

Agenda  
Board of Supervisors  
Isle of Wight County  
January 15, 2026

1. Call to Order (5:00 PM)
2. Approval of Agenda
3. Closed Meeting
4. Reconvene Open Meeting at 6:00 PM
5. Invocation - Supervisor Robert Eley
6. Citizens' Comments
7. Board Comments
8. Consent Agenda
  - A. Budget Amendment - Insurance Proceeds  
Resolution to Amend the Budget and Appropriate Insurance Proceeds (\$3,467)
  - B. Budget Amendment - Donation of a 2016 Chevrolet 2500 Van to the Animal Services Division from Virginia Dominion Energy  
Resolution to Amend the Budget and Appropriate the 2016 Chevrolet 2500 Van to the Animal Services Division
  - C. Budget Amendment - Tyler's Beach Marina Project  
Resolution to Amend the Capital Budget and Appropriate Funding For Renovation Of Tyler's Beach Marina (\$792,856.59)
  - D. Minutes  
Adoption of Work Session and Regular Meeting Minutes
9. Regional and Intergovernmental Reports
  - A. Regional and Intergovernmental Reports
10. Appointments
  - A. Board Appointments
11. Special Presentations / Appearances
  - A. Growth Study Update  
TischlerBise Presentation of Updated Study Results
12. County Attorney's Report
  - A. Procurement Policy Amendments  
Resolution to Adopt Financial and Accounting Policy Amendments to Isle of Wight County Policy Manual
  - B. Volunteer Cash/Other Proffers  
Staff Presentation to Provide an Update on Voluntary Cash/Other Proffers

13. Public Hearings
  - A. Revision of the FY2026-35 CIP  
Resolution to Amend the FY2026-35 Capital Improvements Program
  - B. Proposed Revisions to Chapter 14. – Sewers and Sewage Disposal, Article XV. – Use of Public Sewer System
14. County Administrator's Report
  - A. Update on the County Radio System  
Staff Report on the County Emergency Communications System
  - B. EMS Collaborations  
Staff Presentation on EMS Collaborations with Medical Agencies/Facilities
  - C. Proposed Battery Storage Policy Update  
Status Update of Proposed Battery Storage Policy
  - D. Bradby Park  
Staff Update on the Bradby Park Project
  - E. Norfolk Southern Railway Agreement  
Staff Update on the Windsor Intersection/Railroad Crossing Project
  - F. GFOA Awards  
Government Finance Officers of America (GFOA) Distinguished Budget Presentation Award for the Fiscal Year Beginning July 1, 2025
  - G. Matters for the Board's Information
15. Unfinished / Old Business
  - A. REZN-24-11 Bridge Point Commons Conditional PD-MX Zoning Request  
Application REZN-24-11 of Charles S. Brown, Jr. Properties, LLC, and Main Development, LLC, Property Owners, and Allied Properties, LLC, Applicant, to Change the Zoning District from Conditional Urban Residential and Conditional General Commercial to Conditional Planned Development-Mixed Use of Approximately 43 Acres Located at 15020 Carrollton Blvd. for 147 Attached Single Family Homes and 1.5 Acres of Commercial Development
16. New Business
17. Adjournment



**RESOLUTION TO AMEND THE FY 2025-26 OPERATING  
BUDGET AND APPROPRIATE FUNDING FOR REPLACEMENT  
OF COUNTY PROPERTY FROM INSURANCE PROCEEDS**

**WHEREAS**, the County of Isle of Wight, Virginia has received insurance proceeds from VaCorp Insurance for damaged County vehicles; and,

**WHEREAS**, the Board of Supervisors of the County of Isle of Wight, Virginia desires to amend the FY 2025-2026 Budget in the amount of \$3,467 for repair of damaged County vehicles; and,

**WHEREAS**, the Board of Supervisors needs to appropriate \$3,467 from insurance proceeds for repair of damaged County vehicles.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Isle of Wight, Virginia, that the FY 2025-26 Budget is hereby amended and funds appropriated in the amount of \$3,467.

**BE IT FURTHER RESOLVED** that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of January 2026.

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Rudolph Jefferson, Chairman

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Katheryn L. Mayes, Clerk

Approved as to Form:

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Robert W. Jones, Jr., County Attorney

**RESOLUTION TO AMEND THE FY 2025-2026 OPERATING  
BUDGET AND DONATION FOR ANIMAL SERVICES DIVISION**

**WHEREAS**, the Board of Supervisors of the County of Isle of Wight, Virginia, recommends an amendment to the FY 2025-2026 Budget for the acceptance of a 2016 Chevrolet 2500 Van as part of a Donation from Virginia Dominion Energy; and,

**WHEREAS**, the Board of Supervisors needs to accept a 2016 Chevrolet 2500 Van as part of a Donation from Virginia Dominion Energy; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2025-2026 Budget is hereby amended and a 2016 Chevrolet 2500 Van is accepted as part of a Donation from Virginia Dominion Energy;

**BE IT FURTHER RESOLVED** that the County Administrator of Isle of Wight County, Virginia, is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15<sup>th</sup> day of January, 2026.

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Rudolph Jefferson, Chairman

---

Katheryn Mayes, Clerk

Approved as to Form:

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Robert W. Jones Jr., County Attorney

**RESOLUTION TO AMEND THE FY 2025-2026 CAPITAL  
BUDGET & APPROPRIATE FUNDING FOR RENOVATION OF  
TYLER’S BEACH MARINA**

**WHEREAS**, the Parks and Recreation Department of the County of Isle of Wight recommends an amendment to the FY2025-2026 Capital Budget to transfer seven hundred ninety-two thousand eight hundred fifty-six dollars (\$792,856) from FY2023- 2024 to FY2025- 2026 for the renovation of the Tyler’s Beach marina; and,

**WHEREAS**, the Parks and Recreation Department desires to appropriate funding from the FY2023-2024 Capital Improvement Program to the FY2025-2026 Capital Budget in the amount of seven hundred ninety-two thousand eight hundred fifty-six dollars (\$792,856) for the renovation of the Tyler’s Beach marina.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Isle of Wight County, Virginia, that the FY2025-2026 Capital Budget is hereby amended and funds appropriated by the transfer from FY2023-2024 Capital Budget for the renovation of the Tyler’s Beach marina in the amount of \$792,856.

**BE IT FURTHER RESOLVED** that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of January 2026.

---

Rudolph Jefferson, Chairman

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Katheryn L. Mayes, Clerk

Approved as to Form:

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Robert W. Jones, Jr., County Attorney

## ISSUE SUMMARY

**Issue:**

Minutes  
Adoption of Work Session and Regular Meeting Minutes

**Background:**

Meeting minutes are offered for review and adoption by the Board.

**Budgetary Impact:**

None.

**Recommended Action:**

Adopt the regular meeting and work session minutes as presented.

**Attachments:**

1. Minutes - May 15, 2025 Regular Meeting

REGULAR SESSION MEETING OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS HELD IN ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF WIGHT, VIRGINIA ON THURSDAY, THE FIFTEENTH DAY OF MAY IN THE YEAR TWO THOUSAND AND TWENTY-FIVE.

BOARD MEMBERS PRESENT:

Don G. Rosie, II, District 5, Chairman  
Rudolph Jefferson, District 3, Vice-Chair  
Joel C. Acree, District 4  
Renee Rountree, District 1  
Thomas Distefano, District 2

STAFF MEMBERS PRESENT:

Randy R. Keaton, County Administrator  
Donald T. Robertson, Assistant County Administrator  
Bobby Jones, County Attorney  
Katheryn L. Mayes, Clerk

CALL TO ORDER

Vice Chairman Jefferson called the regular meeting to order at 5:00 p.m.

County Attorney, Bobby Jones advised that Supervisor Rosie would be participating remotely from Spring Creek, PA, Virginia due to a personal matter.

Vice Chairman Jefferson moved that Chairman Rosie be authorized to participate remotely in the meeting. The motion was adopted (4-0) with Vice Chairman Jefferson, Acree, Rountree, and Distefano voting in favor of the motion; no Supervisor voting against the motion; and Chairman Rosie abstaining from voting on the motion.

## APPROVAL OF AGENDA

Supervisor Acree moved that the agenda be approved as presented. The motion passed unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Distefano, and Acree voting in favor of the motion; no Supervisor voting against the motion.

## CLOSED SESSION

Pursuant to Section 2.2-3711(A) of the Code of Virginia, a motion to move to closed session for the limited purpose of:

- (1) A discussion regarding the appointment of specific appointees to County boards, committees, or authorities as set forth in the agenda pursuant to subsection 1.
- (2) Consultation with legal counsel regarding actual or probable litigation regarding zoning and building code violations and condemnation and eminent domain issues, where such consultation in an open meeting would adversely affect the negotiating or litigation posture of this public body pursuant to subsection 7.

The motion passed unanimously (5-0) with Supervisors Rosie, Jefferson, Acree, Distefano and Rountree voting in favor of the motion and no Supervisors voting against the motion.

## MOTION TO RETURN TO OPEN SESSION

Upon the motion of Supervisor Acree and all voting in favor (5-0), the Board reconvened into open meeting.

## MOTION CERTIFYING CLOSED SESSION

Pursuant to Section 2.2-3712 of the Code of Virginia, a motion certifying that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements and only such public business matters as identified in the motion to move to closed session were heard, discussed or considered during the closed session.

#### VOTE

AYES: Rosie, Jefferson, Acree, Rountree, Distefano

NAYS: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 0

#### INVOCATION

Vice-Chairman Jefferson delivered the Invocation.

#### CITIZENS' COMMENTS

David Tucker, of District 1, voiced support for prohibiting the Battery Storage System, stating that Isle of Wight is well-positioned to implement such a ban. He also called for a cleanup of the existing solar infrastructure.

Greg Brown, of District 1, urged the county to take swift action to improve the bicycle and pedestrian plan, emphasizing the need for safer travel options. He has launched a petition that has gathered 100 signatures, which he plans to submit to the board via email. The County Administrator updated the board, relaying that there was a sidewalk project in process.



## CONSENT AGENDA

Following an overview of the Consent Agenda by County Administrator Keaton, Supervisor Rountree moved to adopt the following Consent Agenda as presented. The motion passed unanimously (5-0) with Supervisors Acree, Rosie, Jefferson, Rountree, and Distefano voting in favor of the motion, and no Supervisor voting against the motion.

### A. Budget Amendment-DRIVE Tourism Grant

Resolution to Amend the Budget and Appropriate DRIVE Tourism Grand Funds (\$10,000)

The county has received additional state funding, prompting a resolution to amend the budget accordingly to allocate those funds appropriately.

### B. Funeral Leave Policy

Resolution to Amend Chapter 1: Personnel, Article V – Leave Provisions, Section 5.6 Funeral Leave of the County Policy Manual

The existing policy lacked a clear definition of "immediate family." It has since been revised to include a detailed list of individuals who fall under this category, along with a provision allowing the county to request verification as needed.

Supervisor Acree proposed establishing a structured timeframe consisting of three distinct phases: grieving, travel, and funeral.

## REGIONAL AND INTER-GOVERNMENTAL REPORTS

### A. Regional Reports

Supervisor Acree provided updates on several topics discussed during the HRTPO and HRPDC meetings held earlier that afternoon.

- HRTPO – Railroad Safety: Supervisor Acree highlighted a safety concern where railroad tracks run parallel to the roadway, creating a hazardous

condition. This issue has been ranked among the top 20 safety concerns in the region, specifically in Windsor.

- HRPDC – Regional Water Planning: Supervisor Acree shared insights from a regional assessment focused on identifying water needs and sources. He also expressed concern that commissions and state-mandated organizations involved in these plans are not receiving adequate funding from the state.

## APPOINTMENTS

Commission on Aging: Supervisor Rountree made a motion to reappoint Brenda Reynolds. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Board of Zoning Appeal: Supervisor Rountree made a motion to reappoint Lawrence Yoakum. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Chamber of Commerce: Supervisor Rountree made a motion to appoint Kristi Sutphin. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Commission on Aging: Supervisor Distefano made a motion to reappoint Thomas Finderson. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Planning Commission: Supervisor Distefano made a motion to appoint Brian Shotwell as his replacement. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion, no Supervisor voting against the motion.

Community Transportation Advisory Committee: Supervisor Distefano made a motion to appoint Thomas Finderson. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Social Services Board: Chairman Rosie made a motion to appoint Phillip Bradshaw. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

### SPECIAL PRESENTATION / APPEARANCES

Safe Streets for All

Special Presentation Regarding the Safe Streets for all Program

The County is developing a comprehensive Safety Action Plan, funded by the Federal Highway Administration (FHWA) Safe Streets and Roads for All (SS4A) program. The Safety Action Plan will guide the future implementation of safety improvements based on the findings from the comprehensive analysis of crash data, stakeholder engagement, and safety assessments. This will prioritize and implement effective safety measures that address the root cause of crashes and near-misses in Isle of Wight County, with a focus on infrastructure improvements, engineering and enforcement solutions.

### COUNTY ATTORNEY'S REPORT

No reports were presented.

### PUBLIC HEARINGS

A. PVAC-25 Brewers Creek Well Lot 2 Vacation

Application PVAC 25-1 of Karen and Stephen House, Property Owners, to Vacate the Well Lot Designation of "Well Lot No. 2" as Shown on the Brewers Creek Subdivision Plat for the Property Located on Deep Water Way in the Suburban Residential Zoning District to Allow Single Family Residential Use of the Lot.

Supervisor Rountree made a motion to approve the application to vacate the Well Lot Designation of "Well Lot No. 2" as Shown on the Brewers Creek Subdivision Plat for the Property Located on Deep Water Way. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

B. CSUP-25-1 Riverside Elevated Water Storage Tank Conditional Use Permit Request Height Exception Request

Application CSUP-25-1 of Isle of Wight County Public Utilities, Applicant, and Bennis Church Properties, Property Owner, for a Conditional Use Permit to Construct a Major Utility Consisting of a Water Tower Thirty Feet Above the Prescribed Height Limit on Approximately 1.3 Acres Located at 19488 Casper Circle in the Rural Agricultural Conservation Zoning District.

Supervisor Rountree made a motion to approve the Riverside Elevated Water Storage Tank Conditional Use Permit request with staff recommendations. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

C. Noise Ordinance

Consideration of Amendments to the County's Noise Ordinance

Supervisor Jefferson made a motion to table the Noise Ordinance to next month's meeting. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

## COUNTY ADMINISTRATOR'S REPORT

### A. Matter for the Board's Information

There have been 3 bids for the water tank project. The low bid came in slightly under 5.7M. Comparing to a similar tank in Hardy which was 3M.

At the Hampton Roads Planning District Commission meeting it was reported that retail sales were down in the region. Isle of Wight is seeing the opposite with double digit increases.

## UNFINISHED / OLD BUSINESS

### A. Proposed FY25-26 Operating Budget, Capital Budget and Related Ordinances Consideration of the Proposed Operating and Capital Budgets for Fiscal Year 2025-26 and Related Ordinances

There were 6 budget options presented for the Board's consideration. Option 1 was an overall choice.

The last line in the budget was to approve the pay and compensation plan.

Supervisor Acree made a motion to approve the pay and compensation plan. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Supervisor Acree made a motion to approve the Proposed Operating Budget, Capital Budget and Related Ordinances Consideration of the Proposed Operating and Capital Budgets for Fiscal Year 2025-26 and Related Ordinances.

The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

Supervisor Rountree made a motion to approve the Capital Improvements Program as presented. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

#### Tabled Tax Rate Ordinance

The tax rate ordinance which included tax rates of 77.5 Cents/\$100 value for real estate and \$1.95/\$100 value for the Machinery & Tools tax. The other tax rates will not change.

Supervisor Rountree made a motion to approve the Tax Rate Ordinance. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

### NEW BUSINESS

#### A. EXC-25-3 Go Car Wash Sign Exception Request

Sign Exception Request for Signs Installed at GO Car Wash as Shown on the Sign Design Schematic Dated July 11, 2023, Located at 14237 Lori Ann Way, Carrollton in the Conditional-General Commercial Zoning District.

Supervisor Acree made a motion to approve EXC-25-3 Go Car Wash Sign Exception Request. The motion was adopted unanimously (5-0) with Supervisors Rosie, Jefferson, Rountree, Acree and Distefano voting in favor of the motion; no Supervisor voting against the motion.

## ADJOURNMENT

At 9:35 pm, the meeting was declared adjourned.

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Don G. Rosie, II, Chairman

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Katheryn L. Mayes, Clerk

## ISSUE SUMMARY

**Issue:**

Regional and Intergovernmental Reports

**Background:**

The Board of Supervisors has previously directed that an opportunity be provided for monthly status briefings from Board members who serve as representatives on various regional committees and authorities on behalf of the County.

**Budgetary Impact:**

None.

**Recommended Action:**

Receive the report(s).

**Attachments:**

1. Regional Committees by Member and Org



**2025**  
**BOARD OF SUPERVISORS'**  
**REGIONAL ORGANIZATIONS (BY MEMBER)**

**ACREE**

- *Hampton Roads Planning District Commission*
- *Hampton Roads Transportation Accountability Commission*
- *Hampton Roads Transportation Planning Organization*
- *Western Tidewater Community Transportation Collaborative*

**ROUNTREE**

- *Hampton Roads Workforce Council*
- *Western Tidewater Community Services Board*
- *Western Tidewater Water Authority*

**JEFFERSON**

- *Western Tidewater Regional Jail*

**VACANT**

- *Eastern Virginia Regional Industrial Facility Authority*
- *Western Tidewater Regional Jail*
- *Western Tidewater Water Authority*

**ROSIE**

- *Hampton Roads Military Federal Facilities Alliance*

**ROBERTSON**

- *Hampton Roads Planning District Commission*
- *Hampton Roads Transportation Planning Organization*
- *Southeastern Public Service Authority*
- *Western Tidewater Regional Jail*
- *Western Tidewater Water Authority*

*Updated: November 2025*

**2025**  
**BOARD OF SUPERVISORS'**  
**REGIONAL ORGANIZATIONS (BY ORGANIZATION)**

|  |  |
|--|--|
| <b>Eastern Virginia Regional Industrial Facility Authority:</b>  | <b>VACANT</b>                                    |
| <i>Hampton Roads Military &amp; Federal Facilities Alliance:</i> | <i>Rosie<br/>Robertson</i>                       |
| <i>Hampton Roads Planning District Commission:</i>               | <i>Acree<br/>Robertson</i>                       |
| <i>Hampton Roads Transportation Accountability Committee:</i>    | <i>Acree</i>                                     |
| <i>Hampton Roads Transportation Planning Organization:</i>       | <i>Acree<br/>Robertson</i>                       |
| <i>Hampton Roads Workforce Council:</i><br><i>Rountree</i>       |  |
| <i>Southeastern Public Service Authority:</i>                    | <i>Robertson<br/>Etheridge -<br/>(Alternate)</i> |
| <i>Western Tidewater Community Transportation Collaborative:</i> | <i>Acree</i>                                     |
| <b>Western Tidewater Regional Jail:</b>                          | <i>Jefferson<br/><b>VACANT</b><br/>Robertson</i> |
| <b>Western Tidewater Water Authority:</b>                        | <i>Rountree<br/><b>VACANT</b><br/>Robertson</i>  |

Updated: November 2025

## ISSUE SUMMARY

**Issue:**

Board Appointments

**Background:**

Board members will consider and make appointments of individuals to various local and region organizations as noted on the Appointments Page.

**Budgetary Impact:**

None.

**Recommended Action:**

Appoint individuals to various local and region organizations as noted on the Appointments Page.

**Attachments:**

1. Appointments Page - By District

| BOARDS/COMMISSIONS/COMMITTEES |                                      |                                  |         |            |      |
|-------------------------------|--------------------------------------|----------------------------------|---------|------------|------|
| DISTRICT                      | BOARD/COMMISSION/COMMITTEE           | APPOINTEE                        | CONTACT | EXPIRATION |      |
| District 2                    | Board of Zoning Appeals              | Replace Dale Baugh - Resigned    |         |            |      |
| District 4                    | Blackwater Regional Library Board    | VACANT                           |         |            |      |
| District 4                    | Social Services Board                | Replace Regina Joyner - Resigned |         | June       | 2023 |
| District 5                    | Blackwater Regional Library Board    | Replace Pamela Vaughan           |         | June       | 2025 |
| District 5                    | Board of Building Appeals            | Reappoint Elaine Butler          |         | July       | 2025 |
| District 5                    | Commission on Adults w/ Disabilities | VACANT                           |         |            |      |
|                               |                                      |                                  |         |            |      |
| NOT BY DISTRICT               |                                      |                                  |         |            |      |
|                               | BOARD/COMMISSION/COMMITTEE           | APPOINTEE                        | CONTACT | EXPIRATION |      |
|                               |                                      |                                  |         |            |      |
|                               |                                      |                                  |         |            |      |

## ISSUE SUMMARY

**Issue:**

Growth Study Update  
TischlerBise Presentation of Updated Study Results

**Background:**

In July 2024, the County engaged TischlerBise to conduct a fiscal impact analysis of multiple growth rate scenarios as part of its regular Comprehensive Plan review required every five years. The Board of Supervisors received a presentation of the original study results at their August 2025 regular meeting. Since that time, the Study has been revised to align with the Isle of Wight County Schools "Subdivision yields and Future School Needs Study" presented to the School Board in November 2025. Ms. Julie Herlands will provide a presentation on the updated report.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

1. Growth Rate Study Report\_Isle of Wight VA\_Draft\_01.07.26

## **PLANNING REPORT**

### **Application:**

Growth Study Update  
TischlerBise Presentation of Updated Study Results

### **Background:**

In July 2024, the County engaged TischlerBise to conduct a fiscal impact analysis of multiple growth rate scenarios as part of its regular Comprehensive Plan review required every five years. The Board of Supervisors received a presentation of the original study results at their August 2025 regular meeting. Since that time, the Study has been revised to align with the Isle of Wight County Schools "Subdivision yields and Future School Needs Study" presented to the School Board in November 2025. Ms. Julie Herlands will provide a presentation on the updated report.

### **Description:**

The Growth Rate Scenario Study is a useful tool when considering the potential fiscal implications of future growth in the County and to help inform proposed changes to the Comprehensive Plan, the Capital Improvement Plan, or other related policies. The model that is part of the study uses current level of service standards for County services, the County budget, population projections, and employment levels. Scenario results may change based on future policy changes, such as tax rate changes, economic development projects, or level of service standard changes. An example of a level of service change could be increasing the average amount of developed recreational space per person in the County by building more park facilities.

### **Comprehensive Land Use Plan:**

### **Ordinance Review:**

### **Agency Review:**

### **Staff Conclusions:**

### **Staff Recommendation:**

**Attachments:**

1. Growth Rate Study Report\_Isle of Wight VA\_Draft\_01.07.26

# **Fiscal Impact Analysis of Growth Scenarios**

## ***Isle of Wight County, Virginia***

**DRAFT**

*Prepared for:*  
***Isle of Wight County, VA***

January 7, 2026

***\*\*Revised with new data from the June 17, 2025, version\*\****



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**[www.tischlerbise.com](http://www.tischlerbise.com)**



This report is a revised version of the Isle of Wight County Fiscal Impact Analysis of Growth Scenarios, originally issued in June 2025 that reflected work conducted from 2024 through early 2025. During late summer and fall of 2025, Isle of Wight County Schools (IWCS), retained TischlerBise to conduct a growth-related study that was finalized in November 2025. The “Subdivision Yields and Future School Needs Study” includes new projections of population and student enrollment for Isle of Wight County as well as student generation rates, all of which are used in the Growth Scenario study. After the IWCS study was finalized, the Growth Scenario Study was updated to align relevant data. The changes filter through all scenarios and findings, therefore the entire report that follows has been revised and updated from the June 2025 version.



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## EXECUTIVE SUMMARY

TischlerBise is under contract with Isle of Wight County, Virginia, to conduct a fiscal impact analysis of multiple future Growth Scenarios. The intent is to test the fiscal impacts of different growth rates as part of the Comprehensive Plan update.<sup>1</sup>

The intent of this study is to:

- Evaluate the fiscal impact of **projected growth**:
  - Projected growth in the study means housing, population, student enrollment, and employment growth based on current market conditions.
- Evaluates two **hypothetical** alternatives to test higher growth rates:
  - Higher growth rates are not anticipated in the County but help understand potential impacts if growth accelerated.
  - However, if the approved yet dormant 2,500 units begin to build, the 2% growth rate provides information on potential impacts.

The study **does not** intend to:

- **Predict** changes in growth patterns. Growth projections assume that current conditions and trends continue.
- Forecast a 2 percent growth rate. Rather, it **tests** a scenario that contemplates “what if” the County grew by this higher rate.
  - What might that look like **IF** this were to occur.
  - **However, the study does not indicate that this growth rate is expected to occur.**
- Instruct the County **what to do**:
  - Mitigation strategies (e.g., cash proffer changes, quantifying capital impacts) and/or policy changes are possible depending on County goals.

---

<sup>1</sup> The study also aligns with the Isle of Wight County Schools (IWCS) “Subdivision Yields and Future School Needs Study,” conducted for IWCS by TischlerBise in November 2025. Earlier versions of this report reflect estimates and projections that were developed prior to the IWCS Study. After conclusion of the IWCS Study in November 2025, the County Fiscal Impact Analysis of Growth Scenarios Study was revised and calibrated to the IWCS study’s estimates and projections.

## GROWTH SCENARIOS

Three scenarios were developed for this study, and this report reflects TischlerBise’s analysis of the fiscal impacts of each scenario. A summary of growth assumptions for each scenario is provided in Figure 1.

Figure 1. Summary of Modeled Growth

|                         | 2025 Estimates | Base Scenario: 0.9% Residential & 0.4% Nonresidential | Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth | Highest Growth: 3.0% Residential Growth & 1.5% Nonresidential Growth |
|-------------------------|----------------|---|---|--|
|                         |                | 20-YEAR PROJECTED INCREASES                           |   |  |
| HOUSING UNITS           | 17,580         | 3,345   | 8,543   | 14,171   |
| % Change from Base Year |                | 19%   | 49%   | 81%  |
| POPULATION              | 40,433         | 7,694   | 19,648  | 32,593   |
| PUBLIC SCHOOL STUDENTS  | 5,509          | 1,048   | 2,677   | 4,441  |
| JOBS                    | 9,149          | 767   | 2,007   | 3,161  |

Sources: “Isle of Wight County Schools Subdivision Yields and Future School Needs Study,” TischlerBise, November 2025; Weldon Cooper Center; U.S. Census; Isle of Wight County.

## FISCAL IMPACT ANALYSIS DEFINED

A fiscal impact evaluation analyzes revenue generation and operating and capital costs to a jurisdiction associated with the provision of public services and facilities to serve new development—residential, commercial, office, or industrial. It includes all direct revenues and costs associated with that new growth.

Unlike an economic impact analysis, it does not include spin-off, or indirect, impacts from development but rather identifies whether sufficient revenues will be generated from the new development to cover all related direct costs.

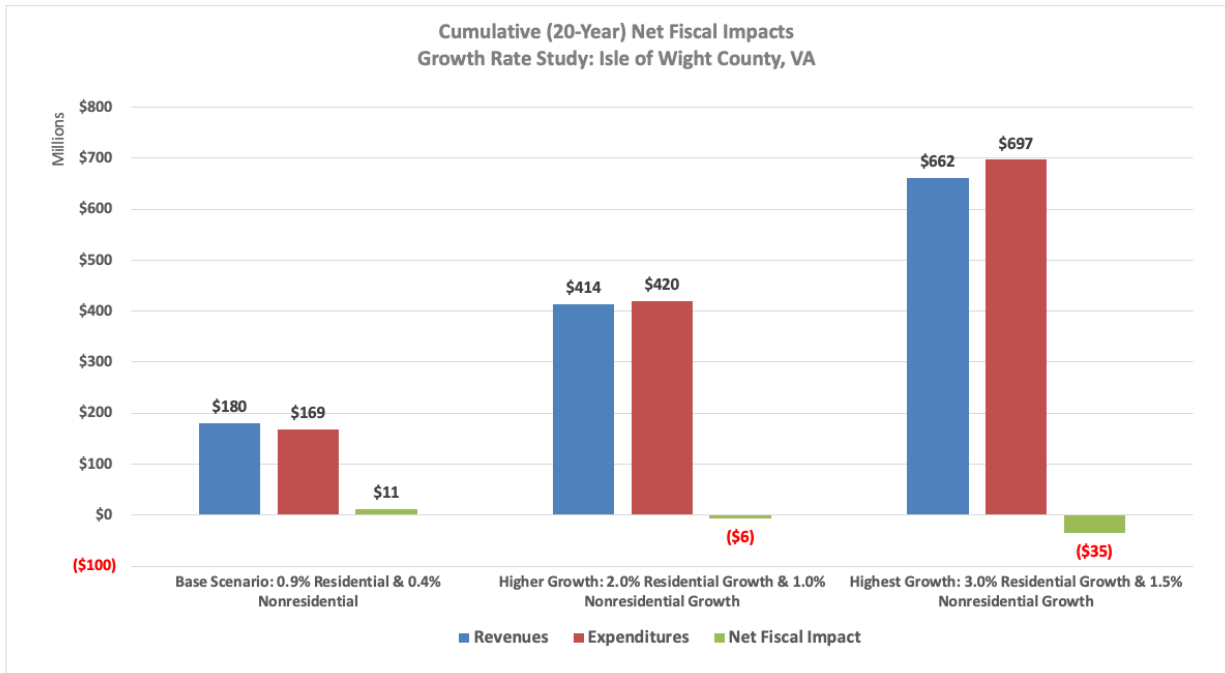
A fiscal impact analysis also differs from a jurisdiction’s budget. While a budget needs to be balanced, with revenues equaling costs, a fiscal impact analysis projects revenues separately from costs, therefore a surplus or deficit can be generated. This would not occur with a municipal or county budget.

## FISCAL IMPACT ANALYSIS SUMMARY RESULTS

**The fiscal impact analysis determines that only the Base Scenario is projected to generate sufficient revenues to offset projected costs. Both of the higher growth scenarios result in net deficits.**

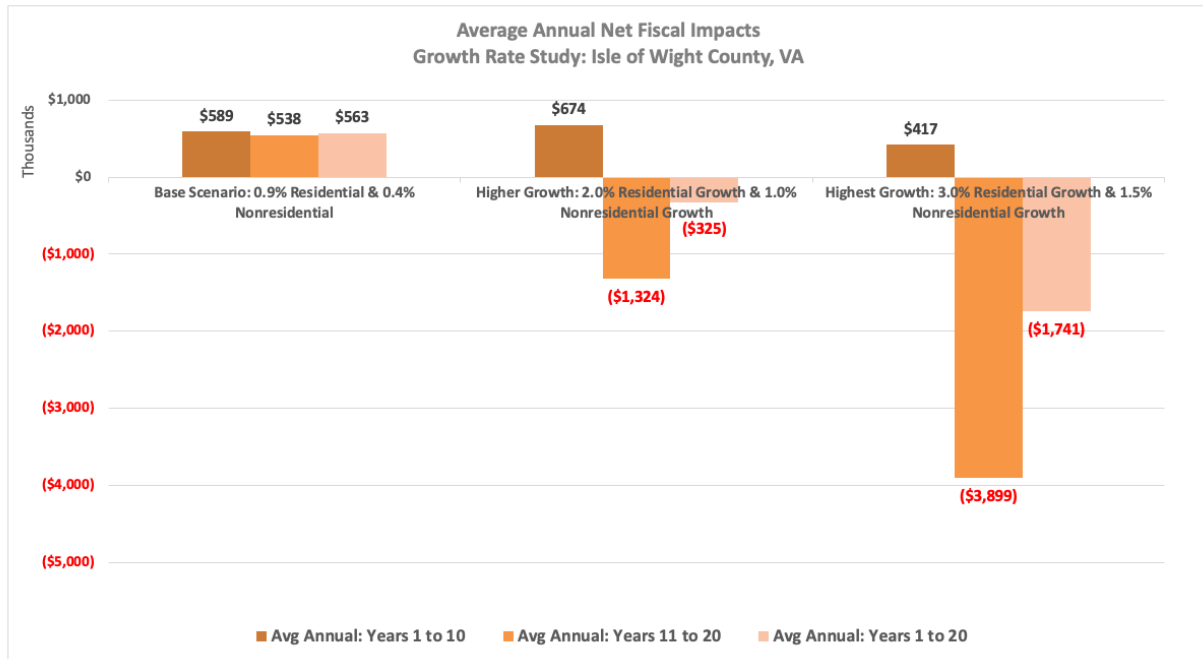
All General Fund revenues are projected along with operating and capital impacts from future growth in each scenario. Capital improvements to serve new development are funded from the General Fund and are modeled to reflect continuing the County’s current level of service. Expenditures are triggered by the model when capacity is needed. In the higher growth scenarios, projected revenues are insufficient to cover both operating and capital impacts from future development.

Figure 2. Cumulative Net Fiscal Impact Results: All Revenues and Costs



Results are also presented on an **average annual** basis in Figure 3—in three time-period increments: first ten years, second ten years, and then over the total projection period, Years 1-20.

**Figure 3. Average Annual Net Fiscal Impact Results**



- For the Base Scenario, fiscal results are positive in each time period at similar amounts of just under \$600,000 annually. Revenues from growth are closely aligned with costs on an annual basis in this scenario.
  - The average annual surplus reflects approximately 0.5 percent of the County’s FY25 base year budget of approximately \$108 million.
- Under both the Higher and Highest Growth scenarios, positive results are generated in the first 10 years. This is due to fewer capital improvements being triggered in those years as well as model assumptions for debt financing of capital improvements. As growth continues to occur and debt service payments accumulate, Years 11 to 20 generate deficits in both the Higher and Highest Growth scenarios.
  - In the Higher Growth scenario, an average annual deficit of approximately \$325,000 is generated reflecting around 0.3 percent of the County’s base year budget.
  - In the Highest Growth scenario, an average annual deficit of approximately \$1.7 million is generated reflecting 1.6 percent of the County’s base year budget.

## BACKGROUND

TischlerBise is under contract with Isle of Wight County, Virginia, to conduct a fiscal impact analysis of multiple future Growth Scenarios. The intent is to test the fiscal impacts of different growth rates as part of the Comprehensive Plan update.<sup>2</sup> Three scenarios were developed for this study, and this report reflects TischlerBise’s analysis of the fiscal impacts of each scenario.

A fiscal impact evaluation analyzes revenue generation and operating and capital costs to a jurisdiction associated with the provision of public services and facilities to serve new development—residential, commercial, office, or industrial. It includes all direct revenues and costs associated with new growth/development.

Unlike an economic impact analysis, it does not include spin-off, or indirect, impacts from development but rather identifies whether sufficient revenues will be generated from the new development to cover all related direct costs.

A fiscal impact analysis also differs from a jurisdiction’s budget. While a budget needs to be balanced, with revenues equaling costs, a fiscal impact analysis models revenues separately from costs, therefore a surplus or deficit can be generated. This would not occur with a municipal or county budget.

For the Growth Scenario fiscal impact analysis, all General Fund services and facilities are included in the analysis.

This report intends to provide information to Isle of Wight County to identify the potential fiscal impacts of growth to help inform potential changes to the Comprehensive Plan or related policies.

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<sup>2</sup> The study also aligns with the Isle of Wight County Schools (IWCS) “Subdivision Yields and Future School Needs Study,” conducted for IWCS by TischlerBise in November 2025. Earlier versions of this report reflect estimates and projections that were developed prior to the IWCS Study. After conclusion of the IWCS Study in November 2025, the County Fiscal Impact Analysis of Growth Scenarios Study was revised and calibrated to the IWCS study’s estimates and projections.



## GROWTH SCENARIOS

Three growth scenarios were developed for this study starting with a Base Scenario based on trends and projections from Weldon Cooper Center.<sup>3,4</sup> Two other scenarios were developed to test impacts from higher growth rates than the Base Scenario. Further detail is provided below.

- **Base Growth Scenario**

- Base Scenario population projection is based on Weldon Cooper Center population projections for Isle of Wight County. Projected annual growth rates are: from 2025-2035, 0.97%; and from 2035-2045, 0.78%. This results in an average growth rate of approximately 0.9%. This aligns with recent growth trends in Isle of Wight County, which was 0.91% from 2010 to 2020, per the U.S. Census.
- Base Scenario job projections are based on Hampton Roads Transportation Planning Organization (HRTPO)<sup>5</sup> job projections for Isle of Wight County. Retail jobs are projected to grow by 0.62% annually, Office jobs by 0.30% annually, industrial by 0.39% annually, and Institutional by 0.25% annually. This results in an average total growth rate of 0.4%.

- **Alternative 1: Higher Growth Rates**

- In this scenario, faster residential growth is assumed at 2.0%.
- For nonresidential development, a higher growth rate of 1.0% is assumed to align with the higher residential growth modeled in this scenario.

- **Alternative 2: Highest Growth Rates**

- In this scenario, an even higher residential growth is assumed at 3.0%.
- For nonresidential development, an even higher growth rate of 1.5% is assumed to align with the highest growth rate assumed in this scenario.

Figure 4 provides a summary of the amount and type of growth modeled in each scenario. It should be noted that the figure shows growth over twenty years. For example, total population by 2045 under the Base Scenario is projected at the base year population of 40,433 plus growth of 7,694, for a total of 48,127 residents.

<sup>3</sup> University of Virginia Weldon Cooper Center for Public Service. (2025). Virginia Population Projections. Retrieved from <https://coopercenter.org/virginia-population-projections>. The Cooper Center produces the official Virginia population estimates and projections that are used throughout the Commonwealth.

<sup>4</sup> Base Growth Scenario has been updated to align with the projections in the “Isle of Wight County Schools Subdivision Yields and Future School Needs Study,” TischlerBise, November 2025.

<sup>5</sup> The Hampton Roads Transportation Planning Organization (HRTPO) is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under federal regulations.

Figure 4. Growth Scenarios

|                               | 2025 Estimates   | Base Scenario: 0.9% Residential & 0.4% Nonresidential | Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth | Highest Growth: 3.0% Residential Growth & 1.5% Nonresidential Growth |
|-------------------------------|------------------|---|---|--|
|                               |                  | 20-YEAR PROJECTED INCREASES                           |   |  |
| SINGLE FAMILY UNITS           | 15,980           | 3,041   | 7,765   | 12,882   |
| MULTIFAMILY UNITS             | 1,600            | 304   | 777   | 1,289  |
| <b>HOUSING UNITS</b>          | <b>17,580</b>    | <b>3,345</b>  | <b>8,543</b>  | <b>14,171</b>  |
| % Change from Base Year       |                  | 19%   | 49%   | 81%  |
| <b>POPULATION</b>             | <b>40,433</b>    | <b>7,694</b>  | <b>19,648</b>   | <b>32,593</b>  |
| <b>PUBLIC SCHOOL STUDENTS</b> | <b>5,509</b>     | <b>1,048</b>  | <b>2,677</b>  | <b>4,441</b>   |
| RETAIL SQUARE FEET            | 1,128,500        | 147,863   | 248,484   | 391,426  |
| OFFICE SQUARE FEET            | 605,711          | 37,470  | 133,372   | 210,094  |
| INDUSTRIAL SQUARE FEET        | 1,817,376        | 145,182   | 400,168   | 630,366  |
| INSTITUTIONAL SQUARE FEET     | 1,874,600        | 96,097  | 412,768   | 650,214  |
| <b>TOTAL SQUARE FEET</b>      | <b>5,426,187</b> | <b>426,613</b>  | <b>1,194,792</b>  | <b>1,882,100</b>   |
| <b>JOBS</b>                   | <b>9,149</b>     | <b>767</b>  | <b>2,007</b>  | <b>3,161</b>   |

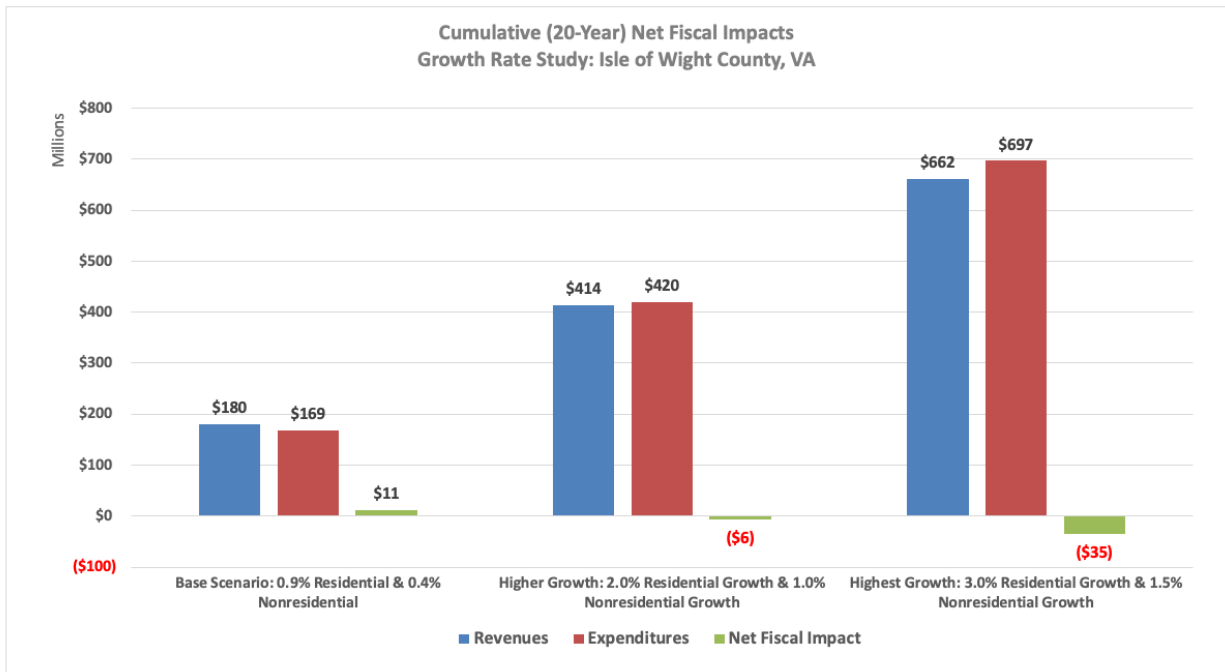
Sources: "Isle of Wight County Schools Subdivision Yields and Future School Needs Study," TischlerBise, November 2025; Weldon Cooper Center; U.S. Census; Isle of Wight County.

## SUMMARY OF FISCAL IMPACT ANALYSIS FINDINGS

**The fiscal impact analysis finds that only the Base Scenario is projected to generate sufficient revenues to offset projected costs. Both of the higher growth scenarios result in net deficits.**

All General Fund revenues are projected along with operating and capital impacts from future growth in each scenario. Capital improvements to serve new development are modeled as being funded from the General Fund and reflect continuing the County's current level of service. Expenditures are triggered by the model when capacity is needed. In the higher growth scenarios, projected revenues are insufficient to cover both operating and capital impacts from future development.

**Figure 5. Cumulative Net Fiscal Impact Results: All Revenues and Costs**



The Base Scenario with the lowest amount of growth projects the lowest revenue and expenditures of the three scenarios, \$180 million in revenues to \$169 million in expenditures resulting in a positive fiscal result of approximately \$11 million. Capital expenditures are approximately 15 percent of total expenditures in this scenario.

The Higher Growth scenario generates proportionately more revenues and expenditures than the Base Scenario with higher costs than revenues resulting in a deficit of approximately \$6 million over 20 years, or an average annual deficit of approximately \$325,000. Capital improvement expenditures to serve growth in this scenario drive the deficits. In this scenario, capital expenditures increase to 22 percent of total expenditures.

The Highest Growth scenario results in the largest gap between projected revenues and expenditures at \$35 million, or an average annual deficit of \$1.7 million. As more growth occurs, operating and capital expenditures increase commensurately without the same proportional increase in revenues. Capital expenditures increase to 24 percent of total expenditures.

## SUMMARY OF APPROACH AND ASSUMPTIONS

A fiscal impact analysis determines whether revenues generated by new growth are sufficient to cover the resulting costs for service and facility demands placed on a locality. It is based on cost and revenue assumptions that reflect a community's current level of service. For the Isle of Wight County Fiscal Impact Analysis of Growth Scenarios Study, TischlerBise analyzed the fiscal impacts of three alternative growth scenarios based on current countywide levels of service and any additional known infrastructure or service needs. A projection timeline of 20 years is used to show long-term trends.

The fiscal impact analysis conducted for Isle of Wight County incorporates a hybrid average/marginal cost approach wherever possible. Under the marginal cost approach, growth triggers facilities and other infrastructure needs that are “built” once a threshold is reached, resulting in “lumpier” fiscal impact results. There are a few exceptions in this analysis, namely for current or planned improvements that are known to be needed due to capacity needs and will serve future growth/development.

The assumptions outlined below are utilized along with growth projections to determine the potential fiscal impact to the County over a 20-year projection period. Calculations are performed using a customized fiscal impact model designed specifically for this assignment.<sup>6</sup>

For this analysis, only costs to serve new growth are included. Both operating and capital costs are modeled. Some costs are not expected to be impacted by demographic changes and may be fixed in this analysis. For example, this is true for some functions included under the Board of Supervisors budget. Other general items to note in the analysis:

- Operating costs are generally projected on an average basis with demand factors specific to the service being modeled. Personnel costs are modeled to reflect the fact that some types of positions (e.g., directors) are fixed and would not increase regardless of growth.
- Capital costs are projected both incrementally and marginally where capacity is needed.
- Debt financing is assumed for capital improvements that are projected to serve growth.

### LEVELS OF SERVICE

Cost projections are based on the “snapshot approach” in which it is assumed the current level of service, as funded in the County's FY2025 budget, will continue through the projection period. Current demand

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<sup>6</sup> TischlerBise has been working with Isle of Wight County over the years in various capacities to assist with the analysis of the impacts from growth. Efforts include building models for County use to help analyze the fiscal and capital impacts of development and proposed rezoning applications. The model developed for this assignment is based on previous fiscal models developed by TischlerBise for the County. As noted elsewhere, the data for this analysis was updated to align with the “Isle of Wight County Schools Subdivision Yields and Future School Needs Study,” TischlerBise, November 2025.

base data was used to calculate unit costs and service level thresholds. Examples of demand base data include population, dwelling units, employment by industry type, and nonresidential square footage. In summary, the “snapshot” approach does not attempt to speculate about how levels of service, costs, revenues, and other factors will change over 20 years. Instead, it evaluates the fiscal impact to the County as it currently conducts business under the present budget.

Revenues are projected assuming that the current revenue structure and tax rates, as defined by the FY25 budget, will not change during the analysis period. Of particular note are the following:

- County property tax is modeled based on the cumulative assessed value of projected residential and nonresidential growth. The County’s FY25 adopted tax rate of \$0.73 per \$100 in property value is used to project property tax revenue.<sup>7</sup>
- Personal property taxes are projected on a per capita and per job basis, dependent on the subcategory (e.g., vehicles, machinery and tools, equipment).

Enterprise operations such as the County’s **water and wastewater utilities are included in this analysis reflecting the portion of utility operating costs that are funded through the General Fund.** The fiscal impact analysis assumes the level of operating subsidy continues into the future. Utility capital expenditures are assumed to be covered by private developers and therefore not included as a cost to the County.

## PROJECTION FACTORS

Projection methodologies and factors are based on previous fiscal studies for the County and discussed where applicable in the body of this report. All variable operating costs and revenues are projected. Detail is provided in the Revenue and Expenditure section.

## INFLATION RATE

Cost and revenue projections are in constant 2025 dollars and do not include inflationary adjustments. This assumption aligns with current budget data and avoids the difficulty of projecting—as well as—interpreting results expressed in inflated dollars. In general, including inflation is complicated and unpredictable. This is particularly the case given that some costs, such as salaries, increase at different rates than other operating and capital costs such as contractual and building construction costs. These costs, in turn, are unlikely to align with real estate appreciation. Using constant 2025 dollars reinforces the snapshot approach and avoids these problems.

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<sup>7</sup> While the property tax rate may be adjusted in subsequent fiscal years, because the analysis uses the FY25 Budget with revenues estimated based on the adopted FY25 tax rate, the FY25 tax rate is used.

## **NON-FISCAL EVALUATIONS**

It should be noted that while a fiscal impact analysis is an important consideration in planning decisions, it is only one of several issues that should be considered. Environmental and social issues, for example, should also be considered when making planning and policy decisions. In addition, economic development goals such as the ability to provide suitable locations for future employment growth should be taken into consideration when making land use decisions. The above notwithstanding, this analysis will enable interested parties to understand the fiscal implications of future growth in Isle of Wight County.

## FISCAL IMPACT RESULTS

Results of the fiscal impact analysis are provided in this chapter. The fiscal results include revenues and costs to serve future growth/development only. Revenues and expenditures from existing development are not included.

The results are summarized in several ways:

- **Annual** net fiscal results are shown first that include all revenues and costs in the funds included in the analysis in each year.
- Results are then shown in a chart and table depicting **cumulative** net fiscal impact results.
  - Cumulative net fiscal impact results convey the projected grand total revenues minus grand total expenditures over the 20-year period from future growth/development.
- The third section provides **average annual** fiscal impact results.
  - The average annual net result conveys an average impact over three time periods: years 1-10, Years 11-20, and over the entire 20-year period.

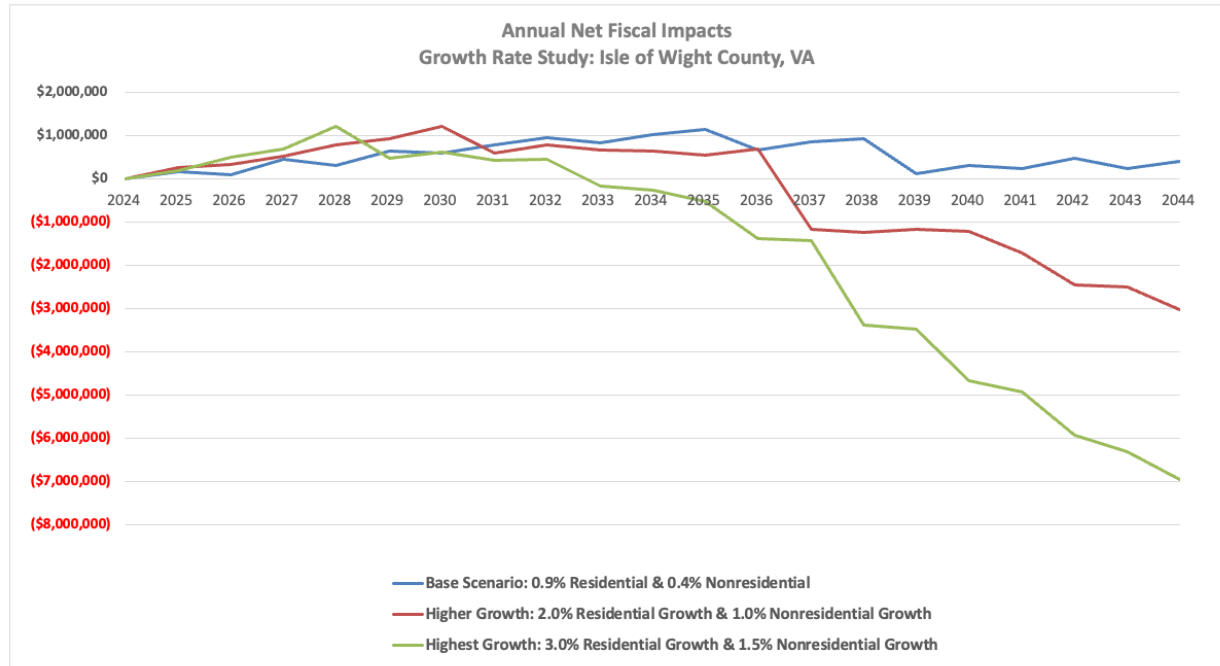
### ANNUAL NET FISCAL IMPACTS

The charts below show the annual net fiscal results to the County for the three scenarios over the 20-year projection period. By showing annual results, the magnitude, rate of change, and timeline of deficits and revenues can be observed over time. The “bumpy” nature of the annual results during particular years represents the opening of capital facilities and/or major operating costs being incurred.

Net fiscal results are **revenues minus costs in each year**, including operating and capital costs. Data points above the \$0 line represent annual surpluses; points below the \$0 line represent annual deficits. Surpluses in any one year are not carried forward to the next year.

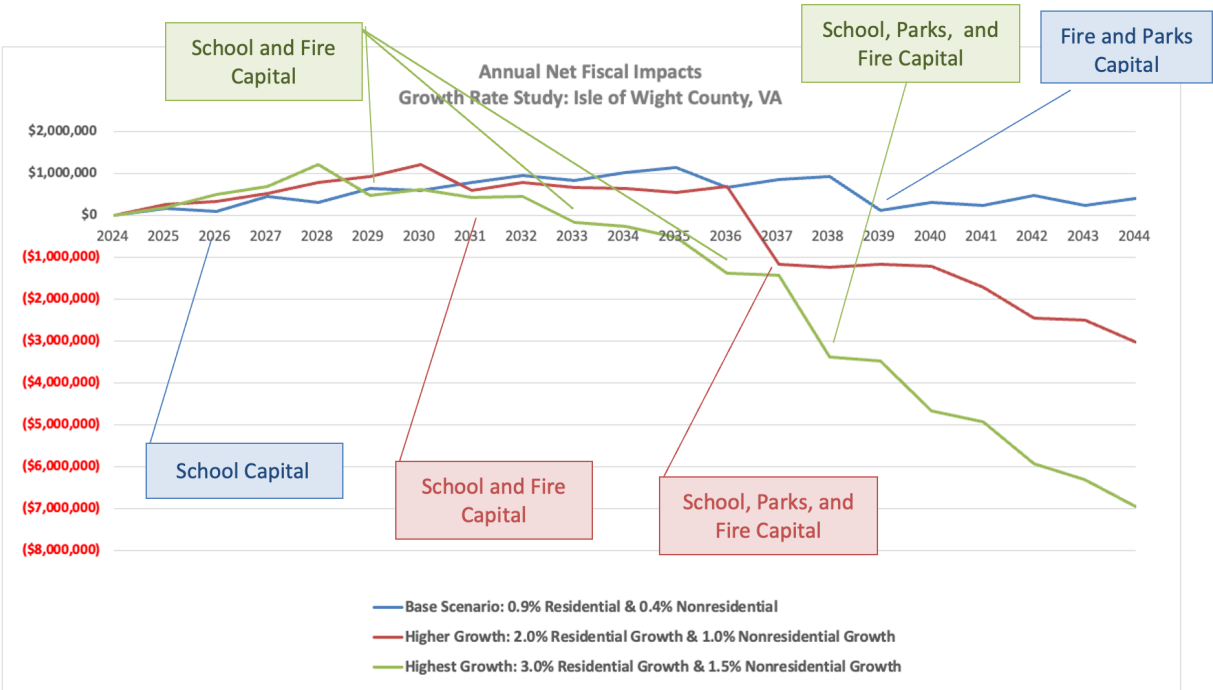


Figure 6. Annual Net Fiscal Impact Results



- The Base Scenario produces fiscally positive results; all other growth scenarios project net deficits generally after the second half of the projection period.
- Projected growth at the higher growth rates does not generate sufficient revenue to cover operating and capital costs at current levels of service.
- Capital assumptions are the main driver for the negative results. See Figure 7 for further information on when certain capital facilities are modeled based on respective growth in each scenario.
- Higher growth scenarios result in worse fiscal conditions in later years (second half) as capital impacts increase costs over time from additional facility costs as well as accumulating debt service.

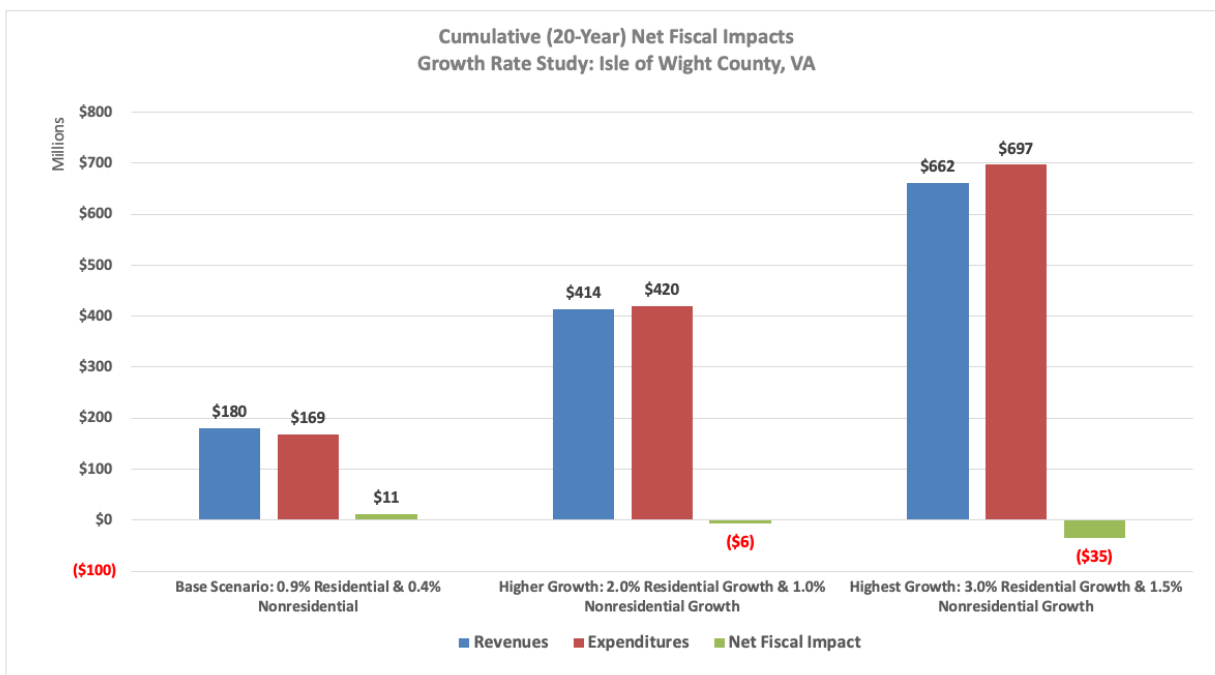
Figure 7. Annual Net Fiscal Impact Results with Annotations



## CUMULATIVE NET FISCAL IMPACTS

Results are presented on a **cumulative** basis reflecting grand total revenues over the 20-year period minus grand total expenditures over the 20-year period.

Figure 8. Cumulative Net Fiscal Impact Results



- Under the Base Scenario assumptions, \$180 million in revenue is projected, compared to \$169 million in expenditures over the 20-year projection period. This generates a surplus of approximately \$11 million – a positive net fiscal impact, and the largest and only surplus produced by any of the scenarios.
- Both the Higher and Highest Growth Scenarios generate net deficits to the County given the additional capital needs generated from more growth and insufficient revenues to cover the costs. The Higher Growth Scenario generates a relatively smaller deficit than the Highest Growth Scenario.
- Costs include ongoing annual operating expenditures and capital costs that include debt financing with payments that continue beyond the last year in the model projection period.
- A delineation between operating and capital results is shown in Figure 9 for further context.

Figure 9. Cumulative Net Fiscal Results by Type of Expenditure

20-Year Total Net Fiscal Impact

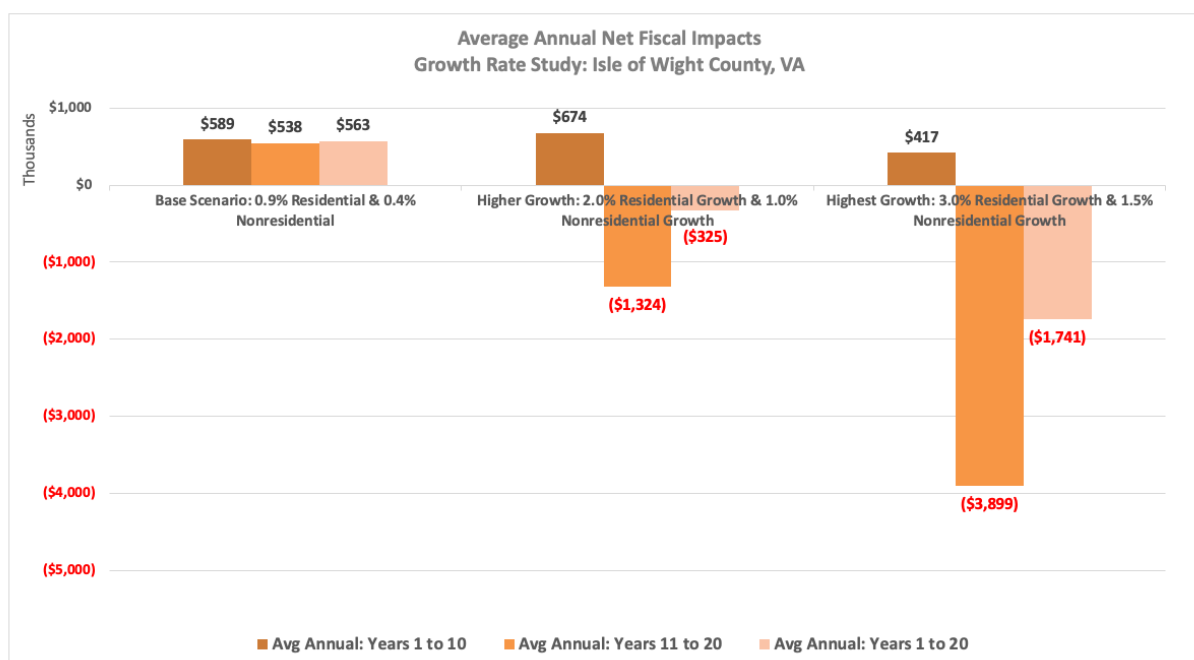
Isle of Wight County, VA, Fiscal Impact Analysis

| Category                      | SCENARIO  |   |  |
|-------------------------------|---|---|--|
|                               | Base Scenario: 0.9% Residential & 0.4% Nonresidential | Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth | Highest Growth: 3.0% Residential Growth & 1.5% Nonresidential Growth |
| <i>Operating</i>              |   |   |  |
| Operating Revenues            | \$179,876,391   | \$413,725,528   | \$662,089,706  |
| Operating Expenditures        | \$143,739,189   | \$329,748,617   | \$528,514,274  |
| OPERATING NET FISCAL IMPACT   | \$36,137,202  | \$83,976,911  | \$133,575,432  |
| <i>Capital</i>                |   |   |  |
| Capital Revenues              | \$0   | \$0   | \$0  |
| Capital Expenditures          | \$24,873,696  | \$90,470,085  | \$168,395,553  |
| CAPITAL NET FISCAL IMPACT     | (\$24,873,696)  | (\$90,470,085)  | (\$168,395,553)  |
| GRAND TOTAL NET FISCAL IMPACT | \$11,263,506  | (\$6,493,174)   | (\$34,820,120)   |

## AVERAGE ANNUAL NET FISCAL IMPACTS

For further information, results are also presented on an **average annual** basis—in three time-period increments: first ten years, second ten years, and then over the total projection period, Years 1-20.

Figure 10. Average Annual Net Fiscal Impact Results



- For the Base Scenario, fiscal results are positive in each time period at similar amounts of under \$600,000 annually. Revenues from growth are closely aligned with costs on an annual basis in this scenario. The average annual surplus reflects approximately 0.5 percent of the County's FY25 base year budget of approximately \$108 million.
- Under both the Higher and Highest Growth scenarios, positive results are generated in the first 10 years. This is due to fewer capital improvements being triggered in those years as well as model assumptions for debt financing of capital improvements. As growth continues to occur and debt service payments accumulate, Years 11 to 20 generate deficits in both the Higher and Highest Growth scenarios.
  - In the Higher Growth scenario, an average annual deficit of approximately \$325,000 is generated reflecting around 0.3 percent of the County's base year budget.
  - In the Highest Growth scenario, an average annual deficit of approximately \$1.7 million is generated reflecting 1.6 percent of the County's base year budget.

## REVENUE AND EXPENDITURE PROJECTIONS

A summary of projected revenues and costs from future growth to the County are provided below. These figures are based on the development projections as summarized above along with the revenue and cost factors described elsewhere in this report.

### Revenues

#### REVENUE PROJECTION METHODOLOGIES

County General Fund revenues are projected from future growth. A summary of projection methodologies is shown in Figure 12. Other items to note regarding revenue projections are:

- Property taxes are projected based on average assessed values per new housing unit or per nonresidential square foot shown below:

**Figure 11. Market Value and Growth Assumptions by Scenario**

| Land Use                  | 2025 Estimates | Base Scenario: 0.9%<br>Residential & 0.4%<br>Nonresidential | Higher Growth: 2.0%<br>Residential Growth & 1.0%<br>Nonresidential Growth | Highest Growth: 3.0%<br>Residential Growth & 1.5%<br>Nonresidential Growth | Average Market Values<br>(per unit / per sq. ft.) |
|---------------------------|----------------|---|---|--|---|
| SINGLE FAMILY UNITS       | 15,980         | 3,041   | 7,765   | 12,882   | \$400,000   |
| MULTIFAMILY UNITS         | 1,600          | 304   | 777   | 1,289  | \$150,000   |
| TOTAL HOUSING UNITS       | 17,580         | 3,345   | 8,543   | 14,171   |   |
| RETAIL SQUARE FEET        | 1,128,500      | 147,863   | 248,484   | 391,426  | \$200   |
| OFFICE SQUARE FEET        | 605,711        | 37,470  | 133,372   | 210,094  | \$130   |
| INDUSTRIAL SQUARE FEET    | 1,817,376      | 145,182   | 400,168   | 630,366  | \$100   |
| INSTITUTIONAL SQUARE FEET | 1,874,600      | 96,097  | 412,768   | 650,214  | \$0   |
| TOTAL SQUARE FEET         | 5,426,187      | 426,613   | 1,194,792   | 1,882,100  |   |

- Other revenues from future development are projected on a per capita or per job basis.
- Some revenues are not affected by growth and are considered “fixed” in this analysis as shown in Figure 12.

Figure 12. Revenue Projection Methodologies

| Revenue Category         | Revenue Name                          | FY25 Budget \$ | % of Total | ALLOCATION APPROACH      |                          |                        |       |
|--------------------------|---------------------------------------|----------------|------------|--------------------------|--------------------------|------------------------|-------|
|                          |                                       |                |            | RESIDENTIAL (Per Capita) | NONRESIDENTIAL (Per Job) | CUSTOM                 | FIXED |
| Property Taxes           | Real property                         | \$48,209,476   | 48%        |                          |                          | X (Assessed Value)     |       |
|                          | Public service property               | \$1,551,300    | 2%         |                          |                          |                        | X     |
|                          | Personal property - vehicles          | \$16,000,000   | 16%        | X (90% from resid.)      |                          |                        |       |
|                          | Personal property - mobile homes      | \$175,000      | 0%         |                          |                          |                        | X     |
|                          | Personal property - boats & airplanes | \$145,000      | 0%         |                          |                          |                        | X     |
|                          | Personal property - machinery & tools | \$6,220,000    | 6%         |                          | X                        |                        |       |
|                          | Personal property - equipment         | \$2,285,000    | 2%         |                          | X                        |                        |       |
|                          | Penalty & interest on taxes           | \$800,000      | 1%         |                          |                          | X (Assessed Value)     |       |
| Other Local Taxes        | Local sales & use                     | \$4,400,000    | 4%         | X                        | X                        |                        |       |
|                          | Communications sales & use tax        | \$480,000      | 0%         | X (Non-Town)             | X (Non-Town)             |                        |       |
|                          | Consumer utility tax                  | \$1,175,000    | 1%         | X (Non-Town)             | X (Non-Town)             |                        |       |
|                          | Consumption tax                       | \$140,000      | 0%         | X (Non-Town)             | X (Non-Town)             |                        |       |
|                          | Business license tax                  | \$1,200,000    | 1%         |                          | X                        |                        |       |
|                          | Lodging tax                           | \$90,000       | 0%         |                          |                          |                        | X     |
|                          | Meals tax                             | \$1,140,000    | 1%         | X                        | X                        |                        |       |
|                          | Motor vehicles license tax/fee        | \$1,160,000    | 1%         | X (Non-Town)             |                          |                        |       |
|                          | Taxes on Record/Wills                 | \$600,000      | 1%         |                          |                          |                        | X     |
|                          | Bank stock tax                        | \$15,000       | 0%         |                          |                          |                        | X     |
|                          | Penalty & interest on taxes           | \$11,000       | 0%         |                          |                          |                        | X     |
|                          |                                       |                |            |                          |                          |                        |       |
| Licenses, Permits & Fees | Animal license                        | \$35,000       | 0%         | X                        |                          |                        |       |
|                          | Land use application fee              | \$0            | 0%         | X                        | X                        |                        |       |
|                          | Zoning use & subdiv. Ord. fee         | \$75,000       | 0%         | X                        | X                        |                        |       |
|                          | Building permits & fees               | \$600,000      | 1%         | X                        | X                        |                        |       |
|                          | Concealed weapon permit fee           | \$40,000       | 0%         | X                        |                          |                        |       |
|                          | Land transfer fees                    | \$1,000        | 0%         | X                        | X                        |                        |       |
|                          | Inspections technology fee            | \$20,000       | 0%         | X                        | X                        |                        |       |
|                          | Solid waste franchise fee             | \$40,000       | 0%         | X                        | X                        |                        |       |
| Fines & Forfeitures      | Court fines & forfeitures             | \$85,000       | 0%         | X                        |                          |                        |       |
|                          | Interest - court fine & forft.        | \$4,500        | 0%         |                          |                          |                        | X     |
|                          | Electronic Summons Assessment         | \$10,000       | 0%         | X                        | X                        |                        |       |
| Use of Money & Property  | Interest revenue                      | \$1,700,000    | 2%         |                          |                          |                        | X     |
|                          | Property rental                       | \$175,000      | 0%         |                          |                          |                        | X     |
|                          | Gain/loss on investments (PACE)       | \$0            | 0%         |                          |                          |                        | X     |
| Charges for Services     | Set off collection feeds              | \$100,000      | 0%         | X                        | X                        |                        |       |
|                          | Finance administration fee            | \$500          | 0%         | X                        | X                        |                        |       |
|                          | Court security fee                    | \$100,000      | 0%         | X                        | X                        |                        |       |
|                          | Sheriff's fee                         | \$2,000        | 0%         | X                        | X                        |                        |       |
|                          | Sheriff extradition revenue           | \$2,000        | 0%         | X                        | X                        |                        |       |
|                          | Law library fees                      | \$9,000        | 0%         | X                        | X                        |                        |       |
|                          | Building const. court fees            | \$12,000       | 0%         | X                        | X                        |                        |       |
|                          | Courthouse construction fees          | \$20,000       | 0%         | X                        | X                        |                        |       |
|                          | Reimb. For court appointed atty.      | \$2,000        | 0%         | X                        | X                        |                        |       |
|                          | Commonwealth attorney's fees          | \$3,000        | 0%         | X                        | X                        |                        |       |
|                          | Criminal check & incident report      | \$0            | 0%         | X                        | X                        |                        |       |
|                          | Fingerprinting                        | \$1,000        | 0%         | X                        | X                        |                        |       |
|                          | Animal adoption fees                  | \$15,000       | 0%         | X                        |                          |                        |       |
|                          | DMV Hold Admin Fee                    | \$25,000       | 0%         | X                        | X                        |                        |       |
|                          | EMS revenue recovery                  | \$1,100,000    | 1%         |                          |                          | X (Fire and EMS Calls) |       |
|                          | Impound Fees                          | \$1,000        | 0%         |                          |                          |                        | X     |
|                          | Recreation and special event fees     | \$255,810      | 0%         | X                        |                          |                        |       |
|                          | Treasurer admin. Fees                 | \$200,000      | 0%         | X                        | X                        |                        |       |
|                          | Tourism                               | \$15,000       | 0%         | X                        | X                        |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |
|                          |                                       |                |            |                          |                          |                        |       |

|                                |   |                      |             |   |   |  |   |
|--------------------------------|---|----------------------|-------------|---|---|--|---|
| <b>Recovered Cost</b>          | Borrow pit contribution                   | \$40,000             | 0%          |   |   |  | X |
|                                | Insurance reimbursements                  | \$50,000             | 0%          |   |   |  | X |
|                                | Miscellaneous                             | \$1,568,052          | 1%          |   |   |  | X |
|                                | Sale of recyclables                       | \$90,000             | 0%          |   |   |  | X |
|                                | Smithfield tourism recovered cost         | \$366,635            | 0%          |   |   |  | X |
|                                | Salty Southern Route                      | \$6,000              | 0%          |   |   |  | X |
| <b>Miscellaneous Services</b>  | DSS indirect cost allocation              | \$331,207            | 0%          |   |   |  | X |
|                                | Recovered Costs                           | \$0                  | 0%          |   |   |  | X |
|                                | Surplus Proceeds                          | \$40,000             | 0%          |   |   |  | X |
|                                | Animal control donations                  | \$0                  | 0%          |   |   |  | X |
|                                | Sale of photocopies/maps                  | \$0                  | 0%          |   |   |  | X |
|                                | P-card rebate                             | \$30,000             | 0%          |   |   |  | X |
|                                | Miscellaneous                             | \$18,176             | 0%          |   |   |  | X |
|                                | E-payables rebate                         | \$5,000              | 0%          |   |   |  | X |
|                                | PU indirect cost                          | \$112,383            | 0%          |   |   |  | X |
|                                | SW indirect cost                          | \$52,318             | 0%          |   |   |  | X |
|                                | Miscellaneous                             | \$0                  | 0%          |   |   |  | X |
|                                | Farmer's market fees + sponsors           | \$44,445             | 0%          |   |   |  | X |
|                                | Vintage Market                            | \$30,000             | 0%          |   |   |  | X |
|                                | Build America Subsidy 2010C               | \$0                  | 0%          |   |   |  | X |
|                                | 2011 QSCB Subsidy                         | \$318,263            | 0%          |   |   |  | X |
| <b>Noncategorical Aid</b>      | Auto rental tax                           | \$50,000             | 0%          | X | X |  |   |
|                                | Rolling stock tax                         | \$42,000             | 0%          | X | X |  |   |
|                                | Mobile home tilting tax                   | \$80,000             | 0%          |   |   |  | X |
|                                | Grantor's tax                             | \$200,000            | 0%          | X | X |  |   |
|                                | State PPTR                                | \$5,115,890          | 5%          | X |   |  |   |
| <b>Shared Expenses</b>         | Commonwealth attorney shared expenses     | \$537,111            | 0%          |   |   |  | X |
|                                | Sheriff shared expenses                   | \$1,713,640          | 2%          |   |   |  | X |
|                                | Commissioner shared expenses              | \$229,104            | 0%          |   |   |  | X |
|                                | Treasurer shared expenses                 | \$196,445            | 0%          |   |   |  | X |
|                                | Registrar/electoral board shared expenses | \$75,000             | 0%          |   |   |  | X |
|                                | Clerk of Circuit Court shared expenses    | \$350,663            | 0%          |   |   |  | X |
|                                | Technology trust funds                    | \$23,000             | 0%          |   |   |  | X |
| <b>State Aid</b>               | LOVEworks VTC grant                       | \$0                  | 0%          |   |   |  | X |
|                                | Crush Friday VTC grant                    | \$0                  | 0%          |   |   |  | X |
|                                | Fire Programs Fund                        | \$123,000            | 0%          |   |   |  | X |
|                                | Four for Life                             | \$42,734             | 0%          |   |   |  | X |
|                                | Local Government Challenge grant          | \$0                  | 0%          |   |   |  | X |
| <b>Federal Aid</b>             | Federal grant revenue (Hurricane Matthew) | \$0                  | 0%          |   |   |  | X |
|                                | Homeland Security grant                   | \$0                  | 0%          |   |   |  | X |
| <b>Other Financing Sources</b> | Lease Proceeds                            | \$965,500            | 1%          |   |   |  | X |
|                                | Appropriated Fund Balance                 | \$4,000,000          | 4%          |   |   |  | X |
|                                | Transfer from Grants Fund                 | \$324,741            | 0%          |   |   |  | X |
| <b>TOTAL</b>                   |   | <b>\$107,621,893</b> | <b>100%</b> |   |   |  |   |



## REVENUE PROJECTIONS

Cumulative revenues to the County generated by future growth are shown for a 20-year cumulative period. The revenues shown in Figure 13 reflect all revenues (for operating and capital purposes) projected from growth.

**Figure 13. Cumulative County Revenues (Years 1-20)**

| Cumulative General Fund Revenue Detail (Years 1-20)<br>Isle of Wight County, VA, Fiscal Impact Analysis |   |             |   |             |  |             |
|---|---|-------------|---|-------------|--|-------------|
| Category  | SCENARIO  |             |   |             |  |             |
|   | Base Scenario: 0.9% Residential & 0.4% Nonresidential | %           | Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth | %           | Highest Growth: 3.0% Residential Growth & 1.5% Nonresidential Growth | %           |
| Property Taxes  | \$144,208,929   | 80%         | \$331,410,270   | 80%         | \$530,375,845  | 80%         |
| Other Local Taxes   | \$19,172,539  | 11%         | \$44,504,290  | 11%         | \$71,097,009   | 11%         |
| Licenses, Permits & Fees  | \$1,529,926   | 1%          | \$3,532,561   | 1%          | \$5,652,569  | 1%          |
| Fines & Forfeitures   | \$205,756   | 0%          | \$471,261   | 0%          | \$755,962  | 0%          |
| Use of Money & Property   | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| Charges for Services  | \$3,514,918   | 2%          | \$8,077,312   | 2%          | \$12,922,512   | 2%          |
| Recovered Cost  | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| Miscellaneous Services  | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| Noncategorical Aid  | \$11,244,323  | 6%          | \$25,729,834  | 6%          | \$41,285,808   | 6%          |
| Shared Expenses   | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| State Aid   | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| Federal Aid   | \$0   | 0%          | \$0   | 0%          | \$0  | 0%          |
| <b>TOTAL</b>  | <b>\$179,876,391</b>                                  | <b>100%</b> | <b>\$413,725,528</b>  | <b>100%</b> | <b>\$662,089,706</b>   | <b>100%</b> |

Higher growth rate scenarios generate proportionally more revenue.

## Expenditures

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### EXPENDITURE PROJECTION METHODOLOGIES

County operating and capital expenditures are projected from the future growth. Projection methodologies are shown in Figure 14 . Other items to note regarding expenditure projections are:

- School operating expenditures are projected in **Transfers (Schools)** and based on an increase in enrollment from future growth. The Appendices includes student generation rate assumptions and enrollment projections from growth.
- School costs reflect the **funding provided by Isle of Wight County to Isle of Wight County Schools only and does not include state or federal funding** that comprises the full amount of IWCS’s budget. Funding from the County equals approximately 42 percent of the School Division’s operating expenditures.<sup>8</sup>
- Public Safety expenditures are projected based on a projection of calls for service from new development. See the Appendix for further detail.
- Some expenditures are not affected by growth and are considered “fixed” in this analysis as shown in Figure 14.

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<sup>8</sup> Note, in other fiscal impact analyses in Virginia (and other states funded similarly to Virginia), TischlerBise may deploy a different methodology and include the total school system’s budget. This would include the full cost of school operations as well as the full revenue available, including state and federal revenue.

Figure 14. Expenditure Projection Methodologies

| Expenditure Category                  | Expenditure Name                        | FY25 Budget \$ | % of Total | ALLOCATION APPROACH      |                          |                                  |       |
|---------------------------------------|---|----------------|------------|--------------------------|--------------------------|----------------------------------|-------|
|                                       |   |                |            | RESIDENTIAL (Per Capita) | NONRESIDENTIAL (Per Job) | CUSTOM                           | FIXED |
| General Administration                | Board of Supervisors                    | \$377,813      | 0.4%       |                          |                          |                                  | X     |
|                                       | County Administrator                    | \$563,241      | 0.5%       | X                        | X                        |                                  | X     |
|                                       | County Attorney                         | \$444,177      | 0.4%       | X                        | X                        |                                  | X     |
|                                       | Human Resources                         | \$570,564      | 0.5%       |                          |                          |                                  | X     |
|                                       | Registrar                               | \$533,273      | 0.5%       | X                        |                          |                                  | X     |
| Financial Administration              | Commissioner of Revenue                 | \$967,518      | 0.9%       | X                        | X                        |                                  |       |
|                                       | Real Estate Assessment                  | \$161,100      | 0.1%       | X                        | X                        |                                  | X     |
|                                       | Treasurer                               | \$952,162      | 0.9%       | X                        | X                        |                                  | X     |
|                                       | Budget and Finance                      | \$1,063,445    | 1.0%       | X                        | X                        |                                  | X     |
|                                       | Purchasing                              | \$229,160      | 0.2%       |                          |                          |                                  | X     |
| Judicial                              | Circuit Court                           | \$123,186      | 0.1%       | X                        |                          |                                  | X     |
|                                       | General District Court                  | \$36,193       | 0.0%       | X                        |                          |                                  |       |
|                                       | Western Tidewater Community Corrections | \$35,713       | 0.0%       | X                        |                          |                                  |       |
|                                       | Juvenile Accountability Program         | \$2,500        | 0.0%       | X                        |                          |                                  |       |
|                                       | Juvenile Domestic Relations Court       | \$13,102       | 0.0%       | X                        |                          |                                  |       |
|                                       | Clerk of Circuit Court                  | \$783,354      | 0.7%       | X                        |                          |                                  | X     |
|                                       | Fifth District Court Services           | \$1,569,189    | 1.5%       | X                        | X                        |                                  |       |
|                                       | Commonwealth Attorney                   | \$1,076,404    | 1.0%       | X                        | X                        |                                  |       |
| Public Safety                         | Sheriff                                 | \$8,190,519    | 7.6%       |                          |                          | X (Sheriff Calls for Service)    |       |
|                                       | Emergency Services                      | \$722,976      | 0.7%       |                          |                          | X (Fire & EMS Calls for Service) |       |
|                                       | Fire & Rescue                           | \$6,572,623    | 6.1%       |                          |                          | X (Fire & EMS Calls for Service) |       |
|                                       | Western Tidewater Jail                  | \$1,141,354    | 1.1%       | X                        |                          |                                  |       |
|                                       | Animal Control                          | \$765,835      | 0.7%       | X                        |                          |                                  |       |
| Public Works                          | Public Works Administration             | \$346,364      | 0.3%       | X                        | X                        |                                  |       |
|                                       | Public Works Transportation             | \$493,428      | 0.5%       | X                        | X                        |                                  |       |
|                                       | Public Works Refuse                     | \$3,527,569    | 3.3%       | X                        | X                        |                                  |       |
|                                       | Public Works Buildings & Grounds        | \$1,775,123    | 1.6%       | X                        | X                        |                                  |       |
|                                       | Public Works Capital Program Inspection | \$101,549      | 0.1%       |                          |                          |                                  | X     |
| Parks, Recreation, Grounds & Cultural | Parks & Recreation Administration       | \$308,756      | 0.3%       | X                        |                          |                                  |       |
|                                       | Parks & Recreation Gateways & Grounds   | \$1,244,694    | 1.2%       | X                        |                          |                                  |       |
|                                       | Parks & Recreation Programs             | \$873,151      | 0.8%       | X                        |                          |                                  |       |
|                                       | Library                                 | \$1,088,844    | 1.0%       | X                        |                          |                                  |       |
| Community Development                 | Planning & Zoning                       | \$2,043,430    | 1.9%       | X                        | X                        |                                  |       |
|                                       | Economic Development                    | \$714,257      | 0.7%       |                          | X                        |                                  |       |
|                                       | Tourism                                 | \$750,204      | 0.7%       | X                        | X                        |                                  | X     |
|                                       | Farmers Market                          | \$0            | 0.0%       |                          |                          |                                  | X     |
|                                       | Communications                          | \$145,142      | 0.1%       | X                        | X                        |                                  |       |
|                                       | Cooperative Extension Service           | \$83,828       | 0.1%       |                          |                          |                                  | X     |
| Non-Departmental                      | Non-Departmental                        | \$6,164,018    | 5.7%       |                          |                          |                                  | X     |
|                                       | Transfers (Non-Schools)                 | \$12,594,089   | 11.7%      | X                        | X                        |                                  |       |
|                                       | Transfers (Schools)                     | \$33,209,069   | 30.9%      | X (Enrollment)           |                          |                                  |       |
| Debt Service                          | Debt Service                            | \$12,809,124   | 11.9%      |                          |                          |                                  | X^    |
| Other Public Services                 | Other Public Services                   | \$2,453,853    | 2.3%       | X                        | X                        |                                  | X     |
| TOTAL                                 |   | \$107,621,893  | 100.0%     |                          |                          |                                  |       |

\* If "FIXED" marked along with other columns, a portion of the departmental expenditure is assumed to not be affected by the development; this is typically personnel costs.

^ Capital expenditures projected separately.

## EXPENDITURE PROJECTIONS

Cumulative County expenditures generated by future growth are shown below for Years 1-20. Operating expenditures are shown in Figure 15; capital expenditures are shown in Figure 16.

**Figure 15. Cumulative County Operating Expenditures**

| Cumulative Operating Expenditures (Years 1-20)<br>Isle of Wight County, VA, Fiscal Impact Analysis |   |             |   |             |  |             |
|--|---|-------------|---|-------------|--|-------------|
| Category   | SCENARIO  |             |   |             |  |             |
|  | Base Scenario: 0.9%<br>Residential & 0.4%<br>Nonresidential | %           | Higher Growth: 2.0%<br>Residential Growth & 1.0%<br>Nonresidential Growth | %           | Highest Growth: 3.0%<br>Residential Growth & 1.5%<br>Nonresidential Growth | %           |
| General Administration   | \$563,011   | 0.4%        | \$1,294,508   | 0.4%        | \$2,074,076  | 0.4%        |
| Financial Administration   | \$1,323,959   | 0.9%        | \$3,060,301   | 0.9%        | \$4,895,261  | 0.9%        |
| Judicial   | \$1,914,543   | 1.3%        | \$4,417,198   | 1.3%        | \$7,069,797  | 1.3%        |
| Public Safety  | \$27,857,389  | 19.4%       | \$63,917,206  | 19.4%       | \$102,221,799  | 19.3%       |
| Public Works   | \$10,840,466  | 7.5%        | \$24,877,411  | 7.5%        | \$39,882,426   | 7.5%        |
| Education  | \$69,395,645  | 48.3%       | \$158,787,718   | 48.2%       | \$254,864,785  | 48.2%       |
| Parks, Recreation, Grounds & Cultural  | \$7,111,853   | 4.9%        | \$16,265,296  | 4.9%        | \$26,103,290   | 4.9%        |
| Community Development  | \$3,046,468   | 2.1%        | \$7,161,181   | 2.2%        | \$11,396,384   | 2.2%        |
| Other Public Services  | \$2,209,807   | 1.5%        | \$5,055,849   | 1.5%        | \$8,112,929  | 1.5%        |
| Debt Service*  | \$0   | 0.0%        | \$0   | 0.0%        | \$0  | 0.0%        |
| Non-Departmental^  | \$19,476,047  | 13.5%       | \$44,911,949  | 13.6%       | \$71,893,527   | 13.6%       |
| <b>TOTAL</b>   | <b>\$143,739,189</b>  | <b>100%</b> | <b>\$329,748,617</b>  | <b>100%</b> | <b>\$528,514,274</b>   | <b>100%</b> |

\* Capital expenses projected separately

^ Includes transfer to Public Utilities

School operating costs reflect the highest single share of projected costs followed by public safety and non-departmental (which captures the General Fund's transfer to Public Utilities). Despite the increased amount of growth in the Higher and Highest Growth scenarios, because growth is proportionally increased in each scenario, the shares by type of expenditure are consistent across scenarios.

**Figure 16. Cumulative County Capital Expenditures**

| 20-Year Cumulative Total Capital Expenditures<br>Isle of Wight County, VA, Fiscal Impact Analysis |   |             |   |             |  |             |
|---|---|-------------|---|-------------|--|-------------|
| Category  | SCENARIO  |             |   |             |  |             |
|   | Base Scenario: 0.9%<br>Residential & 0.4%<br>Nonresidential | %           | Higher Growth: 2.0%<br>Residential Growth & 1.0%<br>Nonresidential Growth | %           | Highest Growth: 3.0%<br>Residential Growth & 1.5%<br>Nonresidential Growth | %           |
| Education   | \$11,730,786  | 47%         | \$46,433,038  | 51%         | \$94,355,420   | 56%         |
| General Government  | \$0   | 0%          | \$3,690,055   | 4%          | \$7,149,481  | 4%          |
| Parks and Recreation  | \$4,091,655   | 16%         | \$9,318,398   | 10%         | \$13,559,981   | 8%          |
| Sheriff   | \$636,000   | 3%          | \$1,462,800   | 2%          | \$1,590,000  | 1%          |
| Fire  | \$8,232,889   | 33%         | \$29,047,817  | 32%         | \$50,913,922   | 30%         |
| Transportation  | \$182,366   | 1%          | \$517,978   | 1%          | \$826,749  | 0%          |
| <b>TOTAL</b>  | <b>\$24,873,696</b>   | <b>100%</b> | <b>\$90,470,085</b>   | <b>100%</b> | <b>\$168,395,553</b>   | <b>100%</b> |

Education costs reflect the largest single share of capital expenditures in each scenario. These costs are triggered when capacity is reached in subareas of the County (see the capital section and Appendix B of this report for further discussion). The next highest categories of expenditures are Fire and Parks and

Recreation, respectively. In general, capital expenditures shown in the results and outputs reflect debt service payments for improvements other than vehicle/equipment purchases. Because of this, some costs will continue beyond year 20.

## **Approach to Modeling Capital Impacts**

---

Capital expenditures are modeled based on the following approach and assumptions:

- Future growth/development creates new demand for additional capacity.
- Certain facilities have sufficient capacity to accommodate growth.
- Costs are captured where the County is the responsible entity to build or purchase those capacity improvements.
- Costs reflected are those that are anticipated to be funded by the County (as opposed to being provided by private development or funded from other sources).

A summary of the projected capital improvements and costs are shown below in Figure 17. Additional detail is provided below the figure.

Figure 17. Summary of Capital Needs and Cost

**CAPITAL IMPACT: Cumulative Need and Total Capital Expenditures over 20 Years**

|                        | 20-Year Cumulative Total Capital Needs and Costs |          |   |              |             |   |              |              |  |               |              |
|------------------------|--|----------|---|--------------|-------------|---|--------------|--------------|--|---------------|--------------|
|                        | Isle of Wight County, VA, Fiscal Impact Analysis |          |   |              |             |   |              |              |  |               |              |
|                        | Category   |          | SCENARIO  |              |             |   |              |              |  |               |              |
|                        |  |          | Base Scenario: 0.9% Residential & 0.4% Nonresidential |              |             | Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth |              |              | Highest Growth: 3.0% Residential Growth & 1.5% Nonresidential Growth |               |              |
|                        | Unit of Measure                                  | Demand   | Capacity Needed                                       | Cost*        | Demand      | Capacity Needed   | Cost*        | Demand       | Capacity Needed  | Cost*         |              |
| EDUCATION              | North ELEMENTARY SCHOOL                          | Seat     | 355.1   | 32.5         | \$402,930   | 906.8   | 580.8        | \$13,403,508 | 1,504.2  | 1,179.9       | \$31,658,269 |
|                        | South ELEMENTARY SCHOOL                          | Seat     | 165.0   | 25.8         | \$236,184   | 421.3   | 275.5        | \$6,488,436  | 698.9  | 573.6         | \$16,156,985 |
|                        | North MIDDLE SCHOOL                              | Seat     | 112.5   | 0.0          | \$0         | 287.2   | 0.0          | \$0          | 476.4  | 0.0           | \$0          |
|                        | South MIDDLE SCHOOL                              | Seat     | 74.4  | 0.0          | \$0         | 190.0   | 54.8         | \$591,271    | 315.2  | 180.7         | \$3,464,053  |
|                        | North HIGH SCHOOL                                | Seat     | 246.6   | 246.6        | \$9,875,672 | 629.8   | 629.8        | \$22,605,823 | 1,044.7  | 1,044.7       | \$36,278,856 |
|                        | South HIGH SCHOOL                                | Seat     | 94.8  | 0.0          | \$0         | 242.0   | 0.0          | \$0          | 401.4  | 123.6         | \$1,325,256  |
|                        | BUS COST   | Vehicle  | 8.0   | 8.0          | \$1,216,000 | 22.0  | 22.0         | \$3,344,000  | 36.0   | 36.0          | \$5,472,000  |
|                        | School Admin Facilities                          | \$       |   |              | \$0         |   |              | \$0          |  |               | \$0          |
|                        | School Fleet Bus Garage Addition                 | \$       |   |              | \$0         |   |              | \$0          |  |               | \$0          |
| GEN GOVT               | General Government                               | Sq. Ft.  | 11,876.8  | 0.0          | \$0         | 30,398.7  | 20,000.0     | \$3,690,055  | 50,191.2   | 40,000.0      | \$7,149,481  |
|                        | Court Facility                                   | Sq. Ft.  | n/a   | 0.0          | \$0         | n/a   | 0.0          | \$0          | n/a  | 0.0           | \$0          |
| PARKS & REC / CULTURAL | Improved Park Land                               | Acre     | 36.5  | 36.5         | \$227,284   | 93.3  | 93.3         | \$516,423    | 154.7  | 154.7         | \$749,243    |
|                        | Improved Park Improvements                       | Acre     | 36.5  | 36.5         | \$3,788,072 | 93.3  | 93.3         | \$8,607,053  | 154.7  | 154.7         | \$12,487,377 |
|                        | Recreation Facilities                            | Sq. Ft.  | 885.9   | 885.9        | \$63,337    | 2,262.5   | 2,262.5      | \$161,757    | 3,753.2  | 3,753.2       | \$268,334    |
|                        | Trails   | Lin. Mi. | 2.8   | 2.8          | \$12,961    | 7.2   | 7.2          | \$33,164     | 11.9   | 11.9          | \$55,028     |
|                        | Vehicles/Equipment                               | Vehicle  | n/a   | 0.0          | \$0         | n/a   | 0.0          | \$0          | n/a  | 0.0           | \$0          |
| SHERIFF                | Sheriff Buildings                                | Sq. Ft.  | n/a   | 0.0          | \$0         | n/a   | 0.0          | \$0          | n/a  | 0.0           | \$0          |
|                        | Animal Control                                   | Sq. Ft.  | n/a   | 0.0          | \$0         | n/a   | 0.0          | \$0          | n/a  | 0.0           | \$0          |
|                        | Sheriff Vehicles/Equipment                       | Vehicle  | 8.0   | 8.0          | \$636,000   | 19.0  | 19.0         | \$1,462,800  | 20.0   | 20.0          | \$1,590,000  |
|                        | E-911 Comm System                                | \$       |   |              | \$0         |   |              | \$0          |  |               | \$0          |
| FIRE & RESCUE          | Fire Stations & Rescue Stations                  | Sq. Ft.  | 13,192.5  | 12,000.0     | \$4,621,973 | 33,447.5  | 36,000.0     | \$19,258,221 | 55,167.3   | 60,000.0      | \$34,664,798 |
|                        | Fire Apparatus/Equipment                         | Vehicle  | 4.4   | 5.0          | \$3,209,703 | 11.1  | 13.0         | \$8,264,986  | 18.3   | 20.0          | \$13,641,240 |
|                        | Rescue Apparatus/Equipment                       | Vehicle  | 1.9   | 1.0          | \$401,213   | 4.7   | 5.0          | \$1,524,609  | 7.8  | 8.0           | \$2,607,884  |
| TRANSP.                | Transportation Projects                          | \$       |   |              | \$182,366   |   |              | \$517,978    |  |               | \$826,749    |
| TOTAL                  |  |          |   | \$24,873,696 |             | TOTAL   | \$90,470,085 |              | TOTAL  | \$168,395,553 |              |

\* Reflects cumulative capital costs from the project over the 20-year projection period, including principal and interest.

### ***Education***

Additional school capacity to serve future development is projected when enrollment exceeds 95 percent of available capacity. Current IWCS regulation FB-R outlines the following steps that are taken as schools approach capacity:

- **75 Percent Capacity:** When a school reaches 75 percent capacity, a planning committee will be formed to evaluate needs and recommend actions.
- **85 Percent Capacity:** When a school reaches 85 percent capacity, a formal plan of action will be prepared by the planning committee. The School Board will review and may adjust priorities.
- **90 Percent Capacity:** When a school reaches 90 percent capacity, the School Board will direct the Superintendent to initiate design efforts, including engaging architectural services to prepare working drawings.

This analysis projects capital costs when the 95 percent utilization threshold is met (i.e., costs are not triggered prior to the 95 percent threshold).

It is noted here that IWCS is embarking on construction of a replacement for Westside Elementary, which is included in the County's 2026-2030 Capital Improvement Plan at \$50 million. The primary reason for this new school is to replace an outdated and deteriorating facility. While the school is anticipated to be planned with more capacity than the current building, projected enrollment at this school under the Base Scenario does not reach the 95 percent threshold. Therefore, because this analysis reflects growth-related needs, Westside Elementary costs are not included in Scenario 1 impacts directly. In other words, the cost for Westside Elementary would be incurred regardless of future growth. That said, other elementary schools are projected to reach capacity under the Base Scenario (as well as the higher growth scenarios) and those costs are modeled. In practice, capacity needs at other schools may eventually make use of the additional capacity to be built at Westside Elementary.

Base year enrollment and program capacity is shown below in Figure 18.

Figure 18. Isle of Wight County Schools Enrollment and Capacity 2025-26

| School Type                | Isle of Wight County Schools (2025-26) |              |              |
|----------------------------|--|--------------|--------------|
|                            | Enrollment                             | Capacity     | +/- Capacity |
| <b>Elementary</b>          | <b>2,733</b>                           | <b>3,407</b> | <b>674</b>   |
| Carrollton Elem (PreK-3)   | 552                                    | 658          | 106          |
| Carrsville Elem (PreK-5)   | 240                                    | 310          | 70           |
| Hardy Elem (PreK-4)        | 656                                    | 835          | 179          |
| Westside Elem (4-6)        | 658                                    | 841          | 183          |
| Windsor Elem (PreK-5)      | 627                                    | 763          | 136          |
| <b>Middle</b>              | <b>982</b>                             | <b>1,768</b> | <b>786</b>   |
| Georgie Tyler Middle (6-8) | 391                                    | 560          | 169          |
| Smithfield Middle (7-8)    | 591                                    | 1208         | 617          |
| <b>High</b>                | <b>1,794</b>                           | <b>2,065</b> | <b>271</b>   |
| Smithfield High (9-12)     | 1,296                                  | 1240         | (56)         |
| Windsor High (9-12)        | 498                                    | 825          | 327          |
| <b>Total</b>               | <b>5,509</b>                           | <b>7,240</b> | <b>2,788</b> |

Source: IWCS

School projections are further delineated by individual school and subarea of the County, that is, North or South. Enrollment projections by school are from the “IWCS Subdivision Yields and Future School Needs Study,” conducted by TischlerBise in November 2025. Summary capital results are provided in Figure 17. Detailed school scenario projections are provided in Appendix B (starting at Figure 29).

Also included is the purchase of school buses to maintain current levels of service. Other school support facility costs are captured in average local capital costs.

### General Government

- County government space is projected based on maintaining current levels of service with new growth generating a need for additional general government office space commensurate with the amount of projected growth in each scenario.



### ***Parks and Recreation***

Additional park and recreation improvements are projected to serve future growth/development. The projection is based on the County's current levels of service as follows:

- 4.7 acres per 1,000 persons of active parks (192 acres active parks / 40,433 population x 1,000) at approximately \$160,000 per acre for land and improvements.
- 115 square feet per 1,000 persons of recreation facility space (4,656 / 40,433 population x 1,000) at \$930 per square foot for recreational facility expansion.
- 0.37 linear miles per 1,000 persons of trails (15 linear miles of trails / 40,433 population x 1,000) at a cost of \$60,000 per mile.

### ***Sheriff***

- Additional sheriff vehicles are projected based on current levels of service of 1.2 vehicles per 1,000 calls for service (48 sheriff vehicles / 42,724 Sheriff calls x 1,000). The cost per vehicle is approximately \$65,000.
- No additional sheriff office space or animal control space is projected as being needed.

### ***Fire and Rescue***

- Fire & Rescue stations are projected based on current levels of service of approximately 12,000 square feet per 1,000 calls for service (current inventory of 78,244 square feet / 6,376 Fire & Rescue calls x 1,000). The cost per square foot is \$800. Fire & Rescue station construction is triggered when there is demand for at least 12,000 square feet of additional space.
- Additional Fire Apparatus/Equipment is projected based on current levels of service. The cost per fire apparatus is \$1 million.
- Additional Rescue Apparatus/Equipment is projected based on current levels of service. The cost per rescue apparatus is \$500,000.

### ***Transportation***

The County FY2025-2034 CIP identifies planned transportation capital expenditures of \$8.4 million. Of this cost, it is assumed based on past funding that approximately 20 percent will be funded by the County in the future. This amount is used to determine an average cost per trip to apply to new growth in each scenario.

## APPENDIX A: BASE YEAR DATA ASSUMPTIONS

### BASE YEAR DATA

The table below summarizes estimates of the base year population, housing units, employment, nonresidential space, and facility factors in Isle of Wight County. These estimated values serve as the basis for the fiscal impact analysis and are used to determine the cost and revenue factors used in the analysis.

Figure 19. Base Year Input Data<sup>9</sup>

|                                  | Base Year->              | 2025   |
|----------------------------------|--------------------------|--------|
| <b>Population [1]</b>            | POPULATION               | 40,433 |
|                                  | POP AND JOBS             | 49,582 |
|                                  | NON-TOWN POPULATION      | 28,736 |
|                                  | NON-TOWN POP AND JOBS    | 37,885 |
| <b>Housing Units by Type [2]</b> | SINGLE FAMILY            | 13,740 |
|                                  | TOWNHOUSE                | 665    |
|                                  | APARTMENTS               | 1,600  |
|                                  | MOBILE HOME              | 1,575  |
|                                  | TOTAL HOUSING            | 17,580 |
|                                  | SF UNITS                 | 15,980 |
|                                  |                          |        |
| <b>Jobs by Type [3]</b>          | OFFICE JOBS              | 1,973  |
|                                  | RETAIL JOBS              | 2,257  |
|                                  | INDUSTRIAL JOBS          | 3,442  |
|                                  | INSTITUTIONAL JOBS       | 1,442  |
|                                  | SELF-EMPLOYED JOBS       | 35     |
|                                  | TOTAL JOBS               | 9,149  |
|                                  | RETAIL, OFFICE, IND JOBS | 7,707  |

<sup>9</sup> Base year data has been updated to align with data in the "Isle of Wight County Schools Subdivision Yields and Future School Needs Study," TischlerBise, November 2025.

|                                      |                              |                 |
|--------------------------------------|------------------------------|-----------------|
| <b>Nonresidential Floor Area [3]</b> | OFFICE SF                    | 605,711         |
|                                      | RETAIL SF                    | 1,128,500       |
|                                      | INDUSTRIAL SF                | 1,817,376       |
|                                      | INSTITUTIONAL SF             | 1,874,600       |
|                                      | TOTAL NR KSF                 | 5,426,187       |
| <b>Vehicle Trips [4]</b>             | RESIDENTIAL TRIPS            | 79,995          |
|                                      | NONRES TRIPS                 | 31,894          |
|                                      | VEHICLE TRIPS                | 111,889         |
| <b>Facility Factors</b>              | [5] PARK ACRES               | 3,068           |
|                                      | [5] FACILITY SF              | 324,787         |
| <b>Public Safety Factors</b>         | [5] TOTAL SHERIFF CALLS      | 41,759          |
|                                      | [5] TOTAL FIRE AND EMS CALLS | 6,376           |
| <b>School Factors [6]</b>            | ELEM ENROLLMENT              | 2,733           |
|                                      | MS ENROLLMENT                | 982             |
|                                      | HS ENROLLMENT                | 1,794           |
|                                      | TOTAL ENROLLMENT             | 5,509           |
| <b>Fiscal Factors</b>                | [5] CUMUL AV                 | \$6,501,298,082 |

[1] TischlerBise estimate; IWCS Study; Weldon Cooper Center Estimates

[2] TischlerBise estimate based on American Community Survey 2018-2022 5-year estimates

[3] QCEW - Bureau of Labor Statistics, 2023 Annual Averages, All establishment sizes.

[4] TischlerBise; ITE.

[5] Isle of Wight County; TischlerBise.

[6] Isle of Wight County Schools, Fall 2025

## HOUSEHOLD SIZE

Household size is used to project population over the planning horizon. Figure 20 shows household size assumptions by type of unit, categorized by type of unit included in the analysis.

**Figure 20. Household Size**

| Type of Unit      | Persons [3]   | Housing Units [3] | PPHU        | Households [3] | PPHH        | Unit Distribution |
|-------------------|---------------|-------------------|-------------|----------------|-------------|-------------------|
| Single Family [1] | 35,242        | 14,890            | 2.37        | 13,691         | 2.57        | 90%               |
| Multifamily [2]   | 2,859         | 1,661             | 1.72        | 1,505          | 1.90        | 10%               |
| <b>Total</b>      | <b>38,101</b> | <b>16,551</b>     | <b>2.30</b> | <b>15,196</b>  | <b>2.51</b> | <b>100%</b>       |

[1] Includes Single Family Detached, Attached, and Mobile Homes.

[2] Includes Structures with 2+ Units.

[3] U.S. Census Bureau 2018-2022 American Community Survey 5-Yr Estimates

## PUBLIC SCHOOL STUDENTS PER HOUSING UNIT

Student generation rates for Isle of Wight County Schools (IWCS) are from the study, “Subdivision Yields and Future School Needs Study”, conducted for IWCS by TischlerBise in November 2025. Rates are shown in Figure 21.

**Figure 21. Isle of Wight County Public Schools Pupil Yields per Housing Unit**

| <b>2025</b>                  | <i>Elem (K-3)</i> | <i>Elem (4-6)</i> | <i>Mid (7-8)</i> | <i>High (9-12)</i> | <b>TOTAL</b> |
|------------------------------|-------------------|-------------------|------------------|--------------------|--------------|
| Single Family                | 0.091             | 0.068             | 0.048            | 0.102              | <b>0.310</b> |
| Age-Restricted Single Family | 0.000             | 0.000             | 0.000            | 0.000              | <b>0.000</b> |
| Town Home                    | 0.091             | 0.068             | 0.048            | 0.102              | <b>0.310</b> |
| Multifamily (Apartment)      | 0.093             | 0.059             | 0.043            | 0.096              | <b>0.291</b> |

Source: Subdivision Yields and Future School Needs Study, TischlerBise, 2025

## VEHICLE TRIPS

Vehicle trips are used to project some operating and capital expenditures in the fiscal impact analysis. Average Weekday Vehicle Trip Ends by type of development (or trip generation rates) are from the reference book, *Trip Generation, 11<sup>TH</sup> Edition*, published by the Institute of Transportation Engineers (ITE), in 2021. A “trip end” represents a vehicle either entering or exiting a development (as if a traffic counter were placed across a driveway). Trip rates have been adjusted to avoid overestimating the number of actual trips because one vehicle trip is counted in the trip rates of both the origination and destination points. A simple factor of 50 percent has been applied to Residential and the Office and Industrial categories. The Retail category has a trip factor of less than 50 percent because this type of development attracts vehicles as they pass-by on arterial and collector roads. For example, when someone stops at a convenience store on their way home from work, the convenience store is not their primary destination.

Trip rates and adjustment factors are shown in the Figure 22. Using trips generated from single family units as an example, the formula is as follows: 13,740 units x 9.43 vehicle trips per unit x 50% adjustment = 64,784. As shown in Figure 22, residential development accounts for an estimated 71 percent of total daily trips and nonresidential development accounts for the additional 29 percent.

Figure 22. Vehicle Trips

|   |                    |                     |
|---|--------------------|---------------------|
| <b>Residential Vehicle Trips on an Average Weekday</b>  |                    |                     |
| <i>Residential Units</i>  | <i>Assumptions</i> |                     |
| Single Family   | 13,740             |                     |
| Townhouse   | 665                |                     |
| Apartments  | 1,600              |                     |
| Mobile Home   | 1,575              |                     |
| <i>Average Weekday Vehicles Trip Ends Per Unit [1]</i>  |                    | <i>Trip Factor</i>  |
| Single Family   | 9.43               | 50%                 |
| Townhouse   | 7.20               | 50%                 |
| Apartments  | 6.74               | 50%                 |
| Mobile Home   | 9.43               | 50%                 |
| <i>Residential Vehicle Trip Ends on an Average Weekday</i>  |                    |                     |
| Single Family   | 64,784             |                     |
| Townhouse   | 2,394              |                     |
| Apartments  | 5,391              |                     |
| Mobile Home   | 7,427              |                     |
| <b>TOTAL RESIDENTIAL TRIPS</b>  | <b>79,995</b>      | <b>71%</b>          |
| <b>Nonresidential Vehicle Trips on an Average Weekday</b>   |                    |                     |
| <i>Nonresidential Gross Floor Area (1,000 sq. ft.) [2]</i>  | <i>Assumptions</i> |                     |
| Office  | 606                |                     |
| Retail  | 1,129              |                     |
| Industrial  | 1,817              |                     |
| Institutional   | 1,875              |                     |
| Hotel   | -                  |                     |
| <i>Average Weekday Vehicle Trip Ends per 1,000 Sq. Ft. [1]</i>  |                    | <i>Trip Factors</i> |
| Office  | 10.84              | 50%                 |
| Retail  | 37.01              | 34%                 |
| Industrial  | 4.75               | 50%                 |
| Institutional   | 10.77              | 50%                 |
| Hotel   | 11.94              | 50%                 |
| <i>Nonresidential Vehicle Trips on an Average Weekday</i>   |                    |                     |
| Office  | 3,283              |                     |
| Retail  | 14,200             |                     |
| Industrial  | 4,316              |                     |
| Institutional   | 10,095             |                     |
| Hotel   | -                  |                     |
| <b>TOTAL NONRESIDENTIAL TRIPS</b>   | <b>31,894</b>      | <b>29%</b>          |
| <b>TOTAL TRIPS</b>  | <b>111,889</b>     | <b>100%</b>         |
| [1] Trip rates are from the Institute of Transportation Engineers (ITE) Trip Generation Manual, 2021. |                    |                     |

## PUBLIC SAFETY COST ALLOCATION APPROACH

Public safety costs are allocated to residential and nonresidential development using a proportionate share methodology.

### Proportionate Share Calculation

A proportionate share calculation allocates demand from residential and nonresidential development based on characteristics of population, labor force, and jobs in the County. Based on this analysis and shown in Figure 23, 78 percent of demand is from residential development and 22 percent from nonresidential development.

Figure 23. Proportionate Share Factors

| Demand Units                               |        |  |                     |                 |
|--|--------|--|---------------------|-----------------|
| Residential                                |        |  | Demand<br>Hours/Day | Person<br>Hours |
| Population                                 | 38,944 |  |                     |                 |
| Residents Not Working                      | 22,429 |  | 20                  | 448,580         |
| Employed Residents                         | 16,515 |  |                     |                 |
| Employed in Isle of Wight County           | 3,093  |  | 14                  | 43,302          |
| Employed outside Isle of Wight County      | 13,422 |  | 14                  | 187,908         |
| Residential Subtotal                       |        |  |                     | 679,790         |
| Residential Share                          |        |  |                     | 78%             |
| Nonresidential                             |        |  |                     |                 |
| Non-working Residents                      | 22,429 |  | 4                   | 89,716          |
| Jobs Located in Isle of Wight County       | 10,431 |  |                     |                 |
| Residents Employed in Isle of Wight County | 3,093  |  | 10                  | 30,930          |
| Non-Resident Workers (inflow commuters)    | 7,338  |  | 10                  | 73,380          |
| Nonresidential Subtotal                    |        |  |                     | 194,026         |
| Nonresidential Share                       |        |  |                     | 22%             |
| Total                                      |        |  |                     | 873,816         |

Source: US Census, OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2021

## SHERIFF CALLS FOR SERVICE

Using the above proportionate share methodology, Sheriff calls for service per capita and per nonresidential trip are derived. Total Sheriff calls for service are used.

To project future Sheriff calls for service from new development, the data are used to determine a call per person and call per nonresidential trip.

Figure 24. Isle of Wight County Sheriff Calls for Service Projection Methodology

SHERIFF DATA INPUT AREA

Sheriff Calls for Service Data [1]

|                         |       |        |                  |                             |
|-------------------------|-------|--------|------------------|-----------------------------|
|                         |       | 2023   | 2025 (estimated) |                             |
|                         |       | 42,213 | 42,724           |                             |
| TOTAL CALLS FOR SERVICE |       |        |                  |                             |
|                         | % [2] |        | pop/nonres trips | Call per capita/nonres trip |
| Residential             | 78%   | 33,325 | 40,433           | 0.8242                      |
| Nonresidential          | 22%   | 9,399  | 31,894           | 0.2947                      |

|                        |        |
|------------------------|--------|
| Calls per Capita       | 0.8242 |
| Calls per Nonres. Trip | 0.2947 |

[1] Based on information provided in the 2025 adopted budget. 2025 estimate obtained by dividing 2023 calls by 2023 population, then multiplying by 2025 estimated population. Reflects total calls for service.

[2] Proportionate share calculation; TischlerBise

Note: Calls for service figure is higher than in previous modeling efforts. The figure reflects total calls for service rather than officer initiated.



## FIRE AND EMS CALLS FOR SERVICE

Using the above proportionate share methodology, Fire and EMS calls for service per capita and per nonresidential trip are derived.

To project future Fire and EMS calls for service from new development, the data are used to determine a call per person and call per nonresidential trip.

These factors are then applied to projected population and nonresidential vehicle trips from scenarios to project demand for Fire and EMS services using calls for service.

