

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2018 ANNUAL REPORT



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2018 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2018 Annual Report.

Number of Cases Reviewed by the Planning Commission	2015	2016	2017	2018
Agricultural and Forestal District	1	1	1	13
Height Waiver	2	0	4	1
Master Plan	2	2	2	0
Rezoning	5	7	3	2
Special Use Permit	10	12	13	11

In 2016, the Planning Commission's Policy Committee commenced drafting new policies and ordinance amendments that would begin to replace residential proffers. In 2018, the Planning Commission adopted code amendments that focused on streetscapes, archaeology, natural resources, bicycle and pedestrian accommodations and traffic impact analyses. The Commission also adopted code amendments that were necessary due to changes by the General Assembly to the State Code.

In other business, the Commission adopted its first Policy regarding deferrals of Legislative Applications. From January to July 2018, the Commission spent significant time with staff, the Virginia Department of Transportation (VDOT) and its consultant, RK&K, working through the second and third phases of the Pocahontas Trail Corridor Study. The overall purpose of the study was to examine the Pocahontas Trail corridor between Fire Station 2 and James River Elementary School and engage the community in identifying key transportation needs and a vision for the future of the corridor. The Commission unanimously recommended approval of the recommendations in the study.

In 2018, the Commission also considered the renewal of 13 Agricultural and Forestal Districts, several Special Use Permits, and the consideration of rezoning a parcel in Norge for the Oakland Pointe apartments which generated much interest and public engagement for the year.

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.

Heath Richardson, 2018 Planning Commission Chair

James City County Planning Commission

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2018 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Heath Richardson** (Chair)	Stonehouse	2/25/2014	1/31/2019
Danny Schmidt** (Vice Chair)	Roberts	2/23/2016	1/31/2020
Rich Krapf**	Powhatan	1/23/2007	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2021
Jack Haldeman**	Berkeley	1/10/2017	1/31/2021
Frank Polster**	Jamestown	2/01/2018	1/28/2022
Julia Leverenz**	At-Large	2/27/2018	1/31/2022

2018 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

Beth Klapper, Community Development Assistant

John Risinger, Community Development Assistant

Katie Pelletier, Community Development Assistant

2018 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

**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 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 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.

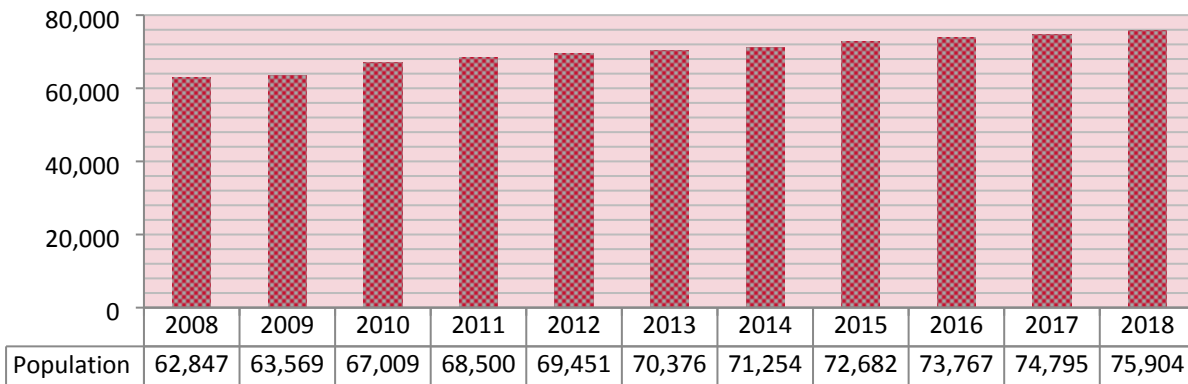
2018 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 3 (canceled)	July 3	March 19*
February 7	August 1	May 22**
March 7	September 5	
April 4	October 17	
May 2	November 7	
June 6	December 5	

*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH

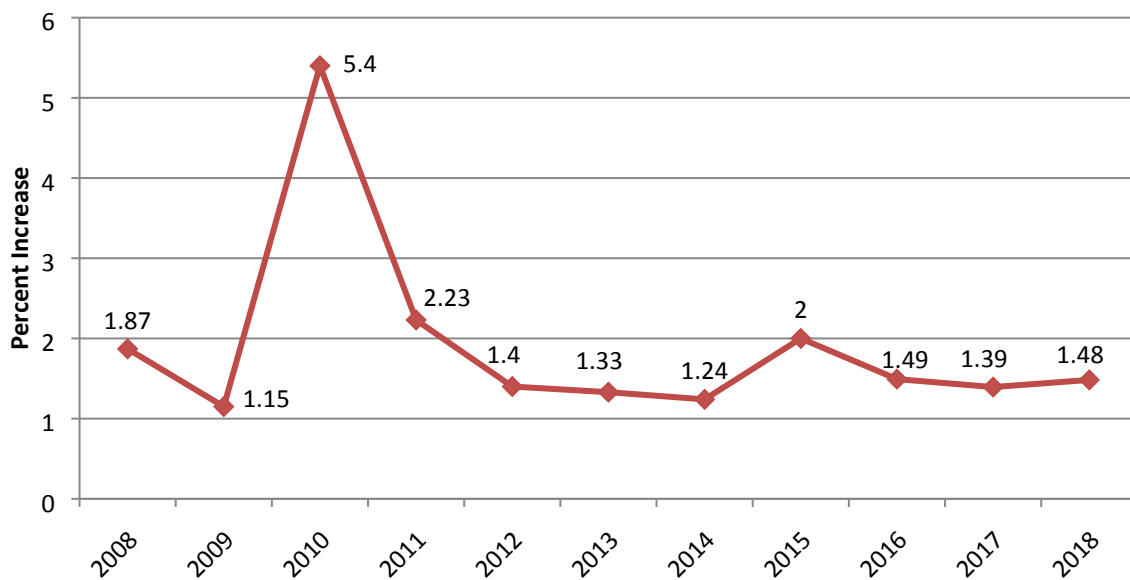
James City County Population



Source: Staff population estimates (2008-2009, 2011-2018) and United States Census Bureau (2010).

