

A G E N D A
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 8, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MINUTES

D. OLD BUSINESS

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II
2. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy
3. ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

E. NEW BUSINESS

1. FY2019-2023 Capital Improvements Program
2. Annual Review of the Planning Commission Bylaws

F. ADJOURNMENT

ITEM SUMMARY

DATE: 2/8/2018

TO: The Policy Committee

FROM: Alex Baruch, Planner; Roberta Sulouff, Senior Planner

SUBJECT: ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Narrative Draft Ordinance Language	Backup Material
☐	Narrative Draft Policy Revision Language	Backup Material
☐	Benchmarking Worksheet	Backup Material
☐	Adequate Public Schools Facilities Test	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/2/2018 - 1:21 PM
Policy	Holt, Paul	Approved	2/2/2018 - 3:01 PM
Publication Management	Burcham, Nan	Approved	2/2/2018 - 3:03 PM
Policy Secretary	Secretary, Policy	Approved	2/2/2018 - 3:06 PM

MEMORANDUM

DATE: February 8, 2018

TO: The Policy Committee

FROM: Alex Baruch, Planner
Roberta Sulouff, Senior Planner

SUBJECT: ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

HISTORY

The Policy Committee met on September 14, 2017, to discuss strategies for addressing impacts associated with legislative cases which would formerly have been addressed through proffers per the requirements of various adopted administrative policies. Included in those considerations were impacts frequently accounted for through provisions of the Transportation Impacts Analysis Policy and the Regional Bikeways Master Plan. At that meeting, the Committee asked staff to prepare further benchmarking research regarding Ordinance language to capture offsite traffic impacts through the administrative development review process. The Committee also directed staff to prepare draft language including the recommendations of the adopted Regional Bikeways Master Plan as a requirement for by-right development in the Zoning Ordinance. In response to this direction, staff researched the Ordinances of other localities to create the attached benchmarking worksheet (Attachment No. 3), discussed in more detail below. Staff has also drafted narrative versions of Ordinance and policy language for the Committee's review and feedback.

Staff intends to use feedback from this meeting, as well as further feedback from the County Attorney, to create formal draft language for review at a future Policy Committee meeting.

DISCUSSION ITEMS

Bicycle and Pedestrian Accommodations

Following the September 2017 Policy Committee meeting, staff has prepared draft ordinance language revising the current pedestrian accommodations requirements of the Zoning Ordinance. The draft language (Attachment No. 1) extends the requirements of Section 24-35: Pedestrian accommodations to bicycle facilities per the adopted Regional Bikeways Plan. This section currently applies the requirements of the adopted Pedestrian Accommodations Master Plan to all plans requiring site plan and major subdivision review, but does not address bicycle facilities, which can typically only be required through Special Use Permit (SUP) conditions and are commonly proffered through rezoning applications. The draft language also allows for current exemption and exception criteria for pedestrian accommodations to apply to bicycle facilities as well.

Traffic Impact Analysis

As discussed at the September 14, 2017, Policy Committee meeting, with the exception of bicycle and pedestrian accommodations, general traffic impact improvements cannot be addressed through submittal or master plan requirements. Staff researched ways in which other localities have addressed transportation impacts administratively through their zoning and subdivision Ordinances. A summary of that research is attached (Attachment No. 3). Staff's research found that most localities do not include a method for identifying

when on-site improvements are required for administrative development cases in their zoning Ordinances. Much like James City County, these localities rely on the Virginia Department of Transportation (VDOT) as a reviewing agency for administrative cases to identify if on-site improvements at project entrances, such as turn lanes are required. Staff recommends adding language to Sections 19-30 and 24-151(2) which more explicitly addresses VDOT and other reviewing agencies' roles in the subdivision and site plan approval process (Attachment No. 1).

Staff also examined legislative cases and how the Traffic Impact Analysis (TIA) policy could better serve applicants, staff, the Planning Commission and the Board of Supervisors. The policy to this point has been used as a tool to assess proffer and SUP conditions. Amending the policy could provide clarity on how the traffic impact analysis should be used in cases without those options. Staff looked at other James City County policies and recommends using the Adequate Public Schools Facilities Test as a model for an Adequate Transportation Facilities Test to be added to the TIA policy. The proposed test (Attachment No. 2) assesses if all off-site improvements are mitigated and assurances for such mitigation measures are in a form approved by the Planning Director and County Attorney. If all recommended off-site improvements are mitigated, then the SUP or rezoning application would pass the test. If any recommended off-site improvements are not mitigated, then the application would fail the test. In much the same application as the Adequate Public Schools Facilities Test (Attachment No. 4), staff will take the results of the test into consideration in the evaluation and recommendation process.

RECOMMENDATION

Staff looks forward to the Policy Committee's input on these discussion items and recommendations. Staff will use input received at this meeting to prepare final draft Ordinance language for the Committee's consideration at its next meeting.

AB/RS/nb
BPImpAnaStgII-mem

Attachments:

1. Narrative Draft Ordinance Language: Sections 19-30, 24-35 & 24-151(2)
2. Narrative Draft Policy Revision Language
3. Benchmarking Worksheet
4. Adequate Public Schools Facilities Test

Narrative Draft Subdivision and Zoning Ordinance Language

Sec. 24-35. – Pedestrian and bicycle accommodations.

- (a) Pedestrian and bicycle accommodations shall be required for all projects requiring site plan or major subdivision review in accordance with the following:
- (1) ~~External sidewalks.~~ Pedestrian and bicycle accommodations shall be required for the subject property(ies) along all public roads as shown on the pedestrian accommodation master plan and the regional bikeways plan. In addition to corridors identified on the pedestrian accommodation master plan, sidewalks shall be required along at least one side of all roads built within a community character area sidewalk inclusion zone as specified on the pedestrian accommodation master plan.
 - (2) *Internal public streets.* Pedestrian accommodation internal to a residential, commercial, office or industrial development with public streets shall be required pursuant to the Secondary Street Acceptance Requirements found in 24VAC30-92, as amended.
 - (3) *Internal private streets.*
 - a. Pedestrian accommodation internal to a residential, commercial, or office development with private streets shall be required on at least one side of all internal streets.
 - b. For development designated by the Comprehensive Plan as mixed use; moderate density residential; or the residential, commercial, and office sections of an economic opportunity area, pedestrian accommodations shall be required on both sides of the private streets.
 - c. Sidewalks on private streets shall not be required internal to industrial parks or industrial sections of areas designated economic opportunity on the Comprehensive Plan.
 - d. The planning director or his designee may approve alternative locations for pedestrian accommodations that are found to have equivalent connectivity as providing sidewalks along the roads internal to the development, such as paved connections between or from cul-de-sacs to other pedestrian accommodations.
 - (4) *Interconnectivity internal to a parcel.* Pedestrian accommodations shall be required between parking areas, buildings, and public areas for residential, commercial, and office development sites. Pedestrian accommodation internal to a development shall link with any existing or master planned pedestrian accommodation along an abutting road external to the development and any existing public transit stops. Development within industrial parks and industrial sections of the economic opportunity zone shall be required to meet applicable Americans with Disabilities Act (ADA) connectivity standards.
 - (5) *Interconnectivity between parcels.* Pedestrian accommodations shall be required between residential developments and adjoining schools, park, or recreational facilities as determined by the planning director or his designee. The property owner shall provide a connection internal to the development to the property line with the adjoining facility. This criterion may be waived by the planning director or his designee if the owner of the contiguous parcel objects to a connection or if a significant obstruction exists (such as wetlands, slopes exceeding 25 percent gradient and guardrails) that would make a connection impracticable.
- (b) Construction standards: Pedestrian and bicycle accommodations required by section 24-35(a) shall be built in accordance with the following construction standards:
- (1) Pedestrian and bicycle accommodations shall be built to VDOT standards and located within VDOT right-of-way when they are to be publicly maintained. If accommodations are to be privately maintained, they shall be built to VDOT construction standards.

- (2) Right-of-way and pedestrian accommodations shall be shown on the final plat.
 - (3) ~~Sidewalks shall be paved and a minimum of five feet in width. Multi-use paths shall be paved and a minimum of eight feet in width.~~ All pedestrian accommodations shall meet the requirements of the ADA's Accessibility Guidelines.
- (c) Exemptions: Exemptions to this section may be granted by the planning director or his designee if:
- (1) a proposed temporary structure(s) will not be erected for more than six months; or
 - (2) a proposed addition to an existing structure is less than 1,000 square feet or no changes to the building footprint are proposed; or
 - (3) the development is located within an office park with private streets in existence prior to November 22, 2011 and providing pedestrian accommodations along the frontage of the development site would not result in a safe and continuous connection to an existing or planned pedestrian accommodation or public transit stop.
- (d) Exceptions: Exceptions to this section may be granted by the planning director or his designee if:
- (1) a pedestrian *or bicycle* accommodation is otherwise required by this section and would be substantially damaged or need to be replaced as a result of a fully engineered roadway construction project implemented by the county or VDOT. The planning director or his designee may request dedication of sufficient right-of-way for pedestrian *or bicycle* accommodations related to the road project in lieu of construction of the pedestrian *or bicycle* requirement. The requirement to dedicate right-of-way shall be based on existing right-of-way, the design of the engineered project, and additional right-of-way that is needed; or
 - (2) in circumstances where topographical conditions make construction of pedestrian *or bicycle* accommodations impractical, the planning director or his designee may approve an alternative alignment that is accessible by the public that differs from the pedestrian accommodation master plan. The alternative alignment shall link with adjacent pedestrian accommodations; or
 - (3) pedestrian *or bicycle* accommodations *are* shown on a master plan *or corridor plan* approved by the board of supervisors that differs from the pedestrian accommodation master plan or the *regional bikeways plan*.

If an exception is granted for (d)(1) or (d)(2) above, the applicant shall be required to pay into the pedestrian *or bicycle* accommodation construction and maintenance fund in an amount determined by the county engineer or his designee. The amount shall be based on:

- a. projected engineering costs;
 - b. projected material costs;
 - c. projected labor and mobilization costs;
 - d. current topographical conditions of the site; and
 - e. linear feet of road frontage.
- (e) Appeals. In the event the planning director disapproves plans of this section or recommends conditions or modifications which are unacceptable to the applicant, the applicant may appeal the decision to the development review committee who shall forward a recommendation to the planning commission.

Sec. 19-30. - Procedure for approval of final plan.

The subdivider shall submit for review and approval eight copies of the final plan for a major subdivision or as many copies of the final plat for minor subdivisions or multifamily subdivisions as deemed necessary by the agent. Upon approval of the final plan by the agent, the subdivider shall submit one reproducible copy plus eight prints of the record plat portion of the final plat to the agent for review and approval. The record plat shall not be approved until the applicant:

- (1) Has complied with the requirements and minimum standards of design set forth in this chapter;
- (2) Has incorporated such changes or complied with such conditions on the final plan as may have been stipulated in the letter of notification following action by the commission or agent on the preliminary plan;
- (3) Has made satisfactory arrangements for performance assurances as specified in article IV of this chapter, *including improvements required by agencies including the State Department of Transportation, James City Service Authority and Stormwater and Resource Protection;*
- (4) Has submitted data for major subdivisions in accordance with the "GIS Data Submittal Requirements for Major Subdivisions" policy, as approved by the governing body; and
- (5) Has executed all certificates required in section 19-29.

(Ord. No. 30A-15, 1-9-89; Ord. No. 30A-27, 12-15-99; Ord. No. 30A-41, 12-11-12)

Sec. 24-151. - Review criteria generally.

The planning director, zoning administrator, the planning commission, or its designee shall review and consider site plans with respect to:

- (1) Intensity of land use including developable acreage, density and adequate provisions for open space and recreational facilities as appropriate to the site usage and to the Comprehensive Plan Development Standards;
- (2) Design and layout of the site including all existing and proposed buildings, exterior signs, recreation facilities, garbage and trash disposal facilities, sedimentation and erosion controls, storm drainage, stormwater management, sanitary sewage disposal, and water supply locations on the site including line sizes, areas to be landscaped with approximate arrangement and plant types and sizes indicated, and provisions for pedestrian and vehicular traffic movements within and adjacent to the site. Particular emphasis shall be placed upon the review of on-site aesthetics; public safety features; environmental, historic and vegetative preservation; efficient layout of buildings, parking areas, and off-street loading and unloading, and movement of people, goods and vehicles (including emergency vehicles) from access roads within the site, between buildings and vehicles. Vehicular access to the site shall be designed to aid overall traffic flow and to permit vehicles, including emergency vehicles, safe means of ingress and egress;
- (3) Design standards contained in this chapter as they relate to traffic circulation, parking, lighting, performance standards, location of structures, building and landscape, setbacks, yard requirements, height and building coverage limits shall apply, where applicable, to site plan approval. *The design criteria established in the county subdivision ordinance improvements required by agencies including the State Department of Transportation, James City Service Authority and Stormwater and Resource Protection shall be shown on the plan before final approval of the site plan.*

(Ord. No. 31A-132, 10-14-91; Ord. No. 31A-136, 1-6-92; Ord. No. 31A-267, 6-12-12)



Traffic Impact Analysis Submittal Requirements Policy

I. GENERAL

In 2006, the Traffic Impact Analysis Regulations known as “Chapter 527” was approved by the General Assembly of Virginia to expand the role of the Virginia Department of Transportation (VDOT) in the land planning and development review process. Accordingly, James City County requires submission of all Traffic Impact Analyses (TIA’s) to be conformance with the aforementioned regulations. In addition, all TIA’s shall conform to the current versions of the Manual of Uniform Traffic Control Devices (MUTCD), the VDOT Road Design Manual, VDOT Access Management Regulations and Standards, the American Association of State Highway and Transportation Officials (AASHTO) and the Institute of Transportation Engineers (ITE) manuals unless otherwise approved by the Planning Director.

II. APPLICABILITY

A. Submission of a TIA shall be required when one or more of the following apply:

- Projects that expect to generate 100 or more weekday peak hour trips to and from the site during the peak hour of operation based on the ITE manual’s trip generation rates.
- Projects with an entrance or exit onto a roadway with a Level Of Service “D” or lower operation.

Note: VDOT has different requirements that trigger a 527 TIA than County Ordinance. Should a TIA be required by VDOT, but not be triggered County requirements, this policy would not be applicable and no additional TIA is required.

III. EXCEPTIONS

A TIA does not have to be updated/submitted if a TIA or 527 TIA was previously submitted for a rezoning or Special Use Permit and all assumptions made in the TIA remain valid.

IV. PROCEDURE

A scoping meeting with VDOT and Planning Division staff is required for any proposal that requires the submission of a TIA. A scoping meeting is required when the proposed development generates more than 100 peak hour site trips. At this meeting the Planning Director will determine the minimum scope of work and if additional analyses pursuant to Section VI B are applicable. Fifteen paper copies and a digital copy of the TIA shall be submitted during application of the project with the County.

V. WHO PREPARES

A TIA should be prepared by a professional engineer or a transportation planner. Generally, a licensed engineer prepares a TIA; however, for smaller applications, the Planning Director may approve TIAs that have not been certified by an engineer.

VI. CONTENTS OF A TRAFFIC IMPACT ANALYSIS

A. The Traffic Impact Analysis shall at minimum include the following:

- Executive Summary
- Introduction
- Analysis of Existing Conditions
- Analysis of Future Conditions without Development
- Projected Trip Generation
- Analysis of Future Conditions with Development
- Signal Warrant Analysis
- Improvements necessary to achieve an overall Level of Service “C” on adjacent roadways/signalized intersections. The Planning Director may approve movements in certain lane groups of LOS “D” in urban environments.
- Conclusion

B. Supplemental Analysis

As determined at the scoping meeting, the Planning Director may also request the following analysis as a component of the TIA:

- Weaving Analysis
- Merge and Diverge Analysis
- Corridor Traffic Signal Progression Analysis
- Queuing/Turn Lane Analysis
- Expanded Study Area
- Examination of Transit and Travel Demand Management Measures
- Accident/Safety Analysis
- Sight Distance Analysis

VII. ADEQUATE TRANSPORTATION FACILITIES TEST

All special use permit or rezoning applications are subject to the adequate transportation facilities test.

A. A proposed rezoning or special use permit application will be tested for adequate transportation facilities. A proposed rezoning or special use permit application will pass the test if no offsite improvements are required by the TIA or all recommended offsite improvements are mitigated, and assurances for such mitigation measures are in a form approved by the Planning Director and County Attorney.

B. If the TIA recommends off-site improvements or indicates deficiencies which cannot be mitigated then the application will not pass the adequate transportation facilities test.

Benchmarking Worksheet for Potential Amendments to Address Formerly Proffered Policies and Impact Mitigation Items: Bicycle and Pedestrian Accommodations and Transportation Impact Analysis

Albemarle:

Subdivision Ordinance

Virginia Department of Transportation standards. The term “Virginia Department of Transportation standards” means one or more applicable standards or requirements of the Virginia Department of Transportation pertaining to the design or construction of any public street and any improvement related thereto. Virginia Department of Transportation standards include, but are not limited to, those standards and requirements set forth in its Road Design Manual, Road and Bridge Standards, and Subdivision Street Requirements.

Sec. 14-217 Review of preapplication schematic plat.

F. Additional information. The agent may require additional information to be shown on the preliminary plat as deemed necessary in order to provide sufficient information for the agent to adequately review the plat including, but not limited to, information from a traffic study, landscaping, historic resources and groundwater

Zoning Ordinance

32.5.2 CONTENTS OF AN INITIAL SITE PLAN Each initial site plan shall contain the following information:

q. Traffic generation figures. If deemed appropriate by the agent due to the intensity of the development, estimated traffic generation figures for the site based on current Virginia Department of Transportation rates; indicate the estimated number of vehicles per day and the direction of travel for all connections from the site to a public street.

Loudoun:

Subdivision Ordinance

Did not find any information.

Zoning Ordinance

Transportation/Access. The approved location and general design of transportation improvements and ingress and egress to the project, along with such access restrictions imposed to promote and ensure the integrity and function of the County's thoroughfare system, the safe and efficient circulation of vehicles and pedestrians within the district and consistency with the Countywide Transportation Plan; provided, however, that for applications for rezoning or amendment to a zoning map subject to the provisions of Virginia Code Section 15.2-2303.4, neither transportation improvements nor any of the foregoing information in this subsection (E) shall be shown to the extent that the provision of such uses may be deemed unreasonable as defined in Section 15.2-2303.4.

Prince William

Subdivision Ordinance

Did not find any information.

Zoning Ordinance

Sec. 32-800.11. - Site planning criteria for planned development districts.

- Amended by Resolution No. 17-519

Preliminary and final subdivision and site plans for a planned development district shall be submitted to the Planning Office and shall substantially conform to the master zoning plan, any proffers associated with the rezoning, any applicable Special Use Permit conditions, the applicable requirements of the Design and Construction Standards Manual, and the following provisions with respect to external and internal site planning:

2. Principal vehicular access points into the site shall be designed to permit smooth traffic flow, with controlled turning movements, and minimization of hazard to vehicular or pedestrian traffic. Left-hand storage and right-hand turn lanes and/or traffic dividers shall be required where existing or anticipated heavy traffic flows indicate the need.

Fauquier County:

Subdivision Ordinance

Submittal Requirements:

The following shall be included with the submission of a preliminary subdivision plan, revision, or resubdivision for consideration by the Planning Commission unless waived or modified by the Agent. The Agent may waive or modify any of these submission requirements upon request by the applicant and upon a finding by the Agent that the item waived is not needed for the specific application or that the modification serves the purpose of this Ordinance to at least an equivalent degree.

25) Projected traffic volume in accordance with Section 301.B of Chapter 3 of the Fauquier County Design Standards Manual. (Amended by the Board of Supervisors on May 8, 2008.)

D) A Traffic Impact Analysis (TIA) or a traffic assessment as per Section 301.B of Chapter 3 of the Fauquier County Design Standards Manual. (Amended by the Board of Supervisors on May 8, 2008.)

Zoning Ordinance

Application for a Major Site Plan: The following processing and application process shall be required unless waived or modified under provisions of Section 12-703 of this Ordinance.

9. A Traffic Impact Analysis (TIA) or a traffic assessment as per Section 301B of the Design Standards Manual, unless an approved unexpired TIA exists for the development proposed.

12-703 Application of Administrative Site Plan:

6. A site plan amendment may be filed for a previously approved site plan. To qualify as a site plan amendment, the following threshold standards must be met: A. The improvements shall be minor in nature and not change the external traffic flow patterns.

RESOLUTION

ADEQUATE PUBLIC SCHOOLS FACILITIES TEST

WHEREAS, during the 1997 Comprehensive Plan update, the Board of Supervisors expressed a desire, through a specific strategy incorporated into the Public Facilities chapter, to adopt an adequate public schools facilities test; and

WHEREAS, the "test," which would be applied to new developments needing a special use permit or rezoning, would require sufficient capacity in the school system to accommodate the additional school children generated by the development under consideration; and

WHEREAS, the task of drafting the policy was undertaken by one of the four citizen committees charged with updating the Zoning Ordinance; and

WHEREAS, on May 4, 1998, the Planning Commission recommended adoption of the draft policy by a unanimous vote; and

WHEREAS, after consideration of the draft policy, the Board amended the policy as described herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby endorse the following:

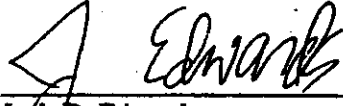
All special use permit or rezoning applications, except those listed below, should pass the test for adequate public school facilities.

- A proposed rezoning or special use permit application will be tested for adequate public school facilities. A proposed rezoning or special use permit application will pass the test if the schools which would serve the future development currently have adequate design capacity to accommodate the existing student population plus the additional school children generated by the development. For purposes of this policy, the schools shall be deemed adequate if the projected student population does not exceed 100 percent of the design capacity at the time of the application's review.
- If any of the applicable public schools which would serve the future residential development exceed 100 percent of the design capacity, then the application will not pass the test for adequate school facilities. However, if the affected public schools currently exceed design capacity, but the schools' student population will be brought under design capacity within three years of the time of the application's review through either physical improvements programmed in the CIP, and/or through a redistricting plan that was approved by the School Board prior to application, then the application will be deemed to have passed the test.

The following proposals would be exempt from the Adequate Public Schools Facilities test:

- family subdivisions; and

- residential development that, through proffers and covenants, is restricted to adult residents only; and
- amendments to previously approved rezonings, special use permits and master plans that only shift densities or internal uses that do not increase the number of previously approved units or gross densities and that do not change the zoning district of land.



Jack D. Edwards
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
SISK	NAY
MCGLENNON	AYE
BRADSHAW	AYE
NERVITT	AYE
EDWARDS	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of June, 1998.

schlfac2.res

ITEM SUMMARY

DATE: 2/8/2018

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Existing Archaeological Policy	Exhibit
☐	Attachment 2. State Code Section 15.2-2306	Exhibit
☐	Attachment 3. Archaeologically Sensitive Areas	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/1/2018 - 2:06 PM
Policy	Holt, Paul	Approved	2/2/2018 - 8:51 AM
Publication Management	Burcham, Nan	Approved	2/2/2018 - 8:53 AM
Policy Secretary	Secretary, Policy	Approved	2/2/2018 - 1:36 PM

MEMORANDUM

DATE: February 8, 2018

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: Case Nos. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

HISTORY

The Policy Committee met on September 14, 2017, to discuss strategies for addressing impacts associated with legislative cases which would formerly have been addressed through proffers per the requirements of various adopted administrative policies. Included in those considerations were impacts frequently accounted for through provisions of the Archaeology Policy (Attachment No. 1). At that meeting, the Committee asked staff to investigate including the contents of the current Archaeological Policy as an Ordinance requirement, either in the form of a note on the binding Master Plan or as an overlay district (similar to York County and Williamsburg) or a similar mechanism that would apply to all development plans (site plans and subdivisions).

DISCUSSION ITEMS

Following the September 2017 Policy Committee meeting, staff has done further research on other localities' efforts and has had additional discussion with the County Attorney's office. As noted above, two possible approaches had been discussed in the previous staff memorandum to incorporate the Policy in the Ordinances: 1) a required master plan note; or, 2) as an overlay district or similar mechanism. For the first approach, additional discussions with the County Attorney's office indicated that amending the legislative case submittal requirements section to add a requirement that a note be included on all master plans committing to adherence to the Archaeology Policy would not, under the current ordinance, make the requirements enforceable. For the second approach, further discussions indicated that the Policy could be incorporated in the Zoning Ordinance, and if incorporated, it would need to be done specifically via an Overlay District mechanism. Overlay zoning is a regulatory tool that creates a special zoning district, placed over an existing base zone(s), which identifies special provisions in addition to those in the underlying base zone. An example in the James City County Zoning Ordinance is the Airport Approach Overlay District.

In considering an Overlay District, staff and the Attorney's Office referred to the State Code, which sets forth the enabling language for preservation of historical sites and architectural areas in Section 15.2-2306. The following are notable features of State Code Section 15.2-2306 (the full text is included as Attachment No. 2):

1. It states that a locality may adopt an ordinance setting forth any historic areas within the locality as defined by State Code section 15.2-2201 ("an area containing one or more buildings *or places*...*having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation*") amending the existing zoning ordinance and...encompassing such areas.
2. A governing body **may** provide in the Ordinance that the applicant must submit documentation that any development in an area of the locality of known historical or archaeological significance will preserve or accommodate the historical or archaeological resources.

3. The governing body **may** provide for a review board to administer the Ordinance and may provide compensation to the Board.
4. An amendment of the Zoning Ordinance and the establishment of a district or districts **shall** be in accordance with the provisions 15.2-2280 et seq. of State Code. (These sections set forth normal processes for preparation and amendment of Zoning Ordinances such as review of a proposed Ordinance amendment by the planning commission and the public hearing process.)
5. The governing body **shall** provide by Ordinance for appeals to the circuit court for such locality from any final decision of the governing body and shall specify certain other specifics regarding the appeals process.
6. Any locality that establishes a local historic district shall identify and inventory all landmarks, buildings or structures in the areas being considered for inclusion within the proposed district. Prior to adoption of an Ordinance establishing or expanding a local historic district, the locality **shall** take the following steps:
 - a. Provide for public input from the community and affected property owners in accordance with Section 15.2-2204.
 - b. Establish written criteria to be used to determine which properties should be included within a local historic district.
 - c. Review the inventory and the criteria to determine which properties in the areas being considered for inclusion within the proposed district meet the criteria to be included in the local historic district.

Of the six items listed above, the last one has some inter-related elements that staff would draw to the Policy Committee's attention. Regarding No. 6a, §15.2204 specifies that for proposed amendments of the Zoning Ordinance involving a change in the zoning map classification of more than 25 parcels of land, in addition to advertising of the case in the newspaper as normally required, written notice shall be given to the owner or owners of each parcel of land involved. Creation of an Overlay District would be considered a change in the zoning map classification. While the exact extent of the potential Overlay District is currently unknown (*see discussion below*), this requirement would likely result in the need to notify each affected property.

With regard to Nos. 6b and 6c, staff has been further considering the extent of the possible Overlay District and possible underlying data. For the existing Archaeology Policy, staff had typically sought adherence to the Policy for applications throughout the County, unless there were special considerations for a particular site such as extensive previous disturbance. Going forward, there may be several options to consider when looking toward meeting the State Code criteria and inventory requirements:

7. Using the database of known archaeology sites maintained and updated by the Virginia Department of Historic Resources (VDHR). This inventory currently includes over 1,000 sites in James City County. These sites are at all stages of evaluation, with some having had Phase I studies completed, but needing follow-up studies and others having had full Phase III data recovery efforts completed.
 1. Using the data from No. 1, but also including areas with significant archaeological potential that do not have already known archaeological sites in their vicinity. There are many areas of the County where no archaeological work has yet taken place, but where there could be significant potential for resources. One possible source of this information is the study entitled *Preserving our Hidden Heritage* which was prepared in 1997. This study included an evaluation of archaeologically sensitive

areas within the County and provided a generalized map of the County with high and moderate sensitivity areas shown (Attachment No. 3). These two classifications cover the majority of the County; the document notes that low-sensitivity areas are limited in extent. While one possibility would be to limit the Overlay District application to high sensitivity areas, the study indicates that the moderate sensitivity areas may have less likelihood of encompassing nationally or internationally significant sites from certain time periods (Virginia Company period and later seventeenth-century English sites), but can still have a high potential for regionally or locally significant sites of all periods, such as eighteenth- and nineteenth-century sites.

2. Using the data from No. 1, but similar to No. 2, including areas with significant archaeological potential that do not have already known sites in their vicinity. Another possible source of information for areas with significant archaeological potential would be an updated predictive model, perhaps similar to the work from *Preserving our Hidden Heritage*, but with updated data and likely refined mapping techniques through application of current GIS programs. The VDHR staff indicated that predictive models have been developed for other localities. Developing an updated predictive model would require additional time and resources. It is possible that an updated predictive model could narrow the scope of higher sensitivity areas.

RECOMMENDATION

Staff has not yet prepared draft language for a potential Overlay District pending further discussion of the information provided above. Staff looks forward to discussing this information and receiving further input from the Policy Committee.

JR/nb

ZO03-18-SO03-18ArchPAmdmts-mem

Attachments:

1. Existing Archaeological Policy
2. State Code Section 15.2-2306
3. Archaeologically Sensitive Areas based on *Preserving our Hidden Heritage*

RESOLUTION

ARCHAEOLOGICAL POLICY

- WHEREAS, the task of revising the archaeological policy was undertaken by one of the four citizen committees charged with updating the Zoning Ordinance; and
- WHEREAS, the committee, in drafting the proposed policy, used the 1997 Comprehensive Plan and "Preserving Our Hidden Heritage: An Archaeological Assessment of James City County" for guidance; and
- WHEREAS, after meeting several weeks to discuss this topic, the Zoning Ordinance update committee responsible for developing this item recommends the following policy; and
- WHEREAS, on June 25, 1998, the site committee of the James City County Historical Commission endorsed the following policy; and
- WHEREAS, on August 3, 1998, the Planning Commission endorsed the policy by a vote of 4-0, with three absences.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby endorse the following:

As one of the oldest settlement areas in the United States, James City County has numerous documented and unknown archaeological and historic sites. Where it appears that significant archaeological potential exists, the County seeks to identify and protect these areas and staff will recommend the following condition be added to all special use permit and rezoning cases. In making a final determination of when studies may be required, staff will consult existing archaeological studies and will seek the recommendation of representatives of the County Historical Commission or other qualified archaeologists if necessary.

A Phase I Archaeological Study for the entire site shall be submitted to the Director of Planning for his review and approval prior to land disturbance. A treatment plan shall be submitted to, and approved by, the Director of Planning for all sites in the Phase I study that are recommended for a Phase II evaluation, and/or identified as being eligible for inclusion on the National Register of Historic Places. If a Phase II study is undertaken, such a study shall be approved by the Director of Planning and a treatment plan for said sites shall be submitted to, and approved by, the Director of Planning for sites that are determined to be eligible for inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. If in the Phase II study, a site is determined eligible for nomination to the National Register of Historic Places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. If a Phase III study is undertaken for said sites, such studies shall be approved by the Director of Planning prior to land disturbance within the study area. All Phase I, Phase II, and Phase III studies shall meet the Virginia Department of Historic Resources' Guidelines for Preparing Archaeological Resource Management Reports and the Secretary of the Interior's Standard and Guidelines for Archaeological Documentation, as applicable, and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's

Item No. 1

Professional Qualification Standards. All approved treatment plans shall be incorporated into the plan of development for the site, and the clearing, grading or construction activities thereon.

I. In interpreting this condition, the following procedures and guidelines will be followed

1. *A Phase I Archaeological Study for the entire site shall be submitted to the Director of Planning for his review and approval prior to land disturbance. Since the County lacks the expertise to review such documents, the County will send the studies to the Virginia Division of Historic Resources (VDHR) for review. VDHR's responsibility is to determine if the study meets the Virginia Department of Historic Resources' Guidelines for Preparing Archaeological Resource Management Reports and the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation, as applicable, and has been conducted under the supervision of a qualified archaeologist who meets the qualification set forth in the Secretary of the Interior's Professional Qualification Standards. This is the preferred option for review of these studies.*

The developer may request staff to hire an independent archaeologist to review the study. The Director of Planning shall select the independent archaeologist. The developer will pay the full costs of this review. It would be the independent archaeologist's responsibility to determine if the study meets the Virginia Department of Historic Resource's Guidelines for Preparing Archaeological Resource Management Reports and the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation, as applicable, and has been conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior's Professional Qualification Standards. The developer will take risk in this matter. If at some point in the future the developer needs to go before the VDHR, and comments are made regarding previous studies, it will be the County's position that all VDHR issues need to be resolved. The County's archaeologist will not participate in this process.

2. *A treatment plan shall be submitted to, and approved by, the Director of Planning for all sites in the Phase I study, that are recommended for a Phase II evaluation and/or identified as being eligible for inclusion on the National Register of Historic Places. The treatment plan shall list treatment measures for each of the sites meeting the criteria listed in the condition and shall include, at a minimum, the extent of impact to the area, a description of the probable boundaries and recommendations for treatment of the area. These plans shall be reviewed by staff who may, if necessary, consult with VDHR. The developer may request review by an independent archaeologist subject to the provisions of Guideline No. 1. Once identified concerns have been addressed, staff (not VDHR) will approve the study. At this time acceptable treatment measures can include the preparation of a Phase II study or preservation of the site in situ. Site in situ can include leaving the site completely undisturbed and/or preserving the site in a manner acceptable to the Director of Planning.*
3. *If a Phase II study is undertaken, such a study shall be approved by the Planning Director and a treatment plan for said sites shall be submitted to, and approved by, the Director of Planning for sites that are determined to be eligible for*

inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. The study will be reviewed as outlined in Guideline No. 1.

The treatment plan shall list treatment measures for each of the sites meeting the criteria listed in the condition. If there is a question as to whether or not sites are impacted by development, staff will examine these sites and determine if a treatment plan is necessary. These plans shall be reviewed by staff who may, if necessary, consult with VDHR. The developer may request review by an independent archaeologist subject to the provisions of Guideline No. 1. Once identified concerns have been addressed, staff (not VDHR) will approve the study. At this time acceptable treatment measures can include the preparation of a Phase III study or preservation of the site in situ. Site in situ can include leaving the site completely undisturbed and/or preservation of the site in a manner acceptable to the Director of Planning.

4. *If, in the Phase II study, a site is determined eligible for nomination to the National Register of Historic Places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. The developer shall pursue the nomination of eligible sites. However, submission of the application to initiate this process will fully satisfy the condition.*
 5. If a Phase III study is undertaken for said sites, such studies shall be approved by the Director of Planning prior to land disturbance within the study area. The study will be reviewed as outlined in Guideline No. 1.
 6. All approved treatment plans shall be incorporated into the plan of development for the site, and the clearing, grading or construction activities thereon.
- II. In Implementing and updating this condition, the following procedures and guidelines will be followed:
1. The policy and archaeological assessment shall be updated and revised as appropriate in advance of the Comprehensive Plan update to keep the documents current with new findings, professional archaeological standards and practices, and Virginia Department of historical Resources (VDHR) policy.
 2. The following note shall be included on all future revisions of the Comprehensive Plan Land Use Map:

"Depending upon certain environmental conditions, highly-sensitive archaeological sites may occur within 3 km (1.9 mi.) of the James and Chickahominy rivers and within 2 km (1.2 mi.) of the York River. Ultrasensitive zones may occur where these high-sensitivity areas fall within the Primary Service Area. Please refer to the text of the Comprehensive Plan for further information."
 3. Maps indicating the general extent of high- and moderate-sensitivity areas shall be included within the text of the Comprehensive Plan with appropriate cross-

references to documents such as the James City County Archaeological Assessment.

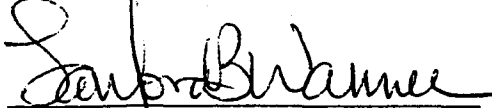
4. Upon nomination of a developer engaging in successful archaeological preservation, the Board of Supervisors shall consider the issuance of a resolution of appreciation.
5. A developer may advertise on-site preservation efforts in accordance with the regulations of the sign ordinance and after consultation with a professional archaeologist and the Director of Planning.
6. A developer may advertise on-site preservation efforts through promotional videos to be shown on the County's cable channel.
7. To the greatest extent possible, the County shall make display areas available in public areas of all County-owned and operated buildings.
8. Any developer who completes a Phase II study shall make available a portion of the artifacts for display in public buildings.



Jack D. Edwards
Chairman, Board of Supervisors

SUPERVISOR	VOTE
SISK	AYE
MCLENNON	AYE
BRADSHAW	AYE
NERVITT	AYE
EDWARDS	AYE

ATTEST:



Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of September, 1998.

archeolog.res

§ 15.2-2306. Preservation of historical sites and architectural areas

A. 1. Any locality may adopt an ordinance setting forth the historic landmarks within the locality as established by the Virginia Board of Historic Resources, and any other buildings or structures within the locality having an important historic, architectural, archaeological or cultural interest, any historic areas within the locality as defined by § 15.2-2201, and areas of unique architectural value located within designated conservation, rehabilitation or redevelopment districts, amending the existing zoning ordinance and delineating one or more historic districts, adjacent to such landmarks, buildings and structures, or encompassing such areas, or encompassing parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.2, including § 33.2-319 of that title) found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures or districts therein or in a contiguous locality. A governing body may provide in the ordinance that the applicant must submit documentation that any development in an area of the locality of known historical or archaeological significance will preserve or accommodate the historical or archaeological resources. An amendment of the zoning ordinance and the establishment of a district or districts shall be in accordance with the provisions of Article 7 (§ 15.2-2280 et seq.) of this chapter. The governing body may provide for a review board to administer the ordinance and may provide compensation to the board. The ordinance may include a provision that no building or structure, including signs, shall be erected, reconstructed, altered or restored within any such district unless approved by the review board or, on appeal, by the governing body of the locality as being architecturally compatible with the historic landmarks, buildings or structures therein.

2. Subject to the provisions of subdivision 3 of this subsection the governing body may provide in the ordinance that no historic landmark, building or structure within any district shall be razed, demolished or moved until the razing, demolition or moving thereof is approved by the review board, or, on appeal, by the governing body after consultation with the review board.

3. The governing body shall provide by ordinance for appeals to the circuit court for such locality from any final decision of the governing body pursuant to subdivisions 1 and 2 of this subsection and shall specify therein the parties entitled to appeal the decisions, which parties shall have the right to appeal to the circuit court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided the petition is filed within thirty days after the final decision is rendered by the governing body. The filing of the petition shall stay the decision of the governing body pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the governing body if the decision denies the right to raze or demolish a historic landmark, building or structure. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body.

In addition to the right of appeal hereinabove set forth, the owner of a historic landmark, building or structure, the razing or demolition of which is subject to the provisions of subdivision 2 of this subsection, shall, as a matter of right, be entitled to raze or demolish such landmark,

building or structure provided that: (i) he has applied to the governing body for such right, (ii) the owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building or structure, and the land pertaining thereto, to the locality or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building or structure and the land pertaining thereto, and (iii) no bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the governing body, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

4. The governing body is authorized to acquire in any legal manner any historic area, landmark, building or structure, land pertaining thereto, or any estate or interest therein which, in the opinion of the governing body should be acquired, preserved and maintained for the use, observation, education, pleasure and welfare of the people; provide for their renovation, preservation, maintenance, management and control as places of historic interest by a department of the locality or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use thereof or admission thereto; lease, subject to such regulations as may be established by ordinance, any such area, property, lands or estate or interest therein so acquired upon the condition that the historic character of the area, landmark, building, structure or land shall be preserved and maintained; or to enter into contracts with any person, firm or corporation for the management, preservation, maintenance or operation of any such area, landmark, building, structure, land pertaining thereto or interest therein so acquired as a place of historic interest; however, the locality shall not use the right of condemnation under this subsection unless the historic value of such area, landmark, building, structure, land pertaining thereto, or estate or interest therein is about to be destroyed.