Figure 25. Isle of Wight County Fire and EMS Calls for Service Projection Methodology

| FIRE/RESCUE DATA INPUT AREA  |       |       |                  |                             |
|--|-------|-------|------------------|-----------------------------|
| Fire/Rescue Calls for Service Data [1]                                     |       |       |                  |                             |
| 2024 (year end 2023)   |       |       |                  |                             |
| TOTAL CALLS FOR SERVICE [1]  |       | 6,376 |                  |                             |
|  | % [2] |       | pop/nonres trips | Call per capita/nonres trip |
| Residential  | 78%   | 4,973 | 40,433           | 0.1230                      |
| Nonresidential   | 22%   | 1,403 | 31,894           | 0.0440                      |
|  |       |       |                  |                             |
| Calls per Capita   |       |       | 0.1230           |                             |
| Calls per Nonres. Trip   |       |       | 0.0440           |                             |
| [1] Fire and Rescue Department, 2023 Year End Summary of Incidents by Zone |       |       |                  |                             |
| [2] Proportionate share calculation; TischlerBise                          |       |       |                  |                             |

# APPENDIX B: MULTI-YEAR GROWTH PROJECTIONS

## DETAILED GROWTH AND DEMAND PROJECTIONS BY SCENARIO

Figure 26. Detailed Demand Projections//Base Scenario: 0.9% Residential & 0.4% Nonresidential

|                    | Base Year | 1      | 2      | 3      | 4      | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      | 16      |
|--------------------|-----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Fiscal Year->      | 2025      | 2026   | 2027   | 2028   | 2029   | 2030    | 2031    | 2032    | 2033    | 2034    | 2035    | 2036    | 2037    | 2038    | 2039    | 2040    | 2041    |
| POPULATION         | 0         | 517    | 1,034  | 1,550  | 2,067  | 2,584   | 2,884   | 3,186   | 3,490   | 3,796   | 4,104   | 4,404   | 4,706   | 5,010   | 5,316   | 5,624   | 6,031   |
| POP AND JOBS       | 0         | 554    | 1,107  | 1,661  | 2,215  | 2,769   | 3,107   | 3,446   | 3,788   | 4,132   | 4,479   | 4,817   | 5,158   | 5,500   | 5,845   | 6,193   | 6,639   |
| SINGLE FAMILY      | 0         | 204    | 409    | 613    | 817    | 1,021   | 1,140   | 1,259   | 1,379   | 1,500   | 1,622   | 1,741   | 1,860   | 1,980   | 2,101   | 2,223   | 2,383   |
| MULTIFAMILY        | 0         | 20     | 41     | 61     | 82     | 102     | 114     | 126     | 138     | 150     | 162     | 174     | 186     | 198     | 210     | 222     | 239     |
| TOTAL UNITS        | 0         | 225    | 449    | 674    | 899    | 1,123   | 1,254   | 1,385   | 1,517   | 1,650   | 1,784   | 1,915   | 2,046   | 2,178   | 2,311   | 2,445   | 2,622   |
| RETAIL SF          | 0         | 6,969  | 13,981 | 21,036 | 28,134 | 35,277  | 42,464  | 49,695  | 56,970  | 64,291  | 71,657  | 79,068  | 86,525  | 94,028  | 101,578 | 109,174 | 116,817 |
| OFFICE SF          | 0         | 1,821  | 3,647  | 5,478  | 7,315  | 9,158   | 11,006  | 12,859  | 14,719  | 16,584  | 18,454  | 20,330  | 22,212  | 24,099  | 25,992  | 27,891  | 29,795  |
| INDUSTRIAL SF      | 0         | 6,997  | 14,021 | 21,072 | 28,151 | 35,256  | 42,389  | 49,549  | 56,737  | 63,953  | 71,196  | 78,468  | 85,767  | 93,094  | 100,450 | 107,834 | 115,246 |
| INSTITUTIONAL SF   | 0         | 4,692  | 9,395  | 14,110 | 18,837 | 23,576  | 28,326  | 33,089  | 37,863  | 42,650  | 47,448  | 52,259  | 57,081  | 61,915  | 66,762  | 71,621  | 76,492  |
| TOTAL SF           | 0         | 20,478 | 41,043 | 61,696 | 82,437 | 103,267 | 124,185 | 145,193 | 166,290 | 187,477 | 208,755 | 230,124 | 251,585 | 273,137 | 294,782 | 316,519 | 338,350 |
| RETAIL JOBS        | 0         | 14     | 28     | 42     | 56     | 71      | 85      | 99      | 114     | 129     | 143     | 158     | 173     | 188     | 203     | 218     | 234     |
| OFFICE JOBS        | 0         | 6      | 12     | 18     | 24     | 30      | 36      | 42      | 48      | 54      | 60      | 66      | 72      | 78      | 85      | 91      | 97      |
| INDUSTRIAL JOBS    | 0         | 13     | 27     | 40     | 53     | 67      | 80      | 94      | 107     | 121     | 135     | 149     | 162     | 176     | 190     | 204     | 218     |
| INSTITUTIONAL JOBS | 0         | 4      | 7      | 11     | 14     | 18      | 22      | 25      | 29      | 33      | 36      | 40      | 44      | 48      | 51      | 55      | 59      |
| TOTAL JOBS         | 0         | 37     | 74     | 111    | 148    | 185     | 223     | 261     | 298     | 337     | 375     | 413     | 452     | 490     | 529     | 569     | 608     |
| RESIDENTIAL TRIPS  | 0         | 782    | 1,563  | 2,345  | 3,127  | 3,909   | 4,362   | 4,819   | 5,278   | 5,741   | 6,208   | 6,661   | 7,118   | 7,578   | 8,041   | 8,507   | 9,122   |
| NONRES TRIPS       | 0         | 139    | 280    | 420    | 562    | 704     | 847     | 991     | 1,135   | 1,280   | 1,426   | 1,573   | 1,720   | 1,868   | 2,017   | 2,167   | 2,317   |
| VEHICLE TRIPS      | 0         | 921    | 1,843  | 2,766  | 3,689  | 4,613   | 5,209   | 5,810   | 6,414   | 7,022   | 7,634   | 8,234   | 8,838   | 9,446   | 10,058  | 10,674  | 11,439  |
| ELEM ENROLLMENT    | 0         | 34     | 69     | 103    | 139    | 175     | 195     | 215     | 236     | 257     | 277     | 298     | 318     | 339     | 359     | 380     | 408     |
| MIDDLE ENROLLMENT  | 0         | 12     | 25     | 37     | 50     | 63      | 70      | 77      | 85      | 92      | 100     | 107     | 114     | 122     | 129     | 137     | 146     |
| HIGH ENROLLMENT    | 0         | 22     | 45     | 68     | 91     | 115     | 128     | 141     | 155     | 168     | 182     | 195     | 209     | 222     | 236     | 250     | 268     |
| TOTAL ENROLLMENT   | 0         | 69     | 138    | 209    | 280    | 352     | 393     | 434     | 475     | 517     | 559     | 600     | 641     | 683     | 724     | 766     | 822     |

Figure 27. Detailed Demand Projections//Higher Growth: 2.0% Residential Growth &amp; 1.0% Nonresidential Growth

|                       | Base Year | 1      | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      | 16      |
|-----------------------|-----------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Fiscal Year->         | 2025      | 2026   | 2027    | 2028    | 2029    | 2030    | 2031    | 2032    | 2033    | 2034    | 2035    | 2036    | 2037    | 2038    | 2039    | 2040    | 2041    |
| POPULATION            | 0         | 809    | 1,633   | 2,475   | 3,333   | 4,208   | 5,101   | 6,012   | 6,941   | 7,888   | 8,855   | 9,840   | 10,846  | 11,871  | 12,917  | 13,984  | 15,073  |
| POP AND JOBS          | 0         | 900    | 1,817   | 2,751   | 3,703   | 4,673   | 5,662   | 6,669   | 7,696   | 8,742   | 9,808   | 10,895  | 12,002  | 13,130  | 14,280  | 15,452  | 16,646  |
| • SINGLE FAMILY       | 0         | 320    | 646     | 978     | 1,317   | 1,663   | 2,016   | 2,376   | 2,743   | 3,118   | 3,500   | 3,889   | 4,286   | 4,692   | 5,105   | 5,527   | 5,957   |
| • MULTIFAMILY         | 0         | 32     | 65      | 98      | 132     | 166     | 202     | 238     | 275     | 312     | 350     | 389     | 429     | 470     | 511     | 553     | 596     |
| TOTAL UNITS           | 0         | 352    | 710     | 1,076   | 1,449   | 1,830   | 2,218   | 2,614   | 3,018   | 3,430   | 3,850   | 4,278   | 4,716   | 5,161   | 5,616   | 6,080   | 6,553   |
| • RETAIL SF           | 0         | 11,285 | 22,683  | 34,195  | 45,822  | 57,565  | 69,425  | 81,405  | 93,504  | 105,724 | 118,066 | 130,532 | 143,122 | 155,838 | 168,682 | 181,653 | 194,755 |
| • OFFICE SF           | 0         | 6,057  | 12,175  | 18,354  | 24,594  | 30,897  | 37,263  | 43,693  | 50,187  | 56,746  | 63,371  | 70,062  | 76,819  | 83,645  | 90,538  | 97,501  | 104,533 |
| • INDUSTRIAL SF       | 0         | 18,174 | 36,529  | 55,068  | 73,793  | 92,704  | 111,805 | 131,097 | 150,582 | 170,261 | 190,138 | 210,213 | 230,489 | 250,967 | 271,651 | 292,541 | 313,640 |
| • INSTITUTIONAL SF    | 0         | 18,746 | 37,679  | 56,802  | 76,116  | 95,623  | 115,326 | 135,225 | 155,323 | 175,622 | 196,125 | 216,832 | 237,746 | 258,870 | 280,204 | 301,752 | 323,516 |
| TOTAL SF              | 0         | 54,262 | 109,066 | 164,419 | 220,325 | 276,790 | 333,820 | 391,420 | 449,596 | 508,354 | 567,699 | 627,638 | 688,176 | 749,320 | 811,075 | 873,448 | 936,444 |
| RETAIL JOBS           | 0         | 23     | 45      | 68      | 92      | 115     | 139     | 163     | 187     | 211     | 236     | 261     | 286     | 312     | 337     | 363     | 390     |
| OFFICE JOBS           | 0         | 20     | 40      | 60      | 80      | 101     | 121     | 142     | 163     | 185     | 206     | 228     | 250     | 272     | 295     | 318     | 340     |
| INDUSTRIAL JOBS       | 0         | 34     | 69      | 104     | 140     | 176     | 212     | 248     | 285     | 322     | 360     | 398     | 437     | 475     | 514     | 554     | 594     |
| INSTITUTIONAL JOBS    | 0         | 14     | 29      | 44      | 59      | 74      | 89      | 104     | 119     | 135     | 151     | 167     | 183     | 199     | 216     | 232     | 249     |
| TOTAL JOBS            | 0         | 91     | 183     | 276     | 370     | 465     | 561     | 657     | 755     | 854     | 954     | 1,054   | 1,156   | 1,259   | 1,362   | 1,467   | 1,573   |
| RESIDENTIAL TRIPS     | 0         | 1,580  | 3,191   | 4,834   | 6,510   | 8,220   | 9,964   | 11,743  | 13,557  | 15,408  | 17,295  | 19,221  | 21,185  | 23,188  | 25,231  | 27,316  | 29,441  |
| NONRES TRIPS          | 0         | 319    | 641     | 966     | 1,295   | 1,627   | 1,962   | 2,301   | 2,643   | 2,988   | 3,337   | 3,689   | 4,045   | 4,404   | 4,767   | 5,134   | 5,504   |
| VEHICLE TRIPS         | 0         | 1,898  | 3,832   | 5,800   | 7,805   | 9,847   | 11,926  | 14,043  | 16,200  | 18,396  | 20,632  | 22,910  | 25,230  | 27,592  | 29,999  | 32,450  | 34,946  |
| ELEMENTARY ENROLLMENT | 0         | 54     | 109     | 166     | 224     | 284     | 345     | 406     | 469     | 533     | 598     | 665     | 733     | 802     | 873     | 945     | 1,019   |
| MIDDLE ENROLLMENT     | 0         | 19     | 39      | 60      | 81      | 102     | 124     | 146     | 169     | 192     | 215     | 239     | 263     | 288     | 314     | 340     | 366     |
| HIGH ENROLLMENT       | 0         | 35     | 72      | 109     | 147     | 187     | 226     | 267     | 308     | 350     | 393     | 437     | 481     | 527     | 573     | 620     | 669     |
| TOTAL ENROLLMENT      | 0         | 108    | 220     | 334     | 452     | 573     | 695     | 819     | 946     | 1,075   | 1,206   | 1,341   | 1,478   | 1,617   | 1,760   | 1,905   | 2,054   |

Figure 28. Detailed Demand Projections//Highest Growth: 3.0% Residential Growth &amp; 1.5% Nonresidential Growth

|                       | Base Year | 1      | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12        | 13        | 14        | 15        | 16        |
|-----------------------|-----------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|-----------|-----------|-----------|
| Fiscal Year->         | 2025      | 2026   | 2027    | 2028    | 2029    | 2030    | 2031    | 2032    | 2033    | 2034    | 2035    | 2036    | 2037      | 2038      | 2039      | 2040      | 2041      |
| POPULATION            | 0         | 1,213  | 2,462   | 3,749   | 5,075   | 6,440   | 7,846   | 9,294   | 10,786  | 12,323  | 13,906  | 15,536  | 17,215    | 18,944    | 20,726    | 22,560    | 24,450    |
| POP AND JOBS          | 0         | 1,350  | 2,738   | 4,166   | 5,634   | 7,144   | 8,698   | 10,296  | 11,939  | 13,630  | 15,369  | 17,158  | 18,998    | 20,891    | 22,838    | 24,841    | 26,902    |
| SINGLE FAMILY         | 0         | 479    | 973     | 1,482   | 2,006   | 2,545   | 3,101   | 3,673   | 4,263   | 4,870   | 5,496   | 6,140   | 6,804     | 7,487     | 8,191     | 8,916     | 9,663     |
| MULTIFAMILY           | 0         | 48     | 97      | 148     | 201     | 255     | 310     | 368     | 427     | 488     | 550     | 615     | 681       | 749       | 820       | 893       | 967       |
| TOTAL UNITS           | 0         | 527    | 1,071   | 1,630   | 2,206   | 2,800   | 3,411   | 4,041   | 4,690   | 5,358   | 6,046   | 6,755   | 7,485     | 8,237     | 9,011     | 9,809     | 10,630    |
| RETAIL SF             | 0         | 16,928 | 34,109  | 51,548  | 69,249  | 87,215  | 105,451 | 123,960 | 142,747 | 161,816 | 181,170 | 200,815 | 220,755   | 240,994   | 261,536   | 282,387   | 303,550   |
| OFFICE SF             | 0         | 9,086  | 18,308  | 27,668  | 37,169  | 46,812  | 56,600  | 66,534  | 76,618  | 86,853  | 97,241  | 107,786 | 118,488   | 129,351   | 140,377   | 151,568   | 162,928   |
| INDUSTRIAL SF         | 0         | 27,261 | 54,930  | 83,015  | 111,521 | 140,454 | 169,822 | 199,630 | 229,885 | 260,593 | 291,763 | 323,400 | 355,512   | 388,105   | 421,187   | 454,766   | 488,848   |
| INSTITUTIONAL SF      | 0         | 28,119 | 56,660  | 85,629  | 115,032 | 144,877 | 175,169 | 205,915 | 237,123 | 268,799 | 300,950 | 333,583 | 366,706   | 400,325   | 434,449   | 469,085   | 504,240   |
| TOTAL SF              | 0         | 81,393 | 164,007 | 247,859 | 332,970 | 419,357 | 507,041 | 596,039 | 686,372 | 778,061 | 871,125 | 965,584 | 1,061,461 | 1,158,775 | 1,257,550 | 1,357,806 | 1,459,566 |
| RETAIL JOBS           | 0         | 34     | 68      | 103     | 138     | 174     | 211     | 248     | 285     | 324     | 362     | 402     | 442       | 482       | 523       | 565       | 607       |
| OFFICE JOBS           | 0         | 30     | 60      | 90      | 121     | 152     | 184     | 217     | 250     | 283     | 317     | 351     | 386       | 421       | 457       | 494       | 531       |
| INDUSTRIAL JOBS       | 0         | 52     | 104     | 157     | 211     | 266     | 322     | 378     | 435     | 494     | 553     | 613     | 673       | 735       | 798       | 861       | 926       |
| INSTITUTIONAL JOBS    | 0         | 22     | 44      | 66      | 88      | 111     | 135     | 158     | 182     | 207     | 231     | 257     | 282       | 308       | 334       | 361       | 388       |
| TOTAL JOBS            | 0         | 137    | 275     | 416     | 559     | 704     | 852     | 1,001   | 1,153   | 1,307   | 1,463   | 1,622   | 1,783     | 1,946     | 2,112     | 2,281     | 2,452     |
| RESIDENTIAL TRIPS     | 0         | 2,369  | 4,810   | 7,323   | 9,912   | 12,579  | 15,326  | 18,155  | 21,069  | 24,070  | 27,161  | 30,346  | 33,625    | 37,003    | 40,483    | 44,066    | 47,758    |
| NONRES TRIPS          | 0         | 478    | 964     | 1,457   | 1,957   | 2,465   | 2,980   | 3,503   | 4,034   | 4,573   | 5,120   | 5,676   | 6,239     | 6,811     | 7,392     | 7,981     | 8,579     |
| VEHICLE TRIPS         | 0         | 2,848  | 5,774   | 8,780   | 11,869  | 15,044  | 18,306  | 21,658  | 25,103  | 28,643  | 32,282  | 36,021  | 39,864    | 43,814    | 47,874    | 52,047    | 56,337    |
| ELEMENTARY ENROLLMENT | 0         | 81     | 165     | 252     | 342     | 435     | 530     | 628     | 729     | 833     | 940     | 1,050   | 1,164     | 1,280     | 1,401     | 1,525     | 1,653     |
| MIDDLE ENROLLMENT     | 0         | 29     | 59      | 91      | 123     | 156     | 191     | 226     | 262     | 299     | 338     | 377     | 418       | 460       | 503       | 548       | 594       |
| HIGH ENROLLMENT       | 0         | 53     | 108     | 165     | 225     | 286     | 348     | 412     | 479     | 547     | 617     | 689     | 764       | 841       | 920       | 1,001     | 1,085     |
| TOTAL ENROLLMENT      | 0         | 163    | 333     | 508     | 689     | 877     | 1,069   | 1,266   | 1,470   | 1,679   | 1,895   | 2,117   | 2,345     | 2,581     | 2,824     | 3,074     | 3,331     |

## DETAILED SCHOOL UTILIZATION PROJECTIONS BY SCENARIO

Note: As the model “builds” seats when capacity reaches 95%, the new seats are added to the respective school’s capacity figure. For example, for Carrollton Elementary 2040 is 658 and at year 2045, capacity is shown at 685. This reflects the addition of 27 seats to serve growth.

Figure 29. Detailed School Utilization Projections//Base Scenario: 0.9% Residential & 0.4% Nonresidential (multi-year intervals)

| Base Scenario: 0.9% Residential & 0.4% Nonresidential |  | 2025  | 2026  | 2027  | 2028  | 2029  | 2030  | 2031  | 2032  | 2033  | 2034  |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| North >>> Carrollton ES Enrollment                    |  | 552   | 559   | 566   | 573   | 580   | 587   | 591   | 595   | 600   | 604   |
| North >>> Carrollton ES Capacity                      |  | 658   | 658   | 658   | 658   | 658   | 658   | 658   | 658   | 658   | 658   |
| North >>> Hardy ES Enrollment                         |  | 656   | 664   | 672   | 681   | 689   | 698   | 703   | 708   | 713   | 718   |
| North >>> Hardy ES Capacity                           |  | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   |
| North >>> Westside ES Enrollment                      |  | 658   | 666   | 675   | 683   | 691   | 700   | 705   | 710   | 715   | 720   |
| North >>> Westside ES Capacity                        |  | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   |
| South >>> Carrsville ES Enrollment                    |  | 240   | 243   | 246   | 249   | 252   | 255   | 257   | 259   | 261   | 263   |
| South >>> Carrsville ES Capacity                      |  | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   |
| South >>> Windsor ES Enrollment                       |  | 627   | 635   | 643   | 651   | 659   | 667   | 672   | 676   | 681   | 686   |
| South >>> Windsor ES Capacity                         |  | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 763   |
| <b>TOTAL ELEM ENROLLMENT</b>                          |  | 2,733 | 2,767 | 2,802 | 2,836 | 2,872 | 2,908 | 2,928 | 2,948 | 2,969 | 2,990 |
| <b>TOTAL ELEM CAPACITY</b>                            |  | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 |
| <b>Total Utilization</b>                              |  | 80%   | 81%   | 82%   | 83%   | 84%   | 85%   | 86%   | 87%   | 87%   | 88%   |
| <b>NORTH ES UTILIZATION</b>                           |  | 80%   | 81%   | 82%   | 83%   | 84%   | 85%   | 86%   | 86%   | 87%   | 87%   |
| <b>SOUTH ES UTILIZATION</b>                           |  | 81%   | 82%   | 83%   | 84%   | 85%   | 86%   | 87%   | 87%   | 88%   | 88%   |
| North >>> Smithfield Middle (7-8) Enrollment          |  | 591.0 | 598.4 | 605.8 | 613.4 | 621.0 | 628.8 | 633.1 | 637.6 | 642.0 | 646.5 |
| North >>> Smithfield Middle (7-8) Capacity            |  | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 |
| South >>> Georgie Tyler Middle (6-8) Enrollment       |  | 391   | 396   | 401   | 406   | 411   | 416   | 419   | 422   | 425   | 428   |
| South >>> Georgie Tyler Middle (6-8) Capacity         |  | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   |
| <b>TOTAL MS ENROLLMENT</b>                            |  | 982   | 994   | 1,007 | 1,019 | 1,032 | 1,045 | 1,052 | 1,059 | 1,067 | 1,074 |
| <b>TOTAL MS CAPACITY</b>                              |  | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 |
| <b>Total Utilization</b>                              |  | 56%   | 56%   | 57%   | 58%   | 58%   | 59%   | 60%   | 60%   | 60%   | 61%   |
| North >>> Smithfield High (9-12) Enrollment           |  | 1,296 | 1,312 | 1,329 | 1,345 | 1,362 | 1,379 | 1,388 | 1,398 | 1,408 | 1,418 |
| North >>> Smithfield High (9-12) Capacity             |  | 1,240 | 1,240 | 1,256 | 1,273 | 1,289 | 1,306 | 1,323 | 1,332 | 1,342 | 1,352 |
| South >>> Windsor High (9-12) Enrollment              |  | 498   | 504   | 510   | 517   | 523   | 530   | 534   | 537   | 541   | 545   |
| South >>> Windsor High (9-12) Capacity                |  | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   |
| <b>TOTAL HS ENROLLMENT</b>                            |  | 1,794 | 1,816 | 1,839 | 1,862 | 1,885 | 1,909 | 1,922 | 1,935 | 1,949 | 1,962 |
| <b>TOTAL HS CAPACITY</b>                              |  | 2,065 | 2,065 | 2,081 | 2,098 | 2,114 | 2,131 | 2,148 | 2,157 | 2,167 | 2,177 |
| <b>Total Utilization</b>                              |  | 87%   | 88%   | 88%   | 89%   | 89%   | 90%   | 89%   | 90%   | 90%   | 90%   |

Figure 30. Utilization Summary from IWCS Subdivision Yield Study//Base Scenario: 0.9% Residential &amp; 0.4% Nonresidential

|                           | Actual <sup>1</sup> | Projected |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
|---------------------------|---------------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Projected School Capacity | 2025                | 2026      | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 |
| Carrollton ES             | 84%                 | 85%       | 86%  | 87%  | 88%  | 89%  | 90%  | 90%  | 91%  | 92%  | 92%  | 93%  | 94%  | 94%  | 95%  | 96%  | 96%  |
| Hardy ES                  | 79%                 | 80%       | 81%  | 82%  | 83%  | 84%  | 84%  | 85%  | 85%  | 86%  | 87%  | 87%  | 88%  | 88%  | 89%  | 89%  | 90%  |
| Carrsville ES             | 77%                 | 78%       | 79%  | 80%  | 81%  | 82%  | 83%  | 84%  | 84%  | 85%  | 85%  | 86%  | 86%  | 87%  | 88%  | 88%  | 89%  |
| Windsor ES                | 82%                 | 83%       | 84%  | 85%  | 86%  | 87%  | 88%  | 89%  | 89%  | 90%  | 91%  | 91%  | 92%  | 92%  | 93%  | 94%  | 94%  |
| Westside ES               | 78%                 | 79%       | 80%  | 81%  | 82%  | 83%  | 84%  | 84%  | 85%  | 86%  | 86%  | 87%  | 87%  | 88%  | 89%  | 89%  | 90%  |
| Georgie Tyler MS          | 70%                 | 71%       | 72%  | 72%  | 73%  | 74%  | 75%  | 75%  | 76%  | 76%  | 77%  | 77%  | 78%  | 78%  | 79%  | 80%  | 80%  |
| Smithfield MS             | 49%                 | 50%       | 50%  | 51%  | 51%  | 52%  | 52%  | 53%  | 53%  | 54%  | 54%  | 54%  | 55%  | 55%  | 55%  | 56%  | 56%  |
| Windsor HS                | 60%                 | 61%       | 62%  | 63%  | 63%  | 64%  | 65%  | 65%  | 66%  | 66%  | 66%  | 67%  | 67%  | 68%  | 68%  | 69%  | 69%  |
| Smithfield HS             | 105%                | 106%      | 107% | 108% | 110% | 111% | 112% | 113% | 114% | 114% | 115% | 116% | 117% | 117% | 118% | 119% | 120% |
| <b>Total</b>              | 76%                 | 77%       | 78%  | 79%  | 80%  | 81%  | 82%  | 82%  | 83%  | 83%  | 84%  | 84%  | 85%  | 86%  | 86%  | 87%  | 87%  |

[1] Actual enrollment numbers are from Fall 2025 of the 2025-26 school year.

Yellow shading indicates a school exceeding 75% of its total capacity.

Orange shading indicates a school exceeding 85% of its total capacity.

Red shading indicates a school exceeding 90% of its total capacity.

Note: Capacity is as of 2025-26 school year; no changes in capacity are reflected in the above figures.

Source: TischlerBise, "IWCS Subdivision Yields and Future School Needs Study"; years 11-20 extrapolated by TischlerBise.

Figure 31. Detailed School Utilization Projections//Higher Growth: 2.0% Residential Growth &amp; 1.0% Nonresidential Growth (multi-year intervals)

| Higher Growth: 2.0% Residential Growth & 1.0% Nonresidential Growth |  | 2025  | 2026  | 2027  | 2028  | 2029  | 2030  | 2031  | 2032  | 2033  | 2034  |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| North >>> Carrollton ES Enrollment                                  |  | 552   | 563   | 574   | 586   | 598   | 609   | 622   | 634   | 647   | 660   |
| North >>> Carrollton ES Capacity                                    |  | 658   | 658   | 658   | 658   | 658   | 658   | 658   | 658   | 670   | 683   |
| North >>> Hardy ES Enrollment                                       |  | 656   | 669   | 683   | 696   | 710   | 724   | 739   | 754   | 769   | 784   |
| North >>> Hardy ES Capacity   |  | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   |
| North >>> Westside ES Enrollment                                    |  | 658   | 671   | 685   | 698   | 712   | 726   | 741   | 756   | 771   | 786   |
| North >>> Westside ES Capacity                                      |  | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   |
| South >>> Carrsville ES Enrollment                                  |  | 240   | 245   | 250   | 255   | 260   | 265   | 270   | 276   | 281   | 287   |
| South >>> Carrsville ES Capacity                                    |  | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   |
| South >>> Windsor ES Enrollment                                     |  | 627   | 640   | 652   | 665   | 679   | 692   | 706   | 720   | 735   | 749   |
| South >>> Windsor ES Capacity                                       |  | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 763   | 777   |
| <b>TOTAL ELEM ENROLLMENT</b>  |  | 2,733 | 2,788 | 2,843 | 2,900 | 2,958 | 3,017 | 3,078 | 3,139 | 3,202 | 3,266 |
| <b>TOTAL ELEM CAPACITY</b>  |  | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,419 | 3,447 |
| <b>Total Utilization</b>  |  | 80%   | 82%   | 83%   | 85%   | 87%   | 89%   | 90%   | 92%   | 94%   | 95%   |
| <b>NORTH ES UTILIZATION</b>   |  | 80%   | 82%   | 83%   | 85%   | 87%   | 88%   | 90%   | 92%   | 93%   | 95%   |
| <b>SOUTH ES UTILIZATION</b>   |  | 81%   | 82%   | 84%   | 86%   | 87%   | 89%   | 91%   | 93%   | 95%   | 95%   |
| North >>> Smithfield Middle (7-8) Enrollment                        |  | 591.0 | 602.8 | 614.9 | 627.2 | 639.7 | 652.5 | 665.6 | 678.9 | 692.5 | 706.3 |
| North >>> Smithfield Middle (7-8) Capacity                          |  | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 |
| South >>> Georgie Tyler Middle (6-8) Enrollment                     |  | 391   | 399   | 407   | 415   | 423   | 432   | 440   | 449   | 458   | 467   |
| South >>> Georgie Tyler Middle (6-8) Capacity                       |  | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   |
| <b>TOTAL MS ENROLLMENT</b>  |  | 982   | 1,002 | 1,022 | 1,042 | 1,063 | 1,084 | 1,106 | 1,128 | 1,151 | 1,174 |
| <b>TOTAL MS CAPACITY</b>  |  | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 |
| <b>Total Utilization</b>  |  | 56%   | 57%   | 58%   | 59%   | 60%   | 61%   | 63%   | 64%   | 65%   | 66%   |
| North >>> Smithfield High (9-12) Enrollment                         |  | 1,296 | 1,322 | 1,348 | 1,375 | 1,403 | 1,431 | 1,460 | 1,489 | 1,518 | 1,549 |
| North >>> Smithfield High (9-12) Capacity                           |  | 1,240 | 1,240 | 1,266 | 1,292 | 1,319 | 1,347 | 1,375 | 1,404 | 1,433 | 1,462 |
| South >>> Windsor High (9-12) Enrollment                            |  | 498   | 508   | 518   | 528   | 539   | 550   | 561   | 572   | 583   | 595   |
| South >>> Windsor High (9-12) Capacity                              |  | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   |
| <b>TOTAL HS ENROLLMENT</b>  |  | 1,794 | 1,830 | 1,866 | 1,904 | 1,942 | 1,981 | 2,020 | 2,061 | 2,102 | 2,144 |
| <b>TOTAL HS CAPACITY</b>  |  | 2,065 | 2,065 | 2,091 | 2,117 | 2,144 | 2,172 | 2,200 | 2,229 | 2,258 | 2,287 |
| <b>Total Utilization</b>  |  | 87%   | 89%   | 89%   | 90%   | 91%   | 91%   | 92%   | 92%   | 93%   | 94%   |

Figure 32. Modified from Utilization Summary from IWCS Subdivision Yield Study//Higher Growth: 2.0% Residential Growth &amp; 1.0% Nonresidential Growth (multi-year interval)

|                           | Actual <sup>1</sup> | Projected |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
|---------------------------|---------------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Projected School Capacity | 2025                | 2026      | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 |
| Carrollton ES             | 84%                 | 86%       | 87%  | 89%  | 91%  | 93%  | 94%  | 96%  | 98%  | 100% | 102% | 104% | 106% | 109% | 111% | 113% | 115% |
| Hardy ES                  | 79%                 | 80%       | 82%  | 83%  | 85%  | 87%  | 88%  | 90%  | 92%  | 94%  | 96%  | 98%  | 100% | 102% | 104% | 106% | 108% |
| Carrsville ES             | 77%                 | 79%       | 81%  | 82%  | 84%  | 85%  | 87%  | 89%  | 91%  | 93%  | 94%  | 96%  | 98%  | 100% | 102% | 104% | 106% |
| Windsor ES                | 82%                 | 84%       | 85%  | 87%  | 89%  | 91%  | 93%  | 94%  | 96%  | 98%  | 100% | 102% | 104% | 106% | 108% | 111% | 113% |
| Westside ES               | 78%                 | 80%       | 81%  | 83%  | 85%  | 86%  | 88%  | 90%  | 92%  | 94%  | 95%  | 97%  | 99%  | 101% | 103% | 105% | 107% |
| Georgie Tyler MS          | 70%                 | 71%       | 73%  | 74%  | 76%  | 77%  | 79%  | 80%  | 82%  | 83%  | 85%  | 87%  | 89%  | 90%  | 92%  | 94%  | 96%  |
| Smithfield MS             | 49%                 | 50%       | 51%  | 52%  | 53%  | 54%  | 55%  | 56%  | 57%  | 58%  | 60%  | 61%  | 62%  | 63%  | 65%  | 66%  | 67%  |
| Windsor HS                | 60%                 | 62%       | 63%  | 64%  | 65%  | 67%  | 68%  | 69%  | 71%  | 72%  | 74%  | 75%  | 77%  | 78%  | 80%  | 81%  | 83%  |
| Smithfield HS             | 105%                | 107%      | 109% | 111% | 113% | 115% | 118% | 120% | 122% | 125% | 127% | 130% | 133% | 135% | 138% | 141% | 143% |
| <b>Total</b>              | 76%                 | 78%       | 79%  | 81%  | 82%  | 84%  | 86%  | 87%  | 89%  | 91%  | 93%  | 95%  | 97%  | 98%  | 100% | 102% | 104% |

[1] Actual enrollment numbers are from Fall 2025 of the 2025-26 school year.

Yellow shading indicates a school exceeding 75% of its total capacity.

Orange shading indicates a school exceeding 85% of its total capacity.

Red shading indicates a school exceeding 90% of its total capacity.

Note: Capacity is as of 2025-26 school year; no changes in capacity are reflected in the above figures.

Source: Modified for higher growth from the Base Year Scenario from TischlerBise, "IWCS Subdivision Yields and Future School Needs Study"; years 11-20 extrapolated by TischlerBise.



Figure 33. Detailed School Utilization Projections//Highest Growth: 3.0% Residential Growth &amp; 1.5% Nonresidential Growth (multi-year intervals)

| Highest Growth: 3.0% Residential Growth<br>& 1.5% Nonresidential Growth |  | 2025  | 2026  | 2027  | 2028  | 2029  | 2030  | 2031  | 2032  | 2033  | 2034  |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| North >>> Carrollton ES Enrollment                                      |  | 552   | 569   | 586   | 603   | 621   | 640   | 659   | 679   | 699   | 720   |
| North >>> Carrollton ES Capacity  |  | 658   | 658   | 658   | 658   | 658   | 658   | 677   | 696   | 716   | 736   |
| North >>> Hardy ES Enrollment   |  | 656   | 676   | 696   | 717   | 738   | 760   | 783   | 807   | 831   | 856   |
| North >>> Hardy ES Capacity   |  | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 835   | 858   | 883   |
| North >>> Westside ES Enrollment  |  | 658   | 678   | 698   | 719   | 741   | 763   | 786   | 809   | 834   | 859   |
| North >>> Westside ES Capacity  |  | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 841   | 865   | 889   |
| South >>> Carrsville ES Enrollment                                      |  | 240   | 247   | 255   | 262   | 270   | 278   | 287   | 295   | 304   | 313   |
| South >>> Carrsville ES Capacity  |  | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 310   | 319   | 327   |
| South >>> Windsor ES Enrollment   |  | 627   | 646   | 665   | 685   | 706   | 727   | 749   | 771   | 794   | 818   |
| South >>> Windsor ES Capacity   |  | 763   | 763   | 763   | 763   | 763   | 763   | 784   | 806   | 828   | 852   |
| <b>TOTAL ELEM ENROLLMENT</b>  |  | 2,733 | 2,815 | 2,899 | 2,986 | 3,076 | 3,168 | 3,263 | 3,361 | 3,462 | 3,566 |
| <b>TOTAL ELEM CAPACITY</b>  |  | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,407 | 3,447 | 3,488 | 3,586 | 3,687 |
| <b>Total Utilization</b>  |  | 80%   | 83%   | 85%   | 88%   | 90%   | 93%   | 95%   | 96%   | 97%   | 97%   |
| <b>NORTH ES UTILIZATION</b>   |  | 80%   | 82%   | 85%   | 87%   | 90%   | 93%   | 95%   | 97%   | 97%   | 97%   |
| <b>SOUTH ES UTILIZATION</b>   |  | 81%   | 83%   | 86%   | 88%   | 91%   | 94%   | 95%   | 96%   | 96%   | 96%   |
| North >>> Smithfield Middle (7-8) Enrollment                            |  | 591.0 | 608.7 | 627.0 | 645.8 | 665.2 | 685.1 | 705.7 | 726.9 | 748.7 | 771.1 |
| North >>> Smithfield Middle (7-8) Capacity                              |  | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 | 1,208 |
| South >>> Georgie Tyler Middle (6-8) Enrollment                         |  | 391   | 403   | 415   | 427   | 440   | 453   | 467   | 481   | 495   | 510   |
| South >>> Georgie Tyler Middle (6-8) Capacity                           |  | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   | 560   |
| <b>TOTAL MS ENROLLMENT</b>  |  | 982   | 1,011 | 1,042 | 1,073 | 1,105 | 1,138 | 1,173 | 1,208 | 1,244 | 1,281 |
| <b>TOTAL MS CAPACITY</b>  |  | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 |
| <b>Total Utilization</b>  |  | 56%   | 57%   | 59%   | 61%   | 63%   | 64%   | 66%   | 68%   | 70%   | 72%   |
| North >>> Smithfield High (9-12) Enrollment                             |  | 1,296 | 1,335 | 1,375 | 1,416 | 1,459 | 1,502 | 1,547 | 1,594 | 1,642 | 1,691 |
| North >>> Smithfield High (9-12) Capacity                               |  | 1,240 | 1,240 | 1,279 | 1,319 | 1,360 | 1,403 | 1,446 | 1,491 | 1,538 | 1,586 |
| South >>> Windsor High (9-12) Enrollment                                |  | 498   | 513   | 528   | 544   | 561   | 577   | 595   | 612   | 631   | 650   |
| South >>> Windsor High (9-12) Capacity                                  |  | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   | 825   |
| <b>TOTAL HS ENROLLMENT</b>  |  | 1,794 | 1,848 | 1,903 | 1,960 | 2,019 | 2,080 | 2,142 | 2,206 | 2,273 | 2,341 |
| <b>TOTAL HS CAPACITY</b>  |  | 2,065 | 2,065 | 2,104 | 2,144 | 2,185 | 2,228 | 2,271 | 2,316 | 2,363 | 2,411 |
| <b>Total Utilization</b>  |  | 87%   | 89%   | 90%   | 91%   | 92%   | 93%   | 94%   | 95%   | 96%   | 97%   |

Figure 34. Modified from Utilization Summary from IWCS Subdivision Yield Study//Highest Growth: 3.0% Residential Growth &amp; 1.5% Nonresidential Growth (multi-year inter

| Projected School Capacity | Actual <sup>1</sup> | Projected |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
|---------------------------|---------------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|                           | 2025                | 2026      | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 |
| Carrollton ES             | 84%                 | 86%       | 89%  | 92%  | 94%  | 97%  | 100% | 103% | 106% | 109% | 113% | 116% | 120% | 123% | 127% | 131% | 135% |
| Hardy ES                  | 79%                 | 81%       | 83%  | 86%  | 88%  | 91%  | 94%  | 97%  | 100% | 103% | 106% | 109% | 112% | 115% | 119% | 122% | 126% |
| Carrsville ES             | 77%                 | 80%       | 82%  | 85%  | 87%  | 90%  | 92%  | 95%  | 98%  | 101% | 104% | 107% | 110% | 114% | 117% | 121% | 124% |
| Windsor ES                | 82%                 | 85%       | 87%  | 90%  | 92%  | 95%  | 98%  | 101% | 104% | 107% | 110% | 114% | 117% | 121% | 124% | 128% | 132% |
| Westside ES               | 78%                 | 81%       | 83%  | 85%  | 88%  | 91%  | 93%  | 96%  | 99%  | 102% | 105% | 108% | 112% | 115% | 118% | 122% | 126% |
| Georgie Tyler MS          | 70%                 | 72%       | 74%  | 76%  | 79%  | 81%  | 83%  | 86%  | 88%  | 91%  | 94%  | 97%  | 100% | 103% | 106% | 109% | 112% |
| Smithfield MS             | 49%                 | 50%       | 52%  | 53%  | 55%  | 57%  | 58%  | 60%  | 62%  | 64%  | 66%  | 68%  | 70%  | 72%  | 74%  | 76%  | 79%  |
| Windsor HS                | 60%                 | 62%       | 64%  | 66%  | 68%  | 70%  | 72%  | 74%  | 76%  | 79%  | 81%  | 84%  | 86%  | 89%  | 91%  | 94%  | 97%  |
| Smithfield HS             | 105%                | 108%      | 111% | 114% | 118% | 121% | 125% | 129% | 132% | 136% | 140% | 145% | 149% | 153% | 158% | 163% | 168% |
| <b>Total</b>              | 76%                 | 78%       | 81%  | 83%  | 86%  | 88%  | 91%  | 94%  | 96%  | 99%  | 102% | 105% | 108% | 112% | 115% | 119% | 122% |

[1] Actual enrollment numbers are from Fall 2025 of the 2025-26 school year.

Yellow shading indicates a school exceeding 75% of its total capacity.

Orange shading indicates a school exceeding 85% of its total capacity.

Red shading indicates a school exceeding 90% of its total capacity.

Note: Capacity is as of 2025-26 school year; no changes in capacity are reflected in the above figures.

Source: Modified for higher growth from the Base Year Scenario from TischlerBise, "IWCS Subdivision Yields and Future School Needs Study"; years 11-20 extrapolated by TischlerBise.

**RESOLUTION TO AMEND CHAPTER 2: FINANCIAL AND  
ACCOUNTING ARTICLE I, CENTRAL PURCHASING OF THE  
COUNTY POLICY MANUAL**

**WHEREAS**, the Commonwealth of Virginia General Assembly has amended the State Code relative to central purchasing and procurement; and;

**WHEREAS**, Isle of Wight County's policies and procedures need to be amended to come into conformity with federal and State laws; and,

**WHEREAS**, the County's policies and procedures need to be periodically updated to conform with current practices.

**NOW, THEREFORE, BE IT RESOLVED** that Chapter 2: Financial and Accounting, Article I - Central Purchasing is amended and reenacted as follows:

**CHAPTER 2: FINANCIAL AND ACCOUNTING**

**ARTICLE I - Central Purchasing**

*(Adopted December 4, 1975; Revised April 6, 2000, June 19, 2003, October 16, 2003, October 21, 2004, October 2, 2008, June 11, 2008, April 15, 2010, May 27, 2010, December 20, 2012, March 20, 2014, May 15, 2014, October 15, 2015, October 20, 2016, June 9, 2016, May 18, 2017, May 17, 2018, July 1, 2019, September 17, 2020, July 15, 2021, February 17, 2022, July 1, 2023, January 15, 2026)*

**DIVISION 1. – GENERALLY**

**Section 1.0 - Introduction**

These Isle of Wight County Purchasing Policies and Procedures (the “Policies and Procedures”) are adopted pursuant to Section 2.2-4302 of the Code of Virginia, 1950, as amended. These Policies and Procedures and the Virginia Public Procurement Act (the “VPPA”, Sections 2.2-4300 through -4383 of the Code of Virginia, 1950, as amended, and as it may be amended from time to time), govern all Isle of Wight County purchasing transactions. All section references in this document are to the Code of Virginia, 1950, as amended. In case of discrepancies between these Policies and Procedures and the VPPA, the VPPA requirements shall prevail.

If you have any questions that are not answered by this policy or need further clarification, please contact us at:

County of Isle of Wight  
Budget & Finance  
Purchasing Division  
17090 Monument Circle, Suite 137  
P. O. Box 80  
Isle of Wight, Virginia 23397  
Telephone: (757) 365-6273  
Fax: (757) 365-4579

## **Section 1.1 - Procurement Authority**

The County Administrator shall serve as the principal purchasing official for the County and shall assign administrative duties or functions to the designated staff in the Purchasing Division. Except as otherwise provided in this article, no official, elected or appointed, or employee shall purchase, or contract for any goods, services, insurance or construction within the purview of this article other than permitted under the provisions of this article.

1. Authority, Responsibilities and Duties of the County Administrator Except as provided in the following sections of this chapter, or as otherwise specifically provided by the Board of Supervisors, the County Administrator shall have the authority and responsibility to:
  - a. Establish regulations and procedures consistent with this policy, governing the procurement, management, control, and disposal of any and all goods, services, and construction to be procured by the County.
  - b. Have the right to reject any, and all bids or proposals, and to waive any informality if it is determined to be in the best interest of the County.
  - c. To declare all supplies, materials and equipment which are no longer used, or which have become obsolete, worn or scrapped as surplus as appropriate.
  - d. Consider and decide matters of policy within the provisions of this policy.
  - e. Exercise authority over the award or administration of any particular contract, or over any dispute, claim, or litigation pertaining thereto, with appropriate consultation with the County's legal counsel as necessary.
  - f. Delegate authority, or revoke delegated authority, such authority as may be deemed appropriate to designees or to the head of any department or using Department. Such delegation shall be in writing and shall specify any limits of restriction.

### **Section 1.31.1 - Appointment, General Powers and Duties of the Purchasing Agent**

The purchasing agent may be appointed by the county administrator. The purchasing agent shall be the head of the office of purchasing and shall, under the supervision of the county administrator, or his designee, have general management and control of the office. The purchasing agent shall have the power, and it shall be his duty to:

1. Endeavor to obtain as full and open competition as possible on all purchases and sales.
2. Establish and amend, when necessary, such procedures and rules as he deems necessary for the internal management and operation of the office of purchasing.
3. Provide departments with access to vendor's catalogs or contact information to obtain needed products, commodities, etc., including any available discounts.
4. Assist county staff in identifying responsible prospective suppliers, including small businesses and businesses owned by women and minorities. Encourage vendors who have requested their names to be included on a bidder's list to register with the Commonwealth's eVA site. Remove prospective bidders from such list when the public interest will be served thereby.

5. Exploit opportunities for bulk purchasing in order to take full advantage of available discounts.
6. Disqualify vendors who default on their quotations from receiving any business from the county.
7. Participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one (1) or more other public bodies, or public agencies or institutions or localities of the several states, territories of the United States or the District of Columbia, for combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. Except for certain contracts identified in Section §2.2-4304(A) of the Code of Virginia, a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies. In entering into a cooperative procurement agreement with a county city or town whose governing body has adopted alternative policies and procedures pursuant to the Virginia Public Procurement Act, the purchasing agent shall comply with said alternative policies and procedures so adopted by said governing body of such county, city or town as designated in the cooperative agreement.
8. Control and supervise the storerooms and warehouses within the office of purchasing.
9. Standardize and establish specifications to reduce commodities to a minimum and assure the quality of goods.
10. Award contracts within the purview of this article.

### **Section 1.31.2 - Delegated Authority**

Department Heads, or their designees, have the delegated authority to make micro purchases of less than \$10,000 without prior approval from the Procurement Office. For all purchases over \$10,000, a completed Purchase Requisition Form shall be sent to the Procurement Office for procuring goods and services. Purchase Requisitions shall be submitted at least 45 days prior to need-by date for purchases under \$50,000 and at least 90 days prior to need-by date for purchases \$50,000 and over. In the event that a Purchase Requisition is received outside of these parameters, the Procurement Office, at its sole discretion, may waive the deadline. Purchase Orders shall not be issued and Departments or designees shall not make any purchase without an authorized budget and appropriation for said purchase.

### **Section 1.32 - Definitions**

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section, unless a different meaning clearly appears from the context:

1. *Affiliate* - Means an individual or business that controls, is controlled by, or is under common control with another individual or business. A person controls an entity if the person owns, directly or indirectly, more than 10 percent of the voting securities of the entity. For the purposes of this definition "voting security" means a security that (i) confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business or (ii) is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. A general

partnership interest shall be deemed to be a voting security.

2. *Best value* - As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.
3. *Brand name specification* - A specification limited to one (1) or more items by manufacturers' names or catalogue numbers.
4. *Business* - Means any type of corporation, partnership, Limited Liability Company, association, or sole proprietorship operated for profit.
5. *Board of Supervisors* - The Board of Supervisors of Isle of Wight County.
6. *Competitive negotiation* - A method of contractor selection utilizing a written request for proposal, followed by discussions with responsive, responsible offerors.
7. *Competitive sealed bidding* - A method of contractor selection utilizing a written invitation to bid, public opening and announcement of all bids received, evaluation of bids based upon the requirements set forth in the invitation and award to the lowest responsive, responsible bidder.
8. *Construction* - Building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavating, grading or similar work upon real property.
9. *Construction management contract* - Means a contract in which a party is retained by the owner to coordinate and administer contracts for construction services for the benefit of the owner, and may also include, if provided in the contract, the furnishing of construction services to the owner.
10. *Contract* - All types of agreements, regardless of what they may be called, for the procurement of goods, services, insurance or construction.
11. *Contractor* - Any person having a contract with the county.
12. *Direct or indirect participation* - Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or acting in any other similar capacity.
13. *Design-build contract* - Means a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, roadway, or another item specified in the contract.
14. *Emergency procurement* - one in which an urgent and unexpected situation occurs where health and public safety or the conservation of public resources is at risk and a purchase of goods and/or services must be made in response thereto
15. *Employment services organization* - An organization that provides employment services to individuals with disabilities that is an approved Commission on the Accreditation of

Rehabilitation Facilities (CARF) accredited vendor of the Department of Rehabilitative Services.

16. *Goods* - All material, equipment, supplies, printing and automated data processing hardware and software.
17. *Informal bidding* – process(es) used to procure goods or services for purchases below the Large Purchase threshold as defined by the VPPA.
18. *Informality* - A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid, or the request for proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured and does not give a competitive advantage as a result thereof. Requirements of a solicitation cannot be waived as an informality.
19. *Insurance* - A contract whereby, for a stipulated consideration, one (1) party undertakes to compensate the other for loss on a specified subject by specified perils.
20. *Invitation for bids* - All documents, whether attached or incorporated by reference, utilized to solicit formal bids for large purchases where the award is determined by the lowest responsive and responsible bidder. Bids are sealed.
21. *Job Ordering Contracting* - A method of procuring construction by establishing a book of unit prices and then obtaining a contractor to perform work as needed using the prices, quantities, and specifications in the book as the basis of its pricing. The contractor may be selected through either competitive sealed bidding or competitive negotiation depending on the needs of the public body procuring construction services. Professional Services must be procured by Competitive Negotiations as defined in this section. A minimum amount of work may be specified in the contract. The contract term and the project amount shall not exceed the limitations specified in §2.2-4303., Code of Virginia.
22. *Large Purchase* - A purchase for (1) goods and nonprofessional services in which the aggregate cost or the sum of all phases is expected to exceed \$200,000, (2) non-transportation-related construction in which the aggregate cost or the sum of all phases is expected to exceed \$300,000, (3) professional services in which the aggregate cost or the sum of all phases is expected to exceed \$80,000, or (4) transportation-related construction in which the aggregate or sum of all phases is expected to exceed \$25,000; or the definition of Large Purchase as amended by the VPPA
23. *Micro purchase* - A purchase under \$10,000. Micro purchases shall not require competitive bidding or competitive negotiation, although competition is encouraged, wherever practicable.
24. *Minority-owned business* - A business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or

25. university as defined in § 2.1-1604, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity. *Multiphase professional services contract* - A contract for the provision of professional services where the total scope of work of the second or subsequent phase of the contract cannot be specified without the results of the first or prior phase of the contract.
26. *Nominal value* - So small, slight or the like, in comparison to what might properly be expected, as scarcely to be entitled to the name, but in no case to be more than twenty dollars (\$20.00).
27. *Nonprofessional services* - Any services not specifically identified as professional services.
28. *Potential bidder or offeror, for the purposes of Division 5, Appeals and Remedies for bid protests* - means a person who, at the time a public body negotiates and awards or proposes to award a contract, is engaged in the sale or lease of goods, or the sale of services, insurance or construction, of the type to be procured under the contract, and who at such time is eligible and qualified in all respects to perform that contract, and who would have been eligible and qualified to submit a bid or proposal had the contract been procured through competitive sealed bidding or competitive negotiation.
29. *Professional services* - Work performed by an independent contractor within the scope of the practice of accounting, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.
30. *Person* - Any corporation, partnership, business, individual, union, committee, club, other organization or group of individuals
31. *Public contract* - An agreement between the county and a nongovernmental source that is enforceable in a court of law.
32. *Purchasing agent* - The purchasing agent of the County of Isle of Wight, or his designee. The purchasing agent shall be the head of the office of purchasing. Whenever the words purchasing agent or division of purchasing are used in any policy, contract or other document, such shall mean the purchasing agent, or his designee, or the office of purchasing, respectively.
33. *Request for proposals* - All documents, whether attached or incorporated by reference, utilized to solicit formal proposals for large purchases where the award is based on factors other than price, but where price is still a factor.
34. *Request for Quotations* - All documents, whether attached or incorporated by reference, utilized to solicit informal quotes or proposals for small purchases. The winning quote or proposal is determined by either the lowest price or other determining factors listed in the solicitation. Quotes and proposals are unsealed.
35. *Responsible bidder or offeror* - A person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability as demonstrated by previous experience, which will assure good faith performance and who has been prequalified, if required



36. *Responsive bidder* - A person who has submitted a bid which conforms in all material respects to the invitation to bid
37. *Services* - Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials or the rental of equipment, materials and supplies.
38. *Service disabled veteran business* - A business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.
39. *Small business* - A business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.
40. *Small Purchase* - A purchase for (1) goods and nonprofessional services in which the aggregate cost or the sum of all phases is not expected to exceed \$200,000, (2) non-transportation-related construction in which the aggregate cost or the sum of all phases is not expected to exceed \$300,000, (3) professional services in which the aggregate cost or the sum of all phases is not expected to exceed \$80,000, or (4) transportation-related construction in which the aggregate or sum of all phases is not expected to exceed \$25,000; or the definition of Small Purchase as amended by the VPPA
41. *Sole Source* - there is only one source practicably (capable, able to be done or put into action) available for that which is to be procured
42. *Specification* - Any description of the physical or functional characteristics or of the nature of a good, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a good, service or construction item for delivery.
43. *SWaM business* - Means a small, women-owned, minority-owned, or service-disabled veteran-owned business or an employment services organization.
44. *Transportation-Related Construction* - A construction project that requires Virginia Department of Transportation approval.
45. *Virginia Public Procurement Act (VPPA)* - The procurement Code passed by the General Assembly governing purchasing by the government to a non-governmental entity. The mandatory provisions of the act, §2.1-4343.12, include the exemptions set forth in subdivisions 9 through 11, the provisions of subsections C and D of § 2.2-4303, and §§2.1-4305, 2.1-4308, 2.1-4311, 2.1-4315, 2.1-4317, 2.1-4330, 2.1-4333 through 2.1-4338, 2.1-4343.1, and 2.1-4367 through 2.1-4377 shall apply. Section §§ 2.2-4343.1 and 2.2-4303.2 shall also apply.

46. *Women-owned business* - A business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

### **Section 1.32.1 - Requisitions and Estimates from Departments**

All county departments, either by or with the authorization of the head of the department, shall file with the purchasing agent detailed requisitions or estimates of their requirements in supplies and contractual services in such manner, at such times and for such future periods as the purchasing agent shall prescribe.

### **Section 1.32.2 - Department Reports of Obsolete or Unused Property; Sale, Transfer or Trade of Such Property**

1. All departments shall submit to the purchasing agent at such times and in such form as such agent shall prescribe reports showing stocks of all supplies, materials and equipment which are no longer used, or which have become obsolete, worn or scrapped. The purchasing agent will seek approval from the County Administrator. Once approved, the purchasing agent may sell such property according to the Standard Operating Procedures approved by the Administrator. The purchasing agent may sell the property by competitive bidding, at public auction, or transfer it to other departments or governmental agencies, or may exchange it for or trade it in on new supplies or equipment.
2. All sales of such property, when the estimated value is not expected to exceed one hundred thousand dollars (\$100,000.00), may be sold by the purchasing agent in accordance with rules and regulations established by him within the allowable procedures established by the VPPA; these sales need not follow the competitive bidding or public auction process and such property may be sold without newspaper advertisement and without observing the procedures prescribed by divisions 2 and 3 of this article, unless the purchasing agent determines that the public interest demands such procedure.

### **Section 1.32.3 - General Procurement Guidelines**

1. All county contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation as provided in this article, unless otherwise authorized by law.  
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2. Tax Exempt - Isle of Wight County is exempt from sales tax for goods/services purchased in or delivered to Virginia; however, retail sales of prepared meals, charges for lodging and purchases of goods in other states are subject to sales tax. All staff making purchases on behalf of Isle of Wight County, no matter the dollar amount, are responsible for ensuring that no taxes are added to tax exempt purchases. If taxes are added to an exempt purchase, the employee who made the purchase is responsible for seeing that taxes are removed or credit received. Failure to remove taxes could result in the employee personally paying for taxes on that purchase. Tax exempt forms are available from the Procurement Office or on the County website.
3. Any authorized online purchases shall be made from an account that is set up with tax exempt status. The Procurement Office is the only department allowed to setup online

accounts on behalf of the County. An employee's email address may not be used to setup an online account, unless prior authorization is provided. See the Purchasing Charge Card Program Policy for details regarding purchases using the County's PCards.

4. Proposed purchases must be included in the County's budget. If a proposed purchase is not included in the budget, approval must be received from the Department of Budget and Finance prior to beginning the procurement process.
5. The use of eVA's Quick Quote and Virginia Business Opportunity (VBO) is recommended, especially when there are few local vendors from whom to purchase a particular good or service. Solicitations may be posted on the County website and be sent to local vendors that provide the good/service.
6. A current IRS Form W-9 must be obtained from each vendor with which the County does business. All corporations must have an active registration with the State Corporation Commission, if required. All vendors providing a service must have a current business license and certificate of insurance.
7. Split purchases are strictly prohibited. A split purchase is one in which the original purchase requirement for the same or similar goods or services is broken into multiple smaller purchases in order to avoid going through the formal procurement process. If the Procurement Office deems a department to be conducting split purchasing, the Procurement Office may require such department to go through the Procurement Office to procure all expenditures, regardless of amount.
8. Any contract awarded that will be paid for using federal funds shall comply with all applicable federal procurement standards 2 C.F.R §§200.317-200.326. Isle of Wight County's Terms and Conditions for Federally Funded Projects shall be included with each contract or purchase order. Credit card payments for federal or state funded projects, must be made using a nonrebate credit card. Department PCards may not be used for this purpose. Departments should see the Procurement Office for the proper credit card.
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10. Upon a written determination made in advance by the purchasing agent that competitive negotiation is either not practicable or not fiscally advantageous, insurance may be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services in Section 1.47.2. The basis for this determination shall be documented in writing.

In cases where only one source (vendor) is practically available to provide the goods or services being procured, sole source procurement may be used and a contract may be negotiated and awarded to the sole source provider without competition. When sole source procurement is necessary due to a lack of availability of alternate sources for a good or service, the Department Head shall advise the Procurement Office of the need for sole source procurement in writing and shall document the reasons sole source procurement is necessary. The written justification shall be included in the purchasing file. Reasonable efforts should be made to obtain other quotes on substantially similar goods or services prior to making a determination. When the sole source procurement exceeds the Small Purchase threshold public notice shall be posted on the County website and/or on eVA

stating that the contract is being awarded to a sole source provider, identifying the goods and/or services procured, identifying the contractor selected, and stating the date on which the contract is or was awarded on the day that the contract award decision is announced (or as soon thereafter as practicable) as required by the VPPA.

11. Emergency procurement may be used to procure goods and services without the use of competitive sealed bidding or competitive negotiations. Emergency procurement may be used only in cases of emergency affecting public health, safety or welfare.

Term contracts for emergency goods and services shall be procured and kept up-to-date. It is recommended that all annual maintenance contracts contain emergency rates and clauses in them. The County shall make best efforts to use all available term, local, and cooperative contracts before using emergency procurement.

When procurement is necessary for immediate life and safety of a human being or recovery needs and when the Procurement Policy cannot be reasonably followed, after advising the Procurement Office, the Department Head shall use the Emergency Procurement Determination Form to provide a written determination of the basis for the emergency and for the selection of the particular contractor. This written determination shall be included in the purchasing file. When the goods or services exceed the small purchase threshold, on the day that the contract award decision is announced (or as soon thereafter as practicable) a public notice shall be posted on the County website and/or on eVA stating that the contract is being awarded on an emergency basis, identifying that which is being procured, identifying the contractor selected, and the date on which the contract was (is being) awarded as required by the VPPA. When practicable under the circumstances, such procurement shall provide for competition and follow applicable procedures set forth in Sections 6 and 7. A purchase that may be eligible for reimbursement by FEMA or other federal funds, shall follow 1.32.3(8).

To the extent possible, equipment needed for emergency purposes shall be rented only, not purchased. The Federal Emergency Management Agency ("FEMA") and other disaster recovery agencies may not reimburse the purchase of equipment.

12. Large Purchase Construction shall be procured only by competitive sealed bidding, except that competitive negotiation may be used in the following instances:
  - a. The construction of highways and any draining, dredging, excavation, grading or similar work upon real property; upon a determination made in advance by the County and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination.
  - b. By the County on a fixed price design-build basis or construction management bases as provided in §2.2-4378, et seq.
13. Upon a determination made in advance by the purchasing agent and set forth in writing that the purchase of goods, products or commodities from a public auction sale is in the best interest of the public, such items may be purchased at the auction, including online public auction. The writing shall document the basis for this determination. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates shall not be made by online public auction.

14. The purchasing agent may provide for incentive contracting that offers a contractor whose bid is accepted, the opportunity to share in any cost savings realized by the locality when the projects costs are reduced by such contractor, without affecting project quality, during the construction of the project. The fee, if any, charged by the project engineer or architect for determining such cost savings shall be paid as a separate cost and shall not be calculated as part of any cost savings. Such provisions, including the percentage of cost sharing, shall be included in the language of the contract or may be added by change order with the agreement of both parties.
15. Public contracts may be awarded on a fixed price, cost reimbursement, a published list price plus or minus a guaranteed percentage, or any other method that best fits procurement in the opinion of the Purchasing Agent. Caution should be exercised that cost plus a percentage of cost provides incentives for the supplier to increase costs, so this should be avoided whenever reasonable.

### **Section 1.32.4.1 – Methods of Procurement**

#### **1. SMALL PURCHASE PROCUREMENT**

Pursuant to Section 2.2-4303(G), the following guidelines shall apply to single or term contracts (i) for goods, nonprofessional services, and non-transportation-related construction in which the aggregate cost or the sum of all phases is not expected to exceed \$200,000, (ii) for professional services in which the aggregate cost or the sum of all phases is not expected to exceed \$80,000 and (iii) transportation-related construction in which the aggregate or sum of all phases is not expected to exceed \$25,000. A summary chart of these small purchase guidelines is attached as **EXHIBIT A**.

The sum of a purchase equals the total cost for all phases or terms. Example: If a contract is for 3 years, the sum of the purchase = [cost per year] x 3. This total shall be used when determining how to procure a product/service.

#### **A. Goods or Nonprofessional Services Not To Exceed \$200,000; Non-Transportation-Related Construction Not to Exceed \$300,000**

##### **i. \$0.00 - \$10,000 (Micro Purchase)**

Staff, with authority and approval of Department Head to proceed, shall obtain a minimum of one (1) documented quote. Quotes must document vendor name, name of vendor's representative, date, phone number, and price quoted. Staff is encouraged, but not required, to obtain more than one quote. Staff shall make award to the vendor with the best price and shall place orders. It is recommended that payment be made via County PCard when possible.

##### **ii. \$10,000.01 - \$200,000 (Goods or Nonprofessional Services) \$10,000 - \$300,000 (Non-Transportation-Related Construction)**

Department Head or authorized representative shall solicit or request the Procurement Office to solicit quotes/proposals from vendors by using a Request for Quotations or other written means. Quotes shall be solicited from a minimum of

three (3) vendors. Once quotes are received, and references and certifications checked, Department Head or representative shall submit to the Procurement Office a completed Purchase Requisition detailing the goods/services needed and documentation of the procurement process by attaching the Purchase Request Form to the requisition. Upon verification of funding by the Department of Budget & Finance, the Procurement Office shall review documentation for completeness and make award to the lowest responsive and responsible vendor or defended best value by issuing a Purchase Order. Departments shall not make an offer of award by any means without an approved Purchase Order.

#### **B. Professional Services Not To Exceed \$80,000**

##### **i. \$0.00-\$10,000**

Staff, with authority and approval of the Department Head and the Procurement Office, shall obtain a minimum of one (1) documented proposal. Proposals must document vendor name, name of vendor's representative, date, phone number, detailed description of services to be provided and price. Staff are encouraged, but not required, to obtain more than one proposal. Once references, certifications and insurance are checked, the Procurement Office shall prepare a Purchase Order, incorporating the vendor's proposal and the County's Terms and Conditions.

##### **ii. \$10,000.01-\$80,000**

Department Head or authorized representative shall solicit or request the Procurement Office to solicit proposals from vendors by using a Request for Proposal (RFP) including the County's General Terms and Conditions. RFPs may be posted on eVA, the County website, and/or sent to local vendors that provide the service. Proposals shall be solicited from a minimum of three (3) vendors. Department Head shall evaluate all proposals based on criteria as set out in the RFP and then shall enter into negotiations with the offeror who, in their opinion, submitted the best proposal. Upon satisfactory negotiations, the Department Head or representative shall submit to the Procurement Office a completed Purchase Requisition detailing the services needed and documentation of the procurement process by attaching the Purchase Request Form to the requisition. Upon verification of funding by the Department of Budget & Finance, the Procurement Office shall review documentation for completeness and extend an offer of contract award by issuing a Purchase Order. The Procurement Officer and Department Head shall work with the attorney to issue a contract, as needed, for the services to be rendered. The contract and purchase order should be issued simultaneously. The contract and purchase order are for services rendered within a year or for specific projects. Subsequent years of service or additional projects require separate procurements.

#### **C. Transportation-Related Construction Not To Exceed \$25,000**

Follow procedures set forth in 1.32.4.1 (1) (A)(ii).

## **2. LARGE PURCHASE PROCUREMENT**

**A. Goods or Nonprofessional Services Where The Sum Of All Phases/Contract Periods Is Expected To Exceed \$200,000 ; Non-Transportation Related Construction Where The Sum Of All Phases/Contract Periods Is Expected To Exceed \$300,000**

**i. Competitive Sealed Bidding: Invitation For Bids (“IFB”)**

Department Heads shall submit to the Procurement Office a completed Purchase Requisition detailing the goods/services needed. The Procurement Office shall use the information to prepare the Invitation for Bids (IFB), which shall set out the specifications and contractual terms and conditions applicable to the procurement. Sealed bids shall be due to the County at a specified date and time.

After the deadline for receipt of bids, the Procurement Office shall review all bids, shall determine the lowest responsive and responsible bidder(s), and shall recommend to the Board of Supervisors that one or more contracts be awarded to such bidder(s). The Procurement Officer shall issue a Purchase Order.

Multiple contracts may be awarded only when provided for in the IFB.

Construction may be procured only by competitive sealed bidding except as defined in Section 2.2-4303(D) of the VPPA.

**ii. Competitive Negotiation: Request For Proposals (“RFP”)**

If competitive sealed bidding for goods and/or nonprofessional services is either not practicable or not fiscally advantageous to the public, the Department Head may request that the Procurement Office permit competitive negotiation for the procurement. See 1.32.4.1(B) below for the competitive negotiation process, with one difference: when using competitive negotiation for goods and/or nonprofessional services, the pricing/cost of services may be requested in the RFP. Pricing/cost of services may be a criterion on which the decision shall be based, but it need not be the sole or primary basis for the decision.

Construction may not be procured by competitive negotiation except as defined in Section 2.2-4303(D) of the VPPA.

**B. Professional Services Where The Sum Of All Phases/Contract Periods Is Expected To Exceed \$80,000**

**Competitive Negotiation: Request For Proposals**

Department Heads shall submit to the Procurement Office a completed Purchase Requisition detailing the services needed. Department Heads shall work with the Procurement Office to provide any specification or other information necessary. The Procurement Office shall use the information to prepare Request for Proposals (RFP), which shall set out the specifications, contractual terms and conditions, and criteria used to evaluate proposals. Proposals shall be due to the County at a specified date and time.

After the deadline for receipt of proposals, a committee shall evaluate all proposals

based on the criteria set out in the RFP and shall determine which offeror, in their opinion, submitted the best proposal. Then, the committee shall enter into negotiations with such offeror. Nonbinding estimates of total project costs (including man-hours) and/or price for services may be discussed beginning with the “negotiation stage”. Upon satisfactory negotiations with the offeror, the committee shall recommend that a contract be awarded to the offeror. The Procurement Officer shall issue a Purchase Order.

#### **C. Transportation-Related Construction Where The Sum Of All Phases/Contract Periods Is Expected To Exceed \$25,000**

Follow procedures set forth in Section 1.32.4.1(2)(A)(i).

#### **Section 1.32.4.1 - Design Build and Construction Management**

*(Revised May 17, 2018, September 17, 2020)*

Isle of Wight County may enter into design-build or construction management contracts as set forth in Chapter 43.1 of the Code of Virginia.

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#### **Section 1.32.5 - Contracts Authorized under the Public-Private Education Facilities and Infrastructure Act (PPEA) and Public-Private Transportation Act (PPTA)**

The Public-Private Education Facilities and Infrastructure Act of 2002 (the “PPEA”) and Public-Private Transportation Act (the “PPTA”) allows responsible public entities the authority to create public-private partnerships for the development of a wide range of projects for public use if the public entity determines there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. In accordance with the PPEA and PPTA Guidelines (the “Guidelines”) adopted by the Board of Supervisors (as they may be amended from time-to-time), the County Administrator or his designee will follow the Guidelines to receive and evaluate proposals submitted pursuant to the PPEA and/or PPTA.

#### **Section 1.32.6 - Alternative Method of Procurement; Public, Online and Reverse Auctioning**

1. Isle of Wight County may utilize public, online and/or reverse auctioning provided that such procurement complies with the VPPA. Department Heads’ requests to use public, online and/or reverse auctioning shall be handled by the Procurement Office on an individual basis.
2. As used in this section, the term "reverse auctioning" means a procurement method wherein bidders are invited to bid on specified goods or nonprofessional services through real-time electronic bidding, with the award being made to the lowest responsive and responsible bidder. During the bidding process, bidders' prices are revealed, and bidders shall have the opportunity to modify their bid prices for the duration of the time period established for electronic bidding.

#### **Section 1.32.7 – Cooperative Procurement**

Isle of Wight County may participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one or more public entities provided that such cooperative procurement complies with the VPPA. Department Heads shall



submit to the Procurement Office a completed Purchase Requisition detailing the goods/services needed, noting their request for use of cooperative procurement for review. Cooperative procurement meets the requirements of both small and large procurement for both County and VPPA purposes.

**Section 1.33 - General Procedure Section 1.33.1 – Contracts and Approvals** A Purchase Order shall be issued for all purchases over \$10,000 by the Procurement Office. Other departments are not permitted to issue Purchase Orders. Any procurement for goods or services costing \$50,000 or more shall require a written contract. All written contracts shall require approval and signature by the County Attorney and County Administrator or the designated procurement agent.

**Section 1.33.2 - Competitive Bidding State-Aid Projects** *(Revised July 1, 2019)*

No contract for the construction of any building or for an addition to or improvement of an existing building by the county for which state funds of not more than fifty thousand dollars (\$50,000.00) in the aggregate or for the sum of all phases of a contract or project either by appropriation, grant-in-aid or loan, are used or are to be used for all or part of the cost of construction shall be let except after competitive sealed bidding or after competitive negotiation as provided under Section §2.2-4303, Code of Virginia. The procedure for the advertising for bids and for letting of the contract shall conform to this article.

**Competitive Bidding Federal Projects (Grants)**

The County shall follow the requirements of 2 C.F.R. § 200.326 and 2 C.F.R Part 200, Appendix II, by inclusion of clauses as required by the Grantor. This may include Davis-Bacon requirements, Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act, The Stafford Act, Clean Air Act and the Federal Water Pollution Control Act, Byrd Anti-Lobbing Amendment, Debarment and Suspension review, and/or other clauses as may be required.

**Section 1.33.3 – Electronic Submission Acceptance** Isle of Wight County may accept electronic submissions from vendors via eVA or other secured electronic procurement solution for all solicitation. Submissions shall be received by the date/time set for the deadline as listed in the solicitation.

**Section 1.33.4 - Certain Contracts and Expenditures Prohibited**

No officer, department or agency shall, during any budget year, expend or contract to expend any money or incur any liability, or enter into any contract which by its terms involves the expenditure of money, for any purpose, in excess of the amounts appropriated for that general classification of expenditure. Any contract, verbal or written, made in violation of this policy shall be null and void. Any officer or employee of this county who shall violate this section shall be guilty of a misdemeanor and, upon conviction, thereof, shall cease to hold his office or employment. Nothing contained in this section, however, shall prevent the making of contracts or the spending of money for capital improvements to be financed in whole or in part by the issuance of bonds, nor the making of contracts of lease or for services for a period exceeding the budget year in which such contract is made, when such contract is permitted by law.

**Section 1.33.5 - Permitted Contracts with Certain Religious Organizations;  
Purpose; Limitations**

1. It is the intent of the county, in accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, to permit us to enter into contracts

with faith-based organizations for the purposes described in this section on the same basis as any other nongovernmental source without impairing the religious character of such organization, and without diminishing the religious freedom of the beneficiaries of assistance provided under this section.

2. For the purposes of this section, "faith-based organization" means a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.
3. Isle of Wight County, in procuring goods or services, or in making disbursements pursuant to this section, shall not (i) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except as provided in subsection F, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.
4. We shall ensure that all invitations to bid, requests for proposals, contracts, and purchase orders prominently display a nondiscrimination statement indicating that the Isle of Wight County does not discriminate against faith-based organizations.
5. A faith-based organization contracting with Isle of Wight (i) shall not discriminate against any recipient of goods, services, or disbursements made pursuant to a contract authorized by this section on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and (ii) shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. Nothing in clause (ii) shall be construed to supersede or otherwise override any other applicable state law.
6. Consistent with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, funds provided for expenditure pursuant to contracts with Isle of Wight County shall not be spent for religious worship, instruction, or proselytizing; however, this prohibition shall not apply to expenditures pursuant to contracts, if any, for the services of chaplains.
7. Nothing in this section shall be construed as barring or prohibiting a faith-based organization from any opportunity to make a bid or proposal or contract on the grounds that the faith-based organization has exercised the right, as expressed in 42 U.S.C. (§ 2000 e-1 et seq.), to employ persons of a particular religion.
8. If an individual, who applies for or receives goods, services, or disbursements provided pursuant to a contract between Isle of Wight County and a faith-based organization, objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, Isle of Wight County shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
9. Isle of Wight County shall provide to each individual who applies for or receives goods, services, or disbursements provided pursuant to a contract between Isle of Wight County

and a faith-based organization a notice in bold face type that states: "Neither county's selection of a charitable or faith-based provider of services nor the expenditure of funds under this contract is an endorsement of the provider's charitable or religious character, practices, or expression. No provider of services may discriminate against you on the basis of religion, a religious belief, or your refusal to actively participate in a religious practice. If you object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe that your rights have been violated, please discuss the complaint with your provider or notify the appropriate person as indicated in this form."

**Section 1.33.6 – Receipt of Goods/Services and Payment of Invoices** Upon execution of a Contract or Purchase Order, the Department Head or his/her designee shall oversee the product receipt or service completion.

Upon receipt of goods/services, department shall verify that all goods/services were received and in good condition. Anything missing, damaged, incomplete or not satisfactory to the Contract shall be reported to the Vendor immediately.

The Department Head shall review invoices; sign off once item(s) is/are received in satisfactory condition; and submit invoices to Accounts Payable for payment. Accounts Payable shall pay vendors following submittal by Department Head of approved invoice. It is recommended that purchases under \$10,000 be paid by County PCard when possible.

All invoices shall be sent from the vendor to Accounts Payable, \_\_\_\_\_, Isle of Wight, VA 23997 or emailed to \_\_\_\_\_@iwus.net. Invoices shall not be sent directly to the departments or solely emailed to the department contact.

**Section 1.34 - Modification of Contract**

1. No contract which has been approved by the County Board of Supervisors may be modified or changed by amendment, change order, or any other agreement without the prior approval of the County Board of Supervisors unless (i) such modifications, in the aggregate, do not increase the amount of the contract by more than twenty-five (25) percent of the original amount of the contract, or fifty thousand dollars (\$50,000.00), whichever is greater, (ii) such changes are the result of unforeseen circumstances or changed conditions encountered during the progress of the performance of the contract, and (iii) such changes are directly related to the performance of the purpose of the contract. Extensions of time to perform a contract may be granted without prior approval of the county council provided such extensions involve no increase in cost to the county. In no event shall the aggregate of all modifications increase the cost of the contract beyond the amount appropriated for the project.
2. The County may extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.

**Section 1.35 - Inspection and Testing of Supplies or Contractual Services**

1. The purchasing agent shall inspect or supervise the inspection of all deliveries of supplies or contractual services to determine their conformance with the specifications set forth in the order or contract.
2. The purchasing agent shall have the authority to authorize departments having the staff and facilities for adequate inspection to inspect all deliveries made to such departments under rules and regulations which the purchasing agent shall prescribe.

3. The purchasing agent shall have the authority to require chemical and physical tests of samples, submitted with bids and samples of deliveries, which are necessary to determine the quality and conformance of such samples with the specifications. In the performance of such tests, the purchasing agent shall have the authority to make use of laboratory facilities of any department of the county government or any outside laboratory.

### **Section 1.36 - Discrimination Prohibited**

1. In the solicitation or awarding of contracts, the county shall not discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.
2. For the purposes of this section, "service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service; (ii) was discharged or released under conditions other than dishonorable; and (iii) has a service connected disability rating fixed by the United States Department of Veterans Affairs.

#### **Section 1.36.1 - Required Contract Provisions: Unauthorized Aliens; Employment Discrimination by Contractor Prohibited; Drug-Free Workplace to be Maintained by Contractor**

*(Revised September 17, 2020)*

1. The county shall include in every contract, that the contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, as amended, and every contractor with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 to perform work or provide services pursuant to such contract shall comply with the provisions of Section 2.2-4308.2 "Employment Eligibility," as amended from time to time. This includes but is not limited to registration and participation in the E-Verify program to verify information and work authorization of its hired employees performing work pursuant to such public contract and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.
2. The county shall include in every contract of over ten thousand dollars (\$10,000.00) the provisions in subsections (1), (2), and (3) herein:
  - a. During the performance of this contract, the contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the

normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The contractor will include the provisions of the foregoing paragraphs a., b. and c. in every subcontract or purchase order of over ten thousand dollars (\$10,000.00) so that the provisions will be binding upon each subcontractor or vendor.
- e. During the performance of this contract, the contractor agrees to (i) provide a drugfree workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over ten thousand dollars (\$10,000.00), so that the provisions will be binding upon each subcontractor or vendor.
- f. For the purposes of this subsection, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

### **Section 1.36.2 - Public Inspection of Certain Records**

- 1. Except as provided herein, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.1-3700 et seq., Code of Virginia, 1950, as amended).
- 2. Cost estimates relating to a proposed procurement transaction prepared by or for the county shall not be open to public inspection.
- 3. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the purchasing agent decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

4. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the purchasing agent decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.
5. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
6. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to section 1.36.2 shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. Information leading to the decision to award, including prices and other factors, shall be made public.

### **Section 1.36.3 - Exemptions**

1. The provisions of divisions 1, 2, 3, 4 and 5 of this article, except for Section 1.33.4, shall not apply to contracts for the printing of ballots, statements of results or other materials essential to the conduct of an election. The provisions of division 6 of this article shall be applicable to such contracts.
2. The following transactions are hereby exempt from the provisions of divisions 1, 2, 3, 4 and 5 of this article, except for Section 1.33:
  - a. Purchases on state contracts, from the state department of corrections and from the state purchasing department warehouse, or from the Sheriff's Association.
  - b. Legal services, law books and supplies for the county attorney and the commonwealth's attorney, and expert witnesses and other services associated with actual or potential litigation and administrative proceedings.
  - c. Purchases for water, sewer, electric, telephone and other utility services and motor vehicle license plates.
  - d. Purchases for special police work that is certified to the Purchasing Agent, are needed for undercover police operations. Such non-descriptive writing shall be available for public inspection; however, a description of items bought that is detailed enough to disclose the nature of such operations, or put such operations at risk, is protected.
  - e. Purchases of services or goods: (i) that are performed or produced by persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired; or (ii) that are performed or produced by employment services organizations that offer transitional or supported employment services serving individuals with disabilities.
  - f. In the administration of the public assistance program and the fuel assistance program, goods and personal services may be procured for direct use by the recipients of such programs without competitive sealed bidding or competitive

negotiations if the procurement is made for an individual recipient. Contracts for the bulk procurement of goods or services for the use of recipients are not exempted from the requirements of this article.

- g. The county may enter into contracts without competitive sealed bidding or competitive negotiation for insurance if purchased through an association of which it is a member if the association was formed and is maintained for the purpose of promoting the interest and welfare of and developing close relationships with similar public bodies, provided such association has procured the insurance by use of competitive principles and provided that the purchasing agent has made a determination in advance after reasonable notice to the public and set forth in writing that competitive sealed bidding and competitive negotiation are not fiscally advantageous to the public. The writing shall document the basis for this determination.

#### **Section 1.36.4 - Compliance with State Law; Contract Terms Inconsistent with State Law**

1. As used in this section, “information technology goods and services” means communications, telecommunications, automated data processing, applications, databases, data networks, management information systems, and other related goods and services.
2. No term or provision in any public contract for the acquisition of information technology goods or services shall be valid or enforceable to the extent that it is in conflict with Virginia law. A public contract containing such a term or provision shall otherwise remain enforceable.
3. Any term or provision in such a public contract that (i) makes the public contract subject to, governed by, or interpreted under the laws of another state or country or (ii) requires or permits any litigation or other dispute resolution proceeding arising from the public contract to be conducted in another state or county shall be void. Such public contract shall instead be deemed to provide for the application of the law of the Commonwealth of Virginia, without regard to such contract’s choice of law provisions, and to provide for jurisdiction in the courts of the Commonwealth.

#### **Section 1.37 - Purchase of Handguns by Retired Officers**

1. The purchasing agent is authorized and directed to allow any full-time sworn law enforcement officer who retires after at least twenty-five (25) years of service to purchase the service handgun issued to him by the county at a cost of one dollar (\$1.00) for the weapon.
2. Upon retirement of either a K-9 handler or a K-9 dog used in police work, the handler may request to purchase the dog for a fee set as fair and reasonable by the Sheriff. Nothing herein shall require the handler to purchase the animal or require the County to allow the sale.

#### **Section 1.38 - Purchase of Boots or Helmet by Retired Firefighters**

The purchasing agent is authorized and directed to allow:

1. Any full-time firefighter who retires after at least twenty-five (25) years of service to purchase the helmet and/or boots issued to the firefighter by the county at a cost of one dollar (\$1.00) for the helmet and/or one dollar (\$1.00) for the boots; and
2. Any full-time firefighter who retires after at least ten (10) years of service, but fewer than twenty-five (25), to purchase the helmet and/or boots issued to the firefighter by the county at the fair market value of the helmet and/or boots.

## **DIVISION 2. - COMPETITIVE BIDDING**

### **Section 1.39 - Prequalification Generally; Prequalification for Construction**

Isle of Wight County may utilize prequalification procedures as set forth in the VPPA, Section 2.2-4317.

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#### **Section 1.39.1 - Use of Brand Names**

Unless otherwise provided in the invitation to bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character and quality of the article desired; and any article which the purchasing agent in his sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

### **Section 1.40 - Notice Inviting Bids**

1. All notices inviting bids shall be posted on the Department of General Services' central electronic procurement website and may be posted on other websites normally used for such postings, at least ten (10) days prior to the date set for the receipt of bids. Such notice shall include a general description of the articles to be purchased, or sold, and shall state where bid forms and specifications may be secured and the time and place for opening bids. Such notice shall state the procedure for the withdrawal of a bid due to error and include a declaration that the County does not discriminate against faith-based organizations.
2. In addition to the notice referred to in subsection (a) above, the purchasing agent may solicit bids directly from vendors in the business of providing the commodity or service desired.

#### **Section 1.40.1 - Pre-Bid Conferences**

For complex equipment, supplies, repairs or construction projects, pre-bid conferences with prospective bidders may be called, when deemed necessary, by the purchasing agent.

#### **Section 1.40.2 - Submission, Opening and Tabulation of Bids**

Bids shall be submitted, sealed, to the purchasing agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the public notices, and a tabulation of all bids received shall be available for public inspection. Electronic bids may be received when sent to an email address with controlled access. They shall not be opened except by authorized staff, until the time and place described in the solicitation for public opening.

#### **Section 1.40.3 - Bid Evaluation**

Evaluation of bids shall be based upon the requirements set forth in the invitation, which may



include special qualifications of potential contractors and any other criteria such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose, which are helpful in determining acceptability. The county may consider best value concepts when procuring goods and nonprofessional services, but not construction or professional services. The criteria, factors and basis for consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation.

#### **Section 1.40.4 - Withdrawal of Bid Due to Error**

1. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents, and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of Section 1-36.2.
2. A bidder for a non-construction contract may withdraw his bid from consideration in accordance with the procedures set forth in subsection (a) above.
3. No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five (5) percent.
4. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
5. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to which the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
6. The purchasing agent shall notify the bidder in writing within five (5) business days of his decision regarding the bidder's request to withdraw its bid. If the purchasing agent denies the withdrawal of a bid under the provisions of this section, he shall state in such notice the reasons for his decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder. At the same time that the notice is provided, the purchasing agent shall return all work papers and copies thereof that have been submitted by the bidder.

#### **Section 1.41 - Bid Bonds**

1. Except in cases of emergency, all bids or proposals for non-transportation-related construction contracts in excess of five hundred thousand dollars (\$500,000.00) or

transportation-related projects authorized under Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 that are in excess of three hundred thousand dollars (\$300,000.00) and partially or wholly funded by the Commonwealth shall be accompanied by a bid bond from a surety company selected by the bidder which is legally authorized to do surety business in Virginia, as a guarantee that if the contract is awarded to such bidder, that bidder will enter into the contract for the work mentioned in the bid. The amount of the bid bond shall not exceed five (5%) percent of the amount bid.

2. No forfeiture under a bid bond shall exceed the lesser of (i) the difference between the bid for which the bond was written and the next low bid, or (ii) the face amount of the bid bond.
3. Nothing in this section shall preclude the purchasing agent from requiring bid bonds for construction contracts anticipated to be less than five hundred thousand dollars (\$500,000.00) for non-transportation-related projects or three hundred thousand dollars (\$300,000.00) for transportation-related projects authorized under Article 2, (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2, and partially or wholly funded by the Commonwealth.

#### **Section 1.41.1 - Bonds for Other than Construction Contracts**

1. At the discretion of the purchasing agent, bidders may be required to submit with their bid a bid bond, or a certified check, in an amount to be determined by the purchasing agent and specified in the invitation to bid, which shall be forfeited to the county as liquidated damages upon the bidder's failure to execute within ten (10) days a construction contract awarded to him or upon the bidder's failure to furnish any required performance or payment bonds in connection with a contract awarded to him as specified in the request for bids.
2. The purchasing agent may require successful bidders to furnish a performance bond and a payment bond at the expense of the successful bidder, in amounts to be determined by the purchasing agent and specified in the invitation to bid, to ensure the satisfactory completion of the work for which a contract or purchase order is awarded.

#### **Section 1.42 - Award of Contract to Lowest, Responsive, Responsible Bidder**

The purchasing agent shall award contracts governed by this division to the lowest responsive, responsible bidder. When the terms and conditions for multiple awards are provided in the invitation for bids, awards may be made to more than one (1) bidder. In determining the lowest responsive, responsible bidder, in addition to price, the agent shall consider:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance of previous contracts or service.
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.

6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
9. The number and scope of conditions attached to the bid.

#### **Section 1.42.1- Award of Contract to Other than Low Bidder**

When the award of a contract under this division is not given to the lowest bidder, a full and complete statement of the reasons therefore shall be prepared by the purchasing agent and filed with the other records relating to the transaction.

#### **Section 1.42.2 - Bidder Negotiation with Lowest Responsible**

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing agent may negotiate with the apparent low bidder to obtain a contract price within available funds.

#### **Section 1.42.4 - Bid Deposits**

When deemed necessary by the purchasing agent, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of the surety where the purchasing agent has required such. A successful bidder shall forfeit any surety required by the purchasing agent upon failure on his part to enter into a contract and provide all required documents within ten (10) days after the award or as otherwise provided by the purchasing agent.

#### **Section 1.43 - Cancellation, Rejection of Bids; Waiver of Informalities**

1. An invitation to bid, a request for proposal, any other solicitation, and any and all bids or proposals, and parts thereof, may be modified, cancelled or rejected. The reasons for cancellation or rejection shall be made part of the contract file.
2. The purchasing agent may waive informalities in bids.

#### **Section 1.43.1 - Tie Bids**

In the case of a tie bid, after taking into consideration cash discounts for early payment, if any, preference shall be given to goods produced in Isle of Wight, goods or services or construction provided by Isle of Wight persons; otherwise to a Virginia person; if no such choices are available, then the tie shall be decided by lot.

#### **1.43.2 Preference for Energy-Efficient Goods** *(July 15, 2021)*

When in the course of procuring goods, if two or more bids for products that are Energy Star certified, meet Federal Energy Management Program (FEMP) designated efficiency requirements, appear on FEMP's Low Standby Power Product List, or are Water-Sense certified, only those bids shall be considered unless, before selecting a different bid, a written statement is provided that demonstrates the cost of the products that are Energy Star certified, meet FEMP-designated efficiency requirement, appear on FEMP's Low Standby Power Product List or are Water Sense certified was unreasonable.

#### **Section 1.44 - Performance and Payment Bonds**

1. Upon the award of any (i) nontransportation-related public construction contract exceeding

\$500,000 awarded to any prime contractor or (ii) transportation-related project authorized pursuant to Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 exceeding \$350,000 that is partially or wholly funded by the Commonwealth, the contractor shall furnish to the public body the following bonds:

- a. A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications and conditions of the contract.
  - b. A payment bond in the sum of the contract amount. Such bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in the prosecution of the work provided for in such contract, and shall be conditioned upon the prompt payment for all such material furnished or labor supplied or performed in the prosecution of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.
2. Each of such bonds shall be executed by one (1) or more surety companies selected by the contractor which are legally authorized to do surety business in Virginia.
  3. Such bonds shall be payable to the County of Isle of Wight. Each of the bonds shall be filed with the County of Isle of Wight, or a designated officer or official thereof.
  4. Nothing in this section shall preclude the purchasing agent from requiring payment or performance bonds for construction contracts below \$500,000 for nontransportation-related projects or \$350,000 for transportation-related projects authorized under Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 and partially or wholly funded by the Commonwealth.
  5. Nothing in this section shall preclude such contractor from requiring each subcontractor to furnish a payment bond with surety thereon in the sum of the full amount of the contract with such subcontractor, conditioned upon the payment to all persons who have and fulfill contracts which are directly with the subcontractor for performing labor and furnishing materials in the prosecution of the work provided for in the subcontract.

#### **Section 1.44.1 - Action on Performance Bond**

No action against the surety on a performance bond shall be brought unless within one (1) year after (i) completion of the contract, including the expiration of all warranties and guarantees, or (ii) discovery of the defect or breach of warranty, if the action be for such.

#### **Section 1.44.2 - Actions on Payment Bonds**

1. Any claimant who has a direct contractual relationship with the contractor and who has performed labor or furnished material in accordance with the contract documents in the prosecution of the work provided in any contract for which a payment bond has been given, and who has not been paid in full therefore before the expiration of ninety (90) days after the day on which such claimant performed the last of such labor or furnished the last of such materials for which he claims payment, may bring an action on such payment bond to recover any amount due him for such labor or material, and may prosecute such action to final judgment and have execution on the judgment. The Oblige named in the bond need not be named a party to such action.

2. Any claimant who has a direct contractual relationship with any subcontractor from whom the contractor has not required a subcontractor payment bond under Section 1.565.2 but who has no contractual relationship, express or implied, with such contractor, may bring an action on the contractor's payment bond only if he has given written notice to such contractor within ninety (90) days from the day on which the claimant performed the last of the labor or furnished the last of the materials for which he claims payment, stating with substantial accuracy the amount claimed and the name of the person for whom the work was performed or to whom the material was furnished. Any claimant who has a direct contractual relationship with a subcontractor from whom the contractor has required a subcontractor payment bond under Section 1.44, but who has no contractual relationship, express or implied, with such contractor, may bring an action on the subcontractor's payment bond. Notice to the contractor shall be served by registered or certified mail, postage prepaid, in an envelope addressed to such contractor at any place where his office is regularly maintained for the transaction of business. Claims for sums withheld as retainage with respect to labor performed or materials furnished shall not be subject to the time limitations stated in this subsection.
3. Any action on a payment bond must be brought within one (1) year after the day on which the person bringing such action last performed labor or last furnished or supplied materials.

#### **Section 1.44.3 - Alternative Forms of Security**

1. In lieu of a bid, payment or performance bond, a bidder may furnish a certified check, cashier's check, or cash escrow in the face amount required for the bond.
2. If approved by the county attorney, a bidder may furnish a bank or savings and loan association's irrevocable letter of credit on certain designated funds in the face amount required for the bid bond. Approval shall be granted only upon a determination that the alternative form of security proffered affords protection to the county at least equivalent to a corporate surety's bond.

#### **Section 1.44.4 - Construction Contract Provisions Barring Damages for Unreasonable Delays Declared Void**

1. Any provision contained in any public contract for construction entered into on or after July 1, 1991, that purports to waive, release, or extinguish the rights of a contractor to recover costs or damages for unreasonable delay in performing such contract, either on his behalf or on behalf of his subcontractor if and to the extent such delay is caused by acts or omissions of the county, its agents or employees and due to causes within their control is against public policy and is void and unenforceable.
2. Subsection (a) shall not be construed to render void any provision of a public contract for construction that:
3. Allows the county to recover that portion of delay costs caused by the acts or omissions of the contractor, or its subcontractors, agents or employees;
  - a. Requires notice of any delay by the party claiming the delay;
  - b. Provides for liquidated damages for delay; or
  - c. Provides for arbitration or any other procedure designed to settle contract disputes.

4. A contractor making a claim against the county for costs or damages due to the alleged delaying of the contractor in the performance of its work under any public contract for construction shall be liable to the county and shall pay it for a percentage of all costs incurred by the county in investigating, analyzing, negotiating, litigating and arbitrating the claim, which percentage shall be equal to the percentage of the contractor's total delay claim which is determined through litigation or arbitration to be false or to have no basis in law or in fact.
5. If the county denies a contractor's claim for costs or damages due to the alleged delaying of the contractor in the performance of work under any public contract for construction, it shall be liable to and shall pay such contractor a percentage of all costs incurred by the contractor to investigate, analyze, negotiate, litigate and arbitrate the claim. The percentage paid by the county shall be equal to the percentage of the contractor's total delay claim for which the county's denial is determined through litigation or arbitration to have been made in bad faith.

#### **Section 1.45 - Retainage on Construction Contracts**

1. In any public contract for construction which provides for progress payments in installments based upon an estimated percentage of completion, the contractor shall be paid at least ninety-five (95) percent of the earned sum when payment is due, with not more than five (5) percent being retained to assure faithful performance of the contract. All amounts withheld may be included in the final payment.
2. Any subcontract for a public project which provides for similar progress payments shall be subject to the same limitations.

1. **Section 1.45.1- Deposit of Certain Retained Funds on Certain Contracts; Penalty for Failure to Timely Complete** Commencing January 1, 1990, the county, when contracting directly with contractors for public contracts of three hundred thousand dollars (\$300,000.00), or more, for construction of highways, roads, streets, bridges, parking lots, demolition, clearing, grading, excavating, paving, pile driving, miscellaneous drainage structures, and the installation of water, gas, sewer lines and pumping stations where portions of the contract price are to be retained, shall include in the bid proposal an option for the contractor to use an escrow account procedure for utilization of the county's retainage funds by so indicating in the space provided in the proposal documents. In the event the contractor elects to use the escrow account procedure, the "escrow agreement" form included in the bid proposal and contract shall be executed and submitted to the county within fifteen (15) calendar days after notification. If the "escrow agreement" form is not submitted within the fifteen-day period, the contractor shall forfeit his rights to the use of the escrow account procedure.
2. In order to have retained funds paid to an escrow agent, the contractor, the escrow agent, and the surety shall execute an "escrow agreement" form. The contractor's escrow agent shall be a trust company, bank or savings institution with its principal office located in the Commonwealth. The "escrow agreement" and all regulations promulgated by the county entering into the contract shall be substantially the same as those used by the Commonwealth of Virginia Department of Transportation.
3. This section shall not apply to public contracts for construction for railroads, public transit

systems, runways, dams, foundations, installation or maintenance of power systems for the generation and primary and secondary distribution of electric current ahead of the customer's meter, the installation or maintenance of telephone, telegraph or signal systems for public utilities and the construction or maintenance of solid waste or recycling facilities and treatment plants.

4. Any such public contract for construction with the county, which includes payment of interest on retained funds, may require a provision whereby the contractor, exclusive of reasonable circumstances beyond the control of the contractor stated in the contract, shall pay a specified penalty for each day exceeding the completion date stated in the contract.
5. Any subcontract for such public project which provides for similar progress payments shall be subject to the provisions of this section.

### **Section 1.45.2 - Multi-Term Contracts**

1. Unless otherwise provided by law, a contract for goods, services or insurance may be entered into for any period of time deemed to be in the best interest of the county provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore.
2. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be void.

## **DIVISION 3. - COMPETITIVE NEGOTIATION**

### **Section 1.46 - Competitive Negotiation Generally**

Competitive negotiation is a method of source selection which involves individual discussions between the county and the offeror on the basis of responses to the county's request for proposals. The source selection methods of competitive negotiation incorporate Sections 1.36.2, 1.39, 1.39.1 and 1.40, 1.54.4 and 1.57, in addition to the provisions of this division.

#### **Section 1.46.1 - Request for Proposals**

A request for proposals shall be in writing and indicate in general terms that which is sought to be procured, specifying the factors, and indicating whether a numerical scoring system will be used in evaluating the proposal, and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required of the contractor. If a numerical scoring system will be used in the evaluation of proposals, the point values assigned to each of the evaluation criteria shall be included in the Request for Proposal or posted at the location designated for public posting of procurement notices prior to the due date and time for receiving proposals

#### **Section 1.46.2 - Public Notice** *(Revised July 1, 2019)*

Public notice shall be given at least ten (10) days prior to the date set for receipt of proposals, by posting on a public bulletin board at the office of purchasing, and on the General Service's central electronic procurement website, or other appropriate websites as desired. Public notice may also publish in a newspaper or newspapers of general circulation in the area in which the contract is to be performed. Public notice on the General Service website is required in instances where the County determines not to use newspaper advertisement. This is to ensure reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to

the request. In addition, proposals may be posted on a public website or solicited directly from potential contractors.

### **Section 1.46.3 - Receipt of Proposals**

No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal during the process of negotiation.

### **Section 1.46.4 - Evaluation Factors**

The request for proposals shall state the relative importance of price and other evaluation factors. The request for proposal shall include the specifics of any particular scoring system that will be used.

### **Section 1.46.5 - Discussion with Responsible Offerors and Revision of Proposals**

As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

### **Section 1.47 - Award**

Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the county taking into consideration price and the evaluation factors set forth in the request for proposal. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made. When the terms and conditions for multiple awards are provided in the request for proposal, awards may be made to more than one (1) offeror.

### **Section 1.47.1 - Contracting for Professional Services**

1. Competitive negotiation procedure. The purchasing agent shall engage in individual discussions with all offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project as well as alternative concepts. The request for proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. These discussions may encompass nonbinding estimates of total project costs, including where appropriate, design, construction, and life-cycle costs. Methods to be utilized in arriving at price for services may also be discussed. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. For architectural or engineering services, the public body shall not request or require offerors to list any exception to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations. At the conclusion of discussions, outlined herein, on the basis of evaluation factors published in the request for proposals and all information developed in the selection process to this point, the purchasing agent shall select in the order of preference two (2) or more offerors whose



professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the county can be negotiated at a price considered fair and reasonable, and pursuant to contractual terms and conditions acceptable to the public body, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Should the purchasing agent determine in writing and in his sole discretion that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. Once formally terminated, negotiations may not be reopened with any offeror.

2. Multiphase professional services contracts satisfactory and advantageous to the county for environmental, location, design and inspection work regarding construction infrastructure projects may be negotiated and awarded based on qualifications at a fair and reasonable price for the first phase only, when completion of the earlier phases is necessary to provide information critical to the negotiation of a fair and reasonable price for succeeding phases. Prior to entering any such contract, the county shall state the anticipated intended total scope of the project and determine in writing that the nature of the work is such that the best interests of the county require awarding the contract.
3. Contracting for multiple projects. A contract for architectural or professional engineering services relating to construction projects may be negotiated by the county, for multiple projects provided (i) the projects require similar experience and expertise, (ii) the nature of the projects is clearly identified in the request for proposals, and (iii) the contract term is limited to one (1) year or when the cumulative total project fees reach the maximum cost authorized in this paragraph, whichever occurs first. Such a contract may be renewable for four (4) additional one-year terms at the option of the county. Under such contract, (a) the fair and reasonable prices, as negotiated, shall be used in determining the cost of each project performed; (b) the sum of all projects performed in one (1) year or when the cumulative total project fees reach the maximum cost authorized in this paragraph, whichever occurs first. Such a contract may be renewable for three (3) additional one-year terms at the option of the county. Under such contract, (a) the fair and reasonable prices, as negotiated, shall be used in determining the cost of each project performed; (b) the sum of all projects performed in one (1) contract term shall not exceed ten million dollars (\$10,000,000); and (c) the project fee of any single project shall not exceed two million five hundred thousand dollars (\$2,500,000), per contract term. Any unused amounts from the first contract term shall not be carried forward to the additional term. Competitive negotiations for such contracts may result in awards to more than one (1) offeror provided (1) the request for proposals so states and (2) the county has established procedures for distributing multiple projects among the selected contractors during the contract term.
4. The County shall not procure architectural or engineering services through a job order contract.

### **Section 1.47.2 - Contracting for Other Than Professional Services**

Selection shall be made of two (2) or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposal, including price if so stated in the request for proposal. In the case of a proposal for information technology, as defined in § [2.2-2006](#), a public body shall not require an offeror to state in a

proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the purchasing agent shall select the offeror which, in his opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions for multiple awards are provided in the request for proposal, awards may be made to more than one (1) offeror. Should the purchasing agent determine in writing and in his sole discretion that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

## **DIVISION 4. - DEBARMENT**

### **Section 1.48 - Authority to Debar or Suspend**

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the purchasing agent is authorized to debar a person for cause from consideration for award of contracts. The debarment shall not be for a period of more than three (3) years. The purchasing agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall not be for a period of more than three (3) months. The causes for debarment include:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract;
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor;
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
4. Violation of contract provisions, as set forth below, of a character which is regarded by the purchasing agent to be so serious as to justify debarment action:
  - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment; or
5. Any other cause the purchasing agent determines to be so serious and compelling as to affect responsibility as a county contractor, including debarment by another governmental entity for any cause mentioned in this section, or for violation of the ethical standards set forth in division 6 of this article.

### **Section 1.48.1 - Decision to Debar or Suspend**

If the purchasing agent shall debar or suspend a person, the purchasing agent shall issue a written

decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of his rights concerning judicial or administrative review.

#### **Section 1.48.2 - Notice of Decision**

A copy of the decision required by Section 1.48.1 of this division shall be mailed or otherwise furnished immediately to the debarred or suspended person.

#### **Section 1.48.3 - Finality of Decision**

A decision under Section 1.48.1 of this division shall be final and conclusive, unless the debarred or suspended person within ten (10) days after receipt of the decision appeals to the purchasing agent pursuant to Section 1.49.

### **DIVISION 5. - APPEALS AND REMEDIES FOR BID PROTESTS**

#### **Section 1.49 - Ineligibility of Bidder, Offeror or Contractor**

1. Any bidder, offeror or contractor, other than one (1) who has been debarred pursuant to Division 4 of this article, refused permission to, or disqualified from participating in public contracts shall be notified in writing. Such notice shall state the reasons for the action taken. This decision shall be final unless the bidder, offeror or contractor appeals within thirty (30) days of receipt thereof by invoking the administrative appeal procedure established by the purchasing agent, if any or in the alternative by instituting legal action as provided in Section 1.50.1 of this division.
2. If, upon appeal, it is determined that the action taken was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief shall be restoration of eligibility.

#### **Section 1.49.1 - Appeal of Denial or Withdrawal of Bid**

1. A decision denying withdrawal of bid shall be final and conclusive unless the bidder appeals the decision within ten (10) days after receipt of the decision by invoking the administrative procedures established by the purchasing agent, if any, or in the alternative by instituting legal action as provided in Section 1.50.1 of this division.
2. If no bid bond was posted, a bidder refused withdrawal of a bid under the provisions of Section 1.40.4 prior to appealing shall deliver to the purchasing agent a certified check or cash bond in the amount of the difference between the bid and the next lowest bid. Such security shall be released only upon a final determination that the bidder was entitled to withdraw the bid.
3. If, upon appeal, it is determined that the decision refusing withdrawal of the bid was arbitrary or capricious, the sole relief shall be withdrawal of the bid.

#### **Section 1.49.2 - Determination of Non-Responsibility**

1. Following public opening and announcement of bids received on an invitation to bid, the purchasing agent shall evaluate the bids. At the same time the purchasing agent shall determine whether the apparent low bidder is responsible. If the purchasing agent so determines, then he may proceed with an award in accordance with the provisions of Section 1.42. If the purchasing agent determines that the apparent low bidder is not responsible, he shall proceed as follows:

- a. Prior to the issuance of a written determination of non-responsibility, the purchasing agent shall (i) notify the apparent low bidder in writing of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the apparent low bidder an opportunity to inspect any documents which relate to the determination, if so requested by the bidder within five (5) business days after receipt of the notice.
  - b. Within ten (10) business days after receipt of the notice, the bidder may submit rebuttal information challenging the evaluation. The purchasing agent shall issue his written determination of responsibility based on all information in his possession, including any rebuttal information, within five (5) business days of the date he received such rebuttal information. At the same time, the purchasing agent shall notify the bidder in writing of his determination.
  - c. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten (10) days by invoking the administrative procedures as provided in Section 1.49.2, or in the alternative by instituting legal action as provided in Section 1.50.1
  - d. The provisions of this subsection shall not apply to procurements involving the prequalification of bidders and the rights of any potential bidders under such prequalification to appeal a decision that such bidders are not responsible.
2. If, upon appeal pursuant to Section 1.50.1 or Section 1.49.2, it is determined that the decision of the purchasing agent was arbitrary or capricious, and the award of the contract in question has not been made, the sole relief shall be a finding that the bidder is a responsible bidder for the contract in question. If it is determined that the decision of the purchasing agent was arbitrary or capricious, the relief shall be as set forth in Section 1.50.
  3. A bidder contesting a determination that he is not a responsible bidder for a particular contract shall proceed under this section and may not protest the award or proposed award under Section 1.49.3 of this division.
  4. Nothing contained in this section shall be construed to require the county when procuring by competitive negotiation to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

### **Section 1.49.3 - Protest of Award or Decision to Award**

1. Any bidder or offeror may protest the award or decision to award a contract by submitting such protest in writing to the purchasing agent no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. The purchasing agent shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the bidder or offeror appeals within ten (10) days of the written decision by invoking the administrative procedures established by the purchasing agent, if any, or in the alternative by instituting legal action as provided in Section 1.50.1 of this division.
2. If prior to an award it is determined that the decision to award is arbitrary or capricious,

then the sole relief shall be a finding to that effect. The awarding authority (county council or purchasing agent) shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the contract may be enjoined. Where the award has been made and performance has begun, the awarding authority (county council or purchasing agent) may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits. A decision to award shall be deemed to be arbitrary and capricious if it is not in accordance with the Constitution of Virginia, applicable law or regulation, or the terms and conditions of the invitation to bid or request for proposal. Nothing in this subsection shall be construed to permit a bidder to challenge the validity of the terms and conditions of the invitation to bid or request for proposal.

3. Where the awarding authority (county council or purchasing agent) determines, after a hearing held by it, or its designee, following reasonable notice to all bidders, that there is probable cause to believe that a decision to award was based on fraud or corruption or on an act in violation of the ethics in public contracting as set forth in Division 6 of this article, the county council or the purchasing agent, as the case may be, shall not award the contract to the offending bidder.

#### **Section 1.49.4 - Effect of Appeal Upon Contract**

Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this chapter shall not be affected by the fact that a protest or appeal has been filed.

#### **Section 1.49.5 - Stay of Award During Protest**

An award need not be delayed for the period allowed a bidder or offeror to protest, but in the event of a timely protest, as provided in Section 1.49.3, or the filing of a timely legal action as provided in Section 1.50.1, no further action to award the contract shall be taken unless there is a written determination by the purchasing agent that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

#### **Section 1.50 - Contractual Disputes**

- a. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
- b. A procedure for consideration of contractual claims may be included in each contract. Such procedure, which may be incorporated into the contract by reference, shall establish a time limit for a final decision in writing by the purchasing agent.
- c. A contractor may not invoke the administrative procedures established by the purchasing agent, if any, or institute legal action as provided in Section 1.62.1 of this division, prior to receipt of the decision on the claim, unless the purchasing agent fails to render such

decision within the time specified in the contract.

- d. The decision of the purchasing agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final decision on the claim by the purchasing agent by invoking the administrative procedures established by the purchasing agent, if any, or in the alternative by instituting legal action as provided in Section 1.62.1 of this division.

### **Section 1.50.1 - Legal Actions**

- a. A bidder or offeror, actual or prospective, who is refused permission, or is disqualified from participation in bidding or competitive negotiations, or who is determined not to be a responsible bidder or offeror for a particular contract, may bring an action in the circuit court for the County of Isle of Wight challenging that decision, which shall be reversed only if the petitioner establishes that the decision was arbitrary or capricious, or, in the case of denial of prequalification, that the decision to deny prequalification was not based upon the criteria for denial of prequalification as set forth in Section 1.39.
- b. A bidder denied withdrawal of a bid under Section 1.40.4 of this Code may bring an action in the circuit court for the County of Isle of Wight challenging that decision, which shall be reversed only if the bidder establishes that the decision was clearly erroneous.
- c. A bidder, offeror or contractor may bring an action in the circuit court for the County of Isle of Wight challenging a proposed award or the award of a contract, which shall be reversed only if the petitioner establishes that the proposed award or the award is not an honest exercise of discretion, but rather is arbitrary or capricious or not in accordance with the Constitution of Virginia, applicable law or regulation, or the terms and conditions of the invitation to bid or request for proposal. In the event the apparent low bidder, having been previously determined by the purchasing agent to be not responsible, is found by the court to be responsible, the court may direct the award of the contract to such bidder in accordance with the requirements of this section and the invitation to bid or request for proposal. The provisions of Section 1.49.3(b) shall apply to any such award.
- d. If injunctive relief is granted, the court, upon request of the county, shall require the posting of reasonable security to protect the county.
- e. A contractor shall bring an action involving a contract dispute with the county in the circuit court for the County of Isle of Wight.
- f. A bidder, offeror or contractor need not utilize the administrative procedures of section 1.50.2 of this Code; but if those procedures are invoked by the bidder, offeror or contractor, the procedures shall be exhausted prior to instituting legal action concerning the same procurement transaction unless the county agrees otherwise.
- g. Nothing herein shall be construed to prevent the county from instituting legal action against a contractor.

### **Section 1.50.2 - Administrative Appeals Procedure**

- a. The purchasing agent shall establish an administrative procedure for hearing protests of a decision to award or an award, appeals from refusals to allow withdrawal of bids, appeals from disqualifications and determinations of non-responsibility, actions of debarment or suspension, and appeals from decisions on disputes arising during the performance of a

contract, or any of these. Such administrative procedure shall provide for a hearing before a disinterested person or panel, the opportunity to present pertinent information and the issuance of a written decision containing findings of fact. The disinterested person shall not be an employee of the county and no member of the panel shall be an employee of the county. The findings of fact shall be final and conclusive and shall not be set aside unless the same are fraudulent, arbitrary or capricious, or as grossly erroneous as to imply bad faith, or in the case of denial of prequalification, such findings were not based upon the criteria for denial of prequalification as set forth in Section 1.39. No determination on an issue of law shall be final if appropriate legal action is instituted in a timely manner.

- b. Any party to the administrative procedure, including the county, shall be entitled to institute judicial review if such action is brought within thirty (30) days of receipt of the written decision.

## **DIVISION 6. - ETHICS IN PUBLIC CONTRACTING**

### **Section 1.51 - Purpose**

The provisions of this division supplement, but do not supersede, other provisions of law, including, but not limited to, the State and Local Government Conflict of Interests Act (§2.1-3100 et seq.), the Virginia Governmental Frauds Act (§18.1-498.1 et seq.), and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, 1950, as amended. The provisions of this division apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.

### **Section 1.52 - Definitions**

For the purposes of this division, the following words and phrases shall have the meanings respectively ascribed to them by this section, unless a different meaning clearly appears from the context:

1. County employee shall mean any person employed by the county, including elected officials or appointed members of governing bodies.
2. Immediate family shall mean a spouse, children, parents, brothers and sisters, or any person living in the same household as the employee.
3. Official responsibility shall mean administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting therefrom.
4. Pecuniary interest arising from the procurement shall mean a personal interest in a contract as defined in the State and Local Government Conflict of Interests Act (§ 2.1-3100 et seq., Code of Virginia).
5. Procurement transaction shall mean all functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
6. Nominal value. So small, slight or the like, in comparison to what might properly be expected, as scarcely to be entitled to the name, but in no case to be more than twenty dollars (\$20.00).

### **Section 1.53 - Proscribed Participation by Public Employees in Procurement Transaction**

Except as may be specifically allowed by of Section §2.1-3112, subdivisions A2 and A3, Code of Virginia, 1950, as amended, no county employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the county when the employee knows that:

1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five (5) percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, offeror or contractor.

### **Section 1.54 - Solicitation or Acceptance of Gifts**

No county employee having official responsibility for a procurement transaction shall solicit, demand, accept or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The county may recover the value of anything conveyed in violation of this section.

### **Section 1.55 - Disclosure of Subsequent Employment**

No county employee or former county employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one (1) year from the cessation of employment by the county unless the employee or former employee provides written notification to the county council prior to commencement of employment by that bidder, offeror or contractor.

### **Section 1.56 - Gifts by Bidders, Offerors, Contractors or Subcontractors**

No bidder, offeror, contractor or subcontractor shall confer upon any county employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

### **Section 1.57 - Kickbacks**

- a. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontractor or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
- b. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.



- c. No person shall demand or receive any payment, loan, subscription, advance, and a deposit of money, or services, or anything of value, in return for an agreement not to compete on a county contract.
- d. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the county and will be recoverable from both the maker and recipient. Recovery from one (1) offending party shall not preclude recovery from other offending parties.

### **Section 1.58 - Purchase of Building Materials, etc., from Architect or Engineer Prohibited**

- a. No building materials supplies or equipment for any building or structure constructed by or for the county shall be sold by or purchased from any person employed as an independent contractor by the public body to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which such architect or engineer has a personal interest as defined in Section §2.1-3101, Code of Virginia, 1950, as amended.
- b. No building materials, supplies or equipment for any building or structure constructed by or for the county shall be sold by or purchased from any person which has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in such building or structure to the independent contractor employed by the county to furnish architectural or engineering services in which such person has a personal interest as defined in Section §2.1-3101, Code of Virginia, 1950, as amended.
- c. The provisions of subsections (a) and (b) shall not apply in cases of emergency.

### **Section 1.59 - Penalty for Violation**

Willful violation of any provision of this division shall constitute a class I misdemeanor. Upon conviction, any county employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

## **DIVISION 7. - Purchasing Card (Pcard) Policy**

### **Section 1.61 - Purpose**

The purpose of this policy is to provide guidelines and procedures to govern the County of Isle of Wight's Purchasing Card (Pcard) Program. The Pcard Program has been established to provide County departments and agencies with an efficient means of purchasing goods and services. The Pcard Program and policy is intended to:

- Reduce the volume of accounts payable transactions and associated administrative costs by consolidating multiple vendor payments while providing departments a time-saving convenience.
- Provides a convenient method for small purchases and to facilitate e-commerce, including Internet purchases and/or payments.
- Ensure that procurement of goods and services with purchasing cards is accomplished in accordance with the County's Purchasing Policy to carry out the program.
- Facilitate good management practices and proper tracking of expenditures.
- Ensure that appropriate internal controls are established to prevent fraud and unauthorized purchases.

- Provides excellent value through rebates earned by making purchases on Pcards.

The County of Isle of Wight (County) utilizes an electronic Purchasing Card (Pcard) Program that provides the County the opportunity to streamline procedures for procuring small dollar goods and services. All purchases must comply with the County's Pcard Policy and Purchasing guidelines. Purchases shall *only be made for official County business*. Personal use of the Pcard is prohibited and can result in employee discipline up to and including termination of employment from the County.

Pcard services are obtained through participation in the State-wide contract administered by the Virginia Department of Accounts (DOA), in conjunction with the Virginia Department of General Services, Division of Purchases and Supply (DGS/DPS). Bank of America is the County's provider for the Pcard Program.

### **Section 1.62 - Applicability**

These procedures apply to all cardholders, their supervisors, and those authorized to use or administer cards. The Director of Budget & Finance has overall responsibility for the Pcard program and has established this policy for its utilization. The Director of Budget & Finance appoints the Pcard Administrator and designated backup, who administer the Pcard Program.

#### **Definitions:**

*Approving Official:* The Department Head or his/or her designee authorized to approve purchases and code transactions to departmental line items.

*Cardholder:* The Cardholder shall make purchases and process transactions in accordance with this policy. Purchases and returns should be recorded on a Pcard log in a timely manner. The transactions shall be reconciled to the bank statement and processed using the Bank of America online system. All documentation shall be submitted to their Cardholder Manager each cycle. An electronic format is preferred.

*Proxy Reconciler:* In some departments administrative personnel are tasked to represent the actual Cardholder during reconciliation processes. This usually occurs when the cardholder does not have access to a computer to input data. The Proxy Cardholder can perform those tasks normally assigned to the Cardholder. A Proxy Cardholder may not have the role of Cardholder Manager for the same Cardholder.

*Cardholder Manager:* The Cardholder Manager (usually cardholder's immediate supervisor) shall ensure all purchases under his/her approval authority are in compliance with this policy and are accurate and necessary to conduct County business by reviewing the Cardholders' receipts, log, and statement. The Cardholder Manager shall utilize the Bank of America online system (Works) each cycle to sign-off on the approved transactions.

*Department Head:* The Department Head is responsible for all Pcard activity in their department and shall appoint Cardholder Managers. The Department Head or designee shall analyze each Cardholder's usage and spending limits to ensure appropriate purchasing authority. The Department Head shall minimize credit exposure by limiting the number of cards to essential personnel who frequently purchase goods or services, establishing reasonable credit limits, and coordinating appropriate MCC restrictions (Accommodations, Car Rentals, Oil/Gas, Restaurant/Food, and Travel) through the Pcard Administrator.

*Purchasing Card Administrator:* The County employee in Purchasing assigned by the Director of Budget & Finance to administer the Purchasing Card Program.

*Purchasing Card Issuer:* The financial institution issuing the purchasing cards, Bank of America.

*Program Manager:* An additional employee that may be assigned by Department Head to be responsible for fiscal oversight of his/her department's purchase card program. Program managers shall not be cardholders.

### **Section 1.63 - Assignment of the Purchasing Card (Pcard)**

- Pcards will be issued to individual employees who frequently purchase goods or services at the discretion of the Director of Budget & Finance. Each Pcard displays the County's name, individual's name, the County's Federal Identification Number, the Pcard account number, and card expiration date. The Department Head must make all requests for Pcards.
- The Department Head must submit a completed request form and the cardholder agreement to the Pcard Administrator for processing. Upon receipt of the request and the cardholder agreement, the Pcard Administrator will request a Pcard from the Bank of American. Card orders take approximately five business days to be issued by the Bank of America.
- When the Pcard Administrator receives a purchasing card from the issuing card company, the cardholder will be required to complete training administered by the Purchasing Agent and Pcard Administrator and personally take receipt of the Pcard. The cardholder will be given a copy of the Purchasing Card Policy and required to provide signature affirming their understanding and intended compliance of all requirements. The Pcard Administrator will notify the requesting department upon issuance of all Pcards.
- Pcards shall be secured by the Cardholder at all times. Purchases are only to be made by the cardholder whose name is on the card. Under no circumstances shall a Pcard be shared with another County employee. The account number shall not be faxed, mailed or emailed to any vendor. The card number and expiration date may be provided verbally to trusted vendors. Web orders shall only be made on a secure website that starts with <https://>. Cardholders should not make photocopies of the Pcard.