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

Percent Annual Population Increase

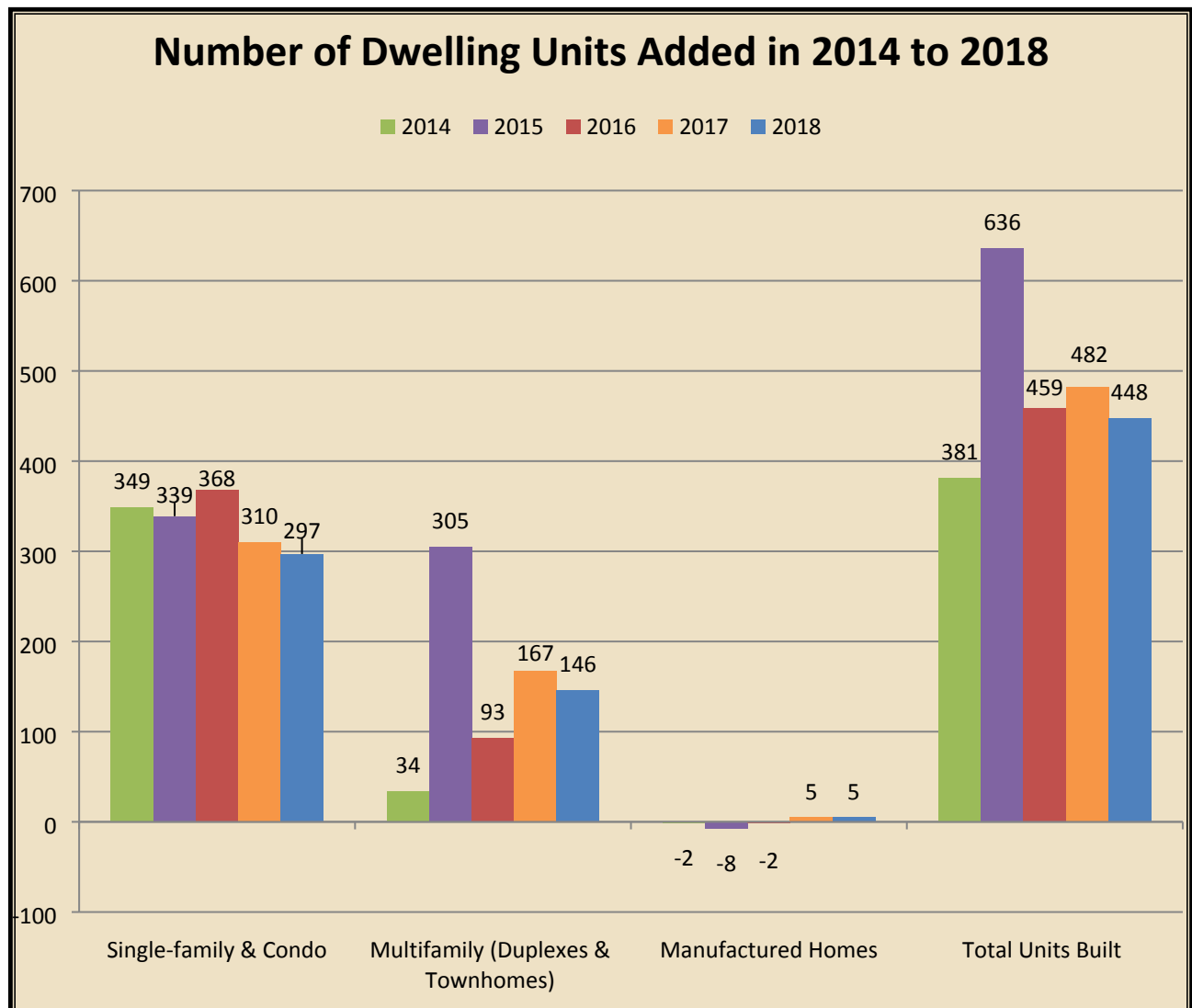


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released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

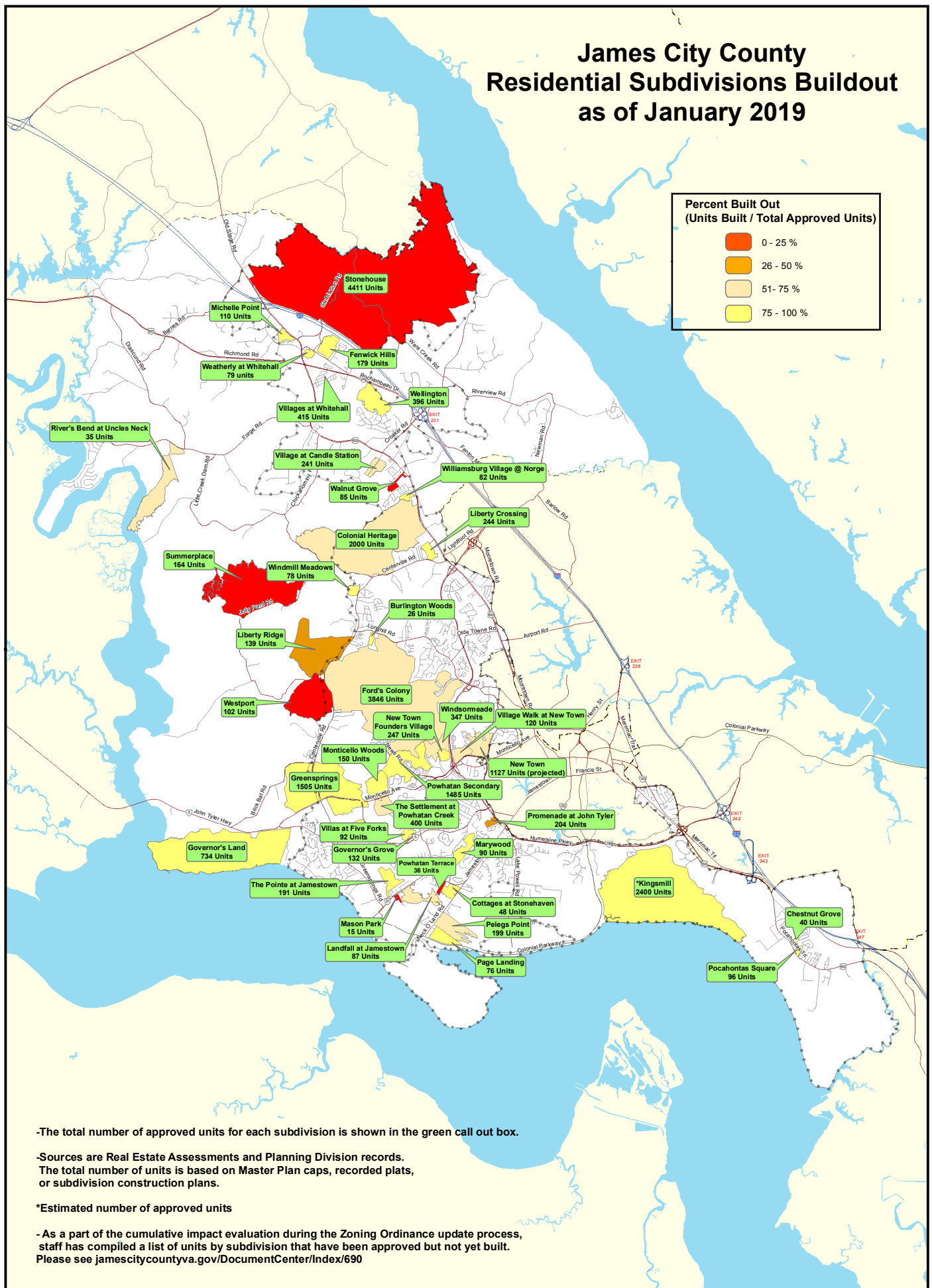
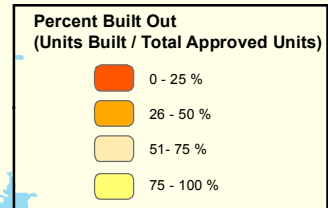
Number of Dwelling Units Added in 2014 to 2018					
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2014	349	34	-2	381	31,724
2015	339	305	-8	636	32,360
2016	368	93	-2	459	32,819
2017	310	167	5	482	33,301
2018	297	146	5	448	33,749

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 2016-2018. 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 Buildout as of January 2019



-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.

*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 jamestownva.gov/DocumentCenter/Index/690

RESIDENTIAL SUBDIVISION BUILDING DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Buildout 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	7,400	533	6,789	7,322
Jamestown	7,736	545	5,973	6,518
Powhatan	6,550	903	5,674	6,577
Roberts	6,934	587	5,361	5,948
Stonehouse	7,163	982	7,082	8,064
TOTAL	35,783	3,550	30,879	34,429

- “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	6,457	222	5,978	6,200
Jamestown	7,287	298	5,212	5,510
Powhatan	6,334	760	5,287	6,047
Roberts	6,933	286	5,000	5,286
Stonehouse	7,154	709	6,759	7,468
TOTAL	34,511	2,275	28,236	30,511

- “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 FY19 budget, staff secured funding for several strategic plan initiatives to be accomplished during the upcoming Comprehensive Plan review. One of these initiatives was a cumulative fiscal, infrastructure, community character and environmental impact analysis of expanding the Primary Service Area (PSA). Staff will be soliciting bids for this effort in the upcoming year. Staff also is currently 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.

