

**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 13, 2020**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MINUTES**

**D. OLD BUSINESS**

1. ZO-0011-2016. Proposed Ordinance Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities, Stage III

**E. NEW BUSINESS**

1. FY 2021-2025 Capital Improvements Program Review

**F. ADJOURNMENT**



**ITEM SUMMARY**

DATE: 2/13/2020

TO: The Policy Committee

FROM: Tom Leininger, Planner

SUBJECT: ZO-0011-2016. Proposed Ordinance Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities, Stage III

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	1. Draft Ordinance Language - Section 24-2 (Definitions)	Backup Material
☐	2. Draft Ordinance Language - Division 6 - Communications Facilities Sec. 24-122 through 24-128	Backup Material
☐	3. Draft Ordinance Language – Use list for each Zoning District	Backup Material
☐	4. Wireless Communication Facilities Va. Code §§ 15.2-2316.3 to -2316.5	Backup Material
☐	5. Minutes from the November 14, 2019 Policy Committee Meeting	Backup Material
☐	6. Draft Amendments to Performance Standards for CATS Policy	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/7/2020 - 2:39 PM
Policy	Holt, Paul	Approved	2/7/2020 - 2:46 PM
Publication Management	Daniel, Martha	Approved	2/7/2020 - 2:50 PM
Policy Secretary	Secretary, Policy	Approved	2/7/2020 - 2:52 PM



## MEMORANDUM

DATE: February 13, 2020

TO: The Policy Committee

FROM: Tom Leininger, Planner

SUBJECT: ZO-0011-2016. Proposed Ordinance and Policy Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities, Stage III

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In 2017 and 2018, the General Assembly passed legislation requiring changes to how local Zoning Ordinances may treat applications for wireless communications facilities. Those State Code changes, combined with recent Federal Communications Commission (FCC) decisions regarding facilities intended to support the deployment of 5G technology, continue to effectively erode local zoning authority. As in 2016, James City County will need to once again update its Zoning Ordinance to be consistent with state and federal requirements. In Stage I, staff identified issues and possible directions for the proposed amendments. In Stage II, staff provided the initial draft of the revised Ordinance language for Committee review. In this Stage III memorandum, staff drafted the final Ordinance accounting for any Policy Committee comments as well as including the new elements listed below.

The 2035 Comprehensive Plan lends support to these possible Ordinance amendments through goals, strategies, and actions in the Community Character (CC) Section. CC 7.1 states that the County should “update the Wireless Communications Division of the Zoning Ordinance as necessary to accommodate the use of new and emerging wireless communications services.”

At the December 13, 2018 Policy Committee meeting, staff introduced a brief summary of the new legislation to the Policy Committee.

At the May 9, 2019 Policy Committee meeting, staff summarized the differences between the current Zoning Ordinance and the changes that would need to be made to comply with State Code changes. Staff introduced the different facility types and application types covered in the new regulation. The Policy Committee advised staff to revise the Zoning Ordinance to comply with State Code.

At the November 14, 2019 meeting, staff presented the draft Ordinance for both definitions and Division 6 of the Zoning Ordinance. The Committee had no comments or suggested changes to the draft Ordinance language.

As a reminder of the revisions presented at the last meeting, staff has provided draft Ordinance language to Section 24-2 - Definitions to ensure that the Zoning Ordinance complies with State Code. As shown in Attachment No. 1, the draft language has revised the definitions section to incorporate new terms and also redefined terms to better align with State Code.

Staff has also proposed a series of updates to Division 6 - Communication Facilities including changing the title of Section 24-122(a) to “antenna application types” instead of “antenna mounting.” The new text provides five different applications under which a wireless facility could be reviewed. The Standard Process Projects are the wireless facilities that already exist in the Zoning Ordinance and have limited revisions to their sections. Staff has two additional application types, small cell facilities and administrative review-eligible projects (AREP). These projects have specific criteria that set them apart from the Standard Process Projects. Both the small cell and the AREP applications are permitted in all zoning districts, as required by State Code.



These applications consist of the following:

- Small Cell Facilities: A communication facility to be installed on an existing structure that meets a specific size requirement as defined in the definitions section.
- AREP: The installation of a new structure not more than 50 feet above the ground level, provided that the structure with attached communication facilities meets the requirements defined in the definitions section. Additionally, AREPs can be the co-location on any existing structure of a communications facility that is not a small cell facility.

As shown in Attachment No. 2, staff also proposed revisions to Sections 24-122 through 24-128 in Division 6 to align with the requirements of State Code. The revisions include specific criteria for each of the application types as part of the submittal requirements, public safety considerations to comply with the FCC, requirements of fees for small cell and AREP applications, and staff review timelines for specific applications.

As the final element of what staff had presented at the last meeting, staff proposed changes to the policy titled "Performance Standards for Communications Facilities, Antennas, Towers, and Support Structures (CATS) That Require a Special Use Permit," dated November 8, 2016, and endorsed by the Board of Supervisors (Attachment No. 6). The amendments to the policy include removing text that is covered by the Zoning Ordinance and removing text that is prohibited by State Code.

#### New Items since Last Policy Committee Meeting

- Each Zoning District Use List was amended to ensure that the application types have the correct process according to new State Code and FCC regulations - Attachment No. 3. The Use List descriptions were simplified to affirm Division 6 as the one-stop reference for applicable processes and regulations.
- The County's legal consultant reviewed the draft Ordinance and definition changes for consistency with the Virginia State Code and FCC regulations. That review produced additional minor edits clarifying the timelines for application reviews in 24-128(c), and added additional definitions; wireless infrastructure provider, wireless service, and wireless services provider. Other than these minor adjustments, the legal review indicated the proposed Ordinance conformed with state and federal regulations.

#### **RECOMMENDATION**

Staff recommends that the Policy Committee recommended approval of the attached draft Ordinance and policy amendments to the Planning Commission.

TL/md  
POA-WCommFacIII-mem

#### Attachments:

1. Draft Ordinance Language - Section 24-120 (Definitions)
2. Draft Ordinance Language - Division 6 - Communications Facilities Sections 24-122 through 24-128
3. Draft Ordinance Language - Use List for each Zoning District
4. Wireless Communication Facilities Va. Code §§ 15.2-2316.3 to -2316.5
5. Minutes from the November 14, 2019 Policy Committee Meeting
6. Draft Amendments to Performance Standards for CATS Policy



Sec. 24-2. - Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them by this section:

**A**

*Administrative review-eligible project (AREP).* Solely for the purposes of article II, special regulations, division 6, communications facilities, antennas, towers and support structures only, either:

(1) *The installation or construction of a new structure that is not more than 50 feet above ground level, provided that the structure with attached communications facilities is (i) not more than 10 feet above the tallest existing utility pole located within 500 feet of the new structure within the same public right-of-way or within the existing line of utility poles; (ii) not located within the boundaries of a local, state, or federal historic district; and (iii) designed to support small cell facilities (referred to as “AREP-1”); or*

(2) *The co-location on any existing structure of a communications facility that is not a small cell facility (referred to as “AREP-2”).*

*Antenna.* A device of which the surface is used to capture an incoming and/or to transmit an outgoing radio-frequency signal. Antennas shall include the following types:

- (1) Omni directional (or 'whip') antenna. An antenna that receives and transmits signals in a 360-degree pattern.
- (2) Directional (or 'panel') antenna. An antenna that receives and transmits signals in a directional pattern typically encompassing an arc of 120 degrees.
- (3) Dish (or parabolic) antenna. A bowl shaped device, less than two meters in diameter, that receives and transmits signals in a specific directional pattern.

**B**

*Base station.* For the purposes of article II, special regulations, division 6, communications facilities, antennas, towers and support structures only, base station shall be defined as a structure or equipment at a fixed location that enables Federal Communications Commission (FCC)-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein or any equipment associated with a tower. Base stations include, without limitation:

- (1) Equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless service and fixed wireless services such as microwave backhaul.
- (2) Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration, including distributed antenna systems and small-cell networks.
- (3) Any structure other than a tower that, at the time the relevant application is filed with the county, supports or houses equipment described in paragraphs (1) and (2) of this definition that has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support. The term does not include any structure that, at the time the relevant application is filed with the county, does not support or house equipment described in paragraphs (1) and (2) of this definition.

**C**



*Co-location.* The mounting, ~~or installation,~~ maintenance, modification, operation, or replacement of communications facilities on, under, within, or adjacent to a base station, building, existing structure, utility pole, or support structure ~~of transmission equipment on an existing tower or existing base station~~ for the purpose of transmitting and/or receiving radio frequency signals ~~or other wireless data~~ for communications purposes. "Co-locate" has a corresponding meaning.

*Communications facility.* ~~A facility for the transmission or reception of radio signals licensed or authorized by the FCC, including facilities associated with radio and television broadcasting. Equipment at a fixed location that enables wireless communications between user equipment and a communications network, including (i) equipment associated with wireless services, such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services, such as microwave backhaul, and (ii) radio transceivers, antennas, coaxial, or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration.~~ Communications facilities shall not include facilities used for transmitting or receiving signals by governmental agencies or amateur radio or citizens band radio.

*Concealment element.* Any condition of approval, including any applicable requirements of article II, special regulations, division 6, communications facilities, antennas, towers and support structures, in effect at the time of approval, established and imposed on a communications facility as a concealment technique designed to render the facility minimally visible to the casual observer or otherwise not having the appearance of an antenna or a tower, including conditions or regulations pertaining to antenna size, color of the structure and all equipment, antenna mounting techniques, maximum tower diameters, limitations on tower height relative to a reference tree, screening by trees, including the restrictions on removing trees that are screening the tower, and the size, location, design and screening for ground based equipment.

## E

*Eligible facilities request.* Any request for modification of an existing tower or existing base station that does not substantially change the physical dimensions of such tower or base station, involving:

- (1) ~~Co-location of new transmission equipment~~ communications facilities.
- (2) ~~Removal of transmission equipment~~ communications facilities.
- (3) ~~Replacement of transmission equipment~~ communications facilities.

*Eligible support structure.* Any tower or base station, provided that it is existing at the time the relevant application is filed with the county.

*Equipment enclosure.* A small building, cabinet, or vault used to house and protect the electronic equipment necessary to process wireless communications signals. Associated equipment may include air conditioners and emergency generators.

*Existing.* Having been reviewed and approved under the applicable zoning process. A tower or base station that has not been reviewed and approved because it was not required to be reviewed when it was built, but was lawfully constructed, shall also be deemed "existing."

*Existing structure.* (i) Solely for the purposes of Article VI, Overlay District, Division 3, Floodplain Area Regulations, this term shall mean structures for which the start of construction commenced before the effective date of the FIRM on or before February 6, 1991. (ii) Solely for the purposes of article II, special regulations, division 6, communications facilities, antennas, towers and support structures only, this term shall mean any structure that is installed or approved for installation at the time a wireless services provider or wireless infrastructure provider provides notice to the locality of an agreement with the owner of the structure to co-locate equipment on that structure. "Existing structure" includes any structure that is currently supporting, designed to support, or capable of supporting the attachment of



*communications facilities, including towers, buildings, utility poles, light poles, flag poles, signs, and water towers.*

## H

*Historic and scenic resource area.* Land managed by Colonial Williamsburg, the Jamestown-Yorktown Foundation, the National Park Service, York River State Park, the Virginia Association for Preservation of Antiquities, the Williamsburg Land Conservancy, or properties listed in the National Register, Virginia Historic Landmarks Register, or locally designated historic structures or districts, or Community Character Areas as defined in the Comprehensive Plan.

*Historic structure.* Solely for the purposes of Article VI, Overlay District, Division 3, Floodplain Area Regulations, this term shall also mean any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminary determined by the secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation program which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states with approved programs.

## M

*Micro-wireless facility.* A small cell facility that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height and that has an exterior antenna, if any, not longer than 11 inches.

*Monopole.* A communications facility tower used to deploy antennas defined as self-supporting with a single shaft of wood, steel or concrete.

*Multi-antenna system.* Communications facilities networked together and connected to a wireless service source so that one or more multiple provisioning (high-powered) antennae which would normally be mounted on a tower to serve a given area are replaced or prevented by a group of lower-power antennas to serve the same geographic area.

*Multiple provisioning antenna.* Antennas used as part of an overall network such as distributive antenna systems that transmit and/or receive radio signals from multiple points and multiple users in a prescribed geographic area.

## N

*Noninterference/intermodulation study.* A study prepared by a licensed engineer indicating potential interference of communications facilities with public safety communication equipment.

## P

*Portable cellular transmission facility (PCTF).* A portable, self contained transmission tower that can be moved to a location and set up to provide wireless service on a temporary or emergency basis. A PCTF is normally vehicle-mounted and may contain a telescoping boom as the antenna support structure. PCTFs include, but are not limited to, Cells-on-Wheels (COW), Site-on-Wheels (SOW), Cell in a Box



(CIAB) and Cell on Light Trucks (COLT) or other portable devices as determined by the zoning administrator.

## R

*Radio frequency (RF) report.* A statement from a registered engineer demonstrating that electromagnetic radiation emitted from communications facilities, including all facilities that may already be attached, does or does not result in "public" exposure level outside the communications facilities that exceeds relevant FCC standards.

## S

*Scenic resource corridor.* Community Character Corridors as defined in the Comprehensive Plan; Virginia Byways.

*Small cell facility.* A communications facility to be installed on an existing structure that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than six cubic feet and (ii) all other transmission equipment associated with the facility has a cumulative volume of no more than 28 cubic feet, or such higher limit as is established by the Federal Communications Commission. The following types of associated equipment are not included in the calculation of equipment volume: electric meter, concealment, telecommunications demarcation boxes, back-up power systems, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

*Slick stick.* A monopole where all antenna arrays are concealed within the tower.

*Substantial change.* For the purposes of article II, special regulations, division 6, communications facilities, antennas, towers and support structures, substantial change shall be defined as modification to an eligible support structure which meets any of the following criteria:

- (1) *Increase in height.* For towers other than towers in the public rights-of-way, the modification increases the height of the tower by more than ten percent or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet, whichever is greater; for other eligible support structures, the modification increase the height of the structure by more than ten percent or more than ten feet, whichever is greater. Changes in height shall be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on building rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to February 22, 2012.
- (2) *Increase in width.* For towers other than towers in the public rights-of-way, the modification involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, the modification involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet.
- (3) *Excessive equipment cabinets.* For any eligible support structure, the modification involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public-rights-of-way and base stations, the modification involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than ten percent larger in height or overall volume than any other ground cabinets associated with the structure.



- (4) *Expands tower site.* The modification entails any excavation or deployment outside the current site.
- (5) *Defeats concealment elements.* The modification would defeat the concealment elements of the eligible support structure.
- (6) *Does not comply with conditions of approval.* The modification does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment; provided that this limitation does not apply to any modification that is noncompliant only in a manner that would not exceed the thresholds identified in paragraphs (1) through (4) of this section.

*Support structure.* The structure to which antenna and other necessary hardware is mounted. Support structures shall include the following:

- (1) *Tower.* A pole or latticed structure designed for the attachment of one or more FFC-licensed or -authorized antenna as the primary use of the structure. This term does not include a base station.
- (2) *Alternative mounting structure.* Light poles, utility transmission structures, water towers, buildings, and other structures other than towers or camouflaged communications facilities which are not primarily designed to support antenna nor are designed taller in order to accommodate antenna.
- (3) *Camouflaged structure.* Any communications facility disguised or hidden by utilizing concealment elements so that all of its components are unnoticeable to the casual observer, or otherwise not having the appearance of an antenna or a tower.
- (4) *Antenna support structures for multi-antenna systems.* Structures whose primary function is to deploy an antenna as part of a multi-antenna system arrangement.

## U

*Usable satellite signal.* A satellite signal which, when viewed on a conventional television set, is at least equal in picture quality to that received from local commercial television stations by use of an outdoor antenna.

## V

*Variance.* In the application of the zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land, or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

## W

*Wireless infrastructure provider.* Any person that builds or installs transmission equipment, communications facilities, or support structures, but that is not a wireless services provider.

*Wireless service.* Any service that is (i) "personal wireless services" as defined in 47 U.S.C. § 332(c)(7)(C)(i); (ii) provided over "personal wireless service facilities" as defined in 47 U.S.C. §



*332(c)(7)(C)(ii), including commercial mobile services as defined in 47 U.S.C. § 332(d), to personal mobile communication devices through communications facilities; and (iii) any other fixed or mobile wireless service, using licensed or unlicensed spectrum, provided using communications facilities.*

*Wireless services provider. Any person that provides wireless services.*



## DIVISION 6. - COMMUNICATIONS FACILITIES

### Sec. 24-121. Statement of intent.

The purpose of this article is to provide guidance for the deployment and usage of communications facilities, antennas, towers and/or support structures (CATS).

- (a) The goals for the placement of CATS are to:
  - 1. Protect viewsheds and the scenic beauty of James City County.
  - 2. Deploy CATS in a manner that will not adversely impact property values.
- (b) The objectives for the CATS are to:
  - 1. Ensure that the deployment of CATS will accommodate existing and future technologies by providing sufficient height and facility expansion capabilities to accommodate the needs of the current and future residential, commercial, and industrial marketplace.
  - 2. Ensure all antenna deployments provide substantial coverage area.
  - 3. Promote the use of camouflaged, alternatively mounted and low-rise CATS.

### Sec. 24-122. Antenna mounting.

- (a) ~~Antenna mounting categories~~ *CATS application types*.

~~There are five categories of antenna mounting:~~

#### *1. Standard Process Projects:*

- a. Tower, as defined. Requirements for this mounting category are found in section 24-122(b)(1).*
- ~~2.~~ *b. Alternative Mounting CATS, as defined. Requirements for this mounting category are found in section 24-122(b)(2).*
- ~~3.~~ *c. Camouflaged CATS, as defined. Requirements for this mounting category are found in section 24-122(b)(3).*
- ~~4.~~ *d. Multi-Antenna System, as defined. Requirements for this mounting category are found in section 24-122(b)(4).*
- ~~5.~~ *Portable Transmission Facility (PTF), as defined. Requirements for this ~~mounting category~~ application type are found in section 24-122(b)(5).*
- 3. Small Cell Facilities, as defined. Requirements for this application type are found in section 24-122(b)(6).*
- 4. Administrative Review-Eligible Projects, as defined. Requirements for this application type are found in section 24-122(b)(7).*
- 5. Eligible Facilities Requests, as defined. Modifications to CATS determined by the planning director to be an eligible facilities request shall be processed in accordance with section 24-128.*

- (b) Communications facilities, antennas, towers and/or support structures.

- 1. Tower-mounted communications facility. Tower-mounted communications facilities shall be allowed as shown on Table 1.



**Table 1: Tower mounted communications facilities**

<b>Zoning District</b>	<b>Maximum By Right Tower Height</b>	<b>SUP Required</b>
General Agricultural, A-1	Not Permitted	All Towers
Rural Residential, R-8	Not Permitted	All Towers
Limited Residential, R-1	Not Permitted	Not Permitted
General Residential, R-2	Not Permitted	Not Permitted
Residential Redevelopment, R-3	Not Permitted	Not Permitted
Residential Planned Community, R-4 with a designation other than residential on a Board adopted master plan	Not Permitted	All Towers
Residential Planned Community, R-4 with a residential designation on a Board adopted master plan	Not Permitted	Not Permitted
Multifamily Residential, R-5	Not Permitted	Not Permitted
Low-Density Residential, R-6	Not Permitted	Not Permitted
Limited Business, LB	Not Permitted	All Towers
General Business, B-1	≤40'	>40'
Limited Business/Industrial, M-1	≤40'	>40'
General Industrial, M-2	≤40'	>40'
Planned Unit Development, PUD	Not Permitted	All Towers
Mixed Use, MU	Not Permitted	All Towers
Economic Opportunity, EO	Not Permitted	All Towers
Public Lands, PL	≤40'	>40'
Research and Technology District, RT	≤40'	>40'

- a. Tower-mounted communications facilities shall meet the requirements in Table 1 above and the requirements in sections 24-123 through 24-128.1.
2. Alternative mounting structure - CATS. CATS determined by the planning director to be utilizing alternative mounting structures as a concealment element as defined by this ordinance shall be permitted in all zoning districts and shall conform to the following criteria:
  - a. The principal use of the structure to be used for the placement of the antenna shall be for a use not associated with the communications facility as determined by the planning director.



- b. The principal structure shall be permitted in accordance with the height limitations of the underlying zoning district. Height limitation waivers for CATS may be issued by the board of supervisors upon finding that the proposal is in accordance with the criteria identified in the height limitation section of the underlying zoning district. CATS utilizing alternative mounting structures shall conform to the following height requirements:
  - (1) On alternative mounting structures without a height limitation waiver. CATS utilizing alternative mounting structures may be erected to a total height of 60 feet from grade. CATS utilizing alternative mounting structures in excess of 60 feet, but not to exceed 100 feet, from grade may be permitted by issuance of a height limitation waiver from the board of supervisors.
  - (2) On alternative mounting structures with height limitation waiver. CATS utilizing alternative mounting structures may be erected to a total height of 60 feet from grade. Antennas may be erected in excess of 60 feet from grade on structures that have received a height limitation waiver from the board of supervisors. Such antennas shall be permitted by-right provided that the antenna does not exceed the maximum approved height of the structure to which it is mounted. An antenna may be permitted to exceed the maximum approved height of the structure upon issuance of a separate height limitation waiver from the board of supervisors, but shall not exceed a total height of 100 feet from grade.
- c. The antennas mounted on alternative mounting structures shall also conform to the following requirements:
  - (1) All panel antenna shall be no more than five feet measured to the outermost point of the panel antenna from any surface of the existing structure at the point of attachment.
  - (2) All whip antenna shall be no more than ten feet measured to the tip of the whip antenna above the mounting surface of the existing structure at the point of attachment.
  - (3) All parabolic or dish antenna shall be no more than five feet measured to the outermost point of the dish from any surface of the existing structure at the point of attachment.
  - (4) Building-mounted antennas shall be mounted in a manner that is architecturally compatible with the structure on which they are located as determined by the planning director. Building-mounted antennas (excluding whip antennas under five feet in height) shall be completely screened or camouflaged from view from residentially zoned areas or adjacent roadways.
  - (5) Equipment enclosures shall be camouflaged or screened from view by landscaping or a wall or fence.
  - (6) CATS shall meet the requirements in sections 24-123 through 24-128.1.
3. Camouflaged communications facility. Camouflaged CATS as defined by this ordinance shall be permitted pursuant to Table 1.1 below.

**Table 1.1 Camouflaged CATS Determinations**

Zoning District	Planning Director	SUP Required
General Agricultural, A-1	✓	



Rural Residential, R-8		✓
Limited Residential, R-1		✓
General Residential, R-2		✓
Residential Redevelopment, R-3		✓
Residential Planned Community, R-4		✓
Multifamily Residential, R-5		✓
Low-Density Residential, R-6		✓
Limited Business, LB	✓	
General Business, B-1	✓	
Limited Business/Industrial, M-1	✓	
General Industrial, M-2	✓	
Planned Unit Development - Residential, PUD-R*		✓
Planned Unit Development - Commercial, PUD-C* <i>with a designation other than residential on a Board adopted Master Plan</i>	✓	
Mixed Use, MU	✓	
Economic Opportunity, EO	✓	
Public Lands, PL	✓	
Research and Technology District, RT	✓	
<del>* or similar use designation on a Board adopted master plan zoned PUD</del>		

Upon application for a special use permit for a camouflaged CATS in a residential district, the board of supervisors shall make a determination pursuant to section 24-122(b)(3) whether a proposed tower is camouflaged. Upon application for a by-right camouflaged CATS, the planning director shall make a determination pursuant to section 24-122(b)(3) whether a proposed tower is camouflaged. An appeal of a planning director determination shall be made to the development review committee which shall forward a recommendation to the planning commission. Written notice of the appeal must be received by the planning division within 30 days of the date of the planning director's determination.

4. Applicants may apply for any of the three categories of camouflaged CATS as defined below:

- a. *Architecturally compatible.* The CATS has the appearance, scale and height of other structures that are generally permitted in the district in which it is to be located. When an architecturally compatible CATS is proposed the following requirements shall be met:
  - (1) The CATS shall use materials best suited to camouflage as determined by the planning director to create the appearance, scale and height of other structures that are generally permitted in the district in which it is to be located;



- (2) The architecturally compatible CATS shall be placed in the vicinity of another structure that the proposed CATS intends to replicate and be unnoticeable to the casual observer that the primary use of the structure is for a CATS;
  - (3) The architecturally compatible CATS should be no taller than twice the permitted height of the replicated structure up to 70 feet;
  - (4) Professional design requirements:
    - i. All CATS shall include a detailed landscaping plan with plan and profile views encompassing native tree buffer, native vegetation, correct ratio to proportion of existing tree buffers or structures, and view of the proposed CATS in profile;
    - ii. The landscape architect providing the landscape plan shall be professionally licensed in the Commonwealth of Virginia;
  - (5) Meet the requirements in sections 24-123 through 24-128.1;
  - (6) Reserved.
- b. *Native vegetation.* The structure has the appearance of vegetation native to eastern Virginia. Where a native vegetation CATS is proposed the following requirements shall be met:
- (1) Should the CATS be taller than nearby trees, it shall be buffered with existing mature trees in a manner such that it will not appear out of scale with existing natural vegetation from an off-site view.
  - (2) The CATS shall include a detailed landscaping plan with plan and profile views encompassing native tree buffer, native vegetation, correct ratio in proportion to existing tree buffers or structures, and artistic view of the proposed facility in profile.
  - (3) The landscape architect providing the landscape plan shall be professionally licensed in the Commonwealth of Virginia.
  - (4) The CATS shall use materials best suited to camouflage as determined by the planning director to appear as native vegetation and be unnoticeable to the casual observer that the function of structure is for a CATS.
  - (5) Access drives shall be designed and located in a manner that obscures views of the CATS base or related facilities from the road point of ingress.
  - (6) Meet the requirements in sections 24-123 through 24-128.1.
  - (7) Shall not exceed 120 feet in height.
- c. *Buffered.* The structure is well buffered by tall vegetation and/or other structures. Where a buffered CATS is proposed, the following requirements shall be met:
- (1) A minimum of a 100-foot, undisturbed buffer of mature trees, or a buffer consisting of other elements such as evergreen trees, buildings, or topography that provide at least the equivalent visual effect of a 100-foot undisturbed buffer of mature deciduous trees, that in combination with the design and color of the structure renders the CATS generally unnoticeable to the off-site casual observer as determined by the planning director.
  - (2) Shall be set back from any off-site existing residential structure no less than 400 feet.
  - (3) The buffer shall remain undisturbed except for any access drives and utilities necessary for the CATS and other improvements or timbering activities that do not



alter the visual effect of the buffer as determined by the planning director. The buffer shall be located in an on-site or off-site area that:

- i. The planning director determines is not likely to be altered such that the visual effect of the buffer would be diminished while the CATS would be in existence, such as lands protected by the Chesapeake Bay Ordinance or other environmental regulations or conservation areas or community character corridors or property depicted as conservation area on the Comprehensive Plan; or
- ii. Such areas where the CATS owner has guaranteed the buffer will remain undisturbed while the CATS is in existence by way of lease agreement, recorded easement or other means acceptable to the planning director. Such leases and easements shall be in effect until such time as the CATS is removed.

(4) Professional design requirements:

- i. CATS shall include a detailed landscaping plan with plan and profile views encompassing native tree buffer, native vegetation, correct ratio in proportion of existing tree buffers or structures, and artistic view of the proposed facility in profile.
- ii. The landscape architect preparing the landscape plan shall be professionally licensed in the Commonwealth of Virginia.
- iii. Access drives shall be designed and located in a manner that obscures view of the CATS base or related facilities from the point of ingress.

(5) Meet the requirements in sections 24-123 through 24-128.1.

(6) Shall not exceed 120 feet in height.

4. *Multi-antenna system.* A multi-antenna system such as Distributed Antenna System (DAS) or others as determined by the zoning administrator shall utilize concealment elements and be permitted as shown on Table 2.

**Table 2: Multi-antenna system.** Antennas shall be mounted no higher than stated below unless approved by the board of supervisors. Multi-antenna systems are permitted in the following zoning districts:

Zoning District	Maximum By-Right Antenna Mounting Height	SUP Required
General Agricultural, A-1	≤35'	>35'
Rural Residential, R-8	≤35'	>35'
Limited Residential, R-1	Not Permitted	All Applications
General Residential, R-2	Not Permitted	All Applications
Residential Redevelopment, R-3	Not Permitted	All Applications
Residential Planned Community, R-4	Not Permitted	All Applications
Multifamily Residential, R-5	Not Permitted	All Applications
Low-Density Residential, R-6	Not Permitted	All Applications
Limited Business, LB	Not Permitted	All Applications
General Business, B-1	≤60'	>60'



Limited Business/Industrial, M-1	≤60'	>60'
General Industrial, M-2	≤60'	>60'
Planned Unit Development, PUD	Not Permitted	All Applications
Mixed Use, MU	Not Permitted	All Applications
Public Lands, PL	≤60'	>60'
Economic Opportunity, EO	≤60'	>60'
Research and Technology District, RT	≤60'	>60'

Concealment requirements for antenna mounting of multi-antenna systems:

- a. To the greatest extent possible, antennas should be mounted on structures not originally associated with the communications facility as determined by the zoning administrator.
- b. Antennas shall be generally unnoticeable to the casual observer and/or screened from view as determined by the planning director.
- c. Equipment enclosures shall be camouflaged or screened from view by landscaping, walls or fencing.
- d. Antenna support structures for multi-antenna systems shall be designed to appear as native vegetation or other typical features of the zoning district (such as a light/telephone pole).
- e. Meet the requirements in sections 24-123 through 24-128.1.

5. *Portable Transmission Facility (PTF).*

- a. A PTF shall be permitted for a maximum of 90 days in any 365-day period or longer during an emergency as determined by the county administrator or his designee.
  - (1) Any applicant who is aggrieved by the time limitations for a PTF may petition the board of supervisors for an extension. If additional time is determined to be in the interest of the public, the board of supervisors may grant an extension.
- b. The PTF shall be set back at least two times the height of the PTF from any residential or public structure.
- c. The maximum height of the PTF shall be 120 feet.
- d. The applicant shall submit a conceptual plan of the structure pursuant to section 24-144, an RF report and a noninterference/intermodulation study no fewer than seven business days prior to deployment stating how long the PTF will be in use and demonstrate a public health or safety need. Upon review of the application, the zoning administrator may request additional information, deny the application because of an ordinance violation, or approve the use of the PTF at the location and time duration indicated on the conceptual plan.

6. *Small Cell Facilities. CATS determined by the planning director to be small cell facilities shall be permitted in all zoning districts and shall conform to the following criteria:*

- a. *All applications for small cell facilities as permitted under this subsection shall be processed in accordance with section 24-128.*



- b. *Any application for a small cell facility that also meets the criteria for an eligible facility request shall be processed as an eligible facility request.*
- c. *The installation, placement, maintenance, or replacement of micro-wireless facilities that are suspended on cables or lines that are strung between existing utility poles in compliance with national safety codes shall be exempt from permitting requirements and fees. Evidence of qualification for this exemption shall be provided through a conceptual plan, site plan, building permit plans, or otherwise.*

7. *Administrative Review-Eligible Projects (AREPs). CATS determined by the planning director to be AREPs shall be permitted in all zoning districts and shall be processed in accordance with section 24-128.1. Any application for an AREP-2 that qualifies as an eligible facilities request shall be processed as an eligible facilities request under section 24-128.*

#### Sec. 24-123. General requirements.

The following requirements shall apply to all CATS, except for eligible facilities requests *and small cell facility applications*, to the extent noted in section 24-128.1:

- (a) ~~Setbacks. In addition to meeting the requirements of the underlying zoning district, tower mounted communications facilities (including camouflaged CATS) shall conform to the following setback requirements:~~
  - (1) ~~All towers shall be set back from any off site existing residential structure by no less than 400 feet. All towers shall be located no closer than 400 feet from an occupied school or building used primarily for daycare.~~
  - (2) ~~All towers shall meet the structural requirements set forth in standard of the “Structural Standards for Steel Antenna Towers and Antenna Supporting Structures,” or its successors as determined by the building official.~~
  - (3) ~~All towers shall comply with the Virginia Uniform Statewide Building Code.~~
  - (4) ~~All towers shall be set back from all property lines a minimum of 110 percent of the documented collapse radius.~~
  - (5) ~~All setbacks from a public right of way shall take into account any planned public right of way designated on the Six Year Primary and Secondary Road Plans or the Comprehensive Plan.~~
- (b) *Appearance.* Towers, all CATS equipment enclosures, and security fences shall conform to the following requirements:
  - (1) Lighting installed at all CATS, other than low-intensity lighting installed for the purpose of site security, shall be only that required to meet the minimum requirements set forth in the Federal Aviation Administration Advisory Circular AC 70/7460-1J, or its successors. If lighting is required, the planning director shall review the available lighting alternatives and approve the lighting design. Such lighting shall minimize impacts on adjacent property and be located and designed to minimize visibility of the light source from the ground.
  - (2) Towers shall be gray in color unless otherwise approved by the planning director and in compliance with the Federal Aviation Administration Advisory Circular AC 70/7460-1J, or its successors.
  - (3) No signage of any kind shall be displayed at or on a tower that advertises a product, service or business activity or institution.



- (4) All equipment enclosures shall be screened from public view with fencing and landscaping unless the enclosure is of a similar design and material to that used for a single-family residence and approved by the planning director.
- (e**b**) *Security.* Except where otherwise noted, the following security requirements shall apply to all CATS:
  - (1) All CATS using alternative mounting structures, and camouflaged CATS shall be equipped with an anti-climbing device, or be designed in a manner that precludes climbing without the use of additional equipment.
  - (2) Security fencing, if used, shall conform to the following:
    - a) Security fencing shall be screened from view with landscaping.
    - b) Chain-link fences shall be of a black or green color.
    - c) No fence shall exceed six feet in height and it shall contain no barb wire or similar barrier.
- (e**c**) *Satellite earth station antenna.* In addition to the requirements of this section, satellite earth station antennas and other types of incidental antenna shall be provided in accordance with Section 23-34, Special requirements for antennas.
- (e**d**) *Special requirements for certain antenna.* Installation or replacement of any antenna on a tower shall require a special use permit if all of the following conditions apply:
  - (1) The tower on which it is to be placed was constructed after the effective date of this ordinance, May 26, 1998;
  - (2) The tower on which it is to be placed is higher than the thresholds for towers requiring a special use permit identified on Table 1; and
  - (3) A special use permit does not already exist which would permit the construction of that tower or the installation of additional antenna on that tower.

Sec. 24-124. Performance standards.

In considering an application for a special use permit for a CATS, the planning director shall prepare a composite report identifying the extent to which the application is in compliance with the "Performance Standards for Communications Facilities, Antennas, Towers and Support Structures (CATS) That Require a Special Use Permit," *revised as of*       , 2020~~dated November 8, 2016~~, and endorsed by the board of supervisors. Such report shall be submitted to the planning commission and board of supervisors prior to the date of the public hearing on the special use permit application. In general, it is expected that all facilities shall substantially meet the provisions of the above performance standards.

Sec. 24-125. Radio frequency standards.

- (a) *Federal Communications Commission emissions standards.* The CATS shall comply with Federal Communications Commission (FCC) standards for all electromagnetic emissions.
- (b) *Noninterference/intermodulation with local broadcasts.* The applicant shall ensure that the CATS will not cause localized interference/intermodulation with the transmittance or reception of area television or radio authorized FCC broadcasts. Prior to preliminary site plan approval of the CATS, a noninterference/intermodulation study shall be submitted to and approved by the planning director indicating that no interference with any communications equipment will take place. If such interference/intermodulation is detected at any time, and is not corrected within 60 days, the special use permit or any other permits may be modified or revoked.



Sec. 24-126. Public safety considerations.

- (a) *Noninterference with public safety communications.* The applicant shall ensure that the CATS will not interfere with public safety communications. If such interference is detected, and not corrected or ceased within 24 hours, operation of the CATS shall be terminated and the special use permit or any other permits may be modified or revoked.
- (b) ~~*Antenna mountings for public safety communications.* Applicants shall be required to negotiate in good faith with public safety agencies regarding vacant antenna locations on CATS prior to making these locations available to other providers. The applicant shall provide evidence of these negotiations acceptable to the planning director prior to preliminary site plan approval. In instances where a potential need for the antenna location is identified by a public safety agency, said agency shall have the right of first refusal for said antenna location for a period of 90 days after the date of final site plan approval.~~
- (e**b**) All CATS providing voice service shall be reported to the county dispatch center to ensure that all wireless E-911 calls placed within the boundaries of the county are routed to the county dispatch center.

Sec. 24-127. Permit limitations.

- (a) ~~*Guarantee of Abandonment and removal.* Prior to final site plan approval, the owner of the property on which a CATS is located shall post a performance bond, cash surety, or letter of credit in an amount sufficient to fund removal of an abandoned or unused CATS or any disused portion thereof, and site restoration. This bond or other financial mechanism shall remain in effect throughout the life of the CATS. A CATS shall be considered abandoned or unused if it is not being utilized for the purpose of providing communications services for a period of six months. At such time the CATS shall be removed, except where the CATS is used by the county or deemed necessary by the county for placement of its communications equipment.~~
- (b) *Right of access.* The county shall be granted access to the CATS for the life of the facility for the purposes of inspection and, in the event a CATS is abandoned or unused, removal.
- (c) *Site restoration.* The site of a removed CATS shall be restored to its original state, except that any installed landscaping shall remain in place.

Sec. 24-128. Processing and submittal requirements for eligible facilities requests *and small cell facility applications.*

- (a) The following shall apply to eligible facilities requests, as that term is defined in section 24-2:

- ~~(a)~~ (1) *Conceptual plan.* A site plan, drawn to scale, shall be submitted that depicts the location of support structure(s), equipment enclosures, landscaped/vegetative buffer areas, the potential location of additional towers or replacement communications facilities or support structures on the site, and fences, access, and ownership and use of adjacent properties. This plan should also include elevation or profile views.

*a) Any eligible facilities request that consists solely of the replacement of communications facilities or support structures within a six-foot perimeter with communications facilities or support structures that are substantially similar or the same size or smaller shall only be required to submit a conceptual plan as required by this subsection to demonstrate that zoning approval is not required, and a noninterference/intermodulation study indicating no potential interference with public safety communications for review by the Fire Department. The further requirements of this section shall not apply to such eligible facilities requests.*



- ~~(b)~~ (2) *Evidence of eligible support structure.* The applicant shall provide evidence of prior approval letters or actions from the county authorizing the initial construction of the support structure. If no approvals were granted by the county for the structure, the applicant shall provide copies of site plan and building permit approvals as evidence that the structure was constructed lawfully.
- ~~(e)~~ (3) *Evidence of eligible request.* The applicant shall provide certification by a Virginia-registered professional engineer specifying the following information in order to verify that the proposal will not result in a substantial change to the existing eligible support structure:
  - ~~(1)~~ a) Location and dimensions of all existing and proposed improvements to the structure, including appurtenances, ground equipment and enclosures, landscaped/vegetative buffer areas, fences and access ways. This plan should include elevation or profile views.
  - ~~(2)~~ b) Identification of the color of the existing structure and any new appurtenances or fencing.
  - ~~(3)~~ c) Depiction of the facility illustrating the maximum height above ground and maximum width of the structure permitted without triggering a substantial change to the facility.

*(b) The following shall apply to small cell facility applications:*

- (1) The applicant shall submit a site plan, drawn to scale, that depicts the location of the existing structure(s) serving as support structure(s), equipment enclosures, landscaped/vegetative buffer areas, the location of communications facilities on the existing structures, and fences. This plan should also include elevation or profile views.*
- (2) The applicant shall provide certification by a Virginia-registered professional engineer specifying the location and dimensions of all existing and proposed communications facilities and support structures, including appurtenances, ground equipment and enclosures, in order to verify that the proposed communications facilities are small cell facilities.*
- (3) The applicant shall provide evidence of permission from the owner of the existing structure to locate the small cell facilities on that existing structure.*
- (4) An applicant may voluntarily submit any conditions that address potential visual or aesthetic effects resulting from the placement of small cell facilities.*
- (5) Each application may include up to 35 small cell facilities.*

*(c) The following shall apply to eligible facilities requests and small cell facility applications:*

- ~~(d)~~ (1) *Public safety.* The applicant shall provide certification by a Virginia-registered professional engineer specifying the following information in order to verify that the proposal will not adversely impact public safety:
  - ~~(1a)~~ Compliance with all structural and safety requirements of the Virginia Uniform Statewide Building Code, including the BOCA Basic Building Code and section 222(F) of the standards adopted by the Electronics Industry Association, and all amendments thereto, and the National Electrical Code.
  - ~~(2b)~~ A radio frequency (RF) report indicating compliance with FCC standards for electromagnetic emissions.



(3c) A noninterference/intermodulation study indicating no potential interference with public safety communications shall be provided in a manner acceptable to the planning director.

(e2) *Timing.* The county will act on eligible facilities requests *and small cell facility applications* within 60 days, adjusted for any tolling ~~due to requests for additional information or mutually agreed upon~~ or extensions of time.

(1a) ~~The timeframe for review of an eligible facilities request shall begin to run when the application is submitted, but shall be tolled if the county finds the application is incomplete and requests that the applicant submit additional information to complete the application. Such requests shall be made by electronic mail to a valid address provided in the application within 30 ten days of submission of the application and specify any missing information.~~ After submission of additional information *by the applicant*, the county will notify the applicant within ten days of this submission if the additional information failed to complete the application.

(b) *For review of a small cell facility application that is not a colocation, the 60-day period may be extended by the locality in writing for a period not to exceed an additional 30 days. For review of a small cell facility application that is a colocation, the 60-day period may be extended by the written mutual agreement of the locality and the applicant for a period not to exceed an additional 30 days.*

(2c) ~~If the county determines that an application for modification of an existing eligible support structure does not qualify as an eligible facilities request or a small cell facility,~~ the county will notify the applicant of that determination in writing and will process the application in accordance with section 24-128.1.

(3d) ~~To the extent federal law and regulations provide a “deemed granted” remedy for eligible facilities requests not acted on within 60 days, or state law provides a “deemed approved” remedy for small cell facilities not acted upon within the appropriate timeframe,~~ no such application shall be deemed granted *or deemed approved* until the applicant provides notice to the county, in writing.

(4e) Any request that is deemed granted *or deemed approved* by operation of federal law shall be subject to the *applicant’s compliance with the applicable* requirements of sections 24-122, 24-125, and 24-127.

(d) *The county may disapprove of the proposed location or installation of a small cell facility for:*

- (1) *Material potential interference with other pre-existing communications facilities or with future communications facilities that have already been designed and planned for a specific location or that have been reserved for future public safety communications facilities;*
- (2) *Public safety or other critical public service needs;*
- (3) *In the case of an installation on or in publicly owned or publicly controlled property, an aesthetic impact or lack any required approvals from all departments, authorities, and agencies with jurisdiction over such property;*
- (4) *Conflict with an applicable local ordinance adopted pursuant to Virginia Code § 15.2-2306, or pursuant to local charter on a historic property that is not eligible for the review process established under 54 U.S.C. § 306.108.*

Sec. 24-128.1. Processing and submittal requirements for all other new ~~cats~~ *CATS* and modifications.

(a) The following shall apply to applications for new *CATS* and/or for modifications to eligible support structures that are not eligible facilities requests *or small cell facility applications*:



- (1) *Conceptual plan.* A site plan, drawn to scale, shall be submitted that depicts the location of support structure(s), equipment enclosures, landscaped/vegetative buffer areas, the potential location of additional towers on the site, fences, access, and ownership and use of adjacent properties. This plan should also include elevation or profile views.
  - (2) *Preapplication meeting.* Prior to formal application for a camouflaged CATS, multi-antenna system, or a tower submittal, the prospective permittee or its representative shall attend a pre-application meeting with the planning director or his representative. The purpose of this meeting will be to discuss future service plans of the provider, the proposed CATS location, the configuration of the proposed CATS, the feasibility of co-location, the feasibility of alternative tower locations, and the feasibility of a building-mounted CATS, utilizing an alternative mounting structure or a camouflaged CATS. The planning director may request a tower simulation (balloon test) for a camouflaged determination.
  - (3) *Professional certification.* The applicant shall provide certification by a Virginia-registered engineer specifying the following information prior to preliminary site plan approval:
    - a. Antenna height, design, structure and capacity, including the number, type, and mounting elevations of antenna that could be accommodated. Applications for new CATS shall include a scaled depiction of the maximum permitted increase in the physical dimensions of the proposed project that would be permitted according to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 and FCC implementing regulations, using the proposed project as a baseline.
    - b. Compliance with all structural and safety requirements of the Virginia Uniform Statewide Building Code, including the BOCA Basic Building Code and section 222(F) of the standards adopted by the Electronics Industry Association, and all amendments thereto and the National Electrical Code.
    - c. A RF report indicating compliance with FCC standards for electromagnetic emissions.
    - d. A noninterference/intermodulation study indicating no potential interference with public safety communications shall be provided in a manner acceptable to the planning director.
  - (4) *Aesthetics.* The applicant may voluntarily submit any conditions that address potential visual or aesthetic effects resulting from the placement of a new CATS.
  - (5) *Disapproval.* The county may disapprove any application that proposes to locate a new structure, or to co-locate a communications facility, in an area where all cable and public utility facilities are required to be placed underground by a date certain or encouraged to be undergrounded as part of a transportation improvement project or rezoning proceeding as set forth in objectives contained in a comprehensive plan. The county may disapprove any application, other than an AREP, on the basis of the availability of existing support structures within a reasonable distance that could be used for co-location at reasonable terms and conditions without imposing technical limitations on the applicant.
- (b) In addition to meeting all other processing and submittal requirements for site plans, any application for a special use permit for the installation of CATS shall comply with the following, and the application shall not be deemed complete until accompanied by these materials, which shall be submitted six weeks prior to the planning commission meeting:
- (1) *Federal approval.* The applicant shall provide a copy of any approval granted by a federal agency, including conditions imposed by that agency. ~~Search and service area mapping. The applicant shall provide mapping, deemed suitable by the planning director, depicting the following:~~



- a. ~~The search area for the proposed CATS along with underlying property lines and divisions. The map shall be of a clearly indicated scale and municipal boundaries and all primary and secondary highways within the search area shall be delineated.~~
  - b. ~~The intended service area of the proposed CATS with a radio signal propagation map to include information such as building, car, and ambient coverage or other suitable graphic, depicting the level of signal coverage with and without the proposed CATS. At least one other graphic shall also be provided that shows the relationship of this coverage to that of existing and proposed CATS operated by the same provider and future service plans, within the county and within five miles of the border thereof.~~
- (2) *Evidence of attempts at co-location and using alternative locations, designs, and operating procedures.* ~~The applicant shall allow other users to locate on the tower and site and shall provide the county, upon request, verifiable evidence of having made good faith efforts to allow such locations. To this end, the applicant shall execute a letter of intent prior to final site plan approval stating that the applicant will make every reasonable effort to accommodate all future requests to share space and that the applicant will negotiate in good faith with any party requesting space on the tower or site, and copies of said letters shall be sent to all communications facilities service providers licensed to serve the county and a copy of their response, if any, shall be provided to the planning director. The planning director may waive this requirement for camouflaged CATS where co-location would preclude the CATS from meeting ordinance requirements for such facilities, and for communications facilities that utilize alternative mounting structures, or are building mounted. The applicant shall provide a copy of its co-location policy and the following evidence of attempts to co-locate and attempts to utilize alternative locations, designs, and operating procedures in a manner acceptable to the planning director:~~
- a. The applicant shall indicate on a map provided by the planning department all existing tower and building mounted CATS, and alternative mounting structures and buildings more than 60 feet tall within a three-mile radius of the proposed new location. The planning director may reduce the radius of this study area where the intended coverage of the proposed CATS is less than three miles.
  - b. Applicants shall provide evidence acceptable to the planning director, ~~including radio signal propagation plottings,~~ that all existing towers, and alternative mounting structures and buildings more than 60 feet tall within a three-mile radius of the site of a proposed CATS have been evaluated with respect to their ability to provide adequate service coverage and antenna-mounting opportunity, and evidence acceptable to the planning director that adequate service coverage cannot be provided through an increase in transmission power, or through the use of camouflaged CATS, alternative mounting structures, building-mounted CATS, or a system that uses lower antenna heights than proposed. The planning director may waive these requirements where documented evidence, satisfactory to the planning director is available that indicates alternative locations and designs are not feasible, and where the intended coverage of the proposed CATS is less than three miles.
  - c. The applicant shall provide evidence deemed suitable by the planning director that good faith negotiations have taken place to use existing CATS, and existing alternative mounting structures and buildings, including copies of letters sent to other service providers and their response, if any, on a request to co-locate on their facility.
  - d. ~~The applicant shall provide verifiable written evidence, deemed suitable by the planning director, of the feasibility of replacing all existing CATS within a three-mile radius of the site of the proposed CATS in order to accommodate the proposed CATS.~~



- (3) ~~Public safety communications antenna requirements. The applicant shall provide written evidence, deemed suitable by the planning director, of consultation with the relevant public safety agencies regarding their need for antenna space at any newly proposed communications facility support structure.~~
- (43) *Balloon test.* At least three weeks prior to the planning commission meeting, the applicant shall conduct a balloon test that simulates both the height of the proposed CATS, and the maximum increase in the physical dimensions of the proposed project permitted according to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 and FCC implementing regulations. The balloon test shall be scheduled within the first week following application submittal. The planning director may also require the balloon to be flown at other altitudes to determine impacts. The planning director shall give notice of the balloon test at least seven days prior to the day of the test in a newspaper having a general circulation in the county. The results of the balloon test providing representative photographic evidence of the views of a proposed CATS from residential areas, public rights-of-way, and other sensitive areas identified by the planning director or his representative shall be provided to the planning director at least two weeks prior to the planning commission meeting. Other scaled graphical simulations of potential views encompassing a proposed CATS may be substituted for the balloon test results or required in addition to the balloon test results at the discretion of the planning director.
- (c) *Timing.* The county will act on *applications for an AREP-2 and* proposed modifications to CATS that are not eligible facilities requests within 90 days, adjusted for any tolling due to requests for additional information or mutually agreed upon extensions of time. The county will act on *any applications for an AREP-1 or* new CATS within 150 days, adjusted for any tolling due to requests for additional information or mutually agreed upon extensions of time. *Any period specified in this subsection for the county to approve or disapprove an application may be extended by mutual agreement between the applicant and the county.*
- (1) The timeframe for review shall begin to run when the application is submitted, but shall be tolled if the county finds the application is incomplete and requests that the applicant submit additional information to complete the application. *The county shall make* ~~Such requests shall be made by electronic mail to a valid address provided in the application~~ *within 30 ten* days of submission of the application *and specify any missing information.* After submission of additional information, the county will notify the applicant within ten days of this submission if the additional information failed to complete the application.
- (2) If the county denies an application submitted pursuant to this section, the county will notify the applicant of the denial in writing of the reasons for the denial. *If the county is aware of any modifications to the project as described in the application that if made would permit the locality to approve the proposed project, the county shall identify them in the written statement of denial. The county's action on disapproval shall be supported by substantial record evidence contained in a written record publicly released within thirty days of the disapproval.*
- (3) *To the extent federal law and regulations provide a "deemed granted" remedy, or state law provides a "deemed approved" remedy for applications not acted upon within the appropriate timeframe, no such application shall be deemed granted or deemed approved until the applicant provides notice to the county, in writing.*



DIVISION 2. - GENERAL AGRICULTURAL DISTRICT, A-1

Sec. 24-212. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures; or multi-antenna systems greater than a height of 35 feet. All facilities shall in compliance with article II, division 6 of this chapter.		SUP
	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures that utilize alternative mounting structures; are camouflaged; or multi-antenna systems up to a height of 35 feet. All facilities shall in compliance with article II, division 6 of this chapter.	P	

DIVISION 3. - LIMITED RESIDENTIAL DISTRICT, R-1

Sec. 24-232. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that utilize alternative mounting structures. All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that are camouflaged; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP

DIVISION 4. - GENERAL RESIDENTIAL DISTRICT, R-2

Sec. 24-252. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that utilize alternative mounting structures. All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that are camouflaged; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP

DIVISION 4.1. - RESIDENTIAL REDEVELOPMENT DISTRICT, R-3

Sec. 24-273.2. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that utilize alternative mounting structures. All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that are camouflaged; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP



DIVISION 5. - RESIDENTIAL PLANNED COMMUNITY DISTRICT, R-4

Sec. 24-281. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and in compliance comply with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that comply with article II, division 6 of this chapter, only in areas with a designation other than residential on a board adopted master plan		SUP
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that are camouflaged; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP

DIVISION 6. - MULTIFAMILY RESIDENTIAL DISTRICT, R-5

Sec. 24-305. - Use list.

Utility	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that are camouflaged; or multi-antenna systems All facilities shall in compliance with article II, division 6 of this chapter.		SUP

DIVISION 7. - LOW-DENSITY RESIDENTIAL DISTRICT, R-6

Sec. 24-328. - Permitted uses.

In the Low-Density Residential, R-6, structures to be erected or land to be used shall be for the following uses:

Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures All facilities shall in compliance with article II, division 6 of this chapter.

Sec. 24-329. - Uses permitted by special use permit only.

Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that are camouflaged; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.



DIVISION 8. - RURAL RESIDENTIAL DISTRICT, R-8

Sec. 24-348. - Use list.

Utility Uses	<del>Camouflaged wireless communications facilities that comply with division 6, Wireless Communication Facilities.</del> <i>Communications facilities (public or private) in compliance with article II, division 6 of this chapter.</i>		SUP
	<del>Communication towers and tower mounted wireless communication facilities, up to a height of 35 feet.</del> <i>Communications facilities (public or private) in compliance with article II, division 6 of this chapter.</i>	P	
	<del>Communication towers over 35 feet in height.</del>		SUP

DIVISION 9. - LIMITED BUSINESS DISTRICT, LB

Sec. 24-368. - Use list.

Utility	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall in compliance</del> with article II, division 6 of this chapter.	P	
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures; or multi-antenna systems. All facilities shall in compliance</del> with article II, division 6 of this chapter.		SUP

DIVISION 10. - GENERAL BUSINESS DISTRICT, B-1

Sec. 24-390. - Use list.

Utility	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures up to a height of 40 feet; or multi-antenna systems up to a height of 60 feet. All facilities shall in compliance</del> with article II, division 6 of this chapter.	P	
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures greater than a height of 40 feet; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance</del> with article II, division 6 of this chapter.		SUP
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall comply with article II, division 6 of this chapter.</del>	P	



DIVISION 11. - LIMITED BUSINESS/INDUSTRIAL DISTRICT, M-1

Sec. 24-411. - Use list.

Utility	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures up to a height of 40 feet; or multi-antenna systems up to a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.</del>	P	
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures greater than a height of 40 feet; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.</del>		SUP
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall comply with article II, division 6 of this chapter.</del>	P	

DIVISION 12. - GENERAL INDUSTRIAL DISTRICT, M-2

Sec. 24-436. - Use list.

Utility	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures up to a height of 40 feet; or multi-antenna systems up to a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.</del>	P	
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures greater than a height of 40 feet; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.</del>		SUP
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall comply with article II, division 6 of this chapter.</del>	P	

DIVISION 13. - RESEARCH AND TECHNOLOGY DISTRICT, RT

Sec. 24-461. - Use list.

Utility	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall in compliance with article II, division 6 of this chapter.</del>	P	
	<del>Communications facilities (public or private), including, but not limited to, antennas, towers and support structures up to a height of 40 feet; or multi-antenna systems up to a height of 60 feet. All facilities shall comply with article II, division 6 of this chapter.</del>	P	



	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, greater than a height of 40 feet; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.		SUP
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#### DIVISION 14. - PLANNED UNIT DEVELOPMENT DISTRICTS, PUD

Sec. 24-493. - Use list.

(a) In the planned unit development district, residential (PUD-R), all structures to be erected or land to be used shall be for the following uses:

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that are camouflaged. All facilities shall comply with article II, division 6 of this chapter.		SUP
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures. All facilities shall in compliance with article II, division 6 of this chapter.	P	

(b) In the planned unit development district, commercial (PUD-C), all structures to be erected or land to be used shall be for one or more of the following uses:

	Utility uses as listed in (a) above.		
Utility Uses	Communication facilities, antennas, towers and support structures that are camouflaged, for a non-residential use and part of a Board approved master plan. Communications facilities (public or private) All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communication facilities, antennas, towers and support structures, including multi-antenna systems. Communications facilities (public or private) All facilities shall in compliance with article II, division 6 of this chapter.		SUP

#### DIVISION 15. - MIXED USE, MU

Sec. 24-518. - Use list.

Utility Uses	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures; or multi-antenna systems. All facilities shall in compliance with article II, division 6 of this chapter.		SUP
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	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged, and in compliance with article II, division 6 of this chapter.	P	
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#### DIVISION 16. - PUBLIC LAND DISTRICT, PL

##### Sec. 24-535.1. - Permitted uses.

Communications facilities (public or private), including, but not limited to, antennas, towers and support structures up to a height of 40 feet; or multi-antenna systems up to a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.

Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged. All facilities shall comply with article II, division 6 of this chapter.

Communication towers and tower mounted wireless communication facilities, up to a height of 35 feet.

##### Sec. 24-535.2. - Uses permitted by special use permit only.

Communications facilities (public or private), including, but not limited to, antennas, towers, and support structures greater than a height of 40 feet; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.

Communication towers over 35 feet in height.

#### DIVISION 17. - ECONOMIC OPPORTUNITY, EO

##### Sec. 24-536.4. - Use list.

Utility	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures, that utilize alternative mounting structures and/or are camouflaged; or multi-antenna systems up to a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.	P	
	Communications facilities (public or private), including, but not limited to, antennas, towers and support structures; or multi-antenna systems greater than a height of 60 feet. All facilities shall in compliance with article II, division 6 of this chapter.		SUP



## Article 7.2. Zoning for Wireless Communications Infrastructure

### § 15.2-2316.3. Definitions.

As used in this article, unless the context requires a different meaning:

"Administrative review-eligible project" means a project that provides for:

1. The installation or construction of a new structure that is not more than 50 feet above ground level, provided that the structure with attached wireless facilities is (i) not more than 10 feet above the tallest existing utility pole located within 500 feet of the new structure within the same public right-of-way or within the existing line of utility poles; (ii) not located within the boundaries of a local, state, or federal historic district; (iii) not located inside the jurisdictional boundaries of a locality having expended a total amount equal to or greater than 35 percent of its general fund operating revenue, as shown in the most recent comprehensive annual financial report, on undergrounding projects since 1980; and (iv) designed to support small cell facilities; or

2. The co-location on any existing structure of a wireless facility that is not a small cell facility.

"Antenna" means communications equipment that transmits or receives electromagnetic radio signals used in the provision of any type of wireless communications services.

"Base station" means a station that includes a structure that currently supports or houses an antenna, transceiver, coaxial cables, power cables, or other associated equipment at a specific site that is authorized to communicate with mobile stations, generally consisting of radio transceivers, antennas, coaxial cables, power supplies, and other associated electronics.

"Co-locate" means to install, mount, maintain, modify, operate, or replace a wireless facility on, under, within, or adjacent to a base station, building, existing structure, utility pole, or wireless support structure. "Co-location" has a corresponding meaning.

"Department" means the Department of Transportation.

"Existing structure" means any structure that is installed or approved for installation at the time a wireless services provider or wireless infrastructure provider provides notice to a locality or the Department of an agreement with the owner of the structure to co-locate equipment on that structure. "Existing structure" includes any structure that is currently supporting, designed to support, or capable of supporting the attachment of wireless facilities, including towers, buildings, utility poles, light poles, flag poles, signs, and water towers.

"Micro-wireless facility" means a small cell facility that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height and that has an exterior antenna, if any, not longer than 11 inches.

"New structure" means a wireless support structure that has not been installed or constructed, or approved for installation or construction, at the time a wireless services provider or wireless infrastructure provider applies to a locality for any required zoning approval.

"Project" means (i) the installation or construction by a wireless services provider or wireless



infrastructure provider of a new structure or (ii) the co-location on any existing structure of a wireless facility that is not a small cell facility. "Project" does not include the installation of a small cell facility by a wireless services provider or wireless infrastructure provider on an existing structure to which the provisions of § 15.2-2316.4 apply.

"Small cell facility" means a wireless facility that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than six cubic feet and (ii) all other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet, or such higher limit as is established by the Federal Communications Commission. The following types of associated equipment are not included in the calculation of equipment volume: electric meter, concealment, telecommunications demarcation boxes, back-up power systems, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

"Standard process project" means any project other than an administrative review-eligible project.

"Utility pole" means a structure owned, operated, or owned and operated by a public utility, local government, or the Commonwealth that is designed specifically for and used to carry lines, cables, or wires for communications, cable television, or electricity.

"Water tower" means a water storage tank, or a standpipe or an elevated tank situated on a support structure, originally constructed for use as a reservoir or facility to store or deliver water.

"Wireless facility" means equipment at a fixed location that enables wireless communications between user equipment and a communications network, including (i) equipment associated with wireless services, such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services, such as microwave backhaul, and (ii) radio transceivers, antennas, coaxial, or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration.

"Wireless infrastructure provider" means any person that builds or installs transmission equipment, wireless facilities, or wireless support structures, but that is not a wireless services provider.

"Wireless services" means (i) "personal wireless services" as defined in 47 U.S.C. § 332(c)(7)(C)(i); (ii) "personal wireless service facilities" as defined in 47 U.S.C. § 332(c)(7)(C)(ii), including commercial mobile services as defined in 47 U.S.C. § 332(d), provided to personal mobile communication devices through wireless facilities; and (iii) any other fixed or mobile wireless service, using licensed or unlicensed spectrum, provided using wireless facilities.

"Wireless services provider" means a provider of wireless services.

"Wireless support structure" means a freestanding structure, such as a monopole, tower, either guyed or self-supporting, or suitable existing structure or alternative structure designed to support or capable of supporting wireless facilities. "Wireless support structure" does not include any telephone or electrical utility pole or any tower used for the distribution or transmission of electrical service.



#### **§ 15.2-2316.4. Zoning; small cell facilities.**

A. A locality shall not require that a special exception, special use permit, or variance be obtained for any small cell facility installed by a wireless services provider or wireless infrastructure provider on an existing structure, provided that the wireless services provider or wireless infrastructure provider (i) has permission from the owner of the structure to co-locate equipment on that structure and (ii) notifies the locality in which the permitting process occurs.

B. Localities may require administrative review for the issuance of any required zoning permits for the installation of a small cell facility by a wireless services provider or wireless infrastructure provider on an existing structure. Localities shall permit an applicant to submit up to 35 permit requests on a single application. In addition:

1. A locality shall approve or disapprove the application within 60 days of receipt of the complete application. Within 10 days after receipt of an application and a valid electronic mail address for the applicant, the locality shall notify the applicant by electronic mail whether the application is incomplete and specify any missing information; otherwise, the application shall be deemed complete. Any disapproval of the application shall be in writing and accompanied by an explanation for the disapproval. The 60-day period may be extended by the locality in writing for a period not to exceed an additional 30 days. The application shall be deemed approved if the locality fails to act within the initial 60 days or an extended 30-day period.

2. A locality may prescribe and charge a reasonable fee for processing the application not to exceed:

- a. \$100 each for up to five small cell facilities on a permit application; and
- b. \$50 for each additional small cell facility on a permit application.

3. Approval for a permit shall not be unreasonably conditioned, withheld, or delayed.

4. The locality may disapprove a proposed location or installation of a small cell facility only for the following reasons:

- a. Material potential interference with other pre-existing communications facilities or with future communications facilities that have already been designed and planned for a specific location or that have been reserved for future public safety communications facilities;
- b. The public safety or other critical public service needs;
- c. Only in the case of an installation on or in publicly owned or publicly controlled property, excluding privately owned structures where the applicant has an agreement for attachment to the structure, aesthetic impact or the absence of all required approvals from all departments, authorities, and agencies with jurisdiction over such property; or
- d. Conflict with an applicable local ordinance adopted pursuant to § 15.2-2306, or pursuant to local charter on a historic property that is not eligible for the review process established under 54 U.S.C. § 306108.

5. Nothing shall prohibit an applicant from voluntarily submitting, and the locality from accepting, any conditions that otherwise address potential visual or aesthetic effects resulting from the placement of small cell facilities.



6. Nothing in this section shall preclude a locality from adopting reasonable rules with respect to the removal of abandoned wireless support structures or wireless facilities.

C. Notwithstanding anything to the contrary in this section, the installation, placement, maintenance, or replacement of micro-wireless facilities that are suspended on cables or lines that are strung between existing utility poles in compliance with national safety codes shall be exempt from locality-imposed permitting requirements and fees.

2017, c. 835.

**§ 15.2-2316.4:1. Zoning; other wireless facilities and wireless support structures.**

A. A locality shall not require that a special exception, special use permit, or variance be obtained for the installation or construction of an administrative review-eligible project but may require administrative review for the issuance of any zoning permit, or an acknowledgement that zoning approval is not required, for such a project.

B. A locality may charge a reasonable fee for each application submitted under subsection A or for any zoning approval required for a standard process project. The fee shall not include direct payment or reimbursement of third-party fees charged on a contingency basis or a result-based arrangement. Upon request, a locality shall provide the applicant with the cost basis for the fee. A locality shall not charge market-based or value-based fees for the processing of an application. If the application is for:

1. An administrative review-eligible project, the fee shall not exceed \$500; and
2. A standard process project, the fee shall not exceed the actual direct costs to process the application, including permits and inspection.

C. The processing of any application submitted under subsection A or for any zoning approval required for a standard process project shall be subject to the following:

1. Within 10 business days after receiving an incomplete application, the locality shall notify the applicant that the application is incomplete. The notice shall specify any additional information required to complete the application. The notice shall be sent by electronic mail to the applicant's email address provided in the application. If the locality fails to provide such notice within such 10-day period, the application shall be deemed complete.
2. Except as provided in subdivision 3, a locality shall approve or disapprove a complete application:
  - a. For a new structure within the lesser of 150 days of receipt of the completed application or the period required by federal law for such approval or disapproval; or
  - b. For the co-location of any wireless facility that is not a small cell facility within the lesser of 90 days of receipt of the completed application or the period required by federal law for such approval or disapproval, unless the application constitutes an eligible facilities request as defined in 47 U.S.C. § 1455(a).
3. Any period specified in subdivision 2 for a locality to approve or disapprove an application may be extended by mutual agreement between the applicant and the locality.

D. A complete application for a project shall be deemed approved if the locality fails to approve or disapprove the application within the applicable period specified in subdivision C 2 or any



agreed extension thereof pursuant to subdivision C 3.

E. If a locality disapproves an application submitted under subsection A or for any zoning approval required for a standard process project:

1. The locality shall provide the applicant with a written statement of the reasons for such disapproval; and
2. If the locality is aware of any modifications to the project as described in the application that if made would permit the locality to approve the proposed project, the locality shall identify them in the written statement provided under subdivision 1. The locality's subsequent disapproval of an application for a project that incorporates the modifications identified in such a statement may be used by the applicant as evidence that the locality's subsequent disapproval was arbitrary or capricious in any appeal of the locality's action.

F. A locality's action on disapproval of an application submitted under subsection A or for any zoning approval required for a standard process project shall:

1. Not unreasonably discriminate between the applicant and other wireless services providers, wireless infrastructure providers, providers of telecommunications services, and other providers of functionally equivalent services; and
2. Be supported by substantial record evidence contained in a written record publicly released within 30 days following the disapproval.

G. An applicant adversely affected by the disapproval of an application submitted under subsection A or for any zoning approval required for a standard process project may file an appeal pursuant to subsection F of § 15.2-2285, or to § 15.2-2314 if the requested zoning approval involves a variance, within 30 days following delivery to the applicant or notice to the applicant of the record described in subdivision F 2.

2018, cc. 835, 844.

#### **§ 15.2-2316.4:2. Application reviews.**

A. In its receiving, consideration, and processing of a complete application submitted under subsection A of § 15.2-2316.4:1 or for any zoning approval required for a standard process project, a locality shall not:

1. Disapprove an application on the basis of:
  - a. The applicant's business decision with respect to its designed service, customer demand for service, or quality of its service to or from a particular site;
  - b. The applicant's specific need for the project, including the applicant's desire to provide additional wireless coverage or capacity; or
  - c. The wireless facility technology selected by the applicant for use at the project;
2. Require an applicant to provide proprietary, confidential, or other business information to justify the need for the project, including propagation maps and telecommunications traffic studies, or information reviewed by a federal agency as part of the approval process for the same structure and wireless facility, provided that a locality may require an applicant to provide a copy of any approval granted by a federal agency, including conditions imposed by that agency;



3. Require the removal of existing wireless support structures or wireless facilities, wherever located, as a condition for approval of an application. A locality may adopt reasonable rules with respect to the removal of abandoned wireless support structures or wireless facilities;
4. Impose surety requirements, including bonds, escrow deposits, letters of credit, or any other types of financial surety, to ensure that abandoned or unused wireless facilities can be removed, unless the locality imposes similar requirements on other permits for other types of similar commercial development. Any such instrument shall not exceed a reasonable estimate of the direct cost of the removal of the wireless facilities;
5. Discriminate or create a preference on the basis of the ownership, including ownership by the locality, of any property, structure, base station, or wireless support structure, when promulgating rules or procedures for siting wireless facilities or for evaluating applications;
6. Impose any unreasonable requirements or obligations regarding the presentation or appearance of a project, including unreasonable requirements relating to (i) the kinds of materials used or (ii) the arranging, screening, or landscaping of wireless facilities or wireless structures;
7. Impose any requirement that an applicant purchase, subscribe to, use, or employ facilities, networks, or services owned, provided, or operated by a locality, in whole or in part, or by any entity in which a locality has a competitive, economic, financial, governance, or other interest;
8. Condition or require the approval of an application solely on the basis of the applicant's agreement to allow any wireless facilities provided or operated, in whole or in part, by a locality or by any other entity, to be placed at or co-located with the applicant's project;
9. Impose a setback or fall zone requirement for a project that is larger than a setback or fall zone area that is imposed on other types of similar structures of a similar size, including utility poles;
10. Limit the duration of the approval of an application, except a locality may require that construction of the approved project shall commence within two years of final approval and be diligently pursued to completion; or
11. Require an applicant to perform services unrelated to the project described in the application, including restoration work on any surface not disturbed by the applicant's project.

B. Nothing in this article shall prohibit a locality from disapproving an application submitted under subsection A of § 15.2-2316.4:1 or for any zoning approval required for a standard process project:

1. On the basis of the fact that the proposed height of any wireless support structure, wireless facility, or wireless support structure with attached wireless facilities exceeds 50 feet above ground level, provided that the locality follows a local ordinance or regulation that does not unreasonably discriminate between the applicant and other wireless services providers, wireless infrastructure providers, providers of telecommunications services, and other providers of functionally equivalent services; or
2. That proposes to locate a new structure, or to co-locate a wireless facility, in an area where all cable and public utility facilities are required to be placed underground by a date certain or encouraged to be undergrounded as part of a transportation improvement project or rezoning



proceeding as set forth in objectives contained in a comprehensive plan, if:

- a. The undergrounding requirement or comprehensive plan objective existed at least three months prior to the submission of the application;
  - b. The locality allows the co-location of wireless facilities on existing utility poles, government-owned structures with the government's consent, existing wireless support structures, or a building within that area;
  - c. The locality allows the replacement of existing utility poles and wireless support structures with poles or support structures of the same size or smaller within that area; and
  - d. The disapproval of the application does not unreasonably discriminate between the applicant and other wireless services providers, wireless infrastructure providers, providers of telecommunications services, and other providers of functionally equivalent services.
- C. Nothing in this article shall prohibit an applicant from voluntarily submitting, and the locality from accepting, any conditions that otherwise address potential visual or aesthetic effects resulting from the placement of a new structure or facility.
- D. Nothing in this article shall prohibit a locality from disapproving an application submitted under a standard process project on the basis of the availability of existing wireless support structures within a reasonable distance that could be used for co-location at reasonable terms and conditions without imposing technical limitations on the applicant.

