

AGENDA
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
BUILDING A LARGE CONFERENCE ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
February 8, 2024
3:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MINUTES

1. Minutes of the October 12, 2023 Regular Meeting

D. OLD BUSINESS

E. NEW BUSINESS

1. Fiscal Year 2025-2029 Capital Improvements Program Review
2. Utility-Scale Solar Farm Applications

F. ADJOURNMENT

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
October 12, 2023
3:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 3 p.m.

B. ROLL CALL

Policy Committee Members Present:

Rich Krapf
Tim O'Connor
Frank Polster
Jack Haldeman, Chair

Staff Present:

Susan Istenes, Planning Director
Josh Crump, Principal Planner
John Risinger, Planner II
Thomas Wysong, Senior Planner II

C. MINUTES

1. Minutes of the August 10, 2023, Regular Meeting

Mr. Krapf made a motion to Approve.

The motion passed 4-0.

D. OLD BUSINESS

1. ORD-22-0001. Amendments for Scenic Roadway Protection

Mr. Wysong stated staff prepared draft Ordinance language at the direction of the Board of Supervisors at its July 25, 2023, Regular Meeting. Mr. Wysong noted the Board wanted to ensure a tiering system was used within the setback approach. He discussed the details of lot depths and the building envelope. Mr. Wysong noted the Board favored draft language that permitted lot depths of 300 feet or less with a 75-foot setback requirement, adding those dimensions were current requirements. Mr. Wysong stated lot depths of 300 to 500 feet would require a 200-foot setback and lot depths greater than 500 feet would require a 400-foot setback. Mr. Wysong noted the revised draft language was available for the Policy Committee's review

and slated for presentation at the November 1, 2023, Planning Commission meeting.

Mr. Haldeman asked if one of the charts presented was for commercial property.

Mr. Wysong confirmed commercial.

Mr. Risinger addressed the Committee regarding landscaping requirements for commercial developments as referenced in the Zoning Districts and Landscaping Ordinances. He noted the breakdown of the buffer widths for Community Character Corridors (CCCs) as well as other road types. Mr. Risinger suggested an additional category for inclusion to address the Wooded CCCs outside of the Primary Service Area (PSA). He noted this category would provide an increased buffer requirement and detailed that point. Mr. Risinger highlighted various points of the charts for the Committee. Mr. Risinger discussed the width variances and the landscaping buffers. He addressed necessary adjustments based on varying widths.

Mr. Polster noted the chart indicated Barhamsville Road would remain mainly agricultural with a zoning distinction made at Barnes Road. He stated the road was comprised of wooded area. Mr. Polster added the remaining agricultural area at the interchange was slated for development. Mr. Polster noted two parcels near the McDonald's. He indicated sewer lines and questioned why those areas remained agricultural instead of the wooded designation.

Mr. Wysong noted the Board's direction had been to remove it.

Mr. Polster stated staff had not told the Board the zone would be cut in half at the Barnes Road intersection.

Mr. Wysong noted the Board's direction was for that area to not be in the category and outside the PSA.

Mr. Polster noted the operative word was not in the category with the recommendation to place the zone in the woods.

Mr. Wysong expressed a different opinion. He questioned which section.

Mr. Polster stated the section from Anderson's Corner up to Barnes Road.

Mr. Wysong questioned if Mr. Polster was referencing the area within the PSA.

Mr. Polster confirmed yes.

Mr. Wysong stated the amendment never dealt with that point.

Mr. Polster noted the setback varied, adding the setback was only 50 feet in the agricultural zone versus the 100-foot setback in the standard zone. He discussed several points cited in the charts.

Mr. Haldeman noted Barhamsville Road was not included on the Scenic Road list.

Mr. Risinger noted review of the area's designation for future Comprehensive Plans.

Mr. Polster noted the importance of addressing the protection of the rural character of the road from Anderson's Corner to Barhamsville Road to the Board.

Mr. O'Connor asked what parameters were used to define extensive agricultural uses.

Mr. Wysong referenced the Zoning Ordinance.

Mr. O'Connor asked if he owned horses on Forge Road would he be allowed to have a small pole barn near the road. He questioned another scenario and the implications regarding setbacks.

Mr. Wysong stated yes if the setback was met.

Mr. O'Connor noted that was his point. He addressed the rural economic development perspective particularly in relation to time and money invested.

Mr. Krapf stated he thought the demand for individual landowners to sell as separate entities would be less compared to using farmer markets. He noted that point still encouraged rural economic development.

Mr. O'Connor stated when this Ordinance is implemented, those particular uses are stricken. He noted the setback impact to roadside stands. Mr. O'Connor noted potential horse farms with a house outside the 400-foot setback with a paddock in front and there would not be room for the horses as it would need to be further back than 400 feet.

Mr. Haldeman noted Mr. O'Connor's point was valid in relation to farms.

Mr. O'Connor noted one discussion point focused on protection of rural lands and identifying uses. He stated only half could be done.

Mr. Polster commented on Mr. O'Connor's point and addressed Forge Road. He focused on the first half of Forge Road, particularly on the left side, noting numerous horse farms with outbuildings. Mr. Polster asked if those outbuildings were permitted within 400 feet.

Mr. Wysong stated he would confer with the Zoning Division to determine if those outbuildings were considered structures.

Mr. O'Connor questioned septic systems failures and relocation impacts regarding the setbacks. He addressed the criteria established for landowners and developers and potential consequences.

Mr. Krapf questioned if there was a Special Use Permit (SUP) option. He referenced a failed septic system in the back of the property with relocation creating an encroachment to the setback. Mr. Krapf asked if a case-by-case review could be incorporated into the Ordinance for such instances.

Mr. Wysong noted that option was available through the Board of Zoning Appeals. He stated remediation could be granted, but there were no guarantees.

Mr. Polster asked Mr. Wysong if he knew the number of nonconforming facilities on Forge Road or was that information available through the Zoning Division.

Mr. Wysong asked if Mr. Polster was referencing food stands and such.

Mr. Polster confirmed yes.

Mr. Wysong noted he did not have that breakdown, but he would get it for the Committee.

Mr. Risinger stated the nonconforming analysis had identified aerial images. He noted the structures referenced earlier would be visible, adding not all were possibly seen.

Mr. Polster noted the point of nonconforming versus conforming structures.

Mr. O'Connor addressed the possible repercussions from some of these changes. He noted the balance of finding potential uses for development and setback requirements.

Mr. Polster noted staff would check on the nonconforming component as it related to horse stands.

Mr. Wysong noted he would check with the Zoning Administrator regarding if the horse stands were considered structures. He added the State Code could be referenced regarding those structures also.

Mr. O'Connor noted the draft language would need revision to move the wording from intensive agricultural uses.

Mr. Wysong noted discussion with the Zoning Administrator to that point, adding numerous agricultural uses existed. He further noted the enforcement aspect of agricultural structures.

Mr. Krapf asked if the discussion point focused on intensive agricultural versus agricultural.

Mr. Wysong noted intensive agricultural encompassed large enclosures and not smaller agricultural structures.

Mr. Krapf stated if the agricultural structures were included then a square footage component needed to be added to the language.

Mr. Wysong noted that was a good point, but the County Attorney's Office had indicated that type of specificity could not be incorporated as it then created an Overlay District.

Mr. O'Connor asked if the buffer requirements were part of the vote.

Mr. Risinger noted the requirements were considered as part of the buffers as discussed at the Committee's April meeting with a vote on the language. He asked if the Committee had additional questions or comments. Mr. Risinger noted the key point was the buffer width requirement for major subdivisions. He referenced the A-1 section and the 200-foot buffer for major subdivisions.

Mr. O'Connor questioned the reference to road right-of-way or just to Forge Road.

Mr. Wysong explained a major subdivision required a state-maintained road. He noted his understanding was a buffer would be required on that right-of-way.

Mr. O'Connor referenced some area developments and landscaping to replace wooded areas. He noted particular examples and questioned if buffering outside the main road was necessary.

Mr. Risinger stated the buffer requirement would not be applicable within the major subdivision. He noted he would confirm that point.

Mr. O'Connor asked if a major development was inside a Wooded CCC then would it remain in a natural state or would the corridor be planted.

Staff noted conferring with a Landscape Planner if the existing vegetation was substantial enough to meet that requirement. Staff added that would need to be approved during the planning stage with a tree inventory. Staff noted based on the Committee's discussion regarding buffering and trees, he would follow up with Mr. Jose Ribeiro, Senior Planner II/Landscape Planner.

Mr. Haldeman noted the buffering requirements had been approved by the Committee, but the setbacks were still pending. He stated the setbacks could be readdressed with exceptions or other points. Mr. Haldeman noted 400-foot setbacks were excessive in his opinion, but the Board had favored that option. He stated his support with two exceptions.

Mr. Krapf was supportive of the draft language, adding he favored the 400-foot setback. He noted the need to clarify nonconforming versus conforming structures. Mr. Krapf referenced the point of preservation of the viewshed and trees, particularly with removal of existing vegetation to then replant with different vegetation and landscaping. He noted the cost and time involved in such a process.

Mr. Wysong stated he would review the wording of roads and buffers in relation to the Committee's interpretation.

Mr. O'Connor questioned Best Management Practice (BMP) and the front buffer.

Mr. Polster questioned wooded corridor or any corridor.

Mr. O'Connor referenced the language and who made the decision.

Ms. Istenes noted she would probably make that decision. She addressed several points about BMPs and buffers with design standards.

Mr. Haldeman questioned if the Committee voted on this draft language, then clarification on Section 24-223a with regard to planned right-of-way and identification of the agricultural structures would be needed.

Mr. O'Connor noted landscaping along wooded buffers was a separate issue.

Mr. Haldeman made a motion to recommend approval of the draft Ordinance language for the draft buffer and timbering language revisions as shown in the memorandum to the Planning Commission.

The motion passed 3-1.

Mr. Polster questioned Barnes Wood as a Wooded CCC and not as Agricultural.

Mr. Wysong asked if Mr. Polster was referencing the area outside the PSA.

Mr. Polster confirmed.

Mr. Wysong noted it was advised to remove the reference and the section of Old Stage Road outside of the PSA no longer be classified as a CCC. He stated that was based on direction from

the Board of Supervisors.

Mr. Polster noted that point needed incorporation into the next Comprehensive Plan. He stated the area from Anderson's Corner to Barnes Road on Route 30 be changed from Open Agricultural to Wooded CCC. Mr. Polster added that was inside the PSA.

E. NEW BUSINESS

1. Comprehensive Plan Amendment: Community Character Corridor and Short-Term Rental Development Standards Revision

Mr. Wysong highlighted the Board's direction for Planning staff to revise the CCC corridor table list to address the portion of Old Stage Road outside of the PSA to no longer be classified as a CCC. He noted the second point addressed removal of the criteria that short-term rentals have the property owner(s) live on the property and detailed those changes.

The Committee discussed points identified by national legislation and neighboring localities regarding short-term rentals. Discussion points also addressed on-site owners versus property managers within a specified proximity to the rental property and the issue of affordable housing. The Committee continued discussion on the use of the Comprehensive Plan language rather than an Ordinance to establish criteria. The ability to enforce conditions and performance standards on short-term rentals were also questioned. The Committee discussed Code requirements for businesses such as hotels, but not for Airbnb rentals, and the use of long-term rentals.

The Committee continued discussion on short-term rentals within residential areas and the impact of homeowner associations. The Committee favored the on-site owner or property manager aspect as a condition within the Comprehensive Plan and not as an Ordinance. Discussion continued on sunset clauses with an SUP and other points. The Committee asked if the question before the Board was to strike the fourth condition from the Comprehensive Plan.

Mr. Wysong confirmed yes.

Mr. Haldeman sought a motion to approve Recommendation No. 1 regarding CCCs.

Mr. Krapf made the motion for Approval.

Mr. Polster clarified the request to the Board to move the Agricultural component to the Wooded area at the next Comprehensive Plan.

The motion passed 3-1.

Mr. Haldeman noted Recommendation No. 2 addressed the short-term rentals. He sought a motion for approval of that recommendation.

Mr. Krapf questioned if the removal of Condition No. 4 was for the vote.

Mr. Haldeman noted striking the requirement that the owner live on-site per the development standard.

Mr. Krapf made the motion for removal of the condition requiring the owner to live on-site.

The motion failed 4-0.

Mr. Polster made the motion to retain Condition No. 4.

The motion passed 4-0.

Mr. Haldeman noted an item the Board discussed at its January 24, 2023, Business Meeting was the request that Diascund Road be included as a Scenic Road. He stated that was not an option, but possibly a revision at the next Comprehensive Plan update. Mr. Haldeman highlighted additional Board comments regarding setbacks, feasibility of an Overlay District, and other discussion points from the Policy Committee's February 9, 2023, meeting.

The Committee discussed several other points such as landowner compensation.

Staff thanked the Committee for its time and work on the items.

F. ADJOURNMENT

Mr. Polster made a motion to Adjourn.

The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 4:45 p.m.

Susan M. Istenes, Secretary

Jack Haldeman, Chair

MEMORANDUM

DATE: February 8, 2024

TO: The Policy Committee

FROM: Terry Costello, Senior Planner
Paxton Condon, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2025-2029 Capital Improvements Program Review

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and external partners such as Williamsburg-James City County Schools and the Williamsburg Regional Library. 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 new CIP requests submitted for Fiscal Year (FY) 2025-2029 into the attached spreadsheet for the Policy Committee's consideration (Attachment No. 3). There are five new CIP requests (two General Services, two Parks & Recreation, and one Police application):

- Warehouse (overall storage County-wide)
- Courthouse Architectural/Engineering Services
- Chickahominy Park Connector Road
- Chickahominy Park Campground Improvements
- Classroom Facility at Police Firing Range

For further information regarding projects that are currently included in the Board of Supervisors' adopted FY 24-28 CIP, please visit Section D of the FY 24 budget at: [FY2024 Adopted Budget \(jamescitycountyva.gov\)](https://www.jamescitycountyva.gov/fy2024-adopted-budget). Additional information regarding proposed projects can be found on their individual applications (Attachment Nos. 1-2).

This year, CIP applications were submitted to the Planning Division and Financial and Management Services (FMS) via an online portal. Starting this year, the Policy Committee will review new applications or those with significant changes. Scores for each project listed above can be entered into the attached CIP Criteria Weighting Worksheet (Attachment No. 4), 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 new projects for FY 25-29 prior to the Committee's first meeting.** If your rankings are completed in advance of the meeting, please forward an electronic copy to Terry Costello (terry.costello@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. 5).

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

Thursday, February 8 at 3 p.m. (regular Policy Committee meeting)

- Preliminary meeting - The purpose of this meeting is to allow members of the Policy Committee to discuss the new CIP applications with Planning and FMS staff. Planning and FMS staff will provide an overview of the CIP process and new applications.
- Following this meeting, staff would like the Committee to consider the applications and forward any questions regarding the applications to Terry Costello and Paxton Condon. Staff will compile the questions to be forwarded to the divisions.

Thursday, February 15 at 3 p.m. (regular Policy Committee meeting)

- This meeting would be cancelled to give time to the other departments to be able to collect any needed information and send in answers to the Committee's questions, which will be compiled by staff and then forwarded to the Committee.

Thursday, February 22 at 3 p.m. (regular Policy Committee meeting)

- The purpose of this meeting will be for the Committee to have the opportunity to discuss the answers provided by the departments. If the Committee is ready to do so, the Committee may also discuss and/or finalize their rankings of the CIP applications.

Thursday, February 29 at 3 p.m. (regular Policy Committee meeting)

- The purpose of this meeting is for any further discussion the Committee may have and for the Committee to finalize their rankings of the CIP applications.

Ultimately, the Policy Committee will prepare a ranking recommendation to present to the Planning Commission for a public hearing on March 18, 2024. Recommendations will be forwarded to the Board of Supervisors for consideration during the ongoing budget discussions and public hearings on April 9, 2024.

If you have any questions, please do not hesitate to contact Terry Costello at:

terry.costello@jamescitycountyva.gov.

TC/PC/md
FY25-29CIPRev-mem

Attachments:

1. CIP Applications
2. CIP Applications
3. FY 25-29 CIP Summary Spreadsheet
4. CIP Criteria Weighting Sheet
5. CIP Ranking Criteria



Project ID: A

Capital Project Request

Department Info

Employee Submitting Request

Name

Jo Anna Ripley

Department

General Services

Email

joanna.ripley@jamestownva.gov

Are you a department supervisor?

Yes

Project Details

Request

Type of request

Capital project request

Project title

Warehouse (Overall storage countywide)

Location

TBD

Priority

3

Out of how many?

4

How long will this facility or equipment be used?

50 + years

Improvements begin

7/1/2025

Improvements completed

6/30/2026

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Design and engineering cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
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\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
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C. Construction cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$3,728,480.00	\$0.00	\$0.00	\$0.00	\$3,728,480.00

D. Furniture, fixtures and equipment

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$294,361.00	\$0.00	\$0.00	\$294,361.00

Total: Capital budget request

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$50,000.00	\$3,728,480.00	\$294,361.00	\$0.00	\$0.00	\$4,072,841.00

E. Additional annual operating expenses (Personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Additional annual operating expenses (Non-personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Additional annual operating expenses

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Narrative

Current condition/situation

The County's population has increased over 65% in the 20-year span between 2000-2020. This drastic increase has necessitated increases in staffing that caused the County to modify some spaces originally intended for storage areas or conference rooms into functional office spaces. As growth continues so does increases in staffing, along with record retention requirements many County offices are out of storage space. Throughout the Space Needs Study, storage is a concern for every department. Currently, a multitude of items are stored in paid storage facilities, in spaces that are in violation of the Fire Code/Marshall, cluttering offices, in unconditioned areas that are prone to mold/mildew, sheds located throughout County campuses, etc. The County does operate an unconditioned 10,000 square foot storage facility at Jamestown Beach Event Park (JBEP). This facility is slated for demolition as part of the overall Master Plan for (JBEP). Due to the shortage of storage, a 5,000 + square foot facility is proposed as the optimal solution while the current storage facility is still in use. However, one consideration would be when it is time to complete build out of the Master Plan for (JBEP) and demolish the 10,000 + square foot storage facility an addition to the proposed 5,000 square foot facility may be needed at that time. Not all the space within the storage facility at JBEP is used, only about 5,000-6,000 square feet are usable due to structural issues, leaks, mold/mildew, critters, etc. However, based on current storage use plus current need, if it is desirable to have all storage under one roof at some point in time the total identified need is approximately 11,000 total square feet for storage.

Requested change/project description

General Services on behalf of the entire County is requesting to build a 5000 + square foot conditioned storage facility for all County departments to utilize.

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

The types of items in need of storage space are items used at various County events, large or numerous inventory items, items awaiting pickup through the surplus program, departmental files, just to name a few.

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

N/A

If costs are spread over multiple fiscal years, description of the scope of the maintenance planned for each fiscal year.

N/A

Additional material

FY25-FY29 GS Warehouse.xlsx

2020-08-17_576002_JCC-Admin-Space-Needs_Final.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

Public Facilities Goal: Provide public services in a manner that balances demand for facilities and services with fiscal impacts.

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?

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

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?

Yes

11. Comments

At some point the storage facility at Jamestown Beach Event Park will be demolished as part of the park Master Plan. This facility will not entirely replace that facility. This facility request is to address the storage needs of departments who do not have any items in the Jamestown building. When the building is demolished an addition may be needed to the 5,000 (est) square foot proposed facility.

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?

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?

No

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?

No

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

It could possibly lead to a reduction in monthly storage rental fees.

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?

As a best practice, the storage facility should be constructed on the heels of the General Services building for maximum efficiency. A proposed timeline would be FY26 for construction since the GS building is slated for construction in FY25. With a storage facility potentially in close proximity to the GS building you have the opportunity for folks with valid forklift certification to assist with the maintaining of the items in the storage facility, access and retrieval of heavy items, placement of items on higher platforms/shelving.

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

It may be economical to build the entire storage needed i.e. 11,000 square feet and incorporate the demolition of the JBEP storage facility earlier than the Master Plan identifies.

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?

Yes

47. Comments

We propose that the storage facility be collocated on an existing County property in proximity to the General Services Building.

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

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

General Services Warehouse Facility

<i>Building</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
Construction (Bldg)	5000	SF	275	\$1,375,000
Sitework	3	Ac	375,000	\$1,125,000
Design (10% of construction)				\$250,000
Inspections/Testing (2.5% Construction Costs)	1	LS		\$62,500
Geotechnical Study	1	LS		\$40,000
Construction Admin	1	LS		\$22,500
Subtotal				\$2,875,000

<i>Utilities:</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
<i>Water Service</i>				
Water Connction Fee - 5/8" meter	1	Ea	4000	\$4,000
1"-Service Connection to main	1	Ea	4000	\$4,000
1" Water Service	100	LF	30	\$3,000
5/8-inch Water Meter Box	1	Ea	2000	\$2,000
1-1/2" Water Service Line (private)	750	LF	40	\$30,000
Subtotal				\$43,000

<i>Sanitary Sewer Service</i>				
JCSA Tap Fee	1	Ea	3583	\$3,583
HRSD Tap Fee	1	Ea	2420	\$2,420
E-One Grinderpump (if power is available)	1	LS	18000	\$18,000
6-inch Gravity Lateral/Cleanout	20	LF	48	\$960
1 1/2" PVC or HDPE Force Main - from proposed grinder pump to existing JCSA sanitary system	750	LF	40	\$30,000
Subtotal				\$54,963

<i>Other Costs:</i>				
Electric Service to Building	1	LS		\$50,000
Furniture Allowance/FF&E	5000	SF	25	\$125,000
Forklift and pallet jack(s)	1	LS		\$42,500
Moving Allowance				\$50,000
Subtotal				\$267,500

Recommended Project Contingency (10%)				\$324,046
Current Total FY24				\$3,564,509

Escalation (3.35%) to end of FY24 (June 30, 2024)				\$3,683,920
Escalation (5%) per year - Projected year (FY25)				\$3,868,116
Escalation (4%) per year - Projected year (FY26)				\$4,022,841
Escalation (3.5%) per year - Projected year (FY27)				\$4,163,640
Escalation (3%) per year - Projected year (FY28)				\$4,288,550
Escalation (3%) per year - Projected year (FY29)				\$4,417,206

Note: FY24 is 5% escalation, 8 months remaining, (8/12), therefore use 3.35% for remainder of fiscal year.

*Does not include design/engineering estimated at \$50,000

James City County

Facility Space Needs Analysis

County Administration



August 17, 2020

Prepared by:

MOSELEYARCHITECTS

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Appendices

Appendix 1 – Facility Space Needs Analysis – WJCC Courts

Appendix 2 – Facility Space Needs Analysis – WJCC School Administration

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Acknowledgements

Moseley Architects extends its appreciation to James City County for the opportunity to prepare this space needs analysis for County Administration, Williamsburg-James City County Public School Administration, and Williamsburg-James City County Courts. The time and contributions of the county's clerks, constitutional officers, school administrators, and numerous management personnel and staff members are sincerely appreciated.

James City County General Services

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Executive Summary

Through their Strategic Planning process, The James City County Board of Supervisors recognized the necessity to conduct this Space Needs Study as the first step towards a future Facility Master Plan of all County administrative functions. Under the guidance and leadership of County Administrator, Scott Stevens, this Facilities Space Needs Study provides essential information that will provide direction to support the needed administrative functions of James City County.

James City County has experienced remarkable population growth over the past twenty years with an increase in the County's population of over 65% between 2000 and 2020 and the population is expected to grow over 39% over the next twenty years to over 110,000 residents. This growth will necessitate staff increases in nearly all County government agencies in order to enable the County to continue to provide the current level of service to its citizens. Staff growth which has already occurred as a result of past population increases, as well as the increasing complexity and sophistication of the County's government, has created space shortages and inefficiencies in numerous County facilities which are attempting to accommodate the space needs of the growing departments and agencies.

The County's population is projected to increase from 79,681 in 2020 to about 111,110 by 2040. It is anticipated that more space for conducting government business will be required as the County's population continues to increase. The County's growth has been heavily driven by the tourism industry and relocation of citizens settling in the area attracted by the County's favorable climate, relatively low cost of living and developed communities, neighboring university, and the level of services provided by the local governments. This will no doubt be a key factor in continued population growth.

The James City County Board of Supervisors authorized the preparation of this Facilities Space Needs Analysis to clearly depict the amount of interior building space needed by the various government functions to efficiently and effectively operate over the next twenty years. A space needs analysis was last conducted by the County in 1999 and it is agreed the County requires a comprehensive master plan for its local government facilities in order to plan, budget, and implement improvements in an organized proactive manner to meet the needs. This Space Needs Assessment is the first step in a two-step process and defines the amount of space that is required. The next step is development of options to meet those needs and identify one option as the Master Plan to carry forward to implementation. The Master Plan will likely be modified and amended as each component draws near to its implementation and the plan will require periodic updating to continually plan for the future of the County and its citizen's needs.

The team followed an inclusive process including numerous meetings with end users and department heads, County and City stakeholders, and County leadership to arrive at the projected space needs. James City County currently occupies approximately 320,000 gross square feet (GSF) of building space to serve the departments included in the study. Based on the current staff and functions served, the current space need is approximately 469,000 GSF identifying the space need is not solely due to growth

in the future, but significantly due to the past growth that has resulted in a current space deficit. Moving forward the projected space needed is 488,000 GSF in 2025, 513,000 GSF in 2030, and 532,000 GSF in 2040. The primary factors driving the County's need for additional administrative space are the growth of the County population served and the number of county staff needed to provide those services. The Facility Space Needs Analysis describes in detail the types and quantities of space needed today as well as anticipated over the next twenty years. The next step is creating the plan to meet those needs in an organized, affordable, and efficient manner.

The Needs Assessment was tailored to solicit information from designated staff and department heads chosen by the County Administrator. Departments were included in both questionnaires and interviews. From this information, Moseley Architects was able to develop staffing projections for current needs, the years 2025, 2030, and 2040. This process was important to understand clearly the interdepartmental relationships. It also offered recommendations for relocating departments or acquisition of additional space in order to provide the necessary accommodations for improved office space and ultimately improved customer relations. On site interviews were conducted for all questionnaires completed to determine each particular Department's function and the current effective use of space.

Once staffing projections were established, space allocations were developed reflecting standards of office, support and workstation size appropriate to these facilities. The personnel space(s) and support space(s) as well as the internal circulation factor and building efficiency factor were adopted from standards developed by Moseley Architects. The figures presented in this analysis are based on the space standards on page 153.

Purpose and Scope

Purpose

This is a Facility Space Needs Analysis for James City County's Administration, Williamsburg James City County (WJCC) School Administration, and the WJCC Courthouse. This study examines the facility needs of the county's various administrative functions and establishes specific planning and design criteria in the form of detailed space requirements. Ultimately, this study of the space needs will be employed in a Master Planning Study which examines alternative concepts of renovation, expansion, and/or new construction to satisfy the county's need for space.

James City County last performed a comprehensive space needs analysis in 1999. The study projected the county's needs for space 20 years into the future. As a result of dramatic population growth over the past 20 years, the size and complexity of the county's operations have also grown substantially. The increased volume and diversity of services as well as changes and improvements in technology have changed the quantity and types of spaces required to deliver these services.

Recognizing this situation, the James City County Board of Supervisors authorized this space needs analysis to examine and document space requirements for county government functions for the next 5, 10, and 20 years. These projections will allow the County to assess the amount of space needed for each function studied and develop plans to meet those needs up to 20 years in the future.

Scope

The following government functions are addressed by the study:

County Administration

Includes County Administration, General Services, IRM (Information Resources Management), Fire and Rescue, Police, Treasurer, Commissioner of Revenue, and various other county administration departments.

WJCC School Administration

Includes all WJCC School administration staff that are not located in one of the schools.

WJCC Courts

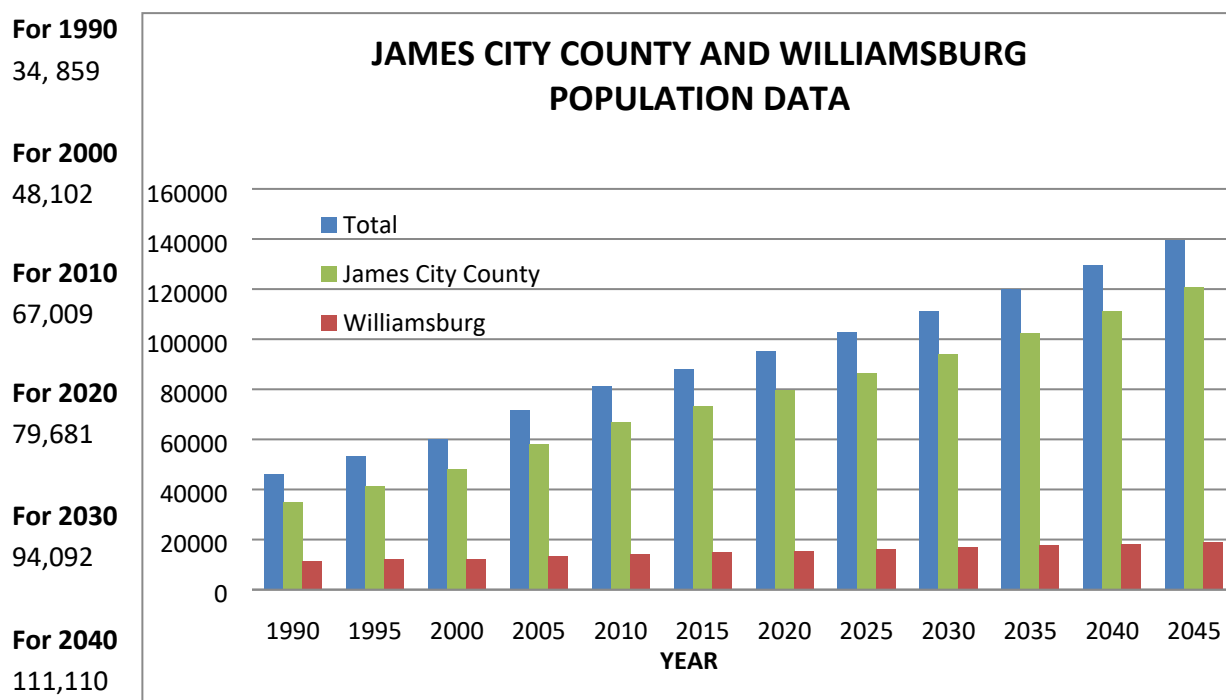
Includes all functions located within the WJCC Courthouse including Commonwealth Attorney, Circuit Court and Court Clerk, General District Court and Court Clerk, J&DR Court and Court Clerk, and the Sheriff's office.

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Population Projections

James City County Population Data

James City County predicts an increase from the current population of 79,681 to a population of 111,110 by the year 2040, a nearly 40% increase in population. The chart below shows Williamsburg for reference and the combined populations of Williamsburg and James City County, which are used for analyzing the WJCC Courts Report, attached as Appendix A and WJCC School Administration report, attached as Appendix B. The Williamsburg-James City County Historical and Projected Population information uses data from the Hampton Roads Planning District Commission (HRPDC). The data shown in the chart and table below is interpolated between the milestones tracked by HRPDC from 2019-2040 to show intermediate milestones at 5-year increments for the chart and 1-year increments for the table.



While population projections may be useful in evaluating general trends in staffing levels for local government and public-school administration, there is no accurate mathematical formula to predict the number of government employees based on projected population figures for a given locality. There are too many variables in play, including funding and political issues, state and federal mandates, and the individual “personality” and priorities of the local government and citizens. Furthermore, future increases in personnel may reflect the addition of staff that were needed earlier but were not funded or hired for various reasons. It should also be noted that James City County has reached a population at which the level and types of services required and desired by its citizens are becoming more complex and sophisticated than those required when the county was less heavily populated and developed.

Year	James City County + Williamsburg	Williamsburg	James City County
1990	46,268	11,409	34,859
1991	48,000	11,600	36,400
1992	49,200	11,700	37,500
1993	50,500	11,900	38,600
1994	51,900	11,900	40,000
1995	53,300	12,000	41,300
1996	55,000	11,900	43,100
1997	55,900	11,800	44,100
1998	57,800	12,200	45,600
1999	59,200	12,200	47,000
2000	60,100	11,998	48,102
2001	62,698	12,390	50,308
2002	64,785	12,691	52,094
2003	66,802	13,288	53,514
2004	69,198	13,438	55,760
2005	71,560	13,344	58,217
2006	73,879	13,411	60,468
2007	75,912	13,416	62,496
2008	77,367	13,574	63,793
2009	78,755	13,758	64,997
2010	81,130	14,121	67,009
2011	83,130	14,256	68,874
2012	84,049	14,503	69,546
2013	85,124	14,893	70,231
2014	86,204	15,064	71,140
2015	88,185	14,860	73,325
2016	89,044	15,429	73,615
2017	90,126	15,404	74,722
2018	91,020	15,183	75,837
2019	93,082	15,323	77,759
2020	95,144	15,463	79,681
2021	96,680	15,618	81,062
2022	98,216	15,773	82,443
2023	99,752	15,928	83,824
2024	101,288	16,083	85,205
2025	102,825	16,238	86,587
2026	104,481	16,393	88,088
2027	106,137	16,548	89,589
2028	107,793	16,703	91,090
2029	109,449	16,858	92,591
2030	111,100	17,008	94,092
2031	112,861	17,138	95,723

Year	James City County + Williamsburg	Williamsburg	James City County
2032	114,622	17,268	97,354
2033	116,383	17,398	98,985
2034	118,144	17,528	100,616
2035	119,906	17,658	102,248
2036	121,808	17,788	104,020
2037	123,710	17,918	105,792
2038	125,612	18,048	107,564
2039	127,514	18,178	109,336
2040	129,416	18,306	111,110
2041	131,472	18,436	113,036
2042	133,528	18,566	114,962
2043	135,584	18,696	116,888
2044	137,640	18,826	118,814
2045	139,697	18,956	120,741

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Methodology

How the Study was Conducted

The space needs analysis began with kickoff meetings to orient all the related departments to the process and types of information involved in the study. One kickoff meeting was held with James City County Administration and one joint meeting was held with WJCC Public School Administration and WJCC Court functions.

Questionnaires were issued to each department and major sub-departments to assess the number of staff, types of staff spaces required, supporting functions requiring space, and any special equipment or storage requiring space. Each questionnaire is broken down separately to count staff with permanent offices or workstations, staff with temporary or occasionally used space, and any spaces that directly support their work. Each department is viewed as a standalone entity to provide the necessary spaces required for independent functioning.

Each department was interviewed to discuss the operation, specific characteristics of the department, and to tour the existing spaces. The space needs projection for each department was reviewed by the respective department and a follow-up interview conducted to confirm the current and estimated future projections for staff and space. The projections do not assume the existing spaces or sizes are adequate. The study determined each room needed and the size of that room required to perform the intended function. The study does not assume existing department space or room sizes are adequate when quantifying the current amount of space needed. Such an approach would not reflect the true need for space, because steady growth in the past has led to serious overcrowding in many areas such that current space needs are not being met for most departments. Some existing areas do not meet current building codes and accessibility standards which generally increases the amount of square footage required.

When developing the space needs assessment, the requirements for staff including workspace and support space were quantified by applying consistent standards for size to each type of space. Consistent amenities were also provided. For example, a separate break room or coffee niche is included for each department based on the total number of employees within the department. The standards used are based on sources such as the Virginia Construction and Professional Services Manual and on the consultant team's experience with numerous local government facility planning and design projects. The standards fall within a range that is appropriate for counties such as James City County, based on facility construction for similar localities around Virginia in recent years.

Once the space needs requirements were determined, an internal circulation factor was applied to account for aisles between workstations, and internal corridors connecting offices and other space. This is indicated under each department on the Detailed Space Needs Analysis. Application of this factor yields a net area requirement for each component. A gross building area factor was then applied to the

total net area required for each major category of space. This is noted as the 'Building Design Efficiency' on the Space Needs Summary. This accounts for space that is shared by all departments such as common corridors, stairs, elevators, mechanical equipment rooms, and building structure.

Only by developing a detailed space layout or building design, which is beyond the scope of this study, can the actual net and gross areas required for any department or component be precisely determined. However, the factors utilized reflect a space utilization efficiency that can be reasonably expected based on analysis of facilities designed recently for similar functions.

The results of the space needs assessment indicate that additional space will be required for most departments to eliminate current space deficits and to accommodate continued growth over the next twenty years.

Benchmarking Projections

Benchmarking was performed to provide a relative comparison of James City County and WJCC Public Schools to other localities in the state that currently have a population similar to James City County projections over the next 20 years. Benchmarking is a relative comparison but variations between how jurisdictions operate can lead to dissimilar results. For example, some counties' General Services departments have smaller General Services staff and hire contractors to perform the work, whereas James City County self performs much of the same work.

Caseload Projections

Caseload projections were performed to assess the estimated increase in caseload for Circuit Court, General District Court, and Juvenile and Domestic Relations District (J&DR) Court. This is a more useful metric for judging the needs for court services as different populations can have dramatically different quantities and types of caseloads for similar population sizes.

Existing Space Resources

The County occupies numerous facilities serving various functions throughout the county. This is an overview of existing buildings in use by the county and does not investigate all county owned parcels. The departments surveyed occupy approximately 318,048 Gross Square Feet (GSF) of building space.

Mounts Bay Administrative Complex

Building A: Building A is an approximately 6,311 gross square foot (GSF) one-story brick faced building. It has a pitched asphalt shingle roof. It houses some of the Community Development Admin., Neighborhood Development, Planning, and Zoning.

Building B: Building B is an approximately 8,638 GSF one-story brick faced building. It primarily has a pitched asphalt shingle roof and has an area of low-slope membrane roof. It houses The Commissioner of Revenue and the Treasurer.

Building D: Building D is an approximately 10,481 GSF one-story brick faced building. It primarily has a pitched asphalt shingle roof and has areas of low-slope membrane roof. It houses County Administration (excluding Board of Supervisors functions), County Attorney, and Economic Development.

Building E: Building E is an approximately 9,109 GSF one-story brick faced building. It has a pitched asphalt shingle roof. It houses Community Development BS&P, General Services – Stormwater & Resource Protection, and IRM – Records.

Building F: Building F is an approximately 24,000 GSF one-story building. Its exterior walls are a mixture of cast stone masonry, brick masonry, and corrugated metal panels. The roof is primarily standing-seam metal with south facing solar panels. It houses the Board Room and Board Caucus Room, Financial & Management Services (FMS), Human Resources, and Information Resources Management (IRM).

Colonial Community Corrections

Colonial Community Corrections occupies leased space on the approximately 6,245 GSF first floor at 4093 Ironbound Road.

Fire and Rescue Facilities

Emergency Communications: The ECC is an approximately 7,156 GSF one-story brick faced building. It has a pitched asphalt shingle roof. It houses the Emergency Communications Center.

Emergency Operations Center (EOC) / Satellite Services: The EOC / Satellite Services Building is an approximately 8,097 GSF one-story brick faced building. It has a low-slope membrane roof. It houses the Emergency Operations Center as well as a Satellite Services location.

Fire Admin. HQ: The Fire Admin. HQ Building is an approximately 10,655 GSF one-story brick faced building. It has a low-slope membrane roof. It houses the Fire Administration and serves as fire training classroom space.

Fire Station 1: Station 1 is an approximately 24,275 GSF two-story brick faced building. The building was originally designed at an efficiency of 94% due to the selection of mechanical equipment. It has a pitched asphalt shingle roof. It is a career fire station, but also houses the James City-Bruton Volunteer Fire Department.

Fire Station 2: Station 2 is an approximately 6,792 GSF one-story brick faced building. It has a pitched asphalt shingle roof. It is a career fire station.

Fire Station 3: Station 3 is an approximately 10,563 GSF one-story brick faced building. It has areas of pitched asphalt shingle roof and also has areas of low-slope membrane roof. It is a career fire station.

Fire Station 4: Station 4 is an approximately 14,123 GSF one-story brick faced building with a training stair and mezzanine. It has pitched standing seam metal roof. It is a career fire station.

Fire Station 5: Station 5 is an approximately 6,614 GSF one-story brick faced building. It has pitched asphalt shingle roof. It is a career fire station.

General Services and JCSA

103 Tewning Rd.: 103 Tewning Road, is an approximately 13,650 GSF one-story brick faced building. It has a pitched asphalt shingle roof. It houses General Services – Fleet.

105 Tewning Rd.: 105 Tewning Road, is an approximately 6,930 GSF one-story pre-engineered metal building. It houses the JCSA Warehouse.

107 Tewning Rd.: 107 Tewning Road, is an approximately 6,300 GSF one-story pre-engineered metal building. General Services Administratin occupies approximately 3,618 GSF and JCSA occupies approximately 2,682 GSF with shop space.

109 Tewning Rd.: 109 Tewning Road, is an approximately 900 GSF one-story pre-engineered metal building. It houses JCSA office space.

113 Tewning Rd.: 113 Tewning Road, is an approximately 7,030 GSF one-story pre-engineered metal building. It houses General Services office space for Grounds, Facilities, and Admin.

119 Tewning Rd.: 119 Tewning Road, is an approximately 13,591 GSF two-story brick and corrugated metal faced building. It has pitched standing seam metal roof. It houses JCSA Admin, Customer Service, Wastewater, and Water.

Tewning Rd. Garage A: Garage A, is an approximately 3,750 GSF one-story pre-engineered metal building. It houses JCSA shop space.

Tewning Rd. Garage B: Garage B, is an approximately 2,750 GSF one-story pre-engineered metal building. It houses JCSA shop space.

Warhill Stadium Maintenance Building: The Warhill Stadium Maintenance Building, is an approximately 2,400 GSF one-story pre-engineered metal building with a small storage mezzanine. It houses a portion of General Services – Grounds equipment. This site also has covered vehicle and equipment storage of approximately 2,500 square feet.

General Services - Solid Waste – Admin.: General Services Solid Waste located at the Jolly Pond Road Convenience Center, is an approximately 1,200 GSF one-story CMU masonry building. It has a low-slope membrane roof. It houses General Services Solid Waste Admin.

General Services - Solid Waste – Convenience Centers: General Services maintains three 80 GSF service attendant buildings, one at each of the County's convenience centers.

Jamestown Center: Approximately 11,737 GSF pre-engineered unconditioned metal building. Only the 7,945 GSF is useable. It has a mezzanine that was previously a roller-skating rink but is unusable for storage due to building code issues related to the floor structure. Used by General Services for surplus storage and Parks and Recreation for mandated archeological storage of artifacts found on existing sites and during excavation as well as Recreation Services Storage for gear and decorations for events.

IRM Video Center

The IRM – Video Center is located in its own building at 1114 Ironbound Road behind the Berkeley Middle School. It is an approximately 3,480 GSF one-story building with a 413 NSF storage mezzanine for a total of 3,893 GSF. It is a brick faced with a standing seam metal roof.

Ironbound Village

Building 1: Ironbound Village, Building 1 (5300 Palmer Ln.) is an approximately 5,002 GSF two-story brick faced building. It has a pitched asphalt shingle roof. It houses the Voter Registrar. The upper level is served by a lift but lacks a true elevator. The site lacks sufficient parking and parking to serve voters during early voting.

Building 2: Ironbound Village, Building 2 (5320 Palmer Ln.) is an approximately 5,002 GSF two-story brick faced building. It has a pitched asphalt shingle roof. It houses Parks and Recreation – Administration and Social Services - Housing. The upper level is served by a lift but lacks a true elevator.

Building 3: Ironbound Village, Building 3 (5340 Palmer Ln.) is an approximately 5,002 GSF two-story brick faced building. It has a pitched asphalt shingle roof. It houses Parks and Recreation – Parks and Recreation Services. The upper level is served by a lift but lacks a true elevator.

Parks and Recreation Centers

James City County Recreation Center (Admin. Only): The James City County Recreation Center located at 5301 Longhill Road contains approximately 3,742 Net Square Feet (NSF) of Parks and Recreation – Centers Administrative Space. This building lists the net square footage of the office space, in lieu of the gross square footage of the building, because that is the only portion being investigated as part of this study. The recreation center itself was not part of the scope of this study, only the administrative space housed within it.

Human Services Center

The Human Services Center is located at 5249 Olde Towne Road. It is an approximately 29,138 GSF one-story, brick face building. It is primarily an asphalt shingle roof with mechanical wells containing low-slope membrane roofing. It houses the Olde Towne Medical Center and Social Services.

James City County Law Enforcement Center

The James City County Law Enforcement Center is located at 4600 Opportunity Way. It is an approximately 47,156 GSF two-story building. It is faced with brick, concrete masonry, and metal panel. It has a low-slope membrane roof. It also has an adjacent, matching storage building of approximately 2,769 GSF.

County Administration Space Needs Summary

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIREMENTS SUMMARY

NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NS
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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIREMENTS SUMMARY

		NSF	PERS		NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS
HUMAN RESOURCES		2,748	BUILDING F	8	3,839	9	3,829	10	3,834	12	4,023	
<u>IRM (INFORMATION RESOURCES MANAGEMENT) - ADMIN</u>		6,082	BUILDING F	2	2,973	3	3,059	3	3,059	3	3,059	
<u>IRM - CORE APPLICATIONS</u>		SEE IRM ADMIN	BUILDING F	6	815	8	977	9	1,139	9	1,139	
<u>IRM - GIS MANAGEMENT</u>		384	BUILDING F	2	589	3	680	4	772	4	772	
<u>IRM - INFRASTRUCTURE</u>		SEE IRM ADMIN	BUILDING F	6	2,403	10	3,002	11	3,272	11	3,272	
<u>IRM - RECORDS</u>		1,398	BUILDING E	3	2,060	3	2,060	3	2,060	4	2,147	
<u>IRM - VIDEO CENTER</u>		3,548	IRM VIDEO CENTER	3	5,516	4	5,596	5	5,676	5	5,676	
<u>IRM - WEB AND PUBLICATIONS</u>		SEE IRM ADMIN	BUILDING F	4	806	5	941	5	941	5	941	
INFORMATION RESOURCES MANAGEMENT TOTAL:		11,412			15,162					41		17,007
<u>JCSA - ADMIN</u>		29,318	JCSA (119 TEWNING), JCSA WAREHOUSE (105 TEWNING), JCSA STORAGE/VEHICLE SHEDS (GARAGE A & B, 107 TEWNING, 109 TEWNING)	19	16,639	20	17,489	20	17,839	20	18,539	
<u>JCSA - CUSTOMER SERVICE</u>		1,285	JCSA	12	1,364	14	1,493	16	1,558	17	1,623	
<u>JCSA - WASTEWATER</u>		SEE JCSA ADMIN	JCSA AND JCSA WAREHOUSE	28	7,135	33	7,040	36	6,995	41	6,996	
<u>JCSA - WATER</u>		SEE JCSA ADMIN	JCSA AND JCSA WAREHOUSE	35	4,564	41	4,543	47	4,857	53	4,927	
JCSA TOTAL:		30,603			29,702	0	0	0	0	131	0	32,085
<u>OLDE TOWNE MEDICAL CENTER</u>		10,623	HUMAN SERVICES CENTER	34	11,116	40	11,116	40	11,150	40	11,150	
<u>PARKS AND RECREATION - ADMIN</u>		2,170	IRONBOUND VILLAGE BUILDING 2	12	5,218	14	5,547	16	5,795	16	5,795	
<u>PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY</u>		3,742	JAMES CITY COUNTY RECREATION CENTER	12	5,765	12	5,765	16	6,207	16	6,207	
<u>PARKS AND RECREATION - PARKS</u>		2,284	IRONBOUND VILLAGE BUILDING 3	16	1,682	16	1,596	18	1,412	19	1,412	
<u>PARKS AND RECREATION - RECREATION SERVICES</u>		5,075	IRONBOUND VILLAGE BUILDING 3 & JAMESTOWN CENTER	20	5,912	21	6,107	23	6,349	28	6,916	
PARKS AND RECREATION TOTAL:		13,271			18,576					79		20,330
<u>POLICE</u>		47,750	LAW ENFORCEMENT CENTER	110	33,596	121	34,157	147	37,741	180	39,360	
<u>SOCIAL SERVICES - HOUSING</u>		2,563	IRONBOUND VILLAGE BUILDING 2	9	2,886	9	2,920	13	3,579	13	3,579	
<u>SOCIAL SERVICES</u>		15,280	HUMAN SERVICES CENTER	67	18,444	74	19,135	85	20,409	90	21,052	
SOCIAL SERVICES TOTAL:		17,843			21,330					103		24,631
<u>TREASURER</u>		3,576	BUILDING B	14	3,443	15	3,529	18	3,802	21	4,136	
<u>VOTER REGISTRAR</u>		3,963	IRONBOUND VILLAGE BUILDING 1	18	9,372	27	10,020	44	11,792	58	13,021	
TOTAL PERSONNEL / NSF:		284,549		889	362,590	1,029	376,257	1,208	395,357	1,356	409,513	
CURRENT / REQUIRED BUILDING DESIGN EFFICIENCY		86.37%			77.19%		77.10%		77.01%		76.96%	
CURRENT / REQUIRED GROSS SQ FT		320,251 GSF			468,693 GSF		487,987 GSF		513,374 GSF		532,097 GSF	

* CURRENT PERSONNEL Indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.

** CURRENT NEEDS NSF Indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES - BY BUILDING SUMMARY

SPACE REQUIREMENTS SUMMARY		CURRENT AREA OCCUPIED	CURRENT GROSS	CURRENT LOCATION	CURRENT PERSONNEL*	CURRENT NEEDS**	2025 NEEDS		2030 NEEDS		2040 NEEDS		2040 TOTAL
		NSF	GSF		PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	
COUNTY ADMINISTRATIVE SPACE SUMMARY - BY BUILDING													
BUILDING A													
COMMUNITY DEVELOPMENT - PLANNING		1,418			14	3,050	18	3,698	18	3,665	19	3,795	
COMMUNITY DEVELOPMENT - ZONING		674			4	840	5	942	6	1,045	7	1,148	
COMMUNITY DEVELOPMENT - ADMIN		1,819			3	4,397	3	4,516	4	4,478	4	4,462	
DEVELOPMENT		294			2	396	2	396	4	525	5	590	
TOTAL PERSONNEL / NSF:		4,205			23	8,682	28	9,551	32	9,713	35	9,994	
CURRENT / REQUIRED GSF:			6,311 GSF			11,576 GSF		12,735 GSF		12,951 GSF		13,325 GSF	
75% BUILDING DESIGN EFFICIENCY													
BUILDING B													
COMMISSIONER OF REVENUE		2,713			13	3,884	14	4,016	18	4,844	20	5,260	
TREASURER		3,576			14	3,443	15	3,529	18	3,802	21	4,136	
TOTAL PERSONNEL / NSF:		6,289			27	7,326	29	7,545	36	8,645	41	9,396	
CURRENT / REQUIRED GSF:			8,638 GSF			9,769 GSF		10,060 GSF		11,527 GSF		12,528 GSF	
75% BUILDING DESIGN EFFICIENCY													
BUILDING D													
COUNTY - ADMINISTRATION		4,045			7	3,915	10	4,293	11	4,520	11	4,520	
COUNTY ATTORNEY		1,856			4	1,663	5	1,798	5	1,798	5	1,798	
ECONOMIC DEVELOPMENT		1,657			3	1,801	5	2,039	8	2,363	9	2,530	
TOTAL PERSONNEL / NSF:		7,558			14	7,379	20	8,130	24	8,681	25	8,848	
CURRENT / REQUIRED GSF:			10,461 GSF			9,639 GSF		10,840 GSF		11,574 GSF		11,797 GSF	
75% BUILDING DESIGN EFFICIENCY													
BUILDING E													
COMMUNITY DEVELOPMENT - BS&P		2,464			17	3,615	22	4,042	25	4,317	29	4,679	
GENERAL SERVICES - STORMWATER & RESOURCE PROTECTION		3,575			19	3,884	25	4,381	29	5,111	33	5,435	
IRM - RECORDS		1,398			3	2,060	3	2,060	3	2,060	4	2,147	
TOTAL PERSONNEL / NSF:		7,437			39	9,559	50	10,483	57	11,489	66	12,261	
CURRENT / REQUIRED GSF:			9,109 GSF			12,746 GSF		13,977 GSF		15,318 GSF		16,348 GSF	
75% BUILDING DESIGN EFFICIENCY													
BUILDING F													
COUNTY - ADMINISTRATION - BOARD OF SUPERVISORS		3,035			0	3,915	0	4,725	0	4,725	0	4,725	
FMS (FINANCIAL & MANAGEMENT SERVICES) - ADMIN. BUDGET RISK		1,828			8	3,217	9	3,379	11	3,703	11	3,703	
FMS - ACCOUNTING		1,594			8	1,570	9	1,845	10	1,878	12	2,072	
FMS - PURCHASING		893			6	1,215	6	1,215	7	1,377	8	1,539	
FMS - REAL ESTATE		1,766			8	1,269	9	1,355	11	1,577	12	1,663	
HUMAN RESOURCES		2,748			8	3,839	9	3,829	10	3,834	12	4,023	
IRM (INFORMATION RESOURCES MANAGEMENT) - ADMIN		6,082			2	2,973	3	3,059	3	3,059	3	3,059	
IRM - CORE APPLICATIONS		SEE IRM ADMIN			6	815	8	977	9	1,139	9	1,139	
IRM - GIS MANAGEMENT		384			2	589	3	680	4	772	4	772	
IRM - INFRASTRUCTURE		SEE IRM ADMIN			6	2,403	10	3,002	11	3,272	11	3,272	
IRM - WEB AND PUBLICATIONS		SEE IRM ADMIN			4	806	5	941	5	941	5	941	
TOTAL PERSONNEL / NSF:		15,295			58	22,611	71	25,009	81	26,278	87	26,910	
CURRENT / REQUIRED GSF:			24,000 GSF			30,148 GSF		33,345 GSF		35,037 GSF		35,879 GSF	
75% BUILDING DESIGN EFFICIENCY													

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES - BY BUILDING SUMMARY

SPACE REQUIREMENTS SUMMARY

	CURRENT AREA OCCUPIED	CURRENT GROSS	CURRENT LOCATION	CURRENT PERSONNEL*		CURRENT NEEDS**	2025 NEEDS		2030 NEEDS		2040 NEEDS		2040 TOTAL
				PERS	NSF		PERS	NSF	PERS	NSF	PERS	NSF	
COLONIAL COMMUNITY CORRECTIONS													
COLONIAL COMMUNITY CORRECTIONS	5,581		COMMUNITY CORRECTIONS	20	6,317		23	6,722	24	6,992	28	7,667	
TOTAL PERSONNEL / NSF:	5,581			20	6,317		23	6,722	24	6,992	28	7,667	
CURRENT / REQUIRED GSF:		6,245 GSF	75% BUILDING DESIGN EFFICIENCY		8,422 GSF			8,962 GSF		9,322 GSF		10,222 GSF	
EMERGENCY COMMUNICATIONS													
EMERGENCY COMMUNICATIONS	5,263		EMERGENCY COMMUNICATIONS	28	5,858		38	6,113	43	6,363	48	6,612	
TOTAL PERSONNEL / NSF:	5,283			28	5,858		38	6,113	43	6,363	48	6,612	
CURRENT / REQUIRED GSF:		7,156 GSF	75% BUILDING DESIGN EFFICIENCY		7,810 GSF			8,150 GSF		8,483 GSF		8,816 GSF	
EOC/SATELLITE SERVICES													
EOC/SATELLITE SERVICES	3,389		EOC/SATELLITE SERVICES	60	7,110		66	7,110	66	7,110	66	7,110	
FMS - SATELLITE SERVICES/DW SELECT	2,150		EOC/SATELLITE SERVICES	4	2,853		5	2,944	5	2,944	6	3,036	
TOTAL PERSONNEL / NSF:	5,539			64	9,963		71	10,055	71	10,055	72	10,147	
CURRENT / REQUIRED GSF:		8,097 GSF	75% BUILDING DESIGN EFFICIENCY		13,284 GSF			13,406 GSF		13,406 GSF		13,529 GSF	
FIRE ADMIN HQ													
FIRE ADMINISTRATION/TRAINING CENTER	9,194		FIRE ADMIN HQ	23	11,463		24	11,582	28	12,805	31	13,204	
TOTAL PERSONNEL / NSF:	9,194			23	11,463		24	11,582	28	12,805	31	13,204	
CURRENT / REQUIRED GSF:		10,655 GSF	75% BUILDING DESIGN EFFICIENCY		15,284 GSF			15,442 GSF		17,073 GSF		17,606 GSF	
FIRE STATION 1													
FIRE STATION 1	22,774		FIRE STATION 1	15	22,963		18	22,963	24	22,963	27	22,963	
TOTAL PERSONNEL / NSF	22,774			15	22,963		18	22,963	24	22,963	27	22,963	
CURRENT / REQUIRED GSF		24,275 GSF	85% BUILDING DESIGN EFFICIENCY		27,016 GSF			27,016 GSF		27,016 GSF		27,016 GSF	
FIRE STATION 2													
FIRE STATION 2	6,373		FIRE STATION 2	18	11,422		18	11,422	18	11,422	21	11,458	
TOTAL PERSONNEL / NSF:	6,373			18	11,422		18	11,422	18	11,422	21	11,458	
CURRENT / REQUIRED GSF:		6,792 GSF	85% BUILDING DESIGN EFFICIENCY		13,437 GSF			13,437 GSF		13,437 GSF		13,480 GSF	
FIRE STATION 3													
FIRE STATION 3	9,286		FIRE STATION 3	27	14,079		27	14,079	39	14,396	45	14,828	
TOTAL PERSONNEL / NSF:	9,286			27	14,079		27	14,079	39	14,396	45	14,828	
CURRENT / REQUIRED GSF:		10,563 GSF	85% BUILDING DESIGN EFFICIENCY		16,564 GSF			16,564 GSF		16,936 GSF		17,445 GSF	
FIRE STATION 4													
FIRE STATION 4	11,609		FIRE STATION 4	24	13,526		24	13,526	24	13,526	30	13,598	
TOTAL PERSONNEL / NSF:	11,609			24	13,526		24	13,526	24	13,526	30	13,598	
CURRENT / REQUIRED GSF:		14,123 GSF	85% BUILDING DESIGN EFFICIENCY		15,913 GSF			15,913 GSF		15,913 GSF		15,988 GSF	
FIRE STATION 5													
FIRE STATION 5	6,212		FIRE STATION 5	18	9,806		18	9,806	18	9,806	21	9,842	
TOTAL PERSONNEL / NSF:	6,212			18	9,806		18	9,806	18	9,806	21	9,842	
CURRENT / REQUIRED GSF:		6,614 GSF	85% BUILDING DESIGN EFFICIENCY		11,536 GSF			11,536 GSF		11,536 GSF		11,578 GSF	
FUTURE STATION 6													
FUTURE STATION 6 (FUTURE)	0		(FUTURE STATION 6)	0	15,411		0	15,411	18	15,656	27	16,052	
TOTAL PERSONNEL / NSF:	0			0	15,411		0	15,411	18	15,656	27	16,052	
CURRENT / REQUIRED GSF:		N/A GSF	85% BUILDING DESIGN EFFICIENCY		18,131 GSF			18,131 GSF		18,419 GSF		18,885 GSF	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES - BY BUILDING SUMMARY

SPACE REQUIREMENTS SUMMARY

		NSF	GSF	PERS		NSF		PERS		NSF		PERS		NSF	
GENERAL SERVICES BUILDINGS - TEWNING RD															
		7,822		107 TEWNING RD., JAMESTOWN CENTER	17	12,154	24	13,214	33	14,296	36	15,550			
GENERAL SERVICES - ADMINISTRATION AND CIP		12,536		103 TEWNING RD.	10	17,888	12	21,047	19	23,339	24	26,346			
GENERAL SERVICES - FLEET		2,081		113 TEWNING RD.	29	6,270	39	6,864	44	7,361	44	7,296			
GENERAL SERVICES - FACILITIES		2,685		113 TEWNING RD.	31	5,631	38	5,871	38	5,871	41	5,946			
GENERAL SERVICES - GROUNDS		25,124			87	41,944	113	46,996	134	50,866	145	55,138			
TOTAL PERSONNEL / NSF:			27,298 GSF	75% BUILDING DESIGN EFFICIENCY		55,925 GSF		62,662 GSF		67,822 GSF		73,517 GSF			
CURRENT / REQUIRED GSF:															
GENERAL SERVICES BUILDINGS - WARHILL STADIUM															
		4,778		WARHILL STADIUM MAINT. BLDG.	0	12,900	0	12,900	0	12,900	0	12,900			
GENERAL SERVICES - GROUNDS WARHILL BUILDING		4,778			0	12,900	151	12,900	172	12,900	186	12,900			
TOTAL PERSONNEL / NSF:			4,900 GSF	75% BUILDING DESIGN EFFICIENCY		17,200 GSF		17,200 GSF		17,200 GSF		17,200 GSF			
CURRENT / REQUIRED GSF:															
GS - SOLID WASTE															
		1,014		GS - SOLID WASTE	2	1,123	2	1,123	2	1,123	2	1,123			
GENERAL SERVICES - SOLID WASTE ADMIN.		1,014			2	1,123	2	1,123	2	1,123	2	1,123			
TOTAL PERSONNEL / NSF:			1,200 GSF	75% BUILDING DESIGN EFFICIENCY		1,497 GSF		1,497 GSF		1,497 GSF		1,497 GSF			
CURRENT / REQUIRED GSF:															
CONVENIENCE CENTERS															
		240		CONVENIENCE CENTERS	7	240	9	320	9	320	9	320			
GENERAL SERVICES - SOLID WASTE CONVENIENCE CENTERS		240			7	240	13	320	13	320	13	320			
TOTAL PERSONNEL / NSF:			240 GSF	75% BUILDING DESIGN EFFICIENCY		320 GSF		427 GSF		427 GSF		427 GSF			
CURRENT / REQUIRED GSF:															
IRM VIDEO CENTER															
		3,548		IRM VIDEO CENTER	3	5,516	4	5,596	5	5,676	5	5,676			
IRM - VIDEO CENTER		3,548			3	5,516	26	5,596	27	5,676	27	5,676			
TOTAL PERSONNEL / NSF:			3,883 GSF	75% BUILDING DESIGN EFFICIENCY		7,355 GSF		7,462 GSF		7,568 GSF		7,568 GSF			
CURRENT / REQUIRED GSF:															
IRONBOUND VILLAGE BUILDING 1															
		3,963		IRONBOUND VILLAGE BUILDING 1	18	9,372	27	10,020	44	11,792	58	13,021			
VOTER REGISTRAR		3,963			18	9,372	27	10,020	44	11,792	58	13,021			
TOTAL PERSONNEL / NSF:			5,002 GSF	75% BUILDING DESIGN EFFICIENCY		12,496 GSF		13,360 GSF		15,723 GSF		17,361 GSF			
CURRENT / REQUIRED GSF:															
IRONBOUND VILLAGE BUILDING 2															
		2,170		IRONBOUND VILLAGE BUILDING 2	12	5,218	14	5,547	16	5,795	16	5,795			
PARKS AND RECREATION - ADMIN		2,170			12	5,218	14	5,547	16	5,795	16	5,795			
SOCIAL SERVICES - HOUSING		2,563		IRONBOUND VILLAGE BUILDING 2	9	2,886	9	2,920	13	3,579	13	3,579			
TOTAL PERSONNEL / NSF:			4,733 GSF	75% BUILDING DESIGN EFFICIENCY		10,805 GSF		11,289 GSF		12,499 GSF		12,499 GSF			
CURRENT / REQUIRED GSF:															
IRONBOUND VILLAGE BUILDING 3															
		2,284		IRONBOUND VILLAGE BUILDING 3	16	1,682	16	1,596	18	1,412	19	1,412			
PARKS AND RECREATION - PARKS		2,284			16	1,682	16	1,596	18	1,412	19	1,412			
PARKS AND RECREATION - RECREATION SERVICES		5,075		IRONBOUND VILLAGE BUILDING 3 & JAMESTOWN CENTER	20	5,912	21	6,107	23	6,349	28	6,916			
TOTAL PERSONNEL / NSF:			7,359 GSF	75% BUILDING DESIGN EFFICIENCY		10,125 GSF		10,270 GSF		10,348 GSF		11,104 GSF			
CURRENT / REQUIRED GSF:															

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES - BY BUILDING SUMMARY

SPACE REQUIREMENTS SUMMARY

	CURRENT AREA OCCUPIED	CURRENT GROSS	CURRENT LOCATION	CURRENT PERSONNEL*		CURRENT NEEDS**		2025 NEEDS		2030 NEEDS		2040 NEEDS		2040 TOTAL
				PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	
JCSA														
JCSA - ADMIN	29,318		JCSA (119 TEWNING), JCSA WAREHOUSE (105 TEWNING), JCSA STORAGE/VEHICLE SHEDS (GARAGE A & B, 107 TEWNING, 109 TEWNING)	19	16,639			20	17,489	20	17,839	20	18,539	
JCSA - CUSTOMER SERVICE	1,285		JCSA	12	1,364			14	1,493	16	1,558	17	1,623	
JCSA - WASTEWATER	SEE JCSA ADMIN		JCSA AND JCSA WAREHOUSE	28	7,135			33	7,040	36	6,995	41	6,996	
JCSA - WATER	SEE JCSA ADMIN		JCSA AND JCSA WAREHOUSE	35	4,564			41	4,543	47	4,857	53	4,927	
TOTAL PERSONNEL / NSF:	30,603			63	29,702			74	30,564	83	31,249	94	32,085	
CURRENT / REQUIRED GSF:		30,603 GSF	75% BUILDING DESIGN EFFICIENCY		39,603 GSF			40,752 GSF	41,665 GSF			42,760 GSF		
PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY														
PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY	3,742		JAMES CITY COUNTY RECREATION CENTER	12	5,765			12	5,765	16	6,207	16	6,207	
TOTAL PERSONNEL / NSF:	3,742			12	5,765			12	5,765	16	6,207	16	6,207	
CURRENT / REQUIRED GSF:		4,989 NSF	75% BUILDING DESIGN EFFICIENCY		7,686 GSF			7,686 GSF	8,276 GSF			8,276 GSF		
HUMAN SERVICES CENTER														
OLDE TOWNE MEDICAL CENTER	10,623		HUMAN SERVICES CENTER	34	11,116			40	11,116	40	11,150	40	11,150	
SOCIAL SERVICES	15,280		HUMAN SERVICES CENTER	67	18,444			74	19,135	85	20,409	90	21,052	
TOTAL PERSONNEL / NSF:	25,903			101	29,560			114	30,251	125	31,559	130	32,202	
CURRENT / REQUIRED GSF:		29,138 GSF	75% BUILDING DESIGN EFFICIENCY		39,413 GSF			40,334 GSF	42,079 GSF			42,935 GSF		
LAW ENFORCEMENT CENTER														
POLICE	47,750		LAW ENFORCEMENT CENTER	110	33,596			121	34,157	147	37,741	180	39,360	
TOTAL PERSONNEL / NSF:	47,750			110	33,596			121	34,157	147	37,741	180	39,360	
CURRENT / REQUIRED GSF:		49,925 GSF	75% BUILDING DESIGN EFFICIENCY		44,794 GSF			45,543 GSF	50,321 GSF			52,480 GSF		
CURRENT TOTAL NSF:	276,614			TOTAL	361,780 NSF			376,257 NSF	395,357 NSF			409,513 NSF		
CURRENT / REQUIRED GROSS SQ FT AT	86.37%	320,251 GSF		TOTAL	468,693 GSF			487,997 GSF	513,374 GSF			532,097 GSF		

CALCULATED CUMULATIVE BUILDING DESIGN EFFICIENCY

* CURRENT PERSONNEL indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.

** CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES
COUNTY ADMINISTRATIVE SPACE SUMMARY - BY BUILDING

**SPACE REQUIREMENTS
SUMMARY**

	CURRENT GROSS	CURRENT NEEDS	2030 NEEDS	2040 NEEDS
<u>BUILDING A</u>				
CURRENT / REQUIRED GSF:	6,311 GSF	11,576 GSF	12,951 GSF	13,325 GSF
<u>BUILDING B</u>				
CURRENT / REQUIRED GSF:	8,638 GSF	9,769 GSF	11,527 GSF	12,528 GSF
<u>BUILDING D</u>				
CURRENT / REQUIRED GSF:	10,481 GSF	9,839 GSF	11,574 GSF	11,797 GSF
<u>BUILDING E</u>				
CURRENT / REQUIRED GSF:	9,109 GSF	12,746 GSF	15,318 GSF	16,348 GSF
<u>BUILDING F</u>				
CURRENT / REQUIRED GSF:	24,000 GSF	30,148 GSF	35,037 GSF	35,879 GSF
<u>COLONIAL COMMUNITY CORRECTIONS</u>				
CURRENT / REQUIRED GSF:	6,245 GSF	8,422 GSF	9,322 GSF	10,222 GSF
<u>EMERGENCY COMMUNICATIONS</u>				
CURRENT / REQUIRED GSF:	7,156 GSF	7,810 GSF	8,483 GSF	8,816 GSF
<u>EOC/SATELLITE SERVICES</u>				
CURRENT / REQUIRED GSF:	8,097 GSF	13,284 GSF	13,406 GSF	13,529 GSF
<u>FIRE ADMIN HQ</u>				
CURRENT / REQUIRED GSF:	10,655 GSF	15,284 GSF	17,073 GSF	17,606 GSF
<u>FIRE STATION 1</u>				
CURRENT / REQUIRED GROSS SQ FT AT	24,275 GSF	27,016 GSF	27,016 GSF	27,016 GSF
<u>FIRE STATION 2</u>				
CURRENT / REQUIRED GSF:	6,792 GSF	13,437 GSF	13,437 GSF	13,480 GSF
<u>FIRE STATION 3</u>				
CURRENT / REQUIRED GSF:	10,563 GSF	16,564 GSF	16,936 GSF	17,445 GSF
<u>FIRE STATION 4</u>				
CURRENT / REQUIRED GSF:	14,123 GSF	15,913 GSF	15,913 GSF	15,998 GSF
<u>FIRE STATION 5</u>				
CURRENT / REQUIRED GSF:	6,614 GSF	11,536 GSF	11,536 GSF	11,578 GSF
<u>(FUTURE STATION 6)</u>				
CURRENT / REQUIRED GSF:	N/A GSF	18,131 GSF	18,419 GSF	18,885 GSF
<u>GENERAL SERVICES BUILDINGS - TEWNING RD</u>				
CURRENT / REQUIRED GSF:	27,298 GSF	55,925 GSF	67,822 GSF	73,517 GSF
<u>GENERAL SERVICES BUILDINGS - WARHILL STADIUM</u>				
CURRENT / REQUIRED GSF:	4,900 GSF	17,200 GSF	17,200 GSF	17,200 GSF
<u>GS - SOLID WASTE</u>				
CURRENT / REQUIRED GSF:	1,200 GSF	1,497 GSF	1,497 GSF	1,497 GSF
<u>CONVENIENCE CENTERS</u>				
CURRENT / REQUIRED GSF:	240 GSF	320 GSF	427 GSF	427 GSF
<u>IRM VIDEO CENTER</u>				
CURRENT / REQUIRED GSF:	3,893 GSF	7,355 GSF	7,568 GSF	7,568 GSF
<u>IRONBOUND VILLAGE BUILDING 1</u>				
CURRENT / REQUIRED GSF:	5,002 GSF	12,496 GSF	15,723 GSF	17,361 GSF
<u>IRONBOUND VILLAGE BUILDING 2</u>				
CURRENT / REQUIRED GSF:	5,002 GSF	10,805 GSF	12,499 GSF	12,499 GSF
<u>IRONBOUND VILLAGE BUILDING 3</u>				
CURRENT / REQUIRED GSF:	5,002 GSF	10,125 GSF	10,348 GSF	11,104 GSF
<u>JCSA</u>				
CURRENT / REQUIRED GSF:	30,603 GSF	39,603 GSF	41,665 GSF	42,780 GSF
<u>PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY</u>				
CURRENT / REQUIRED GSF:	4,989 NSF	7,686 GSF	8,276 GSF	8,276 GSF
<u>HUMAN SERVICES CENTER</u>				
CURRENT / REQUIRED GSF:	29,138 GSF	39,413 GSF	42,079 GSF	42,935 GSF
<u>LAW ENFORCEMENT CENTER</u>				
CURRENT / REQUIRED GSF:	49,925 GSF	44,794 GSF	50,321 GSF	52,480 GSF
CURRENT / REQUIRED GROSS SQ FT	320,251 GSF	468,693 GSF	513,374 GSF	532,097 GSF

COUNTY ADMINISTRATIVE SPACE SUMMARY BY PERCENT INCREASE OF CURRENT NEEDS VS. CURRENT OCCUPIED SPACE

	%	INCREASE COMMENTS
IRONBOUND VILLAGE BLDG. 1	149.8	ABSENTEE VOTING CHANGES, STORAGE SPACE REQUIRED, WAITING AREAS NEEDED
IRONBOUND VILLAGE BLDG. 3	102.4	DEPARTMENTAL GROWTH, NEED UNCONDITIONED STORAGE (3000 SF), INADEQUATE STAFF SUPPORT SPACES, UNDERSIZED EXISTING SPACES
IRONBOUND VILLAGE BLDG. 2	116.0	DEPARTMENTAL GROWTH, UNDERSIZED EXISTING SPACES, VISITOR WAITING AND CONFERENCE ROOM SPACE NEEDED
GENERAL SERVICES BUILDINGS - TEWNING RD	110.0	DEPARTMENTAL GROWTH, COUNTY OVERALL STORAGE SPACE (4000 SF), TRAINING ROOM 120 STAFF, STAFF SUPPORT SPACES, FLEET BAYS
FIRE STATION 2	97.8	ADDITIONAL BAY SPACE, INADEQUATE STAFF SUPPORT SPACE, UNDERSIZED EXISTING SPACES, DECONTAMINATION SPACE, SEPARATION OF ZONES
BUILDING A	83.4	DEPARTMENTAL GROWTH, VISITOR WAITING & CONFERENCE ROOM SPACE NEEDED, UNDERSIZED EXISTING SPACES, INADEQUATE SUPPORT SPACE
FIRE STATION 5	74.4	DEPARTMENTAL GROWTH, UNDERSIZED EXISTING SPACES, SEPARATION OF ZONES, INADEQUATE STAFF SUPPORT SPACE
EOC/SATELLITE SERVICES	60.6	DEPARTMENTAL GROWTH, UNDERSIZED EXISTING SPACES, INADEQUATE STAFF SUPPORT SPACE
IRM VIDEO CENTER	59.4	CONFERENCE ROOM, STORAGE FOR VAN, INADEQUATE SUPPORT SPACE, UNDERSIZED EXISTING SPACES
FIRE STATION 3	56.8	CENTRAL EMS STORAGE, INADEQUATE STAFF SUPPORT SPACE, UNDERSIZED EXISTING SPACES
JCC RECREATION CENTER (ADMIN. ONLY)	54.1	LARGE EVENT SPACE (150 OCCUPANCY), CONFERENCE ROOM NEEDED, SPACE EFFICIENCIES
JCSA	50.0	SHOP/GARAGE SPACE AND WAREHOUSE NEEDED, INADEQUATE STAFF SUPPORT SPACE, SPACE EFFICIENCIES
FIRE ADMINISTRATION HQ	43.4	DEPARTMENTAL GROWTH, CENTRAL EMS STORAGE, LOGISTICS STORAGE, WORK PERFORMANCE/APAT TEST FACILITY, SUPPORT SPACE NEEDED
BUILDING E	40.0	DEPARTMENTAL GROWTH, CONFERENCE ROOMS NEEDED, CUSTOMER SERVICE AREAS, INADEQUATE STAFF SUPPORT SPACE
HUMAN SERVICES CENTER	35.3	DEPARTMENTAL GROWTH, WAITING/TRAINING/CONFERENCE SPACES NEEDED, INADEQUATE STAFF SUPPORT SPACE
COLONIAL COMMUNITY CORRECTIONS	34.9	DEPARTMENTAL GROWTH, WAITING AREA AND MULTIPURPOSE ROOM NEEDED, INADEQUATE STAFF SUPPORT SPACE, SPACE EFFICIENCIES
CONVENIENCE CENTERS	33.3	CURRENTLY UNDERSIZED 8'X10' SHACKS FOR ATTENDANTS
BUILDING F	25.6	DEPARTMENTAL GROWTH, LARGER BOS MEETING ROOM, INADEQUATE STAFF SUPPORT SPACE
GS SOLID WASTE	24.8	DEPARTMENTAL GROWTH, UNDERSIZED EXISTING SPACE, INADEQUATE STAFF SUPPORT SPACE
BUILDING B	13.1	FILE STORAGE NEEDED, DMV SERVICES (TREASURER), DEPARTMENTAL GROWTH, INADEQUATE STAFF SUPPORT SPACE
FIRE STATION 4	12.7	TRAINING SPACE NEEDED, INADEQUATE STAFF SUPPORT SPACE
FIRE STATION 1	11.3	TRAINING, STAFF SUPPORT SPACE, SPACE EFFICIENCIES FROM SHARED FUNCTIONS BETWEEN CAREER AND VOLUNTEER FIRE
EMERGENCY COMMUNICATIONS	9.1	DEPARTMENTAL GROWTH, REDUNDANT FUNCTIONS WITH YORK COUNTY, STORAGE SPACE NEEDED, INADEQUATE STAFF SUPPORT SPACE
FUTURE FIRE STATION 6	0.0	FACILITY DESIGNED FOR 30 YEAR USEFUL LIFE WITH STAFFING AND SUPPORT SPACE, FIRE STORAGE, TRAINING
LAW ENFORCEMENT CENTER	-10.2	BUILT FOR 30+ YEARS OF GROWTH
BUILDING D	-14.0	SPACE FOR FUTURE GROWTH

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County Administration Detailed Space Needs Analysis

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		Each							
COLONIAL COMMUNITY CORRECTIONS										
Colonial Community Corrections (CCC) provides many services to the Counties of James City, New Kent, Charles City, York and the cities of Williamsburg and Poquoson. These services include pretrial investigations, pretrial supervision, probation supervision, reentry services and criminal justice planning. Space (bathrooms) is also needed for drug screening as several hundred are done on a monthly basis. We receive client referrals from all the courts and magistrates in the localities we serve as well as transfer in cases from other localities.										
PERSONNEL SPACE										
Director	po4	1	168	1	168	1	168	1	168	Four person conference table in the office.
Assistant Director	po3	1	144	1	144	1	144	1	144	Staff meets with client, design for safety for staff member to exit the office without passing client. Four person conference table in the office.
Sr. Probation Officer	po1	1	100	2	200	2	200	3	300	Staff meets with client, design for safety for staff member to exit the office without passing client.
Pretrial Investigators	po1	1	100	2	200	2	200	3	300	See Sr. Probation Officer above.
Pretrial/Probation Officers	po1	10	1,000	11	1,100	12	1,200	13	1,300	See Sr. Probation Officer above.
Administrative Assistant	po1	1	100	1	100	1	100	1	100	See Sr. Probation Officer above.
Criminal Justice Planner	po1	1	100	1	100	1	100	1	100	See Sr. Probation Officer above.
Reentry Coordinator	po1	1	100	1	100	1	100	1	100	See Sr. Probation Officer above.
Administrative Coordinator	po1	1	100	1	100	1	100	1	100	See Sr. Probation Officer above.
Intake Officer	po1	1	100	1	100	1	100	2	200	See Sr. Probation Officer above.
Grant Coordinator	po1	1	100	1	100	1	100	1	100	See Sr. Probation Officer above.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Drop-in Workstation	ws3	2	128	2	128	2	128	2	128	
VCIN ROOM		1	80	1	80	1	80	1	80	VCIN terminal
Reception		1	120	1	120	1	120	1	120	Bullet-Resistant glass and wall material with pass-through and speak-through.
Waiting	vis20	1	400	1	400	1	400	1	500	Seat 20. Overflow into Multi-purpose for drug screening. Locate next to waiting and near drug screening toilet rooms. Grow to 25 in 20 years.
Small Conference	cnf12	1	260	1	260	1	260	1	260	Seat 12.
Multi-purpose	tr3	1	350	1	350	1	450	1	450	Start at 20, grow to 28
File Room	lat	12	384	12	384	12	384	12	384	Mix of Lat and Vert (extra space for sorting old and new).
Copy/Supply/Storage Room	wrk3	1	170	1	170	1	170	1	170	Files in room. Large floor shredder + Shred-It
Drug Testing Supply Room	clos2	1	50	1	50	1	50	1	50	Secured room.
Closet	clos1	1	25	1	25	1	25	1	25	
Kitchenette/Break		1	200	1	200	1	200	1	200	Range/oven with commercial hood and fire suppression system. Refrigerator, microwave, sink, coffee maker. Seat 6 people.
Drug Testing Bathroom		2	140	2	140	2	140	2	140	Sized for officer in room with client. Two days per week is focused on drug screening for about 5 hours each day. Located near Multi-purpose and waiting. Also use them throughout week intermittently.
Staff Toilet Room	tlr1	2	100	2	100	2	100	2	100	
Public Toilet Room	tlr1	2	100	2	100	2	100	2	100	Located off of Waiting room.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL		20		23		24		28		
SUBTOTAL SPACE REQUIRED			4,679		4,979		5,179		5,679	
INTERNAL CIRCULATION FACTOR			1,638		1,743		1,813		1,988	
CURRENT SPACE OCCUPIED		5,581		6,317		6,722		6,992		COMMUNITY CORRECTIONS
TOTAL DIVISION SPACE REQ'D									7,667	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
COMMISSIONER OF REVENUE										
PERSONNEL SPACE										
	</									

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Shared back-of-House Workstation	ws3	64	1	64	1	64	1	64	1	64	Used by Deputy III - Front Counter
Waiting	vis6	120	1	120	1	120	1	120	1	120	Seat 6. Could be shared with Treasurer or other.
Computer Kiosk in Lobby		15	1	15	1	15	2	30	2	30	Could be shared with Treasurer or other (four total in 20 years)
Walk-up Counter Workstation	ws3	64	2	128	2	128	3	192	3	192	
Reception Counter	cs10	60	4	240	4	240	5	300	5	300	
Conference	cnf6	150	1	150	1	150	1	150	1	150	Seat 6.
Conference											Seat 20. Shared on campus or in building.
Files	vert	10	31	310	36	360	41	410	51	510	Files are growing by approximately one vertical filing cabinet per year to house business license paperwork. Additional staffing and a scanning station would allow the CoR to scan these files as they are generated to stop the growth and reduce the need over time.
Lateral	lat	12	15	180	15	180	15	180	15	180	3 Laterals + 10 open shelves w/ 120 Boxes on it.
Scanning Workstation	wss	25	1	25	1	25	1	25	1	25	Used to digitize existing hardcopy files that state regulations permit to be stored digitally.
Bookshelf		10	1	10	1	10	1	10	1	10	Code books and manuals
Copy/Work/Supply Room	wrk9	81	1	81	1	81	1	81	1	81	
~Shred-it		10	1	10	1	10	1	10	1	10	In Copy/Work/Supply Room
Break	kit2	160	1	160	1	160	1	160	1	160	Shared in building between Treasurer and Commissioner of Revenue.
Coffee Niche	cof1	25	1	25	1	25	1	25	1	25	
Staff Toilet Room	tlr1	50	1	50	1	50	1	50	1	50	Shared in building.
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	Shared in building.
Closet	clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL			13		14		18		20		
SUBTOTAL SPACE REQUIRED				2,877		2,975		3,588		3,896	
INTERNAL CIRCULATION FACTOR				1,007		1,041		1,256		1,364	
CURRENT SPACE OCCUPIED			2,713		4,016		4,844		5,260		BUILDING B
TOTAL DIVISION SPACE REQ'D			3,884		4,016		4,844		5,260		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COMMUNITY DEVELOPMENT - ADMIN										
PERSONNEL SPACE										
Department Director	po4	168	1	168	1	168	1	168	1	With the exception of BS&P, the subdivisions within Community Development are currently co-mingled and should be configured that way in the future. Ideally plan reviewers and inspectors listed under BS&P would be located in the same area.
Assistant Deputy Director	po3	144	1	144	1	144	1	144	1	
Administrative Coordinator	ws3	64	1	64	1	64	2	128	2	
									0	
SUPPORT SPACE										
IT Support Specialist	po1	100	1	100	2	200	2	200	2	IT/Computer support. Technically under IRM but requires space on-site.
Waiting	vis10	200	1	200	1	200	1	200	1	Shared by planning, zoning, and community development. Most people waiting at one time is queuing for a conference room to open up.
Reception Counter		100	1	100	1	100	1	100	1	16' counter to serve up to four people at one time. Used for public interaction for both planning and zoning. Storage space below for time stamps, staplers, and office supplies to avoid clutter at counter. Security cameras. Duress button to internal director/open office area.
Customer Computer Kiosk		25	2	50	2	50	2	50	2	Public computer terminals used by Planning, Zoning, and BS&P.
Front of House Conference - seat 6	cnf6	150	1	150	1	150	1	150	1	Public terminal for someone to use for looking at plans for extended period of time. Directly adjacent to lobby.
Small Conference	cnf12	260	1	260	1	260	1	260	1	Used for both in-house and meetings with public. Ideally closer to front-of-house spaces.
Medium Conference	cnf20	350	1	350	1	350	1	350	1	Used for both in-house and meetings with public. Ideally closer to front-of-house spaces.
Large Conference Room	tr5	750	1	750	1	750	1	750	1	Seat 40-50. Publically accessible for community meetings. In close proximity, but could be shared with other departments.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Public Drop-off		1	80	1	80	0		0		Serves Community Development, Planning, and Zoning. Could be at one point, currently two due to occupying two buildings. For receiving up to 12 sets of plans, specifications, etc. at one time. Plan to transition to digital submissions in future.
Lateral Files	lat	6	72	5	60	4	48	3	36	In file room.
Copy/Workroom	wrk12	1	144	1	144	1	144	1	144	Shared with planning and zoning.
~Shred-it		1	10	1	10	1	10	1	10	In Copy/Work Room
Storage	st2	1	50	1	50	1	50	1	50	
Kitchenette	kit2	1	160	1	160	1	160	1	160	2 refrigerators, 2 microwaves, 1 sink, 1 dishwasher. Could be shared. 2 high-top tables, seats 8
Staff Toilet Room	tlr2	2	320	2	320	2	320	2	320	Shared with Community Development
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Shared with Community Development
Closet	clos1	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL		3		3		4		4		
SUBTOTAL SPACE REQUIRED			3,257		3,345		3,317		3,305	
INTERNAL CIRCULATION FACTOR			1,140		1,171		1,161		1,157	
CURRENT SPACE OCCUPIED		1,819								BUILDING A
TOTAL DIVISION SPACE REQ'D		4,397		4,516		4,478		4,462		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
COMMUNITY DEVELOPMENT - BS&P										
PERSONNEL SPACE										
Building Official		po3	144	1	144	1	144	1	144	Small conference space for four. Sit/Stand desk. Scanner at desk.
Asst. Building Official		po2	120	2	240	2	240	2	240	Sit/Stand desk. Scanner at desk.
Plans Examiner		ws3	64	3	192	3	192	4	256	One 40" monitor and one 24" monitor. Sit/Stand desk. Scanner at desk.
Lead Inspector/Plan Reviewer		ws3	64	3	192	3	192	3	192	Sit/Stand desk. Scanner at desk.
Inspector		ws3	64	5	320	7	448	8	512	Increased need due to both increase in population and aging building stock. Increase due to more demand to enforce property management code.
Permit Tech		ws2	48	1	48	2	96	2	96	Shared between Permit Tech staff. In close proximity to Customer Service Counter. Walk up to serve patrons at the counter. Scanner at desk.
Permit Tech office		po1	100	1	100	1	100	1	100	Shared between Permit Tech staff. Scanner at desk.
Administrative Coordination		po1	100	1	100	1	100	1	100	
Trade Reviewer		ws3	64	0	0	1	64	2	128	
Receptionist		ws3	64	0	0	1	64	1	64	At front desk. Currently this need is served by the Permit Tech which distracts from their primary work. Could potentially serve the small public need from Planning/Zoning.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Waiting	vis6	120									Refer to Community Development Admin.
Customer Computer Kiosk											Refer to Community Development Admin.
Plan Table		120	1	120	1	120	1	120	1	120	Large Table, computer, scanner
File/Copy/Workroom	wrk10	100	1	100	1	100	1	100	1	100	
Shared Workstation	ws1	36	1	36	1	36	1	36	1	36	Permit Tech private workstation.
Conference - seat 6	cnf6	150	1	150	1	150	1	150	1	150	Computer terminal for looking at plans. Front of house for meeting with Contractors and Owners.
Conference - seat 20											Refer to Community Development Admin.
Training - seat 50											Refer to Community Development Admin.
Customer Service Counter		24	1	24	1	24	1	24	1	24	12' long. High counter to prevent patrons from jumping. Bullet resistant material in wall below counter height.
Shred-it		10	1	10	1	10	1	10	1	10	
Files	lat	12	4	48	4	48	4	48	4	48	
Bookshelves	lat	12	12	144	13	156	14	168	15	180	Code books, reference standards, manuals
Kitchenette	kit2	160	1	160	1	160	1	160	1	160	2 refrigerators, 2 microwaves, 1 sink, 1 dishwasher, Could be shared. 2 high-top tables, seats 8
Staff Toilet Room	tlr2	160	2	320	2	320	2	320	2	320	Could be shared.
~Showers	shw1	35	2	70	2	70	2	70	2	70	Located in Staff Toilet Room.
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	Could be shared.
Go-Bag Storage	clos2	50	1	50	1	50	1	50	1	50	Large duffelbags with gear for emergency response.
Closet	clos2	50	1	50	1	50	1	50	1	50	Boot covers, hardhats, office supplies, etc.
TOTAL PERSONNEL			17		22		25		29		
SUBTOTAL SPACE REQUIRED			2,678		2,994		3,198		3,466		
INTERNAL CIRCULATION FACTOR			35%	937	1,048		1,119		1,213		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ.FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
				QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
COMMUNITY DEVELOPMENT - NEIGHBORHOOD DEVELOPMENT												
PERSONNEL SPACE												
		po3	144	1	144	1	144	1	144	1	144	
		po1	100	1	100	1	100	1	100	1	100	
		ws2	48	0	0	0	0	1	48	1	48	
		ws2	48	0	0	0	0	1	48	2	96	
SUPPORT SPACE											0	
		vis6	120									Shared, refer to Community Development Admin.
		lat	12	2	24	2	24	2	24	2	24	In locked room
		clos1	25	1	25	1	25	1	25	1	25	
				1	0	1	0	1	0	1	0	Shared with the rest of the department.
				1	0	1	0	1	0	1	0	Shared with the rest of the department.
				1	0	1	0	1	0	1	0	Shared with the rest of the department.
TOTAL PERSONNEL				2	293	2	293	4	389	5	437	
SUBTOTAL SPACE REQUIRED					103		103		136		153	
INTERNAL CIRCULATION FACTOR				35%								
BUILDING A												
CURRENT SPACE OCCUPIED				294	396		396		525		590	
TOTAL DIVISION SPACE REQ'D												

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
COMMUNITY DEVELOPMENT - PLANNING										
PERSONNEL SPACE										
Division Director of Planning	po3	0	144	1	144	1	144	1	144	Currently served by Director of Community Development. In the future this will be its own position. 4 Person conference table in office.
Principal Planner	po2	2	240	4	480	4	480	4	480	
Planner	po2	7	840	8	960	8	960	9	1,080	Private office required because of confidentiality.
Community Development Assistant	ws3	2	128	2	128	2	128	2	128	Back-of-house workstation. Also work at front reception counter, see CD-Admin Above.
Intern	wss	3	75	3	75	3	75	3	75	
SUPPORT SPACE										
Customer Computer Kiosk										
Visitor Waiting - seat 10	vis10	1	200	1	200	1	200	1	200	Refer to Community Development Admin.
Conference	cnf6	1	150	1	150	1	150	1	150	Could be combined with Community Development Admin.
Copy/Workroom	wrk9	1	81	1	81	1	81	1	81	See admin above.
~Shred It	pshc	2	20	2	20	2	20	2	20	Large Copier, 2 printers, office supply storage, work counter. Refer to Community Development Admin. for the second Copy/Workroom.
Plot Room		1	120	1	120	1	120	1	120	In each Copy/Workroom
~Oversize plotter		1	10	1	10	1	10	1	10	Small workstation in plot room.
~Oversize scanner		1	10	1	10	1	10	1	10	In Plot Room
Storage	st4	1	120	1	120	1	120	1	120	In Plot Room
Storage Files	lat	12	144	10	120	8	96	6	72	Easels, foam core, display boards, metal framed signs, historical commission materials, field gear, tax map books.
Library	lat	8	96	8	96	8	96	8	96	Reduced over time due to digitizing.
Kitchenette										7 open shelves, 7 Boxes
Staff Toilet Room										Refer to Community and Development Admin.
Janitor's Closet										Refer to Community and Development Admin.
Closet	clos1	1	25	1	25	1	25	1	25	Refer to Community and Development Admin.
TOTAL PERSONNEL		14		18		18		19		
SUBTOTAL SPACE REQUIRED			2,259		2,739		2,715		2,811	
INTERNAL CIRCULATION FACTOR	35%		791		959		950		984	

CURRENT SPACE OCCUPIED	1,418									
TOTAL DIVISION SPACE REQ'D	3,050	3,698	3,665	3,795						

BUILDING A

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COMMUNITY DEVELOPMENT - ZONING										
PERSONNEL SPACE										
Zoning Administrator	po3	144	1	144	1	144	1	144	Supervisory position	
Deputy Zoning Administrator	po2	120	1	120	1	120	1	120	Supervisory position, also does zoning officer functions.	
Zoning Officers	po1	100	2	200	3	300	4	400	Similar function as Planner. 2 people per shared space.	
SUPPORT SPACE										
Visitor Waiting									0	
Computer Kiosk									See Comm. Development Admin and Planning	
									Refer to Community Development Admin.	
Lateral	lat	12	6	72	5	60	4	48	2	24
Open Shelf	lat	12	3	36	2	24	1	12	1	12
Storage	clos2	50	1	50	1	50	1	50	1	50
Kitchenette										Hanging files.
Staff Toilet Room										Shared with the rest of the department.
Janitor's Closet										Shared with the rest of the department.
Closet										Shared with the rest of the department.
TOTAL PERSONNEL			4		5		6		7	
SUBTOTAL SPACE REQUIRED				622		698		774		850
INTERNAL CIRCULATION FACTOR		35%		218		244		271		298
CURRENT SPACE OCCUPIED		674	840		942		1,045		BUILDING A	
TOTAL DIVISION SPACE REQ'D							1,148			

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
COUNTY - ADMINISTRATION											
PERSONNEL SPACE											
County Administrator	po7	256	1	256	1	256	1	256	1	256	Small conference table to seat 6.
Assistant County Administrator	po4	168	1	168	1	168	2	336	2	336	Small conference table to seat 4.
Administrative Assistant	po1	100	1	100	1	100	1	100	1	100	Currently Admin/FOIA. Add dedicated FOIA within 5 years.
FOIA Officer	po1	100	0	100	1	100	1	100	1	100	
Board Secretary	ws4	80	1	80	1	80	1	80	1	80	
Public Information Officer	po1	100	1	100	1	100	1	100	1	100	Does podcasts. Sound-proof room.
Communication Manager	po2	120	1	120	1	120	1	120	1	120	
Communication Specialist	ws4	80	0	0	1	80	1	80	1	80	
Graphic Designer	po1	100	1	100	2	200	2	200	2	200	Meet with individuals from various departments in their office. Use Print/Work/Production room for processing posters and other media.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Waiting - 6	vis6	120	1	120	1	120	1	120	1	120	
Conference - seat 4	cnf4	100	1	100	1	100	1	100	1	100	
Conference - seat 15	cnf16	300	1	300	1	300	1	300	1	300	
Conference - seat 40	tr4	600	1	600	1	600	1	600	1	600	Currently the Glass Room
Open Work Space		150	1	150	1	150	1	150	1	150	Nice to have extra space. Could fill with workstations if needed.
Copy/Workroom	wrk9	81	1	81	1	81	1	81	1	81	Shared w/ other County Admin. Functions. Copier, counter, cabinets above and below.
Copy/Print			2	0	2	0	2	0	2	0	2 Additional in building
Shred-it		10	1	10	1	10	1	10	1	10	In Copy/Workroom
Storage	sl2	50	1	50	1	50	1	50	1	50	General office supplies.
Kitchenette	kit2	160	1	160	1	160	1	160	1	160	
Staff Toilet Room	tlr2	160	2	320	2	320	2	320	2	320	
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	
Closet	clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL			7		10		11		11		
SUBTOTAL SPACE REQUIRED			2,900		3,180		3,348		3,348		
INTERNAL CIRCULATION FACTOR		35%	1,015		1,113		1,172		1,172		
CURRENT AREA OCCUPIED			4,045	3,915		4,293		4,520		BUILDING D	
TOTAL DIVISION SPACE REQ'D										4,520	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COUNTY ATTORNEY										
PERSONNEL SPACE										
County Attorney	po4	168	1	168	1	168	1	168	Conference table for four in office.	
Deputy County Attorney	po3	144	1	144	1	144	1	144	Conference space in office.	
Assistant County Attorney	po1	100	1	100	2	200	2	200		
Paralegal	ws4	80	1	80	1	80	1	80	Serves as receptionist	
SUPPORT SPACE										
Reception	vis2	50	1	50	1	50	1	50	Better security to prevent immediate access from angry customers. Counter with closeable glass window.	
Conference - seat 12	cnf12	260	1	260	1	260	1	260	Could be shared, but must be sound-proofed due to sensitive legal nature of discussions.	
Law Library		12	2	24	2	24	2	24		
Secure File Room		80	1	80	1	80	1	80	Secured room. Houses Real estate, Social Services, and Litigation files. 2 verticals. 3 open shelves. No anticipated growth.	
Copy/Work Room	wrk9	81	1	81	1	81	1	81	Copier, office supplies, counter.	
Kitchenette	kit1	60	1	60	1	60	1	60	Microwave, coffee pot. Could be shared or combined with others.	
Staff Toilet Room	tlt1	50	2	100	2	100	2	100	Could be shared with other departments. No public access.	
Janitor's Closet	jc1	60	1	60	1	60	1	60	Could be shared with other departments.	
Closet	clos1	25	1	25	1	25	1	25		
TOTAL PERSONNEL										
SUBTOTAL SPACE REQUIRED			4		5		5		1,332	
INTERNAL CIRCULATION FACTOR		35%		1,232		1,332		1,332	466	
CURRENT AREA OCCUPIED 1,856										
TOTAL DIVISION SPACE REQ'D 1,663 1,798 1,798 1,798										
BUILDING D										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
ECONOMIC DEVELOPMENT										
PERSONNEL SPACE										
Director	po4	1	168	1	168	1	168	1	168	Conference table for four in office.
Assistant Director	po3	1	144	1	144	1	144	1	144	Conference table for four in office.
Tourism & Marketing Manager	po2	1	120	1	120	1	120	1	120	
Administrative Support (admin assist. / office manager)	ws3	0	0	1	64	1	64	1	64	
Site Readiness & Asset Project Manager	po1	0	0	1	100	1	100	1	100	
Business Development Manager	po1	0	0	0	0	1	100	2	200	
Marketing Coordinator	ws3	0	0	0	0	1	64	1	64	Enclosed Shared Office
Internship/ Part Time Assist.	ws3	0	0	0	0	1	64	1	64	Enclosed Shared Office
SUPPORT SPACE										
Waiting - 6	vis6	1	120	1	120	1	120	1	120	
Reception Counter		1	50	1	50	1	50	1	50	
Small Conference - seat 12	cnf12	1	260	1	260	1	260	1	260	Accessed directly from Waiting. Secure door to back of house office space.
Large Conference - seat 30		1	0	1	0	1	0	1	0	Shared within building. For EDA meetings. 7 elected members, staff, County Administrator, County Lawyer. Shared, refer to County Administration 40 person conference room.
Copy/Work/Supply Room	wrk11	1	120	1	120	1	120	1	120	Work counter, large copier, counter with floor copier along one wall. Mailboxes located in here unless in a shared building mail room.
~Lateral Files	lat	6	72	7	84	8	96	10	120	In Copy/Work/Supply Room
~Shred-It		1	10	1	10	1	10	1	10	In Copy/Work/Supply Room
Storage	clos2	1	50	1	50	1	50	1	50	Double doors, connected to work room. Stores marketing materials, pull-ups, trade show exhibit materials, etc.
Kitchenette	kit1	1	60	1	60	1	60	1	60	Adjacent to Large Conference with a door. Includes a refrigerator, microwave, sink, and coffee maker.
Staff Toilet Room	tlr1	2	100	2	100	2	100	2	100	Shared in Building
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Shared in Building
TOTAL PERSONNEL		3		5		8		9		
SUBTOTAL SPACE REQUIRED			1,334		1,510		1,750		1,874	
INTERNAL CIRCULATION FACTOR	35%		467		529		613		656	
BUILDING D										
CURRENT AREA OCCUPIED		1,657								
TOTAL DIVISION SPACE REQ'D		1,801		2,039		2,363		2,530		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
EMERGENCY COMMUNICATIONS											
PERSONNEL SPACE											
Director	po4	168	1	168	1	168	1	168	168	Partnership with York so that if one center fails, those staff moves to the other locality. Additional Emergency Coms for other county (4-5 for JCC but 8 total 911 stations). Facility is located outside of the 10 mile zone of the Surry Power Station.	
Assistant Director	po3	144	0	0	1	144	1	144	144		
Training Coordinator	po2	120	1	120	1	120	1	120	120		
CAD Administrator	po2	120	1	120	1	120	1	120	120		
Emergency Communications Supervisor			4	0	4	0	4	0	0		
Emergency Coms. Officer			21	0	30	0	35	0	0	Currently includes ECC Workstation to receive 911 calls. Shared Office. Refer to below. Supervisor could be Police, 911, or Fire. Overlooks terminals. Four computers per workstation. Can receive calls. Contains 15sf workstation for Quality Assurance and Evaluation.	
SUPPORT SPACE											
Temporary Sleeping Quarters	cnf6	150	2	300	2	300	2	300	300	No dedicated workspace.	
Emergency Communications Supervisor	po3	144	1	144	1	144	1	144	144	Dual purpose for sleeping or quiet room. 2 loungers that recline. 2 cots for future growth.	
ECCs work console (per shift)	ws4	80	12	960	12	960	14	1,120	16	1,280	Refer to Emergency Coms. Supervisor above. One desk. Provide additional training workstation. Window to Training room.
Surry Workstation			0	0	0	0	0	0	0	No dedicated workspace. 2 call takers, police radio, fire radio. Supervisor could be police, 911, or fire. Staff stay at workstation, but rotate through all four roles. VCIN capability at each work console. Up to eight vacant workstations could be used for emergency storm prep or for York County in the event of an emergency. Grouped together in pods of four work consoles. Currently workstations in Supervisor, CAD administrator, Training Room, and on ECC floor.	
Training Room	cnf24	375	1	375	1	375	1	375	1	375	Special phone incorporated into one of the ECC Work Consoles. Activated during the event of an accident at the Surry Power Station.
Training Console			1	0	1	0	1	0	1	0	Currently includes ECC workstation set up to receive 911 calls. Shared conference room for large meetings. Classroom and conference room style. Includes space for three training consoles, 5'-0" wide. 8 person table.
Radio Equipment/911 Server Room		576	1	576	1	576	1	576	1	576	In Training Room. 81 square feet. Included in square footage above.
											Same size as existing server room. Contains racks for radio equipment, 911 servers, and County IT servers.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Files	stf	1	200							
Lockers	lkr1	21	105	30	150	35	175	40	200	Law Enforcement Related Documents. Active and inactive. Accounts for 6 lateral files, 2 vertical files, and 45 boxes. Static, no growth.
Toilet	tlr1	2	100	2	100	2	100	2	100	Assigned per staff. One big room, not gender specific. 12"x18" full height lockers. One per staff.
Toilet	tlr1	1	50	1	50	1	50	1	50	Unisex toilet rooms
~Shower	shw1	1	35	1	35	1	35	1	35	Unisex toilet/shower room
Workroom	wrk9	1	81	1	81	1	81	1	81	In staff toilet room.
~Copy	cpy10	1	50	1	50	1	50	1	50	Workroom off of call center.
~Mailboxes		1	50	1	50	1	50	1	50	In a room, isolated from terminals.
Law Enforcement Space		1	250	1	250	1	250	1	250	1 per staff. 12" wide by 5" tall.
Coffee Niche	kit1	1	60	1	60	1	60	1	60	Radio Chargers, space to hook up laptop.
Kitchen/Break		1	360	1	360	1	360	1	360	In call center.
UPS Room		1	150	1	150	1	150	1	150	Three pantries, three refrigerators, range, four seats, Range hood with ANSUL system.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
Closet	clos1	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL		28		38		43		48		
SUBTOTAL SPACE REQUIRED			4,339		4,528		4,713		4,898	
INTERNAL CIRCULATION FACTOR	35%		1,519		1,585		1,650		1,714	
CURRENT AREA OCCUPIED			5,283		6,113		6,363		6,612	EMERGENCY COMMUNICATIONS
TOTAL DIVISION SPACE REQ'D										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
EMERGENCY OPERATIONS CENTER (EOC)										
PERSONNEL SPACE										
EOC Staff		50	0	50	0	50	0	50	0	Far from other departments so staff doesn't want to drive, so end up meeting at fire admin.
PIO/JIC Staff		6	0	10	0	10	0	10	0	No full time staff.
Rumor Control Staff		4	0	6	0	6	0	6	0	Only staffed during activation. Refer to Conference Room - PIO/JIC below for workspace.
										Only staffed during activation. JIC - conference room down the hall for monitoring tv with federal and state workers. Waiting room for mandatory press briefings in waiting area for satellite services. Refer to Conference Room - Rumor Control below.
DEDICATED EOC SPACE										
Emergency Operations Center	1000	1	1,000	1	1,000	1	1,000	1	1,000	Space must be dedicated to EOC. Could not be used for other purposes such as training or conference space.
										Only staffed during activation. Hot EOC, computers set up and running at all times. Preparedness for Surry Power Plant. Space for groups to divide out. Major storage issues to keep extra equipment and supplies. Must be located out of the 10 mile radius from Surry. Would ideally have emergency management co-located to do meetings and training. Configured as an EOC. 12x12x12 cubbies at each table for occupants.
Ares	cnf4 100	1	100	1	100	1	100	1	100	Immediately adjacent to EOC. HAMM radio, special technology needs. Conduit to roof. HAMM radio in the space.
Storage Room	st8 300	1	300	1	300	1	300	1	300	General storage, CERT CART Backpack storage, Cot storage.
Chair and Table storage	200	1	200	1	200	1	200	1	200	
Radiological Storage	25	1	25	1	25	1	25	1	25	
Publication Storage	100	1	100	1	100	1	100	1	100	
EOC Supplies	150	1	150	1	150	1	150	1	150	
Food/Pantry	50	1	50	1	50	1	50	1	50	
Laptops	100	1	100	1	100	1	100	1	100	
Back-up EOC Equipment	80	1	80	1	80	1	80	1	80	
IT Room	120	1	120	1	120	1	120	1	120	IT room with desk for IT support. Could be shared with ECC or other department. Separate rack for connecting up to monitors and EOC equipment.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS			
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
<u>SUPPORT SPACE</u>												
Waiting Room	vis8	160	1	160	1	160	1	160	1	160	All of the following spaces are necessary to support the EOC when activated. If co-located with other Fire and Rescue or County Administrative Functions, other types of spaces could serve these functions if located in close proximity to the dedicated EOC space.	
Multipurpose/Sleeping Area		1080										
Showers	shw1	35	4	140	4	140	4	140	4	140		Unisex, combined with 4 of the toilet rooms
Toilets	tlr1	50	4	200	4	200	4	200	4	200		8 toilets total, 2 group toilet rooms, mens and womens, plus unisex 4 toilet/locker/shower rooms.
Toilets - Gang	tlr2	160	2	320	2	320	2	320	2	320		Refer to Toilet above.
Conference Room - PIO/JIC	cnf10	200	1	200	1	200	1	200	1	200		Immediately adjacent to EOC. Open table in middle with hookups for laptops
Conference Room - Rumor Control	cnf6	150	1	150	1	150	1	150	1	150		Immediately adjacent to EOC. Open table in middle with hookups for laptops
Logistics	cnf4	100	1	100	1	100	1	100	1	100		Breakout space immediately adjacent to EOC. No AV.
Planning	cnf4	100	1	100	1	100	1	100	1	100		Breakout space immediately adjacent to EOC. No AV.
Finance	cnf4	100	1	100	1	100	1	100	1	100		Breakout space immediately adjacent to EOC. No AV.
Police Officer Desk	ws2	48	1	48	1	48	1	48	1	48	Functions as the receptionist. Adjacent to the waiting room with window.	
Policy Briefing/BOS Room/Media Briefing Room	tr4	600	1	600	1	600	1	600	1	600	Seat 25, 10 standing at front, space for cameras and media briefing. Immediately adjacent to EOC. Shared with Policy Briefing/BOW Room. Used for press briefings. Could be used as sleeping room when not in use. Provide storage for tables and chairs. Seat 10 at table for Board of Supervisor briefings.	
Lunch Room		400	1	400	1	400	1	400	1	400	20 People.	
Kitchen		200	1	200	1	200	1	200	1	200	Commercial kitchen. One range with hood and ANSUL system, two refrigerators, sink with disposal, dishwasher, two microwaves, two coffee pots.	
Quiet Room		100	1	100	1	100	1	100	1	100	One room with two loungers.	
Loading/dock area		144	1	144	1	144	1	144	1	144	4-6 pallets at one time. Some of this need would be reduced if JCC had a central storage facility. Receiving pallets of water and supplies. Covered area with grade mounted lift and overhead door to the inside. Could be adjacent to larger space for staging. Exterior space only. Interstorage for 6 pallets.	
Copier and Workroom	wrk2	80	1	80	1	80	1	80	1	80	large format copier, counter, worktable or counter standing height. Adjacent to EOC	
Janitor's Closet											Currently shared with Satellite Services. Could be shared with different departments in the future.	
TOTAL PERSONNEL			60	66	66	66	66	66	66			
SUBTOTAL SPACE REQUIRED			5,267	5,267	5,267	5,267	5,267	5,267	5,267			
INTERNAL CIRCULATION FACTOR			35%	1,843	1,843	1,843	1,843	1,843	1,843			

CURRENT AREA OCCUPIED	3,389	7,110	7,110	7,110	7,110	7,110
TOTAL DIVISION SPACE REQ'D						

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
FIRE ADMINISTRATION/TRAINING CENTER										
PERSONNEL SPACE										
Fire Chief	po4	1	168	1	168	1	168	1	168	Conference table for four.
Assistant Fire Chief - Operations	po3	1	144	1	144	1	144	1	144	
Training Officer (Battalion Chief)	po2	1	120	1	120	1	120	1	120	
EMS Educator	ws3	1	64	1	64	2	128	2	128	
EMS Training Instructor (PT)	ws3	2	128	2	128	2	128	2	128	
Chief Medical Officer (Battalion Chief)	po2	1	120	1	120	1	120	1	120	
Assistant Fire Chief - Administration	po3	1	144	1	144	1	144	1	144	Conference table for four.
Logistics Officer (Battalion Chief)	po2	1	120	1	120	1	120	1	120	
Planning Officer (Captain)	po2	1	120	1	120	1	120	1	120	
Fire Training Instructor (Captain)	po2	1	120	1	120	2	240	2	240	
Fire Training Instructor (Firefighter)	ws3	0	0	0	0	1	64	2	128	Collocated in shared enclosed office
Budget Management Specialist	po1	1	100	1	100	1	100	1	100	
Administrative Coordinator	ws3	3	192	3	192	4	256	4	256	One acts as a receptionist.
Deputy Coordinator Emerg Management	po3	1	144	1	144	1	144	1	144	Conference table for four.
Emergency Management Planner	po2	1	120	1	120	1	120	1	120	
CERT Coordinator	ws3	1	64	1	64	1	64	1	64	Grant funded; part-time
Fire Marshal (Battalion Chief)	po2	1	120	1	120	1	120	1	120	
Assistant Fire Marshal	po2	3	360	3	360	3	360	4	480	
Fire/EMS Prevention/Educator	ws3	0	0	1	64	1	64	2	128	
Recruitment Coordinator - PT	po1	1	100	1	100	1	100	1	100	Currently part time. Plan to make full time in the future.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
DESCRIPTION	SPACE CODE	SQ FT EACH									
<u>SUPPORT SPACE</u>											
Visitor Waiting Area	vis4	80	1	80	1	80	1	80	1	80	
Reception counter		120	1	120	1	120	1	120	1	120	Traditional customer services counter with bullet-resistant glass and wall material with pass-through and speak-through. Administrative coordinators located within view of the walk-up window to serve customers.
Drop-in Station	ws1	36	1	36	1	36	1	36	1	36	
Conference - Seat 14	cnf14	280	1	280	1	280	1	280	1	280	Seat 14; wall mounted monitor
Files/storage - fire marshal	lat	12	16	192	18	216	20	240	24	288	Mix of 10 laterals, 1 metal storage shelving, metal storage cabinet, flammable storage cabinet, ammunition storage, SWAT gear, turnout gear, adequate now, need 50% more in 20 years
Files - admin	lat	12	10	120	10	120	10	120	10	120	Mix of laterals, verticals, rotating, boxes and open shelf units
Storage - training	st6	200	1	200	1	200	1	200	1	200	EMS training equipment, fire training equipment, public education materials, CERT equipment, Explorer post (currently at station 22)
Copy/Supply Room/Storage	wrk3	170	1	170	1	170	1	170	1	170	Copier, mail room, Large floor shredder + Shred-It
Copier	cpy5	25	1	25	1	25	1	25	1	25	Located in open office area
Closet	clos2	50	1	50	1	50	1	50	1	50	
Kitchenette/Break	kit2	160	1	160	1	160	1	160	1	160	Refrigerator, microwave, sink, coffee maker, Seat 6 people.
Multi-purpose/Training - Seat 50	tr5	750	1	750	1	750	1	750	1	750	Seat 50; wall mounted monitor or projector and screen
Small Training - Seat 10	tr1	200	1	200	1	200	1	200	1	200	seat 10
Simulation Training	tr1	200	1	200	1	200	1	200	1	200	Hands-on training room
Simulation Training - control room	tr1	200	1	200	1	200	1	200	1	200	Location immediately adjacent to simulation training room
Small Conference/breakout rooms	cnf6	150	2	300	2	300	2	300	2	300	Seat 6; wall mounted monitor
Logistics storage	st9	350	1	350	1	350	1	350	1	350	Currently in station 22; existing 16' x22'; uniform, turnout gear, EMS supplies
Logistics storage	st8	300	1	300	1	300	1	300	1	300	Currently in station 22; generators, spare tools, dive van tubs (empty)
Central EMS storage	st8	300	1	300	1	300	1	300	1	300	Currently at station 3; proposed to be located at the main administration
Work performance/APAT test facility	tr10	1500	1	1,500	1	1,500	1	1,500	1	1,500	Currently in station 22; eight fitness stations
Locker Room	lkr2	8	10	80	10	80	30	240	30	240	Unisex
Staff Toilet Room	tlr1	50	4	200	4	200	8	400	8	400	Unisex
~Showers	shw1	35	2	70	2	70	8	280	8	280	One in each toilet room.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Public Toilet Room	tlr1	2	100	2	100	2	100	2	100	
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL		23		24		28		31		
SUBTOTAL SPACE REQUIRED			8,491		8,579		9,485		9,781	
INTERNAL CIRCULATION FACTOR	35%		2,972		3,003		3,320		3,423	
CURRENT AREA OCCUPIED			9,194							FIRE ADMIN HQ
TOTAL DIVISION SPACE REQ'D			11,463	11,582	12,805	13,204				

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY		
FIRE STATION 1											
PERSONNEL SPACE											
Captain			3		3		3		3	Shared office. Refer to Support Space.	
Lieutenant			0		0		3		3	Shared office. Refer to Support Space.	
Firefighters			12		15		18		21	Shared office. Refer to Support Space.	
SUPPORT SPACE											
Captain office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Lieutenant	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Firefighter office	po3	144	1	144	1	144	1	144	1	144	Shared office; three workstations
Law Enforcement Office	po2	120	1	120	1	120	1	120	1	120	
Conference Room - seat 10		210	1	210	1	210	1	210	1	210	Indicated as 'Flex' on existing plans.
Visitor Waiting Area		230	1	230	1	230	1	230	1	230	
Public Toilet Room	tlr2	160	2	320	2	320	2	320	2	320	
Public Vending/Training Lobby		200	1	200	1	200	1	200	1	200	
Watchroom		200	1	200	1	200	1	200	1	200	
Apparatus bays		1633	5	8,165	5	8,165	5	8,165	5	8,165	
Turnout gear		420	1	420	1	420	1	420	1	420	
Decon		420	1	420	1	420	1	420	1	420	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower
Apparatus bay toilet room	tol1	50	1	50	1	50	1	50	1	50	
Radio Room		30	1	30	1	30	1	30	1	30	
Stair/Training Tower		400	2	800	2	800	2	800	2	800	
Training Mezzanine		400	1	400	1	400	1	400	1	400	Includes platforms and training tie-offs on each side of bay.
EMS storage		100	1	100	1	100	1	100	1	100	With refrigerated storage and ice machine
Closet	clos2	50	1	50	1	50	1	50	1	50	
Fitness		550	1	550	1	550	1	550	1	550	
Dayroom		560	1	560	1	560	1	560	1	560	
Training Storage		215	2	430	2	430	2	430	2	430	One serves as misc. storage.
Kitchen		630	1	630	1	630	1	630	1	630	Commercial six burner range with hood; dishwasher; two sinks; three refrigerators; three pantries
Men's Bunk Room		1000	1	1,000	1	1,000	1	1,000	1	1,000	
Women's Bunk Room		130	2	260	2	260	2	260	2	260	
Women's Bunk Corridor		180	1	180	1	180	1	180	1	180	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
SPACE CODE	SQ.FT EACH		QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
DESCRIPTION											
Live-in Burk Room	80		2	160	2	160	2	160	2	160	
Men's Toilet /shower rooms	415		4	1,660	4	1,660	4	1,660	4	1,660	Toilet, shower, lavatory
Women's Toilet / Locker / shower rooms	400		1	400	1	400	1	400	1	400	Toilet, shower, lavatory
Laundry room	120	st4	1	120	1	120	1	120	1	120	Two washers, two dryers
General storage	120	st4	1	120	1	120	1	120	1	120	Consumables - paper products
Training Room	1500	tr10	1	1,500	1	1,500	1	1,500	1	1,500	Divisable.
Commercial Kitchen	450		1	450	1	450	1	450	1	450	
Commercial Kitchen Storage	100		1	100	1	100	1	100	1	100	
Commercial Kitchen Cooler	120	st4	1	120	1	120	1	120	1	120	
Closet	50	st2	1	50	1	50	1	50	1	50	
Janitor's Closet	60	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL			15		18		24		27		
SUBTOTAL SPACE REQUIRED			20,497		20,497		20,497		20,497		
INTERNAL CIRCULATION FACTOR			20%	2,466	2,466		2,466		2,466		Applied to all except apparatus bays
CURRENT AREA OCCUPIED			22,774								FIRE STATION 1
TOTAL DIVISION SPACE REQ'D			22,963	22,963	22,963	22,963	22,963	22,963	22,963	22,963	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
DESCRIPTION											
FIRE STATION 2											
PERSONNEL SPACE											
Captain		po3	144	3		3		3		Shared office; refer to support space	
Firefighters		po3	144	15		15		18		Shared office; refer to support space	
SUPPORT SPACE											
Captain office		po3	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs	
Firefighter office		po3	144	1	144	1	144	1	144	Shared office; three workstation	
Law enforcement office		po2	120	1	120	1	120	1	120	Shared office; one workstation, two guest chairs	
Visitor Waiting Area		vis2	50	1	50	1	50	1	50	Seat 2	
Public Toilet Room		tl1	50	1	50	1	50	1	50		
Watchroom			200	1	200	1	200	1	200	Traditional customer service counter with bullet-resistant glass and wall material with pass-through and speak-through; copier, counter with four workstations	
Conference/training room - Seat 6		cnf6	150	1	150	1	150	1	150	seat 6	
Apparatus bays			1760	3	5,280	3	5,280	3	5,280	Currently 2 bays. 20x88' clear per bay; three pull-through bays each with 14'x14' doors; current houses Engine 21, Medic 21, Engine 22 (reserve), Medic 22 (reserve), F250+boat on trailer (currently at station 22)	
Turnout gear		lkr3	10	18	180	18	180	21	210	2'x2'x6' gear grid lockers; 100% exhaust; power at each locker for charging	
Decon		st5	160	1	160	1	160	1	160	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower	
Apparatus bay toilet room		toi1	50	1	50	1	50	1	50		
Shop/tool room		st5	160	1	160	1	160	1	160		
EMS storage		st4	120	1	120	1	120	1	120	With refrigerated storage and ice machine	
Closet		clos2	50	1	50	1	50	1	50		
Fitness			550	1	550	1	550	1	550		
Dayroom			450	1	450	1	450	1	450		
Dining		cnf12	260	1	260	1	260	1	260	seat 12	
Storage - tables and chairs		st3	80	1	80	1	80	1	80		
Kitchen		st8	300	1	300	1	300	1	300	Commercial six burner range with hood; dishwasher; two sinks, three refrigerators; three pantries	
Bunk room			300	3	900	3	900	3	900	Three bunks and ten wardrobes/lockers per room	
Staff Toilet / shower rooms			100	4	400	4	400	4	400	Toilet, shower, lavatory	
Staff Toilet Room		tl1	50	2	100	2	100	2	100		
Laundry room		st4	120	1	120	1	120	1	120	Commercial grade washer and dryer; laundry sink; counter	
General storage		st4	120	1	120	1	120	1	120	Consumables - paper products	
Storage - cleaning supplies		st3	80	1	80	1	80	1	80	Cleaning and building maintenance supplies	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Storage - lawn equipment	st4	1	120	1	120	1	120	1	120	
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL		18		18		18		21		
SUBTOTAL SPACE REQUIRED			10,398		10,398		10,398		10,428	
INTERNAL CIRCULATION FACTOR	20%		1,024		1,024		1,024		1,030	Applied to all except apparatus bays
CURRENT AREA OCCUPIED		6,373		11,422		11,422		11,422		FIRE STATION 2
TOTAL DIVISION SPACE REQ'D										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
FIRE STATION 3											
PERSONNEL SPACE											
Captain	po3	144	3		3		3		3	Shared office; refer to support space	
Firefighters			18		18		27		33	Shared office; refer to support space	
Lieutenants	po3	144	3		3		6		6	Shared office; refer to support space	
Battalion Chief	po3	144	3		3		3		3	Shared office; refer to support space	
SUPPORT SPACE											
Captain office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Firefighter office	po3	144	1	144	1	144	1	144	1	144	Shared office; three workstation
Lieutenant office	po3	144	1	144	1	144	2	288	2	288	Shared office; one workstation, three guest chairs
Battalion Chief office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Visitor Waiting Area	vis2	50	1	50	1	50	1	50	1	50	
Public Toilet Room	tit1	50	1	50	1	50	1	50	1	50	
Watchroom		200	1	200	1	200	1	200	1	200	Traditional customer service counter with bullet-resistant glass and wall material with pass-through and speak-through; copier, counter with four workstations
Conference/training room - Seat 10	cnf10	200	1	200	1	200	1	200	1	200	seat 10
Apparatus bays		1760	4	7,040	4	7,040	4	7,040	4	7,040	20'x88' clear per bay; four pull-through bays each with 14'x14' doors; current houses Engine 31(33'), Medic 31(25'), EMS 2(17'), Battalion 31(17'), Quint 3(46'), Dive 3(32'), Boat 5(21')
Turnout gear	lkr3	10	27	270	27	270	39	390	45	450	2'x2'x6' gear grid lockers; 100% exhaust; power at each locker for charging
Decon	st5	160	1	160	1	160	1	160	1	160	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower
Apparatus bay toilet room	toil1	50	1	50	1	50	1	50	1	50	
Shop/tool room	st5	160	1	160	1	160	1	160	1	160	
EMS storage	st4	120	1	120	1	120	1	120	1	120	With refrigerated storage and ice machine
Central EMS storage	st8	300									Currently at station 3; proposed to be located at the main administration
Closet	clos2	50	1	50	1	50	1	50	1	50	
Fitness		550	1	550	1	550	1	550	1	550	
Dayroom		450	1	450	1	450	1	450	1	450	
Dining - Seat 16	cnf16	300	1	300	1	300	1	300	1	300	seat 16
Storage - tables and chairs	st3	80	1	80	1	80	1	80	1	80	
Kitchen	st8	300	1	300	1	300	1	300	1	300	Commercial six burner range with hood; dishwasher; two sinks; three refrigerators; three pantries

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		Each							
Bunk room		4	1,200	4	1,200	4	1,200	5	1,500	Three bunks and ten wardrobe/lockers per room
Staff Toilet / shower rooms		5	500	5	500	5	500	5	500	Toilet, shower, lavatory
Staff Toilet Room	tl1	2	100	2	100	2	100	2	100	
Laundry room	sl4	1	120	1	120	1	120	1	120	Commercial grade washer and dryer; laundry sink; counter
General storage	st4	1	120	1	120	1	120	1	120	Consumables - paper products
Storage - cleaning supplies	st3	1	80	1	80	1	80	1	80	Cleaning and building maintenance supplies
Storage - lawn equipment	st4	1	120	1	120	1	120	1	120	
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL		27		27		39		45		
SUBTOTAL SPACE REQUIRED			12,906		12,906		13,170		13,530	
INTERNAL CIRCULATION FACTOR			1,173		1,173		1,226		1,298	Applied to all except apparatus bays
CURRENT AREA OCCUPIED			9,286							FIRE STATION 3
TOTAL DIVISION SPACE REQ'D			14,079		14,079		14,396		14,828	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
DESCRIPTION		SPACE CODE	SQ.FT EACH							
FIRE STATION 4										
PERSONNEL SPACE										
Captain		po3	144	3		3		3		Shared office; refer to support space
Firefighters				18		18		24		Shared office; refer to support space
Lieutenants		po3	144	3		3		3		Shared office; refer to support space
SUPPORT SPACE										
Captain office		po3	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Firefighter office		po3	144	1	144	1	144	1	144	Shared office; three workstation
Lieutenant office		po3	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Visitor Waiting Area		vis2	50	1	50	1	50	1	50	
Public Toilet Room		tl1	50	1	50	1	50	1	50	
Watchroom			200	1	200	1	200	1	200	Traditional customer service counter with bullet-resistant glass and wall material with pass-through and speak-through; copier, counter with four workstations
Conference/training room - Seat 10		cnf10	200	1	200	1	200	1	200	seat 10
Apparatus bays			1760	3	5,280	3	5,280	3	5,280	20'x88' clear per bay; three pull-through bays each with 14'x14' doors; current houses Rescue 31(417), Engine 41, Medic 41, Mobil Command 1, Tech 31 (417) (F550+gooseneck trailer), Medic 42 (reserve)
Turnout gear		lkr3	10	24	240	24	240	30	300	2'x2'x6' gear grid lockers; 100% exhaust; power at each locker for charging
Decon		st5	160	1	160	1	160	1	160	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower
Apparatus bay toilet room		toi1	50	1	50	1	50	1	50	
Shop/tool room		st5	160	1	160	1	160	1	160	
EMS storage		st4	120	1	120	1	120	1	120	With refrigerated storage and ice machine
Radio cabinet-TECH rescue		st3	80	1	80	1	80	1	80	
Closet		cl0s2	50	1	50	1	50	1	50	
Fitness			550	1	550	1	550	1	550	
Dayroom			450	1	450	1	450	1	450	
Dining		cnf16	300	1	300	1	300	1	300	seat 16
Storage - tables and chairs		st3	80	1	80	1	80	1	80	
Kitchen		st8	300	1	300	1	300	1	300	Commercial six burner range with hood; dishwasher; two sinks; three refrigerators; three pantries
Bunk room			300	4	1,200	4	1,200	4	1,200	Three bunks and ten wardrobe/lockers per room
Stair/Training Tower			400	2	800	2	800	2	800	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		Each							
Training Mezzanine		1	400	1	400	1	400	1	400	Includes platforms and training tie-offs on each side of bay.
Staff Toilet / shower rooms		4	400	4	400	4	400	4	400	
Staff Toilet Room	tl1	2	100	2	100	2	100	2	100	Toilet, shower, lavatory
Laundry room	sl4	1	120	1	120	1	120	1	120	
General storage	sl4	1	120	1	120	1	120	1	120	Commercial grade washer and dryer; laundry sink; counter
Storage - cleaning supplies	sl3	1	80	1	80	1	80	1	80	Consumables - paper products
Storage - lawn equipment	sl4	1	120	1	120	1	120	1	120	Cleaning and building maintenance supplies
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL		24		24		24		30		
SUBTOTAL SPACE REQUIRED			12,152		12,152		12,152		12,212	
INTERNAL CIRCULATION FACTOR			1,374		1,374		1,374		1,386	Applied to all except apparatus bays
CURRENT AREA OCCUPIED		11,609		13,526		13,526		13,526		FIRE STATION 4
TOTAL DIVISION SPACE REQ'D								13,598		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
FIRE STATION 5											
PERSONNEL SPACE											
Captain	po3	144	3		3		3		3	Shared office; refer to support space	
Firefighters			15		15		15		18	Shared office; refer to support space	
SUPPORT SPACE											
Captain office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Firefighter office	po3	144	1	144	1	144	1	144	1	144	Shared office; three workstation
Law enforcement office	po2	120	1	120	1	120	1	120	1	120	Shared office; one workstation, two guest chairs
Visitor Waiting Area	vis2	50	1	50	1	50	1	50	1	50	
Public Toilet Room	tl1	50	1	50	1	50	1	50	1	50	
Watchroom		200	1	200	1	200	1	200	1	200	Traditional customer service counter with bullet-resistant glass and wall material with pass-through and speak-through; copier, counter with four workstations
Conference/training room - Seat 6	cnf6	150	1	150	1	150	1	150	1	150	seat 6
Apparatus bays		1760	2	3,520	2	3,520	2	3,520	2	3,520	20'x88' clear per bay; two pull-through bays each with 14'x14' doors; current houses Engine 51, Medic 51, Brush 51, Engine 52 (reserve)
Turnout gear	lkr3	10	18	180	18	180	18	180	21	210	2'x2'x6' gear grid lockers; 100% exhaust; power at each locker for charging
Decon	st5	160	1	160	1	160	1	160	1	160	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower
Apparatus bay toilet room	tol1	50	1	50	1	50	1	50	1	50	
Shop/tool room	st5	160	1	160	1	160	1	160	1	160	
EMS storage	st4	120	1	120	1	120	1	120	1	120	With refrigerated storage and ice machine
SCBA maintenance program	st4	120	1	120	1	120	1	120	1	120	
Closet	clos2	50	1	50	1	50	1	50	1	50	
Fitness		550	1	550	1	550	1	550	1	550	
Dayroom		450	1	450	1	450	1	450	1	450	
Dining	cnf12	260	1	260	1	260	1	260	1	260	seat 12
Storage - tables and chairs	st3	80	1	80	1	80	1	80	1	80	
Kitchen	st8	300	1	300	1	300	1	300	1	300	Commercial six burner range with hood; dishwasher; two sinks; three refrigerators; three pantries
Bunk room		300	3	900	3	900	3	900	3	900	Three bunks and ten wardrobe/lockers per room
Staff Toilet / shower rooms		100	4	400	4	400	4	400	4	400	Toilet, shower, lavatory
Staff Toilet Room	tl1	50	2	100	2	100	2	100	2	100	
Laundry room	st4	120	1	120	1	120	1	120	1	120	Commercial grade washer and dryer; laundry sink; counter

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
General storage	st4	120	1	120	1	120	1	120	1	120	Consumables - paper products
Storage - cleaning supplies	st3	80	1	80	1	80	1	80	1	80	Cleaning and building maintenance supplies
Storage - lawn equipment	st4	120	1	120	1	120	1	120	1	120	
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	
TOTAL PERSONNEL			18		18		18		21		
SUBTOTAL SPACE REQUIRED				8,758		8,758		8,758		8,788	
INTERNAL CIRCULATION FACTOR			20%	1,048		1,048		1,048		1,054	Applied to all except apparatus bays
CURRENT AREA OCCUPIED			6,212								FIRE STATION 5
TOTAL DIVISION SPACE REQ'D				9,806		9,806		9,806		9,842	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
FIRE STATION 6 (FUTURE)											
PERSONNEL SPACE											
Captain	po3	144	3		3		3		3	Shared office; refer to support space	
Firefighters			15		15		15		18	Shared office; refer to support space	
Lieutenants	po3	144	0		0		3		3	Shared office; refer to support space	
Battalion Chief	po3	144	0		0		3		3	Shared office; refer to support space	
SUPPORT SPACE											
Captain office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Firefighter office	po3	144	1	144	1	144	1	144	1	144	Shared office; three workstation
Lieutenant office	po3	144	1	144	1	144	1	144	2	288	Shared office; one workstation, three guest chairs
Battalion Chief office	po3	144	1	144	1	144	1	144	1	144	Shared office; one workstation, three guest chairs
Visitor Waiting Area	vis2	50	1	50	1	50	1	50	1	50	
Public Toilet Room	tit1	50	1	50	1	50	1	50	1	50	
Watchroom		200	1	200	1	200	1	200	1	200	Traditional customer service counter with bullet-resistant glass and wall material with pass-through and speak-through; copier, counter with four workstations
Conference/training room - Seat 10	cnf10	200	1	200	1	200	1	200	1	200	seat 10
Apparatus bays		1760	4	7,040	4	7,040	4	7,040	4	7,040	20'x88' clear per bay; four pull-through bays each with 14'x14' doors; current houses Engine 31(33'), Medic 31(25'), EMS 2(17'), Battalion 31(17'), Quint 3(46'), Dive 3(32'), Boat 5(21')
Turnout gear	lkr3	10	18	180	18	180	24	240	27	270	2'x2'x6' gear grid lockers; 100% exhaust; power at each locker for charging
Decon	st5	160	1	160	1	160	1	160	1	160	Extractor, turn-out gear dryer; stainless steel sink with drain table and drying rack; commercial washer and dryer; janitor sink; emergency shower
Apparatus bay toilet room	toil1	50	1	50	1	50	1	50	1	50	
Shop/tool room	st5	160	1	160	1	160	1	160	1	160	
EMS storage	st4	120	1	120	1	120	1	120	1	120	With refrigerated storage and ice machine
Central EMS storage	st8	300									Currently at station 3; proposed to be located at the main administration
Closet	clos2	50	1	50	1	50	1	50	1	50	
Fitness		550	1	550	1	550	1	550	1	550	
Dayroom		450	1	450	1	450	1	450	1	450	
Dining - Seat 16	cnf16	300	1	300	1	300	1	300	1	300	seat 16
Storage - tables and chairs	st3	80	1	80	1	80	1	80	1	80	
Kitchen	st8	300	1	300	1	300	1	300	1	300	Commercial six burner range with hood; dishwasher; two sinks; three refrigerators; three pantries
Stair/Training Tower		400	2	800	2	800	2	800	2	800	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS			2025 NEEDS			2030 NEEDS			2040 NEEDS			REMARKS
		QTY	SQ FT	SPACE CODE	QTY	SQ FT		QTY	SQ FT		QTY	SQ FT		
DESCRIPTION	SPACE CODE		SQ FT EACH											
Training Mezzanine		1	400		1	400		1	400		1	400		Includes platforms and training tie-offs on each side of bay.
Bunk room		4	1,200		4	1,200		4	1,200		5	1,500		Three bunks and ten wardrobe/lockers per room
Staff Toilet / shower rooms		5	500		5	500		5	500		5	500		Toilet, shower, lavatory
Staff Toilet Room	tl1	2	100		2	100		2	100		2	100		
Laundry room	sl4	1	120		1	120		1	120		1	120		Commercial grade washer and dryer; laundry sink; counter
General storage	sl4	1	120		1	120		1	120		1	120		Consumables - paper products
Storage - cleaning supplies	sl3	1	80		1	80		1	80		1	80		Cleaning and building maintenance supplies
Storage - lawn equipment	sl4	1	120		1	120		1	120		1	120		
Janitor's Closet	jc1	1	60		1	60		1	60		1	60		
TOTAL PERSONNEL		18			18			24			27			
SUBTOTAL SPACE REQUIRED			14,016			14,016			14,220			14,550		
INTERNAL CIRCULATION FACTOR	20%		1,395			1,395			1,436			1,502		Applied to all except apparatus bays
CURRENT AREA OCCUPIED	0													(FUTURE STATION 6)
TOTAL DIVISION SPACE REQ'D			15,411			15,411			15,656			16,052		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
FMS (FINANCIAL & MANAGEMENT SERVICES) - ADMIN, BUDGET, RISK										
<u>PERSONNEL SPACE</u>										
Director	po4	1	168	1	168	1	168	1	168	
Assistant Director	po3	1	144	1	144	1	144	1	144	
Sr. Budget & Accounting Analyst	po2	1	120	2	240	2	240	2	240	
Budget & Accounting Analyst	po2	1	120	1	120	1	120	1	120	
Data Analyst Technician	po2	1	120	1	120	2	240	2	240	
Claims Technician	po2	1	120	1	120	2	240	2	240	Risk
Safety Coordinator	po2	1	120	1	120	1	120	1	120	Risk
Mail Courier	ws1	1	36	1	36	1	36	1	36	In Mail Workroom
<u>SUPPORT SPACE</u>										
Waiting - 20	vis20	1	400	1	400	1	400	1	400	Shared reception with FMS/Purchasing/RealEstate. Each dept. divided by glass for sound from loud patrons.
Reception Counter		1	150	1	150	1	150	1	150	Shared reception with FMS/Purchasing/RealEstate. Each dept. divided by glass for sound from loud patrons.
Mail Room		1	134	1	134	1	134	1	134	Mail sorter. Mail Courier workstation in this space. Door from building lobby for USPS/UPS/FedEx Delivery. Adjacent to FMS receptionists to receive deliveries while courier is on deliver. All receptionists have remote release for mail room door. Ideally would have back loading door to distribute within county.
Conference - seat 20	cnf20	1	350	1	350	1	350	1	350	Shared within FMS divisions.
Files										Covered in Accounting. 8 Boxes of the 50 total from Accounting. Additional lateral files in offices, not in file room.
Copy/Work/Supply Room	wrk9	1	81	1	81	1	81	1	81	
Shred-it		1	10	1	10	1	10	1	10	
Break	kit2	1	160	1	160	1	160	1	160	Can be shared. Seat 12. 2 Ref, 2 Micro,
Staff Toilet Room	tlt1	2	100	2	100	2	100	2	100	
Janitor's Closet	clos1	1	25	1	25	1	25	1	25	Shared.
Closet	clos1	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL		8		9		11		11		
SUBTOTAL SPACE REQUIRED			2,383		2,503		2,743		2,743	
INTERNAL CIRCULATION FACTOR	35%		834		876		960		960	
CURRENT AREA OCCUPIED 1,828										
TOTAL DIVISION SPACE REQ'D 3,217										
BUILDING F 3,703										
3,703										
3,703										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
FMS - ACCOUNTING											
PERSONNEL SPACE											
Accounting Supervisor	po4	168	1	168	1	168	1	168	1	168	
Payroll Coordinator	po2	120	1	120	1	120	1	120	1	120	
Accounting & Payroll Specialist	po2	120	1	120	2	240	2	240	3	360	
Accts Payable Specialist FTR	ws2	48	1	48	1	48	2	96	3	144	
Accts Payable Specialist PT Temp	ws2	48	1	48	1	48	1	48	1	48	
Senior Accountant	po2	120	1	120	1	120	1	120	1	120	
Accountant (I & II)	ws3	64	2	128	2	128	2	128	2	128	
SUPPORT SPACE											
Reception			0	0	0	0	0	0	0	Shared. Refer to FMS. Admin/Budget/Risk.	
IT Support Specialist	po2	120	0	0	1	120	1	120	1	120	
Conference - seat 6	cnf6	150	1	150	1	150	1	150	1	150	
Conference - seat 20										Refer to IRM for staff position	
Copy/Work/Supply Room	wrk2	80	1	80	1	80	1	80	1	80	
File Room	lat	12	13	156	10	120	8	96	6	72	
Shred-it										Floor Print/Copy/Scan	
Break										50 boxes on open shelves	
Staff Toilet Room										Shared, refer to FMS - Admin/Budget/Risk	
Janitor's Closet										Shared, refer to FMS - Admin/Budget/Risk	
Closet	clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL											
SUBTOTAL SPACE REQUIRED			8	1,163	9	1,367	10	1,391	12	1,535	
INTERNAL CIRCULATION FACTOR			35%	407		478		487		537	
BUILDING F											
CURRENT AREA OCCUPIED			1,594		1,845		1,878		2,072		
TOTAL DIVISION SPACE REQ'D											

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ.FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
				QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
FMS - PURCHASING												
PERSONNEL SPACE												
Director		po4	168	1	168	1	168	1	168	1	168	Colocated with FMS departments
Admin Coordinator		ws3	64	1	64	1	64	1	64	1	64	Front of house, positioned at lobby to receive bids. Does not act as receptionist for department.
Senior Purchasing Specialist		po2	120	2	240	2	240	2	240	3	360	
Purchasing Specialist		po2	120	2	240	2	240	3	360	3	360	
SUPPORT SPACE												
Waiting - 8												Shared, refer to FMS - Admin/Budget/Risk
Reception				0	0	0	0		0	0	0	Shared reception with FMS/Purchasing/RealEstate. Each dept. divided by glass for sound from loud patrons. Door w/ access control to lobby (remote release from reception to door). Camera.
Building Lobby				0	0	0	0		0	0	0	Overflow to large building lobby space for when bidding project.
Conference - seat 20												Shared, refer to FMS Admin.
File Room		lat	12	6	72	6	72	6	72	6	72	1HD, 3Lat, 1Vert, 10Boxes. Existing room 200SF
Overflow Surplus			10	1	10	1	10	1	10	1	10	open shelving unit in file room
Copy/Work/Supply Room		wrk9	81	1	81	1	81	1	81	1	81	
Shred-it												Shared, refer to FMS - Admin/Budget/Risk
Break												Shared in building.
Staff Toilet Room												Shared in building.
Janitor's Closet												Shared in building.
Closet		clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL				6	900	6	900	7	1,020	8	1,140	
SUBTOTAL SPACE REQUIRED					315		315		357		399	
INTERNAL CIRCULATION FACTOR				35%								

CURRENT AREA OCCUPIED		893	1,215	1,215	1,377	1,539	BUILDING F			
TOTAL DIVISION SPACE REQ'D										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
FMS - REAL ESTATE										
<u>PERSONNEL SPACE</u>										
Director	po4	1	168	1	168	1	168	1	168	Colocated with FMS departments
Appraiser - Commercial	po1	0	0	0	0	1	100	1	100	Conference table to seat four in the office.
Appraiser - Residential	ws3	4	256	5	320	6	384	7	448	Commercial appraiser deals with confidential information
RE Info Specialist	ws3	1	64	1	64	1	64	1	64	
Administrative Coordinator	ws2	2	96	2	96	2	96	2	96	
<u>SUPPORT SPACE</u>										
Reception										Shared, refer to FMS - Admin/Budget/Risk
Building Lobby										Access to larger building lobby.
Waiting - 8										Shared, refer to FMS - Admin/Budget/Risk
Conference - seat 6	cnf6	1	150	1	150	1	150	1	150	Door to staff side, door to waiting.
Conference - seat 20										Shared, refer to FMS - Admin/Budget/Risk
Copy/Work/Supply Room	wrk9	1	81	1	81	1	81	1	81	Scanning prevents need for growth. Will not reduce.
File Room		1	100	1	100	1	100	1	100	Shared, refer to FMS - Admin/Budget/Risk
Shred-it										Shared in building.
Break										Shared in building.
Staff Toilet Room										Shared in building.
Janitor's Closet										Shared in building.
Closet	clos1	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL		8	940	9	1,004	11	1,168	12	1,232	
SUBTOTAL SPACE REQUIRED			329		351		409		431	
INTERNAL CIRCULATION FACTOR	35%									

