

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
June 1, 2022
6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. REPORTS OF THE COMMISSION

E. CONSENT AGENDA

1. Minutes of the April 6, 2022 Regular Meeting

F. PUBLIC HEARINGS

1. SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage
2. SUP-22-0004. 4451 Longhill Road Life Church Daycare Program SUP Amendment

G. PLANNING COMMISSION CONSIDERATIONS

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - June 2022

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 6/1/2022

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Minutes of the April 6, 2022 Regular Meeting

ATTACHMENTS:

	Description	Type
	Minutes of the April 6, 2022 Regular Meeting Planning Commission	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/2/2022 - 4:12 PM
Planning Commission	Holt, Paul	Approved	5/2/2022 - 4:12 PM
Publication Management	Daniel, Martha	Approved	5/2/2022 - 4:20 PM
Planning Commission	Holt, Paul	Approved	5/2/2022 - 4:20 PM

MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
April 6, 2022
6:00 PM

A. CALL TO ORDER

Mr. O'Connor called the meeting to order at 6:00 p.m.

B. ROLL CALL

Planning Commissioners Present:

Tim O'Connor
Rich Krapf
Jack Haldeman
Frank Polster
Barbara Null
Rob Rose
Stephen Rodgers

Staff Present:

Paul Holt, Director of Community Development and Planning
Liz Parman, Deputy County Attorney
John Risinger, Planner

C. PUBLIC COMMENT

Mr. O'Connor opened Public Comment.

Ms. Sharon Dennis, 100 St. George's Boulevard, addressed the Commission regarding residential and commercial development in the Historic Triangle.

As no one else wished to speak, Mr. O'Connor closed Public Comment.

D. REPORTS OF THE COMMISSION

Ms. Barbara Null stated that the Development Review Committee (DRC) met on March 3, 2022 to consider several cases.

Ms. Null stated that the DRC considered SP-19-0001. Powhatan Terrace. Ms. Null stated that the item was placed on the Agenda with a request to allow the installation of utilities, entrance features, and signs within the 150-foot buffer along the property's frontage with Jamestown Road. Ms. Null stated that the Committee had no questions for staff and the applicant and voted to recommend approval of the proposed features within the 150-foot buffer with a vote of 3-0.

Ms. Null stated that the Committee also reviewed C-22-0021.3341 Chickahominy Road Overhead Utility. Ms. Null stated that the Zoning Ordinance requires all new utility connections to be placed underground. Ms. Null further stated that the applicant was requesting a waiver of this requirement. Ms. Null noted that there were no questions for staff and that the applicant

was not present. Ms. Null stated that the DRC recommended approval of the waiver request by a vote of 3-0.

Ms. Null stated that the Committee considered SP-20-0037. Smith Memorial Baptist Church Parking Expansion. Ms. Null stated that the proposal is to add 78 parking spaces to the current 156 spaces on-site for a total of 234 parking spaces. Ms. Null noted that the Planning Director denied the parking waiver based on non-compliance with the Community Character Corridor (CCC) buffer requirement for a 50-foot buffer. Ms. Null stated that the applicant, Mr. Graham Corson, AES Consulting Engineers, made a presentation outlining the scope of the project and stated that the current standard of one parking space accommodating five people was out of date. Ms. Null stated that the applicant stated that their research included comparable churches indicated that one parking space was needed for 1.5 people. Ms. Null stated that the Smith Memorial Baptist Church currently has agreements with adjacent property owners for overflow parking. Ms. Null further stated that Smith Memorial Baptist Church has two services on Sunday with 300 parishioners in attendance at each service. Ms. Null stated that this is a growing church and wants to build the additional parking space so that, if in the future they are denied the ability to use the overflow parking in adjacent properties, they can accommodate parishioner parking. Ms. Null stated that if the 50-foot buffer requirement is not waived, the church would lose 18 parking spaces. Ms. Null stated that the applicant, hearing the concerns expressed by the Committee on not waiving the 50-foot buffer requirement, proposed three alternatives that would add a reduced buffer. Ms. Null stated that discussion centered on option three with a 25-foot buffer and the loss of six parking spaces. Ms. Null stated that Mr. Josh Crump, Principal Planner, requested a deferral, stating that staff had not had a chance to evaluate and discuss the proposals with the applicant. Ms. Null stated that the DRC agreed to the deferral.

Mr. Frank Polster stated that there was no report from the Policy Committee.

E. CONSENT AGENDA

Mr. Jack Haldeman made a motion to approve the Consent Agenda. On a voice vote, the Commission approved the Consent Agenda. (7-0)

1. Minutes of the March 2, 2022 Regular Meeting
2. Minutes of the March 14, 2022 Regular Meeting
3. Development Review Committee Action Item: SP-19-0001. Powhatan Terrace
4. Development Review Committee Action Item: C-22-0021. 3341 Chickahominy Road Overhead Utility Waiver
5. SPLN-21-0001. Stonehouse Land Bay 5

F. PUBLIC HEARINGS

1. SUP-22-0001. 3 Marclay Road Tourist Home

A motion to Approve was made by Rich Krapf, the motion result was Passed.

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

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

Nays: Polster

Mr. John Risinger, Planner, stated that Ms. Kenya DelValle has applied for a Special Use

Permit (SUP) to permit the short-term rental of a four-bedroom single-family home at 3 Marclay Road. Mr. Risinger stated that the property is zoned R-8, Rural Residential, is designated Airport on the Comprehensive Plan Land Use Map, and is located inside the Primary Service Area (PSA). Mr. Risinger stated that the property is served by public sewer and a private well. Mr. Risinger stated that if granted, this SUP would allow for short-term rentals throughout the year. Mr. Risinger noted that no changes to the footprint of the home are proposed.

Mr. Risinger stated that staff finds some favorable factors for this application, such as the presence of adequate off-street parking and that the applicant will obtain the proper licensing and inspections.

Mr. Risinger further stated that staff finds the proposed use would not negatively impact surrounding property or development nor is it expected to negatively impact Levels of Service for roads and other public services.

Mr. Risinger stated that while staff believes the location can be considered uniquely and complimentary to the Airport Comprehensive Plan designation, staff finds that the proposal is not fully consistent with the adopted 2045 Comprehensive Plan recommendations for short-term rentals. Mr. Risinger stated that staff is unable to recommend approval of this application.

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

Mr. Steve Rodgers inquired about the phrase “uniquely and complimentary to.”

Mr. Risinger stated that the primary use for the property would be aviation and secondary uses would include airport-related commercial and office development. Mr. Risinger stated that the short-term rental could be considered complimentary to the airport use for patrons of the airport.

Mr. Rodgers noted that he was also curious about the use of the word unique.

Mr. Risinger stated that the recommendations for short-term rentals allow consideration of unique situations or locations such as this property.

Mr. Holt noted that this designation is unique since it is only these few parcels in the entire County with the airport designation.

Mr. O'Connor opened the Public Hearing. Ms. Kenya DelValle, 4001 Cedarwood Lane, applicant, provided the Commission with an overview of the proposal and requested that the Commission support the application.

Mr. Rodgers inquired if Ms. DelValle is the property owner.

Ms. DelValle stated that Mr. Larry Waltrip owns the property. Ms. DelValle noted that Mr. Waltrip's representative was present.

Ms. Null noted that the narrative stated the property would be managed; however, no one would be on-site. Ms. Null inquired if there is a contract in place with a property management company.

Ms. DelValle stated that there is an option for someone to live in the home should the SUP be approved.

Ms. Emily Martel, 2886 Lake Powell Road, addressed the Commission in support of the application.

Mr. Vernon Geddy, III, Geddy, Harris, Franck and Hickman, LLP, 1177 Jamestown Road, addressed the Commission on behalf of the property owner to support the application.

Mr. Rodgers inquired if the intent is for someone to reside on the property.

Ms. DelValle stated that should the SUP be approved, there could be someone residing on the property as required.

Mr. Rodgers inquired if anyone currently resides in the home.

Ms. DelValle stated that the home is currently unoccupied.

Mr. Rodgers inquired if the applicant would provide a live-in caretaker.

Ms. DelValle confirmed.

Ms. Sharon Dennis, 100 St. George's Boulevard, addressed the Commission in support of the application.

As no one else wished to speak, Mr. O'Connor closed the Public Hearing.

Mr. O'Connor opened the floor for discussion by the Commission.

Mr. Rich Krapf stated that this particular application would not create any intrusion in a residential area. Mr. Krapf further stated that the performance standards for short-term rentals are designed to provide safeguards residential neighborhoods. Mr. Krapf noted that the Comprehensive Plan standards are more stringent than the Zoning Ordinance requirements. Mr. Krapf stated that since this is not a residential area, he is inclined to find that this is a unique application and recommend approval. Mr. Krapf further stated that it appears that the applicant is also willing to arrange for a live-in caretaker, thus meeting the performance standards. Mr. Krapf stated that he is willing to support the application.

Mr. Polster inquired if there is a method to enforce having a caretaker reside in the dwelling.

Ms. Liz Parman, Deputy County Attorney, stated that if it is not in the Zoning Ordinance, it would probably not be enforceable. Ms. Parman further stated that an SUP condition might or might not be enforceable.

Mr. Holt stated that, should the Commission so desire, staff could work with the County Attorney's office to develop appropriate language for an SUP condition prior to the matter being heard by the Board of Supervisors.

Mr. Polster stated that his concern with short-term rental SUPs is that the SUP runs with the land in perpetuity and without enforceable conditions, there is no opportunity to ensure adherence to the Comprehensive Plan performance standards. Mr. Polster further stated that the neighboring short-term rental property has an owner living on-site. Mr. Polster stated that the issue has been covered at length during the Comprehensive Plan review under a charge from the Board of Supervisors to develop standards that were ultimately adopted. Mr. Polster stated that he does not want to set aside those adopted standards at random. Mr. Polster stated that he is not inclined to support the application.

Dr. Rose stated that he has fewer concerns about whether an owner lives on-site or not

because he believes Mr. Waltrip would continue to be a good steward of the property. Dr. Rose stated that his concerns relate to what happens should the property be sold. Dr. Rose noted that many properties are being acquired for short-term rental and even AirBnB is buying properties in local communities. Dr. Rose noted that it appears there is no mechanism for tying the SUP to the current owner of the property. Mr. Krapf asked for clarification on whether a condition requiring the owner to live on-site would be enforceable. Ms. Parman stated that there might be some question of enforceability.