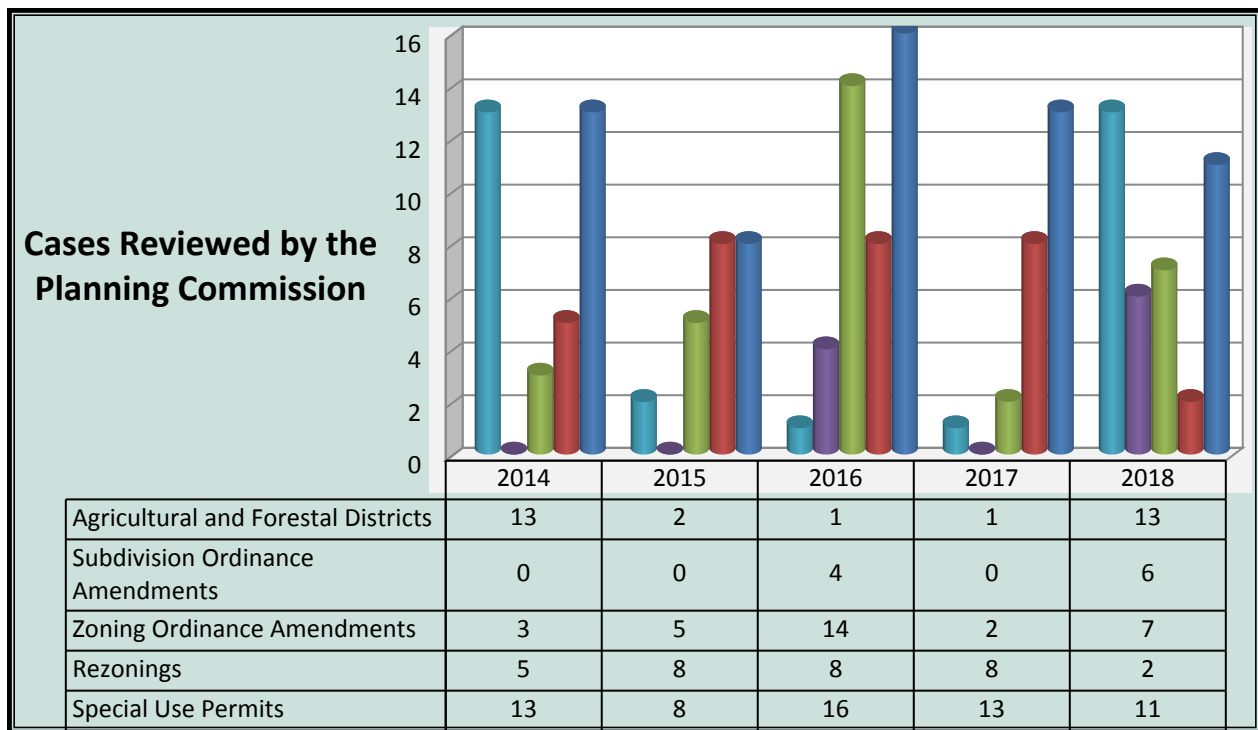
Special Use Permits (SUP): The Planning Commission reviewed 11 SUP applications including a request to renew the SUP for rental of rooms on Merrimac Trail; a request to allow a tourist home on Peach Street and a request to allow a tourist home on Ironbound Road; requests to renew the SUPs for two borrow pits on Blow Flats Road; a request to allow a weekend outdoor flea market adjacent to the new Lightfoot Antique Mall; a request to amend the SUP for Yard Works to allow for the manufacture and sale of wood products; a request to allow a detached accessory apartment; and a request to allow a place of public assembly for LifePointe Christian Church.

Rezonings: Two rezoning applications were considered by the Commission including a request to rezone 14.96 acres from A-1, General Agricultural to R-5, Multifamily Residential to allow the development of an affordable housing apartment complex, Oakland Pointe, on Richmond Road near the intersection with Croaker Road and a request to rezone 7.4 acres from R-5, Multifamily Residential to MU, Mixed Use to allow the operation of a mixed-use building including continuing independent living, assisted living and skilled nursing uses while adding a medical office at Colonial Manor.

Master Plan: No master plans or master plan amendments were brought before the Commission in 2018.

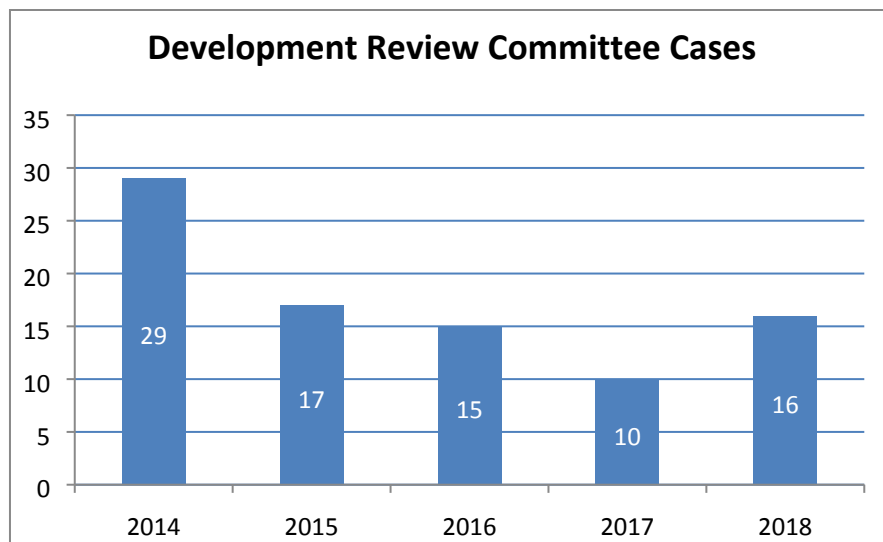
Residential Units Legislatively Approved in 2018: 126 residential units were recommended for approval by the Planning Commission with the Oakland Pointe rezoning; however, the Board of Supervisors has not yet heard this matter.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed 13 AFD renewals as 2018 marked the required renewal point for all of the County's AFDs. All of the Districts were continued with only small changes to the total acreage enrolled in the AFD program. Additions to several AFDs will be reviewed early in 2019.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 16 cases. These included C-0006-2018, 7250 Otey Off-Site Drain Field; C-0018-2018, Stonehouse Density Transfer 2018; C-0024-2018, Lightfoot McDonald's Remodel; C-0025-2018, Forest Heights/Neighbors Drive Rezoning Amendment; C-0038-2018, Chickahominy Riverfront Park Improvements; C-0039-2018, Stonehouse 2018 Proposed Master Plan Amendment; C-18-0091, 4621 Ware Creek Road - Overhead Utility Waiver; C-18-0064, 7083 Menzels Road Minor Subdivision; C-18-0071, BASF Temporary Overhead Power Line C-18-0082, 7082 Menzels Road; SP-0129-2017, Williamsburg Honda Parking Lot Expansion; SP-0130-2017, Berkeley's Green Recreation Area Amendment; SP-0003-2018, Chickahominy Riverfront Park Dumpster Pad and Fence; SP-0047-2018, 4521 John Tyler Highway McDonald's Site Improvements; S-0037-2012/SP-0071-2012, Walnut Grove; and S-0022-2018, 9812 Old Stage Road Minor Subdivision.



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 2018, the Committee considered potential ordinance amendments which would clarify master plan consistency determinations; delete duplicate fee references; address protections for the public water supply and areas of public health and water quality sensitivity; address a Code of Virginia change prohibiting mandatory conceptual plans; address Code of Virginia changes regarding wireless communication facilities; and authorize 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.

The Committee also reviewed amendments related to bicycle and pedestrian accommodations, the archaeological policy and the natural resource policy that would address development impacts by incorporating certain requirements in the Zoning and Subdivision Ordinances.

The Committee also reviewed and recommended adoption of the Planning Commission Legislative Application Deferral Policy.