CURRENT AREA OCCUPIED		1,766								BUILDING F
TOTAL DIVISION SPACE REQ'D		1,269	1,355	1,577	1,663					

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
FMS - SATELLITE SERVICES/DMV SELECT										
<u>PERSONNEL SPACE</u>										
Administrator	po4	1	168	1	168	1	168	1	168	Ideally, the Administrator would have an office and a front counter position. Same size counter as Service Assistants.
Lead Satellite Assistant	po2	1	120	1	120	1	120	1	120	The Lead Satellite Assistant would have an office and a front counter position.
Satellite Services Assistants	ws2	2	96	3	144	3	144	4	192	Current workstations are approximately 36 square feet. Add escape route from front counter. Duress alarms at each counter position. Security Camera at each station.
<u>SUPPORT SPACE</u>										
Waiting - 20	vis20	1	400	1	400	1	400	1	400	Two stationary chairs, fixed to the floor or wall.
Form Counter		1	150	1	150	1	150	1	150	Open counter with form storage and space for 10 people to fill out forms. Located in the waiting room.
Customer Service Counter		5	100	6	120	6	120	7	140	Public Counter. Provide bullet-resistant glass between staff and public.
Work Space at front Counter for Administrator and Lead Assistant	ws2	2	96	2	96	2	96	2	96	Duress Alarm. Security camera at each station viewing the patron's face.
Work Space at front Counter for Water bills. Staffed by Satellite Service Assistant.	ws2	1	48	1	48	1	48	1	48	Duress Alarm. Security camera at each station. Station has different accounting equipment.
Conference - 6	cnf10	1	200	1	200	1	200	1	200	Dedicated conference room for internal meetings. Existing conference room 240. Access from staff side and public side to avoid bringing public through staff space for meeting.
File/Copy/Workroom	wrk11	1	120	1	120	1	120	1	120	Floor copier, counter, cabinets. Existing - 3 built-in cabinets for supplies. 3 cases of paper per quarter.
~Vertical Files	vert	12	120	12	120	12	120	12	120	Includes 15 boxes. In workroom. 1 standard file in 2005. 6 standard file cabinets today. Secure Room. Also requires 2 safes. 1 safe = cash, 1 safe decals and 1 safe = cash.
~Lateral Files	lat	5	60	5	60	5	60	5	60	In workroom.
~Shred-it		1	10	1	10	1	10	1	10	In workroom.
Worktable	wrk2	1	80	1	80	1	80	1	80	Behind customer service counter.
Copy	cpy10	1	50	1	50	1	50	1	50	Behind customer service counter.
Kitchenette	kit2	1	160	1	160	1	160	1	160	Seat 2. Refrigerator, microwave, coffee pot, sink. Share large breakroom (if available as shared space in building)
Staff Toilet Room	tlt1	1	50	1	50	1	50	1	50	Not shared with the public.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED				CURRENT NEEDS				2025 NEEDS				2030 NEEDS				2040 NEEDS				REMARKS				
SPACE CODE		SQ FT EACH		QTY	SQ FT		QTY	SQ FT		QTY	SQ FT		QTY	SQ FT		QTY	SQ FT							
DESCRIPTION																								
Janitor's Closet		jc1		60	1		60	1		60	1		60	1		60	1							
Closet		clos1		25	1		25	1		25	1		25	1		25	1							
TOTAL PERSONNEL								4				5				6								
SUBTOTAL SPACE REQUIRED				2,113				2,181				2,181				2,249								
INTERNAL CIRCULATION FACTOR				35%				740				763				763				787				
CURRENT AREA OCCUPIED				2,150				2,853				2,944				2,944				3,036				EOC/SATELLITE SERVICES
TOTAL DIVISION SPACE REQ'D																								

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
GENERAL SERVICES - ADMINISTRATION AND CIP											
PERSONNEL SPACE											
ADMINISTRATION											
Director	po4	168	1	168	1	168	1	168	1	168	Conference table for four within office.
Assistant Director	po3	144	1	144	2	288	2	288	2	288	Conference table for four within office.
Senior Office Assistant	ws5	100	1	100	1	100	2	200	2	200	Front desk receptionist. In open office area with Administrative Assistant. 64 square foot workstation plus additional counter space.
Budget Analyst	po2	120	0	0	1	120	1	120	1	120	
Information Systems Tech	po2	120	1	120	1	120	1	120	1	120	
Data Manager	po2	120		0	0	0	1	120	1	120	Budgeted for in IRM.
Admin Services Coordinator (Levels I-III)	po1	100	1	100	2	200	2	200	2	200	
Administrative Services Supervisor	po1	100	0	0	0	0	1	100	1	100	
Recycling Utility Representative	po1	100	1	100	1	100	1	100	1	100	Located at Tewning with G.S. Facilities. Budgeted under G.S. Solid-Waste.
Customer Service Recycling Admin.	ws3	64	2	128	2	128	2	128	2	128	Located at Tewning with G.S. Facilities. Currently part time temporary. Grow to full time. Budgeted under G.S. Solid-Waste.
CAPITAL PROJECTS											
Chief Civil Engineer - Capital Projects	po3	144	1	144	1	144	1	144	1	144	
Capital Projects Coordinator	po2	120	2	240	4	480	4	480	5	600	Two funded positions currently. Need four currently. Applied for two additional positions in the FY2021 Budget.
Operations Project Coordinator	po2	120	1	120	1	120	1	120	1	120	
Contracts Administrator	po1	100	0	0	0	0	1	100	1	100	Refer to G.S. Facilities Superintendent. Plan to add this position to G.S. Capital Projects in the future.
Inspector I/II/III			2		2		4		4		Refer to Shared Office below. Current need starts FY2020.
Engineering Technician	ws5	100		0	1	100	2	200	2	200	
SUSTAINABILITY											
Environmental Sustainability Coordinator	po2	120	1	120	1	120	1	120	1	120	Dawn. Energy manager. Oversees recycling, clean county commission, event coordinator.
EE Specialist	po1	100	0	0	1	100	2	200	3	300	Requested 1 in FY2020-21 budget. Energy management and analysis.
EE Intern	ws1	36	2	72	2	72	3	108	4	288	Increased paperwork for permitting. Outsourcing easement acquisition now. Not FTE

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Visitor Waiting - Seat 4	vis4	80	1	80	1	80	1	80	1	80	Seating for 4. Secured lobby.
Reception Counter	cs5	25	1	25	1	25	1	25	1	25	Transaction counter with glass opening to the Admin and Senior Office Assistant from the waiting room.
Inspector I/II/III Shared Office	po3	144	1	144	1	144	2	288	2	288	Shared office Open office looking into the waiting area. Inspector I/II/III. Two people per office.
Plan File Room		225	1	225	1	225	1	225	1	225	With worktable, files around perimeter, monitor on wall. Filing needs reduced over time. Flat files and a 5x5 workstation.
Files (storage room)	lat	12	14	168	12	144	10	120	7	84	Two laterals, six verticals, three open shelf units, and 16 boxes. Equate to 14 lateral files. If 2039 space needs are constructed, utilize growth office space for file storage until file needs are reduced.
Mail boxes	st2	50	1	50	1	50	1	50	1	50	100 mailboxes, 3" high x 12" wide
Storage - promotional materials	st1	25	1	25	1	25	1	25	1	25	Include area for promotional storage materials
Toilets	tlr2	160	2	320	2	320	2	320	2	640	
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	
Locker Room	lkr1	5	5	25	6	30	11	55	12	300	Everyone who doesn't have an office gets a locker. Combine with Facilities and Grounds.
Conference room - seat 6	cnf6	150	1	150	1	150	1	150	1	150	SHARED. Requirements: white board, tack strips and data, cable and telephone connections. Rough in for tv on wall.
Conference room - seat 20	cnf20	350	1	350	1	350	1	350	1	350	SHARED. Requirements: white board, tack strips, wall mtd television and data, cable and telephone connections. Counter at one end. Seat 16 at table.
Training Room - seat 120	n/a	1800	1	1,800	1	1,800	1	1,800	1	1,800	SHARED. Seating for 120 Classroom style (tables and chairs). With operable partition to divide into two spaces. Shared on campus. Ability to sleep 12-16 on cots between G.S. Admin, Grounds, and Facilities. Must be designed to function as tornado shelter.
~Storage - table and chair	st8	300	1	300	1	300	1	300	1	300	Adjacent to training room
~AV Storage	st35	100	1	100	1	100	1	100	1	100	Adjacent to training room
~Emergency Response Storage	st4	120	1	120	1	120	1	120	1	120	Adjacent to training room. Store cots, PPE gear

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
Breakroom	n/a	384	1	384	1	384	1	384	1	384	Include table and seating for 20, Kitchenette with two commercial refrigerators with water connections, one range, two microwaves, ice machine with remote compressor, two vending machines, wall mounted monitor, two small workstations next to training room with pass through window. If all co-located together, provide this arrangement. If General Services Administration only, small breakroom with seating for six.
EE Storage Room	st5	160	1	160	1	160	1	160	1	160	Includes space for promotional materials, trash cans, and recycling bins.
Storage - office supplies	n/a	40	1	40	1	40	1	40	1	40	
IT Systems Tech	st6	200	1	200	1	200	1	200	1	200	Storage. Test and troubleshoot.
Copier and Workroom	wrk15	225	1	225	1	225	1	225	1	225	Large format copier, shred-it bin, counter, worktable or counter standing height
Overall County Storage - Unconditioned		3000	1	3,000	1	3,000	1	3,000	1	3,000	Currently at Jamestown Center. Could be eliminated in the future.
Overall County Storage - Conditioned		1000	1	1,000	1	1,000	1	1,000	1	1,000	
TOTAL PERSONNEL			17		24		33		36		
SUBTOTAL SPACE REQUIRED				10,507		11,292		12,093		13,022	
INTERNAL CIRCULATION FACTOR				1,647		1,922		2,203		2,528	Does not include Training Room or Overall County Storage
CURRENT AREA OCCUPIED				7,822							107 TEWNING RD., 113 TEWNING RD., JAMESTOWN CENTER
TOTAL DIVISION SPACE REQ'D				12,154		13,214		14,296		15,550	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
GENERAL SERVICES - FACILITIES										
<u>PERSONNEL SPACE</u>										
Facilities Superintendent	po3	1	144	1	144	1	144	1	144	
Security and Custodial Superintendent	po3	0	0	1	144	2	288	2	288	Requested in FY 2022. May become separate roles in 10 years.
Facilities Foreman	po1	1	100	1	100	1	100	1	100	
Lead Facilities Specialist (HVAC)	ws2	48	48	1	48	1	48	1	48	In Facilities Open Office.
Lead Facilities Specialist (Electrical)	ws2	48	48	1	48	1	48	1	48	In Facilities Open Office.
Lead Facilities Specialist (Structural)	ws2	48	48	1	48	1	48	1	48	In Facilities Open Office.
Lead Facilities Specialist (Plumbing)	ws2	48	48	1	48	1	48	1	48	
Senior Facilities Specialist (HVAC)	ws2	48	48	2	96	2	96	2	96	In Facilities Open Office.
Senior Facilities Specialist (Electrical)	ws2	48	48	1	48	1	48	1	48	In Facilities Open Office.
Senior Facilities Specialist (Structural)	ws2	48	48	2	96	1	48	1	48	In Facilities Open Office. Convert 1 in 5 years to Lead Facilities Specialist (Plumbing).
Facilities Specialist	ws2	48	48	2	96	3	144	3	144	Shared Office. Currently Mason and Herman. Add third person to serve the Courthouse. Will still have a space at this building.
Custodial Services Coordinator		2	0	2	0	2	0	2	0	Satellite workstation at recreation center. In Facilities Open Office. Also have access to a desk at the buildings they serve. This could be shared by other Facilities personnel.
Custodial I, II (Full Time)		7	0	11	0	11	0	11	0	No dedicated workspace. Increase in 4 years due to assuming contract for current work. May increase due to additional facility infrastructure.
Custodian I (part time)		8	0	8	0	8	0	8	0	No dedicated workspace.
Apprentice (Electrical)	ws2	48	48	0	0	1	48	1	48	
Preventative Maintenance Technician (HVAC)	ws2	48	48	0	0	1	48	1	48	
Construction Specialist I II III	ws2	48	48	0	0	0	0	1	48	
Controls Technician (HVAC)	ws3	64	64	0	0	1	64	1	64	
Inventory Specialist	ws2	48	48	0	0	1	48	2	96	LOCATED IN WAREHOUSE IN THE FUTURE IF CONSTRUCTED. Office located in space with inventory.
Generator Tech	ws2	48	48	0	0	0	0	1	48	
Apprentice (Plumbing)	ws2	48	48	0	0	0	0	1	48	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Drop-in Workstation	ws1	36	1	36	1	36	1	36	1	36	Restricted public access
General Bldg Maint Shop	n/a	1600	1	1,600	1	1,600	1	1,600	1	1,600	With area for lathe, sander, etc, with two roll up doors, with three storage rooms 12x14, with four workstations, and dust collection system.
Mechanical Shop	n/a	800	1	800	1	800	1	800	1	800	With three workstations, with storage room of 20 x 20, overhead door
Electrical Shop	n/a	800	1	800	1	800	1	800	1	800	With three workstations, with storage room of 20 x 20, overhead door
Conference Room - Seat 4			1		1		1		1		Shared, refer to General Services - Admin. Locate near front of suite.
Conference Room - Seat 20			1		1		1		1		Shared, refer to General Services - Admin. Once a week.
Training Room											Shared, refer to General Services - Admin.
Inventory Storage		400	1	400	1	400	1	400	1	400	Dropoff of goods for General Services. Space to offload an entire trailer. Provide loading dock and dock leveler.
File Room	dwg	32	7	224	7	224	7	224	7	224	
Lockers	lkr2	8	10	80	15	120	19	152	19	152	Also have custodial lockers at the LEC and Recreation Center, Human Services and Government Center. ECC is served from
Copy/Work	wrk2	80	1	80	1	80	1	80	1	80	
Kitchenette	kit1	60	1	60	1	60	1	60	1	60	Refrigerator, microwave, sink, coffee maker.
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	
Coat Closet	st1	25	1	25	1	25	1	25	1	25	
All Trade Storage	st11	450	1	450	1	450	1	450	1	450	Overhead door or adjacent to Gen Bldg Maint Shop, storage of attic stock, secure space
Chemical Storage	st35	100	1	100	1	100	1	100	1	100	Paint, refrigerant, and fuel storage; exterior explosion proof exhaust fan; no spray booth
Custodial Storage	st45	140	1	140	1	140	1	140	1	140	Overhead door
Secure Storage	st35	100	1	100	1	100	1	100	1	100	Keys
TOTAL PERSONNEL			29		39		44		44		
SUBTOTAL SPACE REQUIRED			5,679		6,119		6,487		6,439		
INTERNAL CIRCULATION FACTOR			35%	591	745	874	857				Does not include Shops and Storage rooms areas
EXISTING OCCUPIED AREA			2,081							113 TEWNING RD.	
TOTAL DIVISION SPACE REQ'D			6,270	6,864	7,361	7,296					

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS		
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT			
GENERAL SERVICES - FLEET												
PERSONNEL SPACE												
Fleet Director	po3	144	1	144	1	144	1	144	1	144	400 licensed motorized pieces. Another 500 trailer, weed eater, boat, tractor etc. Currently 14 bays (7 pull thru). Conference table for 4 in office.	
Assistant Director	po2	120	0	0	0	0	1	120	1	120		
Service Coordinator	ws4	80	1	80	1	80	1	80	1	80		Accessible to the customer drop off.
Assistant Service Coordinator	ws4	80	0	0	0	0	1	80	1	80		Accessible to the customer drop off.
Shop Foreman	ws2	48	0	0	0	0	1	48	2	96		Accessible to the technicians.
Lead Automotive Technician			1	0	1	0	2	0	2	0	40% hands on production. Shared workstation. No dedicated workspace.	
Automotive Technician I/II/III			4	0	5	0	6	0	7	0	24 total bays. 12 total leads and techs. No dedicated workspace.	
Mechanic Helper			0	0	1	0	1	0	2	0	No dedicated workspace.	
Lead Small Engine Mechanic			0	0	0	0	1	0	1	0	No dedicated workspace. Small Engine repair could be done in a separate facility.	
Small Engine Mechanic			1	0	1	0	1	0	2	0	No dedicated workspace.	
Lead Inventory Specialist	po1	100	0	0	0	0	1	100	1	100		
Inventory Specialist	wss	25	1	25	1	25	1	25	1	25	Workstation at Inventory Counter. Shared workstation away from counter.	
Assistant Inventory Specialist	wss	25	1	25	1	25	1	25	2	50	Workstation at Inventory Counter. Shared workstation away from counter.	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Shared Workstation - Technician/Mechanics	ws2	48		3	144	3	144	3	144	Shared enclosed office with workstations for Lead Automotive Tech, Automotive Tech, Mechanic Helper, Lead Small Engine Mechanic, and Small Engine Mechanic.
Shared Workstation - Inventory	ws1	36		1	36	1	36	1	36	Shared for all inventory staff. Away from counter.
Inventory Counter	cs15	90		1	90	1	90	1	90	3'-0" deep and 15'-0" wide with window into service bays. Connected to inventory storage.
Inventory Counter Staging		225		1	225	1	225	1	225	
Inventory Storage			2,400	1	3,100	1	3,600	1	4,100	Includes bulk fluid storage. (2) 300 gallon tanks and (5) 55 gallon tanks.
Waste Fluid Storage		270		1	270	1	270	1	270	
Surplus Storage		360		1	360	1	360	1	360	
Equipment Storage		500		1	500	1	500	1	500	Double doors into bay space. Used for storing welders, rolling cabinets, and other large equipment.
Files	lat	12	24	2	24	2	24	2	24	
Manual Storage	st3	80		1	80	1	80	1	80	
Toilet/Shower		245		2	490	2	490	2	490	Two WC/Two Urinals, two sinks and one shower. Three WC for women.
Lockers	lkr1	5	50	12	60	19	95	24	120	
Break Room		400		1	400	1	400	1	400	Seating for all staff. Provide range and hood with ANSUL system, refrigerator, sink, microwave, and coffee pot.
Conference/Training Room	cnf12	260		1	260	1	260	1	260	
Vehicle Bays		550		10	5,500	16	8,800	20	11,000	18x30 with 14'-0" door. Pull thru bay.
Vehicle End Bays		660		4	2,640	4	2,640	4	2,640	22x30 with 14'-0" door. These bays are wider to provide working clearance beside the end bays where there is a hard wall. Pull thru bay.
Vehicle Wash Bay		1320		1	1,320	1	1,320	1	1,320	22x60 pull thru bay.
Handheld Equipment Drop off/Pick-up		240		1	240	1	240	1	240	Interior and exterior door. Space divided into drop-off side and pick-up side.
Small Engine pick-up/drop off		720								Exterior
Plan File and Storage room	n/a	400		1	400	1	400	1	400	
Vehicle Storage				20	0	20	0	20	0	20 parking spaces for surplus vehicles and new vehicles coming in that are getting equipment changed out.
TOTAL PERSONNEL		10		12		19		24		
SUBTOTAL SPACE REQUIRED		15,703		18,613		20,596		23,394		
INTERNAL CIRCULATION FACTOR	35%	2,185		2,434		2,743		2,952		Does not include Vehicle Bays
EXISTING OCCUPIED AREA		12,536								103 TEWNING RD.
TOTAL DIVISION SPACE REQ'D		17,888		21,047		23,339		26,346		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	
GENERAL SERVICES - GROUNDS										
PERSONNEL SPACE										
Superintendent	po3	144	1	144	1	144	1	144	1	Ideally collocated with General Services - Fleet. Add Warhill Equipment.
Grounds Foreman			1	0	2	0	2	0	2	Conference table to seat four in office.
Landscape Technician	ws1	36	1	36	1	36	1	36	1	Shared Office
Pesticide Spray Technician	ws1	36	1	36	1	36	1	36	1	Shared open office. Provide locker. Workstation wall mounted counter with dividers. Filing.
Athletic Field Technician	ws1	36	0	0	1	36	1	36	1	Shared open office. Provide locker. Workstation wall mounted counter with dividers. Filing.
Stormwater Facilities Technician	ws1	36	0	0	1	36	1	36	1	Shared open office. Provide locker. Workstation wall mounted counter with dividers. Filing.
Lead Groundskeeper	ws1	36	6	216	8	288	8	288	9	Shared open office. Provide locker. Workstation wall mounted counter with dividers. Filing.
Groundskeeper			21	0	23	0	23	0	25	Levels I, II, II. No dedicated workspace. Provide locker.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Grounds Maint Shop		1800	1	1,800	1	1,800	1	1,800	1	1,800	(Currently at Twening). With 480 sf mezzanine, including 140 secure tool storage, overhead door with pull through bay for two single axle dump trucks with plows and sand spreaders, with toilet room. Recessed loading dock.
Huddle Space	cnf12	260	1	260	1	260	1	260	1	260	In midst of workstations of shared open office. Durable floor material for dirty work boots and gear.
~Equipment Maintenance											Included above
~Hand Tool Storage											Included above
~Power Tool Storage (Secure)											Included above
Artificial Turf Equipment Cage		200	1	200	1	200	1	200	1	200	Currently under the bleachers at the stadium.
Grounds Foreman Shared Office	po3	144	1	144	1	144	1	144	1	144	Grounds Foreman, 2 workstations.
Drop-in Workstations	ws	15	3	45	3	45	3	45	3	45	Shared by staff without permanent workspace.
Visitor Waiting Area	vis2	50	1	50	1	50	1	50	1	50	Could be shared with other General Services functions if co-located.
Receptionist											Shared with General Services.
Training Room - Seat 32	tr3	450									Refer to General Services - Admin. Facility is required to act as an essential facility. Sized to sleep 6-10 in cots between Conference and Training rooms
Conference Room - Seat 10	cnf10	200									Refer to General Services - Admin. Facility is required to act as an essential facility. Sized to sleep 6-10 in cots between Conference and Training rooms
Emergency Response Storage	st2	50									Refer to General Services - Admin. Store cots, PPE gear
Kitchenette		200									Refer to General Services - Admin. Refrigerator, microwave, sink, coffee makers. Seat 10 people.
Filing	lat	12	1	12	1	12	1	12	1	12	
Grounds Maint Shop (mezzanine)		480	1	480	1	480	1	480	1	480	Sign storage
Locker Rooms											
~Toilet Rooms	tlr1	50	5	250	5	250	5	250	5	250	
~Showers	shw1	35	2	70	2	70	2	70	2	70	Attached to 2 of the toilet rooms. Unisex.
~Laundry bin and rack	st1	25	2	50	2	50	2	50	2	50	
~Lockers	lkr2	8	29	232	35	280	35	280	38	304	18" x 18" Rain gear, winter gear, boots.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Vehicle Wash Bay		2	840	2	840	2	840	2	840	Exterior covered canopy: 14x30
Uncovered Vehicle and Trailer Parking										30,000 s.f. Currently at Tewning.
TOTAL PERSONNEL		31		38		38		41		
SUBTOTAL SPACE REQUIRED			4,865		5,057		5,057		5,117	
INTERNAL CIRCULATION FACTOR		25%	766		814		814		829	Does not include Grounds Maintenance Shop
EXISTING OCCUPIED AREA		2,685								113 TEWNING RD.
TOTAL DIVISION SPACE REQ'D			5,631		5,871		5,871		5,946	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
GENERAL SERVICES - GROUNDS WARHILL BUILDING											
SUPPORT SPACE											
	SPACE CODE	SQ.FT EACH	1	3,000	1	3,000	1	3,000	1	3,000	Currently Warhill Stadium Maintenance Shop. Existing space is 2,500 sf, but allows no movement around equipment and the break area is too small.
			1	5,000	1	5,000	1	5,000	1	5,000	Currently Warhill Stadium Maintenance Shop. Existing space is 2,500 sf.
			1	2,000	1	2,000	1	2,000	1	2,000	Currently at Warhill Stadium Maintenance Shop. Not currently covered.
			1	320	1	320	1	320	1	320	Exterior covered canopy: Water Collection area, does not go to sanitary or storm. Will be captured and sprayed out on-site. Locate at Warhill Sports Complex.
											Located at Warhill Stadium Maintenance Shop. (6) 10'x40' parking spaces for uncovered yard storage. (Located at Warhill Stadium site).
TOTAL PERSONNEL			0		0		0		0		
SUBTOTAL SPACE REQUIRED				10,320		10,320		10,320		10,320	
INTERNAL CIRCULATION FACTOR			25%	2,580		2,580		2,580		2,580	
EXISTING OCCUPIED AREA			4,900								WARHILL STADIUM MAINT. BLDG.
TOTAL DIVISION SPACE REQ'D				12,900		12,900		12,900		12,900	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
GENERAL SERVICES - SOLID WASTE ADMIN.											
PERSONNEL SPACE										No additional storage spaces required. 2 additional staff required if a convenience center is added. Added generator at central facility would be helpful for use during storm debris collection when power is out.	
Superintendent	po3	1	144	1	144	1	144	1	144		
Foremen	po2	1	120	1	120	1	120	1	120		
SUPPORT SPACE											Conference table for four in office.
Reception Counter		1	50	1	50	1	50	1	50		
Conference - seat 6	cnf6	1	150	1	150	1	150	1	150	Staff Meetings	
Lateral	lat	2	24	2	24	2	24	2	24	In Conference Room	
Copy/Supply Room/Storage	wrk3	1	170	1	170	1	170	1	170		
Closet	clos2	1	50	1	50	1	50	1	50		
Kitchenette/Break		1	80	1	80	1	80	1	80	Refrigerator, sink, coffee maker, microwave.	
Staff Toilet Room	tlr1	1	50	1	50	1	50	1	50		
Janitor's Closet	jc1	1	60	1	60	1	60	1	60		
TOTAL PERSONNEL		2		2		2		2			
SUBTOTAL SPACE REQUIRED			898		898		898		898		
INTERNAL CIRCULATION FACTOR		25%	225		225		225		225		
EXISTING OCCUPIED AREA		1014	1,123		1,123		1,123		GS - SOLID WASTE		
TOTAL DIVISION SPACE REQ'D			1,123		1,123		1,123		1,123		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
GENERAL SERVICES - SOLID WASTE CONVENIENCE CENTERS										
PERSONNEL SPACE										
Senior Conv. Center Attendant		2	0	3	0	3	0	3	0	Work out of Convenience Center Building located at each Convenience Center. Have CDL.
Convenience Center Attendant		5	0	6	0	6	0	6	0	Work out of Convenience Center Building located at each Convenience Center.
SUPPORT SPACE										
Convenience Center		3	0	4	0	4	0	4	0	1 @ Center, 1 @ Toano, 1 @ Tewning Rd, 1 Proposed @ Grove
Convenience Center Building	80	3	240	4	320	4	320	4	320	1 @ each Convenience Center. No plumbing, porta-pot. Microwave, refrigerator, desk. Need hard-line connectivity, no access to shared network drives.
TOTAL PERSONNEL		7		9		9		9		
SUBTOTAL SPACE REQUIRED			240		320		320		320	
INTERNAL CIRCULATION FACTOR	0%		0		0		0		0	
EXISTING OCCUPIED AREA										
TOTAL DIVISION SPACE REQ'D		240		240		320		320		CONVENIENCE CENTERS

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
GENERAL SERVICES - STORMWATER & RESOURCE PROTECTION										
PERSONNEL SPACE										
Director	po4	168	1	168	1	168	1	168	1	Supervisory. Small conference table to seat four.
Assistant Director	po2	120	1	120	1	120	1	120	1	Supervisory. Small conference table to seat four.
Stormwater Specialist	ws3	64	1	64	2	128	2	128	3	Large amount of growth due to both county growth and increased regulatory requirements. Shared office, 2 per office.
Stormwater Coordinator	ws3	64	1	64	2	128	2	128	3	Large amount of growth due to both county growth and increased regulatory requirements. Shared office, 2 per office.
Permitting Specialist	po2	120	1	120	1	120	1	120	1	Supervisory
Lead Stormwater Inspector	po1	100	1	100	1	100	2	200	2	Supervisory
Stormwater Inspector	ws1	36	5	180	6	216	7	252	8	Shared office
Senior Watershed Planner	ws3	64	1	64	1	64	1	64	1	Shared office, 2 per office.
Watershed Planner	ws3	64	1	64	2	128	2	128	3	Shared office, 2 per office.
Lead Stormwater Assistant	ws3	64	1	64	1	64	2	128	2	
Stormwater Assistant	ws3	64	2	128	2	128	2	128	2	Located at front counter.
Chief Civil Engineer	po2	120	1	120	1	120	1	120	1	Supervisory
Civil Engineer I,II,III	ws3	64	2	128	3	192	4	256	4	Shared office, 2 per office.
Surety Permit Specialist	ws3	64	0	0	1	64	1	64	1	*Requested for FY 2021

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Stormwater Inspector Huddle Space	cnf4	1	100	1	100	1	100	1	100	Seat 4. In the middle of the Stormwater Inspector area.
Waiting - 6	vis6	1	120	1	120	1	120	1	120	
Computer Kiosk in Lobby		1	15	1	15	2	30	2	30	Could be shared with BS&P. If colocated with BS&P the need would stay at 1 through 20 years (three total between divisions).
Reception Counter		1	50	1	50	1	50	1	50	Staffed by Stormwater Assistant. Duress alarm.
Huddle Space - seat 4	cnf4	1	100	1	100	2	200	2	200	
Conference - seat 6	cnf6	1	150	1	150	2	300	2	300	If possible door from lobby and secure door from staff side.
Conference - seat 20	cnf20	1	350	1	350	1	350	1	350	Within suite, but can share with other departments. Training Tables to reconfigure. Door from lobby and secure door from staff side.
Public Meeting Room	tr5									Seat 50. Shared. Ideally in building or on campus.
Files	lat	16	192	17	204	18	216	19	228	Currently 10 verticals. 5 laterals, and 15 boxes on shelves.
Fireproof File cabinet	vert	1	10	1	10	1	10	1	10	
Copy/Work/Supply Room	wrk9	1	81	1	81	1	81	1	81	
Storage Room	st4	1	120	1	120	1	120	1	120	Dog pot stations, large signs, giveaway items.
Shred-it		1	10	1	10	1	10	1	10	In Copy/Work/Supply
Break Room	kit2									Access to shared break room in the building.
Coffee Niche	kit1	1	60	1	60	1	60	1	60	Full size refrigerator, microwave, sink, coffee maker.
Staff Toilet Room	tlt1	1	50	1	50	1	50	1	50	Shared in building.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Shared in building.
Closet	clos1	1	25	1	25	1	25	1	25	
Small Boat		1		1		1		1		
Fleet Vehicle Parking		12	0	12	0	12	0	12	0	
TOTAL PERSONNEL		19		25		29		33		
SUBTOTAL SPACE REQUIRED			2,877		3,245		3,786		4,026	
INTERNAL CIRCULATION FACTOR			1,007		1,136		1,325		1,409	
EXISTING OCCUPIED AREA			3,575							BUILDING E
TOTAL DIVISION SPACE REQ'D			3,884		4,381		5,111		5,435	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
HUMAN RESOURCES											
PERSONNEL SPACE											
Director	po4	168	1	168	1	168	1	168	1	168	
Senior HR Specialist	po2	120	2	240	2	240	2	240	2	240	
HR Specialist	po1	100	2	200	3	300	4	400	5	500	Shared office w/ (2) HR specialists per space.
Benefit Coordinator	po1	100	1	100	1	100	1	100	1	100	Currently part time, full time in 10 yrs.
Training & Development Coord.	po1	100	1	100	1	100	1	100	2	200	Combined in shared office space in workstations (separate from HR Specialist).
Administrative Coordinator	po1	100	1	100	1	100	1	100	1	100	Confidential, payroll and budgeting.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS			2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Waiting 8	vis8	160	1	160	1	160	1	160	1	160	6 chairs with swing-arm for filling out paperwork. Up to 20 at one time for open enrollment. Ideally could spill out into the lobby.
Reception		100	1	100	1	100	1	100	1	100	Served by Administrative Assistant. High counter (w/ ADA space) w/ BR glass between receptionist and lobby, similar to Treasurer. Adjustable height workstation and high stool.
Application Workstation	ws2	48	2	96	2	96	2	96	2	96	In Waiting. 1 WS for paperwork. 1 WS for computer filled applications.
IT Support Specialist	po2	120	1	120	1	120	1	120	1	120	Refer to IRM for staff position.
Small Conference - 4 (employee relations)	cnf4	100	1	100	1	100	1	100	1	100	Interview/Small Conference. 1 door from lobby, 1 controlled door to staff area. Soundproof.
Conference - seat 20	cnf20	350	1	350	1	350	1	350	1	350	Owned by HR, but is shared with other departments when not in use. Used by other departments for interviews and HR related functions. AV with large monitor, tele-conference, etc. Reconfigurable with training tables.
Testing/Interview Room	po1	100	1	100	1	100	1	100	1	100	U-shaped desk w/ 2 guest chairs. Soundproof.
Training Room	tr3	450									Training tables for 15. Currently shared with IRM, refer to IRM department. Could be shared on-campus or in building.
Conference Room - Seat 150		3000									Refer to County Administration. Currently use the Board of Supervisor's Room
Lateral Files	Lat	12	20	240	16	192	12	144	10	120	
Open Shelves	Lat	12	25	300	20	240	16	192	13	156	
Records Processing		50	1	50	1	50	1	50	1	50	Adjacent to Work Room. Secured w/ shelving.
Copy/Work/Supply Room	wrk10	100	1	100	1	100	1	100	1	100	Counter, copier, office supplies.
Shred-It		10	1	10	1	10	1	10	1	10	In Work Room
Closet	clos1	25	1	25	1	25	1	25	1	25	Store large folding grill/griddle and tubs of cooking utensils, serving utensils, and decorations.
Lactation Room		60	1	60	1	60	1	60	1	60	Sink, refrigerator comfortable chair. Could double as quiet room. Shared within building. One for each building. Size would be dependant on size of building, may need multiple private stalls/cubicles.
Break	kit2	160									Shared within building.
Coffee Niche	cof1	25	1	25	1	25	1	25	1	25	Coffee maker, small refrigerator, sink.
Staff Toilet Room	tit1	50	2	100	2	100	2	100	2	100	Could be shared within building.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Janitor's Closet	jc1		60							Shared within building.
Fitness Room										Shared on campus.
TOTAL PERSONNEL		8		9		10		12		
SUBTOTAL SPACE REQUIRED			2,844		2,836		2,840		2,980	
INTERNAL CIRCULATION FACTOR	35%		995		993		994		1,043	
EXISTING OCCUPIED AREA			2,748							BUILDING F
TOTAL DIVISION SPACE REQ'D			3,839	3,829	3,834	4,023				

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
IRM (INFORMATION RESOURCES MANAGEMENT) - ADMIN										
PERSONNEL SPACE										
IRM Director	po4	1	168	1	168	1	168	1	168	
Assistant IRM Director	po3	1	144	1	144	1	144	1	144	
Executive Assistant / Coordinator	ws3	0	0	1	64	1	64	1	64	Window into waiting. Secured area.
SUPPORT SPACE										
Drop-in Workstation	ws1	1	36	1	36	1	36	1	36	Used by vendors and outside entities to work.
Waiting - 8	vis8	1	160	1	160	1	160	1	160	5'-0" wide trophy case.
Small Conference - seat 8	cnf8	1	175	1	175	1	175	1	175	
Large Conference - seat 20	cnf20	1	350	1	350	1	350	1	350	
Training Room	tr3	1	450	1	450	1	450	1	450	Shared County Training (excluding schools). Power/data at each desk.
Copy/Work/Supply Room	wrk12	1	144	1	144	1	144	1	144	Shared with IRM Department
~Shred-it		1	10	1	10	1	10	1	10	Located in Copy/Work/Supply Room. Shared with IRM Department
Kitchenette/Break	kit2	1	160	1	160	1	160	1	160	Refrigerator, microwave, sink, coffee maker. Shared with IRM Department
Staff Toilet Room	tlr2	2	320	2	320	2	320	2	320	Shared with IRM Department
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Shared with IRM Department
Closet	clos1	1	25	1	25	1	25	1	25	Shared with IRM Department
TOTAL PERSONNEL		2		3		3		3		
SUBTOTAL SPACE REQUIRED			2,202		2,266		2,266		2,266	
INTERNAL CIRCULATION FACTOR	35%		771		793		793		793	
BUILDING F										
EXISTING OCCUPIED AREA	6,082									
TOTAL DIVISION SPACE REQ'D		2,973		3,059		3,059		3,059		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ.FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION				QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
IRM - CORE APPLICATIONS												
PERSONNEL SPACE												
Software Analyst / Project Mgr Supervisor		po3	144	1	144	1	144	1	144	1	144	
Software Analyst / Project Manager		po2	120	3	360	4	480	5	600	5	600	
Application Support Analyst				2	0	3	0	3	0	3	0	Currently stationed in Community Development and HR. Future to add one in accounting, working remotely as well. Will use shared office below.
SUPPORT SPACE												
Shared Office		po1	100	1	100	1	100	1	100	1	100	Used by Application Support Analysts when operating at main IRM.
Waiting												Shared - See IRM Admin.
Conference												Shared - See IRM Admin.
Copy/Workroom												Shared - See IRM Admin.
Copy/Print												Shared - See IRM Admin.
Shred-it												Shared - See IRM Admin.
Storage												Shared - See IRM Admin.
Kitchenette												Shared - See IRM Admin.
Staff Toilet Room												Shared - See IRM Admin.
Janitor's Closet												Shared - See IRM Admin.
Closet												Shared - See IRM Admin.
TOTAL PERSONNEL				6	604	8	724	9	844	9	844	
SUBTOTAL SPACE REQUIRED			35%		211		253		295		295	
INTERNAL CIRCULATION FACTOR												
EXISTING OCCUPIED AREA				SEE IRM ADMIN		815		977		1,139		BUILDING F
TOTAL DIVISION SPACE REQ'D										1,139		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
IRM - GIS MANAGEMENT										
PERSONNEL SPACE										
GIS Supervisor	po2	120	1	120	1	120	1	120	1	120
GIS Analyst	ws4	80	1	80	1	80	2	160	2	160
GIS Technician	ws4	80	0	0	1	80	1	80	1	80
Multiple large monitors, still review some large hard copy drawings.										
Multiple large monitors, still review some large hard copy drawings.										
SUPPORT SPACE										
Waiting										
										Shared - See IRM Admin.
Plot/Scan/Work Room		200	1	200	1	200	1	200	1	200
~Files	lat	12	3	36	2	24	1	12	1	12
Conference										In shared Plot/Scan/Work Room
Copy/Workroom										Shared - See IRM Admin.
Copy/Print										Shared - See IRM Admin.
Shred-it										Shared - See IRM Admin.
Storage										Shared - See IRM Admin.
Kitchenette										Shared - See IRM Admin.
Staff Toilet Room										Shared - See IRM Admin.
Janitor's Closet										Shared - See IRM Admin.
Closet										Shared - See IRM Admin.
TOTAL PERSONNEL			2		3		4		4	
SUBTOTAL SPACE REQUIRED				436		504		572		572
INTERNAL CIRCULATION FACTOR		35%		153		176		200		200
EXISTING OCCUPIED AREA		384	589		680		772		772	
TOTAL DIVISION SPACE REQ'D										
BUILDING F										

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ. FT. EACH	QTY	SQ. FT.	QTY	SQ. FT.	QTY	SQ. FT.	QTY	SQ. FT.	
IRM - INFRASTRUCTURE											
PERSONNEL SPACE											
Infrastructure and Network Supervisor	po3	144	0	0	1	144	1	144	1	144	Anticipate growth due to new need to provide IT support to Courthouse.
Systems Architect	po1	100	1	100	1	100	1	100	1	100	
Systems Administrator	po1	100	1	100	1	100	1	100	1	100	
Database Administrator	po1	100	1	100	2	200	2	200	2	200	
Network System Engineer - Remote	po1	100									
Network System Engineer - Local	po1	100	0	0	0	0	1	100	1	100	Shared Office, refer to below (Currently stationed at LEC, future will be located at the courthouse).
Telecommunications Network Specialist	po1	100	1	100	2	200	2	200	2	200	
Technology Support Technician	po1	100	2	200	3	300	3	300	3	300	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
<u>SUPPORT SPACE</u>											
Waiting										Shared - See IRM Admin.	
Workshop	cnf4	100	1	100	1	100	1	100	1	100	Adjacent to the Data Center. Specialized power for racks, counter top with wiremold above and open shelving above the counter.
Data Center		300	1	300	1	300	1	300	1	300	Workstation in space. UPS. Liebert Units. Dry-type N2 Fire suppression cabinet
Data Center Storage Room		100	1	100	1	100	1	100	1	100	Storage for equipment used for data center.
Equipment Storage		200	1	200	1	200	1	200	1	200	Store computers and equipment.
Storage Deployment		120	1	120	1	120	1	120	1	120	Used for staging and deploying equipment.
Shared Office	po1	100	1	100	1	100	2	200	2	200	Used by Network System Engineer - Remote
Drop-off Delivery		140	1	140	1	140	1	140	1	140	6'x8'h OH door, covered outdoor area, recessed dock or outdoor dock lift. Space for 1 pallet. Storage space for removing old equipment.
Print Room	wrk11	120	1	120	1	120	1	120	1	120	Shared with Core Applications. Located between divisions. Large printer, counter, and casework for storage.
Copy/Print/Workroom											Shared - See IRM Admin.
Shred-it											Shared - See IRM Admin.
Storage											Shared - See IRM Admin.
Kitchenette											Shared - See IRM Admin.
Staff Toilet Room											Shared - See IRM Admin.
Janitor's Closet											Shared - See IRM Admin.
Closet											Shared - See IRM Admin.
TOTAL PERSONNEL			6		10		11		11		
SUBTOTAL SPACE REQUIRED				1,780		2,224		2,424		2,424	
INTERNAL CIRCULATION FACTOR			35%	623		778		848		848	
EXISTING OCCUPIED AREA			SEE IRM ADMIN		3,002		3,272		3,272		BUILDING F
TOTAL DIVISION SPACE REQ'D			2,403		3,002		3,272		3,272		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ.FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION				QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
IRM - RECORDS													
PERSONNEL SPACE													
Records & Imaging Administrator	po3	144		1	144	1	144	1	144	1	144	House all records, primarily for community development (planning, zoning, building resource management, official minutes, etc.) Located in Building E.	
Sr. Records & Imaging Technician	po2	120		1	120	1	120	1	120	1	120		
Records & Imaging Technician	ws3	64		1	64	1	64	1	64	2	128		
SUPPORT SPACE													
Waiting - 6	vis6	120		1	120	1	120	1	120	1	120	Public workstation for accessing records. Microfilm scanner.	
Public Workstations	ws1	36		3	108	3	108	3	108	3	108		
Scanning		100		1	100	1	100	1	100	1	100		Various types of scanning equipment such as large-format, microfilm, etc. Scan plats for the circuit court.
Printing		100		1	100	1	100	1	100	1	100		Large Format plotter, printer/copier, microfilm printer.
Customer Service Counter		120		1	120	1	120	1	120	1	120	12' long. Includes Workspace for customers. Window at front counter with staff space secure.	
Receiving/Storage Room		200		1	200	1	200	1	200	1	200	Space for receiving and shipping out boxes of records destined for off-site storage. Exterior access. Large Shred-it bin.	
HD Files		300		1	300	1	300	1	300	1	300	File Storage for County	
Preservation Records Storage		150		1	150	1	150	1	150	1	150	Must be located remotely, currently in Building F. Fireproof cabinets.	
Conference												Shared - See IRM Admin.	
Kitchenette												Shared - See IRM Admin.	
Staff Toilet Room												Shared - See IRM Admin.	
Janitor's Closet												Shared - See IRM Admin.	
Closet												Shared - See IRM Admin.	
TOTAL PERSONNEL				3		3		3		4			
SUBTOTAL SPACE REQUIRED					1,526		1,526		1,526		1,590		
INTERNAL CIRCULATION FACTOR				35%	534		534		534		557		
EXISTING OCCUPIED AREA				1,398									
TOTAL DIVISION SPACE REQ'D					2,060		2,060		2,060		2,147	BUILDING E	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ.FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION				QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
IRM - VIDEO CENTER												
PERSONNEL SPACE												
Chief Video Engineer		po1	100	1	100	1	100	1	100	1	100	Joint Venture BW City, County, and Schools. Run all TV channels out of school owned space. Ideally would be located with IRM and Board Room. Right now, video equipment is duplicated between Board Room and Video Center.
Communications Specialist		ws3	64	1	64	2	128	2	128	2	128	
Multimedia Production Specialist		ws3	64	1	64	1	64	2	128	2	128	
SUPPORT SPACE												
Conference - 8		cnf8	175	1	175	1	175	1	175	1	175	Could be shared w/ IRM Admin. Currently dedicated due to location.
Studio			1700	1	1,700	1	1,700	1	1,700	1	1,700	Sound proof room. High sound absorption
Studio booth			265	1	265	1	265	1	265	1	265	Sound proof room. High sound absorption
Edit Suite			250	1	250	1	250	1	250	1	250	Sound proof room. High sound absorption
Green Room			200	1	200	1	200	1	200	1	200	Sound proof room. High sound absorption
Common Area			200	1	200	1	200	1	200	1	200	
Reception			100	1	100	1	100	1	100	1	100	
Storage			600	1	600	1	600	1	600	1	600	Used for parking the van and for storing for sets and equipment. Van must be parked indoors due to expensive sensitive equipment housed in it. Locate on exterior wall with roll-up door.
Data Room			150	1	150	1	150	1	150	1	150	4 server racks, UPS, Liebert cooling. Poke through to roof for satellite. Existing room is used as a county wide pass through for data.
Kitchenette		kit1	60	1	60	1	60	1	60	1	60	Refrigerator, microwave, sink, coffee maker. Could be shared if co-located.
Janitor's Closet		jc1	60	1	60	1	60	1	60	1	60	
Toilet Room		tlr1	50	2	100	2	100	2	100	2	100	Could be shared if collocated.
UPS & Generator												24/7 facility due to TV channels. Could be shared if co-located with IRM.
Parking bay for van												Roll-up door to storage area.
Board Room Control Room			325	1	325	1	325	1	325	1	325	Located at Building F, not at Video Center. Sound proof room. High sound absorption
TOTAL PERSONNEL				3	4,413	4	4,477	5	4,541	5	4,541	
SUBTOTAL SPACE REQUIRED					1,103		1,119		1,135		1,135	
INTERNAL CIRCULATION FACTOR				25%								
EXISTING OCCUPIED AREA				3,548		5,516		5,596		5,676		IRM VIDEO CENTER
TOTAL DIVISION SPACE REQ'D												

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
IRM - WEB AND PUBLICATIONS										
<u>PERSONNEL SPACE</u>										
Web & Publications Supervisor	po3	1	144	1	144	1	144	1	144	1 Lateral file cabinet in office
Web & Publications Specialist	ws3	2	128	2	128	2	128	2	128	
Web Interactive Designer	po1	1	100	2	200	2	200	2	200	Meet with individuals from various departments in their office.
<u>SUPPORT SPACE</u>										
Print/Work/Production Room	wrk15	1	225	1	225	1	225	1	225	3 specilazied floor mounted printers on one side, casework on the other side, and a work counter in the middle. Large counter and storage on other side. Includes paper cutter and production equipment.
Waiting										Shared - See IRM Admin.
Conference - seat 4										Shared - See IRM Admin.
Open Work Space										Shared - See IRM Admin.
Copy/Workroom										Shared - See IRM Admin.
Copy/Print										Shared - See IRM Admin.
Shred-it										Shared - See IRM Admin.
Storage										Shared - See IRM Admin.
Kitchenette										Shared - See IRM Admin.
Staff Toilet Room										Shared - See IRM Admin.
TOTAL PERSONNEL		4		5	697	5	697	5	697	
SUBTOTAL SPACE REQUIRED			597		244		244		244	
INTERNAL CIRCULATION FACTOR	35%		209							
EXISTING OCCUPIED AREA		SEE IRM ADMIN		806		941		941		BUILDING F
TOTAL DIVISION SPACE REQ'D										941

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
JCSA - ADMIN											
PERSONNEL SPACE											
General Manager	po4	168	1	168	1	168	1	168	1	168	Four person conference table in office.
Assistant General Manager	po3	144	1	144	1	144	1	144	1	144	Four person conference table in office.
Superintendent of Support Section	po2	120	1	120	1	120	1	120	1	120	
Support Foreman	po1	100	1	100	1	100	1	100	1	100	
Instrumentation/Control Specialist			3	0	4	0	4	0	4	0	No dedicated workspace.
Industrial Mechanic			1	0	1	0	1	0	1	0	No dedicated workspace.
Support Assistant	po1	100	1	100	1	100	1	100	1	100	
FOG Cross Connection Supervisor	po1	100	1	100	1	100	1	100	1	100	
Administrative Coordinator	ws3	64	1	64	1	64	1	64	1	64	Reports to FOG supervisor
SCADA Systems Utility Analyst	po2	120	1	120	1	120	1	120	1	120	IT person. Need space for work bench.
Technology Support Technician	po1	100	1	100	1	100	1	100	1	100	Report to SCADA. Systems Utility Analyst.
Utility Analyst	po1	100	1	100	1	100	1	100	1	100	
Safety and Asset Manager	po1	100	1	100	1	100	1	100	1	100	
Utility Systems Technician	ws1	36	1	36	1	36	1	36	1	36	Serve as dispatch. Radio console. 3 computer screens for monitoring SCADA.
Utility Account Representative	ws1	36	1	36	1	36	1	36	1	36	Serve as dispatch. Radio console. 3 computer screens for monitoring SCADA.
Warehouse Tech			2	0	2	0	2	0	2	0	No permanent workspace.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
				QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE												
Locker		lkr1	5	6	30	6	30	6	30	6	30	For Mechanics.
10 Person Collaboration Space			200	2	400	2	400	2	400	2	400	Located in open area in different JCSA areas. Co-located with drop-in workstations, tablet charging. Worktable in middle with chairs and storage under table.
Conference - seat 8		cnf8	175	1	175	1	175	1	175	1	175	Shared by JCSA.
Conference - seat 20		cnf20	350	1	350	1	350	1	350	1	350	Shared by JCSA. Seat 20 people at the table. Training Tables.
Training Room - seat 120		tr12	1750	1	1,750	1	1,750	1	1,750	1	1,750	Shared by JCSA. Operable partition to subdivide. Fixed projections screens in front of each half with side monitors.
Drop In Workstation		ws2	15	2	30	2	30	2	30	2	30	Shared Workstations for use by Instrumentation/Control Specialist and Industrial Mechanics.
Plotter Room			160	1	160	1	160	1	160	1	160	Plotter/scanner (currently separate plotter on other floor because of 2-story space). Located near engineers and GIS.
Cot Storage		clos1	25	1	25	1	25	1	25	1	25	
Ice Machine			6	1	6	1	6	1	6	1	6	
File Storage		lat	12	2	24	2	24	2	24	2	24	
Copy/Supply Room/Storage		wrk3	170	1	170	1	170	1	170	1	170	
Closet		clos2	50	1	50	1	50	1	50	1	50	
Kitchenette/Break			200	1	200	1	200	1	200	1	200	Seat 10. 3 Refrigerator/Freezer, 2 microwaves, sink, 2 coffee, 2 vending machines.
Staff Toilet Room		tlr1	50	4	200	4	200	4	200	4	200	
~Showers		shw1	35	2	70	2	70	2	70	2	70	
Public Toilet Room		tlr1	50	2	100	2	100	2	100	2	100	
Janitor's Closet		jc1	60	1	60	1	60	1	60	1	60	
JCSA Warehouse				1	6,500	1	7,350	1	7,700	1	8,400	JCSA Warehouse. Shared by all JCSA. Existing 105 Tewning.
Backflow Prevention/FOG Storage				1	200	1	200	1	200	1	200	Existing 109 Tewning.
Shop Space				1	3,000	1	3,000	1	3,000	1	3,000	Water Support shop space. Existing 107 Tewning.
Staff Parking				90	0	90	0	90	0	90	0	Currently insufficient
Fleet Vehicle Parking				64	0	64	0	64	0	64	0	Includes trucks, trailers, equipment, etc. Will get comprehensive list.
Visitor Parking				3	0	3	0	3	0	3	0	
TOTAL PERSONNEL				19	20	20		20		20		
SUBTOTAL SPACE REQUIRED				14,788	15,638	15,988		16,688		16,688		
INTERNAL CIRCULATION FACTOR				35%	1,851	1,851		1,851		1,851		Excludes Warehouse, Shop Space, and Garage Space
EXISTING OCCUPIED AREA				29,318	16,639	17,489		17,839		18,539		JCSA (119 TEWNING), JCSA WAREHOUSE (105 TEWNING), JCSA STORAGE/VEHICLE SHEDS (GARAGE A & B, 107 TEWNING, 109 TEWNING)
TOTAL DIVISION SPACE REQ'D												

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT		
JCSA - CUSTOMER SERVICE										
PERSONNEL SPACE										
Customer Service Supervisor	po2	120	1	120	1	120	1	120	1	No additional storage space required. 2 additional staff required if a convenience center is added. Added generator at central facility would be helpful for use during storm debris collection when power is out.
Sr. Utility Account Rep	po1	100	1	100	1	100	1	100	1	
Sr. Utility Account Rep	ws2	48	0	0	1	48	1	48	2	
Utility Account Rep	ws2	48	7	336	8	384	9	432	9	
Sr. Meter Reader			1	0	1	0	1	0	1	
Meter Reader			2	0	2	0	3	0	3	Work out of attendant buildings at each site.
SUPPORT SPACE										
Waiting - 8	vis8	160	1	160	1	160	1	160	1	4 chairs
Reception Counter		50	1	50	1	50	1	50	1	Serve 3 customers, 1 ADA. Operated by Utility Account Rep.
Reception Workstations	ws2	48	3	144	3	144	3	144	3	Serve 3 customers, 1 ADA. Operated by Utility Account Rep.
Copy/Work Room										Shared, refer to JCSA Admin.
Customer Consultation Room	cn14	100	1	100	1	100	1	100	1	Consult with customers about financial matters. Located off of waiting/lobby w/ door from lobby. Access controlled door from admin. Counter divides room to separate customer from Utility Account Rep.
TOTAL PERSONNEL			12		14		16		17	
SUBTOTAL SPACE REQUIRED				1,010		1,106		1,154		1,202
INTERNAL CIRCULATION FACTOR			35%	354		387		404		421
JCSA										
EXISTING OCCUPIED AREA			1,285							
TOTAL DIVISION SPACE REQ'D				1,364	1,493	1,558	1,623			

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
				QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
JCSA - WASTEWATER												
PERSONNEL SPACE												
		po3	144	1	144	1	144	1	144	1	144	
		po2	120	2	240	2	240	2	240	2	240	
		ws2	48	2	96	2	96	2	96	2	96	
		po2	120	1	120	1	120	1	120	1	120	
		po2	120	1	120	1	120	1	120	1	120	
				2	0	3	0	3	0	4	0	Lockers, see below.
				7	0	10	0	10	0	13	0	Lockers, see below. 1 Shared Workstation, see below.
		po2	120	1	120	1	120	1	120	1	120	
		po2	120	1	120	1	120	1	120	1	120	
				4	0	4	0	5	0	6	0	
				5	0	5	0	7	0	7	0	Lockers, see below.
				1	0	2	0	2	0	2	0	Lockers, see below.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
SUPPORT SPACE												
	Locker	lkr1	5	19	95	24	120	27	135	32	160	
	Wastewater Collection Crew Leader	ws3	64	1	64	1	64	1	64	1	64	Shared workstation used by Wastewater Crew Leaders
	Wastewater Collection Shared Cubicles	ws	15	1	15	1	15	1	15	1	15	Shared workstation used by Wastewater Collection Apprentice/Specialist.
	Lead Facilities Specialist Shared Cubides	ws3	64	1	64	1	64	1	64	1	64	Shared Workstation.
	Wastewater Maint. Mech. Share'd Workstation	ws3	64	1	64	1	64	1	64	1	64	Shared Workstation used by Wastewater Maintenance Mechanics.
	Wastewater Maint. App. Shared Workstation	ws	15	1	15	1	15	1	15	1	15	Shared Workstation used by Wastewater Maintenance Apprentice/Specialists.
	Conference											Shared with JCSA
	Lateral	lat	12	14	168	7	84	4	48	2	24	Development plans. Implementing plan to do digital submission and review.
	Hanging Files	lat	12	2	24	1	12	0	0	0	0	
	Storage Rooms	clos2	50	2	100	2	100	2	100	2	100	One open to the interior for survey equipment. One open to exterior for Hydrant meters.
	Closet	clos1	25	1	25	1	25	1	25	1	25	
	Staff Toilet Room	tlr1	50	1	50	1	50	1	50	1	50	Shared with JCSA, see admin.
	Shop Space		1500	1	1,500	1	1,500	1	1,500	1	1,500	Wastewater Maintenance. Garage B.
	Shop Space		750	1	750	1	750	1	750	1	750	Lead Facility Specialist. Garage B.
	Garage Space		2666	1	2,666	1	2,666	1	2,666	1	2,666	Wastewater Collection garage space. Garage A.
TOTAL PERSONNEL				28		33		36		41		
SUBTOTAL SPACE REQUIRED				6,560		6,489		6,456		6,457		
INTERNAL CIRCULATION FACTOR		35%		575		551		539		539		Excludes Shop Space and Garage Space
EXISTING OCCUPIED AREA				SEE JCSA ADMIN				JCSA AND JCSA WAREHOUSE				
TOTAL DIVISION SPACE REQ'D				7,135		7,040		6,995		6,996		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
JCSA - WATER										
PERSONNEL SPACE										
Chief Engineer	po3	144	1	144	1	144	1	144		
Civil Engineer	po2	120	1	120	1	120	2	240		
Water Production Superintendent	po2	120	1	120	1	120	1	120		
Water Distribution Superintendent	po2	120	1	120	1	120	1	120		
Engineering Specialist	po2	120	1	120	1	120	1	120		
Construction Inspector I/II/III	ws3	64	3	192	3	192	4	256		
Senior Utility Locator	ws1	36	1	36	1	36	2	72		
Utility Locator	ws1	36	1	36	1	36	2	72		
Water Distribution Apprentice / Specialist I/II/III			9	0	10	0	11	0		Lockers, see below
Waterworks Operator Apprentice I/II/III/IV (Wells)			3	0	4	0	4	0		Lockers, see below
Waterworks Operator Apprentice I/II/III/IV (Plant)			6	0	8	0	8	0		Located at Five Forks. No lockers or workstation space.
Water Production Mechanic	ws	15	0	0	0	0	1	15		Lockers, see below
Water Treatment Supervisor (Foreman)	po1	100	1	100	1	100	1	100		1 at plant, one @ JCSA Operations Center
Water Treatment Supervisor (Foreman)			1	0	1	0	1	0		Located at FFWTF
Water Distribution Supervisor (Foreman)	po1	100	1	100	1	100	1	100		
Water Distribution Crew Leader			2	0	3	0	3	0		Lockers, see below
Water Production Specialist I/II			2	0	3	0	3	0		Lockers, see below

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
SUPPORT SPACE										
Plan Table		1	200	1	200	1	200	1	200	Open table to review plans. Shared space for Construction Inspector I/II/III Shared Workstations. Shared by all Waterworks Operators and Apprentices.
Waterworks Operator	ws2	2	30	2	30	2	30	2	30	
Lockers	lkr1	16	80	20	100	22	110	27	135	
Reception Counter										See JCSA Customer Service
File Storage	lat	15	180	13	156	10	120	8	96	Reduce over time.
Flat File		8	200	8	200	8	200	8	200	Lateral, flat file, etc.
Library	lat	5	60	4	48	3	36	3	36	Open Shelves
Copy/Supply Room/Storage										Shared by JCSA. See Admin.
Closet										Shared by JCSA. See Admin.
Kitchenette/Break										Shared by JCSA. See Admin.
Staff Toilet Room										Shared by JCSA. See Admin.
Janitor's Closet										Shared by JCSA. See Admin.
Shop Space	750	1	750	1	750	1	750	1	750	Water Production. Garage B.
Garage Space	1333	1	1,333	1	1,333	1	1,333	1	1,333	Water Distribution. Garage A.
TOTAL PERSONNEL		35		41		47		53		
SUBTOTAL SPACE REQUIRED			3,921		3,905		4,138		4,190	
INTERNAL CIRCULATION FACTOR		35%	643		638		719		737	Excludes Shop Space and Garage Space
EXISTING OCCUPIED AREA		SEE JCSA ADMIN		4,564		4,543		4,857		JCSA AND JCSA WAREHOUSE
TOTAL DIVISION SPACE REQ'D								4,927		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
OLDE TOWNE MEDICAL CENTER										
PERSONNEL SPACE										
Executive Medical Dir.	po4	168	1	168	1	168	1	168		
Marketing Coordinator	po2	120	1	120	1	120	1	120	1	120
Administrative Assistant	po1	100	1	100	1	100	1	100	1	100
Business Manager	po1	100	1	100	1	100	1	100	1	100
Clinical Director	po1	100	1	100	1	100	1	100	1	100
Director of Development	po1	100	1	100	1	100	1	100	1	100
Volunteer Coordinator	ws4	80	1	80	1	80	1	80	1	80
Medication Access Program	po1	100	2	200	2	200	2	200	2	200
Diabetic Educator	po4	168	1	168	1	168	1	168	1	168
Nurse (RN, LPN, MA)			6		7		7		7	Large filing needs. Inpatient counseling room/Telemedicine No permanent workspace. Use exam room as work space. 1 Nurse covers 2 exam rooms. See exam room below.
Licensed Medical Providers (NP, MD)			5		7		7		7	No permanent workspace. Use exam room as work space. 1 Nurse covers 2 exam rooms. See exam room below.
Clinical Assistants			5		6		6		6	No permanent workspace. Use exam room as work space.
Office Manager	po1	100	1	100	1	100	1	100	1	100
Dental Assistant			2	0	3	0	3	0	3	0
Health Coach			1	0	1	0	1	0	1	0
Licensed Dental Providers			4		5		5		5	Shared office, see below.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Exam/Counseling		16	2,304	16	2,304	16	2,304	16	2,304	Used for office space needs by Nurses and Licensed Medical Providers. Sink and counter in room.
Dental Exam Room		5	720	5	720	5	720	5	720	Used for office space needs by Dental Providers. Sink, counter, dental chair. Suction to room.
Vaccine Room		1	100	1	100	1	100	1	100	Couch and chair. Sink
Lab		1	260	1	260	1	260	1	260	Sink, counters, medical grade cabinets
Biohazard		1	100	1	100	1	100	1	100	Autoclave
Medical Supply		1	100	1	100	1	100	1	100	Autoclave
Dirty Storage		2	200	2	200	2	200	2	200	
Tele-medicine		1	200	1	200	1	200	1	200	Accommodate groups of 8+ at one time.
Health Coach/Volunteer Coordinator Office	po1	1	100	1	100	1	100	1	100	Shared by Health Coach and Volunteer Coordinator who do not work at the same time.
Dental Provider Office	po1	1	100	1	100	1	100	1	100	Shared by Licensed Dental Providers
Conference (Group) Room	cnf10	1	200	1	200	1	200	1	200	Seat 10. Used for group treatment
Waiting - seat 30	vis30	1	600	1	600	1	600	1	600	Existing space is sufficient.
Multipurpose	tr5	1	750	1	750	1	750	1	750	Seat 50. Share with DSS.
File Room	lat	9	108	9	108	9	108	9	108	9 lateral files with no growth.
Copy/Work/Supply Room	wrk9	1	81	1	81	1	81	1	81	Copier, counter, cabinets for office supplies.
Shred-it		1	10	1	10	1	10	1	10	Locate in copy/work/supply.
Medical Supply Room		1	175	1	175	1	200	1	200	Bulletin boards, white boards, handout materials.
Storage Room	clos2	1	50	1	50	1	50	1	50	Bulletin boards, white boards, handout materials.
Kitchenette	kit1	1	60	1	60	1	60	1	60	Refrigerator, microwave, sink, coffee maker.
Break Room		1	150	1	150	1	150	1	150	Attached to kitchenette. Seating for 6. Coat hooks on the wall.
Speciment Toilet Room	tlr1	2	100	2	100	2	100	2	100	Located in close proximity to exam rooms.
Public Toilet Room	tlr2	2	320	2	320	2	320	2	320	Located adjacent to Waiting Room
Family Toilet Room	tlr1	1	50	1	50	1	50	1	50	Located adjacent to Waiting Room

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION										
Staff Toilet Room		tlr1	50	2	100	2	100	2	100	
Janitor's Closet		jc1	60	1	60	1	60	1	60	
TOTAL PERSONNEL				34	40	40		40		
SUBTOTAL SPACE REQUIRED				8,234	8,234	8,259		8,259		
INTERNAL CIRCULATION FACTOR		35%		2,882	2,882	2,891		2,891		Circulation sized to accommodate a gurney.
EXISTING OCCUPIED AREA			10,623							HUMAN SERVICES CENTER
TOTAL DIVISION SPACE REQ'D				11,116	11,116	11,150		11,150		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
PARKS AND RECREATION - ADMIN										
<u>PERSONNEL SPACE</u>										
Director	po4	1	168	1	168	1	168	1	168	Conference table to seat four in office.
Assistant Director	po3	0	0	1	144	1	144	1	144	Conference table to seat four in office.
Budget Management Specialist	po1	1	100	1	100	1	100	1	100	Confidential paperwork. Meets with clients. Filing needs.
Senior Account Clerk	po1	1	100	1	100	1	100	1	100	Deals directly with citizens. Large filing needs.
Account Clerk	po1	1	100	1	100	1	100	1	100	
Senior Administrative Services Coordinator	po1	1	100	1	100	1	100	1	100	
Courier	ws1	1	36	1	36	1	36	1	36	Shared workstation.
Business and Projects Manager	po1	1	100	1	100	1	100	1	100	
Senior Communications Specialist	po2	1	120	1	120	1	120	1	120	Large work table for large documents.
Information Systems Technician	po1	1	100	1	100	1	100	1	100	IRM plans to manage this position in the future, but person will still be located with Parks and Rec. Admin.
Volunteer and Resource Coordinator	po1	1	100	1	100	1	100	1	100	
Administrative Assistant	ws3	2	128	2	128	2	128	2	128	Could be combined in shared office.
Communications specialist	po1	0	0	1	100	1	100	1	100	
IT assistant	ws3	0	0	0	0	1	64	1	64	Could be shared with other open office such as Admin. Asst. and Courier.
Parks planner	po2	0	0	0	0	1	120	1	120	Currently vacant. Large enough for elevated map table.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Waiting - 6	vis6	1	120	1	120	1	120	1	120	
Reception	ws2	1	48	1	48	1	48	1	48	Currently no staff, just a desk and a bell to alert someone else that there is a visitor. Would be a position if Parks and Rec. divisions were co-located.
Small Conference - seat 6	cnf6	1	150	1	150	1	150	1	150	
Large Conference - seat 16	cnf16	1	300	1	300	1	300	1	300	Could share with other departments.
Large Meeting/Training - seat 24	cnf24	1	375	1	375	1	375	1	375	Seat 24+. More convenient access than current county shared meeting/training rooms. Could be shared with other departments.
Workroom	wrk9	1	81	1	81	1	81	1	81	
~Shred-it	pshc	1	10	1	10	1	10	1	10	in workroom
~Copy	cpy5	1	25	1	25	1	25	1	25	In workroom
~Open Shelves	lat	4	48	4	48	4	48	4	48	In workroom
File Storage	lat	6	72	6	72	6	72	6	72	(4) files securable, adjacent to Senior Account Clerk. (1) rotating file unit, approximate size of two lateral cabinets.
Storage		1	300	1	300	1	300	1	300	The Volunteer & Resource Coordinator has many non-paper items such as training supplies, recognition supplies, booth giveaways and needs a storage closet with 2-3 tall shelving units to hold plastic tubs full of items.
Kitchenette	kit2	1	160	1	160	1	160	1	160	Could be shared with other departments.
Staff Toilet Room	tlrt1	1	50	1	50	1	50	1	50	Could be shared with other departments.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Could be shared with other departments.
Closet	clos1	1	25	1	25	1	25	1	25	Safe storage
Archeological Storage		1	1,200	1	1,200	1	1,200	1	1,200	Heated and cooled storage for artifacts that must be retained.
TOTAL PERSONNEL		12		14		16		16		
SUBTOTAL SPACE REQUIRED			4,176		4,420		4,604		4,604	
INTERNAL CIRCULATION FACTOR			1,042		1,127		1,191		1,191	Excludes Archeological Storage
EXISTING OCCUPIED AREA		2,170								
TOTAL DIVISION SPACE REQ'D			5,218		5,547		5,795		5,795	IRONBOUND VILLAGE BUILDING 2