Ms. Parman further stated that the Commission is welcome to have the appropriate language drafted and recommend that the Board of Supervisors include it as an SUP condition.

Mr. O'Connor inquired if the wording could be "or the owner's agent" since in this case the property will be managed. Mr. O'Connor stated that given the location and that it is part of the airport, it seems as though this would be accessory to the airport. Mr. O'Connor noted that there are no hotels close by and that it would benefit users of the airport. Mr. O'Connor stated that he would be inclined to support the application.

Mr. Haldeman stated that he is comfortable with an application because this is a unique situation. Mr. Haldeman further stated that when the property is within an established neighborhood, he has been more inclined to recommend denial since the use has the potential to disrupt the community. Mr. Haldeman noted that this property is not in a residential area and is suited to the commercial nature of the airport. Mr. Haldeman stated that he is inclined to support the application.

Mr. Krapf clarified that he will not be recommending the addition of a condition to specify that a property owner or caretaker must reside on the property.

Mr. Krapf made a motion to recommend approval of the application with the conditions proposed by staff.

On a roll call vote, the Commission voted to recommend approval of SUP-22-0001. 3 Marclay Road Tourist Home. (6-1)

G. PLANNING COMMISSION CONSIDERATIONS

There were no items for consideration.

H. PLANNING DIRECTOR'S REPORT

1. Planning Director's Report - April 2022

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

Mr. Krapf thanked Mr. Holt for making the linked list of development cases available to the public on the Planning Commission web page. Mr. Krapf noted that he has received positive feedback from citizens.

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Polster noted that it would be helpful to ensure that Ms. Sue Sadler, Stonehouse Representative for the Board of Supervisors, is aware of the potential for installation of a traffic signal that will mitigate potential issues with Stonehouse traffic, as well as with Hazelwood Farms Enterprise Center and Village Center.

Mr. O'Connor noted that he has concerns that the Virginia Department of Transportation is not always held to the same standards for erosion and sediment control that developers must meet. Mr. O'Connor noted that the County is investing in protecting and improving the watersheds and he is concerned that lack of care on road projects is negating those efforts. Mr. O'Connor stated that he hoped the Board of Supervisors would include these considerations in legislative updates.

Mr. Polster concurred with Mr. O'Connor's concerns. Mr. O'Connor noted that Mr. Haldeman has the Board of Supervisors coverage in April.

J. ADJOURNMENT

Ms. Null made a motion to adjourn.

The meeting was adjourned at approximately 6:46 p.m.

Paul D. Holt, III, Secretary

Tim O'Connor, Chairman

ITEM SUMMARY

DATE: 6/1/2022

TO: The Planning Commission

FROM: Suzanne Yeats, Planner

SUBJECT: SUP-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Proposed SUP Conditions	Backup Material
▣	Location Map	Exhibit
▣	Applicant Narrative	Backup Material
▣	Master Plan	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/25/2022 - 12:39 PM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 12:39 PM
Publication Management	Daniel, Martha	Approved	5/25/2022 - 12:44 PM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 12:46 PM

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage

Staff Report for the June 1, 2022, Planning Commission Public Hearing**SUMMARY FACTS**

Applicant:	Mr. David Tuftee, owner
Land Owner:	Mr. David Tuftee, owner
Proposal:	A request to allow the use of the property for food processing and storage
Location:	7683 Richmond Road
Tax Map/Parcel No.:	1330100005
Project Acreage:	± 1.95 acres; of 5,360 total building square feet, 960 building square footage will be used as office and administrative space and 4,400 building square footage will be used as warehouse space
Zoning:	A-1, General Agriculture
Comprehensive Plan:	Low Density Residential
Primary Service Area:	Inside
Staff Contact:	Suzanne Yeats, Planner

PUBLIC HEARING DATES

Planning Commission:	June 1, 2022, 6:00 p.m.
Board of Supervisors:	July 12, 2022, 5:00 p.m. (Tentative)

FACTORS FAVORABLE

1. With the proposed conditions, staff finds the proposal compatible with surrounding zoning and development and consistent with the *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*.
2. Impacts: Please see Impact Analysis on Pages 3-4.

FACTORS UNFAVORABLE

1. The impacts of odor may be a potential disruption to neighboring parcels; however, staff finds the proposed conditions are designed to mitigate impacts to the greatest extent possible.
2. Impacts: Please see Impact Analysis on Pages 3-4.

SUMMARY STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend approval of the proposed Special Use Permit (SUP) subject to the proposed conditions.

PROJECT DESCRIPTION

Mr. David Tuftee, property and business owner, has applied for an SUP on behalf of Uncle Dave's Kettle Korn to change the existing contractor's office and warehouse use at 7683 Richmond Road to a food processing and storage use. An SUP is required for this change of use in the A-1, General Agriculture District.

The applicant intends to convert the existing office and warehouse building into four sections as shown on the Master Plan (see Attachment No. 4):

- 1) Existing Office: 960 square feet will be used for administrative purposes.

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

Staff Report for the June 1, 2022, Planning Commission Public Hearing

- 2) Existing Shop: 2,000 square feet will be used to store inventory (paper and plastic products, bottled soda and water, kettle corn kernels, pork rind pellets, and seasonings).
- 3) Existing Garage: In Bays 1 and 2, 1,200 square feet will be used to repair and restore kettles and in Bays 3 and 4, 1,200 square feet will be used to process, package, and distribute kettle corn and pork rinds.

According to the applicant, the subject property will not be used on a daily basis for the processing of food. The primary purpose of this location is to accommodate “overflow” of increased demand for kettle corn and pork rinds at the applicant’s kiosk located at Williamsburg Premium Outlets (5715 Richmond Road).

According to the applicant, two employees will be present on the largest shift and two additional employees will be present once per week for administrative and supervisory purposes.

This SUP would be valid for the entire property including parking.

PLANNING AND ZONING HISTORY

- On September 27, 1984, the Board of Zoning Appeals determined a contractor’s office would be consistent with other permitted uses in A-1, General Agriculture District (Reference: ZA-0025-1984).
- On May 27, 1997, SUP-0016-1997 was approved to expand Country Contractor’s warehouse. The 2,400 square foot building was expanded to house trucks and contractor equipment.

SURROUNDING ZONING AND DEVELOPMENT

- Properties to the north, east, and south are zoned A-1, General Agriculture and contain commercial uses.
- The property to the west is zoned A-1, General Agriculture and contains a single-family dwelling.

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage**Staff Report for the June 1, 2022, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>Mitigated</u>	- Two employees will be present on the largest shift and two additional employees will be present once per week for administrative and supervisory purposes. - Condition No. 8: Hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the site, shall be limited to 8 a.m. to 5 p.m., Monday through Friday. - The property is served by an existing right-turn lane and extended, paved driveway.
<u>Public Transportation: Bicycle/ Pedestrian</u>	<u>No Mitigation Required</u>	- Per the Adopted Regional Bikeways Map and Pedestrian Accommodation Master Plan, a bike lane and a sidewalk are required along Richmond Road. - Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	- Fire Station 1 on Forge Road serves this area of the County, approximately 1.6 miles from the property. - The proposal does not generate impacts that require mitigation to the County's emergency services or facilities.
<u>Public Schools</u>	<u>No Mitigation Required</u>	- The proposal does not generate impacts that require mitigation for public schools.
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	- The proposal does not generate impacts that require mitigation for parks and recreation.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	- The proposal does not generate impacts that require mitigation for public libraries and cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>Mitigated</u>	- Condition No. 3: A hydromechanical grease interceptor shall be installed that meets the requirements of the James City Service Authority's Fats, Oil and Grease Program requirements. - Condition No. 4: A water conservation agreement is necessary per Adopted Water Conservation Guidelines.

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

SPECIAL USE PERMIT-22-0003. 7683 Richmond Road Kettle Corn Food Processing and Storage**Staff Report for the June 1, 2022, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Watersheds, Streams, and Reservoirs</u>	Mitigated	- Condition No. 5: Any future development of the site, beyond the existing conditions, will require a stormwater management plan to be developed for the entirety of the site. The stormwater plan must meet all regulatory requirements and be acceptable to the Stormwater and Resource Protection Division Director.
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	- This property is not identified as being an ultra or highly sensitive area on the James City County Archaeological assessment.
<u>Nearby and Surrounding Properties</u>	<u>Mitigated</u>	The following SUP conditions are included to address potential impacts on adjacent properties: - Condition No. 2: All storage of materials shall be limited to within a fully enclosed building. No outdoor storage shall be permitted. - Condition No. 6: Smoke, noise, and odor associated with the preparation, heating, or processing of kettle corn and pork rind products shall be limited to a fully enclosed building with an activated carbon filtration system as approved by the Director of Planning prior to site plan approval. - Condition No. 7: All dumpster and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing approved by the Director of Planning or designee prior to site plan approval.
<u>Community Character</u>	<u>No Mitigation Required</u>	- Richmond Road is a Community Character Corridor (CCC). - The applicant has addressed landscaping along Richmond Road. - This area will remain as a landscape buffer as shown on the master plan.
<u>Covenants and Restrictions</u>	<u>No Mitigation Required</u>	- The applicant has verified that he is not aware of any covenants or restrictions on the property that prohibit the proposed use.

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

COMPREHENSIVE PLAN

The property is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map. The properties to the north, across Richmond Road, are designated Mixed Use and Low Density Residential. The properties to the west, east, and south are designated Low Density Residential. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, and cluster housing. Other uses including schools, places of public assembly, very limited commercial, and community-oriented facilities may also be considered appropriate should the proposal meet the following standards:

- Maintain the residential character of the area.

Staff finds the proposal is consistent with the residential character of the area. There are no proposed changes to the building or substantial changes to the property.

- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses.

Traffic is anticipated to be minimal with two employees present on the largest shift and two additional employees present once per week for administrative and supervisory purposes. The hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the site, shall be limited to 8 a.m. to 5 p.m., Monday through Friday. The access to the property is served by an existing right-turn lane and extensive paved driveway. The subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed.

- Generally be located on collector or arterial roads at intersections.

This property is located on, and takes access from, Richmond Road. Richmond Road is classified by the Virginia Department of Transportation as an arterial road.

- Provide adequate screening and buffering to protect the character of nearby residential areas.

