



Sussex County Planning Commission Meeting
Monday, March 4, 2024 at 6:00 P.M.
General District Courtroom at Sussex Judicial Center
15098 Courthouse Road, Sussex, VA 23884

Agenda

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- a. January 8, 2024 Public Meeting

D. PUBLIC HEARING

- 1) Zoning Map Amendment #2024-01, Eastern Woodlands

E. OLD BUSINESS

- a. Planning Commission Election of Officers
 - i. Chair
 - ii. Vice Chair
- b. Capital Improvements Program (CIP)
 - i. Discussion on CIP requests

F. NEW BUSINESS

- i. None

G. ADJOURNMENT

**Minutes of the
SUSSEX COUNTY PLANNING COMMISSION WORK SESSION**

Monday, January 8, 2024 at 6:00 P. M.

General District Courtroom- Sussex Judicial Center

15098 Courthouse Road, Sussex, VA 23884

PLANNING COMMISSIONERS PRESENT

J. Lafayette Edmond, Vice Chair

Rudolph Shands

Roger King

Andrew Mayes

PLANNING COMMISSIONERS ABSENT

Terry Massenburg, Chair

Dennis P. Mason

Kevin Bracy

STAFF PRESENT

Beverly Walkup, Director of Planning

Michael Poarch, Planner

CALL TO ORDER:

COMMISSIONER Edmond, called the Planning Commission Meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

MOTION OF COMMISSIONER SHANDS and seconded by COMMISSIONER KING: RESOLVED that the agenda be approved for the January 8, 2024 meeting as presented.

Voting aye: Commissioners Edmond, Shands, King, Mayes (4-0)

APPROVAL OF MINUTES:

None

OLD BUSINESS

None

NEW BUSINESS

a) Planning Commission Election of Officers

ON MOTION OF COMMISSIONER MAYES and seconded by COMMISSIONER KING and carried:
RESOLVED that the election of officers be deferred to the March Meeting.

Voting aye: Commissioners Edmond, Shands, King, Mayes (4-0)

b) Capital Improvements Plan

Beverly Walkup, Director of Planning, presented an overview and introduction to the Capital Improvements Program which included a definition governing eligible projects. An overview of the ranking and priority was also briefly discussed. A recommended schedule was presented to the Commission on the CIP review process and public hearing schedule.

ON MOTION OF COMMISSIONER MAYES and seconded by COMMISSIONER KING and carried:
RESOLVED that the recommended definition and schedule for the CIP be approved. Voting aye: Commissioners Edmond, Shands, King, Mayes (4-0)

ADJOURNMENT – The meeting adjourned at 6:29 P. M.

ON THE MOTION OF COMMISSIONER KING, seconded by COMMISSIONER EDMOND and carried: RESOLVED that the Sussex County Planning Commission is hereby adjourned.

Voting aye: Commissioners: Edmond, Shands, King, Mayes (4-0)

Submitted by: Michael Poarch

Approved by PC:

STAFF REPORT

APPLICATION SUMMARY:

Applicant:	Eastern Woodlands Corp.
Location:	The property is located on the south side of Cabin Point Road (Rt. 602) between Beale Drive and Newville Road (Rt. 625), approximately 500 feet from the intersection of Cabin Point Road and Newville Road.
Parcel Record Numbers:	13-4-1A
Proposal:	To create up to three (3) lots on 4.323 acres

APPLICATION:

The applicant, Eastern Woodlands Corp. under Zoning Amendment (ZA) #2024-01 seeks to rezone 4.323 acres from Conditional-Planned Unit Development (C-PUD) to Residential Estate (R-E) to create up to three (3) lots. The lots will have frontage on and be accessed via Cabin Point Road.

ELECTION DISTRICT:

Courthouse Election District

LOCATION:

The property is located on the south side of Cabin Point Road approximately 500 feet west of its intersection with Newville Road. The property is currently wooded. To the west are a number of residentially occupied properties fronting both sides of Cabin Point Road and accessed via Beale Drive. To the east, there are additional residential units fronting Newville Road platted as a part of the Rollingwood Subdivision. A farm field and woodlands are located directly across Cabin Point Road and throughout the surrounding area.

BACKGROUND:

The 4.323-acre property is a portion of a 146.79-acre parcel rezoned to C-PUD by the Sussex County Board of Supervisors on April 25, 2013 to create the Willow Woods planned unit development.

Property records indicate that there are approximately nine (9) lots with agricultural zoning along the frontage of the property on both sides of Beale Drive, platted as Willow Woods, Phase I. To date, only four (4) of the nine (9) lots have occupied dwelling units.

Property records also show that Phase II of the development was constructed under agricultural zoning to include the installation of water and sewer and a private road (Beale Drive) to serve approximately twenty-three (23) platted lots. Buildout stalled after the construction of three (3) occupied dwelling units. Nonetheless, it appears that all of the lots in Phases I and II have been conveyed.

The master plan approved under the PUD zoning shows a proposal for approximately 175 single-family detached, a fire station, a shopping center with a food store anchor, a restaurant and convenience store with gas and a carwash. Staff is unaware of any future plans for development of any subsequent phases of Willow Woods; however, the C-PUD zoning designation remains in place.

The 4.323-acre parcel is the last PUD zoned portion of property with public road frontage, being under the same ownership as the remaining PUD acreage. The remaining acreage is served by Beale Drive.

DESCRIPTION:

The applicant is requesting to rezone 4.323 acres from C-PUD to R-E to create up to three (3) residential lots. The lots will front Cabin Point Road and be served by public water and sewer.

COMPREHENSIVE PLAN REVIEW:

The current Comprehensive Plan Small Area Plan for Waverly designates the future land use for this property as Residential. The plan states that the area is an emerging area of new homes built within the last 10-15 years in an area not ideally situated near transportation and town services but that can support some development.

ORDINANCE REVIEW:

The R-E zoning designation if approved will require a one-acre minimum lot size with one hundred fifty (150) feet of road frontage per lot. Minimum setback requirements are seventy-five (75) feet from the right-of-way, twenty-five foot side yards and a fifty (50) foot rear yard. This is consistent with other existing lot sizes in Willow Woods, Phase I and the frontage lots along Cabin Point.

STAFF CONCLUSIONS:

Strengths:

1. Lot sizes are consistent with existing lot sizes in Willow Woods, Phases I and II.
2. The lots are proposed in an area where public water and sewer is available to serve future development.

3. The proposed development is consistent with the Comprehensive Plan future land use designation

Weaknesses:

1. None identified at this time.

AGENCY/DEPARTMENT COMMENTS:

Staff forwarded the application for comment to the following review agencies. Comments received are noted.

➤ Department of Transportation (VDOT)

No comments received.

➤ Sussex Service Authority (SSA)

The parcel has both water and wastewater (4" force main) lines present within the 60' utility easement present to serve the three (3) proposed lots.

STAFF RECOMMENDATION:

Based upon the strengths of the application, Staff recommends approval.

ATTACHMENTS:

- Public Notice Advertisement
- Application
- Rezoning Exhibit
- PUD Master Plan
- Area Maps

Notice of Public Hearings Sussex County

Pursuant to Section 15.2-2204 of the Virginia Code, notice is hereby given that the Sussex County Planning Commission will hold a public hearing at its regular meeting on Monday, March 4, 2024 beginning at 6:00 p.m. in the General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia 23884 to consider the following:

Zoning Amendment #2024-01: The application of Eastern Woodlands Corp., applicant and owner to amend zoning from Conditional-Planned Unit Development (C-PUD) to Residential Estate (R-E) to create up to three (3) lots on 4.323 acres. The property is located on the south side of Cabin Point Road (Rt. 602) between Beale Drive and Newville Road (Rt. 625), approximately 500 feet from the intersection Cabin Point Road and Newville Road in Sussex County (Tax Parcel No. 13-4-1A).