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY											
PERSONNEL SPACE											
Centers Administrator	po2	120	1	120	1	120	1	120	1	120	Less likely to expand this center. More likely to add another small center some time in the future.
Operations Manager	po1	100	2	200	2	200	3	300	3	300	
Program Coordinator	po1	100	3	300	3	300	4	400	4	400	Add one when another center is built.
Customer Service Representative	ws3	64	3	192	3	192	5	320	5	320	Convert part time employees to fulltime positions.
Lifeguard	ws3	64	2	128	2	128	2	128	2	128	
Senior Fitness Attendant	ws3	64	1	64	1	64	1	64	1	64	
Lifeguards											No dedicated space.
Fitness Attendants											No dedicated space.
Instructors I, II, and III											No dedicated space.
Personal Trainers											No dedicated space.
Recreation Leaders											No dedicated space.
Volunteer Sr. Receptionists											No dedicated space.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Reception Desk	ws2	48		1	48	1	48	1	48	
Waiting - 8	vis8	160		1	160	1	160	1	160	
Conference - seat 12	cnf10	200		1	200	1	200	1	200	
Event Space - Seat 150	tr15	2000		1	2,000	1	2,000	1	2,000	Roughly equivalent to half of Multipurpose Room A/B/C.
Kitchen		200		1	200	1	200	1	200	Adjacent to Event Space. Range with type II commercial hood.
Copy/Workroom	wrk9	81		1	81	1	81	1	81	
~Copy	cpy10	50								In workroom
~Shred-it		10		1	10	1	10	1	10	In workroom
File Room	lat	12		6	72	6	72	6	72	
Storage	st6	200		1	200	1	200	1	200	Table, chair, and event supply storage
Break Room	kit2	160		1	160	1	160	1	160	Could be shared with other departments.
Staff Toilet Room	tl1	50		1	50	1	50	1	50	Could be shared with other departments.
Janitor's Closet	jc1	60		1	60	1	60	1	60	Could be shared with other departments.
Closet	clos1	25		1	25	1	25	1	25	
TOTAL PERSONNEL		12		12		16		16		
SUBTOTAL SPACE REQUIRED			4,270		4,270		4,598		4,598	
INTERNAL CIRCULATION FACTOR		35%	1,495		1,495		1,609		1,609	
EXISTING OCCUPIED AREA		3,742								JAMES CITY COUNTY RECREATION CENTER
TOTAL DIVISION SPACE REQ'D			5,765		5,765		6,207		6,207	Staff space only. Does not include rec. center space.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
PARKS AND RECREATION - PARKS										
<u>PERSONNEL SPACE</u>										
Parks Administrator	po2	1	120	1	120	1	120	1	120	Most are located in Building 3, 1st floor (5340).
Administrative Coordinator	ws3	1	64	1	64	1	64	1	64	Building 3, 1st Floor.
Park Operations Manager	po1	2	200	2	200	2	200	2	0	Located at Parks in the future.
Park Operations Manager		2	0	2	0	2	0	2	0	Located at Parks.
Chief Park Ranger	po1	1	100	1	100	1	100	1	100	Building 3, 1st Floor.
Park Ranger	ws3	1	64	1	64	2	128	2	128	Building 3, 1st Floor.
Park Coordinator (Admin)	po1	1	100	1	100	1	100	1	100	Building 3, 1st Floor.
Park Coordinator (in Parks)		4	0	4	0	5	0	6	0	Located at Parks.
Park Supervisor	ws3	1	64	1	0	1	0	1	0	Currently (1) located in Building 3, 1st Floor. Will go to 0 in five years because this position will move to park locations.
Park Supervisor (Part-time)		2	0	2	0	2	0	2	0	Located at Parks.
<u>SUPPORT SPACE</u>										
Waiting - 4	vis4	1	80	1	80	1	80	1	80	Do not need if colocated with other P&R Divisions.
Conference										Shared, refer to Parks and Recreation Admin.
Copy/File/Workroom	wrk9	1	81	1	81	1	81	1	81	Could be shared with Parks and Recreation
Lateral Files	lat	4	48	4	48	4	48	4	48	
Files	vert	2	20	2	20	2	20	2	20	
Closet	clos1	1	25	1	25	1	25	1	25	
Shred-it		1	10	1	10	1	10	1	10	Shared, refer to Parks and Recreation Admin.
Kitchenette	kit2	1	160	1	160	1	160	1	160	Could be shared with other departments.
Staff Toilet Room	tlk1	1	50	1	50	1	50	1	50	Could be shared with other departments.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Could be shared with other departments.
TOTAL PERSONNEL		16		16		18		19		
SUBTOTAL SPACE REQUIRED			1,246		1,182		1,046		1,046	
INTERNAL CIRCULATION FACTOR	35%		436		414		366		366	
IRONBOUND VILLAGE BUILDING 3										
EXISTING OCCUPIED AREA	2,284									
TOTAL DIVISION SPACE REQ'D			1,682		1,596		1,412		1,412	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS		
		SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT			
DESCRIPTION												
PARKS AND RECREATION - RECREATION SERVICES												
PERSONNEL SPACE												
Recreation Services Administrator	po2	120	1	120	1	120	1	120	1	120	Locate with Parks and Rec Administration. Most are located in Building 3, 2nd floor (5340). Supervisory role, 2-3 guest chairs for meeting with staff.	
	po2	120	2	240	2	240	2	240	2	240		
	po1	100	5	500	6	600	7	700	9	900		
	Recreation Supervisor			10	0	10	0	11	0	13	0	9 @ elementary school 1 @ middle school. Shared 2:1, refer to Recreation Supervisor Shared Workstations below.
	Administrative Coordinator	po1	100	1	100	1	100	1	100	2	200	
Therapeutic Recreation Leader	po1	100	1	100	1	100	1	100	1	100	Deals with calls from families regarding private information on their children. Performs assessments on kids (manage approximately 500 cases).	
Assistant Recreation Supervisor											No dedicated workspace.	
Recreation Leader											No dedicated workspace.	
Instructors I, II, & III											No dedicated workspace.	
Bus Drivers											No dedicated workspace.	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
<u>SUPPORT SPACE</u>											
Recreation Supervisor Shared Workstations	ws1	36	5	180	5	180	6	216	7	252	
Intern/Drop-in Workstation	ws1	36	1	36	1	36	1	36	1	36	
Waiting - 4	vis4	80	1	80	1	80	1	80	1	80	3ppl if separate. Could use same space as P&R Admin. If co-located.
Private Meeting Space	cnf4	100	1	100	1	100	1	100	1	100	
Private Meeting Space	cnf4	100	1	100	1	100	1	100	1	100	
Conference - seat 6	cnf20	350		0							See Admin above.
Conference - seat 16	cnf20	350		0							See Admin above.
Conference - seat 25	cnf20	350		0							See Admin above.
File/Workroom	wrk9	81	1	81	1	81	1	81	1	81	
~Shred-it		10	1	10	1	10	1	10	1	10	In file/workroom
File Room	lat	12	1	12	1	12	1	12	1	12	Must keep files until person is 23 years old.
~Open Shelves	lat	12	3	36	3	36	3	36	3	36	
Boxes (40)											Stored in Jamestown Storage Center
Program Coordinator Storage	st2	50	5	250	6	300	7	350	9	450	(1) @ 50SF / Program Coordinator
Unconditioned Storage		3000	1	3,000	1	3,000	1	3,000	1	3,000	Coolers, tents, chairs, etc. Most storage is currently at Jamestown Center.
Closet	clos1	25	1	25	1	25	1	25	1	25	
Kitchenette	kit2	160	1	160	1	160	1	160	1	160	Could be shared with other departments.
Staff Toilet Room	tlr1	50	1	50	1	50	1	50	1	50	Could be shared with other departments.
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60	Could be shared with other departments.
TOTAL PERSONNEL			20		21		23		28		
SUBTOTAL SPACE REQUIRED			5,240		5,390		5,576		6,012		
INTERNAL CIRCULATION FACTOR			30%	672	717		773		904		Does not include Unconditioned Storage
EXISTING OCCUPIED AREA			5,075								IRONBOUND VILLAGE BUILDING 3 & JAMESTOWN CENTER
TOTAL DIVISION SPACE REQ'D			5,912		6,107		6,349		6,916		

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY		SQ.FT
POLICE											
PERSONNEL SPACE											
Chief	po8	288	1	288	1	288	1	288	1	288	100% backup power on building. Duty on first floor, investigations admin on second floor.
Executive Assistant	ws3	64	1	64	1	64	1	64	1	64	Based on existing office size.
SUPPORT SERVICES DIVISION											
Major	po4	168	1	168	1	168	1	168	1	168	
Lieutenant	po3	144	1	144	1	144	1	144	1	144	
Sergeant	po2	120	3	360	4	480	4	480	5	600	Investigative sergeant, school resources sergeant, and community services sergeant. Add additional sergeants in investigations.
Investigator	ws3	64	16	1,024	18	1,152	20	1,280	24	1,536	
Crime Analyst	po2	120	1	120	1	120	2	240	2	240	Part of Investigations.
School Resource Officer			5	0	6	0	8	0	10	0	No dedicated office space at Police headquarters. Currently located in 2 Middle and 3 High Schools.
Community Services Officer	ws2	48	5	240	6	288	6	288	8	384	
ADMINISTRATIVE SERVICES DIVISION											
Deputy Chief	po5	196	1	196	1	196	1	196	1	196	
Major	po4	168	0	0	0	0	1	168	1	168	
Lieutenant	po3	144	2	288	2	288	2	288	2	288	
PIO	po2	120	1	120	1	120	1	120	1	120	Not currently a dedicated duty. Open desk available should this be broken out as it's own position.
Records Supervisor	po2	120	1	120	1	120	1	120	1	120	
Records Personnel	ws3	64	2	128	2	128	3	192	3	192	Shared enclosed office
OPERATIONS DIVISION											
Major	po4	168	1	168	1	168	1	168	1	168	
Lieutenant	po3	144	3	432	3	432	5	720	5	720	
Sergeant	ws4	80	7	560	7	560	8	640	10	800	Shared offices with two sergeants per office. Traffic sergeant in separate office.
Special Enforcement Sergeant	ws4	80	0	0	0	0	1	80	1	80	
K-9 Officer	po2	120	0	0	1	120	2	240	2	240	Existing K-9 facilities, no canine officer currently.
Animal Control			3	0	3	0	4	0	4	0	Space at Heritage Humane Society. Spend time in the field. Desk and office space at Heritage location. Any additional growth would be accommodated by the human society.
Patrol Officer			52	0	57	0	67	0	87	0	No dedicated office space.
Traffic Patrol Officer	ws4	80	3	240	3	240	4	320	4	320	Shared enclosed office.
Special Enforcement Patrol Officer	ws4	80	0	0	0	0	2	160	4	320	Shared enclosed office.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS				2030 NEEDS				2040 NEEDS				REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		2030 NEEDS		2040 NEEDS					
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT				
<u>SUPPORT SPACE</u>																		
Community Volunteers		35	1	35	1	35	1	35	1	35	1	35	1	35	Desk in existing lobby. No additional space requirements.			
Main Lobby		1000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	Existing lobby is sufficient			
Public Toilet Rooms		175	2	350	2	350	2	350	2	350	2	350	2	350	Off of lobby/waiting			
Community Room		1500	1	1,500	1	1,500	1	1,500	1	1,500	1	1,500	1	1,500				
Community Room Vestibule		225	1	225	1	225	1	225	1	225	1	225	1	225	Existing sufficient			
Visitor Waiting			1	0	1	0	1	0	1	0	1	0	1	0	In lobby			
Report Taking Rooms		80	2	160	2	160	2	160	2	160	2	160	2	160	Off of lobby/waiting			
Interview Rooms		100	5	500	5	500	5	500	5	500	5	500	5	500				
Soft Interview Room		140	1	140	1	140	1	140	1	140	1	140	1	140				
Polygraph		120	1	120	1	120	1	120	1	120	1	120	1	120				
2nd Floor Lobby		416	1	416	1	416	1	416	1	416	1	416	1	416				
Large Training Room	tr5	750	2	1,500	2	1,500	2	1,500	2	1,500	2	1,500	2	1,500	Seat 50 people each.			
Training Room Storage		300	1	300	1	300	1	300	1	300	1	300	1	300				
Role Call Room		640	1	640	1	640	1	640	1	640	1	640	1	640				
Report Writing Room		640	1	640	1	640	1	640	1	640	1	640	1	640	Includes mailbox area.			
Report Writing Copy Room		120	1	120	1	120	1	120	1	120	1	120	1	120				
Conference Room for Each Division	cnf12	260	3	780	3	780	3	780	3	780	3	780	3	780				
HD Files		500	1	500	1	500	1	500	1	500	1	500	1	500				
Evidence Storage		710	1	710	1	710	1	710	2	1,420	2	1,420	2	1,420	Not HD, but need to convert to HD files soon. File system is designed so that it can be converted.			
Narcotics Storage		200	1	200	1	200	1	200	2	400	2	400	2	400	Not HD, but need to convert to HD files soon. File system is designed so that it can be converted.			
Evidence Lobby		200	1	200	1	200	1	200	1	200	1	200	1	200	Not HD, but need to convert to HD files soon. File system is designed so that it can be converted.			
Evidence Packaging		275	1	275	1	275	1	275	1	275	1	275	1	275				
Forensics Lab		350	1	350	1	350	1	350	1	350	1	350	1	350	Basic finger printing, basic evidence processing.			
Forensics Vehicle Garage		730	1	730	1	730	1	730	1	730	1	730	1	730	Vented dryers, tool box			
Forensics Storage		135	1	135	1	135	1	135	1	135	1	135	1	135				
Armory		175	1	175	1	175	1	175	1	175	1	175	1	175				
Gun Cleaning		75	1	75	1	75	1	75	1	75	1	75	1	75				
Swat Gear		120	1	120	1	120	1	120	1	120	1	120	1	120				
Uniform/ Equipment Storage		310	1	310	1	310	1	310	1	470	1	470	1	470				
Fitness Room		625	1	625	1	625	1	625	1	625	1	625	1	625				
Defensive Tactics		1100	1	1,100	1	1,100	1	1,100	1	1,100	1	1,100	1	1,100				

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
Kitchenette		1	275	1	275	1	275	1	275	
Interview Room Toilet	tlit1	1	50	1	50	1	50	1	50	
Staff Toilet Rooms	tlit2	5	800	5	800	5	800	5	800	
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	
Locker/Toilet/Shower Rooms		2	1,050	2	1,050	2	1,050	2	1,050	No duty bag lockers. Officers show up in their vehicle and only use small lockers for gym storage and personal effects.
Simulation Room		1	350	1	350	1	350	1	350	
Library		1	225	1	225	1	225	1	225	
Break Area		1	670	1	670	1	670	1	670	
Police Vehicle and Equipment Garage		1	2,800	1	2,800	1	3,200	1	3,750	Includes vehicles, Bearcat armored vehicle, ammunition storage, and kennel space with attached outdoor dog run.
Covered parking for trailers and equipment.		12		12		12		12		10'X30' parking spaces.
Impound Parking Lot		28		28		28		42		
Outdoor Firing Range										Near old landfill. Would like it covered and to add classroom space.
Range Classroom		1	1,000	1	1,000	1	1,000	1	1,000	Freestanding trailer.
TOTAL PERSONNEL		110		121		147		180		
SUBTOTAL SPACE REQUIRED			25,871		26,287		29,045		30,387	
INTERNAL CIRCULATION FACTOR	35%		7,725		7,870		8,696		8,973	Does not include Police Vehicle and Equipment Garage and Range Classroom
EXISTING OCCUPIED AREA	47,750									LAW ENFORCEMENT CENTER
TOTAL DIVISION SPACE REQ'D			33,596		34,157		37,741		39,360	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
SOCIAL SERVICES - HOUSING											
PERSONNEL SPACE											
Housing Manager	po3	144	1	144	1	144	1	144	1	144	Small conference table to seat four in office.
Senior Housing Specialist	po2	120	1	120	1	120	1	120	1	120	
Housing Specialist	po2	120	3	360	3	360	4	480	4	480	One position implements housing choice voucher program, see below. 1 position performs housing inspections for vouchers. 1 position does financial management and budget counseling. This position also oversees home ownership program. Review personal information such as credit card information, financial information, social security numbers, etc. Applied for funding to add a third person in the next fiscal year.
Housing Specialist - Housing Choice Voucher Program	po3	144	1	144	1	144	1	144	1	144	One position implements housing choice voucher program. Requires many visits from clients. Approximately 70% of visits are scheduled and 30% are walk-ins. High filing need. Meets with 2-4 people.
Housing Rehab Specialist	po2	120	1	120	1	120	2	240	2	240	
Administrative Coordinator	ws3	64	1	64	1	64	1	64	1	64	
Administrative Assistant	ws2	48	1	48	1	48	2	96	2	96	Receptionist. Access control to back-of-house spaces. Glass to visitor waiting and counter to restrict access behind counter. (0.5 FTE in 2019)
Housing Supervisor	po2	120	0	0	0	0	1	120	1	120	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Visitor waiting - seat 6	vis6	1	120	1	120	1	120	1	120	Secured from staff office area by access controlled door. Could potentially be shared with DSS.
Children's Waiting - seat 2	vis2	1	50	1	50	1	50	1	50	Secured from staff office area by access controlled door. Space for toy storage for families that bring children. Could potentially be shared with DSS.
Intern	wss	1	25	1	25	1	25	1	25	
Conference - seat 8	cnf8	1	175							Would be sized to accommodate full staff.
Conference - seat 10	cnf10		200	1	200					Would be sized to accommodate full staff.
Conference - seat 14	cnf14		280			1	280	1	280	Would be sized to accommodate full staff. Sized to accommodate future projection of staff.
Conference - seat 20	cnf20		350	0						Shared with other departments. Off-site location is acceptable.
File/Workroom	wrk9	1	81	1	81	1	81	1	81	Houses copier and office supplies
~Copy	cpy10		50							In workroom
~Shred-it		1	10	1	10	1	10	1	10	In workroom
Inactive Files	lat	14	168	14	168	14	168	14	168	Secured. Six lats -7 high. Twenty-four boxes/4= 6 lats. One inspection. One manuals.
Active Files	lat	7	84	7	84	7	84	7	84	Side sliding HD files
Storage	st3	1	80	1	80	1	80	1	80	Office supplies + inspection equipment. Ladders, blower door system, hepa-vac machine, banners, displays, tables
Kitchenette	kit2	1	160	1	160	1	160	1	160	Seat 2. Refrigerator, microwave, coffee pot, sink. Share large breakroom (if available as shared space in building)
Staff Toilet Room	tlr1	2	100	2	100	2	100	2	100	Could be shared.
Janitor's Closet	jc1	1	60	1	60	1	60	1	60	Could be shared.
Closet	clos1	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL		9		9		13		13		
SUBTOTAL SPACE REQUIRED			2,138		2,163		2,651		2,651	
INTERNAL CIRCULATION FACTOR	35%		748		757		928		928	
EXISTING OCCUPIED AREA			2,563							IRONBOUND VILLAGE BUILDING 2
TOTAL DIVISION SPACE REQ'D			2,886	2,920	3,579	3,579				

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
SOCIAL SERVICES											
PERSONNEL SPACE											
Director	po4	168	1	168	1	168	1	168	1	168	Conference space to seat four in the office.
Assistant Director	po2	120	1	120	1	120	1	120	1	120	Manages Care Team and Housing units.
Chief of Services	po2	120	1	120	1	120	1	120	1	120	Manages Family Services and CSA coordinator.
Administrative Services Unit											
~Administrative Services Manager	po2	120	1	120	1	120	1	120	1	120	
~Accounts Payable Specialist	ws4	80	1	80	1	80	2	160	2	160	Share office with one guest chair each. Initially can share with Accounting Technician.
~Accounting Technician	ws4	80	1	80	1	80	2	160	2	160	Share office with one guest chair each. Initially can share with Accounts Payable Specialist.
~Administrative Assistant (Files)	ws2	48	3	144	3	144	3	144	3	144	2 people currently work part time. Ideally would each have their own desk.
~Administrative Supervisor	po1	100	1	100	1	100	1	100	1	100	
~Administrative Assistant (Computer Room)	ws2	48	1	48	2	96	2	96	2	96	
~Administrative Assistant (Receptionist)	ws2	48	2	96	2	96	2	96	2	96	Adjacent to waiting. Glass between reception and waiting.
Family Services Unit											
~CSA Coordinator	po2	120	1	120	2	240	2	240	2	240	Currenty one staff. CSA Coordinator. Growth, possibly FAPT.
~Family Services Supervisor	po2	120	3	360	3	360	4	480	4	480	Three teams - (Child Protective Services, Adult Services/View, and Permanency). Fourth team would be added for Prevention. Each team delivers different but similar programs. Positions are equivalent.
~CONNECT Program Coordinator	po2	120	1	120	1	120	1	120	1	120	
~CONNECT Social Worker	po1	100	0	0	1	100	2	200	3	300	
~CONNECT Nurse	po1	100	0	0	1	100	2	200	3	300	
~Family Services Specialist I/II	po1	100	16	1,600	17	1,700	18	1,800	19	1,900	Specialist I/II have the same space requirements. Ability to meet with clients in interview.
~Family Services Assistant	ws3	64	3	192	3	192	4	256	4	256	Workstations in shared space.
~Kinship Navigator	po1	100	1	100	1	100	2	200	2	200	Currently grant funded.
~Resource Program Coordinator	po1	100	1	100	1	100	1	100	1	100	Requested position for 2021.
Technology Information Specialist	po1	100	1	100	1	100	1	100	1	100	Administrative position. Manages IT for entire department. Reports to Assistant Director (Barb).
Care Team											
~Care Team Coordinator	po2	120	1	120	1	120	1	120	1	120	Reports to Assistant Director (Barb).
~Care Team Social Worker	po1	100	1	100	2	200	2	200	3	300	
~Care Team Nurse	po1	100	1	100	2	200	2	200	3	300	

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
Benefits Unit											
~Chief of Benefit Programs	po2	120	1	120	1	120	1	120	1	120	
~Benefit Program Supervisor	po2	120	2	240	2	240	3	360	3	360	
~Benefit Program Senior	po1	100	7	700	7	700	7	700	7	700	Currently 6, requested funding to add one person in the next fiscal year.
~Benefit Program Specialist I/II	po1	100	10	1,000	10	1,000	11	1,100	11	1,100	
~Benefit Program Assistant	ws3	64	2	128	2	128	3	192	3	192	In their own shared space in high-walled workstations.
~Fraud Investigator	po1	100	1	100	1	100	1	100	1	100	
Security Guard	ws2	48	1	48	1	48	1	48	1	48	Contracted position. Located in waiting room
SUPPORT SPACE											
Visitor Waiting - seat 12	vis12	240	1	240	1	240	1	240	1	240	12 chairs for people is typical max.
Children's Waiting - seat 6	vis6	120	1	120	1	120	1	120	1	120	Include toy storage area. 6 People including parents/kids. Directly off of customer waiting.
Customer Service Counter	cs5	25	1	25	1	25	1	25	1	25	
Interview Rooms	cnf4	100	6	600	6	600	6	600	6	600	Used by either Family Services or Benefits. 2 doors, 1 for staff from staff area; 1 for client from public area. Can be various sizes. Security Cameras.
Intern Workstation	wss	25	2	50	2	50	2	50	2	50	Joint use Independent Living/Intern workstations.
Customer computer work center	ws2	48	5	240	5	240	5	240	5	240	Five workstations. Located adjacent to Visitor Waiting. Peninsula Work Link.
Multipurpose Room	tr6	900	1	900	1	900	1	900	1	900	(Multipurpose Room) Front of house space adjacent to Visitor Waiting to seat 50. Includes range with hood, refrigerator, microwave, sink, dishwasher, coffee maker. Adjacent to Training Room.
Training Room		1200	1	1,200	1	1,200	1	1,200	1	1,200	Front of house space adjacent to Visitor Waiting to seat 75. Operable partition to divide.
Training Room Table and Chair Storage	st5	160	1	160	1	160	1	160	1	160	Attached to Training Room.
Large Conference Room	cnf24	375	1	375	1	375	1	375	1	375	
Small Conference Room	cnf8	175	1	175	1	175	1	175	1	175	
Break		400	1	400	1	400	1	400	1	400	Seating for 20 people. Connected to Kitchenette.
~Kitchenette		200	1	200	1	200	1	200	1	200	2 Refrigerators, 2 microwaves, sink, 2 coffee makers.
Kitchenette	kit2	160	1	160	1	160	1	160	1	160	1 Refrigerators, 1 microwaves, sink, 1 coffee maker.
Observation		120	1	120	1	120	1	120	1	120	Up to 5 people. Away from workspace.
Visitation		200	1	200	1	200	1	200	1	200	Up to 6 people. Living room setup. Away from workspace. Monitored from Observation with technology, not one-way glass.
Independent Living Observation Visitation		200	1	200	1	200	1	200	1	200	Up to 6 people. Living room setup. Counter + Microwave and sink. Away from workspace. Monitored from Observation with technology, not one-way glass.
Drop box											Outside of building. For after hours drop of packages

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		Each							
Main file room	lat	20	240	10	120	5	60	3	36	Currently HD rolling
~Benefits Files	lat	9	108	5	60	3	36	2	24	Currently HD sliding; In 5 years, filing will be reduced by 1/2. In 10 years reduced to 1/4.
~Care Team Files	lat	1	12	2	24	2	24	3	36	
~Shred-it		1	10	1	10	1	10	1	10	
Storage										On site + off-site storage. Ideally more space for all items. DSS will follow-up with exact quantity.
Storage - computer storage and safe	st3	1	80	1	80	1	80	1	80	
Storage - office supplies	st5	1	160	1	160	1	160	1	160	
Storage - Family Services	st3	1	80	1	80	1	80	1	80	
Storage - food for clients	st1	1	25	1	25	1	25	1	25	
Storage - misc	st2	1	50	1	50	1	50	1	50	
Storage - surplus	st4	1	120	1	120	1	120	1	120	
Storage - emergency										To be relocated to an off-site storage facility.
Computer Room		1	150	1	150	1	150	1	150	Racks plus storage and desk.
Workroom	wrk3	1	170	1	170	1	170	1	170	Counter workspace, copier, mailboxes, bulk mailing machine, office supplies.
Recycling		1	80	1	80	1	80	1	80	
Staff Toilet Room	tl1	4	200	4	200	4	200	4	200	Individual unisex.
Staff Unisex Restroom		1	64	1	64	1	64	1	64	
~Staff Shower	shw1	1	35	1	35	1	35	1	35	In Staff Unisex Restroom
Public Restrooms	tl1	4	200	4	200	4	200	4	200	
Public Family Restroom		1	64	1	64	1	64	1	64	
Closet	clos1	1	25	1	25	1	25	1	25	
Playground			0	0	0	0	0	0	0	Outdoor space. 3-4 families.
Fleet Vehicles		8	0	9	0	10	0	11	0	Existing parking is adequate without Olde Towne Medical
Staff Parking		67	0	0	74	0	85	90	0	Existing parking is adequate without Olde Towne Medical
Public Parking		12	0	12	0	12	0	12	0	Existing parking is adequate without Olde Towne Medical
TOTAL PERSONNEL		67		74		85		90		Require separate staff entry
SUBTOTAL SPACE REQUIRED		13,662		14,174		15,118		15,594		
INTERNAL CIRCULATION FACTOR	35%	4,782		4,961		5,291		5,458		

EXISTING OCCUPIED AREA	15,280	18,444	19,135	20,409	21,052	HUMAN SERVICES CENTER				
TOTAL DIVISION SPACE REQ'D										

MOSELEY ARCHITECTS

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August 17, 2020

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
TREASURER											
PERSONNEL SPACE											
Treasurer	po4	168	1	168	1	168	1	168	1	168	Conference table in office.
Assistant Treasurer	po3	144	1	144	1	144	1	144	1	144	Conference table in office.
Senior Accountant	ws3	64	1	64	1	64	2	128	2	128	
Delinquent Collections Supervisor	po2	120	1	120	1	120	1	120	1	120	
Financial Analyst	po2	120	1	120	1	120	1	120	2	240	
Delinquent Collector	ws3	64	3	192	3	192	4	256	5	320	
Accounting Technician	ws3	64	5	320	5	320	6	384	7	448	Now: (2) Parmenent desk at front next to reception counter. (2) walkup. Future (3) parmenent and (2) walk-up. Really like angled desk set-up that they currently have. BR Glass with paper pass. Better acoustics to have sensitive conversations. Duress alarm with notification system.
Accounting Technician*	ws3	64	1	64	2	128	2	128	2	128	*If DMV Select responsibility is added to the scope of the Treasurer's work, these additional positions would be required.
SUPPORT SPACE											
Waiting	vis6	120	1	120	1	120	1	120	1	120	Standing, no chairs. Better wayfinding for queuing area.
Customer Service Kiosk		10	1	10	1	10	2	20	2	20	In Waiting. Could be shared with CoR.
Service Counter		300	1	300	1	300	1	300	1	300	20' long. Prefer not to look down on citizens from platform. CCTV camera at each receptionist location.
Semi-private Customer Service Counter		100	1	100	1	100	1	100	1	100	
Conference - seat 6	cnf6	150	1	150	1	150	1	150	1	150	Could be shared with CoR.
Conference - seat 16											Access to shared conference room on-site or in building.
Cash counting work station	ws1	36	1	36	1	36	1	36	1	36	Located out of view from Service Counter.
Files	lat	12	14	168	14	168	14	168	14	168	Store one year worth of files on site. 9 Lat, 5 Open shelves. Store previous years files off-site.
DMV Files*	lat	12	2	24	2	24	2	24	2	24	*If DMV Select responsibility is added to the scope of the Treasurer's work.
Copy/Work/Supply Room	wrk11	120	1	120	1	120	1	120	1	120	Includes 2 printers, folding machine, misc. storage.
~Shred-it		10	1	10	1	10	1	10	1	10	In Copy/Work/Supply Room
Break	kit2	160	1	160	1	160	1	160	1	160	Access to shared break room.
Staff Toilet Room	tlr1	50	1	50	1	50	1	50	1	50	Shared with building.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
VOTER REGISTRAR										
PERSONNEL SPACE										
Director of Elections / General Registrar	po4	1	168	1	168	1	168	1	168	19 polling locations + precinct. If using satellite location, would need a permanent recurring location. Minimum of 2 staff for each satellite polling location.
Deputy Director of Elections	po3	1	144	1	144	1	144	1	144	
Senior General Registrar	po2	2	240	2	240	3	360	3	360	
Asst. Director of Elections, FT	ws3	2	128	2	128	2	128	3	192	
Asst. Director of Elections, PT	ws3	1	64	1	64	2	128	3	192	
Asst.Director of Elections,OnCall		8	0	15	0	30	0	40	0	Shared Workspace.
Machine Technicians		3	0	5	0	5	0	7	0	No dedicated workspace required. Use training room and vault when they're working.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT	
SUPPORT SPACE												
DESCRIPTION	ws3	64	4	256	8	512	15	960	20	1,280	Located back of house. See OnCall above	
	ws1	36	6	216	8	288	12	432	12	432	Not assigned to specific staff. Plan to have two locations in the future.	
	po2	120	0	0	0	0	1	120	1	120		
	Customer Service Counter - 5	20	6	120	8	160	12	240	12	240		
		vis50	1000	1	1,000	1	1,000	1	1,000	1	1,000	Counter, que space for 100 (1/2 inside 1/2 covered outside. Another 1000 square feet of covered outdoor space.
	Voting Booth	20	15	300	20	400	30	600	40	800	Tables for voting booths, ballot counter (listed as voting machine), ADA voting machine. ADA door buttons. 2'-0" between booths.	
	Storage - Cages	25	25	625	25	625	30	750	40	1,000	Currently 25 cages, will grow to 40 in 20 years. Cages contain voting machines, ballot boxes, poll books, and voting booths. Ideally 30WX60L cages on wheels. 1 per precinct. 25 precincts now, go to 40 precincts in future. Incl. ramped pick-up/drop-off area.	
	Storage - Not in Cages	1000	1	1,000	1	1,000	1	1,000	1	1,000	In the same room with cages. 100 spare voting booths, bins, 14' heavy duty equipment tables, 5 heavy duty supply cabinets, 8 heavy duty storage shelves, 4 supply cabinets, 5 built-in storage cabinets	
	Public Toilets	tlr2	160	2	320	2	320	2	320	2	320	2 doors on each gang toilet for faster ingress/egress
	Conference - seat 12	cnf12	260	1	260	1	260	1	260	1	260	
Training Room - seat 50	tr5	750	1	750	1	750	1	750	1	750	Seat 50-60.	
File Room	lat	12	6	72	7	84	8	96	9	108	large rotating electric file cabinet;	
Long Term File Room	lat	12	7	84	7	84	7	84	7	84	50 boxes on shelves, 3 lateral file cabinets. Store ballots here vs. courthouse?	
Printer/Work Room		250	1	250	1	250	1	250	1	250	Large copier; folding machine, large quantity of paper storage. Shred-it.	
Vault/Secure Storage		600	1	600	1	600	1	600	1	600	5 spare machines now, 10 spare machines in 20 years.	
Kitchenette/Break Room	kit2	160	1	160	1	160	1	160	1	160	Refrigerator, microwave, sink, coffee maker. Seat 6 people.	
Staff Toilet Room	tlr1	50	2	100	2	100	2	100	2	100		
Janitor's Closet	jc1	60	1	60	1	60	1	60	1	60		
Closet	clos1	25	1	25	1	25	1	25	1	25		
Staff Parking											20 spaces	
Voter Parking											125 spaces	

TOTAL PERSONNEL	18	27	44	58	
SUBTOTAL SPACE REQUIRED	6,942	7,422	8,735	9,645	
INTERNAL CIRCULATION FACTOR	2,430	2,598	3,057	3,376	

EXISTING OCCUPIED AREA	3,963				
TOTAL DIVISION SPACE REQ'D	9,372	10,020	11,792	13,021	IRONBOUND VILLAGE BUILDING 1

MOSELEY ARCHITECTS

130

August 17, 2020

County Administration Benchmarking

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

BENCHMARKING ANALYSIS

James City County (2040 Needs)

Albemarle County

Hanover County

<u>Department</u>	<u>Staff</u>	<u>Department</u>	<u>Staff</u>	<u>Department</u>	<u>Staff</u>
COMMUNITY DEVELOPMENT	64	Board of Supervisors (non board members)	9	Assessor	11
COMMISSIONER OF REVENUE	20	Community Development	110	Board of Supervisors	8
COUNTY ATTORNEY	5	County Attorney	10	Building Inspections	21
COUNTY - ADMINISTRATION	11	County Executive	23	Commissioner of the Revenue	20
ECONOMIC DEVELOPMENT	9	Economic Development	6	County Attorney	7
EMERGENCY COMMUNICATIONS	48	Emergency Communication Center	43	County Administrator	9
FINANCIAL MANAGEMENT SERVICES	49	Finance	66	Economic Development	4
FIRE AND RESCUE MANAGEMENT AND ADMIN	97	Fire/Rescue	121	Emergency Communications	53
GENERAL SERVICES	189	Facility and Environmental Services*	40	Finance and Management	22
JCSA	131	Human Resources**	26	Fire-EMS	209
HUMAN RESOURCES	12			General Services	33
COLONIAL COMMUNITY CORRECTIONS	28			Public Works	51
				Human Resources	10
				Community Corrections	7
				Virginia Cooperative Extension	
INFORMATION RESOURCES MANAGEMENT	41	Information Technology	30	Information Technology	34
PARKS AND RECREATION	79	Parks and Recreation	31	Internal Audit	3
POLICE	180	Police	183	Parks and Recreation	120
SOCIAL SERVICES	103	Social Services	116	Sheriff	242
TREASURER	21			Social Services	66
VOTER REGISTRAR	58	Voter Registrar	9	Treasurer	17
James City County Total:	1145	Albemarle County Total:	823	Hanover County Total:	951

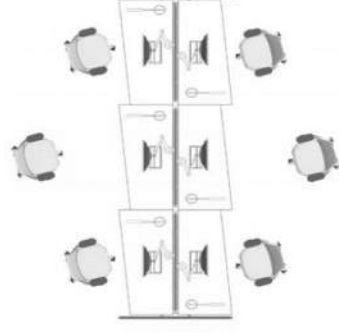
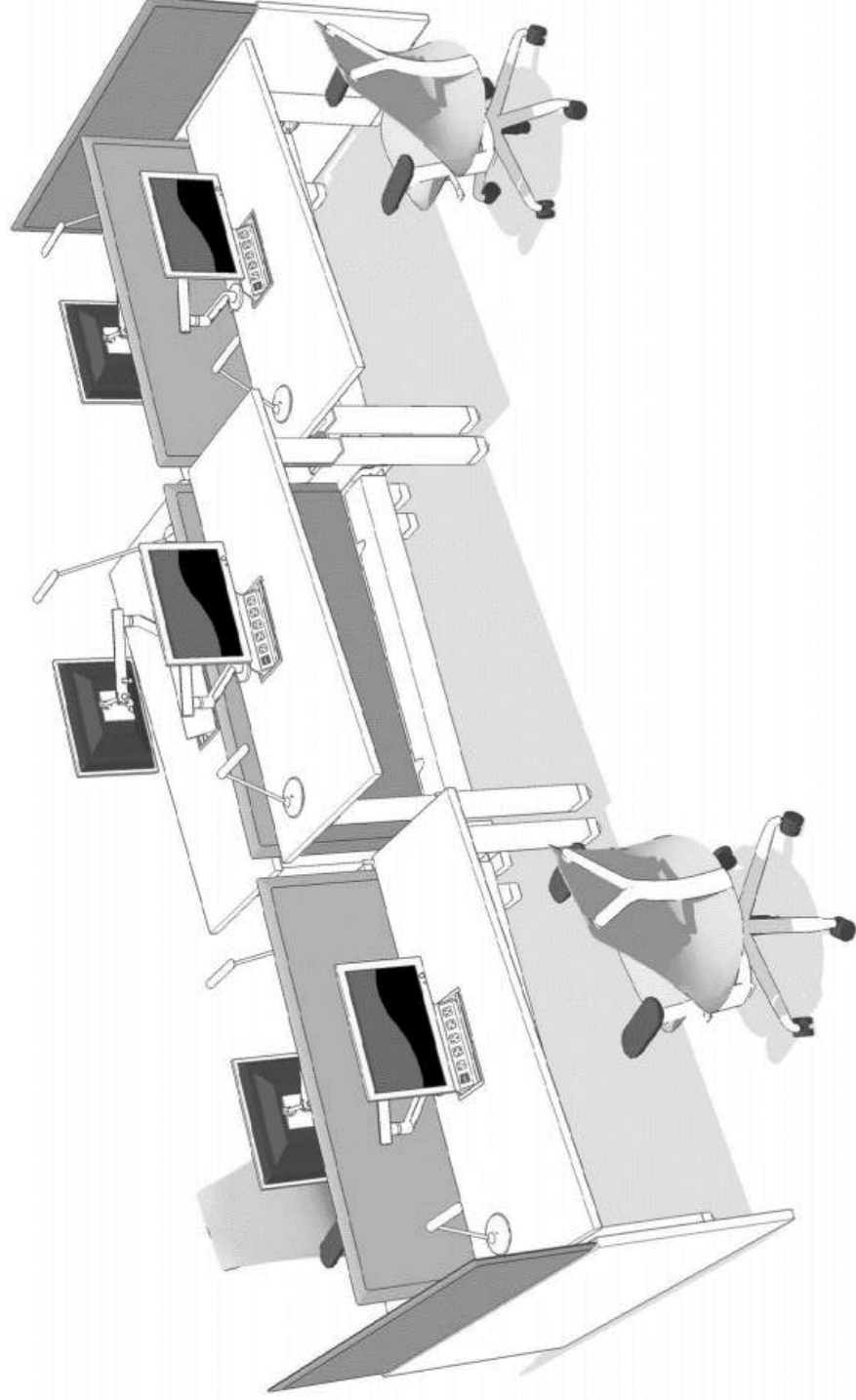
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Typical Office and Workstation Layouts

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WORKSTATION | 5' x 3'

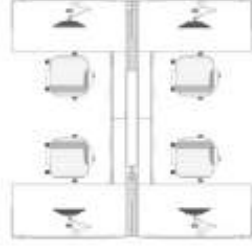
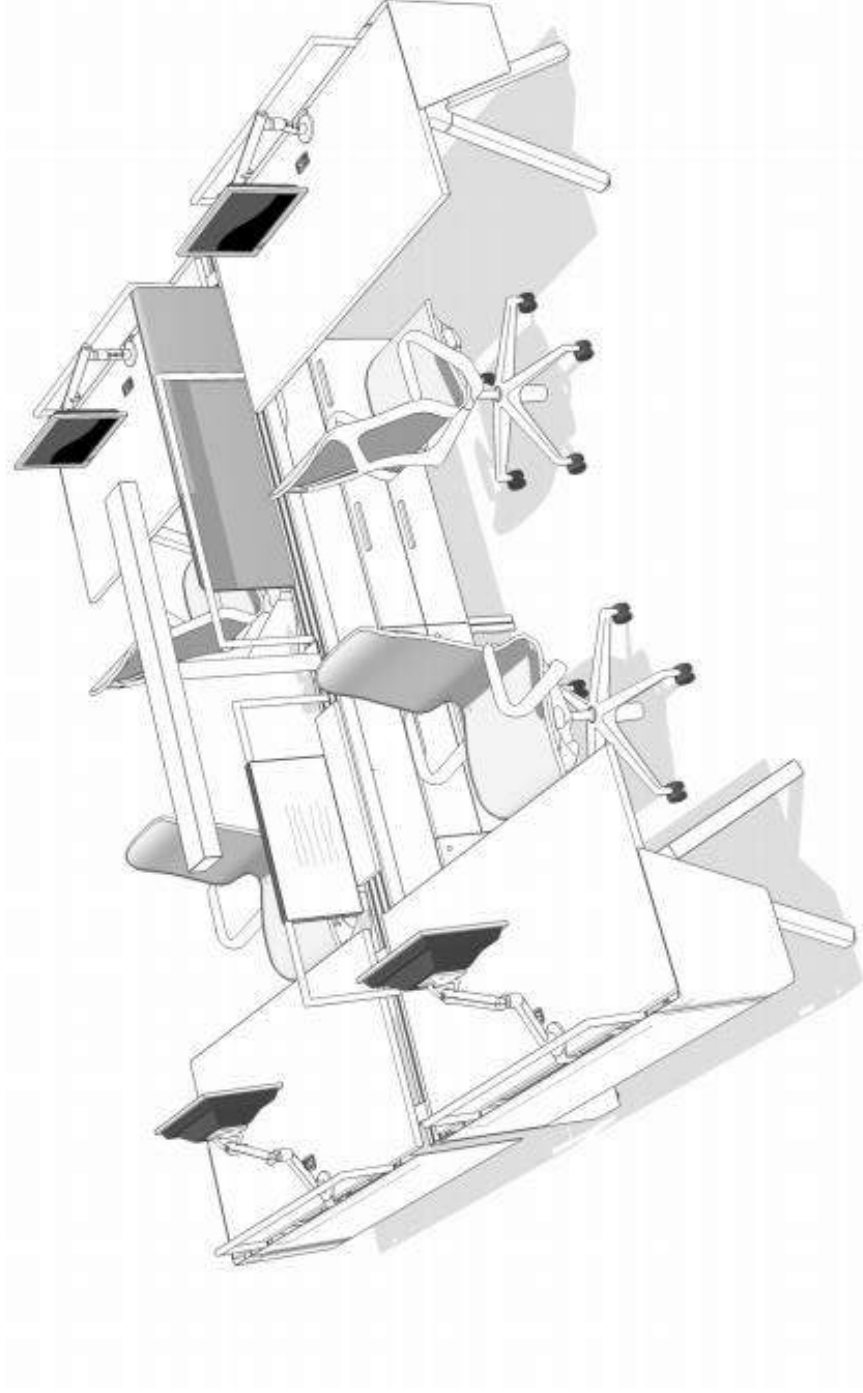
15 square feet



MOSELEYARCHITECTS

WORKSTATION | 5' x 5'

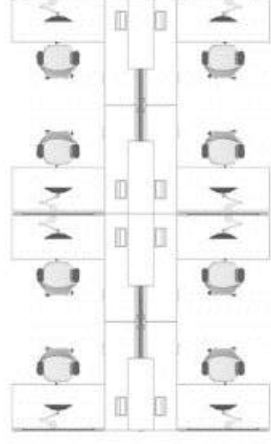
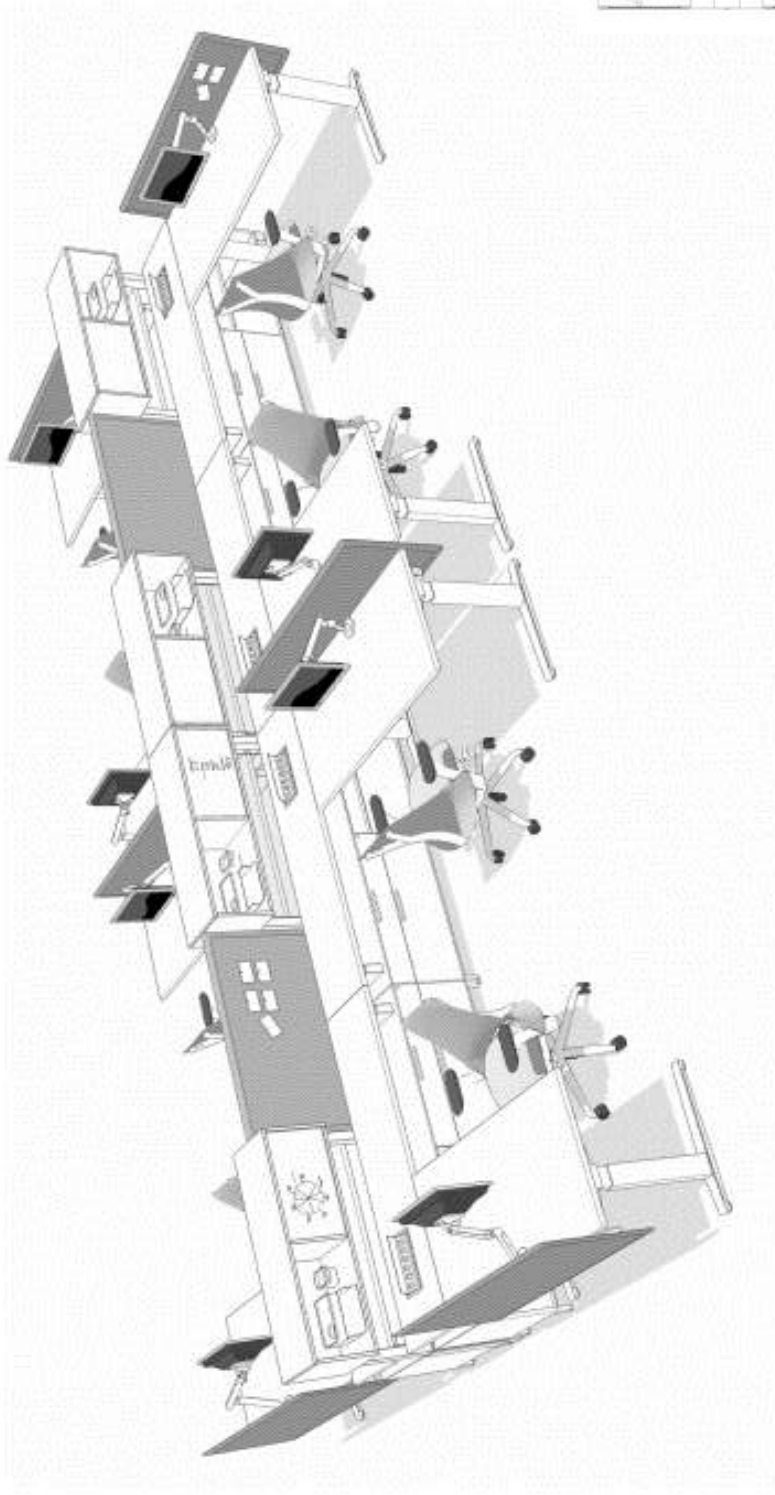
25 square feet



MOSELEYARCHITECTS

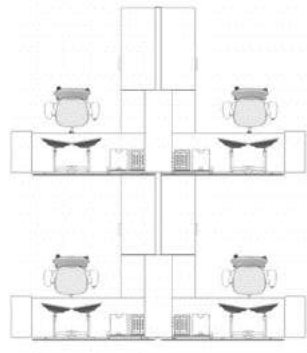
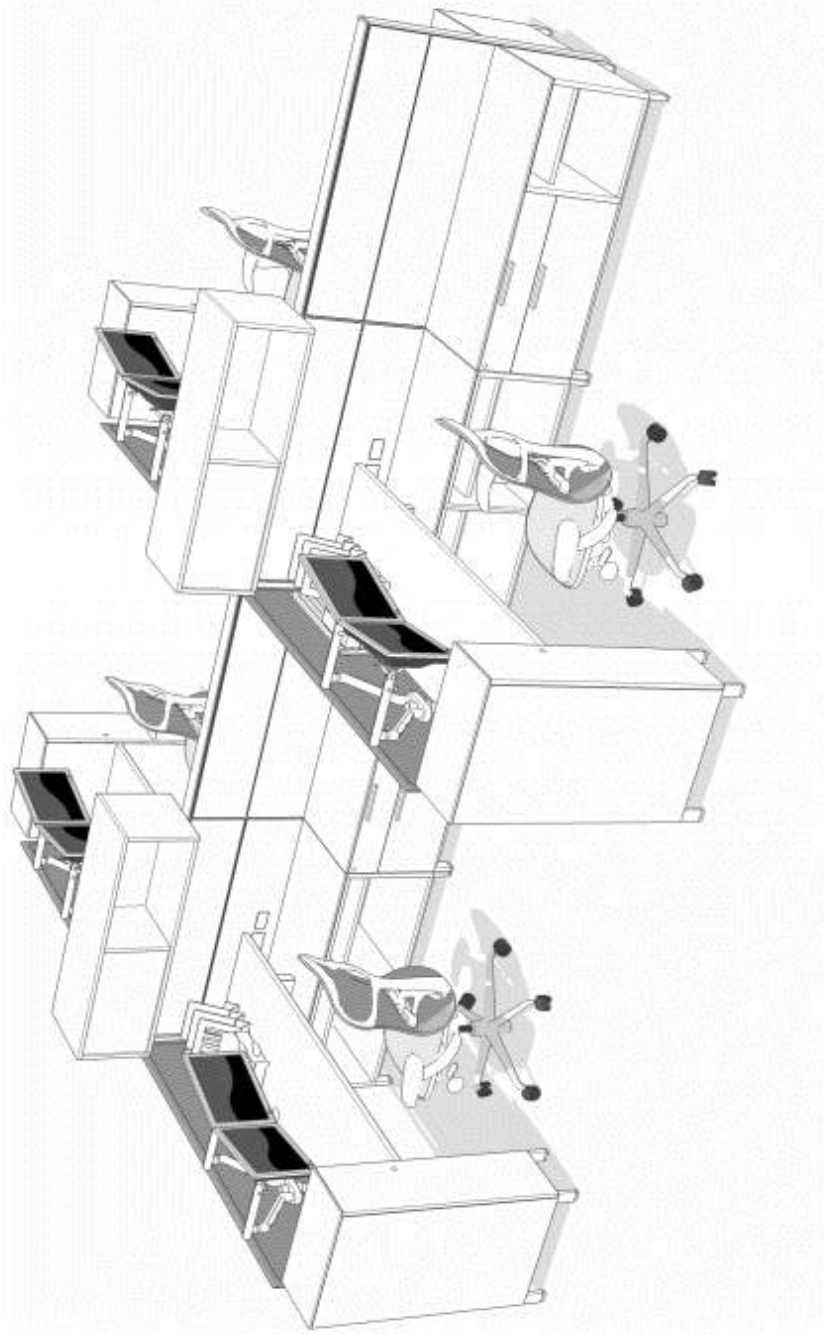
WORKSTATION | 6' x 6'

36 square feet



MOSELEYARCHITECTS

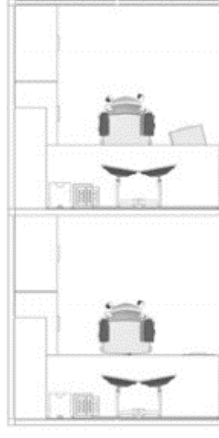
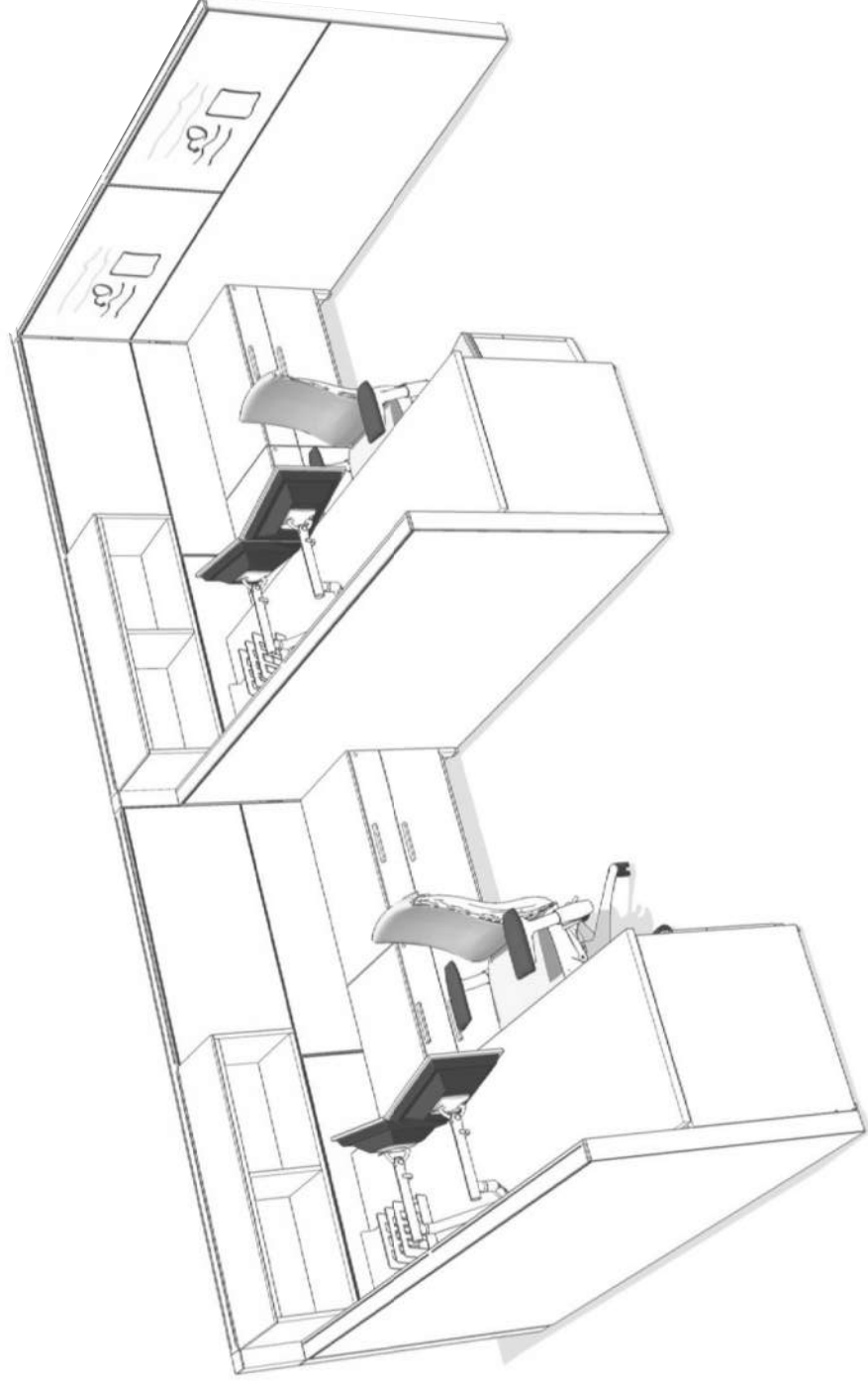
WORKSTATION | 6' x 8'
48 square feet



MOSELEYARCHITECTS

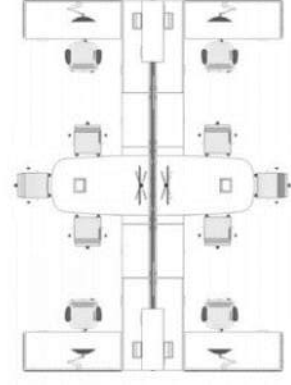
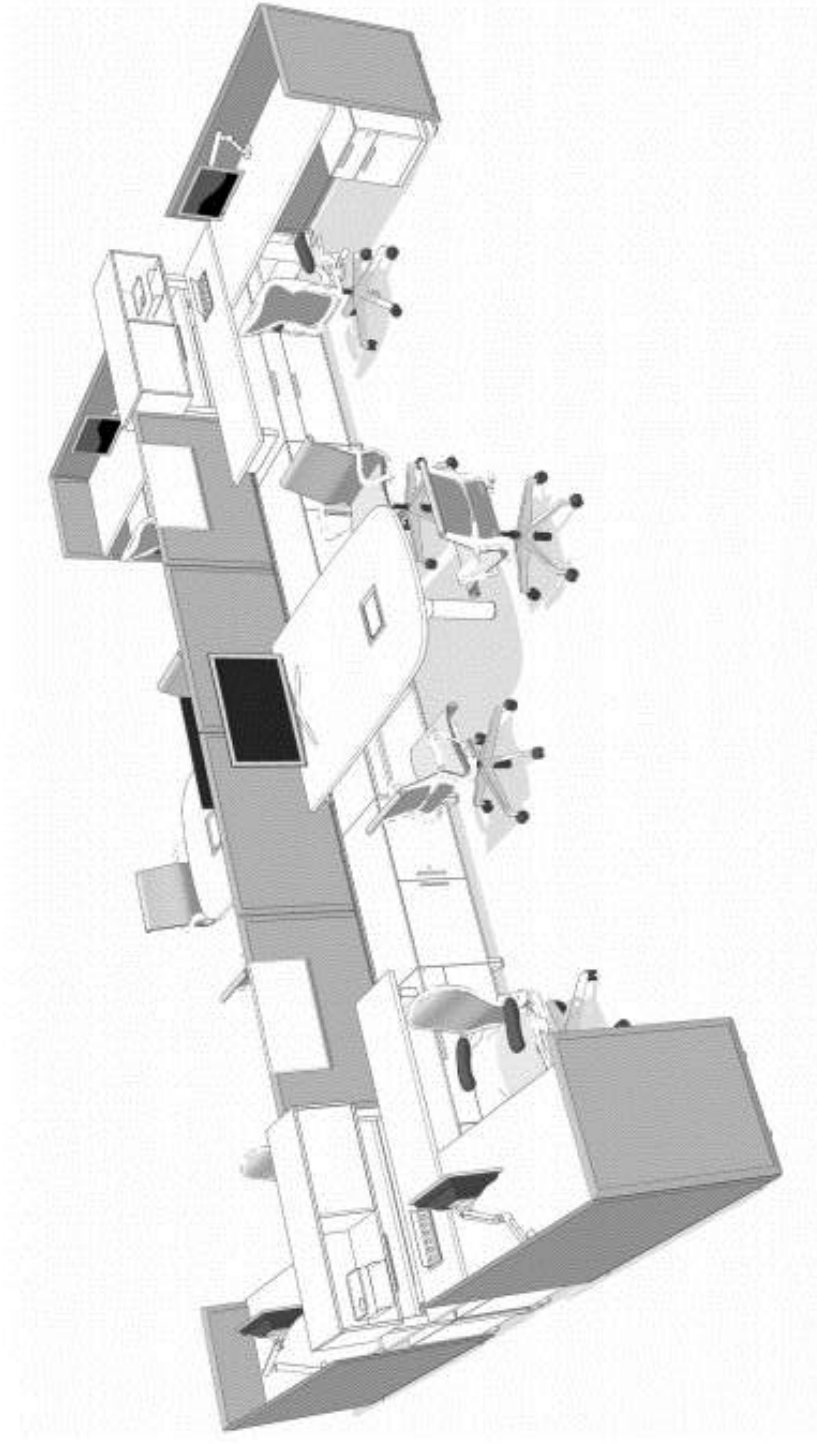
WORKSTATION | 8' x 8'

64 square feet



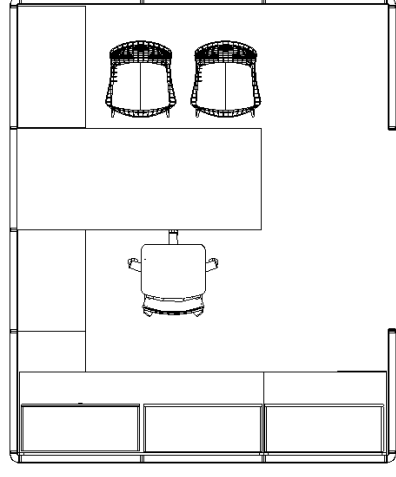
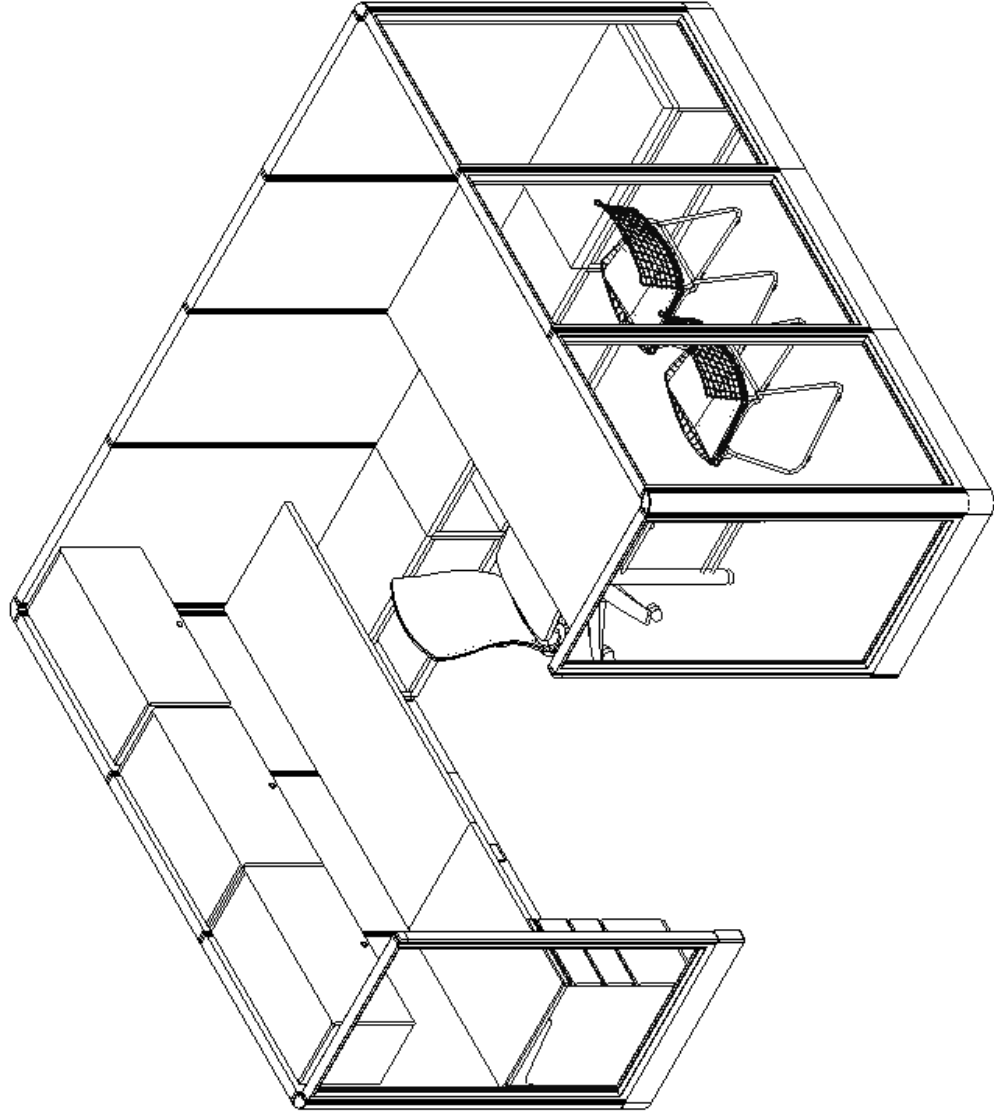
MOSELEYARCHITECTS

WORKSTATION | 8' x 10'
80 square feet

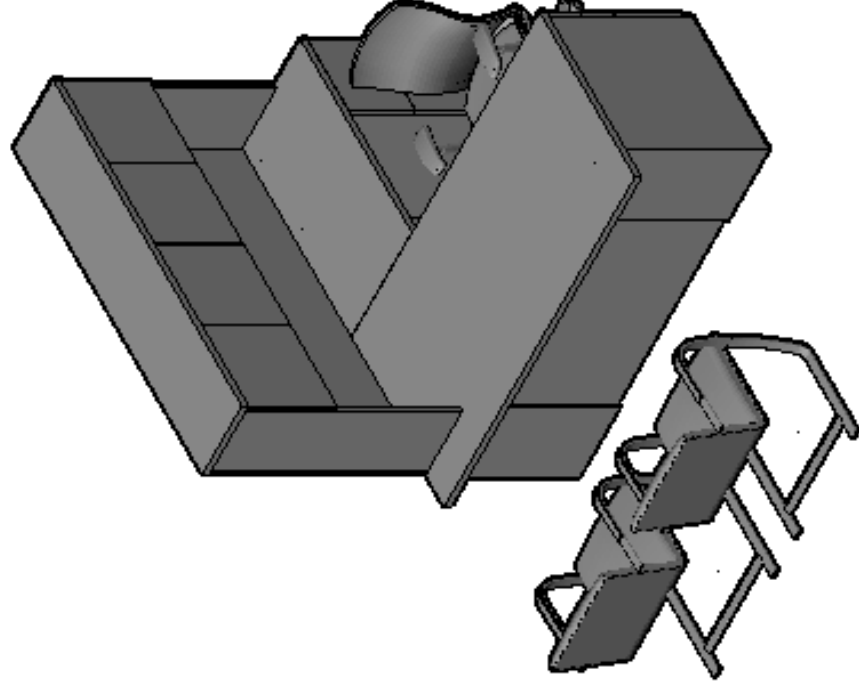
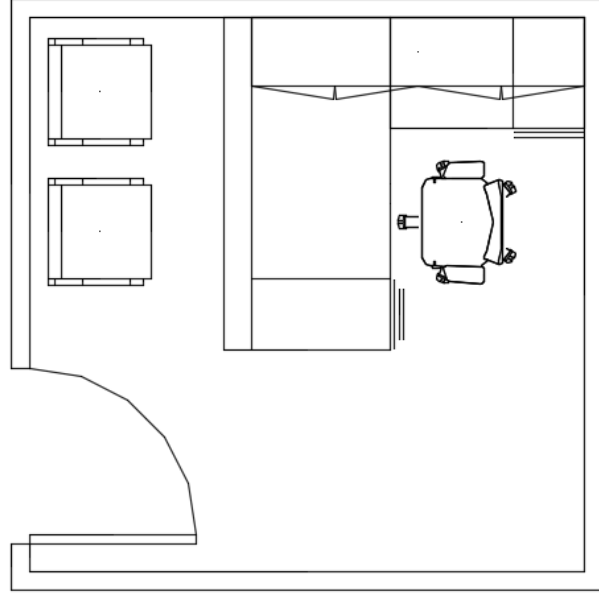


MOSELEYARCHITECTS

WORKSTATION | 10' x 10'
100 square feet

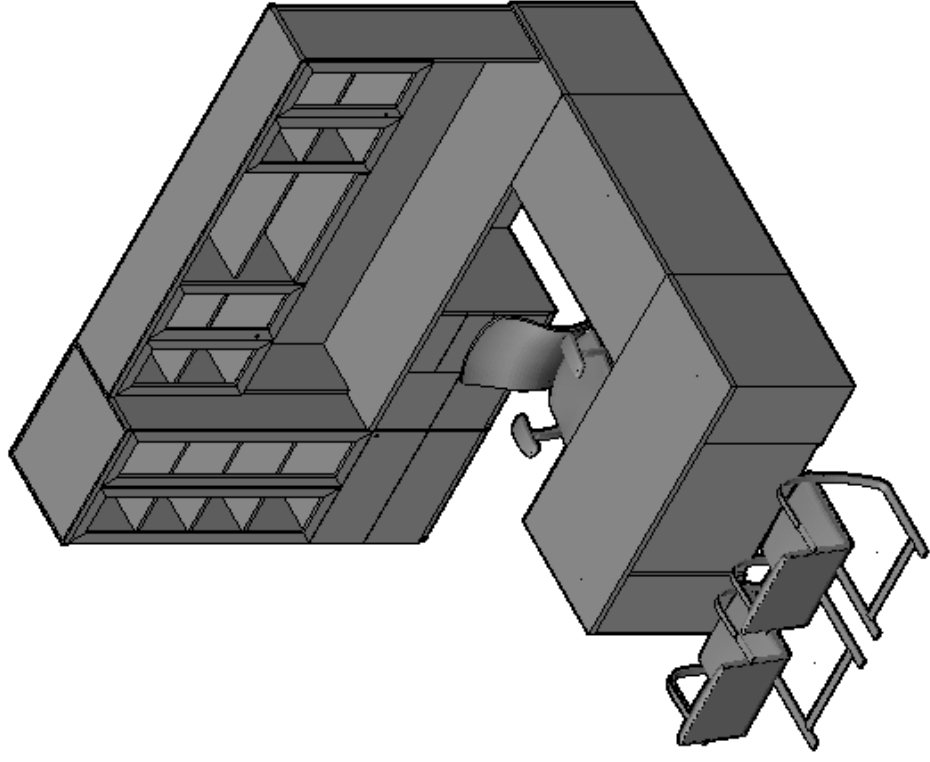
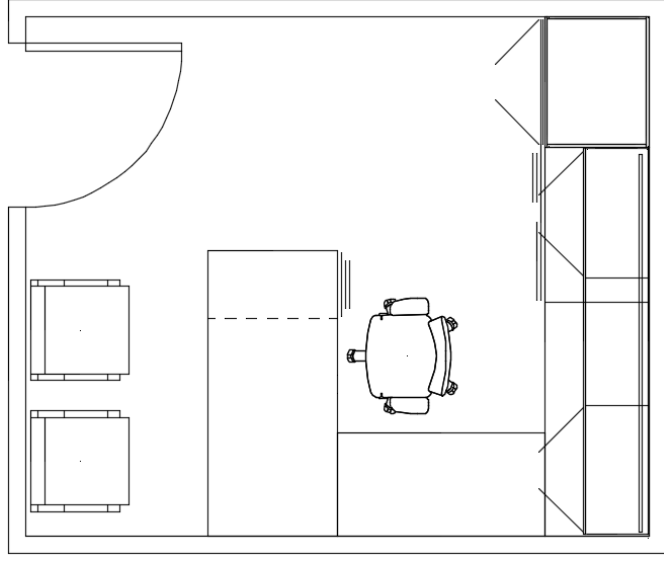


PRIVATE OFFICE | 10' x 10'
100 square feet



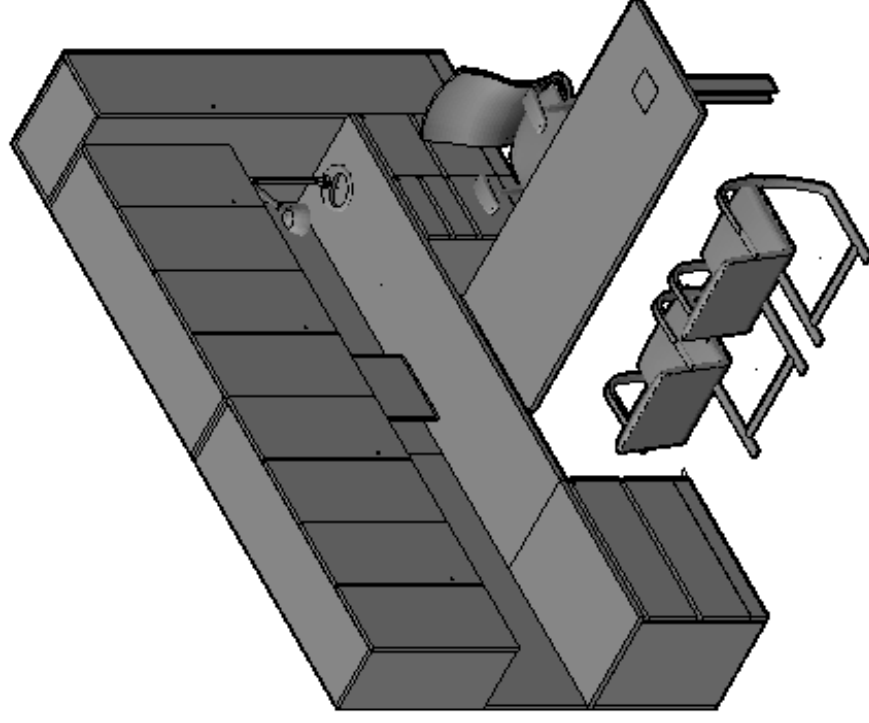
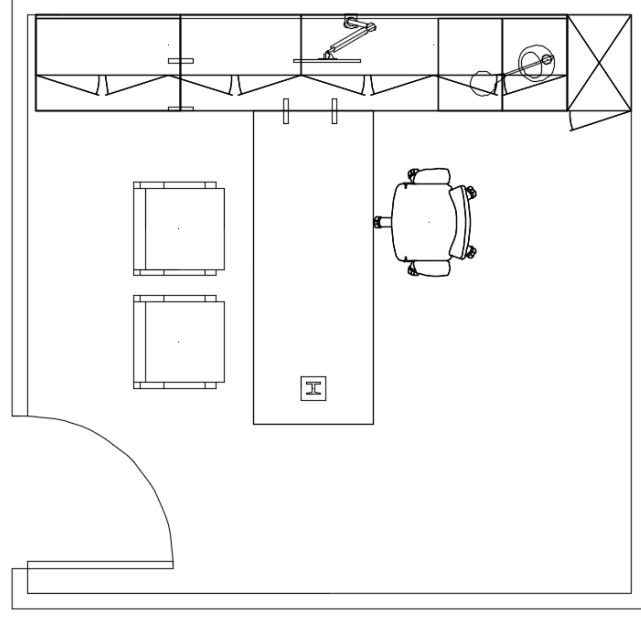
PRIVATE OFFICE | 10' x 12'

