

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
August 2, 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 July 5, 2023, Regular Meeting

F. PUBLIC HEARINGS

1. SUP-23-0018. Grove Christian Outreach Center SUP Amendment
2. SUP-23-0019. 213 Southpoint Drive Detached Accessory Apartment

G. PLANNING COMMISSION CONSIDERATIONS

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - August 2023

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 8/2/2023
TO: The Planning Commission
FROM: Paul D. Holt, III, Secretary
SUBJECT: Minutes of the July 5, 2023, Regular Meeting

ATTACHMENTS:

	Description	Type
☐	Minutes of the July 5, 2023, Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	7/25/2023 - 8:58 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 8:58 AM
Publication Management	Daniel, Martha	Approved	7/25/2023 - 9:05 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 9:21 AM

MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, Va 23185
July 5, 2023
6:00 PM

A. CALL TO ORDER

Mr. 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
Barbara Null
Stephen Rodgers

Staff Present:

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

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 June 21, 2023, to discuss C-23-0032. Kingsmill Master Plan Conceptual Plan submitted by Mr. Jason Grimes of AES Consulting on behalf of Escalante Kingsmill Development, LLC, and Escalante Kingsmill Resort, LLC. Mr. Rodgers stated that the conceptual plan indicates several proposed residential and recreational developments throughout the Kingsmill Master Plan area which consist of property zoned R-4, Residential Planned Community, and M-1, Limited Business/Industrial, designated Low Density Residential (LDR) and Limited Industry on the 2045 Comprehensive Plan. Mr. Rodgers further stated that all parcels are located inside the Primary Service Area (PSA). Mr. Rodgers stated that this application is currently under review by agency and County staff to assess compliance with County Code and other regulations. Mr. Rodgers stated that the applicant had requested that this item be placed on the DRC Agenda as part of the initial review process to seek input and questions from the DRC members.

Mr. Rodgers stated that the DRC expressed concerns about several things that it felt would

affect not only the Kingsmill residents, but the area being developed as well. Mr. Rodgers stated that these concerns included possible encroachment into the Resource Protection Area (RPA); and whether lots might be placed to preserve wildlife in areas where there are steep slopes. Mr. Rodgers stated that the DRC also discussed whether the suggested buffers will adequately mitigate the noise level from the new development as well as the existing Brewery complex and amusement park. Mr. Rodgers stated that the DRC discussed possible traffic flows and whether any of the Escalante proposals might require existing land uses to be rezoned.

Mr. Rodgers noted that since this was a discussion item, no action and no vote were required.

Mr. Rogers stated that the DRC was honored to have Kingsmill residents attend the meeting to hear the discussion. Mr. Rodgers stated that the DRC agreed to allow public comment after the Agenda items had been discussed and several citizens voiced comments, questions, and concerns about the proposal. Mr. Rodgers noted that many of the Kingsmill resident comments echoed those made by the DRC members.

E. CONSENT AGENDA

Mr. Polster requested to pull SPLN-22-0001 and SPLN-22-0003 for discussion.

Mr. Haldeman made a motion to approve the Minutes of the June 7, 2023, Regular Meeting.

On a voice vote, the Commission approved the Minutes of the June 7, 2023, Regular Meeting. (7-0)

Mr. Poster called Mr. Thomas Wysong, Senior Planner, to the podium.

Mr. Polster inquired about the number of residential units being developed with SPLN-22-0001 and SPLN-22-0003.

Mr. Wysong stated that it was more than 1,000 dwelling units.

Mr. Polster stated that he pulled these items because of interest in the traffic issues associated with Stonehouse and other development in the area. Mr. Polster requested that Mr. Wysong elaborate on the roads where the triggers outlined in the proffers have been met for traffic signals.

Mr. Wysong stated that there are multiple traffic improvements in the proffers. Mr. Wysong stated that the trigger point for a signal at State Route 30 and Fieldstone Parkway has been met and the state of good repair analysis has been done. Mr. Wysong further stated that the study for improvements for the Interstate 64 (I-64) on and off ramps at Route 30 has been triggered as well as the study for Route 30 and La Grange Parkway. Mr. Wysong stated that the study for the portion of Mount Laurel Road that is subject to improvements has been done. Mr. Wysong noted that staff has been diligent in applying the proffer during plan review.

Mr. Polster inquired if any of the proffers for workforce housing have been completed.

Mr. Wysong stated that 70 of the proffered units have been constructed in Tract 3 leaving 15 remaining to be constructed.

Mr. Polster stated that he appreciates how well staff keeps track of the proffer requirements during plan review.

Mr. Polster further stated that the County knows that there will be more growth in that area and that there is already a concern with the intersection of Rochambeau Drive and Old Stage Road where Stonehouse Elementary School and Williamsburg Christian Academy are located, so the County would be wise to set funding aside to address this concern.

Mr. Haldeman noted that when considering cumulative impacts, there are also residential developments in progress along Richmond Road as well as areas around Anderson's Corner with low density and mixed use designations that could be developed. Mr. Haldeman stated that he appreciated the discussion on the issue.

Mr. Krapf made a motion to approve SPLN-22-0001. Stonehouse Tract S Phase and SPLN-22-0003. Stonehouse Tract 11.

On a voice vote, the Commission approved SPLN-22-0001. Stonehouse Tract S Phase and SPLN-22-0003. Stonehouse Tract 11. (7-0)

1. Minutes of the June 7, 2023, Regular Meeting
2. SPLN-22-0001. Stonehouse Tract S Phase 1
3. SPLN-22-0003. Stonehouse Tract 11

F. PUBLIC HEARINGS

1. SUP-23-0014. 7649 Cypress Drive Rental of Rooms

A motion to Approve w/ Conditions was made by Barbara Null, the motion result was Passed.

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

Ayes: Haldeman, Krapf, Null, Polster, Rodgers, Rose

Nays: O'Connor

Mr. Ben Loppacker, Planner, stated that Ms. Sharon Elliot has applied for a Special Use Permit (SUP) to allow the short-term rental of one bedroom within the existing three-bedroom single-family home at 7649 Cypress Drive.

Mr. Loppacker stated that the property is zoned A-1, General Agricultural, is designated Rural Lands on the 2045 Comprehensive Plan Land Use Map and is located outside the PSA. Mr. Loppacker stated that the property is served by private well and septic.

Mr. Loppacker stated that if granted, this SUP would allow for short-term rentals throughout the year.

Mr. Loppacker noted that no changes to the footprint of the home are proposed.

Mr. Loppacker stated that staff finds some favorable factors for this application, such as there being adequate off-street parking and that the applicant has stated that she will obtain the proper licensing and inspections. Mr. Loppacker further 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 for roads and other public services.

Mr. Loppacker 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 and therefore, staff is unable to

recommend approval of this application.

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

Ms. Null inquired about the criteria that were not being met.

Mr. Loppacker stated that the parcel is internal to a subdivision and is not located on a main road.

Mr. Polster opened the Public Hearing.

Ms. Sharon Elliot, 7649 Cypress Drive, Applicant, addressed the Commission in support of the application.

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

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

Ms. Null made a motion to recommend approval of the application with the proposed conditions.

Mr. Krapf noted that in regard to the ongoing struggle to evaluate these applications, the economic reasons cited by the applicant were very similar to those cited by a previous applicant. Mr. Krapf stated that he would support the application. Mr. Krapf further stated that renting one bedroom would not create any more traffic than when the applicant's son was in residence.

Mr. Polster stated that he concurred with the similarity of this request and that he was pleased that the previous application received approval from the Board of Supervisors. Mr. Polster stated that he was impressed by the letters of support this applicant received from the adjacent property owners. Mr. Polster stated that he intends to support the application.

Mr. O'Connor stated that his ongoing concern is that this and similar properties can be rented longer term and that approving the short-term rental is removing affordable housing stock. Mr. O'Connor stated that he will not support the application.

Mr. Haldeman stated that he intends to support the application. Mr. Haldeman stated that the difficulty is that there is not a clear policy and that the recommendations change each time even on similar applications.

Mr. Polster stated that the Commission has not received clear guidance on how to evaluate these applications.

On a roll call vote, the Commission voted to recommend approval of SUP-23-0014. 7649 Cypress Drive Rental of Rooms. (6-1)

2. SUP-23-0011. Stonehouse Water & Sewer Improvements.

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

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

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

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

Passed.

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

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

Mr. Thomas Wysong, Senior Planner, stated that Mr. Jeff Huentelman of Land Planning Solutions has applied on behalf of the property owner for an SUP to extend an off-site water main and sewer force main north from Rochambeau Drive, traversing beneath I-64, and west along Mount Laurel Road to serve the Stonehouse Development.

Mr. Wysong stated that the subject parcels located at 3820 Rochambeau Drive and 170 Sand Hill Road account for approximately 90.46 acres, and are zoned PUD-C, Planned Unit Development Commercial. Mr. Wysong stated that the majority of the subject parcels which comprise the portion of the property subject to the SUP is located inside the PSA and is designated Low Density Residential, while a minority of this acreage is designated Rural Lands on the 2045 Comprehensive Plan and is located outside the PSA. Mr. Wysong stated that staff has included an SUP condition prohibiting connections from these proposed mains to any property located outside of the PSA.

Mr. Wysong stated that Section 15.2-2232 of the Code of Virginia states, in part, that no public facility be allowed unless the Planning Commission finds the location of the facility "substantially" consistent with the adopted Comprehensive Plan.

Mr. Wysong stated that staff finds this proposal to be compatible with surrounding development and consistent with the 2045 Comprehensive Plan and Zoning Ordinance. Mr. Wysong stated that staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions and find this proposal to be consistent with the adopted Comprehensive Plan.

Mr. Polster inquired about how the line would cross I-64.

Mr. Wysong stated that the plan was for jack and bore; however, that could change.

Mr. Polster opened the Public Hearing.

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

Mr. Polster opened the floor for discussion.

Mr. O'Connor noted that during the last Comprehensive Plan update there was discussion about the PSA and an inability to provide water and sewer to parcels along Croaker Road due to the inability to take water and sewer under I-64.

Mr. Holt stated that it was not necessarily the inability to bring the facilities across I-64, but the fact that the infrastructure is not there. Mr. Holt noted that the proffers for the property require connection to water and sewer and that it would be a cost borne by the developer.

Mr. Haldeman made a motion to find the proposal is consistent with the Comprehensive Plan.

On a roll call vote, the Commission found the public facilities to be consistent with the Comprehensive Plan. (7-0)

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

On a roll call vote, the Commission voted to recommend approval of SUP-23-0011. Stonehouse Water & Sewer Improvements. (7-0)

G. PLANNING COMMISSION CONSIDERATIONS

1. Powhatan Creek Watershed Management Plan Update

Mr. Daniel Proctor, Stantec, 5209 Center Street, made a presentation to the Commission on the Powhatan Creek Watershed Management Plan. Mr. Proctor stated that the following goals have been proposed: Improve water quality in Powhatan Creek to satisfy Total Maximum Daily Loads (TMDL) and remove impairments; Maintain biological and habitat diversity and connectivity by protecting wildlife corridors and other vital areas of undeveloped land, as identified within the conservation priorities of this Plan, the County's Natural and Cultural Assets Plan, and other relevant Virginia data sets; Refine the County stormwater requirements and Ordinances to not only offset the effects of further development but create opportunities to improve upon existing degraded areas; Continue the tracking and prioritization of existing stormwater maintenance; Promote watershed awareness and active stewardship among residents, community associations, businesses, and seasonal visitors through educational programs, recreational opportunities, and participatory watershed activities; Restore degraded streams where possible and continue to protect high-quality streams and wetlands; Develop a resilience plan to understand current and future flood risks and identify a phased implementation approach for effective and practical long-term community flood-risk reduction; and Preserve and improve public access to meaningful and safe outdoor recreation throughout the watershed.

Mr. Polster opened the floor for questions from the Commission.

Mr. Haldeman inquired if there is a timeline and plan in place to meet the TMDL goals. Mr. Haldeman noted that it is necessary to not only stop the momentum but also to remediate the damage that has been done.

Mr. Proctor stated that the Impervious Cover Model (ICM) categorizes stream health based on percentage of impervious cover in the watershed; therefore, areas with the greatest development have the highest risk of poor stream quality. Mr. Proctor stated that the ICM does not account for stormwater treatment practices, the increasing intensity of stormwater treatment practices over time, and does not account for all sources of pollution; however, it is still a good indicator when used in conjunction with other analyses.

Mr. Haldeman inquired if there was a goal based on actual pollution measurements, not just a model.

Mr. Proctor stated that there is limited monitoring data. Mr. Proctor stated that they did look at the monitoring data as well as the actual stream health.

Mr. Polster inquired about the New Town monitoring data.

Mr. Proctor stated that three out of the four monitoring stations, three showed that the water quality remained stable after the development of New Town.

Mr. Polster inquired why the 2022 assessment shows that the conditions are nonsupportable and how that related to the monitoring data.

Mr. Proctor stated that the data show that the water quality is in the sub-optimal range and is not trending downward.

Mr. Polster noted that this proves that the impervious cover associated with the development of New Town has negatively impacted the watershed and there is no strategy in place to

mitigate the damage or damage from further development.

Mr. Polster inquired about the conditions of the stream bed coming from Eastern State into Chisel Run and the Longhill Swamp.

Mr. Proctor stated that the stream coming out of Eastern State was rated as poor and the other streams are marginal.

Mr. Polster reiterated the question of how the existing conditions can be mitigated other than doing costly stream restoration.

Mr. O'Connor inquired if the data was based on an equation from the amount of impervious cover.

Mr. Polster stated that it was the volume of stormwater going into the streams and destroying the ecosystem. Mr. Polster stated that there is a direct correlation between the amount of impervious cover and the amount of water entering the watershed and the effect on the streams.

Mr. O'Connor commented that the projections do not take into account stormwater practices.

Mr. Polster noted that specifically in New Town it does account for having good stormwater mitigation. Mr. Polster stated that what the assessments show is the cumulative impact of growth on the environment. Mr. Polster stated that the question is how the cumulative impacts can be mitigated because growth will not stop. Mr. Polster stated that he was interested in the policy issues that need to be considered.

