



**PUBLIC NOTICE**  
**WILLIAMSBURG CITY COUNCIL**

The Williamsburg City Council will hold a public hearing on Thursday, January 14, 2016, 2:00 p.m. in the Third Floor Conference Room at the Williamsburg Municipal Building, 401 Lafayette Street, to consider the following:

**PCR #15-026:** Request of WJCC Schools for a special use permit to construct a new Middle School at 101 Longhill Road. It is proposed to demolish the existing James Blair school buildings except for the Central Office, and to construct a new Middle School in two phases. The property is zoned RS-2 Single Family Dwelling District.

**PCR #15-028:** Amend the Architectural Review section of the Zoning Ordinance [Sec. 21-853] to revise the means of appointing the Planning Commission representative on the Architectural Review Board. It is proposed to have the Planning Commission representative appointed by the Chair of Planning Commission instead of by the City Council.

Additional information is available at [www.williamsburgva.gov/publicnotice](http://www.williamsburgva.gov/publicnotice) or at the Planning Department [(757) 220-6130], 401 Lafayette Street. Interested citizens are invited to attend this hearing and present their comments to the Council.

If you are disabled and need accommodation in order to participate in the public hearing, please call the City Manager's office at (757) 220-6100, (TTY) 220-6108, no later than 12:00 noon, Thursday, January 7, 2016.

Gerry S. Walton  
Deputy Clerk



**CITY OF WILLIAMSBURG**  
MEMORANDUM

**DATE: December 18, 2015**

**SUBJECT: PCR #15-026**

**Request of W-JCC Public Schools for a special use permit for new middle school at 101 Longhill Road**

Williamsburg-James City County Public Schools is requesting a special use permit for a new Middle School to be constructed in two phases at 101 Longhill Road. Phase 1 will accommodate 600 students with an anticipated opening date of 2018 which will consist of demolishing the auditorium, gym, cafeteria, media center and band/choir areas. The School Board/Central office will remain open in the annex building during this phase. Phase 2 will add 300 students and will consist of demolishing all remaining portions of the existing building including the School Board/Central Office. Cooley Field will remain in both phases. The anticipated opening date for Phase 2 is 2023. A future locker building is also shown adjacent to Kiwanis Park. A detailed description of the proposed Middle School and its phasing is attached.

The following conceptual site plan illustrates Phase 1 of the project with yellow highlighting the new building with the School Board/Central Office remaining on the site.

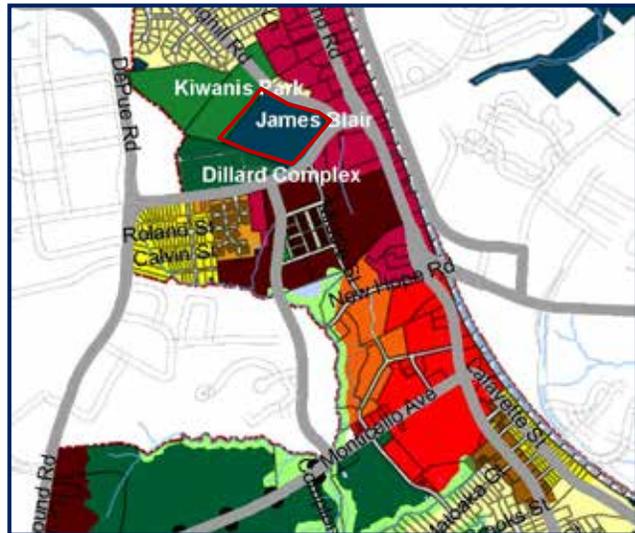


The following conceptual site plan illustrates Phase 2 of the project in brown with the School Board/Central Office being removed from the site.



## COMPREHENSIVE PLAN

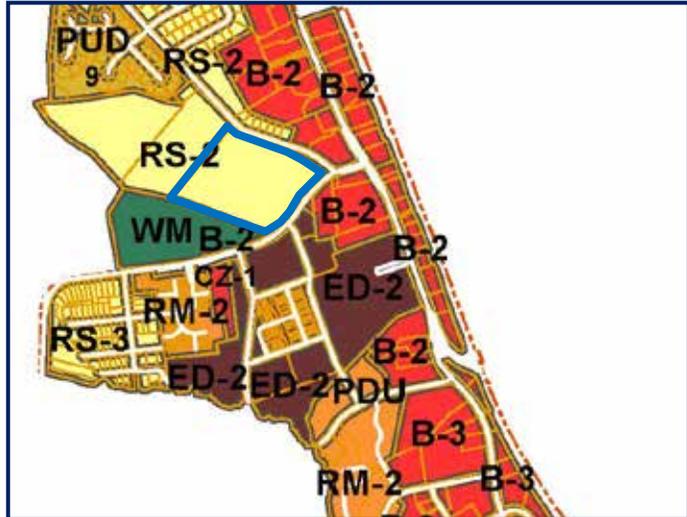
This property (outlined in red on the map below) is designated as *Public and Semi-Public* land use in the 2013 Comprehensive Plan, which includes government facilities, churches, public and private schools, fraternal organizations, nursing homes and cemeteries. Land to the north and east are designated *Low Density Single Family Detached Residential* land use and *Corridor Commercial* land use with lands to the south and west designated *Corridor Commercial, Economic Development, William and Mary and Parks, Parkway and Recreation* land use.



## ZONING

This property (outlined in blue on the map below) is zoned Single Family Dwelling District RS-2. The property to the north and east are zoned RS-2 and B-2 with lands to the south and west zoned B-2, ED-2, WM and RS-2.

The RS-2 District allows, with a special use permit, "Public or private elementary, middle and high schools, colleges and universities; and including temporary classroom facilities when accessory to and on the same lot as a school located in a permanent building."



The statement of intent for the RS-2 District reads:

*This district is established as a single-family residential area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the land and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low density and permitted uses are limited basically to providing homes for the residents. Certain additional uses that may be compatible with single-family neighborhoods, such as churches, schools and day care centers, may be allowed with the issuance of special permits.*

## SPECIAL USE PERMIT

The special use permit section of the Zoning Ordinance (Sec. 21-42) establishes the following criteria:

- (a) *The proposed use shall be:*
  - (1) *In harmony with the adopted comprehensive plan;*
  - (2) *In harmony with the intent and purpose of the zoning district in which the use is proposed to be located;*
  - (3) *In harmony with the character of adjacent properties and the surrounding neighborhoods, and with existing and proposed development.*
- (b) *The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water and sewer facilities.*

- (c) *The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.*
- (d) *The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.*

Additional reasonable standards as deemed necessary to protect the public interest and welfare may be imposed, including: more restrictive sign standards; additional open space, landscaping or screening requirements; additional yard requirements; special lighting requirements; limitation on hours of operation; and additional off-street parking and loading requirements.

The Planning Director or Planning Commission may require the following additional information:

- (1) A traffic impact analysis, showing the effect of traffic generated by this project on surrounding streets and neighborhoods.
- (2) A public utility analysis, showing the effect of this project on public water, sewer and/or storm drainage facilities.
- (3) A fiscal impact analysis. The Planning Director or the Planning Commission may request the City Council to provide funds for the preparation of this study by the City.

A traffic impact analysis was performed by Kimley-Horn and staff does not feel that any additional studies are needed in order to make a decision on this request.

## **TRAFFIC**

Kimley-Horn was selected to conduct a traffic impact analysis of the site and the executive summary is attached. The study analyzed existing traffic conditions and the impacts of the proposed development on adjacent roads, and recommended improvements to the existing roads affected by the redevelopment of the site to a fully functioning 600 and ultimately 900 student Middle School. Included in the analysis is the improvement and relocation of the Ironbound Road/Longhill Road intersection to the west, including signalization. This intersection improvement is in the City's Capital Improvement Plan, and its location was also included in the site plan approved for the Aldi Supermarket located across Ironbound from the proposed Middle School, which is now under construction (SPR #15-003). Proposals for the design of the new intersection were due on November 18. The City anticipates that construction on the intersection changes will begin in April 2017 and will be coordinated with the Middle School construction work.

Under Phase 1 the new Middle School will be served by two site access driveways along Longhill Road, one to accommodate school bus traffic with the other serving as the main entrance to the new school site which provides access for faculty, staff, visitors, and passenger vehicles conducting drop-off and pick-up operations. Two access points are proposed along Ironbound Road, one using the existing access

driveway that serves as the main entrance to the school today which will be converted to a right-in/right-out to mitigate operational concerns along Ironbound Road and to ensure no adverse impacts to the proposed relocated Longhill Road/Ironbound Road signalized intersection. The existing Staff Parking Lot driveway will be improved to current standards for sight line/sight distance improvements to enhance safety of drivers exiting the site under Phase 1.

Under Phase 2 the two access points and their function along Longhill Road and the right-in/right-out along Ironbound Road are expected to remain unchanged. However, there are two scenarios for school site access at the second driveway along Ironbound Road that may result in potential changes to operations and/or driveway locations under Phase 2.

- One scenario is to upgrade and relocate the Staff Parking Lot access on Ironbound Road approximately 75 feet east of its current location to align with Middle Street. Changes to the Middle Street leg of the intersection will remove the right-in/right-out only restriction which will result in a full movement intersection with those exiting Middle Street and the school Staff Parking Lot stopping before entering Ironbound Road.
- The second scenario envisions the possibility of a new roadway connection between the school property and a signalized intersection at Treyburn Drive and Ironbound Road. This requires the construction of a new roadway on College of William and Mary property through the Dillard Complex which is identified as a future athletic complex in the College's Master Plan. This scenario has been in early discussions with College officials but details have not been worked out and approved by all parties as of this date. If this connection were to occur, the existing Staff Parking Lot access driveway along Ironbound Road would be closed due to the new signalized intersection at Treyburn Drive.

With the planned improvements to Ironbound and Longhill Road intersection and the planned improvements on school property, traffic operations are expected to be within acceptable ranges, regardless of the additional or new traffic generated by the proposed Middle School. The consultant notes that "due to these normal increases in traffic volumes and non-peak hour operational impacts, no physical capacity enhancements or improvements are proposed for the adjacent streets or study area intersections".

## **ARCHITECTURAL REVIEW BOARD**

This property is not located within an Architectural Review District.



## **SITE PLAN REVIEW COMMITTEE**

The Site Plan Review Committee reviewed the proposed site plans for Phase 1 and Phase 2 on November 18. The Committee discussed the building layout, the parking and circulation system for both phases (including the possibility of connecting to Treyburn Drive) and the City's project to relocate and improve the Ironbound Road/Longhill Road intersection. The Committee recommended approval of the site plans.

## **BOARD OF ZONING APPEALS**

The Board of Zoning Appeals approved a height variance for Phase 1 of the project on October 6, 2015 (BZA #15-008). The Board approved a maximum height of 50 feet for Phase 1 because of the increased setbacks from Longhill and Ironbound Roads. Phase 2 will also require a height variance if the building exceeds 45 feet. At this time, the final height of Phase 2 has not been determined since this phase is a few years in the future.