120 square feet

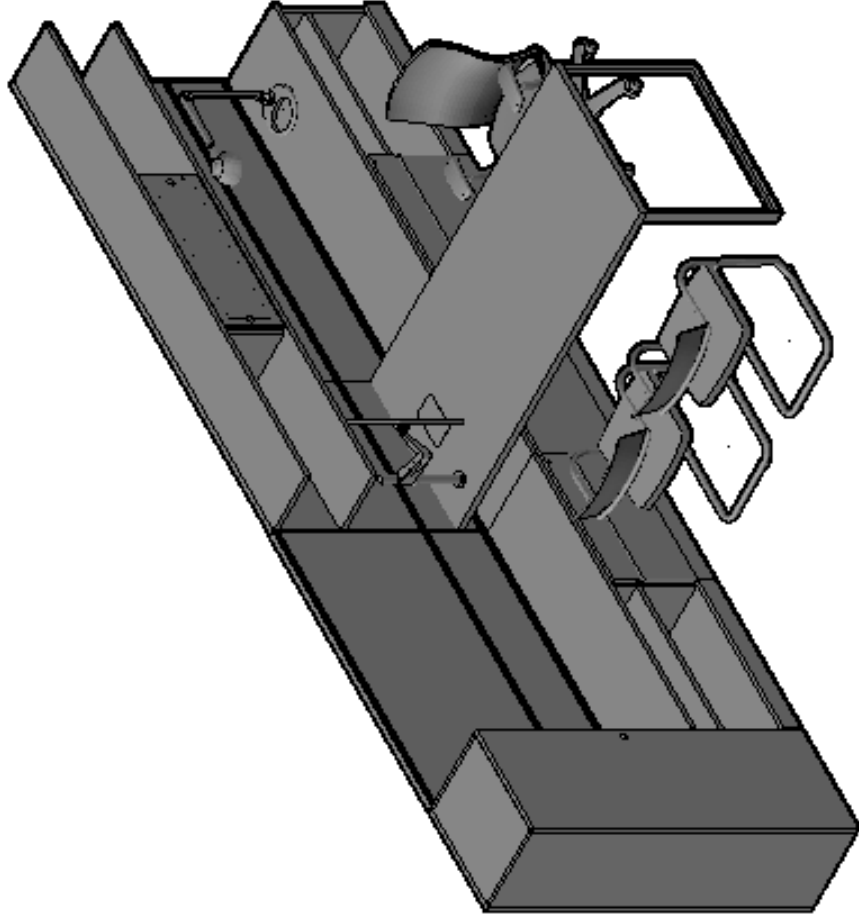
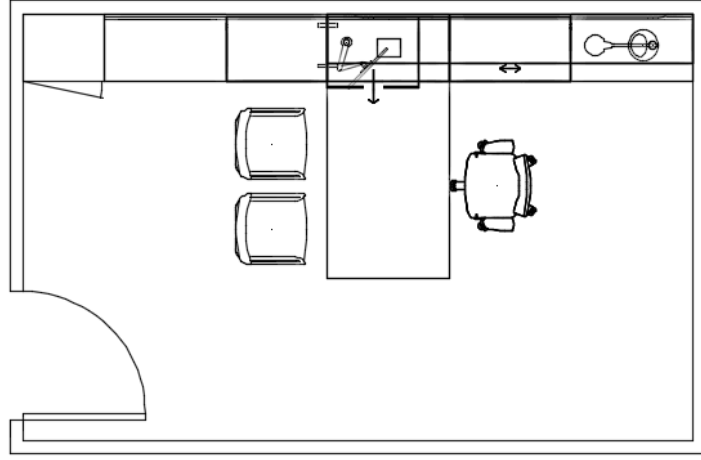


MOSELEYARCHITECTS

PRIVATE OFFICE | 12' x 12'
144 square feet

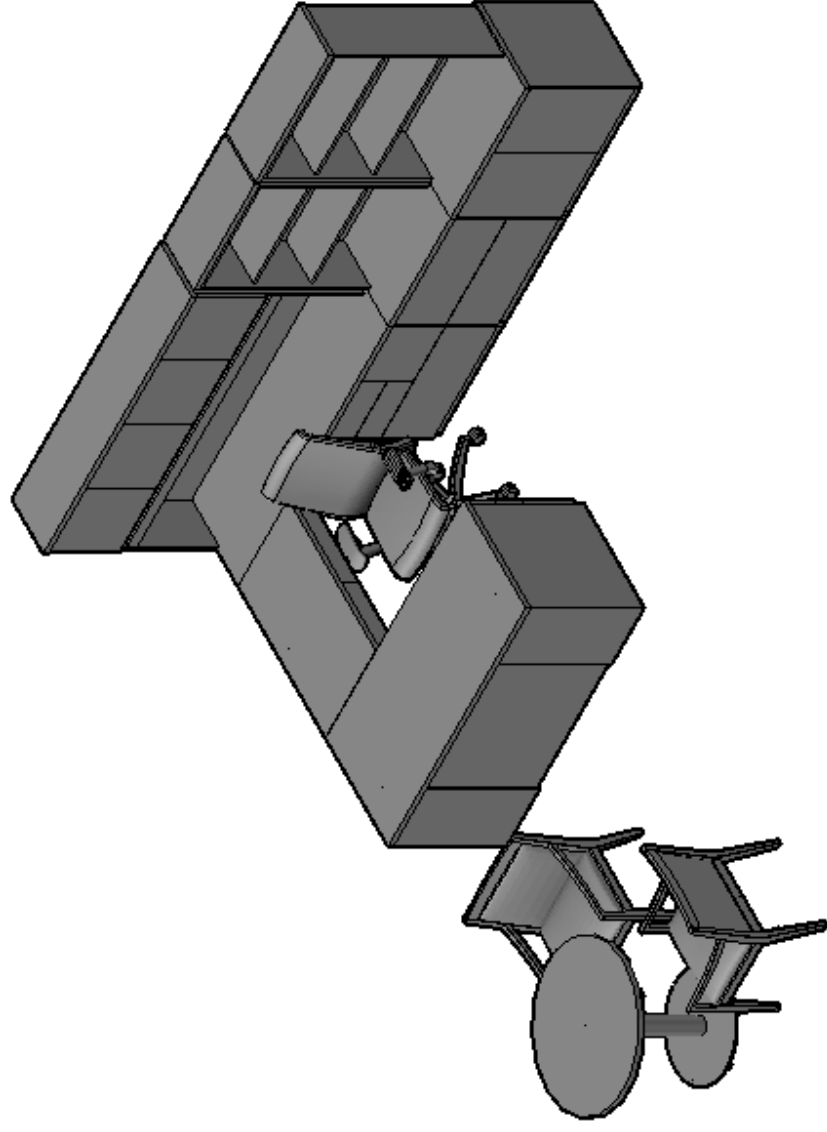
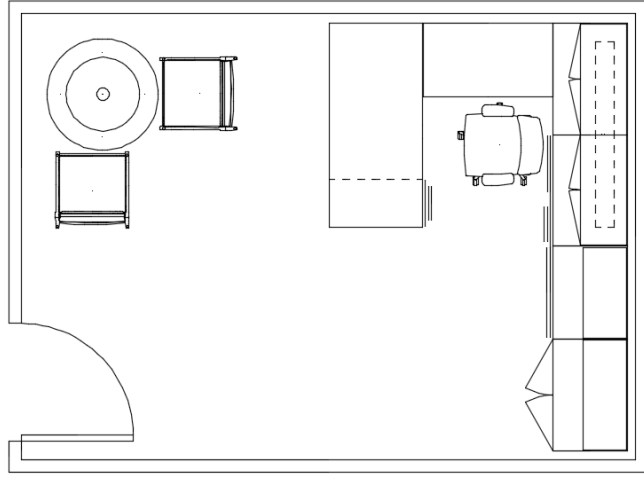


PRIVATE OFFICE | 12' x 14'
168 square feet

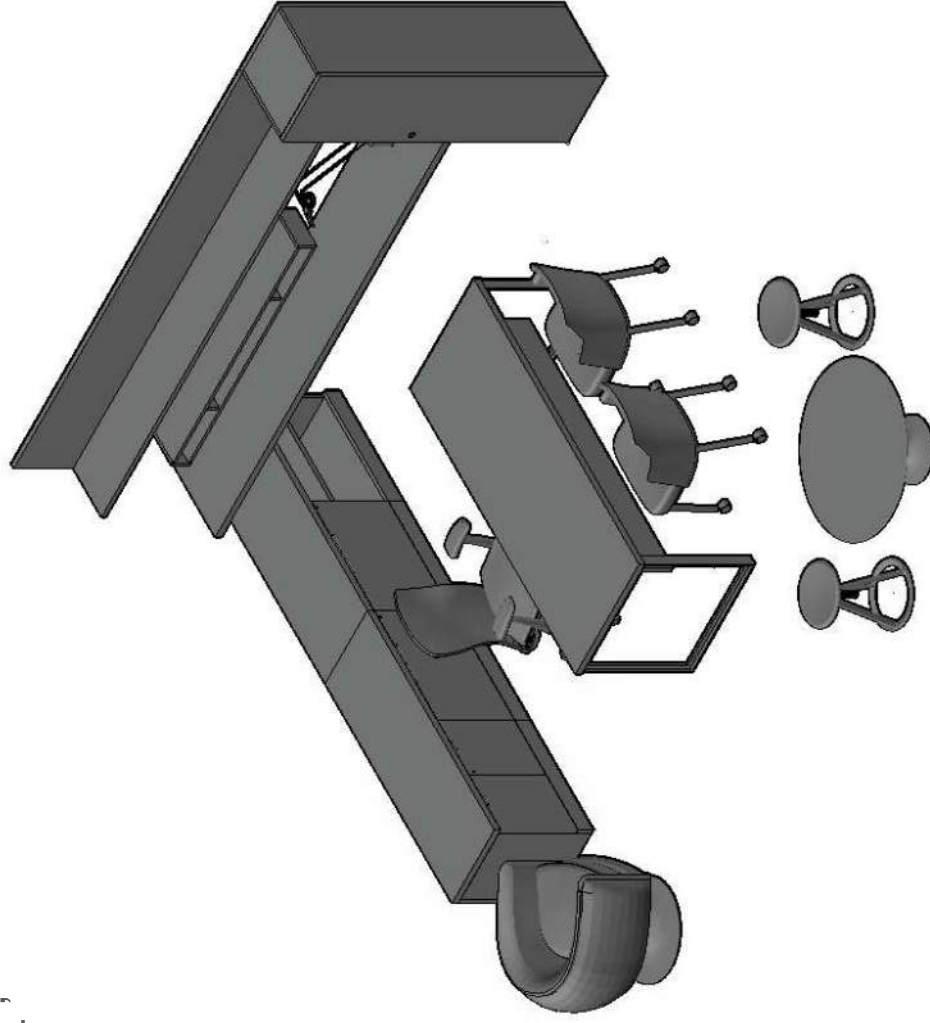
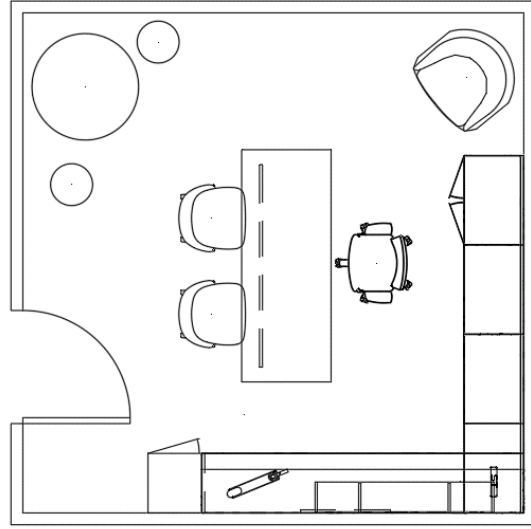


PRIVATE OFFICE | 12' x 16'

192 square feet

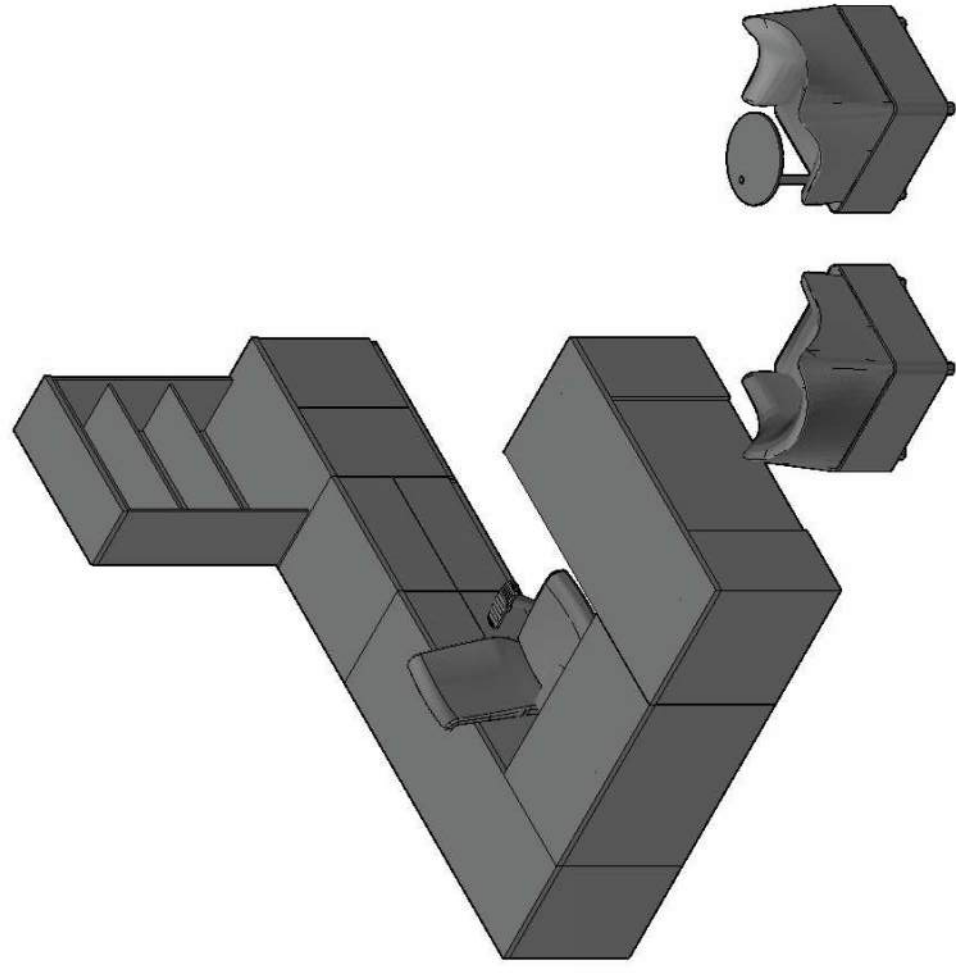
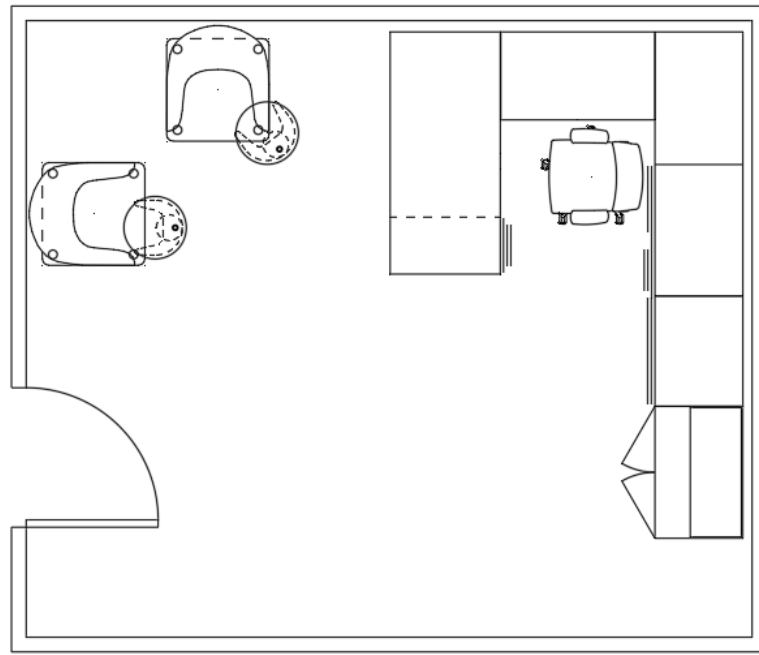


PRIVATE OFFICE | 14' x 14'
196 square feet



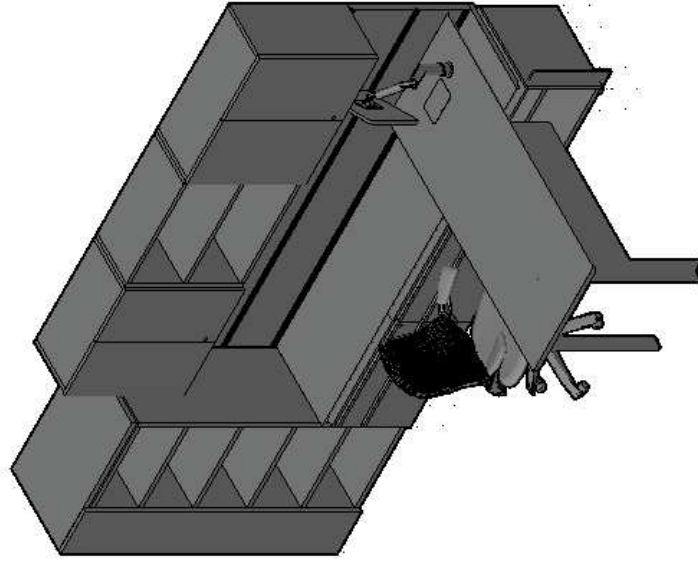
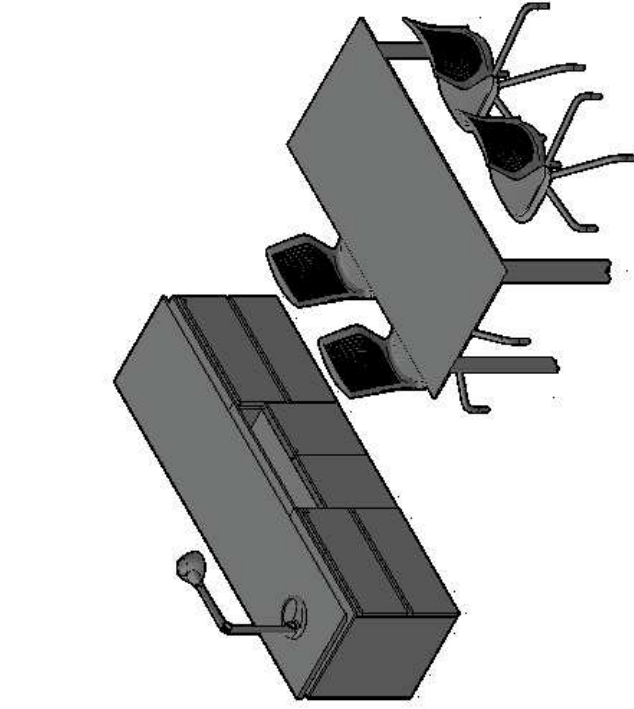
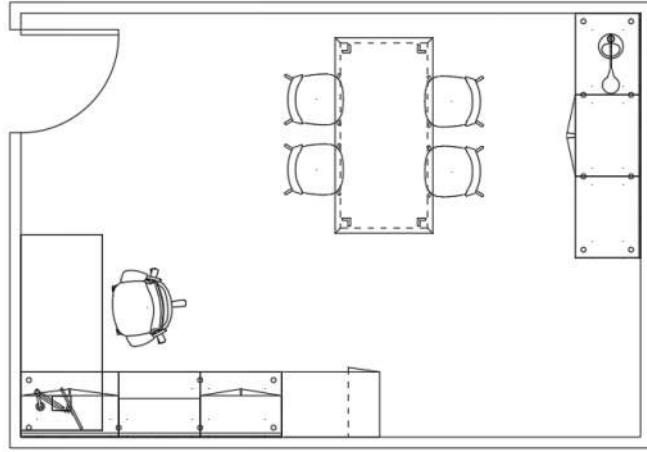
PRIVATE OFFICE | 14' x 16'

224 square feet



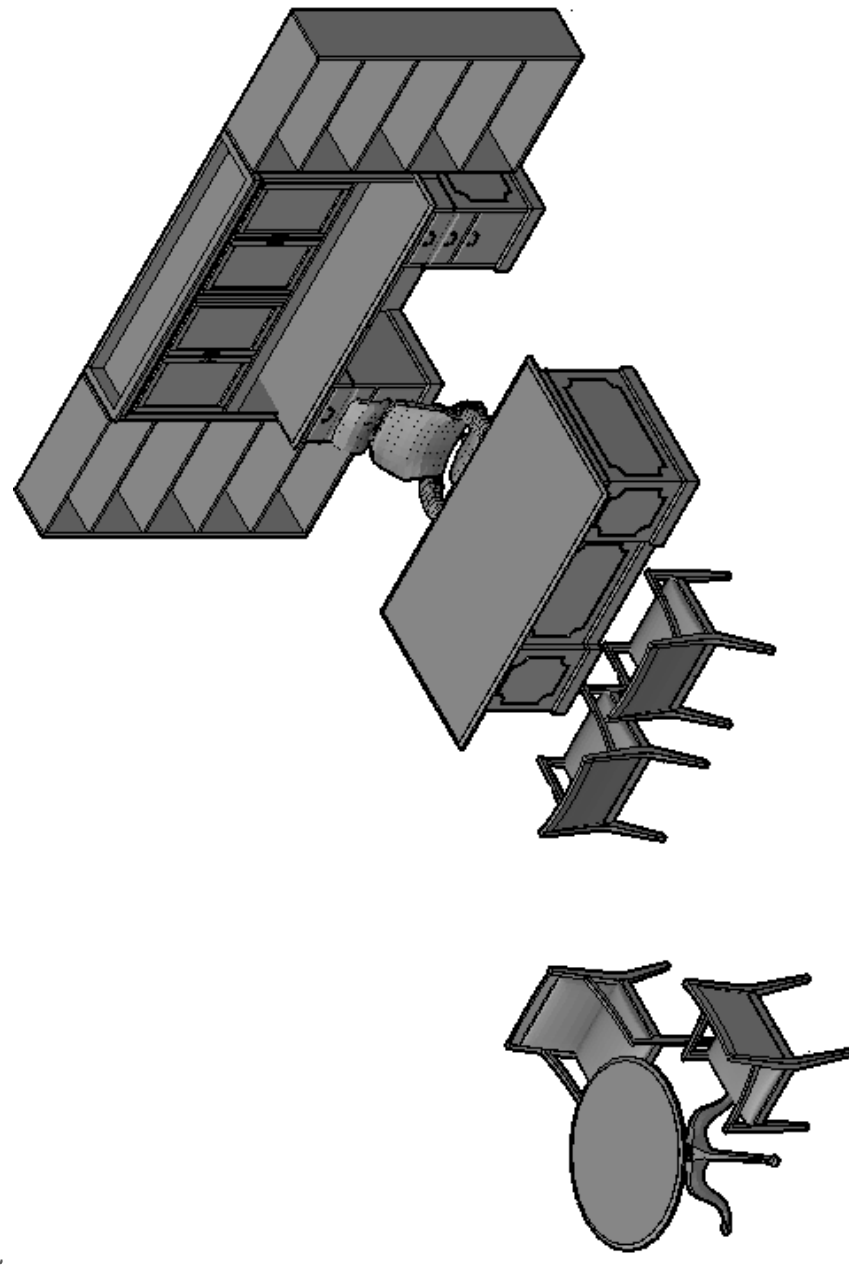
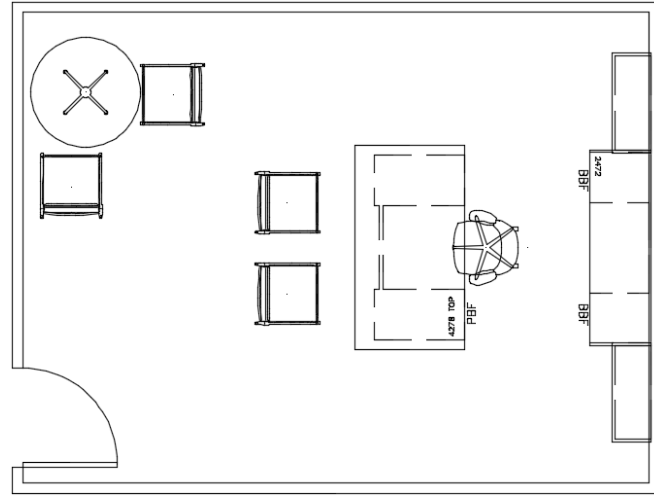
PRIVATE OFFICE | 16' x 16'

256 square feet



PRIVATE OFFICE | 16' x 18'

288 square feet



County Administration Space Standards

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES
SPACE STANDARDS

OFFICE AND WORKSPACE

<u>Office</u>	<u>Area</u>	<u>Job Title</u>	<u>Space Code</u>
Private Office	100	Deputy Coordinator / Manager	po1
Private Office	120	Coordinator / Manager	po2
Private Office	144	Assistant/ Deputy Director or Division Head	po3
Private Office	168	Director or Department Head	po4
Private Office	256	County Administration	po7
<u>Workstation</u>			
5'x3' Workstation	15		ws
5'x5' Workstation	25		wss
6'x6' Workstation	36		ws1
6'x8' Workstation	48		ws2
8'x8' Workstation	64		ws3
8'x10' Workstation	80		ws4
10'x10' Workstation	100		ws5

MEETING SPACE

<u>Conference Room</u>	<u>Area</u>	<u>Space Code</u>	<u>Training Room</u>	<u>Area</u>	<u>Space Code</u>
Conference room for 4	120	cnf4	Training for 10	200	tr1
Conference room for 6	150	cnf6	Training for 20	375	tr2
Conference room for 8	175	cnf8	Training for 30	450	tr3
Conference room for 10	200	cnf10	Training for 40	600	tr4
Conference room for 12	260	cnf12	Training for 50	750	tr5
Conference room for 14	280	cnf14	Training for 60	900	tr6
Conference room for 16	300	cnf16	Training for 75	1125	tr7
Conference room for 20	350	cnf20	Training for 100	1500	tr10
Conference room for 24	375	cnf24	Training for 120	1750	tr12
			Training for 150	2000	tr15

CUSTOMER SERVICE SPACE

<u>Visitor Waiting Room</u>	<u>Area</u>	<u>Space Code</u>	<u>Customer Service Counter (Standing Room Plus Counter)</u>	<u>Area</u>	<u>Space Code</u>
Visitor Waiting for 2	50	vis2	Customer public info term.	15	cs3
Visitor Waiting for 3	60	vis3	Customer public info term.	25	cs5
Visitor Waiting for 4	80	vis4	Customer counter 10' long	60	cs10
Visitor Waiting for 5	100	vis5	Customer counter 12' long	72	cs12
Visitor Waiting for 6	120	vis6	Customer counter 15' long	90	cs15
Visitor Waiting for 8	160	vis8	Customer counter 20' long	120	cs20
Visitor Waiting for 10	200	vis10	Single public counter workstation	50	ctr1
Visitor Waiting for 12	240	vis12			
Visitor Waiting for 15	300	vis15			
Visitor Waiting for 20	400	vis20			
Visitor Waiting for 25	500	vis25			
Visitor Waiting for 30	600	vis30			
Visitor Waiting for 40	800	vis40			
Visitor Waiting for 50	1000	vis50			

OFFICE SUPPORT SPACE

Work Room	Area	Space Code
Workroom 9x9	81	wrk9
Workroom 10'x10'	100	wrk10
Workroom 11'x11'	120	wrk11
Workroom 12'x12'	144	wrk12
Workroom 14'x14'	196	wrk14
Workroom 15'x15'	225	wrk15

File Storage	Area	Space Code
Lateral file	12	lat
Vertical file	10	vert
Drawing flat file	32	dwg
Hanging drawing files	15	hng
Plat storage cabinet	10	plat

Office Equipment	Area	Space Code
Standard copier	25	cpy5
Large copier	50	cpy10
Paper shredder	15	psh
Paper shredder collection bin	10	pshc

SUPPORT SPACE

Storage Room	Area	Space Code
Storage room	25	st1
Storage room	50	st2
Storage room	80	st3
Storage room	100	st35
Storage room	120	st4
Storage room	140	st45
Storage room	160	st5
Storage room	200	st6
Storage room	225	st65
Storage room	250	st7
Storage room	300	st8
Storage room	350	st9
Storage room	400	st10
Storage room	450	st11
Storage room	500	st12
Small closet	25	clos1
Closet	50	clos2

Support Space	Area	Space Code
Single toilet	50	toil1
Two fixture toilet, 2 wc's, 2 lav's	120	toil2
Single shower	35	shw1
Coffee niche	25	cof1
Small kitchenette	60	kit1
Kitchen	160	kit2

Locker Space	Area	Space Code
metal 12"wx18"dx6'h	5	lkr0
18"wx18"dx6'h	8	lkr2
24"wx24"dx6'h	10	lkr3

Glossary

Building Design Efficiency	Building design efficiency is a percentage of the GSF of the building which represents the usable square footage or department NSF. Building efficiency is based on the building’s use and varies for different building types. This accounts for circulation, wall thicknesses, mechanical rooms, lactation rooms, and other supporting spaces that will vary depending on how departments get combined in various buildings and locations. A building efficiency of 70-75% is typical for an office building, whereas a higher building efficiency is common with large open spaces where circulation is included in the area of the programmed space, such as an auditorium, gymnasium, garage bay, etc. A courthouse has a low building efficiency of 60-65% due to the need for three separate circulation pathways, public, staff, and detainee. Refer to Figure A for a diagrammatic floor plan illustrating Building Design Efficiency and how that results in the building GSF.
Existing Occupied Area	Net square footage, including internal circulation and partitions of a department.
Internal Circulation Factor	A percentage increase added to the total net square footage of each programmed space or room to account for wall thickness and internal circulation. This percentage will vary based on the type of space. For example, a shop space or storage building will have a lower percentage applied than an administrative area which will require internal corridors to circulate between individual offices, workstations, etc. Refer to Figure A for a diagrammatic floor plan illustrating Internal Circulation Factor.
GSF	Gross Square Feet. Area of the building in square feet representing the total building footprint to the exterior face of the exterior walls and including all interior space, shared corridors, interior circulation, shafts, wall thickness, mechanical spaces, etc. Refer to Figure A for a diagrammatic floor plan illustrating building GSF.

NSF	Net Square Feet. When applied to an individual space, this is the internal usable area of that space. When applied to an individual department NSF represents the area in square feet within the programmed department including wall thickness, and internal circulation. When applied to a building this indicates the total NSF of all included departments. Refer to Figure A for a diagrammatic floor plan illustrating the various types of NSF space used in the report.
Personnel Space	Spaces programmed for individual users with dedicated space. This includes an individual's office or workstation. Space that is not used by one individual, such as a shared desk used by various shifts, or drop-in workstations will be indicated in 'Support Space'. Individuals without a dedicated workspace do not have square footage assigned in the Personnel Space category. If they use a shared space, it will be indicated in the 'Support Space' section.
Space Code	Space codes refer to a predefined list of commonly used spaces and corresponding sizes to achieve various functional needs. For cnf4 is a conference room sized to seat 4 people around a table, cnf 12 is a conference room sized to seat 12 people around a table. Some spaces are unique and do not have a space code reference.
Support Space	Any space programmed for a department that is not assigned to a single individual. This includes shared offices and workstations for people who share a workspace at various times or use a drop-in workstation.
Total Division Space Req'd	The total net area required for a department.
Total Personnel	The total personnel for a department for current and future needs noted in the summary section for each department in the Detailed Space Needs Analysis.

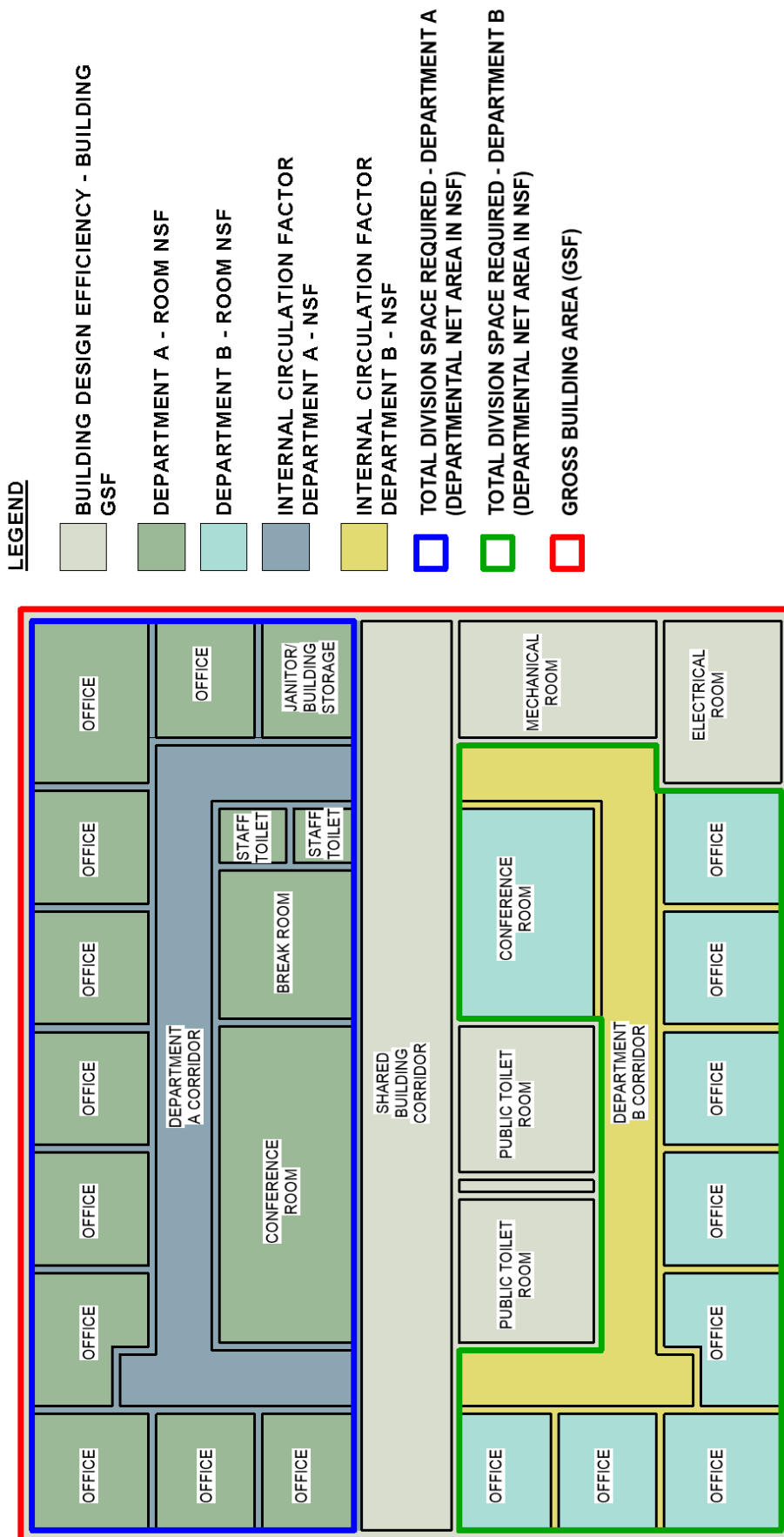


Figure A

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Project ID: B

Capital Project Request

Department Info

Employee Submitting Request

Name

Jo Anna Ripley

Department

Other/Not listed

Email

joanna.ripley@jamescitycountyva.gov

Are you a department supervisor?

Yes

Project Details

Request

Type of request

Capital project request

Project title

Courthouse Architectural/Engineering Services

Location

WJCC Courthouse

Priority

4

Out of how many?

4

How long will this facility or equipment be used?

5 years

Improvements begin

7/1/2028

Improvements completed

6/30/2029

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Design and engineering cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
---------	---------	---------	---------	---------	-------

\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00
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C. Construction cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

D. Furniture, fixtures and equipment

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Capital budget request

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00

E. Additional annual operating expenses (Personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Additional annual operating expenses (Non-personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Additional annual operating expenses

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Narrative

Current condition/situation

The WJCC Courthouse facility is a multistory facility that has approximately 71,700 square feet and is shared by both the state and local governing bodies of the City of Williamsburg and James City County including the Clerk of Circuit Court, the District Court, the Commonwealth's Attorney's Office, and the Sheriff's Office. (PF 1.1). General Services staff met with the Commonwealth Attorney's office, Juvenile District Court Clerk, Circuit Court Clerk, and two of the full-time judges - Judge Smith and Judge Deford. All parties are concerned about the viable space for their staffing needs.

Requested change/project description

In 2020, the County working with a consultant conducted a Space Needs Study. The Courthouse was identified as needing additional space for staff through the year 2040. This Capital Project Request is strictly for Architectural and Engineering services to develop the project scope, construction drawings and provide construction cost to add a 30,000 or more square foot addition to the Courthouse facility. Part of the 2045 Comprehensive Plan goals, strategies, and actions include high-quality public facilities that are either renovated or have an addition built based on demand for services. The services provided at WJCC Courthouse are extensive. To continue to provide those services staffing levels have or will be increased and upon review of the long-term maintenance plan the best practice would be to design and construct an addition that is consistent with the Space Needs Assessment for future population growth projections (PF 1.5.5).

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

The need from a Courthouse perspective is relative to the increasing caseload due to the growth within the WJCC population. The need from a financial planning perspective, the A&E services would provide the County with the overall cost of adding an addition to the Courthouse. In addition, this will allow the County to identify the appropriate year to include the addition and funding within the overall Capital Plan.

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

No

If costs are spread over multiple fiscal years, description of the scope of the maintenance planned for each fiscal year.

N/A

Additional material

2020-08-17_576002_WJCC-Courts-Space-Needs_Final.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, the project meets the GSA's associated with PF 1.1 and PF 1.5.5

1. Comments

The Courthouse addition would align with the goal of providing high quality public facilities in a manner that balances demand with 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 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?

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

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

The building would be in line with the existing structure to preserve a historical look to the County. It would be consistent with established community character.

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?

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

The Courthouse will need additional staff as the population grows.

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

Will need additional maintenance staff collocated at the facility.

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

At the beginning of a new facility or addition the maintenance costs are lower than as the facility ages. Therefore, in the short term the maintenance costs will be reduced.

26. Will the new facility require significant annual maintenance?

Not in the early years of the facility. However, as the facility ages the annual maintenance would increase.

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?

The intent is to install energy efficient equipment to save money on future energy costs.

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

No

31. Does the project minimize life-cycle costs?

Yes, the intent is to install energy efficient equipment and appliances to minimize future costs.

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 design services are needed within the next 5-years to help us determine a variety of factors about the addition needed.

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?

Yes, the property is physically located in the City of Williamsburg, but James City County maintains the property and facility.

45. Comments

Th property is located in the City of Williamsburg and design would need to go through the COW site plan process and approval.

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

Yes

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

Yes

47. Comments

The Courthouse 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

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

The project would included funding from both the City of Williamsburg and James City County as residents from both jurisdictions utilize the services at the WJCC Courthouse.

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

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

Facility Space Needs Analysis

WJCC Courts



August 17, 2020

Prepared by:

MOSELEYARCHITECTS

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Acknowledgements

Moseley Architects extends its appreciation to James City County for the opportunity to prepare this space needs analysis for the Williamsburg-James City County Courts. The time and contributions of the judges, court clerks, constitutional officers, and staff members are sincerely appreciated.

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Executive Summary

Through their Strategic Planning process, the James City County Board of Supervisors recognized the necessity to conduct this Space Needs Study as the first step towards a future Facility Master Plan of all City and County Court functions. Under the guidance and leadership of County Administrator, Scott Stevens, this Facilities Space Needs Study provides essential information that will provide direction to support the needed administrative functions of the Williamsburg-James City County (WJCC) Courthouse.

The City of Williamsburg and James City County have experienced remarkable population growth over the past twenty years with an increase in the combined City and County population of over 58% between 2000 and 2020 and the combined population is expected to grow over 36% over the next twenty years to a combined nearly 130,000 residents. In addition to population growth, the caseloads will continue to increase which has the biggest impact on the space needs for the courts. This growth will necessitate staff increases in nearly all County government agencies including the Courthouse in order to keep pace with the caseloads and provide the current level of service to its citizens. Staff growth which has already occurred as a result of past population increases, has led to space shortages in some departments within the courthouse which are attempting to accommodate their growing needs.

It is anticipated that more space for conducting court business will be required in Williamsburg and James City County as the population continues to increase. Growth has been heavily driven by the tourism industry and relocation of citizens settling in the area attracted by the favorable climate, relatively low cost of living, developed communities, neighboring university, and the level of services provided by the local governments. This will no doubt be a key factor in continued population growth.

The James City County Board of Supervisors authorized the preparation of this Facilities Space Needs Analysis to clearly depict the amount of interior building space needed by the Williamsburg-James City County functions to efficiently and effectively operate over the next twenty years. A space need analysis was last conducted by the County during the Courthouse construction process and it is agreed the County requires a comprehensive master plan for its courts facilities in order to plan, budget, and implement improvements in an organized proactive manner to meet the needs. This Space Needs Assessment is the first step in a two-step process and defines the amount of space that is required. The next step is development of options to meet those needs and identify one option as the Master Plan to carry forward to implementation. The Master Plan will likely be modified and amended as each component draws near to its implementation and the plan will require periodic updating to continually plan for the future of the WJCC Courthouse and their citizens' needs.

The team followed an inclusive process including numerous meetings with end users, Judges and Court staff, Court Clerks and staff, Court Services Unit, Commonwealth's Attorney and Victim-Witness assistance and staff, and the Sheriff's Office to arrive at the space needs assessment projected space needs. The existing Williamsburg-James City County Courthouse is approximately 72,000 gross square feet (GSF) serving the departments included in the study. Based on the current staff and functions served, the current space need is approximately 93,000 GSF. Identifying the space needed is not solely due to growth in the future, but significantly due to the past growth that has resulted in a current space deficit. Moving forward the projected space needed is 95,000 GSF in 2025, 98,000 GSF in 2030, and 102,000 GSF in 2040. The primary factors driving the need for additional space in the Courthouse are the growth of the population served, the increasing court caseload, and the number of courtrooms needed to serve that caseload. The Facility Space Needs Analysis describes in detail the types and quantities of space needed today as well as anticipated over the next twenty years. The next step is creating the plan to meet those needs in an organized, affordable, and efficient manner.

The Needs Assessment was tailored to solicit information from designated staff and courts stakeholders chosen by the County Administrator. Functions were included in both questionnaires and interviews. From this information, Moseley Architects was able to develop staffing projections for current needs, the years 2025, 2030 and 2040 and caseload projections for the same milestones. This process was important to clearly understand the interdepartmental relationships. It also offered recommendations for additional space in order to provide the necessary accommodations for improved office space and ultimately improved customer relations. On site interviews were conducted for all questionnaires completed to confirm each particular court, court related and constitutional officer function, and the current effective use of space.

Once staffing projections were established, space allocations were developed reflecting standards of courtroom, office, support, and workstation size appropriate to the courthouse. The personnel space(s) and support space(s) as well as the internal circulation factor and building efficiency factor were adopted from standards developed by Moseley Architects. The figures presented in this analysis are based on the space standards on page 75.

Purpose and Scope

Purpose

This is a Facility Space Needs Analysis for Williamsburg James City County (WJCC) Courts. This study examines the facility needs of the county's various administrative functions and establishes specific planning and design criteria in the form of detailed space requirements. Ultimately, this study of the space needs will be employed in a Master Planning Study which examines alternative concepts of renovation, expansion, and/or new construction to satisfy the county's need for space.

James City County last performed a comprehensive space needs analysis in 1999. The study projected the county's needs for space 20 years into the future. As a result of dramatic population growth over the past 20 years, the size and complexity of the county's operations have also grown substantially. The increased volume and diversity of services as well as changes and improvements in technology have changed the quantity and types of spaces required to deliver these services.

Recognizing this situation, the James City County Board of Supervisors authorized this space needs analysis to examine and document space requirements for the next 5, 10, and 20 years. These projections will allow the County to assess the amount of space needed for each function studied and develop plans to meet those needs up to 20 years in the future.

Scope

The following government functions are addressed by the study:

WJCC Courts

Includes all functions located within the WJCC Courthouse including Commonwealth Attorney, Circuit Court and Court Clerk, General District Court and Court Clerk, Juvenile and Domestic Relations (J&DR) Court and Court Clerk, and the Sheriff's office.

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Population Projections

Williamsburg - James City County Population Data

James City County predicts an increase from the current population of 95,144 of James City County and The City of Williamsburg to a population of 129,416 by the year 2040, a nearly 36% increase in population. The chart below shows the combined population of Williamsburg and James City County as well as each individually for reference. The City of Williamsburg and the James City County Historical and Projected Population information uses data from the Hampton Roads Planning District Commission (HRPDC). The data shown in the chart and table below is interpolated between the milestones tracked by HRPDC from 2019-2040 to show intermediate milestones at 5-year increments for the chart and 1-year increments for the table.

For 1990

46,268

For 2000

60,100

For 2010

81,130

For 2020

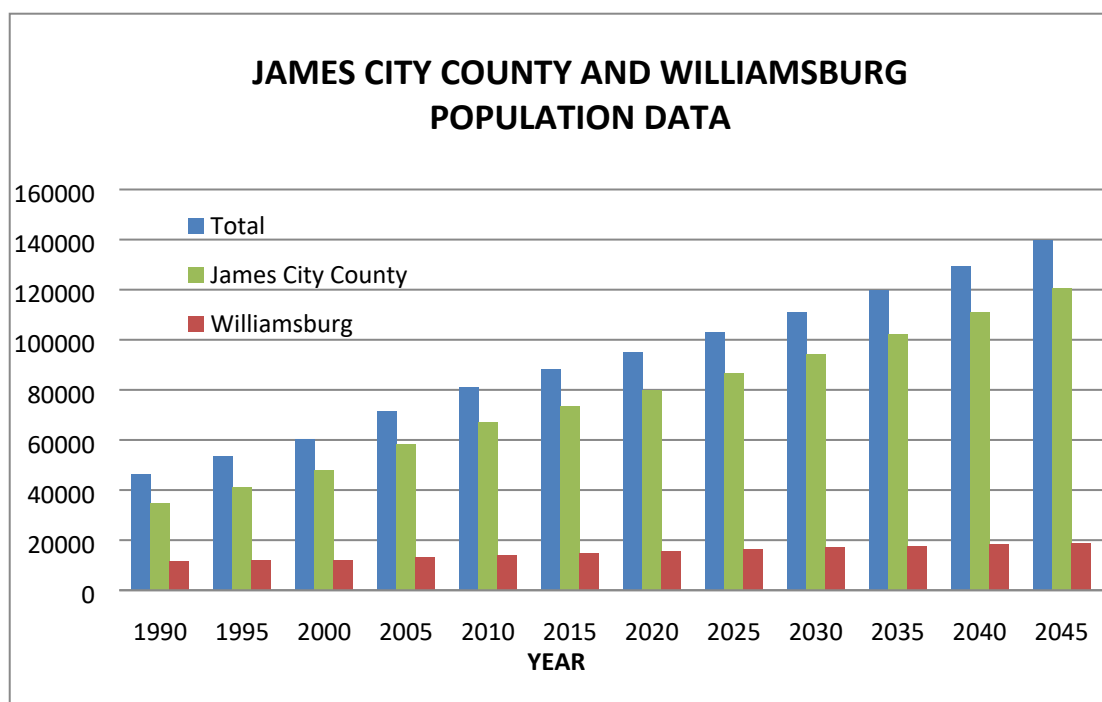
95,144

For 2030

111,100

For 2040

129,416



While population projections may be useful in evaluating general trends in staffing levels for local government and public-school administration, there is no accurate mathematical formula to predict the number of government employees based on projected population figures for a given locality. There are too many variables in play, including funding and political issues, state and federal mandates, and the individual “personality” and priorities of the local government and citizens. Furthermore, future increases in personnel may reflect the addition of staff that were needed earlier but were not funded or hired for various reasons. It should also be noted that James City County has reached a population at which the level and types of services required and desired by its citizens are becoming more complex and sophisticated than those required when the county was less heavily populated and developed.

Year	James City County + Williamsburg	Williamsburg	James City County
1990	46,268	11,409	34,859
1991	48,000	11,600	36,400
1992	49,200	11,700	37,500
1993	50,500	11,900	38,600
1994	51,900	11,900	40,000
1995	53,300	12,000	41,300
1996	55,000	11,900	43,100
1997	55,900	11,800	44,100
1998	57,800	12,200	45,600
1999	59,200	12,200	47,000
2000	60,100	11,998	48,102
2001	62,698	12,390	50,308
2002	64,785	12,691	52,094
2003	66,802	13,288	53,514
2004	69,198	13,438	55,760
2005	71,560	13,344	58,217
2006	73,879	13,411	60,468
2007	75,912	13,416	62,496
2008	77,367	13,574	63,793
2009	78,755	13,758	64,997
2010	81,130	14,121	67,009
2011	83,130	14,256	68,874
2012	84,049	14,503	69,546
2013	85,124	14,893	70,231
2014	86,204	15,064	71,140
2015	88,185	14,860	73,325
2016	89,044	15,429	73,615
2017	90,126	15,404	74,722
2018	91,020	15,183	75,837
2019	93,082	15,323	77,759
2020	95,144	15,463	79,681
2021	96,680	15,618	81,062
2022	98,216	15,773	82,443
2023	99,752	15,928	83,824
2024	101,288	16,083	85,205
2025	102,825	16,238	86,587
2026	104,481	16,393	88,088
2027	106,137	16,548	89,589
2028	107,793	16,703	91,090
2029	109,449	16,858	92,591

Year	James City County + Williamsburg	Williamsburg	James City County
2030	111,100	17,008	94,092
2031	112,861	17,138	95,723
2032	114,622	17,268	97,354
2033	116,383	17,398	98,985
2034	118,144	17,528	100,616
2035	119,906	17,658	102,248
2036	121,808	17,788	104,020
2037	123,710	17,918	105,792
2038	125,612	18,048	107,564
2039	127,514	18,178	109,336
2040	129,416	18,306	111,110
2041	131,472	18,436	113,036
2042	133,528	18,566	114,962
2043	135,584	18,696	116,888
2044	137,640	18,826	118,814
2045	139,697	18,956	120,741

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Methodology

How the Study was Conducted

The space needs analysis began with joint kickoff meeting with the WJCC Courts and WJCC School Administration to orient all the related departments to the process and types of information involved in the study.

Questionnaires were issued to each department and major sub-departments to assess the number of staff, types of staff spaces required, supporting functions requiring space, and any special equipment or storage requiring space. Each questionnaire is broken down separately to count staff with permanent offices or workstations, staff with temporary or occasionally used space, and any spaces that directly support their work. Each department is viewed as a standalone entity to provide the necessary spaces required for independent functioning.

Each department was interviewed to discuss the operation, specific characteristics of the department, and to tour the existing spaces. The space needs projection for each department was reviewed by the respective department and a follow-up interview conducted to confirm the current and estimated future projections for staff and space. The projections do not assume the existing spaces or sizes are adequate. The study determined each room needed and the size of that room required to perform the intended function. The study does not assume existing department space or room sizes are adequate when quantifying the current amount of space needed. Such an approach would not reflect the true need for space, because steady growth in the past has led to serious overcrowding in many areas such that current space needs are not being met for most departments. Some existing areas do not meet current building codes and accessibility standards which generally increases the amount of square footage required.

When developing the space needs assessment, the requirements for staff including workspace and support space were quantified by applying consistent standards for size to each type of space. Consistent amenities were also provided. For example, a separate break room or coffee niche is included for each department based on the total number of employees within the department. The standards used are based on sources such as the Virginia Construction and Professional Services Manual and on the consultant team's experience with numerous local government facility planning and design projects. The standards fall within a range that is appropriate for counties such as James City County, based on facility construction for similar localities around Virginia in recent years.

Once the space needs requirements were determined, an internal circulation factor was applied to account for aisles between workstations, and internal corridors connecting offices and other space. This is indicated under each department on the Detailed Space Needs Analysis. Application of this factor yields a net area requirement for each component. A gross building area factor was then applied to the total net area required for each major category of space. This is noted as the 'Building Design Efficiency'

on the Space Needs Summary. This accounts for space that is shared by all departments such as common corridors, stairs, elevators, mechanical equipment rooms, and building structure.

Only by developing a detailed space layout or building design, which is beyond the scope of this study, can the actual net and gross areas required for any department or component be precisely determined. However, the factors utilized reflect a space utilization efficiency that can be reasonably expected based on analysis of facilities designed recently for similar functions.

The results of the space needs assessment indicate that additional space will be required for most departments to eliminate current space deficits and to accommodate continued growth over the next twenty years.

Caseload Projections

Caseload projections were performed to assess the estimated increase in caseload for Circuit Court, General District Court, and Juvenile and Domestic Relations District (J&DR) Court. This is a more useful metric for judging the needs for court services as different populations can have dramatically different quantities and types of caseloads for similar population sizes.

Existing Space Resources

WJCC Courthouse

The Williamsburg – James City County Courts are combined into a single building including Circuit Court, General District Court, Juvenile and Domestic Relations (J&DR) Courts, the Commonwealth Attorney’s Office, and the Sheriff’s Office. The Courthouse is an approximately 71,700 square foot building consisting of 3 above grade levels plus a basement. The building has a pitched composite slate tile roof.

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WJCC Courts Space Needs Summary

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIREMENTS SUMMARY

	NSF	PERS	NSF		PERS		NSF		PERS		NSF		
JAMES CITY COUNTY COURTHOUSE SUMMARY													
COURTS - CIRCUIT COURT	10,763												
COURTS - CIRCUIT COURT CLERK	6,065		4	14,491		4	14,491		5	14,577		5	14,577
COURTS - COMMONWEALTH'S ATTORNEY	3,766		15	6,354		17	6,527		17	6,549		19	6,722
COURTS - GENERAL DISTRICT COURT	6,903		23	4,481		28	4,945		32	5,453		38	5,982
COURTS - GENERAL DISTRICT COURT CLERK	2,390		2	9,167		2	9,167		2	9,167		2	9,167
COURTS - JUVENILE AND DOMESTIC RELATIONS COURT	4,898		7	2,333		11	2,678		13	2,851		17	3,197
COURTS - J&DR COURT CLERK	1,379		1	7,733		1	7,733		1	7,962		1	9,650
COURTS - SHERIFF	7,225		8	2,496		10	2,728		10	2,728		11	2,782
COURTS - SHARED SPACE	3,410		20	7,189		21	7,189		24	8,035		24	8,035
			0	6,170		0	6,170		0	6,170		0	6,170
TOTAL PERSONNEL / NSF:	46,799	80		60,413	94	61,628	104	63,491	117	66,280			
CURRENT / REQUIRED GROSS SQ FT AT	65%	BUILDING DESIGN EFFICIENCY											
				92,843 GSF	94,812 GSF		97,679 GSF		101,970 GSF				
* CURRENT PERSONNEL indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.													
** CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.													

* CURRENT PERSONNEL Indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.

** CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES
 COUNTY ADMINISTRATIVE SPACE SUMMARY - BY BUILDING

SPACE REQUIREMENTS SUMMARY	CURRENT GROSS	CURRENT NEEDS	2030 NEEDS	2040 NEEDS
WJCC COURTHOUSE				
CURRENT / REQUIRED GSF:	71,704 GSF	92,943 GSF	97,679 GSF	101,970 GSF
CURRENT / REQUIRED GROSS SQ FT	71,704 GSF	92,943 GSF	97,679 GSF	101,970 GSF

WJCC COURTHOUSE SPACE SUMMARY BY PERCENT INCREASE OF CURRENT NEEDS VS. CURRENT OCCUPIED SPACE		
	%	INCREASE COMMENTS
WJCC COURTHOUSE	29.6	GROWTH IN COURT CASES AND STAFF

WJCC Courts Detailed Space Needs Analysis

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PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COURTS - CIRCUIT COURT												
PERSONNEL SPACE												
Judge	po8	288	2	576	2	576	2	576	2	576	Includes private toilet, closet and conference space in office	
Paralegal	ws3	64	2	128	2	128	3	192	3	192	Shared enclosed office.	
SUPPORT SPACE												
Courtroom waiting	vis40	800	2	1,600	2	1,600	2	1,600	2	1,600	Seat 40.	
Jury courtroom 1	crj75	2400	1	2,400	1	2,400	1	2,400	1	2,400	Seat 75. Used 3-4 times per week. Adequate	
Jury courtroom 2	crj75	2400	1	2,400	1	2,400	1	2,400	1	2,400	Seat 75. Used 2-3 times per week. Adequate	
Courtroom entry vestibule	crv	70	2	140	2	140	2	140	2	140		
Witness/attorney conference room	cnf5	120	4	480	4	480	4	480	4	480	Seat 6.	
Law library/judge's conference room											Refer to shared.	
Jury assembly room	tr6	900	1	900	1	900	1	900	1	900	Seat 50-80 people. AV equipment for webinars, large conference calls. Presentation equipment comparable to court room.	
Jury deliberation room	jur2	450	2	900	2	900	2	900	2	900	Staff Toilet Rooms connected.	
Single Holding Cell		50	1	50	1	50	1	50	1	50		
Prisoner holding cell - vestibule	vest	120	2	240	2	240	2	240	2	240		
Prisoner holding cell	hc6	140	2	280	2	280	2	280	2	280	Seat 6.	
Attorney - prisoner interview booth	int1	100	2	200	2	200	2	200	2	200		
Work Room	wrk2	80	1	80	1	80	1	80	1	80		
Jury Break	kit2	160	1	160	1	160	1	160	1	160	Locate off of Jury Deliberation Rooms.	
Jury Toilet Room	tit1	50	4	200	4	200	4	200	4	200	Locate off of Jury Deliberation Rooms.	
TOTAL PERSONNEL			4		4		5		5			
SUBTOTAL SPACE REQUIRED				10,734		10,734		10,798		10,798		
INTERNAL CIRCULATION FACTOR				3,757		3,757		3,779		3,779		
EXISTING OCCUPIED AREA			10,763			14,491			14,577			WJCC COURTHOUSE
TOTAL DEPARTMENT NET SPACE REQ'D						14,491			14,577			

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY		SQ FT
COURTS - CIRCUIT COURT CLERK											
PERSONNEL SPACE											
Clerk of the Court	po6	224	1	224	1	224	1	224	1	224	Clerk currently in smaller office. Probate staff require larger offices for meetings in their offices. Conference table for four to six.
Chief Deputy Clerk	po3	144	1	144	1	144	1	144	1	144	Larger office because of probate meetings in office. Conference table for four.
Deputy Clerk	ws3	64	7	448	9	576	10	640	12	768	Levels I, II, III, and IV. Existing workstations approximately 72 square feet.
Deputy Clerk for Finance	po2	120	1	120	1	120	1	120	1	120	Level I, II, III or IV
Deputy Clerk of Probate	po3	144	1	144	1	144	1	144	1	144	Level I, II, III or IV. Larger office because of probate meetings in office. Conference table for four.
General Office Clerk PT	ws2	48	3	144	3	144	2	96	2	96	Part time. Seated adjacent to Public Records Room with a window.
General Office Clerk PO	ws2	48	1	48	1	48	1	48	1	48	Backscanning. Seated adjacent to Public Records Room with a window.

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	NEEDS		NEEDS		NEEDS		NEEDS			
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
<u>SUPPORT SPACE</u>												
Customer Waiting	vis8	160	1	160	1	160	1	160	1	160	Typically 3-5. Maximum 10. Includes space for ATM and photography area for concealed weapons permits.	
Customer Service Counter	cs10	60	3	180	3	180	3	180	3	180	In Waiting. 3 customer service areas with dividers. Glass windows. Area to take photographs for concealed weapons permits. In current configuration, area on the east side is around the corner so it does not need a divider. Used to photograph for handgun permits.	
Public Records Room		1600	1	1,600	1	1,600	1	1,600	1	1,600	Connected to waiting. 14 public computer terminals, 2 county tax computers, 1 city tax terminal. Collection of oldest books. HD shelving and shelving for large deed and plat books.	
~Public Computer Terminals											Located in Public Records Room. Long term, 14 public computer terminals, 2 county tax computers and 1 city tax computer.	
~Customer Kiosks		15	2	30	2	30	2	30	2	30	Marriage license stations. Located in Public Records Room.	
Conference Room	cnf8	175	1	175	1	175	1	175	1	175	Seat 8. Used for conferences and webinars.	
File Room	lat	12	23	276	23	276	23	276	23	276	Have moved heavily to toward digital records. Do not need additional records storage space. Inactive in Office: 9 Open shelf, 30 Boxes, 3 Rolling HD files. Inactive NOT in Office: 1 Lat., 150 Boxes. Election records must be stored in a space that only the Clerk may access Exhibits in civil cases Marriage licenses originals back to 1865	
Election Ballot Storage		620	1	620	1	620	1	620	1	620	Stored in basement. Keep for two years. Ideally would be connected via elevator access. Could be located with Voter Registrar with only access allowed by Circuit Court Clerk.	
Supply/Copy/Workroom	wrk12	144	1	144	1	144	1	144	1	144	Copier, shredder, supplies, forms, paper and supplies.	
Copy/Print	cpy5	25	1	25	1	25	1	25	1	25	2 total, one in work room one in records room.	
Toilet											Refer to shared.	
Mailboxes											Refer to shared. Building wide mail room. UPS and Fedex delivers to each department office.	

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS			2025 NEEDS			2030 NEEDS			2040 NEEDS			REMARKS
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION														
Kitchen/Break			200	1	200	1	200	1	200	1	200	1	200	Small kitchenette and break area with seating for six. Dedicated to this office.
Closet		clos1	25	1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL				15		17		17		17		19		
SUBTOTAL SPACE REQUIRED					4,707		4,835		4,851		4,979		4,979	
INTERNAL CIRCULATION FACTOR			35%		1,647		1,692		1,698		1,743		1,743	
EXISTING OCCUPIED AREA		6,065												WJCC COURTHOUSE
TOTAL DIVISION SPACE REQ'D				6,354		6,527		6,549		6,722				

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
COURTS - COMMONWEALTH'S ATTORNEY											
PERSONNEL SPACE											
Commonwealth's Attorney	po6	224	1	224	1	224	1	224	1	224	Current Need is based on the funded positions, not allocated/unfunded positions. Commonwealth's Attorney works with JCC to get any additional needed positions funded. Williamsburg contributes a percentage directly to JCC.
Chief Deputy CA	po3	144	1	144	1	144	1	144	1	144	
Deputy CA	po2	120	1	120	1	120	2	240	2	240	
Asst. Commonwealth's Attorneys	po2	120	4	480	5	600	6	720	6	720	Two teams of 3 Attorneys. Add one team in 10 years. Growth is driven by catching up to deficiency and additional evidence processing due to Body Cameras and video.
Office Manager / Head Paralegal	po2	120	1	120	1	120	1	120	1	120	
Paralegals (starting FY20)	ws3	64	2	128	4	256	4	256	6	384	First two are starting within the next fiscal year.
Courts Administrators	ws3	64	3	192	3	192	4	256	4	256	Located at the Customer Service Counter.
Receptionist	ws3	64	1	64	1	64	1	64	1	64	
Victim Witness Director	po2	120	1	120	1	120	1	120	1	120	Meet with 1-2 clients in their office.
Victim Witness Assistant Director	po2	120	1	120	1	120	1	120	1	120	Meet with 1-2 clients in their office.
Victim Advocate (add .5 FY20)	po2	120	3	360	3	360	4	480	6	720	Meet with 1-2 clients in their office. 2.5 now. Add .5 position in 2020
Volunteers	ws1	36	4	144	6	216	6	216	8	288	Shared enclosed office. 5' - 0" long sit/stand desk. Counter and casework along one wall for stuffing envelopes and other work.

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE										
Shared Workstation	ws1	36		1	36	1	36	1	36	Used for pro se workstation and for defense attorneys to make copies. Ideally located in the waiting area.
Customer Waiting	vis6	120		1	120	1	120	1	120	Seat 6.
~Customer Service Counter	cs10	60		1	60	1	60	1	60	In Waiting
~Customer Kiosks		15		2	30	2	30	2	30	In Waiting. Use for viewing body camera footage and other imagery.
Large Conference Room										Refer to shared. Seat whole department, 24-25. White board, teleconference with video, cable TV access, WIFI, dedicated computer, small copier
Medium Conference Room	cnf10	200		1	200	1	200	1	200	Seat 10. White board, teleconference with video, cable TV access, WIFI, dedicated computer, small copier
File Room	lat	12		16	192	18	216	14	168	Active: 1 Lateral, 4 vertical. Inactive: 9 Lateral, 1 Vertical, 18 Boxes. Inactive Out of Office: 225 Boxes, 5 HD Rolling Files. Plan to reduce paper files, except for active file. Do not anticipate older files being removed due to lack of staffing to scan and store.
Law Book Storage	lat	12		3	36	3	36	3	36	Located in hallway or open office area accessible to everyone.
Copy/Workroom	wrk12	144		1	144	1	144	1	144	Copier, shredder, supply storage, work counter, mailboxes.
AV/IT Closet	st35	100		1	100	1	100	1	100	Server and network equipment. VCIN connectivity. Secured space.
Toilet										
Kitchenette/Break	kit2	160		1	160	1	160	1	160	2 microwaves, refrigerator, sink, coffee maker.
Closet	clos1	25		1	25	1	25	1	25	
TOTAL PERSONNEL		23		28		32		38		
SUBTOTAL SPACE REQUIRED			3,319	3,663		4,039		4,431		
INTERNAL CIRCULATION FACTOR		35%	1,162	1,282		1,414		1,551		
EXISTING OCCUPIED AREA		3,766								WJCC COURTHOUSE
TOTAL DIVISION SPACE REQ'D			4,481	4,945		5,453		5,982		

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION	SPACE CODE		SQ FT EACH							
COURTS - GENERAL DISTRICT COURT										
PERSONNEL SPACE										
Judge	po8	288								
				2	576	2	576	2	576	1 Judge. 1 Visiting Sub-Judge. Only 1 Sub-judge office shared by General District and J&DR. Includes private toilet closet and conference space in office
SUPPORT SPACE										
Medium Conference Room										Refer to Shared. For Attorney and Defendant. Located away from main corridor so as not be used by the general public. AV for video arraignments.
Courtroom waiting	vis20	400		1	400	1	400	1	400	Seat 20. Located in hallway outside of courtroom.
Courtroom entry vestibule	crv	70		2	140	2	140	2	140	
Non-jury courtroom	cr10	2200		1	2,200	1	2,200	1	2,200	Seat 100. Used 4-5 days per week. Slightly undersized. Approximately two times per week, the room is standing room only. Duress button at bench.
Non-jury courtroom	cr10	2200		1	2,200	1	2,200	1	2,200	Seat 100. Used 2 days per week for Worker's Comp Commission. Duress button at bench.
Witness/attorney conference room	cnf6	150		4	600	4	600	4	600	Seat 6. Located in the back of the courtroom.
Fine and cost corridor	fcor	200		1	200	1	200	1	200	
Clerks' cashier station	ws3	64		1	64	1	64	1	64	Duress button.
Single Holding Cell		50		1	50	1	50	1	50	Primarily used for housing females.
Prisoner holding cell - vestibule	vest	120		1	120	1	120	1	120	
Prisoner holding cell	hc6	140		1	140	1	140	1	140	Seat 6.
Attorney - prisoner interview booth	int1	100		1	100	1	100	1	100	
TOTAL PERSONNEL										
SUBTOTAL SPACE REQUIRED		2	6,790	2	6,790	2	6,790	2	6,790	
INTERNAL CIRCULATION FACTOR			35%		2,377		2,377		2,377	
EXISTING OCCUPIED AREA										
TOTAL DEPARTMENT NET SPACE REQ'D		6,903		9,167		9,167		9,167		WJCC COURTHOUSE

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION			SPACE CODE	SQ FT EACH							
COURTS - GENERAL DISTRICT COURT CLERK											
PERSONNEL SPACE											
Clerk	po3	144	1	144	1	144	1	144	1	144	Courtroom and Clerk's office on the same floor. Judge's suggestion is to relocate second court room to the first floor Clerk's office in order to move the Clerk's office to the second floor, adjacent to Courtroom #1. Duress button.
Chief Deputy Clerk	po2	120	1	120	1	120	1	120	1	120	
Deputy Clerk	ws3	64	4	256	8	512	10	640	14	896	State has deemed the existing staffing to be 1.5 FTE short on staffing base on case load.
Wage Personnel	ws3	64	1	64	1	64	1	64	1	64	Part time.

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Waiting Area	vis10	200	1	200	1	200	1	200	1	200	Line to cycle people into a waiting area circulate through a queue, and back out the door when their transaction is complete
Transaction Counter	cs5	25	3	75	3	75	3	75	3	75	Dividers for semi-private conversations. Duress button at each transaction counter. One counter to be ADA compliant
Satellite Office / Pay Station	po2	120	1	120	1	120	1	120	1	120	Not needed if colocated on the same floor as courts.
Medium Conference Room											Will use shared conference room in the building.
File Room	lat	12	17	204	17	204	17	204	17	204	Active: 4 vert., 3 open shelves, 4 rotating. Inactive: 1 vert., 5 open shelves. Civil commitment hearing files stored in small room adjacent to Women's toilet room on the second floor.
~High Density File Room	lat	12	18	216	18	216	18	216	18	216	Can be collocated in the same space as the non-HD files. Purge files annually. Files kept for 10 years. Files older than 10 years are destroyed.
Copy/Workroom	wrk12	144	1	144	1	144	1	144	1	144	Copier, counter, casework, fax machine, bookcases
Mailboxes											Refer to Shared Space.
Toilet											Refer to Shared Space.
Kitchenette/Break	kit2	160	1	160	1	160	1	160	1	160	Full size refrigerator, microwave, sink, coffee maker. Seat four.
Closet	clos1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL			7		11		13		17		
SUBTOTAL SPACE REQUIRED				1,728		1,984		2,112		2,368	
INTERNAL CIRCULATION FACTOR			35%	605		694		739		829	
EXISTING OCCUPIED AREA			2,390		2,678		2,851		3,197		WJCC COURTHOUSE
TOTAL DIVISION SPACE REQ'D											

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COURTS - JUVENILE AND DOMESTIC RELATIONS COURT										
PERSONNEL SPACE										
Judge	po8	288	1	288	1	288	1	288	Full time, 5 court days per week.	
SUPPORT SPACE										
Courtroom waiting	vis30	600	1	600	1	600	1	600	Seat 20. Currently no waiting room for J&DR. Cases are confidential, but currently everyone waits for their case in the courtroom while proceedings take place for another individual's case.	
Courtroom entry vestibule	crv	70	1	70	1	70	2	140		
Non-jury Courtroom	crj75	2400	1	2,400	1	2,400	1	2,400	Seat 75.	
Hearing Room	cr3	1250	1	1,250	1	1,250	1	1,250	Hearing Room. Used by Division of Child Support (State Agency). Used for procedure. Division of Child Support could use a large/medium conference room. Acoustics convey sound between Hearing Room and Court Room.	
Witness/attorney conference room	cnf6	150	2	300	2	300	2	300	Seat 6.	
Conference room	cnf10	200	1	200	1	200	1	200	Seat 10.	
Prisoner holding cell - vestibule	vest	120	2	240	2	240	2	240		
Prisoner holding cell	hc2	70	4	280	4	280	4	280	Currently only 2. Need to separate male/female/juvenile/adult could result in four categories of individuals being held.	
Attorney - prisoner interview booth	int1	100	1	100	1	100	2	200		
Police/sheriff/attorney waiting area									Seat 6. Refer to Circuit Court.	
TOTAL PERSONNEL										
SUBTOTAL SPACE REQUIRED			1	5,728	1	5,728	1	5,898	7,148	
INTERNAL CIRCULATION FACTOR		35%		2,005		2,005		2,064	2,502	
EXISTING OCCUPIED AREA										
TOTAL DEPARTMENT NET SPACE REQ'D		4,898	7,733		7,733		7,962		9,650	
WJCC COURTHOUSE										

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
COURTS - J&DR COURT CLERK										
PERSONNEL SPACE										
J&DR Clerk	po6	224	1	224	1	224	1	224	Staffing is affected by the number of cases, but perhaps even more important is the type of cases. Foster care takes approximately 400 minutes per case whereas traffic ticket cases take approximately 10 minutes per case.	
Chief Deputy Clerk	po2	120	0	0	1	120	1	120	Currently staffed at 66%. Waiting for General District Assembly to allocate more resources. This could be added as a Deputy Clerk, but the goal is for the added position to be a Chief Deputy.	
Deputy Clerk	ws3	64	4	256	5	320	5	320	Currently part time with a maximum of 29 hours per week per position. Shared enclosed office. Positions funded by the state. Funding varies from year to year.	
Deputy Clerk (wage)	ws3	64	2	128	2	128	2	128		
Intern	wss	25	1	25	1	25	1	25	Recent hire.	
SUPPORT SPACE										
Customer Waiting	vis6	120	1	120	1	120	1	120	Typically 1-4. Maximum 10.	
Public Access Computers		15	2	30	2	30	2	30	Semi-private. Located in/adjacent to Customer Waiting Room.	
Customer Form Counter		15	2	30	2	30	2	30	Used by customers to fill out paperwork. May become digital in the future so these would be converted to digital stations.	
Customer Service Counter	cs10	60	1	60	1	60	1	60	In Waiting. Duress button. Cameras. One standard position, one ADA position. Staff walk up to counter to serve clients.	
Small Conference Room	cnf4	100	1	100	1	100	1	100	Seat four people. Front of house adjacent to Customer waiting. Used to meet with clients without bringing them back into the space. Also used by Attorneys or Social Services to meet with clients.	
Conference Room	cnf16	300	1	300	1	300	1	300	Seat 15 people. Video testimony. Located with front and back of house access. Used by 10 people with the Division of Child Support every Wednesday. Currently they use the J&DR Hearing Room, which requires J&DR to ask General District for the ability to use their Courtroom.	
Conference Room									Refer to shared. Access to (2) small conference rooms to be used by attorney/mediators.	

