

Agenda
Board of Supervisors
Isle of Wight County
February 4, 2021

1. Call to Order (6:00 P.M.)
2. Invocation – Supervisor McCarty
3. Approval of Agenda
4. County Administrator's Report
 - A. COVID-19 Vaccine Update
Staff Update on COVID-19 Vaccine Rollout in Western Tidewater
 - B. Blackwater River Park Property Update
Staff Update on Blackwater River Park Property
 - C. Windsor Library Addition
Staff Presentation – Windsor Library Building Addition
 - D. Opioid Abatement Authority
Letter of Support for Establishment of an Opioid Abatement Authority
 - E. Expanded Taxing Authority
Discussion of Expanded Taxing Authority and Options
 - F. Garbage, Weeds, and Litter Ordinance
Discussion of Garbage, Weeds, and Litter Ordinance
 - G. Monument Task Force Update
Report from the Confederate Monument Task Force
 - H. Study on Aging Update
Study on Aging Stakeholders Group

I. Community Development Office Space Needs

Space Planning Study for the Community Development
Department

5. Closed Meeting

6. Adjournment

ISSUE:

Staff Update on COVID-19 Vaccine Rollout in Western Tidewater

BACKGROUND:

The Western Tidewater Health District is administering the COVID-19 vaccine to Isle of Wight County employees and residents. Lack of sufficient quantity of the vaccine on a consistent basis is significantly impacting the ability of health district staff to vaccinate more people sooner.

Staff will provide information regarding current vaccination efforts/challenges.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ISSUE:

Staff Update on Blackwater River Park Property

BACKGROUND:

Staff will provide an update on the Blackwater River Park usage and future plans relative to public access.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ISSUE:

Staff Presentation - Windsor Library Building Addition

BACKGROUND:

In an effort to address the overcrowded conditions and lack of programming space at the Windsor Library, staff has developed proposed plans for expansion of the building.

BUDGETARY IMPACT:

TBD.

RECOMMENDATION:

For the Board's information and direction.

ISSUE:

Letter of Support for Establishment of an Opioid Abatement Authority

BACKGROUND:

The General Assembly is currently considering House Bill 2322 and Senate Bill 1469 which would establish the Opioid Abatement Authority to ensure the fair and orderly distribution of opioid litigation recoveries to local and state governments.

This legislation is the culmination of many months of discussion between local governments and the Office of the Attorney General (“OAG”) on how best to allocate any settlement funds received through the ongoing parallel litigation efforts of state and local governments to recover costs associated with opioid addiction.

BUDGETARY IMPACT:

TBD.

RECOMMENDATION:

Authorize the Chairman to sign a letter of support for the establishment of the Opioid Abatement Authority.

ATTACHMENTS:

Description	Type	Upload Date
Letter of Support	Resolution Letter	1/29/2021

January __, 2021

VIA EMAIL

Senator _____

Delegate _____

RE: Support HB 2322/SB 1469

Dear _____:

On behalf of the citizens of Isle of Wight County, we write you to express our strong support for House Bill 2322/Senate Bill 1469 which would establish the Opioid Abatement Authority to ensure the fair and orderly distribution of opioid litigation recoveries to local and state governments. The introduction of this legislation is the culmination of many months of discussion between local governments and the Office of the Attorney General (“OAG”) on how best to allocate any settlement funds received through the ongoing parallel litigation efforts of state and local governments to recover costs associated with opioid addiction.

Throughout these negotiations, local governments have urged the position that a significant portion of any funds recovered should flow back to localities who have borne the brunt of the opioid addiction problem. The above-referenced legislation is the product of a healthy give and take between the OAG and representatives of local government, and it strikes a delicate balance between the interests of both state and local government in maximizing the impact of funding for the treatment, prevention and reduction of opioid use and misuse. We strongly request your support for this legislation as an example of how state and local governments can work together to combat a terrible problem for the benefit of all.

Thank you in advance for your support of this important piece of legislation.

With best regards, we are

Sincerely yours,

ISSUE:

Discussion of Expanded Taxing Authority and Options

BACKGROUND:

The General Assembly has previously expanded the taxing authority of counties and is considering legislation that will give counties additional options. The Board may wish to discuss the potential requirements, benefits, and impacts of exercising its authority to levy additional taxes.

Additional taxing authority granted or under consideration includes a cigarette tax, plastic bag tax, and an optional sales and use tax.

BUDGETARY IMPACT:

TBD.

RECOMMENDATION:

For the Board's information and discussion.

ISSUE:

Discussion of Garbage, Weeds, and Litter Ordinance

BACKGROUND:

County residents are expressing concerns about the increasing amounts of trash being discarded along roadways throughout the community. The Board may wish to discuss the current ordinance and how it can be strengthened relative to litter prevention.

It should be noted that the General Assembly is considering legislation to increase penalties for littering.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information and discussion.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance - Garbage, Weeds, and Litter	Ordinance	2/1/2021

• **CHAPTER 8. - GARBAGE, WEEDS AND LITTER.**

Editor's note—An ordinance adopted August 21, 2006, amended [Chapter 8](#) in its entirety to read as herein set out.

For state law as to authority of county to provide for trash removal, see Code of Va., § 15.1-11. As to authority of county to regulate disposal services, see Code of Va., § 15.1-28.1.

As to disposition of dead animals, fowl or poultry, see [§ 3-3](#) of this Code. As to disposal of dead dogs, see [§ 3-10](#). As to junk, see [ch. 9](#).

Prior Ordinance History: 7-2-87; 5-16-91; 9-15-88; 8-15-96; and 7-25-05.

• **Article I. - In General.**

• **Sec. 8-1. - Definitions.**

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

- a) Ashesmeans the residue resulting from the burning of wood, coal, coke or other combustible material.
- b) Construction and demolition wastemeans solid waste resulting solely from construction, remodeling, repair, or demolition operations on buildings, other structures, but does not include inert debris, land-clearing debris, yard debris, used asphalt, asphalt mixed with dirt, sand, gravel, rock, concrete, or similar nonhazardous material.
- c) Contractor/hired individualsmeans a person or company that undertakes a contract or agreement to provide materials or labor to perform a service or do a job.
- d) Debris landfillmeans that site, or those sites, operated by and established by the county and any other governing body for the disposal of solid wastes.
- e) Directormeans the director of public works or designee.
- f) Disposalmeans the storage, collection, disposal or handling of solid waste or refuse.
- g) Garbagemeans any readily putrescible discarded materials composed of animal, vegetable or other organic material, but excluding sewage and human waste.
- h) Hazardous wastes and materialsmeans any solid waste or combination of solid wastes defined by the state department of environmental quality and/or the Southeastern Public Service Authority as hazardous in accordance with state and/or federal laws and regulations.

- i) Littermeans any manmade material that, if thrown, discarded, or disposed of, as prohibited in this chapter, may create a danger to public health, safety, or welfare or degrades the environment of the county. Litter shall include, but is not limited to, any garbage, trash, refuse, rubbish, newspaper, magazine, glass, metal, plastic or paper container, construction waste or any discarded object likely to injure any person, create a traffic hazard, or degrade the environment.
- j) Refusemeans all solid waste products having the character of solid rather than liquids and which are composed wholly or partially of materials such as garbage, trash, rubbish, litter, or other discarded materials.
- k) Refuse and recycling centermeans a solid waste disposal facility operated for use of county residents only, with the exception noted in this chapter, at which refuse, garbage, other solid waste or recyclables are collected, transported or disposed.
- l) Rubbishmeans combustible or slowly putrescible discarded materials which include, but are not limited to, trees, wood, leaves, trimmings from shrubs and trees, printed matter, plastic and paper products, grass, rags and other combustible or slowly putrescible materials not included under the term "garbage."
- m) Scavengingmeans the removal of material from a solid waste disposal facility without permission.
- n) Solid wastemeans any garbage, refuse, rubbish, or other discarded material, but does not include solid or dissolved materials in domestic sewage, solid or dissolved materials in irrigation return flows, industrial discharges, or special nuclear or by-product materials.
- o) Solid waste disposal facilitymeans a site operated by the county for functions related to solid waste disposal, including landfills, transfer stations and refuse and recycling centers.
- p) Transfer stationmeans any solid waste storage or collection facility at which solid waste is transferred from collection vehicles to haulage vehicles for transportation to a central solid waste management facility for disposal, incineration or resource recovery.
- q) Trashmeans combustible and noncombustible discarded materials and is used interchangeably with the term rubbish.
- r) Yard wastemeans residential yard waste such as grass clippings, leaves, limbs, branches and brush. (8-21-06; 2-27-20.)

- **Article II. - Condition of Premises; Owner and Occupant Duties.**

Editor's note —An ordinance adopted Sept. 19, 2019, amended art. II in its entirety to read as herein set out. Former art. II pertained to the same subject matter, consisted of §§ [8-2](#)—8-5, and derived from an ordinance adopted Aug. 21, 2006.

