

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 21, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. BOARD DISCUSSIONS**

1. Space Needs Assessment
2. Naming of County Facilities & Memorials
3. Eastern Virginia Regional Industrial Facility Authority
4. Jolly Pond Road Dam

**D. BOARD REQUESTS AND DIRECTIVES**

**E. CLOSED SESSION**

**F. ADJOURNMENT**

1. Adjourn until 5 p.m. on June 11, 2019

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Supervisors

FROM: Shawn Gordon, Chief Civil Engineer - Capital Projects

SUBJECT: Space Needs Assessment

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**ATTACHMENTS:**

	Description	Type
	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Fellows, Teresa	Approved	5/13/2019 - 3:00 PM



# JAMES CITY COUNTY SPACE NEEDS ASSESSMENT

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BOARD OF SUPERVISORS WORK SESSION MEETING

May 21, 2019

**MOSELEY**ARCHITECTS

# OVERVIEW AND GOALS

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- Overview
  - Project needs for 5-year, 10-year, and 20-year planning horizons
  - Use corresponding James City County population range projections
- Goals
  - Develop space metrics to determine the amount of space needed by job function
  - Evaluate utilization of existing space; look for efficiencies
  - Apply space metrics and best practices to achieve a baseline assessment of space needs
  - Develop a comprehensive report to create a Facility Master Plan

# SPACE NEEDS ASSESSMENT

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- Project Approach
  - Review past studies and project “givens”
  - Conduct a kick-off meeting with key staff
  - Questionnaires
  - Conduct interviews
  - Develop space needs
  - Conduct benchmark analysis (Albemarle County and Hanover County)
  - Prepare existing space allocation exhibits

# SPACE NEEDS ASSESSMENT

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- Project Approach
  - Review space needs draft
  - Prepare draft report
  - Executive leadership approval
  - Board of Supervisors approval
  - Prepare final report

# SPACE NEEDS ASSESSMENT

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Interviews conducted for:

