the RIM elevation to grade or modify the structure type.
9. Wet Pond, Landscaping.
  - a. Woody Vegetation. *Previous comment not fully addressed.* Woody shrubs may not be planted along the embankment between the wet pond and Fieldstone Parkway. Please replace the Wax Myrtle shrubs with a non-woody shrub or grass alternative.
  - b. Access to Facility. Please remove or relocate a few shrubs, lining the southern edge of the access road, to allow adequate access to the principal spillway.

Please contact our offices with any questions or concerns regarding the conditions noted. Staff contact information is listed below for your convenience.

## Staff Contact Information

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**Robin Benedict**  
Watershed Planner I  
Robin.Benedict@jamescitycountyva.gov  
(757) 253-6781

**ITEM SUMMARY**

DATE: 6/7/2023

TO: The Planning Commission

FROM: Josh Crump, Principal Planner

SUBJECT: Development Review Committee Action Item: C-23-0030. JCSA Five Forks Water Treatment Plant Building Addition

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To address safety and operational concerns at the Five Forks Water Treatment Facility, the James City Service Authority (JCSA) is proposing to build a +/- 1,800 square-foot addition to the main facility for the storage of chemicals. The building addition will result in the loss of a few parking spaces and will reduce the amount of space that large trucks have available to drive up to the loading dock. Therefore, some minor paving improvements are necessary at the front of the building to allow for additional parking and adequate truck turnaround.

Reason for DRC Review: The adopted Special Use Permit (SUP) conditions requires DRC review of any proposed changes to the development and land clearing plan for a consistency determination.

[LINK](#) to the DRC Staff Report and Exhibits.

On May 24, 2023, the DRC voted to find the proposal consistent with the approved SUP by a vote of 4-0.

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:28 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:28 PM
Publication Management	Daniel, Martha	Approved	5/26/2023 - 1:21 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 2:46 PM

ITEM SUMMARY

DATE: 6/7/2023

TO: The Planning Commission

FROM: Thomas Wysong, Senior Planner

SUBJECT: Development Review Committee Action Item: SP-23-0024. LifePointe Christian Church East Parking Area

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A proposal has been submitted to build an additional 116 parking spaces in the East Parking Area to accommodate the growth in church attendance for the church use.

Reason for DRC Review: The applicant is proposing an additional on-site parking lot that does not fully align with the approved Master Plan for LifePointe Christian Church approved with SUP-0001-2018. Specifically, the proposed parking area exceeds the areas shown on the Master Plan and abuts an area designated for wooded preservation and buffering, which necessitate the DRC determining Master Plan consistency.

[LINK](#) to The DRC Staff Report and Exhibits.

On May 24, 2023, the DRC found the proposal to be consistent with the Master Plan with a condition added for Enhanced Landscaping by a vote of 4-0.

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:33 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:33 PM
Publication Management	Daniel, Martha	Approved	5/26/2023 - 1:18 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 2:45 PM

ITEM SUMMARY

DATE: 6/7/2023

TO: The Planning Commission

FROM: Ben Loppacker, Planner

SUBJECT: Development Review Committee Action Item: SPLN-22-0006. Settlement at Powhatan Creek Phase 4 Waterline Exception

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A proposal has been submitted to allow for the construction of a James City Service Authority (JCSA) waterline within the 150-foot buffer along Monticello Avenue in accordance with the proffers associated with The Settlement at Powhatan Creek.

Reason for DRC Review: Due to the size of the proposed development, JCSA has requested that the developer build an additional waterline to access the development. The applicant has proposed locating the waterline within the landscape buffer of the proposed subdivision. The proffers for the development require a 150-foot greenbelt buffer along the property’s Monticello Avenue frontage and Proffer No. 4 states, “With the prior approval of the Development Review Committee, utilities, drainage improvements, community entrance roads as shown generally on the Master Plan, pedestrian/bicycle trails, lighting, entrance features and signs may be located in the greenbelt buffer.”

[LINK to Staff report and Exhibits.](#)

On May 24, 2023, the DRC approved the proposal by a vote of 4-0.

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:21 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 12:21 PM
Publication Management	Daniel, Martha	Approved	5/26/2023 - 1:16 PM
Planning Commission	Holt, Paul	Approved	5/26/2023 - 2:45 PM

**ITEM SUMMARY**

DATE: 6/7/2023

TO: The Planning Commission

FROM: Ben Loppacker, Planner

SUBJECT: SUP-23-0014. 7649 Cypress Drive Rental of Rooms

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**ATTACHMENTS:**

	Description	Type
☐	0. Staff Report	Staff Report
☐	1. Proposed SUP Conditions	Backup Material
☐	2. Location Map	Backup Material
☐	3. Master Plan	Backup Material
☐	4. Applicant Narrative	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/31/2023 - 9:34 AM
Planning Commission	Holt, Paul	Approved	5/31/2023 - 9:34 AM
Publication Management	Pobiak, Amanda	Approved	5/31/2023 - 9:47 AM
Planning Commission	Holt, Paul	Approved	5/31/2023 - 9:48 AM

**SPECIAL USE PERMIT-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**SUMMARY FACTS**

Applicant: Mrs. Sharon Elliot  
Landowners: Mr. Kenneth and Mrs. Sharon Elliot  
Proposal: To allow for a short-term rental of one bedroom within the existing three-bedroom house.  
Location: 7649 Cypress Drive  
Tax Map/Parcel No.: 0930100015  
Property Acreage: ± 0.55 acres  
Zoning: A-1, General Agricultural  
Comprehensive Plan: Rural Lands  
Primary Service Area: Outside  
Staff Contact: Ben Loppacker, Planner

**PUBLIC HEARING DATES**

Planning Commission: June 7, 2023, 6:00 p.m.  
Board of Supervisors: July 11, 2023, 5:00 p.m. (tentative)

**FACTORS FAVORABLE**

1. There is adequate off-street parking.
2. The applicant has acknowledged that, should this application be approved, she will obtain the proper licensing and inspections through the County and will be subject to appropriate use-based taxes.
3. Impacts: See Impact Analysis on Pages 3-4.

**FACTORS UNFAVORABLE**

1. Staff finds the proposal is not fully consistent with the short-term rental recommendations of the *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*.
2. Impacts: See Impact Analysis on Pages 3-4.

**SUMMARY STAFF RECOMMENDATION**

Per the Impact Analysis noted below, staff finds the proposed use will not negatively impact surrounding property or development nor is it expected to negatively impact Level of Service (LOS) for roads or other public services. While staff believes that this location is generally considered appropriate for this use, staff finds the proposal not fully consistent with the Comprehensive Plan recommendations for short-term rentals. Staff, therefore, cannot recommend approval of this application. Should the Planning Commission wish to recommend approval, staff has included proposed conditions for consideration (Attachment No. 1).

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*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-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**PROJECT DESCRIPTION**

Mrs. Sharon Elliot has applied for a Special Use Permit (SUP) to allow for a short-term rental of one bedroom within the existing three-bedroom house on the property. The proposal includes no changes to the size or footprint of the house.

The Zoning Ordinance defines rental of rooms as “The “Rental of Rooms” use within the A-1 Zoning District and limits rentals to a maximum of three bedrooms and requires the homeowner or caretaker to continue residing at the property during the time of the rental. The proposed conditions limit the number of bedrooms available for short-term rental to a maximum of one bedroom.

The property takes access from Cypress Drive. There is an existing parking area that is sufficient to accommodate guests. The three-bedroom home is on private well water and a private sewer system. In previous short-term rental applications, staff calculated the number of occupants to be two people per bedroom. Therefore, proposed Condition No. 3 states that the maximum number of occupants per contract, including children, is two.

**PLANNING AND ZONING HISTORY**

- There have been no previous legislative cases associated with this parcel.
- The current house located on the parcel was constructed in 2010.

**SURROUNDING ZONING AND DEVELOPMENT**

- The properties surrounding this parcel to the north, south, and west are all zoned A-1, General Agricultural. The property’s north

and east sides are adjacent to the Cypress Point Subdivision, which is zoned A-1, General Agricultural.

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**SPECIAL USE PERMIT-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The proposal is not anticipated to generate traffic exceeding a typical residential use.</li> <li>- The subject property is located on Cypress Drive (State Route 673), a publicly maintained road that is classified by the Virginia Department of Transportation as a local road. However, staff believes that the road is adequate for this use.</li> </ul>
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Pedestrian/bicycle accommodations are not shown on the adopted Pedestrian/Bicycle Accommodations Master Plan.</li> </ul>
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Fire Station 1 on Forge Road serves this area of the County and is approximately 5.7 miles from the proposed short-term rental.</li> <li>- Staff finds this project does not generate impacts that require mitigation to the County’s Fire Department facilities or services.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- N/A since no residential dwelling units are proposed.</li> </ul>
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- N/A since no residential dwelling units are proposed.</li> </ul>
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Staff finds this project does not generate impacts that require mitigation.</li> </ul>
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The property is served by a private well and private septic system.</li> <li>- The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.</li> </ul>

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**SPECIAL USE PERMIT-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Watersheds, Streams, and Reservoirs</u> Project is located in the Gordon Creek Watershed.	<u>Mitigated</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>	- Traffic is anticipated to be typical of a residential home, the subject property must adhere to the County’s Noise Ordinance, and the proposed SUP conditions will restrict commercial signage and exterior lighting. Future expansions of the use would require an SUP amendment.
<u>Community Character</u>	<u>No Mitigation Required</u>	- The structure is not located on a Community Character Corridor. This parcel is also not located within a Community Character Area.
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	- The applicant has verified that she is not aware of any covenants or restrictions on the property that prohibit the proposed use.

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*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-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**2045 COMPREHENSIVE PLAN**

The site is designated Rural Lands on the 2045 Comprehensive Plan Land Use Map. All surrounding properties are designated Rural Lands.

Per the adopted Comprehensive Plan, appropriate primary uses include traditional agricultural and forestal activities, but also innovative agriculture, horticulture, silviculture, specialty or niche farming, commercial and non-commercial equine opportunities, agri-tourism, rural-based public or commercial recreation, rural-support businesses, and certain public or semi-public and institutional uses that require a spacious site and are compatible with the natural and rural surroundings. Staff finds this use to generally fit within these categories as nearby lodging options could support agri-tourism and eco-tourism uses in Rural Lands.

Per the adopted Comprehensive Plan language, uses in Rural Lands should reflect and enhance the rural character of the County. Particular attention should be given to locating structures and uses outside of sensitive areas, and maintaining existing topography, vegetation, trees, and tree lines to the maximum extent possible, especially along roads and uses.

Per the Impact Analysis noted above, staff finds the proposed use will not negatively impact surrounding property or development nor is it expected to negatively impact LOS for roads or other public services.

Specific to short-term rentals, the adopted Comprehensive Plan states that, if located within a residential context, short-term rentals should serve to complement the residential character of the area rather than altering its nature. Therefore, while every location can be considered uniquely, short-term rentals are most appropriately located subject to the following development standards:

- Be located on lands designated Rural Lands, Neighborhood Commercial, Community Commercial, Mixed Use, or Economic Opportunity.

*This property is designated Rural Lands on the adopted 2045 Comprehensive Plan Land Use Map.*

- Be located on the edge or corner of an existing platted subdivision, rather than internal to it.

*This parcel is located within an existing platted subdivision, the Cypress Point neighborhood.*

- Be located on a major road.

*Cypress Drive is classified as a local road; therefore, this property does not front on a major road.*

- Be operated in a manner such that the property owner will continue to live and reside on the property during the rental.

*The owner of the property will live on the property during its use as a short-term rental.*

**STAFF RECOMMENDATION**

Per the Impact Analysis noted above, staff finds the proposed use will not negatively impact surrounding property or development nor is it expected to negatively impact LOS for roads or other public services. While staff believes that this location may be considered appropriate for this use, staff finds the proposal not fully consistent with the Comprehensive Plan recommendations for short-term rentals. Staff, therefore, cannot recommend approval of this application. Should the

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*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-23-0014. 7649 Cypress Drive Rental of Rooms  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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Planning Commission wish to recommend approval, staff has included proposed conditions for consideration (Attachment No. 1).

BL/md  
SUP23-14\_7649CyprDrRm

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Master Plan
4. Applicant Narrative

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*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.*

## **SUP-23-0014. 7649 Cypress Drive Rental of Rooms**

1. **Master Plan.** This SUP shall permit a Rental of Rooms on property located at 7649 Cypress Drive and further identified as James City County Real Estate Tax Map Parcel No. 0930100015 (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “JCC SUP-23-0014, 7649 Cypress Drive Short Term Rental” and date stamped April 24, 2023 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended. This condition does not restrict improvements typical of a residential property as determined by the Director of Planning.
2. **Commencement.** Evidence of a business license and updated Certificate of Occupancy shall be provided to the Director of Planning within twelve (12) months from the issuance of the SUP, or this SUP shall automatically be void.
3. **Number of Rental Room Occupants.** There shall be no more than one (1) bedroom available for rent to visitors and no more than two (2) rental occupants total at any one time.
4. **Contracts per Rental Period.** There shall not, during any period of time, be simultaneous rentals of the Property under separate contracts.
5. **Signage.** No signage related to the use of the tourist home shall be permitted on the Property.
6. **Parking.** Off-site parking for this use shall be prohibited. No oversized commercial vehicles associated with rental occupants of the tourist home, such as, but not limited to, buses, commercial trucks, and trailers shall be allowed to park on the Property.
7. **Compliance Review.** On or before November 28, 2025, the owner of the Property must submit a letter to the Director of Planning requesting either continuance or cancellation of the SUP. If the owner requests cancellation of the SUP or does not submit the required letter, the Director of Planning shall initiate proceedings for the Board of Supervisors to revoke the SUP pursuant to Section 24-12 of the County Code. If the owner of the Property requests continuance of the SUP, the owner must also submit a statement certifying that the use and Property are in compliance with all SUP conditions. The Director of Planning shall then prepare a memorandum setting forth any and all complaints received by staff since issuance of the SUP and any violations of the SUP conditions. The Director of Planning shall place the compliance review on the Board of Supervisors’ February 2026 Board meeting as a Public Hearing item at not cost to the Property owner. Following the public hearing, the Board of Supervisors shall determine whether to initiate proceedings to revoke the SUP due to incompatibility with the surrounding neighborhood, violation of the SUP conditions, or any other reason related to the health, safety, and welfare of the community or may instead set a new compliance review date.
8. **Severance Clause.** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

# JCC SUP-23-0014, 7649 Cypress Drive Short Term Rental

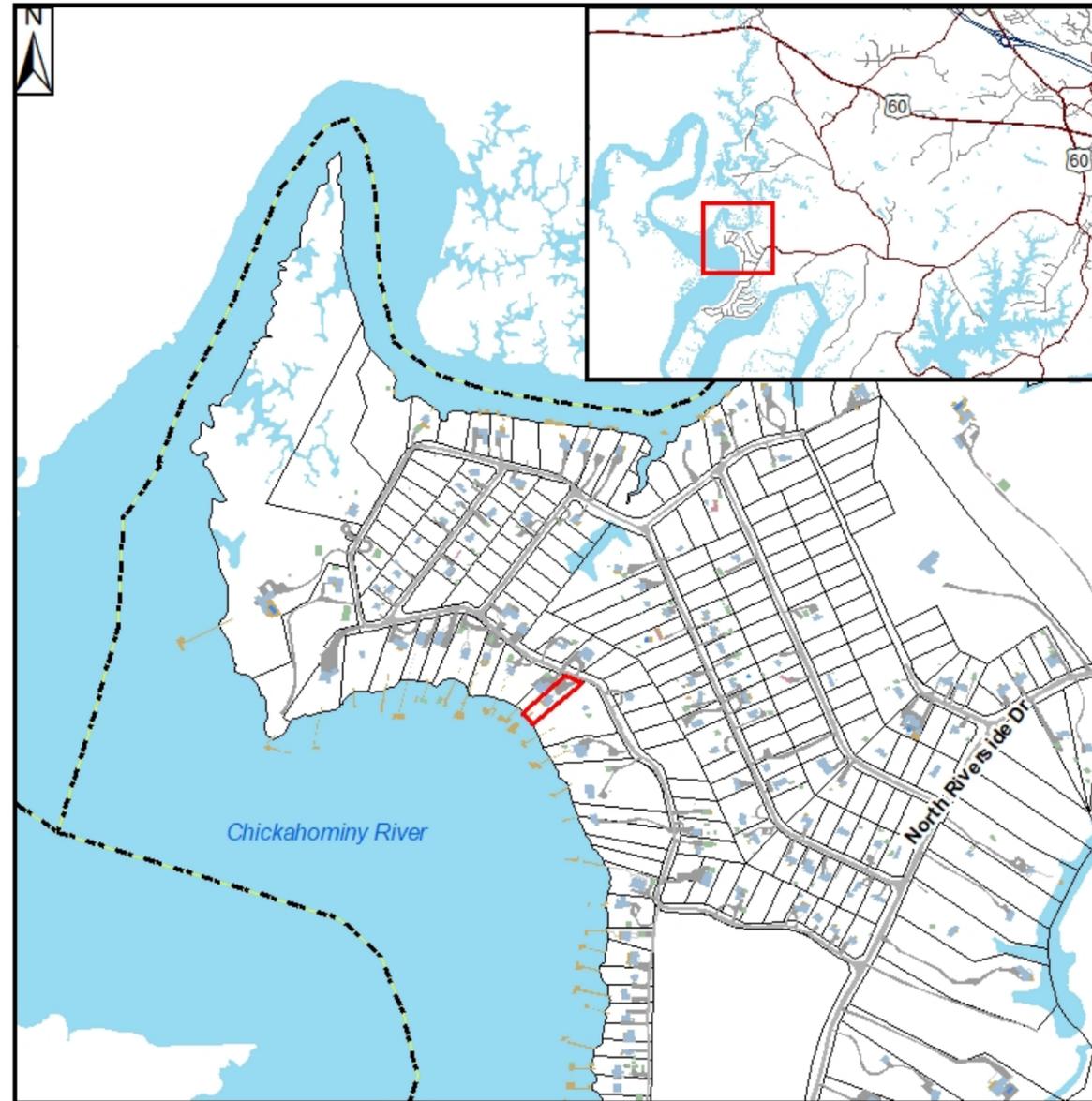


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# SUP-23-0014, 7649 Cypress Drive Short Term Rental

Property Information  
0930100015  
Kenneth & Sharon Elliot  
7649 Cypress Drive  
Lanexa, VA 23089  
Zoning: A1 General Agriculture  
2045 Comp Plan: Rural Lands  
Parcel Acreage: 0.55 acres  
PSA: Outside

Sheet Index  
1. Cover Page  
2. Location Map



General Notes

1. Site is not served by public water and sewer.
2. Property is partially located in a FEMA Flood zone.
3. Property does contain a Resource Protected Area.
4. Property has an existing driveway.
5. A minimum of one parking spot shall be provided (one parking spot per bedroom).

April 25, 2023

Maps Not to Scale

# JCC SUP-23-0014, 7649 Cypress Drive Short Term Rental



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4/7/23

SUP 23-0014

I am requesting a SUP for a short term rental of a portion my current home. I currently live in an area that is zoned A1. I am not hooked to county water or sewer. I would rent it out several days per week from May through Oct or Nov.

The area of my home that I would like to rent is one bedroom, one bathroom, one sitting room with sofa, refrigerator and microwave. I have a locked door between this area and the rest of my home.

I would ALWAYS be on premises during a rental. I will ALWAYS meet the renter rather than have a door code or a key lockbox. This renter would be staying in my home so I would be very alert to any negative actions on their part. I have cameras pointed to my front door, the driveway and the back yard.

I have already spoken to the neighbors on either side of me as well as the neighbor across the street and they indicated that they are confident that I would operate a short term rental in a manner that is not detrimental to the neighborhood.

The renter would have to officially agree to abide by my House Rules – some are listed below:

Only one vehicle. Must park in driveway in space indicated by owner

No parties

No guests

No drugs

Quiet time 10pm to 8am

Owner must meet renter to obtain a key and owner will give renter a walkthrough tour.

No pets

I believe that I meet the 4 criteria for the 2045 Comprehensive Plan with the possible exception of being on a major road. I am limiting my renter to 1 vehicle so as not to unduly impact traffic on Cypress Drive.

My mother is 90 and is legally blind. I had to retire early because she could no longer safely use a taxi therefore she needed my assistance getting to doctor appointments, picking up prescriptions, paying bills, going to grocery store, cleaning her home etc. I was unable to meet those needs while working a full time 9-5 job. I still need an income, but I need something very flexible so that I can care for her and I believe a short term rental is the best option. She stays at my home sometimes but she lives by herself in Hampton in her own home and she does not want to move to assisted living. I want her to be able to continue to enjoy living in her home as long as possible and she can only do this with my help.

Thank you for your consideration.

Sharon Elliot

757-869-3100

**ITEM SUMMARY**

DATE: 6/7/2023

TO: The Planning Commission

FROM: Terry Costello, Senior Planner

SUBJECT: SUP-23-0015. David A. Nice Builders Office and Parking Expansion

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**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	Proposed SUP Conditions	Backup Material
☐	Location Map	Exhibit
☐	General Location Map	Exhibit
☐	Master Plan	Exhibit
☐	Building Elevations	Exhibit
☐	Office Addition Colored Renderings	Exhibit
☐	Narrative	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/31/2023 - 8:48 AM
Planning Commission	Holt, Paul	Approved	5/31/2023 - 8:48 AM
Publication Management	Pobiak, Amanda	Approved	5/31/2023 - 8:54 AM
Planning Commission	Holt, Paul	Approved	5/31/2023 - 9:31 AM

**SPECIAL USE PERMIT-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**SUMMARY FACTS**

Applicant: Mr. Brandon Nice, David A. Nice Builders, Inc.

Landowner: DNB Office, LLC

Proposal: To allow an expansion of +/-2,000 square feet of office and associated parking to an existing contractor’s office.

Locations: 4575 and 4579 Ware Creek Road

Tax Map/Parcel Nos.: 1410100015B and 1410100016B

Property Acreages: ± .93 and ± 3 acres

Zoning: A-1, General Agricultural

Comprehensive Plan: Rural Lands

Primary Service Area: (PSA) Outside

Staff Contact: Terry Costello, Senior Planner

**PUBLIC HEARING DATES**

Planning Commission: June 7, 2023, 6:00 p.m.

Board of Supervisors: July 11, 2023, 5:00 p.m. (Tentative)

**FACTORS FAVORABLE**

1. There is adequate off-street parking.
2. With the proposed conditions, staff finds the proposal compatible with surrounding zoning and development and generally consistent with the *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*.
3. Impacts: See Impact Analysis on Pages 3-4.

**FACTORS UNFAVORABLE**

1. With the attached Special Use Permit (SUP) conditions, staff finds that there are no unfavorable factors.

**SUMMARY STAFF RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and generally consistent with the 2045 Comprehensive Plan. Staff recommends the Planning Commission recommend approval to the Board of Supervisors, subject to the proposed conditions (Attachment No. 1).

**PROJECT DESCRIPTION**

Mr. Brandon Nice has applied for a SUP to allow for the expansion of an existing contractor’s office on two parcels located at 4575 and 4579 Ware Creek Road. The expansion has an approximately 1,000-square-foot building footprint, with the second story bringing the expansion to 2,000 square feet total. This expansion would bring the existing 6,100-square-foot building to a total of 8,100 square feet. The proposal also includes additional parking spaces.

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*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-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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A contractor's office is a specially permitted use on property zoned A-1, General Agricultural. A boundary line extinguishment is proposed as part of this project. According to information provided by the applicant, the business operates with the following characteristics:

- Hours of operation are Monday through Friday, 8 a.m. to 5 p.m.
- There are a total of 30 employees.
- There are approximately 20-25 customers who visit the site each week.
- All equipment associated with the business is stored on an adjacent property (4571 Ware Creek Road) in accordance with Case No. SUP-0019-1993.
- Deliveries to the site are the typical office type deliveries.
- There will be a total of 33 parking spaces provided.

The office building has been in existence since 1989. A warehouse for the business and two single-family residences are located at the adjacent 13.04-acre parcel. Case No. SUP-0019-1993 permitted the construction and use of the warehouse.

**PLANNING AND ZONING HISTORY**

- The Board of Supervisors approved Case No. SUP-31-87 on January 4, 1988. This permit was to allow for a contractor's office up to 3,000 square feet. Once completed the office building was 2,900 square feet. At that time, contractor's offices were a permitted use in the A-1, General Agricultural District. However, an SUP was required since the property was located in a Reservoir

Protection Overlay District. This district no longer exists. In 1989, the Ordinance was amended to require a SUP for contractors' offices and warehouses.

- The Board of Supervisors approved Case No. SUP-26-1999 on November 23, 1999. This allowed for an expansion to the office building for up to 700 square feet, increasing the square footage of the building to 3,600 square feet.
- The Board of Supervisors approved Case No. SUP-23-2003 on February 10, 2004. This allowed for an expansion of 800 square feet, increasing the square footage of the building to a total of 4,400.
- The Board of Supervisors approved Case No. SUP-0003-2012 on May 8, 2012. This allowed for an expansion of 1,700 square feet, bringing the total square footage of the building to 6,100.

**SURROUNDING ZONING AND DEVELOPMENT**

- All surrounding parcels are zoned A-1, General Agricultural.
- All surrounding parcels are designated Rural Lands on the 2045 Comprehensive Plan.
- Several single-family residences on one- to three-acre parcels are located nearby on Ware Creek Road. Behind the office building on a separate parcel is a warehouse associated with the business and two single-family residences. Across Ware Creek Road a large lot is used for agriculture and is partially wooded.

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*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-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- The new contractor’s office/warehouse will not exceed 100 peak hour trips.</li> <li>- The properties will share an existing driveway with the nearby warehouse and two single-family residences.</li> <li>- The commercial entrance is already in existence and no changes are required with respect to the existing entrance.</li> </ul>
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Per the Adopted Regional Bikeways Map and Pedestrian Accommodations Master Plan, neither a bike lane nor pedestrian accommodations are required.</li> </ul>
<u>Public Safety</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- Fire Station 1 on Forge Road serves this area of the County and is approximately 4 miles from the properties.</li> <li>- The Fire Department has reviewed the proposal and does not have concerns with the Master Plan. Additional review by the Fire Department will occur with the site plan and building permit.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- N/A since no residential dwelling units are proposed.</li> </ul>
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- N/A since no residential dwelling units are proposed.</li> </ul>
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Staff finds this project does not generate impacts that require mitigation.</li> </ul>
<u>Groundwater and Drinking Water Resources</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- The property is served by a private well and private septic system.</li> <li>- The Virginia Department of Health (VDH) has reviewed the proposal and does not have concerns with the Master Plan. Additional review by the VDH will occur with the site plan and building permit.</li> </ul>

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**SPECIAL USE PERMIT-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Watersheds, Streams, and Reservoirs</u> Project is located in the Ware Creek Watershed.	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- The Stormwater and Resource Protection Division has reviewed this application and has no objections.</li> <li>- This project will need to demonstrate full compliance with environmental regulations at the development plan stage, but no other specific environmental impacts have been identified for mitigation.</li> <li>- There are Resource Protection Areas on 4579 Ware Creek Road. However, this project will be located outside of these areas.</li> </ul>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The subject properties have been previously disturbed and has no known cultural resources on-site.</li> </ul>
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- An existing tree line buffer to the south of the properties will largely remain undisturbed as specified in proposed Condition No. 9.</li> <li>- The project will need to demonstrate full compliance with lighting and landscaping regulations in the Zoning Ordinance at the development plan stage.</li> <li>- Proposed Condition No. 5 limits the height of lighting fixtures and states that lighting shall not be routinely illuminated at night.</li> </ul>
<u>Community Character</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Ware Creek Road is not a Community Character Corridor, and these parcels are not located within a Community Character Area.</li> </ul>
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The applicant has verified that he is not aware of any covenants or restrictions on the properties that prohibit the proposed use.</li> </ul>

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**SPECIAL USE PERMIT-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**2045 COMPREHENSIVE PLAN**

The site is designated Rural Lands on the 2045 Comprehensive Plan Land Use Map.