The authority to enter into contracts with any person, firm or corporation as stated above may include the creation, by ordinance, of a resident curator program such that private entities through lease or other contract may be engaged to manage, preserve, maintain, or operate, including the option to reside in, any such historic area, property, lands, or estate owned or leased by the locality. Any leases or contracts entered into under this provision shall require that all maintenance and improvement be conducted in accordance with established treatment standards for historic landmarks, areas, buildings, and structures. For purposes of this section, leases or contracts that preserve historic landmarks, buildings, structures, or areas are deemed to be consistent with the purposes of use, observation, education, pleasure, and welfare of the

people as stated above so long as the lease or contract provides for reasonable public access consistent with the property's nature and use. The Department of Historic Resources shall provide technical assistance to local governments, at their request, to assist in developing resident curator programs.

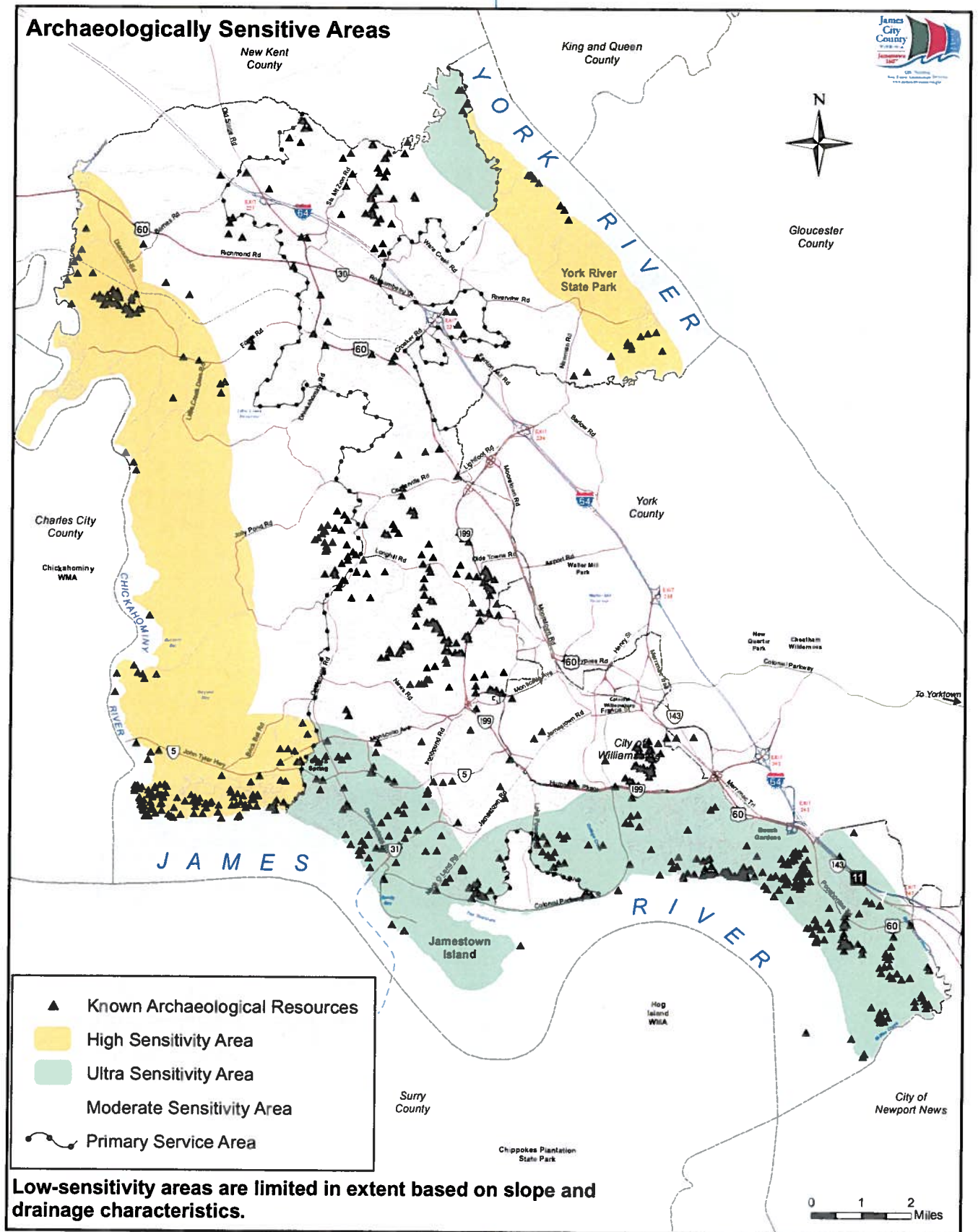
B. Notwithstanding any contrary provision of law, general or special, in the City of Portsmouth no approval of any governmental agency or review board shall be required for the construction of a ramp to serve the handicapped at any structure designated pursuant to the provisions of this section.

C. Any locality that establishes or expands a local historic district pursuant to this section shall identify and inventory all landmarks, buildings, or structures in the areas being considered for inclusion within the proposed district. Prior to adoption of an ordinance establishing or expanding a local historic district, the locality shall (i) provide for public input from the community and affected property owners in accordance with § 15.2-2204;(ii) establish written criteria to be used to determine which properties should be included within a local historic district; and (iii) review the inventory and the criteria to determine which properties in the areas being considered for inclusion within the proposed district meet the criteria to be included in a local historic district. Local historic district boundaries may be adjusted to exclude properties along the perimeter that do not meet the criteria. The locality shall include only the geographical areas in a local historic district where a majority of the properties meet the criteria established by the locality in accordance with this section. However, parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality may be included in a local historic district notwithstanding the provisions of this subsection.

1973, c. 270, § 15.1-503.2; 1974, c. 90; 1975, cc. 98, 574, 575, 641; 1977, c. 473; 1987, c. 563; 1988, c. 700; 1989, c. 174; 1993, c. 770; 1996, c. 424;1997, cc. 587, 676;2009, c. 290;2011, c. 237;2012, c. 790.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Map CC-1. Archaeologically Sensitive Areas



CC-17

ITEM SUMMARY

DATE: 2/8/2018

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

ATTACHMENTS:

	Description	Type
☐	mem	Cover Memo
☐	Attachment 1. Existing Natural Resource Policy	Exhibit
☐	Attachment 2. Natural Resource Map	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/2/2018 - 2:02 PM
Policy	Holt, Paul	Approved	2/2/2018 - 3:03 PM
Publication Management	Burcham, Nan	Approved	2/2/2018 - 3:09 PM
Policy Secretary	Secretary, Policy	Approved	2/2/2018 - 3:10 PM

M E M O R A N D U M

DATE: February 8, 2018

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II

SUBJECT: Case Nos. ZO-0001-2018/SO-0001-2018. Zoning and Subdivision Ordinance Amendments for Natural Resource Policy

Overview

The Policy Committee met on September 14, 2017, to discuss strategies for addressing impacts associated with legislative cases which would formerly have been addressed through proffers per the requirements of various adopted administrative policies. Included in those considerations were impacts frequently accounted for through provisions of the County's Natural Resource Policy. At the meeting, staff suggested the Policy Committee consider including the contents of the current Natural Resources Policy as a Zoning Ordinance requirement.

DISCUSSION ITEMS

Following the September 2017 Policy Committee meeting, staff has had additional discussion with the County Attorney's office regarding the inclusion of the policy's language into the Zoning Ordinance.

- One option that had been initially considered, amending the legislative case submittal requirements to add a requirement that a note be included on all master plans committing to adherence to the Natural Resources Policy, would not, under the current ordinance, make the requirement enforceable. This approach no longer appears to be an option.
- A second option could be to incorporate the policy into the Zoning Ordinance via an Overlay District mechanism (similarly to the current proposal to incorporate the Archaeological Policy into the Zoning Ordinance). Overlay zoning is a regulatory tool that creates a special zoning district, placed over an existing base zone(s), which identifies special provisions in addition to those in the underlying base zone (e.g. Airport Approach Overlay District). The Overlay District would be based on mapping of the most sensitive environmental areas, identified by the Virginia Department of Conservation and Recreation – Division of Natural Heritage as the B-1, B-2 and B-3 natural areas (see Attachment No. 2).
- A third option staff is still exploring with the County Attorney's office would be to incorporate the policy into the Zoning Ordinance as regulation that would apply to properties across the County, not restricted to properties within B-1, B-2 or B-3 natural areas, as is currently required by the policy. With this possible approach, there may be ways to limit its application to certain uses or scale of development (such as excluding structures on single-family lots).
- A last option that staff is still exploring with the County Attorney's office is incorporating the policy into a Chapter of the County Code other than the Zoning Ordinance, such as Chapter 23 Chesapeake Bay Preservation.

Recommendation

Staff has not yet prepared draft language for a potential amendment to the Zoning Ordinance pending further discussion of the information provided above. Staff looks forward to discussing this information and receiving further input from the Policy Committee.

JR/nb
ZO01-18-SO01-18NatResPol-mem

Attachments:

1. Existing Natural Resource Policy
2. Natural Resources Map

RESOLUTION

NATURAL RESOURCE POLICY

WHEREAS, the citizen-based Residential District Committee reviewed the residential districts in light of the 1997 Comprehensive Plan and recommended revisions to the districts; and

WHEREAS, the 1997 Comprehensive Plan calls for continuing efforts to protect and preserve natural resources; and

WHEREAS, the Residential District Committee recommended that developments be required to preserve habitats for rare, threatened, and endangered species; and

WHEREAS, the Planning Commission endorsed that requirement when it recommended approval of the residential districts on March 3, 1999, by a vote of 5 to 0; and

WHEREAS, staff developed the Natural Resource Policy which Board of Supervisors adopted along with the R-1, R-2, and Cluster Overlay Districts on May 25, 1999, by a vote of 5 to 0; and

WHEREAS, the Board of Supervisors wanted to allow an additional opportunity for public input, and the Natural Resource Policy has been advertised in the newspapers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby endorse the following Natural Resource Policy.

As part of the Chesapeake Bay ecosystem, James City County is endowed with many natural resources, including rare, threatened, and endangered species, and rare and exemplary natural communities. In order to better conserve these resources, James City County, along with York County and the City of Williamsburg, worked with the Virginia Department of Conservation and Recreation's Division of Natural Heritage (DCR/DNH) to identify habitats for rare species and natural communities. The result was a document entitled, Conservation Planning for the Natural Areas of the Lower Peninsula of Virginia.

Where the conservation plan indicates that significant natural resource potential exists the County seeks to protect these resources, and staff will recommend the following condition or proffer be added to all special use permit and rezoning cases. In making a final determination as to when studies may be required, staff will consult the conservation plan to see if the sites are located in any B1, B2, or B3 areas and will seek the recommendation of the DCR/DNH or other qualified persons if necessary.

A natural resource inventory of suitable habitats for S1, S2, S3, G1, G2, or G3 resources in the project area shall be submitted to the Director of Planning for his/her review and approval prior to land disturbance. If the inventory confirms that a natural heritage resource either exists or could be supported by a portion of the site, a conservation management plan shall be submitted to and approved by the Director of Planning for the affected area. All inventories and conservation management plans shall meet the DCR/DNH's standards for preparing such plans, and shall be conducted under the supervision of a qualified biologist as determined by the DCR/DNH or the United States Fish and Wildlife Service. All approved conservation management plans shall be incorporated into the plan of development for the site, and the clearing, grading or

construction activities thereon, to the maximum extent possible. Upon approval by the Director of Planning, a mitigation plan may substitute for the incorporation of the conservation management plan into the plan of development for the site.

I. In interpreting this proffer or condition, the following procedures and guidelines will be followed:

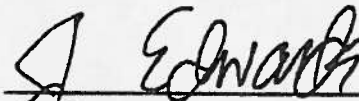
1. *A natural resource inventory of suitable habitats for S1, S2, S3, G1, G2, or G3 resources in the project area shall be submitted to the Director of Planning for his review and approval prior to land disturbance. Since the County lacks the expertise to review such documents, the County will send the studies to the DCR/DNH for review. The DCR/DNH's responsibility is to determine if the study meets their standards and has been conducted under the supervision of a qualified biologist. This is the preferred option for review of these studies.*

The developer may request that staff hire an independent biologist to review the study. The Director of Planning shall select the independent biologist. The developer will pay the full costs of this review. It would be the independent biologist's responsibility to determine if the study meets the DCR/DNH's standards, and if it has been conducted under the supervision of a qualified biologist. The developer will take any risk in this matter. If at some point in the future the developer needs to go before the DCR/DNH, and comments are made regarding previous studies, it will be the County's position that all DCR/DNH issues need to be resolved. The County's biologist will not participate in this process other than to provide technical assistance to the County as requested by the County.

2. *If the inventory confirms that a natural heritage resource either exists or could be supported by a portion of the site, a conservation management plan shall be submitted to and approved by the Director of Planning for the affected area. The conservation management plan shall consist of a site plan that indicates preservation boundaries, and with language that fully explains the safeguards intended to minimize impacts to the natural heritage resource. The plan shall be reviewed by staff who may, if necessary, consult with the DCR/DNH. The developer may request review by an independent biologist subject to the provisions of Guideline No. 1. Once identified concerns have been addressed, staff (not the DCR/DNH) will approve the study.*
3. *All approved conservation management plans shall be incorporated into the plan of development for the site, and the clearing, grading or construction activities thereon, to the maximum extent possible. Upon approval by the Director of Planning, a mitigation plan may substitute for the incorporation of the conservation management plan into the plan of development for the site. The preferred option for implementation of the conservation management plan is to fully incorporate it into the plan of development. However, should the recommendations of the conservation management plan severely impact the plan of development, the expectation is that all reasonable measures shall be taken to implement the conservation management plan. As an alternative under severe conditions, the Director of Planning may consider and approve a mitigation plan which provides for the permanent conservation of an equally or more rare resource off-site. The preference is for the same resource to be conserved.*

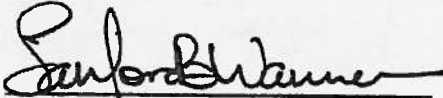
II. In Implementing and updating this condition, the following procedures and guidelines will be followed:

1. Maps indicating the general location of natural areas shall be included within the text of the Comprehensive Plan with appropriate cross-references to documents such as the Natural Areas Inventory and Natural Areas Conservation Planning Report.
2. A developer may advertise on-site preservation efforts in accordance with the regulations of the sign ordinance and after consultation with a professional biologist and the Director of Planning.



Jack D. Edwards
Chairman, Board of Supervisors

ATTEST:



Sanford B. Warner
Clerk to the Board

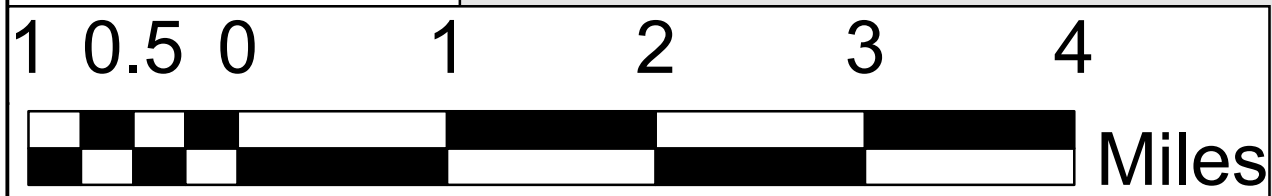
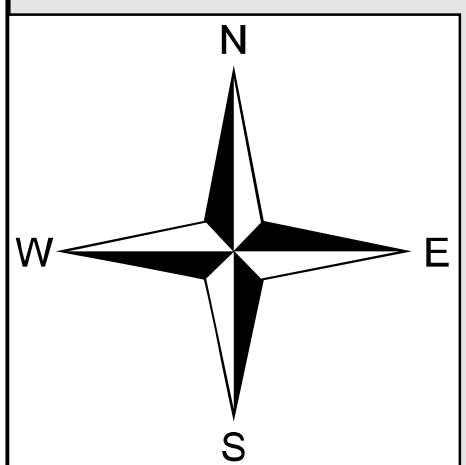
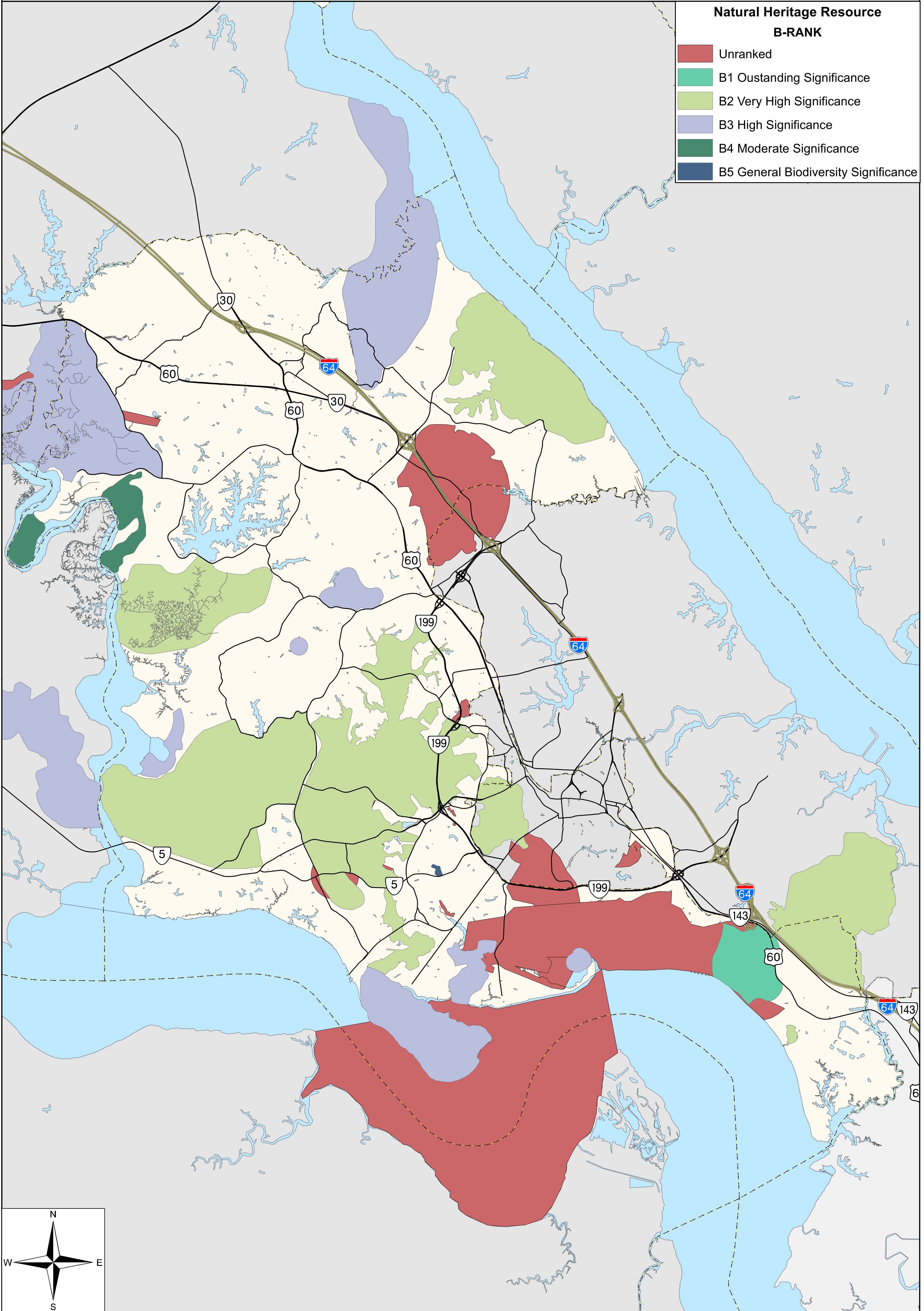
<u>SUPERVISOR</u>	<u>VOTE</u>
NERVITT	AYE
SISK	AYE
MCGLENNON	AYE
BRADSHAW	AYE
EDWARDS	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of July, 1999.

Natural Heritage Resource Areas

**Natural Heritage Resource
 B-RANK**

- Unranked
- B1 Outstanding Significance
- B2 Very High Significance
- B3 High Significance
- B4 Moderate Significance
- B5 General Biodiversity Significance



ITEM SUMMARY

DATE: 2/8/2018

TO: The Policy Committee

FROM: Savannah Pietrowski, Senior Planner, and Jose Ribeiro, Senior Planner II

SUBJECT: FY2019-2023 Capital Improvements Program

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	FY19-23 CIP Ranking Spreadsheet	Backup Material
☐	CIP Applications (A-Z)	Backup Material
☐	CIP Ranking Criteria	Backup Material
☐	CIP Criteria Weighting Sheet	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/2/2018 - 1:26 PM
Policy	Holt, Paul	Approved	2/2/2018 - 2:49 PM
Publication Management	Burcham, Nan	Approved	2/2/2018 - 2:55 PM
Policy Secretary	Secretary, Policy	Approved	2/2/2018 - 2:55 PM

MEMORANDUM

DATE: February 8, 2018

TO: The Policy Committee

FROM: Savannah Pietrowski, Senior Planner
Jose Ribeiro, Senior Planner II

SUBJECT: FY 2019-2023 Capital Improvements Program Review

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County agencies. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process.

Staff has collated the CIP requests submitted for FY 19-23 into the attached spreadsheet for the Policy Committee's consideration (Attachment No. 1). Of the 26 submitted applications, four proposed County projects have been previously included in the Board's five-year CIP: the Stormwater Improvements and Transportation Match applications, as well applications from Parks and Recreation for the James City County Marina and the Jamestown Beach Event Park. Many of the improvements proposed by Williamsburg-James City County (WJCC) Schools were included in prior CIPs; however, estimates and completion timelines have been amended. For further reference regarding projects that are currently included in the Board of Supervisor's adopted FY 18-22 CIP, please visit Section D of the FY 18 budget at:

<http://jamescitycountyva.gov/ArchiveCenter/ViewFile/Item/240>. Additional information regarding proposed projects can be found on their individual applications (Attachment No. 2).

This year's CIP applications were submitted to the Planning Division and Financial & Management Services (FMS) via an online portal, instead of individually emailed applications. Because of this change, applications will be in a slightly different format than in previous years; however, there has been no substantive change in the content of the applications. In order to assist you in your review, the total capital request has been highlighted by a red box on the second page of each application.

It will be the responsibility of the Policy Committee members during the CIP review process to evaluate how each CIP request relates to the Comprehensive Plan. As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan, of equal importance to methods like the zoning and subdivision ordinances, official maps and transportation plans. To facilitate this task, the Policy Committee previously adopted a uniform method for evaluating projects (Attachment No. 3).

Staff has developed an Excel spreadsheet that automatically calculates the weighting and totals for each project (Attachment No. 4). **To the best of your ability, please use this ranking criteria work sheet to complete evaluations of each of the projects in the FY 19-23 CIP Ranking Spreadsheet prior to the Committee's first meeting.** Please note that this is the first year of the County's two-year budget cycle so all projects will need to be evaluated and should be reviewed on equal footing regardless of the year in which funds are requested. If your rankings are completed in advance of the meeting, please forward staff an electronic copy to Savannah.Pietrowski@jamescitycountyva.gov to facilitate preparation for meeting discussion.

The Policy Committee is scheduled to meet on the following days and times. All meetings will be held in the Building A large conference room.

- **Thursday, February 8 at 4 p.m.**
 - o Preliminary meeting - The purpose of this meeting is to allow members of the Policy Committee to discuss CIP applications and to provide Planning staff with feedback regarding questions on specific CIP projects and identify agency representatives to be present at the next Policy Committee meeting.

- **Thursday, February 15 at 4 p.m.**
 - o Representatives from Financial & Management Services, Parks & Recreation, Planning, General Services/Stormwater and/or WJCC Schools will be present at this meeting to answer any questions. Policy Committee members can also submit project scores in advance of this meeting if there are no questions.

- **Thursday, February 22 at 4 p.m.**
 - o Representatives from Financial & Management Services, Parks & Recreation, Planning, General Services/Stormwater and/or WJCC Schools will be present at this meeting to answer any questions. Policy Committee members can also submit project scores in advance of this meeting if there are no questions.

- **Thursday, March 8 at 4 p.m.**
 - o The purpose of this meeting is to allow members of the Policy Committee to finalize their recommendations. Policy Committee members can also submit project scores in advance of the meeting if there are no questions.

Ultimately, the Policy Committee will prepare a ranking recommendation to present to the Planning Commission at a special meeting and public hearing on March 19. Recommendations will be forwarded to the Board of Supervisors for consideration during the ongoing budget discussions and public hearings in April 2018.

If you have any questions, please do not hesitate to contact Ms. Savannah Pietrowski at 253-6882.

SP/JR/nb

FY19-23CIPReview-mem

Attachments:

1. FY 19-23 CIP Ranking Spreadsheet
2. (A-Z). CIP applications (26 applications, plus supporting documents)
3. CIP Ranking Criteria
4. CIP Criteria Weighting Sheet

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
A	Econ. Dev.	Columbia Drive	Road improvements to Columbia Drive to allow acceptance into VDOT public road system.	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	1	2				
B	Econ. Dev.	Jamestown Destination Area - Amblers House & Jamestown Beach Event Park	Improvements include: stabilization of the Amblers House, the extension of sewer and water to the house and in Jamestown Beach Event Park, event parking for the Amblers House, landscaping, improvements to Jamestown Beach Event Park including a stage, roadwork improvements and the addition of 20 cabins.	\$504,500.00	\$1,878,000.00	\$1,732,500.00	\$1,900,000.00	\$1,900,000.00	\$7,915,000.00	2	2				
C	Fire	Fire Station 6	Construction of new fire station. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$1,000,000.00	\$1,410,000.00	\$6,215,000.00	\$1,285,000.00	\$0.00	\$9,910,000.00	1	1				
D	JCSA	Water Main Betterment	Water main improvements on Longhill and Centerville Road/News Road to coincide with VDOT road projects.	\$360,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$485,000.00	1	1				
E	Libraries	New James City County Library Branch	Construction of a new 50,000 SF public library facility by 2023 in or adjacent to the Berkley District.	\$0.00	\$0.00	\$1,406,250.00	\$10,234,375.00	\$13,234,375.00	\$24,875,000.00	1	1				
F	Parks & Rec.	James City County Marina	Replacement of existing bulkhead and replaceemnt and expansion of uncovered floating dock system, and two covered boat dock sections; relocation of gas tank/system; and installation of green shoreline in appropriate areas.	\$323,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,500.00	1	6				
G	Parks & Rec.	New Restroom and Concession Building - CRP	Construction of new building with additional urinals, stalls, changing room and larger concession area to meet existing health department and building code requirements.	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	2	6				
H	Parks & Rec.	Jamestown Beach Event Park Improvements	Improvements to park including: two additional restroom facilities to support beach and event areas including utilities; providing electrical power to event area; paving of roads, drop off areas and handicap parking; permanent parking in current overflow lot; picnic and concession area improvements; and ADA trail improvements.	\$0.00	\$333,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,633,000.00	3	6				
I	Parks & Rec.	Marina Phase 2	Relocation of existing boat ramp, installation of covered slips, and dredging of basin. Basin is silting in and impacting the ability of boats to launch from the Marina. The phase one project will identify the exact locations where dredging is needed. The ramp needs to be relocated from the front of the marina store to improve operations and to remove the traffic backup in front of the brewery and marina.	\$0.00	\$200,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,500,000.00	4	6				
J	Parks & Rec.	Veterans Park Phase 2 Improvements	Complete phase 2 improvements at Veterans Park (splash pad, eastern parking lot addition, bus parking addition, sidewalk connections).	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00	5	6				
K	Parks & Rec.	Baseball Field Expansion at WSC	Construction of two lighted turf baseball fields, additional parking and restroom facilities.	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	\$2,100,000.00	6	6				
L	Planning	Transportation Match	Various transportation projects, including Pocahontas Trail, Croaker Road, Longhill Road, Richmond Road and Clara Byrd Baker E.S.	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$7,500,000.00	1	1				
M	Stormwater	Stormwater Capital Improvement Program	Various projects to address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.	\$2,493,000.00	\$2,613,000.00	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$12,544,000.00	1	1				

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
N	WJCC Schools	Buses for new school - James Blair M.S.	Purchase of five (5) additional buses to accommodate the addition of a fourth middle school (James Blair).	\$545,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,000.00	1	13				
O	WJCC Schools	Exterior sewer line replacement - Lafayette H.S.	Replacement of exterior sewer lines to entire building.	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	2	13				
P	WJCC Schools	School Expansion - Jamestown H.S.	Expansion of the cafeteria space and addition of instructional space.	\$0.00	\$928,877.00	\$10,763,356.00	\$0.00	\$0.00	\$11,692,233.00	3	13				
Q	WJCC Schools	School Expansion - Warhill H.S.	Addition of instructional space.	\$0.00	\$0.00	\$405,009.00	\$4,698,444.00	\$0.00	\$5,103,453.00	4	13				
R	WJCC Schools	School Expansion - Lafayette H.S.	Addition of instructional space.	\$0.00	\$0.00	\$0.00	\$254,229.00	\$2,945,882.00	\$3,200,111.00	5	13				
S	WJCC Schools	Parking Lot Expansion - Matthew Whaley E.S.	Addition of 46 paved parking spaces to the rear of the building and addition of a BMP.	\$319,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319,815.00	6	13				
T	WJCC Schools	Entrance redesign - Berkeley M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,176.00	7	13				
U	WJCC Schools	Entrance redesign - Lafayette H.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,177.00	8	13				
V	WJCC Schools	Entrance Redesign - James River E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$39,669.00	\$0.00	\$0.00	\$0.00	\$39,669.00	9	13				
W	WJCC Schools	Entrance Redesign - Stonehouse E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$162,055.00	\$0.00	\$0.00	\$0.00	\$162,055.00	10	13				
X	WJCC Schools	Entrance redesign - Toano M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$129,814.00	\$0.00	\$0.00	\$0.00	\$129,814.00	11	13				
Y	WJCC Schools	Entrance redesign - Laurel Lane E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$0.00	\$93,159.00	\$0.00	\$0.00	\$93,159.00	12	13				
Z	WJCC Schools	Well Removal - Berkeley M.S.	Removal of existing well.	\$0.00	\$0.00	\$77,661.00	\$0.00	\$0.00	\$77,661.00	13	13				
Total:				\$7,446,168	\$9,319,415	\$27,269,274	\$22,872,048	\$24,314,257	\$91,221,162						

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title Columbia Drive	Location James River Commerce Center
--	--

What kind of request is this?
Capital project request

Has this project already been adopted in a previous CIP budget?
No

Employee submitting request Kate Sipes	Email Kate.Sipes@jamescitycountyva.gov
--	--

Department/Division Economic Development	Priority 1	2
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Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?
20+ years

Improvements begin 7/2/2018	Improvements completed 10/1/2018
---------------------------------------	--

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 3: Expanding and diversifying local economy

Goal 4: Protected community character and an enhanced built environment

Goal 7: Fiscally efficient government

Current condition/situation

Columbia Drive was constructed in the early 2000s with the intent of having it accepted by VDOT for state maintenance. In order to complete that process, minor construction work is needed to address items identified by field inspections.

Requested change/project description

Not applicable.

Need for project, benefit and why this is the optimal solution

Public road access creates higher value for the industrial property along Columbia Drive, and allows the acreage to be subdivided for development. There has been increasing interest in the industrial parcels in recent months, and the property along Columbia Drive is more attractive to prospective buyers with Columbia Drive in public maintenance. Existing conditions will deteriorate if the project is delayed.

One-time costs and residual or salvage value at the end of ownership

Going forward, the road will be maintained by VDOT, so the County's liability will decrease as a result of

this project.

Additional material

Columbia Drive Bid Sheet 11-07-2017.xlsx

Columbia Drive Restoration Project SoW.docx

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Page 136 of the Transportation section of the Comprehensive Plan states "New roads are constructed by either VDOT or private developers. Roads are added to the State system only if a developer constructs them to VDOT standards and the County petitions the State for their acceptance in the maintenance system. Private roads exist in a number of areas throughout the County where permitted by ordinances and private agreements are in place to ensure their continued maintenance." Columbia drive was originally designed and constructed through a cost-share program with VDOT with the intention of accepting it into the public maintenance system. However, minor design deficiencies were never addressed on the final punch-out list and the road was not accepted by VDOT. The County and EDA have not budgeted for the long term maintenance of the road. General Services staff has been working with VDOT to outline the remaining deficiencies to address so the road can be accepted into VDOT's maintenance system. Failing to do so, will result in future cost to the county for maintenance and repair as it continues to deteriorate.

Page 164 of the land use section notes, "Opportunities for future industrial growth still existing within the county. Stonehouse Commerce Park, Hankins Industrial Park, James River Commerce Center and Green Mount have industrial property available for development." although the Comp Plan notes there is appropriately zoned land available in these parks, without adequate infrastructure to support development, these properties are not considered site ready for construction. Over 228 acres of undeveloped M1 property is accessed via Columbia Drive. Correcting the minor deficiencies remaining with the road will make these sites more desirable and advance them forward for development opportunities.

Additional Comp Plan strategies that support this effort include the following:

E.D. 5.3 (encourage new development of non-residential uses to occur mainly in areas where public utilities are either available or accessible within the PSA;

E.D. 7: Plan and promote the development and coordination of transportation systems with the location of non-residential uses in a manner that maximized the County's economic potential consistent with the policies of the Comprehensive Plan.

T3.8: Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.

LU 2.2: Facilitate the provision of public road interconnections within new developments and between arterial and collector roads by promoting land use and road patterns within the developments which are conducive to such interconnections.

LU 4.7 – Encourage commercial and industrial uses to develop in compact nodes in well-defined locations within the PSA by: b. Developing in a node pattern with a grid of internal parcels, internal streets and judicious external connections, rather than in a strip pattern with individual connections along a single street.

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

This project is an opportunity to prepare shovel-ready sites for industrial and business development inside the PSA; promotes private development of underutilized properties; promotes fiscal efficiency by reducing maintenance liability.

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

EDA priorities include the development of a shell building or the pursuit of a partnership to develop industrial space along Columbia Drive.

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

The project makes Columbia Drive a public road, accessible to everyone. It will be most-used by employees, vendors, and affiliated providers to future industrial users. There is no segment of the population negatively affected.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

This project does not preserve or improve the historical, archaeological and/or natural heritage of the County, but it also does not negatively affect those things. Completing this road is consistent with the

surrounding development in the existing industrial park.

F. Does the project affect traffic positively or negatively?

Yes

There will be no negative affects on traffic. Acceptance into state maintenance can be considered a positive.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

Drainage infrastructure improvements are included in the scope of work.

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

The existing Columbia Drive requires improvements in order to be accepted by VDOT into state maintenance.

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

Maintenance costs include resurfacing, mowing right-of-way, and maintaining/repairing drainage infrastructure. With this project, the road would be maintained by VDOT.

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

Yes

Columbia Drive exists, but does not meet current VDOT standards. A finished, state-maintained road will allow for subdivision of the property and is attractive to prospects who would not want to be liable for future maintenance.

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

Over 228 acres of industrial zoned land is accessed via Columbia Drive.

B. Will the project continue to promote economic development in an already developed area?

Yes

Columbia Drive is internal to an existing industrial park, the James River Commerce Center.

C. Is the net impact of the project positive?

Yes

Positive impact results from removing local maintenance liability for the road and encouraging new industrial development, investment and employment in the county.

D. Will the project produce desirable jobs in the County?

No

Not directly, but makes the property more marketable for industrial development that will have new jobs.

E. Will the project rejuvenate an area that needs assistance?

Yes

The industrial property along Columbia Drive has remained undeveloped; this project improves the site readiness of the property.

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Improvements to the stormwater system are included on the construction drawings, based on the punch list. These improvements will reduce risk to property in the industrial park.

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

Yes

This project shifts maintenance responsibilities from the local level to the state.

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

Yes

The amount of work required for VDOT acceptance will only increase over time.

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

Yes

Maintenance of the road will transfer from the County to the State.

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

N/A

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

This site is actively being marketed to prospects and staff and the EDA anticipated development on the site to occur in 2018. Desire would be to have the deficiency corrected and the road accepted by VDOT by or before December 2018. Completing this project makes the property more attractive to prospective development. Site readiness increases, and potential subdivision of the industrial land is much more reasonably accomplished with public road access on Columbia Drive. Once the road work is completed, the site will move from a 4 to a 5 in the states tiered scale for development, 5 being ultimate to proceed with development.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

Utilities are already provided within the right-of-way of the existing road. Any other needed projects are speculative in nature. There are advantages to having this road accepted into VDOT maintenance as soon as possible.

E. Will it be more economical to build multiple projects together (reduced construction costs)?

N/A

F. Will it help in reducing repeated neighborhood disruptions?

N/A

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

Only one business has current access to Columbia Drive, and they also have access to Endeavor Drive and will not be negatively affected.

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

The James River Commerce Center is located inside the PSA.

K. Does the project use an existing County-owned or controlled site or facility?

Yes

The County/EDA currently owns Columbia Drive and adjacent property.

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

Columbia Drive must be accepted into VDOT maintenance in order to develop the industrial property interior to the James River Commerce Center.

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Amy B Jordan

Email

Amy.jordan@jamescitycountyva.gov

FMS/Planning review
Accepted

Reviewed by
Sue Mellen

Email

Admin review
Accepted

Reviewed by
Bill Porter

Email
bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Columbia Drive Restoration Project

Project Purpose:

This purpose of this project is to meet the requirements for acceptance of the roadway into the Virginia Department of Transportation System.

Project Description/Scope of Work:

The scope of work involves resealing several stormwater pipes and structures, to include excavation around several structures to repair leaks that have caused sediment displacement and subsequent sink holes. This work will include providing adequate fill material and compaction to provide proper drainage and grade, as well as repairing any associated concrete (paved ditch) that abuts the structures. The repair/replacement/cleaning of sections of paved ditch along both sides of the road. The demolition of an area of paved ditch to accommodate access to a fire hydrant, the repair will include the placement of a 15" RCP culvert pipe to facilitate drainage, with fill material placed to provide a foot crossing to the hydrant, in accordance with VDOT requirements. The repair of several gouges/ruts in the pavement surface, as well as the replacement of approximately 1000 SF of asphalt. The clearing of vegetative growth from several areas within the proposed right-of-way. The repair of eroded roadway shoulders in several locations within the project area. The demolition and replacement of a section of curb and gutter transition to paved ditch, the current transition is not in compliance with VDOT standards. This work will include providing suitable fill material to regrade the shoulder to provide proper drainage, prior to installation of a new section of paved ditch. The installation of road signage to include a stop sign and appropriate stop bar striping, as well as Type III Barricades at the edge of pavement at both road termini's. Clear vegetative growth and sediment buildup from the edge of pavement to provide positive drainage throughout the project area. Re-stabilize all disturbed areas in compliance with VESCH Min. Std. and Spec. 3.32. Provide post-work CCTV inspection of all drainage structures and provide As-Built drawings, acceptable to James City County and VDOT. All work will comply with the 2016 Virginia Department of Transportation Road and Bridge Standards and Specifications.