2018, cc. [835](#), [844](#).

#### **§ 15.2-2316.4:3. Additional provisions.**

A. A locality shall not require zoning approval for (i) routine maintenance or (ii) the replacement of wireless facilities or wireless support structures within a six-foot perimeter with wireless facilities or wireless support structures that are substantially similar or the same size or smaller. However, a locality may require a permit to work within the right-of-way for the activities described in clause (i) or (ii), if applicable.

B. Nothing in this article shall prohibit a locality from limiting the number of new structures or the number of wireless facilities that can be installed in a specific location.

2018, cc. [835](#), [844](#).

#### **§ 15.2-2316.5. Moratorium prohibited.**

A locality shall not adopt a moratorium on considering zoning applications submitted by wireless services providers or wireless infrastructure providers.

2017, c. [835](#).



**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**November 14, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Rich Krapf called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Jack Haldeman

Rich Krapf

Absent:

Julia Leverenz, Chair

Tim O'Connor

Staff:

Christy Parrish, Zoning Administrator

Ellen Cook, Principal Planner

Thomas Wyson, Senior Planner

Thomas Leininger, Planner

John Risinger, Community Development Assistant

Max Hlavin, Deputy County Attorney

**C. MINUTES**

There were no minutes.

**D. OLD BUSINESS**

1. Consideration of Amendments to the Zoning Ordinance Regarding Inoperative Motor Vehicles and Oversized Commercial Vehicles (Stage II)

Ms. Christy Parrish stated that that the County was granted a charter amendment to allow the County to better regulate inoperable vehicles in residential and agricultural areas. She stated that the proposed Ordinance amendment would separate the inoperable vehicle definition into two sections. She stated that the definition for inoperable vehicles would include any vehicle that is not in operating condition or does not display valid license plates or does not display any inspection decal that is valid for more than 60 days for properties less than two acres in size and zoned for agricultural, residential or commercial purposes. She asked if the Policy Committee had any comments regarding the proposed changes.

Mr. Jack Haldeman stated that he had considered if automobile graveyards should be addressed during the Ordinance amendment.

Ms. Parrish stated that automobile graveyards are a specially permitted use in the A-1 Zoning District. She stated that any property that has more than five inoperable vehicles would be considered an automobile graveyard. She stated that she is currently aware of only one automobile graveyard. She stated that the review of automobile graveyards was not included in the scope of the initiating resolution. She stated that it could be brought up during the



Comprehensive Plan update. She asked if there were any other comments regarding inoperable vehicles.

Mr. Krapf stated that he had no additional comments.

Mr. Haldeman agreed.

Ms. Parrish stated that she would draft the Ordinance amendment for review at a future meeting.

Ms. Parrish stated that the second part of the discussion is about oversized commercial vehicles. She stated that staff has previously received complaints about dump trucks and semi-trucks parked in neighborhoods. She stated that the Zoning Ordinance does not pertain to parking on rights-of-way. She stated that a discussion could be held with the Police Department to see if any changes needed to be made to Chapter 13 of the County Code in order to regulate parking in rights-of-way. She stated that the main point of discussion was to determine how oversized commercial vehicles should be defined. She stated that additional examples from other localities, the Code of Virginia and the Federal Highway Administration (FHA) were included with the meeting materials. She stated that it would be beneficial to keep the definition simple so that enforcement of the Ordinance would be practical. She asked if the Committee had any additional comments.

Mr. Haldeman stated that it may make sense to define oversized commercial vehicles as any vehicle that is Class 3 or higher in the FHA classification. He asked if it would be too difficult for the Zoning Division to enforce.

Ms. Parrish stated that there would not be an easy way for the Zoning Officers to determine the weight of the vehicle in the field. She stated that some of the vehicles defined as Class 3 may be used as work vehicles by residents. She stated it may be simpler to define oversized commercial vehicles as specific vehicle types like dump trucks or semi-trucks.

Mr. Krapf stated that food trucks should not be strictly regulated.

Ms. Parrish stated that intent of the Ordinance amendment was to regulate large vehicles like dump trucks.

Mr. Haldeman stated that the Ordinance should also address trailers with construction equipment.

Ms. Parrish stated that an issue for enforcing restrictions on oversized commercial vehicles is that the Zoning Ordinance does not apply to rights-of-way. She stated that Chapter 13 allows the County Administrator to designate certain neighborhoods to not allow parking of commercial vehicles in rights-of-way.

Mr. Haldeman stated that oversized commercial vehicles could be defined as vehicles with three or more axles.

Ms. Parrish stated that it might be helpful to remove the commercial aspect of the definition so that it refers to all oversized vehicles.

Mr. Haldeman agreed.

Mr. Krapf agreed.

Mr. Haldeman stated that it could be defined as certain vehicle types and not reference a



commercial aspect.

Ms. Parrish asked if the Committee would like Chapter 13 to mirror the changes to the Zoning Ordinance or to wait until after the Zoning Ordinance is amended to better understand the effects.

Mr. Haldeman stated that Chapter 13 should be amended at the same time.

Mr. Krapf agreed.

Ms. Parrish stated that the example from Prince William County might be simple to adapt.

Mr. Haldeman asked if the poundage listed in Prince William County's example should be removed.

Ms. Parrish stated that she would ask the Police Department if it would be able to enforce the Ordinance based on weight.

Mr. Krapf stated that listing weight as a criteria might result in enforcement issues and that it would be simpler to define it as vehicle types or number of axles.

Ms. Parrish stated that she would draft the Ordinance with Prince William County as an example and schedule a meeting with County Administration and the Police Department to see if any other changes need to be made. She stated that the Ordinance would be targeted towards properties zoned for residential uses and not properties zoned for agricultural uses. She asked if there were any other comments.

There were none.

2. Proposed Ordinance Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities, Stage II

Mr. Thomas Leininger stated that staff is proposing amendments to Article II, Division 6 of the Zoning Ordinance to be compliant with the Code of Virginia. He stated that in 2017 and 2018, the General Assembly passed legislation requiring changes to how local Zoning Ordinances may treat applications for wireless communication facilities. He stated that draft language for the proposed Ordinance amendment has been included in the meeting materials. He stated that the "Performance Standards for Communication Facilities, Antennas, Towers and Support Structures (CATS) That Require a Special Use Permit," policy would also need to be amended. He stated that staff is proposing to add a definition section to Article II, Division 6 of the Zoning Ordinance. He stated that the title of Section 24-122, "Antenna Mounting," will be edited to reference application types. He stated that "Standard Process Projects" will be the first application type and will not require many changes to the Ordinance. He stated that the new application types are "Small Cell Facilities" and "Administrative Review-Eligible Projects (AREPs)." He asked if the Committee had any comments regarding the proposed amendments.

Mr. Krapf asked if the amendment would need to be presented at another Policy Committee meeting in the future or if the next step was to present at a Planning Commission meeting.

Ms. Ellen Cook stated that the Policy Committee typically votes on amendments before they are presented to the Planning Commission.

Mr. Haldeman asked why the proposed amendments to Section 24-123 remove the requirements for setbacks.



Mr. Leininger stated that the Code of Virginia states that in order for setbacks additional to the Zoning District setbacks to be applied, they must also have been applied for similar structures. He stated that the Zoning Ordinance does not require additional setbacks for what would be considered similar structures so the setbacks had to be removed.

Mr. Haldeman asked why the proposed amendments to Section 24-126(b) removed the requirement for applicants to negotiate in good faith with public safety agencies regarding vacant antenna locations.

Mr. Max Hlavin stated that the Code of Virginia prohibits Ordinances from requiring cell providers to provide space to localities or other companies.

Mr. Haldeman asked if the existing language would be compliant because it is only requiring negotiations to take place and not requiring space to be provided.

Mr. Hlavin stated that the existing language requires the applicant to submit evidence that good faith negotiations took place. He stated that it would not be useful to have evidence of good faith negotiations as the County cannot require space on the tower be provided.

Mr. Haldeman asked what “tolling” meant.

Mr. Hlavin stated that “tolling” meant putting a pause on the review timeline.

Mr. Krapf stated that the proposed Ordinance was well drafted.

Mr. Krapf asked if there were any further questions.

There were none.

## **E. NEW BUSINESS**

1. ORD-2019-0007. Consideration of Warehouse, Storage, and Distribution Centers in the Mixed Use Zoning District, Stage I/II

Mr. Thomas Wysong stated that on August 13, 2019, the Board of Supervisors (BOS) adopted an initiating resolution directing staff to analyze the impacts of either removing “Warehouses, Storage, and Distribution Centers” from the Mixed Use Zoning District use list or allowing it as a specially permitted use. He stated that the Mixed Use Zoning District was created in 1992 and has the intent of promoting multiuse, master planned communities that are characterized by the convenient and harmonious grouping of uses, structures, facilities, open space, and pedestrian walkways and/or bicycle paths. He stated that “Warehouses, Storage, and Distribution Centers” has been a permitted use in the Mixed Use district since its creation. He stated that there are existing Mixed Use developments that have warehousing as part of their commercial components. He stated that Liberty Crossing has a self-storage facility as the principal commercial use. He stated that a proposal for the Forest Heights neighborhood including self-storage was heard by the Planning Commission and BOS which resulted in the initiating resolution. He stated that staff found that the self-storage facility use does not typically fulfill the intent of the Mixed Use district. However, it would be possible for “Warehouses, Storage, and Distribution Centers” to be appropriately scaled, designed, and located within a larger Mixed Use development and serve as a support use for other permitted uses in the district. He stated that staff recommended that option. He stated that this option would result in existing facilities that fall into the use becoming lawfully non-conforming. He asked if the Committee had any comments regarding the amendment.

Mr. Haldeman stated that he agreed with staff’s recommendation.



Mr. Krapf agreed. He stated that making it a specially permitted use provides an extra layer of review to ensure that the proposal is harmonious with the Mixed Use development. He asked if the next step would be to draft the Ordinance and return it to the Committee at a future meeting.

Mr. Wysong stated that the draft Ordinance included with the meeting materials would be brought to a future Policy Committee meeting for a formal vote.

Mr. Krapf asked if there were any further questions.

There were none.

**F. ADJOURNMENT**

Mr. Haldeman made a motion to Adjourn. The motion passed 2-0.

Mr. Krapf adjourned the meeting at approximately 4:40 p.m.

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Ms. Julia Leverenz, Chair

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Mr. Paul Holt, Secretary



**PERFORMANCE STANDARDS FOR COMMUNICATIONS FACILITIES, ANTENNAS,  
TOWERS AND SUPPORT STRUCTURES (CATS) THAT REQUIRE A SPECIAL USE PERMIT**

~~November 8, 2016~~ *April 14, 2020*

In order to maintain the integrity of the James City County's significant historic, natural, rural and scenic resources, to preserve its existing aesthetic quality and its landscape, to maintain its quality of life and to protect its health, safety, general welfare, and property values, communications, antennas, towers and support structures (CATS) should be located and designed in a manner that minimizes their impacts to the maximum extent possible and minimizes their presence in areas where they would depart from existing and future patterns of development. To implement these goals, the Planning Commission and the Board of Supervisors have adopted these performance standards for use in evaluating special use permit applications for CATS. While all of the standards support these goals, some may be more critical to the County's ability to achieve these goals on a case by case basis. Therefore, some standards may be weighed more heavily in any recommendation or decision on a special use permit, and cases that meet a majority of the standards may or may not be approved. The terms used in these standards shall have the same definition as those same terms in the Zoning Ordinance. In considering an application for a special use permit, the Planning Commission and the Board of Supervisors will consider the extent to which an application meets the following performance standards. When considering these applications, the Planning Commission and the Board of Supervisors will evaluate the proposal based on both the initial height of the proposed CATS and the maximum increase in the physical dimension of the proposed project permitted by Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 and the FCC's implementing regulations.

~~A. Collocation and Alternatives Analysis~~

- ~~1. Applicants should provide verifiable evidence that they have cooperated with others in co-locating additional antenna on both existing and proposed structures and replacing existing towers with ones with greater co-location capabilities. It should be demonstrated by verifiable evidence that such co-locations or existing tower replacements are not feasible and that proposed new sites contribute to the goal of minimizing new tower sites.~~
- ~~2. Applicants should demonstrate the following:~~
  - ~~a. That all existing CATS and potential alternative mounting structures more than 60 feet tall within a three mile radius of the proposed site for a new CATS cannot provide adequate service coverage or an antenna mounting opportunity.~~
  - ~~b. That adequate service coverage cannot be provided through an increase in transmission power, replacement of an existing CATS within a three mile radius of the site of the proposed CATS, or through the use of a camouflaged CATS, alternative mounting structure, multi antenna system or a system that uses lower antenna heights than proposed.~~
  - ~~c. The radii of these study areas may be reduced where the intended coverage of the proposed WCF CATS is less than three miles.~~
- ~~3. Towers should be sited in a manner that allows placement of additional CATS facilities. A minimum of two tower locations, each meeting all of the requirements of the Zoning Ordinance and these standards, should be provided at all newly approved tower sites.~~



4. ~~All newly permitted towers should be capable of accommodating enough antennas for at least three service providers or two service providers and one government agency. Exceptions may be made where shorter heights are used to achieve minimal intrusion of the tower as described in Section B.2. below.~~

**B.4. Location and Design**

1. CATS should be consistent with existing and future surrounding development and the Comprehensive Plan. While the Comprehensive Plan should be consulted to determine all applicable land use principles, goals, objectives, strategies, development standards, and other policies, certain policies in the Plan will frequently apply. Some of these include the following: (1) CATS should be compatible with the use, scale, height, size, design and character of surrounding existing and future uses, and such uses that are generally located in the land use designation in which the CATS would be located; and (2) CATS should be located and designed in a manner that protects the character of the County's Community Character Corridors and historic and scenic resource areas and their view sheds.
2. CATS should be located and designed consistent with the following criteria:

<i>Proposed Location of CATS</i>	<i>Impact Criteria</i>
<i>a. Within a residential zone or residential designation in the Comprehensive Plan</i>	<i>Use a camouflage design, a well buffered slickstick, Multi-Antenna system, or have a minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas, or community character corridors.</i>
<i>b. Near a historic or scenic resource area or on a Community Character Corridor</i>	<i>Use a camouflaged design or slicksticks that have minimal intrusion on to residential areas, historic and scenic resources areas or on community character corridors.</i>
<i>c. Within a rural lands designation in the Comprehensive Plan</i>	<i>For areas designated rural lands in the Comprehensive Plan that are within 1,500 feet from the tower, use a well buffered monopole, a camouflaged design, or other design that has minimal intrusion on to residential areas or community character corridors. For rural lands more than 1,500 feet from the tower, no more than the upper 25% of the tower should be visible.</i>
<i>d. Within a commercial or in an industrial designation in the Comprehensive Plan</i>	<i>Use a camouflage design, well buffered monopole, or other design that has minimal intrusion on to residential areas, historic and scenic resources areas or roads in such areas or community character corridors.</i>

*Notes for the above table:*

1. Exceptions to these criteria may be made on a case by case basis where the impact of the proposed CATS is only on the following areas: (1) An area designated residential on the Comprehensive Plan or zoning map which is not a logical extension of a residential subdivision or which is a transitional area between residential and nonresidential uses, (2) a golf course or a



golf course and some combination of commercial areas, industrial areas or utility easements, provided the tower is located on the golf course property, or (3) a scenic easement.

2. A CATS will meet the minimal intrusion criteria if it is not visible off site above the tree line. Such CATS should only be visible off-site when viewed through surrounding trees that have shed their leaves.
3. Camouflaged towers having the design of a tree should be compatible in scale and species with surrounding natural trees or trees native to Eastern Virginia.
4. WCFs CATS should be less than 200 feet in height in order to avoid the need for lighting. Taller heights may be acceptable where views of the CATS from residential areas and public roads are very limited. At a minimum, CATS 200 feet or more in height should exceed the location standards listed above.
5. Towers should be freestanding and not supported with guy wires.
6. Any modification to CATS should adopt the same camouflaging and screening measures as the original structure.

#### ~~CB.~~ Buffering ~~Screening~~

1. CATS should be placed on a site in a manner that takes maximum advantage of existing trees, vegetation and structures so as to screen as much of the entire CATS as possible from view from adjacent properties and public roads. Access drives should be designed in a manner that provides no view of the CATS base or related facilities.



Figure 1: Example of a well buffered slickstick with minimal intrusion

2. Towers should be buffered from adjacent land uses and public roads as much as possible. Following buffer widths and standards should be met:



- a. In or adjacent to residential or agricultural zoning districts, areas designated residential or rural lands on the Comprehensive Plan, historic or scenic resource areas or community character corridors, an undisturbed, completely wooded buffer consisting of existing mature trees at least 100-feet-wide should be provided around the tower.
- b. In or adjacent to all other areas, at least a 50-foot-wide vegetative buffer consisting of a mix of deciduous and evergreen trees native to Eastern Virginia should be provided.

PerformanceStand-ord



**ITEM SUMMARY**

DATE: 2/13/2020

TO: The Policy Committee

FROM: Tori Haynes, Planner and Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: FY 2021-2025 Capital Improvements Program Review

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Capital Project Applications, A-E	Backup Material
☐	Attachment 2. Capital Project Applications, F-P	Backup Material
☐	Attachment 3. Capital Project Applications, Q-BB	Backup Material
☐	Attachment 4. FY21-25 CIP Summary Spreadsheet	Backup Material
☐	Attachment 5. CIP Criteria Weighting Worksheet	Backup Material
☐	Attachment 6. Ranking Criteria	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	2/7/2020 - 2:35 PM
Policy	Holt, Paul	Approved	2/7/2020 - 2:38 PM
Publication Management	Daniel, Martha	Approved	2/7/2020 - 2:43 PM
Policy Secretary	Secretary, Policy	Approved	2/7/2020 - 2:46 PM



## MEMORANDUM

DATE: February 13, 2020

TO: The Policy Committee

FROM: Tori Haynes, Planner  
Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2021-2025 Capital Improvements Program Review

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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 Fiscal Year (FY) 2021-2025 into the attached spreadsheet for the Policy Committee's consideration (Attachment No. 4). Of the 28 submitted applications (20 County, two library, and six WJCC Schools applications), 12 County and four Schools projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended:

- Transportation Match
- Jamestown Corridor - Amblers House Utilities
- Fire Station 6
- Grove Convenience Center
- Stormwater Capital Improvements Program
- Lower County Park
- Chickahominy Riverfront Park New Restroom and Concession Building
- Chickahominy Riverfront Park Phase III
- James City County Marina Phase II
- Jamestown Beach Event Park Improvements
- Veterans Park Phase II Improvements
- Warhill Sports Complex Baseball Field Expansion
- New Elementary School
- Lafayette High School Renovation
- Jamestown High School Expansion
- Warhill High School Expansion

For further information regarding projects that are currently included in the Board of Supervisors' adopted FY 20-24 Capital Improvements Program, please visit Section D of the FY 20 budget at: <https://jamescitycountyva.gov/ArchiveCenter/ViewFile/Item/277>. Additional information regarding proposed projects can be found on their individual applications (Attachment Nos. 1-3).

Similar to the FY 20-24 CIP process, this year's CIP applications were submitted to the Planning Division and Financial and Management Services (FMS) via an online portal instead of being individually emailed. However, the online ranking component piloted by the Policy Committee last year has been suspended due to technical difficulties. Scores for each project can instead be entered into the attached CIP Criteria Weighting Worksheet (Attachment No. 5), which has been used in prior years by the Policy Committee. This worksheet automatically calculates the weighting and scoring totals for each project. **To the best of your ability, please use the CIP Criteria Weighting Worksheet to evaluate each of the projects for**



**FY 21-25 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 an electronic copy to Ms. Tori Haynes ([tori.haynes@jamescitycountyva.gov](mailto:tori.haynes@jamescitycountyva.gov)) to facilitate preparation for meeting discussion.

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. 6).

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 13 at 4 p.m. (regular Policy Committee meeting)**

- Preliminary meeting - The purpose of this meeting is to allow members of the Policy Committee to discuss CIP applications with Planning and FMS staff, provide feedback regarding questions on specific CIP projects, and identify agency representatives to be present at the following Policy Committee meetings.

**Thursday, February 20 at 4 p.m. (special CIP meeting)**

- Representatives from Economic Development, Fire, General Services, Parks and Recreation, Police, Williamsburg Regional Library, and/or Williamsburg-James City County (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 27 at 4 p.m. (special CIP meeting)**

- Representatives from Economic Development, Fire, General Services, Parks and Recreation, Police, Williamsburg Regional Library, 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 5 at 4 p.m. (special CIP meeting, if needed)**

- 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 16, 2020. Recommendations will be forwarded to the Board of Supervisors for consideration during the ongoing budget discussions and public hearings on April 14, 2020.

If you have any questions, please do not hesitate to contact Ms. Tori Haynes at:  
[tori.haynes@jamescitycountyva.gov](mailto:tori.haynes@jamescitycountyva.gov).



TH/TC/nb  
FY21-25CIPRev-mem

Attachments:

1. CIP applications A-E
2. CIP applications F-P
3. CIP applications Q-BB
4. FY 21-25 CIP Summary Spreadsheet
5. CIP Criteria Weighting Sheet
6. CIP Ranking Criteria





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Tom Leininger

**Department**

Community Development

**Email**

thomas.leininger@jamescitycountyva.gov

**Are you a department supervisor?**

No

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Transportation Match

**Location**

Various, including Longhill Road, Croaker Road, Pocahontas Trail, Skiffes Creek Connector, and Clara Byrd Baker E.S.

**Priority**

1

**Out of how many?**

2

**How long will this facility or equipment be used?**

20+ years

**Improvements begin**

7/1/2020

**Improvements completed**

1/1/2026

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

Yes

## Previous capital funding

FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	Total
\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$0.00	\$6,000,000.00

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

No

## Cost



## A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$1,500,000.00	\$1,500,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$12,000,000.00

## D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$1,500,000.00	\$1,500,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$12,000,000.00

## E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

### Current condition/situation

The James City County Comprehensive Plan adopted in 2015, "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 Comprehensive Plan, the Board of Supervisors has repeatedly expressed support for these projects and directed staff to pursue all funding options toward full funding and construction. High priority projects, including the Skiffes Creek Connector, Longhill Road Phase I widening, Croaker Road widening, and the Pocahontas Trail Reconstruction, among others, will address congestion, safety, and capacity issues throughout the County. 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.

### **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.

Over the past seven years, the county has been extremely successful at applying for, and receiving, state and federal funding to complete much needed roadway improvement projects. The currently proposed, draft Six Year Plan includes additional funding that will bring the county total to over \$146 million.

This success is directly attributed to the County's ability to provide a local match. The CIP fund is also used to further county policy with respect to undergrounding utilities as part of roadway improvement projects. To date, this CIP fund (using FY17-21 allocations) has been used to leverage significant state and federal funding and has been used to directly support the following projects:

- The Olde Towne Road turn lane project (currently under construction)
- Undergrounding existing overhead utilities as part of the Olde Towne Road turn lane project
- Underground existing overhead utilities as part of the Longhill Road, Segment I widening project (currently under construction)
- Completing undergrounding existing overhead utilities as part of the Ironbound Road widening project
- Providing the local match for the Grove RevShare stormwater and roadway improvement project
- Providing the local match for the Toano RevShare stormwater and roadway improvement project
- Providing the local match for the Clara Byrd Baker/Five Forks Safe Routes to Schools project
- Assisting in the development of an enhanced transportation model that will be specific to James City County
- Being able to underground utilities as part of the Croaker Road widening project
- Assisting in the completion of the next roadway segment for Greenmount parkway

The next significant project in the queue is the reconstruction of Pocahontas Trail. Improvements for the full two-mile long project will include a 3-lane configuration along the entire corridor, with one continuous left-turn lane and one travel lane in either direction. There will also be an 8-foot wide shared-use path and a 5-foot wide sidewalk. The recommended improvements would also include curb and gutter and a closed drainage system. The entire corridor will have enhanced landscaping, pedestrian lighting, underground utilities, crosswalks and transit improvements.

The project currently has a cost estimate of \$30.68 million. To keep this project moving, a significantly important goal will be to show this project as fully funded in the next VDOT Six-Year Plan (FY20-26) that will be adopted by the Commonwealth Transportation Board in June of 2020. With State and Federal funding in place and planned to date, the project currently has a funding deficit of \$4.5 million. The additional funding requested in FY23-25 will allow us to gap-fund this project with local match and be able to set aside funding to locate the existing overhead utilities underground as part of the project. By showing this funding in the CIP, the project will be fully funded and VDOT can continue with design and engineering and then start planning for the right of way and construction phases. Over the next two years, county staff will continue to pursue additional State and Federal funding. If awarded, such future funding can be used to supplant planned JCC CIP expenditures.

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

As noted above, and as documented in the Comprehensive Plan and studies of these roads, existing road conditions are beginning to reach or exceed the ideal operational capacity or are 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 and Pocahontas Trail 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 Longhill Road, Croaker Road, and Pocahontas Trail improvements will help realize the vision of the County's Pedestrian Accommodations Master Plan and the Williamsburg, James City, and York Regional Bicycle Facilities Plan. Additionally, the roadway improvements in Grove and Toano reflect the recommendations of the previous drainage studies for these areas, and the Richmond Road 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**

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

**1. Comments**

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.

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

Yes

**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

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

Yes

**3. Comments**



Input was received at Comprehensive Plan Community Workshops regarding the need for capacity and public safety improvements on our major roadways.

## Quality of life

### **4. Does the project increase or enhance educational opportunities?**

Yes

#### **4. Comments**

Projects will improve access to schools and the library, particularly the Clara Byrd Baker Safe Routes to School project and the Croaker Road widening.

### **5. Does the project increase or enhance recreational opportunities and/or green space?**

Yes

#### **5. Comments**

Projects will improve bike and pedestrian connectivity. The Clara Byrd Baker Safe Routes to School project will also connect the Powhatan Creek Trail to the sidewalk network.

### **6. Will the project mitigate blight?**

No

### **7. 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?**

While some citizens living near the project sites may experience temporary negative effects of construction such as noise and traffic, these projects increase the quality of life for all citizens in the long-term by reducing congestion, increasing public safety, and improving access to various modes of transportation.

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

Yes

#### **8. Comments**

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 will implement aspects of the Toano Community Character Area Guidelines.

### **9. Does the project affect traffic positively or negatively?**

Projects positively affect traffic by reducing congestion and improving operations and safety.

### **10. 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

#### **10. Comments**

Projects will mitigate any impacts on water quality per VDOT regulations. By reducing congestion, projects will also improve air quality. Additionally, the Grove Roadways and Richmond Road improvements will directly address existing stormwater issues.

## Infrastructure



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

Yes

**11. Comments**

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.

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

N/A

**13. Does this replace an outdated system?**

Yes

**13. Comments**

Improvements are planned for roads operating at lower than acceptable levels of service, such as Longhill Road.

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

Yes

**16. Comments**

Projects are associated with our major roadways located within the Primary Service Area. The Croaker Road and Pocahontas Trail improvements are located near major economic opportunity and industrial areas. Additionally, the Grove area was designated an Opportunity Zone by the U.S. Department of Treasury in May 2018.

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

Yes

**17. Comments**

Improvements to major roadways will improve access to existing commercial areas, particularly on Longhill and Richmond Roads.

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

Projects will improve traffic flow and safety in areas that need assistance, improve bicycle and pedestrian



accommodations, and will include transit improvements such as bus shelters and pull-offs.

## Health and public safety

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

Yes

#### **21. Comments**

Projects will decrease crash rates on major roadways. Additionally, some projects will also implement stormwater improvements, including areas currently experiencing flooding.

### **22. Does the project directly promote improved health or safety?**

Yes

#### **22. Comments**

Projects will decrease crash rates on major roadways. Reducing congestion will also improve emergency response times, particularly in Grove.

### **23. Does the project mitigate an immediate risk?**

Yes

#### **23. Comments**

Projects will decrease crash rates on major roadways. Reducing congestion will also improve emergency response times, particularly in Grove.

## Impact on operational budget

### **24. Will the new facility require additional personnel to operate?**

No

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

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.

### **26. Will the new facility require significant annual maintenance?**

No

### **27. Will the new facility require additional equipment not included in the project budget?**

N/A

### **28. 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

### **29. Will the efficiency of the project save money?**

Yes

#### **29. Comments**

Leveraging state and federal resources, as well as doing roadway improvements in conjunction with planned stormwater improvements, will save money.



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

No

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

Projects will utilize energy-efficient lighting.

## **Regulatory compliance**

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

No

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

Yes

**33. Comments**

Improvements will address environmental regulations such as stormwater management, which may not have been implemented when the road was originally constructed.

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

Yes

**34. Comments**

Improvements will address environmental regulations such as stormwater management, which may not have been implemented when the road was originally constructed.

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

No

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

There is an immediate need for improvements to these major roadways.

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

No

**39. 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

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

Yes

**40. Comments**

Some projects will implement stormwater improvements and/or include betterments constructed in



conjunction with JCSA.

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

Yes

**41. Comments**

By utilizing state and federal funds for the proposed road improvements, local funds can be directed to install betterments concurrently, such as undergrounding of utilities, street light upgrades, etc. Constructing these concurrently with the VDOT road improvements will represent significant savings than if these betterments were installed separately.

**42. Will it help in reducing repeated neighborhood disruptions?**

Yes

**42. Comments**

Projects will reduce traffic backups that affect surrounding neighborhoods.

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

Yes

**43. Comments**

The temporary impact of construction will be mitigated and minimized per VDOT traffic maintenance guidelines.

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

Yes

**44. Comments**

Citizens living near the project sites may be temporarily negatively impacted by the increased noise and traffic during the construction period; however, in the longterm citizens will be positively impacted by the overall reduction in congestion, improved emergency response times, and improved pedestrian/bicycle/transit accessibility.

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

These projects are located within the PSA.

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

Yes

**47. Comments**

The turn lane and undergrounding of utilities on Olde Towne Road will use a portion of the Human Services Center property.

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

Yes



**48. Comments**

Improvements to the existing roads, where major realignments may not be possible due to surrounding development and environmental features, will maximize the potential level of service within the already existing corridor.

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

Yes

**49. Comments**

These projects utilize cost-share funding arrangements, where a certain percentage is funded by state/federal funds and local funds match the difference. These funds may not be available if the locality cannot make the match, or the project is otherwise not completed.

**Special considerations****50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?**

No

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

No

**52. 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

**52. Comments**

The VDOT Revenue Sharing program matches County funding (50/50 match); the Transportation Alternatives Program matches County funding (80/20 match).

**Review****Department review****Department supervisor review**

Accepted

**Reviewed by**

Paul Holt

**Comments****Please confirm**

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

**FMS/Planning review****FMS/Planning review**

Pending...

**Reviewed by****Comments**



**Please confirm**





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Paul Holt

### Department

Community Development

### Email

paul.holt@jamescitycountyva.gov

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

New School Site in Stonehouse: Site Preparation and Environmental Remediation

### Location

3820 Rochambeau Dr.

### Priority

2

### Out of how many?

2

### How long will this facility or equipment be used?

30 years +

### Improvements begin

7/1/2020

### Improvements completed

7/1/2022

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$202,580.00	\$202,580.00	\$202,580.00	\$202,580.00	\$202,580.00	\$1,012,900.00
Type of revenue generated					Add row
School Proffers					



## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00

### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

### Current condition/situation

On November 12, 2019, the BOS approved a comprehensive rezoning and master plan amendment for Stonehouse. As part of this amendment, a new school site was proffered. This site is projected to be able to accommodate one middle school. This parcel has evidence of past use as a landfill site, and in recognition of this, the proffers include a commitment to a detailed Memorandum of Understanding (MOU) between the developer and the County to conduct thorough studies of the site, and to conduct activities on site (removal of materials, grading, etc.) to allow for the site to be conveyed to the County in a "condition suitable for land disturbance by the County for construction of school facilities and associated infrastructure without any unusual site development, foundation, or environmental requirements."



**Requested change/project description**

As part of the work by the developer to prepare and remediate the site, the county will need to rely on outside consultants for this highly specialized and technical work, including licensed geotechnical engineers and licensed environmental engineers.

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

This parcel has evidence of past use as a landfill site. The remediation work will ensure the school site will be conveyed to the county in a "condition suitable for land disturbance by the County for construction of school facilities and associated infrastructure without any unusual site development, foundation, or environmental requirements."

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

None

**Additional material**

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

**1. Comments**

This is for a proffered school site accepted by the BOS as part of a rezoning

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

Yes

**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

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

Yes

**3. Comments**

This is for a proffered school site accepted by the BOS as part of a rezoning; particularly to mitigate school impacts

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

This is for a proffered school site where a future school can be constructed



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

No

**6. Will the project mitigate blight?**

No

**7. 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?**

This project is to support an additional school site

**8. 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

**9. Does the project affect traffic positively or negatively?**

Additional traffic will be generated which will negatively impact Rochambeau Drive.

**10. 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

**10. Comments**

This work is specifically for environmental remediation

## **Infrastructure**

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

N/A

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

N/A

**13. Does this replace an outdated system?**

N/A

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

N/A

**15. Does the project extend service for desired economic growth?**

N/A

## **Economic development**

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

N/A

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

N/A

**18. Is the net impact of the project positive?**



N/A

**19. Will the project produce desirable jobs in the County?**

N/A

**20. Will the project rejuvenate an area that needs assistance?**

N/A

## **Health and public safety**

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

Yes

### **21. Comments**

This work is specifically for environmental remediation

**22. Does the project directly promote improved health or safety?**

Yes

### **22. Comments**

This work is specifically for environmental remediation

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**

Once the new school is constructed; School construction budget is separate from this request

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

No. This project is to support an additional school.

**26. Will the new facility require significant annual maintenance?**

Yes

### **26. Comments**

Once the new school is constructed; School construction budget is separate from this request

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

Yes

### **27. Comments**

School construction budget is separate from this request

**28. 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



**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

This work and the new school would be funded, in part, from the school proffers from the Stonehouse development

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

The county needs to know this site is properly remediated; otherwise, significant development costs and/or environmental risks may remain

## **Regulatory compliance**

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

No

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

No

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

Yes

**34. Comments**

The county needs to know this site is properly remediated; otherwise, significant development costs and/or environmental risks may remain

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

Yes

**35. Comments**

The county needs to know this site is properly remediated; otherwise, significant development costs and/or environmental risks may remain

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

FY20-21.

The developer is obligated by proffer to begin this work within 180 days of BOS approval (November 2019) so funding resources must be made available in time.

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

Yes

**43. Comments**

Yes, mitigating factors will be built into the approved site plan and the required land disturbing permits

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

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

No

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

Yes

**48. Comments**

Proffered school site

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

N/A

## **Special considerations**

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

Yes

**50. Comments**

The developer is obligated by proffer to begin this work within 180 days of BOS approval (November 2019) so funding resources must be made available in time.



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

Yes

**51. Comments**

The county needs to know this site is properly remediated; otherwise, significant development costs and/or environmental risks may remain

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Paul Holt

**Comments**

**Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

**Comments**

**Please confirm**





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Laura Messer

**Department**

Economic Development

**Email**

laura.messer@jamestowncitycountyva.gov

**Are you a department supervisor?**

No

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Jamestown Corridor - Amblers House Utilities

**Location**

Jamestown Beach Event Park

**Priority**

1

**Out of how many?**

2

**How long will this facility or equipment be used?**

50+ years

**Improvements begin**

7/1/2020

**Improvements completed**

12/31/2020

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

Yes

## Previous capital funding

FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	Total
\$185,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,100.00

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$240,000.00



Type of revenue generated					Add row
Rent					Yes
FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$86,250.00	\$102,000.00	\$112,000.00	\$124,000.00	\$424,250.00

Type of revenue generated	Add row
Revenue sharing return from Amblers as an event venue	

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$739,286.75	\$0.00	\$0.00	\$0.00	\$0.00	\$739,286.75

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$739,286.75	\$0.00	\$0.00	\$0.00	\$0.00	\$739,286.75

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative



**Current condition/situation**

As of Nov. 2019, exterior renovations have been completed on the Amblers House. This was an investment of approximately \$498K. Through a public RFP process, a potential contractor has been identified to manage the property as an event venue. Prior to entering a public-private partnership and having the Amblers House become a source of revenue, utilities must be upgraded. In a five year time period, the County could receive more than \$500,000 from this property being run as an event venue.

The implementation of utilities is the second phase of the project with landscaping and parking being the final phase of the Amblers House restoration project.

A multi-department team of County staff is working collaboratively on this restoration project. Representatives from Economic Development, Parks & Recreation, General Services, Community Development and Purchasing are on this team.

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 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.

**Requested change/project description**

The requested utility improvements would begin to implement some of the recommendations from Shaping Our Shores Master Plan. Following a meeting with representatives from the James City Service Authority, approximate costs were tabulated for both water and sewer over two phases. These costs include tap fees and add fire hydrants to JBEP. For details on the phases and exact proposal, please see attachments. FY2021 is capital heavy as it includes the tap fees.

Following the exterior renovations and the upgrading of utilities, the Amblers House 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**

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 Corridor 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 the County's 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**

Amblers Property Assessment 11-25-16.pdf

[Click here to view online form and download attachments.](#)

JCSA Cost Estimates.pdf

CIP Request.pdf

General Services email.pdf

## **Evaluation Questions**

### **General**

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

Yes

#### **1. Comments**

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.

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

Yes

#### **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

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

Yes

**3. Comments**

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

## **Quality of life**

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

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.

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

Yes

**5. Comments**

This property improves an existing County park.

**6. Will the project mitigate blight?**

Yes

**6. Comments**

This project continues restoration of the Amblers House.

**7. 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?**

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.

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

Yes

**8. Comments**

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.

**9. Does the project affect traffic positively or negatively?**

The Amblers House project will 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.

**10. 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**

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

N/A

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

N/A

**13. Does this replace an outdated system?**

Yes

### **13. Comments**

Removes existing septic field on site at Amblers House, adds grinder pumps and fire hydrants to JBEP.

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

N/A

**15. Does the project extend service for desired economic growth?**

Yes

### **15. Comments**

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**

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

Yes

### **16. Comments**

Tourism is one of the key industries in James City County and destination weddings are tourism. Tourism has been identified as one of the five 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.

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

Yes

### **17. Comments**



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.

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

Long-term the impact will be positive.

**19. Will the project produce desirable jobs in the County?**

N/A

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

The utilities must be upgraded to make the house usable as an event space.

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Fire hydrants will be added in the proximity of the project.

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

N/A

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

No

**28. 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



**29. Will the efficiency of the project save money?**

Yes

**29. Comments**

Phase two of the water projects will assist in any expansion of cabins at JBEP.

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

Yes

**30. Comments**

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

**31. Does the project minimize life-cycle costs?**

N/A

## **Regulatory compliance**

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

No

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

No

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

No

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Exterior restorations will be complete by the end of FY2019. The next step will be upgrading the utilities in FY2020-21.

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

No

**39. 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

**39. Comments**

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.)

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



No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

Yes

**45. Comments**

As Surry County extends their waterline across the James River, it may be beneficial to consider this per JCSEA.

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

The property is within the PSA.

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

Yes

**47. Comments**

Property owned by JCC since 2006.

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

N/A

**49. 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**

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

No

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

No

**52. 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

### Department review

Department supervisor review

Accepted

Reviewed by

Christopher Johnson

#### Comments

#### Please confirm

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

### FMS/Planning review

FMS/Planning review

Incomplete

Reviewed by

Margo Zechman

#### Comments

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Project title: Be consistent in naming projects

#50: Answer No, because this should be more along the lines of, if not funded, would something bad happen.

#### Please confirm

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





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

November 25, 2016





## Property Conditions Assessment





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## Property Conditions Assessment



## 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

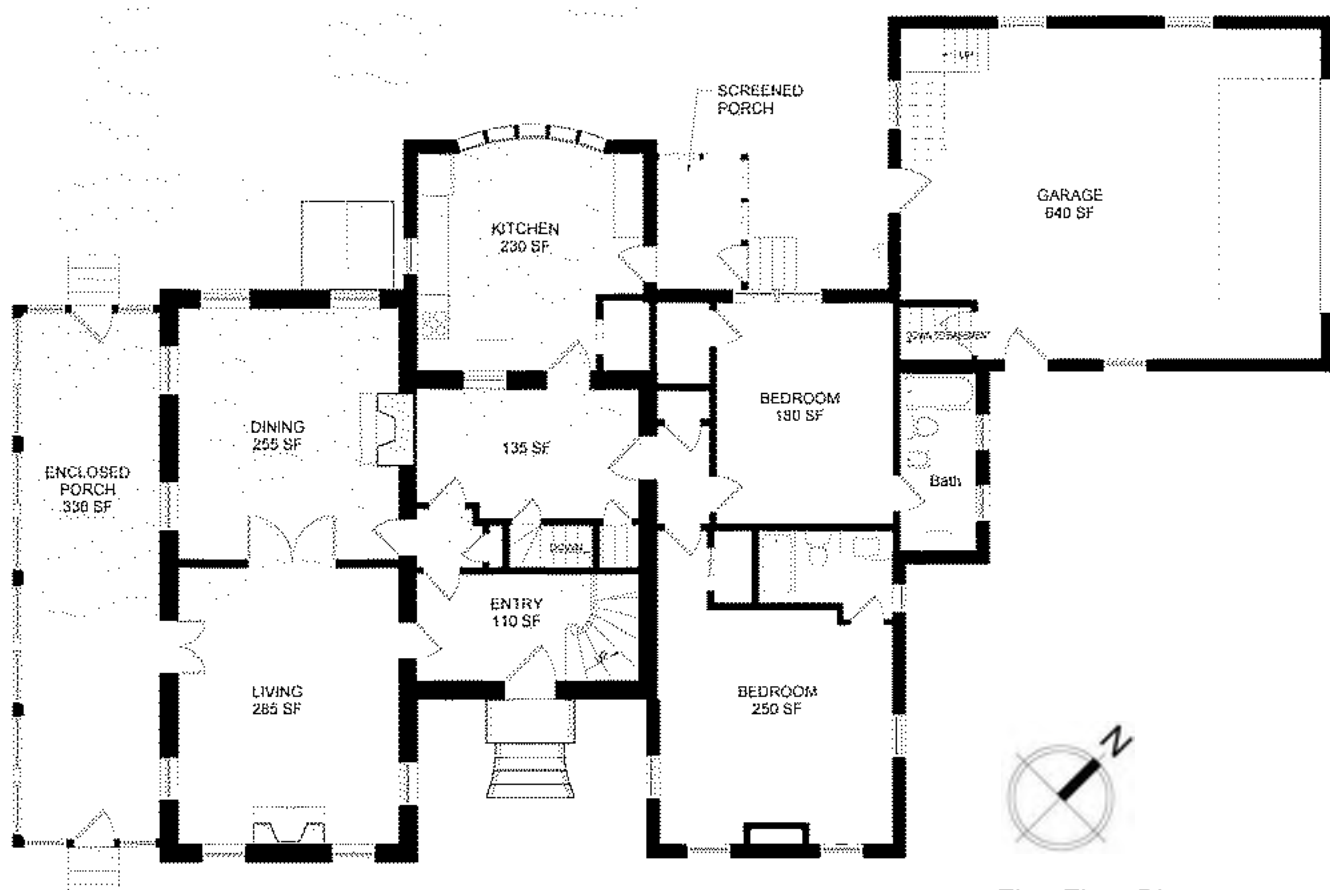


## Site Assessment & Recommendations

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.





### 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.



# Amblers Residence

Property Conditions Assessment



Brick between Windows



S corner of house by porch steps



West chimney cap





"Rising Damp" deterioration in basement



Plaster damage from moisture issues



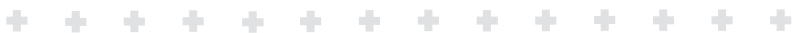
Servant Quarters improper mortar repairs & corroded lintel



Brick Issues at Servant Quarters



Servant Quarters Chimney





# Amblers Residence

## Property Conditions Assessment



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



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 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.

## Gutters and Downspouts

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.



# Amblers Residence

## 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.



# Amblers Residence

## Property Conditions Assessment



Rot at south entry to porch



Rot at porch window sill



Deteriorated second floor deck and railing



Deteriorated garage door



Smokehouse door deterioration





### Screen Door deterioration at bulkhead



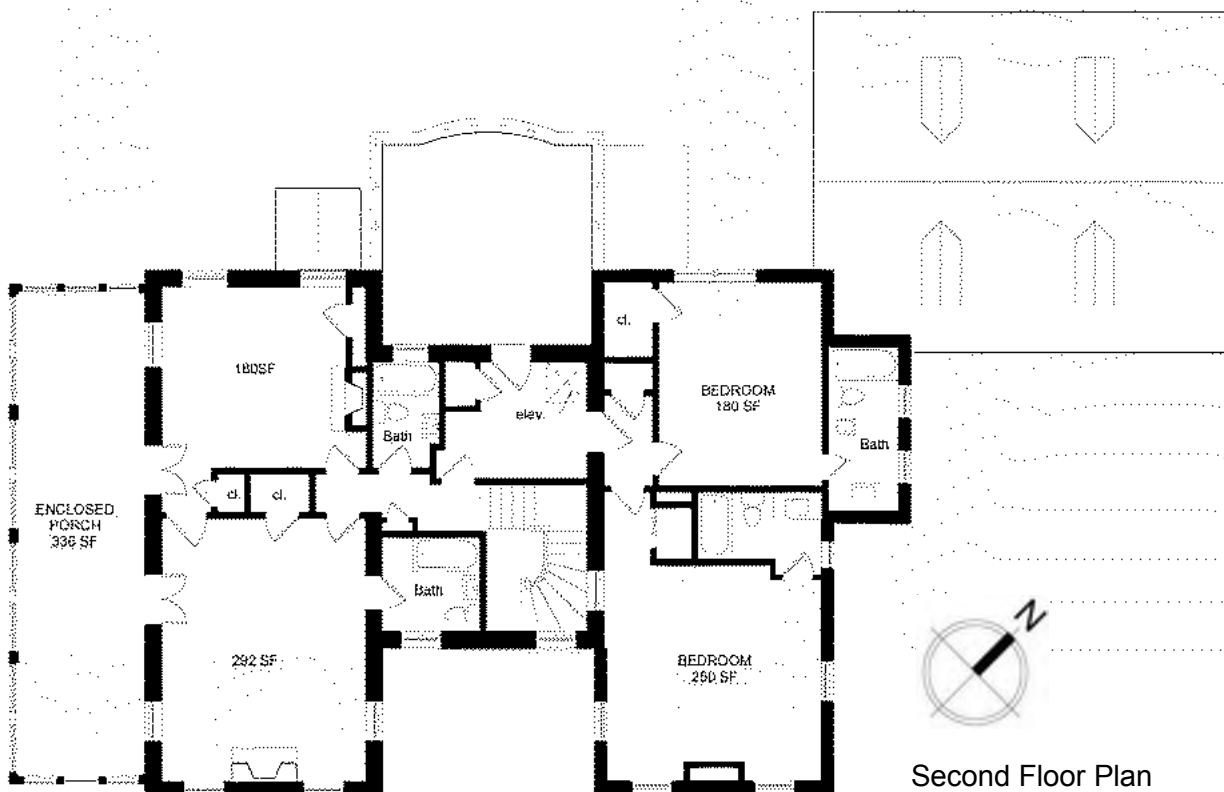
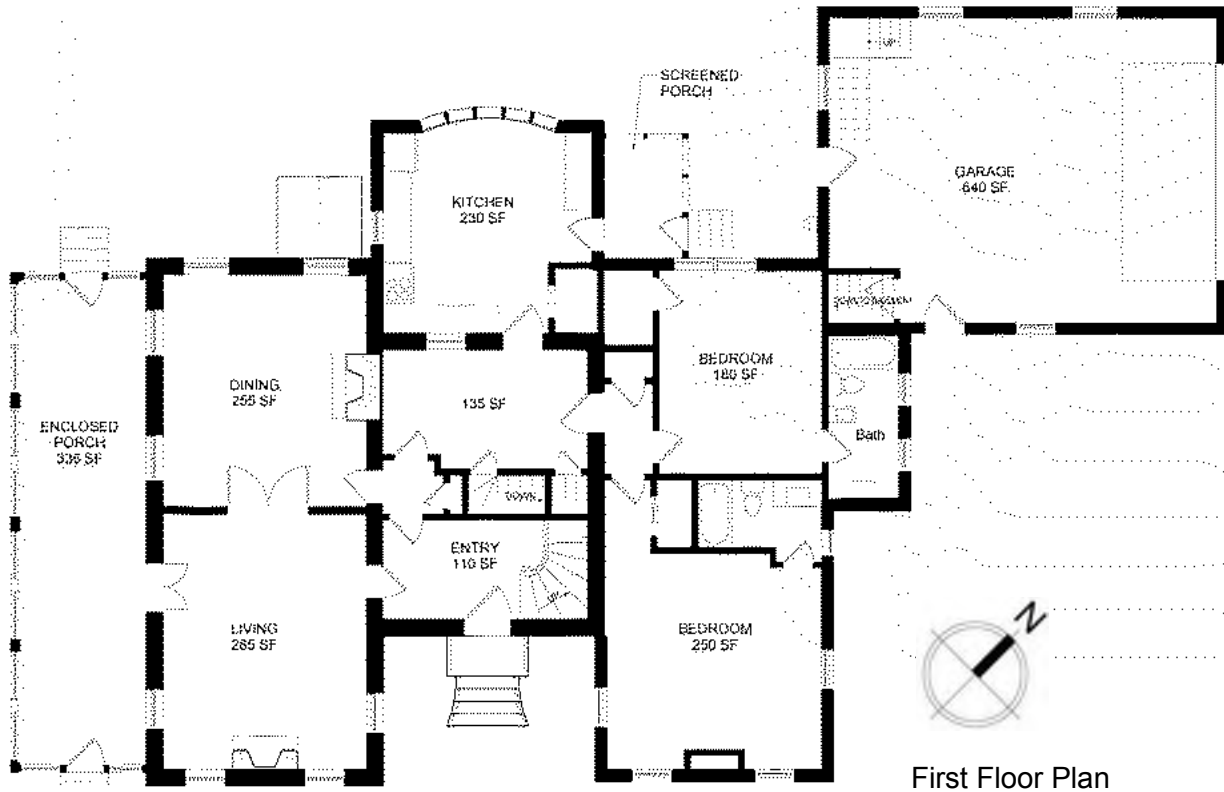
Typical storm & screen windows





# Amblers Residence

Property Conditions Assessment





## 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.



# Amblers Residence

Property Conditions Assessment





## 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.



## (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.



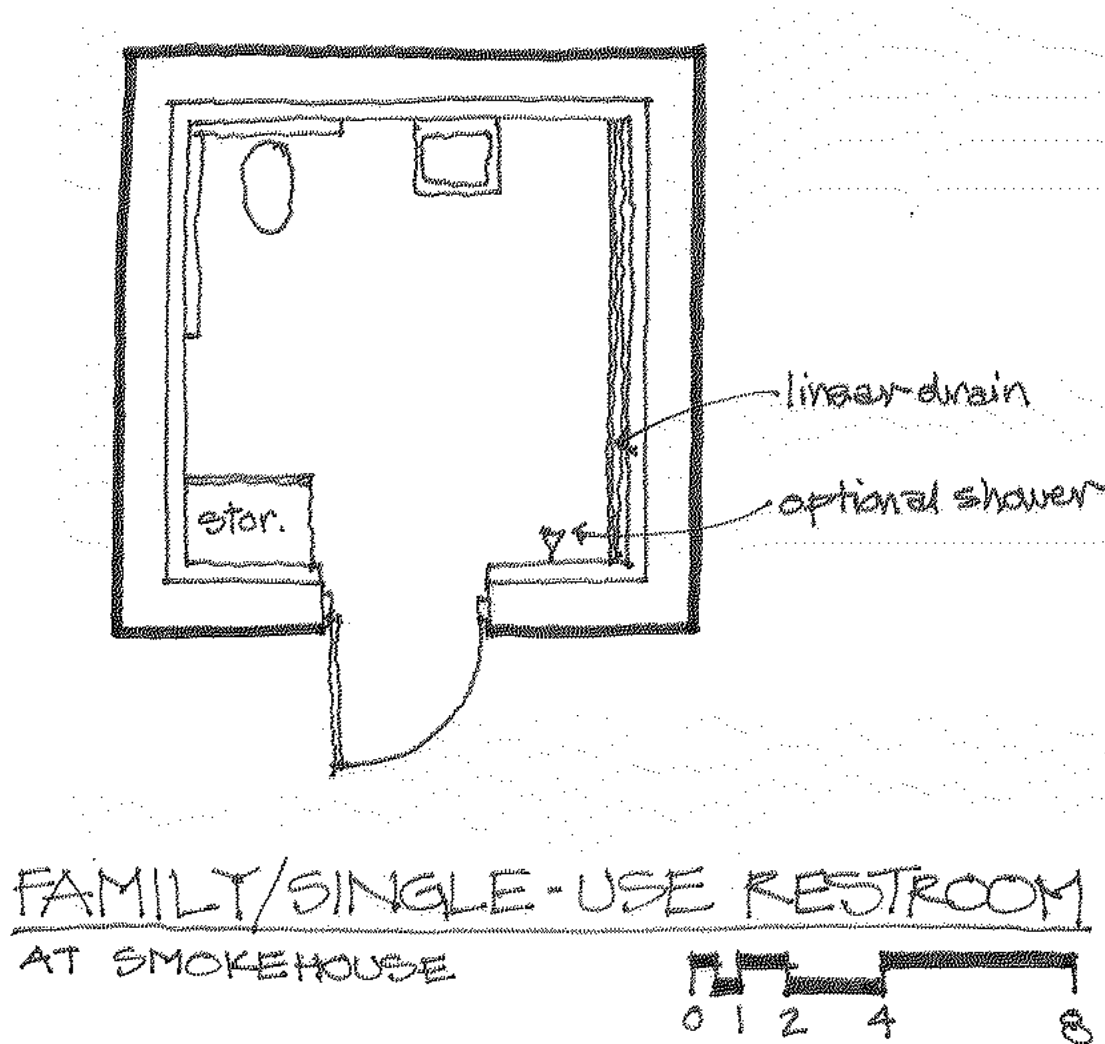


+ + + + +



# Amblers Residence

Property Conditions Assessment



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	
SITEWORK & 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
<b>COST PROJECTION FOR SITEWORK &amp; EXTERIOR BUILDING WORK</b>				<b>\$ 337,875</b>
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
<b>COST PROJECTION FOR INTERIOR BUILDING WORK</b>				<b>\$ 285,268</b>



# Amblers Residence

## Property Conditions Assessment

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		\$ -
<b>COST PROJECTION FOR PORCH RESTORATION</b>				<b>\$ 120,840</b>
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
<b>COST PROJECTION FOR OUTBUILDING RENOVATION</b>				<b>\$ 103,545</b>
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
<b>Project Cost</b>				<b>\$ 1,402,741</b>
** 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.				



+ + + + +



## Property Conditions Assessment

**GuernseyTingle** + + + + +  
ARCHITECTURE | INTERIORS | PLANNING



## Property Conditions Assessment

+



# Amblers Residence

## Property Conditions Assessment

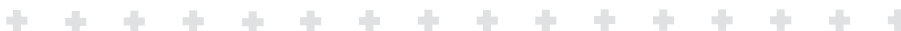
OPTIONAL/OTHER WORK			Unit Cost	Total Cost
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
<b>Subtotal</b>				<b>\$ 110,000</b>
General Conditions	20%			\$ 22,000
Subtotal				\$ 132,000
Contractor O&P	10%			\$ 13,200
<b>Total Projected Construction Cost</b>				<b>\$ 145,200</b>
Contingency	20%			\$ 29,040
Design/CA Cost Allowance	15%			\$ 26,136
<b>PROJECT COST FOR OPTIONAL/OTHER WORK</b>				<b>\$ 200,376</b>
<b>TOTAL COST PROJECTION FOR ALL PHASES (TODAY'S DOLLARS)</b>				<b>\$ 1,562,868</b>
** 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









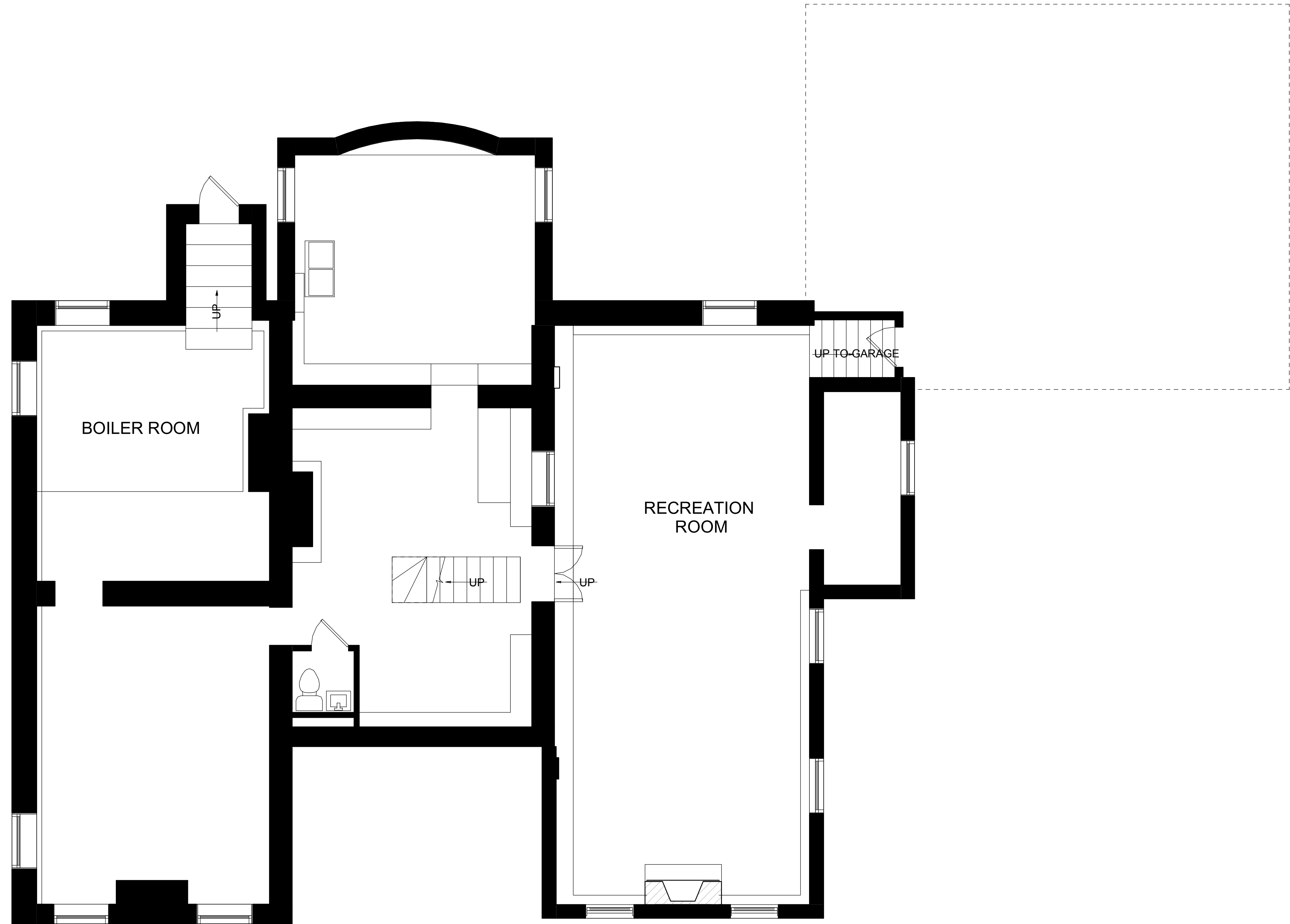
#	Description	Date	Initials

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Guertsey Wright and may not be altered, reproduced, or built  
without written permission of the architect.

BASEMENT PLAN

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

## A2.00

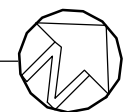


## Basement Plan

---

1/4" = 1'-0"

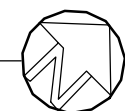
2030 S.F.





FIRST FLOOR PLAN

## A2.01



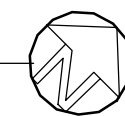


Plotted on: 11/2/2016 5:20:21 PM



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

+/- 2070 S.F.



Amblers Residence

James City County, Virginia

REVISION SCHEDULE

#	Description	Date	Initials

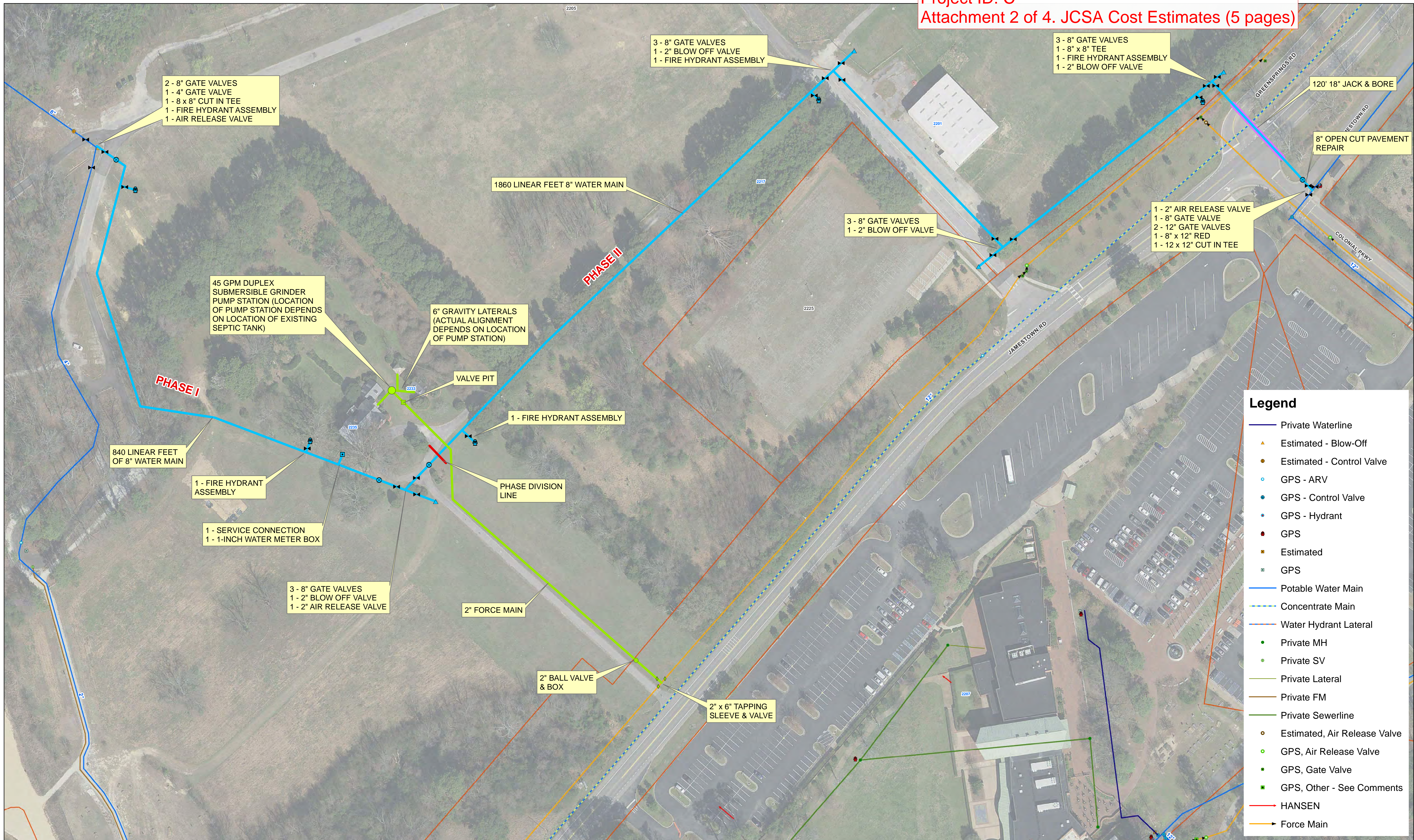
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SECOND FLOOR PLAN

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

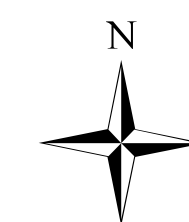
A2.02





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.

0 120 240 480 Feet





Acct. No. : \_\_\_\_\_

Premise No. \_\_\_\_\_



## Tap Fee Calculation Sheet

Name or Contractor : James City County

Mailing Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_

Lot No. : 5

Section : \_\_\_\_\_

Subdivision : \_\_\_\_\_

Street Address : 2205 Jamestown Rd, Williamsburg VA

Res : Total Bathrooms : \_\_\_\_\_

Meter Size : \_\_\_\_\_

1"

### Breakdown :

#### Fixtures

#1 Bathroom \_\_\_\_\_

#2 Bathroom \_\_\_\_\_

Total Fixtures : \_\_\_\_\_

#### Fixtures

#3 Bathroom \_\_\_\_\_

#4 Bathroom \_\_\_\_\_

#### Fixtures

#1 Half Bath \_\_\_\_\_

#2 Half Bath \_\_\_\_\_

#### Fixtures

#3 Half Bath \_\_\_\_\_

# of Fixtures Override (see comments) \_\_\_\_\_

Fixture : A receptacle or device, which is either permanently or temporarily connected to the water distribution system of the premise, and demands a supply of water there from, or discharge used water, water materials, or sewerage either directly or indirectly to the drainage system of the premises, or requires both a water supply connection and a discharge to the drainage system on the premise. Example : Sign, Toilet, Tub or Shower.

If you want to include the cost of Lawn Irrigation Tap Fees : \_\_\_\_\_

### Comments

(Lot Size) \_\_\_\_\_

Existing Structure Currently on Private well and Septic  
Request for Water and Sewer Estimated Connection Fees  
Reveloped as a Commercial porperty  
Contractor responsible for all water/sewer installs or upgrades.  
Fees based on 1" meter, estimate only  
Grinder pump connection

	Water
Systems Fee	\$4,000.00
Local Fee :	
Inspection :	\$10.00
Hose Bib :	\$500.00
Meter :	\$468.75
Subtotal :	\$4,978.75

	Sewer
Systems Fee	\$4,000.00
Local Fee :	
Inspection :	\$10.00
HRSD Fee :	\$8,170.00
Subtotal :	\$12,180.00

Lawn Irrigation Fee : \_\_\_\_\_

**Total : \$17,158.75**

James City Service Authority  
119 Tewning Road  
Williamsburg, VA 23188-2639

P: 757-253-6800  
F: 757-259-4115  
jcsa@jamestownva.gov





## Amblers House

### Water Phase I

Quantity	Unit	Description Water	Unit Cost	Total Cost
840	LF	8-inch Water Main	\$ 90	\$ 75,600
5	EA	8-inch Gate Valve and Box	\$ 3,500	\$ 17,500
1	EA	4-inch Gate Valve and Box	\$ 2,500	\$ 2,500
2	EA	Fire Hydrant Assemblies	\$ 4,500	\$ 9,000
2	EA	2-inch Manual Air Release Valve and Box	\$ 2,000	\$ 4,000
1	EA	2-inch Blow Off Valve and Box	\$ 2,500	\$ 2,500
1	EA	Connection to Existing Main	\$ 8,000	\$ 8,000
1	EA	1-Service Connection	\$ 4,000	\$ 4,000
1	EA	1-inch Water Meter Box	\$ 1,200	\$ 1,200
		Sub-Total Water		\$ 124,300

Mark-ups	Percent	Cost
General Contingency	15%	\$ 18,645
Design and Planning	8%	\$ 9,944
Construction Management	5%	\$ 6,215
Subtotal Combined Mark-ups		\$ 34,804

Total Phase I for Water Only \$ 159,104

### Water Phase II

Quantity	Unit	Description Sewer	Unit Cost	Total Cost
1,860	LF	8-inch PVC Water Main	\$ 150	\$ 279,000
120	LF	18-inch Jack and Bore	\$ 550	\$ 66,000
2	EA	12-inch Gate Valve and Box	\$ 4,000	\$ 8,000
10	EA	8-inch Gate Valve and Box	\$ 3,500	\$ 35,000
3	EA	Fire Hydrant Assemblies	\$ 4,500	\$ 13,500
2	EA	2-inch Manual Air Release Valve and Box	\$ 2,000	\$ 4,000
3	EA	2-inch Blow Off Valve and Box	\$ 2,500	\$ 7,500
1	EA	Connection to Existing Main	\$ 8,000	\$ 8,000
400	SQFT	Open Cut Pavement Repair	\$ 40	\$ 16,000
1	EA	1-inch Water Meter Box	\$ 1,200	\$ 1,200
		Sub-Total Water		\$ 438,200

Mark-ups	Percent	Cost
General Contingency	15%	\$ 65,730
Design and Planning	8%	\$ 35,056
Construction Management	5%	\$ 21,910
Subtotal Combined Mark-ups		\$ 122,696

Total Phase II for Water Only \$ 560,896

Total Combined Water \$ 720,000

### Sanitary Sewer Costs

Quantity	Unit	Description Sewer	Unit Cost	Total Cost
1	Lump Sum	Duplex Grinder Pump Station - Assume 5 HP submersible grinder pumps yielding 45 GPM peak pump rate each. Assume 5 ft. diameter precast concrete wet well approximately 10 to 12 ft. deep. Includes guide rails, piping, electrical & controls, and miscellaneous valves and boxes.	\$ 15,000	\$ 15,000
1	Lump Sum	Installation of Duplex Grinder Pump Station including station piping, electrical work and controls.	\$ 10,000	\$ 10,000
100	LF	6-inch Gravity Laterals and 3 cleanouts to tie house, servant's quarters bathrooms and smoke house bathroom to grinder pump station.	\$ 48	\$ 4,750
610	LF	2-inch PVC or HDPE Force Main - from proposed grinder pump station to existing JCSA 6-inch force main in the Jamestown Road ROW	\$ 40	\$ 24,400
1	LS	Abandonment of Existing Septic Tank	\$ 1,500	\$ 1,500
		Sub-Total Sewer		\$ 55,650

Mark-ups	Percent	Cost
General Contingency	15%	\$ 8,348
Design and Planning	8%	\$ 4,452
Construction Management	5%	\$ 2,783
Subtotal Combined Mark-ups		\$ 15,582

Total for Sewer Only \$ 71,232



Project:	Amblers House
Project No.:	
Subject:	Water Meter Design
	International Plumbing Code
Date:	11/20/2018
Calculated By:	Danny Poe

**TABLE E103.3(2) (2003 INTERNATIONAL PLUMBING CODE)**  
LOAD VALUES ASSIGNED TO FIXTURES

LOAD VALUES, IN WATER SUPPLY FIXTURE UNITS							
FIXTURE	OCCUPANCY	TYPE	COLD	HOT	TOTAL	QUANTITY	TOTAL FU
Bathroom Group	Private	Flush Tank	2.70	1.50	3.60		
Bathroom Group	Private	Flush Valve	6.00	3.00	8.00		
Bathtub	Private	Faucet	1.00	1.00	1.40	6	8.4
Bathtub	Public	Faucet	3.00	3.00	4.00		
Bidet	Private	Faucet	1.50	1.50	2.00	2	4.0
Combination Fixture	Private	Faucet	2.25	2.25	3.00		
Dishwashing Machine	Commercial	Automatic		2.80	2.80	1	2.8
Drinking Fountain	Offices, etc.	3/8" valve	0.25		0.25		
Kitchen Sink	Private	Faucet	1.00	1.00	1.40	3	4.2
Kitchen Sink	Hotel, Restaurant	Faucet	3.00	3.00	4.00	1	4.0
Laundry trays (1 to 3)	Private	Faucet	1.00	1.00	1.40		
Lavatory	Private	Faucet	0.50	0.50	0.70	7	4.9
Lavatory	Public	Faucet	1.50	1.50	2.00	5	10.0
Service Sink	Offices, etc.	Faucet	2.25	2.25	3.00	1	3.0
Shower Head	Public	Mixing Valve	3.00	3.00	4.00	1	4.0
Shower Head	Private	Mixing Valve	1.00	1.00	1.40		
Urinal	Public	1" Flush Valve	10.00		10.00		
Urinal	Public	3/4" Flush Valve	5.00		5.00	2	10.0
Urinal	Public	Flush Tank	3.00		3.00		
Washing Machine (8 lbs.)	Private	Automatic	1.00	1.00	1.40		
Washing Machine (8 lbs.)	Public	Automatic	2.25	2.25	3.00		
Washing Machine (15 lbs.)	Public	Automatic	3.00	3.00	4.00	1	4.0
Water Closet	Private	Flush Valve	6.00		6.00		
Water Closet	Private	Flush Tank	2.20		2.20	7	15.4
Water Closet	Public	Flush Valve	10.00		10.00		
Water Closet	Public	Flush Tank	5.00		5.00	5	25.0
Water Closet	Public or Private	Flushometer tank	2.00		2.00		
Commercial Ice Maker	Public		1.00		1.00	1	1.0

Predominantly Flush Tank

TOTAL	100.7
USE	101.0

**FROM TABLE E103.3(3) (2003 INTERNATIONAL PLUMBING CODE)**  
**WATER DEMAND 43.7 GPM**

**KNOWN FLOW \_\_\_\_\_ GPM**

**USE 44.0 GPM**

**FROM TABLE C.1.12 (AWWA STANDARD C700-77)**  
**OPERATING CHARACTERISTICS FOR WATER METERS**

<b>METER SIZE</b>	<b>1 IN.</b>	<b>50 GPM (Safe Operating Capacity)</b>
<b>(at 80% Capacity Use)</b>	<b>1 1/2 IN.</b>	<b>80 GPM (80% Safe Operating Capacity)</b>



**COMPUTED WATERLINE SIZE (HAZEN AND WILLIAMS)**

---

**SERVICE LINE**

DIAMETER (in)	LENGTH (ft)	MATERIAL
2 in	80	PVC

From Main to Meter - Public

From Meter to Building - Private

<u>C</u>	<u>AREA (SQ IN)</u>	<u>VELOCITY (FPS)</u>	<u>PRESSURE DROP (PSI)</u>
120	3.14	0.04	1.94



Amblers House Utilities			
	FY2020	FY2021	FY2022
Water	\$ 159,104.00	\$ 565,874.75	\$ -
Sewer	\$ -	\$ 83,412.00	\$ -
Electrical	\$ -	\$ 50,000.00	\$ -
Natural Gas	\$ -	\$ 30,000.00	\$ -
UST (Abandon in place)	\$ 26,000.00	\$ -	\$ -
Fiber (with Cox Communications)	\$ -	\$ -	\$ 10,000.00
<b>Total</b>	\$ 185,104.00	\$ 729,286.75	\$ 10,000.00



**Laura Messer**

---

**From:** Shawn Gordon  
**Sent:** Thursday, November 29, 2018 2:36 PM  
**To:** Laura Messer  
**Cc:** Amy Jordan; Grace Boone  
**Subject:** Ambler House Estimates

Hey Laura,

Here is a follow-up on the utility cost estimates:

Dominion Energy to upgrade service to the house:	\$50,000
Virginia Natural Gas to the house:	\$30,000
UST (Abandon in place)	\$26,000
Subtotal:	\$106,000

If you need communication to the house it would be approximately \$10,000. Patrick Page was not sure where the Cox Communications service termination was within the vicinity and there is a 800 ft threshold for service. (JY Foundation should be a customer) Service at the County rate is normally around \$200/month for a facility (cable, phone, internet).