### **Mandatory Training**

Prior to the issuing of a Pcard, and annually thereafter, all Cardholders and Cardholder Managers shall successfully complete training by the Director of Budget & Finance and the Pcard Administrator. The training class is classroom based. Cardholders that violate the County's Pcard Policy will be required to attend an additional training class in order to maintain the Pcard privileges.

### **Section 1.64 - Cardholder Spending Limits for Small Purchases** *(Revised July 1, 2019)*

The Delegation of Authority that has been provided to each cardholder sets the maximum dollar amount for each single purchase (Single Transaction Limit) and a credit limit for all purchases made with a purchasing card within a given billing cycle (30-Day Limit). Individual cardholder limits are established upon issuance of the Pcard based on recommendations provided by the Department Head and approved by the Pcard Administrator.

Regardless of the individual Pcard limits, no purchase transaction shall exceed established procurement threshold (\$13,000) as provided by the County's Purchasing Manual and Policy. Exceptions to this policy requires advance written approval from the Department Head and the Chief Financial Officer.

In case of a declared emergency made by the Board of Supervisors, Governor, or President, or when normal electronic systems are not operational, or have been suspended, the County Administrator may declare that Pcard limits be raised temporally until normal operations are restored, at which time limits will be re-lowered back to normal levels. Other, one-time, local emergencies declared in writing by a department head, may be considered by the County

Administrator, or Purchasing Agent to qualify for a one-time increase of Pcard limits if the nature of the emergency justifies special action.

### **Section 1.65 - Use of Purchasing Card** *(Revised July 15, 2021)*

Use of the Pcard must meet the following conditions:

- The Pcard is to be used only for County purchases and travel expenses that meet a public purpose as outlined in County policy or as determined by the County Administrator.
- No other person is authorized to use the Cardholder's Pcard.
- Care is to be undertaken to ensure unnecessary items are not procured.
- Cardholders must obtain a customer copy of the charge slip and the detailed receipt or all purchases made using the Pcard. The charge slip, and detailed receipt will become the accounting documents. The business purpose with item description must be documented on all receipts. These records are to be scanned and attached to the transaction in Works.
- It is recommended that all purchases be entered into a log or other records to use in reconciliation of the statement. Attach receipts and records to this document. All receipts and records of transactions should be scanned and provided to the Approving Official, Cardholder Manager, Program Manager, if applicable, and Pcard Administrator.
- Visa automatically charges a 1% fee for all international transactions. This is in addition to currency conversion fees.

#### **Section 1.65.1 - Documentation for Purchases below \$10,000** *(Revised July 15, 2021)*

- Telephone Orders - When a detailed charge receipt is not provided with the order, the cardholder shall provide a written explanation that it was a telephone purchase and provide a description of the item(s), date of purchase, amount and merchant name which will serve as the charge receipt. When merchandise is received the receipt or packing slip should be scanned and attached to the Pcard transaction when closing the monthly statement.
- Internet Orders - Most sites provide order confirmations/receipts either on-line or via e-mail. These receipts should be printed as the supporting documentation for the purchase. The cardholder shall submit documentation giving an explanation that it was an Internet purchase and provide a description of the item(s), date of purchase, and amount which will serve as the charge receipt. This documentation shall be scanned and attached with the monthly statement in Works.
- Meals - Detailed receipts are required for all meals in accordance with the County's Travel Policy and shall be allowed only with overnight stays. Otherwise, meals must be approved by the County Administrator. The business purpose and attendees must be documented on all business meal receipts. This shall be scanned and provided to the Pcard Administrator with the monthly statement.

#### **Section 1.65.2 - Documentation, Reconciliation and Payment Procedures**

- Missing Documentation: If for some reason (other than for telephone and Internet orders as described above) the cardholder does not have detailed documentation of the transaction he/she must prepare a written explanation. The explanation must include a description of the item(s), date of purchase, amount, merchant's name, and why there is no supporting documentation. Instances of frequent abuse of this provision (as determined by the Pcard Administrator) may result in cancellation of the purchasing card.
- Cash Advances Prohibited: All cash advances using the Pcard are prohibited. This includes cash advances through cash back, bank tellers or automated teller machines, and gift certificates.
- Taxes: Cardholders are responsible for knowing the County's tax-exempt status and must make every attempt to avoid paying unnecessary taxes.

- The County is exempt from Virginia Sales and Use Tax. The County is typically exempt from other states' sales tax when the order is placed by telephone or Internet. However, the County is not exempt from other states' sales tax when the purchase is made in that state. The County is also exempt from some federal excise taxes, such as the excise tax on tires, fuel, and firearms. The County is not exempt from all taxes. The County is subject to Meals and Lodging taxes, for example.

### **Section 1.65.3 - Payment and Invoice Procedures**

- Departments are required to use the Bank of America's purchasing card accountability system. All Cardholders will be required to complete training on the Bank of America's purchasing card accountability system prior to receiving their Pcard. The Pcard Administrator is also available to provide additional technical assistance as needed.
- The payment processing date due to the Purchasing Department is the 25<sup>th</sup> of each month to facilitate a timely compliance review prior to the scheduled automatic draft payment date for all purchases made by cardholders at the end of each billing cycle. Charges that have been reviewed, accepted, and properly coded by the appropriate Approving Official in the on-line Pcard system will be expensed accordingly in the financial system. Charges that have not been noted as compliant in Bank of America System will be recorded in the financial system as an advance to the cardholder. Instances of frequent abuse to this provision may result in cancellation of the Pcard.
- Each department must provide to the Pcard Administrator the names of Approving Officials and the accounts each will be responsible for reviewing and maintaining within the on-line purchasing card system at the time of card issuance. The cardholder must provide all detailed receipt(s) (sales drafts) received at the time of purchase in addition to written documentation of any telephone orders or other purchases for which detailed receipts were not provided to the Approving Official. Noncompliance may result in denial of future use of Pcards. Charges not reviewed by the date established and posted to the financial system as an advance to the cardholder may become a future payroll deduction to cover charges, if not cleared.
- The Cardholder reviews charges, notes any errors, assigns accounting codes to each item, completes the comment field (required), and forwards to the Cardholder Manager and/or Approving Official for documented approval of purchases. The Approving Official may also assign accounting codes to each item that is purchased by the Cardholder and will accept a charge in the on-line purchasing card accounting system when required documentation has been received from the cardholder in a timely manner. The Approving Official will scan the corresponding receipts and forward this information to the Pcard Administrator by the 25<sup>th</sup> of each month. Certification of all purchases is required by each cardholder, with verification performed by an Approving Official. A charge will remain as not reviewed in the on-line purchasing card system when the required documentation has not been received from the cardholder by the fifth of the following month.
- It is the cardholder's responsibility to provide his/her Approving Official with the detailed receipt(s) for each billing cycle if travel or extended leave is scheduled at the time the charges are to be reviewed in the on-line purchasing card system. At any time, should the Approving Official not receive all the detailed receipts, it will be his/her responsibility to contact cardholders and obtain the necessary documents.

If a cardholder does not have any transactions on his/her Pcard for a particular billing cycle, no charges will appear in the one-line purchasing card system (unless adjustments for previously billed transactions are processed during that cycle).

Program Manager's assigned by the Department Head may review all transactions.

### **Section 1.65.4 - Approval**

Approving Officials are required to review each cardholder transaction, and the merchant who made the sale to assure that items were for Official Use. If for any reason the Approving Official questions the purchase(s), it is his/her responsibility to resolve the issue with the cardholder. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the cardholder must provide either a Credit Voucher proving that the items have been returned for credit, or a personal check for the full amount of that purchase. Use of a County Pcard for purchases other than Official Use is considered misuse, even when the expense is reimbursed. The Approving Official is required to report instances of purchases other than of Official Use to the department's Cardholder Manager, program Manager, if applicable, the Cardholder's immediate supervisor, the Department Head, and Purchasing Card Administrator immediately for corrective action.

The cardholder is accountable for the activity on the Pcard. Improper use of the Pcard can be considered misappropriation of County funds, which may result in disciplinary action, up to, and including termination.

### **Section 1.65.5 - Disputes**

- If items purchased with the Pcard are found defective or the repair or services faulty, the cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit on the purchase. CASH REFUNDS WILL NOT BE PERMITTED. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.
- Disputed charges should be handled by the cardholder in accordance with Bank of America's system. The Pcard Administrator may be contacted for the necessary information as required by Bank of America to properly dispute charges. The Pcard Administrator will monitor outstanding disputed items to ensure cardholders are obtaining appropriate resolution. Bank of America will notify the cardholder of the action taken on disputed items.

It is essential that the timeframes and documentation requirements established by Bank of America be followed to protect the cardholder's rights in dispute.

### **Section 1.66 - Failure to Comply with Policies and Procedures** *(Revised July 15, 2021)*

• Individuals who violate this Purchasing Card Policy may have their Cardholder privileges suspended or permanently revoked, may face additional disciplinary action including termination of employment or, if appropriate, the County may take any other action against such individual permitted under law, equity or otherwise. Pcard Violations include:

- Purchase of items for personal use.
- Purchase of items in violation of the County's policies including the Travel Policy.
- Use of credit card for cash advances.
- Use of the credit card to split purchases into more than one transaction to circumvent the delegated purchasing authority dollar thresholds as defined in the County Purchasing Policy.
- Failure to return the credit card when an employee is reassigned, terminated or upon request.
- Repeated failure to provide required documentation.
- The cardholder shall never use the card to circumvent or divert the rules of the Virginia Public Procurement Act or the County of Isle of Wight Procurement Manual Policies and Procedures. 30th a reminder about being completed by the 5th
- On the 6th; everyone left will have until the 10th
- On the 11th; send email that transactions not cleared by 14th/15th/16th depending on which day(s) falls on a weekend. Will have their cards cutoff for 30days. If they have had a previous suspension the second will be 60 days then the third time will result in permanent suspension of card privileges.

### **Section 1.66.1 - Purchase Restrictions** *(Revised July 1, 2019, July 15, 2021)*

The Pcard shall not be used to purchase the following:

- Alcohol
- Cash Advance
- Gift Cards
- Meals not connected to an overnight stay or preapproved by the County Administrator.
- Items under County Contract
- Transactions over Cardholder's single transaction limit
- Purchases potentially resulting in future obligations
- Repetitive purchases (we should combine to set up contracts)
- Maintenance agreements; annual repairs; or lease agreements
- Purchases not for official County business

Efforts should be made to avoid the use of Pcards for grant purchases. Except for business reasons or economic benefit should be reviewed with the Finance Office.

Department Heads, Approving Officials, and their designees should immediately contact the Pcard Administrator and Director of Budget & Finance to report violations that are discovered. The Director of Budget & Finance and Pcard Administrator shall immediately report all instances of noncompliance and misuse to the County Administrator for appropriate disposition.

Disciplinary action, including, but not limited to termination of employment, may be taken against the Cardholder for failure to comply with this policy.

All Pcards are restricted from the following transactions:

- Drinking Places;
- Wires;
- Money Orders;
- Pawn Shops;
- Manual Cash Disbursements;
- Automated Cash Disbursements;
- Quasi Cash – Member Financial Institution;
- Non-Financial Institutions;
- Dating/Escort Services;
- Massage Parlors;
- Betting/Casino Gambling;
- Fine/Government Administrative Entities;
- Bail and Bond Payments;
- Sweepstakes;
- Food Stamps;
- Purchases beyond the normal cost, style, or not required for business needs.

The Director of Budget & Finance, Department Heads or their Designees may request additional Merchant Category Codes (MCC's) restriction to individual cards which can include Accommodations, Car Rentals, Oil/Gas, Restaurant/Food, and Travel. These limitations enable specific controls on cardholders and minimize errors, restricting the employee to specific procurement functions.

### **Section 1.67 - Requests for Changes to Purchasing Cards**

All requests for new cardholders or changes to current cardholders shall be made to the Pcard Administrator who will process the requested changes. All requests for Pcards and Pcard limit increases must be approved by the Department Head or his designated representative and by the Pcard

Administrator.

### **Section 1.68 - Semi-Annual Inventory of Purchasing Cards**

On a semi-annual basis, the Pcard Administrator will provide a list of Pcards issued to individuals for each department to the Department Head. Departments Heads shall conduct a physical inventory of the Pcards and provide a report to the Pcard Administrator of the results of the inventory.

### **Section 1.69 - Lost or Stolen Purchasing Cards**

Should any cardholder lose or have their Pcard stolen, it is the responsibility of the cardholder to immediately notify Bank of America, Cardholder Manager and/or Approving Official, and the Pcard Administrator of the loss. The telephone number of Bank of America is available from the Pcard Administrator. .

In addition to notifying Bank of America, their Cardholder Manager and/or Approving Official, of *lost or stolen* Pcard **WITHIN ONE WORKDAY** after discovery of the loss or theft of the card. The Cardholder Manager and/or Approving Official or their designee will be required to notify the Pcard Administrator **WITHIN 2 WORKDAYS**. Complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the last transactions that the cardholder had made prior to the loss, and any other necessary information shall be provided to the Pcard Administrator.

Upon determination that the card will no longer be needed, or when the Cardholder will be out on leave for more than two weeks, the Cardholder shall surrender their Pcard and un-reconciled receipts and/or statements to their Cardholder Manager. The Cardholder Manager shall immediately notify the Pcard Administrator.

#### **Section 1.69.1 - Termination or Transfer**

If an employee leaves their position with the County, or is terminated, the Approving Official and/or Cardholder Manager shall collect and return the Pcard to the Pcard Administrator. The Pcard Administrator will notify Bank of America and destroy the card.

If a cardholder transfers to another department within the County, the Pcard shall be returned to the Pcard Administrator by the Approving Official and/or Cardholder Manager. Should the employee require a Pcard to perform the duties of their new position, their new Department Head must submit a new Pcard Request Form to the Pcard Administrator.

In the event the Approving Official is not able to collect the Pcard when an individual leaves, the Pcard Administrator should be contacted immediately by telephone and written notification to ensure the purchasing card is voided. The Pcard Administrator will notify Bank of America to cancel the Pcard to prevent any transactions upon employment separation or termination of the former employee.

### **Section 1.70 - Public Records**

All documents related to the Pcard shall be fully disclosed as a public record to the extent provided for by the Virginia Freedom of Information Act (FOIA).

## **DIVISION 8 – SURPLUS PROPERTY DISPOSAL POLICY**

### **Section 1.71 - Surplus Property Disposal**

It is the intent of this section of the County's Procurement Policy entitled **SURPLUS PROPERTY DISPOSAL** to protect County assets by actively seeking the most effective means



available to dispose of all materials, supplies, equipment, or other personal property that are considered excess, obsolete, unusable, or extensively damaged in order to maximize the useful life of each of the County's assets. Personal property, as outlined in this procedures policy, shall include any excess obsolete, salvageable, or non-salvageable, Capital or Non-Capital property which is sold, replaced through the budget process, transferred or loaned to another department or Department, discarded, scrapped, traded in, or otherwise removed from service by any other means of disposal. Disposal of surplus property does not apply to real estate.

### **Section 1.71.1 - Department Responsibility**

Department directors shall be responsible for the maintenance, care, custody and control of County property assigned to their department. Further, except as otherwise set forth herein, written authorization from the General Services Department shall be obtained prior to the disposition of any surplus property. This does not include the disposition of salvageable or non-salvageable equipment, materials, and/or supplies purchased using small dollar procurement procedures; this property may be disposed of at the discretion of the department director.

### **Section 1.71.2 - Authority**

Unless otherwise directed by County Board of Supervisors or the County Administrator, the General Services Director or designee, or other authorized staff of the General Services Department, shall have the sole authority to dispose of surplus property using the method of disposal deemed to be most cost effective to the County.

The General Services Director or designee shall report final disposition to the Director of Budget & Finance.

### **Section 1.71.3 - Reporting of Surplus Property**

Surplus Property Asset Forms shall be submitted to the Department of Budget & Finance for the disposition of any surplus property acquired at the purchase price of \$5,000.00 or above, regardless of the method of disposal. These purchases are considered Capital Assets and are assigned an asset number by the Department of Finance.

A copy of the Surplus Property Asset Form shall be maintained in Budget & Finance and in the owner department inventory files.

### **Section 1.72 - Methods of Disposal**

The General Services Department may use any of the following methods to dispose of surplus property:

- A. Public Auction
  - 1. Public auction to be held at the Auctioneer's site or at a specified location within the County.
  - 2. Public auction to be held utilizing an approved on-line auction site.
- B. Sales
  - 1. Formal Sealed Bid - The property is sold using the formal sealed bid process for competitive bids. Surplus property sold using this method must be posted publicly on a Bid Board maintained by the General Services Department and advertised in a newspaper having general circulation in the County.
  - 2. Request for Quotation - The property is sold using quotations as governed by small dollar procedures.
  - 3. Direct sales by posting items on bulletin board or website with an established price on first-come basis.

4. In the event that no offer is received in response to methods (1) and (2), the General Services Director or designee may accept any subsequent offer to purchase said surplus property deemed to be in the County's best interest.
- C. Transfer of Surplus property, whether capital or non-capital assets, may be transferred as follows:
1. Transfer of property among divisions within the same department. A department director may transfer surplus property from one division to another division within their department. Whenever a Capital Asset is transferred to another division within the same department, the department director shall submit a *Surplus Asset Form* to the Department of Budget & Finance showing that the transfer has taken place.
  2. Transfer of property among different departments within the County. A department director may transfer surplus property from one department to another department within the County. Whenever a Capital Asset is transferred to another department within the County, the department director shall submit a *Surplus Asset Form* to the Department of Budget & Finance showing that the transfer has taken place.
  3. Transfer of property to another public entity prior to placing an asset on the open market for sale, the General Services Department may transfer it to another public entity for a negotiated price or, with written justification, at no cost. The transfer of property to another public entity will be the sole responsibility of the Department of Budget & Finance.
- D. Trade-in - Departments shall not use trade-in allowances to offset the cost of a new or replacement asset unless stated in the procurement process; however, the General Services Department may negotiate a trade-in allowance. In the event a trade-in is authorized by the General Services Department, the department will be charged for the gross cost of the item, and the trade-in allowance will be credited to the County's appropriate fund.
- A. Donations - At the discretion of the General Services Director or designee, any surplus property which remains unsold may be donated to any non-profit or historical organization, which includes old and used books from the Library donated for resale and monies returned to Library. With approval of the County Administrator, surplus property may be donated directly to the organization without using other methods of disposal.
- F. Loan - The temporary use of a surplus asset may be granted to a department other than the owner department or, with written permission by the General Services Director or designee, to another public entity or non-profit organization.
- G. Cannibalization - At the discretion of the department head of the owner department, obsolete, worn-out, inactive, or uneconomical operating equipment may be used for parts for the repair of other equipment.
- H. Scrap - Should no additional offers for purchase be received or requests made for donation of surplus property, the General Services Designee may declare the asset void of any value to the County and notify the department to dispose of the property as scrap at an appropriate landfill facility.

#### **Section 1.72.1 - Damaged Surplus Property – Subject of Insurance Claim**

When damage to an asset is the subject of an insurance claim, the General Services Department and Risk Management Division will coordinate the disposal of the asset.

### **Section 1.72.02 - Proceeds from Surplus Property Disposition**

Proceeds from the disposition of surplus property shall be returned to the County's General Fund and not to the owner department's account code. Exceptions to this procedure include the following:

- Asset Forfeiture Vehicles/Equipment
- Vehicles/equipment seized by the order of court through Federal and State Assets Forfeiture Program.
- Library book sales.

### **Section 1.73 - Purchase of Surplus Property by County Employees and Elected Officials**

Virginia Code §2.2-3109 prohibits any elected official or employee from getting a financial benefit based on non-public information that the employee has because of the employee's job if that information is not public knowledge.

No County employee, whether permanent or temporary, shall convert to personal use any surplus property, with or without salvage value.

No County employee, nor any member of their immediate family, may purchase surplus property. Surplus property may not be purchased by a County employee through a third party.

No elected official, nor any member of their immediate family, may purchase surplus property.

**EXHIBIT A**  
**PROCUREMENT MATRIX**

| AMOUNT (\$)       | TYPE  | PROCESS FOR QUOTES | NO OF VENDORS SOLICITED | DECISION CRITERIA                                      | PR REQUIRED | PO REQUIRED |
|-------------------|---|--------------------|-------------------------|--|-------------|-------------|
| 0.01-10,000       | GOODS, NON-PROFESSIONAL SERVICES, NON-TRANSPORTATION CONSTRUCTION | ORAL OR WRITTEN    | 1                       | BEST PRICE   |             |             |
| 10,000.01-200,000 | GOODS, NON-PROFESSIONAL SERVICES, NON-TRANSPORTATION CONSTRUCTION | RFQ                | 3                       | LOWEST RESPONSIVE AND RESPONSIBLE VENDOR OR BEST VALUE | X           | X           |
| 200,000.00+       | GOODS, NON-PROFESSIONAL SERVICES, NON-TRANSPORTATION CONSTRUCTION | IFB OR RFP         | N/A                     | LOWEST RESPONSIVE AND RESPONSIBLE BIDDER OR BEST VALUE | X           | X           |
| 0.01-10,000       | PROFESSIONAL SERVICES   | WRITTEN            | 1                       | BEST VALUE   | X           |             |
| 10,000.01-80,000  | PROFESSIONAL SERVICES   | RFP                | 3                       | COMPETITIVE NEGOTIATION BASED ON CRITERIA              | X           | X           |
| 80,000.01+        | PROFESSIONAL SERVICES   | RFP                | N/A                     | COMPETITIVE NEGOTIATION BASED ON CRITERIA              | X           | X           |
| 0.01-10,000       | TRANSPORTATION-RELATED CONSTRUCTION                               | ORAL OR WRITTEN    | 1                       | BEST PRICE   |             |             |
| 10,000.01-25,000  | TRANSPORTATION-RELATED CONSTRUCTION                               | RFQ                | 3                       | LOWEST RESPONSIVE AND RESPONSIBLE VENDOR OR BEST VALUE | X           | X           |
| \$25,000.01+      | TRANSPORTATION-RELATED CONSTRUCTION                               | IFB                | N/A                     | LOWEST RESPONSIVE AND RESPONSIBLE VENDOR OR BEST VALUE | X           | X           |

Adopted this 15th day of January, 2026

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Chairman

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Clerk

Approved as to Form:

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Robert W. Jones, Jr., County Attorney

## ISSUE SUMMARY

**Issue:**

Volunteer Cash/Other Proffers

Staff Presentation to Provide an Update on Voluntary Cash/Other Proffers

**Background:**

The County Attorney will provide information to the Board regarding the Code of Virginia requirements and limitations relative to voluntary proffers offered by developers.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

None

## ISSUE SUMMARY

**Issue:**

Revision of the FY2026-35 CIP  
Resolution to Amend the FY2026-35 Capital Improvements Program

**Background:**

The Board has requested revisions to the FY2026-35 Capital Improvements Plan to include significant capital projects that have been discussed and requested by the School Board. Those projects include: renovation of Smithfield High School, Parking Lot/Bus Loop additions at Smithfield High School.

Additionally, the costs for the proposed Westside Elementary School project have been revised to reflect updated estimates.

**Budgetary Impact:**

None.

**Recommended Action:**

Adopt a resolution to revise/amend the FY2026-35 Capital Improvements Program.

**Attachments:**

1. Resolution - FY2026-2035 CIP

**RESOLUTION TO ADOPT THE  
FY 2026-2035 CAPITAL IMPROVEMENTS PROGRAM**

**WHEREAS**, for planning purposes, capital improvement projects have been identified and listed for consideration along with their respective costs in the FY2026-2035 Capital Improvements Program; and,

**WHEREAS**, the Board of Supervisors deems it necessary and appropriate revise/amend the previously adopted capital improvements program in accordance with the Code of Virginia.

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of the County of Isle of Wight, Virginia adopts the revised/amended FY2026-2035 Capital Improvements Program.

Adopted this 15<sup>th</sup> day of January, 2026.

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Rudolph Jefferson, Chairman

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Katheryn L. Mayes, Clerk

Approved as to form:

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Robert W. Jones, Jr., County Attorney



## ISSUE SUMMARY

**Issue:**

Proposed Revisions to Chapter 14. – Sewers and Sewage Disposal, Article XV. – Use of Public Sewer System

**Background:**

The Department of Public Utilities and the County Attorney's Office propose language to update the ordinance to align with updated HRPDC model language regarding the County's Fats, Oils and Grease program.

**Budgetary Impact:**

None.

**Recommended Action:**

Should it be the Boards desire, adopt the proposed ordinance.

**Attachments:**

1. Clean Article\_XV.\_\_\_\_Use\_of\_Public\_Sewer\_System. - FOG 2026
2. Marked Up Article\_XV.\_\_\_\_Use\_of\_Public\_Sewer\_System. - 2024 REVISION DRAFT 2  
IOW edits

**AN ORDINANCE TO AMEND AND REENACT CHAPTER 14. – SEWERS AND SEWAGE DISPOSAL, ARTICLE XV. – USE OF PUBLIC SEWER SYSTEM.**

**WHEREAS**, the Board of Supervisors of Isle of Wight County, Virginia, has the legislative authority to make reasonable changes to the ordinances that govern the orderly growth and development of Isle of Wight County; and

**WHEREAS**, the Isle of Wight County Board of Supervisors is also concerned about the compatibility of uses on public and private lands within Isle of Wight County and seeks to allow flexibility in the administration of the ordinance regulations while protecting the health, safety, and general welfare of present and future residents and businesses of the County.

**NOW, THEREFORE, BE IT ORDAINED** by the Isle of Wight County Board of Supervisors that Chapter 14 Sewer and Sewage Disposal, Article XV Use of Public Sewer System is amended and reenacted as follows:

**Article XV. FATS, OILS, AND GREASE (FOG).**

**Sec. 14-93. Purpose and applicability.**

- (a) The purpose of this article is to aid in preventing the introduction and accumulation of fats, oils and grease into the county's sanitary sewer system that may contribute to sanitary sewer blockages and obstructions. Food service establishments, grease haulers and other industrial or commercial establishments generating or collecting wastewater containing fats, oils and grease are subject to this article. This article regulates such users by requiring that grease control devices and other approved strategies be installed, implemented and maintained in accordance with the provisions of this article and other applicable requirements of the County of Isle of Wight.
- (b) The provisions of this article shall apply to all food service establishments within the County of Isle of Wight and to all grease haulers providing service to any such food service establishment. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

**Sec. 14-94. Definitions.**

Automatic Grease Removal Device (AGRD)\ shall mean an active, automatic device that separates and removes FOG from effluent discharge and cleans itself of accumulated FOG at least once every twenty-four hours utilizing electromechanical apparatus. AGRDs shall not be installed.

Brown grease\ shall mean floatable fats, oils, grease and settled solids produced during food preparation that are recovered from grease control devices.

Commissary\ shall mean a catering establishment, food service establishment, or any other place in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored for distribution to satellite operations.

Core Sampler\ shall mean a sampling tool, i.e. Sludge Judge, Dipstick Pro or equivalent, designed to take

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accurate readings of settleable solids, in a variety of liquids, to any depth.

Decanting\ shall mean discharging of removed wastewater back into the grease control device, for the purpose of reducing the volume to be hauled or for recharging the grease control device.

Enforcement response plan\ shall mean a system that sets forth the process and procedures for enforcement of this section by the County of Isle of Wight.

Fats, oils, and grease (FOG)\ shall mean material, either liquid or solid, composed of fats, oils or grease from animal or vegetable sources. Examples of FOG include, but are not limited to, kitchen cooking grease, vegetable oil, bacon grease and organic polar compounds derived from animal and/or plant sources that contain multiple carbon triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations at 40 CFR Part 136, as may be amended from time to time. FOG may be referred to herein as "grease" or "greases".

Food service establishment (FSE)\ shall mean any commercial, industrial, institutional, or food processing facility discharging kitchen or food preparation wastewaters including, but not limited to, restaurants, commercial kitchens, caterers, motels, hotels, correctional facilities, prisons or jails, cafeterias, care institutions, hospitals, schools, bars, churches, commissaries, and mobile food units. Any establishment engaged in preparing, serving or otherwise making food available for consumption by the public shall be included. Such establishments use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling, boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing.

Grease control device (GCD)\ shall mean a device used to collect, contain, or remove food waste and grease from the wastewater while allowing the remaining wastewater to be discharged to the county's sanitary sewer system by gravity. Devices include hydromechanical grease interceptors, automatic grease removal devices, gravity grease interceptors, or other devices approved by the director of Utility Services or his designee.

Gravity Grease Interceptor (GGI)\ shall mean a plumbing appurtenance of not less than 250 gallons (946 L) capacity that is installed to intercept free-floating fats, oils and grease from wastewater discharge. Separation is accomplished by gravity during a retention time of not less than 30 minutes. GGIs shall not be installed.

Grease hauler\ shall mean a contractor who collects the contents of a grease control device or yellow grease storage container and transports it to an approved recycling or disposal facility. A grease hauler may also provide other services related to grease control device maintenance for a food service establishment. A certified grease hauler has been certified through the HR FOG Program.

Hampton Roads Regional Technical Standards for Grease Control Devices\ shall mean a set of regionally-approved standards required to properly size and select grease control devices.

HR FOG Program\ shall mean the regionally-approved Hampton Roads FOG education, training, and certification programs for food service establishment employees and grease haulers administered by the Hampton Roads Planning District Commission (HRPDC).

Hydromechanical Grease Interceptor (HGI)\ shall mean a plumbing appurtenance that is installed to intercept free-floating fats, oils and grease from wastewater discharge. Continuous separation is accomplished by air entrainment, buoyancy, interior baffling in combination or separately, and one of the following:

- (1) Units directly connected, with an external flow control, with an air intake (vent)
- (2) Units directly connected, with an external flow control, without an air intake (vent)
- (3) Units directly connected, without an external flow control, with or without internal flow control
- (4) Units indirectly connected, without an external flow control, with or without internal flow control

HGIs are approved with either a standard or high grease capacity. "Standard capacity" HGIs have a PDI-G101 approval, require an external flow control and have a maximum grease capacity that is equal to twice the flow-

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through rating. "High capacity" HGLs have an ASME-A112.14.3 approval, with or without an external flow control, and have a maximum grease capacity that is more than twice the flow-through rating.

Mobile Food Unit\ shall mean a food service establishment that is readily moveable from place to place at all times during operation and shall include but not be limited to pushcarts, trailers, trucks, vans, or boats.

Renderable Yellow Grease container\ shall mean a closed, leak-proof container for the collection and storage of yellow grease only.

Sanitary Sewer System\ shall mean a system of underground pipes that carries wastewater from bathrooms, sinks, kitchens, and other plumbing components to a wastewater treatment plant where it is filtered, treated and discharged.

Stormwater System\ shall mean a network of structures, channels and underground pipes designed to carry stormwater (rainwater) to ponds, lakes, streams, rivers and other surface waters.

Yellow grease\ shall mean renderable FOG used in food preparation that has not been in contact or contaminated with other sources such as water, wastewater or solid waste. An example of yellow grease is fryer oil, which can be recycled into products such as animal feed, cosmetics and alternative fuel. (Ord. No. 2011-2-C, 1-6-11; 9-19-19, 1-15-26.)

#### **Sec. 14-95. Registration requirements.**

- (a) All FSEs shall be required to register their establishment and GCDs with the County's FOG Program. Registrations shall be on forms provided by Isle of Wight Utility Services to ensure that the establishment understands its compliance responsibilities, that their GCDs are properly sized and maintained, as well as to facilitate inspection in accordance with the requirements established by Isle of Wight Utility Services.
  - (1) Registration of FSEs with the FOG Program is required before a business license will be issued.
  - (2) Existing FSEs shall register all GCDs within ninety (90) days of the adoption of this article. New establishments shall register when setting up their water and sewer service or prior to obtaining a certificate of occupancy and/or business license.
  - (3) All grease haulers, owners, and employees servicing GCDs for FSEs within the County of Isle of Wight shall be required to obtain a certification from the HR FOG Program.
  - (4) All grease haulers shall obtain the required permits, certifications and/or approvals from the facility in which waste will be disposed. Grease haulers discharging to a Hampton Roads Sanitation District (HRSD) treatment plant must obtain an HRSD Indirect Wastewater Discharge Permit.
  - (5) FSEs shall have a current employee who has successfully been certified through the HR FOG Program on site at all times. (Ord. No. 2011-2-C, 1-6-11; 9-19-19, 1-15-26.)

#### **Sec. 14-96. Discharge limits.**

No person shall discharge or cause to be discharged from any FSE any wastewater with FOG in concentrations or quantities that will damage the sewers or sanitary sewer system, as determined by Section 301D. of the Hampton Roads Sanitation District's Industrial Wastewater Discharge Regulations. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

#### **Sec. 14-97. Grease control devices.**

- (a) Requirements. All FSEs shall have a GCD(s) meeting all applicable requirements for testing and certification of ASME A112.14.3, ASME A112.14.4, CSA B481, or PDI G101. The GCD(s) shall be sized and selected in accordance with the Hampton Roads Regional Technical Standards for Grease Control Devices.

~~(1) New establishments. Except as provided in subdivision (a)(2), FSEs shall be required to install, operate,~~

nd maintain a GCD in compliance with the requirements contained in this article. GCDs shall be installed and registered prior to the issuance of a certificate of occupancy and/or business license.

- (2) Existing establishments. Existing FSEs in operation as of the effective date of this article shall be allowed to operate and maintain their existing GCDs, provided such GCDs are in proper operating condition and not found to be contributing FOG in quantities sufficient to cause line stoppages or to necessitate increased maintenance of the sanitary sewer system. If the FSE is determined to be contributing FOG by the sanitary sewer system owner and/or HRSD, the FSE shall comply with the requirements of this section. Existing FSEs that are renovated, altered, or expanded shall install a GCD meeting the requirements of this article. GCDs shall be sized and selected in accordance with the Hampton Roads Regional Technical Standards for Grease Control Devices, permitted, registered, installed and inspected as a condition of final approval of such renovation, alteration, or expansion.
  - (3) Retrofit. Any existing FSE shall be required to install or upgrade a GCD if such FSE is contributing FOG to the sanitary sewer system, as determined by the county and HRSD. Such devices shall be registered with the county within thirty (30) days of installation and shall comply with the requirements of this Section.
- (b) Installation of grease control devices.
- (1) GCDs shall be installed by a plumber licensed in the Commonwealth of Virginia. Every GCD shall be installed and connected so that it is readily accessible for inspection, cleaning, and removal of the intercepted waste at any time. Installation shall be in compliance with the Virginia Plumbing Code and the manufacturer's instructions.
  - (2) GCD covers shall meet the following load rating requirements:
    - a. Indoor, foot traffic only, minimum 300 pounds
    - b. Indoor, pallet jack or forklift traffic, minimum 2000 pounds
    - c. Outdoor, non-vehicular traffic, minimum 2000 pounds
    - d. Outdoor, vehicular traffic, minimum AASHTO M306 H20/HS20
  - (3) GCD's shall have their manhole covers secured at all times with bolts, or locking mechanisms, or shall be of sufficient weight to prevent unauthorized access, or shall have a safety apparatus secured in place under the cover to prevent accidental entry if the cover is not secured in place.
- (c) Maintenance of grease control devices.
- (1) All GCDs shall be maintained at the FSE's and/or owner's expense. Maintenance shall include the complete removal of all contents, including floating material, wastewater and settled solids. Decanting or discharging of removed waste back into the GCD, private sewer line or into any portion of the county's or HRSD's sanitary sewer system or any stormwater sewer system is prohibited. GCDs shall be maintained by a certified grease hauler unless otherwise approved (see Hampton Roads Regional Technical Standards for Grease Control Devices Appendix C).
  - (2) Gravity Grease interceptors shall be pumped out completely when the total accumulation of FOG, including floating solids and settled solids, reaches twenty-five percent (25%) of the overall liquid volume. At no time shall a GGI be cleaned less frequently than once every ninety (90) days unless allowed by the director of Utility Services or his designee.
  - (3) Automatic Grease Removal Devices shall:
    - a. Be opened and inspected for food solids, FOG buildup, and functionality of all parts, at a minimum, once every two weeks by the FSE;

The food solids collection basket and the grease collection bucket shall be emptied of their contents, at a minimum, once per day by the FSE;

- b. The device shall be inspected and completely cleaned, at a minimum, every 90 days by a certified grease hauler, unless otherwise allowed by the director of Utility Services or his designee. In no event shall the content of food solids and FOG exceed twenty-five percent (25%) of the overall liquid depth of the device.
  - (4) Hydromechanical Grease Interceptors shall be opened, inspected and completely cleaned of food solids and FOG before their maximum capacity is reached as established below, or by the manufacturer in accordance with third-party validated test reports:
    - a. Standard capacity HGIs shall be cleaned weekly, or as approved by the director of Utility Services or his designee for good cause shown. In no event shall the content of food solids and FOG exceed twenty-five percent (25%) of the overall liquid depth of the device.
    - b. High capacity HGI maintenance frequency shall be determined in accordance with the sizing and selection requirements for HGIs in the Hampton Roads Regional Technical Standards for Grease Control Devices. At no time shall a high capacity HGI be cleaned less frequently than once every 90 days, or as approved by the director of Utility Services or his designee.
  - (5) The director of Utility Services or his designee may establish a more frequent cleaning schedule if the FSE is found to be contributing FOG to the sanitary sewer system.
  - (d) Use of additives. The use of additives (including, but not limited to, products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes or bacteria) by FSEs is prohibited as grease management control. However, additives may be used to clean the FSE drain lines so long as the usage of such additives will not cause FOG to be discharged from the grease control device to the sanitary sewer system. The use of additives shall not be substituted for the maintenance procedures required by this section.
  - (e) Waste disposal.
    - (1) Waste removed from a grease control device shall be disposed of at a facility permitted to receive such wastes. Waste material removed from GCD(s) shall not be discharged directly or indirectly into any portion of the sanitary sewer system, private sewer line, stormwater system, or returned to any GCD.
      - a. FSEs approved for self-cleaning shall dispose of the waste in accordance with the requirements contained in the Hampton Roads Regional Technical Standards for Grease Control Devices Appendix C.
    - (2) FSEs shall dispose of yellow grease in a renderable yellow grease container, where contents will not be discharged to the environment. Yellow grease shall not be poured or discharged into the county's or HRSD's sanitary sewer system.
  - (f) Inspection of grease control devices. The director of Utility Services or his designee shall have the right of entry into any FSE, during reasonable hours, for the purpose of making inspections, observation, measurements, sampling, testing or records review of the sanitary sewer system and GCDs installed in such building or premises to ensure that the FSE is in compliance with this article. The owner or occupant may accompany the director or his designee. Operational changes, maintenance and repairs required by the director or his designee shall be implemented as noted in the written notice received by the FSE.
  - (g) Record keeping.
    - (1) FSEs shall retain and make available for inspection and copying records of all cleaning and maintenance for the previous three (3) years for all GCDs. FSEs utilizing a certified grease hauler shall provide cleaning and maintenance records meeting the requirements as outlined in Section 14-98. Where approved, FSEs performing GCD cleaning and waste disposal shall provide cleaning and maintenance records as required by the Director of Utility Services or his designee. Such records shall be kept on site and shall be made immediately available to any employee of Utility Services upon request.
    - (2) FSEs shall retain and make available for inspection and copying records of yellow grease disposal for the previous three (3) years. FSEs utilizing professional yellow grease rendering services shall provide
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service records meeting the requirements as outlined in Section 14-98. Such records shall be kept on site and shall be made immediately available to any employee of Isle of Wight Utility Services upon request. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

#### **Sec. 14-98. Grease hauler requirements.**

- (a) Any person collecting, pumping or hauling waste from GCDs or renderable yellow grease containers located within the municipal boundaries of the County of Isle of Wight shall be certified by the HR FOG Program and hold all required waste hauling permits.
- (b) The grease hauler shall notify the County of Isle of Wight within twenty-four (24) hours of any incident required to be reported to the Virginia Department of Environmental Quality.
- (c) Grease haulers shall retain and make available for inspection and copying, all records related to grease control device pumping and waste disposal from businesses located in the county's wastewater service area. Records shall include, at a minimum, the dates of cleaning/maintenance, the name and business address of the company providing the service, the name of the technician(s) performing the service and their associated HR FOG Program certification number(s), the condition of the GCD, the volume of waste removed in the cleaning, and the following sludge judge measurements (in inches): total depth, depth of solids, and depth of grease, and anticipated destination of waste disposal. Photos of the GCD before and after cleaning are recommended. These records shall remain available for a period of at least three (3) years. The County of Isle of Wight may require additional record keeping and reporting, as necessary, to ensure compliance with the terms of this article.
- (d) (d) Yellow grease rendering companies shall retain and make available for inspection and copying, all records related to yellow grease collected from businesses located in the county's wastewater service area. Yellow grease disposal logs shall include, at a minimum, the dates of pickup, name and business address of the company and person performing the pickup, the volume of yellow grease removed, and anticipated destination of the yellow grease.
- (e) Submission of all reporting shall be as follows:
  - (1) By mail, email or fax.
  - (2) Approved electronic method.
- (f) Renderable yellow grease containers shall be labeled with the following information:
  - (1) Name of company supplying the container(s).
  - (2) Phone number of company supplying the container(s).
  - (3) Name and/or address (including unit number) of the FSE where the container has been placed. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

#### **Sec. 14-99. Fees.**

- (a) Fees provided for in this article are separate and distinct from all other fees chargeable by the County of Isle of Wight. Fees applicable to this article are as follows:
  - (1) FSE registration fees shall be in an amount as shall be set forth in the Isle of Wight County Uniform Fee Schedule, as adopted by the board of supervisors, as it may be amended, and shall be payable at the time of submittal of the registration.
  - (2) FSE inspection and reinspection fees shall be as shall be set forth in the Isle of Wight County Uniform Fee Schedule, as adopted by the board of supervisors, as it may be amended.

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Such fees shall be due upon invoice by the County of Isle of Wight. Such fees may be added to the FSE's

public utility service bill. (Ord. No. 2011-2-C, 1-6-11; 5-1-14, 1-15-26.)

#### **Sec. 14-100. Compliance.**

(a) The County of Isle of Wight may require existing FSEs to modify, repair or replace any noncompliant GCD and appurtenances as noted in the written notice received by the FSE.

(b) The County of Isle of Wight may require grease haulers to take corrective action as noted in the written notice received by the hauler. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

#### **Sec. 14-101. Violations and penalties.**

- (a) Any person who, intentionally or otherwise, commits any of the acts prohibited by this article shall be liable to the County of Isle of Wight for all costs of containment, cleanup, abatement, removal and disposal of any substance unlawfully discharged into the sanitary sewer system or any stormwater systems, as well as the costs of any damages or regulatory fines, that are proximately caused by such violations.
- (b) Any person who, intentionally or otherwise, commits any of the acts prohibited by this article shall be subject to a fine in an amount not to exceed one thousand dollars (\$1,000.00) per violation. Each day of failure to comply with a requirement of this Ordinance shall constitute a separate violation. The court assessing such fines may, at its discretion, order such fines to be paid into the treasury of the county for the purpose of abating, preventing or mitigating environmental pollution.
- (c) Enforcement will be in accordance with the associated enforcement response plan. The County of Isle of Wight may revoke the FSEs business license, withhold reissuance of a business license, or terminate water and/or sewer services for violations of this article. The County of Isle of Wight may revoke the grease hauler's HR FOG Program certification or withhold reissuance of the HR FOG Program certification for violations of this article.
- (d) In addition to any other remedy for the violation of this article, the director may bring legal action to enjoin the violation of this article, and the existence of any other remedy, at law or in equity, shall be no defense to any such action.
- (e) The remedies set forth in this section are cumulative, not exclusive; and it may not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted. (Ord. No. 2011-2-C, 1-6-11, 1-15-26.)

Adopted this 15th day of January, 2026

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Chairman

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Clerk

Approved as to Form:

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Robert W. Jones, Jr., County Attorney



CHAPTER 14. - SEWERS AND SEWAGE DISPOSAL.  
Article XV. Use of Public Sewer System.

Revision is pursuant to "HRPDC Model FOG Ordinance 112420 final.pdf" with the following changes:

"County" replaces "City/County/Town" from the model verbiage.

"Article" replaces "Ordinance" from the model verbiage.

"General" is replaced with "Utility" Services as needed.

Numbers are spelled out or enumerated as needed for internal consistency, i.e. "one (1)".

Red with yellow highlighter is new Model verbiage (when reviewing as "all markup.")

Red with strikethrough is deleted Model verbiage (when reviewing as "all markup.")

Green highlighter or double strikethrough is proposed verbiage for County specific needs or clarification

The current IOW ordinance format is maintained as much as possible.

Side bar comments provide context, intent and recommendations for this revision based on IOW's needs. Contact the reviser for more information. The reviser assisted the HRPDC FOG Committee during the Model Ordinance's revision, which was approved by the region's Utility Directors, HRPDC and HRSD in 2020.

**Article XV. FATS, OILS, AND GREASE (FOG) Use of Public Sewer System.**

**Sec. 14-93. Purpose and applicability.**

- (a) The purpose of this article is to aid in preventing the introduction and accumulation of fats, oils and grease into the county's sanitary sewer system that may contribute to sanitary sewer blockages and obstructions. Food service establishments, grease haulers and other industrial or commercial establishments generating or collecting wastewater containing fats, oils and grease are subject to this article. This article regulates such users by requiring that grease control devices and other approved strategies ~~by-be~~ installed, implemented and maintained in accordance with the provisions of this article and other applicable requirements of the County of Isle of Wight.
- (b) The provisions of this article shall apply to all food service establishments within the County of Isle of Wight and to all grease haulers providing service to any such food service establishment. (Ord. No. 2011-2-C, 1-6-11.)

**Sec. 14-94. Definitions.**

Automatic Grease Removal Device (AGRD) shall mean an active, automatic device that separates and removes FOG from effluent discharge and cleans itself of accumulated FOG at least once every twenty-four hours utilizing electromechanical apparatus. ~~Unless otherwise approved, AGRDs shall not be installed.~~

Brown grease shall mean floatable fats, oils, grease and settled solids produced during food preparation that are recovered from grease control devices.

Commissary shall mean a catering establishment, food service establishment, or any other place in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored for distribution to satellite operations.

Core Sampler shall mean a sampling tool, i.e. Sludge Judge, Dipstick Pro or equivalent, designed to take accurate readings of settleable solids, in a variety of liquids, to any depth.

**Commented [PJ1]:** Model's verbiage. Title should reflect the purview of regulation. "Use of Public Sewers" is already used in the title for Article XII and more relevant there.

**Commented [PJ2]:** "County of Isle of Wight" and "county" are used randomly throughout. We can be more concise by defining or using parentheticals for consistency, i.e. "...County of Isle of Wight (or "county")..." or "...[herein after "county"...]" etc.

**Commented [PJ3]:** "Unless otherwise approved" is boilerplate from the HRRTS that allows localities an exception, but the consensus is they are not approved and should be avoided. They should not be permitted in IOW at all due to inherent problems and failures, and our practice is that we don't make exceptions. HGIs are the only regionally approved GCDs.

**Decanting** shall mean discharging of removed wastewater back into the grease control device, for the purpose of reducing the volume to be hauled or for recharging the grease control device.

Enforcement response plan shall mean a system that sets forth the process and procedures for enforcement of this section by the County of Isle of Wight.

Fats, oils, and grease (FOG) shall mean material, either liquid or solid, composed of fats, oils or grease from animal or vegetable sources. Examples of FOG include, but are not limited to, kitchen cooking grease, vegetable oil, bacon grease and organic polar compounds derived from animal and/or plant sources that contain multiple carbon triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations at 40 CFR Part 136, as may be amended from time to time. FOG may be referred to herein as "grease" or "greases".

Food service establishment (FSE) shall mean any commercial, industrial, institutional, or food processing facility discharging kitchen ~~wastewaters~~ or food preparation wastewaters including, but not limited to, restaurants, commercial kitchens, caterers, motels, hotels, correctional facilities, prisons or jails, cafeterias, care institutions, hospitals, schools, bars, ~~and churches~~, **commissaries, and mobile food units**. Any establishment engaged in preparing, serving or otherwise making food available for consumption by the public shall be included. Such establishments use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling, boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing.

Grease control device (GCD) shall mean a device used to collect, contain, or remove food waste and grease from the wastewater while allowing the remaining wastewater to be discharged to the county's sanitary sewer system by gravity. Devices include **hydromechanical** grease interceptors, ~~grease traps~~, automatic grease removal devices, **gravity grease interceptors**, or other devices approved by the director of Utility Services or his designee.

**Gravity Grease Interceptor (GGI)** shall mean a plumbing appurtenance of not less than 250 gallons (946 L) capacity that is installed to intercept free-floating fats, oils and grease from wastewater discharge. Separation is accomplished by gravity during a retention time of not less than 30 minutes. ~~Unless otherwise approved, GGIs shall not be installed.~~

Grease hauler shall mean a ~~contractor collector~~ who collects the contents of a grease **control device or yellow grease storage container**, ~~interceptor or trap~~ and transports it to an approved recycling or disposal facility. A grease hauler may also provide other services related to grease **control device**, ~~interceptor~~ maintenance for a **food service establishment** FSE. ~~A certified grease hauler has been certified through the HR FOG Program.~~

Grease interceptor shall mean a structure or device, usually located underground and outside a FSE, designed to collect, separate and contain food waste and grease while allowing the wastewater to be discharged to the county's sanitary sewer system by gravity.

Grease removal device shall mean an active, automatic device that separates and removes FOG from effluent discharge and that cleans itself of accumulated FOG at least once every twenty-four hours utilizing an electromechanical apparatus.

Grease trap shall mean a device typically located indoors and under the sink or in the floor, designed for separating and containing grease prior to the wastewater exiting the trap and entering the sanitary sewer system. Such devices are typically passive (gravity fed) and compact with removable baffles.

**Hampton Roads Regional Technical Standards for Grease Control Devices** shall mean a set of regionally-approved standards required to properly size and select grease control devices.

**HR FOG Program** shall mean the regionally-approved Hampton Roads FOG education, training, and certification programs for food service establishment employees and grease haulers administered by the Hampton Roads Planning District Commission (HRPDC).

**Commented [PJ4]:** Same as AGRDs above. "Unless otherwise approved" is boilerplate to allow some localities to approve these. However they are regionally prohibited for numerous reasons. HGIs are the only regionally approved GCDs.

**Commented [PJ5]:** HRRTS was not defined before and was only mentioned generally. Now it is defined and incorporated by reference because it addresses issues the plumbing code does not. It's an HRPDC-approved document that consolidates the technical requirements for FSEs, GCDs and their plumbing.

Hydromechanical Grease Interceptor (HGI)\ shall mean a plumbing appurtenance that is installed in the sanitary sewer system to intercept free-floating fats, oils and grease from wastewater discharge. Continuous separation is accomplished by air entrainment, buoyancy, interior baffling in combination or separately, and one of the following:

- (1) Units directly connected, with an external flow control, with an air intake (vent)
- (2) Units directly connected, with an external flow control, without an air intake (vent)
- (3) Units directly connected, without an external flow control, with or without internal flow control
- (4) Units indirectly connected, without an external flow control, with or without internal flow control

HGIs are approved with either a standard or high grease capacity. "Standard capacity" HGIs have a PDI-G101 approval, require an external flow control and have a maximum grease capacity that is equal to twice the flow through rating. "High capacity" HGIs have an ASME-A112.14.3 approval, with or without an external flow control and have a maximum grease capacity that is more than twice the flow-through rating.

Mobile Food Unit\ shall mean a food service establishment that is readily moveable from place to place at all times during operation and shall include but not be limited to pushcarts, trailers, trucks, vans, or boats.

Renderable Yellow Grease FOG-container\ shall mean a closed, leak-proof container for the collection and storage of yellow grease only.

Sanitary Sewer System\ shall mean a system of underground pipes that carries wastewater from bathrooms, sinks, kitchens, and other plumbing components to a wastewater treatment plant where it is filtered, treated and discharged.

Stormwater System\ shall mean a network of structures, channels and underground pipes designed to carry stormwater (rainwater) to ponds, lakes, streams, rivers and other surface waters.

Yellow grease\ shall mean renderable FOG used in food preparation that have has not been in contact or contaminated with other sources such as water, wastewater or solid waste. An example of yellow grease is fryer oil, which can be recycled into products such as animal feed, cosmetics and alternative fuel. Yellow grease is also referred to as renderable FOG. (Ord. No. 2011-2-C, 1-6-11; 9-19-19.)

## Sec. 14-95. Registration requirements.

- (a) All FSEs shall be required to register their establishment and GCDs with the County's FOG discharge management department program. Registrations shall be on forms provided by Isle of Wight Utility Services to ensure that the establishment understands its compliance responsibilities, that their GCDs such devices are properly sized and maintained, as well as to facilitate inspection in accordance with the requirements established by Isle of Wight Utility Services.
  - (1) Registration of FSEs with the FOG discharge management department program is required before a business license will be issued.
  - (2) Existing FSEs shall register all GCDs within ninety (90) days of the adoption of this ordinance article. New establishments shall register when setting up their water and sewer service or prior to obtaining a certificate of occupancy and/or business license.
  - (23) All grease haulers, owners, or and employees servicing GCDs for FSEs within the County of Isle of Wight shall be required to obtain a certification to service GCDs from the HR FOG Program Hampton Roads FOG regionally approved training program provided by the HRPDC.
  - (34) All grease haulers shall obtain the required permits, certifications and/or approvals from the facility in which waste will be disposed of. Grease haulers discharging to a Hampton Roads Sanitation District

**Commented [PJ6]:** REMOVE - UNCORRECTED OVERSIGHT BY HRPDC. Correction recommended.

The term "sanitary sewer system" is defined and largely applies to public sewers, rather than the building's sanitary waste system. The same exact verbiage was eliminated under GGI (above), but was not eliminated here due to an oversight during revision. Both GCDs are installed "to intercept free-floating fats" on the private plumbing, not the public sewer system. I've discussed it with the primary reviser in Virginia Beach who agrees. Specifying the "sanitary sewer system" is unnecessary because the article pertains to FSE's and their GCDs which are on building wastewater systems, installed upstream of the public sewer systems.

For confirmation and internal consistency, Ch. 14 Article 1 (Sewer ordinance) defines the "sanitary sewer" and "sewer system" as public systems. Regulatory ambiguity should be removed where possible. Removing the phrase "in the sanitary sewer system" here does no harm, meets the purpose of the definition, and will be internally consistent.

**Commented [PJ7]:** Maintenance is different for the two types of HGI. The Model does not define the two types of HGI currently available, and its maintenance verbiage suffers as a result. Defining these is critical for cleaning, compliance, having clear direction for users and designers, and for keeping FOG out of the sewers. Standard HGIs need cleaning a few times per month, but high capacity HGIs can go up to 3 months between cleanings. Correcting this oversight includes proposed verbiage in the maintenance provisions below.

**Commented [PJ8]:** change to "Public Utilities FOG Program" or "FOG Program."

"FOG discharge management department" is generic verbiage in the Model. Localities can choose their program's name. i.e. "FOG Program" or similar.

**Commented [PJ9]:** Same as above

**Commented [PJ10]:** The Model uses "ordinance" but IOW only uses "article", except here for some reason. Possibly an oversight during revision.

(HRSD) treatment plant **must obtain an** ~~shall be approved through the~~ HRSD Indirect Wastewater Discharge Permit.

- (45) FSEs shall have a current employee who has successfully **been certified through** ~~completed the~~ **HR FOG Program on site at all times** ~~Hampton Roads FOG regionally approved best management practices training program provided by the HRPDC.~~ (Ord. No. 2011-2-C, 1-6-11; 9-19-19.)

#### Sec. 14-96. Discharge limits.

No person shall discharge or cause to be discharged from any FSE any wastewater with FOG in concentrations or quantities that will damage the sewers or sanitary sewer system, as determined by Section 301D. of the Hampton Roads Sanitation District's Industrial Wastewater Discharge Regulations. (Ord. No. 2011-2-C, 1-6-11.)

#### Sec. 14-97. Grease control devices.

- (a) Requirements. All FSEs shall have a GCD(s) meeting all applicable requirements **for testing and certification of ASME A112.14.3, ASME A112.14.4, CSA B481, or PDI G101 of the International Plumbing Code or its successors.** The GCD(s) shall be **sized and selected** ~~designed~~ in accordance with the Hampton Roads Regional **Technical Standards for Grease Control Devices** ~~Design Standards~~.

- (1) New establishments. Except as provided in subdivision (a)(2), FSEs shall be required to install, operate, and maintain a GCD in compliance with the requirements contained in **this** ~~the~~ article. GCDs shall be installed and registered prior to the issuance of a certificate of occupancy **and/or business license.**
- (2) Existing establishments ~~with GCDs~~. Existing FSEs in operation as of the effective date of this article shall be allowed to operate and maintain their existing GCDs, provided such GCDs are in proper operating condition and not found to be contributing FOG in quantities **sufficient** to cause line stoppages or to necessitate increased maintenance of the sanitary sewer system. If the FSE is determined to be contributing FOG **by the sanitary sewer system owner and/or HRSD** ~~in quantities to cause line stoppages or to necessitate increased maintenance of the sanitary sewer system,~~ the ~~existing~~ FSE shall comply with the requirements of this section. Existing FSEs that are renovated, **altered**, or expanded shall install a GCD meeting the requirements of this article. GCDs shall be **sized and selected in accordance with the Hampton Roads Regional Technical Standards for Grease Control Devices, permitted, registered, installed and inspected** ~~installed, inspected and registered as a~~ condition of final approval of such renovation, **alteration**, or expansion.
- (3) Retrofit. Any existing FSE **may** ~~shall~~ ~~must~~ be required to install or upgrade a GCD if such FSE is contributing FOG to the sanitary sewer system, as determined by the county and HRSD. Such devices shall be registered with the county within thirty **(30)** days of installation **and shall comply with the requirements of this Section.**

- (b) Installation of grease control devices.

- (1) GCDs shall be installed by a plumber licensed in the Commonwealth of Virginia. Every GCD shall be installed and connected so that it **is** ~~may be~~ readily accessible for inspection, cleaning, and removal of the intercepted **food waste and grease** at any time. **Installation shall be in compliance with the Virginia Plumbing Code and the manufacturer's instructions.**

- (2) **GCD covers shall meet the following load rating requirements:**

- a. **Indoor, foot traffic only, minimum 300 pounds**
- b. **Indoor, pallet jack or forklift traffic, minimum 2000 pounds**

**Commented [PJ11]:** This was deleted because the plumbing code has proven inadequate to prevent FOG. It is only concerned with buildings, not utilities, where FOG becomes a serious problem. This is one of many reasons why HRSD and HRPDC promulgated the HRRTS for GCDs. The VPC still governs installation further on down the page.

**Commented [PJ12]:** The Model changed "shall" to "may," likely for jurisdictional discretion. IOW does not have the equipment or workforce to mitigate FOG discharge, and replacing a failing or inadequate GCD is our only way to prevent FOG discharge. "Shall" should remain in place.

c. Outdoor, non-vehicular traffic, minimum 2000 pounds

d. Outdoor, vehicular traffic, minimum AASHTO M306 H20/HS20

(3) GCD's shall have their manhole covers secured at all times with bolts, or locking mechanisms, or shall be of sufficient weight to prevent unauthorized access, or shall have a safety apparatus secured in place under the cover to prevent accidental entry if the cover is not secured in place.

(c) Maintenance of grease control devices.

(1) All GCDs shall be maintained at the FSE's and/or owner's expense. Maintenance shall include the complete removal of all contents, including floating material, wastewater and settled solids. Decanting or discharging of removed waste back into the GCD, grease interceptor or private sewer line or into any portion of the county's or HRSD's sanitary sewer system or any stormwater sewer system is prohibited. GCDs shall be maintained by a certified grease hauler unless otherwise approved (see Hampton Roads Regional Technical Standards for Grease Control Devices Appendix C).

(2) Gravity Grease interceptors shall be pumped out completely when the total accumulation of FOG, including floating solids and settled solids, reaches twenty-five percent (25%) of the overall liquid volume. At no time shall a GGI GCD be cleaned less frequently than once every ninety (90) days three months unless allowed by the director of general Utility Services or his designee for good cause shown. Approval will be granted on a case-by-case basis upon submittal of a request by the FSE, documenting reasons for the proposed frequency variance.

(3) Automatic Grease Removal Devices shall be:

a. Opened and inspected for food solids, FOG buildup, and functionality of all parts, at a minimum, once every two weeks by the FSE;

b. The food solids collection basket and the grease collection bucket shall be emptied of their contents, at a minimum, once per day by the FSE;

c. The device shall be inspected and completely cleaned, at a minimum, every 90 days by a certified grease hauler, unless otherwise allowed by the director of Utility Services or his designee. In no event shall the content of food solids and FOG exceed twenty-five percent (25%) of the overall liquid depth of the device.

(4) Hydromechanical Grease Interceptors shall be opened, inspected and completely cleaned of food solids and FOG before their maximum capacity is reached as established below, or by the manufacturer in accordance with third-party validated test reports:

a. Standard capacity HGIs shall be cleaned weekly, or as approved by the director of Utility Services or his designee for good cause shown. In no event shall the content of food solids and FOG exceed twenty-five percent (25%) of the overall liquid depth of the device.

b. The High capacity HGI maintenance frequency shall be determined in accordance with the sizing and selection requirements for HGIs in the Hampton Roads Regional Technical Standards for Grease Control Devices. At no time shall a high capacity HGI be cleaned less frequently than once every 90 days, or as approved by the director of Utility Services or his designee. Grease traps and grease removal devices shall be opened, inspected and completely cleaned of food solids and FOG a minimum of once per week, unless allowed by the director of general services or his designee for good cause shown. Approval will be granted on a case-by-case basis upon submittal of a request by the FSE documenting reasons for the proposed frequency variance. In no event shall the content of food solids and FOG exceed twenty-five percent of the overall liquid depth of the device.

**Commented [PJ13]:** See "Bryce's Law" (NY) and "Sadie Grace Andrews Act" (AL). Fatalities and liability can occur from unsecured lids. Google search "grease trap fatality" and "Bruster's", "Tim Horton's", or "Austin Texas airport" for more info. HRSD and HRPDC agree these should not be easily accessible for these and other reasons. If we find non-compliant lids we can require correction, even if the GCD is not discharging FOG, because it is a public health/safety issue.

**Commented [PJ14]:** Add "or stormwater sewer system" to be consistent with (e)(1) below. Illicit SW dumping happens when cleaning GCDs, and this is a legal loophole that needs closing. This will keep it illicit, and we can inform property owners and/or DEQ when there's a problem for further action. But the point is to ensure proper disposal in this Article.

**Commented [PJ15]:** Appendix C of the HR Standards (at [https://www.hrsd.com/sites/default/files/assets/Documents/pdfs/iwd\\_regs/HamptonRoadsRegionalTechnicalStandardsforGCDs\\_Final\\_Jan2024.pdf](https://www.hrsd.com/sites/default/files/assets/Documents/pdfs/iwd_regs/HamptonRoadsRegionalTechnicalStandardsforGCDs_Final_Jan2024.pdf)) as noted in (C)(1) of this section allows IOW to approve or deny FSEs for self-cleaning GCDs (see attachment). Most of

**Commented [PJ16]:** All other enumerated items in the Model (and our Article) are in vertical lists, rather than in-line. For some reason this is not. I've listed vertically for consistency, better readability, and for clear and concise violation citations.

**Commented [PJ17]:** Modified Model format to address both "Standard" and "High capacity" HGIs as bullet points for clarity.

**Commented [PJ18]:** Restoring important verbiage from the original ordinance here.

**Commented [PJ19]:** "Weekly" and "25%" were eliminated in the Model, since "one size fits all" weekly cleaning isn't universal, but mostly because standard HGIs are being phased out by the HRRTS in favor of high capacity HGIs. This is an oversight

**Commented [PJ20]:** Refers back to the updated definitions, since "traps" have been removed but refer most often to "standard capacity" HGIs.

**Commented [PJ21]:** Standard capacity HGIs often require weekly or biweekly cleaning, and have a maximum capacity of 25% FOG content. Removing the weekly and 25% verbiage is a mistake, because the Model seems to allow 90 days instead, but it

(45) The director of ~~general-Utility s~~Services or his designee may establish a more frequent cleaning schedule if the FSE is found to be contributing FOG ~~in quantities sufficient to cause line stoppages or to necessitate increased maintenance of~~ the sanitary sewer system.

(d) Use of additives. The use of additives ~~including, but not limited to, products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes or bacteria~~ by FSEs ~~including, but not limited to, products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes or bacteria are~~ is prohibited for use as grease management control; ~~provided, h. However, that~~ additives may be used to clean the FSE drain lines so long as the usage of such additives will not cause FOG to be discharged from the grease control device to the sanitary sewer system. The use of additives shall not be substituted for the maintenance procedures required by this section.

(e) Waste disposal.

(1) Waste removed from a grease ~~control device~~ trap shall be disposed of ~~in the solid waste disposal system or by a grease hauler certified by the Hampton Roads Planning District Commission.~~

~~(2) Waste removed from a grease interceptor shall be disposed of at a facility permitted to receive such wastes. Waste No materials removed from GCD(s) interceptors shall not be discharged directly or indirectly be returned to any grease interceptor, private sewer line or into any portion of the county's or HRSD's sanitary sewer system, private sewer line, stormwater system, or returned to any GCD.~~

~~a. FSEs approved for self-cleaning shall dispose of the waste in accordance with the requirements contained in the Hampton Roads Regional Technical Standards for Grease Control Devices Appendix C.~~

~~(32)~~ FSEs shall dispose of yellow grease in a render-able ~~yellow grease~~FOG container, where contents will not be discharged to the environment. Yellow grease shall not be poured or discharged into the county's or HRSD's sanitary sewer system.

(f) Inspection of grease control devices. The director of ~~general-Utility s~~Services or ~~his/her~~ designee shall have the right of entry into any FSE, during reasonable hours, for the purpose of making inspections, observation, measurements, sampling, testing or records review of the sanitary sewer system and GCDs installed in such building or premises to ensure that the FSE is in compliance with this article. The owner or occupant may accompany the director or his designee. Operational changes, maintenance and repairs required by the director or his designee shall be implemented as noted in the written notice received by the FSE.

(g) Record keeping.

(1) FSEs shall retain and make available for inspection and copying records of all cleaning and maintenance for the previous three ~~(3)~~ years for all GCDs. ~~FSEs utilizing a certified grease hauler shall provide cleaning and maintenance records meeting the requirements as outlined in Section 14-98. Where approved, FSEs performing GCD cleaning and waste disposal shall provide cleaning and maintenance records as required by the Director of Utility Services or his designee. Such records shall be kept on site and shall be made immediately available to any employee of Utility Services upon request. Cleaning and maintenance records shall include, at a minimum, the dates of cleaning/maintenance records, the names and business addresses of the company or person performing each cleaning/maintenance and the volume of waste removed in each cleaning. Such records shall be kept on site and shall be made immediately available to any employee of Isle of Wight General Services upon request.~~

(2) FSEs shall retain and make available for inspection and copying records of yellow grease disposal for the previous three ~~(3)~~ years. ~~FSEs utilizing professional yellow grease rendering services shall provide~~

**Commented [PJ22]:** "His" is used throughout except here. Consider changing to "his" for consistency. Alternatively, "their" can be used versus he/she. NOTE: some localities define "Director" in the definitions as "the Director of Public Utilities or *their* designee" to reduce verbiage throughout the document and improve readability.



service records meeting the requirements as outlined in Section 14-98. Yellow grease disposal logs shall include, at a minimum, the dates of disposal, name and business address of the company or person performing the disposal and the volume of yellow grease removed in each cleaning. Such records shall be kept on site and shall be made immediately available to any employee of Isle of Wight General Utility Services upon request. (Ord. No. 2011-2-C, 1-6-11.)

#### Sec. 14-98. Grease hauler requirements.

- (a) Any person collecting, pumping or hauling waste from GCDs ~~or renderable yellow grease containers~~ located within the municipal boundaries of the County of Isle of Wight shall be certified by the ~~HR FOG Program and hold all required waste hauling permits~~ Hampton Roads FOG regionally approved training program provided by the HRPDC.
- (b) The grease hauler shall notify the County of Isle of Wight within twenty-four ~~(24)~~ hours of any incident required to be reported to the Virginia Department of Environmental Quality.
- (c) Grease haulers shall retain and make available for inspection and copying, all records related to grease ~~control device~~ ~~interceptor~~ pumping and waste disposal from businesses located in the county's wastewater service area. Records shall include ~~waste manifests that~~, at a minimum, ~~the dates of cleaning/maintenance, the name and business address of the company providing the service, the name of the technician(s) performing the service and their associated HR FOG Program certification number(s), the condition of the GCD, the volume of waste removed in the cleaning, and the following sludge judge measurements (in inches): total depth, depth of solids, and depth of grease, and anticipated destination of waste disposal. Photos of the GCD before and after cleaning are recommended.~~ ~~include time, date and volume of waste removed from the device and the time, date, volume and destination of the waste disposed.~~ These records shall remain available for a period of at least three ~~(3)~~ years. The County of Isle of Wight may require additional record keeping and reporting, as necessary, to ensure compliance with the terms of this article. (Ord. No. 2011-2-C, 1-6-11.)
- (d) ~~Yellow grease rendering companies shall retain and make available for inspection and copying, all records related to yellow grease collected from businesses located in the county's wastewater service area. Yellow grease disposal logs shall include, at a minimum, the dates of pickup, name and business address of the company and person performing the pickup, the volume of yellow grease removed, and anticipated destination of the yellow grease.~~
- (e) ~~Submission of all reporting shall be as follows:~~  
~~(1) Name of form~~ By mail, email or fax  
~~(2) Approved electronic method~~
- (f) ~~Renderable yellow grease containers shall be labeled with the following information:~~  
~~(1) Name of company supplying the container(s).~~  
~~(2) Phone number of company supplying the container(s).~~  
~~(3) Name and/or address (including unit number) of the FSE where the container has been placed.~~

Commented [PJ23]: Some localities include a phone number or department/division name here. Should we insert customer service's number here?

Commented [PJ24]: A "form name" is not necessary since multiple record types are allowed. If we standardize a form, it can be addressed in an SOP later. "Approved electronic method" can apply to whatever software we use in the future.

#### Sec. 14-99. Fees.

- (a) Fees provided for in this article are separate and distinct from all other fees chargeable by the County of Isle of Wight. Fees applicable to this article are as follows:

- (1) FSE registration fees shall be in an amount as shall be set forth in the Isle of Wight County Uniform Fee Schedule, as adopted by the board of supervisors, as it may be amended, and shall be payable at the time of submittal of the registration.
- (2) FSE inspection and reinspection fees shall be as shall be set forth in the Isle of Wight County Uniform Fee Schedule, as adopted by the board of supervisors, as it may be amended.

Such fees shall be due upon invoice by the County of Isle of Wight. Such fees may be added to the FSE's public ~~utility service~~ bill. (Ord. No. 2011-2-C, 1-6-11; 5-1-14.)

#### Sec. 14-100. Compliance.

(a) The County of Isle of Wight may require existing FSEs to modify, ~~or repair~~, ~~or replace~~ any noncompliant GCD and appurtenances as noted in the written notice received by the FSE. (Ord. No. 2011-2-C, 1-6-11.)

(b) The County of Isle of Wight may require grease haulers to take corrective action as noted in the written notice received by the hauler.

#### Sec. 14-101. Violations and penalties.

- (a) Any person who, intentionally or otherwise, commits any of the acts prohibited by this article shall be liable to the County of Isle of Wight for all costs of containment, cleanup, abatement, removal and disposal of any substance unlawfully discharged into the ~~sanitary sewer system~~ ~~or any stormwater system~~, as well as the costs of any damages or regulatory fines, that are proximately caused by such violations.
- (b) Any person who, intentionally or otherwise, commits any of the acts prohibited by this article shall be subject to a fine in an amount not to exceed one thousand dollars ~~(\$1,000.00)~~ per violation. ~~Each day of failure to comply with a requirement of this Ordinance shall constitute a separate violation.~~ The court assessing such fines may, at its discretion, order such fines to be paid into the treasury of the county for the purpose of abating, preventing or mitigating environmental pollution.
- (c) Enforcement will be in accordance with the associated enforcement response plan. ~~(NOTE: Some jurisdictions may want to incorporate the ERP into the ordinance while others may adopt the ERP administratively.)~~ The County of Isle of Wight may ~~revoke the FSEs business license, withhold reissuance of a business license, or~~ terminate water and/or sewer services for ~~continuing~~ violations of this article. ~~The County of Isle of Wight may revoke the grease hauler's HR FOG Program certification or withhold reissuance of the HR FOG Program certification for violations of this article.~~
- (d) In addition to any other remedy for the violation of this article, the director may bring legal action to enjoin the ~~continuing~~ violation of this article, and the existence of any other remedy, at law or in equity, shall be no defense to any such action.
- (e) The remedies set forth in this section are cumulative, not exclusive; and it may not be a defense to any action, civil or criminal, that one ~~(1)~~ or more of the remedies set forth herein has been sought or granted. (Ord. No. 2011-2-C, 1-6-11.)

#### Sec. 14-102. Effective date

~~This Ordinance shall become effective on \_\_\_\_\_~~

**Commented [PJ25]:** Model uses "utility service" instead of "public service." We can bill through DPU, but possibly not through other county offices. Phrasing?

**Commented [PJ26]:** Replacement is consistent with 14-97(a)(3) and is a critical part of compliance when all else fails.

**Commented [PJ27]:** Consider adding "stormwater" to be consistent with illicit disposal throughout this Article.

**Commented [PJ28]:** DELETE - this is boilerplate from the Model Ordinance.

**Commented [PJ29]:** Section not in IOW current ordinance. Model's effective date clause is for localities who are establishing a FOG ordinance for the first time. IOWs' was established in 2011 and revision dates are noted in each section. Section appears unnecessary.



## ISSUE SUMMARY

**Issue:**

Update on the County Radio System  
Staff Report on the County Emergency Communications System

**Background:**

The Board has previously requested a briefing on the County's radio system relative to the total current investment into the system, the future investment for maintenance, and the radio system's capabilities. Staff will provide information based on the current status of the system.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

None

## ISSUE SUMMARY

**Issue:**

EMS Collaborations

Staff Presentation on EMS Collaborations with Medical Agencies/Facilities

**Background:**

In accordance with the Board's Strategic Plan, staff will provide an update on collaborations related to community health, mental health, and crisis response resources, including hospitals and non-profits.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

1. Community Collaborations PPT

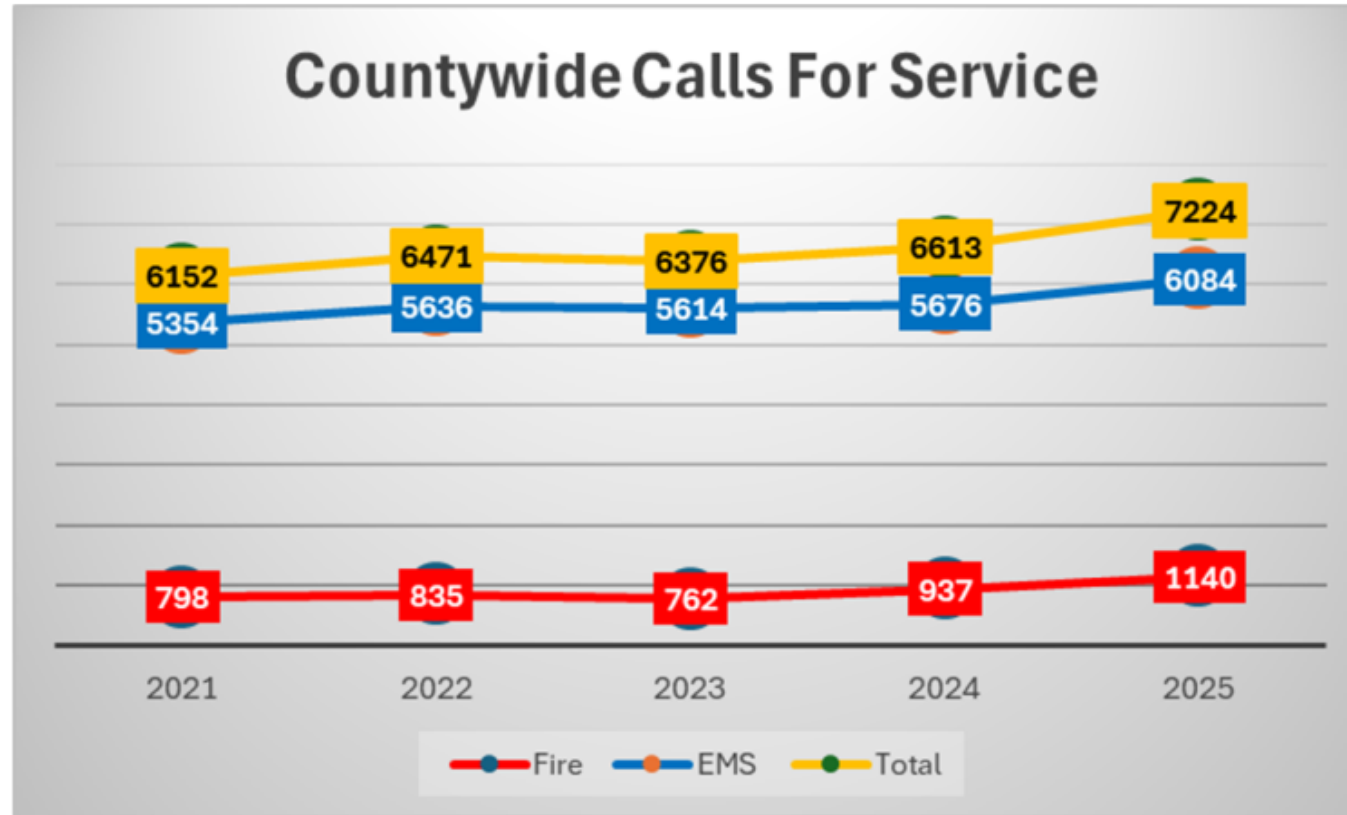
# ISLE<sup>of</sup> WIGHT FIRE RESCUE



## EMS Collaborations

# 2025 at a Glance

## Countywide Calls For Service

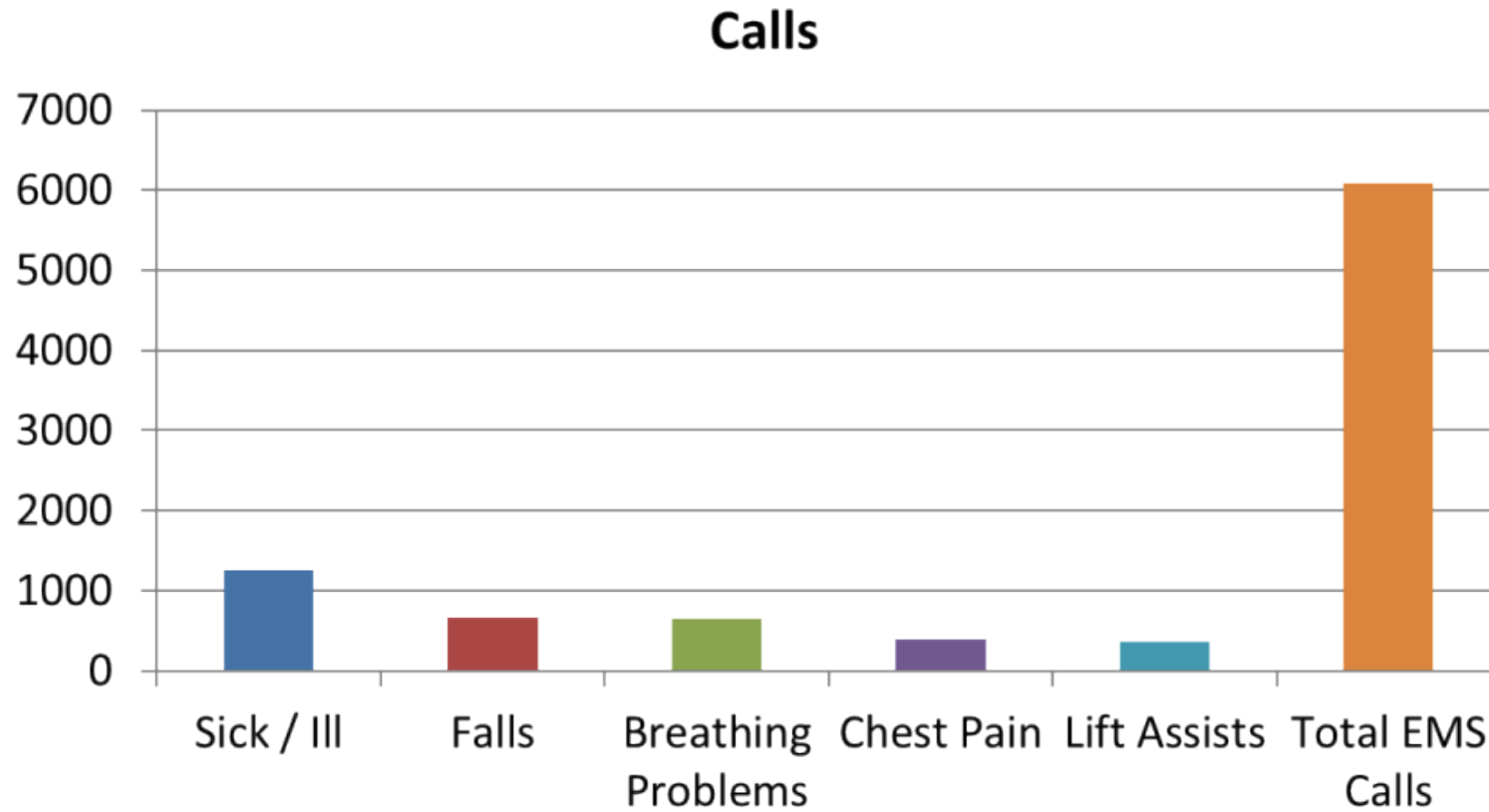


9% increase over 2024  
15% increase since 2021



**ISLE of WIGHT**  
**FIRE RESCUE**

# Top EMS Calls for Service

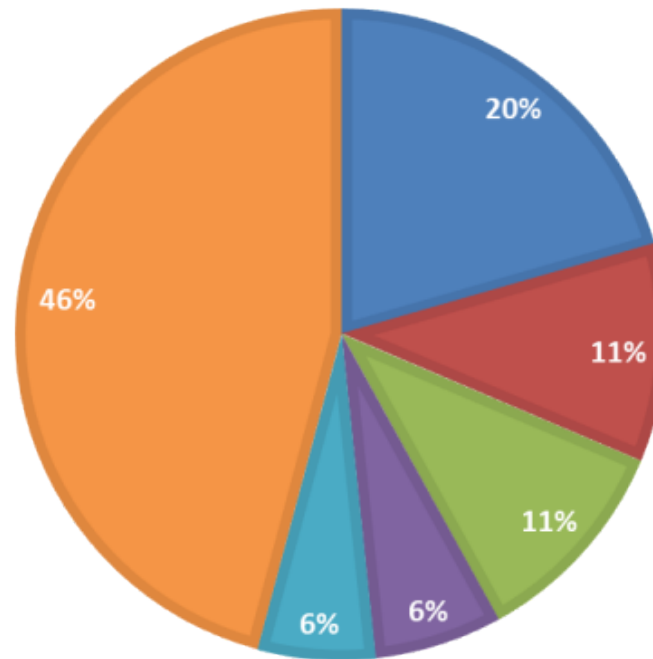


**ISLE of WIGHT**  
**FIRE RESCUE**

# Top EMS Calls for Service

## EMS CALLS FOR SERVICE

■ Sick / Ill ■ Falls ■ Breathing Problems ■ Chest Pain ■ Lift Assists ■ All Other Calls



**ISLE of WIGHT**  
**FIRE RESCUE**

# System Demand

- A small population consumes a disproportionate share of EMS capacity
  - 35% of CFS are from High Utilization Patients
  - 2,197 Calls for Service
- Many encounters do not result in transport or definitive care
  - 45% of all Calls for Service
- 911 is not always the best first entry point
- Fiscal/Employee Health Impacts
  - Staff – Burnout, Mental Health, Morale
  - Fiscal – Vehicle Wear/Tear, Fuel
  - Risk to Community due to non-emergent calls for service



# Current Collaboration

- Reactive vs. Proactive
  - Community Services Board
  - Social Services (APS, CPS, etc.)
  - Virginia Department of Health
  - Sheriff's Office
  - Christian Outreach
  - Other Community Organizations



**ISLE of WIGHT**  
**FIRE RESCUE**



# Future Collaboration Opportunities

- Proactive vs. Reactive
  - Focus on matching resources to the type of demand
  - Establish formal process for interagency collaboration
    - Inclusion in Community Policy and Management Team
- Establish Community Paramedicine
  - Chronic Disease Management
  - Medication Review
  - Fall Prevention
  - Connection to Outside Resources
    - Hospital discharge follow-up
  - Reduces demand on 911 system



# FY27 Budget Request

- Implementation Costs
  - 1 full-time MIH Coordinator (Lieutenant level)
  - 2,080 part-time hours for outreach visits
  - 1 dedicated BLS-equipped vehicle
  - *Estimated total cost: \$248,280*



ISLE of WIGHT  
FIRE RESCUE

# Questions



**ISLE<sup>of</sup> WIGHT**  
**FIRE RESCUE**

## ISSUE SUMMARY

**Issue:**

Proposed Battery Storage Policy Update  
Status Update of Proposed Battery Storage Policy

**Background:**

In accordance with the Board's Strategic Plan, staff will provide a brief update regarding the status of a proposed battery storage policy.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

None

## ISSUE SUMMARY

**Issue:**

Bradby Park  
Staff Update on the Bradby Park Project

**Background:**

Staff will provide an update regarding the development of Bradby Park.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

None

## ISSUE SUMMARY

**Issue:**

GFOA Awards

Government Finance Officers of America (GFOA) Distinguished Budget Presentation Award for the Fiscal Year Beginning July 1, 2025

**Background:**

For the eleventh consecutive year, a Distinguished Budget Presentation Award has been awarded to Isle of Wight County by the Government Finance Officers Association of the United States and Canada (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant accomplishment by a government organization and its management.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

1. GFOA Press Release
2. GFOA Award Letter
3. GFOA Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

1/8/2026

**For more information, contact:**  
**Technical Services Center**  
**Phone: (312) 977-9700**  
**Email: [budgetaward@gfoa.org](mailto:budgetaward@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **County of Isle of Wight, Virginia** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,900 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.*



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

January 08, 2026

Robert Floyd  
Director of Budget & Finance  
County of Isle of Wight, Virginia

Dear Robert:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning July 2025. We are pleased to inform you that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption.

Your electronic award package contains the following:

- **Scores and Comments.** Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award.** A camera-ready reproduction of the Award is included for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition.** When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award.
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if the government is a first-time recipient or has received the Award fifteen times since it received its last plaque) or a brass medallion to affix to the plaque.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at [www.gfoa.org](http://www.gfoa.org). If we can be of further assistance, please contact the Awards Programs staff at (312) 977-9700.

Sincerely,

Michele Mark Levine  
Director, Technical Services Center





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of Isle of Wight  
Virginia**

For the Fiscal Year Beginning

**July 01, 2025**

*Christopher P. Morill*

Executive Director

## ISSUE SUMMARY

**Issue:**

Matters for the Board's Information

**Background:**

The matters attached to this Board report are included as a means of providing information to the Board relative to matters of interest. These items do not require any action by the Board.

**Budgetary Impact:**

None.

**Recommended Action:**

For the Board's information.

**Attachments:**

1. FY2026 Tax Levy RE & PP Collection Report November
2. 2026.06 Cash Accountability Dec 25
3. Monthly Activity Report - December 2025
4. Correspondence from Charter

## TAX BILLINGS &amp; COLLECTIONS AS OF November FY26

## PERSONAL PROPERTY &amp; REAL ESTATE

| TAX YEAR/<br>FISCAL YEAR   |          | ORIGINAL<br>TAX LEVY | SUPPLEMENTS    | PUBLIC<br>SERVICE | ADJUSTMENTS &<br>ABATEMENTS | TOTAL TAX LEVY    | TAX COLLECTED     | TAX OUTSTANDING  | % COLLECTED | %<br>UNCOLL |
|--|----------|----------------------|----------------|-------------------|-----------------------------|-------------------|-------------------|------------------|-------------|-------------|
| 2012-2020  | RE       |                      |                |                   |                             | \$ 326,361,490.26 | \$ 326,338,915.55 | \$ 22,574.71     | 99.993%     | 0.007%      |
| 2012-2020  | PP       |                      |                |                   |                             | \$ 129,361,394.73 | \$ 129,045,078.87 | 316,315.86       | 99.76%      | 0.24%       |
| 2021   |          |                      |                |                   |                             |                   |                   |                  |             |             |
| 2021-2022  | RE       | \$ 41,134,326.55     | \$ 436,233.25  | \$ 1,532,654.01   | \$ (1,530,178.64)           | \$ 41,573,035.17  | \$ 41,548,080.76  | 24,954.41        | 99.94%      | 0.06%       |
| 2021/FY 2021   | PP1      | 5,583,297.85         | 648,518.24     |                   | (513,903.84)                | 5,717,912.25      | 5,670,449.88      | 47,462.37        | 99.17%      | 0.83%       |
| 2021/FY 2022   | PP2      | 5,589,967.08         | 1,660,285.95   |                   | (1,014,861.84)              | 6,235,391.18      | 6,174,750.21      | 60,640.97        | 99.03%      | 0.97%       |
| 2021/FY 2022   | BP       | 7,064,576.24         | 39,004.46      | 46,882.14         | (38,138.45)                 | 7,112,324.39      | 7,103,145.50      | 9,178.89         | 99.87%      | 0.13%       |
| 2021/FY 2021   | LIC. FEE | 959,443.00           | 162,188.00     |                   | (40,389.62)                 | 1,081,241.38      | 1,062,741.29      | 18,500.09        | 98.29%      | 1.71%       |
|  |          |                      |                |                   |                             |                   |                   | 160,736.73       |             |             |
| 2022   |          |                      |                |                   |                             |                   |                   |                  |             |             |
| 2022-2023  | RE       | \$ 41,962,855.68     | \$ 452,973.60  | \$ 1,428,098.18   | \$ (1,923,435.98)           | \$ 41,920,491.48  | \$ 41,861,904.80  | 58,586.68        | 99.86%      | 0.14%       |
| 2022/FY 2022   | PP1      | 8,099,278.50         | 9,223.46       |                   | (621,749.14)                | 7,486,752.82      | 7,388,269.87      | 98,482.95        | 98.68%      | 1.32%       |
| 2022/FY 2023   | PP2      | 8,181,065.56         | 1,082,280.42   |                   | (1,214,194.46)              | 8,049,151.52      | 7,926,812.79      | 122,338.73       | 98.48%      | 1.52%       |
| 2022/FY 2023   | BP       | 6,977,197.62         | 21,371.17      | 34,783.40         | (42,416.83)                 | 6,990,935.36      | 6,976,451.02      | 14,484.34        | 99.79%      | 0.21%       |
| 2022/FY 2022   | LIC. FEE | 971,360.00           | 129,384.00     |                   | (38,299.59)                 | 1,062,444.41      | 1,040,715.56      | 21,728.85        | 97.95%      | 2.05%       |
|  |          |                      |                |                   |                             |                   |                   | 315,621.55       |             |             |
| 2023   |          |                      |                |                   |                             |                   |                   |                  |             |             |
| 2023-2024  | RE       | \$ 46,123,012.55     | \$ 428,432.58  | \$ 1,172,045.46   | \$ (2,848,732.42)           | \$ 44,874,758.17  | \$ 44,738,458.93  | 136,299.24       | 99.70%      | 0.30%       |
| 2023/FY 2023   | PP1      | 7,737,902.36         | 681,584.02     |                   | (670,170.22)                | 7,749,316.16      | 7,590,895.10      | 158,421.06       | 97.96%      | 2.04%       |
| 2023/FY 2024   | PP2      | 7,711,417.78         | 1,899,953.52   |                   | (1,241,555.10)              | 8,369,816.20      | 8,172,537.25      | 197,278.95       | 97.64%      | 2.36%       |
| 2023/FY 2024   | BP       | 8,196,323.88         | 83,239.64      | 38,008.94         | (61,376.89)                 | 8,256,195.57      | 8,221,563.68      | 34,631.89        | 99.58%      | 0.42%       |
| 2023/FY 2023   | LIC. FEE | 990,267.00           | 139,246.00     |                   | (39,140.43)                 | 1,090,372.57      | 1,053,768.40      | 36,604.17        | 96.64%      | 3.36%       |
|  |          |                      |                |                   |                             |                   |                   | 563,235.31       |             |             |
| 2024   |          |                      |                |                   |                             |                   |                   |                  |             |             |
| 2024-2025  | RE       | \$ 48,325,634.64     | \$ 450,304.72  | \$ 1,878,994.41   | \$ (3,201,868.91)           | \$ 47,453,064.86  | \$ 46,908,951.62  | 544,113.24       | 98.85%      | 1.15%       |
| 2024/FY 2024   | PP1      | 7,889,143.20         | 576,462.15     |                   | (527,526.42)                | 7,938,078.92      | 7,711,887.23      | 226,191.69       | 97.15%      | 2.85%       |
| 2024/FY 2025   | PP2      | 7,847,031.38         | 1,915,192.16   |                   | (1,155,040.99)              | 8,607,182.54      | 8,266,513.10      | 340,669.44       | 96.04%      | 3.96%       |
| 2024/FY 2025   | BP       | 8,622,564.66         | 46,479.35      | 69,046.44         | (52,270.83)                 | 8,685,819.62      | 8,628,237.45      | 57,582.17        | 99.34%      | 0.66%       |
| 2024/FY 2024   | LIC. FEE | 1,012,182.00         | 135,145.00     |                   | (34,932.69)                 | 1,112,394.31      | 1,055,116.81      | 57,277.50        | 94.85%      | 5.15%       |
|  |          |                      |                |                   |                             |                   |                   | 1,225,834.04     |             |             |
| 2025   |          |                      |                |                   |                             |                   |                   |                  |             |             |
| 2025-2026*   | RE1      | \$ 26,192,038.64     | \$ 13,354.91   | \$ 2,218,901.47   | \$ (1,751,018.09)           | \$ 26,673,276.93  | \$ 5,481,085.05   | 18,966,612.93    | 20.55%      | 71.11%      |
| 2025/FY 2025   | PP1      | 10,528,156.78        | (1,987,574.52) |                   | (403,504.83)                | 8,137,077.43      | 7,133,480.09      | 1,003,597.34     | 87.67%      | 12.33%      |
| 2025/FY 2026   | PP2      | 10,514,070.93        | (703,842.34)   |                   | (1,014,568.89)              | 8,795,659.70      | 2,489,985.06      | 6,305,674.64     | 28.31%      | 71.69%      |
| 2025/FY 2026   | BP       | 8,369,509.43         | 68,603.54      | -                 | (16,537.98)                 | 8,421,574.99      | 5,010,648.12      | 3,410,926.87     | 59.50%      | 40.50%      |
| 2025/FY 2025   | LIC. FEE | 1,027,426.00         | 124,480.00     |                   | (23,154.40)                 | 1,128,751.60      | 890,512.09        | 238,239.51       | 78.89%      | 21.11%      |
|  |          |                      |                |                   |                             |                   |                   | 29,925,051.29    |             |             |
| Total Tax Outstanding  |          |                      |                |                   |                             |                   |                   | \$ 32,529,369.49 |             |             |
| Total Delinquents  |          |                      |                |                   |                             |                   |                   | \$ 2,604,318.20  |             |             |
| REAL ESTATE =  |          |                      |                |                   |                             |                   |                   | \$ 786,528.28    |             |             |
| PROPERTY =   |          |                      |                |                   |                             |                   |                   | \$ 1,817,789.92  |             |             |
| RE-Real Estate including Public Service Companies                              |          |                      |                |                   |                             |                   |                   |                  |             |             |
| PP-Personal Property: Airplanes, Boats, Motor Vehicles(MV), Manuf/Mobile Homes |          |                      |                |                   |                             |                   |                   |                  |             |             |
| BP-Busines Property: Equipment, Machinery & Tools                              |          |                      |                |                   |                             |                   |                   |                  |             |             |

RE-Real Estate including Public Service Companies

PP-Personal Property: Airplanes, Boats, Motor Vehicles(MV), Manuf/Mobile Homes

BP-Business Property: Equipment, Machinery &amp; Tools

Lic Fee-License Fee: Vehicle License; Motor Vehicle, Farm Vehicle, Motorcycle

**Notes** Supplements and Adjustments & Abatements can affect any current or prior period and are posted daily. Supplement bills are processed monthly.

PP Tax Year Levy 1st half (PP1) due June &amp; 2nd half (PP2) December of different Fiscal Years

Ex: Levied March 20X1 due June 20X1 of FY20X0-20X1 and December 20X1 of FY 20X1-20X2

\*RE billed July/Aug each fiscal year for the current calendar tax year; due Dec (RE1) &amp; June (RE2)

\*RE1 &amp; PP2: 2nd half not due until December

\*BP &amp; Public Service Not Yet Billed

TOTAL LEVY: Net of tax relief for Elderly/Disabled &amp; Disabled Vet

ORIGINAL TAX LEVY: PP1/PP2-MV Net PPTR (Personal Property Tax Relief)

**Isle of Wight County Cash Blances**

| Name                      | Bank            | July             | Aug              | Sept             | Oct              | Nov              | Dec              |
|---------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Asset Forfeiture          |                 |                  |                  |                  |                  |                  |                  |
| County General Operating  | Bank of America | \$ 1,328,723.69  | \$ 923,881.57    | \$ 488,088.68    | \$ 108,900.80    | *\$4,734,702.59  | *\$1,716,879.14  |
| Opioids Funds             | Bank of America | \$ 268,190.29    | \$ 232,776.19    | \$ 232,814.45    | \$ 235,061.90    | \$ 235,100.54    | \$ 284,728.09    |
| County Payroll Account    | Bank of America | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             |
| County Escrow Account     | Bank of America | \$ 4,624.09      | \$ 4,632.53      | \$ 4,640.47      | \$ 4,648.31      | \$ 4,655.38      | \$ 4,662.29      |
| Emergency Account         | Bank of America | \$ 2,773.11      | \$ 2,778.17      | \$ 2,782.93      | \$ 2,787.63      | \$ 2,791.87      | \$ 2,796.02      |
| LGIP General Account      | LGIP            | \$ 43,376,691.92 | \$ 43,539,220.02 | \$ 39,188,806.91 | \$ 33,420,489.01 | \$ 32,029,351.12 | \$ 39,156,664.14 |
| VIP Long Term Investment  | VIP             | \$ 6,750,578.81  | \$ 1,967,746.48  | \$ 971,593.22    | \$ 975,113.24    | \$ 88,424.56     | \$ 88,710.53     |
| VIP Short Term Investment | VIP             | \$ 86,753.14     | \$ 87,487.44     | \$ 87,759.57     | \$ 88,011.28     | \$ 8,994,033.23  | \$ 24,065,275.34 |
| 2016 Bond Principal       | Snap            | \$ 162,652.06    | \$ 162,652.06    | \$ 146,610.67    | \$ 146,610.67    | \$ 146,610.67    | \$ 146,610.67    |
| 2016 Bond Interest        | Snap            | \$ 269,547.09    | \$ 271,173.28    | \$ 272,688.86    | \$ 274,216.47    | \$ 275,640.37    | \$ 277,066.75    |
| 2022 Bond Principal       | Snap            | \$ 2,870,857.57  | \$ 2,870,857.57  | \$ 2,178,737.71  | \$ 2,178,737.71  | \$ 2,178,737.71  | \$ 2,178,737.71  |
| 2022 Bond Interest        | Snap            | \$ 969,869.73    | \$ 984,320.84    | \$ 971,233.68    | \$ 982,709.73    | \$ 993,406.72    | \$ 1,004,122.33  |
| 2024B Bond Principal      | Snap            | \$ 5,747,534.13  | \$ 5,747,534.13  | \$ 5,747,534.13  | \$ 5,747,534.13  | \$ 1,199,325.93  | \$ 1,199,325.93  |
| 2024B Bond Interest       | Snap            | \$ 250,851.34    | \$ 273,420.83    | \$ 295,150.38    | \$ 317,165.24    | \$ 323,875.99    | \$ 329,021.41    |
| County Total              |                 | \$ 62,089,646.97 | \$ 57,068,481.11 | \$ 50,588,441.66 | \$ 44,481,986.12 | \$ 46,471,954.09 | \$ 68,737,721.21 |
| County Interest Income    |                 | \$ 241,465.97    | \$ 223,694.78    | \$ 193,433.13    | \$ 173,853.01    | \$ 152,887.70    | \$ 226,228.10    |

**Isle of Wight DSS Cash Blances**

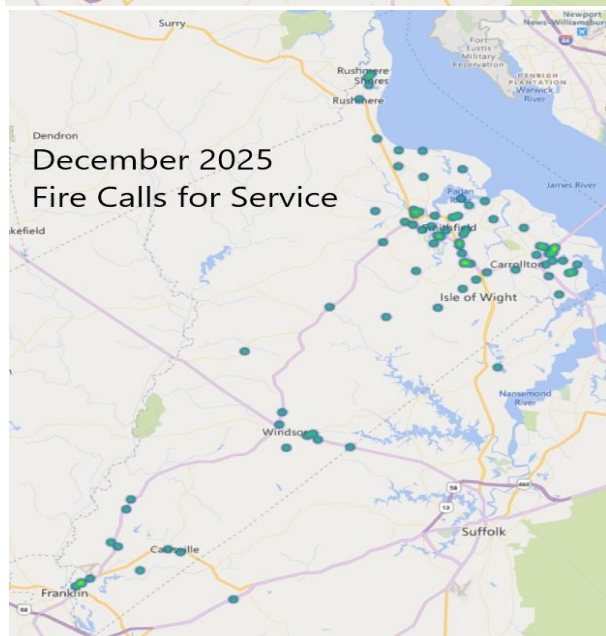
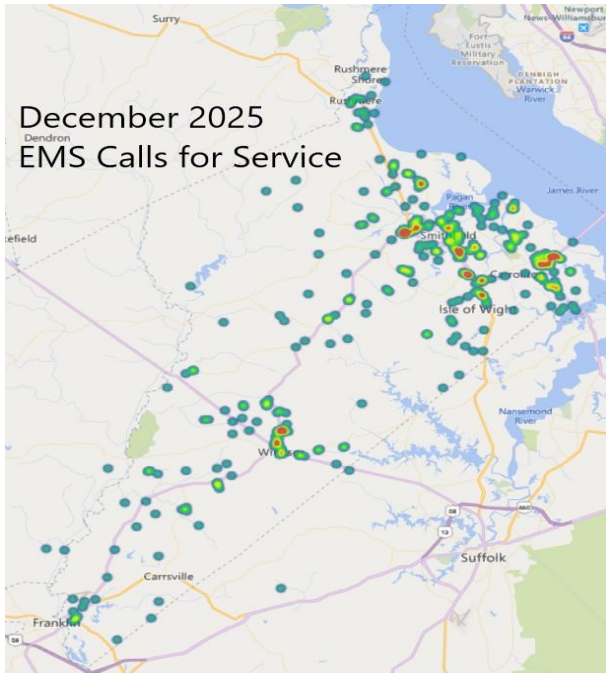
| Name                          | Bank            | July            | Aug             | Sept            | Oct             | Nov             | Dec             |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| DSS General Operating         | Bank of America | \$ 2,583,781.11 | \$ 2,525,712.95 | \$ 2,537,109.53 | \$ 2,429,908.66 | \$ 2,430,373.31 | \$ 2,653,929.98 |
| DSS Payroll Account           | Bank of America | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            |
| Special Welfare Fund Children | Bank of America | \$ 1,930.60     | \$ 2,414.10     | \$ 2,897.51     | \$ 2,898.99     | \$ 2,900.42     | \$ 1.91         |
| DSS General Recoupment        | Bank of America | \$ 8,746.55     | \$ 8,889.37     | \$ 9,199.37     | \$ 7,941.46     | \$ 8,141.46     | \$ 5,551.98     |
| Special Welfare Donated       | Bank of America | \$ 18,889.31    | \$ 18,923.80    | \$ 18,956.23    | \$ 19,088.40    | \$ 19,117.42    | \$ 19,745.81    |
| Special Welfare Child Support | Bank of America | \$ 0.31         | \$ 15.70        | \$ 62.82        | \$ 78.57        | \$ 70.41        | \$ 1,093.56     |
| DSS Total                     |                 | \$ 2,613,347.88 | \$ 2,555,955.92 | \$ 2,568,225.46 | \$ 2,459,916.08 | \$ 2,460,603.02 | \$ 2,680,323.24 |

\*Indicates bank balance

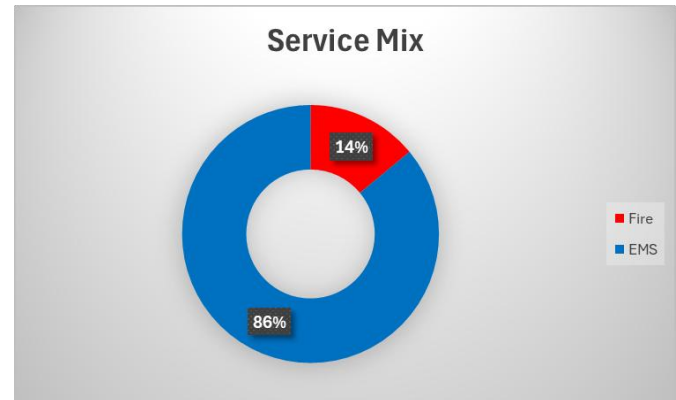


# ISLE OF WIGHT COUNTY FIRE RESCUE

## Monthly Activity Report – December 2025



Isle of Wight Fire Rescue  
17130 Monument Circle  
Isle of Wight, VA., 23397  
(757) 365-6308



### Incidents by Service Area December 2025

| Service Area | Fire | EMS |
|--------------|------|-----|
| Carrollton   | 20   | 128 |
| Carrsville   | 12   | 36  |
| Rushmere     | 6    | 20  |
| Windsor      | 9    | 106 |
| Smithfield   | 41   | 248 |
| TOTAL        | 88   | 538 |

### Mutual Aid Calls for Service December 2025

| Service Area | Fire | EMS |
|--------------|------|-----|
| Surry        | 0    | 2   |
| Southampton  | 0    | 4   |
| Franklin     | 0    | 0   |
| Suffolk      | 1    | 1   |

### Top 5 EMS Dispatch Reasons

| Call Type                  | Responses |
|----------------------------|-----------|
| Sick/Ill Rescue            | 112       |
| Falls and Related Injuries | 59        |
| Difficulty Breathing       | 56        |
| Lift Assist                | 49        |
| Pain                       | 47        |

### Top 5 Fire Dispatch Reasons

| Call Type             | Responses |
|-----------------------|-----------|
| Fire Alarm            | 34        |
| Structure Fire        | 14        |
| Brush Fire            | 6         |
| Carbon Monoxide Alarm | 5         |
| Fire Other Not Listed | 5         |

Subject:

FW: Charter Communications – Upcoming Changes



December 11, 2025

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

Charter values our customers and works hard to keep prices as low as possible. Despite our best efforts, rising costs have impacted our prices.

Our Spectrum TV Select and Spectrum TV Platinum packages, in addition to live TV, include access to thousands of On Demand programming options and regional sports networks. Additionally, customers now have access to major programmer's streaming services with a retail value of over a \$100 per month at no additional cost to the customer including HBO Max Basic with Ads, ESPN Unlimited, Hulu, Disney+ Basic, Paramount+ Essential, Peacock Premium with Ads, FOX One, AMC+ with Ads, Tennis Channel, VIX Premium with Ads, and coming soon discovery+ with ads and BET+. That's thousands of hours' worth of movies, popular TV shows for the whole family, exclusive originals, live sports and more.

Spectrum customers can get tailored ways to save without compromising the quality and reliability they deserve.

- They can access special offers through My Spectrum App.
- See how much they can save with our [online savings calculator](https://www.spectrum.com/packages/savings-calculator) (<https://www.spectrum.com/packages/savings-calculator>).
- Or they can call for an account review and speak to an agent for ways to save.

Customers are being notified via bill message regarding the following price changes that will take effect on or after January 15, 2026. For customers who may be paying a promotional price, the retail price does not take effect until the end of the promotional period.<sup>[i]</sup>

| <b>Spectrum Pricing &amp; Packaging</b><br><i>*Includes Broadcast TV Surcharge</i> | <b>Price Change</b>              |
|--|----------------------------------|
| Spectrum TV Basic*   | Will increase by \$5 per month.  |
| Spectrum TV Select*  | Will increase by \$10 per month. |
| Spectrum TV Silver*  | Will increase by \$10 per month. |
| Spectrum TV Gold*  | Will increase by \$10 per month. |
| Spectrum TV Select Signature*  | Will increase by \$10 per month. |
| Spectrum TV Select Plus*   | Will increase by \$10 per month. |
| Spectrum TV Platinum*  | Will increase by \$10 per month. |
| Spectrum TV Choice*  | Will increase by \$5 per month.  |
| Spectrum Lifestyle Plan*   | Will increase by \$3 per month.  |
| Spectrum Lifestyle Plan Silver*  | Will increase by \$3 per month.  |
| Spectrum Lifestyle Plan Gold*  | Will increase by \$3 per month.  |

| <b>Spectrum Pricing &amp; Packaging</b><br><i>*Includes Broadcast TV Surcharge</i> | <b>Price Change</b>   |
|--|---|
| Mi Plan Latino*  | Will increase by \$5 per month.                             |
| Mi Plan Latino Silver*   | Will increase by \$5 per month.                             |
| Mi Plan Latino Gold*   | Will increase by \$5 per month.                             |
| Spectrum Receivers   | Will increase by \$3 per month.                             |
| Digital Terminal Adapters  | Will increase by \$3 per month.                             |
| Cable Card   | Will increase by \$3 per month.                             |
| Filipino View  | Will increase by \$1 per month.                             |
| Punjabi View   | Will increase by \$3 per month.                             |
| HBO Max (Non-Spectrum TV Select Customers)   | Will increase by \$2 per month.                             |
| HBO Max (Spectrum TV Select Customers)   | Will increase by \$1 per month.                             |
| MGM+   | The rate will change for all customers to \$8.00 per month. |

[1]

Exception applies to \$3/month broadcast tv surcharge increase.

We remain committed to providing excellent entertainment services in your community. If you have any questions about this change, please feel free to contact me at 919.882.4741 or via email at [mia.bailey@charter.com](mailto:mia.bailey@charter.com)

Sincerely,

*Mia D. Bailey,*

Director – State Government Affairs



**Mia D. Bailey** | Director, State Government Affairs

<sup>[1]</sup> Exception applies to \$3/month broadcast tv surcharge increase.

## ISSUE SUMMARY

### Issue:

REZN-24-11 Bridge Point Commons Conditional PD-MX Zoning Request  
Application REZN-24-11 of Charles S. Brown, Jr. Properties, LLC, and Main Development, LLC, Property Owners, and Allied Properties, LLC, Applicant, to Change the Zoning District from Conditional Urban Residential and Conditional General Commercial to Conditional Planned Development-Mixed Use of Approximately 43 Acres Located at 15020 Carrollton Blvd. for 147 Attached Single Family Homes and 1.5 Acres of Commercial Development

### Background:

Application REZN-24-11 of Charles S. Brown, Jr. Properties, LLC, and Main Development, LLC, property owners, and Allied Properties, LLC, applicant, to change the zoning district from Conditional Urban Residential and Conditional General Commercial to Conditional Planned Development-Mixed Use of approximately 43 acres with tax map numbers 34-01-050 and 50D located at 15020 Carrollton Blvd. for 147 attached single family homes and 1.5 acres of commercial development.

At its regular meeting on October 16, 2025, the Board adopted a motion to postpone action on this matter for 90 days per the request of the applicant.

At its regular meeting on August 21, 2025, the Board considered a motion to approve the application; however, the motion failed on a vote of 1-4.

The project site is approximately 43 acres in size and consists of two properties with tax map numbers 34-01-050 and 50D with road frontage of Deep Bottom Drive (Rte. 662) along the northern boundary and Carrollton Boulevard (Rte. 17) along the eastern boundary. The properties are currently vacant and historically have been in agricultural use. The site is directly adjacent to residential uses to the north and south, agricultural use and Creer Creek to the west, and currently vacant property directly across Carrollton Boulevard which is the site of the future planned Archers Meade mixed use community. The site also shares a portion of its southern boundary with the Carrollton Volunteer Fire Rescue Squad.

On October 2, 2008, the Board of Supervisors approved a change in zoning for the project site for approximately 9.2 acres from Rural Agricultural Conservation (RAC) to Conditional-General Commercial (C-GC) and approximately 33.3 acres from RAC to Conditional-Urban Residential (C-UR). The purpose of the application was to develop a mixed-use community with commercial parcels on the Route 17 frontage and up to 350 multi-family units in the rear of the property. Until 2008, the property had historically been used for agriculture. Since the original 2008 rezoning, the property has remained vacant.

The 2008 proffered conditions would allow up to 350 residential units as well as up to 8.5 acres, or up to 75,000 square feet, of commercial space as shown on the proffered conceptual plan date June 3, 2008. Out of the 350 residential units, 120 units would be designated as workforce rental apartments and 230 units would be owner-occupied condominium units. Out of the 230 condominiums, up to 17%, or 39 units, could also be workforce units. The proffered conditions also



designate 116 of the 230 condominium units as age-restricted units. The proffered conditions define the workforce units as affordable households whose maximum income is 120% of the Area Median Income and not less than 80% of the Area Median Income. Area Median Income (AMI) is defined as the AMI for the Virginia Beach-Norfolk-Newport News, Virginia Metropolitan Statistical Area (MSA) as published by the U.S. Department of Housing and Urban Development (HUD).

Other conditions governing the residential uses on the property include a maximum number of adults and children in each rental unit bedroom as well as a prohibition against participation in the Housing Voucher program for forty years. The proffers also commit to a cash proffer to the County of \$13,611 for each owner-occupied market rate condominium unit, a \$1,470 cash proffer for each age-restricted unit, and \$5,790 for each workforce unit.

In addition to proffers governing the type and number of residential uses, the conditions also stipulate a certain number of prohibited commercial uses to include the following:

1. Agricultural Assembly or Repair of Farm Equipment
2. Commercial Stables
3. Park and Ride Facility
4. Public Maintenance and Service Facility
5. Laboratory
6. Auction Establishment
7. Commercial Outdoor Entertainment/Sports Recreation
8. Crematorium
9. Construction Equipment Sales and Rental
10. Flea Market
11. Commercial Kennel
12. Manufactured Home Sales
13. Mini Warehouse
14. Motor Vehicle Dealership, New or Used
15. Motor Vehicle Repair, Major or Minor
16. Truck Stop
17. Construction Yard
18. Landfill
19. Recycling Center
20. Communication Tower

Although there is no maximum amount of commercial space specifically listed in the proffer statement, the master conceptual plan shows between 60,000 to 75,000 square feet of retail and office space in an 8.5 acre space along Route 17. In addition, the proffered conditions include a cash proffer of \$632.00 per 1000 square feet of gross floor area of each commercial building.

The proffered conditions also include open space areas, architectural criteria, recreational amenities, and transportation improvements to accommodate the new development. Road improvements include:

1. Northbound left turn lane extension on Route 17,
2. A median break to be shared with the Archer's Meade project,
3. An entrance on Deep Bottom Drive,

4. Right-of-way dedication for a future connection to Britt Way,
5. An emergency vehicle access to the adjacent Carrollton Fire Station; and
6. If VDOT finds that a traffic light is needed within 20 years of the date of approval of the application or within five years of the completion of the Project, whichever comes first, the applicant shall provide, at applicant's cost and at the option and request of Isle of Wight County, a traffic light either at the intersection of Route 17 and Deep Bottom Drive or at the intersection of Route 17 and Bridge Point Commons' main entrance.

A copy of the original proffered conditions and master plan are attached to this staff report for your review.

Following the public hearing on the proposed Bridge Point Commons conditional zoning request to Conditional-Planned Development-Mixed Use on April 22, 2025, the Planning Commission directed staff to seek additional information to answer several questions posed by the Commission members.

Staff sent a memo to the Planning Commission with the requested information via email. A copy of the memo is attached to this staff report. Representatives from VDOT and the County Transportation Director plan to attend the May 27, 2025, Planning Commission meeting to answer any remaining transportation questions.

On May 15, 2025, the applicant submitted revised proffer conditions. A redline version is attached to this staff report. The proposed changes include the following items:

- Added strip clubs, vape stores, and drive-thru restaurants and/or businesses as prohibited nonresidential uses on the commercial parcel, and
- Added a proffer to conduct a Phase 1 level cultural resources analysis within the parameters recommended by the Phase 1A Cultural Resources Assessment, if required by the regulatory authorities. Should the Phase 1 assessment recommend further study, the applicant will cause further work to be undertaken.

The applicant also submitted a revised conceptual master plan dated May 12, 2025, which removes the entrance sign shown in the required seventy foot setback adjacent to Carrollton Boulevard.

A full analysis of the consistency of the application with the County's plans and ordinances is attached in the Planning Commission staff report.

**Budgetary Impact:**

None.

**Recommended Action:**

The Planning Commission recommended approval of the rezoning request with the proffered conditions to the Board of Supervisors by a vote of six in favor and three against the motion (6-3).

Staff also recommends approval of the rezoning request with the proffered conditions.