JCC General Services Bid Sheet

Contractor :			Project:	Storm Sewer Repairs	
Date:	28-Nov-17		Location:	Columbia Drive James River Commerce Park	
ITEM	Description	UNITS	QTY	Price Per Unit	
Storm Sewer Repairs - Please reference Sheet 4 of Site Plan SP-049-93 for DI Locations					
1	Mobilization	LS	1		\$5,000.00
2	Seal all weepholes in the Stormwater structures (6), and install steps for 2 structures (DI-2 & DI-5) over four feet in depth.	LS	1		\$2,500.00
3	Structure DI-2. Excavate inlet side of structure. Seal pipe connection to structure. Replace and compact fill material to grade	LS	1		\$3,000.00
4	Pipe (54" RCP) from SDMH-1 to DI-2 (Section No. 1 attached Inspection Report) - Clean and seal all openings observed in the pipe.	LS	1		\$500.00
5	Pipe (54" RCP) from DI-2 to DI-5 (Section No. 2 attached Inspection Report) - Clean and seal all openings observed in the pipe. Remove gravel and debris from pipe.	LS	1		\$750.00
6	Pipe (42" RCP) from DI-5 to Structure 6-20 (Section 3 Inspection Report) - Clean and seal all openings observed in the pipe.	LS	1		\$500.00
7	Structure 6-20. Remove 1 section of paved ditch (approximately 8') on upstream side of Structure. Excavate upstream side of structure with 36" pipe connection and wrap and grout pipe connection to the manhole. Replace and compact fill material to grade. Replace paved ditch in-kind.	LS	1		\$3,500.00

JCC General Services Bid Sheet

8	Pipe (36" RCP) from Structure 6-20 to 6-23 (Section 4 Inspection Report). Clean and seal all openings observed in the pipe.	LS	1		\$4,000.00
9	Structure 6-23. Remove 1 section of paved ditch (approximately 8') on upstream side of Structure. Excavate upstream side of structure with 36" pipe connection and wrap and grout pipe connection to the manhole. Replace and compact fill material to grade. Replace paved ditch in-kind.	LS	1		\$3,500.00
10	Pipe (30" RCP) from Structure 6-24 to 6-25 (Section 6 Inspection Report). Repair/Seal Crack at 73.20 from 6-24 w/intruding grout.	LS	1		\$500.00
11	Structure 6-24. Remove 1 section of paved ditch (approximately 8') on upstream side of Structure. Excavate upstream side of structure with 30" pipe connection and wrap and grout pipe connection to the manhole. Replace and compact fill material to grade. Replace paved ditch in-kind.	LS	1		\$3,500.00
11	Pipe (30" RCP) from Structure 7-2A to 7-1A (Section 7 Inspection Report). Broken pipe at 1.6 from 7-2A	LS	1		\$500.00
12	Structure 7-2A (Both Structures beyond Row) Excavate around structures and seal pipe connections and fill and compact to grade	LS	1		\$7,000.00
Street Repairs - Please reference Sheet 3 of Site Plan SP-049-93 for stationing only. All work					
13	Install street name signs for Endeavor Drive and Columbia Drive per the 2011 Manual on Uniform Traffic Control Devices. Remove all non-standard signs from the right of way.	LS	1		\$750.00

JCC General Services Bid Sheet

14	Install Stop sign and stop bar striping at intersection of Endeavor and Columbia Drive and at commercial entrance	LS	1		\$750.00
15	Eliminate ruts and standing water on the righthand shoulder of Columbia Drive at the intersection with Endeavor Drive.	LS	1		\$500.00
16	Repair cracks/remove and replace in-kind concrete paved ditches. Clean ditches of debris and checkdams to ensure drainage.	LS	1		\$4,000.00
17	Remove paved swale at fire hydrant and replace with foot crossing. Maintain ditch drainage with section of 15" RCP.	LS	1		\$2,500.00
18	Remove all woody vegetation, trash, silt and debris from the right of way. Reestablish drainage at the edge of pavement where silt and debris has built up.	LS	1		\$2,000.00
19	Fix all pavement gouges/ruts with VDOT approved patching process.	LS	1		\$2,000.00
20	Patch asphalt from STA 21+75 to cut line	LS	1		\$8,000.00
21	Regrade shoulder near outfall structure by T in roadway	LS	1		\$500.00
22	Provide CCTV inspection of all stormwater structures	LS	1		\$2,500.00
23	Prepare and provide As-built drawings for VDOT acceptance	LS	1		\$2,000.00
24	Install Type III Barricades at roadway terminis (2)	LS	1		\$500.00

JCC General Services Bid Sheet

25	Permanent Stabilization. Provide topsoil, seed, straw, etc. per VESCH Min. Std. and Spec. 3.32 of all disturbed areas, including ruts and other incidental disturbance.	LS	1		\$1,000.00
					\$61,750.00
				+10% Contingency	\$67,925.00

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Jamestown Destination Area - Amblers House & Jamestown Beach Event Park

Location

Jamestown Beach Event Park

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Amy Jordan

Email

amy.jordan@jamescitycountyva.gov

Department/Division

Economic Development

Priority

2 2

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

50+ years

Improvements begin

7/2/2018

Improvements completed

6/30/2023

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$379,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379,500.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$504,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504,500.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

Yes

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$75,000.00	\$100,000.00	\$110,000.00	\$125,000.00	\$410,000.00

Type of revenue generated

Lease rental from property and food & beverage taxes for Amblers House as event venue

Add row

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 3: Expanding and diversifying local economy

Goal 4: Protected community character and an enhanced built environment

Goal 5: Exceptional public services

Current condition/situation

The Amblers House needs immediate improvements to stabilize and avoid further deterioration of the home and out buildings. Some money was designated to begin this process (\$330K in the FY2018 budget from the Tourism Investment Fund), but will only cover a portion of the amount needed for stabilization.

The Amblers House Assessment Study completed in Nov. 2016 details the stabilization needed at the property.

Water and sewer must also be run to the site. Currently, there is no parking adjacent to the home for events. The grounds have not been well maintained since the County purchased the home in 2006 and most of the passive open space is full of weeds and is not attractive to visitors of Jamestown Beach Event Park. The event park space has minimum improvements and therefore is only used a few times a year due to the mobilization and expense of bringing equipment on site. With the exception of the beachfront, the park is underutilized as a whole.

A multi-department team of County staff is working collaboratively on this project. Representatives from Economic Development, Parks & Recreation, General Services, Community Development and Purchasing are on this team. The team is scheduled to meet with the Virginia Department of Historical Resources in January 2018.

Parks & Recreation has submitted a request to the CIP to add additional restroom facilities and trails, but has not included any work on the Amblers House in the CIP. General Services has not included the Amblers House in their CIP maintenance requests.

Additional Background

The Amblers House was purchased by the County along with 91 surrounding acres in 2006 to preserve one of the few remaining accessible waterfront properties on the James River and protect a historically significant structure with links to the settlement of Jamestown.

The Amblers House is now on the Virginia Landmarks Register (12/11/2014) and the National Register of Historic Places (02/17/2015). Today the house remains under County care and is zoned Public Lands (PL). Proposed plans for the future of the house are cited in the County's Shaping Our Shores (SOS) Master Plan which states that the Amblers House has the potential to be used for outdoor events, as a conference/event facility, weddings and other activities that preserve and highlight the house and viewshed to the James River. The intention of the Office of Economic Development and Parks & Recreation is to lease the house through a public-private partnership to a vendor who would operate the space as an event venue.

In addition, the County's commitment to the expansion of music events, the opening of Billsburg Brewery, marina improvements and obvious outdoor sports and beach activities make the Amblers House an exciting addition to the County's tourism future in the Jamestown Corridor.

Requested change/project description

The requested improvements would begin to implement some of the recommendations from Shaping Our Shores Master Plan. This includes complete stabilization of the Amblers House and the extension of sewer and water to the house and park area. Once the Amblers House is stabilized, it can then be put out to bid for a vendor to run the property as an event space, which is in compliance with the existing land use designation and existing conservation easements on the property.

Need for project, benefit and why this is the optimal solution

Stabilization of the Amblers House along with the extension of utilities will allow the County the ability to put this property back in use as a special events space. This will not only serve as an asset to the Jamestown area but will also generate lease revenue for the County. The additional park improvements will increase the number of visitors to the site and facilitate more event opportunities that would generate revenue. The Jamestown Corridor has long been a tourism spoke for other tourism venues in the Greater Williamsburg area with Jamestown Settlement, Historic Jamestown, the Colonial Parkway, Jamestown-Scotland Ferry and other outdoor recreational assets (Virginia Capital Trail, Jamestown Beach, Captain John Smith Water Trail, etc.). Leveraging our existing assets by improving the publicly owned property will

facilitate the attraction of more visitors to Jamestown and encourage longer stays turning the Jamestown area from a spoke to a hub and a key tourism destination for the James City County and the Greater Williamsburg region.

Currently, James City County does not have a historical wedding venue with a view of the James River. The Amblers House would be ideal in filling this void within the event space arena. Weddings can be booked year-round, which would be an asset for tourism within James City County. Research has shown that the wedding industry has room for growth in Virginia per the Virginia Tourism Corporation (VTC) as destination weddings are on the rise. In 2015, the VTC cited that Virginia hosts more than 57,000 weddings a year, with a total economic impact of more than \$1.7 billion per year. Virginia currently ranks as the 11th most popular state for weddings in the country and 6th most popular on the East Coast. The average wedding cost is approximately \$30,000.

One-time costs and residual or salvage value at the end of ownership

The investment will improve County amenities that will serve the population for several decades.

Additional material

047-0043_Amblers_2014_NRHP_FINAL.pdf

Amblers Property Assessment 11-25-16.pdf

CIP Pictures.pdf

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

The project supports goals of the Comprehensive Plan including:

ED 1 – Encourage a balanced mixture of commercial, industrial, and residential land uses that support the County's overall quality of life, fiscal health and environmental quality.

ED 1.4 – Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.

ED 2 – Continue to diversify James City County's economy.

ED 2.3 – Promote tourism and associated industries as a year-round industry.

ED 6 – Support the tourism industry for the Historic Triangle and promote James City County as a destination of choice in the region.

ED 6.2 – Identify and protect historic sites that are important to the heritage of James City County, allowing them to be preserved for future generations.

ED 6.4 – Support the development of sporting events and potential facilities that promote the County as a sports tourism destination and other special events in James City County.

Furthermore, in March 2013, the Board of Supervisors approved a resolution for Jamestown Beach (Case No. Z-0008-2012) that approved a special use permit for Jamestown Beach to operate as a public community recreation facility including restoration to the Amblers House (referred to as the Vermillion House prior to 2014, this changed when the house was placed on the Historical Landmark registries), as

well as special event areas, and other uses. It also states that the Amblers House must not be demolished and should retain its historical character.

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

The project is in conformance with the County's Shaping Our Shores Master Plan (adopted in March 2009), which states that the Amblers House has the potential to be used for outdoor events, as a conference/event facility, weddings and other activities that preserve and highlight the house and viewshed to the James River.

Three Strategic Plan goals are supported with this project: Goal 2 - Modern Infrastructure, Facilities and Technology System, Goal 3 - Expanding and Diversifying Local Economy and Goal 5 - Exceptional Public Services. The Amblers House is specifically listed as a capital project under Goal 5 - "Implement Jamestown Beach Event Park Improvements (Amblers House/Gardens, Event Area."

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

The project is supported through the citizen and stakeholder input process of the Shaping Our Shores Master Plan.

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

Ambler House is a historic site in close proximity to Jamestown Island. There are opportunities for interpretive signage related to the home, grounds, and archaeological sites that exist on the property.

Please see Quality of Life, Section E for more historical information.

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

This property improves an existing County park.

C. Will the project mitigate blight?

Yes

Ambler House is in a deteriorated condition based on the Assessment Study that was conducted in Nov. 2016.

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

N/A

The project would be a positive to residents because of an increase in revenue for James City County, which leads to improved services for citizens.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

Yes

The Amblers House is a historically significant structure with links to the settlement of Jamestown in 1607. The house itself was built in the 1850s and has had several additions throughout the last century.

The Amblers House is now on the Virginia Landmarks Register (12/11/2014) and the National Register of Historic Places (02/17/2015). The attached application for the National Register of Historic Places provides a detailed history of the property.

Improvements to the Amblers House with this proposed CIP project would allow for the Amblers House to be preserved and improve the access to a piece of Virginia and national history.

F. Does the project affect traffic positively or negatively?

Yes

The Amblers House project would add additional traffic in the Jamestown Road corridor, but this would not be significant as weddings would be limited to a specific number of guests based on the property size.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

There would be no additional development on the Amblers House property of any significance, which prevents environmental issues and preserves the property in its current state. It has been discussed that some outbuildings would be converted to assist in the success of the property as an event venue. There would be minimal additional noise and light pollution.

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

N/A

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

C. Does this replace an outdated system?

N/A

D. Does the facility/system represent new technology that will provide enhanced services?

N/A

E. Does the project extend service for desired economic growth?

Yes

If the Amblers House were to be used as an event venue as proposed in the Shaping Our Shores Master Plan, there would be positive economic growth in James City County.

Research has shown that the wedding industry has room for growth in Virginia per the Virginia Tourism Corporation (VTC) as destination weddings are on the rise. In 2015, the VTC cited that Virginia hosts more than 57,000 weddings a year, with a total economic impact of more than \$1.7 billion per year. Virginia currently ranks as the 11th most popular state for weddings in the country and 6th most popular on the East Coast. The average wedding cost is approximately \$30,000. In addition to weddings, the Ambler house will also attract other corporate and special events attracting additional visitors to the Jamestown destination area.

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

Tourism is one of the key industries in James City County and destination weddings are tourism. Tourism has been identified as one of the EDA's 5 target sectors. The Jamestown Corridor is already a key area for tourism in James City County with two of the most visited attractions in James City County. Adding an event venue would increase tourism in this corridor.

B. Will the project continue to promote economic development in an already developed area?

Yes

The area is part of the PSA and already serves as a destination for residents and visitors. This will encourage additional visitors and will be repurposed underutilized space in the park in a way that will have a positive economic impact and support quality of life amenities for the county.

C. Is the net impact of the project positive?

Yes

D. Will the project produce desirable jobs in the County?

N/A

Many of the jobs created with this project when it is leased to a vendor/business would be hourly wage positions (such as catering staff, event set-up, etc.), but there would be a minimum of 2-3 desirable positions including the owner, event manager and sales coordinator.

It is important to note that there would be significant business-to-business transactions tied to the use of the Amblers House as an event space. An event venue requires the support of caterers, florists, photographers, etc. There are numerous event support businesses in James City County.

E. Will the project rejuvenate an area that needs assistance?

Yes

The Ambler House is in deteriorated condition.

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

Yes

The Amblers House is in very poor condition based on the Assessment Study that was conducted in Nov. 2016. The Amblers House currently has asbestos risk and is not open to the public. Furthermore, the longer the house remains vacant the condition will only worsen and be more costly to repair.

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

Once full funding is in place to stabilize the facility, county staff will put out an RFP for a private operator to lease and operate the facility as an events venue. No additional county staff is anticipated as if directly related to the Ambler House. Future improvements to the 91 acre park, such as the addition of rental cabins may warrant additional county staff at the time these improvements are implemented.

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

N/A

Leased spaces would be maintained by the lease holder.

D. Will the new facility require additional equipment not included in the project budget?

No

All additional equipment would be purchased by the lease holder.

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

Lease rental revenue and food & beverage taxes as well as business-to-business transactions as detailed above.

H. Does the project minimize life-cycle costs?

N/A

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

N/A

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

As soon as possible as the condition of the Amblers House will only worsen over time.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

Yes

The Amblers House project is stand alone and the land is already owned by James City County. It may be fiscally responsible to complete utility work simultaneously with other CIP improvements at Jamestown Beach Event Park (ie, the additional restrooms submitted by Parks & Recreation.)

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

It may be best to complete utility work simultaneously with other CIP improvements at Jamestown Beach Event Park (ie, the additional restrooms submitted by Parks & Recreation.)

E. Will it be more economical to build multiple projects together (reduced construction costs)?

No

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

Yes

SUP-0010-2015 dictates the Vermillion House (also known as the Ambler House) shall not be demolished. Without effort to stabilize the structure, further deterioration would threaten the building's integrity.

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

The current condition of the Amblers House does not meet safety standards as there are existing health risks inside the home. The vacancy is an underutilized property.

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

\$330,000 was set aside from the County Tourism Investment Fund in FY2018 to begin some of the initial work. However, this is less than half of what is needed for stabilization (see attached Ambler Property Assessment document) and would also not facilitate the extension of public utilities to the site.

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Amy Jordan

Email

amy.jordan@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: Amblers

Other names/site number: Coke-Watts House; VDHR #047-0043

Name of related multiple property listing:
N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: 2205 Jamestown Road

City or town: Jamestown State: VA County: James City County

Not For Publication: n/a Vicinity: x

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property meets does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

national statewide local

Applicable National Register Criteria:

A B C D

<p>Signature of certifying official/Title: <u>Virginia Department of Historic Resources</u></p>	<p>Date</p>
<p>State or Federal agency/bureau or Tribal Government</p>	

<p>In my opinion, the property <input type="checkbox"/> meets <input type="checkbox"/> does not meet the National Register criteria.</p>	
<p>Signature of commenting official:</p>	<p>Date</p>
<p>Title : State or Federal agency/bureau or Tribal Government</p>	

Amblers
Name of Property

James City County, VA
County and State

4. National Park Service Certification

I hereby certify that this property is:

- entered in the National Register
- determined eligible for the National Register
- determined not eligible for the National Register
- removed from the National Register
- other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private:
- Public – Local
- Public – State
- Public – Federal

Category of Property

(Check only **one** box.)

- Building(s)
- District
- Site
- Structure
- Object

Amblers
Name of Property

James City County, VA
County and State

Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>3</u>	<u>0</u>	buildings
<u>0</u>	<u>0</u>	sites
<u>0</u>	<u>0</u>	structures
<u>0</u>	<u>0</u>	objects
<u>3</u>	<u>0</u>	Total

Number of contributing resources previously listed in the National Register 0

6. Function or Use

Historic Functions

(Enter categories from instructions.)

DOMESTIC/Single Dwelling

DOMESTIC/Secondary Structure

Current Functions

(Enter categories from instructions.)

VACANT/NOT IN USE

Amblers
Name of Property

James City County, VA
County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

MID-19TH CENTURY/Picturesque

LATE 19TH AND 20TH CENTURY REVIVALS/ Colonial Revival

Materials: (enter categories from instructions.)

Principal exterior materials of the property: BRICK; STONE/Slate

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Enveloped by a canopy of large old trees on a rise overlooking the James River at the Jamestown Ferry, Amblers (also known as the Coke-Watts House) is an H-shaped, two-story brick dwelling whose plan evolved over two major building campaigns a century apart. In 1852, John Coke built an irregular-massed, T-shaped dwelling, now the only known surviving example in Virginia's Peninsula of Picturesque design aesthetics often associated with Andrew Downing, which garnered popularity in America in the 1840s and 1850s through journals and books. In the middle of the twentieth century, Amblers changed hands a number of times as the land was subdivided and went out of agricultural production. Around 1930, Dimmick made a number of improvements to the house including the installation of new heating and plumbing systems during his ownership. In 1941, Williamsburg auto dealer Robert Brumley Watts and Estelle C. Watts purchased the Ambler tract and, by the early 1950s, more than doubled the size of the house, adding a wing to the east, a new kitchen, and garage, and repaired two antebellum outbuildings just to the east of the main house.¹ The Watts carefully emulated the massing, brickwork, and details of the original house in the matching wing, kitchen, and garage. They also repaired the two surviving outbuildings to the east of the house and laid out a formal garden at

Amblers
Name of Property

James City County, VA
County and State

the rear of the house. This later work should be considered as a major contribution to the significance of the property as a late manifestation of Colonial Revival aesthetics, one especially, but not entirely as this property indicates, focused on the state's colonial heritage that dominated thinking about old estates in Virginia through the first half of the twentieth century. Few buildings in the region exemplify such an architectural pedigree.

Amblers historically was part of a much larger parcel that had been in agricultural use since the 1610s and still retains remnants of ancient fields first used as pastureland by Jamestown's early settlers. Though Amblers has great archaeological potential dating from prehistoric native American habitation, early European exploration and settlement, and the agricultural society that flourished here in the late colonial and early national period, this nomination focuses on the antebellum farmhouse located on the brow of the hill about 200 yards from the edge of the river. Not simply a rectangular box trimmed with Greek Revival details typical of this region and time, Amblers is one of the last surviving sizeable antebellum farmhouses in James City County and indicative of the fact that, unlike much of the Peninsula, this tract did not sink entirely into agricultural torpidity with the disruption of the tobacco economy following the American Revolution and the great outmigration of population in the early nineteenth century. In addition to the dwelling, contributing resources include two outbuildings.

Narrative Description

Setting

With old fields running westward to the James River and southward to Powhatan Creek, the dwelling at Amblers was the center of a large farm that operated from the late eighteenth century through the early twentieth century until it was subdivided in 1917. The Ambler tract retained 169 acres when the house was renovated around 1930 by Jesse Dimmick, who had purchased the property the previous year. During the Watts' ownership period, a formal boxwood garden was established north of the house. Now overgrown, the structure of the Colonial Revival garden accentuated the attempt by the Watts to blend the modern additions with the old house and recall the earlier eras in which the property is so intimately bound. The dwelling's west porch is shaded by two massive tulip poplars and there is a large Osage orange tree in front of the house.

Today, Amblers is owned by James City County and is in the immediate vicinity of the county-owned Jamestown Beach Park, Greensprings Interpretive Trail, Powhatan Creek Trail, and Powhatan Creek Park, all of which occupy former plantation lands that dated to the earliest decades of English settlement. The dwelling's hilltop location and an expanse of meadowland between it and the James River allow it an unimpeded view southwest toward the river, which was a crucial transportation route during the colonial and early national periods.

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The House: 1852 Plan and Ornamentation

When John Coke purchased the 375 acres at the Main in 1840, the value of the property had been assessed at \$300. However, in 1840 the assessment plummeted to \$25, suggesting a catastrophic event, perhaps the burning of a house that may have stood on this property. County tax records indicate that few new improvements occurred for a dozen years following Coke's purchase. However, in 1852 the value of the tract increased substantially to \$6,666.67 "on account of a wharf and \$1,200 on account of buildings." This indicates the building of the core of the present house, whose architecture characteristics suggest a late antebellum period of construction.

Coke erected a two-story, T-shaped dwelling on the brow of the hill. Built with a shallow unheated cellar, all the brick walls are laid in 1:5 bonding with decorative V-shaped mortar joints. Had the building been constructed earlier in the second quarter of the century, then it would have been likely that the façade would have been laid in Flemish bond. However, by mid-century, this decorative bonding had finally lost its cachet throughout most of Virginia. The bricks measure 8 ¼ inches in length, 4 inches in width, and 2 3/8 inches in height. The brickwork is of a uniform red color, accentuated perhaps originally by a red color wash, traces of which are still visible on the decorative ½-inch wide v-joints. There is no water table and the openings are crowned by shallow segmental arches composed of headers. On the south wall of the west wing near the west corner of the house, a stretcher brick is inscribed crudely "Janry 16th 1840," graffiti probably left by John Coke, or a member of his family, to celebrate the date he purchased the property rather than the year the house was built.

A good example of the Picturesque fashion that was just appearing in Virginia, the house was irregularly massed, with a short blocky, two-story front section that faces southeast toward Jamestown Island, with a 17 ½- by 38-foot west double-parlor wing set at right angles to and projecting 11 feet beyond the entrance block. The 16- by 22-foot front entrance block faces Powhatan Creek to the south while the wing, which had an original (but substantially rebuilt and now enclosed) two-story porch attached to the west side, overlooks the field that ran down to the old ferry on the shoreline of the James River. Archaeologist Alain Outlaw has identified traces of a roadbed that ascends the hill from the river's edge in front of the house.

In the center of the east entrance block is the front door, which opens into a shallow, eight-foot deep stair vestibule. The open string stair rises along the front wall just east of the doorway, turns along the east wall and then doubles back at a landing to alight on the second floor. The staircase retains its original turned newel post, molded ramped handrail, and tapered turned balusters with simple stair brackets. Behind the entrance vestibule is a small unheated room. A staircase descends to the unheated cellar on the south wall of this room below the upper flight of the main staircase. Presumably, there was a rear doorway leading out of this room, either on the east wall or possibly the rear north wall.

To the west of the entrance lobby, a doorway leads into the larger of the two, ground-floor parlor rooms in the west wing. The front south room was the principal entertaining room,

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measuring nearly 19 feet in length and was heated by an inside chimney on the south gable end. The room is lit by two windows on either side of the fireplace and a pair of windows opposite one another on the east and west walls. A doorway on the west wall leads to the enclosed porch. A six-foot wide double doorway on the north end of the room opens into the smaller parlor, which is heated, not on the north gable end, but in the center of the east wall where it backs against the unheated room behind the stair vestibule in the eastern block. Perhaps there was another fireplace, since removed, that once heated this back eastern room, thus explaining the position of the chimney in this part of the house. The back parlor in the west wing has a pair of windows in the north wall and another pair on the west wall. A doorway on the east wall just south of the fireplace opens into a small lobby formed by the space taken up by the upper flight of the staircase between the entrance vestibule and back room in the east wing.

The second-floor plan nearly mirrors that of the main floor, consisting of a pair of bedchambers above the two double parlors in the west wing with smaller unheated rooms in the eastern block. One opened directly into the south bedchamber and may have been a dressing room. The other opens off the passage at the top of the stair landing. Both were converted into bathrooms around 1930 when the house was renovated. On the west wall of the two bedchambers, doors lead out to the second-floor porch.

Despite renovations completed around 1930 and the more substantial alterations made a quarter century later when the house was doubled in size, the original part of the house retains some of its original decorative woodwork. Besides the early staircase with its oval walnut handrail, turned balusters and newel post, the apertures are trimmed with symmetrical Greek architraves, molded plinths, and corner blocks. The old rooms also retain a tall molded base. All of the original window sash were replaced before or during the expansion of the house in the 1950s.

Renovations: c. 1929-1930

In May 1929, Jesse Dimmick acquired 169 acres of the former Ambler estate and proceeded to make substantial repairs to the house by 1935 as is indicated in an old photograph. From the physical evidence of circular sawn framing members secured by wire nails in the cellar and roof, it appears that he gutted much of the building, replacing the original floor joists and floorboards, and rebuilt the roof framing. He covered the new roof with strips of metal shingles, which survive beneath the current slate roof on the original section of the main dwelling as well as on the smokehouse. He installed new electrical, heating, and plumbing systems, elements of which survive throughout the house. Although he did little to alter the ground-floor plan, he did convert the two second-floor unheated rooms into bathrooms with tiled floors and walls and porcelain plumbing fixtures, elements of which still survive. A sink is inscribed 9/18/29 and a toilet is stamped 7/10/28, marking them as worthy landmarks in the history of American plumbing. To give the recessed center entrance a more pronounced and formal appearance, Dimmick added a wooden pedimented frontispiece. The deeply projecting modillion pediment rests on robust brackets.

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Alterations and Expansion: Early 1950s

In 1941, Robert and Estelle Watts purchased the property and within a decade after World War II made substantial alterations to the house, more than doubling its size, installing new mechanical systems, and making improvements to the older section. Based on evidence of plumbing and electrical systems, this work appears to have been done by the middle of the 1950s. The house's entire roof was covered with slate shingles. The work was done in a manner that was very sympathetic to the original structure. The Watts added a matching wing to the east side of the original eastern block to create an H-shaped massing across the south façade. The width of the south front of the new west wing was 17 ½ feet, the same as the south face of the original west wing. It also projected 11 feet beyond the face of the old entrance block like the original wing. The Watts replicated the 1:5 bonding of the original section and carefully selected bricks that matched the deep red color of the original fabric. They replicated the placement, size, and finish of the segmental arched windows of the old wing in the new one and even added a false stack at the apex of the new gable to maintain the symmetry. Although reworked in the early 1930s during Dimmick's ownership, the gables in the old west wing were rebuilt with a brick veneer to match the gables of the new wing.

The new east wing contained two rooms and two bathrooms (in a roughly 6- by 15-foot two-story projection from the east façade) on both the first and second stories with a full cellar beneath the new footprint. The cellar is deeper than the original cellar and contains a fireplace in the south wall and is decoratively paved with broken pieces of tiles. This space is one large room and was probably used as a game or entertaining room.

In the east wing on the main floor, there is a bedroom on the south side and a den on the north. The den is finished with full-length, vertical, molded knotty-pine boards, a decorative devise redolent of the era. This work matches that in the outbuilding. Upstairs, the wing has two bedrooms with private baths. The Watts also constructed a kitchen on the back side of the house just north of the original unheated room behind the stairway entrance. The kitchen is one story in height and terminates in a wide bow window on the north side. Overgrown with bushes now, this window looked out on a formal boxwood garden that was planted north of the house centered on the two outer walls of the H-shaped wings. The kitchen has a flat roof and a balustraded balcony was built on top with access to it from a doorway cut from an original window in the backside of the original eastern block on the north side. Although the kitchen cabinets and counters were replaced at a later date, the original stove survives.

A one-story garage was erected against the north end of the new east wing. It contains a separate apartment lit by dormer windows and accessed by an internal staircase from the garage. The Watts also constructed an enclosed two-story shed porch against the west façade of the original west wing. To tie the new and old work together, pediments with wooden tympanums were built against the outer slopes of the west and east cross wings. The two-story west porch of the original section was partially rebuilt and enclosed. The porch measures nearly 10 feet in

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width and 36 ½ feet in length with new foundations, paneled lower walls, and new windows. The porch has eight windows across its west face on both floors.

Watts added new woodwork to the older section of the house, installing a molded surbase and chair board and molded cornice in the two double parlors. He refaced the internal chimneys with raised panel overmantels, molded shelves, and relatively flat architraves around the fireplace openings. Throughout the house, he inserted raised panel doors with oversized colonial reproduction rim locks. The quality of this Colonial Revival trim and hardware is good but not of the museum quality that was used in the reconstructions at Colonial Williamsburg. It does not try to imitate eighteenth-century work with any degree of fidelity as the moldings are a little too flat and the locks are not properly proportioned. Yet, on the whole, the Watts additions and alterations along with those made earlier by Jesse Dimmick were executed in a sympathetic manner that respected the earlier work.

Outbuildings

The 1852 house probably had a number of outbuildings located to the north and east to service it, including a kitchen that no longer stands. What does survive is a twelve-foot square brick smokehouse standing to the east of the dwelling. Laid in a similar 1:5 bond as the dwelling, the building has a doorway on the west façade and a shallow hipped roof covered with a metal roof that was probably put on the building about 1930 when the property was purchased by Jesse Dimmick. The brickwork has been badly repointed and patched with Portland cement since that time where spalling, rising damp, and other failures have occurred. The roof framing survives and is composed of circular sawn timbers deeply blackened and punky from the smoke and salt used in curing meats. The interior walls are lined with a newer layer of coarse plaster, which is deteriorating due to dampness. The floor is poured concrete.

Just to the south of the smokehouse is a one-story brick building measuring 26 feet in length by 15 feet deep with two exterior gable end chimneys. It has two doorways on the long west wall flanked by windows at each end with two dormer windows. There are two windows on the rear east wall and a small window in the gables beneath the rake of the roofline. The roof is covered by slate. The brickwork is composed of irregular bonding with traces of a 1:5 arrangement and is much patched like the smokehouse. The chimneys appear to be replacements, probably the work of the early 1950s when the entire building was substantially repaired and the interior gutted to form one large room downstairs. There is a small bathroom on the ground floor with a Standard toilet dating to September 29, 1954, indicative of the period of renovation. The upstairs is one unheated space sheathed in knotty pine paneling similar to that used downstairs and in one of the rooms in the 1950s addition to the main house. Given its size and location, it is plausible that this resource may have been a slave or servant's quarter when first built in the 1850s, but it has been so severely compromised by later alterations and repairs that little but the brickwork survives from the antebellum period, if indeed it is that old. The roof is covered with the same slates used on the main house when it was expanded in the early 1950s.

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Archaeological Potential

The Amblers' tract has great archaeological potential for many periods extending from the prehistoric through the antebellum era. In the context of the antebellum farmhouse, a test unit made by Alain Outlaw revealed an intact subsurface deposit east of the house in the area where the two surviving outbuildings are located. The excavation yielded ironstone, yellow ware, wine bottle glass, and snuff bottle glass. Architectural material included handmade brick fragments, corroded iron nails, and a machine-headed cut iron nail. This deposit, and the high probability that others like it exist in the unplowed environs of the house and outbuildings, offers the likelihood that significant insights into the early to mid-nineteenth century consumer behavior and lifestyles of the owners of Amblers can be revealed. These deposits can also help date various stages of building construction and architectural renovations on the property. Moreover, archaeological investigations will probably reveal the location and character of outbuildings that no longer survive, such as a kitchen, in addition to landscape features, such as gardens, fences, and paths around the dwelling complex.²

Endnotes

¹ Garrett Fesler and Mathew Laird, "A Phase II Archaeological Significance Evaluation of Site 44JC1243 Located on Jamestown-Yorktown Foundation Property in James City County, Virginia," Williamsburg: James River Institute for Archaeology, Inc., 2009.

² Alain Outlaw, Timothy E. Morgan, Frederick W. Boelt, and Mary B. Clemons, "Phase II Investigations of Archaeological Sites 44JC0101 and 44 JC1212, James City County, Virginia." Williamsburg: Archaeological & Cultural Solutions, Inc., 2009.

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8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B. Property is associated with the lives of persons significant in our past.
- C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- A. Owned by a religious institution or used for religious purposes
- B. Removed from its original location
- C. A birthplace or grave
- D. A cemetery
- E. A reconstructed building, object, or structure
- F. A commemorative property
- G. Less than 50 years old or achieving significance within the past 50 years

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Areas of Significance
(Enter categories from instructions.)

ARCHITECTURE

Period of Significance
1852 – early 1950s

Significant Dates
1852
c. 1950-1954

Significant Person
(Complete only if Criterion B is marked above.)
N/A

Cultural Affiliation
N/A

Architect/Builder
Unknown

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Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Amblers is locally significant under Criterion C in the area of Architecture with a period of significance of 1852 through the early 1950s. The brick farmhouse erected in 1852 is the only known surviving example in the Peninsula area of the Picturesque design aesthetic that transformed American architecture in the middle decades of the nineteenth century. The addition made to the house in the early 1950s mimicked the materials, layout, and details of the earlier work, but undid the irregular massing characteristic of the Picturesque in favor of the balance and symmetry of the Colonial Revival movement. Preservation of historic outbuildings also dovetailed with Colonial Revival principles to capture and revive a bygone era. As played out in Virginia during the twentieth century, Colonial Revival was a significant architectural and design trend that profoundly influenced the Commonwealth's built environment and was directly responsible for preservation of numerous Colonial-era through antebellum buildings across the state.

The acreage included with this nomination is located entirely within the Governor's Land Archaeological District, which was listed in the National Register in 1973. The historic district's period of significance includes the seventeenth and eighteenth century. The extant dwelling and outbuildings at Amblers postdate the district's period of significance, making the buildings non-contributing resources within the district. Limited investigations to date suggest that Amblers has archaeological potential, but insufficient data currently exists to establish its significance in the area of Archaeology (Historic).

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Though it has a long, complex history that would merit consideration for inclusion on the National Register for these many themes, such a nomination would encompass a much larger area of land, including most of Jamestown Island as well as land on the mainland now occupied by museums, individuals, and commercial establishments with a great variety of non-contributing structures. This nomination is more tightly focused on the last phase of this richly layered landscape, the truncated remnant of Amblers' mainland property and the surviving dwelling that was the center of farming and suburban life for a century from the last decade before the Civil War to the decade following the end of World War II.

Located just to the north of the narrow isthmus that connects Jamestown Island to the mainland, Amblers sits on land that figured prominently in the first English settlement of North America and the rise of a slavery-dependent, staple-producing plantation economy for more than two centuries. It also served as a nexus for riverine and overland transportation from the outside world to Jamestown and points on the lower peninsula including Williamsburg. Within a few years of the establishment of Jamestown, a blockhouse and stockade were built on land where

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the present house is located to protect English livestock from the native Powhatan Indians. The land remained in public domain until the College of William and Mary sold it to John Ambler following the American Revolution. The Ambler family had leased the land since the mid-eighteenth century when it was finally absorbed into their holdings, which included a large plantation that incorporated much of Jamestown Island. Until the early 1830s, the main ferry landing across the James River alighted at the waterline of this farm with a road leading toward Williamsburg running by the present house.

In 1840, the Ambler family sold 375 acres that comprised the heart of this mainland estate to John Coke, a prominent local politician from Williamsburg who served as James City County sheriff in the mid-1840s. Coke erected the core of the present house in 1852. The asymmetrical massing of the farmhouse broke with the standard architectural massing of Classical Revival and Greek Revival dwellings erected in this region in the first half of the nineteenth century and was the harbinger of a much more exuberant expression of that aesthetic that would rise to prominence in the impoverished and chaotic years following the Civil War.

Today, Amblers is the only known surviving example in Virginia's Peninsula region of the Picturesque aesthetic that began to influence American design ideas in the 1840s and 1850s, as popularized by Andrew Downing in journals and books published nationwide. Those publications presented engaging depictions of cottages and villas by A. J. Davis, Richard Upjohn, and Gervase Wheeler, and featured architectural treatments only just becoming available through mass production, such as elaborate millwork.

Cognizant of its earlier history and sympathetic to the architectural design of the antebellum farmhouse, Robert and Estelle Watts more than doubled the size of the old house in the early 1950s with an addition that respected the form and details of the original building down to matching the color and the 1:5 bonding pattern of the original brickwork and the fabrication of a false chimney stack. Their architectural decisions were influenced by Colonial Revival sensibilities that had flourished in Virginia since the early twentieth century when architects, builders, and clients looked to the state's early architecture for inspiration for modern design. Unwittingly perhaps, their addition undid the Picturesque irregular massing of the earlier house as it was transformed into a symmetrical ensemble – an essential element of the Colonial Revival aesthetic. The restoration of nearby Williamsburg in the late 1920s and early 1930s had a profound influence in shaping the region's image of its architectural heritage. The design of Amblers' addition in the early 1950s, along with a landscape of formal boxwood gardens that accompanied it, was part of a wave of influence that reverberated from the epicenter just a few miles down the road. Thus Amblers represents the rare amalgamation of two opposing design ideals—the frisson of irregularity with the composure of symmetry.

Other known significant antebellum plantation houses in James City County include the National Historic Landmark Carter's Grove (DHR No. 047-0001; NHL 1974), Powhatan (DHR No. 047-0016; NRHP 1970), and Riverview (DHR No. 047-0025; NRHP 1996). Carter's Grove predates Amblers by almost a century. Originally it featured a colonial-era Georgian mansion consisting of a two-story, hip-roofed central block flanked by detached, balanced dependencies,

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and was noted for its outstanding Flemish brickwork. In 1928, the house was substantially expanded according to tenets of the Colonial Revival movement, by raising the roof, constructing hyphens to connect the house to its dependencies, and introducing numerous dormers. The property retains extensive open space and landscaped grounds that evoke its historic use as a plantation. Powhatan also is an example of a Georgian mansion consisting of a five-bay, two-story, double-pile, central hall block. Unlike Carter's Grove and Amblers, the brick house's massing was not altered during the twentieth century. In 1948, however, a fire largely gutted the interior and necessitated rebuilding the roof. The steeply pitched roof is pierced by dormers that may or may not have been an original feature, while all interior finishes date to 1948 or later. Meanwhile, Riverview is an 1850s plantation house, making it contemporary in date to Amblers. Riverview, however, is a two-and-one-half story frame dwelling featuring Federal and Greek Revival influences. As its name suggests, it is located along the James River. Originally a mid-nineteenth century hall-parlor dwelling, it has evolved to include a five-bay, side-gable central block with flanking one-and-one-half story, side-gabled wings. Riverview remained a working farm well into the twentieth century and, unlike Amblers and Carter's Grove, was not subjected to a Colonial Revival-inspired renovation. The simplicity of its architectural design and materials is illustrative of a well-established and prosperous farmstead in rural James City County, as opposed to the grander pretensions seen at Amblers, Carter's Grove, and Powhatan. Thus, when compared to plantation dwellings of similar scale and architectural character, Amblers stands out as the only known example of mid-nineteenth century Picturesque design in the county (or, indeed, throughout the Peninsula), while also conforming to the hallmarks of Colonial Revival aesthetics as preferred during the early to mid-twentieth century.

Archaeological Potential

Because the area around the dwelling and outbuildings does not appear to have been plowed since the construction of the house in the mid nineteenth century, the archaeological potential of the site is very high. Presumably, a free-standing antebellum kitchen once stood nearby along with additional service buildings, fences, gardens, and other features. A ferry landing with an old roadbed is near the present house. A test unit made by archaeologist Alain Outlaw revealed a rich stratigraphic record near the two extant outbuildings. In addition to archaeological information related to the occupation of the present house since the early 1850s, there may be information related to earlier periods of occupation, from prehistoric Native American sites to early English settlement in the first decades of the seventeenth century, and through the plantation era of the late seventeenth through the mid-nineteenth century when Amblers was a work farm.

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9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Fesler, Garrett and Mathew Laird

2009 A Phase II Archaeological Significance Evaluation of Site 44JC1243 Located on Jamestown-Yorktown Foundation Property in James City County, Virginia. James River Institute for Archaeology, Inc., Williamsburg, Virginia.