A copy of the proposed Zoning Amendment, along with supporting documentation are available for review in the Planning Department located at 20135 Princeton Road, Sussex Virginia, during regular business hours Monday through Friday from 8:30 a.m. to 5:00 p.m., phone number (434) 246-1043.

Comments may also be submitted in writing to bwalkup@sussexcountyva.gov or via mail to the Department of Planning, P. O. Box 1397, 20135 Princeton Road, Sussex, VA 23884, no later than noon on Monday, March 4, 2024. Any persons needing assistance or accommodations under the provisions of the American Disabilities Act should contact Michael Poarch at 434-246-1043 at least seven (7) days in advance of the hearing.

Submitted by: Beverly Walkup, Director of Planning

Advertisement Dates: Wednesday, February 20, 2024 and Wednesday, February 27, 2024



"Good Things Are Happening in Sussex County!"

Sussex County, Virginia

Planning and Zoning Department

APPLICATION FOR REZONING/CONDITIONAL ZONING AMENDMENT

This application should be used to petition for a change to the Official Zoning Map or for an amendment of zoning conditions. The following application requirements are consistent with the procedures set forth in Section 34-36, *Amendments*, of the Sussex County Zoning Ordinance, as amended.

A. APPLICATION FOR (CHECK ALL THAT APPLY):

Rezoning

Conditional Rezoning (Are voluntary proffered conditions attached?): Yes No

Request to change the subject property(s) from the C-PUD to the ^{SR} ~~R-12~~ zoning district.

Proposed Use or Activity: SINGLE FAMILY HOMES - UP TO 3 LOTS

Amendment to Conditional Zoning

Request to change conditional zoning as follows (Attach current and proposed conditions): _____

B. PROJECT DESCRIPTION:

Project Name: CABIN POINT RD.

Property Address (if any): _____

Election District: NEWVILLE

Comprehensive Plan Designation: RESIDENTIAL

The rezoning will apply to 4.323 acres out of 4.323 total acres

Tax Parcel Identification # 13-4-1A Number of Acres to be Rezoned: 4.323

Requesting Zoning District Change from C-PUD to RF

Tax Parcel Identification # _____ Number of Acres to be Rezoned: _____

Requesting Zoning District Change from: _____ to _____

Tax Parcel Identification # _____ Number of Acres to be Rezoned: _____

Requesting Zoning District Change from: _____ to _____

Proposed Utilities (check all that apply):

Public Water Private Well

Public Sewer Private Septic



"Good Things Are Happening in Sussex County!"

Sussex County, Virginia

Planning and Zoning Department

C. APPLICATION INFORMATION:

Applicant(s) Name(s): EASTERN WOODLANDS CORP. c/o JONATHAN FELOMAN

Address: POB 1570

City, State, Zip Code: PETERSBURG, VA 23805

Phone No.: 804-733-9330 Email: jon@easternwoodlands.com Fax No.: N/A

Property Owner(s) Name(s): SAME

Address: _____

City, State, Zip Code: _____

Phone No.: _____ Email: _____ Fax No.: _____

Applicants/Owners Affidavit (including compliance with all deed restrictions and covenants)

This application must be signed by the owner(s) of the subject property or must have attached written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s), containing written authorization to act with full authority on the owner(s) behalf in filing this rezoning application. Signing this application shall certify the owner's compliance with all deed restrictions and covenants, and shall constitute the granting of authority of the County to enter onto the property for the purpose of conducting site analyses and compliance with Federal, State and County regulations.

Applicant: JONATHAN D. FELOMAN
Printed or Typed Name

Owner: Same
Printed or Typed Name

Applicant: [Signature] Date: 1/24/23
Signature

Owner: _____ Date: _____
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me Shilton R. Butts
_____, A Notary Public in and for
the County of Sussex, Commonwealth of Virginia,
this 24th day of January, 20 24

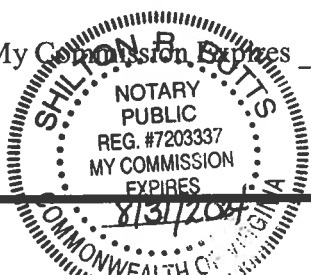
Subscribed and sworn to before me _____
_____, A Notary Public in and for
the County of Sussex, Commonwealth of Virginia,
this _____ day of _____, 20 _____

Shilton R. Butts
Notary Public

Notary Public

My Commission Expires 8/31/2024

My Commission Expires _____





"Good Things Are Happening in Sussex County!"
 Sussex County, Virginia
 Planning and Zoning Department

**COUNTY OF SUSSEX
 DISCLOSURE OF REAL ESTATE HOLDINGS**

Applicant JOH FELDMAN, PRESIDENT EASTERN WOODLANDS CORP.

Address POB 1570 Street

PETERSBURG, VA 23805 City State Zip

REAL ESTATE HOLDINGS TO BE AFFECTED

Location or Address	Description
TM 13-4-1A	PARCEL B, REMAINDER OF 13-4-1A

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500shareholders.)

Name of Individuals Corporation/Partnership Business Association	Address
JOH FELDMAN	POB 1570, PETERSBURG, VA 23805

Does any member of the Sussex County Planning Commission or governing body have any interest in such property, either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust, or whether a member of the immediate household of any member of the Planning Commission or governing body has any such interest? Yes No

If yes, names of members:

I do solemnly swear that the foregoing statement(s) and attachments(s), if any, are complete, correct and true.

Applicant: JOH FELDMAN Applicant: [Signature] Date: 1/24/23
Printed or Typed Name Signature

Commonwealth of Virginia
 County of Sussex

Subscribed and sworn to before me Shilton R. Butts
 A Notary Public in and for the County of Sussex, Commonwealth of Virginia, this 24th day of January, 20 24.

Shilton R. Butts
 Notary Public
 My Commission Expires 8/31/2024



NOTES:
 1. PROPERTY TO BE SERVED BY PUBLIC WATER AND SEWER.

2. OUTSIDE PERIMETER SURVEYED BY THE UNDERSIGNED LAND SURVEYOR ON MAY 06, 2005. THE NEW DIVISION LINE SURVEYED AND THIS PLAT DRAWN OCT. 20, 2021.

3. ZONED: C-RUD, "CONDITIONAL-PLANNED UNIT DEVELOPMENT" APPROVED BY SUSSEX COUNTY BOARD OF SUPERVISORS ON APRIL 25, 2013. APPROVAL BY THIS OFFICE IS REQUIRED PRIOR TO ANY DEVELOPMENT ON THE LOT AS IT IS SUBJECT TO CONDITIONS AND MAY REQUIRE AN AMENDMENT TO CONDITIONS OF ZONING.

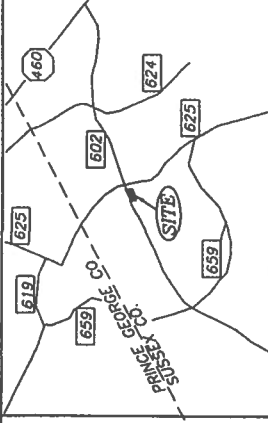
SURVEYORS CERTIFICATE:

THE HEREON SHOWN DIVISION CONTAINS A PORTION OF PROPERTY ACQUIRED BY EASTERN WOODLANDS CORP., BY DEED RECORDED IN DEED BOOK 200, PAGE 1107 IN THE OFFICE OF THE CLERK OF CIRCUIT COURT, SUSSEX COUNTY, VIRGINIA.

THIS PLAT IS THE RESULT OF AN ACTUAL FIELD SURVEY.