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS			2025 NEEDS			2030 NEEDS			2040 NEEDS			REMARKS
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
DESCRIPTION														
File Room		lat	12	8	96	7	84	7	84	5	60			Active: 5 vert. (1 cabinet per court day of the week. Move to buckets for each court day and then move back or file in long term HD file). Inactive, 1 open shelf, 2 rolling HD Files.
Supply Room		st4	120	1	120	1	120	1	120	1	120			Supplies, forms, paper and supplies, secure safe.
Copy/Workroom		wrk10	100	1	100	1	100	1	100	1	100			Copier, counter, cabinets on the wall for general office storage.
Copier		cpy5	25	1	25	1	25	1	25	1	25			Located near front reception counter in open office area.
Staff Toilet		tit1	50	1	50	1	50	1	50	1	50			
Kitchen/Break		kit2	160	1	160	1	160	1	160	1	160			Small kitchenette and break area with seating. Full size refrigerator, microwave, sink, coffee maker, and a table to seat four.
Closet		dlos1	25	1	25	1	25	1	25	1	25			
J&DR CSU					0	0	0	0	0	0	0			Currently located offsite. Ideally would be at courthouse to avoid sending customers back and forth.
TOTAL PERSONNEL				8		10		10		11				
SUBTOTAL SPACE REQUIRED					1,849		2,021		2,021		2,061			
INTERNAL CIRCULATION FACTOR			35%		647		707		707		721			
EXISTING OCCUPIED AREA		1,379												WJCC COURTHOUSE
TOTAL DIVISION SPACE REQ'D					2,496		2,728		2,728		2,782			

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS	
		SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
DESCRIPTION											
COURTS - SHERIFF											
PERSONNEL SPACE											
Sheriff		po6	224	1	224	1	224	1	224		
Chief Deputy		po4	168	1	168	1	168	1	168		
Administrative Assistant		ws4	80	1	80	1	80	1	80	Acts as the receptionist, desk behind the Customer Service Counter. Works with sensitive information. Separate VCIN Terminal in office.	
Sergeant Deputy Sheriff		ws3	64	2	128	2	128	2	128		
Civil Process Deputy Sheriff		ws3	64	2	128	2	128	3	192		
Courts Deputy Sheriff				6		6		7		No dedicated workspace, refer to Deputy Shared Workstations below. One locker for each Deputy.	
Control Room Deputy Sheriff				2		2		2		No dedicated workspace, refer to Deputy Shared Workstations below. One locker for each Deputy.	
Front Door Deputy Sheriff				2		2		3		No dedicated workspace, refer to Deputy Shared Workstations below. One locker for each Deputy.	
On-Call Deputy Sheriff				3		4		4		No dedicated workspace, refer to Deputy Shared Workstations below. One locker for each Deputy.	

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
SUPPORT SPACE											
Courthouse Screening Area	vis30	600	1	600	1	600	1	600	1	600	
Main Courthouse Security Desk and Screening	po3	144	1	144	1	144	1	144	1	144	
Deputy Shared Workstations	ws3	64	4	256	4	256	4	256	4	256	
Customer Waiting	vis4	80	1	80	1	80	1	80	1	80	
Customer Service Counter	cs5	25	1	25	1	25	1	25	1	25	Counter with window. In view of Administrative Assistant
Conference Room	cnf6	150	1	150	1	150	1	150	1	150	Seat 6. Door to Customer Waiting and secure door to back of house open office. Used by Administrative Assistant to meet with clients.
Security Office	po2	120	2	240	2	240	2	240	2	240	
Vehicle Sallyport		540	1	540	1	540	2	1,080	2	1,080	Pull-through.
Control Room	po4	168	1	168	1	168	1	168	1	168	
Control Room Electronics	po2	120	1	120	1	120	1	120	1	120	
Control Room Staff Break	kit1	60	1	60	1	60	1	60	1	60	Connected to Control Room
Control Room Toilet	tlt1	50	1	50	1	50	1	50	1	50	
Single Holding Cells		50	4	200	4	200	4	200	4	200	
Women's Group Holding Cell		120	1	120	1	120	1	120	1	120	
Men's Group Holding Cell		200	1	200	1	200	1	200	1	200	
Juvenile Group Holding Cell		120	1	120	1	120	1	120	1	120	
Livescan Room	po2	120	1	120	1	120	1	120	1	120	Pull data from Commonwealth Attorney VCIN server room. No need to duplicate.
Locker Room	lkr2	8	20	160	20	160	20	160	20	160	
File Room	lat	12	12	144	12	144	12	144	12	144	
Quartermaster	st2	50	12	600	12	600	12	600	12	600	

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS				2030 NEEDS				2040 NEEDS				REMARKS
		DESCRIPTION	SPACE CODE	SQ.FT EACH	QTY	SQ.FT	QTY	SQ.FT		QTY	SQ.FT	QTY	SQ.FT	QTY	SQ.FT			
Kitchenette/Break Room			kit1	60	1	60	1	60		1	60	1	60	1	60			
Quiet Room				80	1	80	1	80		1	80	1	80	1	80			
Staff Toilet Room			tlr1	50	2	100	2	100		2	100	2	100	2	100			
~Staff Showers			shw1	35	2	70	2	70		2	70	2	70	2	70			One at each Staff Toilet Room
TOTAL PERSONNEL					20					24				24				
SUBTOTAL SPACE REQUIRED						5,135		5,135			5,739		5,739		5,739			
INTERNAL CIRCULATION FACTOR				40%		2,054		2,054			2,296		2,296		2,296			
EXISTING OCCUPIED AREA				7,225														WJCC COURTHOUSE
TOTAL DEPARTMENT NET SPACE REQ'D						7,189		7,189			8,035		8,035		8,035			

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED		CURRENT NEEDS				2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
		SPACE CODE		SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
DESCRIPTION												
COURTS - SHARED SPACE												
SUPPORT SPACE												
Law library/Judge's Conference Room		cnf8	175	1	175	1	175	1	175	1	175	Seat 8.
Video Conference Room		cnf4	100	1	100	1	100	1	100	1	100	Seat 4. Used by attorney's to communicate with client at the jail. Locate off of shared public hallway (currently back of house). Shared by J&DR Court and General District Court.
Conference Room		cnf4	100	4	400	4	400	4	400	4	400	Seat 4. Used by Attorneys to meet with clients.
Medium Conference Room		cnf10	200	1	200	1	200	1	200	1	200	Seat 10. Used for Video Conferencing. Back of house.
Professional Waiting Room		cnf16	300	2	600	2	600	2	600	2	600	Seat 16.
File Room		lat	12	23	276	23	276	23	276	23	276	
Copy/Workroom		wrk12	144	1	144	1	144	1	144	1	144	
Copy		cpy5	25	3	75	3	75	3	75	3	75	
Public Toilets		tit2	160	8	1,280	8	1,280	8	1,280	8	1,280	
Staff Toilets		tit2	160	6	960	6	960	6	960	6	960	
Janitor's Closet		jc1	60	4	240	4	240	4	240	4	240	Programmed as one per floor, including basement.
Mail Room			120	1	120	1	120	1	120	1	120	
TOTAL PERSONNEL				0		0		0		0		
SUBTOTAL SPACE REQUIRED					4,570		4,570		4,570		4,570	
INTERNAL CIRCULATION FACTOR				35%	1,600		1,600		1,600		1,600	
EXISTING OCCUPIED AREA				3,410	6,170		6,170		6,170		6,170	WJCC COURTHOUSE
TOTAL DIVISION SPACE REQ'D												

WJCC Courts

Caseload Projections

Overview

Because the staffing and space needs of the courts are strongly related to their caseloads, case filing trends in the Williamsburg-James City County courts were analyzed to assist in establishing criteria for court space needs. It is understood that case filings are not the sole indicator of or influence on workload for the judges, clerks, and court staff and other judicial criteria also impact workload, staffing, and space needs. Case filings are one statistic that is tracked by the Supreme Court of Virginia and do have an impact on workload, staffing, and space needs. Historical case filing statistics for each court were obtained from the Virginia Supreme Court for the years 1992 through 2018 (the last year for which complete statistics were available at the initiation of this study). Historical population figures were obtained from the Weldon-Cooper Center for Public Service. Future population projections for James City County were obtained from the Hampton Roads Planning District Commission by means of James City County Planning Department. Future population projections for the City of Williamsburg were obtained from the Weldon-Cooper Center for Public Service. Three different models were then utilized to develop forecasts of case filing trends through 2038, as follows:

Linear Trend

This approach uses a formula called linear regression to project a linear trend of future case filings based on year-to-year changes in the past. It is based on the assumption that the historical trend in case filings will continue into the future. Population is not factored into this model.

Fixed Ratio of Case Filings to Population

This model projects future case filings on the assumption that they will maintain a fixed ratio to population, i.e., that the number of filings per 1,000 population will remain constant over time. Projected filings increase or decrease in direct proportion to the projected population change. The ratio used for this analysis is the average number of filings per 1,000 populations for the years 1992 through 2018.

Changing Ratio of Case Filings to Population

The changing ratio model is a combination of the first two models. It is based on how the number of case filings per 1,000 population has changed over time. A trend in the ratio of filings to population is first projected by linear regression. The projected future ratio for each year is then applied to the projected population for the corresponding year in order to forecast case filings.

Analysis of Case Filing Projections

The accuracy of any future projection model should be considered progressively less reliable for projections farther into the future. In addition to changes in population, changes in law enforcement staffing or priorities, new legislation, the rate of commercial development, and demographic trends can have a significant impact on court case filings. Such factors are not entirely predictable. Furthermore, each projection model is based on different assumptions that may or may not prove to be accurate. In fact, depending on case filing history, the projections resulting from one or more models can be obviously unrealistic. For example, the city and county's population is expected to grow significantly during the coming years, but at a lower rate than in the past. As a result, the Linear Trend, which does not factor in population changes, may not be a reliable indicator of future case filings because population growth in the future is expected to be lesser than in the past. As a result, this model may not be considered viable as the sole predictor of future case filings. Once such issues are identified and taken into account, the analysis as a whole is useful as a tool for estimating future case filings and resulting space needs. Exhibits supporting the below findings can be found following the General Conclusions. The exhibits consist of the case filing projections, a summary of findings, analysis of judges and courtrooms required, and a graph of the projected case filing trends for each of the three courts – Circuit, General District, and Juvenile and Domestic Relations (J&DR).

Circuit Court Case Filings

For the Williamsburg James City County (WJCC) Circuit Court, the linear trend method indicates that the new case filings will increase 32% from 2018 to 2038, to approximately 150% of the statewide average annual number of cases commenced per judge. With an estimated 38% increase in population from the year 2018 to 2038, it is likely that the number of case filings could increase at a higher rate than that projected by the Linear Trend method. Utilizing the fixed ratio to county population method, the Circuit Court case load is projected to increase by 73% between 2018 and 2038. This is due to a projected increase in population and a historically higher average number of case filings. At this rate of growth, the 2038 caseload would be more than double the current statewide average per judge. Utilizing the changing ratio to county population method, the Circuit Court case load is projected to increase by 9% between 2018 and 2038. This is due to the relatively level caseload history concurrent with the population that experienced substantial growth. That is the number of case filings per capita has decreased over time. Averaging the three models yields an increase in case filings of 38%, roughly equivalent to the anticipated population increase, and a year 2038 case filing total of 3017 which is well below twice the average case filings per judge that could be accommodated by the two existing circuit courtrooms. It is believed the two existing courtrooms should be sufficient to serve the Circuit Court's needs through the year 2038 and beyond.

General District Court Case Filings

As with the Circuit Court, the linear trend model for case filings for the General District Court projects increasing case filings, but the 2% increase is far less than the projected increase in population. This does not appear to be a reasonable assumption. Reexamining the caseload trend and projecting growth parallel to the growth of the population, the number of projected cases in 2038 would be more than double the year 2018 number case filings for a total increase of 117% from 2018 to 2038. This is due again to the recent drop off in case filings while experiencing an increase in population. The changing ratio to population method, which places greater emphasis on any trend differences in case filings per capita, projects a considerably lower case filing total for year 2038 than 2018 which again is not anticipated. Averaging the three models yields an increase in case filings of 19%, roughly equivalent to the half the anticipated population increase, and a year 2038 case filing total of 21,533 which is slightly below average case filings per judge based on averaging the number of case filing per General District Court judge for Williamsburg-James City County, the 9th Judicial District and statewide for 2018. It is believed the two existing courtrooms should be sufficient to serve the General District Court's needs through the year 2038 and beyond. Based on how close the projected number of case filings is to the threshold for the average number of case filings per judge and over the average case filing per judge in Williamsburg James City County it is recommended that two courtrooms remain designated for the General District Courts use.

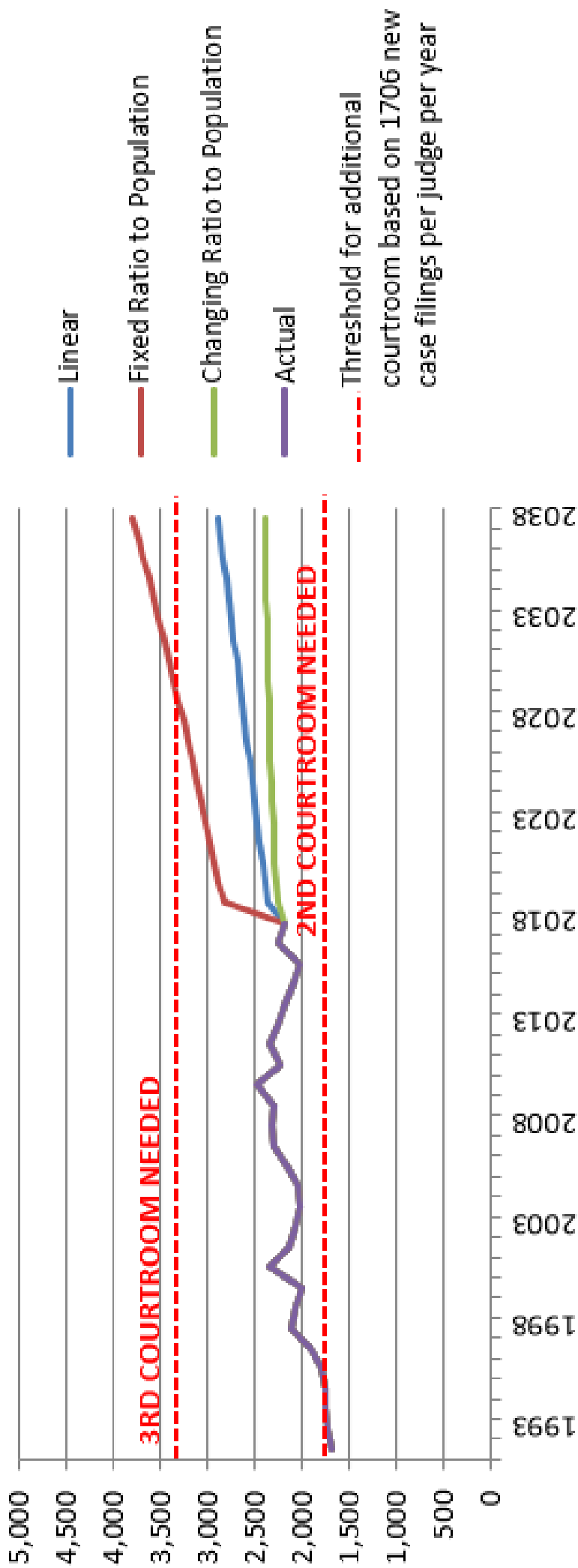
Juvenile and Domestic Relations (J&DR) District Court Case Filings

The J&DR Court has experienced both growth and reduction in case filings over the past 27 years (1992-2018). From a case filing total of 2971 in year 1992, case filing increased to 4860 by year 2002 and then experienced decline to a year 2018 case filing total of 3770. Looking into the future, the linear trend method projects an increase in case filings of two percent by year 2038. Reexamining the caseload trend and projecting growth parallel to the growth of the population, the number of projected case filings in year 2038 would be almost double the year 2018 number case filings for a total increase of 93% from 2018 to 2038. This is due to the recent drop off in case filings while experiencing an increase in population. The changing ratio to population method, which places greater emphasis on any trend differences in case filings per capita, indicates fewer case filings for year 2038 than 2018 which is not anticipated. Averaging the three models yields an increase in case filings of 28%, and a year 2038 case filing total of 4,826 which is about 25% more than average case filings per judge based on averaging the number of case filing per J&DR Court judge for Williamsburg-James City County, the 9th Judicial District and statewide for 2018. It is believed the single existing courtroom and existing hearing room should be sufficient to serve the J&DR Court's needs through the year 2038 and beyond. Use of a General District courtroom may also be anticipated to meet the case filing demands when the hearing room is not adequate to serve the J&DR Court's needs on a particular case. This sharing of the General District courtroom would need to be coordinated with the General District Court's docket schedule and needs.

General Conclusions

The existing five courtroom and single hearing room arrangement shared by the three courts has been adequate to date and is anticipated to be adequate in the future. Five courtrooms should be able to meet the County's needs through the year 2038, but growth in the J&DR case filings may require that this court share one of the General District courtrooms in addition to using the existing hearing room. The need for this second courtroom for the J&DR Court and the frequency of its use will need to be closely coordinated with the General District Court if it also experiences any growth in case filings.

WILLIAMSBURG - JAMES CITY COUNTY CIRCUIT COURT CASE FILING
TRENDS



WILLIAMSBURG - JAMES CITY COUNTY COURTS CASE FILING TRENDS

CIRCUIT COURT																							
2018				2023				2028				2033				2038							
Based on 2018 Average Case Filings per Judge in Williamsburg-James City County(WJCC) (1.2 Judges)				Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required			
Average WJCC				1,538																			
Linear				2,466		1.6		2		2,599		1.7		2		2,740		1.8		2			
Fixed Ratio to Population				3,006		2.0		2		3,249		2.1		3		3,507		2.3		3			
Changing Ratio to Population				2,299		1.5		2		2,338		1.5		2		2,366		1.5		2			
Based on 2014 Average Case Filings per Judge in 9th Circuit (4 Judges)				Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required			
Average 9th Circuit				1,729																			
Linear				2,466		1.4		2		2,599		1.5		2		2,740		1.6		2			
Fixed Ratio to Population				3,006		1.7		2		3,249		1.9		2		3,507		2.0		3			
Changing Ratio to Population				2,299		1.3		2		2,338		1.4		2		2,366		1.4		2			
Based on 2014 Average Case Filings per Judge Statewide (160 Judges)				Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required			
Average Statewide				1,851																			
Linear				2,466		1.3		2		2,599		1.4		2		2,740		1.5		2			
Fixed Ratio to Population				3,006		1.6		2		3,249		1.8		2		3,507		1.9		3			
Changing Ratio to Population				2,299		1.2		2		2,338		1.3		2		2,366		1.3		2			
Average of 2018 Williamsburg-James City County, 2014 9th Circuit, and 2014 State case filings per Judge				Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required		Case Filings		Judges		Courtrooms Required			
Average of 2018 Williamsburg-James City County, 2014 9th Circuit, and 2014 State case filings per Judge				1,706																			
Case Filings for Planning				1,706		2,590		1.5		2		2,728		1.6		2		2,871		1.7		2	
								</															

WILLIAMSBURG - JAMES CITY COUNTY CIRCUIT COURT CASE FILING TRENDS

CITY+COUNTY POPULATION	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2023	2028	2033	2038
49,200	50,500	51,900	53,300	55,000	55,900	57,800	59,200	60,100	62,698	64,785	66,802	69,198	71,580	73,879	75,912	77,367	78,755	81,130	83,130	84,049	85,124	86,204	88,185	89,044	90,126	91,020	99,752	107,793	116,393	125,612	

LINEAR	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2023	2028	2033	2038
Civil, General District Appeals	35	40	57	72	50	42	44	55	52	52	37	48	27	50	42	31	37	36	34	23	32	48	12	0	12	7	15	8	0	0	0
Civil, Other Law	390	364	360	400	332	334	315	304	277	296	299	280	274	307	410	461	501	582	622	585	539	547	504	528	271	369	311	506	536	566	596
Civil, Divorce	242	241	260	227	254	232	207	244	208	238	262	232	216	238	249	241	254	246	277	244	250	261	238	238	269	235	268	256	260	263	267
Civil, Other Equity	151	171	164	144	168	142	156	183	181	176	180	179	30	20	34	22	34	22	16	28	23	21	18	22	33	37	40	0	0	0	0
Civil, J&DR Appeals	27	27	37	35	39	31	42	28	40	43	65	45	36	34	58	34	22	26	34	33	36	50	51	57	67	76	81	59	64	69	73
Total Civil Filings	845	843	878	843	804	767	721	819	822	801	742	801	742	801	765	811	860	908	978	915	877	913	842	839	642	724	715	829	860	898	935
Criminal, Class 1&2 Felony	21	0	0	0	5	19	13	16	19	13	3	13	3	10	11	13	13	8	33	9	0	0	0	0	0	0	3	5	4	3	0
Criminal, Other Felony	251	533	507	513	655	643	643	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659
Criminal, Misdemeanors	251	533	507	513	655	643	643	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659	659
Total Criminal Filings	833	868	873	860	947	1090	1330	1284	1276	1512	1298	1269	1281	1222	1398	1463	1441	1393	1495	1308	1463	1320	1363	1243	1380	1513	1465	1636	1739	1842	1944
Grand Total Filings	1678	1711	1751	1738	1740	1854	2095	2071	1997	2331	2120	2070	2023	2032	2163	2294	2301	2391	2470	2223	2340	2233	2175	2082	2022	2237	2184	2468	2598	2740	2881

FIXED RATIO OF CASE FILINGS TO POPULATION	Case Filings Per 1,000 Population																													
	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Avg	
New Filings	0.71	0.79	1.10	1.35	0.91	0.75	0.83	0.87	0.83	0.57	0.72	0.39	0.70	0.57	0.41	0.48	0.46	0.42	0.28	0.38	0.56	0.14	0.00	0.13	0.08	0.16	0.37	0.62	0.67	0.72
Civil, General District Appeals	7.83	7.21	6.94	7.50	6.04	5.97	5.45	5.14	4.61	4.72	4.62	4.19	3.96	4.29	5.55	6.07	6.48	7.39	7.67	7.04	6.41	6.43	5.85	5.99	3.04	4.09	3.42	5.70	5.69	6.15
Civil, Other Law	4.82	4.77	5.01	4.26	4.62	4.15	3.58	4.12	3.68	3.80	4.04	3.47	3.12	3.33	3.37	3.17	3.28	3.41	3.94	3.27	3.07	2.64	2.70	3.02	2.61	2.94	3.35	3.54	3.83	4.13
Civil, Divorce	3.07	3.39	3.16	2.70	3.05	2.81	2.91	2.40	2.60	3.08	2.79	2.63	2.60	2.50	0.41	0.26	0.44	0.28	0.44	0.35	0.27	0.25	0.24	0.20	0.41	0.44	0.62	1.62	1.63	1.69
Civil, J&DR Appeals	0.55	0.53	0.71	0.66	0.71	0.70	0.54	0.71	0.47	0.64	0.66	0.97	0.65	0.50	0.46	0.76	0.44	0.28	0.32	0.41	0.39	0.42	0.58	0.58	0.64	0.84	0.89	0.56	0.55	0.54
Total Civil Filings	17.17	16.69	16.92	16.47	15.33	14.38	13.24	13.29	12.90	13.06	12.69	11.99	10.72	11.32	10.35	10.68	11.12	11.53	12.02	11.01	10.43	10.73	9.42	9.51	7.21	8.03	7.68	12.04	12.01	12.96
Criminal, Class 1&2 Felony	0.43	0.00	0.00	0.00	0.02	0.09	0.05	0.32	0.22	0.26	0.29	0.19	0.04	0.11	0.14	0.14	0.17	0.17	0.10	0.40	0.11	0.00	0.00	0.00	0.00	0.00	0.12	12	13	14
Criminal, Other Felony	11.20	10.59	11.31	10.94	11.51	11.41	11.54	14.58	12.94	11.28	13.38	8.35	8.58	11.06	10.15	11.91	12.46	10.91	10.49	10.37	8.08	9.51	7.67	8.83	7.47	8.42	9.12	9.06	10.45	10.42
Criminal, Misdemeanors	5.30	6.59	5.51	5.20	5.29	7.87	8.37	8.43	9.73	10.48	11.39	10.22	7.41	6.82	6.88	6.83	7.55	6.91	7.96	7.25	7.79	7.84	6.88	6.62	7.08	7.67	7.08	7.52	7.51	8.11
Total Criminal Filings	16.93	17.19	16.82	16.14	17.22	19.50	23.01	21.69	21.23	24.12	20.04	19.00	18.51	17.08	18.92	19.54	18.63	17.56	18.43	15.73	17.41	15.51	14.10	15.50	16.79	15.14	18.09	19.50	21.06	22.73
Grand Total Filings	34.11	33.88	33.74	32.61	32.55	33.88	35.25	34.98	33.23	37.18	32.72	30.99	29.23	28.40	29.28	30.22	29.74	29.09	30.45	26.74	28.23	25.23	23.61	22.71	24.82	23.99	30.14	30.00	32.49	35.07

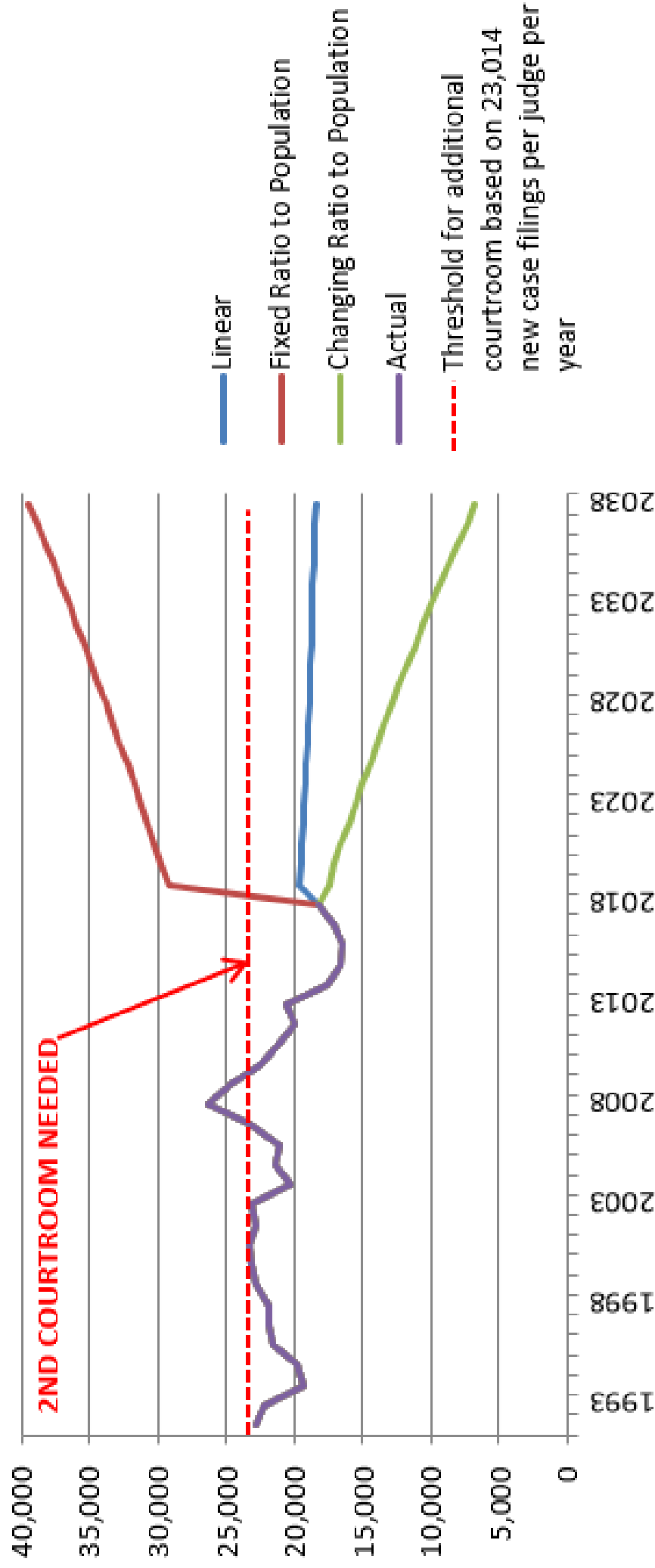
CHANGING RATIO OF CASE FILINGS TO POPULATION																																			
Case Filings Per 1,000 Population																																			
	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2028	2033	2038
New Filings	0.71	0.79	1.10	1.35	0.91	0.75	0.76	0.83	0.87	0.83	0.57	0.72	0.39	0.70	0.57	0.41	0.48	0.46	0.42	0.28	0.38	0.56	0.14	0.00	0.13	0.08	0.16	0.57	0.72	0.67	0.72	0.60	0.60	0.60	0.60
Civil, General District Appeals	7.83	7.21	6.94	7.50	6.04	5.97	5.45	5.14	4.61	4.72	4.62	4.19	3.96	4.29	5.55	6.07	6.48	7.39	7.67	7.04	6.41	6.43	5.85	5.99	3.04	4.09	3.42	5.70	5.69	6.15	6.64	7.16	7.65	8.14	8.63
Civil, Other Law	4.82	4.77	5.01	4.26	4.62	4.15	3.58	4.12	3.68	3.80	4.04	3.47	3.12	3.33	3.37	3.17	3.28	3.41	3.94	3.27	3.07	2.64	2.70	3.02	2.61	2.94	3.35	3.54	3.83	4.13	4.46	4.79	5.12	5.45	
Civil, Divorce	3.07	3.39	3.16	2.70	3.05	2.81	2.91	2.40	2.60	3.08	2.79	2.63	2.60	2.50	0.41	0.26	0.44	0.28	0.40	0.35	0.27	0.25	0.21	0.25	0.37	0.41	0.44	0.62	1.62	1.63	1.69	2.04	2.37	2.70	
Civil, J&DR Appeals	0.55	0.53	0.71	0.66	0.71	0.70	0.54	0.71	0.47	0.64	0.66	0.97	0.65	0.50	0.46	0.76	0.44	0.28	0.32	0.41	0.39	0.42	0.58	0.58	0.64	0.84	0.89	0.56	0.55	0.54	0.53	0.53	0.53	0.53	
Total Civil Filings	17.17	16.59	16.92	16.47	15.33	14.38	13.24	13.29	12.90	13.06	12.69	11.99	10.72	11.32	10.35	10.68	11.12	11.53	12.02	11.01	10.43	10.73	9.42	9.51	7.21	8.03	7.68	12.04	12.01	12.96	14.02	15.15	16.28	17.41	
Criminal, Class 1&2 Felony	0.43	0.00	0.00	0.00	0.02	0.09	0.05	0.32	0.22	0.26	0.29	0.19	0.04	0.11	0.14	0.14	0.17	0.17	0.10	0.40	0.11	0.00	0.00	0.00	0.00	0.00	0.12	12	13	14	15	16	17	18	
Criminal, Other Felony	11.20	10.59	11.31	10.94	11.91	11.54	14.58	12.94	11.28	13.38	8.35	8.58	11.06	10.15	11.91	12.46	10.91	10.49	10.37	8.08	9.51	7.67	8.83	7.47	8.42	9.12	9.06	10.42	11.26	12.16	13.12	14.08	15.04	16.00	
Criminal, Misdemeanors	5.30	6.59	5.51	5.20	5.29	7.87	8.37	8.43	9.73	10.48	11.39	10.22	7.41	6.82	6.88	6.83	7.55	6.91	7.96	7.25	7.79	7.84	6.88	6.62	7.08	7.67	7.08	7.51	8.11	8.76	9.45	10.14	10.83	11.52	
Total Criminal Filings	16.93	17.19	16.82	16.14	17.22	19.50	23.01	21.69	21.23	24.12	20.04	19.00	18.51	17.08	18.92	19.54	18.63	17.56	18.43	15.73	17.41	15.51	15.51	14.10	15.50	16.79	15.14	18.09	19.50	21.06	22.73	24.43	26.17	27.92	
Grand Total Filings	34.11	33.88	33.74	32.61	32.55	33.88	35.25	34.98	33.23	37.18	32.72	30.99	29.23	28.40	29.28	30.22	29.74	29.09	30.45	26.74	28.23	25.23	23.61	22.71	24.82	23.99	30.14	30.00	32.49	35.07	37.86	40.65	43.44	46.23	

Total Case Filings	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2023	2028	2033	2038
New Filings	35	40	57	72	50	42	44	55	52	52	37	48	27	50	42	31	37	36	34	23	32	48	12	0	12	7	15	8	0	0	0
Civil, General District Appeals	390	364	360	400	332	334	315	304	277	296	299	280	274	307	410	461	501	582	622	585	539	547	504	528	271	369	311	463	468	471	471
Civil, Other Law	242	241	260	227	254	232	207	244	208	238	262	232	216	238	249	241	254	246	277	244	250	261	238	238	269	235	268	209	182	150	111
Civil, Divorce	151	171	164	144	168	142	156	183	181	176	180	179	30	20	34	22	34	22	34	22	31	18	22	33	37	40	0	0	0	0	0
Civil, Other Equity	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58	63	67	65
Civil, JUDR Appeals	27	27	37	35	38	39	31	42	28	40	43	35	34	35	34	38	34	33	35	35	35	30	31	37	35	61	56	58</			

CIRCUIT COURT CASE FILINGS

	Actual				Projected				Projected Change 2018 - 2038
	1992	2005	2018		2023	2028	2033	2038	
City/County Population	49,200	71,560	91,020		101,288	107,793	116,383	125,612	38%
Case Filings									
Linear Trend	1,678	2,032	2,184		2,492	2,599	2,740	2,881	32%
Fixed Ratio to County Population	1,678	2,032	2,184		3,052	3,249	3,507	3,786	73%
Changing Ratio to County Population	1,678	2,032	2,184		2,307	2,338	2,366	2,386	9%
Average of three models					2,617	2,728	2,871	3,017	38%
Average of Linear Trend and Changing Ratio Models					2,400	2,468	2,553	2,633	21%
Average Case Filings per year per judge for Williamsburg-James City County (1.2 judges) (2018)			1,538						
Average Case Filings per Judge 9th Judicial Circuit (4 judges) (2014)			1,729						
Average Case Filings per Judge Statewide (152 judges) (2014)			1,851						
Average Case Filings per Judge for Planning			1,706						

WILLIAMSBURG - JAMES CITY COUNTY GENERAL DISTRICT COURT CASE FILING TRENDS



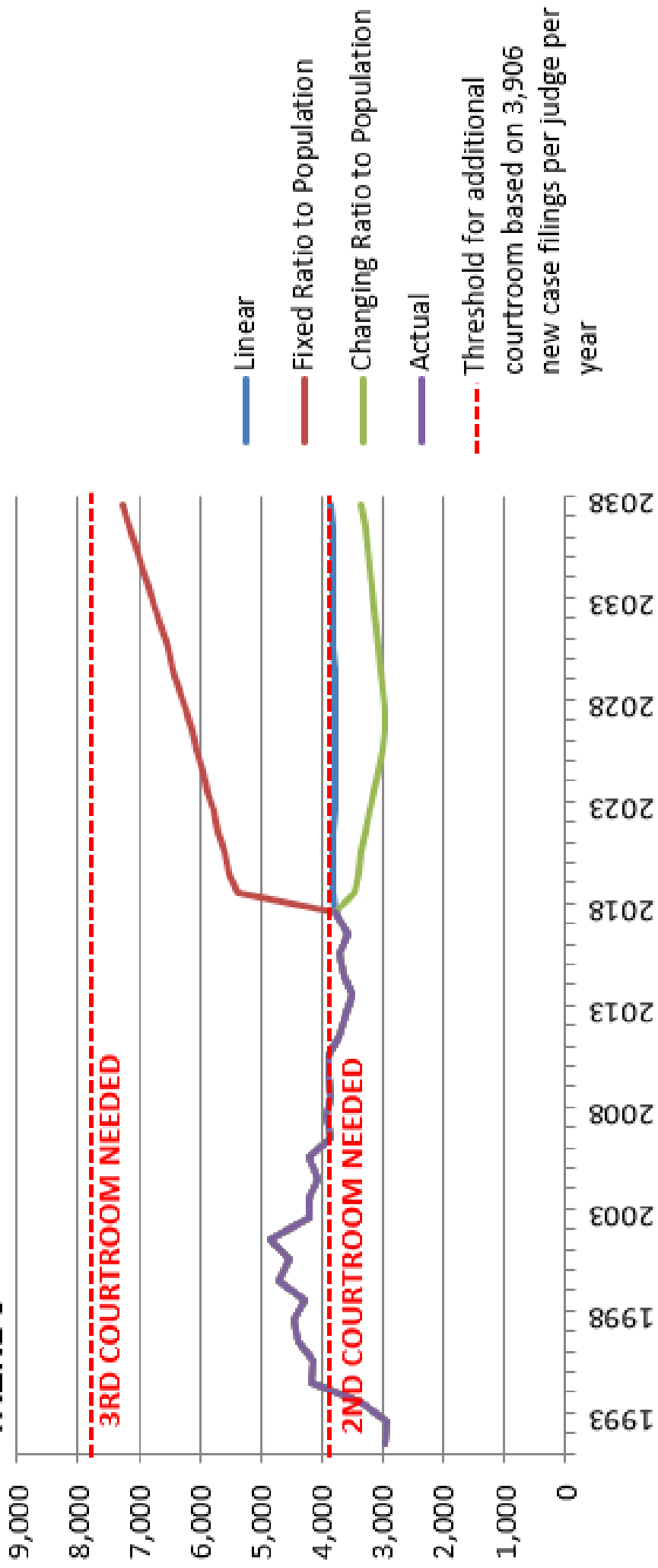
WILLIAMSBURG - JAMES CITY COUNTY COURTS CASE FILING TRENDS

GENERAL DISTRICT COURT	2018			2023			2028			2033			2038		
				Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required
Based on 2018 Average Case Filings per Judge in Williamsburg-James City County(WJCC) (0.9 Judges)															
Average WJCC			20,169												
Linear				19,265	1.0	1	18,917	0.9	1	18,671	0.9	1	18,426	0.9	1
Fixed Ratio to Population				31,271	1.6	2	33,791	1.7	2	36,484	1.8	2	39,377	2.0	2
Changing Ratio to Population				15,551	0.8	1	12,881	0.6	1	9,965	0.5	1	6,795	0.3	1
Based on 2018 Average Case Filings per Judge in 9th District (3 judges)															
Average 9th District			25,652												
Linear				19,265	0.8	1	18,917	0.7	1	18,671	0.7	1	18,426	0.7	1
Fixed Ratio to Population				31,271	1.2	2	33,791	1.3	2	36,484	1.4	2	39,377	1.5	2
Changing Ratio to Population				15,551	0.6	1	12,881	0.5	1	9,965	0.4	1	6,795	0.3	1
Based on 2018 Average Case Filings per Judge Statewide (120 judges)															
Average Statewide			23,220												
Linear				19,265	0.8	1	18,917	0.8	1	18,671	0.8	1	18,426	0.8	1
Fixed Ratio to Population				31,271	1.3	2	33,791	1.5	2	36,484	1.6	2	39,377	1.7	2
Changing Ratio to Population				15,551	0.7	1	12,881	0.6	1	9,965	0.4	1	6,795	0.3	1
Average of 2018 WJCC, 2018 9th District, and 2018 State case filings per judge															
			23,014												
Case Filings for Planning			23,014	22,029	1.0	1	21,863	0.9	1	21,707	0.9	1	21,533	0.9	1

GENERAL DISTRICT COURT CASE FILINGS

	Actual				Projected				Projected Change 2018 - 2038
	1992	2005	2018		2023	2028	2033	2038	
City/County Population	49,200	71,560	91,020		99,752	107,793	116,383	125,612	38%
Case Filings									
Linear Trend	22,823	21,338	18,152		19,265	18,917	18,671	18,426	2%
Fixed Ratio to County Population	22,823	21,338	18,152		31,271	33,791	36,484	39,377	117%
Changing Ratio to County Population	22,823	21,338	18,152		15,551	12,881	9,965	6,795	-63%
Average of three models					22,029	21,863	21,707	21,533	19%
Average Case Filings per year per judge for Williamsburg-James City County (0.9 judges) (2018)			20,169						
Average Case Filings per Judge 9th District (3 Judges) (2018)			25,652						
Average Case Filings per Judge Statewide (119 Judges) (2018)			23,220						
Average Case Filings per Judge for Planning			23,014						

WILLIAMSBURG - JAMES CITY COUNTY J&DR COURT CASE FILING TRENDS



WILLIAMSBURG - JAMES CITY COUNTY COURTS CASE FILING TRENDS

J&DR DISTRICT COURT															
	2018			2023			2028			2033			2038		
	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required	Case Filings	Judges	Courtrooms Required
Based on 2018 Average Case Filings per Judge in Williamsburg-James City County(WJCC) (1.0 Judges)															
Average WJCC	3,770														
Linear	3,796	1.0	2	3,789	1.0	2	3,815	1.0	2	3,842	1.0	2	3,842	1.0	2
Fixed Ratio to Population	5,778	1.5	2	6,244	1.7	2	6,742	1.8	1	7,276	1.9	2	7,276	1.9	2
Changing Ratio to Population	3,211	0.9	1	2,958	0.8	1	3,131	0.8	1	3,360	0.9	1	3,360	0.9	1
Based on 2018 Average Case Filings per Judge in 9th District (3 Judges)															
Average 9th District	4,212														
Linear	3,796	0.9	1	3,789	0.9	1	3,815	0.9	1	3,842	0.9	1	3,842	0.9	1
Fixed Ratio to Population	5,778	1.4	2	6,244	1.5	2	6,742	1.6	2	7,276	1.7	2	7,276	1.7	2
Changing Ratio to Population	3,211	0.8	1	2,958	0.7	1	3,131	0.7	1	3,360	0.8	1	3,360	0.8	1
Based on 2018 Average Case Filings per Judge Statewide (119 Judges)															
Average Statewide	3,737														
Linear	3,796	1.0	2	3,789	1.0	2	3,815	1.0	2	3,842	1.0	2	3,842	1.0	2
Fixed Ratio to Population	5,778	1.5	2	6,244	1.7	2	6,742	1.8	2	7,276	1.9	2	7,276	1.9	2
Changing Ratio to Population	3,211	0.9	1	2,958	0.8	1	3,131	0.8	1	3,360	0.9	1	3,360	0.9	1
Average of 2018 WJCC, 2018 9th District, and 2018 State case filings per judge															
Average of 2018 WJCC, 2018 9th District, and 2018 State case filings per judge	3,906														
Case Filings for Planning	3,906														
	4,262	1.1	2	4,331	1.1	2	4,563	1.2	2	4,826	1.2	2	4,826	1.2	2

WILLIAMSBURG - JAMES CITY COUNTY J&DR DISTRICT COURT CASE FILING TRENDS

CITY/COUNTY POPULATION	1982	1983	1984	1985	1986	1987	1988	1989	1990	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	49,200	50,500	51,900	53,300	55,000	56,800	58,800	60,100	62,688	64,786	66,802	68,188	69,186	71,560	73,879	76,912	77,367	78,755	81,130	83,130	84,049	85,124	86,204	88,185	89,644	90,126	91,020	

LINEAR	1982	1983	1984	1985	1986	1987	1988	1989	1990	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Juvenile Traffic	360	346	347	346	320	367	334	397	411	488	491	374	353	310	271	302	253	216	214	171	131	117	109	96	85	80	89	
Juvenile Delinquency (DF/DM)	644	639	590	609	733	675	638	687	768	895	859	829	742	723	723	640	723	723	564	596	539	382	450	333	469	433	343	271
Juvenile Custody/Violation	635	566	708	822	1024	1151	1135	1200	1512	1374	1294	1218	1188	1235	1348	1421	1402	1379	1390	1428	1461	1307	971	1039	1170	1070	1113	
Juvenile Abuse/Neglect	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	39	26	18	29	
Juvenile Status/Other	84	118	155	281	291	197	271	139	186	146	131	129	176	132	133	112	89	82	109	109	102	151	510	469	448	447	411	
Total Juvenile	1723	1688	1800	2058	2376	2390	2378	2423	2877	2713	2775	2550	2459	2404	2392	2408	2467	2231	2259	2247	2056	2025	1983	2112	2162	1956	1913	
Adult Criminal Misdemeanor	332	410	533	793	437	575	547	478	447	450	489	423	502	484	500	362	391	433	384	571	415	433	422	409	422	409	422	
Adult Criminal Felony	71	57	92	131	121	138	142	139	120	98	129	151	170	142	162	223	165	180	171	184	143	185	187	176	120	285	220	
Adult Capias	278	353	352	451	549	497	604	514	442	476	639	463	521	456	535	364	351	418	459	356	348	449	109	111	94	146	130	
Adult Show Cause	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	318	262	345	372	265	
Adult Civil Support	566	453	577	740	593	780	775	711	840	791	828	672	613	580	596	533	559	547	581	560	560	520	250	282	324	322	291	
Adult Prot Order - Fam Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	92	77	77	103	103	
Adult Other	1	2	1	1	14	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	183	198	119	108	385	
Total Adult (Domestic)	1248	1275	1555	2116	1774	1992	2068	1842	1849	1816	2085	1648	1765	1671	1801	1431	1464	1621	1589	1630	1658	1528	1537	1655	1623	1857	1857	
Total Adult Filings	2971	2943	3355	4174	4150	4382	4446	4285	4726	4529	4880	4198	4224	4078	4193	3839	3931	3852	3888	3877	3706	3593	3511	3649	3717	3581	3770	

Case Filings Per 1,000 Population	FIXED RATIO OF CASE FILINGS TO POPULATION																															
	1982	1983	1984	1985	1986	1987	1988	1989	1990	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Avg			
New Filings	7.32	6.85	6.59	6.43	5.82	5.37	5.78	6.71	6.84	7.94	7.84	5.50	5.50	5.10	4.36	3.67	3.96	3.27	2.74	2.51	2.06	1.35	1.37	1.26	1.09	0.89	0.98	4.29	2038			
Juveniles Traffic	13.09	12.65	11.57	11.49	13.53	12.06	11.04	16.00	12.78	11.06	13.25	12.41	10.72	10.16	8.66	9.52	8.73	7.03	5.35	4.46	4.31	5.28	5.38	5.28	5.32	4.96	3.81	2.98	9.10	2038		
Juveniles Delinquency (DF/DM)	12.91	12.65	12.08	12.04	15.02	13.62	12.58	19.54	12.67	23.16	21.91	18.27	17.12	17.02	16.23	16.74	18.12	17.51	17.03	16.18	17.38	15.55	15.55	15.55	15.55	15.55	15.55	15.55	16.06	1938		
Juveniles Custody/Violation	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	1938		
Juveniles Civil Support	1.71	2.34	2.99	5.27	5.44	3.52	4.69	2.35	3.09	2.33	2.02	1.93	2.54	1.84	1.80	1.48	1.15	1.04	1.34	1.31	1.21	1.77	5.92	5.32	5.03	4.96	4.52	2.92	3.15	340		
Juveniles Other	35.02	33.03	34.68	38.61	43.20	42.76	41.14	40.93	47.87	42.73	42.83	38.17	35.54	33.59	31.72	31.89	28.33	28.34	27.03	24.46	23.79	23.00	23.95	24.28	21.73	21.02	35.08	35.63	38.47	4152		
Total Juvenile	67.5	81.2	10.27	14.88	9.04	10.29	9.46	8.07	7.44	7.18	7.55	6.33	7.25	6.76	6.77	4.77	5.05	5.50	4.73	6.42	6.79	4.88	5.02	4.79	4.59	4.68	5.09	6.96	762	812	812	
Adult Criminal Misdemeanor	1.44	1.13	1.77	2.46	2.20	2.47	2.45	2.35	2.00	1.56	1.99	1.35	1.86	2.11	2.30	1.87	2.09	2.83	2.03	2.17	2.03	2.16	1.66	2.10	2.10	1.95	2.42	2.03	203	203	203	
Adult Criminal Felony	5.65	6.99	6.78	8.46	9.88	8.89	10.45	8.68	7.35	7.59	9.86	6.93	7.53	6.37	7.24	5.19	4.54	5.31	5.66	4.28	4.14	5.27	1.26	1.26	1.06	1.62	1.43	5.92	690	638	689	
Adult Capias	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65	70	82	
Adult Show Cause	11.50	8.97	11.12	13.88	10.78	13.95	13.41	12.01	13.98	12.62	12.78	10.06	8.86	8.11	8.07	7.02	7.23	6.95	7.16	6.74	6.66	6.11	2.90	3.20	3.64	3.57	3.20	8.68	866	936	1011	1091
Adult Civil Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.87	0.86	0.85	1.13	0.18	18	19	21
Adult Prot Order - Fam Abuse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54	54	54
Adult Other	0.02	0.04	0.02	0.02	0.25	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43	46	50
Total Adult (Domestic)	25.37	25.25	29.95	38.70	32.25	35.64	35.78	31.11	30.77	28.96	32.18	24.67	25.51	23.35	23.38	18.85	18.92	20.58	19.59	19.61	18.93	18.42	17.73	17.43	17.46	18.01	20.40	24.37	24.81	2895	3174	3174
Total Adult Filings	60.39	58.28	64.64	78.31	75.45	78.39	76.92	72.04	78.64	72.24	75.02	62.84	61.04	56.94	56.76	50.57	50.81	49.91	47.92	46.54	44.09	42.21	40.73	41.38	41.74	39.73	41.42	57.33	5778	6241	6742	7276

Case Filings Per 1,000 Population																												
	1982	1983	1984	1985	1986	1987	1988	1989	1990	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
New Filings	7.32	6.85	6.89	6.49	6.49	6.57	5.78	6.71	6.84	7.94	7.38	5.90	5.70	4.33	3.67	3.98	3.27	2.74	2.51	2.06	1.95	1.37	1.26	1.09	0.93	0.89	0.98	1.00
Juvenile Traffic	13.09	12.65	11.37	11.43	13.33	12.08	11.04	11.60	12.78	11.08	13.26	12.41	10.72	10.10	8.66	9.52	8.35	7.03	7.35	6.48	4.31	3.26	3.56	3.32	4.96	3.81	2.98	1.96
Juvenile Delinquency (DF/DM)	12.91	11.18	13.64	15.42	18.62	20.59	19.64	20.27	25.16	21.91	19.97	18.23	17.17	17.28	16.25	16.74	18.12	17.51	17.13	17.18	17.38	15.35	11.26	11.78	13.14	11.87	12.23	13.92
Juvenile Custody/Violation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Juvenile Abuse or Neglect	1.71	2.34	2.99	5.27	5.44	3.52	4.69	2.35	3.09	2.33	2.02	1.93	2.54	1.84	1.80	1.48	1.15	1.04	1.04	1.34	1.31	1.21	1.77	5.92	5.32	5.03	4.96	4.52
Juvenile Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Juvenile	35.02	33.03	34.68	38.61	43.20	42.76	41.14	40.93	47.87	43.27	42.83	38.17	35.54	33.59	32.38	31.72	31.89	28.33	28.34	27.03	24.46	23.79	23.00	23.95	24.28	21.73	21.02	35.08
Adult Criminal Misdemeanor	6.75	8.12	10.27	14.88	9.04	10.29	9.46	8.07	7.44	7.18	7.55	6.33	7.25	6.76	6.77	4.77	5.05	5.50	4.73	6.42	6.79	4.88	5.02	4.79	4.59	4.68	5.09	6.96
Adult Criminal Felony	1.44	1.13	1.77	2.46	2.20	2.47	2.45	2.35	2.00	1.56	1.99	1.35	1.86	2.11	2.30	1.87	2.09	2.83	2.03	2.17	2.03	2.16	1.66	2.10	2.10	1.95	2.42	2.03
Adult Capias	5.65	6.99	6.78	8.46	9.88	8.89	10.45	8.68	7.35	7.59	9.86	6.93	7.53	6.37	7.24	5.19	4.54	5.31	5.66	4.28	4.14	5.27	1.26	1.26	1.06	1.62	1.43	5.92
Adult Show Cause	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Civil Support	11.50	8.97	11.12	13.88	10.78	13.95	13.41	12.01	13.98	12.62	12.78	10.06	8.86	8.11	8.07	7.02	7.23	6.95	7.16	6.74	6.66	6.11	2.90	3.20	3.64	3.57	3.20	8.68
Adult Prot Order - Fam Abuse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Other	0.02	0.04	0.02	0.02	0.25	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.86	0.85	1.13
Total Adult (Domestic)	25.37	25.25	29.96	38.70	32.25	35.64	35.78	31.11	30.77	28.96	32.18	24.67	25.51	23.35	23.38	18.85	18.92	20.58	19.59	19.61	19.63	18.42	17.73	17.43	17.46	18.01	20.40	24.37
Total Adult (All)	26.81	26.29	31.73	41.16	32.50	35.91	35.78	31.11	30.77	28.96	32.18	24.67	25.51	23.35	23.38	18.85	18.92	20.58	19.59	19.61	19.63	18.42	17.73	17.43	17.46	18.01	20.40	24.37
Grand Total Filings	60.39	58.28	64.64	77.31	75.45	78.40	76.92	72.04	78.64	72.24	75.02	62.84	61.05	56.94	54.76	50.67	50.81	48.91	47.92	45.64	44.09	42.47	41.38	41.74	41.97	43.03	41.42	65.85

JUVENILE AND DOMESTIC RELATIONS COURT CASE FILINGS

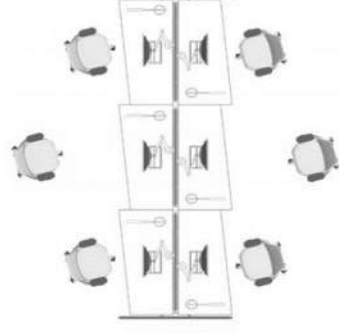
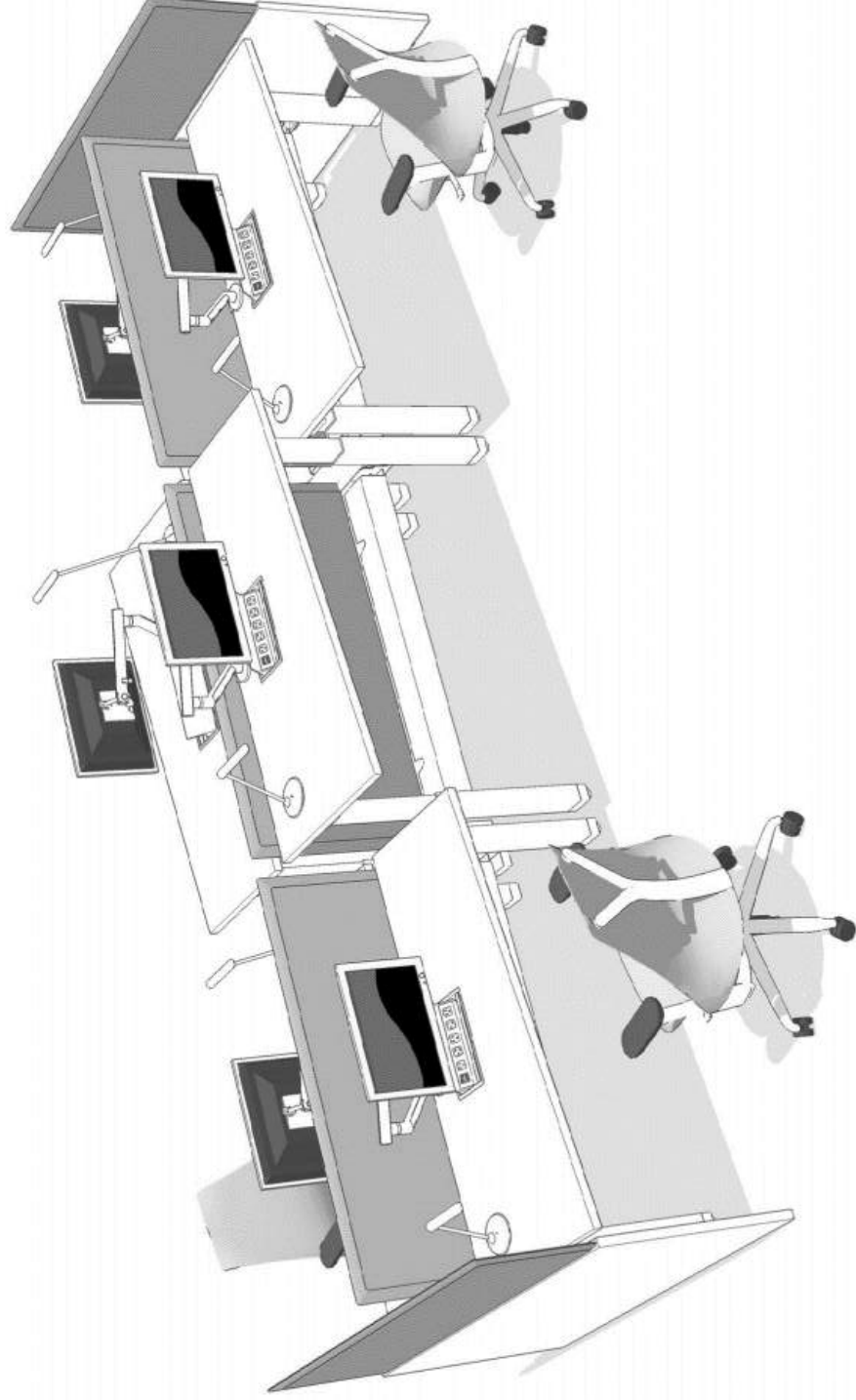
	Actual				Projected				Projected Change 2018 - 2038
	1992	2005	2018		2023	2028	2033	2038	
City/County Population	49,200	71,560	91,020		99,752	107,793	116,383	125,612	38%
Case Filings									
Linear Trend	2,971	4,075	3,770		3,796	3,789	3,815	3,842	2%
Fixed Ratio to County Population	2,971	4,075	3,770		5,778	6,244	6,742	7,276	93%
Changing Ratio to County Population	2,971	4,075	3,770		3,211	2,958	3,131	3,360	-11%
Average of three models					4,262	4,331	4,563	4,826	28%
Average Case Filings per year per judge for Williamsburg-James City County (1.0 judges) (2018)			3,770						
Average Case Filings per Judge 9th Judicial District (3 Judges) (2018)			4,212						
Average Case Filings per Judge Statewide (119 Judges) (2018)			3,737						
Average Case Filings per Judge for Planning			3,906						

Typical Office and Workstation Layouts

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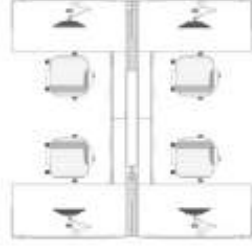
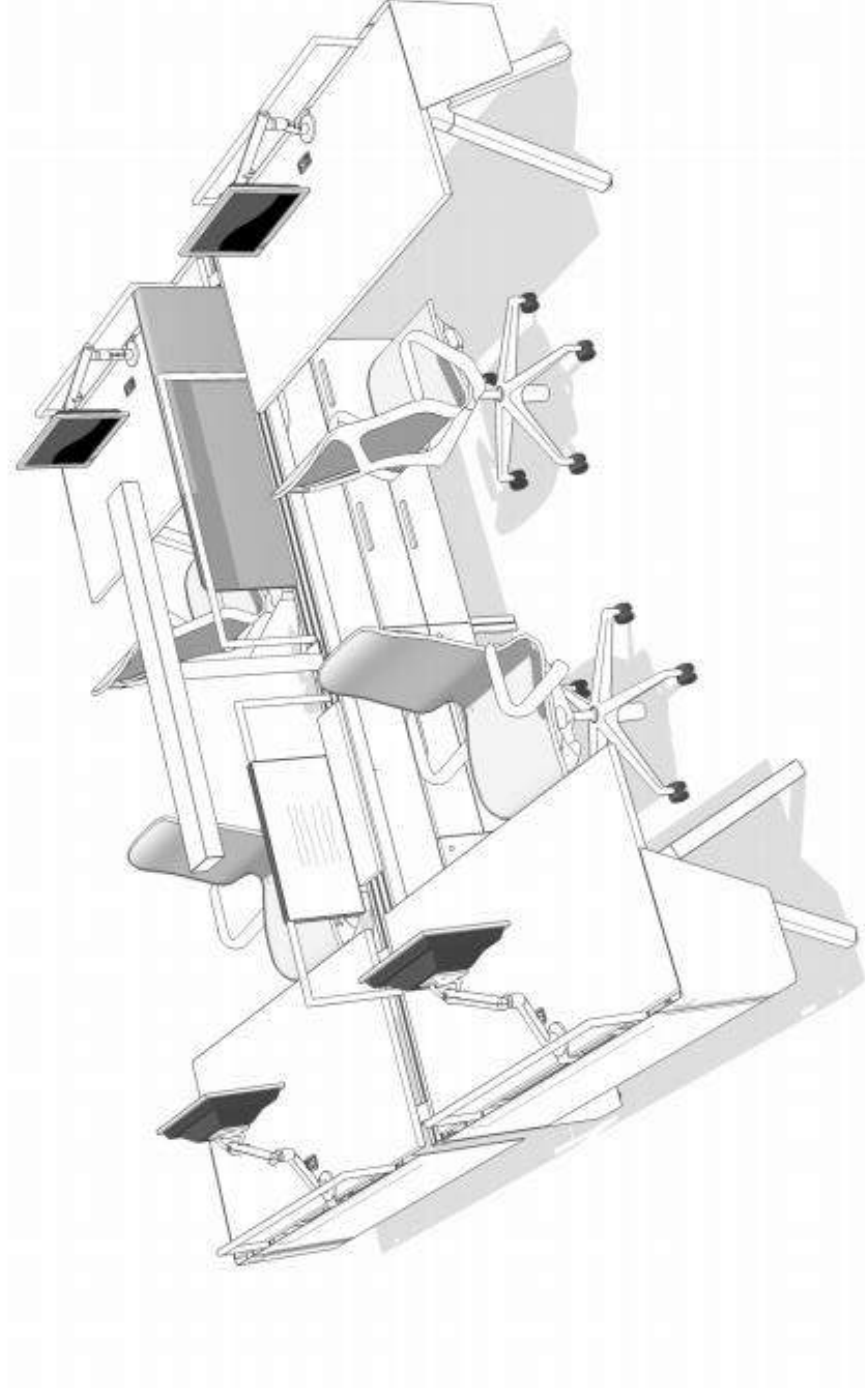
WORKSTATION | 5' x 3'

15 square feet



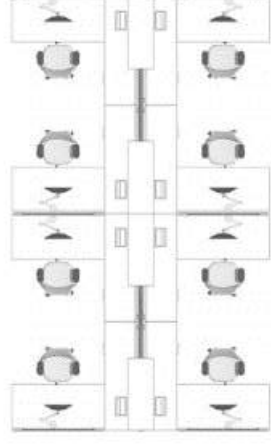
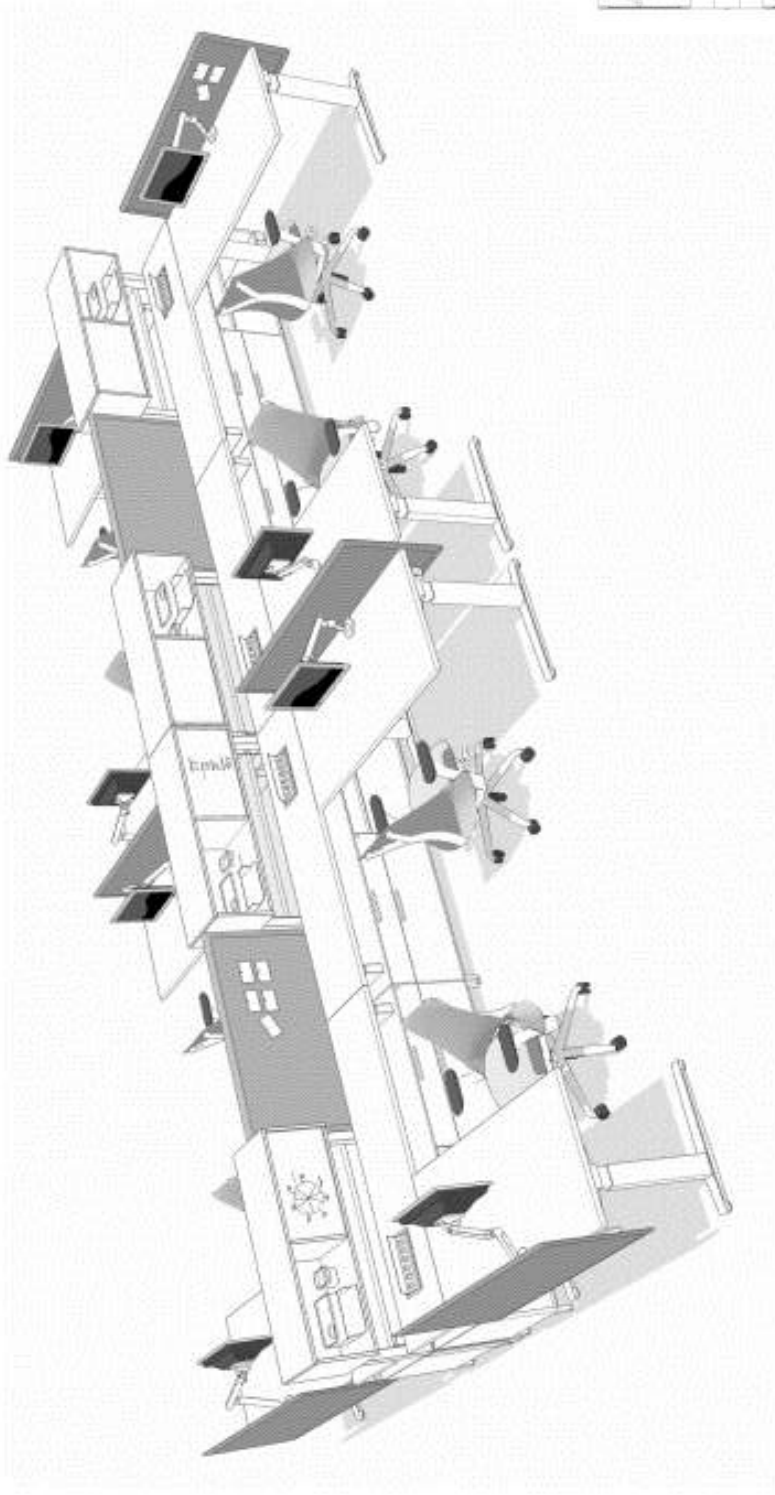
MOSELEYARCHITECTS

WORKSTATION | 5' x 5'
25 square feet



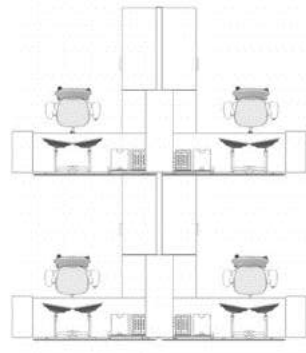
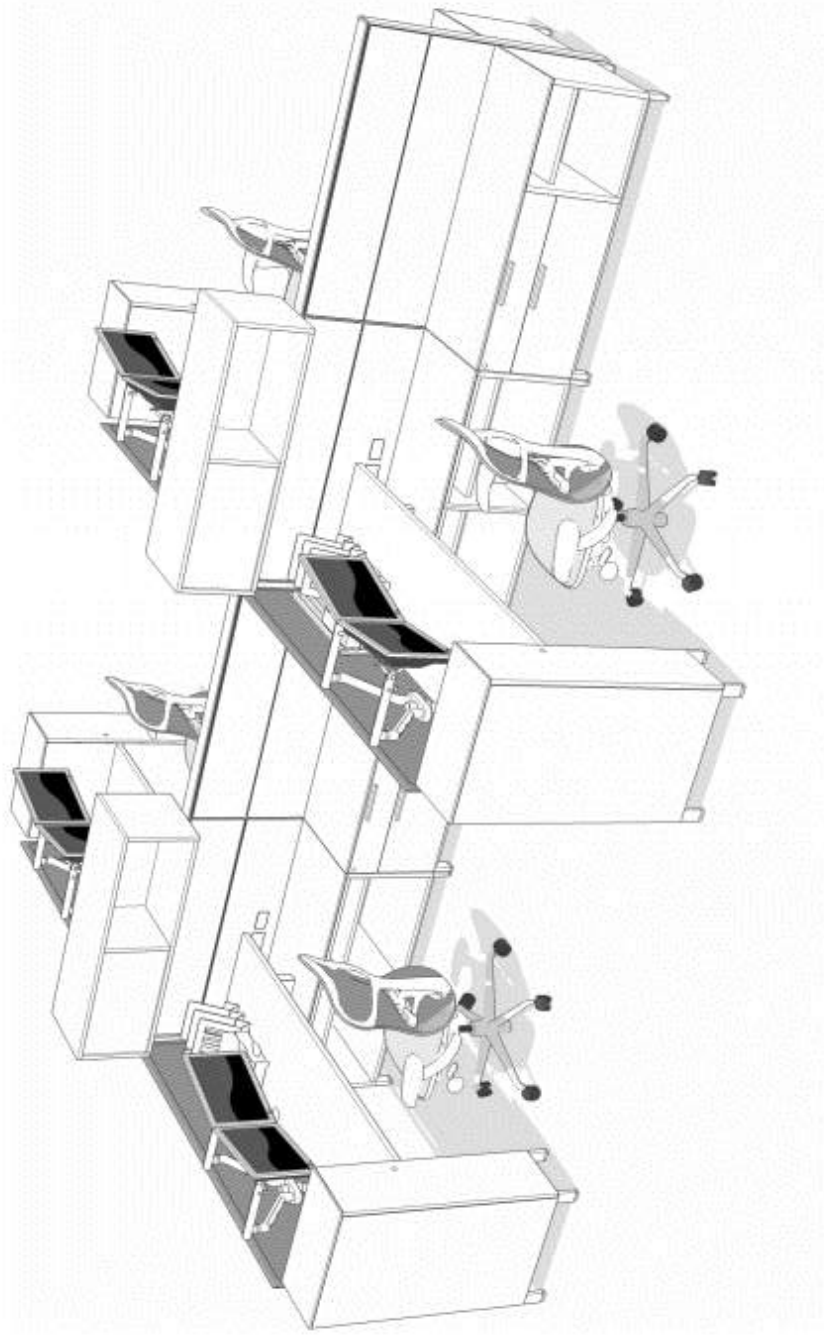
MOSELEYARCHITECTS