JCSA has already sent you their estimates for the water and sanitary sewer, and the utility connections.

Domestic Water:	\$720,000 (Phase 1 and 2)
Sanitary Sewer:	\$71,232
Water and Sewer Connection Fees:	\$17,159
Subtotal:	\$808,391

In addition below are the 2018 estimates I received from Centennial Contractors, Butch Fox, to complete the exterior repairs on each structure for your records. When we do proceed to complete these facilities you will want to add contingency and an inflation factor to request funding for the two outbuildings.

*Source: Centennial Contractors from Butch Fox in June 2018 – Excluding the main house*

*Note: The grounds repair is removed from the SOW and pricing in anticipation of extensive grounds renovation for storm water control.*

*Rough Order of Magnitude (ROM)*

*Servants Qtrs: \$ 56,820.50*

*Smoke House: \$ 16,774.75*

Hope this helps, let me know if you need any additional information or have questions for your CIP submission.  
Shawn





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Kate Sipes

### Department

Economic Development

### Email

kate.sipes@jamestowncitycountyva.gov

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

Jamestown Corridor - Marina New Building

### Location

JCC Marina

### Priority

2

### Out of how many?

2

### How long will this facility or equipment be used?

25+ years

### Improvements begin

7/1/2020

### Improvements completed

4/1/2021

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$60,000.00	\$61,800.00	\$63,654.00	\$185,454.00

### Type of revenue generated

Rent/lease revenue from restaurant tenant

### Add row

Yes

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00
--------	--------	-------------	-------------	-------------	-------------

Type of revenue generated  
Meals/sales tax for restaurant

Add row

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00

### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$3,500,000.00	\$0.00	\$0.00	\$0.00	\$3,500,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$500,000.00	\$3,500,000.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



# **Project Narrative**

## **Current condition/situation**

Currently the marina property improvements include the bulkhead, covered and uncovered boat slips, gas/fuel tanks, boat ramp, boat parking area, boat repair facility, parks office, mobile home, restrooms/shower facilities, tap room, brewery, and affiliated parking areas, along with some passive green space. The existing facilities (excluding the brewhouse constructed in 2017) date to the 1940s (according to Real Estate records) and significant repairs have been identified. Separate projects are being pursued for the bulkhead, floating docks, boat slips, relocation of the fuel tanks and other shoreline repairs and have been approved in the current CIP budget.

In addition to maintaining/replacing existing facilities related to existing watercraft amenities at the marina, the marina property presents the only public access to the James River in the County.

The 2019-2020 update to Shaping Our Shores identifies a new building on the Marina property. This request would fund that new building that would include a new taproom for the existing brewery tenant and a new restaurant tenant.

## **Requested change/project description**

This project scope includes providing a new building that would relocate the brewery tenant's taproom so that the existing building could be demolished. An additional building for Parks & Recreation staff and the marine repair tenant would be a separate CIP request. While it's the County's intention to retain these uses on the property, the existing building is located in the floodplain and has experienced some structural damage over time. The cost of repairing the building exceeds the value of the building, and the location in the floodplain limits the repairs that can be made without triggering cost-prohibitive construction techniques to meet current regulatory requirements. Limited repairs were made to the building to accommodate the taproom on the second floor, but a long-term solution is needed. Knowing this, the investment in the taproom was kept to a minimum, intended to serve the space needs for the short-term. This new building would include additional space for a restaurant and a community meeting room that could provide for additional rental income if included in the space when it is designed.

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

The existing building that houses the taproom has limited space and is past its useful life and either requires significant repairs or simply to be replaced with a new facility. Repairs to this building are limited by regulations on structures located within a floodplain.

Supporting infrastructure will also require investment. This project represents the redevelopment opportunity on this County property. Please refer to the existing Shaping Our Shores Master Plan for general scope and preliminary costs.

As the only public access in the County to the James River, this property presents tremendous opportunity to be a valuable asset for County residents and visitors. Having additional amenities at a place where there is water access for water recreation, a gathering space with views of the water and nearby attractions such as the Jamestown Settlement, Jamestown Island, Jamestown Beach and cyclists on the Cap-to-Cap Trail.

The County's only craft brewery, located at the Marina, has grown more than 33% in its first two years of operation. The existing brewery has provided a glimpse of the future potential of the site. With the ongoing marina improvements, the County needs to continue the momentum with the addition of a building for an expanded taproom and a new restaurant. The brewery currently relies on food trucks for its visitors and there are no existing public restaurants on the James River.

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

This project represents an investment in County amenities that will serve the population for several



decades with recreational opportunities.

#### **Additional material**

Marina\_Archaeology.pdf

Marina photos.pdf

Proposed Shaping Our Shores Update - JCC Marina Map.pdf

[Click here to view online form and download attachments.](#)

## **Evaluation Questions**

### **General**

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

Yes

##### **1. Comments**

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. PR 4.2 – Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin and Chickahominy Riverfront Park in accordance with approved master plans.

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

Yes

##### **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

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

Yes

##### **3. Comments**

The Shaping Our Shores Master Plan includes references to: new marina building with maintenance services and sales; waterfront restaurants (2) with outdoor seating; pedestrian/bike connection to Jamestown Beach Event Park, Jamestown Settlement, and Virginia Capital Trail; tour boat operations and commercial fishing boats; and new access to the site and internal access to JYF property. (Table 1-2, Introduction page 1-35).

## **Quality of life**



**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

Consistent with the objectives of Shaping Our Shores Master Plan, this project enhances recreational opportunities at Jamestown Beach Event Park and the James City County Marina. Additionally, this property provides the only public access to the James River in the County.

**6. Will the project mitigate blight?**

Yes

**6. Comments**

The condition of the existing facilities leaves a lot to be desired.

**7. 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?**

All citizens will be able to enjoy the waterfront amenities included in this project. This would also increase the amount of time that visitors spend in the Jamestown Corridor.

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

Yes

**8. Comments**

Redevelopment of the Jamestown Corridor is consistent with preserving the Jamestown Road corridor, and supports existing assets such as Jamestown Island, Jamestown Settlement and Jamestown Beach Event Park.

**9. Does the project affect traffic positively or negatively?**

Jamestown Road and the Colonial Parkway already accommodate visitors to the Marina, Jamestown Beach Event Park, Jamestown Settlement, and Historic Jamestowne. Improving the marina property provides an additional amenity for current visitors and traffic impacts will likely be tied to specific events offered in the overall Jamestown Destination Area that will not be scheduled to conflict with each other. Major traffic implications are not anticipated, as the site can be accessed from both Jamestown Road and the Colonial Parkway.

**10. 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

**10. Comments**

Storm water improvements are included in the scope of this project.

## **Infrastructure**

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

Yes

**11. Comments**



The existing marina building that serves a taproom leased by private enterprise has exceeded its useful life and does not have room for expansion.

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

Yes

**12. Comments**

Existing facilities limit the opportunities for County residents to enjoy the waterfront location. Maintenance will be more cost effective on newer facilities.

**13. Does this replace an outdated system?**

Yes

**13. Comments**

Infrastructure is dated; the building is in the floodplain, which limits the amount that can be reasonably invested. Storm water regulations are not met for the site.

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

Yes

**14. Comments**

New building technology and infrastructure will be more efficient.

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

Infrastructure to the site exists, but it is dated. Improvements to the existing infrastructure will accommodate economic growth, either through leases with private entities or through user fees.

## **Economic development**

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

Yes

**16. Comments**

This project area is inside the PSA and the marina property is zoned B-1 for general business. Adding a restaurant and expanded taproom space presents an economic opportunity for the County.

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

Yes

**17. Comments**

Currently, the JCC Marina has more than doubled its number of visitors in the last two years (FY17 was 118,008 and FY19 was 313,892). With the upgrades that Parks&Recreation is completing to the marina infrastructure, it is guaranteed that the marina attendance will continue to increase. With this rise in attendance, there also should be a rise in amenities to expand the economic impact that the County receives from the number of visitors. A new restaurant at the marina will create another profitable revenue stream from meals and sales tax.

**18. Is the net impact of the project positive?**

Yes



**18. Comments**

Long-term the revenue could make the project revenue positive.

**19. Will the project produce desirable jobs in the County?**

Yes

**19. Comments**

There will be new jobs associated with this project, but the more significant benefit is additional revenue.

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

Jamestown Beach and the marina area have long been identified as areas that are currently under-performing and present long-term recreational opportunities.

## Health and public safety

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## Impact on operational budget

**24. Will the new facility require additional personnel to operate?**

No

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

The new facilities will operate more efficiently than the current facilities. Any design for new amenities would take maintenance costs into consideration, but even if the building becomes larger a more efficient layout and design/construction should result in no increase in costs to the County.

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**28. Comments**

A new building, complete with new systems, should require minimal maintenance and repair time. The current building dates to the 1940s.



**29. Will the efficiency of the project save money?**

Yes

**29. Comments**

The property has received minimal improvements since it was purchased in 2006. Replacing the building is more efficient than repairing the existing structure and systems. A new building would also be constructed outside of the floodplain (floodplain maps were updated in 2015) reducing insurance costs and County liability.

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

Yes

**30. Comments**

Opportunities to lease restaurant space to a private tenant is anticipated. These lease arrangements would diversify and expand the local economy.

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

It is necessary to continue the current momentum of growth at the Marina after the infrastructure improvements are completed. Design and engineering for the new building should take place in FY2021 with construction in FY2022. This would also assist the brewery in expanding their operation in accordance with their business plan.

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

No

**39. 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

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



No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

Yes

**43. Comments**

There may be disruption to boaters during construction, but the improvements far outweigh the negative impacts.

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

The Marina is in the primary service area and supports existing uses.

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

Yes

**47. Comments**

Marina

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

Yes

**48. Comments**

N/A

**49. 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**

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

No

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



No

**52. 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

### Department review

**Department supervisor review**

Accepted

**Reviewed by**

Christopher Johnson

#### Comments

#### Please confirm

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

### FMS/Planning review

**FMS/Planning review**

Pending...

**Reviewed by**

Margo Zechman

#### Comments

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Project title: Be consistent in naming projects

#17: Expand on Yes answer

#46 Comments: Answer whether it falls inside or outside of the PSA scope

#47 Comments: Marina

#48 Comments: Expand on Yes answer

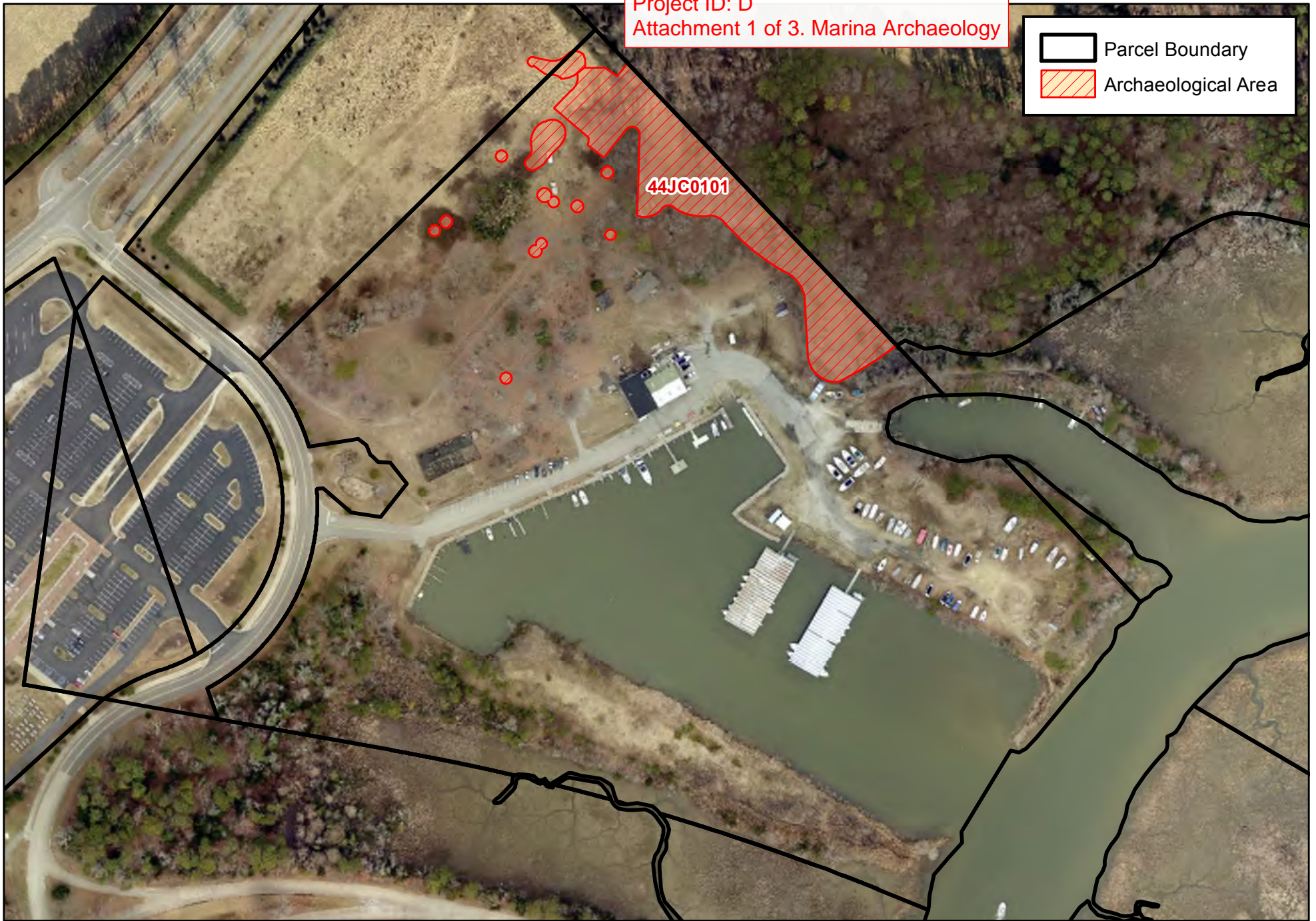
#### Please confirm

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



Project ID: D  
Attachment 1 of 3. Marina Archaeology

- Parcel Boundary
- Archaeological Area



1 inch = 220 feet  
0 100 200 Feet

## JCC Marina Archaeological Sites



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.

Copyright James City County GIS Office 8/9/2017  
M:\Departments\Parks\_and\_Rec\Archaeological Areas\Marina\_Archaeology.mxd



**Marina property showing existing buildings and new Billsburg Production facility**



**Exterior marina restroom and trailer (to be removed) 7/26/2017**





**Women's restroom door and interior**



**Interior men's restroom**





**Side view of the restroom facility showing path leading to showers located at the rear of the building**



**Shower facility at rear of building**













Draft Master Plan

James City County  
Marina



Label	Feature
A	Restaurant / Tasting Room / Multipurpose / Community Room & Deck
B	Covered Pavillion
C	Billsburg Brewery & Expansion
D	Parks Office, Rentals, Marine Repairs & Restrooms
E	Dry Stack Storage
F	Docks and Slips
G	Property Boundary
H	Fuel Dock/ Pump Out
I	Existing Gazebo
J	New Covered Boat Slips - 44 Slips
K	Canoe/ Kayak Launch
L	Creek Walk
M	Uncovered Boat Slips
N	Overlook / Fishing Pier
O	New Boat Ramp
P	Parking
P1	Short Term Trailer Parking / Boat Trailer Parking
Q	Marina Walk
R	Secondary Entrance
S	Living Shoreline
T	Floating Walkway and Transient Boat Dock
U	Jet Ski Slips - 5 Total
V	Paddle Craft Storage
W	Emergency Boat Lifts
X	Dumpster Pad

	Flood Plain		Living Shoreline - Still
	RPA Lines		Sidewalk
	Contours		Living Shoreline - Marsh
	Trail / Path		Bioretention Basin
	Existing Boat Slips		Trees
	Property Line		Grass
			Marsh

Proposed Site Information

44 Covered Boat Slips  
64 Boat Slips  
108 Total



0 60 120  
Feet

POWHTAN CREEK

Overlook/  
Fishing Pier

Creek  
Walk

Canoe/Kayak  
Launch

Boat Trailer  
Parking

Boat  
Ramp

New Covered  
Boat Slips  
42 Slips

Future  
Dry Stack  
Storage

Parks Office,  
Rentals, Marine  
Repairs & Restrooms

Potential  
Expansion  
Billsburg  
Brewery

Covered  
Pavillion

Restaurant/Tasting  
Room/Multipurpose/  
Community Room

State Route #359





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Ryan Ashe

**Department**

Fire

**Email**

ryan.ashe@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

Fire Station 6

**Location**

Opportunity Way

**Priority**

1

**Out of how many?**

1

**How long will this facility or equipment be used?**

30+

**Improvements begin**

7/1/2020

**Improvements completed**

7/1/2022

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

Yes

## Previous capital funding

FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	Total
\$1,410,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,410,000.00

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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## B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$6,865,000.00	\$0.00	\$0.00	\$0.00	\$6,865,000.00

## D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$1,365,000.00	\$0.00	\$0.00	\$0.00	\$1,365,000.00

## Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$8,230,000.00	\$0.00	\$0.00	\$0.00	\$8,230,000.00

## E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$780,000.00	\$1,105,000.00	\$1,230,000.00	\$1,230,000.00	\$1,230,000.00	\$5,575,000.00

## F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$200,000.00	\$345,000.00	\$345,000.00	\$890,000.00

## Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$780,000.00	\$1,105,000.00	\$1,430,000.00	\$1,575,000.00	\$1,575,000.00	\$6,465,000.00

## Project Narrative

### Current condition/situation

FY21 Update -

General Services, Planning and Fire Department staff are working with a consultant on a master plan of the parcel behind the LEC which will include Fire Station 6. This process has delayed the RFP process to select an architect for the project which is likely to delay the construction timeline.

Previous Submission -

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

FY 21 Update -

The construction cost request is increased to address storage that will need to be moved from Old Fire



Station 2 currently being used as a warehouse and physical ability testing site. Construction plans for a Grove recycling center and increased facility maintenance costs are likely to result in the demolition of the Old Fire Station 2 building. General Services staff recommended the increase to provide funding for a fourth apparatus bay or other storage solution at Fire Station 6. Furniture and Equipment costs were updated for projected apparatus and equipment costs.

The potential exists to delay funding construction costs until FY 22 depending on the master plan and RFP timelines. General Services staff is updating the expected design and construction timelines.

Previous Submission -

Begin the process to fund additional fire stations to increase six minute coverage in the PSA. Exact locations for additional stations 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. It has been determined that Fire Station 6 should be located on Opportunity Way to provide six minute response time to the Colonial Heritage/Lightfoot/Centerville Road area of concern in which the Fire Department responded to nearly 650 incidents in FY 18. In addition to improved response time in this area, Fire Station 6 will reduce the number of incidents currently handled by Fire Station 1 and 4 and due to increased unit availability, will reduce the use of mutual aid from the York County and City of Williamsburg Fire Departments. Additional Fire Station 6, 7, and 8 are included in the 2035 Strategic Plan.

Staff has met with Thomas Nelson Community College leadership to discuss the feasibility of joint land use for the fire station and joint public safety training center, also included in the 2035 Strategic Plan. The land adjacent to and behind the Law Enforcement Center could be used for this unique partnership between James City County and Thomas Nelson Community College Fire/EMS program.

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

The project includes funds for engineering and 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.

Personnel costs are to increase staffing from FY20-FY22 to prepare for the opening of Fire Station 6. Three additional Firefighter FTEs each six months for FY20 and 22. Three of the FTEs 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**

[Click here to view online form and download](#)



Map A.pdf

[attachments.](#)

Map B.pdf

Map C.pdf

## Evaluation Questions

### General

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

Yes

**1. Comments**

Public Facility section: Fire and Emergency Medical Services

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

Yes

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

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

Goal 7: Fiscally efficient government

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

No

**6. Will the project mitigate blight?**

No

**7. 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?**

Residents within the Primary Service Area will have increased services.

**8. 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

**9. Does the project affect traffic positively or negatively?**

N/A

**10. 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**

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

No

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

No

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

Yes

### **15. Comments**

Provide improved response times for areas within the Primary Service Area

## **Economic development**

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

Yes

### **16. Comments**

Provide improved response times for areas within the Primary Service Area

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

Yes

### **17. Comments**

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

**18. Is the net impact of the project positive?**

Yes

### **18. Comments**

Yes. Areas within the Primary Service Area will receive improved response times, and a higher number of firefighters on the scene of incidents in a more rapid fashion.

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

18 Firefighters to staff one additional station

**20. Will the project rejuvenate an area that needs assistance?**

No



## Health and public safety

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

Yes

**21. Comments**

Provides enhanced fire protection and emergency medical services.

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Provides enhanced fire protection and emergency medical services.

**23. Does the project mitigate an immediate risk?**

Yes

**23. Comments**

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

## Impact on operational budget

**24. Will the new facility require additional personnel to operate?**

Yes

**24. Comments**

18 additional FTE

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

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

**31. Does the project minimize life-cycle costs?**



Yes

**31. Comments**

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**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Current demands demonstrate need for additional fire station.

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

No

**39. 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

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

No

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

Yes

**41. Comments**

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

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No



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

Yes

**44. Comments**

Postively impacted by increased six minute response time zones

**45. Are there inter-jurisdictional considerations?**

Yes

**45. Comments**

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

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Yes. The "Toward 2035" Comprehensive Plan notes that the Primary Service Area, "...promotes public health and safety through improved emergency response times". In addition, the Primary Service Area encourages the avoidance of overburdening facilities within the Primary Service Area. Fire Station 6 will ease the burden on responses from Fire Station 4, which is currently the busiest station district. Both Fire Station 4 and the proposed Fire Station 6 are within the Primary Service Area.

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

Yes

**47. Comments**

Potential to use County-owned sites for fire station.

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

No

**49. 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**

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

No

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

Yes

**51. Comments**

Improved response times as well as adding additional Fire/EMS response units will improve the health and safety of citizens and visitors.

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Ryan Ashe

#### **Comments**

#### **Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Accepted

**Reviewed by**

Margo Zechman

#### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Has this project already been adopted in a previous CIP budget? S/b Yes. FY20 \$1,410,000; FY21 \$7,500,000

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

Answered yes to #30

#40-41: Inconsistent answers

#### **Please confirm**

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

### **Admin review**

**Admin review**

Accepted

**Reviewed by**

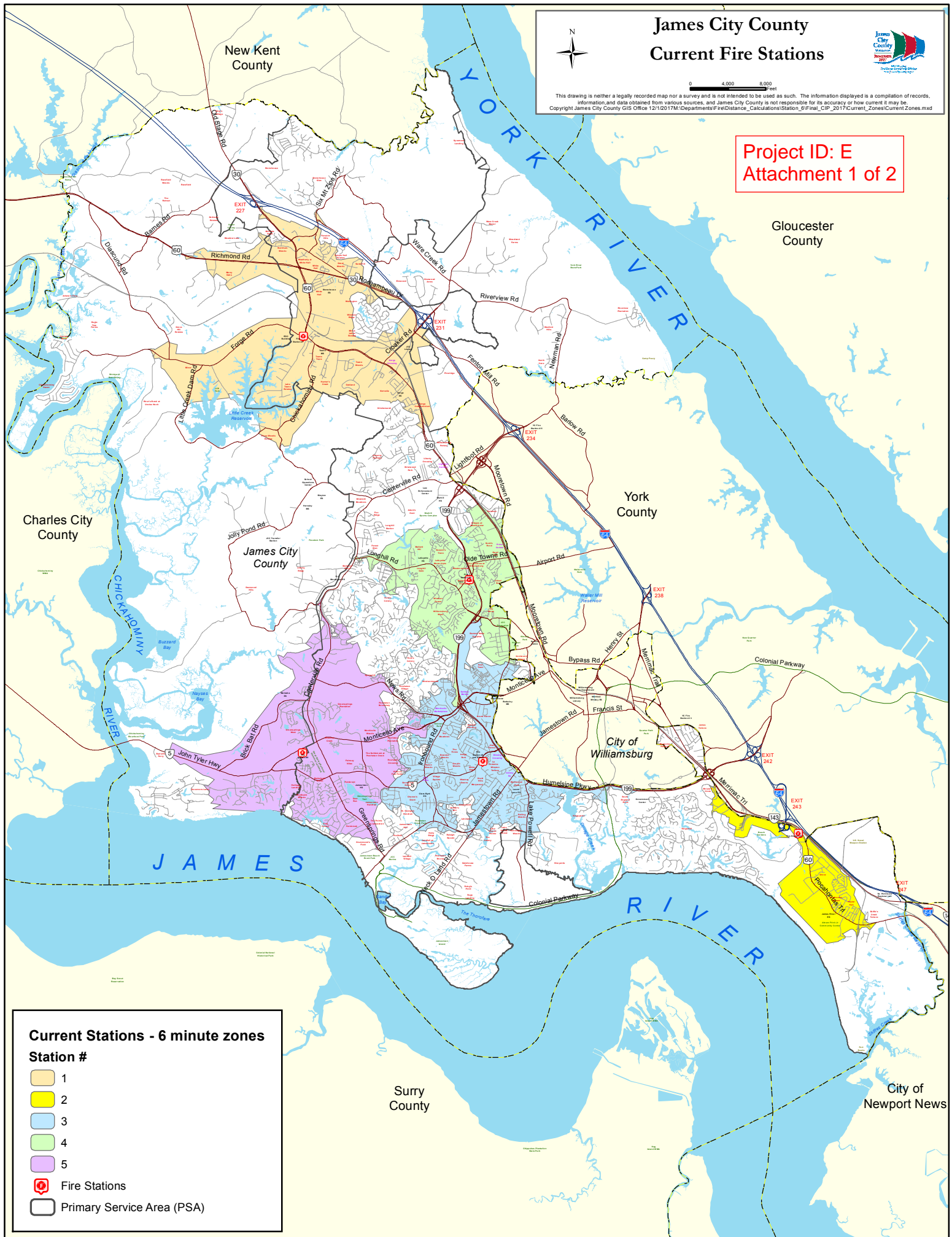
Margo Zechman

#### **Comments**

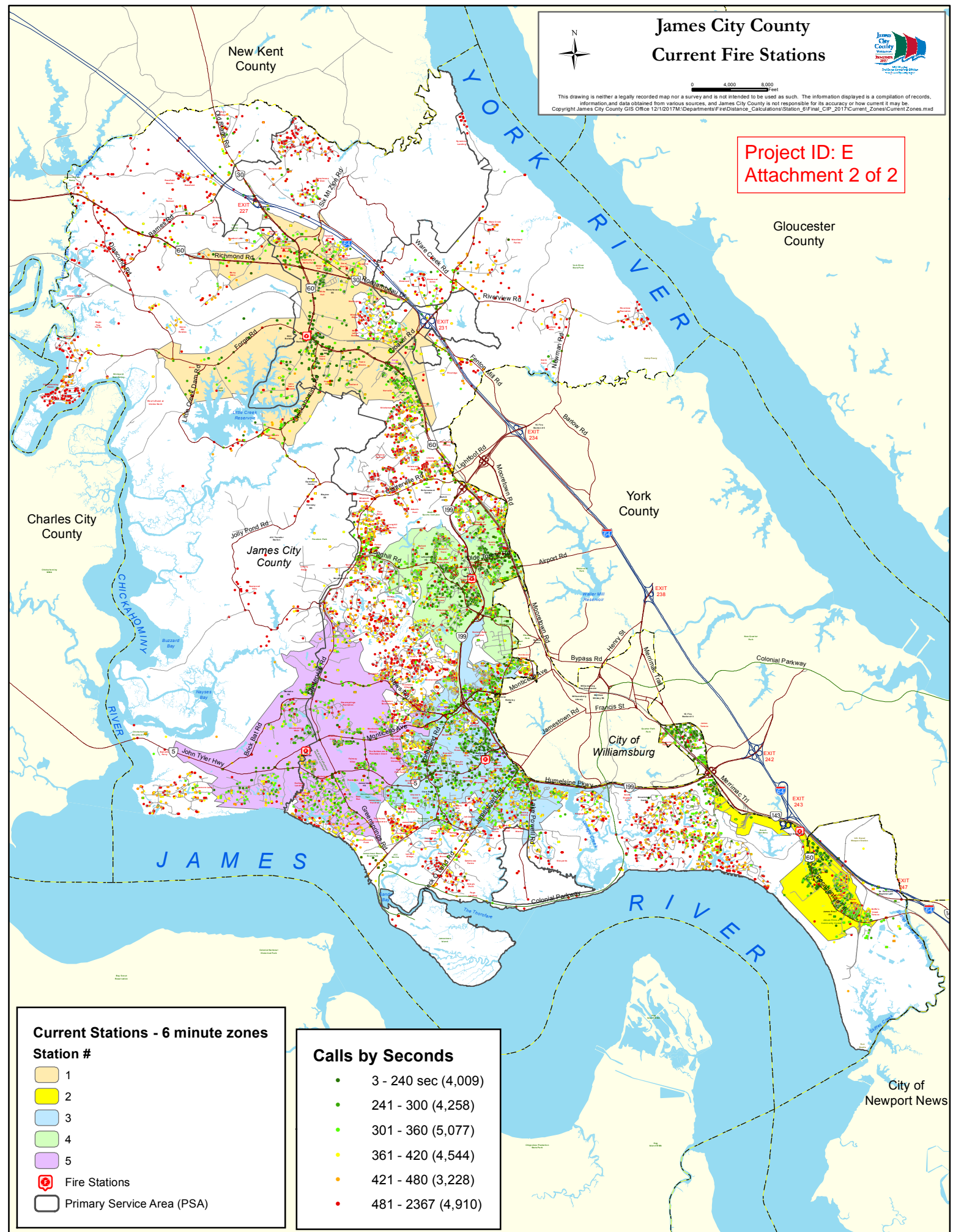
#### **Please confirm**

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













# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Joanna Ripley

### Department

General Services

### Email

joanna.ripley@jamescitycountyva.gov

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

Jolly Pond Road at the Dam Termini Construction

### Location

Jolly Pond Road at the Dam

### Priority

1

### Out of how many?

3

### How long will this facility or equipment be used?

20 years

### Improvements begin

7/1/2020

### Improvements completed

9/30/2020

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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## Design & Engineering

\$ 21,500	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21,500
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$ 124,300	\$0.00	\$0.00	\$0.00	\$0.00	\$ 124,300

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$ 145,800	\$0.00	\$0.00	\$0.00	\$0.00	\$ 145,800

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

The roadway over the dam structure on Jolly Pond Road has failed. The BOS has adopted a resolution to terminate the County's maintenance of the roadway.

#### Requested change/project description

The BOS has officially abandoned the ROW and in order to make the area safe for folks to turn around on either side the installation termini on either end is required.

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

The need for the project is based on the BOS resolution to terminate JCC maintenance requirements.

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

None

#### Additional material

Estimate for Termini's at Jolly Pond Dam  
Revised.pdf

[Click here to view online form and download attachments.](#)

## Evaluation Questions



## General

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

Yes

**1. Comments**

In conformance with GSA T 1. The emergency nature of these repairs is supportive of the fostering a safe, effective, and efficient transportation system.

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

No

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

Yes

**3. Comments**

BOS resolution

## Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

No

**6. Will the project mitigate blight?**

No

**7. 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

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

No

**9. Does the project affect traffic positively or negatively?**

The project will enhance the safety of the travelling public by providing turnarounds for traffic at the road closures.

**10. 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

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



N/A

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

N/A

**13. Does this replace an outdated system?**

N/A

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

N/A

**15. Does the project extend service for desired economic growth?**

N/A

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

Yes

**21. Comments**

The roadway over the dam is in failure.

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Promotes improved safety by not allowing travel along a roadway in failure.

**23. Does the project mitigate an immediate risk?**

Yes

**23. Comments**

Mitigates immediate risk of the traveling public along a failing road.

## **Impact on operational budget**



**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

The dam is not up to current DEQ standards and by abandoning the ROW maintenance JCC has lowered life cycle costs on the roadway.

## **Regulatory compliance**

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

N/A

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

The project should be evaluated and constructed as soon as funding is approved.



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

No

**39. 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)?**

N/A

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

No

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

No

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

No

**49. 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**

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

No

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

Yes

### **51. Comments**

The closure of the roadway over the dam has created a hazard to 'turnaround' traffic; as no safe, sufficient,



paved turnaround is currently available.

52. 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

### Department review

Department supervisor review  
Accepted

Reviewed by  
Grace Boone

#### Comments

Proposed BOS approval on December 10, 2019

All Planning and FMS questions addressed 12-20-19

#### Please confirm

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

### FMS/Planning review

FMS/Planning review  
Incomplete

Reviewed by  
Margo Zechman

#### Comments

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

#1: *CSAT 1: YES, The emergency nature of the repairs is supportive of fostering a safe, effective and efficient transportation system.*

#2: No

#3: Yes BOS resolution

Quality of Life section (#4-10): Answer No instead of N/A is preferred

Economic Development section: Answer No instead of N/A is preferred

#24: No

#25: No

#28-30: Answer No instead of N/A

#40-49: Answer No instead of N/A is preferred

Special considerations: Please ensure answered

#50: No

#51: Important. Answer Yes and explain

#52: No

#### Please confirm

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



### Rough Estimate

Survey	\$1500
Design	\$5000
Stormwater	\$5000
Tree Removal	\$10000
Grading/Demo	\$20000
Stone/Fill	\$50000
Asphalt	\$20000
Signage	\$5000
RoW	\$5000
Subtotal	\$121500
Total (+10% Cont)	\$145800

### Jolly Pond Road at the Dam Road Termini Construction

Project ID: F  
Attachment 1 of 1

Approximate  
Turnaround locations

### Revised Estimate (12-19-2019)

Based on discussions with property owner and VDOT personnel the approximate locations of the turnarounds were modified.

This location change increased the estimated project cost.

This estimate reflects the increase in project cost.





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Jo Anna Ripley

**Department**

General Services

**Email**

joanna.ripley@jamecitycountyva.gov

**Are you a department supervisor?**

No

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Grove Convenience Center

**Location**

TBD

**Priority**

2

**Out of how many?**

3

**How long will this facility or equipment be used?**

25-30 Years

**Improvements begin**

7/1/2019

**Improvements completed**

6/30/2021

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$556,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$556,600.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$596,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$596,600.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$25,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$225,000.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$25,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$225,000.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$450,000.00

## Project Narrative

#### Current condition/situation

Currently there is no recycling/trash facility in the Grove area. These residents have to travel to the nearest convenience center at Tewning Road. The Tewning Road site is not a full service site so bulky items need to be taken to the convenience center at Jolly Pond Road. Included in the update is a cost escalation to better reflect pricing.

#### Requested change/project description

Construct a convenience center in the Grove area to provide residents with the ability to dispose of household trash, recyclables and other items.

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

Currently there is no recycling/trash facility in the Grove area. These residents have to travel to the nearest convenience center at Tewning Road. The Tewning Road site is not a full service site so bulky items need to be taken to the convenience center at Jolly Pond Road.

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

N/A

#### Additional material

[Click here to view online form and download](#)



## Evaluation Questions

### General

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

Yes

**1. Comments**

Project supports PF1.1, PF1.2, PF1.5.3 & ENV 2.3

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

Yes

**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

Goal 7: Fiscally efficient government

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

Yes

**3. Comments**

BOS directive

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

No

**6. Will the project mitigate blight?**

Yes

**6. Comments**

This project could prevent or minimize illegal dumping in the area.

**7. 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?**

This project benefits the residents of the Grove area and surrounding areas

**8. 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

**9. Does the project affect traffic positively or negatively?**



It will have some affect on traffic depending on the number of residents using the site at any given time

**10. 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

**10. Comments**

Reduces illegal dumping of debris/solid waste trash. Provides opportunity to recycle reducing landfill waste

## **Infrastructure**

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

N/A

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

N/A

**13. Does this replace an outdated system?**

N/A

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

Yes

**14. Comments**

Will research what current industry options are available

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

Serving all of the lower County residents and businesses

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

Provides residents a place to dispose/recycle materials, fulfills a request from the Grove residents

**19. Will the project produce desirable jobs in the County?**

Yes

**19. Comments**



Create at least one FTE

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

This will reduce illegal dumping and improve community corridor

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Stormwater quality

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

**24. Comments**

1 FTE

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

No

**26. Will the new facility require significant annual maintenance?**

Yes

**26. Comments**

Based on current facilities there will be minimal maintenance requirements

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

Yes

**27. Comments**

Furniture, containment equipment, spill prevention equipment, collection containers for various liquids

**28. 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

**29. Will the efficiency of the project save money?**

No



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

Yes

**30. Comments**

Solid Waste fees & potential revenue from recycled materials depending on the market/volume received

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

There is strong support from the BOS to move this project along quickly, starting in FY20

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

No

**39. 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

**39. Comments**

Land acquisition

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

Yes

**40. Comments**

Possible road improvements/asphalt repairs

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**



No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

This project is located within the PSA

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

No

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

Yes

**48. Comments**

Site dependent

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Grace Boone



**Comments**

All comments from FMS & Planning have been addressed GB 12-23-19

**Please confirm**

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

**FMS/Planning review****FMS/Planning review**

Accepted

**Reviewed by**

Margo Zechman

**Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Has this project already been adopted in a previous CIP budget? YES \$146,000 in FY20; \$547,000 in FY21

Do you expect new annual revenue to be generated from new facility or equipment? Yes, user fees. Answered yes in #30.

One-time costs and residual or salvage value at the end of ownership: Should there be a salvage value amount here?

#6: Could make a case that this would stop illegal dumping

#21: No

#32-36: No is preferred over N/A

**Please confirm**

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

**Admin review****Admin review**

Accepted

**Reviewed by**

Margo Zechman

**Comments****Please confirm**

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



Proposed Grove Convenience Center (Adjacent to Fire Station No.2)		
December 23, 2019		
Item	Cost	Comments
Improvements		
Site - Property Acquisition	\$80,000	Estimate - Location and acreage dependent
Design	\$66,000	Site Improvements
Construction Costs including utility installation costs		Estimate based on relocation of Tewning Road site back in 2014 to include escalation Dependent on site conditions, No VDOT Turn Lanes included (Site conditions unknown)
Attendent Shed and FFE	\$30,000	Attendant, Recycling Cover, Oil/Antifreeze Containers
Subtotal	\$484,000	
Contingency 15%	\$72,600	Contingency was not included w/CIP Request submission
Total	\$556,600	
Annual Operating Expenses		
Personnel	\$48,562	County attendant(s), open 7 days/wk, 8 hrs per day (1 FTE, 1 PTE)
FF&E	\$40,000	Stormwater measure Canopy for batteries, antifreeze & oil, desk, chair, Credit Card Machine
Uniform	\$600	\$25 per month uniform rental expenses (2 attendants)
Boots	\$300	One pair of boots annually for staff (2 attendants)
Winter Gear	\$250	Winter safety apparel, replaced each year (2 attendants)
Recycling Containers (2)	\$1,584	VPPSA Rental Rate - \$66/month per container
Recycling Compactor	\$4,800	VPPSA Rental Rate - \$400/month per compactor
Recycling Container Pulls	\$6,300	3 pulls per month, cardboard once/month, \$175 per pull avg.
Trash Containers (5/6 yd)	\$12,024	5 containers, serviced 3 times per week, \$1002 per month
Trash Compactor	\$13,104	21.5 tns/month, \$50.78 per ton, avg \$1,092 per month
Trash Container Pulls	\$5,460	5 pulls per month, avg \$455 per month
Porta John (Portable Toilet)	\$1,128	\$94 per month rental fee
Utilities:		
Site Lighting	\$500	Estimated JCC monthly flat fee, 2 lights
Electric - Dominion Energy	\$400	Based on Tewning Road CC power annual usage
Water Use - NNWW	\$100	Based on Tewning Road CC water annual usage
Total	\$46,550	CIP Request submission was \$90k for Operating Costs

- Property Acausition
- Design
- Construction
- Personnel
- Non Personnel
- Furniture & Equipment





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Toni Small

### Department

General Services

### Email

toni.small@jamescitycountyva.gov

### Are you a department supervisor?

No

## Project Details

## Request

### Type of request

Capital project request

### Project title

Stormwater Capital Improvement Program

### Location

Multiple locations throughout County

### Priority

3

### Out of how many?

3

### How long will this facility or equipment be used?

Varies depending on project, typically 25-50 years

### Improvements begin

7/1/2020

### Improvements completed

6/30/2025

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

Yes

## Previous capital funding

FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	Total
\$2,613,000.00	\$2,493,000.00	\$2,634,000.00	\$2,600,000.00	\$3,015,317.00	\$13,355,317.00

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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## B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$264,000.00	\$390,000.00	\$316,000.00	\$300,000.00	\$333,000.00	\$1,603,000.00

## C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$1,940,000.00	\$2,210,000.00	\$2,318,000.00	\$2,193,000.00	\$2,280,000.00	\$10,941,000.00

## D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$2,493,000.00	\$2,613,000.00	\$12,544,000.00

## E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

### Current condition/situation

Streams are overburdened with runoff and severely eroded causing damage to downstream 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.

The submission includes a request for funding for four project areas: Grove Drainage & Water Quality Improvements, Toano Drainage & Water Quality Improvements, Watershed Management Plans for the Powhatan, ,Yarmouth, and Diascund Creek Watersheds, are the Ware Creek Manor Stream Restoration project for a total request of \$2,204,000 for FY21. The Toano project is actually two projects. One is the



roadway/drainage project, which has RevShare funding, and then there is a Stream Restoration project (the water quality portion).

□

SPAC previously reviewed and ranked projects including the Grove and Toano Drainage Projects, but funding requests are only for the aforementioned four in FY21. The remaining projects have requests in subsequent years and this updated Stormwater CIP Project List will go to SPAC for review on 11/21/19.

The Grove and Toano roadway and drainage projects are part of the Rev Share program with VDOT. The maximum funding from VDOT on these projects will be \$545,000 and \$715,894 respectively. Attached is the signed agreement between the County and the state for both projects.

The Toano stream restoration project is 50% funded by SLAF at \$565,000 for a total cost of \$1,130,000.

#### **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**

FY19-20 SPAC New Project Ranking.pdf

StormwaterFY21-25ProjectSchedule.pdf

CIP Applic Supporting Materials FY21-22.pdf

[Click here to view online form and download attachments.](#)

## **Evaluation Questions**

### **General**

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

Yes

#### **1. Comments**

Project Supports ENV1.1.2; ENV1.1.9; ENV1.16

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

Yes

**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

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

Yes

#### **3. Comments**

Updated CIP project list scheduled to be approved by the Board-appointed Stormwater Program Advisory Committee (SPAC) 11/21/2019



## Quality of life

### 4. Does the project increase or enhance educational opportunities?

Yes

#### 4. Comments

Projects will be readily apparent in neighborhoods and signs will be installed as appropriate

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

Yes

#### 5. Comments

Will improve water quality in County waterways and the Chesapeake Bay for boaters, fishing, swimming

### 6. Will the project mitigate blight?

Yes

#### 6. Comments

Will improve and repurpose areas used for illegal trash dumping

### 7. 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?

Project improves conditions for residents and all others who boat, fish or recreate along waterways

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

Yes

#### 8. Comments

Restores the County's Clean Water Heritage and water quality

### 9. Does the project affect traffic positively or negatively?

Project reduces localized street flooding

### 10. 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

#### 10. Comments

Project will improve water quality in streams that do not meet standards and protect others

## Infrastructure

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

Yes

#### 11. Comments

Pipes, inlets and swales are being replaced and upgraded

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

Yes



**12. Comments**

Existing is undersized and inadequately manages runoff

**13. Does this replace an outdated system?**

Yes

**13. Comments**

Existing is undersized and inadequately manages runoff

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

Yes

**14. Comments**

New systems will be designed based on current standards and modern design principles

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

Will provide adequate treatment and drainage to meet future needs

## **Economic development**

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

Yes

**16. Comments**

Will provide adequate treatment and drainage to meet future needs

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

Yes

**17. Comments**

Will provide adequate treatment and drainage to meet future needs

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

Environmental benefits outweigh costs, addresses need to be compliant with state and federal permits

**19. Will the project produce desirable jobs in the County?**

N/A

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

Will improve neighborhood reputations and make County more desirable for residents and visitors

## **Health and public safety**



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

Yes

**21. Comments**

Result will be less standing water, less chance of localized flooding, less damage to property, roadways will be better protected from washout

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Waterways which meet state quality standards will protect health of users

**23. Does the project mitigate an immediate risk?**

Yes

**23. Comments**

Waterways which meet state quality standards will protect health of users

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

**24. Comments**

Some potential for grounds maintenance staff over time

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**28. Comments**

Fewer citizen complaints regarding negative impacts of uncontrolled storm runoff

**29. Will the efficiency of the project save money?**

Yes

**29. Comments**

Activities are selected due to their cost-effectiveness

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



No

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

Activities are selected based on their cost-effectiveness and maintenance cost considerations

## **Regulatory compliance**

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

Yes

**32. Comments**

Stormwater MS4 state permit; TMDL requirements

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

Yes

**33. Comments**

Stormwater MS4 state permit; TMDL requirements

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

Yes

**34. Comments**

Stormwater MS4 state permit; TMDL requirements

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

Yes

**35. Comments**

Out of compliance with state/federal permit - possible fines

**36. Are there other ways to mitigate the regulatory concern?**

Yes

**36. Comments**

Credits could be purchased offsite through a private vendor.

## **Timing and location**

**37. When is the project needed?**

Now - the current permit cycle November 1, 2018 through June 30, 2023

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

Yes

**38. Comments**

Possible redevelopment projects would benefit from these being done 1st

**39. 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

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

Yes

**40. Comments**

Plans are the works to do so

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

Yes

**41. Comments**

Maybe - each site requires mobilization costs, may be able to group some projects

**42. Will it help in reducing repeated neighborhood disruptions?**

Yes

**42. Comments**

Less localized flooding

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

Yes

**43. Comments**

We work with neighborhoods to ensure all understand the process

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

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

Yes

**47. Comments**

Some projects are on County-owned property, some are on privately owned stream channels

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

Yes

**48. Comments**

project sets up better future use of sites

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

Yes



**49. Comments**

State funds have been secured for portions, other grants continually being sought

**Special considerations**

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

Yes

**50. Comments**

MS4 permit requirements regarding TMDL action plans

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

Yes

**51. Comments**

yes to both - localized flooding, erosion of property, bacteria in waterways, floodplain protections

**52. 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

**52. Comments**

Stormwater Local Assistance Fund & VA Environmental Endowment grants have been received, applications submitted for other projects

**Review****Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Grace Boone

**Comments**

**Please confirm**

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

**FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

**Comments**

**Please confirm**







Project ID: H  
Attachment 1 of 3. SPAC New Project Ranking (2 pages)

Project ID: H Attachment 1 of 3. SPAC New Project Ranking (2 pages)				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 Avoids a 10% increase in costs related to degrading conditions if constructed within 36 months Allows future phases of project to be built		
Watershed	Project Name	Project Description	Estimated Cost	30	20	20	10	0	30	15	0	30	15	0	30	20	10	0	30	20	10	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				
				30					30			30			30				30				30			30			30			30			30			20	20	20	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







Project	FY21	FY22	FY23	FY24	FY25	Total
Grove Drainage & Water Quality Improvements	\$500,000					\$500,000
Toano Drainage & Water Quality Improvements	\$200,000	\$300,000				\$500,000
Watershed Management Plans (Powhatan, Yarmouth & Diascund)	\$752,000					\$752,000
Ware Creek Manor Stream Restoration	\$752,000	\$750,000				\$1,502,000
Skimino Creek Watershed Management Plan Retrofits *		\$750,000	\$750,000			\$1,500,000
Mill Creek Watershed Plan 2 Stream Restorations **		\$800,000				\$800,000
James Terrace Drainage Improvements Ph 4 & 5			\$450,000			\$450,000
Freedom Park Water Quality Upgrades			\$584,000			\$584,000
JCC Recreation Center WQ Upgrades			\$300,000			\$300,000
Diascund Creek Watershed Management Plan Retrofits			\$550,000	\$743,000		\$1,293,000
Raintree Area Drainage and Water Quality Improvements				\$600,000		\$600,000
Yarmouth Creek Watershed - Stream Restorations				\$650,000		\$650,000
News Road Armoring - Flood Mitigation Powhatan Creek				\$500,000		\$500,000
Powahatan Creek Watershed Management Plan Retrofits					\$750,000	\$750,000
Yarmouth Creek Watershed Management Plan Retrofits					\$750,000	\$750,000
Barhamsville Road Stream Restoration					\$800,000	\$800,000
Edgewood Lane (Jamestown Road Stream Restoration Part 2)					\$313,000	\$313,000
Fiscal Year Totals	\$2,204,000	\$2,600,000	\$2,634,000	\$2,493,000	\$2,613,000	\$12,544,000

\* Developing project list for out years

\*\* These projects complete the plan's priority projects, reducing drainage and localized flooding impacts



**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.

Project ID: H  
Attachment 3 of 3. Supporting materials (14 pages)



## 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:**

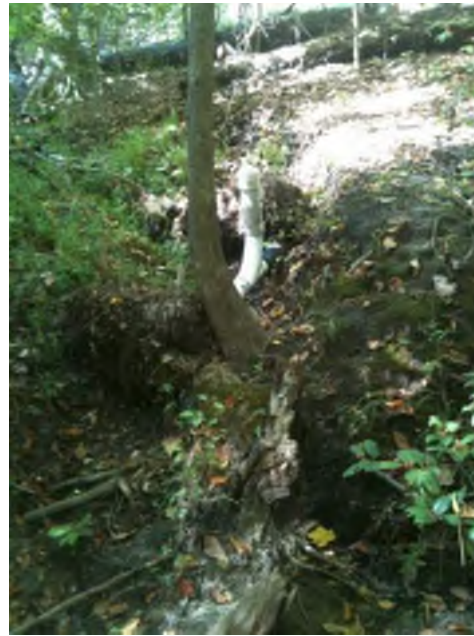
- Brook Haven Drainage Improvements (2017)
- Mill Creek Watershed Management Plan (VHB 2011)
- Implementation Plan for the Fecal Coliform TMDL for the Mill Creek and Powhatan Creek (HRPDC, 2011)
- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek Action Plan (WRA 2017)
- Brook Haven 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 Route 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)



## **Skimino Creek Watershed Summary**

### **Watershed Description:**

The Skimino Creek-York River watershed is located in the northeast portion of James City County between the Ware Creek Watershed and Skimino Creek, York County boundary. At approximately 15 square miles in size, the Skimino Creek-York River watershed is the third- largest watershed of the eight watersheds in James City County and is located mostly within James City County limits. The Skimino Creek-York River watershed is subdivided into eight subwatersheds. Four of the subwatersheds drain directly to the York River to the north. The other four subwatershed drain towards the east to Skimino Creek. Skimino Creek forms the eastern boundary of the James City County and all water within it flows northward as a series of tributaries. The Skimino Creek-York River watershed is approximately 29 percent urbanized with 20 percent of the watershed in residential, 4 percent in transportation uses, and 5 percent in commercial and institutional areas. The Skimino Creek-York River watershed is largely rural land (71 percent of the watershed).

### **Water Quality Conditions:**

VADEQ has Skimino Creek and Taskinas Creek listed as impaired for fecal coliform.

### **Known Problems:**

- More than 90% of the watershed does not receive sewer service so wastewater treatment in the watershed depends on individual septic systems and may contribute to higher bacteria levels.

### **Completed Studies and Plans:**

- TMDL Report for Chesapeake Bay Shellfish Waters (VADEQ 2010)



## **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 EPA 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. Those monitoring locations that drain smaller, less-developed areas in Powhatan Creek produce acceptable results. However, the overall results show that generally Powhatan Creek receives unacceptable water quality scores most of the time.

### **Known Problems:**

- Various storm events have caused major flooding of garages, auxiliary structures, and at the Route 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 Studies and Plans:**

- Powhatan Creek Watershed Management Plan (2001)
- 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)
- JCC Stormwater Route 5 Culvert Crossing Flooding Study (WEG, 2008)
- Scotts Pond Phase I and II Stream Restoration Project (WEG, 2008)
- Route 5 Culvert Crossing study (2007)
- Powhatan Creek Watershed Management Plan (CWP, 2001)
- Upper Powhatan Creek Drainage Study (MWA, 1996)
- Drainage study of Upper Powhatan Creek Watersheds (CDM, 1987)
- USDA Soil Conservation Service Flood Study (1976)



## **Yarmouth Creek Watershed Summary**

### **Watershed Description:**

Yarmouth Creek watershed flows into the Chickahominy River, and then into the James River. The drainage area to Yarmouth Creek includes Cranston's Mill Pond and the Little Creek Reservoir. It contains 1523 acres of wetlands, and most of the watershed is forested and considered significant in terms of its biodiversity. The tidal wetlands of Yarmouth Creek are considered by VADCR to be one of the two largest undisturbed tracts of wetlands on Virginia's Lower Peninsula. The upper Yarmouth Creek watershed area consists of light commercial and residential development but has been under increasing development pressure, particularly within the headwaters of its tributaries.

### **Water Quality Conditions:**

Yarmouth Creek is not on the EPA's 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 Yarmouth Creek water quality is partially acceptable.

### **Known Problems:**

- In 2000, all nine of the subwatersheds were considered sensitive based on the Impervious Cover Model. In 2009, one had become impacted and more are forecasted to become impacted in the future. Yarmouth Creek runs a high risk of becoming degraded from construction activities.
- Headwater streams are showing signs of deterioration due to increased development. Unchecked stormwater run-off from older neighborhoods has eroded stream channels and created severe headcuts in upstream areas. Sediment pushed downstream chokes aquatic vegetation and hydrologic drainage capabilities.
- Aging stormwater infrastructure is in need of maintenance and/or repair. Failing stormwater management systems need to be upgraded to prevent flooding and erosion impacts.

### **Completed Studies and Plans:**

- Yarmouth Creek Watershed Management Plan (2003)
- Site Assessment and Conceptual Plan, Kristiansand Tributary Project (WEG, 2008)
- Site Assessment and Conceptual Plan, Centerville Road Tributary Project (WEG, 2008)
- Yarmouth Creek Watershed Management Plan (CWP, 2003)





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

John Carnifax

**Department**

Parks &amp; Recreation

**Email**

John.carnifax@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Lower County Park

**Location**

Southern end of JCC

**Priority**

1

**Out of how many?**

10

**How long will this facility or equipment be used?**

30 plus years

**Improvements begin**

7/1/2020

**Improvements completed**

12/1/2024

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00

**Type of revenue generated**

Charges for service (user fees for pool and shelters)

**Add row**

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Type of revenue generated

Add row

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$732,000.00	\$0.00	\$0.00	\$0.00	\$732,000.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$5,364,000.00	\$0.00	\$5,364,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$250,000.00	\$732,000.00	\$0.00	\$5,364,000.00	\$0.00	\$6,346,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00



# Project Narrative

## Current condition/situation

Lack of a park, pool, picnic area and multi use walking trail in the southern end of the county.

## Requested change/project description

Aquire property, design and construct a park that includes a walking trail, picnic shelter, swimming pool with water features, restrooms and all releated infrastructure to support.

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

The need for a Lower County Park was identified in three previous Parks and Recreation Master plans and is also identified in the County's 2035 Strategic Plan. A recent study was completed titled the Grove Community Recreation Analysis that continued to show a strong desire for a park with the amenities planned for this park. An executive summary is attached for review. The addition of one more outdoor pool in this area will better serve all county residents since the two existing outdoor pools are located at the most western ends of the County.

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

5.5 million

## Additional material

Grove Community Recreation Analysis executive summary.pdf

Lower County Park estimate.pdf

[Click here to view online form and download attachments.](#)

# Evaluation Questions

## General

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

Yes

### 1. Comments

Included in preveious Parks and Recreation Master Plans, Grove Recreation Analysis, and County's Strategic Plan

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

Yes

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

Goal 5: Exceptional public services

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

Yes

### 3. Comments

Citizen surveys and Parks and Recreation Advisory Commission approval

# Quality of life



**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

Enhance recreational opportunities that include recreational swimming, walking/running, picnicing, and instructional water safety, and swim classes

**6. Will the project mitigate blight?**

Yes

**6. Comments**

if located in one of the possible locations and identified in cost estimates

**7. 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?**

Targets all citizens and is geographically located to serve the needs of a population that does not have access to some of these public park amenities at the present time

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

Yes

**8. Comments**

It will provide additional public green space, enhance the visual character for the residents and visitors to this area of the county.

**9. Does the project affect traffic positively or negatively?**

Very little impact during peak time hours throughout the year. Weekends and during the summer months when the pool is opened will have minimal impact on traffic generation. The traffic impact will fluctuate to some degree depending on the site selected.

**10. 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**

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

No

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

N/A

**13. Does this replace an outdated system?**

No

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

No



**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

Yes

### **18. Comments**

Yes it improves the quality of life, preserves public greenspace and provides additional recreational and health and wellness opportunities

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

seasonal employment for youth and young adults

**20. Will the project rejuvenate an area that needs assistance?**

Yes

### **20. Comments**

Yes, provides desired recreational facilities that promote and support healthy lifestyle improvements for all age groups

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

Yes

### **22. Comments**

improve swimming skills, enjoy family time together around the pool or in the shelter and enjoy the many healthy options associated with an off road paved multi use trail

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**



Seasonal staff to monitor the park and pool, increase maintenance needs for Park and General Services staff

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

no

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

user fees to off set seasonal staffing and operational costs. Based on similar size parks with similar amenities we could recover 50% of operational costs. The pool should recover 90% of it's direct operational costs.

**31. Does the project minimize life-cycle costs?**

N/A

## **Regulatory compliance**

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

No

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

land aquisition should start as soon as possible and the entire project could be completed in 5 years if



funding is available.

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

No

**39. 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

**39. Comments**

Aquisition of land, design and engineering of the park and coordination with Rt 60 improvements is needed prior to construction

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

Yes

**44. Comments**

Residents in southern area of JCC will see a positive impact and those adjacent to the park will receive a more attractive surrounding and walking access to a park.

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

All P&R projects must adhere to PSA policies

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

No

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

No

**49. 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

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

No

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

No

**52. 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

### **52. Comments**

Grant funds may be available and will be pursued

## Review

### Department review

**Department supervisor review**

Accepted

**Reviewed by**

John Carnifax

**Comments**

### **Please confirm**

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

### FMS/Planning review

**FMS/Planning review**

Pending...

**Reviewed by**

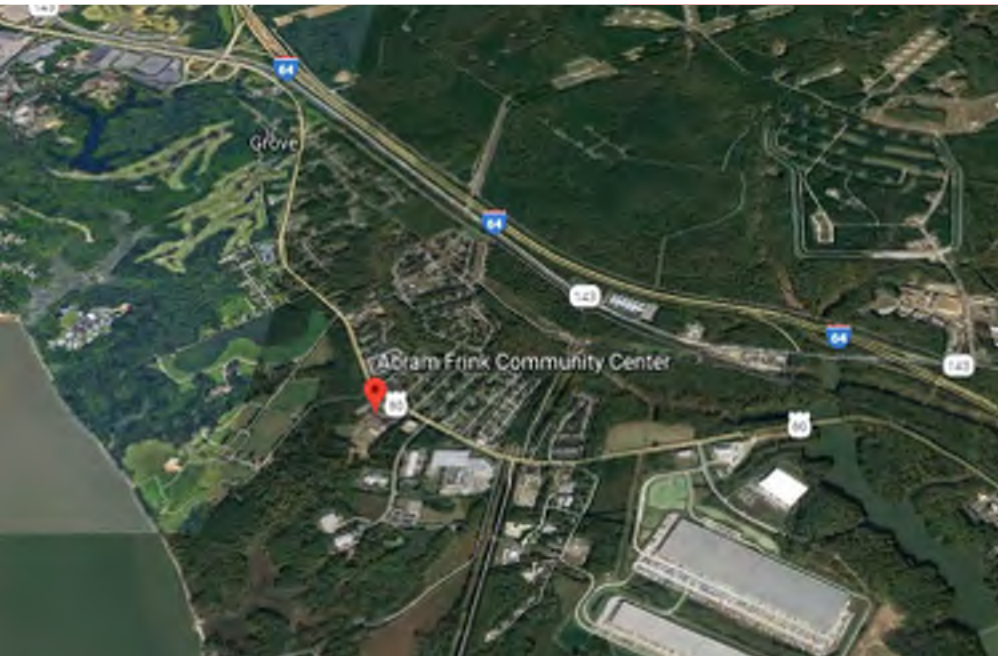
**Comments**

### **Please confirm**





## James City County Parks & Recreation GROVE COMMUNITY RECREATION ANALYSIS





JAMES CITY COUNTY  
PARKS & RECREATION DEPARTMENT

GROVE COMMUNITY  
RECREATION ANALYSIS 2018

Adopted by the Parks & Recreation Advisory Commission on September 19, 2018

Reviewed by the Grove Neighborhood Advisory Committee on August 14, 2018

*Cover photos, clockwise from top right: Youth Boxing at Abram Frink Jr. Community Center, Neighborhood Winter Carnival, Grove Community Garden, Gilead Community Development Corporation basketball tournament, Grove neighborhood map (courtesy of Google Maps), Neighborhood Block Party, Movie Night at Abram Frink Jr. Community Center.*



JAMES CITY COUNTY PARKS & RECREATION DEPARTMENT

John H. Carnifax Jr., CPRE, Director

# GROVE COMMUNITY RECREATION ANALYSIS 2018

Grove Neighborhood Advisory Committee

Kelley Herbert, CPRP  
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Editor

Julie Northcott-Wilson

*Thank you to the many members of the public who completed the survey and attended public meetings to provide input on the Grove Community Recreation Analysis.*



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# EXECUTIVE SUMMARY

## Mission Statement and Vision

The James City County Parks & Recreation Department is a proud member of the National Recreation and Park Association (NRPA), whose three pillars are conservation, health and wellness, and social equity.

### Mission Statement

We work in partnership with citizens to ensure responsive programs, facilities and open space which promote personal growth, social development and healthy lifestyles.

### Our Vision

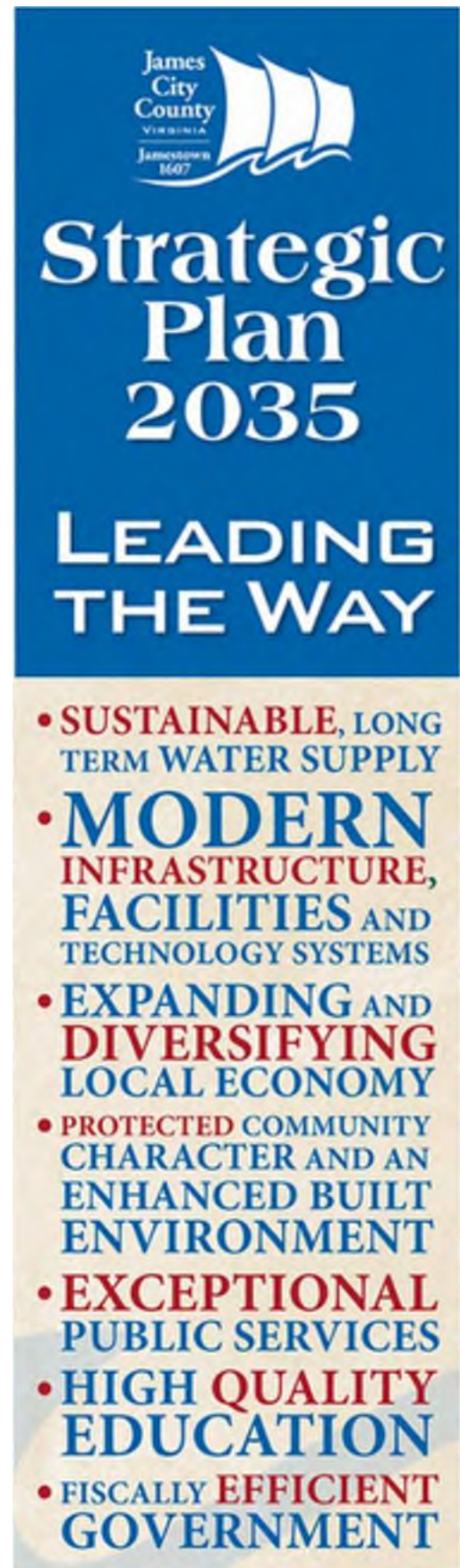
James City County Parks & Recreation strives to be recognized and viewed by the citizens of the County as providing high quality parks, trails, recreation facilities and programs that are safe, clean, accessible and affordable to people of all ages.

Through this effort the Department will create a sense of community and place that connects citizens to a variety of recreation experiences while supporting economic development, health and wellness in a financially sustainable system.

## Purpose

In 2016 James City County adopted its *2035 Strategic Plan: A Guidebook for Investing in the County's Future*. The plan features seven goals that establish the County's priorities. Goal #5 Exceptional Public Services includes the operational initiative: ***Continue to expand Parks & Recreation services to low income neighborhoods through partnerships.***

James City County first began providing recreation services to low income neighborhoods in 1980, when a summer playground program was introduced. Success of the pilot program led to the creation of a Recreation Office, which eventually became the Parks & Recreation Department. Initially recreation programs were conducted at schools and neighborhood parks, or in partnership with local businesses such as campgrounds. As James City County's population increased and the demand for recreation opportunities grew, the County acquired land for public parks and recreation facilities. Parks & Recreation currently operates 17 parks, 46.56 miles of trails, two recreation





centers and a sports complex. Staff offer summer camps, special events, before & after school care and a wide variety of programs in the areas of arts & special interest, fitness/aerobics, health & wellness, inclusion/therapeutic recreation, outdoors and sports/athletics. Programs are available for all ages, with special focus on teens and seniors.

James City County's early recreation programming was decentralized, focusing on neighborhoods that the County believed were inadequately served by private organizations and the city of Williamsburg's Parks and Recreation Department, which was founded in 1969. After the County built its own parks and facilities, neighborhood programs were mostly discontinued. Large centrally-located facilities such as the James City County Recreation Center (JCCRC) and the Warhill Sports Complex allow James City County Parks & Recreation to offer amenities including an indoor pool, dance studio, pottery kiln, senior lounge, fitness equipment, a stadium with synthetic turf and tournament-quality athletic fields. However, in recent years the Department became concerned that these facilities and other popular venues like Jamestown Beach Event Park and Veterans Park (home of Kidsburg) were not serving all County residents due to barriers such as financial, lifestyle and transportation challenges.

In 2015 Parks & Recreation established a new core program area called Neighborhood Outreach for the purpose of providing outreach recreational, educational, cultural and enrichment activities and support services for residents of all ages living in lower income areas of James City County.

Neighborhood Outreach's efforts first focused on Grove, the largest African-American community in James City County. Programming has since expanded to include Lafayette Village, Forest Glen I/II, Chickahominy and Ironbound Square. Neighborhood Outreach's flagship program is RECN' It Out, a free six-week summer camp for youth age 6 to 12. Many Neighborhood Outreach activities are conducted at the Abram Frink Jr. Community Center (AFCC), a small recreation center in Grove located in the same building as the James River Elementary School; programs include free use of public computers, family-friendly movies, teen tournaments, homework club and special events. Neighborhood Learn to Swim is a popular program that includes free transportation from AFCC to the JCCRC indoor pool for swim lessons.

In keeping with the County's directive to expand Parks & Recreation services to low income neighborhoods, in 2017 the Department created the Grove Neighborhood Advisory Committee to assist in determining the direction for future Neighborhood Outreach programs. The Committee's first initiative was to develop a survey to gauge residents' preferences for programs and facilities in the Grove neighborhood. To supplement the survey, a community inventory was conducted by Parks & Recreation staff to assess government, faith-based and private service providers in Grove (see Chapter 4 for details).