**Attachments:**

1. REZN-24-11 Bridge Point Addl Info to BOS rev 080125
2. Allied Properties Additional Information to BOS 072725
3. May 27, 2025 PC Staff Report
4. 2008 Bridgepoint Commons Proffer Statement
5. REZN-24-11 Bridge Point Rezoning Statement of Reason
6. REZN-24-11 Bridge Point Ownership Affidavit
7. Open Space Plan Rev February 2025
8. Community Impact Statement
9. Fiscal Impact Analysis
10. Traffic Impact Analysis
11. Water Quality Impact Analysis
12. Neighborhood Plan March 24, 2025
13. 2008 Phase IA Cultural Resources Study
14. School Comments
15. Sample Townhome Model Elevations
16. Additional Info from April 22 PC Meeting
17. Commissioner of the Revenue Initial FIA Comments Jan 2025
18. Executed Proffer Statement
19. Conceptual Plan Revised May 12, 2025
20. IWCS Review Comments dated May 20, 2025
21. Ordinance with Exhibits



## MEMORANDUM

DATE: August 1, 2025

TO: The Honorable Isle of Wight County Board of Supervisors

FROM: Amy M. Ring, Community Development Department Director

SUBJECT: Additional Information for the Bridge Point Commons  
Conditional Zoning Application REZN-24-11

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Following the public hearing on the proposed Bridge Point Commons conditional zoning request to Conditional-Planned Development-Mixed Use on July 10, 2025, the Board of Supervisors continued their discussion to the August 21, 2025, regular meeting in order seek additional information. Staff has conferred with both the County Transportation Director and the Virginia Department of Transportation (VDOT) to seek answers to the questions. The questions are listed below with the requested information provided underneath each question.

**1. Would having only one entrance into a neighborhood be safer from a crime prevention standpoint?**

From a transportation safety and efficiency standpoint, crime prevention is not used as an engineering safety factor. Based on commonly accepted transportation planning principles, it is recognized that multiple connections provide for better safety by dividing the traffic among multiple entrances which reduces accidents.

Multiple connections and loops makes it easier for law enforcement to patrol through the neighborhood regularly rather than having to drive up and down each cul-de-sac to provide a presence. Multiple entrances also means multiple means of access for emergency response. Studies have also shown that many times cul-de-sacs have lower crime rates when directly compared to through/connector roads simply due to the amount of overall traffic. However, as a percentage, the difference is usually negligible, and cul-de-sacs are prone to specific types of crime because of their isolation, such as abuse, daytime theft, and door-to-door fraud. Staff reached out to the Sheriff's Office for an assessment of whether neighborhoods with only one way in and out are any less or more safe than one with multiple access points.

According to feedback from the Sheriff's Office, a neighborhood with a single entrance is not more or less safer than on with multiple entrances. Most crime committed are crimes of opportunity, and most of them have multiple streets within any neighborhood to travel before exiting. The biggest issue faced by neighborhoods with a single entrance is when

there is an incident where the citizens cannot enter or exit until the incident clears or a secondary incident happens and delays emergency response. The Sheriff's Office added that conditions on the Route 17 corridor are becoming more unpredictable with the delays from the tunnels as well as growth in Suffolk and Isle of Wight, so additional access points would be beneficial.

VDOT states that connecting a residential development to another residential development would not be considered significantly unsafe. The main issue that could be considered is that the increase in traffic could negatively affect potential pedestrians, however, Britt Way and Ashby Way are not unlike other similar development built during the same time period which lack pedestrian accommodations.

The TIA projects an increase of 26 vehicles per hour exiting the proposed development, and four entering at full buildout in the AM Peak. That would be 30 vehicles (in both directions) on Britt Way during the peak morning hours, or about 1 every 2 minutes, assuming an even distribution, in addition to the current Britt Way traffic. Similarly, the PM peak hours expect seventeen additional cars exiting the proposed development and twelve entering, with a total of 29 vehicles per hour. This is at peak hours and would be expected to be significantly lower at all other times.

In comparison, the Ashby Way entrance currently sees about 75 trips during the AM peak and 100 during the PM peak hours. The traffic then disburses as it travels through the neighborhood. The mainline sections of the neighborhood already have similar amounts of through traffic with no sidewalks, and no apparent significant issues.

The Bridge Point access on Route 17 will be a right-in/right-out entrance only with no opportunity to turn left, or northbound, on Route 17. If this entrance is the community's only access, it would force all of the left-turning traffic to perform a u-turn at the next available intersection. The traffic would not be split between an entrance on Rte. 17 and the Ashby signal or split between Rte. 17, Ashby, and Deep Bottom, if a third access were to be provided there. All of the left-turn trips, including everyone going to Smithfield and to the James River Bridge, would be a u-turn. A revised TIA would need to be performed to assess the safety of the single entrance.

## **2. If Britt Way were to be constructed now, would sidewalks be required?**

Pedestrian connectivity through the use of trails and/or sidewalks in new development is required by both the Zoning and Subdivision Ordinances as well as by VDOT Street Design requirements.

## **3. Has the applicant pursued a variance with VDOT to be allowed only one entrance rather than two?**

The normal variance process begins with a request at subdivision plan application submittal showing the proposed street grid. VDOT would not consider a variance request for a proposed project that has not received Board approval, otherwise the request would

be to waive the requirements for something that does not, technically, exist. In order to submit a waiver request, the applicant would need to prepare and submit a new TIA showing how the traffic would be managed using only entrance as well as demonstrate why they would qualify for a waiver from VDOT.

The administrative code of Virginia specifies the conditions for which a connection may be waived. The full code section may be viewed here:

<https://law.lis.virginia.gov/admincode/title24/agency30/chapter92/section60/>

In general, the following criteria must be considered:

*b. The district administrator's designee may also waive or modify this additional connections standard if, in the written opinion of the applicant and locality's chief executive or designee, the provision of such connection is impracticable or unwarranted for any of the following reasons: (i) there are topographic constraints; (ii) the provision is incompatible with an existing adjoining development; (iii) the adjoining property is completely built out as envisioned in the locality's comprehensive plan with no expectation of redevelopment in the next 20 years and there is no stub out (either constructed or platted) to the property served by the network addition; (iv) the connection would impact the developer's ability to comply with any local ordinances related to the preservation of open space or trees during the land development process, after a good faith effort to comply with connectivity requirements and local ordinances; (v) the connection would require work outside the right-of-way (existing or proposed) or easements on an adjoining property outside of the control of the developer; or (vi) other factors as determined by the applicant and locality's chief executive or designee. The district administrator's designee shall respond to requests for such connectivity exceptions within 30 calendar days of receipt of a completed VDOT request form.*

In addition to the VDOT waiver application, the applicant would need approval from the Board for a waiver to the subdivision ordinance requirements. Section 5.9.6 of the Subdivision Ordinance, "Street alignment and layout," requires that the street layout in a new development be coordinated with the existing street system with connections made at all stub outs on existing adjacent properties. While a waiver to this requirement may be granted by Board of Supervisors, the request should be based on environmental or topographical issues. The 2020 Comprehensive Plan and the Countywide Transportation Plan recommend off-primary connections whenever possible.

The risk of asking for a waiver to both state and local requirements is that approval is not guaranteed. The applicant would need to spend additional funds for a new TIA as well as possibly other documents to support the applications.

**4. How would the northbound traffic on Route 17 access the commercial property?**

Commercial property could be accessed by northbound traffic either by performing a u-turn at the next available intersection to enter the right-in/right-out only entrance, or to take a left at the Route 17/Ashby Way intersection to access the site from the Britt Way connection.

There is the possibility of limiting all commercial traffic to the Rte. 17 entrance or providing a third access point from Deep Bottom Drive. Even if Deep Bottom is ultimately closed at Rte. 17 as part of the displaced left project, it still provides a way to access Brewers Neck and go either right towards Rte. 17 or turn left towards Smithfield. There is an existing median break at the connection with Brewers Neck Blvd. With the projected low volumes for this road, road improvements could be minimal.

A thorough analysis of a potential entrance would be needed to determine what improvements to Deep Bottom Drive would be necessary, including a revised TIA. Staff will reach out to the applicant for cost estimates to construct an entrance at Deep Bottom Drive as well as whether the proposed layout could be revised to minimize wetland impacts to share with the Board.

**5. What impact would a single entrance have on the commercial development?**

The applicant stated during the public hearing that having only one entrance would negatively impact the viability of the commercial site, as well as what uses are allowed there based on traffic volumes. More commercial uses would increase the number of vehicle trips, which would increase the number of u-turns needed for people traveling northbound on Rte. 17. A revised TIA would be needed to assess the safety and efficiency of the arrangement.

**6. Is there a way to make a connection through an alternative, nonresidential property?**

The only nonresidential property adjacent to the site is the Carrollton Volunteer Fire Department and the Carrollton Cove Shoppes property. There are several potential constraints to crossing these properties to include potential wetland impacts and the presence of stormwater ponds on both properties. Additionally, daily residential and commercial traffic could conflict with emergency response from the fire station.

**7. Are boats on trailers allowed to be parked on the street?**

Correctly licensed boats and trailers are allowed to park on public streets that allow on-street parking as long as they are parked correctly and do not pose a hazard to traffic safety.

**8. Is the Britt Way connection a legal connection?**

Joshua Norris, Land Use Engineer with the VDOT Franklin Residency, confirmed that Britt Way was built of sufficient width to accommodate a future connection to the adjacent property. He confirmed that VDOT accepted the street in 2009 into the Secondary Street System with a temporary turnaround cul-de-sac to accommodate a future connection to the adjacent property. The Britt Way terminus pre-dates the requirement to post a sign at the end of the cul-de-sac identifying it as a future connection. Because Britt Way is an established public right-of-way designated for a future connection, the County, VDOT or the adjacent property owner as part of an approved development plan could pursue a connection to Britt Way without further review.

Two connections to state maintained roads are required for any development with less than 200 units. For every 200 additional units, another access is required. VDOT regulations and the County subdivision ordinance requires the connection to Britt Way in order for the proposed development roads to be eligible for state maintenance. As generally specified in County ordinances, the County considers it in the best interests of citizens that new development utilize public roads accepted into the State system. On-going experience has shown that HOAs struggle with long-term maintenance obligations for major infrastructure such as roads, drainage, and water/sewer facilities and the majority of these require County intervention in the future.

I will forward any additional information as soon as it is received. Please feel free to reach out to me at 757-365-6210, if you have any questions.



## INFORMATIONAL MEMORANDUM

TO: Isle of Wight County Board of Supervisors

FROM: Christine Early, Allied Properties (Rezoning applicant), and  
Amy Bocchicchio, Land Planning Solutions (Consultant to rezoning applicant)

RE: REZN-24-11, Bridge Point

DATE: July 27, 2025

---

Dear Isle of Wight County Board of Supervisors,

Following the public hearing held on July 10, 2025, for Bridge Point, the applicant would like to address the following concerns and questions raised at the meeting for your consideration.

*#1 – Did the applicant submit a variance request to VDOT for a secondary ingress or egress directly on Route 17 to prevent the need for secondary access from Britt Way?*

- A request for a variance cannot be submitted to VDOT at the time of a rezoning application, this can only be submitted in conjunction with a full site plan or engineering plans after an approved rezoning.
- In reviewing a variance application at a future time, VDOT would review the existing street profile and design of Britt Way to determine if it is engineered sufficiently to accommodate the vehicular trips generated from Bridge Point to avoid a second direct access on Rt. 17.
  - Britt Way is platted as a standard 50' public right-of-way residential street with a pavement width of 26' including curb and gutter on both sides.
  - This existing street profile is sufficient to accommodate roughly 10,000 vehicular trips per day.
  - The combined average daily vehicular trips from existing homes and new homes in Bridge Point are estimated at 602 total trips per day, which is less than 1/10 of the street's capacity. Britt Way was originally designed to serve the subject property, not just residents in Ashby.
  - The trips on Britt Way would be similar or less than those found in the Founders Pointe and Carisbrooke neighborhoods. Thus, this is not atypical for a residential street.
- Additionally, VDOT would likely review the crash data for Britt Way and Route 17. Route 17 experiences significantly more vehicular crashes at higher speeds.

*#2 – Why is the applicant not proposing a full access ingress/egress on Route 17?*

- VDOT previously determined that the possible location of a full access ingress/egress for Bridge Point on Route 17 does not meet the required separation distances.
  - The minimum separation distance for full access on Route 17 is 1,320 linear feet due to the posted speed limit and roadway classification.
  - The Deep Bottom Drive/Route 17 intersection is located +/-630' from the existing median break in front of Bridge Point and the Carrollton Fire Station site driveway is located +/-960' from the median break. Therefore, a full access ingress/egress at the Bridge Point site does not meet spacing requirements.
  - In order for the Archers Meade subdivision to be approved, the applicant was required to proffer closing the existing median break on 17. Please note that the current rezoning applicant for Bridge Point is unable to modify the proffers in place for Archers Meade.

*#3 – Why is the applicant not providing a roadway connection to Deep Bottom Drive?*

- Connecting to Deep Bottom Drive is not feasible due to a combination of regulatory, environmental, financial, and legal constraints, each of which on its own could render the connection untenable. Taken together, they make this option practically and legally inaccessible.
- **Regulatory and Permitting Obstacles (High Risk of Denial).** Under current Army Corps of Engineers (ACOE) and Department of Environmental Quality (DEQ) standards, disturbing wetlands or the 100' Resource Protection Area (RPA) to build a road requires exhaustive justification under the “no practicable alternative” standard. Because the site already has two viable access points (Britt Way and Route 17), regulators will likely determine that a third access—especially one that disturbs protected environmental features—is not justified and will not meet threshold criteria for approval.
- Based on guidance from our environmental consultants and past precedents, **permit denial** is the most probable outcome, which would delay the project by years without any viable path forward.
- **Excessive Cost for Speculative Outcome.** The permitting process alone would require a two-year lead time and incur costs estimated at \$200,000+—before any guarantee of success. Even if permits were obtained, the road construction costs, including widening, curb/gutter, drainage, and sidewalks along ~1,070 linear feet, would be substantial and likely exceed \$1 million.
- **Legal and Property Rights Challenges.** Deep Bottom Drive is a substandard 30' right-of-way with ~20' of pavement and lacks curb/gutter. To widen it to public street standards, the County would require:
  - 10' of right-of-way dedication from the applicant, and
  - 10' of dedication from private homeowners along Deep Bottom Drive—triggering easement acquisitions or takings, which could require consent or condemnation, both politically and legally fraught. This would result in significant disruption to existing residents, possible litigation, and opposition from impacted homeowners.

- **Comprehensive Planning and Safety Conflicts.** The Route 17 Arterial Preservation Plan contemplates eliminating Deep Bottom's Route 17 access entirely, further rendering a new connection through it incompatible with long-range transportation planning. Adding a through-connection here would undermine regional planning efforts to reduce local traffic on arterial corridors and could increase conflict points at a non-signalized and undersized road segment.
- **Conclusion:** Given the environmental permitting improbability, substantial cost, legal exposure, and planning conflicts, any proposal to connect to Deep Bottom Drive is not just infeasible—it is irresponsible from a planning, fiscal, and legal standpoint. The project has viable, engineered, and safe access through Britt Way and Route 17, which fully comply with VDOT and County access requirements.

*#4 - Concerns regarding the proposed amount of commercial space, 1.5 acres, being too small:*

- Attached please find a market inventory analysis from CoStar for retail in Isle of Wight County produced on July 15, 2025.
  - The vacancy rate of retail is currently 16.8% compared to the 10-year average vacancy rate of 10.7%. 43,000 SF of retail is currently vacant.
- Some nearby undeveloped commercial parcels on Route 17 include: T.M. 34-01-0031, 34-01-003P, 34-01-003A1 (out front of Eagle Harbor), and T.M. 34-01-070D1, 34-01-070D3, and 34-01-070D5 (out front of Publix/Bartlett Station).
- There are presently 21 commercial properties for lease or for sale in IOW.
- The 10-acre commercial portion of the subject property has sat idle since the 2009 rezoning with very little interest due to access limitations and a lack of main commercial anchor, such as a grocer, to attract business.
- Due to the forced right-in/right-out from Route 17 as our main entrance, prospective commercial users for the site are very limited. Most commercial prospects will require a full-movement access.
- The restriction of the drive-thru proffer was put in place as a result of the community concerns for it, to reduce traffic impacts and because of the limited access on Route 17

Thank you for your time and careful consideration. Attached with this memo is a statement from Keith Miller, CWD, CES, CHMM and Environmental Consultant regarding the issues with a connection to Deep Bottom Drive and a Costar Analytics Report regarding the vacant commercial space in the county currently.

# TTC Corporation

## Environmental Sciences and Consulting since 1989

July 18, 2025

Ms. Christine Early  
Land Entitlements Manager  
Allied Properties  
237 Caratoke Hwy.  
Moyock, NC 27958

Bridge Point Commons  
Carrollton, Virginia

RE: Connection to Deep Bottom Drive

This report is in reference to the feasibility and estimated costs for establishing a third entrance, connection point for the proposed Bridge Point Commons Development Project at the north eastern corner with Deep Bottom Drive ( Route 622 ) near the intersection with US Route 17, Carrollton Boulevard.

The Feasibility and estimated costs are based upon the ACOE Confirmed Wetlands ( ACOE Preliminary Jurisdictional Determination #NAO-2006-05795, dated December 30, 2020 ) for the potential impact of approximately 0.50 acres of Palustrine Forested ( PFO ) wetlands and approximately 200 linear feet of impact of the Ephemeral Stream to facilitate the construction of the third entrance, connection to Deep Bottom Drive.

In order to establish this 3<sup>rd</sup> entrance, connection point the connection roadway from the proposed development to Deep Bottom Drive will cross over the PFO wetlands and the Ephemeral Stream resulting in the following impacts and estimated costs for the mitigation of those impacts.

- Impact of approximately 0.50 acres of PFO Wetlands at a 2:1 ratio requiring the purchase of 1.0 Wetlands Credits from an approved Wetlands Mitigation Bank servicing the Lower James River Watershed.

0.50 acres PFO wetlands impact at a 2:1 ratio = 1.0 acre credits at \$70,000 ( estimated costs ) = \$ 70,000

200 linear feet Ephemeral Stream impact at a 0.17:1 ratio = 34 impact credits at \$1,000 ( estimated costs ) = \$ 34,000

NOTE: The estimated costs for the ephemeral Stream Impact may require a complete biological and stream morphology assessment as well as a complete storm water analysis including potential downstream environmental and storm water analysis.

13561 Courthouse Highway  
Smithfield, Virginia 23430  
Cell 757-409-2869  
Email: [TTCCorporation@aol.com](mailto:TTCCorporation@aol.com)

# TTC Corporation

## Environmental Sciences and Consulting since 1989

- Estimated costs - \$ 25,000

The proposed wetlands impact will require an Approve Joint Permit Application ( JPA ) from the ACOE and DEQ necessitating the following estimated costs:

NOTE: The JPA requirements for potential wetlands impact will be evaluated and considered for approval based upon the Minimization and Avoidance of any potential wetlands and stream impacts to the extent that the requirement from Isle of Wight County for a third entrance / connection could be considered by both DEQ and the ACOE as unnecessary due to the potential impacts to wetlands and the ephemeral stream.

- The preparation of JPA will require preliminary engineering in the form of plans, sections and a preliminary storm water analysis in accordance with the Virginia Storm Water Regulations and the Isle Of Wight County Storm Water Ordinance.
- An Alternative Analysis ( in accordance with the ACOE and DEQ Regulations ) of any potentially developable alternate properties within a 2 mile radius that could accommodate this Development project with no wetlands impact.
- Estimated Costs - \$ 15,000
- A complete JPA package including the following;
  - Wetlands Mitigation Plan
  - Wetlands Impact Minimization and Avoidance Report
  - Coastal Zone Management Compliance Plan
  - Alternative Analysis Report
  - Storm Water Analysis Report
  - Engineering plans and sections
- The estimated fees for the complete JPA package is approximately \$45,000.

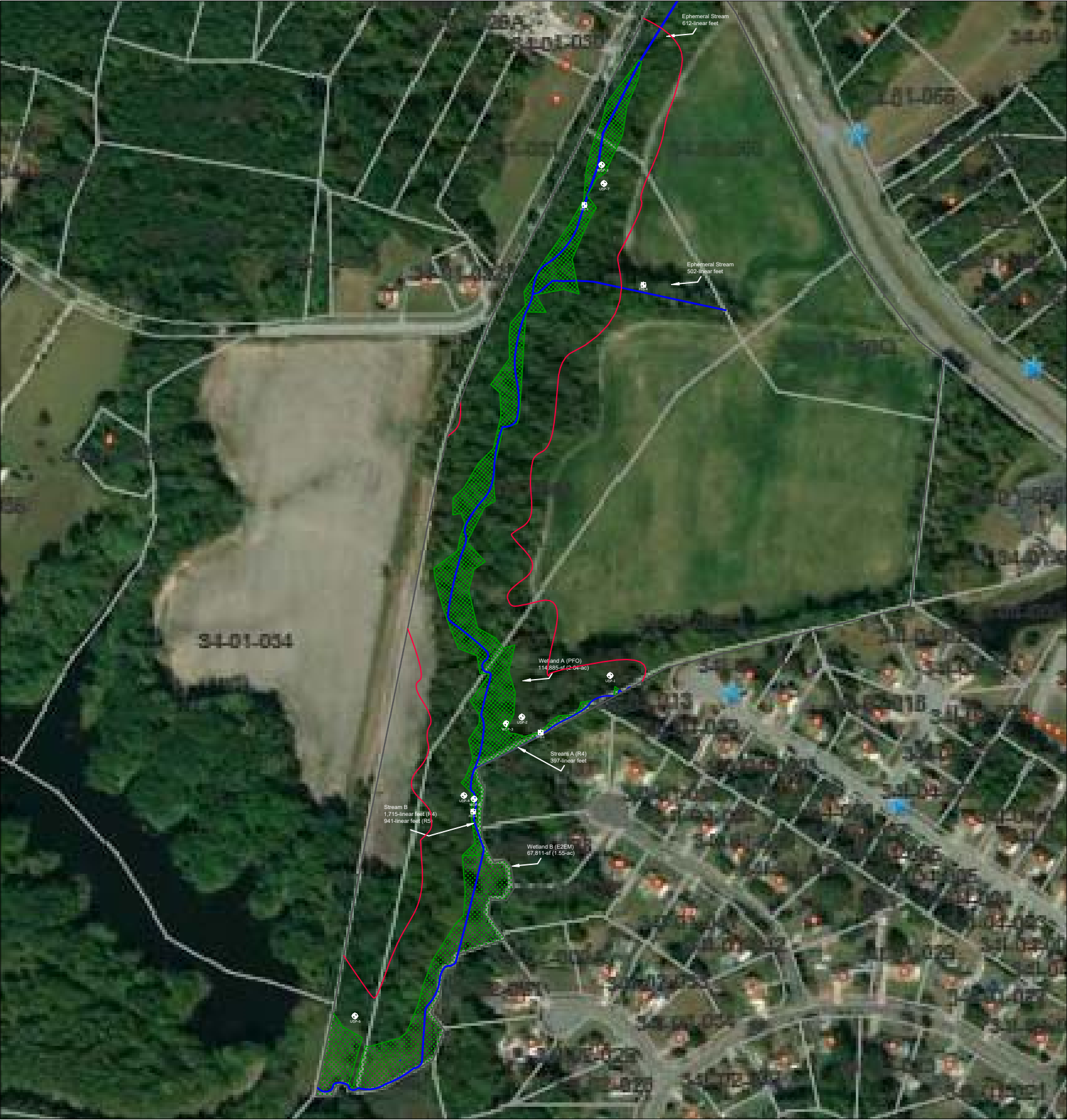
TOTAL ESTIMATED COSTS = \$ 189,000

Sincerely,

**Keith M. Miller**

Keith M. Miller, CWD, CES, CHMM  
President

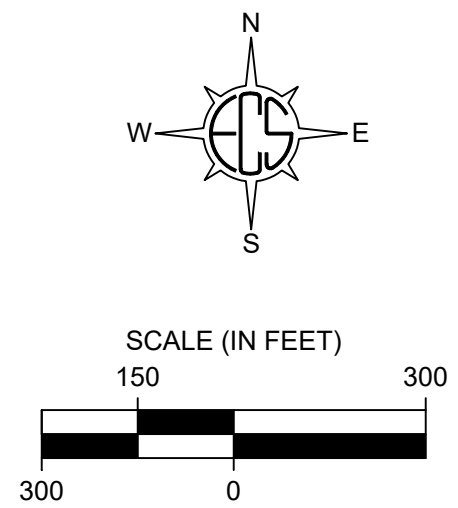
13561 Courthouse Highway  
Smithfield, Virginia 23430  
Cell 757-409-2869  
Email: [TTCCorporation@aol.com](mailto:TTCCorporation@aol.com)



- LEGEND
- STREAM CHANNEL BOUNDARY
  - EPHEMERAL STREAM CHANNEL (RE)
  - ESTUARINE EMERGENT (E2EM) WETLAND
  - PALUSTRINE FORESTED (PFO) WETLAND
  - APPROXIMATE WETLAND DATAPoint LOCATION
  - APPROXIMATE PERENNIAL FLOW DETERMINATION LOCATION
  - PRELIMINARY 100' RESOURCE PROTECTION AREA BUFFER
  - STUDY AREA/PROPERTY BOUNDARY

\*WATER FEATURES WERE DELINEATED BY ECS ON JULY 16, 2020 AND LOCATED USING A SUB-METER ACCURACY GPS UNIT.

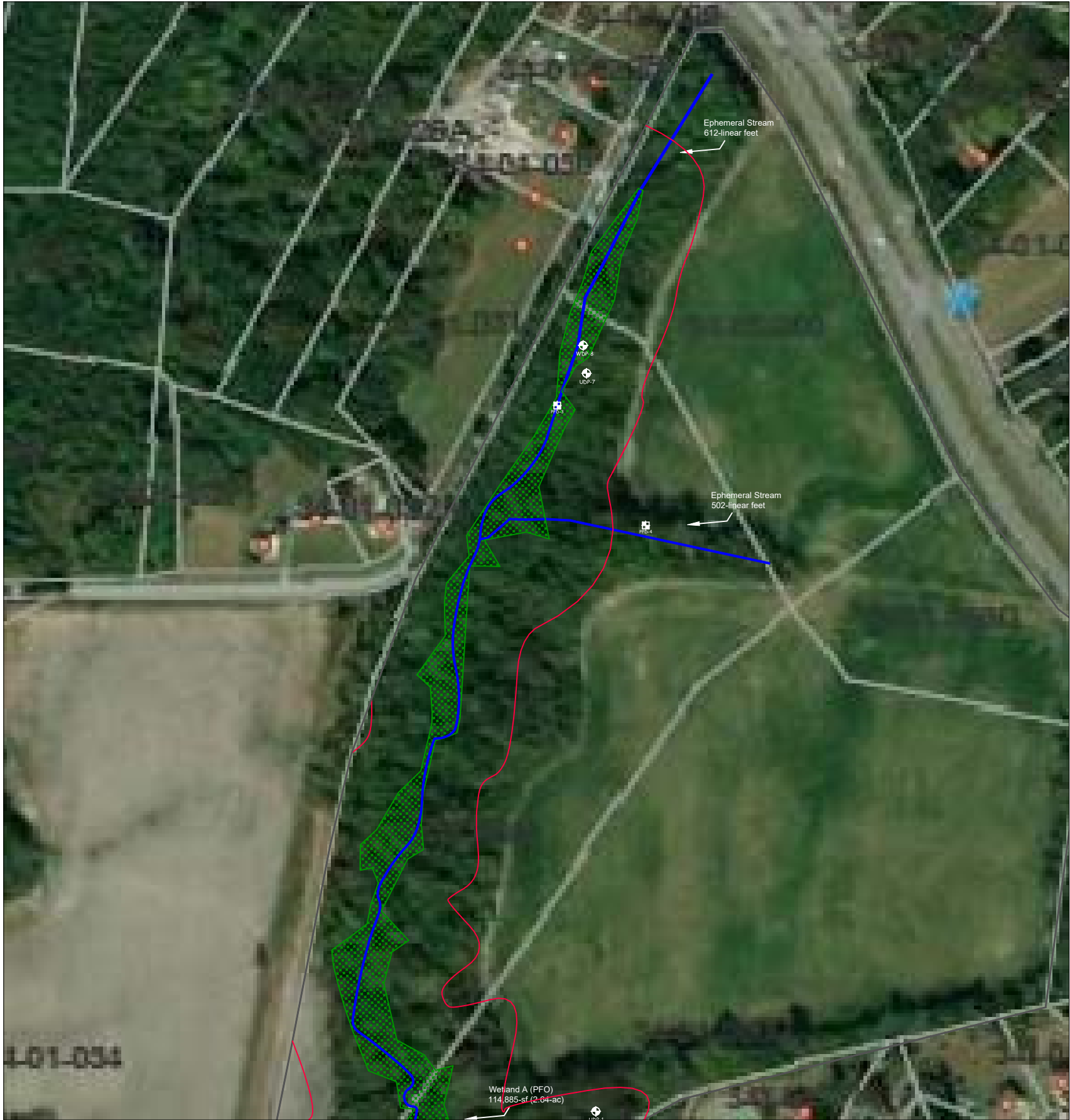
\*\*WATER FEATURES DEPICTED HEREIN SHOULD BE CONSIDERED PRELIMINARY UNTIL CONFIRMED BY THE U.S. ARMY CORPS OF ENGINEERS.



BRIDGE POINT COMMONS  
15020 CARROLLTON BOULEVARD  
ISLE OF WIGHT, VIRGINIA

WATERS OF THE U.S.  
DELINEATION MAP  
EMERSON AND ROPER COMPANIES, LLC

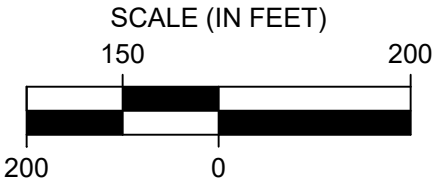
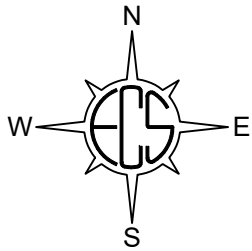
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| ECS REVISIONS           |                 |
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| ENGINEER<br>AMM         | DRAFTING<br>MTD |
| SCALE<br>1" - 80'       |                 |
| PROJECT NO.<br>47:10615 |                 |
| SHEET<br>OVERALL        |                 |
| DATE<br>7-22-2020       |                 |



- LEGEND
- STREAM CHANNEL BOUNDARY
  - EPHEMERAL STREAM CHANNEL (RE)
  - ESTUARINE EMERGENT (E2EM) WETLAND
  - PALUSTRINE FORESTED (PFO) WETLAND
  - APPROXIMATE WETLAND DATAPOINT LOCATION
  - APPROXIMATE PERENNIAL FLOW DETERMINATION LOCATION
  - PRELIMINARY 100' RESOURCE PROTECTION AREA BUFFER
  - STUDY AREA/PROPERTY BOUNDARY

\*WATER FEATURES WERE DELINEATED BY ECS ON JULY 16, 2020 AND LOCATED USING A SUB-METER ACCURACY GPS UNIT.

\*\*WATER FEATURES DEPICTED HEREIN SHOULD BE CONSIDERED PRELIMINARY UNTIL CONFIRMED BY THE U.S. ARMY CORPS OF ENGINEERS.



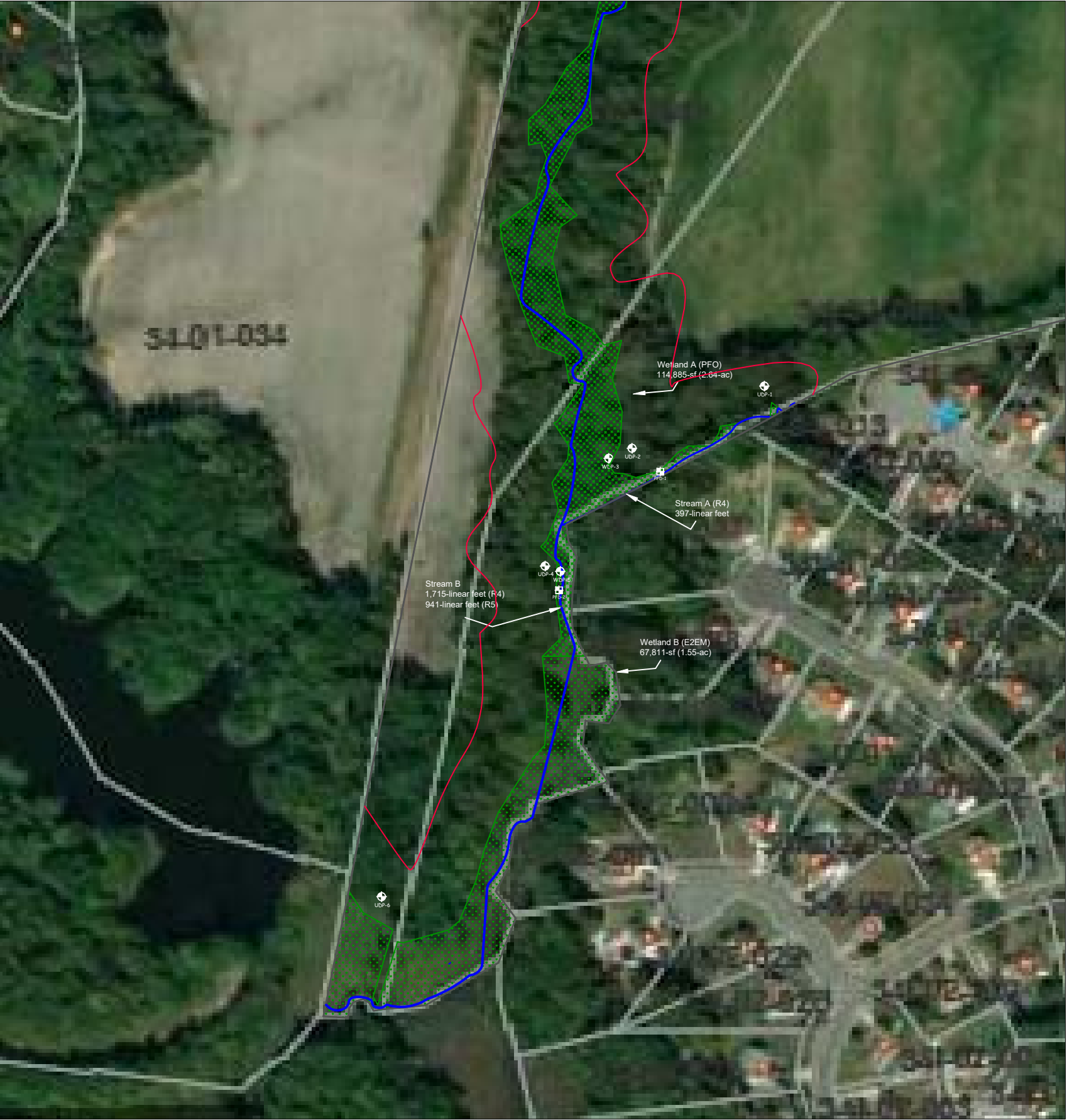
BRIDGE POINT COMMONS  
15020 CARROLLTON BOULEVARD  
ISLE OF WIGHT, VIRGINIA



WATERS OF THE U.S.  
DELINEATION MAP  
EMERSON AND ROPER COMPANIES, LLC

| ECS REVISIONS           |                 |
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|                         |                 |
|                         |                 |
| ENGINEER<br>AMM         | DRAFTING<br>MTD |
| SCALE<br>1" = 80'       |                 |
| PROJECT NO.<br>47:10615 |                 |
| SHEET<br>1 OF 2         |                 |
| DATE<br>7-22-2020       |                 |

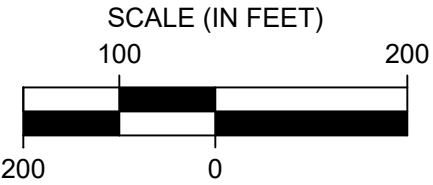
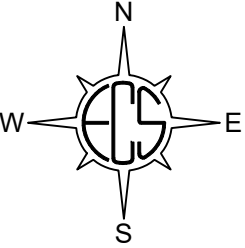




- LEGEND
- STREAM CHANNEL BOUNDARY
  - EPHEMERAL STREAM CHANNEL (RE)
  - ESTUARINE EMERGENT (E2EM) WETLAND
  - PALUSTRINE FORESTED (PFO) WETLAND
  - APPROXIMATE WETLAND DATAPoint LOCATION
  - APPROXIMATE PERENNIAL FLOW DETERMINATION LOCATION
  - PRELIMINARY 100' RESOURCE PROTECTION AREA BUFFER
  - STUDY AREA/PROPERTY BOUNDARY

\*WATER FEATURES WERE DELINEATED BY ECS ON JULY 16, 2020 AND LOCATED USING A SUB-METER ACCURACY GPS UNIT.

\*\*WATER FEATURES DEPICTED HEREIN SHOULD BE CONSIDERED PRELIMINARY UNTIL CONFIRMED BY THE U.S. ARMY CORPS OF ENGINEERS.



BRIDGE POINT COMMONS

15020 CARROLLTON BOULEVARD

ISLE OF WIGHT, VIRGINIA

WATERS OF THE U.S.

DELINEATION MAP

EMERSON AND ROPER COMPANIES, LLC

|                         |                 |
|-------------------------|-----------------|
| ECS REVISIONS           |                 |
|                         |                 |
|                         |                 |
|                         |                 |
|                         |                 |
| ENGINEER<br>AMM         | DRAFTING<br>MTD |
| SCALE<br>1" = 80'       |                 |
| PROJECT NO.<br>47:10615 |                 |
| SHEET<br>2 OF 2         |                 |
| DATE<br>7-22-2020       |                 |



**ENGINEER'S ESTIMATE  
CONSTRUCTION IMPROVEMENTS TO DEEP BOTTOM DR.**

**PREPARED BY: LAND PLANNING SOLUTIONS**

**7/21/2025**

(Based on widening roughly +/-1,070 linear feet of road, curb/gutter, drainage and sidewalk on one side of Deep Bottom Dr.)

|  | QTY   | UNIT  | UNIT PRICE  | TOTAL PRICE         |
|--|-------|-------|-------------|---------------------|
| <b>SECTION 1 - EROSION CONTROL</b>                             |       |       |             |                     |
| CONSTRUCTION ENTRANCE  | 1     | EA    | \$3,500.00  | \$3,500.00          |
| SILT FENCE   | 2,290 | LF    | \$2.50      | \$5,725.00          |
|  |       |       |             |                     |
| <b>SECTION 1 - EROSION CONTROL SUBTOTAL</b>                    |       |       |             | <b>\$9,225.00</b>   |
| <b>SECTION 2 - DEMOLITION</b>                                  |       |       |             |                     |
| CLEAR AND GRUB TREES AND SHRUBS                                | 0.50  | AC    | \$10,000.00 | \$5,000.00          |
| SAWCUT ASPHALT PAVEMENT  | 200   | LF    | \$5.00      | \$1,000.00          |
| REMOVE AND DISPOSE OF EXISTING ASPHALT                         | 1,189 | SY    | \$10.00     | \$11,888.89         |
|  |       |       |             |                     |
| <b>SECTION 2 - DEMOLITION SUBTOTAL</b>                         |       |       |             | <b>\$17,888.89</b>  |
| <b>SECTION 3 - EARTHWORK</b>                                   |       |       |             |                     |
| STRIP AND STOCKPILE TOPSOIL                                    | 555   | CY    | \$5.00      | \$2,775.00          |
| ROADWAY SELECT FILL (+/-3' of Fill for new section)            | 1,111 | CY    | \$28.00     | \$31,108.00         |
| SITE GRADING   | 1,111 | SY    | \$2.00      | \$2,222.00          |
| GRADE AND SEED ROW/ BACK OF CURB                               | 1,188 | SY    | \$3.00      | \$3,564.00          |
| BMP  | 4     | EA    | \$25,000.00 | \$100,000.00        |
|  |       |       |             |                     |
| <b>SECTION 3 - EARTHWORK SUBTOTAL</b>                          |       |       |             | <b>\$139,669.00</b> |
| <b>SECTION 4 - CONCRETE</b>                                    |       |       |             |                     |
| 30" CURB & GUTTER (VDOT CG-6) (One side only)                  | 1,070 | LF    | \$16.00     | \$17,120.00         |
| CONCRETE SIDEWALK (One side only)                              | 600   | SY    | \$140.00    | \$84,000.00         |
| HANDICAP RAMPS   | 3     | EA    | \$1,500.00  | \$4,500.00          |
| TRUNCATED DOME   | 24    | SF    | \$25.00     | \$600.00            |
| CONCRETE DRIVEWAY ENTRANCE (3 Existing driveways)              | 3     | EA    | \$8,000.00  | \$24,000.00         |
|  |       |       |             |                     |
| <b>SECTION 4 - CONCRETE SUBTOTAL</b>                           |       |       |             | <b>\$130,220.00</b> |
| <b>SECTION 5 - ROADS</b>                                       |       |       |             |                     |
| GRADE SUBBASE (20' width along roadway)                        | 2,377 | SY    | \$1.25      | \$2,971.25          |
| 2" OVERLAY (Half of existing road width)                       | 1,188 | SY    | \$10.00     | \$11,880.00         |
| 2" MILL (Half of existing road width)                          | 1,188 | SY    | \$8.00      | \$9,504.00          |
| NEW PAVEMENT SECTION   | 2,378 | SY    | \$50.00     | \$118,888.89        |
| TRAFFIC SIGNS  | 1     | EA    | \$250.00    | \$250.00            |
| TRAFFIC CONTROL  | 1     | LS    | \$15,000.00 | \$15,000.00         |
| PAVEMENT MARKINGS - 4" LINE (One outside line and center line) | 2,140 | LF    | \$2.00      | \$4,280.00          |
| PAVEMENT MARKINGS - 24" STOP BAR                               | 1     | EA    | \$150.00    | \$150.00            |
| RELOCATE POWER POLE - *NOT INCLUDED QTY 6                      |       | EA    | \$30,000.00 | \$0.00              |
|  |       |       |             |                     |
| <b>SECTION 5 - ROADS SUBTOTAL</b>                              |       |       |             | <b>\$162,924.14</b> |
| <b>SECTION 6 - DRAINAGE</b>                                    |       |       |             |                     |
| OUTLET STRUCTURE   | 4     | EA    | \$4,000.00  | \$16,000.00         |
| DROP INLET / CATCH BASIN                                       | 4     | EA    | \$5,000.00  | \$20,000.00         |
| VDOT DI-1  | 4     | EA    | \$5,000.00  | \$20,000.00         |
| 15" RCP PIPE   | 240   | LF    | \$55.00     | \$13,200.00         |
|  |       |       |             |                     |
| <b>SECTION 6 - DRAINAGE SUBTOTAL</b>                           |       |       |             | <b>\$69,200.00</b>  |
| <b>CONSTRUCTION COSTS TOTAL</b>                                |       |       |             | <b>\$529,127.03</b> |
| CONSTRUCTION STAKEOUT  |       | 3.0%  |             | \$15,873.81         |
| GEOTECHNICAL TESTING   |       | 3.0%  |             | \$15,873.81         |
| CONSTRUCTION MANAGEMENT  |       | 4.0%  |             | \$21,165.08         |
| FRANCHISE UTILITIES  |       | 3.0%  |             | \$15,873.81         |
| PERMITS / FEES / BONDS   |       | 4.0%  |             | \$21,165.08         |
| ENGINEERING / SURVEYING DESIGN                                 |       | 12.0% |             | \$63,495.24         |
| WETLAND DELINEATION PERMITS / MITIGATION                       |       | 4.0%  |             | \$21,165.08         |
|  |       |       |             |                     |
| <b>TOTAL</b>   |       |       |             | <b>\$703,738.95</b> |
| <b>CONSTRUCTION CONTINGENCY</b>                                |       |       | <b>50%</b>  | <b>\$264,563.51</b> |
| <b>GRAND TOTAL</b>   |       |       |             | <b>\$968,302.46</b> |

## Search Analytics

INVENTORY SF

**260K** +5.3%

Prior Period 247K

UNDER CONSTRUCTION SF

**0** -100.0%

Prior Period 13.2K

12 MO NET ABSORPTION SF

**9.2K** +252.4%

Prior Period (6.1K)

VACANCY RATE

**16.8%** +0.7%

Prior Period 16.1%

MARKET ASKING RENT/SF

**\$1.59** +5.9%

Prior Period \$1.50

MARKET SALE PRICE/SF

**\$163** +4.6%

Prior Period \$155

MARKET CAP RATE

**7.6%** +0%

Prior Period 7.6%

## Key Metrics

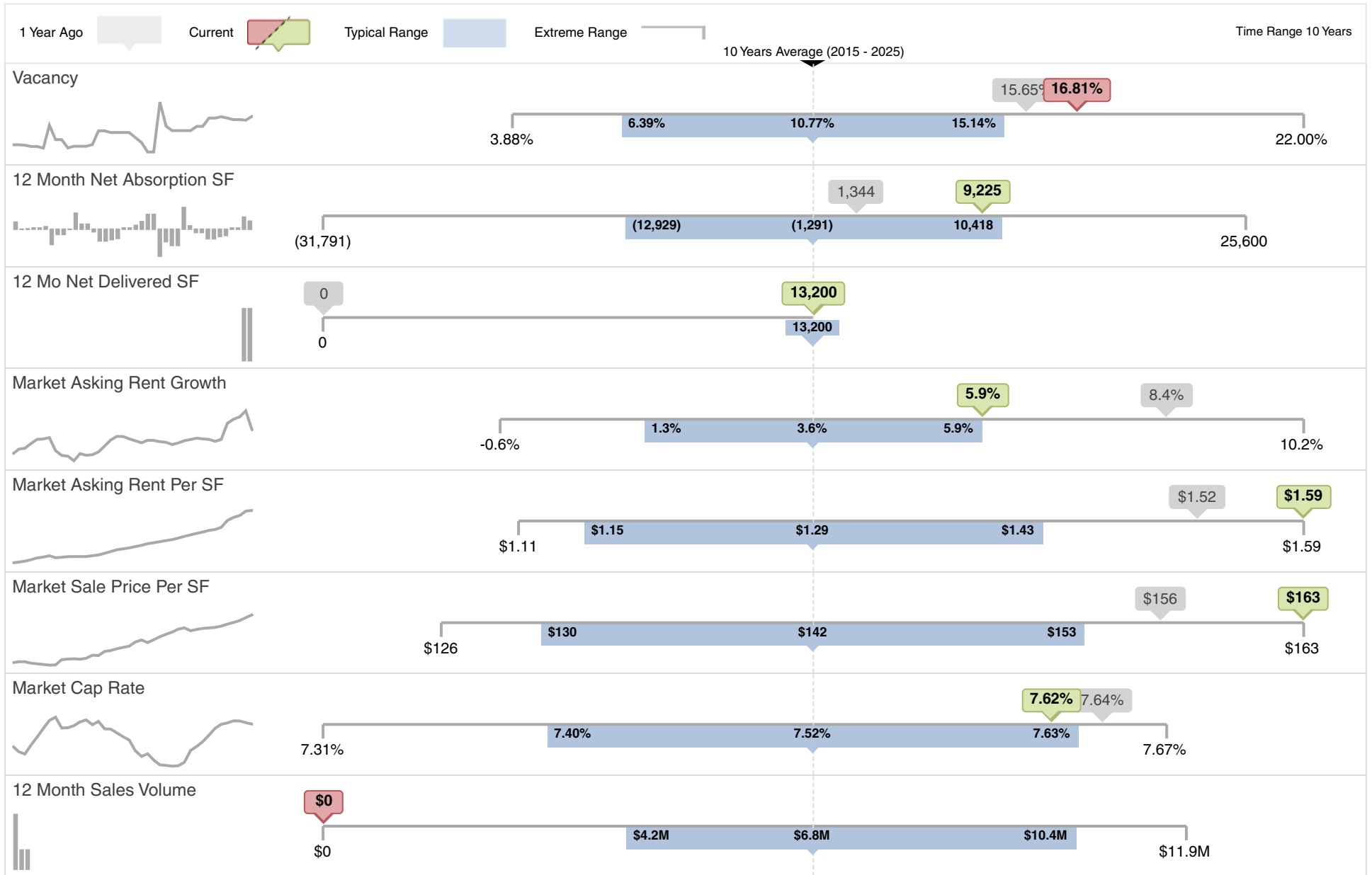
| Availability             |          |
|--------------------------|----------|
| Vacant SF                | 43.8K ↑  |
| Sublet SF                | 0 ↓      |
| Availability Rate        | 17.9% ↑  |
| Available SF Total       | 46.5K ↑  |
| Available Asking Rent/SF | \$2.05 ↑ |
| Occupancy Rate           | 83.2% ↓  |
| Percent Leased Rate      | 83.6% ↓  |

| Inventory                     |         |
|-------------------------------|---------|
| Existing Buildings            | 6 ↑     |
| Under Construction Avg SF     | -       |
| 12 Mo Demolished SF           | 0 ↓     |
| 12 Mo Occupancy % at Delivery | 88.6%   |
| 12 Mo Construction Starts SF  | 0 ↓     |
| 12 Mo Delivered SF            | 13.2K ↑ |
| 12 Mo Avg Delivered SF        | 6.6K    |

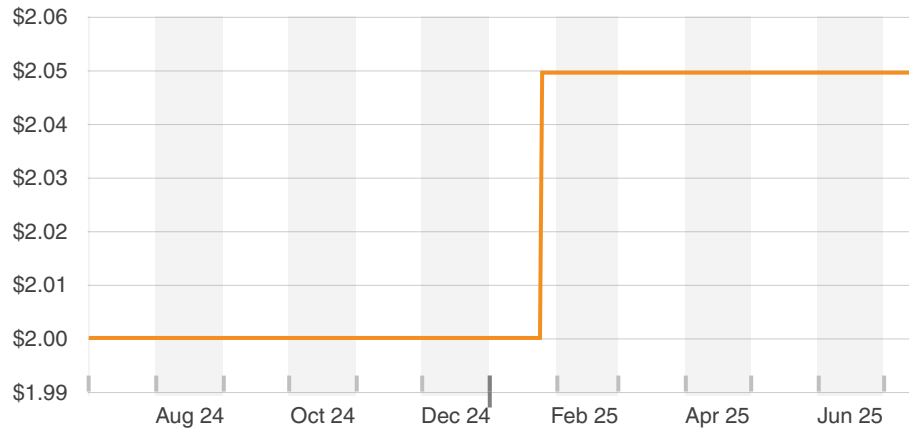
| Sales Past Year                   |       |
|-----------------------------------|-------|
| Asking Price Per SF               | -     |
| Sale to Asking Price Differential | -     |
| Sales Volume                      | \$0 ↓ |
| Properties Sold                   | 0 ↓   |
| Months to Sale                    | -     |
| For Sale Listings                 | -     |
| Total For Sale SF                 | -     |

| Demand                          |         |
|---------------------------------|---------|
| 12 Mo Net Absorp % of Inventory | 3.6% ↑  |
| 12 Mo Leased SF                 | 51.2K ↑ |
| Months on Market                | 49.6 ↑  |
| Months to Lease                 | 1.6 ↓   |
| Months Vacant                   | 7.2 ↓   |
| 24 Mo Lease Renewal Rate        | 74.9%   |
| Population Growth 5 Yrs         | 9.3%    |

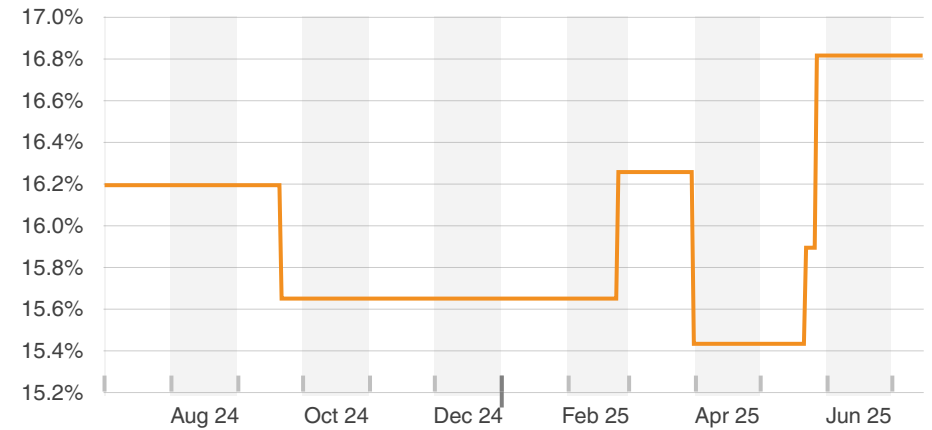
## Key Performance Indicators



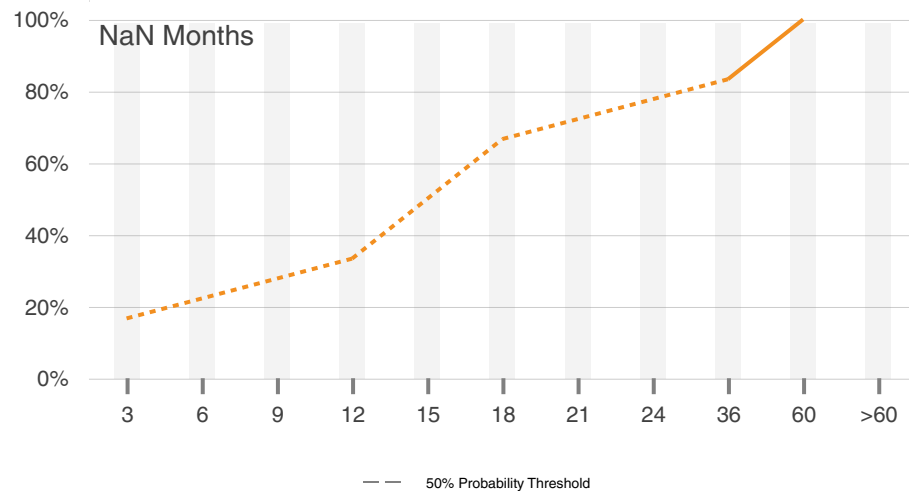
## Daily Asking Rent Per SF



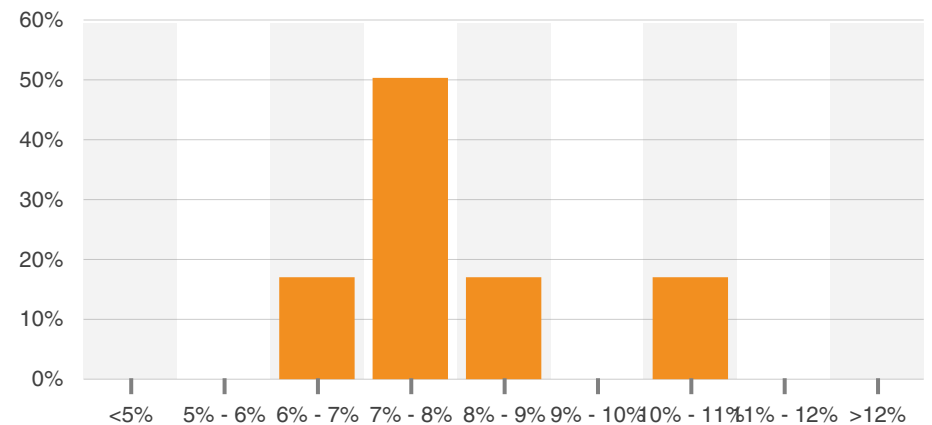
## Daily Vacancy Rate



## Probability Of Leasing In Months

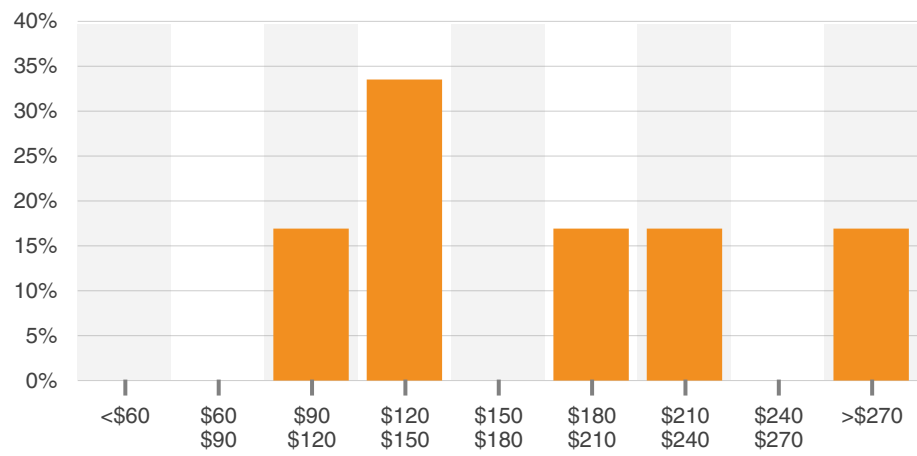


## Market Cap Rate Distribution

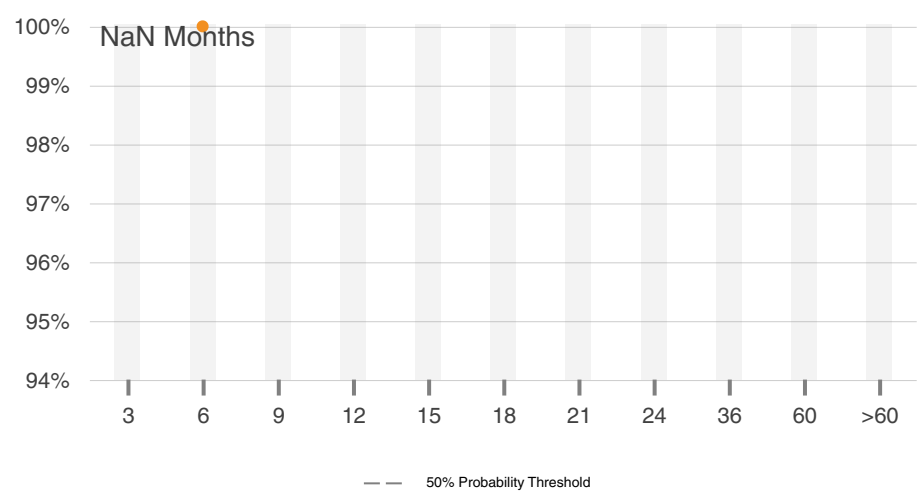


Search Analytics

Market Sale Price Per SF Distribution



Probability Of Selling In Months



Top Buyers

No Data Available



No data available for the current selection

Top Sellers

No Data Available



No data available for the current selection

## Top Buyer Brokers

No Data Available



No data available for the current selection

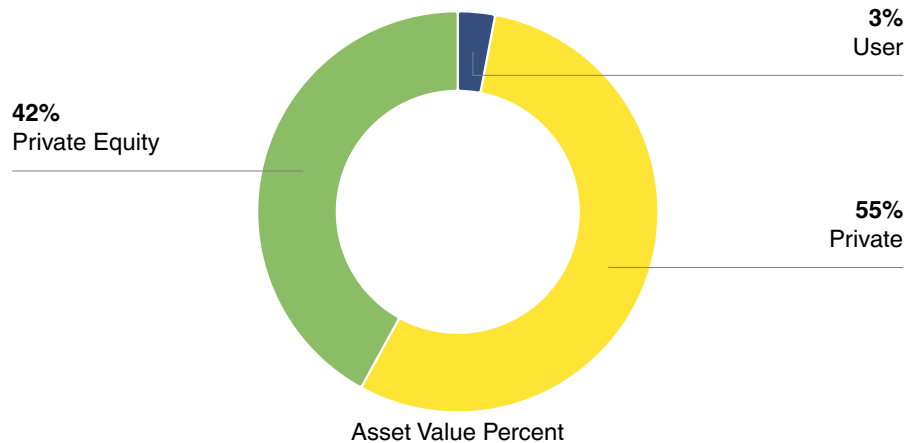
## Top Seller Brokers

No Data Available



No data available for the current selection

## Asset Value By Owner Type

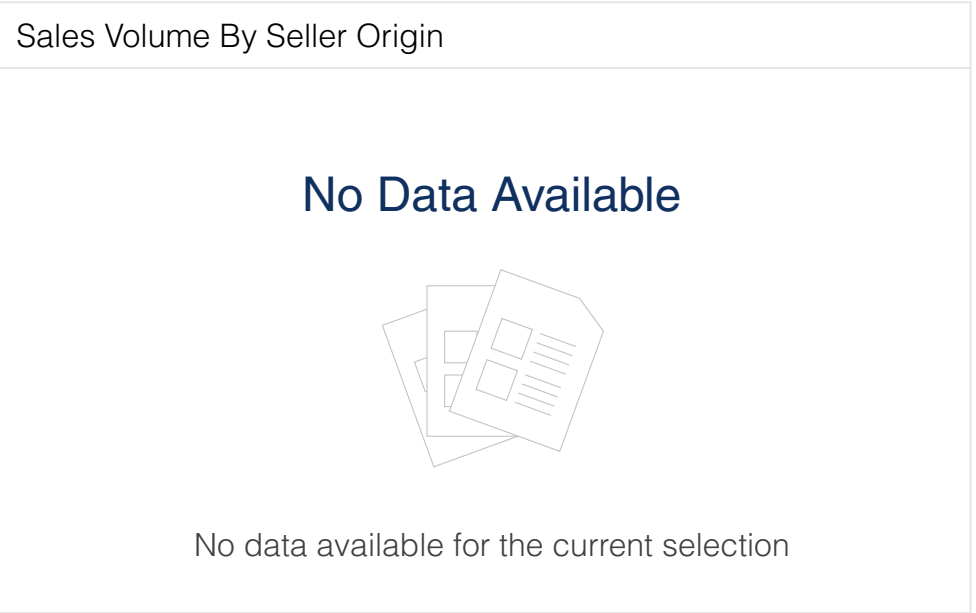
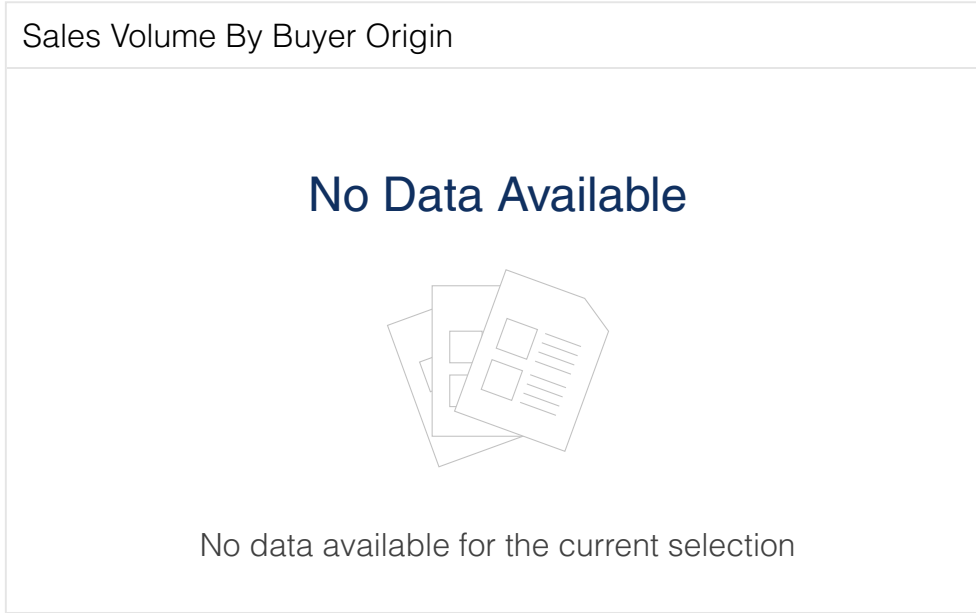
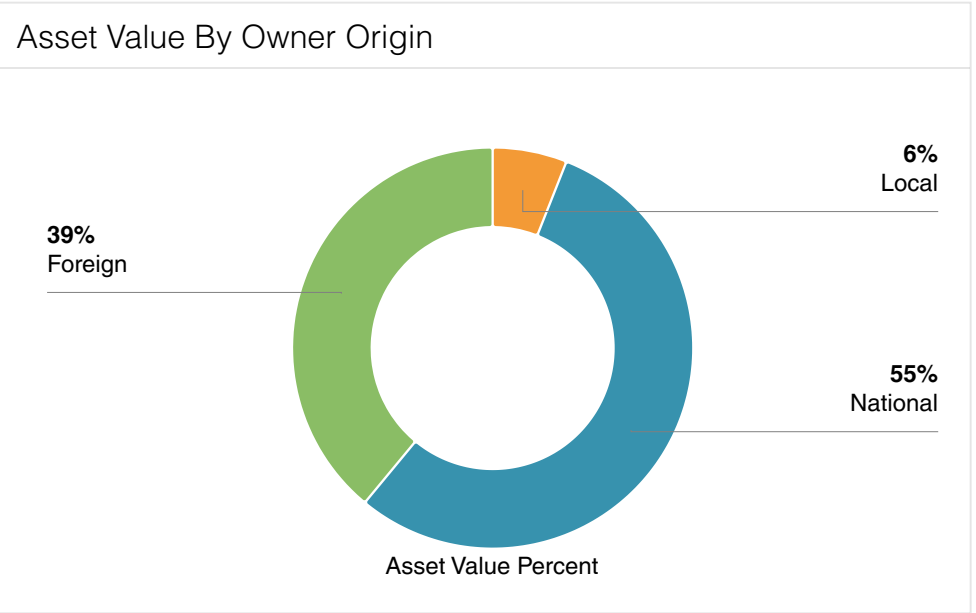
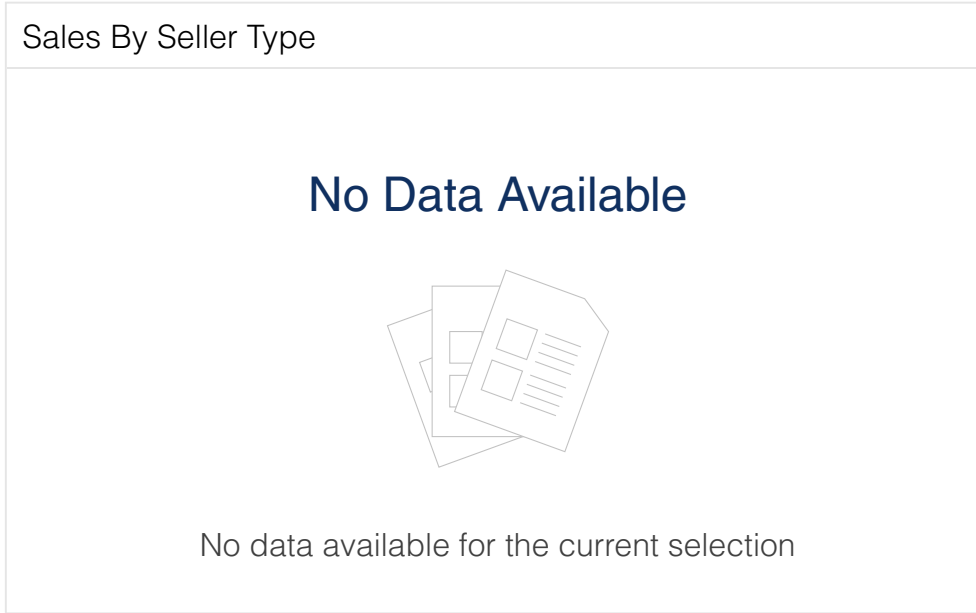


## Sales By Buyer Type

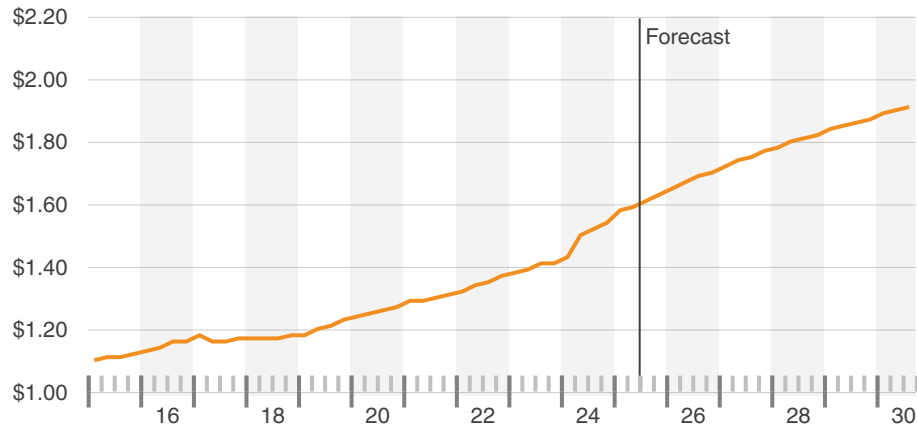
No Data Available



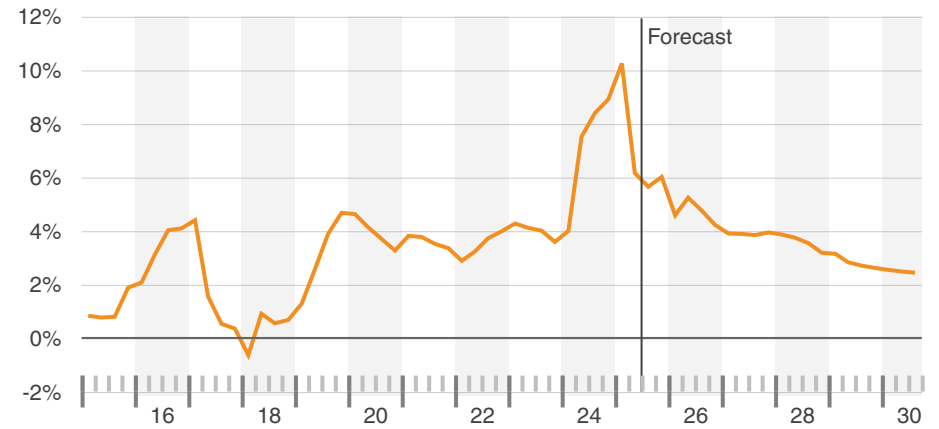
No data available for the current selection



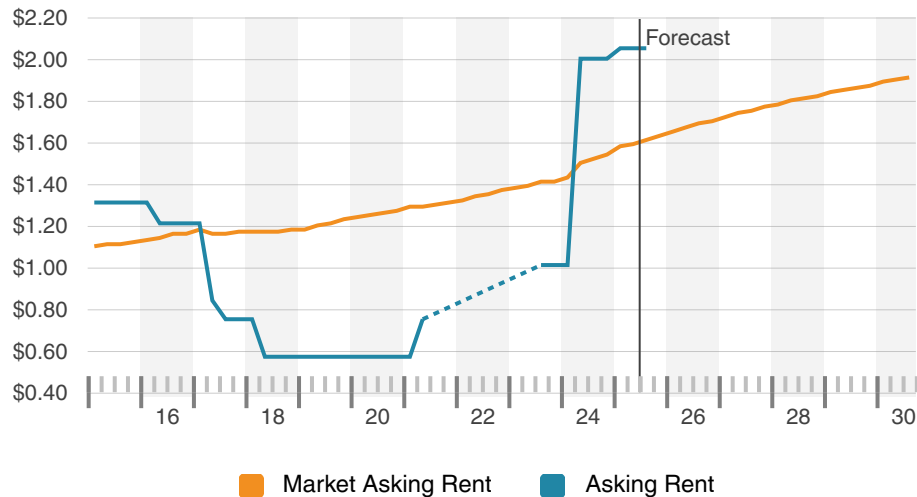
## Market Asking Rent Per SF



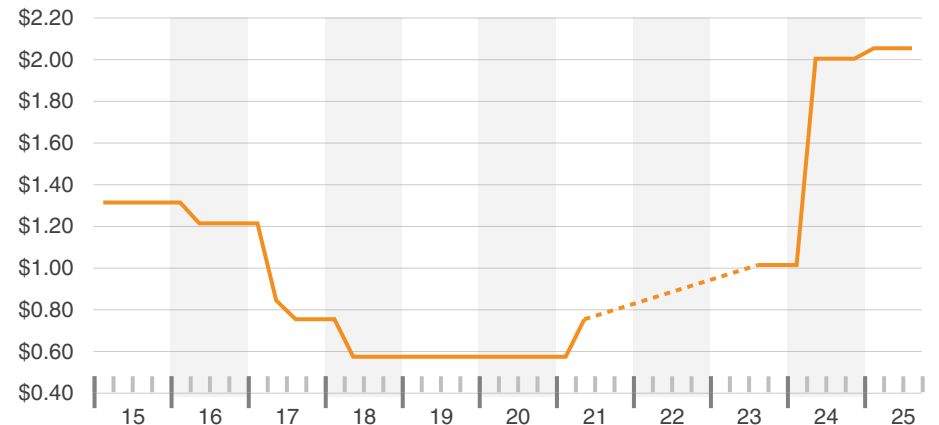
## Market Asking Rent Growth (YOY)



## Market Asking Rent & Asking Rent Per SF

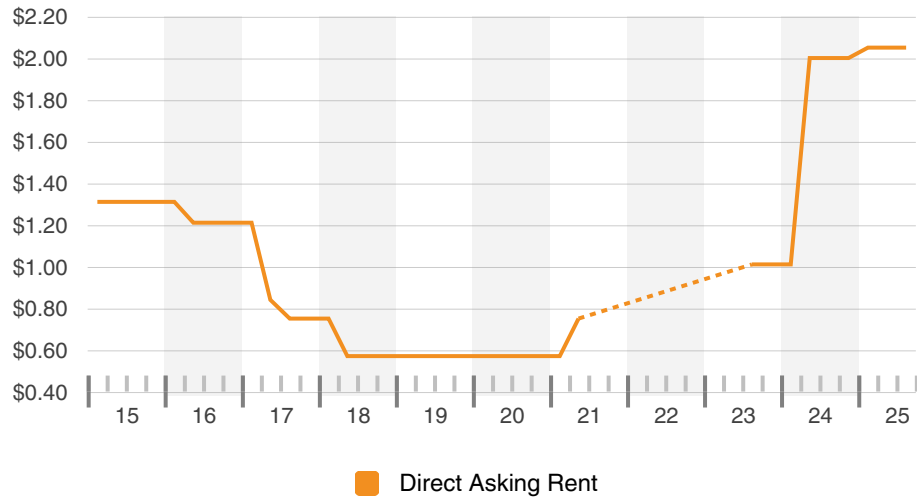


## Asking Rent Per SF





## Direct & Sublet Rent Per SF



## Direct Rent Per SF



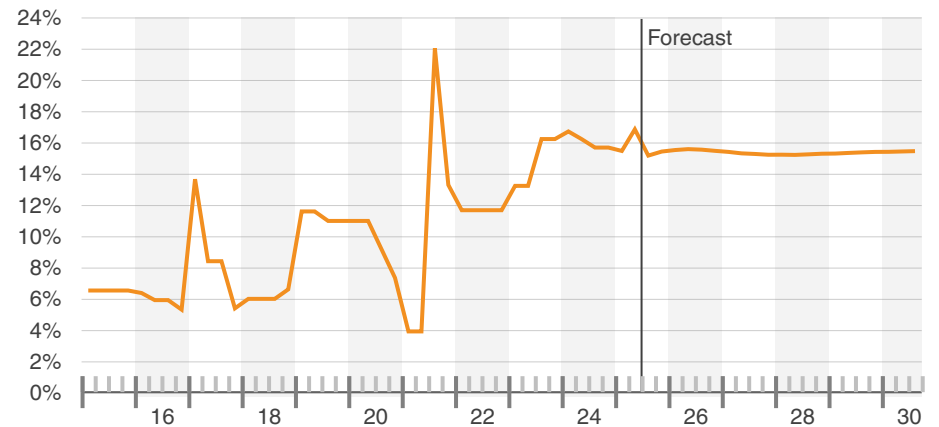
## Sublet Rent Per SF

No Data Available

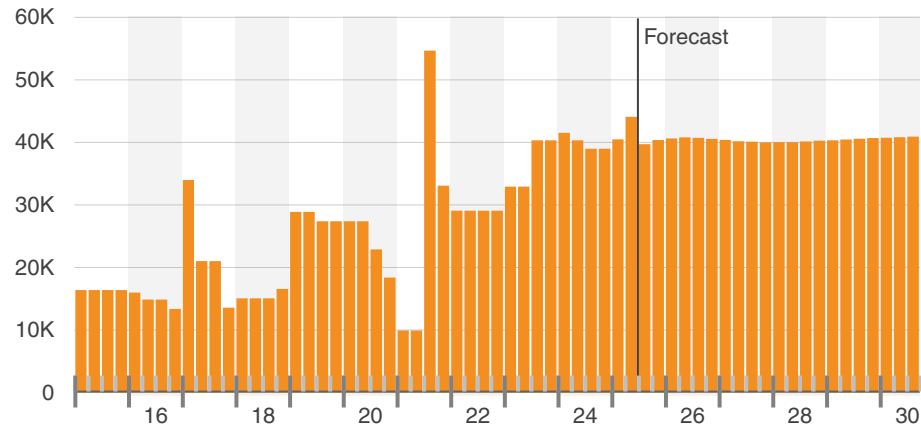


No data available for the past 10 years

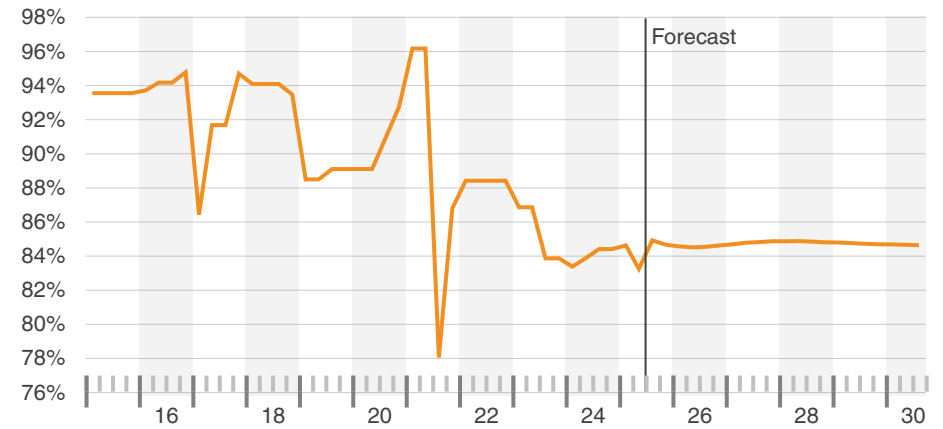
## Vacancy Rate



## Vacant SF



## Occupancy Rate



## Sublet Vacancy Rate

No Data Available



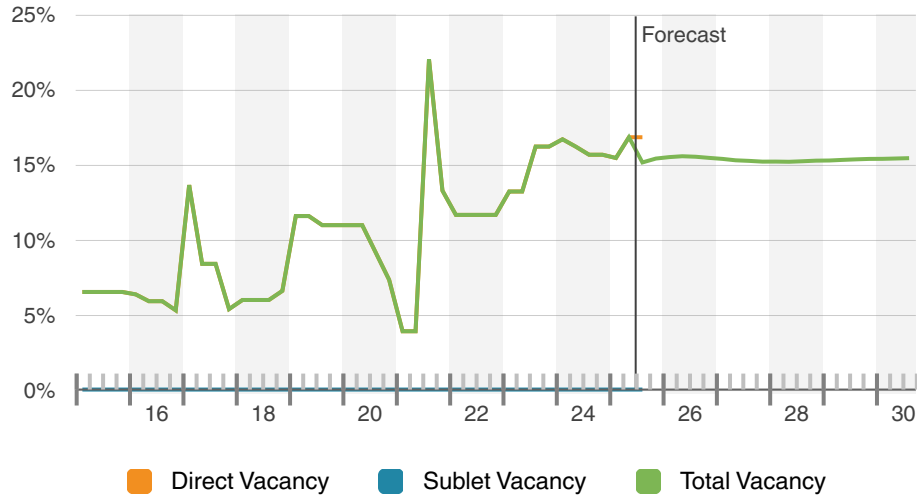
No data available for the past 10 years

## Direct Vacancy Rate



# Search Analytics

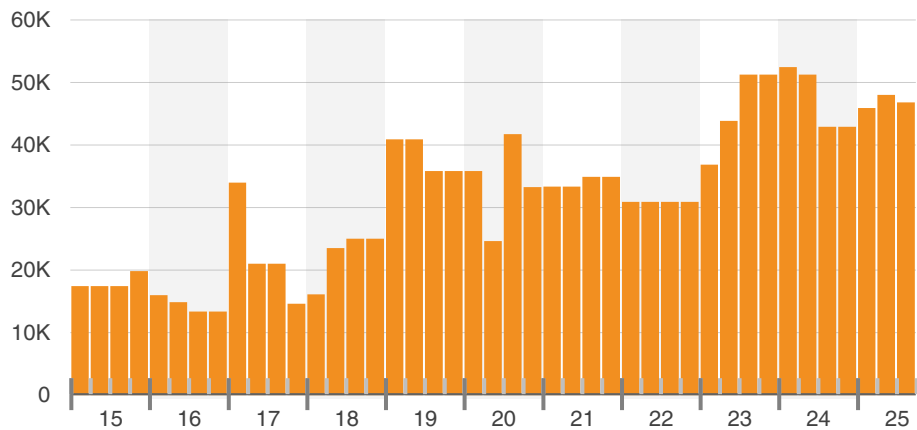
## Direct, Sublet & Total Vacancy Rate



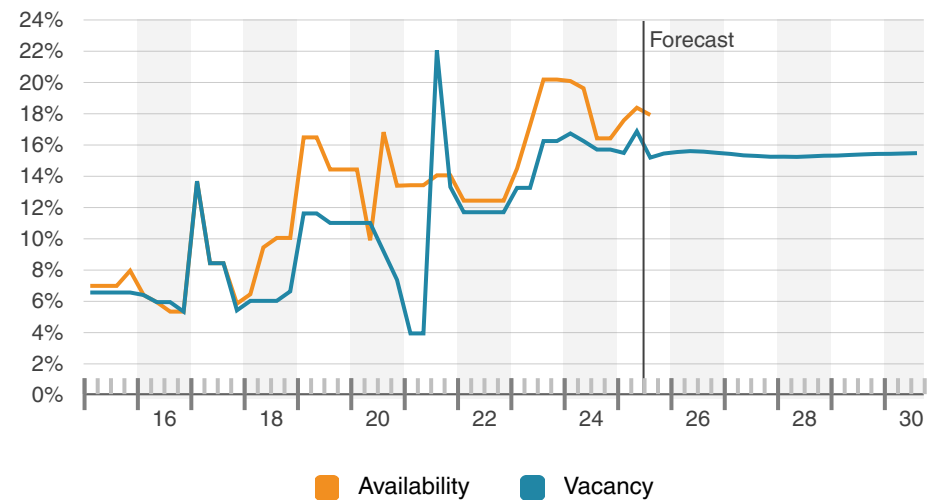
## Availability Rate



## Available SF

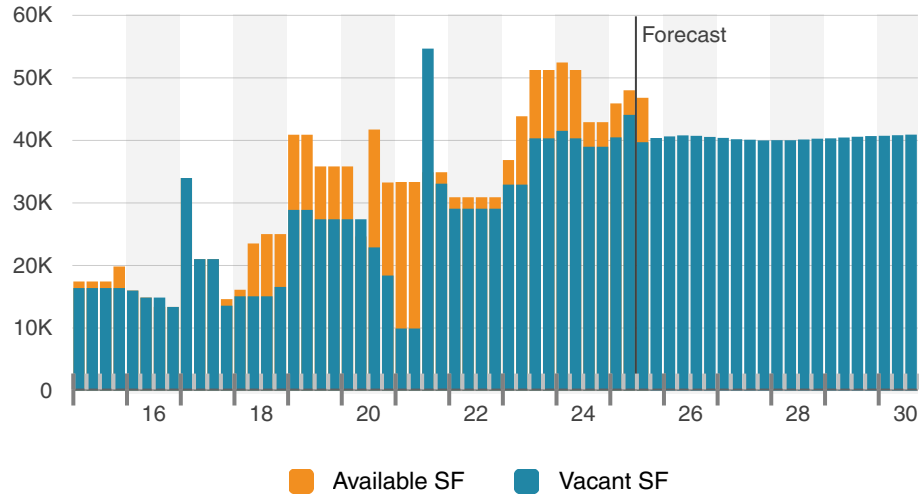


## Availability & Vacancy Rate

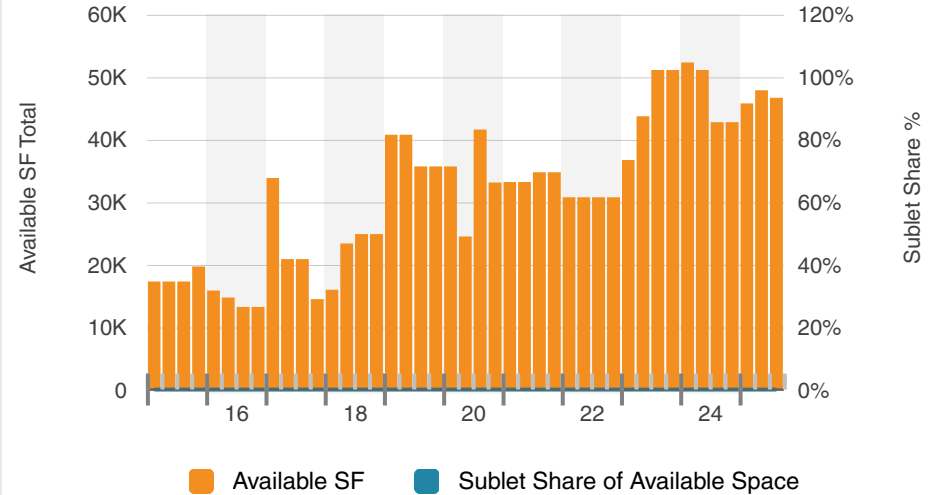


# Search Analytics

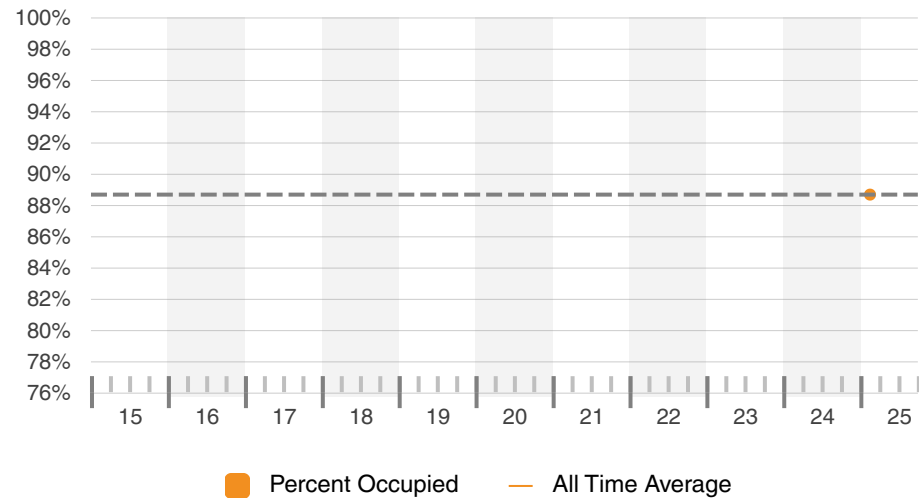
## Available & Vacant SF



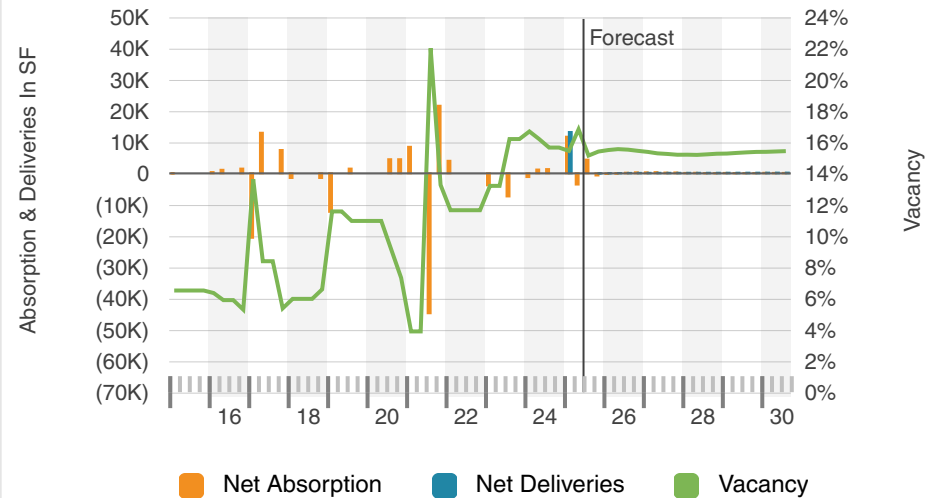
## Available SF Total & Sublet Share %



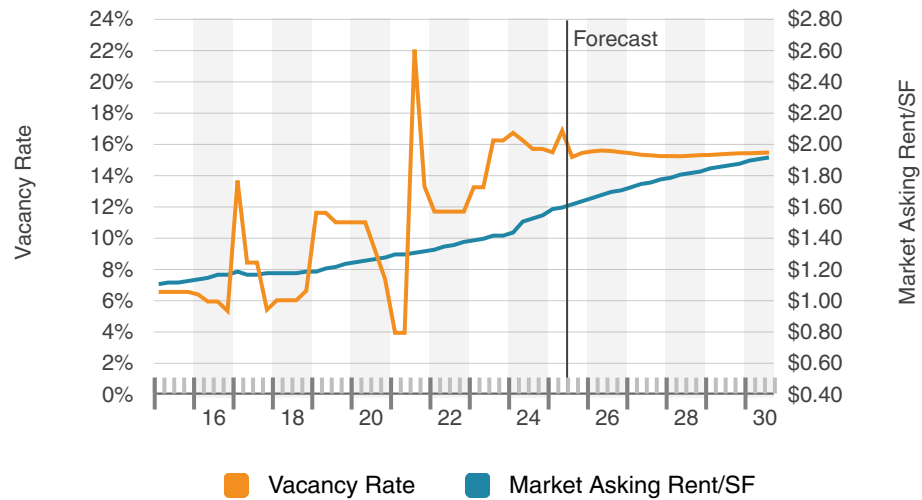
## Occupancy At Delivery



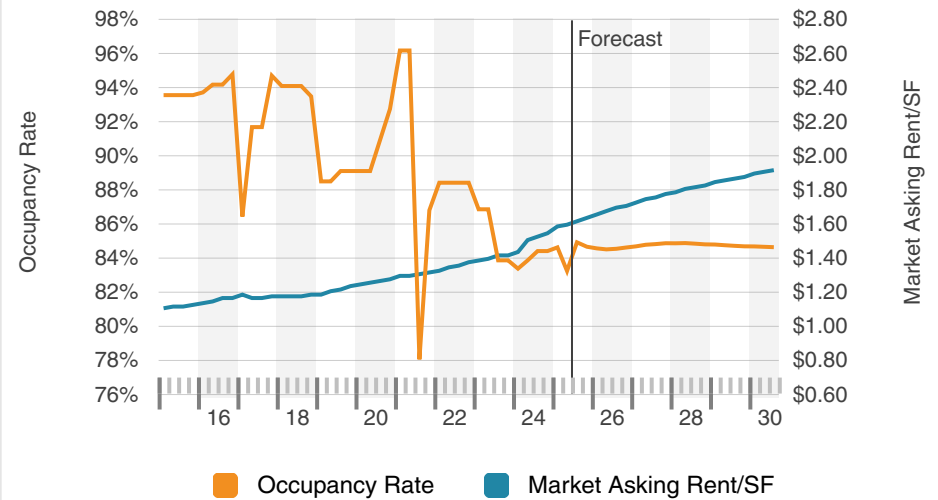
## Net Absorption, Net Deliveries & Vacancy



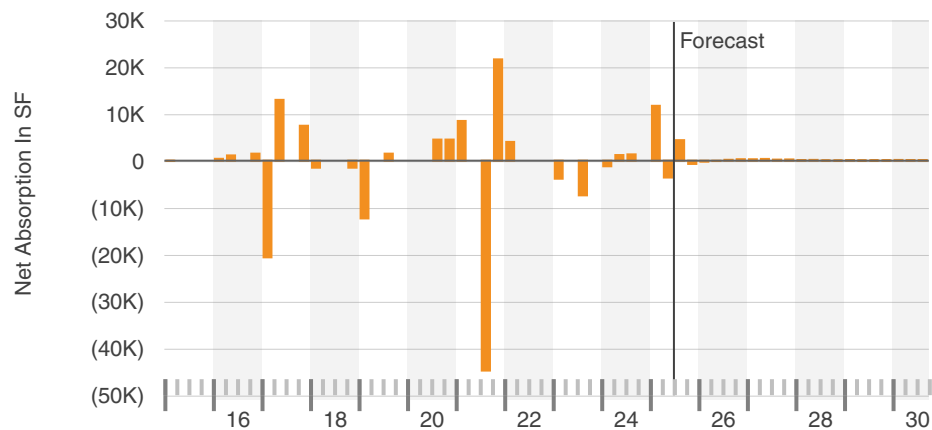
## Vacancy & Market Asking Rent Per SF



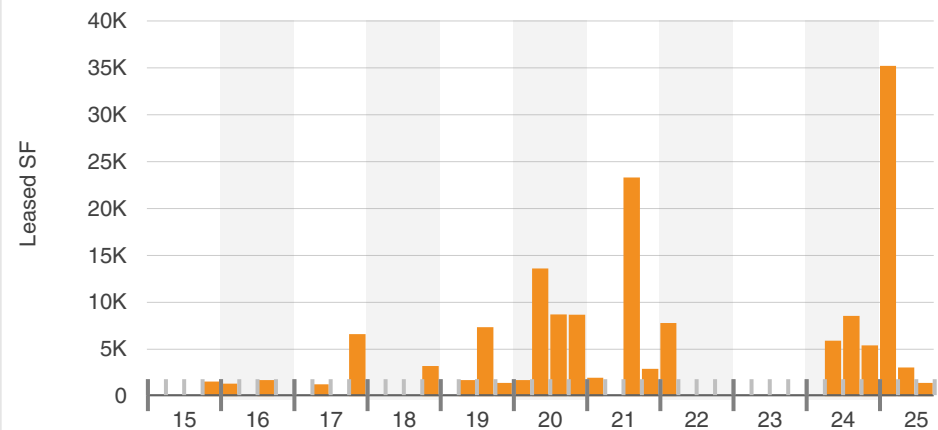
## Occupancy & Market Asking Rent Per SF



## Net Absorption



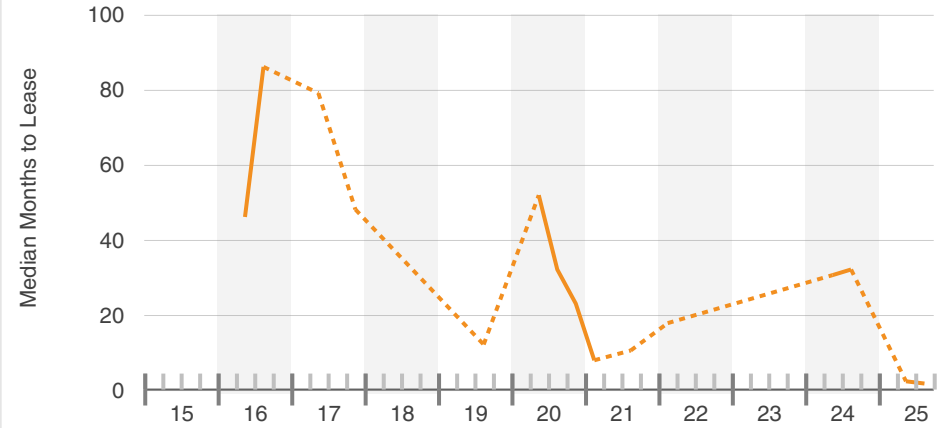
## Leasing Activity



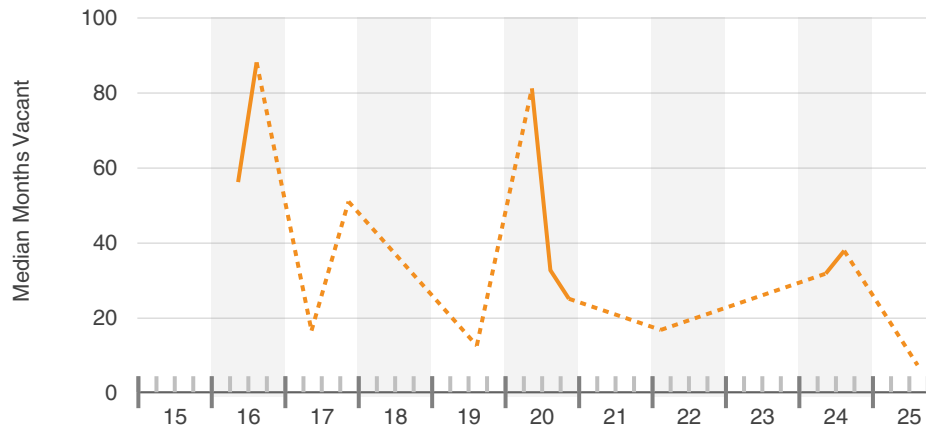
## Months On Market



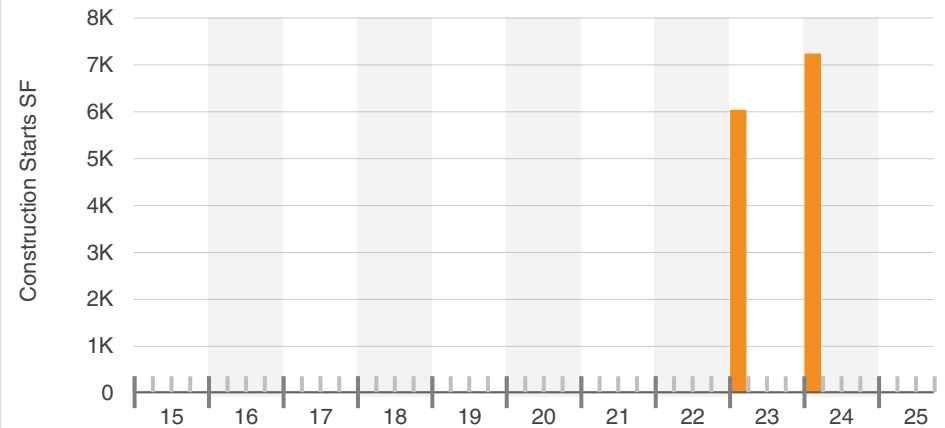
## Months To Lease



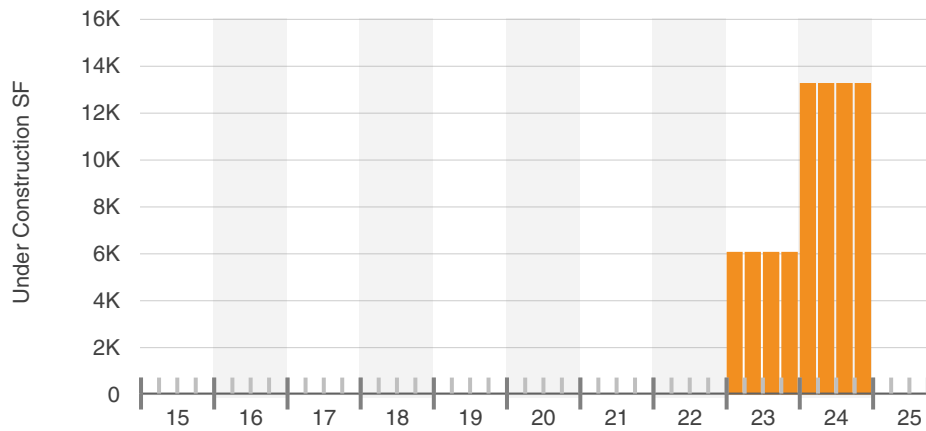
## Months Vacant



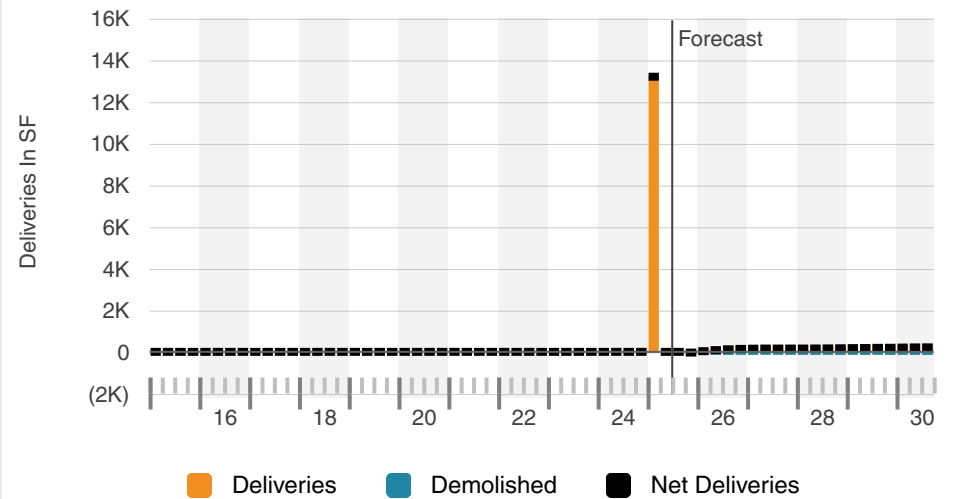
## Construction Starts



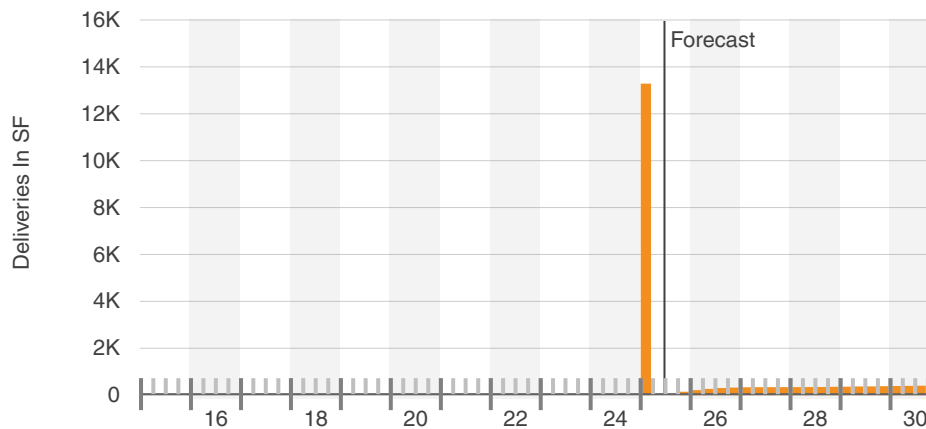
## Under Construction



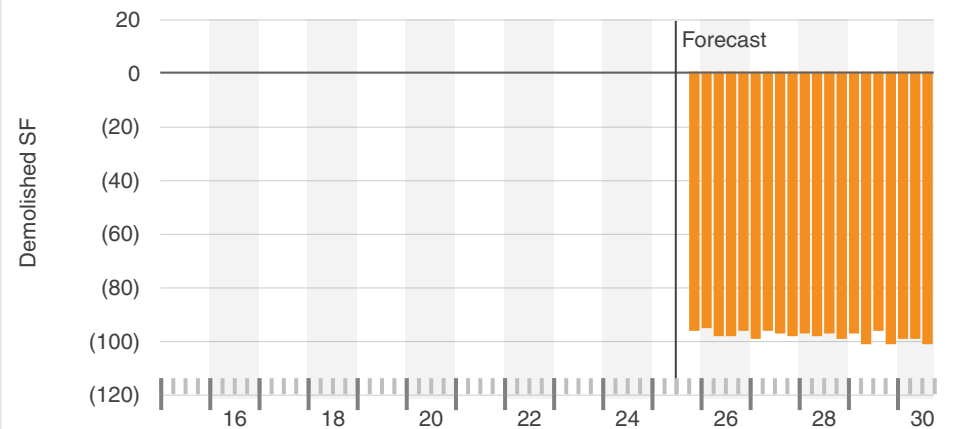
## Deliveries & Demolitions



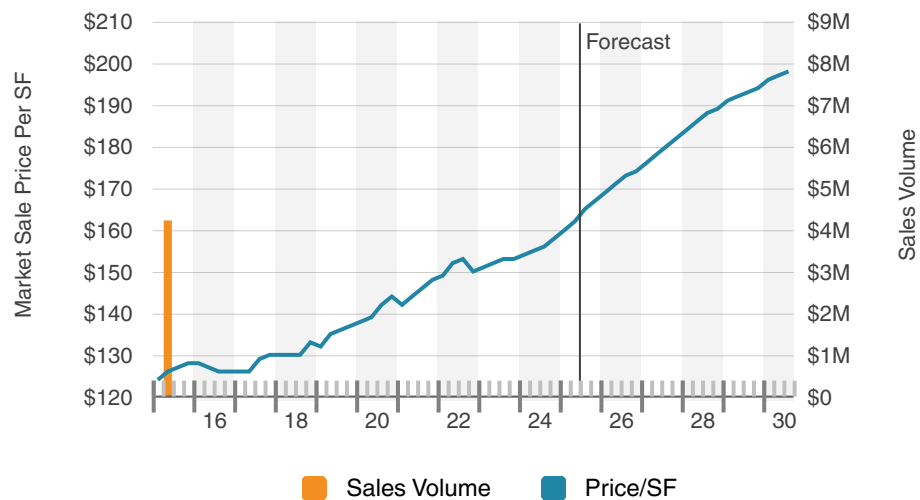
## Deliveries



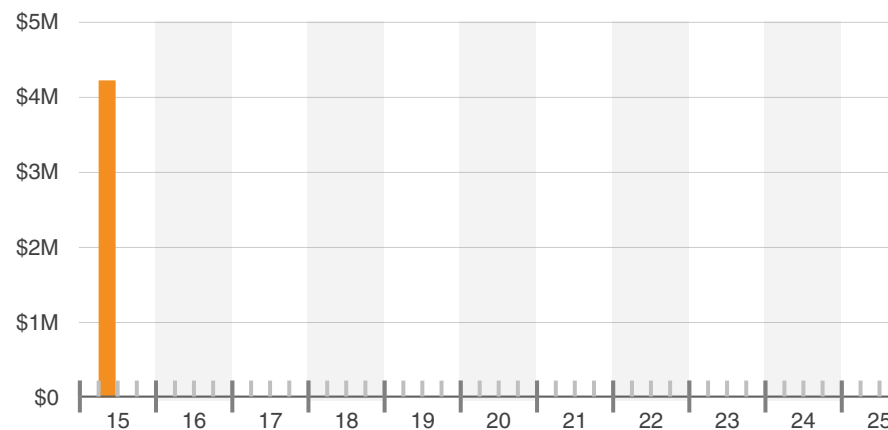
## Demolitions



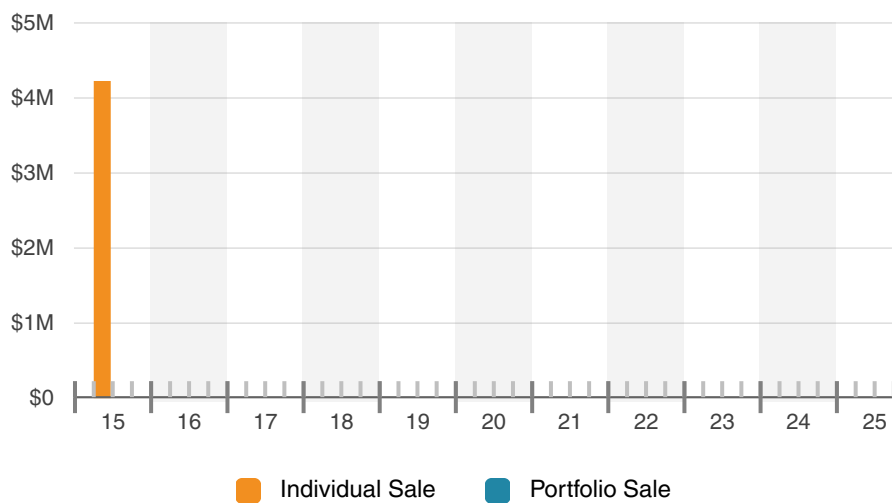
## Sales Volume & Market Sale Price Per SF



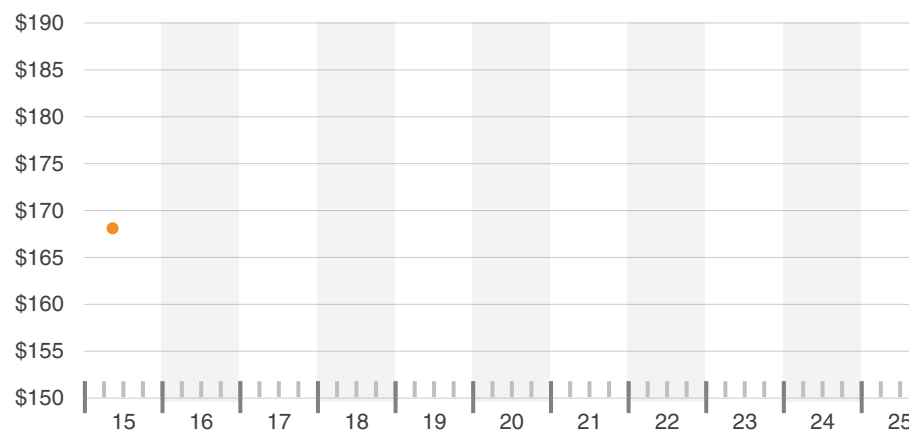
## Sales Volume



## Sales Volume By Transaction Type

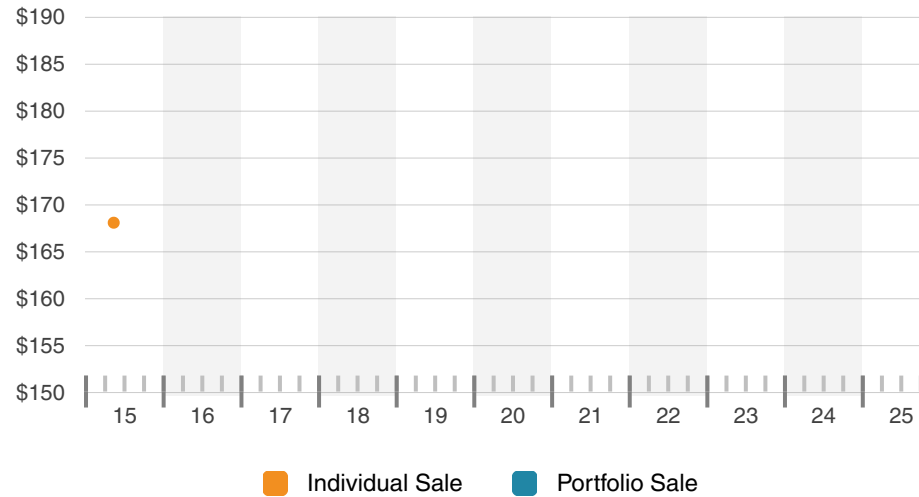


## Sale Price Per SF

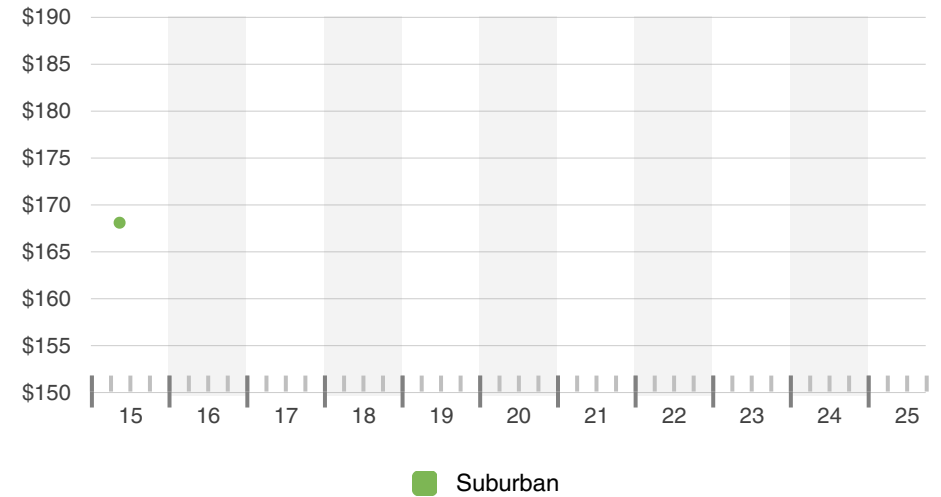




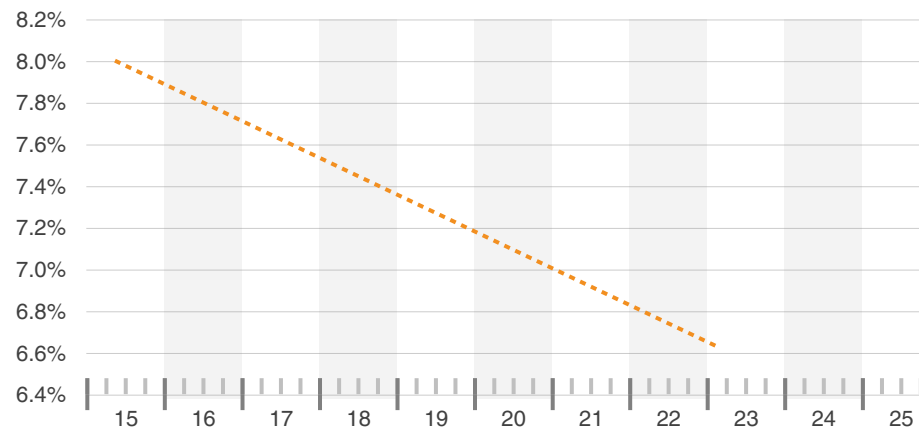
## Sale Price Per SF By Transaction Type



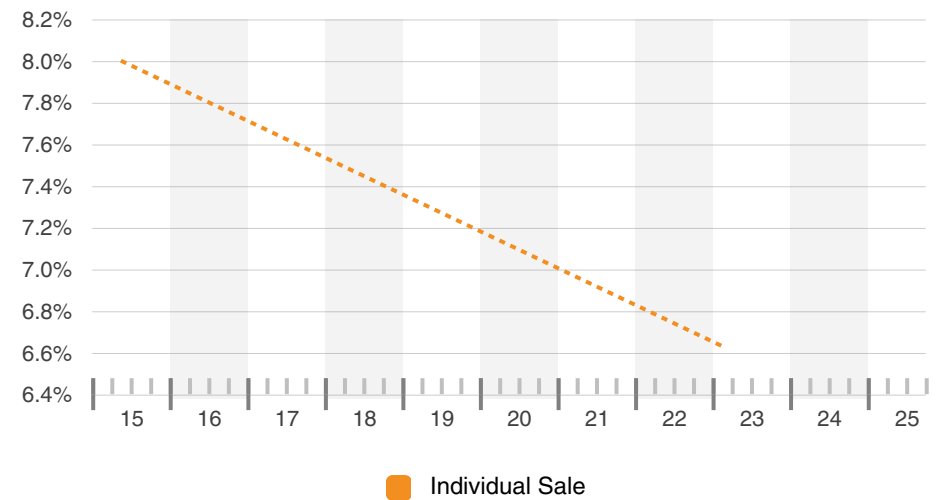
## Sale Price Per SF By Location Type



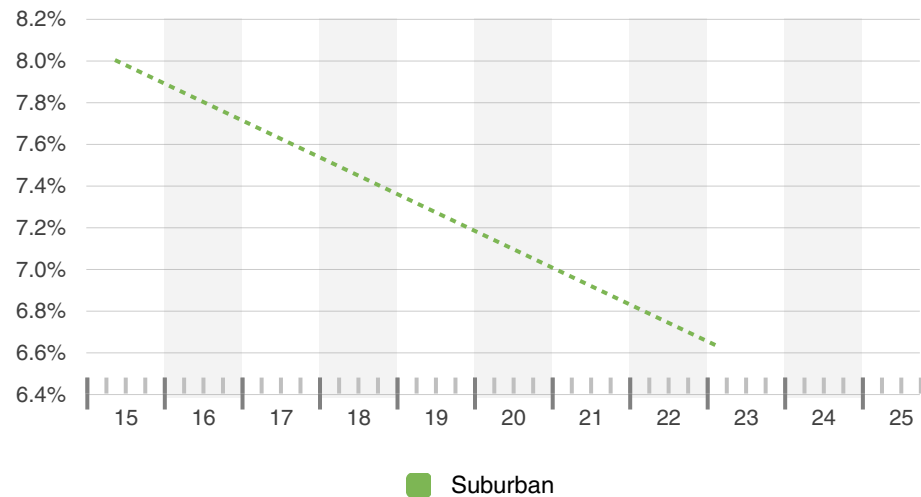
## Cap Rate



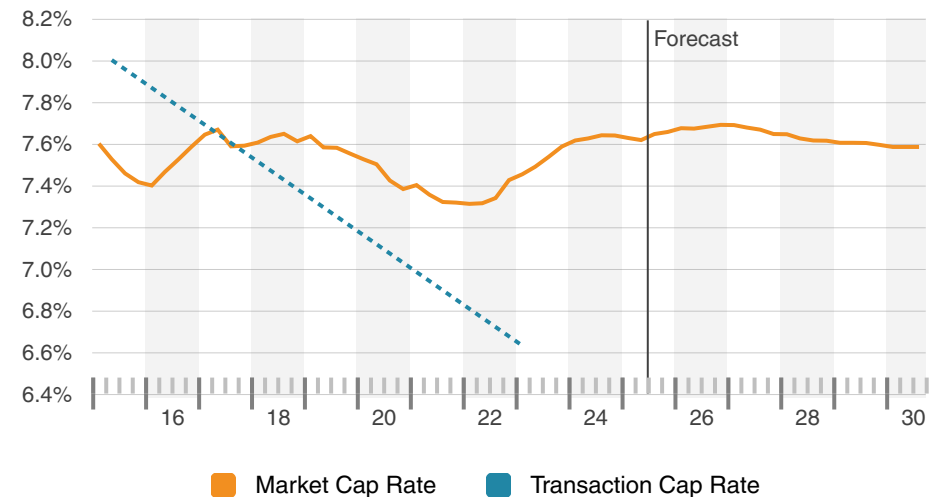
## Cap Rate By Transaction Type



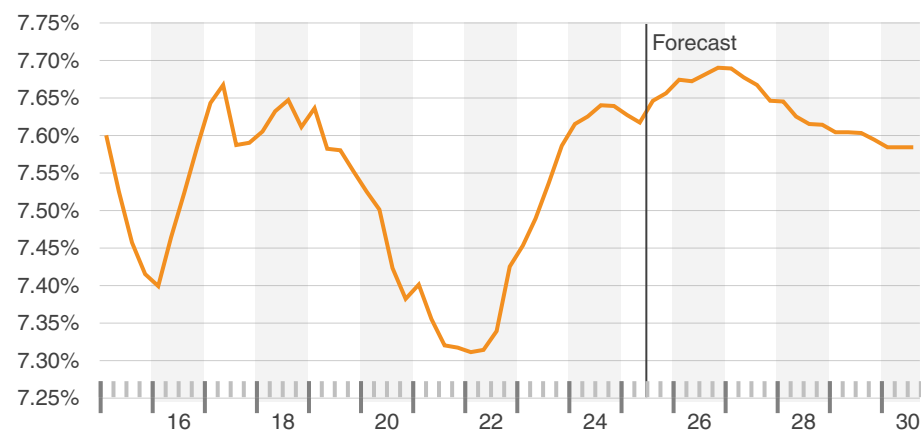
## Cap Rate By Location Type



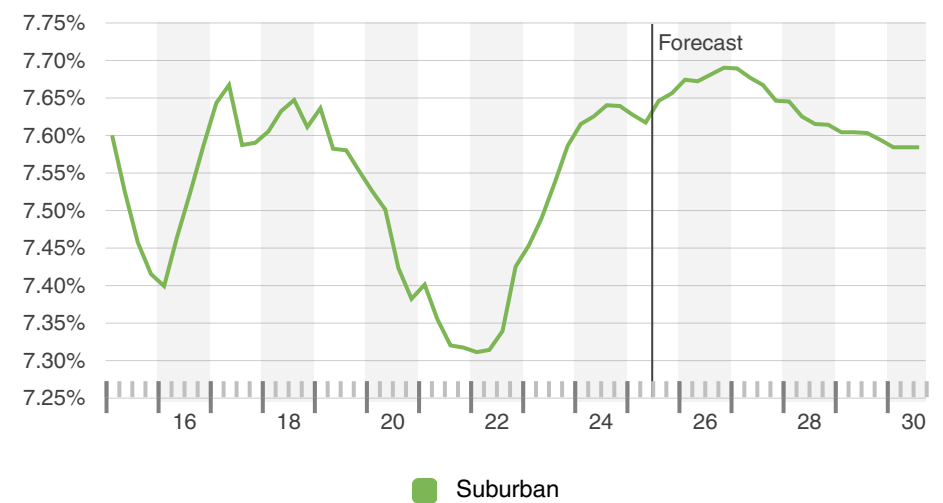
## Market Cap Rate & Transaction Cap Rate