The property is located along a CCC. Buffering along a CCC is required to be an average width of 50 feet. This application does not propose any changes to the existing landscaping in this parcel's CCC buffer.

PROPOSED SUP CONDITIONS

Proposed conditions are provided as Attachment No. 1.

STAFF RECOMMENDATION

With the attached conditions, staff finds that the proposal is compatible with surrounding zoning and development and consistent with the Comprehensive Plan and Zoning Ordinance.

Staff recommends the Planning Commission recommend approval of the proposed SUP to the Board of Supervisors subject to the proposed conditions.

SY/md

SUP22-3_7683RichRdKCCorn

Attachments:

1. Proposed SUP Conditions
2. Location Map
3. Applicant Narrative
4. Master Plan

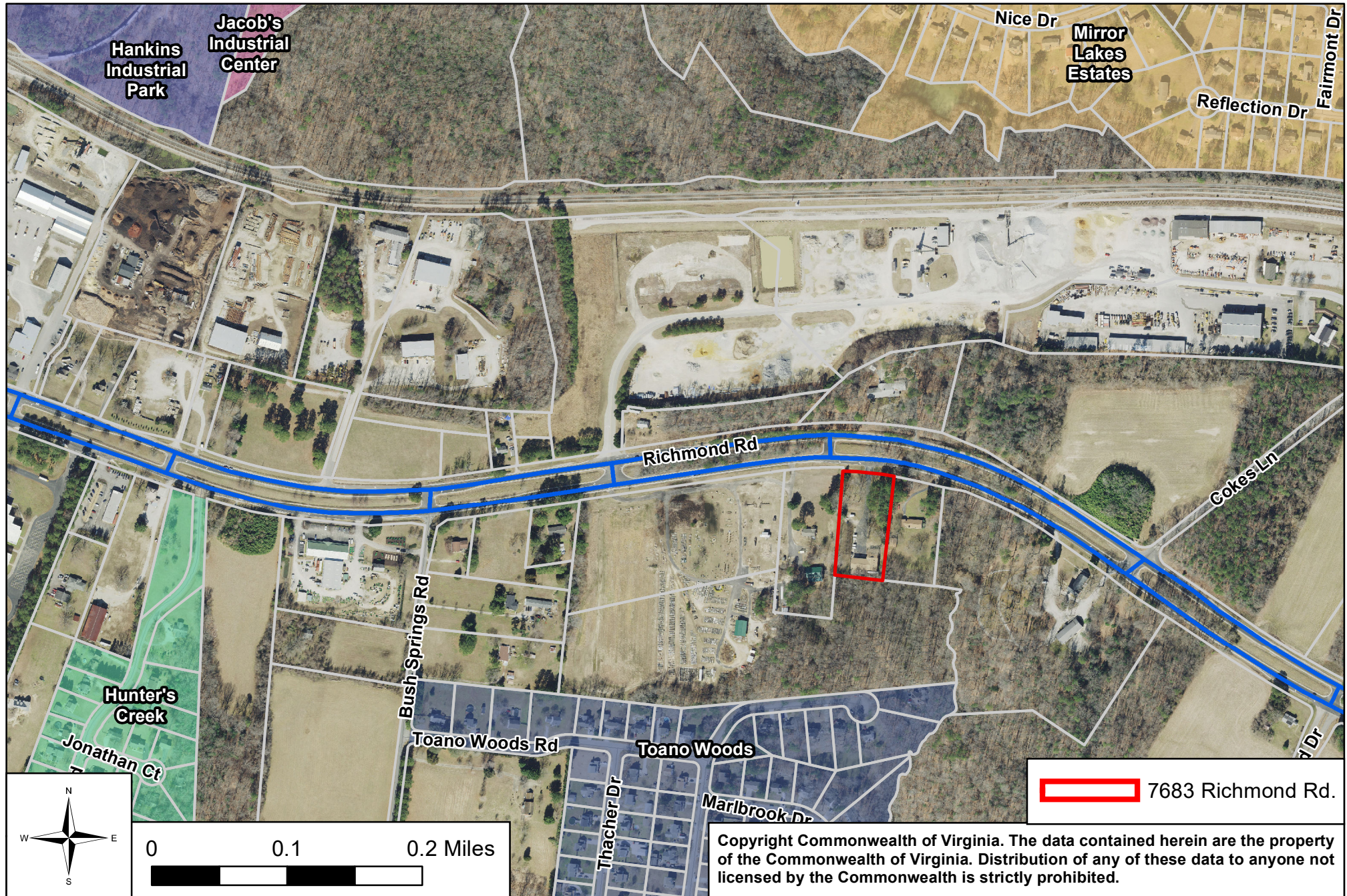
SUP-22-0003_7683 Richmond Road Kettle Corn Food Processing and Storage
(Processing both kettle corn and pork rinds)

PROPOSED CONDITIONS:

1. Master Plan: This SUP shall permit the preparation, processing, packaging, and distribution of kettle corn and pork rinds on approximately 1.95 acres located at 7683 Richmond Road and further identified as James City County Real Estate Tax Map Parcel No. 1330100005 (the "Property"). All final development plans and use of this property shall be consistent with the master plan entitled "JCC SUP-22-0003, 7683 Richmond Road Kettle Korn Food Processing and Storage" dated May 6, 2022 (the "Master Plan"), as determined by the Director of Planning, with any deviations considered per Section 24-12 (a)(2) of the Zoning Ordinance, as amended.
2. Outdoor Storage: All storage of materials shall be limited to within a fully enclosed building. No outdoor storage shall be permitted.
3. Oil & Grease: A hydromechanical grease interceptor shall be installed that meets the requirements of the James City Service Authority (JCSA) Fats, Oil & Grease Program prior to an issuance of Certificate of Occupancy.
4. Water Conservation: The Applicant shall be responsible for developing water conservation standards to be submitted to and approved by the James City Service Authority. The standards shall address such water conservation measures as limitations on the installation and use of approved landscaping design and materials to promote water conservation and minimize the use of public water resources. The water conservation standards shall be approved by the James City Service Authority prior to an issuance of Certificate of Occupancy.
5. Stormwater and Resource Protection: Any future development of the site beyond the existing conditions, will require a stormwater management plan to be developed for the entirety of the site. The stormwater plan must meet all regulatory requirements and be acceptable to the Stormwater and Resource Protection Division Director.
6. Smoke (Dust)/Noise/Odor: To reduce smoke, noise, and odor associated with the preparation, heating, or processing of kettle corn and pork rind products, these activities shall be limited to a fully enclosed building. An activated carbon filtration system shall be installed prior to an issuance of Certificate of Occupancy.
7. Dumpster/HVAC: All dumpster and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing approved by the Director of Planning or designee prior to an issuance of Certificate of Occupancy.
8. Hours of Operation: Hours of operation for food processing and storage use, including the loading or unloading of deliveries to/from the site, shall be limited to 8:00 a.m. to 5:00 p.m., Monday through Friday.
9. On-site Sales: On-site sales of food or merchandise shall be prohibited.
10. Commencement: A permanent Certificate of Occupancy shall be obtained within twenty-four months from the date of approval of this SUP or this permit shall be void.
11. Severance Clause: This SUP is not severable. Invalidity of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

JCC SUP-22-0003

7683 Richmond Road Kettle Corn Food Processing and Storage





Community Impact Statement for Uncle Dave's Kettle Korn

**7683 Richmond Rd.
Williamsburg, VA 23188**

Property Description

This property contains a large warehouse with three bay doors that will be used for indoor production of popcorn and pork rinds, storage for inventory, and maintenance of popcorn and pork rind equipment. There is also a connected office space used for administrative purposes. It has a small paved parking area with a driveway that is accessible from one point on Richmond Road. The property will be used once a week to manage the overflow production of popcorn and pork rinds that may exceed space limits at our kiosk in the Premium Outlets. It will also serve as storage for inventory and a delivery location for large inventory orders that get delivered about once a month.

Traffic Impact Analysis

Traffic impacts will be very minor as most days this property will see no traffic. During production times, which occurs approximately once a week, there will be two employees on the largest shift where parking is reserved for employees only. All popcorn and pork rind production will be done inside a sealed production facility. Large deliveries are made about once a month and would not hinder or stop traffic as we have a dedicated right-turn lane and a long driveway capable of accommodating all delivery truck sizes. This is the only access point from Richmond Road. Delivery contents include paper and plastic products, bottled Coca-Cola products, water, popcorn kernels, pork rind pellets, and seasonings for popcorn and pork rinds. Items such as popcorn kernels, pork rind pellets, and paper/plastic products are delivered on a less frequent basis of once every few months as they are ordered in bulk. Pick-ups for popcorn and pork rinds would be made by one vehicle and will be done about once a week to deliver to our main kiosk location in the Premium Outlets. Maintenance on equipment would be done on an as needed basis which does not usually exceed once every couple of months. Administrative work in the office is done once a week by 1 person.

Environmental Impact:

The additional use will increase anticipated average daily flow by approximately 2 gallons per day, based on frequency we will be using this location for overflow production of processing popcorn and pork rinds. Therefore, since the anticipated average daily flow is less than 15,500 gallons, a water and sewer impact study are not required.

Public Facilities:

This special use permit will not impact any schools, fire stations, libraries, nor other major locally financed facilities.

Archaeological study:

This property is not identified as being an ultra- or highly sensitive area on the James City County archaeological assessment.

Natural Resource Inventory:

This property is not identified as being in any B1, B2, or B3 areas, as defined by the Virginia Department of Conservation and Recreation's Natural Heritage Resource Program.