## Recreation Survey

The *Community Recreation Plan Survey 2018 – Grove Neighborhood* was conducted from December 12, 2017 until January 31, 2018. Participants could take the survey online or on paper (survey questions are listed in Appendix A). The survey was marketed to the public on James City County’s website, on Facebook and Twitter, and with posters placed at AFCC. Grove Neighborhood Advisory Committee members distributed surveys to local churches and held two public meetings at which participants were encouraged to give verbal input and also fill out surveys. 235 surveys were completed. Graphs illustrating the survey results appear in Chapter 3; to summarize:

- 86.8% of survey participants know where AFCC is located.
- 45.7% of respondents report using AFCC at least once every week. 6.5% use AFCC at least once every month, 20% use it only a few times per year and 27.8% never use it.
- The top reasons that survey participants don’t use AFCC more often are “I do not have time,” “Hours of operation are inconvenient for me” and “Other.” Of those who elaborated a reason for “Other,” 23.1% cited the facility’s limited operating hours.
- Survey respondents were asked to select the three most important programs they would like to have available in the Grove area. The leading response was **Exercise Programs**, followed by **Sports, Swimming, Camps for Kids, Art, Teen Programs** and **Special Events**.
- Survey respondents were asked to select the three most important facilities/equipment they would like to have available at or near AFCC. The top-ranking choice was **Pool**, followed by **Basketball Courts, Fitness**

### Equipment, Walking Trail, Picnic Shelter, Playground and Computer Access.

- The final survey question invited participants to write in comments and suggestions. 20% of the responses received requested weekend hours at AFCC.



Although marketing efforts targeted the Grove community, Parks & Recreation did not limit survey participation to Grove residents. 69.8% of survey respondents stated that they live or work in Grove. The demographics of survey participants indicate that survey respondents, like the Grove community in general, are younger, more diverse and less affluent than the overall population of James City County. Detailed demographic information on Grove’s population and housing stock is presented in Chapter 1.

## Current Initiatives

Parks & Recreation promptly took action to respond to citizen feedback received via the *Community Recreation Plan Survey 2018 – Grove Neighborhood*, planning the following programs, events, strategies and renovations for FY2019:

### Sports/Athletics

- The outdoor basketball courts at AFCC were renovated in July/August 2018. The concrete was repaired and striped and new heavy-duty poles and backboards were installed. Rearranging the backboards increased the playing space to two full-size courts.



- Youth Basketball, Soccer and Multi Sport classes, popular offerings at the JCCRC, will expand and be offered at AFCC beginning in October 2018.
- Parks & Recreation will again partner with Gilead Community Development Corporation to conduct a basketball tournament at AFCC.

#### **AFCC Facility**

- AFCC will continue to provide free memberships for youth and affordable memberships for adults and senior citizens. Parks & Recreation staff offers free orientation and program design to members who wish to use AFCC's fitness equipment.
- Computer Connection, Homework Club, Teen Tournaments and monthly Movie Nights will continue at AFCC. These programs are all free.

#### **Fitness/Aerobics**

- A Beginner Boxing class for kids age 8 and older was offered at AFCC in August 2018. Residents of James City County and the City of Williamsburg pay only \$5 per class or \$15 for four classes. The non-contact boxing-style fitness training class builds confidence and discipline.
- Zumba and SilverSneakers group fitness classes will continue to be offered at AFCC. SilverSneakers classes are free for seniors with participating health insurance companies.

#### **Neighborhood Outreach**

- RECN' It Out summer camp was offered in July and August 2018 for kids age 6-12 who reside in Grove or Lafayette Square/Village. Camp is free, with support for field trips provided by sponsors. Parks & Recreation has been fortunate to receive discounted or free tickets for RECN' It Out summer camp from Water Country USA and Great Wolf Lodge, water-themed attractions that give camp participants an incentive to enroll in Neighborhood Learn to Swim.
- Free Neighborhood Learn to Swim classes will be offered in October 2018 and March 2019 at the James City County Recreation Center's indoor pool, with transportation provided from AFCC.
- Cookies & Cocoa with Santa, Neighborhood Winter Carnival, Neighborhood Block Party and an Easter egg hunt will again be offered at AFCC. Each of these special events includes arts & crafts activities for kids.
- Go Grove, a free event shuttle service, will offer transportation from AFCC to Harvest Festival, Live Well Expo, Williamsburg Farmers Market and the JCCRC indoor pool.
- The Grove Community Garden will continue to offer residents the opportunity to grow food. Parks & Recreation is exploring a partnership to help manage the garden.



*Basketball courts at AFCC*

*Before*



*After*



- Parks & Recreation will continue to work with Grove Christian Outreach Center to offer and promote programs and services, and welcomes the opportunity to partner with other businesses and organizations.
- Parks & Recreation is researching options to reduce paperwork and ease application requirements for discount assistance for residents of lower-income neighborhoods. In FY2018 172 households in James City County and city of Williamsburg received financial assistance from Parks & Recreation.
- The Grove Neighborhood Advisory Committee will continue meeting quarterly to offer guidance and feedback on current and future programming.

## Future Initiatives

Some programs and facilities that were among the most requested in the *Community Recreation Plan Survey 2018 – Grove Neighborhood* would require additional personnel or capital expenditures. Implementation therefore necessitates approval and allocation of funds by the James City County Board of Supervisors in a future budget cycle.

- Survey respondents want the AFCC to be open more hours, including weekends. When AFCC opened in 1994 it was open daily including 1-6 p.m. on Saturday and Sunday but weekend hours were eliminated in FY2011 during the budget cutbacks that followed the 2008 recession.
- A pool topped survey participants' list of facilities and equipment they would like to have available at or near AFCC. Parks & Recreation currently operates two outdoor pools in James City County. Excluding rainy days, on most weekends during the summer of 2018 both pools reached capacity and lifeguards had to turn patrons away. The

region was formerly served by a third outdoor public pool, city of Williamsburg's Quarterpath Pool, but Quarterpath Pool closed in autumn of 2012 and was demolished in 2014 after the city decided that necessary repairs to the aging facility would be too expensive.

- A desire for more walking trails was cited in several surveys, including *Community Recreation Plan Survey 2018 – Grove Neighborhood*, the 2016 survey conducted for Parks & Recreation's master plan update and the 2014 *James City County Citizens Survey*. Parks & Recreation maintains over 46 miles of trails in James City County, but none are located in Grove. AFCC originally had a nature trail but it was destroyed by Hurricane Isabel in 2003. To alleviate citizens' concerns about personal safety, a walking trail should be paved, lighted and visible, like the very popular trail at Veterans Park.
- Parks & Recreation has ten picnic shelters available for rent, but none are located in Grove. Discussions during public meetings in both 2018 and 2016 revealed that residents seek not just a pavilion, but a large shelter with restrooms and a kitchen that could host meetings, parties and family reunions.

Possible barriers to all of these future initiatives are limited space at AFCC (both indoors and outside) and concerns about security at James River Elementary School (JRE), which is located in the same building as AFCC. Covenants with the adjacent Carter's Grove historic plantation also restrict property use. Parks & Recreation is evaluating the JRE/AFCC parcel and investigating the prospect of property acquisition in the Grove area.



Project ID: I  
Attachment 2 of 2. Estimate

**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years. Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
\$ 250,000	\$ 732,000		\$ 5,364,000	

Lower County Park	Type of Request	Rank
parking, infrastructure, outdoor pool sprayground, shelter, restrooms, walking trail on 6.5 acres	Capital Project	1

### Construction Cost Estimate

## Component

Component	Quantity	Unit	Cost/unit	Total
Parking lot for 50 cars	50	spaces	\$ 4,000	\$ 200,000
picnic shelter on a concrete slab	3,750	SF	\$ 80	\$ 300,000
restrooms and serving area attached to shelter	400	SF	\$ 500	\$ 200,000
8' wide paved multiuse trail	1320	LF	\$ 150	\$ 198,000
Pool attendant booth and restroom facility to serve aquatic area	800	SF	\$ 500	\$ 400,000
Utilities, site work, stormwater, landscaping	1	\$	\$ 600,000	\$ 600,000
Construction of spray features, pool 75' x 75', lazy river & pump house	1	\$	\$ 2,500,000	\$ 2,500,000

Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

**Total**

10% or 20%

\$ 4,398,000	Escalation				
\$ 439,800	FY21	FY22	FY23	FY24	FY25
\$ 4,837,800	\$ 4,837,800.00	\$ 5,007,123.00	\$ 5,182,372.31	\$ 5,363,755.34	\$ 5,551,486.77
Design Cost					
\$ 659,700	\$ 659,700.00	\$ 682,789.50	\$ 706,687.13	\$ 731,421.18	\$ 757,020.92

### Design/Engineering/Inspections Estimate (15%)

## Property Acquisition

**250,000**





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Shawn O'Keefe

**Department**

Parks &amp; Recreation

**Email**

shawn.o'keefe@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

New Restroom and Concession Building

**Location**

Chickahominy Riverfront Park

**Priority**

2

**Out of how many?**

10

**How long will this facility or equipment be used?**

25-30 years

**Improvements begin**

9/28/2020

**Improvements completed**

11/13/2020

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$68,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,000.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$495,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$495,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$563,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Current restroom and concession building is the original one when the pool was built. Increased pool attendance, and the addition of a new splash pad feature have increased demands for toilet fixtures. 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

IMG\_0181.jpg

[Click here to view online form and download attachments.](#)



IMG\_0180.jpg

IMG\_0175.jpg

New Restroom and Concession Building.pdf

## Evaluation Questions

### General

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

Yes

**1. Comments**

Supports PR 4.2 -"Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park"

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

Yes

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

Goal 5: Exceptional public services

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

Improvements would enhance recreational experience for park users.

**6. Will the project mitigate blight?**

No

**7. 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?**

Targets all citizens and does not negatively affect one population.

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

No

**9. Does the project affect traffic positively or negatively?**

The project will have no effect on traffic on adjacent roadways

**10. 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**

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

No

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

No

**13. Does this replace an outdated system?**

N/A

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

Yes

### **18. Comments**

Improvements to restroom facilities improve quality of service to park patrons using the outdoor pool at CRP.

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No



## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Spring FY21

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



No

**39. 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

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

N/A

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Site is outside of PSA.

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

Yes

**47. Comments**

Chickahominy Riverfront Park-pool

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

N/A

**49. 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**

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

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard**



**or threat to the County?**

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Shawn O'Keefe

#### **Comments**

Corrections made based on FMS comments

#43: What restrooms will pool visitors use while construction is going on? Or will construction be completed before pool opens?

Pool is open from Memorial Day to Labor Day, construction will be scheduled outside of pool operating season.

#### **Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Incomplete

**Reviewed by**

Margo Zechman

#### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Project narrative: When was CRP's current restroom and concession building built?

#11: What is useful life in years?

#11 Comments: How? More detail.

#12 Comments: Can this be quantified?

#22 Comments: What health concerns?

#25: Stated earlier it would reduce maintenance needs.

#43: What restrooms will pool visitors use while construction is going on? Or will construction be completed before pool opens?

#### **Please confirm**

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







**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years.Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
\$ 563,000				

New Restroom and Concession Building	Type of Request	Rank
Current restroom and concession building is the original one when CRP's pool was just built. Not only do the limited number of urinals and stalls not meet the needs of pool users, but the aged condition, damaged flooring, walls and overall poor appearance.of the building also requires constant maintenance and repairs; New building with additional urinals, stalls, changing room and larger concession area;	Capital Project	2

Construction Cost Estimate  
Component

Replace existing concession/restroom building.

Quantity	Unit	Cost/unit	Total
900	SF	\$ 500	\$ 450,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

Total

Design/Engineering/Inspections Estimate (15%)

Numbers in blue are formulas.

		Escalation				
		FY21	FY22	FY23	FY24	FY25
10% or 20%	\$ 450,000	\$ 495,000.00	\$ 512,325.00	\$ 530,256.38	\$ 548,815.35	\$ 568,023.89
	\$ 45,000					
	\$ 495,000					
	Design Cost					
15%	\$ 67,500	\$ 67,500.00	\$ 69,862.50	\$ 72,307.69	\$ 74,838.46	\$ 77,457.80





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Alister Perkinson

### Department

Parks & Recreation

### Email

alister.perkinson@jamescitycountyva.gov

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

CRP Phase III Improvements

### Location

Chickahominy Riverfront Park

### Priority

3

### Out of how many?

10

### How long will this facility or equipment be used?

30+ Years

### Improvements begin

7/1/2020

### Improvements completed

1/1/2022

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	\$12,000.00

### Type of revenue generated

Charges for service (user fees) - increase in paddlecraft rentals

### Add row

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------	--------	--------

Type of revenue generated

Add row

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$1,800,000.00	\$0.00	\$0.00	\$0.00	\$1,800,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$300,000.00	\$1,800,000.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



# Project Narrative

## Current condition/situation

Currently paddlecraft launch directly into the Chickahominy River which is difficult for inexperienced paddlers, and is not ADA accessible. The boathouse and rowing area has insufficient parking and facilities for a rapidly growing sport. Additionally, most of the riverside water access at the park is limited to a small number of campsites. Any new development to the park will require a Master Stormwater Plan per SUP conditions.

## Requested change/project description

Development Master Stormwater Plan per SUP conditions. Development of park based on Shaping our Shores Master plan to include design and construction of ADA accessible paddlecraft area, additional parking and road improvements, re-location of dry storage area, public access trail on shoreline, and boat ramp repairs. Plans include an additional boathouse, to be funded by the Williamsburg Boat Club.

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

The 2017 Parks and Recreation Master Plan needs assessment, as well as the 2013 Virginia Outdoors Plan, identified water access and trails as the top priorities of citizens. a new accessible paddlecraft area, additional parking, boat ramp and road improvements will make the park more accessible and will help facilitate better access to waterways. The multi-use trail will create better public access to the Chickahominy River shoreline.

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

one time

## Additional material

Conceptual Plan - Proposed Boathouse and Launch.pdf

CRP Shoreline Conceptual Plan revised.pdf

CRP OPCC.pdf

CRP Plan.pdf

[Click here to view online form and download attachments.](#)

# Evaluation Questions

## General

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

Yes

### 1. Comments

PR 1.1 (Implement P&R Master Plan), PR 4.2 (Develop Chickahominy Riverfront Park in accordance with approved master plans)

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

Yes

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

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems



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

Yes

**3. Comments**

Access to waterways and trails were both identified as important to citizens in the citizen survey

## Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

Accessible paddlecraft launch and public access trail will enhance potential for environmental education activities

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

Yes

**5. Comments**

Accessible paddlecraft launch and public access trail will enhance potential for outdoor recreation activities, and will provide more access to citizens

**6. Will the project mitigate blight?**

No

**7. 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?**

All citizens

**8. 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

**9. Does the project affect traffic positively or negatively?**

The project will have no effect on traffic

**10. 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

**10. Comments**

This project will mitigate environmental impact through stormwater improvements and master planning for the property

## Infrastructure

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

No

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



No

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

Yes

### **21. Comments**

Appropriate stormwater measures and planning to reduce activities and structures in the flood plain

**22. Does the project directly promote improved health or safety?**

Yes

### **22. Comments**

Will promote outdoor activities such as hiking, paddling, and wildlife viewing. Will provide ADA accessible paddlecraft launch and trail.

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

**25. Will the project lead to a reduction in personnel or maintenance costs or increased**



**productivity?**

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

The project has the potential to increase paddlecraft rental opportunities

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Spring FY23

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

No

**39. 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

**39. Comments**

The shoreline stabilization project, which is scheduled for construction from late summer 2020 to winter 2021 will need to be complete prior to construction of the multi-use trail.

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

Yes

**43. Comments**

Potential for reduction in camp site reservations, can be mitigated by performing work in Fall/Winter months

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Project is outside of the primary Service Area

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

Yes

**47. Comments**

County owned site

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

No

**49. 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**

**50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in**



**serious detriment to the County?**

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Alister Perkinson

#### **Comments**

Corrections made based on FMS comments

#### **Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Incomplete

**Reviewed by**

Margo Zechman

#### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Do you expect new annual revenue to be generated from new facility or equipment? Answered NO, but then answered YES to #30.

Total: Capital budget request: Asking for \$ in FY21 but project begins in FY22?

#10: Should be yes.

#21: Yes Stormwater mgmt.

#22: Yes because ADA compliant

#39 Comments: Expand on why this is true

#40: Answer Yes or No – see answer to #41

#### **Please confirm**

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



# Proposed Boat House and Launch

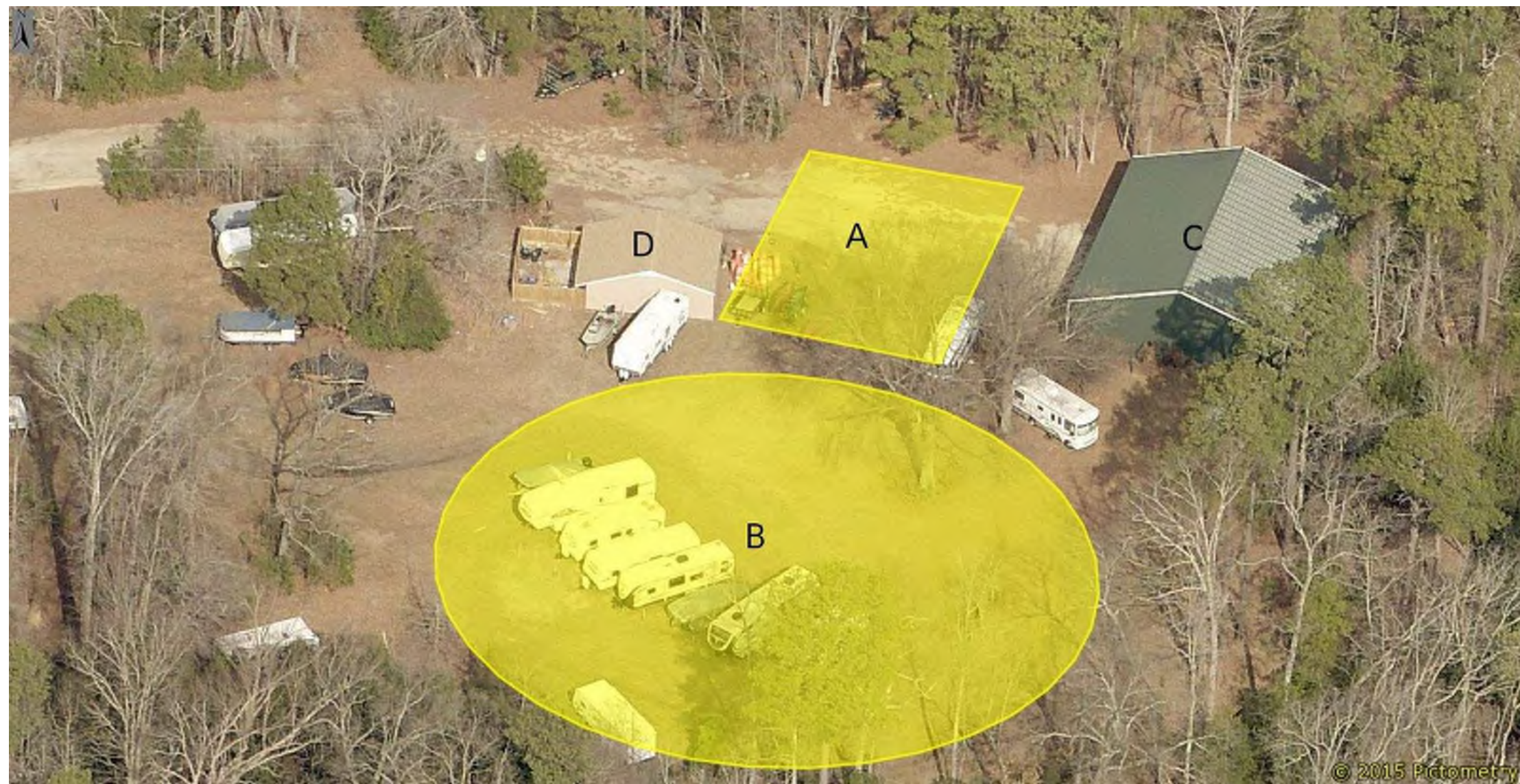
Project ID: K

Attachment 1 of 4. Proposed Boathouse and Launch (8 pages)





# Additional Boathouse and Parking





# Temporary RV Dry Storage





# Improved Launch Area





# Proposed Boat House and Launch

## **A. Additional Boathouse**

- a. 60' X 90' for boat storage, lockers, equipment, and training space
- b. 2<sup>nd</sup> floor for additional storage
- c. Rest Rooms
- d. Water, Septic, Electric required**
- e. Explore possibility of roof water collection for restrooms, solar panels for electricity
- f. Note: requested location 30 feet from existing boathouse will likely be too close to existing maintenance building*

## **B. Paved loop road with Permeable Paver Parking Lot**

- a. Location of existing temporary RV Dry Storage
- b. Existing gravel loop road resurfaced with asphalt for participant drop-off
- c. Permeable paver parking for approximately 50 cars
- d. Will require re-location of existing temporary RV storage

## **C. Existing Boathouse**

## **D. Existing Park Maintenance Building**

## **E. Temporary RV Dry Storage**

- a. 400' X 140' to house up to 50 Large RVs

## **F. Buffer Trees**

- a. Line of trees to obscure storage area from rte. 5



# Proposed Boat House and Launch

## **G. Rowing Launch Area**

- a. Add pier to connect to existing floating pier in order to create rowing launch area
- b. Pier spans 180' east to west, extends 60' into Gordon Creek
- c. Floating pier that meets ADA requirements for "Accessible Fishing Piers & Platforms"
- d. Improved, ADA accessible ramps at both launch entrances
- e. Lighting at both launch entrances
- f. Pylons along floating pier for stability
- g. Electric required for lights**
- h. Note: the aerial photograph (from 2015) doesn't reflect the current layout of floating piers*

## **H. Coaches Launch**

## **I. Canoe/Kayak Launch**

- a. Launch point for JCC paddle craft rentals
- b. Floating pier extending to accessible floating canoe/kayak launch (EZ Launch "Drive Through" model or similar)

## **J. Attendant Booth**

- a. 12'X15' attendant booth to house one attendant with desk and service window and storage of lifejackets/paddles.
- b. Electricity, internet connection required**



# Proposed Boat House and Launch

## **K. Accessible Parking**

- a. Existing gravel area resurfaced
- b. 18' X 42' asphalt pad with tire stops
- c. 3 ADA Parking spaces (one Van accessible) with 5' aisles

## **L. Paddlecraft Storage**

- a. Approx. 1600 square feet area for storage of JCC rental paddlecraft (rack storage system for approx. 24 kayaks, 12 canoes, 10 Stand up paddleboards, and racks for storage rental space)

## **M. Paved road to Launch Area**

- a. Existing gravel road resurfaced with asphalt

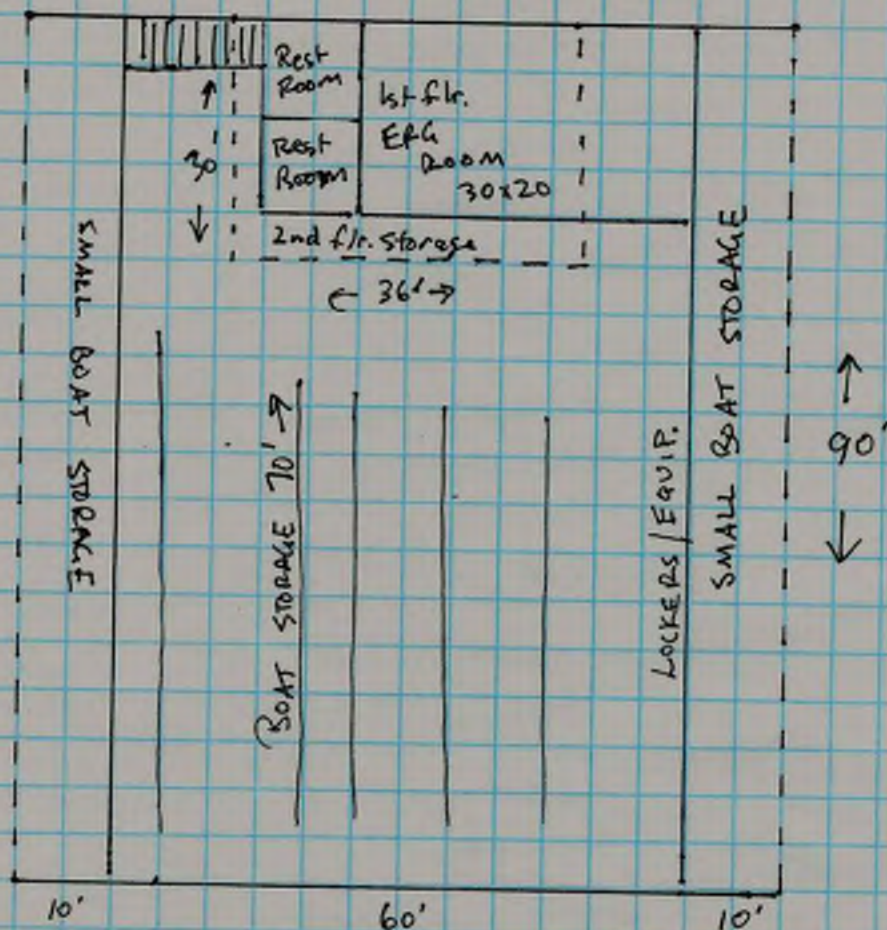


# WBC PROPOSED EXPANSION GORDON CREEK WATERFRONT

## BOAT HOUSE FOOTPRINT

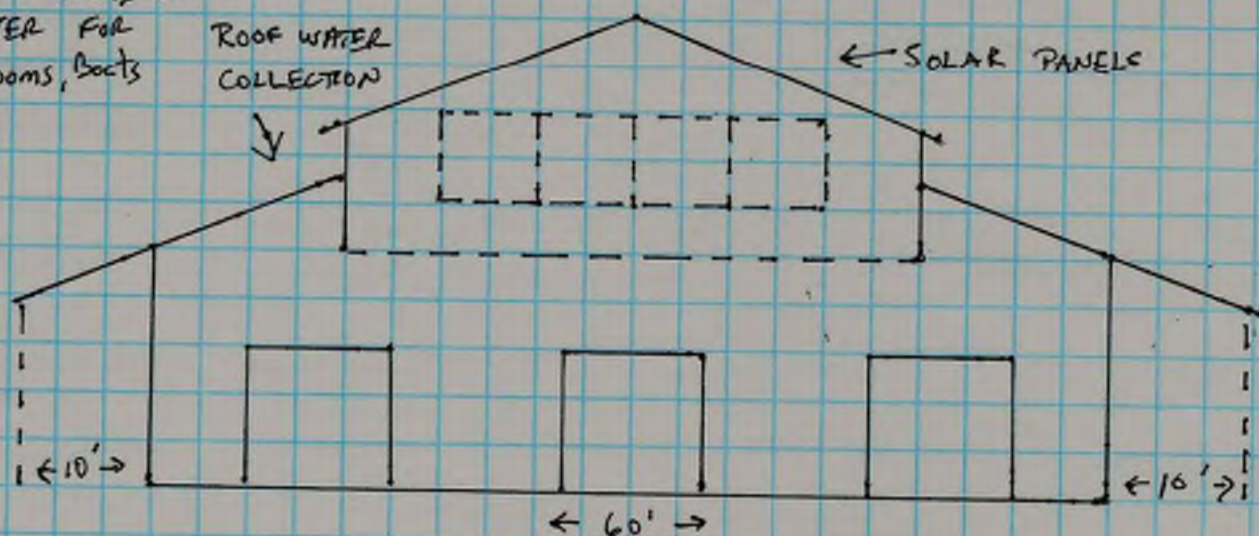
- Adds Small Boat Storage - Roof overhang
- Adds Rest Rooms
- Adds Indoor ERG space - inclement weather

SCALE:  $\square = 5' \times 5'$



## FRONT FACE

- SOLAR OPTIONAL
- NON-POTABLE WATER FOR  
Restrooms, Boats



SCALE:  $\square = 3' \times 3'$





### **Beach area**

Implementation of breakwaters and beach nourishment to create public beach area along the western bank. Shoreline stabilization drawings shown in Stantec design alternative 4.

### **Bank grading**

Re-grading of existing bank to reduce erosion, as shown in Stantec design alternative 4. A 3:1 grade is shown, but could be 2:1 or some combination of both

### **Marsh Stabilization**

Marsh creation and stabilization will be achieved through the use of coir logs and marsh sills, as shown in Stantec design alternative 4.

### **Relocation of campsites**

Primitive campsites currently located on the west side of the peninsula (R1-R29) will be eliminated – additional replacement campsites will be located on the inside of the loop road

### **Paved Multi-use trail, Bridge and Observational Pier**

0.35 mile paved multi-use trail that will run from the fishing pier area to an observational pier at the northern end of the peninsula. The trail will feature multiple access points to the public beach area, and will provide connectivity from the parking area at the fishing pier as well as throughout the primitive



camping area. The trail will feature a bridge spanning a small inlet and marsh area located to the west of the Guest Services building.



# OPINION OF PROBABLE CONSTRUCTION COST

Project ID: K  
Attachment 3 of 4. Estimate (2 pages)

PROJECT: CRP

LOCATION: James City County

DESIGN STATUS: Schematic

COMM. NO.

DATE

11/28/18

## WBC ADA Waterfront

Description	Unit	Quantity	\$/unit	Total (\$)
Demo	LS	1	8,500	8,500
Replace Existing Kayak Dock w/Floating Dock	SF	4,450	40	178,000
EZ Launch	EA	1	2,000	2,000
Rowing Launch Area Lighting	LS	1	5,000	5,000
Sidewalks Near Boathouse	SY	60	100	6,000
Boathouse	SF	5,400	100	540,000
Conventional Septic System	LS	1	8,500	8,500
Boathouse 2" Water Connection	LF	1,580	60	94,800
Boathouse Electric Connection	LS	1	5,500	5,500
Attendant Booth	SF	180	150	27,000
Internet/Electricity Connection	LS	1	5,000	5,000
Paddlecraft Storage	LS	1	2,500	2,500
Full Depth Asphalt (2"-sm over 8"-21a)	SY	3,700	30	111,000
2" Mill and Overlay	TON	441	130	57,300
8" Gravel Driveway	TON	2,020	40	80,800
Grading	SY	9,500	4	38,000
Stormwater Management	LS	1	115,000	115,000
Erosion and Sediment control	LS	1	20,000	20,000
Landscaping	LS	1	10,000	10,000
ADA Signs	EA	3	800	2,400
Wheel Stops	EA	53	125	6,600
Striping	LS	1	5,000	5,000
Subtotal =				1,328,900
Mobilization =				66,445

Subtotal = \$1,395,000  
 Engineering = \$99,700  
 Geotech/Survey/Septic = \$50,500  
 Permit Fees = \$5,000  
 Contingency (20%) = \$266,000  
**Total = \$1,816,200**



# OPINION OF PROBABLE CONSTRUCTION COST

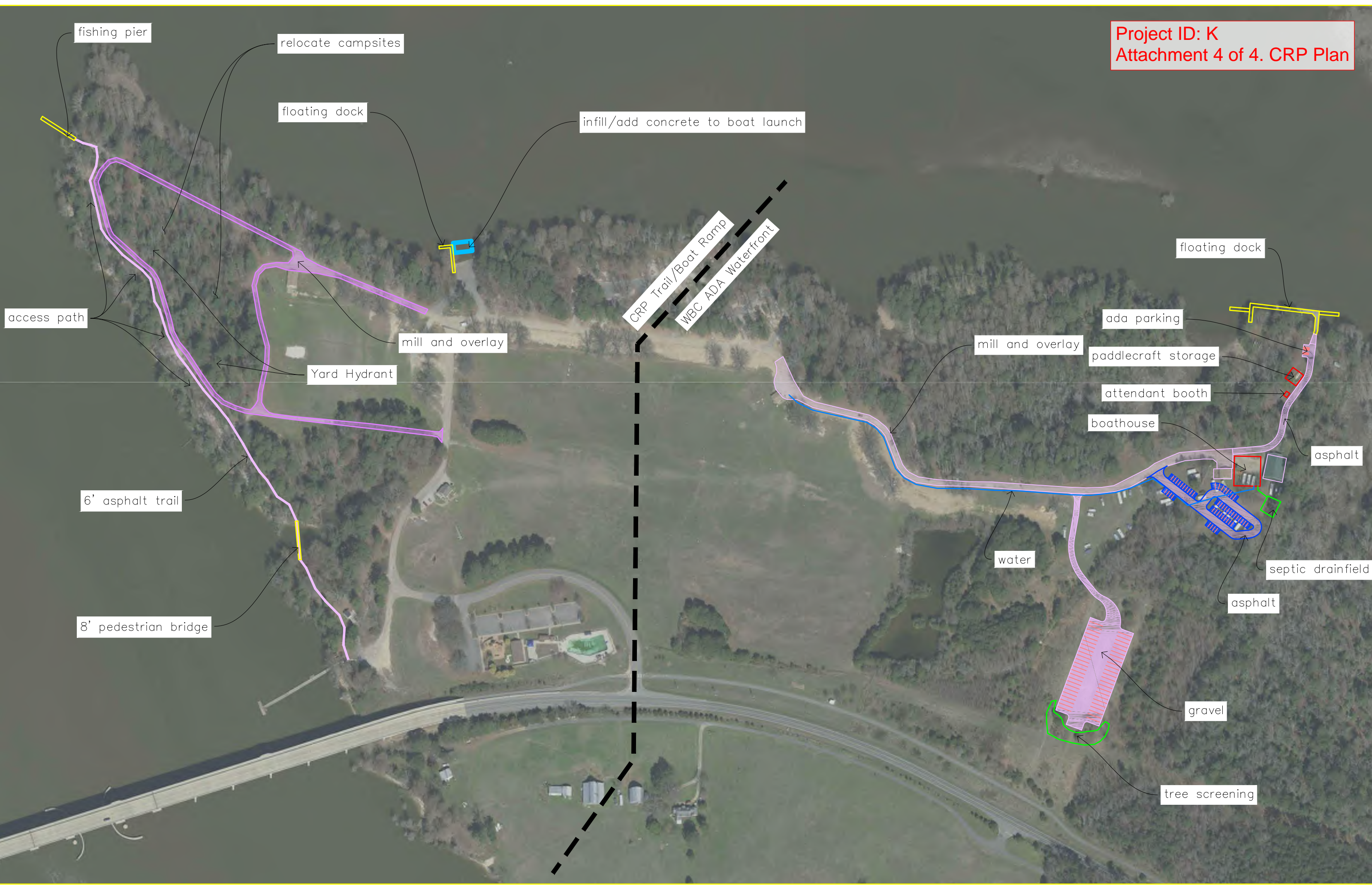
PROJECT: CRP  
LOCATION: James City County  
DESIGN STATUS: Schematic

COMM. NO.  
DATE 11/28/18

## CRP Trail/Boat Ramp

Description	Unit	Quantity	\$/unit	Total (\$)
Demo	LS	1	5,500	5,500
Replace Existing Dock w/Floating Dock	SF	940	40	37,600
Floating Fishing Pier	SF	1,200	40	48,000
Pedestrian Bridge, 8' Wide	SF	1,150	35	40,300
Concrete Boat Ramp, assume no Cofferd Dam	SY	190	75	14,300
Boat Ramp Fill Material	CY	150	65	9,800
Asphalt Trail, 6' Width	SY	1,267	25	31,700
2" Mill and Overlay	TON	520	130	67,500
Yard Hydrants	EA	2	1,800	3,600
Grading	SY	110	45	5,000
Stormwater Management	LS	1	30,000	30,000
Erosion and Sediment control	LS	1	8,000	8,000
Landscaping	LS	1	15,000	15,000
Paths to Beach	EA	4	2,500	10,000
Relocate Posts	LS	1	2,200	2,200
Subtotal =				328,500
Mobilization =				16,425
Subtotal =				\$345,000
Engineering =				\$99,900
Geotech/Survey =				\$21,500
Permit Fees =				\$2,500
Contingency (20%) =				\$66,000
Total =				<b>\$534,900</b>









# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Alister Perkinson

**Department**

Parks &amp; Recreation

**Email**

alister.perkinson@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

James City County Marina Phase 2

**Location**

James City County Marina

**Priority**

4

**Out of how many?**

10

**How long will this facility or equipment be used?**

30+ years

**Improvements begin**

11/2/2022

**Improvements completed**

11/2/2023

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$120,000.00

**Type of revenue generated**

Additional Boat Slip Rental and gas sales

**Add row**

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Type of revenue generated					Add row

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Type of revenue generated					

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$3,300,000.00	\$0.00	\$0.00	\$3,300,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$3,300,000.00	\$0.00	\$0.00	\$3,300,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Project Narrative

### Current condition/situation

Existing boat ramp is operational but poor condition and should be relocated for operational efficiencies instead of replaced at present location. The two covered boat houses are operational but well over 20 years old and require significant maintenance to keep them operational and as safe as possible.

### Requested change/project description

Relocate existing boat ramp from its current location to alleviate the congestion in front of the existing building, provide additional parking for marina and ramp visitors, replace both covered boat houses and add the third section of open slips.

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

Address existing facility issues that are identified in Shaping Our Shores Master Plan.

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

Once this phase is completed all water related improvements will enhance the marina, improve customer service, increase value of property and enhance public private partnership opportunities.

### Additional material

Draft Master Plan 08-23-2018-Master Plan.pdf

PHASING.PDF

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

#### 1. Comments

Supports PR 4.2 - "Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park"

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

Yes

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

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

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

Yes

#### 3. Comments

Survey and public input meetings that were 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



**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

Yes these improvements do increase the number of boat slips and daily boating opportunities for JCC residents and visitors. Green space is not enhanced

**6. Will the project mitigate blight?**

No

**7. 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?**

Members of the boating community

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

No

**9. Does the project affect traffic positively or negatively?**

Has very little impact on traffic since it is replacing and upgrading an existing facility. A slight increase in traffic may be realized with the additional uncovered slips

**10. 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**

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

Yes

**11. Comments**

Boat ramp and floating covered slips have exceeded their useful life expectancy. The original life expectancy of these features is unknown, but were likely 20-25 years. The two docks are 25+ years and 35+ years old. and the parking area will be an addition

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

No

**13. Does this replace an outdated system?**

Yes

**13. Comments**

Covered slips use outdated Styrofoam flotation system that degrades faster than modern systems, decreasing its effective life and requiring additional maintenance

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

Yes



**14. Comments**

Improved floatation and dock systems on boat slips.

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

indirectly by improving the marina condition it should enhance private interest for the land improvements

## **Economic development**

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

No

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

Yes

**17. Comments**

Increase number of boat slip rentals and encourage private partnerships in other areas of the marina

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

Operational expenses will continue to be recovered from user fees but the capital costs will not be. Private business opportunities on the property will hopefully see some positive economic impact for JCC

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

Yes it will enhance the appearance of the marina and hopefully encourage other private partners to invest in the land side development opportunities

## **Health and public safety**

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

Yes

**21. Comments**

Improved stormwater management to include remainder of living shoreline along the Marina basin, Improved flotation system for covered boat slips, and improved boardwalk systems

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Improved ramp with docking boardwalk to access boats and floatation systems on new slips



**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

### **28. Comments**

maintenance and repair time should decrease

**29. Will the efficiency of the project save money?**

Yes

### **29. Comments**

Prices continue to rise and the sooner the project is completed it will save costs.

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

Yes

### **30. Comments**

Increased slip rental

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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



No

**36. Are there other ways to mitigate the regulatory concern?**

No

## Timing and location

**37. When is the project needed?**

Spring 2023

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

No

**39. 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

### 39. Comments

James City County Marina Land Improvements - VA Health Department requires restroom upgrades before additional boat slips can be created

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

Yes

### 40. Comments

If funds were available it would be a cost savings to complete both projects together and have less impact on customer service

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

Yes

### 41. Comments

Reduced costs for parking lot paving, reduced impact on park operations and revenue

**42. Will it help in reducing repeated neighborhood disruptions?**

Yes

### 42. Comments

Fewer impact on brewery and marina users if constructed in one phase

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

Yes

### 43. Comments

Potential impacts to marina users including limited access to site and utility disruption can be mitigated by performing work at the same time as marina land improvements

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

Yes

### 44. Comments



Boating and Brewery users could see some negative impact during the construction phase including limited access to site and utility disruption

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Inside the PSA

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

Yes

**47. Comments**

Marina owned by JCC

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

No

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Alistar Perkinson

**Comments**

Corrections made based on FMS comments

**Please confirm**

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



## **FMS/Planning review**

### **FMS/Planning review**

Incomplete

### **Reviewed by**

Margo Zechman

### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

New annual revenue generated: Should there be revenue in FY24 and FY25?

#11 Comments: What is the useful life expectancy in years?

#12: Quantify?

#13: How are the covered slips and boat ramps outdated?

#21 Comments: Expand to include Stormwater mgmt.

#25: Earlier it was stated that maintenance costs would significantly decrease.

#37: You stated FY22 in the answer, but project begin date is FY23.

#43: Answered no, but above answered yes to #42 & #44

### **Please confirm**

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



Legend

- 1 Living Shoreline  
- Sill and Marsh
- 2 Stormwater Management  
- Bioretention
- 3 Riparian Buffer Enhancement
- 4 New Covered Boat Houses  
42 Slips
- 5 Floating Dock and Slips  
38 Total
- 6 20 ft. wide Boat Ramp
- 7 Canoe/Kayak Launch
- 8 Marina Walk
- 9 Pervious Boat Trailer Parking
- 10 Billsburg Brewery
- 11 Marina Support Building
- 12 Existing Parking
- 13 Overlook
- 14 Creek Walk
- 15 Travel Lift
- 16 Fuel Dock
- 17 Existing Gazebo
- 18 Uncovered Boat Slips  
22 Total
- 19 Vehicle Parking
- 20 Floating Walkway and  
Transient Boat Dock
- 21 Future Expansion  
8 Slips
- 22 Jet Ski Slips  
5 Total

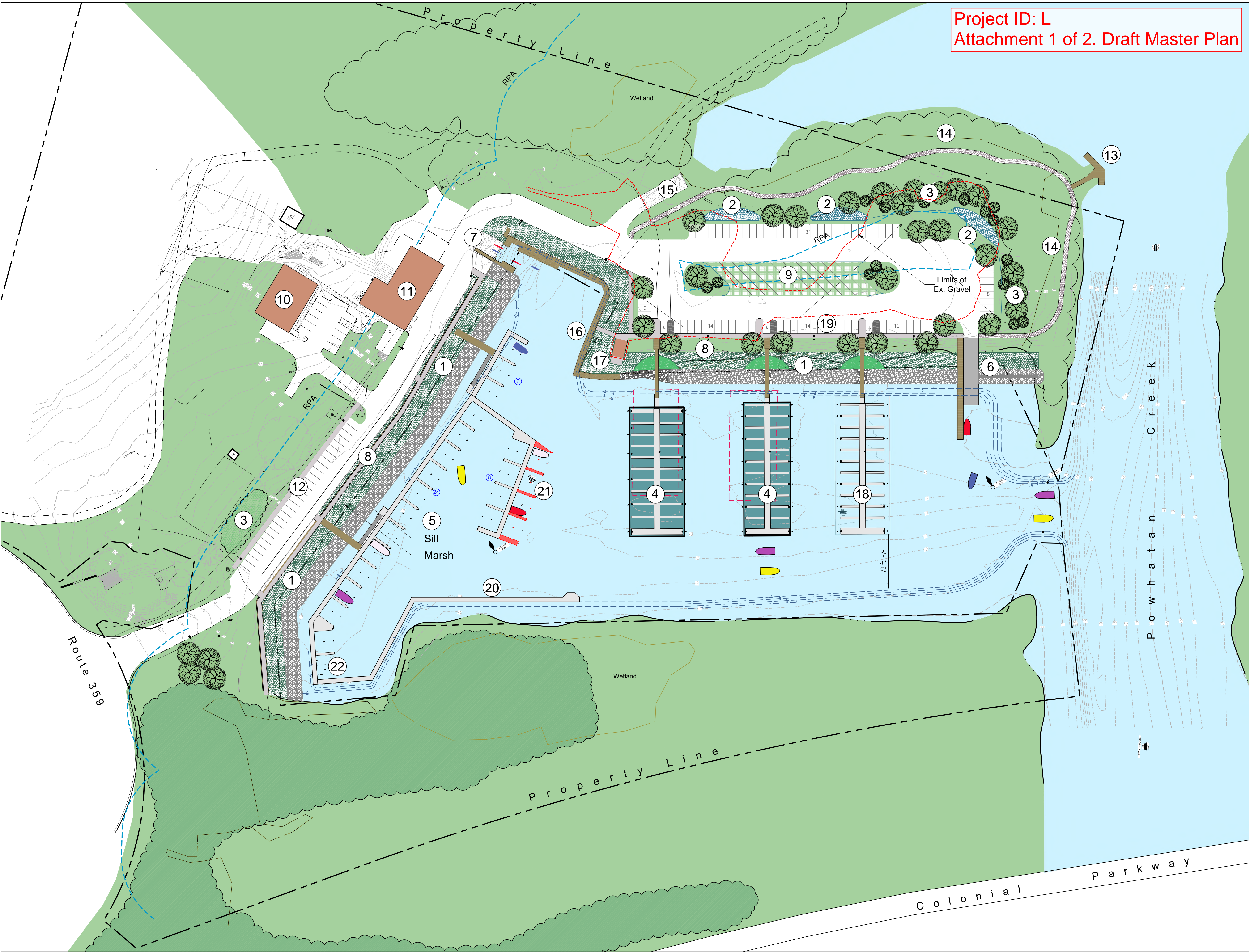
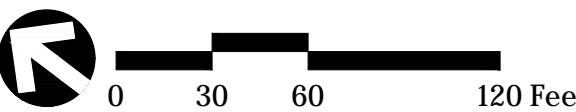
Proposed Site Information

- 42 Covered Boat Slips
- 60 Boat Slips
- 8 Future Expansion
- 110 Total

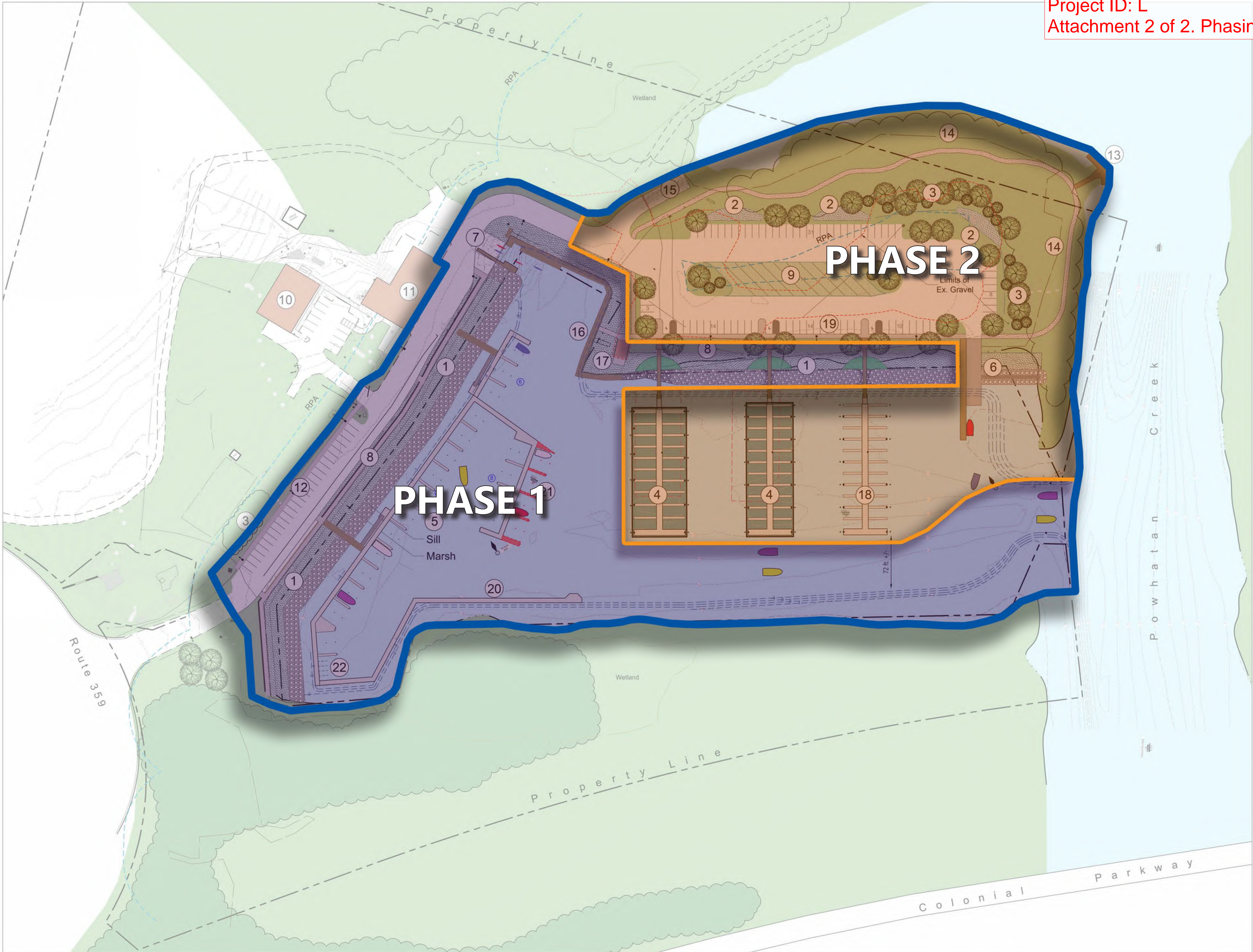
- 25 Existing Spaces
- 81 Paved Parking Spaces
- 3 Accessible Spaces
- 109 Total

Draft Master Plan

James City County Marina  
James City County, Virginia











# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Alister Perkinson

### Department

Parks & Recreation

### Email

alister.perkinson@jamescitycountyva.gov

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

James City County Marina Land Improvments

### Location

James City County Marina

### Priority

5

### Out of how many?

10

### How long will this facility or equipment be used?

50 Years

### Improvements begin

7/1/2020

### Improvements completed

7/1/2023

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$415,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,000.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$3,043,000.00	\$0.00	\$0.00	\$3,043,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$415,000.00	\$0.00	\$3,043,000.00	\$0.00	\$0.00	\$3,458,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Current Marina buildings and restroom facilities are in poor condition, are not ADA accessible, and are located in the flood plain. Parking at the site is currently limited to 20 lined spaces shared by Parks & Recreation and Billsburg Brewery.

#### Requested change/project description

New Marina facility to support park operations and marine repair services, restroom/shower facilities, office and meeting space. 200 space parking lot to support marina operations and private businesses leasing economic development areas on site. Overflow parking area for boat trailers using boat ramp onsite.

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

Improve parking and traffic issues onsite, upgrade park facilities and marine repair services, move structures out of the flood plain, and comply with ADA accessibility standards.

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

\$3,043,000

#### Additional material

James City County Marina Land Improvements.pdf

[Click here to view online form and download attachments.](#)



# Evaluation Questions

## General

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

Yes

**1. Comments**

required Supports PR 4.2 - "Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park"

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

Yes

**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 5: Exceptional public services

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

Yes

**3. Comments**

Proposed master plan for the marina and strategic plan

## Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

A new park facility will increase opportunities for environmental education programming

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

Yes

**5. Comments**

New facilities will provide an improved experience for recreational boaters and park visitors

**6. Will the project mitigate blight?**

Yes

**6. Comments**

The existing structures are unsightly and incongruous with surrounding area

**7. 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?**

All citizens

**8. 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

**9. Does the project affect traffic positively or negatively?**

The project will improve traffic flow and parking in and out of the marina

**10. 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

**10. Comments**

The project will relocate park buildings out of the resource protection area and flood plain

## **Infrastructure**

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

Yes

**11. Comments**

Existing park building (which includes Billsburg tasting room upstairs and attached boat maintenance shed area) has exceeded it's useful life, is located in the flood plain, and requires above average maintenance. Existing detached bathhouse is in poor condition and requires extensive maintenance.

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

Yes

**12. Comments**

Existing facility has required maintenance beyond normal for issues including electrical, flooding, and mold.

**13. Does this replace an outdated system?**

N/A

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

N/A

**15. Does the project extend service for desired economic growth?**

N/A

## **Economic development**

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

Yes

**16. Comments**

Improved parking will support existing private businesses on site

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

No

**18. Is the net impact of the project positive?**

N/A



**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

The existing site is in poor condition from a maintenance and aesthetic viewpoint

## **Health and public safety**

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

Yes

**21. Comments**

Existing building located in the flood plain

**22. Does the project directly promote improved health or safety?**

N/A

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

The project will lead to a reduction in maintenance costs associated with the older structures

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

No



## Regulatory compliance

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

N/A

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## Timing and location

**37. When is the project needed?**

FY23

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

Yes

### **38. Comments**

James City County Marina, Phase 2 - Virginia Dept of Health requires restroom upgrades before the number of boat slips can be increased

**39. 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

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

Yes

### **40. Comments**

James City County Marina, Phase 2

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

Yes

### **41. Comments**

Reduced construction costs for the paving portion of both projects, reduced revenue loss by having the park closed once instead of twice.

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

N/A



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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

This project site is located in the PSA

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

Yes

**47. Comments**

James City County Marina

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

N/A

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Alistair Perkinson

**Comments**

Corrections made based on FMS comments

**Please confirm**



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

## **FMS/Planning review**

### **FMS/Planning review**

Incomplete

### **Reviewed by**

Margo Zechman

### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Total: Capital budget request: Requesting funds in FY21 for FY23 start date

#11 Comments: Please support above YES answer

#16: Answer with yes or no and support answer.

#19: No

#20: S/b Yes

#46 Comments: Please support above answer. Inside or outside PSA.

### **Please confirm**

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



**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years.Consult the escalation

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
\$ 415,000		\$ 3,043,000		

Marina Land Improvements	Type of Request	Rank
New bilding for park operations and marine repair services, expanded parking, restrooms	Capital Project	5

Numbers in blue are formulas.

Construction Cost Estimate

Component	Quantity	Unit	Cost/unit	Total
Park building (concessions, restrooms)	1200	sf	\$ 500	\$ 600,000
Park building (office area, storage)	1,800	sf	\$ 250	\$ 450,000
Marine repair building	3000	sf	\$ 100	\$ 300,000
Park building parking	12	space	\$ 4,000	\$ 48,000
Main parking	150	space	\$ 4,000	\$ 600,000
Trailer overflow lot (gravel lot)	28000	sf	\$ 3	\$ 84,000
Utilities, site work, stormwater, arch, landscaping	1		\$ 500,000	\$ 500,000

Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

Total

10% or 20%	\$ 2,582,000	Escalation				
	\$ 258,200	FY21	FY22	FY23	FY24	FY25
	\$ 2,840,200	\$ 2,840,200.00	\$ 2,939,607.00	\$ 3,042,493.25	\$ 3,148,980.51	\$ 3,259,194.83
	Design Cost					
15%	\$ 387,300	\$ 387,300.00	\$ 400,855.50	\$ 414,885.44	\$ 429,406.43	\$ 444,435.66

Design/Engineering/Inspections Estimate (15%)





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Alister Perkinson

**Department**

Parks &amp; Recreation

**Email**

alister.perkinson@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Jamestown Beach Event Park Improvements

**Location**

Jamestown Beach

**Priority**

6

**Out of how many?**

10

**How long will this facility or equipment be used?**

25 years

**Improvements begin**

7/1/2024

**Improvements completed**

6/30/2025

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$3,750.00	\$3,750.00	\$7,500.00

**Type of revenue generated**

Charges for service (user fees) - Increase in event rentals due to added amenities

**Add row**

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$22,000.00
--------	--------	--------	-------------	-------------	-------------

**Type of revenue generated**

Charges for service (user fees) - increase in 20 dry storage customers

**Add row**

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$1,349,000.00	\$0.00	\$0.00	\$1,349,000.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$8,993,000.00	\$8,993,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$1,349,000.00	\$0.00	\$8,993,000.00	\$10,342,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Project Narrative

### 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. Parking does not meet existing standards and planning requirements as is.

### Requested change/project description

Install additional restroom facility to support beach, realignment and paving of park roads, install permanent parking in existing grass parking area for 200 spaces, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations, park maintenance building

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

Improved infrastructure and additional restrooms will support rapidly growing park attendance. Development of event area will allow for larger and more diverse event opportunities. Boat storage area will support James City County Marina operations and generate additional revenue.

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

\$8,993,000

### Additional material

IMG\_1244.JPG

IMG\_1247.JPG

IMG\_1246.JPG

Jamestown Beach Event Park Improvements.pdf

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

#### 1. Comments

Supports PR 4.2 -"Develop recreational components of the Jamestown Beach Campground, Jamestown Yacht Basin, and Chickahominy Riverfront Park"

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

Yes

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

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

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

No

## Quality of life



**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

The project will enhance existing recreational opportunities by making them more accessibly and improving facilities

**6. Will the project mitigate blight?**

No

**7. 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?**

All citizens

**8. 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

**9. Does the project affect traffic positively or negatively?**

The project will have no effect on traffic on adjacent roadways

**10. 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

**10. Comments**

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**

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

No

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

No

**13. Does this replace an outdated system?**

Yes

**13. Comments**

The project will provide permanent parking and restroom facilities to replace portable toilets and a parking area that does not meet County standards.

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

No

**15. Does the project extend service for desired economic growth?**



No

## **Economic development**

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

No

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

Yes

### **17. Comments**

Increase in special events due to improved amenities and development of the special event area. The number of events annually are continuing to increase.

**18. Is the net impact of the project positive?**

Yes

### **18. Comments**

Improves visitor experience, supports economic tourism and reduces the negative impact to environment in a sensitive area.

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No



**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

Opportunities for increased event rental revenue due to improved event amenities

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

June 30, 2025

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

No

**39. 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

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

No

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

No



**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Located in PSA, conforms to all JCSA policies

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

Yes

**47. Comments**

Jamestown Beach Event Park

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

N/A

**49. 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**

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

No

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

No

**52. 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

**52. Comments**

Potential state and/or federal grant

## **Review**



## Department review

### Department supervisor review

Accepted

### Reviewed by

Alister Perkinson

### Comments

Made corrections based on comments from FMS

### Please confirm

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

## FMS/Planning review

### FMS/Planning review

Incomplete

### Reviewed by

Margo Zechman

### Comments

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Do you expect new annual revenue to be generated from new facility or equipment? Inconsistent- answered yes to #30.

### Please confirm

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







**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years. Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
		\$ 1,349,000		\$ 8,993,000

JBEP Improvements	Type of Request	Rank
New road alignment, restrooms facilities, stage/performance area, playground, fishing pier	Capital Project	6

### Construction Cost Estimate

Numbers in blue are formulas.

Component	Quantity	Unit	Cost/unit	Total
Restrooms facilities	600	SF	\$ 500	\$ 300,000
New road alignment (4500 linear ft of 24 ft wide road)	12,000	SY	\$ 225	\$ 2,700,000
Paved parking	200	spaces	\$ 4,000	\$ 800,000
Dry storage (clear, grade, gravel pad, fencing, signage)	65000	SF	\$ 6	\$ 390,000
Maintenance building	900	sf	\$ 100	\$ 90,000
Dumpster pad and enclosure	1100	SF	\$ 13	\$ 14,300
Covered Stage w/ concourse, electric	1	stage	\$ 600,000	\$ 600,000
Restroom facility for performance area	1600	SF	\$ 500	\$ 800,000
Playground	1	Playground	\$ 100,000	\$ 100,000
Fishing Pier	1300	SF	\$ 100	\$ 130,000
Utilities, site work, stormwater, arch, landscaping	1		\$ 1,200,000	\$ 1,200,000
				\$ -

## Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

10% or 20%

	Escalation				
	FY21	FY22	FY23	FY24	FY25
0	\$ 7,836,730.00	\$ 8,111,015.55	\$ 8,394,901.09	\$ 8,688,722.63	\$ 8,992,827.92
5	\$ 1,175,509.50	\$ 1,216,652.33	\$ 1,259,235.16	\$ 1,303,308.39	\$ 1,348,924.19

### Design/Engineering/Inspections Estimate (15%)

15%





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Michelle Lightfoot

**Department**

Parks &amp; Recreation

**Email**

michelle.lightfoot@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

Veterans Park Phase 2 Improvements

**Location**

Veterans Park

**Priority**

7

**Out of how many?**

10

**How long will this facility or equipment be used?**

15-20 years

**Improvements begin**

3/14/2022

**Improvements completed**

3/14/2023

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$190,000.00
--------	--------------	--------	--------	--------	--------------

### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$1,391,000.00	\$0.00	\$0.00	\$1,391,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$190,000.00	\$1,391,000.00	\$0.00	\$0.00	\$1,581,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Limited parking and sidewalk connections to serve existing and future amenities included in the approved master plan.

#### Requested change/project description

Complete phase 2 improvements at Veterans Park (splash pad, pump room, eastern parking lot addition, bus parking addition, sidewalk connections and outdoor workout equipment)

#### 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/pickleball and outdoor volleyball. The addition of outdoor workout equipment and new splash pad will create a new recreation amenities for visitors.

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

One-time

#### Additional material

VP Phase 2.JPG

[Click here to view online form and download attachments.](#)



## Evaluation Questions

### General

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

Yes

**1. Comments**

PR 1.1- Implement strategies in Parks & Recreation Master Plan

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

Yes

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

Goal 5: Exceptional public services

Goal 2: Modern infrastructure, facilities and technology systems

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

New splash pad, additional parking will bring more park users to playgrounds, basketball/ tennis courts, etc.

**6. Will the project mitigate blight?**

No

**7. 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?**

We envision the new splash pad will serve families with small children. No population is negatively impacted.

**8. 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

**9. Does the project affect traffic positively or negatively?**

increased traffic into the park is expected

**10. 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**

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

No

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

N/A

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

Yes

### **22. Comments**

The project will promote health and wellness by installing exercise equipment that is free and available to the public

**23. Does the project mitigate an immediate risk?**

No



## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

**24. Comments**

The facility will require addition park staff (approx 400 hours/\$6000)

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

No

**26. Will the new facility require significant annual maintenance?**

Yes

**26. Comments**

The facility will require regular maintenance and chemical supply (approx \$3500/year)

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A



## Timing and location

**37. When is the project needed?**

Spring FY23

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

No

**39. 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

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

N/A

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

N/A

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

No

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

Yes

**44. Comments**

Residents near the park will be positively impacted by easier park access.

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Located in PSA, conforms to all JCSA policies

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

Yes

**47. Comments**

Veterans Park

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

N/A

**49. 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

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

No

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

No

**52. 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

### Department review

**Department supervisor review**

Accepted

**Reviewed by**

Michelle Lightfoot

#### Comments

Corrections made based on FMS comments

FY20 request was \$550,000 and FY21 request is \$1,581,000. Why such a large increase?

Previous amounts were based on older estimates. P&R staff worked with GS to calculate updated estimates that account for escalation in the future years.

#### Please confirm

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

### FMS/Planning review

**FMS/Planning review**

Incomplete

**Reviewed by**

Margo Zechman

#### Comments

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

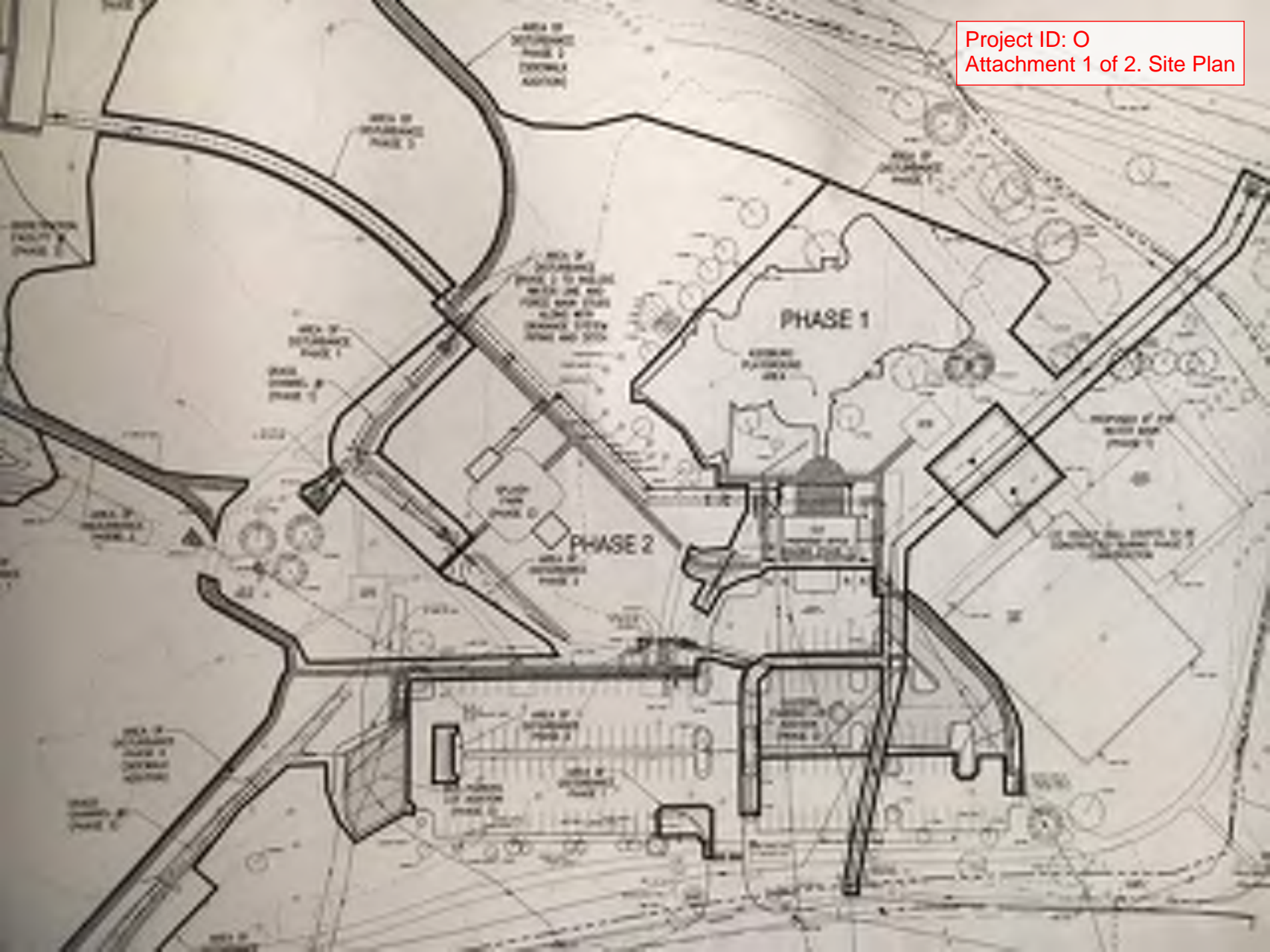
Total: Capital budget request: Funds are being requested in FY22, but project start date was listed as 3/14/2023.

FY20 request was \$550,000 and FY21 request is \$1,581,000. Why such a large increase?

#22: Workout equipment

#### Please confirm







**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years. Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
	\$ 190,000	\$ 1,391,000		

Veterans Park Phase 2	Type of Request	Rank
Parking lot addition, splash pad, pump room, sidewalk connections, rest rooms and outdoor workout equipment	Capital Project	7

Numbers in blue are formulas.

### Construction Cost Estimate

Component	Quantity	Unit	Cost/unit	Total
Parking lot for 20 cars	20	spaces	\$ 4,000	\$ 80,000
Splash Pad and pump room	1		\$ 900,000	\$ 900,000
Outdoor workout equipment	1		\$ 100,000	\$ 100,000
Utilities, site work, stormwater, landscaping	1		\$ 100,000	\$ 100,000
				\$ -
				\$ -

## Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

**Total**

10% or 20%

\$ 1,180,000				Escalation	
\$ 118,000	FY21	FY22	FY23	FY24	FY25
\$ 1,298,000	\$ 1,298,000.00	\$ 1,343,430.00	\$ 1,390,450.05	\$ 1,439,115.80	\$ 1,489,484.85
Design Cost					
\$ 177,000	\$ 177,000.00	\$ 183,195.00	\$ 189,606.83	\$ 196,243.06	\$ 203,111.57

### Design/Engineering/Inspections Estimate (15%)

15%





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Shawn O'Keefe

**Department**

Parks &amp; Recreation

**Email**

shawn.o'keefe@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Upper County Park Improvements

**Location**

Upper County Park

**Priority**

8

**Out of how many?**

10

**How long will this facility or equipment be used?**

10-15 years

**Improvements begin**

9/13/2022

**Improvements completed**

9/13/2022

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

No

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

Yes

## New annual revenue generated

**FY 2021**

\$0.00

**FY 2022**

\$0.00

**FY 2023**

\$0.00

**FY 2024**

\$0.00

**FY 2025**

\$1,500.00

**Total**

\$1,500.00

**Type of revenue generated**

Charges for service (user fees)

**Add row****FY 2021****FY 2022****FY 2023****FY 2024****FY 2025****Total**



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------	--------	--------

Type of revenue generated

Add row

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$765,000.00	\$765,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$105,000.00	\$0.00	\$765,000.00	\$870,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Project Narrative

### Current condition/situation

Current baby pool no longer complies with ADA standards for accessibility. Due to the age of the pool, it requires constant maintenance. Current parking lot is gravel and need regular regrading and added crushed gravel. No paved multi-use trail exists

### Requested change/project description

Demo the existing baby pool and build a splash pad. Pave gravel parking lot and multi-use trail.

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

Renovating the current site and converting it to a splash pad would be ideal and comply with ADA standards. The splash pad would use less water, fewer chemicals and would require less staff to maintain it while adding to the value of the pool and park. Paving parking lot will improve patron experience and cause less maintenance and upkeep needs. A paved multi-use trail will improve patron experience in the Park and allow for more recreational opportunities.

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

\$765,000

### Additional material

Upper County Park Improvements.pdf

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

#### 1. Comments

PR 1.1 (Implement strategies from Parks & Recreation Master Plan)

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

Yes

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

Goal 5: Exceptional public services

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

Yes



**5. Comments**

Project will increase recreation opportunities at Upper County Park Pool.

**6. Will the project mitigate blight?**

No

**7. 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?**

all citizens.

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

No

**9. Does the project affect traffic positively or negatively?**

no

**10. 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**

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

Yes

**11. Comments**

Existing Baby Pool doesn't meet ADA requirements.

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

Yes

**12. Comments**

It will reduce the maintenance cost and time that staff is putting into constantly working on old baby pool system. It will eliminate maintenance to current gravel parking area.

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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



No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

It will reduce the maintenance cost and time that staff is putting into constantly working on old baby pool system. It will eliminate maintenance to current gravel parking area.

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**28. Comments**

Staff are spending a lot of time on the old baby pool filtration system to keep it operational.

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**



Revenue from after hour rentals with new splash pad.

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

Project should start September 2023

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No



**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Project is outside of PSA

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

Yes

**47. Comments**

Upper County Park Pool and land.

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

No

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Shawn O'Keefe

**Comments**

Corrections made based on FMS comments

**Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**



**Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Total: Capital budget request: Requesting \$ in FY23 for FY24 start date.

#6: Answer No instead of N/A.

#9: Answer No instead of N/A.

#12: S/b yes – see reference to maintenance in project narrative and #25

**Please confirm**

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



**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years.Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
		\$ 105,000		\$ 765,000

UCP Improvements	Type of Request	Rank
Remove baby pool and install splash pad, new paved multi-use trail, pave parking lot	Capital Project	8

Construction Cost Estimate

Component

Multi-use paved trail (Rick Koehl estimate)  
Paving gravel lot-grading, asphalt and other fees (Rick Koehl estimate)  
Replacing pool w/splashpad and constructing pump room.

Quantity	Unit	Cost/unit	Total
1		\$ 118,690	\$ 118,690
1		\$ 33,594	\$ 33,594
1400	SF	\$ 324	\$ 453,600
			\$ -
			\$ -
			\$ -
			\$ -

Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

Total

10% or 20%

Design/Engineering/Inspections Estimate (15%)

15%

Numbers in blue are formulas.