- **Sec. 8-2. - Removal of grass and weeds.**

- a) It shall be unlawful for the owner of occupied or vacant developed or undeveloped property within the boundaries of a platted subdivision, or any other areas zoned for residential, business, commercial or industrial use, to permit the growth of weeds, brush or other uncontrolled vegetation in excess of twelve inches to remain. This section shall not have any force and effect within the corporate limits of any town within the county nor shall this section apply to land zoned for or in active farming operation.
- b) When the county has determined that a violation exists, it shall notify the owner of the parcel or lot on which the violation exists to cut or cause to be cut the grass and weeds in accordance with county policy. For purposes of this section, only one written notice per growing season shall be required.
- c) If the grass and weeds are not cut within the time required by the notice then the county may cause them to be cut and the cost and expense thereof is assessed against the owner of such property. The cost thereof shall be billed to the owner and, if not paid, shall constitute a lien on the property and shall be added to and collected in the same manner as real estate taxes on such property. (9-19-19.)

(STATE LAW REFERENCE—Code of Virginia, Sec. 15.2-901.)

- **Sec. 8-3. - Removal of garbage, trash, refuse, etc.**

- a) Any person, firm, or corporation owning land within the county shall, at all times, remove, or cause to be removed, from such land any and all trash, garbage, refuse, litter, and any other substance which might endanger the health or safety of other residents of the county. Any such person, firm, or corporation who fails to remove any such material after being given notice to do so in accordance to county policy shall be in violation of this section.
- b) If any material described herein is not removed within the time required by the notice then the county may cause to be removed any material described herein and the cost and expense thereof is assessed against the owner of such property. The cost thereof shall be billed to the owner and, if not paid, shall constitute a lien on the property and shall be added to and collected in the same manner as real estate taxes on such property. (9-19-19.)

(STATE LAW REFERENCE—Code of Virginia, Sec. 15.2-901.)

- **Sec. 8-4. - Penalties.**

Violations of this article shall result in the following civil penalties:

- a) Fifty dollars for the first offense; and
- b) Two hundred dollars for subsequent violations not arising from the same set of operative facts within twelve months of the first offense.

Every three-day period during which the same violation is found to have existed shall constitute a separate offense. In the event three civil penalties have previously been imposed on the same defendant for the same or similar violations, not arising from the same set of operative facts within a twenty-four-month period, such violations shall be a Class 3 misdemeanor. (9-19-19.)

(STATE LAW REFERENCE—Code of Virginia, Sec. 15.2-901.)

- **Sec. 8-5. - Reserved.**

- **Article III. - Unlawful Disposal of Litter on Highway, Right-of-Way or Private Property.**

- **Sec. 8-6. - Generally.**

It shall be unlawful for any person to dump or otherwise dispose of trash, garbage, refuse, litter, a companion animal for the purpose of disposal, or other unsightly matter on public property, including a public highway, right-of-way, property adjacent to such highway or right-of-way, or on private property without the written consent of the owner thereof or his agent. (8-21-06.)

- **Sec. 8-7. - Presumption.**

When a violation of the provisions of this article has been observed by any person, and the litter has been ejected or removed from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting or disposing of such litter, provided however, that such presumption shall be rebuttable by competent evidence. (8-21-06.)

- **Sec. 8-8. - Penalties.**

A violation of this article shall constitute a misdemeanor punishable by a fine of not less than two hundred fifty dollars or more than two thousand five hundred dollars and confinement in jail for not more than twelve months, either or both. In lieu of the imposition of confinement in jail, the court may order the defendant to perform a mandatory minimum of ten hours of community service in litter abatement activities. (8-21-06; 9-19-19.)

(STATE LAW REFERENCE—Code of Virginia, Sec. 33.2-802.)

- **Article IV. - Load Covering and Transportation of Litter.**

- **Sec. 8-9. - Load covering.**

a) All vehicles used to transport any material along streets, roads, or highways of the county shall be constructed, maintained, and loaded so as to prevent such vehicle's contents from dropping, sifting, leaking, or otherwise escaping. This subsection shall not apply to the following:

1. Motor vehicles that are used exclusively for agricultural purposes as provided in Section 46.2-698 of the Code of Virginia (1950), as amended, and are not licensed in any other state;
2. Agricultural vehicles, tractors, or other vehicles exempted from registration and licensing requirements under state law;
3. Motor vehicles transporting forest products, poultry, or livestock; or
4. Public service company vehicles, pickup trucks, or emergency snow removal equipment while engaged in snow removal operations. (8-21-06.)

- **Sec. 8-10. - Transportation of refuse.**

No person shall transport any refuse in an open or uncovered vehicle along the streets, road, or highways of the county, unless the load is covered by a suitable cover in such manner as to contain the entire load. If any of the contents of the load shall blow, spill, fall, or become scattered in or upon any public way or place, such person shall immediately cause such contents to be gathered up and removed. (8-21-06.)

- **Sec. 8-11. - Presumption.**

When a violation of this article has been observed by any person, and the matter dumped or disposed of has been ejected or removed from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting or disposing of such matter, provided however, that such presumption shall be rebuttable by competent evidence. (8-21-06.)

- **Sec. 8-12. - Penalties.**

A violation of this section shall constitute a traffic infraction punishable by a fine of not more than two hundred fifty dollars. (8-21-06; 10-2-08, 9-19-19.)

(STATE LAW REFERENCE—Code of Virginia, Sec. 46.2-303.)

- **Article V. - Collections.**

- **Sec. 8-13. - Rates and charges.**

- a) Refuse service charges within the county, for the purpose of financing the establishment, maintenance and operation of refuse collection systems or refuse disposal methods and sites, are hereby levied in accordance with the following schedules:

The rate of charge to each institution, business and industrial establishment for collection and disposal of refuse, including bulk refuse containers, shall be established by the board of supervisors of the county, its agents or duly appointed commission, pursuant to the terms and conditions of any franchise granted under the provisions of this article.

- b) Such refuse service charge shall be collected by the person acting pursuant to the permission of, or contract with, the board of supervisors of the county. (8-21-06.)

- **Sec. 8-14. - Restrictions on disposal of solid waste and use of facilities.**

- a) Waste from outside county.It shall be unlawful for any person to dispose of solid waste, including recyclables, generated or collected outside the county, at any solid waste disposal facility.

- b) Improper disposal.

- 1) It shall be unlawful for any person to use or access solid waste disposal facilities in a manner or for a purpose not in accordance with federal and state laws and regulations, this article, and regulations approved by the board pursuant to this article.

- 2) It shall be unlawful to dispose of solid waste other than at a properly permitted private or public solid waste facility or such facilities designated by the director of public works or his designee.

- 3) Subsection (b) shall not apply to:

- i. Solid waste generated, purchased or utilized by an entity engaged in the business of manufacturing, mining, processing, refining or conversion except for an entity engaged in the production of energy or solid waste-derived fuels for sale to a person other than any entity controlling, controlled by or under the same control as the manufacturer, miner, processor, refiner or converter.

- ii. Recyclable materials, which are those materials that have been source-separated by any person or materials separated from solid waste by any person for utilization in both cases as a raw material to be manufactured into a product other than fuel or energy.

- iii. Construction debris to be disposed of in a landfill.
- iv. Waste oil.
- 4) Subsection (b) shall not prevent or prohibit disposal of solid waste at any facility which was issued a solid waste management facility permit by an agency of the Commonwealth on or before July 1, 1991, or for which a Part A permit application for a new solid waste management facility permit, including local governing body certification, was submitted to the Virginia Department of Environmental Quality in accordance with section 10.1-1408.1B of the Virginia Code on or before December 31, 1991.
- c) [Residency documentation required.]It shall be unlawful for persons other than county residents providing documentation of residence status, to use the refuse and recycling centers. Documentation required by the regulations adopted pursuant to this chapter shall be provided upon request.
- d) Dumping before weight taken.It shall be unlawful for any person, firm or corporation, public or private, to dispose of solid waste at the transfer station/landfill before weighing the vehicle containing such solid waste, unless the waste is subject to per-item charges.
- e) Inappropriate waste.
 - a. It shall be unlawful to dispose of any material injurious to solid waste containers or compactors, prohibited by state, federal or local laws or regulations, or inappropriate for disposal at a particular site.
 - b. Waste generated or collected as a result of commercial, industrial, institutional or manufacturing activities, including, but not limited to, construction, demolition, shall be disposed of only at the transfer station/landfill. Such waste shall not be accepted at other solid waste disposal facilities.
 - c. Construction and/or demolition waste resulting from home remodeling or new construction by contractors or hired individuals is prohibited at the refuse and recycling center.
- f) Firearms.It shall be unlawful for any person to discharge, cause to be discharged or threaten to discharge any firearm at any solid waste disposal facility.
- g) Scavenging.It shall be unlawful to engage in scavenging at a solid waste disposal facility. No person, unless authorized by solid waste manager, may remove any item from a solid waste container, climb on or into a container, or damage any container located at the refuse and recycling centers.
- h) [Restricted access.]Access to the facilities will be restricted to regular operating hours at the gated entrance. Unauthorized entry constitutes a trespass.
- i) [Prohibited dumping.]Dumping materials outside the facilities or outside of operating hours is prohibited.
- j) [Designated containers to be used.]All solid waste shall be properly disposed of inside designated containers. No solid waste shall be disposed of outside these containers unless directed by the site attendant. (2-27-20.)