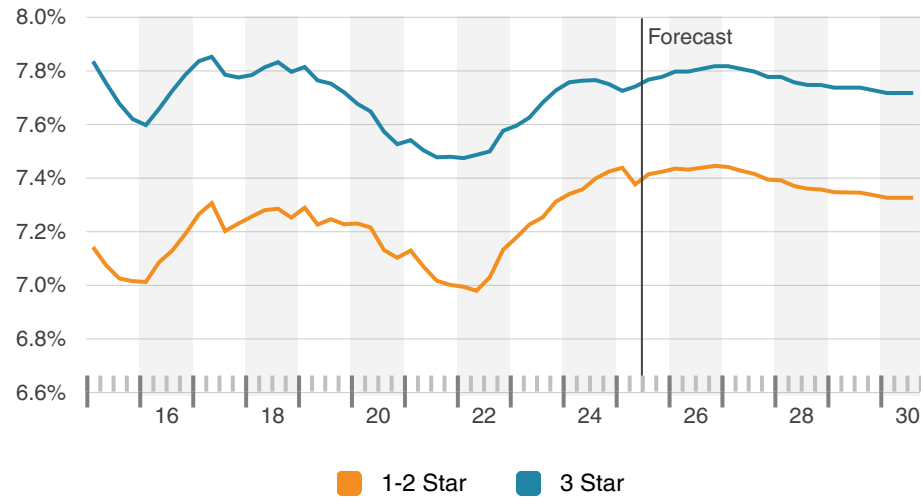
## Market Cap Rate



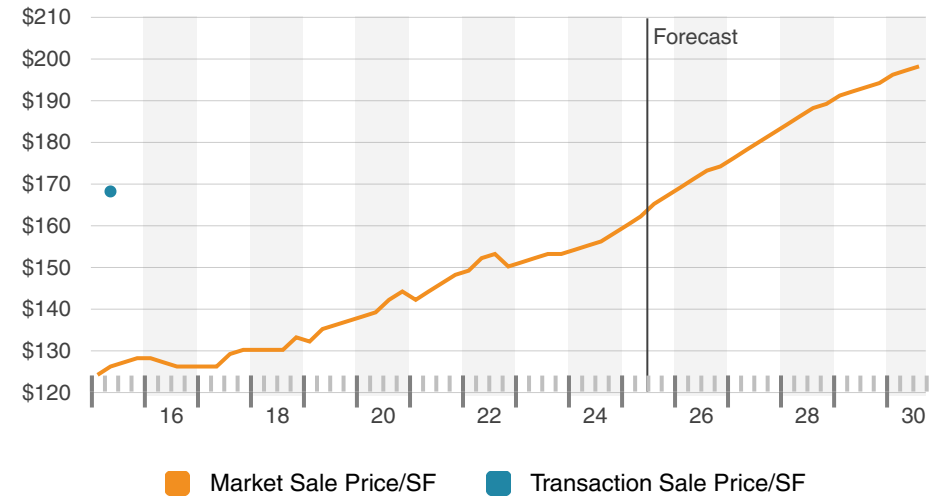
## Market Cap Rate By Location Type



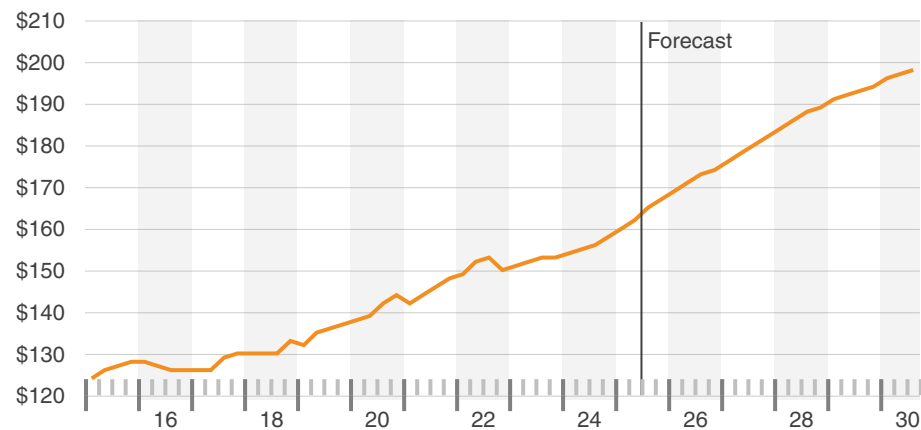
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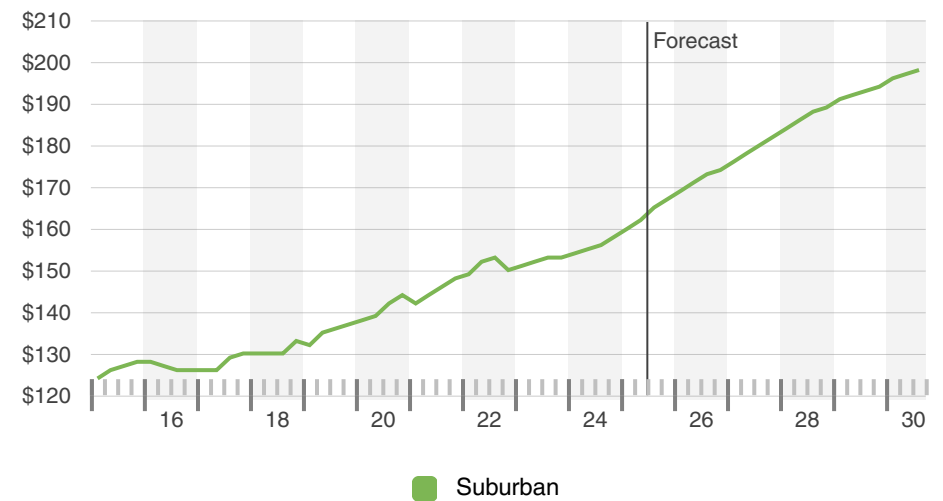
## Market Sale Price & Transaction Sale Price Per SF



## Market Sale Price Per SF

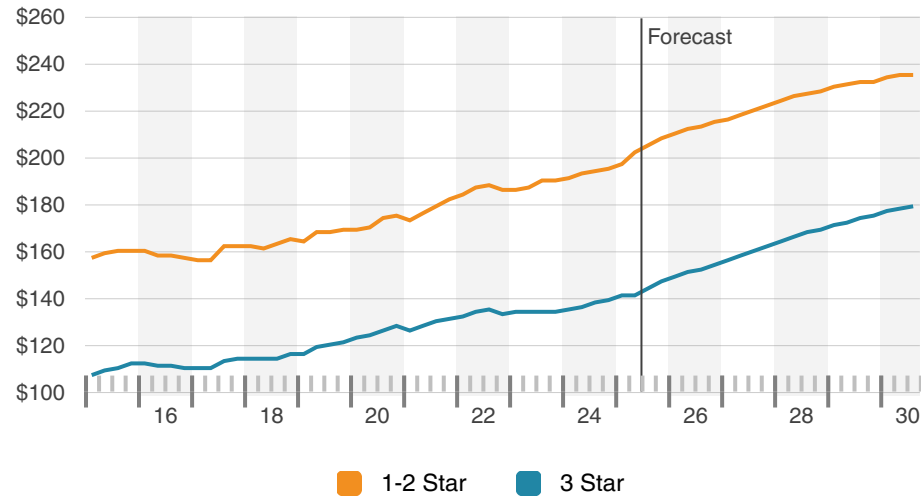


## Market Sale Price Per SF By Location Type

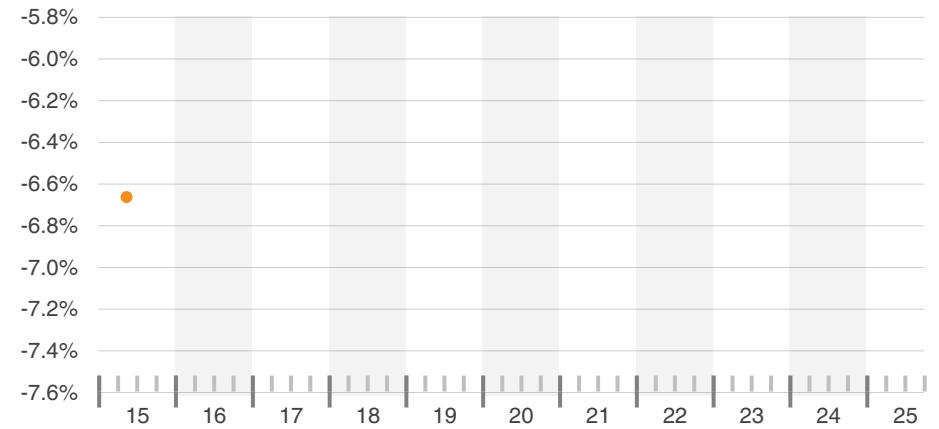


# Search Analytics

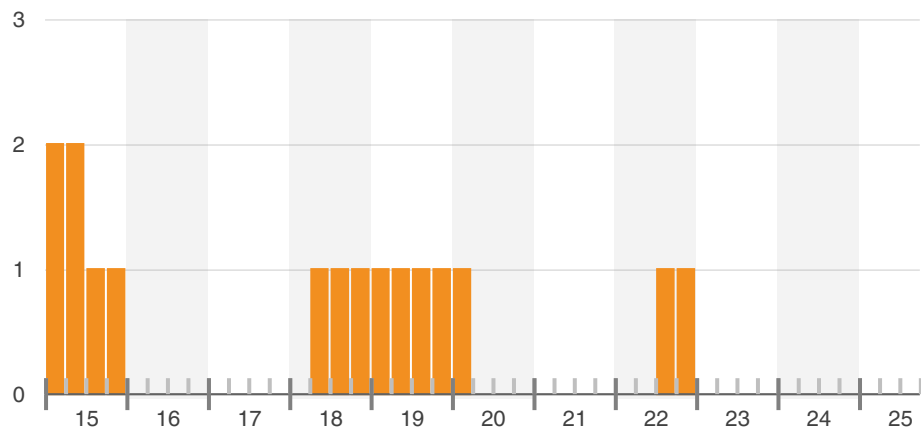
## Market Sale Price Per SF By Star Rating



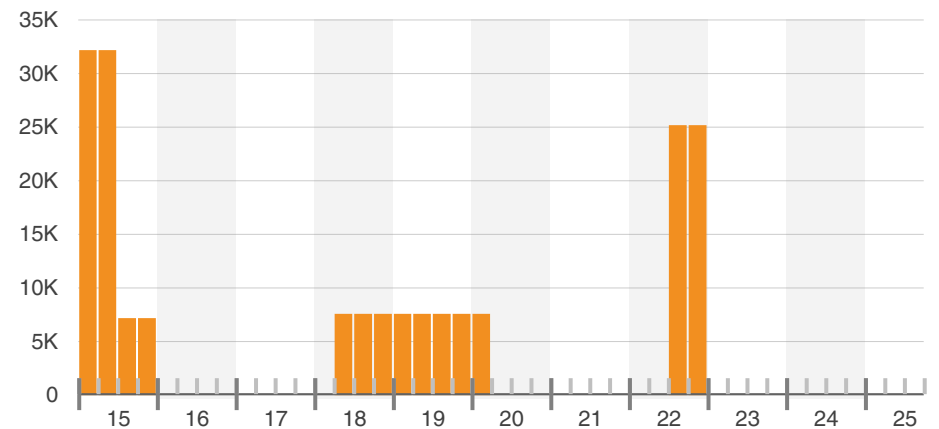
## Sale To Asking Price Differential



## For Sale Total Listings

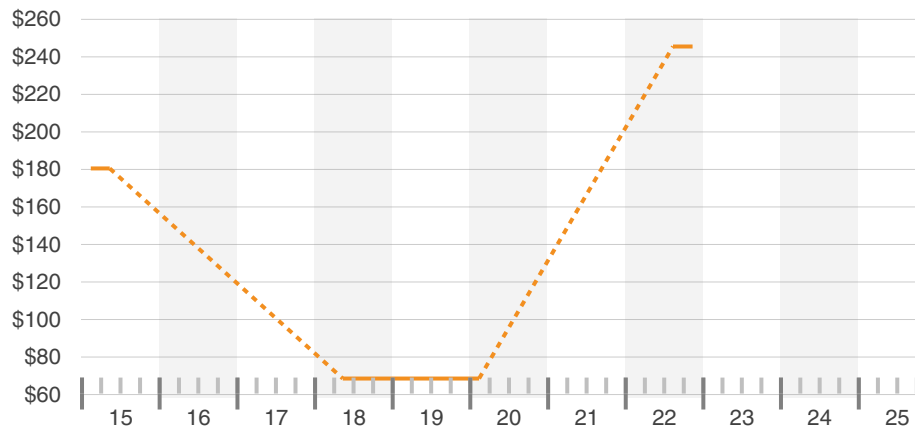


## For Sale Total SF

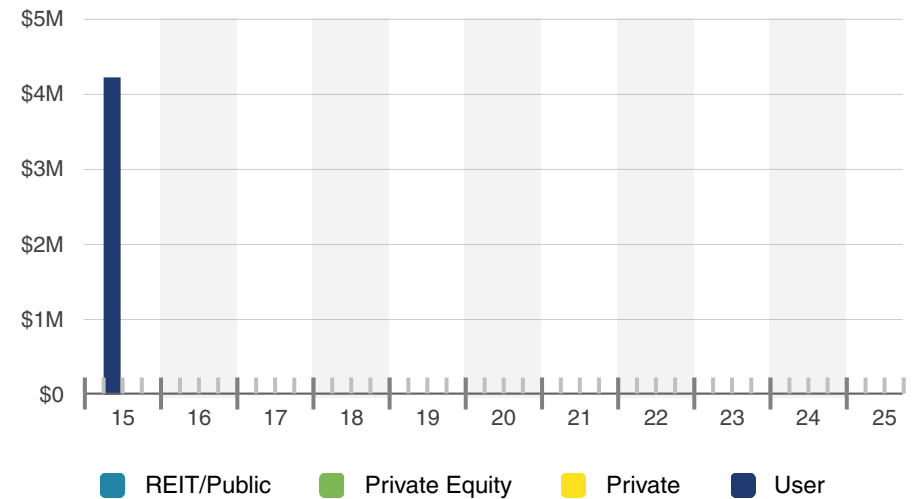


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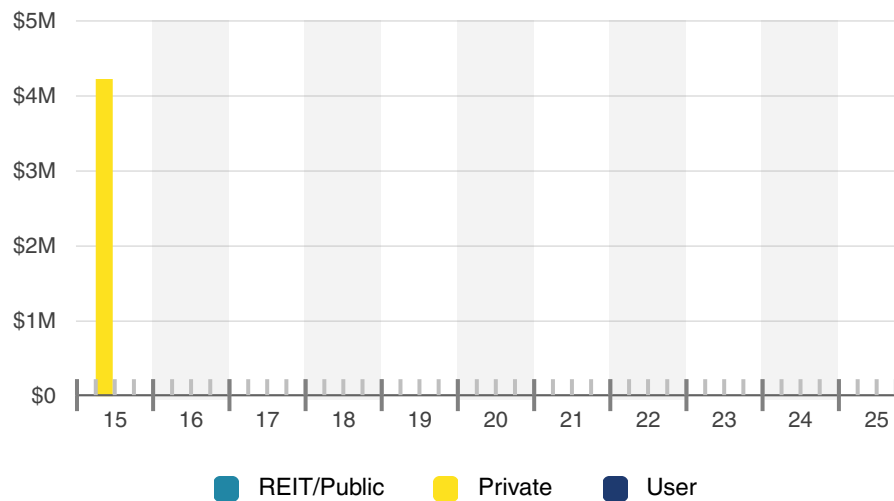
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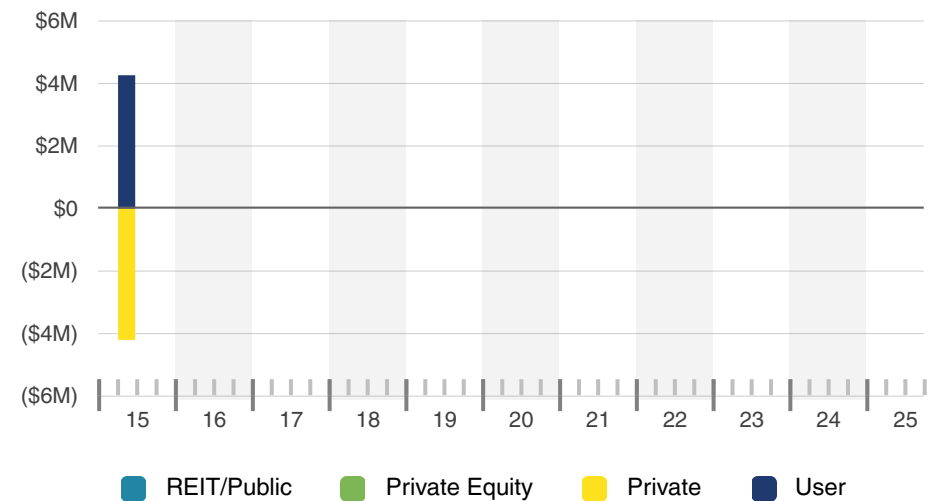
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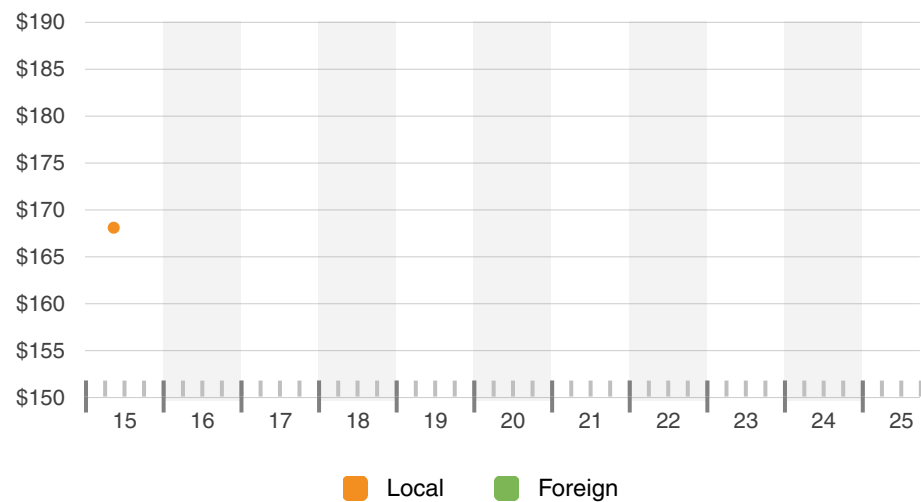
## Sales Volume By Seller Type



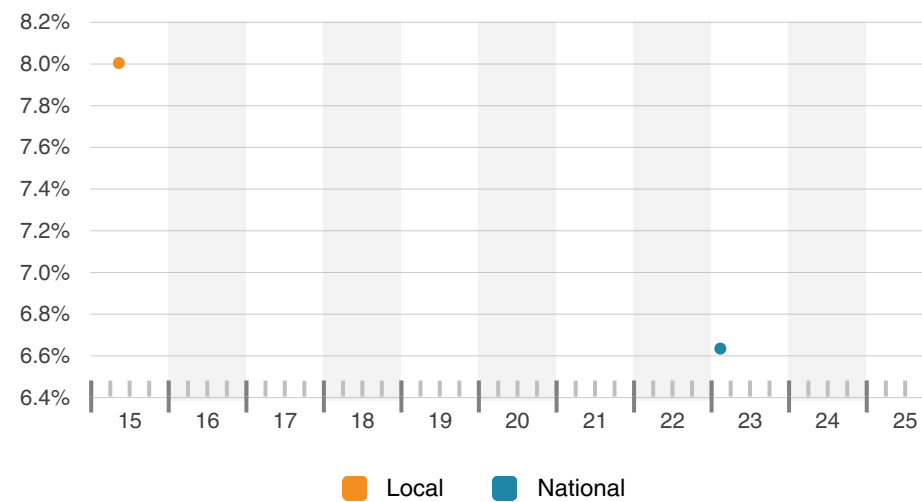
## Net Buying & Selling By Owner Type



## Average Price Per SF By Buyer Origin



## Average Cap Rate By Buyer Origin



## Report Criteria

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- 7 Properties / 14 Spaces
- Listing Type: For Lease
- County: Isle Of Wight County, VA
- Space Use: Retail
- Available Space: up to 25,000 SF





## **PLANNING REPORT**

### **APPLICATION:**

Application REZN-24-11 of Charles S. Brown, Jr. Properties, LLC, and Main Development, LLC, property owners, and Allied Properties, LLC, applicant, to change the zoning district from Conditional Urban Residential and Conditional General Commercial to Conditional Planned Development-Mixed Use of approximately 43 acres with tax map numbers 34-01-050 and 50D located at 15020 Carrollton Blvd. for 147 attached single family homes and 1.5 acres of commercial development

### **ELECTION DISTRICT:**

District 4

### **LOCATION:**

The project site is approximately 43 acres in size and consists of two properties with tax map numbers 34-01-050 and 50D with road frontage of Deep Bottom Drive (Rte. 662) along the northern boundary and Carrollton Boulevard (Rte. 17) along the eastern boundary. The properties are currently vacant and historically have been in agricultural use. The site is directly adjacent to residential uses to the north and south, agricultural use and Creer Creek to the west, and currently vacant property directly across Carrollton Boulevard which is the site of the future planned Archers Meade mixed use community. The site also shares a portion of its southern boundary with the Carrollton Volunteer Fire Rescue Squad.

### **BACKGROUND:**

On October 2, 2008, the Board of Supervisors approved a change in zoning for the project site for approximately 9.2 acres from Rural Agricultural Conservation (RAC) to Conditional-General Commercial (C-GC) and approximately 33.3 acres from RAC to Conditional-Urban Residential (C-UR). The purpose of the application was to develop a mixed-use community with commercial parcels on the Route 17 frontage and up to 350 multi-family units in the rear of the property. Until 2008, the property had historically been used for agriculture. Since the original 2008 rezoning, the property has remained vacant.

The 2008 proffered conditions would allow up to 350 residential units as well as up to 8.5 acres, or up to 75,000 square feet, of commercial space as shown on the proffered conceptual plan date June 3, 2008. Out of the 350 residential units, 120 units would be designated as workforce rental apartments and 230 units would be owner-occupied condominium units. Out of the 230 condominiums, up to 17%, or 39 units, could also be workforce units. The proffered conditions also designate 116 of the 230 condominium units as age-restricted units. The proffered conditions define the workforce units as affordable households whose maximum income is 120% of the Area Median Income and not less than 80% of the Area Median Income. Area Median Income (AMI) is defined as the AMI for the Virginia Beach-Norfolk-Newport News, Virginia Metropolitan Statistical Area (MSA) as published by the U.S. Department of Housing and Urban Development (HUD).

Other conditions governing the residential uses on the property include a maximum number of adults and children in each rental unit bedroom as well as a prohibition against participation in the Housing Voucher program for forty years. The proffers also commit to a cash proffer to the County of \$13,611.00 for each owner-occupied market rate condominium unit, a \$1,470.00 cash proffer for each age-restricted unit, and \$5,790.00 for each workforce unit.

In addition to proffers governing the type and number of residential uses, the conditions also stipulate a certain number of prohibited commercial uses to include the following:

1. Agricultural Assembly or Repair of Farm Equipment
2. Commercial Stables
3. Park and Ride Facility
4. Public Maintenance and Service Facility
5. Laboratory

6. Auction Establishment
7. Commercial Outdoor Entertainment/Sports Recreation
8. Crematorium
9. Construction Equipment Sales and Rental
10. Flea Market
11. Commercial Kennel
12. Manufactured Home Sales
13. Mini Warehouse
14. Motor Vehicle Dealership, New or Used
15. Motor Vehicle Repair, Major or Minor
16. Truck Stop
17. Construction Yard
18. Landfill
19. Recycling Center
20. Communication Tower

Although there is no maximum amount of commercial space specifically listed in the proffer statement, the master conceptual plan shows between 60,000 to 75,000 square feet of retail and office space in an 8.5 acre space along Route 17. In addition, the proffered conditions include a cash proffer of \$632.00 per 1000 square feet of gross floor area of each commercial building.

The proffered conditions also include open space areas, architectural criteria, recreational amenities, and transportation improvements to accommodate the new development. Road improvements include:

1. Northbound left turn lane extension on Route 17,
2. A median break to be shared with the Archer's Meade project,
3. An entrance on Deep Bottom Drive,
4. Right-of-way dedication for a future connection to Britt Way,
5. An emergency vehicle access to the adjacent Carrollton Fire Station; and
6. If VDOT finds that a traffic light is needed within 20 years of the date of approval of the application or within five years of the completion of the Project, whichever comes first, the applicant shall provide, at applicant's cost and at the option and request of Isle of Wight County, a traffic light either at the intersection of Route 17 and Deep Bottom Drive or at the intersection of Route 17 and Bridge Point Commons' main entrance.

A copy of the original proffered conditions and master plan are attached to this staff report for your review.

#### Project Update since April 22, 2025, Planning Commission Meeting

Following the public hearing on the proposed Bridge Point Commons conditional zoning request to Conditional-Planned Development-Mixed Use on April 22, 2025, the Planning Commission directed staff to seek additional information to answer several questions posed by the Commission members. Staff sent a memo to the Planning Commission with the requested information via email. A copy of the memo is attached to this staff report. Representatives from VDOT and the County Transportation Director plan to attend the May 27, 2025, Planning Commission meeting to answer any remaining transportation questions.

On May 15, 2025, the applicant submitted revised proffer conditions. A redline version is attached to this staff report. The proposed changes include the following items:

- Added strip clubs, vape stores, and drive-thru restaurants and/or businesses as prohibited nonresidential uses on the commercial parcel, and
- Added a proffer to conduct a Phase 1 level cultural resources analysis within the parameters recommended by the Phase 1A Cultural Resources Assessment, if required by the regulatory authorities. Should the Phase 1 assessment recommend further study, the applicant will cause further work to be undertaken.

The applicant also submitted a revised conceptual master plan dated May 12, 2025, which removes the entrance

sign shown in the required seventy foot setback adjacent to Carrollton Boulevard. A copy of the revised concept plan is attached to this staff report.

## **DESCRIPTION:**

The proposed new project requests a change in zoning to Conditional Planned Development - Mixed Use (C-PD-MX) in order to allow the applicant to customize the residential lot size and setbacks with a custom neighborhood plan for the community. The following is a summary of the changes between the existing approved project and the new proposed project that has been updated since the April 22, 2025, regular meeting:

1. The new project proposes to reduce the total number of residential units from 350 rental apartments and condominium units to 147 townhome units;
2. The proffered conditions remove the age-restriction and workforce housing unit criteria;
3. The project removes the entrance from Deep Bottom Drive and changes the main entrance on Carrollton Boulevard from a full access entrance with a traffic light to a right-in/right-out entrance only and an access to Britt Way to allow access to the traffic light at Ashby Way and Route 17;
4. The proffered conditions include a southbound right hand turn lane on Route 17, closure of the existing median break on Route 17 (if development occurs prior to Archers Meade), and an extended northbound left hand turn lane at the Ashby Way and Route 17 intersection;
5. The proffer statement removes the dedication of an easement to the County to construct an emergency vehicle access to the adjacent Carrollton Fire Station;
6. The proffer for the ten foot multipurpose trail easement has been removed, however, this element is now required by Ordinance;
7. The proffered conceptual plan reduces the total square feet of proposed commercial space from 75,000 square feet to 1.5 acres, or 26,136 square feet, of commercial space;
8. The proffer statement removes the cash proffer for both the residential and commercial uses based on existing school capacity to accommodate the projected number of students;
9. The proffers retain the architectural criteria and a mandatory property owners association with maintenance responsibilities for all common and open space areas;
10. The new proffers include all Resource Protection Area buffers, wetlands, and streams in common open space to be maintained by the property owners' association;
11. The new proffers retain the landscaping buffer adjacent to the existing residential properties in the Ashby subdivision; and
12. The new proffers retain the same list of prohibited uses as well as a prohibition against strip clubs, vape stores, and drive-thru restaurants and/or businesses with no proposed limit beyond the 0.4 floor area ratio, or 26,136 square feet, permitted by right in the PD-MX district as shown on the proffered conceptual plan.

Staff assessed the application for its consistency with the County's plans and ordinances as well as potential impacts to natural and cultural resources, public facilities and services. The following is a summary of the projected benefits, potential impacts and any mitigation measures proposed by the applicant.

### **Public Facility Impacts:**

Primary impacts of the new development will effect the transportation network, schools, water and sewer, public safety, and emergency services. The applicant submitted both a Transportation Impact Analysis (TIA) and a Community Impact Statement to assess these impacts. Both studies are attached to this staff report.

#### *Transportation*

The TIA shows that approximately additional 2,137 daily trips with 243 and 162 trips occurring in the morning and afternoon peak times will be added by this development. To project the traffic generated by the commercial use on the site, the TIA utilizes traffic generated by a typical 2,000 square foot coffee and donut retail use with a drive-through. The new projected traffic represents a reduction of daily trips from the 4,801 daily trips with 314 during the morning peak hour and 510 during the evening peak hour anticipated from the original proposed development.

Traffic exiting the new project was assumed to be evenly split between northbound and southbound trips. Northbound trips exiting the site from the proposed right-in/right-out main entrance on Route 17 are assumed to make a U-turn at the signalized intersection with Ashby Way and Carrollton Boulevard with a recommendation that U-turns be restricted at the median break at the Carrollton fire station.

The analysis also assumed 50% of all outbound trips and 25% of all inbound trips from the new development would use Britt Way and Ashby Way. According to the TIA, this would result in 402 additional daily trips to these existing streets. The existing streets have an average daily traffic of 200 trips per day along Britt Way and 682 along Ashby Way. This is a change from the original project which proffered a right-of-way dedication to connect to Britt Way and provide an emergency access to the Carrollton Fire Department property.

To mitigate the traffic impact from the proposed development, the TIA recommends the following road improvements:

1. At the Carrollton Boulevard / Deep Bottom Drive / Channell Way intersection, no improvements necessary and recommends retaining existing lanes;
2. Recommends optimizing the signal timing at the Carrollton Boulevard / Ashby Way / Omera Drive intersection and extending the southbound left-turn lane storage to provide another 200 feet of storage and adding 200 feet to the taper;
3. Recommends installing a "No U-Turn" sign to prohibit southbound U-turns at the median break in front of the Carrollton VFD;
4. Recommends a right-in/right-out access at the main entrance, closure of the existing median break should Bridgepoint Commons occur prior to the Archer's Meade development, and construct an exclusive southbound right-turn lane with 200 feet of storage and 200 foot taper into the development; and
5. Development of the commercial property should include a westbound right-turn taper to access the commercial site along the main entrance road.

The proposed traffic improvements are aligned with the Virginia Department of Transportation's (VDOT) 2021 "Route 17 Arterial Preservation Plan" recommendations.

#### *Schools (revised May 20, 2025)*

Impacts to the County public school system also saw a reduction in potential impacts from the new project compared to the existing approved project. The schools within the County's northern end would serve this development, to include Carrollton Elementary, Westside Elementary, Smithfield Middle School and Smithfield High School.

Out of the 350 residential units currently permitted, a total of 116 units are proffered to be age-restricted, leaving 234 units unfettered. The County's capital impact model shows a total of about 59 students generated by the existing approved project. The model shows about 21 elementary school students, fourteen middle school students, and another 24 high school students. Even with the students generated by the higher number of units, the model shows existing capacity for the northern schools using the September 30, 2024 school enrollment and capacity report.

The County's capital impact model shows the new proposed project with 147 townhome units that are not age-restricted which would generate a total of 37 students. This includes thirteen elementary school students, nine middle school students, and fifteen high school students. Because there are fewer students, there is likewise sufficient capacity for the new project. County schools also reviewed the application and their Cooperative Strategies generation rates show the new development would generate a total of 43 students, with thirteen for Carrollton Elementary, eleven for Westside, six for Smithfield Middle, and thirteen for Smithfield High School. Based on current program capacity and enrollment from September 2024, schools confirmed there is enough space to accommodate the students currently. IWCS review comments dated May 20, 2025, are attached to this staff report.

#### *Public Safety and Emergency Services*

According to the Community Impact Statement revised March 2025, the site shall be served by the Isle of Wight

According to the Community Impact Statement revised March 2020, the site shall be served by the Isle of Wight County Sheriff's Office as well as the Carrollton Volunteer Fire Department which also houses emergency medical services. Both the County Sheriff's Office and Fire Rescue Department reviewed the application for potential impacts to services and facilities. The Sheriff's Office commented that the department had sufficient capacity to handle the increased service demand generated by the development, however, continued growth in the area would continue to exacerbate traffic issues along Route 17, and future service needs due to growth should be further assessed. The Fire Rescue Department anticipates the development will generate 55 additional calls for service with 47 additional EMS calls and eight additional fire service calls per year. They also stated that current staffing levels were adequate to address the additional calls.

#### *Parks and Recreation*

The proposed 147 residential units in the project will generate an anticipated 337 new residents for the County. This number of new residents will continue to decrease the existing level of service for regional and district parks and community center services and facilities without the addition of new services. To help address this impact, the proposed development does propose to include five neighborhood pocket parks with amenities such as benches, gazebos, and playground equipment, a walking trail, permanently preserved common open space areas as well as an extension of the multipurpose trail along the Route 17 as shown on the concept plan.

#### *Water and Sewer Utility Services*

The site will be served by public water and sewer. Review of utility lines and necessary appurtenant structures will occur at site plan submittal, if the rezoning request is approved by the Board of Supervisors. More information on existing utilities can be found in the attached Community Impact Statement.

#### **Environmental Resources**

The site is primarily cleared vacant farmland with wooded tidal wetlands in a natural channel at the west side of the site. Runoff from the site drains to the wetlands at the bottom of the western channel and flows to the south to Creer Creek to a point just south of the Creer Creek reservoir dam. There is an existing swale that crosses the site and drains part of the site to the wetlands to the west. There is a small pocket of isolated freshwater wetlands located at the northeast side of the site near the east end of the existing swale. The site is located within the Chesapeake Bay Preservation Area and contains a 100-foot RPA buffer along the wetlands at the west side of the site. Drainage from the site reaches the Lower Chesapeake Bay via Creer Creek, Brewers Creek, Chuckatuck Creek, and the Lower James River. The site is located in Virginia Hydraulic Unit JL42 (Chuckatuck Creek).

The wetlands and RPA buffer at the west side of the site will remain undisturbed to the greatest extent possible and will be located in common open space areas. Impacts to the RPA buffer will be limited to the stormwater BMP outfall pipe. The applicant anticipates impacts to the existing isolated wetlands at the north side of the site, but mitigation and permits for the wetland impacts will be required prior to construction plan approval. The Water Quality Impact Assessment is attached to this staff report.

#### **Historical Resources** (Revised)

A previous Phase IA submitted with the 2008 rezoning application identified 32 acres of the site as having a high probability of archeological resources and recommended a full Phase I study. For prehistoric periods of occupation, any sites present would likely be located in relatively close proximity to the tributary off of Creer Creek, and within the project area. The project area would have been suitable for Native American camps or early historic settlement. The presence of nineteenth- and twentieth-century resources as well as a Native American Woodland period shell midden within one mile radius of the project area indicates that there is potential of finding additional sites dating to this time period. The revised proffered condition include a full Phase I study with a commitment to follow any recommendations for further study.

#### **Fiscal Impacts** (Revised)

The fiscal impact analysis (FIA) submitted with the application estimates total tax revenues for the project over 20

years will result in the amount of \$11,955,710 whereas costs for new facilities only (not including operational costs) are projected to be \$3,211,127 resulting in a factor of revenue versus cost of 3.7. The anticipated revenues is based on average price for the townhomes of \$369,000 and the value for the commercial property to be \$1,250,000. The Commissioner of the Revenue reviewed the latest FIA revisions and is satisfied with the conclusions. A copy of the Commissioner's initial comments in regard to assessment and tax rates are attached to this staff report.

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## **COMPREHENSIVE LAND USE PLAN:**

The properties are designated as Mixed Use (MU) and Environmental Conservation (EC) on the Future Recommended Land Use Map in the County's 2020 Comprehensive Plan. The MU designation integrates office, commercial, and other uses in one master planned area. The MU land use consists of one or multiple detached or attached single family homes, multi-plex and apartment style housing options, along with office or commercial uses. Preservation of environmental features will still occur and community amenities are typically offered. MU land use is best located on major transportation routes and at major intersections. MU should consist of large tracts of land capable of being master planned for a diversity and integration of multiple uses. MU should also have access to public water and sewer infrastructure with capacity for more intense development.

The EC land use is identified for the protection of a variety of sensitive environmental features found in the County and serves to create natural connections for wildlife, protect commercial and recreational fisheries, and to provide breaks in and between developments. These areas should remain largely undeveloped and consist of wetlands, floodplains, forest and some areas of farmland. Within residential developments, they should be preserved as protected open spaces. Limited low impact recreational uses such as trails and water access are also appropriate if sited correctly. Specific locations of EC areas are determined with site specific delineations during the plan of development review process.

With its mix of residential units, commercial space, and environmental protection areas, the proposed project can be considered generally consistent with the future recommended land use designations. The proposed location is adjacent to major thoroughfares, offers new transportation connections to existing development, and is served by public water and sewer.

## **ORDINANCE REVIEW:**

The applicants request to place the properties within the PD-MX zoning district with proffered conditions. According to the County's comprehensive plan, the intent of the PD-MX district is to accommodate a diversity of uses at existing or future major road intersections, where public sewer and water are proposed with a capacity for more intensive development. The PD-MX districts within the County's Development Service District also serve as the County's Urban Development Areas (UDAs). According to the Code of Virginia, development within designated UDAs should be based on the principles and features of traditional neighborhood design (TND). These features may include, but are not limited to: (i) pedestrian-friendly road design, (ii) interconnection of new local streets with existing local streets and roads, (iii) connectivity of road and pedestrian networks, (iv) preservation of natural areas, (v) mixed use neighborhoods, including mixed housing types, with affordable housing to meet the projected family income distributions of future residential growth, (vi) reduction of front and side yard setbacks, and (vii) reduction of street widths and turning radii at subdivision intersections.

While the PD-MX zoning district does not include minimum bulk regulations, it does specify density minimums for both residential and commercial use. It specifies that the minimum density for townhome development is at least six units per acre and a minimum 0.4 Floor Area Ratio for commercial development. This would mean a minimum of 128 townhome units and 21,136 square feet of commercial space. The project proposes 147 townhomes and 26,136 square feet of commercial, thus meeting the minimum requirements. Projects within this district may establish their own setbacks, minimum lot sizes, and lot widths by creating a Neighborhood Plan.

The proposed amount of open space at 21 acres exceeds that what is normally required at 750 square feet per unit, or approximately 2.5 acres.

The project's Neighborhood Plan shows a minimum interior lot size of 2,400 square feet and an exterior lot size of

3,200 square feet. Buildings shall be no more than two stories tall, and separation between each unattached set of townhome buildings shall be sixteen feet. Normally, the minimum lot size for a townhome is 1,500 square feet, and the minimum separation between sets of unattached townhomes is thirty feet. Therefore, the proposed minimum lot size is larger, however, the setbacks between unattached townhomes is half what is normally required. The proposed front yard setback is 18.5 feet which is slightly smaller than the typical minimum twenty feet. The proposed setback is consistent with those seen in Traditional Neighborhood Design recommended for UDAs and Mixed Use Areas.

Although a sign is not permitted within the required seventy foot buffer adjacent to Route 17 per Section 4-18005 of the PD-MX regulations, an entrance sign is shown in the Neighborhood Plan book and Master Signage Plan despite staff comments that this is not the appropriate process for this variance request. Staff requested that the sign be removed from the plans until site plan review or a variance application for the sign location is submitted.

The property also lies within the Chesapeake Bay Preservation Area (CBPA) Overlay and Newport Development Service Overlay (NDSO) Districts which require enhanced design criteria for new development in these areas. As proposed, the new project would be consistent with these requirements with the preservation of resource protection areas in common open space areas and all new commercial development meeting NDSO requirements.

#### **AGENCY REVIEW:**

Staff distributed the application documents to the following departments and agencies for review and comment. Unless otherwise noted in the above description section, all concerns have been addressed with the current application:

- County Attorney
- Commissioner of the Revenue
- VDOT
- Utility Services
- County Transportation Department
- Isle of Wight County Schools
- Environmental Planner
- Isle of Wight County Museum (Historic Resources)

Please note that should the application be approved, the next step in the applicant's development process is the preparation and submission of a Phase I architectural and archeological study prior to the submission of a preliminary plat. A lot line vacation between the two properties would also be required.

#### **STAFF CONCLUSIONS:**

Based on an analysis of the application documents, staff identifies the following strengths and weaknesses of the application:

##### Strengths:

1. The proposed project is generally consistent with the future recommended land use designation of Mixed Use and Environmental Conservation.
2. There is sufficient school, utility, public safety and emergency medical service capacity to serve the additional service demands generated by the project.
3. The proffered conditions include road improvements to address traffic impacts generated by the development.
4. The conceptual plan is generally consistent with the requirements of the PD-MX, NDSO, and CBPA zoning ordinance requirements.
5. The project will include the environmentally sensitive areas in permanently protected common open space areas maintained by the property owner's association.
6. The project retains a small portion of nonresidential commercial development which will generate employment opportunities and additional tax revenues.

##### Weaknesses (Revised since April 22, 2025):

1. Britt Way and Ashby Way will see an increase in traffic along both roads.
2. There is a proposed reduction in commercial space which reduces nonresidential revenues, however, there are less traffic impacts as result.

**STAFF RECOMMENDATION:**

Based on the strengths listed above, staff recommends approval of the project with the proffered conditions except for the entrance sign location.

**ATTACHMENTS:**

| Description   | Type            | Upload Date |
|---|-----------------|-------------|
| 2008 Bridgepoint Commons Proffer Statement                | Backup Material | 4/14/2025   |
| REZN-24-11 Bridge Point Rezoning Statement of Reason      | Backup Material | 4/14/2025   |
| REZN-24-11 Bridge Point Ownership Affidavit               | Backup Material | 4/14/2025   |
| Open Space Plan Rev February 2025                         | Backup Material | 4/14/2025   |
| Community Impact Statement                                | Backup Material | 4/14/2025   |
| Fiscal Impact Analysis                                    | Backup Material | 4/14/2025   |
| Traffic Impact Analysis                                   | Backup Material | 4/14/2025   |
| Water Quality Impact Assessment                           | Backup Material | 4/15/2025   |
| Neighborhood Plan March 24, 2025                          | Backup Material | 4/16/2025   |
| 2008 Phase IA Cultural Resources Study                    | Backup Material | 4/16/2025   |
| School comments   | Backup Material | 4/16/2025   |
| Sample Townhome Model Elevations                          | Backup Material | 4/16/2025   |
| Additional Info from April 22 PC Mtg                      | Backup Material | 5/19/2025   |
| Commissioner of the Revenue initial FIA comments Jan 2025 | Backup Material | 5/19/2025   |
| Proffer Statement Revisions from May 15, 2025             | Backup Material | 5/19/2025   |
| Executed Proffer Statement                                | Backup Material | 5/20/2025   |
| Conceptual Plan Revised May 12, 2025                      | Backup Material | 5/20/2025   |
| IWCS Review Comments dated May 20, 2025                   | Backup Material | 5/20/2025   |



**Revised Proffer Statement for Rezoning of  
Tax Parcel Identification Numbers 34-01-050 and 34-01-050D**

TO: The Honorable Board of Supervisors and Planning Commission for the County of  
Isle of Wight, Virginia

DATE: October 2, 2008

APPLICATION NUMBER: ZA-09-07

In reference to the above request for rezoning:

Conditions: The undersigned hereby proffer that the development of the above-referenced properties (individually and collectively, the "Property") shall be in accordance with the conditions in this submission.

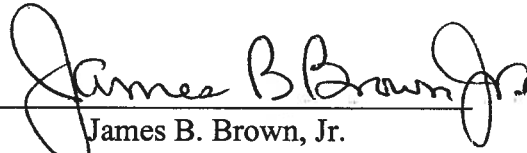
Contract Owner:

Brown, Jolley & Brown, LLC

By:

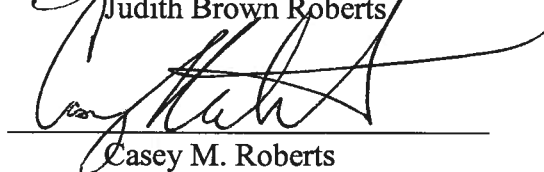
  
James Kenneth Jolley, Manager

Legal Owners:

  
James B. Brown, Jr.

  
Gladys B. Brown

  
Judith Brown Roberts

  
Casey M. Roberts

  
Jayson M. Roberts

## **Introduction**

There is incorporated by reference that certain document entitled, "Concept Plan for Bridge Point Commons," dated June 3, 2008, and revised July 30, 2008, and submitted to the Department of Planning and Zoning in connection with this rezoning application (the "Plan"). The Property shall be developed in general conformance with the Plan.

Brown, Jolley & Brown, LLC proposes to develop a mixed-use development known as Bridge Point Commons on the Property for the purpose of providing housing opportunities and neighborhood services for the residents of Isle of Wight County (the "Project"). The residential portion of the Project will consist of a maximum of 120 multifamily "workforce" rental units and a maximum of 230 owner-occupied multifamily condominium units. A maximum of 116 of the owner-occupied condominium units will consist of "Age-restricted" units. The Project will also contain certain commercial and retail uses on that portion of the Property fronting on Route 17.

These revised Proffers shall be applicable to, and binding upon, the Property and upon approval of these Proffers by the Board of Supervisors and subsequent actions required by the County to officially effectuate this rezoning, then these revised Proffers supersede and replace all prior Proffers heretofore submitted with the rezoning application for the Property.

## **PROFFERS**

The Contract Owner and the Legal Owners (the "Applicant") for rezoning does hereby voluntarily proffer the following conditions with respect to the Property subject to the rezoning as follows:

### **I. Design and Unit Count**

A. The Property shall be developed in accordance with the Plan, the County's Comprehensive Plan and the applicable provisions of the Isle of Wight County Zoning Ordinance.

B. The Applicant, shall, upon rezoning of the Property, develop the Property under the guidelines set forth in the Route 17 Corridor Master Plan adopted by the Board of Supervisors on November 15, 2007. Non-residential uses shall also comply with the Newport Development Service Overlay Architectural Guidelines.

C. The Applicant shall also develop architectural, design and construction standards and guidelines to insure that the building designs and signage within the Project are consistent and complementary. These standards and guidelines, together with building elevations and a signage plan, shall be submitted to the Planning Commission and Board of Supervisors for their approval prior to or concurrent with the submission of the site plan.

D. The maximum amount of vinyl siding used on residential buildings shall not exceed 80% of the buildings exterior vertical area. The minimum amount of brick and/or stone used on residential buildings shall not be less than 20% of the building's exterior vertical area.

E. A minimum of 5% of the residential units in the Project shall be constructed to meet the ADA Accessibility Guidelines for Buildings and Facilities.

F. The number of residential units to be developed shall not exceed 350 units, including a maximum of 120 multifamily "Workforce Housing" rental units and a maximum of 230 owner-occupied multifamily condominium units. No more than 17% of the owner-occupied condominium units shall be sold at a "workforce price," with the remaining units to be sold at market price. In addition, a maximum of 116 of the owner-occupied condominium units shall consist of "Age-restricted" units.

G. Applicant shall cause to be constructed recreational areas and facilities for residents, to include at a minimum: management office space, community meeting room, outdoor pool, and exercise facilities. Open space shall be sufficient to meet the requirements of the County ordinance on a community-wide basis. Residential rental units shall be equipped with washer and dryer hookups.

## **II. Infrastructure**

A. The Applicant shall improve the Property's frontage on Route 17 with the required median break and turn lane improvements and/or relocation at the central entrance to the Project in accordance with Virginia Department of Transportation standards. During the construction of the first phase of the Project, the Applicant shall install at each proposed entrance other improvements identified in the Traffic Impact Study for Bridge Point Commons, dated June 2007 and the Technical Memorandum, dated October 29, 2007, and submitted to the County, that are necessary and directly attributable to the impact on ingress and egress traffic patterns and volumes created by the Project.

B. The Applicant shall extend the existing north bound left turn lane on Carrollton Boulevard at the intersection of Brewer's Neck Boulevard by an additional 150 feet of storage lane plus associated taper. This extension shall be completed prior to the occupancy of the first building in the Project.

C. The Applicant shall utilize Low Impact Development principles as a part of the required Storm Water Management Plan, including the use of Bioretention Basins where feasible and appropriate. Should wet ponds be utilized, as part of the storm water management system or as an amenity, the wet ponds shall utilize mechanical aeration equipment. The Applicant shall maintain the storm water management system in good working order until such time as 80% of the units in the Project are no longer owned by Applicant, at which time the obligation shall be assigned to the property owners' association.

D. That portion of the main entrance roadway for the Project beginning at Route 17 and continuing to the intersection with the private internal roadway connecting to Deep Bottom Drive shall be constructed by the Applicant in accordance with Virginia Department of Transportation standards and offered for dedication to the Virginia Department Secondary System of Roads.

E. Applicant shall design and construct a network of sidewalks and pedestrian ways within the Project and the vegetated buffer area to be established along the frontage of Route 17. In addition, traffic calming measures shall be designed and implemented within the Project to insure a pedestrian friendly environment.

F. The Applicant shall provide a school bus shelter on site in a location reasonably acceptable to the School Board Director of Transportation.

G. The Applicant shall provide Virginia Department of Transportation with a signalization warrant analysis on an annual basis commencing with the first anniversary of approval of this application. If VDOT finds that a traffic light is needed within 20 years of the date of approval of this application or within 5 years of the completion of the Project, whichever comes first, the Applicant shall provide, at Applicant's cost and at the option and request of Isle of Wight County, a traffic light either at the intersection of

Route 17 and Deep Bottom Drive or at the intersection of Route 17 and Bridge Point Commons' main entrance. Notwithstanding the foregoing, the County shall require any adjacent property owners and/or developers that benefit from the installation of such traffic light, to share in the costs of providing such traffic light to the extent the County sees fit.

### **III. Easements, Right-of-Ways and Buffers**

A. Applicant shall provide a ten foot easement to the County for the County's future construction of a pedestrian travel way within the Newport Development Service Overlay District 70 foot setback along Route 17.

B. The Applicant shall provide a right-of-way reservation sufficient for the County to construct a future connecting roadway from the private internal streets of the Project to Britt Way in the adjacent residential subdivision (Ashby) to the south. Upon the County's request, the Applicant shall deed the right-of-way for the connecting roadway to the County at no charge.

C. Should the County so request, the Applicant shall provide an easement to the County to construct an emergency vehicle access to the adjacent Carrollton Fire Station.

D. The Applicant shall provide a minimum 25 foot landscape buffer adjacent to the neighborhood of Ashby, extending from the Carrollton Fire Station property line west to the Britt Way cul-de-sac. At Britt Way, the landscape buffer shall increase to 40 feet and continue along the southern boundary to the western property line. The existing wooded slope within the 40 foot buffer area shall remain undisturbed. BMP's and landscaped berms shall be installed as buffers along the entire length of the southern boundary with the Ashby subdivisions, as shown on the Concept Plan for Bridge Point Commons, dated June 3, 2008, and revised July 30, 2008.

### **IV. Property Owners' Association and Restrictive Covenants**

A. Applicant shall form a Property Owners' Association, which may also include sub-associations, in accordance with Virginia law. The Association shall be responsible for the maintenance of the following shared features and shall carry sufficient reserves and insurance to cover any damages thereto:

1. Storm water management areas (BMP's)
2. Resource Protection Areas (RPA's)
3. All shared private roadways
4. All common areas

5. All community amenities provided for the use of more than any single owner, including, but not limited to, management office space, community meeting room, outdoor pool, and exercise facilities.

B. The face or front of the commercial buildings and structures shall generally be located along the line of the Newport Development Service Overlay District 70 foot setback line off Route 17. This is not meant to preclude placement of buildings to allow for driveways, drive aisles, and fire lanes in the area between the structure and the corridor setback line. Parking for the commercial buildings shall be located behind the front line of these building and structures. Easements for the parking area shall be put in place to provide for the shared use of parking facilities by adjacent parcels and tenants.

C. All permanent outdoor site lighting fixtures installed to illuminate a premise or architectural or landscape feature on private property shall be directed, shielded or located in such a manner that the light source is not visible offsite and the light does not fall onto surrounding properties or create glare hazards within the public right-of-way.

D. The following commercial uses shall be prohibited within the Project:

1. Sale, Assembly or Repair of Farm Equipment
2. Commercial Stables
3. Park and Ride Facility
4. Public Maintenance and Service Facility
5. Laboratory
6. Auction Establishment
7. Commercial Outdoor Entertainment/Sports Recreation
8. Crematorium
9. Construction Equipment Sales and Rental
10. Flea Market
11. Commercial Kennel
12. Manufactured Home Sales
13. Mini Warehouse

14. Motor Vehicle Dealership, New or Used

15. Motor Vehicle Repair, Major or Minor

16. Truck Stop

17. Construction Yard

18. Landfill

19. Recycling Center

20. Communication Tower

E. All rental leases shall contain noise restrictions which meet or exceed Isle of Wight County noise ordinances currently in effect or hereafter adopted.

F. Rental leases shall contain restrictions on the number of individuals that occupy any one unit. Occupancy of the rental units shall not exceed 2 adults per bedroom and 4 children per bedroom and shall meet or exceed the bedroom space per child as determined by the Planning and Zoning Director, based on current State Guidelines for Foster Care.

G. The owners of the Workforce Housing rental units shall not participate in the Section 8 Housing Program for 40 years from the initial date of occupancy of the units.

H. Restrictive covenants and restrictions for the Property will be recorded prior to any outsales in the land records of Isle of Wight County and will contain all applicable items referred to in these proffers.

## **V. Cash Proffers**

### **A. Residential Units**

1. Applicant shall make cash proffers to the County for residential units as follows:

- (a) Owner-Occupied Condominium Units. Applicant shall make a cash proffer to the County of \$13,611.00 for each owner-occupied condominium unit built and offered for sale at market rates, except with respect to those owner-occupied condominium units designated as "Age-restricted" or "Workforce Housing". Payment of this proffer shall be made to the County at the time such Unit is sold. The Applicant shall pay the water and sewer

connection fee for any owner-occupied condominium unit sold at market rates.

(b) “Age-restricted” Condominium Units.

- (i) Applicant shall make a cash proffer to the County of \$1,470.00 for each “Age-restricted” owner-occupied condominium unit built and offered for sale. Payment of this proffer shall be made to the County at the time of the issuance of each individual building permit.
- (ii) The Applicant shall pay the water and sewer connection fee for any “Age-restricted” unit.
- (iii) Any residential units constructed that are designated as “Age Restricted” shall be available for purchase only by individuals that are 55 years old or older, or families in which at least one of the members of the household is 55 years old or older. No person under the age of 18 shall reside in an age-restricted unit longer than 90 days within any 12 month period.
- (iv) The Age-restricted units shall be located on the south side of the Project, adjacent to the Ashby Subdivision.

(c) “Workforce Housing” For-Sale Units.

- (i) At the time of closing to a first-time buyer of a Workforce Housing unit (“Workforce Buyer”) there shall be recorded a Workforce Housing Deed of Trust in favor of the County in the amount of \$20,811.00. The Workforce Housing Deed of Trust shall remain in full force and effect for a period of 20 years and the amount of the Workforce Housing Deed of Trust shall be reduced by 5% each year and shall terminate at the end of such 20 year period. In the event the Workforce Buyer sells the Workforce Housing unit to a qualified applicant (“Subsequent Workforce Buyer”) of a Workforce Housing Unit prior to the expiration of the 20 year period, a Workforce Housing Deed of Trust will be recorded in favor of the County for the then outstanding amount of the original Workforce Housing Deed of Trust against the Workforce Housing Unit sold to the Subsequent Buyer. In the event the Workforce Buyer or Subsequent Workforce Buyer sells the Workforce Housing Unit to a party or parties who do not qualify at the time of sale



pursuant to the County's approval process, the selling party shall pay to the County an amount equal to the then outstanding amount of the Workforce Housing Deed of Trust. The County agrees to subordinate such Workforce Housing Deed of Trust to permit the Workforce Buyer to obtain construction and/or permanent loans to finance the acquisition or purchase of such homes.

- (ii) Workforce Housing For-Sale Units shall be affordable for purchase by households whose maximum income is 120% of the Area Median Income and not less than 80% of the Area Median Income. "Affordability" for Workforce Housing For-Sale Units shall be defined as monthly mortgage payments allocated toward any units which are less than or equal to a maximum of 32% of the specified percentage Area Median Income. For purposes of these proffers "Area Median Income" (AMI) shall be defined as the AMI for the Virginia Beach-Norfolk-Newport News, Virginia Metropolitan Statistical Area (MSA) as published by the U.S. Department of Housing and Urban Development (HUD).

(d) "Workforce Housing" Rental Units.

- (i) After payment of the water and sewer connection fees for the first Workforce Housing rental unit, the Applicant agrees to make a cash proffer to the County of \$5,790.00 for each Workforce Housing rental unit constructed. The Applicant shall not be required to pay any other Workforce Housing rental unit water and sewer connection fees. Payment of this proffer shall be made to the County at the time of the issuance of each individual building permit.
- (ii) The Workforce Rental Housing acreage shall be secured by a Workforce Rental Housing Deed of Trust in favor of the County. The Workforce Rental Housing Deed of Trust shall be subordinate to all construction and permanent financing for the rental units. The Workforce Rental Housing Deed of Trust shall be a lien against the land developed as Workforce Rental Housing, payable only if any of the Workforce units are rented above the amounts set forth in Section V.A.1.(d)(iii) below. The lien amount shall be based upon the value of the acreage (\$185,000 per acre) as stated in the Fiscal Impact Statement dated as of February 22, 2008, multiplied by

the affected acreage, which includes areas of right of ways, vehicular access and parking areas, common areas and amenities. The Workforce Rental Housing Deed of Trust shall be recorded in phases consistent with the number of units and the manner of development, and shall terminate 20 years after the initial date of occupancy of the first rental unit in each phase.

- (iii) The Workforce Housing rental units shall be affordable for rental by households whose maximum income is 105% of the Area Median Income and shall be made available for a range of households so that the average income shall not be less than 90% of the Area Median Income. "Affordability" for Workforce Housing rental units shall be defined as monthly rents allocated toward any units, which are less than or equal to maximum of 32% of the specified percentage of AMI. The owners of any rental units shall confirm that the rents are within this range by letter to the Director of Planning and Zoning within 30 days of each published revision to the AMI. The report shall include, but not be limited to, AMI, calculations to show 105% of AMI, and 32% of 105% of monthly AMI by household size, and the actual rent schedule for the current year and the previous year. These proffers shall remain in place for the Workforce Housing rental units for a minimum of 20 years from the initial date of occupancy of these units.
- (iv) The Applicant shall submit a rent schedule to the Planning Commission and Board of Supervisors for their approval prior to or concurrent with site plan approval.
- (v) The owners of the rental units shall maintain sufficient financial reserves for repair and replacement.

#### **B. Commercial Units**

1. A cash proffer of \$632.00 per 1000 square feet of gross floor area of each commercial building constructed shall be made to the County ("Commercial Unit Proffer").
2. Payment of the Commercial Unit Proffer for a commercial building shall be made to the County at the time of building permit approval for such commercial building.

### **VI. Cultural Resources Assessment**

The Applicant hereby proffers to obtain a Phase I level investigation conducted within the parameters recommended by the Phase IA Cultural Resource Assessment. Should the Phase I assessment recommend further study the Applicant will cause further work to be done.

**VII. Water Quality Assessment Report**

A Water Quality Assessment Report shall be completed and submitted to the Planning Commission and Board of Supervisors for their approval. The Applicant shall use the results of the Report in the overall design of the Project and shall conform to the County's Chesapeake Bay Preservation Ordinance and all other federal, state and local regulations.

**VIII. Reversion of Zoning**

If a final site development plan is not submitted to the County of Isle of Wight for approval in accordance with County ordinances within 7 years from the date of approval of this application for a change in zoning classification, then the Applicant shall not oppose any action taken by the Board of Supervisors to change the zoning classification back to its original zoning classification in effect prior to the filing of this application.



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## **Bridge Point Rezoning Narrative Description**

The applicant, Quality Homes of Currituck, is seeking to rezone two vacant parcels along Route 17 from the existing Urban Residential (UR) and General Commercial (GC) zoning district to the Planned Development Mixed-Use District (PD-MX) to create a moderate density, walkable townhome community with a commercial property at the site's entrance. The first parcel, Tax Map 34-01-050, is 22.86 AC and the second parcel, Tax Map 34-01-050D, is 19.78 AC for a combined total of 42.64 AC. The site is bounded by Deep Bottom Drive (Route 662) to the northwest, Carrolton Boulevard (Route 17) to the northeast, the Carrolton Fire Station to the southeast, and single-family homes to the southwest. The first 350' or so on both parcels is presently zoned GC and the remainder of the property is zoned UR. The applicant proposes to convert the property to the PD-MX zone, similar to other nearby recent developments along this corridor, to allow for a creative and more flexible planned community. The conceptual master plan proposes a 70' enhanced landscape buffer and multi-use trail parallel to Carrolton Boulevard, a total of 147 townhomes, one +/-1.5-acre commercial parcel, stormwater management, park areas, and preserved environmental features. The property is currently zoned to allow 350 total units. Our proposal for 147 units is less than half the density and intensity of the current zoning in place.

The Isle of Wight 2020 Comprehensive Plan designates this property as part of the Mixed-Use Development zone within the Newport Development Service District, one the county's three focused growth areas. The existing uses to the south of the subject property consist of a post office, two neighborhood-scale strip retail centers comprised of retail, offices, and restaurants, a storage facility, gasoline service station, single-family residences, and the Carrolton Fire Station. Located ¼ mile north of our site at the Brewers Neck/Route 17/Spadea Way intersection, there is large mixed-use development known as Bartlett Station under construction. This project includes a Publix grocery store, credit union, two-story medical office building, 6-plex residential units, and others. Thus, Carrolton Boulevard is currently a mixed-use corridor that is continuing to become more diverse over the next several years.

Our proposal for townhomes and one commercial site will be a great compliment to the new mixed-use center to the north and the overall vision for the Newport DSD. Rather than becoming another large commercial competitor or generating a high volume of new traffic too close to the existing major intersection at Route 17/Brewers Neck Boulevard, new moderately priced townhome rooftops will support the success of the Bartlett Station MUD. Our medium density project will also create an appropriate transition between the single-family detached residences to the southwest and the Route 17 corridor to the northeast. Additionally, the multiuse trail that would be included as part of this project would aid in furthering pedestrian and bicycle access along Carrolton Boulevard. Overall, we believe this request to change the existing UR and GC zoning designation of the property to the PD-MX district is appropriate given the existing and future development patterns for the area.

Sincerely,

Melissa Venable  
Land Planning Solutions





## WAIVER AND RELEASE OF CLAIMS

I, Justin Old, owner, developer or duly authorized representative for owner or developer, of Tax Map Parcel # 34-01-050 and 34-01-050D on behalf of myself, my descendants, ancestors, dependents, heirs, executors, administrators, assigns, and successors, hereby covenant not to sue and fully release, acquit, and discharge Isle of Wight County, as well as its officers, employees, agents, servants, representatives, assigns, and successors (collectively referred to as "County Releasees") with respect to and from any and all claims, wages, rights, agreements, contracts, covenants, actions, suits, causes of action, obligations, debts, expenses, attorney fees, damages, judgments, orders, and liabilities of whatever kind or nature in law, equity, or otherwise, whether known or unknown, and suspected or unsuspected, which I, or any party for whom I am acting as authorized representative, may have against County Releasees arising out of, or in any way connected with, my payment of a/the voluntary cash proffer amount for said parcel/lot, in the amount of three hundred seventy-five thousand one hundred fourteen Dollars (\$375,114.00), as memorialized in that Deed of Trust, recorded in the Isle of Wight County Circuit Court Clerk's Office as Instrument Number \_\_\_\_\_, notwithstanding the provisions of Section 15.2-2303.1:1 of the Code of Virginia (1950, as amended).

I acknowledge that I have read the foregoing, understand its contents, and accept and agree to the provisions it contains and hereby execute it voluntarily and knowingly and with full understanding of its consequences.

**PLEASE READ CAREFULLY. THIS AGREEMENT INCLUDES A RELEASE OF KNOWN AND UNKNOWN CLAIMS.**

Justin Old  
Printed Name

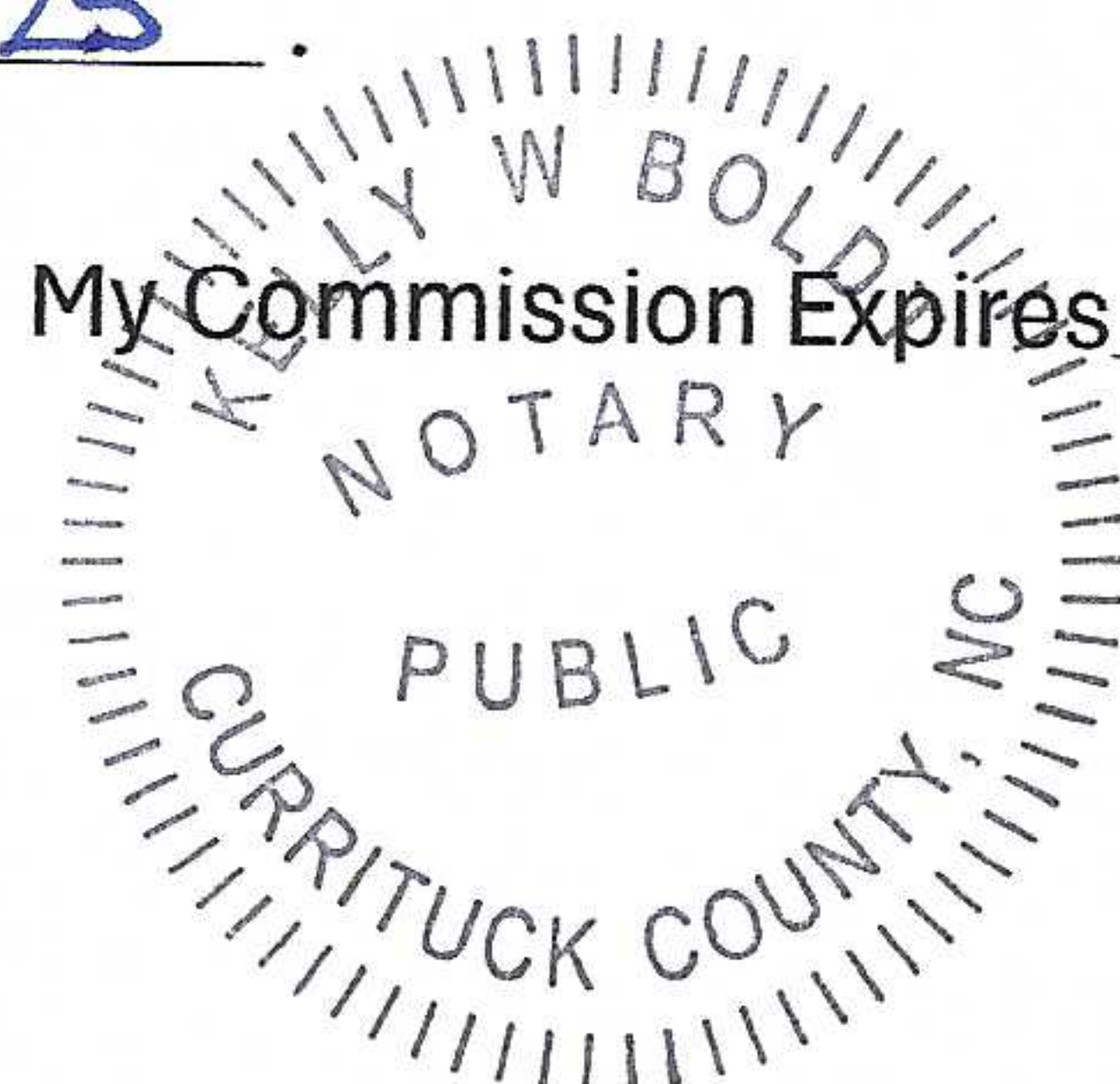
1/9/25  
Date

[Signature]  
Signature

~~Commonwealth of Virginia~~ State of North Carolina  
~~County of Isle of Wight~~ County of Currituck

Subscribed and sworn to before me, Kelley W Boldt,  
A Notary Public in and for the County of Currituck, Commonwealth State  
of North Carolina, this 9 day of January, 2025.

Kelley W Boldt  
Notary Public



My Commission Expires Nov 17, 2028





Local Roots, Global Reach  
**ISLE OF WIGHT**  
**COUNTY, VIRGINIA**  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**AFFIDAVIT OF OWNERSHIP**

This 7<sup>th</sup> day of February ~~January~~, 2025.  
(day) (month) (year)

Charles Brown Jr. Properties, LLC, owner of 34-01-050D  
(owner) (address and/or tax map number)

give my permission to: Allied Properties, LLC; Justin Old, to make  
(applicant)  
application to Isle of Wight County Department of Community Development for the aforementioned  
property.

*[Signature]*  
(signature of owner)

Casey M. Roberts  
(printed name)

Commonwealth of Virginia  
City of Virginia Beach  
County of Isle of Wight

Subscribed and sworn to before me Erika Snyder Beatty  
A Notary Public in and for the City of Virginia Beach  
County of Isle of Wight, Commonwealth  
of Virginia, this 7<sup>th</sup> day of February, 2025.

*[Signature]*  
Notary Public



My Commission Expires 9-30-25







Local Roots, Global Reach  
**ISLE OF WIGHT**  
**COUNTY, VIRGINIA**  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**AFFIDAVIT OF OWNERSHIP**

This 31<sup>st</sup> day of January, 2025  
(day) (month) (year)

I, Main Development, LLC, owner of 34-01-050  
(owner) (address and/or tax map number)

give my permission to: Allied Properties, LLC; Justin Old, to make  
(applicant)  
application to Isle of Wight County Department of Community Development for the aforementioned  
property.

[Signature]  
(signature of owner)

James B. Brown II  
(printed name)

Commonwealth of Virginia

County of Isle of Wight

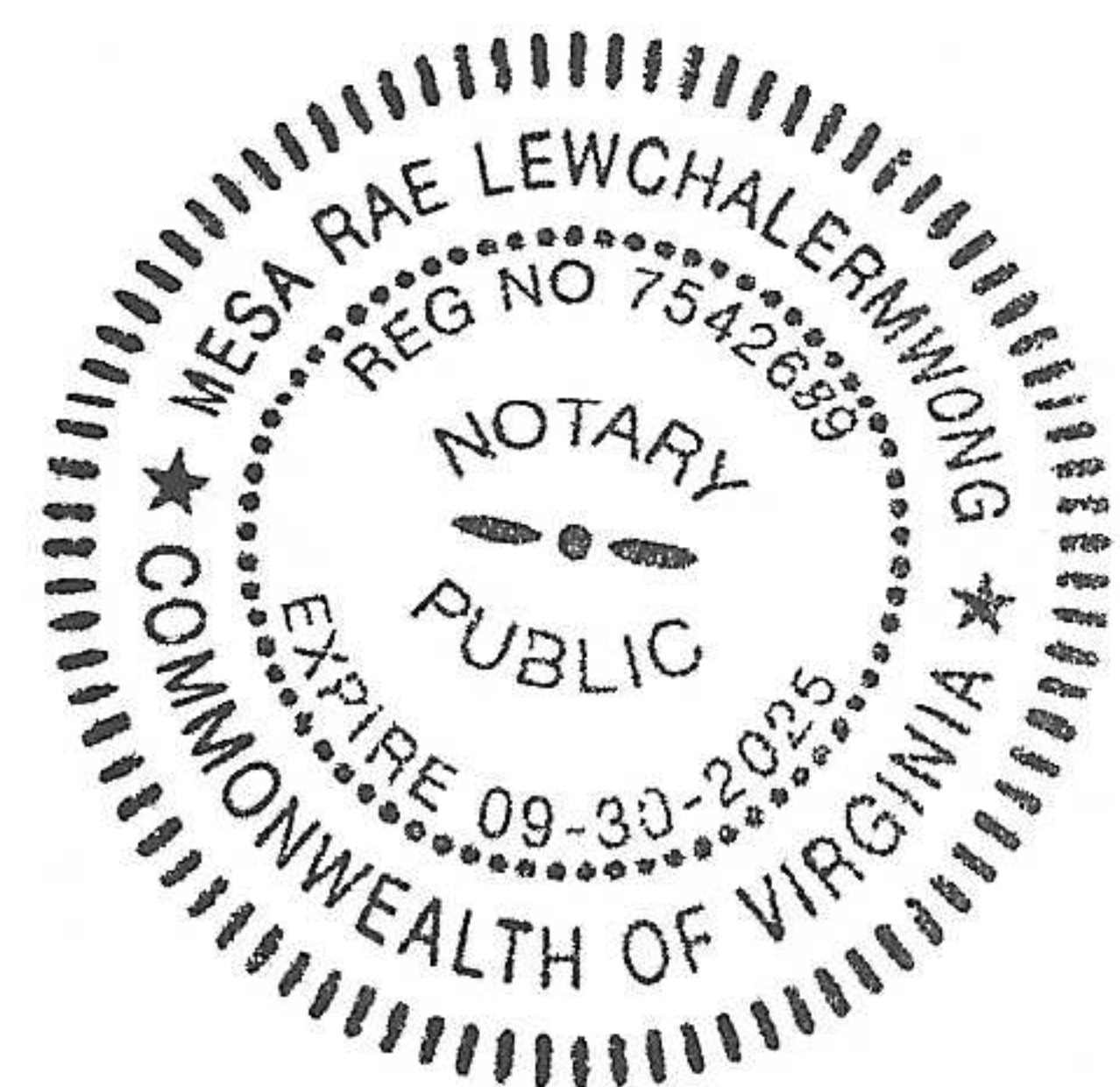
Subscribed and sworn to before me Mesa Lenchalermwong,

A Notary Public in and for the County of Isle of Wight, Commonwealth

of Virginia, this 31 day of January, 2025.

[Signature]  
Notary Public

My Commission Expires 9/30/2025





# Bridge Point Open Space Plan

Isle of Wight, Virginia  
January 8, 2025

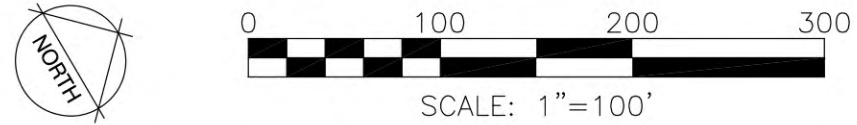


**Open Space Calculations:**

|                                    |                     |
|------------------------------------|---------------------|
| Gross Site Area:                   | 42.64 a.c.          |
| Open Space in Critical Areas:      | 15.91 a.c. or 37.3% |
| Open Space outside Critical Areas: | 5.79 a.c. or 13.5%  |
| Total Open Space Provided:         | 21.70 a.c. or 50.8% |

## LEGEND:

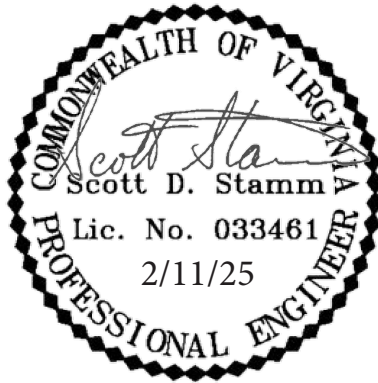
- Usable Open Space
- Park Areas
- Existing Wetlands
- New Ponds
- Trail



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# COMMUNITY IMPACT STATEMENT



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## BRIDGE POINT CARROLLTON, VIRGINIA

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FEBRUARY 11, 2025

PREPARED FOR:  
QUALITY HOMES OF CURRITIUCK



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LAND PLANNING SOLUTIONS  
1403 GREENBRIER PARKWAY STE. 205  
CHESAPEAKE, VA 23320  
O 757.935.9014 F 757.935.9015

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**Bridge Point**  
Carrollton, Virginia

## **Community Impact Statement**

September 11, 2024

### **Project Description**

Quality Homes of Currituck plans to develop Parcel 34-01-050D and part of Parcel 34-01-050 into a residential townhome neighborhood with 147 single family attached residential units. The site is located on US Route 17 (Carrollton Boulevard) just east of Route 622 (Deep Bottom Drive) in Carrollton, Isle of Wight County, Virginia.

The north sides of both parcels are currently zoned GC (General Commercial) along the frontage to Route 17 and are zoned UR (Urban Residential) on the southern portion of the property. For development of the proposed townhome community, the site will be rezoned to PD-MX, Planned Development Mixed-Use.

The site is bounded to the west by wetlands, Route 622 and vacant farmland, to the north by US Route 17, to the east by the Carrollton Volunteer fire station and to the south by single family residences.

### **Existing Conditions**

The site is primarily cleared vacant farmland with wooded tidal wetlands in a natural channel at the west side of the site. Runoff from the site drains to the wetlands at the bottom of the western channel and flows to the south to Creer Creek to a point just south of the Creer Creek reservoir dam. There is an existing swale that crosses the site and drains part of the site to the wetlands to the west. There is a small pocket of isolated freshwater wetlands located at the northeast side of the site near the east end of the existing swale. The site is located within the Chesapeake Bay Preservation Area and contains a 100-foot RPA buffer along the wetlands at the west side of the site. Drainage from the site reaches the Lower Chesapeake Bay via Creer Creek, Brewers Creek, Chuckatuck Creek, and the Lower James River. The site is located in Virginia Hydraulic Unit JL42 (Chuckatuck Creek).

The site is accessible from US Route 17, Carrollton Boulevard. US Route 17 is a four-lane divided major arterial highway. A median break is located along the frontage to the site to

provide access to the site for north-bound traffic. The south side of the site is also accessible from the cul-de-sac at the west end of Britt Way.

Public Utilities in the vicinity of the site include a 16-inch water main on the north side of Route 17, an 8-inch water main in Britt Way, and a sanitary sewer pump station to the east of the site on Parcel 34I-04-000A. The site is served by the Carrollton Volunteer Fire Department from the fire station located adjacent to the east side of the property. The site is served by Isle of Wight County Schools.

### **Proposed Conditions**

It is proposed to develop the site into a residential community with 147 single family attached townhome units with public streets, and areas reserved for stormwater management. The remaining commercial parcel at the north end of the site will be reserved for future development and will be accessible from the proposed road into the site. Secondary access to the site will be provided by a connection to the cul-de-sac at the end of Britt Way. The wetlands and RPA buffer at the west side of the site will remain undisturbed to the greatest extent possible. Impacts to the RPA buffer will be limited to the stormwater BMP outfall pipe. Impacts to the existing isolated wetlands at the north side of the site are anticipated, but mitigation for the wetland impacts will be provided. Please refer to the accompanying Water Quality Impact Assessment for additional information regarding wetland impacts.

The site will be served by Isle of Wight County water and sewer. Details on these connections may be found in under their relevant sections below.

### **Water**

The domestic and fire supply demands for the proposed development will be met with Isle of Wight County water. It is expected that the water service will be looped through the site from the 16-inch water main on the north side of US Route 17 and the 8-inch water main in Britt Way. It is anticipated that these connections will provide sufficient domestic water service and fire protection to the site. During final design, a current fire flow test will be obtained as a basis for developing a water model to determine the size requirements of the proposed water mains throughout the site to meet domestic demand and fire flow requirements.

Domestic water calculations for the townhomes are based on Virginia Department of Health (VDH) Waterworks Regulations of 100 gallons per day per person and 3.1 people per household for an average demand of 310 gallons per day per household with a 24 hour duration, and a Peak Factor of 2.5. For the commercial parcel, an average daily demand of 1,000 gallons per acre was assumed with a flow duration of 12 hours and a peak factor of 3. The water calculations may be seen below.

**WATER FLOW CALCULATIONS**

| Proposed Use / Node         | Quantity | Unit       | Average Flow<br>per unit (GPD) | Average Day<br>Demand (GPD) | Max Day Demand*<br>(GPD) | Total Max Day Demand<br>(gpm) |
|-----------------------------|----------|------------|--------------------------------|-----------------------------|--------------------------|-------------------------------|
| <b>Residential Dwelling</b> |          |            |                                |                             |                          |                               |
| Townhomes                   | 147      | Units      | 310                            | 45,570                      | 113,925                  | 79.1                          |
| Commercial Land             | 1.5      | acre       | 1,000                          | 1,500                       | 4,500                    | 6.3                           |
| <b>Fire Flow</b>            |          |            |                                |                             |                          | <b>1,500</b>                  |
| <b>Total Water Flow</b>     |          | <b>149</b> |                                | <b>47,070</b>               |                          | <b>1,585</b>                  |

\* Peaking factor = 2.5 Residential; 3.0 Commercial

**Fire Protection**

The site will be served by the Carrollton Volunteer Fire Department from the fire station located on the property adjacent to the site at 15020 Carrollton Boulevard.

The fire flow requirements for the townhomes were calculated based on the 2012 International Fire Code. The type of construction is 5B (wood frame), and the total fire flow area is 3,600 SF. The fire flow results are shown below.

**FIRE FLOW REQUIREMENTS**

Fire flow calculations based on the 2012 International Fire Code

| PROPOSED USE | TYPE OF<br>CONSTRUCTION | TOTAL FLOOR<br>AREA | FIRE FLOW<br>REQUIRED (gpm)* | MINIMUM FIRE<br>HYDRANTS<br>REQUIRED** |
|--------------|-------------------------|---------------------|------------------------------|--|
| TOWNHOUSE    | V-B                     | 3,600               | 1,500                        | 1                                      |

\*from Table B105.1 of the 2012 IFC

No Reduction in Fire Flow

\*\*from Table C105.1 of the 2012 IFC

It is anticipated that the commercial development will also have a fire flow requirement of 1,500 gpm since the buildings will be equipped with an automatic sprinkler system that will reduce the required fire flow by 75% with a minimum flow of 1,500 gpm.

During final design, a current fire flow test will be obtained as a basis for developing a water model to determine the size requirements of the proposed water mains throughout the site to meet domestic demand and fire flow requirements.

**Sanitary Sewer**

The site is within the service area of the County pump station located behind the nearby fire station on Parcel 34I-04-00A. Gravity sewer will be provided in the proposed streets to collect sewerage from the proposed development and convey it to the pump station through a dedicated public utility easement. It is anticipated that the public utility easement will extend to the eastern edge of the site and across the southern portion of county-owned parcels 34-01-050A and 34I-04-000A and enter the pump station at the closest existing manhole to the pump station.

The sanitary sewer calculations for the townhomes are based on an average sewage flow of 100 gallons per day per person and 3.1 people per household for an average flow of 310 gallons per day per household with a 24 hour duration, and a Peak Factor of 2.5. For the commercial parcel, an average daily flow rate of 1,000 gallons per acre was assumed with a flow duration of 12 hours and a peak factor of 3. The sewer calculations may be seen below.

**SEWER FLOW CALCULATIONS**

| Project                    | Quantity | Unit  | Average Flow*<br>per unit (GPD) | Average Daily Flow<br>(GPD) | (GPM) | Duration<br>(hours) | Sanitary<br>PF* | Max. Daily Flow<br>(GPM) | (GPD)          |
|----------------------------|----------|-------|---------------------------------|-----------------------------|-------|---------------------|-----------------|--------------------------|----------------|
| <b>Project Flows</b>       |          |       |                                 |                             |       |                     |                 |                          |                |
| Townhomes                  | 147      | ERU   | 310                             | 45,570                      | 31.6  | 24                  | 2.5             | 79.1                     | 113,925        |
| Commercial Space           | 1.5      | Acres | 1,000                           | 1,500                       | 2.1   | 12                  | 3.0             | 6.3                      | 4,500          |
| <b>Total Project Flows</b> |          |       |                                 |                             |       |                     |                 | 85.4                     | 118,425        |
| <b>Total Sewage Flow</b>   |          |       |                                 | <b>47,070</b>               |       |                     |                 | <b>85.4</b>              | <b>118,425</b> |

**SEWER FLOW CALCULATIONS**

| Project                    | Quantity | Unit  | Average<br>Flow*<br>per unit (GPD) | Average Daily Flow<br>(GPD) | (GPM) | Duration<br>(hours) | Sanitary<br>PF* | Max. Daily Flow<br>(GPM) | (GPD)          |
|----------------------------|----------|-------|------------------------------------|-----------------------------|-------|---------------------|-----------------|--------------------------|----------------|
| <b>Project Flows</b>       |          |       |                                    |                             |       |                     |                 |                          |                |
| Ex Homes                   | 28       | ERU   | 310                                | 8,680                       | 6.0   | 24                  | 2.5             | 15.1                     | 21,700         |
| Townhomes                  | 147      | ERU   | 310                                | 45,570                      | 31.6  | 24                  | 2.5             | 79.1                     | 113,925        |
| Commercial Space           | 1.6      | Acres | 1,000                              | 1,600                       | 2.2   | 12                  | 3.0             | 6.7                      | 4,800          |
| Retail space               | 25,040   | S.F.  | 0.2                                | 5,008                       | 7.0   | 12                  | 3.0             | 20.9                     | 15,024         |
| Restaurant - VDH           |          | Seat  | 30                                 | 0                           | 0.0   | 16                  | 3.0             | 0.0                      | 0              |
| <b>Total Project Flows</b> |          |       |                                    |                             |       |                     |                 | 121.7                    | 133,749        |
| <b>Total Sewage Flow</b>   |          |       |                                    | <b>52,178</b>               |       |                     |                 | <b>121.7</b>             | <b>133,749</b> |

Based on the plans for the Carrollton Cove Shoppes, the PS was designed for 350 gpm at 124 ft or 300 gpm at 135 ft. This is well above the proposed 122 gpm. During final design, the capacity of the existing pump station will be analyzed to determine if any upgrades are required to meet the additional demand generated by the development.

**Drainage and Stormwater Management**

There is a significant natural drainage channel on the west side of the site that will be utilized for site drainage. There is also a drainage ditch running east to west that bisects the site and drains portions of the existing cleared land to the channel at the west side of the site. There is another drainage channel at the southern property line that drains the southern portion of the site to the main channel at the west side of the site. The main channel flows south to Creer Creek. The site will be designed to comply with all applicable state and local stormwater regulations during the development of the site and after final stabilization has been achieved. Stormwater management will be provided primarily by a wet pond BMP at the southwest side of the site adjacent to the existing channel and tidal wetlands. Additional BMPs upstream of the proposed pond will be provided to meet current water quality requirements. An underground storm sewer system will collect all practical storm runoff and divert it to the proposed BMPs for water quality treatment as well as detention for stormwater quantity purposes. After treatment, the water will be released

through an outfall structure and pipe toward existing wetlands in the southwestern portion of the site. The proposed BMPs will also serve as sediment traps and sediment basins during site construction. It is anticipated that 20.5± acres will be disturbed during construction. Impacts to the 100-foot RPA buffer will be minimized to the greatest extent possible. Impacts to the RPA will be limited to excavation for the installation of stormwater outfall pipes. Additional information pertaining to stormwater management can be found in the accompanying Water Quality Impact Assessment.

### **Additional Public Facilities**

Please refer to the accompanying Traffic Impact Analysis by McPherson Consulting for discussion of the adequacy of the public roadways serving the proposed development. Please refer to the accompanying Fiscal Impact Assessment for discussion of the adequacy of the public schools and other major locally financed facilities.

APPENDIX A  
PUBLIC UTILITIES MAP



BRIDGE POINT COMMONS  
PUBLIC UTILITIES MAP

WATER TO SITE  
FROM RT. 17  
16" MAIN

16" WATER MAIN,  
JACK AND BORE  
UNDER RT. 17 TO  
CONNECT

FIRE STATION

PROPOSED  
SANITARY  
SEWER FLOW  
PATH

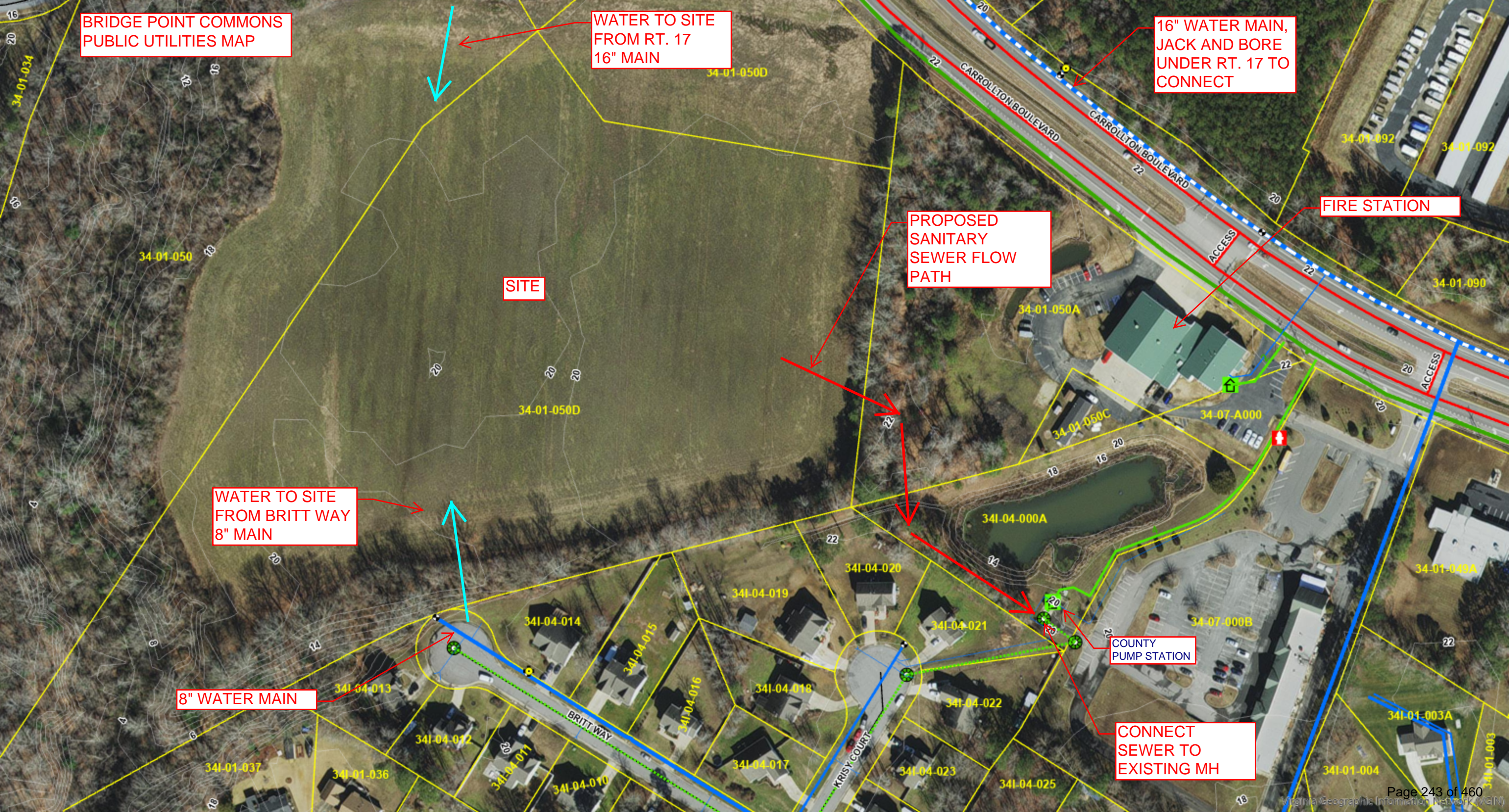
SITE

WATER TO SITE  
FROM BRITT WAY  
8" MAIN

8" WATER MAIN

COUNTY  
PUMP STATION

CONNECT  
SEWER TO  
EXISTING MH





APPENDIX B  
TRAFFIC IMPACT ASSESSMENT

# Bridge Point Commons

Isle of Wight County, Virginia

## PREPARED FOR

Land Planning Solutions  
5857 Harbour View Boulevard, Suite 202  
Suffolk, Va, 23435  
757.935.9014

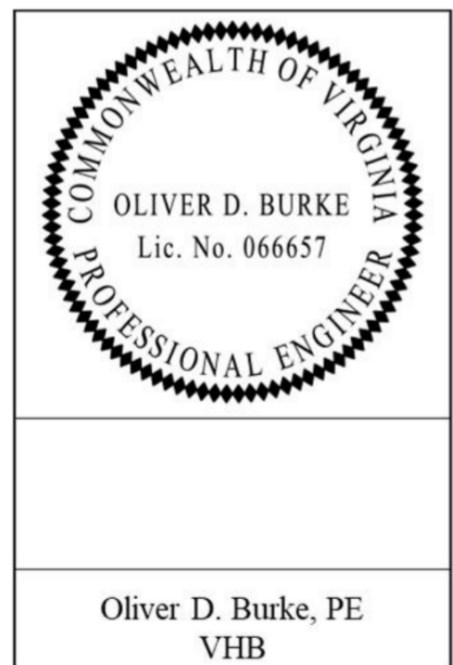
## PREPARED BY



### **VHB**

4500 Main Street, Suite 400  
Virginia Beach, VA 23462  
757.233.3205

1/29/25



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# Executive Summary

The Bridge Point Commons site is a 42-acre site located in Isle of Wight County, Virginia, west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive (U.S. Route 662) and Ashby Way. Primary site access will be provided via a right-in/right-out access along Carrollton Boulevard south of Deep Bottom Drive. Secondary site access will be granted via a connection to the adjacent neighborhood via Ashby Way, which will provide a signalized connection to Carrollton Boulevard.

The study area, as identified by Isle of Wight County and Virginia Department of Transportation (VDOT) staff, includes two intersections located along Carrollton Boulevard. A traffic signal is located at the Carrollton Boulevard and Ashby Way intersection. The Carrollton Boulevard and Deep Bottom Drive / Channell Way intersection will operate unsignalized with two-way stop-control.

The proposed Bridge Point Commons development is projected to include 147 single family attached residential units and one commercial outparcel. A detailed site plan is included within the **Appendix**. To mitigate the impacts associated with the proposed development, the following improvements are recommended:

## **Carrollton Boulevard / Deep Bottom Drive / Channell Way (unsignalized)**

- No improvements necessary, maintain existing laneage.

## **Carrollton Boulevard / Ashby Way / Omera Drive (signalized)**

- Provide optimized signal timings.
- Extend southbound left-turn lane storage to provide 200' storage and 200' taper.

## **Carrollton Boulevard / Commercial Median Break (unsignalized)**

- Install a "No U-Turn" sign to prohibit southbound U-turns.

## **Carrollton Boulevard / Site Driveway (proposed RI/RO – unsignalized)**

- Construct site driveway to provide right-in/right-out access.
  - *Existing median break closure to be performed by an adjacent development.*
  - *Should Bridgepoint Commons occur prior to the Archer's Meade development, the site driveway shall be constructed to include median break closure to restrict the site entrance to a right-in/right-out.*
- Construct an exclusive southbound right-turn lane with 200' storage/200' taper.

## **Site Driveway / Commercial Outparcel Driveway (proposed unsignalized T-intersection)**

- Construct westbound right-turn taper.



# 1

## Introduction

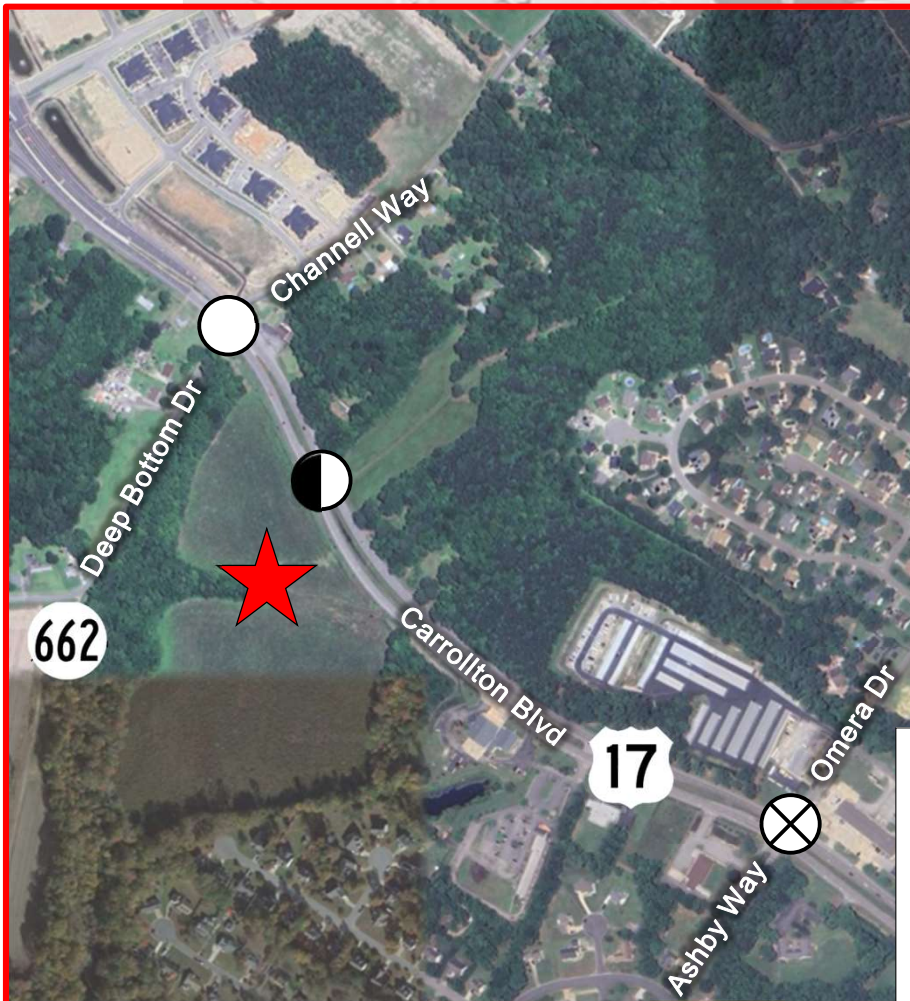
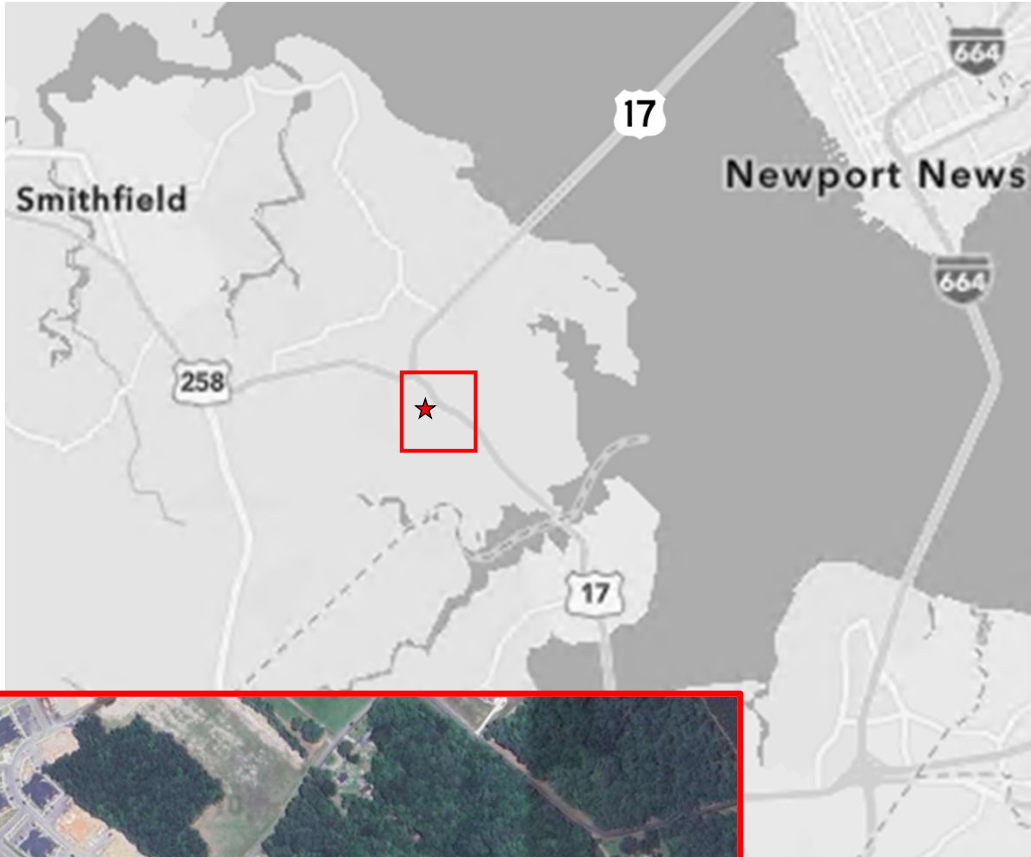
### 1.1 Project History and Background

The proposed Bridge Point Commons development is a 42-acre development located in Isle of Wight County, VA. The site is located west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive and Ashby Way. Primary site access will be provided along Carrollton Boulevard via an unsignalized right-in/right-out driveway located along Carrollton Boulevard. **Figure 1** illustrates the site location and two study area intersections. As shown in Figure 1, Carrollton Boulevard runs in an approximate north/south direction and all other segments in an east/west direction.

Vanasse, Hangen, & Brustlin Inc. (VHB) was retained to perform a traffic impact analysis for the proposed development. This report has been prepared based on VDOT and Isle of Wight County criteria for submittal. The study will evaluate existing and future traffic conditions and make recommendations to mitigate traffic impacts, if necessary. Assumptions regarding the study area, count data, traffic generation, and trip distribution patterns were discussed with VDOT and Isle of Wight County. Based on the size and location of the proposed development, a VDOT Chapter 527 scoping meeting was not required; however, this document has been prepared based on criteria for both Isle of Wight County and VDOT.

# Study Area

North  
Not to scale



- Legend**
- ★ - Site
  - ⊗ - Signalized Study Intersections
  - - Unsignalized Study Intersections
  - ◐ - Proposed RI/RO Driveway



## 1.2 Study Area

The study area for this analysis includes the following roadways and intersections as illustrated in **Figure 1**:

### Roadway

- Route 17 | Carrollton Boulevard

### Intersections

- Carrollton Boulevard / Deep Bottom Drive/ Channell Way (unsignalized)
- Carrollton Boulevard / Ashby Way / Omera Drive (signalized)

Study area roadways and intersections were identified during conversations with VDOT and Isle of Wight County staff.

## 1.3 Existing Land Use

The Bridge Point Commons parcel is currently vacant and zoned as General Commercial (GC) and Urban Residential (UR) with a request to rezone 8 acres of the GC portion of the site to UR. The proposed zoning will support both the residential and commercial land uses outlined in detail in **Chapter 4**.

## 1.4 Existing Conditions

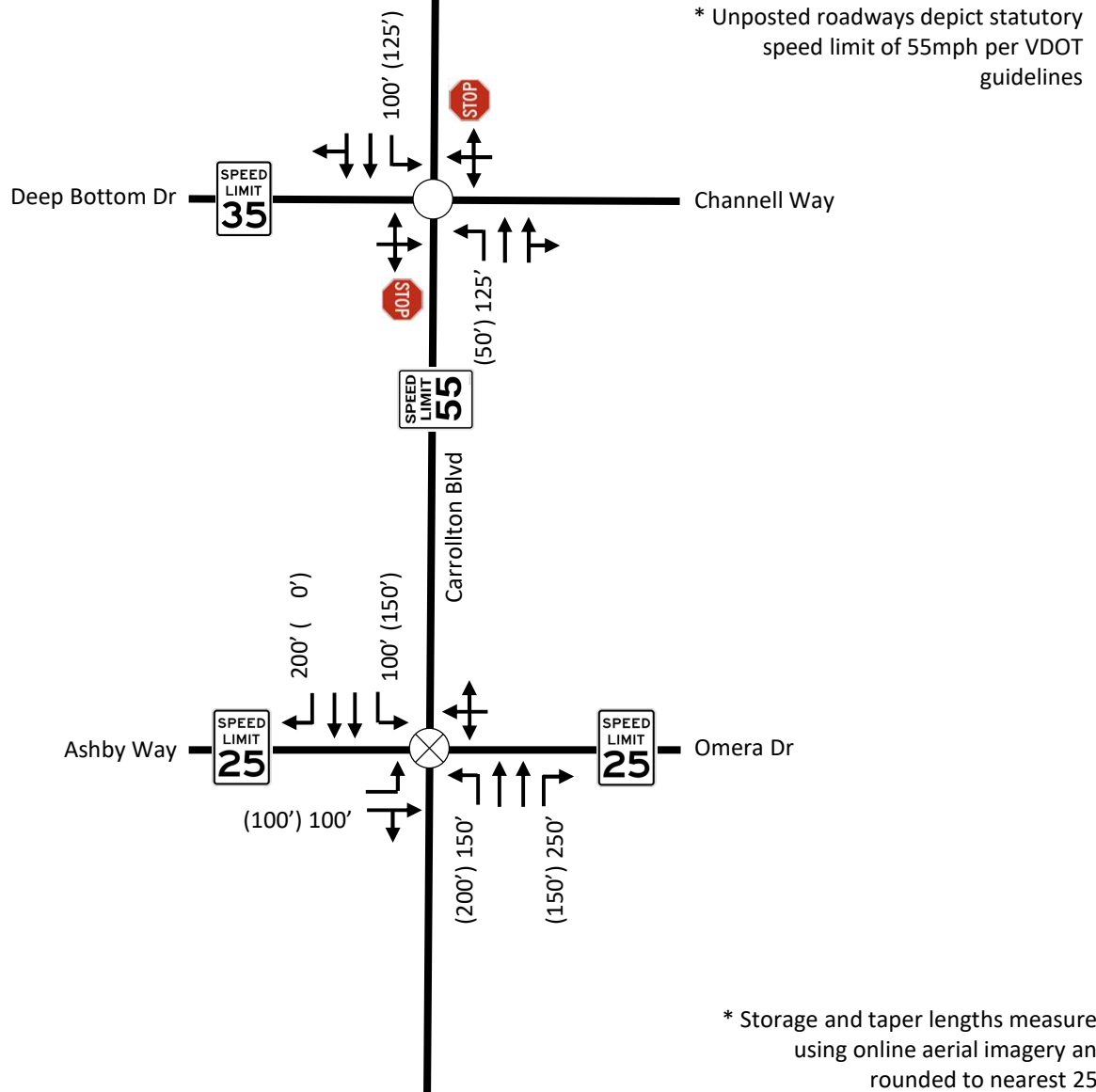
Route 17 Carrollton Boulevard is the primary external roadway serving the development, which is illustrated in **Figure 2**.

The following provides a short description of the study area roadways:

**Route 17 Carrollton Boulevard** – is a four-lane, principal arterial that provides access to numerous residential neighborhoods and commercial areas. Within the vicinity of the site, Carrollton Boulevard extends from the City of Suffolk line to the south and the James River Bridge to the north. It is a major thoroughfare providing access to local connector streets including Ashby Way and Deep Bottom Drive. In the project vicinity, Carrollton Boulevard has a posted speed limit of 55 miles per hour (mph) and has a collected average daily traffic (ADT) volume from the *VDOT Traffic Engineering Annual Average Daily Traffic Volume Estimates by Section of Route – Isle of Wight County* of 15,400 vehicles per day (vpd).

**Figure 2** illustrates the existing roadway conditions and intersection laneages within the study area.

# Existing Roadway Conditions



## Legend

- ← - Laneage
- ⊗ - Signalized Intersection
- - Unsignalized Intersection
- XX' (XX') - Storage' (Taper')
- STOP / YIELD - Stop/Yield
- ▴ - Channelized Right Turn



# 2

## Analysis of Existing Conditions

### 2.1 Capacity Analysis at Critical Points

Intersection turning movement counts were used in conjunction with the number of lanes and traffic operations at each study intersection to determine existing and future levels of service. Level of service (LOS) describes traffic conditions—the amount of traffic congestion—at an intersection or on a roadway. **Table 1** shows the LOS and delay range for signalized and unsignalized intersections.

**Table 1** Levels of Service and Ranges of Delay

| LOS | Delay per Vehicle (seconds per vehicle) |              |
|-----|---|--------------|
|     | Signalized                              | Unsignalized |
| A   | ≤ 10                                    | ≤ 10         |
| B   | > 10 - 20                               | > 10 - 15    |
| C   | > 20 - 35                               | > 15 - 25    |
| D   | > 35 - 55                               | > 25 - 35    |
| E   | > 55 - 80                               | > 35 - 50    |
| F   | > 80                                    | > 50         |

### 2.2 Turning Movement Counts (TMCs)

8-hour turning movement counts were collected by Data Collection Group at each of the following study area intersections on March 26, 2024, during the AM (6:00 to 10:00) and PM (2:30 to 6:30) peak periods at the following intersections:

- Carrollton Boulevard / Deep Bottom Drive/ Channell Way
- Carrollton Boulevard / Ashby Way / Omera Drive

The peak hour within each 4-hour period was used for AM and PM traffic analysis. This is a conservative approach as it reflects the highest demand at each intersection.

## 2.3 Average Daily Traffic (ADT) Counts

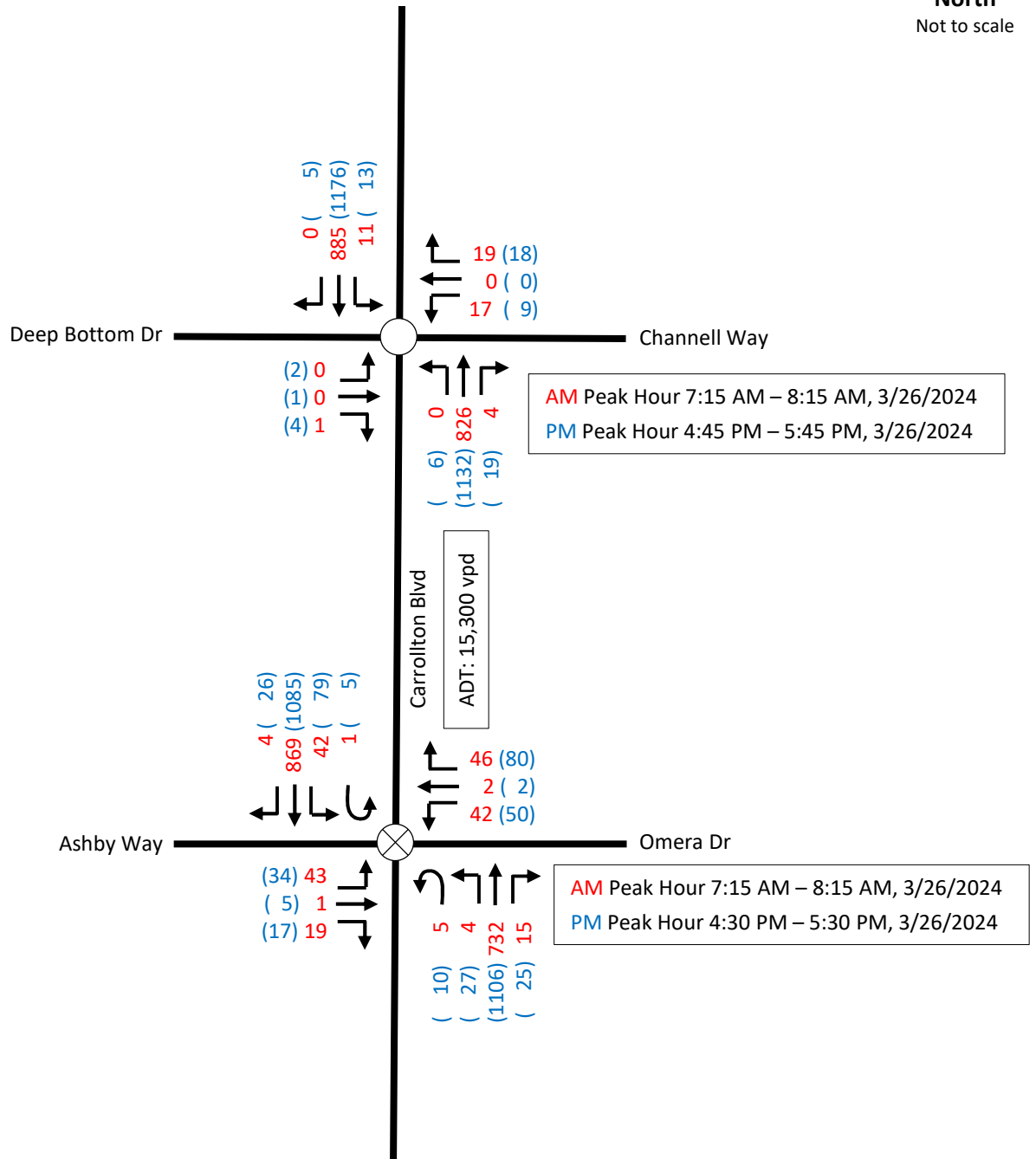
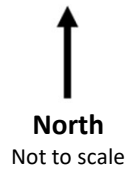
Average daily traffic counts, including vehicle speed data, were collected by Data Collection Group along each of the following roadways within the immediate vicinity of the site location:

- Ashby Way W
- Britt Way

Raw TMC data as well as vehicle speed data is included within the **Appendix**. ADT counts along Carrollton Boulevard were obtained from the *2022 AADT Report for Isle of Wight County* published by VDOT.

TMC and ADT data are illustrated in **Figure 3**.

# 2024 Existing Peak Hour Volumes



## 2.4 Capacity and Levels of Service Analyses at Critical Points

Capacity analyses for the signalized and unsignalized intersections in the AM and PM peak hours were performed for the study area intersections.

Analyses were completed to determine the operating characteristics using Synchro Professional 11.0, which uses methodologies contained in the 2000 Highway Capacity Manual (HCM) and HCM 6<sup>th</sup> edition.

Level of service analyses were performed using existing signal timings along with the 2024 volumes with the existing roadway network. To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** in **Chapter 6** to provide a side-by-side comparison.



# 3

## Future Conditions without Development

Background traffic growth is the increase in traffic volumes due to usage increases and non-specific growth throughout an area. One method of determining reasonable growth rates for an area is to research past traffic counts for a roadway or intersection and review historical data or use knowledge of the surrounding area. Based on a review of online VDOT traffic data over a 5-year period and conversations with VDOT and Isle of Wight County staff, background traffic assumed a 2.0% annual growth rate along the entire roadway network. Detailed data is included in the **Appendix**. Based on information provided by the development, the project buildout of the site will be complete by 2029. A growth rate of 2.0%, applied exponentially over 5- and 11-years results in growth factors of 1.10 and 1.24, respectively and is applied to existing TMC volumes to generate the 2029 and 2035 background volumes.