Ms. Toni Small, Director of Stormwater and Resource Protection, stated that the current plan needed to be updated due to the growth that has occurred. Ms. Small further stated that the Special Stormwater Criteria (SSC) identified in the 2001 plan were not addressed throughout the entire Powhatan Creek Watershed. Ms. Small stated that one of the recommendations is to apply the SSC to the entire watershed which will make an immediate difference. Ms. Small stated that in addition the programmatic changes and regulatory proposals will also be incorporated. Ms. Small stated that the draft Watershed Plan is being presented for public comment so that staff can move forward to ensure that new development does not further damage the watershed and that, further steps can be taken to remediate the existing damage.

Mr. Polster inquired when the updated recommendations will be in place since there are proposals in the works for further development. Mr. Polster stated that he wants to see policies developed in a timely fashion so that the Board of Supervisors can adopt policies for stormwater management that will be applied to the anticipated development.

Mr. Polster further commented on the potential impacts of sea level rise on the water and sewer infrastructure that lies in the low-lying areas of the Powhatan Creek Watershed.

Ms. Small stated that because all of the watershed management plans are being updated, staff hopes to wait until spring of 2024 to update the SSC so that all recommendations can be addressed at once.

Mr. Polster stated that he is concerned that decisions will be made on new development without updated criteria.

Mr. Holt stated that in anticipation of various legislative applications, the Board of Supervisors asked staff and the consultant to prioritize analyses of the subwatersheds so that the information at this level could be passed on to the applicants for consideration as they prepare

the submittal documents.

Mr. Polster inquired about the findings related to the water and sewer infrastructure.

Mr. Proctor stated that the James City Service Authority has waterproofed most of the manholes in those areas. Mr. Proctor further stated that there is a recommendation to reinspect these areas to ensure the work is adequate and to revisit the mapping to determine the potential extent of the impacts.

Mr. Polster stated that once again, that there will need to be policy decisions made that may have cost implications. Mr. Polster noted that funds need to be set aside so that these situations can be dealt with as they arise.

Mr. O'Connor stated that now there seems to be a disparity between the Comprehensive Plan that guides growth to the PSA and the modeling for stormwater that shows development to be detrimental.

Mr. Polster stated that he is looking for updates to the SSC that would allow that development to go forward. Mr. Polster stated that he would also consider extensions to the RPA buffers or a proffer that would address stream restoration downstream from the development.

Mr. O'Connor noted concerns about increasing the cost of development.

Mr. Polster stated that the cost might in part be borne by the developer, but it would also be borne by the citizens with Capital Improvements Program applications for stream restorations.

Mr. Haldeman clarified that the level of growth within the PSA needs to be manageable. Mr. Haldeman stated that it does not appear to be manageable within the Powhatan Creek Watershed.

Mr. Haldeman inquired about a connectivity plan and natural corridors.

Mr. Polster stated that the Longhill Swamp is a natural corridor for wildlife.

Mr. Proctor stated that the recommendations provide information on the prioritized areas and how to move forward through the various County programs.

Mr. Polster inquired if the low-cost path from the Natural and Cultural Assets Plan was used to determine the connectivity.

Mr. Proctor stated that the recommendations were based on the same process used in 2000 and overlaid it with the Natural and Cultural Assets Plan to find opportunities to align the connectivity.

Mr. Haldeman inquired if wildlife could completely cross the Powhatan Creek Watershed.

Mr. Proctor stated that there are large areas where it is possible; however, there are some disruptions due to roadways and previous development.

Mr. Haldeman inquired if it was accurate to say that wildlife could not completely cross the watershed.

Mr. Proctor stated that it was an accurate statement; however, there were many areas of connectivity in the interior of watershed.

Mr. Haldeman inquired about migration routes.

Mr. Proctor stated that there are migrations routes, but they are disrupted.

Mr. Haldeman inquired about an ongoing plan to promote watershed awareness.

Mr. Proctor stated that there are recommendations included in the Watershed Management Plan.

Mr. Krapf if there were any recourse if the applicant does not come forward with satisfactory stormwater management.

Mr. Holt stated that while the analysis would need to be based on existing policy, the Commission could always forward its concerns about a specific proposal to the Board of Supervisors along with its recommendation.

Mr. Polster noted that Mr. Haldeman would represent the Commission at the July Board of Supervisor's meeting.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - July 2023

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

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Haldeman inquired if the Commission risked being forced to approve a short-term rental application for precedent.

Mr. Holt noted that this should not be a concern because all applications are unique and are evaluated individually.

Mr. Holt noted that in regard to earlier discussion, the County does have a number of intersection improvements in design including School House Lane.

Mr. Polster inquired if the Airport Road and Mooretown Road intersection would be a traffic circle.

Mr. Holt confirmed. Mr. Holt noted that it was a funded Smart Scale application.

Mr. O'Connor recommended that the Williamsburg-James City County Schools and the Virginia Department of Transportation consider the amount of traffic generated by children being driven to school when building schools and improving roadways.

Ms. Null inquired about the other intersections in design.

Mr. Holt stated that they were Rochambeau Drive and Old Stage Road and Centerville and Route 5.

J. ADJOURNMENT

Ms. Null made a motion to adjourn.

The meeting was adjourned at approximately 7:28 p.m.

Paul D. Holt, III

Frank Polster, Chairman

ITEM SUMMARY

DATE: 8/2/2023

TO: The Planning Commission

FROM: Ben Loppacker, Planner

SUBJECT: SUP-23-0018. Grove Christian Outreach Center SUP Amendment

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	1. Proposed Conditions	Backup Material
☐	2. Location Map	Backup Material
☐	3. Master Plan	Backup Material
☐	4. SUP-0014-2010	Backup Material
☐	5. Applicant Narrative	Backup Material
☐	6. Letters of Support	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	7/26/2023 - 11:29 AM
Planning Commission	Holt, Paul	Approved	7/26/2023 - 11:29 AM
Publication Management	Pobiak, Amanda	Approved	7/26/2023 - 11:32 AM
Planning Commission	Holt, Paul	Approved	7/26/2023 - 11:34 AM

**SPECIAL USE PERMIT-23-0018. Grove Christian Outreach Center SUP Amendment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

SUMMARY FACTS

Applicant: Ms. Katie Patrick

Landowner: Grove Christian Outreach Center

Proposal: To amend the existing Special Use Permit (SUP) to allow the existing Outreach Center to operate as the primary use.

Location: 8800 Pocahontas Trail

Tax Map/Parcel No.: 5910100027

Property Acreage: ± 1.95 acres

Zoning: LB, Limited Business

Comprehensive Plan: Neighborhood Commercial
Military Influence Overlay District (MIOD)

Primary Service Area: Inside

Staff Contact: Ben Loppacker, Planner

PUBLIC HEARING DATES

Planning Commission: August 2, 2023, 6:00 p.m.

Board of Supervisors: September 12, 2023, 5:00 p.m. (Tentative)

FACTORS FAVORABLE

1. There would be no new construction on the site.
2. Should this application be approved, staff finds that there would be no negative impacts to neighboring properties.
3. Impacts: See Impact Analysis on Pages 3-4.

FACTORS UNFAVORABLE

1. Staff finds no unfavorable factors.

SUMMARY STAFF RECOMMENDATION

Staff recommends approval subject to the proposed conditions.

PROJECT DESCRIPTION

Ms. Katie Patrick, on behalf of the Grove Christian Outreach Center (“Outreach Center”), has applied to amend the existing SUP to allow the Outreach Center to operate as the primary use on the property. The Outreach Center serves as an access point for vulnerable residents in the Grove area to receive life-sustaining services such as food, clothing, and financial assistance. With the sustained growth of the Outreach Center’s services to the community, the space needs for the Outreach Center exceed those defined in SUP-0014-2010. To facilitate these programs and services, the Outreach Center is finding the need to utilize more space within the footprint of the existing building, which is owned by the Outreach Center. The requested amendment will accommodate the Outreach Center’s continued service expansion including a Fresh Food Room and meeting space for education opportunities such as financial literacy, a school readiness academy for second-fifth graders, and reading clubs.

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-23-0018. Grove Christian Outreach Center SUP Amendment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

The Limited Business Zoning District requires an SUP for any building that exceeds 5,000 square feet. During the SUP process in 2010, a condition was included that a house of worship was to be the primary use on the property. The Grove Christian Community Church, which shares the building with the Outreach Center, will be leaving the building, leaving the Outreach Center as the sole occupant. Information was provided to the Zoning Administrator by the Outreach Center describing the services it provides (see Attachment No. 5). While Grove Christian Outreach operates more like a traditional nonprofit charitable organization, by providing charitable services to the community in accordance with its mission, it is similar to a traditional service club. In addition, the food pantry, clothes donations, and other basic life essentials that are distributed on certain days are similar to retail operation though there is no cost for such items. Upon review, it was determined that the service club use listed in the Limited Business Zoning District was an appropriate category for this use.

Service clubs, places of public assembly, and retail uses are all permitted in the Limited Business District. This proposed amendment would only modify language in Condition No. 2 of the SUP to reflect the use as a service club, with accessory uses including a place of public assembly to allow other organizations including houses of worship a meeting room when needed and available.

The proposal includes no changes to the size or footprint of the building and staff finds there would be minimal impacts to surrounding infrastructure and nearby property owners. The property takes access from Pocahontas Trail and there is an existing parking area that is sufficient to accommodate the Outreach Center. The building uses the Newport News Waterworks water and sewer system.

PLANNING AND ZONING HISTORY

- On August 10, 2010, the Board of Supervisors approved SUP-0014-2010, allowing for the construction of a house of worship and accessory uses, which included the Outreach Center.
- On February 22, 2011, a Boundary Line Extinguishment was approved to combine the two parcels that existed prior to the construction of the current building.
- SP-0084-2010 was the original site plan for the Church and Outreach Center and was amended twice by SP-0042-2012 and SUP-0065-2013.
- SP-23-0052 is the current site plan under review to add a concrete pad for an exterior walk-in freezer and condenser.

SURROUNDING ZONING AND DEVELOPMENT

- The properties surrounding this parcel to the north and south are zoned Limited Business. The property's east and west sides are adjacent to property zoned R-8, Rural Residential.

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-23-0018. Grove Christian Outreach Center SUP Amendment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The proposal is not anticipated to generate traffic exceeding the current levels produced by the building as a house of worship. - The subject property is located on Pocahontas Trail (State Route 60), a publicly maintained road that is classified by the Virginia Department of Transportation as a Principal Arterial. Staff finds that the road is adequate for the proposed primary use as a service club as it would not generate additional traffic.
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Pedestrian/bicycle accommodations are not triggered when there are no changes to the building footprint or proposed additions that are less than 1,000 square feet per Section 24-35(c)(2) of the Zoning Ordinance.
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Fire Station 2 on Pocahontas Trail serves this area of the County and is approximately 1.6 miles from Grove Christian Outreach Center. - Staff finds this project does not generate impacts that require additional mitigation to the County’s Fire Department facilities or services.
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - N/A since no residential dwelling units are proposed.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - N/A since no residential dwelling units are proposed.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Staff finds this project does not generate impacts that require mitigation.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The property is served by a Newport News Waterworks. - The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.

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

**SPECIAL USE PERMIT-23-0018. Grove Christian Outreach Center SUP Amendment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Watersheds, Streams, and Reservoirs</u> Project is located in the 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 not anticipated to increase due to the change of use classification, and the subject property must adhere to the County’s Noise Ordinance. Future expansions of the use would require an SUP amendment.
<u>Community Character</u>	<u>No Mitigation Required</u>	- The structure is located on an Urban and Suburban Community Character Corridor (CCC); however, since there would be no proposed changes to the structure, there would be no impacts to the CCC. This parcel is 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.
<u>Joint Base Langley-Eustis (JBLE)</u>	<u>No Mitigation Required</u>	- This parcel is located within the MIOD on the Future Land Use Map. JBLE personnel reviewed this proposal and raised no concerns regarding impacts on the mission of the base.

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-23-0018. Grove Christian Outreach Center SUP Amendment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

2045 COMPREHENSIVE PLAN

The site is designated Neighborhood Commercial on the 2045 Comprehensive Plan Land Use Map. Surrounding properties are designated Neighborhood Commercial and Moderate Density Residential to the north; Low Density Residential to the south and east; and Community Character Conservation, Open Space or Recreation to the west.

Per the adopted Comprehensive Plan, appropriate primary uses include commercial, professional and office uses such as individual medical offices, branch banks, small service establishments day care centers, places of public assembly, convenience stores with limited hours of operation, small restaurants, and smaller public facilities. Staff finds this use to generally fit within these categories.

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 the Level of Service (LOS) for roads or other public services.

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. Therefore, staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the proposed conditions. Should the Planning Commission wish to recommend approval, staff has included proposed conditions for consideration (Attachment No. 1).