Editor's note —An ordinance adopted Feb. 27, 2020, amended [§ 8-14](#) in its entirety to read as herein set out. Former [§ 8-14](#) pertained to preparation and storage of refuse, and derived from an ordinance adopted Aug. 21, 2006.

- **Sec. 8-15. - Penalties.**

A violation of this article shall constitute a misdemeanor punishable by a fine of not less than two hundred fifty dollars or more than two thousand five hundred dollars and confinement in jail for not more than twelve months, either or both. In lieu of the imposition of confinement in jail, the court may order the defendant to perform a mandatory minimum of ten hours of community service in litter abatement activities. (2-27-20.)

Editor's note—An ordinance adopted Feb. 27, 2020, amended [§ 8-15](#) in its entirety to read as herein set out. Former [§ 8-15](#) pertained to certain refuse not acceptable, and derived from ordinances adopted Aug, 21, 2006; and Nov. 15, 2007.

(STATE LAW REFERENCE—Code of Virginia, Sec. 33.2-802.)

- **Sec. 8-16. - Refuse containers.**

- a) Refuse containers shall be provided by the county for residential use and only for the use of county residents.
- b) Commercial establishments shall deliver the refuse to transfer stations for disposal. For purposes of this subsection, a "commercial establishment" shall mean any business or other operation, either for profit or non-profit, which produces products or services for consumption or use by the public.
- c) County refuse containers shall be collected by the county and disposed of in accordance with applicable state and/or federal laws. (8-21-06.)

- **Article VI. - Collector Licensing.**

- **Sec. 8-17. - Generally.**

No person shall, for hire, collect, remove, haul or convey any refuse through or upon any of the streets or roads in the county without first obtaining a license from the board of supervisors. (8-21-06.)

- **Sec. 8-18. - Fee; term.**

The fee for a license under this article 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, and all licenses shall be issued for the calendar year, or such portion thereof as shall remain after the issuance thereof. There shall be no reduction in the fee for a license issued after the beginning of any calendar year. (8-21-06; 5-1-14.)

- **Sec. 8-19. - Application.**

- a) Every person who shall apply for a license under this article shall state the type or types of solid wastes to be collected, the manner of collection and the place and method of disposal. No license shall be granted if the place and method of disposal shall not conform to the requirements of article V above and this article VI.
- b) All collectors must furnish the county with a schedule of rates to be charged and services to be rendered.
- c) All collectors shall provide the board of supervisors with a written guarantee of continuity and satisfactory service. (8-21-06.)

- **Sec. 8-20. - Changing disposal arrangements.**

No licensed collector shall make any change in the arrangements for disposal of refuse collected by him without first receiving the approval of the board of supervisors. (8-21-06.)

- **Sec. 8-21. - Revocation.**

In the event that the holder of any permit hereunder shall fail to comply with, abide by, or conform to this article or any requirements of the county health department, and upon complaint of the county health department, any permit issued hereunder may be revoked by the board of supervisors, its agent or duly appointed commission, without notice to the holder of such permit and shall have the power to seek and obtain injunctive relief from a court of competent jurisdiction to prevent violations of this section, without a showing of irreparable harm. However, in the event that the board of supervisors grants an exclusive franchise to any person for the collection and disposal of refuse, the provisions of this section shall not apply while such franchise is in effect.

Operating a private solid waste collection business without a permit as required herein shall be a misdemeanor, punishable by a fine of five hundred dollars, with each day in violation constituting a separate offense. (8-21-06; 2-27-20.)

- **Article VII. - Solid Waste Recycling Reports.**

- **Sec. 8-22. - Annual report.**

- a) Generally.Each person located within the county who recycles solid waste, as defined in Section 10.1-1400 of the Code of Virginia (1950), as amended, shall submit an annual report to the county administrator, who in turn will submit said reports to Southeastern Public Service Authority of Virginia.

- b) Time for filing.Each report required by this article shall cover the twelve-month period beginning January 1 and ending December 31 of each year. Each annual report shall be submitted not later than thirty days following the close of such twelve-month period.
- c) Contents.Each annual report required to be submitted hereunder shall include the following information with respect to the reporting party for the period covered by the report:
 - 1) The name and address of the reporting party and the name and telephone number of the individual who may be contacted on behalf of the reporting party with regard to its report; and
 - 2) The total quantity of solid waste recycled by the reporting party during the period. (8-21-06.)

- **Sec. 8-23. - Measurement of solid waste by weight; estimated data.**

All quantities of solid waste required to be reported hereunder shall be measured by weight. When the reporting party is unable to accurately determine quantity by weight, such quantities shall be reported based upon carefully estimated data. Each reporting party shall identify in its report all information which is based upon estimated data. (8-21-06.)

- **Sec. 8-24. - Proprietary information; failure to report other information.**

Nothing hereunder shall be construed to require any party to report information of a proprietary nature. Where any party fails to report any information otherwise required hereunder based upon a determination that such information is of a proprietary nature, the party shall specify in its report the nature of the information withheld and the basis for its determination that such information is of a proprietary nature. (8-21-06.)

- **Sec. 8-25. - Definitions.**

- a) As used in this article, the following definitions shall apply:
 - 1) Personshall mean any nonresidential generator of solid waste and any company, business or other party which collects, transports, processes or recycles solid waste.
 - 2) Recycleshall mean:
 - i. To sell, donate, or otherwise transfer solid waste material to any other person located outside of the service area so that such waste material may be processed and used again as a raw material for a product which may or may not be similar to the original product.
 - ii. To process a given waste material at a location within the service area so that such material may be used again as a raw material for a product which may or may not be similar to the original product.

- 3) Service areashall mean the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the Counties of Isle of Wight and Southampton. (8-21-06.)

- **Sec. 8-26. - Consolidated reports permitted.**

Any person who recycles solid waste at or from locations both within and without the county and who is not reasonably able to identify the quantity of solid waste recycled at or from each location may submit a consolidated report to the county. (8-21-06.)

- **Sec. 8-27. - Forms for reports.**

The Southeastern Public Service Authority may prepare forms to be used by any person required to submit a report under this article. Any such forms shall be available at the principal offices of the Southeastern Public Service Authority and at the offices of the county administrator. (8-21-06.)

- **Sec. 8-28. - Failure to report; penalty.**

Failure to furnish any report required hereunder shall be punishable by a fine of not more than five hundred dollars for each such violation. (8-21-06.)

- **Article VIII. - Regulations.**

Editor's note —An ordinance adopted Feb. 27, 2020, amended art. VIII in its entirety to read as herein set out. Former art. VIII pertained to disposal of solid waste and derived from an ordinance adopted Sept. 20, 2007.

- **Sec. 8-29. - Generally.**

The board of supervisors shall promulgate regulations governing administration of this chapter. The director shall interpret and administer the provisions of those regulations and this article and shall supervise all other administrative matters related to the use and operation of solid waste disposal facilities. The director may post signs at solid waste disposal facilities stating that violators of provisions of this article shall be prosecuted. (2-27-20.)

- **Article IX. - Running Bamboo.**

- **Sec. 8-30. - Purpose; intent.**

The purpose of this article is to preserve and protect private and public property, indigenous plant materials, and property values from the damaging spread of running

bamboo grasses. It is the finding of Isle of Wight County that the planting or the growing of running bamboo within Isle of Wight County has been and will continue to be destructive to the natural environment and destructive to structures and walkways on properties adjoining and neighboring those properties where running bamboo has been planted or permitted to grow; and because of these effects, the planting or growing of running bamboo threatens the value and physical integrity of both public and private property in Isle of Wight County. Therefore, in order to protect and preserve said environment and property values, it is the intent of Isle of Wight County to regulate the planting or growing of running bamboo within Isle of Wight County. (6-14-18.)

- **Sec. 8-31. - Definitions.**

As used in this article, the following terms shall have the following meanings:

Running bamboo\ means any tropical or semi-tropical grass with a monopodial (leptomorph) rhizome (root) system characterized by aggressive spreading behavior, typically producing rhizomes far away from the plant. Running bamboo includes, but is not limited to, the plant genera Phyllostachys. In the event running bamboo is found to have encroached, spread, invaded, or intruded upon any other property or public right-of-way, said species shall be presumed to be classified as "running bamboo." This presumption shall be rebuttable. As used in this article, running bamboo shall not include clumping bamboo.

