

**Policy Committee  
Government Center Complex  
Conference Room, Building A**

**November 8, 2010 - 6:00 p.m.**

**A. Roll Call**

**B. Minutes**

1. July 20, 2010

**C. Old Business**

**D. New Business**

1. Zoning Ordinance Amendments update on progress/timeline

2. Planning Commission Annual Report (Memorandum)

(Annual Report)

**E. Adjournment**

**POLICY COMMITTEE MEETING**

July 20, 2010

6:00 p.m.

County Complex, Building A

**1. Roll Call**

**Present**

Mr. Jack Fraley, Chair

Mr. Reese Peck

**Absent**

Mr. Al Woods

**Others Present**

Mr. Allen Murphy

Mr. Chris Johnson

Ms. Tammy Rosario

Mr. Jason Purse

Ms. Terry Costello

**Other Commissioners Present**

Mr. Rich Krapf

Mr. Joe Poole

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

**2. Minutes**

**A. March 17, 2010**

Mr. Reese Peck moved for approval of the minutes.

In a unanimous voice vote, the minutes were approved (2-0).

**B. May 12, 2010**

Mr. Peck moved for approval of the minutes.

In a unanimous voice vote, the minutes were approved. (2-0)

**3. Old Business**

There was no old business.

**4. New Business**

**A. Planning Commission Annual Report & Comprehensive Plan Progress**

Mr. Jason Purse distributed information with staff's suggestions on improving the annual report and incorporating the progress report. Suggestions included the report to be less narrative, more graphics and data. It was also suggested to have maps showing where development is occurring. Mr. Purse suggested that the Progress Report have a one page summary with the top five or ten accomplishments for the year. He stated that staff would be updating the goals, strategies and actions on the website in order to keep the public informed.

Mr. Peck distributed the City of Waynesboro's Annual Report as an example. He highlighted how they listed the growth trends and how their high priority items were listed.

Mr. Fraley would like to highlight just the County's high priority items.

Mr. Krapf suggested exception reporting in addition to highlighting the high priority items.

Mr. Fraley stated that the report may become long and would not keep the public engaged.

Mr. Peck suggested that at the next meeting the Committee highlight the items that might be included on the progress report.

Ms. Sarah Kadec, a citizen, spoke and expressed her desire to see updates on the website.

### **B. Planning Commission / Board of Supervisors Worksession Agenda Discussion**

Ms. Tammy Rosario discussed the information that was sent to the Committee with talking points, priority items, topics that might be of interest for discussion, and what follow-up may be desired for each topic.

Mr. Fraley would like to obtain more guidance from the Board of Supervisors with regards to the implementation of the Comprehensive Plan. Mr. Fraley would like to see more illustrations and detail in the Ordinance that take direct translation from the Comprehensive plan. He also requested staff to do some research on property maintenance and sign proliferations. He did state however, that this may be a topic for a future worksession, not the upcoming one.

Mr. Poole stated that in regards to a property maintenance code that it was important to address enforcement that may already be in place.

Ms. Rosario stated that the Zoning Office is fully integrated in the Zoning Ordinance update.

A discussion then took place as to what the Committee would like to see between the Comprehensive Plan and the Zoning Ordinance. Mr. Poole stated that he felt the Comprehensive Plan was a general guide, and to weave this document and the Zoning Ordinance would not benefit land use planners.

Mr. Peck feels that the Zoning Ordinance should be more specific and applicable.

Mr. Fraley stated that he felt that the current ordinance was too general and that he felt more specificity would be beneficial.

The Committee then agreed that it seems that the Planning Commission and the Board of Supervisors priorities are not the same. They stated it was important to ask for guidance from the Board of Supervisors at the worksession. The Committee feels that it is important to know the priorities of the Board of Supervisors when making land use decisions.

The Committee then went through the list of topics for discussion at the worksession. Mr. Peck stated that he felt it was important to be clear as to the level of specificity for each topic. It may be beneficial to rank in order with some clear definitions.

Mr. Poole added that he felt it was important to discourage any conversations before the work session so that the entire Planning Commission and Board of Supervisors could discuss items without any predetermined concepts.

Mr. Fraley stressed the importance of non-partisanship during this process, and would like the full support of the Board of Supervisors in moving forward.

The Committee agreed that it was important for the Planning Commission to present a united voice, and encourage open discussion about fundamental issues. In order to provide a quality product it was important to obtain feedback. The Committee stressed the importance of getting feedback from the Board of Supervisors.

Mr. Jack Fowler, a citizen, spoke on the importance of listening to the public, especially for those speaking as individuals, and not part of a group. He spoke on the importance of predictability and the importance of not extending the Primary Service Area (PSA) when deciding land use cases.

### **C. Planning Commission Public Comment Session Format**

Mr. Fraley stated that he has requested the County Attorney's office to streamline the protocol for public comment sessions. There are three options to consider:

1. Keep it the same with the modifications that were used at the last meeting
2. Eliminate public comment periods
3. Have it at the end of the meeting

Mr. Poole stated his concerns over how the public comment period has been used in the past. He felt that some comments facilitate various conversations that take away from the meeting. Some topics mentioned he felt were outside the purview of the Planning Commission.

It was decided to keep the public comment period, and have it at the beginning of the meeting. The Committee felt that if it were at the end, citizens may not stay to express their concerns. The Committee also decided to keep the public comment period rather than eliminate, since some comments can influence something that is being deliberated at that particular meeting.

A citizen stated his opinion that it was important for citizens to express their views on any topic. It was also mentioned that the Board of Supervisors does have an open session for citizens to speak about anything.

Ms. Rosario went through the format for the public forum sessions will be similar to the sessions held during the Comprehensive Plan process. Three topic areas will be selected for each meeting, and speakers will be asked to complete an application ahead of time so time can be scheduled. Advertisement will be done on the website, newspaper and on Channel 48.

## **5. Adjournment**

Mr. Peck moved for adjournment.

The meeting was adjourned at 7:29 p.m.

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Jack Fraley, Chair of the Policy Committee

MEMORANDUM

DATE: November 8, 2010

TO: Policy Committee

FROM: Terry Costello, Development Management Assistant  
Jason Purse, Senior Planner

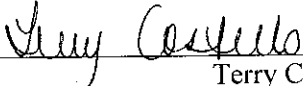
SUBJECT: Planning Commission Annual Report

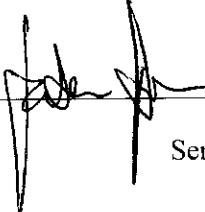
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Based on guidance from the Policy Committee at its July 20, 2010 meeting, staff has made changes to the format of the Planning Commission Annual Report. Staff has included more graphics, including charts, graphs, and pictures. The report has added context for the past year with supporting statistics including, population estimates and other demographic data, housing unit counts, and development statistics.