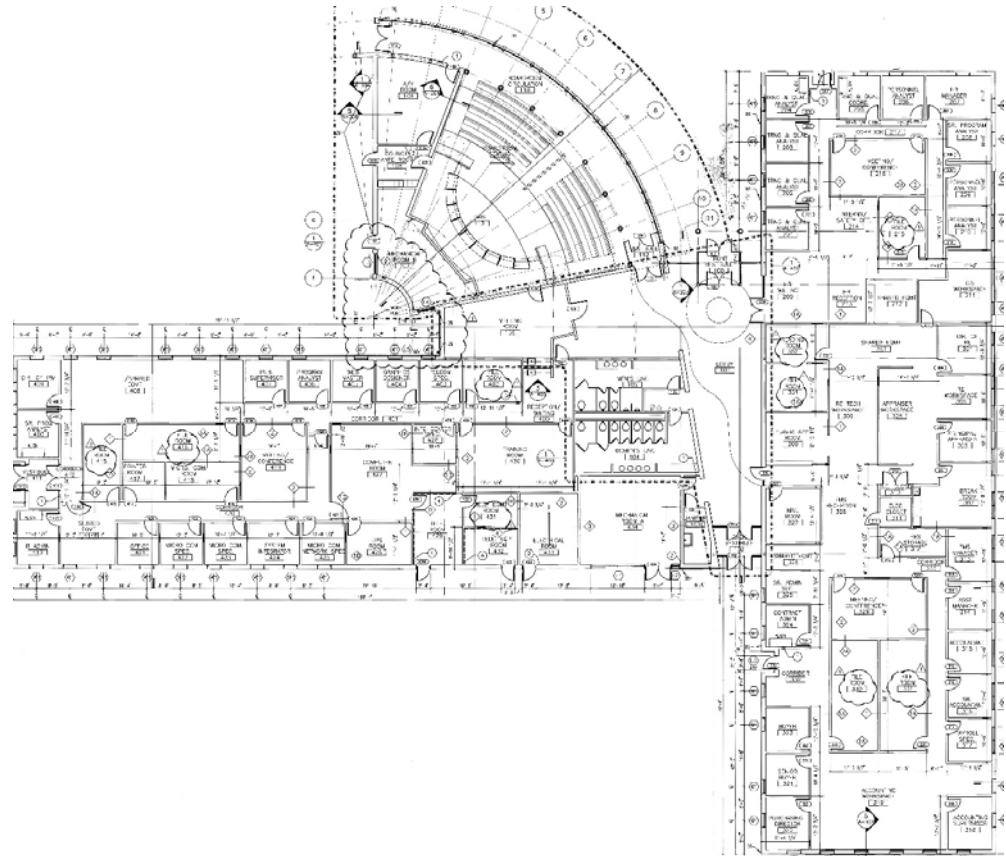
1. Community Development
2. Zoning
3. Planning
4. Commissioner of Revenue
5. Treasurer
6. Economic Development
7. County Administration
8. County Attorney
9. Public Information
10. Building Safety & Permits
11. Stormwater & Resource Protection
12. Records Management
13. Financial and Management Services  
(Accounting, Purchasing, Real Estate/Mapping, Risk Management)
14. Info Resource Management
15. Human Resources
16. Video Center
17. Colonial Community Corrections
18. Satellite Office - DMV Select
19. ECC, Dispatch, Situation Room
20. EOC
21. Extension Services - Virginia Cooperative Extension
22. Facilities, Grounds Maintenance
23. Fire Stations No. 1, 2/22, 3, 4, and 5
24. Fire Administration - Fire Marshals, Emergency Management, Emergency Communications, Operations, Support Services
25. Fleet & Equipment
26. Community Services (Human Services, Old Towne Medical/Dental)
27. Voter Registration & Elections
28. Housing & Community Services
29. Parks & Recreation
30. General Services Administration, Capital Projects, Environmental Sustainability
31. JCSA – Warehouse, Operations, Regulatory, Water/Sewer
32. Solid Waste and Recycling

# SPACE NEEDS ASSESSMENT

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Facilities included in assessment:

1. Building A
2. Building B
3. Building D
4. Building E
5. Building F
6. Community Video Center
7. Colonial Community Corrections
8. Emergency Communications Center
9. Emergency OPS Center
10. Facilities & Grounds
11. Fire Station 1
12. Fire Station 2/Fire Station 22
13. Fire Station 3
14. Fire Station 4
15. Fire Station 5
16. Fire Administration Headquarters
17. Fleet & Equipment
18. Human Services Center
19. Ironbound Village Buildings 1, 2, and 3
20. Solid Waste / Landfill
21. Warhill Sports Complex Maintenance Building
22. Law Enforcement Center
23. JSCA