Escalation					
	FY21	FY22	FY23	FY24	FY25
\$ 605,884					
\$ 60,588					
\$ 666,472	\$ 666,472.40	\$ 689,798.93	\$ 713,941.90	\$ 738,929.86	\$ 764,792.41
Design Cost					
\$ 90,883	\$ 90,882.60	\$ 94,063.49	\$ 97,355.71	\$ 100,763.16	\$ 104,289.87





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Kyle Loving

**Department**

Parks &amp; Recreation

**Email**

kyle.loving@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Baseball Field Expansion

**Location**

Warhill Sports Complex

**Priority**

9

**Out of how many?**

10

**How long will this facility or equipment be used?**

15-20 years

**Improvements begin**

10/3/2023

**Improvements completed**

10/3/2024

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

No

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

Yes

**New annual revenue generated**

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00

**Type of revenue generated**

Rent

**Add row**

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Type of revenue generated					Add row

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Type of revenue generated					

## Cost

### A. Proposed property acquisition

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$584,000.00	\$0.00	\$584,000.00

### C. Construction cost

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$4,283,000.00	\$4,283,000.00

### D. Furniture, fixtures and equipment

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$584,000.00	\$4,283,000.00	\$4,867,000.00

### E. Additional annual operating expenses (Personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Total</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Project Narrative

### 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 James City County, additional field space would be welcomed by county residents and would also help further develop sports tourism initiatives in the 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 cancellations 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 (approximately 200 spaces), restrooms and field fencing.

### 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

Baseball Field Expansion.pdf

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

#### 1. Comments

Supports PR 1.3 "Continue to develop Freedom Park and the Warhill Sports Complex"

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

Yes

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

Goal 5: Exceptional public services

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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



Yes

**5. Comments**

Increase recreational opportunities for baseball in James City County

**6. Will the project mitigate blight?**

No

**7. 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?**

Targets needs of youth baseball/softball organizations in the community.

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

No

**9. Does the project affect traffic positively or negatively?**

Will increase the amount of traffic inside Warhill Sports Complex but will also provide additional parking inside the park.

**10. 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**

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

No

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

No

**13. Does this replace an outdated system?**

No

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

Yes

**14. Comments**

New artificial turf has improved technology making for safer play and less regular field maintenance.

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

Additional baseball fields will impact the growth in number of baseball and softball tournaments held in the county each year.

## **Economic development**

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



No

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

Yes

**17. Comments**

The project will have a positive effect on sports tourism and attract more tournaments to the area

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

Meets the growing needs and field requests by baseball and softball groups within the county.

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

Artificial turf fields reduce the amount of regular routine maintenance required on natural grass fields.

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**28. Comments**

Artificial turf fields reduce the amount of regular routine maintenance required on natural grass fields.



**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

Increased opportunities for field rentals and tournaments

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

Spring FY24

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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



Yes

**43. Comments**

Construction could impact traffic flow within the park. Possible noise impacts for surrounding neighborhoods.

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Located in PSA, conforms to all JCSA policies

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

Yes

**47. Comments**

Warhill Sports Complex

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

No

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

Department supervisor review

Reviewed by



Accepted

Kyle Loving

**Comments**

Total: Capital budget request: Total request is for \$4,867,000, but FY20 request was \$2,100,000. Why such a significant increase?

Previous amounts were based on older estimates. P&R staff worked with GS to update estimates and to project escalation for projects in out years.

**Please confirm**

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

**FMS/Planning review**

**FMS/Planning review**

Incomplete

**Reviewed by**

Margo Zechman

**Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Total: Capital budget request: Total request is for \$4,867,000, but FY20 request was \$2,100,000. Why such a significant increase?

**Please confirm**

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



**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years.Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
			\$ 584,000	\$ 4,283,000

Baseball field expansion	Type of Request	Rank
Two synthetic turf baseball fields . One 90' basepath diamond with 350' centerfield fence. One 60' basepath, youth level diamond with 250' centerfield fence. MUSCO field lighting, aproximately 200 additional parking spaces, restrooms and spectator seating	Capital Project	9

Construction Cost Estimate

Component

	Quantity	Unit	Cost/unit	Total
Parking	200		\$ 4,000	\$ 800,000
Restrooms	1,600	SF	\$ 500	\$ 800,000
Turf	155000	SF	\$ 8	\$ 1,240,000
Field lighting	1		\$ 300,000	\$ 300,000
Fencing	2200	LF	\$ 50	\$ 110,000
Sidewalks (1600 linear feet 8' sidewalk)	1430	SY	\$ 100	\$ 143,000
				\$ -

Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

Total

Design/Engineering/Inspections Estimate (15%)

Numbers in blue are formulas.

		Escalation				
		FY21	FY22	FY23	FY24	FY25
10% or 20%		\$ 3,732,300.00	\$ 3,862,930.50	\$ 3,998,133.07	\$ 4,138,067.72	\$ 4,282,900.10
	Design Cost					
15%		\$ 508,950	\$ 508,950.00	\$ 526,763.25	\$ 545,199.96	\$ 564,281.96
					\$ 584,281.96	\$ 584,031.83





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Alister Perkinson

**Department**

Parks & Recreation

**Email**

alister.perkinson@jamescitycountyva.gov

**Are you a department supervisor?**

Yes

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Freedom Park Phase IV - Active Recreation Facilities

**Location**

Freedom Park

**Priority**

10

**Out of how many?**

10

**How long will this facility or equipment be used?**

25

**Improvements begin**

7/1/2024

**Improvements completed**

5/1/2025

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

No

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

Yes

## New annual revenue generated

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00

**Type of revenue generated**

Charges for service (pool admission and shelter rentals)

**Add row**

Yes



FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type of revenue generated

Add row

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$804,000.00	\$0.00	\$804,000.00

### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5,358,000.00	\$5,358,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$804,000.00	\$5,358,000.00	\$6,162,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00

## Project Narrative

### Current condition/situation

Currently undeveloped portion of Freedom Park



**Requested change/project description**

Develop active recreation amenities at Freedom Park according to the approved Master Plan, including basketball, tennis, swimming pool/splash pad, picnic shelter and playground

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

To provide active accessible recreation amenities to residents in neighborhoods along Centerville and Longhill roads, currently the only public outdoor pools are located on the far ends of the county.

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

\$5,358,000

**Additional material**

FP Master Plan.pdf

Freedom Park Phase IV - Active Recreation.pdf

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

**1. Comments**

Supports PR 1.3 "Continue to develop Freedom Park and the Warhill Sports Complex"

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

Yes

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

Goal 5: Exceptional public services

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

Yes

**3. Comments**

Freedom Park Master plan and Parks and Recreation Master Plan

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

No

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

Yes

**5. Comments**

Increase recreational opportunities include playgrounds, basketball, tennis, pickleball, volleyball, and aquatic recreation

**6. Will the project mitigate blight?**



No

**7. 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?**

All citizens

**8. 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

**9. Does the project affect traffic positively or negatively?**

Neither

**10. 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**

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

No

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

No

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

Part-time lifeguard and park attendant positions



**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**

Increase in part-time lifeguards, and park attendants

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

### **30. Comments**

Pool admission fees, shelter rental fees

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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



No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

FY25

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

No

**39. 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

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

No

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

N/A

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

Yes

### **43. Comments**

Possible minimal impacts to park operations that can be mitigated

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

### **46. Comments**



Inside PSA policy

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

Yes

**47. Comments**

Freedom Park

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

N/A

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Alister Perkinson

**Comments**

**Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Incomplete

**Reviewed by**

Margo Zechman

**Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday,



# Freedom Park Master Plan





**INSTRUCTIONS:** Use the bottom portion of the page to estimate the cost of your project. Where possible, use quantity, units, and cost/unit so that it will be easy to make adjustments later. Your final step is to enter the total cost into the chart to the right, in the desired year - design and construction may be in different years.Consult the escalation chart, which accounts for inflation, then round up.

The amount of your budget request should be entered in this chart:

FY21	FY22	FY23	FY24	FY25
			\$ 804,000	\$ 5,358,000

Freedom Park Phase IV - Active Recreation area	Type of Request	Rank
Active recreation facilities with support facilities; basketball/tennis courts, water playground/pool, parking infrastructure, storage, shelter, restrooms	Capital Project	10

### Construction Cost Estimate

Component	Quantity	Unit	Cost/unit	Total
picnic shelter on a concrete slab	924	SF	\$ 80	\$ 73,920
Restrooms attached to shelter	176	SF	\$ 500	\$ 88,000
Basketball Courts (3)	22800	SF	\$ 20	\$ 456,000
Tennis Courts (2)	12600	SF	\$ 20	\$ 252,000
Sand Volleyball	1	Court	\$ 25,000	\$ 25,000
Playground (field side)	1		\$ 100,000	\$ 100,000
Parking (field side)	50	spaces	\$ 4,000	\$ 200,000
Parking Pool	50	spaces	\$ 4,000	\$ 200,000
Construction of spray features, pool 75' x 75', lazy river & pump house	1		\$ 2,500,000	\$ 2,500,000
Utilities, site work, stormwater, arch, landscaping	1		\$ 350,000	\$ 350,000

### Subtotal

Contingency: automatically adds 10% for \$100,000+ or 20% if < \$100,000

### Total

### Design/Engineering/Inspections Estimate (15%)

Numbers in blue are formulas.

	Escalation				
	FY21	FY22	FY23	FY24	FY25
\$ 4,244,920					
\$ 424,492					
\$ 4,669,412	\$ 4,669,412.00	\$ 4,832,841.42	\$ 5,001,990.87	\$ 5,177,060.55	\$ 5,358,257.67
Design Cost					
\$ 636,738	\$ 700,411.80	\$ 724,926.21	\$ 750,298.63	\$ 776,559.08	\$ 803,738.65





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Jeff Hicklin

**Department**

Police

**Email**

jeff.hicklin@jamescitycountyva.gov

**Are you a department supervisor?**

No

## Project Details

## Request

**Type of request**

Capital project request

**Project title**

Firing Range Expansion

**Location**

James City County Landfill

**Priority**

1

**Out of how many?**

2

**How long will this facility or equipment be used?**

50 years

**Improvements begin**

7/1/2020

**Improvements completed**

12/31/2020

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
---------	---------	---------	---------	---------	-------



\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

The police firing range has been in existence since the 1970's with little improvements over the years. Police weapons and training have evolved over this period and require more distance and space to remain qualified and proficient with police weapons. Currently police qualification courses extend out to 100 yards and our current range is only 25 yards across all 15 lanes. When shooting at 100 yards now, vehicles have to be moved from a small parking lot to along a small road within the landfill. More importantly, the range house, shelter pavilion and storage container are in front of the firing line. While all possible safety measures are implemented during these training exercises, better conditions are desired.

#### Requested change/project description

Extend the existing firing range to accommodate training needs at 100 yards. This will entail clearing, grubbing, and grading of approximately 15,000 square feet. Move existing range control house and storage trailer to their new location. Demolish existing range shelter and rebuild a range shelter on a new concrete pad to be used for students during training (seating, written forms / tests, tables, etc.). Relocate and extend some utilities to accommodate new location of structures. All disturbed areas to be stabilized in accordance with E&S requirements.

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

The project will allow for officers to qualify and be more proficient with patrol rifles and other police



weapons. James City County owns the current location and it has been used for firing range purposes for more than 40 years. This project will simply extend the length of the firing range to 100 yards from the existing 25 yards.

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

All associated construction would be one-time costs. As the firing range is a part of a county-owned landfill, future sale would not be an option.

#### **Additional material**

Firing Range Expansion.pdf

[Click here to view online form and download attachments.](#)

## **Evaluation Questions**

### **General**

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

Yes

#### **1. Comments**

PF1 - Design, locate and utilize public facilities and services more efficiently

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

Yes

**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

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

No

### **Quality of life**

**4. Does the project increase or enhance educational opportunities?**

Yes

#### **4. Comments**

Allows for more logistically placed and safer training facilities for police officers, sheriff's deputies, and jailers that use the facility and need to qualify or train from distances longer than 25 yards.

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

No

**6. Will the project mitigate blight?**

N/A

**7. 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?**

The project targets safety and training improvements for public safety staff.



**8. 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

**9. Does the project affect traffic positively or negatively?**

N/A - On site of old landfill.

**10. 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**

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

Yes

### **11. Comments**

The current range is more than 40 years old and has had very little improvements over the years. The existing pavilion shelter used for seating and lecture-style training is also in need of repair or replacement.

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

Yes

### **12. Comments**

Officers and deputies will be able to train more safely at longer distances when needed. Structures currently in front of the "line of fire" for 100-yard training would be moved behind the firing line.

**13. Does this replace an outdated system?**

N/A

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

N/A

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

N/A

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

N/A

**20. Will the project rejuvenate an area that needs assistance?**



N/A

## Health and public safety

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

Yes

**21. Comments**

Moves existing structures to a safer area during firearms training to avoid potential damage, etc.

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## Impact on operational budget

**24. Will the new facility require additional personnel to operate?**

No

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

Training would be enhanced with better conditions at the existing firing range.

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

Yes

**30. Comments**

York County and other entities sometimes pay to use the existing range. A longer range may promote more training opportunities for them and more user fee revenue for JCC.

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

Quality materials will be used during the project.

## Regulatory compliance



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

N/A

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

The project is needed as soon as feasibly possible and is being requested as part of the FY21 CIP budget.

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

No

**39. 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

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

N/A

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

N/A

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

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

N/A

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

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

Yes



**47. Comments**

Range is at the old Jolly Pond Landfill.

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

Yes

**48. Comments**

The project simply extends an existing facility or firing range.

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

No

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

No

**52. 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****Department review****Department supervisor review**

Accepted

**Reviewed by**

Brad Rinehimer

**Comments****Please confirm**

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

**FMS/Planning review****FMS/Planning review**

Pending...

**Reviewed by****Comments****Please confirm**







JCC Police Range  
(100 yards)

Project ID: S  
Attachment 1 of 1



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.

1 inch = 104 feet

0 0.0175 0.035 Miles

Copyright James City County GIS Office 9/16/2019S:\Investigations\Alicia\Reports\RangeBuffer\RangeBuffer.mxd by AL





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Jeff Hicklin

**Department**

Police

**Email**

jeff.hicklin@jamescitycountyva.gov

**Are you a department supervisor?**

No

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

Covered Parking for Specialty Vehicles &amp; Trailers

**Location**

Law Enforcement Center

**Priority**

2

**Out of how many?**

2

**How long will this facility or equipment be used?**

30

**Improvements begin**

7/1/2024

**Improvements completed**

12/1/2024

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$16,500.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$200,500.00	\$0.00	\$200,500.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$217,000.00	\$0.00	\$217,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Currently, a number of trailers and specialty vehicles are parked in designated spaces without a roof that exposes them to harsh elements and weather (direct sunlight, rain, snow, and ice) on a daily basis. This type of direct exposure damages the roof, seals, tires, and creates mildew stains, and other non-repairable damage to the equipment. When the roof seals fail, it begins to leak into the trailer. This leak could create further damage to the stored equipment inside of the trailers. The stored equipment is often expensive and may include 4-wheelers, electronics, traffic equipment, and other equipment that would be permanently damaged by water. As a result, early depreciation/damage has occurred to a number of the vehicles and trailers.

For example, a trailer with a plastic roof hatch had to have the entire hatch replaced to the premature decay of its plastic from continuous exposure to the sun. Additionally, tires have prematurely decayed/dry-rotted causing the need for early replacement by Fleet Maintenance staff. While the vehicles and trailers are washed and cared for, the white paint on many of the trailers and vehicles is turning gray/black from the rain and oxidation of the paint. Canopies meant to provide protection to staff during special events have torn and need to be replaced.

Even the chassis assembly and other metallic items suffer from rust.

#### Requested change/project description



Construct a three-sided, open-front, covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers. The structure would be built at the Law Enforcement Center in available space for such a structure. Several additional lights would be added to help staff see and work safely when working at night.

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

A covered parking structure would help to alleviate some controllable maintenance issues and replacement / repair costs.. The structure will extend the life of and will help maintain the professional appearance of all of these vehicles and trailers.

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

The engineering and construction costs would all be one-time costs. The new structure would be maintained by Police and General Services staff. As the structure would be built to fit and will be expected to last a number of years, there would be little salvage value at the end of ownership other than scrap metal.

#### **Additional material**

Original Design and Plans.pdf

Steel Structure not Showing Brick Masonry.pdf

[Click here to view online form and download attachments.](#)

## **Evaluation Questions**

### **General**

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

Yes

##### **1. Comments**

PF: Commit to and provide a high level and quality of public facilities and services; PF 1 – Design, locate, and utilize public facilities and services more efficiently; PF 1.5 – Construct new facilities consistent with anticipate needs; PF 3 – Balance growth and development with the provision of public facilities; PF 3.4 – Maintain and construct facilities in accordance with expected levels of service objectives and fiscal limitations

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

Yes

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

Goal 2: Modern infrastructure, facilities and technology systems

Goal 7: Fiscally efficient government

Goal 5: Exceptional public services

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

No

### **Quality of life**

#### **4. Does the project increase or enhance educational opportunities?**

No



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

No

**6. Will the project mitigate blight?**

No

**7. 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 targets the protection of County-owned vehicles, equipment, and trailers.

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

No

**9. Does the project affect traffic positively or negatively?**

Neither. Structure will be in an existing parking lot.

**10. 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**

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

No

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

N/A

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

No

**19. Will the project produce desirable jobs in the County?**



No

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

Yes

### **21. Comments**

A covered parking structure will protect a number of specialty vehicles and trailers at the LEC from weather (sun, rain). Doing so will protect paint finishes from becoming discolored, extend the life of the rubber tires, protect plastic parts from early decay, protect metal from rusting, etc.

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

A covered parking structure will protect a number of specialty vehicles and trailers at the LEC from harsh weather conditions (sun, rain, snow, ice). Doing so will protect paint finishes from becoming discolored, extend the life of the rubber tires, protect plastic parts from early decay, protect metal from rusting, etc.

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

Yes

### **29. Comments**

Lighting used within the new structure will use energy efficient fixtures and bulbs. Maintenance and Fleet staff costs would be reduced for related repairs.

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

No



**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

Structure will be built using quality materials to ensure longevity

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

As soon as feasibly possible to help protect the vehicles, trailers, and equipment from damaging elements. Project is being requested in FY24.

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No



**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

Project would simply provide cover for an existing parking area at the Law Enforcement Center. The visible building materials will be similar or compatible to that of the existing buildings. The new structure will encourage efficient utilization of public facilities and equipment, as well as help ensure such facilities and services are available where and when needed.

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

Yes

**47. Comments**

Law Enforcement Center, 4600 Opportunity Way

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

Yes

**48. Comments**

Continuing to park vehicles on-site at the LEC is needed so that access to them and the service they help provide is immediate

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Brad Rinehimer

**Comments**



**Please confirm**

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

**FMS/Planning review****FMS/Planning review**

Accepted

**Reviewed by**

Margo Zechman

**Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

#16-18: Preferred answer is no versus N/A

#19: More appropriate answer is No

#32-36: Answer No or expand on N/As

#40-42: Answer No or expand on N/As

#46: Should answer Yes or No and state whether inside or outside of policy

**Please confirm**

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

**Admin review****Admin review**

Accepted

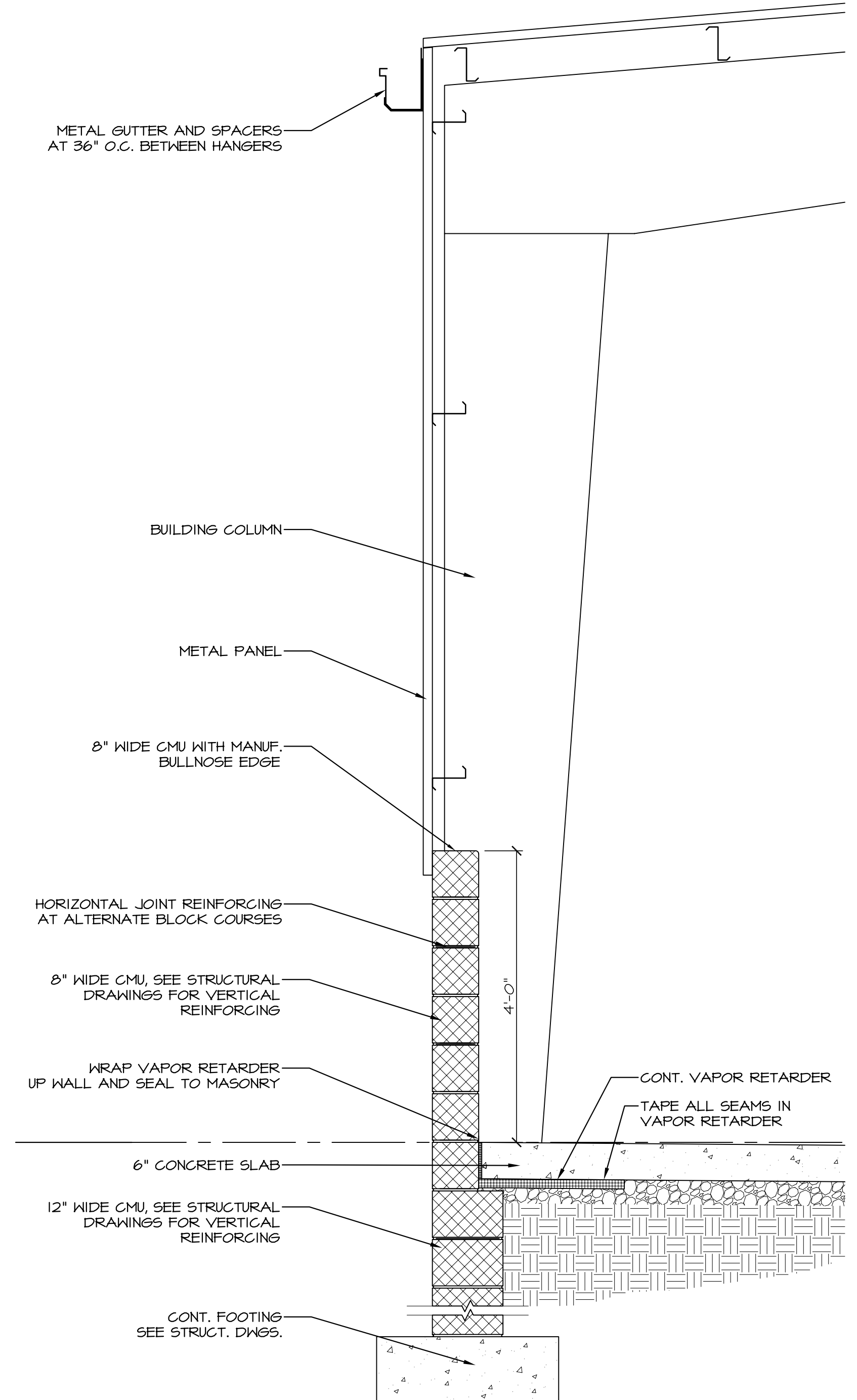
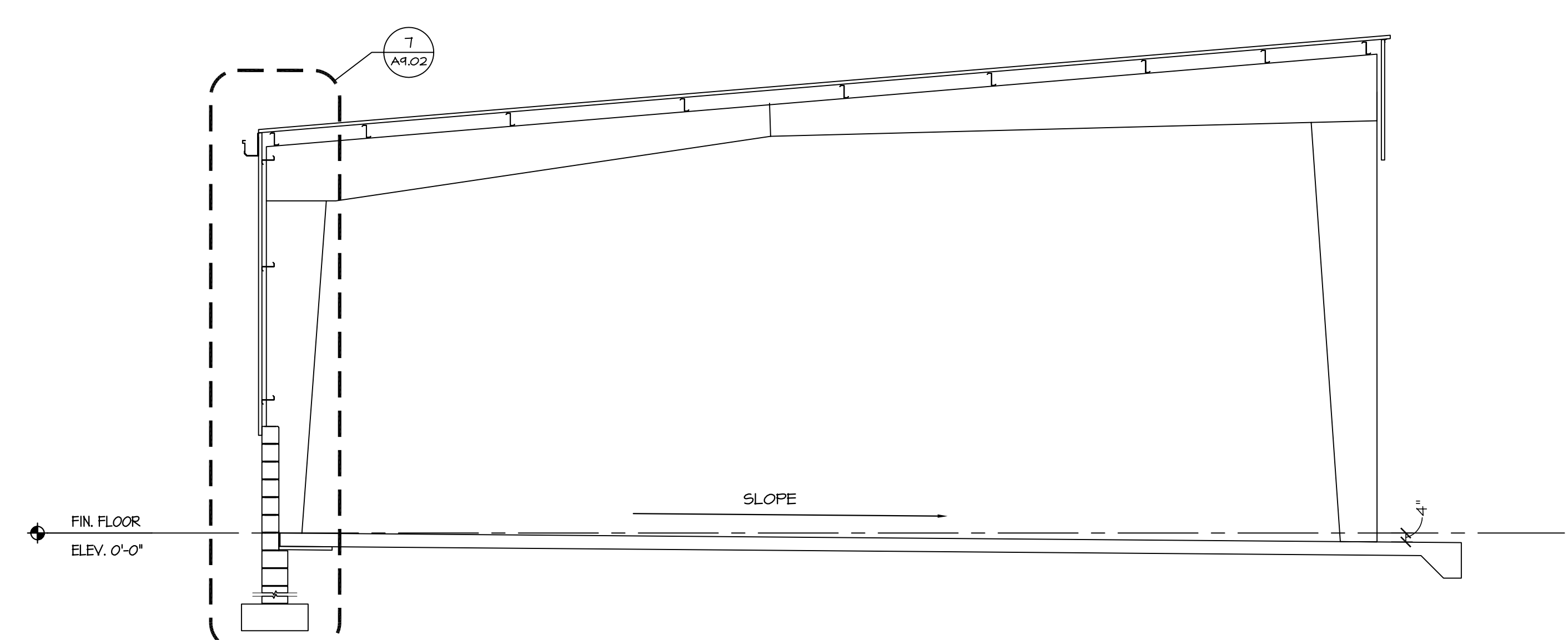
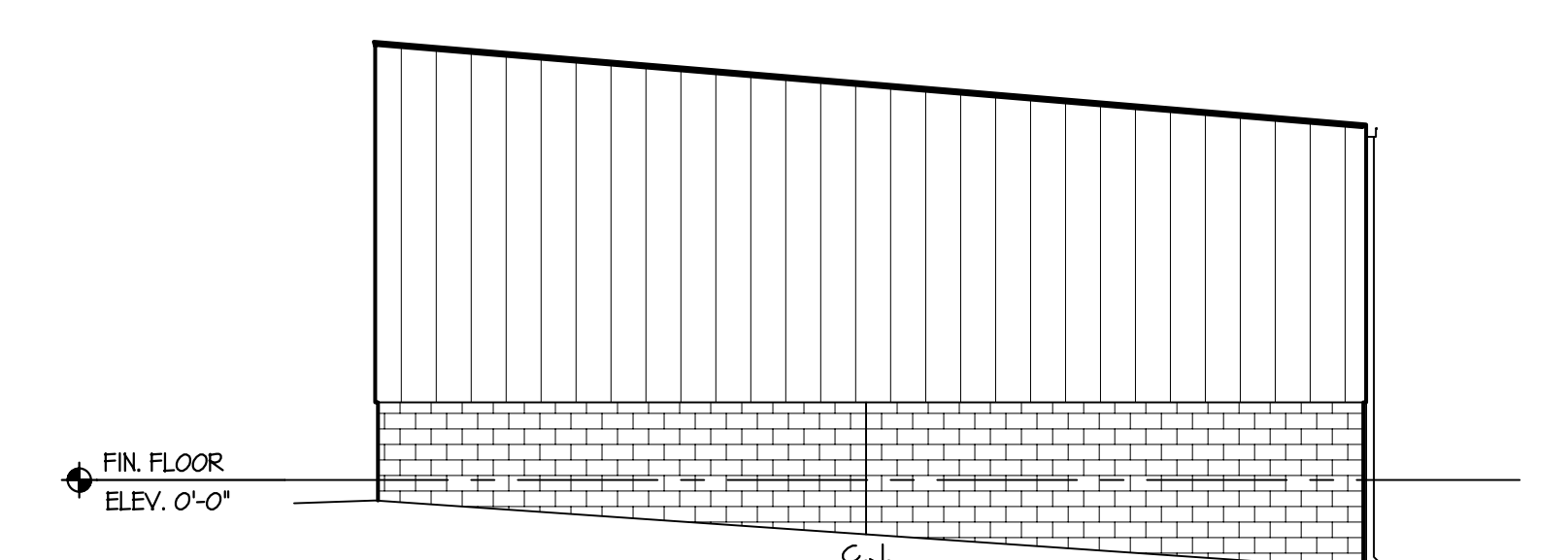
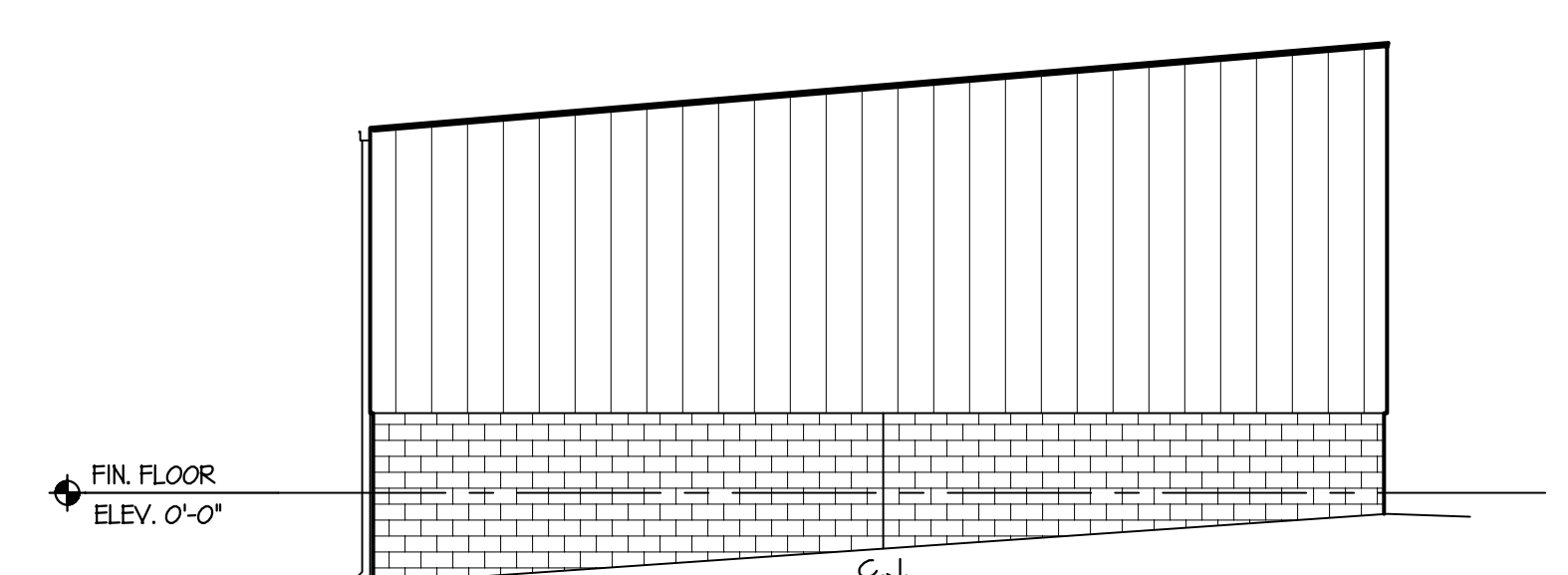
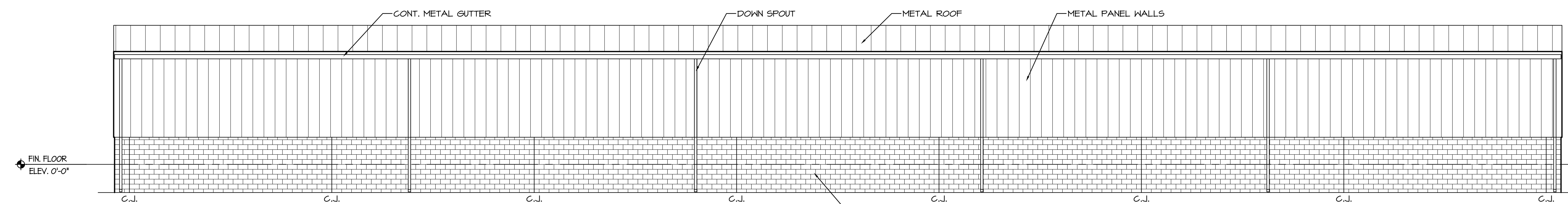
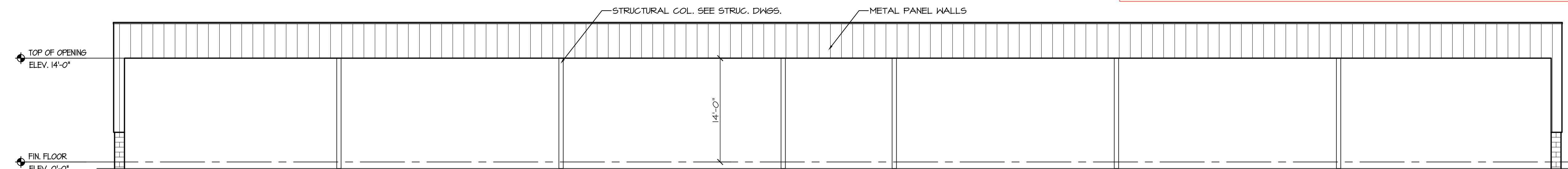
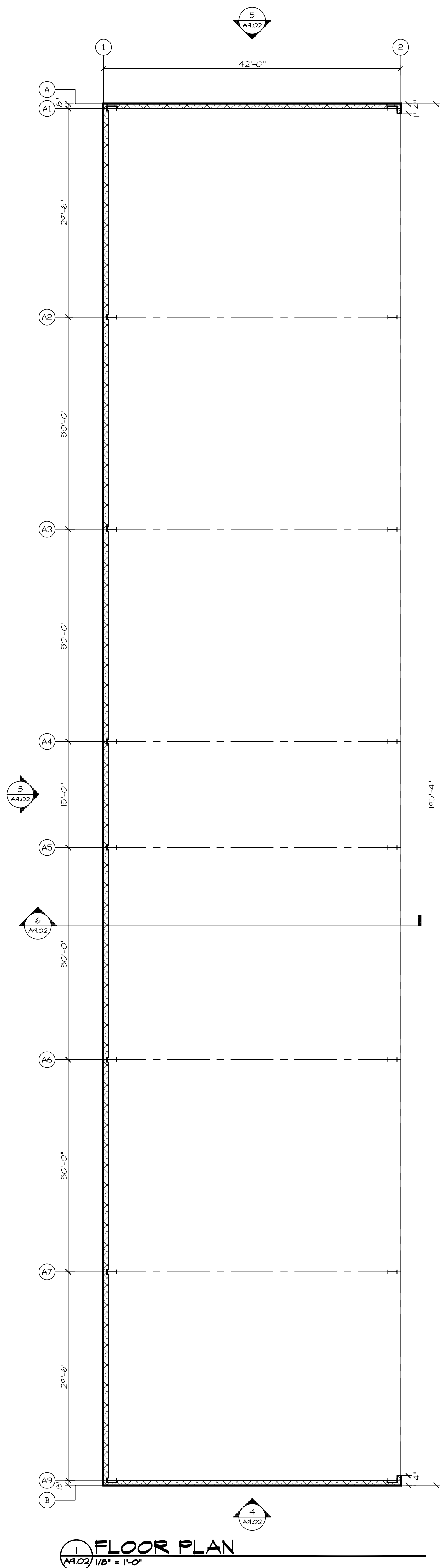
**Reviewed by**

Margo Zechman

**Comments****Please confirm**

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



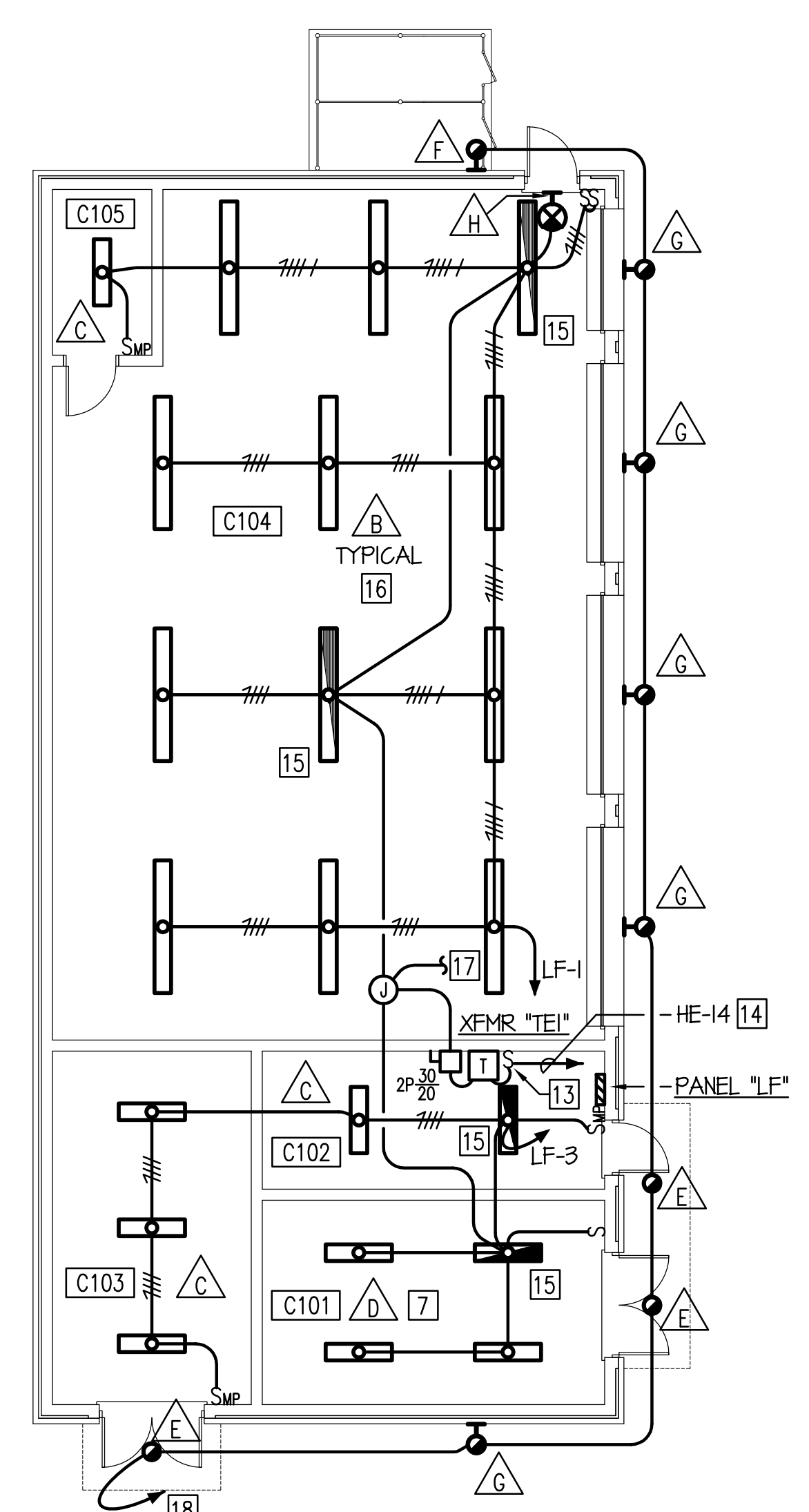




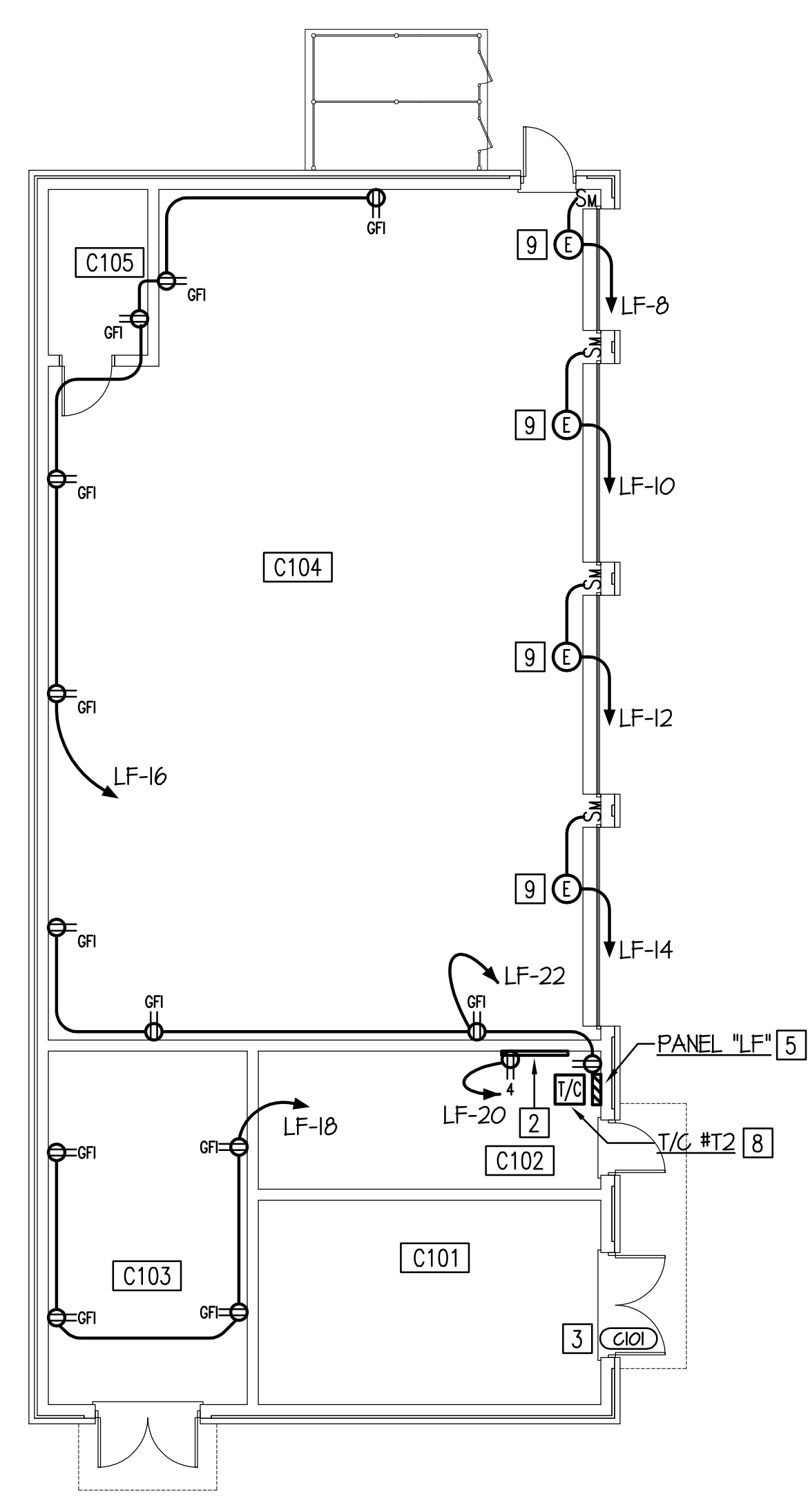
△ LIGHTING FIXTURE SCHEDULE				
SYM	MANUFACTURER'S CATALOG No.	VOLT	LAMPS	REMARKS
A	DAYBRITE DWA428T5	120	(4) F28T5/SP41	SURFACE
B	DAYBRITE DWA428T5	120	(4) F28T5/SP41	PENDANT
C	DAYBRITE IS228120	120	(2) F28T5/SP41	PENDANT
D	DAYBRITE DTWT228TG120	120	(2) F28T5/SP41	PENDANT
E	OMEGA OM62260PLSRD5PLFL	120	(2) 26WQPL/SP35	RECESSED
F	GARDCO 101150HPSWT	120	(1) 150W HPS	WALL
G	GARDCO 10170HPSWT	120	(1) 70W HPS	WALL
H	McPHILBEN CXL1RW	120	WITH FIXTURE	WALL

- LIGHTING FIXTURE SCHEDULE NOTES:**
- GENERAL:**
- MATCH MOUNTING HARDWARE AND FRAME WITH THE CEILING TYPE OR CONSTRUCTION IN WHICH FIXTURE IS TO BE INSTALLED, COORDINATE WITH ARCHITECTURAL REFLECTED CEILING PLANS.
- SPECIFIC:**
- PENDANT MOUNT 10'-6" A.F.F.
  - WALL MOUNT 15'-0" A.F.F.
  - PENDANT MOUNT 15'-0" A.F.F.
  - WALL MOUNT 11'-0" A.F.F.
  - MOUNT 6" ABOVE FINISHED DOOR HEADER. SHADING INDICATES NUMBER OF FACES LIT.

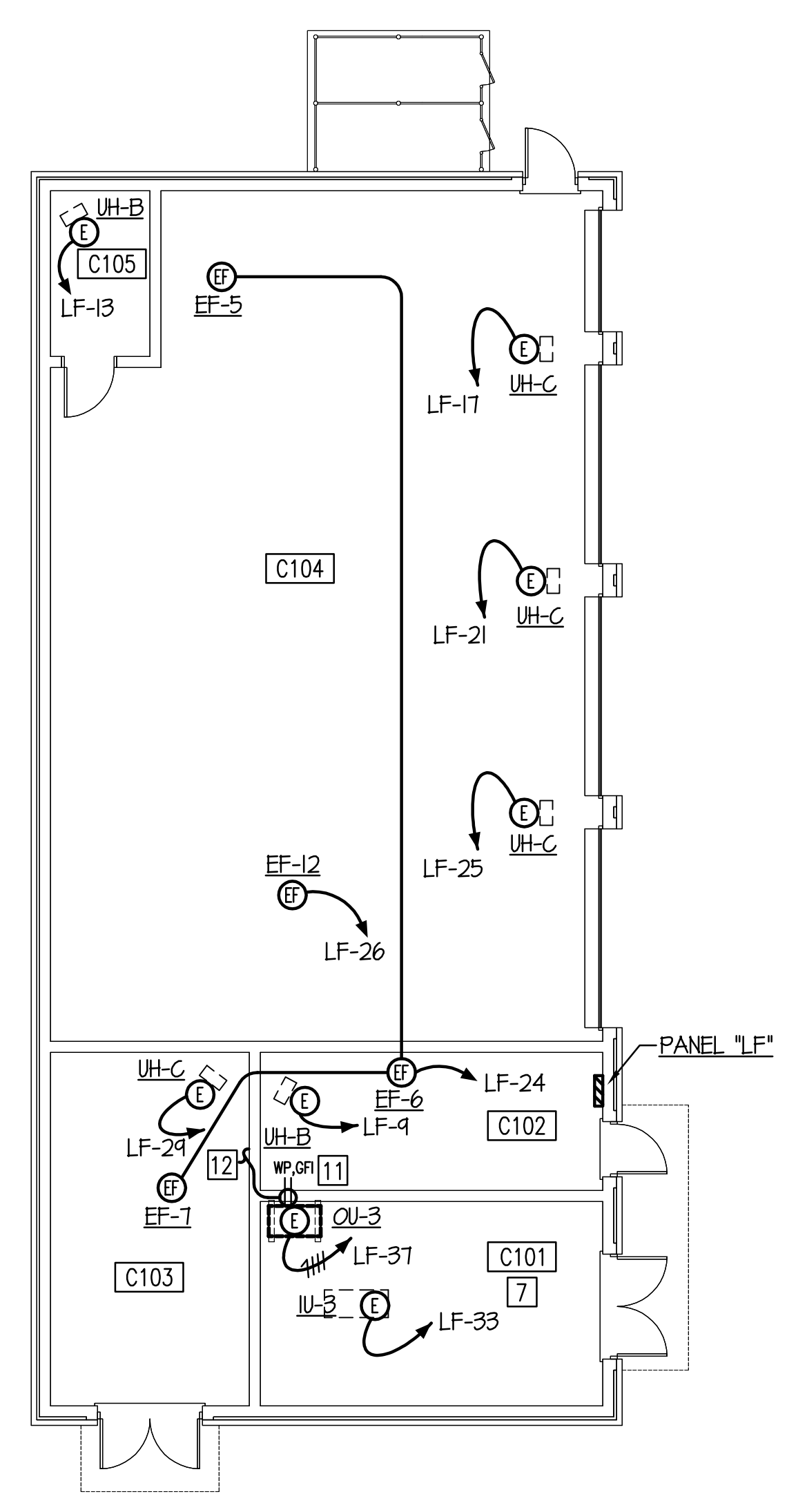
- CONSTRUCTION NOTES:**
- PROVIDE NEMA L6-30R RECEPTACLE.
  - COMMUNICATION BACKBOARD. PROVIDE 4' X 8' X 3/8" FIRE RETARDANT PLYWOOD. MOUNT 4" ABOVE DUPLEX RECEPTACLE.
  - PROVIDE OUTLET BOXES, JUNCTION BOXES AND CONDUIT (WITH PULL WIRE) FOR DOOR ACCESS CONTROL SYSTEM. REFER TO DOOR ACCESS CONTROL SYSTEM SCHEDULE AND DETAILS ON DRAWING SHEET E4.04 FOR ADDITIONAL INFORMATION.
  - PROVIDE 2-POLE, 120-VOLT, 1-DAY PROGRAMMABLE TIME CLOCK IN NEMA 3R ENCLOSURE WITH LOCK KIT, PARAGON P1000 SERIES OR APPROVED EQUAL.
  - REFER TO PANELBOARD SCHEDULE ON DRAWING SHEET E5.02 AND POWER RISER DIAGRAM IN VOLUME 2, DRAWING SHEET E6.01 FOR ADDITIONAL INFORMATION.
  - REFER TO LOAD CENTER SCHEDULE ON DRAWING SHEET E5.02 AND POWER RISER DIAGRAM IN VOLUME 2, DRAWING SHEET E6.01 FOR ADDITIONAL INFORMATION.
  - PROVIDE EXPLOSION PROOF TYPE MATERIAL AND ELECTRICAL CONNECTION TO ALL EQUIPMENT IN THIS SPACE.
  - PROVIDE SINGLE POLE, 120-VOLT, 1-DAY PROGRAMMABLE TIME CLOCK IN NEMA 1 ENCLOSURE, PARAGON P1000 SERIES OR APPROVED EQUAL.
  - PROVIDE ELECTRICAL CONNECTION TO COILING DOOR AND COILING DOOR CONTROL STATION. COORDINATE WITH SUPPLIER OF EQUIPMENT.
  - PROVIDE ELECTRICAL CONNECTION TO WALL MOUNTED CCTV CAMERAS. COORDINATE THIS WORK WITH THE OWNER.
  - MOUNT RECEPTACLE TO A NON-REMOVABLE PANEL ON THE EQUIPMENT. COORDINATE EXACT LOCATION WITH THE SUPPLIER OF THE EQUIPMENT.
  - CONNECT TO RECEPTACLE HOMERUN "LF-18".
  - PROVIDE KEY OPERATED LIGHT SWITCH WITH RED COVERPLATE. PROVIDE COVERPLATE WITH "EMERGENCY LIGHTING" HOT STAMPED, WHITE RECESSED LETTERING.
  - PROVIDE 2 #8 & 1 #8 GND. IN 1" CONDUIT. TERMINATE AT PANEL "HE". REFER TO DRAWING SHEET E1.02 FOR LOCATION OF PANEL "HE".
  - CONNECT LIGHTING FIXTURE TO EMERGENCY CIRCUIT VIA EMERGENCY POWER CONTROL DEVICE. REFER TO "TYPICAL EMERGENCY POWER CONTROL DEVICE WIRING DIAGRAM" ON DRAWING SHEET E0.02 FOR ADDITIONAL INFORMATION.
  - PROVIDE BALLASTS IN ALL 1'X8' LIGHTING FIXTURES IN THIS SPACE FOR BI-LEVEL LIGHTING CONTROL. CONNECT FIXTURES SO THE FIRST SWITCH AT THE DOOR CONTROLS TWO LAMPS AND THE SECOND SWITCH CONTROLS THE REMAINING LAMPS IN EACH FIXTURE.
  - TO T/C #T2.
  - CONNECT TO HOMERUN "HE-14" VIA T/C #T2, 30-AMP, 2-POLE DISCONNECT SWITCH AND TRANSFORMER "TEI".



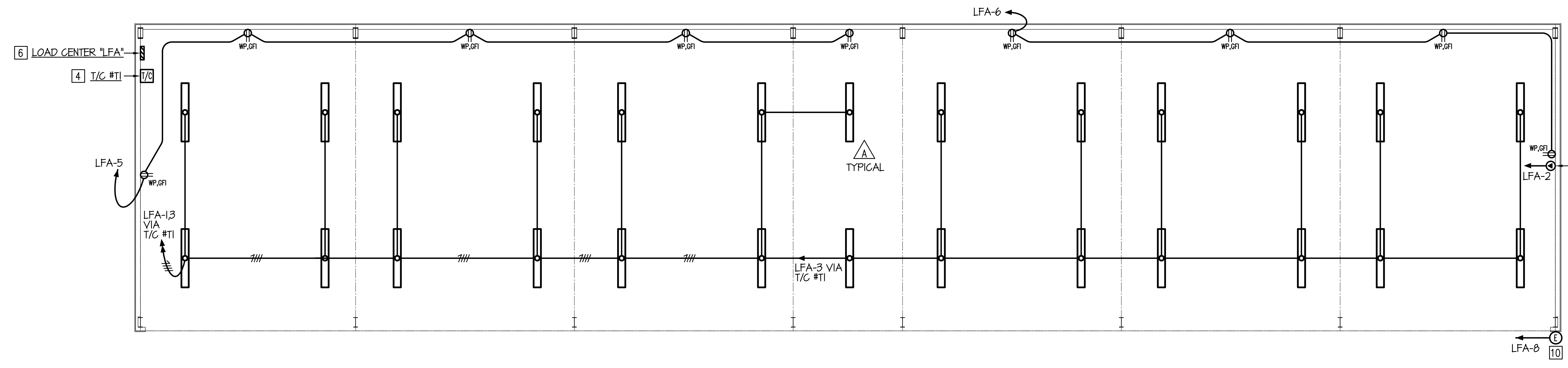
COVERED GARAGE FLOOR  
PLAN - LIGHTING  
SCALE : 1/8" = 1'-0"



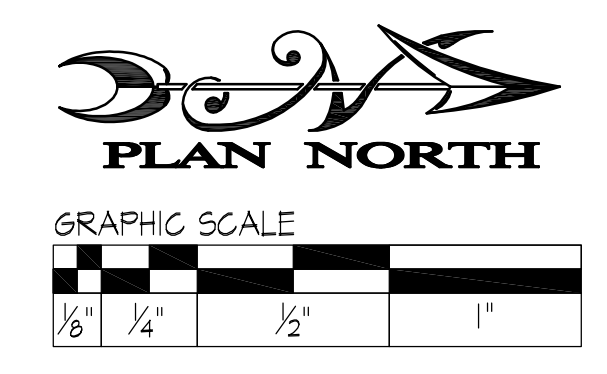
COVERED GARAGE FLOOR  
PLAN - POWER  
SCALE : 1/8" = 1'-0"



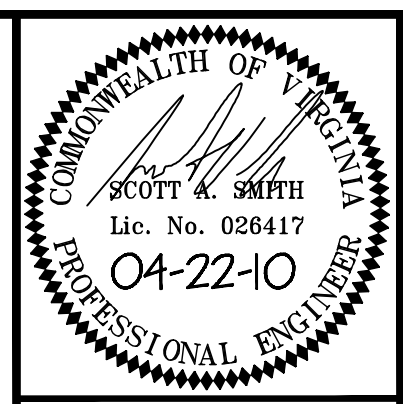
COVERED GARAGE FLOOR  
PLAN - HVAC  
SCALE : 1/8" = 1'-0"



SPECIALTY VEHICLE PARKING PLAN  
SCALE : 1/8" = 1'-0"







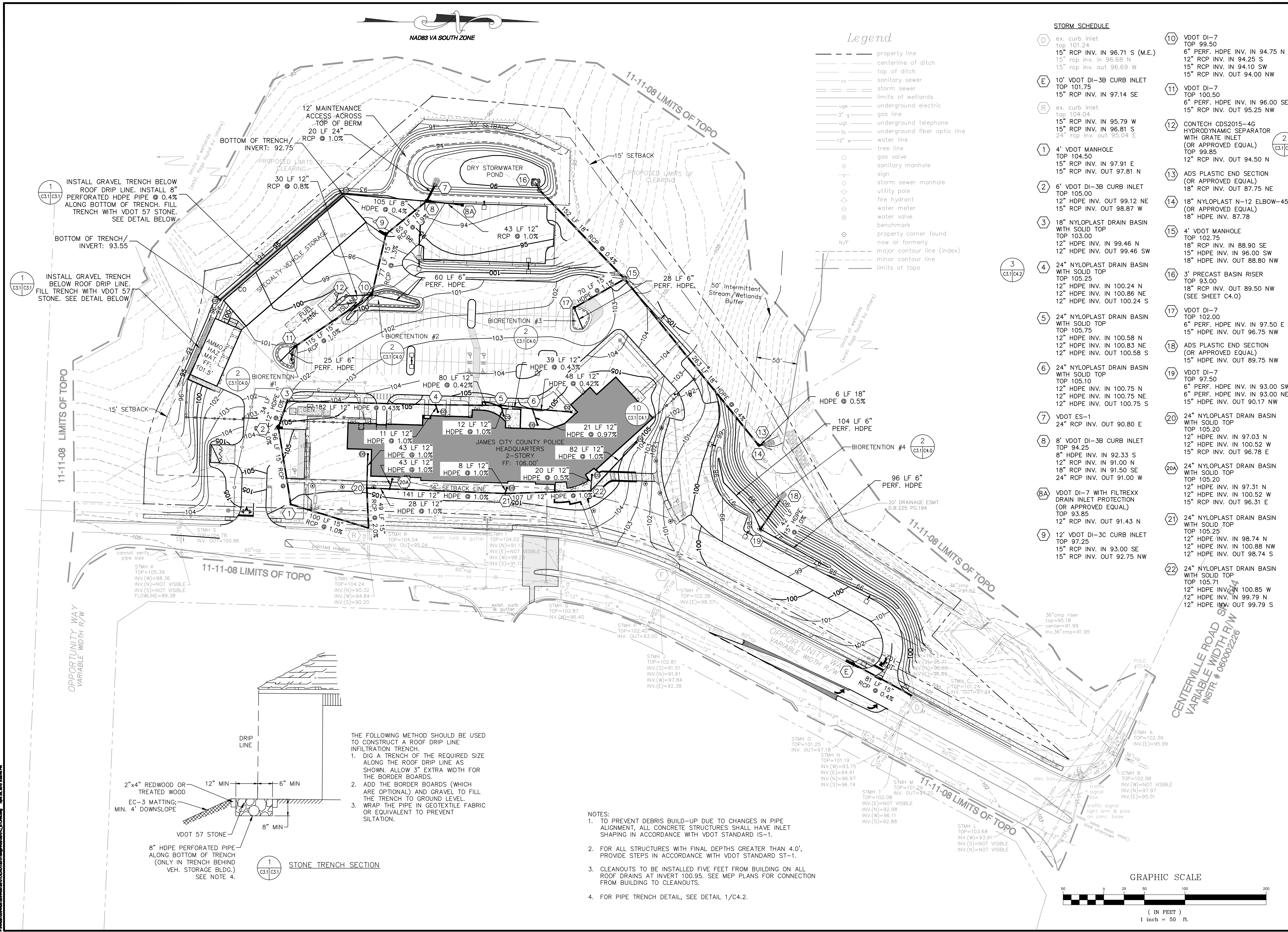
**Draper Aden Associates**  
Engineering • Surveying • Environmental Services  
Blacksburg, VA  
Richmond, VA  
Charlottesville, VA  
Harrisonburg, VA  
11000 Park Road, Suite 118  
Newport News, VA 23606  
757-588-4800 Fax: 757-588-4804  
www.draperaden.com



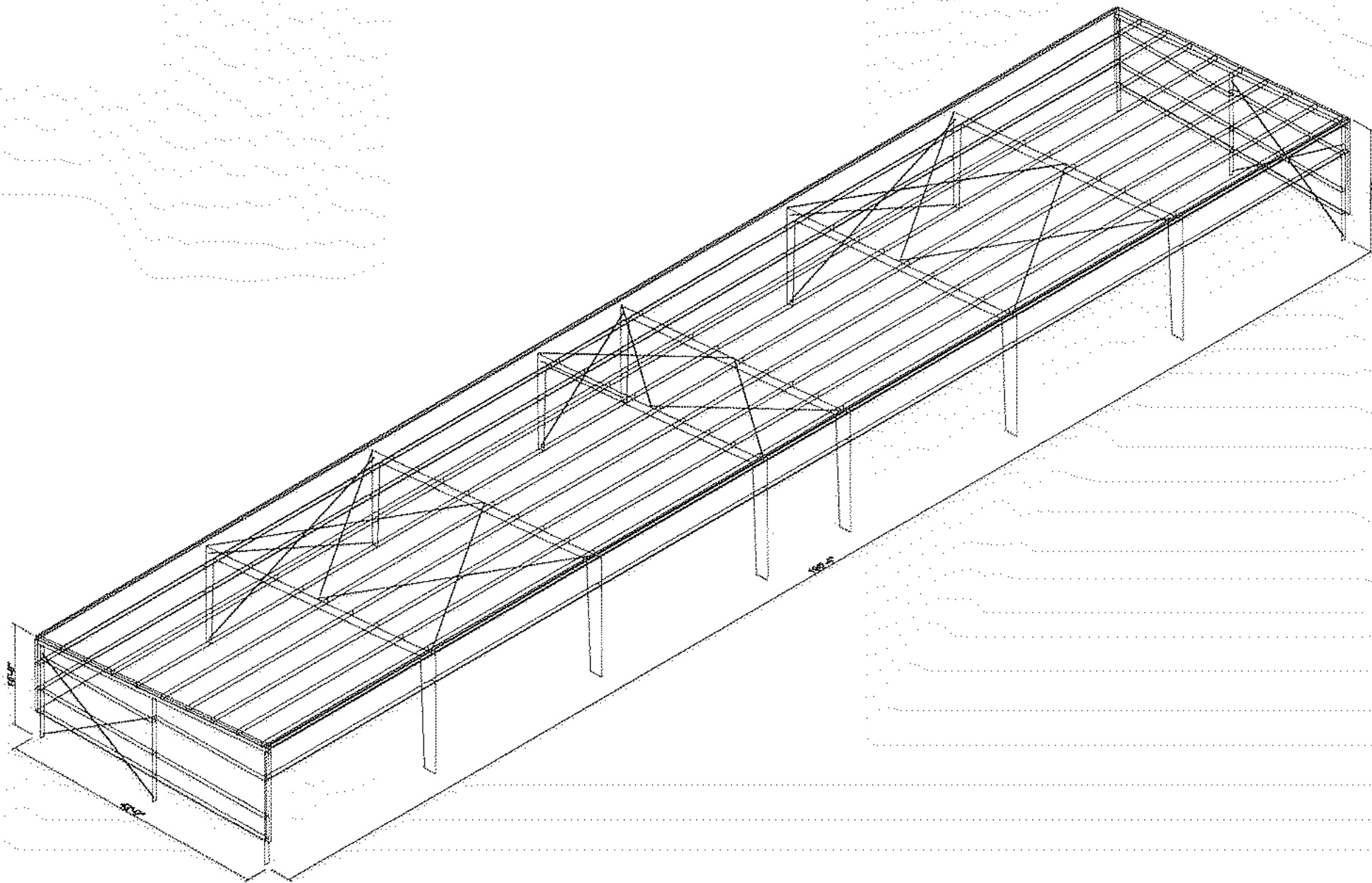
**STORMWATER MANAGEMENT PLAN**  
**JAMES CITY COUNTY POLICE HEADQUARTERS**  
4600 OPPORTUNITY WAY, JAMES CITY COUNTY, VIRGINIA

REVISIONS	
02/18/10	PER 01-18-10 COUNTY COMMENTS
03/02/10	REVISED WELL LAYOUT
03/31/10	GENERAL REVISION
04/22/10	PER COUNTY REVIEW

COUNTY CASE NO.	SP-0082-2009
DESIGNED BY:	SAS
DRAWN BY:	ECB
CHECKED BY:	JWS
SCALE:	1" = 50'
DATE:	SEPTEMBER 23, 2009
PROJECT NUMBER:	HR08132-01C
C3.1	8 OF 26



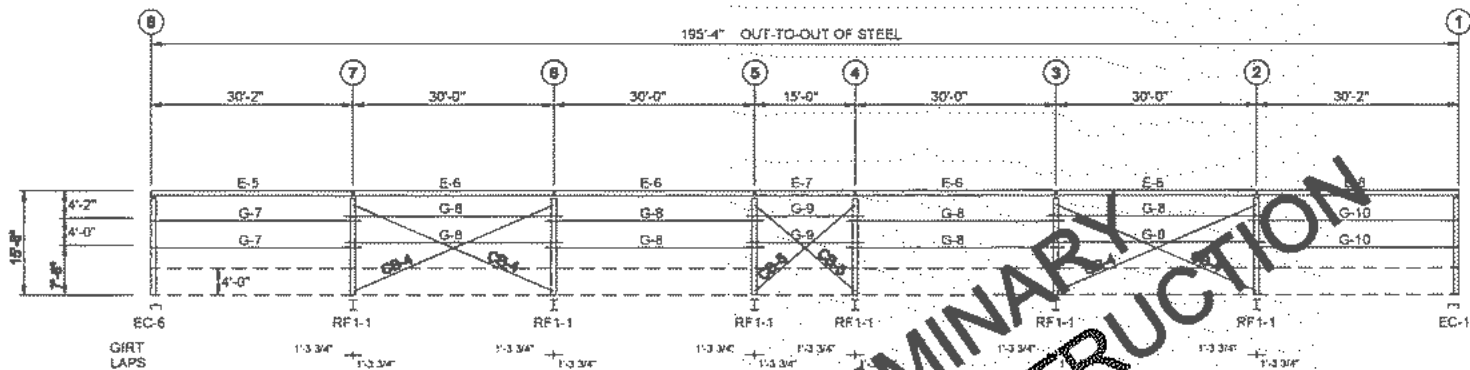




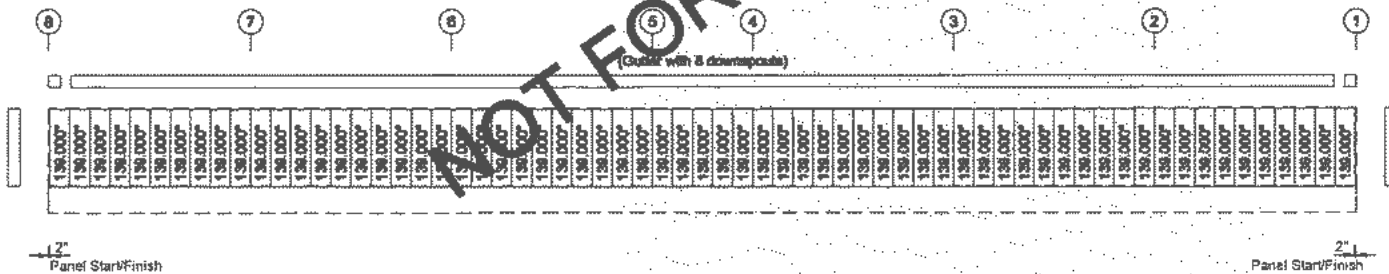








SIDEWALL FRAMING: FRAME LINE A



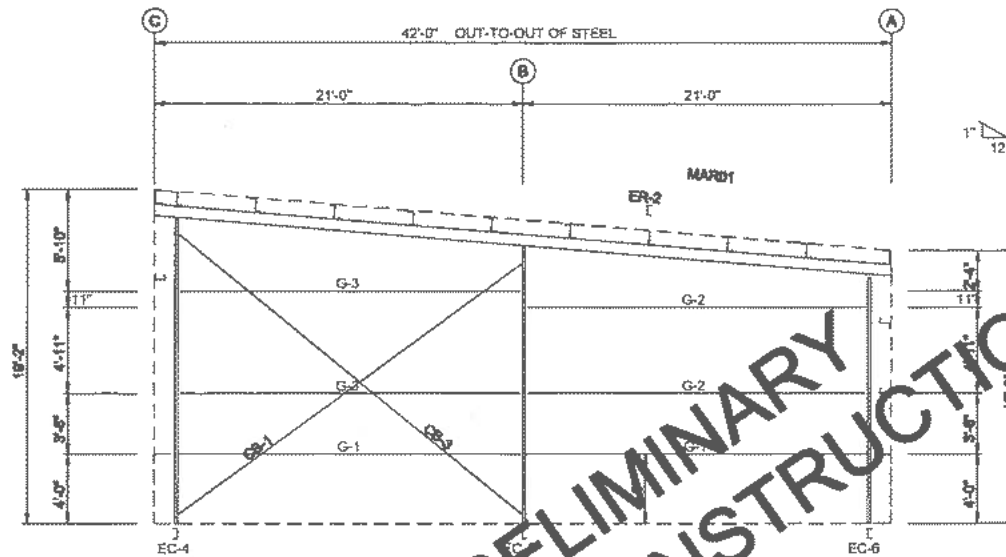
SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga, CW - Underside color C

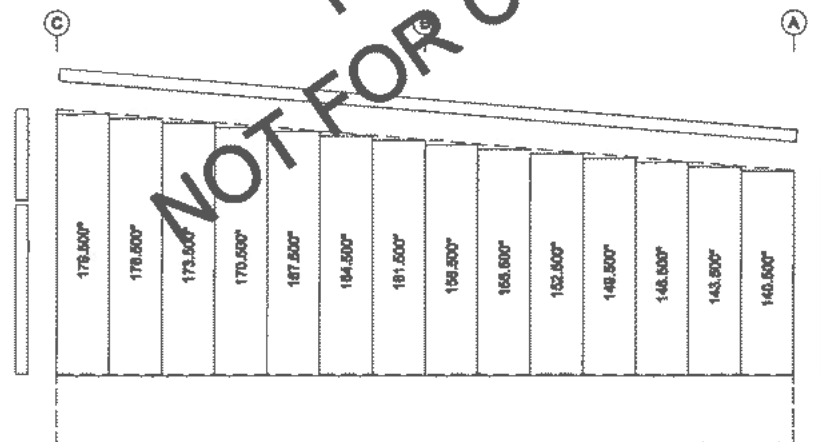
POWERBILT STEEL BUILDINGS INC.  
JCC42x195x15VA  
Customer Name  
Project Name  
Jobsite Address  
23188



BOLT TABLE				
FRAME LINE 8				
LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raft	6	A325	1/2"	2"



ENDWALL FRAMING: FRAME LINE 8



ENDWALL SHEETING & TRIM: FRAME LINE 8

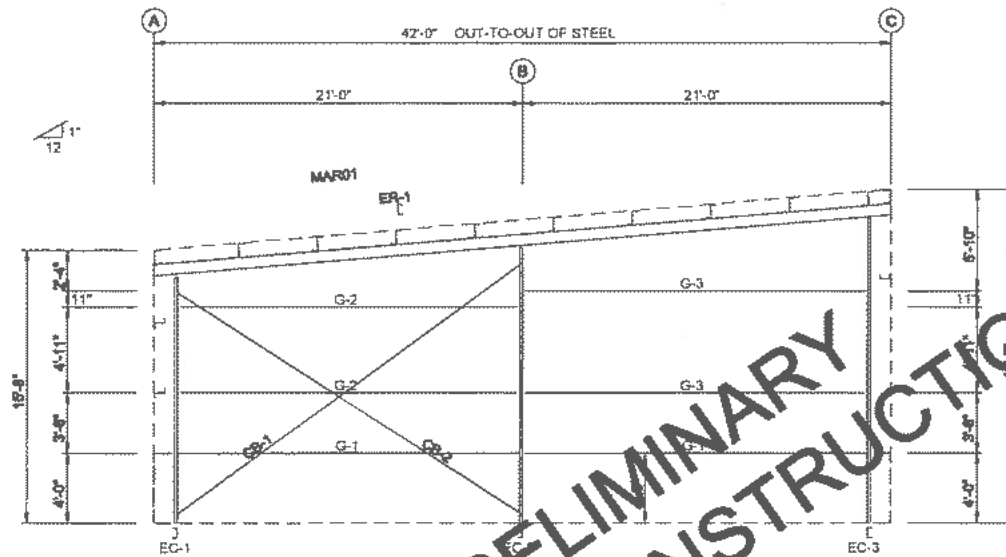
PANELS: 26 Ga. CW - Undefined color C

GIRT LOCATIONS SHOWN ARE PRELIMINARY AND SUBJECT TO CHANGE BASED ON FINAL DESIGN.