## **ANALYSIS**

As noted in the attached project narrative, the Williamsburg-James City County Public Schools, after working with city and county staff to determine if other land was available to accommodate a new Middle School and finding none, has determined that the James Blair site is the appropriate site for the new Middle School. The architect was hired in 2015 to design the new, two-phase Middle School on the James Blair site that is the subject of this application.

A major issue for the new Middle School is traffic and this has been addressed by the Kimley-Horn Traffic Study as outlined on pages 5 and 6 of this memorandum. As part of the traffic improvements the City will begin construction of a new traffic light and intersection improvements at Ironbound Road and Longhill Road in April 2017 as recommended by the Capital Improvement Program. The Phase 2 site plan provides an alternative of connecting to the Treyburn Drive/Ironbound Road signalized intersection if details can be worked out with the College of William and Mary.

Access to the new Middle School will be provided from both Ironbound Road and Longhill Road, with the main student drop-off entrance being from Longhill Road. School bus access to the site will be provided from Longhill Road, as was the case when James Blair was operating as a Middle School. Details of the access to the site are provided in the Traffic Study. The Zoning Ordinance requires 188 parking spaces in Phase 1 and 200 spaces will be provided. Phase 2 requires 247 parking spaces and 247 spaces are being provided.

The parcel will contain approximately 75% open space in Phase 1, and approximately 68% in Phase 2. Trees are being provided in the new parking areas, as well as perimeter trees and shrubs along both Ironbound Road and Longhill Road. The project includes a new 10 foot shared use path through the site from Longhill Road to

Ironbound Road. The shared use path will connect to the shared use path on Longhill Road that is proposed by the City in FY17 and to the future shared use path along Ironbound Road between the school and DePue Drive that will be built in the future as Ironbound Road is improved.

Water and sewer are available to the site. Stormwater management will be handled by a BMP at the rear of the site adjacent to Kiwanis Park, and by three bio-retention areas. The stormwater management plan is acceptable to the City Engineer.

## **RECOMMENDATION**

Staff recommends that Planning Commission recommend to City Council that a special use permit be approved for a new middle school at 101 Longhill Road, as shown on the Phase 1 and Phase 2 conceptual site plans, contingent upon the following:

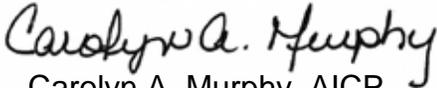
- Installation of traffic improvements in Phase 1 and Phase 2 as recommended by the Kimley-Horn Traffic Study.
- Approval of a height variance by the Board of Zoning Appeals prior to the construction of Phase 2.

## **PLANNING COMMISSION RECOMMENDATION**

Planning Commission held a public hearing on December 16. Other than the applicant and the applicant's representatives no one spoke at the public hearing. Planning Commission recommended, by a vote of 6-0, that a special use permit be approved for a new middle school at 101 Longhill Road, as shown on the Phase 1 and Phase 2 conceptual site plans with two conditions as recommended by staff.

## **CITY COUNCIL PUBLIC HEARING**

The City Council public hearing is scheduled for January 14, 2016 at 2:00 p.m. in the Third Floor Conference Room at the Municipal Building, 401 Lafayette Street.

  
Carolyn A. Murphy, AICP  
Deputy Planning Director

## **Project Narrative for New Middle School at 101 Longhill Road**

### **History**

The existing James Blair Middle School was constructed in the mid-1950s. It consists of a mixed one story/two story building containing approximately 73,600 square feet of space and detached building containing approximately 15,300 square feet of space, for a total approximate building area of 88,900 square feet. In 2009, the building was decommissioned as a school facility. In 2010, the building was converted to the Williamsburg-James City County Public School Central Administration offices and this remains the current use of the facility.

In 2012, Division enrollment projections indicated that a fourth middle school would be needed by 2018. Initial discussions centered on converting the existing James Blair buildings back into a middle school, and several studies were conducted to see how this could be done and to gauge total project costs. However, while feasible, the studies determined that converting the existing Blair buildings back into a middle school would not be a sound financial or educational choice. After working with city and county staff to determine if other land could accommodate a middle school and finding none, it was determined that a new school would be built on the existing James Blair property. An architectural firm, Waller Todd & Sadler, was hired in 2015 to design a new, two-phase middle school on the site of the existing James Blair, with the goal of starting construction on the new facility in September 2016 and opening Phase 1 in September 2018.

### **Background**

When Lois Hornsby Middle School was designed, WJCC anticipated that it would have four middle schools running concurrently. However, as resources necessary to operate and maintain the school became scarcer due to the economic recession and enrollment growth slowed, it was decided that the original James Blair Middle School would be shut down to avoid unnecessary operating costs and converted into office space to house WJCC Administrative and School Board services. However, student population has again started to increase. Moving forward, WJCC decided to increase its available capacity and redevelop the existing James Blair site. The proposed new middle school will be constructed in two phases:

- Phase 1 of the new Middle School is anticipated to open in 2018 and will accommodate approximately 600 students.
- Phase 2 of the new school is anticipated to be completed in 2023 and will result in the ability to accommodate an additional 300 students increasing enrollment capacity to 900 students.

**Phased Project**

As noted, this project is divided into two phases. Phase 1 construction will include the demolition of the public section of the existing structure-auditorium, gym, cafeteria, media center and band/choir. It will also include work on the side and front parking lots, including a transfer of electrical, HVAC, and water and sewer systems. This transfer will allow the School Board/Central office in the main building and annex to remain open. The initial demolition will occur in the summer of 2016, followed immediately by the construction of the new facility starting in September, 2016. The School Board/Central Office will remain operational until around 2021 when work on Phase 2 is anticipated to begin. Phase 2 will require demolition of all remaining portions of the existing building.

**Enrollment Projections**

As the chart below indicates, WJCC enrollment at the middle school level is projected to continue growing. This also is a reflection of the population and household growth trends anticipated for James City County in the recent update of the Comprehensive Plan. In 2018, the year the new middle school is projected to open, data shows WJCC middle schools over capacity by 127 students, and 180 over the following year.

	as of September 30th ENROLLMENT (Historical)										as of September 30th PROJECTED					
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
31-Berkeley	829	876	865	823	804	848	886	936	942	902	908	915	915	929	954	973
32-James Blair	0	628	658	679	640	643	0	0	0	0	0	0	0	0	0	0
33-Toano	790	831	858	825	839	859	678	705	693	733	756	761	761	742	795	810
34-Hornsby	652	0	0	0	0	890	919	917	911	903	909	909	922	949	968	968
<b>Middle TOTAL</b>	<b>2,571</b>	<b>2,335</b>	<b>2,381</b>	<b>2,327</b>	<b>2,283</b>	<b>2,350</b>	<b>2,454</b>	<b>2,560</b>	<b>2,552</b>	<b>2,546</b>	<b>2,567</b>	<b>2,585</b>	<b>2,585</b>	<b>2,593</b>	<b>2,698</b>	<b>2,751</b>
<i>Available Capacity (2)</i>					288	221	117	11	19	25	4	(14)	(14)	(22)	(127)	(180)

**Traffic Analysis**

WJCC hired Kimley Horn, the same firm that assisted the City with the Ironbound Road Corridor Study, which identifies and recommends future improvements to both Ironbound Road and Longhill Road adjacent to the James Blair site, to conduct our traffic study. Under Phase 1 and Phase 2, the proposed new Middle School will be served by two site access driveways along Longhill Road. One access driveway will serve to accommodate school bus traffic conducting student drop-off and pick-up operations. The second access driveway will serve as the main entrance into the new school site providing access for faculty, staff, visitors, and passenger vehicles conducting student drop-off and pick-up operations.

The site will be served by two access points along Ironbound Road. The existing access driveway that serves as the main entrance to the school today will be converted to a right-in/right-out only driveway to mitigate operational concerns along Ironbound Road and to ensure no adverse impacts to the proposed relocated Longhill Road/Ironbound Road signalized intersection. The existing Administration staff parking lot access driveway will be improved to current standards and sight line/sight distance improvements are also proposed (e.g., removal of vegetation/trees along the frontage of the school) to enhance the safety of drivers exiting the site on to Ironbound Road.

Under Phase 2 the right-in/right-out would remain unchanged. However, there two potential scenarios for the existing Administrative Parking lot driveway under Phase 2.

One scenario under Phase 2 (Scenario 1), involves the upgrade and relocation of the Administration Parking lot access driveway approximately 75 feet to the east of its currently location such that it aligns with the Middle Street approach to Ironbound Road.

The Middle Street leg of the intersection would be reconstructed to remove the RIRO only restriction resulting in a full movement intersection serving the Administration Parking lot and Middle Street. The Administration Parking lot and Middle Street approaches would be STOP controlled while Ironbound Road would remain free-flow.

The other scenario under Phase 2 (Scenario 2) envisions a connection being made from the school site directly to the signalized intersection of Ironbound Road and Treyburn Drive via property owned by the College of William & Mary. This would improve safety and traffic operations associated with the school. This would require the construction of a new roadway on College of William & Mary property through the Dillard Complex which is identified as a future athletic complex in the College's Master Plan. However, details associated with roadway improvement costs and/or right-of-way acquisition have yet to be finalized and no decision has been made. Additionally, if this connection were to occur, the existing Administration Parking lot access driveway along Ironbound Road would be closed as access to/from the parking lot would be served by the signalized intersection at Treyburn Drive.

Regardless, the peaking characteristics associated with the school although very distinct are also very manageable as a result of the anticipated roadway capacity and traffic control improvements (i.e., new traffic signal at Longhill Road and Ironbound Road) and the fact that the peak arrival and dismissal times of the middle school do not directly coincide with the peak traffic periods of the adjacent streets.

#### **Layout and Function of Proposed new MS**

Williamsburg James City County Schools will build a new middle school that embraces the following design drivers and supports a new delivery model:

- Create a school environment that is secure, student-centered, and
  - Features flexible and seamless technology;
  - Emphasizes collaborative, project-based, inter-disciplinary instruction;
  - Offers opportunities for STEM/STEAM; and,
  - Incorporates indoor and outdoor spaces that enhance learning and environmental awareness.
- Through flexible spaces and furnishings, the school will:
  - Support Digital Natives
  - Allow Connectivity
  - Foster Social Interaction
  - Generate Collaboration

The new building is planned for an initial enrollment of 600 students with the capability to easily expand to 900 students. Phase One will contain approximately 112,000 square feet, and Phase Two will contain approximately 42,000 square feet. The final total for 900 students will be approximately 154,000 square feet. The academic portion of the building will be three stories to conserve green space on the site and allow three 200-student neighborhoods to be developed in Phase One. The City Board of Zoning Appeals approved the 50' height variance necessary for the third floor at its October 6, 2015 meeting. The neighborhoods are highly flexible environments that can be used as grade-level spaces or can be modified as curricular directions change. The future expansion will be three 100-student neighborhoods in a three-story configuration to allow integration with the Phase One spaces and provide the expansion necessary to reach 900 students. (See attached Conceptual Site Diagram.)