Clumping bamboo\ means any tropical or semi-tropical grass with a sympodial (pachymorph) root system that typically produces rhizomes near the base of the plant. (6-14-18.)

- **Sec. 8-32. - Duty to contain running bamboo; exception.**

- a) Except as provided in subsection C of this section, a landowner on whose property running bamboo grows shall not allow the running bamboo to spread from his property to any adjoining property not owned by the landowner or within ten feet of a public right-of-way or a public roadway.
- b) A landowner on whose property running bamboo grows shall install or implement an appropriate containment measure effective at preventing such running bamboo from spreading from his property onto an adjoining property not owned by the landowner or within ten feet of a public right-of-way or public roadway.
- c) A landowner on whose property running bamboo has spread from an adjoining property shall not be required to install or implement a containment measure to prevent the spread of this running bamboo if he:
 - 1) Did not plant the running bamboo or cause the running bamboo to be planted or grown on his property;
 - 2) Has provided satisfactory proof to Isle of Wight County that, within a reasonable period of time after:

- i. Discovering the spread of running bamboo onto his property from an adjoining property; or
 - ii. Purchasing property on which running bamboo had spread from an adjoining property, he advised the owner of the adjoining property of his objection to the spread of the running bamboo; and
- 3) Has initiated steps for the removal of the running bamboo from his property, including remedies at law. (6-14-18.)

- **Sec. 8-33. - Containment measures.**

- a) An appropriate containment measure is any measure that prevents running bamboo from spreading to adjoining property or within ten feet of public right-of-way or public roadway.
- b) A barrier used as a containment measure shall be:
 - 1) Impenetrable to running bamboo; and
 - 2) Installed at a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right-of-way or public roadway.
- c) A trench used as a containment measure shall be a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right-of-way or public roadway. (6-14-18.)

- **Sec. 8-34. - Penalties.**

- a) A landowner in violation of this chapter shall be subject to a civil penalty not to exceed fifty dollars for the first violation or violations arising from the same set of operative facts.
- b) The civil penalty for subsequent violations not arising from the same set of operative facts within twelve months of the first violation shall not exceed two hundred dollars.
- c) Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of three thousand dollars in a twelve-month period. (6-14-18.)

ISSUE:

Report from the Confederate Monument Task Force

BACKGROUND:

At its regular meeting on January 21, 2021, the Board received feedback relative to the Windsor Town Council's discussion relative to relocation of the monument to the Windsor cemetery. During its discussion of relocation of the monument, the Board requested that staff provide information relative to contextualization of the monument.

The options for contextualization discussed by the Task Force include:

1. Erect another monument of equal size and equal height to memorialize all who died in war
2. Erect a statue in recognition of the 36th United States Colored Infantry Regiment
3. Make the current monument all-inclusive
4. Erect granite monuments in a semi-circle with each portion of granite providing historical information
5. Erect additional statues of other notable individuals (such as Rev. Dr. Martin Luther King, Jr.) of the same height and size as the current monument
6. Add simple signage around the current statue with QR codes with historical information visitors could read on their own electronic devices

It should be noted that above methods of contextualization were discussed and listed as options, but there was no consensus or agreement from the Task Force as to any priority or preference of the options.

BUDGETARY IMPACT:

TBD

RECOMMENDATION:

For the Board's information and direction.

ISSUE:

Study on Aging Stakeholders Group

BACKGROUND:

Staff will provide a brief update on its efforts to identify and conduct outreach to key stakeholders for the anticipated study on senior citizens in the community.

As previously noted, the study will identify steps the County can take to ensure its residents can age successfully in the community. The initial step will be to survey residents on their top concerns with aging in the County as well as their future lifestyle priorities. The next step will be to develop policy recommendations to better direct County actions and decisions as well as guide capital investments to maximize the accessibility in the County to persons of all ages, ability levels and socioeconomic groups.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ATTACHMENTS:

Description	Type	Upload Date
Study on Aging Overview 112420	Backup Material	11/17/2020
Aging Study PC Staff Report 112420	Cover Memo	12/1/2020

Isle of Wight County Study on Aging Overview

Rev. November 17, 2020

In a February 2020 report, the US Census Bureau marks the year 2030 as a demographic turning point for the United States. Beginning that year, all baby boomers in the US will be older than 65 years of age. This will expand the size of the older population so that one in every five Americans is projected to be of retirement age. Later that decade by 2034, older adults will outnumber children for the first time in U.S. history.

For Isle of Wight County, this turning point is projected to happen much sooner. The US Census Bureau projects 19.8% of the County's population was 65 years or older in 2019. The Weldon Cooper projects 21.6% of the population will be within this age bracket by 2020, which increases again to 26.9% of the County's population by 2030. By the end of the planning horizon of *Envisioning the Isle*, in 2040, the 65 year and older population group reduces in size slightly to 26.1% of the total population.

It is now Isle of Wight's turn to grapple with the implications of this demographic shift in the character of our community. How should we adapt neighborhood design, transportation options, recreational opportunities and even employment to ensure that people can successfully age here? Although there are significant challenges associated with creating a successful age friendly community, the good news is that most Americans want to remain healthy, active, and engaged in their communities as they age. In addition, technological innovation continues to follow the market opportunities presented by the increasing longevity market.

Successful age friendly communities can address some of the following concerns:

- Financial Security - provide a reasonable cost of living through such items as safe and affordable housing and employment opportunities for seniors;
- Health – offer access to a wide range of healthcare options and recreational opportunities;
- Housing- provide a diverse set of housing options to meet multiple needs, whether it's single family homeownership, a rental apartment or assisted living facility;
- Transportation – provide mobility and access to convenient transportation systems for seniors for travel, running errands, or making a medical visit;
- Social Integration– provide ready connections to family and friends as well as cultural and educational opportunities.

The study will identify steps the County can take to ensure its residents can age successfully in the community. The initial step will be to survey residents on their top concerns with aging in the County as well as their future lifestyle priorities. The next step will be to develop policy recommendations to better direct County actions and decisions as well as guide capital investments to maximize the accessibility in the County to persons of all ages, ability levels and socioeconomic groups.

Background

On January 16, 2020, the Isle of Wight County Board of Supervisors directed staff to conduct a study on the future impacts of aging on the County's quality of life and levels of service as part of the new County's new Comprehensive Plan.

This study serves an implementation tool for several policies of the County's Comprehensive Plan, *Envisioning the Isle*, including:

- Studying the locations and demands of the elderly and low income populations of the County to inform transit decisions.
- Examining the impact of changing demographics and recreational needs on parks, facilities and programming;
- Continuing to improve access to parks, trails, and other facilities in order to serve all citizens, regardless of ability;
- Supporting life-long learning through schools, libraries, continuing and higher education programs, community-based education programs, and recreation programs for all age groups;
- Identifying regulatory changes that provide opportunities for housing for persons with special needs in proximity to supporting community services and activities;
- Reviewing and revising regulations to support housing types that allow the elderly to remain in their community as their needs change;
- Increasing opportunities within the development service districts (DSDs) for residences to be in close proximity to retail, employment, and public facilities; and
- Identifying possible incentives to encourage the development of a range of housing choices near major activity centers such as employment, commercial areas, schools, and recreation areas.

Tentative Study Timeline:

Oct - Nov 2020: Analyze population and economic trends, identify potential issues, review examples of successful policies and programs from other communities, and develop draft survey questions.

Dec 2020: Present study outline and draft survey to the Board of Supervisors, the Planning Commission, and the Commission on Aging. After the project presentation, perform following: 1) ask each group for feedback on which stakeholder groups should be surveyed for their input on policy and actions along with the general community; and 2) appoint stakeholder group members to review survey results and develop policy recommendations.

Jan – Feb 2021: Develop Survey instrument to be used with target stakeholder groups (Religious organizations, civic organizations, senior program participants, senior housing residents, and public agencies which serve these populations) and general population.

- February 2021: Conduct input survey through multiple channels – online, paper copies provided at key locations (libraries, senior center) and distributed to religious and civic organizations; and phone calls upon request.
- March – April 2021: Synthesize survey results and develop summary report. Make presentation on survey results to Planning Commission, Board of Supervisors and Commission on Aging. Draft policy and action step recommendations.
- May – June 2021: Develop draft policy document and implementation strategies with stakeholder group.
- June 2021: Present draft study document to stakeholder groups, the community at large, the Board of Supervisors and the Planning Commission.
- July 2021: Approval of final study document by the Board of Supervisors and amendment of Comprehensive Plan.



PLANNING REPORT

APPLICATION:

Overview of Isle of Wight County's Study on Aging

ELECTION DISTRICT:

All

BACKGROUND:

On January 16, 2020, the Isle of Wight County Board of Supervisors directed staff to conduct a study on the future impacts of aging on the County's quality of life and levels of service as part of the new County's new Comprehensive Plan.