A new section has also been added to the Annual Report: Highlights of Completed Priority items from the 2009 Comprehensive Plan Implementation Schedule. Staff compiled a list of progress made during the last year on the "high" priority GSAs from the 2009 Comprehensive Plan.

Staff is anticipating discussion of the Annual Report at the meeting on November 8, 2010. Staff will be prepared to answer any questions or address any comments on the Report at that time.

  
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Terry Costello  
Development Management Assistant

  
\_\_\_\_\_  
Jason Purse  
Senior Planner

Attachments:

1. Draft Planning Commission Annual Report



# 2010 PLANNING COMMISSION ANNUAL REPORT

## MESSAGE FROM THE CHAIRMAN



### Contents:

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## 2010 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Reese Peck ** (Chair)	Berkeley	1/2/2008	1/31/2013
Joe Poole III ** (Vice-Chair)	Jamestown	1/22/2008	1/31/2012
Richard Krapf **	Stonehouse	1/23/2007	1/31/2011
Jack Fraley **	Roberts	1/12/2004	1/31/2012
Al Woods	Powhatan	1/26/2010	1/13/2014
Mike Maddocks	At-Large	1/26/2010	1/31/2014
Tim O'Connor	At-Large	8/10/2010	1/31/2013

## PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Director of Planning / Assistant  
Development Manager

Tammy Rosario, AICP, Principal Planner

Christopher Johnson \*\*, Principal Planner

Ellen Cook, AICP, Senior Planner II

Scott Whyte, Senior Landscape Planer

Jason Purse, Senior Planner

Jose Ribeiro, Senior Planner

Kate Sipes, Senior Planner

Leanne Reidenbach, Senior Planner

Luke Vinciguerra, Planner

Sarah Propst, Planner

Terry Costello, Development Management Assistant

Brian Elmore, Development Management Assistant

Jennifer VanDyke, Administrative Services Coordinator

## ZONING DIVISION STAFF

Melissa Brown, CZA, Zoning Administrator

Christy Parrish, CZA, Proffer Administrator

John Rogerson, CZA, Senior Zoning Officer

\*\* Virginia Certified Planning Commissioner  
AICP – American Institute of Certified Planners  
CZA-Certified Zoning Administrator



## INTRODUCTION

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

### Planning Commission Responsibilities:

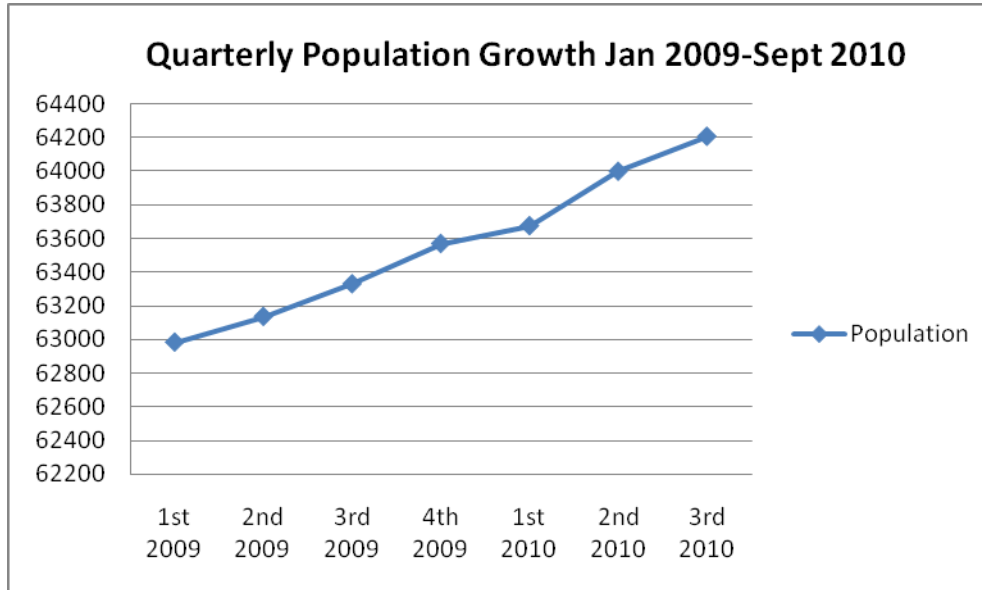
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

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



2010 Schedule		
Regular Meetings		Work Sessions
01/31/10	07/07/10	03/23/10
02/03/10	08/04/10	08/10/10
03/03/10	09/01/10	
04/07/10	10/06/10	Public Forums
05/05/10	11/03/10	08/24/10
06/02/10	12/01/10	09/01/10
		09/27/10