Each neighborhood contains flexible classroom space, a large collaboration hub, a shared Science/STEM lab, a teacher collaboration space, restrooms, and special education spaces. Each neighborhood can also be a self-contained secure sheltering space in lock-down situations. Many of the classroom walls will be folding partitions to allow flexible grouping arrangements. (See attached Conceptual Neighborhood Plan).

The Phase One construction includes a gymnasium that seats 900 people and an Auditoria/Cafeteria that seats 200 for dining. These two spaces share a platform stage that opens in either direction for large-group activities or smaller productions. Phase One also includes Art, Music, Phys. Ed. Support, Administration, Food Service, and the Media Center/Library. A 450-seat fully-equipped auditorium is planned for Phase Two, with dressing rooms and stage support spaces. (See attached Conceptual Floor Plans).

The current District Central Offices and Annex Buildings will remain in Phase One until funds are available to construct Phase Two. At that time they must be demolished to provide adequate site area for the Phase Two construction. The northern-most portion of the existing facilities will be demolished as Phase One begins.

The new James Blair Middle School will be the catalyst to begin the transition to 21<sup>st</sup> Century teaching and learning.

#### **Site Constraints and Conditions:**

During Phase 1 of the school, the core of the old school will be demolished and the Central Office is planned to remain on site utilizing the existing 2 story classroom space and 1 story annex location. This portion of the building provides approximately 55,000 SF of office space for the Central Office of which the office utilizes approximately 30,000 SF for office purposes with the remaining 25,000 SF used for storage and warehouse. The New school is planned to be constructed between the remaining Central Office buildings and Cooley Field which is also remaining on site. The site shall be segmented into three distinct uses which share the site and parking facilities during the Phase 1 operation. Primarily the site is

utilized as a 600 student middle school with a parking lot and drop-off area adjacent to Longhill Road at the intersection with Ironbound Road, the school bus parking is located between the school and Cooley Field. The secondary use of the Central Office Building use for Williamsburg James City County School system which will continue to utilize the current spaces. They will have a separate parking lot for their use during daytime hours. This parking lot will be accessible only to Ironbound Road during normal hours. During school events and during athletic events at Cooley Field this parking lot is connected to the bus loop for access to Longhill Road as needed. The third use of the site is for Cooley Field which provides an athletic field for all the middle schools and junior varsity events and as a backup for Wanner Stadium at Warhill Sports Complex. The parking for Cooley field during athletic events will be the bus loop, central office parking, and potentially the school parking lot as needed.

Phase 2 of the site construction is planned that the Central Office would be closed and relocated off site. The Central Office buildings would be demolished, and the school would be expanded to house 900 students with an additional classroom wing, auditorium, and additional support spaces as needed. An additional parking lot parallel to Ironbound Road is to be constructed to connect the current parking in front of the school and the central office parking lot. These parking lots would either have an access to Ironbound Road directly across from Middle Street, or if William and Mary has improved Dillard Complex and extended Treyburn Drive to the property line, then access to the parking could be through Dillard Complex along Treyburn Drive Extended.

The staff and student parking is the main concern of the design to provide adequate parking for the staff during a normal school day, and provide a large queue for parent drop-off and pick up. It was determined that Longhill Road was the preferred entrance for all school traffic. To promote a consistent flow of traffic through the site it was determined that traffic should be able to flow along one way parking lot in front of the school to a linear drop off zone in front of the school and then exiting via a Right out only onto Ironbound Road, or continuing through the parking lot to the exit on Longhill Road. This path does not cross anywhere to create a bottleneck or intersection which might impede the flow of traffic. For normal use there is also a Right in entrance from Ironbound, but during the peak traffic patterns of student drop off and pick up this entrance will be closed. The drop off zone has a 280' section for drop-off and pick up which will permit up to 14 cars to be loading and unloading simultaneously which will improve the speed at which this activity may occur. This arrangement also provides a queue length on the property within the queue, parking area, and entrance lane of over 1,000 feet which can easily serve 50 vehicles in the queue without impacting traffic on Longhill Road.

The bus loop has a separate entrance and exit to Longhill Road for normal operations. Busses enter the loop and run parallel to Cooley Field. There is a large turnaround at the end to permit the busses to make a U-turn and flow back along this path to park in angled spaces adjacent to the school for unloading and loading of students. After loading and unloading is completed the busses would exit in an orderly fashion to Longhill Road. During athletic events at Cooley Field, or large school functions such as back to school night, concerts, basketball games, etc. the bus loop can be utilized for overflow parking as needed.

The Central Office buildings utilize an existing parking lot with a separate entrance to Ironbound Road. This parking lot currently has approximately 50 parking spaces within it, which is inadequate to meet the needs of the space. This will be expanded to approximately 100 spaces and brought into compliance with current ordinances. All access to the Central Office space will be from this parking lot and during normal school hours this parking area and use is separated from the school building and functions of the middle school. However during afterhours events, this parking lot provides a much needed overflow for these large events. This parking lot will have access to Ironbound Road only. However, during major events an emergency access road is provided from the parking lot to the bus loop for interconnection.

The City is developing a project to adjust and relocate the intersection of Longhill Road and Ironbound Road. This project is expected to be under construction during the same time period as the school and completed prior to the completion of the school. Improvements to Longhill Road will be a Left Turn Lane into the main parking lot, which will extend to the bus loop. A right turn lane will be provided into the bus loop, and will extend to the main parking lot. Both of these entrances and exits to Longhill Road are anticipated to be full intersections. The main entrance would be located approximately 400 to 450 feet from the signalized intersection with Ironbound Road. The bus loop is approximately 260 feet from the main entrance. The existing primary entrance to the site along Ironbound Road will be converted to a right in and right out only intersection. Furthermore during drop-off and pick up of students the entrance portion shall be closed off. To prevent left turn access to this entrance a 2' wide raised median is planned within Ironbound Road. The Central Office parking lot will utilize the existing entrance to Ironbound Road in its current configuration.

In addition, to serve bicycle and pedestrian traffic along Longhill Road and Ironbound Road a 10' wide shared-use path will be constructed through the site from the bus loop to the Central Office Parking area. This will be connected to City projects planned along Longhill Road and Ironbound Road to connect to other shared-use paths along Longhill Road.

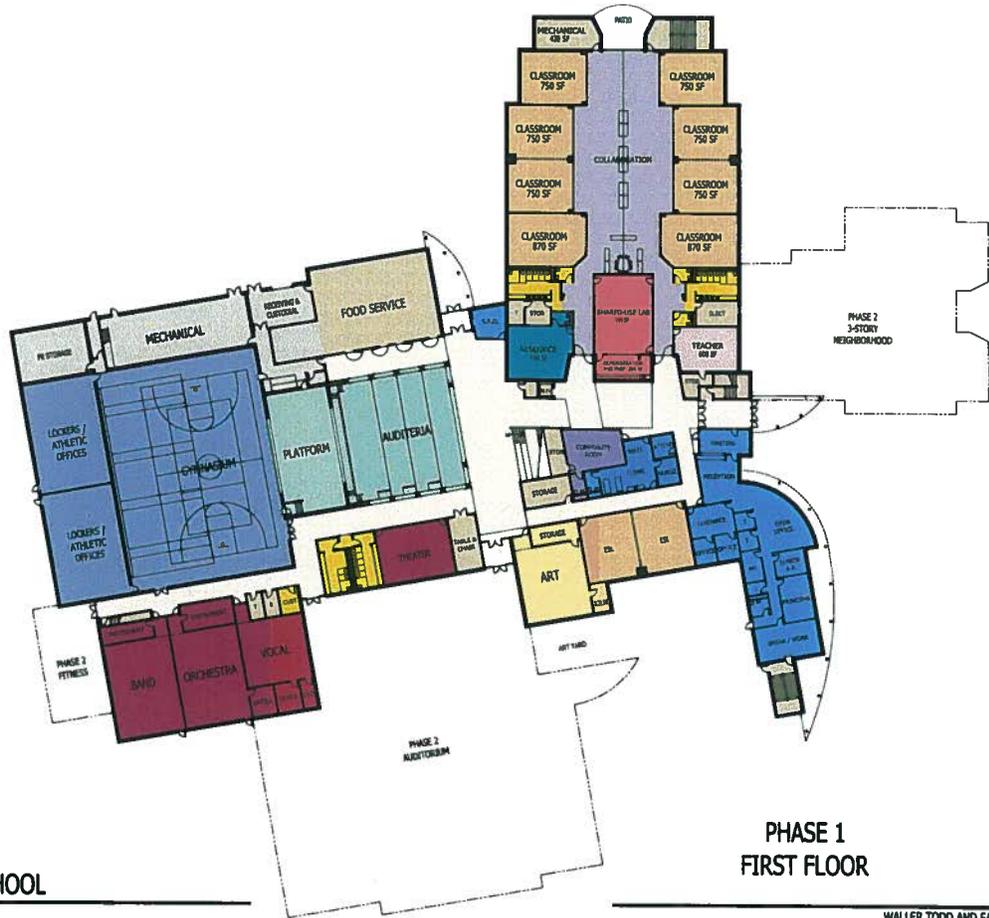
Phase 2 will construct a parking lot from the main school lot to the Central Office Parking Lot to interconnect these lots for the use of the school. The entrance from the current Central Office parking lot would be closed and realigned with the new parking lot to align with Middle Street to prevent an offset intersection along Ironbound Road. While this parking is not required for day to day operation of the schools, it will be needed for the larger after school events and athletic events which would occur on site.

**Utilities:**

Water for the site will be provided via 2 water meters. The first meter is for the Central Office building which will utilize the existing meter which was installed for the Annex. The 2 story portion of the office building will be connected to this existing water service on site, and the meter size will be confirmed for the additional loading. The second water meter for the site will utilize the existing water meter for the current school building. Piping shall be adjusted on site to serve the new building, and the water meter shall be confirmed that it is adequate for both Phase 1 and 2 of the construction.

Sanitary sewer for the existing school and Central Office is currently an 8" clay line which is located behind the school and flows towards Cooley Field. This line is currently located under the proposed school. Therefore the portion of the line under the new school will be excavated and replaced with a new 8" ductile iron sewer pipe at the same location. The new school building for Phase 1 and 2 will connect to the current sanitary sewer system at a new manhole to be installed adjacent to the bus loop. Once the Central Office is removed and the addition of the school completed the line under the school building will be abandoned in place.