JCC SUP-22-0003, 7683 Richmond Road - Kettle Corn Food Processing & Storage

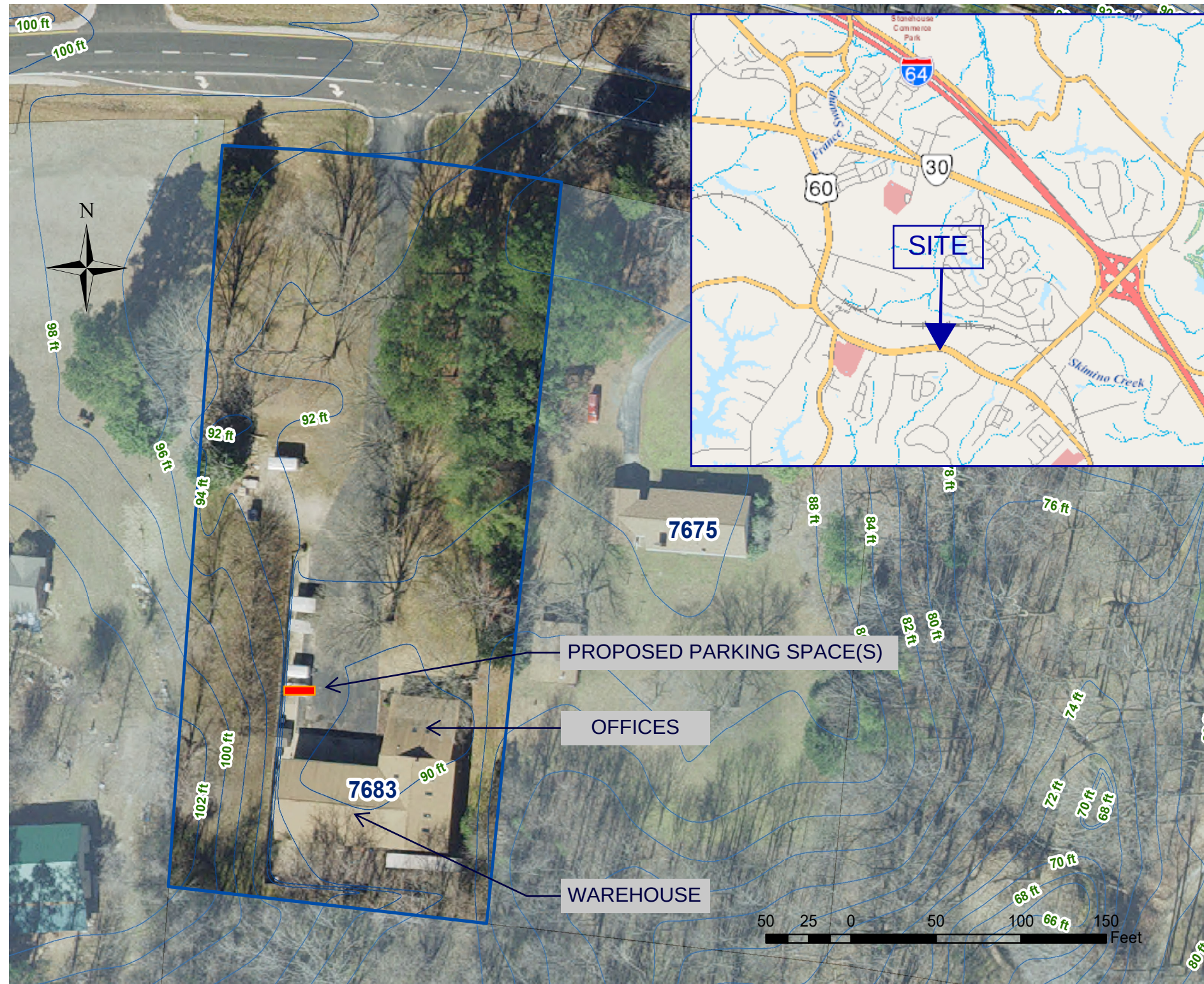
MASTER PLAN DATED MAY 6, 2022

Property Information

PIN: 1330100005
ADDRESS: 7683 Richmond Road
OWNER/APPLICANT: David R. Tuftee
LEGAL ACREAGE: 1.95 ac
ZONING: A-1 General Agricultural
2045 COMP PLAN: Low-Density Residential
PSA: Inside

General Notes

1. Site is served by public water and sewer.
2. This site does not appear to be located in the special flood hazard area based on Flood Insurance Rate Map 51095C0043D, effective 12/16/2015.
3. This site does not appear to be located in the Resource Protection Area.
4. Property has an existing driveway.
5. A minimum of two parking spots shall be provided (one parking spot per bedroom).



Adjacent Properties

1330100007
Luck Stone Corporation
P.O. Box 101
Manakin Sabot, VA 23103
A1 - General Agriculture

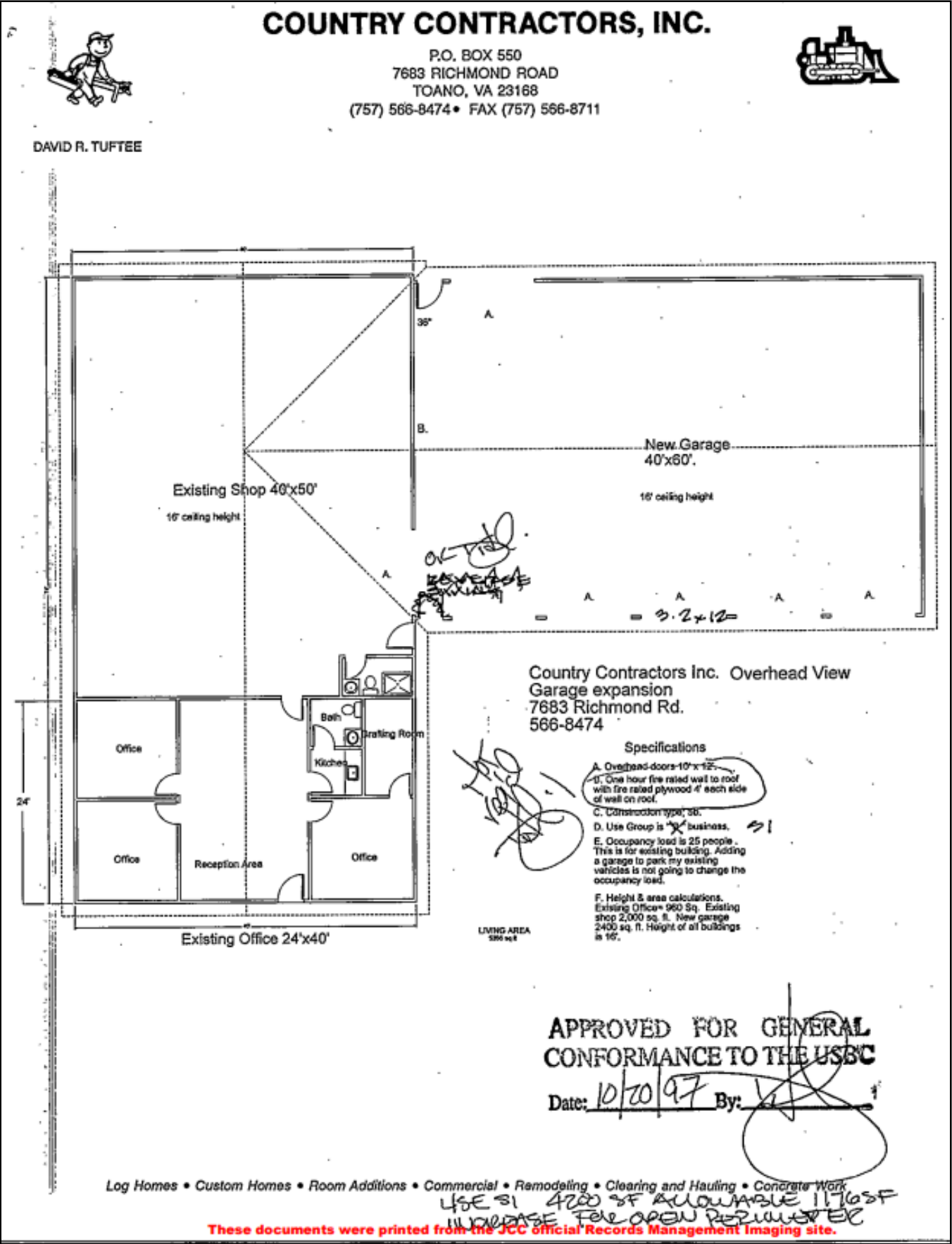
1330100006
Hummel, Sean Brian &
Rebecca
7675 Richmond Road
Williamsburg, VA 23188
A1 - General Agriculture

1330100004
Crawford, Charles D. &
Susan Lynn
P.O. Box 142
Toano, VA 23168
A1 - General Agriculture

1330100003A
Crawford, Charles D. &
Susan Lynn
P.O. Box 142
Toano, VA 23168
A1 - General Agriculture

Description of SUP

The purpose of this SUP is to request a special use permit to store and process kettle corn and pork rinds.





This warehouse is located behind the offices and stores secondary inventory; i.e., paper goods, water bottles, soda bottles, etc.



Bay 1 and 2: this area is is used to clean and repair kettles.



Location for the suppression and exhaust ductwork.
(example on page 3)

Bay 3 and 4: these bays will house one kettle to make and package popcorn and pork rinds. Suppression system, exhaust ductwork will be installed for processing purposes.

Uncle Dave's Kettle Korn is currently processing and packaging popcorn and pork rinds at 5715 Richmond Road, Williamsburg, VA 23188.

Examples of equipment for processing and safety are below:

KETTLE AND COLLECTION TRAY



FIRE SUPPRESSION



EXHAUSTION / VENTILATION



ITEM SUMMARY

DATE: 6/1/2022

TO: The Planning Commission

FROM: Terry Costello, Senior Planner

SUBJECT: SUP-22-0004. 4451 Longhill Road Life Church Daycare SUP Amendment

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Location Map	Exhibit
▣	Master Plan	Exhibit
▣	Proposed SUP Conditions	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/25/2022 - 11:46 AM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 11:46 AM
Publication Management	Daniel, Martha	Approved	5/25/2022 - 12:22 PM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 12:37 PM

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program SUP Amendment

Staff Report for the June 1, 2022, Planning Commission Public Hearing**SUMMARY FACTS**

Applicant:	Ms. Carla Javier, Child Development Resources
Land Owner:	Christian Life Center of Virginia, Inc.
Proposal:	To allow for a day care with a maximum of 32 children and 14 staff members
Location:	4451 Longhill Road
Tax Map/Parcel No.:	3230100003
Project Acreage:	± 17.49 acres, using 8,200 building square footage of 29,775 square feet total, along with 1,200 square feet of outdoor space
Zoning:	R-8, Rural Residential
Comprehensive Plan:	Low Density Residential
Primary Service Area:	Inside
Staff Contact:	Terry Costello, Senior Planner

PUBLIC HEARING DATES

Planning Commission: June 1, 2022, 6:00 p.m.