Per the adopted Comprehensive Plan, retail and other commercial uses serving Rural Lands are encouraged to be located at planned commercial locations on major thoroughfares inside the PSA. However, appropriately scaled and located direct agricultural or forestal-support uses (including agri-business and eco-tourism), home-based occupations, or certain uses which require very low intensity settings relative to the site in which it will be located may be considered on the case of a case-by-case review, provided such uses are compatible with the natural and rural character of the area and are in accordance with the Rural Lands Development Standards.

According to the Rural Lands Development Standards, uses should reflect and enhance the rural character of the County. Particular attention should be given to locating structures and uses outside of sensitive areas, and maintaining existing topography, vegetation, trees, and tree lines to the maximum extent possible, especially along roads.

This proposal is located on Ware Creek Road, which is a rural road. The Transportation Chapter states that such roadways are not designed for speed or capacity, but rather to provide access and complement the rural character of the area. Besides their scale, these roads are unique because they showcase the County's mature tree canopies and rural landscapes. Capacity improvements and non-rural land uses should be avoided on rural roads.

This contractor's office has been in existence since before the Ordinance required a SUP for contractor's offices in the A-1 District. Since then, three sets of expansions have been approved through the SUP amendment process, approximately doubling the original square

footage of the use. The current proposal would bring the office use to 8,100 square feet, with 30 employees and customers who visit the site.

Typically, office uses of this size and nature are encouraged to be located in commercially or industrially zoned or designated areas inside the PSA. Expansions of this nature may begin to affect the compatibility of this use with the natural and rural character of this area.

However, staff finds that the following elements are consistent with the Rural Lands guidance:

- The boundary line extinguishment with the adjacent property would mean that the use is on a larger amount of acreage, more consistent with the guidance regarding low intensity settings.
- Staff finds that the existing office has the appearance of a single-family residential structure which complements the rural character of the area. The expansion will match the materials and colors of the existing structure.
- In keeping with the Rural Lands development standards, the tree line will largely remain undisturbed except for any clearing needed for the Best Management Practice (Condition No. 9). Landscaping will be added to screen the additional parking and structure from Ware Creek Road (Condition No. 8). In addition, the proposal would not be located in an environmental sensitive area, would not include any new driveways, and will have lighting that complies with Condition No. 5.
- The scale of the use does not necessitate any capacity improvements to Ware Creek Road.

Overall, with these elements of consistency, staff finds the proposal generally consistent with the Comprehensive Plan.

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**SPECIAL USE PERMIT-23-0015. David A. Nice Builders Office and Parking Expansion  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**STAFF RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and is generally consistent with the Comprehensive Plan and Zoning Ordinance. Staff recommends the Planning Commission recommend approval to the Board of Supervisors, subject to the proposed conditions (Attachment No. 1).

TC/ap  
SUP23-15\_DNiceBldrs

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. General Location Map
4. Master Plan
5. Building Elevations
6. Office Addition Colored Renderings
7. Narrative

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*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.*

1. Master Plan. This special use permit (“SUP”) shall be valid for an addition, not to exceed 2,000 square feet (the Project”) to the existing 6,100-square foot building on properties located at 4575 & 4579 Ware Creek Road and further identified as James City County Real Estate Tax Map Nos.: 1410100015B & 1410100016B (the “Properties”). The Project shall be developed and constructed substantially in accordance with the master plan titled “David A. Nice Builders Office Building and Parking Lot Expansion” dated April 25, 2023 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the James City County Zoning Ordinance, as amended (the “Zoning Ordinance”). There shall be one entrance to the Project as shown on the Master Plan.

2. Limitations. No retail sales shall occur on the Properties.

3. Hours of Operation. Hours of operation for the business shall be limited to 7:30 a.m. to 5:30 p.m., Monday through Friday.

4. Architectural Review. The building materials and colors for the Project shall match those of the existing office building. The colors and building materials shall be submitted to the Director of Planning or his designee for review and approval prior to final site plan approval.

5. Lighting. Prior to final approval of any site plan, if any exterior lighting is proposed for the Project, a lighting plan shall be submitted to the Director of Planning or designee for review and approval. All new light poles shall not exceed sixteen (16) feet in height from finished grade unless otherwise approved in writing by the Director of Planning prior to site plan approval. There shall be no light trespass, defined as light intensity measured 0.1-foot candle or higher extending beyond the boundaries of the Properties, as a component of or result of this Project. Lights shall be operated by a motion detector or be able to be turned on as needed. Lights shall not be routinely illuminated from dusk until dawn.

6. Outdoor Storage and Dumpsters. No outdoor storage of equipment, machinery or heavy construction equipment shall be permitted on the Properties. Trucks and other vehicles, such as tractor trucks, tractor truck/semitrailers, tractor truck/trailer combinations, dump trucks, and concrete mixer trucks are permitted. All dumpsters shall be screened by landscaping or fencing in a location approved by the Director of Planning prior to site plan approval.

7. Outdoor Storage of Materials. No outdoor storage of materials, including but not limited to soil stockpiles defined by Section 24-46 of the Zoning Ordinance, shall be permitted on the Property.

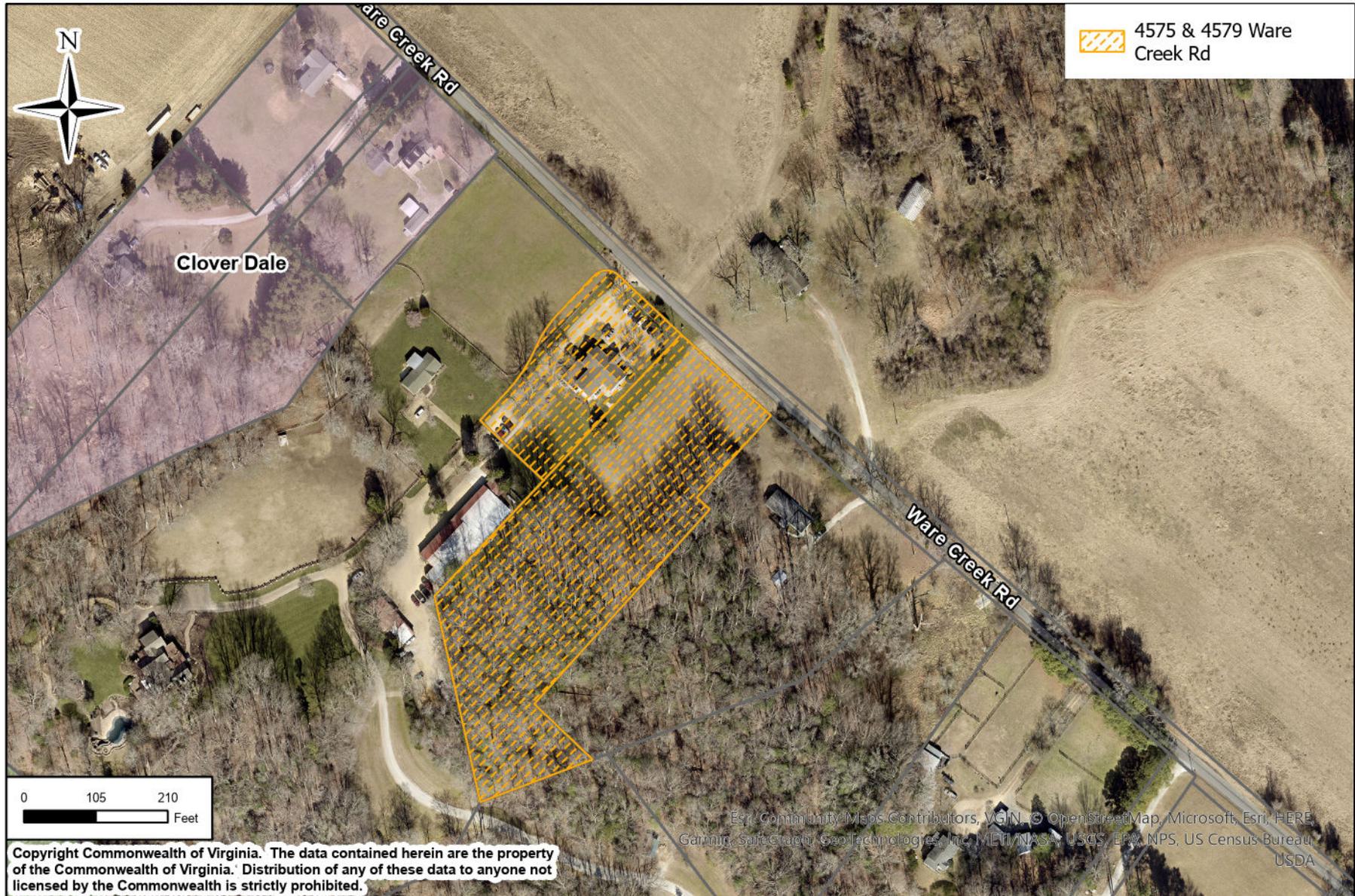
8. Landscape and Screening Plan. A landscape and screening plan shall be submitted to the Director of Planning or designee for review and approval prior to site plan approval. The plan shall, at a minimum, provide native and evergreen plantings that create a screen of a minimum of three feet in height along the existing fence located within the right-of-way buffer. The additional plantings will supplement existing vegetation to further screen the existing parking lot area from Ware Creek Road.

9. Tree Buffer and Clearing. The existing tree line as shown on the Master Plan shall remain undisturbed, except for clearing necessary for stormwater management compliance. Such clearing shall be minimized to the greatest extent possible and shall be approved by the Director of Planning or designee.

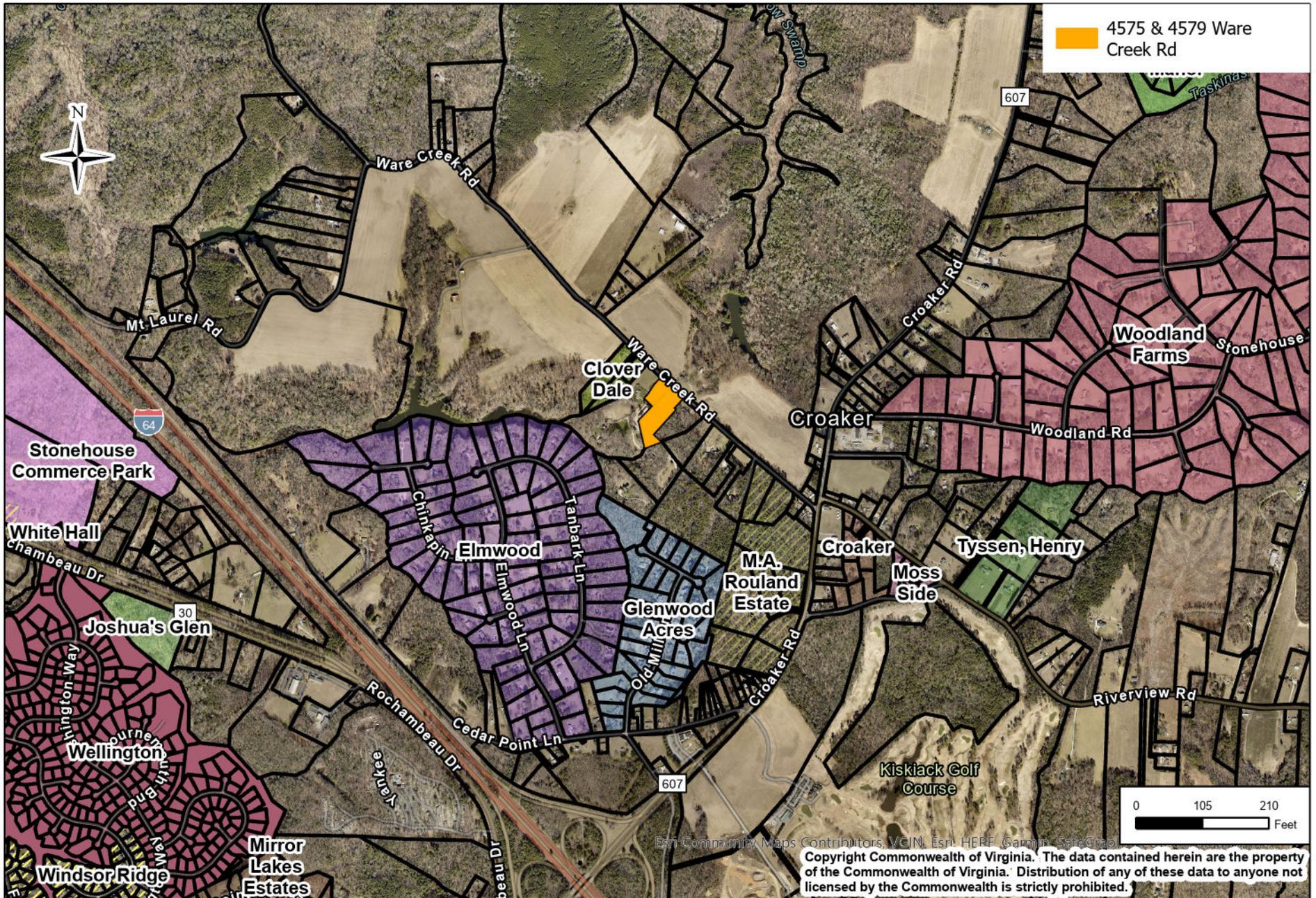
10. Site Plan. A site plan shall be required for this Project. Final approval of the site plan shall be obtained within 24 months of issuance of this SUP, or this SUP shall become void.

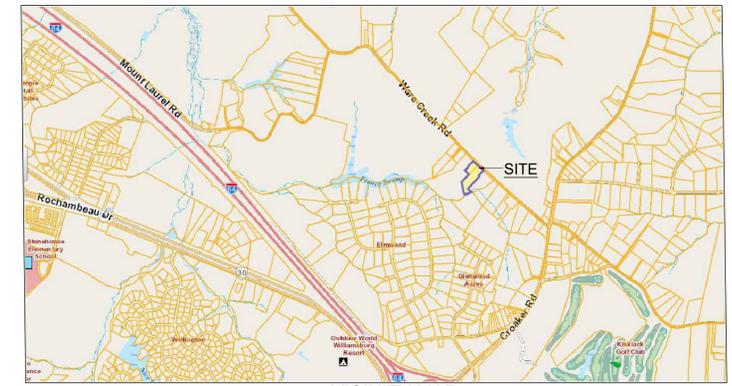
11. Severability. This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

# SUP-23-0015 David Nice Builders Office and Parking Lot Expansion

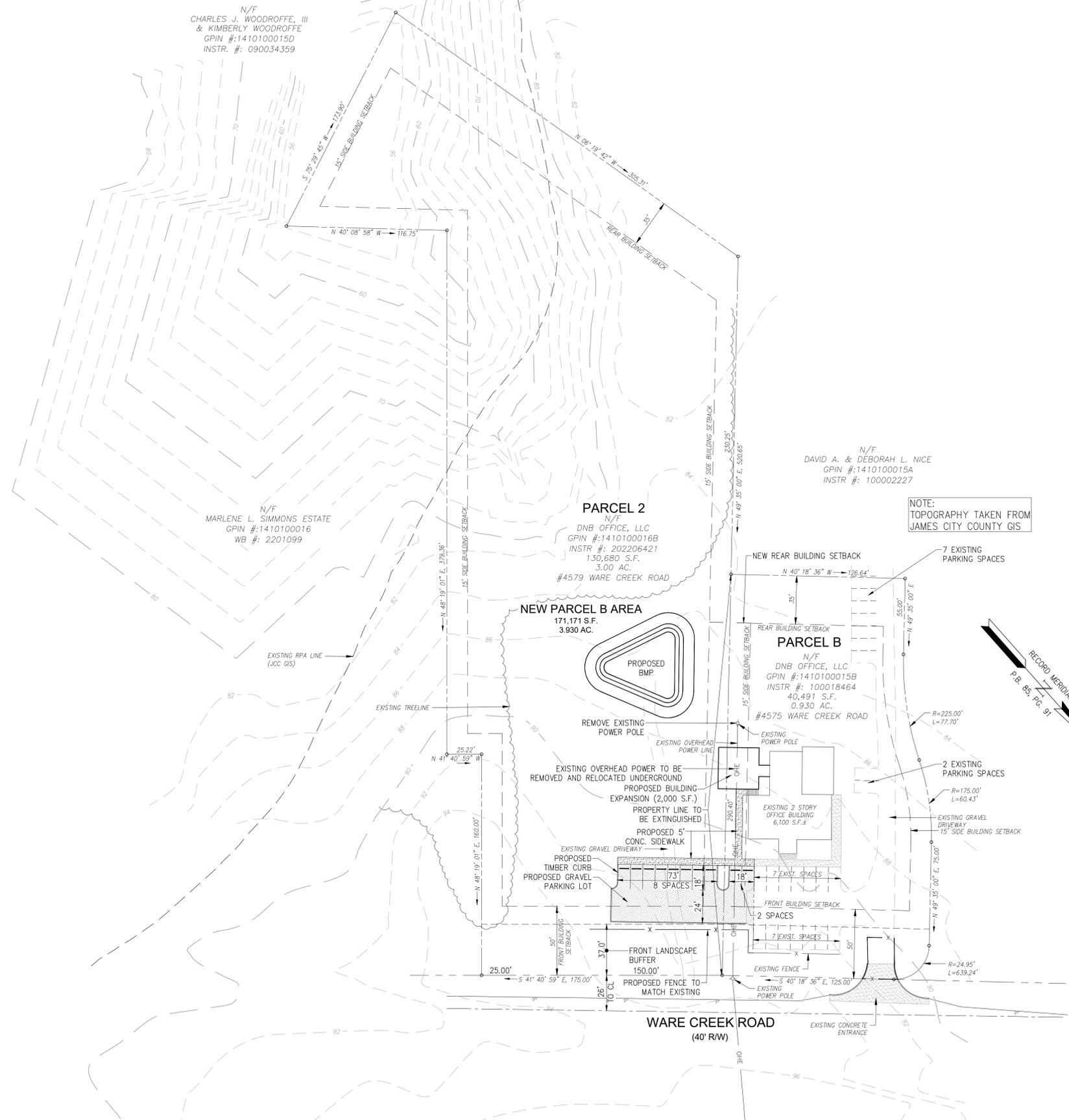


# SUP-23-0015 David Nice Builders Office and Parking Lot Expansion





VICINITY MAP  
1" = 2000'



N/F  
CHARLES J. WOODROFFE, III  
& KIMBERLY WOODROFFE  
GPIN #: 1410100015D  
INSTR. #: 090034359

N/F  
MARLENE L. SIMMONS ESTATE  
GPIN #: 1410100016  
WB #: 2201099

PARCEL 2  
N/F  
DNB OFFICE, LLC  
GPIN #: 1410100016B  
INSTR #: 202206421  
130,680 S.F.  
3.00 AC.  
#4579 WARE CREEK ROAD

NEW PARCEL B AREA  
171,171 S.F.  
3.930 AC.

PARCEL B  
N/F  
DNB OFFICE, LLC  
GPIN #: 1410100015B  
INSTR #: 100018464  
40,491 S.F.  
0.930 AC.  
#4575 WARE CREEK ROAD

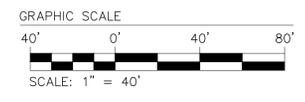
N/F  
DAVID A. & DEBORAH L. NICE  
GPIN #: 1410100015A  
INSTR #: 100002227

NOTE:  
TOPOGRAPHY TAKEN FROM  
JAMES CITY COUNTY GIS

RIGHT-OF-WAY LANDSCAPE BUFFER NOTE:  
PER SECTION 24-98 OF THE JAMES CITY COUNTY ZONING ORDINANCE, A 30' AVERAGE WIDTH SHALL BE PROVIDED. THIS AVERAGE IS CALCULATED BY MULTIPLYING THE [APPLICABLE AVERAGE WIDTH REQUIREMENT (S.F.)] WITH THE [LENGTH OF THE RIGHT-OF-WAY] FRONTAGE.

LENGTH OF RIGHT-OF-WAY FRONTAGE = 325'  
EXISTING OPEN SPACE AREA WITH 30' LANDSCAPE BUFFER = 8,386 S.F.  
30'x325' = 9,750 S.F.  
ADDITIONAL AREA NEEDED TO MEET THE 30' AVERAGE WIDTH = 1,364 S.F.  
A 37' FRONT LANDSCAPE BUFFER MEETS THE REQUIREMENTS.

SITE ADDRESS:		4575 & 4579 WARE CREEK ROAD
UTILITIES:	WATER:	PRIVATE
	SEWER:	PRIVATE
EXISTING SITE AREAS:	PARCEL B:	40,491 S.F. / 0.929 ACRES
	PARCEL 2:	130,680 S.F. / 3.000 ACRES
PROPOSED SITE AREAS:	PARCEL B:	85,265 S.F. / 1.957 ACRES
	PARCEL 2:	85,906 S.F. / 1.972 ACRES
TAX PARCEL #:	PARCEL B:	1410100015B
	PARCEL 2:	1410100016B
CURRENT ZONING:	A-1 (GENERAL AGRICULTURE)	
EXISTING USE:	OFFICE	
EXISTING IMPERVIOUS AREA:	14,694 S.F. / 0.34 ACRES	
PROPOSED IMPERVIOUS AREA:	4,624 S.F. / 0.11 ACRES	
TOTAL IMPERVIOUS AREA:	19,318 S.F. / 0.44 ACRES	
EXISTING OFFICE BUILDING AREA:	6,100 S.F.	
PROPOSED OFFICE BUILDING AREA:	2,000 S.F.	
TOTAL OFFICE BUILDING AREA:	8,100 S.F.	
REQUIRED PARKING:	33 SPACES (1 SPACE PER 250 S.F. OF OFFICE)	
EXIST. PARKING SPACES:	23 SPACES	
PROP. NEW PARKING SPACES:	10 SPACES	
TOTAL PARKING SPACES:	33 SPACES	



- GENERAL NOTES:
- ALL NEW UTILITIES SHALL BE PLACED UNDERGROUND.
  - BUSINESS HOURS ARE FROM 8:00 A.M. TO 5:00 P.M.
  - THERE ARE APPROXIMATELY 20-25 CUSTOMERS/VISITORS THAT VISIT THE PROPERTY PER WEEK
  - THERE ARE NO DELIVERIES TO THIS PROPERTY OUTSIDE OF TYPICAL BUSINESS DELIVERIES.

NO.	DATE	REVISION / COMMENT / NOTE
1	5/18/23	REVISED PER LCC COMMENTS



MASTER PLAN  
DAVID A. NICE BUILDERS  
OFFICE BUILDING AND PARKING LOT EXPANSION  
4575 & 4579 WARE CREEK ROAD

JAMES CITY COUNTY  
STONEHOUSE DISTRICT  
VIRGINIA

Scale: 1" = 40'

Date: April 25, 2023  
Job Number: 22-428  
Designed By: GSW  
Sheet Title:  
CONCEPTUAL LAYOUT  
Sheet Number:  
1



Rear Elevation  
Scale 1/4" = 1' - 0"



Right Elevation  
Scale 1/4" = 1' - 0"

**NOTE: THIS DRAWING IS FOR REFERENCE PURPOSES ONLY. THE ELEVATIONS ARE SHOWING THE CURRENT CONFIGURATION OF THE BUILDING.**

**DRAWINGS PREPARED BY**

Mike Suerdieck, Project Coordinator  
(757) 566-3032  
(757) 566-4686 FAX

**PROJECT INFORMATION**

Location:  
David A. Nice Builders – Conference Room  
4571 Ware Creek Road  
Williamsburg, VA 23188

Project Contact:  
Mike Suerdieck  
(757) 566-3032

Drawing Dates:  
4/4/12 – Revised Plans

Sheet: **A2** Ex. Elevations

**Future Rendering Only -  
Not a part of this building permit application**



David A. Nice Builders - Possible Future Upstairs Addition



David A. Nice Builders - Proposed Training Center Addition

May 19, 2023

Mr. Paul Holt  
Planning Director  
James City County Planning Division  
101 Mounts Bay Road – Building A  
Williamsburg, Virginia 23187-8784

Re: SUP-23-0015 (Amendment to SUP-0003-2012)  
David Nice Builders Office Building and Parking Lot Expansion

Mr. Holt,

The purpose of this Special Use Permit (SUP) is to amend the original SUP (SUP-0003-2012) for the David Nice Building Expansion, approved by the James City County Board of Supervisors on May 8, 2012. The original SUP was for the expansion of the existing office building located at 4575 Ware Road (Parcel ID #1410100015B), owned by DBN Office, LLC, and zoned A1. The approved SUP provided for a building expansion not to exceed 1,700 square feet, for a total building square footage of 6,115 square feet. This SUP proposes an additional 2,000 square feet of building expansion, as well as an expansion of the existing parking lot, with 10 new spaces proposed. This expansion would bring the total office building area to 8,115 square feet, with a total of 33 onsite parking spaces, which would meet the JCC parking requirement of one (1) parking space per 250 s.f. of office space. The existing entrance along Ware Creek Road shall remain and will also serve this expansion with no new entrance proposed.

The purpose of this expansion is to allow the current employees to have more workspace and additional onsite parking for employees and clients. There are approximately 30 existing employees that utilize the office daily. Currently there is no intention of the addition of new employees. The existing building is served by a private well and private septic sewer. There would be minimally increased sanitary sewerage flows generated from this expansion that would require that the existing drainfield to be expanded. Stormwater management requirements for the expansion will be addressed on site.

To facilitate this expansion, it will require a boundary line extinguishment with the adjacent parcel, located at 4579 Ware Creek Road (Parcel ID #1410100016B), also owned by DNB Office, LLC, and zoned A1, to be combined into one parcel (Parcel B) that will total 3.930 acres.

Sincerely,  
LandTech Resources, Inc.

Greg Warren  
Project Engineer  
[greg@landtechresources.com](mailto:greg@landtechresources.com)

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**ENGINEERING & SURVEYING CONSULTANTS**

205-E Builfants Boulevard - Williamsburg, VA 23188

Ph.: (757) 565-1677 Fax: (757) 565-0782

Web: [landtechresources.com](http://landtechresources.com)

**ITEM SUMMARY**

DATE: 6/7/2023

TO: The Planning Commission

FROM: John Risinger, Senior Planner

SUBJECT: Z-23-0003/SUP-23-0013. The Overlook at Rochambeau

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**ATTACHMENTS:**

	Description	Type
☐	Staff Report	Staff Report
☐	1. Proposed SUP Conditions	Backup Material
☐	2. Proposed Proffers	Backup Material
☐	3. Location Map	Backup Material
☐	4. Master Plan	Backup Material
☐	5. Rendered Master Plan	Backup Material
☐	6. Event Venue Architectural Elevations	Backup Material
☐	7. Bridal Cottages Architectural Elevations	Backup Material
☐	8. Community Impact Statement	Backup Material
☐	9. Traffic Impact Analysis	Backup Material
☐	10. Farmland Soil Exhibit	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	5/31/2023 - 12:17 PM

**REZONING-23-0003/SPECIAL USE PERMIT-23-0013. The Overlook at Rochambeau  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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**SUMMARY FACTS**

Applicant: Mr. Howard Price, AES Consulting Engineers on behalf of Ms. Jessica Aiken, Wedding Company of Williamsburg, LLC

Landowners: Ms. Andrea A. Gresham and Mr. Edmond Coridge Braxton Jr.

Proposal: Rezoning from A-1, General Agricultural, to A-1, General Agricultural, with proffers and a Special Use Permit (SUP) to develop an event facility including an 11,105-square-foot event venue building, two 1,284-square-foot accessory cottages, and an outdoor ceremony area with a pavilion.

Location: 4097 Rochambeau Drive

Tax Map/Parcel No.: 1340100008

Project Acreage: ± 15.02

Zoning: A-1, General Agricultural

Comprehensive Plan: Rural Lands

Primary Service Area: Outside (PSA)

Staff Contact: John Risinger, Senior Planner

**PUBLIC HEARING DATES**

Planning Commission: June 7, 2023, 6:00 p.m.

Board of Supervisors: July 11, 2023, 5:00 p.m. (Tentative)

**FACTORS FAVORABLE**

1. Staff finds the proposal consistent with the 2045 Comprehensive Plan.
2. Subject to the proposed conditions, staff finds the proposal will not negatively impact surrounding development.
3. Impacts: See Impact Analysis on Pages 6-8.