Storm Drainage for the site will be completed in accordance with state and City of Williamsburg requirements. Currently the site is a high point and is collected into three distinct drainage systems. A small portion of the site drains to Longhill Road and eventually to Richmond Road. This watershed will be adjusted to reduce the flows in that direction in accordance with requirements. The current building and areas adjacent to the building currently flow towards Ironbound Road and ultimately towards High Street and Treyburn Drive. This drainage area will be reduced in accordance with requirements. The final system flows to the north towards Kiwanis Park. The bulk of the site will be rerouted in this direction. As the drainage area and flows are increasing in this direction a BMP is planned to be installed adjacent to Kiwanis Park to address the stormwater and reduce the impacts of runoff to the downstream system in accordance with requirements. If required a series of underground detention systems may be installed in parking areas should they be deemed necessary to treat the runoff. All open spaces adjacent to parking lots and buildings shall be explored as potential Low Impact Development techniques utilizing rain gardens, bio retention, infiltration practices, or other techniques which improve the overall water quality from the site.

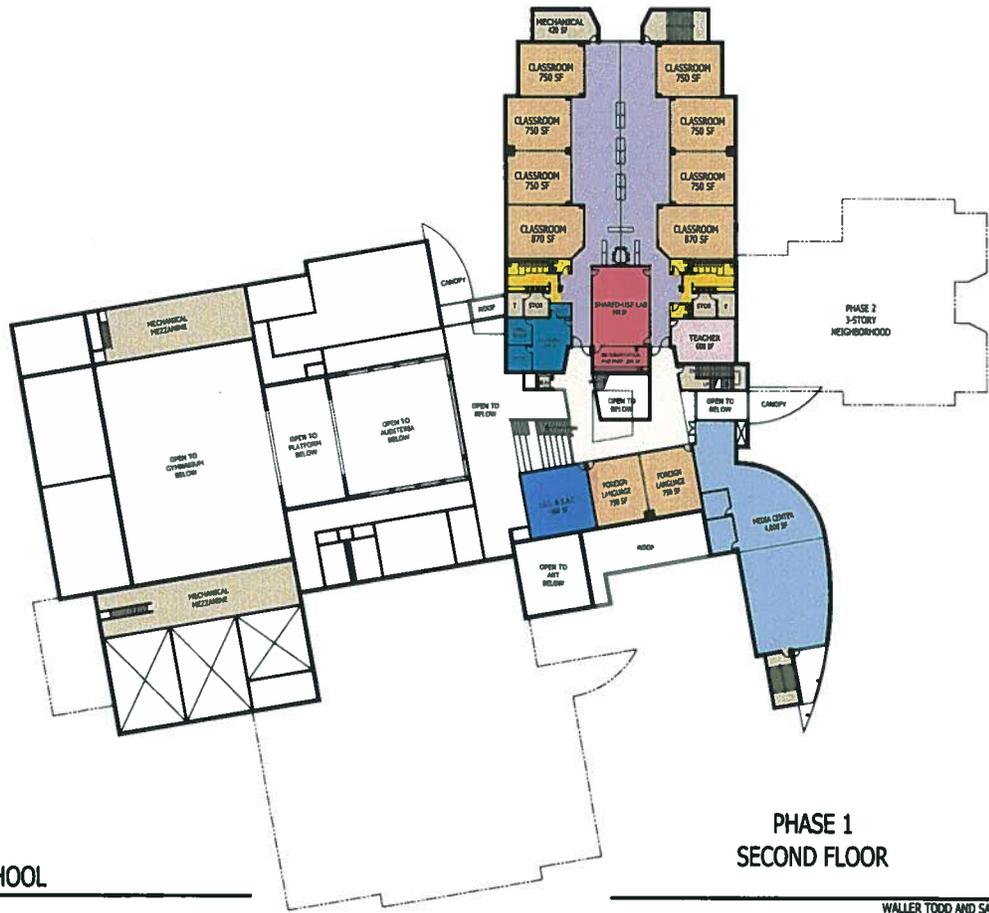


**JAMES BLAIR MIDDLE SCHOOL**  
 WILLIAMSBURG, VIRGINIA

**PHASE 1  
 FIRST FLOOR**



OCTOBER 21, 2015  
 WALLER TODD AND SADLER / FANNING HOWEY

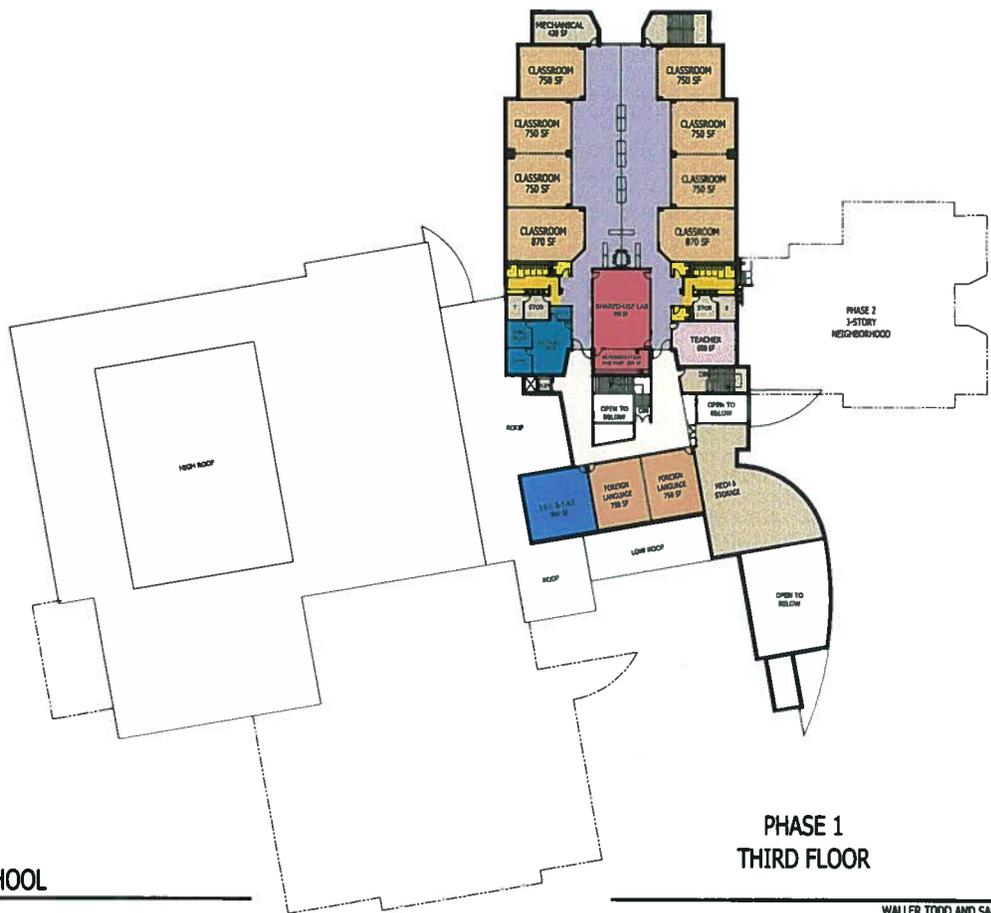


**JAMES BLAIR MIDDLE SCHOOL**  
 WILLIAMSBURG, VIRGINIA

**PHASE 1  
 SECOND FLOOR**



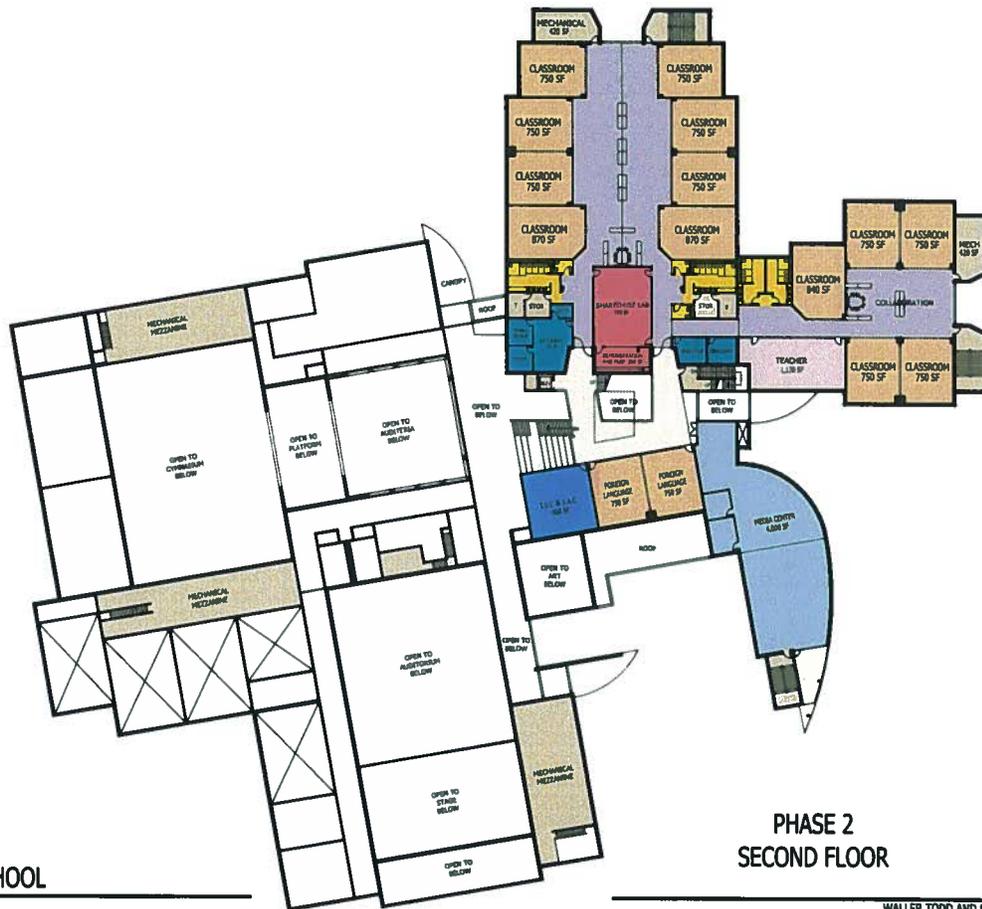
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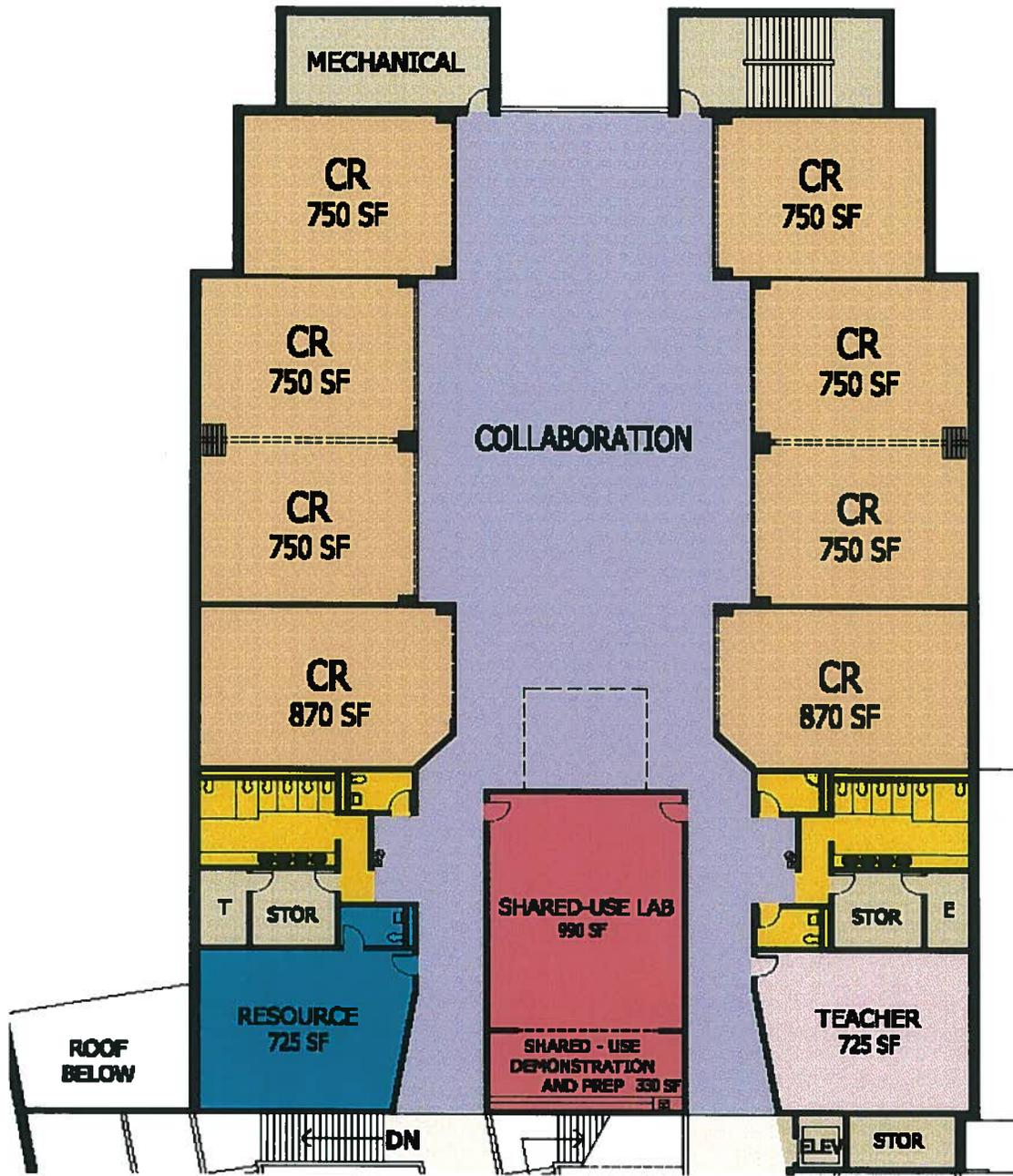
**PHASE 2  
SECOND FLOOR**