## DEVELOPMENT AND GROWTH

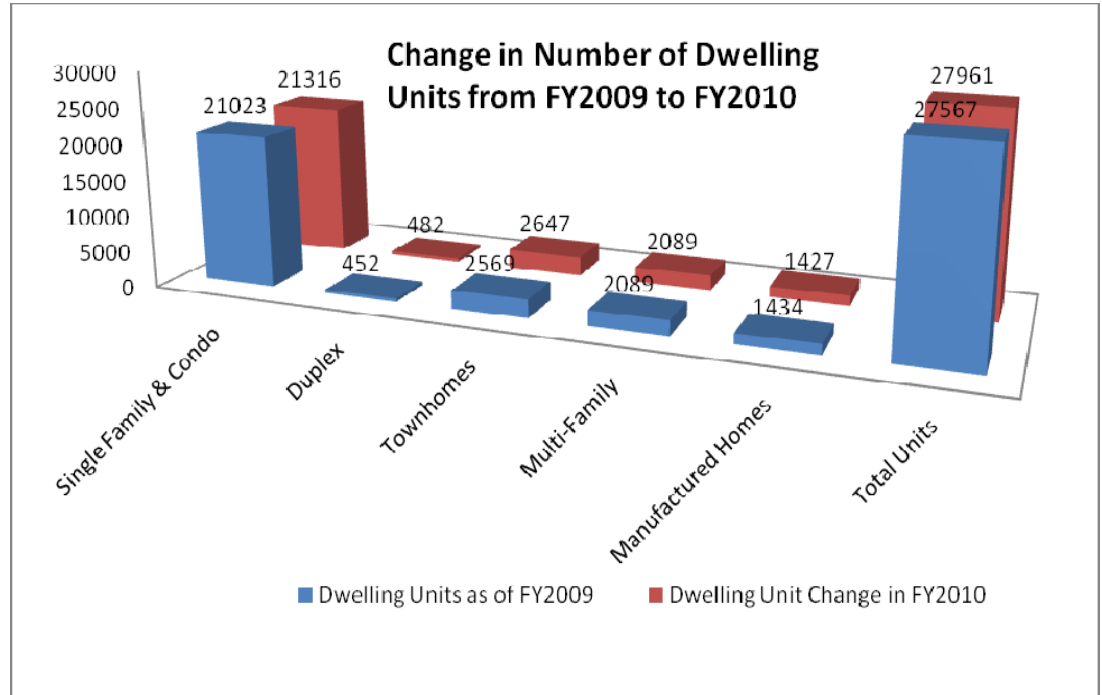


POPULATION

Population						
2009				2010		
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr
62982	63135	63329	63569	63675	63999	64207



Housing

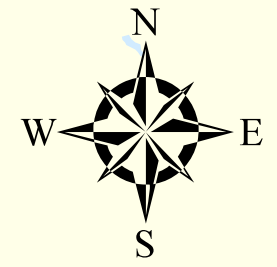


Types of Units	Single Family & Condo	Duplex	Townhomes	Multi-Family	Manufactured Homes	Total Units
Dwelling Units as of FY2009	21023	452	2569	2089	1434	27567
Dwelling Unit Change in FY2010	293	30	78	0	-7	394
Total	21316	482	2647	2089	1427	27961





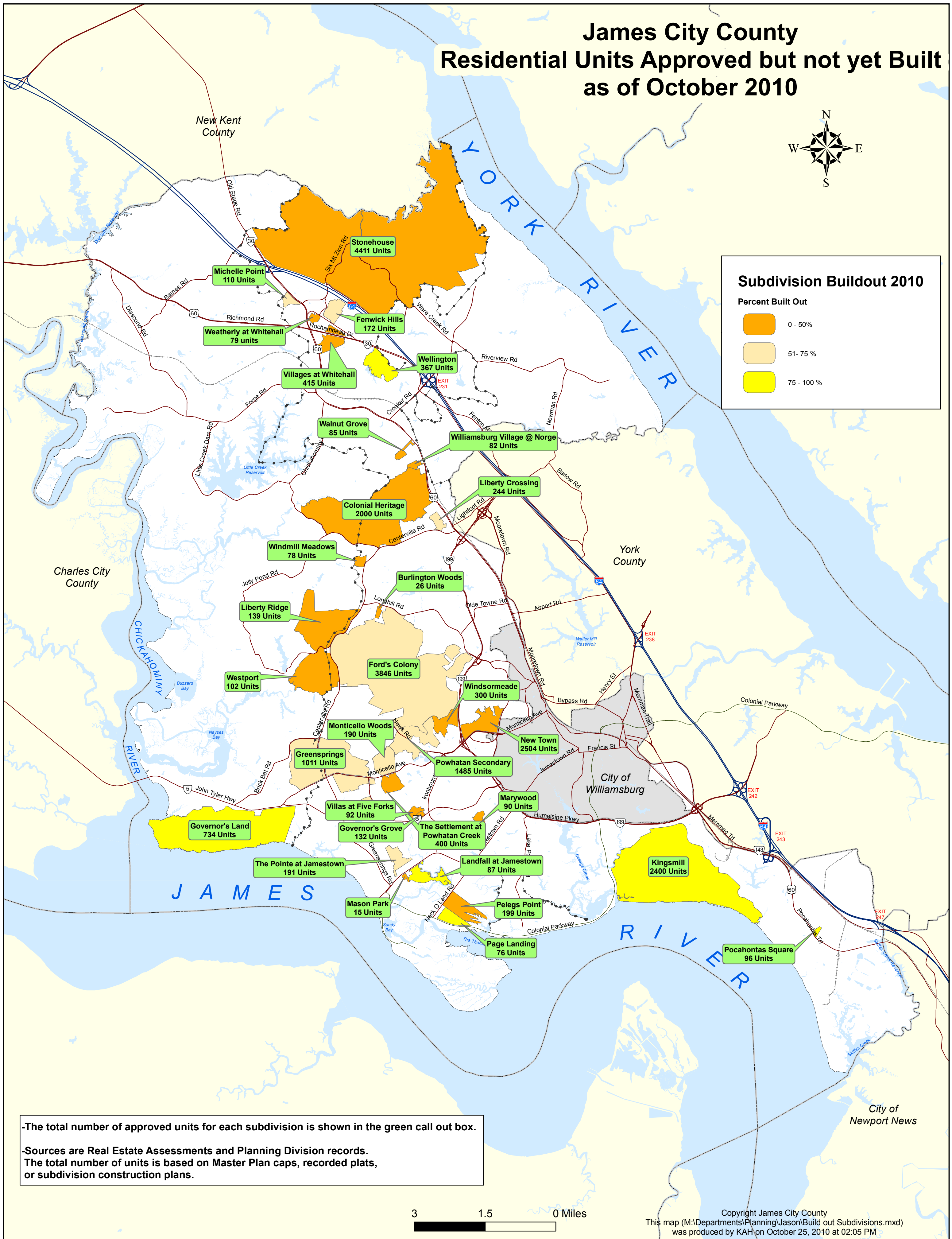
# James City County Residential Units Approved but not yet Built as of October 2010