# JAMES CITY COUNTY SPACE NEEDS ASSESSMENT

SPACE REQUIRED			CURRENT NEEDS		2024 NEEDS		2029 NEEDS		2039 NEEDS		REMARKS
DESCRIPTION	SPACE	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
	CODE	EACH									
SATELLITE SERVICES/DMV SELECT											
PERSONNEL SPACE											
Administrator	po3	144	1	144	1	144	1	144	1	144	Ideally, the Administrator would have an office and a front counter position. Same size counter as Service Assistants.  Ideally, the lead would have an office and a front counter position.  Current workstations are approximately 36 square feet. Add escape route from front counter. Duress alarms at each counter position. Security Camera at each station.
Lead Satellite Assistant	po2	120	1	120	1	120	1	120	1	120	
Satellite Services Assistants	ws2	48	2	96	3	144	3	144	4	192	
SUPPORT SPACE											
Waiting - 20	vis20	400	1	400	1	400	1	400	1	400	Two stationary chairs, fixed to the floor or wall.
Form Counter		150	1	150	1	150	1	150	1	150	Open counter with form storage and space for 10 people to fill out forms. Located in the waiting room.
Customer Service Counter		20	8	160	8	160	8	160	8	160	Public Counter. Provide BR glass between staff and public.
Work Space at front Counter for Administrator and Lead Assistant	ws2	48	2	96	2	96	2	96	2	96	Duress Alarm. Security camera at each station.
Work Space at front Counter for Water bills. Staffed by Satellite Service Assistant.	ws2	48	1	48	1	48	1	48	1	48	Duress Alarm. Security camera at each station. Station has different accounting equipment. Dedicated conference room for internal meetings. Existing conference room 240. Access from staff side and public side to avoid bringing public through staff
Conference - 6	cnf10	200	1	200	1	200	1	200	1	200	
File/Workroom	wrk11	120	1	120	1	120	1	120	1	120	existing - 3 built-in cabinets for supplies. 3 cases of paper per quarter.
~Vertical Files	vert	10	12	120	12	120	12	120	12	120	Includes 15 boxes. In workroom. 1 standard file in 2005, 6 standard file cabinets today. Secure Room. Also requires 2 safes. 1 safe = cash, 1 safe decals and paperwork
~Lateral Files	lat	12	5	60	5	60	5	60	5	60	In workroom
~Shred-it		10	1	10	1	10	1	10	1	10	
Worktable	wrk2	80	1	80	1	80	1	80	1	80	Behind customer service counter.
Copy	cpy10	50	1	50	1	50	1	50	1	50	Behind customer service counter.
Kitchenette	kit2	160	1	160	1	160	1	160	1	160	Seat 2. Refrigerator, microwave, coffee pot, sink. Share large breakroom (if available as shared space in building)
Staff Toilet Room	tlr1	50	1	50	1	50	1	50	1	50	
Closet	clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL			4		5		5		6		
SUBTOTAL SPACE REQUIRED				2,089		2,137		2,137		2,185	
INTERNAL CIRCULATION FACTOR			25%	522		534		534		546	
TOTAL DIVISION SPACE REQ'D				2,611		2,671		2,671		2,731	

# EXAMPLE OF SPACE NEEDS SUMMARY

## AUGUSTA COUNTY NEW COURTS BUILDING - SPACE NEEDS

SUMMARY	CURRENT SPACE & PERSONNEL*		CURRENT NEEDS**	2020 NEEDS		2025 NEEDS		2035 NEEDS		ADDITIONAL SQUARE FOOTAGE NEEDED BY 2035	
	NET SQ FT (NSF)	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	NET SQ FT (NSF)	GROSS SQ FT (GSF)
CIRCUIT COURT	5,600	4	12,510	6	12,510	6	12,510	7	15,534	+9934	+15284
CIRCUIT COURT CLERK	11,310	12	11,476	12	12,049	14	12,611	14	13,514	+2204	+3391
COMM ATTORNEY/ VICTIM WITNESS	7,445	16	6,110	18	7,012	20	8,008	22	8,373	+928	+1428
COURTS - SHARED			504		504		504		504	+504	+776
GENERAL DISTRICT COURT	4,090	1	5,896	1	5,896	2	11,017	2	11,017	+6927	+10658
GENERAL DISTRICT COURT CLERK	2,890	6	2,665	7	2,777	8	3,054	8	3,418	+528	+812
J&DR COURT	4,012	2	8,286	3	12,408	3	12,408	3	12,408	+8396	+12917
J&DR COURT CLERK	4,310	8	3,241	11	3,748	16	4,287	17	4,449	+139	+214
J&DR COURT SERVICES UNIT	2,775	10	3,703	13	3,719	17	4,316	20	4,867	+2092	+3219
MAGISTRATE	335	1	297	1	297	1	297	1	297	-38	-59
SHERIFF - COURT SECURITY	1,410	7	3,625	10	3,625	13	3,625	13	3,625	+2215	+3408
TOTAL PERSONNEL / NSF	44,177	67	58,313	82	64,544	100	72,637	107	78,004	33,827	52,048
CURRENT / REQUIRED GROSS SQ FT	67,965		89,712		99,298		111,750		120,007		
Required gross square footage calculation above is determined using an efficiency of 65%.											