**FACTORS UNFAVORABLE**

1. The Virginia Department of Transportation (VDOT) has outstanding comments and concerns regarding the application.
2. Impacts: See Impact Analysis on Pages 6-8.

**STAFF RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and is generally consistent with the 2045 Comprehensive Plan. However, VDOT has comments and concerns which the applicant has not addressed. Specifically, VDOT has provided comments stating the proposed entrance should be aligned with a median break with shared access for adjacent properties. VDOT has also expressed concerns that with the entrance not being aligned with a median break, there is a potential for vehicles leaving the property to perform illegal U-turns where Rochambeau Drive becomes a two-lane road to travel westbound. Rather than request a deferral to allow additional time to resolve these issues, the applicant has requested this application be placed on the Planning Commission’s agenda for consideration.

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**REZONING-23-0003/SPECIAL USE PERMIT-23-0013. The Overlook at Rochambeau  
Staff Report for the June 7, 2023, Planning Commission Public Hearing**

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As there are outstanding comments and concerns from VDOT, staff is unable to recommend approval of this application. Should the Planning Commission recommend approval of the application, staff has included proposed SUP conditions for consideration along with the proposed voluntary proffers.

**PROJECT DESCRIPTION**

Mr. Howard Price, AES Consulting Engineers, has applied for a rezoning and SUP on behalf of Ms. Jessica Aiken, Wedding Company of Williamsburg, LLC, to develop a wedding and event venue. The applicant's Community Impact Statement (Attachment No. 8) states that Wedding Company of Williamsburg, LLC, has been operating as a wedding and event planner since 2012 and is pursuing opportunities to develop and operate a permanent wedding and event venue in the Williamsburg area. The submitted application proposes a wedding and event venue including an event building with 11,105 square feet of floor space, two accessory cottages with 1,284 square feet of floor space to be used by the wedding party or event attendees for preparation, an outdoor ceremony area with a pavilion, parking areas, and associated improvements. Including the proposed pavilion and a storage shed, the Master Plan states there would be approximately 14,500 square feet between all structures. The venue would have a maximum capacity of 300 attendees including event staff, caterers, photographers, and vendors. The applicant has also applied to rezone the property from A-1, General Agricultural, to A-1, General Agricultural, with proffers. The voluntary proffers submitted by the application would limit the use of the cottages to be accessory to the event venue and only be used by attendees of the events and prohibit their use as dwelling units or short-term rentals.

Section 24-48 of the Zoning Ordinance defines wedding and event venues as "places of public assembly used primarily as event facilities" and provides performance standards. In the A-1 Zoning

District, places of public assembly used primarily as event facilities are permitted by-right if they are in accordance with all the performance standards or require SUPs if not all of the performance standards are met. The proposal meets several of the performance standards, including the minimum parcel size of 10 acres, a maximum capacity of 300 attendees, a 75-foot-wide structural setback from adjacent properties with this setback area maintained as a vegetated buffer, and locating any areas for outdoor amplified sound or music at least 100 feet from adjacent properties. However, the proposal does not meet two of the performance standards. The first is that event facilities shall access roads classified by VDOT as arterial roads. The property has frontage on and access from a segment of Rochambeau Drive which is considered to be a major collector road and thus does not meet this standard. The second is that the placement of the permanent components of a proposed event facility should avoid areas designated by the United States Department of Agriculture (USDA) as prime farmland or farmland of statewide importance. The applicant has provided an exhibit depicting prime farmland and farmland of statewide importance (Attachment No. 10) showing the placement of the structures and parking areas being located in an area where the soil type is considered to be farmland of statewide importance. As these two performance standards are not met, an SUP is required for the proposed facility.

Additionally, a commercial SUP is required in accordance with Section 24-11 of the Zoning Ordinance to allow for a commercial building or group of buildings with more than 10,000 square feet of floor area, and for a commercial building or group of buildings that would be expected to generate a total of 100 or more additional peak hour trips to and from the site during the peak hour of the operation.

The property is currently undeveloped and wooded. Based on historical aerial imagery, the property appears to have been timbered between 2005 and 2013. In accordance with the performance

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**REZONING-23-0003/SPECIAL USE PERMIT-23-0013. The Overlook at Rochambeau  
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standards, Master Plan, and proposed SUP conditions (Attachment No. 1), an undisturbed vegetated buffer 75 feet in width would be maintained around the perimeter of the property and supplemented where necessary. The property includes significant nondevelopable areas, including the Resource Protection Area (RPA) and steep slopes, which also limit the area to be developed and preserve existing vegetation.

In accordance with the performance standards, the areas where amplified sound and music may be played outdoors are over 100 feet from the nearest property line. The outdoor ceremony is approximately 120 feet from the nearest property line and the covered pavilion and patio of the event building are over 200 feet from the nearest property line. In addition, the performance standards and the County's Noise Ordinance prohibit any activities which generate sounds crossing property lines between the hours of 11 p.m. and 7 a.m. The proposed SUP conditions would limit the hours of operation, including the arrival and departure of attendees, from 9 a.m. to 11 p.m.

The proposed layout includes 100 parking spaces for event attendees. The Zoning Ordinance requires a minimum of 60 spaces and a maximum of 72 spaces for an event venue with a capacity of 300 attendees and a minimum of two spaces and maximum of three spaces for each cottage. The applicant has requested a waiver to exceed the maximum parking limit to meet the parking demand for weddings and events. Based on a preliminary review, staff is generally supportive of the request.

The property takes access from a segment of Rochambeau Drive where the westbound and eastbound lanes are separated by a median. As a result, the proposed entrance would be a right-in-right-out entrance. There is an existing median break approximately 500 feet to the northwest of the proposed entrance where westbound traffic would be able to turn onto the eastbound lanes to access the property.

Vehicles leaving the property would need to travel eastbound on Rochambeau Drive to the intersection with Croaker Road. There are no median breaks to the east of the proposed entrance so vehicles would not be able to access the westbound lanes of Rochambeau Drive.

Proposed developments which generate 100 or more additional vehicle trips are required to submit a Traffic Impact Analysis (TIA). The TIA submitted with this application analyzed the existing P.M. peak hour traffic at the existing median break. As the existing A.M. peak hour traffic was not analyzed in the TIA, staff has proposed an SUP condition to limit the hours of operation for the event venue, including arrival and departure of attendees, to be limited to 9:00 a.m. to 11:00 p.m. These hours are outside of the A.M. peak hour traffic which is considered to be from 7:00 a.m. to 9:00 a.m.

The TIA stated that 149 peak hour trips would be generated to and from the property before and after an event is held. The TIA assumed that 70% of trips to the property would be from the westbound lanes of Rochambeau Drive coming from Croaker Road while 30% of trips to the property would be from the eastbound lanes of Rochambeau Drive coming from the Route 60 and Route 30 intersection at Anderson's Corner. Based on this trip distribution, the TIA concluded that turn lane warrants would be met for a left-turn lane on westbound Rochambeau Drive at the existing median break and for a right-turn lane on eastbound Rochambeau Drive at the proposed entrance.

The current Level of Service (LOS) at the existing median break is LOS A on the westbound approach and LOS B on the eastbound approach. The TIA projects the 2025 conditions in a "no-build" scenario where the proposed development is not constructed. In that scenario, the westbound approach remains LOS A and the eastbound approach remains LOS B. The projected 2025 conditions with the construction of the event venue shows that the LOS of the westbound

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approach would decrease to LOS B while the eastbound approach would remain at LOS B.

Rochambeau Drive Median Break LOS - P.M. Peak Hour	2023 Existing Conditions	Projected 2025 (“No-build”)	Projected 2025 with The Overlook at Rochambeau (“Build”)
	LOS	LOS	LOS
Eastbound Rochambeau Drive	B	B	B
Westbound Rochambeau Drive	A	A	B

In accordance with the Traffic Impact Analysis Submittal Requirements Policy, a TIA will pass the Adequate Transportation Facilities Test if:

- No off-site improvements are required by the TIA that is approved by both the Planning Director and VDOT; or
- All off-site improvements recommended by a TIA that are approved by both the Planning Director and VDOT are guaranteed in a form approved by the Planning Director and the County Attorney.

Subject to the proposed SUP conditions, the warranted turn lanes would be required to be guaranteed in a form acceptable to the County Attorney prior to final site plan approval and installed prior to the issuance of a Certificate of Occupancy (CO) for the structures on the property.

VDOT has reviewed the application and TIA and provided comments stating that the entrance should be aligned with a median break between the westbound and eastbound lanes of Rochambeau Drive with shared access for adjacent properties. Additionally, VDOT has expressed concerns regarding the potential for vehicles leaving the property making illegal U-turns where Rochambeau Drive converges into a two-lane road in order to travel westbound. These comments and concerns remain unresolved. To partially mitigate concerns regarding illegal U-turns, staff has proposed an SUP condition to require that signage indicating that U-turns are prohibited shall be installed where Rochambeau Drive converges into a two-lane road subject to the review and approval of VDOT.

**PLANNING AND ZONING HISTORY**

- In 1996, three acres of the property were subdivided to create a new parcel currently addressed as 4085 Rochambeau Drive. This parcel remains undeveloped.

**SURROUNDING ZONING AND DEVELOPMENT**

- Properties along this portion of Rochambeau Drive are zoned A-1, General Agricultural, designated Rural Lands on the 2045 Comprehensive Plan Land Use Map, and located outside the PSA. Development in this area includes single-family residential development outside of subdivisions, a church, and a retail garden store.
- The properties to the south are zoned R-1, Limited Residential, and R-8, Rural Residential, designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map, and located inside the PSA. Development on these properties is comprised of residential subdivisions.

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- The properties to the east are zoned A-1, General Agricultural, R-1, Limited Residential, and B-1, General Business, designated Mixed Use on the 2045 Comprehensive Plan Land Use Map, and located inside the PSA. Development on these properties include an RV campground.

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<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Transportation: Vehicular</u>	<u>Not Fully Mitigated</u>	<ul style="list-style-type: none"> <li>- This segment of Rochambeau Drive is a major collector road.</li> <li>- The development would have a right-in-right-out entrance on the eastbound lanes of Rochambeau Drive. Vehicles accessing the property from the westbound lane of Rochambeau Drive would turn left at an existing median break approximately 500 feet to the northwest of the proposed entrance to the property. Vehicles leaving the property would have to travel eastbound on Rochambeau Drive to Croaker Road.</li> <li>- As shown in the TIA (Attachment No. 9), a total of 149 trips are expected to be generated before and after events.</li> <li>- Condition No. 4 requires the improvements identified in the TIA to be bonded prior to final site plan approval and installed prior to the issuance of a CO. The proposed improvements include a turn lane and taper on the westbound lanes of Rochambeau Drive at the existing median break and a turn lane and taper on the eastbound lanes of Rochambeau Drive into the proposed entrance to the property.</li> <li>- The application passes the Adequate Transportation Facilities Test in the Traffic Impact Analysis Submittal Requirements Policy.</li> <li>- VDOT reviewed the proposal and recommends that the entrance be aligned with a new median break between the westbound and eastbound lanes of Rochambeau Drive. Additionally, VDOT has expressed concerns regarding the potential for vehicles leaving the property making illegal U-turns where Rochambeau Drive converges into a two-lane road in order to travel westbound. As a result, VDOT has not recommended approval of the application.</li> <li>- Condition No. 5 requires signage be installed where Rochambeau Drive converges into a two-lane road to indicate that U-turns are prohibited subject to the review and approval of VDOT.</li> </ul>
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Per the Pedestrian Accommodations Master Plan, a multiuse path is required along the property’s frontage with Rochambeau Drive. This will be reviewed during the development plan stage.</li> </ul>

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<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Fire Station 1 on Forge Road serves this area of the County, approximately 3.3 miles from the property.</li> <li>- The Fire Department reviewed the proposal and recommended approval of the application.</li> <li>- Staff finds this project does not generate impacts that require mitigation to the County’s Fire Department facilities or services.</li> <li>- Condition No. 11 requires fencing to be installed around steep slopes and stormwater management facilities for safety.</li> </ul>
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- With the voluntary proffers, the proposal is not expected to generate impacts to public schools.</li> </ul>
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- With the voluntary proffers, the proposal is not expected to generate impacts to public parks and recreation.</li> </ul>
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- With the voluntary proffers, the proposal is not expected to generate impacts to public libraries and cultural centers.</li> </ul>
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The property does not receive public water and sewer. The Virginia Department of Health will review the design of well and septic facilities during the development plan stage.</li> </ul>
<u>Watersheds, Streams, and Reservoirs</u> Project is located in the Ware Creek Watershed.	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- The Master Plan shows a conceptual layout for stormwater management facilities.</li> <li>- The Stormwater and Resource Protection Division reviewed the proposal and provided Condition Nos. 12-14 to ensure that the design of stormwater management facilities adequately addresses stormwater impacts of the development.</li> </ul>
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- Per Section 24-145 of the Zoning Ordinance, an archaeological study and natural resource inventory will be required at the development plan stage.</li> </ul>

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<b>Impacts/Potentially Unfavorable Conditions</b>	<b>Status</b> <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	<b>Considerations/Proposed Mitigation of Potentially Unfavorable Conditions</b>
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	<ul style="list-style-type: none"> <li>- Condition No. 7 requires a vegetated buffer 75 feet in width along the perimeter of the property.</li> <li>- Condition No. 8 prohibits lighting from crossing property lines as well as limiting the height of light poles.</li> <li>- Condition No. 9 limits the proposed development to one freestanding sign with design similar to the architecture of the buildings.</li> </ul>
<u>Community Character</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The property is not located along a Community Character Corridor or inside a Community Character Area.</li> <li>- Condition No. 6 requires the proposed structures to adhere to the submitted architectural elevations.</li> <li>- Condition No. 10 requires dumpsters, HVAC, and mechanical units to be screened.</li> </ul>
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> <li>- The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.</li> </ul>

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**2045 COMPREHENSIVE PLAN**

The site is designated Rural Lands on the 2045 Comprehensive Plan Land Use Map. Recommended uses include agricultural and forestal activities, agri-tourism, rural-support businesses, and certain commercial uses which require very low intensity settings. The Rural Lands Development Standards have the following guidance.

Uses in Rural Lands should reflect and enhance the rural character of the County. Particular attention should be given to the following:

- Locating structures and uses outside of sensitive areas.

*The proposed structures and improvements are located outside of the RPA and areas of steep slopes.*

- Maintaining existing topography, vegetation, trees, and tree lines to the maximum extent possible, especially along roads and between uses.

*The proposed improvements are generally within an area of the property which was previously timbered. Based on historical aerial images, the timbering activity occurred between 2005 and 2013. An undisturbed vegetated buffer 75 feet in width will be required along the perimeter of the property with adjacent uses.*

- Discouraging development on farmland, open fields, scenic roadside vistas, and other important agricultural/forestal soils and resources.

*The proposed improvements are located in a portion of the property which is designated as “farmlands of statewide importance” by the USDA as shown on Attachment No. 10. Staff notes that the topography of the property, including steep slopes, are not conducive to agricultural operations.*

- Encouraging enhanced landscaping to screen structures located in open fields using a natural appearance or one that resembles traditional hedgerows and windbreaks.

*The proposed improvements are not located in an open field.*

- Locating new driveways or service roads so that they follow existing contours and old roadway corridors whenever feasible.

*Site access is proposed where there are less significant contours.*

- Generally limiting the height of structures to an elevation below the height of surrounding mature trees and scaling buildings to be compatible with the character of the existing community.

*The Master Plan states that the proposed event building is 30 feet in height, the proposed cottages are 22 feet in height, and the proposed pavilion is 20 feet in height. The application includes architectural elevations for the event building and cottages (Attachment Nos. 6 and 7). The proposed SUP conditions will require the final building design to be consistent with the architectural elevations. Further, the size and scale of the proposed event building is similar to the size and scale of the adjacent church.*

- Minimizing the number of street and driveway intersections along the main road by providing common driveways.

*The proposed master plan utilizes only one entrance along Rochambeau Drive.*

- Utilizing lighting only where necessary and in a manner that eliminates glare and brightness.

*The proposed conditions restrict the permitted height of light poles and prohibit light trespass across property lines.*

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**STAFF RECOMMENDATION**

Staff finds that the proposal is compatible with surrounding zoning and development and is generally consistent with the 2045 Comprehensive Plan. However, VDOT has comments and concerns which the applicant has not addressed. Specifically, VDOT has provided comments stating the proposed entrance should be aligned with a median break with shared access for adjacent properties. VDOT has also expressed concerns that with the entrance not being aligned with a median break, there is a potential for vehicles leaving the property to perform illegal U-turns where Rochambeau Drive becomes a two-lane road to travel westbound. Rather than request a deferral to allow additional time to resolve these issues, the applicant has requested this application be placed on the Planning Commission's agenda for consideration.

As there are outstanding comments and concerns from VDOT, staff is unable to recommend approval of this application. Should the Planning Commission recommend approval of the application, staff has included proposed SUP conditions for consideration along with the proposed voluntary proffers.

JR/md  
RZ23-3SUP23-13OvrIkRoch

**Attachments:**

1. Proposed SUP Conditions
2. Proposed Proffers
3. Location Map
4. Master Plan
5. Rendered Master Plan
6. Event Venue Architectural Elevations

7. Bridal Cottages Architectural Elevations
8. Community Impact Statement
9. Traffic Impact Analysis
10. Farmland Soil Exhibit

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## **Proposed SUP Conditions for SUP-23-0013, The Overlook at Rochambeau**

- 1. Master Plan.** This Special Use Permit (“SUP”) shall be valid for the construction of a place of public assembly used primarily as an event facility (the “Project”), on property located at 4097 Rochambeau Drive and further identified as JCC Real Estate Tax Map No.: 1340100008 (the “Property”). The Property shall be developed substantially in accordance with the master plan titled “Rezoning and Special Use Permit The Overlook at Rochambeau for Wedding Company of Williamsburg” prepared by AES Consulting Engineers, dated March 22, 2023, and revised May 19, 2023 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the James City County Code, as amended (“County Code”).
- 2. Maximum Number of Attendees.** A maximum number of 300 attendees may be on the Property at any given time, including but not limited to, any event staff, caterers, photographers, and vendors.
- 3. Hours of Operation.** Events held on the Property, including the arrival and departure of event attendees, shall be limited from 9:00 a.m. to 11:00 p.m. This condition is not intended to restrict the hours used for setup or cleanup by event staff, caterers, photographers, and vendors.
- 4. Traffic Impacts.** Prior to final site plan approval, all recommended improvements and mitigation measures listed within the approved traffic impact analysis titled “Traffic Impact Analysis Rochambeau Drive Wedding Venue” prepared by Gorove Slade, dated May 2023, shall be guaranteed in a manner acceptable to the County Attorney. All recommended improvements and mitigation measures shall be installed prior to the issuance of any Certificate of Occupancy for the Project.
- 5. Traffic Signage.** Subject to the review and approval of the Virginia Department of Transportation (VDOT), signage indicating that U-turns are prohibited shall be installed along eastbound Rochambeau Drive where Rochambeau Drive becomes a two-lane road approximately 900 feet southeast of the property. If approved by

VDOT, such signage shall be shown on the site plan for the Project prior to final site plan approval and installed prior to the issuance of any Certificate of Occupancy for the Project.

6. **Architectural Review.** The design and materials for the event building shown on the Master Plan shall be consistent with the architectural elevations titled, “Rochambeau Drive Event Venue” prepared by Guernsey Tingle and dated March 17, 2023. The design and materials for the cottages shown on the Master Plan shall be consistent with the architectural elevations titled, “Rochambeau Drive Bridal Cottages” prepared by Guernsey Tingle and dated March 17, 2023. The site plan shall include the final architectural design for the event building and cottages including general elevations of the buildings, as well as the view of the buildings for all sides. Prior to final site plan approval, the Planning Director or designee shall review and approve the final architectural design of the event building and cottages to ensure consistency with the architectural elevations. In the event the Planning Director disapproves, the applicant may appeal the decision of the Planning Director to the Development Review Committee, which shall forward a recommendation to the Planning Commission.
7. **Landscape Buffer.** A vegetated buffer 75 feet in width shall be provided around the perimeter of the Property as shown on the Master Plan. The buffer shall remain undisturbed except for permitted breaks in accordance with Sec. 24-98(f)(1) of the County Code. Existing vegetation shall be supplemented where necessary to meet the requirements of Section 24-96 of the County Code, except that that the required percentage of evergreen trees and shrubs shall be increased from 35 percent to 45 percent. As part of the site plan for the Project, a landscape plan including an inventory of existing vegetation in the vegetated buffer shall be submitted to the Planning Director or designee for review and approval prior to final site plan approval.
8. **Lighting.** All new exterior light fixtures on the Property, including new building lighting, shall have recessed fixtures with no lens, bulb or globe extending below the casing. All new light poles shall not exceed 20 feet in height from finished grade. No

light trespass, defined as 0.1 foot-candles or higher, shall extend across any property line. A lighting plan shall be approved by the Planning Director or designee prior to final site plan approval.

**9. Signage.** The Property shall be allowed one exterior freestanding sign. The freestanding sign shall be externally illuminated, monument style, not to exceed 8 feet in height and have a base of masonry or other materials similar in type and color with the architecture of the Project. The Planning Director or designee shall approve the design of the sign prior to final site plan approval and prior to any subsequent sign modifications.

**10. Screening of Site Features:** All dumpsters and roof and ground-mounted HVAC and mechanical units located on the Property shall be screened by an enclosure composed of masonry, closed cell PVC, prefinished metal, or cementitious panels, in detail and colors to blend with adjacent building materials. Such features and enclosures shall be shown on the site plan and shall be reviewed and approved by the Planning Director or designee for consistency with this condition prior to final site plan approval.

**11. Fencing.** Fencing shall be provided around any areas accessible to event attendees which are adjacent to steep slopes for public safety as determined by the Planning Director or designee. Fencing shall also be provided around any stormwater management facilities for public safety. No chain-link fencing shall be permitted on the property. All permanent fencing shall be shown on the site plan for the Project and shall include a detail showing proposed height, building material, and color. The proposed fencing shall be reviewed and approved by the Planning Director or designee for consistency with this condition prior to final site plan approval.

**12. Offsite Nutrient Credit Purchase Prohibited.** The purchase of offsite nutrient credits for the treatment of water quality shall be prohibited.

**13. Impervious Cover Capture.** All stormwater runoff resulting from impervious cover on the Property associated with the Project shall be captured and conveyed to onsite stormwater management facilities.

**14. Special Stormwater Criteria.** If Special Stormwater Criteria (SSC) measures are proposed for the Project, specific SSC measures may be deemed unsuitable for the type of development as determined by the Director of Stormwater and Resource Protection or designee.

**15. Commencement.** If construction of the Project has not commenced within thirty-six (36) months from the date of adoption of this SUP, the SUP shall become void. Construction shall be defined as obtaining permits for building construction and installation of footings and/or foundations for the event building shown on the Master Plan.

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

Tax Parcel: 1340100008

Prepared By: Vernon M. Geddy, III, Esquire (VSB No: 21902)  
Geddy, Harris, Franck & Hickman  
1177 Jamestown Road  
Williamsburg, VA 2318

#### PROFFERS

THESE PROFFERS are made this \_\_\_ day of \_\_\_\_\_, 2023 by ANDREA A. GRESHAM and EDMOND CORIDGE BRAXTON, JR. (together with their successors in title and assigns, the "Owner") and Wedding Co. of Williamsburg, LLC, a Virginia limited liability company ("Applicant").

#### RECITALS

A. Owner is the owner of a parcel of land located in James City County, Virginia, with an address of 4013 Rochambeau Drive and being Tax Parcel No. 1340100008, containing 14.55± acres and being more particularly described on Schedule A hereto (the "Property").

B. The Property is now zoned A-1. Applicant, with the consent of Owner, has applied to rezone the Property from A-1 to A-1, with proffers, and for a Special Use Permit to use the Property as an event facility.

C. Wedding Co. of Williamsburg, LLC has contracted to purchase the Property contingent upon approval of the requested special use permit and rezoning. Upon taking title to the Property, Wedding Co. of Williamsburg, LLC shall be an "Owner" as defined herein.

D. Applicant has submitted to the County a master plan entitled "SPECIAL USE PERMIT FOR THE OVERLOOK AT ROCHAMBEAU" prepared by AES Consulting

Engineers dated March 22, 2023 (the "Master Plan") for the Property in accordance with the County Zoning Ordinance.

E. Owner desires to offer to the County certain conditions on the development of the Property not generally applicable to land zoned A-1 in the form of the following Proffers.

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, Owner agrees that it shall meet and comply with the following condition in developing the Property. If the requested rezoning is not granted by the County, these Proffers shall be null and void.

CONDITION

1. Limitation on Use of Cottages. The cottages shown on the Master Plan located on the Property shall be used solely as an accessory use to the primary use of the Property as an event venue, may be occupied only by those attending an event on the Property and shall not be used as a dwelling unit or as a short-term rental to members of the general public not attending an event on the Property.

WITNESS the following signatures.

\_\_\_\_\_  
Andrea A. Gresham

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Andrea A. Gresham.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
Notary Registration No. \_\_\_\_\_

\_\_\_\_\_  
Edmond Coridge Braxton, Jr.