WORKSTATION | 6' x 6'
36 square feet



MOSELEYARCHITECTS

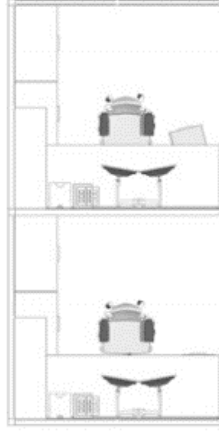
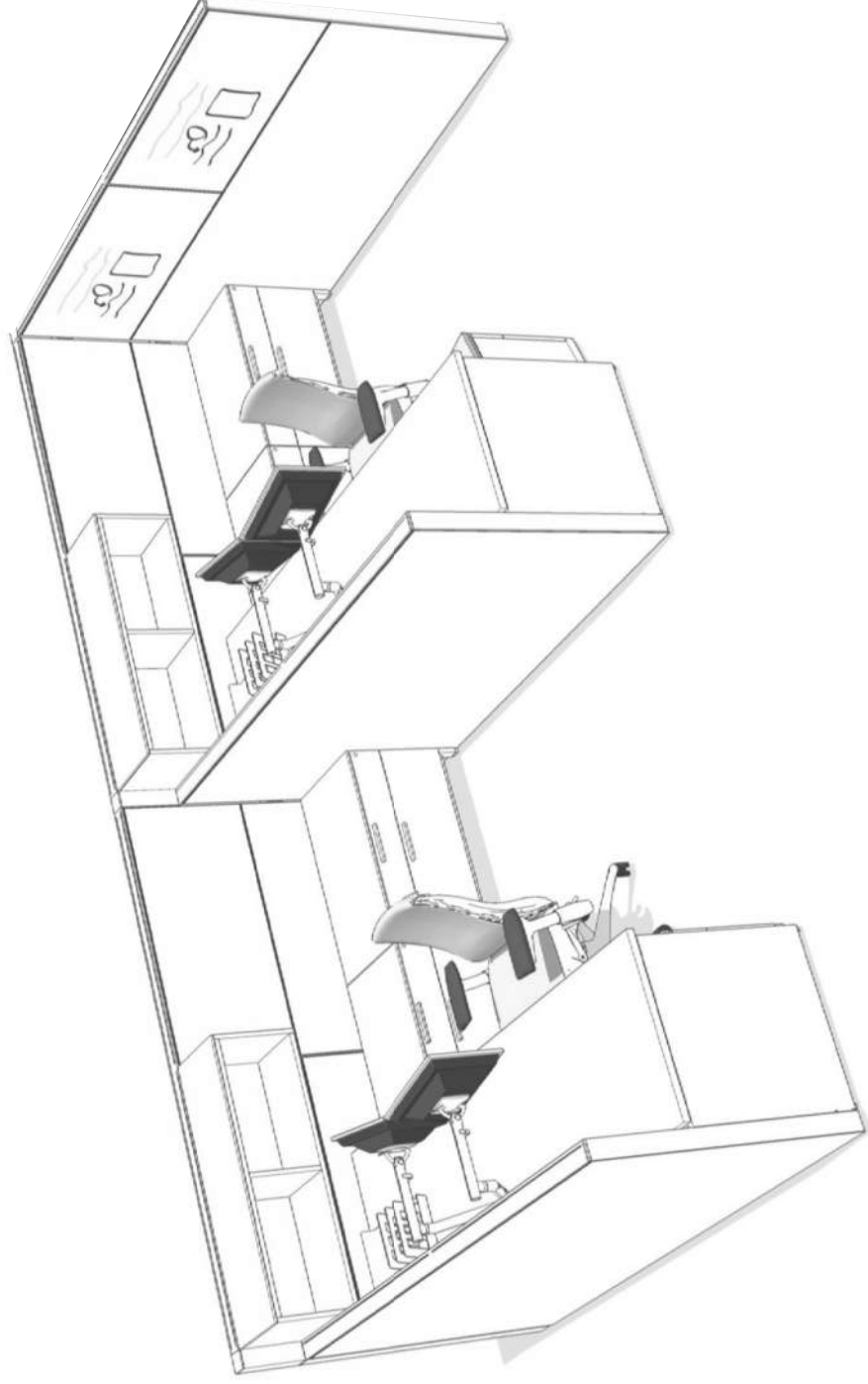
WORKSTATION | 6' x 8'
48 square feet



MOSELEYARCHITECTS

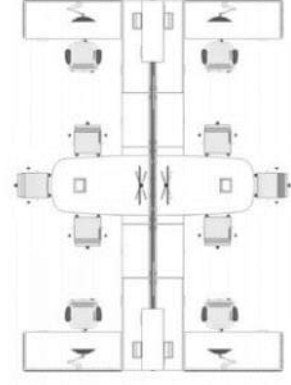
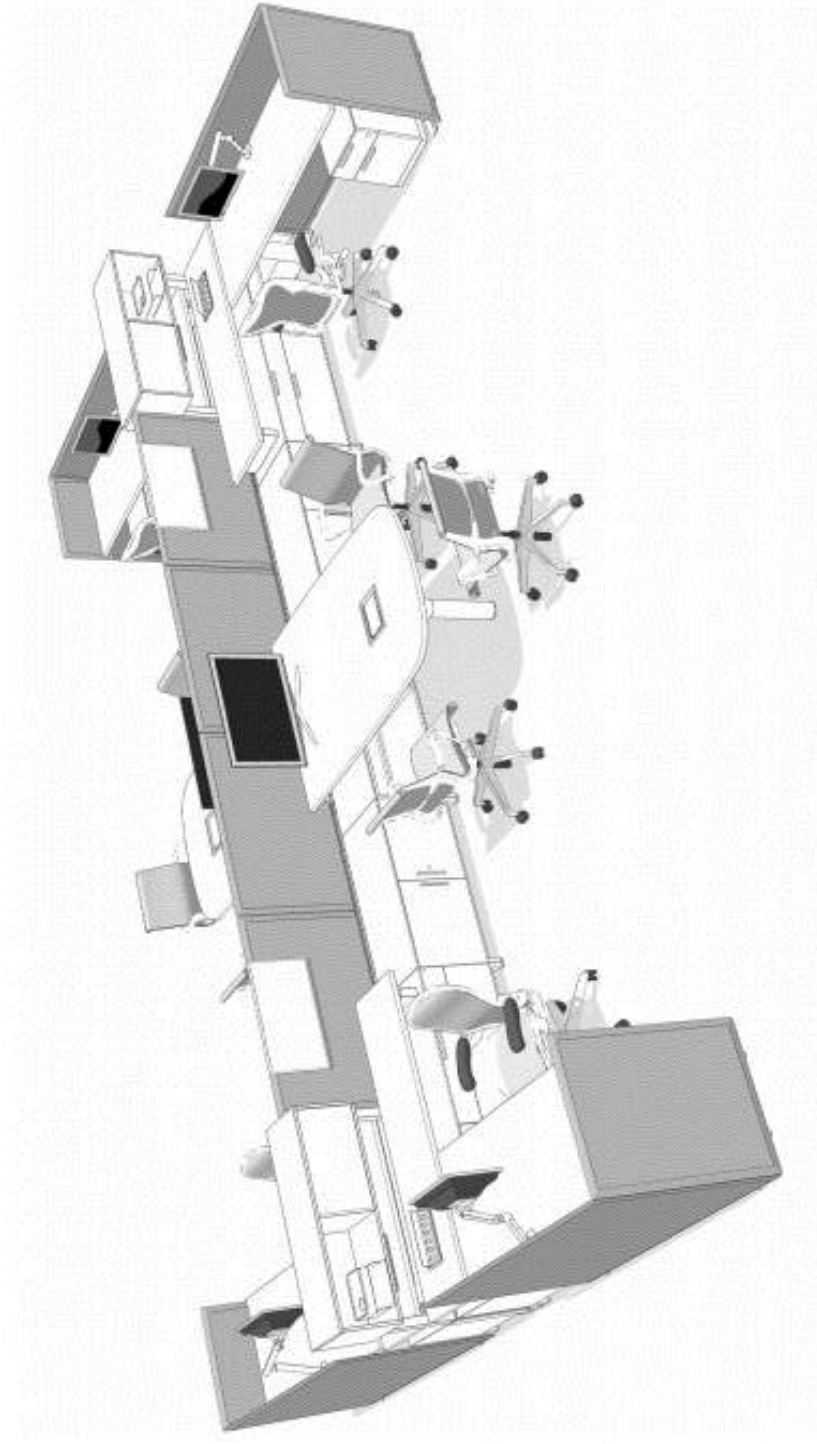
WORKSTATION | 8' x 8'

64 square feet



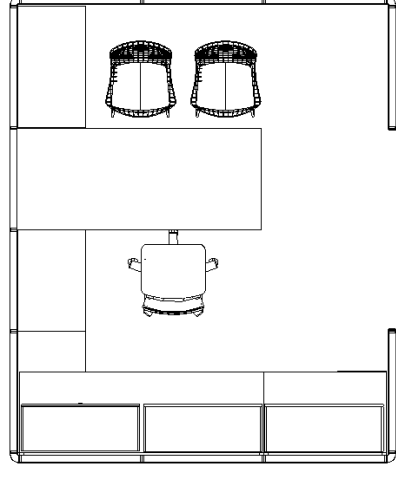
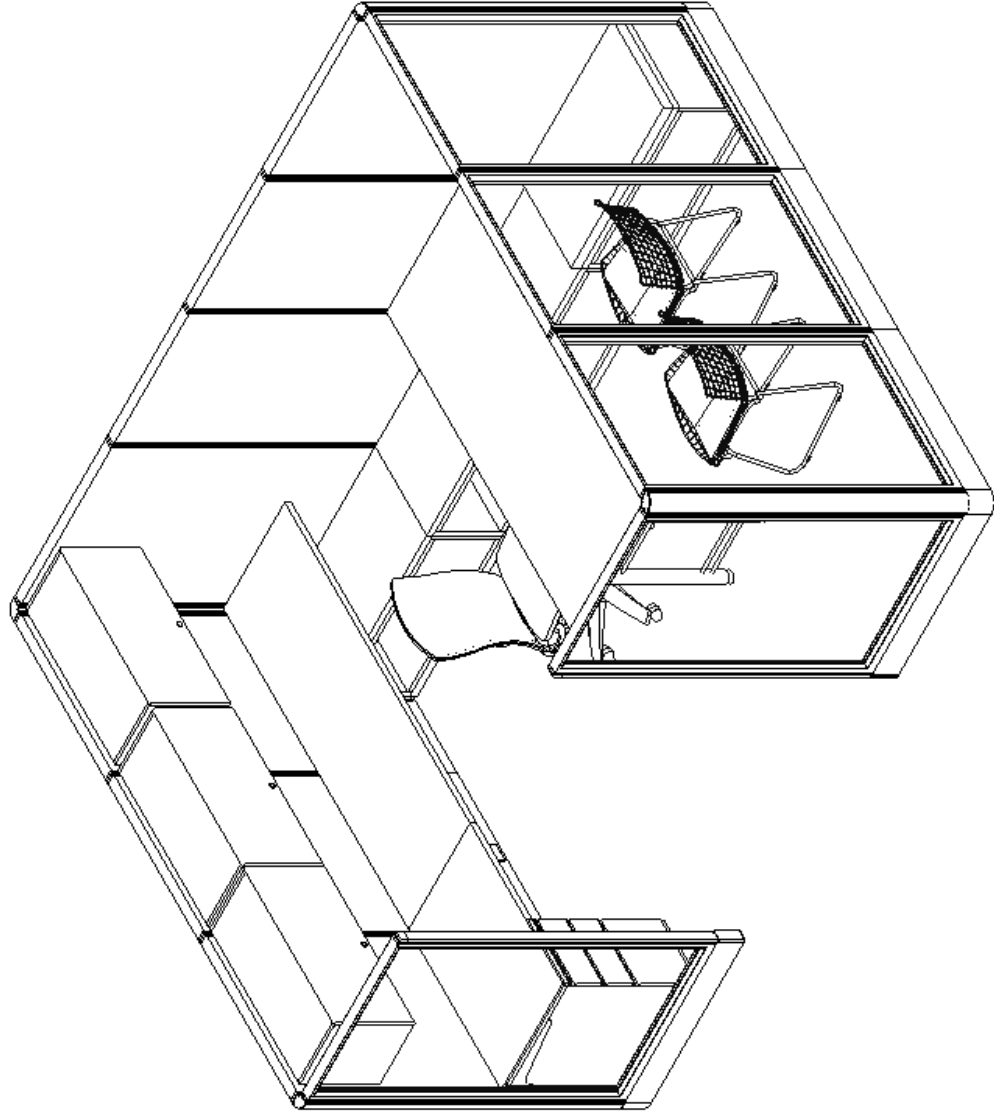
MOSELEYARCHITECTS

WORKSTATION | 8' x 10'
80 square feet

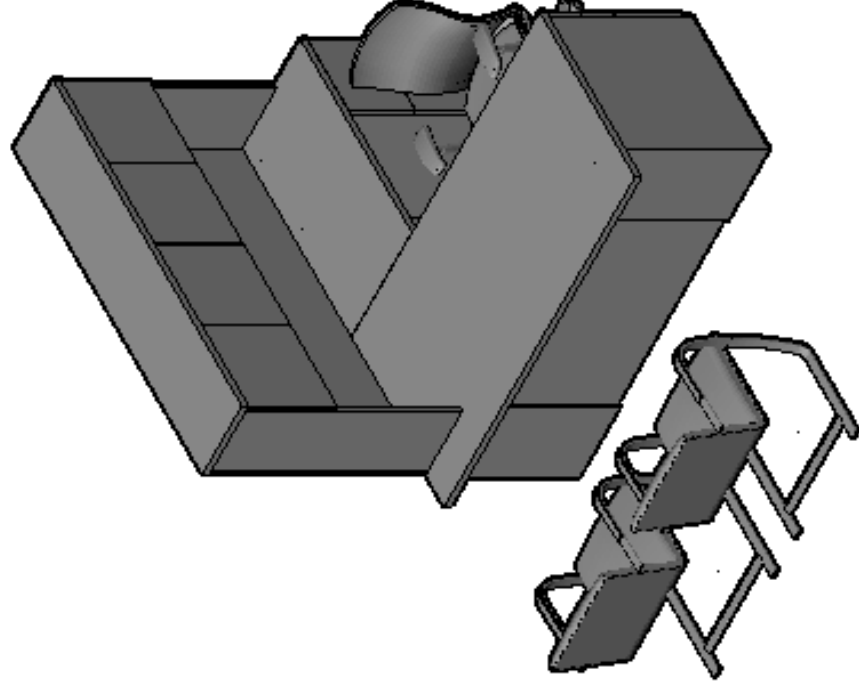
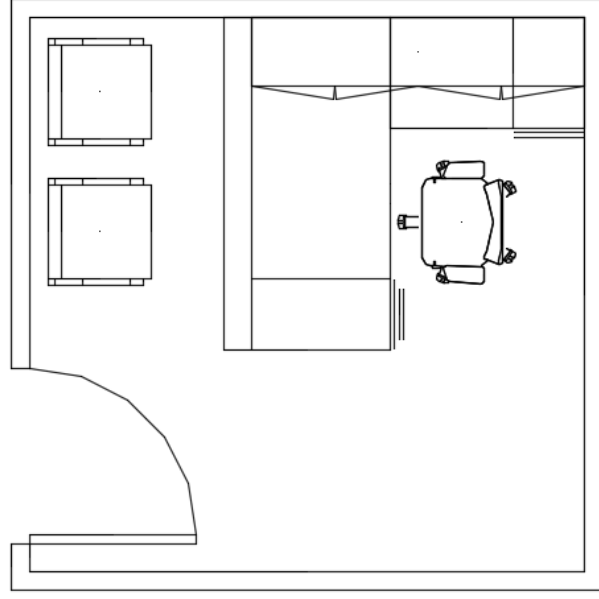


MOSELEYARCHITECTS

WORKSTATION | 10' x 10'
100 square feet

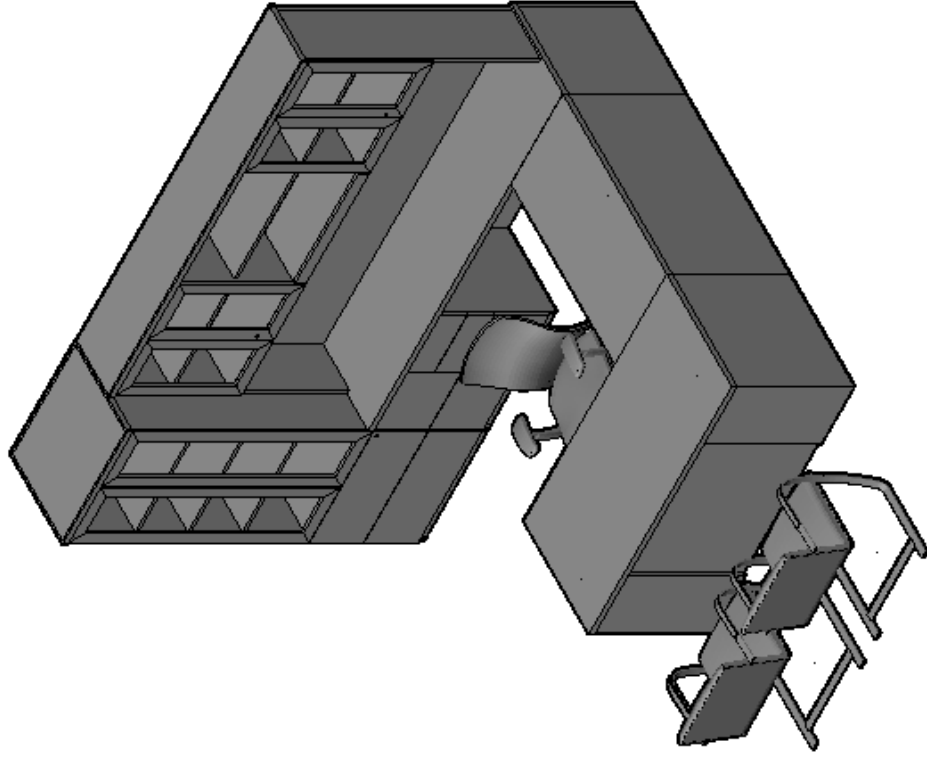
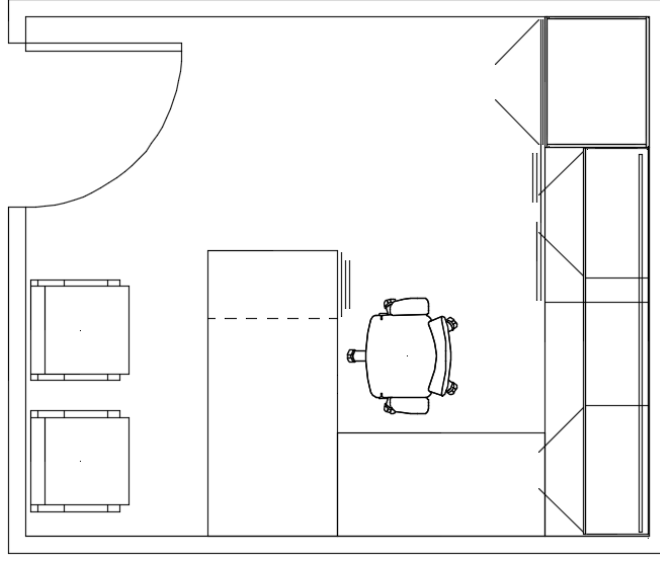


PRIVATE OFFICE | 10' x 10'
100 square feet



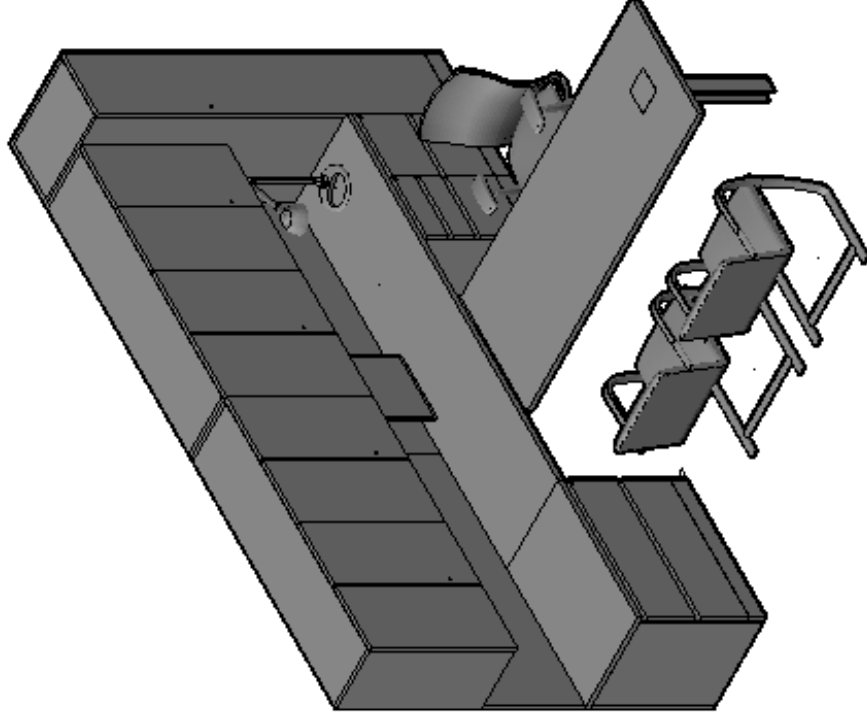
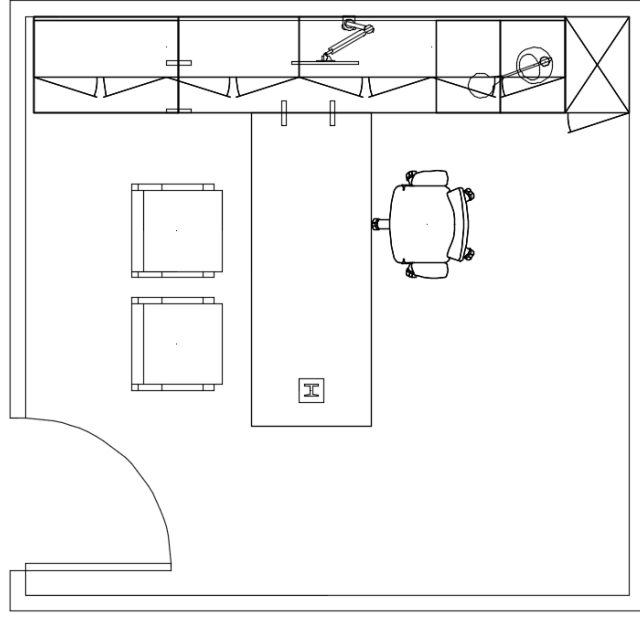
PRIVATE OFFICE | 10' x 12'

120 square feet



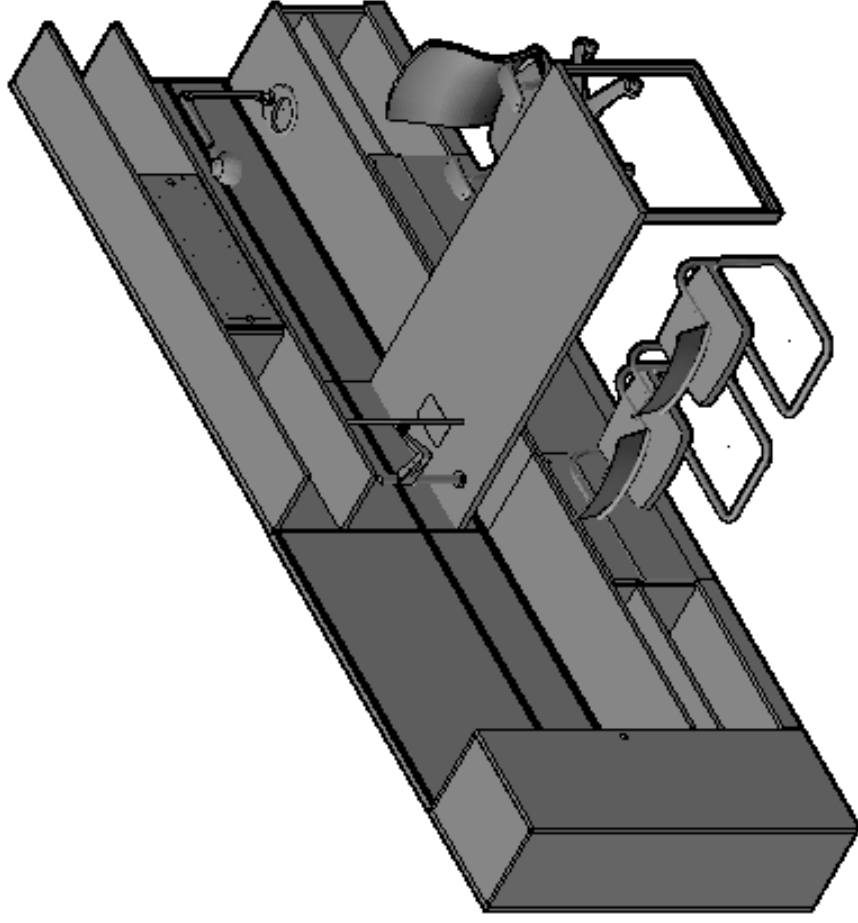
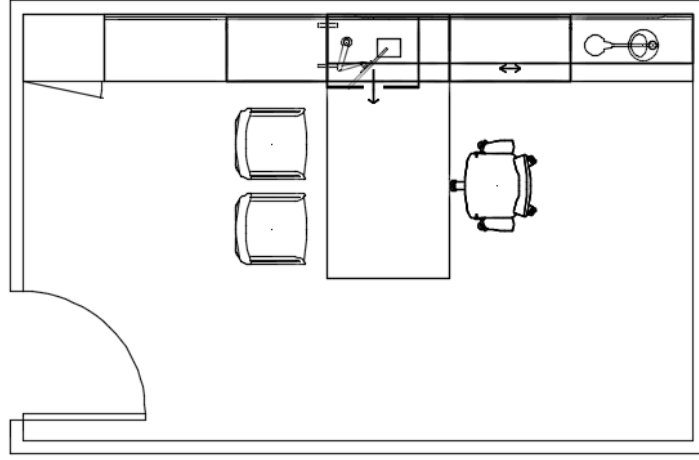
MOSELEYARCHITECTS

PRIVATE OFFICE | 12' x 12'
144 square feet



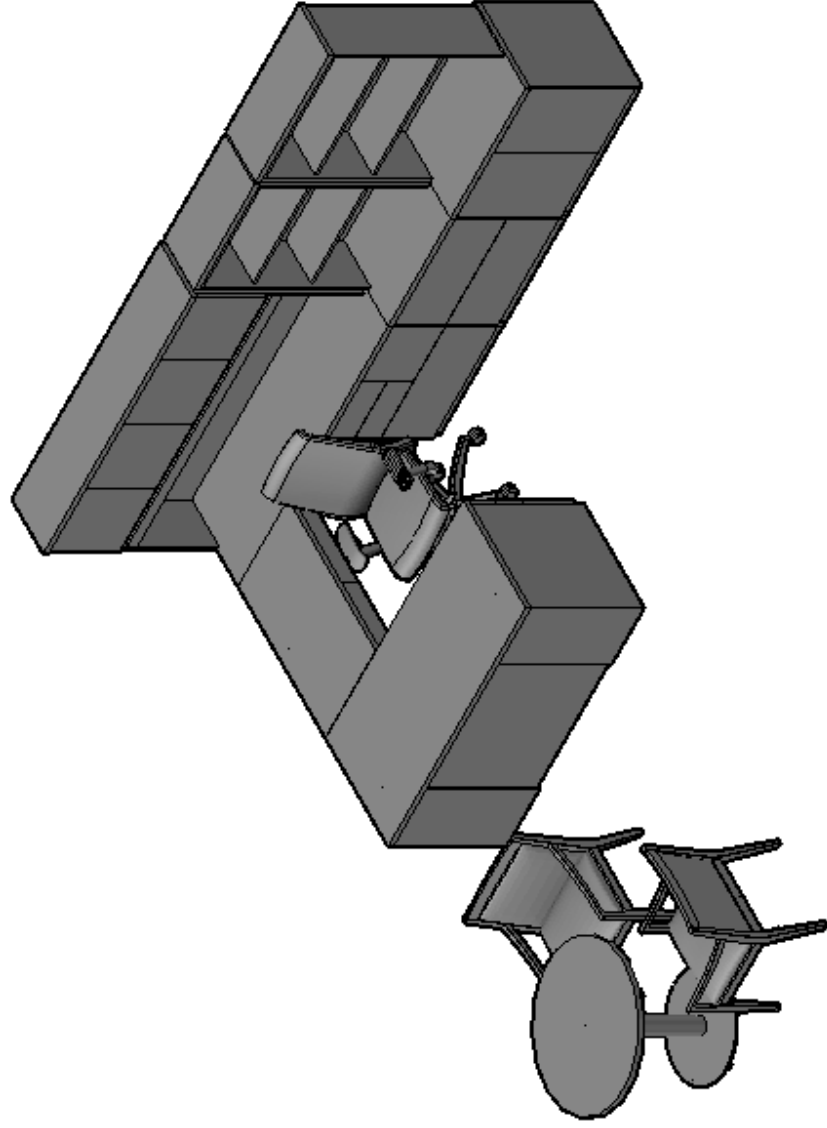
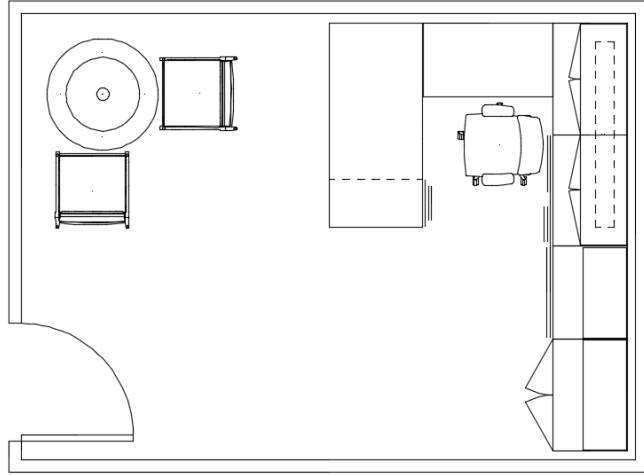
PRIVATE OFFICE | 12' x 14'

168 square feet

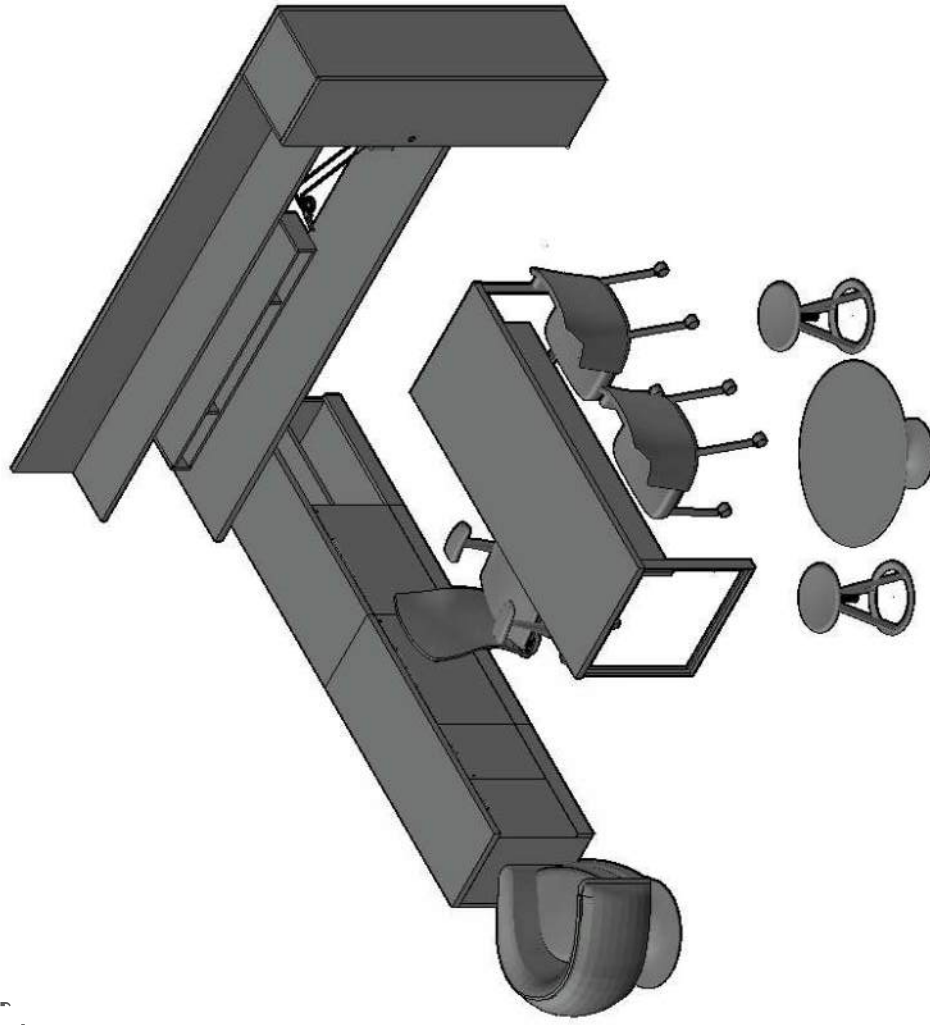
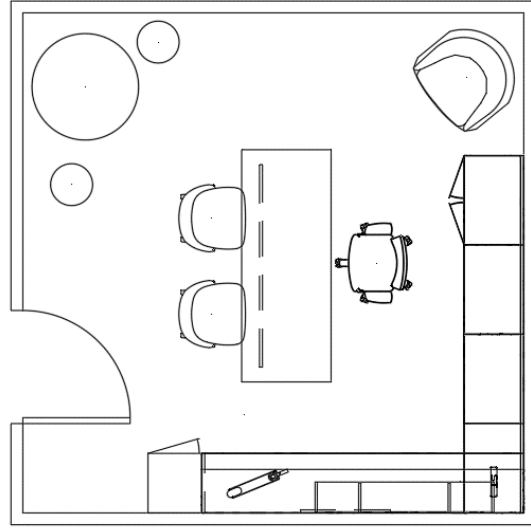


PRIVATE OFFICE | 12' x 16'

192 square feet

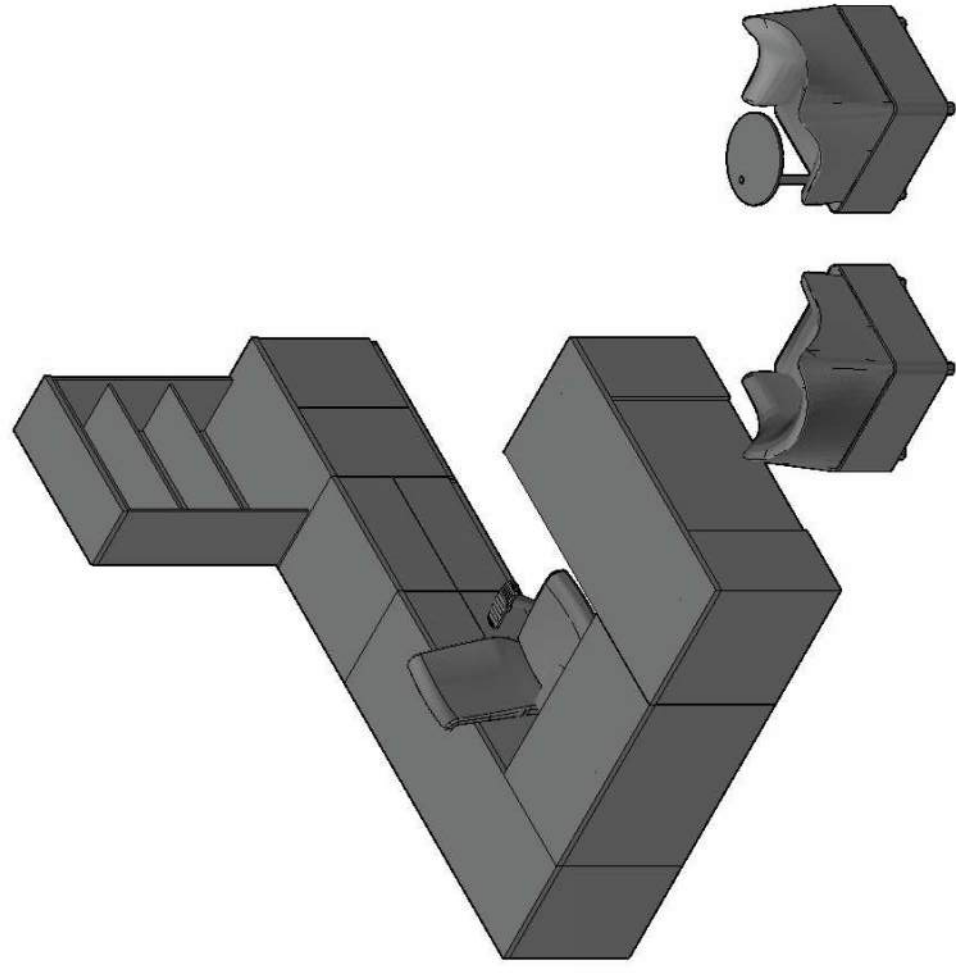
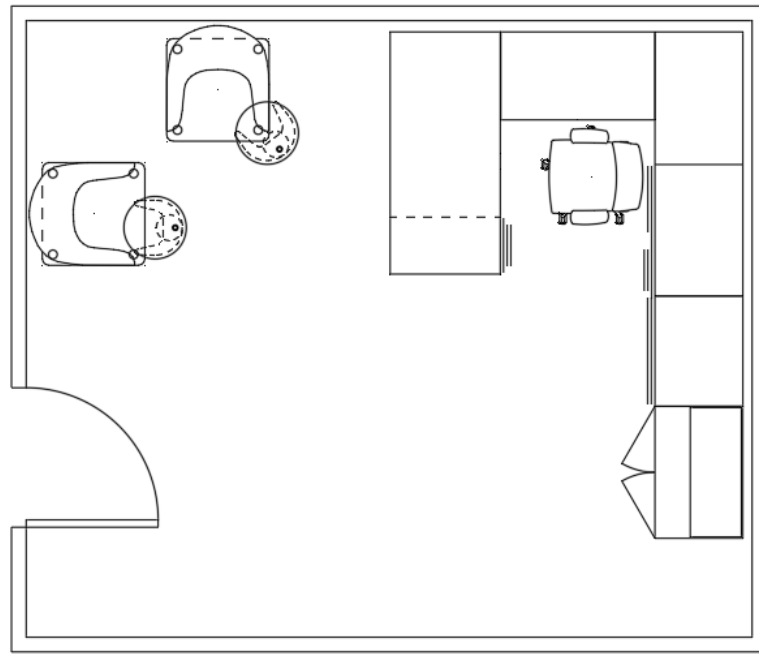


PRIVATE OFFICE | 14' x 14'
196 square feet



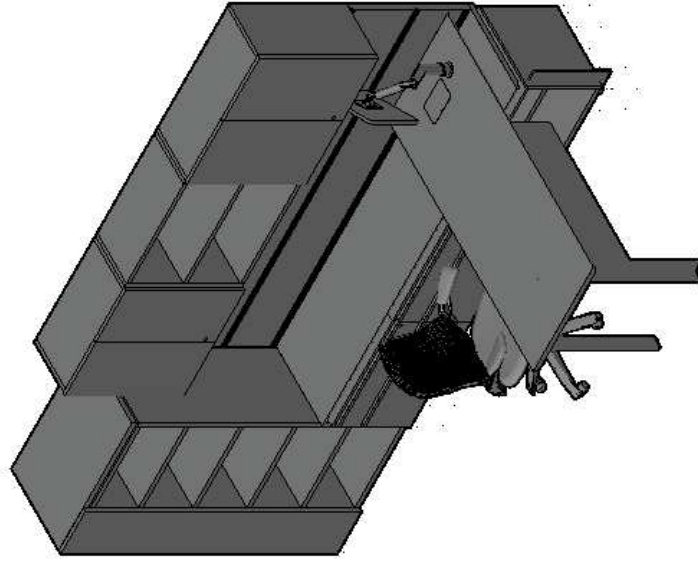
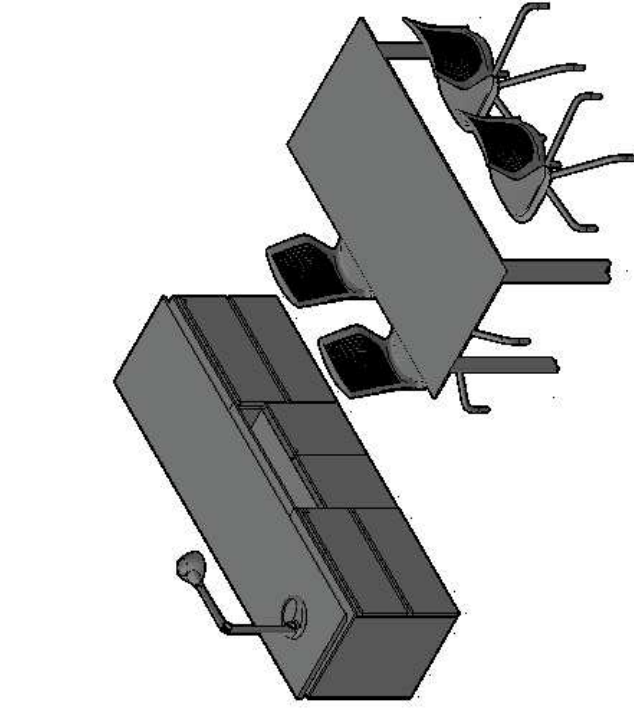
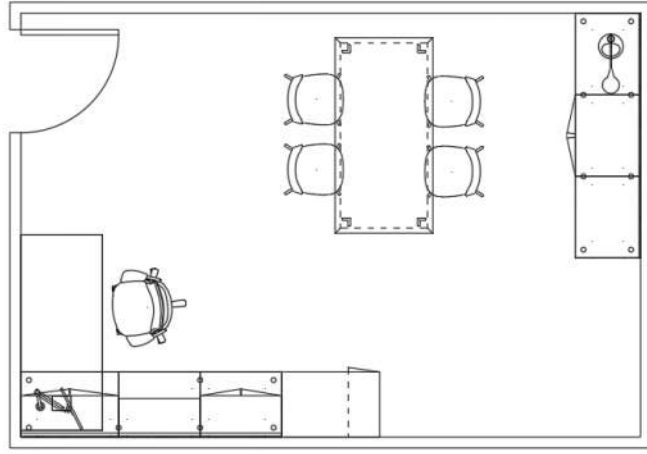
PRIVATE OFFICE | 14' x 16'

224 square feet



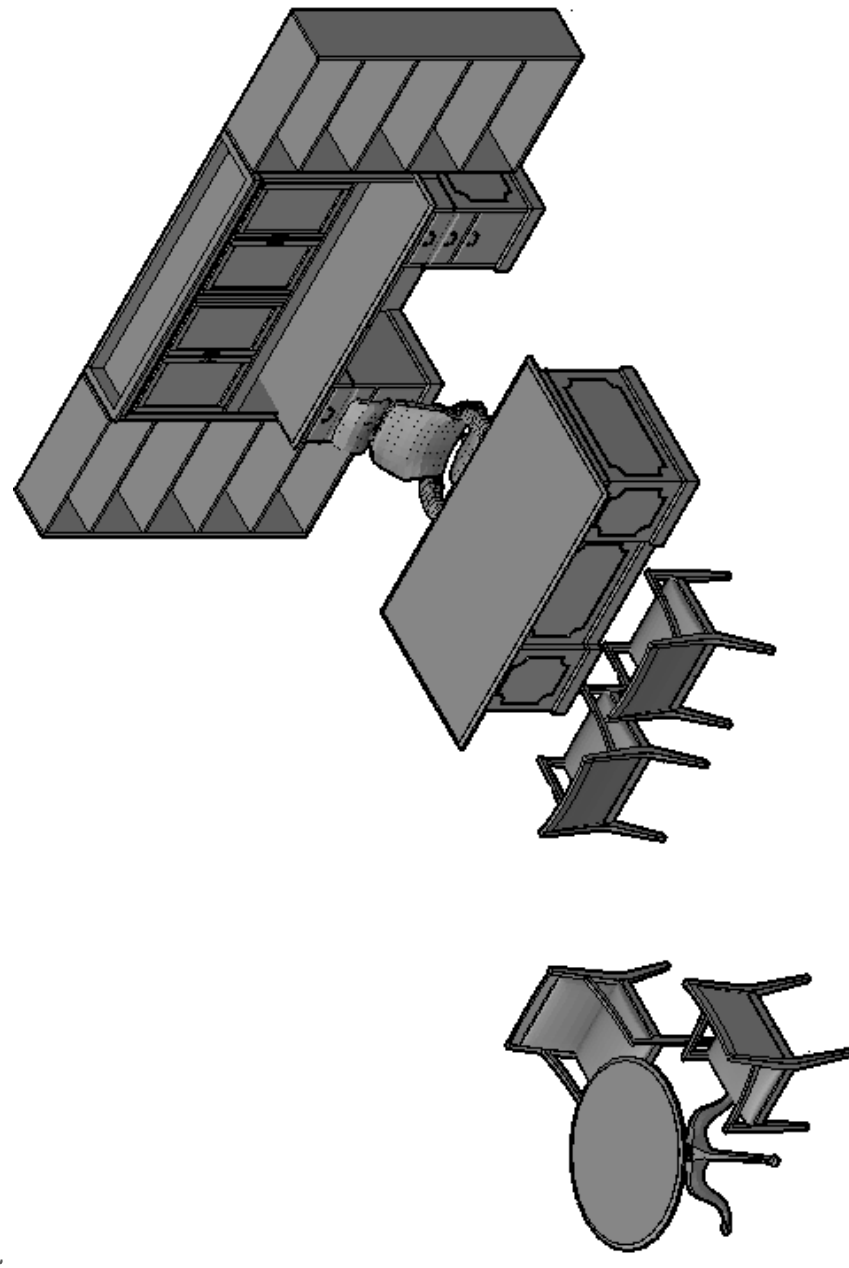
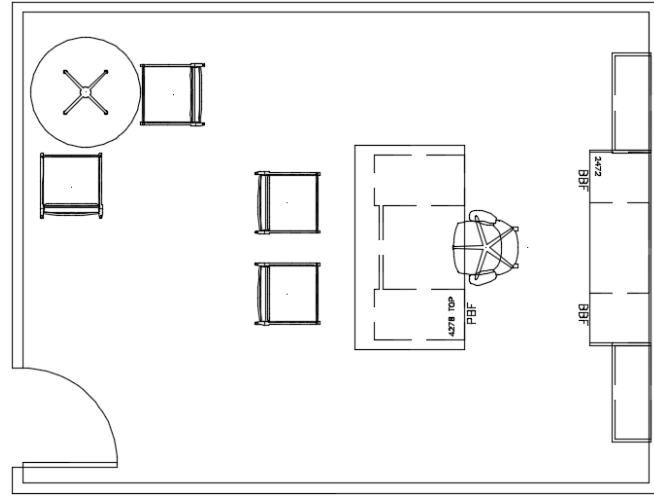
PRIVATE OFFICE | 16' x 16'

256 square feet



PRIVATE OFFICE | 16' x 18'

288 square feet



WJCC Courts Space Standards

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JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE STANDARDS

OFFICE AND WORKSPACE

<u>Office</u>	<u>Area</u>	<u>Job Title</u>	<u>Space Code</u>
Private Office	100	Deputy Coordinator / Manager	po1
Private Office	120	Coordinator / Manager	po2
Private Office	144	Assistant/ Deputy Director or Division Head	po3
Private Office	168	Director or Department Head	po4
Private Office	256	County Administration	po7
<u>Workstation</u>			
5'x3' Workstation	15		ws
5'x5' Workstation	25		wss
6'x6' Workstation	36		ws1
6'x8' Workstation	48		ws2
8'x8' Workstation	64		ws3
8'x10' Workstation	80		ws4
10'x10' Workstation	100		ws5

MEETING SPACE

<u>Conference Room</u>	<u>Area</u>	<u>Space Code</u>	<u>Training Room</u>	<u>Area</u>	<u>Space Code</u>
Conference room for 4	120	cnf4	Training for 10	200	tr1
Conference room for 6	150	cnf6	Training for 20	375	tr2
Conference room for 8	175	cnf8	Training for 30	450	tr3
Conference room for 10	200	cnf10	Training for 40	600	tr4
Conference room for 12	260	cnf12	Training for 50	750	tr5
Conference room for 14	280	cnf14	Training for 60	900	tr6
Conference room for 16	300	cnf16	Training for 75	1125	tr7
Conference room for 20	350	cnf20	Training for 100	1500	tr10
Conference room for 24	375	cnf24	Training for 120	1750	tr12
			Training for 150	2000	tr15

CUSTOMER SERVICE SPACE

<u>Visitor Waiting Room</u>	<u>Area</u>	<u>Space Code</u>	<u>Customer Service Counter (Standing Room Plus Counter)</u>	<u>Area</u>	<u>Space Code</u>
Visitor Waiting for 2	50	vis2	Customer public info term.	15	cs3
Visitor Waiting for 3	60	vis3	Customer public info term.	25	cs5
Visitor Waiting for 4	80	vis4	Customer counter 10' long	60	cs10
Visitor Waiting for 5	100	vis5	Customer counter 12' long	72	cs12
Visitor Waiting for 6	120	vis6	Customer counter 15' long	90	cs15
Visitor Waiting for 8	160	vis8	Customer counter 20' long	120	cs20
Visitor Waiting for 10	200	vis10	Single public counter workstation	50	ctr1
Visitor Waiting for 12	240	vis12			
Visitor Waiting for 15	300	vis15			
Visitor Waiting for 20	400	vis20			
Visitor Waiting for 25	500	vis25			
Visitor Waiting for 30	600	vis30			
Visitor Waiting for 40	800	vis40			
Visitor Waiting for 50	1000	vis50			

OFFICE SUPPORT SPACE

Work Room	Area	Space Code
Workroom 9x9	81	wrk9
Workroom 10'x10'	100	wrk10
Workroom 11'x11'	120	wrk11
Workroom 12'x12'	144	wrk12
Workroom 14'x14'	196	wrk14
Workroom 15'x15'	225	wrk15

File Storage	Area	Space Code
Lateral file	12	lat
Vertical file	10	vert
Drawing flat file	32	dwg
Hanging drawing files	15	hng
Plat storage cabinet	10	plat

Office Equipment	Area	Space Code
Standard copier	25	cpy5
Large copier	50	cpy10
Paper shredder	15	psh
Paper shredder collection bin	10	pshc

SUPPORT SPACE

Storage Room	Area	Space Code
Storage room	25	st1
Storage room	50	st2
Storage room	80	st3
Storage room	100	st35
Storage room	120	st4
Storage room	140	st45
Storage room	160	st5
Storage room	200	st6
Storage room	225	st65
Storage room	250	st7
Storage room	300	st8
Storage room	350	st9
Storage room	400	st10
Storage room	450	st11
Storage room	500	st12
Small closet	25	clos1
Closet	50	clos2

Support Space	Area	Space Code
Single toilet	50	toil1
Two fixture toilet, 2 wc's, 2 lav's	120	toil2
Single shower	35	shw1
Coffee niche	25	cof1
Small kitchenette	60	kit1
Kitchen	160	kit2

Locker Space	Area	Space Code
metal 12"wx18"dx6'h	5	lkr0
18"wx18"dx6'h	8	lkr2
24"wx24"dx6'h	10	lkr3

COURTHOUSE SPACES

<u>Courtroom Spaces</u>	<u>Area</u>	<u>Space Code</u>	<u>Security/Holding</u>	<u>Area</u>	<u>Space Code</u>
Non-jury, 20 spectators	1100	cr2	Holding cell, 1 or 2 prisoners	70	hc2
Non-jury, 30 spectators	1250	cr3	Holding cell, 5 prisoners	120	hc5
Non-jury, 40 spectators	1400	cr4	Holding cell, 6 prisoners	140	hc6
Non-jury, 100 spectators	2200	cr10	Holding cell, 10 prisoners	200	hc10
Jury, 50 spectators	2200	crj5	Holding cell control vestibule at courtroom(s)	120	vest
Jury, 75 spectators	2400	crj75	Security control room	250	cnt1
Jury, 100 spectators	2600	crj10	Attorney - prisoner interview booth	100	int1
Courtroom entry vestibule	70	crv	Vehicle sallyport - 1 van	600	sal1
Fine and cost payment corridor	200	fcor			
Jury Deliberation Rm, seat 12	400	jur1			
Jury Deliberation Rm, seat 16	450	jur2			

Glossary

Building Design Efficiency	Building design efficiency is a percentage of the GSF of the building which represents the usable square footage or department NSF. Building efficiency is based on the building’s use and varies for different building types. This accounts for circulation, wall thicknesses, mechanical rooms, lactation rooms, and other supporting spaces that will vary depending on how departments get combined in various buildings and locations. A building efficiency of 70-75% is typical for an office building, whereas a higher building efficiency is common with large open spaces where circulation is included in the area of the programmed space, such as an auditorium, gymnasium, garage bay, etc. A courthouse has a low building efficiency of 60-65% due to the need for three separate circulation pathways, public, staff, and detainee. Refer to Figure A for a diagrammatic floor plan illustrating Building Design Efficiency and how that results in the building GSF.
Existing Occupied Area	Net square footage, including internal circulation and partitions of a department.
Internal Circulation Factor	A percentage increase added to the total net square footage of each programmed space or room to account for wall thickness and internal circulation. This percentage will vary based on the type of space. For example, a shop space or storage building will have a lower percentage applied than an administrative area which will require internal corridors to circulate between individual offices, workstations, etc. Refer to Figure A for a diagrammatic floor plan illustrating Internal Circulation Factor.
GSF	Gross Square Feet. Area of the building in square feet representing the total building footprint to the exterior face of the exterior walls and including all interior space, shared corridors, interior circulation, shafts, wall thickness, mechanical spaces, etc. Refer to Figure A for a diagrammatic floor plan illustrating building GSF.

NSF	Net Square Feet. When applied to an individual space, this is the internal usable area of that space. When applied to an individual department NSF represents the area in square feet within the programmed department including wall thickness, and internal circulation. When applied to a building this indicates the total NSF of all included departments. Refer to Figure A for a diagrammatic floor plan illustrating the various types of NSF space used in the report.
Personnel Space	Spaces programmed for individual users with dedicated space. This includes an individual's office or workstation. Space that is not used by one individual, such as a shared desk used by various shifts, or drop-in workstations will be indicated in 'Support Space'. Individuals without a dedicated workspace do not have square footage assigned in the Personnel Space category. If they use a shared space, it will be indicated in the 'Support Space' section.
Space Code	Space codes refer to a predefined list of commonly used spaces and corresponding sizes to achieve various functional needs. For cnf4 is a conference room sized to seat 4 people around a table, cnf 12 is a conference room sized to seat 12 people around a table. Some spaces are unique and do not have a space code reference.
Support Space	Any space programmed for a department that is not assigned to a single individual. This includes shared offices and workstations for people who share a workspace at various times or use a drop-in workstation.
Total Division Space Req'd	The total net area required for a department.
Total Personnel	The total personnel for a department for current and future needs noted in the summary section for each department in the Detailed Space Needs Analysis.

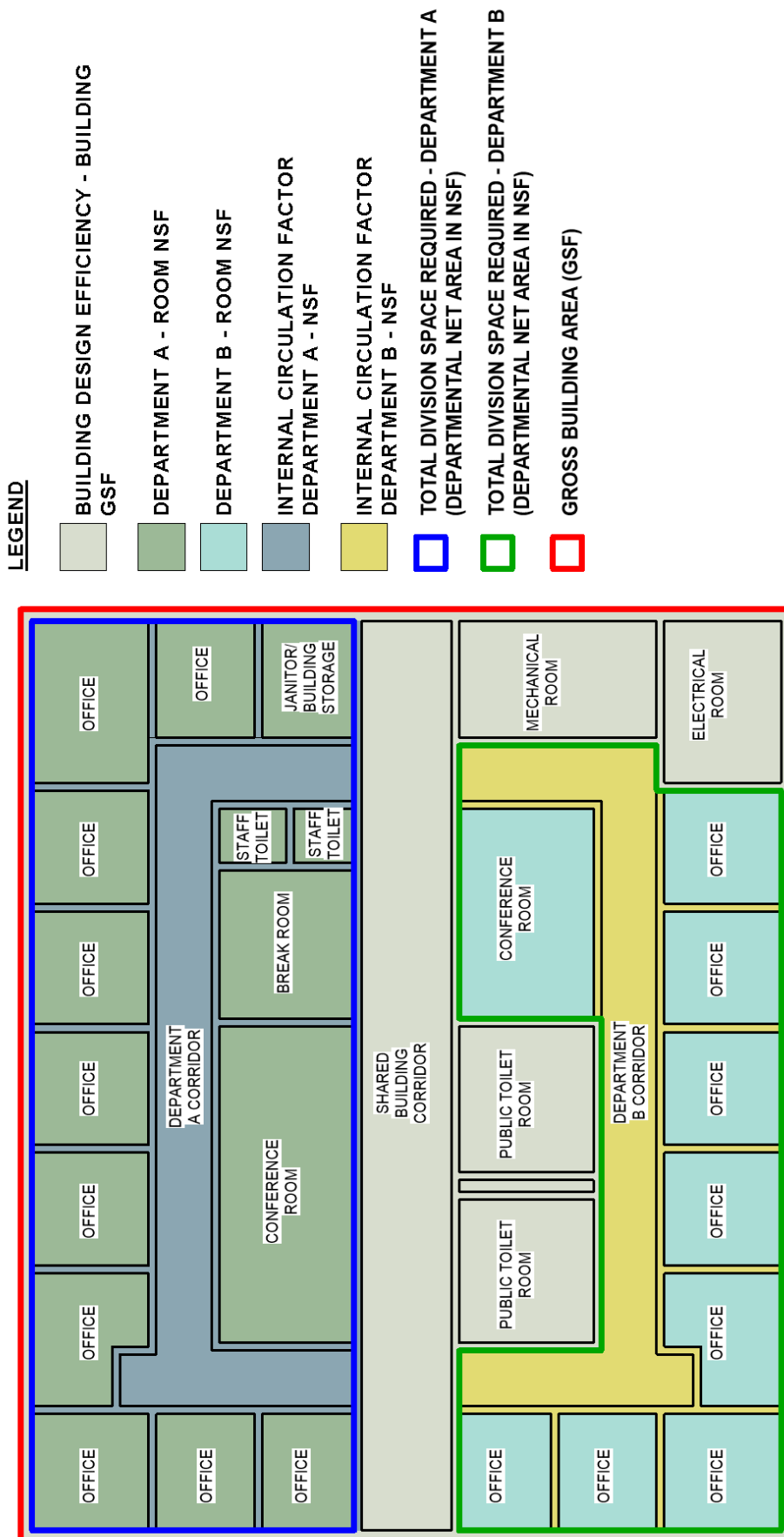


Figure A

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Project ID: C

Capital Project Request

Department Info

Employee Submitting Request

Name

Alister Perkinson

Department

Parks & Recreation

Email

alister.perkinson@jamescitycountyva.gov

Are you a department supervisor?

No

Project Details

Request

Type of request

Capital project request

Project title

Chickahominy Riverfront Park Connector Road

Location

Chickahominy Riverfront Park

Priority

16

Out of how many?

19

How long will this facility or equipment be used?

25 Years

Improvements begin

7/1/2028

Improvements completed

7/1/2029

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Design and engineering cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
---------	---------	---------	---------	---------	-------

\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00
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C. Construction cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00	\$750,000.00

D. Furniture, fixtures and equipment

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Capital budget request

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$820,000.00	\$820,000.00

E. Additional annual operating expenses (Personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Additional annual operating expenses (Non-personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Additional annual operating expenses

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Narrative

Current condition/situation

Currently there is one main roadway in the park. Visitors driving to the rowing area and RV storage must pass through the majority of campsites resulting in conflict and safety concerns. In addition, all incoming traffic for camping, boat ramp use, swimming pool, and other park uses causes backups inside the park.

Requested change/project description

Construction of connector road as shown in the 2020 Shaping our Shores Master Plan. The new road way would divert traffic to the rowing/paddlecraft area and RV storage from driving through heavily populated camping areas.

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

In FY20 over 100,000 cars entered CRP and at times there is congestion within the park as users are driving to different areas. In the evenings, the two community rowing groups bring 75-100 cars for pick up and drop off, and all of the cars have to drive directly through areas where visitors are camping. This road would divert traffic for rowing and to access RV storage off of the main road.

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

0

If costs are spread over multiple fiscal years, description of the scope of the maintenance planned for each fiscal year.

N/A

Additional material

Chickahominy Riverfront Park Master Plan (PDF).pdf

CRP Connector Road.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 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 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

2020 Shaping Our Shores 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?

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?

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?

The project will have a positive impact on traffic within 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?

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

Currently all traffic to the rowing/paddlecraft and RV storage areas runs directly through the campground causing conflict between campers/pedestrians and vehicles. The proposed road would reduce this conflict.

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?

No

Timing and location

37. When is the project needed?

FY29

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 not located in PSA

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

Yes

47. Comments

County owned property

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

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

Reviewed by

Margo Zechman

Comments

Please confirm

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

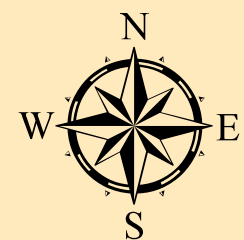
Master Plan

Chickahominy Riverfront Park
Sept 2020



Label	Feature
A	Camping - RV, Primitive & Cabins
A1	Primitive Camping - Hike, Bike & Paddle in Only
B	Bath House / Laundry / Dumpster
C	Community Rowing Facilities
D	RV Waste Disposal
E	Open Space / Event Area
F	Fixed Wood Docks / Dinghy / Moorings
G	Existing Playground
H	Kayak/Canoe/Rowing Launch Area
I	Pool Shelter and Play Area
J	Picnic Pavilions
K	Stabilize Shore and Create Overlooks
L	Walking Trail
M	Campground Store and Check-In
N	Existing Boat Ramp
O	Field Games / Putt-Putt
P	Parking
P1	Boat Trailer Parking
Q	Fishing Pier
R	RV/Boat Storage
S	Picnic & Outdoor Education Area
T	Maintenance Facility
U	Bank Grading / Buffer Restoration
V	Water Treatment Facility
W	Water Well Pump House
X	Bioretention Basins
Y	Propane Tank Fill Site
Z	Bike Repair Station

	Gate
	Flood Plain
	RPA Lines
	Contours
	Water Treatment Easement
	Property Line
	Water Treatment Facility
	Trail
	Virginia Capital Trail
	Colonial Pipeline



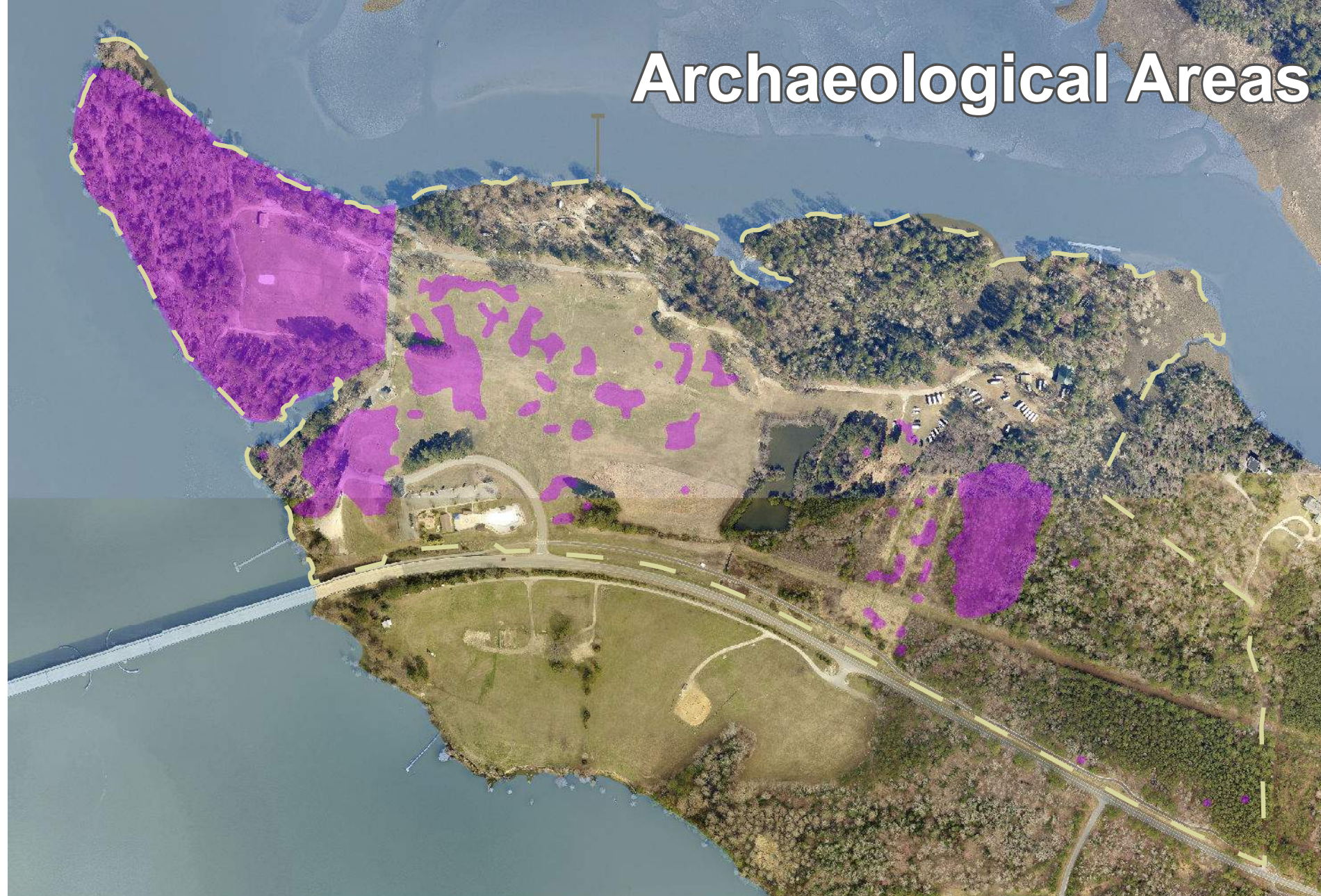
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GORDON CREEK

CHICKAHOMINY RIVER

JOHN TYLER HIGHWAY

Archaeological Areas



CRP New Campsites Road

<i>Paving</i>	<i>LF</i>	<i>Amount</i>	<i>Total</i>
Construction	1800	300	\$540,000
Design (10% Construction Cost)			\$54,000
Inspections (1% Construction Costs)			\$5,400
Construction Admin			\$0
	Subtotal		\$599,400
Recommended Project Contingency (10%)			\$59,940
Current FY 24 Estimated Cost			\$659,340
Escalation (3.35%) to end of (FY24) June 30, 2024			\$681,428
Escalation (5%) per year - Projected year (FY25)			\$715,499
Escalation (4%) per year - Projected year (FY26)			\$744,119
Escalation (3.5%) per year - Projected year (FY27)			\$770,163
Escalation (3%) per year - Projected year (FY28)			\$793,268
Escalation (3%) per year - Projected year (FY29)			\$817,066



Project ID: D

Capital Project Request

Department Info

Employee Submitting Request

Name

Alister Perkinson

Department

Parks & Recreation

Email

alister.perkinson@jamescitycountyva.gov

Are you a department supervisor?

No

Project Details

Request

Type of request

Capital project request

Project title

Chickahominy Riverfront Park Campground Improvements

Location

Chickahominy Riverfront Park

Priority

17

Out of how many?

19

How long will this facility or equipment be used?

25 Years

Improvements begin

7/1/2028

Improvements completed

7/1/2029

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00

Type of revenue generated

Charges for service (user fees)

Add row

Cost

A. Proposed property acquisition

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Design and engineering cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00

C. Construction cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$3,100,000.00	\$3,100,000.00

D. Furniture, fixtures and equipment

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Capital budget request

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$3,500,000.00	\$3,500,000.00

E. Additional annual operating expenses (Personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Additional annual operating expenses (Non-personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Additional annual operating expenses

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Narrative

Current condition/situation

Currently the tent camping loop features 20 small sites with electric pedestals. 60 primitive campsites were removed during the shoreline restoration along the Chickahominy River to provide public access to the water.

Requested change/project description

Re-design loop road and provide utility connections for electric, water, and sewer to accommodate 15-20 full hook-up RV sites or cabins as shown on the 2020 Shaping Our Shores Master Plan.

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

Full hook-up RV sites or Cabins would provide a higher and more consistent revenue stream and can be utilized throughout the year. The location along the Chickahominy River and Gordon Creek would be desirable for both. This would result in a reduced number of total sites and impact to the area while still increasing revenue.

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

0

If costs are spread over multiple fiscal years, description of the scope of the maintenance planned for each fiscal year.

N/A

Additional material

Chickahominy Riverfront Park Master Plan (PDF).pdf

Project Area.pdf

CRP Campground 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 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 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

2020 Shaping Our Shores 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?

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?

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?

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)?

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?

Yes

16. Comments

Improved camping amenities, full hookup RV site can promote increase in tourism opportunities

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?

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

Increased revenue opportunities for improved camping area

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?

FY29

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

CRP Bathhouse facilities

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

Yes

41. Comments

possible efficiencies in septic systems and other utility work

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 not located in PSA

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

Yes

47. Comments

County owned property

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

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

Reviewed by

Margo Zechman

Comments

Accepted

Please confirm

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

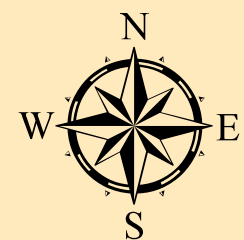
Master Plan

Chickahominy Riverfront Park
Sept 2020



Label	Feature
A	Camping - RV, Primitive & Cabins
A1	Primitive Camping - Hike, Bike & Paddle in Only
B	Bath House / Laundry / Dumpster
C	Community Rowing Facilities
D	RV Waste Disposal
E	Open Space / Event Area
F	Fixed Wood Docks / Dinghy / Moorings
G	Existing Playground
H	Kayak/Canoe/Rowing Launch Area
I	Pool Shelter and Play Area
J	Picnic Pavilions
K	Stabilize Shore and Create Overlooks
L	Walking Trail
M	Campground Store and Check-In
N	Existing Boat Ramp
O	Field Games / Putt-Putt
P	Parking
P1	Boat Trailer Parking
Q	Fishing Pier
R	RV/Boat Storage
S	Picnic & Outdoor Education Area
T	Maintenance Facility
U	Bank Grading / Buffer Restoration
V	Water Treatment Facility
W	Water Well Pump House
X	Bioretention Basins
Y	Propane Tank Fill Site
Z	Bike Repair Station

	Gate
	Flood Plain
	RPA Lines
	Contours
	Water Treatment Easement
	Property Line
	Water Treatment Facility
	Trail
	Virginia Capital Trail
	Colonial Pipeline



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GORDON CREEK

CHICKAHOMINY RIVER

JOHN TYLER HIGHWAY

Archaeological Areas

2020 Master Plan with existing roads overlaid

GORDON CREEK

Project Area

Master Plan

Chickahominy Riverfront Park
Sept 2020

Label	Feature
A	Camping - RV, Primitive & Cabins
A1	Primitive Camping - Hike, Bike & Paddle in Only
B	Bath House / Laundry / Dumpster
C	Community Rowing Facilities
D	RV Waste Disposal
E	Open Space / Event Area
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G	Existing Playground
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K	Stabilize Shore and Create Overlooks
L	Walking Trail
M	Campground Store and Check-in
N	Existing Boat Ramp
O	Field Games / Putt-Putt
P	Parking
P1	Boat Trailer Parking
Q	Fishing Pier
R	RV/Boat Storage
S	Picnic & Outdoor Education Area
T	Maintenance Facility
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Y	Propane Tank Fill Site
Z	Bike Repair Station

	Gate
	Flood Plain
	RPA Lines
	Contours
	Water Treatment Easement
	Property Line
	Water Treatment Facility
	Trail
	Virginia Capital Trail
	Colonial Pipeline



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Archaeological Areas

Copyright James City County GIS Office 11/5/2021 M:\Departments\Parks_and_Recreation\PlanMaster_Plan\Master_Plan\Final_Maps\CRP with current roads.mxd

Chickahominy Riverfront Park 18 Campsite Area Addition Summary

Project Component	Estimate	Notes
Site Design	\$85,000	Design - surveying, drawings and specifications for campsites
Archaeology	\$50,000	Phase II Archaeological Investigation, VDHR approval required
Permitting	\$10,000	Permitting - Septic System
Bidding Phases	\$2,500	Advertising, copies, etc.
Access Road for Sites	\$599,400	1800 lf of access asphalt paved road (\$300/lf), includes design/inspections
Campsite Development	\$225,000	Clearing, grading, stabilization (\$12,500 per site, 18 sites)
Campsite Paved Area	\$55,800	18 sites at 1,620 SF, 8-in thick 21A gravel (57 tons at \$54/ton per campsite)
8"x8" Timber Campsite Border	\$112,500	250 lf per campsite at \$25/lf (Total for 18 campsites - 4,500lf), GC PT 8"x8"
Picnic Tables and Fire Pits	\$21,600	1 Picnic Table and 1 Fire Pit per Campsite (18 Total of ea) \$1000/table, \$200/fire pit
Campsite Signage	\$1,800	Signage to mark each campsite, \$100 per site
Septic System Design	\$115,762	Engineering and QCA inspections
Septic System	\$405,169	18 RV Campsites, per VDH Req. Campsites – 50 gpd, Luxury Campsites – 100 gpd
Stormwater - BMP	\$240,758	SW Facility comparable to the CRP RV Storage Facility
Electrical System	\$350,000	Distribution and Service to Pedestals for 18 Campsites, 50 amp per site
Water line	\$265,189	Distribution and Service to Pedestals for 18 Campsites, yard hydrant and bollards
RV Pedestal & Yard Hydrants	\$30,600	Hookups for campers (Pedestals \$900 ea., Yard Hydrants \$800 ea.)