Outlaw, Alain C., Timothy E. Morgan, Frederick W. Boelt, and Mary B. Clemons

2009 Phase II Investigations of Archaeological Sites 44JC0101 and 44 JC1212, James City County, Virginia. Archaeological & Cultural Solutions, Inc., Williamsburg, Virginia.

Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67) has been requested
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # _____
- recorded by Historic American Engineering Record # _____
- recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- State Historic Preservation Office
- Other State agency
- Federal agency
- Local government
- University
- Other

Name of repository: Virginia Department of Historic Resources, Richmond, VA;
Photographs in Architectural Research Department, Colonial Williamsburg Foundation, PO
Box 1776, Williamsburg, VA 23187

Historic Resources Survey Number (if assigned): VDHR # 047-0043

10. Geographical Data

Acreeage of Property 8.79

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Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

- | | |
|------------------------|-----------------------|
| 1. Latitude: 37.227510 | Longitude: -76.787662 |
| 2. Latitude: 37.226458 | Longitude: -76.786410 |
| 3. Latitude: 37.224616 | Longitude: -76.788799 |
| 4. Latitude: 37.225720 | Longitude: -76.789339 |
| 5. Latitude: 37.226809 | Longitude: -76.787918 |
| 6. Latitude: 37.227080 | Longitude: -76.788246 |

Or

UTM References

Datum (indicated on USGS map):

NAD 1927 or NAD 1983

- | | | |
|----------|-----------|----------|
| 1. Zone: | Northing: | Easting: |
| 2. Zone: | Northing: | Easting: |
| 3. Zone: | Northing: | Easting: |
| 4. Zone: | Northing: | Easting: |

Verbal Boundary Description (Describe the boundaries of the property.)

From the northernmost point on the nominated acreage (see attached map entitled "Location Map") proceed 531.6' southeast, then southwest 970.2' to the James River, then 434' northwest, along the James River, then 577' northeast, then 139.2' northwest, then 236' northeast to the point of origin, enclosing 8.79 acres.

Boundary Justification (Explain why the boundaries were selected.)

On the northeast, the 8.79 acres include the immediate area around the extant structures and known chronologically related archaeological deposits, all defined by a boundary of mature

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trees. On the southeast, the acreage defines an unimpeded view of the James River, bounded by tree lines. It includes former agricultural fields now in meadow.

11. Form Prepared By

name/title: Carl Lounsbury
organization: Colonial Williamsburg Foundation
street & number: P.O. Box 1776
city or town: Williamsburg state: Virginia zip code: 23187
e-mail: clounsbury@cwf.org
telephone: 757 220-7654
date: August 1, 2014

name/title: Alain Outlaw
organization: Archaeological & Cultural Solutions, Inc.
street & number: 109 Crown Point Road
city or town: Williamsburg state: Virginia zip code: 23185
e-mail: alainoutlaw@aol.com
telephone: 757-561-1156
date: August 1, 2014

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

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Photo Log

Name of Property: Amblers

City or Vicinity: Jamestown vicinity

County: James City County State: Virginia

Photographer: Carl Lounsbury

Dates Photographed: November 8, 2007, November 15, 2007, October 11, 2012, and July 17, 2014

Description of Photograph(s) and number, include description of view indicating direction of camera:

- 1 of 20: Amblers, Southeast front, view looking north, July 17, 2014.
- 2 of 20: Amblers, Southeast front, view looking northwest, October 11, 2012
- 3 of 20: Amblers, Northeast elevation with garage, view looking northwest, July 17, 2014
- 4 of 20: Amblers, Amblers, Mature plantings, view looking northeast, October 11, 2012
- 5 of 20: Amblers, Southwest porch, view looking northeast, October 11, 2012
- 6 of 20: Amblers: Northwest elevation, view looking southeast, October 11, 2012
- 7 of 20: Amblers: brickwork, 1852 wing, view looking northwest, November 8, 2007
- 8 of 20: Amblers, brick inscribed January 16, 1840, south façade west wing, Oct. 11, 2012
- 9 of 20: Amblers, Frontispiece, c. 1930, southeast façade. October 11, 2012
- 10 of 20: Amblers, Staircase, 1852, July 17, 2014
- 11 of 20: Amblers, Architrave between parlor and stair, looking northeast, Oct. 11, 2012
- 12 of 20: Amblers, Detail of architrave corner block, October 11, 2012
- 13 of 20: Amblers, Second-floor bathroom fixtures, dated 1929, November 15, 2007
- 14 of 20: Amblers, Rear double parlor, view looking east, October 11, 2012
- 15 of 20: Amblers, 1950s Den, view looking south, October 11, 2012
- 16 of 20: Amblers, View of James River from second-floor porch, looking southwest, July 17, 2014
- 17 of 20: Amblers, Garden, view looking northwest, July 17, 2014
- 18 of 20: Amblers, Smokehouse and Quarter, view looking southeast, October 11, 2012
- 19 of 20: Amblers, Smokehouse, view looking north, October 11, 2012
- 20 of 20: Amblers, Quarter, view looking northeast, October 11, 2012

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to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.



A Property Conditions Assessment of the
Amblers Residence
Jamestown Road, James City County, Virginia

November 25, 2016



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Introduction

The intent of this Assessment is to evaluate the physical condition of the buildings and adjacent site, and to recommend what needs to be done in order to:

1. Make improvements to the site that would address maintenance issues and provide the needed infrastructure to support increased use of the site and buildings.
2. Make needed repairs to the existing buildings.
3. Make improvements to the buildings that would allow them to be put back into functional use by the County, and would allow them to support potential uses of the building and site.

To do this, the following assessment looks at the existing building and site and provides an evaluation of their current condition, then makes recommendations for improvements that address repair needs, and improvements as indicated above. These include a sketch of an option to renovate the servant's quarters for use as restroom facilities to support site programming.

These recommendations are supported with a budget estimate to accomplish the proposed items of work.

Finally, there are scaled drawings that we have developed of the house that show existing conditions and provide a basis for the development of options for use of the historic structure.

Amblers Residence

Property Conditions Assessment



Amblers Residence, servant's quarters, smokehouse, and 1619 site looking toward the James River

Site Assessment & Recommendations

The Amblers Residence is located on a magnificent and historic site overlooking the James River to the southwest. Significant events of early American history transpired on and around the location of this house that was first built on the site on or around 1852. Because of its nature and location, it has the potential to contribute to the interpretation of the history that has taken place around it in a way that is not currently being done at any location. In addition, the site offers a prime location for staging both public and private events, and is already being used for this purpose. While there are certain restrictions upon the use and development of the land – particularly between the house and the river, there are certainly a number of things that could be done that would significantly enhance the ability of the site to support its use as a premier venue for certain types of events. Certain improvements would facilitate the development of this as a successful event venue. They include:

1. Connection of the house and outbuilding to County water and sewer service.
2. Renovation of the outbuildings to provide restroom facilities that would support outside events.
3. Provision of utilities to a tent site that would allow receptions or other events to occur. One option is the area within the U-shaped lawn defined by the boxwood to the NW of the house. This area is about 42' x 70' in size. Additional utilities could also be provided that would support food trucks.
4. Provision of some level of kitchen facilities that would support outside events – perhaps in the existing garage area (currently used to support archaeological excavations occurring on site). These kitchen facilities could also potentially support restaurant operations within the house, should that be determined to be a “best use”. However, it will be necessary to provide storage somewhere both for archaeological operations and for maintenance of the gardens that are proposed to be restored on site. It may be possible to accommodate both functions within the existing garage area.
5. Improvements to road and parking facilities would help support use of the site. This will have to be master planned to work in concert with other uses of the overall park, but could include some additional parking – either temporary or permanent, and design of functional site entries for daily use (and for events, if different). Parking to support regular (non-event) use of the site could be provided near the house that would be more convenient than walking in from outside the current gate.
6. Interpretation of the historical “story” of the site and area. This could include not only interpretation of the current excavations, but also the “Great Road”, the history of the ferry and Lafayette’s (and others) landing there, surrounding battles, native American presence on site, etc. This is also an opportunity to highlight historical stories that other JCC facilities interpret, such as Freedom Park, Norge Depot, and to promote tourism to those sites.
7. Better connectivity could be provided from the house area to the rest of the park area. Depending upon how the house is developed and re-purposed, once it is back in use, it may make sense to weave it into the overall vision for the park, encouraging people to visit and to experience the historic aspects of the site.

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First Floor Plan



View from North toward South (the rear of the house)

Exterior Building Assessment

The structure is a two-story slate-roofed brick structure over a basement, consisting of a T-shaped original structure with solid brick bearing walls, and a wood-framed, brick veneer addition on the northeast side of the original structure that creates a symmetrical appearance on the entry elevation. This expansion added four more bedrooms and bathrooms to the original structure, and a recreation room in the basement. A garage with attic space above was also added to the northeast, and a kitchen was added to the northwest (at the rear of the house) looking out onto the garden, with a deck above, accessible from the second-floor bedroom area.

Condition of Brickwork

The condition of the brickwork is generally quite good for a building of this age. Mortar is in generally good condition, and structural cracking that has occurred in the past has mostly been repaired, though in some cases, not in a very skillful way. The cracking and the resulting repairs can primarily be seen between the first and second floor windows in the original portion of the house, where there were apparently issues with the lintels that were previously remedied. There is some additional cracking at the south corner of the house and above the basement window adjacent to the porch entry, and at the opposite end of this front wall, along with mortar deterioration that needs repair. The west chimney cap on the original portion of the house is missing bricks and needs to be repaired, and there are some relatively minor locations where mortar has deteriorated and needs to be re-pointed with historically appropriate mortar on the main house.

There are moisture issues in the southeast wall at the main entry which are manifesting themselves in plaster deterioration at the northeast end of the entry wall, and to a lesser extent at the southwest end of the wall and on the northeast wall at the stair to the second floor. This requires further investigation, but should be addressed as quickly as possible, as plaster in these areas is in distress, and will further deteriorate unless the problem is resolved. The problems may be due to gutter and downspout issues that are allowing water to flow down this wall, and it may be that it is exacerbated by penetration of water at the vertical joint between the original building and the NE addition. If this is the case, a proper sealant joint may need to be created at this joint between the two eras of brickwork, and the roof drainage issue resolved. Another potential source of water penetration may be water making its way through the NE wing brick veneer finding its way back into the original building wall.

It should be noted that there are also the normal issues of rising damp in the basement of the original portion of the house, where moisture is wicking up the basement walls and producing some deterioration. Areas where deterioration is occurring should be repaired/repointed with historically appropriate replacement brick and mortar, and consideration should be given to providing dehumidification in the basement areas of the original portions of the house.

At the outbuildings, brickwork is in poorer shape, with significant areas of mortar deterioration, some of which have had previous attempts at mortar repairs with inappropriate Portland cement mortars. These should be removed, and the brickwork re-pointed with historically appropriate mortar as soon as possible, before further damage occurs. In addition to the need for mortar repointing, the cap of SE chimney on the servant quarters building is missing bricks and needs repair, and there are structural cracks in the chimney that have been repaired in the past that should be further investigated to determine if additional repairs are needed. There are limited areas of Portland cement parging at the servant quarters that were probably applied in an attempt to prevent further deterioration of the masonry. These could be left "as-is", or carefully removed when mortar repairs are made, though there is some risk of further damage to the brickwork beneath. It should be noted also that steel/iron lintels over the doors and windows are corroded and may need to be replaced/re-built, or at least treated to halt further deterioration. The lintel over the garage door on the main house is showing some limited areas of rust as well. Rust should be removed, the areas treated and re-painted when exterior painting occurs.



Brick between Windows



S corner of house by porch steps



West chimney cap



“Rising Damp” deterioration in basement



Plaster damage from moisture issues



Servant Quarters improper mortar repairs & corroded lintel



Brick Issues at Servant Quarters



Servant Quarters Chimney





Damaged slate



Nail in porch roof repair area



Flat seam metal roof at porch



Gutters at porch roof needing repair



Built-up roof under second floor deck



Smokehouse roof deterioration

Condition of Roofing

The slate roofing on the house and servant's quarters is understood to be approximately 65 years old, and is generally in good condition. It appears that this slate was installed over the earlier metal shingle roof, which remains at the servant's quarters. There are quite a few cracked or missing slates in various places both on the main house and servant's quarters that should be repaired/replaced. While virtually all of the roof flashings on slate roof areas are copper or lead, any that are not should be replaced to match the materials used on the rest of the roof.

The southwest porch on the main house is roofed with a flat seam metal roof that was installed in the same time period as the slate roof. It has been recoated with aluminized coating, and is in generally good shape. Repairs were made to the roof within the last several years when a tree limb damaged the roof, and these repairs, though adequate, are not nearly the same quality as the original roof. There is more than one nail driven through the metal roof in this area, at least one of which has backed out, leaving a leak path. This penetration should be fixed, and ideally, the damaged portion of the roof that was previously repaired should be replaced with metal detailed to match the rest of the roof. When gutters are repaired/replaced, the roof edge metal should be reworked to provide proper flashing to deflect water into the gutter. Currently, the wood behind the gutter is exposed, and subject to further deterioration.

The roof on the kitchen, over which a wood deck has been built, is a gravel-surfaced built-up roof, which appears to still be performing adequately, probably due to the protection that it has had from the sun because of the deck installed over it. When the deck is removed and re-built, this roof should be examined more carefully to verify its condition, and to make sure that water that drains through the deck is has clear passage into the gutters that surround the roof. There is a flat seam copper roof over the small screened porch at the rear entry to the current kitchen that appears to be in good condition.

The smokehouse roof is a stamped metal shingle roof that was apparently installed in the Dimmick renovations of the 1930s, and has been coated with aluminized coating in the past to extend its life. This roof is now displaying significant rust, and should be stripped to remove rust and previous coatings, then treated and re-coated with an appropriate roof coating to prolong its useful life.

Gutters and Downspouts

The main house roofs are drained with copper gutters and downspouts that drain either into underground drainage, or onto grade. Corrugated polyethylene drain pipes have been added in the past years to direct water away from the house to help reduce moisture penetration of the exterior brick walls. Gutters are a combination of half-round and ogee gutters, with corrugated downspouts. Gutters have been severely bent in some places, where ladders have been placed against them to access the roof – particularly at the porch. It is reported that maintenance staff clean leaves out of the gutters twice a year, and we recommend that this practice continue. Sections of damaged gutter should be replaced, and joints repaired to eliminate leaks, and both gutters and downspouts re-attached where they have come loose. At the southwest porch, consideration should be given to removing this gutter, replacing the wood behind it, and providing proper flashing to direct water into the gutter, so that no wood is exposed when the gutter is replaced. The edge of the flat-seam metal roof should be re-secured using proper detailing to create a watertight condition, and the gutters repaired and re-hung or replaced. There are a couple of places on the house where diverters are needed or a deflector at the top of a gutter to direct water down into the gutter, to keep it from cascading over the gutter and wetting adjacent brickwork. One example of this is where the garage adjoins the rest of the house on the southeast side, where brickwork on the house is being saturated by overflowing water.

Water from downspouts must be directed away from the house, either by directing it into underground drainage, or onto splash blocks and positive grading should be provided to drain water away from the house.

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Property Conditions Assessment



Damaged gutter at porch



Downspout into underground storm pipe



Gutter at garage and main house overflowing



Rework detail at porch roof edge/gutter



Trim rot above 2nd floor deck



Basement bulkhead trim rot

One further note – though not part of roof drainage, the lightning rod that is attached to the southeast (front) wing of the house has become disconnected, and is hanging out from the front of the house. It was not determined whether the overall lightning protection system was still operational.

Condition of Exterior Woodwork

Generally speaking, exterior woodwork is in good condition, but paint has deteriorated in the last few years, and it is important that this woodwork be properly prepared and repainted in the near future, or more serious damage may occur that will require more expensive repairs. The most noticeable areas of rot or damage are around the porch, where a first floor window sill is rotted, and at the southeast entry door to the porch, where there is an open hole under the entry door, caused by water damage, which has also impacted the floor inside the same door. It appears that the structural framing under at this entry door has also been affected and may require some repair as well. This condition should be remedied immediately, as the hole is providing open access for water and for animal entry into the crawlspace, and if untreated, will require more extensive and expensive repair. At the least, the hole should be sealed and any pest issues addressed immediately.

Other areas where wood damage has occurred include the roof trim at the south side of the basement bulkhead, and cornice trim at the end of the gutter at the second level above the roof deck at the west side. Sides of dormers are showing some signs of deterioration, which if dealt with quickly, may be resolvable with proper preparation and painting.

The other, most significant woodwork needing repair/replacement is the wood deck and railing that is located on the roof of the kitchen addition. The deck is in poor condition, and the wood railing is falling apart. This railing was also not compliant with code, and should be replaced with a historically appropriate design that meets code requirements for structural strength and for guardrail opening sizes. The deck is currently treated wood over sleepers on the built-up roof. The deck should be removed, any issues with the roofing addressed, and a new deck provided using a low-maintenance decking synthetic material.

Condition of Windows & Doors

Windows all appear to date from the Watts reconstruction of the 50s, and are single glazed wood windows with 9 over 1 and 6 over 1 sash in the house, 8 over 8 and 6 over 6 sash on the second floor of the porch and 12 over 1 and 9 over 1 windows on the first floor of the porch. Aluminum storm windows have been applied to them since the original installation – some of which are now broken and need repair. In addition, some of the original windows themselves need repair and in a couple of locations (The northeast garage dormer is one), glass has been broken out and needs to be replaced immediately to prevent water damage to the interior. All windows in the house are set in segmented arch brick openings, and have flat wood trim. Windows on the front of the house have operable louvered wood shutters that appear to be in generally good condition. Since the storm windows have been installed, these shutters can no longer close. The shutters should be re-painted and checked for any evidence of rot. Basement windows are single-paned glass in arched head masonry openings.

Exterior doors are paneled wood doors, and are in generally acceptable condition, except for the half-lite door on the SE side of the garage, whose horizontal lower stile is missing. This door should be replaced with a new door or repaired. It is likely, however, that when an actual use for the house is determined, the existing exterior doors may need to be re-worked or replaced to address accessibility and function—existing doors do not now function well.

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Rot at south entry to porch



Rot at porch window sill



Deteriorated second floor deck and railing



Deteriorated garage door



Smokehouse door deterioration



Newer windows at porch



Wood damage at garage dormer



Typical storm & screen windows



Screen Door deterioration at bulkhead

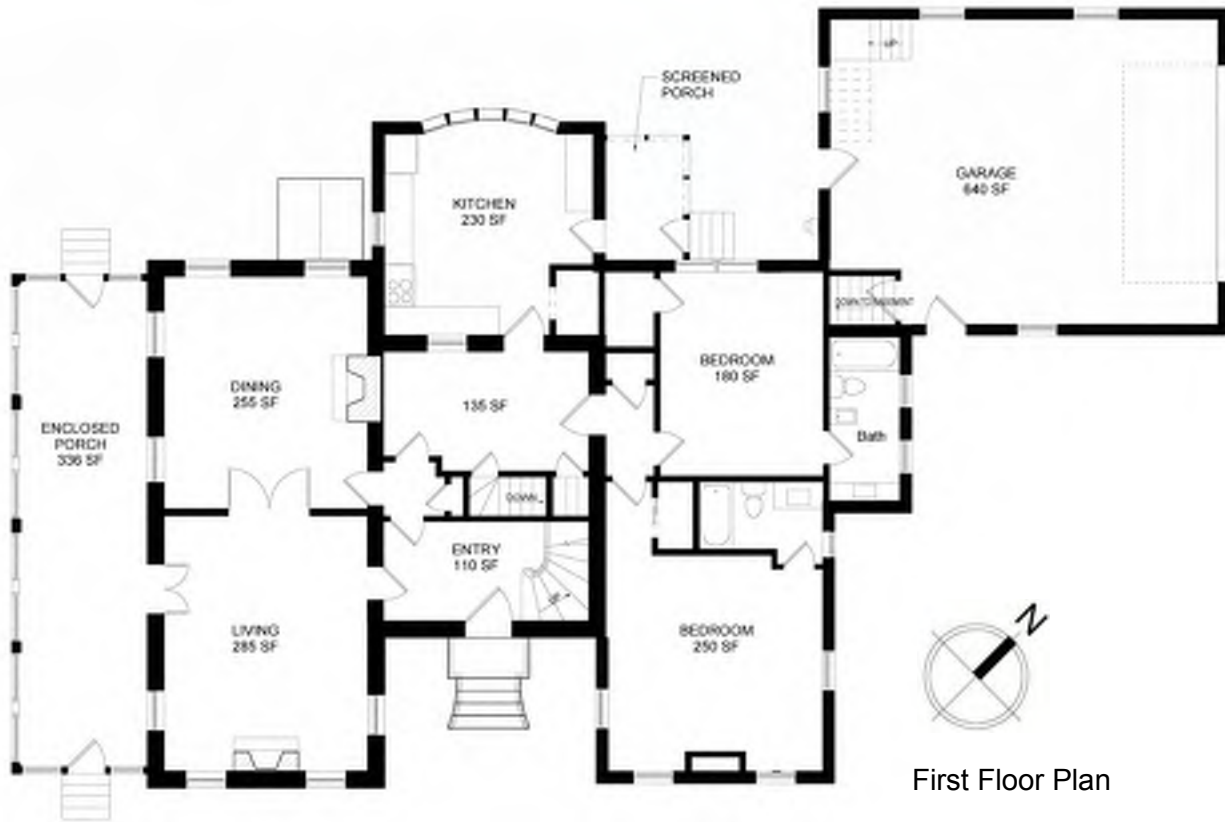


Typical Basement window with screen

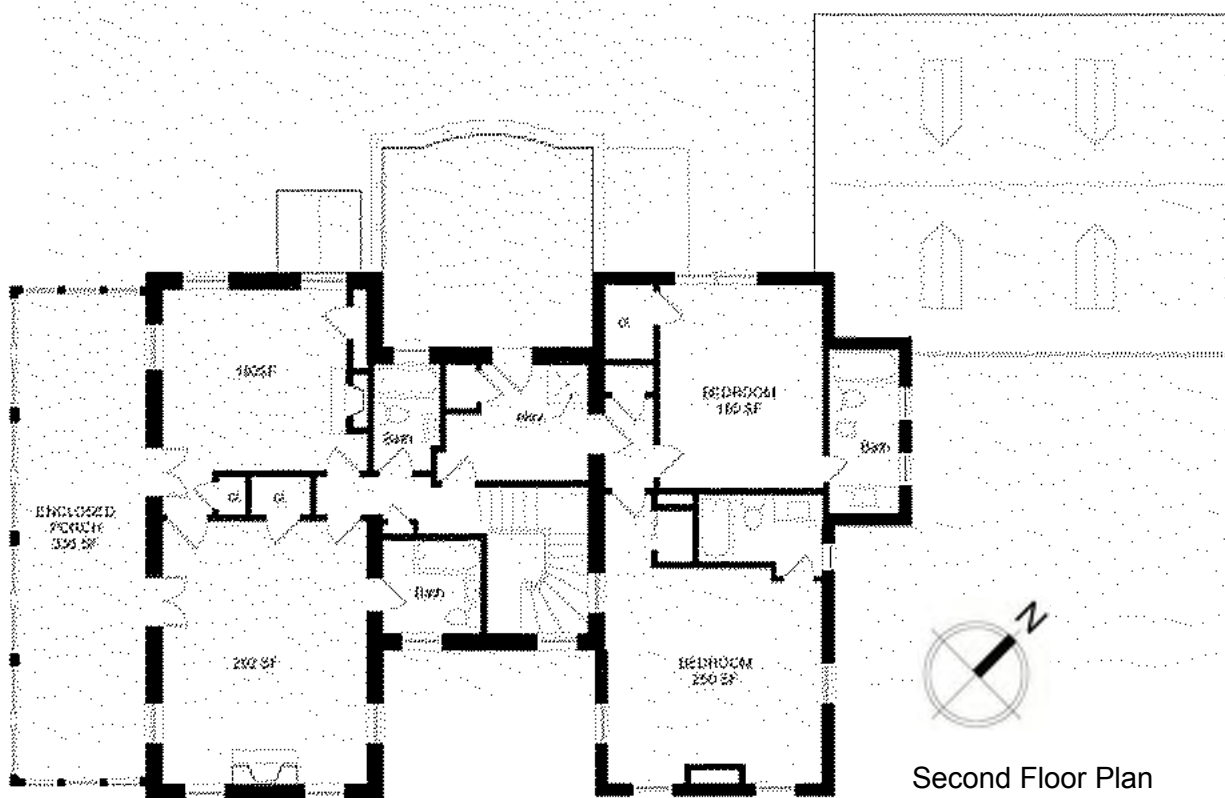


Amblers Residence

Property Conditions Assessment



First Floor Plan



Second Floor Plan

Interior Building Assessment

The interior of the house, while dated, is in reasonably good condition, partly due to the humidity control that been maintained through the installation of the heat pump unit approximately 10 years ago. The main current issue appears to be plaster deterioration that is occurring in the front hall as a result of moisture issues in the wall, which has been discussed and is a priority item that needs to be addressed. The other thing that we are recommending as a priority item to be addressed is the removal of the friable asbestos in the basement and porch crawlspace.

The house currently has no water service, and the electrical service is limited to powering the current HVAC unit, the security system, and providing a 220V receptacle in the garage for event use. Existing electrical power and lighting circuits have been disconnected for safety. Any real use of the house and outbuildings will require replacement of the electrical systems, HVAC systems, and likely most of the plumbing systems as well as the provision of upgraded electrical service and new water and sewer service to the house and outbuildings. The original hydronic heating and old Carrier HVAC systems should be removed.

There is a vertical wheelchair lift in the house which would not comply with current code, and should be removed and the floor opening filled.

The kitchen is a residential kitchen with out of date casework, plumbing and appliances, and should be gutted. This room itself is one of the nicest in the house. When the overgrown landscaping around the house is removed, this room will have a fantastic view to the garden behind the house which should be taken advantage of in the re-purposing of the house for its new use.

The pairs of bedrooms and their associated bathrooms in the 1950s wing of the house are of reasonable size and have potential to be used for lodging, should the proposed use of the house include this need. Alternately, subject to approval by the State Historic Preservation Office, these spaces in the 1950s wing could be re-purposed for other uses.

While second floor spaces are only accessible by stair, if the porch facing the river is renovated and opened up to its original form, and the deck overlooking the garden is renovated, these second floor rooms would have access to these wonderful outdoor spaces, and would provide a wonderful venue that could certainly support use for a destination wedding or for short term lodging. These spaces could certainly also be used for administrative spaces as well.

The floor structure (particularly on the first floor should be evaluated to determine whether it has the structural strength to support public use without reinforcement. It should not be an issue to provide additional reinforcement if required by proposed loads.

New HVAC equipment and electrical distribution should be made easier by being able to provide main distribution below the first floor and above the second floor. However, there will be some impacts to finishes in order to run electrical distribution to needed locations, and care will have to be exercised to minimize these impacts.

Most of the finishes and trim have been successively rebuilt or replaced over the house's history, but there are still some original elements that should be preserved. It is assumed that the oldest portions of the house will remain largely "as-is", with the exception of the provision of new HVAC and electrical systems.

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Prioritized Recommendations

Priority (Urgent) Recommendations

1. Remove all vines that are attached to the buildings immediately to prevent further damage to the structures. Remove all vines and plant growth from the power lines extending from the power pole with the transformer to the power pole adjacent to the smokehouse. Remove or significantly prune back all landscaping around the house to allow air movement and access to the exterior of the house to do the work.
2. Repair broken windows, damaged doors, rotted wood, missing trim, and roof penetrations that could result in water intrusion into the house.
3. Abate friable asbestos from the house as soon as possible – it appears to be deteriorating in the basement of the older portion of the house and in the crawlspace under the porch, and should be removed as soon as possible.
4. Re-point deteriorated mortar in brickwork, removing inappropriate prior repairs, in order to stabilize brick walls and prevent further deterioration of masonry. At the same time, make repairs to chimney caps and any other damaged areas of brickwork.
5. Repair or replace gutters and downspouts—especially those that are damaged to the point that they are either leaking or not properly functioning, so that water is properly drained away from the house – to prevent any further deterioration to masonry or woodwork. Address moisture issues that are impacting interior plaster, and stabilize plaster to prevent further deterioration.
6. Remove all loose paint, and re-paint woodwork on the buildings to prevent any further deterioration of woodwork.
7. The underground oil tank behind the garage should be emptied of any remaining oil, and either filled and abandoned, or (ideally) the oil tank should be removed.

Recommendations for Renovation of the Buildings to Restore them to usable Condition

While details of renovations will be determined as building function and designs to support them are developed, some of the likely work items include the following. Note that all work will need to be approved by the State Historic Preservation Officer.

1. As discussed in Site Recommendations, provide water, sewer and upgraded electrical service to the house and outbuildings, and utilities to an event tent site behind the house.
2. Convert the servant's quarters to provide men's and women's restrooms, which will provide needed support to current activities being programmed at the site. Convert the smokehouse for use as a family/unisex restroom.
3. Determine the proposed use for main house, and what will specifically be needed to address programmatic needs for the new use. This use of the old portions of the house could include interpretation of the history or the building, surrounding area, and other JCC historical sites.

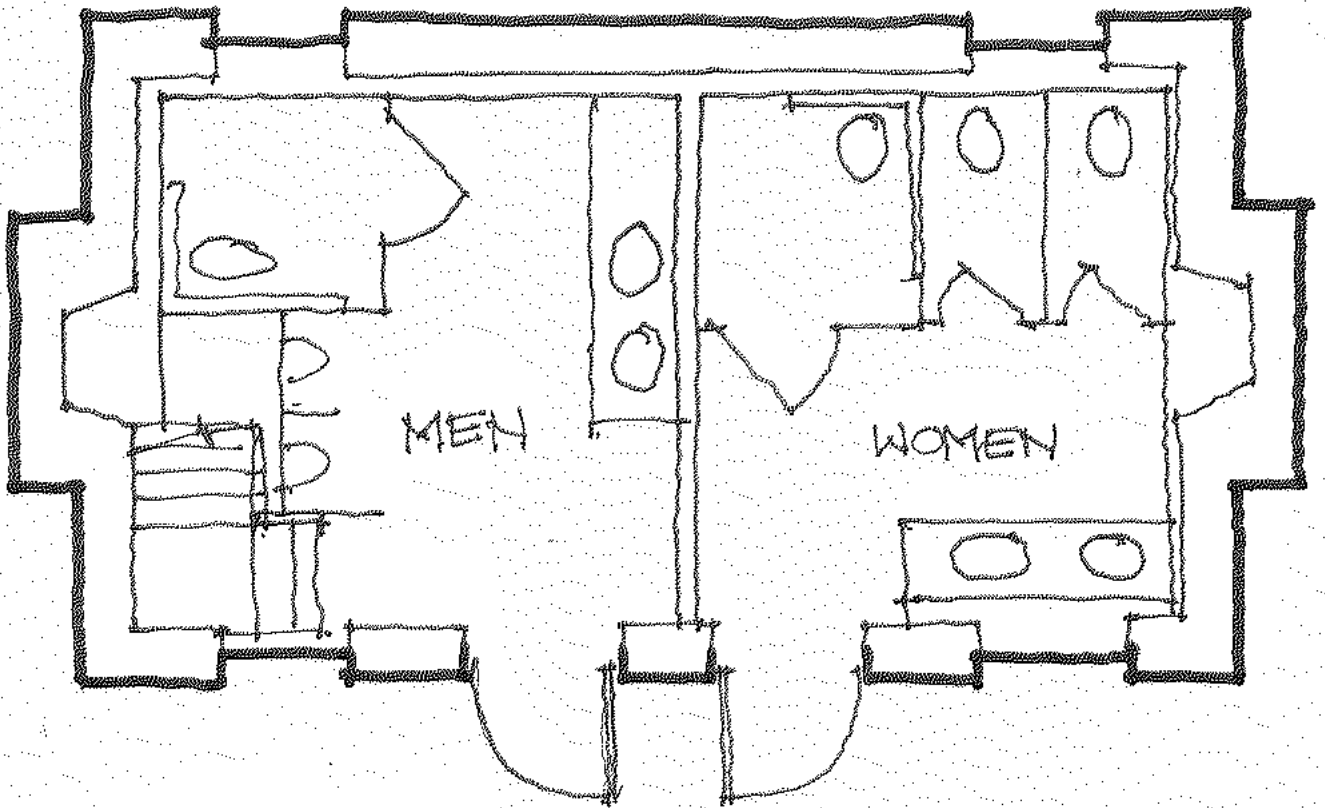
Amblers Residence

Property Conditions Assessment

(Continuation of Recommendations)

4. Remove old HVAC and electrical systems, and provide new HVAC, electrical distribution and lighting throughout the house, coordinating work with proposed use(s) for the house.
5. Rework existing plumbing to bring it up to code, and provide new fixtures as required, including providing accessible restroom facilities as needed to support the new use of the house.
6. Remove all existing kitchen cabinets, plumbing and appliances and prepare existing kitchen area for new use.
7. Remove existing vertical lift inside the house and close floor openings.
8. Repair/replace wood deck and railings at second floor deck & make any roof repairs as necessary.
9. Provide a ramp for accessibility to the main house and coordinate design with porch renovation and other work to provide best accessibility.
10. Insulate floors and ceilings of house.
11. Install dehumidification in basement to reduce moisture issues.
12. Repair windows and storm windows.
13. Rework front entry steps and landing to improve function.
14. Rework entry doors to comply with code
15. Refinish wood floors and re-paint all walls and ceilings after making any needed plaster repairs and after any renovations have occurred to address functionality.
16. Address door clearances and hardware requirements to allow accessibility to at least the first floor portions of the structure to respond to the requirements of the proposed building use.
17. Rework the porch facing the river to restore its function as a two-story open porch, providing columns, railings, steps and lighting consistent with the original building period. Obtain approval from the SHPO for any exterior changes to the house. The restoration of the porch will include archaeological exploration and data recovery efforts required by the SHPO.
18. Provide additional improvements on site that include parking to support the function of the house, mainly including parking.

Note that these recommendations do not include the development of historic interpretation or improvements to the house that are specific to a particular function.



RESTROOM OPTION
AT SERVANT'S QUARTERS

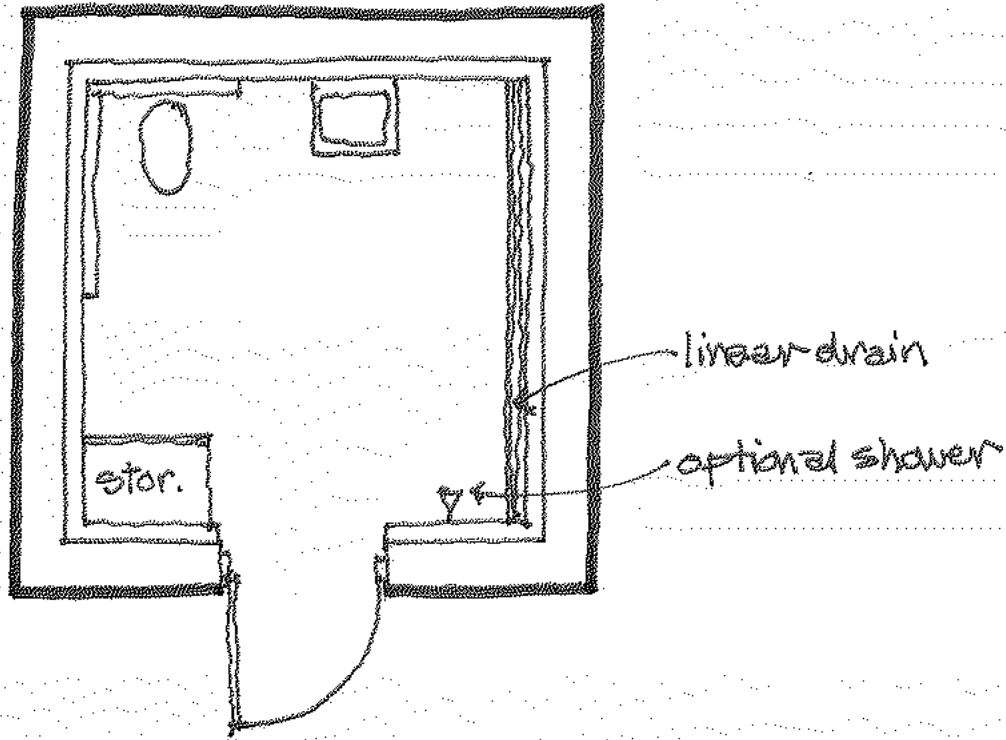


This layout shows one option for the renovation of the servant's quarters building for use as restrooms to support use of the site for events.



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FAMILY/SINGLE-USE RESTROOM AT SMOKEHOUSE



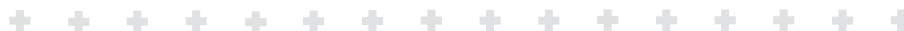
This layout shows one option for the renovation of the smokehouse building for use as a family/single-use restroom to support use of the site for events.



Amblers Residence

Renovation Cost Projections

First Estimate—Constructed as one Project
Second Estimate—Constructed as Multiple Smaller Projects



Cost Projection for Renovation of the Amblers Residence

This is a estimate of costs to renovate the Amblers Residence that includes:

1. Addressing needed repairs identified in limited field investigation and using best information available at the time of this report.
2. Providing needed utilities to the buildings in order for them to be able to be made functional for County use. We understand that there is not current water supply to these buildings, and we have assumed that they are not now connected to the County sewer system, but will need to do so.
3. Providing new building HVAC, electrical and plumbing systems in order to make the building operational for County use.
4. We have assumed for the purposes of this estimate that the basic layout of the house will remain as it currently is.
5. We have included costs to convert the servant quarters and smokehouse into restrooms that would allow functions to occur on site without requiring access to the house itself.
6. We have included costs to rebuild the porch facing the river and return it to its original open porch configuration.

We have further made the following assumptions:

1. The cost of a commercial kitchen or a catering kitchen will be an addition to the costs included in this estimate, should food service become a part of the use of the building or site.
2. We have included the cost to construct one accessible ramp to provide access into the house.
3. We have not included an elevator in the estimate.
4. We have not included any costs in the estimate to make changes to the garage or the second floor over the garage at this time.
5. We have assumed that the electrical service will have to be upgraded to support new HVAC systems for the buildings in addition to any unusual loads that might be required by specific uses.
6. We have not included costs for any significant renovation of the basement area, and have anticipated that it would not be occupied (heated and cooled) space, but rather used for storage and/or support functions.

The first two pages that follow are an estimate that assumes all of the work is done as a single project. The next four pages breaks the work apart into phases to allow it to be constructed as funds become available. Costs are all shown in today's dollars.