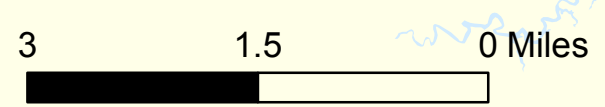
**Subdivision Buildout 2010**

Percent Built Out

- 0 - 50%
- 51 - 75 %
- 75 - 100 %



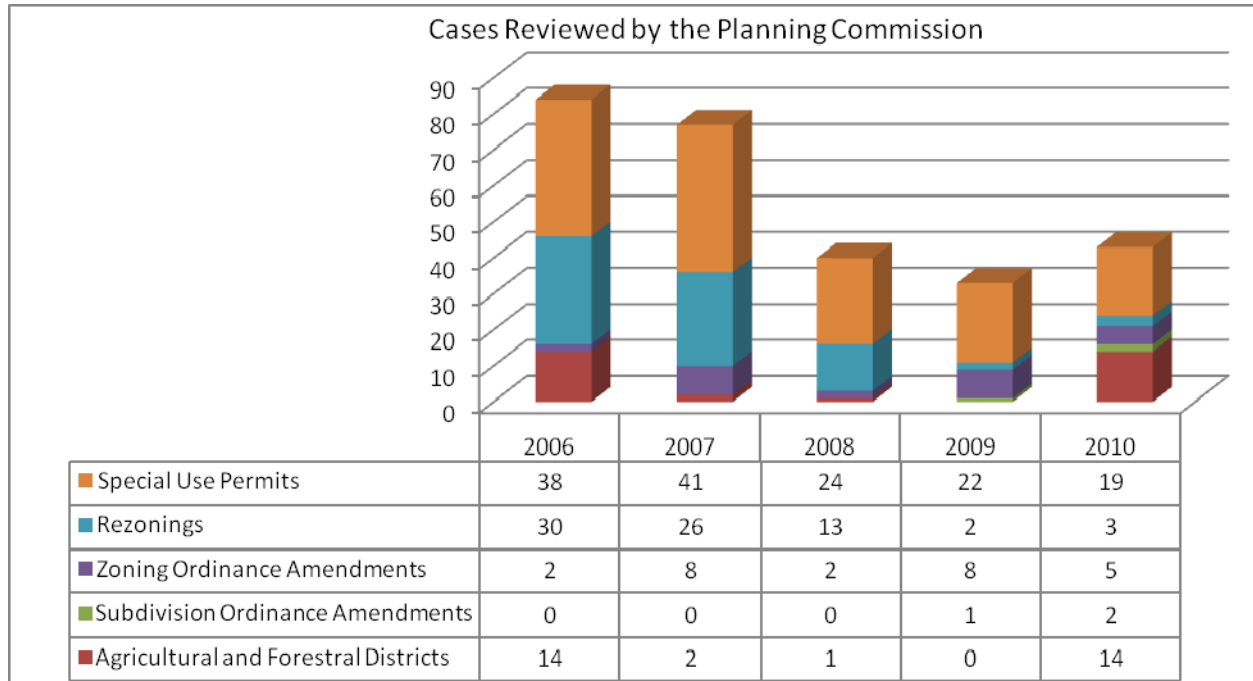
-The total number of approved units for each subdivision is shown in the green call out box.  
 -Sources are Real Estate Assessments and Planning Division records.  
 The total number of units is based on Master Plan caps, recorded plats,  
 or subdivision construction plans.



## PLANNING COMMISSION ACTIVITIES AND HIGHLIGHTS

### Development Review

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



**Special Use Permits:** The Planning Commission reviewed 19 applications. The applications included three wireless communication towers, a CVS/Food Market, four business expansions, a new landscaping business, and two borrow pit renewals. A trail amendment, special lighting and seasonal lighting for Busch Gardens, and an outreach center expansion were considered.

**Rezoning:** Three applications were considered by the Commission. The application for a fast food restaurant rezoned property from M-2, General Industrial, to B-1, General Business, with Proffers. Other applications include the School Operations Center on Jolly Pond Road which added additional parking, and an application for a convenience store with fuel sales.

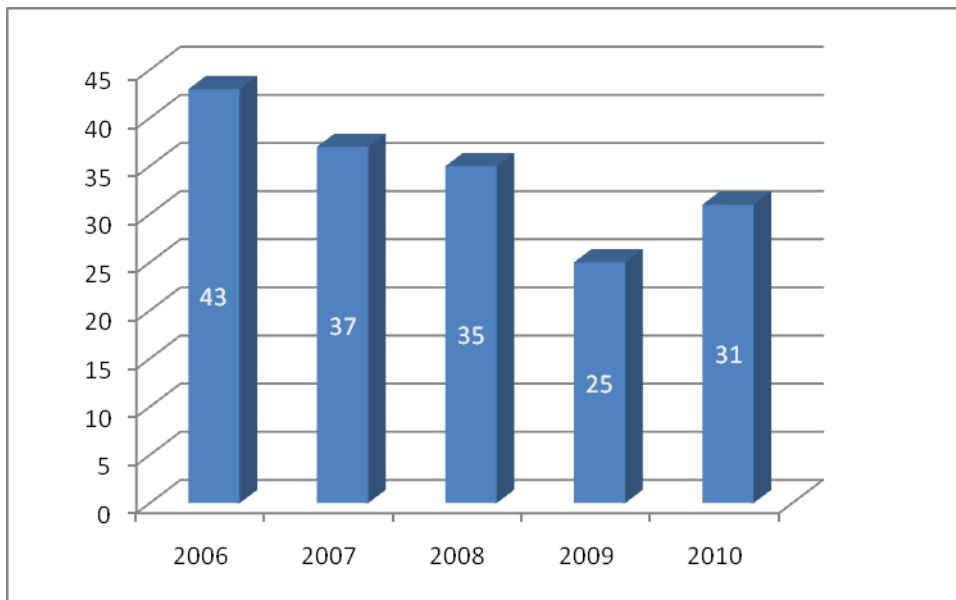
**Zoning Ordinance Amendments:** Five amendments were reviewed by the Commission. These included changes to the permitted uses for LB (Limited Business) and B-1 (General Business) Districts, changes to pedestrian orientated signage, and updates to the plan review criteria and procedures for site plans and subdivisions. These amendments incorporated many of the BCTF and SSPRIT recommendations including the creation of enhanced conceptual plan review into the Zoning Ordinance. Two other amendments were necessary to bring the County Code in conformance with the Virginia State Code.

**Subdivision Ordinance Amendments:** Two amendments were considered by the Commission. These included changes to the plan review criteria and procedures for subdivisions, and changes to bring the County Code into compliance with the Chesapeake Bay Act

**Agricultural and Forestral Districts:** The Planning Commission reviewed 13 districts being renewed and two applications for additions to the Barnes Swamp AFD.

The Development Review Committee reviewed 31 cases. These included Zaxby's Chicken, The Colonies at Williamsburg Timeshares, Autumn West Townhomes, TPMG Medical Building, Police Headquarters, Summerplace, Williamsburg Pottery and Courthouse Commons. Nine applicants requested the Committee's input on potential legislative proposals and received guidance and feedback to help them create plans and drawings that are consistent with the Comp Plan.

