1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. UNFINISHED BUSINESS

3.I. SPEX-06-2019 – Oliff, James, Owner/Applicant

**SPEX-06-2019 – Oliff, James, Owner/Applicant:** Request a Special Exception Permit in accordance with Article XVII, Section 13 (Standards for Special Use Permits) and Article IV (Rural Preservation), Section 5.23 of the Caroline County Zoning Ordinance on tax map #85-A-6 (part of) consisting of 3.1 acres, more or less. This property is located at 23134 Penola Road, Ruther Glen, Mattaponi Voting District. **Proposed Use: Special Events Facility.** The 2030 Comprehensive Plan designates this area as Agricultural Preservation

Documents:

- PC PACKET SPEX-06-19 MARCH 19-2020.PDF

3.II. RZ-05-2019 – Mushtaq, Raza; Mushtaq, Waqas; Akhtar, Muhammad Yaseen, Owners/Applicants

**RZ-05-2019 – Mushtaq, Raza; Mushtaq, Waqas; Akhtar, Muhammad Yaseen, Owners/Applicants:** Request a Rezoning from RP, Rural Preservation (density of one dwelling unit per 10 acres of land) to B-1 Business (no specified density), on tax map #26-A-30 consisting of 1.02 acres, more or less. This property is located on Jefferson Davis Highway at the Caroline/Spotsylvania Line, Port Royal Voting District. **Proposed Use: Business.** The 2030 Comprehensive Plan designates this property as outside of a growth area as Rural Transition

Documents:

- PC PACKET RZ-05-2019 RAZA 03-19-20.PDF
- PC PACKET RZ-05-2019 RAZA 02-27-20.PDF

4. PUBLIC HEARINGS

4.I. 2020/2021 – 2024/2025 Capital Improvement Program

**2020/2021 – 2024/2025 Capital Improvement Program:** The Capital Improvement Program is the program for guiding Capital Projects and purchases over a five year period and is based on the Comprehensive Plan. The Capital Improvements Program is developed pursuant to Title 15-2, Chapter 22, Article 5, of the Code of Virginia, 1950, as amended

Documents:

- PC PACKET FY21 CIP 03-19-20.PDF

5. ANY AND ALL MATTERS

5.I. Introduction & Request Authorization To Advertise For Public Hearing: TXT-03-2020 And TXT-04-2020 - Learning Center

**TXT-03-2020:** An Ordinance to amend the Zoning Ordinance of Caroline County
by Amending Article II Definitions to add the following: 
Learning Center – A facility which provides personalized instruction in reading, writing, mathematics, study skills, homework support, and test preparation for college entrance and state exams as a supplement to primary or secondary education.

**TXT-04-2020**: An Ordinance to amend the Zoning Ordinance of Caroline County by Amending Article IX, B-1 Business, Section 2 (Uses Permitted by Right) to add Paragraph 32, Learning Center.

Documents:

**PC PACKET TXT-03 AND 04-2020 LEARNING CTR 03-19-2020.PDF**

5.II. Introduction To TXT-05-2020 - Proposed Amendments To 2030 Comprehensive Plan - Chapter 9, Transportation
INTRODUCTION TO PROPOSED AMENDMENTS TO THE 2030 COMPREHENSIVE PLAN, CHAPTER 9, TRANSPORTATION.
PROPOSED AMENDMENTS ARE NOT COMPLETE AS OF THIS DATE.

5.III. Introduction To Proposed Text Amendments Regarding Utility Scale Solar Projects
INTRODUCTION TO PROPOSED AMENDMENTS TO THE ZONING ORDINANCE REGARDING UTILITY SCALE SOLAR PROJECTS.
PROPOSED AMENDMENTS ARE NOT COMPLETE AS OF THIS DATE.

6. ADJOURNMENT
CASE NUMBER: SPEX-06-2019
CASE NAME: Oliff Special Events Facility
LOCATION: 23134 Penola Road
TAX MAP: 85-A-6 (PART)
ZONING: Rural Preservation
ACREAGE: 3.1 +/-
DISTRICT: Mattaponi
COMP PLAN: Comp Plan shows this area as Agricultural Preservation

REQUEST:
The applicant is requesting approval of a Special Exception permit for a Special Events Facility pursuant to Article IV, Section 5.23 of the Caroline County Zoning Ordinance.