(SEE NOTE #2)
 TODD LENNING
 L.S.# 2445

LENNING LAND SURVEYING
 2126 LEWISTON PLANK RD.
 BURKEVILLE VA 23922
 434-787-9940



VICINITY MAP

OWNER'S STATEMENT:

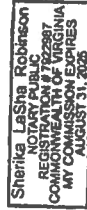
THIS SUBDIVISION AS IT APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE WISHES AND DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETORS AND TRUSTEES IF ANY:

Jon D. Feldman
 JON D. FELDMAN, PRESIDENT
 (EASTERN WOODLANDS CORP.)
 10/29/21
 DATE

STATE OF VIRGINIA, COUNTY OF TARRANT, TO WIT:

Sherika L. Robinson, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT JON D. FELDMAN, PRESIDENT, (EASTERN WOODLANDS CORP.) WHOSE NAME IS SIGNED ABOVE TO THE FOREGOING WRITING, DATED 10/29/21, HAS ACKNOWLEDGED THE SAME BEFORE ME IN THE COUNTY AND STATE AFORESAID.

GIVEN UNDER MY HAND, THIS 29th DAY OF OCTOBER, 2021.
Sherika L. Robinson
 SHERIKA L. ROBINSON
 NOTARY PUBLIC
 MY COMMISSION EXPIRES August 31, 2025

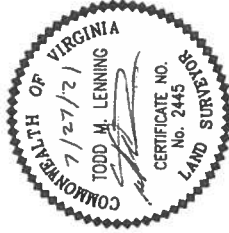
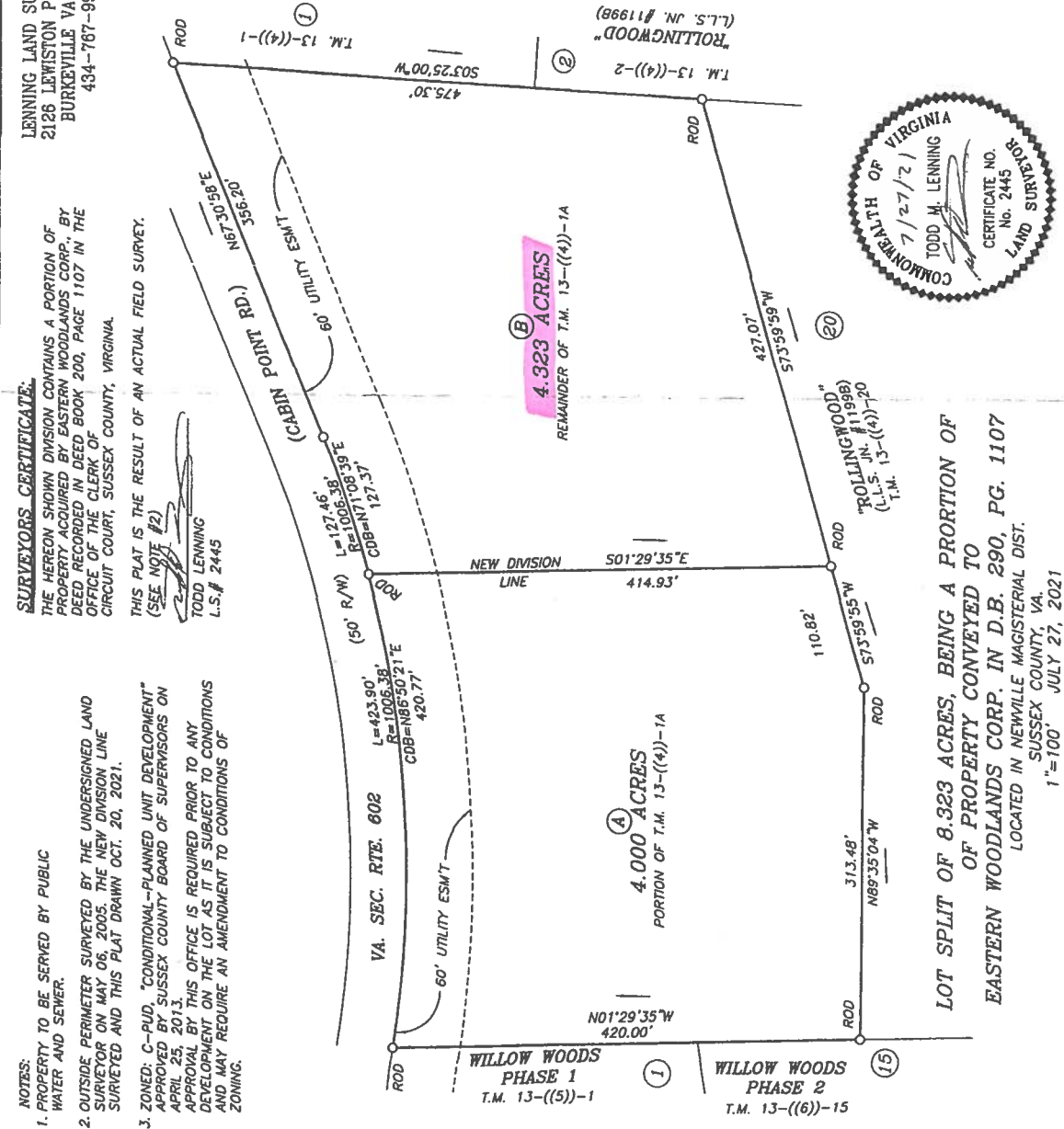


COUNTY APPROVAL BOX

THE DIVISION SHOWN HEREON HAS BEEN REVIEWED AND APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING REGULATIONS, AND MAY BE COMMITTED TO RECORD.

Todd M. Lenning
 SUBDIVISION AGENT FOR COUNTY
 DATE 11/10/2021

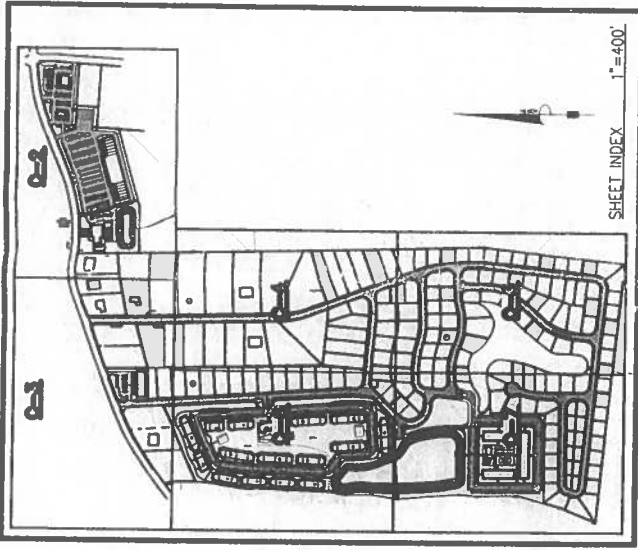
JN. C-1199C8acres



LOT SPLIT OF 8.323 ACRES, BEING A PORTION OF PROPERTY CONVEYED TO EASTERN WOODLANDS CORP., IN D.B. 290, PG. 1107 LOCATED IN NEWVILLE MAGISTERIAL DIST. SUSSEX COUNTY, VA.