**DRC Cases**



**Policy Review**

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. This year the Policy Committee undertook following topics:

- External Communications
- Planning Commission Public Comment Session Format
- Comprehensive Plan "Score Card"
- Zoning Ordinance Update Methodology
- Pedestrian Wayside Signage
- Subdivision / Site Plan Review Improvement Team (SSPRIT) Recommendations

## PLANNING COMMISSION ACTIONS

### Special Use Permits

Case No.	Name of Project	Applicant	Location	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
SUP-0003-2010	Gilley Property Two Family Dwelling	Kaufman and Canoles	248 Neck O Land	4.74	Construction of a two-family dwelling	Approval	Approval	Approved
SUP-0026-2009	Constance Avenue WCF Tower	LeClair Ryan	115 Constance Ave	27	Wireless communication tower	Approval	Approval	Approved
SUP-0002-2010	CVS & Food Mart at Soap and Candle Factory	The Rebkee Company	7521 Richmond Rd	14	Construction of a CVS/Food Market	Approval	Approval	Approved
SUP-0028-2009	Ingram Road Pegasus Tower	Stephen Romine	108 Ingram Rd	6.98	Wireless communication tower	Approval	Approval	Approved
SUP-0017-2009	Freedom Market	Whitfield Bacon LLC	5534 Centerville Rd	1	Convenience store with fuel sales	Approval	Approval	Approved
SUP-0008-2010	Busch Gardens Griffon Theatrical Lighting	Seaworld Parks and Entertainment	7851 Pocahontas Trail	5	Theatrical lighting for summer nights special events	Approval	Approval	Approved
SUP-0012-2010	Camp Road Tower	Tower Dev Corp	126 Camp Rd	1.22	Wireless communication tower	Approval	Approval	Approved
SUP-0009-2010	USA Waste of Virginia Borrow Pit Renewal	Geddy, Harris, Franck and Hickman	700 Blow Flats Rd	139	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0010-2010	Branscome Borrow Pit Renewal	Geddy, Harris, Franck and Hickman	750 Blow Flats Rd	281	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0004-2010	Courthouse Commons	Kaufman and Canoles	5223 Monticello Ave, 4025 & 4023 Ironbound Rd, 113 New Quarter Rd	9	Create commercial center at the intersection of Monticello and Ironbound	Denial	Denial	Approved



Case No.	Name of Project	Applicant	Location	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
SUP-0013-2010	Chickahominy Road Manufactured Home	Oakwood Homes	2818 Chickahominy Rd	0.57	Replace existing dwelling with a manufactured home	Approval	Approval	Approved
SUP-0014-2010	Grove Christian Outreach Center	Geddy, Harris, Franck and Hickman	8798 Pocahontas Trail	2	Permit a single building with 2750 sf	Approval	Approval	Approved
SUP-0015-2010	Chanco's Grant Greensprings Trail Amendment	James City County	3123 Ironbound Rd	5	Allow a trail to be constructed to connect the Greensprings Trail Network to Claray Byrd Baker Elementary School.	Approval	Approval	Approved
SUP-0016-2010	La Tienda Virginia Packaging	Jonathan Harris	8105 Richmond Rd	0.15	Applicant proposes sausage and ham processing operations in existing units	Approval	Approval	Approved
SUP-0018-2010	American Heritage RV Park Expansion	Geddy, Harris Franck and Hickman	146 Maxton Lane	70	Phased expansion of the American Heritage RV Park, a total of 327 RV sites	Approval	Approval	Pending
SUP-0019-2010	Harmonious Hardscapes	David Barglof	8162 Richmond Rd	2	Retail sales of plant, garden and hardscape supplies and services	Approval	Approval	Approved
SUP-0020-2010	Diamond Healthcare SUP Amendment	Kaufman and Canoles	5477 Mooretown Rd	8	Permit an additional 17 in-patient psychiatric beds	Approval	Approval	Pending
SUP-0022-2010	Charlie's Antiques	Charlie Crawford	7691 & 7709 Richmond Rd, 3645 Toano Woods Dr	17	Relocate Charlie's Antiques	Approval	Approval	Pending



Case No.	Name of Project	Applicant	Location	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
SUP-0023-2010	Cranston's Mill Pond Dam	Chesapeake Bay Nutrient Land Trust	6616 Cranston's Mill Pond Rd	59	Bring dam in compliance with State Dam safety Act and related state regulations	Approval	Approval	Pending

### Rezoning

Case No.	Name of Project	Applicant	Location	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
Z-0004-2009	W-JCC School Operations Center Parking	AES	597 Jolly Pond Rd, 6616 Cranston's Mill Pond Rd	28	A-1 to PL	Approval	Approval	Approved
Z-0003-2009	Freedom Market	Whitfield Bacon LLC	5534 Centerville Rd	1	LB to B-1, with Proffers	Approval	Approval	Approved
Z-0001-2010	Fast Food Restaurant	John Rogers	8953 Pocahontas Trail	1	M-2 to B-1, with Proffers	Approval	Approval	Approved

### Zoning Ordinance Amendments

Case No.	Name of Project	Staff	Case Description	PC Recommendation	BOS Action
ZO-0004-2009	Use List for Limited Business and General Business Zoning Districts	Jason Purse	Changing certain SUPs to permitted uses	Approval	Approved
ZO-0001-2010	Pedestrian Orientated Signage	Melissa Brown	Changing requirements for Exterior Signs Way-Finding Signage	Approval	Approved
ZO-0002-2010	Site Plan and Subdivision Review Criteria and Procedures	Chris Johnson	Changes to Subdivision and Zoning Ordinances	Approval	Approved

Case No.	Name of Project	Staff	Case Description	PC Recommendation	BOS Action
Section 24-24	Adding to Article I	Erin Waugh	Changes that require proof of real estate taxes paid for properties listed in applications	Approval	Approved
Section 24-666	Addition to Zoning Ordinance	Erin Waugh	Petition for Certiorari to Review Decision of Board	Approval	Approved

### Subdivision Ordinance Amendments

Case No.	Name of Project	Staff	Case Description	PC Recommendation	BOS Action
SO-0001-2010	Plan Review Criteria and Procedures	Chris Johnson	Changes to Subdivision and Zoning Ordinances	Approval	Approved
SO-0002-2010	Changes to Ordinance	Ellen Cook	To bring Ordinance in compliance with Chesapeake Bay Preservation Ordinance	Approval	Approved