Amblers Residence Preliminary Budget Costs				
(If Constructed as One Project)	4,545	SF	(existing 1st & 2nd floors)	
	3,873	SF	without porch	
SITWORK & BUILDING EXTERIOR				
			Unit Cost	Total Cost
New Water Service to house and outbuilding	1	LS	\$ 25,000	\$ 25,000
New Sewer Service to house and outbuilding	1	LS	\$ 35,000	\$ 35,000
Upgrade electrical service to hse & outbldg	1	LS	\$ 10,000	\$ 10,000
Remove overgrown plantings	1	LS	\$ 10,000	\$ 10,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Utilities to support tent site	1	LS	\$ 10,000	\$ 10,000
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Remediate/Remove Underground Fuel Tank	1	LS	\$ 5,000	\$ 5,000
Brick/Chimney Repairs for house	1	LS	\$ 10,000	\$ 10,000
Brick/Chimney Repairs for outbuildings	1	LS	\$ 10,000	\$ 10,000
Slate Roof Repairs	1	LS	\$ 5,000	\$ 5,000
Replace Lightning Protection	1	LS	\$ 5,000	\$ 5,000
Re-coat & repair low slope roofing	1	LS	\$ 5,000	\$ 5,000
Repair, Prep & Paint exterior woodwork	1	LS	\$ 16,000	\$ 16,000
Window/stormwindow repair/re-glazing	1	LS	\$ 7,500	\$ 7,500
Miscellaneous Repairs	1	LS	\$ 15,000	\$ 15,000
Gutter & DS repair/replacement - hse & outbldg	275	LF	\$ 45	\$ 12,375
underground drainage for downspouts	1	LS	\$ 7,000	\$ 7,000
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
COST PROJECTION FOR SITWORK & EXTERIOR BUILDING WORK				\$ 337,875
BUILDING INTERIOR				
			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Asbestos Abatement	1	SF	\$ 10,000	\$ 10,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Painting	4,545	SF	\$ 4	\$ 18,180
COST PROJECTION FOR INTERIOR BUILDING WORK				\$ 285,268



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PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
Electrical for porch	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting (included in other work)	1	LS		\$ -
COST PROJECTION FOR PORCH RESTORATION				\$ 120,840
OUTBUILDING TO RESTROOMS			Unit Cost	Total Cost
Demolition	1	LS	\$ 4,000	\$ 4,000
Plumbing	1	LS	\$ 30,000	\$ 30,000
Remove & Replace Floor Slab	410	SF	\$ 15.00	\$ 6,150
Framing and new wall finish	1,100	SF	\$ 8.00	\$ 8,800
New flooring	410	SF	\$ 15.00	\$ 6,150
New ceiling finish	410	SF	\$ 5.00	\$ 2,050
FRP on walls	1	LS	\$ 4,000	\$ 4,000
New electrical	1	LS	\$12,160.00	\$ 12,160
New HVAC & ventilation	1	LS	\$ 9,500.00	\$ 9,500
Basic heat - second floor	1	LS	\$ 1,500.00	\$ 1,500
Re-glaze windows with obscure glass	4	EA	\$ 600.00	\$ 2,400
New Entry doors	3	EA	\$ 1,800	\$ 5,400
Insulation	410	SF	\$ 3.50	\$ 1,435
Toilet partitions	5	EA	\$ 1,750	\$ 8,750
Interior Painting	1	LS	\$ 1,250	\$ 1,250
COST PROJECTION FOR OUTBUILDING RENOVATION				\$ 103,545
COST PROJECTION FOR SITE & BLDG CONSTRUCTION				
Total Gross Building Area	4,545	SF		\$ 847,528
General Conditions	10%			\$ 84,753
Subtotal				\$ 932,280
Contrator O&P	10%			\$ 93,228
Total Projected Construction Cost	4,545	SF		\$ 1,025,508
Contingency	20%			\$ 205,102
Survey Cost	1	LS	\$ 15,000	\$ 15,000
Design/CA Cost Allowance	10%			\$ 123,061
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Sewer/Water Fees	1	LS	\$ 16,070	\$ 16,070
Project Cost				\$ 1,402,741
** Note no commercial kitchen costs included in this budget.				
*** Potential additional costs for electrical include \$25,000 for commercial kitchen electrical, and \$9,500 if a commercial fire alarm system is provided.				

Amblers Residence Preliminary Budget Costs				
(If Constructed in Phases)	4,545	SF	(existing 1st & 2nd floors)	
	3,873	SF	without porch	
PRIORITY REPAIR/MAINTENANCE WORK			Unit Cost	Total Cost
Remove overgrown plantings	1	LS	\$ 10,000	\$ 10,000
Window/stormwindow repair/re-glazing	1	LS	\$ 7,500	\$ 7,500
Slate Roof Repairs	1	LS	\$ 5,000	\$ 5,000
Re-coat & repair low slope roofing	1	LS	\$ 5,000	\$ 5,000
Asbestos Abatement	1	SF	\$ 10,000	\$ 10,000
Brick/Chimney Repairs for house	1	LS	\$ 10,000	\$ 10,000
Brick/Chimney Repairs for outbuildings	1	LS	\$ 10,000	\$ 10,000
Replace Lightning Protection	1	LS	\$ 5,000	\$ 5,000
Gutter & DS repair/replacement - hse & outbldg	275	LF	\$ 45	\$ 12,375
Underground drainage for downspouts	1	LS	\$ 7,000	\$ 7,000
Repair, Prep & Paint exterior woodwork	1	LS	\$ 14,000	\$ 14,000
Miscellaneous Repairs	1	LS	\$ 15,000	\$ 15,000
Remediate/Remove Underground Fuel Tank	1	LS	\$ 5,000	\$ 5,000
Subtotal				\$ 115,875
General Conditions	25%			\$ 28,969
Subtotal				\$ 144,844
Contrator O&P	10%			\$ 14,484
Total Projected Construction Cost				\$ 159,328
Contingency	15%			\$ 23,899
Design/CA Cost Allowance	10%			\$ 18,323
PROJECT COST FOR PRIORITY REPAIR/MAINTENANCE WORK				\$ 201,550
PRIORITY SITE & UTILITY WORK			Unit Cost	Total Cost
New Water Service to house and outbuilding	1	LS	\$ 25,000	\$ 25,000
New Sewer Service to house and outbuilding	1	LS	\$ 35,000	\$ 35,000
Upgrade electrical service to hse & outbldg	1	LS	\$ 10,000	\$ 10,000
Utilities to support tent site	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 80,000
General Conditions	20%			\$ 16,000
Subtotal				\$ 96,000
Contrator O&P	10%			\$ 9,600
Total Projected Construction Cost				\$ 105,600
Contingency	20%			\$ 21,120
Survey Costs	1	LS	\$ 15,000	\$ 15,000
Sewer/Water Fees	1	LS	\$ 12,000	\$ 12,000
Design/CA Cost Allowance	10%			\$ 12,672
PROJECT COST FOR PRIORITY SITE & UTILITY WORK				\$ 166,392



Amblers Residence

Property Conditions Assessment

OUTBUILDING RENOVATION WORK			Unit Cost	Total Cost
Demolition	1	LS	\$ 4,000	\$ 4,000
Plumbing	1	LS	\$ 30,000	\$ 30,000
Remove & Replace Floor Slab	410	SF	\$ 15.00	\$ 6,150
Framing and new wall finish	1,100	SF	\$ 8.00	\$ 8,800
New flooring	410	SF	\$ 15.00	\$ 6,150
New ceiling finish	410	SF	\$ 5.00	\$ 2,050
FRP on walls	1	LS	\$ 4,000	\$ 4,000
New electrical	1	LS	\$ 12,160	\$ 12,160
New HVAC & ventilation	1	LS	\$ 9,500	\$ 9,500
Basic heat - second floor	1	LS	\$ 1,500	\$ 1,500
Re-glaze windows with obscure glass	4	EA	\$ 600	\$ 2,400
New Entry doors	3	EA	\$ 1,800	\$ 5,400
Insulation	410	SF	\$ 3.50	\$ 1,435
Toilet partitions	5	EA	\$ 1,750	\$ 8,750
Interior Painting	1	LS	\$ 1,250	\$ 1,250
Exterior Painting	1	LS	\$ 1,500	\$ 1,500
Subtotal				\$ 105,045
General Conditions	25%			\$ 26,261
Subtotal				\$ 131,306
Contrator O&P	10%			\$ 13,131
Total Projected Construction Cost				\$ 144,437
Contingency	20%			\$ 28,887
Design/CA Cost Allowance	10%			\$ 17,332
PROJECT COST FOR OUTBUILDING RENOVATION WORK				\$ 190,657

Amblers Residence

Property Conditions Assessment

BUILDING RENOVATION			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
Interior Painting	3,873	SF	\$ 4	\$ 15,492
Subtotal				\$ 312,580
General Conditions	20%			\$ 62,516
Subtotal				\$ 375,095
Contrator O&P	10%			\$ 37,510
Total Projected Construction Cost				\$ 412,605
Contingency	20%			\$ 82,521
Design/CA Cost Allowance	10%			\$ 49,513
PROJECT COST FOR BUILDING RENOVATION WORK				\$ 544,639
PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
New Electrical	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting	1	LS	\$ 4,000	\$ 4,000
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Subtotal				\$ 142,840
General Conditions	25%			\$ 35,710
Subtotal				\$ 178,550
Contrator O&P	10%			\$ 17,855
Total Projected Construction Cost				\$ 196,405
Contingency	20%			\$ 39,281
Design/CA Cost Allowance	10%			\$ 23,569
PROJECT COST FOR PORCH RESTORATION WORK				\$ 259,255



Amblers Residence

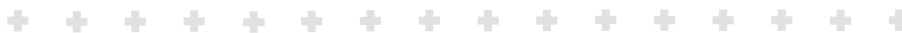
Property Conditions Assessment

OPTIONAL/OTHER WORK			Unit Cost	Total Cost
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 110,000
General Conditions	20%			\$ 22,000
Subtotal				\$ 132,000
Contractor O&P	10%			\$ 13,200
Total Projected Construction Cost				\$ 145,200
Contingency	20%			\$ 29,040
Design/CA Cost Allowance	15%			\$ 26,136
PROJECT COST FOR OPTIONAL/OTHER WORK				\$ 200,376
TOTAL COST PROJECTION FOR ALL PHASES (TODAY'S DOLLARS)				\$ 1,562,868
** Note no commercial kitchen costs included in this budget				
** Note - escalation factors will need to be applied to portions of the budget that take place in future years				



Amblers Residence

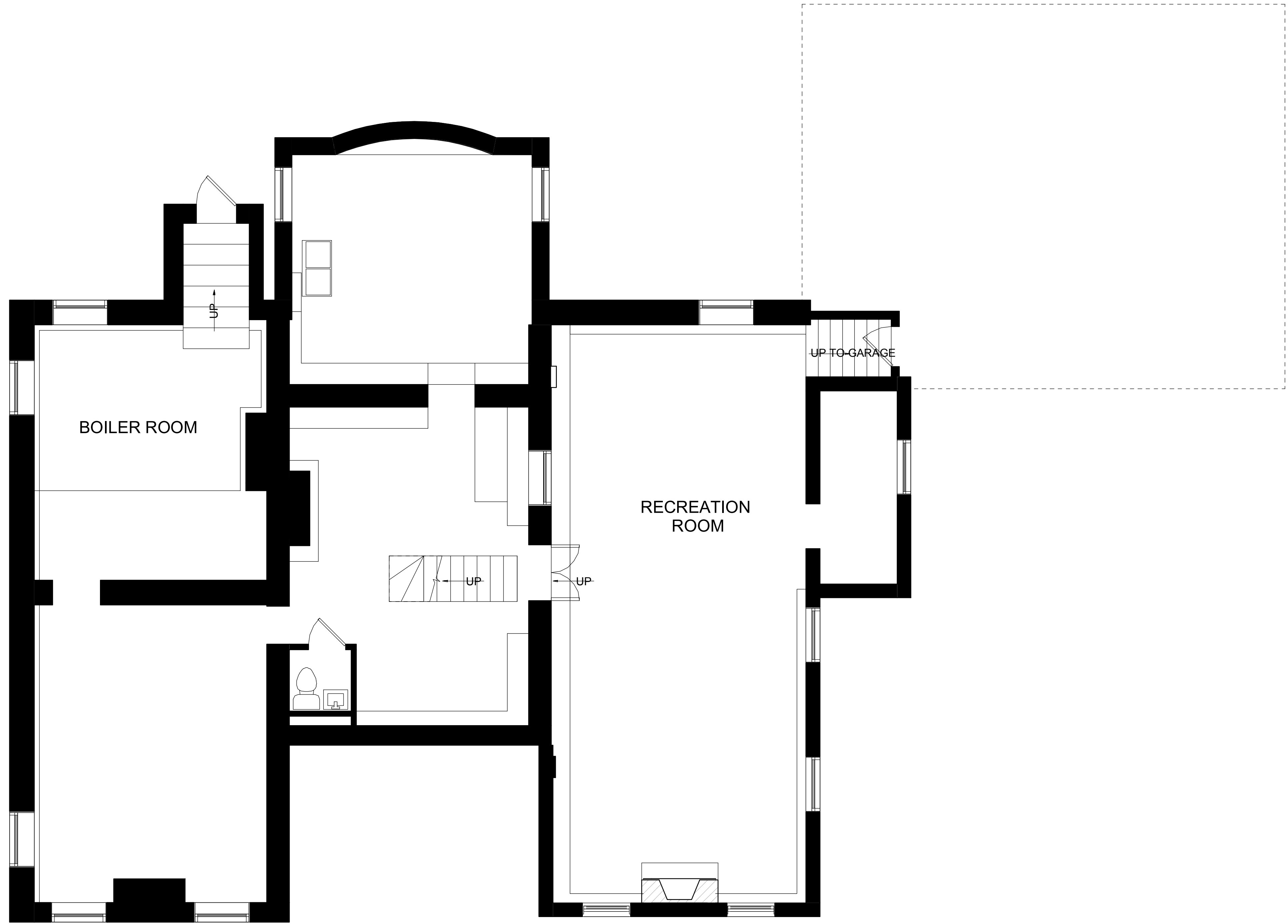
Drawings of the Existing Building



Amblers Residence

Property Conditions Assessment





2030 S.F.

Basement Plan

1/4" = 1'-0"

GT
GuernseyTingle
 757-220-0220 Williamsburg, VA
 guernseytingle.com

Ambler's Residence
 James City County, Virginia

REVISION SCHEDULE			
#	Description	Date	Initials

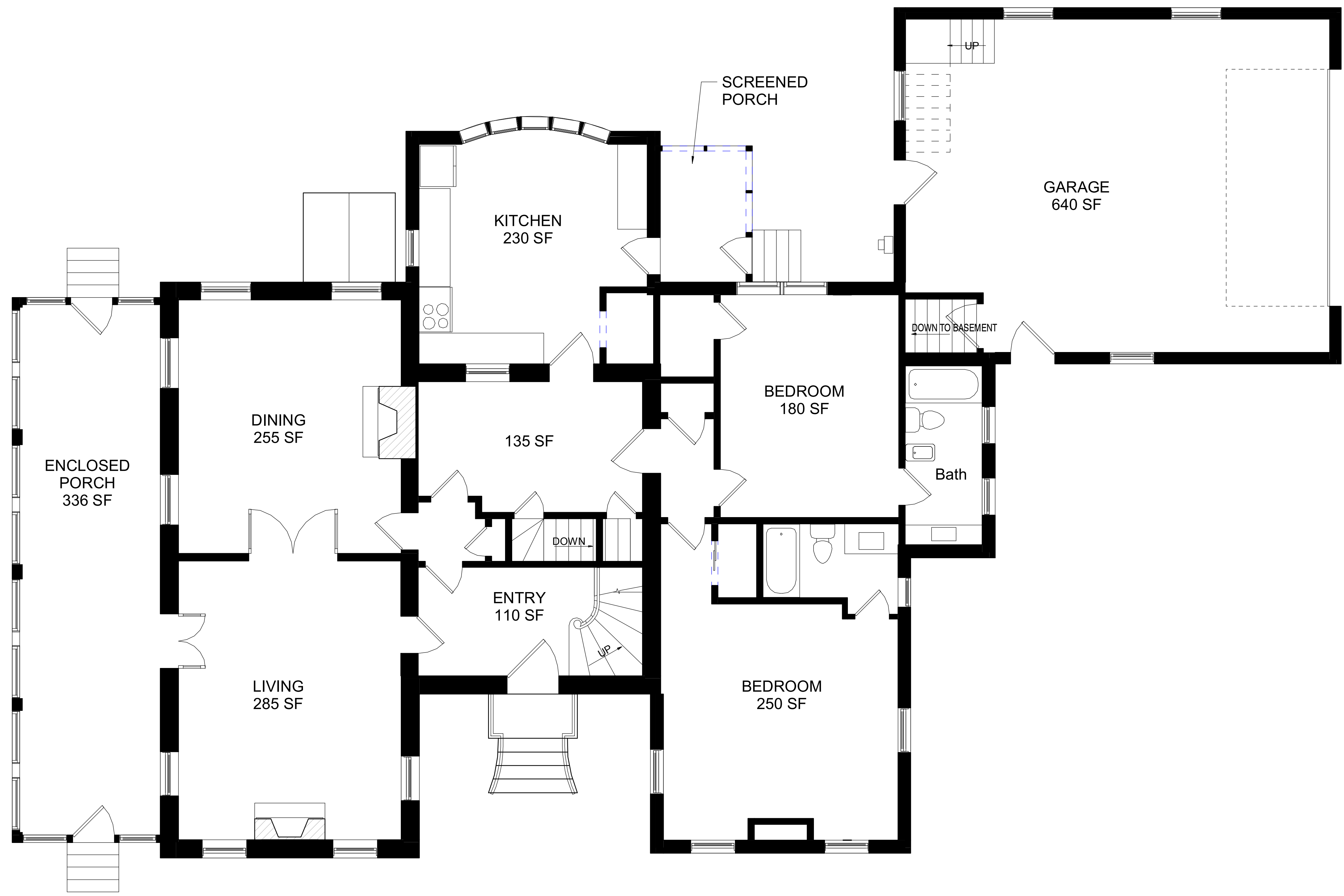
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BASEMENT PLAN

Date: 10-20-16
 Drawn: GRK Checked: AFC
 Project: 216086

A2.00

Amblers Residence
 James City County, Virginia



FIRST FLOOR PLAN
 1/4" = 1'-0"

+/- 2475 S.F. + GARAGE (720 S.F.)

REVISION SCHEDULE

#	Description	Date	Initials

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FIRST FLOOR PLAN

Date: 10-20-16
 Drawn: GRK Checked: AFC
 Project: 216086

A2.01



SECOND FLOOR
 1/4" = 1'-0"

+/- 2070 S.F. 

REVISION SCHEDULE

#	Description	Date	Initials

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SECOND FLOOR PLAN

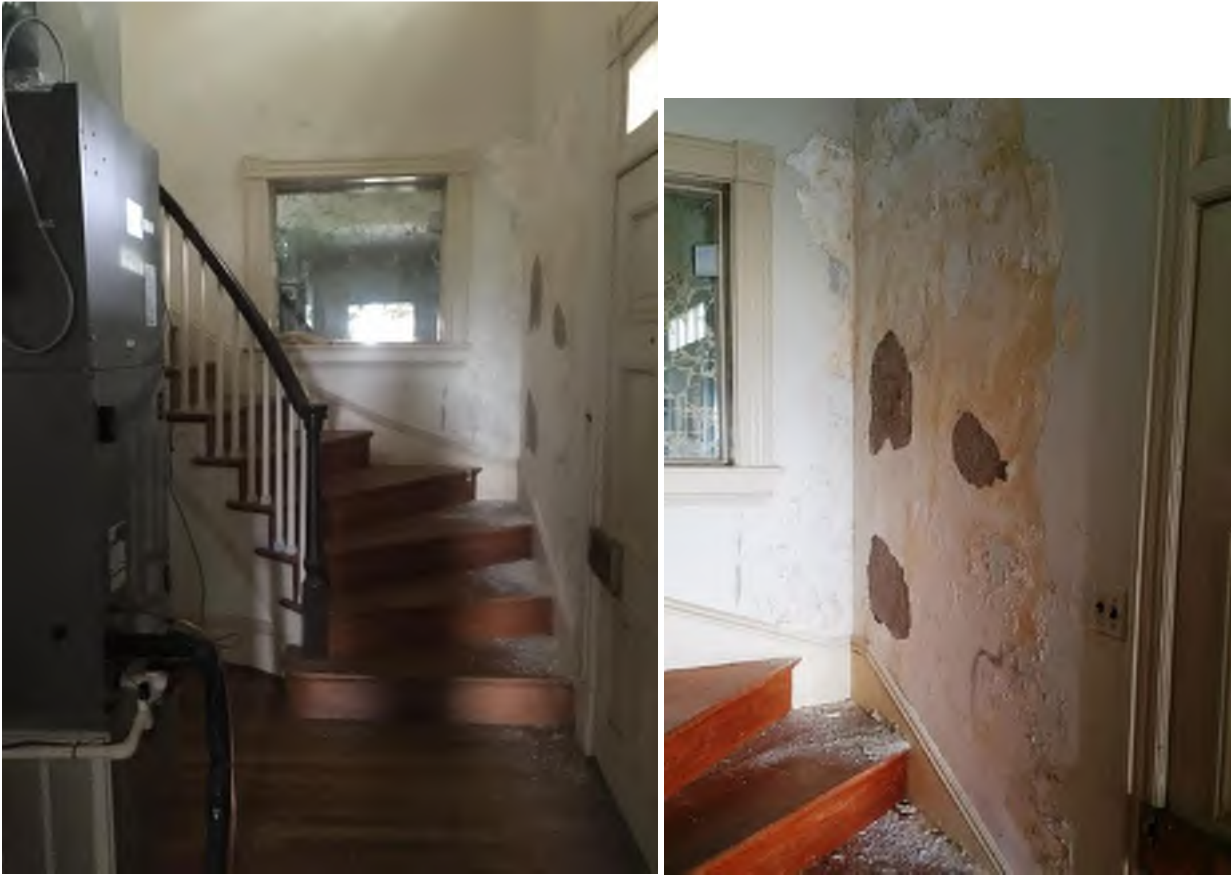
Date: 10-20-16
 Drawn: ERK Checked: AFC
 Project: 216086

A2.02

Amblers House – CIP Request
Supplemental Pictures



Amblers House Exterior



Current entrance of Amblers House

Amblers House – CIP Request
Supplemental Pictures



Roof and chimney of Amblers House



Wood damage/rot on Amblers House

Amblers House – CIP Request
Supplemental Pictures



View from Amblers House to Jamestown shoreline



Tree on property of Amblers House

Amblers House – CIP Request
Supplemental Pictures



View from Jamestown Beach (Aug. 2017)



Boxwood gardens behind Amblers House

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Fire Station 6

Location

TBD based on incident data

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Ryan T. Ashe

Email

ryan.ashe@jamescitycountyva.gov

Department/Division

Fire

Priority

1 1

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30+

Improvements begin

7/1/2020

Improvements completed

7/1/2022

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$1,410,000.00	\$0.00	\$0.00	\$0.00	\$1,410,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$6,215,000.00	\$0.00	\$0.00	\$6,215,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$1,285,000.00	\$0.00	\$1,285,000.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$1,000,000.00	\$1,410,000.00	\$6,215,000.00	\$1,285,000.00	\$0.00	\$9,910,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$292,500.00	\$682,500.00	\$780,000.00	\$1,105,000.00	\$1,230,000.00	\$4,090,000.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 4: Protected community character and an enhanced built environment

Goal 5: Exceptional public services

Current condition/situation

Areas have been identified within the Primary Service Area (PSA) that the Fire Department response time performance does not meet the public facility guidelines in the Comprehensive Plan. Map A shows an estimated six minute response time zone for each existing fire station and the PSA boundary.

Requested change/project description

Begin the process to fund additional fire stations to increase six minute coverage in the PSA. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.

Need for project, benefit and why this is the optimal solution

Incident data for the past three fiscal years were mapped to identify areas outside the estimated six minute response time zone with the highest demand for service. Map B compares the estimated response time zones with the geographic distribution of all incidents. To validate the estimated zones, each incident was color coded to reflect actual response time data in seconds as shown in Map C.

The Comprehensive Plan public facility guidelines are to provide a six minute response time for areas with greater than 365 incidents per year. Multiple areas of concern are identified that do not meet the public

facility guidelines. To provide six minute response time to the service areas, in accordance with the public facility guidelines, additional fire stations are needed. Additional data analysis will aid in prioritizing the areas of concern and identifying final station locations.

This request is to construct the first of the additional fire stations necessary to meet response time guidelines and increasing service demand. Additional Fire Station 6, 7, and 8 are included in the 2035 Strategic Plan.

One-time costs and residual or salvage value at the end of ownership

The project includes funds for land acquisition as well as design, construction and apparatus (pumper and medic) for one additional station. Estimates for design and construction costs will need to be revised closer to FY 2021 because of the wide fluctuation in construction material costs driven by market influences such as hurricane recovery. Minimal anticipated value at the end of ownership.

The FY 2019 request for land offers flexibility to include options for high value land purchase, multiple station locations or a larger parcel to co-locate additional capital initiatives included in the 2035 Strategic Plan.

Personnel cost are to increase staffing from FY19-FY22 to prepare for the opening of Fire Station 6. Three additional Firefighter FTE each six months for FY 19, 20 and 22. Three of the FTE in FY22 would be Fire Rescue Captains. No additional staffing in FY21 due to high expected retirement numbers. Total request is for 15 Firefighters and 3 Captains.

Additional material

Map A.pdf

Map B.pdf

Map C.pdf

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Public Facility section: Fire and Emergency Medical Services

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal 5 includes capital initiatives for additional fire stations.

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Residents within the Primary Service Area will have increased services.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

N/A

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

Yes

Provide improved response times for areas within the Primary Service Area

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

Provide improved response times for areas within the Primary Service Area

B. Will the project continue to promote economic development in an already developed area?

Yes

Enhanced response times in areas not currently serviced by six minute response times

C. Is the net impact of the project positive?

Yes

D. Will the project produce desirable jobs in the County?

Yes

18 Firefighters to staff one additional station

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Provides enhanced fire protection and emergency medical services.

B. Does the project directly promote improved health or safety?

Yes

Provides enhanced fire protection and emergency medical services.

C. Does the project mitigate an immediate risk?

Yes

Area not currently meeting six minute response time guideline will have improved coverage.

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

18 additional FTE

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

Pumper, ambulance and captial equipment to outfit included in the project budget.

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

ALS/BLS revenue recovery could increase as number of incidents continues to increase.

H. Does the project minimize life-cycle costs?

Yes

Fire will work with the design team in order to incorporate features such as energy-efficient appliances and systems and low-flow plumbing fixtures. As with the Fire Station 4 and Fire Station 1 projects, Fire will have the opportunity to pursue LEED certification items in order to reduce energy consumption and operating costs of the new facility.

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

Current demands demonstrate need for additional fire station.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

Potential for co-locating additional capital facilities identified in the 2035 Strategic Plan

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

Yes

Postively impacted by increased six minute response time zones

I. Are there inter-jurisdictional considerations?

Yes

Potential for reduced use of mutual aid from York County and City of Williamsburg

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

Potential to use County-owned sites for fire station.

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Ryan T. Ashe

Email

ryan.ashe@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bryan.hill@jamescitycountyva.gov

Please confirm

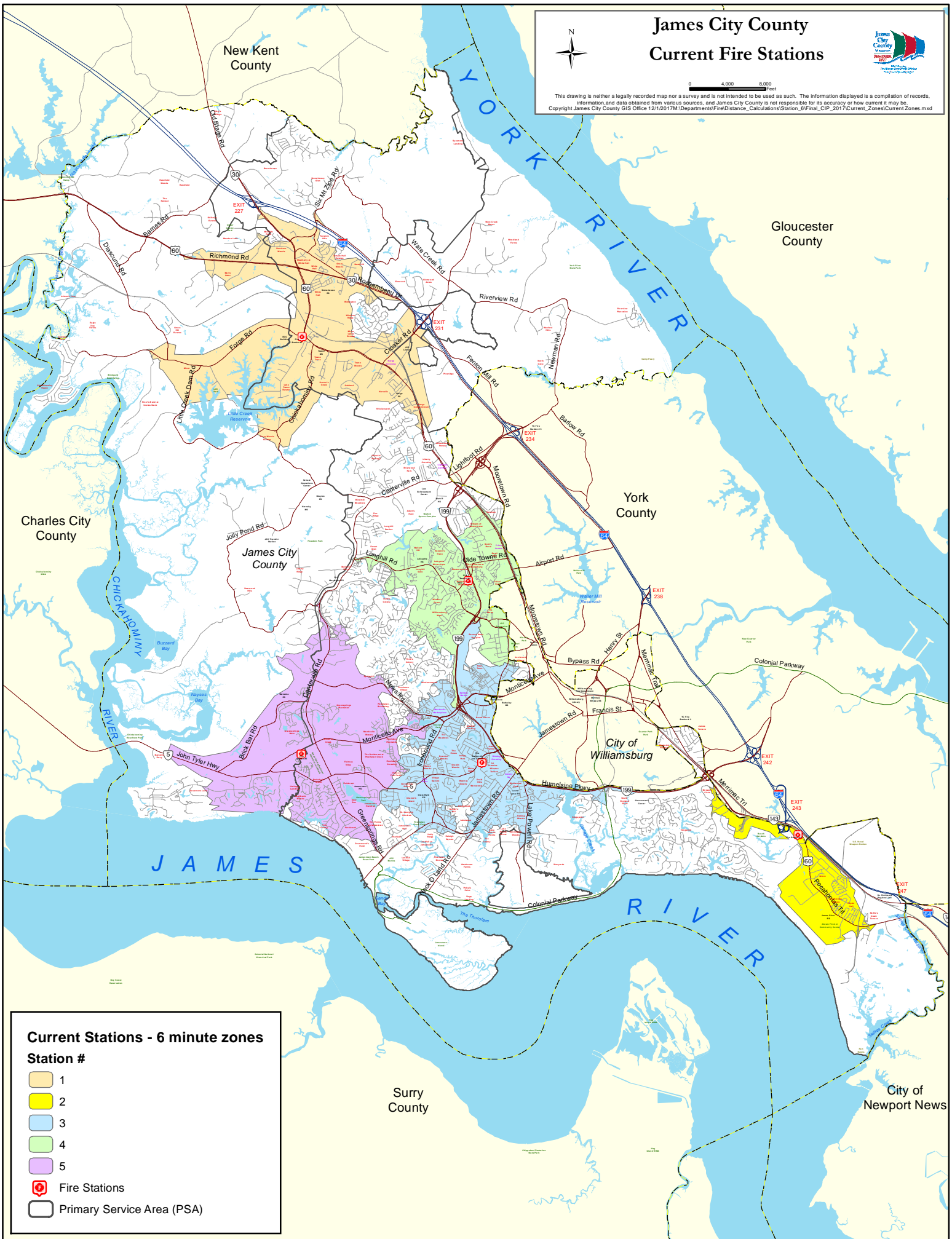
I have reviewed this Capital Project Request form and am authorized to update its status

James City County Current Fire Stations




0 4,000 8,000 Feet


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Current Stations - 6 minute zones

Station

-  1
-  2
-  3
-  4
-  5

 Fire Stations

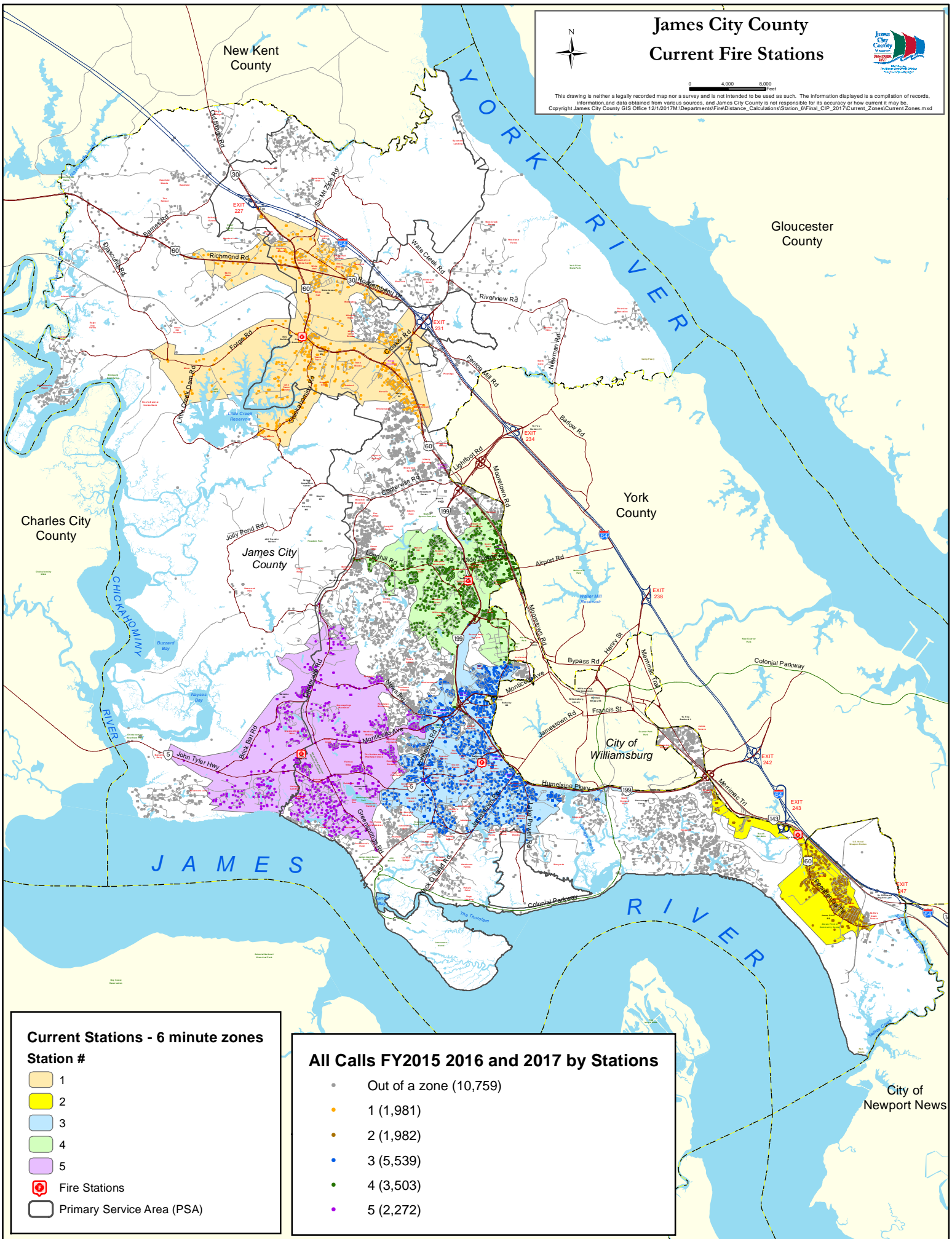
 Primary Service Area (PSA)

James City County Current Fire Stations



0 4,000 8,000 Feet

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Current Stations - 6 minute zones

Station

- 1
- 2
- 3
- 4
- 5
- Fire Stations
- Primary Service Area (PSA)

All Calls FY2015 2016 and 2017 by Stations

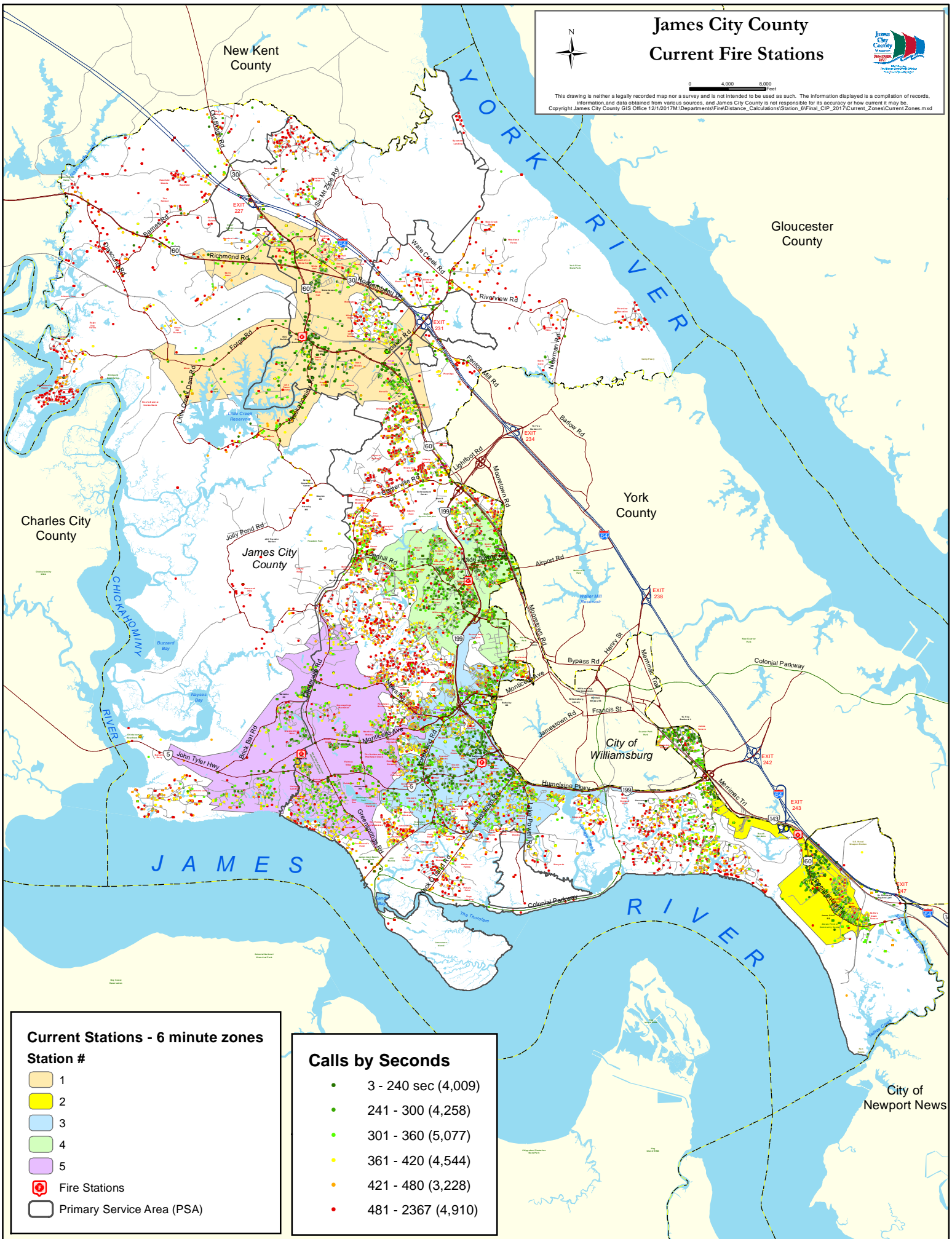
- Out of a zone (10,759)
- 1 (1,981)
- 2 (1,982)
- 3 (5,539)
- 4 (3,503)
- 5 (2,272)

James City County Current Fire Stations



0 4,000 8,000 Feet

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Current Stations - 6 minute zones

Station

- 1
- 2
- 3
- 4
- 5
- Fire Stations
- Primary Service Area (PSA)

Calls by Seconds

- 3 - 240 sec (4,009)
- 241 - 300 (4,258)
- 301 - 360 (5,077)
- 361 - 420 (4,544)
- 421 - 480 (3,228)
- 481 - 2367 (4,910)

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Water Main Betterment

Location

Longhill Road & Centerville Road/News Road intersection

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Stephanie Luton

Email

stephanie.luton@jamescitycountyva.gov

Department/Division

JCSA

Priority

1 1

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

65 years

Improvements begin

7/1/2018

Improvements completed

6/30/2020

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$360,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$485,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$360,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$485,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

Yes

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

Service charges, exact dates and amounts unknown

Add row

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 1: Sustainable, long term water supply

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

This request consists of JCSA Water Main Betterment at two locations: 1) Longhill Road west of the Route 199 interchange to Glenburnie Road and 2) the Centerville Road/News Road intersection. VDOT is widening the road at both locations and existing water mains need to be relocated due to conflicts with stormwater facilities, road realignment and grade changes.

Requested change/project description

JCSA has the opportunity: 1) to upsize approximately 3700 feet of the existing 12 inch water main to a 16 inch water main on Longhill Road at a reduced cost representing the price difference in a linear foot of 12 inch pipe versus a linear foot of 16 inch pipe and 2) at the Centerville Road/News Road intersection to extend a 12 inch water main "stub" approximately 400 feet east along News Road at a reduced cost due to VDOT including required items such as site restoration in their project budget. The accompanying map

shows the approximate VDOT project areas in yellow.

Need for project, benefit and why this is the optimal solution

Longhill Road-The Longhill Road/Ironbound Road corridor is a major south to north water transmission route that moves water from the Five Forks Water Treatment Facility to northern areas of the County via the Ironbound Road Booster Facility (B-27). Water mains have already been upsized from Ironbound Road to the west side of Rt 199 and this project continues these previous efforts to increase capacity along the transmission corridor. The upsized 16 inch main would provide greater than 2 times the flow capacity of the current 12 inch main. The increased capacity will support growth in the northern areas of the county and improve the system's ability to feed water into the Warhill Elevated Storage Tank (ES-02). JCSA's costs will be relatively low for this project because VDOT is responsible for the in kind replacement of the existing 12 inch water main and site restoration costs. Now is the best time to complete this project because the new, wider road will make future improvement projects more difficult within this corridor.