Inspection/Material Testing	\$45,076	2% of Construction Costs for Third party testing services (Poor Soil Conditions)
Total	\$2,616,154	Contingency not included
Contingency (10%)	\$261,615	Unforeseen project conditions

CIP Project Request in FY24, current	\$2,877,770
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Escalation (3.35%) to June 30, 2024 (FY 24)	\$2,974,175
Escalation (5%) per year, Projected (FY25)	\$3,122,884
Escalation (4%) per year, Projected (FY26)	\$3,247,799
Escalation (3.5%) per year, Projected (FY27)	\$3,361,472
Escalation (3%) per year, Projected (FY28)	\$3,462,316
Escalation (3%) per year, Projected (FY29)	\$3,566,186

Note: FY24 is 5% escalation, 8 months remaining, (8/12), therefore use 3.35% for remainder of fiscal year.



Project ID: E

Capital Project Request

Department Info

Employee Submitting Request

Name

Tony Dallman

Department

Police

Email

tony.dallman@jamescitycountyva.gov

Are you a department supervisor?

Yes

Project Details

Request

Type of request

Capital project request

Project title

Classroom Facility at Police Firing Range

Location

James City County Landfill

Priority

2

Out of how many?

3

How long will this facility or equipment be used?

25-30 years

Improvements begin

10/1/2026

Improvements completed

12/31/2027

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Design and engineering cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
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\$0.00	\$0.00	\$115,640.00	\$0.00	\$0.00	\$115,640.00
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C. Construction cost

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$1,235,101.00	\$0.00	\$0.00	\$1,235,101.00

D. Furniture, fixtures and equipment

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$122,065.00	\$0.00	\$0.00	\$122,065.00

Total: Capital budget request

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$1,472,806.00	\$0.00	\$0.00	\$1,472,806.00

E. Additional annual operating expenses (Personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Additional annual operating expenses (Non-personnel)

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total: Additional annual operating expenses

FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Narrative

Current condition/situation

Officers and deputies utilize picnic tables under a shelter when at the range for firearms training. Any classroom-style firearms training has to be done at the Law Enforcement Center or courthouse. Officers receive new weapons training that lasts for several hours. Instruction at the firing range is done in all types of weather to include rain, heat, cold. Training usually lasts for several hours at a time, with SWAT Team training sometimes lasting all day. There is no climate-controlled space at the range for students to get respite from the elements.

Requested change/project description

Plan, design, and build a classroom facility to accommodate 25 students. Facility would need to be large enough to have tables and chairs for students with long guns (e.g. patrol and sniper rifles). Firearms instructors would have use of audio visual equipment for teaching a variety of courses.

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

Officers and deputies need a climate-controlled facility on the site of the existing firing range and be able to undergo instruction at one location. An on-site facility will allow for a mix of training where students may undergo classroom training, go outside to train on firearms, go back into the classroom for additional training, and repeat this throughout the class.

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

General Services staff has provided a one-time cost estimate of \$1,472,806 needed to complete this project in FY27. Since the structure will be on the site of the old landfill, salvage value is not applicable.

If costs are spread over multiple fiscal years, description of the scope of the maintenance planned for each fiscal year.

N/A

Additional material

Classroom Facility Spreadsheet by General Services.xlsx

[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

Provides classroom space on-site of police firing range so that officers and deputies can better learn topics of instruction.

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?

The project targets public safety personnel - police officers, deputy sheriffs, and fire marshals.

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?

It is projected that traffic in the area will not increase, as personnel are already driving to the range for training.

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?

Yes

13. Comments

Students will not have to travel to multiple locations for training. An indoor, climate-controlled facility will allow for a much better learning environment.

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

Provides climate-controlled space for students to help with extreme temperatures and other weather events.

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

A classroom facility at a longer firing range may promote more training opportunities for other police departments and sheriffs offices, which would be charged a user fee.

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)?

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 project is needed as soon as feasibly possible with work already underway as part of the firing range expansion.

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

Firing range expansion project would need to be completed or near completion.

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?

Yes

47. Comments

Firing 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 is simply an additional facility at the police 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

Tony Dallman

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

Classroom Facility at Police Firing Range

<i>Building</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
Construction	1800	NSF	250	\$450,000
Design (20% Construction Cost)				\$90,000
Site Work	2	Ac	225000	\$450,000
A/V				\$20,000
Inspections/Testing (2.5% Construction Costs)				\$11,250
Construction Admin				\$15,000
Sidewalks - 5' wide x 25' x 2 walkways	100	Sy	100	\$10,000
Subtotal				\$1,046,250
<i>Utilities:</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
Septic				\$75,000
Alternative Septic System				
Well Connection (Tie to existing well)				\$5,000
Electric Service to Building				\$20,000
Subtotal				\$100,000
Furniture - Basic (7%)				\$80,238
Recommended Project Contingency (10%)				\$114,625
FY24 Current Total				\$1,260,875
Escalation (3.35%) to end of FY24 (June 30, 2024)				\$1,303,114
Escalation (5%) per year - Projected year FY25				\$1,368,270
Escalation (4%) per year - Projected year FY26				\$1,423,001
Escalation (3.5%) per year - Projected year FY27				\$1,472,806
Escalation (3%) per year - Projected year FY28				\$1,516,990
Escalation (3%) per year - Projected year FY29				\$1,562,500

Note: FY24 is 5% escalation, 8 months remaining, (8/12), therefore use 3.35% for remainder of fiscal year.

[illegible]

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. The 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.

[illegible]

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)?	

MEMORANDUM

DATE: February 8, 2024

TO: The Policy Committee

FROM: Jose R. Ribeiro, Senior Planner II/Landscape Planner

SUBJECT: Utility-Scale Solar Farm Applications

At the March 14, 2023, Board of Supervisors' meeting, Board members expressed concern that its consideration of any owner applications involving solar farms would be done without the benefit of the completion of the three solar-farm-related goals (the "Goals") set forth in the Natural & Cultural Assets Plan (the "Assets Plan") adopted by the Board of Supervisors on October 25, 2022.

On April 11, 2023 (see Attachment No. 1), the Board adopted a resolution directing staff to analyze the manpower, financial assets, and the recommended work timeline required to conduct an analysis of the goals listed in the Assets Plan. The resolution also directed staff to present a draft policy document to the Board of Supervisors on September 12, 2023.

At the July 25, 2023, Board of Supervisors' meeting, the Board discussed with staff and its consultant, The Berkley Group, the preliminary scope of work and options for standards and processes for the review of Utility-Scale Solar Farm project applications. The Board members provided feedback and The Berkley Group subsequently developed materials based on this feedback.

On September 12, 2023, staff and The Berkley Group presented to the Board draft solar policy language for Large-Scale Solar Facilities and a draft Ordinance template that addressed various scales of solar facilities. The Board expressed a desire for additional revisions.

At the October 24, 2023, Board of Supervisors' meeting, staff shared executive summaries of the draft policy and Ordinance template which were highlighted with revisions requested by Board members. The Board passed a motion for the policy and Ordinance to be finalized based upon these materials, reviewed by the Planning Commission, and presented at a public hearing for consideration of adoption.

Since the October Board meeting, staff has refined these documents in accordance with the Board's guidance and has prepared the attached policy (see Attachment No. 2) and Ordinance (see Attachment No. 3).

Planning staff welcomes the Policy Committee's input on these items. Given previous direction from the Board of Supervisors at the meetings as detailed previously in this memorandum, staff will be moving directly from the Policy Committee meeting to advertising the Ordinance for the Planning Commission's public hearing at its March 6, 2024, Regular Meeting in anticipation of the Board of Supervisors' public hearing at its April 9, 2024, Regular Meeting.

JRR/md
UtilScalSolFmApp-mem

Attachments:

1. Board of Supervisors Adopted Resolution, dated April 11, 2023
2. Utility-Scale and Community Solar Facilities Policy
3. Solar Facility Ordinance Amendments
4. Summary of the Draft Policy Statement (with Revisions Marked in Legislative Format), dated October 26, 2023
5. Summary of the Draft Ordinance Template (with Revisions Marked in Legislative Format), dated October 26, 2023

RESOLUTION

LARGE-SCALE SOLAR FARM APPLICATIONS

- WHEREAS, the James City County Code (the “County Code”) permits any property owner, contract purchaser with the owner’s written consent, or the owner’s agent to apply to amend, supplement, or change by Ordinance the boundaries of zoning districts or the regulations established in the James City County Zoning Ordinance (the “Zoning Ordinance”), including zoning map amendments (collectively, “Owner Applications”); and
- WHEREAS, Owner Applications are regularly submitted for consideration by the Board of Supervisors (the “Board”), all of which are given thorough consideration by staff and the James City County Planning Commission (the “Commission”) prior to transmittal to the Board; and
- WHEREAS, major factors for the consideration of any amendment to the Zoning Ordinance, including Owner Applications, include whether staff, the Commission, and the Board believe that the proposed amendment is consistent with the James City County Comprehensive Plan (the “Comprehensive Plan”), the James City County Code (the “County Code”) and any other adopted plans and policies; and
- WHEREAS, at its meeting on October 25, 2022, the Board of Supervisors adopted the Natural & Cultural Assets Plan (the “Assets Plan”); and
- WHEREAS, Goal No. 1.1 of the Assets Plan calls for the development of “zoning tools and guidance for siting large-scale solar sites to avoid or minimize disturbance of habitats or cultural resources”; and
- WHEREAS, Goal No. 2.A of the Assets Plan calls for the inclusion of “high-value agriculture soils maps in County Geographic Information System layers and property information and recommend minimal disturbance of those soils during development (especially for utility solar sites)”; and
- WHEREAS, Goal No. 3.D of the Assets Plan calls for the prevention of “stormwater impacts from utility-scale solar projects by adopting stormwater standards as required by the Virginia Department of Environmental Quality”; and
- WHEREAS, at the March 14, 2023, Board meeting, members of the Board expressed concern that its consideration of any Owner Applications involving solar farms would be done so without the benefit of the completion of the three solar-farm-related goals (the “Goals”) set forth in the Assets Plan; and
- WHEREAS, the Board finds that it promotes the health, safety, and welfare of the citizens of the County and good zoning practice to ensure that all Owner Applications involving large-scale solar farms are considered with analysis set forth in the Goals.
- NOW, THEREFORE, BE IT RESOLVED the Board does hereby direct staff to analyze the manpower, financial assets, and the recommended work timeline that will be required to conduct the analysis of the goals listed in the Assets Plan and to present that information to the Board at its July 25, 2023, Business Meeting so that the Board can determine the most effective way to proceed with meeting these goals.

BE IT FURTHER RESOLVED the Board does hereby direct staff to retain an outside consultant to assist both staff and the Board in devising a comprehensive Board Policy on Large-Scale Solar Farm projects and present a draft policy document to the Board at its September 12, 2023, Regular Meeting.

BE IT FURTHER RESOLVED the Board does hereby direct staff to not place any large-scale solar farm application on the Board's Calendar until its first meeting in December 2023, or at such earlier time as the Board may determine.

BE IT FURTHER RESOLVED that any Owner Application for a large-scale solar farm associated with a conceptual plan submitted to the County on or prior to April 10, 2023 may be placed on the Board's Calendar following consideration by the Planning Commission.


Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:


Teresa J. Saegert
Deputy Clerk to the Board

SADLER
ICENHOUR
MCGLENNON
LARSON
HIPPLE

VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of April, 2023.

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RESOLUTION

UTILITY-SCALE AND COMMUNITY SOLAR FACILITIES POLICY

WHEREAS, the James City County Natural and Cultural Assets Plan identifies specific goals, objectives, and recommendations concerning the evaluation and development of solar facilities within the County; and

WHEREAS, the James City County Board of Supervisors (the “Board”) adopted a resolution on April 11, 2023, directing staff to assess solar farms, and identify best practices with regard to policies and regulations; and

WHEREAS, the Board further directed the development of a comprehensive Board policy for solar farm projects based upon this assessment; and

WHEREAS, on July 25, 2023, September 12, 2023, and October 4, 2023, the Board was presented with an assessment, research, and best practices concerning solar facilities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby establishes the following Utility-Scale and Community Solar Facilities Policy (the “Policy”) to inform the Board’s consideration of Special Use Permits for such facilities.

Background & Expectations

In early 2023, based on solar facility development, legislative application activity, and the goals established in the County’s Natural and Cultural Assets Plan, the County endeavored to evaluate its future consideration of applications for solar facilities. To that end, the focus of this Policy is on utility-scale and community solar facilities, generally defined as those facilities which are non-accessory facilities and consist of ground-mounted photovoltaic panels generating electricity for commercial distribution.

Land use applications for utility-scale and community solar facilities should be considered, developed, and operated consistent with the policies and criteria outlined below. Conditions may be imposed upon individual Special Use Permits for utility-scale or community solar facilities to ensure consistency with these policies and criteria and to mitigate negative impacts associated with a facility. A Special Use Permit (“SUP”) application may be denied where one or more of these policies or criteria are not met. It is expected that SUP applications for utility-scale and community solar facilities provide information and plans consistent with this Policy.

Impacts & Mitigation

The Board has identified the following negative impacts associated with utility-scale and community solar facilities and hereby adopts the following mitigation policies:

1. There are different sizes and types of solar facilities, and certain sizes and types are only appropriate in certain areas of the County, or under certain circumstances. With respect to utility-scale solar facilities and this Policy, the County has established that large-scale solar facilities are those that have a rated generation capacity of 1 MW and greater and that small-scale solar facilities are those that have a rated generation capacity of less than 1 MW. Large-scale and community solar facilities capable of generating 1 MW or greater

or facilities with 20 or more acres of total fenced acreage should be located outside the County's designated Primary Service Area, in the General Agriculture (A1), Rural Residential (R-8), or Public Land (PL) zoning districts, and be subject to a SUP. Generally, small-scale solar facilities and community solar facilities generating less than 1 MW, and consisting of less than 20 acres of total fenced acreage may be appropriate within the Primary Service Area and within certain zoning districts, subject to a SUP, and upon demonstrating unique design characteristics to limit project impact and/or enhanced economic and community benefits. The total project area for any facility, measured as the total fenced acreage, shall not exceed 300 acres. Site-specific limitations notwithstanding, the Board may also consider solar facilities on brownfield sites and landfill properties as appropriate locations.

2. Utility-scale and community solar facilities may have negative impacts on resources and other land uses because of their industrial nature and developed state. Active components of utility-scale and community solar facilities, including but not limited to solar panels, substations, and inverters, and developed features, including but not limited to fences, gates, stormwater control measures, and maintenance/operations buildings, shall not be located or designed to be in close proximity to residences or to historic, cultural, recreational, special flood hazard areas, and environmentally sensitive areas and resources. Utility-scale and community solar facilities shall incorporate appropriate setbacks, buffers, and screening to address proximity to above-named resources.
3. Utility-scale and community solar facilities may have negative impacts on viewsheds. Facilities, including fencing and support equipment, should be fully screened by buffers from ground-level view of adjacent properties and rights-of-way. Buffers shall consist of screening which utilizes existing vegetation and landforms and/or be landscaped with a mix of plant materials, with trees at least eight (8) feet in height at the time of planting. Landscaping materials should be native to the Virginia Coastal Plain and exclude the use of invasive species as specified by the Virginia Department of Conservation and Recreation. Additional screening and/or setbacks may be required to mitigate potential impacts of a project owing to its location or design.
4. Utility-scale and community solar facilities in close proximity to one another may have negative impacts on the immediate area due to overdevelopment, incompatibility with other land uses, and competition with other land uses; however, the County also recognizes that there are limited lands suitable for this land use. Generally, there should be a minimum distance of one mile between fenced areas of separate utility-scale and/or community solar facilities; however, consideration may be made for a closer distance based upon the size, scale, and design of a facility and the overall suitability of a given site.
5. Utility-scale and community solar facilities spread across non-contiguous parcels may have negative impacts on the viewshed. Compact facilities developed on single or contiguous parcels, lessen the potential for impacts on a wider area. If a utility-scale or community solar facility consists of multiple parcels, solar panels included as part of the same facility should be sited on contiguous parcels to limit project fragmentation and viewshed impacts.
6. Utility-scale and community solar facilities may have negative impacts on open space and on stormwater conditions. The number of utility-scale solar and community facilities in the County and the size of individual utility-scale solar and community facilities

should be limited to ensure the preservation of open space and to guard against negative stormwater conditions. The County considers solar panels to be impervious for the land cover calculation and stormwater management needs. Impervious cover on individual facility sites shall not exceed 60 percent as required by the County's Chesapeake Bay Preservation Ordinance Section 23-9(b)(1)(b).

7. Utility-scale and community solar facilities may have negative impacts on existing habitat areas. The County has identified the importance of protecting existing habitat areas, inventorying habitat areas, and establishing goals for their conservation as part of the County's Natural and Cultural Assets Plan. Utility-scale and community solar facilities should be designed to conserve and protect habitat cores, blocks, and corridors connecting habitat areas. While disturbance of less than 10 acres of these areas may be acceptable for an individual project, utility-scale and community solar facilities should generally strive to avoid development of existing habitat areas. Disturbance of 10 to 20 acres of these areas shall be considered an adverse impact requiring mitigative action, and disturbance of more than 20 acres of these areas shall be discouraged. When considering the level, nature, and acceptability of impacts to habitat areas, the County and applicants should consult the Natural and Cultural Assets Plan, the Virginia Department of Conservation and Recreation Natural Heritage Data Explorer, and other relevant and accepted resources, as well as determine the particular mix of species and composition of affected habitat areas.
8. Utility-scale and community solar facilities may have negative impacts on agricultural lands. Protecting existing agricultural lands, as well as lands suitable for future agricultural use is important, as identified in the Natural and Cultural Assets Plan. Utility-scale solar facilities should avoid development of areas identified as prime farmland by the United States Department of Agriculture's Natural Resources Conservation Service and/or areas recently farmed preceding an application, unless portions of the parcels utilized for the facility will continue to be farmed. While disturbance of less than 10 acres of these areas may be acceptable for any individual project, disturbance of 10 to 50 acres shall be considered an adverse impact requiring mitigation, and disturbance of more than 50 acres shall be discouraged.
9. Utility-scale and community solar facilities that fence large areas for security and safety may have negative impacts on the mobility of wildlife and on natural resources, especially in areas previously undeveloped. Corridors to allow for the movement of wildlife across facility sites should be incorporated in the design of utility-scale and community solar facilities and the latest guidance from State environmental departments should be considered; for example, the Virginia Department of Wildlife Resources has Solar Energy Facility Guidance which includes recommendations for wildlife passages and fencing. Designed corridors are encouraged to both connect to and protect other natural resources identified in the County's Natural and Cultural Assets Plan, including ecological and forest cores.
10. Utility-scale and community solar facilities situated far from existing electrical transmission line corridors could require the undesirable extension or upgrade of overhead utilities. A standard for the proximity of utility-scale and community solar facilities to existing electrical transmission line corridors will ensure greater predictability in the siting of utility-scale and community solar facilities, as well as limit the unnecessary extension of infrastructure to connect proposed facilities. At least the closest point of any utility-scale and community solar facility should be located within

two miles of an existing transmission line corridor within the County or an adjoining locality. Any generation lead lines (gen-tie) lines or electrical lines to connect noncontiguous portions of facilities and/or leading to a facility's substation or point of interconnection should be located underground.

11. Utility-scale and community solar facilities may impact the electric grid and transmission network within the County. Specifically, additional or improved overhead utility lines negatively impact community character, are less reliable during significant weather events, and are actively discouraged by the adopted Comprehensive Plan. Accordingly, applications for utility-scale and community solar facilities should identify existing electric distribution or transmission infrastructure that may need to be upgraded for the facility. Larger system-wide improvements or upgrades beyond the point of interconnection and not necessarily associated with a single facility, performed by a utility, will be subject to review by the County pursuant to Virginia Code Section 15.2-2232, unless otherwise exempt.
12. Greater setbacks are necessary for utility-scale and community solar facilities because of their industrial nature and potential incompatibility with other land uses. Setbacks (along with buffering and screening) should be sufficient to ensure that facility components are sited from property lines, roads, and residences a distance appropriate to ensure viewshed impacts are minimized or eliminated and that the use does not detract from other existing or potential land uses. Applicants, through their design, may consider, and the County, through their evaluation, may require, greater setbacks up to 300 feet to mitigate impacts associated with the location, scale, and design of individual projects in relation to residences, major thoroughfares, and railways.
13. It is feasible to develop utility-scale and community solar facilities in conjunction with other uses on the same site, and this co-location possibility should be accommodated. Utility-scale and community solar facilities are encouraged to allow for the continued residential, agricultural, commercial, industrial, or recreational use of portions of project parcels, or the incorporation of agricultural, commercial, industrial, or passive recreational uses within project sites. Additionally, projects are encouraged to permanently protect undeveloped areas.
14. The development and construction phases of utility-scale and community solar facilities may have negative impacts associated with noise and traffic on adjacent and nearby properties, particularly residential properties. Impacts from the development and construction of facilities shall be managed and limited to protect nearby properties, uses, and public infrastructure. Applicants should consider and propose mitigation strategies for noise and traffic impacts which may include designating the hours for construction, designating the hours and location for delivery and storage of materials, and general traffic plans.
15. Significant construction traffic, as it relates to the volume of trips and the size of vehicles, may be inconsistent with typical conditions for the area of a facility site. Utility-scale solar facility and community sites should have principal access from roads meeting Virginia Department of Transportation ("VDOT") standards and classified as collector or arterial roads; however, roads meeting VDOT standards and classified as local may be considered. Principal access from local roads not meeting VDOT standards, local roads through neighborhoods or platted subdivisions, or rural roads are not acceptable, and secondary or construction access from these roads is discouraged. If such access is

proposed, the distance between the facility entrance and the collector road will be a point of evaluation. Facility access across railroad tracks is not acceptable.

16. It is in the best interest of County residents to ensure that developed utility-scale and community solar facilities provide for economic returns beyond those which could otherwise be anticipated for a given property. Utility-scale and community solar facilities should provide maximum benefits to the County as demonstrated by thorough an economic analysis provided by the applicant and a realization of those benefits through potential participation in a solar siting agreement.
17. To further address the negative impacts associated with construction and the negative impacts on erosion, sedimentation, and stormwater; viewsheds; and environmental, natural, and agricultural resources, the Board recommends the following to applicants:
- a. Applications should include a construction management/mitigation plan outlining, at a minimum, the anticipated construction schedule, phases, hours of construction, noise impacts and mitigation measures, the location of construction parking and storage parking for employees, and information on traffic impacts.
 - b. Applications should include information on, and preliminary plans for addressing erosion and sedimentation, grading, and stormwater management outlining, at a minimum, proposed grading and disturbance of the site, drainage patterns, location and extent of stormwater features including stormwater basins, and groundwater, surface water, and soil testing and monitoring.
 - c. Applications should include a report describing viewshed impacts of the facility, addressing facility visibility from adjacent properties, public areas, roads, and historic and cultural resources within a 1-mile buffer of the fenced area of the facility. Additionally, applications should include a landscape plan outlining plans for buffers, screening, and plant materials and species, including plans for the use of native plants and pollinators, and the exclusion of invasive plants.
 - d. Applications should include a report inventorying and mapping wetlands, rivers, streams, floodplains, forested areas, soils, and prime farmland/agricultural land within and adjacent to near the facility site. The report should discuss the facility's impacts on the above-named resources and any planned mitigation.

Ruth Larson,
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 9th day of April,
2024.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 24, ZONING, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE I, IN GENERAL, SECTION 24-2, DEFINITIONS; AND BY AMENDING ARTICLE II, SPECIAL REGULATIONS, BY ADDING NEW DIVISION 8, SOLAR ENERGY GENERATING FACILITIES; AND BY AMENDING ARTICLE V, DISTRICTS BY AMENDING DIVISION 2, GENERAL AGRICULTURAL DISTRICT, A-1, SECTION 24-212, USE LIST; DIVISION 3, LIMITED RESIDENTIAL DISTRICT, R-1, SECTION 24-232, USE LIST; DIVISION 4, GENERAL RESIDENTIAL DISTRICT, R-2, SECTION 24-252, USE LIST; DIVISION 4.1, RESIDENTIAL REDEVELOPMENT DISTRICT, R-3, SECTION 24-273.2, USE LIST; DIVISION 5, RESIDENTIAL PLANNED COMMUNITY DISTRICT, R-4, SECTION 24-281, USE LIST; DIVISION 6, MULTIFAMILY RESIDENTIAL DISTRICT, R-5, SECTION 24-305, USE LIST; DIVISION 7, LOW DENSITY RESIDENTIAL DISTRICT, R-6, SECTION 24-328, PERMITTED USES, AND SECTION 24-329, USES PERMITTED BY SPECIAL USE PERMIT ONLY; DIVISION 8, RURAL RESIDENTIAL DISTRICT, R-8, SECTION 24-348, USE LIST; DIVISION 9, LIMITED BUSINESS DISTRICT, LB, SECTION 24-368, USE LIST; DIVISION 10, GENERAL BUSINESS DISTRICT, B-1, SECTION 24-390, USE LIST; DIVISION 11, LIMITED BUSINESS/INDUSTRIAL DISTRICT, M-1, SECTION 24-411, USE LIST; DIVISION 12, GENERAL INDUSTRIAL, M-2, SECTION 24-436, USE LIST; DIVISION 13, RESEARCH AND TECHNOLOGY DISTRICT, RT, SECTION 24-461, USE LIST; DIVISION 14, PLANNED UNIT DEVELOPMENT DISTRICTS, PUD, SECTION 24-493, USE LIST; DIVISION 15, MIXED USE, MU, SECTION 24-518, USE LIST; DIVISION 16, PUBLIC LAND DISTRICT, PL, SECTION 24-535.1, PERMITTED USES, AND SECTION 24-535.2, USES PERMITTED BY SPECIAL USE PERMIT ONLY; AND DIVISION 17, ECONOMIC OPPORTUNITY, EO, SECTION 24-536.4, USE LIST.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 24, Zoning, is hereby amended and reordained by amending Article I, In General, Section 24-2, Definitions; and by amending Article II, Special Regulations, by adding new Division 8, Solar Energy Generating Facilities; and by amending Article V, Districts by amending Division 2, General agricultural District, A-1, Section 24-212, Use List; Division 3, Limited Residential District, R-1, Section 24-232, Use List; Division 4, General Residential District, R-2, Section 24-252, Use List; Division 4.1, Residential Redevelopment District, R-3, Section 24-273.2, Use List; Division 5, Residential Planned Community District, R-4, Section 24-281, Use List; Division 6, Multifamily Residential District, R-5, Section 24-305, Use List; Division 7, Low Density Residential District, R-6, Section 24-328, Permitted Uses, and Section 24-329, Uses Permitted by Special Use Permit Only; Division 8, Rural Residential District, R-8, Section 24-348, Use List; Division 9, Limited Business District, LB, Section 24-368, Use List; Division 10, General Business District, B-1, Section 24-390, Use List; Division 11, Limited Business/Industrial District, M-1, Section 24-411, Use List; Division 12, General Industrial, M-2, Section 24-436, Use List; Division 13, Research and Technology District, RT, Section 24-461, Use List; Division 14, Planned Unit Development Districts, PUD, Section 24-493, Use List; Division 15, Mixed Use, MU, Section 24-518, Use List; Division 16, Public Land District, PL, Section 24-535.1, Permitted Uses, and Section 24-535.2, Uses Permitted by Special Use Permit Only; and Division 17, Economic Opportunity, EO, Section 24-536.4, Use List.

Chapter 24. Zoning

Article I. In General

Sec. 24-2. Definitions.

Brownfield: A former industrial or commercial site typically containing low levels of environmental pollution such as hazardous waste or industrial byproducts.

Solar energy generating facility (solar facility). Solar energy generating facilities may include, but are not limited to, solar energy generating devices, inverters, a substation, ancillary equipment, buildings, security fencing, access roads, stormwater control measures, and screening on the site. Solar energy generating devices utilize sunlight as an energy source to heat or cool buildings, heat or cool water, or produce mechanical power by means of any combination of collecting, transferring, or converting solar generated energy. The term applies to, but is not limited to, solar photovoltaic systems, solar thermal systems, and solar hot water systems. The following words, terms and phrases pertaining to solar energy generating facilities, when used in the James City County Zoning Ordinance or in the administration thereof, shall have the following meanings ascribed to them:

Accessory solar facility. A solar facility comprised of photovoltaics attached to and/or incorporated into building components and/or materials for structures, such as roofs or shingles, along with supporting equipment, the facility being an accessory use to the principal use of the property. Such facilities may be ground-mounted and not attached to a building. Supporting equipment commonly includes panels, racking, inverters,

performance monitoring, grid connection, and energy storage systems. Accessory solar hot water systems shall also be incorporated within this term.

Community solar facility. A solar facility, ground- and/or building-mounted, on an area adequate to support a rated capacity of five (5) megawatt (MW) alternating current or less. The facility directly provides generated electricity and/or utility bill reductions through net metering to multiple owners or subscribers. Also known as a shared solar facility.

Decommissioning. The process of removing all improvements and restoring a site to the conditions that existed prior to the commencement of a permitted facility, which includes the completion of all steps outlined in a Decommissioning and Reclamation Plan.

Decommissioning and reclamation plan. A plan demonstrating the removal of improvements including but not limited to structures, footings, pilings, materials, buildings, roads (unless the previous items are to be retrofitted for another purpose), cabling, electrical components, large-scale operational equipment, and any other associated facilities at the abandonment or closure of a facility slated for decommissioning.

Operator. The entity or individual responsible for the operation and management of the solar facility.

Owner. The entity or individual who owns all or a portion of a solar facility.

Participating landowner. A person who owns real property under lease or other property agreement with the owner or operator of a solar facility.

Photovoltaic (PV). Materials and devices that absorb sunlight and convert it directly into electricity.

Prime agricultural soils. Soils recognized as prime farmland by the United States Department of Agriculture.

Rated capacity. The maximum capacity of a solar facility based on the sum total of each photovoltaic system's nameplate capacity.

Siting agreement. An agreement between the County and the entity per Code of Virginia Section 15.2-2316.7.

Utility-scale solar facility. A type of solar facility with ground-mounted PV panels generating electricity for commercial distribution. The following facilities are considered utility-scale solar facilities:

Large-scale solar energy facility. A ground-mounted solar facility located on an area adequate to support a rated capacity of one (1) megawatt (MW) alternating current or greater.

Small-scale solar energy facility. A ground-mounted solar facility located on an area adequate to support a rated capacity of less than one (1) megawatt (MW) of alternating current.

Viewshed. The view of an area from a specific vantage point. It includes all surrounding points that are in line of sight with that location.

Article II. Special Regulations

Division 8. SOLAR ENERGY GENERATING FACILITIES

Sec. 24-137. Solar energy generating facilities.

(a) Applicability and permitting. The requirements set forth in this section shall govern the location, siting, development, construction, installation, operation and decommissioning of solar energy generating facilities in the County. Solar facilities are permitted either by-right or subject to a special use permit as specified within the applicable zoning district.

(b) Application review process. In addition to the submittal requirements in Sections 24-23 and 24-24, special use permits for solar facilities shall be subject to the following procedures:

(1) Pre-application meeting. Prior to submission of a special use permit application, a pre-application meeting shall be held with the director of planning to discuss the location, scale, and nature of the proposed use, as well as the potential for a siting agreement, if applicable.

(2) Completeness/compliance review. Upon submission, the director of planning or designee shall review the application and determine whether it is complete and compliant with the submittal requirements and procedures. Based upon this review, the director of planning may determine that an application is incomplete and/or noncompliant and either reject the application or require the applicant to submit additional or revised materials prior to proceeding to further review.

Third-party review. The County may hire an independent third-party consultant at its discretion, to act as the director of planning's designee to review any special use permit application and all associated documents for completeness and compliance with this division, County policies, and any other local, state, and federal codes. Any costs associated with the review shall be paid by the applicant. Payment of such costs is in addition to payment for any other application fees otherwise required by the County.

(3) Neighborhood meeting. Following application submission and at least 28 days prior to the review conducted pursuant to Section 24-137(b)(5), a public neighborhood meeting shall be held by the applicant to give the community an opportunity to hear from the applicant and to ask questions regarding the proposed application. The meeting shall adhere to the following requirements:

a. The applicant shall inform the director of planning and adjacent property owners in writing of the date, time, and location of the meeting, at least 28 days in advance of the meeting date.

- b. The date, time and location of the meeting shall be advertised in a newspaper of record in the County by the applicant, at least 7 but no more than 14 days, in advance of the meeting date.
 - c. The meeting shall be held within the County, at a location open to the public with adequate parking and seating facilities that will accommodate persons with disabilities.
 - d. The meeting shall give members of the public the opportunity to review application materials, ask questions of the applicant, and to provide written and spoken feedback.
 - e. The applicant shall provide the director of planning with a written summary including the meeting location details, any input received from members of the public at the meeting, and copies of any written submissions from the public.
- (4) Public hearing required. Prior to the issuance of a special use permit, a public hearing shall be held by the planning commission and the board of supervisors pursuant to Sections 24-9 and 24-10.
- (5) Comprehensive plan review. Pursuant to Code of Virginia Section 15.2-2232, the planning commission shall consider, at a public meeting in conjunction with the public hearing on a special use permit, whether the general or approximate location, character, and extent of a proposed solar facility is substantially in accord with the County's Comprehensive Plan or part thereof. The planning commission shall communicate its findings to the board of supervisors, indicating its approval or disapproval with written reasons therefor. The board of supervisors may overrule the action of the planning commission by a vote of a majority of its membership.
- (6) Siting agreement. Prior to the issuance of a special use permit, solar energy generating facilities requiring a special use permit, applicants shall enter into a siting agreement with the County and approved by the county attorney, pursuant to and as authorized by Code of Virginia Title 15.2, Article 7.3. Siting of Solar Projects and Energy Storage Projects, unless this requirement is waived by the board of supervisors.
- (c) Special use permit factors to be considered. Factors to be considered. In addition to the factors to be considered when reviewing and acting on an application for a special use permit as established in Section 24-9 and this division, the planning commission and board of supervisors will consider the guidance and criteria included in the board of supervisors' Utility-Scale Solar Facilities Policy adopted ## ##, 2024 as amended.
- (d) Submittal requirements. In addition to application materials required pursuant to Sections 24-23 and 24-24, all special use permit applications for solar facilities for which a special use permit is required shall include the following materials and information:
 - (1) Project narrative. A detailed narrative identifying the applicant, owner, participating landowner, and operator, stormwater management approach, and describing the proposed energy facility, including an overview of the facility and its location; the size of the site, and the facility area; the current and recent previous use of the site; the estimated time for construction, any phasing schedule, location of staging areas

or off-site storage facilities, and proposed date for commencement of operations; the planned maximum rated capacity of the facility; the approximate number, representative types and expected footprint of equipment to be constructed, including the maximum number of photovoltaic panels; specifications for proposed equipment, including the manufacturer and model, materials, color and finish, and racking type; ancillary facilities; and how and where the electricity will be transmitted, including the location of the proposed electrical grid interconnection.

- (2) Master plan. A visual depiction and scaled representation of the proposed facility prepared by an appropriate licensed design professional and including the following:
 - a. Identification of subject parcels, facility boundaries, and property lines and/or leased portions of parcels;
 - b. Identification of subject parcels' zoning designations and required setbacks;
 - c. Existing and proposed buildings and structures, including those buildings, structures, or features to be removed or retained; proposed locations and heights of solar panels, ground equipment, ancillary equipment, and other structures; the location of proposed fencing, driveways, internal roads, and structures; and the location of points of ingress/egress;
 - d. Location and nature of proposed buffers and screening elements, including vegetative and constructed buffers;
 - e. Existing and proposed access roads, drives, turnout locations, stormwater facilities, and parking;
 - f. Location of substations, electrical cabling from the facility to substations, ancillary equipment, buildings, and structures, including those within any applicable setback;
 - g. Fencing or other methods of ensuring public safety;
 - h. Proposed lighting;
 - i. Aerial imagery showing the proposed location and boundaries of the facility, fenced areas, ingress/egress, and the closest distance to all adjacent property lines and buildings, noting their uses; and
 - j. Additional information may be required as determined by the director of planning, such as a scaled elevation view of the property and other supporting drawings, photographs of the proposed site, coverage map, and additional information that may be necessary for a technical review of the proposal.
- (3) Grading plan. A draft grading plan that limits grading to the greatest extent practicable. The plan shall include:
 - a. Existing and proposed one foot contours;
 - b. Location of prime agricultural soils;
 - c. Locations and amount of topsoil to be stripped and stockpiled onsite (if any);
 - d. Percent of the site to be graded;
 - e. Clearing and grading phases in compliance with Section 24-89;
 - f. Areas to be disced;
 - g. An earthwork balance achieved on-site with no import or export of soil; and

- h. Indication of natural flow patterns in drainage design and amount of impervious surface. Impervious surface shall include all solar panels and mounts.
- (4) Landscape plan. A draft landscape plan identifying:
 - a. The location of existing vegetation and the limits of proposed clearing;
 - b. Location and nature of proposed landscape buffers and all proposed plant species to be used for ground cover, screening and buffering materials, and landscaping, along with landscape buffer cross-sections and elevations. Native and pollinator-friendly plant species shall be utilized to the greatest extent possible;
 - c. Locations of wildlife corridors; and
 - d. Landscape maintenance requirements.
- (5) Visual impact analysis. An analysis demonstrating facility siting and proposed mitigation, if necessary, so that the proposed facility minimizes impacts on the visual character, viewsheds, and/or vistas of the County. At a minimum, the visual impact analysis shall include accurate, to scale, photographic simulations showing the relationship of the facility and its associated equipment and development to its surroundings. The photographic simulations shall show such views of the facility from locations such as property lines, roadways, and/or scenic viewsheds/vistas as deemed necessary by the County in order to assess the visual impact of the facility. The total number of simulations and the perspectives from which they are prepared shall be established by the director of planning after the pre-application meeting. Visual representations shall be in color and shall include actual pre-construction photographs and accurate post-construction simulations of facilities, active components, and structures. All visual representations will include existing, as well as proposed structures, buildings, active components to include stormwater management facilities, and tree coverage.
- (6) Community impact assessment. An assessment of the impact of the proposed facility on the immediate vicinity as well as the greater County. The assessment shall be prepared and presented in written form and shall analyze in specific terms the probable impact of the facility on the vicinity and community over time. Specific attention, as may be appropriate to the individual proposal, should be given but not be limited to the following elements:
 - a. Consistency of the proposed facility with applicable policies contained in the County's Comprehensive Plan;
 - b. Information on the facility's distance from existing transmission infrastructure, development areas, municipal boundaries, political boundaries, and other existing or approved solar facilities, as well as the total rated capacity and acreage of existing and approved solar facilities, and the overall electrical demand of the County;
 - c. Anticipated direct revenues to the County from real estate and personal property taxes;
 - d. An assessment of employment opportunities to be created by the proposed facility;
 - e. An assessment of the short- and long-term economic impact of the proposed facility;

- f. If the facility is replacing an existing enterprise, including agriculture and forestry, an assessment of the impact the current enterprise has on the local economy and how the local economy will be impacted by the loss of the existing enterprise; and in the case of existing agricultural use, the assessment shall include a history of the agricultural use of the site;
- g. An assessment of fire, rescue, and law enforcement requirements as compared to existing capacities and facilities;
- h. An assessment of utility, water, sewer, and stormwater management needs as compared to existing capacities and facilities;
- i. An aerial exhibit showing the facility in relation to historic resources within 1 mile of the facility, as well as a narrative summarizing any anticipated impacts to the historic resources;
- j. The costs in both capital and operating funds of providing public services to the proposed development; and
- k. What efforts, if any, are proposed to mitigate the service demands or costs to the County.

The director of planning may waive certain elements of the impact assessment where the nature of the proposed facility makes such elements inapplicable.

(7) Environmental impact assessment. An assessment of the impact of the proposed facility, to include the following:

- a. A statement regarding any site and viewshed impacts, including direct and indirect impacts to national or state forests and grasslands, national or state parks, County parks, wildlife management areas, conservation easements, recreational areas, or any known historic or cultural resources within 1 mile of the facility parcels;
- b. An inventory of wetlands, resource protection areas, rivers, streams, and floodplains, delineated and mapped, to provide baseline data for the evaluation of the current proposal and for the evaluation of the decommissioning plan. The inventory and mapping of the floodplain shall not be construed to permit development within regulatory floodplain areas without a development in the floodplain permit;
- c. A statement regarding impacts to wildlife and describing facility design features to mitigate any impacts to wildlife, such as wildlife corridors;
- d. Information on native and invasive plants within the facility area and plans to retain native species and remove invasive species; and
- e. Information regarding soil conditions present in the facility area, especially areas directly impacted by facility development and construction; areas identified as “prime farmland” and/or comprised of soil classifications suitable for agriculture; and areas at risk for erosion.

(8) Traffic and transportation assessment. An assessment of the impact of the proposed facility, including construction, on traffic and transportation infrastructure, to include the following:

- a. The time of day that operations and construction transport activities will occur;
- b. A map showing the desired primary and secondary transportation routes for operations and construction traffic;

- c. Characteristics of operations and construction vehicles, including:
 - i. Length, height, width, curb weight;
 - ii. Maximum load capacity;
 - iii. Number of axles, including trailers; and
 - iv. Distance between axles.
- d. An exhibit and narrative detailing all proposed haul route(s) planned to be utilized for the construction, operation, maintenance, and decommissioning of the facility.

After review, the County may require a traffic impact analysis to be performed by an engineer and approved by the director of planning.

- (9) Decommissioning and reclamation plan. A draft decommissioning and reclamation plan certified by an appropriate licensed design professional to include the following and demonstrating compliance with the requirements of Section 24-137(f)(9):

- a. The anticipated life of the facility, along with the basis for determining the anticipated life of the facility;
- b. The estimated decommissioning cost in current dollars (excluding salvage values);
- c. The method for determining the estimated decommissioning cost;
- d. The method for ensuring that funds will be available for decommissioning and restoration;
- e. The estimation method for keeping the decommissioning cost current, per the agreement; and
- f. The manner in which the facility will be decommissioned and the site restored.

- (e) Minimum development standards for solar energy generating facilities. The following minimum development standards shall apply to solar energy generating facilities:

- (1) Compliance with building codes and standards and stormwater management regulations and standards. All solar generating facilities shall be designed and maintained in compliance with standards contained in applicable local, state, and federal codes, including stormwater management regulations and standards.
- (2) Co-location. All solar facilities may be co-located on parcels with other agricultural, residential, commercial, or industrial land uses.
- (3) Location, dimensional, and setback standards.
 - a. Accessory solar facilities and small-scale solar facilities shall be subject to the applicable setbacks of the zoning district in which the facility is located.
 - b. Community solar facilities and large-scale solar facilities shall be subject to the following location, dimensional, and setback standards:
 - i. The maximum facility area shall be 300 acres, measured as the total fenced acreage.

- ii. Impervious cover shall not exceed 60% as required by the County's Chesapeake Bay Preservation Ordinance Section 23-9(b)(1)b. Impervious cover shall include all solar panels and mounts.
 - iii. Setbacks: Solar facilities shall meet all setback requirements for primary structures for the zoning district in which the facility is located and the requirements set forth below. In the event of conflict, the more restrictive requirements shall apply. The minimum setback of structures and uses associated with the facility, including fencing, PV panels, parking areas, and outdoor storage, but not including landscaping and berming, shall be:
 - a. 200 feet from adjacent property lines.
 - b. 200 feet from all public rights-of-way.
 - c. 400 feet from dwellings on adjacent parcels.
- (4) Height. For all solar facilities, the maximum height of the lowest edge of ground-mounted photovoltaic panels shall be 10 feet as measured from the finished grade. The maximum height of panels, buildings, structures, and other components of a solar facility shall be 20 feet. These limits shall not apply to utility poles, substations, roof- or building-mounted solar panels, accessory solar facilities, or the interconnection to the overhead electric utility grid. The board of supervisors may approve a greater height based upon the demonstration of a significant need where the impacts of increased height are mitigated. All roof or building mounted solar panels shall comply with height requirements of the applicable zoning district.
- (5) Buffering and screening. Community solar facilities, and small- and large-scale solar facilities, shall be screened from the ground-level view of public streets by a buffer zone at least 100 feet in width and from adjacent properties by a buffer zone at least 50 feet in width. The buffer shall be located within the setbacks required under this section and shall be located around the entire perimeter of the property. The buffer zone and screening shall be maintained for the life of the facility.

A recommendation that the screening and/or buffer requirements be waived or altered may be made by the planning commission when the applicant proposes to use existing wetlands or woodlands and the existing wetlands or woodlands are verified by the director of planning as having sufficient buffer material to meet the screening requirements. Screening methods may include:

- a. Existing screening. Existing vegetation, topography, buildings, open space, or other elements located on the site may be considered as part of the required screening. Existing trees and vegetation shall be retained within the buffer area except as approved by the director of planning for the removal of dead, diseased, dying, invasive, or overcrowded vegetation for general wood lot management, or as approved on the master plan. The director of planning may require a recommendation by a professional forester or arborist for such approvals.
- b. Vegetative screening. In the event existing vegetation or landforms providing screening are inadequate or disturbed as part of site development, new plantings shall be provided in a landscaped strip at least

50 feet wide. Landscaping intended for screening shall consist of a combination of non-invasive species, pollinator species, and native plants, shrubs, trees, grasses, forbs, and wildflowers, with the minimum number of trees and shrubs per Section 24-96. Size requirements for new plantings shall be in accordance with Section 24-92. Trees intended for screening shall consist of a combination of evergreen and deciduous trees with a size and mixture requirement as specified in Section 24-96(b). Species listed on Virginia Department of Conservation and Recreation's Invasive Plant Species list shall not be used.

- d. Fencing. Fencing intended for screening may be used in combination with other screening methods but shall not be the primary method. A typical example is the use of wood privacy fencing and landscaping to screen structures such as substations. Fencing material shall not include plastic slats.
- (6) Ground cover. For community solar facilities, and small- and large-scale solar facilities, permanent ground cover on the site shall be vegetation native to the County's region of Virginia and maintained in accordance with the landscaping plan and in accordance with Chapter 8 of the county code. A performance surety reflecting the costs of anticipated maintenance shall be posted and maintained. Failure to maintain the ground cover may result in the revocation of the special use permit and require the facility's decommissioning.
 - (7) Security fencing. For community solar facilities, and small- and large-scale solar facilities, such facilities may be enclosed by security fencing located interior of the buffer area no greater than eight (8) feet in height and black in color, unless as otherwise specified within an approved special use permit. No razor/barbed wire is permitted. Fencing may also be placed around sections of the infrastructure (not the entire site) to provide access corridors for wildlife to navigate through the facility.
 - (8) Wildlife corridors. For community solar facilities, and small- and large-scale solar facilities, the applicant shall identify and provide access corridor(s) for wildlife to navigate through and across the solar facility. The proposed wildlife corridor(s) shall be shown on the site plan submitted to the County. If fencing is used, areas between fencing shall be kept open to allow for the movement of migratory animals and other wildlife. Access corridors for wildlife to navigate through the solar facility shall be identified and shown on the master plan submitted to the County.
 - (9) Lighting. For community solar facilities, and small- and large-scale solar facilities, proposed lighting fixtures shall be shown on a lighting plan and reviewed and approved in accordance with Chapter 24, Article II, Division 7. Lights shall be operated by a motion detector or be able to be turned on as needed by the facility operator and shall not be routinely illuminated at night. No light poles shall exceed a height of 17 feet above finished grade unless otherwise approved by the planning director prior to final site plan approval.
 - (10) Signage. For all solar facilities, no signage of any type may be placed on the facility other than notices, warnings, and identification information required by law and not in conflict with Chapter 24, Article II, Division 3. Warning signage shall be placed on solar equipment to the extent appropriate or legally required. Solar equipment

shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar energy facility. All signs, flags, streamers, or similar items, both temporary and permanent, are prohibited on solar equipment except as follows:

- a. manufacturer's or installer's identification;
 - b. appropriate warning signs and placards;
 - c. signs that may be required by a federal agency; and
 - d. signs that provide a 24-hour emergency contact phone number and warn of any danger. Educational signs providing information about the facility and benefits of renewable energy may be allowed as provided in the local sign ordinance.
- (11) For all solar facilities, including accessory solar facilities, public utilities shall be in accordance with Section 24-200.
- (12) Nutrient management plan. Prior to approval of any site plan for community solar facilities, and small- and large-scale solar facilities, the facility operator shall provide a nutrient management plan (NMP) prepared by a nutrient management planner certified in the Commonwealth of Virginia for all of the area within the defined limits of work (disturbance) for the properties. The purpose of the NMP is to provide for long-term establishment and maintenance of turf grass, pasture, rangeland, or other similar type vegetative cover which preserve the long-term soil health for potential future farming purposes. The NMP shall have a component which specifically identifies and maintains and protects designated prime agricultural soil. The NMP shall be submitted for review and approval by the director of stormwater and resource protection prior to approval of any final site plan for the project. Upon approval of the NMP, the facility operator shall be responsible for ensuring that any nutrient applied in the area within the defined limits of work is in strict accordance with the NMP.
- (13) Spill prevention control and countermeasure plan. Prior to approval of any site plan, the facility operator shall submit a spill prevention control and countermeasure (SPCC) plan for the facility to the director of stormwater and resource protection for review and approval. The SPCC plan shall outline measures and procedures necessary for the operation of the facility until decommissioning, as applicable.
- (14) Decommissioning and reclamation plan. Prior to site plan approval, the applicant shall submit the final decommissioning and reclamation plan to the director of planning for review and approval. The decommissioning and reclamation plan shall meet the standards of Section 24-137(f)(9). Accessory solar facilities shall be exempt from this requirement.
- (f) Construction, operational, and decommissioning requirements for solar energy generating facilities. For community, small- and large-scale solar facilities, the following requirements shall be met during the construction phase and throughout the operational life of solar facilities subject to a special use permit:

- (1) Environmental monitoring. The owner shall prepare a baseline monitoring plan that includes the parameters for environmental monitoring to include soils, groundwater, and surface water monitoring, and a map showing the locations of said monitoring. This plan shall be submitted and approved by the director of stormwater and resource protection prior to the issuance of land disturbing permit. Environmental monitoring to assess the level of contamination shall take place prior to, and upon completion of construction of a facility, throughout the area of the facility in accordance with the approved baseline monitoring plan. Environmental monitoring shall take place every five years of the operation of the facility, and upon completion of decommissioning. Results from said monitoring shall be delivered to the director of stormwater and resource protection. Should the results of this monitoring show any groundwater contamination, as determined by the director of stormwater and resource protection, the operator shall submit a remediation plan to the director of stormwater and resource protection within 60 days for review and approval, after which the operator shall commence remediation efforts within 60 days after approval of the remediation plan. The actual remediation shall provide for environmental remediation required by local, state, or federal law, and adverse impacts identified by the monitoring shall be mitigated by the owner or operator of the solar facility to the satisfaction of the director of stormwater and resource protection.
- (2) Coordination of local emergency services; emergency response plan. Prior to completion of construction, the owner or operator of a facility shall coordinate with the County's emergency services to provide materials, education, and/or training on how to safely respond to on-site emergencies, and to develop, implement, and periodically update, an emergency response plan. Emergency personnel will be given a key or code to access the facility in case of an on-site emergency.
- (3) Monitoring and maintenance. The owner or operator shall maintain the solar facility in good condition. Such monitoring and maintenance shall include, but not be limited to painting; evaluating the structural integrity of equipment, foundations, structures, fencing and security barriers; and maintenance of the buffer areas, stormwater facilities, and landscaping. The facility owner or operator shall be responsible for the cost of maintaining the facility and access roads, and the cost of repairing damage to private roads occurring as a result of construction and operation. Failure to maintain the facility may result in revocation of the special use permit and the facility's decommissioning. Any cleaning products used to maintain photovoltaic materials must be biodegradable.
- (4) Materials. As part of the site plan review, the applicant shall provide documentation that the selected panels and all power generating equipment onsite are "Tier 1" modules as established by the most recent "PV Module Tier 1 List" issued by BloombergNEF or a similar third-party analysis widely accepted in the solar industry. Additionally, the make and model of the selected panels and all power generating equipment initially installed and replaced on the site must qualify, for disposal purposes, as non-hazardous waste under applicable U.S. Environmental Protection Agency tests (e.g. Toxicity Characteristic Leaching Procedure).
- (5) Compliance with local, state, and federal requirements. The operation of facilities shall fully comply with all applicable local regulations, as well as all applicable state and federal regulations, including but not limited to, the U.S. Environmental Protection Agency (EPA), Federal Aviation Administration (FAA), State

Corporation Commission (SCC) or equivalent, any state departments related to environmental quality, parks, and wildlife protection, as well as all the applicable regulations of any other agencies in effect at the time of the special use permit approval.

(6) Inspections.

- a. The applicant, owner, or operator will allow designated County representatives or employees access to a facility for inspection purposes. The County representative or employee will provide the facility operator with 24-hour notice prior to such inspection when practicable.
- b. At the County's sole discretion, the County may hire an independent third-party consultant to conduct inspections required by Chapter 8 of the county code. The applicant, or operator of a facility shall reimburse the County its costs in obtaining an independent third-party to conduct inspections.

(7) Storage and removal of damaged panels. All physically damaged panels or any portion of physically damaged panels or debris thereof shall be collected by the facility operator and removed from the site or stored on site in a location protected from weather and wildlife and from any contact with ground or water until removal from the site can be arranged. On-site storage of damaged panels or portion or debris thereof shall not exceed thirty (30) days. The area designated for damaged panel storage shall be shown on the initial site plan.

(8) Change in ownership. Notice of any change of ownership or operator of the facility shall be provided to the director of planning by certified mail within 30 working days of any such change.

(9) Decommissioning and reclamation.

- a. Decommissioning shall be performed in compliance with the approved decommissioning and reclamation plan. The proposed decommissioning and reclamation plan must demonstrate compliance with the requirements of this section. The director of planning may approve any appropriate amendments to or modifications of the decommissioning and reclamation plan.
- b. Decommissioning shall include, but is not limited to the removal of, all electric systems, panels, buildings, cabling, electrical components, security barriers, roads, foundations, footers, pilings, fencing, and any other associated facilities or structures, including stormwater management, so that any agricultural ground upon which the facility and/or system was located is again tillable and suitable for agricultural uses. The site shall be graded and re-seeded to restore it to as natural a condition as possible.
- c. Solar facilities which have reached the end of their useful life or have not been in active and continuous service for a period of 6 months shall be removed at the owner's or operator's expense. If repairs to a facility require more than 6 months in order to bring the facility back to service,

the director of planning may grant an extension of time, up to an additional 6 months, provided satisfactory evidence to support a necessary longer repair period is provided to the director of planning.

- d. The owner or operator shall notify the director of planning within 6 months by certified mail of the proposed date of discontinued operations and plans for removal.
- e. The site shall be re-graded and re-seeded to as natural condition as possible within 12 months of removal of facilities. Re-grading and re-seeding shall be initiated within a 6-month period of removal of equipment.
- f. All material from the facility shall be disposed of in accordance with federal, state, and local law.
- g. The estimated cost of decommissioning shall be guaranteed by the deposit of funds in an amount equal to the estimated cost in an escrow account at a federally insured financial institution approved by the County.
 - i. The applicant and/or the operator shall deposit the required amount into the approved escrow account before any land disturbing permit is issued to allow construction of the solar facility.
 - ii. The escrow account agreement shall prohibit the release of the escrow funds without the written consent of the County. The County shall consent to the release of the escrow funds upon the owner's or operator's compliance with the approved decommissioning and reclamation plan. The County may approve the partial release of escrow funds as portions of the approved decommissioning and reclamation plan are performed.
 - iii. The amount of funds required to be deposited in the escrow account shall be the full amount of the estimated decommissioning cost without regard to the possibility of salvage value.
 - iv. The owner or operator shall recalculate the estimated cost of decommissioning annually. If the recalculated estimated cost of decommissioning exceeds the original estimated cost of decommissioning by ten percent (10%), then the owner or operator shall deposit additional funds into the escrow account to meet the new cost estimate. If the recalculated estimated cost of decommissioning is less than ninety percent (90%) of the original estimated cost of decommissioning, then the County may approve reducing the amount of the escrow account to the recalculated estimate of decommissioning cost.
 - v. The County may approve alternative methods to secure the availability of funds to pay for the decommissioning of a solar energy generating facility, such as a performance bond, letter of credit, or other security approved by the county attorney.

- vi. If the owner or operator of the solar facility fails to remove the facility in accordance with the decommissioning and reclamation plan and agreement and decommissioning surety language or within the proposed date of decommissioning, the County may collect the surety and the County or hired third party may enter the property to physically remove the facility and may assess the cost of removal as a lien against the property.

Article V. Districts

Division 2. General Agricultural District, A-1

Sec. 24-212. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities</i>		SUP
	<i>Large-scale solar facilities</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities</i>		SUP

Division 3. Limited Residential District, R-1

Sec. 24-232. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 4. General Residential District, R-2

Sec. 24-252. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP

	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 4.1. Residential Redevelopment District, R-3

Sec. 24-273.2. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 5. Residential Planned Community District, R-4

Sec. 24-281. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 6. Multifamily Residential District, R-5

Sec. 24-305. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 7. Low-Density Residential District, R-6

Sec. 24-328. - Permitted Uses.

Accessory solar facilities

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

Community solar facilities generating less than 1MW and located on less than 20 acres of land.

Non-solar Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.

Small-scale solar facilities located on less than 20 acres of land.

Division 8. Rural Residential District, R-8

Sec. 24-348. – Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities</i>		SUP
	<i>Large-scale solar facilities</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities</i>		SUP

Division 9. Limited Business District, LB

Sec. 24-368. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 10. General Business District, B-1

Sec. 24-390. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
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	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		<i>SUP</i>
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		<i>SUP</i>

Division 11. Limited Business/Industrial District, M-1

Sec. 24-411. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	<i>P</i>	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		<i>SUP</i>
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		<i>SUP</i>

Division 12. General Industrial District, M-2

Sec. 24-436. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	<i>P</i>	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		<i>SUP</i>
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		<i>SUP</i>

Division 13. Research and Technology District, RT

Sec. 24-461. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	<i>P</i>	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		<i>SUP</i>

	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 14. Planned Unit Development District, 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	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

- (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	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 15. Mixed Use, MU

Sec. 24-518. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	P	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		SUP
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		SUP
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		SUP

Division 16. Public Land, PL

Sec. 24-535.1. - Permitted Uses.

Accessory solar facilities

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

Community solar facilities

Large-scale solar facilities

Non-solar Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.

Small-scale solar facilities

Division 16. Economic Opportunity, EO

Sec. 24-536.4. - Use list.

Utility Uses	<i>Accessory solar facilities</i>	<i>P</i>	
	<i>Community solar facilities generating less than 1MW and located on less than 20 acres of land</i>		<i>SUP</i>
	<i>Non-solar</i> Electrical generation facilities (public or private), electrical substations with a capacity of 5,000 kilovolt amperes or more, and electrical transmission lines capable of transmitting 69 kilovolts or more.		<i>SUP</i>
	<i>Small-scale solar facilities located on less than 20 acres of land</i>		<i>SUP</i>

Executive Summary of Draft Policy for Utility-Scale Solar Facilities (“Facilities”)

Text shown with *gray highlights and italics* has been added to the policy in response to comments.

Text shown in ~~strikethrough~~ has been deleted in response to comments.

- Criteria 1. Provides definition of large- and small-scale solar facilities *and project areas* and location guidance based on rated generation capacity.
 - Large-scale solar (1 MW and greater) should be located outside the Primary Service Area (PSA), inside A-1 ~~and, R-8,~~ and PL zoning districts and subject to a Special Use Permit (SUP).
 - Small-scale solar facilities and facilities less than 20 acres in size may be appropriate within the PSA and/or within other zoning districts *and subject to a SUP.*
 - There may also be site-specific limitations.
 - *Project areas are the areas fenced for the solar facility infrastructure.*
- Criteria 2. Facilities may have negative impacts to residences or historical, cultural, recreational, and environmentally sensitive areas and resources related to project location and design. Projects should be buffered with appropriate setbacks and screening to mitigate visibility and proximity to these resources.
- Criteria 3. Facilities should be fully screened from ground-level view of adjacent properties and rights-of-way by buffers. Buffers shall consist of existing and/or additional vegetation and landforms. Landscape materials should be to minimum standards, native to the region and exclude the use of invasive species. Additional screening and/or setbacks may be required.
- Criteria 4. The concentration of facilities near one another may have negative impacts. A minimum distance of one mile provided between fenced areas of separate facilities is generally recommended.
- Criteria 5. Facilities should be sited on contiguous parcels to limit project fragmentation and viewshed impacts on a greater area.
- Criteria 6. The maximum size of individual facilities shall not exceed 300 acres. *Solar panel coverage may not exceed 65 percent of the total acreage of the facility. For the purposes of this policy, solar panels shall be considered impervious surface and shall follow the provisions of the County’s Chesapeake Bay Ordinance.* ~~Total lot~~ *impervious* coverage shall not exceed 60 percent as required by the County’s Chesapeake Bay Ordinance *Section 23-9(b)(1)(b).*
- Criteria 7. Facilities should generally strive to avoid development of existing habitat areas and corridors as identified by various sources.
 - Disturbance of less than 10 acres may be acceptable.
 - Disturbance of 10 to 20 acres of habitat resources shall be considered an adverse impact requiring mitigation.
 - Disturbance of more than 20 acres shall be discouraged.
- Criteria 8. Facilities should avoid development of areas identified as prime farmland and/or areas ~~actively farmed within five years~~ *recently farmed* preceding an application.
 - Disturbance of less than 20 acres may be acceptable.
 - Disturbance of 20 to 50 acres shall be considered an adverse impact requiring mitigation.
 - Disturbance of more than 50 acres shall be discouraged.
- Criteria 9. Wildlife corridors should be incorporated in the design of facilities using the latest state guidance and recommendations for wildlife passages and fencing. Designed corridors are encouraged

to both connect to and protect other resources identified in the County's Natural and Cultural Assets Plan.

- Criteria 10. The closest point of any facility should be located within 2 miles of the existing transmission line corridor *within James City County or an adjoining locality.* Any generation lead lines (gen-tie) or electrical lines to connect noncontiguous portions of facilities and/or leading to a facility's substation or point of interconnection should be located underground.
- Criteria 11. Development of one or more facilities may have an impact on the grid and transmission network within the County. Application for facilities should include information identifying where existing electric distribution or transmission infrastructure may need to be upgraded for the facility. Certain upgrades or improvements may require Sec 15.2-2232 review.
- Criteria 12. Specific and greater setbacks are necessary for facilities given their industrial nature. Applicants, through their design, and the County, through their evaluation, should use discretion in considering whether greater setbacks should be required based upon the location, scale, and design of individual projects, particularly from residences, major thoroughfares, railways. *The Planning Commission may recommend, and the Board of Supervisors may require, increased setbacks to external property lines.*
- Criteria 13. Utility-scale solar facilities are encouraged to be co-located with other uses on the same site and to protect undeveloped areas.
- Criteria 14. Development and construction phases of facilities shall be managed and limited to protect adjacent and nearby properties from negative impacts, including but not limited to, noise, hours of construction, delivery and storage materials, and general traffic impacts associated with the project.
- Criteria 15. Utility-scale facility sites should be accessed from roads meeting VDOT standards and classified as collector and above; however, roads meeting VDOT standards and classified as local may be acceptable. Principal access from roads not meeting VDOT standards, local roads through neighborhoods or platted subdivisions, or rural roads may not be acceptable.
- Criteria 16. An economic analysis for the facility should be submitted by applicants.
- Criteria 17. Areas of concern should be mitigated through potential development impacts through SUP conditions and addressed in application materials. Potential conditions and concerns relate to:
 - Construction management and mitigation plan – outlining, at a minimum, issues related to construction schedule, phases, hours of construction, noise impacts, location of parking, and traffic impacts and mitigation.
 - Erosion and sedimentation, grading, and stormwater management - outlining, at a minimum, proposed grading and disturbance of the site, drainage patterns, location and extent of stormwater features including stormwater basins, and groundwater testing and monitoring.
 - Viewshed report or analysis and landscape plan – addressing impacts of the project, project visibility from adjacent properties, public areas, roads and historic and cultural resources within 1 mile of the facility, and including a landscape plan outlining plans for buffers, screening, and plant materials and species.
 - Report or analysis on environmental, natural, and agricultural resources – inventorying and mapping wetlands, rivers, streams, floodplains, forested areas, soils, and prime farmland/agricultural land within and near the project site, and planned mitigation.

Executive Summary of Ordinance Template for Utility-Scale Solar Facilities ("Facilities")

Text shown with *gray highlights and italics* has been added to the Ordinance template in response to comments.

Text shown in ~~strikethrough~~ has been deleted in response to comments.

- Definitions. Add terms associated with solar energy facilities, such as Utility-Scale Solar Facility, Large-Scale Solar Energy Facility, Small-scale Solar Energy Facility, *Project Area*, Photovoltaic (PV), and Rated Capacity.
- Permitted Uses/District Regulations. Add Accessory Solar Facilities as "by right" uses in all zoning districts; Community Solar Facilities and Small-Scale Solar Facilities as "special use permit" uses in all zoning districts; and Large-Scale Solar Facilities as "special use permit" uses in the General Agriculture (A1), *Rural Residential (R-8)*, and Public Land (PL) zoning districts.
- Supplementary Regulations. Add the following:
 - **##.1 - Applicability and Permitting**. The requirements set forth in this Section shall govern the location, siting, development, construction, installation, operation and decommissioning of solar energy generating facilities in the County.
 - **##.2 - Application Process**. Special Use Permit applications for solar facilities shall be subject to the following procedural requirements:
 - **##.2.1 - Pre-Application Meeting**
 - **##.2.2 - Third-Party Review**
 - **##.2.3 - Completeness/Compliance Review**
 - **##.2.4 - Neighborhood Meeting**
 - **##.2.5 - Comprehensive Plan Review**
 - **##.2.6 - Siting Agreement**
 - **##.3 - Special Use Permit Factors to be Considered**
 - **##.3.1 *Factors to be considered***. Criteria included in the Board of Supervisors' Utility-Scale Solar Facilities Policy shall be considered.
 - **##.4 - Application Requirements**. Materials and information required to be submitted with the Special Use Permit application:
 - **##.4.1 - Detailed Narrative of the project**
 - **##.4.2 - Concept Plan as a visual summary of the project**
 - **##.4.3 - Draft Grading Plan**
 - **##.4.4 - Draft Landscape Plan**
 - **##.4.5 - Visual Impact Analysis**
 - **##.4.6 - Community Impact Assessment**
 - **##.4.7 - Environmental Impact Assessment**
 - **##.4.8 - Traffic and Transportation Assessment**
 - **##.4.9 - Decommissioning and Reclamation Plan**
 - **##.5 - Minimum Development Standards for Solar Energy Generating Facilities**
 - **##.5.1 - *Compliance with building codes and standards***. All solar facilities shall be designed and maintained in compliance with standards contained in applicable local, state, and federal building codes and regulations. Facilities shall be constructed and maintained in substantial compliance with the approved Concept Plan.
 - **##.5.2 - *Multiple uses***. All solar facilities may be located on parcels with other active land uses.
 - **##.5.3 - *Location, dimensional, and setback standards***
 - Accessory solar facilities and small-scale solar facilities shall be subject to the applicable setbacks of the zoning district in which the facility is located.
 - Community and large-scale solar facilities shall be subject to the location, dimensional, and setback standards:
 - a. The maximum project area shall be 300 acres.
 - b. ~~The area of solar panel coverage for any single solar facility project may not exceed 65 percent of the total acreage of the project (t~~ Total lot *impervious*

coverage shall not exceed 60% as required by the County's Chesapeake Bay Ordinance} Section 23-9(b)(1)(b).

- c. Solar facilities shall meet all setback requirements for primary structures.
 - d. Structures and uses associated with the facility (e.g., fencing, parking areas, outdoor storage, etc.) shall be: (a) 200 feet from adjacent property lines, (b) 200 feet from all public rights-of-way, and (c) 400 feet from dwellings on adjacent parcels. ~~The Planning Commission may recommend, and the Board of Supervisors may require, increased setbacks up to 300 feet to external property lines.~~ Access through setbacks shall be generally perpendicular to property line.
- **##.5.4 - Height.** The maximum height of the lowest edge of ground-mounted photovoltaic panels is 10 feet. The maximum height of panels, buildings, structures, and other components of a solar facility shall be 20 feet. The Board of Supervisors may approve a greater height based on need and mitigation.
 - ~~##.5.5-~~
 - **##.5.6-5 - Buffer and Screening.** Community, small-and large-scale solar facilities shall be screened from view of public streets by a buffer zone at least 100' in width and from adjacent properties by a buffer zone at least 50' in width. Includes location and maintenance requirements. Additional screening or buffers may be required if existing wetlands or woodlands are used for screening. ~~The wetlands or woodlands shall be permanently protected as a designated buffer and the overall buffer shall measure at least 75'.~~ Screening methods may include:
 - Existing vegetation, topography, buildings, open space, or other elements located on the site.
 - In the event existing vegetation or landforms providing screening are inadequate or disturbed, new plantings shall be provided in a landscaped strip at least 50 feet wide.
 - Berming
 - Opaque architectural fencing
 - **##.5.7.6 - Ground Cover.** For community, small- and large-scale solar facilities, ground cover on the site shall be native to the County's region of Virginia. A performance bond shall be posted and maintained. Notification shall be made before applying pesticides and fertilizers, and soil and water testing may be requested.
 - **##.5.8.7 - Security Fencing.** For community, small-and large-scale solar facilities, such facilities shall be enclosed by security fencing on the interior of the buffer area no taller than 8' in height and with access for wildlife.
 - **##.5.9.8 - Wildlife Corridors.** For large-scale solar facilities, the applicant shall identify and provide access corridor(s) for wildlife to navigate through and across the solar facility.
 - **##.5.10.9 - Lighting.** For community, small- and large-scale solar facilities, proposed lighting fixtures as approved by the County to minimize off-site glare.
 - **##.5.11.10 - Signage.** For all solar facilities, no signage of any type may be placed on the facility other than required by law and not in conflict with Chapter 24, Article II, Division 2.
 - **##.5.12.11 - Transmission Lines.** For community, small- and large-scale solar facilities, any new associated electrical transmission lines shall be located below ground.
 - **##.6 - Construction, Operational, and Decommissioning Requirements for Solar Energy Generating Facilities.** For community, small- and large-scale solar facilities, the following requirements shall be met during the construction phase and/or throughout the operational life of solar facilities subject to a special use permit:
 - **##.6.1 - Groundwater Monitoring**
 - **##.6.2 - Coordination of Local Emergency Services; Emergency Response Plan**
 - **##.6.3 - Monitoring and Maintenance**
 - **##.6.4 - Liability Insurance**

- ##.6.5 - Compliance with Local, State, and Federal Requirements
- ##.6.6 – Inspections
- ##.6.7 - Storage and Removal of Damaged Panels
- ##.6.8 - Change in Ownership
- ##.6.9 - Decommissioning and Reclamation