DESCRIPTION:

The study will identify steps the County can take to ensure its residents can age successfully in the community. The initial step will be to survey residents on their top concerns with aging in the County as well as their future lifestyle priorities. The next step will be to develop policy recommendations to better direct County actions and decisions as well as guide capital investments to maximize the accessibility in the County to persons of all ages, ability levels and socioeconomic groups.

The study overview with a tentative project timeline is attached for your information.

COMPREHENSIVE LAND USE PLAN:

This study serves an implementation tool for several policies of the County's Comprehensive Plan, *Envisioning the Isle*, including:

- Studying the locations and demands of the elderly and low income populations of the County to inform transit decisions.
- Examining the impact of changing demographics and recreational needs on parks, facilities and programming;
- Continuing to improve access to parks, trails, and other facilities in order to serve all citizens, regardless of ability;
- Supporting life-long learning through schools, libraries, continuing and higher education programs, community-based education programs, and recreation programs for all age groups;
- Identifying regulatory changes that provide opportunities for housing for persons with special needs in proximity to supporting community services and activities;
- Reviewing and revising regulations to support housing types that allow the elderly to remain in their community as their needs change;
- Increasing opportunities within the development service districts (DSDs) for residences to be in close proximity to retail, employment, and public facilities; and
- Identifying possible incentives to encourage the development of a range of housing choices near major activity centers such as employment, commercial areas, schools, and recreation areas.

ORDINANCE REVIEW:

The study will result in policy recommendations which may include revisions to the County's ordinances in order to implement the policies.

AGENCY REVIEW:

Staff will also present the study overview to the Commission on Aging and the Board of Supervisors for their information prior to beginning the community survey.

STAFF RECOMMENDATION:

The report is for the Planning Commission's information only. No action is required.

ATTACHMENTS:

Description	Type	Upload Date
Study on Aging Overview 112420	Backup Material	11/17/2020

ISSUE:

Space Planning Study for the Community Development Department

BACKGROUND:

The space needs study was initiated to identify ways to provide a more secure, user-friendly and service-oriented space and to increase staff efficiency in an appropriate work environment. Design for social distancing and public health recommendations are incorporated in the recommended layout.

The Department consists of the Community Development Director, Planning and Zoning Office, Central Permitting Office, and Building Inspections Office. More office space is needed on the first floor to allow for more efficient workflow, meet social distancing requirements, and provide for individual concentration. Reorganizing the Lobby allows for easy public access to the service counters while maintaining controlled access to the Department to address current security concerns.

BUDGETARY IMPACT:

The total construction cost estimate is \$250,000.

RECOMMENDATION:

Staff recommends that the Board include funds for the recommended office renovation in the Fiscal Year 2022 Capital Improvement Plan.

ATTACHMENTS:

Description	Type	Upload Date
CDD Space Needs Analysis Jan 2021	Backup Material	1/28/2021

Space Planning Study
Community Development Department
Isle of Wight County, Virginia

November 12, 2020



www.designcollaborative.cc



Table of Contents

- Report Summary
- Space Needs
- Scope of Construction
- Construction Budget
- Proposed Floor Plan
- Demolition Plan
- CDD Program Data
- Photographs of Existing Offices

Community Development Office Isle of Wight County

Space Planning Study

November 12, 2020

Summary

The Isle of Wight Community Development Department is located in the Administrative Office Addition at County Courthouse located at 17140 Monument Circle. The building was constructed in the mid-1980s and designed for the County Treasurer and the Commissioner of the Revenue offices. There is a central Lobby for the public with access doors to offices on both sides and three service windows, two on one side and one on the other. Most of the offices and the staff side of the service counters are 12" above the Lobby floor. It was designed to put seated staff at a face to face level with the public and to accommodate many people at one time.

The operations of the CDD do not involve nearly as many face to face encounters with the public. As the CDD has grown and their work flow is has changed, they need to use their space more effectively. In this age of ongoing concerns for public and staff security and public health guidelines, this study was initiated to review to provide a more secure, user friendly and service oriented space, and to increase staff efficiency in an appropriate work environment. Design for social distancing and public health recommendations will be incorporated.

Space needs

The Department consists of the CDD Director, Planning and Zoning Office and Central Permitting Office (Permits and Inspections). A detailed list of the Staff and their space needs is in the Space Needs Requirements, attached.

More private offices are needed to allow for individual concentration. Reorganizing the Lobby for easy public access to the service counters while maintaining controlled access to the Department is a primary concern.

Proposed Floor Plan

The two level floor plan presents some challenges to the reorganization because multiple stairs and a ramp are needed to access both levels.

The proposed plan relocates the service counters to face the entry doors and provides staff space behind for quick and easy access to the counters for the . The two service points would be separated from the public with two counter windows and a secure door. The windows could have permanent bank teller like glazing for security and health protection. If a more customer friendly environment is desired the glazing could be removable so that it is only in place as needed (such as in a pandemic). New stairs will allow staff, not on the lower level, to access the service counters as needed.

The lower floor level divides the staff area down the middle creating separation between Planning and Zoning and Permits and Inspections, with each division occupying one side of the upper level. Assistant Directors would be located in the existing offices on the lower level just inside the Lobby door to each. On the upper levels, both sides would be remodeled to divide the space into the offices and open work stations needed with shared breakroom and bathrooms in their current locations, each side would have its own copier/printing/file storage

area for easy access to the staff that need them. Due to the limited space, two Planning and Zoning offices (one for a Codes Enforcement Officer and one for a Planning Services Coordinator) will be located on the second floor. These were selected because of their need for privacy and less direct interaction with the Public.

The Director's Office is located in the back end of Permits and Inspections to be close to all staff and so both Assistant Directors can be more accessible to the public.

Overall the layout will provide more privacy for individual staff needing quiet to focus on work tasks. This will also allow staff to maintain safe social distancing while working.

Doors to access the individual suites could be equipped with remote access locks, or some other type of keyless system, for improved staff control and security.

Scope of Construction

A goal of this project was to keep as much as possible and still accomplish a better layout and space for CDD operations. The renovation and remodeling of the CDD offices will require demolition of many existing partitions to reconfigure the space. It is anticipated that all finishes will be replaced or refurbished. Electrical outlets, lighting and HVAC will be reconfigured to support the new layout. The new construction would be similar to the existing and meet the current Virginia Statewide Building Code. The two new stairs to provide access between floor levels will require removing a portion of the existing retaining walls. Minimizing this work was important to keep cost economical.

A full outline of the Scope of Construction is attached.

Proposed Construction Budget

The Construction Budget Estimate based on a Base Cost limiting replacement of certain finishes, ceilings, light fixtures, and other items to areas of demolition and new work. A budget for adding these is also provided as a Bid Alternate add on. This study is based on limited visual inspection of the existing building. The only Construction Drawings available are preliminary and do not include dimensions or notes. Due to the lack of detailed information a 30% Contingency is included in the Budget Estimate for Unforeseen Conditions which may be encountered during future Design and Construction of this project.

Space Needs Requirements- Community Development Department

November 12, 2020

Public Space

Main Lobby

CDD Director-

Office

Permits and Inspections

Building Inspections Division

Lobby

Assistant Director

Office

Chief codes Compliance Officer

Office

Plans Examiner

Office

Codes Compliance Inspector

Cubicle

Codes Compliance Inspector (future)

Cubicle

Support Spaces

Supply Closet

Copier/Scanner

Central Permitting Division

Lobby

Supervisor (Future)

Office

Permit Tech

Cubicle

Permit Tech

Cubicle

Permit Tech

Cubicle

Service Counter 2 stations

Counter Stations

Central Permitting cont'd

Support Spaces

Supply Closet

Copier/Scanner

Pedestal Files (3)

Lateral File (1)

Vertical Files (3)

Planning and Zoning Division

Lobby

Assistant Director	Office
Principal Planner	Office
Planner	Office
Planner	Office
Zoning Coordinator	Office
Codes Enforcement Officer	Office
Planning Services coordinator	Cubicle
Planning Services Coordinator	Cubicle
Service Counter – 1 Station	Service Counter

Support Spaces

Scanner/Plotter (Future)

Supply Closet

Common Spaces

Conference Room (Collaborative Work space)

Breakroom

Rest Rooms (1 Women, 1 Men)

Community Development Office Isle of Wight County

Scope of Construction Description

November 11, 2020

Demolition-

- Remove concrete slab and turndown edge as needed for new stairs
- Remove existing storefront, walls, doors and counters as shown on Demolition Plan
- Remove existing carpet and base through out
- Remove existing VCT and base at Restrooms, Break Room, Ramp and back hallway
- Remove existing Fire Vault
- Remove existing all ceiling tile
- Remove ceiling grid, and light fixtures as needed
- Remove existing wayfinding and identification signage

New Construction-

- Install new concrete steps and handrails both sides of existing Lobby and in Planning and Zoning
- Install new steel stud walls to above ceiling(with sound batts, 5/8) and doors (half lite) for new offices
- Install new storefront entrance at Planning and Zoning
- Install new carpet and base
- Install new LVT and base at Restrooms, Break Room, Ramp and back hallway
- Paint all new and existing walls and doors
- Install new front counter with glass transaction windows in full height wall with door
- Reinstall ceiling grid as needed and install all new ceiling tiles
- Rework HVAC ducts and diffusers to accommodate new offices
- Relocate electrical outlets and install new outlets as needed for new offices and workstations
- Install new Tele Data boxes and conduit for new layout as requested by County IT
- Install new locks on new doors and existing doors as directed by County
- Install new way finding and identification signage as directed by County

Bid Alternates (Add)-

- Remove all ceiling grids and lights. Install all new ceiling grid and LED light fixtures. Provide motion sensing automatic light switches at private offices
- Remove plumbing fixtures at Restrooms. Install new water saver fixtures. Install touchless automatic faucets at sinks.
- Remove and replace Break Room counter top and sink. Refinish existing wood cabinets.