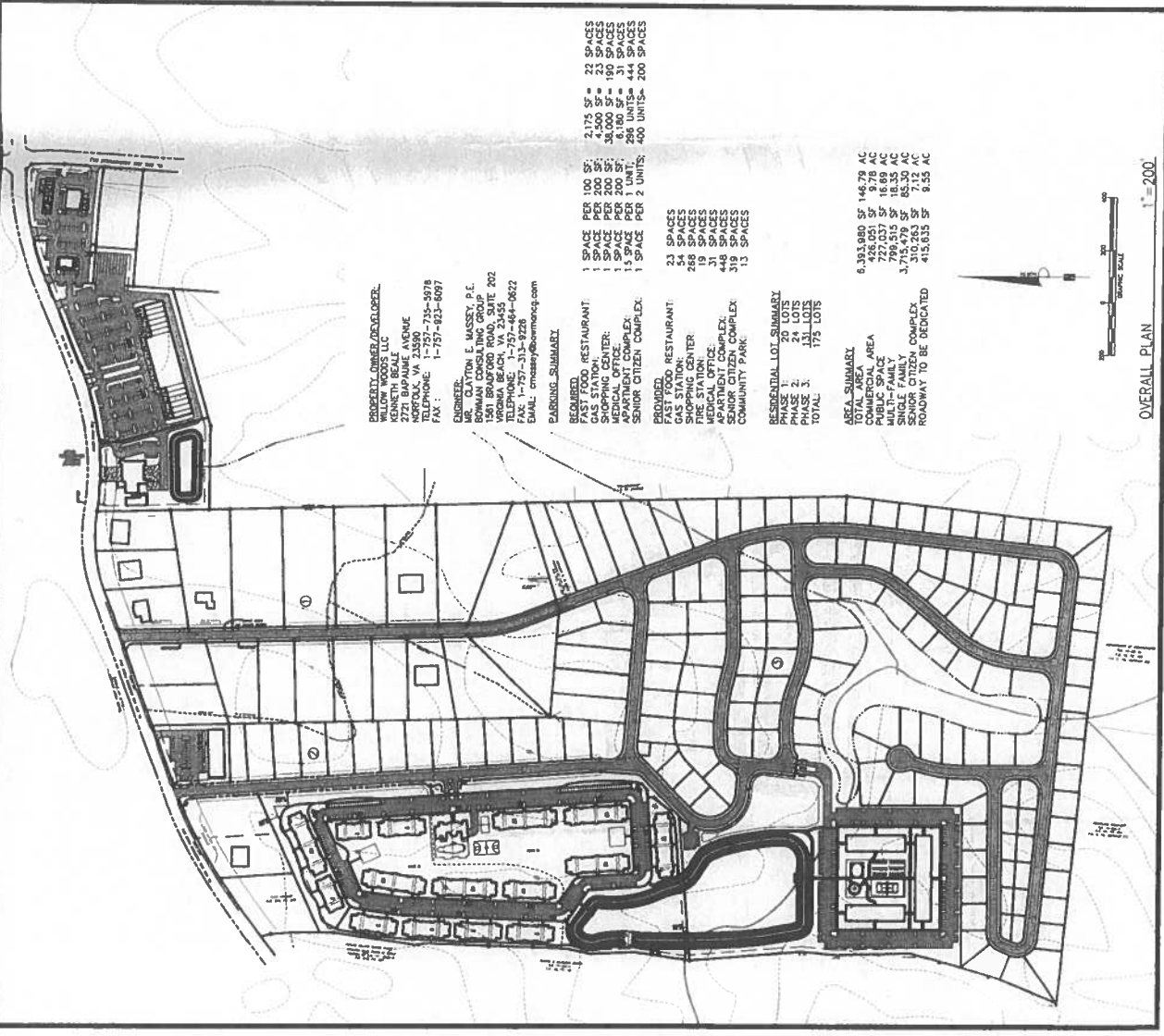
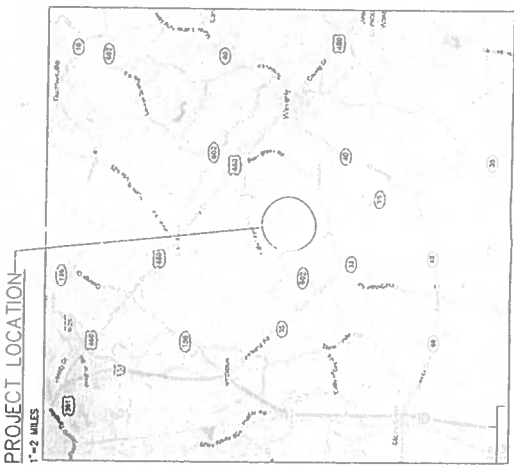
1"=100' JULY 27, 2021

DATE	DESCRIPTION
B.M.	B.M.
DESIGN	DRAWN
SCALE	1" = 200'
JOB No.	9233-01-001
DATE	SEP 30, 2011
FILE No.	9233-1-P-001



CABIN POINT MASTER PLAN

SUSSEX COUNTY, VIRGINIA



PROPERTY OWNER/DEVELOPER:
 WILLOW WOODS, LLC
 2721 BIRD HILL AVENUE
 NORFOLK, VA 23500
 TELEPHONE: 1-757-735-3978
 FAX: 1-757-423-8697

ENGINEER:
 BOWMAN CONSULTING GROUP, P.C.
 1511 BRADFORD ROAD, SUITE 202
 VIRGINIA BEACH, VA 23455
 TELEPHONE: 757-454-0622
 FAX: 1-757-313-8228
 EMAIL: emessy@bowmancg.com

PARKING SUMMARY

- 1 SPACE PER 150 SF = 2,175 SF = 21 SPACES
- 1 SPACE PER 200 SF = 30,000 SF = 150 SPACES
- 1 SPACE PER 200 SF = 6,100 SF = 31 SPACES
- 1 SPACE PER 200 SF = 80,000 SF = 400 UNITS = 200 SPACES
- 23 SPACES
- 54 SPACES
- 268 SPACES
- 31 SPACES
- 448 SPACES
- 313 SPACES

RECORDED RESTAURANT:

GAS STATION: 1

SHOPPING CENTER: 1

APARTMENT COMPLEX: 1

SENIOR CITIZEN COMPLEX: 1

PROVIDED:

FAST FOOD RESTAURANT:

GAS STATION:

SHOPPING CENTER:

FIRE STATION:

MEDICAL OFFICE:

APARTMENT COMPLEX:

COMMUNITY PARK:

RESIDENTIAL LOT SUMMARY

PHASE 1: 20 LOTS

PHASE 2: 24 LOTS

PHASE 3: 175 LOTS

TOTAL: 219 LOTS

AREA SUMMARY

- TOTAL AREA: 6,393,980 SF 146.79 AC
- COMMERCIAL AREA: 426,051 SF 9.78 AC
- RESIDENTIAL: 798,519 SF 18.35 AC
- MULTI-FAMILY: 3,745,979 SF 85.30 AC
- SINGLE FAMILY: 310,253 SF 7.12 AC
- ROADWAY TO BE DEDICATED: 415,655 SF 9.55 AC



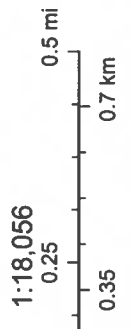
ArcGIS Web Map

Site



2/27/2024, 11:27:04 AM

-  Roads
-  Tax Parcels
-  Address
-  County Boundary





STAFF REPORT

ISSUE:

Capital Improvements Plan (CIP) FY25-29

ELECTION DISTRICT:

N/A

BACKGROUND:

The Planning Commission may, at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years.

The capital improvement program shall include the Commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

DESCRIPTION:

Attached is a summary of the CIP requests received for FY25-29, along with a copy of the scoresheet and departmental requests.

Please review the attachments for discussion at your March 4, 2024 meeting.