### Agricultural and Forestal District Renewals

Case No.	Name of Project	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
AFD-1-94	Wright's Island AFD Renewal	1454.4	Renewal of District	Approval	Approval	Approved
AFD-1-89	Armistead AFD Renewal	311.5	Renewal of District	Approval	Approval	Approved
AFD-2-86	Croaker AFD Renewal	1075.9	Renewal of District	Approval	Approval	Approved
AFD-3-86	Hill Pleasant Farm AFD Renewal	568.8	Renewal of District	Approval	Approval	Approved
AFD-5-86	Barnes Swamp AFD Renewal	1616.1	Renewal of District	Approval	Approval	Approved
AFD-6-86	Cranston's Pond AFD Renewal	769.2	Renewal of District	Approval	Approval	Approved
AFD-7-86	Mill Creek AFD Renewal	2913.5	Renewal of District	Approval	Approval	Approved

Case No.	Name of Project	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
AFD-9-86	Gordon Creek AFD Renewal	3206.8	Renewal of District	Approval	Approval	Approved
AFD-10-86	Christenson's Corner AFD Renewal	562.2	Renewal of District	Approval	Approval	Approved
AFD-11-86	Yarmouth Island AFD Renewal	2031.4	Renewal of District	Approval	Approval	Approved
AFD-12-86	Gospel Spreading Church AFD Renewal	1133.7	Renewal of District	Approval	Approval	Approved
AFD-1-93	Williamsburg Farms AFD Renewal	279.9	Renewal of District	Approval	Approval	Approved
AFD-1-02	Carter's Grove AFD Renewal	317.7	Renewal of District	Approval	Approval	Approved

**Agricultural and Forestral District Additions**

Case No.	Name of Project	Applicant	Location	Acres	Case Description	Staff Recommendation	PC Recommendation	BOS Action
AFD-2-86-2-2010	Hankins Property Croaker AFD Addition	George Hankins	8196, 8220, & 8270 Croaker Rd	234.6	Addition to the Croaker AFD	Denial	Deferred	
AFD-5-86-2-2010	Racefield Property Barnes Swamp AFD Addition	Steven & Michelle Johnson	230 & 260 Racefield Dr	121.7	Addition to the Barnes Swamp AFD	Approval	Approval	Pending

## ZONING ORDINANCE AND SUBDIVISION ORDINANCE UPDATE

The Planning Division announced the official kick-off of the Zoning Ordinance and Subdivision Ordinance update process in July 2010. This undertaking is to ensure that many of the concepts expressed in the recently adopted 2009 Comprehensive Plan are implemented and put into practice. The update is scheduled to follow a 20-month timeline with new ordinances ready for consideration in late 2011 or early 2012.

The Planning Commission and the Board of Supervisors discussed a draft methodology on several occasions, including a joint work session on March 23, 2010. The Commission endorsed the methodology at its April 7, 2010 meeting and the Board of Supervisors gave its approval on May 11, 2010. Then the ordinance update process began with a joint work session of the Planning Commission and Board of Supervisors on August 10, 2010. Three public forums were held during the months of August and September to collect citizen, business, and community group ideas regarding the ordinances. A dedicated website ([www.jccplans.org](http://www.jccplans.org)) has also been established to collect community input throughout the process.

Through a review of approved 2009 Comprehensive Plan strategies and actions, staff, the Planning Commission, and the Board of Supervisors identified several major research topics to evaluate during the review of the ordinance. Five priority items were identified:

- Cumulative Impact Database Set-Up
- Sustainability Audit
- Development Standards – with Sign Ordinance
- Commercial/Business Districts
- Economic Opportunity District

### Highlights of 2010 activities include:

#### Sustainability Audit

One of the five priority items for the Zoning Ordinance update process was to conduct a sustainability audit. This summer, LSL Planning, Inc was hired in order to undertake a sustainability audit. This audit entailed a review of the existing ordinances and policies and provision of actions which could improve the County's sustainability, which is the ability to meet present needs without compromising those of future generations. The actions will be utilized to develop a Zoning and Subdivision Ordinance which incorporates the ideas of the 2009 Comprehensive Plan *Historic Past, Sustainable Future*.

#### Green Building Design Roundtable

The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The Report describes green building and design, reviews other local governments' green



efforts, covers the County's existing policies and presents the Roundtable's recommendations for the future. The Report was endorsed by the Board of

Supervisors on July 27, 2010.

#### Fiscal Impact Analysis Worksheet

For the past six months, staff has been developing a draft Fiscal Impact Analysis Template. The template creates a standard for fiscal impact analyses and studies submitted to the County. The template uses the County's own data and assumptions when calculating the fiscal impact of a development on the community. Designed for maximum simplicity and user-friendliness, it will calculate residential and commercial costs and revenues, as well as a phasing plan. This worksheet is in its early developmental stage, and staff is currently soliciting comments from other departments and outside resources.

#### Business Climate Task Force Recommendations

The Business Climate Task Force (BCTF) helped identify how the County could be a more value-added partner to the business and industrial community. The Zoning and Subdivision ordinances were amended to address recommendations of the BCTF regarding the review process for new development proposals. Changes were also made to the Zoning Ordinance for the Limited Business (LB) and General Business (B-1) Districts, allowing uses by-right that were once specially permitted uses. The goal is that these changes will attract, retain, and expand businesses in the County, but more specifically be more predictable.

## 2009 COMPREHENSIVE PLAN IMPLEMENTATION SCHEDULE

The Implementation Progress Report provides an update on the items listed in the 2009 James City Comprehensive Plan’s Implementation Schedule. The table below is based on the implementation schedule table, which can be found on page 163 of the Comprehensive Plan. The Goals, Strategies, and Actions (GSAs) listed here match exactly the GSAs of the Implementation Schedule. The statements in the progress column reflect actions taken by the Board of Supervisors and by staff between the plan’s adoption in November 2009 and October 2010.

