

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2019 ANNUAL REPORT



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2019 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2019 Annual Report.

Number of Cases Reviewed by the Planning Commission	2016	2017	2018	2019
Agricultural and Forestal District	1	1	13	7
Height Waiver	0	4	1	2
Master Plan	2	2	0	3
Rezoning	8	3	2	10
Special Use Permit	16	13	11	16

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading initiative of 2019. Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kickoff meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, make plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire, attracted more than 440 participants from November 18-December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

For development related activity in 2019, perhaps the most significant action included a comprehensive rezoning and proffer and master plan amendment for the Stonehouse community, which included reducing the size of the Planned Unit Development by 2,660 acres and reducing the development potential by approximately 1,100 residential units.

It has been an honor to serve with my colleagues and I would like to take this opportunity to thank them and the entire staff of the Planning Division for their hard work and dedication.

Jack Haldeman, 2019 Planning Commission Chair

James City County Planning Commission

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2019 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Jack Haldeman** (Chair)	Berkeley	1/10/2017	1/31/2021
Rich Krapf** (Vice Chair)	Powhatan	1/23/2007	1/31/2022
Danny Schmidt**	Roberts	2/23/2016	1/31/2020
Odessa Dowdy**	Stonehouse	2/01/2019	1/31/2024
Julia Leverenz**	At-Large	2/27/2018	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2021
Frank Polster**	Jamestown	2/01/2018	1/28/2022

2019 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**

Ellen Cook, AICP, Principal Planner

Tammy Rosario, AICP, Principal Planner

Jose Ribeiro, AICP, Senior Planner II

Scott Whyte, AICP, Senior Landscape Planner II

Alex Baruch, Senior Planner

Savannah Pietrowski, Senior Planner

Roberta Sulouff, Senior Planner

Thomas Wysong, Senior Planner

Tori Haynes, Planner

Tom Leininger, Planner

Brett Meadows, Planner

Beth Klapper, Community Development Assistant

John Risinger, Community Development Assistant

Katie Pelletier, Community Development Assistant

2019 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator

Terry Costello, CZA, Deputy Zoning Administrator

John Rogerson, CZA, Senior Zoning Officer

Louis Pancotti, CZA, Senior Zoning Officer

Taylor Orne, Zoning Officer

**Virginia Certified Planning Commissioner

AICP – American Institute of Certified Planners

CNU-A – Congress for the New Urbanism – Accredited

CZA – Certified Zoning Administrator

CFM – Certified Floodplain Manager

INTRODUCTION

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

Townhomes in Liberty Crossing



PLANNING COMMISSION RESPONSIBILITIES

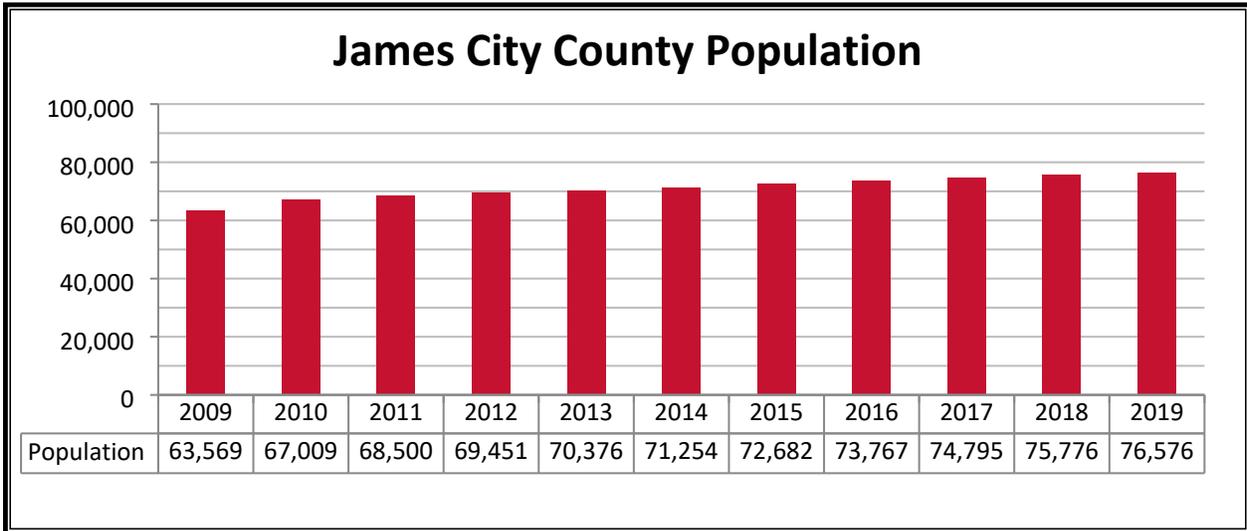
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other activities:

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

2019 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 2	July 3	March 18*
February 6	August 7	July 23**
March 6	September 4	
April 3	October 2	
May 1	November 6	
June 5	December 4	

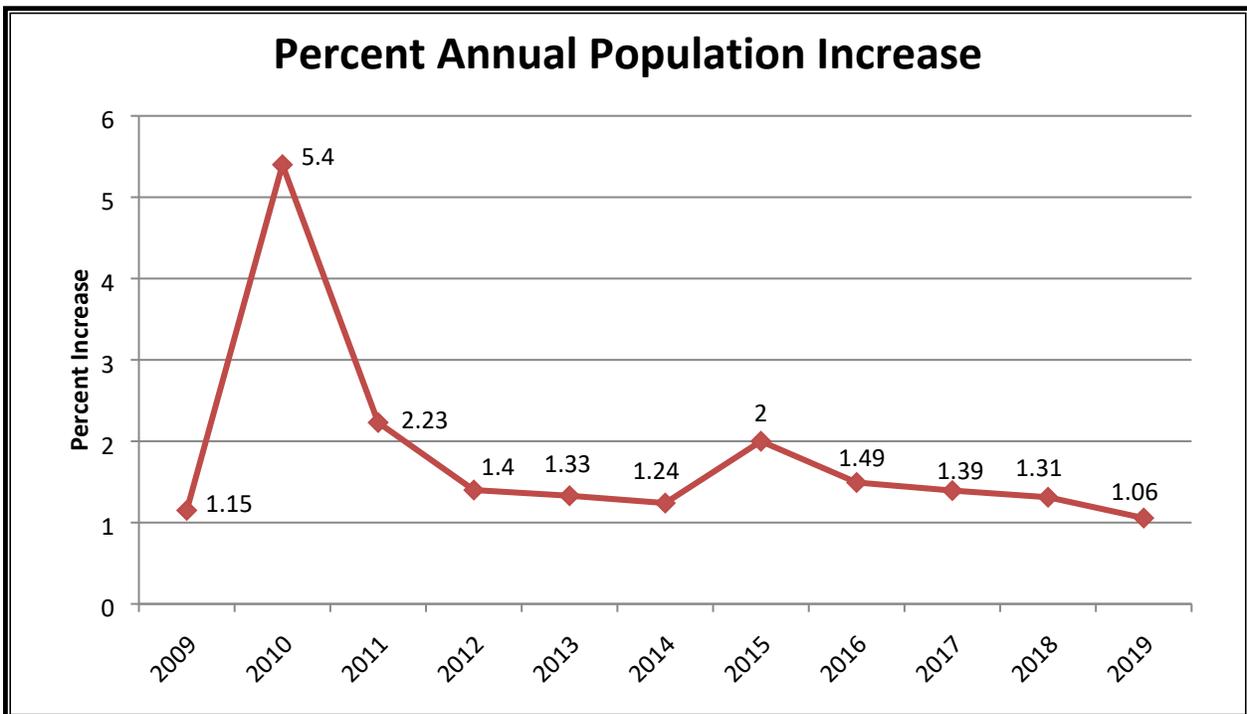
*Organizational and CIP Recommendation Meeting
 **Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH



Source: Staff population estimates (2009, 2011-2019) and United States Census Bureau (2010).

Note: Staff population estimates are as of December of the year indicated.