ATTACHMENTS:

- Summary Sheet
- Scoresheet
- Departmental Requests

SUMMARY OF CAPITAL IMPROVEMENTS PLAN (CIP) FY 2025-2029 PROJECT REQUESTS

DESCRIPTION	DEPARTMENT	RANKING	COST ESTIMATE	FUNDING TO-DATE	FY25	FY26	FY27	FY28	FY29	TOTAL FY25-29 REQUESTS	REMAINING BALANCE
Stony Creek Fire Station	Fire & Rescue	1M	5,300,000		5,300,000					5,300,000	0
Brush Truck Replacement	Fire & Rescue	1M	215,000		215,000					215,000	0
Waverly Fire Station	Fire & Rescue	1M	5,300,000		5,300,000					5,300,000	0
Tanker Replacement	Fire & Rescue	1M	600,000		600,000					600,000	0
Auto Pulse	Fire & Rescue	1M	80,000		80,000					80,000	0
Cardiac Monitors	Fire & Rescue	1M	170,000		170,000					170,000	0
Stony Creek Wastewater Treatment Plant	County Administration	2H	7,110,500	28,000		446,500	734,000	2,965,000	2,965,000	7,110,500	0
County Administration Building (Design and Construction)	County Administration	2M	25,000,000		3,125,000	5,468,750	5,468,750	5,468,750	5,468,750	25,000,000	0
Sussex Megastite: Gated Access Roads and Sign	County Administration	2L	66,000		33,000	33,000				66,000	0
Staff Vehicle	Fire & Rescue	3M	70,000		70,000					70,000	0
Ambulance Purchase	Fire & Rescue	3M	1,260,000		1,260,000					1,260,000	0
TOTAL			45,171,500		\$16,153,000	5,948,250	6,202,750	8,433,750	8,433,750	45,171,500	0

CAPITAL IMPROVEMENT PLAN SCORESHEET

CRITERIA	PRIORITY CHART		
	HIGH	MEDIUM	LOW
Health/Safety/Welfare	1	<ul style="list-style-type: none"> -Stony Creek Fire Station -Brush Truck Replacement -Waverly Fire Station -Tanker Replacement -AutoPulse - Cardiac Monitors 	<ul style="list-style-type: none"> -Sussex Megaside: Gated Access Roads and Sign
Maintenance/ Replacement	2	<ul style="list-style-type: none"> - Stony Creek Wastewater Treatment Plant - County Administration Building (Design & Construction) 	<ul style="list-style-type: none"> - Staff Vehicle - Ambulance Purchase
Expansion of Existing Program	3		
New Program	4		

Project Classification Rankings

Level 1 includes the following types of projects ranked:

- Stony Creek Wastewater Treatment Plant
- Stony Creek Fire Station
- Brush Truck Replacement
- Waverly Fire Station
- Tanker Replacement
- AutoPulse
- Cardiac Monitors

Level 2 includes the following types of projects ranked:

- County Administration Building (Design & Construction)
- Staff Vehicle
- Ambulance Purchase
- Sussex Megaside: Gated Access Roads and Sign

Level 3 includes the following types of projects:

- None

Rankings	
	<p>Level 1 includes the following types of projects:</p> <ul style="list-style-type: none"> • <u>High or Medium priority</u> and are considered <u>Health/Safety/Welfare or Maintenance/Replacement</u> criteria
	<p>Level 2 includes the following types of projects:</p> <ul style="list-style-type: none"> • <u>High or Medium priority</u> and meet the <u>Expansion of Existing Program</u> criteria. • <u>Low priority</u> and are considered <u>Health Safety/Welfare or Maintenance/Replacement</u> criteria • <u>High priority</u>, but are considered a <u>New Program</u> criteria.
	<p>Level 3 includes the following types of projects:</p> <ul style="list-style-type: none"> • <u>Medium or Low priority</u> and are considered a <u>New Program</u> criteria. • <u>Low Priority</u> and are considered <u>Expansion of Existing Program</u> criteria.

Priorities are measured as follows:	
High	<ul style="list-style-type: none"> • Project may be mandated by local, State, or Federal regulations • Project is a high priority of the Board of Supervisors • Project reduces losses in revenue or increases revenue substantially
Medium	<ul style="list-style-type: none"> • Project maintains existing service levels • Project results in better efficiency or service delivery • Project reduces operational costs • Project improves work force morale
Low	<ul style="list-style-type: none"> • Project is not mandated • Project improves service levels • Project improves quality of life

SUSSEX



FIRE & RESCUE

**CAPITAL IMPROVEMENT PLAN
FY25 - FY29**

DESCRIPTION	FY25	FY26	FY27	FY28	FY29
AMBULANCES	1,260,000				480,000
BRUSH TRUCKS	215,000				250,000
CARDIAC MONITORS	170,000				
CASCADE SYSTEM AND COMPRESSOR		80,000		90,000	
CPR ASSISTANCE DEVICES	80,000				
EXTRICATION TOOLS		50,000			
FIRE ENGINES			1,200,000		1,250,000
FIRE STATION - STONY CREEK	5,300,000				
FIRE STATION - WAVERLY	5,300,000				
LADDER TRUCKS				2,000,000	
MOBILE DATA TERMINALS - FIRE AND EMS		285,000			
STAFF VEHICLES	70,000				75,000
TANKERS	600,000				
ULTRASOUND DEVICES		60,000			
VENTILATORS		60,000			
TOTAL	12,995,000	1,195,000	3,200,000	2,090,000	2,055,000



24 MONTH EMS PLAN

OBJECTIVE

The goal of the 24 month EMS plan is to facilitate the provision of Emergency Medical Services throughout the county with Sussex County Fire & Rescue paid staff operating under a county EMS license while still utilizing the volunteer fire department first responder agencies and volunteer rescue squads for supplemental staffing. The intent of the plan is for SFR county paid staff to operate from county-owned facilities while utilizing county-owned apparatus and equipment.

STEPS TO MEET OBJECTIVE

COUNTY EMS LICENSE

Adopt policies and procedures.
Update Emergency Response Plan.
Purchase reporting software with CAD integration.
Coordinate logistics with the third-party billing provider.
Set up revenue recovery line item for Jarratt VFD.

APPARATUS & EQUIPMENT

Formalize a replacement schedule of EMS response vehicles.
Order at least 3 new ambulances as quickly as possible.
Purchase another staff vehicle so the EMS Supervisor has a dedicated, assigned unit.
Purchase Mobile Data Terminals for apparatus, MobileCAD licenses, and Cradlepoints.
Purchase necessary equipment and supplies to outfit ambulances.

FIRE STATIONS

Acquire land for both stations.
Design both stations within 5 months.
Start construction within 12 months.

STAFFING & TRAINING

Evaluate best practices for operations & modify our staffing model to best fit under the county license.
Reclassify the EMS Supervisor to a county employee effective January of 2025.
Recruit county employees at least 6 months prior to January of 2026 and the anticipated completion of the stations.
Work with the School System to seek an opportunity for training offerings in the High School.
Evaluate current training needs for paid staff and volunteers. Offer those courses in-house.

SERVICE DELIVERY

Based on data, make any necessary staffing adjustments to meet our Emergency Response Plan.
Evaluate expanding response points.
Enhance administrative capabilities by adding an office manager / secretary.
Plan for a Community Paramedic Program.

**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Brush Truck Replacement
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-01
4. **TYPE OF PROJECT:** (2) Maintenance/Replacement
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Manitenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Replacement of a current brush truck in the Fire Department fleet
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** This Brush Truck is part of the 2019 plan for replacement and was included in the Master Lease Agreement. This vehicle was slated for replacement in FY2021 and has yet to be funded.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** The Fire Department fleet of vehicles has a total lifespan of 25 years with 20 years in front-line service and 5 years in reserve per the National Fire Protection Association (NFPA) standards. This vehicle, being a 2001, has reached the lifespan for front-line service as a suppression vehicle; therefore, we are asking for replacement so that we can complete the project before we get to the 25 year mark.
8. **PROJECT ALTERNATIVES:** Instead of buying a new piece of apparatus, we are able to rechassis the current vehicle. This would mean that we would remove the bed and install a flatbed, install a new tank, pump, associated plumbing, lighting, etc. to bring it up to current required specifications for refurbished vehicles. This does provide a potential cost savings of \$60,000 based on the last quoted figures we received.
9. **PRIORITY:** **HIGH** MEDIUM LOW
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 2H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** Within 12 months
12. **TOTAL ESTIMATED COST:** \$215,000 new (\$155,000 rechassis)
13. **FUNDS EXPENDED TO DATE:** None
14. **COST BREAKDOWN:**