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2023, by Edmond Coridge Braxton, Jr.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
Notary Registration No. \_\_\_\_\_

WEDDING CO. OF WILLIAMSBURG, LLC

By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2023, by \_\_\_\_\_, as \_\_\_\_\_ of Wedding Co. of  
Williamsburg, LLC, a Virginia limited liability company, on behalf of the company.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
Notary Registration No. \_\_\_\_\_

## Schedule A

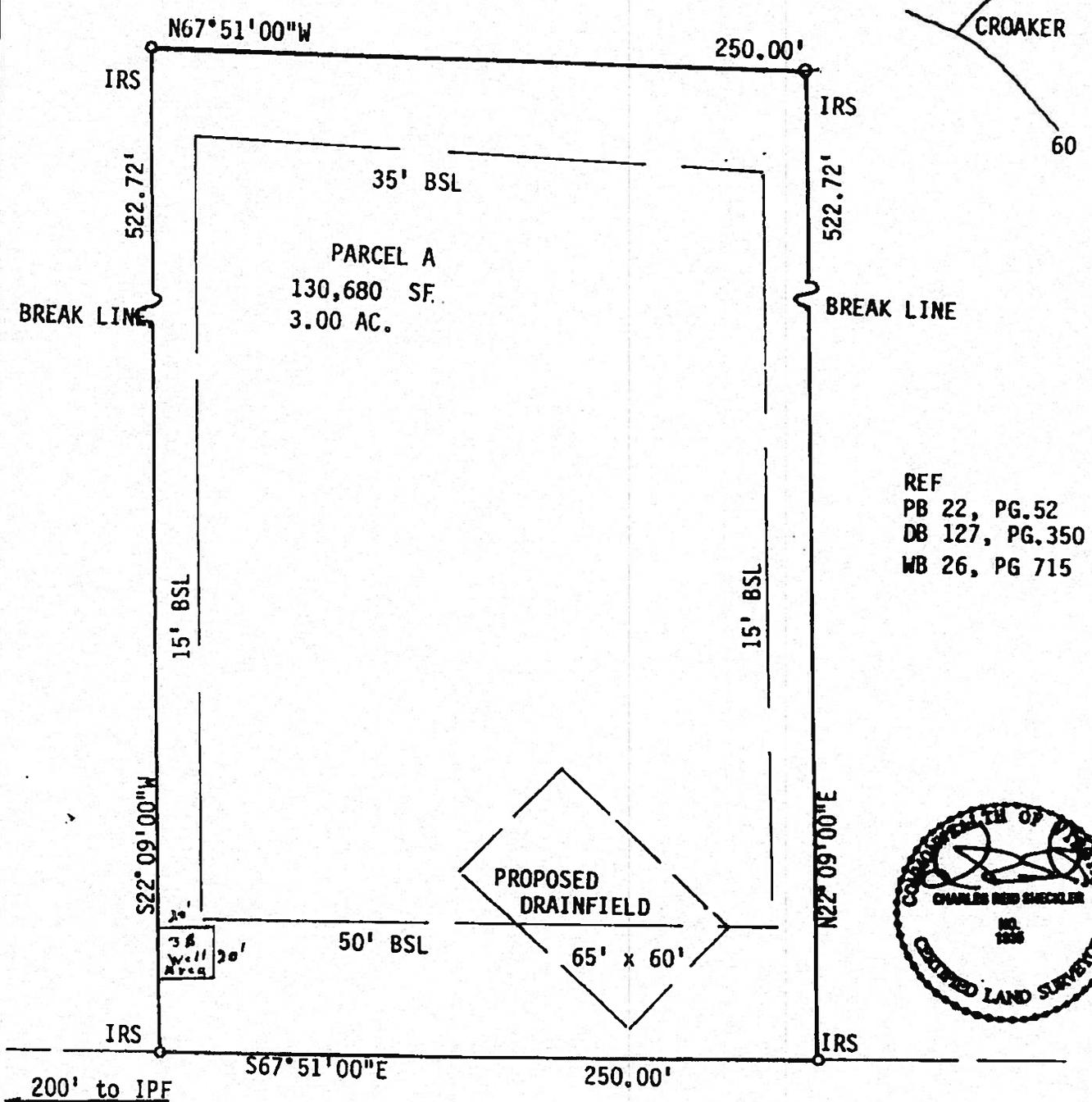
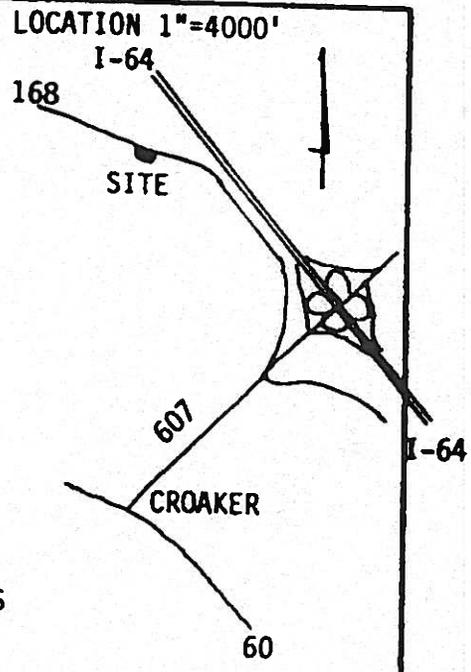
ALL of a certain tract of land, situate in the County of James City, Virginia, the same being a part of the H J. Bowles tract, which '1s shown and designated as 17.55 acres on a certain plat entitled, "SARAH BRAXTON PLAT OF SURVEY, 17 55 ACRES ON ROUTE 168 1N JAMES CITY COUNTY, VIRGINIA," dated December 1, 1962, and recorded in the Clerk's Office of Williamsburg/James City County Circuit Court in Plat Book 22, page 52, and more fully described as follows: beginning at an oak on Breitling Academy Road (north side) at Moore and Braxton's corner boundary; thence a northerly course along Moore and Braxton's line to the Niani Swamp; thence with a continuous line, westerly, along said swamp, to Ferguson's line; thence along Ferguson's line, a southerly course to Breitling Academy Road, to a brim oak; thence an easterly course along said Breitling Academy Road to the point of beginning, containing twenty acres, more or less.

LESS AND EXCEPT all that certain lot, piece, or parcel of land situate in James City County, Virginia, shown and designated as Parcel A on a certain plat entitled, "A PLAT OF SURVEY, PARCEL A, 3.00 ACRES, A PORTION OF THE PROPERTY OF SOUTHERLY BRAXTON ESTATE, STONEHOUSE DISTRICT, JAMES CITY COUNTY, VIRGINIA," dated February 23, 1996, made by The Woodson Company, and recorded in the aforesaid Clerk's Office in Deed Book 781, page 130, which was conveyed from Octavia Fenton Braxton, the grantor, to Odessa L. Braxton and Trenton D. Strong, Sr. by deed dated March 26, 1996, and recorded in the aforesaid Clerk's Office in Deed Book 781, page 127.

\*THIS PROPERTY LIES WITHIN THE FEMA DEFINED FLOOD ZONE X,  
AS NOTED ON COMMUNITY-PANEL NUMBER 510201 0020 B.  
EFFECTIVE DATE FEBRUARY 6, 1991.

\*\*PROPERTY IS ZONED A-1.

\*NOTE FOR VDOT:  
FOR R/W ON RT 64, 30 & 168  
SEE: PROJ 1177D  
PROJ 4847-01  
PROJ 0064-047-101, PE 101  
SHEET 8



ROCHAMBEAU ROAD SR 30 & 168  
VAR R/W  
(MINIMUM 180')\*\*

THE WOODSON COMPANY SURVEYING & MAPPING 5251-18 JOHN TYLER HIGHWAY 4359, WILLIAMSBURG, VIRGINIA 23185 1-800-300-6443

PLAT OF SURVEY, PARCEL A, 3.00 ACRES  
A PORTION OF THE PROPERTY OF SOUTHERLY BRAXTON ESTATE  
STONEHOUSE DISTRICT, JAMES CITY COUNTY, VIRGINIA

SCALE 1"=60' 2/23/1996 JO 6371

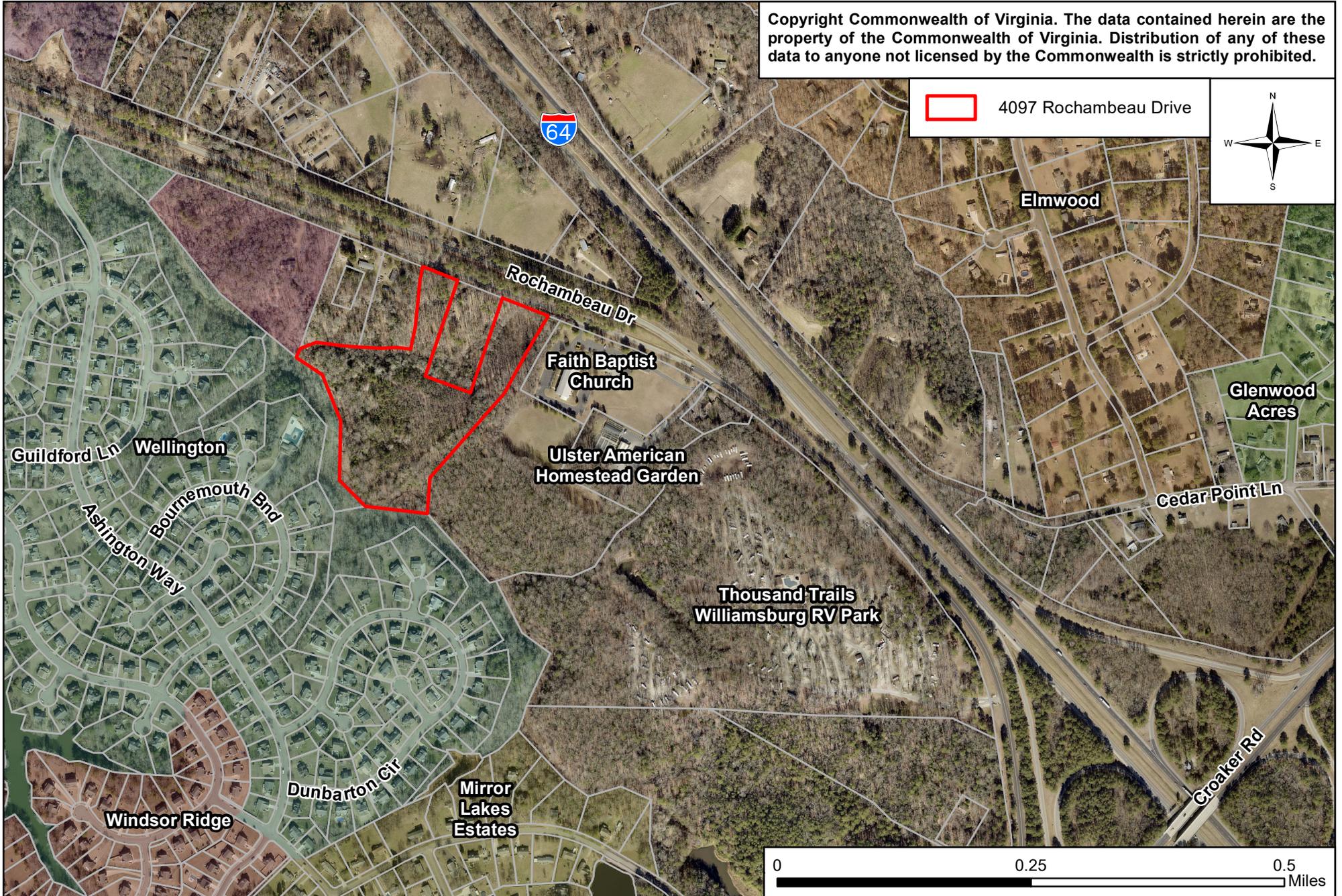
4-5 SHEET 1 of 2  
SEE SHEET 2 FOR NOTES



# JCC Z-23-0003/SUP-23-0013, The Overlook at Rochambeau



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# REZONING & SPECIAL USE PERMIT

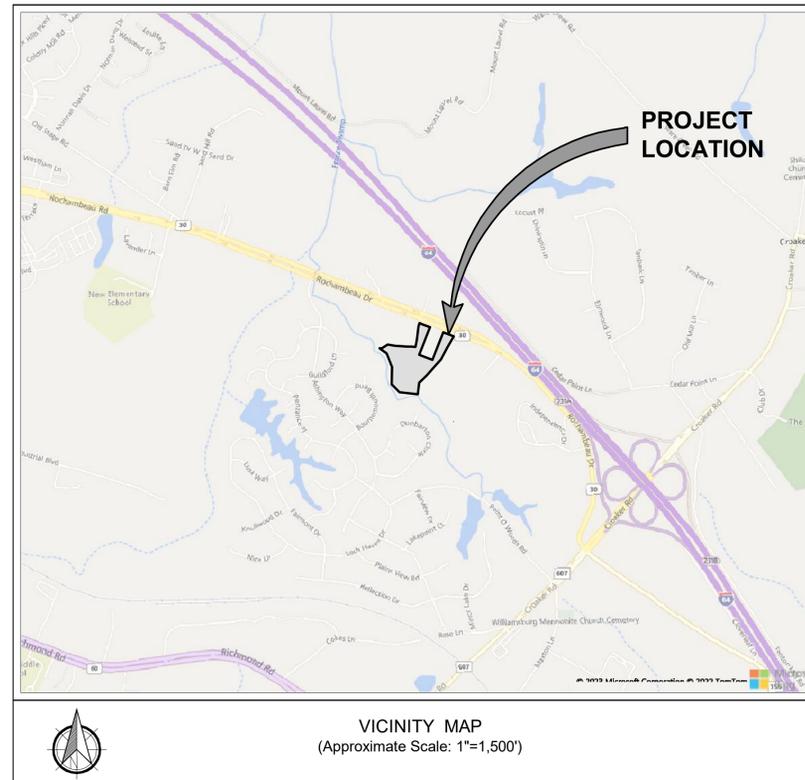
For

# THE OVERLOOK AT ROCHAMBEAU

Stonehouse District      James City County      Virginia

**SITE DATA:**

PARCEL ID (PIN): 1340100008  
 OWNER'S NAME: GRESHAM, ANDREA A & BRAXTON, EDMOND CORIDGE JR  
 SITE ADDRESS: 4097 ROCHAMBEAU DR.; WILLIAMSBURG, VA 23188  
 EX. ZONING: A1 (GENERAL AGRICULTURE)  
 PROP. ZONING: A1 (WITH PROFFERS)  
 SITE AREA: 15.02± AC  
 PROPOSED LAND USE: EVENT VENUE



County Project No.: Z-23-0003 / SUP-23-0013  
 Original Submittal Date: 03/22/2023

**INDEX OF SHEETS**

SHEET NO.	SHEET DESCRIPTION
SUP-01	COVER SHEET
SUP-02	ENVIRONMENTAL INVENTORY
SUP-03	MASTER PLAN

**DEVELOPER INFORMATION:**  
**WEDDING COMPANY OF WILLIAMSBURG**  
 CONTACT: MRS. JESSICA AIKEN  
 PHONE NO.: (757) 719-0108  
 EMAIL: jessica@weddingcoofwilliamsburg.com

Rev.	Date	Description	Revised By
01	06/19/2023	REVISED PER STAFF COMMENTS	

4120 Cox Road, Suite D  
 Glen Allen, Virginia 23060  
 Phone: (804) 330-8040  
 Fax: (804) 330-8840  
 www.aesva.com

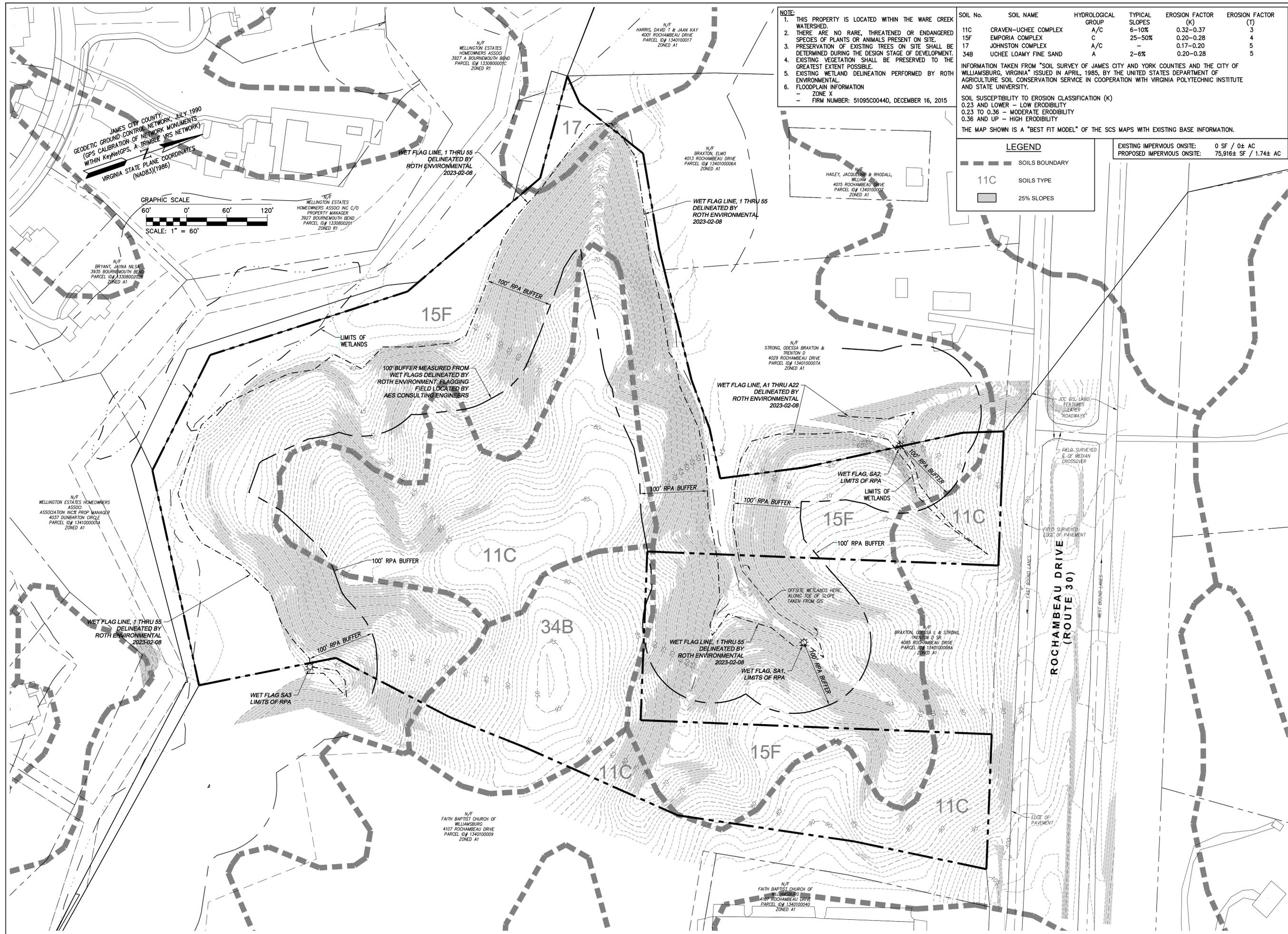
**AES**  
 CONSULTING ENGINEERS  
 Hampton Roads | Central Virginia | Middle Peninsula

REZONING & SPECIAL USE PERMIT  
 THE OVERLOOK AT ROCHAMBEAU  
 for  
 WEDDING COMPANY OF WILLIAMSBURG  
 STONEHOUSE DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: HWP / GRR  
 Project Number: W10782-00  
 Scale: AS SHOWN      Date: 03/22/2023

Sheet Title:  
**COVER SHEET**

Sheet Number:  
**SUP-01**



- NOTE:**
1. THIS PROPERTY IS LOCATED WITHIN THE WARE CREEK WATERSHED.
  2. THERE ARE NO RARE, THREATENED OR ENDANGERED SPECIES OF PLANTS OR ANIMALS PRESENT ON SITE.
  3. PRESERVATION OF EXISTING TREES ON SITE SHALL BE DETERMINED DURING THE DESIGN STAGE OF DEVELOPMENT. EXISTING VEGETATION SHALL BE PRESERVED TO THE GREATEST EXTENT POSSIBLE.
  4. EXISTING WETLAND DELINEATION PERFORMED BY ROTH ENVIRONMENTAL.
  5. EXISTING WETLAND DELINEATION PERFORMED BY ROTH ENVIRONMENTAL.
  6. FLOODPLAIN INFORMATION
    - ZONE X
    - FIRM NUMBER: 51095C0044D, DECEMBER 16, 2015

SOIL No.	SOIL NAME	HYDROLOGICAL GROUP	TYPICAL SLOPES	EROSION FACTOR (K)	EROSION FACTOR (T)
11C	GRAVEN-UCHEE COMPLEX	A/C	6-10%	0.32-0.37	3
15F	EMPORIA COMPLEX	C	25-50%	0.20-0.28	4
17	JOHNSTON COMPLEX	A/C	-	0.17-0.20	5
34B	UCHEE LOAMY FINE SAND	A	2-6%	0.20-0.28	5

INFORMATION TAKEN FROM "SOIL SURVEY OF JAMES CITY AND YORK COUNTIES AND THE CITY OF WILLIAMSBURG, VIRGINIA" ISSUED IN APRIL, 1985, BY THE UNITED STATES DEPARTMENT OF AGRICULTURE SOIL CONSERVATION SERVICE IN COOPERATION WITH VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY.

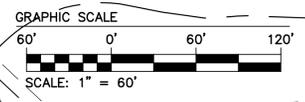
SOIL SUSCEPTIBILITY TO EROSION CLASSIFICATION (K)  
 0.23 AND LOWER - LOW ERODIBILITY  
 0.23 TO 0.36 - MODERATE ERODIBILITY  
 0.36 AND UP - HIGH ERODIBILITY

THE MAP SHOWN IS A "BEST FIT MODEL" OF THE SCS MAPS WITH EXISTING BASE INFORMATION.

**LEGEND**

- SOILS BOUNDARY
- 11C SOILS TYPE
- 25% SLOPES

EXISTING IMPERVIOUS ONSITE: 0 SF / 0± AC  
 PROPOSED IMPERVIOUS ONSITE: 75,916± SF / 1.74± AC



REV.	DATE	DESCRIPTION	BY
01	05/19/2023	REVISED PER STAFF COMMENTS	

**AES**  
 CONSULTING ENGINEERS

4129 Cox Road, Suite D  
 Glen Allen, Virginia 23060  
 Phone: (804) 330-8040  
 Fax: (804) 330-9540  
 www.aesva.com

Hampton Roads | Central Virginia | Middle Peninsula

**REZONING & SPECIAL USE PERMIT**  
**THE OVERLOOK AT ROCHAMBEAU**  
 for  
**WEDDING COMPANY OF WILLIAMSBURG**

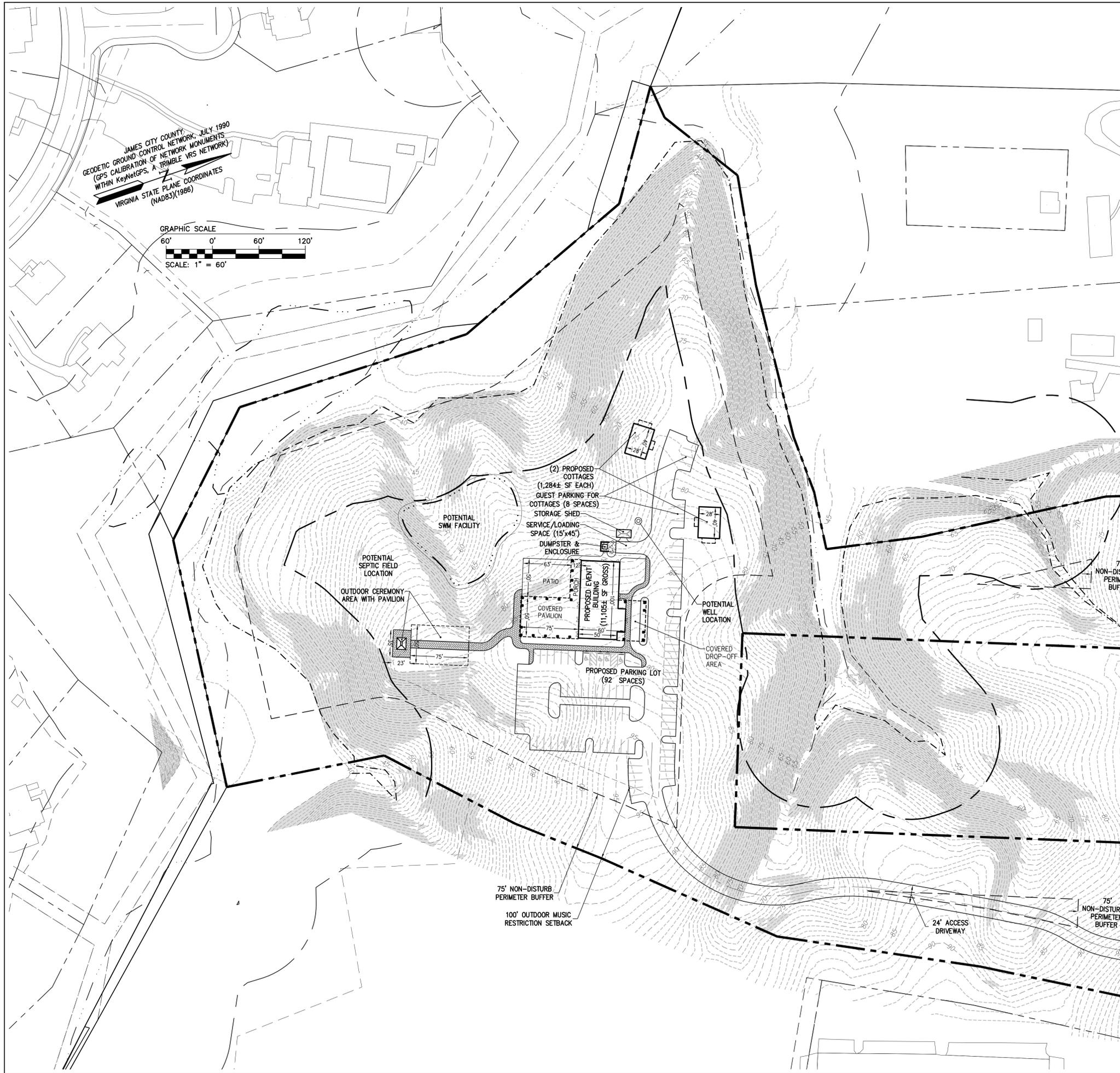
STONEHOUSE DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: HWP / GRR  
 Project Number: W10782-00  
 Scale: 1"=60'  
 Date: 03/22/2023

Sheet Title:  
**ENVIRONMENTAL INVENTORY**

Sheet Number  
**SUP-02**

S:\2023\10782\_Supp\10782-00\_Envr\10782-00\_Envr\_SUP-02\_ENVIRONMENTAL\_INVENTORY.dwg, SUP-02\_ENVIRONMENTAL\_INVENTORY, 5/19/2023 3:53:58 PM, User: J1, 11



**PROJECT TABULATIONS**

SITE AREA:	15.02± AC
EXISTING ZONING:	A1
PROPOSED ZONING:	A1 (w/ PROFFERS & SUP)
PROPOSED LAND USE:	EVENT VENUE
TOTAL GROSS BUILDING AREA:	14,500± SF
PROPOSED MAX. EVENT SEATING:	300 SEATS
PROPOSED BUILDING HEIGHT:	
- EVENT VENUE	30 FEET
- COTTAGES	22 FEET
- OUTDOOR PAVILION	20 FEET

**PARKING CALCULATIONS**

**EVENT VENUE:**

- REQUIRED PARKING SPACES (1 SPACE PER 5 SEATS):	60 SPACES
- MAX. ALLOWED SPACES (120% OF REQUIRED):	72 SPACES
- PROPOSED PARKING SPACES:	92 SPACES

**COTTAGES:**

- REQUIRED PARKING SPACES (2 SPACES PER COTTAGE):	4 SPACES
- MAX. ALLOWED SPACES (120% OF REQUIRED):	6 SPACES
- PROPOSED PARKING SPACES:	8 SPACES

**TOTAL SPACES PROVIDED WITH SUP:\*** 100 SPACES\*

**\*NOTE: SEE PARKING WAIVER LETTER ATTACHED TO THE COMMUNITY IMPACT ASSESSMENT REPORT.**

Rev.	Date	Description	Reviewed By
01	05/19/2023	REVISED PER STAFF COMMENTS	

4129 Cox Road, Suite D  
Glen Allen, Virginia 23060  
Phone: (804) 330-8040  
Fax: (804) 330-9840  
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**AES**  
CONSULTING ENGINEERS

Hampton Roads | Central Virginia | Middle Peninsula

**REZONING & SPECIAL USE PERMIT**  
THE OVERLOOK AT ROCAMBEAU  
for  
WEDDING COMPANY OF WILLIAMSBURG

STONEHOUSE DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: HWP / GRR  
Project Number: W10782-00  
Scale: 1"=60'  
Date: 03/22/2023

Sheet Title:  
**MASTER PLAN**

Sheet Number  
**SUP-03**

S:\JOBS\10782-Event\_Venue\00\_4097\_Rochambeau\Planning\Master Planning\W10782-00-SUP-03.dwg, SUP-03 MASTER PLAN, 5/23/2023 8:44:09 AM, Landscape 2x436, 1:1



DATE: MARCH 22, 2023      REVISED: MAY 23, 2023  
 SCALE: 1"=60'