Centerville Road/News Road intersection-Extending the existing 12 inch water main "stub" east along News Road approximately 400 feet to the limits of the VDOT project area would bring JCSA closer to completing a connection with an existing water main located approximately 1.3 miles away on News Rd. Completing this connection will create a loop that increases system reliability and redundancy. Completing the extension now will minimize future impacts to the intersection when the main is extended and also reduce JCSA's cost because VDOT is responsible for restoration costs funded by the VDOT project. Water service lines would also be installed within the right-of-way to allow future connections to public water by properties adjacent to the project area.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

JCSA CIP-Water Main Betterment Map.pdf

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

The project conforms to Land Use Action 4.4: "Extend water and sewer service in the PSA according to a phased plan in accordance with the County's Comprehensive Plan and JCSA's master water/sewer planning.

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

The project supports Goal 1 (Sustainable Long-term Water Supply) & Goal 2 (Modern Infrastructure) in the Strategic Plan.

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

No

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

N/A

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

Longhill Road

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

C. Does this replace an outdated system?

Yes

Longhill Road water main capacity will increase to better serve current customers and promote future growth.

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

Yes

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

B. Will the project continue to promote economic development in an already developed area?

Yes

C. Is the net impact of the project positive?

Yes

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

Yes

Maintenance costs will be reduced because the existing, older line will be replaced with new infrastructure.

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

Yes

Lower maintenance costs are expected because the existing, older line will be replaced with new infrastructure.

F. Will the efficiency of the project save money?

Yes

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

FY 19 & FY 20

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

The project will be completed as part of two VDOT road widening projects.

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

Yes

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g.

placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

N/A

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

N/A

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

Yes

If these betterments are not completed in conjunction with VDOT's road widening projects, JCSA's future project costs will be significantly higher.

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

VDOT is responsible for relocation and restoration costs.

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Doug Powell

Email

doug.powell@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

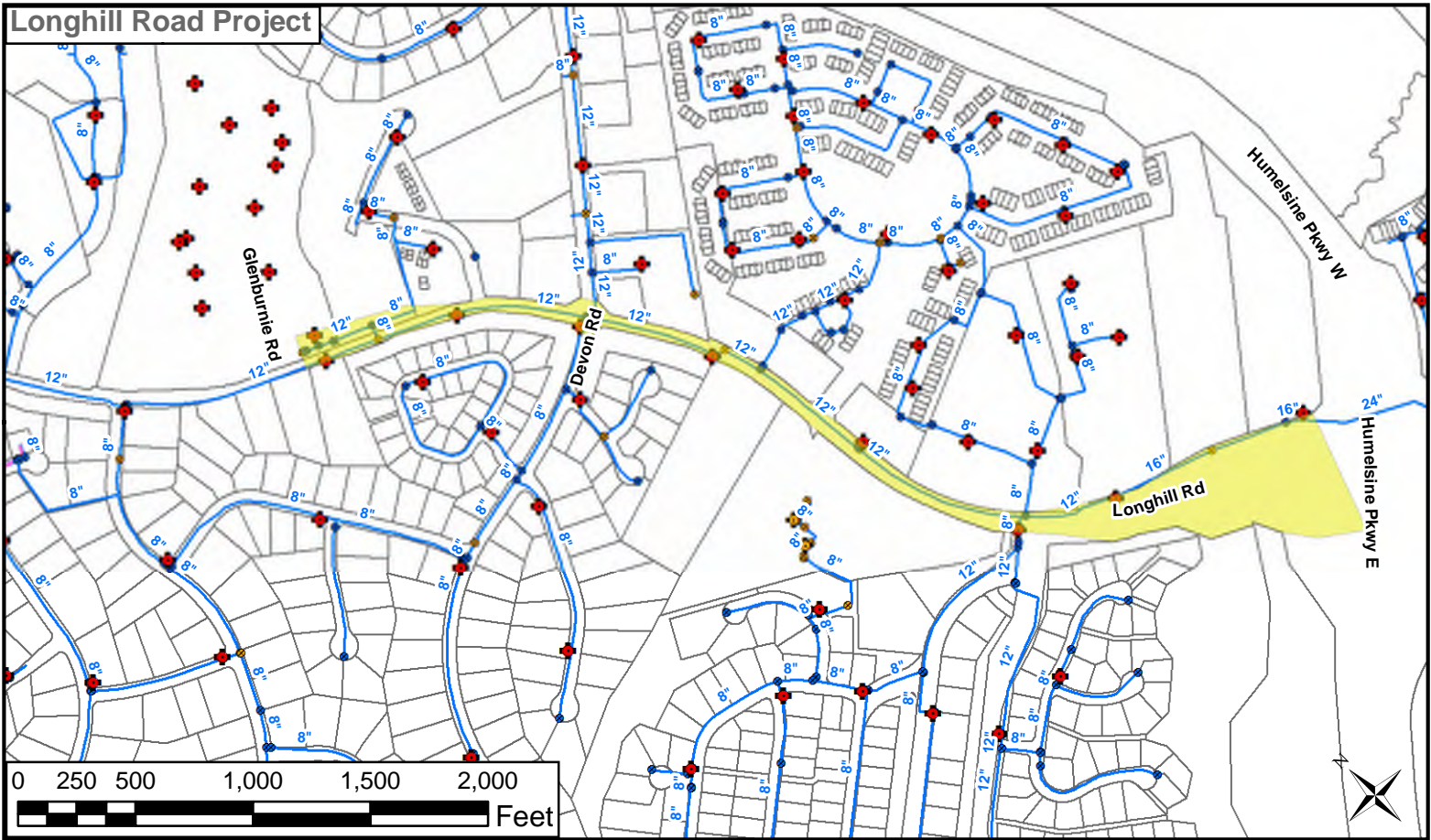
Email

bryan.hill@jamescitycountyva.gov

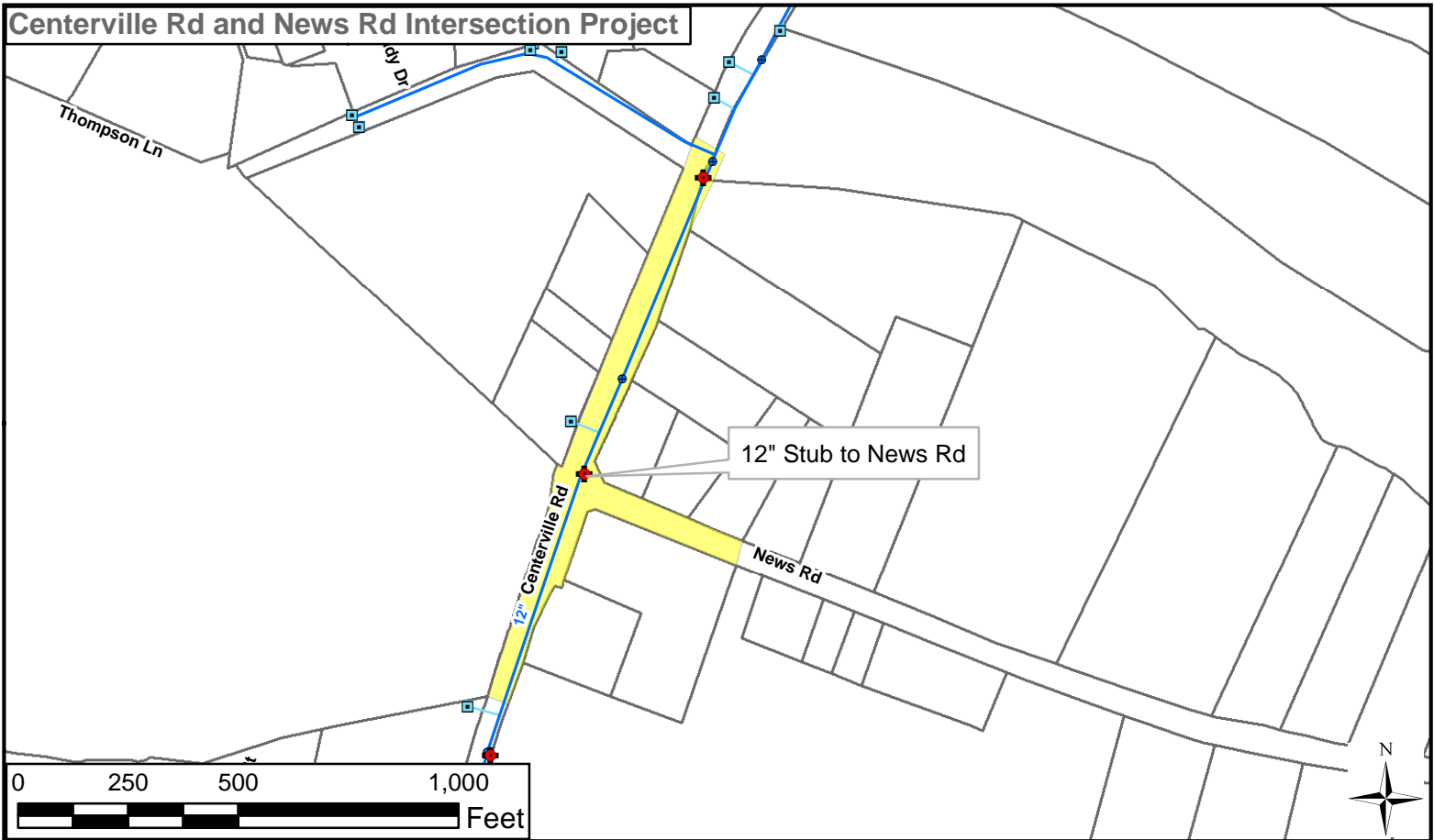
Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Longhill Road Project



Centerville Rd and News Rd Intersection Project



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

Water Main Betterment: Longhill Road & Centerville Road/News Road intersection



Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title
New James City County Library Branch

Location
Berkley District

What kind of request is this?
Capital project request

Has this project already been adopted in a previous CIP budget?
No

Employee submitting request
Betsy Fowler

Email
bfowler@wrl.org

Department/Division
Libraries

Priority
1 1

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?
40 years

Improvements begin
7/1/2021

Improvements completed
12/30/2023

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$1,406,250.00	\$234,375.00	\$234,375.00	\$1,875,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00	\$20,000,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$1,406,250.00	\$10,234,375.00	\$13,234,375.00	\$24,875,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$1,146,600.00	\$1,146,600.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$526,500.00	\$526,500.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 5: Exceptional public services

Goal 6: High quality education

Current condition/situation

In FY 2017 the Williamsburg Regional Library, serving the jurisdictions of James City County, the City of Williamsburg, and York County, circulated 1,176,352 items and logged over 700,000 visits. James City County residents account for 73% of all physical materials and digital checkouts in the Williamsburg Regional Library system. JCC citizens are served by two library buildings, the Williamsburg Library on Scotland Street and the James City County Library on Croaker Road. Almost 51,000 JCC residents have an active library card, the equivalent of 2 out of every 3 County residents.

Approximately 55,000 James City County residents (with residences in the southern end of Powhatan, Berkley, Jamestown, and Roberts Districts) are primarily served by the Williamsburg Library (34,000 SF) due to geographic proximity, travel patterns, and convenience. Approximately 67% of Williamsburg Library checkouts and 83% of James City County Library checkouts are by James City County residents.

Combined with the residents of the City of Williamsburg, and the Queens Lake area of District 1 in York County, the Williamsburg Library is currently serving approximately 73,000 users, with an average of .46 SF of available library space of the recommended 1 SF per capita. The lack of adequate library space per capita is impacting almost every sphere of library service.

There is very limited parking (Williamsburg has a parking lot for 90 vehicles), seating (65 combined adult seats, 0 young adult seats, and 22 children's seats), technology (39 adult computers, 0 young adult, and 8 children's), and overcrowded collection areas. There is no available space for a dedicated young adult area, media labs, maker spaces, interactive technology and learning experiences, or for a variety of collaborative and individual people spaces.

The Williamsburg Library facility is almost fifty years old. When the Williamsburg Regional Library was established the building had the capacity to serve the surrounding James City County population, but after decades of growth in JCC this is no longer the case.

User surveys conducted as part of the library strategic plan indicate that County residents are very interested in updated library services including dedicated space for teens, greatly expanded parking, a wide variety of programming for every age group, café space, significantly enhanced seating areas, small meeting and study spaces, maker spaces, and extensive book collections.

Requested change/project description

In order to maintain exceptional public library service and modern public facilities for the residents of James City County the Williamsburg Regional Library Board of Trustees recommends that JCC construct a new 50,000 SF public library facility by 2023 in or adjacent to the Berkley District.

Virginia and National Public Library Standards recommend 1 SF per capita for suburban libraries with an AAA rating. The Williamsburg Regional Library meets almost all major AAA standards with the exception of facilities. The combined library buildings in the system equal .75 SF of facilities per capita, and .68 SF per capita if York County cardholders are included. The library system requires an additional 30,206 SF to serve the existing 2017 service population and will require a total of 45,876 new SF by 2025.

In order to redistribute the population use, and maintain quality library services, a third library is needed to serve James City County residents. The new library should be located near major neighborhood populations in or adjacent to the Berkley District. The recommendation for a third library in the Berkley area of James City County was initially made by an outside consultant library facility assessment in 2007. In the decade since this recommendation the need for more library space has become steadily more urgent as the Williamsburg Regional Library System falls steadily behind comparable jurisdictions in the Commonwealth, both in the quantity and quality of library facilities, with an inevitable long term impact on the quality of overall services.

The establishment of a third library in the southwestern quadrant of James City County, will allow the population and library use to be redistributed equitably and successfully throughout the system, and users in both Williamsburg and JCC will enjoy significantly enhanced services.

Population concentrations and usage would be as follows:

James City County Library (Croaker Road) – 26,000 users (North end of Powhatan and Stonehouse Districts and York County residents residing in the north end of District 1)

New James City County Library (in or adjacent to Berkley District) – 37,000 users (Berkley, Jamestown, majority of Powhatan Districts)

Williamsburg Library (Scotland Street) – 36,000 users (Roberts District, City of Williamsburg, Queens Lake area of York County)

Need for project, benefit and why this is the optimal solution

Benefits will center on a modern 21st Century facility capable of serving the informational, cultural, recreational, and technological needs of James City County residents over the next 40 years. The new facility will enable JCC to continue offering quality library services and enhance the available resources.

James City County, with an educated population of avid library users, including a large and growing percentile of seniors, will be able to keep pace with the demand for educational and informational programming and community spaces for learning, meetings, and events. The library also is a strong supporter of the educational curriculums and a key partner in early childhood literacy and school readiness. Libraries help build strong communities by providing access to information for every citizen, offering meeting and cultural spaces and programs for the exchange of ideas, supporting employment assistance and small business development, providing healthy family destinations, and encouraging lifelong learning.

One-time costs and residual or salvage value at the end of ownership

There will be a one time capital cost to construct and equip a new library building. The ongoing operational costs will be included as part of the Williamsburg Regional Library annual operating budget.

Additional material

Benchmark-Virginia Libraries.pdf

JCC District Map with Library Locations.pdf

Library Current Locations Map.pdf

Possible New Library Location Map.pdf

Public Library Facilities Standards.pdf

Return on Investment.pdf

Service Area Population and Facility Square Footage.pdf

Third Building Operating Costs.pdf

Third Library Resolution - SIGNED.pdf

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

The Comprehensive Plan includes libraries under Education and notes that that there should be no more than a 15 minute drive time to a library location, five books per capita, and facilities should equate to 1.0 square feet of library space per capita.

Public Facilities: FF1, FF1.2, FF1.3, FF1.4, FF1.5.3, FF1.5.4, FF1.9, FF3.3, FF3.4, FF3.5

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

The Williamsburg Regional Library is not specifically addressed in the Strategic Plan objectives, but the project falls under the following goals:

Goal 1: Modern Infrastructure, facilities and technology systems.

Goal 5: Exceptional public services.

Goal 6: High Quality Education

A detailed recommendation and preliminary building programs for a third library to be constructed in James

City County is a key component of the Williamsburg Regional Library Space Needs/Facility Study - PSA Dewberry, Inc. January 15, 2007.

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Williamsburg Regional Library Board of Trustees Strategic Plan and Resolution

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

The projects supports early childhood education and school readiness, supports school curriculums, before and after school programming, and life-long learning.

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

The library offers a wide variety of cultural, entertainment, and educational programming. The project will support a full array of community programming both inside and outside of the building. The project will also explore opportunities to connect to community bike paths, walking trails, and other outside activities. In FY2017, there were over 120,000 attendees of library sponsored programs and events in the system. An additional 29,817 people attended meetings held in the library system.

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Library services available at the new building will be directed at improving the quality of life for all segments of the population including special collections, programs, and outreach. Examples include:
Early childhood literacy, story times, daycare visits, and preschool play and activity areas.
School age software, collections, activities, programs and outreach to before, after, and during school programs.
Young adult programming, collections, and outreach.
Adult and Senior collections, programs, and outreach to senior centers, homebound, and retirement communities.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

N/A

Not applicable since the location has not been determined.

F. Does the project affect traffic positively or negatively?

N/A

There will be an increase in traffic, but the exact impact is unknown since the location has not yet been determined.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

Current facility being utilized is located in the City of Williamsburg. This project will be an additional facility.

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

Yes, the new library will offer significantly enhanced technology for County residents to access and create information and content.

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

National studies have established that library use is done in conjunction with other errands such as shopping and eating. Library buildings are excellent anchors for commercial districts and economic drivers.

B. Will the project continue to promote economic development in an already developed area?

Yes

C. Is the net impact of the project positive?

Yes

A new library will significantly enhance the quality of life for area residents.

D. Will the project produce desirable jobs in the County?

Yes

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

Yes

Libraries promote quality of life through education, lifelong learning and access to information.

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

See attached documentation detailing ongoing operational costs including staffing.

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

Yes

Ongoing building maintenance.

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

Limited revenue from user fees for meeting room use.

H. Does the project minimize life-cycle costs?

Yes

The building will be designed to ensure the facility will provide the lowest overall cost of ownership consistent with its quality and function.

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

By 2023 and earlier if possible.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

The County may wish to explore constructing a new joint facility in cooperation with the City of Williamsburg which could reduce construction costs and long term operating expenditures.

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

Yes

Specifics are not known at this time.

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

Yes

Positive impact for residents living in the library service area.

I. Are there inter-jurisdictional considerations?

Yes

An architectural assessment is being done on the Williamsburg Library to determine if it can be renovated or needs to be replaced which will be a City responsibility. However, the City cannot construct a new facility or expand the existing facility to adequately serve all of the James City County residents currently using the building. The Williamsburg Library needs to be upgraded in conjunction with a new facility being built in James City County or the two jurisdictions could explore a joint new facility.

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

Using a County owned site would be preferred if the appropriate site is available since it will significantly reduce project costs.

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Betsy Fowler

Email

bfowler@wrl.org

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Benchmark – Virginia Libraries

	Henrico County	Roanoke County	WRL Service Area
Population	325,000	94,409 (2015)	89,096(+8,110York)
Median House Income	\$60,114	\$47,689 (2010)	JCC \$79,435 CW\$50,865 (2012)
Median Age	36	47 (2010)	JCC 45.4 CW 24 (2012)
Population 65 over	12.4%	15.9% (2010)	21% (2010) (2020 est. 27%)
Circulation	4,225,546	1.3 million	1.176 million
Annual Visits	1,998,027	856,000	743,301
Library Branches	10(+admin office)	6	2 (+Stryker Center)
Square Footage	350,000	116,766	67,000
Sq. Ft. per Capita	1.07	1.24	.68
2017/2018 Library Budget	\$18,821,527*	\$4,045,221*	\$6,394,438

*(excludes county department facility and other admin costs)

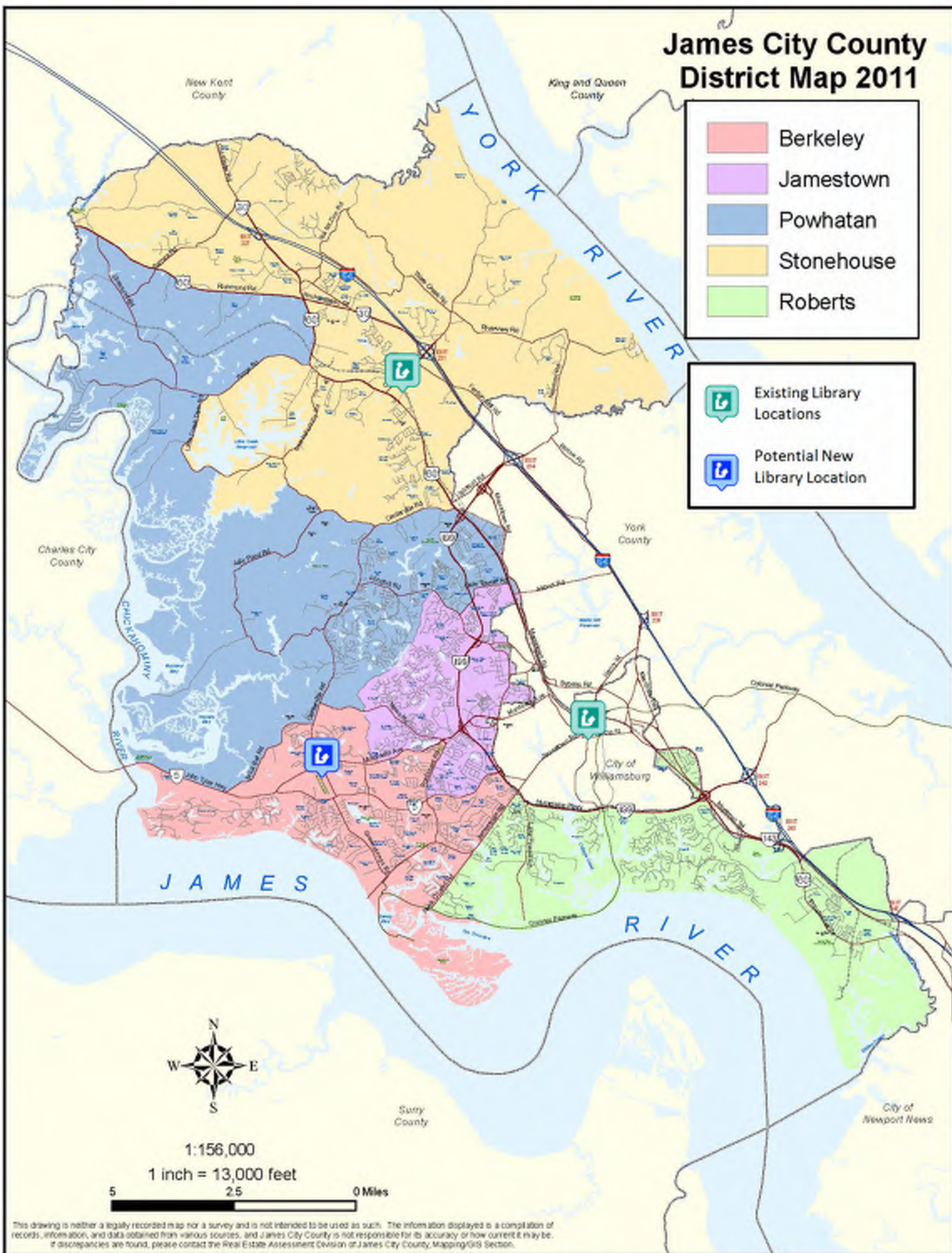
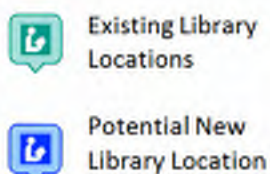
	Year Established	Year Renovated	Year Replaced	Square Footage
Henrico County*				
Gayton	1988	2012		
Glen Allen	1995		2010	
Libbie Mill	2016			39,915
Nork Park			2001	15,000
Sandston	1980	2003		7,833
Tuckhoe	1971		2006	53,000
Twin Hickory	1992		2007	40,000
Varina	1970		2016	43,855
Fairfield	1976		2018	50,000
Roanoke County				
Bent Mountain				850
Glenvar			2013	15,000
Hollins				17,916
Mt. Pleasant			2013	6,000
South County			2012	54,000
Vinton			2015	23,000
Williamsburg Regional Library				
Williamsburg	1973	1982,1998		34,000
James City County	1996			33,000
(Stryker Center	2016			5,440)

*Administrative Offices and Law and Government Center separate facilities.

Highlights of New Buildings

- Studio Makerspaces – community access to emerging technologies, devices that convert personal media formats, software for artistic expression
- Drive-through-book returns/pick-up windows
- Cafés with indoor seating, green rooftop patio, outside terrace drive-up windows
- Quiet reading rooms with fireplaces
- Covered drop off near entrance
- Small business center
- Green roof, plenty of natural daylighting, mountain views, connecting nature trails and bike paths
- Separate teen and children’s areas
- Community theaters and auditoriums
- LEED Silver
- Open flexible spaces with moveable furnishings

James City County District Map 2011



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.



Library

Active Card Holders

- Full Adult
- Full Minor
- Enhanced
- WBM Full
- Enhanced Minor
- ▲ Teacher K-12
- Miscellaneous

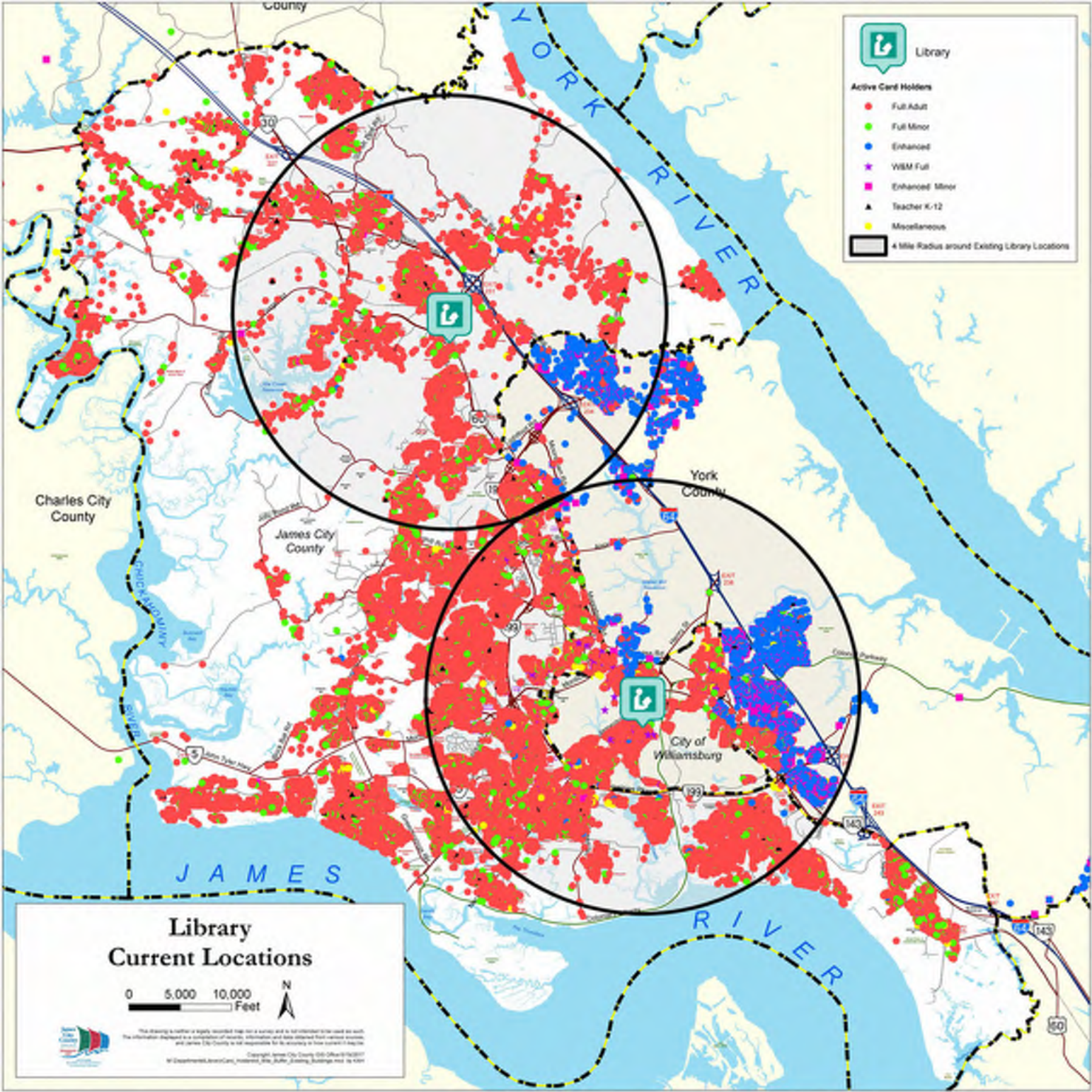
4 Mile Radius around Existing Library Locations

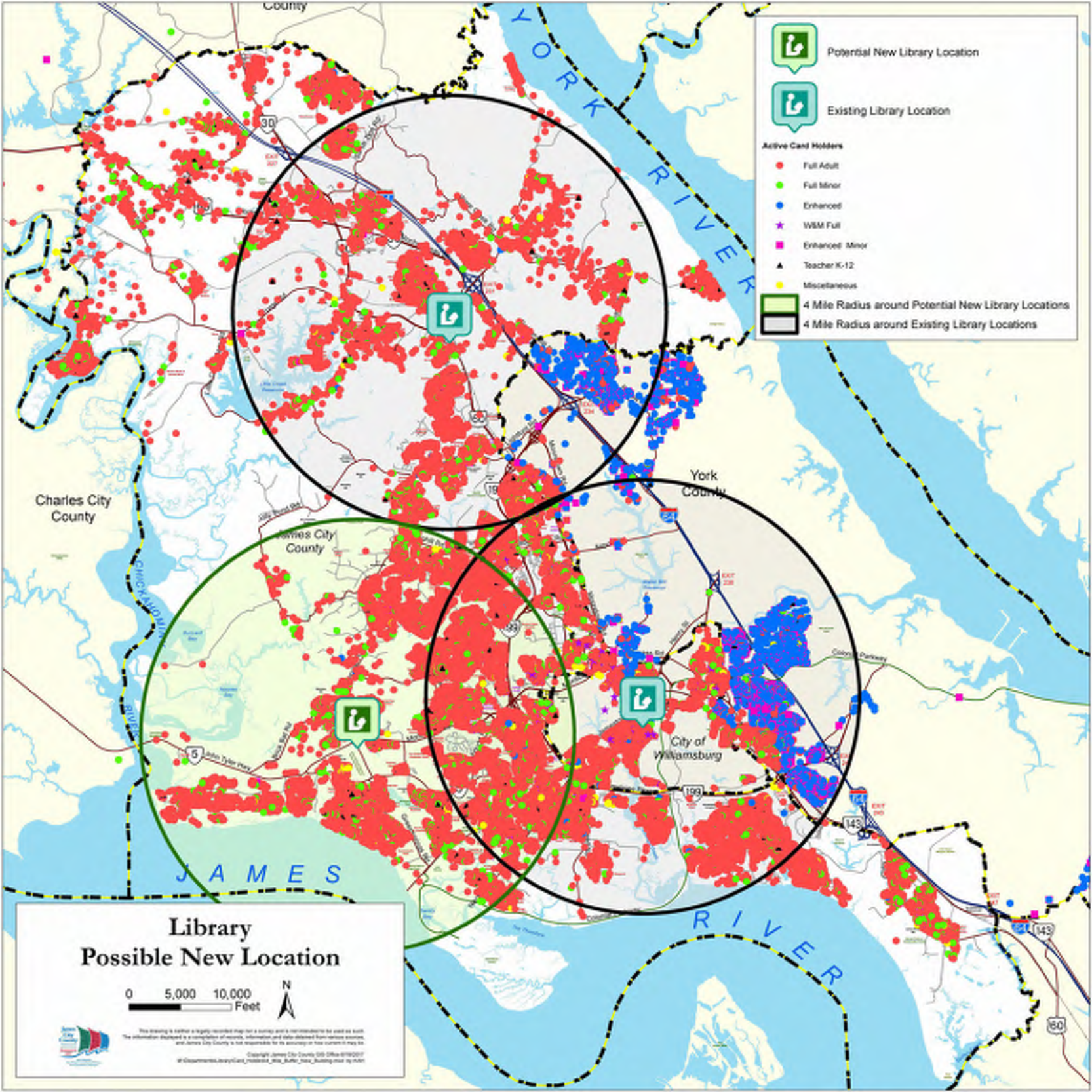
Library Current Locations

0 5,000 10,000 Feet



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Potential New Library Location

Existing Library Location

Active Card Holders

- Full Adult
- Full Minor
- Enhanced
- ★ W/M Full
- ★ Enhanced Minor
- ▲ Teacher K-12
- Miscellaneous

4 Mile Radius around Potential New Library Locations

4 Mile Radius around Existing Library Locations

Library Possible New Location

0 5,000 10,000 Feet

N

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information presented is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or for any errors that may be present.

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Public Library Facilities Standards

Public Library Standards in Virginia are periodically reviewed and revised by an appointed committee of library directors working with the Library of Virginia, and adopted by the Board of the Library of Virginia. They reflect national standards as seen in other states. The last major revision was conducted in 2009, when the committee moved to adopt three-tier standard mimicking bond ratings with a one to three-star rating, with three being the highest level of service.

Planning for Library Excellence, 2009, uses a well-understood business model based on the notion of bond ratings. Moody's, Standard and Poor's, and Fitch use terms, A, AA, AAA, as their ranking system for the quality of investments.

A = Investment grade but likely to be subject to changing business conditions.

AA = Investment grade at a strong level on all qualities.

AAA = Strongest investment grade and not subject to business cycle extremes.

The standard of 1.0 sq. ft. per capita is used as a national standard.

(Serving a population of 25,001 – 100,000)

A	0.6 SF per capita
AA	0.8 SF per capita
AAA	1.0 SF per capita

Location of Libraries

Level A

- In urban areas, no more than 20 minutes' driving time from residents as an average of multiple travel time studies from a) the edges of the service area to the nearest available library and b) between available libraries.
- In rural areas, no more than 30 minutes' driving time from residents.
- Where possible on a fixed transportation route. Fixed transportation route refers to public transportation where available or to easily accessible locations on or near main roadways.

Level AA

- In urban areas, no more than 15 minutes driving time from residents as an average of multiple travel time studies from a) the edges of the service area to the nearest available library and b) between available libraries.
- In rural areas, not more than 20 minutes driving time from residents.
- Where possible on a fixed transportation route.

Level AAA

- In urban areas, no more than 10 minutes' driving time from residents as an average of multiple travel time studies from a) the edges of the service area to the nearest available library and b) between available libraries.
- In rural areas no more than 15 minutes' driving times from residents.
- Where possible on a fixed transportation route.

Williamsburg Regional Library Return on Investment

In FY17, the Williamsburg Regional Library budget was \$6,315,356. Using a library return on investment calculator from the American Library Association (see appendix A), and FY17 data indicated a total return of \$35,744,465, looking at items checked out or downloaded, meeting room use, program attendance, computer use, database use, and reference assistance. Using these figures, the Williamsburg Regional Library offers the community a return of \$5.65 for every dollar of tax money spent.

	Data	Price	ROI
Adult Books Borrowed	316914	\$17.00	\$5,387,538
YA Books Borrowed	28897	\$12.00	\$346,764
Children's Books Borrowed	268568	\$17.00	\$4,565,656
Audiobooks Borrowed	77083	\$9.95	\$766,976
ILL Requests	1886	\$25.00	\$47,150
Ebooks Borrowed	62965	\$15.00	\$944,475
Movies Borrowed	266523	\$4.00	\$1,066,092
Music CDs Borrowed	23285	\$9.95	\$231,686
Music Downloaded and Streamed	118190	\$1.00	\$118,190
Meeting Room Use per hour	29817	\$25.00	\$745,425
Adult Program Attendance	48946	\$15.00	\$734,190
YA Program Attendance	5612	\$12.00	\$67,344
Children's Program Attendance	65623	\$7.00	\$459,361
Computer Use (including wifi)	288559	\$12.00	\$3,462,708
Article Downloads	800306	\$19.95	\$15,966,105
Reference Assistance	119258	\$7.00	\$834,806
Total ROI			\$35,744,465

Appendix A

The ROI calculator used can be found at

http://www.ala.org/advocacy/advleg/advocacyuniversity/toolkit/makingthecase/library_calculator, and was adapted from a form created by the Massachusetts Library Association. The estimated costs used in the calculator are outlined in the table below.

Library Service	Value of Service	Based On
Adult Books Borrowed	\$17.00	Amazon.com average price
Young Adult Books Borrowed	\$12.00	Amazon.com average price

Children Books Borrowed	\$17.00	Amazon.com average price
Audiobooks Borrowed	\$9.95	Audible.com download average
Interlibrary Loan Requests	\$25.00	Amazon.com average price plus shipping
eBooks Downloaded	\$15.00	Estimated B&N/Amazon average
Magazines Read	\$5.00	Estimated purchase price average
Newspapers Read	\$9.50	Boston Globe subscription (outside city)
Movies Borrowed	\$4.00	Estimated Netflix average
CDs Borrowed	\$9.95	iTunes download album average
Music Downloaded	\$1.00	iTunes download song average
Meeting Room Use (per hour)	\$25.00	Estimated value
Adult Programs Attended	\$15.00	Entertainment/program admission fee - estimated average per adult
Young Adult Programs Attended	\$12.00	Entertainment/program admission fee - estimated average per youth
Children's Programs Attended	\$7.00	Entertainment/program admission fee - estimated average per child
Museum Passes Borrowed	\$20.00	Museum admission fee - estimated average for two adults
Computer Use (per hour)	\$12.00	FedEx/Kinkos price
Database Searches	\$19.95	Average cost for online article search
Reference Assistance	\$7.00	Average library cost

Service Area Population and Facility Square Footage

Population	89,096	James City County & Williamsburg*
Registered Users	8,110	York County**
Total	97,206	Combined (JCC, CW, and York)

*Source: JCC and Williamsburg Planning Departments

**Source: WRL Statistical Report, FY2018-July 2017

WRL Public Library Facilities
Estimated Total Square Foot

James City County Library	33,000
Williamsburg Library	34,000
Total Library Facilities	67,000

Stryker Center
Estimated Total Square Foot

Room 127	1,404
Room 128	800
Room 113	330
Admin Suite	1,606
Exhibit Space	1,300

2017 Square Foot per Capita

	2017 Available Sq. Ft. per Capita	2017 Sq. Ft. required to reach AAA VA Standard (1 sq. ft. per capita)
James City County and Williamsburg combined population	.75 sq. ft.	22,096 sq. ft.
JCC & CW population plus York County registered users	.68 sq. ft.	30,206 sq. ft.

Population Projections

	2025	2035
James City County	87,476	102,796
City of Williamsburg	16,479	18,127
Total (JCC & CW)	103,955	120,923
York County (registered users)	8,921*	

*WRL had a 5.2% increase in York County users in 2016/2017. Weldon Cooper estimated a 10% increase in York County population by 2025. Number is an estimate of an additional 10% increase in library users.