Planning/Engineering:	\$
Purchase/Acquisition:	\$215,000
Construction:	\$

Installation: \$
Other: \$
Total: \$215,000

15. CIP COST BREAKDOWN:

Prior Year(s): \$
FY2024-2025: \$215,000
FY2025-2026: \$
FY2026-2027: \$
FY2027-2028: \$
FY2028-2029: \$
Beyond 2029: \$
Total: \$215,000

16. POTENTIAL SOURCE OF FUNDING: General Fund – Master Lease Program

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nshffield@sussexcountyva.gov

Reference Picture:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Tanker Replacement
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-02
4. **TYPE OF PROJECT:** (2) Maintenance/Replacement
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Manitenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Replacement of a current Tanker in the Fire Department fleet
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** This 1,500 gallon Tanker, stationed in Stony Creek, is part of the 2019 plan for replacement and was included in the Master Lease Agreement. This vehicle was slated for replacement in FY2022 and has yet to be funded.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** A Fire Department vehicle has a total lifespan of 25 years with 20 years in front-line service and 5 years in reserve per the National Fire Protection Association (NFPA) standards. This vehicle, being a 1996, has exceeded its total lifespan; therefore, we are asking for replacement. As with many nearly 30 year-old vehicles, we are seeing many parts become "legacy parts" which can be difficult to source, leading to much longer downtime when there are necessary repairs. The current apparatus also has no auxiliary brake which does lead to more extended stopping distances and is a safety concern. We propose buying a 3,000 gallon tanker that will carry twice the water this current tanker is able to provide, thus resulting in more points with the Insurance Services Organization (ISO) rankings of the county. This increase in points means a potential for a better overall rating which, in turn, potentially means lower insurance costs for our homeowners. More water capacity also means more efficient fireground operations, as we are able to supply a larger amount of water without having to leave the scene to fill up as frequently. With the geography of the county and limited fill sites, it is important to place as much water on scene as quickly as possible to affect a positive outcome.
8. **PROJECT ALTERNATIVES:** None
9. **PRIORITY:** x HIGH _____ MEDIUM _____ LOW
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 2H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 18-24 months
12. **TOTAL ESTIMATED COST:** \$600,000

13. FUNDS EXPENDED TO DATE: None

14. COST BREAKDOWN:

Planning/Engineering:	\$
Purchase/Acquisition:	\$600,000
Construction:	\$
Installation:	\$
Other:	\$
Total:	\$600,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$600,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$

16. POTENTIAL SOURCE OF FUNDING: General Fund – Master Lease Program

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nshffield@sussexcountyva.gov

Picture for Reference:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Waverly Fire Station
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-03
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare & (2) Maintenance/Replacement
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Manitenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Construction of a new fire station in Waverly at Route 40 and Lobbs Shop Road to replace the existing 3 bay fire station located along Bank Street.
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In 2019, the Fire & Rescue Association identified this station as a priority for replacement. The station was mentioned in the 2019 needs assessment which was delivered to the Board of Supervisors. This project is also an integral part of our 24 month EMS plan.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** This new Fire & Rescue station will replace Station 1, constructed in the mid-1960s with an addition around 1980. The current station was built to accommodate a 100% volunteer operation, not the combination system Sussex County currently operates with a mix of paid and volunteer Fire & Rescue personnel; thus there are some inherent functional and operational inadequacies that don't best support our current service delivery model. There are no shower facilities for personal decontamination, no bathrooms within the fire station that are private, no turnout gear storage away from exhaust fumes, limited storage space, no office space, no bunk space, and no meeting or living space. With low-height bay doors and length restrictions, we are extremely limited on what apparatus we can purchase. Furthermore, due to the arrangement of apparatus as a result of limited bay doors, front row apparatus must be moved to respond with the brush trucks that are behind it.
8. **PROJECT ALTERNATIVES:** None
9. **PRIORITY:** **HIGH** **MEDIUM** **LOW**
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H & 2H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 18-24 Months
12. **TOTAL ESTIMATED COST:** \$5,300,000
13. **FUNDS EXPENDED TO DATE:** \$140,000 for land acquisition is allocated

14. COST BREAKDOWN:

Planning/Engineering:	\$300,000
Purchase/Acquisition:	\$
Construction:	\$5,000,000
Installation:	\$
Other:	\$
Total:	\$5,300,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$5,300,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$5,300,000

16. POTENTIAL SOURCE OF FUNDING: USDA Loan

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nshffield@sussexcountyva.gov

Reference Picture:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Stony Creek Fire Station
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-04
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare & (2) Maintenance/Replacement
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Manitenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Construction of a new fire station in Stony Creek on Dobie Street to replace the existing 2 bay fire station located along Hartley Street.
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In 2019, the Fire & Rescue Association identified this station as a priority for replacement. The station was mentioned in the 2019 needs assessment which was delivered to the Board of Supervisors. This project is also an integral part of our 24 month EMS plan.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** This new Fire & Rescue station will replace Station 4. Constructed in 1949 with an addition around 1975, this is the county's oldest fire station. The current station was built to accommodate a 100% volunteer operation, not the combination system Sussex County currently operates with a mix of paid and volunteer Fire & Rescue personnel; thus there are some inherent functional and operational inadequacies that don't best support our current service delivery model. There are no bunk rooms, only one bathroom and shower, only one way in and out of the station, no turnout gear storage away from exhaust fumes, limited storage space, and a small combination living and meeting room. With low-height bay doors and length restrictions, we are extremely limited on what apparatus we can purchase. Furthermore, due to the arrangement of apparatus as a result of limited bay doors, front row apparatus must be moved to respond with the apparatus that are behind them, resulting in delayed response.
8. **PROJECT ALTERNATIVES:** None
9. **PRIORITY:** **HIGH** **MEDIUM** **LOW**
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H & 2H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 18-24 Months
12. **TOTAL ESTIMATED COST:** \$5,300,000
13. **FUNDS EXPENDED TO DATE:** None

14. COST BREAKDOWN:

Planning/Engineering:	\$300,000
Purchase/Acquisition:	\$
Construction:	\$5,000,000
Installation:	\$
Other:	\$
Total:	\$5,300,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$5,300,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$5,300,000

16. POTENTIAL SOURCE OF FUNDING: USDA Loan

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nsheffield@sussexcountyva.gov

Reference Picture:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Ambulance Purchase
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-05
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Purchase of 3 Ambulances
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In late 2023, the Board of Supervisors voted to adopt the 24 month EMS Plan. Within this plan is the purchase of 3 ambulances.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** The County's path towards a county EMS license and county staff requires that we own apparatus to provide service at the county-level. Currently, the fleet of 6 ambulances contains only 1 county-owned ambulance. Paid staff ambulances in the county collectively average just over 100,000 miles a year; therefore, a steady replacement schedule must be established for county-owned apparatus. Ambulances are not discretionary and are a vital part of providing service to our citizens. Reliable, mechanically-sound apparatus is a necessity when lives are at risk.
8. **PROJECT ALTERNATIVES:** (1) Buy 2 in FY25 and 1 in FY26, keeping in mind that we want to implement the staffing at the new stations once they are complete; therefore, it is important that we have the apparatus delivered by that time. Given the current lead times, it is preferred to purchase all 3 in the upcoming fiscal year which also allows us a cheaper price ahead of further annual price increases. (2) Finance over a 5 year term instead of full cash payment.
9. **PRIORITY:** **HIGH** **MEDIUM** **LOW**
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 18-24 months
12. **TOTAL ESTIMATED COST:** \$1,260,000
13. **FUNDS EXPENDED TO DATE:** None

14. COST BREAKDOWN:

Planning/Engineering:	\$
Purchase/Acquisition:	\$1,260,000
Construction:	\$
Installation:	\$
Other:	\$
Total:	\$1,260,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$1,260,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$1,260,000