BL/ap
SUP23-18_GCOCSUPAmd

- Attachments:
1. Proposed SUP Conditions
 2. Location Map
 3. Master Plan
 4. SUP-0014-2010
 5. Applicant Narrative
 6. Letters of Support

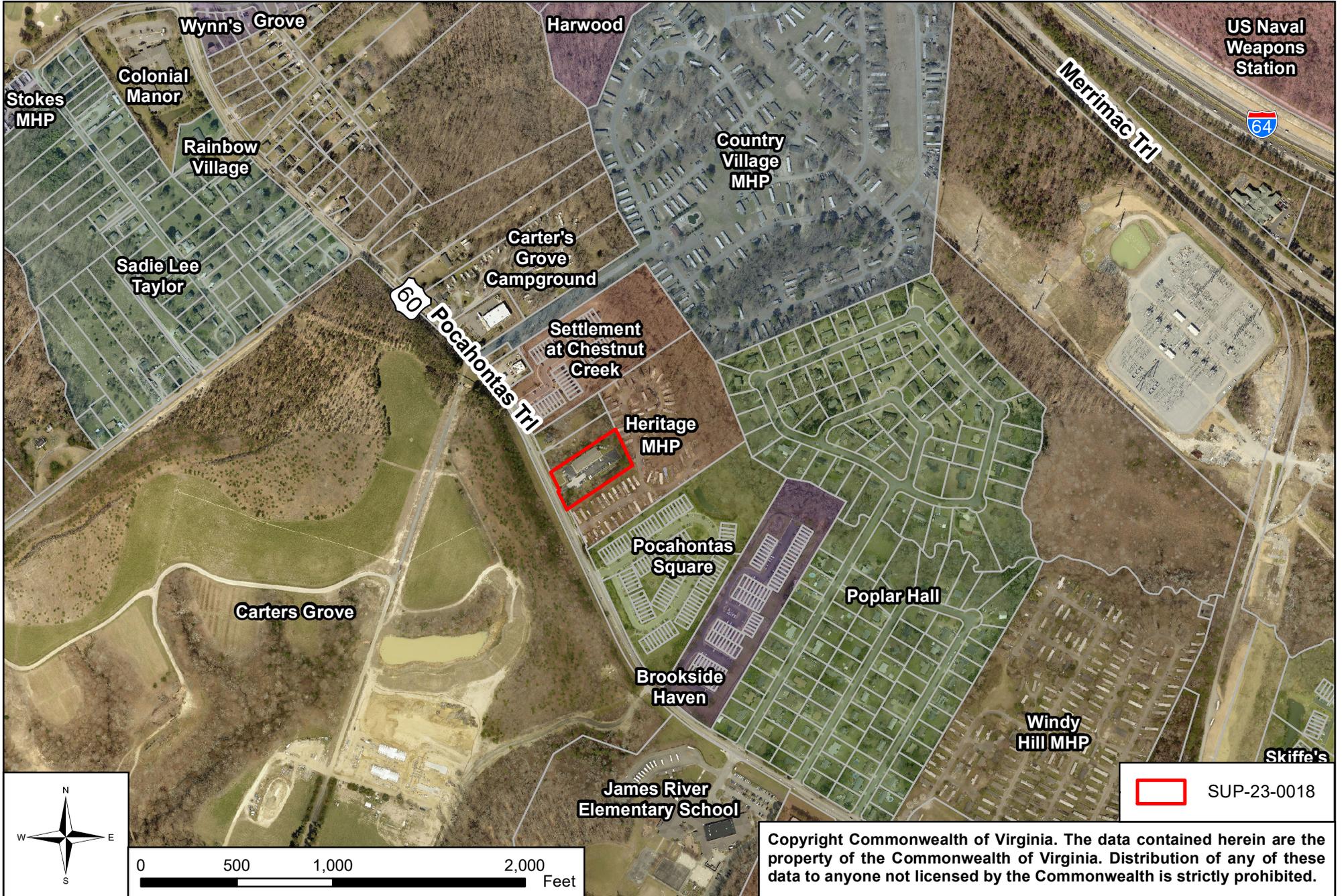
This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PROPOSED CONDITIONS FOR CASE NO. SUP-23-0018. GROVE CHRISTIAN

OUTREACH CENTER SPECIAL USE PERMIT AMENDMENT

1. Master Plan and Use. This Special Use Permit (the “SUP”) shall be valid for the Grove Christian Outreach Center (the “Project”). The Project is located at 8800 Pocahontas Trail and further identified as James City County Real Estate Tax Map Parcel No. 5910100027 (the “Property”). Development of the Property shall be in accordance with the “Grove Christian Outreach Center Master Plan” dated July 18, 2023 (the “Master Plan”), with any deviations considered per Section 24-23 (a)(2) of the Zoning Ordinance.
2. Land Use. The land uses of the Property shall include a service club and other permitted accessory uses as determined by the Director of Planning.
3. Architectural Review. All development on-site shall have the final building elevations and architectural designs approved by the Planning Director. Such building shall be reasonably consistent, as determined by the Planning Director or their designee, with the architectural elevations titled “Grove Christian Outreach Center, Williamsburg, Virginia” submitted with SUP-0014-2010 and prepared by Guernsey Tingle Architects, date stamped April 13, 2010.
4. Severance Clause. This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

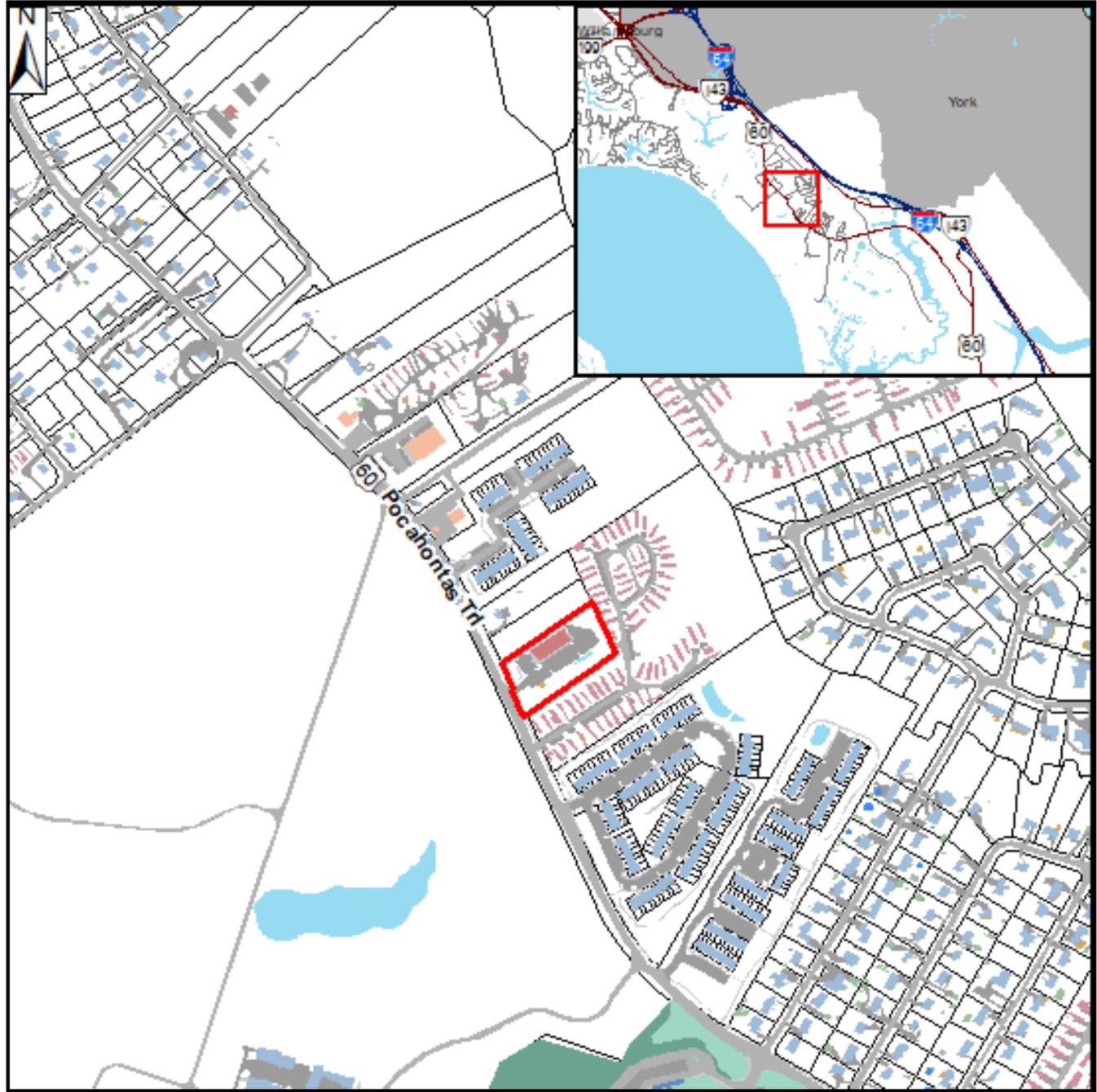
JCC SUP-23-0018, Grove Christian Outreach Center SUP Amendment



SUP-23-0018, Grove Christian Outreach Center Master Plan

Property Information
5910100027
Grove Christian Outreach Center
8800 Pocahontas Trail
Zoning: Limited Business
2045 Comp Plan: Neighborhood Commercial
Parcel Acreage: 1.95 acres
PSA: Inside

Sheet Index
1. Cover Page
2. Location Map



General Notes

1. Site is served by public water and sewer.
2. This site does not appear to be located in the special flood hazard area based on Flood Insurance Rate Map 51095C0228D, effective 12/16/2015.
3. This site does not appear to be located in a Resource Protection Area.
4. Property has an existing entrance/exit.
5. An Open Space Easement exists on the rear of the parcel.

July 18, 2023

Maps Not to Scale

JCC SUP-23-0018, Grove Christian Outreach Center SUP Amendment



RESOLUTION

CASE NO. SUP-0014-2010. GROVE CHRISTIAN COMMUNITY CHURCH

AND OUTREACH CENTER

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

WHEREAS, Mr. Vernon Geddy has applied on behalf of Grove Christian Community Church and Outreach Center for an SUP to allow for the construction of a house of worship and accessory uses in excess of 2,750 square feet on two parcels of land zoned LB, Limited Business District; and

WHEREAS, the proposed development is shown on a plan prepared by AES Consulting Engineers, dated May 26, 2010 (the "Master Plan") and entitled " Master Plan for Grove Christian Outreach"; and

WHEREAS, the properties are located at 8798 and 8800 Pocahontas Trail and can be further identified as James City County Real Estate Tax Map Parcel 5910100026 and 5910100027; and

WHEREAS, the Planning Commission, following its public hearing on July 7, 2010, voted 6-0 to recommend approval of this application; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the 2009 Comprehensive Plan Use Map designation for this site.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the issuance of SUP-0014-2010 as described herein with the following conditions:

1. **Master Plan:** This SUP shall be valid for the construction of building(s) totaling approximately 5,700 square feet and associated future building expansion of approximately 2,700 square feet on the property located at 8798 and 8800 Pocahontas Trail and further identified as James City County Real Estate Parcel Nos. 5910100026 and 5910100027 (together, the "Property"). Development of the Property shall be generally in accordance with the Master Plan entitled "Master Plan for Grove Christian Outreach" prepared by AES Consulting Engineers dated May 26, 2010, and revised on June 21, 2010 (the "Master Plan"), with such minor changes as the Planning Director or his designee determines does not change the basic concept or character of the development. Development of the building area labeled in the master plan as future expansion shall comply with all requirements of the Zoning Ordinance and shall be of similar use, scale, and architectural style as the proposed 5,700 square feet building and as determined by the Planning Director. Development of the Property, including development of the future expansion, as shown on the Master Plan, shall occur in accordance with the design standards of Section 24-370 of the Zoning Ordinance and with the Neighborhood Commercial Development Standards

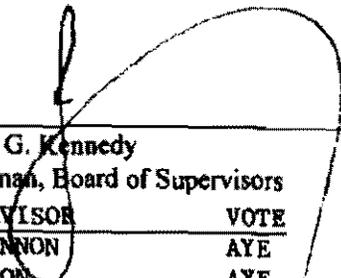
Policy adopted by the Board of Supervisors of James City County on March 23, 1999, and as determined by the Planning Director.

2. **Land Use:** The land uses of the Property shall include a house of worship and outreach services and other permitted accessory uses as determined by the Planning Director.
3. **Boundary Line Extinguishment (BLE):** Prior to final site plan approval, a plat showing the extinguishment of the common property line between the parcels located at 8798 and 8800 Pocahontas Trail must be submitted to the Planning Director for County review and approval.
4. **Architectural Review:** Prior to final site plan approval, the Planning Director, or his designee, shall review and approve the final building elevations and architectural design for Grove Christian Outreach Center. Such building shall be reasonably consistent, as determined by the Planning Director or his designee, with the architectural elevations titled "Grove Christian Outreach Center, Williamsburg, Virginia" submitted with this special use permit application and prepared by Guernsey Tingle Architects, date stamped April 13, 2010.
5. **Archaeology:** A Phase I Archaeological Study for the entire site shall be submitted to the Planning Director for review and approval prior to land disturbance. A treatment plan shall be submitted and approved by the Planning Director for all sites in the Phase I study that are recommended for a Phase II evaluation and/or identified as eligible for inclusion on the National Register of Historic Places. If a Phase II Study is undertaken, such a study shall be approved by the Planning Director and a treatment plan for said sites shall be submitted to, and approved by, the Planning Director for sites that are determined to be eligible for inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. If in the Phase III study, a site is determined eligible for nomination to the National Register of Historic places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. If a Phase III study is undertaken for said sites, such studies shall be approved by the Planning Director prior to land disturbance within the study areas. All Phase I, Phase II, and Phase III studies shall meet the Virginia Department of Historic Resources Guidelines for Preparing Archaeological Resource Management Reports and the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation, as applicable, and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's Professional Qualification Standards. All approved treatment plans shall be incorporated into the plan of development for the Property and the clearing, grading or construction activities thereon.
6. **Lighting:** All new exterior light fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the property lines. All light poles shall not exceed 20 feet in height unless otherwise approved by the Planning Director prior to final site plan approval. "Glare" shall be defined as more than 0.1 foot-candle at the boundary of the Property or any direct view of the lighting source from the adjoining properties.

7. **Commencement of Construction**: Construction on this project shall commence within 36 months from the date of approval of this SUP or this permit shall be void. Construction shall be defined as the obtaining of permits for the construction of foundations and/or footings.
8. **Severance Clause**: This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

ATTEST:


Robert C. Middaugh
Clerk to the Board


James G. Kennedy
Chairman, Board of Supervisors

SUPERVISOR	VOTE
MCGLENNON	AYE
GOODSON	AYE
ICENHOUR	AYE
JONES	AYE
KENNEDY	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of August, 2010.

Sup14-10Grove_res



May 24, 2023

Christy H. Parrish, CZA, CTM, CFM
Zoning Administrator
101-A Mounts Bay Road
PO Box 8784
Williamsburg, VA 23187

Dear Mrs. Parrish,

Thank you for taking the time to meet and discuss the process for Grove Christian Outreach Center to request an amendment to our current SUP-0014-2010. The Outreach Center has experienced exponential growth since the move into its property at 8800 Pocahontas Trail in 2013 and we are seeking to reclassify the Land Use as defined in the aforementioned Special Use Permit.

As you are aware, the Outreach Center serves as an access point for our vulnerable neighbors to receive life sustaining services such as food, clothing and financial assistance. With the sustained growth of the Outreach Center's service to the community we have realized that the space needs exceed those defined in 2010 and the existing SUP conditions. In 2022 the Outreach Center provided support to 341 different households made up of 460 youth, 535 adults, and 173 seniors. There were 3,523 visits to our food pantry and 909 visits to our Fresh Food Room. There were 393 visits to the community clothing closet and over \$90,000 was paid out to utility companies and housing relief to keep our JCC neighbors safely housed. As you can see, the work being done out of our facility is of great service to James City County and surrounding neighbors. The requested amendment will accommodate the Outreach Center's continued service expansion, including our addition of a Fresh Food Room that encourages healthier food choices and additional education opportunities such as financial literacy, a school readiness academy for 2nd-5th graders, and reading clubs.