Board of Supervisors: July 12, 2022, 5:00 p.m. (tentative)

FACTORS FAVORABLE

1. With the proposed conditions, staff finds the proposal to be compatible with the surrounding zoning and development.
2. With the proposed conditions, the proposal is consistent with the recommendations of the Comprehensive Plan.
3. Adequate off-street parking is provided; no conflicts with Lafayette High School traffic are anticipated.
4. Impacts: See Impact Analysis on Pages 4-5.

FACTORS UNFAVORABLE

1. Impacts: See Impact Analysis on Pages 4-5.

SUMMARY STAFF RECOMMENDATION

Approval, subject to the conditions in the attached resolution.

PROJECT DESCRIPTION

- This proposal is to allow for a day care program within the existing place of public assembly. A Special Use Permit (SUP) is required for day cares on property zoned R-8, Rural Residential.
- A Parent's Day Out Program for 30 children, which was to be operated by Life Church, was approved at this location in March 2020. Due to COVID-19 and other issues, this program never began. In lieu of the Church operating a day care program, the Early Head Start Program, operated by Child Development Resources (CDR), will be moving into this location. CDR is

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

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program SUP Amendment

Staff Report for the June 1, 2022, Planning Commission Public Hearing

proposing to have a maximum of 32 children. This program is currently located at Lafayette High School which is located at 4460 Longhill Road. Due to programmatic changes at the high school, CDR must vacate that building; thus, necessitating the move over to the church. The ages range for the CDR Program will be from infant to toddler. The day care will have 14 staff members. The program will operate five days a week, Monday through Friday, from 7 a.m.-5 p.m.

- The program will be utilizing 8,200 square feet of the total building square footage of 29,775 square feet, with an additional 1,200 of outdoor play area. The play area is located behind the church, approximately 140 feet from the building. It will consist of open space with small portable play items. This area is noted on Page 3 of the Master Plan (Attachment No. 2).
- The Early Head Start Program would be the only group occupying the church during the day except for one group that meets on Wednesdays at 4 p.m. Life Church has three-five staff members who are at the church periodically from 10 a.m.-2 p.m. All other church activities take place in the evenings or on the weekends.

PLANNING AND ZONING HISTORY

- The Christian Life Center (DBA Life Church) has occupied its current facility since March 2000. The original site plan for the current sanctuary of 29,775 square feet was approved by the Planning Division in November 1998 and amended in March 1999, before an SUP was required. The James City County Zoning Ordinance was amended in December 1999 to require an SUP for houses of worship on R-8 zoned property.

- An SUP (SUP-09-03) was approved in January 2004 for the church and a building expansion. The addition was never constructed. This SUP expired in January 2007 due to the commencement of construction condition not being met. Due to this SUP expiring, the church then became legally non-conforming.
- A SUP (SUP-0017-2007) was approved in September 2007 for a 128-foot-tall wireless communication facility at the rear of the property.
- A SUP (SUP-19-0029) was approved in March 2020 for the church and day care program. The day care was approved for up to 30 children with the hours of operation from 8:30 a.m.-1:30 p.m.

SURROUNDING ZONING AND DEVELOPMENT

North: PL, Public Lands; and R-2, General Residential.

East: R-2, General Residential.

South: R-2, General Residential.

West: PL, Public Lands; and R-2, General Residential.

The property is located across the street from Lafayette High School (4460 Longhill Road). Surrounding properties to the north, east, west, and south contain single-family residential dwellings.

COMPREHENSIVE PLAN

The property is designated Low Density Residential on the 2045 Comprehensive Plan Land Use Map. Two parcels north and west are federal, state, and County land. All remaining properties north and

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SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program SUP Amendment

Staff Report for the June 1, 2022, Planning Commission Public Hearing

west, as well as south and east, are designated Low Density Residential. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, multifamily units, accessory units, and cluster housing. Other uses including schools, places of public assembly, very limited commercial, and community-oriented facilities may also be considered appropriate should the proposal meet the following standards:

- Complements the residential character of the area.

Staff finds the proposal consistent with the residential character of the area, as no exterior changes to the building or property are proposed.

- Have traffic, noise, lighting, and other impacts similar to surrounding residential uses.

The subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of either the place of public assembly or day care uses would require an SUP amendment.

Traffic is anticipated to be typical of a community facility. According to the applicant, the busiest time for drop off is usually between 7:45-8:30 a.m. The majority of staff arrives between 8-8:30 a.m. Staff notes that with a school day start time of 7:10 a.m., the busiest time for drop off at Lafayette High School is between 7-7:20 a.m.

According to the Institute of Transportation Engineers (ITE) Trip Generation Manual, approximately 25 AM peak hour trips would be generated, and approximately 26 PM peak hour trips would be

generated. According to the same ITE Trip Generation Manual, the previously approved SUP (SUP-19-0029) would have generated approximately 24 AM peak hour trips (the previously approved day care program would not have been operational during the PM peak hour time).

Per the 2045 Comprehensive Plan, Future Roadway Congested Levels developed by Michael Baker International, this segment of Longhill Road (Centerville Road to Olde Towne Road) is currently operating at an acceptable Level of Service (LOS), A-C, with a future 2045 Peak Period LOS A-C, also an acceptable LOS. The 2017 weekday volume of this segment of Longhill Road is 5,634 trips with an expected 8,736 weekday trips in 2045.

- Generally be located on collector or arterial roads at intersections.

This property is located on and takes access from Longhill Road. Longhill Road is classified by the Virginia Department of Transportation as a minor arterial road.

- Provide adequate screening and buffering to protect the character of nearby residential areas.

There is a conservation easement surrounding the parking lot to the east, west, and south of the property. This easement is approximately 12 acres and dedicated to James City County. Staff finds that this existing vegetation provides adequate screening of the day care from adjacent properties. The day care use will be located within the existing place of public assembly structure, as well as utilizing a small, fenced area in the back of the property. The small area is more than 300 feet from any property line.

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

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program SUP Amendment**Staff Report for the June 1, 2022, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Transportation: Vehicular</u>	<u>No Mitigation Required</u>	-The proposed use on the property is not anticipated to exceed 100 peak hour trips. According to the ITE Trip Generation Manual, approximately 25 AM peak hour trips would be generated and approximately 26 PM peak hour trips would be generated. - Currently the Early Head Start Program is located at Lafayette High School, which is across the street from Life Church. Therefore, the traffic generated is moving from one location to another, and not creating any additional peak hour traffic. -The main entrance of Lafayette High School, where congestion most likely occurs, is not directly across from the entrance to Life Church. -The majority of traffic from the day care use should not coincide with traffic generated at the start and end times for Lafayette High School. -The subject property is located on a minor arterial road, as recommended in the Comprehensive Plan for commercial uses in areas designated Low Density Residential. -No changes anticipated to the LOS on Longhill Road from Centerville Road to Olde Towne Road. According to the 2045 Comprehensive Plan, the LOS for that portion of Longhill Road is at Level A-C. The Comprehensive Plan also projects the level to remain the same in 2045.
<u>Public Transportation: Pedestrian/Bicycle</u>	<u>No Mitigation Required</u>	-Pedestrian/bicycle accommodations are not triggered when there are no changes proposed to the building footprint.
<u>Public Safety</u>	<u>No Mitigation Required</u>	-Subject property is located within a two-minute radius of Fire Station 2 and a five-minute radius of Fire Station 3. -The proposal does not generate impacts that require mitigation to the County's emergency services or facilities.
<u>Public Schools</u>	<u>No Mitigation Required</u>	-The proposal will not generate schoolchildren.

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

SPECIAL USE PERMIT-22-0004. 4451 Longhill Road, Life Church Day Care Program SUP Amendment**Staff Report for the June 1, 2022, Planning Commission Public Hearing**

Impacts/Potentially Unfavorable Conditions	Status <i>(No Mitigation Required/Mitigated/Not Fully Mitigated)</i>	Considerations/Proposed Mitigation of Potentially Unfavorable Conditions
<u>Public Parks and Recreation</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to the County's Parks and Recreation services or facilities.
<u>Public Libraries and Cultural Centers</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to public libraries or cultural centers.
<u>Groundwater and Drinking Water Resources</u>	<u>No Mitigation Required</u>	-The proposal does not generate impacts that require mitigation to groundwater or drinking water resources.
<u>Watersheds, Streams, and Reservoirs</u>	<u>No Mitigation Required</u>	-The Stormwater and Resource Protection Division has reviewed this application and had no objections. No new impervious surface is proposed as part of this SUP request. Should exterior site improvements be made in the future, such as an expansion or paved parking area, those improvements would be subject to additional environmental review at that time.
<u>Cultural/Historic</u>	<u>No Mitigation Required</u>	-The subject property has been previously disturbed and has no known cultural resources on-site.
<u>Nearby and Surrounding Properties</u>	<u>No Mitigation Required</u>	-The subject property is located near both residential and public uses. -Traffic is anticipated to be typical of a community facility, the subject property must adhere to the County's Noise Ordinance, and there is no new signage or lighting proposed. Future expansions of the use would require an SUP amendment. There is a small, fenced area in the back of the property and is more than 300 feet from any property line.
<u>Community Character</u>	<u>No Mitigation Required</u>	-Longhill Road is a Community Character Corridor (CCC). -Existing façade and landscaping maintain the property's character, and parking is not located directly on the CCC as recommended by the Comprehensive Plan.

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

PROPOSED SUP CONDITIONS

Proposed conditions are provided as Attachment No. 3.