Owner provided equipment and systems (not included in budgets above)-

- IT and communications wiring, connections and equipment
- Security system
- Furniture and storage systems
- Copiers

Community Development Office, Isle of Wight County

Space Planning Study

November 12, 2020

Construction Budget

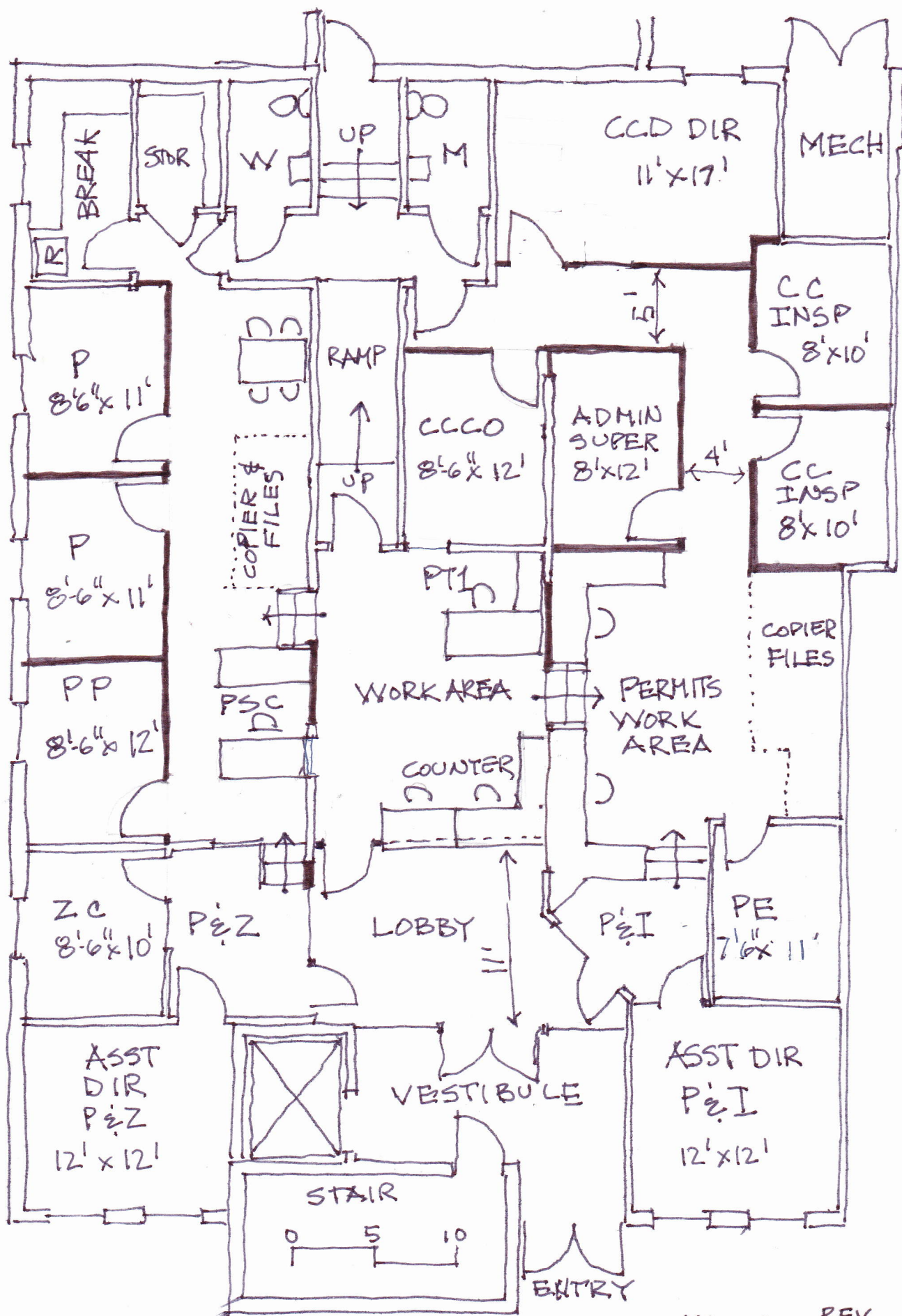
This budget was calculated using current sf/prices and preliminary take offs based on the Floor Plan sketches and the Scope of Construction. The budget is separated into the Base Bid which covers the minimum work required for the renovation. The Bid Alternate includes additional cosmetic and system upgrades. A 30% Contingency is recommended to cover the unknowns and unforeseen conditions which may be encountered as the design moves forward with more detail.

Base Bid	\$150,000
Contingency	50,000
Total Base Budget	\$200,000

Bid Alternate	
Add for lighting, ceiling and other upgrades	\$ 50,000
Total Budget	\$250,000

Owner provided equipment and systems (not included in budgets above)-

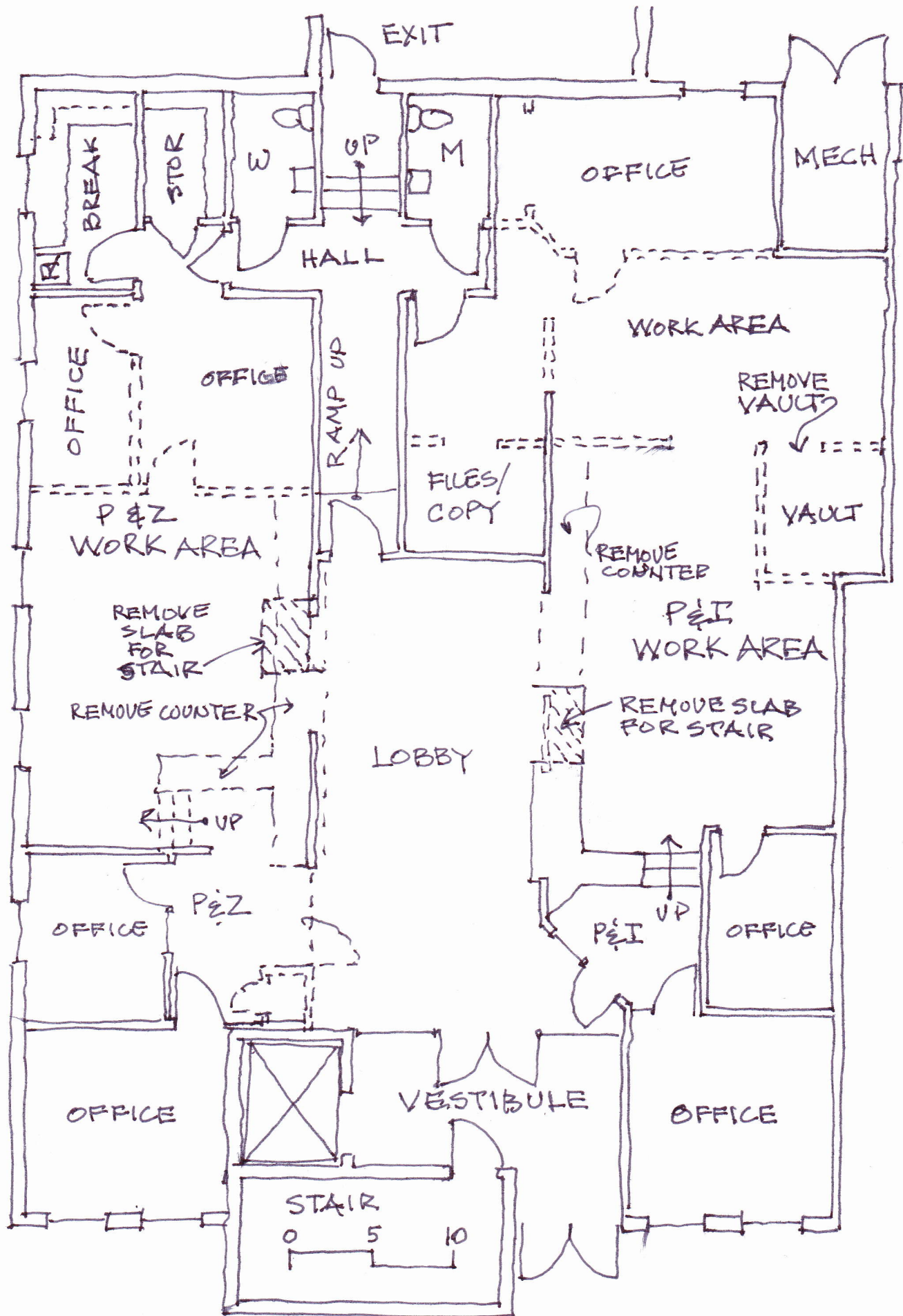
- IT and communications wiring, connections and equipment
- Security system
- Furniture and storage systems
- Copiers