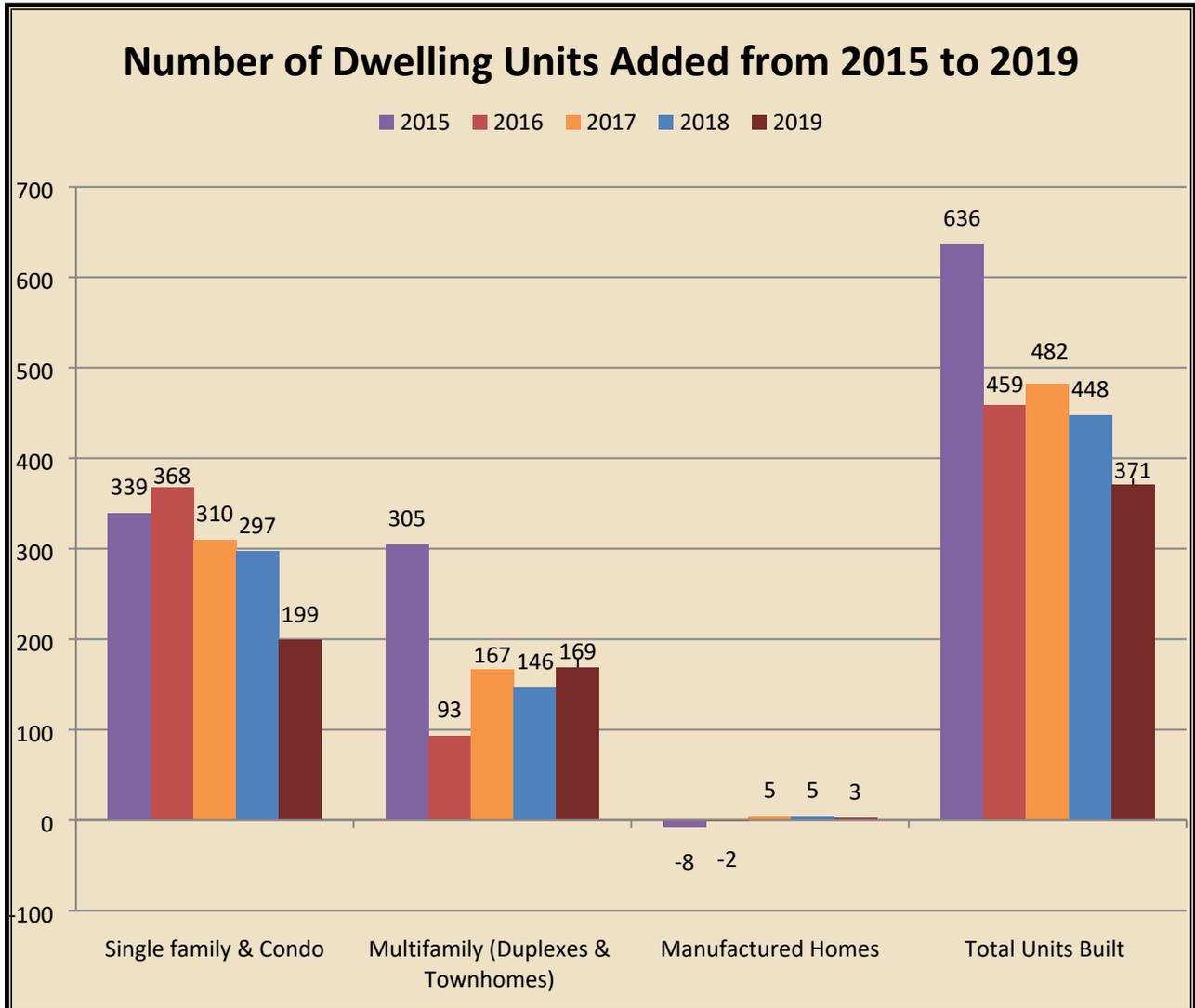
The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released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

Number of Dwelling Units Added from 2015 to 2019

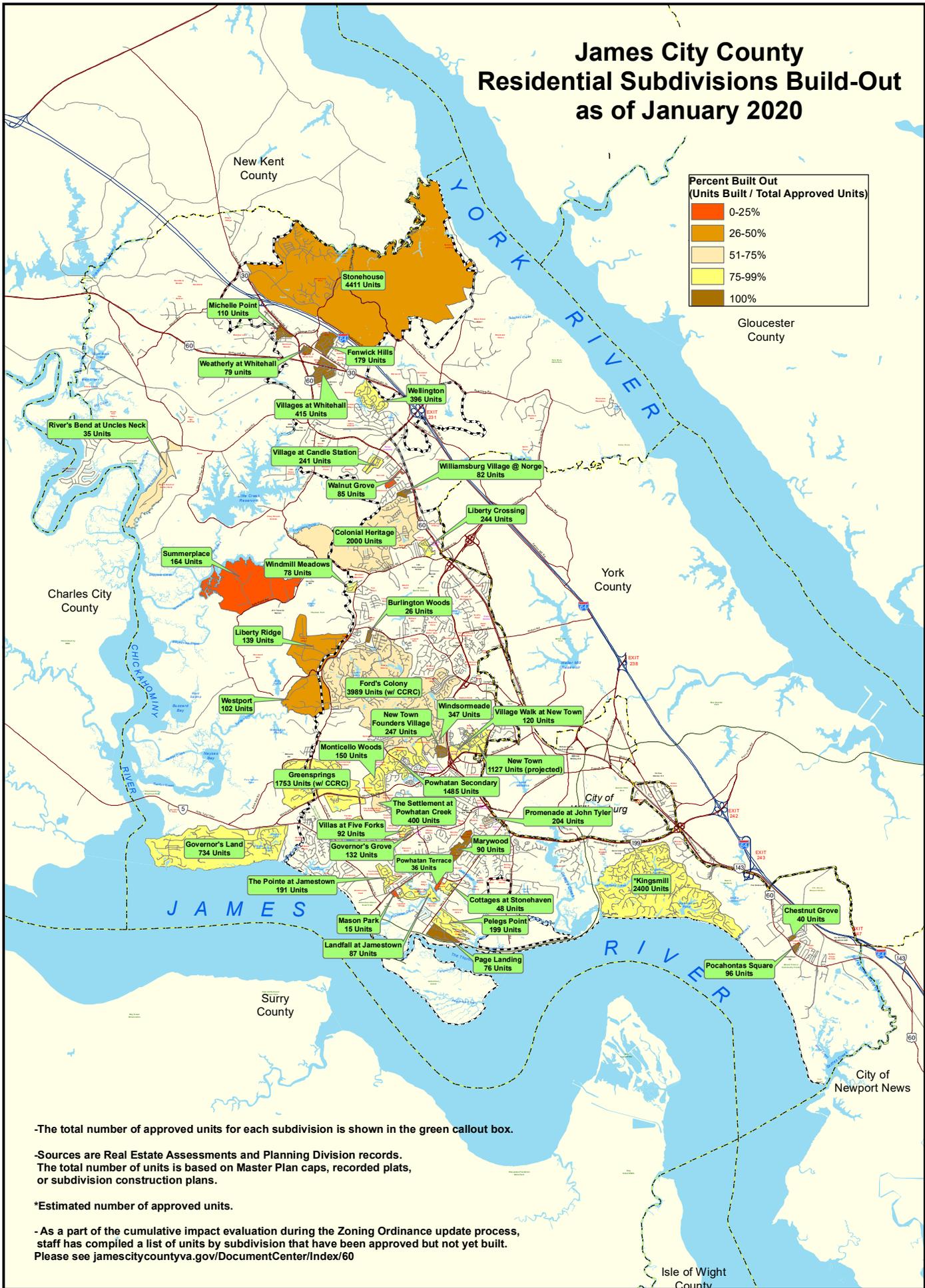
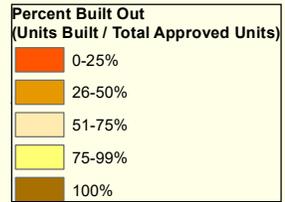
Calendar Year	Single Family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2015	339	305	-8	636	32,360
2016	368	93	-2	459	32,819
2017	310	167	5	482	33,301
2018	297	146	5	448	33,749
2019	199	169	3	371	34,120

As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

* The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2016-2019. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



James City County Residential Subdivisions Build-Out as of January 2020



-The total number of approved units for each subdivision is shown in the green callout box.

-Sources are Real Estate Assessments and Planning Division records. The total number of units is based on Master Plan caps, recorded plats, or subdivision construction plans.

*Estimated number of approved units.

-As a part of the cumulative impact evaluation during the Zoning Ordinance update process, staff has compiled a list of units by subdivision that have been approved but not yet built. Please see jamescitycountyva.gov/DocumentCenter/Index/60

RESIDENTIAL SUBDIVISION BUILDING DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Build-out Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Based on this information, staff has also updated the series of reports that provide detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district.