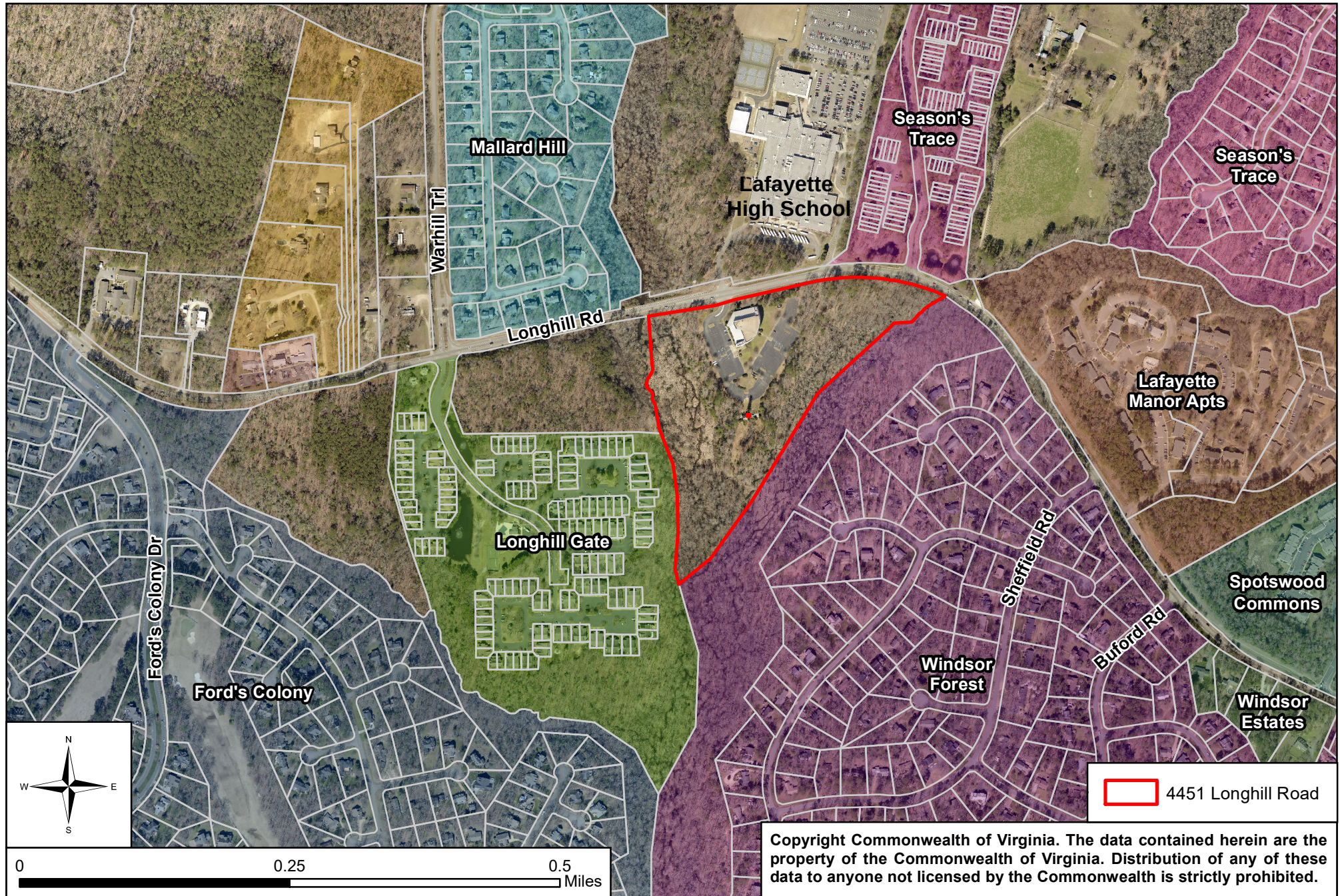
STAFF RECOMMENDATION

Staff finds the proposal to be compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the attached conditions.

TC/ap
SUP22-4_4451LnghllRdLfeCh

Attachments:

1. Location Map
2. Master Plan
3. Proposed Special Use Permit Conditions



SUP-22-0004, 4451 Longhill Road Life Church Daycare Program SUP Amendment

Property Information

3230100003
Christian Life Center of Virginia
4451 Longhill Road
Williamsburg, VA 23188
Zoning: R8, Rural Residential
Comp. Plan: Low Density Residential
Acres: ±17.49

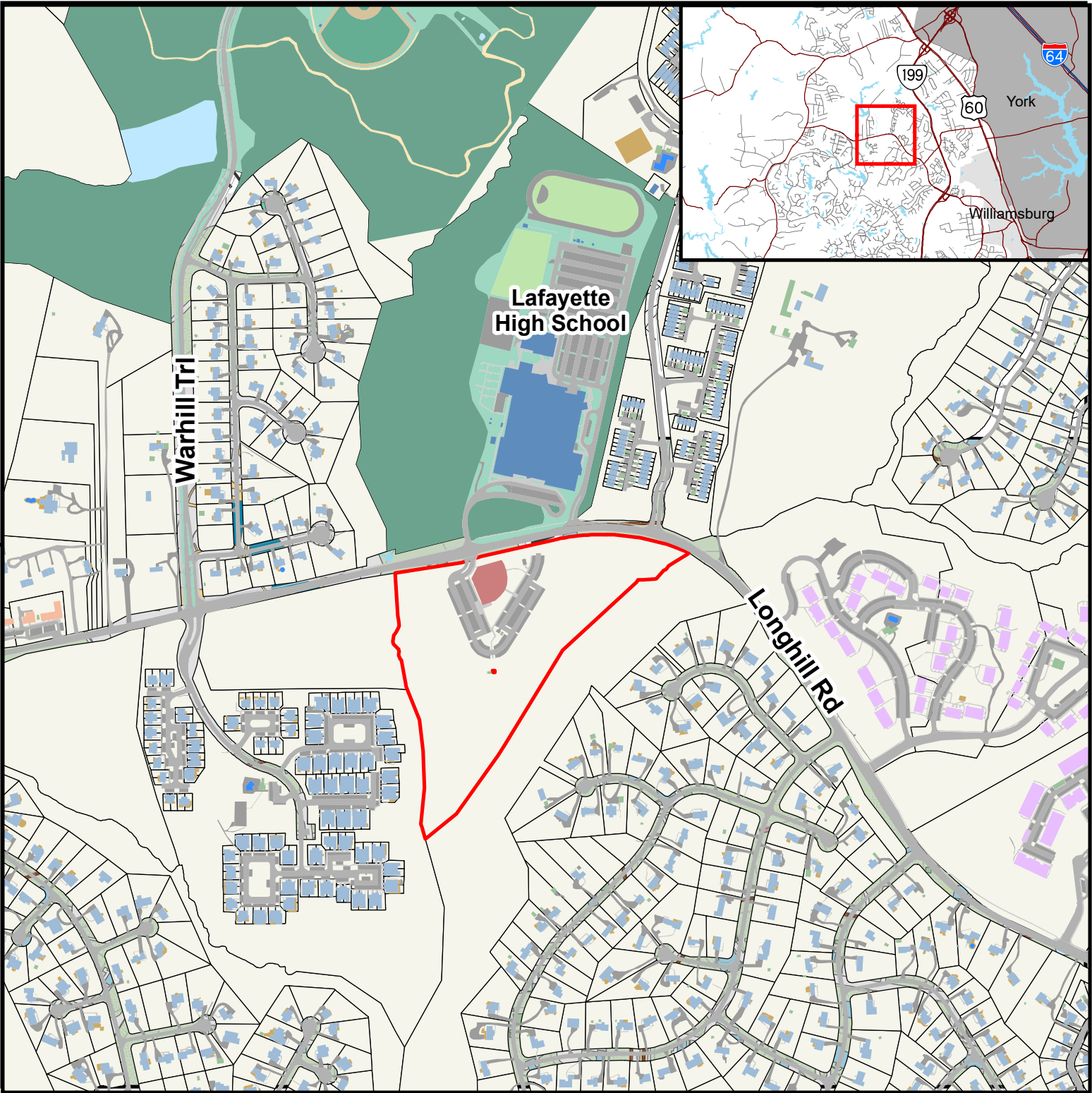
General Notes

- 1. The property is served by public water and sewer.
- 2. The property is located in the special flood hazard area per FEMA FIRM 51095C0109D dated 12/16/15.
- 3. A portion of the property appears to be located in the Resource Protection Area.
- 4. There are 277 parking spaces available on the property.

PLANNING DIVISION

MAY 12 2022

RECEIVED



Maps Not To Scale

Adjacent Properties

323010004A Lois Saunier Hornsby 4559 Longhill Road Williamsburg, VA 23188 R2, General Residential	3140400001 Longhill Gate Homeowners Association 4225 Longhill Road Williamsburg, VA 23188 R2 General Residential
3210100012 James City County 4900 Stadium Road Williamsburg, VA 23188 PL, Public Lands	3140600001A Mallard Hill Owners Association N/A R4, Residential Planned Community
3230100001 Williamsburg-James City County School Board 4460 Longhill Road Williamsburg, VA 23188 PL, Public Lands	3230200090 Seasons Trace Homeowners Association 200 Seasons Trace Williamsburg, VA 23188 R2, General Residential
3230100005 CFLP Oracle Woods LLC & SDF Wood of Williamsburg LLC & HZF Woods of Will 100 Tilghman Court Williamsburg, VA 23188 R5, Multi-Family Residential	

Sheet Index

- 1. Cover Page
- 2. Master Plan
- 3. Pictures

JCC SUP-22-0004
4451 Longhill Road Life Church Daycare Program SUP Amendment



JCC SUP-22-0004
4451 Longhill Road Life Church Daycare Program SUP Amendment



SUP-22-0004. 4451 Longhill Road Life Church Daycare SUP Amendment

1. **Master Plan** – This SUP shall permit a place of public assembly and daycare on property located at 4451 Longhill Road and further identified as James City County Real Estate Tax Map Parcel No. 3230100003 (the “Property”). The use and layout of the Property shall be generally as shown on the document entitled “SUP-22-0004, 4451 Longhill Road Life Church Daycare SUP Amendment” and date stamped May 12, 2022 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended.
2. **Hours of Operation** – The daycare shall be operated within the existing place of public assembly, limited to hours of operation from 7:00 a.m. to 5:00 p.m., five days a week. Drop off times shall be no earlier than 7:00 a.m. and pick up times shall be no later than 5:00 p.m.
3. **Enrollment** – Enrollment of the daycare shall be limited to thirty-two (32) children. On or before January 1 of each year, daycare enrollment data for the previous calendar year and projected enrollment for the upcoming calendar year shall be provided to the Zoning Administrator, or designee. The enrollment numbers shall include the total number of children enrolled and the number of staff employed.
4. **Outdoor Noise** – No exterior bell or sound system associated with the daycare shall be audible from adjacent properties. The intent of the condition is not to limit bells typically associated with the place of public assemble.
5. **Commencement of Use** – A permanent Certificate of Occupancy for the daycare shall be obtained within eighteen (18) months from the date of approval of this SUP, or this SUP shall automatically be void.
6. **Severance Clause** – This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

ITEM SUMMARY

DATE: 6/1/2022

TO: The Planning Commission

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

SUBJECT: Planning Director's Report - June 2022

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Spreadsheet Listing New Cases Received - May	Exhibit
☐	Spreadsheet Listing New Cases Received - June	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	5/25/2022 - 11:42 AM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 11:45 AM
Publication Management	Daniel, Martha	Approved	5/25/2022 - 12:23 PM
Planning Commission	Holt, Paul	Approved	5/25/2022 - 12:37 PM

PLANNING DIRECTOR'S REPORT

June 2022

This report summarizes the status of selected Department of Community Development activities during the past two months.