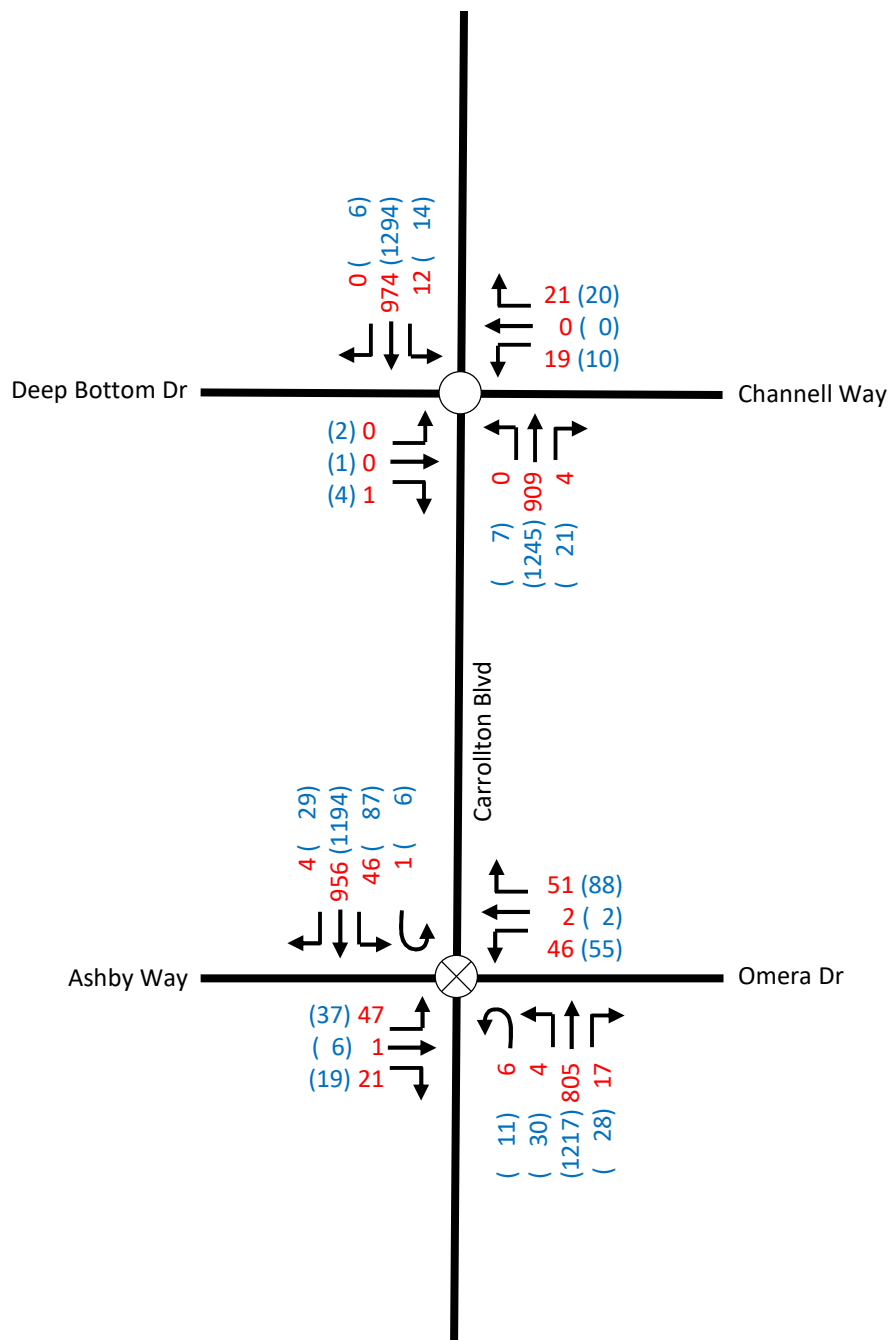
### 3.1 Approved Development

Based on the conservative annual growth rate used to project regional growth, additional developments are assumed to be included in the general background growth rate. Therefore, no additional approved developments were included in background traffic volumes.

The following figures illustrate the study area intersections background traffic volumes for 2029 and 2035 conditions in the AM and PM peak hours, respectively. These volumes were generated by applying the above growth rate factors to the existing TMC data.

- **Figure 4** – 2029 Background Volumes | AM and PM Peak Hours
- **Figure 5** – 2035 Background Volumes | AM and PM Peak Hours

# 2029 Background Volumes | AM & PM Peak Hours



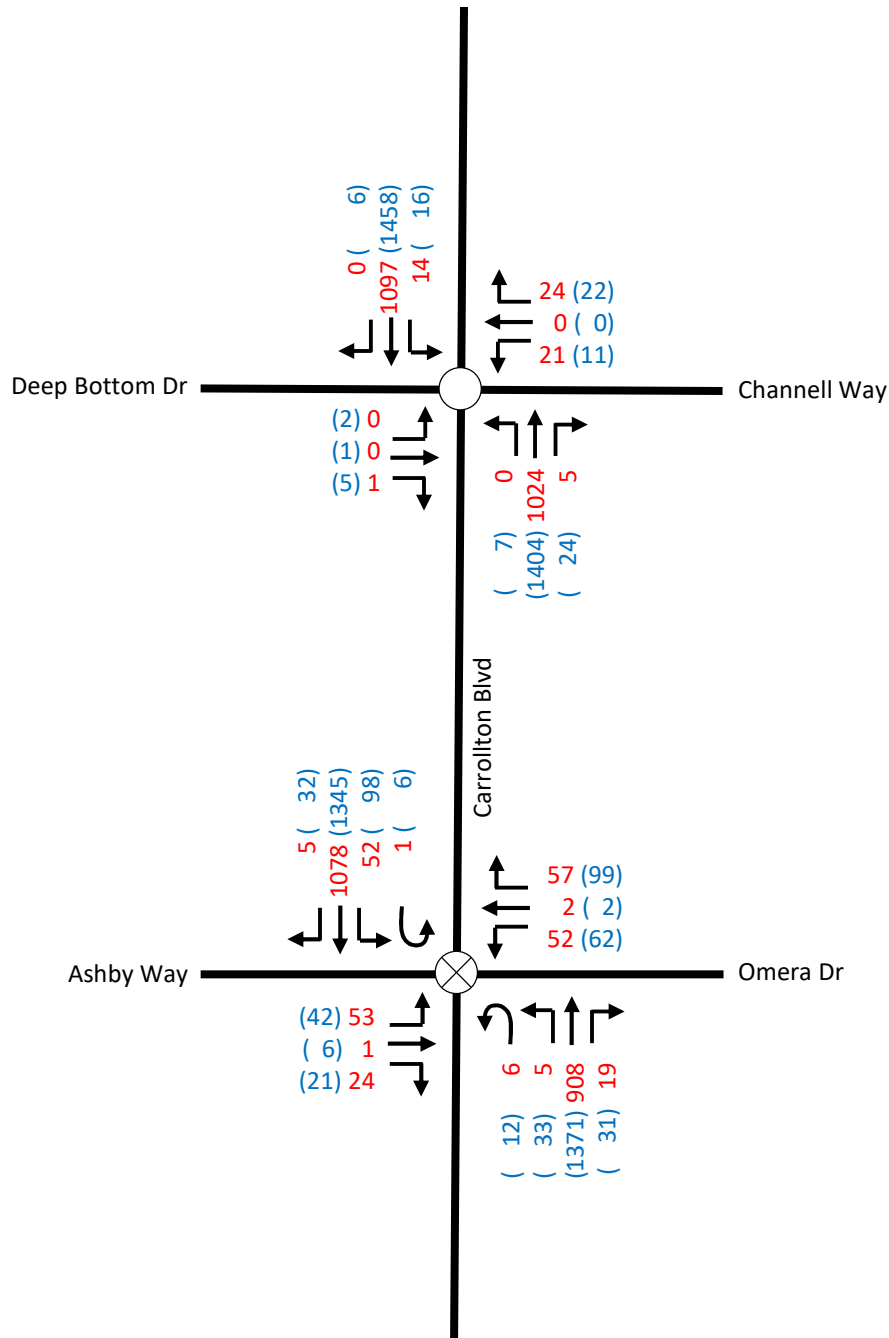
## Legend

- ← - Movement
- ⊗ - Signalized Intersection
- - Unsignalized Intersection
- XX (XX) - AM (PM) Peak Hour Trips



# 2035 Background Volumes | AM & PM Peak Hours

North  
Not to scale



## 3.2 Capacity and Levels of Service Analyses at Critical Points

Capacity analyses for the signalized and unsignalized intersections in the AM and PM peak hours were performed for the study area intersections.

Analyses were completed to determine the operating characteristics using Synchro Professional 11.0, which uses methodologies contained in the 2000 Highway Capacity Manual (HCM) and HCM 6<sup>th</sup> edition.

Level of service analyses were performed using existing signal timings along with the 2029 and 2035 Background volumes with the existing roadway network. To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** in **Chapter 6** to provide a side-by-side comparison.



# 4

## Trip Generation

### 4.1 Trip Generation

Traffic generated by the proposed development was determined using trip generation methodology contained in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition, 2021. Trip generation for the site utilizes information for ITE Land Use Code 215: Single Family-Attached Housing to generate traffic for the 147 townhomes included on the site and an average sized Coffee/Donut Shop with Drive-Thru (ITE Land Use Code: 937) for the commercial outparcel site generated trips. **Table 2** summarizes the proposed site traffic.

**Table 2** Proposed Trip Generation

| Land Use (code)                      | Variable  | Daily |     | AM Peak |     | PM Peak |     |
|--------------------------------------|-----------|-------|-----|---------|-----|---------|-----|
|                                      |           | In    | Out | In      | Out | In      | Out |
| Residential                          |           |       |     |         |     |         |     |
| Single Family Attached Housing (215) | 147 Units | 535   | 535 | 18      | 53  | 50      | 34  |
| Commercial                           |           |       |     |         |     |         |     |
| Coffee/Donut Shop w/Drive-Thru (937) | 2 KSF     | 534   | 533 | 88      | 84  | 39      | 39  |
| Total                                |           | 2,137 |     | 243     |     | 162     |     |

As shown in Table 2 above, the site has the potential to generate 2,137 trips per day with 243 and 162 trips occurring during the AM and PM peak periods, respectively.

### 4.2 Internal Capture

Internal capture accounts for those motorists who access multiple land uses during a single trip and do not access the external roadway network. Based on the land use proposed for the site, no internal capture was applied.

## 4.3 Pass-by

Based on the nature of this development, it was assumed that the site will generate all new traffic along the surrounding roadway network. Therefore, no pass-by reductions were applied to the analysis.



# 5

## Site Traffic Distribution and Traffic Assignment

### 5.1 Trip Distribution

The directional distribution and assignment of trips generated by the proposed development is based on an understanding of travel patterns within the study area, and discussions with VDOT and Isle of Wight County staff. External distribution to the surrounding roadways is described below:

- 50% to/from the north via Carrollton Boulevard
- 50% to/from the south via Carrollton Boulevard

These external distributions were used as a basis to project detailed distributions within the study network and are illustrated in **Figure 6**. It is assumed that those trips associated with the commercial outparcel will solely utilize the proposed site driveway along Carrollton Boulevard, while 25% of the inbound residential trips will access the site via the existing neighborhood connection along Ashby Way. It is assumed that 50% of the outbound residential trips will utilize the Ashby way connection.

Northbound trips exiting the site via the proposed right-in/right-out driveway are assumed to make a U-turn at the signalized intersection of Carrollton Boulevard / Ashby Way and Omera Drive. The nearest available U-turn location is the unsignalized T-intersection connecting a commercial driveway to Carrollton Boulevard. To encourage the use of the existing southbound left-turn lane and controlled U-turns at the signalized intersection of Carrollton Boulevard / Ashby Way and Omera Drive, it is recommended to restrict U-turns at the T-intersection median opening to maintain through capacity along Carrollton Blvd.

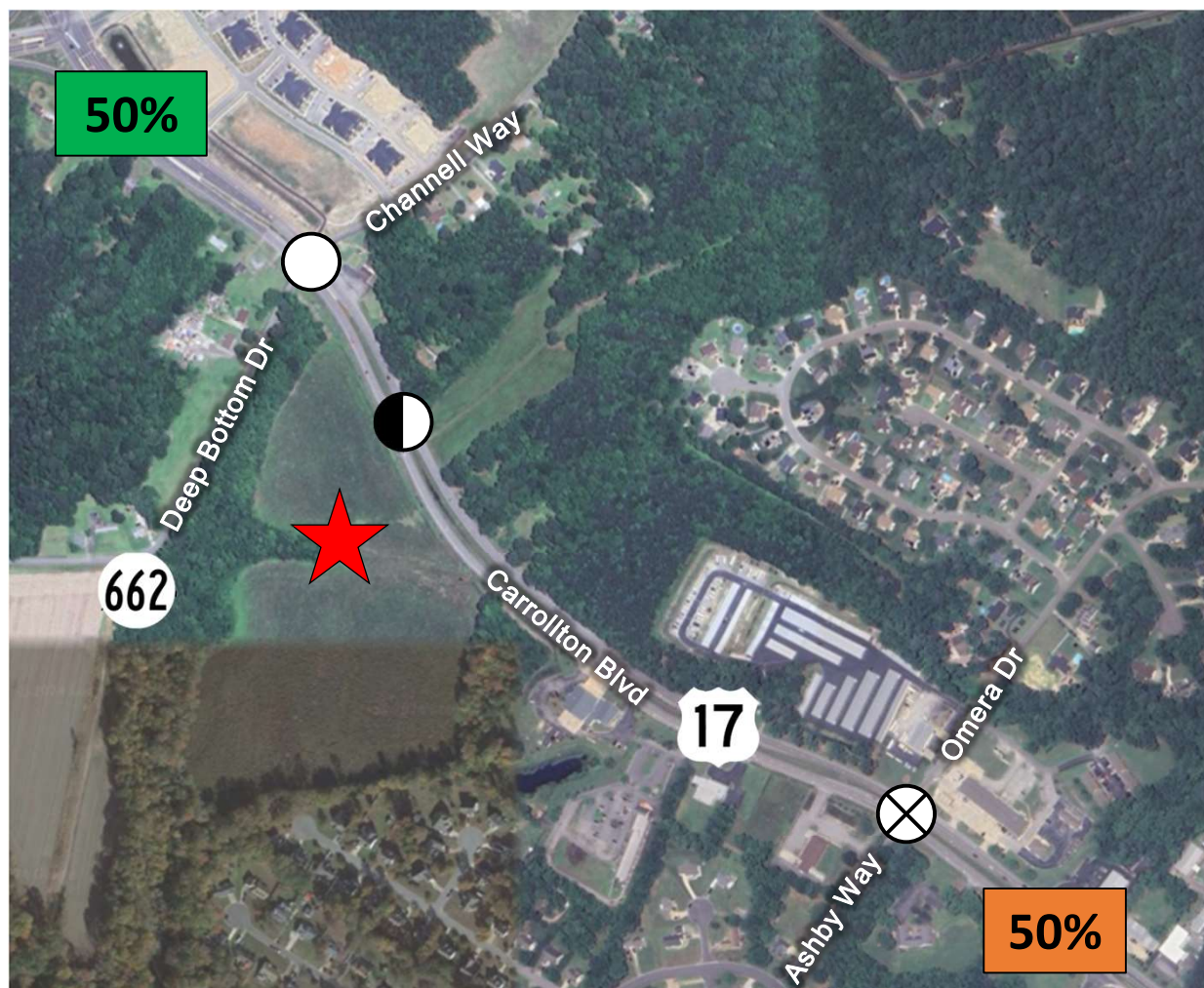
Detailed distributions of both the commercial and residential site traffic are included within the **Appendix**.

## 5.2 Trip Assignment

The trip distribution percentages shown in the appendix were applied to the proposed trip generation outlined in **Table 2** to generate the site traffic assignment. The total site generated traffic through the study intersections is illustrated in **Figure 7**.






# External Trip Distribution

North  
Not to scale



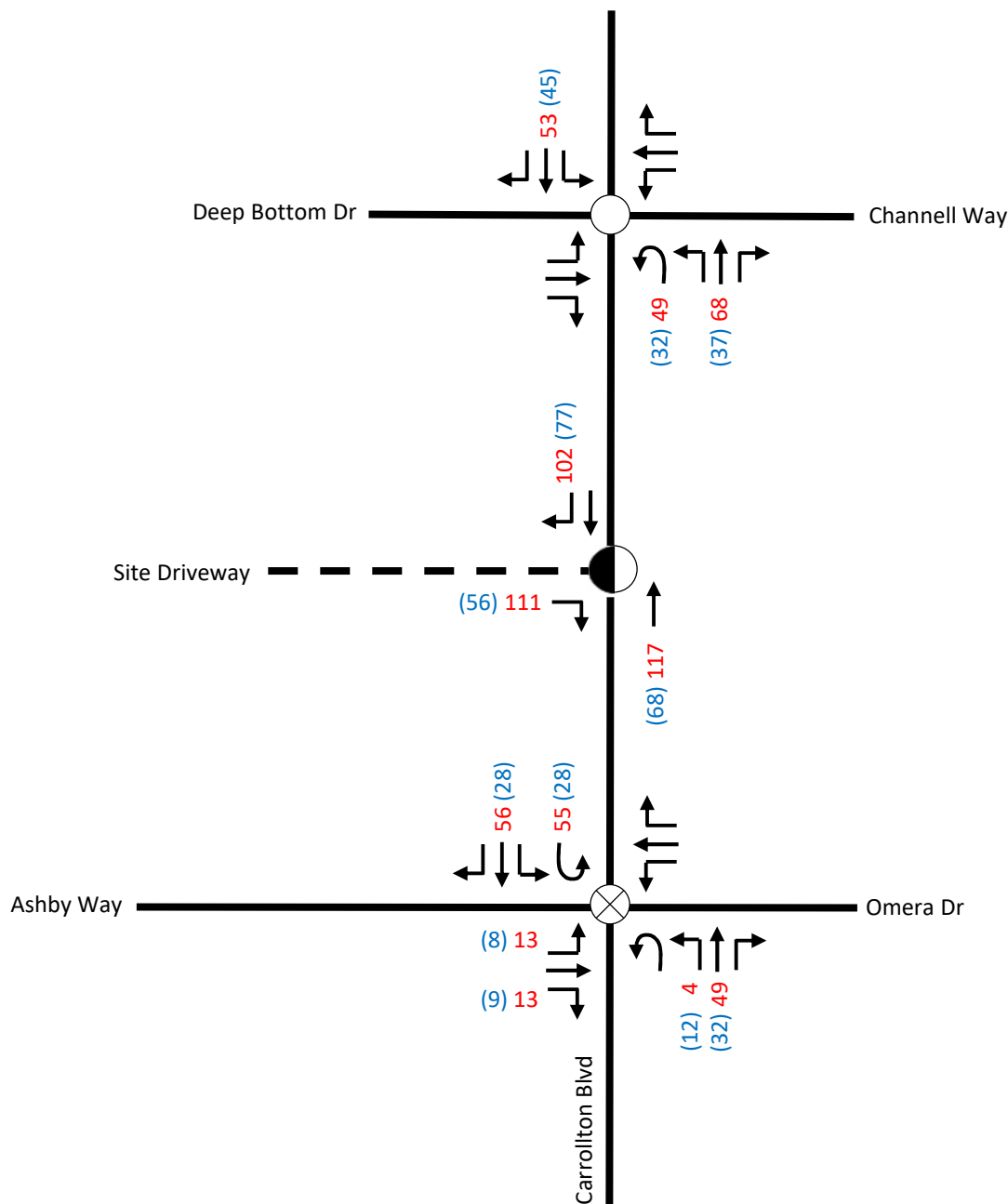
| To/From                    | Distribution |
|----------------------------|--------------|
| Carrollton Blvd (Rt. 17) N | 50%          |
| Carrollton Blvd (Rt. 17) S | 50%          |
| Total                      | 100%         |

## Legend

-  - Site
-  - Signalized Study Intersections
-  - Unsignalized Study Intersections
-  - Unsignalized RI/RO Intersection
-  - External Distribution

# Site Generated Traffic

North  
Not to scale



| Land Use ITE Code:<br>215 & 934 | AM<br>Peak | PM<br>Peak |
|---------------------------------|------------|------------|
| Inbound                         | 106        | 89         |
| Outbound                        | 137        | 73         |
| <b>Total</b>                    | <b>243</b> | <b>162</b> |

## Legend



- Movement



- Signalized Intersection



- Unsignalized Intersection



- Unsignalized RI/RO Intersection

XX (XX)

- Inbound & Outbound AM (PM) Peak Hour Trips





# 6

## Future Conditions with Development

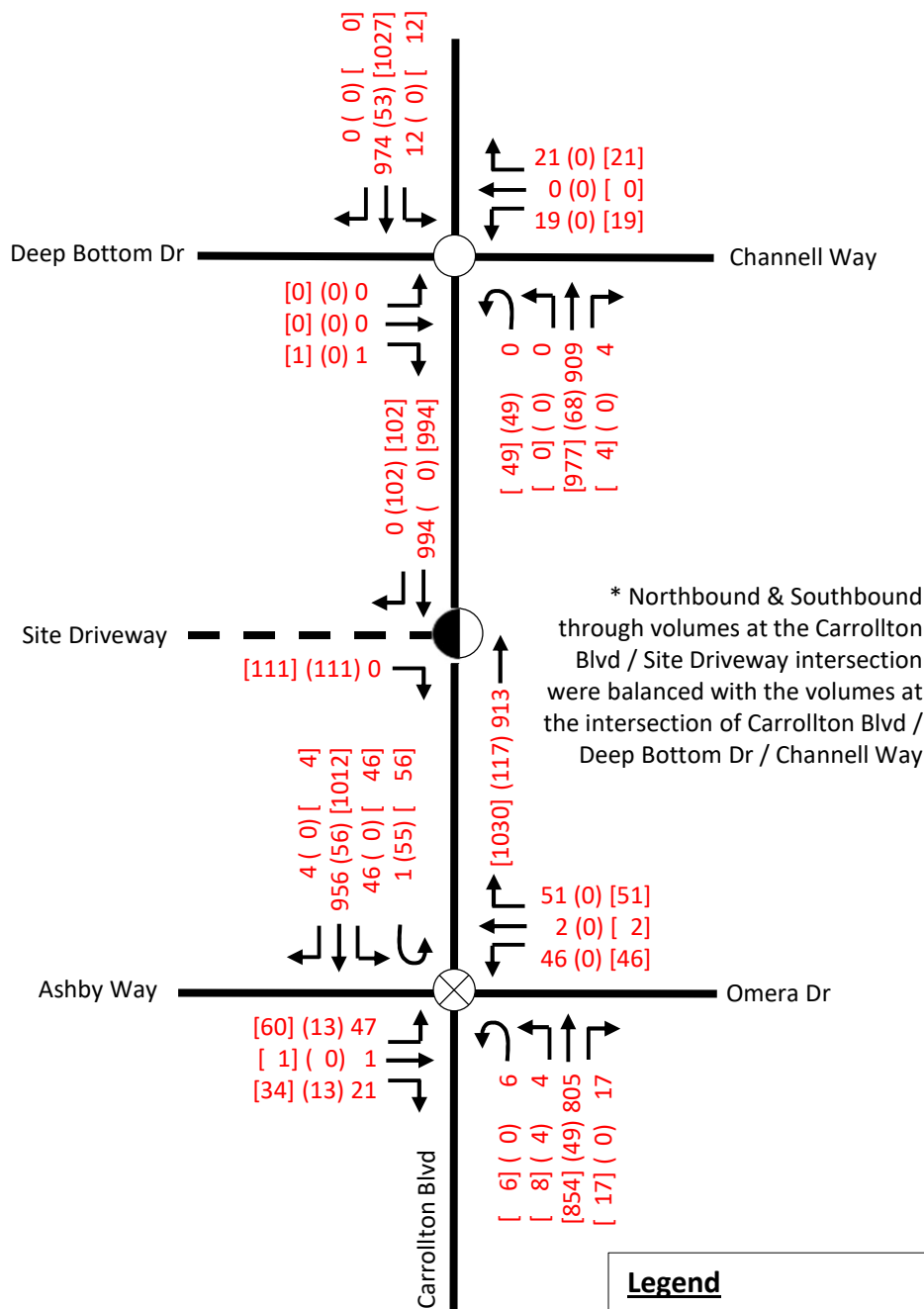
### 6.1 Future Traffic Volumes

Total future traffic volumes represent the addition of traffic generated by the proposed Bridge Point Commons development in addition to the background traffic volumes. These resulting volumes are also referred to as “build” volumes. The future build conditions were generated by combining the 2029 and 2035 background conditions with the proposed site generated traffic volumes and are illustrated in the following figures:

- **Figure 8** – 2029 Build Volumes | AM Peak Hour
- **Figure 9** – 2029 Build Volumes | PM Peak Hour
- **Figure 10** – 2035 Build Volumes | AM Peak Hour
- **Figure 11** – 2035 Build Volumes | PM Peak Hour

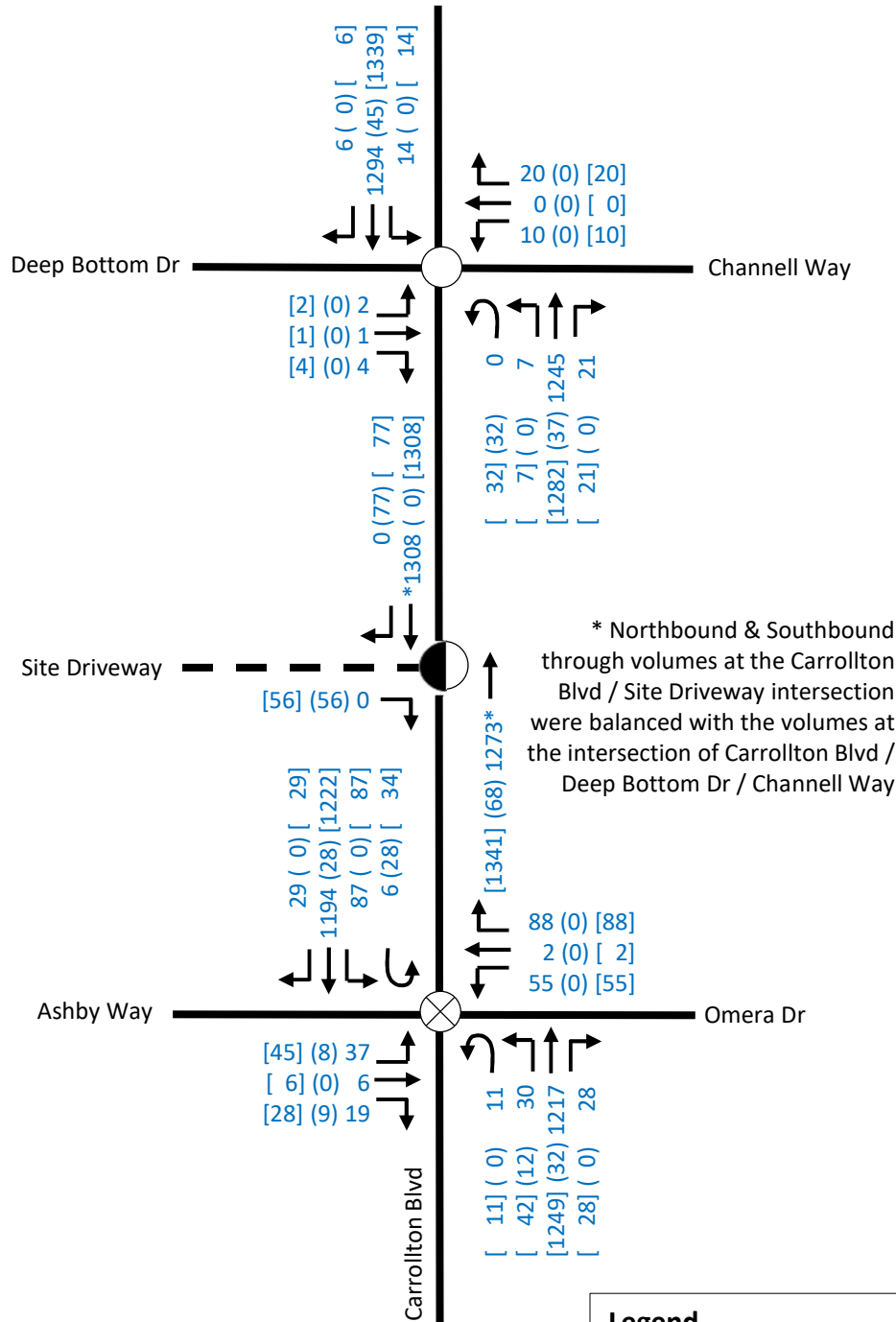
# 2029 Build Volumes | AM Peak Hour

North  
Not to scale



# 2029 Build Volumes | PM Peak Hour

North  
Not to scale



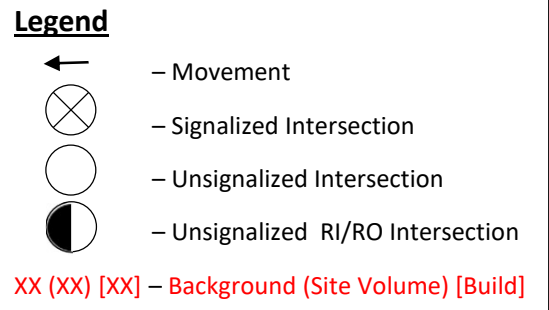
**Legend**

- ← Movement
- ⊗ Signalized Intersection
- Unsignalized Intersection
- ◐ Unsignalized RI/RO Intersection

XX (XX) [XX] – Background (Site Volume) [Build]

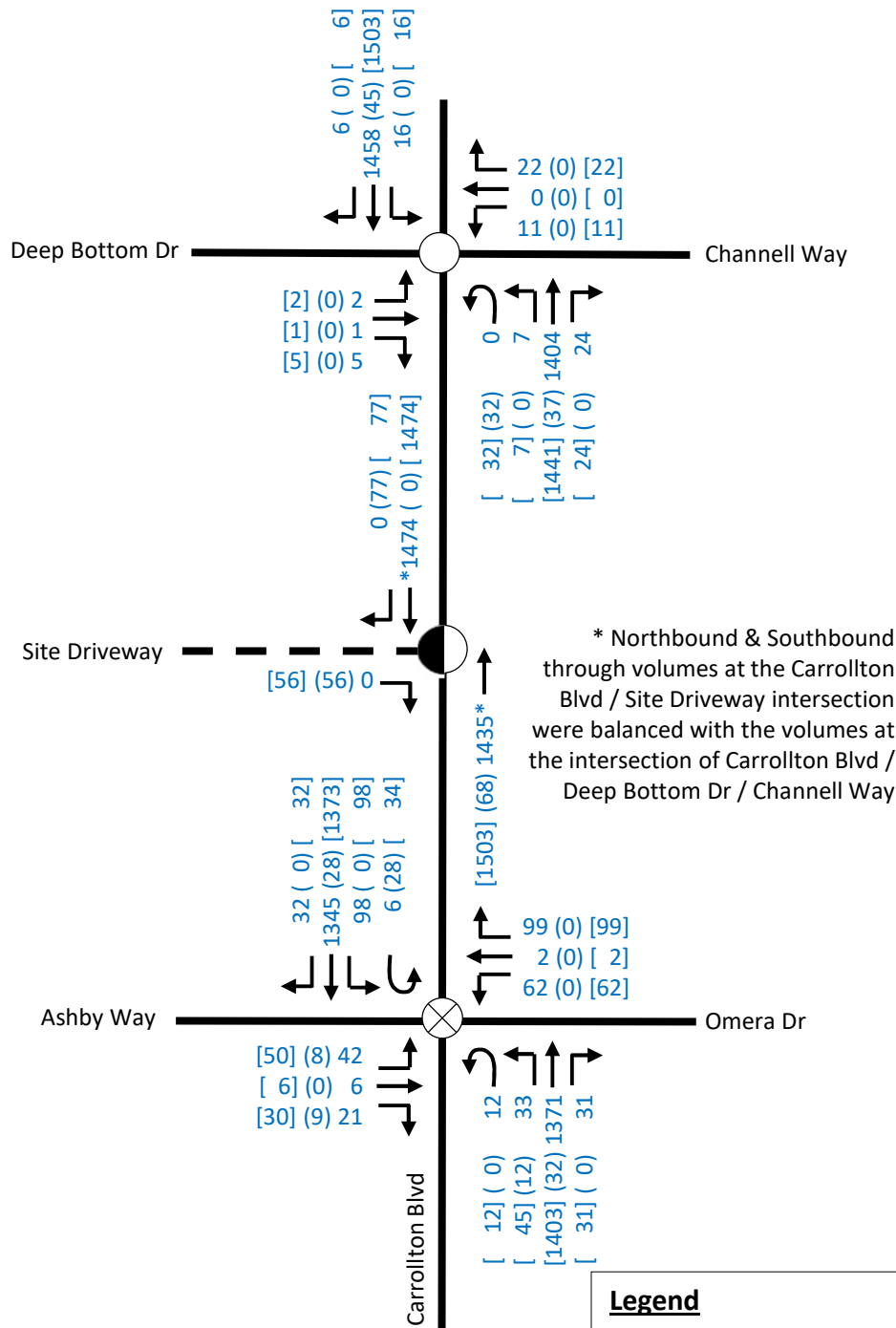


↑  
**North**  
Not to scale



# 2035 Build Volumes | PM Peak Hour

North  
Not to scale



## 6.2 Capacity and Level of Service Analyses at Critical Points

Capacity analyses for the study area intersections in the AM and PM peak hours were performed for no build and build conditions. Analyses were completed to determine the operating characteristics of the study area intersections and roadways using *Synchro Professional 11.0 with SimTraffic*, which uses methodologies contained in the *2000 Highway Capacity Manuals (HCM)* and *HCM 6<sup>th</sup>* edition.

To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** to provide a side-by-side comparison for the following five conditions:

- **Existing Conditions**
- **2029 No Build Conditions**  
(2.0% annual growth for 5 years)
- **2029 Build Conditions\***  
(2029 No Build plus generated site traffic)
- **2035 No Build Conditions**  
(2.0% annual growth for 11 years)
- **2035 Build Conditions\***  
(2035 No Build plus generated site traffic)

\*Build conditions are reported both with and without intersection improvements at the intersection of Carrollton Boulevard / Omera Drive and Ashby Way to illustrate benefits of proposed improvements.

Existing scenario analysis utilizes recorded PHFs, while future analysis scenarios use the higher of existing PHF or 0.92, as outlined in the VDOT Traffic Operations Safety Analysis Manual (TOSAM). This change in PHF may result in improvements in delay between existing and future no-build scenarios.

### 6.2.1 Carrollton Boulevard / Deep Bottom Drive / Channell Way

At this intersection, Route 17 (Carrollton Boulevard) is oriented in a north/south direction while Deep Bottom Drive and Channell Way are oriented in an east/west direction. This unsignalized intersection currently provides the following laneage:

- Carrollton Boulevard (northbound) – one exclusive left-turn lane, one through lane, and one shared through-right-turn lane.
- Carrollton Boulevard (southbound) – one exclusive left-turn lane, one through lane, and one shared through-right-turn lane.
- Deep Bottom Drive (eastbound) – one shared left-through-right-turn lane.
- Channell Way (westbound) – one shared left-through-right-turn lane.

**Table 4** illustrates the delay and LOS results for the Route 17 Carrollton Boulevard / Deep Bottom Drive / Channell Way intersection for the scenarios listed above. Detailed analysis is included in the **Appendix**.

**Table 4 Carrollton Boulevard / Deep Bottom Drive / Channell Way Unsignalized Intersection Level of Service**

| Scenario         | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |    |    |           |    |    |            |       |         |            |       |    |
|------------------|--|----|----|-----------|----|----|------------|-------|---------|------------|-------|----|
|                  | Eastbound  |    |    | Westbound |    |    | Northbound |       |         | Southbound |       |    |
|                  | LT   | TH | RT | LT        | TH | RT | U-LT       | TH    | RT      | LT         | TH    | RT |
| AM Peak Hour     |  |    |    |           |    |    |            |       |         |            |       |    |
| Existing         | 15.7 (C)   |    |    | 34 (D)    |    |    | 0 (A)      | - (-) |         | 9.9 (A)    | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.2 (A) |            |       |    |
| 2029<br>No Build | 16.6 (C)   |    |    | 40.5 (E)  |    |    | 0 (A)      | - (-) |         | 10.2 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.1 (A) |            |       |    |
| 2029<br>Build    | 17.2 (C)   |    |    | 76.4 (F)  |    |    | 20 (C)     | - (-) |         | 10.6 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |
| 2035<br>No Build | 18.2 (C)   |    |    | 64.3 (F)  |    |    | 0 (A)      | - (-) |         | 10.8 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.1 (A) |            |       |    |
| 2035<br>Build    | 18.9 (C)   |    |    | 161.8 (F) |    |    | 24 (C)     | - (-) |         | 11.2 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |
| PM Peak Hour     |  |    |    |           |    |    |            |       |         |            |       |    |
| Existing         | 110.7 (F)  |    |    | 105 (F)   |    |    | 11.7 (B)   | - (-) |         | 12 (B)     | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.3 (A) |            |       |    |
| 2029<br>No Build | 93.6 (F)   |    |    | 93 (F)    |    |    | 12.5 (B)   | - (-) |         | 12.3 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.1 (A) |            |       |    |
| 2029<br>Build    | 144.2 (F)  |    |    | 182 (F)   |    |    | 29 (D)     | - (-) |         | 12.6 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.8 (A)    |       | 0.1 (A) |            |       |    |
| 2035<br>No Build | 155.2 (F)  |    |    | 252.7 (F) |    |    | 13.8 (B)   | - (-) |         | 13.7 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.1 (A) |            |       |    |
| 2035<br>Build    | 304.6 (F)  |    |    | 534.2 (F) |    |    | 38.8 (E)   | - (-) |         | 14 (B)     | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |

- (-) = Free movement 0s of delay

This unsignalized intersection currently operates at an overall approach level of service (LOS) A along the mainline approaches during both the AM and PM peak hour periods. During the build scenarios, the intersection maintains overall LOS A along mainline approaches with the longest delays occurring along the eastbound and westbound side street approaches during all scenarios. The increase in delay along these approaches is a result of a reduction in mainline gaps as mainline traffic increases as a result of background growth and site traffic.

The Bridge Point Commons development does not have access to Deep Bottom Drive and therefore, does not assign any traffic to either of the side street approaches. Furthermore, while the side street delays increase, these approaches carry less than 50 vehicles during a peak hour and do not warrant a traffic signal.

Restrictions to side street access to right-on/right-out movement would reduce side street delays, however, this modification is not recommended as part of the development of Bridgepoint Commons. This intersection was included as part of the Rte. 17 Arterial Preservation Plan that includes comprehensive recommendations based on overall traffic and recent improvements to the Brewer Neck Boulevard and Carrollton Boulevard intersection. Improvements to this intersection to alleviate side street delays should be developed with the ultimate configuration of the corridor and are beyond the responsibility of this development.

### 6.2.2 Carrollton Boulevard / Ashby Way / Omera Drive

At this intersection, Route 17 (Carrollton Boulevard) is oriented in a north/south direction while Ashby Way and Omera Drive are oriented in an east/west direction. This signalized intersection currently provides the following laneage:

- Carrollton Boulevard (northbound) – one exclusive left-turn lane, two through lanes, and one exclusive right-turn lane.
- Carrollton Boulevard (southbound) – one exclusive left-turn lane, two through lanes, and one exclusive right-turn lane.
- Ashby Way (eastbound) – one exclusive left-turn lane and one shared through-right-turn lane.
- Omera Drive (westbound) – one shared left-through-right-turn lane.

**Table 5** illustrates the delay and LOS results for the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection for the scenarios listed above and does not include the recommended improvements outlined within the executive summary.

**Table 6** illustrates the improved delay and LOS results for the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection due to the recommended optimized signal timings and roadway improvements, outlined in the Executive Summary. Detailed analysis for all scenarios is included in the **Appendix**.



**Table 5 Carrollton Boulevard / Ashby Way / Omera Drive Signalized Intersection Level of Service – No Recommendations**

| Scenario      | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |          |           |           |    |    |            |           |          |            |          |          |
|---------------|---------------------|--|----------|-----------|-----------|----|----|------------|-----------|----------|------------|----------|----------|
|               |                     | Eastbound  |          |           | Westbound |    |    | Northbound |           |          | Southbound |          |          |
|               |                     | LT   | TH       | RT        | LT        | TH | RT | LT         | TH        | RT       | LT         | TH       | RT       |
| AM Peak Hour  |                     |  |          |           |           |    |    |            |           |          |            |          |          |
| Existing      | 20.7 (C)            | 32.7 (C)   | 30.2 (C) |           | 32.6 (C)  |    |    | 52.0 (D)   | 20.4 (C)  | 14.1 (B) | 11.4 (B)   | 18.8 (B) | 12.2 (B) |
|               |                     | 31.8 (C)   |          | 20.8 (C)  |           |    |    | 18.2 (B)   |           |          |            |          |          |
| 2029 No Build | 19.5 (B)            | 35.1 (D)   | 31.1 (C) |           | 31.5 (C)  |    |    | 43.0 (D)   | 19.1 (B)  | 12.7 (B) | 10.6 (B)   | 18.0 (B) | 11.0 (B) |
|               |                     | 33.8 (C)   |          | 19.2 (B)  |           |    |    | 17.6 (B)   |           |          |            |          |          |
| 2029 Build    | 21.5 (C)            | 35.3 (D)   | 32.3 (C) |           | 35.2 (D)  |    |    | 62.4 (E)   | 23.2 (C)  | 14.7 (B) | 11.3 (B)   | 18.2 (B) | 11.2 (B) |
|               |                     | 34.2 (C)   |          | 23.7 (C)  |           |    |    | 17.5 (B)   |           |          |            |          |          |
| 2035 No Build | 22.1 (C)            | 36.5 (D)   | 31.2 (C) |           | 31.5 (C)  |    |    | 44.5 (D)   | 21.9 (C)  | 13.2 (B) | 11.8 (B)   | 20.9 (C) | 11.4 (B) |
|               |                     | 34.8 (C)   |          | 22.0 (C)  |           |    |    | 20.5 (C)   |           |          |            |          |          |
| 2035 Build    | 24.2 (C)            | 36.1 (D)   | 32.6 (C) |           | 35.9 (D)  |    |    | 60.0 (E)   | 26.5 (C)  | 15.0 (B) | 13.5 (B)   | 20.8 (C) | 11.5 (B) |
|               |                     | 34.9 (C)   |          | 26.8 (C)  |           |    |    | 20.2 (C)   |           |          |            |          |          |
| PM Peak Hour  |                     |  |          |           |           |    |    |            |           |          |            |          |          |
| Existing      | 53.9 (D)            | 35.5 (D)   | 32.7 (C) |           | 31.2 (C)  |    |    | 35.7 (D)   | 87.1 (F)  | 16.2 (B) | 15.9 (B)   | 27.3 (C) | 14.7 (B) |
|               |                     | 34.2 (C)   |          | 83.5 (F)  |           |    |    | 25.9 (C)   |           |          |            |          |          |
| 2029 No Build | 40.6 (D)            | 34.8 (C)   | 32.1 (C) |           | 32.7 (C)  |    |    | 34.9 (C)   | 58.3 (E)  | 14.4 (B) | 15.3 (B)   | 26.6 (C) | 13.1 (B) |
|               |                     | 33.7 (C)   |          | 56.6 (E)  |           |    |    | 25.5 (C)   |           |          |            |          |          |
| 2029 Build    | 52.8 (D)            | 33.6 (C)   | 31.6 (C) |           | 34.4 (C)  |    |    | 36.4 (D)   | 82.1 (F)  | 15.4 (B) | 16.6 (B)   | 31.2 (C) | 14.1 (B) |
|               |                     | 32.7 (C)   |          | 79.0 (E)  |           |    |    | 29.5 (C)   |           |          |            |          |          |
| 2035 No Build | 94.7 (F)            | 35.7 (D)   | 32.6 (C) |           | 31.3 (C)  |    |    | 35.6 (D)   | 152 (F)   | 16.1 (B) | 16.0 (B)   | 57.0 (E) | 14.5 (B) |
|               |                     | 34.5 (C)   |          | 145.6 (F) |           |    |    | 53.0 (D)   |           |          |            |          |          |
| 2035 Build    | 128.3 (F)           | 33.6 (C)   | 31.5 (C) |           | 32.0 (C)  |    |    | 36.7 (D)   | 202.0 (F) | 17.4 (B) | 17.5 (B)   | 87.9 (F) | 15.8 (B) |
|               |                     | 32.7 (C)   |          | 192.0 (F) |           |    |    | 79.9 (E)   |           |          |            |          |          |

This signalized intersection currently operates at an overall LOS C and D in the AM and PM peak hours, respectively. During the PM peak hour 2035 Background and Build scenarios, the intersection operates at an overall LOS F with the highest delays occurring at the Northbound approach. These heavy delays are a result of increased mainline traffic along Carrollton Boulevard as a result from natural growth as well as added site traffic combined with inefficient vehicle splits and signal operations.

As illustrated in Table 5, all scenarios are modeled in Synchro with existing lane configurations and signal timing operations for comparison. Optimized signal timings and lengthening the southbound left-turn lane storage are proposed at the intersection to improve intersection delays. These results with recommendations are outlined in **Table 6**.

**Table 6 Carrollton Boulevard / Ashby Way / Omera Drive Signalized Intersection Level of Service – With Recommendations**

| Scenario              | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |          |          |           |    |    |            |          |          |            |          |          |
|-----------------------|---------------------|--|----------|----------|-----------|----|----|------------|----------|----------|------------|----------|----------|
|                       |                     | Eastbound  |          |          | Westbound |    |    | Northbound |          |          | Southbound |          |          |
|                       |                     | LT   | TH       | RT       | LT        | TH | RT | LT         | TH       | RT       | LT         | TH       | RT       |
| AM Peak Hour          |                     |  |          |          |           |    |    |            |          |          |            |          |          |
| 2029 No Build w/Reccs | 18.6 (B)            | 37.6 (D)   | 33.1 (C) |          | 34.3 (C)  |    |    | 40.5 (D)   | 17.6 (B) | 11.9 (B) | 13.5 (B)   | 16.7 (B) | 10.5 (B) |
|                       |                     | 36.2 (D)   |          | 17.7 (B) |           |    |    | 16.6 (B)   |          |          |            |          |          |
| 2029 Build w/Reccs    | 22.7 (C)            | 39.0 (D)   | 35.3 (D) |          | 39.2 (D)  |    |    | 43.8 (D)   | 26.3 (C) | 16.5 (B) | 16.9 (B)   | 17.0 (B) | 10.7 (B) |
|                       |                     | 37.7 (D)   |          | 26.4 (C) |           |    |    | 17.0 (B)   |          |          |            |          |          |
| 2035 No Build w/Reccs | 20.6 (C)            | 40.0 (D)   | 32.9 (D) |          | 34.9 (C)  |    |    | 40.0 (D)   | 19.6 (B) | 12.3 (B) | 14.8 (B)   | 19.0 (B) | 10.8 (B) |
|                       |                     | 37.7 (D)   |          | 19.7 (B) |           |    |    | 18.8 (B)   |          |          |            |          |          |
| 2035 Build w/Reccs    | 25.1 (C)            | 40.3 (D)   | 35.4 (D) |          | 42.0 (D)  |    |    | 44.8 (D)   | 29.9 (C) | 16.7 (B) | 17.9 (B)   | 18.9 (B) | 10.8 (B) |
|                       |                     | 38.5 (D)   |          | 29.9 (C) |           |    |    | 18.8 (B)   |          |          |            |          |          |
| PM Peak Hour          |                     |  |          |          |           |    |    |            |          |          |            |          |          |
| 2029 No Build w/Reccs | 25.5 (C)            | 50.5 (D)   | 47.7 (D) |          | 49.4 (D)  |    |    | 50.0 (D)   | 24.9 (C) | 13.6 (B) | 23.1 (C)   | 21.6 (C) | 13.1 (B) |
|                       |                     | 49.4 (D)   |          | 25.5 (C) |           |    |    | 21.5 (C)   |          |          |            |          |          |
| 2029 Build w/Reccs    | 29.1 (C)            | 51.7 (D)   | 47.8 (D) |          | 49.3 (D)  |    |    | 46.9 (D)   | 29.7 (C) | 15.1 (B) | 24.4 (C)   | 24.8 (C) | 14.7 (B) |
|                       |                     | 50.0 (D)   |          | 30.0 (C) |           |    |    | 24.5 (C)   |          |          |            |          |          |
| 2035 No Build w/Reccs | 33.2 (C)            | 51.5 (D)   | 48.0 (D) |          | 50.6 (D)  |    |    | 47.3 (D)   | 36.1 (D) | 15.3 (B) | 24.2 (C)   | 28.0 (C) | 14.9 (B) |
|                       |                     | 50.1 (D)   |          | 36.0 (C) |           |    |    | 27.4 (C)   |          |          |            |          |          |
| 2035 Build w/Reccs    | 36.3 (D)            | 53.3 (D)   | 48.6 (D) |          | 51.4 (D)  |    |    | 47.6 (D)   | 41.3 (D) | 15.9 (B) | 25.9 (C)   | 29.6 (C) | 15.3 (B) |
|                       |                     | 51.3 (D)   |          | 41.0 (D) |           |    |    | 28.9 (C)   |          |          |            |          |          |

Optimized signal timings and lengthening the southbound left-turn lane storage are proposed at the intersection to improve intersection delays. The Background scenarios (2029, 2035 No Build w/Reccs) are modeled with proposed configurations and signal timing operations for comparison. Build scenarios with recommendations (2029, 2035 Build w/Reccs) analysis reflects optimized signal timings which incorporated changes to cycle lengths and green times only. With optimized signal timings, the intersection will operate at an overall acceptable LOS D or better in the AM and PM peak hour periods with minimal additional overall intersection delay with the proposed site.

### 6.2.3 Carrollton Boulevard / Site Driveway (RI/RO)

The proposed driveway will provide primary access to the site along Route 17 Carrollton Boulevard with limited access. Build scenario analysis assumed the following laneage:

- Carrollton Boulevard (northbound) – two through lanes.
- Carrollton Boulevard (southbound) – two through lanes, and one exclusive right-turn lane.
- Site Driveway (eastbound) – one exclusive right-turn lane.

**Table 6** illustrates the delay and LOS results for the site driveway during the 2029 and 2035 scenarios. Detailed analysis is included in the **Appendix**.

**Table 7 Site Driveway Level of Service**

| Scenario     | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |            |    |            |    |
|--------------|---------------------|--|------------|----|------------|----|
|              |                     | Eastbound  | Northbound |    | Southbound |    |
|              |                     | RT   | TH         | RT | TH         | RT |
| AM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 1.0 (A)             | 14.8 (B)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 1.1 (A)             | 16.3 (C)   | - (-)      |    | - (-)      |    |
| PM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 0.6 (A)             | 16.5 (C)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 0.7 (A)             | 18.5 (C)   | - (-)      |    | - (-)      |    |

The unsignalized right-in/right-out intersection operates at an overall LOS A under all scenarios. Turn lane warrants were performed for the southbound right-turn movement using guidance outlined in the VDOT Road Design Manual, Appendix F. Based on this analysis, a southbound right-turn lane is warranted and recommended at this location. Detailed analysis is illustrated within the **Appendix**.

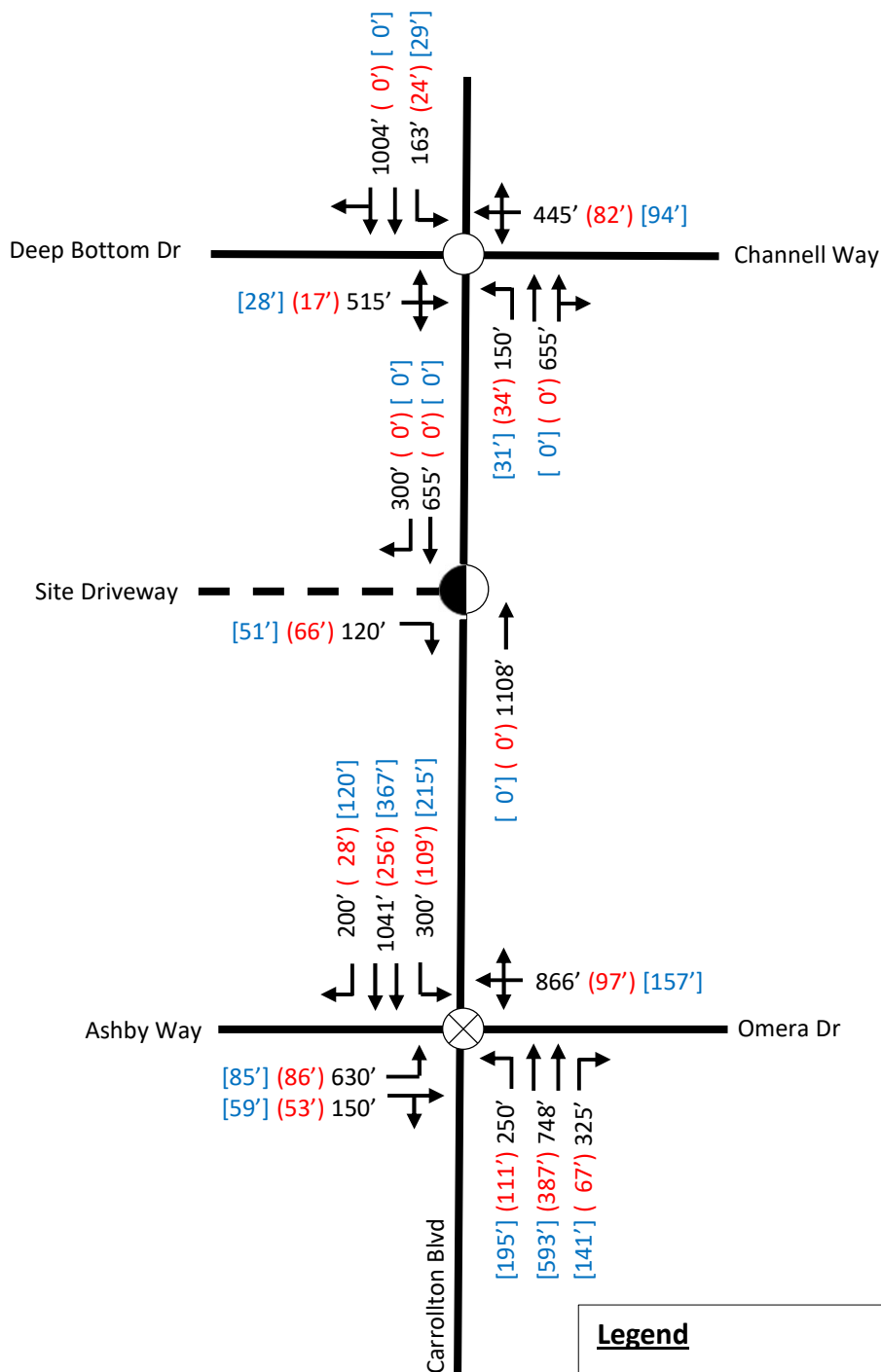
### 6.2.4 Queuing Analysis

To further evaluate the potential impacts of the Bridge Point Commons development, queuing analysis was performed for the study area intersections using SimTraffic Software. The 95<sup>th</sup> percentile queue lengths in feet (ft) are generated from ten (10) simulation runs and are summarized for the 2035 AM and PM peak periods in **Figure 12**, per guidance provided in the VDOT TOSAM. Detailed queuing reports are included within the **Appendix**.

During the 2035 Build PM Peak scenario, both the 95<sup>th</sup> percentile and the maximum queue length for the southbound left-turn lane at the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection exceeds existing storage and will require the turn lane be extended to provide 200' of storage and 200' of taper. The commercial parcel accounts for approximately 75% of site generated trips at the movement, therefore, this improvement is not required until the development of the commercial outparcel. A supplemental analysis was performed for the 2035 build scenario with residential only trips and illustrates the 95<sup>th</sup> percentile queue length is accommodated within the existing storage length with residential-only trips. The Bridgepoint Commons site will increase traffic volumes at the northbound left-turn movement at this intersection which, combined with the existing volumes, generates 45 Trips during the PM peak. Under the Horizon Build scenario, the 95<sup>th</sup> percentile queue length is accommodated within the existing storage length and therefore no additional capacity is recommended.

# Queuing | 2035 Build AM & PM Peak Hours

North  
Not to scale



## Legend

- ← Laneage
- ⊗ Signalized Intersection
- Unsignalized Intersection
- ◐ Unsignalized RI/RO Intersection
- XX' (XX') [XX'] – Effective Storage (ft) 95th Queue AM (95th Queue PM)

## 6.2.5 Impacts to Adjacent Neighborhood

The Bridge Point Commons development will have two points of access to the development – one restricted right-in/right-out access along Carrollton Boulevard as well as a connection to the adjacent neighborhood via Britt Way and Ashby Way. A portion of the Bridge Point Commons residential trips were assigned to the Britt Way connection to access the signalized Carrollton Boulevard / Ashby Way and Omera Drive intersection with a signalized access to travel northbound on Carrollton Boulevard.

The agreed-upon distribution assigned 25% of inbound and 50% of outbound trips to Britt Way and Ashby Way. This results in 402 additional daily trips to these residential streets, which currently have an average daily traffic (ADT) of 200 vehicles per day (VPD) along Britt Way and 682 VPD along Ashby Way W. While there is an increase in trips, these local streets are still well below capacity for a 2-lane local street. Additionally, with this connection, these existing neighborhood streets will be included in the secondary state roadway system.

Speed data along these two streets indicate that the 85<sup>th</sup> percentile speeds are at, or less than the posted speed limit of 25 mph. Based on the residential nature of Bridge Point Commons and the alignment of the proposed connection, the additional traffic is not anticipated to increase speeds along these roadways.

## Conclusion and Recommended Improvements

The Bridge Point Commons site is a 42-acre site located in Isle of Wight County, Virginia, west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive (U.S. Route 662) and Ashby Way. Primary site access will be provided via a right-in/right-out access along Carrollton Boulevard south of Deep Bottom Drive. Secondary site access will be granted via a connection to the adjacent neighborhood via Ashby Way, which will provide a signalized connection to Carrollton Boulevard.

The study area, as identified by Isle of Wight County and VDOT staff, includes two intersections located along Carrollton Boulevard. A traffic signal is located at the Carrollton Boulevard / Ashby Way and Omera Drive intersection. The Carrollton Boulevard / Deep Bottom Drive and Channell Way intersection will operate unsignalized with two-way stop-control.

The proposed Bridge Point Commons development will increase traffic volumes within the study area. To mitigate the impacts associated with the proposed development, the following improvements are recommended:

### **Carrollton Boulevard / Deep Bottom Drive / Channell Way (unsignalized)**

- No improvements necessary, maintain existing laneage.

### **Carrollton Boulevard / Ashby Way / Omera Drive (signalized)**

- Provide optimized signal timings.
- Extend southbound left-turn lane storage to provide 200' storage and 200' taper.

### **Carrollton Boulevard / Commercial Median Break (unsignalized)**

- Install a "No U-Turn" sign to prohibit southbound U-turns.

### **Carrollton Boulevard / Site Driveway (proposed RI/RO – unsignalized)**

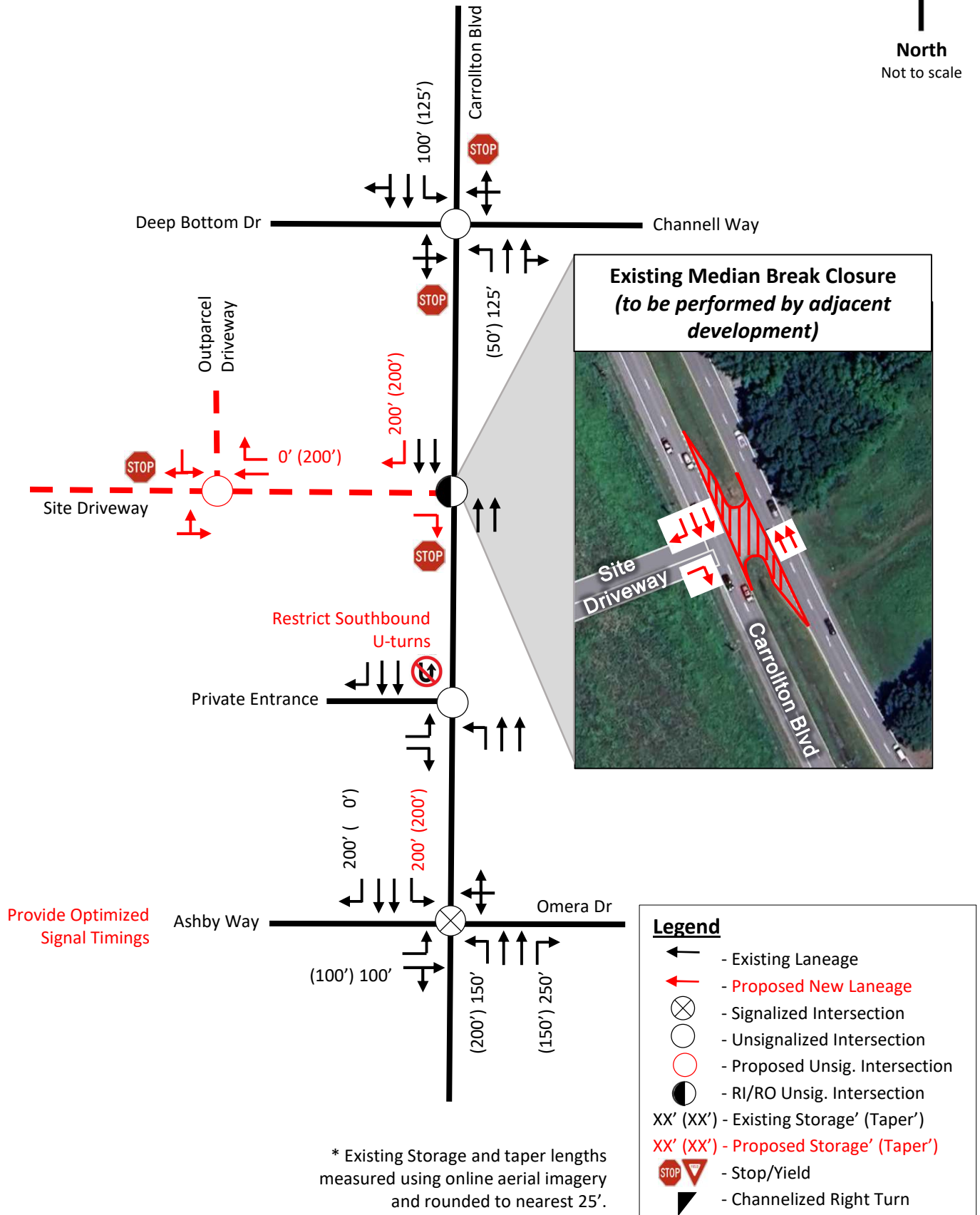
- Construct site driveway to provide right-in/right-out access.
  - *Existing median break closure to be performed by an adjacent development.*
  - *Should Bridgepoint Commons occur prior to the Archer's Meade development, the site driveway shall be constructed to include median break closure to restrict the site entrance to a right-in/right-out.*
- Construct an exclusive southbound right-turn lane with 200' storage/200' taper.

### **Site Driveway / Commercial Outparcel Driveway (proposed unsignalized T-intersection)**

- Construct westbound right-turn taper.



# Recommended Improvements



APPENDIX C  
FISCAL IMPACT ASSESSMENT



### I. Overview/Executive Summary

The purpose of this report is to document findings from a fiscal impact analysis of a revised development previously approved for 350 total units located in Isle of Wight County, Virginia—specifically, tax parcels 34-01-050 and 34-01-050D. Together, these parcels are hereinafter referred to as “Bridge Point Commons,” with a reduced density of 147 new duplexes (single-family attached units). Our analysis updates an earlier, in-depth study from 2007 on these tax parcels, along with a 2018 county-wide fiscal study for Isle of Wight. We estimate total tax revenues over 20 years in the amount of \$11,955,710 whereas costs for new facilities are projected to be \$3,211,127 for the new, 147-unit development. Therefore, the project’s estimated factor of revenue vs. cost is 3.7.

### II. Scope and Methods

The purpose of this analysis is to ascertain the net budgetary impact on Isle of Wight County, Virginia. We provide estimates of revenues (net inflows) as well as costs (outflows) to determine the overall total impact. For data inputs, we followed guidance to include all direct revenues and costs associated with new growth/development. Unlike an economic impact analysis, it does not include spin-off, or indirect, impacts from development but rather identifies whether sufficient revenues will be generated from the new development to cover all related direct costs. This analysis is based on current inflation adjustments from some detailed, line-by-line analysis of municipal costs related to education, public safety, and infrastructure which included both a relatively up-to-date, in-depth exploration of three different development paths for the County (TischlerBise, 2018) as well as a Worksheet “A” and “B” incorporating scenarios with and without an assisted care facility (Anonymous, 2007). We relied on a number of documents provided by Isle of Wight County, as well as other fiscal impacts provided to the county.

*Inflation Impact:* The recent period contained a notable period of inflation, which prompted our consideration several different measurements of overall price increases, also known as inflation. We could have used, for example, the GDP deflator, the producer price index (PPI), or the consumer price index (CPI). We chose the CPI for the following reasons:

- The CPI is designed to measure the change in prices paid by consumers for a basket of goods and services, which is more directly relevant to the costs of municipal services compared to the GDP deflator or the PPI
- Although the GDP deflator and the PPI are used in some economic analysis settings (e.g., for academic research), for the present scope of work relating to a fiscal impact analysis, the CPI is the standard index referenced for adjusting historical costs to current dollar values.

Therefore, the analysis below will employ the CPI method, using 2018 as the base year. When possible, we will use current estimates, but for the in-depth cost measures, we provided estimates based on the CPI.

### III. Revenue Projections

Revenues for the Isle of Wight relate to taxes on residential and commercial property.

*Assumptions:* The present analysis assumes 10,000 square feet of commercial building use along with 147 duplexes, at an estimated assessment from the Commissioner of Revenue, of \$369,000 per home. From Isle of Wight guidance, the current real estate tax rate is \$0.73 per \$100, which is different from the assumption of TischlerBise (2018) which was for \$0.85 per \$100. We applied \$0.73 per \$100 estimate to both residential and commercial portions of the property.

*Commercial:* The commercial revenues will relate to the value of the unimproved lot (land) as well as the value related to improvements associated with the construction of a commercial facility.

## Fiscal Impact Analysis Update for Bridgepoint Commons Rezoning – 1/24/25

*Land:* We are utilizing the usable commercial acreage, outside of wetlands, of 1.6 acres, which had a value of \$300,000 per acre in 2007, and in 2025 corresponds to around \$200,000. This amounts (1.6 times \$200k) to \$320,000 for the land.

*Improvements:* We now value the commercial improvements of approximately 10,000sf for building area, which was previously estimated at a rate of \$150 per square foot. For 2025, the value would be \$93, leading to an “improvement” figure of \$930,000. We then combine the value of the land and the improvements, with a total amount of \$1,250,000. At a rate of \$0.73 per \$100, this amounts to a commercial tax revenue of \$9,125.

*Total Commercial Revenue: \$9,125.*

*Residential:* The residential portion of the project consists of 147 duplex single-family attached products priced on average of \$369,000 per assessment each with the land.

*Land and Improvements:* We have a relatively recent assessment of the projected value of the properties, provided by the builder in this project, for the “Thornewood” model which is a 1,956 square foot unit. The homes are estimated at an assessment of \$369,000 each.

*Total Residential Revenue:* At an assessed tax value of \$369,000 each, 147 duplexes would provide a projected improvement value of \$54,243,000. That equates to an annual tax revenue to the county of \$395,974 for the residential portion.

*Total Residential Revenue: \$395,974*

We then combine the estimates to arrive at the total estimated annual tax revenue for Isle of Wight County in the first year of the project, using the assumptions enumerated above:

*Total Revenue (Commercial plus Residential):*  $9,125 + 395,974 = \$404,919$

**Total Estimated Tax Revenue, first year: \$404,919**

**Estimated increase per year: 2.8%**

**Total Estimated Tax Revenue over 20 years: \$8,177,000 (according to the Commissioner of Revenue)**

### IV. Analysis of Needed Public Facilities

#### Commercial Parcel

Based upon average rate of retail and offices

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Improvements:                   | 10,000 SF                         |
| Facilities Cost (per 1,000 SF): | \$982 (1.6 x \$614 from 2007 FIA) |
| Total Cost of Facilities:       | \$9,820                           |

#### Residential Parcels

|   |                |
|---|----------------|
| Facilities Cost (1.6 x \$13,611 from 2007 FIA): | \$21,777.60    |
| Duplex units:                                   | 147            |
| Total Cost of Facilities:                       | \$3,201,307.20 |

Total Estimated Cost of New Public Facilities: \$3,211,127.20

## **Fiscal Impact Analysis Update for Bridgepoint Commons Rezoning – 1/24/25**

Estimated factor of revenue vs. cost: 3.7

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Estimated factor of revenue vs. cost: 3.7

# Bridge Point Commons

Isle of Wight County, Virginia

PREPARED FOR

Land Planning Solutions  
5857 Harbour View Boulevard, Suite 202  
Suffolk, Va, 23435  
757.935.9014

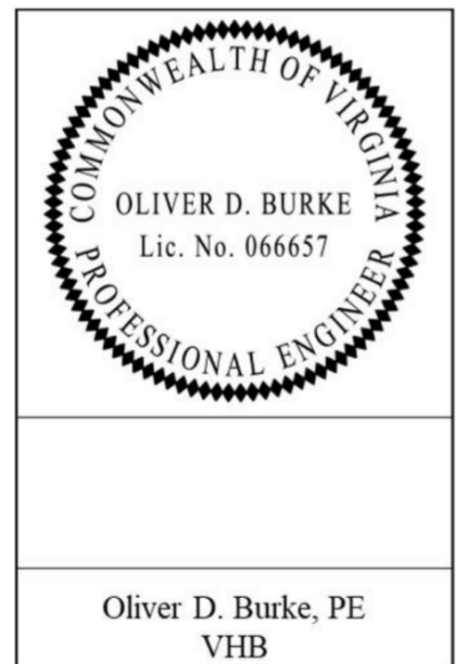
PREPARED BY



**VHB**

4500 Main Street, Suite 400  
Virginia Beach, VA 23462  
757.233.3205

3/24/25



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# Executive Summary

The Bridge Point Commons site is a 42-acre site located in Isle of Wight County, Virginia, west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive (U.S. Route 662) and Ashby Way. Primary site access will be provided via a right-in/right-out access along Carrollton Boulevard south of Deep Bottom Drive. Secondary site access will be granted via a connection to the adjacent neighborhood via Ashby Way, which will provide a signalized connection to Carrollton Boulevard.

The study area, as identified by Isle of Wight County and Virginia Department of Transportation (VDOT) staff, includes two intersections located along Carrollton Boulevard. A traffic signal is located at the Carrollton Boulevard and Ashby Way intersection. The Carrollton Boulevard and Deep Bottom Drive / Channell Way intersection will operate unsignalized with two-way stop-control.

The proposed Bridge Point Commons development is projected to include 147 single family attached residential units and one commercial outparcel. A detailed site plan is included within the **Appendix**. To mitigate the impacts associated with the proposed development, the following improvements are recommended:

## **Carrollton Boulevard / Deep Bottom Drive / Channell Way (unsignalized)**

- No improvements necessary, maintain existing laneage.

## **Carrollton Boulevard / Ashby Way / Omera Drive (signalized)**

- Provide optimized signal timings.
- Extend southbound left-turn lane storage to provide 200' storage and 200' taper.

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- Install a "No U-Turn" sign to prohibit southbound U-turns.

## **Carrollton Boulevard / Site Driveway (proposed RI/RO – unsignalized)**

- Construct site driveway to provide right-in/right-out access.
  - *Existing median break closure to be performed by an adjacent development.*
  - *Should Bridgepoint Commons occur prior to the Archer's Meade development, the site driveway shall be constructed to include median break closure to restrict the site entrance to a right-in/right-out.*
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## **Site Driveway / Commercial Outparcel Driveway (proposed unsignalized T-intersection)**

- Construct westbound right-turn taper.



# 1

## Introduction

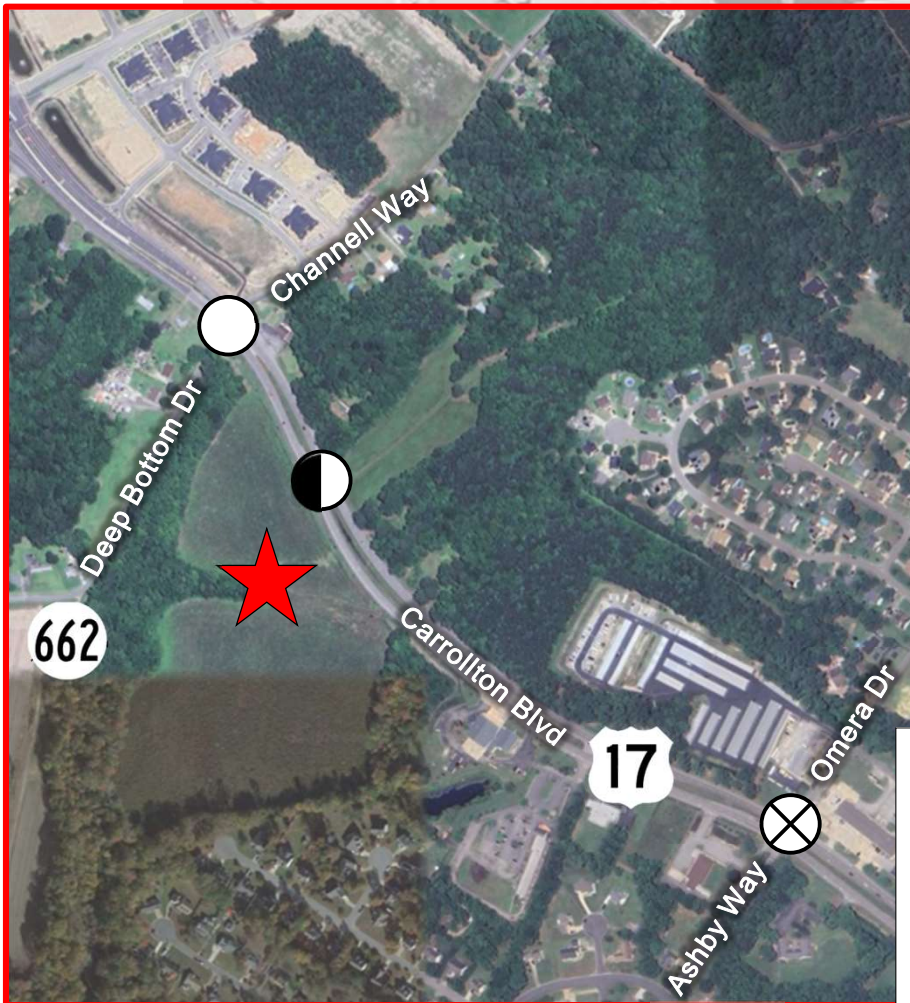
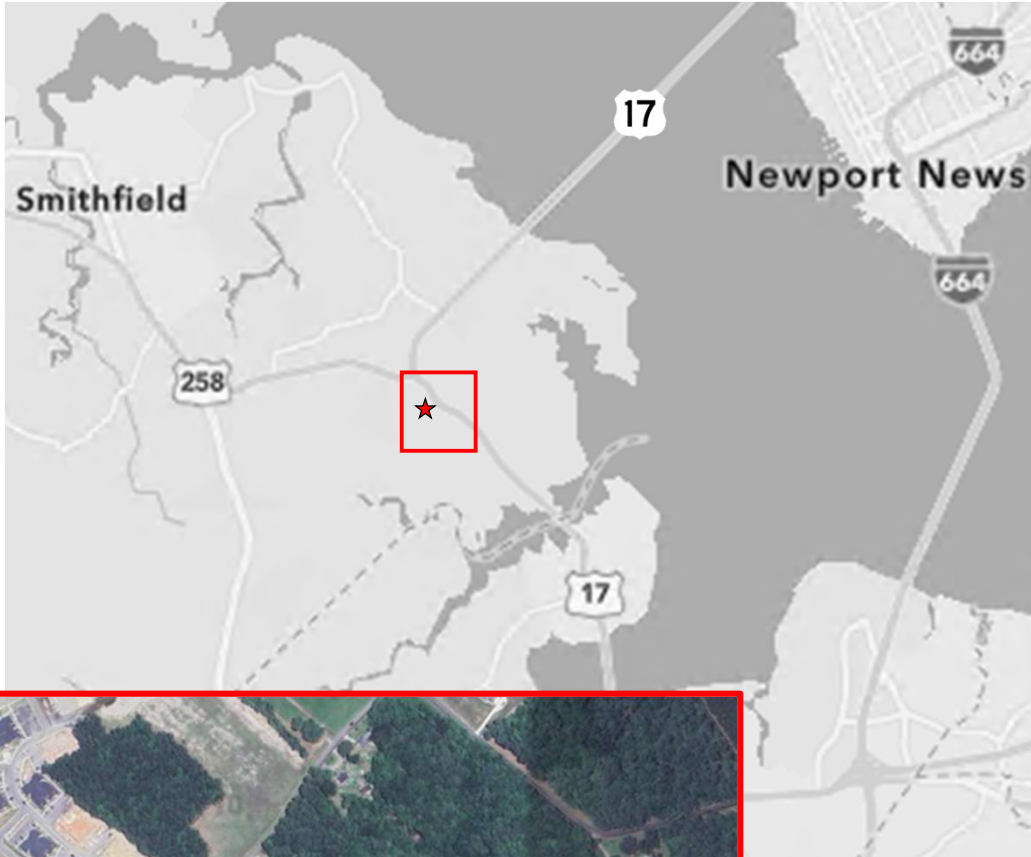
### 1.1 Project History and Background

The proposed Bridge Point Commons development is a 42-acre development located in Isle of Wight County, VA. The site is located west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive and Ashby Way. Primary site access will be provided along Carrollton Boulevard via an unsignalized right-in/right-out driveway located along Carrollton Boulevard. **Figure 1** illustrates the site location and two study area intersections. As shown in Figure 1, Carrollton Boulevard runs in an approximate north/south direction and all other segments in an east/west direction.

Vanasse, Hangen, & Brustlin Inc. (VHB) was retained to perform a traffic impact analysis for the proposed development. This report has been prepared based on VDOT and Isle of Wight County criteria for submittal. The study will evaluate existing and future traffic conditions and make recommendations to mitigate traffic impacts, if necessary. Assumptions regarding the study area, count data, traffic generation, and trip distribution patterns were discussed with VDOT and Isle of Wight County. Based on the size and location of the proposed development, a VDOT Chapter 527 scoping meeting was not required; however, this document has been prepared based on criteria for both Isle of Wight County and VDOT.

# Study Area

North  
Not to scale



- Legend**
- ★ - Site
  - ⊗ - Signalized Study Intersections
  - - Unsignalized Study Intersections
  - ◐ - Proposed RI/RO Driveway

## 1.2 Study Area

The study area for this analysis includes the following roadways and intersections as illustrated in **Figure 1**:

### Roadway

- Route 17 | Carrollton Boulevard

### Intersections

- Carrollton Boulevard / Deep Bottom Drive/ Channell Way (unsignalized)
- Carrollton Boulevard / Ashby Way / Omera Drive (signalized)

Study area roadways and intersections were identified during conversations with VDOT and Isle of Wight County staff.

## 1.3 Existing Land Use

The Bridge Point Commons parcel is currently vacant and zoned as General Commercial (GC) and Urban Residential (UR) with a request to rezone 8 acres of the GC portion of the site to UR. The proposed zoning will support both the residential and commercial land uses outlined in detail in **Chapter 4**.

## 1.4 Existing Conditions

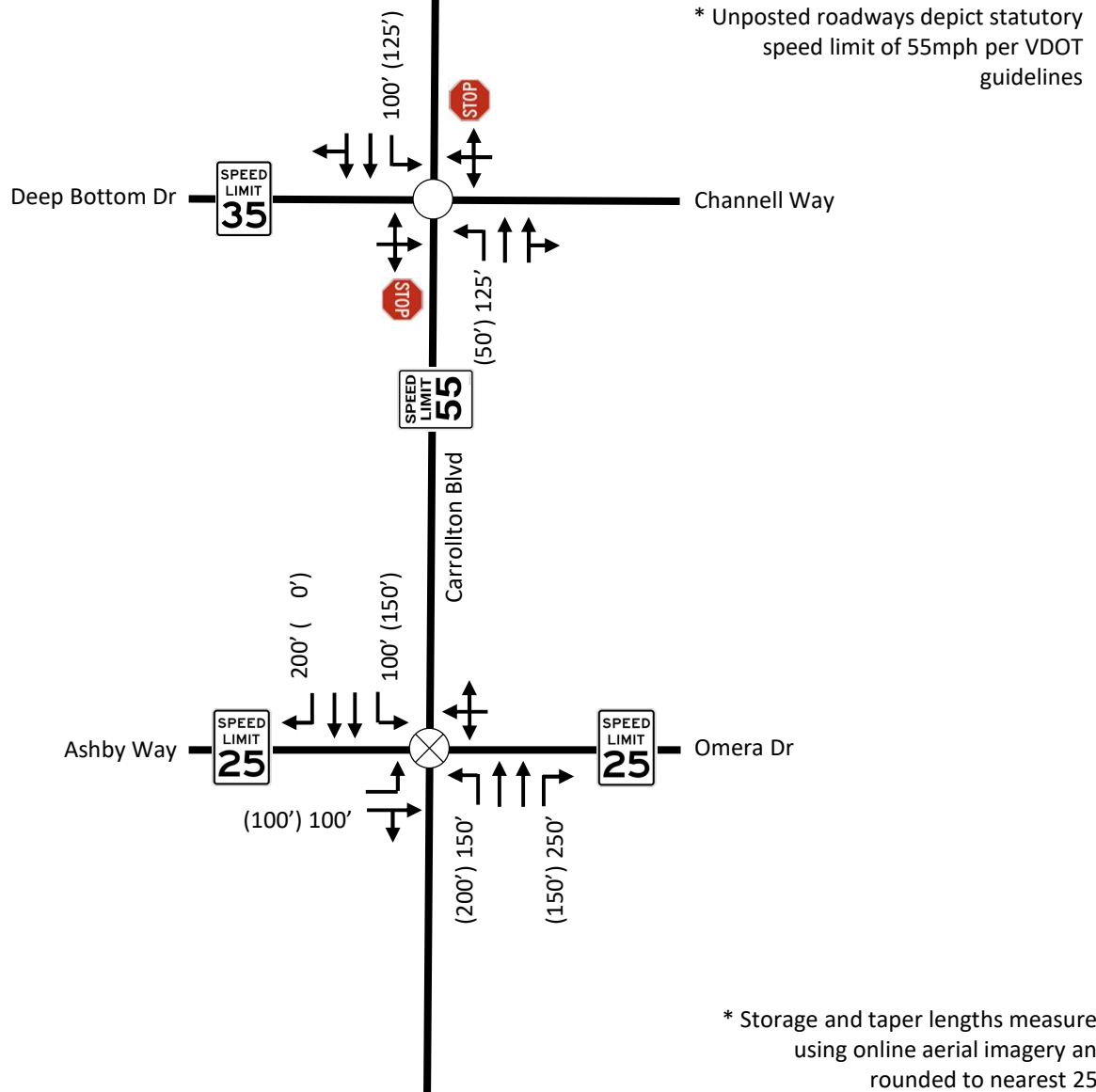
Route 17 Carrollton Boulevard is the primary external roadway serving the development, which is illustrated in **Figure 2**.

The following provides a short description of the study area roadways:

**Route 17 Carrollton Boulevard** – is a four-lane, principal arterial that provides access to numerous residential neighborhoods and commercial areas. Within the vicinity of the site, Carrollton Boulevard extends from the City of Suffolk line to the south and the James River Bridge to the north. It is a major thoroughfare providing access to local connector streets including Ashby Way and Deep Bottom Drive. In the project vicinity, Carrollton Boulevard has a posted speed limit of 55 miles per hour (mph) and has a collected average daily traffic (ADT) volume from the *VDOT Traffic Engineering Annual Average Daily Traffic Volume Estimates by Section of Route – Isle of Wight County* of 15,400 vehicles per day (vpd).

**Figure 2** illustrates the existing roadway conditions and intersection laneages within the study area.

# Existing Roadway Conditions



## Legend

- ← - Laneage
- ⊗ - Signalized Intersection
- - Unsignalized Intersection
- XX' (XX') - Storage' (Taper')
- STOP - Stop/Yield
- ◀ - Channelized Right Turn



# 2

## Analysis of Existing Conditions

### 2.1 Capacity Analysis at Critical Points

Intersection turning movement counts were used in conjunction with the number of lanes and traffic operations at each study intersection to determine existing and future levels of service. Level of service (LOS) describes traffic conditions—the amount of traffic congestion—at an intersection or on a roadway. **Table 1** shows the LOS and delay range for signalized and unsignalized intersections.

**Table 1** Levels of Service and Ranges of Delay

| LOS | Delay per Vehicle (seconds per vehicle) |              |
|-----|---|--------------|
|     | Signalized                              | Unsignalized |
| A   | ≤ 10                                    | ≤ 10         |
| B   | > 10 - 20                               | > 10 - 15    |
| C   | > 20 - 35                               | > 15 - 25    |
| D   | > 35 - 55                               | > 25 - 35    |
| E   | > 55 - 80                               | > 35 - 50    |
| F   | > 80                                    | > 50         |

### 2.2 Turning Movement Counts (TMCs)

8-hour turning movement counts were collected by Data Collection Group at each of the following study area intersections on March 26, 2024, during the AM (6:00 to 10:00) and PM (2:30 to 6:30) peak periods at the following intersections:

- Carrollton Boulevard / Deep Bottom Drive/ Channell Way
- Carrollton Boulevard / Ashby Way / Omera Drive

The peak hour within each 4-hour period was used for AM and PM traffic analysis. This is a conservative approach as it reflects the highest demand at each intersection.

## 2.3 Average Daily Traffic (ADT) Counts

Average daily traffic counts, including vehicle speed data, were collected by Data Collection Group along each of the following roadways within the immediate vicinity of the site location:

- Ashby Way W
- Britt Way

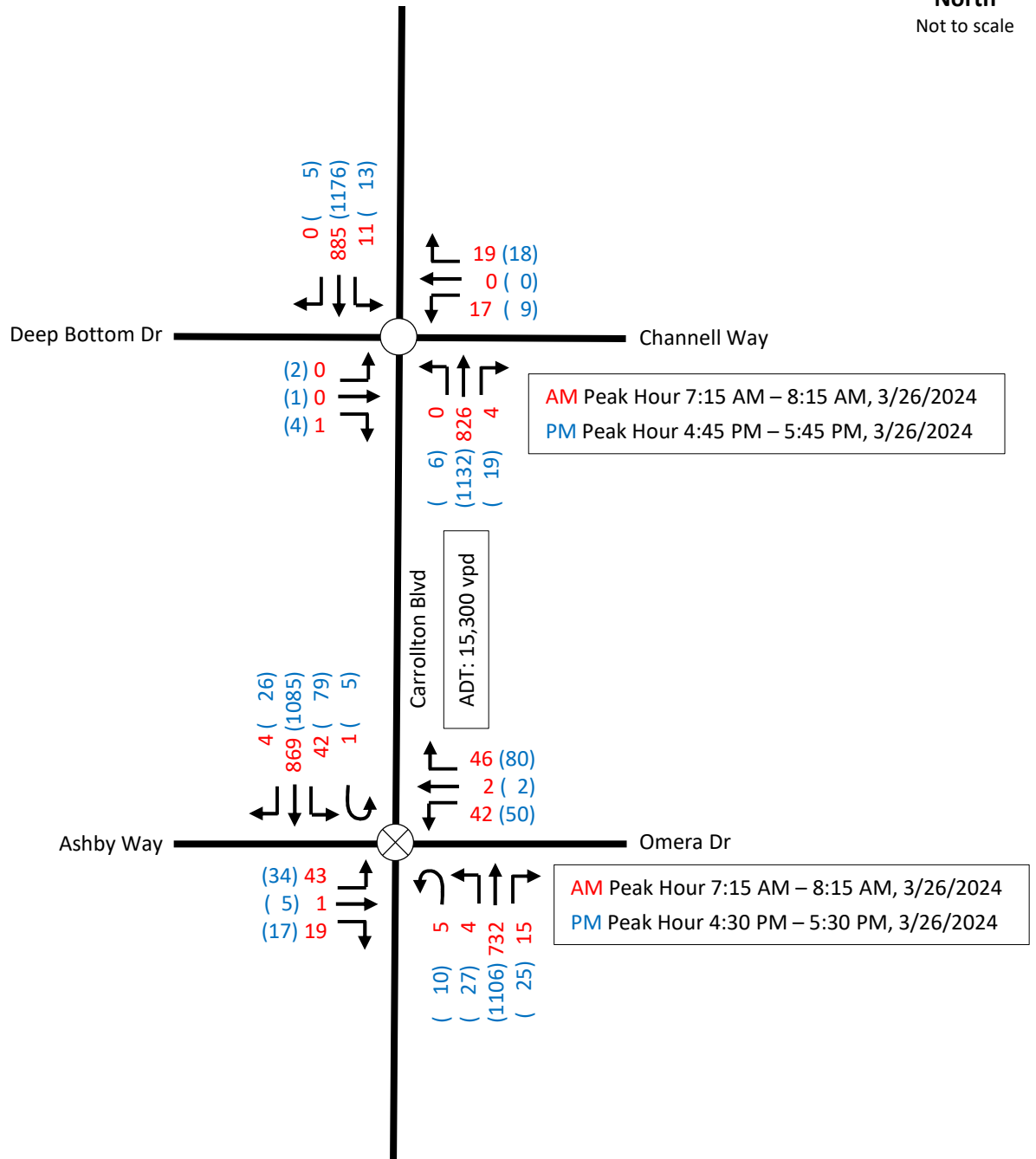
Raw TMC data as well as vehicle speed data is included within the **Appendix**. ADT counts along Carrollton Boulevard were obtained from the *2022 AADT Report for Isle of Wight County* published by VDOT.

TMC and ADT data are illustrated in **Figure 3**.



# 2024 Existing Peak Hour Volumes

North  
Not to scale



## 2.4 Capacity and Levels of Service Analyses at Critical Points

Capacity analyses for the signalized and unsignalized intersections in the AM and PM peak hours were performed for the study area intersections.

Analyses were completed to determine the operating characteristics using Synchro Professional 11.0, which uses methodologies contained in the 2000 Highway Capacity Manual (HCM) and HCM 6<sup>th</sup> edition.

Level of service analyses were performed using existing signal timings along with the 2024 volumes with the existing roadway network. To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** in **Chapter 6** to provide a side-by-side comparison.



# 3

## Future Conditions without Development

Background traffic growth is the increase in traffic volumes due to usage increases and non-specific growth throughout an area. One method of determining reasonable growth rates for an area is to research past traffic counts for a roadway or intersection and review historical data or use knowledge of the surrounding area. Based on a review of online VDOT traffic data over a 5-year period and conversations with VDOT and Isle of Wight County staff, background traffic assumed a 2.0% annual growth rate along the entire roadway network. Detailed data is included in the **Appendix**. Based on information provided by the development, the project buildout of the site will be complete by 2029. A growth rate of 2.0%, applied exponentially over 5- and 11-years results in growth factors of 1.10 and 1.24, respectively and is applied to existing TMC volumes to generate the 2029 and 2035 background volumes.

### 3.1 Approved Development

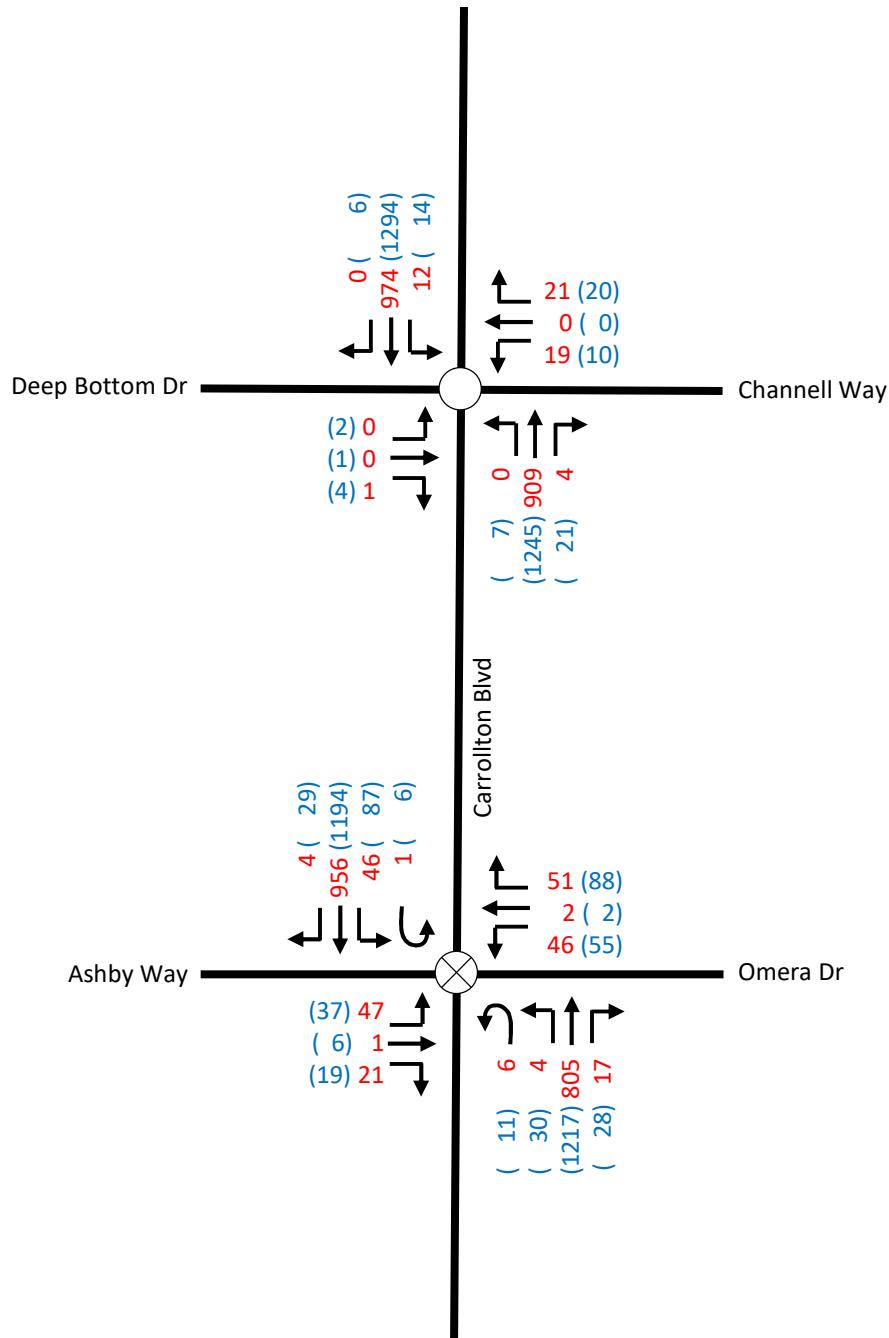
Based on the conservative annual growth rate used to project regional growth, additional developments are assumed to be included in the general background growth rate. Therefore, no additional approved developments were included in background traffic volumes.

The following figures illustrate the study area intersections background traffic volumes for 2029 and 2035 conditions in the AM and PM peak hours, respectively. These volumes were generated by applying the above growth rate factors to the existing TMC data.

- **Figure 4** – 2029 Background Volumes | AM and PM Peak Hours
- **Figure 5** – 2035 Background Volumes | AM and PM Peak Hours

# 2029 Background Volumes | AM & PM Peak Hours

North  
Not to scale

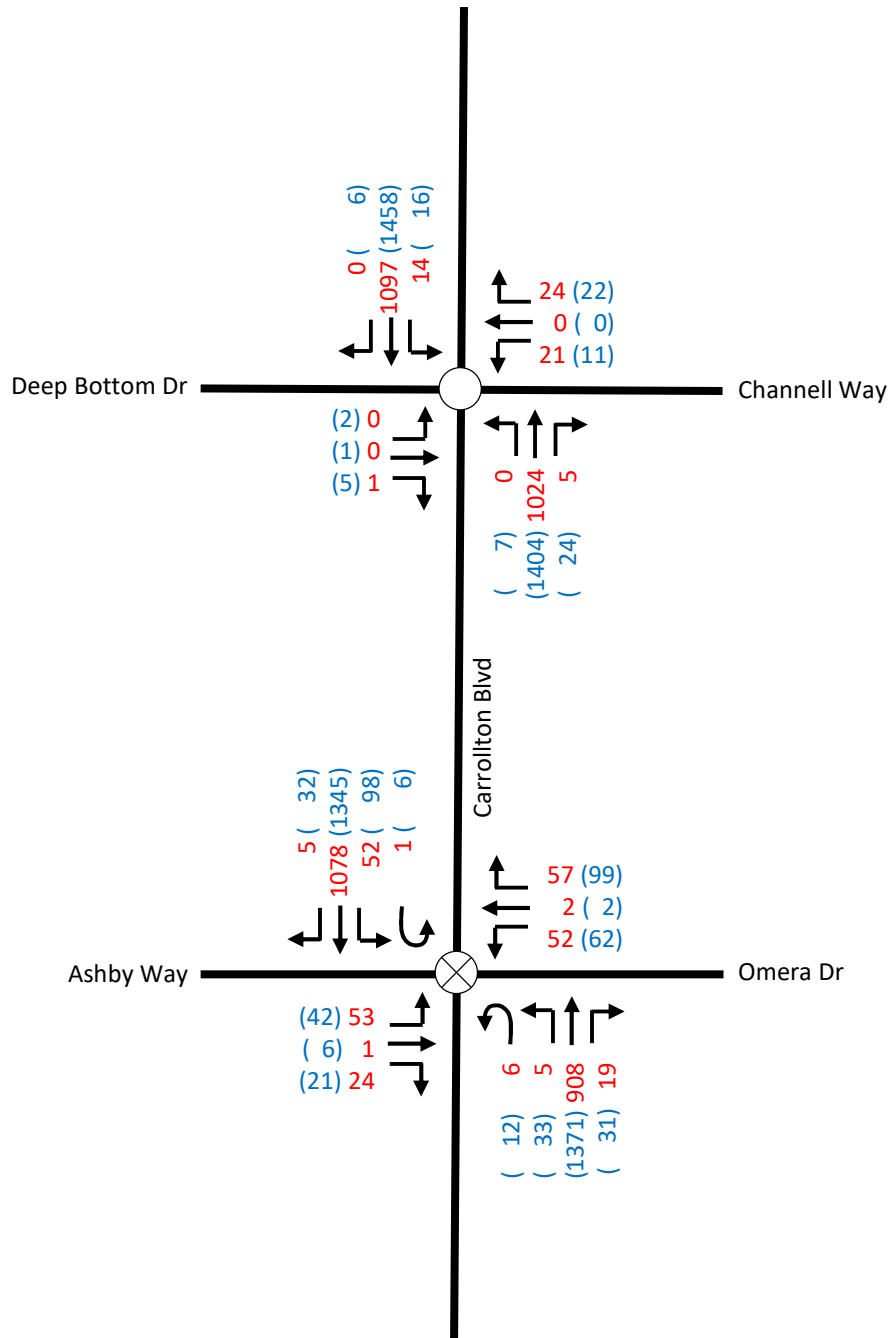


## Legend

- ← - Movement
- ⊗ - Signalized Intersection
- - Unsignalized Intersection
- XX (XX) - AM (PM) Peak Hour Trips

# 2035 Background Volumes | AM & PM Peak Hours

North  
Not to scale



## 3.2 Capacity and Levels of Service Analyses at Critical Points

Capacity analyses for the signalized and unsignalized intersections in the AM and PM peak hours were performed for the study area intersections.

Analyses were completed to determine the operating characteristics using Synchro Professional 11.0, which uses methodologies contained in the 2000 Highway Capacity Manual (HCM) and HCM 6<sup>th</sup> edition.

Level of service analyses were performed using existing signal timings along with the 2029 and 2035 Background volumes with the existing roadway network. To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** in **Chapter 6** to provide a side-by-side comparison.



# 4

## Trip Generation

### 4.1 Trip Generation

Traffic generated by the proposed development was determined using trip generation methodology contained in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition, 2021. Trip generation for the site utilizes information for ITE Land Use Code 215: Single Family-Attached Housing to generate traffic for the 147 townhomes included on the site and an average sized Coffee/Donut Shop with Drive-Thru (ITE Land Use Code: 937) for the commercial outparcel site generated trips. **Table 2** summarizes the proposed site traffic.

**Table 2** Proposed Trip Generation

| Land Use (code)                      | Variable  | Daily |     | AM Peak |     | PM Peak |     |
|--------------------------------------|-----------|-------|-----|---------|-----|---------|-----|
|                                      |           | In    | Out | In      | Out | In      | Out |
| Residential                          |           |       |     |         |     |         |     |
| Single Family Attached Housing (215) | 147 Units | 535   | 535 | 18      | 53  | 50      | 34  |
| Commercial                           |           |       |     |         |     |         |     |
| Coffee/Donut Shop w/Drive-Thru (937) | 2 KSF     | 534   | 533 | 88      | 84  | 39      | 39  |
| Total                                |           | 2,137 |     | 243     |     | 162     |     |

As shown in Table 2 above, the site has the potential to generate 2,137 trips per day with 243 and 162 trips occurring during the AM and PM peak periods, respectively.

### 4.2 Internal Capture

Internal capture accounts for those motorists who access multiple land uses during a single trip and do not access the external roadway network. Based on the land use proposed for the site, no internal capture was applied.

## 4.3 Pass-by

Based on the nature of this development, it was assumed that the site will generate all new traffic along the surrounding roadway network. Therefore, no pass-by reductions were applied to the analysis.





# 5

## Site Traffic Distribution and Traffic Assignment

### 5.1 Trip Distribution

The directional distribution and assignment of trips generated by the proposed development is based on an understanding of travel patterns within the study area, and discussions with VDOT and Isle of Wight County staff. External distribution to the surrounding roadways is described below:

- 50% to/from the north via Carrollton Boulevard
- 50% to/from the south via Carrollton Boulevard

These external distributions were used as a basis to project detailed distributions within the study network and are illustrated in **Figure 6**. It is assumed that those trips associated with the commercial outparcel will solely utilize the proposed site driveway along Carrollton Boulevard, while 25% of the inbound residential trips will access the site via the existing neighborhood connection along Ashby Way. It is assumed that 50% of the outbound residential trips will utilize the Ashby way connection.

Northbound trips exiting the site via the proposed right-in/right-out driveway are assumed to make a U-turn at the signalized intersection of Carrollton Boulevard / Ashby Way and Omera Drive. The nearest available U-turn location is the unsignalized T-intersection connecting a commercial driveway to Carrollton Boulevard. To encourage the use of the existing southbound left-turn lane and controlled U-turns at the signalized intersection of Carrollton Boulevard / Ashby Way and Omera Drive, it is recommended to restrict U-turns at the T-intersection median opening to maintain through capacity along Carrollton Blvd.

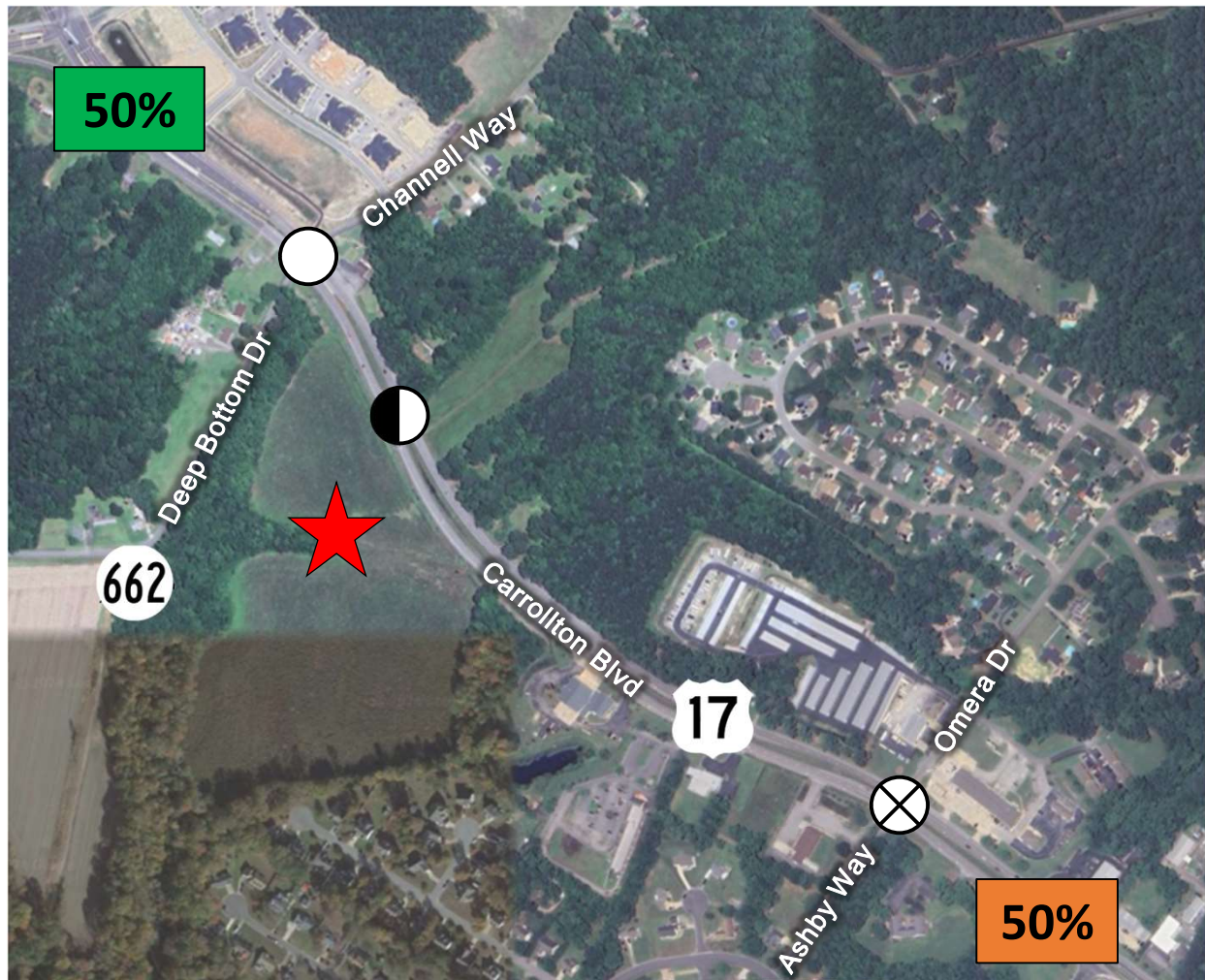
Detailed distributions of both the commercial and residential site traffic are included within the **Appendix**.

## 5.2 Trip Assignment

The trip distribution percentages shown in the appendix were applied to the proposed trip generation outlined in **Table 2** to generate the site traffic assignment. The total site generated traffic through the study intersections is illustrated in **Figure 7**.