The following reports are described below and posted in the Development Status Report folder under Forms and Publications then Policy Guidelines: <https://jamescitycountyva.gov/DocumentCenter/Index/690>

- “Development Status Report - All Data” - reports the number of vacant parcels, improved parcels, residential units and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc. A summary of the data from this report is present in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	7,497	523	6,891	7,414
Jamestown	7,812	496	6,030	6,526
Powhatan	6,581	883	5,705	6,588
Roberts	6,981	554	5,394	5,948
Stonehouse	7,338	1,071	7,262	8,333
TOTAL	36,209	3,527	31,282	34,809

- “Residential Development Status Report - Residential Only,” provides information only on residential units and continuing care facilities. This report is condensed and excludes unit classification. The unit counts do not include common areas, timeshares, public lands, commercial, etc. An updated summary of the data from this report is presented in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,810	214	6,078	6,292
Jamestown	7,296	248	5,273	5,521
Powhatan	6,365	743	5,318	6,061
Roberts	6,890	254	5,031	5,285
Stonehouse	7,329	794	6,935	7,729
TOTAL	34,780	2,253	28,635	30,888

- “Residential Development Status Report - Schools” - displays information sorted by school districts. A report is provided for (1) elementary schools, (2) middle schools, and (3) high schools.

As part of the Engage 2045 Comprehensive Plan update, staff will be working with consultants to undertake scenario-planning and integrated land use, transportation and cumulative impact modeling efforts using GIS, CommunityViz, a customized travel demand model, and fiscal model. These efforts will not only guide community visioning but also land use decisions. Staff continues evaluating features within the new permitting software which may also aid with tracking capabilities.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

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

Special Use Permits (SUP): The Planning Commission reviewed 16 SUP applications including six requests for short-term rentals; a request to allow a detached accessory apartment, a request for a solar farm, a request to allow the expansion of Norge Dental Center, a request to allow the expansion of King of Glory Lutheran Church, a request to allow for the repair of the College Creek Pipeline, and a request to allow redevelopment of an existing building for light industrial manufacturing and warehousing.

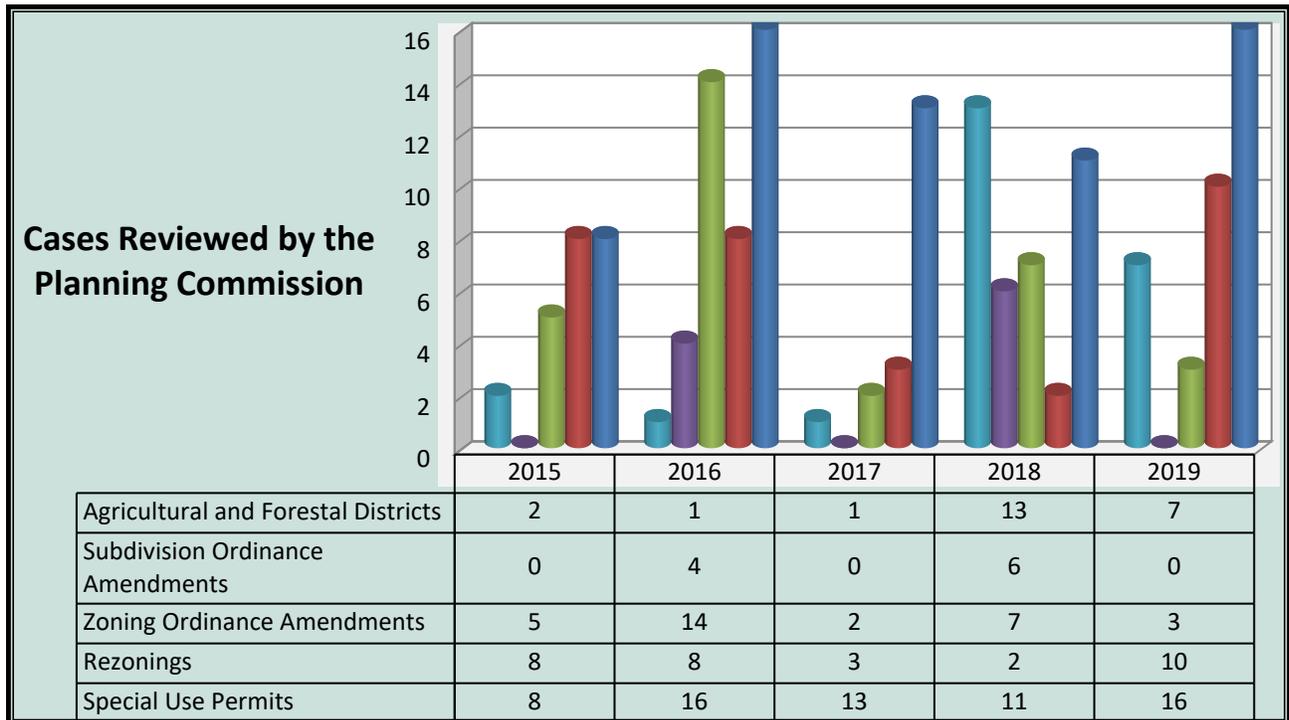
Rezoning: Ten rezoning applications were considered by the Commission including a request to amend the proffers to allow a minimum of three affordable units to be offered for rent, rather than for sale; a request to rezone ± 2.11 acres of land from A-1, General Agricultural to M-1, Limited Business/Industrial with proffers to allow the reuse of the existing building for manufacture of novelty souvenir items; a proposal to amend the adopted proffers and Master Plan for Forest Heights; an amendment to the approved Proffers for Mason Park to remove the reference to detached garages; a proposal to rezone approximately 2,659.6 acres from Planned Unit Development (PUD)-Residential, to A-1, General Agricultural; and to grant restrictive use easements over the area, along with proffer amendments related to traffic improvements, community and recreational facilities, public use sites, and environmental protections in the Stonehouse development, and a proposal to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.

Master Plan: Three master plan amendments were brought before the Commission in 2019 for changes to Forest Heights, Stonehouse, and the Promenade. The Forest Heights matter was considered by the Board of Supervisors and a new application was brought back to the Commission. Amendments to the Promenade Master Plan were made to allow the construction of an additional ten-plex building in lieu of 10 of the live-above units associated with the commercial development. The amendment also revised the land use designation of four properties to permit up to 47,918 square feet of stand-alone commercial and/or office structures and open space. The amendment to the Stonehouse Master Plan reduced the size of the PUD by approximately 2,659.6 acres; reduced the maximum permitted number of dwelling units and non-residential square footage; changed land use designations within the development; made revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections, and adjusted the boundary line between PUD-Commercial and PUD-Residential.

Residential Units Legislatively Approved in 2019: 96 additional residential units were approved

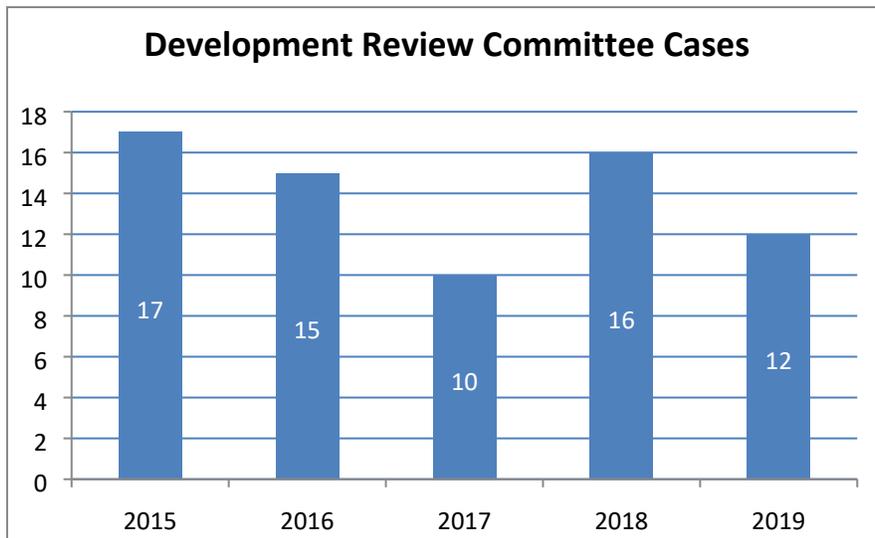
with the Forest Heights rezoning. Approximately 1,100 residential units were removed from the Stonehouse development for a net reduction of approximately 1,004 units.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed seven AFD additions bringing in a total of ± 201 acres. Approximately 391 acres were withdrawn from the Hill Pleasant Farm district to allow for the development of a proposed solar farm on the property.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 12 cases including C-18-0118, 4704 Lady Slipper Fence, a request to construct a fence within a scenic easement; SP-18-0089, Extra Mile Landscapes and Two Drummers Smokehouse Expansion, a request to allow a 3,000-square-foot addition to Two Drummers Smokehouse for approximately 250 seats with associated parking improvements; C-19-0030, Colonial Heritage Commercial Property Design Guidelines, a preliminary review of a proposed assisted living facility on the commercial parcel; C-0018-0082, 7082 Menzels Road Minor Subdivision, a proposal for a nine-lot subdivision on an undeveloped tract of land; C-19-0036, 8770 Croaker Road - Overhead Utility Waiver a request to permit an overhead power line connection to a single-family home currently under construction; SP-19-0065, Chickahominy Riverfront Park Shoreline Stabilization - Tree Removal, a request to approve the tree removal necessary for the project; and C-19-0073, 2822 Forge Road Shared driveway exception request.



