

## MEMORANDUM

**DATE:** October 13, 2005

**TO:** Members of the Toano Community Character Area Steering Committee

Gail Harding                      Fred Boelt  
Barry Bryant                      Patricia Rowe  
Donnah Joyce

**FROM:** Jason Purse, Planner

**SUBJECT:** Toano Community Character Area Study Steering Committee Welcome Packet

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*Welcome aboard!* We are very excited that all of you have agreed to serve as members of the Toano Community Character Area Study Steering Committee. The purpose of this memo is to familiarize you with your role as a committee member and to provide you with a list of key players that you will be working with throughout the process. Also included as attachments are a first meeting agenda, background materials - including a copy of the 2003 Comprehensive Plan and maps depicting the focus area of this study, and a schedule of meeting dates.

The steering committee will meet for the first time on Wednesday, October 19<sup>th</sup> at 2:00 at the James City County Public Library, located at 7770 Croaker Road.

***What is the Toano Community Character Area Study and what is my role as a committee member?***

In September, the James City County Board of Supervisors appointed five citizens to serve on the steering committee as an outgrowth of the 2003 Comprehensive Plan. The steering committee is tasked with assisting staff and the Renaissance Planning Group, a planning, design, and policy analysis group, based out of Charlottesville in recommending guiding design principles for future development. Specifically, the committee will work toward the main goals of creating a series of tools to ensure the endurance of the special qualities of the Toano area including a simple and straightforward set of development policies and principles, uniform design guidelines and a master streetscape plan.

An important section from the Comprehensive Plan to be aware of is the *Community Character* section, which is pages 83-98. There are specific Toano sections on page 84 (Suburban and Urban CCC) and on page 86 (Norge and Toano Community Character Areas). Please also note the *Land Use* section and map as they describe and depict areas inside the Toano Community Character Area that include General Industry, Moderate-Density Residential, and Mixed-Use style developments. Use this information to start thinking about how you view this special area and how you envision current or possible future changes.

It is important that committee members take an active role in this process. Citizen involvement—within the community and through public workshops—is designed to play a central role in examining Toano community development.

***How often will we be meeting?***

The steering committee will meet three times, as well as two additional meetings for public workshops. The three steering committee meetings will take place at the James City County Public

Library at 2:00 on Wednesday, October 19<sup>th</sup>; Thursday, November 10<sup>th</sup>; and Friday, November 18<sup>th</sup>. We anticipate these meetings will last approximately an hour and a half. The two public workshops will be held at 6:30 at the Toano Middle School on November 2<sup>nd</sup> and November 16<sup>th</sup>. These meetings are expected to last between 2 and 3 hours.

***Who are the staff members with whom the committee will be working?***

The committee will work closely with members of the Development Management Department staff as well as the Renaissance Planning Group team. Listed below are the staff members and primary consultants involved in the process:

Don Davis	<i>Principal Planner, Comprehensive Planning</i>
Jason Purse	<i>Planner</i>
Jose Ribeiro	<i>Planner</i>
Leanne Reidenbach	<i>Development Management Assistant</i>
Ken Schwartz	<i>Renaissance Planning Group</i>
Eric Wright	<i>Renaissance Planning Group</i>

***How long will it take to complete the study?***

We are expecting the whole process to last around four months and will conclude with presentations to the Planning Commission and the Board of Supervisors in December and January respectively.

Again, we are excited about working with all of you on this project. We truly believe this will be a rewarding process for all involved and one which will have a long lasting impact on the quality of life in the Toano area, as well as James City County as a whole.

Thank you for your willingness to participate on this committee and please call me at 253-6685 if you have any questions or concerns.

**Attachments:**

- Meeting Agenda
- Schedule
- Background information: Area map and Comprehensive Plan



# Toano Community Character Area Study

## STEERING COMMITTEE AGENDA

wednesday october 19, 2005 | 2:00 pm

2:00 INTRODUCTIONS - Jose Ribeiro *James City County Planning*

2:05 OBJECTIVES – Jason Purse *James City County Planning*

Purpose of Steering Committee

2:15 KEY QUESTION – Ken Schwartz *Renaissance Planning Group*

What values should shape the character of the Toano community?

2:25 TOANO COMMUNITY PROFILE - Eric Wright *Renaissance Planning Group*

- 1 Natural Features
- 2 Built Environment
- 3 Policies and Regulations
- 4 Planned Development
- 5 Socio-economic characteristics