In order to facilitate these programs and services, the Outreach Center is finding the need to utilize more and more of the space being used in the footprint of our existing building. As the Outreach Center seeks to expand into full use of the existing facility on its property, we are forced to respectfully ask the resident house of faith, Grove Community Church, to seek a new space that they may gather in to continue to serve their congregation. It is challenging that the growth of the two organizations is such that the existing building on the Outreach Center's property is not able to serve the needs of both; however, we are confident that this separation will allow both organizations to thrive and better serve their respective audiences.

Grove Christian Outreach Center is a 501c3 organization providing life sustaining support services to impoverished families living in James City County.

In order to ensure compliance with zoning regulations of James City County, we respectfully request an amendment to our original SUP to establish the Land Use of the property to include a service club, with place of public assembly as accessory use. As described above, the functions of the Outreach Center are those of a service organization, and we believe the accessory place of public assembly encompasses the gatherings that take place for classes, workshops, volunteer opportunities, and special events such as the holiday program that serves children and the prom program that serves the high school youth from the Williamsburg-James City County School Division.

In preparation for the SUP amendment, we have completed the SUP application through PermitLink, and will include this letter as an attachment. Because this is a limited amendment of the conditions and the footprint of the building at 8800 Pocahontas Trail has not changed since the master plan was submitted, we request a waiver from the submittal checklist. It is our understanding also that the Zoning Administrator and Principal Planner are in possession of the Community Impact Statement dated May 26, 2010, therefore we have no further attachments to the application at this time. Please do not hesitate to contact me if additional information would be helpful for staff in conducting its analysis, or for the Planning Commission's consideration of the application.

Thank you for your consideration of our proposed amendment, and I thank you for your assistance with this matter. I urge you to reach out with any questions or comments regarding the application or the Outreach Center's proposed use of its property. I look forward to working with you and other County officials to move this project forward.

Respectfully,

A handwritten signature in cursive script that reads "Katie Patrick". The signature is written in black ink and is positioned above the printed name and title.

Katie Patrick
Executive Director

cc: Josh Crump, Principal Planner
Board of Directors, Grove Christian Outreach Center
Maxwell Hlavin, Sands Anderson PC



June 22, 2023

James City County Planning Commission

To Whom It May Concern,

I am proud to provide a letter of support for Grove Christian Outreach Center (GCOC), one of the Virginia Peninsula Foodbank's largest and best run partner agencies, in their quest to receive a **Special Use Permit with the defined use as a Service Organization with a Place of Public Assembly as accessory use.**

GCOC has been a partner agency of the Foodbank for over twenty years, providing valuable services to the residents of the Grove community and beyond. The Foodbank relies heavily on our network of partner agencies to reach all the families, seniors, and veterans in our nine city/county service area who need food assistance. In addition to providing between 250,000 and 400,000 meals each year, GCOC supports families in other ways through their clothes closet, financial assistance, school supplies, and other essentials. Grove's Fresh Food Room offers the primary source of fresh, nutritious food for families living at or below the poverty level in this food desert. Encouraging the consumption of fresh fruits and vegetables improves the overall health of the community.

Please consider this request as GCOC provides critical, lifesaving assistance to the Grove community, which benefits those residents as well as the livelihoods of the companies who employ these individuals in James City County.

Sincerely,

A handwritten signature in blue ink that reads "Karen L. Joyner".

Karen L. Joyner
Chief Executive Officer



Changing the lives of babies, young children & their families



James City County Planning Commission
101-A Mounts Bay Road
PO Box 8784
Williamsburg, VA 23187-8784

June 22, 2023

Dear Planning Commission Members,

I am writing to support Grove Christian Outreach Center's (hereafter GCOC) request for an amendment to their Special Use Permit.

GCOC provides critical services to the most vulnerable James City County and Williamsburg residents and are a key resource for our staff. They collaborate and partner with numerous organizations including Habitat for Humanity, Literacy for Life, Williamsburg Regional Library and Faith in Action, and Child Development Resources (CDR). CDR refers families in need to GCOC because they fill critical needs where few other options exist, and they do so in a non-judgmental, empathetic way.

CDR typically refers families to GCOC's food pantry which provides fresh and shelf-stable food options, as well as a selection of fresh fruits and vegetables and other perishable goods. The Center also hosts a clothing closet that ensures children are ready to go to school, and adults prepared for work. GCOC's financial assistance program has expanded greatly over the past year and their proven track record supporting families in need of safe, stable housing, has helped reduce homelessness in our community. It would be difficult to exaggerate how much GCOC has helped many of CDR's families.

I understand that GCOC is located in a Limited Business zone with a Neighborhood Commercial designation in the Comprehensive Plan, a designation which can inadvertently restrict some uses which are most needed by residents in Grove, where some of the highest levels of need are in the County.

150 Point O'Woods Road
Williamsburg, VA 23188

Mailing Address:
Post Office Box 280
Norge, VA 23127-0280

Phone: 757-566-3300
Fax: 757-566-8977
www.cdr.org

Board of Directors

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Conyers

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Executive Director

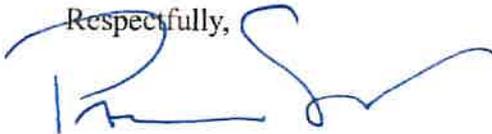
We encourage the Commission to support an amendment to the GCOC's SUP to permit uses such as "place of public gathering", "service club", etc which will not only allow them to continue serving hundreds of families but will also allow organizations like CDR to continue serving families in that location without disruption.

The COVID-ravaged economy is continuing to hit the most vulnerable families hardest, and one of the best ways the County can show support to those families is by approving GCOC's request and allowing them to continue offering needed services on-site.

Grove Christian Outreach Center enjoys our highest confidence, and we encourage approval of their request.

Thank you for your service to James City County.

Respectfully,

A handwritten signature in blue ink, appearing to read "Paul Scott", with a large, stylized flourish extending to the right.

Paul Scott
Executive Director

James City County Planning Commission
101-A Mounts Bay Road
PO Box 8784
Williamsburg, VA 23187-8784

June 27, 2023

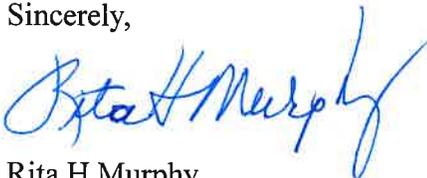
Dear Members of the Planning Commission,

I am writing this letter in support of Grove Christian Outreach Center and the services they provide to residents of James City County and the Greater Williamsburg Region. As part of their mission to improve the overall health of the Grove community, the Center daily engages in activities designed not only to meet immediate needs but to enhance community life. They provide for the needs of the area through the food pantry, fresh food room, clothing closet, financial assistance program, summer lunch program, and special events in a manner that respects the dignity of the families seeking assistance. I see the impact of their outreach first-hand each week as a volunteer with the food pantry, and recognize how vital their presence is to Grove and James City County.

The Outreach Center has been operating under a Special Use Permit that may no longer apply to the primary use of the land and building and they are seeking an amendment. I urge you to approve their amendment to the Special Use Permit so they can continue to serve the growing needs within our county. I am confident that if you were to tour the Center and speak with the families that rely on the assistance it provides, you would have no hesitation in approving their amendment petition. The Center's many partners in service throughout the area would likewise enthusiastically echo their support of the work of the Grove Christian Outreach Center.

Thank you for your consideration of their amendment to the SUP to secure the future of Grove Christian Outreach Center.

Sincerely,



Rita H Murphy
James City County Resident since 1987

ITEM SUMMARY

DATE: 8/2/2023

TO: The Planning Commission

FROM: Terry Costello, Senior Planner

SUBJECT: SUP-23-0019. 213 Southpoint Drive Detached Accessory Apartment

ATTACHMENTS:

	Description	Type
☐	0. Staff Report	Staff Report
☐	1. Proposed Conditions	Resolution
☐	2. Location Map	Backup Material
☐	3. Master Plan	Backup Material
☐	4. Garage Accessory Apartment Layout	Backup Material
☐	5. Lot Layout	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	7/25/2023 - 8:59 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 9:00 AM
Publication Management	Pobiak, Amanda	Approved	7/25/2023 - 9:16 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 9:21 AM

**SPECIAL USE PERMIT-23-0019. 213 Southpoint Drive Detached Accessory Apartment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

SUMMARY FACTS

Applicant: Mr. Jason Buckley, Promark Custom Homes

Landowners: Mr. James L. and Ms. Patricia A. Mishler

Proposal: To build a detached garage to include a 399-square-foot accessory apartment for the parents of the property owner.

Location: 213 Southpoint Drive

Tax Map/Parcel No.: 49302700014

Property Acreage: ± 2.36 acres

Zoning: R-1, Limited Residential

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

Staff Contact: Terry Costello, Senior Planner

PUBLIC HEARING DATES

Planning Commission: August 2, 2022, 6:00 p.m.

Board of Supervisors: September 12, 2023, 5:00 p.m. (tentative)

FACTORS FAVORABLE

1. With the proposed conditions, staff finds the proposal will not impact the surrounding zoning and development.
2. With the proposed conditions, staff finds the proposal consistent with the recommendations of the 2045 Comprehensive Plan.
3. Impacts: See Impact Analysis on Pages 3-4.

FACTORS UNFAVORABLE

1. With the proposed conditions, staff finds no factors unfavorable.

SUMMARY STAFF RECOMMENDATION

Staff recommends approval subject to the proposed conditions.

PROJECT DESCRIPTION

Mr. Jason Buckley has applied for a Special Use Permit (SUP) to allow a detached accessory apartment to be constructed within a detached accessory structure. The detached garage will be approximately 1,728 square feet, and the proposed apartment would be 399 square feet or approximately 23% of the floor area.

R-1, Limited Residential, allows detached accessory apartments as a specially permitted use in accordance with Section 24-32(b) of the Zoning Ordinance, which states that detached accessory apartments, where approved, shall comply with the following requirements (staff comments in *italics*):

1. Only one accessory apartment shall be created per lot.

Only one accessory apartment is proposed with this application.

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-23-0019. 213 Southpoint Drive Detached Accessory Apartment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

2. The accessory apartment may not occupy more than 50% of the floor area of the accessory structure and shall meet all setback, yard, and height regulations applicable to accessory structures in the zoning district in which it is located.

The proposed apartment unit will occupy approximately 23% of the accessory structure's floor area (1,728 square feet).

3. The accessory apartment shall not exceed 400 square feet in size and shall meet all setback, yard, and height regulations applicable to accessory structures in the zoning district in which it is located.

The proposed apartment unit will be 399 square feet.

4. The property owner or an immediate family member as defined in Section 19-17 of the Subdivision Ordinance shall reside in either the single-family dwelling or the accessory apartment.

Per the applicant, the property owners will continue to reside in the single-family dwelling.

5. Approval from the Virginia Department of Health shall be required where the property is served by an individual well and/or sewer disposal system.

Not applicable. The lot is served by public water/sewer.

6. The accessory structure shall be so designed such that the size and scale of the structure is compatible with surrounding structures.

The apartment will be located in an accessory structure where a single-family residence currently exists. The single-family structure is approximately 3,079 square feet.

7. Off-street parking shall be required in accordance with Section 24-54 of this chapter.

Staff analysis: Section 24-59 states that the minimum off-street parking required for a single-family unit with an accessory apartment is three parking spaces. The detached accessory structure will have a three-car garage in the bottom portion of the structure as well as the driveway, which meets the Ordinance requirement for three parking spaces.

Staff has reviewed the proposed design and finds that all requirements have been met.

PLANNING AND ZONING HISTORY

- There have been no previous legislative cases associated with this parcel.

SURROUNDING ZONING AND DEVELOPMENT

- Adjacent properties are all zoned R-1, Limited Residential. The property is bound by College Creek to the west.
- Properties surrounding this parcel are also designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map.

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

**SPECIAL USE PERMIT-23-0019. 213 Southpoint Drive Detached Accessory Apartment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The proposal is not anticipated to generate traffic exceeding a typical residential use. - The subject property is located on a local road.
<u>Public Transportation: Bicycle/Pedestrian</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Bicycle and pedestrian accommodations are not required per Section 24-35(c)(2) of the Zoning Ordinance.
<u>Public Safety</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Fire Station 3 on John Tyler Highway serves this area of the County and is approximately 3.9 miles from the proposed detached accessory garage. - Staff finds this project does not generate impacts that require mitigation to the County’s Fire Department facilities or services.
<u>Public Schools</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Staff finds this project does not generate impacts that require mitigation.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Staff finds this project does not generate impacts that require mitigation.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - Staff finds this project does not generate impacts that require mitigation.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The property receives public water and sewer. - The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.
<u>Watersheds, Streams, and Reservoirs</u> Project is located in the College Creek Watershed.	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The Stormwater and Resource Protection Division has reviewed this application and had no objections. - 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. - There are special flood hazard and Resource Protection Areas on the property. However, this project will be located outside of these areas.
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	<ul style="list-style-type: none"> - The subject property has been previously disturbed and has no known cultural resources on-site.

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

**SPECIAL USE PERMIT-23-0019. 213 Southpoint Drive Detached Accessory Apartment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Nearby and Surrounding Properties</u>	<u>No Mitigation Required</u>	- Traffic is anticipated to be typical of a residential home. The subject property must adhere to the County’s Noise Ordinance.
<u>Community Character</u>	<u>No Mitigation Required</u>	- Southpoint Drive is not a Community Character Corridor, and this parcel is located within a Community Character Area.
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	- The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.

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

**SPECIAL USE PERMIT-23-0019. 213 Southpoint Drive Detached Accessory Apartment
Staff Report for the August 2, 2023, Planning Commission Public Hearing**

2045 COMPREHENSIVE PLAN

The site is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map. The adopted Comprehensive Plan includes “single family and multifamily units, accessory units, cluster or cottage homes on small lots, recreation areas” within lands designated Low Density Residential.

Staff finds the proposal is consistent with the recommendations of 2045 Comprehensive Plan.

PROPOSED SUP CONDITIONS

Proposed conditions are provided in Attachment No. 1.

STAFF RECOMMENDATION

Staff finds the proposal compatible with surrounding zoning and development and consistent with the recommendations of the adopted 2045 Comprehensive Plan.