\* CURRENT SPACE AND PERSONNEL indicates the amount of NSF (net square feet) currently occupied by a department with its current staff. The current staffing level indicated is the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.

\*\* CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards. The difference between CURRENT NEEDS NSF and CURRENT SPACE NSF is the deficiency or excess of space for the current staff.

# EXAMPLE OF BENCHMARKING ANALYSIS

- James City County will benchmark with Hanover County and Albemarle County whose current population is approximately what James City County anticipates to be in 20 years
- Warren County benchmarked Fauquier, Frederick, and James City Counties

## WARREN COUNTY SPACE NEEDS ANALYSIS FOR GOVERNMENT FACILITIES MASTER PLAN

### STAFFING BENCHMARK ANALYSIS

		WARREN COUNTY 2006	WARREN COUNTY 2026	FAUQUIER COUNTY 2006		FREDERICK COUNTY 2006		JAMES CITY COUNTY 2006	
CURRENT OR PROJECTED POPULATION		35,400	65,700	62,900 (2005)		68,400 (2005)		58,900	
					FROM WARREN 2026		FROM WARREN 2026		FROM WARREN 2026
	PAGE	PERSONNEL	PROPOSED PERSONNEL	PERSONNEL	PROPOSED	PERSONNEL	PROPOSED	PERSONNEL	PROPOSED
<b>GENERAL GOVERNMENT</b>									
BUILDING INSPECTIONS	80	11	21	17	-4	25	+4	21	0
COMMISSIONER OF THE REVENUE	84	10	20	23	+3	17	-3	24	+4
COUNTY ADMINISTRATION - BOS	87	6	12	10	-2	6	-6	16	+4
~COUNTY ADMIN - HUMAN RESOURCES	87	1	3	3	0	4	+1	9	+6
~COUNTY ADMIN - INFORMATION SERVICES	87		3	17	+14	5	+2	21	+18
~COUNTY ADMIN - PUBLIC WORKS	87		2	1	-1	7	+5	6	+4
COUNTY ATTORNEY	88	2	4	6	+2	1	-3	5	+1
ECONOMIC DEVELOPMENT				4	+4	3	+3	3	+3
FINANCE	91	3	7	11	+4	7	0	19	+12
PARKS & RECREATION	101	12	32	29	-3	40	+8	52	+20
PLANNING & ZONING	102	4	12	25	+13	14	+2	38	+26
~PLANNING - GIS	102	1	3	5	+2	4	+1	2	-1
REGISTRAR	103	3	5	4	-1	2	-3	3	-2
TREASURER	120	6	13	16	+3	12	-1	13	0
		59	137	171		147		232	

# DEVELOPING SPACE STANDARDS

- Develop space program
- Determine space sizes to meet program
- Prepare adjacency narrative and diagrams
- Differentiate needs from wants



## PRIVATE OFFICES

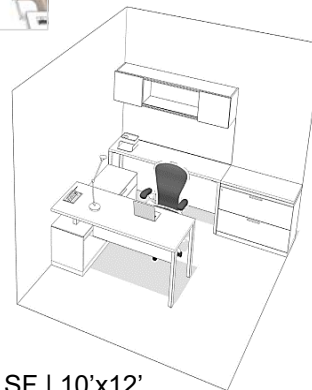
po1	Private Office	100
po2	Private Office	120
po3	Private Office	150
po4	Private Office	175
po5	Private Office	200
po6	Private Office	250
po7	Private Office	300
po8	Private Office	350