POLICY COMMITTEE

Policy Committee review functions include reviewing the Capital Improvements Program as well as reviewing any changes to the Zoning and Subdivision Ordinances or Commission Bylaws.

In 2019, the Committee continued to consider potential ordinance amendments which would clarify master plan consistency determinations; address protections for the public water supply and areas of public health and water quality sensitivity; and address Code of Virginia changes regarding wireless communication facilities. The Policy Committee also considered an amendment to allow the County to accept voluntary proffers, and an amendment to permit warehouse, storage and distribution centers in certain Mixed Use Zoning Districts via a special use permit rather than being permitted by right, which is the current use classification.

PLANNING COMMISSION ACTION

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-18-0027	121 Leisure Road, Luxterra Electric Inc.	121 Leisure Road	1.84	A request to allow a contractor's office with equipment storage associated with an electrical contracting business.	Approval	Approval	Approval
SUP-18-0030	6446 Richmond Road, Convenience Store and Gas Pumps (Wawa)	6446 Richmond Road	0.50	A request to construct a 5,850-square-foot convenience store with six gas pumps.	Denial	Denial	Approval (modified application)
SUP-18-0031	115 Constance Ave. Detached Accessory Apartment	115 Constance Avenue	26.83	A request to allow a detached accessory apartment to be constructed within a new detached accessory structure.	Approval	Approval	Approval
SUP-18-0032	3020 Ironbound Road Rental of Rooms	3020 Ironbound Road	1.86	A request to allow the short-term rental of up to two bedrooms in an owner-occupied single-family home.	Approval	Approval	Approval
SUP-19-0004	JCSA College Creek Pipeline Project	Humelsine Parkway (State Route 199)	0.95	A request to allow the installation of +/- 1,100 linear feet of a 14-inch water main.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0009	Longhill Road King of Glory Lutheran Church Expansion	4897 Longhill Road	13.63	A request to expand the existing place of public assembly to include a new sanctuary and associated parking, expansion of existing school with accessory uses and to permit establishment of a neighborhood resource center.	Approval	Approval	Approval
SUP-19-0010	Norge Dental Center Expansion	7450 Richmond Road 127 Peach Street	2.33	A request to expand the existing dental facility, expand parking lot, and add a new storage building.	Approval	Approval	Approval
SUP-19-0011	5026 River Drive Tourist Home	5026 River Drive	0.51	A request to allow the short-term rental of an entire three-bedroom residential home.	Approval	Approval	Approval
SUP-19-0014	6096 Centerville Road Tourist Home	6096 Centerville Road	4.52	A request to allow the short-term rental of a one bedroom detached accessory apartment.	Approval	Approval	Approval
SUP-19-0015	4440 Ironbound Road Tourist Home	4440 Ironbound Road	0.21	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0016	3021 Ironbound Road Tourist Home	3021 Ironbound Road	0.69	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0017	Hill Pleasant Farm Solar Farm	7150 Richmond Road	192.76	A request to allow the development of a solar panel facility for electrical power generation, storage, transmission, and associated activities.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0018	6623 Richmond Road, Train Control System Assembly and Storage	6623 Richmond Road	11.9	A request to allow the processing, assembly, and storage of train control system components within a portion of an existing building.	Approval	Approval	Approval
SUP-19-0019	530 Neck-O-Land Road Tourist Homes	530 Neck-O-Land Road	0.918	A request to allow for the short-term rental of two tourist homes containing two units each.	Approval	Denial	Approval (modified application)
SUP-19-0020	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
SUP-19-0024	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn Prior to BOS Meeting

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-18-0006	Ironbound Crossing Rezoning	4007 Ironbound Road; 4002 Ironbound Road	2.67	A request to rezone 2.67 acres of land to B-1, with proffers, for commercial, office and institutional uses.	Approval	Approval	Approval
Z-18-0002	Stonehouse Planned Community Rezoning from PUD-R to A-1	9800 Six Mount Zion Road (Portion)	2,659.6	A request to rezone a portion of 9800 Six Mount Zion Road from Planned Unit Development-Residential (PUD-R) to A-1, General Agricultural, and to grant restrictive use easements over this area.	Approval	Approval	Approval
Z-19-0001	Powhatan Terrace Proffer Amendment	1676 Jamestown Road; 1678 Jamestown Road; 180 Red Oak Landing Road	16.51	A request to amend to allow a minimum of three affordable units to be offered for rent, rather than for sale.	Approval	Approval	Approval
Z-19-0002	8231 Richmond Road Rezoning	8231 Richmond Road	2.11	A request to rezone the property from A-1 to M-1, Limited Business/Industrial with proffers to allow re-use of the existing building for manufacture of novelty souvenir items.	Approval	Approval	Approval
Z-19-0007	Forest Heights Proffer and Master Plan Amendments	6015 Richmond Road	11.42	A request to amend the proffers and Master Plan for Forest Heights to allow for the addition of up to 46 townhomes, a mini-storage facility, and a residential dwelling unit for a caretaker.	Denial	Approval	Deferral

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0010	Stonehouse Planned Community Proffer and Master Plan Amendments	Various	1,913.3	A request to reduce the size of the PUD; reduce the maximum permitted number of dwelling units and non-residential square footage; change land use designations; make revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections; and adjust the boundary line between PUD-Commercial and PUD-Residential.	Approval	Approval	Approval
Z-19-0011	Mason Park Proffer Amendment	1916 Jamestown Road	9.1	A request to amend Condition Nos. 1 and 11 of the adopted Proffers to remove reference to detached garages.	Approval	Approval	Approval
Z-19-0012	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
Z-19-0014	The Promenade at John Tyler Proffer and Master Plan Amendment	5299, 5303, 5307, and 5311 John Tyler Highway	5.5	A request to amend the adopted proffers and Master Plan to permit the construction of an additional ten-plex building.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0018	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn prior to BOS Action

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-02-86-2-2018	4450 Ware Creek Road Croaker Addition	14.18	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0016	365, 358, and 382 Ivy Hill Road Mill Creek Addition	60.73	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0017	9888 Sycamore Landing Road Croaker Addition	60.35	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0019	4928 Fenton Mill Road Croaker Addition	52.28	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0020	8328 Diascund Road Mill Creek Addition	10.00	Addition of property to an existing district.	Approval	Approval	Approval
AFD-19-0001	7150 Richmond Road Hill Pleasant Farm Withdrawal	391.00	Withdrawal of property to allow for development of a solar farm.	Denial	Approval	Approval
AFD-19-0002	9896 Sycamore Landing Road Croaker Addition	3.85	Addition of property to an existing district.	Approval	Approval	Approval

Case numbering format for Agricultural and Forestal District Cases also changed after implementing PermitLink software in June 2018 and no longer references the AFD's creation (Ex: AFD-02-86-XX-YYY). The revised format is now consistent with all other cases.

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ORD-18-0013	Zoning Ordinance Amendments Regarding Master Plan Consistency Determinations	Clarifies the process and criteria for determining if development plans are consistent with the approved Master Plan; establishes submittal process for development plans proposing significant changes in dwelling unit location, count and/or type over that shown on the Master Plan; and amends the process for development plans that are determined to deviate significantly from the approved Master Plan.	Denial	No Action
ORD-19-0001	Zoning Ordinance Amendment to Section 24-16, Proffer of Conditions	Establishes that the County may accept voluntary proffers for rezonings and/or amendments to the County's Zoning Map.	Approval	Approval
ORD-19-0002	Zoning Ordinance Amendment - Section 24-111, Temporary Offices	Adds a provision that the requirements of Section 24-200 (c) to place new utilities underground shall not apply to trailers and portable buildings being used as temporary offices when the Planning Director finds that it is not practicable for the application to meet such requirements.	Approval	Approval

MAJOR INITIATIVES

ENGAGE 2045 COMPREHENSIVE PLAN UPDATE

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading major initiative of 2019. To support this effort, Planning staff focused on scoping the update and securing consultant services during the first half of the year, and shifted to conducting the official kick-off and update activities during the second half of the year.

Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kick-off meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, create and develop plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire and survey, attracted more than 440 participants from November 18 to December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2019, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County Departments on projects and reports including the Workforce Housing Task Force Report (and subsequent action plan), and the update to Shaping our Shores.
- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued funding and worked toward construction of transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*. Progress made on key projects included the following:

- Progress on construction of I-64 Widening - Segments 2 and 3
- Progress on the right-of-way (ROW) phase and advertisement for construction for Longhill Road widening - Phase 1
- Start of the ROW phase and advertisement for construction for the Olde Towne Road/Longhill Road intersection improvements
- Progress on the ROW and advertisement for the construction phase of the Centerville Road/News Road intersection improvement project
- Advertisement for design-build services for the Skiffes Creek Connector
- Progress on preliminary engineering (PE) for the Croaker Road widening project
- Additional funding for Pocahontas Trail multi-modal improvements
- Start of PE for Safe Routes to Schools improvements at Clara Byrd Baker Elementary School and Five Forks
- Progress on PE for roadway and stormwater improvements on Richmond Road in Toano and in various roadways in Grove



2019 JAMES CITY COUNTY PLANNING COMMISSIONERS



Jack Haldeman, Chair
Berkeley District



Richard Krapf, Vice Chair
Powhatan District



Danny Schmidt
Roberts District



Tim O'Connor
At-Large



Odessa Dowdy
Stonehouse District



Frank Polster
Jamestown District



Julia Leverenz
At-Large

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

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2019 BOARD OF ZONING APPEALS ANNUAL REPORT

2019 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
William J. Geib, Chairman *	Powhatan	4/2013	3/31/2023
Stephen M. Rodgers, Vice Chairman	Berkeley	4/2011	3/31/2024
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2021
Mark Jakobowski *	Roberts	4/2018	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2020

* Virginia Certified BZA Member

INTRODUCTION

The James City County’s Board of Zoning Appeals (BZA) is a five-member, quasi-judicial body appointed by the local circuit court to serve five-year terms. Any community adopting a zoning ordinance must also establish an appeals board for review of circumstances where landowners may be unjustly burdened by the Zoning Ordinance. The Board conducts public hearings to consider requests for variances to the County’s Zoning Ordinance, as well as appeals of decisions made by the Zoning Administrator.

The definition of variance reads:

Variance means, in the application of a zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land, or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

The Board must find that the strict application of the Zoning Ordinance would unreasonably restrict the utilization of the property. Any decision made by the Board may be appealed to the James City County Circuit Court within 30 days.

State Code language places the burden of proof on the applicant with these five standards as the criteria:

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of a variance would alleviate a hardship

due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

MEETINGS

The James City County BZA is scheduled to meet the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. The BZA met four times in 2019.



VARIANCES/APPEALS

Four applications for variances were considered in 2019. One was for an administrative variance and three applications went before the BZA. The synopses of the applications are as follows:

BZA-19-0003, 6283 Centerville Road - This was an appeal of the Zoning Administrator's determination made on February 1, 2019 that the property is being used for a contractor's storage yard which includes the storage of contractor's equipment, trailers and vehicles. The BZA upheld the Zoning Administrator's interpretation on May 2, 2019.

BZA-19-0004, 4551 John Tyler Highway - This was an application for a variance to Section 24-393(a), Yard Requirements, to reduce the required minimum yard setback from 50 feet to 48.27 feet. This is to permit the continued placement of a structure. This application was approved by the BZA on May 2, 2019.

BZA-19-0006, 2054 Jamestown Road - This was an application for a variance to Section 24-594(a)(4), Prohibited uses, for the continued placement, use and proposed improvement of the distribution of petroleum at an existing marina located in a floodplain district. This application was approved by the BZA on October 3, 2019.

BZA-19-0007, 121 Leisure Road - This was an application for a administrative variance to Section 24-217(a), Yard requirements, to reduce the required side yard setback from 5 feet for accessory structures to 4.1 feet. This variance allows for the continued placement of the one-story pole building. This application was approved by the Zoning Administrator on October 21, 2019.

CHANGES

On March 12, 2019, the Board of Supervisors approved Case No. ORD-18-0007, which authorized the Board of Zoning Appeals to grant a reasonable modification in accordance with the Americans with Disabilities Act or State and Federal Fair Housing Laws, as applicable. Section 24-650 of the James City County Zoning Ordinance was updated to reflect these changes as well as adding the reference to the Code of Virginia for establishing criteria for variances.



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

COMPREHENSIVE PLAN - TOWARD 2035: LEADING THE WAY

Following the adoption of the County's Comprehensive Plan in June 2015, County staff and partner agencies made strides in implementing the Comprehensive Plan. Progress made on many items are noted below.

Simultaneously with those implementation efforts, the Planning Commission and Planning staff began its five-year review of the Comprehensive Plan. Engage 2045, as the update process is known, officially began in summer 2019 and is expected to conclude in summer 2021.

GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

Most sections of the Comprehensive Plan include goals, strategies and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists tasks have been undertaken toward completion of actions previously identified as high priority. The Board of Supervisors will officially prioritize projects, based on available funding and resources, through the annual budget and Strategic Plan processes.

Note: The following list focuses on completed high priority actions, as previously referenced in the 2009 Comprehensive Plan Implementation Schedule. The list does not include actions with lower priorities.



Tasks with a 0-5 year timeframe

<i>Action</i>	<i>Task Completed</i>
ED ECONOMIC DEVELOPMENT	
ED 1.4. Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.	In 2019, Office of Economic Development (OED) and the Economic Development Authority (EDA) continued to seek opportunities for public-private partnerships. Staff assisted in the issuance of a Request For Proposals for the Amblers House and a preferred vendor was selected. Discussions are underway for a contract to be executed. Staff participated in the Shaping Our Shores Master Plan revision process. This revision, if adopted in 2020, includes the potential for expanded and additional public-private partnerships on the EDA-leased land at the James City County Marina. Staff continues to examine the potential for public-private partnerships on EDA-owned industrial property including 8925 Columbia Drive.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	Throughout 2019, the OED continued to examine the implementation of new incentive programs. Following the transition to a new director, staff is now creating a formal incentive policy that will allow checks and balances for prospective businesses and expansions that will be approved in 2020.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2019, there were 64 posts created and published to the Tourism website. There were 326 posts to social media (Facebook and Twitter), which is a 62% increase. The Tourism & Marketing Coordinator continues to partner with the Virginia Tourism Corporation and Williamsburg Tourism Council to highlight County businesses. More than 20,000 users visited explorejccva.com in 2019 and more than 30% of these visits derived from social media.
ED 2.4. Analyze the opportunities for development and expansion of healthcare business, medical research sector jobs and related services.	Staff continues to engage the healthcare sector in workforce development. In March 2019, staff hosted a Healthcare Workforce Summit and received feedback from a wide variety of businesses in the sector. This effort will result in additional healthcare training classes being offered at the local high schools, with an option for dual credit with Thomas Nelson Community College.

CC COMMUNITY CHARACTER	
CC 3.2. Use the conceptual plan process to provide 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.	In 2019, Planning Staff reviewed 97 Conceptual plans, slightly less than the record number in 2018.
CC 7.1. Update the Wireless Communications Division of the Zoning Ordinance as necessary to accommodate the use of new and emerging wireless communication services.	In December 2019, the Planning Commission passed an initiating resolution regarding Wireless Communication Facilities Zoning Ordinance amendments. Staff held two meetings with the Policy Committee to review draft ordinance language and is preparing for a final Policy meeting in February 2020 before bringing the ordinance to the Planning Commission and Board of Supervisors.
ENV ENVIRONMENT	
ENV 1.9. Develop Total Maximum Daily Load (TMDL) Program Action Plans to address water quality impairments within James City County and the Chesapeake Bay, including proposed actions and implementation schedule. Begin implementation in accordance with the approved action plans.	The final Chesapeake Bay TMDL Action Plan has been submitted to DEQ as required for the 2nd MS4 permit cycle.
ENV 1.14.2. Provide assistance as funding permits to identify failing neighborhood stormwater and drainage facilities and to implement repairs on a prioritized basis.	In 2019, Stormwater and Resource Protection Division staff provided \$250,000 in matching grants through the Clean Water Heritage Program to Home Owner Associations (HOAs) for maintenance of stormwater management facilities and provided technical assistance to owners as part of grant program.
ENV 1.14.3. Maintain and assess new programmatic fees collected to fund BMP construction inspections and private stormwater facility assessments.	The Stormwater and Resource Protection Division's fee structure is currently under review, especially with respect to fees associated with the surety process, re-inspections, exceptions, and as-built reviews.
ENV 1.20. Utilizing approved watershed management plans, developed hydraulic studies, and assessments of riverine and coastal flooding, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from stormwater.	In 2019, the Stormwater and Resource Protection Division continued, to review, track, and monitor published information on regional and local effects of sea level rise and recurrent flooding from reputable sources such as the state, the Hampton Roads Planning District Commission (HRPDC), ODU, and the College of William & Mary/VIMS.