AGENCY & DEPARTMENT COMMENTS

VDOT: See Attached
BUILDING OFFICIAL: APPROVED
SHERIFF’S OFFICE: APPROVED
UTILITIES: NO COMMENTS RECEIVED
HEALTH DEPARTMENT: See Attached
ECONOMIC DEV: APPROVED, VALUABLE ADDITION FOR TOURISM
SCHOOLS: NO COMMENTS RECEIVED
FIRE & RESCUE: NO ISSUES
FORT AP HILL: NO COMMENTS RECEIVED
REC: NO COMMENTS
PARKS & RECREATION: NO COMMENTS RECEIVED
ENVIRONMENTAL: NO COMMENTS RECEIVED
UPDATE

AFTER DISCUSSION WITH STAFF, THE APPLICANT HAS LOWERED THE REQUEST FOR NUMBER OF ATTENDEES TO BE LIMITED TO 200 GUESTS PER EVENT FOR 20 EVENTS AND 150 GUESTS PER EVENT FOR 50 EVENTS. THE REQUEST FOR NUMBER OF EVENTS HAS BEEN LOWERED AS WELL TO 70 TOTAL EVENTS.

INCLUDED IN YOUR PACKET IS A REVISED GENERAL DEVELOPMENT PLAN, INFORMATION FROM SHERIFF LIPPA REGARDING TRAFFIC CRASH INFORMATION FOR PENOLA ROAD AND ALL CITIZEN COMMENT LETTERS RECEIVED TO DATE.

AGENCY COMMENTS

COMMENTS FROM VDOT & THE VIRGINIA DEPARTMENT OF HEALTH ARE INCLUDED IN THIS PACKET. VDOT HAS STATED THE SIGHT DISTANCE EASEMENT THAT WAS MENTIONED IN THE COMMENT LETTER HAS BEEN EVALUATED AND IS NOT A REQUIREMENT. VDH COMMENTS REGARDING DRINKING WATER & FOOD PREP WILL BE ADDRESSED PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT. THERE ARE NO REMAINING OUTSTANDING AGENCY COMMENTS.

SUGGESTED CONDITIONS

STAFF OFFERS THE FOLLOWING CONDITIONS, MODIFIED SINCE THE OCTOBER 24TH MEETING, FOR THE PLANNING COMMISSION TO CONSIDER, IF THERE IS A RECOMMENDATION OF APPROVAL:

1. THE TO-WIT (APPROVAL LETTER) FOR THIS SPECIAL EXCEPTION PERMIT SHALL BE RECORDED IN THE OFFICE OF THE CIRCUIT COURT OF CAROLINE COUNTY WITHIN 30-DAYS OF RECEIPT FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT.

2. ALL OUTDOOR ACTIVITIES ASSOCIATED WITH EVENTS SHALL BE CONTAINED IN THE AREA DEPICTED ON THE GDP AS THE VENUE AREA.

3. AMPLIFIED NOISE/SOUND SHALL BE LIMITED TO THE BARN OR VENUE AREA DIRECTLY WEST (BEHIND) OF THE BARN.

4. ALL NOISE/SOUND SHALL COMPLY WITH CHAPTER 68 OF THE CAROLINE COUNTY CODE, INCLUDING THE MAXIMUM DBA LIMITS ESTABLISHED FOR THE RURAL PRESERVATION ZONING DISTRICT, WHICH SHALL NOT BE EXCEEDED.

5. THIS SPECIAL EXCEPTION IS ISSUED SOLELY TO JAMES OLIFF AND IS NON-TRANSFERABLE OTHER THAN TO ONE OR MORE OF HIS IMMEDIATE FAMILY OR FAMILY BUSINESS Ventures, OR ONE OR MORE OF HIS OR HIS FAMILY’S BUSINESS Ventures.

6. THIS SPECIAL EXCEPTION SHALL BE LIMITED TO WEDDINGS, RECEPTIONS, BIRTHDAY PARTIES, ANNIVERSARY PARTIES, BUSINESS MEETINGS AND SIMILAR EVENTS. NO FESTIVALS OR TICKETED EVENTS SHALL BE PERMITTED.
7. There shall be no parking permitted outside of the area identified on the GDP approved with this permit.

8. All delivery and removal of food, tents, chairs, supplies, or other event services shall occur between the hours of 9 AM and 5 PM.

9. The hours of operation shall be restricted to 9 AM to 8 PM Sunday through Wednesday, 9 AM to 10 PM Thursday, 9 AM to Midnight Friday and Saturday, including time needed for set-up, takedown, and departure of vendors and guests.