## WORKSTATIONS

ws	3'x5' Workstation	15
wss	5'x5' Workstation	25
ws1	6'x6' Workstation	36
ws2	6'x8' Workstation	48
ws25	7'x8' Workstation	56
ws3	8'x8' Workstation	64
ws4	8'x10' Workstation	80
ws5	10'x10' Workstation	100



64 SF | 8'x8'



120 SF | 10'x12'

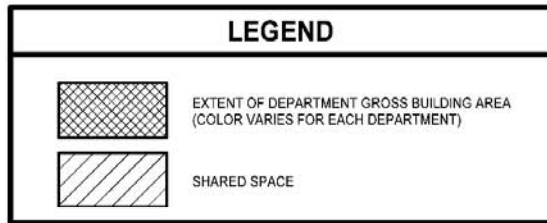


168 SF | 12'x14'

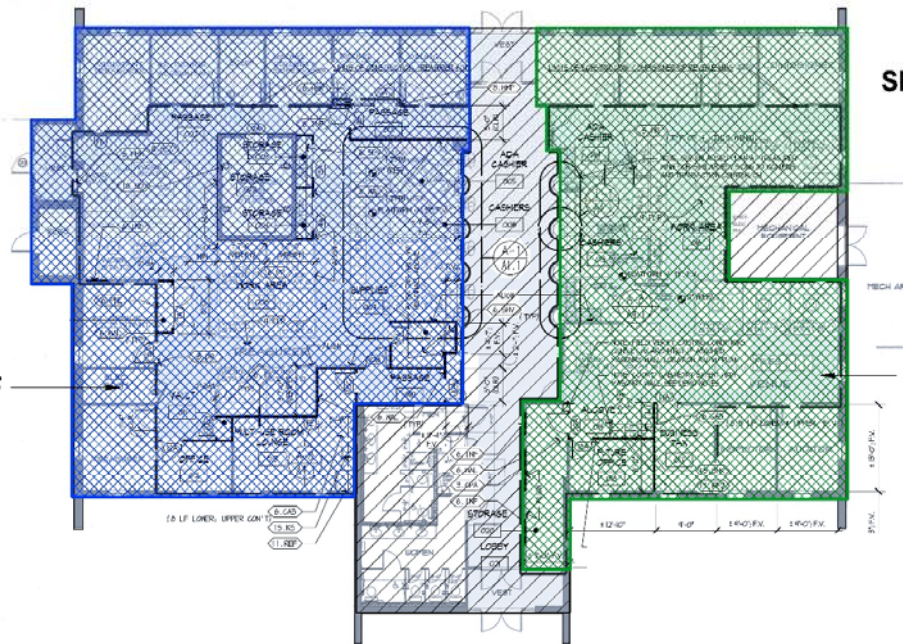
# DEVELOPING SPACE STANDARDS

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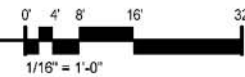
TREASURER: 3,940 GSF



SHARED SPACE: 1,764 GSF

COMMISSIONER OF  
REVENUE: 2,936 GSF

**BUILDING B**  
1/16" = 1'-0"



5/10/2019 4:14:58 PM

**MOSELEYARCHITECTS**  
911 N. WEST STREET, SUITE 205 RALEIGH, NC 27603  
PHONE (919) 840-0091  
MOSELEYARCHITECTS.COM

**JAMES CITY COUNTY SPACE NEEDS ASSESSMENT**  
JAMES CITY COUNTY  
576002

**A17**  
BUILDING B



LEGEND

EXTENT OF DEPARTMENT GROSS BUILDING AREA  
(COLOR VARIES FOR EACH DEPARTMENT)

SHARED SPACE

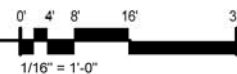
ECONOMIC DEVELOPMENT:  
1,957 GSF

SHARED SPACE: 3,666 GSF

COUNTY ATTORNEY:  
1,764 GSF

COUNTY ADMINISTRATION:  
3,151 GSF

BUILDING D  
1/16" = 1'-0"