CDD PROPOSED PLAN

NEW
WALL

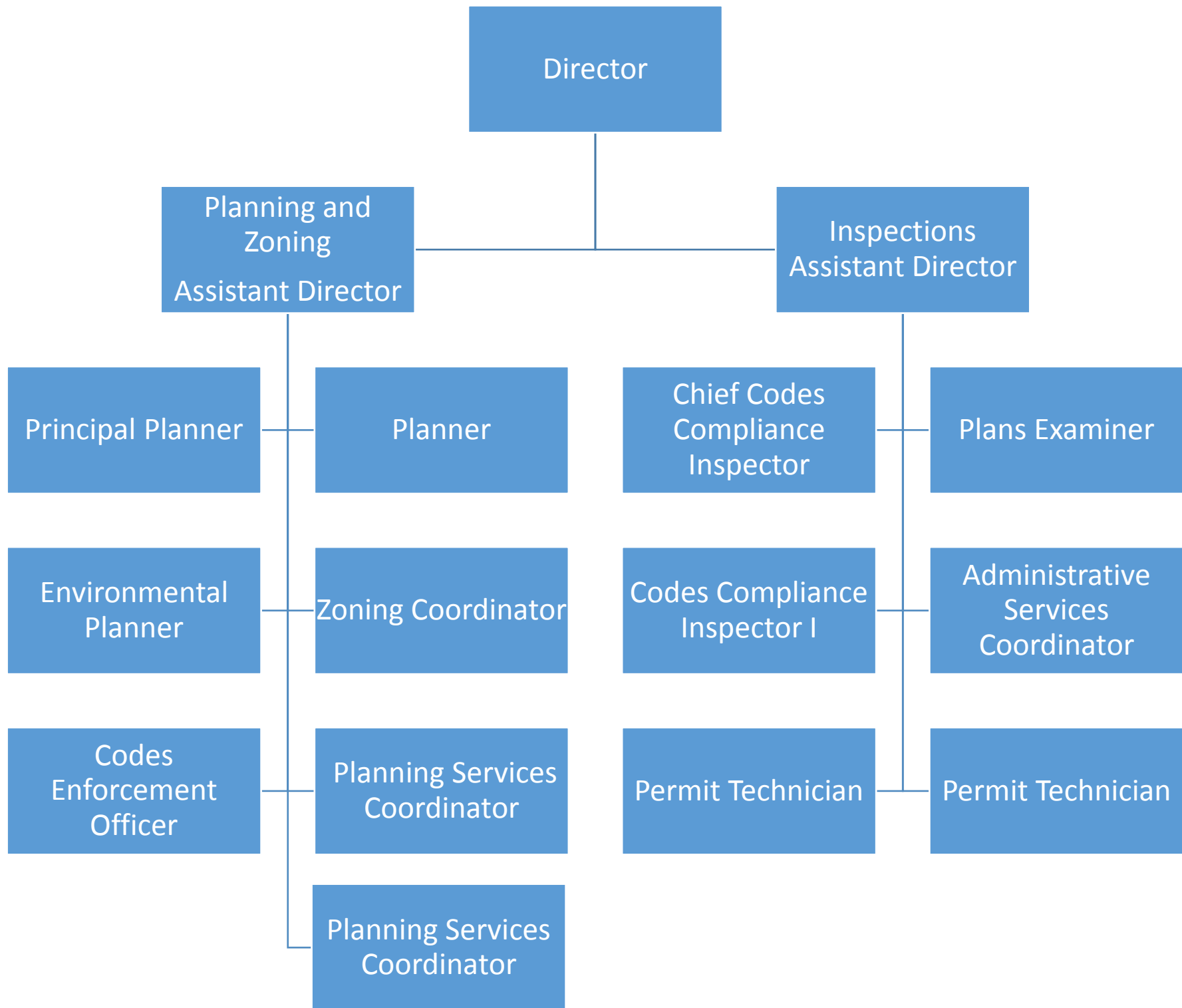
REV
01/06/21
11/12/20



CDD DEMOLITION PLAN

==== REMOVE WALL

11/12/20



SPACE PROGRAM DATA SHEET

Page 1 of 4

1. ROOM/SPACE NAME Building Inspections Division
2. DEPARTMENT Community Development
3. OCCUPANCY (Number of Persons) Four (4) persons currently with Five (5) in future possible
4. FUNCTION/USE Building permit inspections and plans review
5. SPATIAL RELATIONSHIPS: PRIMARY (Should be close to or not close to) Needs to be close to permit technicians
and copier/printer
SECONDARY (Nice to be close to) Should have easy access to planning and zoning staff for conferrals and
6. STAFF SUPERVISION REQUIREMENTS One chief compliance officer monitors work flow and answers questions as needed
7. SECURITY ISSUES/REQUIREMENTS Currently require minimum of six feet separate between desks or an imper point.
8. SPECIAL FEATURES We are in the process of installing large display monitors for digital plan review.
9. ACCESSIBILITY FEATURES *Would like to have universal design features incorporated into new office space where possible. Would like to have all offices at same grade, but if not, there is an existing ramp at the rear of the building.
10. LIGHTING: Provide any special requirements Would like to have LEED fixtures which provide "natural" light

* All areas shall comply with Americans with Disabilities Act.

SPACE PROGRAM DATA SHEET

FOR: ROOM/SPACE Building Inspections Division

11. COMMUNICATION, DATA & ELECTRICAL _____

Currently adequate

12. HEATING & COOLING (IF SPECIAL REQUIREMENTS) Currently adequate although better air flow between room

13. PLUMBING Currently adequate

14. ACOUSTIC/SOUND CONTROL Sound attenuation features will be important between customer service area where noise levels can be elevated and other offices.

15. WINDOWS Maximization of natural light through existing windows will be important.

16. FINISHES LEED rated materials are important

FLOORS tile or faux hardwood that is easy to clean and provides a slip resistant surface

WALLS painted surface with a combination of bright/natural colors

CEILINGS currently have old drop ceiling, would like to investigate alternatives with new lighting

WAINSCOT _____

17. EQUIPMENT/ACCESSORIES NEEDS All existing equipment is adequate except would like space for a future

A/V EQUIPMENT _____

TRASH RECEPTACLE - SIZE _____

BULLETIN BOARDS _____

DAYLIGHT CONTROL _____

PORTABLE MARKER BOARDS _____

WALL CLOCK _____

COPIER _____

SPACE PROGRAM DATA SHEET

FOR: ROOM/SPACE Building Inspections Division

18. FURNISHINGS & EQUIPMENT (ELABORATE ON A SEPARATE SHEET IF REQUIRED)_____

SEATING: 5 persons FILES: PEDESTAL FILE QTY

TASK, QTY 5 employee desks LATERAL FILE LIN. FT.

GUEST, QTY VERTICAL FILE LIN. FT. 5

TOTAL LINEAL FEET OF FILING REQD.

OTHER: Staff office areas

DESK 1 assistant director/3 inspectors/1 plans review

CREDENZA 1 assistant director/3 inspectors/1 plans review

TABLE/ CHAIRS 10 chairs (5 staff with room for 5 guests)

OTHER collaborative work space/table with chairs and shared break area

19. SHELVING_____

20. STORAGE Need a supply closet which could be combined with room for copier/scanner

TYPE/NUMBER OF UNITS OR TOTAL LINEAR FEET

21. OTHER COMMENTS/REQUIREMENTS:_____

Would like to provide semi-private cubicle work spaces for each inspector and a private office for the chief codes compliance officer, assistant director/building official, and plans examiner.