16. POTENTIAL SOURCE OF FUNDING: General Fund – Master Lease Program

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nshffield@sussexcountyva.gov

Picture for Reference:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Cardiac Monitors
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-06
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Purchase of 4 Cardiac Monitors
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In late 2023, the Board of Supervisors voted to adopt the 24 month EMS Plan. Within this plan is the purchase of 3 ambulances which requires certain equipment to be eligible to be licensed. Cardiac monitors are one of the mandatory pieces of equipment.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** With the County projected to have 3 new ambulances in service and licensed by January of 2026, we must outfit the ambulances with the appropriate equipment. Cardiac monitors are a mandatory piece of equipment on our ambulances which assist with diagnosis of medical emergencies, assist with vitals, provide automatic external defibrillation, and other features. The proposal includes 4 cardiac monitors to outfit the 3 ambulances and the EMS Supervisor vehicle.
8. **PROJECT ALTERNATIVES:** We could potentially buy one refurbished monitor; however, this depends if the manufacturer has one readily available. Refurbished monitors are approximately \$28,000 compared to the roughly \$42,500 a new one costs. I would only recommend purchasing one refurbished unit for the EMS Supervisor vehicle. For the ambulances, I would like to purchase new units, as I am more comfortable knowing they are new and are being serviced appropriately.
9. **PRIORITY:** **HIGH** MEDIUM LOW
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 1-3 months
12. **TOTAL ESTIMATED COST:** \$170,000
13. **FUNDS EXPENDED TO DATE:** None

14. COST BREAKDOWN:

Planning/Engineering:	\$
Purchase/Acquisition:	\$170,000
Construction:	\$
Installation:	\$
Other:	\$
Total:	\$170,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$170,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$170,000

16. POTENTIAL SOURCE OF FUNDING: General Fund or a General Fund/Grant Fund Split, if we are successful at receiving an award for funding.

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nsheffield@sussexcountyva.gov

Picture for Reference:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** AutoPulse
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-07
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Purchase of 4 Zoll AutoPulse CPR Assistance Devices
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In late 2023, the Board of Supervisors voted to adopt the 24 month EMS Plan. Within this plan is the purchase of 3 ambulances which requires certain equipment to be functional. CPR Assistance Devices are an important piece of equipment, especially in the rural environment with limited staffing.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** With the County projected to have 3 new ambulances in service and licensed by January of 2026, we must outfit the ambulances with the appropriate equipment. AutoPulses are vital devices that assist with high-quality chest compressions for victims of sudden cardiac arrest, thus improving blood flow to the heart and brain. With the AutoPulse, you don't have to commit someone to chest compressions. This means that a provider can focus on the airway management and assisting with respirations while another provider can focus on administering drugs. The proposal includes 4 cardiac monitors to outfit the 3 ambulances and the EMS Supervisor vehicle.
8. **PROJECT ALTERNATIVES:** We could potentially purchase a used unit for the EMS Supervisor Vehicle. This would be about \$7,500 vs. the projected \$20,000 per device. On the ambulances, the preference is to purchase new devices that we can maintain and that we are positive are in good working order.
9. **PRIORITY:** **HIGH** MEDIUM LOW
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 2-4 months depending on lead times
12. **TOTAL ESTIMATED COST:** \$80,000
13. **FUNDS EXPENDED TO DATE:** None

14. COST BREAKDOWN:

Planning/Engineering:	\$
Purchase/Acquisition:	\$80,000
Construction:	\$
Installation:	\$
Other:	\$
Total:	\$80,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$80,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$80,000

16. POTENTIAL SOURCE OF FUNDING: General Fund or a General Fund/Grant Fund Split, if we are successful at receiving an award for funding.

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

804-691-2582

nshffield@sussexcountyva.gov

Picture for Reference:



**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025 CAPITAL
PROJECT**

REQUEST FORM

1. **PROJECT TITLE:** Staff Vehicle
2. **DEPARTMENT:** Fire & Rescue
3. **PROJECT NUMBER:** SFR-CIP25-08
4. **TYPE OF PROJECT:** (1) Health/Safety/Welfare
(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)
5. **PROJECT DESCRIPTION:** Purchase a new staff vehicle for the Chief of Fire & Rescue.
6. **PROJECT HISTORY/INITIAL REQUEST DATE:** In late 2023, the Board of Supervisors voted to adopt the 24 month EMS Plan. Within this plan is the purchase of a new staff vehicle so that the current vehicle can be reassigned to the EMS Supervisor position as a first-response, licensed, vehicle.
7. **PROJECT JUSTIFICATION/DEPARTMENTAL PRIORITIZATION:** There is no county-owned vehicle currently assigned to the EMS Supervisor. The goal is to purchase a new vehicle more suitable for the roles of the Chief of Fire & Rescue while keeping the current vehicle so that it can be reassigned to the EMS Supervisor. Doing so allows the EMS Supervisor to have a functional vehicle to work out of that will get licensed by the Office of EMS. The current pickup truck that would be reassigned allows for pickup of supplies from the hospital, carrying contaminated items in the bed separate from the cab, and provides space for hauling EMS supplies as they need to be distributed. It is proposed that a new command vehicle be purchased so that it is suitable for the day-to-day operations of the Chief, in addition to being better suited for incident command functions that are guided by the National Institute for Occupational Safety and Health reports, National Fire Protection Association standards, and occupational best practices.
8. **PROJECT ALTERNATIVES:** None
9. **PRIORITY:** **HIGH** MEDIUM LOW
10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** 1H
11. **ESTIMATED TIME TO COMPLETE PROJECT:** 6-7 months depending on lead times
12. **TOTAL ESTIMATED COST:** \$70,000
13. **FUNDS EXPENDED TO DATE:** None

14. COST BREAKDOWN:

Planning/Engineering:	\$
Purchase/Acquisition:	\$65,000
Construction:	\$
Installation:	\$5,000
Other:	\$
Total:	\$70,000

15. CIP COST BREAKDOWN:

Prior Year(s):	\$
FY2024-2025:	\$70,000
FY2025-2026:	\$
FY2026-2027:	\$
FY2027-2028:	\$
FY2028-2029:	\$
Beyond 2029:	\$
Total:	\$70,000

16. POTENTIAL SOURCE OF FUNDING: General Fund for the vehicle purchase and installation shown above. State funds would be used for any other equipment needs and further installation of emergency equipment to outfit the vehicle.

Submitted By:

Nick Sheffield, Chief of Fire & Rescue

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CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025
CAPITAL PROJECT REQUEST FORM

1. **PROJECT TITLE:** County Administration Building (Design & Construction)
2. **DEPARTMENT:** County Administration
3. **PROJECT NUMBER:** AD-2024-01
4. **TYPE OF PROJECT:** Maintenance/Replacement (2)

(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)

5. **PROJECT DESCRIPTION:**

Due to deteriorating conditions of portions of the existing historical buildings formerly housing the County administrative offices, staff were relocated and housed in a temporary mobile unit since around 2005. The condition of the temporary mobile unit is also beginning to deteriorate, has outlived its usefulness, does not provide the County Administration with ample space to grow, does not allow for all County services to be housed within one building, and projects an unflattering image of the County to visitors and potential investors. Other portions of the courthouse buildings house the County's constitutional officers and are also in need of repair. The County has received conceptual designs for a proposed renovation and reconstruction of the Administration Building. These conceptual designs will be translated into more technical construction drawings to be used for the renovation and construction of the new facility.

6. **PROJECT HISTORY/INITIAL REQUEST DATE:** A previous County CIP developed in 2005 for years 2006-2011 includes a Government Center project (AD-05-01); however, it is unclear the extent to which this project was advanced. For purposes of this CIP, the initial request date will be for this year's CIP: January 30, 2024.