10,537 GSF

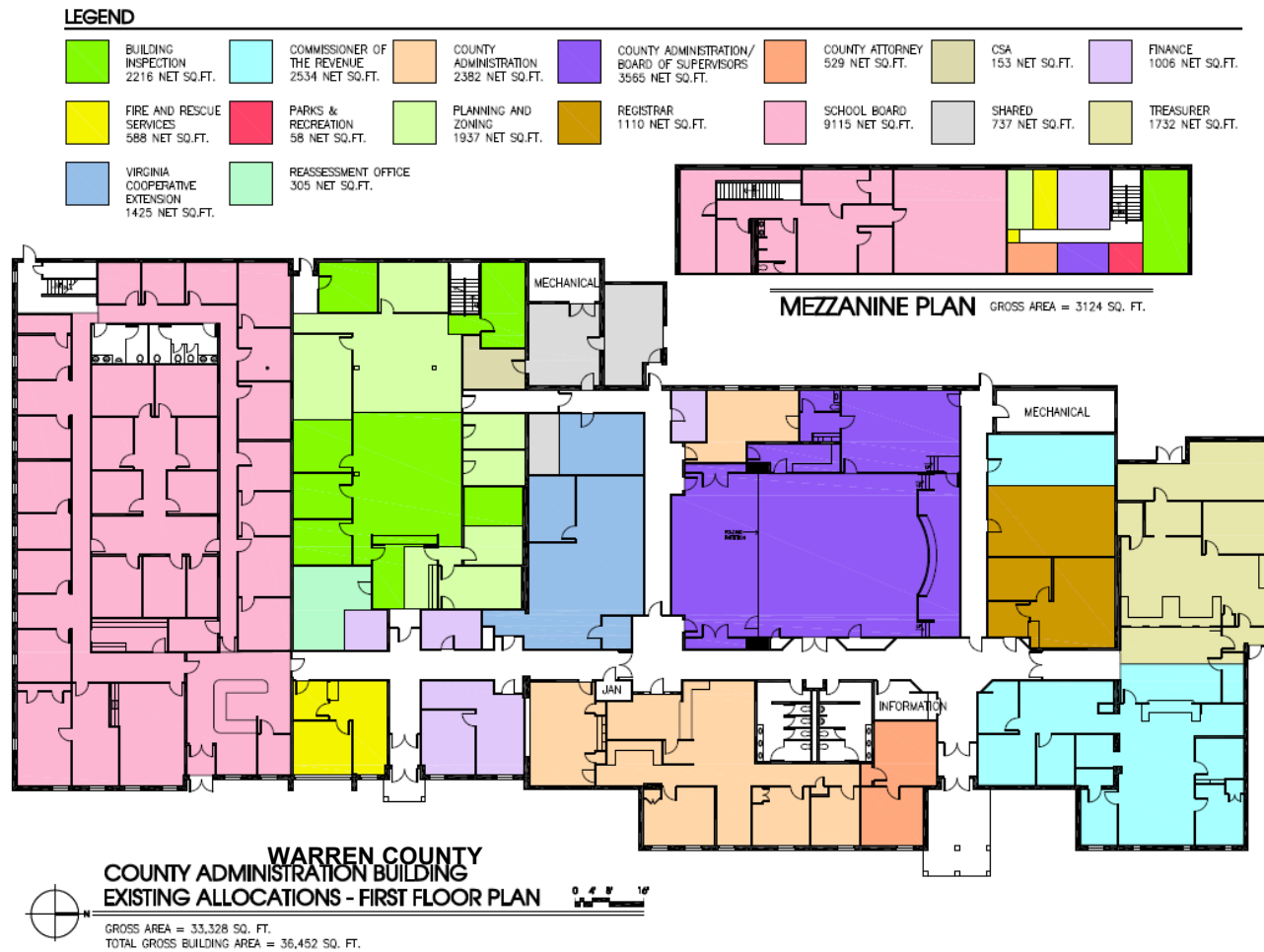
5/10/2019 4:41:37 PM

**MOSELEYARCHITECTS**  
 911 N. WEST STREET, SUITE 205 RALEIGH, NC 27603  
 PHONE (919) 840-0091  
 MOSELEYARCHITECTS.COM