Staff therefore recommends approval of the proposed SUP and has included proposed conditions.

TC/md
SUP23-19_213SptApt

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Master Plan
4. Garage Accessory Apartment Layout
5. Lot Layout

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

PROPOSED CONDITIONS FOR CASE NO. SUP-23-0019. 213 SOUTHPOINT DRIVE

DETACHED ACCESSORY APARTMENT

1. Master Plan. This Special Use Permit (SUP) shall be valid for a detached accessory apartment (the "Project") located at 213 Southpoint Drive, further identified as James City County Real Estate Tax Map Parcel No. 4930270014 (the "Property"). Development of the Project on the Property shall be in accordance with Section 24-32(b) of the James City County Code (the "County Code"), as amended, and shall occur generally as shown on the exhibit entitled, "213 Southpoint Drive Detached Accessory Apartment," dated July 13, 2022 (the "Master Plan"), with any deviations considered pursuant to Section 24-23(a)(2) of the County Code, as amended.
2. Recordation. A certified copy of the Board of Supervisors' SUP resolution shall be recorded against the Property in the Williamsburg/James City County Circuit Court prior to issuance of any Certificate of Occupancy for the Project. Proof of recordation shall be provided to the Zoning Administrator.
3. Dwelling Occupied. Within 24 months from the issuance of this SUP, a permanent Certificate of Occupancy for the Project shall be issued, or the SUP shall become void.
4. Square Footage. The detached accessory apartment shall be no more than 400 square feet.
5. Access. No new ingress/egress points shall be created to Southpoint Drive.
6. Parking. Off-site parking for this use shall be prohibited.
7. Severance Clause. This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

SUP-23-0019
213 Southpoint Drive
Detached Accessory Apartment



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SUP-23-0019, 213 Southpoint Dr. Detached Accessory Apartment

Master Plan Dated July 13, 2023

Property Information

PIN: 4930270014

Owner: Mishler, James L. & Patricia A.

Address: 213 Southpoint Drive
Williamsburg, VA 23185

Zoning: R1 Limited Residential

2045 Comp Plan: Low Density Residential

Legal Acreage: 2.36 acres

General Notes

1. Site is served by public water and sewer.
2. A portion of this site is zoned AE and located in the 1% annual chance special flood hazard area as shown on FEMA Flood Insurance Rate Map, 51095C0202D, eff. 12/16/2015. The proposed project does not lie within this portion.
3. Property lies within a Resource Protected Area.
4. Property has an existing driveway.

Sheet Index

1. Cover Page
2. Location Map
3. Site Details



Maps Not to Scale

Adjacent Properties

- 4930270005
Scott B. & Elizabeth J. Waterson
212 Southpoint Drive
Williamsburg, VA 23185
R1 - Limited Residential
- 4930270013
Denise W. Koch, Trustee
215 Southpoint Drive
Williamsburg, VA 23185
R1 - Limited Residential
- 4930270015
Gilbert A. Bartlett & Polly S. Bartlett, Trustee
211 Southpoint Drive
Williamsburg, VA 23185
R1 - Limited Residential
- 4930280003
Pamela J. Young
108 Archers Hope Drive
Williamsburg, VA 23185
R1 - Limited Residential
- 4930280004
Donald I. Pratt, Jr. & Geraldine O. Pratt,
Trustee
110 Archers Hope Drive
Williamsburg, VA 23185
R1 - Limited Residential
- 4930300001
Douglas B. & Vicki L. Gaber
6401 Conservancy
Williamsburg, VA 23185
R1 - Limited Residential
- 4930300002
Robert D. & Teresa C. Sweaney
6405 Conservancy
Williamsburg, VA 23185
R1 - Limited Residential

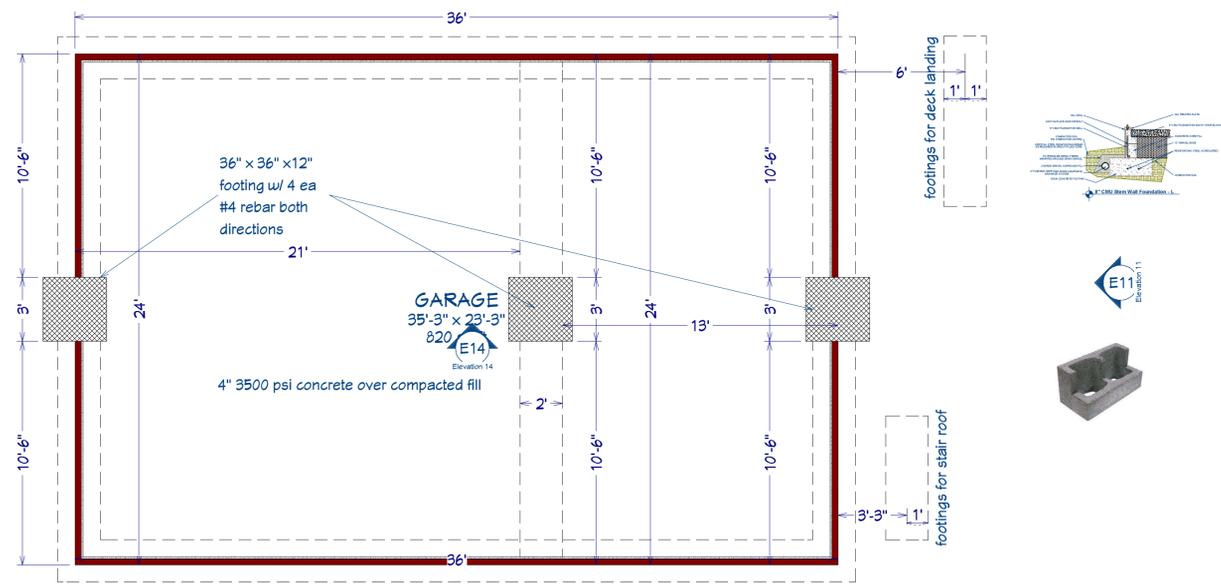
SUP-23-0019
213 Southpoint Drive
Detached Accessory Apartment



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SUP-23-0019, 213 Southpoint Dr. Detached Accessory Apartment





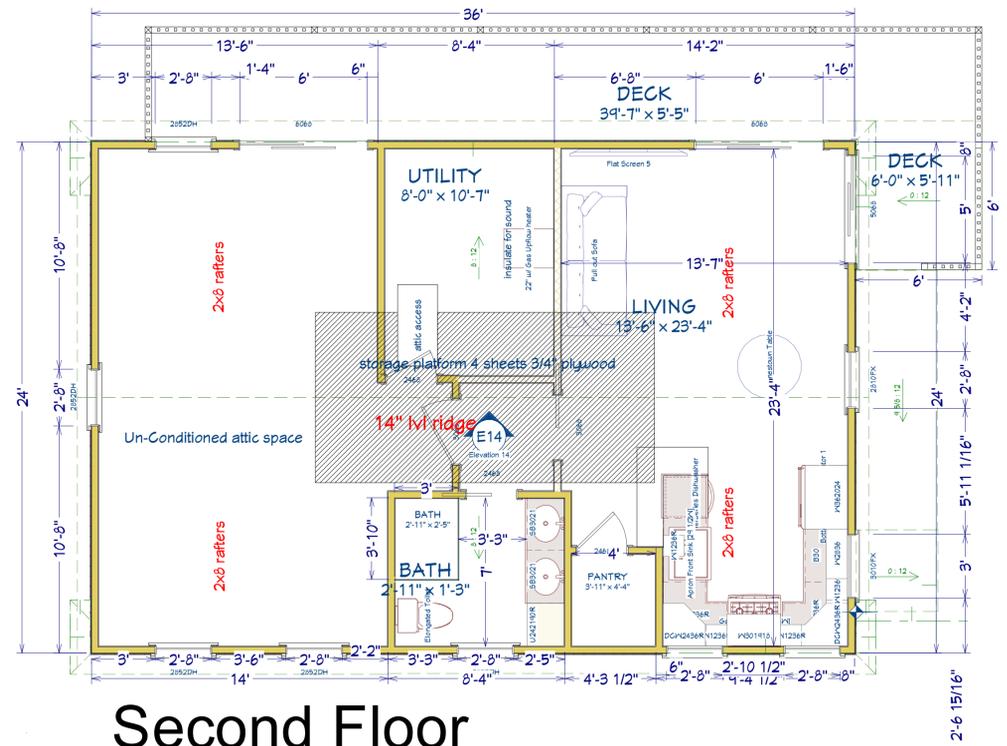
Attic Ventilation

864 sq ft / 150 = 5.76 sq ft

36 lf ridge vent = 4.5 sq ft

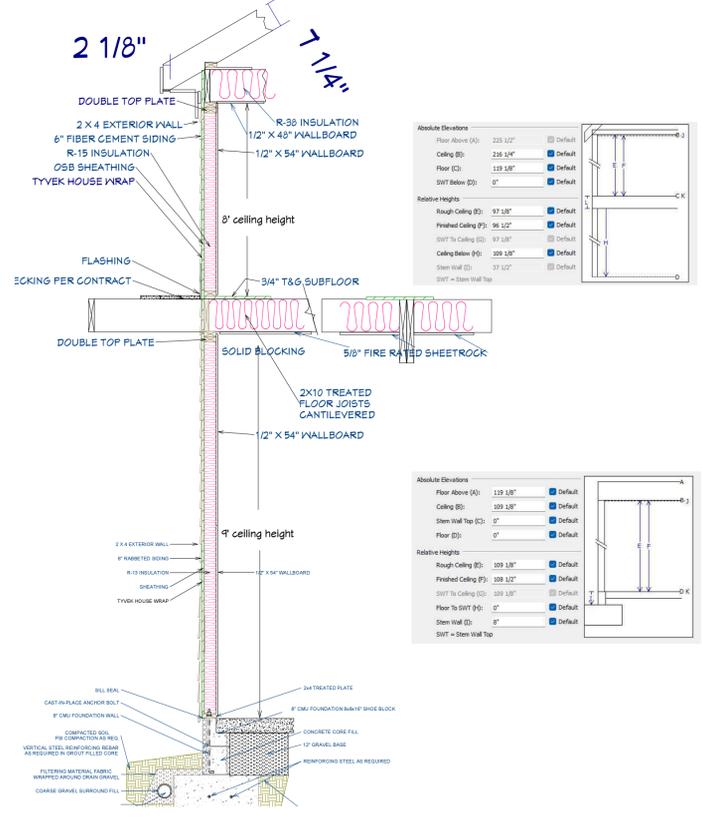
72 lf soffit vent = 4.5 sq ft

TOTAL provided = 9 sq ft



LIVING AREA 399 sq ft

Foundation LIVING AREA 0 sq ft

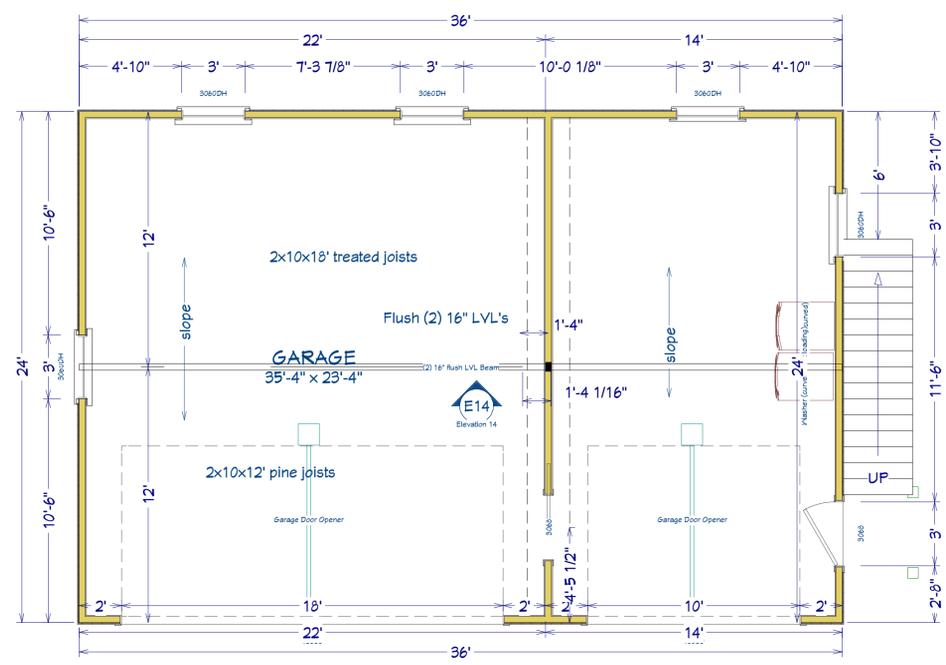


Absolute Elevations	
Floor Above (A):	223.12'
Ceiling (B):	226.14'
Floor (C):	139.18'
SWT Below (D):	0'

Relative Heights	
Rough Ceiling (B):	97.18'
Finished Ceiling (B):	96.12'
SWT To Ceiling (D):	93.18'
Ceiling Below (B):	209.18'
Stem Wall (C):	37.12'
SWT - Stem Wall Top	

Absolute Elevations	
Floor Above (A):	139.18'
Ceiling (B):	139.18'
Stem Wall Top (C):	0'
Floor (D):	0'

Relative Heights	
Rough Ceiling (B):	139.18'
Finished Ceiling (B):	139.12'
SWT To Ceiling (C):	139.18'
Floor To SWT (B):	0'
Stem Wall (C):	0'
SWT - Stem Wall Top	