SHEET 1 of 1

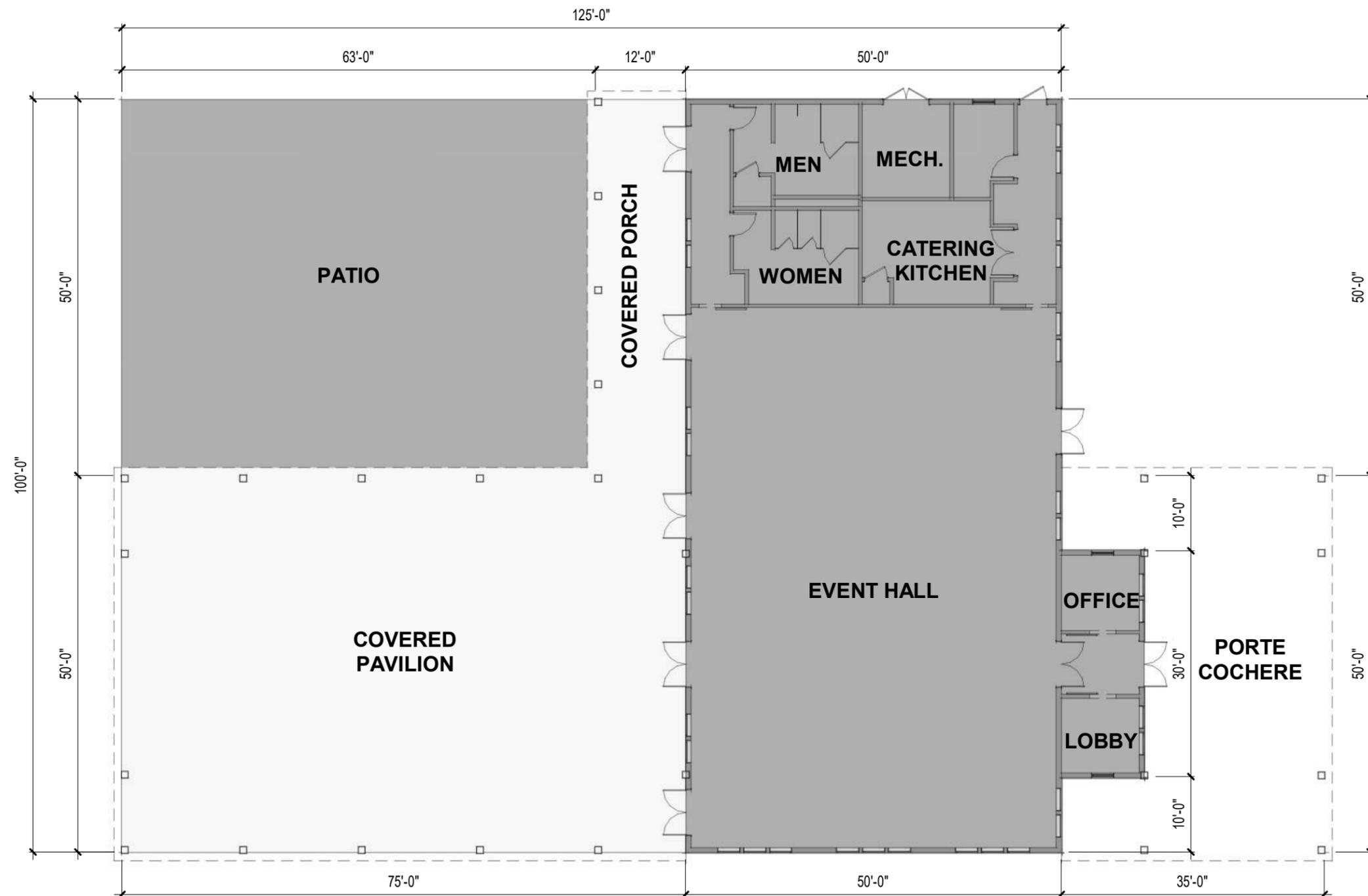
**RENDERED MASTER PLAN**  
**THE OVERLOOK AT ROCHAMBEAU**  
 JAMES CITY COUNTY, VIRGINIA  
 (AES PROJECT #: W10782-00 - AES PROJECT CONTACT: HOWARD PRICE)



**AES**  
CONSULTING ENGINEERS

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

Hampton Roads | Central Virginia | Middle Peninsula



**FLOOR PLAN**

1/16" = 1'-0"

**FLOOR AREA:**

CONDITIONED AREA:	5,332 SF
COVERED PORCH:	600 SF
COVERED PAVILION:	3,750 SF
COVERED PORTE COCHERE:	1,423 SF

**GROSS FLOOR AREA: 11,105 SF**

PATIO: 3,150 SF

**NOT FOR  
CONSTRUCTION**



FRONT ELEVATION

1/16" = 1'-0"



LEFT SIDE ELEVATION

1/16" = 1'-0"

ROCHAMBEAU DRIVE EVENT VENUE

4097 Rochambeau Drive, Williamsburg, Virginia, 23188

EXTERIOR ELEVATIONS

CONCEPTUAL DESIGN

Date: 03-17-23  
 Drawn: KCB  
 Checked: KCB  
 Project: 222155

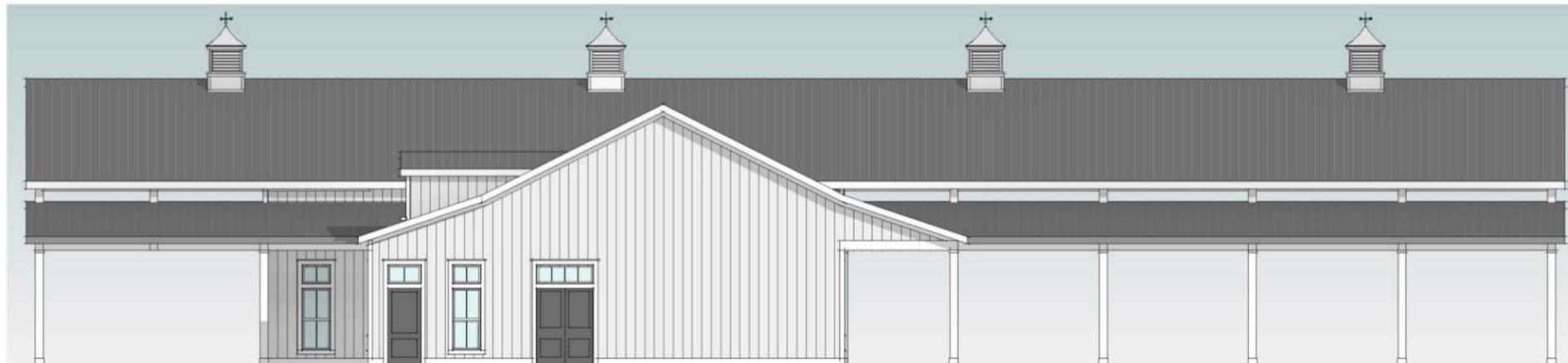
NOT FOR CONSTRUCTION

A-201



REAR ELEVATION

1/16" = 1'-0"



RIGHT SIDE ELEVATION

1/16" = 1'-0"

ROCHAMBEAU DRIVE EVENT VENUE

4097 Rochambeau Drive, Williamsburg, Virginia, 23188

EXTERIOR ELEVATIONS

CONCEPTUAL DESIGN

Date: 03-17-23  
 Drawn: KCB  
 Checked: KCB  
 Project: 222155

NOT FOR CONSTRUCTION

A-202



VIEW FROM PARKING LOT



VIEW FROM COTTAGES

NOT FOR CONSTRUCTION

A-203

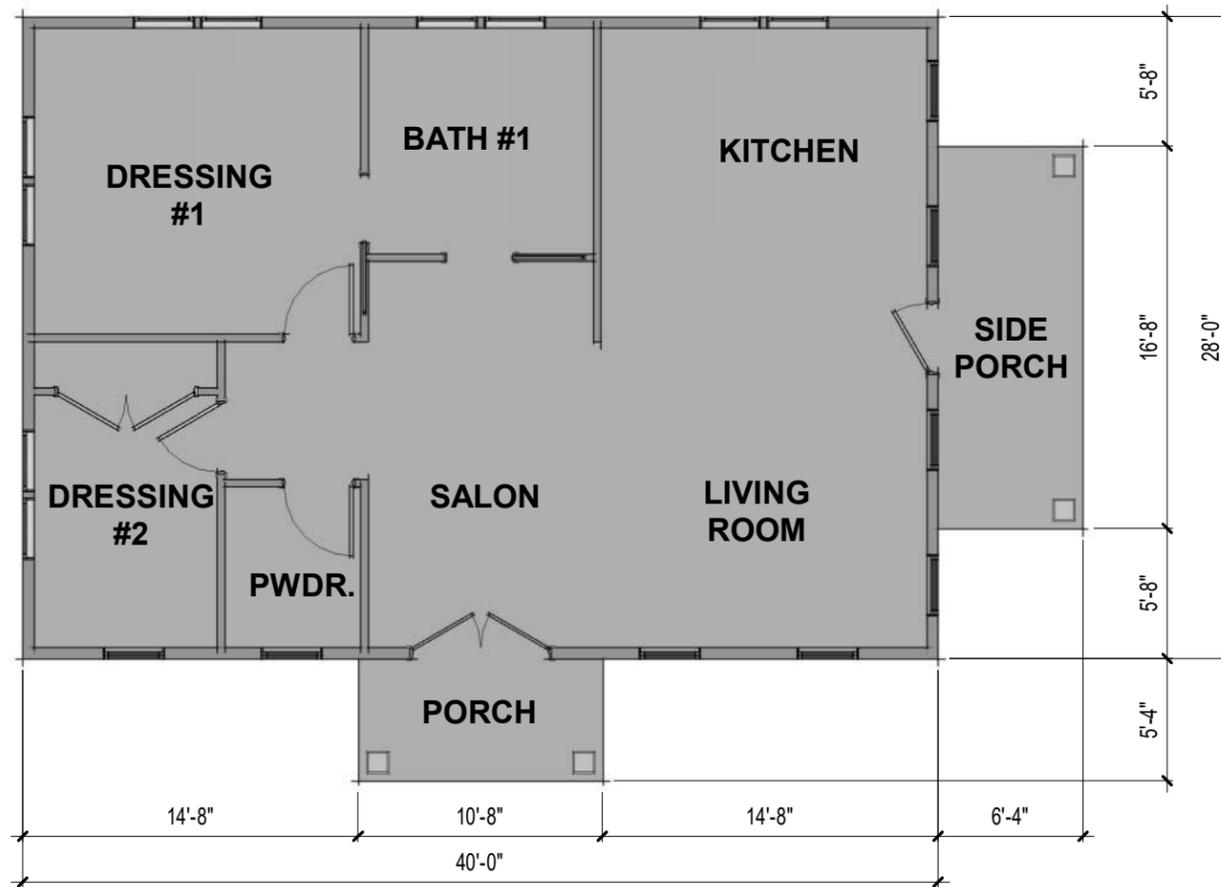


VIEW FROM PATIO



VIEW FROM WEDDING PAVILION

NOT FOR CONSTRUCTION



FLOOR PLAN

1/8" = 1'-0"

**FLOOR AREA:**

CONDITIONED AREA:	1,120 SF
FRONT PORCH:	58 SF
SIDE PORCH:	106 SF
<b>GROSS FLOOR AREA:</b>	<b>1,284 SF</b>



EXTERIOR VIEW

**NOT FOR  
CONSTRUCTION**

**THE OVERLOOK AT ROCHAMBEAU**  
**REZONING AND SPECIAL USE PERMIT FOR PROPOSED EVENT VENUE**  
**for**  
**WEDDING COMPANY OF WILLIAMSBURG**  
**Z-23-0003 / SUP-23-0013**

**COMMUNITY IMPACT ASSESSMENT**  
**Project Narrative and Executive Summary**

**INTRODUCTION – THE PROPERTY AND PROPOSED USE**

Jessica Aiken, with Wedding Company of Williamsburg, is proposing an event venue on 15.02 +/- acres of land located at 4097 Rochambeau drive (James City County Tax Map No. 1340100008). As part of this application, the property will need to be rezoned from A1 to A1 with Proffers (see specific proffer language under separate letter). The development will consist of one Event building (11,105 sf), two Overnight-Stay Cottage buildings (1,284 sf each), and an Outdoor Ceremony Area/Pavilion; with associated parking lot/access drives. The Overnight-Stay Cottages will be proffered to be limited to patrons associated with the event venue only. The proposed land use of Event Facility is allowable under the current A1 Zoning. A Special Use Permit is required due to the classification of the existing road the parcel fronts on and the proposed total gross building area exceeding 10,000 sf.

**THE PROJECT TEAM**

The organizations that participated in the preparation of the information provided in this impact study are as follows:

- Developer - Wedding Company of Williamsburg
- Civil Engineering - AES Consulting Engineers
- Architect - Guernsey Tingle
- Environmental - Roth Environmental, LLC
- Traffic - Gorove Slade
- Land Planning - AES Consulting Engineers
- Septic Evaluation - Adam's Septic Evaluation & Design

Key Components of this Community Impact Study are:

- Architectural Footprints/Elevations
- TIA Report
- Septic Determination Report
- Parking Waiver Letter - Maximum Allowed Spaces

## **Community Business**

### **Brief Bio & History of Wedding Co. of Williamsburg, LLC**

#### **Jessica and Tristan Aiken**

#### **Williamsburg, Virginia**

Wedding Co. of Williamsburg, LLC is known as one of the area's foremost wedding and event planning firms. Owner, Jessica Aiken formed the business in 2012 after having gained significant local event experience through positions at Howell Creative Group, Kingsmill Resort, Williamsburg Event Rentals, and the College of William and Mary Alumni Association. Starting out with a \$500 investment from then-boyfriend Tristan, Jessica and Wedding Co. of Williamsburg have since grown into a six-figure business, planning, and executing over forty weddings and events each year with a staff of nearly twelve employees. Wedding Co. of Williamsburg, LLC currently has vendor networks and event bookings reaching from Virginia Beach to Charlottesville but is proud to call James City County home.

Since 2017, Jessica has been operating the business full-time. For the past several years, she and Tristan have been pursuing expansion of the business into the operation of a wedding venue. In 2015-2016, Jessica and Tristan developed business plans and secured funding for two different James City County properties, but the projects were cancelled after learning that there was no existing ordinance in the James City County Code allowing for the operation of event venues on rural lands. During 2016-2017, Jessica became involved with the James City County Planning Commission to develop ordinance revisions to allow such a use. Working extensively with members of the Policy Committee and other members of the Commission, Jessica spoke before the Board at its August 8<sup>th</sup>, 2017, meeting. At this meeting, the Board voted unanimously to adopt zoning ordinance revisions allowing places of public assembly on rural lands. Since the ordinance revisions, Jessica has continued to

operate Wedding Co. of Williamsburg, LLC while still maintaining the goal of operating an event venue.

In the Fall of 2022, Jessica and Tristan identified the property located at 4097 Rochambeau Drive as meeting most of the performance criteria set forth in the new zoning ordinance for the operation of an event venue. For the past several months, Jessica and Tristan have been developing business plans, securing funding, and conducting due diligence studies on the property to support the application for a Special Use Permit as required by the new ordinance. Throughout the study process, Jessica and Tristan have been proud to contract the services of James City County businesses, including AES Consulting Engineers, Guernsey Tingle Architects, and others. The couple is hopeful that the Special Use Permit will be approved, bringing another successful event venue to the County.

Jessica and Tristan both grew up in Williamsburg, with Jessica attending Williamsburg-James City County schools. They are both graduates of James Madison University. Jessica currently owns and operates Wedding Co. of Williamsburg, LLC full-time, and Tristan currently serves in a command staff role with the James City County Fire Department. The couple reside in the Wellington subdivision in upper James City County with their one-year-old son, Owen, and yellow Labrador Retriever, Barkley.

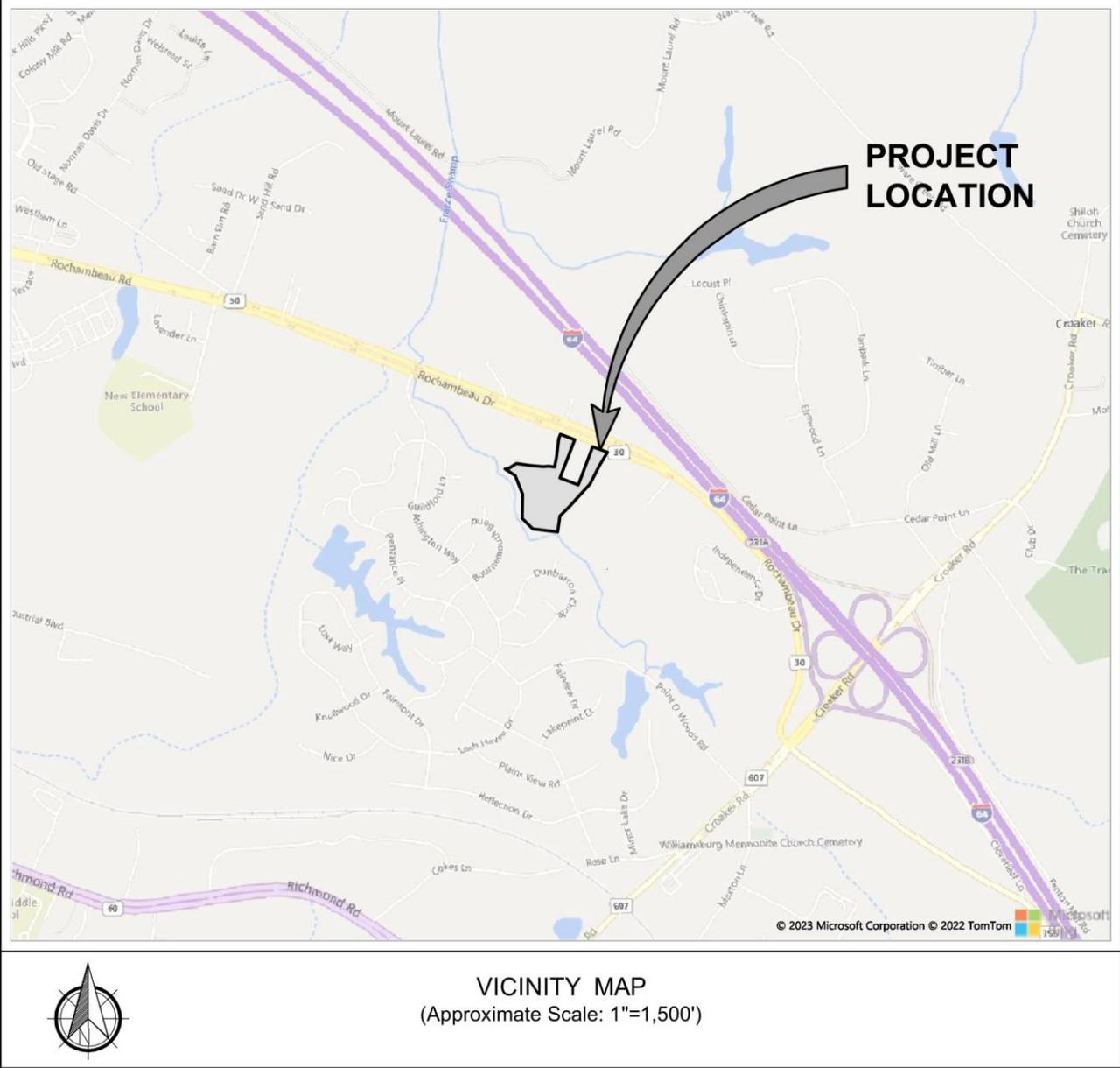
### **Average Daily Trips Table**

See attached Traffic Impact Analysis performed by Gorove Slade.

# PROJECT DESCRIPTION

The project location is shown on the following exhibit:

Exhibit 1



## **Planning Considerations**

- The requirement for the proposed land uses for this project will be under Section 24-48 of the zoning ordinance. The proposed land uses will primarily be weddings; but also, may include receptions, banquets, anniversaries, meetings and/or conferences.
- Rezoning to A1 with Proffers in order to allow the Overnight-Stay Cottages; which will be proffered to be limited to patrons associated with the event venue only. Please refer to the proposed proffers, under separate letter.
- The development will maintain a **75-foot undisturbed buffer per the Event Facility zoning Section 24-48** and the buildings will be significantly set back from all public rights-of-way apart from the curb cuts.
- Any activity that will use outdoor amplified sound or music will be set back 100' from any property line.
- The Development will not adversely affect the usability of adjacent and/or nearby properties.
- The proposed event venue will be limited to a maximum of 300 people including staff. Refer to the attached TIA and Average Daily Trips table for expected vehicle trips.
- Parking required is 1 parking space per 5 event seats. The development is exceeding that parking ratio due to client expectations. (See attached Parking Waiver Letter)

## **ANALYSIS OF IMPACTS TO PUBLIC FACILITIES AND SERVICES**

The subject property is not located within the Primary Service Area (PSA) of James City County. Parcels and subsequent land development activities not within the PSA will be required to provide private well water and a septic field for those utility services. See attached document from the soil scientist regarding the septic field. No connections or impacts will be made to JCSA for water and sewer services.

Our site will contain a public bathroom and a kitchen that will generate around 900 gallons, which will be used for the design of the septic field and well.

## **Public Schools**

The non - residential uses proposed on this site have no effect on student generation.

### **Fire Protection and Emergency Services**

There are currently five fire stations providing fire protection and Emergency Medical Services (EMS) services to James City County. The closest fire station to the subject site is Station Number 1 located at 3135 Forge Road, southwest of this project. From this station, approximately 3.3 miles away, there would be adequate response time.

The next closest fire station to the subject site would be Station Number 4 at 5312 Olde Towne Road. Although more distant than the Forge Road station, response time to the site is satisfactory if an emergency event occurs requiring additional fire and life safety support. Taken collectively, these two fire stations and the emergency medical staff available at these stations will provide more than adequate response in emergencies.

### **Solid Waste**

The proposed development on the subject property will generate modest quantities of solid waste that will require collection and disposal to promote a safe and healthy environment. Private contractors will be hired to handle the collection of solid waste. Both trash and recyclable materials will be removed from this site to the nearest solid waste transfer station.

### **Utility Service Providers**

Dominion Virginia Power, Cox Communications, and Verizon Communications provide, respectively, electricity, cable TV service, and telephone service to this area. Any proposed utilities will be placed underground.

## **ANALYSIS OF ENVIRONMENTAL IMPACTS**

The site has been evaluated and delineated by Roth Environmental, LLC (Roth) and all wetlands and RPA buffers are located around the perimeter of the site. Roth will get this

delineation confirmed by the United States Corps of Engineers (USACE) and Department of Environmental Quality (DEQ).

This site falls within the Ware Creek Watershed, which has not been an area of major development.

1. The development incorporates stormwater management facility(s) / best management practice design(s) to honor James City County's stormwater management requirements.
2. The development will provide buffer areas at the perimeter of the development. The buffers will be left natural other than the access into the property.

## **Soils**

The *Soil Survey of James City and York Counties and the City of Williamsburg, Virginia* (USDA 1985) maps several soil types within the property boundary. The property is predominantly situated on well-drained soils of Emporia, Craven, and Uchee. The hydrologic classifications of these soil types are within Group A and C. The mapping can be seen on the attached Environmental Inventory Drawing.

## **ANALYSIS OF STORMWATER MANAGEMENT/BMP**

The Master Plan shows a storm water management facility that will be used to achieve our quantity and quality goal. This application will provide a Level 2 wet pond and open space to comply with the latest VRRM regulations. Additional LID features may be needed to help achieve these requirements.

## **CONCLUSION**

In summary, the proposed development will fit the character of this area and the site will remain screened from any and all neighbors. The need for this Rezoning is to accommodate the limited overnight stays in the cottages (see proffers) and the need for the

SUP is driven by our total gross building area exceeding 10,000 sf and the road classification; the attached Traffic Impact Analysis addresses that issue.

This Community Impact study concludes the following:

- Adequate facilities (private well and septic field, fire), and utility service provider services (electric cable TV, telephone), are available for development.
- Land use is compatible with the A1 zoning and the Comprehensive Plan.
- Rezoning to A1 with Proffers is required for the Limited Overnight-Stay Cottages
- Stormwater runoff from this site can be controlled and enhanced at acceptable levels.
- A proper balance, augmented with the potential use of LID measures, is achieved with this SUP.
- The access plan will enhance the traffic conditions along Rochambeau Drive.

Thank you for considering the Development and needed approvals. We are committed to providing a first-class event venue facility serving the Williamsburg community, and we look forward to opening our business in James City County.

s:\jobs\w10782 event venue\00- 4097 rochambeau\admin\reports\pln\w1078200-cis.doc

## TRAFFIC IMPACT ANALYSIS

To: Paul Holt  
Cc: Glenn Brooks, P.E.  
Howard Price  
From: Michael Bailey, P.E., RSP<sub>1</sub>  
Date: May 2023  
Subject: Rochambeau Drive Wedding Venue – James City County, VA

James City County  
VDOT  
AES Consulting Engineers

### Introduction

Our client is proposing to construct a new wedding venue at 4097 Rochambeau Drive. The development plan includes an event space with a capacity of up to 300 total occupants. The proposed access plan includes one right-in / right-out driveway on Rochambeau Drive. It should be noted that a full-movement connection to the existing median break, on Rochambeau Drive, is not possible as the western property line ends east of the median break. The site is expected to be built-out by 2025.

This Traffic Impact Analysis (TIA) was developed in accordance with Virginia Department of Transportation (VDOT), James City County TIA guidelines, and our TIA scope meeting. A copy of the TIA scoping document is included in the Appendix.

### ***Scope of the Analysis***

The objective of this analysis is to identify potential impacts to the transportation network due to the proposed convenience store. Based on the TIA scoping meeting, the following scenarios were analyzed:

- Existing (2023) Conditions
- No-Build (2025) Conditions
- Build (2025) Conditions

The weekday AM and PM peak hours were studied for the following intersection:

- Rochambeau Drive at Existing Median Break

Figure 1 shows the site location and study intersections and the site plan is shown in Figure 2.



Figure 1: Site Location and Study Intersections

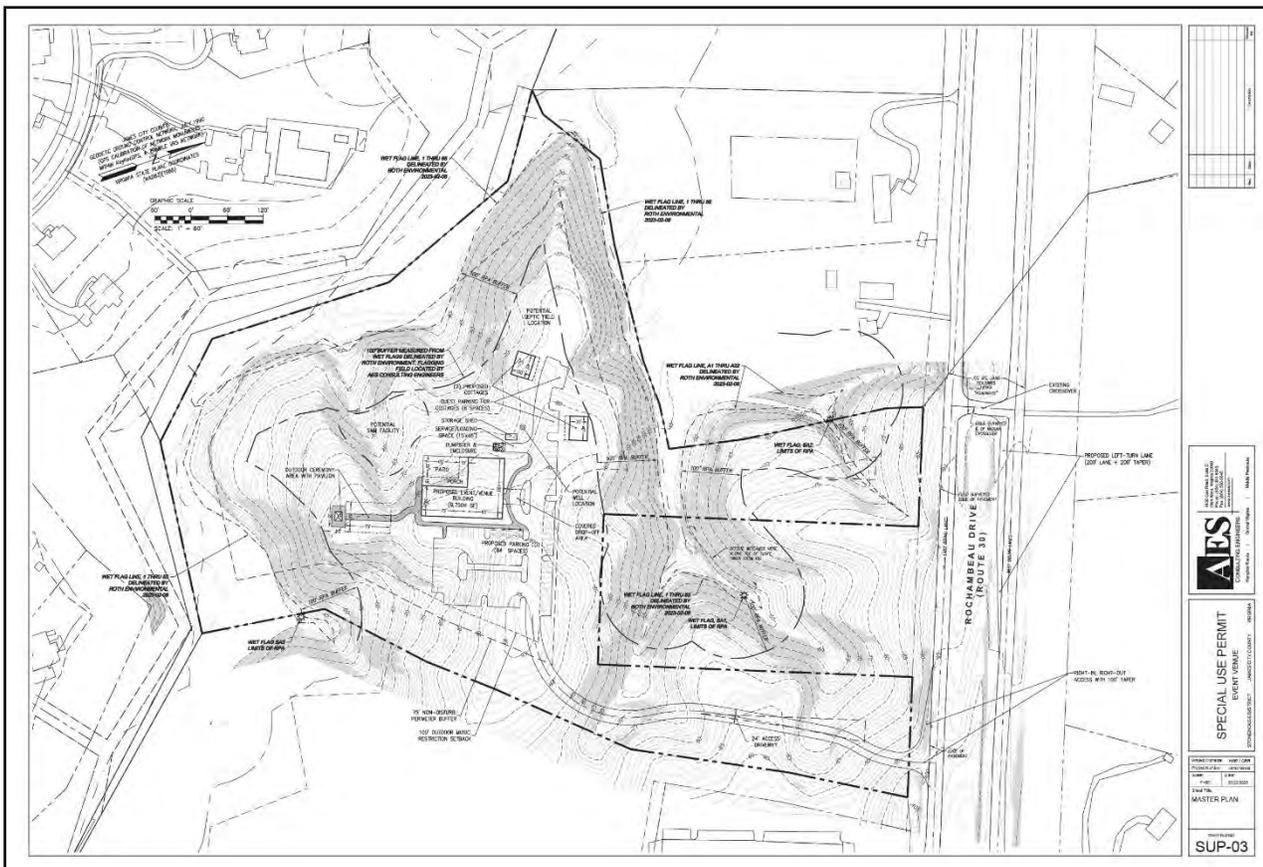


Figure 2: Preliminary Site Plan (Prepared by AES for informational purposes only)

## Existing Conditions

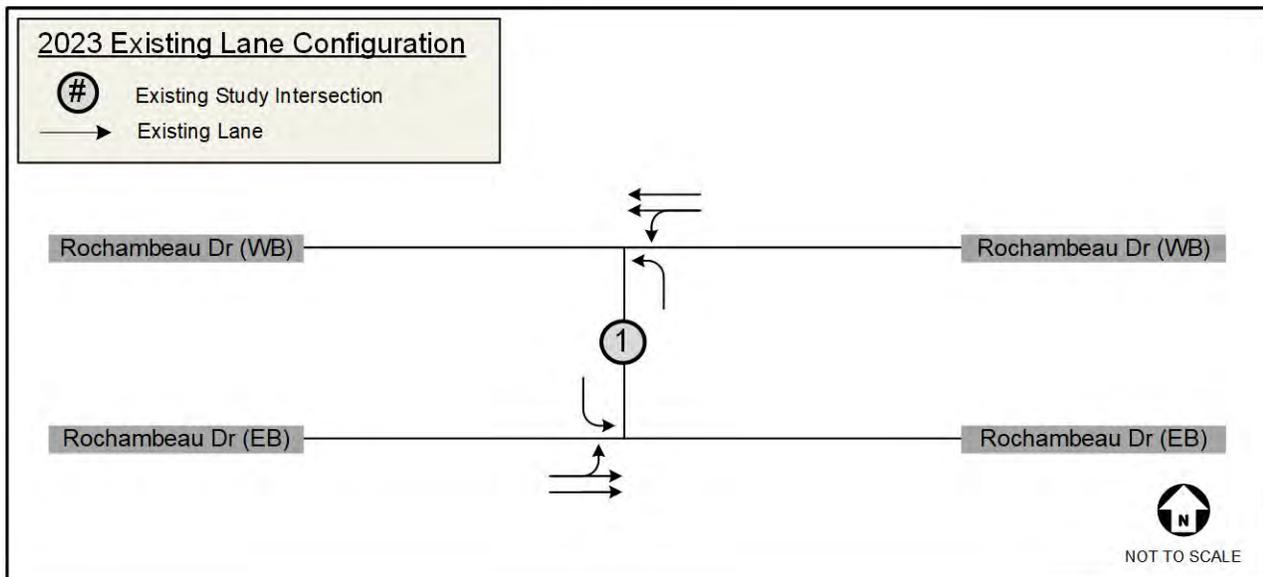
### Existing Roadway Network

A description of the major roadways within the study area is shown in Table 1 and the existing lane configuration is shown in Figure 3.