➤ **Planning**

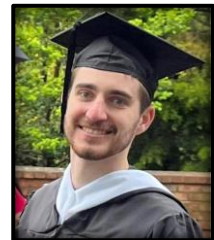
- **Monthly Case Report:** For a list of all cases received in the last two months, please see the attached documents.
- **Board Action Results:**
 - **April 12, 2022**
 - Proposed Fiscal Year 2023-2028 Secondary Six-Year Plan (Approved 4-0)
 - LU-20-0002. Eastern State - New Town Addition (Deferred)
 - LU-20-0003. Eastern State - Mixed Use Community Land Use Designation Changes (Deferred)
 - Z-21-0012 and MP-21-0003. Proffer Amendment for Ford's Colony Master Plan (Ford's Village) (Deferred 4-0)
 - HW-22-0001. Busch Gardens Height Waiver Extension (Approved 4-0)
 - S-21-0072. 7751 Newman Road Family Subdivision (Approved 4-0)
 - **May 10, 2022**
 - SUP-22-0001. 3 Marclay Road Tourist Home (Approved 5-0)

- The Planning Division welcomes Ben Loppacker, Planner and Andrea Case, Community Development Assistant.



Andrea joined James City County Planning by way of San Jose, where she was the Municipal Energy Manager. As a recent transplant, she is excited to join the team and is looking forward to learning more about the inner workings of her new home while she pursues a Master's degree in Public Administration. In her free time, she enjoys going on adventures with her family, reading, puzzles, hiking, and training for a Rugged Maniac race.

Ben is a recent graduate from the University of Mary Washington with a degree in Historic Preservation. Ben has been interested in pursuing a career in Planning since high school and is very excited to begin his career with James City County!



[The Story of James City County's First 3D-Printed House:](#) Neighborhood Development Administrator Vaughn Poller and others tell the story of how relationship-building and collaboration led to the construction of the County's first 3D-printed home.





**Help create strategies to
conserve James City County's
natural and cultural assets!**

NATURAL & CULTURAL ASSETS OPEN HOUSE

Wednesday, June 29, 4–7 p.m.

James City County Recreation Center
Community Room A
5301 Longhill Road

James City County is a special place, due in large part, to its rich natural and cultural landscape. Community members are invited to attend an open house event to view natural and cultural assets and comment on strategies to restore or protect them. Maps will be posted ahead of the meeting on the County's website at jamescitycountyva.gov/3856 for public viewing and comment.

Arrive anytime between 4 and 7 p.m. Stay as long or as little as you like! There will be a formal presentation from 5 to 5:30 p.m.

What are natural and cultural assets?

They include trees and forests, waterways, wetlands, agricultural soils and natural areas such as parks and trails, or areas of cultural significance to residents such as scenic or historic areas. The largest blocks of intact habitats support native species and can be connected by corridors to form a network.

Want to learn more or can't attend the meeting? Visit jamescitycountyva.gov/3856 or scan the QR code below to complete our survey by July 10, 2022.



For more information, contact Community Development
at 757-253-6671 or via email at planning@jamescitycountyva.gov.



NEW CASES FOR MAY

Plan Type	Plan Number	Case Title	Plan District	Address	Plan Description	Plan Assigned To
Agricultural & Forestal District	AFD-22-0002	Armistead AFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0003	Barnes Swamp AFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0004	Carter's Grove AFD 2022 Renewal	Roberts	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0005	Christenson's Corner AFD 2022 Renewal	Stonehouse	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0006	Cranston's Pond AFD 2022 Renewal	Stonehouse	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0007	Croaker AFD 2022 Renewal	Stonehouse	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0008	Gordon Creek AFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	John Risinger
	AFD-22-0009	Gospel Spreading Church AFD 2022 Renewal	Roberts	Various	Renewal of District for a Four-Year Term.	John Risinger
	AFD-22-0010	Hill Pleasant Farm AFD 2022 Renewal	Stonehouse	Various	Renewal of District for a Four-Year Term.	Suzanne Yeats
	AFD-22-0011	Mill CreekAFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	Suzanne Yeats
	AFD-22-0012	Pates Neck AFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	Terry Costello
	AFD-22-0013	Yarmouth Island AFD 2022 Renewal	Powhatan	Various	Renewal of District for a Four-Year Term.	Suzanne Yeats
Board of Zoning Appeals Appeal / Variance	BZA-22-0002	Appeal of a decision of the Zoning Administrator dated February 23, 2022 with respect to C-19-0015, Go Karts Plus Elevated Track, 6910 Richmond Road	Stonehouse	6910 RICHMOND RD Williamsburg, VA 23188	Appeal of a decision of the Zoning Administrator.	Christy Parrish
	BZA-22-0003	Proposed front setback variance to allow for the construction of a 560 S.F. residence.	Berkeley	4816 HICKORY SIGNPOST RD Williamsburg, VA 23185	Setback variance to allow for the construction of a residence.	John Rogerson
Conceptual Plan	C-22-0024	Villages at Candle Station Dog Park	Stonehouse	7470 WICKS RD 2321100003A Williamsburg, VA 23188	Installation of a 32 ft. by 48 ft. dog park with double gate made of black aluminum fencing.	Tom Leininger
	C-22-0025	104 Brookwood Dr. Short Term Rental	Roberts	104 BROOKWOOD DR Williamsburg, VA 23185	Consideration for use as Short Term Rental	Paxton Condon
	C-22-0026	9201 & 9225 Pocahontas Trl. Grease Outlet	Roberts	9201 POCAHONTAS TRL Williamsburg, VA 23185	Grease Outlet is an industrial facility that will process liquid and solid materials collected in commercial kitchen grease traps. Site will include a new industrial building, storage tanks, equipment yard, small office, and associated pavement and stormwater management.	Thomas Wysong
	C-22-0027	4399 John Tyler Hwy Self Storage Facility	Berkeley	4399 JOHN TYLER HWY 4710100115 Williamsburg, VA 23185	Proposal for a self Storage facility	Paxton Condon
	C-22-0028	Stonehouse - The Fairways	Stonehouse	9720 MILL POND RUN Toano, VA 23168	Consideration of plans approved in 2005	John Risinger
	C-22-0029	Stonehouse - Clubhouse Point	Stonehouse	9681 MILL POND RUN Toano, VA 23168	Consideration of plans approved in 2005	John Risinger
	C-22-0030	269 Ivy Hill Rd. Family Subdivision	Powhatan	269 IVY HILL RD Toano, VA 23168	Proposal for a family subdivison	Terry Costello
	C-22-0031	3004 Ironbound Road Short-Term Rental	Berkeley	3004 IRONBOUND RD Williamsburg, VA 23185	Proposal to use the property for short-term rental.	Thomas Wysong
	C-22-0032	4711 Rochambeau Dr. Short-Term Rental	Stonehouse	4711 ROCHAMBEAU DR Williamsburg, VA 23188	Proposal to use the property for short-term rental.	Suzanne Yeats
	C-22-0033	7504 Richmond Rd. Starbucks	Stonehouse	7504 RICHMOND RD Williamsburg, VA 23188	Proposal for a Starbucks	Paxton Condon
	C-22-0034	4601 Monticello Avenue Sushi Take Out Restaurant	Jamestown	4601 MONTICELLO AVE Williamsburg, VA 23188	Proposal for a small sushi restaurant mostly oriented to take-out orders. We are also thinking to offer house-made drinks and desserts. We are planning to have a few tables available for up to 10 guests.	Terry Costello
	C-22-0037	Potential Subdivision of 170 Hill Lane	Powhatan	170 HILL LN Toano, VA 23168	Potential for minor residential subdivision.	Katie Pelletier