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT  
 JAMES CITY COUNTY  
 576002

**A18**  
 BUILDING D

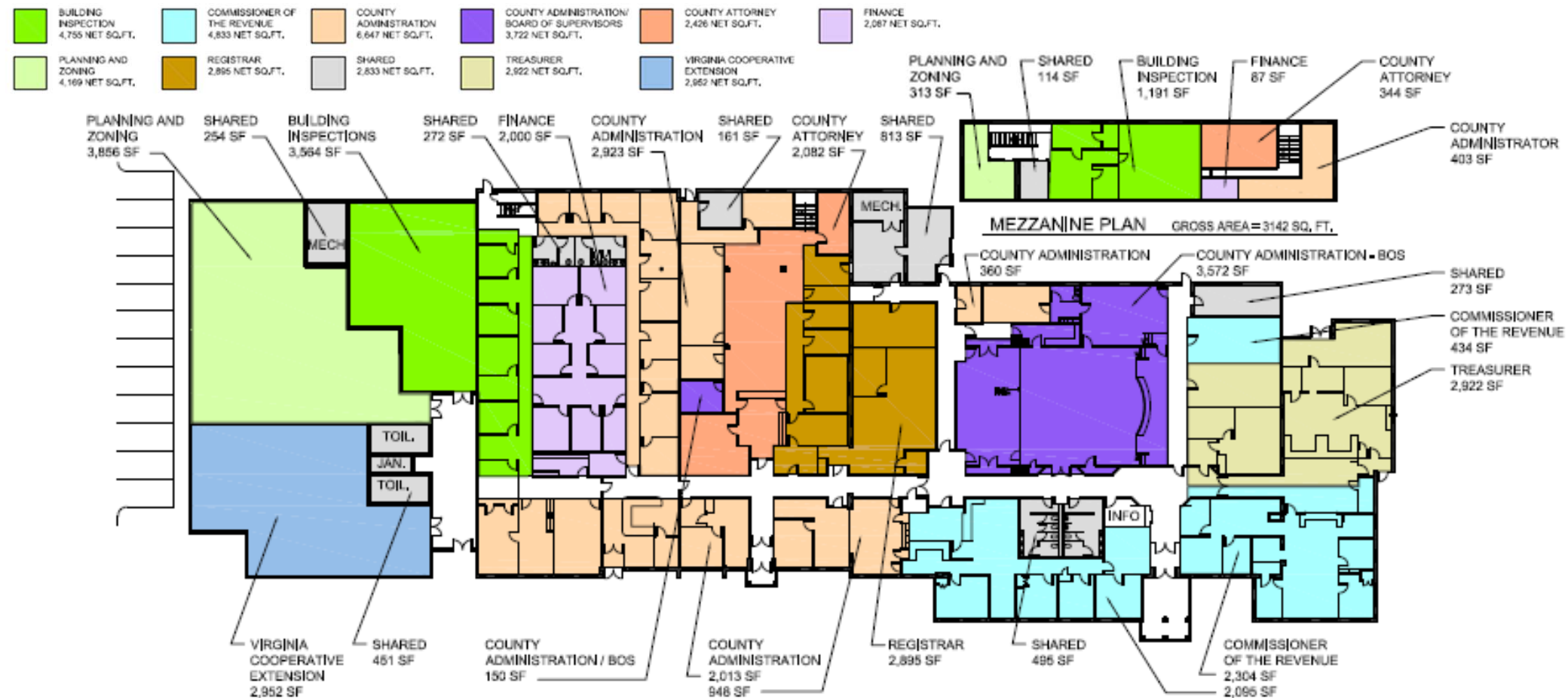
# EXAMPLE OF EXISTING SPACE ALLOCATION





# FUTURE STEP (FY20) – MASTER PLAN

## LEGEND





# HANOVER COUNTY GOVERNMENT CENTER MASTER PLAN

MARCH 27, 2008

## LEGEND

- 1 Historic Clerk's Building
- 2 Historic Courthouse
- 3 Historic Jail
- 4 Pamunkey Regional Library
- 5 Grave Site
- 6 Passive Recreation Area
- 7 Administrative Offices (existing court buildings converted for general government use)
- 8 Enclosed Connector
- 9 Emergency Communications Building
- 10 Administration Building
- 11 Public Safety Building
- 12 Public Safety Building Expansion 2 stories + basement
- 13 Nutshell Farm
- 14 Future Building - 2 stories
- 15 Water Storage Tank
- 16 New Judicial Center - 2 stories
- 17 New Entrance Road
- 18 Government Center Map and Directory
- 19 Campus Green (existing Wickham Annex and water storage tank to be removed)
- 20 Future Building - 2 stories (existing one-story wing of Wickham Building to be removed)
- 21 Wickham Building (two story wing to remain)
- 22 Existing Intersection (possible need for realignment to be determined based on future study)
- 23 Main Entrance to Government Center
- 24 Property Acquisition for New Entrance Road (approximately 0.25 acre)
- 25 Realigned Intersection Rtes. 54 and 301 (actual alignment to be determined based on future study)



**MOSELEY**ARCHITECTS



# SPACE NEEDS ASSESSMENT

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Next steps:

1. Courts Functions Interviews
2. School Administration Functions Interviews



School Administration campus



Courthouse campus



# QUESTIONS

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Tewning Road



Mounts Bay Road

**ITEM SUMMARY**

DATE: 5/10/2019

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Naming of County Facilities & Memorials