<p>ENV 4.6. Continue the current programs that have installed building management control systems in many County facilities which assist in reducing energy consumption. Continue to evaluate renewable energy technologies and energy efficiency improvements during capital maintenance activities.</p>	<p>Staff is continually assessing new energy efficiency technologies for incorporation into facility site assessments and building improvements including “deep dive” assessments by Damuth Intelligent Services. Buildings assessed during 2019 included Building F, Human Services, Law Enforcement Center, Video Center, JCC Recreation Center and Building E.</p>
<p>H HOUSING</p>	
<p>H 2.1. Support with technical assistance, referrals and funding when possible, the efforts of private and nonprofit entities to improve the condition of the County's housing stock.</p>	<p>Funding to Housing Partnership Incorporated (HPI) continued at \$50,000. The Housing Office partnered with HPI on 24 Emergency Repair projects. JCC committed to continue funding HPI at \$50,000 for FY20.</p>
<p>H 2.2. Ensure that all housing in the County meets HUD’s Housing Quality Standards.</p>	<p>Housing staff conducted Housing Choice Voucher program inspections which included the seven new Veterans Administration Supportive Housing (VASH) vouchers. The Home Energy Loss Prevention (HELP) program had four new inspections completed. The Rural Homeowner Rehab (RHR) program had 10 additional inspections completed to achieve goal of 10 RHR rehabs. The Community Development Block Grant (CDBG) Scattered Site program had 20 inspections completed for four replacements and 12 rehabs.</p>
<p>H 2.4. 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 and sanitary health conditions.</p>	<p>In 2019, Housing staff helped 10 citizens through Virginia Housing Development Authority (VHDA) Homebuyer Education workshops and helped 15 citizens through Group Financial Education workshops. Topics included Understanding Credit, Understanding Banking, Avoiding Scams, How To Be A Successful Renter, and Energy Conservation.</p>
<p>H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency.</p>	<p>In 2019, Social Services and Housing staff worked with Habitat for Humanity and HPI to transfer the James City County/HPI contract to Habitat for Humanity so they could begin construction of four homes in the Forest Heights neighborhood.</p>
<p>H 2.9. Continue efforts to attract funds from federal and state sources for housing and neighborhood rehabilitation.</p>	<p>In March and September 2019, Housing Office and Neighborhood Development staff applied for and received a \$1,000,000 grant from the Virginia Department of Housing and Community Development to allow the County to rehabilitate 12 homes and replace four homes. The work will be completed throughout 2020 and 2021.</p>

<p>H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.</p>	<p>In 2019, Housing staff sold three units in Ironbound Square, two units on Neighbors Drive, and provided Employer Assisted Homeownership Program matching funds provided to five County employees.</p>
<p>H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.</p>	<p>In 2019, Housing Office staff rehabilitated three homes for Low and Moderate Income (LMI) families to close out the RHR grant. Staff ranked applicants for the Scattered Site CDBG to ensure that all participants are LMI and to prioritize those with the greatest needs based on income, age, disability and children under 18.</p>
<p>LU LAND USE</p>	
<p>LU 1.5. Collaborate with the Office of Economic Development to investigate ways to maintain and promote an appropriate balance between residential and non-residential development and facilitate continued diversification of the local economy (i.e., study the amount and characteristics of land available for commercial/industrial development, etc.).</p>	<p>In 2019, staff continued to support a diverse local and regional economy. OED staff participated with the Virginia Economic Development Partnership (VEDP) in efforts to identify the sites most appropriate and suitable for industrial development. OED staff has advocated for the highest and best use of land, identification of land most appropriate for industrial development and employment centers, and strategic investments in preparing sites for development. Examples include getting Columbia Drive in James River Commerce Center ready to be accepted into the state system to make it eligible for Virginia Department of Transportation (VDOT) maintenance, preparing for construction of the shell building by purchasing wetland mitigation credits so a land disturbing permit can be obtained, and requesting and receiving funding from the Board of Supervisors to take next steps to make sites ready for development.</p>
<p>LU 3.2. Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.</p>	<p>In 2019, Planning Division staff communicated with adjacent localities when reviewing development plans near County borders, such as the Wawa in Lightfoot, Hill Pleasant solar farm, and Forest Heights. Staff also provided five courtesy reviews for York County.</p>
<p>LU 3.3. Continue to participate in regional planning processes with York County and the City of Williamsburg. Use the Historic Triangle Coordinated Comprehensive Plan Review Summary Report as a regional planning resource, particularly with regard to transportation and to land use issues in the three geographic focus areas (Riverside/Marquis/Busch, Lightfoot/Pottery, Northeast Triangle and Surrounding Area).</p>	<p>Throughout 2019, staff reviewed drafts of an updated Historic Triangle transportation study being written by Hampton Roads Transportation Planning Organization (HRTPO).</p>

LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.	Planning staff reviewed 25 Change of Use applications in 2019 to allow new businesses to move into existing commercial spaces, many within existing office parks.
LU 5.1.1. Continuing to further develop and refine a model or models to assess and track the cumulative impact of development proposals and development on existing and planned public facilities and services	Planning staff continues to update the cumulative impacts tracking spreadsheet and will include a comprehensive update as part of the Planning Commission's 2019 Annual Report. As part of the Engage 2045 Comprehensive Plan update, consultants were contracted to develop local land use, transportation and fiscal models to further assess and track the cumulative impact of development.
LU 5.2.3.b. Continue to provide proffer guidelines, including cash proffers, for schools, parks and recreation, and water/sewer.	On September 10, 2019, the Board of Supervisors approved an initiating resolution directing staff to produce a fact sheet outlining the average financial impacts of residential dwellings. On October 8, 2019, the Board of Supervisors approved amendments to Section 24-16 to allow residential proffers again.
LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	On April 9, 2019, the Board of Supervisors approved three additions to the Croaker AFD and two additions to the Mill Creek AFD.
LU 6.1.2. Seek public and private funding for existing programs, investigate new programs, and support private or non-profit (such as land trust) actions that promote continued agricultural or forestal use of property.	The Board of Supervisors held a work session in June 2019 and expressed renewed interest in the Purchase of Development Rights (PDR) and Greenspace programs. In fall 2019, the County kick-started participation in a coastal forest study by the Green Infrastructure Center to evaluate the resiliency of coastal forest resources and identify threats from both development and natural causes.
PR	PARKS & RECREATION
PR 3.3. Submit grant applications to secure funds for new parks and recreation programs, services, facilities, and related transportation services.	In June 2019, the Parks & Recreation Department submitted a grant for the purchase of the Brickyard Landing Park. In April 2019, received a \$2,400 grant from the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2019. In September 2019, submitted application for the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2020.
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	A total of 22 teens participated in Teens Toward Success (TTS), volunteering over 1,700 hours in parks and recreation programs. To date, 40 past TTS volunteers have been hired as recreation leaders.