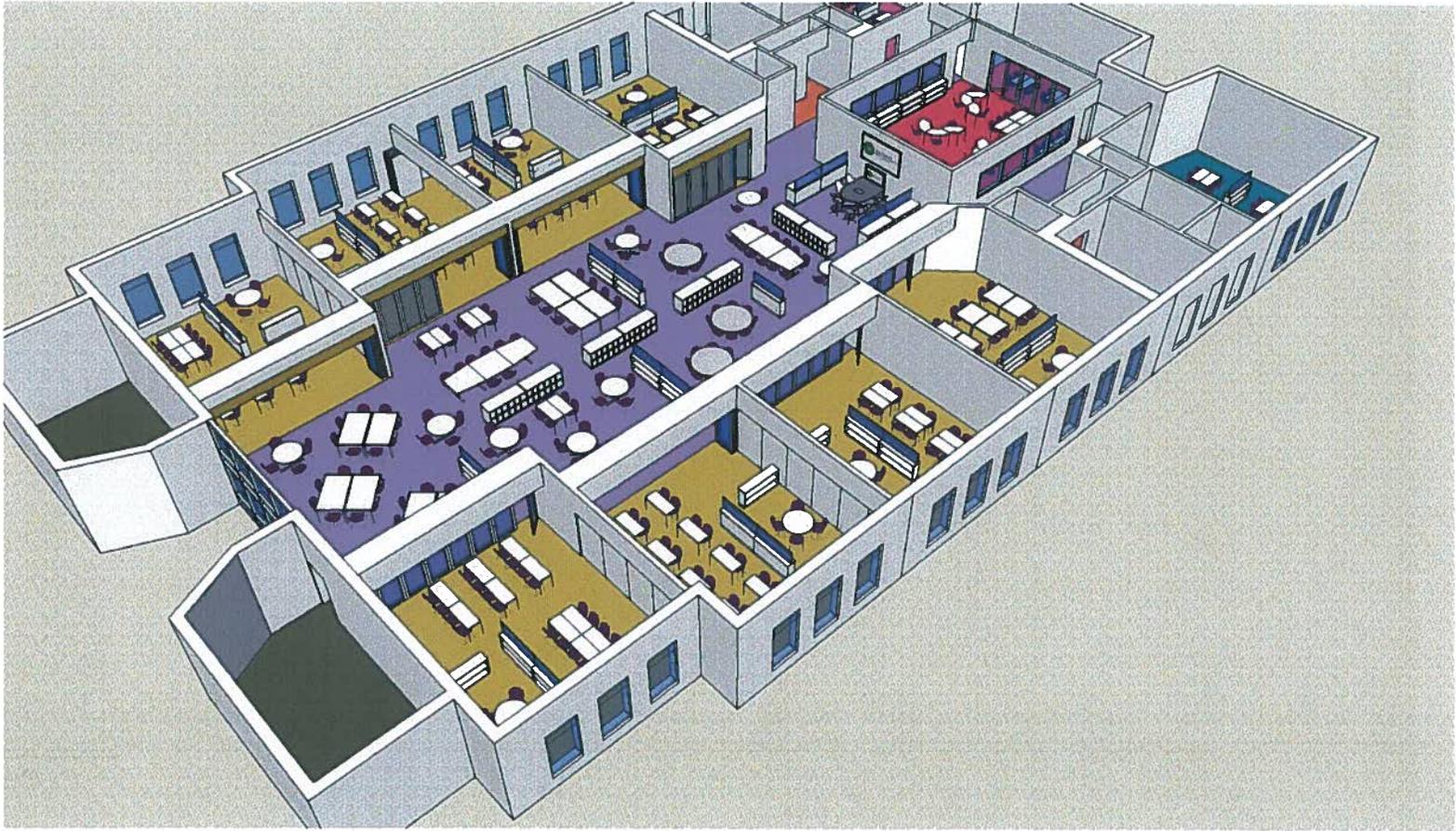


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## 1.0 Executive Summary

To address the growing demand for more middle school student capacity, the Williamsburg James City County (WJCC) Public Schools have decided to move forward with building a new middle school facility. The new school would become the fourth middle school for the area and will be constructed on the site of the existing WJCC Administrative Offices at James Blair located in Williamsburg, Virginia. The proposed middle school will be constructed in two phases:

- Phase 1 of the new Middle School is anticipated to open in 2018 and will accommodate approximately 600 students.
- Phase 2 of the new Middle School is expected to be completed in 2023 and will result in the ability to accommodate an additional 300 students increasing enrollment capacity to 900 students.

In order to allow the use of a school on the proposed site, the City of Williamsburg requires the use of a special use permit (SUP) under current RS-2 (Single Family Dwelling District) zoning. Therefore, the purpose of this traffic study is to determine the potential impacts the additional traffic generated by the school may have on the adjacent roadway network.

The proposed James Blair Middle School redevelopment site is located at the northwest corner of Ironbound Road at Longhill Road intersection. The study area for this analysis includes the following intersections:

- Ironbound Road at Richmond Road (signalized)
- Ironbound Road at Longhill Road (unsignalized)
- Longhill Road at School Access Driveway (unsignalized)
- Ironbound Road at School Access Driveway (unsignalized)
- Ironbound Road at Administrative Parking Access Driveway (unsignalized)
- Ironbound Road at Treyburn Drive (signalized)
- Ironbound Road at DePue Drive (signalized)

Current plans for the proposed site involve maintaining, enhancing and/or modifying the existing access driveways along Ironbound Road and creating two distinct site access driveways along Longhill Road (i.e., one to serve as the new main entrance to the school site for faculty, staff, visitors, parents, and one to serve school bus traffic and loading/unloading operations).

This study consists of conducting analyses of existing traffic conditions, conducting analyses to determine the impact of the proposed site development on the adjacent roadways, and development of recommendations for improvements to the existing roadways affected by the redevelopment of the site to a fully functioning 600 and ultimately 900 student middle school. The methodology used for this study is consistent with the Institute of Transportation Engineers recommendations for conducting a traffic impact analysis and is consistent with the guidelines and requirements of the City of Williamsburg.

Analyses were conducted to determine the traffic impact of the proposed redevelopment on the roadway network and the study area intersections. The elements of these analyses consisted of growing the background traffic to the future horizon year, determining the number of trips expected to be generated by the development, estimating the distribution of these trips, assigning trips to the adjacent roadways, and estimating the future traffic conditions on the adjacent roadways with and without the proposed development.

To assess the impact the proposed school traffic would have on the adjacent roadways, the actual number of new traffic generated by the proposed school was determined by using traffic generation rates published in *Trip Generation* (Institute of Transportation Engineers [ITE], 9<sup>th</sup> Edition, 2012). **Table 1** summarizes the estimated traffic generation potential for the proposed school development under Phase 1 conditions in 2018 and Phase 2 conditions in 2023 after the proposed expansion of the student population. Upon opening the new facility in 2018, it is expected that the school will have an enrollment capacity of 600 students that will generate a total of 324 new trips during the AM peak hour and 180 new trips during PM peak hour. After the completion of Phase 2, and increasing the enrollment capacity to 900 students, the total number of peak trips will increase to 486 during the AM peak hour and 270 during the PM peak hour. It should be noted that the PM peak hour used for trip generation represents the PM generator of the site, which corresponds to the time of day when the school typically releases for the day. For this study, it was assumed that the PM peak of the school would occur between 2:30 PM and 3:30 PM.

