

DESIGN PROCEDURES

JAMES CITY COUNTY

Introduction

In August 1999, James City County and the C.C. Casey Limited Company sponsored parallel design competitions for a Courthouse and Town Plan, respectively, to be located on approximately 600 acres in James City County, Virginia. This property has drawn the attention of several groups, and numerous organizations are interested in its development.

James City County is a rapidly growing area fueled by tourism related to its historic value. Colonial Williamsburg, Jamestown, and Yorktown are just a few of the local attractions, not to mention its proximity to the rapidly expanding Hampton Roads area. Coupled with the many attractions of the area, the mild climate has induced retirement communities and corporate headquarters. The construction of the Route 199 Extension and the Monticello Avenue Extension allow this property to become easily accessible and the center of activity.

The winning town plan, chosen from 99 entries worldwide, was submitted by Michel Dionne, Paul Milana and Christopher Stienon of New York City. The program includes civic facilities, 600,000 square feet of retail, 400,000 square feet of office and 2,000 residential units. The structuring of the plan locates a civic green at the southeast corner of the site. Extending north from this green, is a town common which links to a residential crescent anchored by a prominent church building. A retail square is the focus of the mixed use town center. Wetlands and natural features shape residential neighborhoods, composed of simple street and block patterns that accommodate a variety of lot sizes and housing types. The public spaces connect to the regional system of public open spaces so that the new town becomes an urban extension and center for the region.

I. MU Master Plans, Design Guidelines and Amendments Thereto

1. Items Requiring Review

The developer shall submit a MU (Mixed Use) Master Plan for each successive phase of the New Town which will replace the adopted R-8 Master Plan. Supplemental MU design guidelines are to be submitted by the developer as additions to the adopted R-8 design guidelines. Any amendments to the master plan or design guidelines shall also be submitted by the developer.

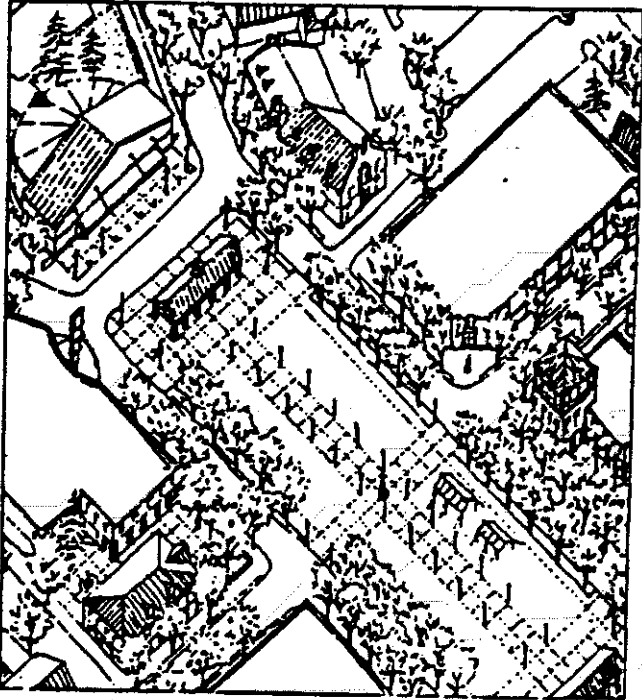
2. Review Process

The developer shall submit a master plan, design guidelines, and/or amendments thereto to the secretary of the DRB (6 copies) and to the Planning Division (2 copies) prior to submitting a formal application to the County for a rezoning, special use permit (SUP), or master plan. All required materials shall be submitted to the secretary of the DRB and the Planning Division no less than 10 working days in advance of the DRB's regularly scheduled monthly meeting. The formal application for a rezoning, special use permit or master plan shall not be submitted by the developer to the County until the DRB has acted on the master plan or the design guidelines.

The Planning Division shall review the proposals and may submit questions to the DRB if necessary. The purpose of the questions are to raise critical issues regarding the consistency of the proposed plans and design guidelines with the adopted design guidelines and master plan for the DRB's consideration.

The DRB shall review the proposal and send its recommendations to the developer and to the Planning Division no later than one week after the DRB meeting. In cases where proposals are not approved by the DRB, the DRB shall advise the developer of the areas or features of the submission which were deemed to

be inconsistent with the applicable design guidelines and adopted master plan, the reason for such findings, and suggestions for revisions. The DRB may suggest a resubmittal in some cases. At this point the developer may submit an application to the County for a rezoning and/or a master plan amendment. The Planning Commission and Board of Supervisors will then consider the advisory recommendation of the DRB, act on the proposal and notify the developer consistent with applicable rezoning and master planning procedures.



II. Development Plans

1. Items Requiring Review

The DRB shall review the following development plans: subdivision, site, landscaping, and architectural plans, elevations and other development and construction plans.