LIVING AREA 0 sq ft

REAR WALL DETAIL

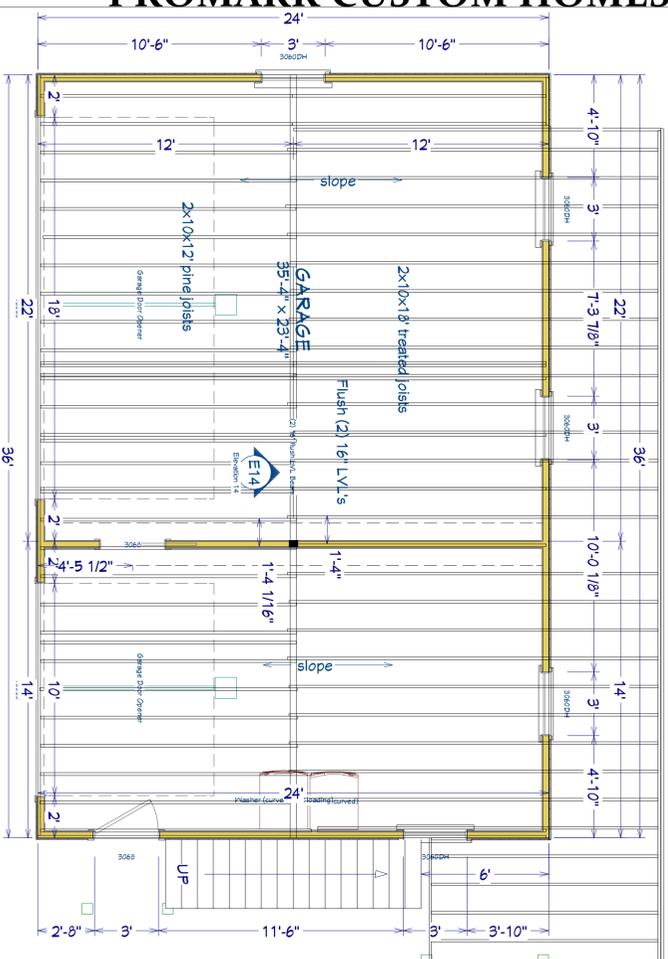
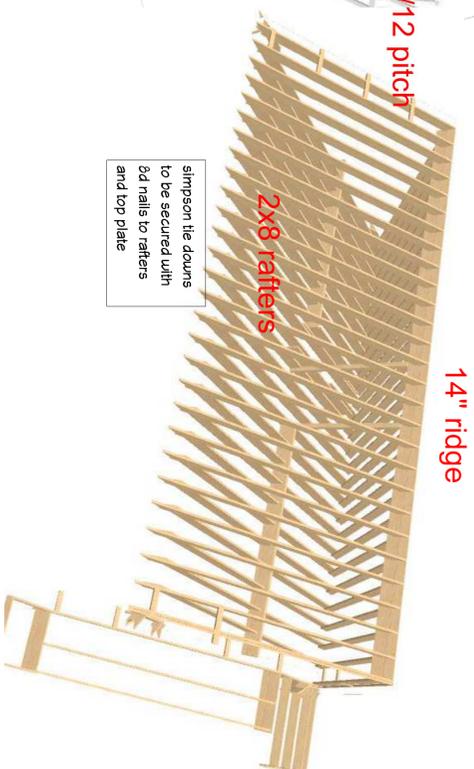
PAGE # 1	PLAN DATE: August 17, 2022	SCALE: 1/4" = 10"	DRAWN BY: <i>R. Michler</i> RANDAL J. WICKS 401 BERKLEY DRIVE WILLIAMSBURG, VA 23185 PHONE # 757-879-9997 E-MAIL WJW1E4@COX.NET
	REVISIONS: DECEMBER 14, 2022		

PROMARK CUSTOM HOMES

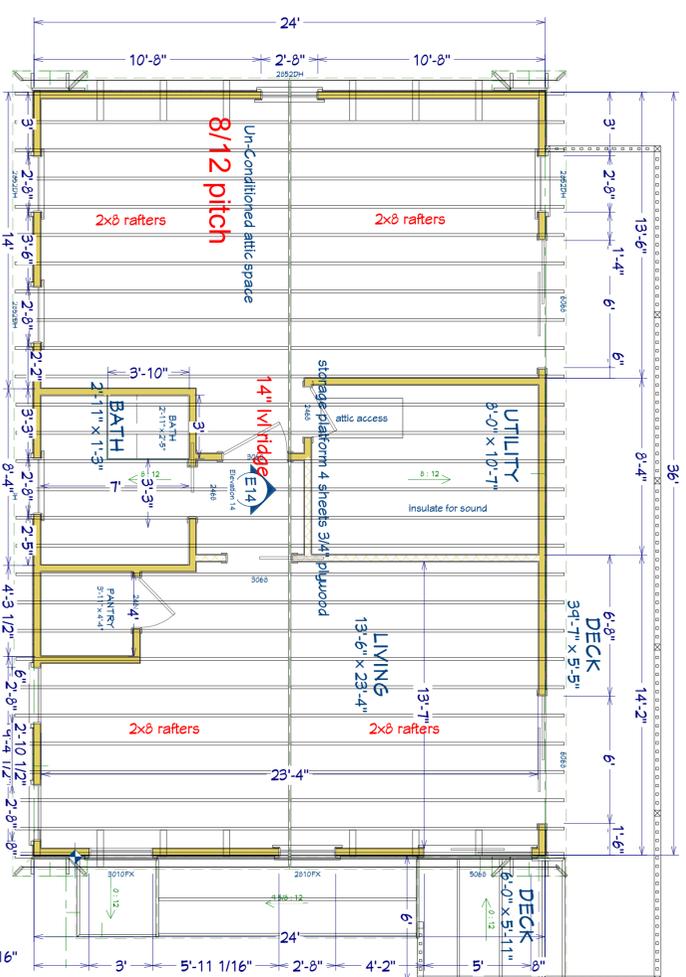
PROMARK CUSTOM HOMES

PROMARK CUSTOM HOMES

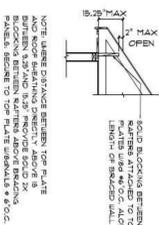
PROMARK CUSTOM HOMES



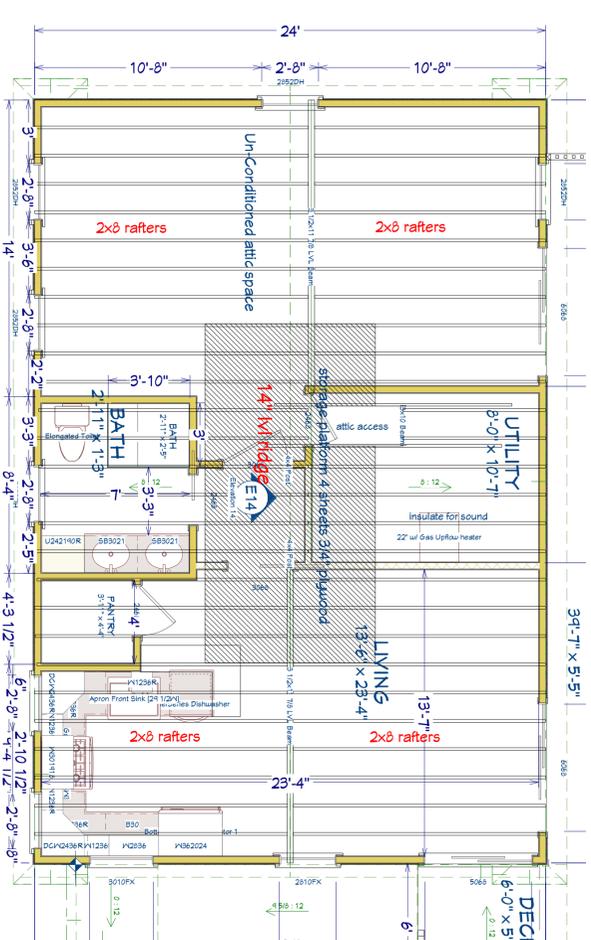
Floor framing



Roof framing



Roof framing specifications and notes including load requirements and material details.



Ceiling Framing

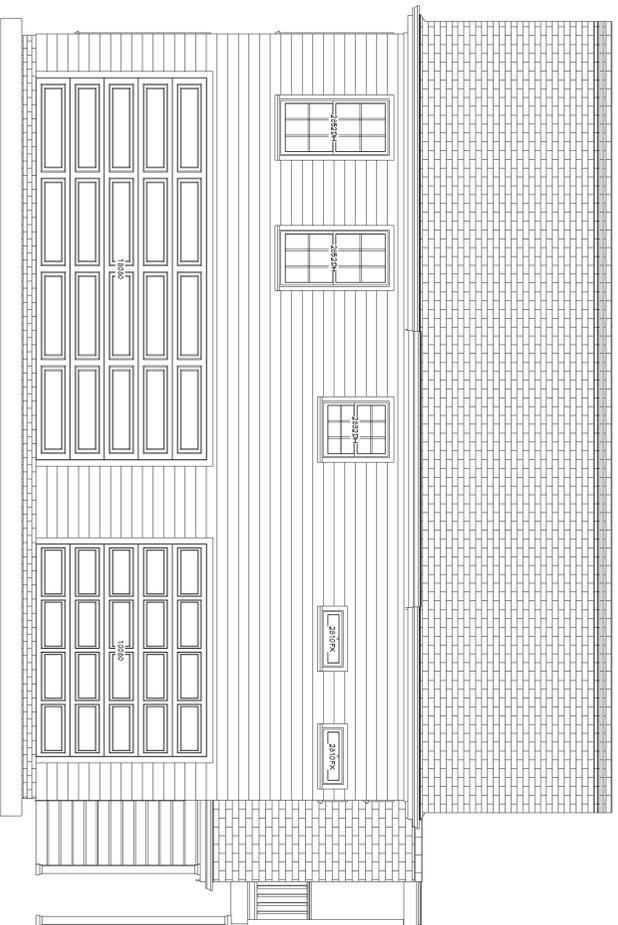
2 DECEMBER 14, 2022

SCALE: 1/4" = 10"

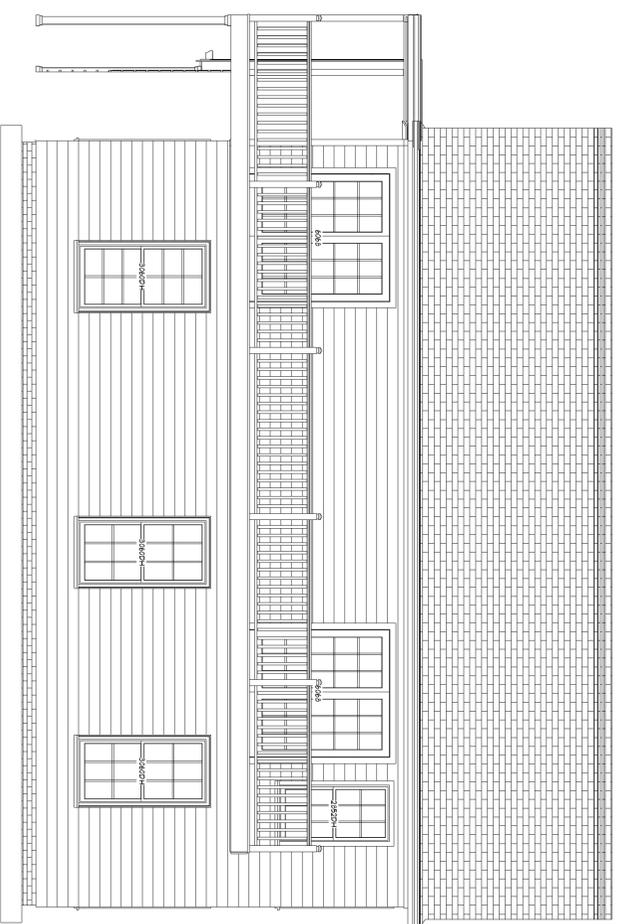
Michler Garage

2133 Southpoint Kingpoint, WILLIAMSBURG, VIRGINIA

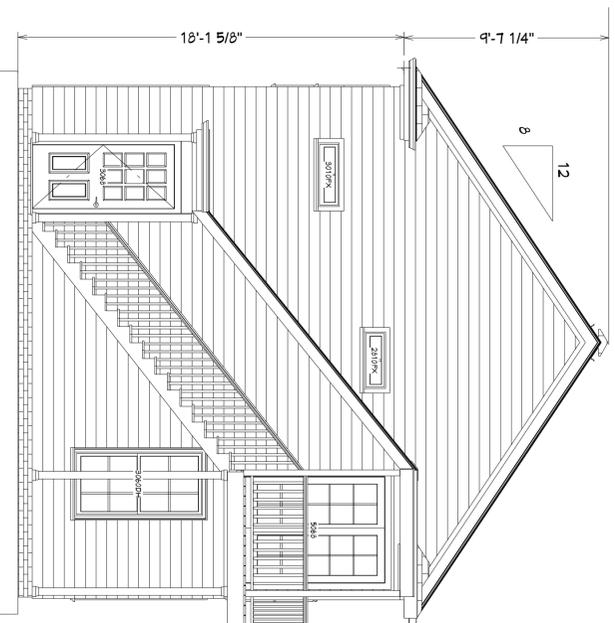
DRAWN BY: RANDAL J. WICKS 401 BERKLEY DRIVE WILLIAMSBURG, VA 23185