Plan Type	Plan Number	Case Title	Plan District	Address	Plan Description	Plan Assigned To
Subdivision Plat	S-22-0006	Forest Heights Phase III, Section A, Lots 1-46 & Parcel B	Powhatan	6015 RICHMOND RD Williamsburg, VA 23188	Forest Heights Phase III, Section A, Lots 1-46 & Parcel B.	Thomas Wysong
	S-22-0007	5895, 5701, 5977 & 5979 Centerville Rd BLA	Powhatan	5895 CENTERVILLE RD Williamsburg, VA 23188	Boundary Line Adjustments and Right Of Way Dedication.	Thomas Wysong
Site Plan	SP-21-0107	4881 Centerville Rd. Dish Tower SP Amend.	Powhatan	4881 CENTERVILLE RD Williamsburg, VA 23188	Installation of 3 new antennas, 6 RRH's on new platform antenna mount with ancillary equipment on existing tower. Install metal platform for placement of ground equipment cabinets within leased area.	John Risinger
	SP-22-0006	3900 John Tyler Hwy Tower SP Amend.	Berkeley	3900 JOHN TYLER HWY Williamsburg, VA 23188	Modification of ground and tower equipment: Remove 3 antennas and 3 RRUs; Install 9 Antennas, 6 RRUs, 1 SQUID, 3 0.92" 6 AWG 6 DC Trunks, 1 0.40" Fiber Trunk, and mount modifications. Existing tower equipment remains. Install 5 VERTIV R48-2000E3 rectifiers, 1 VERTIV battery rack, 3 170AH ENERSYS SBS-170F 48V Battery Stings, 1 FMB, 1 DC12-48-60-RM, 16673 Router, 1 6630 BBU.	Terry Costello
	SP-22-0024	Freedom Park Rock Garden SP Amend.	Powhatan	5537 CENTERVILLE RD Williamsburg, VA 23188	Installation of a Rock Garden.	Paxton Condon
	SP-22-0025	3500 Brick Bat Rd. Tower SP Amend.	Berkeley	3500 BRICK BAT RD Williamsburg, VA 23188	Verizon Wireless proposes to remove 9 antenna(s) and 6 RRH(s) and install 9 new antenna(s) and 6 new RRH(s) to pre-existing cell tower. Per plans.	John Risinger
	SP-22-0026	Busch Gardens InvadR Shed SP Amend.	Roberts	7851 POCAHONTAS TRL Williamsburg, VA 23185	This plan amends SP-0007-2016 to add a new building for storage of electrical equipment.	Suzanne Yeats
	SP-22-0027	Busch Gardens Food & Wine Kiosk SP Amend.	Roberts	7851 POCAHONTAS TRL Williamsburg, VA 23185	This plan adds a kiosk with a smaller footprint than the one approved as part of SP-11-2013 at the same location.	Paxton Condon
	SP-22-0028	Kingswood Water Main Replacement - Phase 2	Berkeley	100 RED MAPLE PL Williamsburg, VA 23185	Kingswood Water Main Replacement - Phase 2.	Terry Costello
	SP-22-0029	5301 Longhill Rd Tower Modifications SP Amend	Jamestown	5301 LONGHILL RD Williamsburg, VA 23188	Install re-enforcement steel plates to the existing cellular communications tower.	John Risinger
	SP-22-0030	Ford's Colony Swim & Tennis Club Shade Structure SP Amend.	Powhatan	165 ST ANDREWS DR Williamsburg, VA 23188	Ford's Colony Swim & Tennis Club Shade Structure SP Amend.	Paxton Condon
	SP-22-0031	JCC Fire Admin Charge Station SP Amend.	Berkeley	5077 JOHN TYLER HWY 4721500001 Williamsburg, VA 23185	Addition of an Electric Vehicle Charging Station.	Paxton Condon
	SP-22-0033	8930 Columbia Dr. - Contractor Equipment Storage Yard and Future Offices	Roberts	8925 COLUMBIA DR Williamsburg, VA 23185	Construction of contractor storage yard and future shop and office buildings.	Paxton Condon
Subdivision Construction Plan	SPLN-22-0001	Stonehouse - Tract S - Phase 1	Stonehouse	9150 SIX MOUNT ZION RD Toano, VA 23168	Stonehouse - Tract S - Phase 1	Thomas Wysong
Special Use Permit	SUP-22-0002	2902 Lake Powell Road Short-Term Rental	Roberts	2902 LAKE POWELL RD Williamsburg, VA 23185	2902 Lake Powell Road Short-Term Rental	Katie Pelletier
	SUP-22-0003	7683 Richmond Rd. Kettle Corn Processing & Storage	Stonehouse	7683 RICHMOND RD Toano, VA 23168	7683 Richmond Rd. Kettle Corn Processing & Storage	Suzanne Yeats
Zoning Verification Letter	ZVL-22-0006	Zoning Verification Letter	Powhatan	1051 ST ANDREWS DR Williamsburg, VA 23188	Zoning Verification Letter	Taylor Orne
	ZVL-22-0007	Zoning Verification Letter	Jamestown	4097 IRONBOUND RD Williamsburg, VA 23188	Zoning Verification Letter	Taylor Orne
	ZVL-22-0008	Zoning Verification Letter	Jamestown	5101 MAIN ST Williamsburg, VA 23188	Zoning Verification Letter	John Rogerson

New Cases for June

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Conceptual Plan	C-22-0035	6255 Old Mooretown Rd Subdivision	Powhatan	6255 OLD MOORETOWN RD Williamsburg, VA 23188	Proposal to subdivide the property to put a manufactured home on the flag stem or on the vacant portion of the parcel to the right.	Terry Costello
	C-22-0036	3426 N Riverside Dr - 3 Lot Subdivision	Powhatan	3426 N RIVERSIDE DR Lanexa, VA 23089	Proposal to construct single-family homes.	Suzanne Yeats
	C-22-0038	3613 & 3617 Bridgewater Dr. Boundary Line Erasure	Jamestown	3613 BRIDGEWATER DR Williamsburg, VA 23188	Proposal to merge tow lots into one.	Thomas Wysong
	C-22-0039	7828 Richmond Rd - Proposed Daycare	Stonehouse	7828 RICHMOND RD Toano, VA 23168	Proposal to use the property as a daycare.	Suzanne Yeats
	C-22-0040	2724 Forge Rd - Boundary Line Adjustment	Powhatan	2724 FORGE RD Toano, VA 23168	Boundary adjustments of 1/4 acre from 1140100002 to 1140100004, and 3 or 6 acres from 1140100002 to 1140100002A .	Suzanne Yeats
	C-22-0042	1 Travis Lane & 13 Foxcroft Road Boundary Line Adjustment	Jamestown	1 TRAVIS LN Williamsburg, VA 23188	1 Travis Lane & 13 Foxcroft Road Boundary Line Adjustment.	Thomas Wysong
	C-22-0044	100 & 102 Industrial Blvd. Contractor Equipment Storage Yard	Stonehouse	100 INDUSTRIAL BLVD Toano, VA 23168	Proposal for a contractor equipment and storage yard.	Terry Costello
	C-22-0045	Ford's Colony Eaglescliffe Townhomes	Powhatan	1000 EAGLESCLIFFE Williamsburg, VA 23188	Proposal for 37 townhome style condominium units on private roads.	Thomas Wysong
Rezoning	Z-22-0001	5700 Williamsburg Landing Dr. Rezoning	Roberts	5700 WILLIAMSBURG LANDING DR Williamsburg, VA 23185	Request to rezone the R-8 Portion of the Parcel to R-5	Thomas Wysong
Site Plan	SP-22-0032	101 Mounts Bay Rd - Cell Tower Amend.	Roberts	101 MOUNTS BAY RD Williamsburg, VA 23185	Enlarge all canisters on the tower from 26" to 36"; remove 6 antennas and install 3 new antennas inside canister at RAD 117; Add 3 antennas at RAD 105' and add 3 RRU at RAD 105' and 6 TMAs ; 3 filters.	Terry Costello
	SP-22-0033	8930 Columbia Dr. - Contractor Equipment Storage Yard and Future Offices	Roberts	8925 COLUMBIA DR Williamsburg, VA 23185	Construction of contractor storage yard and future shop and office buildings.	Thomas Wysong
	SP-22-0034	Green Mount Industrial Park, InLight Industrial Site	Roberts	1655 GREEN MOUNT PKWY Williamsburg, VA 23185	This plan proposes the construction of a new 373k sf warehouse with office space, a new pump station, stormwater management facilities, and parking.	John Risinger
	SP-22-0036	300 Discovery Park Blvd - Small Cell Tower	Jamestown	5300 DISCOVERY PARK BLVD Williamsburg, VA 23188	Proposed Verizon Wireless small cell antenna on a new 30 foot steel pole in the Right of Way. Verizon will also be delivering 210' of conduit from Dominion Energy's secondary pedestal to splice box on behalf of Dominion. VZW Site Name: Williamsburg N049. Closest Parcel: 5300 Discovery Park Boulevard.	Paxton Condon
	SP-22-0037	4545 Ironbound Rd - Small Cell Tower	Jamestown	4545 IRONBOUND RD Williamsburg, VA 23188	Proposed Verizon Wireless small cell on a new 41 foot wood pole in the Right of Way. Verizon will also be delivering 355' of conduit from Dominion Energy's wood pole to splice box on behalf of Dominion. VZW Site Name: Williamsburg N033. Closest Parcel: 4545 Ironbound Road.	Paxton Condon
	SP-22-0039	1350 John Tyler Hwy - Chickahominy Riverfront Park Fishing pier replacement	Berkeley	1350 JOHN TYLER HWY 3430100002 Williamsburg, VA 23188	1350 John Tyler Hwy - Chickahominy Riverfront Park Fishing pier replacement	Paxton Condon
	SP-22-0040	1206 Jolly Pond Rd. JCC Police Firing Range Expansion	Powhatan	1206 JOLLY POND RD Williamsburg, VA 23188	1206 Jolly Pond Rd. JCC Police Firing Range Expansion	Thomas Wysong
	SP-22-0041	105 Chesapeake Ave- Toano Farmer's Market	Stonehouse	105 CHESAPEAKE AVE Toano, VA 23168	Toano Farmer's Market	Jose Ribeiro
	SP-22-0042	Williamsburg Landing - Woodhaven Expansion SP Amend. #2	Roberts	5560 WILLIAMSBURG LANDING DR Williamsburg, VA 23185	Woodhaven Expansion Amendment #2 (noting that 2nd memory care building will not be constructed)	Paxton Condon

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Special Use Permit	SUP-22-0007	750 Blow Flats Rd - Aggregate Storage Resource Recovery	Roberts	750 BLOW FLATS RD 6030100002 Williamsburg, VA 23185	Aggregate Storage Resource Recovery	Terry Costello
Subdivision	S-22-0008	5625 Riverview Rd. Blackthorn Subdivision Boundary Line Erasure	Stonehouse	5625 RIVERVIEW RD Williamsburg, VA 23188	5625 Riverview Rd. Blackthorn Subdivision Boundary Line Erasure.	Paxton Condon
Subdivision Construction Plan	SPLN-22-0002	Willow Pond Landscape Amend	Stonehouse	2611 FORGE RD 1140100010 Toano, VA 23168	This amendment is to provide landscaping along the shared driveway and revise the landscape around BMP #2.	Jose Ribeiro
	SPLN-22-0003	Stonehouse - Tract 11A - Phase 1	Stonehouse	9100 SIX MOUNT ZION RD Toano, VA 23168	Stonehouse - Tract 11A - Phase 1.	John Risinger
Zoning Verification Letter	ZVL-22-0009	Confirmation of SUP-21-0022 for Dominion Energy	Stonehouse	360 RACEFIELD DR 0310100003 Toano, VA 23168	Zoning Verification requested by Dominion Energy.	Christy Parrish
	ZVL-22-0010	Zoning Verification for PINs 4130100001; 4130100001A; 4130100001B	Roberts	6945 POCAHONTAS TRL Williamsburg, VA 23185	Request for verification of zoning, overlay districts, Special Use Permits.	John Rogerson
	ZVL-22-0011	Zoning Verification for the AAAA Self Storage Facility	Stonehouse	6099 PRICKET RD Williamsburg, VA 23188	Request for Copies of any Variances or Special Use Permits, Open/Unresolved Zoning & Building Code Violations.	Taylor Orne
	ZVL-22-0012	Zoning Verification for the AAAA Self Storage Facility	Stonehouse	7521 RICHMOND RD Williamsburg, VA 23188	Request for Copies of any Variances or Special Use Permits, Open/Unresolved Zoning & Building Code Violations.	John Rogerson