	<p>Members of the Youth Advisory Council, teens in grades 8-12, dedicated 105 hours of volunteer service in learning government processes, leadership development and community service.</p> <p>The James City County Recreation Center provided volunteer opportunities for students from the inclusion class from Lafayette High School.</p>
<p>PR 8.1. Enhance the partnerships with Williamsburg-James City County (WJCC) Schools to offer joint programming for health and wellness.</p>	<p>WJCC School employees are eligible for corporate memberships to both recreation centers. Parks & Recreation staff participated in WJCC's annual benefits fair to advertise corporate memberships and classes.</p> <p>The Parks & Recreation Operations Manager represented the Parks & Recreation Department on the Healthy Williamsburg Youth Collaborative, a consortium of local non-profits, local schools, and several neighborhood stakeholders to address obesity prevention in local youth.</p> <p>Parks & Recreation staff partnered with WJCC's Nutrition Services to provide free summer meal programs to Grove, Forest Glen I and II, Lafayette Square/Village and Burnt Ordinary neighborhoods. They also partnered with School Health Initiative Program (SHIP) to offer healthy cooking demonstrations to youth and families in the REcN' It Out Neighborhood Summer camp programs. Finally, the Parks & Recreation Department partnered with WJCC Schools to offer 10 weeks of summer camp to 20 youth living in local hotels/motels.</p>
<p>PF PUBLIC FACILITIES</p>	
<p>PF 5.1. Evaluate the security of public schools and other County facilities 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>A Building Safety and Security Committee was formed in June of 2019. In September the Committee provided a presentation to ELT regarding materials developed, recommendations and a funding plan. Meeting with priority buildings and design is currently in process.</p>
<p>T TRANSPORTATION</p>	
<p>T 1.3.1. Adding the road segment to the Six-Year Improvement Program (SSYP) and considering public-private partnerships among other mechanisms to fund proposed improvements.</p>	<p>Planning staff worked with VDOT and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, Peach Street and the Hick's Island Road bridge to the County's SSYP, all of which were also priorities identified in the FY 20-25 SSYP.</p>

T 2.5. Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.	In 2019, the Planning Division continued to work with WATA and developers to identify locations for bus routes and stops. Forest Heights, approved December 10, 2019, and Hazelwood rezoning, ongoing, will have bus stops incorporated into their developments.
T 3.10. Implement the adopted James City County Pedestrian Accommodations Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects.	Staff continues to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered as part of several applications for subdivisions and developments throughout the County.
<i>Tasks with a 6-10 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED ECONOMIC DEVELOPMENT	
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	In 2019, Staff continued to maintain properties on VEDP's Virginia Scan and submitted several underutilized properties as part of the VEDP bulk characterization study.
ED 5.2. Identify regulatory barriers in County regulations (such as special use permits), policies and procedures that may unnecessarily inhibit redevelopment and adaptive reuse and amend the Zoning Ordinance to address these issues.	OED staff worked with several businesses in 2019 that did not fit squarely into Zoning Ordinance language. Each project was discussed with the Zoning and Planning staff. Amendments to the landscape ordinance and other changes were discussed but are not specifically planned in the near future.
ED 7.1. Participate in the development of master plans for the County's I-64 interchanges, specifically the Croaker Road and Barhamsville Road interchange areas, to preserve capacity for economic development for these areas.	Construction on Phase 2 of the I-64 widening was completed in 2019 and construction on Phase 3 was begun.
CC COMMUNITY CHARACTER	
CC 3.11. Use the County's policy to coordinate with VDOT for sound wall design and landscape treatment for any potential sound wall projects.	In 2019, Planning staff worked with VDOT and the City of Williamsburg and York County to select landscaping and materials for a sound wall on I-64.

Tasks with a 10+ year timeframe

<i>Action</i>	<i>Task Completed</i>
ED ECONOMIC DEVELOPMENT	
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	OED staff continued to maintain properties on VEDP's Virginia Scan and in 2019, submitted several underutilized properties as part of the VEDP bulk characterization study.
<i>Ongoing</i> <i>(While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</i>	
<i>Action</i>	<i>Task Completed</i>
ED ECONOMIC DEVELOPMENT	
ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, assistance to new business, new business recruitment and support to the tourism industry.	In 2019 the OED continued to evolve its economic development strategy, including communications strategies. OED developed a new featured business survey to highlight existing businesses in the County and launched new social media pages on Facebook and Twitter. The number of followers on each of these social media channels continues to grow. OED staff assisted with the expansion of an existing business and helped them obtain a special use permit for a new larger building. An initiative from the Virginia Economic Development Partnership allowed OED to submit 13 sites as part of a bulk characterization study to understand the necessary steps for future site development. This bulk characterization study saved County funding as it was paid for by VEDP. Staff worked heavily to market one of the largest industrial sites in the County (3000 John Deere Road) to potential businesses since the existing tenant was vacating the property.
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	With the OED and County Administration leadership permanently filled, OED is developing a proposal to replace the Enterprise Zone.
ED 1.5. Identify regulatory barriers in County regulations (such as special use permits), policies, and procedures that may unnecessarily inhibit commercial and industrial development and amend the Zoning Ordinance to address these issues.	In 2019 OED staff continued to work collaboratively with businesses and other County departments to identify regulations that prohibit new development and inhibit expansions. The former Ombudsman is now the Director of Economic Development.

<p>ED 2.1. Support the development of diverse types of retail and non-retail core business.</p>	<p>Two County businesses graduated from the Virginia Leaders in Export Trade (VALET) program through VEDP in 2019. Sweethaven Lavender Farm opened in June 2019 with its inaugural lavender festival, which hosted more than 3,000 guests. The farm also launched e-commerce of its lavender products. Additionally, Busch Gardens Williamsburg constructed a new ride, Finnegan’s Flyer, in the Ireland section of the park. It was also named the World’s Most Beautiful Theme Park for the 29th consecutive year. The Williamsburg Winery opened a new outdoor wine pavilion for its patrons and canned its wine for the first time.</p>
<p>ED 4.1. Work with the College of William & Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.</p>	<p>Staff continued to partner with the College of William & Mary and Thomas Nelson Community College. In 2019, a new agreement for Launchpad was executed with the College and Thomas Nelson Community College participated in the healthcare workforce summit. Also in 2019, the College of William & Mary Economic Development Office provided key assistance with efforts to attract a business prospect and new business clients for an existing business.</p>
<p>ED 6.1. Foster tourism development in James City County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.</p>	<p>The fourth year of the concert series produced steady attendance with 3,907 attending three events in 2019. Four total Jamestown Jams were scheduled, but May’s concert was canceled due to weather. Staff helped assist Sweethaven Lavender Farm with planning its inaugural lavender festival, which will return in 2020. The County has continued to work with Williamsburg Tourism Council and the Tourism & Marketing Coordinator participates in several committees.</p>
<p>ED 8.1. Support traditional agricultural and forestal uses through ordinances and policies favorable to such uses.</p>	<p>In 2019, OED and Planning staff worked with the Williamsburg Community Garden volunteers to expand the agricultural activity in the overhead power easement at the Warhill Sports Complex. The volunteers use the garden to teach students about biology and ecology, and distribute the produce to targeted neighborhoods to assist with healthy meals during the summer (non-school) months.</p>
<p>CC COMMUNITY CHARACTER</p>	
<p>CC 1.1. Expect that development along Community Character Corridors (CCCs) protects the natural views of the area; promotes the historic, rural or unique character of the area; maintains the greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.</p>	<p>In 2019 Planning staff reviewed four special use permits and eight site plans that contained improvements to CCC buffers throughout the County.</p>

<p>CC 5.3. Improve the methods the County uses during planning, pre-construction, construction and post-construction phases to make sure tree preservation measures are properly performed, resulting in healthier trees, buffers, and proper maintenance.</p>	<p>In 2019, Planning staff inspected and made recommendations for tree preservation at the Self-Storage building on old Ironbound Road.</p>
<p>CC 6.1. Expect archaeological studies for development proposals requiring legislative approval on lands identified by the James City County staff as warranting such study and require their recommendations to be implemented. In making the determination, staff will consult archaeological studies and seek the recommendation of representatives of the County's Historical Commission or other qualified archaeologists if necessary.</p>	<p>In 2019, staff required an archeological report for The Main Wedding and Eventer Center off John Tyler Highway.</p>
<p>ENV ENVIRONMENT</p>	
<p>ENV 1.10.4. Requiring the pump out of on-site waste disposal tanks every five years.</p>	<p>Ongoing. The Stormwater and Resource Protection Division used its database of septic systems to generate monthly reports of those systems required to be pumped out and mailed monthly notices to owners of the affected properties.</p>
<p>ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural Best Management Practices, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.</p>	<p>Ongoing. In 2019, the Skimino Creek watershed management plan was under development, and a budget request for Diascund Creek was made.</p>
<p>ENV 1.18. Continue to develop watershed management plans for the remaining County watersheds that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations.</p>	<p>Stormwater and Resource Protection Division staff continued work on the Skimino Creek (York River) plan in 2019. The Diascund Creek watershed plan will be reviewed in the FY21 CIP budget.</p>
<p>LU LAND USE</p>	
<p>LU 2.1. Plan for and encourage the provision of strategically located greenways, sidewalks, and bikeways to connect neighborhoods with retail and employment centers, parks, schools, and other public facilities and to</p>	<p>Throughout 2019, Planning staff continued to review all site plans for compliance with Section 24-35. Pedestrian/bicycle accommodations were approved and/or installed at Branscome (John Tyler Highway), Toano Ministorage (Rochambeau Boulevard), 7-11 (Battery Boulevard), and Wawa (Richmond Road). Planning staff and</p>