22. AREA ESTIMATE_____

Would like an assessment of most efficient use of space

SPACE PROGRAM DATA SHEET

Page 1 of 4

1. ROOM/SPACE NAME Central Permitting Division
2. DEPARTMENT Community Development
3. OCCUPANCY (Number of Persons) Three (3) persons currently with Four (4) in future possible
4. FUNCTION/USE Application Intake, permit issuance, and general customer inquiries
5. SPATIAL RELATIONSHIPS: PRIMARY (Should be close to or not close to) Needs to be close to front door and
copier/printer
SECONDARY (Nice to be close to) Should have easy access to inspections and planning and zoning staff
6. STAFF SUPERVISION REQUIREMENTS Administrative Coordinator monitors work flow and answers questions as needed
7. SECURITY ISSUES/REQUIREMENTS Currently require minimum of six feet separate between desks or an imper point
8. SPECIAL FEATURES We are in the process of installing display monitors on the customers side of the permit counter for display of GIS data
9. ACCESSIBILITY FEATURES *Would like to have universal design features incorporated into new permit counter where possible. Would like to have all offices at same grade, but if not, there is an existing ramp at the rear of the building.
10. LIGHTING: Provide any special requirements Would like to have LEED fixtures which provide "natural" light

* All areas shall comply with Americans with Disabilities Act.

SPACE PROGRAM DATA SHEET

FOR: ROOM/SPACE Central Permitting Division/Customer Service Area

11. COMMUNICATION, DATA & ELECTRICAL _____

Currently adequate

12. HEATING & COOLING (IF SPECIAL REQUIREMENTS) Currently adequate although better air flow between room

13. PLUMBING Currently adequate

14. ACOUSTIC/SOUND CONTROL Sound attenuation features will be important between customer service area where noise levels can be elevated and other offices.

15. WINDOWS Maximization of natural light through existing windows will be important. Will need clear sneeze guards at new customer service counter

16. FINISHES LEED rated materials are important

FLOORS tile or faux hardwood that is easy to clean and provides a slip resistant surface

WALLS painted surface with a combination of bright/natural colors

CEILINGS currently have old drop ceiling, would like to investigate alternatives with new lighting

WAINSCOT _____

17. EQUIPMENT/ACCESSORIES NEEDS All existing equipment is adequate except would like space for a future

A/V EQUIPMENT _____

TRASH RECEPTACLE - SIZE _____

BULLETIN BOARDS _____

DAYLIGHT CONTROL _____

PORTABLE MARKER BOARDS _____

WALL CLOCK _____

COPIER _____

SPACE PROGRAM DATA SHEET

FOR: ROOM/SPACE Central Permitting Division/Customer Service Area

18. FURNISHINGS & EQUIPMENT (ELABORATE ON A SEPARATE SHEET IF REQUIRED)_____

SEATING: 4 persons (3 permit techs/1 supervisor) FILES: PEDESTAL FILE QTY 3

TASK, QTY 4 employee desks LATERAL FILE LIN. FT. 1

GUEST, QTY 4 chairs in lobby waiting area VERTICAL FILE LIN. FT. 3

_____ TOTAL LINEAL FEET OF FILING REQD. _____

OTHER: Staff work areas

DESK 4 (3 permit techs/1 supervisor)

CREDENZA 4 (3 techs/1 supervisor)

TABLE/ CHAIRS 8 chairs (4 staff with room for 4 guests)

OTHER permit counter and shared break area

19. SHELVING _____

20. STORAGE Need a supply closet which could be combined with room for copier/scanner

TYPE/NUMBER OF UNITS OR TOTAL LINEAL FEET _____

21. OTHER COMMENTS/REQUIREMENTS: _____

Would like to provide semi-private cubicle work spaces for each permit tech and a private office for the administrative coordinator/future supervisor.

22. AREA ESTIMATE _____

Would like an assessment of most efficient use of space

SPACE PROGRAM DATA SHEET

Page 1 of 4

1. ROOM/SPACE NAME Planning and Zoning Division
2. DEPARTMENT Community Development
3. OCCUPANCY (Number of Persons) Nine (9) persons currently and near future
4. FUNCTION/USE Development plan review and long range planning activities
5. SPATIAL RELATIONSHIPS: PRIMARY (Should be close to or not close to) Needs to be close to permit technicians
and copier/printer
SECONDARY (Nice to be close to) Should have easy access to building inspections staff for conferrals and
6. STAFF SUPERVISION REQUIREMENTS Assistant Director monitors work flow and answers questions as needed
7. SECURITY ISSUES/REQUIREMENTS Currently require minimum of six feet separate between desks or an imper point.
8. SPECIAL FEATURES We may install large display monitors for digital plan review in the near future.
9. ACCESSIBILITY FEATURES *Would like to have universal design features incorporated into new office space where possible. Would like to have all offices at same grade, but if not, there is an existing ramp at the rear of the building.
10. LIGHTING: Provide any special requirements Would like to have LEED fixtures which provide "natural" light

* All areas shall comply with Americans with Disabilities Act.

SPACE PROGRAM DATA SHEET

Page 2 of 3

FOR: ROOM/SPACE Planning and Zoning Division

11. COMMUNICATION, DATA & ELECTRICAL _____

Currently adequate

12. HEATING & COOLING (IF SPECIAL REQUIREMENTS) Currently adequate although better air flow between rooms

13. PLUMBING Currently adequate

14. ACOUSTIC/SOUND CONTROL Sound attenuation features will be important between customer service area where noise levels can be elevated and other offices.

15. WINDOWS Maximization of natural light through existing windows will be important.

16. FINISHES LEED rated materials are important

FLOORS tile or faux hardwood that is easy to clean and provides a slip resistant surface

WALLS painted surface with a combination of bright/natural colors

CEILINGS currently have old drop ceiling, would like to investigate alternatives with new lighting

WAINSCOT _____

17. EQUIPMENT/ACCESSORIES NEEDS All existing equipment is adequate except would like space for a future

A/V EQUIPMENT _____

TRASH RECEPTACLE - SIZE _____

BULLETIN BOARDS _____

DAYLIGHT CONTROL _____

PORTABLE MARKER BOARDS _____

WALL CLOCK _____

COPIER _____

SPACE PROGRAM DATA SHEET

FOR: ROOM/SPACE Planning and Zoning Division

18. FURNISHINGS & EQUIPMENT (ELABORATE ON A SEPARATE SHEET IF REQUIRED)_____

SEATING: 9 persons FILES: PEDESTAL FILE QTY

TASK, QTY 9 employee desks LATERAL FILE LIN. FT.

GUEST, QTY VERTICAL FILE LIN. FT. 9

TOTAL LINEAL FEET OF FILING REQD.

OTHER: Staff office areas

DESK 1 director/1 assistant director/4 planners/2 planning coordinators/1 codes enforcement

CREDENZA 1 director/1 assistant director/4 planners/2 planning coordinators/1 codes enforcement

TABLE/ CHAIRS 18 chairs (9 staff with room for 9 guests)

OTHER collaborative work space/table with chairs, shared break room

19. SHELVING _____

20. STORAGE Need a supply closet which could be combined with room for copier/scanner

TYPE/NUMBER OF UNITS OR TOTAL LINEAR FEET

21. OTHER COMMENTS/REQUIREMENTS: _____

Would like to provide semi-private cubicle work spaces for planning coordinators and private offices for the remaining staff

22. AREA ESTIMATE _____

Would like an assessment of most efficient use of space



1. Lobby Doors



2. Lobby



3. Permits and Inspections entrance



4. Planning and Zoning entrance



5. Inspections counter work area



6. Inspections work area



7. P&I work area



8. P&I files



9. P&I files



10. Planning & Zoning front offices



11. Planning & Zoning rear offices



12. Planning & Zoning central work area



13. Ramp to Lobby



14. Rear exit stair



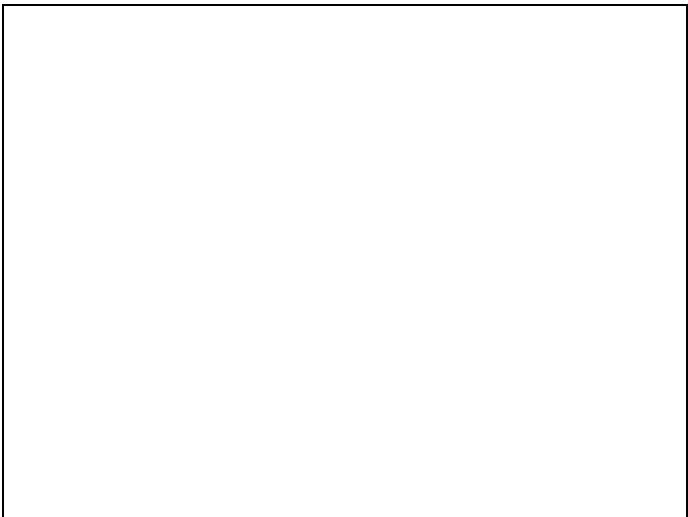
15. Break Room



16. Copier room



17. Security Systsem



18.