2. Presubmission Presentation Process.

The developer is strongly encouraged to make a presubmission presentation to the DRB prior to submitting a preliminary site plan or preliminary subdivision plan application to the County. Presubmission presentation should occur at 50-60% completion of the master plan, conceptual site plan, and building design conceptual plan, and before undertaking computer drawings or hard line site and building definition. It is the intent of the DRB and the County to use the presubmission presentation as a means of communicating early in the essence of the New Town design guidelines, thus avoiding potential costly changes to the project at a later stage. Developers wishing to make a presubmission presentation shall send one copy of their proposed plan to the secretary of the DRB and one to the Planning Division at least 10 working days in advance of the DRB's meeting. Suggested documents for presubmission include:

- Master plan indicating location and conformance with the New Town master plan.
- Conceptual site plan as described in the County Zoning Ordinance Section 24-144.
- Building sketches illustrating general floor plan, building perspective, or other means to describe form and character and building materials.
- Overall program.

The Planning Division shall review the presubmission plans and may submit a list of questions to the DRB if necessary.

The purpose of the questions is to raise critical issues regarding the consistency of the proposed plans and design guidelines with the adopted design guidelines and master plan for the DRB's consideration.

The DRB shall review the proposal and send its recommendations to the developer and to the Planning Division no later than one week after the DRB meeting. In cases where proposals are not approved by the DRB, the DRB shall advise the developer of the areas or features of the submission which were deemed to be inconsistent with the applicable design guidelines and adopted master plan, the reason for such findings, and suggestions for revisions. The DRB may suggest a resubmittal in some cases. The County is not required to review development plans before they are approved by the DRB. The County will then consider the advisory recommendation of the DRB, act on the proposal and notify the developer within the procedures and time schedules set by County ordinances, with the 10 working days prior the DRB meeting counting toward any review periods and/or deadlines specified in the County ordinances.

3. Preliminary Submission Review Process

The developer shall submit preliminary submission of development plans to the secretary of the DRB and the Planning Division no less than 10 working days in advance of the DRB's regularly scheduled monthly meeting. Six copies of the following items shall be provided to the secretary of the DRB and two copies shall be provided to the Planning Division in this preliminary submission (these copies are in addition to other County ordinance requirements):

- Master plan indicating location and conformance with New Town master plan.
- Preliminary site and/or subdivision plans in accordance with the County Zoning and Subdivision Ordinances.
- Plans for buildings and other structures, including floor and roof plans, elevations and perspectives, and specifications for exterior building materials. Color samples may

also be submitted if determined at this point. These plans and specifications should be submitted at approximately the time of 80-90% completion of the architect's schematic stage in design.

- Final program.

The above items shall be processed as specified above under "Presubmission Presentation Process."

4. Final Submission Review Process

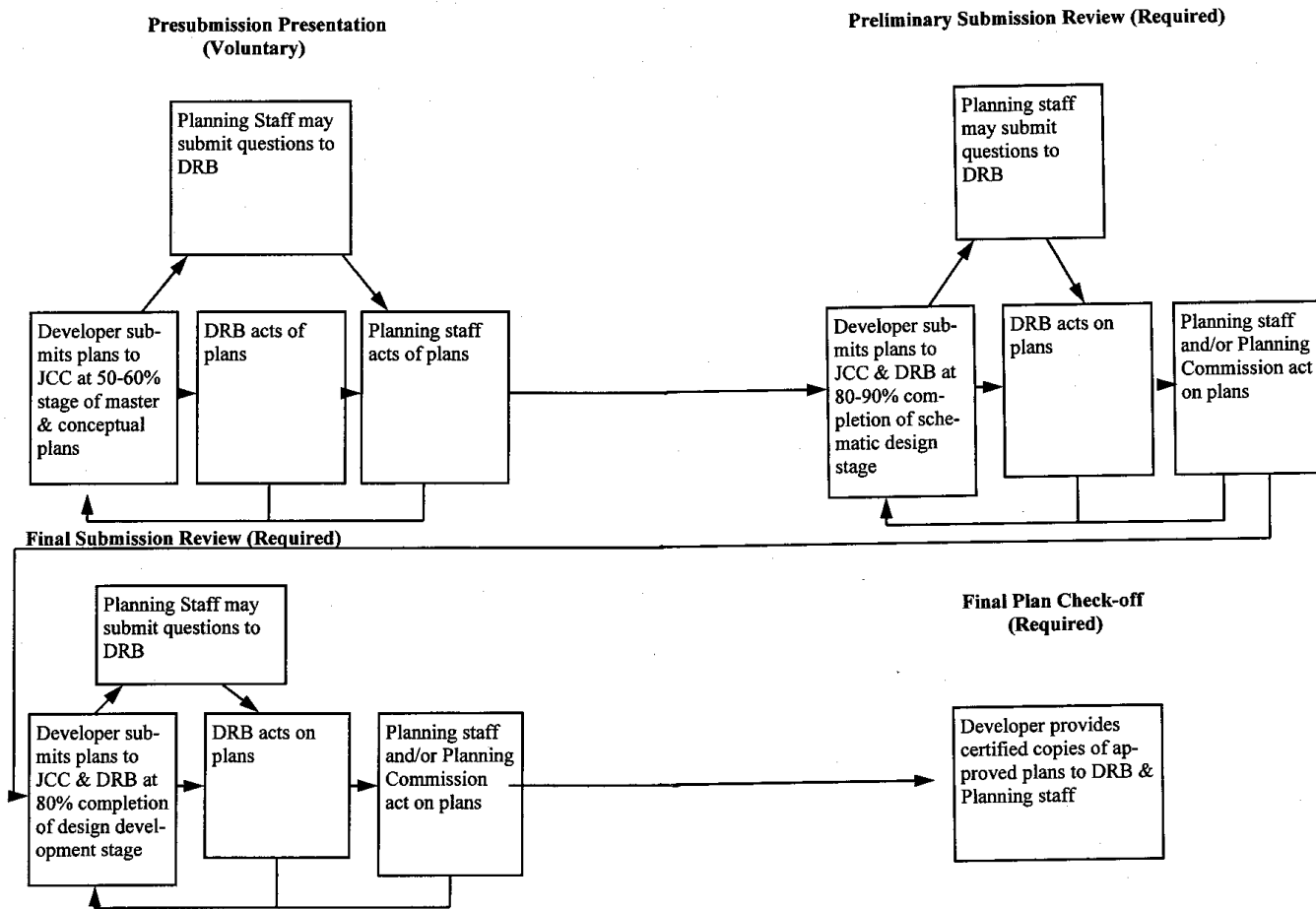
The developer shall submit final development plans to the secretary of the DRB and the Planning Division, and shall be processed as specified above under "Presubmission Presentation Process." However, only the two following items need to be included in the final submission:

- Final site plan and/or subdivision plan in accordance with the County Zoning and Subdivision Ordinances.
- Plans for buildings and other structures, including floor and roof plans, elevations and perspectives, and specifications for exterior building materials, including colors if not previously submitted. These plans and specification should be submitted at approximately the time of 80% completion of the architect's design development phase.

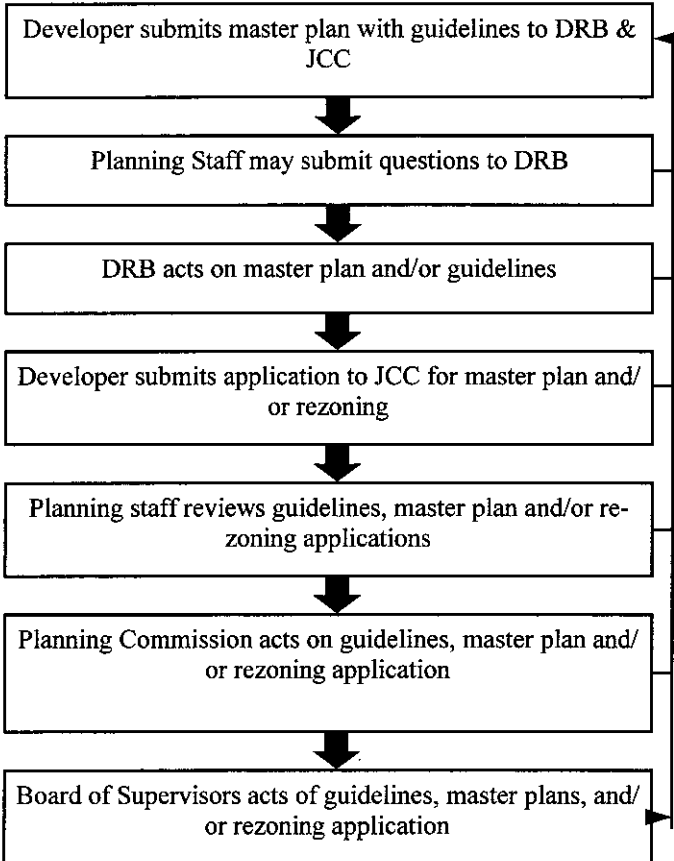
5. Final Plan Check-off and Record

The developer shall provide one copy of the final plans as described above under "Final Submission Review Process" bearing the County's approval shall be provided to the Secretary of the DRB, and two copies to the Planning Division. These plans should be checked by the secretary of the DRB as to their consistency with the DRB's recommendation, and by the Planning Division as their consistency with the County's approval. Both the secretary and the Planning Division shall retain a permanent record of the final plans, and one copy shall be returned to the developer.

DESIGN REVIEW PROCESS FOR DEVELOPMENT PLANS



**Design Review Process for MU Master Plans,
Design Guidelines, and Amendments**



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