2:50 COMMUNITY DESIGN ELEMENTS - Eric Wright *Renaissance Planning Group*

3:05 SCHEDULE - James City County Planning & Renaissance Planning Group

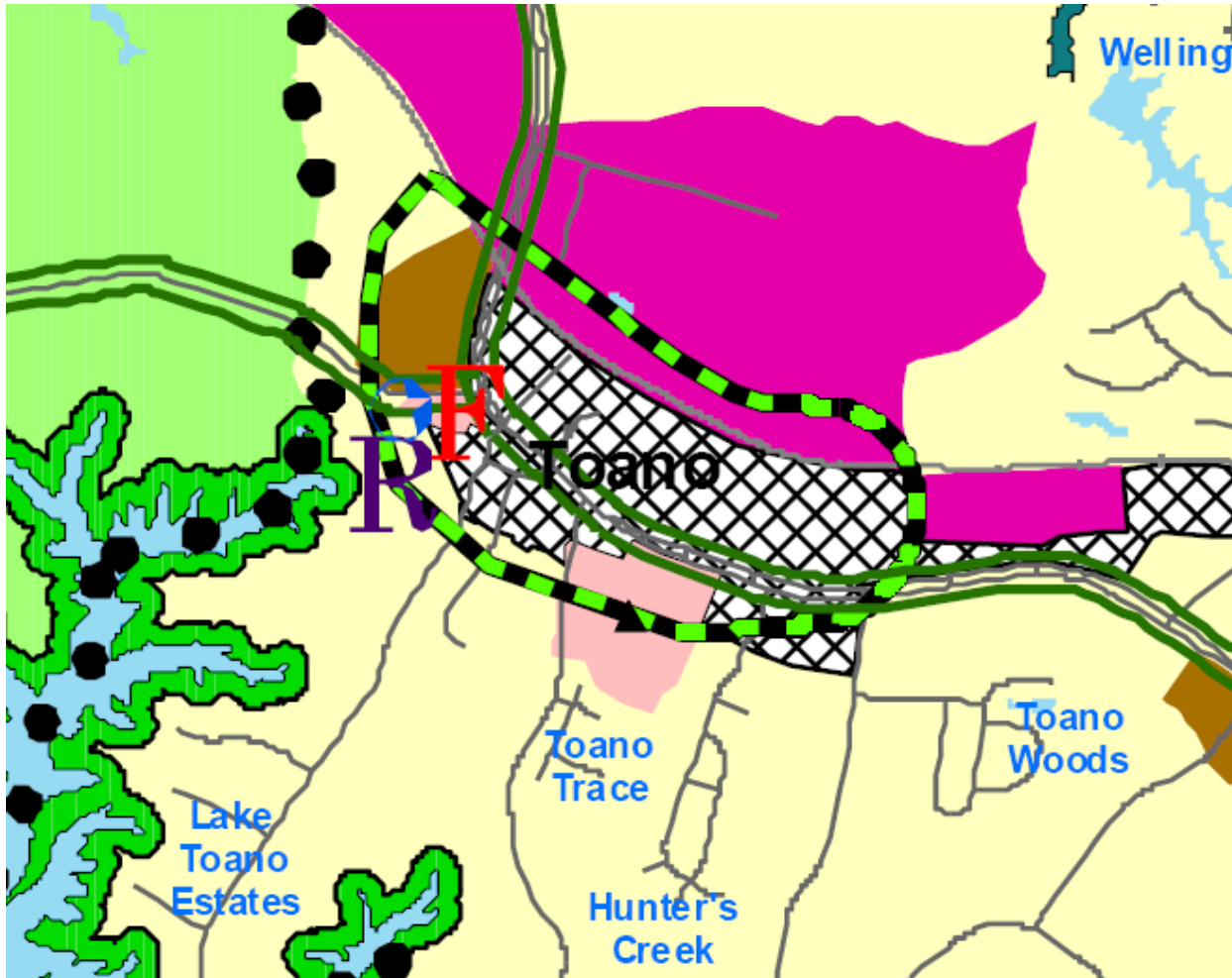
3:15 COMMENTS – Committee Members & Public

3:30 ADJOURN

Schedule for the Toano Community Character Study Area

<b>Wednesday</b>	<b>October 19<sup>th</sup></b>	<b>2:00 P.M.</b>	<b>Committee meeting-Norge Public Library</b>
<b>Wednesday</b>	<b>November 2<sup>nd</sup></b>	<b>6:30 P.M.</b>	<b>Workshop-Toano Middle School</b>
<b>Thursday</b>	<b>November 10<sup>th</sup></b>	<b>2:00 P.M.</b>	<b>Committee meeting-Norge Public Library</b>
<b>Wednesday</b>	<b>November 16<sup>th</sup></b>	<b>6:30 P.M.</b>	<b>Workshop-Toano Middle School</b>
<b>Friday</b>	<b>November 18th</b>	<b>2:00 P.M.</b>	<b>Committee meeting-Norge Public Library</b>

## Diagram of the Toano Community Character Area



### Legend – Comprehensive Plan Land Use

- Airport
- Community Commercial
- Conservation Area
- Federal, State, and County Land
- General Industry
- Limited Industry
- Low Density Residential
- Mixed Use
- Moderate Density Residential
- Neighborhood Commercial
- Park, Public, or semi-public Open Space
- Reservoir
- Rural Lands
- F Fire Station #1
- R Recycle Center
- Community Character Area

# The Toano Community Character Area