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**REVIEWERS:**

Department	Reviewer	Action	Date
Parks & Recreation	Carnifax, John	Approved	5/10/2019 - 2:37 PM
Publication Management	Daniel, Martha	Approved	5/10/2019 - 2:43 PM
Legal Review	Kinsman, Adam	Approved	5/10/2019 - 2:56 PM
Board Secretary	Fellows, Teresa	Approved	5/10/2019 - 3:03 PM
Board Secretary	Purse, Jason	Approved	5/14/2019 - 11:12 AM
Board Secretary	Fellows, Teresa	Approved	5/14/2019 - 3:38 PM

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Eastern Virginia Regional Industrial Facility Authority

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 10:38 AM

**ITEM SUMMARY**

DATE: 5/21/2019


TO: The Board of Supervisors

FROM: Rick Koehl - Capital Projects Coordinator

SUBJECT: Jolly Pond Road Dam

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**ATTACHMENTS:**

	Description	Type
	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Fellows, Teresa	Approved	5/13/2019 - 3:00 PM

# Jolly Pond Dam



May 21, 2019

General Services



# Jolly Pond Dam

- Background
  - History
  - Permit
  - Owner
  - Department of Conservation and Recreation



General Services

# Roadway over Jolly Pond Dam is closed



- VDOT closes roadway
  - Expired permit
  - Unsafe for travelling public



General Services

# Jolly Pond Roadway



- 2012 JCC reopens roadway
- Maintenance Plan
- Bridge Inspections
- Vehicle weight limit
- Since FY2014 JCC has spent \$98,323 on maintenance and inspections

General Services

# Current Status



- Washout at Bridge abutment is undermining road
- Inspection
- DCR
- Permit required to continue
- Pending owner action



General Services

# Options...



1. Upgrade the dam to meet state safety standards and request that VDOT take the road back into the state system.
2. Abandon that section of road

General Services



# Questions?

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on June 11, 2019

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 10:39 AM