PLANNING COMMISSION ACTIONS

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-0014-2017	Yard Works SUP Amendment	3, 20 and 100 Marclay Road; 164 Waltrip Lane	49.9	Amendment to an existing SUP to allow the manufacture and sale of wood products.	Approval	Approval	Approval
SUP-0012-2017	Wendy's Toano	9210 and 9220 Old Stage Road; 9131 Barhamsville Road	6.33	Request to allow a ± 3,324-square-foot drive-through restaurant.	Approval	Approval	Approval
SUP-0001-2018	LifePointe Christian Church	8541 and 8851 Richmond Road	10.17	Request to establish a place of public assembly using the structures currently on-site and planning for future growth.	Approval	Approval	Approval
SUP-0002-2018	234 Peach Street Tourist Home	234 Peach Street	2.76	Request to allow for the short-term rental of an entire four-bedroom residential home.	Approval	Approval	Approval
SUP-0004-2018	3021 Ironbound Road Tourist Home	3021 Ironbound Road	0.69	Request to allow for the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-18-0010	Outdoor Flea Market at 6623 Richmond Road	6623 Richmond Road	11.09	Request to allow a weekend outdoor flea market with 15-20 vendors.	Approval	Approval	Approval
SUP-18-0011	750 Blow Flats Road Borrow Pit Renewal	750 Blow Flats Road	281	Request to renew an existing SUP to allow continued operation of a borrow pit-surface mine for sand and clay.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-18-0023	700 Blow Flats Road Borrow Pit Renewal	700 Blow Flats Road	139	Request to renew an existing SUP to allow continued operation of a borrow pit-surface mine for sand and clay.	Approval	Approval	Approval
SUP-18-0024	Christ Community Church Multipurpose Building	9001 Richmond Road	19.2	Request to allow a place of public assembly (existing) with a proposed multipurpose building expansion.	Approval	Approval	Approval
SUP-18-0026	6096 Centerville Road Detached Accessory Apartment	6096 Centerville Road	4.52	Request to allow construction of a 374-square-foot detached accessory apartment.	Approval	Approval	Approval
SUP-18-0029	7206 Merrimac Trail Rental of Rooms Renewal	7206 Merrimac Trail	1.4	Request to renew an existing SUP that allows for the rental of up to three rooms in an owner-occupied home.	Approval	Approval	Approval

Case numbering format changed after implementing PermitLink software in June 2018. Cases originating from the previous CaseTrak system use a "CaseType-XXXX-YYYY" format, and cases originating within the PermitLink system use a "CaseType-YY-XXXX" format.

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-0003-2017	Oakland Pointe	7581 Richmond Road	14.54	Request to rezone ± 14.54 acres of land from A-1, General Agricultural to R-5, Multifamily Residential District for the purpose of constructing up to 126 apartment units.	Deferral	Deferral (Withdrawn)	
Z-0002-2018	Colonial Manor	8679 Pocahontas Trail	7.4	Request to rezone 7.4 acres of land from R-5, Multifamily Residential with proffers, to MU, Mixed Use with proffers, to permit the operation of a mixed-use building including the uses of independent living, assisted living, skilled nursing and a medical office.	Approval	Approval	Approval
Z-18-0004	Oakland Pointe	7581 and 7607 Richmond Road	14.96	Request to rezone ± 14.54 acres of land from A-1, General Agricultural to R-5, Multifamily Residential District for the purpose of constructing up to 126 apartment units.	Denial	Approval	Deferral

Case numbering format changed after implementing PermitLink software in June 2018. Cases originating from the previous CaseTrak system use a "CaseType-XXXX-YYYY" format, and cases originating within the PermitLink system use a "CaseType-YY-XXXX" format.

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-02-86-1-2018	Croaker Renewal	1,182.23	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-03-86-1-2018	Hill Pleasant Farm Renewal	587.39	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-04-86-1-2017	Pates Neck Renewal	755.3	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-05-86-1-2018	Barnes Swamp Renewal	1,719.98	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-06-86-1-2018	Cranston's Pond Renewal	774.31	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-07-86-1-2018	Mill Creek Renewal	3,213.66	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-09-86-1-2018	Gordon Creek Renewal	3,127.60	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-10-86-1-2018	Christenson's Corner Renewal	1,179.32	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-11-86-1-2018	Yarmouth Island Renewal	2,142.88	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-12-86-1-2018	Gospel Spreading Church Renewal	1,133.18	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-01-89-1-2018	Armistead Renewal	311.53	Renewal of District until 10/31/2022	Approval	Approval	Approval
AFD-01-94-1-2018	Wright's Island Renewal	1,496.55	Renewal of District until 10/31/2026	Approval	Approval	Approval
AFD-01-02-1-2018	Carter's Grove Renewal	316.14	Renewal of District until 10/31/2022	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.

Please note that some cases were omitted from this list as they had no Planning Commission action in 2018:

- AFD-02-86-2-2018. 4450 Ware Creek Road Croaker AFD Addition
- AFD-05-86-2-2018. 10039 Old Stage Road Barnes Swamp AFD Addition
- AFD-18-0017. 9888 Sycamore Landing Road Croaker AFD Addition
- AFD-18-0019. 4928 Fenton Mill Road Croaker AFD Addition
- AFD-18-0020. 8328 Diascund Road Mill Creek AFD Addition
- AFD-18-0016. 365, 358 and 382 Ivy Hill Road Mill Creek AFD Addition

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ZO-0003-2017	Zoning Ordinance Amendments for Streetscapes	Creates a new section that lists standards and specifications for street trees in multifamily and apartment developments, or areas of multifamily or apartment units within a larger development.	Approval	Approval
ZO-0004-2018	Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits	Removes references to fees which have been consolidated in Appendix A - Fees Schedule for Development Related Permits.	Approval	Approval
ZO-0002-2018	Ordinance Amendments for Bicycle and Pedestrian Accommodations	Adds bicycle improvements to many of the required pedestrian accommodation improvements based on the Historic Triangle Bikeways Master Plan, amends the construction standards and exemptions sections to ensure clarity and clarifies James City Service Authority (JCSA) and VDOT's roles in approving plans.	Approval	Approval
ZO-001-2018	Amendments for the Natural Resource Policy	Updates submittal requirements for rezoning and Special Use Permit applications to require an environmental inventory and/or a project review detailing Natural Heritage Resources and a Phase IA Archaeological Study, establishes standards and specifications for Natural Resource Inventories and establishes a requirement for the submittal of a Natural Resource Inventory and a Phase I Archaeological Study for site plans.	Approval	Approval

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ZO-0003-2018	Amendments for the Archaeological Policy	Updates submittal requirements for rezoning and Special Use Permit applications to require an environmental inventory and/or a project review detailing Natural Heritage Resources and a Phase IA Archaeological Study, establishes standards and specifications for Archaeological Studies and establishes a requirement for the submittal of a Natural Resource Inventory and a Phase I Archaeological Study for site plans.	Approval	Approval
ORD-18-007	Zoning Ordinance Amendment to Authorize 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	Amends Section 24-650 to simply adopt the powers granted by the Code of Virginia by referencing Section 15.2-2309 of the Code of Virginia.	Approval	No Action in 2018
ORD-18-0010	Amendments to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans	Deletes language referencing the resubmittal of conceptual plans if required by the planning director, replaces language referencing required review by the DRC of enhanced conceptual plans with language referencing site plans and reorganizes this section, and replaces language referencing required review by the DRC of enhanced conceptual plans with language referencing site plans and reorganizes this section.	Approval	No Action in 2018

SUBDIVISION ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
SO-0001-2017	Subdivision Ordinance Amendments for Streetscapes	Adds submission of a landscape plan to the list of preliminary plan submittal requirements and creates a new section that lists the standards and specifications for street trees in major subdivisions.	Approval	Approval
SO-0004-2018	Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits	Removes references to fees which have been consolidated in Appendix A - Fees Schedule for Development Related Permits.	Approval	Approval
SO-0002-2018	Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations	Clarifies James City Service Authority and VDOT's role in approving plans.	Approval	Approval
SO-0001-2018	Amendments for the Natural Resource Policy	Establishes a requirement for the submittal of a Natural Resource Inventory for preliminary plans for subdivisions, with certain exemption criteria.	Approval	Approval
SO-0003-2018	Amendments for the Archaeological Policy	Establishes a requirement for the submittal of a Phase I Archaeological Study for preliminary plans for subdivisions, with certain exemption criteria.	Approval	Approval
ORD-18-0011	Amendments to Address a Code of Virginia Change Prohibiting Mandatory Conceptual Plans	Deletes language referencing the resubmittal of conceptual plans if required by the planning director.	Approval	No Action in 2018

MAJOR INITIATIVES

ORDINANCE UPDATES AND PROCESS REVISIONS

Throughout 2018, the Planning Division and Planning Commission worked on a variety of ordinance amendments, policy items and process improvements. Many of these were prompted by changes in the Code of Virginia, particularly those that affected the County's ability to receive proffers for residential developments. Others were in response to requests from the Board of Supervisors or were more housekeeping in nature. Some items were completed at a staff level, while others went through multiple stages of research, public input, refinement and review with the Policy Committee. Ordinance updates were highlighted in the previous table; additional Items that were completed are noted below:

- Planning staff drafted a Planning Commission Legislative Application Deferral Policy for the Policy Committee's consideration to enable the Planning Commission to have similar guidelines regarding deferral as the Board of Supervisors.
- Planning staff and the Policy Committee discussed potential amendments regarding the number of residential dwelling units that could be transferred via a master plan consistency determination that is made under Section 24-23 of the Zoning Ordinance.
- In June, Community Development staff launched EnerGov's Land Development and Asset Management Software, known as PermitLink, to provide and support interactive service and allow online transactions, among other benefits. In particular, staff worked to integrate all of the existing databases into the EnerGov system to create a better customer experience and to enhance communications between divisions.