**Table 1: Existing Roadway Network**

Roadway	RTE #	VDOT Classification	Legal/Design Speed Limit (mph)	AADT* (vpd)
Rochambeau Drive	VA-30	Major Collector	55 MPH	9,100

\* Based on VDOT 2021 AADT Data



**Figure 3: Existing Lane Configuration**

### Existing (2023) Traffic Volumes

Friday and Saturday PM (4:00 to 6:00 PM) turning movement counts were conducted by Burns Services Inc. during the week of March 6<sup>th</sup> at the intersection of Rochambeau Drive at Existing Median Break.

The Friday PM peak hour volumes were higher than the Saturday volumes, so the Friday count data was used in this analysis. The peak hour traffic volumes are shown in Figure 4 and the count data is included in the Appendix.

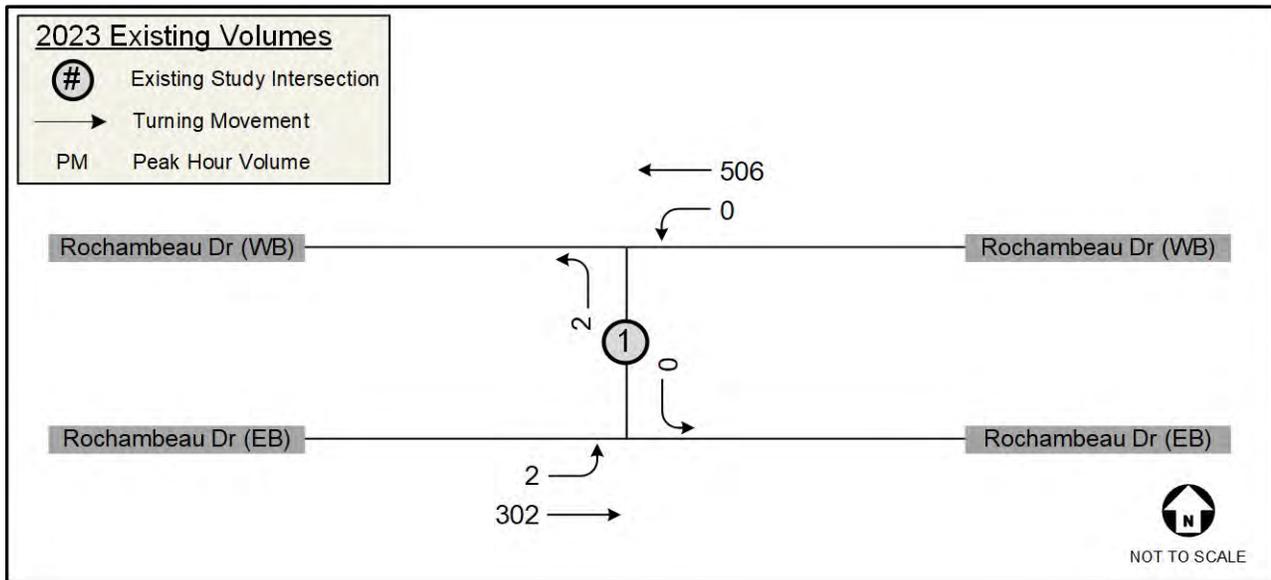


Figure 4: Existing (2023) Peak Hour Traffic Volumes

## No-Build Conditions

### Background Improvements

Based on the scoping meeting, no background improvements were included in this analysis.

### Background Developments

Based on the scoping meeting, no approved developments were identified within the vicinity of the site to be included in this analysis.

### Regional Traffic Growth

Future traffic volumes were estimated by increasing the existing traffic volumes to the build-out year using an annual growth rate and adding the trips generated by the background development. The no-build peak hour traffic volumes were estimated by applying an annual background growth rate of 1.0% for two years. Figure 5 shows the No-Build (2025) peak hour traffic volumes.

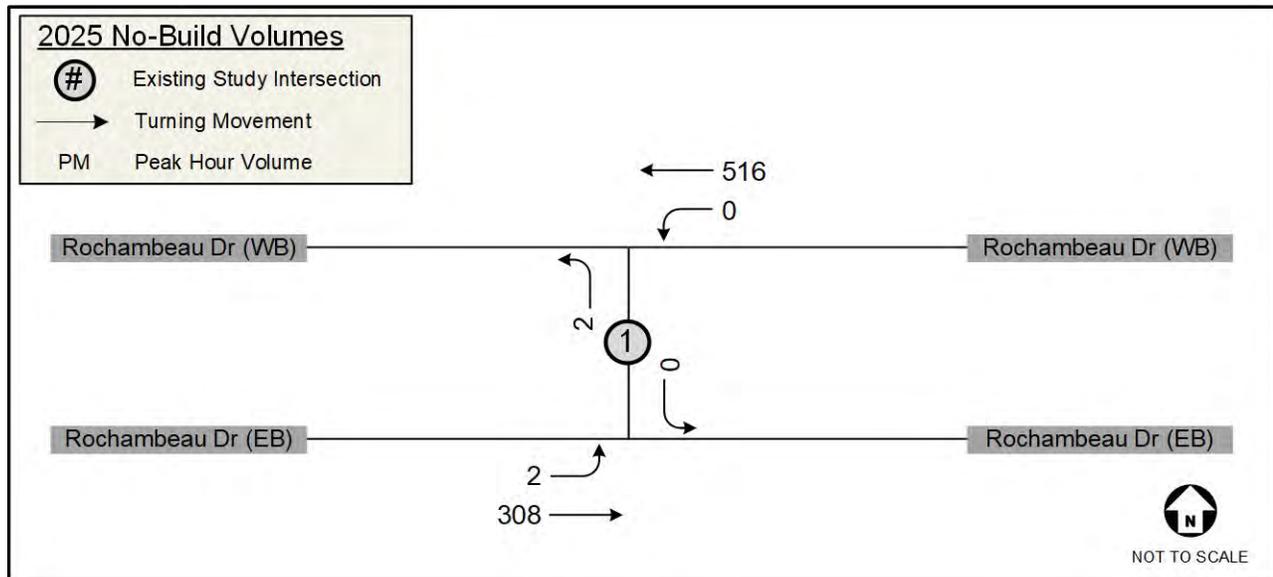


Figure 5: No-Build (2025) Peak Hour Traffic Volumes

## Build Conditions

### Site Generated Trips

The Institute of Transportation Engineers (ITE) does not publish trip rates for a wedding venue. Table 2 shows the trip potential of the proposed venue based on discussion with the development team and engineering judgement.

**Table 2: Trip Generation – Rochambeau Wedding Venue – Friday or Saturday Evening**

Category	Size	Pre-Event Peak Hour (vph)		Post-Event Peak Hour (vph)	
		Enter	Exit	Enter	Exit
Event Guests	260 people	116	15	15	116
Venue Staff, Food Service, Officiant, Florist, Photographers, DJ, etc.	40 people	13	5	5	13
<b>Total Trips</b>		<b>129</b>	<b>20</b>	<b>20</b>	<b>129</b>

Assumptions about event guests:

- 2.25 people per vehicle
- All arrive within the hour before the event, and all leave within the hour after the event
- Small number of vehicles in off-peak directions

Assumptions about staff:

- 1.50 people per vehicle
- 50% arrive more than one hour before the event, and 50% arrive within the hour before the event
- 50% leave within the hour after the event, and 50% leave more than one hour after the event
- Small number of vehicles in off-peak directions

To be conservative, the study analyzes the higher entering and exiting volumes during the same peak hour, instead of analyzing the pre-event and post-event volumes separately.

### Primary Site Trip Distribution

The site trip distribution was based on coordination with VDOT and James City County staff. The following regional distribution was applied to the site trips:

- 70% to / from the east on Rochambeau Drive
- 30% to / from the west on Rochambeau Drive

It should be noted that motorists desiring to travel westbound on Rochambeau Drive will be forced to exit the site traveling east. Once they reach Croker Road, approximately one mile east of the site, they have the option to travel west using I-64 or U.S. Route 60. It is anticipated that the majority of attendees are traveling from out of town for an event and will be staying in either Richmond or Williamsburg.

Figure 6 shows the regional site trip distribution and Figure 7 site trip assignment.

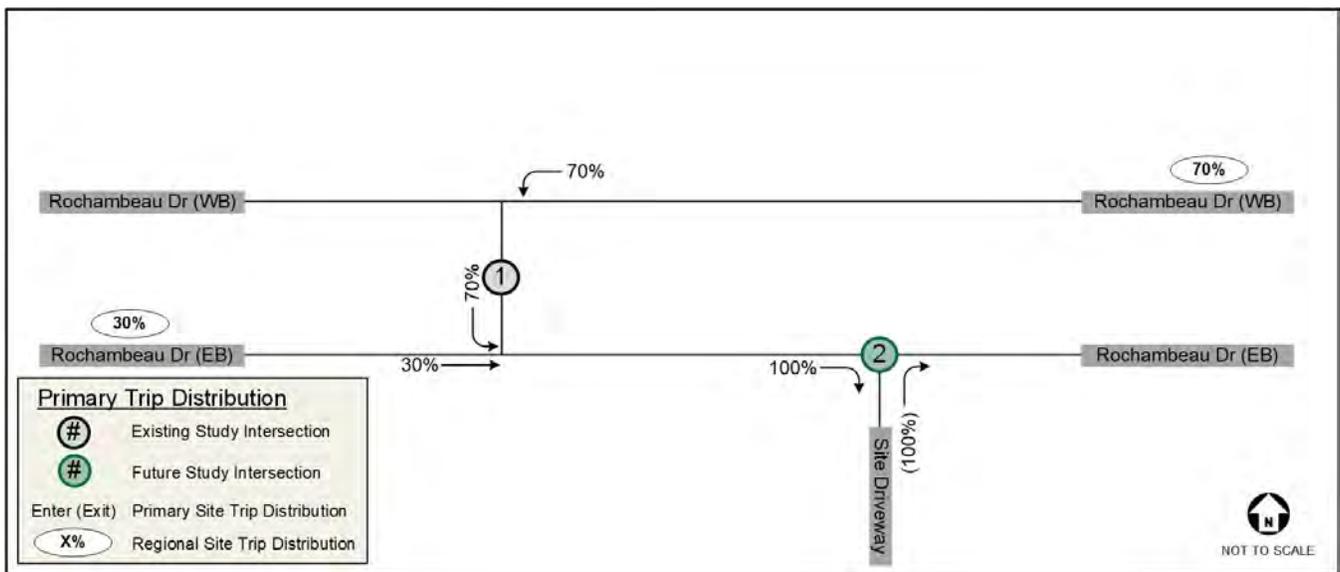


Figure 6: Primary Site Trip Distribution

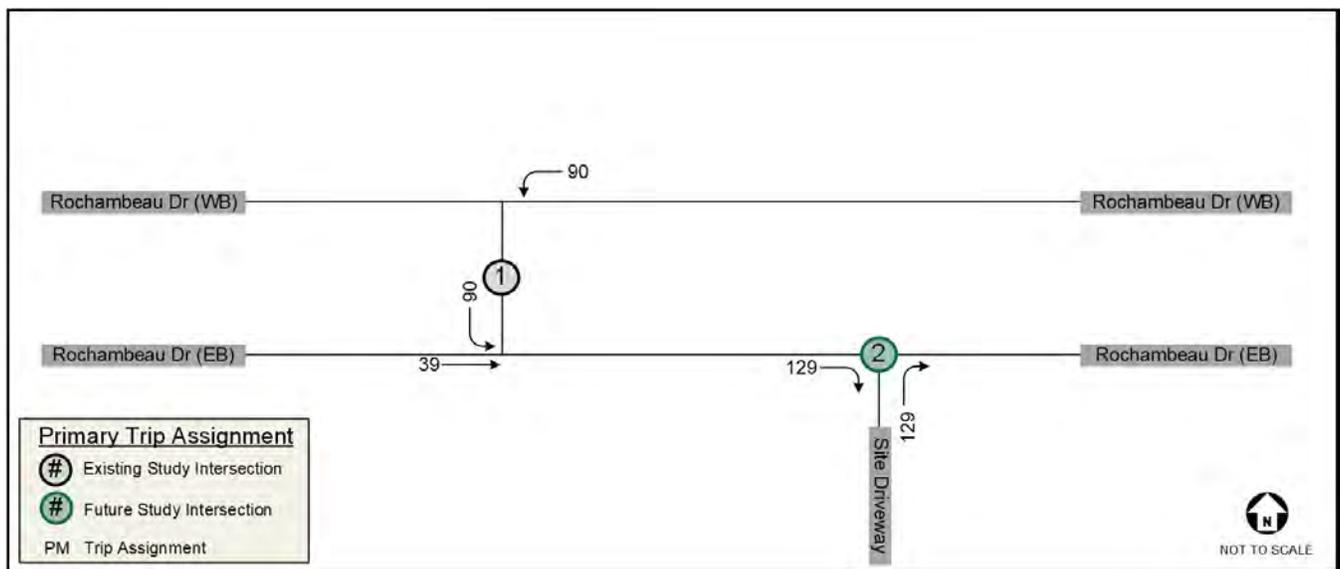


Figure 7: Primary Site Trip Assignment

### Build (2025) Traffic Volumes

The build traffic volumes were estimated by adding the no-build traffic volumes (Figure 5) and the site trip assignment (Figure 7). Figure 8 shows the Build (2025) peak hour traffic volumes.

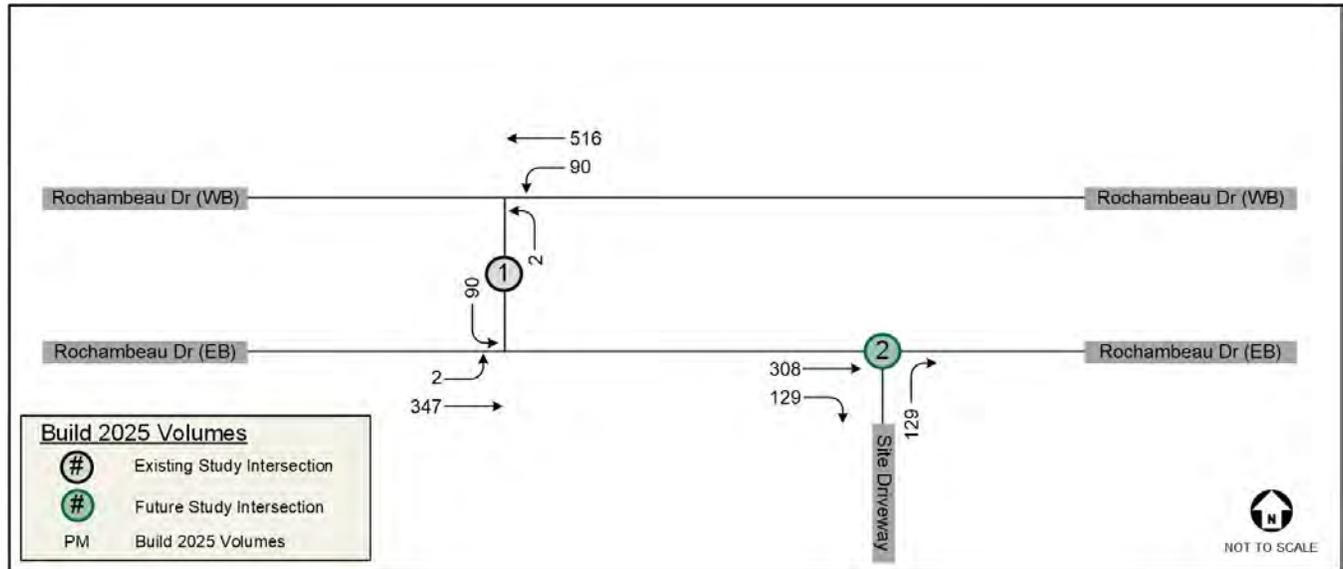


Figure 8: Build (2025) Peak Hour Traffic Volumes

### Turn Lane Warrant Analysis

The need for turn lanes was evaluated at the study intersections under Build (2025) conditions. The results of the turn lane warrant analysis are summarized in Table 3 and Table 4.

Table 3: Right-Turn Lane Warrant Analysis (4-Lane)

Study Scenario	Approach Volume	Right Turn Volume	Minimum Right Turn Taper Threshold	Minimum Right Turn Full Lane Threshold	Treatment
INT 2 - EBR - Build (2025) PM	437	129	27	90	Full-width Lane and Taper Required

Table 4: Left-Turn Lane Warrant Analysis (4-Lane)

Study Scenario	Opposing Vol. (VPH)	Advancing Vol. (VPH)	Left Turning Vol. (VPH)	Left Turn %	Treatment
Int 1 - WBL - Build (2025) PM	349	606	90	14.9%	Full-width Turn Lane and Taper Warranted

Based on the turn lane warrant analysis, the following improvements are warranted:

- Construct a westbound left-turn lane on Rochambeau Drive, at the existing median break, with 100 feet of storage and a 200-foot taper
- Construct an eastbound right-turn lane on Rochambeau Drive, at the proposed site driveway, with 100 feet of storage and a 200-foot taper

## Capacity Analysis

Capacity analysis was performed at the study intersections during the weekday AM and PM peak hours under all analysis scenarios. Synchro, Version 11 was used to analyze the study intersections based on the Highway Capacity Manual (HCM) methodology and includes level of service (LOS), delay, and queue lengths for the turning movements analyzed. The queueing analysis results are summarized in the tables below and the Synchro output reports are included in the appendix. A future peak hour factor (PHF) of 0.92 was used only if the existing PHF was less than 0.92, otherwise the existing PHF was used.

For unsignalized intersections, the average delays for the minor street movements are described as short delays (less than 25 seconds), moderate delays (between 25 and 50 seconds), and long delays (greater than 50 seconds). It is common for side street movements to experience long delays during the peak hours at intersections with major thoroughfares.

Table 5 shows the LOS, average delays, and queue lengths for the Rochambeau Drive median break.

**Table 5: Level-of-Service Summary for Rochambeau Drive at Median Break**

Scenario	Intersection (Movement)	Effective Storage Length (ft.) [1]	PM Peak Hour		
			LOS	Delay (sec/veh)	95th % Queue (ft.)
			Synchro		
Existing (2023) Conditions	<b>Rochambeau Drive [E/W] at Median Break</b>				
	<b>Overall Intersection (TWSC)</b>				
	<b>Eastbound Approach</b>				
	Eastbound U-Turn		B	10.2	0
	Eastbound Thru				
	<b>Westbound Approach</b>				
Westbound U-Turn		A	9.5	0	
Westbound Thru					
No-Build (2025) Conditions	<b>Rochambeau Drive [E/W] at Median Break</b>				
	<b>Overall Intersection (TWSC)</b>				
	<b>Eastbound Approach</b>				
	Eastbound U-Turn		B	10.2	0
	Eastbound Thru				
	<b>Westbound Approach</b>				
Westbound U-Turn		A	9.5	0	
Westbound Thru					
Build (2025) Conditions	<b>Rochambeau Drive [E/W] at Median Break</b>				
	<b>Overall Intersection (TWSC)</b>				
	<b>Eastbound Approach</b>				
	Eastbound U-Turn		B	11.9	0
	Eastbound Thru				
	<b>Westbound Approach</b>				
Westbound U-Turn	200	B	10.3	10	
Westbound Thru					

Capacity analysis shows that the major street left-turn movements currently operate with short delays during the PM peak hour. Under no-build conditions, the major street left-turn movements are expected to continue operating with short delays during the PM peak hour. Under build conditions, the major street left-turn movements are expected to continue operating with short delays during the PM peak hour, with the following improvement in place:

- Construct a westbound left-turn lane on Rochambeau Drive at the median break with 100 feet of storage and a 200-foot taper

Table 6 shows the LOS, average delays, and queue lengths for the unsignalized intersection of Rochambeau Drive at the proposed right-in / right out site driveway.

**Table 6: Level-of-Service Summary for Rochambeau Drive at Right-In / Right-Out Site Driveway**

Scenario	Intersection (Movement)	Effective Storage Length (ft.) <sup>[1]</sup>	PM Peak Hour			Ave. Max Queue (ft.) <sup>[2]</sup>
			LOS	Delay (sec/veh)	95th % Queue (ft.)	
			Synchro			SimTraffic
Build (2025) Conditions	Rochambeau Drive [E/W] at RIRO Site Driveway [N/S] Overall Intersection (TWSC)					
	<b>Eastbound Approach</b>					
	Eastbound Thru					
	Eastbound Right	200				
	<b>Northbound Approach</b>					
	Northbound Right		B	10.1	15	

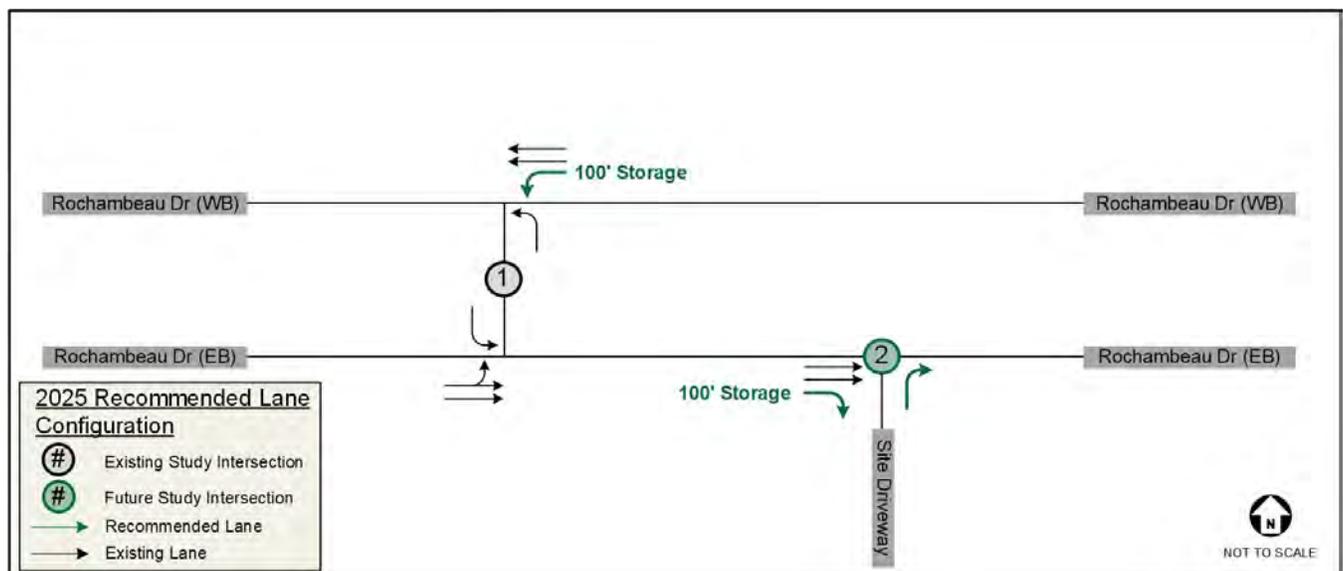
Capacity analysis shows that under build conditions, the minor street right-turn movement is expected to operate with short delays and queue lengths of one vehicle or less during the PM peak hour, with the following improvement in place:

- Construct an eastbound right-turn lane on Rochambeau Drive at the proposed site driveway with 100 feet of storage and a 200-foot taper

## Summary and Conclusions

Based on the results of the analysis, all intersections are projected to operate with acceptable delay and queueing upon completion of the proposed site, with the following improvements in place:

- Construct a westbound left-turn lane on Rochambeau Drive, at the existing median break, with 100 feet of storage and a 200-foot taper
- Construct an eastbound right-turn lane on Rochambeau Drive, at the proposed site driveway, with 100 feet of storage and a 200-foot taper



**Figure 9: Recommended Lane Configuration**

# TECHNICAL APPENDIX

## TECHNICAL APPENDIX

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## APPENDIX A

### Turning Movement Count Sheets



TRAFFIC DATA COLLECTION

File Name : James City( Eastbound Rochambeau Drive) 03-10  
 Site Code :  
 Start Date : 3/10/2023  
 Page No : 1