**Table 1 - Trip Generation – Total of New Trips**

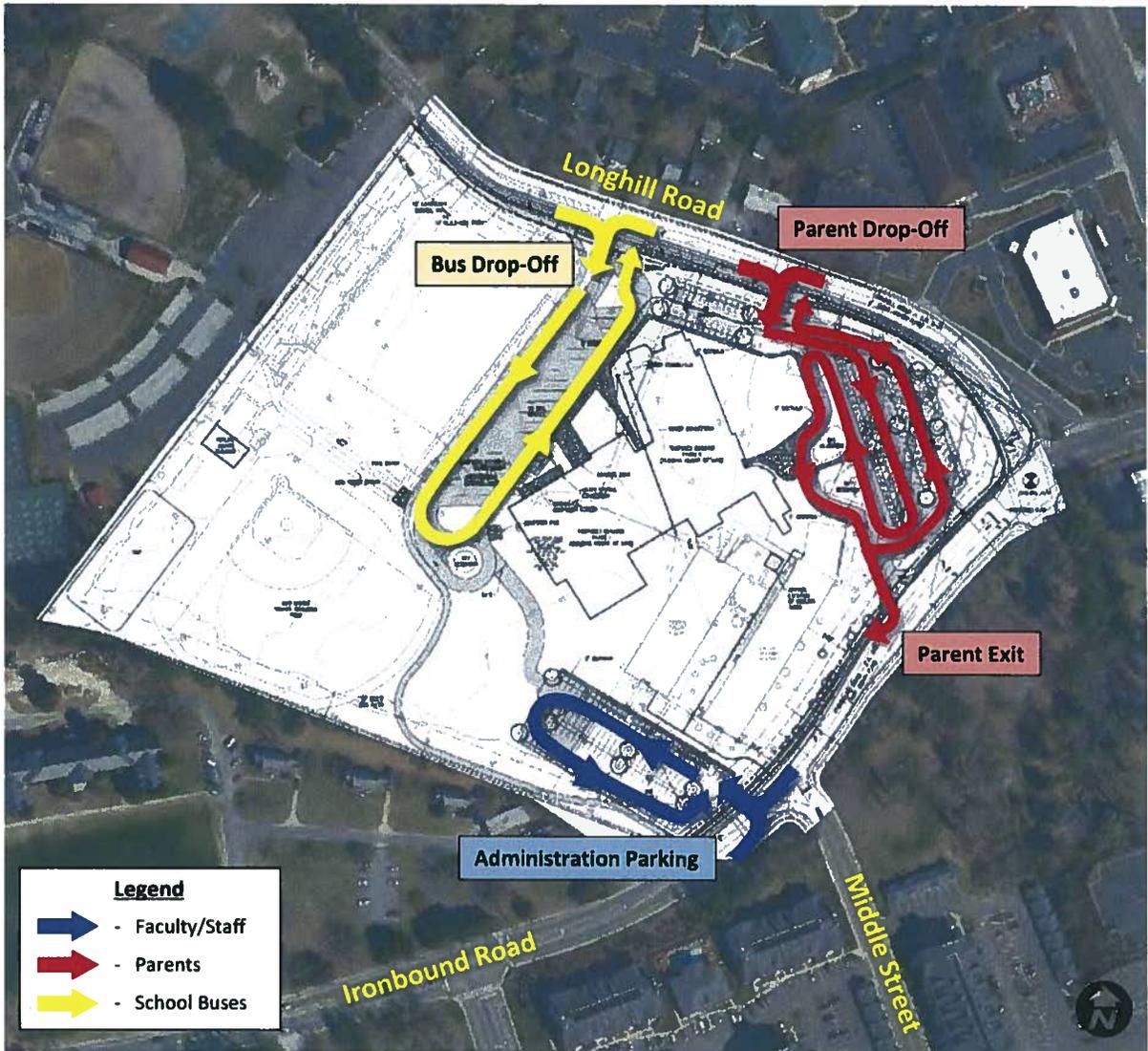
ITE Code	Land Use Type	Timeframe	Intensity	AM Peak <sup>1</sup>			PM Peak <sup>2</sup>		
				Total	In	Out	Total	In	Out
522	Middle School/Junior High School	Phase 1 (2018)	600 Students	324	178	146	180	81	99
		Phase 2 (2023)	900 Students	486	267	219	270	122	148

Notes: 1. AM Peak Hour / 2. PM Peak Hour of Generator (2:30 pm to 3:30 pm)

Based on the current proposed site plan for the new middle school under Phase 1, there are four total access points associated with the school; two along Ironbound Road and two on Longhill Road. On Ironbound Road, the first access point is for the dedicated admin staff parking area (referred to as “Administration Parking” in this study) and the second access point is a right-in/right-out (RIRO) driveway (referred to as “Parent Exit” in this study) that will serve strictly an exit for passenger vehicle traffic during peak arrival (AM peak) and peak dismissal (PM peak) times in order to control the flow of traffic into and out of the site.

On Longhill Road, there will be a dedicated access driveway for school buses (referred to as “Bus Drop-off” in this study) to enter and exit at the northernmost driveway on the site. The other access driveway located on Longhill Road (referred to as “Parent Drop-off” in this study) is the primary access and/or main entrance to the school site for parents, faculty, staff, and visitors entering and exiting the school during peak arrival and dismissal times. The following discussion on site circulation and access serves as an update to **Section 4.2.3 – Site Access and Traffic Assignment** in the *Williamsburg James City County Public Schools 4th Middle School Traffic Impact Analysis and Mobility Study*.

The new passenger car traffic entering/exiting the school will be strictly controlled during AM and PM peak hours. The primary point of access for parents to the school will be on Longhill Road and the other driveway along Ironbound Road will serve as a right-out only during the these times. With this configuration, the parent drop-off via Longhill Road and the parent exit located on Ironbound Road creates the loop/traffic circulation pattern that will be used for dropping-off/picking-up students with passenger vehicles. Vehicles traveling through this loop will have an option to either leave via Ironbound Road by making a right turn only or to double back through the parking lot and exit onto Longhill Road. During all other times of the day, the access on Ironbound Road will be used as a RIRO driveway for visitors. The proposed school site circulation and access restrictions during the AM and PM peak hours under Phase 1 are illustrated in **Figure 1**.

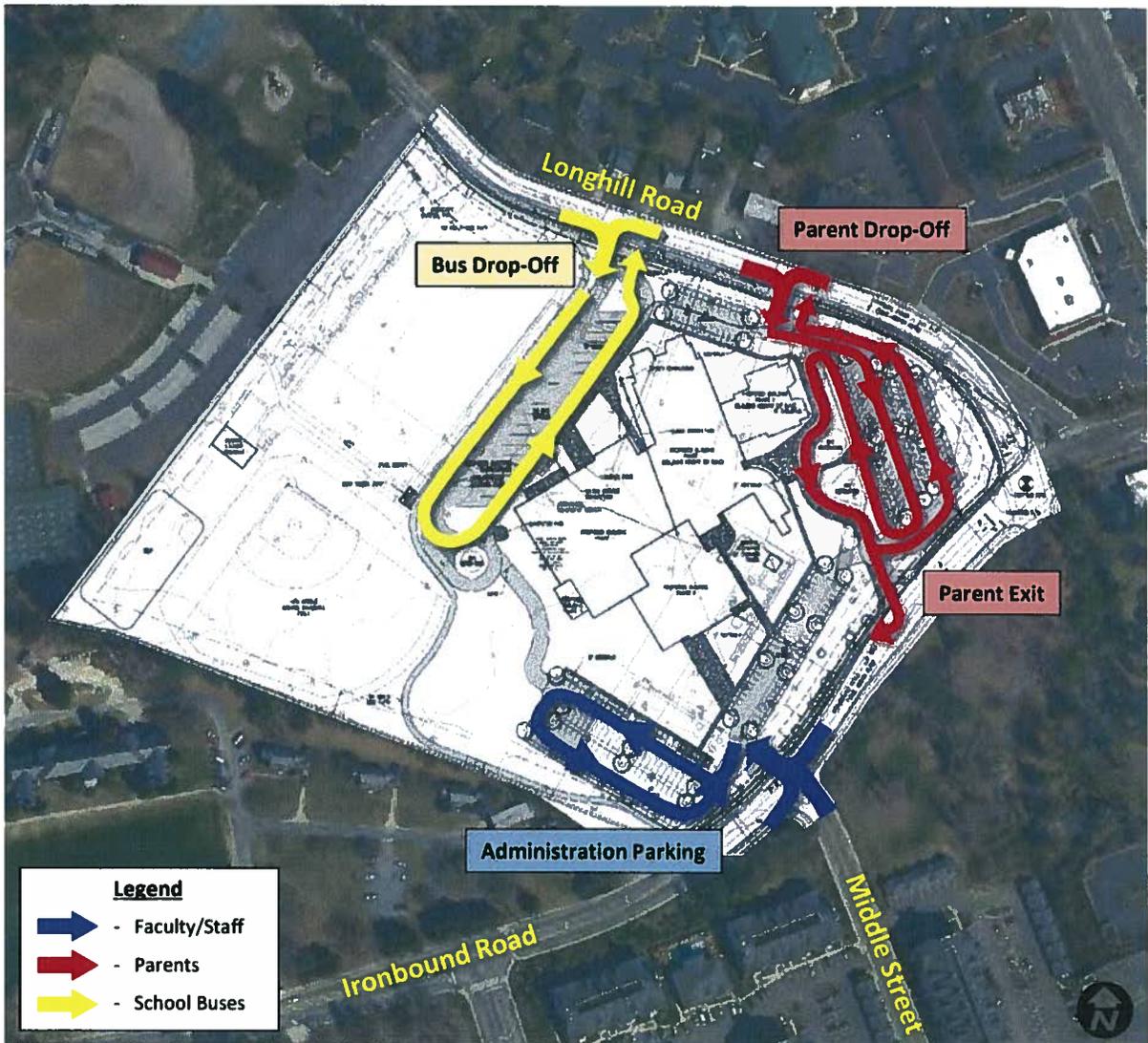


**Figure 1: Proposed Site Circulation and Access Restrictions (AM and PM Peak Hours) Phase 1**

With Phase 2 of the new middle school the two access points and their function along Longhill Road and the RIRO driveway along Ironbound Road are expected to remain unchanged. However, there are two scenarios for school site access at the second driveway along Ironbound Road that result in potential changes to operations and/or driveway locations under Phase 2.