*Note: This list focuses on completed tasks. It does not include “Ongoing” high priority items and does not capture current in-progress tasks (i.e. specific zoning ordinance update items not yet completed).*

Action	Task Completed
<p><b>CC 3.2.</b> Adopt a conceptual plan process that provides early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.</p>	<p><b>Staff processed a new Conceptual Plan process zoning ordinance amendment adopted by the BOS on June 22<sup>nd</sup> of this year.</b></p>
<p><b>ED 1.1.</b> Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.</p>	<p><b>OED has participated in two marketing missions with HREDA targeting specific geographic regions and another marketing mission targeting industrial asset managers. OED attended a trade show for a targeted industry to learn about opportunities within the industry.</b></p> <p><b>OED continues to present development opportunities and inventory to economic development allies, such as service providers and commercial real estate brokers.</b></p> <p><b>OED continues its Existing Industry Visitation (EIV) program to maintain contact with local businesses and identify any expansion projects.</b></p>

<p><b>ED 1.5.</b> Continue to analyze County regulations, policies, and procedures to ensure that they do not unnecessarily inhibit commercial and industrial development.</p>	<p><b>A number of Zoning Ordinance amendments were processed to help streamline the administrative review process and allow more permitted uses in the business/industrial districts.</b></p>
<p><b>ED 1.6.</b> Support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.</p>	<p><b>Staff processed a number of Zoning Ordinance amendments to help streamline the administrative review process and allow more permitted uses in the business/industrial districts.</b></p> <p><b>OED and the College of William &amp; Mary’s Technology and Business Center have connected the County’s Incubator clients with W&amp;M business school professors and students.</b></p> <p><b>OED redesigned the website and is developing a promotional video to continue to enhance marketing efforts.</b></p> <p><b>OED developed a proposal to create a Technology Zone.</b></p>
<p><b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p><b>The Economic Development Authority entered into an agreement with the College of William and Mary to manage the Business Incubator.</b></p> <p><b>EDA expanded the scope of the Incubator to include several categories of businesses.</b></p> <p><b>OED has included W&amp;M Economic Development Office EIVs.</b></p> <p><b>In follow up to EIV, OED introduced W&amp;M Technology and Business Center to businesses seeking consulting services.</b></p>
<p><b>ED 2.1.</b> Support the development of diverse types of retail and non-retail core business.</p>	<p><b><u>Owens-Illinois (O-I) North America</u> invested an additional \$20 million in its Toano plant. The investment funds additional machinery and tools to produce a diversified product mix of glass containers and new carton and packing capabilities. These improvements are in addition to the \$20 million in improvements announced in 2008 and will add at least 20 new jobs to the 180-person staff and \$10 million payroll.</b></p> <p><b>OED prepared development proposals and responses to requests for</b></p>

	information for business development opportunities.
<p><b>ENV 4.5.</b> Investigate amending County ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (i.e., rain barrels, residential-sized wind turbines, solar panels, etc.).</p>	<p><b>The County received a grant for Advancing Greenhouse Gas Reduction Through Affordable Housing. This grant will be used to improve energy performance in residential buildings and support ongoing neighborhood revitalization efforts.</b></p> <p><b>The County also received an Energy Efficiency and Conservation Block Grant from the Virginia Department of Mines, Minerals, and Energy. This grant will provide an opportunity to create jobs and drive economic development by implementing the strategies that encourage energy efficiency and renewable energy initiatives. The program will remove barriers to retrofitting energy efficient buildings which include: poor access to information, financing, and skilled workers.</b></p>
<p><b>ENV 4.4.</b> Create a green building policy and a cost-benefit analysis policy for County building capital projects and ensure that proposed County buildings meet the guidelines of that policy in advance of Capital Improvements Program construction expenditures.</p>	<p><b>The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The Report describes green building and design, reviews other local governments' green efforts, covers the County's existing policies and presents the Roundtable's recommendations for the future. The Report was presented to the Board of Supervisors on July 27, 2010. A resolution was also passed by the BOS on March 23, 2010, "James City County Sustainable Building Policy" for public facilities.</b></p>
<p><b>ENV 4.6.</b> Make County facilities a climate stabilization leader throughout the County by:</p> <p><b>ENV 4.6.1.</b> Developing an action plan for the installation of energy management control systems and renewable energy technologies and the maintenance of heating and cooling systems at County facilities.</p>	<p><b>The James City County Sustainable Building Policy was adopted as a follow up to the Cool Counties Declaration. This policy requires County building projects to incorporate more energy efficient design and features.</b></p> <p><b>To improve energy efficiency in existing County buildings, windows and doors were replaced in County offices on Palmer Lane. HVAC systems were upgraded at the Emergency Operations Center (EOC) and at several County offices. Lighting systems were upgraded at the JCWCC and the EOC. These capital maintenance activities will result in long term energy savings for the County.</b></p>



<p><b>ENV 1.13.</b> Continue to use sound science to improve the requirements, standards, and specifications used to design, approve, and build BMP facilities in James City County.</p>	<p><b>Development Management held a work session with the Board of Supervisors on June 22, 2010. The purpose of the work session was open discussion on an independent study of BMPs by the College of William &amp; Mary with focus on the County's stormwater quantity control criteria. No formal decisions to change administrative review procedures or design standards were adopted at that time.</b></p>
<p><b>H 1.1.</b> Expect energy conservation measures and green building techniques in rehabilitation projects and new residential developments by encouraging participation from builders in green certification programs such as EarthCraft, LEED-ND (Leadership in Energy and Environmental Design for Neighborhood Development), LEED for Homes, or the National Association of Home Builders' National Green Building Program.</p>	<p><b>The County received a \$303,828 EPA Climate Showcase grant, which will provide energy assessments for 60 homes and upgrades for 24 homes. The County received a \$498,625 Energy Efficiency Community Block Grant which will provide contractor training and a revolving loan to finance residential energy upgrades.</b></p>
<p><b>H 2.1.</b> Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.</p>	<p><b>Four lots in the Forest Heights Neighborhood Improvement Project area will be provided to Peninsula Habitat for Humanity to build new homes for low-income home buyers. Housing Partnerships is being provided with assistance in marketing and financing new homes they have built in James City County.</b></p>
<p><b>H 2.4.</b> Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.</p>	<p><b>The Office of Housing and Community Development (OHCD) received a \$7,900 the Virginia Department of Housing and Community Development (DHCD) to make Emergency Home Repairs. OHCD receives additional funding from DHCD to provide indoor plumbing to residences with failed well/water or sewer/septic systems. OHCD partners with Housing Partnerships to provide both emergency and indoor plumbing repairs. OHCD refers homeowners in need of emergency home repairs to Peninsula Habitat and to Housing Partnerships. OHCD received a grant from VHDA to provide counseling to homebuyers. OHCD administers approximately \$1.2 million per year of HUD funded rental assistance.</b></p>
<p><b>H 2.5.</b> Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community</p>	<p><b>Four lots in the Forest Heights Neighborhood Improvement Project area will be provided to Peninsula Habitat for Humanity to build new homes for low-income home buyers. Housing Partnerships is being provided</b></p>