7. **PROJECT JURISDICTION/DEPARTMENTAL AUTHORIZATION:** County Administration

8. **PROJECT ALTERNATIVES:** There are no viable alternatives for this project. The current temporary modular structure's condition continues to deteriorate and the old Courthouse structure is at risk of collapse. If something isn't done soon, the County will be left without adequate space to continue its operations.

9. **PRIORITY:**

- a. HIGH
- b. MEDIUM
- c. LOW

10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** Level 1

11. **ESTIMATED TIME TO COMPLETE PROJECT:** About 60 months

12. **TOTAL ESTIMATED COST:** \$25,000,000.00

13. **FUNDS EXPENDED TO DATE:** \$0

CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025
CAPITAL PROJECT REQUEST FORM

14. COST BREAKDOWN:

- a. Planning/Engineering: \$3,125,000.00
- b. Purchase/Acquisition: \$0.00
- c. Construction: \$18,229,166.67
- d. Installation: \$0.00
- e. Other: Contingency \$3,645,833.33
- f. Total: \$25,000.00

15. CIP COST BREAKDOWN:

- a. Prior Year(s): \$0
- b. FY2024-2025: \$3,125,000.00
- c. FY2025-2026: \$5,468,750.00
- d. FY2026-2027: \$5,468,750.00
- e. FY2027-2028: \$5,468,750.00
- f. FY2028-2029: \$5,468,750.00
- g. Beyond 2029: \$0.00
- h. Total: \$25,000.00

16. POTENTIAL SOURCE OF FUNDING: County funds, bonds, USDA Rural Development

CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025
CAPITAL PROJECT REQUEST FORM

1. **PROJECT TITLE:** Stony Creek Wastewater Treatment Plant
2. **DEPARTMENT:** County Administration
3. **PROJECT NUMBER:** AD-2024-02
4. **TYPE OF PROJECT:** Maintenance/Replacement (2)

(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)

5. **PROJECT DESCRIPTION:**

The Stony Creek Wastewater Treatment Plant is outdated and located in a space where it cannot be expanded in its current form to meet increased demand. The facility is regularly at capacity and – in periods of heavy rainfall – exceeds its maximum permitted capacity. This limited capacity deprives the Town of Stony Creek and surrounding areas from future development even though it is located in a strategic location along Interstate 95. While this facility is owned and operated by the Sussex Service Authority, they are unable to facilitate these needed upgrades. The County would like to upgrade the facility to be able to handle 150,000 gpd in wastewater capacity.

6. **PROJECT HISTORY/INITIAL REQUEST DATE:** The County has previously received reports from its term contract engineers, Wooten and CHA, regarding the condition of the facility. For purposes of this CIP, the initial request date is January 30, 2024.
7. **PROJECT JURISDICTION/DEPARTMENTAL AUTHORIZATION:** County Administration
8. **PROJECT ALTERNATIVES:** Alternative approaches to renovating the existing facility have been suggested by representatives from the Sussex Service Authority. Without enough detail regarding how these alternatives could be achieved, the County currently does not consider them to be viable.
9. **PRIORITY:**
 - a. HIGH X
 - b. MEDIUM
 - c. LOW

10. **CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** Level 1
11. **ESTIMATED TIME TO COMPLETE PROJECT:** About 48 months
12. **TOTAL ESTIMATED COST:** \$7,110,500.00
13. **FUNDS EXPENDED TO DATE:** \$28,000.00
14. **COST BREAKDOWN:**
 - a. Planning/Engineering: \$475,000.00

CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025

CAPITAL PROJECT REQUEST FORM

- b. Purchase/Acquisition: \$187,500.00 (15 acres at \$12,500.00/acre)
- c. Construction: \$5,180,000.00
- d. Installation: \$232,000.00
- e. Other: Contingency \$1,036,000.00
- f. Total: \$7,110,500.00

15. CIP COST BREAKDOWN:

- a. Prior Year(s): \$0
- b. FY2024-2025: \$0.00
- c. FY2025-2026: \$446,500.00
- d. FY2026-2027: \$734,000.00
- e. FY2027-2028: \$2,965,000.00
- f. FY2028-2029: \$2,965,000.00
- g. Beyond 2029: \$0.00
- h. Total: \$7,110,500.00

16. POTENTIAL SOURCE OF FUNDING: USDA Rural Development

CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025
CAPITAL PROJECT REQUEST FORM

1. **PROJECT TITLE:** Sussex Megasite: Gated Access Roads and Sign
2. **DEPARTMENT:** County Administration
3. **PROJECT NUMBER:** AD-2024-03
4. **TYPE OF PROJECT:** Maintenance/Replacement (2)

(NOTE: Project Types: (1) Health/Safety/Welfare; (2) Maintenance/Replacement; (3) Expansion of Existing Program; or (4) New Program)

5. **PROJECT DESCRIPTION:**

The Sussex Megasite has been getting renewed interest from a variety of businesses and other stakeholders. For site visits by business prospects and other stakeholders, County staff have been using an existing gated access road. This road is in less than ideal condition and only about one third of the road can be reliably traversed, which prevents staff from bringing visitors all the way to the northern limits of the Megasite where the Norfolk Southern rail line (one of the site's most valuable features) is located. The County recently completed a conceptual master plan for the Sussex Megasite that divides the site into four "Zones." Ideally, County staff would like to create gated access roads for each of these zones so that they can provide more site-specific tours to potential investors. At least two of the four zones have existing gated access roads, while the other two zones will need further evaluation. Assuming that other access roads can be identified for the remaining two zones, County staff would like to enhance these access roads with additional slag and fill to ensure reliable vehicular access while also ensuring that each access road has a lockable gate to prevent trespassing on County-owned property. County staff estimate there is about 11,000 linear feet of potential access roads that could be upgraded or created.

Additionally, County staff would like to develop a semi-permanent series of attractive signs to be located at key points along Beef Steak Road, which bisects the current Megasite. The County is about to embark on a rebranding project for the Megasite that will result in a new name and logo, so these new signs would prominently feature that new design while also including other important information to share with the public, including a notice of no trespassing, no hunting, and contact information for the County.

6. **PROJECT HISTORY/INITIAL REQUEST DATE:** For purposes of this CIP, the initial request date will be for this year's CIP: January 30, 2024.
7. **PROJECT JURISDICTION/DEPARTMENTAL AUTHORIZATION:** County Administration
8. **PROJECT ALTERNATIVES:** Tours and visits of the Megasite can continue in their current form, so the alternative would be to do nothing and work with what is existing.
9. **PRIORITY:**
 - a. HIGH
 - b. MEDIUM
 - c. LOW X

**CAPITAL IMPROVEMENTS PLAN (CIP) - 2024-2025
CAPITAL PROJECT REQUEST FORM**

- 10. CIP PRIORITY RANKING (SEE ITEM 4 AND ITEM 9):** Level 2
- 11. ESTIMATED TIME TO COMPLETE PROJECT:** About 6 to 12 months
- 12. TOTAL ESTIMATED COST:** \$66,000.00
- 13. FUNDS EXPENDED TO DATE:** \$0.00
- 14. COST BREAKDOWN:**
- a. Planning/Engineering: \$0.00
 - b. Purchase/Acquisition: \$0.00
 - c. Construction: \$55,000.00
 - d. Installation: \$5,500.00
 - e. Other: Contingency \$5,500.00
 - f. Total: \$66,000.00
- 15. CIP COST BREAKDOWN:**
- a. Prior Year(s): \$0
 - b. FY2024-2025: \$33,000.00
 - c. FY2025-2026: \$33,000.00
 - d. FY2026-2027: \$0.00
 - e. FY2027-2028: \$0.00
 - f. FY2028-2029: \$0.00
 - g. Beyond 2029: \$0.00
 - h. Total: \$66,000.00
- 16. POTENTIAL SOURCE OF FUNDING:** County funds, VEDP and TRRC grants