POCAHONTAS TRAIL CORRIDOR STUDY

From January to July 2018, James City County, VDOT and its consultant, RK&K, worked through the second and third phases of the Pocahontas Trail Corridor Study. The overall purpose of the study was to examine the Pocahontas Trail corridor between Fire Station 2 and James River Elementary School and engage the community in identifying key transportation needs and a vision for the future of the corridor. The study's scope included developing concepts, calculating cost estimates and recommending strategies to prioritize improvements along the Corridor.

On a regular basis, RK&K presented information to both a technical committee comprised of various agency stakeholders and a steering committee comprised of neighborhood, church and business representatives along the corridor. These committees provided feedback on the technical analysis and shared their perspectives on their vision for the corridor.

Following the technical analysis and work with the committees associated with each phase of the study, Planning staff and the consultant solicited broader public input. The efforts included a public workshop held January 24 at the Little Zion Baptist Church regarding preliminary concepts

and a web survey on the project website for community members who were not able to attend the workshop. Another workshop held on April 25 at Mount Gilead Church garnered additional input about the improvement concepts, including cost estimates and possible phasing options. Throughout the study period, the public was invited to follow the process and provide input via the corridor study website (<http://www.jamescitycountyva.gov/PocTrailStudy>).

After each phase of the study, the consultant briefed the Planning Commission and Board of Supervisors, culminating in the Planning Commission's recommendation of approval of the study in June and the Board of Supervisors' unanimous adoption in July. Planning staff and RK&K immediately utilized the study results in three separate applications to VDOT for Smart Scale funding.

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:

- Completion of construction of I-64 Widening - Segment 1
- Progress on construction of I-64 Widening - Segments 2 and 3
- Start of right-of-way (ROW) phase for Longhill Road widening - Phase 1
- Start of ROW phase for Olde Towne Road/Longhill Road intersection improvements
- Completion of Route 199/Brookwood Drive intersection improvements
- Start of ROW for Centerville Road/News Road intersection improvements
- Progress on preliminary engineering (PE) for Skiffes Creek Connector
- Start of PE for Croaker Road widening
- Additional funding for Pocahontas Trail multi-modal improvements
- Receipt of Transportation Alternatives funding for Safe Routes to Schools improvements and Clara Byrd Baker Elementary School and Five Forks
- Receipt of Revenue Sharing funding for roadway and stormwater improvements on Richmond Road in Toano and in various roadways in Grove



2018 JAMES CITY COUNTY PLANNING COMMISSIONERS



Heath Richardson, Chair
Stonehouse District



Danny Schmidt, Vice Chair
Roberts District



Rich Krapf
Powhatan District



Tim O'Connor
At-Large



Jack Haldeman
Berkeley District



Frank Polster
Jamestown District



Julia Leverenz
At-Large

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

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2018 BOARD OF ZONING APPEALS ANNUAL REPORT

2018 BOARD OF ZONING APPEAL MEMBERS

Name	District	Appointment	Term Expires
William J. Geib , Chairman *	Powhatan	4/2013	3/31/2023
Stephen M. Rodgers, Vice Chairman	Berkeley	4/2011	3/31/2019
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

† Virginia Certified Planning Commissioner

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 2018.

Board of Zoning Appeals 2018 Schedule	
February 1	June 7
March 1	December 6



VARIANCES

Six applications for variances were considered in 2018. Two were for administrative variances and four applications went before the BZA. The synopses of the applications are as follows:

ZA-0001-2018, 7801 Richmond Road - This was an application for a variance to Section 24-216(a), Minimum Lot Width and Frontage, to reduce the required minimum lot width at setback for lots of five acres or more from 250 feet to 194.2 feet for the continued placement and proposed expansion of the existing dwelling. Staff recommended denial of the application based on criteria set forth by the General Assembly. However, staff recognized that the existing dwelling met the minimum lot width requirements at the time of construction and that the Zoning Ordinance changed in 1989, creating the nonconforming situation. This application was approved by the BZA on March 1, 2018.

ZA-0002-2018, 3095 North Riverside Drive - This was an application for a variance to Section 24-258(b), Yard Requirements, to reduce the required yard setback for accessory structures from 5 feet to 4 feet. This was to permit the continued placement of the existing garage. This application was approved by the Zoning Administrator on March 15, 2018.

ZA-0003-2018, 106 Southeast Trace - This was an application for a variance to Section 24-258(a), Yard Requirements, to reduce the required side setback from 10 feet to 9.8 feet on the left side of the property. This application was to allow for the continued placement of the single-family dwelling. This application was approved by the Zoning Administrator on March 6, 2018.

ZA-0004-2018, 7213 Merrimac Trail - This was an application for a variance to Section 24-39, Special Provisions for Lots for Public Utilities, to reduce the required setback from 15 feet from any property line to 2 feet from the rear property line. This variance allowed for the continued placement and proposed improvement of the existing Lift Station 5-4 Control Building. Staff recommended approval ensuring that JCSA remains in compliance with a State Consent Order and also to reduce flooding and overflow during heavy rain events. This application was approved by the BZA on June 7, 2018.

BZA-18-0007, 8864 Richmond Road - This was an application for a variance to Section 24-215(a), Setback Requirements, to reduce the required front building setback from 50 feet to 18.9 feet to allow for the continued placement and alteration of the existing front porch. Staff recommended denial of the application based on criteria set forth by the General Assembly. This application was approved by the BZA on November 1, 2018.

BZA-18-0009, 5124 Grace Court - This was an application for a variance to Section 24-258(b), Yard Requirements, to reduce the required rear yard setback from 35 feet to 26 feet to allow for the construction of a sunroom, deck and hot tub. Staff recommended denial of the application based on criteria set forth by the General Assembly. This application was denied by the BZA on December 6, 2018.

JAMES CITY BOARD OF ZONING APPEALS



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.

In addition, Planning staff began preparations for the five-year review of the plan, which is scheduled to get underway in late 2019. Activities included securing consultant funding, partnering with the City of Williamsburg and York County on a transportation study with the Hampton Roads Transportation Planning Organization, and engaging the Planning Commissioners on discussions regarding the scope of work for the review. Additional discussions with both the Planning Commission and the Board of Supervisors will occur in 2019 as the Planning Division works to establish the methodology and timeline for the review process.

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.



The Workforce Housing Task Force conducted public outreach by sponsoring banners on WATA buses.

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.