# External Trip Distribution

North  
Not to scale



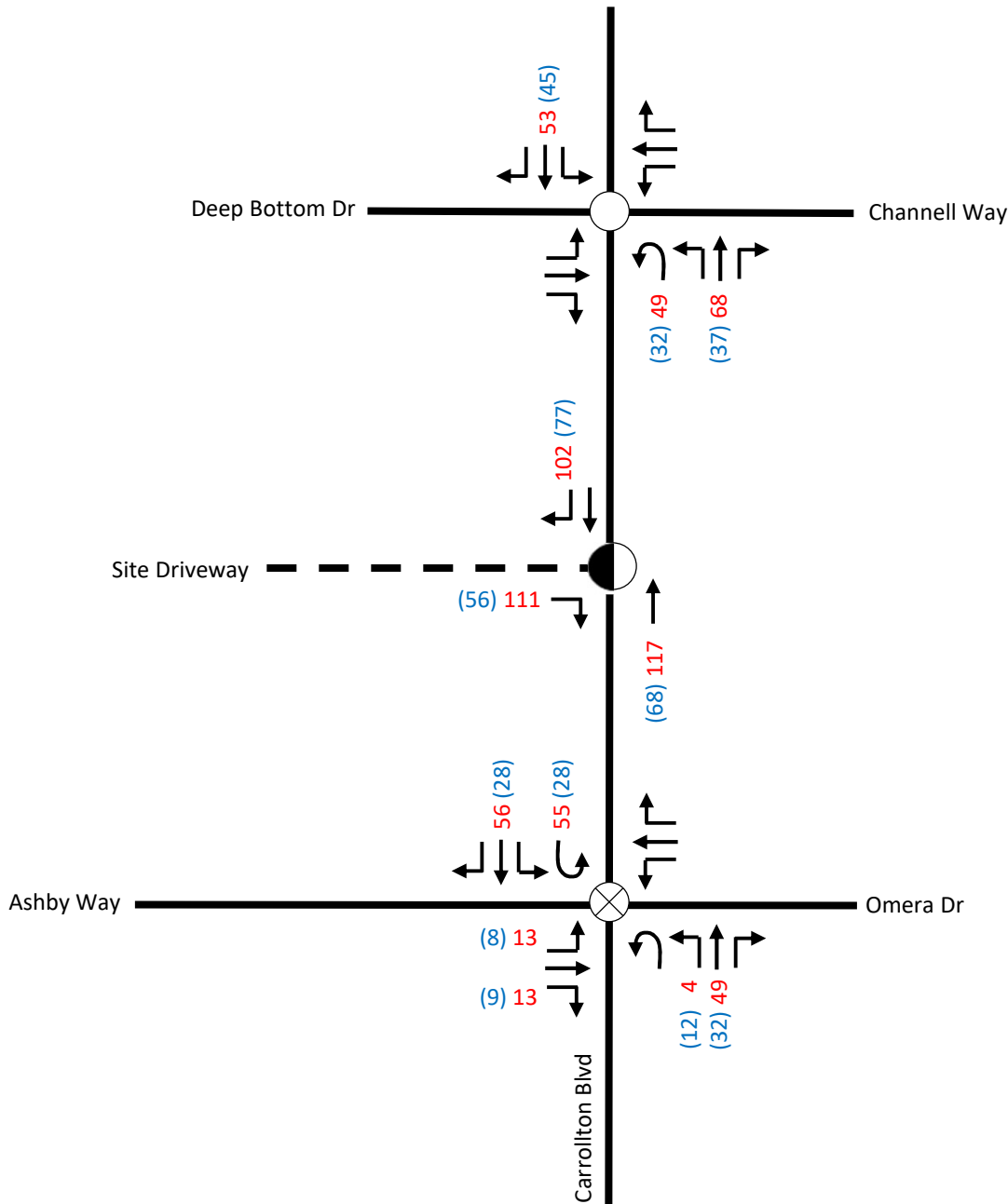
| To/From                    | Distribution |
|----------------------------|--------------|
| Carrollton Blvd (Rt. 17) N | 50%          |
| Carrollton Blvd (Rt. 17) S | 50%          |
| Total                      | 100%         |

## Legend

-  - Site
-  - Signalized Study Intersections
-  - Unsignalized Study Intersections
-  - Unsignalized RI/RO Intersection
-  - External Distribution

# Site Generated Traffic

North  
Not to scale



| Land Use ITE Code:<br>215 & 934 | AM<br>Peak | PM<br>Peak |
|---------------------------------|------------|------------|
| Inbound                         | 106        | 89         |
| Outbound                        | 137        | 73         |
| <b>Total</b>                    | <b>243</b> | <b>162</b> |

## Legend



- Movement



- Signalized Intersection



- Unsignalized Intersection



- Unsignalized RI/RO Intersection

XX (XX)

- Inbound & Outbound AM (PM) Peak Hour Trips



# 6

## Future Conditions with Development

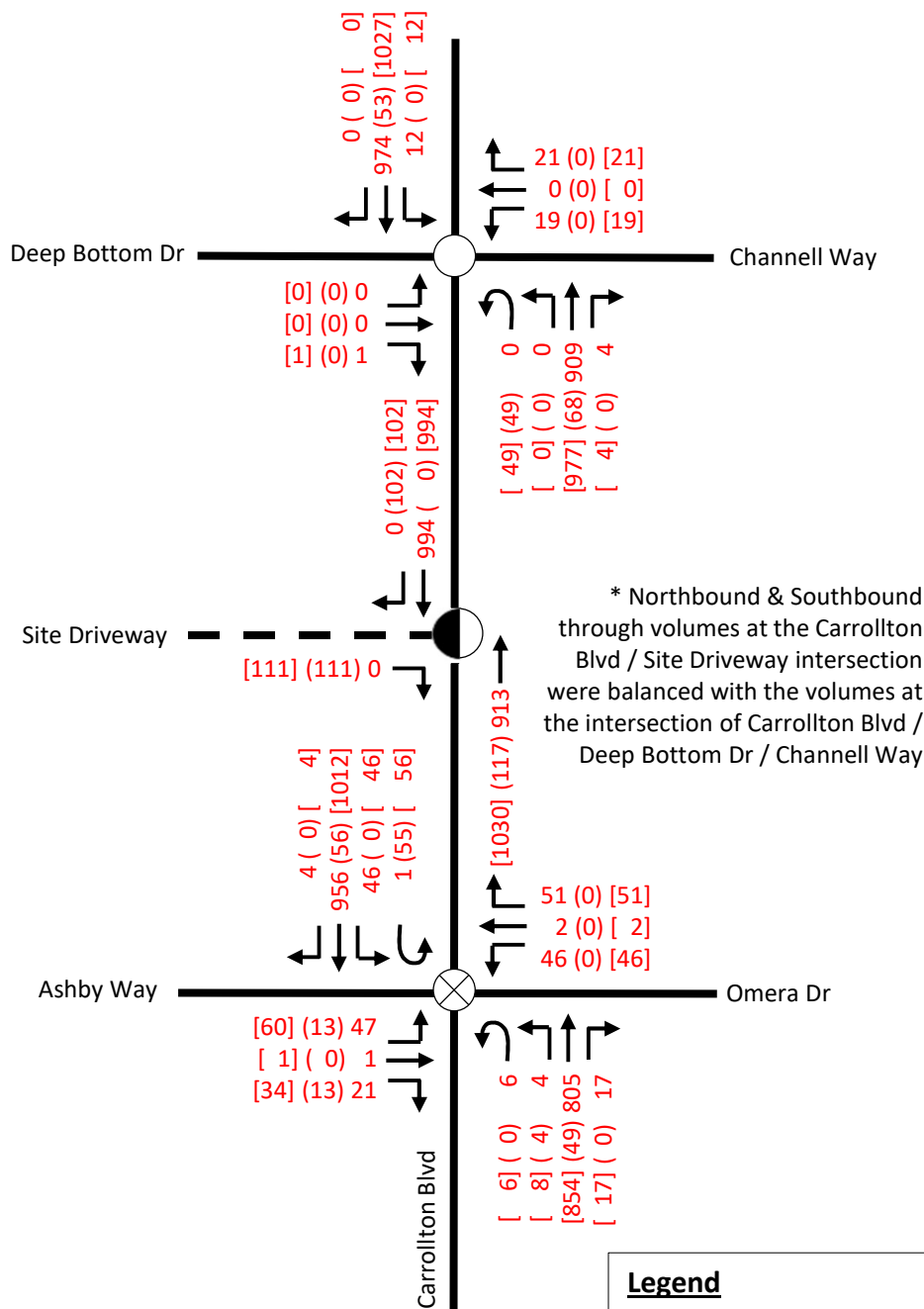
### 6.1 Future Traffic Volumes

Total future traffic volumes represent the addition of traffic generated by the proposed Bridge Point Commons development in addition to the background traffic volumes. These resulting volumes are also referred to as “build” volumes. The future build conditions were generated by combining the 2029 and 2035 background conditions with the proposed site generated traffic volumes and are illustrated in the following figures:

- **Figure 8** – 2029 Build Volumes | AM Peak Hour
- **Figure 9** – 2029 Build Volumes | PM Peak Hour
- **Figure 10** – 2035 Build Volumes | AM Peak Hour
- **Figure 11** – 2035 Build Volumes | PM Peak Hour

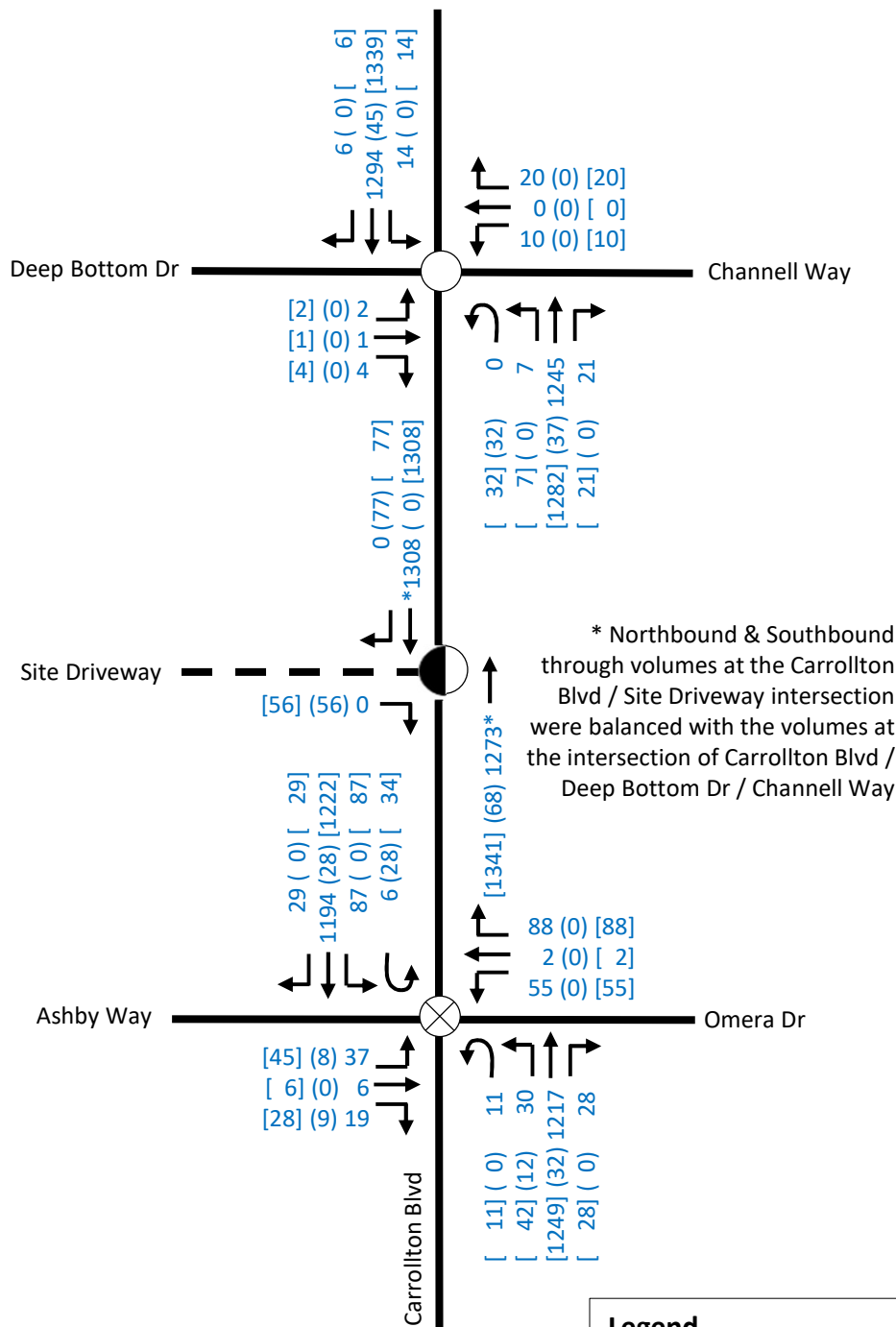
# 2029 Build Volumes | AM Peak Hour

North  
Not to scale



# 2029 Build Volumes | PM Peak Hour

North  
Not to scale

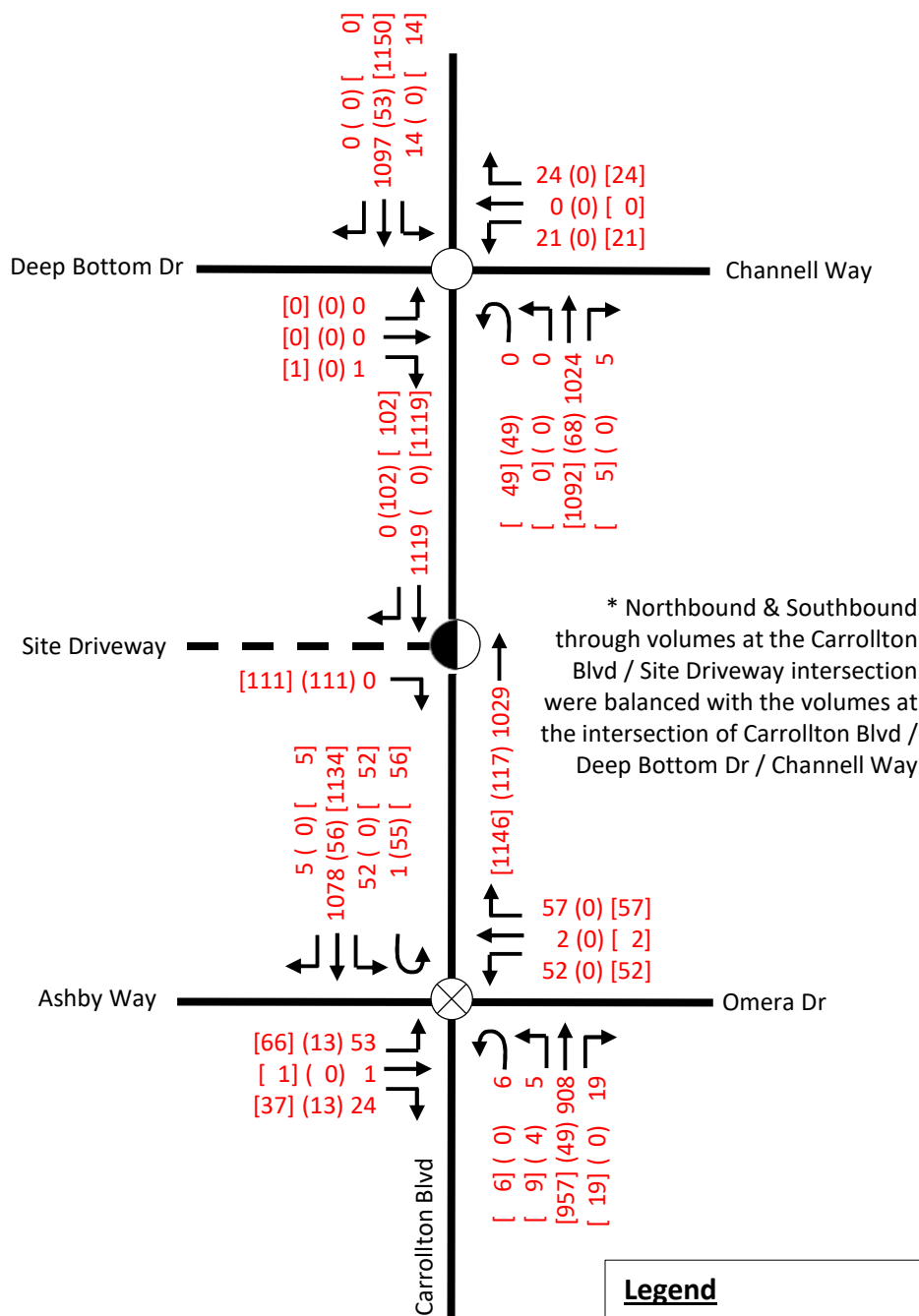


\* Northbound & Southbound through volumes at the Carrollton Blvd / Site Driveway intersection were balanced with the volumes at the intersection of Carrollton Blvd / Deep Bottom Dr / Channell Way



# 2035 Build Volumes | AM Peak Hour

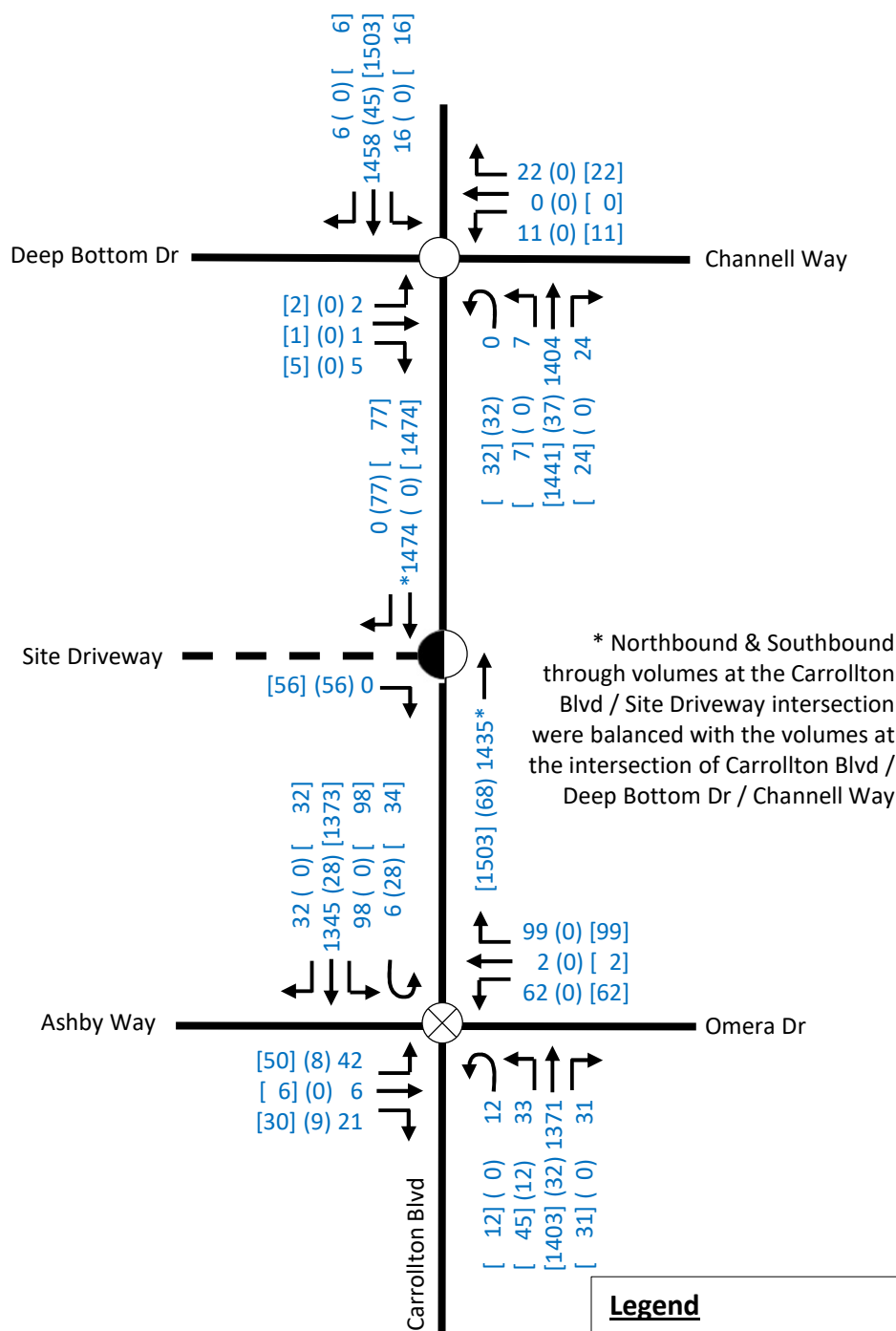
North  
Not to scale





# 2035 Build Volumes | PM Peak Hour

North  
Not to scale



## Legend

- Movement
- Signalized Intersection
- Unsignalized Intersection
- Unsignalized RI/RO Intersection
- XX (XX) [XX] – Background (Site Volume) [Build]

## 6.2 Capacity and Level of Service Analyses at Critical Points

Capacity analyses for the study area intersections in the AM and PM peak hours were performed for no build and build conditions. Analyses were completed to determine the operating characteristics of the study area intersections and roadways using *Synchro Professional 11.0 with SimTraffic*, which uses methodologies contained in the *2000 Highway Capacity Manuals (HCM)* and *HCM 6<sup>th</sup>* edition.

To compare operations among various scenarios, detailed analyses are illustrated in **Tables 4 – 6** to provide a side-by-side comparison for the following five conditions:

- **Existing Conditions**
- **2029 No Build Conditions**  
(2.0% annual growth for 5 years)
- **2029 Build Conditions\***  
(2029 No Build plus generated site traffic)
- **2035 No Build Conditions**  
(2.0% annual growth for 11 years)
- **2035 Build Conditions\***  
(2035 No Build plus generated site traffic)

\*Build conditions are reported both with and without intersection improvements at the intersection of Carrollton Boulevard / Omera Drive and Ashby Way to illustrate benefits of proposed improvements.

Existing scenario analysis utilizes recorded PHFs, while future analysis scenarios use the higher of existing PHF or 0.92, as outlined in the VDOT Traffic Operations Safety Analysis Manual (TOSAM). This change in PHF may result in improvements in delay between existing and future no-build scenarios.

### 6.2.1 Carrollton Boulevard / Deep Bottom Drive / Channell Way

At this intersection, Route 17 (Carrollton Boulevard) is oriented in a north/south direction while Deep Bottom Drive and Channell Way are oriented in an east/west direction. This unsignalized intersection currently provides the following laneage:

- Carrollton Boulevard (northbound) – one exclusive left-turn lane, one through lane, and one shared through-right-turn lane.
- Carrollton Boulevard (southbound) – one exclusive left-turn lane, one through lane, and one shared through-right-turn lane.
- Deep Bottom Drive (eastbound) – one shared left-through-right-turn lane.
- Channell Way (westbound) – one shared left-through-right-turn lane.

**Table 4** illustrates the delay and LOS results for the Route 17 Carrollton Boulevard / Deep Bottom Drive / Channell Way intersection for the scenarios listed above. Detailed analysis is included in the **Appendix**.

**Table 4 Carrollton Boulevard / Deep Bottom Drive / Channell Way Unsignalized Intersection Level of Service**

| Scenario         | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |    |    |           |    |    |            |       |         |            |       |    |
|------------------|--|----|----|-----------|----|----|------------|-------|---------|------------|-------|----|
|                  | Eastbound  |    |    | Westbound |    |    | Northbound |       |         | Southbound |       |    |
|                  | LT   | TH | RT | LT        | TH | RT | U-LT       | TH    | RT      | LT         | TH    | RT |
| AM Peak Hour     |  |    |    |           |    |    |            |       |         |            |       |    |
| Existing         | 15.7 (C)   |    |    | 34 (D)    |    |    | 0 (A)      | - (-) |         | 9.9 (A)    | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.2 (A) |            |       |    |
| 2029<br>No Build | 16.6 (C)   |    |    | 40.5 (E)  |    |    | 0 (A)      | - (-) |         | 10.2 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.1 (A) |            |       |    |
| 2029<br>Build    | 17.2 (C)   |    |    | 76.4 (F)  |    |    | 20 (C)     | - (-) |         | 10.6 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |
| 2035<br>No Build | 18.2 (C)   |    |    | 64.3 (F)  |    |    | 0 (A)      | - (-) |         | 10.8 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0 (A)      |       | 0.1 (A) |            |       |    |
| 2035<br>Build    | 18.9 (C)   |    |    | 161.8 (F) |    |    | 24 (C)     | - (-) |         | 11.2 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |
| PM Peak Hour     |  |    |    |           |    |    |            |       |         |            |       |    |
| Existing         | 110.7 (F)  |    |    | 105 (F)   |    |    | 11.7 (B)   | - (-) |         | 12 (B)     | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.3 (A) |            |       |    |
| 2029<br>No Build | 93.6 (F)   |    |    | 93 (F)    |    |    | 12.5 (B)   | - (-) |         | 12.3 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.1 (A) |            |       |    |
| 2029<br>Build    | 144.2 (F)  |    |    | 182 (F)   |    |    | 29 (D)     | - (-) |         | 12.6 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.8 (A)    |       | 0.1 (A) |            |       |    |
| 2035<br>No Build | 155.2 (F)  |    |    | 252.7 (F) |    |    | 13.8 (B)   | - (-) |         | 13.7 (B)   | - (-) |    |
|                  |  |    |    |           |    |    | 0.1 (A)    |       | 0.1 (A) |            |       |    |
| 2035<br>Build    | 304.6 (F)  |    |    | 534.2 (F) |    |    | 38.8 (E)   | - (-) |         | 14 (B)     | - (-) |    |
|                  |  |    |    |           |    |    | 1 (A)      |       | 0.1 (A) |            |       |    |

- (-) = Free movement 0s of delay

This unsignalized intersection currently operates at an overall approach level of service (LOS) A along the mainline approaches during both the AM and PM peak hour periods. During the build scenarios, the intersection maintains overall LOS A along mainline approaches with the longest delays occurring along the eastbound and westbound side street approaches during all scenarios. The increase in delay along these approaches is a result of a reduction in mainline gaps as mainline traffic increases as a result of background growth and site traffic.

The Bridge Point Commons development does not have access to Deep Bottom Drive and therefore, does not assign any traffic to either of the side street approaches. Furthermore, while the side street delays increase, these approaches carry less than 50 vehicles during a peak hour and do not warrant a traffic signal.

Restrictions to side street access to right-on/right-out movement would reduce side street delays, however, this modification is not recommended as part of the development of Bridgepoint Commons. This intersection was included as part of the Rte. 17 Arterial Preservation Plan that includes comprehensive recommendations based on overall traffic and recent improvements to the Brewer Neck Boulevard and Carrollton Boulevard intersection. Improvements to this intersection to alleviate side street delays should be developed with the ultimate configuration of the corridor and are beyond the responsibility of this development.

## 6.2.2 Carrollton Boulevard / Ashby Way / Omera Drive

At this intersection, Route 17 (Carrollton Boulevard) is oriented in a north/south direction while Ashby Way and Omera Drive are oriented in an east/west direction. This signalized intersection currently provides the following laneage:

- Carrollton Boulevard (northbound) – one exclusive left-turn lane, two through lanes, and one exclusive right-turn lane.
- Carrollton Boulevard (southbound) – one exclusive left-turn lane, two through lanes, and one exclusive right-turn lane.
- Ashby Way (eastbound) – one exclusive left-turn lane and one shared through-right-turn lane.
- Omera Drive (westbound) – one shared left-through-right-turn lane.

**Table 5** illustrates the delay and LOS results for the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection for the scenarios listed above and does not include the recommended improvements outlined within the executive summary.

**Table 6** illustrates the improved delay and LOS results for the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection due to the recommended optimized signal timings and roadway improvements, outlined in the Executive Summary. Detailed analysis for all scenarios is included in the **Appendix**.

**Table 5 Carrollton Boulevard / Ashby Way / Omera Drive Signalized Intersection Level of Service – No Recommendations**

| Scenario      | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |          |           |           |    |    |            |           |          |            |          |          |
|---------------|---------------------|--|----------|-----------|-----------|----|----|------------|-----------|----------|------------|----------|----------|
|               |                     | Eastbound  |          |           | Westbound |    |    | Northbound |           |          | Southbound |          |          |
|               |                     | LT   | TH       | RT        | LT        | TH | RT | LT         | TH        | RT       | LT         | TH       | RT       |
| AM Peak Hour  |                     |  |          |           |           |    |    |            |           |          |            |          |          |
| Existing      | 20.7 (C)            | 32.7 (C)   | 30.2 (C) |           | 32.6 (C)  |    |    | 52.0 (D)   | 20.4 (C)  | 14.1 (B) | 11.4 (B)   | 18.8 (B) | 12.2 (B) |
|               |                     | 31.8 (C)   |          | 20.8 (C)  |           |    |    | 18.2 (B)   |           |          |            |          |          |
| 2029 No Build | 19.5 (B)            | 35.1 (D)   | 31.1 (C) |           | 31.5 (C)  |    |    | 43.0 (D)   | 19.1 (B)  | 12.7 (B) | 10.6 (B)   | 18.0 (B) | 11.0 (B) |
|               |                     | 33.8 (C)   |          | 19.2 (B)  |           |    |    | 17.6 (B)   |           |          |            |          |          |
| 2029 Build    | 21.5 (C)            | 35.3 (D)   | 32.3 (C) |           | 35.2 (D)  |    |    | 62.4 (E)   | 23.2 (C)  | 14.7 (B) | 11.3 (B)   | 18.2 (B) | 11.2 (B) |
|               |                     | 34.2 (C)   |          | 23.7 (C)  |           |    |    | 17.5 (B)   |           |          |            |          |          |
| 2035 No Build | 22.1 (C)            | 36.5 (D)   | 31.2 (C) |           | 31.5 (C)  |    |    | 44.5 (D)   | 21.9 (C)  | 13.2 (B) | 11.8 (B)   | 20.9 (C) | 11.4 (B) |
|               |                     | 34.8 (C)   |          | 22.0 (C)  |           |    |    | 20.5 (C)   |           |          |            |          |          |
| 2035 Build    | 24.2 (C)            | 36.1 (D)   | 32.6 (C) |           | 35.9 (D)  |    |    | 60.0 (E)   | 26.5 (C)  | 15.0 (B) | 13.5 (B)   | 20.8 (C) | 11.5 (B) |
|               |                     | 34.9 (C)   |          | 26.8 (C)  |           |    |    | 20.2 (C)   |           |          |            |          |          |
| PM Peak Hour  |                     |  |          |           |           |    |    |            |           |          |            |          |          |
| Existing      | 53.9 (D)            | 35.5 (D)   | 32.7 (C) |           | 31.2 (C)  |    |    | 35.7 (D)   | 87.1 (F)  | 16.2 (B) | 15.9 (B)   | 27.3 (C) | 14.7 (B) |
|               |                     | 34.2 (C)   |          | 83.5 (F)  |           |    |    | 25.9 (C)   |           |          |            |          |          |
| 2029 No Build | 40.6 (D)            | 34.8 (C)   | 32.1 (C) |           | 32.7 (C)  |    |    | 34.9 (C)   | 58.3 (E)  | 14.4 (B) | 15.3 (B)   | 26.6 (C) | 13.1 (B) |
|               |                     | 33.7 (C)   |          | 56.6 (E)  |           |    |    | 25.5 (C)   |           |          |            |          |          |
| 2029 Build    | 52.8 (D)            | 33.6 (C)   | 31.6 (C) |           | 34.4 (C)  |    |    | 36.4 (D)   | 82.1 (F)  | 15.4 (B) | 16.6 (B)   | 31.2 (C) | 14.1 (B) |
|               |                     | 32.7 (C)   |          | 79.0 (E)  |           |    |    | 29.5 (C)   |           |          |            |          |          |
| 2035 No Build | 94.7 (F)            | 35.7 (D)   | 32.6 (C) |           | 31.3 (C)  |    |    | 35.6 (D)   | 152 (F)   | 16.1 (B) | 16.0 (B)   | 57.0 (E) | 14.5 (B) |
|               |                     | 34.5 (C)   |          | 145.6 (F) |           |    |    | 53.0 (D)   |           |          |            |          |          |
| 2035 Build    | 128.3 (F)           | 33.6 (C)   | 31.5 (C) |           | 32.0 (C)  |    |    | 36.7 (D)   | 202.0 (F) | 17.4 (B) | 17.5 (B)   | 87.9 (F) | 15.8 (B) |
|               |                     | 32.7 (C)   |          | 192.0 (F) |           |    |    | 79.9 (E)   |           |          |            |          |          |

This signalized intersection currently operates at an overall LOS C and D in the AM and PM peak hours, respectively. During the PM peak hour 2035 Background and Build scenarios, the intersection operates at an overall LOS F with the highest delays occurring at the Northbound approach. These heavy delays are a result of increased mainline traffic along Carrollton Boulevard as a result from natural growth as well as added site traffic combined with inefficient vehicle splits and signal operations.

As illustrated in Table 5, all scenarios are modeled in Synchro with existing lane configurations and signal timing operations for comparison. Optimized signal timings and lengthening the southbound left-turn lane storage are proposed at the intersection to improve intersection delays. These results with recommendations are outlined in **Table 6**.

**Table 6 Carrollton Boulevard / Ashby Way / Omera Drive Signalized Intersection Level of Service – With Recommendations**

| Scenario              | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |          |          |           |    |    |            |          |          |            |          |          |
|-----------------------|---------------------|--|----------|----------|-----------|----|----|------------|----------|----------|------------|----------|----------|
|                       |                     | Eastbound  |          |          | Westbound |    |    | Northbound |          |          | Southbound |          |          |
|                       |                     | LT   | TH       | RT       | LT        | TH | RT | LT         | TH       | RT       | LT         | TH       | RT       |
| AM Peak Hour          |                     |  |          |          |           |    |    |            |          |          |            |          |          |
| 2029 No Build w/Reccs | 18.6 (B)            | 37.6 (D)   | 33.1 (C) |          | 34.3 (C)  |    |    | 40.5 (D)   | 17.6 (B) | 11.9 (B) | 13.5 (B)   | 16.7 (B) | 10.5 (B) |
|                       |                     | 36.2 (D)   |          | 17.7 (B) |           |    |    | 16.6 (B)   |          |          |            |          |          |
| 2029 Build w/Reccs    | 22.7 (C)            | 39.0 (D)   | 35.3 (D) |          | 39.2 (D)  |    |    | 43.8 (D)   | 26.3 (C) | 16.5 (B) | 16.9 (B)   | 17.0 (B) | 10.7 (B) |
|                       |                     | 37.7 (D)   |          | 26.4 (C) |           |    |    | 17.0 (B)   |          |          |            |          |          |
| 2035 No Build w/Reccs | 20.6 (C)            | 40.0 (D)   | 32.9 (D) |          | 34.9 (C)  |    |    | 40.0 (D)   | 19.6 (B) | 12.3 (B) | 14.8 (B)   | 19.0 (B) | 10.8 (B) |
|                       |                     | 37.7 (D)   |          | 19.7 (B) |           |    |    | 18.8 (B)   |          |          |            |          |          |
| 2035 Build w/Reccs    | 25.1 (C)            | 40.3 (D)   | 35.4 (D) |          | 42.0 (D)  |    |    | 44.8 (D)   | 29.9 (C) | 16.7 (B) | 17.9 (B)   | 18.9 (B) | 10.8 (B) |
|                       |                     | 38.5 (D)   |          | 29.9 (C) |           |    |    | 18.8 (B)   |          |          |            |          |          |
| PM Peak Hour          |                     |  |          |          |           |    |    |            |          |          |            |          |          |
| 2029 No Build w/Reccs | 25.5 (C)            | 50.5 (D)   | 47.7 (D) |          | 49.4 (D)  |    |    | 50.0 (D)   | 24.9 (C) | 13.6 (B) | 23.1 (C)   | 21.6 (C) | 13.1 (B) |
|                       |                     | 49.4 (D)   |          | 25.5 (C) |           |    |    | 21.5 (C)   |          |          |            |          |          |
| 2029 Build w/Reccs    | 29.1 (C)            | 51.7 (D)   | 47.8 (D) |          | 49.3 (D)  |    |    | 46.9 (D)   | 29.7 (C) | 15.1 (B) | 24.4 (C)   | 24.8 (C) | 14.7 (B) |
|                       |                     | 50.0 (D)   |          | 30.0 (C) |           |    |    | 24.5 (C)   |          |          |            |          |          |
| 2035 No Build w/Reccs | 33.2 (C)            | 51.5 (D)   | 48.0 (D) |          | 50.6 (D)  |    |    | 47.3 (D)   | 36.1 (D) | 15.3 (B) | 24.2 (C)   | 28.0 (C) | 14.9 (B) |
|                       |                     | 50.1 (D)   |          | 36.0 (C) |           |    |    | 27.4 (C)   |          |          |            |          |          |
| 2035 Build w/Reccs    | 36.3 (D)            | 53.3 (D)   | 48.6 (D) |          | 51.4 (D)  |    |    | 47.6 (D)   | 41.3 (D) | 15.9 (B) | 25.9 (C)   | 29.6 (C) | 15.3 (B) |
|                       |                     | 51.3 (D)   |          | 41.0 (D) |           |    |    | 28.9 (C)   |          |          |            |          |          |

Optimized signal timings and lengthening the southbound left-turn lane storage are proposed at the intersection to improve intersection delays. The Background scenarios (2029, 2035 No Build w/Reccs) are modeled with proposed configurations and signal timing operations for comparison. Build scenarios with recommendations (2029, 2035 Build w/Reccs) analysis reflects optimized signal timings which incorporated changes to cycle lengths and green times only. With optimized signal timings, the intersection will operate at an overall acceptable LOS D or better in the AM and PM peak hour periods with minimal additional overall intersection delay with the proposed site.



### 6.2.3 Carrollton Boulevard / Site Driveway (RI/RO)

The proposed driveway will provide primary access to the site along Route 17 Carrollton Boulevard with limited access. Build scenario analysis assumed the following laneage:

- Carrollton Boulevard (northbound) – two through lanes.
- Carrollton Boulevard (southbound) – two through lanes, and one exclusive right-turn lane.
- Site Driveway (eastbound) – one exclusive right-turn lane.

**Table 6** illustrates the delay and LOS results for the site driveway during the 2029 and 2035 scenarios. Detailed analysis is included in the **Appendix**.

**Table 7 Site Driveway Level of Service**

| Scenario     | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |            |    |            |    |
|--------------|---------------------|--|------------|----|------------|----|
|              |                     | Eastbound  | Northbound |    | Southbound |    |
|              |                     | RT   | TH         | RT | TH         | RT |
| AM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 1.0 (A)             | 14.8 (B)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 1.1 (A)             | 16.3 (C)   | - (-)      |    | - (-)      |    |
| PM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 0.6 (A)             | 16.5 (C)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 0.7 (A)             | 18.5 (C)   | - (-)      |    | - (-)      |    |

The unsignalized right-in/right-out intersection operates at an overall LOS A under all scenarios. Turn lane warrants were performed for the southbound right-turn movement using guidance outlined in the VDOT Road Design Manual, Appendix F. Based on this analysis, a southbound right-turn lane is warranted and recommended at this location. Detailed analysis is illustrated within the **Appendix**.

### 6.2.4 Queuing Analysis

To further evaluate the potential impacts of the Bridge Point Commons development, queuing analysis was performed for the study area intersections using SimTraffic Software. The 95<sup>th</sup> percentile queue lengths in feet (ft) are generated from ten (10) simulation runs and are summarized for the 2035 AM and PM peak periods in **Figure 12**, per guidance provided in the VDOT TOSAM. Detailed queuing reports are included within the **Appendix**.

During the 2035 Build PM Peak scenario, both the 95<sup>th</sup> percentile and the maximum queue length for the southbound left-turn lane at the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection exceeds existing storage and will require the turn lane be extended to provide 200' of storage and 200' of taper. The Bridgepoint Commons site will also increase traffic volumes at the northbound left-turn movement at this intersection which, combined with the existing volumes, generates 45 Trips during the PM peak. Under the Horizon Build scenario, the 95<sup>th</sup> percentile queue length is accommodated within the existing storage length and therefore no additional capacity is recommended.

### 6.2.3 Carrollton Boulevard / Site Driveway (RI/RO)

The proposed driveway will provide primary access to the site along Route 17 Carrollton Boulevard with limited access. Build scenario analysis assumed the following laneage:

- Carrollton Boulevard (northbound) – two through lanes.
- Carrollton Boulevard (southbound) – two through lanes, and one exclusive right-turn lane.
- Site Driveway (eastbound) – one exclusive right-turn lane.

**Table 6** illustrates the delay and LOS results for the site driveway during the 2029 and 2035 scenarios. Detailed analysis is included in the **Appendix**.

**Table 7 Site Driveway Level of Service**

| Scenario     | Overall Delay (LOS) | Delay per Lane Group by Approach [sec/veh]<br>(Level of Service) |            |    |            |    |
|--------------|---------------------|--|------------|----|------------|----|
|              |                     | Eastbound  | Northbound |    | Southbound |    |
|              |                     | RT   | TH         | RT | TH         | RT |
| AM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 1.0 (A)             | 14.8 (B)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 1.1 (A)             | 16.3 (C)   | - (-)      |    | - (-)      |    |
| PM Peak Hour |                     |  |            |    |            |    |
| 2029 Build   | 0.6 (A)             | 16.5 (C)   | - (-)      |    | - (-)      |    |
| 2035 Build   | 0.7 (A)             | 18.5 (C)   | - (-)      |    | - (-)      |    |

The unsignalized right-in/right-out intersection operates at an overall LOS A under all scenarios. Turn lane warrants were performed for the southbound right-turn movement using guidance outlined in the VDOT Road Design Manual, Appendix F. Based on this analysis, a southbound right-turn lane is warranted and recommended at this location. Detailed analysis is illustrated within the **Appendix**.

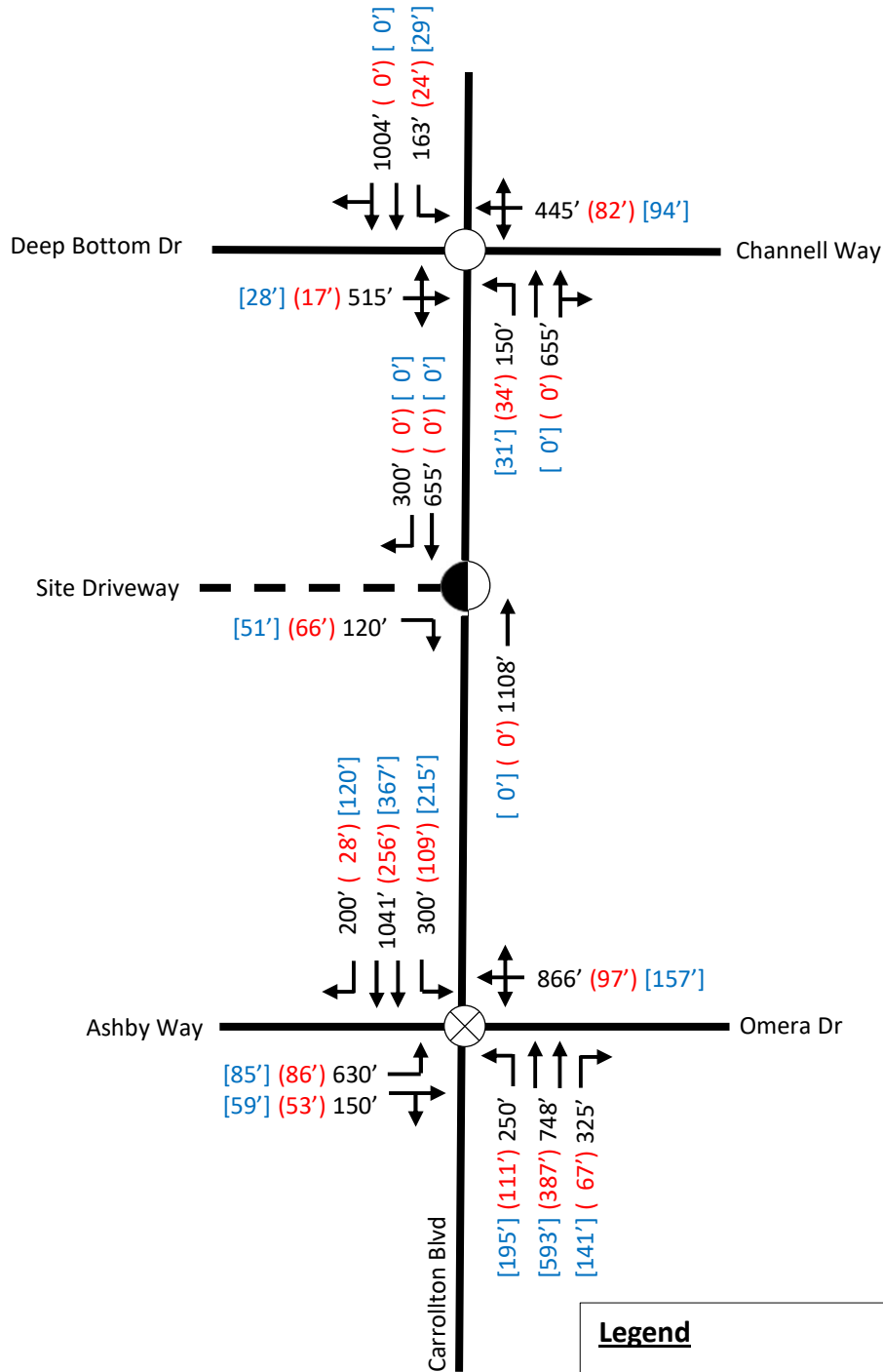
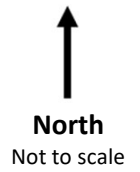
### 6.2.4 Queuing Analysis

To further evaluate the potential impacts of the Bridge Point Commons development, queuing analysis was performed for the study area intersections using SimTraffic Software. The 95<sup>th</sup> percentile queue lengths in feet (ft) are generated from ten (10) simulation runs and are summarized for the 2035 AM and PM peak periods in **Figure 12**, per guidance provided in the VDOT TOSAM. Detailed queuing reports are included within the **Appendix**.

During the 2035 Build PM Peak scenario, both the 95<sup>th</sup> percentile and the maximum queue length for the southbound left-turn lane at the Route 17 Carrollton Boulevard / Ashby Way and Omera Drive intersection exceeds existing storage and will require the turn lane be extended to provide 200' of storage and 200' of taper. The commercial parcel accounts for approximately 75% of site generated trips at the movement, therefore, this improvement is not required until the development of the commercial outparcel. A supplemental analysis was performed for the 2035 build scenario with residential only trips and illustrates the 95<sup>th</sup> percentile queue length is accommodated within the existing storage length with residential-only trips. The Bridgepoint Commons site will increase traffic volumes at the northbound left-turn movement at this intersection which, combined with the existing volumes, generates 45 Trips during the PM peak. Under the Horizon Build scenario, the 95<sup>th</sup> percentile queue length is accommodated within the existing storage length and therefore no additional capacity is recommended.



# Queuing | 2035 Build AM & PM Peak Hours



## Legend



– Laneage



– Signalized Intersection



– Unsignalized Intersection



– Unsignalized RI/RO Intersection

XX' (XX') [XX'] – Effective Storage (ft) 95th Queue AM  
(95th Queue PM)

## 6.2.5 Impacts to Adjacent Neighborhood

The Bridge Point Commons development will have two points of access to the development – one restricted right-in/right-out access along Carrollton Boulevard as well as a connection to the adjacent neighborhood via Britt Way and Ashby Way. A portion of the Bridge Point Commons residential trips were assigned to the Britt Way connection to access the signalized Carrollton Boulevard / Ashby Way and Omera Drive intersection with a signalized access to travel northbound on Carrollton Boulevard.

The agreed-upon distribution assigned 25% of inbound and 50% of outbound trips to Britt Way and Ashby Way. This results in 402 additional daily trips to these residential streets, which currently have an average daily traffic (ADT) of 200 vehicles per day (VPD) along Britt Way and 682 VPD along Ashby Way W. While there is an increase in trips, these local streets are still well below capacity for a 2-lane local street. Additionally, with this connection, these existing neighborhood streets will be included in the secondary state roadway system.

Speed data along these two streets indicate that the 85<sup>th</sup> percentile speeds are at, or less than the posted speed limit of 25 mph. Based on the residential nature of Bridge Point Commons and the alignment of the proposed connection, the additional traffic is not anticipated to increase speeds along these roadways.

## Conclusion and Recommended Improvements

The Bridge Point Commons site is a 42-acre site located in Isle of Wight County, Virginia, west of Carrollton Boulevard (U.S. Route 17) between Deep Bottom Drive (U.S. Route 662) and Ashby Way. Primary site access will be provided via a right-in/right-out access along Carrollton Boulevard south of Deep Bottom Drive. Secondary site access will be granted via a connection to the adjacent neighborhood via Ashby Way, which will provide a signalized connection to Carrollton Boulevard.

The study area, as identified by Isle of Wight County and VDOT staff, includes two intersections located along Carrollton Boulevard. A traffic signal is located at the Carrollton Boulevard / Ashby Way and Omera Drive intersection. The Carrollton Boulevard / Deep Bottom Drive and Channell Way intersection will operate unsignalized with two-way stop-control.

The proposed Bridge Point Commons development will increase traffic volumes within the study area. To mitigate the impacts associated with the proposed development, the following improvements are recommended:

### **Carrollton Boulevard / Deep Bottom Drive / Channell Way (unsignalized)**

- No improvements necessary, maintain existing laneage.

### **Carrollton Boulevard / Ashby Way / Omera Drive (signalized)**

- Provide optimized signal timings.
- Extend southbound left-turn lane storage to provide 200' storage and 200' taper.

### **Carrollton Boulevard / Commercial Median Break (unsignalized)**

- Install a "No U-Turn" sign to prohibit southbound U-turns.

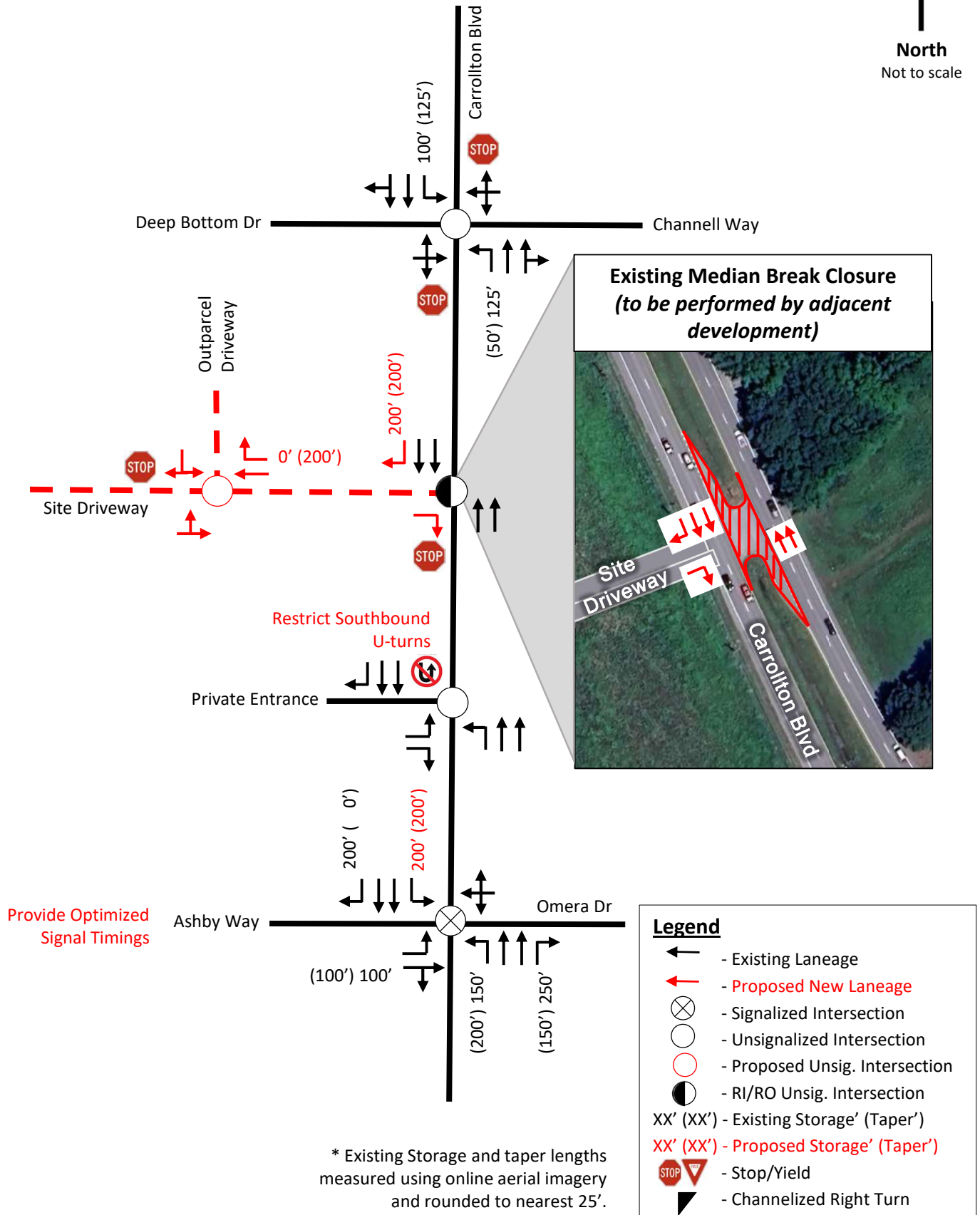
### **Carrollton Boulevard / Site Driveway (proposed RI/RO – unsignalized)**

- Construct site driveway to provide right-in/right-out access.
  - *Existing median break closure to be performed by an adjacent development.*
  - *Should Bridgepoint Commons occur prior to the Archer's Meade development, the site driveway shall be constructed to include median break closure to restrict the site entrance to a right-in/right-out.*
- Construct an exclusive southbound right-turn lane with 200' storage/200' taper.

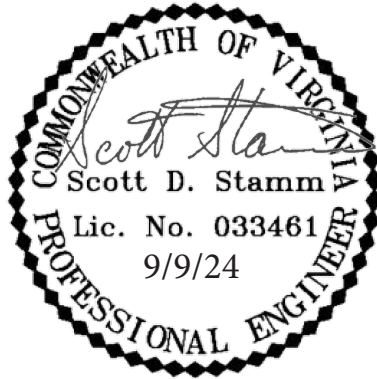
### **Site Driveway / Commercial Outparcel Driveway (proposed unsignalized T-intersection)**

- Construct westbound right-turn taper.

# Recommended Improvements



# WATER QUALITY IMPACT ASSESSMENT



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## BRIDGE POINT CARROLLTON, VIRGINIA

---

SEPTEMBER 9, 2024

PREPARED FOR:  
QUALITY HOMES OF CURRITUCK



---

LAND PLANNING SOLUTIONS  
1403 GREENBRIER PARKWAY STE. 205  
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## **BRIDGE POINT**

Carrollton, Virginia

### **Revised Water Quality Impact Assessment**

September 9, 2024

## **DRAINAGE NARRATIVE**

### **Project Description**

Quality Homes of Currituck plans to develop Parcel 34-01-050D and part of Parcel 34-01-050 into a residential townhome neighborhood with 147 single family attached residential units. The site is located on US Route 17 (Carrollton Boulevard) just east of Route 622 (Deep Bottom Drive) in Carrollton, Isle of Wight County, Virginia.

The north sides of both parcels are currently zoned GC (General Commercial) along the frontage to Route 17 and are zoned UR (Urban Residential) on the southern portion of the property. For development of the proposed townhome community, the site will be rezoned to the Planned Development Mixed-Use District (PD-MX).

The site is primarily cleared vacant farmland with wooded tidal wetlands in a natural channel at the west side of the site. Runoff from the site drains to the wetlands to the west and south to Creer Creek just south of the Creer Creek reservoir dam. There is an existing ditch that crosses the middle of the site and drains part of the site to the wetlands to the west. There is a small pocket of isolated freshwater wetlands located at the northeast side of the site near the east end of the existing ditch. There is another drainage channel along the southern property line that drains part of the southern portion of the site to the main channel at the west side of the site. The site is located within the Chesapeake Bay Preservation Area and contains a 100-foot RPA buffer along the wetlands at the west side of the site. Drainage from the site reaches the Lower Chesapeake Bay via Creer Creek, Brewers Creek, Chuckatuck Creek, and the Lower James River. The site is located in Virginia Hydraulic Unit JL42 (Chuckatuck Creek).

The site is bounded to the west by wetlands, Route 622 and vacant farmland, to the north by US Route 17, to the east by the Carrollton Volunteer fire station and to the south by single family residences.

### **Existing Conditions**

The existing site is relatively flat and drains towards the western boundary with slopes ranging from 0.5% to 4%. There is a major drainage channel is an ephemeral stream that flows to the south along the western side of the site to Creer Creek. The main channel is approximately 6 to 12 feet deep and 50 to 100 feet wide at the bottom, with side slopes ranging from 15% to 35%. The bottom of the main drainage channel contains tidal wetlands that are protected with a 100-foot RPA buffer. The upland portions of the site are mostly cleared farmland with tree growth and brush on the remaining portion of the site surrounding the drainage channels at the west and south sides of the property. The site consists of one major drainage area where all runoff from the property flows to the southwest corner of the property to Creer Creek.

There are two sub-areas where portions of the site drain to existing drainage channels that flow to the west to the main channel. The first subarea is at the north side of the site where an existing ditch crosses the site from the eastern corner at the Route 17 right-of-way to the main channel at the west side of the site. The western half of the ditch is lined with trees and shrubs and the eastern half of the ditch is cleared. Several small pockets of isolated wetlands have developed near the east end of the ditch where runoff gets trapped in local depressions. The western end of the ditch is considered an ephemeral stream. This ditch drains approximately two thirds of the cleared portion of the site. The second subarea is at the bottom third of the site where runoff drains to an existing ditch along the southern property line. This ditch is lined with a narrow band of trees and shrubs. The ditch widens and drops down to the main channel just west of the cul-de-sac at the end of Britt Way. A very small portion of the southeast corner of the site near the east end of the southern property line drains to a ditch that empties into to an existing wet pond BMP located on Parcel 34I-04-00A. Post-development runoff from impervious surfaces will be intercepted and diverted to the on-site BMPs before entering the existing ditch to the existing off-site BMP.

The upland portions of the site are located within X (outside 0.2% annual chance floodplain) and the south end of the main drainage channel is located zone AE (base flood elevation 9 feet) on community-panel numbers 51093C0158E and 51093C0166E of the FEMA Flood Insurance Rate Map dated December 2, 2015. Flooding of the areas to be developed is not anticipated since the top of bank elevation of the main channel is at elevation 18 feet, which is well above the base flood elevation of 9 feet.

According to the Natural Resources Conservation Service online Web Soil Survey, the soils for this site consist of five types. Bohicket silty clay loam is located at the southwest corner of the site where the main drainage channel discharges to Creer Creek. This soil type is considered very poorly drained with a Hydraulic Soils Group (HSG) rating of D. Myatt fine sandy loam is located over most of the northern and eastern sides of the site and is considered poorly drained with an HSG rating of B/D. Nevark and Remlick soils are located at the southwest side of the site through the bottom and side slopes of the main drainage channel and the ditch at the south property line. This soil type is considered moderately well drained with an HSG rating of D. Slagle fine sandy loam is located at the southwest corner of the upland area at the confluence of the main channel and the southern ditch. This soil type is considered moderately well drained with an HSG rating of C. Yemassee fine sandy loam is located in the upland areas at the south side of the site and is considered somewhat poorly drained with an HSG rating of B/D. The soils in the upland areas to be developed have a low to moderate potential for shrink-swell, and the soils through the drainage channels have a moderate to high potential for shrink swell. Please see the accompanying *Custom Soil Resource Report for Isle of Wight County, Virginia, Bridge Point Commons* for soils information about this site.



**Proposed Conditions**

It is proposed to develop the site into a residential community with 147 single family attached townhome units with public streets, and areas reserved for stormwater management. The remaining commercial parcel at the north end of the site will be reserved for future development and will be accessible from the proposed road into the site. The site will be designed to comply with all applicable state and local stormwater regulations during the development of the site and after final stabilization has been achieved. All runoff will be directed to the proposed storm sewer system and to the stormwater management BMPs for treatment before being released downstream. Supporting calculations for the stormwater management are provided during final design.

Impacts to RPA areas or RPA buffers will be minimized to the greatest extent possible. Anticipated clearing through the RPA buffer and near the existing wetlands is limited to that required for installation of the BMP outfalls. Impacts to the 0.22 acres of isolated freshwater wetlands at the northeast side of the site are anticipated. Impacts to the ephemeral stream at the west end of the northern drainage ditch will be minimized to the greatest extent possible and a permit will be required for any impacts to the existing stream. Mitigation measures will be implemented to all applicable state and local standards to address the wetland and RPA impacts. The proposed BMPs will be utilized for water quality and quantity control in accordance with all applicable state and local regulations.

**Stormwater Management**

The stormwater management for this site will consist of Water Quality and Water Quantity controls based on the current VA Stormwater Regulations at the time of final design. Water quality regulations are being revised on July 1, 2024 and the new regulations will be utilized.

The Water Quality Compliance calculations utilize the newly updated Virginia Runoff Reduction Method New Development spreadsheet (Version 4.1) in accordance with 9VAC25-870-65. We are anticipating that compliance with requirements will be met through the use of Wet Ponds, Bioretention Areas, Grass Channels, and/or Extended Detention BMPs.

The primary BMP for the development will be a Level 2 Wet Pond (coastal plain) BMP located at the southwest corner of the site where the ditch along the southern property line drains into the main channel at the west side of the site. The placement of the wet pond was selected for its proximity to an adequate outfall at the deepest and widest part of the existing channel. At this location, the channel is approximately 16 feet deep and 100 feet wide. This will allow the normal pool elevation of the wet pond to be far enough below the elevation of the surrounding land to allow the proposed storm sewer to drain and to provide storage for stormwater detention. Wet pond BMPs are typically not sufficient to provide all of the required nutrient removal credit on their own. It is anticipated that additional BMPs upstream of the wet pond will need to be utilized to provide additional nutrient removal credit.

Available topo shows the main receiving channel at the north end of the site is approximately 6 feet deep. Therefore, stormwater management areas may be utilized at the north side of the site and may be constructed at a relatively shallow depth to the outfall pipe, such as extended detention basins or bioretention areas. Grass channel BMPs are well suited around the perimeter of the proposed development to provide moderate runoff reduction and pollutant removal and to prevent site runoff from flowing onto adjacent properties.

Water Quantity compliance for the site is met in accordance with 9VAC25-870-66, as follows:

**Channel protection (Section B)** will be achieved in accordance with subsection 3a. Natural stormwater conveyance systems. 'Energy Balance' Method.  $Q_{\text{Developed}} \leq I.F. * (Q_{\text{Pre-developed}} * RV_{\text{Pre-Developed}}) / RV_{\text{Developed}}$

Stormwater runoff from the site will be collected in the storm sewer system and directed to the BMPs to the greatest extent possible before being released downstream to the natural receiving channel at a peak flow rate that is less than what is allowed by the energy balance equation.

**Flood protection (Section C)** will be achieved in accordance with subsection 1. The point of discharge releases stormwater into a stormwater conveyance system that, following the land-disturbing activity, confines the postdevelopment peak flow rate from the 10-year 24-hour storm event within the stormwater conveyance system. It is expected the existing natural drainage channel is of sufficient width and depth to handle the peak discharge from the site for the 10-year storm without overtopping the banks of the channel. The proposed BMPs will be designed to detain and release water at a peak rate similar to the predevelopment condition. Drainage area to the existing channel stops just north of Route 17, so the existing channel receives little runoff from areas upstream of the site. The BMPs, storm sewer system and any open channels on site will be designed to handle the 10-year storm without flooding. The limit of analysis is on site at the bottom of the existing drainage channel located in Flood Zone AE.

#### **Additional Hydrogeological Assessments**

- (i) Disturbance or impacts to the tidal wetlands and RPA buffer will be minimized to the greatest extent possible. RPA impacts will be limited to the installation of stormwater outfall pipes. Impacts to the 0.22 acres of isolated freshwater wetlands at the north side of the site is anticipated and mitigation measures will be implemented.
- (ii) Stormwater BMPs will be constructed for stormwater management. The BMPs will be designed to treat and release storm runoff as required by the applicable standards. Disruption or reduction in the supply of water to the downstream wetlands and resources will be minimized to the greatest extent possible.
- (iii) It is anticipated that no disruption to existing hydrology including wetland and stream circulation patterns will be realized by this development.
- (iv) Final site design will balance cut and fill materials on-site as much as possible. A large amount of fill material for site development is not anticipated.
- (v) Dredging and likewise dumping of such material onsite will not be required for site development.
- (vi) No known shellfish beds, submerged aquatic vegetation, or fish spawning areas exist on site. The proposed BMPs will minimize any impact to these resources which likely exist downstream in the Chuckatuck River or the Lower James River.
- (vii) The BMPs will be designed to meet pollutant load removal requirements set forth in the proposed regulations taking effect July 1, 2024.
- (viii) It is expected the proposed impervious percent for the residential townhouse site will be approximately 65% and for the commercial site, the impervious cover will be approximately 85%. Surfacing materials will include the building roofs, asphalt paving, and concrete walks and curbing.
- (ix) As the majority of the usable portion of the site is currently cleared, minimal additional site clearing is expected except at the west end of the existing ditch at the north side of the site (0.65 acres).
- (x) It is expected to begin the project in late of 2024 or early 2025 and complete in a single phase to be open in fall of 2025.

- (xi) It is anticipated that permits required to complete this project will be required from: The Isle of Wight County and the Virginia DEQ.
- (xii) Proposed mitigation measures for potential hydrogeological impacts include implementing an Erosion and Sedimentation Control Plan completed by a Licensed Virginia PE, temporary construction and permanent stormwater management systems, and a site design to minimize cut and fill.

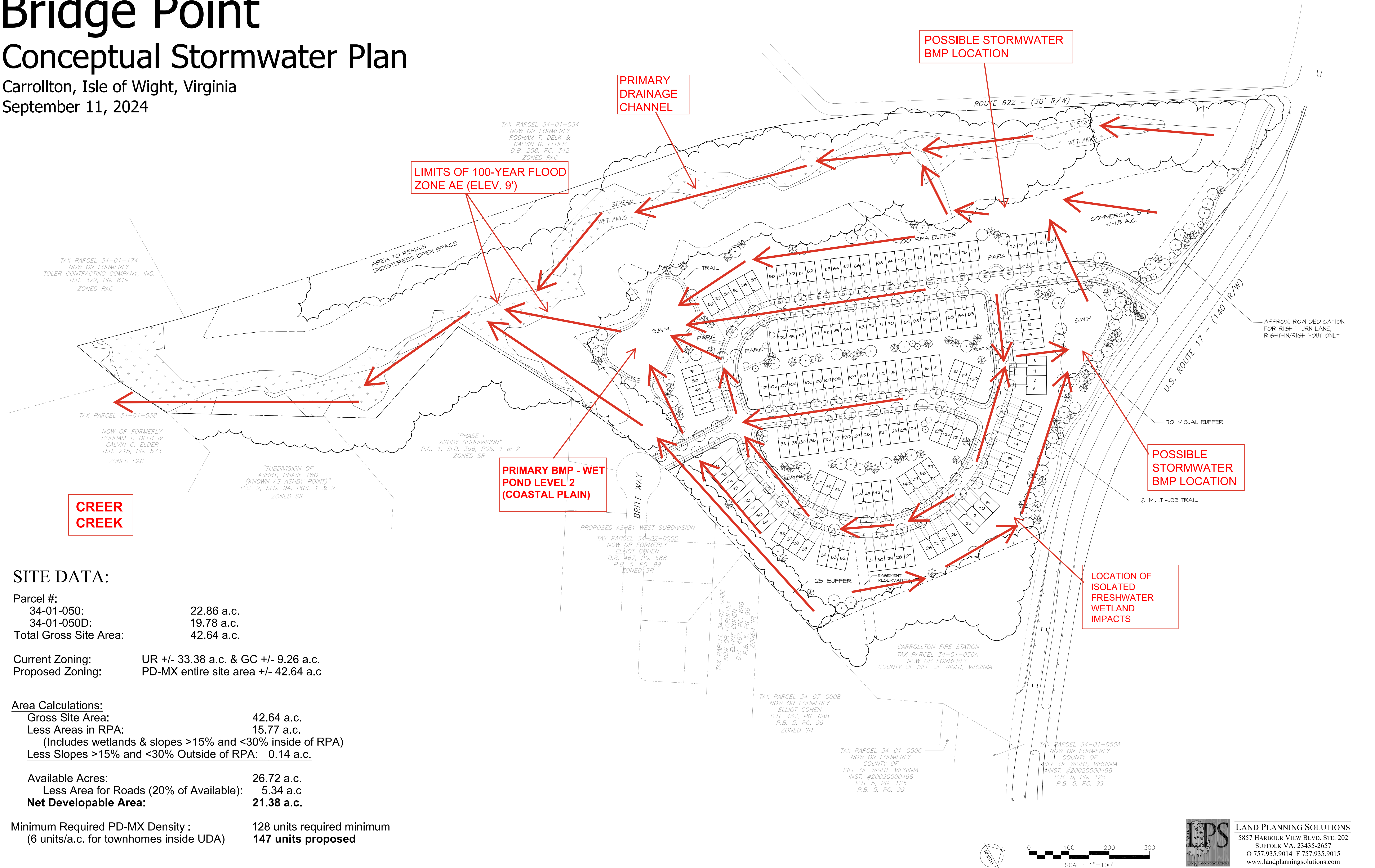
CONCEPTUAL STORMWATER  
PLAN



# Bridge Point

## Conceptual Stormwater Plan

Carrollton, Isle of Wight, Virginia  
September 11, 2024



### SITE DATA:

Parcel #:  
34-01-050: 22.86 a.c.  
34-01-050D: 19.78 a.c.  
Total Gross Site Area: 42.64 a.c.

Current Zoning: UR +/- 33.38 a.c. & GC +/- 9.26 a.c.  
Proposed Zoning: PD-MX entire site area +/- 42.64 a.c

Area Calculations:  
Gross Site Area: 42.64 a.c.  
Less Areas in RPA: 15.77 a.c.  
(Includes wetlands & slopes >15% and <30% inside of RPA)  
Less Slopes >15% and <30% Outside of RPA: 0.14 a.c.

Available Acres: 26.72 a.c.  
Less Area for Roads (20% of Available): 5.34 a.c.  
Net Developable Area: 21.38 a.c.

Minimum Required PD-MX Density : 128 units required minimum  
(6 units/a.c. for townhomes inside UDA) 147 units proposed



APPENDIX A

CUSTOM SOIL RESOURCE REPORT FOR  
ISLE OF WIGHT COUNTY, VIRGINIA  
BRIDGE POINT COMMONS



United States  
Department of  
Agriculture

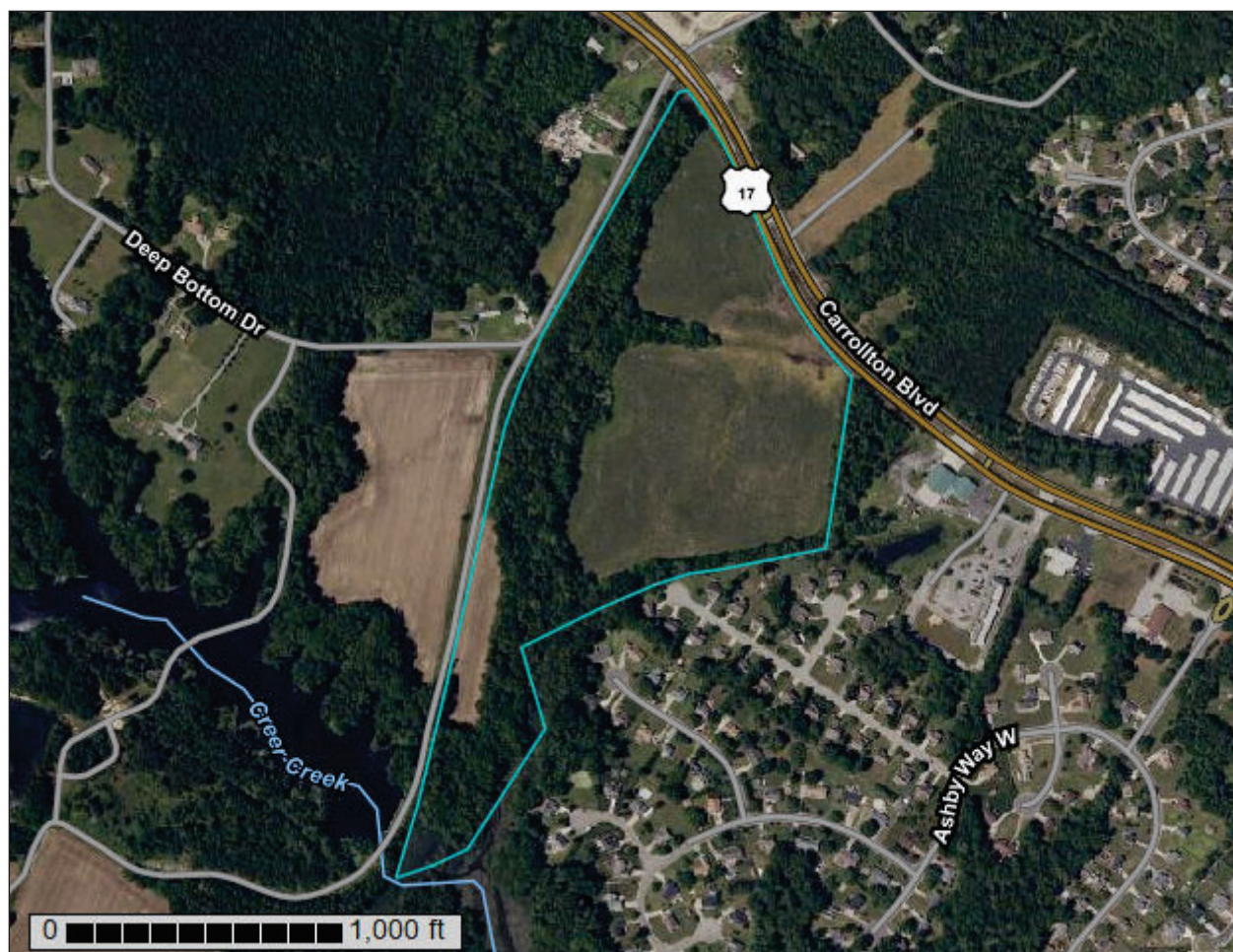
**NRCS**

Natural  
Resources  
Conservation  
Service

A product of the National  
Cooperative Soil Survey,  
a joint effort of the United  
States Department of  
Agriculture and other  
Federal agencies, State  
agencies including the  
Agricultural Experiment  
Stations, and local  
participants

# Custom Soil Resource Report for Isle of Wight County, Virginia

## Bridge Point Commons



# Preface

---

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist ([http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2\\_053951](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951)).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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# How Soil Surveys Are Made

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Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

## Custom Soil Resource Report

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

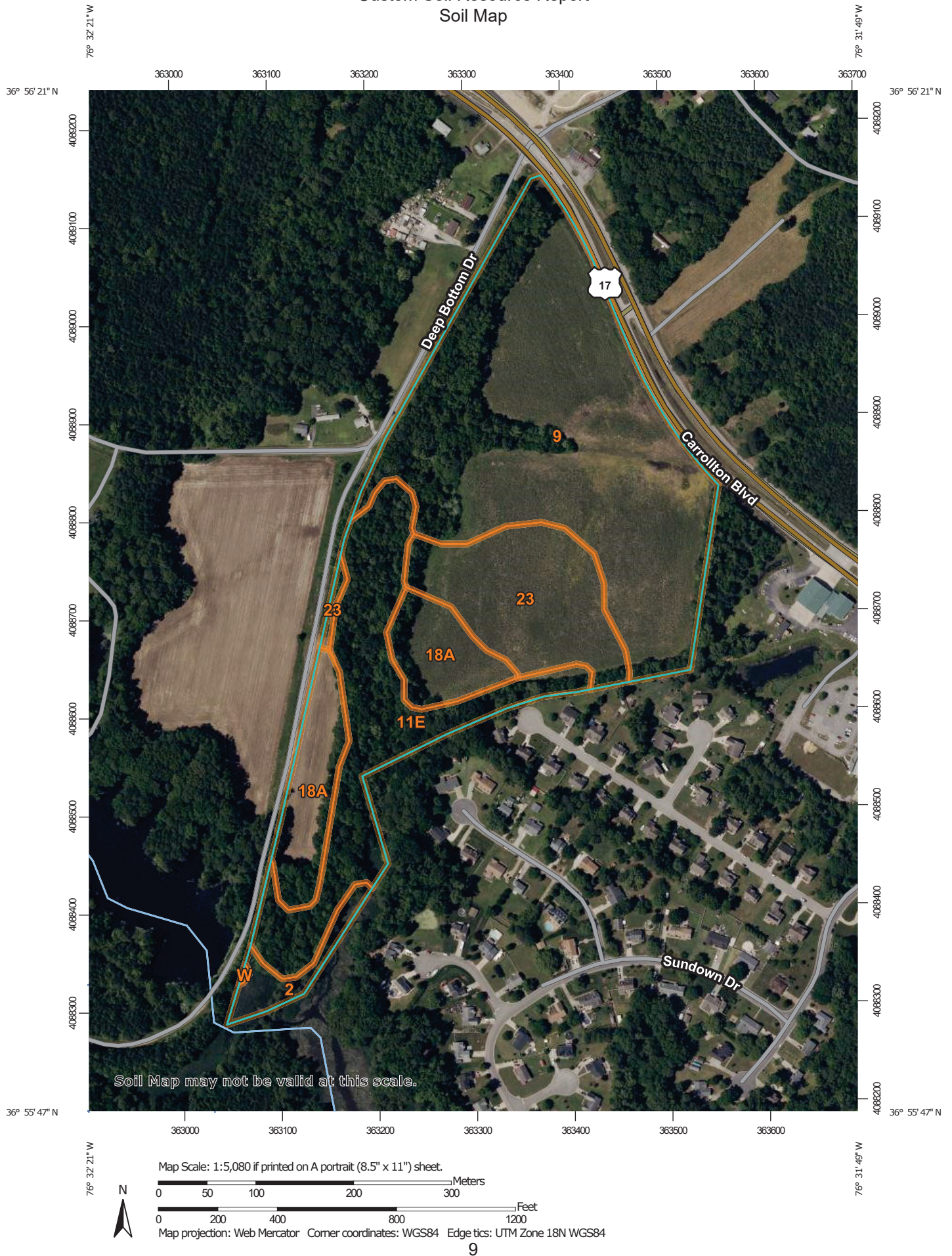
# Soil Map

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The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.




# Custom Soil Resource Report Soil Map



## MAP LEGEND

### Area of Interest (AOI)

 Area of Interest (AOI)


### Soils


 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features

 Blowout

 Borrow Pit

 Clay Spot

 Closed Depression

 Gravel Pit

 Gravelly Spot


 Landfill

 Lava Flow

 Marsh or swamp


 Mine or Quarry

 Miscellaneous Water


 Perennial Water

 Rock Outcrop


 Saline Spot

 Sandy Spot

 Severely Eroded Spot

 Sinkhole

 Slide or Slip

 Sodic Spot


 Spoil Area

 Stony Spot


 Very Stony Spot

 Wet Spot

 Other

 Special Line Features

### Water Features

 Streams and Canals

### Transportation

 Rails


 Interstate Highways

 US Routes

 Major Roads

 Local Roads

### Background

 Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Isle of Wight County, Virginia  
Survey Area Data: Version 19, Sep 5, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 18, 2022—May 31, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.



## Map Unit Legend

| Map Unit Symbol                    | Map Unit Name                                    | Acres in AOI | Percent of AOI |
|------------------------------------|--|--------------|----------------|
| 2                                  | Bohicket silty clay loam                         | 1.1          | 2.6%           |
| 9                                  | Myatt fine sandy loam                            | 21.6         | 50.7%          |
| 11E                                | Nevarc and Remlik soils, 15 to 35 percent slopes | 8.6          | 20.1%          |
| 18A                                | Slagle fine sandy loam, 0 to 2 percent slopes    | 5.2          | 12.2%          |
| 23                                 | Yemassee fine sandy loam                         | 6.1          | 14.4%          |
| W                                  | Water  | 0.0          | 0.1%           |
| <b>Totals for Area of Interest</b> |  | <b>42.7</b>  | <b>100.0%</b>  |

## Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

## Isle of Wight County, Virginia

### 2—Bohicket silty clay loam

#### Map Unit Setting

*National map unit symbol:* 4051  
*Elevation:* 0 feet  
*Mean annual precipitation:* 43 to 53 inches  
*Mean annual air temperature:* 66 to 73 degrees F  
*Frost-free period:* 165 to 260 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Bohicket and similar soils:* 85 percent  
*Minor components:* 7 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Bohicket

##### Setting

*Landform:* Salt marshes  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Parent material:* Loamy marine deposits

##### Typical profile

*H1 - 0 to 11 inches:* silty clay loam  
*H2 - 11 to 60 inches:* silty clay

##### Properties and qualities

*Slope:* 0 to 1 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Very poorly drained  
*Runoff class:* Negligible  
*Capacity of the most limiting layer to transmit water (Ksat):* Very low to moderately low (0.00 to 0.06 in/hr)  
*Depth to water table:* About 0 inches  
*Frequency of flooding:* Very frequent  
*Frequency of ponding:* Frequent  
*Maximum salinity:* Very slightly saline to strongly saline (2.0 to 16.0 mmhos/cm)  
*Sodium adsorption ratio, maximum:* 25.0  
*Available water supply, 0 to 60 inches:* Very low (about 2.4 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 8w  
*Hydrologic Soil Group:* D  
*Ecological site:* R153BY130NC - Tidal Marsh on Mineral Soil  
*Hydric soil rating:* Yes

#### Minor Components

##### Rappahannock

*Percent of map unit:* 7 percent  
*Landform:* Salt marshes

*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Ecological site:* R153BY140NC - Tidal Marsh on Organic Soil  
*Hydric soil rating:* Yes

## 9—Myatt fine sandy loam

### Map Unit Setting

*National map unit symbol:* 405g  
*Elevation:* 0 to 100 feet  
*Mean annual precipitation:* 43 to 53 inches  
*Mean annual air temperature:* 66 to 73 degrees F  
*Frost-free period:* 165 to 260 days  
*Farmland classification:* Prime farmland if drained

### Map Unit Composition

*Myatt and similar soils:* 90 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Myatt

#### Setting

*Landform:* Marine terraces  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Concave  
*Across-slope shape:* Concave  
*Parent material:* Loamy marine deposits

#### Typical profile

*H1 - 0 to 15 inches:* fine sandy loam  
*H2 - 15 to 51 inches:* sandy clay loam  
*H3 - 51 to 60 inches:* sandy clay loam

#### Properties and qualities

*Slope:* 0 to 2 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Poorly drained  
*Runoff class:* Very high  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.20 to 1.98 in/hr)  
*Depth to water table:* About 0 to 12 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* High (about 9.5 inches)

#### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 4w  
*Hydrologic Soil Group:* B/D

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*Ecological site:* F153AY060NC - Wet Loamy Flats and Depressions,  
F153BY060NC - Wet Loamy Flats and Depressions  
*Hydric soil rating:* Yes

### 11E—Nevarc and Remlik soils, 15 to 35 percent slopes

#### Map Unit Setting

*National map unit symbol:* 404k  
*Elevation:* 10 to 300 feet  
*Mean annual precipitation:* 43 to 53 inches  
*Mean annual air temperature:* 66 to 73 degrees F  
*Frost-free period:* 165 to 260 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Nevarc and similar soils:* 45 percent  
*Remlik and similar soils:* 35 percent  
*Minor components:* 5 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Nevarc

##### Setting

*Landform:* Marine terraces  
*Landform position (three-dimensional):* Riser  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Loamy marine deposits

##### Typical profile

*H1 - 0 to 4 inches:* silt loam  
*H2 - 4 to 57 inches:* clay loam  
*H3 - 57 to 64 inches:* sandy clay loam

##### Properties and qualities

*Slope:* 15 to 35 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Moderately well drained  
*Runoff class:* High  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately low to moderately high (0.06 to 0.20 in/hr)  
*Depth to water table:* About 18 to 36 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.2 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 7e  
*Hydrologic Soil Group:* D  
*Ecological site:* F153AY045NC - Moist Clay Rises and Flats, F153BY045NC - Moist Clay Rises and Flats

*Hydric soil rating:* No

## **Description of Remlik**

### **Setting**

*Landform:* Marine terraces  
*Landform position (three-dimensional):* Riser  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Loamy marine deposits

### **Typical profile**

*H1 - 0 to 28 inches:* loamy sand  
*H2 - 28 to 52 inches:* sandy clay loam  
*H3 - 52 to 60 inches:* loamy sand

### **Properties and qualities**

*Slope:* 15 to 35 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Well drained  
*Runoff class:* Medium  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.57 to 5.95 in/hr)  
*Depth to water table:* About 48 to 72 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 6.1 inches)

### **Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 7e  
*Hydrologic Soil Group:* A  
*Ecological site:* F153BY030NC - Dry Loamy Rises and Flats, F153AY030NC - Dry  
Loamy Rises and Flats  
*Hydric soil rating:* No

## **Minor Components**

### **Nawney**

*Percent of map unit:* 5 percent  
*Landform:* Flood plains  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Ecological site:* F153BY090NC - Flooded Mineral Soil Floodplains and Terraces,  
F153AY090NC - Flooded Mineral Soil Floodplains and Terraces  
*Hydric soil rating:* Yes

## 18A—Slagle fine sandy loam, 0 to 2 percent slopes

### Map Unit Setting

*National map unit symbol:* 404v  
*Elevation:* 50 to 350 feet  
*Mean annual precipitation:* 43 to 53 inches  
*Mean annual air temperature:* 66 to 73 degrees F  
*Frost-free period:* 165 to 260 days  
*Farmland classification:* All areas are prime farmland

### Map Unit Composition

*Slagle and similar soils:* 85 percent  
*Minor components:* 9 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Slagle

#### Setting

*Landform:* Marine terraces  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Loamy marine deposits

#### Typical profile

*H1 - 0 to 13 inches:* fine sandy loam  
*H2 - 13 to 25 inches:* sandy clay loam  
*H3 - 25 to 60 inches:* sandy clay loam

#### Properties and qualities

*Slope:* 0 to 2 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Moderately well drained  
*Runoff class:* Low  
*Capacity of the most limiting layer to transmit water (Ksat):* Very low to moderately high (0.00 to 0.57 in/hr)  
*Depth to water table:* About 18 to 36 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.5 inches)

#### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 2w  
*Hydrologic Soil Group:* C  
*Ecological site:* F153AY040NC - Moist Loamy Rises and Flats, F153BY040NC - Moist Loamy Rises and Flats  
*Hydric soil rating:* No

## Minor Components

### Kinston

*Percent of map unit:* 7 percent

*Landform:* Flood plains

*Landform position (three-dimensional):* Tread

*Down-slope shape:* Linear

*Across-slope shape:* Linear

*Ecological site:* F153BY090NC - Flooded Mineral Soil Floodplains and Terraces,

F153AY090NC - Flooded Mineral Soil Floodplains and Terraces

*Hydric soil rating:* Yes

### Nawney

*Percent of map unit:* 2 percent

*Landform:* Flood plains

*Landform position (three-dimensional):* Tread

*Down-slope shape:* Linear

*Across-slope shape:* Linear

*Ecological site:* F153BY090NC - Flooded Mineral Soil Floodplains and Terraces,

F153AY090NC - Flooded Mineral Soil Floodplains and Terraces

*Hydric soil rating:* Yes

## 23—Yemassee fine sandy loam

### Map Unit Setting

*National map unit symbol:* 4056

*Elevation:* 0 to 40 feet

*Mean annual precipitation:* 43 to 53 inches

*Mean annual air temperature:* 66 to 73 degrees F

*Frost-free period:* 165 to 260 days

*Farmland classification:* Prime farmland if drained

### Map Unit Composition

*Yemassee and similar soils:* 85 percent

*Minor components:* 7 percent

*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Yemassee

#### Setting

*Landform:* Marine terraces

*Landform position (three-dimensional):* Tread

*Down-slope shape:* Convex

*Across-slope shape:* Convex

*Parent material:* Loamy marine deposits

#### Typical profile

*H1 - 0 to 10 inches:* fine sandy loam

*H2 - 10 to 52 inches:* sandy clay loam

*H3 - 52 to 60 inches:* fine sandy loam



**Properties and qualities**

*Slope:* 0 to 2 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Somewhat poorly drained  
*Runoff class:* Very high  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.57 to 1.98 in/hr)  
*Depth to water table:* About 12 to 18 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.3 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 2w  
*Hydrologic Soil Group:* B/D  
*Ecological site:* F153AY040NC - Moist Loamy Rises and Flats, F153BY040NC -  
Moist Loamy Rises and Flats  
*Hydric soil rating:* No

**Minor Components**

**Myatt**

*Percent of map unit:* 7 percent  
*Landform:* Marine terraces  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Concave  
*Across-slope shape:* Concave  
*Ecological site:* F153AY060NC - Wet Loamy Flats and Depressions,  
F153BY060NC - Wet Loamy Flats and Depressions  
*Hydric soil rating:* Yes

**W—Water**

**Map Unit Setting**

*National map unit symbol:* 405h  
*Mean annual precipitation:* 43 to 53 inches  
*Mean annual air temperature:* 66 to 73 degrees F  
*Frost-free period:* 165 to 260 days  
*Farmland classification:* Not prime farmland

**Map Unit Composition**

*Water:* 100 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

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# Bridge Point Neighborhood Plan Book



Carrollton, VA  
March 24, 2025  
Allied Properties

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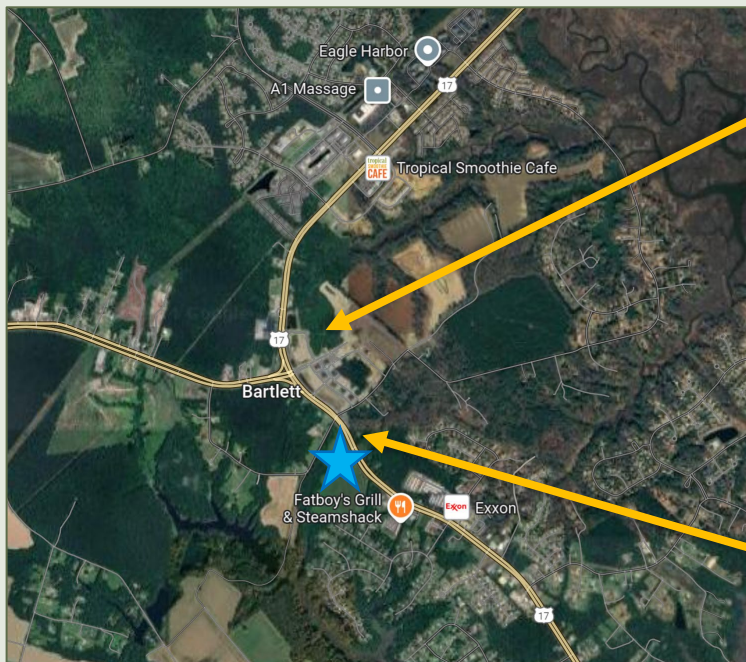
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# Community Narrative

The Bridge Point site is located about one quarter mile south of the Route 17/Brewers Neck Blvd intersection in Carrollton, VA. The property is bounded by Deep Bottom Drive (Route 662) to the northwest, Carrollton Boulevard (Route 17) to the northeast, the Carrollton Fire Station to the southeast, and single-family homes to the southwest. The Isle of Wight County 2020 Comprehensive Plan designates this property as part of the Mixed-Use Development zone within the Newport Development Service District, one the county's three focused growth areas.

The property is currently zoned for 350 total units with 33.4 acres designated as UR, Urban Residential, and 9.2 acres designated GC, General Commercial. A townhome community comprised of 147 homes and a commercial parcel at the site's entrance along Route 17 are being proposed with this current application. This proposal is less than half the density and intensity of the current zoning in place. This project will provide additional housing choices in a growing portion of the county and support the larger, mixed-use center being constructed to the north known as Bartlett Station. In addition, the project will create an appropriate transition in land uses from Route 17 to the Ashby single-family neighborhood to the southwest.



Publix at Barlett Station by others



Bridge Point neighborhood entry



# Conceptual Master Plan

The Conceptual Master Plan was designed to preserve the existing environmental features on-site and create a harmonious transition from Route 17 to the Ashby neighborhood to the southwest. The main stormwater management pond was placed adjacent to the existing drainage channel along the northern property boundary where it then outfalls to Creer Creek. A secondary pond is intended along Route 17 as a buffer behind the townhomes.

The street system includes an outer loop road with homes backing up to the forested areas and two interior blocks that form an interconnected, walkable neighborhood. The +/-1.5-acre commercial site is positioned at the entrance where it has excellent visibility along the corridor and is within walking distance for the residents. A total of fifty percent of the entire site will be devoted to open space, forty percent will be utilized for residential uses, and ten percent will be utilized for commercial use.

## Bridge Point Conceptual Master Plan

Isle of Wight, Virginia  
January 8, 2025





# Open Space Plan

Bridge Point will feature several pocket parks, trails, seating areas and landscape buffers to create an aesthetically pleasing community as shown on the Open Space Plan. Residents will be welcomed at the entrance by a high-quality stone entry sign, median, and decorative plantings. The community association will be responsible for maintaining these areas, such as mowing, pruning, and clearing trash and debris.



## Bridge Point Open Space Plan

Isle of Wight, Virginia  
January 8, 2025





# Frontage Improvements

A 70' visual landscape buffer inclusive of an 8' multi-use trail will be constructed parallel to Route 17. This will offer a pedestrian and bike connection north towards Bartlett Station.

Existing Streetscape:



Proposed Streetscape:



An attractive stone entry sign and plantings will welcome residents to the community.



# Residential Design

Building design guidelines seek to create a distinct yet coherent architecture that will foster a unique identity for Bridge Point and form the backdrop to a rich street level experience. These guidelines will significantly help distinguish the community, help define its character and eventually raise its value in the marketplace. The following set of principles will be applied to each of the buildings, irrespective of its use or location.

1. Build in the tradition of simple yet elegant designs. Building architecture and elevations promote a more contemporary nature through use of simple unifying roof and window lines and careful selection of materials. The building aesthetic should emerge from elevation components and building details rather than from mere ornamentation.
2. Use traditional, high quality and durable materials throughout the community. When walls are constructed of more than one material, changes in material shall be permitted along a horizontal or vertical line and should reinforce a base, middle and top for the building. Building walls shall be of one or more of the following materials:
  - Brick- A variety of traditional brick colors and modules and bonding variations are encouraged.
  - Stone- Natural stone and stone veneer are permitted and shall be laid predominantly rectilinear stones in a horizontal pattern. Cast stone shall be permitted as sills, headers and accents.
  - Siding- High-quality vinyl or its equivalent is the prescribed siding material where brick or stone is not utilized. A maximum of 80% vinyl siding is permitted. Aluminum siding is not permitted. A variance in color and texture is encouraged.



3. Emphasize main entries of each home regardless of elevation. The main entrance to each home should be easily identifiable from the main travel ways through use of materials and forms.



# Residential Design Continued

**Single Family Attached (SFA) Highly Visible Lots (HV)**  
Lots on prominent corners will be designated as High Vis or “HV” lots. These prominent corners will be defined as those fronting on multiple public rights of way, the subdivision entrance road or those that directly border any of the defined recreation areas. These lots will be required to have upgraded architectural features on the visible facades. Features to be included on these lots are outlined below:

**Features Encouraged:**

Storm shutters, trimmed windows, gable vents, and gable trim



**Minimum Lot Size:**

Interior Lot: 2,400 square feet

Exterior Lot: 3,200 square feet

**Maximum Number of Stories: 2**

**Setbacks:**

- Front yard: 18.5' minimum – Sufficient to accommodate a parking space (Not to include right of way or sidewalk).
- Side yard: 0' for interior units, 8' for end units; 16' minimum building separation between buildings.
- Rear yard: 20' minimum
- Encroachments: Front porches will be allowed to encroach up to 3'.





# Commercial Design



## Commercial Setbacks:

Front: 70' along Route 17

Corner: 15'

Side: 10'

Rear: 10' from RPA

**Floor Area Ratio:** 50% of net developable commercial area or 26,136 square feet

**Maximum Stories:** 2

**Example Uses:** In-line or standalone office, retail, medical, restaurant, among others.



## Building Materials:

For facades visible to the public right-of-way - One or more of the following: Brick, Decorative Block, Stone, Stucco, Natural wood siding, Cementitious siding, or similar equivalent approved by the Zoning Administrator. Vinyl is permitted for use as trim material only.

## Building Features:

A prominent pedestrian entryway facing Route 17 and/or the neighborhood entry road. Variations in roof lines or canopies.



## Landscape & Lighting:

Foundation plantings, parking lot trees, and others in accordance with the County's landscape standards. Pedestrian-scale lighting.





# Fencing & Landscaping



## Fences

Fences will be permitted in accordance with the guidelines below and the County Code.

- Fence material shall be vinyl.
- Vinyl fencing must be white and non-glossy
- Maximum fence height shall be six (6) feet.
- For end units side yard fencing shall not extend beyond the middle point of the house forward.
- Corner lot fencing layout shall be reviewed on a case-by-case basis, and must meet the minimum County ordinance requirements, to determine the appropriate fence location.
- No front yard fencing shall be allowed.
- Fencing shall not be used to satisfy upgraded architectural requirements.

## Landscaping

Individual lot landscaping and screening add value and assist in creating an attractive streetscape. The following guidelines shall be considered:

- Foundation plantings must be included on every house once constructed.
- Corner lots or high visibility lots shall have landscape buffers to screen sides of houses from the street.
- Lots that back to other lots shall include landscaping at the rear of the property to create a visual screen between adjacent lots. Buffers shall be located outside of drainage and utility easements.



CULTURAL RESOURCES, INC.

**A PHASE IA CULTURAL RESOURCES ASSESSMENT OF  
APPROXIMATELY 45 ACRES AT THE BROWN-JOLLEY-BROWN  
PROPERTY IN ISLE OF WIGHT COUNTY, VIRGINIA**

**DRAFT REPORT**

**Prepared for:**

**Associated Contracting Services, Inc.  
3303 Airline Boulevard, Suite 1F  
Portsmouth, VA 23701**

**Prepared By:**

**Cultural Resources, Inc.  
2200 Colonial Avenue, Suite 26  
Norfolk, VA 23517  
(757) 626-0558**

**April 2007**

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**Prepared by:**

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## ABSTRACT

In April 2007, Cultural Resources, Inc. (CRI) conducted a cultural resource assessment of an approximately 45.6-acre tract of land located in Isle of Wight County, Virginia. The study area is located in Carrollton, southeast of the intersection of Route 17 and Deep Bottom Road. The project area consists of mostly fallow fields with wooded boundaries and wooded areas surrounding a tributary from Creer Creek that runs along the entire west side of the property. The majority of the project area consists of agriculture fields which have not been planted in the last four to five years.

This Phase IA cultural resources assessment was conducted at the request of Brown-Jolley-Brown, LLC. A Phase IA assessment report will not completely satisfy state or federal regulatory requirements for a Phase I-level cultural resources identification survey, but it does allow clients to quickly review the nature and scope of previously identified and possible cultural resource issues associated with a potential undertaking. The goal of the assessment fieldwork was to determine the nature of the soils and topography of the study area, as well as to provide information on previously identified cultural resources such as prehistoric sites, historic domestic farmsteads, gravesites, standing structures, or military encampment areas present within the bounds of the study area. This effort also identifies areas of high and low potential for cultural resources within the tract and has been developed to serve as a possible planning tool for proposed development within the study area. Determinations of high and low potential were based upon soil properties, drainage, and topography as well as observations made in the field.

To facilitate systematic testing, factors such as slope, soils, and water are examined, allowing the study area to be classified in zones of varying probability for the location of archaeological remains. The total study area consisted of 45.6 acres. The total area classified as retaining a low potential for archaeological resources is 13.6 acres and is limited to the designated wetland areas, and related soils and slopes. The total area classified as retaining a high potential for archaeological resources is 32.0 acres. These high probability areas contain non-eroded soils and slopes of 10 percent or less.

Should additional archaeological survey of the 45.6-acre parcel be required to fulfill regulatory requirements, CRI recommends that a Phase I survey be conducted within 100% those portions of the project area that offer high potential for archaeological sites (32.0 acres), and 10% of low probability areas (1.6 acres). Any future Phase I-level testing should incorporate the results of the predictive model developed for the study area and more specifically the development area. Testing of the APE, based upon a predictive model, typically includes 100 percent of the high potential areas included within the APE, and 10 percent of the low potential areas included within the APE to verify the validity of the predictive model. Comprehensive Phase I testing, following the specific strategies outlined above, will serve to identify any unknown prehistoric and/or historic archaeological sites located within an APE associated with a proposed undertaking. The size of an APE is highly variable, and is dependent upon the nature of various potential impacts and effects associated with a proposed undertaking. Phase I testing will also aid in the evaluation of previously identified cultural resources located within the study area.

through the definition of resource boundaries, temporal associations, possible functions, and potential eligibility for listing in the NRHP.

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## I. INTRODUCTION

In April 2007, Cultural Resources, Inc. (CRI) conducted a cultural resources assessment of an approximately 45.6-acre tract of land located in Isle of Wight County, Virginia. The study area is in Carrollton at the intersection of Route 17 and Deep Bottom Road and consists of mostly fallow fields with wooded boundaries and wooded areas surrounding a tributary from Creer Creek (Figure 1). The former agriculture fields have not been planted in four to five years.

This Phase IA cultural resources assessment was conducted at the request of Brown-Jolley-Brown, LLC. A Phase IA assessment report will not completely satisfy state or federal regulatory requirements for a Phase I-level cultural resources identification survey, but it does allow clients to quickly review the nature and scope of previously identified and possible cultural resource issues associated with a potential undertaking. The goal of the assessment fieldwork was to determine the nature of the soils and topography of the study area, as well as to provide information on previously identified cultural resources such as prehistoric sites, historic domestic farmsteads, gravesites, standing structures, or military encampment areas present within the bounds of the study area. The assessment included a walkover of the property with limited shovel testing as well as archival research designed to identify previously recorded resources in the vicinity of the study area and provide a cultural framework for the project. This effort also identifies areas of high and low potential for cultural resources within the tract and has been developed to serve as a possible planning tool for proposed development within the study area. Determinations of high and low potential were based upon soil properties, drainage, and topography as well as observations made in the field.

The CRI Principal Investigators directing this survey and preparing the report meet the professional qualification standards of the Department of the Interior (48 FR 44738-9). The archaeological fieldwork component of these investigations conform to the qualifications specified in the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (Federal Register 48:44716-44742, September 29, 1983) and the *Guidelines For Conducting Cultural Resource Survey In Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (48 FR 44742, September 29, 1983) 1999, rev. 2000 promulgated by the Virginia Department of Historic Resources (VDHR).

Principal Investigator Aimee J. Leithoff oversaw the general course of the project, prepared the research strategy, and co-authored the report. Project Archaeologist Kevin Goodrich conducted the reconnaissance survey and co-authored the report. Kyle Spencer prepared the graphics for the report. Ms Dizon assisted in report production.



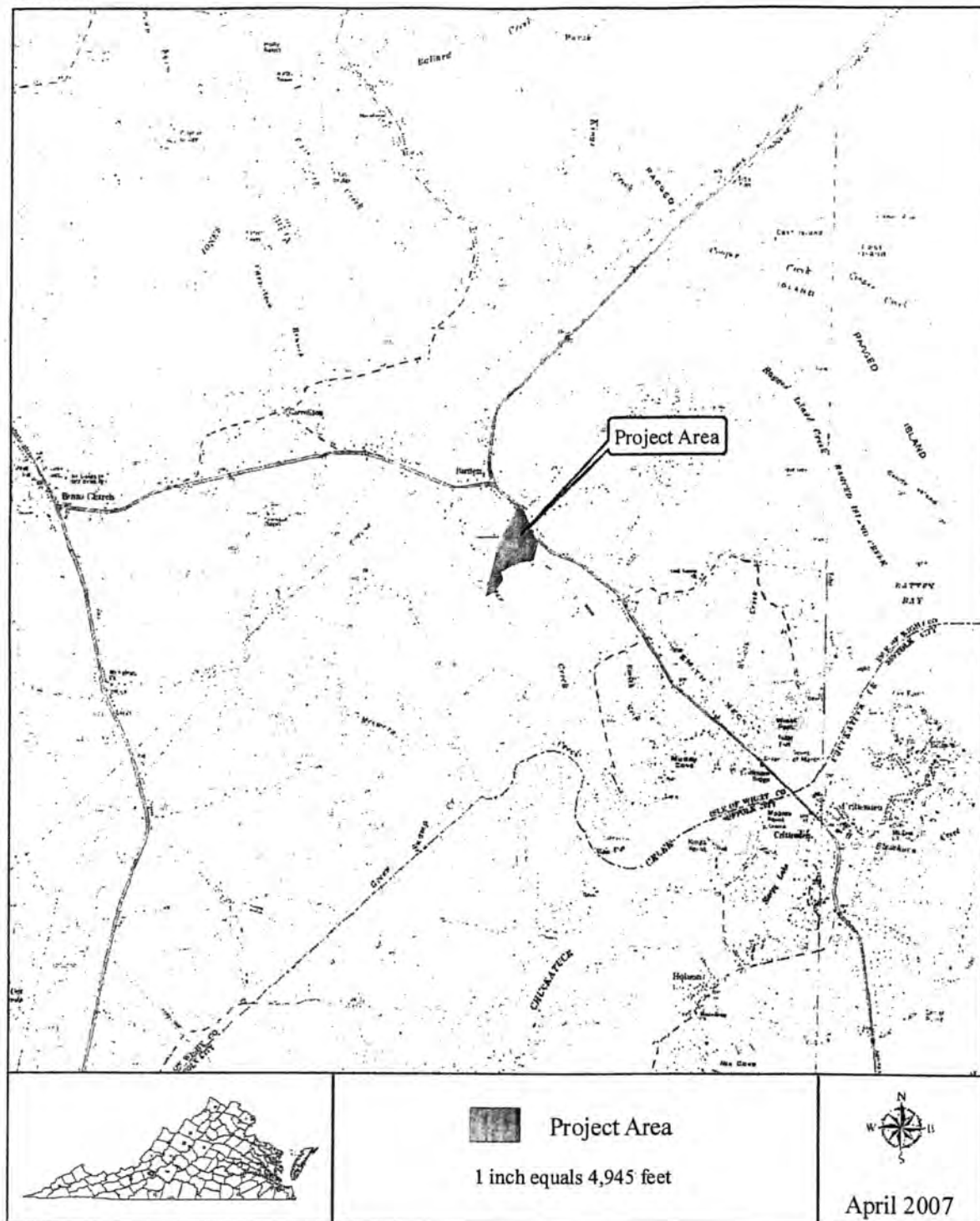


Figure 1. Detail of Benns Church, VA USGS Quadrangle  
Depicting the Location of the Survey Area Boundary (USGS).



## **II. PHYSICAL AND ENVIRONMENTAL SETTING**

### **Physical Description and Environmental Setting**

The study area is located in northeastern Isle of Wight County which is in the embayed section of the Coastal Plain of Virginia (Kitchel et al. 1986). The Virginia Coastal Plain is an area of low elevation and low relief characterized by narrow well-drained ridges, broad, poorly drained flats, and marine coastal areas. Elevations in Isle of Wight County range from sea level along the James River to approximately 97 feet above mean sea level (AMSL), and the current project area is near 20 feet AMSL. The elevation of the study area ranges from 5-feet along Creer Creek to 20 feet along the eastern boundary.

The project area consists of mostly fallow fields with wooded boundaries and wooded areas surrounding a tributary from Creer Creek. The former agriculture fields have not been planted in four to five years.

### **Geology and Topography**

The current project area located in the uplands is underlain by pebbly to bouldery clayey sand of the Sedgefield Member (Kitchel et al. 1986, Rader and Evans 1993). The Sedgefield Member is characterized by pebbly to bouldery, clayey sand and fine to medium, shelly sand that grades upward into sandy and clayey silt. The unit represents surficial deposits to river-and coast-parallel plains with altitude of 20-30 feet and is bounded on landward side by the Suffolk and Harpersville scarps (Rader and Evans 1993).

### **Hydrology**

Creer Creek runs along the western edge of the project area and drains into Brewers Creek. Brewers Creek, in turn, drains into Chuckatuck Creek, a tributary of the James River.

### **Soil Morphology**

Soils in the project area primarily belong to the Myatt-Yemassee-Slagle association with fine sandy loam composing the fallow fields and Nevarc/ Remlik silt loam along the creek and creek banks. Soils in the Myatt-Yemassee-Slagle association tend to be moderately well drained to somewhat to poorly drained and are generally found on broad flats and along shallow drainages, depressions, toe slopes, and side slopes. Four main soil types were identified within the project area (Figure 2). Soil 9 is Myatt fine sandy loam that is nearly level to gently sloping, very deep, and poorly drained. Soil 18A is Slagle fine sandy loam that is nearly level, very deep, moderately well drained soil. Soil 23 is a Yemassee fine sandy loam that is nearly level to gently sloping, very deep, somewhat poorly drained soil (Soil Survey 2007). Soil 11E is Nevarc and Remlik soils that is moderately steep to steep, very deep, moderately well drained to well-drained.



Figure 2. Soil Types within the Project Area.

Brown ACS Phase IA  
Isle of Wight County, Virginia



April 2007

## Natural Resources

Prior to the modern era, the historic landscape in the area was comprised of a mosaic of open farm fields and large tracts of hardwood and pine forests, as it still is today. In the historic period, much of the woodland areas were cleared for cultivation. As soils eroded and fertility rates decreased, many areas were allowed to return to woodland (Kitchel et al. 1986). Portions of the project area are wooded with young pines.

A wide variety of native wildlife species still prosper in the upland and riverine setting, and are typical of the mid-Atlantic region. The most common terrestrial wildlife in the area today includes deer, turkey, fox, raccoon, opossum, squirrel, rabbit, weasel, and groundhog. Amphibians and reptiles such as snakes, lizards, salamanders, frogs, and turtles are found throughout the property. Numerous species of wild songbirds nest in the area, while birds of prey and waterfowl are commonly seen.

The lack of intensive modern development in this portion of Isle of Wight County has allowed the continuation of only slightly-altered original natural settings that were utilized by prehistoric native populations and colonial settlers. The prehistoric landscape and early colonial landscape was very similar, although comprised of more hardwoods and fewer conifers. The available animal species also were more diverse centuries ago, and game animals such as buffalo, eastern elk, and predators such as wolves and bears were once common to the area. Thus, today's natural environment in this portion of the county is little-changed from the past ecology of the area.



### III. CULTURAL CONTEXT

The following section provides the prehistoric and historic background research with the goal of establishing the appropriate cultural context for the study area as defined by the Secretary of the Interior's *Standards and Guidelines* for Archaeology and Historic Preservation and the Virginia Department of Historic Resources' *How to use Historic Contexts in Virginia: A Guide for Survey, Registration, Protection, and Treatment Projects* (VDHR 1992).

#### **Pre-Clovis (?-13,000 B.C.)**

The 1927 discovery, at Folsom, New Mexico, of a fluted point in the ribs of an extinct species of bison proved that ancient North Americans had immigrated during the Pleistocene. It did not, however, establish the precise timing of the arrival of humans in the Americas, nor did it adequately resolve questions about the lifestyle of those societies (Meltzer 1988: 2-3). Recent discoveries imply that humans occupied the Americas, including Virginia, prior to the appearance of Clovis fluted points in the archaeological record. Both the stratigraphic record and the radiocarbon assays from the recently excavated Cactus Hill site in Sussex County suggest the possibility of human occupation of Virginia well before the fluted point makers appeared on the scene (McAvoy and McAvoy 1997). Buried strata at the Cactus Hill Site, in Sussex County, Virginia, have returned radiocarbon dates of 15,000 years ago from sandy strata situated below levels containing fluted points (McAvoy and McAvoy 1997: 165).

Fieldworkers excavated through levels containing Paleoindian cherts and fluted points, where McAvoy's team encountered artifacts and charcoal separated from the Paleoindian level by 3-4" of sterile sands. Subsequent fieldwork confirmed the presence of artifact-bearing strata located between 3" and 8" below the fluted-point levels. The artifacts recovered from the sub-fluted-point levels present a striking contrast with the tool kit relied on by Paleoindians. Rather than relying on extensively finished chert knives, scraping tools, and spear points, the pre-Clovis peoples used a different but highly-refined stone technology. Prismatic blade-like flakes of quartzite, chipped from specially prepared cobbles and lightly worked along one side to produce a sharp edge, compose the majority of the stone cutting and scraping tools. Sandstone grinding and abrading tools, possibly indicating production of wood and bone tools, also occurred in significant numbers in the deepest artifact-bearing strata. Because these tools do not possess unique characteristics which immediately identify them as dating to the Pleistocene, archaeologists must recognize the possibility that 15,000-year old sites have been overlooked for years.

#### **Paleoindian Period (12,000 – 8000 B.C.)**

The Paleoindian period, is thought to have begun in North America by approximately 12,000 B.C. (Anderson and Sassaman 1996). Artifacts most often associated with this period are fluted points (such as the Clovis and Cumberland types) which are rarely found in stratified contexts (Justice 1987). Population densities were low during the Paleoindian period and people lived in small, mobile groups. Paleoindians were

primarily hunter-gatherers who collected wild foods and may have hunted large herd animals such as caribou, in addition to deer, elk, moose, and a variety of small game species (Turner 1989; Boyd 1989).

Less than 75 Paleoindian sites have been identified in Virginia with less than 20 documented in the Coastal Plain (Turner 1989). Stratified sites containing Paleoindian components in Virginia include the Williamson site, Thunderbird and Fifty Sites of the Flint Run Complex, and the more recently excavated Slade North and Fannin sites (Barber and Barfield 1989; Gardner 1974, 1977; Carr 1975; McAvoy 1992; McAvoy and McAvoy 1997). Concentrations of fluted points associated with this period have been associated with local outcrops of chert, jasper, and chalcedony as well as with the regions generally dominated by the oak-hickory forest and the northern hardwood forests. It appears that the Paleoindians in Virginia resided in an area that would have been rich in floral, faunal, and lithic materials (Turner 1989). The current consensus from researchers in the Eastern United State is that Paleoindian subsistence was characterized by a more balanced hunting economy; one based on the exploitation of migratory game such as caribou, and supplemented by foraged plant and animal species (Fitting 1965; Johnson 1996; Ritchie and Funk 1973).

Several projectile point types are characteristic of the Paleoindian period in Virginia and include Clovis, Mid-Paleo, Dalton, Hardaway, and Hardaway-Dalton (Barber and Barfield 1989). The Paleoindian tool kit includes scrapers, gravers, wedges, hammerstones, and abraders in addition to the fluted point (Gardner 1989). These artifacts are frequently made of high-quality lithic materials such as quartz crystals, jasper, chert, chalcedony, and varieties of Carolina Slate. The likelihood of finding Paleoindian sites in the vicinity of the project area is low.

#### **Archaic Period (8000 - 1200 B.C.)**

The beginning of the Archaic Period generally coincides with the end of the Pleistocene epoch, marked in the region by a climatic shift from a moist, cool period to a warmer, dryer climate. Vegetation also changed at this time from a largely boreal forest setting to a mixed coniferous-deciduous forest. In eastern Virginia, a temperate climate was established and the formation of the Chesapeake estuary began (Dent 1995:147). Increasing differences in seasonal availability of resources brought on by post-Pleistocene changes are thought to coincide with increasing emphasis on strategies of seasonally geared mobility.

Warmer temperatures resulting in the retreat of the glaciers and a subsequent rise in sea levels characterized the Early Archaic period. Although the preference for high-quality lithic resources continued, the Early Archaic also marked the introduction of a variety of new lithic materials including greenstone, quartzite and more predominantly quartz, which were available on a regional scale. The fluted points of the Paleoindian period were replaced with smaller projectile points that were notched or stemmed to facilitate hafting, and with blades that often exhibited serrated edges. Diagnostic points of the Early Archaic include Kirk Stemmed and Notched, Palmer Corner-Notched, Fort

Nottoway, Kessell, Charleston, and Amos (Custer 1990). Points with serrated blade edges and either bifurcated bases or straight stems, such as Kirk Stemmed-Serrated points, are present at the end of the Early Archaic.

Archaic populations are thought to have organized social groups of 20 to 30 individuals (band-level social organization) with settlement patterns characterized by frequent seasonal movements within well-defined territories corresponding to the seasonal availability of resources and, in some instances, shorter-interval movements. Settlement during the Archaic Period probably involved the occupation of relatively large regions by single band-sized groups living in base camps during part of the year and dispersing as necessary on an as-needed or seasonal basis, creating smaller microband camps, possibly consisting of no more than single families (Griffin 1952, Anderson and Hanson 1998, Ward and Davis 1999).

This period also witnessed the introduction of a ground stone tool technology which included implements such as mortars, pestles and nutting stones, presumably for processing gathered foods. Chenopods, amaranth, hickory nuts, butternut and possibly acorns have been recovered from the Crane Point site on the Eastern Shore (Lowery and Custer 1990). Early Archaic technology in the Coastal Plain of Virginia is well represented in Sussex County, at the Slade and Fannin sites (Egloff and McAvoy 1990:71). For example, a ground stone adz, possibly the earliest ground stone artifact recovered from a stratified context in the Coastal Plain, was recovered at the Fannin Site (Custer 1990).

The Middle Archaic, ca. 6,500-ca. 3,000 BC sees the rise of various stemmed projectile point forms. In this area of southeastern Virginia, the most common Middle Archaic forms would be Stanly, Morrow Mountain and Guilford types, followed by the side-notched Halifax type at the end of the period and the transition into the Late Archaic between ca. 3,500-3,000 B. C. The Middle Archaic tool assemblage included few formal tools: spear points, atlatl weights, and axes. The majority of the tools used appear to be expedient tools, flakes removed from larger cobbles or cores, used for scraping or cutting and then discarded (Blanton and Sassaman 1989:64, Claggett and Cable 1982, Ward and Davis 1999). This expedient tool assemblage is thought to be a result of the Climatic Optimum (6,000 B.C.-2,000 B.C.), a warmer and drier climate that became less predictable and required the Archaic peoples to adapt to the changing climates and move to where the resources were available (Wendland and Bryson 1974, Claggett and Cable 1982, Ward and Davis 1999).

At the Slade Site in the Coastal Plain, Stanly projectile points were the most commonly associated Middle Archaic projectile points. Carbonized hickory nuts were also present in Middle Archaic contexts at this site, found under a mortar and dated 5470 +/- 160 B.C. (McAvoy 1988). Morrow Mountain I, Morrow Mountain II and Guilford projectile points were also recovered from the Slade site (Egloff and McAvoy 1990:72-73). This site appears to have a similar artifact assemblage to those of the North Carolina Gaston, Doerschuk, and Hardaway sites originally recorded by Coe (1964), as well as the Virginia Coastal Plain Cactus Hill Site, recorded by McAvoy (1997).



The population increase from the Early to Middle Archaic periods continues throughout the Late Archaic, thus the Late Archaic appear to be one of the most studied area of Native American history; however, the crux of the matter lies in the fact the environment was optimal for site preservation. Klein and Klatka (1991:65) suggest that the archaeological record is biased toward the Late Archaic due to the paleo-climatic change. The Late Archaic continues to be a model of hunter-gatherer subsistence (egalitarian and highly-mobile bands) with increase in plant processing and the beginnings of shellfish exploitation. The tool kits of the Late Archaic began to include more artifact categories than the Early or Middle Archaic, including continued use of axes and ground stone celts and the introduction of mortar and pestles, and notched cobbles (net-sinkers). Other ground stone stools associated with the Late Archaic include polished atlatl weights and grooved axes. A variety of narrow blade side-notched projectile points also characterize the lithic tool assemblage of the Late Archaic in Coastal Virginia. These include the Halifax, Vernon, Bare Island/Lackawaxen, and other points. Also, the Late Archaic or Transitional Period is associated with broad-bladed projectile points and knives belonging to a complex known as "Savannah River" (Coe 1964:123-124). The use of soapstone vessels for he food storage and possibly cooking are also a marker of the Late Archaic (Custer 1988, Klein and Klatka 1991, Klein 1997, Klein et al. 1998, Mouer 1991).

Selection of lithic materials during this time shows an increased reliance on locally available resources. The best data for this comes from Steponaitis' (1987) survey of the Patuxent River system, which suggests mobility decreased over time. More than half of Early and Middle Archaic points were made from rhyolite, chert, or argillite; during the Late Archaic, this decreases to 12 percent. Klein and Klatka (1991) caution, however, that "lithic evidence for the movement of social groups over broad areas is never strong" and these numbers could represent post-depositional effects more than group mobility.

Late Archaic groups became more sedentary as their reliance on seasonal floral resources increased. Evidence for storage of foods such as squash, nuts, and goosefoot appears in the Late Archaic Southeast (Steponaitis 1986:374). The increased use of floodplain settings documented elsewhere during the Late Archaic also occurred in Coastal Virginia (Klein and Klatka 1991; Steponaitis 1986). These increasingly sedentary groups also became more reliant on fishing and other riverine resources as evidenced by the appearance of steatite net-sinkers, shell middens, and fish weirs at some Late Archaic sites (Dent 1995:184-185).

Late Archaic settlement in the Coastal Plain is not well-understood because of a lack of sites. Mouer (1991) suggests that a rise in sea level may account for this; i.e., it destroyed larger settlements along the coast, but he does note that the existing evidence suggests that settlements were not located there during this period. Within the interior Coastal Plain, some site concentrations are seen on the Chickahominy and James Rivers. Halifax sites in this region are located rather evenly in both upland and riverine areas. Mouer (1991:10) suggests that Late Archaic adaptations in the Coastal Plain were more



generalized than during earlier periods, and may be due to the patchy and seasonal resource distribution in this area.

Klein and Klatka (1991), using data from three different studies along the Coastal Plain (Potter 1982; Steponaitis 1987; Turner 1976), show a movement toward increased utilization of estuarine resources during the Late Archaic and Early Woodland periods. This pattern is not confined to the Virginia Coastal Plain. It is seen along the entire Atlantic Coast region, and it has been suggested (Braun 1974; Claassen 1986; Snow 1980) that it is indicative of an increase in shellfish exploitation and anadromous fish post-3000 B.C. This was also very likely related to the stabilization of sea levels during the Late Archaic, resulting in favorable conditions for the development of estuarine habitats. The proximity of the project area to both the Suffolk and Hapersville scarps as well as Creer Creek and Brewers Creek to the south of the project area may indicate a moderate probability for identifying sites of the Archaic period.

#### **Woodland Period (1200 B.C. - A.D. 1600)**

The Woodland Period is characterized by ceramic technology, a gradually developing dependence on horticulture, and increased sedentism. Although some early agriculture was probably practiced, the diet of Early Woodland inhabitants of Eastern North America was probably similar to those of Late Archaic peoples. The cultivation of plants including goosefoot, sumpweed, maygrass, and knotweed continued, as did a general increase in sedentism first seen during the Late Archaic (Steponaitis 1986:379).

Three subperiods (Early, Middle, and Late Woodland) have been designated, based primarily on stylistic and technological changes in ceramic and projectile point types as well as settlement patterns. All researchers do not agree upon the temporal brackets for Early and Middle Woodland in Virginia. The most widely used temporal scheme in the Middle Atlantic region at present (Early Woodland, ca. 1200 B.C.-ca. 500 B.C.; Middle Woodland, ca. 500 B. C. - ca. A.D. 900), was initially formulated by Gardner (1982) and elaborated on by others, based on both artifact styles and settlement shifts.

Early Woodland ceramic technology in the Virginia Coastal Plain is represented by two types of clay or sherd tempered, flat-bottomed pottery known as Croaker Landing Pottery and Moysenec Wares. The Croaker Landing and Moysenec wares have been lumped into an Early Woodland category known as the McCary Complex by Mouer (1991:52,53). This complex is best represented around the Portsmouth and Dismal Swamp areas of the Tidewater Region. Lithic tool types associated with the Early Woodland include a small Savannah River type, Potts corner-notched, Yadkin eared and other "fishtail"-like points, and the square-stemmed Calvert points (Dent 1995:227-228). The use of subterranean features such as storage pits, refuse pits, and cooking hearths is also associated with the Early Woodland Period.

During the Middle Woodland, there is a decrease in the number of sites along smaller streams and an increase in sites along major trunk streams and estuaries. Shellfish, anadromous and resident fishes, deer, waterfowl, and turkey are among the important

fauna in the Middle Woodland diet. Analysis of remains gathered from excavations at the Maycock's Point site have shown the importance of aquatic resources including fish, shellfish, and plants in the James River estuary system during the Middle Woodland Period (Opperman 1992). Various nuts, amaranth, and chenopod seeds also appear to be important during this period. These items were probably harvested intensively and often stored for long periods of time.

Perhaps the most significant data gathered from the Middle Woodland period in the Coastal Plain comes from the analysis of ceramics. Ceramic assemblages gathered from the Coastal Plain point to a division between early Middle Woodland (Middle Woodland I [500 B.C. - 200 A.D.]) and late Middle Woodland (Middle Woodland II [200 A.D. - 900 A.D.]). These differences are best represented north of the James River in the Coastal Plain where Popes Creek and Prince George wares (sand/grit- and pebble-tempered respectively) dominate Middle Woodland I assemblages, and Mockley wares (shell-tempered) dominate Middle Woodland II assemblages (Egloff and Potter 1982; Blanton 1992; Opperman 1992).

Extremely important for the Middle Woodland Period in the Inner Coastal Plain Region has been Mouer's et al. (1986) creation of the Chesterfield and Varina ceramic types. The Chesterfield type is considered an outgrowth of the sand-tempered, net-impressed Popes Creek type and is apparently contemporaneous with Prince George ceramics. These wares, and others such as Bailey Creek, are subdivisions of Evans' (1955) Stony Creek type. Chesterfield Ware has been radiocarbon dated to A.D. 335 +/- 85. Varina Ware has coarse sand and crushed rock tempering and is most frequently net-impressed. Varina Ware has been radiocarbon-dated to A.D. 250-480 +/- 60 (Mouer et al. 1986).

Also relevant to this region are sand-tempered ceramic types that occur in the northern Coastal Plain of North Carolina. Mount Pleasant pottery is a sand-tempered ware with varying amounts of grit and pebble-sized particles (Ward and Davis 1999:203). Decorations include fabric impressed, cord-marked, net impressed, and smoothed; incising is present on some smoothed vessel surfaces. The Mount Pleasant phase began around 300 B.C. and the latest radiocarbon dates fall at A.D. 800 (Eastman 1994a). This pottery type has been found in the same area as Mockley Ware sherds from the Virginia coast, so it is possible that it may be found in the Virginia coastal plain region.

Middle Woodland lithic tool assemblages include Fox Creek, Jack's Reef, and Pee Dee Pentagonal point types. There also appears to be resurgence in the use of nonlocal lithic raw materials during the Middle Woodland period. Additional Middle Woodland tools include bifaces of varying shapes, a variety of bone tools, sandstone abraders, shell pendants and gorgets, polished stone gorgets, celts, and mats woven of *Juncus* (black needle-rush marsh) grass (Phelps 1983:33; Dent 1995:239,240). The Great Neck Site (44VB7) and the Addington Site (44VB9) are both good examples of Middle Woodland (and Late Woodland) sites in the Hampton Roads area. Numerous pit features and evidence of spring, summer, and fall occupations occur at these sites (Geier et al. 1986). Remains of maize, hickory nut, walnut, acorn, grape and huckleberry have been recovered from the Middle Woodland occupation at the Great Neck Site (Gardner 1990).