Groups Printed- Cars + - Trucks

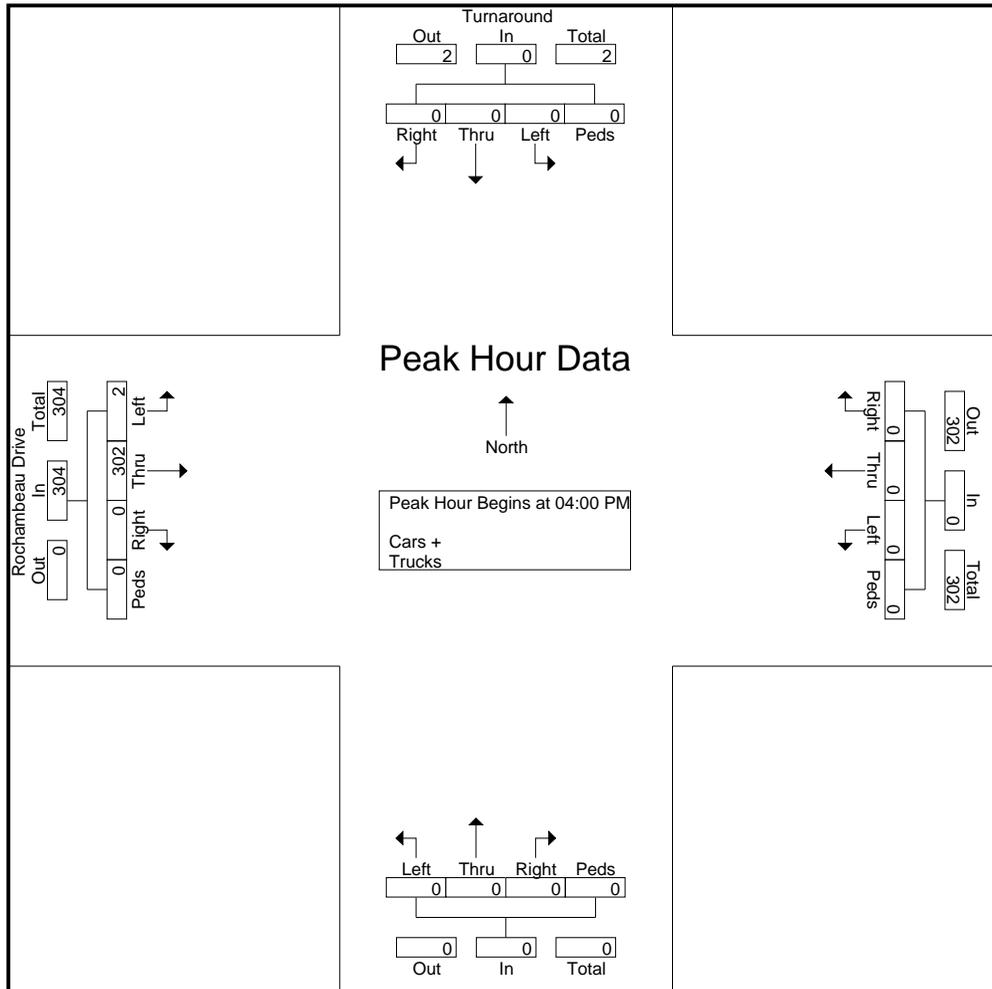
Start Time	Turnaround Southbound					Westbound					Northbound					Rochambeau Drive Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	94	0	0	94	94
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	74	1	0	75	75
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	0	0	60	60
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	74	1	0	75	75
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	302	2	0	304	304
05:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	0	0	55	55
05:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85	1	0	86	86
05:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77	0	0	77	77
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	71	0	0	71	71
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	288	1	0	289	289
06:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	6
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	596	3	0	599	599
Apprch %	0	0	0	0		0	0	0	0		0	0	0	0		0	99.5	0.5	0		
Total %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	99.5	0.5	0	100	
Cars +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	593	3	0	596	596
% Cars +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	99.5	100	0	99.5	99.5
Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
% Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.5	0	0	0.5	0.5



TRAFFIC DATA COLLECTION

File Name : James City( Eastbound Rochambeau Drive) 03-10  
 Site Code :  
 Start Date : 3/10/2023  
 Page No : 2

Start Time	Turnaround Southbound					Westbound					Northbound					Rochambeau Drive Eastbound					Int. Total	
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total		
Peak Hour Analysis From 04:00 PM to 06:00 PM - Peak 1 of 1																						
Peak Hour for Entire Intersection Begins at 04:00 PM																						
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	94	0	0	94	94	
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	74	1	0	75	75	
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	0	0	60	60	
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	74	1	0	75	75	
Total Volume	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	302	2	0	304	304	
% App. Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	99.3	0.7	0			
PHF	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	.803	.500	.000	.809	.809	





TRAFFIC DATA COLLECTION

File Name : James City(Westbound Rochambeau Drive) 03-10  
 Site Code :  
 Start Date : 3/10/2023  
 Page No : 1

Groups Printed- Cars + - Trucks

Start Time	Driveway Southbound				Rochambeau Drive Westbound				Turnaround Northbound				Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
04:00 PM	0	0	0	0	0	131	0	131	0	0	0	0	0	0	0	0	131
04:15 PM	0	0	0	0	0	116	0	116	0	0	1	1	0	0	0	0	117
04:30 PM	0	0	0	0	0	126	0	126	0	0	0	0	0	0	0	0	126
04:45 PM	0	0	0	0	0	133	0	133	0	0	1	1	0	0	0	0	134
Total	0	0	0	0	0	506	0	506	0	0	2	2	0	0	0	0	508
05:00 PM	0	0	0	0	0	120	0	120	0	0	0	0	0	0	0	0	120
05:15 PM	0	0	0	0	0	155	0	155	0	0	1	1	0	0	0	0	156
05:30 PM	0	0	0	0	0	110	0	110	0	0	0	0	0	0	0	0	110
05:45 PM	0	0	0	0	0	87	0	87	0	0	0	0	0	0	0	0	87
Total	0	0	0	0	0	472	0	472	0	0	1	1	0	0	0	0	473
06:00 PM	0	0	0	0	0	4	0	4	0	0	0	0	0	0	0	0	4
Grand Total	0	0	0	0	0	982	0	982	0	0	3	3	0	0	0	0	985
Apprch %	0	0	0	0	0	100	0	100	0	0	100	100	0	0	0	0	
Total %	0	0	0	0	0	99.7	0	99.7	0	0	0.3	0.3	0	0	0	0	
Cars +	0	0	0	0	0	961	0	961	0	0	3	3	0	0	0	0	964
% Cars +	0	0	0	0	0	97.9	0	97.9	0	0	100	100	0	0	0	0	97.9
Trucks	0	0	0	0	0	21	0	21	0	0	0	0	0	0	0	0	21
% Trucks	0	0	0	0	0	2.1	0	2.1	0	0	0	0	0	0	0	0	2.1

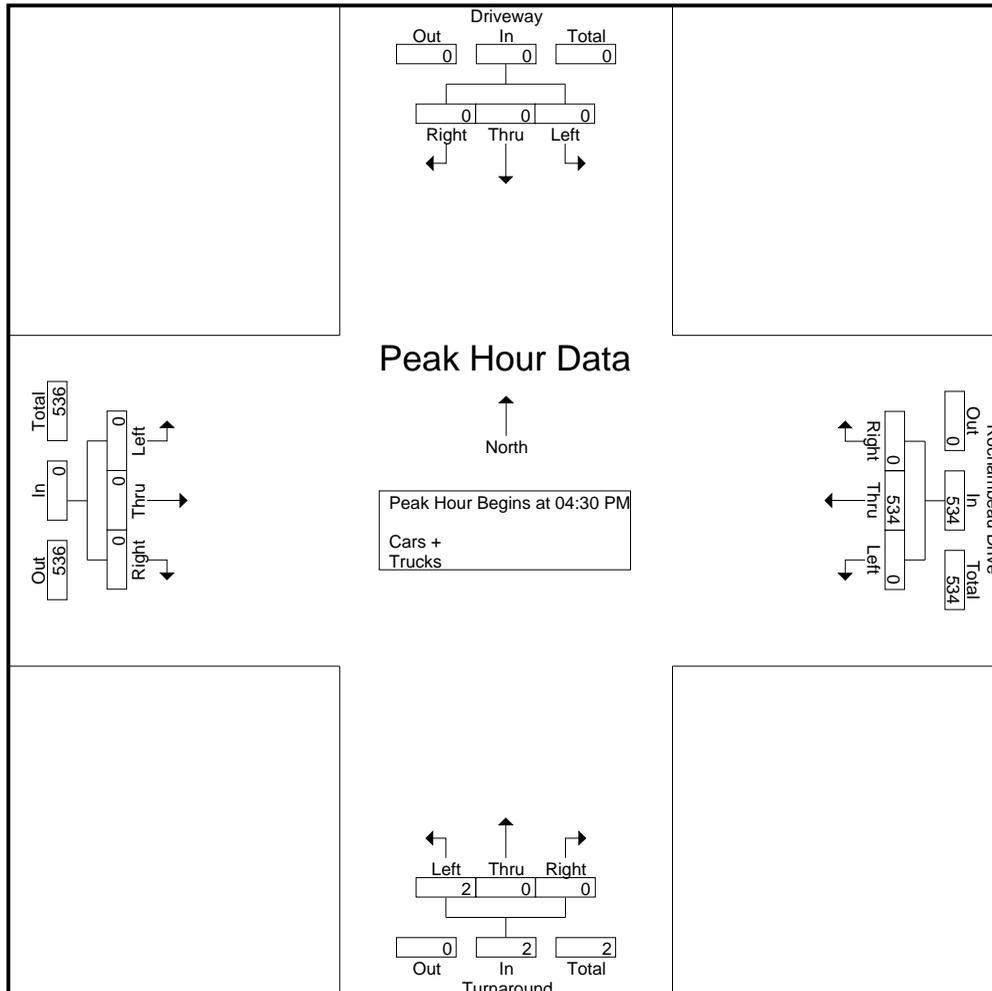
Intersection Peak



TRAFFIC DATA COLLECTION

File Name : James City(Westbound Rochambeau Drive) 03-10  
 Site Code :  
 Start Date : 3/10/2023  
 Page No : 2

Start Time	Driveway Southbound				Rochambeau Drive Westbound				Turnaround Northbound				Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:00 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:30 PM																	
04:30 PM	0	0	0	0	0	126	0	126	0	0	0	0	0	0	0	0	126
04:45 PM	0	0	0	0	0	133	0	133	0	0	1	1	0	0	0	0	134
05:00 PM	0	0	0	0	0	120	0	120	0	0	0	0	0	0	0	0	120
05:15 PM	0	0	0	0	0	155	0	155	0	0	1	1	0	0	0	0	156
Total Volume	0	0	0	0	0	534	0	534	0	0	2	2	0	0	0	0	536
% App. Total	0	0	0	0	0	100	0	100	0	0	100	100	0	0	0	0	100
PHF	.000	.000	.000	.000	.000	.861	.000	.861	.000	.000	.500	.500	.000	.000	.000	.000	.859



## APPENDIX B

### Level of Service Definitions

## TECHNICAL MEMORANDUM

**Subject: Level of Service Definitions**

### Introduction

The purpose of this memorandum is to define the level of service (LOS) metric that commonly used as a measure of effectiveness (MOE) for traffic operations.

All capacity analyses are based on the procedures specified by the Transportation Research Board's (TRB) Highway Capacity Manual (HCM), which is currently on its sixth edition. Level of service ranges from A to F. A brief description of each level of service for signalized and unsignalized intersections is provided below.

### Signalized Intersections

Level of service is based upon the traffic volume present in each lane on the roadway, the capacity of each lane at the intersection and the delay associated with each directional movement. The levels of service for signalized intersections are defined below:

- **Level of Service A** describes operations with very low average delay per vehicle, i.e., less than 10.0 seconds. This occurs when progression is extremely favorable, and most vehicles arrive during the green phase. Most vehicles do not stop. Short signal cycle lengths may also contribute to low delay.
- **Level of Service B** describes operations with average delay in the range of 10.1 to 20.0 seconds per vehicle. This generally occurs with good progression and/or short cycle lengths. More vehicles stop than for LOS A, causing higher levels of average delay.
- **Level of Service C** describes operations with delay in the range of 20.1 to 35.0 seconds per vehicle. These higher delays may result from fair progression and/or longer cycle lengths. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant at this level although many still pass through the intersection without stopping. This is generally considered the lower end of the range of the acceptable level of service in rural areas.
- **Level of Service D** describes operations with delay in the range of 35.1 to 55.0 seconds per vehicle. At LOS D, the influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable progression, long cycle lengths, and/or high traffic volumes as compared to the roadway capacity. Many vehicles are required to stop and the number of vehicles that do not have to stop declines. Individual signal cycle failures, where all waiting vehicles do not clear the intersection during a single green time, are noticeable. This is generally considered the lower end of the range of the acceptable level of service in urban areas.
- **Level of Service E** describes operations with delay in the range of 55.1 to 80.0 seconds per vehicle. These higher delay values generally indicate poor progression, long cycle lengths, and high traffic volumes. Individual cycle failures are frequent occurrences. LOS E has been set as the limit of acceptable conditions.
- **Level of Service F** describes operations with average delay in excess of 80.0 seconds per vehicle. This is considered to be unacceptable to most drivers. This condition often occurs with over-saturation, i.e., when traffic arrives at a flow rate that exceeds the capacity of the intersection. It may also occur at high volumes with many individual cycle failures. Poor progression and long cycle lengths may also contribute to such delays.

---

## Unsignalized Intersections

At an unsignalized intersection, the major street through traffic and right-turns are assumed to operate unimpeded and therefore receive no level of service rating. The level of service for the minor street and the major street left-turn traffic is dependent on the volume and capacity of the available lanes, and, the number and frequency of acceptable gaps in the major street traffic to make a conflicting turn. The level of service grade is provided for each conflicting movement at an unsignalized intersection and is based on the total average delay experienced by each vehicle. The delay includes the time it takes a vehicle to move from the back of a queue through the intersection.

The unsignalized intersection level of service analysis does not account for variations in driver behavior or the effects of nearby traffic signals. Therefore, the results from this analysis usually indicate worse levels of service than may be experienced in the field. The unsignalized intersection level of service descriptions are provided below:

- **Level of Service A** describes operations where there is very little to no conflicting traffic for a minor side street movement, i.e., an average total delay of less than 10.0 seconds per vehicle.
- **Level of Service B** describes operations with average total delay in the range of 10.1 to 15.0 seconds per vehicle.
- **Level of Service C** describes operations with average total delay in the range of 15.1 to 25.0 second per vehicle.
- **Level of Service D** describes operations with average total delay in the range of 25.1 to 35.0 seconds per vehicle.
- **Level of Service E** describes operations with average total delay in the range of 35.1 to 50.0 seconds per vehicle.
- **Level of Service F** describes operations with average total delay of 50 seconds per vehicle. LOS F exists when there are insufficient gaps of suitable size to allow a side street demand to cross safely through or enter a major street traffic stream. This level of service is generally evident from extremely long total delays experienced by side street traffic and by queuing on the minor approaches. It is important to note that LOS F may not always result in long queues but may result in adjustments to normal driver behavior.

## APPENDIX C

### Intersection Capacity Analysis Results – Existing Conditions (2023)

Intersection						
Int Delay, s/veh	0					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations				↕↑	↕	
Traffic Vol, veh/h	0	0	1	506	2	0
Future Vol, veh/h	0	0	1	506	2	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	1	0	0
Mvmt Flow	0	0	1	562	2	0

Major/Minor	Major2	Minor1		
Conflicting Flow All	0	0	283	-
Stage 1	-	-	0	-
Stage 2	-	-	283	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	689	0
Stage 1	-	-	-	0
Stage 2	-	-	746	0
Platoon blocked, %			-	
Mov Cap-1 Maneuver	-	-	689	-
Mov Cap-2 Maneuver	-	-	689	-
Stage 1	-	-	-	-
Stage 2	-	-	746	-

Approach	WB	NB
HCM Control Delay, s		10.2
HCM LOS		B

Minor Lane/Major Mvmt	NBLn1	WBL	WBT
Capacity (veh/h)	689	-	-
HCM Lane V/C Ratio	0.003	-	-
HCM Control Delay (s)	10.2	-	-
HCM Lane LOS	B	-	-
HCM 95th %tile Q(veh)	0	-	-

Intersection						
Int Delay, s/veh	0					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕↕			↕	
Traffic Vol, veh/h	2	302	0	0	1	0
Future Vol, veh/h	2	302	0	0	1	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Stop	Stop	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	2	336	0	0	1	0

Major/Minor	Major1		Minor2	
Conflicting Flow All	0	0	172	-
Stage 1	-	-	0	-
Stage 2	-	-	172	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	807	0
Stage 1	-	-	-	0
Stage 2	-	-	847	0
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	-	-	807	-
Mov Cap-2 Maneuver	-	-	807	-
Stage 1	-	-	-	-
Stage 2	-	-	847	-

Approach	EB	SB
HCM Control Delay, s		9.5
HCM LOS		A

Minor Lane/Major Mvmt	EBL	EBT	SBLn1
Capacity (veh/h)	-	-	807
HCM Lane V/C Ratio	-	-	0.001
HCM Control Delay (s)	-	-	9.5
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0

## APPENDIX D

### Intersection Capacity Analysis Results – No-Build Conditions (2025)

Intersection						
Int Delay, s/veh	0					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations				↕↑	↕	
Traffic Vol, veh/h	0	0	1	516	2	0
Future Vol, veh/h	0	0	1	516	2	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	1	0	0
Mvmt Flow	0	0	1	561	2	0

Major/Minor	Major2	Minor1		
Conflicting Flow All	0	0	283	-
Stage 1	-	-	0	-
Stage 2	-	-	283	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	689	0
Stage 1	-	-	-	0
Stage 2	-	-	746	0
Platoon blocked, %			-	
Mov Cap-1 Maneuver	-	-	689	-
Mov Cap-2 Maneuver	-	-	689	-
Stage 1	-	-	-	-
Stage 2	-	-	746	-

Approach	WB	NB
HCM Control Delay, s		10.2
HCM LOS		B

Minor Lane/Major Mvmt	NBLn1	WBL	WBT
Capacity (veh/h)	689	-	-
HCM Lane V/C Ratio	0.003	-	-
HCM Control Delay (s)	10.2	-	-
HCM Lane LOS	B	-	-
HCM 95th %tile Q(veh)	0	-	-

Intersection						
Int Delay, s/veh	0					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕↕			↕	
Traffic Vol, veh/h	2	308	0	0	1	0
Future Vol, veh/h	2	308	0	0	1	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Stop	Stop	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	2	335	0	0	1	0

Major/Minor	Major1		Minor2	
Conflicting Flow All	0	0	172	-
Stage 1	-	-	0	-
Stage 2	-	-	172	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	807	0
Stage 1	-	-	-	0
Stage 2	-	-	847	0
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	-	-	807	-
Mov Cap-2 Maneuver	-	-	807	-
Stage 1	-	-	-	-
Stage 2	-	-	847	-

Approach	EB	SB
HCM Control Delay, s		9.5
HCM LOS		A

Minor Lane/Major Mvmt	EBL	EBT	SBLn1
Capacity (veh/h)	-	-	807
HCM Lane V/C Ratio	-	-	0.001
HCM Control Delay (s)	-	-	9.5
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0

## APPENDIX E

### Intersection Capacity Analysis Results – Build Conditions (2025)

Intersection						
Int Delay, s/veh	0					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations			↘	↑↑	↘	
Traffic Vol, veh/h	0	0	90	516	2	0
Future Vol, veh/h	0	0	90	516	2	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	300	-	0	-
Veh in Median Storage, #	1	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	1	0	0
Mvmt Flow	0	0	98	561	2	0

Major/Minor	Major2	Minor1		
Conflicting Flow All	0	0	477	-
Stage 1	-	-	0	-
Stage 2	-	-	477	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	522	0
Stage 1	-	-	-	0
Stage 2	-	-	596	0
Platoon blocked, %			-	
Mov Cap-1 Maneuver	-	-	522	-
Mov Cap-2 Maneuver	-	-	522	-
Stage 1	-	-	-	-
Stage 2	-	-	596	-

Approach	WB	NB
HCM Control Delay, s		11.9
HCM LOS		B

Minor Lane/Major Mvmt	NBLn1	WBL	WBT
Capacity (veh/h)	522	-	-
HCM Lane V/C Ratio	0.004	-	-
HCM Control Delay (s)	11.9	-	-
HCM Lane LOS	B	-	-
HCM 95th %tile Q(veh)	0	-	-

Intersection						
Int Delay, s/veh	2.1					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕↕			↕	
Traffic Vol, veh/h	2	347	0	0	90	0
Future Vol, veh/h	2	347	0	0	90	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Stop	Stop	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	2	377	0	0	98	0

Major/Minor	Major1		Minor2	
Conflicting Flow All	0	0	193	-
Stage 1	-	-	0	-
Stage 2	-	-	193	-
Critical Hdwy	4.1	-	6.8	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	5.8	-
Follow-up Hdwy	2.2	-	3.5	-
Pot Cap-1 Maneuver	-	-	783	0
Stage 1	-	-	-	0
Stage 2	-	-	827	0
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	-	-	783	-
Mov Cap-2 Maneuver	-	-	783	-
Stage 1	-	-	-	-
Stage 2	-	-	827	-

Approach	EB	SB
HCM Control Delay, s		10.3
HCM LOS		B

Minor Lane/Major Mvmt	EBL	EBT	SBLn1
Capacity (veh/h)	-	-	783
HCM Lane V/C Ratio	-	-	0.125
HCM Control Delay (s)	-	-	10.3
HCM Lane LOS	-	-	B
HCM 95th %tile Q(veh)	-	-	0.4

Intersection						
Int Delay, s/veh	2.3					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑				↑
Traffic Vol, veh/h	308	129	0	0	0	129
Future Vol, veh/h	308	129	0	0	0	129
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Stop	Stop	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	300	-	-	-	0
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	335	140	0	0	0	140

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	-	168
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	6.94
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	3.32
Pot Cap-1 Maneuver	-	-	0	847
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	-	-	-	847
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Control Delay, s	0	10.1
HCM LOS		B

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	847	-	-
HCM Lane V/C Ratio	0.166	-	-
HCM Control Delay (s)	10.1	-	-
HCM Lane LOS	B	-	-
HCM 95th %tile Q(veh)	0.6	-	-

## APPENDIX F

### Turn Lane Warrant Assessment

**Left Turn Lane Warrant Assessment  
Four-Lane Highways**

**Background:**

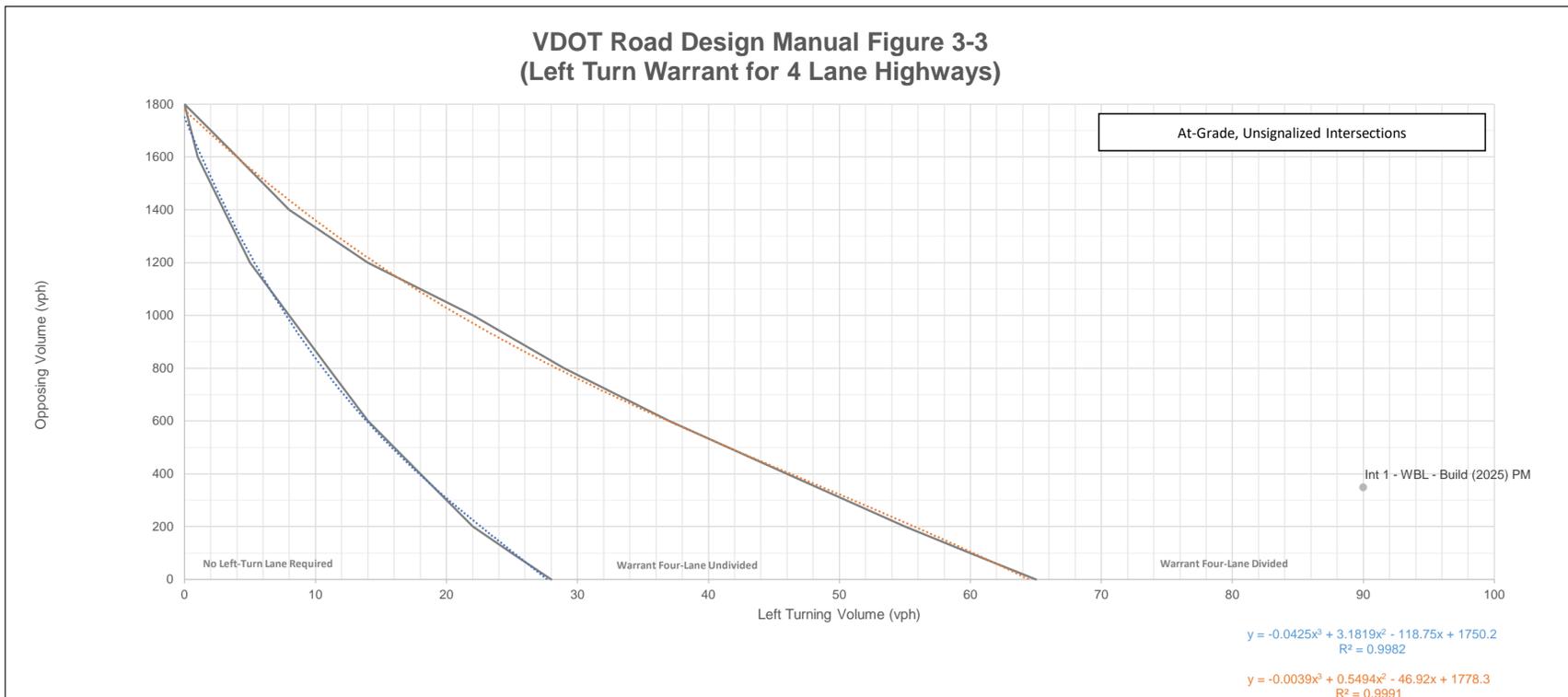
Warrants for left-turn storage lanes on four-lane highways at unsignalized intersections are based on Figure 3-3 in Appendix F of the Virginia Department of Transportation's (VDOT) *Road Design Manual* (RDM). The figure provides a graphical representation for determining the necessity of a left turn lane for divided and undivided roadway conditions by comparing the left turning volumes of a given approach and the respective opposing traffic volume.