<i>Tasks with a 0-5 year timeframe</i>	
<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.	The Office of Economic Development (OED) and the Economic Development Authority (EDA) continue to seek opportunities for public-private partnerships. In 2018, several options were being considered regarding public-private partnerships on industrial sites. In 2019, an opportunity will be released for a new public-private partnership for the Amblers House.
ED 1.6. Update and support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.	In 2018, OED examined the recommendations from the Business Climate Task Force and looked to update the needs of County businesses through a survey.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	OED staff continued to examine the implementation of a Technology Zone to replace the Enterprise Zone. Staff worked on creating a formal incentive policy that will allow checks and balances for prospective businesses and expansions. Governor Northam submitted 212 Opportunity Zones to the Treasury in April 2018, all of which were approved. The Grove area of James City County was officially designated an Opportunity Zone by the U.S. Department of Treasury in May 2018.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2018, there were 53 posts created and published to the Tourism website. There were 201 posts to social media (Facebook and Twitter). The Tourism & Marketing Coordinator continued to partner with the Virginia Tourism Corporation and Greater Williamsburg Chamber & Tourism Alliance to highlight County businesses. More than 25,000 users visited explorejccva.com in 2018 and nearly a quarter of these visits derived from social media. The continued growth of outdoor recreation and the craft beverage industry both helped to promote the County as a year-round destination.
ED 2.4. Analyze the opportunities for development and expansion of healthcare business, medical research sector jobs and related services.	In August 2018, Presidents Pavilion at Patriots Colony opened. This addition brought the total independent living residences to 260 apartments and homes serving 400 residents. The investment in this phase of expansion of Patriots Colony totaled \$34.5 million dollars.

	Also, H&H Medical Corporation continued to expand its manufacturing efforts for its first aid products at its location in McLaws Circle. Brookdale Williamsburg and The Williamsburg Landing also underwent expansion in 2018.
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 2018, Planning staff processed a record 125 conceptual plans.
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 2018, Planning staff reviewed new state code provisions concerning wireless communication towers and began consideration of appropriate changes to the Zoning Ordinance.
ENV	ENVIRONMENT
ENV 1.2.5. Promoting early submission of environmental inventories in order to protect trees, County wetlands, and highly erodible soils; to save or most efficiently use permeable soils; and to limit impervious cover.	This effort was ongoing with all legislative cases. In 2018 Christ Community Church was one of the cases that the County received an early extensive environmental inventory.
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 Chesapeake Bay TMDL Action Plan was submitted to the Department of Environmental Quality (DEQ) as a draft for the 2nd MS4 permit cycle in 2018.
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.	Throughout 2018, the Stormwater Division provided \$258,000 in matching grants through the Clean Water Heritage Program to Homeowners' Associations (HOAs) for maintenance of stormwater management facilities. Stormwater Division staff provided technical assistance to owners as part of grant program.

ENV 4.3. Through existing mechanisms such as encouraging enhanced pedestrian accommodations via a density bonus and reductions in required parking with approval of a mass or alternative transportation plan, or appropriate similar provisions, improve air quality and seek to reduce traffic congestion by promoting alternative modes of transportation and a reduction in auto dependency and trip distances.	In 2018, Planning staff worked on multimodal transportation improvements at the Croaker Road and Richmond Road intersection and with the Longhill Road widening and intersection improvements.
H	HOUSING
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.	Funding to Housing Partnerships Inc. (HPI) was reduced from \$60,000 to \$50,000 in 2018. Housing staff partnered with Housing Partnerships Inc. on eight Emergency Repair projects throughout the County.
H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.	In 2018, Housing staff conducted 346 inspections using Housing Choice Vouchers (HCV), which included 10 new Veterans Administration Supportive Housing (VASH) vouchers. Home Energy Loss Prevention (HELP) had four new applications completed, and Rural Homeowner Rehab conducted 10 additional inspections.
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.	The Virginia Housing Development Association (VHDA) Homebuyer Education Program had zero participants in 2018; however, the Group Financial Education Program conducted 58 workshops including Understanding Credit, Understanding Banking, Avoiding Scams, How To Be a Successful Renter, and Energy Conservation.
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.	Housing staff coordinated a relationship/conversation between Housing Partnerships Inc. and Habitat for Humanity to work toward a plan to build four homes on Forest Heights Road.
H 2.6. Continue to promote the deferred payment policy of the JCSA as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.	In 2018, Housing staff coordinated a request for assistance with utility connections for lots developed on Howard Drive and Moses Lane on behalf of Habitat for Humanity.
H 2.9. Continue efforts to attract funds from Federal	Housing staff completed four Rural Homeowner Rehabs in 2018.

and State sources for housing and neighborhood rehabilitation.	
H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	In 2018, two homes were sold in Ironbound Square and one on Neighbors Drive. During this same time frame, the County also provided 13 Employer Assisted Homeownership Program matching funds to employees.
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.	County staff completed two Home Energy Loss Prevention (HELP) projects in 2018.
LU	LAND USE
LU 1.5. Collaborate with OED 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.).	The County partnered with York County and the City of Williamsburg in 2016 to conduct a study of target industry sectors the region should pursue. The study recommended three target areas (advanced materials and components, food and beverage, and professional & technical services) in addition to two legacy sectors (tourism and defense) to grow our local region, both in terms of employment opportunities and tax revenue. OED staff continued efforts in this area throughout 2018.
LU 3.1.2. Engaging in joint planning efforts and allocating resources toward implementation.	Planning staff completed work with Newport News, York County, Joint Base Langley-Eustis and other regional stakeholders on the Joint Land Use Study, which was adopted by the Board of Supervisors in July 2018.
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.	Planning staff regularly communicates with adjacent localities when reviewing development plans near County borders, such as the site plan for 7-Eleven on Pocahontas Trail and SUP application for the proposed Wawa at Lightfoot.
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,	Planning staff completed several courtesy reviews for York County in 2018, particularly near Lightfoot.

Lightfoot/Pottery, Northeast Triangle and Surrounding Area).	
LU 4.2. Provide for low density and moderate density residential development in appropriate locations inside the PSA and prohibit such development on rural lands outside the PSA.	On January 9, 2018 the Board of Supervisors approved a proffer amendment for the Powhatan Terrace development to allow apartment units. Planning staff also reviewed a rezoning and height waiver application for Oakland Pointe, proposing up to 126 apartment units.
LU 4.4. Encourage development of public facilities and the provision of public services within the PSA. As one component of this, restrict the extension of water and sewer utilities and the formation of new central sewer systems in areas outside the PSA. Extend water and sewer service in the PSA according to a phased plan in accordance with the County's Comprehensive Plan and JCSA's master water/sewer planning.	In 2018, extension of water and sewer utilities continued to conform to all applicable land use requirements and relevant planning documents such as the Comprehensive Plan and JCSA regulations and standards.
LU 4.6. Encourage developments which provide mixed use development, as further defined in the Mixed Use land use designation and development standards, within the PSA. Support design flexibility to promote mixing of various types of residential and non-residential uses and structures.	On September 11, 2018 the Board of Supervisors approved a rezoning for Colonial Manor which utilized the amendments to the Mixed Use district adopted in 2017.
LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.	Staff reviewed 28 Change of Use applications in 2018 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.	Throughout 2018, the Planning Division continued to update the cumulative impacts tracking spreadsheet and included a comprehensive update as part of the Planning Commission's 2018 Annual Report. Staff has also implemented the Tyler software, which may facilitate development tracking in the future.
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 July 10, 2018, the Board of Supervisors approved the renewal of the Pates Neck AFD. On September 11, 2018, the Board of Supervisors approved the renewal of the remaining 12 AFDs. All were renewed for

	a period of four years.
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 May 2018, the Parks and Recreation Department received a \$6,000 grant from the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for its summer camps. In October 2018, staff submitted an application for the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2019. Staff also worked with Stormwater Department throughout 2018 to submit grants for Marina improvements and shoreline stabilization at Chickahominy Riverfront Park (CRP).
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	In 2018, 25 teens participated in the Teens Toward Success (TTS) Program, volunteering 2,678 hours in Parks and Recreation programs. A total of 38 past TTS volunteers have been hired as recreation leaders since the program's inception. Parks and Recreation staff also led a six-member Youth Advisory Council of teens, grades 8-12; teens dedicated 90 hours of service, learning government processes, leadership development and community service.
PR 8.1. Enhance the partnerships with Williamsburg-James City County Schools to offer joint programming for health and wellness.	In 2018, the Parks and Recreation Department partnered with Williamsburg/James City County School's (WJCC) Nutrition Services to provide free summer meal programs to Grove, Forest Glen I and II and Lafayette Square/Village neighborhoods. The Parks and Recreation Department also partnered with the School Health Initiative Program (SHIP) to offer healthy cooking demonstrations to youth and families in the RECn' It Out Neighborhood Summer camp programs. The REC Connect program supported WJCC schools SHIP adult volleyball league. The children and staff attended games, cheered on faculty, made signs and assisted with scorekeeping.
PF	PUBLIC FACILITIES
PF 4.1. 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 geothermal	In 2018, General Services continued to evaluate opportunities to upgrade equipment and monitored the equipment to minimize energy usage, consistent with policy and creature comfort.

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.	
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.	Throughout 2018, the Police Department evaluated County facilities to ensure safety. Also in 2018, the Fire and Police Departments advertised Active Shooter trainings to the community, to begin in January 2019.
T	TRANSPORTATION
T 1.3.1. Adding the road segment to the Six-Year Improvement Program and considering public-private partnerships among other mechanisms to fund proposed improvements.	In May 2018, Planning staff worked with VDOT and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, and the Hick's Island Road bridge to the County's Six-Year Improvement Program, all of which were also priorities identified in the FY17-22 SSYP.
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.	Throughout 2018, the Planning Division continued to work with WATA and developers to identify locations for bus routes and stops. In particular, Planning staff worked with staff from WATA and Parker View-Bay Aging Senior Apartments to provide a new bus stop.
T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.	In October 2018, the County received funding from the Transportation Alternatives Program (TAP) for a Safe Routes to School project in the vicinity of Clara Byrd Elementary School. In August 2018, the County also applied for funds through Smart Scale for multi-modal improvements on Longhill Road.
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.	Planning staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans throughout 2018. Such accommodations were considered in the case of the 7-Eleven on Route 60, resulting in a multi-use path connection to the Quarterpath development, and 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 2018, OED staff updated all properties listed on the Virginia Economic Development Partnership's Virginia Scan as the software and website were overhauled. These properties included existing facilities that need rehabilitation.
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.	Segment 2 of I-64 widening is under construction. Segment 1 was completed in 2017. Segment 2 should be completed in 2019 with Segment 3 under construction at that time. This project will increase capacity at multiple interchanges in James City County and provide for more reliable interstate travel for commercial and commuter trips.
<i>Tasks with a 10 + year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
T	TRANSPORTATION
T 1.3. Identify road segments with future moderate to severe road capacity deficiencies and develop a plan to mitigate congestion that may include one or more of the following actions:	Planning staff worked toward having Croaker Road, Longhill Road and the Skiffe's Creek Connector all identified as road segments in need of improvements on the Hampton Roads Transportation Planning Organization's adopted Long-Range Transportation Plan. In 2018, Planning staff worked with VDOT and the Board of Supervisors to include improvements to Croaker Road, Longhill Road and the Hick's Island Road bridge on the County's six-year plan.
T 1.3.4. Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.	Staff worked with VDOT to upgrade the intersection of Brookwood Drive and Route 199 in spring 2018. Staff also worked with VDOT and area stakeholders throughout 2018 to plan for transportation improvements on Pocahontas Trail, including the addition of a center turn lane.

<p style="text-align: center;"><i>Ongoing</i> <i>(While 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></p>	
Action	Task Completed
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.	OED continued to refine its economic development strategy in conjunction with regional and state efforts. In October 2018, the Board of Supervisors approved James City County's joining the Regional Industrial Facility Authority. The Economic Development Authority held its annual retreat in December 2018 and developed its mission statement, "The Authority's mission is to assist and support James City County and the Office of Economic Development in fostering the development and expansion of a diversified and health base of primary businesses and industry to balance the tax base, increase job opportunities, enhance the quality of life in James City County and perform required statutory roles."
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	Although the Enterprise Zone expired in 2016, OED continued to review potential incentives to replace the Enterprise Zone.
ED 2.1. Support the development of diverse types of retail and non-retail core business.	In 2018 efforts were on-going, including support for Launchpad, Start! Peninsula, Greater Williamsburg Partnership (GWP), and implementation of the target industry study. High Threat Concealment (HTC) opened in James City County in October 2018, bringing 15 new jobs to its 9,500-square-foot location in McLaws Circle. In 2017, HTC sold \$1.2 million in products. HTC is participating in the Virginia Leaders in Export Trade (VALET) program through the Virginia Economic Development Partnership (VEDP). In addition, OED is assisting SVT Robotics, a Launchpad client in the process of growing out of its Launchpad space.
ED 4.1. Work with the College of William and Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	In 2018 OED staff continued to seek opportunities to partner with the College of William & Mary and Thomas Nelson Community College.
ED 6.1. Foster tourism development in James City	The third year of the concert series produced steady attendance with

County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	2,585 attending three events in 2018. Four total Jamestown Jams were scheduled, but July was canceled due to weather. The County has continued to work with the Greater Williamsburg Chamber & Tourism Alliance, and the Tourism & Marketing Coordinator participated in several committees.
CC	COMMUNITY CHARACTER
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.	In 2018 Planning staff reviewed SUP proposals for the Richmond Road CCC, including Christ Community Church and an outdoor flea market. Staff coordinated the landscape plan for the outdoor flea market. Staff also reviewed a proposal for a Wawa on Richmond Road which is mostly in York County, but the CCC buffer is within James City County. Staff also inspected the CCC buffer and berm on Route 199 for the Promenade development.
CC 2.1. In New Town, continue to support the design review process. Encourage developers to apply the design guidelines developed for Toano and Five Forks to projects within these areas. Within the other CCA boundaries, continue to establish development management and preservation techniques to meet specific historic preservation and community character needs. Encourage development patterns and building designs that maintain and reinforce the visual separation of CCAs.	In November 2018, Planning staff began reviewing a proposal to rezone a parcel adjacent to Courthouse Commons and New Town and encouraged the developer to present the case to the New Town Design Review Board. The proffers for the case aim to keep the development consistent with the design guidelines of both New Town.
CC 2.2. Expect that development along CCAs protects the natural views of the area; promotes the historic, rural or unique character of the area; maintains greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.	Planning staff reviewed three separate development plans throughout 2018 which provided the Norge Center and the intersection of Croaker and Richmond roads with pedestrian accommodations along the road and internal to the shopping center. In 2018, Planning staff assisted with landscape design work to the northern end of Route 199 to renovate landscaping that was installed prior to 2007.
CC 3.3. Expect illustrative drawings, including streetscapes, architecture and perspectives as a binding component for appropriate rezoning and SUP applications.	In 2018, Planning staff reviewed illustrative drawings for the following developments: Christ Community Church, York County Wawa, Ironbound Road Self Storage and Ironbound Crossing.

CC 4.1. Protect farming and forestry from conflicting activities by utilizing the available tools to permanently preserve open space throughout the County and to encourage development to occur within the PSA.	In 2018 Planning staff processed the renewals for 13 AFDs. The Board of Supervisors renewed more than 16,000 acres for four-year terms.
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.	In spring 2018, Planning staff inspected the tree preservation, tree planting and berm for various developments, including the Promenade along Route 199 and the buffer screening at Winston Terrace.
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.	In 2018, Planning staff reviewed legislative cases and other development plans, as applicable, to determine if archaeology studies would be required. As an example, staff reviewed an archeology report for the Dominion Energy switching station, which was required to be submitted as a condition of its SUP.
ENV	ENVIRONMENTAL
ENV 1.2. Promote the use of Better Site Design, Low Impact Development (LID), and effective Best Management Practices (BMPs). Promote these techniques by:	This item was ongoing in 2018 as regulations require site development approach to include LID measures. Additionally, several rezonings or SUP applications in sensitive areas had conditions attached to the approvals requiring LID measures above and beyond the regulations.
ENV 1.14.1. Utilizing available resources, including enforcement of maintenance agreements and covenants.	In 2018, this program was still ongoing and mandated.
ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural BMPs, 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.	Stormwater and Resource Protection (Stormwater) staff worked on developing the Skimino Creek Watershed Management Plan throughout 2018.

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.	As noted, Stormwater staff continued to work on the Skimino Creek (York River) Watershed Management Plan.
ENV 3.5. Continue to develop and enforce zoning regulations and other County ordinances that ensure the preservation to the maximum extent possible of rare, threatened, and endangered species; wetlands; flood plains; shorelines; wildlife habitats; natural areas; perennial streams; groundwater resources; and other environmentally sensitive areas.	In September 2018, the Board of Supervisors approved ordinance revisions which converted the National Heritage Resource Policy into an ordinance requirement for all eligible site plans.
ENV 3.7. Site development projects, including those initiated by the County, to be consistent with the protection of environmentally sensitive areas and the maintenance of the County's overall environmental quality so that development projects do not exacerbate flooding in flood prone areas.	In 2018, a rain garden/bioretention area was constructed at the Jamestown Event Park beach area to address ponding.
ENV 4.1. Continue to implement reduction strategies by reducing building energy and transportation fuel consumption.	General Services staff continued to actively conduct energy audits and closely monitored energy usage at all County facilities throughout 2018. Staff also held monthly Facilities Energy meetings to consider strategic opportunities for reducing energy. Normalized energy per square foot continued to decrease.
PR	PARKS AND RECREATION
PR 2.1. Continue to coordinate with VDOT, the Historic Triangle Bicycle Advisory Committee (HTBAC) and local running, hiking and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bikeways Map and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.	Staff continued to support and participate in committees such as VDOT's Pedestrian Bicycle Committee and HTBAC. The project to widen Longhill Road, entered its right-of-way acquisition phase and included the provisions of sharrows (a shared-lane street marking) and multi-use paths. Other continuing projects which include the provision of bike lanes/facilities are the Croaker Road Multi-use Trail and the Pocahontas Trail Multi-Modal project.
PR 5.2. Encourage new developments to dedicate right-of-way and construct sidewalks, bikeways, and	On November 16, 2018, a rezoning application for a residential development (Z- 18-0004, Oakland Pointe) was submitted. The

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.	application proposes a sidewalk and a new bike lane along the property's frontage with Richmond Road (and in accordance with the Pedestrian Accommodation Master Plan and the Regional Bikeways Plan). The proposal also includes approximately 2,500 linear feet of soft and hard surface trails.
PR 5.3. Encourage new developments requiring legislative review to proffer public recreation facilities consistent with standards in the Parks and Recreation Master Plan. New developments should have neighborhood parks with trails, bikeways, playgrounds, practice fields and open spaces.	Although cash contributions are no longer accepted by the County certain recreational improvements have been incorporated into master plans. One example of a project that has incorporated (or proposes to incorporate) its recreational improvements in a master plan is JCC Case No. Z-18-0004, Oakland Pointe (submitted for staff review in November 2018 and tentatively scheduled for Board of Supervisors consideration in February 2019).
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.	Parks and Recreation staff completed a total of 50 new assessments and provided 549 citizens with accommodations in programs, classes and facilities in 2018 (32 in Jan.-June; 18 in July-Dec.). Staff established a new partnership with Area 6 Special Olympics to offer additional sport programs for individuals with disabilities. Staff also completed an Americans with Disabilities Act (ADA) assessment in the outdoor developed areas at Freedom Park. The Inclusion Coordinator offered disability awareness and behavior modification training to specialty, sports and outdoor camp instructors and department staff. Finally, staff completed the ADA walkway at Jamestown Beach Event Park and installed a new pool lift chair at Upper County Park.
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.	Parks and Recreation staff produced 2018 Spring/Summer and Fall/Winter activity brochures. They used the County website, news flashes and social media to disseminate information about Parks and Recreation programs, events, activities and schedule updates. Centers program staff created and uploaded monthly calendars of land and water group fitness classes for the website. Staff also produced the <i>Rec Center Times</i> , a bi-monthly newsletter to keep patrons informed of Centers happenings. The newsletter is emailed to all pass holders, posted on the web, and printed for on-site pick-up, attended numerous corporate benefits fairs including the schools and Colonial Williamsburg

	to disseminate information on classes and memberships, and created a Lounge Road Show to take to neighborhoods and civic organizations to increase awareness and membership. In addition, staff worked with Virginia Department of Game and Inland Fisheries to include the Greensprings Interpretive Trail and Chickahominy Riverfront Park in a newly developed brochure for the Virginia Birding & Wildlife Trail customized for Williamsburg and the Lower Peninsula. They also worked with the James River Association and the Historic Rivers Chapter of Virginia Master Naturalists to develop a field guide to the flora and fauna of Powhatan Creek. The guide was printed and is available to check out for free to park users. Finally staff provided information at 28 community events such as WJCC's School Open House, Kindergarten Registration and Back to School Nights, Williamsburg Families' Summer Camp Fair and Grove Christian Outreach Bread Days. They created a new Sports & Athletics website page to promote programs and updated the Outdoor website page that highlights programs in trips/excursions, summer camps, special events and classes and programs across all divisions.
PF PUBLIC FACILITIES	
PF 1.6. Apply appropriate zoning, land use and other adopted County criteria when evaluating public facility sites and uses.	During 2018, Planning staff reviewed site plans for improvements at Stonehouse Elementary and the JCSA Control Building.
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 throughout the winter of 2018 to prepare the CIP recommendations for the Board of Supervisors' budget process. Planning staff also evaluated all legislative applications against public facility needs, with notable examples being the Oakland Pointe and Stonehouse rezonings.
PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities and infrastructure.	In January 2018, James City County became StormReady with the National Weather Service. A Reception Assistance Center/Family Assistance Center Plan was exercised and completed. FEMA approved, and the Board of Supervisors adopted, the Debris Management Support Annex to the Emergency Operations Plan (EOP). Two more annexes were also completed, Emergency Support Function 11 -

	Agriculture and Natural Resources and Emergency Support Function 13 - Public Safety. Additionally, the Virginia State Animal Response Team declared us Community Animal Rescue Team (CART) "operational capable."
PN	POPULATION NEEDS
PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.	Throughout 2018, Parks and Recreation programs and center memberships continued to be eligible for the department's discount assistance program. Discounts were based on gross household income and household size.
PN 3.4. Promote affordable senior housing options, from independent living to Continuing Care Retirement Communities (CCRCs) and skilled care for all.	Housing staff, in conjunction with Neighborhood Development staff, received a rural rehab grant. The grant focuses on low income, seniors with significant housing repair needs. The goal is to make significant housing improvements to 11 senior, qualifying Low and Moderate income homeowners in James City County.
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 CCC designations of existing and proposed roads.	In 2018, Planning staff reviewed the Stonehouse Master Plan and proffers amendment, the Hazelwood Farm traffic study, and the Lifepoint Community Church and median break.
T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access and frontage roads.	In November 2018, Planning staff reviewed the Oakland Pointe rezoning and recommended that the entrance to be reconfigured to provide better access from Richmond Road.
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.	In 2018, Planning staff continued to encourage these principles. For example, staff worked with the developers of the Wickre Street Dollar General to reduce truck traffic on Wickre Street.
T 1.3.2. Precluding high traffic generating uses in or near the affected road segment as allowed by the <i>Code of Virginia</i> .	Cases are evaluated on a case-by-case basis against this criteria; for example, In 2018, the Board of Supervisors cited traffic concerns in its discussions about rerouting traffic for the Oakland Pointe development.
T 1.3.5. Designing and implementing transit,	In 2018, Planning staff worked on providing multimodal transportation

pedestrian, and/or cycling alternatives along the corridor, including multi-use paths and paved shoulders.	options as part of the Longhill Road improvements, the Pocahontas Corridor Study and a Safe Routes to School application at Clara Byrd Baker Elementary School.
T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.	Planning staff continued to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). In 2018, the James City County Board of Supervisor's Chair served as Chair of that Committee.
T 3.2. Actively pursue additional local, state, federal and private funding to accelerate the construction for all needed modes of transportation facilities.	In 2018, the County applied for and received funding through the Transportation Alternatives Program, and also applied for SmartScale funding for the Pocahontas Trail corridor improvements and for closing a multi-use trail gap along the Longhill Road.
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.	In 2018, staff worked to ensure that complete street design is considered during the preliminary engineering phase of the Longhill Road widening project, the Croaker Road widening project, and as part of the Pocahontas Trail Corridor Study.

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