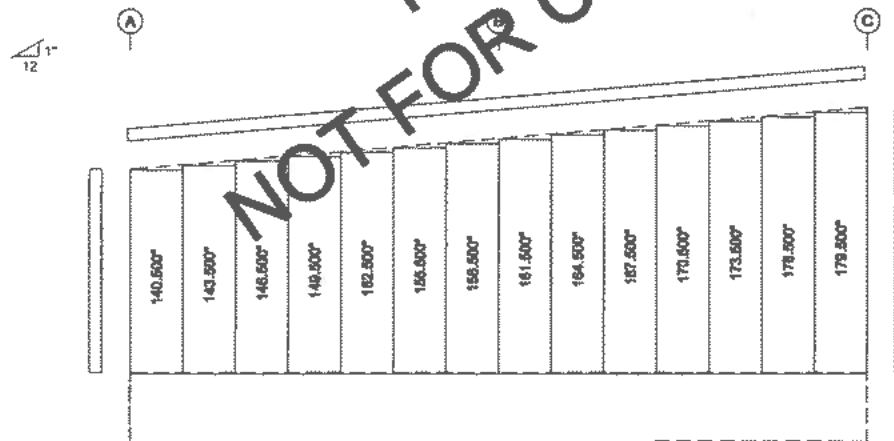
POWERBILT STEEL BUILDINGS INC.  
JCC42x195x16VA  
Customer Name  
Project Name  
Job Site Address  
23186



BOLT TABLE			
FRAME LINE 1			
LOCATION	QUAN	TYPE	DIA
Columns/Raf	6	A325	1/2"
			2"



ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 20 Ga. CW - Undefined color C

GIRT LOCATIONS SHOWN ARE PRELIMINARY AND SUBJECT TO CHANGE BASED ON FINAL DESIGN.

POWERBILT STEEL BUILDINGS INC.  
JCC42x195x16VA  
Customer Name  
Project Name  
Job Site Address  
23188





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Betsy Fowler

**Department**

Williamsburg Regional Library

**Email**

bfowler@wrl.org

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

New James City County Library Branch/New Joint Library

**Location**

To be determined

**Priority**

1

**Out of how many?**

2

**How long will this facility or equipment be used?**

40 years

**Improvements begin**

7/1/2021

**Improvements completed**

12/30/2023

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

Yes

## Previous capital funding

FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

No

## Cost

### A. Proposed property acquisition



FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$1,125,000.00	\$187,500.00	\$187,500.00	\$1,500,000.00

## C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$8,000,000.00	\$8,000,000.00	\$16,000,000.00

## D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00

## Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$1,125,000.00	\$8,187,500.00	\$11,187,500.00	\$20,500,000.00

## E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$1,637,413.00	\$1,637,413.00

## F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$575,000.00	\$575,000.00

## Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,212,413.00	\$2,212,413.00

## Project Narrative

### Current condition/situation

In FY2019, the Williamsburg Regional Library, serving the jurisdictions of James City County, the City of Williamsburg, and York County, circulated 1,141,801 items and logged over 548,112 visits. James City County residents account for 74% 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 68% of Williamsburg Library checkouts and 85% 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 an adjacent parking lot for 88 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 prior to 2000, but it is inadequate to serve the existing and future population and is obsolete in critical infrastructures such as wiring, design, functions, and people space.

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. An architectural assessment completed in May 2018 identified numerous building issues. including ADA, safety and security, and operational deficiencies and recommended a complete renovation and addition to the existing structure or optimally a new replacement building.

#### **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 40,000 SF public library facility by 2024 on a commercial site adjacent to a high traffic count and popular destinations for shopping and eating. An alternate acceptable solution is a new joint library constructed in cooperation with the City of Williamsburg to replace the existing Williamsburg Library Facility. The majority of system visits and checkouts occur at the Williamsburg Library. James City County residents consist of 67.80% of library checkouts at the Williamsburg Library and if York County checkouts are subtracted (because York County does not contribute to capital expenses for the system) JCC residents account for 79.3% of checkouts at the Williamsburg facility and COW residents account for 20.7%.

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 maintain and upgrade existing quality library services, a 40,000 SF third library is needed to serve James City County residents or alternately a new 55,000 SF joint library needs to be constructed to replace the existing Williamsburg Library facility. In 2007 a facilities master plan was created for the library system which included the construction of a third library which was included in the JCC CIP in 2007. In the decade since this initial recommendation was made the need for more library space has become 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 overall services. The current Williamsburg Library encompasses over 40,000 SF, however much of the space is unusable and/or problematic due to fixed stacks, a limited access second floor, limited work space, and two subsequent additions which have created a chaotic floor plan, poor security visibility, access issues, and a lack of flexibility to adapt to changing library services.



The establishment of a third library in James City County will allow users to enjoy significantly enhanced services. Alternately, a new joint library to replace the existing Williamsburg Library facility would enable the library system to continue to successfully serve the existing and projected population growth in the County in conjunction with the existing James City County Library facility located in the western end of the county.

In a 2018 user survey over 3000 respondents overwhelmingly indicated a preference for a new facility to be located in the existing Williamsburg Library location citing the importance of maintaining a downtown and user patterns of visiting the library in conjunction with eating out and shopping in the downtown area. A majority of the respondents were James City County residents. The downtown locations also presents challenges in assuring sufficient parking for county residents, an issue of great importance to users in the survey. Other challenges to a joint facility include the negotiating out financial and maintenance responsibilities. Benefits include reduced long term operational costs for continuing to fund two facilities vs. three. The library estimates a new third facility would add approximately \$2,212,000 to the annual system operating budget, which would result in significant ongoing costs to primarily James City County, but also to COW and York County. York County also funds a separate library system for York County residents.

#### **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.

The existing Williamsburg Library is increasingly problematic with ADA and access issues, parking limitations, security issues due to lack of sight lines, and aging wiring, HVAC, leaking roofs, etc.

#### **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. A third library will require an additional \$2,300,000 annually in operational funds.

#### **Additional material**

Benchmark-Virginia Libraries.pdf

Third Library Resolution - SIGNED.pdf

Public Library Facilities Standards.pdf

JCC District Map with Library Locations.pdf

Library Current Locations Map.pdf

Board Report - Lukmire 10-24-18.pdf

Third Library Estimated Cost.pdf

Williamsburg Library Assessment FINAL 5-18-18

[Click here to view online form and download attachments.](#)



.pdf

WRL building survey report 2.0.pdf

## Evaluation Questions

### General

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

Yes

#### 1. Comments

The Comprehensive Plan includes libraries under Education and notes 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

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

Yes

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

Goal 5: Exceptional public services

Goal 6: High quality education

Goal 2: Modern infrastructure, facilities and technology systems

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

Yes

#### 3. Comments

The Williamsburg Regional Library was recently identified as one of the top services in County in a comprehensive plan public survey.

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

#### 4. Comments

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

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

Yes

#### 5. Comments

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. In FY19 there were 126,797 attendees of library sponsored programs and events in the system. A total of 548,112 visited both library facilities.



**6. Will the project mitigate blight?**

No

**7. 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?**

Library services available at a 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,, retirement communities and other disadvantaged communities.

**8. 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

**9. Does the project affect traffic positively or negatively?**

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

**10. 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**

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

Yes

**11. Comments**

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

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

Yes

**12. Comments**

Ongoing operational costs and the negative impact on public services justify replacement or third building costs.

**13. Does this replace an outdated system?**

No

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

Yes

**14. Comments**

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



**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

Yes

**16. Comments**

National studies and a local survey 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.

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

Yes

**17. Comments**

Yes, if the project is a replacement library in the COW or a new library is constructed adjacent to commercial business in JCC.

**18. Is the net impact of the project positive?**

Yes

**18. Comments**

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

**19. Will the project produce desirable jobs in the County?**

Yes

**19. Comments**

Yes, if a third library is constructed.

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

N/A

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

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

**23. Does the project mitigate an immediate risk?**

N/A

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**



Yes

**24. Comments**

See attached documentation detailing ongoing operational costs including staffing for a new third library. A replacement would require possible limited additional staffing.

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

Yes, a new replacement Williamsburg Library facility would result in increased productivity and operational savings in utilities and upkeep.

**26. Will the new facility require significant annual maintenance?**

Yes

**26. Comments**

Limited in the first two decades of operation.

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

No

**28. 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

**29. Will the efficiency of the project save money?**

Yes

**29. Comments**

Utility and upkeep costs currently paid for in the annual library operating budget.

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

Yes

**30. Comments**

Limited revenue from user fees for meeting room use.

**31. Does the project minimize life-cycle costs?**

Yes

**31. Comments**

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**

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

No

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

No

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



No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

By 2023.

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

No

**39. 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

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

No

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

Yes

### **41. Comments**

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

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

Yes

### **44. Comments**

Positive impact for residents living in the library service area.

**45. Are there inter-jurisdictional considerations?**

Yes

### **45. Comments**

The majority of JCC residents prefer to use the aging Williamsburg Library facility. However, the COW 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 replaced with a new facility. The possibility of constructing a new joint facility is being explored. Alternately, the county could decide to construct a new third facility to serve county residents and the long term solution for the



Williamsburg facility has not been determined in this scenario.

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

N/A

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

No

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

Yes

**48. Comments**

Possibility, based on discussion between JCC and COW over the future of the Williamsburg Library facility.

**49. 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**

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

No

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

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Betsy Fowler

**Comments**

**Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

**Reviewed by**



Pending...

**Comments**

**Please confirm**



### 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
<b>Henrico County*</b>				
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
<b>Roanoke County</b>				
Bent Mountain				850
Glenvar			2013	15,000
Hollins				17,916
Mt. Pleasant			2013	6,000
South County			2012	54,000
Vinton			2015	23,000
<b>Williamsburg Regional Library</b>				
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



**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 27<sup>th</sup> day of September 2017.

A handwritten signature in dark ink, reading "Natalie Miller-Moore". The signature is fluid and cursive, with the first name "Natalie" being more prominent and the last name "Miller-Moore" written in a more compact, connected style.

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



## 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

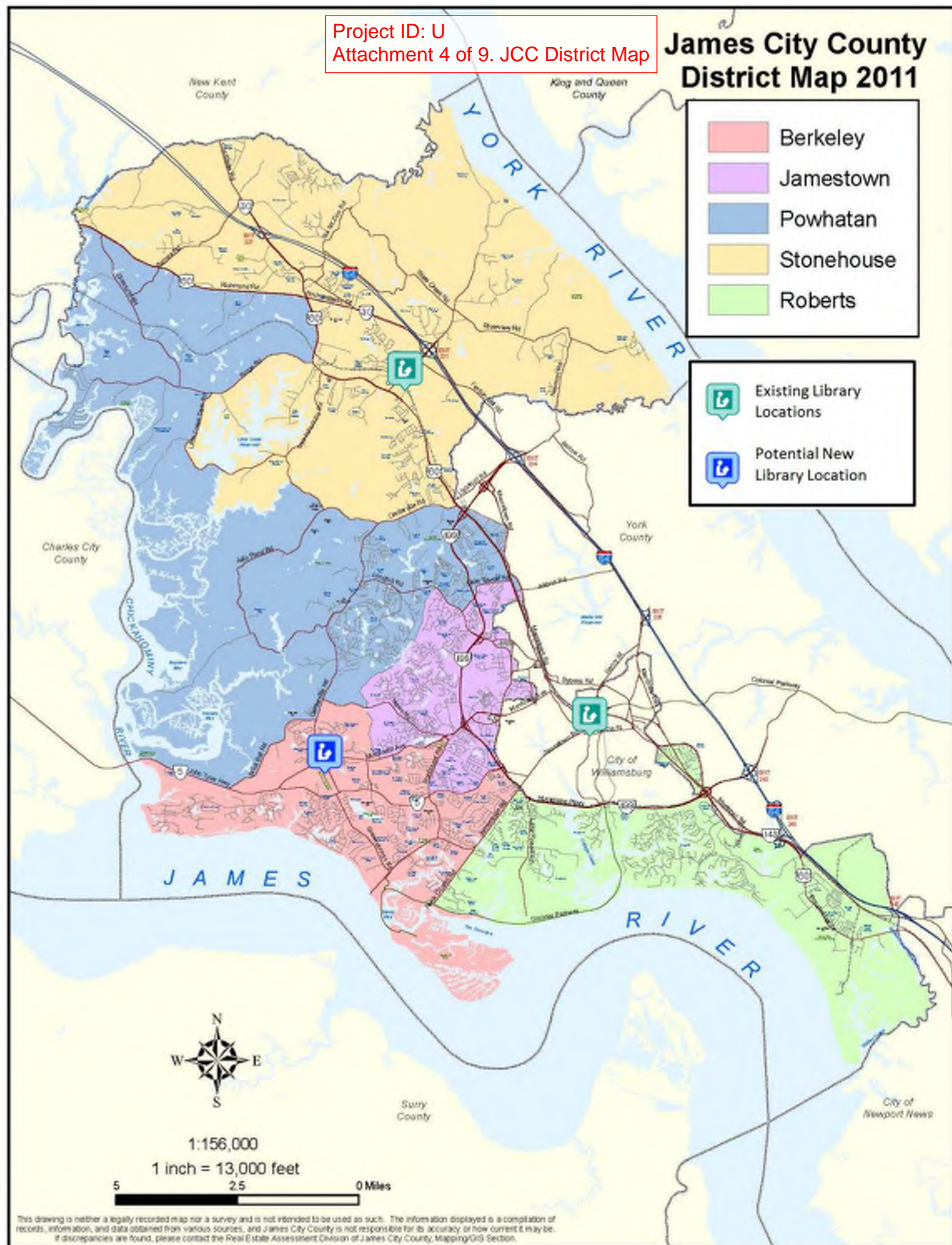
- In urban areas, no more than 15 minutes driving time from residents as an average of multiple travel time studies from a) the edges of the service area to the nearest available library and b) between available libraries.
- In rural areas, not more than 20 minutes driving time from residents.
- Where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



# 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, MappingGIS Section.





Active Card Holders

- Full Adult
- Full Minor
- Enhanced
- WIM Full
- Enhanced Minor
- Teacher K-12
- Miscellaneous

4 Mile Radius around Existing Library Locations

Library  
Current Locations

0 5,000 10,000 Feet



This drawing is neither a legally recorded map nor a warranty and is for informational use only. The information displayed is a compilation of publicly available information and data obtained from various sources, and James City County is not responsible for its accuracy or for any errors or omissions. Copyright 2017 James City County GIS Office 10/10/17 W:\Department\JamesCity\Information\GIS\Library\LibraryLocations.mxd by 10/10/17



# **Williamsburg Regional Library Board Meeting October 24, 2018**





# The Goal : 21<sup>st</sup> Century Library

## Analysis : The Existing Library

- Space Needs Program

## Community Visioning

- Findings

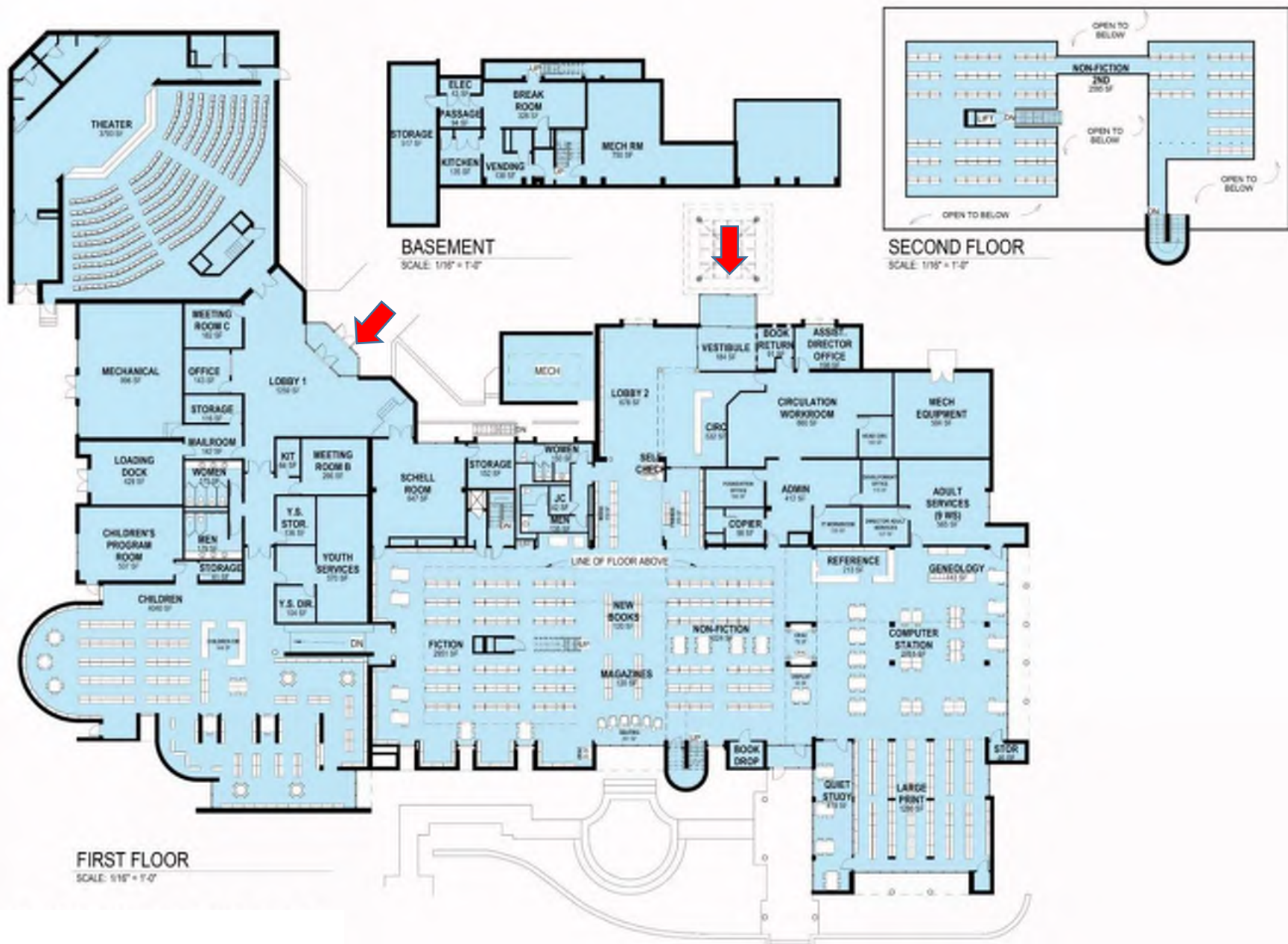
## Conclusions

- Next Steps











- A Civic Focus / Community Center
- Lifelong Learning Center
  - Early Childhood Center
  - Literacy Center
  - Exploration Center
- Community Resource Center
  - Business Center
  - Social Services
- Information & Technology Center
- Flexible / Adaptable
- Safe, Secure, Accessible
- Sustainable / Energy Efficient



# People Centric

In the Past Libraries were designed to accommodate the written Collection.  
Today we focus on:

- Services
- Experiences
- Spaces
- Collections





# Flexible / Adaptable





# Comfortable Seating Areas





# Flexible and Functional





# New Technologies





# Exploration Spaces / Maker Spaces





# Dedicated Space for Children





# Teens & Tweens





# Flexible Meeting Spaces of All Sizes





# Connect Inside and Outside



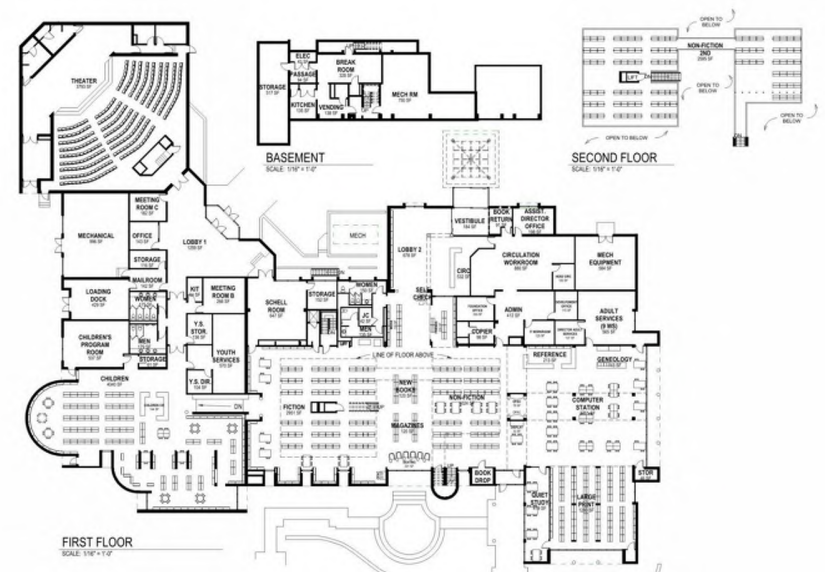


# The Library as “Third Place”





# How Does the Williamsburg Library Stack Up to the Characteristics of a Contemporary Library?





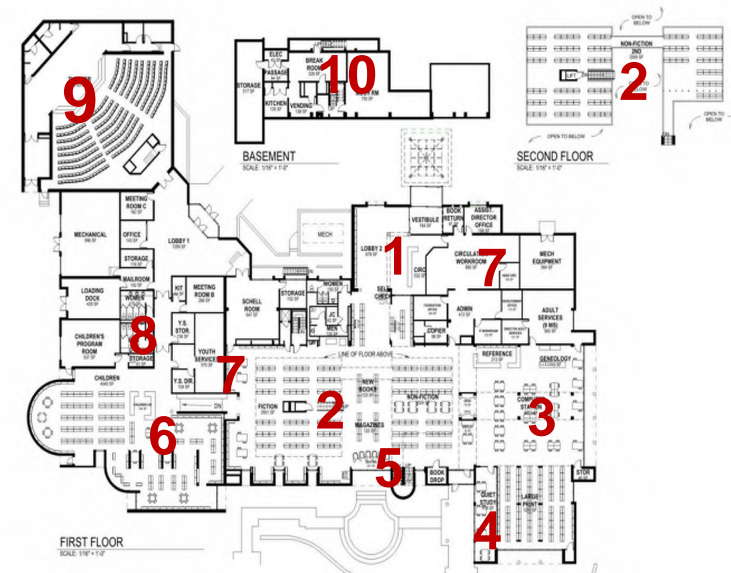




# 1. Staff cannot monitor activity in the Library- No sight Lines . Multiple Entrances

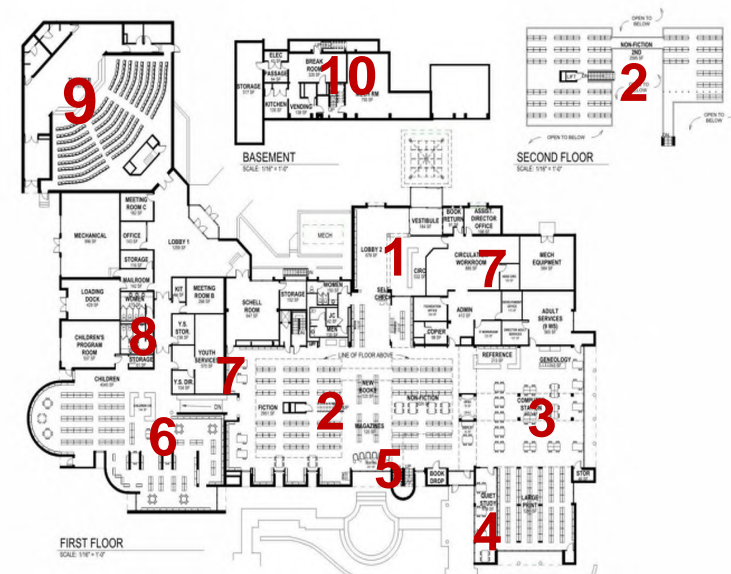


# 2. Structural Steel Stacks are Inflexible. Lack of Accessibility to Stacks





### 3. Reading Areas remote from Stacks

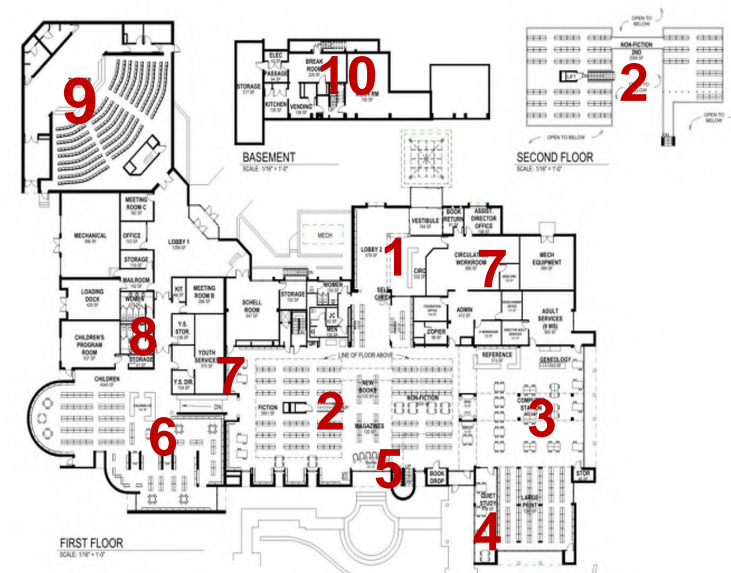


### 4/5. Lack of Group Study / Comfortable Places to Read





## 6. Children are Remote . Lack of Natural Light Access from Auditorium is Security Issue



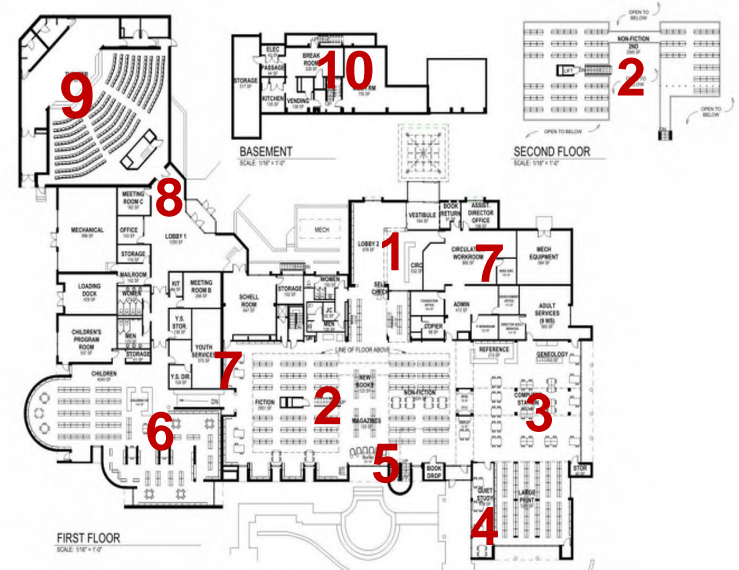
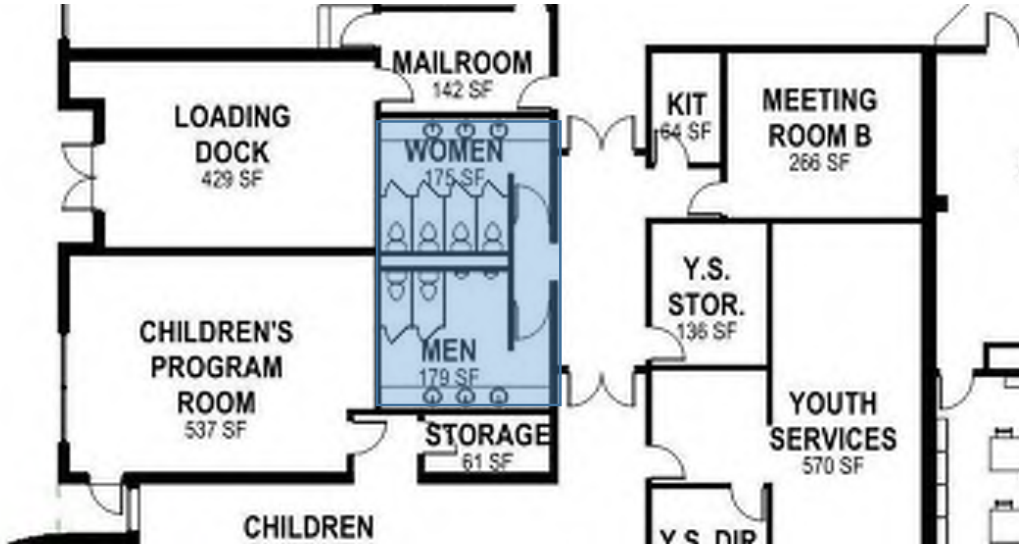
## 7. Staff are Decentralized





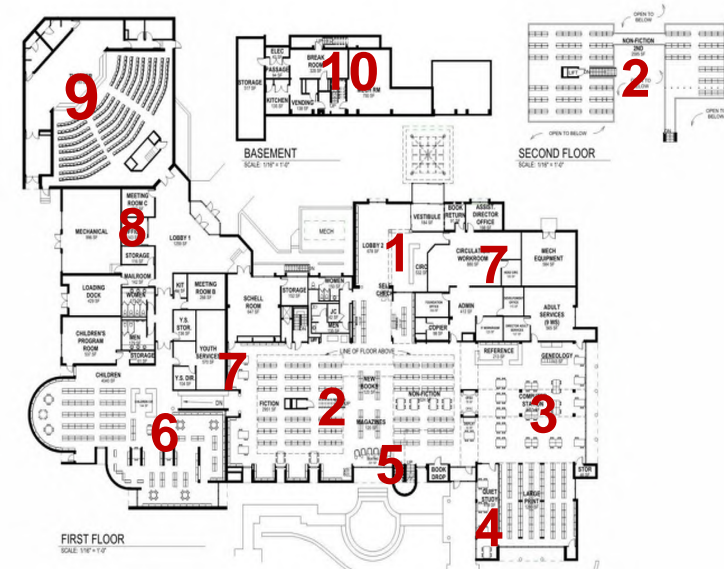
## 8. Building Code Issues:

- Restrooms Not ADA Compliant.
- No Family Restroom
- Elevator to Stacks too Small





## 9. Auditorium / Separate for After Hours Use



## 10. Windowless Basement Staff Space





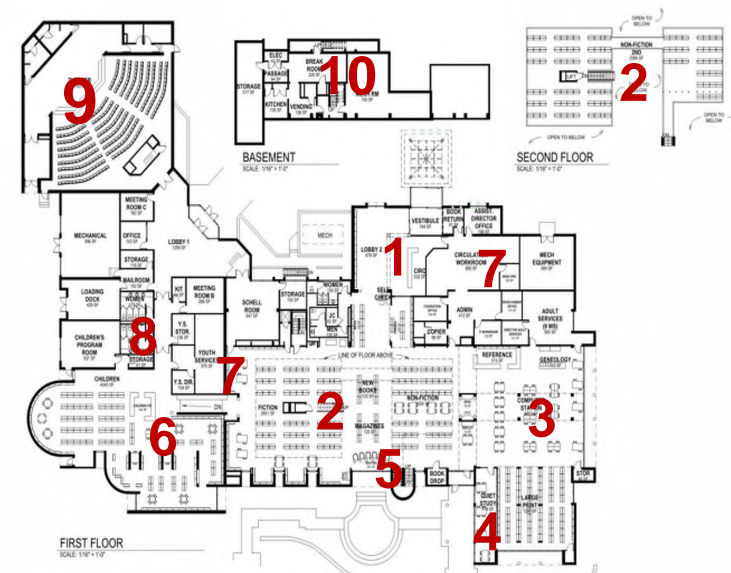
## 11. HVAC & Electrical Systems

### HVAC

- Good Condition
- Boiler needs a reduced pressure backflow preventer ( code)
- Chiller replaced in 2016
- Ventilation capacity is sufficient

### ELECTRICAL

- Poor Power Distribution
- IT System needs upgrade
- Requires IT room & staff space
- Numerous code violations for clearances in front of equipment
- Lighting is not efficient- fluorescent
- Lighting controls should be replaced





# What do you do about these Issues?

## 1. Modify Williamsburg Library ?

- Renovate?
- Enlarge?
- Reduce in Size ?

## 2. Replace the Williamsburg Library with a new Library?

- If so, where?

## 3. Construct a 3<sup>rd</sup> Library as recommended by a Previous Study?

- If so, Where?
- If so, what improvements should be made to the downtown Library?





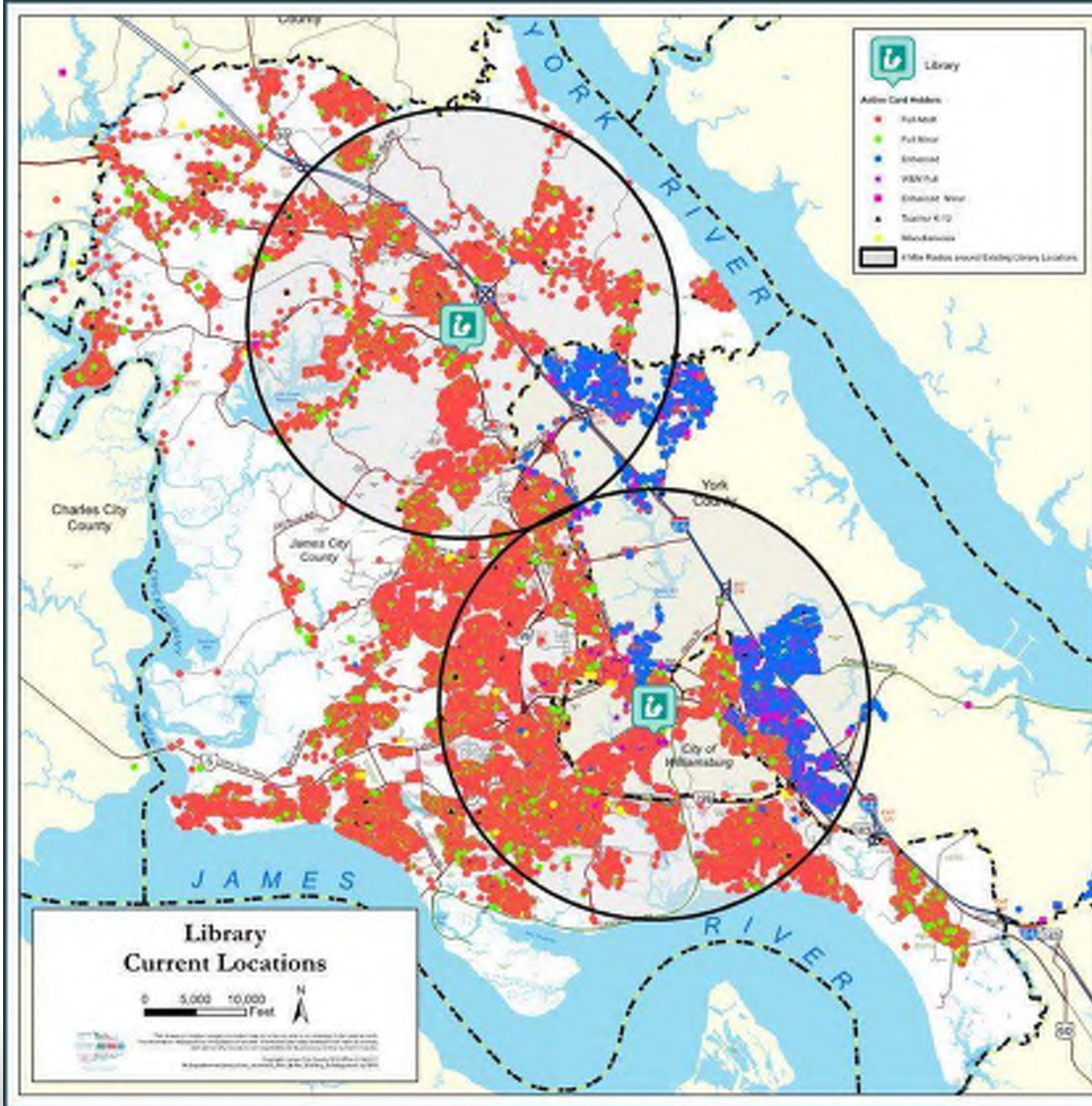
# Williamsburg Regional Library Visioning Meeting



August 22, 2018



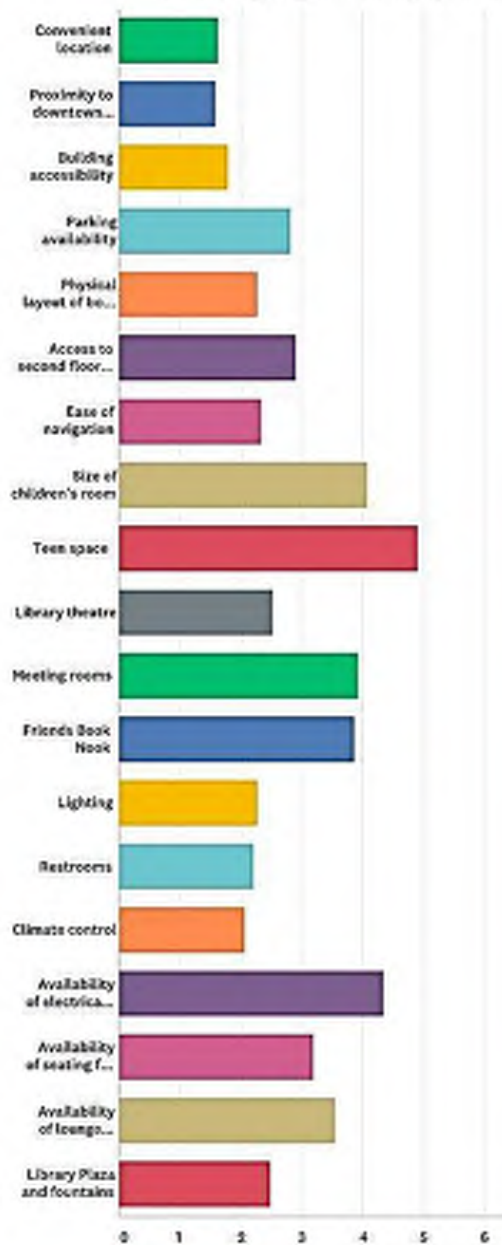
# Location





Q16 Please rate your satisfaction with these aspects of the Williamsburg Library building (515 Scotland St.)? Check all that apply.

## Services



	VERY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	VERY DISSATISFIED	NO OPINION	TOTAL	WEIGHTED AVERAGE
Convenient location	63.85% 1,689	22.72% 594	6.81% 178	2.07% 54	0.80% 21	3.75% 98	2,614	1.64
Proximity to downtown Williamsburg	69.72% 1,881	17.72% 470	0.49% 175	0.41% 11	0.11% 3	5.56% 150	2,693	1.60
Building accessibility	56.27% 1,517	27.66% 751	6.97% 188	3.12% 84	0.85% 23	4.93% 133	2,696	1.79
Parking availability	18.47% 502	28.73% 781	20.05% 545	20.79% 565	8.31% 226	3.64% 99	2,718	2.83
Physical layout of book stacks	30.92% 841	38.30% 1,043	17.79% 484	4.60% 125	1.21% 33	7.13% 194	2,720	2.28
Access to second floor book stacks	21.98% 598	30.43% 829	20.48% 558	7.20% 196	1.73% 47	18.21% 498	2,724	2.91
Ease of navigation	28.98% 786	38.73% 1,061	17.87% 485	6.04% 164	0.92% 25	7.48% 203	2,714	2.34
Size of children's room	14.80% 391	17.42% 460	13.37% 353	4.39% 116	0.91% 24	49.11% 1,297	2,641	4.07
Teen space	5.41% 141	6.83% 178	14.86% 387	3.92% 102	1.27% 33	87.72% 2,184	2,605	4.92
Library theatre	39.88% 1,072	30.10% 809	8.44% 227	0.86% 23	0.26% 7	20.45% 550	2,688	2.53
Meeting rooms	14.69% 387	21.44% 565	13.81% 364	2.31% 61	0.38% 10	47.39% 1,248	2,635	3.94
Friends Book Nook	16.98% 448	18.65% 498	15.52% 410	2.54% 67	0.42% 11	45.72% 1,208	2,642	3.68
Lighting	30.52% 822	41.81% 1,128	14.52% 391	4.23% 114	0.74% 20	8.17% 220	2,693	2.27
Restrooms	36.17% 979	40.60% 1,099	9.46% 256	2.77% 75	0.48% 13	10.53% 285	2,707	2.22
Climate control	37.83% 1,018	43.03% 1,158	9.22% 248	1.78% 48	0.62% 14	7.62% 205	2,691	2.07
Availability of electrical outlets	10.67% 282	13.55% 358	15.85% 419	4.01% 106	0.72% 19	55.20% 1,459	2,643	4.38
Availability of seating for study and reading	19.40% 524	29.69% 802	16.18% 437	7.59% 205	0.89% 24	26.25% 709	2,701	3.20
Availability of lounge seating	14.31% 383	23.68% 634	18.75% 502	10.68% 286	1.20% 32	31.38% 840	2,677	3.66
Library Plaza and fountains	36.78% 992	31.41% 847	12.79% 345	1.59% 43	0.33% 9	17.09% 461	2,697	2.49



# What did we learn from the Survey ?

- Respondents were primarily Seniors
- Public is mostly Satisfied with the library
- Access to and Physical layout of stacks is a problem
- Children's Area is small & teen area almost non-existent
- Lack of seating is a problem
- Parking availability is an Issue
- **Keep the Library Downtown**



# Solution Options

1. Do Nothing & Maintain Existing Library
2. Construct a new Joint Library with James City County in Williamsburg
3. James City County constructs a new Library
  - Renovate Williamsburg Library ?
  - Construct a small focused Library in Williamsburg



# Option 1: Do Nothing

## Implications:

- Continue to Maintain the Building
- Existing Problems remain
- “Kicks Can” down the Road

## Economics

- Least Expensive Short-Term Solution





## Option 2: Construct a Joint JCC / City Library in Williamsburg

### Implications:

- Will require a minimum of a 55,000 SF, 2 Story Library
- Will need to provide min of 200 parking spaces
- Demo Existing Library- Will need Temporary Facility

### Economics:

- Approximately \$20 M, plus furniture and soft costs





## Option 3: James City County builds a new ( 3<sup>rd</sup>) Library

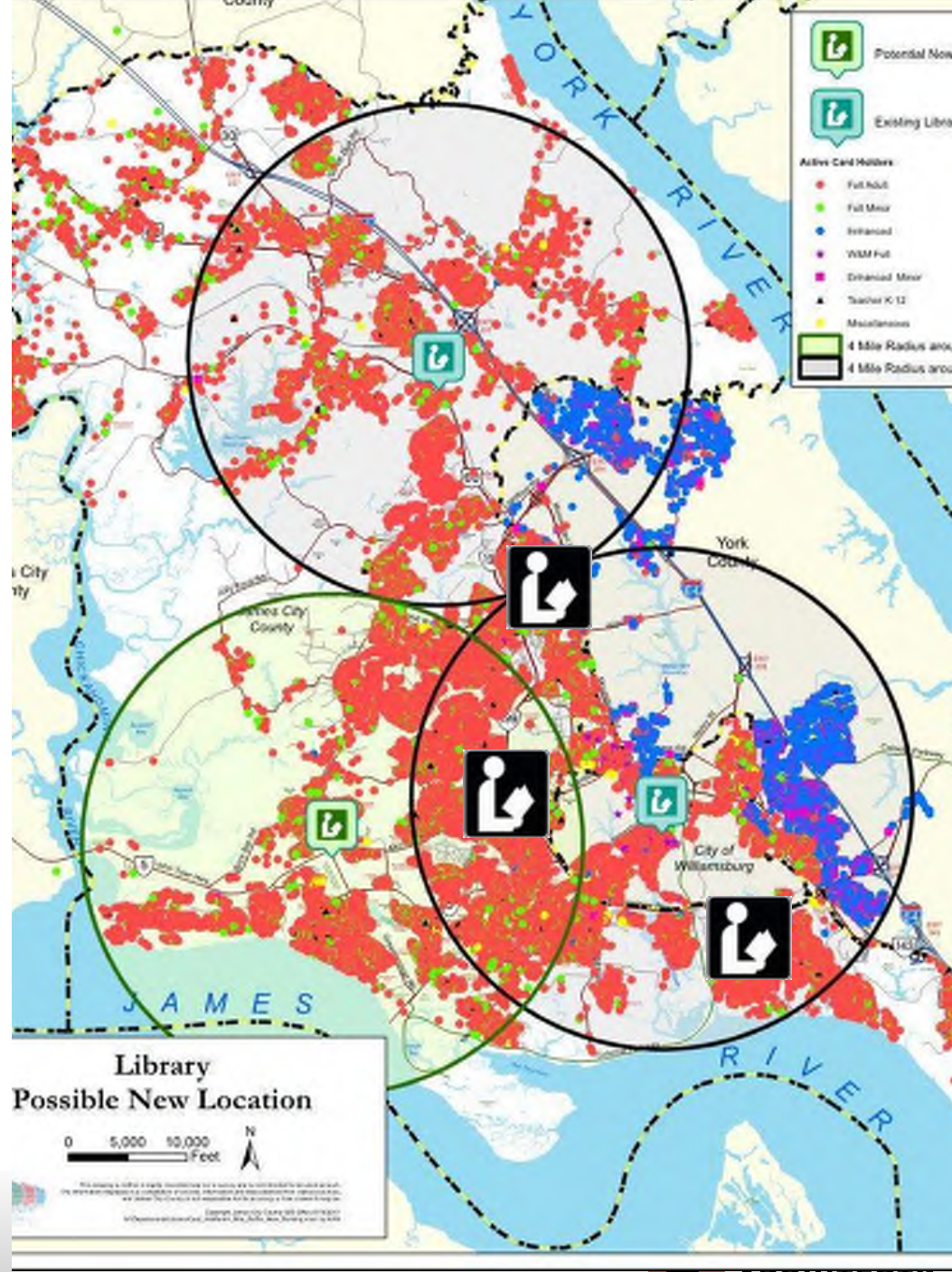
### Implications:

- Will Patrons still come to Williamsburg?
- Renovate Existing? Or Construct a smaller Library?
- Additional Operational costs
- If a new County Library,

### Economics

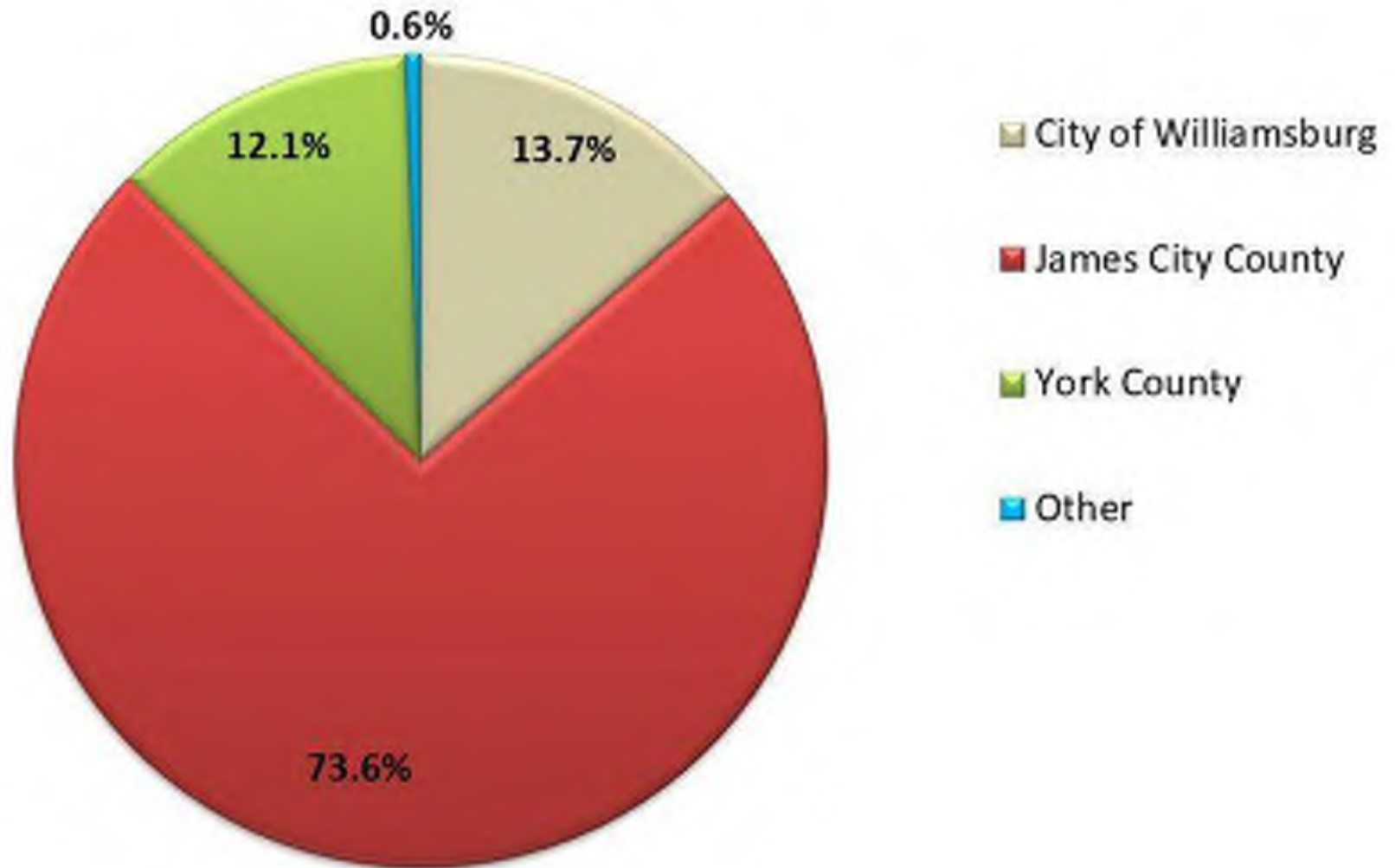
- JCC - \$12-\$15 M
- W'burg- \$8.5- \$11 M

plus furniture & soft costs



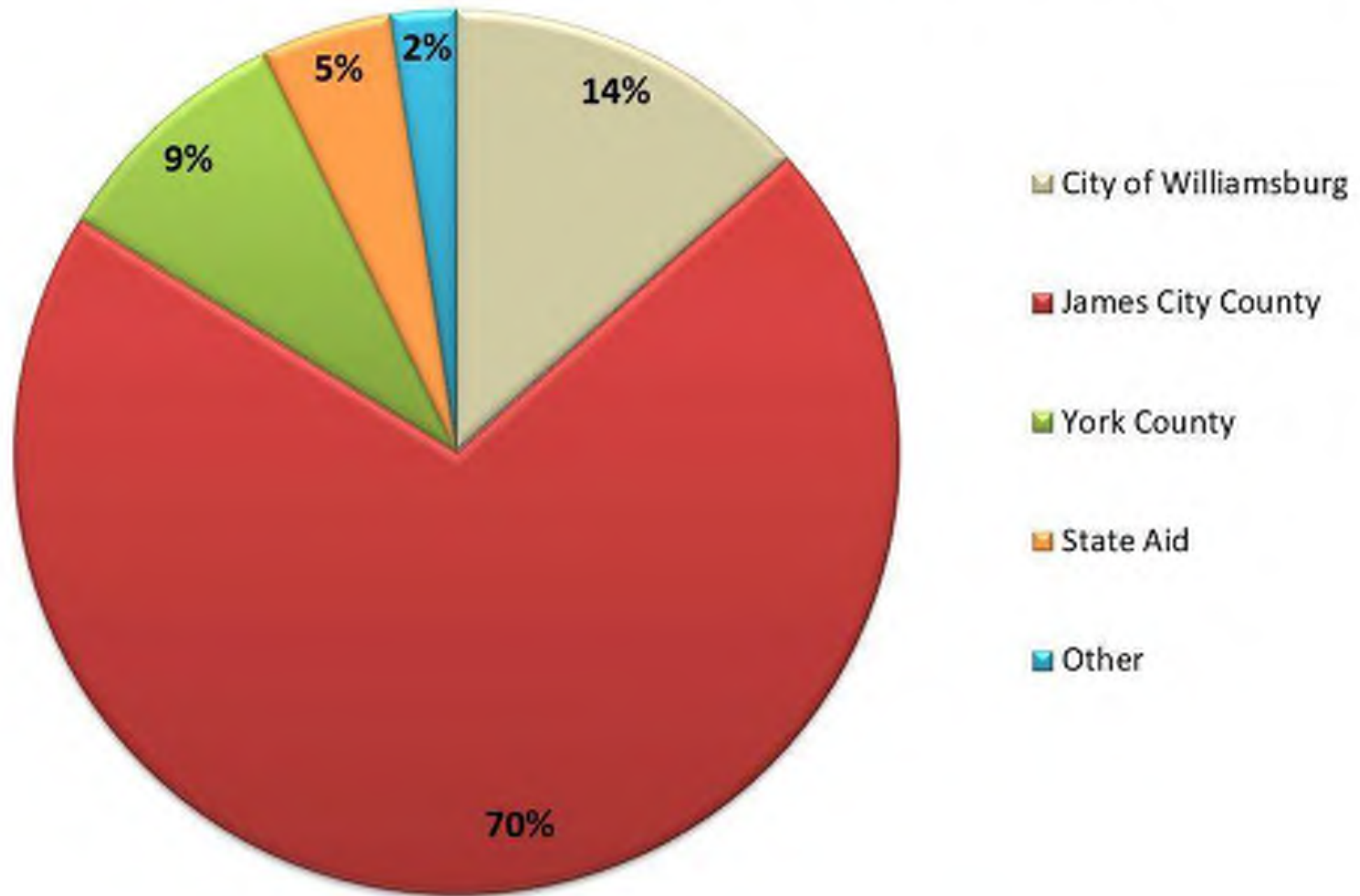


## Percent of Total FY18 Circulation by Jurisdiction





# FY18 Budget Contributions to WRL





# Questions & Comments ?



**Williamsburg Regional Library**



# Issues that Affect the staff that the Respondents may not be aware of:

- Challenges to monitor multiple entrances
- Lack of ability to monitor activity in the library
- Library staff not co-located
- Inaccessible staff support areas
- Lack of IT / AV support areas

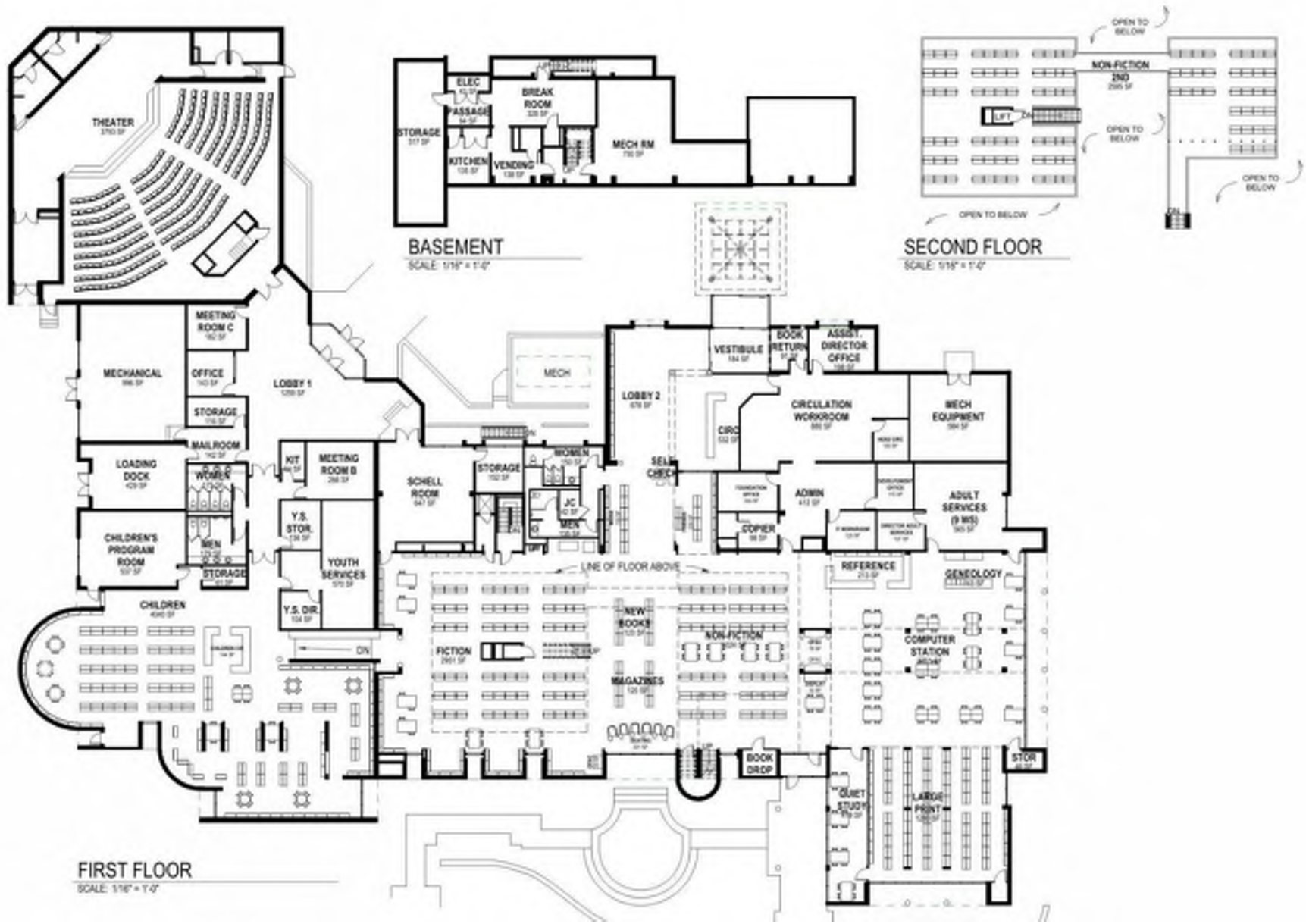




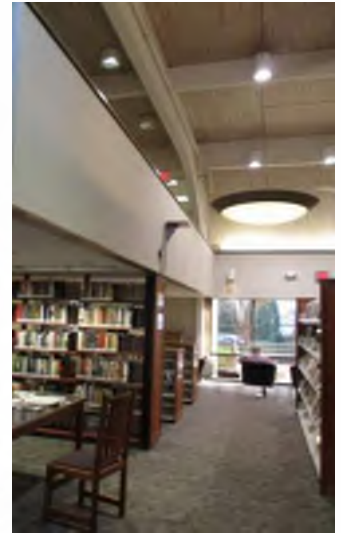
## Options for Providing Space and Library Functionality

1. Renovation / Modify the Existing Library
2. Re-Build a larger Library on Existing / New Site

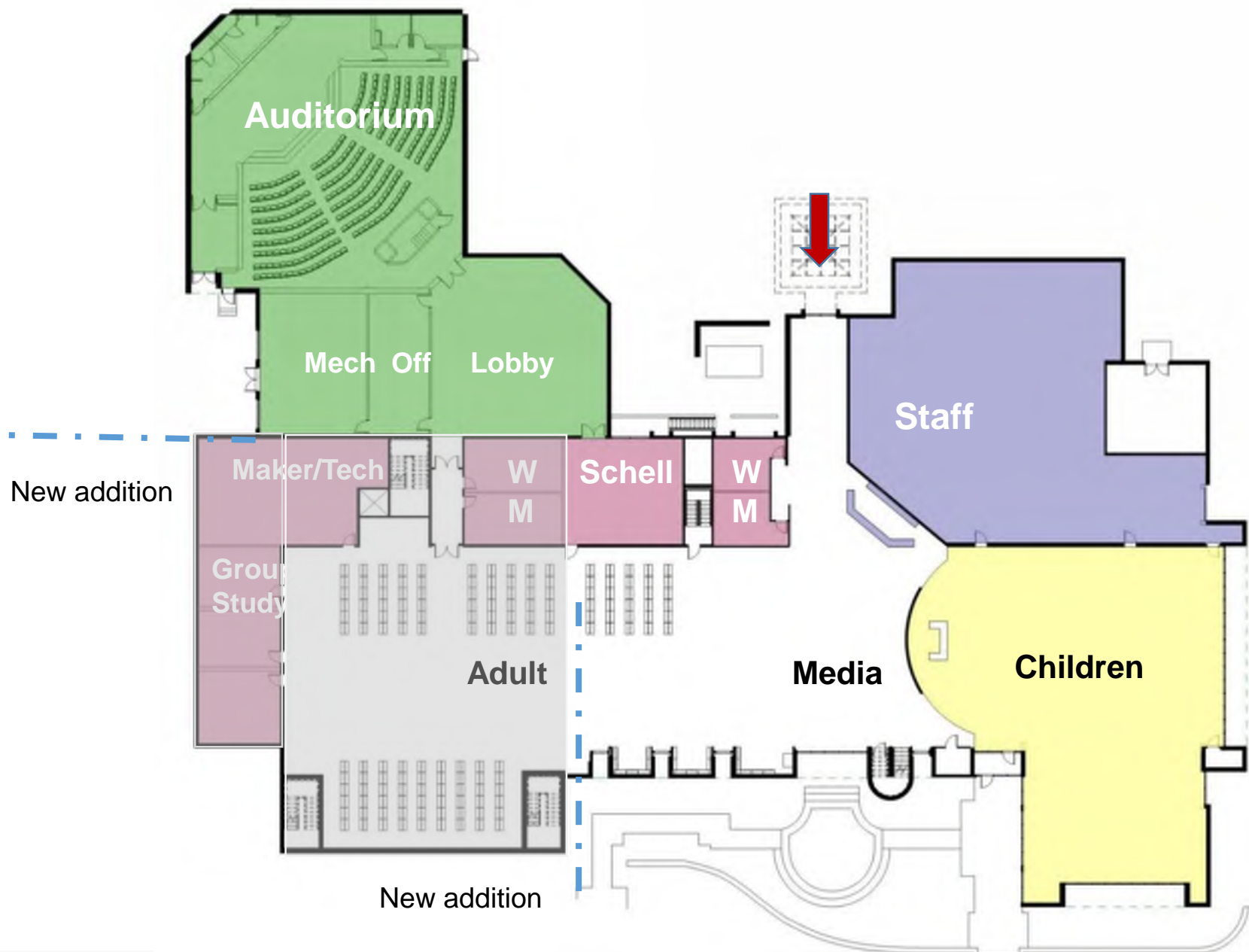




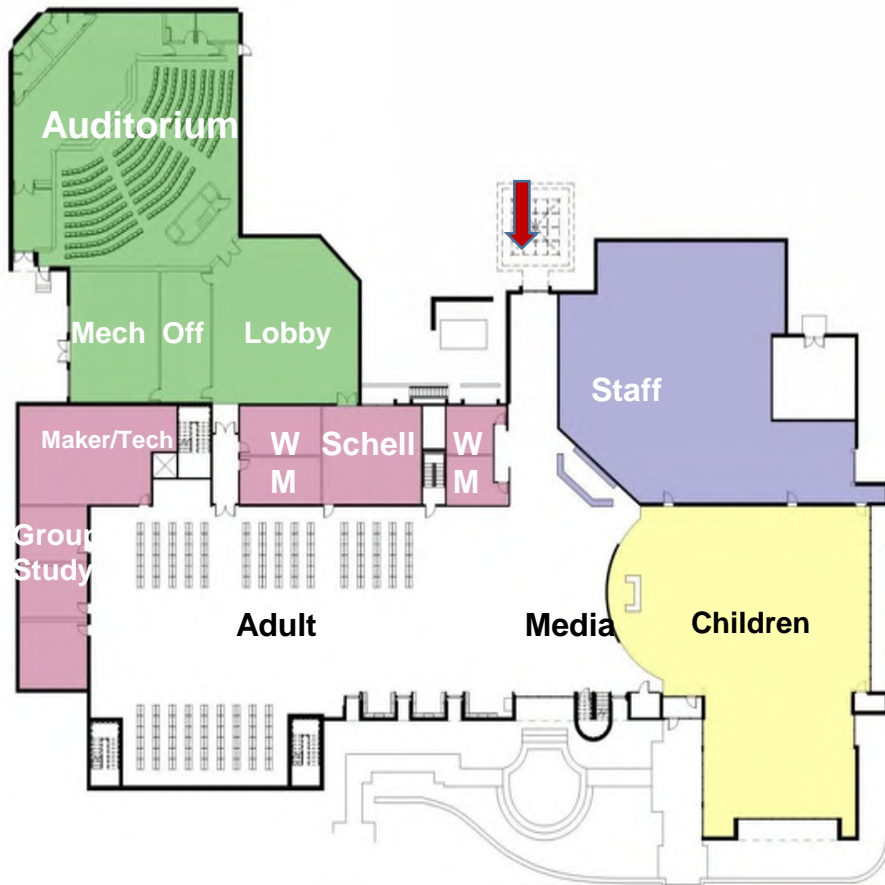




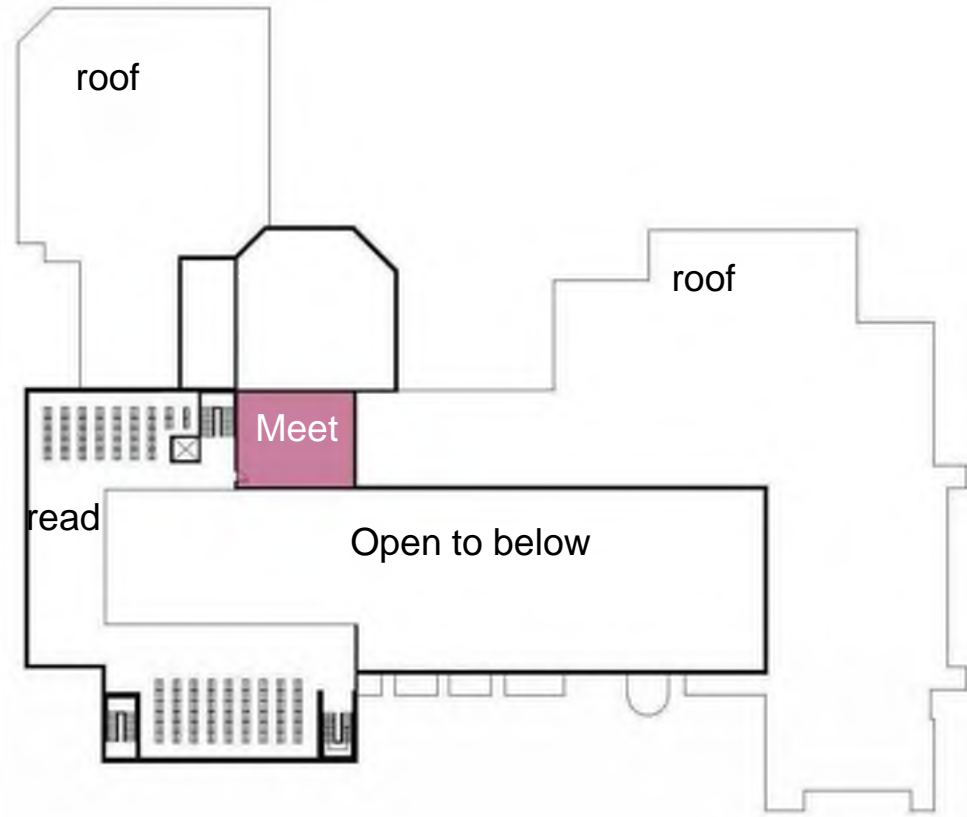








**1st Floor**



**2nd Floor**



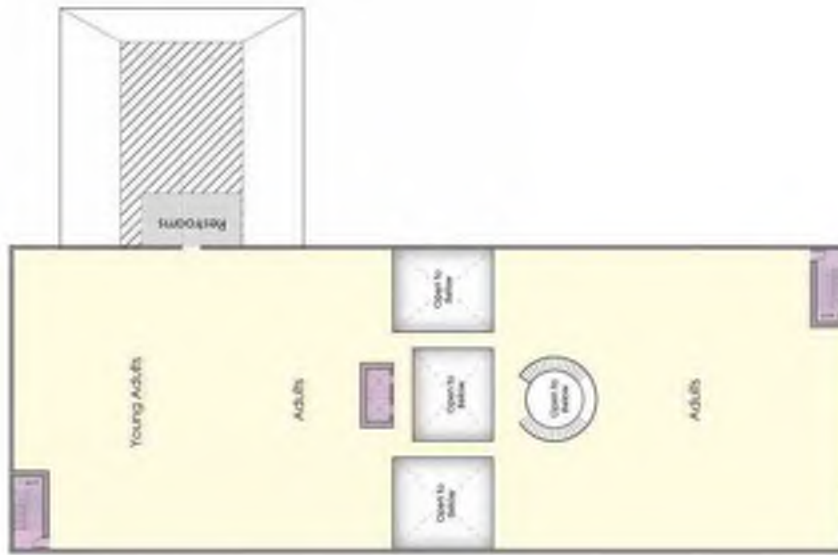
- Adds Parking for Library / Auditorium
- Entry from both the Green and Parking
- Reinforce the "Village Green"





Modify site plan & road

2<sup>nd</sup> Floor



1<sup>st</sup> Floor







1. **Renovation / Modify the Existing Library & Expand**
  - Library must be closed
  - Does investment create enough of an improvement?
  - Parking need is not addressed
2. **Re-Build a larger Library on Existing Site**
  - Library must be closed
  - Library is significantly Improved
  - Additional Parking is Provided



## Williamsburg Regional Library Space Needs Summary

SUBTOTAL PUBLIC AREA (NSF)		20,204	
SUBTOTAL MEETING AREA (NSF)		10,984	
SUBTOTAL STAFF AREA (NSF)		7,622	
SUBTOTAL ALL AREAS (NSF)		38,810	
TOTAL W/ 1.30 BLDG GROSSING FACTOR	(GSF) 	50,453	
<small>includes mech/ elect rooms, walls, circulation</small>			

	Adult	Ref	Period	YA	Children	Total
SEATING ( not incl mtg rooms)	56	20	6	14	28	124
PC's	20	2	0	3	2	27



## Existing vs Proposed Space Requirements

	Existing	Proposed
Public Area	16,263	20,204
Meeting Space	9,996	10,984
Staff Space	<u>5,230</u>	<u>7,622</u>
Subtotal	31,489	38,810
Circulation, etc	<u>8,481</u>	<u>11,643</u>
Total Area	39,970	50,453



- Requires a minimum of 20% more Space



**Third Library Building in James City County**  
**Costs exclude any exterior grounds maintenance**  
**Dated 11/1/2019**

**Project ID: U**  
**Attachment 7 of 9. Estimate**

<b>Staff Hours Per Day</b>	<b>12</b>	<b>8</b>	<b>5</b>			
	<b>M-Th</b>	<b>F-Sat</b>	<b>Sun</b>	<b>Total</b>	<b>Avg.</b>	<b>Annual</b>
<b>Staffing</b>	<b>Hrs/Day</b>	<b>Hrs/Day</b>	<b>Hrs/Day</b>	<b>Hrs/Wk</b>	<b>Rate</b>	<b>Total</b>
Adult Services (L1)	36	24	15	207	\$ 25.52	\$ 274,697
Youth Services (L1)	36	24	15	207	\$ 25.46	\$ 274,051
Circulation	36	24	15	207	\$ 13.61	\$ 146,498
Circulation Shelving	36	24	15	207	\$ 9.77	\$ 105,164
Programs	24	16	10	138	\$ 14.95	\$ 107,281
Facilities	24	16	10	138	\$ 16.70	\$ 119,839
Security	12	8	5	69	\$ 11.68	\$ 41,908
IT	8	8	0	48	\$ 18.34	\$ 45,777
Admin Coordinator	8	8	0	48	\$ 18.85	\$ 47,050
Branch Mgr	8	8	0	48	\$ 26.36	\$ 65,795
63 hours per week (same as WL, JCCL)						\$ 1,228,060
Plus Benefits 1/3 of Comp						\$ 409,353
Total Comp + Benefits						\$ 1,637,413

**Collection Materials**

Annual Materials Budget \$ 300,000

**Other Operating Costs**

Building maintenance & Supplies	\$ 25,000
Computer Software, Supplies and Replacement	\$ 45,000
Contractual Services (HVAC, Trash, Pest)	\$ 45,000
Insurance	\$ 20,000
Leases (Staff and Public Copiers)	\$ 15,000
Programming	\$ 10,000
Telecommunications	\$ 15,000
Travel & Training	\$ 10,000
Utilities	\$ 90,000
<b>Total Other Operating Costs</b>	<b>\$ 275,000</b>

**Total Operating Costs** \$ 2,212,413

Does not include opening day costs and additional system costs such as Branch Mgs for other library buildings.