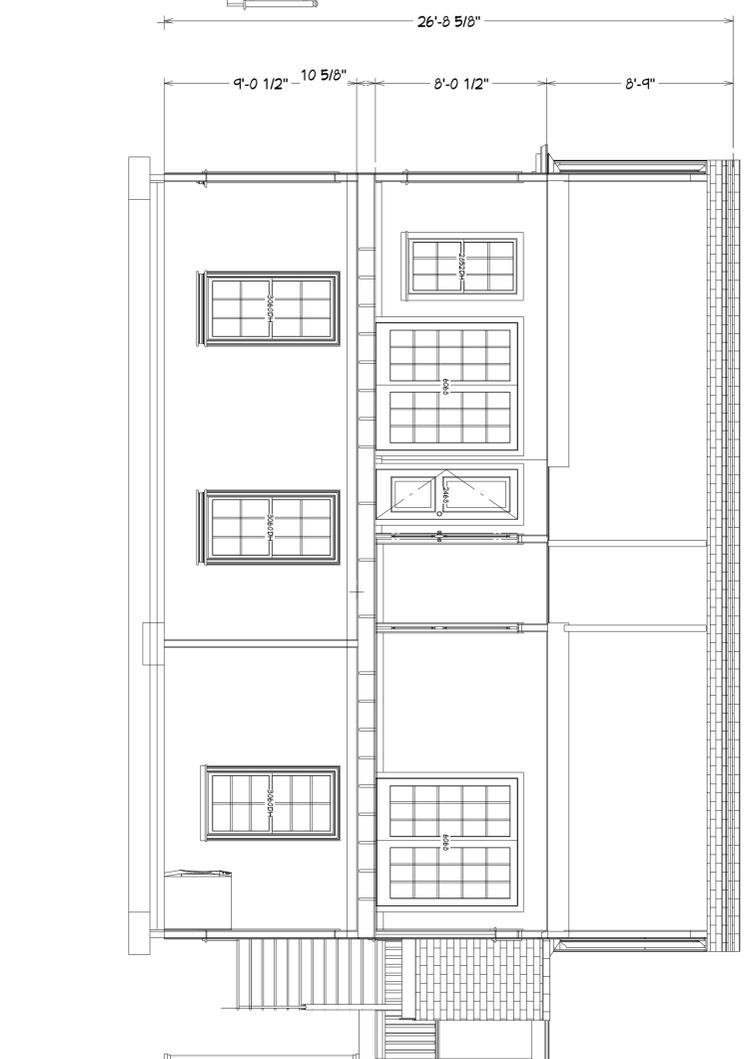
Front Elevation



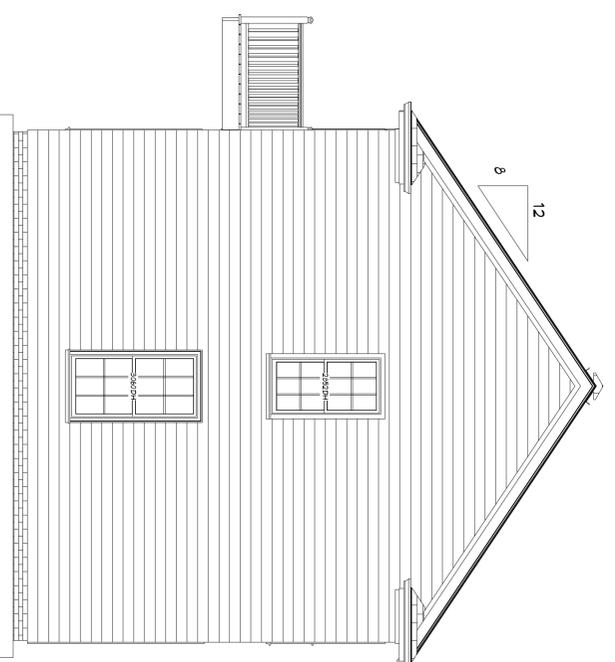
Rear Elevation



Left Elevation



Right Elevation



PAGE # / PLAN DATE
 3 August 17, 2022

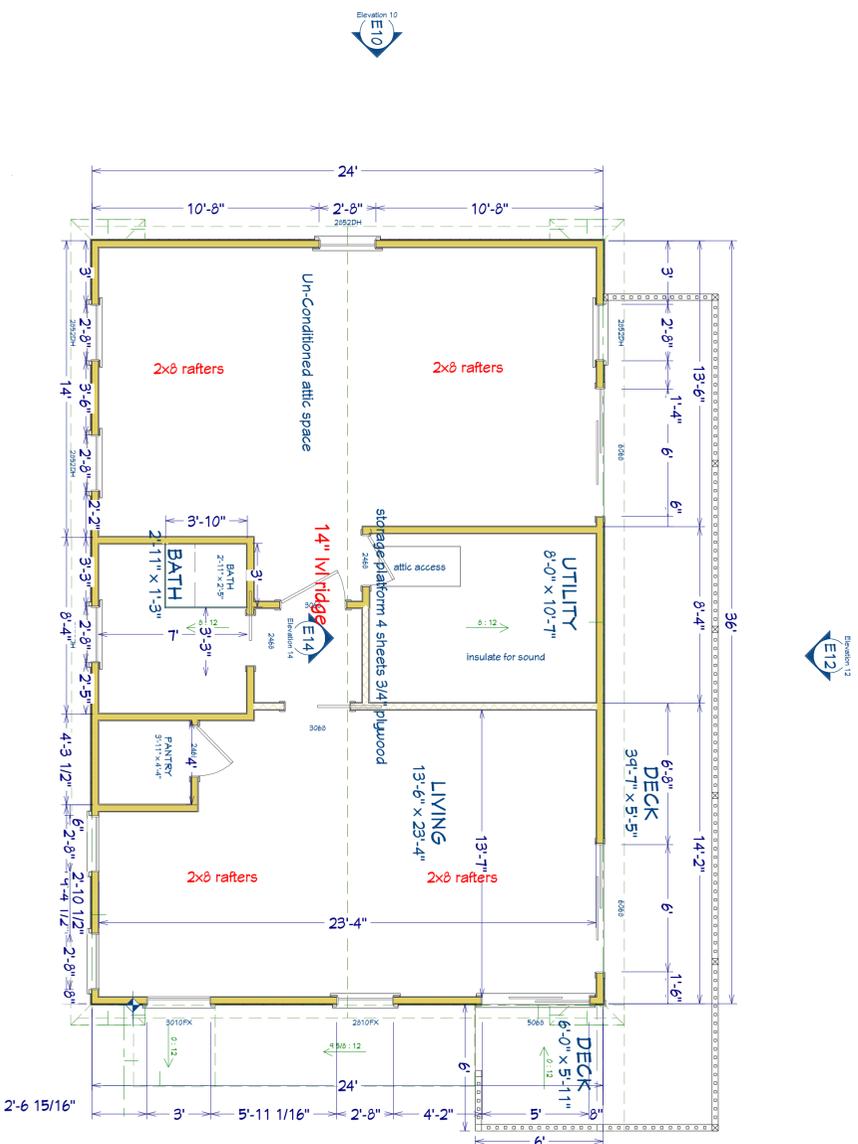
REVISIONS:
 DECEMBER 14, 2022

SCALE:
 1/4" = 1'0"

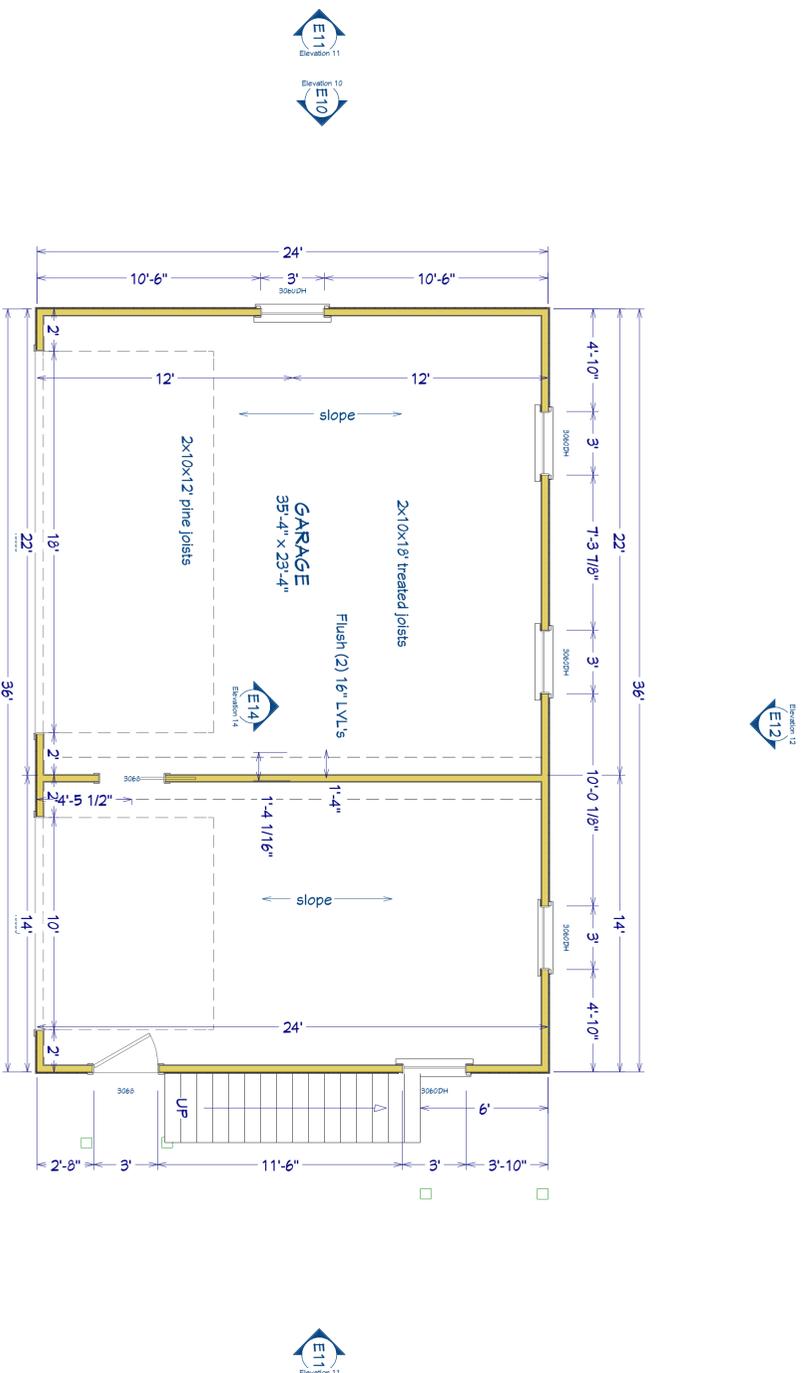
Michler Garage
 2133 Southpoint
 Kingspoint, WILLIAMSBURG, VIRGINIA

DRAWN BY:
 RANDAL J. WICKS
 401 BERKLEY DRIVE
 WILLIAMSBURG, VA 23186
 PHONE # 757-879-9897
 E-MAIL: WJWICK@COX.NET

WIND BRACING



SECOND FLOOR



FIRST FLOOR

PAGE # / PLAN DATE
4 / August 17, 2022
 REVISIONS:
 DECEMBER 14, 2022

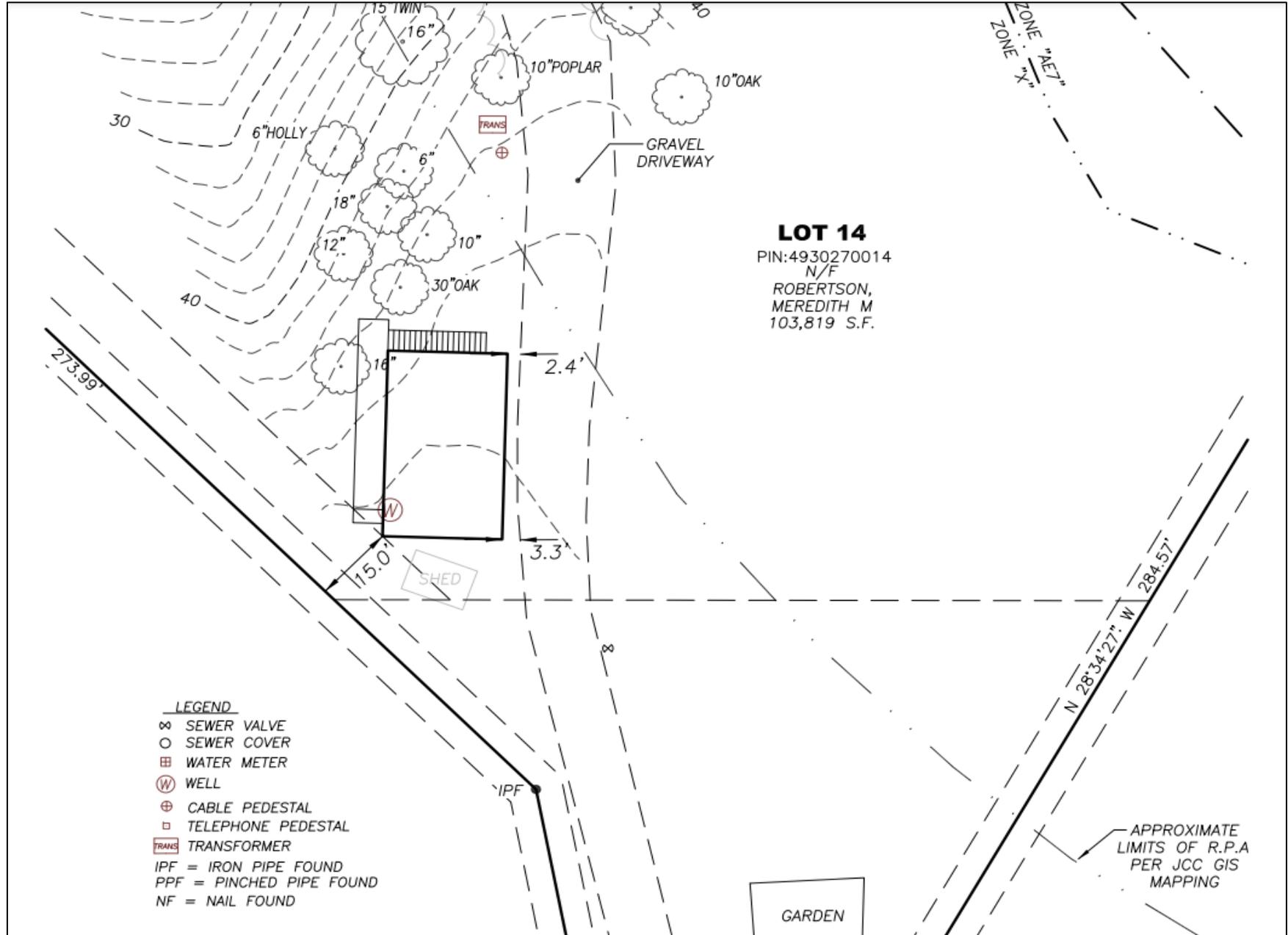
SCALE:
 1/4" = 1'0"

Michler Garage

2133 Southpoint
 Kingspoint, WILLIAMSBURG, VIRGINIA

DRAWN BY:
 RANDAL J. WICKS
 401 BERKLEY DRIVE
 WILLIAMSBURG, VA 23186
 PHONE # 757-879-9897
 EMAIL: WJWICKS@COX.NET

SUP-23-0019; 213 Southpoint Drive Detached Accessory Apartment - Lot Layout



ITEM SUMMARY

DATE: 8/2/2023

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - August 2023

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	7/25/2023 - 8:58 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 8:58 AM
Publication Management	Pobiak, Amanda	Approved	7/25/2023 - 9:01 AM
Planning Commission	Holt, Paul	Approved	7/25/2023 - 9:21 AM

PLANNING DIRECTOR'S REPORT August 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:**
 - **July 13, 2023**
 - Z-23-0003/SUP-23-0013. The Overlook at Rochambeau (Approved 5-0)
 - SUP-23-0015. David A. Nice Builders Office and Parking Expansion (Approved 5-0)
 - Amendment to Willow Pond Estates Phase II Deed Of Conservation and Open-Space Easement (Approved 5-0)

- **National Association of Counties (NACo) Awards**

Ms. Ruth Larson and Mr. Scott Stevens recently attended the NACo Conference and accepted two awards. The County received an award for Best in Category for the Comprehensive Plan and implementation activities to-date including the Natural and Cultural Assets Plan and Ordinance amendments. The County also received a Digital Surveys Award where it ranked 4th for communities under 150,000.