10. This permit shall be renewed by the Board of Supervisors three years after the date of approval of the site plan. See #26

11. Trash receptacles shall be out of view from neighboring properties and disposed of properly.

12. Overnight parking of motor/recreational vehicles and/or accommodations shall be prohibited.

13. Any exterior lighting used to illuminate the event facility shall be source shielded and downward facing so as not to exceed 0.5 foot candles at the venue boundary.

14. One security person shall be employed per 100 guests.

15. One designated person shall be employed per 100 guests for traffic control for ingress/egress to the facility, which may be the same person(s) providing security.

16. The holder of this permit shall ensure that all proper licenses are obtained regarding alcoholic beverages.

17. A maximum of ________ of weddings and/or meetings/other events for a total of ________ events shall be permitted in any twelve (12) month period. Multi-day events shall be considered as one (1) event for each day of gathering. NOTE: Applicant has requested 120 and not limit for other events respectively. A maximum of 70 total events weddings and 75 other events for a total of 150 events shall be permitted in any twelve (12) month period. Multi-day events shall be considered as 1 event for each day of the Multi-Day Event.

18. Weddings shall be limited to Thursday through Sunday, other events may occur any day.

19. A record of all events held at the facility shall be maintained and made available for review or provided to the Sheriff’s Office or the Department of Planning and Community Development upon request, which shall include the date, type of event, number of attendees, and hours of operation.
20. The maximum number of guests attending any one event shall be limited to **two hundred (200)** **one hundred fifty (150)** with 20 events allowing two hundred (200).

21. The development and use of the property shall be consistent with the GDP submitted with and approved with this application and the minor site plan.

22. A minor site plan in accordance with Article XV, Section 14 of the Caroline County Zoning Ordinance shall be submitted to and approved by the County.

23. A permanent on-site sewage disposal system approved by the Health Department shall be installed prior to commencing operation.

24. A sight distance easement shall be established and maintained to satisfy VDOT requirements prior to commencement of operation, which shall be identified on the site plan. **No longer required per VDOT**

25. The applicant shall install the required VDOT entrance improvements based upon the number of events approved by the Board of Supervisors.

26. **This permit shall be renewed reviewed by the Board of Supervisors three years after the date of approval of the site plan.** (Note: formerly # 10)

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**The following was presented at the October 24, 2019 meeting & has not been changed**

**Discussion**

The applicant is requesting approval of a Special Exception permit for a Special Events Facility pursuant to Article IV, Section 5.23 of the Caroline County Zoning Ordinance. The property consists of approximately 125 acres on Penola Road (Route 601) in the Mattaponi voting district. The applicant plans to utilize 3.1 +/- acres for the special events facility on the property. The property currently has a barn that was permitted as an agricultural structure and a house that is not utilized at this time. The existing barn would be used for housing the special events with an area designated on the General Development Plan (GDP) to the rear of the barn for exterior activities associated with the facility. All parking for the special events would be located to the rear of the existing house and would not be visible from Penola Road.

The barn has an occupancy load of approximately 250 persons and events would be limited to such. There are currently no restrooms available at the facility, however, a drainfield has been permitted for the occupancy load of 200 persons. The applicant is proposing a second barn structure between the house and the parking area to house restrooms and be connected to the permitted drainfield that is not installed at this time. Staff is suggesting that the drainfield/restroom facilities be installed prior to commencing operation, but that the barn with the restrooms does not need to be constructed at this time.
THE APPLICANT IS REQUESTING USE OF THE FACILITY 7 DAYS A WEEK WITH WEDDINGS AND SIMILAR EVENTS TO OCCUR THURSDAY THROUGH SUNDAY. MEETINGS, PARTIES OR OTHER SIMILAR EVENTS COULD UTILIZE THE FACILITY ANY DAY OF THE WEEK. THE HOURS OF OPERATION REQUESTED ARE 8 AM TO 9 PM SUNDAY, 8 AM TO 10 PM MONDAY THROUGH THURSDAY, AND 8 AM THROUGH 2 AM FRIDAY THROUGH SATURDAY. THE APPLICANT IS ALSO REQUESTING 120 WEDDINGS OR SIMILAR EVENTS TO OCCUR IN THE THURSDAY-SUNDAY TIME FRAMES AND NO LIMIT ON BUSINESS MEETINGS. AS REQUESTED, THE APPLICANT SEEKS USAGE OF THE FACILITY FOR A TOTAL OF UP TO 365 EVENTS PER YEAR.