## WILLIAMSBURG LIBRARY ASSESSMENT



Prepared by  
RRMM Lukmire Architects

May 18, 2018





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## **A. EXECUTIVE SUMMARY**

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### **A. EXECUTIVE SUMMARY**

In the winter of 2017 RRMM Lukmire Architects was retained to prepare an analysis of the Williamsburg Library on 515 Scotland Street to address its' physical operations, layout, space usage, and whether it meets the needs for the collections, services, and programs the library wants to offer to the residents of Williamsburg and James City County and York County, and most important, whether the building meets the definition of a 21<sup>st</sup> century library. Finally, we were asked to assess the urban design of the block which includes the library, Stryker Center, police station and community center.

The design team met with library administration and staff, toured the library, collected data about the collection size, seating, technology use, and staffing to develop an understanding of operations, and impediments and attributes the existing building has on operations. We also prepared background drawings of the existing floor plans to be able to develop baseline calculations of the existing spaces housing the collection, seating, staff, and common areas, as well as functional adjacencies.

The existing library, originally constructed in 1973 as a three-story structure of 16,365 SF (basement, main level, mezzanine for stacks), expanded with subsequent single-story additions in 1982 (15,845 SF) and 1998 (10,000 SF), and currently totals about 42,200 SF on three levels. A critical component of the library, a 268-seat auditorium, occupies approximately 5,600 SF (including lobby) of that square footage. In addition, located in the Stryker Center across from the library is the library administration (approximately 2,500 SF) and several large multipurpose rooms (1,224 SF & 1,600 SF).

Through our analysis a number of conclusions were reached:

- The library size should be increased by approximately 10,000 SF (13,000 SF with library administration) to enable it to offer the programs it wants to offer, and to provide the appropriate number and types of spaces one would expect to find in a 21<sup>st</sup> century library.
- The basement area is not particularly usable except for storage. Having a staff lounge in the basement makes it difficult for staff to use it and, without windows, is not a particularly pleasant place to be.
- The library facility lacks flexibility, partially due to the use of, and the location of the structural steel stacks.
- The 1989 library addition to the original library, while adding space, is essentially a separate part of the library. There is no visual connection to the children's area and it is not on the same floor level.
- The auditorium is a unique programming facility, one that most libraries do not have.



## A. EXECUTIVE SUMMARY

---

- The structural steel stacks are inflexible, divide the adult area of the library into separate areas, and the second level is difficult to access for those who must use the lift (staff must operate the lift controls).
- The upper stack level is structurally supported by the lower stacks. The combined height of the two levels is not high enough to accommodate two full height floor levels. So, even if the structural stacks were removed, there is not enough height to restructure the library into a full two-story structure.
- There are very few windows in the library making it difficult for the public to see in, and dark for users, especially children, who are using the library.
- Staff, due to the layout, cannot monitor activity in the library resulting in a potentially less than safe environment.
- The library is disorienting with no clear way for patrons to know where collections are located.
- The separate entrance to the auditorium allows patrons to directly access the children's area without passing by the circulation desk when either entering or exiting. This reduces the amount of security for both the children and library collections.
- Staff have insufficient sized workstations.
- Staff are not co-located.
- There are no enclosed collaborative spaces for patrons.

The design team also investigated the site block housing a number of facilities including the library. Of particular concern is the number of parking spaces that support the library, Stryker Center, and police station. There are only 98 surface parking spaces for these facilities. In addition, there is a parking structure across from the Stryker Center with 138 spaces that are available for public use, a parking lot adjacent to the community center of 40 spaces, and approximately 45 on-street spaces. It was reported to the design team that the parking lot is usually mostly filled, and patrons often complain that they cannot find a convenient parking space. A standard parking count for a library is typically 1 space per 200 SF and, for an auditorium, 1 space per 4 seats. That would equate to a need of approximately 180 spaces for the library and 70 for the auditorium – a total of about 250 parking spaces for the library building only. Assuming that there is some shared use of spaces between the library and auditorium, a minimum of 180 spaces would be required, almost 100 more than is currently available in the existing parking lot adjacent to the library. That deficit does not even take into consideration the parking requirement for the Stryker Center and police facility. While there are about 321 spaces in the area, they must support all of the current facilities that use them today.



## A. EXECUTIVE SUMMARY

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The design team investigated three options to transform the Williamsburg Library into a 21<sup>st</sup> century library.

1. Combination of demolition, renovation, and addition to the existing library.
2. Demolition of the existing library and construction of a new two-story library on the site of the existing library and construction of a parking lot.
3. Construction of a new 2 story library on another site, for the purposes of the study.

**Option 1:** The library could be expanded with a two-story addition by demolishing the 1982 addition (retaining the auditorium) and constructing a new 2 story addition. The entire interior of the library would need to be re-planned with a relocated entry, the children moving to the 1991 addition and the adult collection relocating to the remainder of the library. This approach adds area, provides flexibility and enables staff to be co-located. It retains the library administration in the Stryker Center. It does not allow for the addition of parking spaces. However, renovation and construction on the existing site would mean relocating library services for a period of up to 20-24 months.

**Option 2:** A new 2 story library could be constructed on the site of the existing library that meets programmatic needs. With some modification of the existing internal driveway, the new footprint can be smaller than the current one and space for over 100 parking spaces could be provided (which assumes the loss of landscaped area). However, constructing a new library on the existing site would mean relocating library services for a period of up to 20-24 months.

**Option 3:** Construct a new library on a new site. This approach would enable the library to construct a library and parking to meet its long-term needs. It also would allow the library to remain in operation until a new library has been completed. Assuming the library is relocated, the existing site could be repurposed for another use – public, commercial, retail, etc. that may provide an economic benefit to Williamsburg.

While renovating the library will provide additional space, the layout will still reflect compromises that are necessary to adapt the existing library building to contemporary needs and will still need to occupy the entire site, thus eliminating any hope of adding parking to the site. From a long-range standpoint, retention of the library building, even with an addition, uses too much of the site, is saddled with a building plan full of functional and aesthetic compromises, will still not have many windows, and is not particularly flexible. It is the recommendation of the study team that the jurisdictions who contribute to this library will be better served by starting over with a more compact, two-story library on either the existing site or a new site.



## **B. SCOPE OF WORK**

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### **B. SCOPE OF WORK**

The Williamsburg Regional Library consists of the Williamsburg Library, 515 Scotland St. in Williamsburg, The James City County Library, 7770 Croaker Rd. in James City County, and the Stryker Center, 412 N. Boundary St. in Williamsburg.

In late 2017, the Williamsburg Regional Library retained RRMM Lukmire Architects to prepare an assessment of the existing Williamsburg Library. It was evident to the staff that the physical layout of the library, including its lack of flexibility, did not allow the staff to offer the types of services desired in a contemporary library. The assessment was to include:

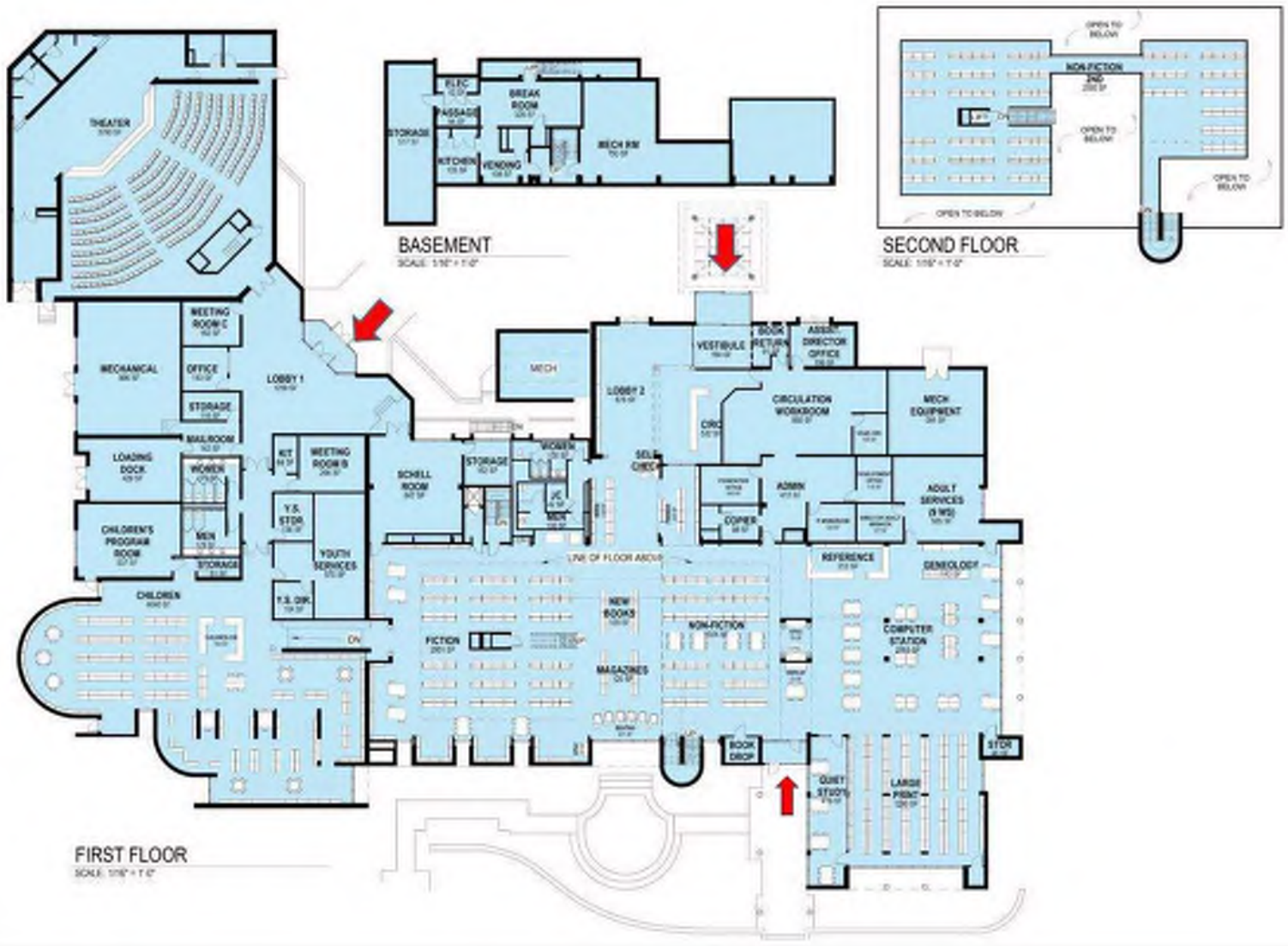
- An assessment of the physical condition of the library including its architectural and structural systems, its HVAC system, electrical system, and plumbing systems. An assessment of whether the library meets ADA regulations. An assessment of the existing parking supporting the library.
- A statement of what services the library wants to offer, and spaces needed to meet the requirements.
- An assessment of whether the existing library provides the spaces to deliver the services the community expects to have.
- A design assessment of whether the existing library could be improved to provide a contemporary environment for library users, and for staff to deliver its expected services.
- A design assessment of what could be provided if the library were replaced on either the existing site or a different one.
- An assessment of whether the existing library provides the best “urban design solution” for its site and does it assist in the synergy with other uses to draw patrons to the area.

The assessment is intended to help to develop a long-range plan for the library.





## B. SCOPE OF WORK





## C. PROGRAMMATIC AND SPACE NEEDS

### C. PROGRAMMATIC AND SPACE NEEDS

The design team met with representatives of the library administration and library staff to discuss the materials and public services that they believe are required in a 21<sup>st</sup> century library. Included in the elements required to be provided are:

- Printed and digital collections
- Children's area including program spaces.
- Adult reading and study area
- Defined young adult area
- Ability to use technology throughout the library.
- Quiet study room
- Public meeting rooms
- Auditorium / theater
- Group study rooms
- Training room(s)
- Maker Spaces
- Ability of staff to monitor activity throughout the library.
- Appropriate and sufficient staff space & consolidation of staff in one area.
- Flexibility of layout and ability to expand in the future.

The study team developed a space needs program in response to the library goals. In summary, the program illustrates a need for about an additional 11,000 SF of space.



	Existing	Proposed
Public Area	16,263	22,165
Meeting Space	9,996	11,278
Staff Space	5,230	7,622
Subtotal	31,489	41,065
Circulation, etc.	10,681	12,320
Total Area	42,170	53,385



## C. PROGRAMMATIC AND SPACE NEEDS

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### Williamsburg Regional Library Space Needs Summary

SUBTOTAL PUBLIC AREA (NSF)		21,542
SUBTOTAL MEETING AREA (NSF)		11,102
SUBTOTAL STAFF AREA (NSF)		7,874
SUBTOTAL ALL AREAS (NSF)		40,518
TOTAL W/ 1.30 BLDG GROSSING FACTOR	(GSF)	52,673
<small>includes mech/ elect rooms, walls, circulation</small>		
Say		55,000

	Adult	Ref	Period	YA	Children	Total
SEATING ( not incl mtg rooms)	56	20	6	14	32	128
PC's	20	2	0	3	2	27

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## C. PROGRAMMATIC AND SPACE NEEDS

### ARCHITECTURAL PROGRAM

### Williamsburg Regional Library

PUBLIC AREA		Size	No Req'd	Subtotal NSF	Seats	PC's	Net SF
<b>1.00</b>	<b>ENTRY AREA</b>						<b>1,806</b>
1.01	Entrance & Lobby	700	1	700			
1.02	New book display	120	1	120			
1.03	Public Information, bulletin board, handouts	15	1	15			
1.04	Book drop	91	1	91			
1.06	Restrooms	240	2	480			
1.08	Friends Collection & Bookstore	400	1	400			
1.10							
1.11							
<b>2.00</b>	<b>CIRCULATION SERVICE DESK AREA</b>						<b>340</b>
2.01	Service Desk w/ 3 workstations	240	1	240			
2.02	Self check -	20	4	80			
2.03	Reserves @ 2 SFS @ 60 *	10	2	20			
2.03							
<b>3.00</b>	<b>REFERENCE SERVICE DESKS</b>				20	2	<b>1,279</b>
3.01	Service Desks w/ 1 WS	250	1	250			
3.02	Ready Reference 1 SFS @ 42 "	0	1	0			
3.03	Reference Collection	562	1	562			
3.04	Catalog PAC's	9	3	27		2	
3.05	4 person tables	80	5	400	20		
3.06	Copier and set up space	40	1	40			
3.07							
3.09							
<b>4.00</b>	<b>PERIODICALS</b>				6		<b>212</b>
4.01	Magazines & Newspapers @ 100 titles		6	0			
4.02	Lounge chairs	12	7	84	2		
4.03	4 person tables	64	2	128	4		
4.04							



## C. PROGRAMMATIC AND SPACE NEEDS

PUBLIC AREA		Size	No Req'd	Subtotal NSF	Seats	PC's	Net SF
<b>5.00</b>	<b>ADULT COLLECTION</b>				56	20	5,913
5.01	Adult Collection	3,825	1	3825			
5.02	4 person tables	100	5	500	20		
5.03	Group Study Rooms -6 capacity	180	2	360	12		
5.04	Group Study Rooms - 4 capacity	120	2	240	8		
5.05	Quiet Study	500	1	500	16		
5.06	lounge chairs	9	6	54			
5.07	PC Workstations- 20	20	20	400		20	
5.08	Printers	9	1	9			
5.09	Copier	25	1	25			
5.10							
5.11							
<b>6.00</b>	<b>NON PRINT COLLECTION ( SITE &amp; SOUND)</b>				6		757
6.01	Audio-Visual Collection	639	1	639			
6.02	lounge chairs	9	2	18	2		
6.03	4 person tables	100	1	100	4		
<b>7.00</b>	<b>YOUNG ADULT</b>				14	3	1,168
7.01	Young Adult Collection	301	1	301			
7.02	lounge chairs	9	2	18	2		
7.03	4 person tables	80	2	160	8		
7.04	PC workstations	20	3	60		3	
7.04	Printers	9	1	9			
7.05	Group Study- 4 capacity	120	1	120	4		
7.06	Maker Space	500	1	500			
<b>8.00</b>	<b>CHILDRENS COLLECTION</b>				32	2	4,281
8.01	Children's service desk	140	1	140			
8.02	Children's Collection Area	2,607	1	2607			
8.03	Program Space @ 30 children	600	1	600			
8.05	Program Preparation & Storage Room	120	1	120			
8.06	Stroller storage	50	1	50			
8.07	Tutoring Rooms - capacity 4	120	2	240	8		
8.08	4 person tables	80	5	400	20		
8.09	lounge chairs	9	4	36	4		
8.10	PC workstations	9	2	18		2	
8.11	Printers	9	1	9			
8.12	Family restroom	70	1	70			



## C. PROGRAMMATIC AND SPACE NEEDS

PUBLIC AREA		Size	No Req'd	Subtotal NSF	Net SF
<b>9.00</b>	<b>GENEOLOGY AREA</b>			<b>4</b>	<b>364</b>
9.01	Files, etc	60	1	60	0
9.02	workstations	36	4	144	
9.03	2 person tables	80	2	160	4
<b>10.00</b>	<b>BUILDING SUPPORT</b>				<b>450</b>
10.01	IT Workroom	150	1	150	
10.02	Data / Communications Room	100	1	100	
10.03	Building Storage	200	1	200	
10.04					
<b>11.00</b>	<b>MEETING ROOMS</b>				<b>8,540</b>
11.01	Lobby	1,200	1	1200	
11.02	Theater	3,795	1	3795	
11.03	Theater support ( dressing, restroom,storage)	1,000	1	1000	
11.04	Office ( 2 ws)	140	1	140	
11.05	Coffee bar	200	1	200	
11.06	Room C	180	1	180	
11.07	Multipurpose Room / classroom	500	1	500	
11.08	Meeting Room B	300	1	300	
11.09	Kitchenette	80	1	80	
11.10	Schell Room	645	1	645	
11.11	Storage	150	1	150	
11.12	Restrooms	175	2	350	
SUBTOTAL PUBLIC AREAS ( page 2 )					3,637
SUBTOTAL PUBLIC AREAS ( page 3 )					12,119
SUBTOTAL PUBLIC AREAS (this page)					814
SUBTOTAL PUBLIC AREAS					16,570
SUBTOTAL PUBLIC AREA (1.3 Circ. Factor)					21,542
SUBTOTAL MEETING ROOMS (1.25 Circ.Factor)					10,675



## C. PROGRAMMATIC AND SPACE NEEDS

STAFF AREAS		Size	No Req'd	Subtotal NSF	Net SF
<b>20.00</b>	<b>Administration</b>				<b>1,320</b>
20.01	Library Director	250	1	250	
20.02	Assistant Library Director	195	1	195	
20.03	Development office	195	1	195	
20.04	Finance Office	150	1	150	
20.05	Development Office	150	1	150	
20.05	Administrative Aide	100	1	100	
20.06	Future	140	1	140	
20.07	Copier & storage	140	1	140	
<b>21.00</b>	<b>Circulation workroom</b>				<b>838</b>
21.01	Head Circulation	150	1	150	
21.02	Workstations	48	6	288	
21.03	Workroom	400	1	400	
<b>21.00</b>	<b>Adult Services</b>				<b>582</b>
21.01	Adult Services Director	150	1	150	
21.02	workstations	48	9	432	
<b>22.00</b>	<b>Youth Services</b>				<b>606</b>
22.01	Youth Services Director	150	1	150	
22.02	workstations	48	7	336	
22.03	storage	120	1	120	
<b>23.00</b>	<b>Programing</b>				<b>462</b>
23.01	Director	150	1	150	
23.02	workstations	64	3	192	
23.03	storage	120	1	120	
<b>24.00</b>	<b>Staff Conference Room</b>				<b>300</b>
24.01	Conference -	300	1	300	
<b>25.00</b>	<b>Staff Lounge</b>				<b>479</b>
25.01	Lounge / breakroom	350	1	350	
24.02	kitchenette	80	1	80	
24.03	Toilets	64	2	128	
<b>26.00</b>	<b>Support</b>				<b>1,470</b>
26.01	Closed stack storage	250	1	250	
26.02	IT Staff	120	1	120	
26.03	IT Servers & workspace	200	1	200	
26.04	Friends workroom / storage	200	1	200	
26.05	General storage	400	1	400	
26.06	mailroom	50	1	50	
26.07	Delivery	250	1	250	
SUBTOTAL STAFF AREAS					6,057
SUBTOTAL W/ 1.3 CIRC. FACTOR					7,874



## C. PROGRAMMATIC AND SPACE NEEDS

### ARCHITECTURAL PROGRAM

### Williamsburg Regional Library

COLLECTION	EXISTING COLLECT	PROPOSED COLLECT	EST. IN CIRC.	NET TO BE HOUSED	NO. OF SFS	AREA REQ'D 10 SF/UNIT
<b>ADULT COLLECTION @ 84" ( 7 shelves)</b>						
Fiction	25,886	25,886	19%	20,968	116	1165
graphic novels	968	968	17%	803	4	45
Large Print	5,231	5,231	31%	3,662	20	203
Mystery @		0	15%	0	0	0
Paperbacks		0	15%	0	0	0
Science Fiction @		0	15%	0	0	0
Foreign Language Fiction		0	15%	0	0	0
Westerns @		0	15%	0	0	0
subtotal	32,085	32,085		27,272	141	1413
<b>NonFiction @ 66" ( 5 shelves)</b>						
Non Fiction @	37,137	37,137	13%	32,309	215	2154
Biographies @			15%	0	0	0
Large Print	450	450	13%	392	3	26
Foreign LanguageNon Fiction		0	15%	0	0	0
subtotal	37,587	37,587		31,949	213	2130
<b>Total Adult</b>	<b>69,672</b>	<b>69,672</b>		<b>59,221</b>	<b>354</b>	<b>3,543</b>
<b>NON -PRINT COLLECTION</b>						
Adult Media	16,589	16,589	23%	12,774	64	639
<b>Total Non Print</b>	<b>16,589</b>	<b>16,589</b>		<b>12,774</b>	<b>64</b>	<b>639</b>
<b>REFERENCE @ 42"</b>						
Reference	3690	3690	0%	3,690	41	410
Local reference	497	497	0%	497	6	55
Professional Materials	575	575	0%	575	6	64
Periodicals			0%	0	0	0
<b>Subtotal Reference</b>	<b>4,762</b>	<b>4,762</b>		<b>4,762</b>	<b>53</b>	<b>529</b>



## C. PROGRAMMATIC AND SPACE NEEDS

### ARCHITECTURAL PROGRAM

### Williamsburg Regional Library

#### PUBLIC SHELVING ALLOCATION

COLLECTION	EXISTING COLLECTION	PROPOSED COLLECTION	EST. IN CIRC	NET TO BE HOUSED	NO. OF UNITS	AREA REQ'D 9 SF/UNITS
<b>YOUNG ADULT @ 60"</b>						
Fiction	4105	4105	14%	3,530	24	235
Graphic novels	1052	1052	25%	789	5	53
Sound Recordings	224	224	13%	195	1	13
<b>Subtotal Young Adult</b>	<b>5,381</b>	<b>5,381</b>		<b>4,514</b>	<b>30</b>	<b>301</b>
<b>CHILDREN</b>						
<b>Juvenile Fiction @ 60"</b>						
Board books		0	15%	0	0	0
Display		0	15%	0	0	0
Picture Books @ 42"	15,583	15,583	22%	13,713	69	686
Fiction	11,723	11,723	19%	9,496	63	633
easy readers	3,382	3,382	31%	2,334	16	156
subtotal	30,688	30,688		26,085	147	1474
<b>Juvenile Non Fiction @ 60"</b>						
Non Fiction	14,189	14,189	12%	12,486	78	780
Biographies						
Magazines	268	268	0%	268	17	168
reference	61	61	0%	61	4	38
subtotal	14,457	14,457		12,754	95	948
Graphic Novels	1267	1267	33%	849	5	53
Juvenile Foreign Language		0	15%	0	0	0
Childrens media	3216	3216	21%	2,541	16	159
<b>Subtotal Children</b>	<b>49,628</b>	<b>49,628</b>		<b>42,229</b>	<b>263</b>	<b>2,634</b>
<b>TOTAL COLLECTION</b>	<b>146,032</b>	<b>146,032</b>		<b>123,500</b>	<b>765</b>	<b>7,646</b>



## D. EXISTING CONDITIONS

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### D. EXISTING CONDITIONS

#### 1. Site

The library is located in the block defined by Scotland Street, Boundary Street, Armistead Avenue, and Lafayette Street. In addition to the library, the Stryker Building and police facility occupy the block and all three are supported by an on-grade parking lot of 88 spaces. Most of the public functions are in the library with some library administration functions in the Stryker Center across the “green”. The parking is insufficient to support these functions. An alternative to the surface lot is a 2-story parking structure on Boundary Street tucked behind and between two commercial buildings. That structure can accommodate 138 cars and is available for public parking.

The library occupies the entire width of the block along Scotland Street. Parking access is from Armistead Avenue as the service access. Across street connecting Armistead and Boundary Street lies immediately in front of the library providing a drop-off/pick-up for patrons. As a result, the library is landlocked and without moving the cross street has no room to expand. The same can be said of the parking lot. It has filled the available site area and without filling in the plaza between the library and Stryker Building, cannot be expanded.

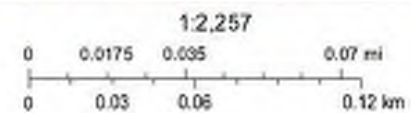




## D. EXISTING CONDITIONS



December 20, 2017



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), Mapbox, NGCC, © OpenStreetMap contributors, and the GIS User Community



## D. EXISTING CONDITIONS

### 2. Library Planning and Architecture

The library was originally constructed in 1973 with subsequent additions in 1982 and 1998. It contains 42,280 SF of space. See the following diagram.

**The original 1973** part of the library was a two-story public space incorporating the current structural steel stacks, restrooms, the Schell Room, some administrative space, and a basement which housed a staff lounge, storage, and mechanical room. It included approximately 16,365 SF (9,848 on main level, 2,990 structural steel stack, and 2,990 basement). Of note is the use of structural steel stacks where the stacks included shelving and pipe columns that support an upper level of additional stacks. This was not an unusual system at the time and provided shelving for materials as well as an inexpensive way of having a second level of shelving without having to use the building structure to support a second level. However, that system is integrated and inflexible for changes. It also limited the height of the lower level to about 8 feet because that is the height of the lower stacks (patrons cannot reach any higher). Because one can achieve two levels of stacks in about 16 feet, the ceiling height is equivalent to about 1 ½ stories – efficient, but then, too low to remove the structural steel stacks and create two full height levels.





## D. EXISTING CONDITIONS

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Structural Steel Stacks



Structural Steel Stacks



## D. EXISTING CONDITIONS

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Two Levels of Structural Steel Stacks in 1 ½ Story Space



Upper Area of Structural Steel Stacks



## D. EXISTING CONDITIONS

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The **1982 addition** added an auditorium, staff offices, what is now the children's area, shipping and receiving, and mechanical support for the addition. It included approximately 15,845 SF. For some reason, the floor level in this part of the library is approximately 3 feet below the level of the 1973 area, so a ramp is required to connect the children's area to the original area, and stairs connect the Schell Room to the auditorium lobby. This wing provided a second entrance, primarily for the auditorium. It is evident that there was thought to close off the auditorium from the library because doors have been placed to allow after-hours use. However, patrons use the entrance at the auditorium for direct access to the children's area (and through it to the rest of the library) necessitating staff to be positioned in the children's area to not only help children but to monitor that access.

The auditorium is a 268-seat facility set up as a theater with dressing rooms and a stage. It is a wonderful amenity that most libraries would like to have. It was reported that in the previous year about 2,500 programs were put on in the auditorium.



Children's Area



## D. EXISTING CONDITIONS

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Ramp From Adult to Children's Area



Auditorium



## D. EXISTING CONDITIONS

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The **1998 addition** added a reading room, some stack space, administrative space and a new front entrance with a pyramid topped canopy. It included approximately 10,070 SF. This addition matched the floor level of the 1973 area so there are no steps or ramp. This addition provided additional space in the only location available on site. It is questionable whether this addition improved the operation of the library or simply added space. There is a flat ceiling with several bulkheads over the 1998 addition.



Front Entrance



1998 Addition Looking Towards 1973 Area



## D. EXISTING CONDITIONS

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Study Tables



Reference Desk



## D. EXISTING CONDITIONS

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From an operational standpoint, the library clearly is divided into four areas, and its' architectural character is also divided into four aesthetics.

1. 1973 area with its barrel vault ceiling containing the majority of stacks.
2. 1982 children's area which is on a lower level and is closed off from the auditorium lobby. It has a flat ceiling (perceived as low) and very few windows so are thought of as an internal space.
3. 1982 auditorium which is self-contained.
4. 1998 addition which is a more open flexible space with a contained stack area. the ceiling is flat and is abruptly different from the higher 1973 original library. It has the majority of windows in the library.

The one thing that appears to be consistent is the exterior massing and expression. The library is primarily a one-story brick mass with few windows but is surrounded by dense, lush landscaping that "hides" the library from its surroundings. Patrons cannot see into the library from the surrounding streets.



1973



1973



## D. EXISTING CONDITIONS

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1982



1982



## D. EXISTING CONDITIONS

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1998



1998



## **D. EXISTING CONDITIONS**

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Front Entry From Plaza Side



Entry to Auditorium



## D. EXISTING CONDITIONS

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Garden Outside 1973 Area



Scotland Street Entrance



## **D. EXISTING CONDITIONS**

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### **3. Building Engineering Systems**

#### **SUMMARY:**

JP Harvey Engineering Solutions (JPHEs) performed a facility assessment for the Williamsburg Library in the winter of 2017. The study included existing mechanical, plumbing, and electrical conditions and related code issues. The two-story building with a basement serves as a library and theater. The mechanical HVAC equipment is operable, and in good to excellent condition. The plumbing fixtures are in good condition and comply with maximum flow and water consumption rates for plumbing fixtures. The electrical and lighting system is operational and functional. The study excludes any sprinkler system assessment. The entire HVAC system, with exception of air handling unit #3 (installed 1997), have been replaced by various building improvement projects. Following is a list of equipment replacement and associated dates:

1. New Boiler (Installed 2009)
2. Convert Boiler to Natural Gas (Installed 2013)
3. Chiller and VAV Replacement (Installed 2016)
4. Replace Humidifier on AHU-3 (Installed 2017)
5. Replace AHU-2 (Installed 2017)
6. Replace AHU-1 (Installed 2018)
7. Replace Battery Backup System (Installed 2009)

There are some code related issues noted during the general walk-through as indicated in the following system descriptions and observations.

#### **SYSTEM DESCRIPTION AND OBSERVATIONS**

##### **Site:**

- Storm Water Drainage: Stormwater off the flat roof runs to the combined roof and overflow drains located around the perimeter of the building. The rainwater conductors are run in exterior walls and collected below grade. Above grade discharge occurs through downspout nozzles on the exterior wall of the theater and loading dock.
- Utilities: It appears that separate sanitary lines leave the building in three locations. Two 4" sanitary lines flow by gravity to the site utilities around the building perimeter. A duplex sanitary pumped system is located in the basement. The pumped sanitary system discharges to site utilities. The duplex sewage ejector is original to the building. Floats and alarms have recently been replaced. The sewage ejector is operational and in fair condition. The above ground sanitary piping system is cast iron, no-hub with stainless steel bands. The sanitary system has ample capacity to handle the building drainage fixture units. The 2-1/2" domestic water main is installed with an isolation valve, drain down valve, and reduced pressure type backflow preventer. The domestic cold water is copper and is insulated throughout the building. The domestic water system has sufficient capacity to handle the building water demand.



## D. EXISTING CONDITIONS

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- The electrical utility is fed from an existing, power company owned, pad mounted transformer. There are four, 4" conduits routed underground to a CT cabinet in the mechanical room. From the CT cabinet, the feeds are split between an 800A enclosed circuit breaker and two, 400A main service disconnect switches. The enclosed circuit breaker feeds an 800A, MLO panelboard with seven breakers, including one for the new chiller. The service equipment, conduits, and feeders are in good condition and are functional.

### **Mechanical Systems:**

- Heating Hot Water System: The heating system for the building consists of a Weil McLain commercial gas/oil boiler that has been converted to natural gas. Heating supply/return piping run to three Trane horizontal air handling units, with hot water coils, and to the radiant heaters along exterior walls. Two hot water pumps (lead/lag) manufactured by Bell and Gossett, pump heating for water through the boiler to hot water coils through a steel hydronic piping system. Two other in-line pumps, pump heating hot water to zoned radiant heaters. The boiler was installed in 2009 and converted to natural gas in 2013. The heating hot water system is operational and in good condition.
- The cold-water make-up serving the boiler is not equipped with a reduced pressure type backflow preventer, as code required.
- Air Conditioning System: Air conditioning for the building utilizes chilled water from a 120-ton, Trane air cooled chiller (installed 2016). Two inline chilled water pumps manufactured by Bell and Gossett pump chilled water to the three chilled water coils located in the air handling units. The chilled water from the chiller to the coils is run through steel hydronic piping system (interior condition of pipe is unknown). Outdoor air and return air is mixed in the air handling units prior to entering the supply air through the air handling units. The air handling units each have variable frequency drive that controls the fan speed. Conditioned primary air is delivered through a ducted system to provide cooling and ventilation at the space or zone level variable air volume boxes. The Trane chiller is in excellent condition. The Trane chiller, VAV boxes, and chilled water pump were replaced in 2016.
- Exhaust Fans: Roof mounted exhaust fans serve the public bathroom groups and main building relief. Exhaust fans are operational and well maintained.
- Air Handling Unit: The air handling units are manufactured by Trane. AHU-1 was replaced in 2018. AHU-2 was replaced in 2017. AHU-3 was installed in 1997, the supply fan VFD was installed in 2006 and a new humidifier was recently installed for AHU-3. Although AHU-3 is at its serviceable life, the unit has been well maintained, is operable and in good condition.
- Outdoor Air: This building was renovated in 1996 and the 1996 ICC International Mechanical Code was implemented in the revision. The IMC 1996 requires a slightly higher outdoor air rate for various space types than current requirements. Providing more outdoor air than currently required, coupled with the lack of modern energy recovery devices will increase energy use and cost.



## D. EXISTING CONDITIONS

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- Control System: All building control systems have been changed or are compatible with the Trane SC DDC system and maintained by Damuth Trane. The control system has remote reading capability and is in good condition.
- DX Split System: The ducted split system heat pump serving the Schell Room is operational and in good condition (installed in 2003). The DX split system room air conditioner serving the server room is operational and is in good condition.
- Domestic Electric Water Heater: Two electric 40-gallon water heaters serve the public bathroom groups. The water heater serving lobby 1 bathrooms is in good condition. The water heater serving lobby 2 bathrooms is in poor condition with visible signs of rust on the outer shell. Current international plumbing code requires a means of thermal expansion on the cold-water supply to the water heaters. Neither water heater is equipped with a thermal expansion tank.



**Oil/Natural Gas Fired Boiler (2009) with Conversion to Natural Gas (2013)**  
**Manufacturer: Weil-McLain**  
**Model No.: 788**



## **D. EXISTING CONDITIONS**

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**Inline Primary and Secondary Heating Hot Water Pumps  
Manufacturer: Bell and Gossett**



**Trane Air Cooled Chiller  
Manufacturer: Trane (2016)  
Model No.: CGAM 120F 2NO2 AXD2**



## **D. EXISTING CONDITIONS**

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**Inline Primary and Secondary Chilled Water Pumps**  
**Manufacturer: Bell & Gossett**



**AHU-1 with Variable Frequency Drive**  
**Manufacturer: Trane (2018)**  
**Model No.: CSAA021UAL00**



## **D. EXISTING CONDITIONS**

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**AHU-2 with VFD**  
**Manufacturer: Trane (2017)**  
**Model No.: CSAA030UAL00**



**AHU-3 with Variable Frequency Drive**  
**Manufacturer: Trane (1997), ABB Supply Fan Frequency Drive (2006)**



## **D. EXISTING CONDITIONS**

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**Ducted Split System Heat Pump (Indoor Unit)**

**Manufacturer: Trane (2003)**

**Model No.: TWCO24P130B0**



**Ducted Split System Heat Pump  
(Outdoor Unit)**

**Manufacturer: Trane (2003)**

**Model: 2TWR2024A1000AB**



## **D. EXISTING CONDITIONS**

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**Split System Server Room Air Conditioner**  
**Manufacturer: Quietside**



**40 Gallon Electric Water Heater**  
**(Lobby 2)**  
**Manufacturer: Whirlpool US**  
**Craftmaster (1999)**  
**Model No.: E2F40RD045V**



## D. EXISTING CONDITIONS

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**40 Gallon Electric Water Heater (Lobby 1)**  
**Manufacturer: RUUD**  
**Model No.: PE40-2D**



**2-1/2" Domestic Water Reduced  
Pressure Type Backflow Preventer**  
**3/4" Chilled Water Make-Up  
Reduced Pressure Type  
Backflow Preventer**



## D. EXISTING CONDITIONS

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### Electrical Systems

- Electrical equipment: Panelboards, disconnect switches, receptacles, conduits, and other miscellaneous electrical devices throughout the building are in good to excellent condition. The equipment in the original portion of the building is old but still functional and in good condition. All receptacles are functional and in good condition. There are various floor receptacles in the computer station area missing cover plates.
- Code Violations: There were code violations discovered throughout the building. The following violated the National Electrical Code (NEC) Article 110.26.A.1 requiring a minimum of 3 feet of clearance in front of the electrical equipment. In the mechanical room, there are three code violations. The first occurrence is Panel 'BR', located in the mechanical room. This panel is located directly behind a stationary wooden desk. The second occurrence is the disconnect switch for the mini-split system is installed directly behind the unit not providing the 3' clearance. The last occurrence is the four disconnect switches located on the back wall with a 150 KVA, dry-type transformer floor mounted in front of the bank of switches. In the equipment room, the new air handler unit's controller/disconnect switch is located on the back wall behind the unit. The switch does not meet the 3' clearance required by the NEC.
- Interior Lighting System: The lighting system consists of fluorescent and incandescent fixtures. Meeting rooms, offices, storage, and conference rooms have recessed parabolic fluorescents and incandescent downlights. The computer stations and library area consist of recessed parabolic fluorescents, recessed and surface mounted compact fluorescent downlights, and pendant fluorescent fixtures. Utility rooms have fluorescent industrial fixtures. Theater lighting is comprised of recessed compact fluorescent downlights, along with specialized stage lighting. All interior lighting was in good condition and functional.
- Interior Lighting Controls: Lighting controls for interior lighting are made up of toggle switches. All switches are in good condition and functional. It is recommended, but not required, to provide occupancy sensors or other forms of automatic controls for offices, classrooms, and other spaces to meet the building energy standard, ASHRAE 90.1 (2007).
- Exterior Lighting System and Controls: The exterior lighting consisted of recessed, lensed canopy light fixtures, wall mounted flood lights, and pole mounted HID's. The fixtures are controlled by rooftop mounted photocells, a time clock, and a lighting contactor. The system, in general, is functional; however, the fixtures are not as energy efficient as LED fixtures. It would be recommended to replace exterior light fixtures with LED.
- Conclusion: The building is split into two sections; the original and the renovated/added. All equipment in the original building are working and in good condition but older and less efficient, while the devices and systems in the renovated area are new and in great condition. The main recommendation from the assessment would be to upgrade lighting to LED, especially the incandescent fixtures and to provide automatic lighting controls throughout the building (i.e. occupancy sensors, vacancy sensors).



## **D. EXISTING CONDITIONS**

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**Power Company's Pad Mounted Transformer**



**800A Enclosed Circuit Breaker  
And Power Company's CT Cabinet**



## **D. EXISTING CONDITIONS**

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**Panel 'NMDP'  
800A, MLO, 480Y/277V, 3-Phase**



**Two 400A Main Service Disconnect  
Switches Fed from Power Company's CT Cabinet**



## **D. EXISTING CONDITIONS**

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**Panelboards in Renovated Area**



**Panelboards in Renovated Area**

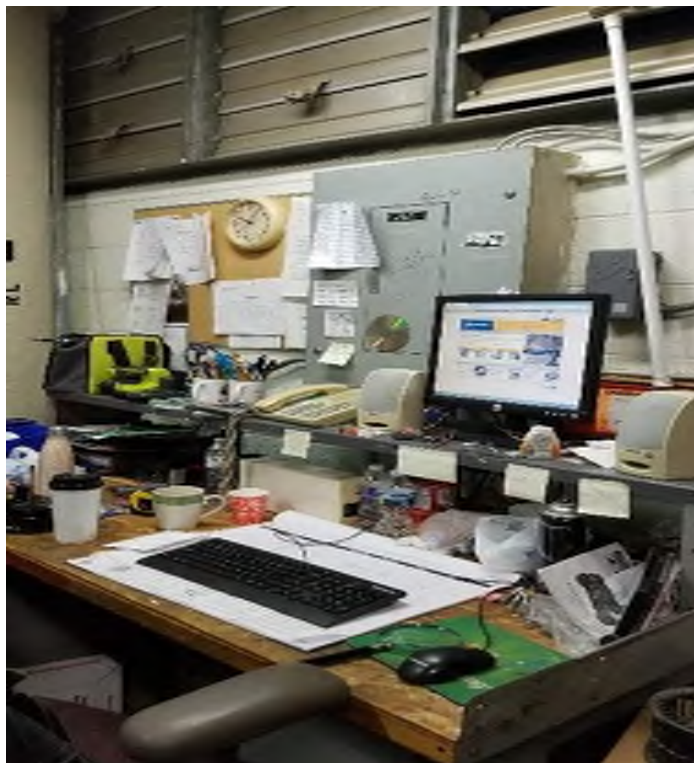


## **D. EXISTING CONDITIONS**

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**Bank of Disconnect Switches  
Installed behind Dry Type  
Transformer (Code Violation)**



**Panel 'BR'. Installed behind  
Stationary Desk (Code Violation)**



## **D. EXISTING CONDITIONS**

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**Disconnect Switch for Mini-Split is  
Installed Behind Unit (Code Violation)**



**Fluorescent and Incandescent Fixtures in Schell Room**



## **D. EXISTING CONDITIONS**

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**Lighting in Computer Station Area**



**Lighting in Computer Station Area**



## **D. EXISTING CONDITIONS**

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**Library Area Lighting**



**Panelboards in Original Section of the Building**



## D. EXISTING CONDITIONS

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**Sump Pump with Battery Backup**



**Emergency Battery Backup System  
(Installed in 2009)**



## **D. EXISTING CONDITIONS**

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**Controls and Disconnect Switch  
Located Behind Air Handling Unit (Code Violation)**



**Theater Lighting  
Compact Fluorescent Downlights and Specialized Theater Spot Lights**



## **D. EXISTING CONDITIONS**

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**Theater Lighting and Control Room**



**Theater Lighting Control Panel**



## **D. EXISTING CONDITIONS**

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**Theater Lighting Control Panel**



**Exterior Canopy Lighting**



## E. FINDINGS AND RECOMMENDATIONS

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### E. FINDINGS AND RECOMMENDATIONS

The Williamsburg Library Regional Library Strategic Plan includes the following:

#### **Core Functions:**

- Provide Excellent Service
- Provide Excellent Collections
- Provide Excellent Programs
- Provide Excellent Facilities
- Provide for Excellence in Daily Operations

#### **Strategic Priorities:**

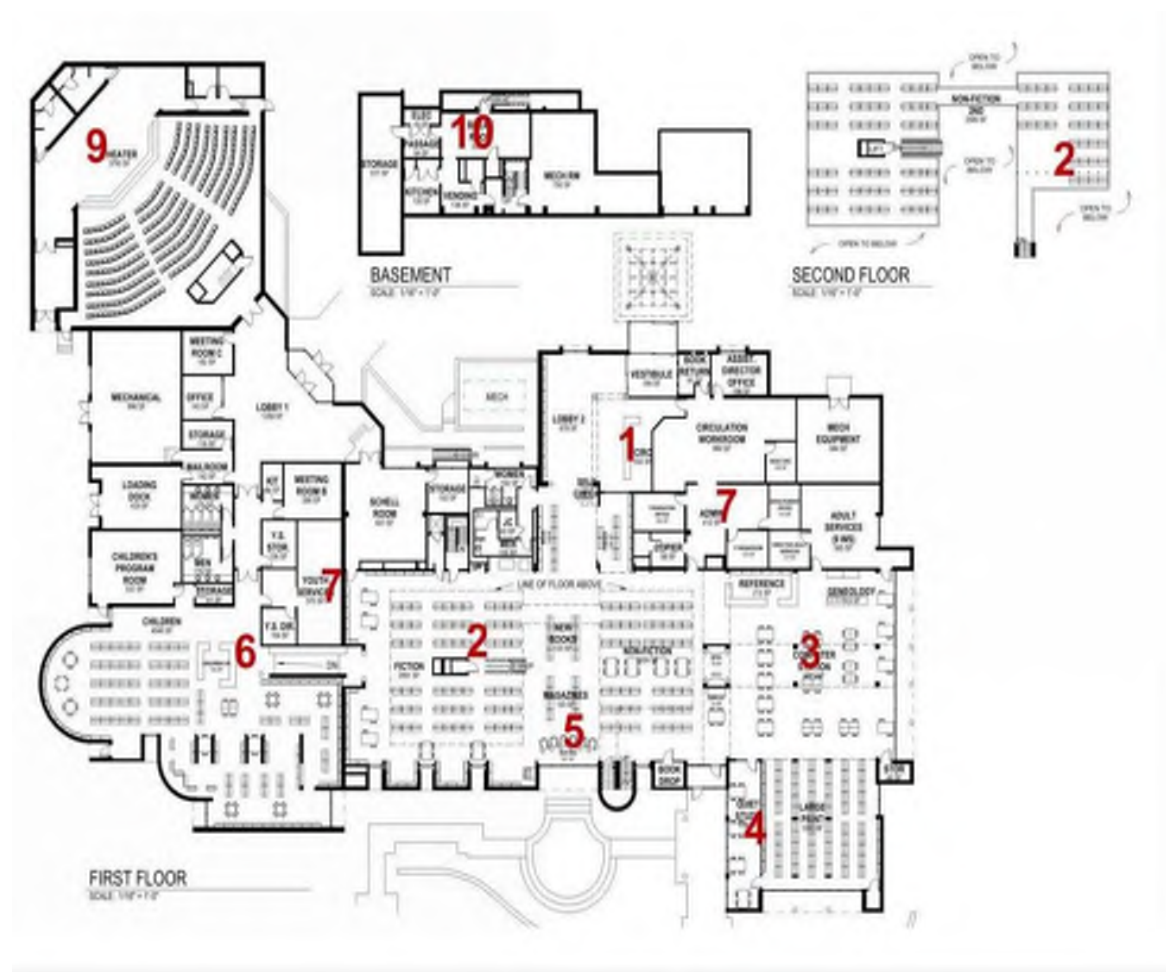
- Strengthening community connections and partnerships
- Communication and raising awareness
- Rethinking library space

Based on the analysis of the existing library and its' site, the design team has come to the following observations and conclusions and has identified the following basic issues:

- The library has the need for up to 55,000 SF of space. It lacks many attributes of a contemporary library including the ability to use technology throughout, group study spaces, educational spaces, a young adult area, etc.
- The existing library is basically a one-story library with a small mezzanine. It uses its entire site. Additional library space could be provided on the same site if the library were a two-story library.
- Due to its incremental additions over the years, the library is not flexible, cannot be easily monitored by the staff, and is difficult to use by handicapped patrons.



## E. FINDINGS AND RECOMMENDATIONS



### KEY TO EXISTING LIBRARY ISSUES



## E. FINDINGS AND RECOMMENDATIONS

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- 1. Staff has limited ability to monitor activity in the Library**



- 2. Structural Steel Stacks are Inflexible & Difficult for handicapped Patrons to move in**





## E. FINDINGS AND RECOMMENDATIONS

### 3. Reading Areas remote from Stacks



### 4/5. Lack of Group Study / Comfortable Places to Read





## E. FINDINGS AND RECOMMENDATIONS

6. Children are Remote w/ lack of Natural Light/  
Access from Auditorium is Security Issue



7. Staff are Decentralized

8. Restrooms Not ADA Compliant





## E. FINDINGS AND RECOMMENDATIONS

### 9. Auditorium / Separate for After Hours Use



### 10. Windowless Basement Staff Space





## F. DESIGN CONCEPTS

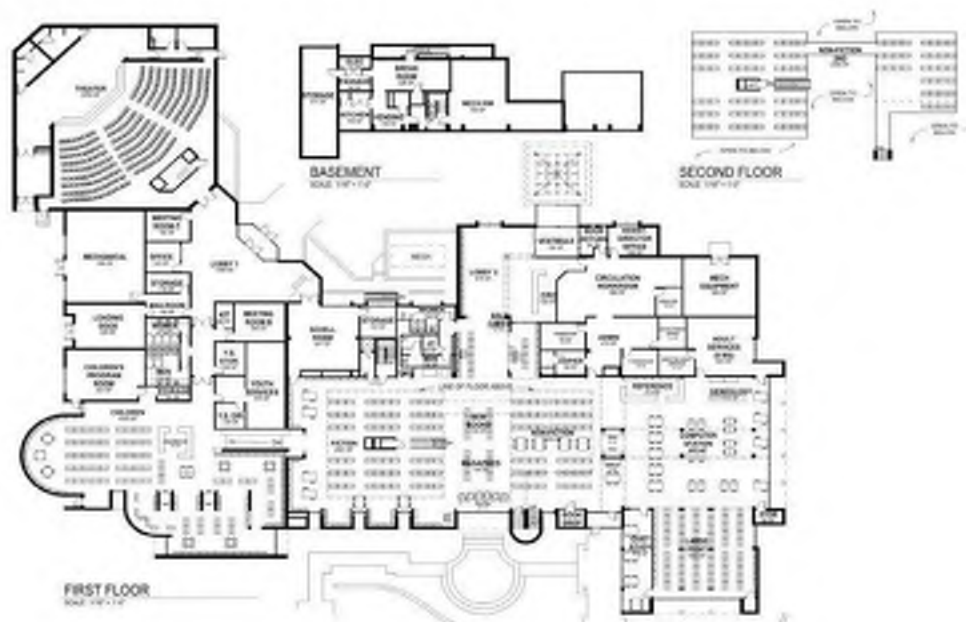
### F. DESIGN CONCEPTS

The design team was asked to investigate options to provide a library that meets the library mission statement, and provides for a state-of-the-art 21<sup>st</sup> century library. Those options include:

- Renovation and/or addition to the existing library.
- Construct a new library on the existing site.
- Relocate the library on an adjacent downtown site.
- Relocate the library on a new site.

#### 1. Renovation and Addition to the Existing Library

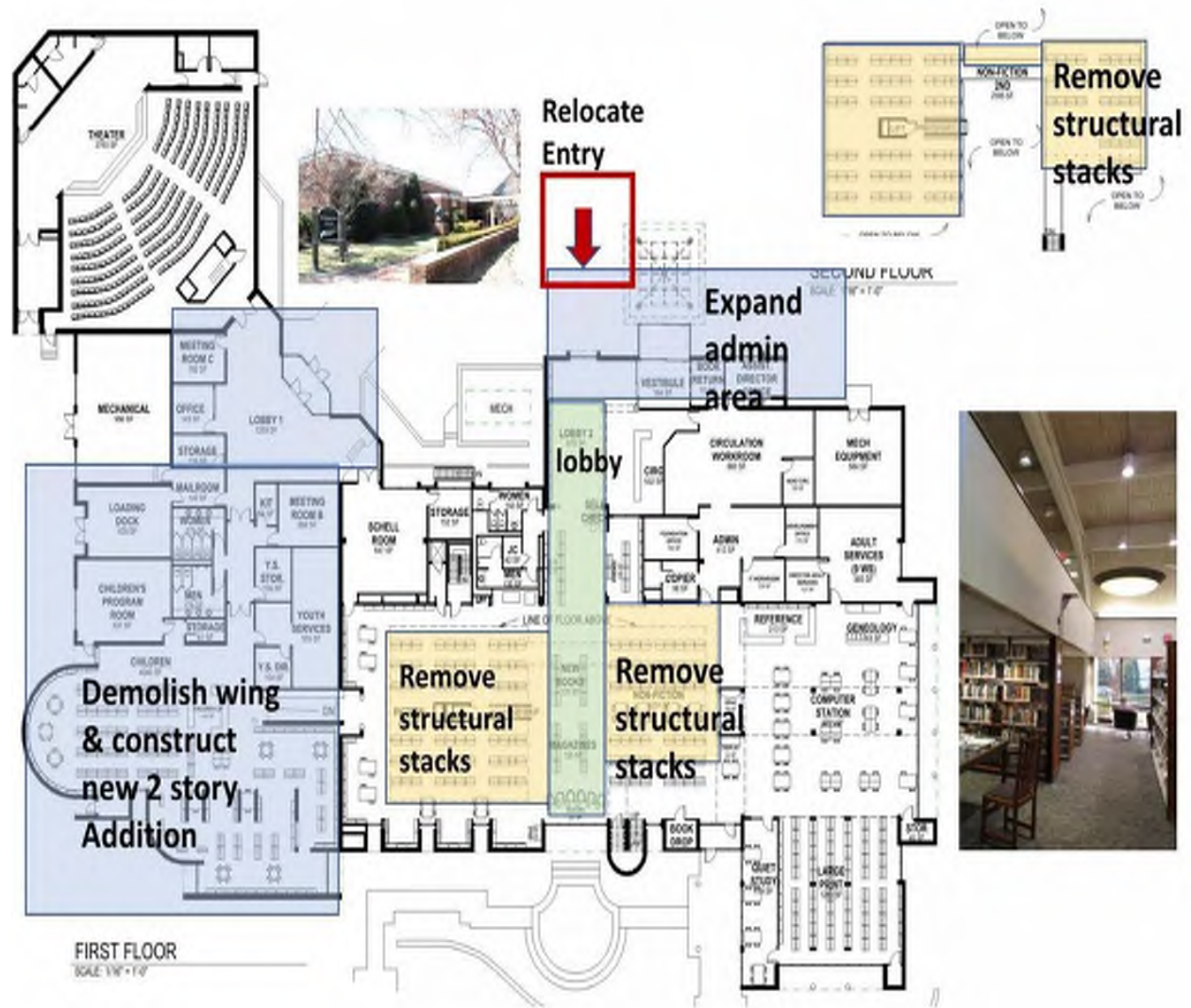
The existing library would need to be expanded by a minimum of 10,000 SF to meet the proposed space needs program. Since the library occupies the entire site, it is suggested that the way to expand is to demolish the 1982 wing, with the exception of the auditorium, and reconstruct it as a two-story addition to the library. It is an area of the library that has a large footprint, which currently does not work well from an operating standpoint, and retains a large part of the building. From an amassing standpoint, this approach will eliminate the difference in floor levels and would construct a 2-story element between the 2-story auditorium and the existing 2 story section of the library housing the structural steel stacks. The concept also relocates the entry, expands the existing administration area, relocates the children collection to the 1998 wing, eliminates the upper level of structural steel stacks, and creates a new two-story entry lobby that separates the children and adult areas. See diagram.



**EXISTING LIBRARY**



## F. DESIGN CONCEPTS

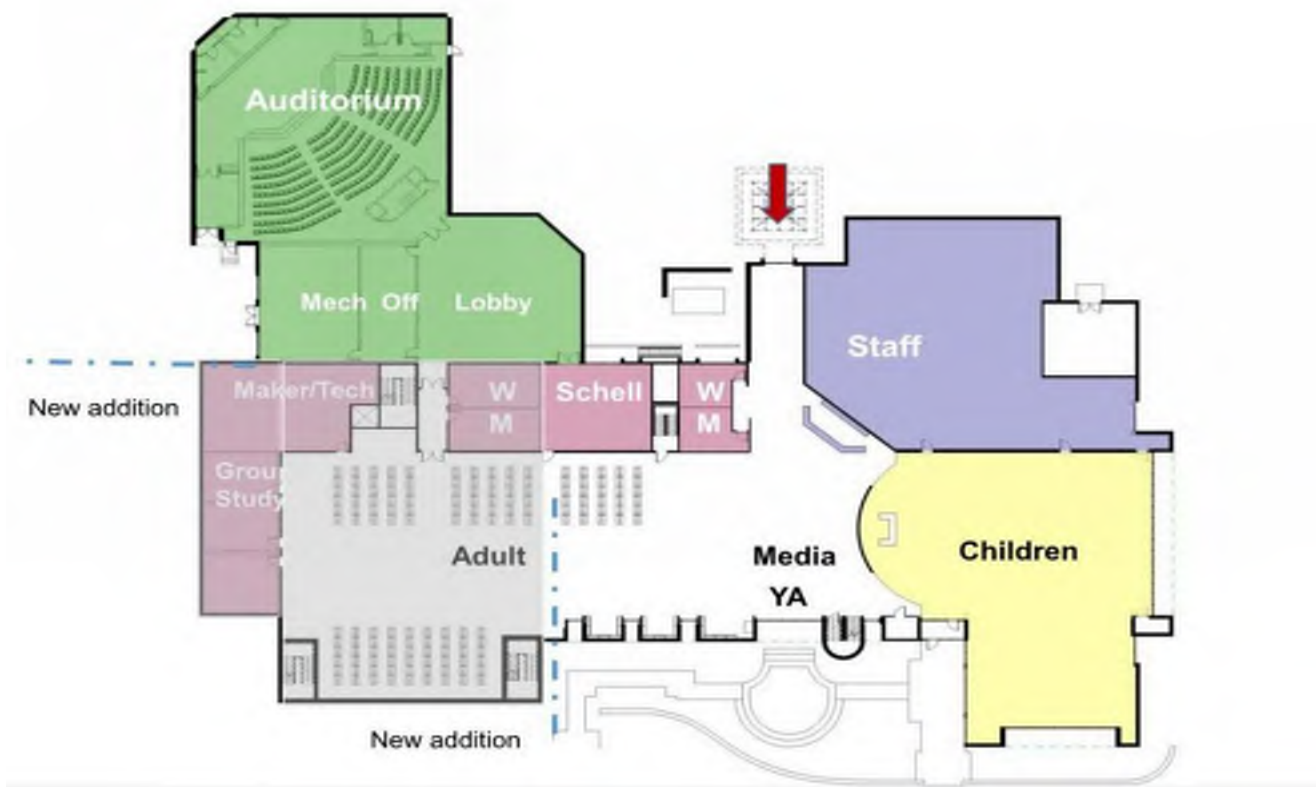
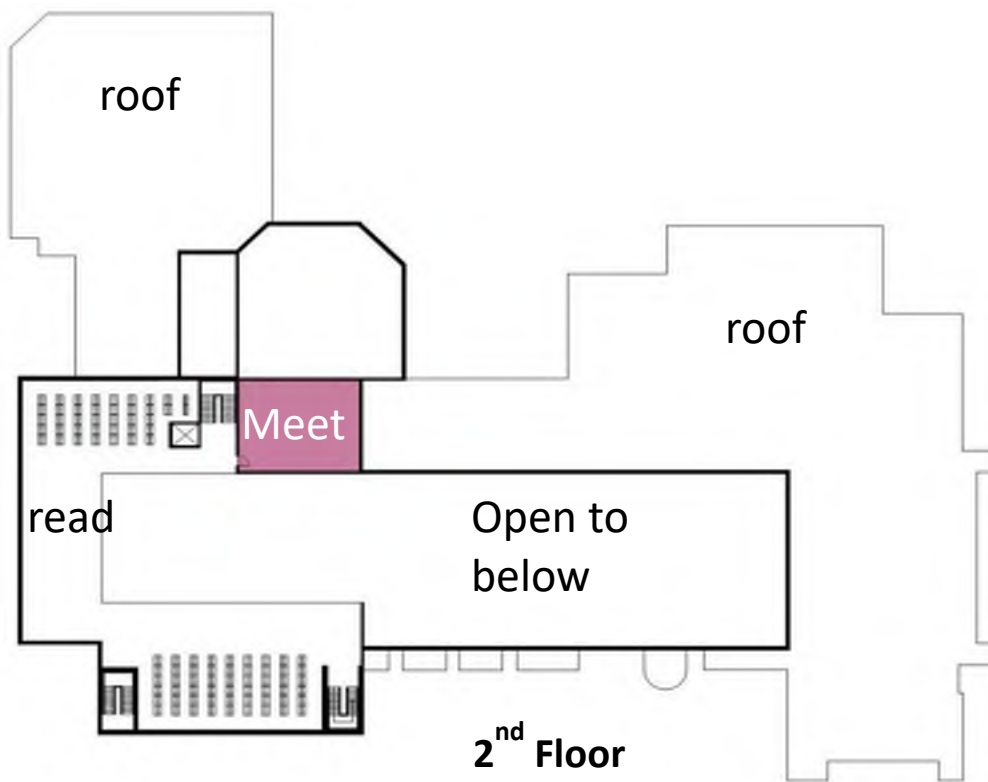


### CONCEPT APPROACH



## F. DESIGN CONCEPTS

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### PROPOSED ORGANIZATION



## F. DESIGN CONCEPTS

### 2. Reconstruct Library on the Existing Site:

The goal of this concept is to create a more efficient two-story library shape using only a part of the site which allows additional parking to be constructed on the portion of the site not containing the new library. The proposed library would be designed as a thin, linear shape fronting on the plaza between the existing library and the Stryker Center. It would also require some modification of the roadway system in front of the library. The basic organization would be to house the entry lobby, staff area, children's area and auditorium on the lower level and the adult area on the upper level. This new library shape would reduce the site area occupied by the library and allow the construction of about 70 new parking spaces between the library and Scotland Street.



**PROPOSED SITE PLAN**







### 3. Relocate the Library to an Adjacent Site:

For purposes of the study, a site across Armistead Avenue has been chosen. The goal of this investigation is to use a site large enough to accommodate both a library and associated parking and to allow the existing library site to be repurposed for either a new public or commercial use.

The key to the site planning is to reinforce the existing axis and symmetry of the plaza and surrounding buildings. Currently, the library and Stryker Building are in “dialogue” across the plaza and the community center and parking lot are also. Currently, the plaza does not appear to be an active space, partly because one is not “required” to cross it to get to any of the functions surrounding it. The goal would be to intensify the uses around the plaza and animate it by opening each function onto it. As a result, the new library would take the place of the parking lot and be sited directly opposite from the community center creating a traditional “Village Green”. The site is large enough that about 115 parking spaces can be accommodated and together with a slightly reduced existing parking area, the number of parking spaces would be approximately 200.



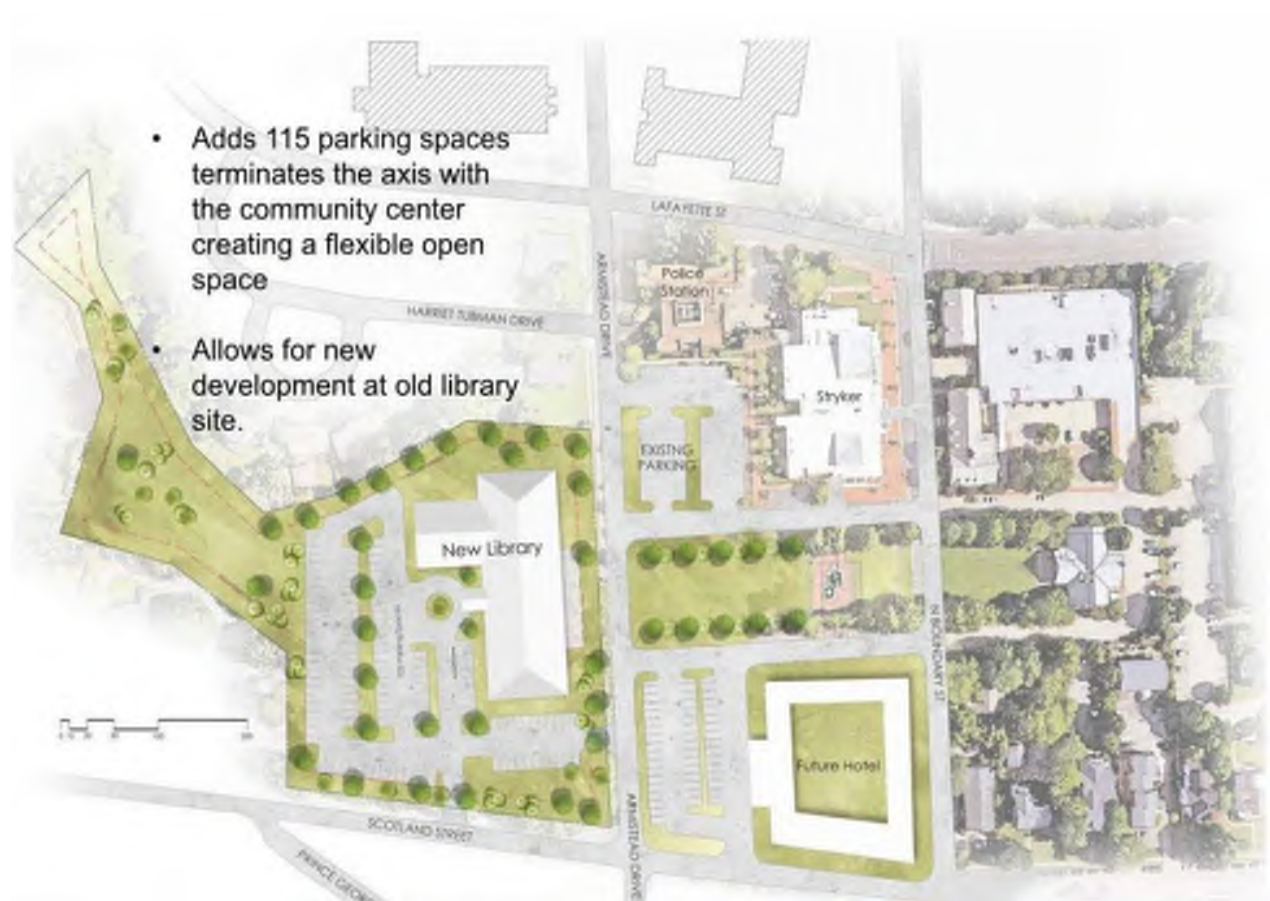
**RELOCATE ACROSS THE STREET**





## SITE ANALYSIS



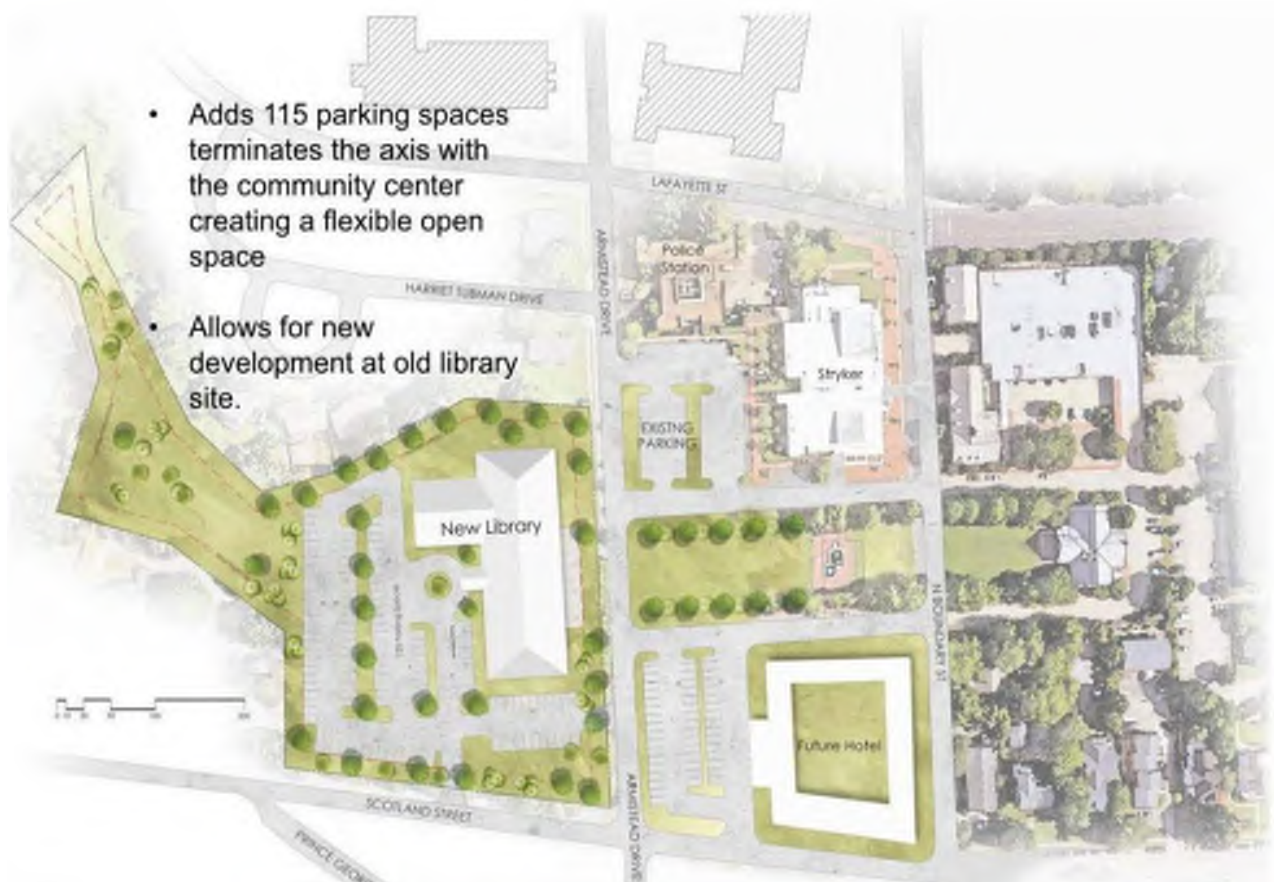


## PROPOSED SITE PLAN



## F. DESIGN CONCEPTS

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### PROPOSED SITE PLAN



### Analysis of the Design Options:

#### Option 1: Renovation and Addition to the Existing Library

This option adds space to the library but also uses the entire site without allowing for the additional parking required for a larger library. While it does add space, the layout retains some of the problems inherent in a library that have been added to over the years.

- It is not particularly flexible.
- It does not have many windows.
- The central (original portion) of the library is not tall enough for a full two stories.
- The basement is retained but remains not particularly usable.
- It does not allow for the additional parking required for a larger building.
- It requires the library to relocate for some time during construction.