**Project Information:**

<b>Project:</b>	Rochambeau Drive Wedding Venue	
<b>Project ID:</b>	#3097-002	
<b>Intersection(s) and Movement(s):</b>	1 - Rochambeau Drive Median Break 2 - 3 - 4 - 5 -	
<b>Scenario:</b>	2025 Build Conditions	
<b>Analysis:</b>	Gorove Slade	

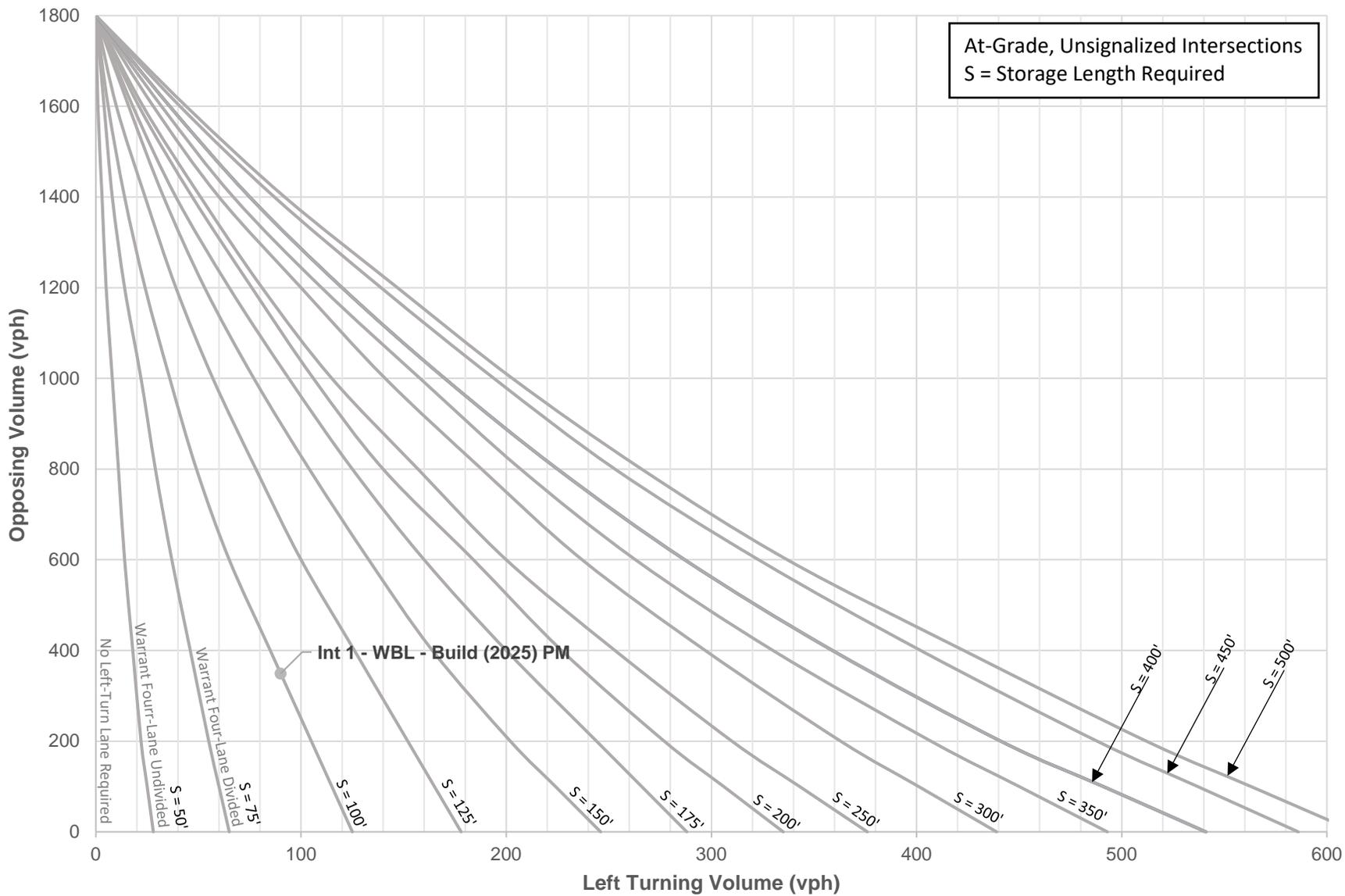
**Assessment Summary:**

Study Scenario	Input				Result	
	Opposing Vol. (VPH)	Advancing Vol. (VPH)	Left Turning Vol. (VPH)	Left Turn %	Treatment	Treatment
Int 1 - WBL - Build (2025) PM	349	606	90	14.9%	Full-width Turn Lane and Taper Warranted	Full-width Turn Lane and Taper Warranted (for Undivided and Divided)



**VDOT Road Design Manual Figure 3-3  
(Left Turn Warrant for 4 Lane Highways)**

At-Grade, Unsignalized Intersections  
S = Storage Length Required



**RDM Right Turn Lane Warrant Assessment  
Four-Lane Highway**

**Right Turn Lane Warrant Assessment**

**Four-Lane Highways**

Based on NCHRP Report 279 / VDOT RDM Appendix F  
"Intersection Channelization Guide"

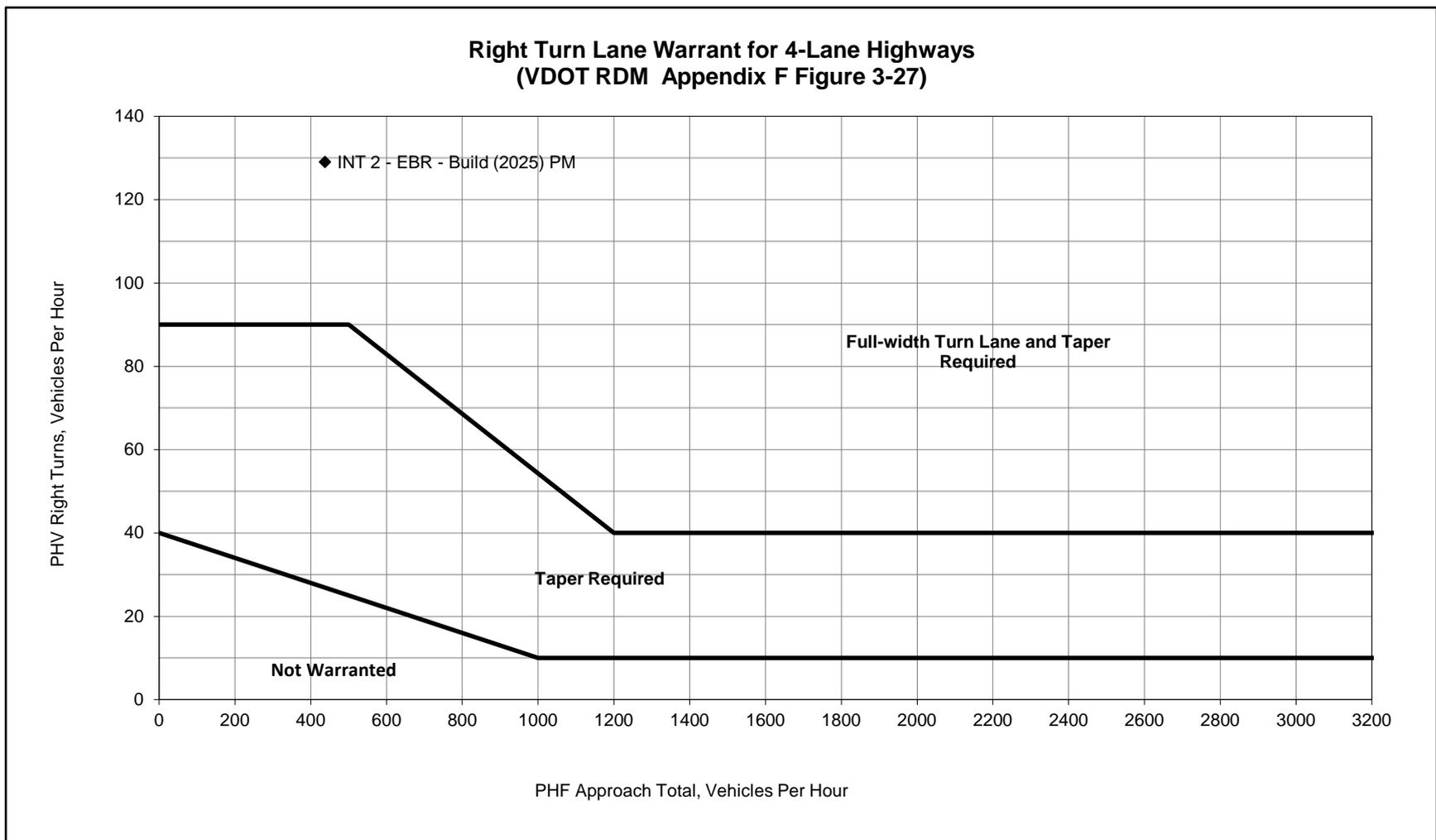
**Background:**

Warrants for right-turn storage lanes on four-lane highways at unsignalized intersections are based on Figure 3-27 in Appendix F of the Virginia Department of Transportation's (VDOT) *Road Design Manual* (RDM). This figure provides a graphical representation for determining the necessity of a right turn lane and / or taper by comparing the total volumes of a given approach with their respective right turn volumes.

**Project Information:**

<b>Project:</b>	
<b>Project ID:</b>	
<b>Intersection(s) and Movement(s):</b>	1 - 2 - Rochambeau Drive at Site Driveway 3 - 4 - 5 -
<b>Scenario:</b>	2020 Future Conditions with Development
<b>Analyst:</b>	Gorove Slade

Study Scenario	Approach Volume	Right Turn Volume	Minimum Right Turn Taper Threshold	Minimum Right Turn Full Lane Threshold	Treatment
INT 2 - EBR - Build (2025) PM	437	129	27	90	Full-width Lane and Taper Required



## APPENDIX G

### VDOT Pre-Scope Form

THIS IS A NOT CHAPTER 527 STUDY

	<p><b>PRE-SCOPE OF WORK MEETING FORM</b></p> <p>Information on the Project Traffic Impact Analysis Base Assumptions</p>
---	---

The applicant is responsible for entering the relevant information and submitting the form to VDOT and the locality no less than three (3) business days prior to the meeting. If a form is not received by this deadline, the scope of work meeting may be postponed.

<b>Contact Information</b>				
Consultant Name:	Mike Bailey, P.E., RSP1 – Gorove Slade			
Tele:	(804) 362-0578			
E-mail:	mb@goroveslade.com			
Developer/Owner Name:	Wedding Co of Williamsburg, LLC			
Tele:				
E-mail:				
<b>Project Information</b>				
Project Name:	Rochambeau Drive Wedding Venue	Locality/County:	James City County	
Project Location: <small>(Attach regional and site specific location map)</small>	Refer to Figure 1			
Submission Type	Comp Plan <input type="checkbox"/>	REZ/SUP <input type="checkbox"/>	Site Plan <input checked="" type="checkbox"/>	Subd Plat <input type="checkbox"/>
Project Description: <small>(Including details on the land use, acreage, phasing, access location, etc. Attach additional sheet if necessary)</small>	The applicant is proposing a wedding venue at 4097 Rochambeau Drive with a capacity of 300 people – including guests, caterers, officiant, photographer, band, etc. The access plan includes one right-in / right-out driveway on Rochambeau Drive.			
Proposed Use(s): <small>(Check all that apply; attach additional pages as necessary)</small>	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Mixed Use <input type="checkbox"/>	Other <input checked="" type="checkbox"/>
	<b>Residential Uses(s)</b> N/A		<b>Commercial Use(s)</b> See Trip Table	
Total Peak Hour Trip Projection:	Less than 100 <input type="checkbox"/>	100 – 499 <input checked="" type="checkbox"/>	500 – 999 <input type="checkbox"/>	1,000 or more <input type="checkbox"/>

<b>Traffic Impact Analysis Assumptions</b>			
Study Period	Existing Year: 2023	Build-out Year: 2025	Design Year: 2025
Study Area Boundaries (Attach map)	North: Refer to Figure 1		South:
	West:		East:
External Factors That Could Affect Project (Planned road improvements, other nearby developments)	None		
Consistency With Comprehensive Plan (Land use, transportation plan)	Existing zoning is A-1 Applicant is seeking a Special Use Permit (SUP)		
Available Traffic Data (Historical, forecasts)	Rochambeau Drive – 8,900 vpd in 2016 / 9,100 vpd in 2021		
Trip Distribution	Road Name: See Figure 1		Road Name:
	Road Name:		Road Name:
Annual Vehicle Trip Growth Rate: (See Note 3.)	1.0 %	Peak Period for Study (check all that apply)	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="checkbox"/> SAT
		Peak Hour of Generator	Friday or Saturday evening
Study Intersections and/or Road Segments (Attach additional sheets as necessary) <b>(Please refer to attached Figure 1.)</b>	1.	Rochambeau Drive at Proposed Site Driveway	7.
	2.	Rochambeau Drive median break	8.
	3.		9.
	4.		10.
	5.		11.
	6.		12.
Trip Adjustment Factors	Internal allowance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reduction: N/A		Pass-by allowance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reduction: N/A
	<input checked="" type="checkbox"/> Synchro <input type="checkbox"/> HCS (v.2000/+) <input type="checkbox"/> SIDRA <input type="checkbox"/> CORSIM <input checked="" type="checkbox"/> Other <u>SimTraffic</u>		
Traffic Signal Proposed or Affected (Analysis software to be used, progression speed, cycle length)	Analysis Software: Synchro / SimTraffic 11		
Improvement(s) Assumed or to be Considered	The need for turn lanes and other off-site improvements will be determined based on the results of the TIA.		

Background Traffic Studies Considered	To be discussed at TIA scope meeting
Plan Submission	<input type="checkbox"/> Master Development Plan (MDP) <input checked="" type="checkbox"/> Generalized Development Plan (GDP) <input type="checkbox"/> Preliminary/Sketch Plan <input type="checkbox"/> Other Plan type (Final Site, Subd. Plan)
Additional Issues to be Addressed	<input checked="" type="checkbox"/> Queuing analysis <input type="checkbox"/> Actuation/Coordination <input type="checkbox"/> Weaving analysis <input type="checkbox"/> Merge analysis <input checked="" type="checkbox"/> Bike/Ped Accommodations <input checked="" type="checkbox"/> Intersection(s) <input type="checkbox"/> TDM Measures <input type="checkbox"/> Other ( _____ )

**NOTES on ASSUMPTIONS:**

1. The TIA will include three analysis scenarios:
  - Existing 2023 Conditions
  - No-Build 2025 Conditions
  - Build 2025 Conditions
2. 2023 existing “baseline” condition counts will be collected at the existing study intersection.
3. Existing peak hour factors will be based on the traffic counts and utilized on a by-intersection basis. Peak hour factors of 0.92 will be used for all future scenarios if the existing peak hour factor by intersection is less than 0.92.
4. Heavy vehicle percentages (HV%) will be based on count data.
5. HCM 6 methodology will be utilized where applicable; HCM 2000 methodology will be utilized if HCM 6 methodology is not applicable.
6. Turn lane warrants will be assessed at the proposed site driveway.
7. The capacity analysis will adhere to the guidelines set forth in TOSAM, Version 2.0.
8. Traffic counts will be conducted for Friday and Saturday (4-6 PM). The higher volumes will be used for the analysis.



Figure 1: Site Location and Primary Trip Distribution

**Rochambeau Drive Wedding Venue  
 James City County, VA**

**Table 1: Trip Generation – Friday or Saturday Evening**

Category	Size	Pre-Event Peak Hour (vph)		Post-Event Peak Hour (vph)	
		Enter	Exit	Enter	Exit
Event Guests	260 people	116	15	15	116
Venue Staff, Food Service, Officiant, Florist, Photographers, DJ, etc.	40 people	13	5	5	13
<b>Total Trips</b>		<b>129</b>	<b>20</b>	<b>20</b>	<b>129</b>

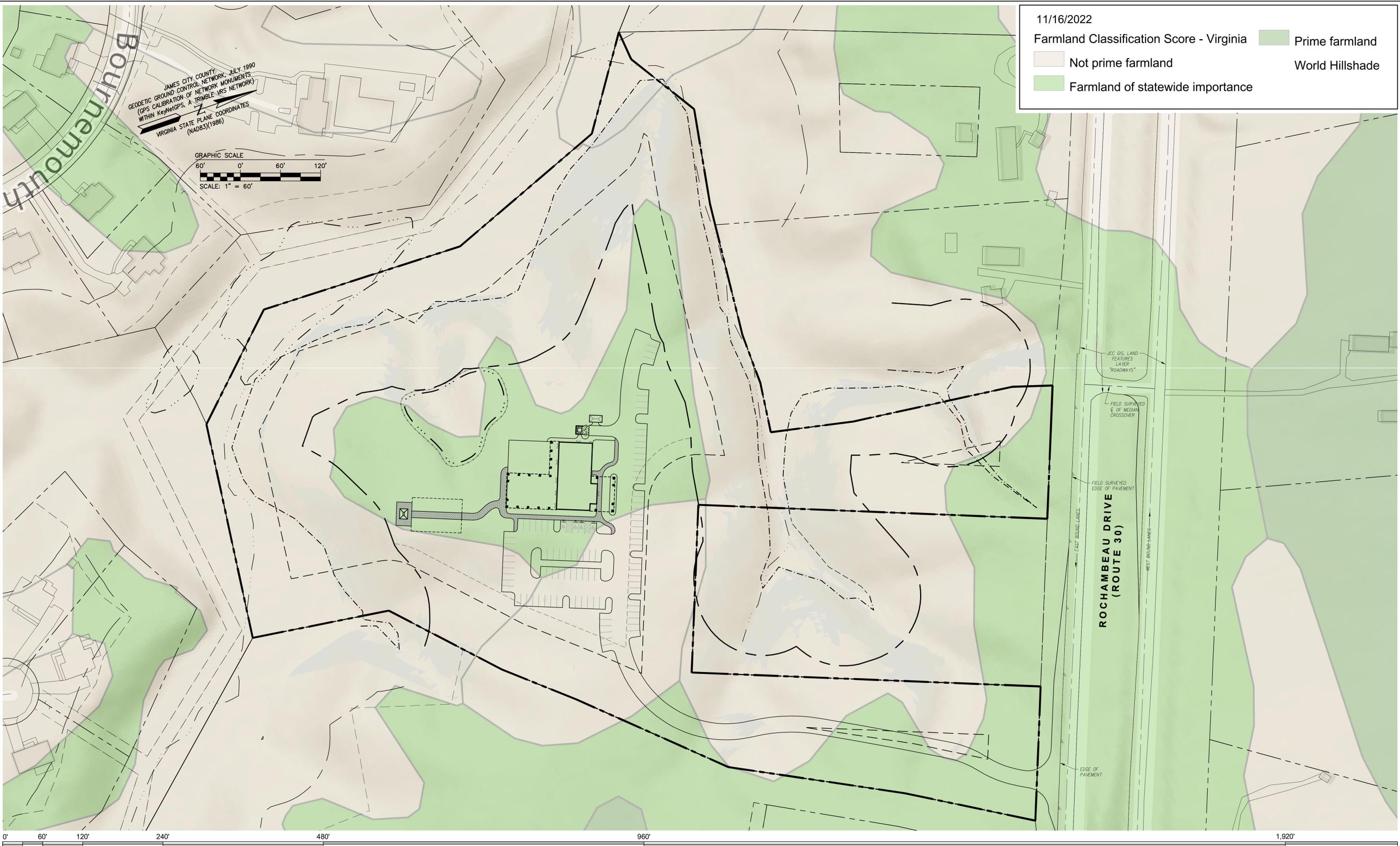
Assumptions about event guests:

- 2.25 people per vehicle
- All arrive within the hour before the event, and all leave within the hour after the event
- Small number of vehicles in off-peak directions

Assumptions about staff:

- 1.50 people per vehicle
- 50% arrive more than one hour before the event, and 50% arrive within the hour before the event
- 50% leave within the hour after the event, and 50% leave more than one hour after the event
- Small number of vehicles in off-peak directions

January 23, 2023



**CONCEPTUAL PLAN**  
**THE OVERLOOK AT ROCHAMBEAU**  
 JAMES CITY COUNTY, VIRGINIA  
 (AES PROJECT #: W10782-00 - AES PROJECT CONTACT: HOWARD PRICE)

**ITEM SUMMARY**

DATE: 6/7/2023

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - June 2023

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**ATTACHMENTS:**

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

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/25/2023 - 10:24 AM
Planning Commission	Holt, Paul	Approved	5/25/2023 - 10:25 AM
Publication Management	Daniel, Martha	Approved	5/25/2023 - 10:27 AM
Planning Commission	Holt, Paul	Approved	5/25/2023 - 10:31 AM

## **PLANNING DIRECTOR'S REPORT**

### **June 2023**

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

#### ➤ **Planning**

- **Monthly Case Report:** For a list of all cases received in the last month, please see the attached document.
  
- **Board Action Results:**
  - **April 11, 2023**
    - ORD-22-0003. Amendments for Calculation of Residential Development Density  
(Approved as amended 5-0)
    - ORD-22-0004. Amendments to the Zoning Ordinance Regarding Community Recreation Facilities in Residential Districts  
(Deferred to June 13, 2023)
    - ORD-23-0001. Amendments to the Zoning Ordinance Regarding Vape and Smoke Shops  
(Approved 5-0)
    - SUP-22-0021. 8401 Hicks Island Road Tourist Home  
(Deferred to September 12, 2023)
    - SUP-23-0004. Chickahominy Riverfront Park Master Plan Amendment  
(Approved 5-0)
    - SUP-23-0005. Jamestown Beach Event Park Master Plan Amendment  
(Approved 5-0)
    - SUP-23-0006. Upper County Park Master Plan Amendment  
(Approved 5-0)
    - SUP-23-0007. Warhill Sports Complex Master Plan Amendment  
(Approved 5-0)
    - Moses Lane - Community Development Block Grant Application  
(Approved 5-0)

Congratulations to Andrea Case, Community Development Assistant, on receiving a Master of Public Administration from Florida International University!

Congratulations to Tom Leininger, Principal Planner, for completing all the rigorous requirements necessary to become a certified planner. Tom will now be able to use the American Institute of Certified Planners (AICP) designation on all of his professional correspondence.

James City County is currently seeking public input to help update the Yarmouth Creek Watershed Management Plan. More information on the Yarmouth Creek Watershed Management Plan,

including a link to an online survey can be found on the [project homepage](#). The survey is open until July 1, 2023.

### New Cases for June

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Conceptual Plan	<a href="#">C-23-0014</a>	Jamestown Marina Boat Dry Storage	2054 JAMESTOWN RD Williamsburg, VA 23185	Roberts	Proposal for a dry storage building.	Suzanne Yeats
	<a href="#">C-23-0018</a>	AT&T Antenna Replacement	108 INGRAM RD Williamsburg, VA 23188	Jamestown	Proposal for modifications to ground based and tower mounted equipment	Terry Costello
	<a href="#">C-23-0019</a>	3426 N. Riverside Drive Family Subdivision Exception Request	3426 N RIVERSIDE DR Lanexa, VA 23089	Powhatan	Request for an exception to Section 19-17(4) of the Subdivision Ordinance to allow two offsite drainfields	Thomas Wysong
	<a href="#">C-23-0023</a>	3026 Forge Road Subdivision	3026 FORGE RD Toano, VA 23168	Powhatan	Proposal to create two parcels for residential use.	Thomas Wysong
	<a href="#">C-23-0024</a>	Brickyard Landing Park Master Plan	1006 BRICKYARD RD Lanexa, VA 23089	Powhatan	Brickyard Landing Park Master Plan	Ben Loppacker
	<a href="#">C-23-0025</a>	Jamestown Event Beach Park- Dominion Energy Project	2233 JAMESTOWN RD Williamsburg, VA 23185	Berkeley	Proposal for installation of above ground transformers in the vicinity of 2223 and 2233 Jamestown Road.	Suzanne Yeats
	<a href="#">C-23-0026</a>	Westport Water System Tie In to JCSA Central System	4891 CENTERVILLE RD Williamsburg, VA 23188	Berkeley	Proposal for Westport Water System Tie In to JCSA Central System.	Terry Costello
	<a href="#">C-23-0027</a>	Liberty Ridge Water System Tie In to JCSA Central System	5207 COLONNADE PKWY Williamsburg, VA 23188	Powhatan	Proposal for Liberty Ridge Water System Tie In to JCSA Central System.	John Risinger
Subdivision Plat	<a href="#">S-23-0014</a>	The Settlement at Powhatan Creek Phase 4	3901 MONTICELLO AVE Williamsburg, VA 23188	Berkeley	Plat of Subdivision for The Settlement at Powhatan Creek Phase 4.	Ben Loppacker
	<a href="#">S-23-0019</a>	85549 and 8551 Pocahontas Trail Boundary Line Extinguishment	8549 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	85549 and 8551 Pocahontas Trail Boundary Line Extinguishment.	Suzanne Yeats
	<a href="#">S-23-0021</a>	Boundary Line Adjustment - Colonial Heritage 6-2 and Fawncrest Estates	499 JOLLY POND RD Williamsburg, VA 23188	Stonehouse	Boundary Line Adjustment between Colonial Heritage 6-2 and Fawncrest Estates to create a 30-foot buffer.	Suzanne Yeats

### New Cases for June

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Site Plan	<a href="#">SP-23-0019</a>	Anchor Cove at Williamsburg Landing	99 MARCLAY RD Williamsburg, VA 23185	Roberts	Anchor Cove at Williamsburg Landing Site Plan with 77 units and Community Center.	Thomas Wysong
	<a href="#">SP-23-0024</a>	LifePointe Christian Church East Parking Area	8841 RICHMOND RD Toano, VA 23168	Powhatan	Amendment to approved Site Plan SP-21-0117 for additional parking spaces and associated lighting and landscaping on the east side of the property as shown on the Approved Master Plan under SUP-0001-2018.	Thomas Wysong
	<a href="#">SP-23-0026</a>	6385 Richmond Road Truist Bank Lighting Plan Amendment	6385 RICHMOND RD Williamsburg, VA 23188	Stonehouse	6385 Richmond Road Truist Bank Lighting Plan Amendment.	Andrea Case
	<a href="#">SP-23-0027</a>	James River Elementary School site Plan Amendment- Outdoor Walk-in Freezer addition	8901 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Addition of a walk-in freezer.	Suzanne Yeats
	<a href="#">SP-23-0033</a>	Jamestown Rediscovery Temporary Visitor Orientation Center	1371 COLONIAL PKWY Williamsburg, VA 23185	Roberts	Jamestown Rediscovery Temporary Visitor Orientation Center.	Terry Costello
	<a href="#">SP-23-0034</a>	Gallery Shops at Lightfoot Lighting Plan Amendment	6560 RICHMOND RD Williamsburg, VA 23188	Stonehouse	Gallery Shops at Lightfoot Lighting Plan Amendment.	José Ribeiro
	<a href="#">SP-23-0035</a>	Ford's Village CCRC Building Site Plan	3889 NEWS RD Williamsburg, VA 23188	Jamestown	This site plan details the construction of a Continued Care Retirement Center (CCRC) building adjacent to the Ford's Village subdivision. Also proposed are stormwater, utility, and parking additions related to the proposed development.	Thomas Wysong
	<a href="#">SP-23-0036</a>	Creative Cabinet Works Proposed Gravel Storage Yard Site Plan Amendment	201 INDUSTRIAL BLVD Toano, VA 23168	Stonehouse	Creative Cabinet Works Proposed Gravel Storage Yard Site Plan Amendment.	José Ribeiro
<a href="#">SP-23-0037</a>	Busch Gardens- Ireland AccessRoad Site Plan Amendment.	7851 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	This plan amends SP-0055-2003 to convert an existing concrete and stone drainageway into a paved access road for maintenance.	Suzanne Yeats	

### New Cases for June

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Site Plan	<a href="#">SP-23-0039</a>	Williamsburg Landing Boatwright Circle Duplexes Lighting/Landscaping Amendment	5550 WILLIAMSBURG LANDING DR Williamsburg, VA 23185	Roberts	Williamsburg Landing Boatwright Circle Duplexes Lighting/Landscaping Amendment	Thomas Wysong
	<a href="#">SP-23-0040</a>	Country Village Mobile Home Park Pool Bathhouse Addition	10 GRAY GABLES DR Williamsburg, VA 23185	Roberts	Country Village Mobile Home Park Pool Bathhouse Addition.	Andrea Case
	<a href="#">SP-23-0041</a>	Manor on the Green site Plan Amendment	5220 CENTER ST Williamsburg, VA 23188	Jamestown	Proposed changes to the approved Manor on the Green site plan within New Town. These changes include revisions to building square footages based on updates from the architect, an additional construction entrance on the western side of the project, the removal of previously proposed bike racks / mail kiosks, and an updated photometric plan.	Suzanne Yeats
	<a href="#">SP-23-0042</a>	16 Buford Road Sewer Line Extension Site Plan Amendment	16 BUFORD RD Williamsburg, VA 23188	Jamestown	Installation of 164 LF of 8" PVC public sewer line extension on Buford Road.	Ben Loppacker
	<a href="#">SP-23-0043</a>	1733 Endeavor Drive Commercial Storage Yard	1733 ENDEAVOR DR Williamsburg, VA 23185	Roberts	1733 Endeavor Drive Commercial Storage Yard.	John Risinger
	<a href="#">SP-23-0044</a>	Grove Neighborhood Stormwater Improvements	119 CHURCH ST Williamsburg, VA 23185	Roberts	Grove Neighborhood Stormwater Improvements.	Terry Costello
	<a href="#">SP-23-0045</a>	Settler's Market Walmart Generator Site Plan Amendment	4670 CASEY BLVD Williamsburg, VA 23188	Jamestown	Settler's Market Walmart Generator Site Plan Amendment.	Paxton Condon
Special Use Permit	<a href="#">SUP-23-0011</a>	Stonehouse Waterline Improvements	3820 ROCHAMBEAU DR Williamsburg, VA 23188	Stonehouse	Stonehouse Waterline Improvements.	Thomas Wysong
	<a href="#">SUP-23-0012</a>	8659 Richmond Road Sun Tribe Solar Project	8659 RICHMOND RD Toano, VA 23168	Powhatan	8659 Richmond Road Solar Project.	Suzanne Yeats
Zoning Verification Letter	<a href="#">ZVL-23-0011</a>	Zoning Verification Request for Monticello at Powhatan	3400 SUMMIT LOOP Williamsburg, VA 23188	Jamestown	Zoning Verification Request for Monticello at Powhatan.	Taylor Orne
	<a href="#">ZVL-23-0013</a>	Zoning Verification Request for 709-A Pocahontas Trail Unit A	8709-A POCAHONTAS TRL Unit: A Williamsburg, VA 23185	Roberts	Zoning Verification Request for 709-A Pocahontas Trail Unit A.	Christy Parrish
	<a href="#">ZVL-23-0014</a>	Zoning Verification Request for 100 Moore Drive	100 MOORE DR Williamsburg, VA 23188	Powhatan	Zoning Verification Request for 100 Moore Drive.	Christy Parrish
	<a href="#">ZVL-23-0015</a>	Zoning Verification Request for 3283 Lake Powell Road	3283 LAKE POWELL RD Williamsburg, VA 23185	Roberts	Zoning Verification Request for 3283 Lake Powell Road.	John Rogerson