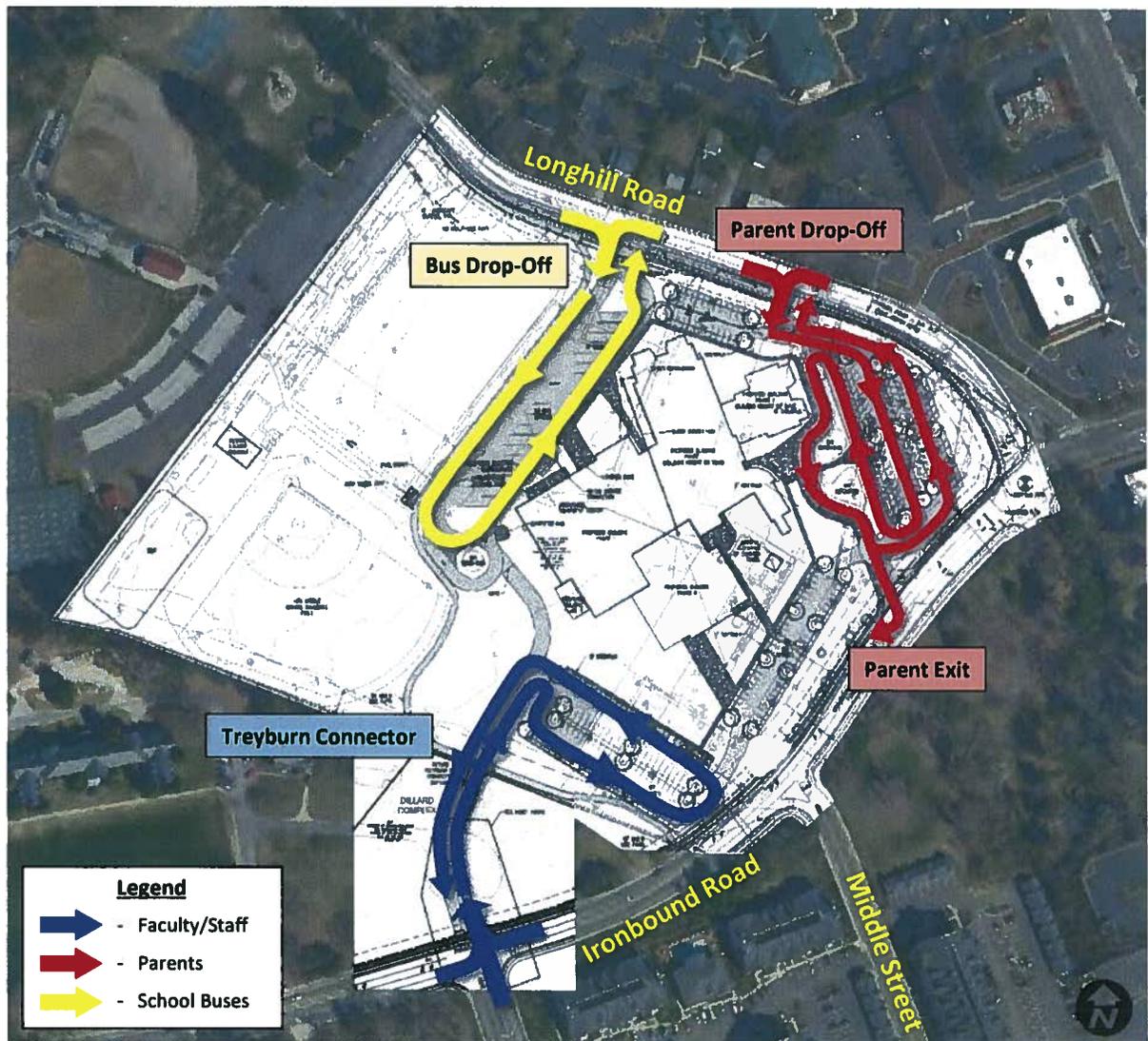
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One scenario under Phase 2 (Scenario 1), involves the upgrade and relocation of the Administration Parking lot access driveway approximately 75 feet to the east of its currently location such that it aligns with the Middle Street approach to Ironbound Road. Vegetation/trees along frontage of school site would be removed to improve sight distance/sight triangles for drivers existing the school site on to Ironbound Road. The Middle Street leg of the intersection would be reconstructed to remove the RIRO only restriction resulting in a full movement intersection serving the Administration Parking lot and Middle Street. The Administration Parking lot and Middle Street approaches would be STOP controlled while Ironbound Road would remain free-flow. The proposed school site circulation and access restrictions during the AM and PM peak hours under Phase 2 (Scenario 1) are illustrated in Figure 2.



**Figure 2: Proposed Site Circulation and Access Restrictions (AM and PM Peak Hours)  
Phase 2 – Scenario 1**

The other scenario under Phase 2 (Scenario 2) envisions the possibility of a new roadway connection between the school site property and the signalized intersection of Ironbound Road and Treyburn Drive. This would require the construction of a new roadway on College of William & Mary property through the Dillard Complex which is identified as a future athletic complex in the College's Master Plan. The details and reality of this connection coming to fruition as a part of the school project have yet to be determined. Additionally, if this connection were to occur, the existing Administration Parking lot access driveway along Ironbound Road would be closed as access to/from the parking lot would be served by the signalized intersection at Treyburn Drive. The proposed school site circulation and access restrictions during the AM and PM peak hours under Phase 2 (Scenario 2) are illustrated in Figure 3.



**Figure 3: Proposed Site Circulation and Access Restrictions (AM and PM Peak Hours)  
Phase 2 – Scenario 2**

In addition to determining the future traffic that will be operating on the roadway network, planned roadway improvements to be built on Ironbound Road and/or on Longhill Road were incorporated into the analysis. Additionally, existing traffic signal timing plans were optimized for each future condition to account for the changes in future volumes. These identified roadway improvements consist of the following:

- Realignment of Longhill Road and new intersection location with Ironbound Road
- Adding northbound approach at Ironbound Road at Longhill Road
- Modify Ironbound Road at Longhill Road to include the following laneage:
  - Eastbound – left-, through-, and right-turn lanes
  - Westbound – left-, through-, and right-turn lanes
  - Northbound – left and shared through/right turn lanes
  - Southbound – left and shared through/right turn lanes
- Signalizing the intersection Ironbound Road at Longhill Road
- Coordinate signalized intersections along Ironbound Road
- Add two-way left turn lanes on Ironbound Road between Longhill Road and Treyburn Drive

Future operational analyses were conducted for the study intersections with these planned improvements for the future 2018 and 2023 horizon year for the following conditions:

- 2018 AM and PM No Build
- 2018 AM and PM Build (Phase 1)
- 2023 AM and PM No Build
- 2023 AM and PM Build (Phase 2 – Full Build-out)

With these planned improvements to Ironbound Road and Longhill Road, traffic operations are expected to be within acceptable ranges, regardless of the additional or new traffic generated by the proposed Middle School. None of the study intersections are expected to operate at overall LOS E or F during future conditions. Due to these nominal increases in traffic volumes and non-peak hour operational impacts, no physical capacity enhancements or improvements are proposed for the adjacent streets or study area intersections.

As mentioned previously, one of the scenarios under Phase 2 involves the realignment of the Administration Parking lot driveway to currently the channelized RIRO Middle Street access driveway at Ironbound Road. The resulting full movement intersection with two-way stop control on Administration Parking/Middle Street approaches is not expected to result adversely traffic operations on Ironbound Road. In fact, it is anticipated that this improvement will help improve access management in the vicinity of the proposed school and at adjacent intersections along the Ironbound Road corridor. Vegetation/trees along frontage of school site should also be removed to improve sight distance/sight triangles for drivers existing the school site on to Ironbound Road.

Additionally, it was noted in the field observations and with conversations with WJCC and City of Williamsburg staff, vehicles will often ignore the channelized median at Middle Street and make illegal left turns onto Ironbound Road. These unsafe conditions would result in a situation with potential conflicts are occurring for vehicles trying to exit from the existing Administration Parking lot driveway. With the relocation of the Administration Parking lot driveway, any potential conflict resulting in these unexpected vehicles making illegal left turns from Middle Street would also be removed.

The following recommended improvements identified in this study were primarily oriented towards access management, enhancing pedestrian and bicyclist accessibility, and overall safety:

**Access Management**

- Restrict and control site circulation during the AM and PM peak arrival and dismissal time periods
- Control Access at the Right-In/Right-Out only driveway on Ironbound Road
  - Install a channelized median at the driveway to allow vehicles to only turn right-in or right out
  - Implement the placement of cones or mobile delineators during peak arrival and dismissal periods to prevent drivers from accessing the site via this entrance
  - Construct a raised median from the left-turn STOP bar at the future Ironbound Road/Longhill Road signalized intersection to a location approximately 150 feet west of the RIRO only driveway
- Driveway Spacing
  - Provide a minimum of 225 feet between adjacent school bus and passenger vehicle access driveways along Longhill Road
  - Provide a minimum of 250 feet between the RIRO partial access driveway and the future Ironbound Road/Longhill Road signalized intersection
- Provide left turn lanes on Longhill Road in conjunction with the realignment project
  - Left-turn lane for the proposed bus drop-off driveway should be striped to prevent buses that queue from blocking the other entrance on Longhill Road
  - Left-turn lane for the main entrance/parent drop-off driveway should be constructed so it is adjacent to the left-turn lane to be constructed at Longhill Road and Ironbound Road realignment project

**Pedestrians and Bicyclists Improvements**

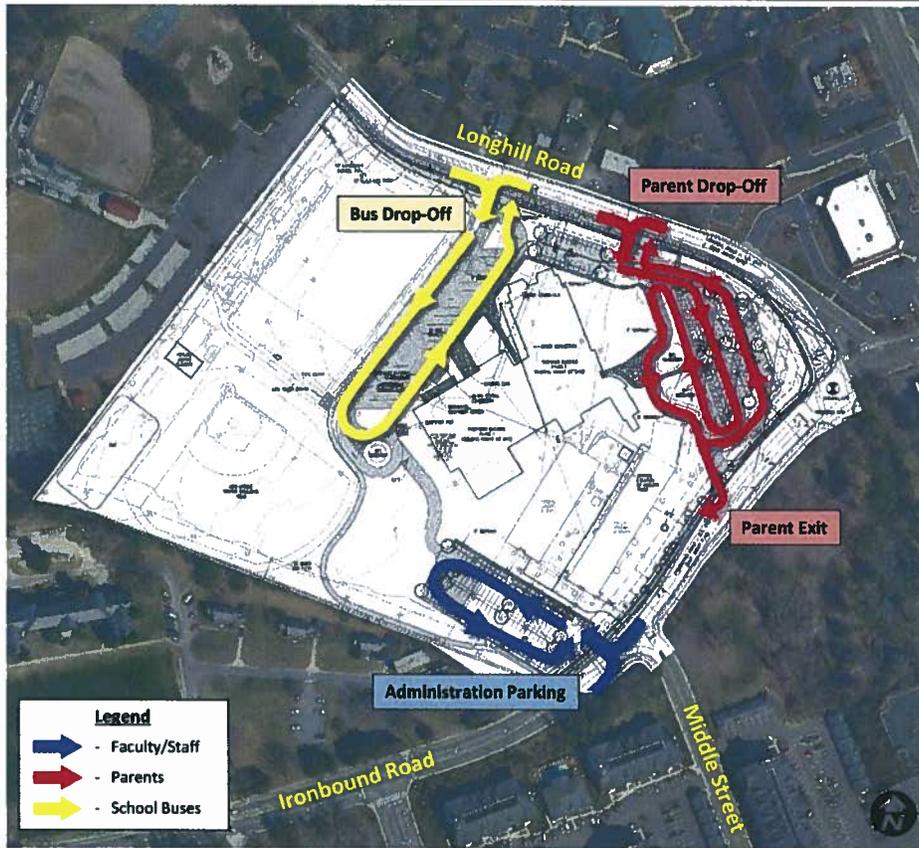
- Bike lanes should be maintained where currently located (i.e., Longhill Road, Treyburn Drive)
- Add roadside bicycle lane signs on Longhill Road
- Maintain the location of existing sidewalks on Longhill Road and Ironbound Road
- Construct a new shared-use path on the school property that will ultimately tie into other proposed shared-use paths or sidewalks within the study area