#### Option 2 & 3: Construct a new Library either on the Existing Site or a New Site

Both of these options will provide:

- A smaller footprint allowing additional parking.
- Flexibility.
- Ideal functional relationships between areas of the library
- A fully accessible building.
- Contemporary HVAC systems including proper clean air, humidity control, and fire protection.
- A more efficient building which may result in a smaller total area.



## G. DEVELOPMENT COSTS

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While a detailed cost estimate of development costs has not been prepared, we have estimated the following order of magnitude costs for each of the options.

### Option 1: Renovation and addition to existing library

Demolition		\$150,000
Construction of Addition	25,000 SF @ \$350/SF	\$8,750,000
Renovation	30,000 SF @ \$200/SF	<u>\$6,000,000</u>
Subtotal		\$14,900,000
Contingency @ 20%		<u>\$ 2,980,000</u>
Total		\$17,880,000
Moving & Temporary Space (2 yrs.)		TBD

### Option 2: Construct New Library on Existing Site

Demolition		\$300,000
Construction	55,000 SF @ \$350/SF	<u>\$19,250,000</u>
Subtotal		\$19,550,000
Contingency @ 20%		<u>\$ 3,900,000</u>
Total		\$23,400,000
Moving & Temporary Space (2 yrs.)		TBD

### Option 3: Construct New Library on new Site

Demolition		\$300,000
Construction	55,000 SF @ \$375/SF	<u>\$20,625,000</u>
Subtotal		\$20,950,000
Contingency @ 20%		<u>\$ 4,190,000</u>
Total		\$25,140,000
Cost of New Site		TBD
Sale of existing library		TBD
Moving Cost		TBD



# Highlights of Williamsburg Regional Library System Building Survey



# Recap

- On September 27, 2017 the WRL board of trustees (BOT) recommended that JCC build a new 50,000 SF library to respond to existing library needs and future population projections. The project was submitted as part of the Williamsburg Regional Library CIP request to James City County.
- In 2017, before spending previously allocated capital funds to do some renovations on the existing Williamsburg Library facility, the Williamsburg City Manager recommended an architectural assessment of the building to determine if renovation would meet the long-term regional library needs of the community.
- On September 27, 2017 the BOT commissioned an independent assessment of the existing Williamsburg Library facility on Scotland Street. RRMM Lukmire Architects was engaged. The findings of the consultant were presented in a public presentation in March 2018. A final report was issued May 18, 2018.
- The assessment was predicated on the premise that the Williamsburg building would be evaluated on its ability to serve the existing and projected regional service area population for the next 25 years.



# Assessment Findings

- The RRMM Lukmire Williamsburg Library Assessment found that the structure is sound, but the systems are dated and the design is problematic.
- The study identified significant ADA access issues and security issues. The original library and subsequent additions do not offer sufficient open, flexible public spaces to accommodate 21<sup>st</sup> century library functions and sufficient space to serve the existing and projected population growth.
- The available on-site parking is half of the recommended spaces for a public facility of this size. Additional parking is recommended for facilities like the Williamsburg Library that include a 265-seat theater.
- The report noted that a renovated building (option 1) would still have major limitations inherent in a library that has been built and added to over a fifty year span. Options 2 & 3 were to construct a new library on the existing site or on a new site that would offer a functional and flexible design, modern energy efficient systems, be fully accessible, and offer expanded parking.



# Proposal to Explore Joint Library

- James City County incorporated the BOT request for a new 50,000 SF library in the 2018 CIP budget. However, funding was not assigned because the County expressed an interest in first exploring the possibility of a jointly funded new library with the City of Williamsburg, to serve residents of all three jurisdictions.
- Williamsburg indicated a willingness to explore the possibility of a jointly funded new library.
- Currently, the contract specifies that James City County and the City of Williamsburg are responsible for the capital costs associated with constructing and maintaining (over \$50,000) the libraries located in their respective jurisdictions.



# Jointly Funded Library Considerations

## Benefits

- Shared one-time capital of costs for design and construction of a new library.
- Long-term cost savings for operating two facilities vs. three facilities.

## Challenges

- Identifying a mutually agreed upon site.
- Negotiating a shared budget for capital costs.



# Consultant Engaged for Site Study

- Responding to a request from JCC the BOT voted to fund an independent site study on June 27, 2018 to determine the best location(s) for a possible jointly funded new library building to serve all three participating jurisdictions.
- RRMM Lukmire Architects was engaged as the site consultant, the same firm that studied the existing Williamsburg Library site and an adjacent parcel as part of the earlier Williamsburg Library assessment.
- In discussions with County and City staff four general locations were identified for evaluation by the consultant including the existing Williamsburg Library site and three areas located near jurisdictional lines.
- The scope of the Joint Library Site Study specified that citizen feedback would be sought through a survey and focus groups.



# Survey and Focus Groups

- The public was kept apprised of the process with press coverage.
- The consultant worked closely with library staff to design a citizen survey to gather public feedback on existing library facilities and possible future library facilities.
- The online survey was sent out to all library card holders and publicized in partnership with all three participating jurisdictions.
- The survey was open August 6 – 22, 2018.
- Five focus groups were conducted on August 22 by Greg Lukmire of RRMM Lukmire Architects.



# Survey & Focus Groups

- The purpose of the survey was to gather public feedback on the Williamsburg Library facility and it was also an opportunity to gather information on how successfully both library buildings meet public needs.
- The online survey contained 31 questions including queries on user demographics, residences, patterns of library use, how people travel to library facilities, frequency and length of library visits, economic impact of visits, parking, and preferred attributes of possible new facilities.
- 3130 respondents with an 88% completion rate.
- Responses were remarkably consistent throughout the survey period.
- Ability to include comments in five questions. Almost 7,500 comments.
- 125 focus group attendees (including staff).



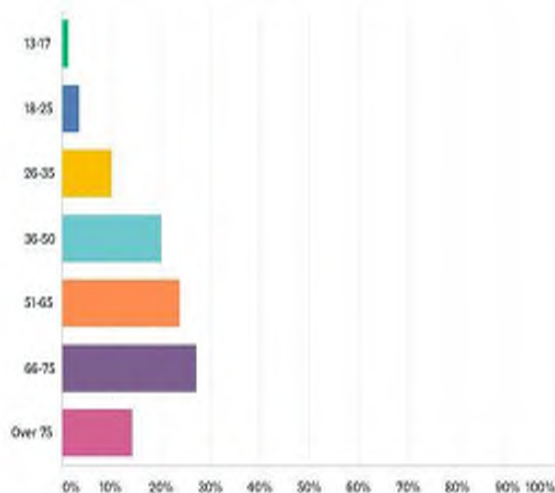
# Survey Respondents

- Respondents self-selected, not random
- 97.66% of respondents were library card holders
- Demographics largely representative of community with the exception of higher responses in the 66-75 bracket
- 71.2 % of respondents have no children residing in the house
- 68.75% of respondents were female



## Q2 What is your age?

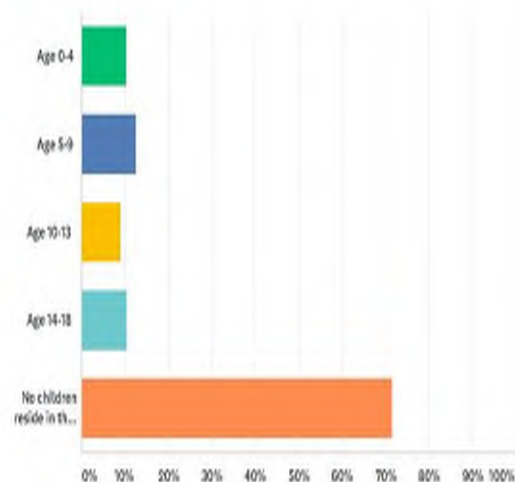
Answered: 3,130 Skipped: 0



ANSWER CHOICES	RESPONSES	
13-17	1.18%	37
18-25	3.58%	112
26-35	10.00%	313
36-50	20.06%	628
51-65	23.87%	747
66-75	27.16%	850
Over 75	14.15%	443
TOTAL		3,130

## Q3 What are the ages of any children living in your home? Choose all that apply.

Answered: 3,108 Skipped: 22



ANSWER CHOICES	RESPONSES	
Age 0-4	10.33%	321
Age 5-9	12.48%	388
Age 10-13	8.94%	278
Age 14-18	10.36%	322
No children reside in the home	71.62%	2,226
Total Respondents: 3,108		



# Respondents by Jurisdiction

- City of Williamsburg      19.84%    (621)
- James City County      69.01%    (2160)
- York County      10.00%    (313)

## Williamsburg Library Checkouts by Jurisdiction (FY2018)

- City of Williamsburg      18.3%
- James City County      67.5%
- York County      13.8%



# Major Survey Findings

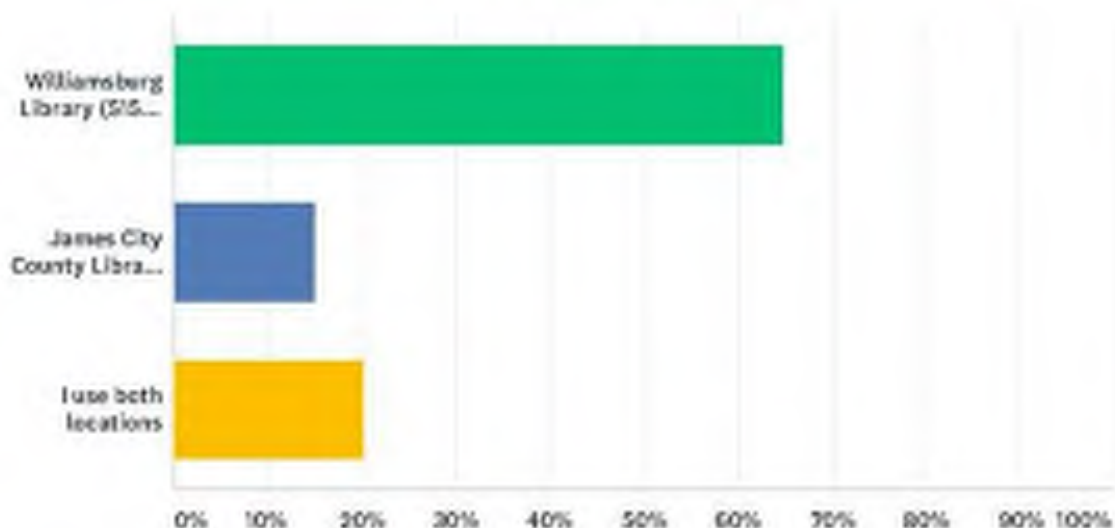


# Location of Williamsburg Library



## Q9 Which library location do you currently prefer to use?

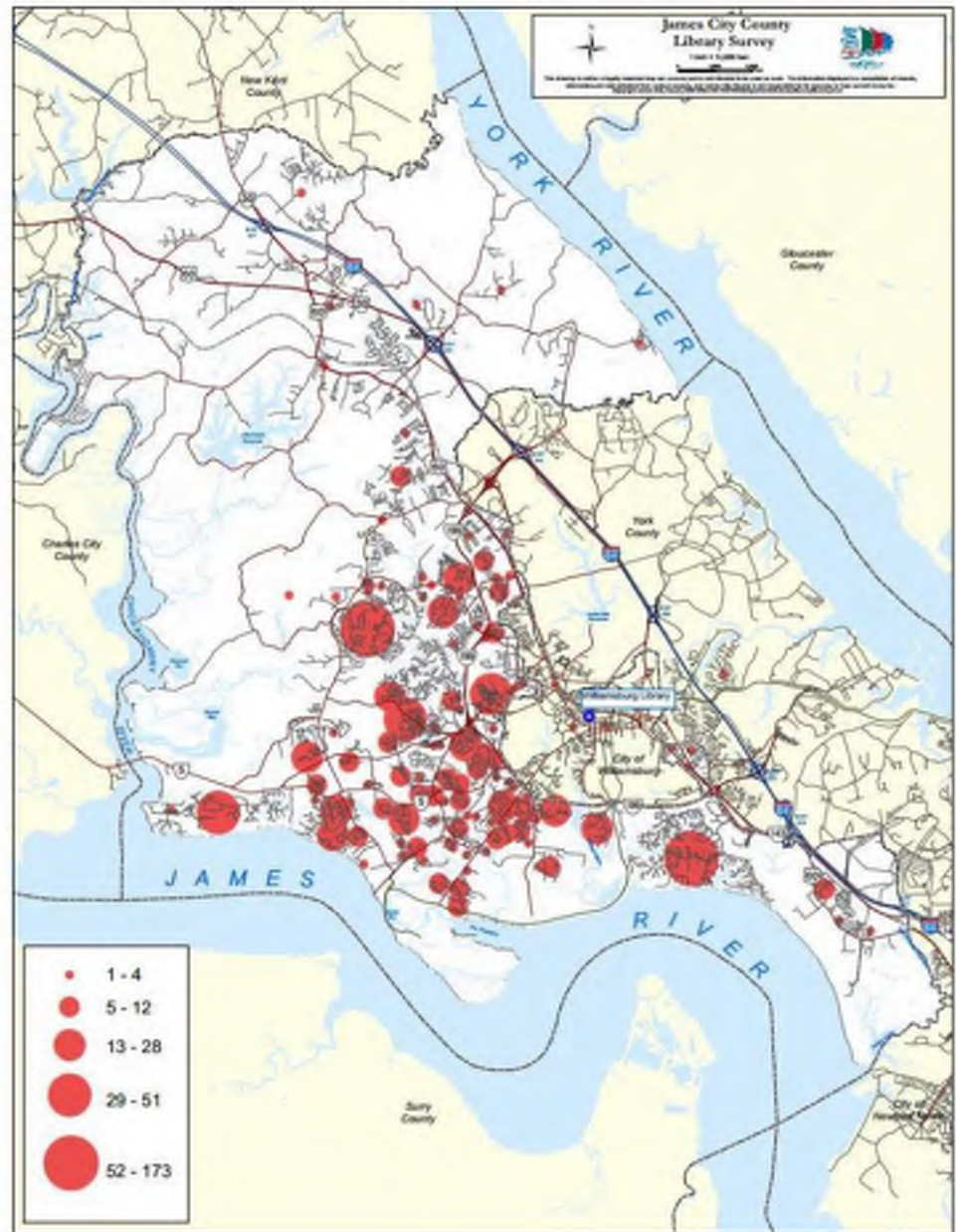
Answered: 2,901 Skipped: 229



ANSWER CHOICES	RESPONSES	
Williamsburg Library (515 Scotland St.)	64.81%	1,880
James City County Library (7770 Croaker Rd.)	14.99%	435
I use both locations	20.20%	586
TOTAL		2,901



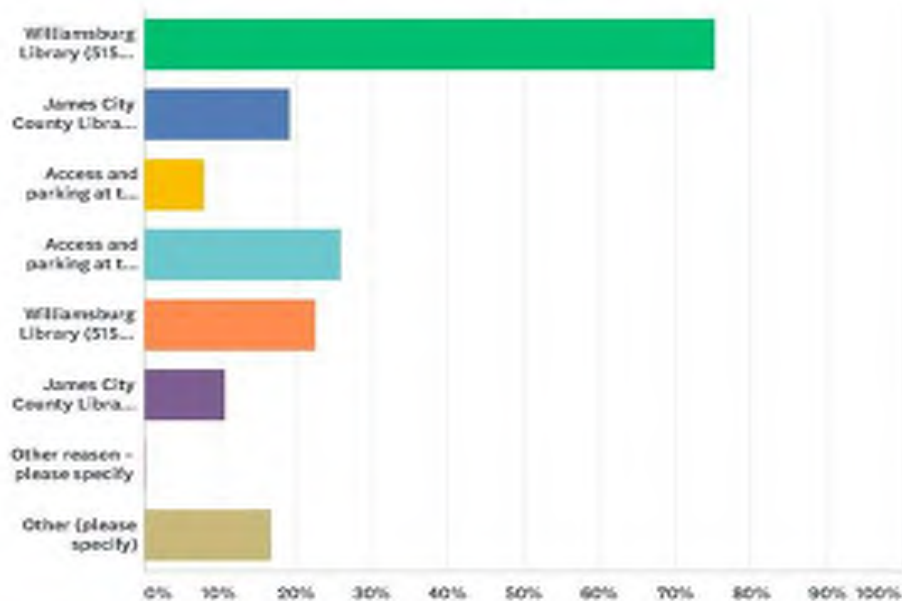
Nearhood locations of  
James City County residents  
who prefer to use the  
Williamsburg Library





**Q30 When you choose what library to visit, which of these factors influences your decision? Choose all that apply even if answers seem contradictory.**

Answered: 2,722 Skipped: 408



**ANSWER CHOICES**

**RESPONSES**

Williamsburg Library (515 Scotland St.) is closer to my house / school / job	75.35%	2,051
James City County Library (7770 Croaker Rd.) is closer to my house / school / job	19.21%	523
Access and parking at the Williamsburg Library (515 Scotland St.) is easier than at JCC Library	7.97%	217
Access and parking at the James City County Library (7770 Croaker Rd.) is easier than it is to Williamsburg	25.97%	707
Williamsburg Library (515 Scotland St.) (515 Scotland St.) has more features I am looking for	22.52%	613
James City County Library (7770 Croaker Rd.) has more features I am looking for	10.65%	290
Other reason - please specify	0.15%	4
Other (please specify)	16.76%	456
Total Respondents: 2,722		



Please rate your satisfaction with these aspects of the Williamsburg Library building (515 Scotland St.)? Check all that apply.

	VERY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	VERY DISSATISFIED	NO OPINION	TOTAL	WEIGHTED AVERAGE
Proximity to downtown Williamsburg	70.20% 1,562	17.46% 488	6.30% 176	0.39% 11	0.14% 4	5.51% 154	2,795	1.59
Convenient location	64.25% 1,743	22.56% 612	6.71% 182	1.99% 54	0.81% 22	3.69% 100	2,713	1.64
Building accessibility	56.34% 1,514	27.77% 776	7.02% 196	3.11% 87	0.89% 25	4.87% 136	2,794	1.79
Climate control	37.72% 1,051	42.96% 1,197	9.37% 261	1.78% 49	0.50% 14	7.68% 214	2,785	2.07
Restrooms	36.04% 1,011	40.71% 1,142	9.63% 270	2.82% 79	0.46% 13	10.34% 280	2,605	2.22
Lighting	30.63% 854	41.68% 1,162	14.53% 406	4.20% 117	0.75% 21	8.21% 229	2,785	2.27
Physical layout of book stacks	30.96% 872	38.34% 1,060	17.68% 498	4.83% 136	1.21% 34	6.99% 197	2,817	2.28
Ease of navigation	29.02% 816	38.73% 1,089	17.92% 504	6.01% 169	0.92% 26	7.40% 208	2,812	2.33
Library Plaza and fountains	36.83% 1,029	31.68% 885	12.81% 358	1.54% 43	0.32% 9	16.82% 470	2,794	2.47
Library theatre	40.04% 1,115	30.02% 836	8.37% 233	0.90% 25	0.25% 7	20.43% 569	2,785	2.53
Parking availability	18.80% 529	28.68% 807	19.97% 562	20.79% 585	8.17% 230	3.59% 101	2,814	2.82
Access to second floor book stacks	22.01% 621	30.33% 856	20.41% 576	7.23% 204	1.74% 49	18.28% 516	2,822	2.91
Availability of seating for study and reading	19.40% 543	29.44% 824	16.51% 462	7.54% 211	0.89% 25	26.22% 734	2,799	3.20
Availability of lounge seating	14.42% 400	23.43% 650	18.96% 528	10.63% 292	1.23% 34	31.43% 872	2,774	3.55
Friends Book Nook	16.91% 463	19.10% 523	15.58% 426	2.48% 68	0.47% 13	45.47% 1,245	2,738	3.87
Meeting rooms	14.87% 406	21.68% 592	13.63% 372	2.34% 64	0.40% 11	47.07% 1,285	2,730	3.93
Size of children's room	14.98% 410	17.43% 477	13.41% 367	4.64% 127	0.91% 25	48.63% 1,331	2,737	4.05
Availability of electrical outlets	10.73% 294	13.54% 371	15.99% 438	3.98% 109	0.69% 19	55.07% 1,509	2,740	4.36
Teen space	5.38% 145	6.86% 185	14.91% 402	4.15% 112	1.26% 34	67.45% 1,819	2,697	4.91



# Comments on Location

- 321 comments stated a strong preference for keeping the library in the current location from residents of all three jurisdictions.
- Several comments suggested a new library could be in Newtown or off 199 or near Centerville or Route 5.
- Many comments mentioned the importance of the proximity to Merchant's Square, CW, and W&M.
- Senior focus group with 50 attendees overwhelmingly favored the existing location of the Williamsburg Library and the importance of the existing location was also mentioned in other focus group sessions.



# Survey Comments on Location

*"Please, please do not abandon the present Scotland Street location, it's perfect."*

*"Proximity to center of Williamsburg/CW."*

*"Love the downtown location.."*

*"It is the central venue of the city, where everyone can live and learn together."*

*"An important part of the City downtown. Would be empty without it."*

*"Please don't move the library!"*



*"The downtown library has a certain kind of energy from the diversity of its users and the location in the heart of Williamsburg..."*

*"I love and visit Library nearly daily because it is surrounded by the other places I need to and or love to visit!! Downtown Williamsburg for me includes our wonderful library!!! The site is all!!!"*

*"The proximity to CW is a HUGE perk, I love being near restaurants and events..."*

*"20 years ago we got laid off from CW. We had job offers in NJ and Maine but couldn't bear to leave the Williamsburg Library. Please stay in your current location if at all possible. I love being able to walk there from church and CW and art fairs."*



*"I am so grateful to have our library in the Colonial Williamsburg area."*

*"I love the current location of the downtown library!"*

*"I enjoy the Williamsburg Library simply because it is in the heart of Williamsburg."*

*"Having the WRL right near downtown and the Historic Area is a great asset. Please don't move it from town..."*

*"Location downtown is the most important factor for us."*

*"Please keep the library downtown. Having a vibrant downtown is critically important."*



# Williamsburg Library Location

Downtown Vibrancy  
Economic Impact



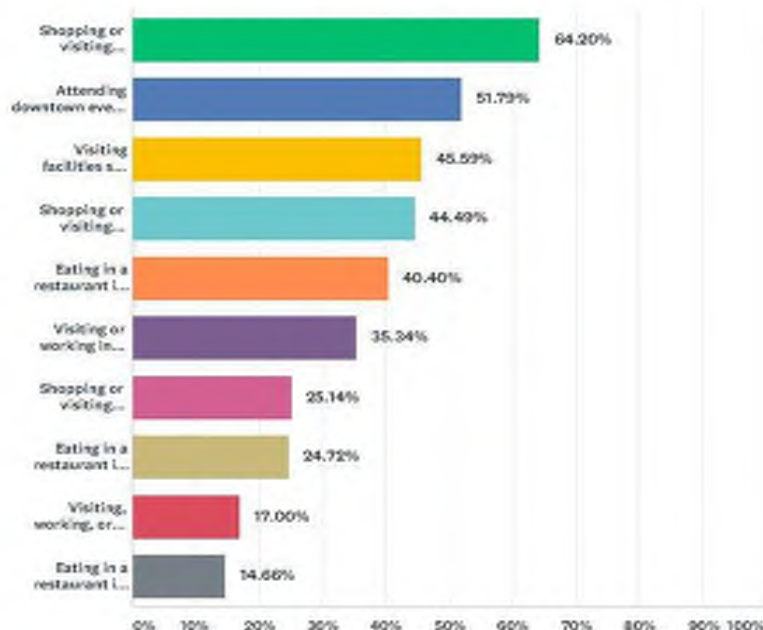
Why do many of the survey respondents value the existing Williamsburg Library location?

Respondents provided more detailed information in a series of economic impact questions.



**Q18 When you visit the Williamsburg Library and/or library theatre (515 Scotland St.) do you typically combine this visit with other activities?**  
Please check all that apply.

Answered: 2,176 Skipped: 954



ANSWER CHOICES	RESPONSES
Shopping or visiting businesses in Merchants Square and Colonial Williamsburg	64.20% 1,397
Attending downtown events such as the Farmer's Market, concerts, and festivals	51.79% 1,127
Visiting facilities such as the Post Office, Municipal Building, Chamber of Commerce, or Stryker Center	45.59% 992
Shopping or visiting businesses in the City of Williamsburg (for example Richmond Rd. corridor, Midtown, High Street, etc.)	44.49% 958
Eating in a restaurant in or adjacent to the Merchants Square and Colonial Williamsburg	40.40% 879
Visiting or working in Merchants Square or Colonial Williamsburg	35.34% 769
Shopping or visiting businesses in James City County or York County such as the Premium Outlets, New Town, Monticello Marketplace, and Marquis Shopping Center	25.14% 547
Eating in a restaurant in the City of Williamsburg outside the Historic Area	24.72% 538
Visiting, working, or attending classes at the College	17.00% 370
Eating in a restaurant in James City or York County	14.66% 318
Total Respondents: 2,176	



Shopping or visiting businesses in Merchants Square and Colonial Williamsburg	64.20% 1,397
Attending downtown events such as the Farmer's Market, concerts, and festivals	51.79% 1,127
Visiting facilities such as the Post Office, Municipal Building, Chamber of Commerce, or Stryker Center	45.59% 992
Shopping or visiting businesses in the City of Williamsburg (for example Richmond Rd. corridor, Midtown, High Street, etc.)	44.49% 968
Eating in a restaurant in or adjacent to the Merchants Square and Colonial Williamsburg	40.40% 879
Visiting or working in Merchants Square or Colonial Williamsburg	35.34% 769
Shopping or visiting businesses in James City County or York County such as the Premium Outlets, New Town, Monticello Marketplace, and Marquis Shopping Center	25.14% 547
Eating in a restaurant in the City of Williamsburg outside the Historic Area	24.72% 538
Visiting, working, or attending classes at the College	17.00% 370
Eating in a restaurant in James City or York County	14.66% 319



Please share where you went  
before and after you visited the  
Williamsburg Library on your  
most recent visit.



- 4341 comments sharing what people did before and after their most recent library visit.
- The volume of comments helped us understand how people use the library in conjunction with other errands and visits.
- We gained an understanding of the symbiotic relationship of the Williamsburg Library to other downtown anchors and local businesses.
- Most people combine library visits with other activities.











# Primary Destinations Identified

- Merchant's Square
- Post Office
- Colonial Williamsburg
- Lunch or dinner nearby or downtown
- Prince George Street
- Triangle Area
- Municipal buildings
- William & Mary
- Shopping
- Churches
- Grocery shopping at stores throughout region

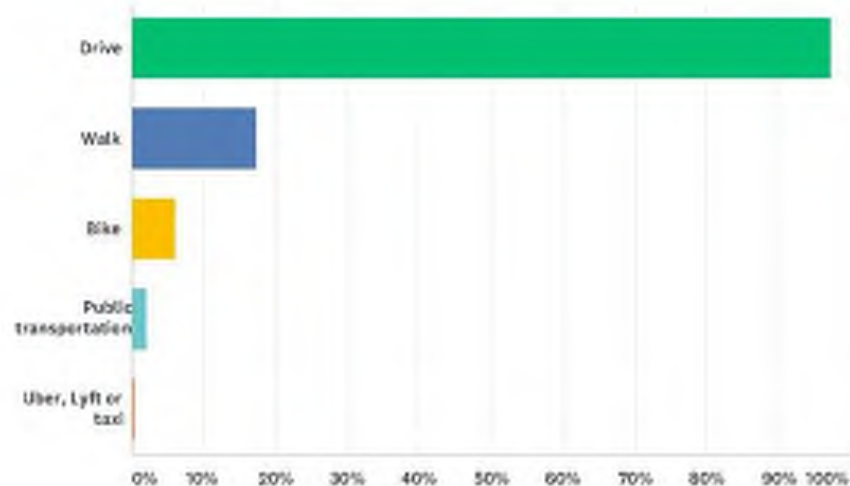


# Parking at the Williamsburg Library



### Q23 How do you travel to the library? Check all that apply.

Answered: 2,733 Skipped: 397

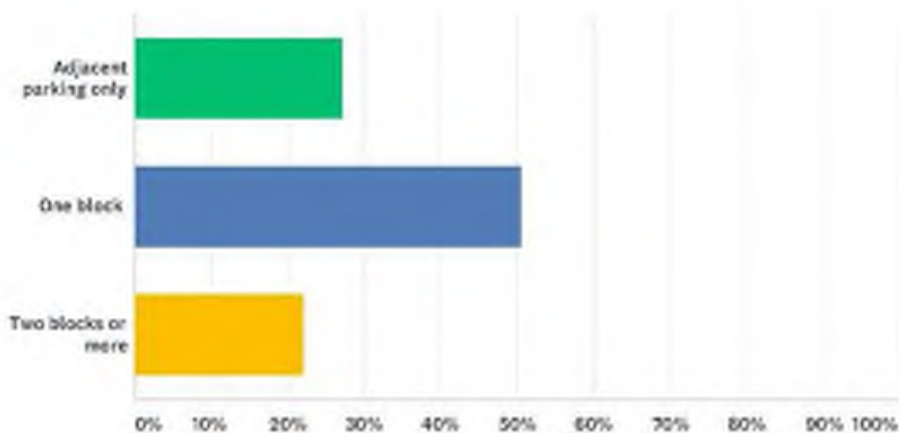


ANSWER CHOICES	RESPONSES	
Drive	97.33%	2,690
Walk	17.45%	477
Bike	6.04%	165
Public transportation	2.16%	59
Uber, Lyft or taxi	0.37%	10
Total Respondents: 2,733		



## Q28 How far away from a library building are you willing to park?

Answered: 2,703 Skipped: 427

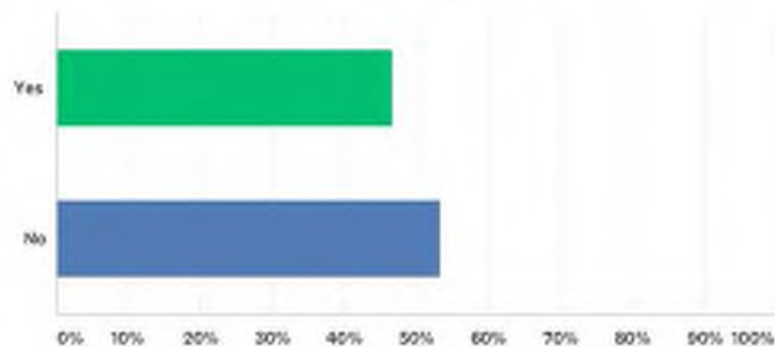


ANSWER CHOICES	RESPONSES	
Adjacent parking only	27.19%	735
One block	50.54%	1,366
Two blocks or more	22.27%	602
TOTAL		2,703



Q25 Does access to, or parking at the Williamsburg Library (515 Scotland St.) have any impact on your frequency or actual use of the Library?

Answered: 2,694 Skipped: 436



ANSWER CHOICES	RESPONSES	
Yes	46.62%	1,266
No	53.38%	1,438
TOTAL		2,694



# Parking Comments

- 912 comments on parking situation at the Williamsburg Library
- 328 people commented that the parking situation has prevented them from visiting the library or they have come and left because of the lack of parking or decreased their library use because of parking.
- 137 more say that have had to adjust their visits due to a lack of parking.
- 237 said that the parking is a problem or a problem at certain times.
- 82 said parking was not a problem, but acknowledged it could be for others.
- Parking can be particularly be a problem for seniors, people with mobility issues, and caretakers with young children.
- Many people expressed anxiety about exceeding the two hour posted time limit.



# Parking Comments

*"I am unwilling to utilize the city library until the parking situation is improved."*

*"The dread of dealing with the parking lot has kept me from obtaining a library card or even contemplating it."*

*"The lack of parking has caused us not to stop at Scotland Street as I have 3 kids and didn't feel comfortable parking down the street then trying to walk to library through busy streets."*

*"Mobility issues make it difficult to walk from behind the community building to the library, as often must be done."*

*"At times it is difficult to secure a parking space due to an event on site or in immediate area. Have had to leave without visiting."*



*"If there is no parking in lot or nearby, I probably won't go to the library."*

*"Frustration."*

*"No parking – no visit."*

*"I have left because I could not find a space."*

*"Age, handicapped husband."*

*"Hate the parking there."*

*"Limits frequency of visits."*

*"Have skipped events due to lack of parking."*



# What is important in a new or renovated library?

- Onsite Parking 94%
- Accessibility 89%
- Large windows and natural lighting 82%
- Sustainable, energy-efficient design 79%



# Comments on Facilities

*"A larger, more modern facility is badly needed. The library feels crowded and claustrophobic. Very little comfortable seating and the book stacks feel narrow and oppressive."*

*"I would definitely use the library more frequently if there were more suitable places for work/reading (quiet, less crowded, more natural light, electrical outlets). Possibly even outdoor space within proximity to wifi?"*

*"I really do not want Williamsburg Library moved, but it could use improved parking. Also adding enlarged area for teens to hang out..."*

*"Please keep the library the way it is now."*

*"Will continue to use the library on weekly basis regardless of location."*

*"Current building has claustrophobic feeling. Ceiling on first floor is too low..."*



*"Expand, modify, tear down part and rebuild a multi story expanded library downtown..."*

*"Would love to see a new green certified building in the same location or near to historic historic area/downtown."*

*"I would like to see another library built to alleviate some of the traffic and volume at the Scotland Street branch."*

*"The present building on Scotland Street has enough major problems that it needs to go!"*

*"Please have a larger children's section at the Williamsburg location! My family uses it weekly and have a bigger space would benefit our family."*

*"The current facility is adequate for my needs"*



*"The library needs more flexible space and space better designed to needs not only of today but those we can imagine for the next several decades. The downtown location is a major plus. It makes an important statement about what this community is about and what it values..."*

*"I love the library, just wish it was larger. Love the location, staff, programs, and options. Would love a larger space for more books, people, and programs."*

*"I love the library and I am am happy as it is."*

*"We use it frequently. DON'T mess with it please!"*

*"It's amazing to me what the library accomplishes given the physical limitations of the building and the parking and I really want us to get a library that is acessible to everyone and not a hassle to use so that it can become a really gathering place for the community."*

*"Love the libraries as they are...please don't move or change!"*



*"I like the current library, but it is hard to see how major improvements could be made at its current location."*

*"Please keep the current facility and build expand by building another branch."*

*"The central location is more important to us than the new spaces you are proposing..."*

*"Wonderful facility, meets my needs."*

*"Navigating the various spaces and finding my way around can be confusing."*

*"The library is perfect as it is."*

*"Excited for the next chapter!"*



# Conclusions

- Current location is very important to many of the regular library users across the service area.
- Proximity to Merchant's Square and downtown Williamsburg is very important.
- People love the library and the library location. The success of the Williamsburg Library is closely intertwined with its downtown location.
- The Williamsburg Library facility serves an important role to keep the downtown vital. The library is both an anchor and a driver.
- Library users have an established pattern of visiting the library, shopping, eating, walking, attending events, and doing errands downtown.



- If a new library is built in James City County in addition to the Williamsburg Library it should be located in close proximity to shopping and restaurants to maximize library use.
- A lack of on-site parking for the Williamsburg Library is having a major impact on library use and must be addressed.
- The existing Williamsburg Library facility works for many users who have an established pattern of use including browsing the new books, picking up holds, and attending events.
- The Williamsburg Library does not work for many people who struggle to access and navigate the building.
- Many Williamsburg Library users are frustrated with the lack of adequate comfortable seating, quiet space, meeting space for tutors, teen space, and the size of the children's room.





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Betsy Fowler

### Department

Williamsburg Regional Library

### Email

bfowler@wrl.org

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

James City County Library Playground

### Location

7770 Croaker Road

### Priority

2

### Out of how many?

2

### How long will this facility or equipment be used?

25 year

### Improvements begin

7/1/2023

### Improvements completed

6/30/2024

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00

## Project Narrative

#### Current condition/situation

Proposal for a Playground at the James City County Library site funded through a partnership with the Friends of WRL Foundation.

#### Requested change/project description

Natural playgrounds combine landscape elements, movement corridors, sun paths, weather patterns, drainage courses, plant groupings, and other site amenities with carefully chosen natural materials, structures, and features to create safe, accessible, age-appropriate play, social, and learning opportunities in natural play areas that look and feel like they've been there forever. Natural playgrounds look like miniature natural landscapes, and they're full of intriguing play and learning opportunities just waiting to be discovered by children of all ages. Sometimes they're referred to as ecological parks, play parks, or nature parks.

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

Contact with the natural environment cultivates children's physical, social, emotional, and cognitive creativity. Play in nature encourages the development of strategies and skills that will not only help them as children, but also as citizens of our world. Natural playgrounds made with natural play elements mirror natural world experiences that help children - and young adults - constantly discover new things about themselves and the world around them through experimentation, observation, problem-solving, and



manipulation.

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

Design Fee \$10,000, Installation depending on design and scale \$100,000.

**Additional material**

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

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

Yes

**1. Comments**

JCC Comp Plan Parks and Recreation PR 2.3.2 Collaborate with adjacent localities, developers, and other interested organizations to align and intergrate parks. PR 3.1 Reinstitute the grant in aid program for other non profit groups to make funds available for neighborhood park improvements. PR8 Support programs that promote healthy lifestyles and that emphasize convservation and environmental awareness. PR11 Design, construct and operate facilites in a sustainable manner. Public Facilities PF1.5.3 Locate new facilities in such a way as to provide convenient service to the greatest number of County residents or service consumers. PF2.2 Identify specific private/public partnership opportunities to provide funding for new and existing public facilities. PF 3.3 Encourage development of public facilities and the provision of public services within the PSA as defined on the Comprehensive Plan Land Use Map.

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

Yes

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

Goal 2: Modern infrastructure, facilities and technology systems

Goal 5: Exceptional public services

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

No

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

Modern facilities. The innovative natural landscape playground will encourage creative, collaboratie play, and problem solving skills necessary for a well rounded education that prepares children for academic and life success. The playground combined with the Kiwanis Kids Idea Studio learning space inside the library will reinforce and enhance the experiential learning experience that is a hallmark of this project.

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

Yes

**5. Comments**



Uses the underutilized green space outside the children's area of the library

**6. Will the project mitigate blight?**

N/A

**7. 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?**

all citizens

**8. 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

**9. Does the project affect traffic positively or negatively?**

Any traffic impact would be mitigated with the improvements already planned for Croaker Road.

**10. 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**

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

No

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

N/A

**13. Does this replace an outdated system?**

N/A

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

No

**15. Does the project extend service for desired economic growth?**

Yes

**15. Comments**

Increased use of the James City County Library

## **Economic development**

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

N/A

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

N/A

**18. Is the net impact of the project positive?**

Yes



**18. Comments**

Increased visitaton to the James City County Library

**19. Will the project produce desirable jobs in the County?**

No

**20. Will the project rejuvenate an area that needs assistance?**

Yes

**20. Comments**

Increased visitaton to the James City County Library

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

Yes

**22. Comments**

Increased visitaton to the James City County Library will result in increased exposure to information, life skills, and promote healthy families.

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

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

No

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No



**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

N/A

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Timing to be determined with partnership of JCC, WRL, and Friends of WRL Foundation

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**



Yes

**46. Comments**

Provides educational and recreational services for residents living within the Primary Service Area.

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

Yes

**47. Comments**

The playground site would be the underutilized green space outside the children's area of the library.

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

N/A

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

Yes

**49. Comments**

The Friends of WRL Foundation is seeking to raise \$100,000 through a funding campaign.

## **Special considerations**

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

No

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

No

**52. 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

**52. Comments**

The Friends of WRL Foundation is seeking to raise \$100,000 through a funding campaign.

## **Review**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Betsy Fowler

**Comments**

**Please confirm**

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



## **FMS/Planning review**

### **FMS/Planning review**

Incomplete

### **Reviewed by**

Margo Zechman

### **Comments**

We have reviewed this application with Planning and have found the following areas which either need more information or have omissions. Please review the below points and resubmit the application upon clarification and completion of these issues. Applications should be resubmitted no later than Friday, December 27th, 2019.

Total: Capital budget request: Need to insert costs/values

One-time costs and residual or salvage value at the end of ownership: Move to cost field(s) if appropriate

#1: Identify which bullet point this is in the plan Public Facilities section. Planning can help clarify.

#4: Expand on how modern facilities help educational opportunities

#22 Comments: Expand on this comment

#25: This should be no.

#28-31: Expand on N/A's or answer no

#46: Answer Yes or No and state whether its fall inside or outside the PSA.

#49 Comments: How much funding? Quantify.

### **Please confirm**

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





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Susan Gardner

### Department

Schools

### Email

susan.gardner@wjccschools.org

### Are you a department supervisor?

No

## Project Details

## Request

### Type of request

Capital project request

### Project title

New Elementary School

### Location

TBD

### Priority

1

### Out of how many?

6

### How long will this facility or equipment be used?

50+ years

### Improvements begin

7/1/2020

### Improvements completed

7/1/2020

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$2,900,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900,000.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$26,100,000.00	\$0.00	\$0.00	\$0.00	\$26,100,000.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$2,900,000.00	\$26,100,000.00	\$0.00	\$0.00	\$0.00	\$29,000,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$2,150,000.00

## Project Narrative

#### Current condition/situation

Total enrollment of the elementary schools, including the Pre-K > 98%. The CIP development committee evaluated this request and supported moving this project up to FY21. Based on the enrollment trends and forecast for continued growth this project is necessary to alleviate overcrowding.

#### Requested change/project description

This project will house 700 students and be approximately 106,000sf,

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

Expansions of elementary schools to house the additional enrollment was determined to be an inefficient use of funds by the Capital Improvement Plan Committee.

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

N/A

#### Additional material

[Click here to view online form and download attachments.](#)

## Evaluation Questions



## General

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

Yes

**1. Comments**

High Quality Education

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

Yes

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

Goal 6: High quality education

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

Yes

**3. Comments**

School Board Approved

## Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

Additional instructional space for students

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

Yes

**5. Comments**

This facility will have a gymnasium that can be used by the community

**6. Will the project mitigate blight?**

No

**7. 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?**

Student and those associated with education will be affected positively

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

No

**9. Does the project affect traffic positively or negatively?**

Traffic in and around the construction site will be affected

**10. 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**

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

No

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

N/A

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

N/A

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

N/A

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

Any employment related to construction may be affected positively

**20. Will the project rejuvenate an area that needs assistance?**

N/A

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**



**24. Will the new facility require additional personnel to operate?**

Yes

**24. Comments**

Teachers, Faculty, and Support Staff (Custodians/Food Service/Maintenance)

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

no

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

N/A

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

N/A

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

N/A

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

N/A

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Total enrollment of the elementary schools, including the Pre-K > 98%. The optimal capacity for a school has been determined to be 85%. The CIP development committee evaluated this request and supported moving this project up to FY21. Based on the enrollment trends and forecast for continued growth this



project is necessary to alleviate overcrowding.

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

No

**39. 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

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

No

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

No

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

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

Yes

**47. Comments**

To be determined based on land availability

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

No

**49. 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**

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

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard**



or threat to the County?

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Marcellus Snipes

#### **Comments**

FFE costs are included in the construction budget. Personnel costs are estimates provided by our CFO. Non-personnel costs were determined by using utility/waste/alarm monitoring costs from Norge Elementary School- closest in size to proposed facility.

#### **Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

#### **Comments**

#### **Please confirm**

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





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Susan Gardner

### Department

Schools

### Email

susan.gardner@wjccschools.org

### Are you a department supervisor?

No

## Project Details

## Request

### Type of request

Capital project request

### Project title

LHS School Renovation

### Location

Lafayette High School

### Priority

2

### Out of how many?

6

### How long will this facility or equipment be used?

50+ years

### Improvements begin

7/1/2021

### Improvements completed

8/31/2024

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$246,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,825.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$2,945,881.00	\$0.00	\$0.00	\$2,945,881.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$246,825.00	\$0.00	\$2,945,881.00	\$0.00	\$0.00	\$3,192,706.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Based on the enrollment trends and forecast for continued divisional growth this project is necessary to alleviate overcrowding. The design will remain in FY21 with construction being in the FY23 budget

#### 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

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General



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

Yes

**1. Comments**

High Quality Education

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

Yes

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

Goal 6: High quality education

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

Yes

**3. Comments**

School Board Approved

## **Quality of life**

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

It adds additional classroom space for education

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

No

**6. Will the project mitigate blight?**

No

**7. 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?**

Benefits students and staff

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

No

**9. Does the project affect traffic positively or negatively?**

During construction, traffic may be affected.

**10. 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**



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

No

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

No

**13. Does this replace an outdated system?**

No

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

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

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

No

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

No

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

It may increase construction related employment opportunities.

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

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

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**



NO

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

NO

**26. Will the new facility require significant annual maintenance?**

No

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

No

**28. 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

**29. Will the efficiency of the project save money?**

No

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

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

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

No

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

No

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

No

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

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

Based on the enrollment trends and forecast for continued growth this project is necessary to alleviate overcrowding. The design will remain in FY21 with construction being in the FY23 budget

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

No

**39. 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

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

Yes

**40. Comments**

Yes, if other projects are approved. We currently do not have any other projects schedule for LHS at that time

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

Yes

**41. Comments**

Yes, if any projects become available.

**42. Will it help in reducing repeated neighborhood disruptions?**

No

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

No

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

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

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

No

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

No

**49. 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**

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

No

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

No



**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Marcellus Snipes

#### **Comments**

FFE costs are included in the construction budget.

#### **Please confirm**

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

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

#### **Comments**

#### **Please confirm**

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





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Susan Gardner

**Department**

Schools

**Email**

susan.gardner@wjccschools.org

**Are you a department supervisor?**

No

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

Auxiliary Gym/Emergency Shelter

**Location**

Warhill High School

**Priority**

3

**Out of how many?**

6

**How long will this facility or equipment be used?**

50+ years

**Improvements begin**

7/1/2020

**Improvements completed**

8/31/2022

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

No

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

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$3,384,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,384,271.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$3,384,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,384,271.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

The project will add an auxiliary gymnasium to Warhill High School for additional instructional space & sports activities. JCC has also requested that we include features in the design that will allow it to be used as an emergency shelter for the community.

The cost listed in FY21 includes construction & FFE for the facility

#### Requested change/project description

This project adds additional instructional space and gym space

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

Warhill High School does not currently have an auxiliary gymnasium space and JCC needs emergency shelter space in this end of the county.

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

N/A

#### Additional material

[Click here to view online form and download attachments.](#)



# Evaluation Questions

## General

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

Yes

**1. Comments**

High Quality Education

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

Yes

**Which Strategic Plan goal(s) does this request relate to?**

Goal 6: High quality education

**3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?**

Yes

**3. Comments**

School Board Approved

## Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

The project increases instructional & sports court activities at WHS.

**5. Does the project increase or enhance recreational opportunities and/or green space?**

Yes

**5. Comments**

This project will add an auxiliary gym to Warhill which will enable more recreational opportunities

**6. Will the project mitigate blight?**

No

**7. 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?**

Benefits students and staff

**8. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?**

No

**9. Does the project affect traffic positively or negatively?**

While construction is taking place this project will affect traffic on Opportunity Way.



**10. 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**

**11. Is there a facility being replaced that has exceeded its useful life and to what extent?**

No

**12. Do resources spent on maintenance of an existing facility justify replacement?**

No

**13. Does this replace an outdated system?**

No

**14. Does the facility/system represent new technology that will provide enhanced services?**

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

**16. Does the project have the potential to promote economic development in areas where growth is desired?**

No

**17. Will the project continue to promote economic development in an already developed area?**

No

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

**19. Comments**

It may generate construction related employment opportunities

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

**21. Does the project directly reduce risks to people or property (i.e. flood control)?**

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**



No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**

It may require more custodial staff for cleaning

**25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?**

No

**26. Will the new facility require significant annual maintenance?**

No

**27. Will the new facility require additional equipment not included in the project budget?**

No

**28. 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

**29. Will the efficiency of the project save money?**

No

**30. Are there revenue generating opportunities (e.g. user fees)?**

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

**32. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?**

No

**33. Will the future project impact foreseeable regulatory issues (5-10 years)?**

No

**34. Does the project promote long-term regulatory compliance (more than 10 years)?**

No

**35. Will there be a serious negative impact to the County if compliance is not achieved?**

No

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**



**37. When is the project needed?**

If construction begins in July 2020 the project should be able to be completed by August 2022.

**38. Do other projects require this one to be completed first?**

No

**39. 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

**40. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?**

No

**41. Will it be more economical to build multiple projects together (reduced construction costs)?**

Yes

**41. Comments**

If there are other projects that are associated with construction

**42. Will it help in reducing repeated neighborhood disruptions?**

No

**43. Will there be a negative impact of the construction and if so, can this be mitigated?**

No

**44. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?**

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

Yes

**46. Comments**

It will affect any primary service area in and around Warhill HS

**47. Does the project use an existing County-owned or controlled site or facility?**

No

**48. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?**

No

**49. 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**

**50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in**



**serious detriment to the County?**

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?**

No

**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Marcellus Snipes

**Comments**

**Please confirm**

I have reviewed this Capital Project Request form and am authorized to update its status

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

**Comments**

**Please confirm**

I have reviewed this Capital Project Request form and am authorized to update its status





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

SUSAN GARDNER

**Department**

Schools

**Email**

susan.gardner@wjccschools.org

**Are you a department supervisor?**

No

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

School Expansion- JHS

**Location**

Jamestown High School

**Priority**

4

**Out of how many?**

6

**How long will this facility or equipment be used?**

50+ years

**Improvements begin**

7/1/2023

**Improvements completed**

8/31/2026

**Has this project already been adopted in a previous CIP budget?**

No

**Do you expect new annual revenue to be generated from new facility or equipment?**

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$1,015,000.00	\$0.00	\$0.00	\$1,015,000.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$9,291,700.00	\$0.00	\$9,291,700.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$1,015,000.00	\$9,291,700.00	\$0.00	\$10,306,700.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Jamestown is currently over capacity. Enrollment is forecast to increase. Current cafeteria is not adequate.

#### Requested change/project description

This project increases the core space and instructional space at JHS to alleviate overcrowding.

#### 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

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General

1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in



**the Comprehensive Plan?**

N/A

**2. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?**

N/A

**3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?**

Yes

**3. Comments**

School Board

## **Quality of life**

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

Increases instructional and core space at Jamestown High School.

**5. Does the project increase or enhance recreational opportunities and/or green space?**

No

**6. Will the project mitigate blight?**

No

**7. 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?**

Staff, students and the community will benefit from increased space.

**8. 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

**9. Does the project affect traffic positively or negatively?**

NA

**10. 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**

**11. Is there a facility being replaced that has exceeded its useful life and to what extent?**

No

**12. Do resources spent on maintenance of an existing facility justify replacement?**

No

**13. Does this replace an outdated system?**



No

**14. Does the facility/system represent new technology that will provide enhanced services?**

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

**16. Does the project have the potential to promote economic development in areas where growth is desired?**

No

**17. Will the project continue to promote economic development in an already developed area?**

No

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

**19. Comments**

Could increase construction-related job opportunities

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

**21. Does the project directly reduce risks to people or property (i.e. flood control)?**

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

No

**25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?**

NA

**26. Will the new facility require significant annual maintenance?**

No

**27. Will the new facility require additional equipment not included in the project budget?**



No

**28. 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

**29. Will the efficiency of the project save money?**

N/A

**30. Are there revenue generating opportunities (e.g. user fees)?**

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

**32. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?**

N/A

**33. Will the future project impact foreseeable regulatory issues (5-10 years)?**

N/A

**34. Does the project promote long-term regulatory compliance (more than 10 years)?**

N/A

**35. Will there be a serious negative impact to the County if compliance is not achieved?**

No

**36. Are there other ways to mitigate the regulatory concern?**

N/A

## **Timing and location**

**37. When is the project needed?**

Open to students in July 20

**38. Do other projects require this one to be completed first?**

No

**39. 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

**40. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?**

Yes

**40. Comments**

if applicable

**41. Will it be more economical to build multiple projects together (reduced construction costs)?**



N/A

**42. Will it help in reducing repeated neighborhood disruptions?**

No

**43. Will there be a negative impact of the construction and if so, can this be mitigated?**

No

**44. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?**

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

**47. Does the project use an existing County-owned or controlled site or facility?**

Yes

**47. Comments**

Jamestown High School

**48. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?**

No

**49. 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**

**50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?**

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?**

No

**52. 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**

### **Department review**

**Department supervisor review**

Pending...

**Reviewed by**



## Comments

Please confirm





# Capital Project Request

## Department Info

## Employee Submitting Request

### Name

Marcellus Snipes

### Department

Schools

### Email

marcellus.snipes@wjccschools.org

### Are you a department supervisor?

Yes

## Project Details

## Request

### Type of request

Capital project request

### Project title

Warhill High School Expansion

### Location

Warhill High School

### Priority

5

### Out of how many?

6

### How long will this facility or equipment be used?

50+ years

### Improvements begin

7/1/2023

### Improvements completed

8/31/2025

### Has this project already been adopted in a previous CIP budget?

No

### Do you expect new annual revenue to be generated from new facility or equipment?

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$9,343,680.00	\$0.00	\$0.00	\$9,343,680.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$9,343,680.00	\$0.00	\$0.00	\$9,343,680.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

Based on the enrollment trends and forecast for continued divisional growth this project is necessary to alleviate overcrowding. The design has been funded in FY20 with construction funding in the FY23 budget.

#### Requested change/project description

Add 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

[Click here to view online form and download attachments.](#)

## Evaluation Questions

### General



**1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?**

Yes

**1. Comments**

High Quality Education

**2. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?**

Yes

**Which Strategic Plan goal(s) does this request relate to?**

Goal 6: High quality education

**3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?**

Yes

**3. Comments**

School Board Approved

## **Quality of life**

**4. Does the project increase or enhance educational opportunities?**

Yes

**4. Comments**

It adds additional classroom space for education

**5. Does the project increase or enhance recreational opportunities and/or green space?**

No

**6. Will the project mitigate blight?**

No

**7. 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?**

Benefits students and staff

**8. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?**

No

**9. Does the project affect traffic positively or negatively?**

During construction, traffic may be affected

**10. 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**



**11. Is there a facility being replaced that has exceeded its useful life and to what extent?**

No

**12. Do resources spent on maintenance of an existing facility justify replacement?**

No

**13. Does this replace an outdated system?**

No

**14. Does the facility/system represent new technology that will provide enhanced services?**

No

**15. Does the project extend service for desired economic growth?**

No

## **Economic development**

**16. Does the project have the potential to promote economic development in areas where growth is desired?**

No

**17. Will the project continue to promote economic development in an already developed area?**

No

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

It may increase construction related employment opportunities.

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

**21. Does the project directly reduce risks to people or property (i.e. flood control)?**

No

**22. Does the project directly promote improved health or safety?**

No

**23. Does the project mitigate an immediate risk?**

No

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**



Custodians

**25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?**

No

**26. Will the new facility require significant annual maintenance?**

No

**27. Will the new facility require additional equipment not included in the project budget?**

No

**28. 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

**29. Will the efficiency of the project save money?**

No

**30. Are there revenue generating opportunities (e.g. user fees)?**

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

**32. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?**

No

**33. Will the future project impact foreseeable regulatory issues (5-10 years)?**

No

**34. Does the project promote long-term regulatory compliance (more than 10 years)?**

No

**35. Will there be a serious negative impact to the County if compliance is not achieved?**

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

Based on the enrollment trends and forecast for continued growth this project is necessary to alleviate overcrowding. The design was funded in FY20 with construction funded in the FY23 budget

**38. Do other projects require this one to be completed first?**

No

**39. 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

**40. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?**

Yes

**40. Comments**

Yes, if other projects are approved. We currently do not have any other projects schedule for WHS at that time

**41. Will it be more economical to build multiple projects together (reduced construction costs)?**

Yes

**41. Comments**

Yes, if any projects become available.

**42. Will it help in reducing repeated neighborhood disruptions?**

No

**43. Will there be a negative impact of the construction and if so, can this be mitigated?**

No

**44. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?**

No

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

**47. Does the project use an existing County-owned or controlled site or facility?**

No

**48. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?**

No

**49. 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**

**50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?**

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?**

No



**52. 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**

### **Department review**

**Department supervisor review**

Accepted

**Reviewed by**

Marcellus Snipes

**Comments**

**Please confirm**

I have reviewed this Capital Project Request form and am authorized to update its status

### **FMS/Planning review**

**FMS/Planning review**

Pending...

**Reviewed by**

**Comments**

**Please confirm**

I have reviewed this Capital Project Request form and am authorized to update its status





# Capital Project Request

## Department Info

## Employee Submitting Request

**Name**

Marcellus Snipes

**Department**

Schools

**Email**

marcellus.snipes@wjccschools.org

**Are you a department supervisor?**

Yes

## Project Details

### Request

**Type of request**

Capital project request

**Project title**

Buses for New 11th Elementary School

**Location**

TBD

**Priority**

6

**Out of how many?**

6

**How long will this facility or equipment be used?**

15 years

**Improvements begin**

7/1/2024

**Improvements completed**

7/1/2024

**Has this project already been adopted in a previous CIP budget?**

No

**Do you expect new annual revenue to be generated from new facility or equipment?**

No

## Cost

### A. Proposed property acquisition

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### B. Design and engineering cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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### C. Construction cost

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### D. Furniture, fixtures and equipment

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00	\$620,000.00

### Total: Capital budget request

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00	\$620,000.00

### E. Additional annual operating expenses (Personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### F. Additional annual operating expenses (Non-personnel)

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Total: Additional annual operating expenses

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Project Narrative

#### Current condition/situation

There are currently 10 elementary schools within the division

#### Requested change/project description

Purchase of 6 additional buses to transport students.

#### Need for project, benefit and why this is the optimal solution

The opening of an 11th elementary school will require additional buses to support pupil transportation. Buses in FY25 are in as a placeholder until a determination is made on neighborhood feeder patterns for the new school. Those feeder patterns are typically determined during the year prior to school opening and before the budgets are adopted. Once a feeder pattern decision is made, a determination on the number and type of buses required to transport students can be approved for the school.

#### One-time costs and residual or salvage value at the end of ownership

0

#### Additional material

[Click here to view online form and download attachments.](#)



## Evaluation Questions

### General

**1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?**

N/A

**2. Does the project support objectives addressed in the County's Strategic Plan, sponsored service plans, master plan or studies?**

Yes

**Which Strategic Plan goal(s) does this request relate to?**

Goal 6: High quality education

**3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?**

Yes

#### **3. Comments**

School Board approved

### Quality of life

**4. Does the project increase or enhance educational opportunities?**

Yes

#### **4. Comments**

Will transport students to school

**5. Does the project increase or enhance recreational opportunities and/or green space?**

No

**6. Will the project mitigate blight?**

No

**7. 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?**

Benefits students and parents

**8. Does the project preserve or improve the historical, archaeological and/or natural heritage of the County? Is it consistent with established Community Character?**

No

**9. Does the project affect traffic positively or negatively?**

Additional buses on the roads will increase traffic

**10. 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



**11. Is there a facility being replaced that has exceeded its useful life and to what extent?**

N/A

**12. Do resources spent on maintenance of an existing facility justify replacement?**

N/A

**13. Does this replace an outdated system?**

N/A

**14. Does the facility/system represent new technology that will provide enhanced services?**

N/A

**15. Does the project extend service for desired economic growth?**

N/A

## **Economic development**

**16. Does the project have the potential to promote economic development in areas where growth is desired?**

No

**17. Will the project continue to promote economic development in an already developed area?**

N/A

**18. Is the net impact of the project positive?**

N/A

**19. Will the project produce desirable jobs in the County?**

Yes

### **19. Comments**

will increase the number of bus driver positions available

**20. Will the project rejuvenate an area that needs assistance?**

No

## **Health and public safety**

**21. Does the project directly reduce risks to people or property (i.e. flood control)?**

No

**22. Does the project directly promote improved health or safety?**

N/A

**23. Does the project mitigate an immediate risk?**

N/A

## **Impact on operational budget**

**24. Will the new facility require additional personnel to operate?**

Yes

### **24. Comments**



Additional bus drivers and/or aides

**25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?**

N/A

**26. Will the new facility require significant annual maintenance?**

No

**27. Will the new facility require additional equipment not included in the project budget?**

No

**28. 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

**29. Will the efficiency of the project save money?**

No

**30. Are there revenue generating opportunities (e.g. user fees)?**

No

**31. Does the project minimize life-cycle costs?**

No

## **Regulatory compliance**

**32. Does the project address a legislative, regulatory or court-ordered mandate (0-5 years)?**

No

**33. Will the future project impact foreseeable regulatory issues (5-10 years)?**

No

**34. Does the project promote long-term regulatory compliance (more than 10 years)?**

No

**35. Will there be a serious negative impact to the County if compliance is not achieved?**

No

**36. Are there other ways to mitigate the regulatory concern?**

No

## **Timing and location**

**37. When is the project needed?**

The buses will be required for the opening of the new elementary school

**38. Do other projects require this one to be completed first?**

No

**39. 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

**40. Can this project be done in conjunction with other projects (e.g. waterline/sanitary sewer/paving improvements all within one street)?**

N/A

**41. Will it be more economical to build multiple projects together (reduced construction costs)?**

N/A

**42. Will it help in reducing repeated neighborhood disruptions?**

N/A

**43. Will there be a negative impact of the construction and if so, can this be mitigated?**

N/A

**44. Will any populations be positively/negatively impacted, either by construction or location (e.g. placement of garbage dump, jail)?**

N/A

**45. Are there inter-jurisdictional considerations?**

No

**46. Does the project conform to Primary Service Area policies?**

N/A

**47. Does the project use an existing County-owned or controlled site or facility?**

N/A

**48. Does the project preserve the only potentially available/ most appropriate, non-County owned site or facility for the project's future use?**

N/A

**49. Does the project use external funding or is the project part of a partnership where funds will be lost if not constructed?**

N/A

## **Special considerations**

**50. Is there an immediate legislative, regulatory or judicial mandate which, if unmet, will result in serious detriment to the County?**

No

**51. Is the project required to protect against an immediate health, safety or general welfare hazard or threat to the County?**

No

**52. 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**



## Department review

### Department supervisor review

Accepted

### Reviewed by

Marcellus Snipes

### Comments

### Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

## FMS/Planning review

### FMS/Planning review

Accepted

### Reviewed by

Margo Zechman

### Comments

### Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status

## Admin review

### Admin review

Accepted

### Reviewed by

Margo Zechman

### Comments

### Please confirm

I have reviewed this Capital Project Request form and am authorized to update its status



FY 2021 - 2025 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
A	Community Dev.	Transportation Match	Matches for various transportation projects (e.g. Longhill Rd., Croaker Rd., Pocahontas Tr., Skiffes Creek Connector, and Clara Byrd Baker E.S.)	\$1,500,000.00	\$1,500,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$12,000,000.00	1	2				
B	Community Dev.	New School Site in Stonehouse: Site Preparation and Environmental Remediation	As part of the recent proffer and master plan amendments for Stonehouse, a new school site was proffered. The developer will prepare and remediate the site, but the County will need to rely on outside consultants for this highly specialized and technical work, including licensed geotechnical engineers and licensed environmental engineers.	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	2	2				
C	Economic Dev.	Jamestown Corridor - Amblers House Utilities	Utility improvements that would begin to implement some of the recommendations from the Shaping our Shores Master Plan.	\$739,286.75	\$0.00	\$0.00	\$0.00	\$0.00	\$739,286.75	1	2				
D	Economic Dev.	Jamestown Corridor - Marina New Building	Construction of new building that would relocate the brewery tenant's taproom so that the existing building can be demolished. The existing building is located in the floodplain and the cost of repairs exceeds the value of the building.	\$500,000.00	\$3,500,000.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	2	2				
E	Fire	Fire Station 6	Construction of new fire station to increase six-minute coverage within the PSA.	\$0.00	\$8,230,000.00	\$0.00	\$0.00	\$0.00	\$8,230,000.00	1	1				
F	General Services	Jolly Pond Road at the Dam Termini Construction	Following the BOS's abandonment of the R/W over Jolly Pond Dam, construction of termini on either side of the dam is required to make a safe area for vehicles to turn around.	\$145,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,800.00	1	3				
G	General Services	Grove Convenience Center	Construction of new convenience center in the Grove area. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$596,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$596,600.00	2	3				
H	General Services	Stormwater Capital Improvement Program	Stormwater projects to address undersized and failing drainage systems, restore eroded channels, and install new facilities to treat runoff pollution.	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$2,493,000.00	\$2,613,000.00	\$12,544,000.00	3	3				
I	Parks & Rec.	Lower County Park	Acquire property, design, and construct a park in the Lower County area that includes a walking trail, picnic shelter, swimming pool with water features, restrooms, and all related infrastructure.	\$250,000.00	\$732,000.00	\$0.00	\$5,364,000.00	\$0.00	\$6,346,000.00	1	10				
J	Parks & Rec.	Chickahominy Riverfront Park - New Restroom and Concession Building	New building with additional urinals, stalls, changing room, and larger concession area to meet existing health department and building code requirements.	\$563,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	2	10				
K	Parks & Rec.	Chickahominy Riverfront Park Phase III Improvements	Improvements to the park per the Shaping Our Shores Master Plan, to include design/construction of ADA-accessible paddlecraft area, additional parking/road improvements, relocation of dry storage area, public access trail on shoreline, and boat ramp repairs. Also includes development of Stormwater Master Plan per the SUP conditions.	\$300,000.00	\$1,800,000.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	3	10				
L	Parks & Rec.	James City County Marina Phase 2	Relocate existing boat ramp, provide additional parking for marina and ramp visitors, replace both covered boat houses, and add third section of open slips.	\$0.00	\$0.00	\$3,300,000.00	\$0.00	\$0.00	\$3,300,000.00	4	10				



FY 2021 - 2025 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
M	Parks & Rec.	James City County Marina Land Improvements	New marina facility to support park operations and marine repair services, including restroom/shower facilities, office/meeting space, 200 space parking lot, and overflow parking area for boat trailers.	\$415,000.00	\$0.00	\$3,043,000.00	\$0.00	\$0.00	\$3,458,000.00	5	10				
N	Parks & Rec.	Jamestown Beach Event Park Improvements	Construction of additional restroom facility to support beach, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations, and park maintenance building, plus conversion of grass parking area to permanent parking area for 200 spaces.	\$0.00	\$0.00	\$1,349,000.00	\$0.00	\$8,993,000.00	\$10,342,000.00	6	10				
O	Parks & Rec.	Veterans Park Phase 2 Improvements	Construction of splash pad, pump room, eastern parking lot addition, bus parking addition, sidewalk connections, and outdoor workout equipment.	\$0.00	\$190,000.00	\$1,391,000.00	\$0.00	\$0.00	\$1,581,000.00	7	10				
P	Parks & Rec.	Upper County Park Improvements	Improvements to Upper County Park including demo of existing baby pool, construction of splash pad, and paving of gravel parking lot and multiuse trail.	\$0.00	\$0.00	\$105,000.00	\$0.00	\$765,000.00	\$870,000.00	8	10				
Q	Parks & Rec.	Warhill Sports Complex Baseball Field Expansion	Construction of two lighted turf baseball fields, 200 new parking spaces, restrooms, and field fencing.	\$0.00	\$0.00	\$0.00	\$584,000.00	\$4,283,000.00	\$4,867,000.00	9	10				
R	Parks & Rec.	Freedom Park Phase IV - Active Recreation Facilities	Develop active recreation amenities at Freedom Park according to the approved Master Plan, including basketball, tennis, swimming pool/splash pad, picnic shelter, and playground.	\$0.00	\$0.00	\$0.00	\$804,000.00	\$5,358,000.00	\$6,162,000.00	10	10				
S	Police	Firing Range Expansion	Extend the existing 25-yard firing range to accommodate training needs at 100 yards. Includes clearing/grading of approx. 15,000 SF, relocating existing range control house and storage trailer, demolishing existing range shelter and rebuilding a range shelter on a new concrete pad to be used for students during training, and associated utility extensions.	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	1	2				
T	Police	Covered Parking for Specialty Vehicles and Trailers	Construction of covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers.	\$0.00	\$0.00	\$0.00	\$217,000.00	\$0.00	\$217,000.00	2	2				
U	Williamsburg Regional Library	New James City County Library Branch	Construction of new 40,000 SF public library facility.	\$0.00	\$0.00	\$1,125,000.00	\$8,187,500.00	\$11,187,500.00	\$20,500,000.00	1	2				
V	Williamsburg Regional Library	James City County Library Playground	Construction of natural playground at the James City County Library on Croaker Road.	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	2	2				
W	WJCC Schools	New Elementary School	Construction of new elementary school of approx. 106,000 SF to house 700 students.	\$2,900,000.00	\$26,100,000.00	\$0.00	\$0.00	\$0.00	\$29,000,000.00	1	6				
X	WJCC Schools	Lafayette HS Renovation	Add instructional space to Lafayette HS.	\$246,825.00	\$0.00	\$2,945,881.00	\$0.00	\$0.00	\$3,192,706.00	2	6				
Y	WJCC Schools	Warhill HS Auxiliary Gym/Emergency Shelter	Add auxiliary gym to Warhill HS that can also be used as an emergency shelter.	\$3,384,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,384,271.00	3	6				
Z	WJCC Schools	Jamestown HS Expansion	Add instructional space to Jamestown HS.	\$0.00	\$0.00	\$1,015,000.00	\$9,291,700.00	\$0.00	\$10,306,700.00	4	6				
AA	WJCC Schools	Warhill HS Expansion	Add instruction space to Warhill HS.	\$0.00	\$0.00	\$9,343,680.00	\$0.00	\$0.00	\$9,343,680.00	5	6				
BB	WJCC Schools	Buses for New 11th Elem. School	Purchase of six additional buses to transport students.	\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00	\$620,000.00	6	6				
TOTAL:				\$13,939,783	\$44,752,000	\$29,251,561	\$29,941,200	\$36,819,500	\$154,704,044						



## CIP Criteria Weighting Sheet

Policy Committee Member's Name: \_\_\_\_\_

Please fill in your score for each project in each of the evaluation criteria. Enter number in the white boxes. Spreadsheet will automatically apply weighting to your score and total each project score both with (yellow column) and without (green column) the "operating budget" criteria.

Project ID #	Quality of Life weighted (20%)	Infrastructure weighted (20%)	Economic Development weighted (15%)	Health/Public Safety weighted (15%)	Impact on Operational Budget weighted (10%)	Regulatory Compliance weighted (10%)	Timing/Location weighted (10%)	Special Considerations	Project Score (excluding operating budget)	Total Project Score	NOTES:
A	0	0	0	0	0	0	0		0	0	
B	0	0	0	0	0	0	0		0	0	
C	0	0	0	0	0	0	0		0	0	
D	0	0	0	0	0	0	0		0	0	
E	0	0	0	0	0	0	0		0	0	
F	0	0	0	0	0	0	0		0	0	
G	0	0	0	0	0	0	0		0	0	
H	0	0	0	0	0	0	0		0	0	
I	0	0	0	0	0	0	0		0	0	
J	0	0	0	0	0	0	0		0	0	
K	0	0	0	0	0	0	0		0	0	
L	0	0	0	0	0	0	0		0	0	
M	0	0	0	0	0	0	0		0	0	
N	0	0	0	0	0	0	0		0	0	
O	0	0	0	0	0	0	0		0	0	
P	0	0	0	0	0	0	0		0	0	
Q	0	0	0	0	0	0	0		0	0	
R	0	0	0	0	0	0	0		0	0	
S	0	0	0	0	0	0	0		0	0	
T	0	0	0	0	0	0	0		0	0	
U	0	0	0	0	0	0	0		0	0	
V	0	0	0	0	0	0	0		0	0	
W	0	0	0	0	0	0	0		0	0	
X	0	0	0	0	0	0	0		0	0	
Y	0	0	0	0	0	0	0		0	0	
Z	0	0	0	0	0	0	0		0	0	
AA	0	0	0	0	0	0	0		0	0	
BB	0	0	0	0	0	0	0		0	0	



## **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)?	