Action Agency, and the need for donations of money, supplies, and labor to keep these groups functioning to meet their missions.	<b>with assistance in marketing and financing new homes they have built in James City County.</b>
<b>H 2.6.</b> Continue to promote the deferred payment policy of the James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.	<b>OHCD processed applications for low-income homeowners and homebuyers to connect to JCSA water and sewer.</b>
<b>H 2.9.</b> Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.	<b>OHCD received a Community Development Block Grant for \$1.4 million to improve housing and infrastructure in the Forest Heights Neighborhood.</b>
<b>H 3.6.</b> Continue to assist for profit and non-profit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.	<b>OHCD received two allocations, totaling \$5,560,000, of special low-interest financing to assist first-time homebuyers purchase new or existing homes.</b>
<b>LU 1.5.</b> Facilitate continued diversification of the local economy and maintain an adequate balance between residential and non-residential development.	<b>The County's part-time Business Facilitator helped 22 businesses navigate through government processes such as obtaining businesses licenses, applying for Special Use Permits and submitting site plan reviews.</b>
<b>LU 4.5.2.</b> Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited plan review.	<b>The Zoning Ordinance was revised to include more flexibility with regard to which uses needed special use permits in the business/industrial districts, and amendments also streamlined the approval process for cases requiring approvals from the Development Review Committee.</b>

<p><b>LU 4.7.4.</b> Emphasizing the economic potential of interstate interchanges, especially industrial potential, by encouraging mixed use development and promoting industry and offices as the primary uses for interstate interchange land. Maintain land use policies and other measures to achieve this strategy.</p>	<p><b>The updated Comprehensive Plan promotes the County’s interstate interchanges as important for economic development in the County. Specifically, the Croaker and Lightfoot interchanges were targeted for the future development of an Economic Opportunity zone.</b></p>
<p><b>LU 6.1.1.</b> Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.</p>	<p><b>Thirteen of the fourteen Agricultural and Forestal Districts were all recently evaluated and renewed for new terms. The Board of Supervisors also adopted a new withdrawal policy for all districts for parcels both inside and outside the Primary Service Area.</b></p>
<p><b>LU 7.1.</b> Conduct a sustainability audit of James City County codes, ordinances, and regulations prior to conducting comprehensive updates.</p>	<p><b>A consultant was hired and a sustainability audit was completed. The audit will be presented to the Planning Commission at its November meeting.</b></p>
<p><b>PR 2.1.</b> Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities Plan and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.</p>	<p><b>Parks and Recreation received a \$283,976 Virginia Recreational Trails Fund Grant to construct a paved multi-use path called the Powhatan Creek Trail to connect the Capital Trail adjacent to Mainland Farm with Clara Byrd Baker Elementary School.</b></p>
<p><b>PR 2.3.1.</b> Aligning the Greenway Master Plan with existing and planned sidewalks and bikeways, and integrating this plan with greenway plans of adjacent localities and interested organizations.</p>	<p><b>As part of the ordinance update, staff has developed an updated inventory of existing and proffered sidewalks to help evaluate the best locations for sidewalk construction both by the County and by private development proposals.</b></p>
<p><b>PN 4.3.</b> Work with the Senior Services Coalition to develop a strategic plan for seniors.</p>	<p><b>Through work with the Senior Services Coalition, Community Services staff developed a strategic plan for seniors.</b></p>
<p><b>PF 4.1.</b> Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in</p>	<p><b>Renovations to the Law Enforcement Center to make it the Fire Administration Headquarters and Training Center, as well as design and construction of the Police Building were completed in accordance with “green” building design standards with the goal of attaining Silver LEED</b></p>

<p>geothermal heating and cooling systems, green roofs, and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.</p>	<p><b>recognition. Both projects incorporated highly efficient HVAC and lighting systems which will be more efficient than industry standards. The design of the Community Gymnasium at Warhill will also incorporate these measures.</b></p>
<p><b>PF 4.2.</b> Strive toward constructing new County buildings and facilities to meet or exceed Silver LEED (Leadership in Energy and Environmental Design) (or industry similar or successor) standard wherever applicable. The Silver LEED (or industry similar or successor) standard should also be sought for renovation projects whenever feasible. Adopt a specific County policy governing the application of sustainable building standards to County built and occupied facilities and buildings.</p>	<p><b>The BOS adopted a Sustainable Building Policy to guide facility design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system.</b></p>
<p><b>PF 5.1.</b> Evaluate the security of County facilities and buildings from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.</p>	<p><b>Public, building, and information safety were taken into account during the design of the new police building at Warhill and resulted in specific architecture, fencing, and buffering to provide additional security.</b></p>
<p><b>PF 5.4.</b> Prepare and maintain detailed emergency preparedness plans to protect the County’s citizens, facilities, and infrastructure.</p>	<p><b>JCC Alert was launched as a new way to communicate with County residents about emergency alerts, notifications, and updates via text message or e-mail.</b></p> <p><b>The Fire Department received two Local Emergency Management Performance Grants totaling \$69,384 to be used to enhance the capability of JCC to develop and maintain a comprehensive emergency management program.</b></p> <p><b>The Fire Department received two Radiological Emergency Preparedness Funds grants from Virginia Dominion Power totaling \$75,000 to help the County make improvements to the Emergency Operations Center, purchase radiological response equipment, and conduct readiness drills to prepare for responses to threats related to</b></p>

	<p><b>the Surry Nuclear Power Plant.</b></p> <p><b>The Fire Department’s Division of Emergency Management received two Citizens Corps Program grants from the VA Department of Emergency Management totaling \$39,600 to be used in the delivery of preparedness education and training to County citizens.</b></p>
<p><b>T 1.3.4.</b> Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.</p>	<p><b>The Jolly Pond Road/ Centerville Road and the Longhill/Centerville Road intersections have been redesigned to accommodate a significantly higher volume of traffic from the new schools on Jolly Pond Road and increasing park and community traffic while maintaining the rural character of the community.</b></p>
<p><b>T 3.2.</b> Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p><b>County staff has been aggressively pursuing funds for road improvement projects including Route 60 relocated, the Route 60 &amp; Route 143 connector, and the extension of Mooretown Road.</b></p>
<p><b>T 3.13.</b> Continue to pursue with the Williamsburg-James City County Schools a Safe Routes to School program that identifies primary walking and biking routes to schools and prioritizes improvements to make those routes safe for children.</p>	<p><b>The County/WJCC Schools has received a grant for \$126,000 for a pedestrian signal and crossing improvements at James River Elementary School on Route 60. This money will be used to redesign the intersection in front of the school to be more pedestrian oriented and ultimately be an incentive for students living in nearby neighborhoods to walk to school.</b></p>



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2008 James City County Comprehensive Plan

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James City County Planning  
Commissioners