effectively connect buildings and activities within individual sites, using adopted plans for guidance.	its consultant made progress on preliminary engineering for the Clara Byrd Baker Safe Routes to School project with construction expected to begin late 2021.
PR PARKS & RECREATION	
PR 5.1. Continue to encourage new developments to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.	On November 12, 2019, the Board of Supervisors approved Case No. Z-18-0002/Z-19-0010/MP018-0002, Stonehouse Rezoning and Proffer and Master Plan Amendment, which dedicated over 2600 acres of preserve land to the County.
PR 5.2. Encourage new developments to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the Pedestrian Accommodation Master Plan, the Regional Bikeways Map and the Greenway Master Plan.	Ongoing. On December 10, 2019, the Board of Supervisors approved Case No. Z-19-0012/SUP-19-0020. Forest Heights. This project will provide an 8-foot wide asphalt multi-use path along the property's frontage.
PR 6.3. Continue to offer the Inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.	<p>Throughout 2019, Parks & Recreation staff made improvements to facilities that expanded access to persons with disabilities. As part of the James City County Recreation Center's hot tub replacement project, an ADA-compliant aquatic chair lift was installed. In addition, Recreation Center staff consulted with a patron with disabilities to ensure that not only was the new cardio room ADA compliant, but also functional to meet the needs of all patrons. Finally, a 10-foot x 15-foot concrete pad was added for the ADA-accessible picnic area near the concession building at Jamestown Beach Event Park and a floating wheelchair was added to Jamestown Beach Event Park amenities to enhance water access for persons with disabilities.</p> <p>Parks & Recreation staff completed ADA updates at Chickahominy Riverfront and Veterans Parks.</p> <p>Throughout 2019, Parks & Recreation staff completed a total of 34 new assessments and provided 603 citizens accommodations in programs, classes, and facilities.</p> <p>In compliance with ADA and state licensure requirement, 30 staff maintain certifications in Medicine Administration Training and 15 staff in Diabetes Medicine Administration Training.</p>

	<p>The Inclusion Coordinator received her recertification for Therapeutic Options to teach behavioral modifications to staff and offered disability awareness and behavior modification training to specialty, sports and outdoor camp instructors. Over 526 participants in the REC Connect before/after school program participated in disability awareness activities.</p> <p>Parks & Recreation staff offered one new program series, Ooey, Gooley, Fun-Sensory Play for all ages and abilities. The program had an average participation of 15 children with and without disabilities per session. One new partnership was created with Sportable, a Richmond based non-profit organization that provides adaptive sports to individuals with mobility disabilities.</p>
<p>PR 9.1. Continue to disseminate brochures and keep up-to-date information on the website to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.</p>	<p>The Parks & Recreation Department transitioned from two to three activity brochures annually, beginning with the Fall 2019 issue. Staff continued to produce the Rec Center Times, a bi-monthly newsletter to keep patrons informed of Centers happenings. The newsletter is emailed to all pass holders, posted on the website, and printed for on-site pick-up.</p> <p>Staff established a James City County Parks & Recreation Facebook page and Twitter account to educate citizens about the department's programs and facilities, and to promote health & wellness. Staff created social media posts, press releases, newsletters and podcasts to educate the public about parks, recreation centers and recreational opportunities. Staff also installed a large TV in the JCC Recreation Center lobby to digitally promote Parks & Recreation's activities, events and facilities with a monthly PowerPoint slideshow, and to raise revenue through the sale of advertisements. Finally, Centers program staff created and uploaded monthly calendars of land and water group fitness classes for the website. Program web pages are updated monthly to ensure accurate and timely information for citizens.</p> <p>Throughout 2019, Parks & Recreation staff provided information at 36 community events such as WJCC School Open House, Kindergarten Registration and Back to School Nights, Williamsburg Families' Summer Camp Fair, and Grove Christian Outreach Bread Days and Williamsburg Sentara Annual Children's Health Expo. The Teen Program Coordinator participated in the teen job fair sponsored by the</p>

	<p>Williamsburg Regional Library. Staff also provided the activity brochure and other program information at neighborhood outreach programs/events.</p> <p>Staff used vinyl floor decals consistently used for special events (Capital Color Ride, Live Well Expo, Boo Bash, etc.) to promote programs to all patrons and foot traffic that enter through the Recreation Center.</p>
PF PUBLIC FACILITIES	
PF 1.6. Apply appropriate zoning, land use, and other adopted County criteria when evaluating public facility sites and uses.	Staff reviewed plans for a new JCSA pipeline at College Creek, improvements at the Marina, and an outdoor classroom and learning center at Toano Middle School.
PF 3.1. Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.	Planning staff worked with the Planning Commission in preparing the CIP recommendations for the Board of Supervisors' budget process. Planning staff also evaluates all legislative applications against public facility needs.
PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.	The Emergency Management Division revised the Radiological Response Plan and successfully completed a federally graded exercise in July 2019. On December 10, 2019 the Board of Supervisors approved the James City County Emergency Operations Plan (JCC EOP). An annex for each Emergency Support Function was completed and compiled with the JCC EOP. The Emergency Management Division also completed the Re-Entry & Access Authorization Plan and a Point of Distribution Plan.
PN POPULATION NEEDS	
PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.	Parks & Recreation programs and Centers memberships are eligible for the department's discount assistance program, based on household income.
T TRANSPORTATION	
T 1.1. Ensure that new development follows recommended densities, intensities, and development patterns that will serve to preserve the road capacities and support the Community Character Corridor designations of existing and proposed roads.	The Board of Supervisors approved multiple legislative cases that followed recommended densities, intensities and development patterns. Ironbound Crossing, approved March 12, 2019, preserved the Community Character Corridor buffer along Monticello Avenue by not allowing access directly to Monticello Avenue.

<p>T 1.2. Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban, and urban) and the functional classification of the roadway. Ensure that new developments do not compromise planned transportation enhancements. New development should minimize the impact on the roadway system by:</p>	<p>Roadway levels of service continued to be a key factor in the evaluation of development applications, in a context sensitive manner, depending on their location. The Planning Division reviewed all legislative and administrative applications with a specific eye towards transportation impacts, such as impacts associated with new development at Oakland Pointe approved February 12, 2019.</p>
<p>T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access, and frontage roads.</p>	<p>Ongoing. The Planning Division continued to encourage shared access and appropriate entrance spacing during legislative cases, including no access from Monticello Avenue for Ironbound Crossing approved on March 12, 2019 and reducing the number of access points for the Wawa Gas Station approved March 12, 2019.</p>
<p>T 1.2.3. Concentrating commercial development in compact nodes or in Mixed Use areas with internal road systems and interconnected parcel access rather than extending development with multiple access points along existing primary and secondary roads.</p>	<p>Planning staff continued to encourage these principles. For example, staff worked with the applicant for Ironbound Crossing, approved March 12, 2019, to not have access on Monticello Avenue and have a single access point on a secondary road.</p>
<p>T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.</p>	<p>Planning staff continues to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). Members of County administration and the Board of Supervisors also serve on the HRTPO Board.</p>
<p>T 3.2. Actively pursue additional local, state, federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for transportation improvement projects. In 2019, staff received funding for the Clara Byrd Baker Safe Routes to School sidewalk project to connect sidewalks from Clara Byrd Baker Elementary School to adjacent neighborhoods.</p>
<p>T 3.5. Work with VDOT to design new or enhanced complete streets that allow for the safe accommodation of automobiles, public transit, pedestrians, cyclists and other users.</p>	<p>Ongoing. Staff is working to ensure that complete street design is considered during the preliminary engineering phase of the Pocahontas Trail Corridor improvements.</p>
<p>T 3.8. Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>Planning staff applied for and received funding through the Smart-Scale program for the Skiffe's Creek Connector Project, which will capture truck traffic which would otherwise use Route 60. In 2019, the project was sent out for bid as a design-build project.</p>

T 3.9. Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.

Staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Toano Mini Storage, approved July 11, 2019, as well as the Croaker Road and Richmond Road improvements.

GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CCA	Community Character Area
CCC	Community Character Corridor
CIP	Capital Improvements Program
CO	Certificate of Occupancy
DHCD	Virginia Department of Housing and Community Development
DCR	Department of Conservation and Recreation
DHR	Virginia Department of Historic Resources
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
HOP	Housing Opportunities Policy
JCCRC	James City County Recreation Center
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
LOS	Level of Service
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Areas
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
PDR	Purchase of Development Rights
PLAT	Professional Landscape Assessment Team
PSA	Primary Service Area
SSPRIT	Subdivision / Site Plan Review Improvement Team
TDR	Transfer of Development Rights
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority