

A G E N D A
JAMES CITY COUNTY DEVELOPMENT REVIEW COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts bay Road, Williamsburg, VA 23185
July 21, 2021
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MINUTES

1. March 31, 2021 Meeting Minutes

D. OLD BUSINESS

E. NEW BUSINESS

1. James City County Parks Master Plan Update

F. ADJOURNMENT

ITEM SUMMARY

DATE: 7/21/2021

TO: The Development Review Committee

FROM: Paul D. Holt, III, Secretary

SUBJECT: March 31, 2021 Meeting Minutes

ATTACHMENTS:

	Description	Type
	Minutes of the March 31, 2021 DRC Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Development Review Committee	Crump, Josh	Approved	7/14/2021 - 9:13 AM
Development Review Committee	Holt, Paul	Approved	7/14/2021 - 9:20 AM
Publication Management	Daniel, Martha	Approved	7/14/2021 - 9:45 AM
Development Review Committee	Holt, Paul	Approved	7/14/2021 - 10:23 AM

MINUTES
JAMES CITY COUNTY DEVELOPMENT REVIEW COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts bay Road, Williamsburg, VA 23185
March 31, 2021
4:00 PM

A. CALL TO ORDER

1. This meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/99870052411> or call 301-715-8592 and enter the meeting ID 998 7005 2411. Citizen comments may be submitted via U.S. Mail to the Planning Commission Secretary, P.O. Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

B. ROLL CALL

1. Electronic Meeting Resolution

Ms. Barbara Null called the Development Review Committee (DRC) meeting to order at 4 p.m. She called the roll and read the electronic meeting resolution.

Mr. Frank Polster made a motion to Adopt the electronic meeting resolution.

The resolution was adopted by a voice vote of 4-0.

Committee Members Present:

Barbara Null, Chair
Jack Haldeman
Frank Polster
Rob Rose

Others Present:

Rich Krapf
Julie Leverenz
Chase Grogg, LandTech
Mike Etchemendy, Stonehouse

Staff in Attendance:

Alex Baruch, Acting Principal Planner
Katie Pelletier, Community Development Assistant

C. MINUTES

1. February 17, 2021 Meeting Minutes

Mr. Jack Haldeman motioned to Approve the February 17, 2021 DRC meeting minutes.

On a voice vote, the Motion passed 4-0.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. S-20-0049. Stonehouse Preserve and Riverfront Preserve Driveway Exception Request

Mr. Alex Baruch addressed the Committee and stated that Mr. Chase Grogg from LandTech Resources, Inc. has applied for a subdivision exception for the requirement of a shared driveway for three or more undeveloped parcels per Section 19-18 of the Subdivision Ordinance. He said this exception request is for a proposed four-lot subdivision of a tract of land within the Stonehouse development accounting for approximately 3,031 acres and addressed as 9800 Six Mount Zion Road. Mr. Baruch stated that the parcel is part of the Stonehouse Master Plan, and the majority of the parcel is intended for the Stonehouse Preserve and Riverfront Preserve, two distinct parcels that would be created as a result of this subdivision.

Mr. Baruch noted that staff found a number of favorable factors while evaluating the application: (i) the proposed subdivision plat for the Stonehouse Preserve and Riverfront Preserve is in accordance with the approved master plan, proffers, and restrictive use easement language for the Stonehouse development; (ii) adherence to this Ordinance requirement would create a substantial hardship for the property owner given the length of the road and site work needed to install such a driveway connecting four parcels; additionally, a shared driveway connecting these four parcels has not been an expectation for the platting of this parcel based on the easement language approved during the legislative approvals for this parcel; (iii) each of the four proposed parcels will front on, and have access to, the Virginia Department of Transportation (VDOT) maintained roadways, meaning a private driveway is not required for access to any parcel; (iv) the Fire Department, Health Department, and VDOT have stated no objection to this exception request; and (v) the proposed exception request is generally in accordance with the required exception criteria detailed in Section 19-18 of the Subdivision Ordinance.

Mr. Baruch stated that staff found no unfavorable factors as part of the proposal. He said staff recommends approval of the exception request, though staff also recommends the motion specify that the exception request is only for this proposed layout and is not a blanket waiver for any future subdivisions on these parcels.

Mr. Baruch said he would be happy to answer any questions from the Committee, and the applicant was also present.

Ms. Null asked if there were any questions.

Mr. Polster noted that 1,586.55 acres, approximately 52 percent of the total 3,031 acres, will be deeded and reserved for open space. He asked about the location of the open space.

Mr. Baruch replied that the open space is currently not shown on the plat because there has been no conveyance of property to anyone. He said the easement language approved with the rezoning states that the easement would need to be recorded at conveyance of property. He said the open space portion of the easement is not yet required to be shown on the current plat.

Mr. Grogg stated that the open space is referenced on the plat. He said they added notes regarding the amount of open space required per lot. He said it is not shown yet due to the language in the master plan about the time of sale.

Mr. Polster asked if the open space would be in the undevelopable area.

Mr. Grogg said the location of the open space within the development has not been specified yet. He said the open space will be platted at time of sale.

Mr. Polster asked if the intention was still for 19 lots, 15 in Stonehouse Preserve and four in Riverfront Preserve.

Mr. Grogg replied yes, that is the maximum developable units there, per the master plan. He said there were different ways that could be achieved. He said the purpose of this plat was to ensure alignment with the master plan.

Mr. Polster commented that a set of preexisting forest trails appears on imagery of the Stonehouse Preserve area. He asked if they would develop along those same ridgelines and the Resource Protection Area associated with Ware Creek.

Mr. Mike Etchemendy from Stonehouse commented they have not tried to develop anything yet. He said they have the maximum number of lots reserved but do not intend to subdivide further until there is an interested party for a portion or all of the parcels.

Mr. Polster asked if they are still negotiating with the State to join this area with Ware Creek Reserve.

Mr. Etchemendy said they are in constant contact with desired parties.

Mr. Polster commented that it is a unique piece of land and highly rated. He wished the applicant the best of luck and said he had no further questions.

Ms. Null asked if there were any other comments or a motion.

Mr. Polster motioned to Approve the Stonehouse Preserve and Riverfront Preserve shared driveway exception request, specifically for the proposed layout and not as a blanket waiver for any future subdivisions on these parcels.

On a voice vote, the Motion was approved 4-0.

F. ADJOURNMENT

Ms. Null thanked everyone for attending the meeting.

Mr. Haldeman motioned to Adjourn the meeting.

Ms. Null adjourned the meeting at 4:20 p.m. after a unanimous voice vote of 4-0.

Ms. Barbara Null, Chair

Mr. Paul Holt, Secretary

ITEM SUMMARY

DATE: 7/21/2021

TO: The Development Review Committee

FROM: Tom Leininger, Senior Planner

SUBJECT: James City County Parks Master Plan Update

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Proposed Master Plan Upper County Park	Backup Material
☐	Proposed Master Plan JCC Recreation Center	Backup Material
☐	Adopted 2016 Master Plan Warhill Sports Complex	Backup Material
☐	Proposed Master Plan Warhill Sports Complex	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Development Review Committee	Baruch, Alex	Approved	7/13/2021 - 3:58 PM
Development Review Committee	Holt, Paul	Approved	7/14/2021 - 9:21 AM
Publication Management	Daniel, Martha	Approved	7/14/2021 - 9:54 AM
Development Review Committee	Holt, Paul	Approved	7/14/2021 - 10:23 AM

MEMORANDUM

DATE: July 21, 2021

TO: The Development Review Committee

FROM: Tom Leininger, Senior Planner

SUBJECT: James City County Parks Master Plan Update

On April 9, 2021, the James City County Board of Supervisors endorsed updating the master plans of three parks in the County. The three parks that have been identified for review in Fiscal Year 2021 (FY21) are Upper County Park (UCP), James City County Recreation Center Park (JCCRC), and the Warhill Sports Complex (WSC). Following the template created during the Shaping our Shores Master Plan update, an interdepartmental team was formed to review these plans. Employees were selected based on their area of expertise to ensure the final product would be inclusive of amenities that were important to the many different stakeholders within the County as well as the citizens they serve. The team, led by the Department of Parks & Recreation, included members from Planning, Parks & Recreation, and General Services.

The three parks being reviewed share some similarities, but are largely unique in amenities and past planning. For example, UCP and JCCRC do not have a formal, adopted master plan while the WSC plan has been updated on several occasions. Most of the park areas are largely developed, with the exception of a parcel adjacent to the JCCRC that was the former site of a James City County Service Authority water tower. With these differences in mind, the team took a slightly different approach for each park but adhered to the following goals for all three:

- Evaluate and confirm where existing park amenities are successfully meeting community needs.
- Identify unmet needs as illustrated in the 2017 Parks & Recreation Master Plan.
- Evaluate maintenance/conditions and longevity of park features.
- Learn from the community if facilities in the plan are no longer needed, feasible, or should be built in other parks.
- Create an updated master plan to guide development for the next decade and beyond.

The team began by conducting a site visit to each park. After those tours, the team agreed there were some modifications and changes needed to the master plans for the future at all three park locations. After visiting the three parks, the team met for several of months to update the maps of the three parks. Each park was reviewed separately, taking into account water restrictions, equitable access, environmental concerns, resource protection areas issues, zoning, building codes, new trends, and patron requests.

1. Upper County Park (UCP)

Opened in 1984, UCP is one of the oldest County parks. A draft master plan was created for the park in the early 1990s, but there is no current approved master plan for the site. The team used the existing, established park amenities as a starting point, and incorporated citizen feedback and data from the 2017 Parks & Recreation Master Plan as a guide to potential future amenities. The Parks and Recreation Master Plan classifies UCP as a community park, primarily serving residents at the upper end of the County. The Parks & Recreation Master Plan identified a lack of several park amenities in this region, notably hard surface trails, gymnasiums, recreation centers, and indoor pools. Current park amenities include a 25-meter outdoor pool, toddler pool, basketball and sand volleyball courts, picnic shelters, a playground, multi-use/mountain biking trails, a primitive camping area, restrooms, and seasonal store/concessions.

The team is recommending the following additional amenities:

- Replacement of toddler pool with splash pad/sprayground feature.
- 0.5-mile paved multiuse trail.
- Community gymnasium with two full-sized indoor courts and fitness area.
- Pickleball/tennis court.
- Off-leash dog area.
- Archery range.
- Park maintenance/storage area.
- Increased parking to support new amenities.

2. James City County Recreation Center Park (JCCRC)

The James City County Recreation Center Park includes the recreation center and surrounding park amenities. Similar to UCP, this park does not have an existing master plan but is largely developed with existing amenities. An adjacent parcel is included in this draft plan, which was the former site of a James City County Service Authority water tower. Current park amenities include the recreation center, a skate park, two lighted softball and two lighted rectangular fields, a 2.1-mile multiuse paved trail, and an ADA accessible playground.

The team is recommending the following additional amenities:

- Future expansion of the James City County Recreation Center.
- Expansion of the skate park.
- Picnic shelter.
- Off-leash dog area.
- Restrooms and parking facility for skate park, off-leash area, and picnic shelter.
- Restroom/concession building near the athletic fields.

3. Warhill Sports Complex (WSC)

The Warhill Sports Complex Master Plan was last updated in 2016. Since that time, new features such as a private indoor pool facility and community garden have been added to the park. Additionally, some amenities originally featured on the park master plan have been represented at other park locations, such as the potential running center at Jamestown Beach Event Park. Since the sports complex is used by a large variety of groups, staff held a meeting with all 22-community partner organizations in order to solicit feedback and determine needs for the park's future development. Participants expressed the need for more lighted rectangular fields, more full-sized baseball fields, and softball fields to support the growing participation in senior softball.

The team is recommending the following additional amenities to the 2016 master plan:

- Synthetic turf field complex featuring two lighted softball/multiuse fields, two lighted large baseball/multiuse fields.
- Restrooms/concession (B).
- Stadium complex featuring one baseball and one softball field (D2).
- Re-designed connector road between the Longhill Road and Opportunity Way sides (E).
- Existing private indoor pool facility (G2).
- Lighted pickleball/tennis courts (H).
- Existing community garden (I).
- Existing General Services grounds maintenance facility (O).
- Parking to support additional amenities.

The team is recommending eliminating the following amenities from the 2016 master plan:

- One large field from baseball complex to expand parking (A).
- Seven multipurpose rectangle fields (E, F).
- Proposed indoor sports facility.
- BMX park.
- Running center.

Prior to consideration with the full Planning Commission (PC) and Board of Supervisors (BOS), staff has placed this item on the Development Review Committee (DRC) agenda in order to discuss the update and obtain input from the DRC members. No action by the DRC is required.

Two public meetings were advertised and held, and the citizens participated in an online survey. The public feedback was collected and incorporated into the updated plans. The maps will be brought before the James City County Parks & Recreation Advisory Committee, PC, and the BOS for consideration and approval. Once approved, a prioritized action plan will be developed that sets forth goals and recommendations to implement and guide the Capital Improvements Program. It will also provide the community with a strategic long-range vision for the future of these County parks, and provide a foundation for further support of future budget funding. Prior to improvements, the Special Use Permits for each park would need to be amended to include the changes described.

TL/md
JCCParksMPInUpd-mem

Attachments:

1. Proposed Master Plan Upper County Park
2. Proposed Master Plan for James City County Recreation Center Park
3. Adopted 2016 Master Plan for Warhill Sports Complex
4. Proposed Master Plan for Warhill Sports Complex

Master Plan

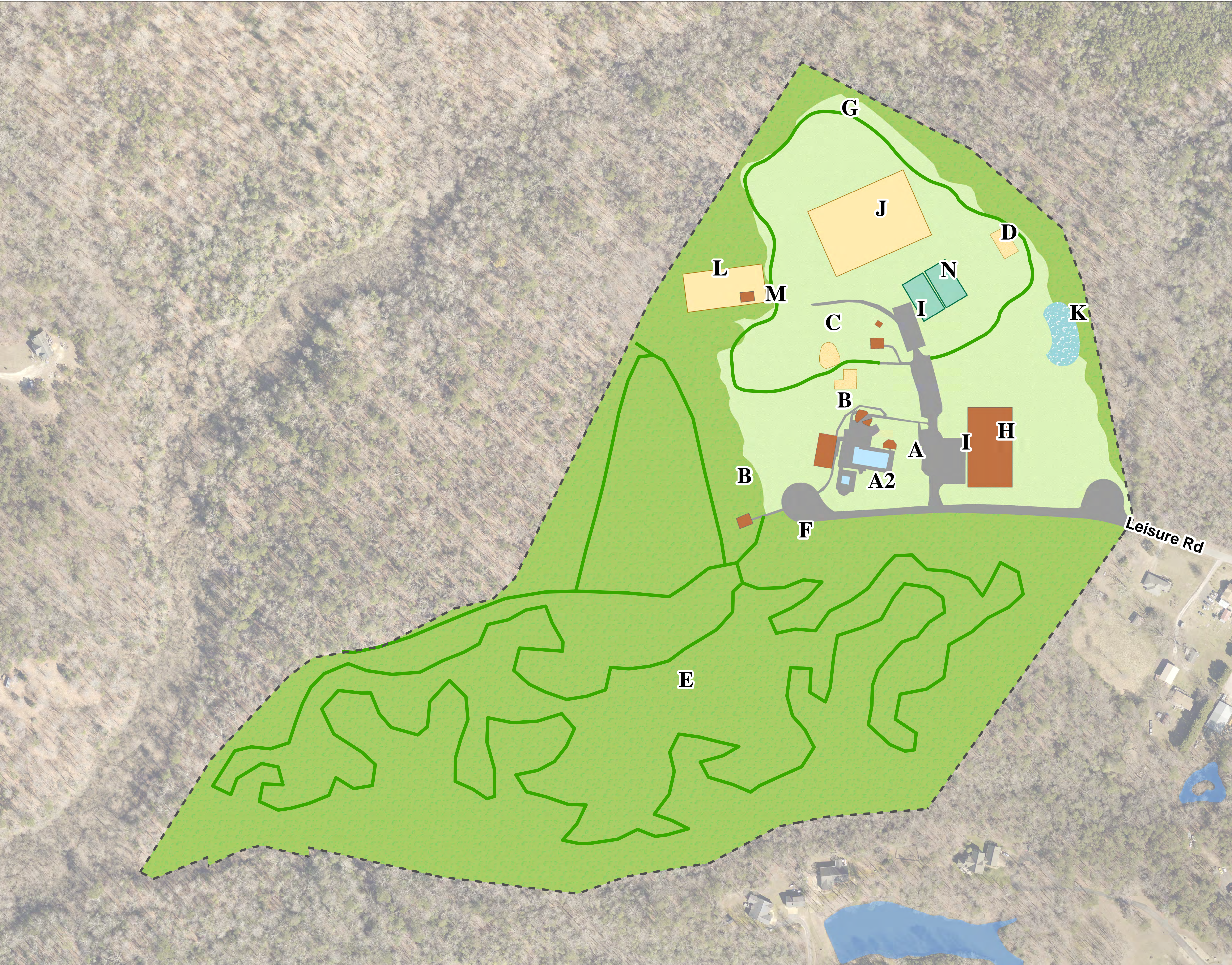
Upper County
Park

Code	Feature
A	Swimming Pool
A2	Splash Pad
B	Picnic Shelter
C	Playground
D	Sand Volleyball
E	Mountain Biking / Multi_Use Trails
F	Youth Group Primitive Camping Area
G	Proposed Paved Multi-Use Trail
H	Community Gym
I	Parking
J	Off Leash Area
K	Stormwater Management
L	Archery Range
M	Park Maintenance / Storage
N	Basketball / Pickleball / Tennis Courts

	Property Line
	Trail



0 100 200 Feet

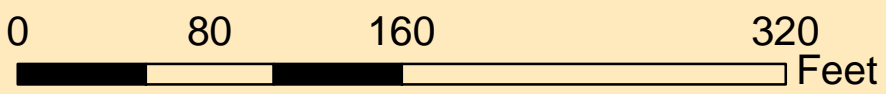


Master Plan

James City County
Recreation Center



Code	Feature
A	James City County Recreation Center
B	Softball Fields
C	Multi-Purpose Grass Athletic Fields
D	MyPlace Playground
E	Parking (324 Spaces)
F	2-mile Paved Multi-Use Trail
G	Skate Park
G2	Skate Park Expansion
H	WATA Bus Stop
I	Building Expansion
J	Restrooms/Concessions/vending
K	Off Leash Area
L	Picnic Shelter



2016 Warhill Sports Complex Master Plan



A- Baseball Complex
_ 5 Baseball Fields, lighted
_ 1 Multiuse Field for T-ball
_ Parking- 260-400 Spaces
_ Concession/Rest Room Building

B- Softball Complex
_ 4 Large Softball/Baseball Fields
_ Parking- 260-400 Spaces
_ Concession/Rest Room Building

C- Soccer Complex
_ 8 Soccer Fields, adjustable orientation
_ 6 Multiuse Fields with Synthetic Turf
_ Parking- 440 Spaces
_ Concession/Rest Room Building

D- Stadium Complex
_ Football, Soccer, Track and Field, lighted
_ 600-1000 Stadium parking, some shared,
some available in the utility corridor (N1)

E- Sports Field Complex
_ 2 Multi-purpose Practice Fields
_ 1 Lighted Competition Field
_ Bleachers for 500
_ Concession/Rest Room Building
Parking - 160 Spaces

F- Multi-purpose Field Complex
_ 8 Multi-purpose Fields,
adjustable orientation, lighted
_ Parking - 400 Spaces
_ Concession/Rest Room Building

G1- Existing WISC Building

G2- Proposed Indoor Sports Facility

J1, J2, J3, J4, J5, J6
Unprogrammed Open Space

K1- Multiuse Nature Trail, soft surface, 3.5 Miles around park perimeter with connections to
_ Lafayette High School, Seasons Trace, and other neighborhoods

L- Paved Multiuse Trail in utility corridor

M- Paved Multiuse Trails around Soccer Complex- 1 mile
_ and Baseball/Softball Complex- 1-mile

N2- Unprogrammed Open Space capable of supporting additional stadium parking.

N3- Dominion Power Substation

Q- BMX Park

AA - Running Center, multi-purpose room, office space, restrooms, multiuse filed area

BB – Williamsburg Area Transport

1 inch = 972 feet

0 950 1,900
Feet

9/19/2016

A- Baseball Complex
4 Baseball Fields, lighted
1 Multiuse Field for T-ball
Parking- 260-400 Spaces
Concession/Rest Room Building

B- Softball/Baseball Complex
2 Large synthetic turf baseball fields, 2 synthetic turf softball/multi-use fields, lighted
Parking- 260-400 Spaces
Concession/Rest Room Building

C- Multi-use field Complex
8 Grass Fields, adjustable orientation
6 Multiuse Fields with Synthetic Turf, lighted
Parking- 440 Spaces
Concession/Rest Room Building

D- Stadium Complex
Football, Soccer, lighted
600-1000 Stadium parking, some shared,
some available in the utility corridor

D2- Baseball/Softball Stadium Complex
Baseball, softball, lighted
Parking - 400-600 Spaces

E- Connector Road

F- Multi-purpose Field Complex
4 Multi-purpose Fields, adjustable orientation, lighted
Parking - 200 Spaces
Concession/Rest Room Building

G1- Existing WISC Building
G2 – Existing Indoor pool facility

H- Athletic Courts
Basketball, Pickleball, Tennis, lighted
Parking- 75 spaces

I- Community Garden

J1, J2, J3, J4, J5, J6 – Un-programmed Open Space

K1- Multiuse Nature Trail
soft surface, 3.5 Mile s around park perimeter with connections to
Lafayette High School, Seasons Trace, and other neighborhoods

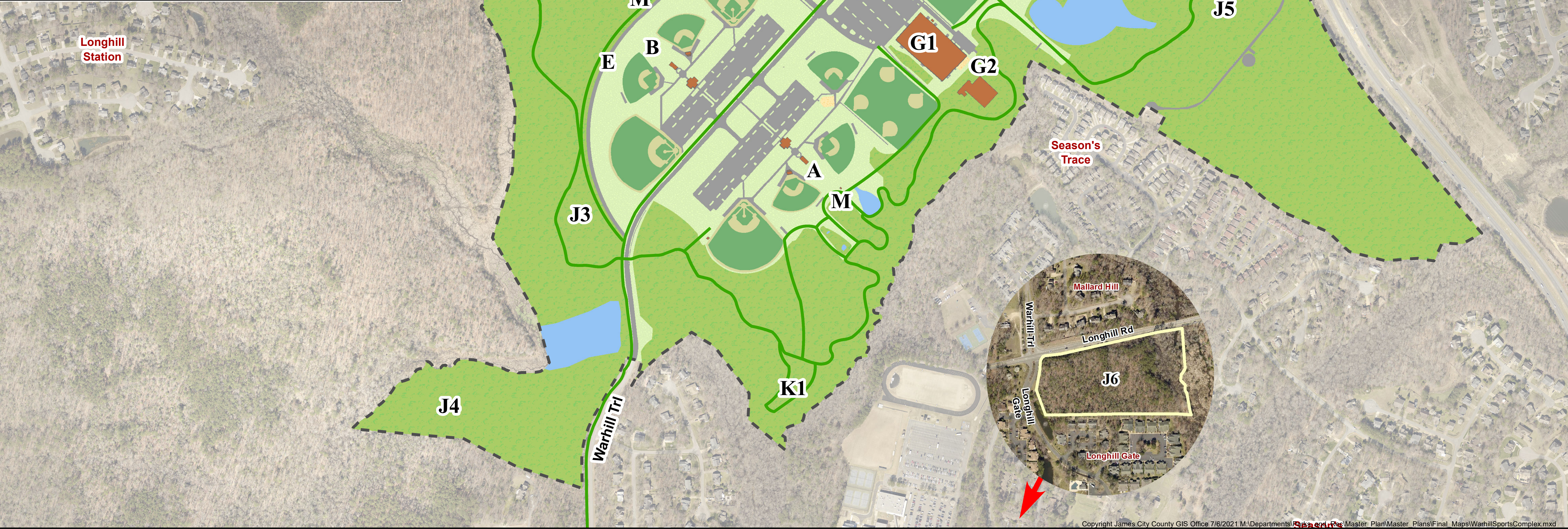
L- Paved Multiuse Trail in utility corridor

M- Paved Multiuse Trails
around Soccer Complex 1 mile and Baseball/Softball Complex- 1-mile

N2- Un-programmed Open Space capable of supporting additional stadium parking.

N3- Dominion Power Sub station

O - Grounds Maintenance Facility

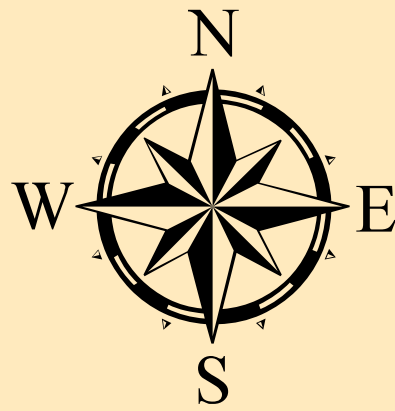


Master Plan

Warhill Sports Complex



- Property Lines
- Trail
- Water
- Field
- Trees
- Grass
- Athletic Courts
- Pavement
- Public Building



0 300 600 1,200 Feet