Additional Square Feet required to reach AAA VA Standard

	2025	2035
James City County & City of Williamsburg	36,955	53,923
Total (plus York County)	45,876	

Source: Population Projections for Virginia and its Localities

(Produced by Demographics Research Group of the Weldon Cooper Center Public Service, June

2017) www.demographics.coopercenter.org

Third Library Building in James City County
Costs exclude any exterior grounds maintenance

	M-Th	F-Sat	Sun	Total	Min.	Annual
Staffing	Hrs/Day	Hrs/Day	Hrs/Day	Hrs/Wk	Rate	Total
Adult Services	48	16	10	234	\$ 18.34	\$ 223,161
Youth Services	48	16	10	234	\$ 18.34	\$ 223,161
Circulation	24	16	10	138	\$ 11.87	\$ 85,179
Circulation Shelving	24	16	10	138	\$ 9.55	\$ 68,531
Programs	16	8	5	85	\$ 13.72	\$ 60,642
Facilities	12	8	5	69	\$ 13.72	\$ 49,227
Security	4	4	5	29	\$ 10.26	\$ 15,472
IT	8	8	0	40	\$ 18.34	\$ 38,147
Admin Coordinator	8	8	0	40	\$ 14.75	\$ 30,680
Branch Mgr	8	8	0	48	\$ 26.36	\$ 65,795
63 hours per week (same as WL, JCCL)						\$ 859,996
Plus Benefits 1/3 of Comp						\$ 286,665
Total Comp + Benefits						\$ 1,146,661
Collection Materials						
Annual Materials Budget						\$ 300,000
Other Operating Costs						
Building maintenance & supplies						\$ 15,000
Computer Software, Supplies and Replacement						\$ 32,500
Contractual Services (HVAC, Trash, Pest)						\$ 25,000
Insurance						\$ 20,000
Leases (Staff and Public Copiers)						\$ 9,000
Programming						\$ 10,000
Telecommunications						\$ 15,000
Travel & Training						\$ 10,000
Utilities						\$ 90,000
Total Other Operating Costs						\$ 226,500
Total Operating Costs						\$ 1,673,161

Resolution
Board of Trustees of the Williamsburg Regional Library

WHEREAS, the Williamsburg Regional Library (WRL) is a nationally recognized and highly ranked institution that delivers outstanding public library services to the citizens of James City County (JCC). Residents of James City County are enthusiastic library users who expect increased access to, and diversity of, excellent collections, programs, services, and library spaces; and,

WHEREAS, to preserve and ensure the continued high level of public service that the WRL consistently provides, the library system requires well-equipped facilities with up-to-date, modern spaces for services commensurate with similarly rated public library systems across the Commonwealth and nation; and,

WHEREAS, Virginia and national standards recommend localities provide one (1) square foot (sf) per capita in public library facilities to provide the highest level of service, a mark the Williamsburg Regional Library consistently meets in all other public service categories with the exception of facilities. The combined current square footage of all WRL facilities is equal to .68 sf per capita of the current service population; and,

WHEREAS, the population of James City County is projected to increase to 87,500 by 2025, and the combined jurisdictional service population for the library is projected to near 104,000 by 2025. In order to provide core and expanded library services to the existing and future population including sufficient parking, seating, technology, material collections, and programming space, the library system will need to construct approximately 50,000 sf by 2023.

WHEREAS, the majority of the library service population and library use is by JCC residents; and, JCC strategically plans for present and future public services, including infrastructure and capital projects to meet the needs of county residents. Providing additional library space to serve the community in a timely way requires planning for a new 50,000 sf library by 2023 to meet both current and projected population growth, and ensure the current caliber of service is uninterrupted; and

WHEREAS, the Board of Trustees of the WRL has identified providing up-dated and excellent library facilities as a key component of the library strategic plan. The county and library goals include a commitment to strong communities, public education, self-directed learning, early childhood literacy, economic opportunity, and outreach to children, seniors, and vulnerable populations. Therefore, the Board of Trustees of the WRL recommends JCC begin plans to construct a new library to serve county citizens at a location central to the existing and future population centers in JCC.

NOW THEREFORE BE IT RESOLVED, that in consideration of the foregoing, the Board of Trustees of the Williamsburg Regional Library strongly recommends the following:

1. A new 50,000 sf library building be included in the James City County 2018 CIP and the JCC Strategic Planning documents.
2. The new building should open for service by 2023 to ensure the timely delivery of consistently high-level public library service requested by the citizens of James City County.
3. The new facility should be sited to be conveniently located centrally to the existing and future population concentrations in James City County to serve the maximum number of residents and achieve the maximum impact for the investment of taxpayer dollars.

Adopted this 27th day of September 2017.



*Natalie Miller-Moore, Chair
Williamsburg Regional Library Board of
Trustees*

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

James City County Marina

Location

James City County Marina

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Kyle Loving

Email

kyle.loving@jamescitycountva.gov

Department/Division

Parks & Recreation

Priority

1 6

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30+ years

Improvements begin

11/5/2018

Improvements completed

3/29/2019

Previous funding

FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
\$1,298,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$323,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,500.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$323,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,500.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 5: Exceptional public services

Current condition/situation

Existing condition for walkways, coverslips, docks and bulkhead are in extremely poor condition. Safety issues have been addressed in a temporary fashion.

Requested change/project description

Replace existing bulkhead and expand, replace uncovered floating dock system, replace two covered boat dock sections, relocate gas tank/system, install green shoreline in appropriate areas.

Need for project, benefit and why this is the optimal solution

To update deteriorated infrastructure, improve appearance of marina and improve customer service and operations for marina visitors. Prevent continued deterioration of shoreline through erosion and enhance the visual impact on private business currently being operated.

One-time costs and residual or salvage value at the end of ownership
One-time.

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional Public Services 5.3.5A

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional Public Services 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

No

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

coverslips, docks and bulkheads are being replaced due to poor conditions and exceeding its current useful life.

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

C. Does this replace an outdated system?

Yes

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

Yes

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

Increase in boat slip and paddle craft rentals.

B. Will the project continue to promote economic development in an already developed area?

Yes

C. Is the net impact of the project positive?

Yes

completion of project will ensure safety, improve customer service and overall appearance of marina.

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

Yes

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Safer docks and boat slips.

B. Does the project directly promote improved health or safety?

Yes

Safer docks and boat slips.

C. Does the project mitigate an immediate risk?

Yes

Safer docks and boat slips.

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

Yes

maintenance costs

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

As soon as possible

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?
No

E. Will it be more economical to build multiple projects together (reduced construction costs)?
N/A

F. Will it help in reducing repeated neighborhood disruptions?
N/A

G. Will there be a negative impact of the construction and if so, can this be mitigated?
N/A

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?
No

I. Are there inter-jurisdictional considerations?
No

J. Does the project conform to Primary Service Area policies?
Yes

K. Does the project use an existing County-owned or controlled site or facility?
Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

Yes

corrects safety hazards of poor condition docks and boat slips.

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

possible marina based grants

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

New Restroom and Concession Building - CRP

Location

Chickahominy Riverfront Park

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Kyle Loving

Email

kyle.loving@jamescitycountyva.gov

Department/Division

Parks & Recreation

Priority

2 6

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

25-30 years

Improvements begin

9/28/2020

Improvements completed

11/13/2020

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

Current restroom and concession building is the original one when CRP's pool was built. Not only do the limited number of urinals and stalls not meet the needs of pool users, but the aged condition of the building also requires constant maintenance and repairs.

Requested change/project description

New building with additional urinals, stalls, changing room and larger concession area to meet existing health department and building code requirements

Need for project, benefit and why this is the optimal solution

Too few urinals and stalls. Damaged flooring, walls and overall poor appearance.

One-time costs and residual or salvage value at the end of ownership

One-time

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional Public Service 5.3.7 A

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional Public Service 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

Improvements would enhance recreational experience for park users.

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

N/A

Targets all citizens and does not negatively affect one population.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

No

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

N/A

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

C. Does this replace an outdated system?

Yes

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

Yes

Improvements to restroom facilities improve quality of service to park patrons using the outdoor pool at CRP.

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

Yes

New and larger restrooms improve health concerns with current restroom facilities at CRP's outdoor pool.

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

Spring FY21

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

N/A

E. Will it be more economical to build multiple projects together (reduced construction costs)?

No

F. Will it help in reducing repeated neighborhood disruptions?

N/A

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

site is outside of PSA.

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

N/A

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bryan.hill@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Jamestown Beach Event Park Improvements

Location

Jamestown Beach

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Kyle Loving

Email

kyle.loving@jamescitycountyva.gov

Department/Division

Parks & Recreation

Priority

3

6

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

25 years

Improvements begin

7/1/2019

Improvements completed

6/30/2022

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$333,000.00	\$0.00	\$0.00	\$0.00	\$333,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00	\$1,300,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$333,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,633,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non- Personnel: \$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 5: Exceptional public services

Current condition/situation

There are no permanent parking or restroom facilities near the special event area or western end of the beach. The master plan identifies these facilities and increased utilization over the last three years justifies the need for these facilities.

Requested change/project description

Install two additional restroom facilities to support beach and event areas including utilities- provide electrical power to event area- paving of roads, drop off areas and handicap parking- permanent parking in current overflow lot- 230 spaces, regarded and install picnic pavilion and concrete walkways around concession building- pave ADA trail- construct new trail from JYF parking area to existing ADA trail.

Need for project, benefit and why this is the optimal solution

Since completion of the shoreline restoration work and concession facility, park attendance continues to

climb from May through September from 379,560 in 2014 to 426,332, an increase of 46,772 during the summer months alone. Providing additional restrooms and permanent parking will enhance the visitor experience as well as meet the Tourism goals by providing quality facilities to accommodate the growing requests for special and sporting events at the park.

One-time costs and residual or salvage value at the end of ownership

One-time

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional Public Service 5.3.7 A

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional Public Service 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

No

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

N/A

This specific project does not preserve or improve the historical, archaeological and/or natural heritage of the County but it provides amenities that support the beach and historical vermilion house. The project is consistent with the established Community Character.

F. Does the project affect traffic positively or negatively?

No

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

Parking lot improvements will include storm water management practices that do not exist now. Existing degradation caused by pedestrian and vehicle traffic will reduce unwanted impact on the environment.

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

Yes

The project will provide permanent parking and restroom facilities to replace portable toilets and a parking area that does not meet County standards.

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

Yes

Increase in special events due to improved amenities and development of the special event area. The number of events annually are continuing to increase.

C. Is the net impact of the project positive?

Yes

Improves visitor experience, supports economic tourism and reduces the negative impact to environment in a sensitive area.

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

Yes

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

June 30, 2022

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

No

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

Potential state and/or federal grant

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review
Accepted

Reviewed by
Sue Mellen

Email

Admin review
Accepted

Reviewed by
Bill Porter

Email
bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Marina Phase 2

Location

James City County Marina

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Kyle Loving

Email

kyle.loving@jamescitycountyva.gov

Department/Division

Parks & Recreation

Priority

4 6

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30+ years

Improvements begin

11/2/2020

Improvements completed

3/31/2021

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00	\$1,300,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$200,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,500,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

Yes

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00

Type of revenue generated

Boat Slip Rental

Add row

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 5: Exceptional public services

Current condition/situation

Existing boat ramp is in operational but poor condition and should be relocated for operational efficiencies instead of replaced at present location. Dredging needs will be evaluated in Phase I but is presently operational but marginal based on staff and boater experience and observations. It was identified in the Shaping Our Shores Plan as a future need.

Requested change/project description

Relocate existing boat ramp, install third covered slips, and dredge basin. Basin is silting in and impacting the ability of boats to launch from the Marina. The phase one project will identify the exact locations where dredging is needed. The ramp needs to be relocated from the front of the marina store to improve operations and remove the traffic backup in front of the brewery and marina.

Need for project, benefit and why this is the optimal solution

Increase revenue and address existing issues that are identified in Shaping Our Shores Master Plan.

One-time costs and residual or salvage value at the end of ownership

One-time.

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional Public Service

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional Public Service 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Survey and public input meetings that where held in the development of shaping our shorelines master plan and the decision of the board of supervisors to retain the marina as a county facility.

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

N/A

Targets boat users, paddle craft users, fishermen, bikers, etc.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

No

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

Dredging will positively impact water quality

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

Boat ramp has exceeded its useful life expectancy.

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

C. Does this replace an outdated system?

Yes

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

Newer and improved boat lift systems on boat slips.

E. Does the project extend service for desired economic growth?

Yes

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

Yes

Increase number of boat storage rentals

C. Is the net impact of the project positive?

Yes

Yes due to increased revenues and addressing existing issues that are identified in Shaping Our Shores Master Plan.

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

Yes

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

Fall 2021

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

Yes

Marina Improvement projects described in the CIP (priority #2) submittal are required to be completed prior to this project.

Docks and relocation of gas pump will need to be completed first in phase 1.

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

Yes

Boaters positively

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

potential marina or accreditation based grants may be available.

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review
Accepted

Reviewed by
Bill Porter

Email
bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

Limited parking and sidewalk connections for a park continuing to grow in popularity.

Requested change/project description

Complete phase 2 improvements at Veterans Park (splash pad, eastern parking lot addition, bus parking addition, sidewalk connections)

Need for project, benefit and why this is the optimal solution

Additional parking and sidewalk connections at Veterans Park will make the park more accessible and will meet the needs of the growing numbers of patrons who visit this park for its playground, basketball/tennis courts and outdoor volleyball. The addition of a new splash pad here will also create a new water based recreation amenity for visitors in the spring and summer.

One-time costs and residual or salvage value at the end of ownership

One-time

Additional material

VP Phase 2.JPG

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional Public Services

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional Public Services 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

New splash pad, additional parking will bring more park users to playgrounds, basketball/ tennis courts, etc.

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

N/A

We envision the new splash pad will serve families with small children. No population is negatively impacted.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

Yes

F. Does the project affect traffic positively or negatively?

Yes

increased traffic into the park is expected

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

Yes

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

N/A

D. Will there be a serious negative impact to the County if compliance is not achieved?

N/A

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

Spring FY22

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

N/A

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

N/A

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

Yes

Residents near the park will be positively impacted by easier park access.

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

N/A

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Baseball Field Expansion at WSC

Location

Warhill Sports Complex

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Kyle Loving

Email

kyle.loving@jamescitycountyva.gov

Department/Division

Parks & Recreation

Priority

6 6

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

15-20 years

Improvements begin

10/3/2022

Improvements completed

2/10/2023

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	\$2,100,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	\$2,100,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

Yes

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00

Type of revenue generated

Rent

Add row

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

Warhill Sports Complex currently has 3 youth natural grass baseball fields and 1 majors field. With the size of youth baseball groups growing in the county and the number of youth travel baseball tournaments coming to Williamsburg, additional field space would be welcomed by county residents and would also help further develop sports tourism initiatives in the Williamsburg area. There are currently no synthetic turf baseball fields in the County and going in this direction will reduce maintenance time and money, limit tournament cancelations due to weather and create a safer playing surface for athletes.

Requested change/project description

In addition to constructing two lighted turf baseball fields, this project would also create additional parking on the baseball side of the sports complex with additional restroom facilities.

Need for project, benefit and why this is the optimal solution

Currently no turf baseball fields in the County. Growing demand for baseball fields by County youth leagues and tournament groups. Currently not enough parking or restroom amenities at Warhill Sports Complex to meet the number of park users.

One-time costs and residual or salvage value at the end of ownership

One-time

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Goal #5 Exceptional public services

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

Goal #5 Exceptional public services - 5.1.1 , 5.1.2 , 5.1.3

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

No

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

N/A

Targets needs of youth baseball/softball organizations in the community.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

Will increase the amount of traffic inside Warhill Sports Complex but will also provide additional parking inside the park.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

New artificial turf has improved technology making for safer play and less regular field maintenance.

E. Does the project extend service for desired economic growth?

Yes

Additional baseball fields will impact the growth in number of baseball and softball tournaments held in the county each year.

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

Additional revenues from field rentals and athletic events.

B. Will the project continue to promote economic development in an already developed area?

Yes

C. Is the net impact of the project positive?

Yes

Meets the growing needs and field requests by baseball and softball groups within the county.

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

Yes

Artificial turf fields reduce the amount of regular routine maintenance required on natural grass fields.

C. Will the new facility require significant annual maintenance?

No

Artificial turf fields reduce the amount of regular routine maintenance required on natural grass fields.

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

Yes

Artificial turf fields reduce the amount of regular routine maintenance required on natural grass fields.

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

Yes

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

Spring FY23

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential

delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

No

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

Yes

Construction could impact traffic flow within the park. Possible noise impacts for surrounding neighborhoods.

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

JHC

Email

John.carnifax@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review
Accepted

Reviewed by
Bill Porter

Email
bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title

Transportation Match

Location

Varies, including Longhill Rd, Croaker Rd, Pocahontas Tr, Richmond Rd and Clara Byrd Baker E.S.

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Savannah Pietrowski

Email

savannah.pietrowski@jamescitycountyva.gov

Department/Division

Planning

Priority

1 1

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

20 years

Improvements begin

7/1/2019

Improvements completed

1/1/2025

Previous funding

FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
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\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$7,500,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$7,500,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 4: Protected community character and an enhanced built environment

Current condition/situation

The James City County Comprehensive Plan, Toward 2035: Leading the Way, identifies a list of current transportation projects from the Six Year Improvement Plan and other programs, the vision for their implementation in various corridors, and projected needed improvements to the transportation system. Since adoption of the plan, the Board has repeatedly expressed support for these projects and directed staff to pursue all funding options toward full funding and construction. High priority projects include the Skiffes Creek Connector, Longhill Rd Phase I widening, Croaker Rd widening, and the Pocahontas Trail Reconstruction, among others, to will address congestion, safety and capacity issues. Although many of these projects have secured some level of federal and state funding, local funding is needed at times to leverage additional state and federal dollars and to close any gaps.

As examples, projects on the horizon which could utilize local funding as a match and/or gap funding

include:

- Longhill Rd - The two-lane undivided road classified as an urban minor arterial is facing significant congestion now and in the future. A corridor study, adopted by the BOS, proposed three phases of improvements as well as a number of "quick-hitter" items. Two projects have full funding: (1) Ph I widening from Rt 199 to New Point Rd, which is currently under design as a SmartScale project and requires local funds for underground utilities, and (2) intersection improvements at Longhill/Olde Towne Rd, which are under design as a Revenue Sharing project and require a 50% match of local funds to state funds. Staff is developing several other complementary projects for future funding applications: Ph 2 widening from New Point Rd to Warhill Trail, traffic safety improvements near Lafayette HS, and a sidewalk gap on the Rt 199 bridge.
- Croaker Rd - The two-lane section from Rose Ln to Richmond Rd is projected to warrant road widening based on future traffic projections as well as the potential connection to Mooretown Rd Extended and the adjacent Economic Opportunity area. This project is currently fully funded using a combination of federal RSTP and state secondary funding.
- Pocahontas Tr from James River Elementary School to Fire Station 2 - This two-lane undivided facility classified as an urban principal arterial experiences frequent congestion and safety issues due to the lack of paved shoulders for emergency access, bus pull-offs and adequate pedestrian and bike accommodation. A corridor study is underway to engage the community to fully identify needs, prioritize improvements and create discrete projects for funding applications.
- Other - Other projects include the Grove Roadways Improvements and Richmond Road Improvements, both of which address roadway deficiencies as well as drainage study recommendations. In Grove several streets are of sub-standard width and have historical flooding issues, both of which affect the functionality of the roads and safety of drivers and pedestrians. In Toano there are existing drainage issues which result in flooding and safety hazards on Richmond Road, as well as incomplete pedestrian accommodations and a lack of bicycle accommodations. Both projects have been submitted as Revenue Sharing projects and would require local match.

Requested change/project description

Local transportation match funding would permit the County to close funding gaps and leverage state and federal dollars for the example projects and other priority projects.

- Longhill Rd - Ph I improvements will widen Longhill Rd to a four-lane, median divided road from the existing four-lane section near the Route 199 intersection to the east to New Point Rd, with a multi-use path, bus pull-offs, access management, and a roundabout at Longhill Rd and Williamsburg Plantation Dr, a signal system wireless interconnect, and construction of bus pull-off areas. Local funding will be used to underground utilities consistent with the adopted corridor study and may be needed to close any funding gaps as the project moves from design to construction. Future funding applications for Ph 2 widening from New Point Rd to Warhill Trail, traffic safety improvements near Lafayette HS, and a sidewalk gap on the Rt 199 bridge will likely require local matches.
- Croaker Rd - Improvements will widen Croaker Rd to a four-lane, median divided typical section from Rose Ln to Richmond Rd, with a multi-use path along the north side of the roadway. The roadway design will include a new two-lane bridge parallel to the existing bridge over the CSX line to accommodate the new travel lanes as well as signal and pedestrian crossing improvements at the Richmond Road and Rose Lane/library intersections. Local funding may be needed to close any funding gaps as the project moves from design to construction.
- Other – The Grove improvements would widen several existing streets to minimum standards and alleviate roadway drainage issues by re-establishing ditch grades, adding cross-pipes to connect ditches

that do not have an existing outfall or are very poorly drained, and repairing any existing clogged/damaged pipes. The Toano improvements would provide a new storm drain system and implement several safety improvements such as complete sidewalks and crosswalks, bike lanes, and grass medians consistent with the Design Guidelines for the Toano Community Character Area. If approved, these revenue sharing projects will require 50% local funding to match state funding. Local funding may also be needed for any gaps in federal funding on an extension of the two-lane GreenMount Parkway through the GreenMount Industrial Park.

Need for project, benefit and why this is the optimal solution

As noted above, and as documented in the Comprehensive Plan and studies for the roads, existing conditions on the roads are beginning to reach or exceed the ideal operational capacity of the roadway or experiencing unacceptable congestion and safety issues. In addition, approved or planned development within the corridor and expected growth in the general vicinity will result in increased traffic volumes and additional demand on the roadway network. These improvements are designed to address existing and projected future capacity, congestion and safety issues.

Improvements to the County's roadways further Goals 2 and 4 of the James City County Strategic Plan, "Modern infrastructure, facilities and technology systems," and "Protected community character and an enhanced built environment," respectively. Both Croaker Road and the Skiffes Creek Connector are identified as capital project priorities in the Strategic Plan, and many of these projects, including the Richmond Road Improvements, address the operational initiative to improve the visual character of major road corridors.

Several of these projects also implement existing County policies, guidelines and/or studies. The County's Pedestrian Accommodations Master Plan and the Williamsburg, James City, and York Regional Bicycle Facilities Plan serve as a guide for pedestrian and bicycle improvements. Additionally, the roadway improvements in Grove and Toano reflect the recommendations of the previous drainage studies for these areas, and the Toano improvements implement aspects of the adopted Design Guidelines for the Toano Community Character Area.

By setting aside and having access to a local transportation match, James City County will be able to close small funding gaps and make full utilization of additional funding sources, such as the State Revenue Share Program which matches state dollars for local dollars 50/50 up to \$10 million and the Transportation Alternatives Program, which matches federal/state dollars for local dollars 80/20 up to approximately \$1 million. In this way, James City County will have access to more funding and be able to accomplish more projects at a faster rate.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

The Comprehensive Plan recommends improvements to our major roadways and sets forth corridor vision statements to accomplish them in Goals Strategies and Actions (GSA's) T1.3, 1.3.1, 1.3.4, 1.3.5, 1.5, 3.2,

3.4, 3.5, 3.6, 3.7, 3.9, 3.10, 3.12, 4.2 and on pages 143-147

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

In addition to supporting Goals 2 and 4 of the Strategic Plan, these projects will include bicycle and pedestrian accommodations in accordance with the Pedestrian Accommodations Master Plan and the Williamsburg, James City, and York Regional Bicycle Facilities Plan, both approved by the Board of Supervisors. Several of the projects also address recommendations of completed corridor studies, drainage studies, and the Design Guidelines for the Toano Community Character Area.

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Input was received at Comprehensive Plan Community Workshops regarding the need for capacity and public safety improvements on our major roadways. In addition, the Clara Byrd Baker Safe Routes to School project resulted from parent and school input.

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

Projects will improve access to schools and the library, particularly the Clara Byrd Baker Safe Routes to School project and the Croaker Road widening.

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

Projects will improve bike and pedestrian connectivity.

C. Will the project mitigate blight?

Yes

The Longhill Road widening project will bury overhead utility lines.

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Projects target quality of life for all citizens by reducing congestion, increasing public safety, and improving access to various modes of transportation.

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

Yes

Projects will be consistent with the County's Community Character vision set forth in the Comprehensive Plan. Road projects on Community Character Corridors will be designed to enhance the corridors accordingly. The Richmond Road improvements implement aspects of the Toano Community Character Area Guidelines

F. Does the project affect traffic positively or negatively?

Yes

Projects positively affects traffic by reducing congestion and improving operations and safety.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

Projects will mitigate any impacts on water quality per VDOT regulations. By reducing congestion, projects will also improve air quality.

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

Improvements to existing roadways are needed to handle existing and future traffic. For example, Longhill Road is already at capacity and operating at lower than acceptable levels of service.

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

Roads are maintained by VDOT.

C. Does this replace an outdated system?

Yes

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

Projects are generally associated with our major roadways, located within the Primary Service Area. Croaker Road, Pocahontas Trail and the GreenMount Parkway extension are located near economic opportunity and industrial areas.

B. Will the project continue to promote economic development in an already developed area?

Yes

Improvements to major roadways will improve access to existing commercial areas.

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

Yes

Jobs associated with construction will be created.

E. Will the project rejuvenate an area that needs assistance?

Yes

Projects will improve traffic flow in areas that need assistance, improve bicycle and pedestrian accommodations, and .add include transit improvements such as bus shelters and pull-offs.

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Projects will improve crash rates on major roadways. Additionally, some projects will also implements stormwater improvements.

B. Does the project directly promote improved health or safety?

Yes

Projects will improve crash rates on major roadways. Reducing congestion will also improve emergency

response times.

C. Does the project mitigate an immediate risk?

Yes

Projects will improve crash rates on major roadways. Reducing congestion will also improve emergency response times.

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

N/A

C. Will the new facility require significant annual maintenance?

No

Generally, roads are maintained by VDOT. On some larger projects, the County will maintain enhanced landscaping, which will have some cost, but staff would not consider this a significant annual expense.

D. Will the new facility require additional equipment not included in the project budget?

N/A

Roads are maintained by VDOT.

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

N/A

Roads are maintained by VDOT.

F. Will the efficiency of the project save money?

Yes

Leveraging state and federal resources, as well as doing roadway improvements in conjunction with planned stormwater improvements, will save money.

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

Yes

Projects will utilize energy-efficient lighting.

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

Yes

C. Does the project promote long-term regulatory compliance (more than 10 years)?

Yes

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

There is an immediate need for improvements to our major roadways.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential

delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

Some projects will also implement stormwater improvements.

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

Yes

Projects will reduce traffic back-ups that affect surrounding neighborhoods.

G. Will there be a negative impact of the construction and if so, can this be mitigated?

Yes

The impact of right of way and construction will be mitigated or minimized per VDOT regulations.

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

Yes

While some citizens may be negatively impacted by the increased noise from closer facilities and construction impacts, most James City County citizens will be positively affected by a reduction in congestion, improved emergency response times, and improved pedestrian/bicycle/transit accessibility.

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

These projects are generally located within the PSA.

K. Does the project use an existing County-owned or controlled site or facility?

No

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

Yes

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

The VDOT Revenue Sharing program matches County funding (50/50 match); the Transportation Alternatives Program matches County funding (80/20 match).

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Paul Holt

Email

paul.holt@jamescitycountyva.gov

FMS/Planning review
Accepted

Reviewed by
Sue Mellen

Email

Admin review
Accepted

Reviewed by
Bill Porter

Email
bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

Capital Project Request

Project Details

Project Status

Department Supervisor: **Accepted**

FMS: **Accepted**

Admin: **Accepted**

Project title
Stormwater Capital Improvement Program

Location
Multiple locations through out County,

What kind of request is this?
Capital project request

Has this project already been adopted in a previous CIP budget?
Yes

Employee submitting request
Fran Geissler

Email
fran.geissler@jamescitycountyva.gov

Department/Division
Stormwater

Priority
1 1

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?
varies depending on project, typically 25-50 years

Improvements begin
7/2/2018

Improvements completed
6/30/2023

Previous funding

FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
\$2,634,000.00	\$2,600,000.00	\$3,015,317.00	\$1,500,000.00	\$671,000.00

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$300,000.00	\$313,000.00	\$264,000.00	\$390,000.00	\$316,000.00	\$1,583,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$2,193,000.00	\$2,300,000.00	\$1,940,000.00	\$2,210,000.00	\$2,318,000.00	\$10,961,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$2,493,000.00	\$2,613,000.00	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$12,544,000.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non- Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 4: Protected community character and an enhanced built environment

Goal 5: Exceptional public services

Current condition/situation

Grove, Toano and James Terrace Neighborhoods are negatively affected by outdated drainage structures. Streams are overburdened with runoff and severely eroded causing damage to down stream waterways, property and structures

County facilities have insufficient stormwater management facilities to address the pollution sources on site.

Requested change/project description

Projects address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.

Need for project, benefit and why this is the optimal solution

Maintains use of County waterways for residents and visitors, protects property and improves water quality for residents, visitors and our downstream neighbors.

One-time costs and residual or salvage value at the end of ownership

one-time costs - no salvage value

Additional material

CIP Applic Supporting Materials FY19-20.pdf

FY19-20 SPAC New Project Ranking.pdf

StormwaterFY19-23ProjectSchedule.pdf

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

Project Supports ENV1.1.2; ENV1.1.9; ENV1.16

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

5 WATERSHED MANAGMENT PLANS, 3TMDL ACTION PLANS, 2 ADDITIONAL BACTERIA TMDLS, too many others to list

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

APPROVED BY THE BOARD-APPOINTED STORMWATER PROGRAM ADVISORY COMMITTEE
11/28/2017

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

PROJECTS WILL BE READILY APPARENT IN NEIGHBORHOODS AND SIGNS WILL BE INSTALLED AS APPROPRIATE

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

WILL IMPROVE WATER QUALITY IN COUNTY WATERWAYS &THE CHESAPEAKE BAY FOR

BOATERS, FISHING, SWIMMING

C. Will the project mitigate blight?

Yes

WILL IMPROVE AND REPURPOSE AREAS USED FOR ILLEGAL TRASH DUMPING

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

PROJECT IMPROVES CONDITIONS FOR RESIDENTS & ALL OTHERS WHO BOAT, FISH OR RECREATE ALONG WATERWAYS

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

Yes

RESTORES THE COUNTY'S CLEAN WATER HERITAGE & WATER QUALITY

F. Does the project affect traffic positively or negatively?

Yes

PROJECT REDUCES LOCALIZED STREET FLOODING

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

PROJECT WILL IMPROVE WATER QUALITY IN STREAMS THAT DO NOT MEET STANDARDS AND PROTECT OTHERS

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

Yes

PIPES, INLETS & SWALES ARE BEING REPLACED & UPGRADED

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

EXISTING IS UNDERSIZED AND INADEQUATELY MANAGES RUNOFF

C. Does this replace an outdated system?

Yes

EXISTING IS UNDERSIZED AND INADEQUATELY MANAGES RUNOFF

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

NEW SYSTEMS WILL BE DESIGNED BASED ON CURRENT STANDARDS AND MODERN DESIGN PRINCIPLES

E. Does the project extend service for desired economic growth?

Yes

WILL PROVIDE ADEQUATE TREATMENT AND DRAINAGE TO MEET FUTURE NEEDS

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

Yes

WILL PROVIDE ADEQUATE TREATMENT AND DRAINAGE TO MEET FUTURE NEEDS

B. Will the project continue to promote economic development in an already developed area?

Yes

WILL PROVIDE ADEQUATE TREATMENT AND DRAINAGE TO MEET FUTURE NEEDS

C. Is the net impact of the project positive?

Yes

ENVIRONMENTAL BENEFITS OUTWEIGH COSTS, ADDRESSES NEED TO BE COMPLIANT WITH STATE & FEDERAL PERMITS

D. Will the project produce desirable jobs in the County?

N/A

NO IMPACT

E. Will the project rejuvenate an area that needs assistance?

Yes

WILL IMPROVE NEIGHBORHOOD REPUTATIONS AND MAKE COUNTY MORE DESIRABLE FOR RESIDENTS AND VISITORS

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Result will be less standing water, less chance of localized flooding, less damage to property

B. Does the project directly promote improved health or safety?

Yes

Waterways which meet state quality standards will protect health of users

C. Does the project mitigate an immediate risk?

Yes

Waterways which meet state quality standards will protect health of users

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

Some potential for grounds maintenance staff over time

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

Yes

Fewer citizen complaints regarding negative impacts of uncontrolled storm runoff

F. Will the efficiency of the project save money?

Yes

Activities are selected due to their cost-effectiveness

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

Yes

Activities are selected based on their cost-effectiveness and maintenance cost considerations

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

Yes

Stormwater MS4 state permit; TMDL requirements

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

Yes

Stormwater MS4 state permit; TMDL requirements

C. Does the project promote long-term regulatory compliance (more than 10 years)?

Yes

Stormwater MS4 state permit; TMDL requirements

D. Will there be a serious negative impact to the County if compliance is not achieved?

Yes

Out of compliance with state/federal permit - possible fines

E. Are there other ways to mitigate the regulatory concern?

Yes

Credits could be purchased offsite through a private vendor.

Timing and location

A. When is the project needed?

Now - the next permit cycle begins July 1, 2019

B. Do other projects require this one to be completed first?

Yes

Possible redevelopment projects would benefit from these being done 1st

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

Plans are the works to do so

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

Maybe - each site requires mobilization costs, may be able to group some projects

F. Will it help in reducing repeated neighborhood disruptions?

Yes

Less localized flooding

G. Will there be a negative impact of the construction and if so, can this be mitigated?

Yes

We work with neighborhoods to ensure all understand the process

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

N/A

K. Does the project use an existing County-owned or controlled site or facility?

Yes

Most projects are on County-owned property, some are on privately owned stream channels

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

Yes

project sets up better future use of sites

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

Yes

State funds have been secured for portions, other grants continually being sought

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

Yes

MS4 permit requirements regarding TMDL action plans

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

Yes

yes to both - localized flooding, erosion of property, bacteria in waterways

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

Yes

Stormwater Local Assistance Fund grants have been received and applications will be submitted other projects

Review

What is your role?

County Admin

Department supervisor review

Accepted

Reviewed by

Grace Boone

Email

grace.boone@jamescitycountyva.gov

FMS/Planning review

Accepted

Reviewed by

Sue Mellen

Email

Admin review

Accepted

Reviewed by

Bill Porter

Email

bill.porter@jamescitycountyva.gov

Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

SUPPORTING MATERIALS– The following information describes the conditions that informed the selection of projects for the FY19-23 Plan. Selected projects were scored by staff using SPAC prioritization criteria (attached), reviewed and approved at the November 28, 2017 SPAC meeting. These projects, as a group, are intended to continue meeting neighborhood needs and to support the next cycle of the County’s MS4 stormwater discharge permit, beginning July 2018.

College Creek Watershed Summary – James Terrace Project

Watershed Description:

College Creek watershed runs through the City of Williamsburg and the College of William and Mary before it reaches James City County and the James River. Upstream, it drains Lake Matoaka on the college campus and the Ironbound Square neighborhood in James City County. Land uses within the lower drainage area are varied and include residences, neighborhoods, an airport, a winery, golf courses, and the County government complex.

Water Quality Conditions:

College Creek is on the Commonwealth of Virginia’s impaired waters list for dissolved oxygen and PCBs. There are swimming and fishing advisories in effect for College Creek at this time. In 2006, VADEQ listed College Creek as impaired for recreation use based on the high bacteria counts at their monitoring station. However, in 2014, College Creek was no longer listed by VADEQ as impaired for high bacteria. Overall water quality conditions are monitored at 23 stations by the College Creek Alliance, administered by the Keck Environmental Lab at the College of William and Mary. Their monitoring results are consistent with VADEQ, intermittently showing high levels of bacteria with no identifiable hotspots at this time. Overall dissolved oxygen appears to be within standards most of the time with areas of concern occasionally giving unacceptable results. The Chesapeake Bay Foundation, James City County, and the City of Williamsburg have been actively working together to clean up decades of pollution and trash disposal along College Creek. While progress has been made, tons of trash and debris are still present throughout the upper tributaries of the stream. In 2016, VADEQ listed the Creek for impairments to the benthic macroinvertebrate community which provide food for sport fish.

Known Problems:

- Water quality assessment shows moderate stress in the tributaries to College Creek.
- Within the James City County portion of the watershed, many aging neighborhoods have poor drainage and non-existent or failing stormwater infrastructure, resulting in ponding water in streets and yards.

Completed Studies and Plans:

- James Terrace Subdivision Water Quality Improvements Plan (2015)
- James Terrace Subdivision Drainage Alternatives Study (Kerr Environmental Services, 2011)
- James Terrace Drainage Study (WEG, 2008)

Completed Projects:

- James Terrace Drainage & Water Quality Improvements, Phases 1-3, were completed in 2017. Project won the “Best BMP in the Bay Award” for a retrofit project from the Chesapeake Stormwater Network.

Examples of College Creek Problems



Localized Flooding



Broken, Eroding Paved Ditches



Aging, Failing Storm Drains

Mill Creek Watershed Summary

Watershed Description:

The Mill Creek watershed is almost completely contained within James City County and, at approximately 6 square miles, is the County's smallest watershed. The watershed is the most developed of all county watersheds and is composed of shopping centers, strip malls, scattered office buildings and residential developments, many of these with aging or undersized drainage systems. Most of the residences and all of the commercial space lie in the upper half of the watershed, which means development is focused in headwater streams. The lower portion of the watershed is a part of the James River floodplain, and includes Lake Powell and portions of the Colonial NHP Parkway.

Water Quality Conditions:

The Commonwealth of Virginia has Mill Creek listed as polluted for enterococcus bacteria, fecal coliform bacteria, dissolved oxygen and polychlorinated biphenyls (PCBs). Currently, there are shellfish, swimming and fishing advisories in effect for Mill Creek. In 1992, VADEQ began monitoring one station in Mill Creek, and when the bacteria levels began to exceed state standards in 2006, Mill Creek was placed on Virginia's impaired waters list. In 2009, James City County began monitoring five locations for bacteria throughout the watershed. In 2010 James City County and the State of Virginia developed a plan to minimize the bacterial loadings in the watershed. The county has also funded the monitoring of aquatic insects which serve as indicators of polluted waters and the results show that overall Mill Creek water quality shows is fair to good in all areas currently sampled. In 2016, VADEQ reported the Creek as failing to meet recreational use standards due to high levels of bacteria.

Known Problems:

- Bacteria levels in Mill Creek are too high for recreational swimming or food consumption.
- Headwater streams throughout the watershed show signs of deterioration due to increased stormwater flows from development. Sediment from the eroding streams is causing problems for downstream properties throughout the watershed, by clogging available drainage areas and altering stream flow channels. Stream bank erosion occurs from upstream urbanization.
- Often during hurricanes, nor'easters, and other severe rainstorms, garage and yard flooding occurs in the lower watershed, with some lots flooding in a typical rainstorm.
- Assessments of the Mill Creek neighborhoods determined that about half the lawns are high maintenance, which can add excess nutrients into the waterways.
- Neck O' Land Road area is vulnerable to James River tidal flooding. On-going sea-level rise will contribute to increased impacts from tidal flooding.
- Most development occurred prior to current stormwater standards and the drainage systems are in need of repair, and/or upgrade.

Completed Drainage and Water Quality Improvement Plans & Projects:

- Brook Haven Drainage Improvements (2017)
- Mill Creek Watershed Management Plan (VHB 2011)
- Implementation Plan for the Fecal Coliform TMDL for the Mill Creek and Powhatan Creek (HRPDC, 2011)
- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek Action Plan (WRA 2017)
- Brook Haven Stream Restoration (2017)
- The Meadows Subdivision (Whistle Walk) Stream Restoration (2010)
- Winston Terrace Stream Restoration (2018)
- Jamestown Road Stream Restoration (under construction)
- Oxford Road Stream Restoration (under construction)
- The Foxes Stream Restoration (scheduled for 2019)
- Cooley Road Stream Restorations (scheduled for 2019)

Examples of Mill Creek Problems



Excessive Erosion from Uncontrolled Runoff



Utility Impacts and Sediment Load, Undercutting and Instability

Powhatan Creek Watershed Summary

Watershed Description:

The Powhatan Creek watershed is the largest watershed in James City County. Significant growth has occurred in this watershed over the past several years including New Town, Warhill, the Premium Outlet expansion, and new residential neighborhoods. The lower Powhatan floodplain area has increased due to upstream development and road crossings. The Powhatan Creek is the only County watershed with a non-tidal FEMA 100 yr floodplain due to the flooding conditions throughout the watershed.