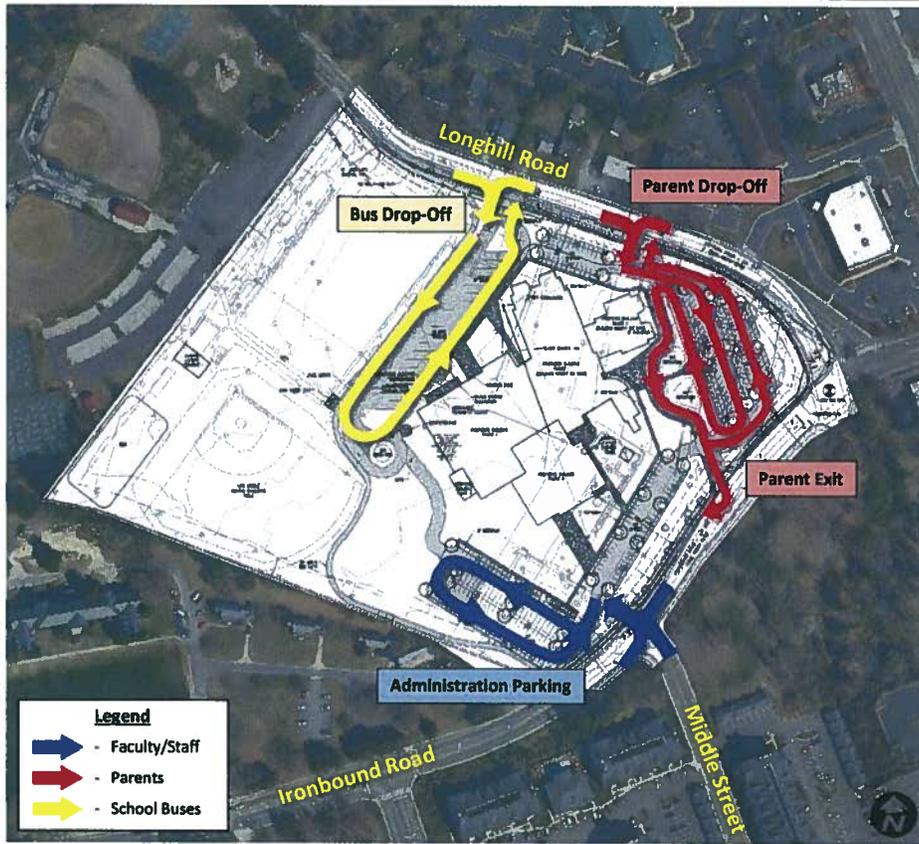
**Administration Parking Lot Driveway/Middle Street/Ironbound Road Intersection Improvements – Phase 2 (Scenario 1)**

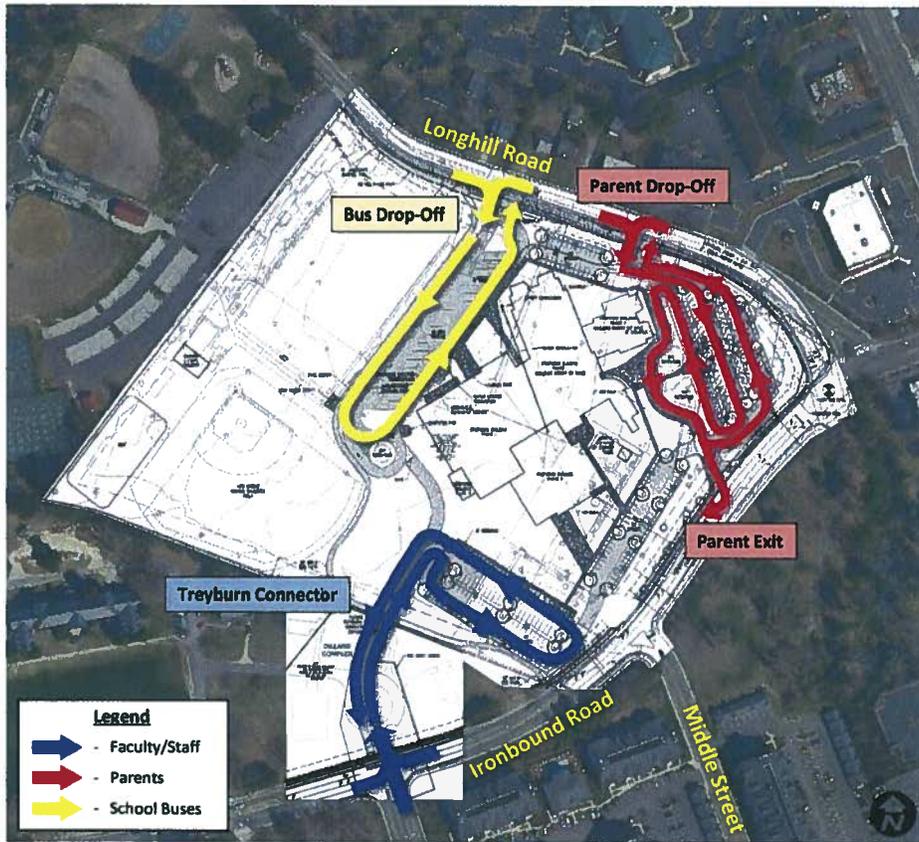
- Upgrade and relocate the WJCC Administration Parking lot driveway approximately 75 feet to the east to align with the Middle Street approach at Ironbound Road
  - Remove vegetation/trees along frontage of school site to improve sight distance/sight triangles for drivers exiting the school site on to Ironbound Road
- Reconstruct the existing Middle Street RIRO access driveway to accommodate full access
- Administrative Parking lot driveway and Middle Street approaches will be STOP controlled
- Configure as full movement intersection

**Treyburn Connector – Phase 2 (Scenario 2)**

- Remove/close the unsignalized WJCC Administration Parking lot access driveway on Ironbound Road.
- Construct a new roadway that will provide a connection between the school site and the signalized intersection at Treyburn Drive/Ironbound Road
- Modify/upgrade the existing traffic signal to accommodate traffic operations associated the new fourth leg of the intersection
  - Install/upgrade pedestrian accommodations (e.g., crosswalk pavement markings, pedestrian push-buttons, pedestrian signal displays) as a result of the new fourth leg of the intersection













**CITY OF WILLIAMSBURG**  
MEMORANDUM

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**TO: Planning Commission**  
**DATE: December 17, 2015**  
**SUBJECT: Planning Commission Representative on Architectural Review Board**

City Council discussed the appointment procedure for Planning Commission's representative on the Architectural Review Board at their regular meeting on November 12. It was noted in the discussion that this is the only Planning Commission board or committee appointment that is not made by the Planning Commission chair. Staff noted that it would be a simpler procedure if the Architectural Review section of the Zoning Ordinance was amended to have the Planning Commission representative chosen by the Chair of the Planning Commission, as is the case with other Planning Commission board and committee representatives. City Council, by a 5-0 vote, referred the attached ordinance making this change to the Planning Commission for review and recommendation.

**ANALYSIS**

The proposed change will simplify the process of appointing Planning Commission's representative on the Architectural Review Board, and bring the process in-line with the appointments to other boards and committees. If the change is approved by City Council, the Planning Commission Bylaws will need to be revised to reflect this change, which would be considered at the January 20 Planning Commission meeting.

**STAFF RECOMMENDATION**

That Planning Commission recommend to City Council that Architectural Review section of the Zoning Ordinance be amended to revise procedure for appointing Planning Commission's representative to the Architectural Review Board, as detailed in the attached ordinance.

**PLANNING COMMISSION RECOMMENDATION**

Planning Commission held a public hearing on December 16, and no one spoke at the hearing. Planning Commission recommended, by a 6-0 vote, that the Architectural Review section of the Zoning Ordinance be amended to revise procedure for appointing Planning Commission's representative to the Architectural Review Board, as detailed in the attached ordinance.

**CITY COUNCIL PUBLIC HEARING**

The City Council public hearing is scheduled for January 14 at 2:00 p.m. in the Third Floor Conference Room at the Williamsburg Municipal Building, 401 Lafayette Street.

Reed T. Nester, AICP  
Planning Director

**ORDINANCE #15-\_\_**  
**PROPOSED ORDINANCE #15-\_\_**

**AN ORDINANCE TO AMEND ARTICLE IX. ARCHITECTURAL REVIEW  
OF THE WILLIAMSBURG CODE TO REVISE THE MEANS OF  
APPOINTING THE PLANNING COMMISSION REPRESENTATIVE ON  
THE ARCHITECTURAL REVIEW BOARD  
(PCR #15-028)**

These revisions to Chapter 21, Zoning, are intended to promote the health, safety and general welfare of the public, and to carry out the purpose and intent of Chapter 21 as stated in Sec. 21-1.

\*\*\*\*\*

**BE IT ORDAINED** that Article IX. Architectural Review, Secs. 21-853 (a) and (b) of the Williamsburg Code are hereby amended to read as follows:

**ARTICLE IX. ARCHITECTURAL REVIEW**

**Sec. 21-853. - Architectural review board.**

(a) An architectural review board is hereby established, hereafter referred to as the review board. The review board shall consist of seven residents of the city (unless otherwise specified), who shall be appointed by city council (unless otherwise specified), and who shall have a demonstrated interest, competence or knowledge in historic preservation.

- (1) One member shall be a licensed architect, who may be a resident of James City County or the Bruton District of York County and who is employed and has an office in the city.
- (2) One member shall be an architectural historian, professional historian, archaeologist, landscape architect or professional planner.
- (3) One or more members may have professional training or equivalent experience in any of the following disciplines: architectural history, history, archaeology, landscape architecture, planning, real estate, building construction, or engineering.
- (4) One member shall be a member of the planning commission, who shall be selected by the chair of the planning commission.
- (5) At least two of the members of the board, exclusive of the planning commission member, shall reside in or operate businesses in the architectural preservation or corridor protection district.

Each member, other than the member of the planning commission shall serve a term of four years. Each member, other than the member of the planning commission, may be reappointed at the discretion of city council but shall serve no more than three consecutive four-year terms. The term of the city planning commission member shall be coextensive with the term on the planning commission.

(b) The review board shall elect from its own membership a chairperson and vice-chairperson, who shall serve annual terms and may succeed themselves. The secretary shall be a staff member ~~of the planning commission~~ designated by the planning director.

**EXCEPT**, as here amended, the Williamsburg Code shall remain unchanged.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Clyde A. Haulman, Mayor

Attest: \_\_\_\_\_  
Gerry S. Walton, Deputy Clerk