➤ **Building Safety & Permits**

Congratulations to Andrew Faircloth on obtaining certification as a commercial building inspector. Congratulations also to Jonathon Rice on obtaining certification as a residential inspector. Both gentlemen received passing scores on the International Code Council certification exams and were awarded certification by the Virginia Department of Housing and Community Development in their respective disciplines.

New Cases Submitted for August

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Agricultural & Forestal District	AFD-23-0001	1105 Stewart's Road Barnes Swamp Addition	1105 STEWARTS RD Lanexa, VA 23089	Powhatan	Request to enroll approximately 46 acres in the Barnes Swamp AFD.	Pending Assignment
Appeal / Variance	BZA-23-0002	196 The Maine 4.5' Variance from Section 24-238(a)	196 THE MAINE Williamsburg, VA 23185	Berkeley	Request to build a 10 x 22.6-foot addition to the east side of our house which would require a variance of 4.5' to the 15' setback requirement.	Taylor Orne
Conceptual Plan	C-23-0038	8425 Croaker Road- Shared Driveway Exception Request	8425 CROAKER RD Williamsburg, VA 23188	Stonehouse	8425 Croaker Road- Shared Driveway Exception Request.	Suzanne Yeats
	C-23-0039	5378 Riverview Road Family Subdivision	5378 RIVERVIEW RD Williamsburg, VA 23188	Stonehouse	Proposal for a three lot family subdivision.	Ben Loppacker
	C-23-0040	5715 Richmond Road Electric Vehicle Charging Station	5715 RICHMOND RD Williamsburg, VA 23188	Powhatan	Proposal for an electric vehicle charging station.	Pending Assignment
	C-23-0041	Dominion Energy Underground Utilities	3493 JOHN TYLER HWY Williamsburg, VA 23185	Berkeley	Proposal to place utilities underground.	Suzanne Yeats
	C-23-0042	2349 John Tyler Hwy Outdoor Storage Facility	2349 JOHN TYLER HWY Williamsburg, VA 23185	Berkeley	proposal for an outdoor storage facility for boat trailers, campers, RVs, and utility trailers.	Ben Loppacker
	C-23-0043	Application Withdrawn	2425 JOLLY POND RD Williamsburg, VA 23188	Powhatan	Application Withdrawn.	Not Assigned
	C-23-0044	104 & 106 The Maine Boundary Line Adjustment	104 THE MAINE Williamsburg, VA 23185	Berkeley	Boundary Line Adjustment for purchase of part of the neighboring property.	Thomas Wysong
	C-23-0045	9273 Richmond Road office/workshop for Crossroad Custom Builders.	9273 RICHMOND RD Lanexa, VA 23089	Powhatan	Proposal for a Contractor's Office & Workshop.	Suzanne Yeats
	C-23-0046	7858 Richmond Road Pet Grooming/Drive-in/Warehouse	7858 RICHMOND RD Toano, VA 23168	Stonehouse	Proposal for pet grooming in existing structure with later build out of a drive-in theater or mini storage/ warehouse rental.	John Risinger
	C-23-0047	Chickahominy Riverfront Park Parking Improvements/ADA Improvements/restroom Facilities/ Additional Boat Storage	1350 JOHN TYLER HWY Williamsburg, VA 23188	Berkeley	Project to improve parking and circulation for existing rowing facilities at the Chickahominy Riverfront Park. Additional improvements include restroom facilities, additional ADA access to boat ramps, and new/additional boat house storage/facilities.	Pending Assignment
Master Plan	MP-23-0001	Westwood Park Rezoning	4601 IRONBOUND RD Williamsburg, VA 23188	Jamestown	Master Plan to accompany Z-23-0004 (Westwood Park).	John Risinger

New Cases Submitted for August

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Subdivision Plat	S-23-0025	La Grange Tract Subdivision	3500 LA GRANGE PKWY Toano, VA 23168	Stonehouse	Subdivision of PIN 0640100001A La Grange Tract into 2 parcels.	Ben Loppacker
	S-23-0026	Stonehouse Land Bay 5 Phase 3 Subdivision	9354 FIELDSTONE PKWY Toano, VA 23168	Stonehouse	Stonehouse Land Bay 5 Phase 3 Subdivision.	Suzanne Yeats
	S-23-0027	100 & 104 Norge Lane Boundary Line Extinguishment	100 NORGE LN Williamsburg, VA 23188	Stonehouse	100 & 104 Norge Lane Boundary Line Extinguishment	Jose Ribeiro
	S-23-0028	9201 & 9225 Pocahontas Trail Grease Outlet Boundary Line Extinguishment	9201 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	9201 & 9225 Pocahontas Trail Grease Outlet Boundary Line Extinguishment.	Suzanne Yeats
	S-23-0030	Ford's Colony Eaglescliffe Townhomes Subdivision	1000 EAGLESCLIFFE Williamsburg, VA 23188	Powhatan	Plat of Subdivision and Lot Line Extinguishment 1051 Saint Andrews Drive, 1000 Eaglescliffe Drive and 1101A Eaglescliffe Drive Ford's Colony at Williamsburg.	Terry Costello
	S-23-0031	3942 and 3970 Thorngate Drive Boundary Line Adjustment	3970 THORNGATE DR Williamsburg, VA 23188	Berkeley	Plat of Subdivision and Boundary line Adjustment, Greensprings West Phase VII-A.	Thomas Wysong
	S-23-0032	Colonial Heritage 5-2B Subdivision	499 JOLLY POND RD Williamsburg, VA 23188	Stonehouse	Colonial Heritage 5-2B Subdivision	Pending Assignment
Site Plan	SP-23-0036	Creative Cabinet Works Site Plan Amendment	201 INDUSTRIAL BLVD 1240900012 Toano, VA 23168	Stonehouse	Creative Cabinet Works Proposed Gravel Storage Yard.	Jose Ribeiro
	SP-23-0037	Busch Gardens- Ireland Access Road Site Plan Amendment	7851 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Amendment to SP-0055-2003 to convert an existing concrete and stone drainageway into a paved access road for maintenance.	Suzanne Yeats
	SP-23-0038	Bedroom/Bathroom Addition	108 WARE ROAD Williamsburg VA 2318	Berkeley	Site Plan not required.	Not Assigned
	SP-23-0039	Site Plan Amendment #2 for Williamsburg Landing Boatwright Circle	5550 WILLIAMSBURG LANDING DR Williamsburg, VA 23185	Roberts	Williamsburg Landing Boatwright Circle Duplexes Lighting/Landscaping Amendment #2.	Thomas Wysong
	SP-23-0040	Country Village Mobile Home Park Pool Bathhouse Addition	10 GRAY GABLES DR Williamsburg, VA 23185	Roberts	Country Village Mobile Home Park Pool Bathhouse Addition.	Terry Costello
	SP-23-0041	Manor on the Green SP Amend. #1 (New Town Sec. 2 & 4, Block 11, Parcel A)	5220 CENTER STREET Williamsburg, VA 23188	Jamestown	Manor on the Green SP Amend. #1 (New Town Sec. 2 & 4, Block 11, Parcel A)	Suzanne Yeats
	SP-23-0042	16 Buford Road Public Sewer Line Extension	16 BUFORD RD Williamsburg, VA 23188	Jamestown	Installation of 164 L inear feet of 8" PVC for a public sewer line extension on Buford Road.	Thomas Wysong

New Cases Submitted for August

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Site Plan	SP-23-0051	Toano RV Storage	7816 RICHMOND RD Toano, VA 23168	Stonehouse	Proposal for site improvements and the installation of permanent shade structures. The minor site improvements include: paving a small area of turf within the limits of existing asphalt, the addition of new plants within the site's landscape buffer, raising the height of the existing pond's embankment by ~1', and replacing damaged tops of existing storm inlets.	Jose Ribeiro
	SP-23-0052	Grove Christian Outreach Center Site Plan Amendment	8800 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Site Plan Amendment #2 for Grove Christian Outreach Center.	Ben Loppacker
	SP-23-0053	Williamsburg Montessori School Expansion - Lighting Amendment	4210 LONGHILL RD Williamsburg, VA 23188	Powhatan	Williamsburg Montessori School Expansion - Lighting Amendment.	Terry Costello
	SP-23-0054	7114 Merrimac Trail 7-Eleven Parking Bollards	7114 MERRIMAC TR Williamsburg, VA 23185	Roberts	7114 Merrimac Trail 7-Eleven Parking Bollards.	Jose Ribeiro
	SP-23-0055	Create private drive as well as clear land for recreational use such as camping	6825 CRANSTONS MILL POND RD Toano, VA 23168	Powhatan	Site Plan not required.	Not Assigned
	SP-23-0056	3252 N Riverside Dr. Storage and Contractor Office	3252 N RIVERSIDE DR Lanexa, VA 23089	Powhatan	3252 N Riverside Dr. Storage and Contractor Office.	Terry Costello
	SP-23-0057	The Drying Company-Exterior Building Lighting Plan Site Plan Amendment	3005 JOHN DEERE RD Toano, VA 23168	Stonehouse	Lighting plan to show building mounted light fixtures, not previously shown on the approved site plan (SP-0046-2000).	Jose Ribeiro
	SP-23-0058	Luck Stone: Toano Yard Storage Yard Expansion	3920 COKES LN Williamsburg, VA 23168	Stonehouse	Expansion of an existing equipment storage facility.	Suzanne Yeats
	SP-23-0059	Village at Five Forks Pool Shed	4355 CREEK VW Williamsburg, VA 23188	Berkeley	Amendment for existing shed adjacent to pool.	Jose Ribeiro
	SP-23-0060	Busch Gardens Squire's Grille Site Plan Amendment	7851 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Renovation of the existing Squire's Grille building and replacement of the existing sidewalk in front of the building.	John Risinger
	SP-23-0061	4881 Centerville Rd. AT&T Tower Site Plan Amendment	4881 CENTERVILLE RD Williamsburg, VA 23188	Berkeley	Modifications on existing tower and inside existing shelter.	Ben Loppacker
	SP-23-0062	4071 Ironbound Road Office Building Lighting Plan Amendment	4071 IRONBOUND RD Williamsburg, VA 23188	Jamestown	Replacement of existing wall packs on front of building with new fixtures to meet county lighting ordinance.	Terry Costello
	SP-23-0063	6648 Richmond Road Express Laundry Fence	6648 RICHMOND RD Williamsburg, VA 23188	Stonehouse	Installation of a 4 ft tall wrought iron fence around the perimeter of the outside customer seating area.	Paxton Condon
	SP-23-0064	1725 Endeavor Drive Office/Warehouse	1725 ENDEAVOR DR Williamsburg, VA 23185	Roberts	Proposed office/warehouse building with paved access drive, paved parking areas, and	Pending Assignment
SP-23-0065	Exterior Lighting Project at Existing ATM Kiosk	240 MCLAWS CIR Williamsburg, VA 23185	Roberts	Exterior Lighting Project at Existing ATM Kiosk	Pending Assignment	

New Cases Submitted for August

Plan Type	Plan Number	Case Title	Address	Plan District	Plan Description	Plan Assigned To
Subdivision Construction Plan	SPLN-23-0002	Colonial Heritage Phase 5, Section 2 SPLN Amendment #3	499 JOLLY POND RD Williamsburg, VA 23188	Stonehouse	Colonial Heritage Phase 5, Section 2 Amendment #3 for Modification to Bike Lane and Sidewalk Configuration along Jolly Pond Road.	Jose Ribeiro
	SPLN-23-0003	Stonehouse Land Bay 5 Amendment #2	9354 FIELDSTONE PKWY Toano, VA 23168	Stonehouse	Stonehouse Land Bay 5 Amendment #2.	Thomas Wysong
	SPLN-23-0004	New Town Section 8, Parcel D Amendment	5400 SALZMAN ST Williamsburg, VA 23188	Jamestown	This plan amends SP-043-2016, S-0030-2016. This plan is being amended to update grading to permit basement lots for lots 50-64. Changes limited to Francis Willard Way West. No changes to water or sanitary sewer	Ben Loppacker
	SPLN-23-0005	Subdivision Plan Amendment #2 for Colonial Heritage Phase 5 - Section 2 (phasing plan)	499 JOLLY POND RD Williamsburg, VA 23188	Stonehouse	Colonial Heritage 5-2 Amendment #2 to revise the phasing plan.	Jose Ribeiro
Special Use Permit	SUP-23-0016	2589 Greensprings Road Event Facility	2589 GREENSPRINGS RD Williamsburg, VA 23185	Berkeley	2589 Greensprings Road Event Facility.	Terry Costello
	SUP-23-0017	Grove Christian Outreach SUP Amendment	8800 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Grove Christian Outreach SUP Amendment.	Not Assigned
	SUP-23-0018	Grove Christian Outreach SUP Amendment	8800 POCAHONTAS TRL Williamsburg, VA 23185	Roberts	Grove Christian Outreach SUP Amendment.	Ben Loppacker
	SUP-23-0019	213 Southpoint Drive Detached Accessory Apartment	213 SOUTHPOINT DR Williamsburg, VA 23185	Roberts	213 Southpoint Drive Detached Accessory Apartment.	Terry Costello
	SUP-23-0020	Replace (2) existing wall packs on front of building with new to meet county lighting ordinance	4071 IRONBOUND RD Williamsburg, VA 23188	Jamestown	Submitted wrong application	Not Assigned
Rezoning	Z-23-0004	Westwood Park Rezoning	4601 IRONBOUND RD Williamsburg, VA 23188	Jamestown	Application to rezone 79.56 acres of the Eastern State property located at the termination of Discovery Park Boulevard	John Risinger
Zoning Verification Letter	ZVL-23-0018	Zoning Verification Letter for 3612 La Grange Parkway	3612 LA GRANGE PKWY Toano, VA 23168	Stonehouse	Request for current zoning, verification of any special use permits, variances, building or zoning violations.	John Rogerson