Water Quality Conditions:

The Commonwealth of Virginia has Powhatan Creek on its impaired waters list for enterococcus bacteria, benthic macroinvertebrates, dissolved oxygen and polychlorinated biphenyls (PCBs). There are swimming and fishing advisories in effect for Powhatan Creek. In 2006, VADEQ listed Powhatan Creek as impaired for bacteria on its list of impaired waters due to the high bacteria counts at their two monitoring stations. James City County has been conducting bacteria sampling at seven locations since 2009, and consistent with VADEQ, shows no identifiable hotspots at this time. Bacteria counts are generally high. In 2010, James City County and the State of Virginia developed a plan to minimize the bacterial loadings which have been consistently showing high numbers. The county has also funded the monitoring of aquatic insects, which serve as indicators of polluted waters, since 2008. The overall results show that generally Powhatan Creek receives acceptable water quality scores most of the time. In 2016, VADEQ reported the Creek as failing to meet recreational use standards due to high levels of bacteria.

Known Problems:

- Various storm events have caused major flooding of garages, auxiliary structures, and at the Rte 5 culvert crossing downstream of the Greensprings Swamp. Increased stormwater volumes from upstream urbanization have resulted in an expansion of flood-prone areas.
- In 2000, using the Impervious Cover Model, six subwatersheds were sensitive, while five were impacted with respect to aquatic life. Now four are sensitive, and seven are impacted. Two subwatersheds are considered nearly unable to support aquatic life.
- Bacteria levels are too high for contact recreation or food consumption.

Completed Projects and Plans:

- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek Action Plan (WRA 2017)
- Essex Court (Scotts Pond #2) Stream Restoration (2015)
- Forest Glen Storm Drainage Improvement (scheduled for construction 2019)
- Upper Powhatan Creek Floodplain Study (WEG, 2011)
- Implementation Plan for the Fecal Coliform TMDL for the Mill Creek and Powhatan Creek (HRPDC, 2011)
- 2009 Powhatan Creek Floodplain Study (WEG, 2009)
- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek (VADEQ, 2008)
- Powhatan Creek Flood Study (WEG, 2008)
- Route 5 Culvert Crossing Flooding Study (WEG, 2008)
- Scotts Pond Stream Restoration Project (WEG, 2008)
- Powhatan Creek Watershed Management Plan (CWP, 2001)

Examples of Powhatan Creek Problems



Channel Erosion, Failed Concrete Swales, Immediately Upstream From Sanitary Sewer Laterals.

Skiffes Creek/James River Watershed Water Quality Summary

Watershed Description:

Skiffes Creek consists of tidal, low-lying lands with poor drainage and tidal impacts. The watershed runs through York County, the Yorktown Naval Weapons Station, the City of Newport News, and James City County. Habitat assessment ratings in most of the watershed are considered "excellent". One third of the watershed located within James City County is forested or open water areas. Development in Skiffes Creek watershed primarily consists of industrial (Ball Metal, BASF) and older residential neighborhoods with poor drainage systems and lack of stormwater treatment.

Water Quality Conditions:

Skiffes Creek is on Virginia's impaired waters list for fecal coliform bacteria, dissolved oxygen, PCBs and aquatic plants. At this time there are swimming, shellfish, and fishing advisories in effect for Skiffes Creek. In 1998, VADEQ added Skiffes Creek to its list of impaired waters due to the high bacteria counts at their monitoring station. VDH bacteria monitoring of Skiffes Creek caused it to be listed in 2005 for shellfish condemnation. The county has been funding the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that the overall water quality in the portion of Skiffes Creek located within James City County is good.

Known Problems:

- The Warwick River (Skiffes Cr) TMDL specifies a 92% reduction in fecal coliform in Skiffes Creek by reducing 91% from direct wildlife, 100% from direct human, 93% from direct livestock, 96% from land-based agriculture, 99% from residential, 85% from land-based wildlife.
- Stream channels in Skiffes Creek are highly eroded from uncontrolled stormwater runoff and aging infrastructure.
- Existing development contains very few stormwater treatment practices; the area has been subject to drainage problems due to flat topography and inadequate conveyance systems. This causes road and yard flooding to occur in typical rainstorms.

Completed Projects and Plans:

- Site Assessment and Conceptual Plan, James River Commerce Center (WEG 2010)
- Fecal Bacteria Total Maximum Daily Load Development for Warwick River (VADEQ 2007)
- Skiffes Creek Baseline Assessment and Conservation Plan (CWP 2005)
- Drainage Assessment Grove Neighborhood (DAA-HS 2017)
- James River Elementary School Water Quality Upgrades (2018)



Examples of Localized Flooding Due to Inadequate Stormwater Management



Stream Channel Erosion

Ware Creek Watershed Summary

Watershed Description:

The Ware Creek watershed is located in the most northern part of James City County, and drains into the York River. 75% of the Ware Creek watershed is undeveloped, and consists of forested lands, wetlands, and stream Resource Protection Areas. The rest of the area has been traditionally agricultural, while low-density residential neighborhoods and single-family homes are becoming more numerous within the area. Ware Creek watershed also encompasses some newer development, golf course communities, industrial areas such as Stonehouse Commerce Park and Hankins Industrial Park, and Highway 64 as part of its drainage area.

Water Quality Conditions:

Ware Creek is on Virginia's 2016 impaired waters list for fecal coliform, e. Coli bacteria, dissolved oxygen, and water clarity (SAV). There are swimming and shellfish advisories in effect. In 1998, VADEQ listed tidal Ware Creek as impaired for bacteria on its list of impaired waters due to the high bacteria counts at their monthly monitoring station. High bacteria counts from VADEQ's bacteria monitoring of the Ware Creek main-stem area caused it to be listed in 2010. A Total Maximum Daily Load (TMDL) has been written for Ware Creek which gives an account of the bacteria infractions and the numbers that would indicate an acceptable level. The county has also funded the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that overall Ware Creek water quality is acceptable most of the time.

Known Problems:

- Bacteria levels are too high for contact recreation or food consumption. Almost half of the bacteria loading comes from humans and pets. The current goal is a 100% reduction in bacteria from these sources.
- Upper Ware Creek tributaries have been eroded and are contributing to stream degradation due to increased stormwater flows from development. Sediment is being washed downstream and is clogging drainage areas.
- Stormwater infrastructure is in need of repair, maintenance, and/or upgrade. Effective stormwater treatment is essential in protecting Ware Creek water quality.

Completed Studies and Plans:

- TMDL Report for Chesapeake Bay Shellfish Waters: Ware Creek, Taskinas Creek, and Skimino Creek Bacterial Impairments (VADEQ, 2010)
- Ware Creek Watershed Management Plan (VHB 2017)
- Toano Area Drainage Assessment Study (AMT 2017)

Gordon Creek Watershed Summary

Watershed Description:

Gordon Creek watershed flows into the Chickahominy River, and then into the James River and includes Jolly Pond and Warburton Pond impoundments. The watershed is considered a rural forested and small tidal watershed, with 41% of the land in a Resource Protection Area, and 17% of the watershed publicly-owned. Current habitat assessments for most of Gordon Creek have been rated as “excellent” in terms of how well it should sustain life. Although this watershed is 86% forested, it has seen some development in the last few years, including two elementary schools, one middle school and the creation of Freedom Park and Interpretive Center. Chickahominy Riverfront Park is situated on the mouth of Gordon Creek and provides kayaks and boat launches for recreation opportunities.

Water Quality Conditions:

Gordon Creek is generally considered the most pristine of County waterways. It is not on the VADEQ impaired waters list, and currently there are no advisories in effect for it. The county has been funding the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that overall Gordon Creek water quality is good.

Known Problems:

- The waterway is heavily used for recreation and is often affected by impairments in the lower Chickahominy River which move upstream with tidal action.
- The largest concern with Gordon Creek is the need to preserve and protect the current good water quality conditions.

Completed Studies and Plans:

- Gordon Creek Watershed Management Plan (VHB, 2011)
- The Gordon Creek Baseline Assessment and Conservation Area Report (CWP, 2008)
- Jolly Pond Dam Alternatives Analysis (Timmons Group, 2008)

Diascund Creek Watershed Summary

Watershed Description:

The Diascund Creek Watershed is in the northwestern part of the County and borders the Diascund Creek reservoir, a drinking water source for the City of Newport News. Diascund Creek drains into the Chickahominy River before reaching the James River. The watershed is very lightly developed and is mostly rural residential, with forested upland and pastureland.

Water Quality Conditions:

VADEQ has Diascund Creek reservoir listed as polluted for mercury and is listed as impaired for fishing due to mercury toxicity in the tissues of Bass and Bowfin. The tidal portion of Diascund Creek is impaired for enterococcus bacteria, which indicates that people could get sick if they swim in the creek and are advised not to do so. In 2010, when the bacteria levels began to exceed state standards, Diascund Creek was put on Virginia's impaired waters list. Through the water quality monitoring efforts of County staff and citizen volunteers, the results show that water quality is only marginally acceptable. In 2016, VADEQ listed Diascund Creek as impaired for bacteria and fish consumption due to mercury.

Known Problems:

- The waterway is heavily used for recreation and is often affected by impairments in the lower Chickahominy River which move upstream with tidal action.
- The wastewater treatment in the watershed depends on individual septic systems and may contribute to higher bacteria levels.

Completed Studies and Plans:

- Bacteria TMDL Development for Lower Chickahominy River Watershed (VADEQ 2017)
- Diascund Creek Watershed Management Plan (JCC scheduled to begin FY19)

Watershed	Project Name	Project Description	Estimated Cost	Human Injury					Property Damage						Habitat			Water Quality			Economic Development			WSMP			Match			Regulatory Requirement			Timing			SPAC CRITERIA SCORE						
				Reduce potential for human injury or illness					Mitigate impacts related to flooding			Mitigate impacts related to drainage system			Address damages per lot			Address damage potential for			Promote / improve habitat to support healthy watershed			Promote / improve water quality			Promote a balanced local economy / contribute positively to quality of life			Execute a watershed plan or other JCC Stormwater Capital plan			Use non-JCC funds for a portion of the project				Assists JCC in meeting federal or state law			be ready to construct within 12 months		
				immediate, direct result affecting ≥ 10 people	immediate, direct result affecting < 10 people	general, indirect result affecting ≥ 25 people	general, indirect result affecting < 25 people	no effect	immediate, direct result	general, indirect result	No effect	immediate, direct result	general, indirect result	No effect	≥ \$25K	\$10K to <\$25K	<\$10K	Does not address	≥25 lots	10 to <25 lots	<10 lots	Does not address	immediate, direct result	general, indirect result	no effect	immediate, direct result	general, indirect result	No effect	immediate, direct result	general, indirect result	No effect	direct implementation	indirect implementation	does not implement	>50%		0-50%	0%	existing law	proposed within 5 years	No	be ready to construct within 12 months
				30	20	20	10	0	30	15	0	30	15	0	30	20	10	0	30	15	0	30	15	0	30	15	0	30	15	0	30	15	0	30	15	0	20 or 0	20 or 0	20 or 0	390		
YR	Woodland Farms SR	Project will protect property and improve water quality by restoring 2,385 LF of stream	\$1,400,000			20			0	0		10			20				30			30		0		30		15		30		20	20	0	225							
WC	Barhamsville Rd SR	Project will protect property and improve water quality by restoring 800 LF of stream	\$520,000			20			0	0		10			10				30			30		15		30		15		15		0	20	0	195							
WC	Upper France Swamp SR	Project will protect property and improve water quality by restoring 800 LF of stream downstream from new Toano BMP, preventing further degradation	\$260,000			20			0	0		30			10				30			30		0		30		15		0		0	20	0	185							
WC	Western France Swamp SR	Project will protect property and improve water quality by restoring 620 LF of headwater stream	\$403,000			20			0	30		10			20				30			30		0		30		15		0		0	20	0	205							
YR	Skimino Cr WSMP Retrofits	Implements high priority projects in the Skimino Creek WSMP	TBD			20			0	15		20			20				30			30		0		30		0		15		0	20	0	200							
PC	JCC Rec Center WQ Upgrades	Upgrades existing outdated stormwater treatment facilities	\$346,000			20			15	15		10			10				30			30		15		15		0		15		0	0	0	175							
MC	Kathryn Ct Stream Restoration	Project supports Winston Terrace SR and helps to reduce down stream flooding	\$400,000			20			30	30		20			20				30			30		0		30		0		15		0	0	0	225							
MC	Edgewood Lane SR	Project will protect property and improve water quality by restoring 300 LF of headwater stream, supports Jamestown Rd SR	\$400,000			20			0	30		10			10				30			30		0		30		15		0		0	20	0	195							
DC	Diascund Cr WSMP Retrofits	Implements high priority projects in the Diascund Creek WSMP	TBD			20			0	15		20			20				30			30		0		30		0		15		0	20	0	200							

Watershed	Project Name	Project Description	Estimated Cost	Human Injury					Property Damage						Habitat			Water Quality			Economic Development			WSMP			Match			Regulatory Requirement			Timing			SPAC CRITERIA SCORE				
				Reduce potential for human injury or illness					Mitigate impacts related to flooding		Mitigate impacts related to drainage system		Address damages per lot		Address damage potential for		Promote / improve habitat to support healthy watershed			Promote / improve water quality			Promote a balanced local economy / contribute positively to quality of life			Execute a watershed plan or other JCC Stormwater Capital plan			Use non-JCC funds for a portion of the project			Assists JCC in meeting federal or state law			be ready to construct within 12 months					
				immediate, direct result affecting ≥ 10 people	immediate, direct result affecting < 10 people	general, indirect result affecting ≥ 25 people	general, indirect result affecting < 25 people	no effect	immediate, direct result	general, indirect result	immediate, direct result	general, indirect result	No effect	≥ \$25K	\$10K to <\$25K	<\$10K	Does not address	≥25 lots	10 to <25 lots	<10 lots	Does not address	immediate, direct result	general, indirect result	no effect	immediate, direct result	general, indirect result	No effect	immediate, direct result	general, indirect result	No effect	direct implementation	indirect implementation	does not implement	>50%	0-50%		0%	existing law	proposed within 5 years	No
				30	20	20	10	0	30	15	0	30	15	0	30	20	10	0	30	15	0	30	15	0	30	15	0	30	15	0	30	15	0	30	15	0	20 or 0	20 or 0	20 or 0	
SC	Columbia Drive SR	Project will protect property and improve water quality by restoring 1150 LF of headwater stream	\$750,000			20				0				0														0							0	20	20	180		
GC	Freedom Park WQ Upgrades	Project will protect property and improve water quality by upgrading outdated and failing stormwater management facilities	\$584,000			30				0		15			0													0							0	20	20	160		

Project	FY19	FY20	FY21	FY22	FY23	Total
Grove Drainage & Water Quality Improvements	\$574,000	\$463,500	\$500,000			\$1,537,500
Toano Drainage & Water Quality Improvements	\$574,000	\$663,500	\$200,000	\$300,000		\$1,737,500
James Terrace Drainage Improvements Ph 4 & 5					\$450,000	\$450,000
Woodland Farms Stream Restoration	\$1,345,000					\$1,345,000
Ware Creek Watershed Management Plan Retrofits *			\$752,000	\$750,000		\$1,502,000
Barhamsville Rd Stream Restoration		\$520,000				\$520,000
Upper France Swamp Stream Restoration		\$300,000				\$300,000
Western France Swamp Stream Restoration		\$420,000				\$420,000
Skimino Creek Watershed Management Plan Retrofits **		\$200,000	\$752,000	\$750,000		\$1,702,000
JCC Recreation Center WQ Upgrades		\$46,000			\$300,000	\$346,000
Mill Creek Watershed Plan Retrofits***						
Kathryn Court Stream Restoration				\$400,000		\$400,000
Edgewood Lane Stream Restoration				\$400,000		\$400,000
Diascund Creek Watershed Management Plan Retrofits****					\$550,000	\$550,000
Columbia Drive Stream Restoration					\$750,000	\$750,000
Freedom Park Water Quality Upgrades					\$584,000	\$584,000
Fiscal Year Totals	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$2,634,000	\$12,544,000
* BOS Approved in FY17, highest priority projects lists, developing additional projects for out years						
** scheduled for completion in FY18, developing project list for out years						
*** completed in FY12, these projects complete the plan's priority projects, reducing drainage and localized flooding impacts						
**** scheduled completion FY21						

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Buses for new school

Location

James Blair Middle School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

1 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

10-15 years

Improvements begin

7/1/2018

Improvements completed

8/31/2019

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$545,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,000.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$545,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

There are currently three middle schools in the Division.

Requested change/project description

Purchase of five (5) additional buses to accommodate the addition of a fourth middle school (James Blair).

Need for project, benefit and why this is the optimal solution

The opening of James Blair Middle School will require additional buses to support pupil transportation.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth

in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students and parents

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

Yes

Puts an additional five (5) school buses on the roads, which increases traffic.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

N/A

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

C. Does this replace an outdated system?

N/A

D. Does the facility/system represent new technology that will provide enhanced services?

N/A

E. Does the project extend service for desired economic growth?

N/A

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

N/A

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

Yes

Will require five (5) new bus driver positions.

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

School bus transportation alleviates the need for parents to drive their children to school.

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

5 new bus drivers

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

N/A

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY19 per our CIP schedule. James Blair opens in Sept. 2018.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

N/A

E. Will it be more economical to build multiple projects together (reduced construction costs)?

N/A

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

N/A

K. Does the project use an existing County-owned or controlled site or facility?

N/A

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Exterior sewer line replacement

Location

Lafayette High School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

2 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30-40 years

Improvements begin

7/1/2018

Improvements completed

6/30/2019

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

The original clay pipes have deteriorated and have root intrusion. Numerous backups have occurred over the past several years.

Requested change/project description

Replace exterior sewer lines to entire building.

Need for project, benefit and why this is the optimal solution

Numerous backups have occurred over the past several years. The pipes cannot be repaired so replacing them is the only alternative.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, staff and community

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Yes

Numerous sewer backups

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

In FY17 the schools Operations department spent over \$80,000 on emergency repairs and detailed exam of the system

C. Does this replace an outdated system?

Yes

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Sewer backups will cease due to this issue

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

Yes

School Operations spent over \$80,000 in FY17 to repair this system.

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

N/A

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

As soon as funding is available. School operations hired Brown and Caldwell in Dec. 2017 after numerous backups and repairs. Full extent of the problem is now known and repairs can begin as soon as funding is received and the bid process is completed.

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

School Expansion

Location

Jamestown High School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

3 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

50+ years

Improvements begin

7/1/2019

Improvements completed

8/31/2021

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$928,877.00	\$0.00	\$0.00	\$0.00	\$928,877.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$10,763,356.00	\$0.00	\$0.00	\$10,763,356.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$928,877.00	\$10,763,356.00	\$0.00	\$0.00	\$11,692,233.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 6: High quality education

Goal 2: Modern infrastructure, facilities and technology systems

Goal 7: Fiscally efficient government

Current condition/situation

Jamestown is currently over capacity. Enrollment is projected to increase. Current cafeteria space is inadequate to accommodate an increased student population.

Addition will replace two trailers (4 classrooms) expected to be on site from 2018 on.

Requested change/project description

This project increases the cafeteria space and adds additional instructional space.

Need for project, benefit and why this is the optimal solution

It is more fiscally prudent to expand our current high schools than to build a new facility.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

Yes

The project will impact traffic flow around the school site during construction, especially at arrival and dismissal along Eagle Way and at the stop light on John Tyler.

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

Yes

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

All FFE for the cafeteria and new classroom spaces are included in the overall construction budget.

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

Classroom space is needed by 9/1/2021

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

School Expansion

Location

Warhill High School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

4 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

50+ years

Improvements begin

7/1/2020

Improvements completed

8/31/2022

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$405,009.00	\$0.00	\$0.00	\$405,009.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$4,698,444.00	\$0.00	\$4,698,444.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$405,009.00	\$4,698,444.00	\$0.00	\$5,103,453.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Goal 7: Fiscally efficient government

Current condition/situation

Warhill High School is current over capacity and enrollment is projected to increase.

Requested change/project description

This project adds additional instructional space.

Need for project, benefit and why this is the optimal solution

It is more fiscally prudent to expand our current high schools than to build a new facility.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

Yes

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
No

C. Will the new facility require significant annual maintenance?
No

D. Will the new facility require additional equipment not included in the project budget?
No

All FFE for the project is included in the construction budget.

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
No

F. Will the efficiency of the project save money?
No

G. Are there revenue generating opportunities (e.g. user fees)?
No

H. Does the project minimize life-cycle costs?
No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?
No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

Additional classroom space is required by 9/1/2023

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

No

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

School Expansion

Location

Lafayette High School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

No

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

5 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

50+ years

Improvements begin

7/1/2021

Improvements completed

8/31/2023

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$254,229.00	\$0.00	\$254,229.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,945,882.00	\$2,945,882.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$254,229.00	\$2,945,882.00	\$3,200,111.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 7: Fiscally efficient government

Goal 6: High quality education

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

Lafayette High School is over capacity and enrollment is projected to increase.

Requested change/project description

Add instructional spaces

Need for project, benefit and why this is the optimal solution

It is more fiscally prudent to expand our current high schools than to build a new facility.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

No

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

Yes

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

No

B. Does the project directly promote improved health or safety?

No

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

Yes

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

All FFE is included in the construction budget

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

Classroom space is needed by 9/1/2024

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$319,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319,815.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$319,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319,815.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

The current parking rear parking lot at Matthew Whaley is unpaved and keeps eroding.

Requested change/project description

This project would add 46 paved parking spaces to the rear of the building and adds a BMP.

Need for project, benefit and why this is the optimal solution

The parking area is uneven and is a slip/trip/fall hazard during inclement weather.

One-time costs and residual or salvage value at the end of ownership

Total project cost is estimated at \$321,301 for design and construction.

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

N/A

B. Does the project increase or enhance recreational opportunities and/or green space?

Yes

Improved parking for field and school usage.

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents, staff and community

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the

County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

Yes

Positive impact with improved flow and parking

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

Yes

Excessive costs maintaining gravel lot

C. Does this replace an outdated system?

No

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

Less risk of falls on ground

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY19 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$110,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,176.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$110,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,176.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

This ensures that staff has more control over who enters the building and where they go.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

The new design supports the security protocol

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The design and access control system supports enhanced security protocols

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY19 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Entrance redesign

Location

Lafayette High School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

8 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30-40 years

Improvements begin

7/1/2019

Improvements completed

8/31/2020

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$110,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,177.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$110,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,177.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

This ensures that staff has more control over who enters the building and where they go.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

The new design supports the security protocol

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The design and access control system supports enhanced security protocols

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

FY19 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Entrance Redesign

Location

James River Elementary School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

9 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30-40 years

Improvements begin

7/1/2020

Improvements completed

8/31/2021

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$39,669.00	\$0.00	\$0.00	\$0.00	\$39,669.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$39,669.00	\$0.00	\$0.00	\$0.00	\$39,669.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non- Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

Ensures staff has more control over who enters the building and where they go.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

N/A

C. Does this replace an outdated system?

Yes

The design and access control system supports enhanced security protocols.

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The design and access control system supports enhanced security protocols.

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY20 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Entrance Redesign

Location

Stonehouse Elementary School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

10 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

30-40 years

Improvements begin

7/1/2020

Improvements completed

8/30/2021

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$162,055.00	\$0.00	\$0.00	\$0.00	\$162,055.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$162,055.00	\$0.00	\$0.00	\$0.00	\$162,055.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

This ensures that staff has more control over who enters the building and where they go.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

Yes

The new design supports the security protocol

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The new access control system supports enhanced security protocols

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY20 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title	Location
Entrance redesign	Toano Middle School

What kind of request is this?
Capital project request

Has this project already been adopted in a previous CIP budget?
Yes

Employee submitting request	Email
Susan Gardner	susan.gardner@wjccschools.org

Department/Division	Priority
Schools	11 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?
30-40 years

Improvements begin	Improvements completed
7/1/2020	8/30/2021

Previous funding

FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed property acquisition

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$129,814.00	\$0.00	\$0.00	\$0.00	\$129,814.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$129,814.00	\$0.00	\$0.00	\$0.00	\$129,814.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Goal 6: High quality education

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

This ensures that staff has more control over who enters the building and where they go.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

No

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

Yes

The new design supports the security protocol

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The new access control system supports enhanced security protocols

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

N/A

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

FY20 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: Pending...

FMS: Pending...

Admin: Pending...

Project title Entrance redesign	Location Laurel Lane Elementary School
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What kind of request is this?
Capital project request

Has this project already been adopted in a previous CIP budget?
Yes

Employee submitting request Susan Gardner	Email susan.gardner@wjccschools.org
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Department/Division Schools	Priority 12	13
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Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?
30-40 years

Improvements begin 7/1/2021	Improvements completed 8/30/2022
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Previous funding

FY 2018 \$0.00	FY 2017 \$0.00	FY 2016 \$0.00	FY 2015 \$0.00	FY 2014 \$0.00
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Proposed property acquisition

FY 2019 \$0.00	FY 2020 \$0.00	FY 2021 \$0.00	FY 2022 \$0.00	FY 2023 \$0.00	Total \$0.00
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Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$75,159.00	\$0.00	\$0.00	\$75,159.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$93,159.00	\$0.00	\$0.00	\$93,159.00

Additional annual operating expenses

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

Visitors to the building can access any area once admitted through the front entrance. This is a potential security risk.

Requested change/project description

This project would redesign the entrance so that all traffic entering the building must funnel through the front office.

Need for project, benefit and why this is the optimal solution

Ensures that staff has more control over who enters the building and where they go after gaining entrance.

One-time costs and residual or salvage value at the end of ownership

N/A

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

Yes

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits students, parents and staff

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

The new design supports the security protocol

D. Does the facility/system represent new technology that will provide enhanced services?

Yes

The new design and access control system supports enhanced security protocols

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

N/A

Timing and location

A. When is the project needed?

FY21 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

No

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

Capital Project Request

Project Details

Project Status

Department Supervisor: **Pending...**

FMS: **Pending...**

Admin: **Pending...**

Project title

Well removal

Location

Berkeley Middle School

What kind of request is this?

Capital project request

Has this project already been adopted in a previous CIP budget?

Yes

Employee submitting request

Susan Gardner

Email

susan.gardner@wjccschools.org

Department/Division

Schools

Priority

13 13

Proposed Schedule & Cost

How long is facility or equipment anticipated to be used?

50+ years

Improvements begin

7/1/2021

Improvements completed

8/31/2022

Previous funding

FY 2018

\$0.00

FY 2017

\$0.00

FY 2016

\$0.00

FY 2015

\$0.00

FY 2014

\$0.00

Proposed property acquisition

FY 2019

\$0.00

FY 2020

\$0.00

FY 2021

\$0.00

FY 2022

\$0.00

FY 2023

\$0.00

Total

\$0.00

Design and engineering cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Construction cost

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$77,661.00	\$0.00	\$0.00	\$77,661.00

Furniture, fixtures and equipment

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Proposed capital budget

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
\$0.00	\$0.00	\$77,661.00	\$0.00	\$0.00	\$77,661.00

Additional annual operating expenses

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Non-Personnel: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New annual revenue generated

Do you expect new annual revenue to be generated from new facility or equipment?

No

Project Narrative

Which Strategic Plan goal(s) does this request relate to?

Goal 2: Modern infrastructure, facilities and technology systems

Current condition/situation

There is an old well on the property that the City has requested we remove.

Requested change/project description

Remove well

Need for project, benefit and why this is the optimal solution

Removing the well will prevent any accidents at the well site.

One-time costs and residual or salvage value at the end of ownership

\$0

Additional material

Evaluation Questions

General

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?

Yes

B. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?

Yes

C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?

Yes

Quality of life

A. Does the project increase or enhance educational opportunities?

N/A

B. Does the project increase or enhance recreational opportunities and/or green space?

No

C. Will the project mitigate blight?

No

D. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?

Yes

Benefits the safety of students, parents, staff and community members that visit the property

E. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?

No

F. Does the project affect traffic positively or negatively?

N/A

G. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

No

Infrastructure

A. Is there a facility being replaced that has exceeded its useful life and to what extent?

No

B. Do resources spent on maintenance of an existing facility justify replacement?

No

C. Does this replace an outdated system?

No

Removes an old well

D. Does the facility/system represent new technology that will provide enhanced services?

No

E. Does the project extend service for desired economic growth?

No

Economic development

A. Does the project have the potential to promote economic development in areas where growth is desired?

No

B. Will the project continue to promote economic development in an already developed area?

No

C. Is the net impact of the project positive?

N/A

D. Will the project produce desirable jobs in the County?

No

E. Will the project rejuvenate an area that needs assistance?

No

Health and public safety

A. Does the project directly reduce risks to people or property (i.e. flood control)?

Yes

B. Does the project directly promote improved health or safety?

Yes

C. Does the project mitigate an immediate risk?

No

Impact on operational budget

A. Will the new facility require additional personnel to operate?

No

B. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?

No

C. Will the new facility require significant annual maintenance?

No

D. Will the new facility require additional equipment not included in the project budget?

No

E. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.

No

F. Will the efficiency of the project save money?

No

G. Are there revenue generating opportunities (e.g. user fees)?

No

H. Does the project minimize life-cycle costs?

No

Regulatory compliance

A. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?

No

B. Will the future project impact foreseeable regulatory issues (5-10 years)?

No

C. Does the project promote long-term regulatory compliance (more than 10 years)?

No

D. Will there be a serious negative impact to the County if compliance is not achieved?

No

E. Are there other ways to mitigate the regulatory concern?

No

Timing and location

A. When is the project needed?

FY21 per our CIP schedule

B. Do other projects require this one to be completed first?

No

C. Does the project require others to be completed first? If so, what is the magnitude of potential delays (acquisition of land, funding and regulatory approvals)?

No

D. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?

Yes

E. Will it be more economical to build multiple projects together (reduced construction costs)?

Yes

F. Will it help in reducing repeated neighborhood disruptions?

No

G. Will there be a negative impact of the construction and if so, can this be mitigated?

No

H. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?

No

I. Are there inter-jurisdictional considerations?

Yes

City of Williamsburg has asked us to remove the well

J. Does the project conform to Primary Service Area policies?

Yes

K. Does the project use an existing County-owned or controlled site or facility?

Yes

L. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?

No

M. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?

No

Special considerations

A. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?

No

B. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?

No

C. Is there a significant external source of funding that can only be used for this project and will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives and private donations)?

No

Review

What is your role?

Employee submitting request

Thank you for updating your submission. Reminder: You will not be able to make changes once the approval process starts. Please click "Submit" to save your edits.

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA James City County Planning Commission

SUMMARY

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (no weighting- if one of the below categories applies, project should be given special funding priority) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

ITEM SUMMARY

DATE: 2/8/2018
TO: The Policy Committee
FROM: Paul D. Holt, III, Secretary
SUBJECT: Annual Review of the Planning Commission Bylaws

Several years ago, there was discussion among some Planning Commission members about wanting to review the Planning Commission Bylaws on an annual basis. While amendments may not be warranted on an annual basis, the Commission members find that such a review constitutes a best practice.

Staff looks forward to Policy Committee discussion and input on February 8.

ATTACHMENTS:

	Description	Type
☐	Currently adopted PC Bylaws	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Policy Secretary	Secretary, Policy	Approved	2/1/2018 - 12:11 PM
Publication Management	Burcham, Nan	Approved	2/1/2018 - 1:35 PM
Policy Secretary	Secretary, Policy	Approved	2/2/2018 - 8:29 AM

BYLAWS

PLANNING COMMISSION

COUNTY OF JAMES CITY, VIRGINIA

ARTICLE I. OBJECTIVES

This Planning Commission (the "Commission") was established by the Board of Supervisors of James City County (the "Board") on April 13, 1953, to direct the development of James City County (the "County") and ensure its prosperity, health, safety, and general welfare, in accordance with Chapter 22, Title 15.2, Article 2, *Code of Virginia*, 1950, as amended (the "Virginia Code").

The Commission shall be responsible for making recommendations to the board of supervisors on all phases of county planning, including a comprehensive plan, long-range planning, zoning, and subdivision regulations. The Commission shall also be responsible for preparing and submitting annual capital improvement programs to the governing body, in accordance with applicable state code. It shall also have the powers and duties provided by general law and such other powers and duties as may be assigned by the board of supervisors.

ARTICLE II. MEMBERSHIP

The Commission shall consist of 7 or 9 residents of the county, each appointed by the Board for a term of four years.

ARTICLE III. MEETINGS

1. All meetings of the Commission shall be open to the public.
2. Special meetings of the Commission may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall deliver (via hand delivery, U.S. Mail, or electronic mail, return receipt requested) to all members, at least five days in advance of a special meeting, a written notice fixing the time, place and the purpose of the meeting.
3. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or at a previous special meeting at which all members were present.
4. A quorum of the Commission shall consist of a majority of the members of the Commission and a physical quorum is required. Notwithstanding, Planning Commissioners may participate in any meeting wherein the public business is discussed or transacted through electronic communication in accordance with §2.2-3708.1 of the Code of Virginia.
5. No action of the Commission shall be valid unless approved by a majority vote of those present and voting.

6. The annual meeting for the election of officers (Chair and Vice Chair) shall be held as the first order of business at a regular meeting to occur the third week of March of each year and thereafter the newly elected officers shall preside at the regular meeting in April. When a vacancy occurs for the Chair or Vice Chair, an election shall be held on the next regular meeting date.
7. All minutes and records of the Commission of its meetings, resolutions, transactions and votes, shall be kept by the Secretary.
8. The commission, by resolution adopted at a regular meeting, may fix the day or days to which any meeting shall be continued if the chair, or vice-chair if the chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.

ARTICLE IV. OUTSIDE MEETINGS WITH APPLICANTS

1. Planning Commissioners are permitted to meet with applicants outside of a Planning Commission meeting or public hearing pursuant to the following:
 - a. Commissioners shall publicly disclose all meetings by reporting them verbally at the Planning Commission meeting where the case is scheduled for public hearing.
 - b. Commissioners may find it helpful to contact Planning Division staff prior to such meetings to gather facts about the application; the staff may attend such meetings if requested by the Commission and approved by the Planning Director or designee.
 - c. The purpose of such meetings is limited to fact finding and clarification for all parties.
 - d. Commissioners should endeavor to include one other Commissioner, when possible, in the meeting.
 - e. Following such meeting, a summary of the discussion shall be provided to all Commission members.
 - f. Commissioners shall not make a commitment of their voting intent.

ARTICLE V. MATTERS PENDING BEFORE THE COMMISSION

1. All matters which require an advertised public hearing in accordance with Section 15.2-2204 of the Virginia Code and which meet submittal requirements filed with the Planning Division at least six weeks before the regular meeting are to be placed on the agenda for the advertised public hearing. All other matters filed at least 15 days before the regular meeting in the Planning Division are to be placed on the agenda. Any matter not placed on the agenda in advance of the meeting can be considered at the meeting by a majority vote of the Commission.

2. For each public hearing, notices shall be forwarded to the Commission members no less than 7 days prior to the public hearing.

ARTICLE VI. HEARINGS

1. Advertised public hearings shall be scheduled during a regular meeting, except in the event of a joint public hearing between the Commission and the Board.
2. For each public hearing item, presentations by staff, applicants, individuals or groups shall be limited as follows:
 - a. Presentations by staff, applicants and groups are limited to 15 minutes each;
 - b. Comments by individuals are limited to 5 minutes each.
 - c. At a meeting, the time limits set forth in a, b, and/or c above may be extended at the discretion of the Chair.

ARTICLE VII. VOTING

1. No member present shall abstain from voting on a roll call vote unless a member has a conflict of interest in the matter being voted upon. For the purposes of this paragraph, a "conflict of interest" shall exist when there is an actual conflict: (1) pursuant to the Virginia State and Local Government Conflict of Interests Act, Section 2.2-3100 et seq. of the Virginia Code; or (2) pursuant to any applicable policy adopted by the Board of Supervisors; or (3) as stated by the Commission member unless objected to by a majority vote of the members of the Commission.
2. In reporting a vote to the Board, the Secretary shall indicate (in writing) the recorded roll call vote, including any abstentions.

ARTICLE VIII. DUTIES

A. CHAIR

The Chair shall have the following duties:

1. Preside at meetings and hearings of the Commission;
2. When authorized by the Commission, the Chair shall affix to any documents its signature on the Commission's behalf;
3. The Chair or the Chair's designee shall represent the Commission and keep it informed when not in session;
4. The Chair shall appoint all members and Chairs of committees and subcommittees; and

5. The Chair or the Chair's appointee shall act as a liaison to the Williamsburg and York County Planning Commissions.

B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair during the absence or disability of the Chair.

C. SECRETARY

The Secretary of the Commission shall be the Director of Planning and shall have the following duties:

1. Keep a record of all regular, adjourned regular, special, and adjourned special meetings and public hearings and transcribe in a minute book of the Commission;
2. Prepare and cause to be delivered all notices of all meetings required to be sent under these Bylaws to Commission members;
3. Have charge of all official books, papers, maps, and records of the Commission and conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Commission as directed by the Chair or reflected by valid actions of the Commission;
4. Receive minutes of all committee meetings and preserve these as official records of the Commission; and
5. Notify the Vice Chair, by telephone or in person, on the day the Chair informs the Secretary that they will not be present at a scheduled meeting. It is the duty of the Secretary to brief the Vice Chair on items to come before the Commission when the Vice Chair presides.

D. MEMBER DUTIES

Members of the Commission shall have the duties assigned to it by the Virginia Code, the County Charter, and as assigned by the Board. With respect to attendance at meetings, the Commission shall have the following specific duties:

1. Attend regular, adjourned regular, special and adjourned special meetings and public hearings;
2. Attend regular, adjourned regular, special, and adjourned special committee meetings to which the member is appointed;
3. Represent the Commission at Board meetings in rotation; and
4. Attend ad-hoc committee meetings as agreed to by the Commission.

ARTICLE IX. COMMITTEES

1. The Director of Planning or the Director's designee shall serve as a non-voting, ex officio member of all standing and special committees.
2. All committee reports written or oral shall be an official record of the Commission.
3. The following committees and their Chair shall be appointed by the Commission Chair within thirty days after the Chair takes office:
 - a. Development Review Committee. This Committee shall be composed of at least four members and have the following responsibilities:
 1. Review those applications for subdivisions which are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission;
 2. Review those site plan applications that are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission.
 3. Review those applications, where provided by law and as more specifically provided therein, that serve as an appeal of a decision by the planning director or his designee.
 4. Unless otherwise provided for by law, such decisions of the DRC shall be recommendations which are then forwarded to the full Commission for action.
 - b. Policy Committee. This Committee shall be composed of at least four members and shall have the following responsibilities:
 1. Address long-range planning goals of the Commission and explore strategies for achieving them; and
 2. Address ways to maintain and improve working relationships between the Commission, other County organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
 3. Conduct the Commission's initial review of the Capital Improvement Plan.
 4. Recommend and prepare new and revised policies for the Commission.
 5. Conduct the Commission's initial review of ordinance amendments, as directed by the Chair of the Commission.
 - c. Leadership Committee. This committee shall be composed of three members; the Chair and Vice Chair of the Commission and the Chair of the Policy Committee.

The Leadership Committee shall review concerns raised regarding the conduct of the Commission or any one of its members acting in his or her official capacity. The Leadership Committee shall, if deemed necessary by the Leadership Committee, recommend appropriate remedial measures to the Commission.

ARTICLE X. PARLIAMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE

The Commission shall follow the most recent edition of Robert's Rules of Order, and more specifically, the provisions which pertain to the "conduct of business in boards" and in particular, the "Procedure in Small Boards."

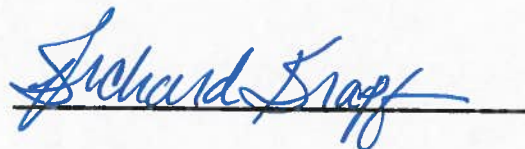
ARTICLE XI. AMENDMENT

Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the Commission voting members only after a minimum 30 days' prior notice is given and only at a regular scheduled meeting.

ARTICLE XII. MISCELLANEOUS

The Commission may suspend any of these rules by not less than a two-thirds (2/3) vote of those Commission members present and voting at the meeting.

Adopted November 28, 1978
Amended July 10, 1990
Amended May 12, 1992
Amended March 8, 1994
Amended May 4, 1998
Amended June 1, 1998
Amended June 3, 2002
Amended August 5, 2002
Amended January 12, 2004
Amended January 6, 2010
Amended April 7, 2010
Amended March 5, 2014
Amended March 4, 2015

A handwritten signature in blue ink, reading "Richard Krapf", is written over a horizontal line.

Richard Krapf, Chairman