The Late Woodland period is marked by an intensified use of cultivated plants, particularly maize. Various beans and squashes were also being used consistently during the Late Woodland. This dependence on agriculture was tied to socio-economic systems that were in place at the time of European contact and probably extended several centuries before contact. Carbonized remains of maize, squash, gourd, hickory nut, walnut, acorn, grape, huckleberry, persimmon, blueberry, blackgum, and amaranth have been recovered from Late Woodland associations at the Great Neck site (Gardner 1990). European accounts describe a heavy reliance on slash-and-burn agricultural methods (Turner 1992:106). However, despite this supposed dependence on cultigens, only nine sites report such remains in the region (Turner 1992:107). This may be due, in part, to recovery methods: greater numbers of cultigens have been found at Coastal Plain sites where water screening and flotation methods were used, as opposed to traditional dry screening. Also, as Turner (1992:108) points out, post-depositional processes in the coastal plain, such as soil acidity and percolation conditions may be obscuring cultigens from the archaeological record. However, if maize and other cultigens were truly not common during the Late Woodland period, knowing the processes under which the Powhatan chiefdom emerged without maize agriculture would be "theoretically important for studies on the evolution of chiefdoms" (Turner 1992:108). The role of abundant aquatic resources available in the estuarine environment also cannot be overlooked, and may account for the possible decreased dependence on maize. In addition to cultigens and shellfish, Late Woodland peoples throughout the region continued to rely on large mammals, small mammals, and birds (Dent 1995:251) for their subsistence.

By the Late Woodland period, some degree of diversity can be seen among the ceramic material culture of inhabitants of the Virginia Coastal Plain. In part, this diversity can be marked by a difference between people south of the James River and people north of the James River. North of the James River, the shell-tempered, fabric impressed, incised and plain Townsend ware is common in the Late Woodland period. Potomac Creek ware, a sand/crushed quartz-tempered, cord-marked and plain ceramic is also widespread in the northern Virginia Coastal Plain, particularly by the end of the Late Woodland period (Turner 1992). Further south, along the North Carolina/Virginia border, the sand/crushed quartz-tempered and simple-stamped Gaston ware is common. Cashie and Branchville ceramics may be an outgrowth of this ceramic type. In the coastal area and along the lower James River, the Roanoke ware is more common in the Late Woodland period. This shell tempered, simple-stamped ceramic is more commonly found in the Tidewater region than the previously mentioned ceramics (Turner 1992:102-104).

Projectile points tend to be small triangular arrow points with some basal variations during the Late Woodland period. Examples of these points include the Gaston, Madison, Roanoke, and Clarksville triangular points. Holland (1955) created a projectile point seriation based on those available in the region at the time. He placed the smaller triangular points at the end of the Late Woodland period, based on similar studies done in neighboring states (Coe 1964; Ritchie 1961).

Trade becomes a more significant factor during the Late Woodland. As Turner (1992:105) states, it "presumably was a factor in the evolution of the Powhatan chiefdom as well as the less complex Nottoway and Meherrin societies to the south". In addition to the shell masks described above, steatite pipes found at the Hand site demonstrate trade with groups in the Virginia Piedmont. Copper also is found in small amounts across the region, although its originating source is west of the region. Of a less exotic nature, lithic raw material, not found along the coast, had to be traded into the region from areas to the west. Coastal Plain groups appear to have had goods to trade out of the region. At the Great Neck site, a possible shell bead workshop area was uncovered (Painter 1983, cited in Turner 1992:105).

Settlement during the Late Woodland period is markedly changed from that of the preceding Middle Woodland. Most prominently, the presence of palisaded villages is a distinguishing settlement characteristic. These emerge during the fifteenth and sixteenth centuries. In addition to palisaded villages, nucleated and dispersed non-palisaded villages, hamlets, and temporary camps are quite common in the region at this time. Although only nucleated villages were usually identified, more recent work by Potter (1982), Hodges (1986a, 1986b), and Opperman and Turner (1989, 1990) suggest that dispersed villages were present as well. The difficulty in identifying them archaeologically may have contributed to the low number of identified Powhatan settlements known from the 1612 map by John Smith (Turner 1992:110). Village settlement itself varied, but some sites show evidence of longhouses located adjacent to the palisade (Callahan 1985; Egloff and Turner 1984:37-39). Other sites, associated with the Weanocks and located in Prince George County, have uncovered short, oval structures.

Potter (1982) has isolated broad settlement pattern changes during the Late Woodland. During the beginning of this period, large village sites disappear, replaced by intermediate and some small sites. Potter (1982) interprets this as evidence of population dispersal, connected with the introduction and adoption of cultivation in the region. Groups may have been expanding to acquire more suitable arable land. During the second half of this period, there is a return to nucleated settlement. This return to congregation may signify increasing population and concomitant tensions resulting in warfare. The need for large numbers of quickly available warriors would have been a major reason to alter the settlement pattern.

Diagnostic artifacts of the Late Woodland period include several triangular projectile point styles that originated during the later part of the Middle Woodland period. These styles decreased in size through time, and eventually culminated in the very small and often serrated triangles typically found on the most recent Late Woodland and early contact period villages. Late Woodland period ceramics in the Isle of Wight County area include shell-tempered Townsend and Roanoke Simple Stamped types, along with plain-surfaced, shell-tempered variants. By the time of European contact, the most common pottery type in the vicinity appears to have been Roanoke Simple Stamped and plain variants.



The social organization of groups located along the coast during the Late Woodland is recognized as hierarchical, based primarily on historical documentation. This hierarchy was manifested most prominently by the Powhatan Confederacy of the sixteenth and seventeenth centuries. Its growth is documented, rising from six to nine districts in the middle to late sixteenth century, to comprising a total of 31 districts by 1607, with 13,000 persons and covering 16,500 square kilometers (Turner 1992). The fast rise of this paramount chiefdom, and the presence of multiple lower level chiefdoms within the confederacy where rank is not as well-defined, as well as the lack of monumental architecture such as mounds, makes archaeological identification of hierarchical rank difficult. There is archaeological evidence and historic documentation of the expansion of Powhatan by increased territoriality and warfare. However, the best archaeological indicator of rank in this region is seen in the mortuary practices.

At the time of European contact, the Tidewater region of the Virginia Coastal Plain was mostly inhabited by people of the Powhatan chiefdom. The people spoke the Algonquian language and were dispersed in villages and smaller sites along the estuary of the Chesapeake Bay. Some groups were direct components of the chiefdom, while others—usually those most distant—were at least allied in some manner with the paramount group (Rountree 1989:7).

Settlements dating to this time consist of both villages and small hamlets. Some villages were highly nucleated, while others were internally dispersed over a wide area. Some were completely fortified by circular or oval palisades, while others contained a fortified core area and outlying houses, indicating a rise in intergroup conflict. The more dispersed villages and hamlets were scattered over a wide area with indications of internally fluid settlement within a loosely defined town or village territory.

Drawings and journals of early European explorers describing Indian villages indicate that houses were constructed of an oval, rectanguloid or circular framework of flexible green sapling poles set in the ground, lashed together, and covered with thatch or bark mats. Burial sites of the period were situated in individual pits or in ossuaries. Such historical accounts are consistent with data obtained from archaeological excavations of Late Woodland to early historic village sites (Hodges and Hodges 1994). One previously recorded site 44IW0134 dates to the Woodland period and is located within a mile-radius of the project area. There is a moderate to high probability of finding Woodland Sites in the project area.

#### **Settlement to Society (1607-1750)**

In May 1607, a small group of Englishmen under the authority of the Virginia Company of London arrived at Jamestown Island, where they established the first permanent English settlement in the New World. English contact with Native Americans living in what is now Isle of Wight County occurred in 1608 when Captain John Smith purchased 20 bushels of corn from the Warrosquoyacke people. Smith and other early settlers made contact with the Warrosquoyacke on several occasions as their villages were located along the James River near Pagan Point (Boddie 1938). John Smith's 1612 Map (Figure

3) shows villages along the James and Nansemond Rivers. The Mattanock villiage site is depicted within the project vicinity.

The first English settlers in what is now Isle of Wight County included Captain Christopher Lawne, Sir Richard Worsley, Nathaniel Basse, and John Hobson. Soon after their arrival at Jamestown in April 1619, a settlement was established on the south shore of the James River at Lawne's Creek, near the current boundary between Isle of Wight and Surry counties (Morrison 1907). Lawne represented his plantation at the first meeting of the House of Burgesses in 1619 however, Lawne and most of the settlers on his plantation died within the year. After Lawne's death, the plantation was renamed Isle of Wight Plantation for the English island where a number of the early settlers were from (Morrison 1907).

Edward Bennett was granted a patent along the Pagan River in 1621, and was soon followed by Nathaniel Basse, who settled at "Basse's Choice." These Southside settlements were devastated and suffered the loss of 53 colonists the following year during the Powhatan uprising and massacre of 1622. Sir George Yeardley led a punitive expedition later in the year against the Warrosquoyackes and Nansemonds, which helped to open the south shore of the James to increasing settlement. In the 1623-1624 census, only 53 people lived at Warrosquoyacke as settlers were hesitant to return after the 1622 massacre (Boddie 1938, Morrison 1907).

When Virginia's first counties were created in 1634, Warrosquoyacke County encompassed Isle of Wight and was named one of the eight original shires (Hiden 1957). The name of the county was changed to Isle of Wight in 1637. Early settlement of the county centered around the James River's south shore and both the east and west shores of Pagan Creek and by 1635 the population of the county had reached 532. By 1642, the population had grown so much that the county was divided into two parishes and by 1658, the population had grown to nearly 2,019 people (Boddie 1938).

As early as 1632, The Old Brick Church, now known locally as Old Saint Lukes Church, was constructed. Though the exact date of construction is not known, a church was extant at least by 1638. A deed registering the conveyance of 100 acres to John Marshall references the church and that the parcel was bound by a deep swamp (Jones Creek) (King 1993). John Fulgham, also in 1638, deeded one acre of land to the Lower Parish vestry which was described as the land on which the church stood and that it was located near a deep swamp. This information further confirms the presence of the church in 1638 (King 1993). In addition to confirming the location of the Old Brick Church, these deeds also reference the "main road" which appears to generally follow the current course of Route 10 between Smithfield and Suffolk. There are few sites of this time period documented in the vicinity of the project area and it is unlikely that colonial period sites would be found in the project area. The colonial settlement of Isle of Wight County focused on the major rivers and especially along the James and Pagan rivers near Smithfield. Given the villiage site documented on the Smith Map there is a moderate to high possibility of finding a contact period Native American site within the project area.





Figure 3. Detail from John Smith's *Virginia Discovered and Described*. Depicting the Projected Approximate Vicinity of the Project Area (Library of Congress Geography and Maps Division).



## Colony to Nation (1750-1789)

Isle of Wight's economy in the second half of the eighteenth century still centered around tobacco cultivation, despite the fact that the Southside's sandy soils were never particularly conducive to growing it. Maps from the period (Figure 4-5) show no plantations in the project area vicinity. By the later years of the eighteenth century, however, Isle of Wight's farmers were beginning to diversify their crops and explore alternative products. Touring the Smithfield area in 1783, German visitor Johann David Schoeff commented that:

“...the coast is nearer here, one has passed the tobacco country proper, the plant not thriving on the poorer sandy soil of the region, but tobacco is brought hither from more distant parts; on the other hand, the extensive pine forests supply a different sort of produce, namely tar, pitch and turpentine, which with salted hog meat are the most important articles for export of this place” (King 1993: 194).

Isle of Wight County was the scene of several military actions during the seventeenth and eighteenth centuries. In 1676, the county was the scene of Bacon's Rebellion and during the Revolutionary War, British troops passed through the county (Morrison 1907). As with most other parts of Virginia, Isle of Wight's citizens' loyalties were divided, as revolution grew imminent in the 1770s. A considerable number of English and Scots immigrants resided in Isle of Wight, and when they left the county—willingly or not—their lands were considered escheated and sold to their more “patriotic” neighbors. A number of local men joined the Princess Anne District Battalion in 1775, and fought at Kempsville and Portsmouth. Later in the war, Isle of Wight men served in the 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> companies of the 4<sup>th</sup> Virginia Regiment of Foot. No major battles were fought in Isle of Wight during the War of Independence (Figure 5), though British Lt. Col. Banastre Tarleton led a raid against the Isle of Wight courthouse in Smithfield in 1781. Tarleton succeeded in damaging the building, however, the court records were not lost to the attack, as they had recently been removed and hidden (King 1993: 60-65).

The Pitt-Blackwell-Turner House (046-5238) dates to ca 1750 and is located within a one-mile radius of the project area. Given that the historic maps show no plantations within the vicinity of the project area, but there is a house that dates to the period within a mile of the project area there is a low-moderate probability of finding sites that date to this period within the project area.

## Early National Period (1789-1830)

The first federal census of 1790 recorded that Isle of Wight County had a total population of 9,028, including 4,786 (53 percent) whites, 3,867 (43 percent) black slaves, and 375 (4 percent) free blacks. The total population of Isle of Wight grew little between 1790 and 1830, when county residents numbered 10,517. The number of free blacks, however, increased more than 300 percent over this same period (King 1993).



Figure 4. Detail of A Map of the Inhabited Part of Virginia, Containing the Whole Province of Maryland with Part of Pensilvania, New Jersey and North Carolina Depicting the Study Area Vicinity (Fry and Jefferson 1755).

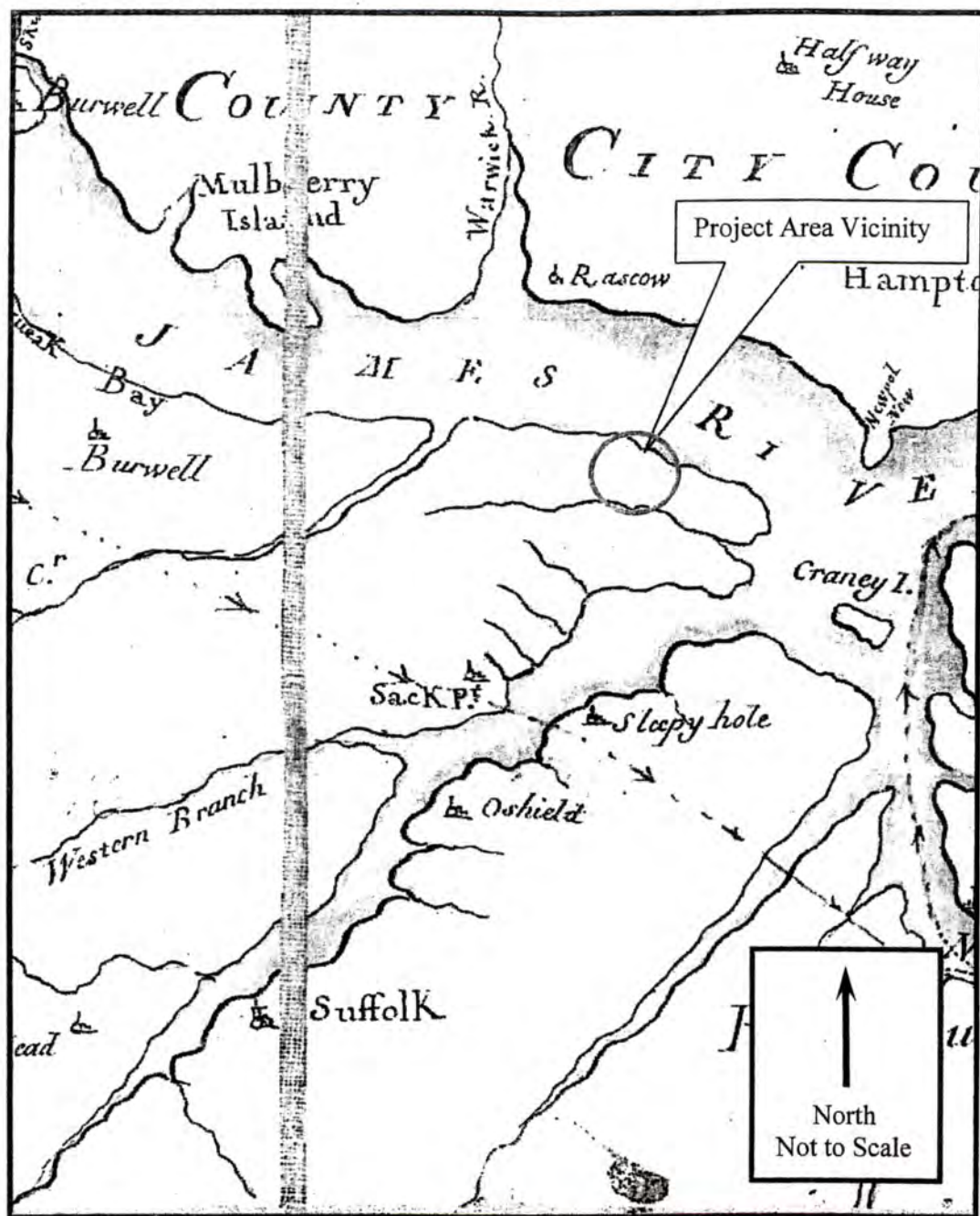


Figure 5. Detail of *Campagne en Virginie du Major General m'is de LaFayette*: ou se trouvent les camps et marches, ainsy que ceux de Lietenant General Lord Cornwallis en 1781/ par le Major Capitaine, aide de camp du G'l LaFayette (Chesnoy 1781).



During this period, Isle of Wight made the transition from an economy predominantly reliant upon tobacco as the cash crop to one characterized by diversified farming and the exploitation of the county's timber resources. The most important local products now included wheat, corn, oats, Irish potatoes, sweet potatoes, peas, beans, hogs, and forest products. By the 1830s, Isle of Wight farmers were also growing enough cotton to support two local factories (King 1993). Maps from the period (Figure 6) show no plantations within the project area.

It was during this period that another landmark in Isle of Wight County, Benns Church, was established. The Methodist congregation formed in 1789 and it became known as

Benns Church in the early nineteenth century. George Benn, in his will of 1813, left the land on which the church stood to the Methodist Convention. The building currently on the property was not constructed, however, until 1924.

### **Antebellum Period (1830-1860)**

From 1830 to 1860, the population of Isle of Wight County remained virtually constant at around 5,000 inhabitants. Slavery was not as important to the county's social and economic makeup as in other Tidewater counties in the antebellum period, and Isle of Wight was also home to a significant number of free slaves before Emancipation. By 1860, there were 1,370 free blacks residing in the county; together they held 2,965 acres of land, a modest average of 44.25 acres per adult male (King 1993).

### **Civil War (1861-1865)**

Isle of Wight County's economy had never been heavily oriented toward slave labor, and many of its citizens questioned the wisdom of fighting a sectional conflict to protect what they perceived to be the interests of large slave owners. However, when war was finally declared, many Isle of Wight men willingly took up arms to defend the Confederacy, some joining the Surry Light Artillery Company, and others the Isle of Wight Grays, which became Company D of the 16<sup>th</sup> Virginia Infantry Regiment (King 1993).

When Federal Major General Benjamin Butler seized Newport News in May, 1861, Confederate General Robert E. Lee quickly realized the threat posed to Suffolk, an important junction of the Southside railroad lines connecting the port of Norfolk with Petersburg and Richmond. Immediately Lee ordered local commander Brigadier General Benjamin Huger to strengthen the region's defenses, and to erect or expand a number of fortifications along the Nansemond River and the south side of the James River in Isle of Wight County. Two 1864 maps of Isle of Wight County drafted under the authority of Confederate Chief of Engineers J. F. Gilmer depict an unnamed artillery battery behind Ragged Island, on the south side of Ragged Island Creek. This battery was likely one of the defensive works built under Huger's command in 1861 and early 1862. On May 14, 1862, several Federal gunboats came up the James, and fired on Fort Boykin, an important Southside fortification located on Burwell's Bay, several miles west of Smithfield. Overwhelmed by the longer range of the Union guns, the Confederate

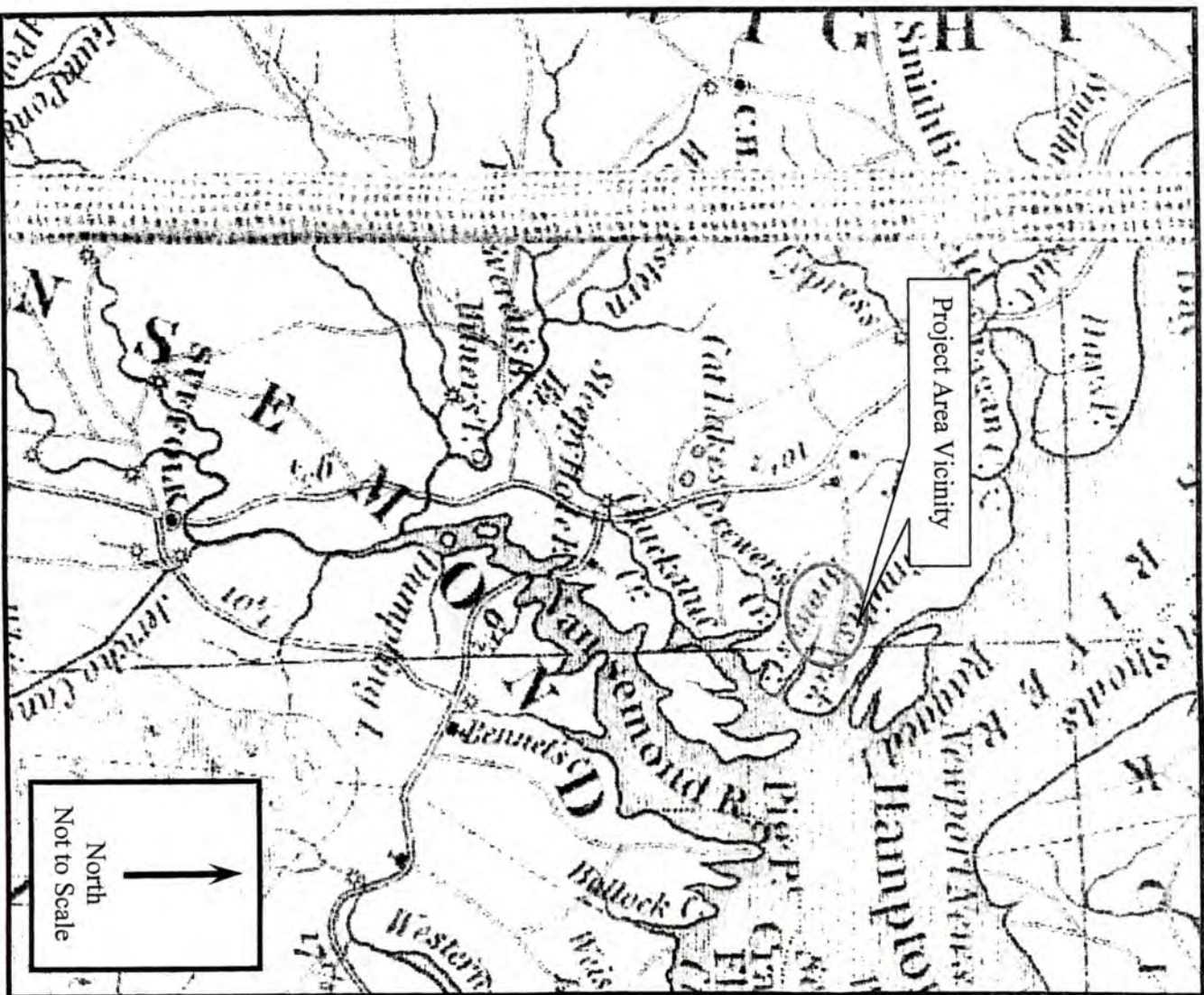


Figure 6. Detail of A Map of the State of Virginia (Boye 1827).

defenders of Fort Boykin abandoned the defenses, destroying their guns and the fort's buildings in the process. After this engagement, Huger withdrew his forces from the Southside forts, and it is likely that the battery near Ragged Island was abandoned by late May 1862 (Cormier 1989, King 1993).

Isle of Wight County saw few direct military engagements during the course of the war, the most significant being the Battle of Smithfield of January 31-February 1, 1864, in which a minor Union assault against the town was repulsed by its Confederate defenders. Living in a sort of no-man's-land, Isle of Wight's citizens were harried by frequent Federal cavalry raids, which frequently resulted in the appropriation of supplies and the destruction of property. An 1864 resolution of the county's justices succinctly outlined the hardships faced by Isle of Wight citizens during the war years:

"Whereas on account of the exposed condition of the county, being beyond the lines of the Confederate Army and subject to frequent and destructive raids of the enemy and the difficult and embarrassed communication with other sections of the state, our people, in a great measure, are dependent upon their own resources for an adequate supply of the necessities of life. And whereas, on account of the loss of almost our entire slave population, and the loss of a number of our free labor, and the conscription of white men between the ages of eighteen and forty-five to recruit the ranks of our armies, there is a great scarcity of productive labor, and whereas any further extension of conscription within the limits of this county will but result in the paralyzing of production and great suffering and hardships upon those who will be left at home... all other business is suspended in the county and, our people with scarcely an exception, are engaged in the cultivation of the soil" (King 1993: 179-80).

Military maps of the area drafted in 1864 shows very little detail of the area, except for the major roads (Figure 7-9). There is a low probability for finding sites that date to this period in the project area.

### **Reconstruction and Growth (1865-1917)**

Four years of civil war had a devastating effect on the land and people of Virginia, and Isle of Wight County was no exception, though it certainly suffered less than other parts of the Commonwealth. The county was left poorer in the wake of the conflict: agricultural life was hampered by the lack of draft animals and the poor condition of long-neglected fields; and it was difficult for most former slave owners to come to terms, both emotionally and financially, with emancipation. The county's population also dropped considerably in the immediate postwar years. In 1860, Isle of Wight's residents numbered nearly 10,000; by 1870, the population had dropped by almost 20 percent, to 8,320. After the war, both black and white residents left Isle of Wight in large numbers, many seeking work in nearby cities. Physically, economically, socially, and politically,



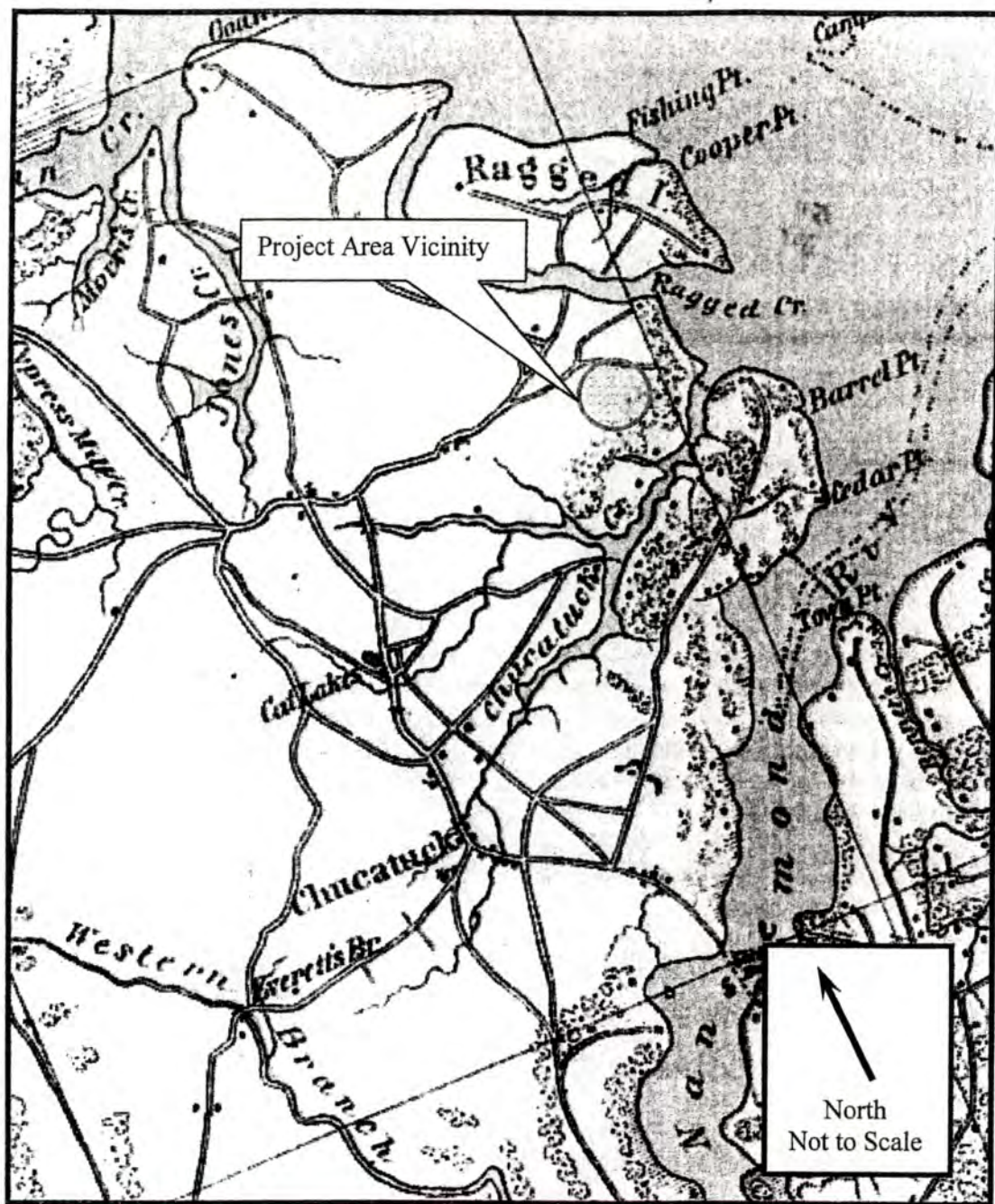


Figure 6. Detail of *Military map of south-eastern Virginia* (Lindenköhl 1864).



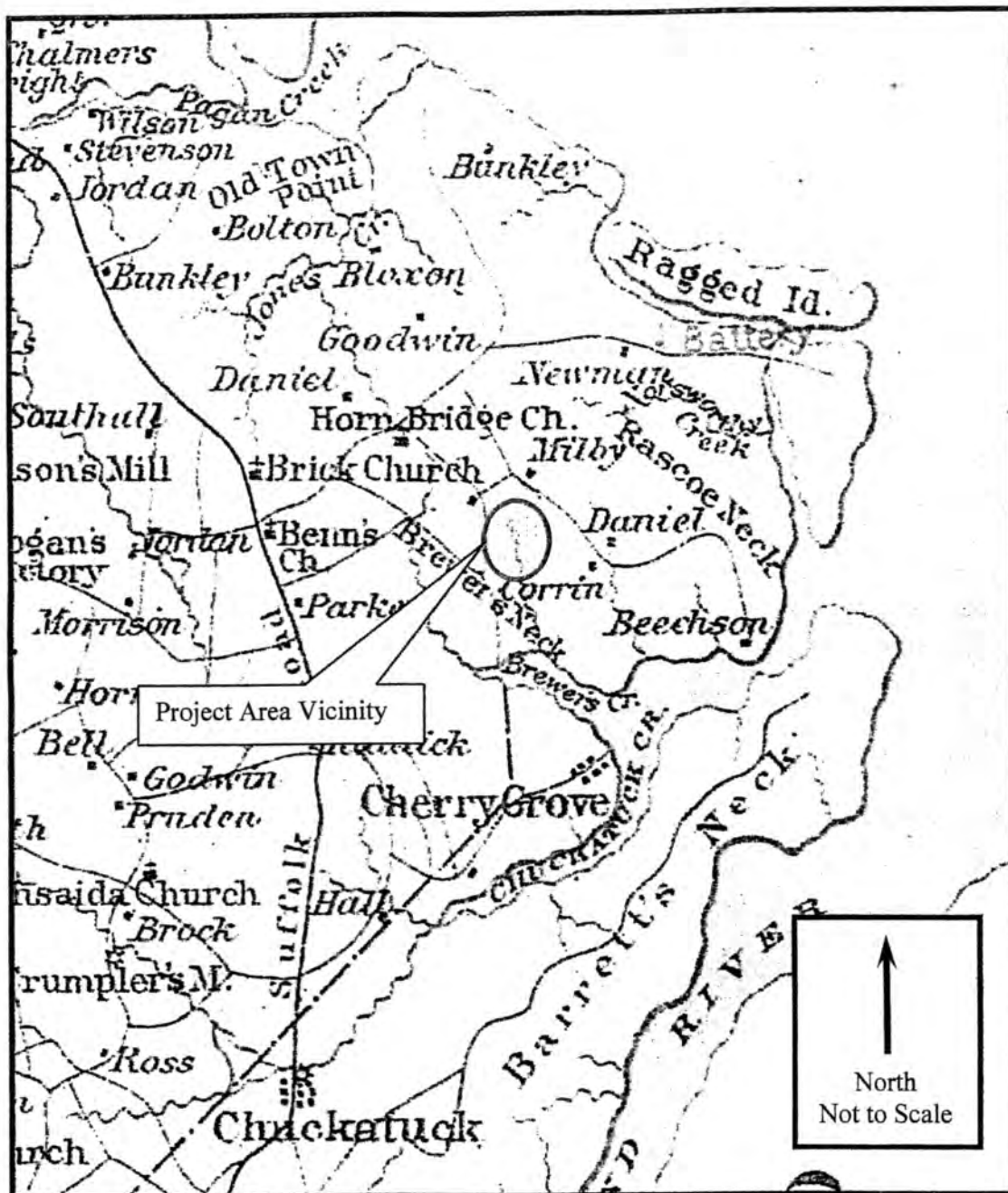


Figure 7. Detail of Preliminary Map of Apart of the South-Side of James River, VA, from surveys and Reconnaissances (Campbell 1864, Davis et al. 1983; Plate XCIII:1).

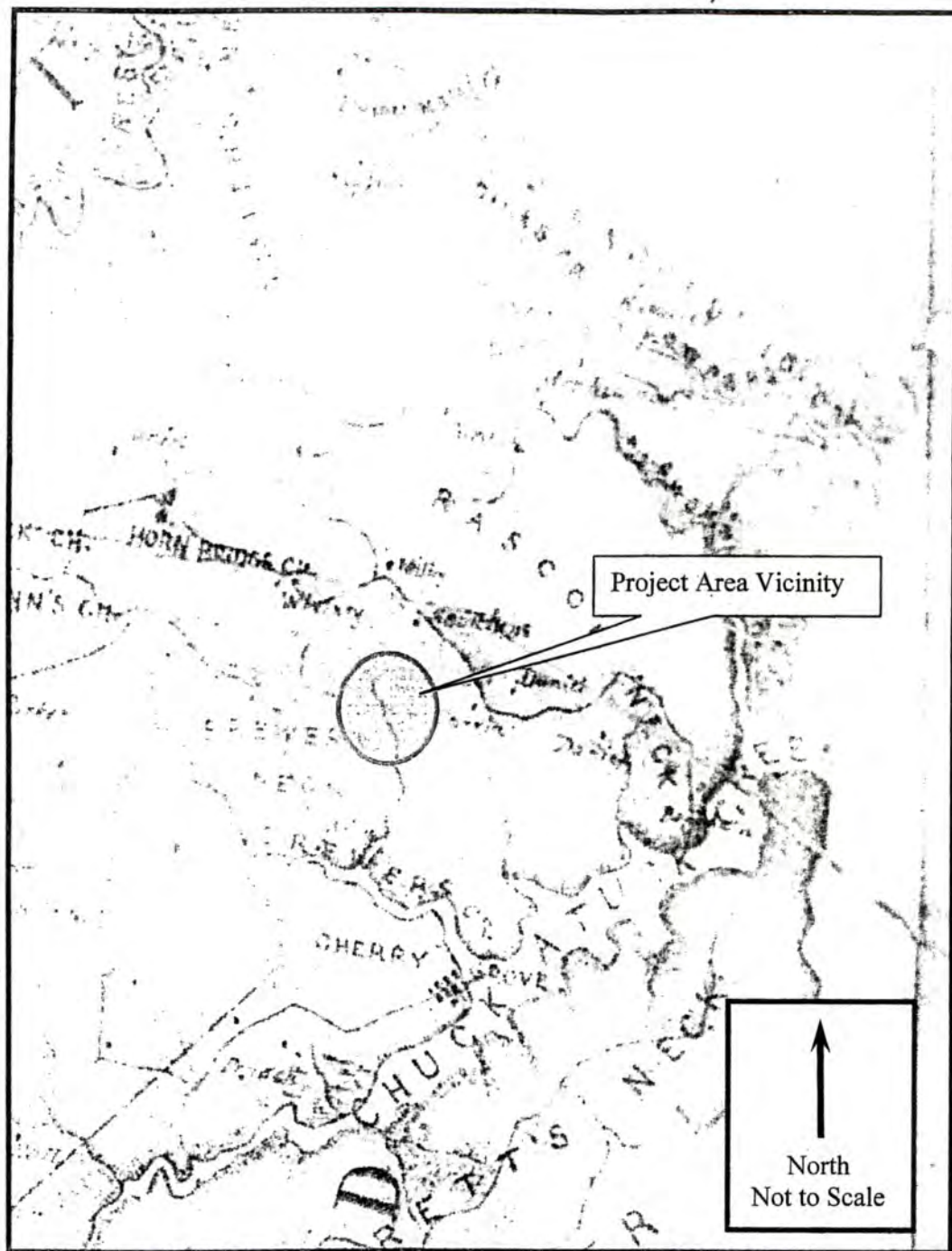


Figure 8. Detail of Map of Isle of Wight and Part of Nansemond County (Gilmer 1864).

the landscape of the county had been irrevocably altered in a short period of time (King 1993).

Agricultural changes in Isle of Wight County, including the remarkable growth of peanut and soybean production, spurred population growth in the county toward the end of the nineteenth century, and by 1890 the county's population had well exceeded its pre-war levels. In the early twentieth century, Isle of Wight farmers profited from an expanding truck-farming market, supplying the growing cities of Newport News and Norfolk with a variety of fresh fruits and vegetables. The meat packing industry also grew considerably during this period, introducing the famed "Smithfield ham" to a national market (King 1993). The Oak Grove United Methodist Church and Parish (046-5167 & 046-5168) were built in 1884, and are located within a one-mile radius of the project area. The house identified within the project area dates to ca 1910. There is a high probability of finding sites from this period within the project area, especially that relate to the occupation of the standing house.

#### **World War I to World War II (1917-1945)**

This era saw frequent and rapid change in Isle of Wight County. For example, electric power became available to the majority of rural residents after 1939, when the Community Electric Cooperative first began raising power lines. But, perhaps the most significant local development witnessed during this period was the construction of the James River Bridge, officially opened by President Calvin Coolidge on November 17, 1928. Virtually overnight, the bridge ended Isle of Wight's relative isolation from Hampton Roads' growing urban centers. County businessman and booster Albert Sidney Johnson was instrumental in getting the main north-south U.S. highway—Route 17—routed through Isle of Wight via the James River Bridge and across the new Crittenden and Nansemond River bridges to Portsmouth and Norfolk. Initially the bridge tolls were high enough to discourage daily commuting to the Peninsula, but ready access to the region's cities still proved a significant stimulus to the local economy, despite the onset of the Depression (King 1993). The 1919 USGS Quadrangle map (Figure 9) shows the Brown House, within the project area. Several other houses are shown adjacent to the project area. One farmhouse dating to 1900 has been recorded within a one-mile radius of the project area. A 20<sup>th</sup> century trash scatter has also been documented within a one-mile radius of the project area. There is a high probability of finding a site that dates to this period and will most likely be associated with the occupation of the Brown house.

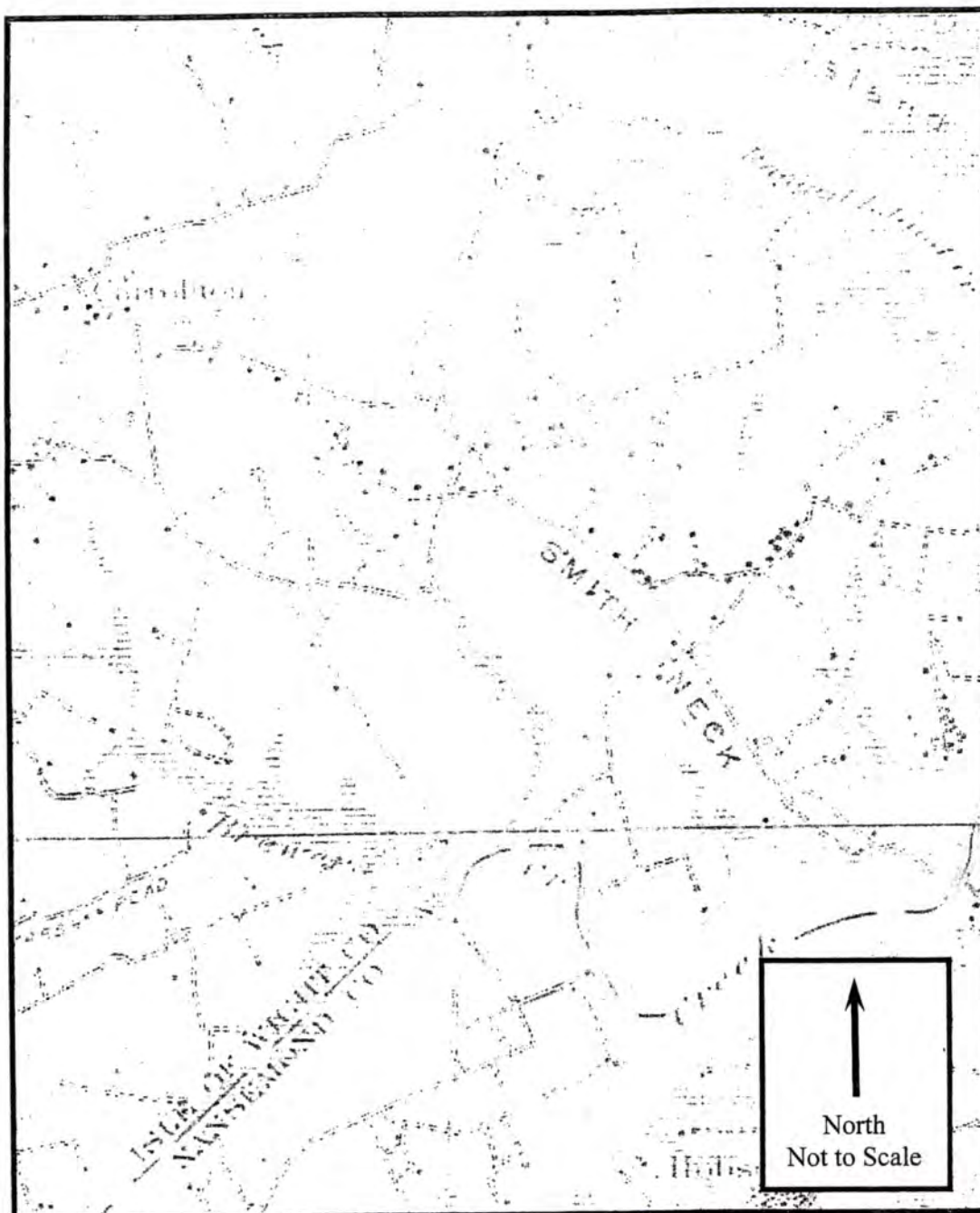


Figure 9. 1919 *Smithfield, VA* USGS Quadrangle, 15 minute series.

### **The New Dominion (1945 to Present)**

Isle of Wight grew at an unprecedented rate after the Second World War, and today the county has a total of 28,500 residents, more than double the population at the turn of the twentieth century. In 1975, the state took over the James River Bridge and removed the tolls; as a result, Isle of Wight County quickly developed into a bedroom community of Newport News, with residential developments springing up along the Route 17 corridor. Despite this increasing residential growth, the majority of Isle of Wight County remains predominantly rural in character (King 1993).



#### IV. RESEARCH DESIGN

The primary purpose of this assessment is to provide an overview that delineates areas of low, moderate, and high potential for archaeological sites of both prehistoric and historic periods within the project area, as well as identifying cultural landscapes and extant architectural resources. To this end, archival research and a field reconnaissance were undertaken.

##### **Archival Research**

Archival research was conducted at the Virginia Department of Historic Resources (VDHR), the Library of Virginia, and the Kirm Memorial Library in Norfolk, Virginia. The most complete comprehensive historical overview of Isle of Wight County is Helen Haverty King's *Historical Notes on Isle of Wight County, Virginia* (1993). Unlike many Virginia counties, the majority of Isle of Wight's court records survive from the seventeenth through the twentieth centuries, providing the researcher with relatively detailed information concerning the general history of the area.

The VDHR files of archaeological sites and historic structures were examined and information was retrieved on all sites or structures located in or within a one-mile radius of the project area. Background research also focused on relevant sources of local historical information and available historical maps, which were examined to provide a historical context for the project area and to check for any buildings and other cultural features present within the project area.

##### **Field Reconnaissance**

The field component of the cultural resources assessment consisted of a pedestrian survey of selected landforms and drainages within the study area. The property was carefully examined for archaeological site potential, and the presence of possible surface or subsurface impacts or disturbances. Archaeologists evaluated the potential for sites based on such factors as vegetation, ground slope, soil type, extent of erosion, and landform configuration. Judgmental shovel tests were excavated in selected areas to identify soil types, evaluate the stratigraphic integrity of the area, and assess cultural resource potential. The excavated soils were screened through ¼-inch mesh, and soil profiles were recorded using standard soil types and color terminology from the *Munsell Soil Color Charts* (1994).

##### **Previous Investigations**

###### Archaeological Sites

No previously identified archaeological sites are located within the Brown-Jolley-Brown project area. Two archaeological sites were identified within a one-mile radius of the project area (Figure 10, Table 1).

In 1989, Ed Bottoms of the ASV identified one Woodland shell midden (44IW0134) which has not been evaluated for listing on the NRHP.

CRI identified a twentieth-century trash scatter (44IW0230) in 1999. This site has not been evaluated for listing on the NRHP.

| <b>Table 1. Previously Identified Archaeological Sites Within a One-Mile Radius of the Brown-Jolley-Brown Project Area.</b> |                      |                    |                  |                            |
|---|----------------------|--------------------|------------------|----------------------------|
| <b>Site</b>   | <b>Resource Type</b> | <b>Association</b> | <b>Reference</b> | <b>NRHP Recommendation</b> |
| 44IW0134  | Shell midden         | Woodland           | ASV-1989         | Not Evaluated              |
| 44IW0230  | Trash scatter        | 20th century       | CRI-1999         | Not Evaluated              |

#### Architectural Resources

No previously recorded architectural resources were identified within the Brown-Jolley-Brown project area. Four architectural resources were identified within a one-mile radius of the project area (Figure 10, Table 2).

In 2005, Kimble David identified four architectural resources. These resources include Oak Grove United Methodist Church Parish (046-5167) from 1884, Oak Grove United Methodist Church (046-5168) from 1884, and a ca. 1900 farmhouse (046-5180) on Channell Way. These resources have not been evaluated for listing on the NRHP. David also identified the ca. 1750 Pitt-Blackwell-Turner House (046-5238). This resource is eligible to be listed on the NRHP.

| <b>Table 2. Previously Identified Architectural Resources Within a One-Mile Radius of the Brown-Jolley-Brown Project Area.</b> |  |                    |                   |                            |
|--|--|--------------------|-------------------|----------------------------|
| <b>VDHR ID</b>   | <b>Resource Type</b>                     | <b>Association</b> | <b>Reference</b>  | <b>NRHP Recommendation</b> |
| 046-5167   | Oak Grove United Methodist Church Parish | 1884               | Kimble David-2005 | Not Evaluated              |
| 046-5168   | Oak Grove United Methodist Church        | 1884               | Kimble David-2005 | Not Evaluated              |
| 046-5180   | Farmhouse, 23381 Channell Way            | ca. 1900           | Kimble David-2005 | Not Evaluated              |
| 046-5238   | Pitt-Blackwell-Turner House              | ca. 1750           | VDHR-2006         | Eligible                   |





## V. PROJECT RESULTS

The Phase IA fieldwork examined all areas of the 45.6-acre study area in Isle of Wight County, Virginia. The field work consisted of a visual survey and walk-over of the property, along with selected subsurface archaeological testing consisting of the judgemental excavation of nine shovel tests (Figure 11). The project area is located within a high sensitive area based on William and Mary's 2005 study *More than Meets the Eye: An Archaeological Assessment of Isle of Wight County and the Towns of Smithfield and Windsor, Virginia* (Monroe et al 2005). The assessment identified potential areas of high and low probability for archaeological resources. In addition, the walkover examination identified the ruins of an old house, possibly built around the early 1900s, on the west side of the property near the tributary. According to the property owner, the collapsed remains of another house may be present at the south end of the property. A dirt path continues from Deep Bottom Road to this area. Thick vegetation prevented definite identification, although a large vegetation-covered tire pile and surface trash were present.

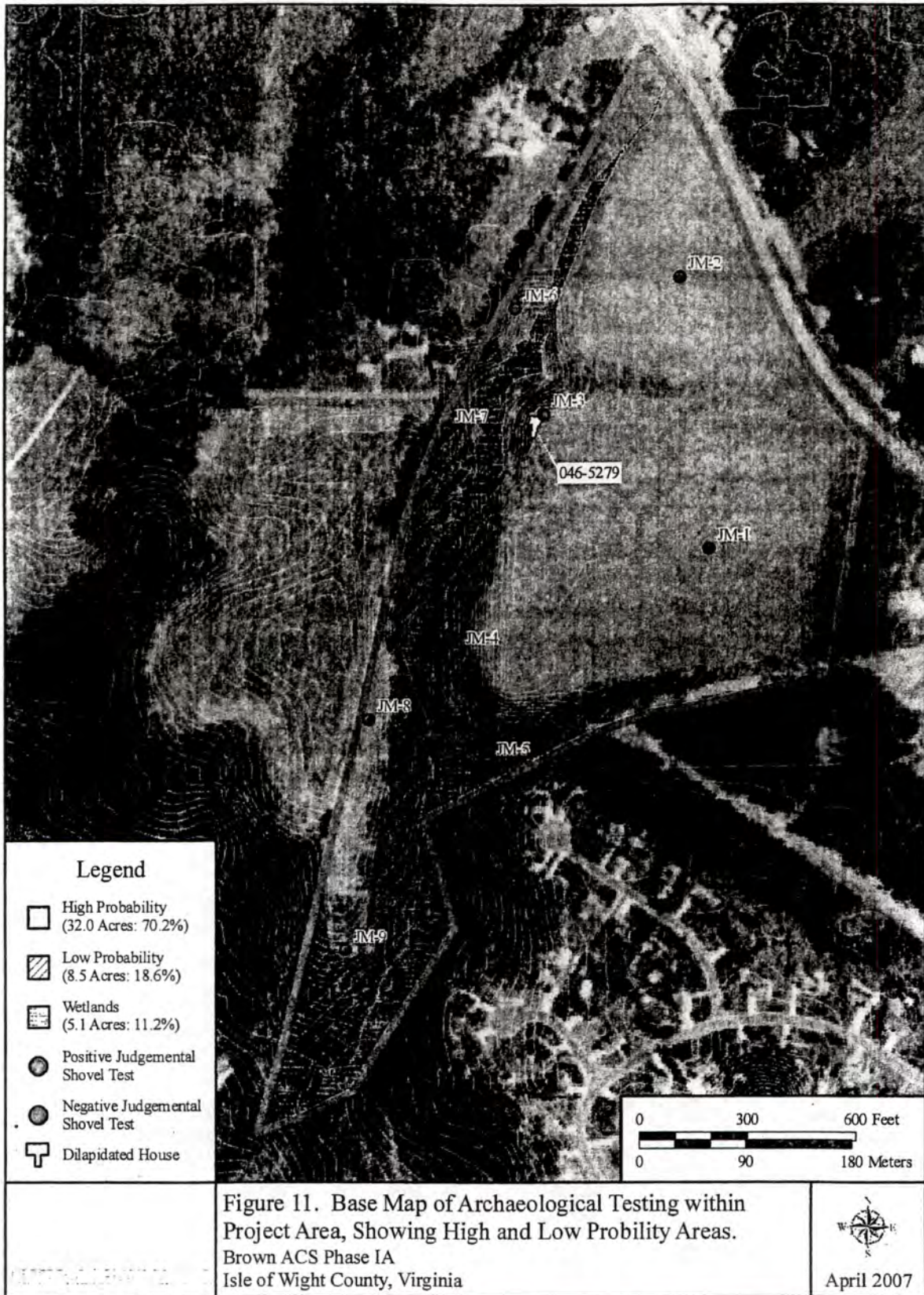
### Archaeology

The results of the walkover survey and judgemental shovel testing contributed to the development of a map that presents potential for high and low probability areas for archaeological resources within the project area (Figure 11). These divisions were based upon soil type, drainage, topography, and areas of previous disturbance. The project area was systematically walked-over in order to identify disturbances or other notable features. Areas of high probability for archaeological resources within the project area included 70.2 percent (32 acres). Areas of high probability include higher elevations and upper ridges and terraces of the tributary off of Creer Creek which also included the area around the house remains. Nearly 29.7 percent (13.6 acres) of the land area are sloped and immediately adjacent to wetland tributaries and are therefore considered to be low probability.

The majority of the project area has been farmed in the past and is characterized by fallow fields, wooded property boundaries and wooded areas with thick underbrush along the tributary from Creer Creek (Figures 13-15). The tributary extends from Creer Creek in the south end of the project area and runs along Deep Bottom Road the entire length of the west side of the project area to Route 17.

A total of nine shovel tests were judgementally placed and excavated in the project area to determine the potential for cultural resources. The subsurface archaeological testing for a Phase IA does not represent a systematic and complete archaeological survey of the study area. The soil conditions do not significantly vary much across the project area. A representative soil profile (Figure 12) from a shovel test (ST 1) placed in an area of high probability for archaeological resources in a fallow field consisted of stratigraphy with two strata sealing sterile subsoil. Stratum I was a brown (10YR4/3) sandy loam





## Representative Shovel Test JM-1

|      |                      |   |
|------|----------------------|---|
| 1.0' | 10YR 4/3             | Brown<br>Silty loam   |
| 1.6' | 10YR 5/3             | Brown<br>Silty loam   |
| 2.0' | 10YR 5/2<br>10YR 5/8 | Grayish brown<br>Silty sand mottled<br>with Yellowish brown<br>Sandy clay |

## Representative Shovel Test JM-4

|       |          |                               |
|-------|----------|-------------------------------|
| 0.35' | 10YR 2/1 | Black<br>Sandy loam           |
| 0.55' | 10YR 4/3 | Brown<br>Sandy loam           |
| 1.2'  | 10YR 6/4 | Light yellowish brown<br>Sand |
| 1.7'  | 10YR 5/6 | Yellowish brown<br>Sandy clay |

Figure 12. Representative Shovel Test Profiles for Project Area.  
Brown ACS Phase 1A  
Isle of Wight County, Virginia



extending to a depth of 1.0 feet below ground surface. Stratum II consisted of a brown (10YR5/3) silt loam that extending to a depth of 1.6 feet and sealed Stratum III, a sterile grayish brown (10YR5/2) silt sand subsoil with yellowish brown (10YR5/8) sandy clay inclusions that was 2.0 below surface level.

A soil profile in the low probability area (Figure 12) for archaeological resources was represented by ST 4. Shovel Test 4 was located in the southwestern portion of the project area adjacent to the tributary off of Creer Creek. This area consists of slopes and eroded soils associated with wetland tributaries. Stratum I consisted of a black (10YR2/1) sandy loam that extended to a depth of .35 feet. Stratum II was composed of a brown (10YR4/3) sandy loam extending .55 feet below ground surface. Stratum III consisted of a light yellowish brown (10YR6/4) sand to a depth of 1.2 feet sealing a sterile yellowish brown (10YR5/6) sandy clay subsoil.

Artifacts were recovered from only one shovel test (ST 3) located beside the northeast corner of the house ruins. These included one brick bit, one oxidized nail, one fragment of automobile glass, one modern clear bottle glass fragment, and one piece of plastic. These artifacts are associated with the occupation of the house and were documented and left in the field. No other artifacts were found and no archaeological sites were identified.

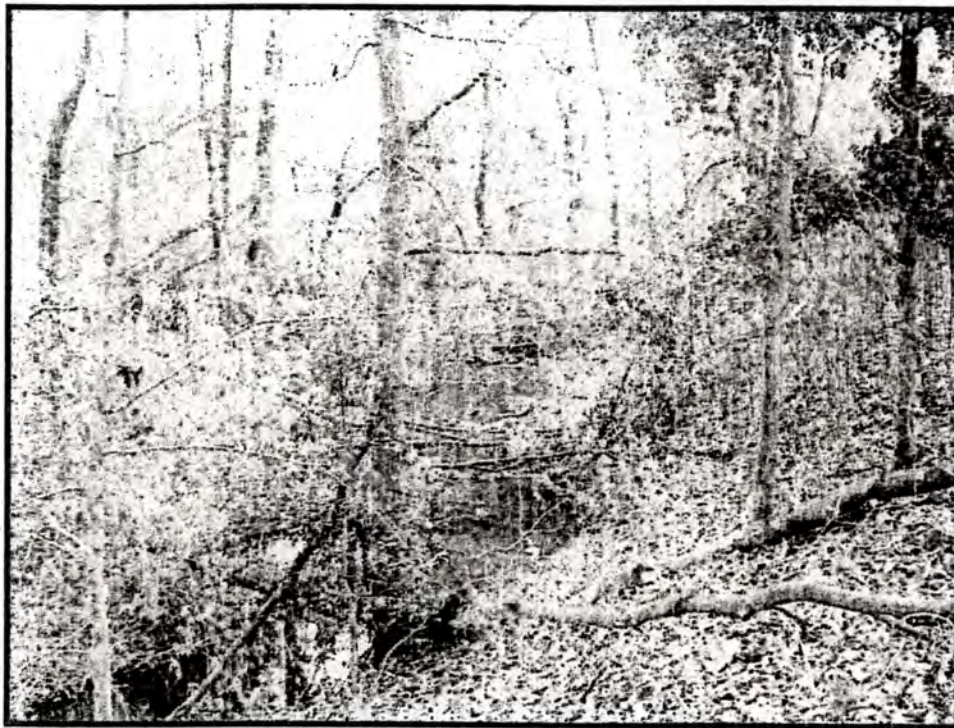


Figure 13. View of Wetland/Tributary off of Creer Creek (low probability area), facing south.





Figure 14. View of Project area with house remains and thick-vegetation in background (high probability area), facing northwest.

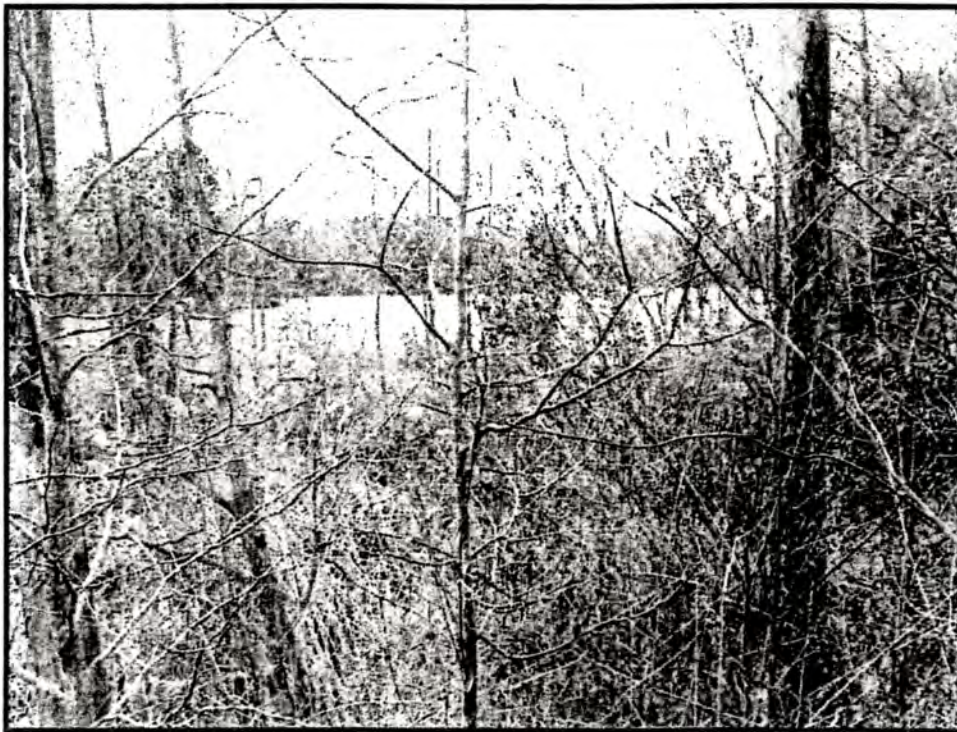


Figure 15. Lake at south end of Project Area, facing northwest.

## Architecture

No previously recorded architectural resources were located in the project area, however, a collapsed house built ca.1900 was identified during the survey. According to the property owner, Mr. James B. Brown, the property had been in his family since 1912-1913 and the house had already been built by that time. Mr. Brown also recalled a garden in front of the house where he remembers finding arrowheads.

### 046-5279

The ca. 1900 single-family dwelling is located near the intersection of Route 17 and Deep Bottom Road in Carrollton, Isle of Wight County, Virginia. Located in a dense thicket of trees and undergrowth, the house is adjacent to an open, fallow field (Figure 16). Due to the dense vegetation and ruinous condition of the resource, a detailed architectural description was not possible as the foundation and other structural components were not visible. The three-bay, vernacular, frame house had what appears to be a less than full width porch with hipped roof clad in metal sheeting along the north or primary elevation of the building (Figure 18). The home was originally covered in clapboard siding, which was later covered by asphalt shingle siding featuring a brick running bond pattern. While there are no windows present, simple wooden surrounds are visible as is a side-gable roof. Two brick exterior-end chimneys are located along the east and west elevations (Figure 17). A one-story addition to the south of the building served as a kitchen according to the property-owner. The addition, like the two-story portion of the home, is frame construction with clapboard siding later covered with the same asphalt shingle siding with brick running bond design and has a gable roof (Figure 19). A well and its associated well curb with parged cement walls and rim is located to the southwest of the dwelling (Figure 20).

The house is in a severe state of disrepair and has been abandoned. Due to lack of integrity, CRI recommends that resource 046-5279, is not eligible for listing on the National Register of Historic Places and no further work is necessary.



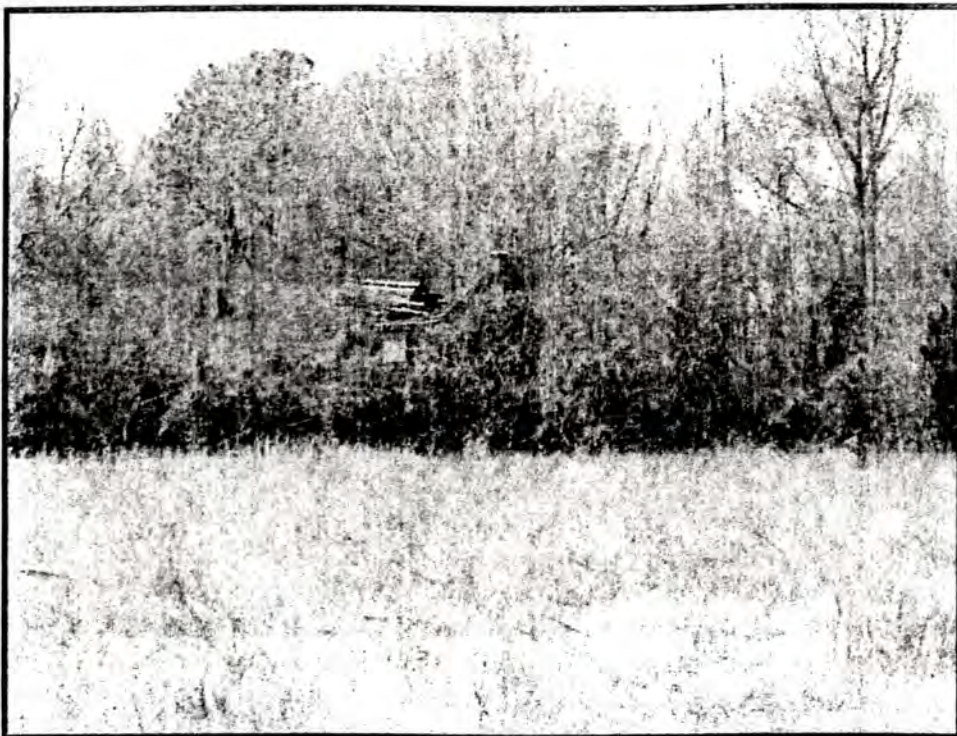


Figure 16. Overview of structure (046-5279), facing northwest.



Figure 17. East end of 046-5279, facing west.





Figure 18. North side of 046-5279, facing south.



Figure 19. South end of Addition (kitchen) off of south side of house, facing north.



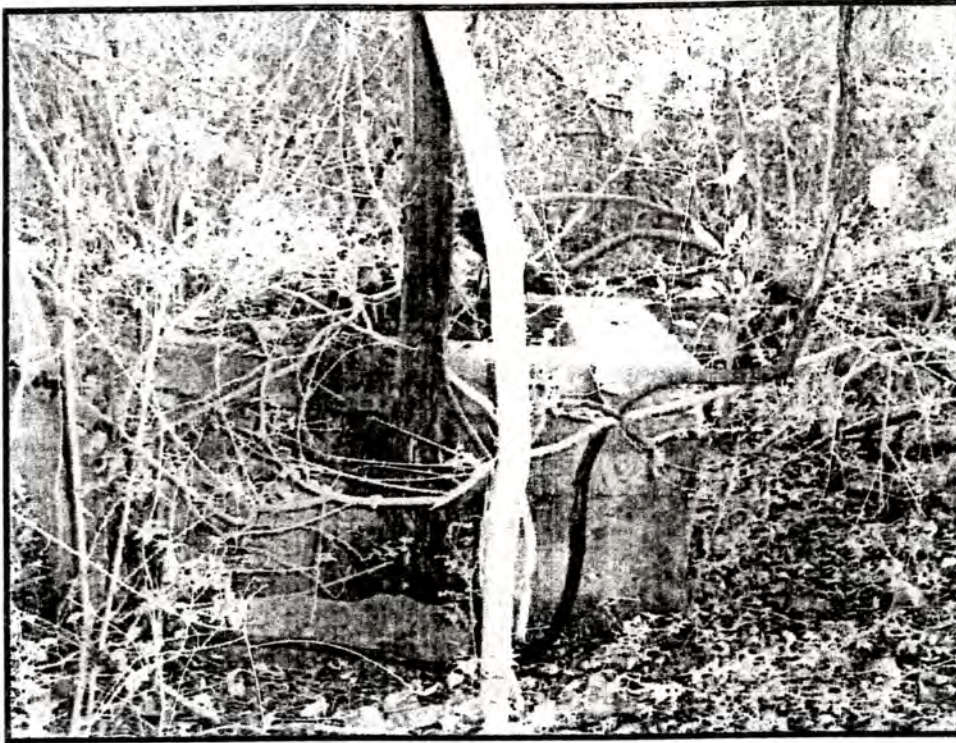


Figure 20. Well Curb above ground, facing northwest.

### Summary

It is anticipated that sites dating to the nineteenth and early twentieth centuries may be present within the current project area, especially around the standing structure. The presence of nineteenth century and twentieth century resources within one mile of the current project area indicates that similar types of sites may be present. Since Native American sites are typically found in areas of well-drained soils and in close proximity to rivers, streams, and tributaries of the larger waterways, there is a high potential for the identification of Native American resources in the project area. This is also highly probable considering the land owner's recollection of the discovery of projectile points in the project area as a child and also a Native American Woodland period site within one mile of the project area.

## VI. CONCLUSION AND RECOMMENDATIONS

The project area encompasses approximately 45.6 acres. Approximately 5.1 acres have been designated wetlands. The current assessment considered the entire tract of land. Of the entire tract, 32 acres (70.2 percent) were identified as having a high probability for producing archaeological resources and 13.6 acres (29.8 percent) including the wetlands were identified as having low probability.

### *High Potential Areas*

High potential areas occupy 32 acres of the project area, encompassing all of the development areas. For prehistoric periods of occupation, any sites present would likely be located in relatively close proximity to the tributary off of Creer Creek, and within the project area. The project area would have been suitable for Native American camps or early historic settlement. The presence of nineteenth- and twentieth-century resources as well as a Native American Woodland period shell midden within one mile radius of the project area indicates that there is potential of finding additional sites dating to this time period.

### *Low Potential Areas*

Based on topography, drainage, and historic research, 13.6 acres of the Brown Property parcel has been designated as low probability. This is the identified wetlands of the project area and adjacent slopes. It is unlikely that cultural resources would be identified in the low-lying or swampy areas of the project area. Additionally, extensive ground disturbance is not planned for these areas thus additional investigation would not be necessary.

### *Architecture*

No previously recorded architectural resources were located in the project area, however, one standing structure (046-5279) was identified during this assessment. The structure is in extremely poor condition and is collapsing. Due to these factors and loss of integrity it is recommended that 046-5279 is not eligible for nomination to the National Register of Historic Places.

### *Recommendations*

This Phase IA cultural resources assessment was conducted at the request of Brown-Jolley-Brown, LLC. The goal of the assessment fieldwork was to determine the nature of the soils and topography of the study area, as well as to provide information on previously identified cultural resources such as prehistoric sites, historic domestic farmsteads, gravesites, standing structures, or military encampment areas present within the bounds of the study area. This investigation also identifies areas of high and low potential for cultural resources within the property and has been developed to serve as a possible planning tool for proposed development within the study area. Determinations



of high and low probability areas were based upon soil properties, drainage, and topography as well as observations made in the field.

To facilitate systematic testing, factors such as slope, soils, and water are examined, allowing the study area to be classified in zones of varying probability for the location of archaeological resources. The total study area consisted of approximately 45.6 acres. The total area classified as retaining a low potential for archaeological resources is 13.6 acres and is limited to the designated wetland areas and adjacent steep slopes. The total area classified as retaining a high probability for archaeological resources is 32 acres. This area contains well drained, non-eroded soils and slope of 10 percent or less.

Any future Phase I-level testing should incorporate the results of the predictive model developed for the study area. Testing of the APE, based upon a predictive model, typically includes 100 percent of the high probability areas included within the APE, and 10 percent of the low probability areas included within the APE to verify the validity of the predictive model. Comprehensive Phase I testing, following the specific strategies outlined above, serves to identify any unknown prehistoric and/or historic archaeological sites located within an APE associated with a proposed undertaking. The size of an APE is highly variable, and is dependent upon the nature of various potential impacts and effects associated with a proposed undertaking. Phase I testing will also aid in the evaluation of previously identified cultural resources located within the study area through the definition of resource boundaries, temporal associations, possible functions, and potential eligibility for listing in the NRHP.

Should archaeological survey of the 45.6-acre parcel be required to fulfill regulatory requirements, CRI recommends that a Phase I survey be conducted within 100% those portions of the project area that offer high potential for archaeological sites (32.0 acres), and 10% of low probability areas (1.6 acres). Phase I survey typically includes shovel testing on 50-foot intervals and serves to identify any previously unknown sites as well as to determine their size, temporal association, function, and potential eligibility for listing in the National Register of Historic Places (NRHP).

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## Amy Ring

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**From:** Lynn Briggs <lbriggs@iwcs.k12.va.us>  
**Sent:** Tuesday, April 15, 2025 4:15 PM  
**To:** Amy Ring  
**Cc:** Christopher Coleman  
**Subject:** Re: Bridgepoint Mixed Use Development Public Hearing April 22, 2025

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Amy,  
The yield analysis from the Cooperative Strategies calculates 43 students, with 13 for Carrollton ES, 11 for Westside, 6 for SMS and 13 for SHS. Based on program capacity, and enrollment from September 2024, we do have enough space to accommodate the students currently. We will provide a more detailed response prior to Tuesday's meeting.  
Thank you.

Thornewood (1924 SqFt )







Thornewood

## Thornewood





[illegible]





## MEMORANDUM

DATE: May 7, 2025

TO: Members of the Isle of Wight County Planning Commission

FROM: Amy M. Ring, Community Development Department Director

SUBJECT: Additional Information for the Bridge Point Commons  
Conditional Zoning Application REZN-24-11

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Following the public hearing on the proposed Bridge Point Commons conditional zoning request to Conditional-Planned Development-Mixed Use on April 22, 2025, the Planning Commission directed staff to seek additional information to answer several questions posed by the Commission members. The questions are listed below with the requested information provided below each question.

**1. When will Isle of Wight County Schools submit final review comments on the potential school impacts from the proposed development?**

Staff corresponded with Lynn Briggs, Director of Community and Media Relations for Isle of Wight County Schools, on Friday, April 25 to inquire as to the status of any final review comments. Ms. Briggs stated that they would be providing comments in early May to share with the Planning Commission for their May 27, 2025, regular meeting.

**2. Can the developer (or the County) make a by-right connection to Britt Way?**

Staff discussed the feasibility of a Britt Way connection with Joshua Norris, Land Use Engineer with the VDOT Franklin Residency, and he confirmed that Britt Way was built of sufficient width to accommodate a future connection to the adjacent property. He confirmed that VDOT accepted the street in 2009 into the Secondary Street System with a temporary turnaround cul-de-sac to accommodate a future connection to the adjacent property. The Britt Way terminus pre-dates the requirement to post a sign at the end of the cul-de-sac identifying it as a future connection. Because Britt Way is an established public right-of-way designated for a future connection, the County, VDOT or the adjacent property owner as part of an approved development plan could pursue a connection to Britt Way without further review.

Two connections to state maintained roads are required for any development with less than 200 units. For every 200 additional units, another access is required.

VDOT regulations and the county subdivision ordinance requires the connection to Britt Way in order for the proposed development roads to be eligible for state maintenance.

**3. Will the County or VDOT eliminate the traffic signal at Ashby Way and Omera Drive?**

As part of the 2022 Route 17 Arterial Preservation study, VDOT recommends removing the traffic signal and installing a thru-cut at this intersection. The Board of Supervisors endorsed the study at their December 14, 2023, regular meeting and concurred with the preferred intersection alternatives based on the results of the citizen survey. The thru-cut was the most preferred alternative among the survey respondents. The thru-cut would make both Omera Drive and Ashby Way right-in only entrances, while still allowing full access from Route 17 onto each street.

Jamie Oliver, the County Transportation Director, confirmed at this time, it is not a County priority to pursue a County-sponsored project to remove the light and install the thru-cut. It is also not included in the County's long-range transportation plans.

**4. Is VDOT and/or the County open to allowing a traffic signal at the intersection of Route 17 and the Bridge Point Commons main entrance, if a signal warrant analysis shows it is needed?**

The main entrance to the Bridge Point Commons project does not meet the minimum spacing requirement between traffic signals, and the state has approved a plan which does not include a light at that intersection. The new proposed displaced northbound left turn lane would interfere with the signal operations of the intersection. A new median break at this location would have to be studied and all innovative intersection alternatives would have to be explored.

**5. What is the origin of the 2007 concept plan of Bridgepoint Commons that includes a connection to Britt Way?**

Staff researched the origin of the concept plan and found it among the agenda item attachments from the August 21, 2008, Board of Supervisors meeting. Following the public hearing, the Board tabled the application twice until the October 2, 2008, regular meeting where it was considered as an old business item. The Board approved the conditional zoning with a revised proffer statement that only included a reference to the conceptual plan dated June 8, 2008, which does not show a built connection to Britt Way. Because the 2007 concept plan pre-dates the final conceptual plan that was eventually approved by the Board and proffered by the developer, this concept plan is not considered part of the approved documents and is not included in the final file.

I will forward any remaining comments from Isle of Wight County Schools as soon as I receive them. I have also invited representatives from VDOT and the County Transportation Director to

cc: Jamie Oliver, Transportation Director  
Joshua Norris, VDOT  
Jason Fowler, VDOT

attend the May 27, 2025, Planning Commission meeting to answer any remaining transportation questions. Please feel free to reach out to me at 757-365-6210, if you have any questions.

cc: Jamie Oliver, Transportation Director  
Joshua Norris, VDOT  
Jason Fowler, VDOT

# COUNTY OF ISLE OF WIGHT



## OFFICE OF THE COMMISSIONER OF THE REVENUE

Post Office Box 107  
Isle of Wight, Virginia 23397  
(757) 365-6301

Gerald H. Gwaltney  
Commissioner of the Revenue

### MEMORANDUM

**TO:** Amy Ring, Director  
Department of Community Development

**FROM:** Gerald H. Gwaltney, *GHG*  
Commissioner of the Revenue

**DATE:** January 7, 2025

**RE:** **Bridgepoint Commons Rezoning Application (REZN-24-11)**  
**Tax Map/Parcel Numbers 34-01-050 and 34-01-050D**

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I have reviewed the fiscal impact analysis update for Bridgepoint Commons rezoning dated September 11, 2024. There are several significant deficiencies in the revenue projections in section III of the report, which are highlighted below.

### Commercial

- The report estimates the land value of the 1.6 acres of commercial land to be approximately \$450,000 per acre and the total estimate of the acreage to be \$720,000. The current commercial value of parcels nearest to the proposed development is \$200,000 per acre. This base value makes the 1.6 acres assessed at \$320,000.
- The report estimates the improvement value of the 10,000 square foot building to be \$225 per square foot for a total value of \$2,250,000. Current commercial improvement square foot rates are approximately \$93 per square foot, depending on the type of building. The report does not specify the type of building or construction – just simply “commercial.” This improvement would be assessed at approximately \$930,000.

- The developer estimated the entire 1.6 acres of commercial property to be valued at \$2,970,000. The County's assessment would be approximately \$1,720,000 or 42% lower than the developer's estimate.

### **Residential**

- Bridgepoint Commons is proposing 147 duplexes and the "Thornewood" model used in the report is 1,956 square feet. The proposal estimates the average unit would sell for \$403,000, including land. A similar unit in that area would be assessed for \$369,000, including land. The total residential value of the developer's 147 duplexes is overestimated by nearly \$5,000,000.

### **Other Deficiencies**

- The real estate tax rate at the time of the September 11, 2024 report was \$0.73 and not \$0.71.
- The report estimates the total revenue to the County in the "first year of the project" to be \$441,698. This statement assumes that all 147 duplexes and commercial improvements will be started and completed within 12 months. This amount should be revised based on the buildout estimate.
- The report estimates the total tax revenue over 20 years to be approximately \$11,955,700. Using the current real estate assessments near the proposed development, the total tax revenue over 20 years would be approximately \$8,177,000.

### **Methodology**

- The developer's *fiscal impact analysis update* references the commercial land value to be "\$300,000 per acre in 2007, and in 2024 corresponds to around \$450,000." The report does not detail the basis of the \$450,000 value. It is unknown if the report takes into account the impact of the Great Recession of 2008, which occurred after the 2007 \$300,000 basis. Isle of Wight County's assessments declined from 2008 through 2015 before slowly rebounding.
- The developer's methodology appears to rely on the current sales market. It does not take into account the County's 4-year reassessment cycle or the current assessment basis on commercial or residential properties.

The analysis should be updated to use the current real estate rate.

Please let me know if you have any questions.

**COUNTY OF ISLE OF WIGHT  
PROFFER STATEMENT**

**Owner's name(s): MAIN DEVELOPMENT, LLC and CHARLES S. BROWN JR. PROPERTIES, LLC**

**Prospective owner: ALLIED PROPERTIES, LLC**

**Applicants' name(s): ALLIED PROPERTIES, LLC**

**Project name: BRIDGE POINT COMMONS**

**Date: May 14, 2025**

**Parcel-Tax Map Numbers: 34-01-050 & 34-01-050D**

**Deed book reference: Instrument no. 180003694 and 190005070**

**Proposed Zoning: C-PD-MX**

These proffers are made as of the 14th day of May 2025 by Main Development, LLC and Charles S. Brown Jr. Properties, LLC, Owners and Allied Properties, LLC., Applicant, (collectively "Applicants"), for Tax Map Parcel Numbers 34-01-050 & 34-01-050D, containing approximately 42.65 acres of land which is referred to herein as the "Property". Applicants have filed an application for a new rezoning to allow C-PD-MX, Conditional Planned Development Mixed-Use District, with the Isle of Wight County Planning and Zoning Department. The Property is currently zoned CONDITIONAL URBAN RESIDENTIAL (C-UR) and CONDITIONAL GENERAL COMMERCIAL (C-GC). Applicants voluntarily proffer that the development of the Property proposed for rezoning under this application shall be in strict accordance with the conditions set forth below. Applicants do hereby waive any right to challenge, in any judicial or administrative proceedings, the legality of such conditions or to assert a claim for compensation resulting from such conditions (except where compensation is expressly provided for in the conditions) under federal or Virginia law.

These proffered conditions ("Proffers") are the only conditions offered on this rezoning, and any prior proffered conditions on the Property are hereby superseded by these proffers and any and all previous proffers on the Property are hereby void and of no further force and effect.

All improvements, land, easements, dedications, gifts, proffers and other conveyances to the County shall be in fee simple, without cloud of title or encumbrance of any kind.



## **I. Land Use**

### **1. Design and Unit Count**

- A. The Property shall be developed in accordance with the Bridge Point Commons Conceptual Layout dated January 8, 2025, revised May 12, 2025, and no more than one hundred forty-seven (147) units will be built. (Exhibit A)
- B. The Property shall be developed in accordance with VDOT's Route 17 Arterial Preservation Plan, the County's Comprehensive Plan and the applicable provisions of the Isle of Wight County Zoning Ordinance.
- C. The Applicant, shall, upon rezoning of the Property, develop the Property under the guidelines set forth in the Route 17 Corridor Master Plan adopted by the Board of Supervisors on November 15, 2007.
- D. The Applicant has developed a "Neighborhood Plan Book" including architectural, design, construction standards and guidelines and building elevations to ensure that the building designs and signage within the Project are consistent and complementary. This plan book shall be submitted to the Planning Commission and Board of Supervisors for their approval concurrent with the submission of the rezoning application.
- E. The maximum amount of vinyl siding used on residential buildings shall not exceed 80% of the building's exterior front façade. The minimum amount of brick and/or stone used on residential buildings shall not be less than 20% of the building's exterior front facade.

### **2. Infrastructure and Buffers**

- A. The Applicant shall utilize Low Impact Development principles as a part of the required Storm Water Management Plan, including the use of Bioretention Basins where feasible and appropriate. Should wet ponds be utilized, as part of the stormwater management system or as an amenity, the wet ponds shall utilize mechanical aeration equipment. The Applicant shall maintain the storm water management system in good working order until such time as 75% of the units in the Project are no longer owned by Applicant, at which time the obligation shall be assigned to the property owners' association.
- B. The Applicant shall provide a minimum 25-foot landscape buffer adjacent to the neighborhood of Ashby, extending from the Carrolton Fire Station property line west to the Britt Way cul-de-sac. At Britt Way, the landscape buffer shall increase to 40 feet and continue along the southern boundary to the western property line. The existing wooded slope within the 40-foot buffer area shall remain undisturbed. BMP's and landscaped berms shall be installed as buffers along the entire length of the southern boundary with the Ashby

subdivision, as shown on the Conceptual Plan, dated January 8, 2025, revised May 12, 2025.

### **3. Property Owners' Association and Restrictive Covenants**

A. Applicant shall form a Property Owners' Association, which may also include sub-associations, in accordance with Virginia law and membership in the association will be mandatory for all property owners. The Association shall be responsible for the maintenance of the following shared features and shall carry sufficient reserves and insurance to cover any damages thereto:

1. Storm water management areas (BMP' s)
2. Resource Protection Areas (RPA's)
3. All common areas and buffer areas
4. All community amenities for the use of the residents, including but not limited to, benches, gazebos, picnic areas, paved trails, exercise facilities, play equipment, etc. shall be finalized and approved with the Director of Planning during final engineering.

B. The face or front of the commercial buildings and structures shall generally be located along the line of the Newport Development Service Overlay District 70-foot setback line off Route 17. This is not meant to preclude placement of buildings to allow for driveways, drive aisles, and fire lanes in the area between the structure and the corridor setback line. Parking for the commercial buildings shall be located behind the front line of these buildings and structures. Easements for the parking area shall be put in place to provide for the shared use of parking facilities by adjacent parcels and tenants.

C. All permanent outdoor site lighting fixtures installed to illuminate a premise or architectural or landscape feature on private property shall be directed, shielded or located in such a manner that the light source is not visible offsite, and the light does not fall onto surrounding properties or create glare hazards within the public right-of-way.

The following commercial uses shall be prohibited within the Project:

1. Sale, Assembly or Repair of Farm Equipment
2. Commercial Stables
3. Park and Ride Facility
4. Public Maintenance and Service Facility
5. Laboratory
6. Auction Establishment
7. Commercial Outdoor Entertainment/Sports Recreation
8. Crematorium
9. Construction Equipment Sales and Rental
10. Flea Market
11. Commercial Kennel
12. Manufactured Home Sales
13. Mini Warehouse
14. Motor Vehicle Dealership, New or Used
15. Motor Vehicle Repair, Major or Minor
16. Truck Stop
17. Construction Yard
18. Landfill
19. Recycling Center
20. Communication Tower
21. Strip Club
22. Vape Store
23. Drive-thru restaurants and/or businesses

## **II. Cash Proffers**

Not needed for schools at this time based upon updated school capacity information from the County.

## **III. Water and Sewer Improvements**

The units shall be served by central water and sewer systems to be constructed by the Applicants in accordance with Isle of Wight County's development standards for new water and sewer utilities. The applicant shall convey all required water and sewer improvements to the County at no cost at such time as they are completed.

## **IV. Transportation**

1. The applicant shall construct commercial entrances to the commercial parcel as may be required by VDOT and as specifically referenced in the Traffic Impact Analysis submitted as part of this application.
2. In accordance with the Traffic Impact Analysis submitted by VHB, dated June 21, 2024, and revised October 30, 2024, January 31, 2025, and March 24, 2025, the applicant agrees to the following:
  - A. At Carrollton Blvd. and the entrance to the site, the applicant shall construct the site driveway to provide right in/right out access only. The applicant will also construct an

exclusive southbound right turn lane with 200' of storage and a 200' taper, prior to the first c/o being issued for the development.

- B. At Carrollton Blvd./Ashby Way/Omera Drive, the applicant agrees to maintain existing laneage and provide optimized signal timings.
- C. With the development of the commercial outparcel, the commercial developer will extend the southbound left-turn lane on Route 17 at the intersection of Carrollton Blvd./Ashby Way/Omera Drive to provide 200' of storage and a 200' taper prior to the first c/o being issued for any development.
- D. Should Bridgepoint Commons development occur prior to the Archer's Meade development, the site driveway shall be constructed with a channelized island within the development to restrict the site entrance to a right-in/right-out; and if Bridgepoint Commons is developed prior to Archer's Meade, the developer agrees to close the existing median break on Carrollton Blvd. (Route 17).
- E. The developer agrees to construct a connection to Britt Way and will facilitate this connection to include removal of the existing bulb and geometric changes required on Britt Way to connect to the Bridgepoint development, prior to the first c/o being issued for the development.

#### **V. Common Areas**

1. Open space shall be reserved for use by residents and their guests as shown on the Bridge Point Commons Conceptual Layout dated January 8, 2025, revised May 12, 2025. (Exhibit A)
2. The Homeowner's Association created for the development shall be specifically responsible for the landscaping and maintenance of all open space, buffers and common areas and for the maintenance of all BMP structures.

#### **VI. Cultural Resources Assessment**

The applicant hereby proffers to obtain a Phase 1 level investigation conducted within the parameters recommended by the Phase 1A Cultural Resources Assessment, if required by the regulatory authorities. Should the Phase 1 assessment

recommend further study, the applicant will cause further work to be undertaken.

## **VII. General**

1. Successors and Assigns - This Proffer Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and/or assigns. Any obligation(s) of Applicants hereunder shall be binding upon and enforceable against any subsequent Applicants or Applicants of the Property or any portion thereof.
2. Severability - In the event that any clause, sentence, paragraph, subparagraph, section or subsection of these Proffers shall be judged by any court of competent jurisdiction to be invalid or unenforceable for any reason, including a declaration that it is contrary to the Constitution of the Commonwealth of Virginia or of the United States, or if the application thereof to any Applicants of any portion of the Property or to any government agency is held invalid, such judgment or holding shall be confined in its operation to the clause, sentence, paragraph, subparagraph, section or subsection hereof, or the specific application thereof directly involved in the controversy in which the judgment or holding shall have been rendered or made, and shall not in any way affect the validity of any other clause, sentence, paragraph, subparagraph, section or provision hereof
3. Void if the Application is not approved - In the event that the Application is not approved by the County, these Proffers shall be null and void.

SIGNATURE PAGE

MAIN DEVELOPMENT, LLC

Owner:

By: [Signature]  
Signature

Name: James B. Brown III

Title: Owner

Commonwealth of Virginia

City/ County of Fairfax

Subscribed and sworn to before me Mesa Rae Leuchterman

A Notary Public in and for the City/County of Fairfax.

Commonwealth of Virginia, this 31 day of March, 2025

[Signature]  
Notary Public

My Commission Expires 9/30/2025





SIGNATURE PAGE

Owner: CHARLES S. BROWN JR. PROPERTIES, LLC

By Cym. Roberts  
Signature  
Name: Casey M. Roberts  
Title: 3/28/25

Commonwealth of Virginia

City/ County of Virginia Beach

Subscribed and sworn to before me Erika Snyder Beatty

A Notary Public in and for the City/County of Virginia Beach

Commonwealth of Virginia, this 28<sup>th</sup> day of March, 2025

Erika Snyder Beatty  
Notary Public

My Commission Expires: 9-30-25



SIGNATURE PAGE

Applicant:

ALLIED PROPERTIES, LLC

By

Justin Old, Manager

State of:

North Carolina

City/ County of

Currituck

Subscribed and sworn to before me

Kelly W Boldt

A Notary Public in and for the City/County of

Currituck

State of

North Carolina

this 14

day of

May

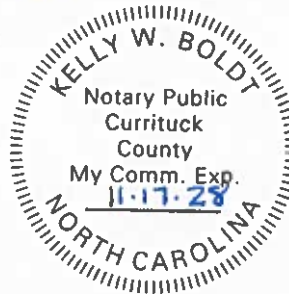
, 2024.

Kelly W Boldt

Notary Public

My Commission Expires

Nov 17, 2028





# Bridge Point

## Conceptual Master Plan

Isle of Wight, Virginia  
January 8, 2025  
Revised May 12, 2025

### SITE DATA:

Parcel #:  
34-01-050: 22.86 a.c.  
34-01-050D: 19.78 a.c.  
Total Site Area: 42.64 a.c.  
Net Developable Area: 21.38 a.c. (see rezoning exhibit)

Current Zoning: UR +/- 33.38 a.c. & GC +/- 9.26 a.c.  
Proposed Zoning: PD-MX Conditional for all 42.64 a.c.

#### Proposed Residential Development:

Front Setback: 18.5'  
Side Setback: 0' for interior units, 8' for end units  
Building Separation: 16'  
Rear Setback: 20'  
Minimum Required PD-MX Density : 128 units required minimum  
(6 units/a.c. for townhomes inside UDA) **147 units proposed**  
Area Devoted to Residential Uses: +/-40% of site or 19.44 a.c.  
Required Parking: 2 spaces per dwelling unit

#### Proposed Commercial Development:

Front Setback: 70' along Route 17  
Corner Setback: 15'  
Side Setback: 10'  
Rear Setback: 10' from RPA  
Max. Floor Area Ratio: 50% of net developable commercial area or 26,136 SF  
Area Devoted to Commercial: +/-10% of site or 1.5 a.c.  
Required Parking: In accordance with Sec. 10-1010 of the Isle of Wight Zoning Ordinance

Total Area Devoted to Open Space: +/-50% of overall site or 21.70 a.c.  
Visual Buffer: 70' along Route 17

Note: The 100' Resource Protection Area (RPA) buffer will be included in common open space areas and not within individual lots.







**TO:** Amy Ring, Director of Community Development, Isle of Wight County

**FROM:** Lynn Briggs, Director of Community & Media Relations, IWCS

**RE:** Response from IWCS Regarding Revisions to the Bridgepoint Development

**DATE:** May 20, 2025

Although the revised Bridgepoint proposal results in fewer students than originally anticipated, it still contributes to the broader pressure facing Isle of Wight County Schools. When combined with developments already underway or approved, the division anticipates substantial financial and operational impacts, including new staffing needs, additional transportation resources, and expanded facilities. These realities underscore the need for coordinated planning as residential development in the northern end of the county continues.

#### **Bridgepoint Development Impact**

Bridgepoint was originally approved in 2008 with 120 multifamily “workforce” units and a maximum of 230 owner-occupied condominium units, of which up to 116 could be age-restricted. The total approved number of units was 350. Based on this original plan and using data from the 2023 Cooperative Strategies Subdivision Yield Analysis Report prepared for IWCS, IWCS estimated that the development would yield:

- Carrollton Elementary School (CAES) 39 students
- Westside Elementary School (WSES): 23 students
- Smithfield Middle School (SMS): 21 students
- Smithfield High School (SHS): 35 students
- Total: 118 students

The proposed revision reduces the number of units to 147 townhomes. According to the same study, the new estimate for student generation is:

- Carrollton Elementary: 13 students
- Westside Elementary: 11 students
- Smithfield Middle: 6 students
- Smithfield High: 13 students
- Total: 43 students

This represents a decrease of 75 students compared to the original proposal.

Based on projected enrollment for the 2024–2025 school year and existing program capacities, each impacted school currently has sufficient capacity to absorb these additional 43 students. Table 1 illustrates the projected impact by school. However, there will be cumulative impacts to the division based on projects already in the subdivision pipeline. Those impacts are addressed in more detail in this letter.

Table 1

| School                        | HES        | CAES       | WSES       | SMS        | SHS        | Total        |
|-------------------------------|------------|------------|------------|------------|------------|--------------|
| <b>Program Capacity 2024</b>  | 853        | 698        | 866        | 683        | 1,738      | <b>4,822</b> |
| September 30, 2024 Enrollment | 634        | 563        | 683        | 563        | 1,323      | <b>3,766</b> |
| <b>Utilization</b>            | <b>72%</b> | <b>78%</b> | <b>79%</b> | <b>82%</b> | <b>76%</b> |              |
| <b>Bridgepoint Commons</b>    | <b>0</b>   | <b>13</b>  | <b>11</b>  | <b>6</b>   | <b>13</b>  | <b>43</b>    |

While there is currently sufficient program capacity at this time to accommodate the 43 students expected from Bridgepoint, their arrival would still generate operational impacts, including:

- **Transportation:** An additional bus and driver will be required, as current transportation resources in the Carrollton area cannot absorb the increased demand.
- **Special Education:** Approximately 15% of IWCS students receive special education services. Based on this, Bridgepoint could generate 6–7 additional students with special needs. This increase would likely necessitate at least one additional special education teacher and instructional assistant, as well as a specialized bus, driver, and aide.
- **Instructional Resources:** Additional teaching resources will be required, including textbooks, technology, classroom materials, and furniture to accommodate new classrooms and student needs.
- **Staffing and Class Size Compliance:** IWCS must maintain compliance with Virginia Standards of Quality for class sizes (§22.1-253.13:2). Depending on the grade levels and course requirements of new students, further instructional staffing may be necessary.
- **Double-blocked CTE classes,** including welding, culinary arts, and building trades, are at capacity. As the student population increases, a smaller percentage of the high school students will have an opportunity to participate in CTE classes without an expansion of space, equipment, and instructors.

### **Cumulative Impact from Ongoing and Approved Developments**

While Bridgepoint alone does not exceed current program capacity thresholds at the four zoned schools, the impact from developments currently under construction, and those already approved but not yet underway, presents a more urgent challenge. Table 2 reflects the cumulative impact of developments under construction on school program capacity.

Table 2

| School  | HES           | CAES          | WSES          | SMS           | SHS           | Total        |
|---|---------------|---------------|---------------|---------------|---------------|--------------|
| <b>Program Capacity 2024</b>  | 853           | 698           | 866           | 683           | 1,738         | 4,822        |
| September 30, 2024 Enrollment   | 634           | 563           | 683           | 563           | 1,323         | 3,766        |
| <b>Utilization</b>  | <b>72%</b>    | <b>78%</b>    | <b>79%</b>    | <b>82%</b>    | <b>76%</b>    |              |
| <b>Developments Under Construction</b>  |               |               |               |               |               |              |
| Benns Grant Apts  | 0             | 27            | 16            | 14            | 24            | 81           |
| Brewers Station Apts  | 0             | 9             | 8             | 6             | 11            | 34           |
| The Crossings Condos  | 0             | 25            | 20            | 15            | 30            | 90           |
| Cypress Creek Phase 6   | 8             | 0             | 3             | 3             | 7             | 21           |
| Mallory Point/Scott's Farm (SFD)  | 75            | 0             | 30            | 34            | 71            | 210          |
| Mallory Point/Scott's Farm (SFA)  | 41            | 0             | 17            | 19            | 39            | 116          |
| <b>Total Students from Developments</b>                                       | <b>124</b>    | <b>61</b>     | <b>94</b>     | <b>91</b>     | <b>182</b>    | <b>552</b>   |
| <b>Total Students (9/30/24 Enrollment + Total Students from Developments)</b> | <b>758</b>    | <b>624</b>    | <b>777</b>    | <b>654</b>    | <b>1,505</b>  | <b>4,318</b> |
| <b>Utilization</b>  | <b>88.86%</b> | <b>89.40%</b> | <b>89.72%</b> | <b>95.75%</b> | <b>86.59%</b> |              |

Once these developments are fully occupied, several schools will approach or exceed 90% program capacity, with Smithfield Middle School reaching 95.75%. This triggers formal planning responses by IWCS, as outlined below.

Table 3 includes approved but not yet constructed developments, including Bridgepoint, and their anticipated effect on program capacity.



Table 3

| Approved Developments                   | HES           | CAES          | WSES          | SMS            | SHS           | Total        |
|---|---------------|---------------|---------------|----------------|---------------|--------------|
| Archers Meade                           | 0             | 6             | 5             | 4              | 7             | 22           |
| Bridgepoint Commons                     | 0             | 13            | 11            | 6              | 13            | 43           |
| St. Lukes Village                       | 0             | 17            | 14            | 10             | 21            | 62           |
| Sweetgrass                              | 27            | 0             | 11            | 13             | 26            | 77           |
| The Grange                              | 43            | 0             | 9             | 14             | 27            | 93           |
| The Park @ Battery                      | 18            | 0             | 8             | 6              | 13            | 45           |
| Timber Preserve                         | 0             | 32            | 26            | 19             | 39            | 116          |
| <b>Total Students from Developments</b> | <b>88</b>     | <b>68</b>     | <b>84</b>     | <b>72</b>      | <b>146</b>    | <b>458</b>   |
| <b>Total Students</b>                   | <b>846</b>    | <b>692</b>    | <b>861</b>    | <b>726</b>     | <b>1,651</b>  | <b>4,776</b> |
| <b>Utilization</b>                      | <b>99.18%</b> | <b>99.14%</b> | <b>99.42%</b> | <b>106.30%</b> | <b>94.99%</b> |              |

Under this cumulative scenario, Carrollton Elementary, Westside Elementary, Smithfield Middle, and Smithfield High will approach or exceed 95% program capacity threshold. For instance:

- Smithfield Middle: 106.3% utilization
- Carrollton Elementary and Westside Elementary: Over 99% utilization
- Smithfield High: Nearing 95%

When school program capacity exceeds key thresholds, IWCS takes the following actions:

- At 85% program capacity: Formation of a Long-Range Planning Committee
- At 90% program capacity: Development of a formal plan of action by the committee
- At 95% program capacity: Engagement of an architect to produce working drawings for potential solutions

IWCS is proposing lowering these triggers to prompt an earlier response to growth. In particular, decreasing the trigger to 90% capacity for engaging an architect for potential solutions.

In closing, as Isle of Wight County continues to experience residential growth, our school division must rise to meet the challenge with deliberate, forward-thinking action. The increase in student enrollment demands more than temporary fixes—it requires a sustained commitment to expanding and modernizing our educational facilities. Without strategic investments in infrastructure, particularly in areas like special education and career and technical programs, we risk failing the very students we are charged to prepare for the future. Our community's growth must be matched by an equally strong dedication to ensuring every child has the space, support, and resources they need to thrive. The time to plan, invest, and act is now—because our students cannot wait.

**ORDINANCE NUMBER:** \_\_\_\_\_

**AN ORDINANCE TO CHANGE THE ZONING DISTRICT FROM CONDITIONAL URBAN RESIDENTIAL AND CONDITIONAL GENERAL COMMERCIAL TO CONDITIONAL PLANNED DEVELOPMENT-MIXED USE OF APPROXIMATELY 43 ACRES WITH TAX MAP NUMBERS 34-01-050 AND 50D LOCATED AT 15020 CARROLLTON BOULEVARD (RTE.17) FOR 147 ATTACHED SINGLE FAMILY HOMES AND 1.5 ACRES OF COMMERCIAL DEVELOPMENT**

WHEREAS, of Charles S. Brown, Jr. Properties, LLC, and Main Development, LLC, property owners, and Allied Properties, LLC, applicant, have submitted a request (REZN-24-11) for a change in the zoning district from Conditional Urban Residential and Conditional General Commercial to Conditional Planned Development-Mixed Use of approximately 43 acres with tax map numbers 34-01-050 and 50D located at 15020 Carrollton Blvd. for 147 attached single family homes and 1.5 acres of commercial development and said property is depicted in Exhibit A;

WHEREAS, the proposed zoning map amendment application REZN-24-11 has been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation for approval of the application with the attached voluntary proffered conditions in Appendix B; and,

WHEREAS, a public hearing before the Isle of Wight County Board of Supervisors was duly advertised as required by law and held on July 10, 2025, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors of Isle of Wight County, Virginia, that:

Section 1.      Exhibits.

Exhibit “A”, “Property Map”, and Exhibit “B”, “Voluntary Proffered Conditions” are attached hereto and are hereby incorporated as part of this ordinance.

Section 2.      Findings.

The Board of Supervisors finds that the change in zoning district application REZN-24-11, as submitted or modified with conditions herein, for the expressed purpose to allow the proposed uses as listed in the proffered conditions is in harmony with the standards of the Isle of Wight County Zoning Ordinance, and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other uses generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of the property, the Comprehensive Plan, the suitability of the property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as

determined by population and economic studies and other studies, the transportation requirements of the community, the requirements of airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation floodplains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the County.

Section 3.      Rezoning.

- A.      The property as shown on the attached Exhibit "A" is hereby rezoned and the official zoning map be, and is hereby, amended to limit the uses to only include uses as listed in the proffered conditions shown on Exhibit "B".
- B.      The foregoing rezoning and amendment to the official zoning map shall remain in effect until a subsequent amendment changes the zoning of the property.

Section 4.      Severability.

It is the intention of the Board of Supervisors that the provisions, sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section, and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrase, clauses, sentences, paragraphs, sections, and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination

Section 5.      Effective Date

This ordinance shall be effective upon passage and shall not be published or codified.

DATE: \_\_\_\_\_

READ AND PASSED: \_\_\_\_\_  
Chairman, Board of Supervisors

TESTE: \_\_\_\_\_  
Clerk, Board of Supervisors

Approved as to Form:

\_\_\_\_\_  
Robert W. Jones Jr, County Attorney



EXHIBIT A  
REZN-24-11 BRIDGE POINT COMMONS  
PROPERTY LOCATION MAP

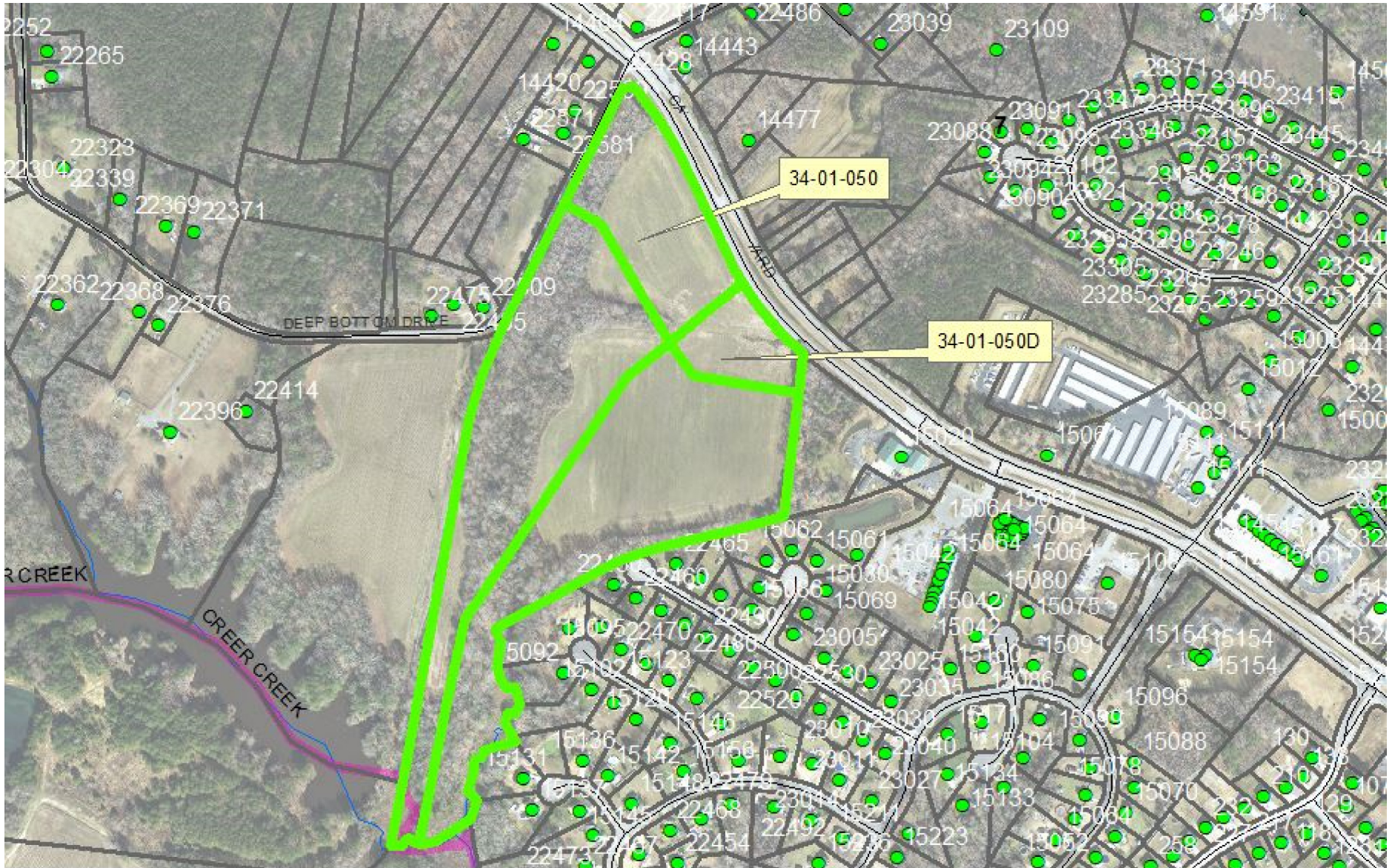




EXHIBIT B

**COUNTY OF ISLE OF WIGHT  
PROFFER STATEMENT**

**Owner's name(s): MAIN DEVELOPMENT, LLC and CHARLES S. BROWN JR. PROPERTIES, LLC**

**Prospective owner: ALLIED PROPERTIES, LLC**

**Applicants' name(s): ALLIED PROPERTIES, LLC**

**Project name: BRIDGE POINT COMMONS**

**Date: May 14, 2025**

**Parcel-Tax Map Numbers: 34-01-050 & 34-01-050D**

**Deed book reference: Instrument no. 180003694 and 190005070**

**Proposed Zoning: C-PD-MX**

These proffers are made as of the 14th day of May 2025 by Main Development, LLC and Charles S. Brown Jr. Properties, LLC, Owners and Allied Properties, LLC., Applicant, (collectively "Applicants"), for Tax Map Parcel Numbers 34-01-050 & 34-01-050D, containing approximately 42.65 acres of land which is referred to herein as the "Property". Applicants have filed an application for a new rezoning to allow C-PD-MX, Conditional Planned Development Mixed-Use District, with the Isle of Wight County Planning and Zoning Department. The Property is currently zoned CONDITIONAL URBAN RESIDENTIAL (C-UR) and CONDITIONAL GENERAL COMMERCIAL (C-GC). Applicants voluntarily proffer that the development of the Property proposed for rezoning under this application shall be in strict accordance with the conditions set forth below. Applicants do hereby waive any right to challenge, in any judicial or administrative proceedings, the legality of such conditions or to assert a claim for compensation resulting from such conditions (except where compensation is expressly provided for in the conditions) under federal or Virginia law.

These proffered conditions ("Proffers") are the only conditions offered on this rezoning, and any prior proffered conditions on the Property are hereby superseded by these proffers and any and all previous proffers on the Property are hereby void and of no further force and effect.

All improvements, land, easements, dedications, gifts, proffers and other conveyances to the County shall be in fee simple, without cloud of title or encumbrance of any kind.

## **I. Land Use**

### **1. Design and Unit Count**

- A. The Property shall be developed in accordance with the Bridge Point Commons Conceptual Layout dated January 8, 2025, revised May 12, 2025, and no more than one hundred forty-seven (147) units will be built. (Exhibit A)
- B. The Property shall be developed in accordance with VDOT's Route 17 Arterial Preservation Plan, the County's Comprehensive Plan and the applicable provisions of the Isle of Wight County Zoning Ordinance.
- C. The Applicant, shall, upon rezoning of the Property, develop the Property under the guidelines set forth in the Route 17 Corridor Master Plan adopted by the Board of Supervisors on November 15, 2007.
- D. The Applicant has developed a "Neighborhood Plan Book" including architectural, design, construction standards and guidelines and building elevations to ensure that the building designs and signage within the Project are consistent and complementary. This plan book shall be submitted to the Planning Commission and Board of Supervisors for their approval concurrent with the submission of the rezoning application.
- E. The maximum amount of vinyl siding used on residential buildings shall not exceed 80% of the building's exterior front façade. The minimum amount of brick and/or stone used on residential buildings shall not be less than 20% of the building's exterior front facade.

### **2. Infrastructure and Buffers**

- A. The Applicant shall utilize Low Impact Development principles as a part of the required Storm Water Management Plan, including the use of Bioretention Basins where feasible and appropriate. Should wet ponds be utilized, as part of the stormwater management system or as an amenity, the wet ponds shall utilize mechanical aeration equipment. The Applicant shall maintain the storm water management system in good working order until such time as 75% of the units in the Project are no longer owned by Applicant, at which time the obligation shall be assigned to the property owners' association.
- B. The Applicant shall provide a minimum 25-foot landscape buffer adjacent to the neighborhood of Ashby, extending from the Carrolton Fire Station property line west to the Britt Way cul-de-sac. At Britt Way, the landscape buffer shall increase to 40 feet and continue along the southern boundary to the western property line. The existing wooded slope within the 40-foot buffer area shall remain undisturbed. BMP's and landscaped berms shall be installed as buffers along the entire length of the southern boundary with the Ashby



subdivision, as shown on the Conceptual Plan, dated January 8, 2025, revised May 12, 2025.

### **3. Property Owners' Association and Restrictive Covenants**

A. Applicant shall form a Property Owners' Association, which may also include sub-associations, in accordance with Virginia law and membership in the association will be mandatory for all property owners. The Association shall be responsible for the maintenance of the following shared features and shall carry sufficient reserves and insurance to cover any damages thereto:

1. Storm water management areas (BMP' s)
2. Resource Protection Areas (RPA's)
3. All common areas and buffer areas
4. All community amenities for the use of the residents, including but not limited to, benches, gazebos, picnic areas, paved trails, exercise facilities, play equipment, etc. shall be finalized and approved with the Director of Planning during final engineering.

B. The face or front of the commercial buildings and structures shall generally be located along the line of the Newport Development Service Overlay District 70-foot setback line off Route 17. This is not meant to preclude placement of buildings to allow for driveways, drive aisles, and fire lanes in the area between the structure and the corridor setback line. Parking for the commercial buildings shall be located behind the front line of these buildings and structures. Easements for the parking area shall be put in place to provide for the shared use of parking facilities by adjacent parcels and tenants.

C. All permanent outdoor site lighting fixtures installed to illuminate a premise or architectural or landscape feature on private property shall be directed, shielded or located in such a manner that the light source is not visible offsite, and the light does not fall onto surrounding properties or create glare hazards within the public right-of-way.

The following commercial uses shall be prohibited within the Project:

1. Sale, Assembly or Repair of Farm Equipment
2. Commercial Stables
3. Park and Ride Facility
4. Public Maintenance and Service Facility
5. Laboratory
6. Auction Establishment
7. Commercial Outdoor Entertainment/Sports Recreation
8. Crematorium
9. Construction Equipment Sales and Rental
10. Flea Market
11. Commercial Kennel
12. Manufactured Home Sales
13. Mini Warehouse
14. Motor Vehicle Dealership, New or Used
15. Motor Vehicle Repair, Major or Minor
16. Truck Stop
17. Construction Yard
18. Landfill
19. Recycling Center
20. Communication Tower
21. Strip Club
22. Vape Store
23. Drive-thru restaurants and/or businesses

## **II. Cash Proffers**

Not needed for schools at this time based upon updated school capacity information from the County.

## **III. Water and Sewer Improvements**

The units shall be served by central water and sewer systems to be constructed by the Applicants in accordance with Isle of Wight County's development standards for new water and sewer utilities. The applicant shall convey all required water and sewer improvements to the County at no cost at such time as they are completed.

## **IV. Transportation**

1. The applicant shall construct commercial entrances to the commercial parcel as may be required by VDOT and as specifically referenced in the Traffic Impact Analysis submitted as part of this application.
2. In accordance with the Traffic Impact Analysis submitted by VHB, dated June 21, 2024, and revised October 30, 2024, January 31, 2025, and March 24, 2025, the applicant agrees to the following:
  - A. At Carrollton Blvd. and the entrance to the site, the applicant shall construct the site driveway to provide right in/right out access only. The applicant will also construct an

exclusive southbound right turn lane with 200' of storage and a 200' taper, prior to the first c/o being issued for the development.

- B. At Carrollton Blvd./Ashby Way/Omera Drive, the applicant agrees to maintain existing laneage and provide optimized signal timings.
- C. With the development of the commercial outparcel, the commercial developer will extend the southbound left-turn lane on Route 17 at the intersection of Carrollton Blvd./Ashby Way/Omera Drive to provide 200' of storage and a 200' taper prior to the first c/o being issued for any development.
- D. Should Bridgepoint Commons development occur prior to the Archer's Meade development, the site driveway shall be constructed with a channelized island within the development to restrict the site entrance to a right-in/right-out; and if Bridgepoint Commons is developed prior to Archer's Meade, the developer agrees to close the existing median break on Carrollton Blvd. (Route 17).
- E. The developer agrees to construct a connection to Britt Way and will facilitate this connection to include removal of the existing bulb and geometric changes required on Britt Way to connect to the Bridgepoint development, prior to the first c/o being issued for the development.

## **V. Common Areas**

1. Open space shall be reserved for use by residents and their guests as shown on the Bridge Point Commons Conceptual Layout dated January 8, 2025, revised May 12, 2025. (Exhibit A)
2. The Homeowner's Association created for the development shall be specifically responsible for the landscaping and maintenance of all open space, buffers and common areas and for the maintenance of all BMP structures.

## **VI. Cultural Resources Assessment**

The applicant hereby proffers to obtain a Phase 1 level investigation conducted within the parameters recommended by the Phase 1A Cultural Resources Assessment, if required by the regulatory authorities. Should the Phase 1 assessment

recommend further study, the applicant will cause further work to be undertaken.

## **VII. General**

1. Successors and Assigns - This Proffer Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and/or assigns. Any obligation(s) of Applicants hereunder shall be binding upon and enforceable against any subsequent Applicants or Applicants of the Property or any portion thereof.
2. Severability - In the event that any clause, sentence, paragraph, subparagraph, section or subsection of these Proffers shall be judged by any court of competent jurisdiction to be invalid or unenforceable for any reason, including a declaration that it is contrary to the Constitution of the Commonwealth of Virginia or of the United States, or if the application thereof to any Applicants of any portion of the Property or to any government agency is held invalid, such judgment or holding shall be confined in its operation to the clause, sentence, paragraph, subparagraph, section or subsection hereof, or the specific application thereof directly involved in the controversy in which the judgment or holding shall have been rendered or made, and shall not in any way affect the validity of any other clause, sentence, paragraph, subparagraph, section or provision hereof
3. Void if the Application is not approved - In the event that the Application is not approved by the County, these Proffers shall be null and void.

SIGNATURE PAGE

MAIN DEVELOPMENT, LLC

Owner:

By: [Signature]  
Signature

Name: James B. Brown III

Title: Owner

Commonwealth of Virginia

City/ County of Fairfax

Subscribed and sworn to before me Mesa Rae Leuchterman

A Notary Public in and for the City/County of Fairfax.

Commonwealth of Virginia, this 31 day of March, 2025

[Signature]  
Notary Public

My Commission Expires 9/30/2025



SIGNATURE PAGE

Owner: CHARLES S. BROWN JR. PROPERTIES, LLC

By Cym. Roberts  
Signature  
Name: Casey M. Roberts  
Title: 3/28/25

Commonwealth of Virginia

City/ County of Virginia Beach

Subscribed and sworn to before me Erika Snyder Beatty

A Notary Public in and for the City/County of Virginia Beach

Commonwealth of Virginia, this 28<sup>th</sup> day of March, 2025

Erika Snyder Beatty  
Notary Public

My Commission Expires: 9-30-25





SIGNATURE PAGE

Applicant:

ALLIED PROPERTIES, LLC

By

Justin Old, Manager

State of:

North Carolina

City/ County of

Currituck

Subscribed and sworn to before me

Kelly W Boldt

A Notary Public in and for the City/County of

Currituck

State of

North Carolina

this 14

day of

May

, 2024.

Kelly W Boldt

Notary Public

My Commission Expires

Nov 17, 2028