AGENCY COMMENTS

ALL AGENCY COMMENTS HAVE BEEN ADDRESSED AT THIS TIME. VDOT HAS INDICATED A SITE DISTANCE EASEMENT MAY BE REQUIRED FROM AN ABUTTING PARCEL (TM 85-A-7). A WRITTEN COMMITMENT TO GRANT THE EASEMENT FROM THE ABUTTING PROPERTY OWNER SHOULD BE SECURED BY THE APPLICANT PRIOR TO CONSIDERATION OF A FAVORABLE RECOMMENDATION OR A CONDITION ADDED TO VOID THE SE PERMIT IF SUCH EASEMENT IS REQUIRED AND CANNOT BE OBTAINED BY THE APPLICANT. A FULL COMMERCIAL ENTRANCE MAY BE REQUIRED BY VDOT BASED UPON THE REQUESTED/APPROVED USAGE OF THE FACILITY.

COMPREHENSIVE PLAN

THE 2030 COMPREHENSIVE PLAN DESIGNATES THIS AREA AGRICULTURAL PRESERVATION (AP). THE PLAN FURTHER STATES:

THIS DESIGNATION IS INTENDED TO PROVIDE AREAS TO ENCOURAGE ECONOMIC DEVELOPMENT AND TO PRESERVE AGRICULTURAL LAND FOR THE VIABILITY OF THE COUNTY’S AGRICULTURAL SECTOR. THESE AREAS ARE INTENDED TO ENCOURAGE AND PROMOTE THE ORDERLY AND RESPONSIBLE GROWTH OF AGRICULTURAL PRODUCTION ACTIVITIES, INCLUDING CROPS, LIVESTOCK, DAIRY, POULTRY AND RELATED ACTIVITIES THAT ARE HARMONIOUS WITH AGRICULTURAL ACTIVITIES.

THERE IS VERY LITTLE LAND ACTUALLY ZONED AGRICULTURAL PRESERVATION IN THE COUNTY. THE PREDOMINANT ZONING DESIGNATION IS RURAL PRESERVATION, WHERE FARMING AND AGRICULTURAL USES ARE PERMITTED. WHILE SPECIAL EVENTS FACILITIES ARE NOT A PERMITTED USE IN THE AP DISTRICT, IT IS ALLOWED BY SPECIAL EXCEPTION PERMIT IN THE RP DISTRICT, WHICH IS THE CURRENT ZONING DESIGNATION FOR THIS PROPERTY.

July 31, 2019

Supplemental Information – Narrative

The property at 23134 Penola Road, Ruther Glen, Virginia 22546, is in the Mattaponi Magisterial District. The entrance to the property is approximately one mile from Route 301, approximately 4.8 miles from Route 207, and approximately 7/10 of a mile from the entrance to Mattaponi Springs Golf Club.

The venue would further enhance the character of the area with another high-quality event venue. It would complement the aesthetics of the golf course, event buildings, and many well-maintained, scenic farms and homes along the rolling countryside of Penola Road. The venue is consistent with the objectives and aspirations of the Comprehensive Plan. The venue will not negatively impact adjacent properties. A 175’ buffer would extend back onto the property from Penola Road, and a 50’ buffer would extend from all adjoining properties.

The venue’s special events will include, for example, weddings, charity & public service fundraising, meetings, parties (birthday, retirement, anniversaries, etc.), showers (bridal, baby, etc.), and other events.

Event scheduling, including set up and breakdown, would be within the following times:

Monday - Thursday 8 a.m. - 10 p.m.
Friday - Saturday: 8 a.m. - 2 a.m.
Sunday: 8 a.m. - 9 p.m.

The 100+ acre property is designated as RP (Rural Preservation). The venue will include a single-family home and four other structures.

1. An existing barn (approximately 4600 square feet).
2. A second barn (approximately 3660 square feet) to be built.
3. An existing storage shed of approximately 252 square feet.
4. An approximately 40’ X 60’ tent (erectable as needed) behind the existing barn.

The property also has a small pond and two streams which are not within the event venue acreage and are well outside any required setbacks. There are hay fields to the left and the right of the driveway leading from Penola Road to the house and barn sites.
The buildings will have a Virginia Health Department approved septic system that can accommodate up to 200 guests. A parking area will be provided near the second barn for up to 150 vehicles.

As far as we know, there has been no rezoning, special exception or variance request on the property.

There would also be no negative impact on public health, on the safety of residents and guests, or on air and groundwater quality.

We understand, and are in the process of verifying, that VDOT views this type of venue to be low impact. Traffic rates are expected to be no more than 25 - 60 Monday through Thursday and 25 - 80 on Friday, Saturday and Sunday.

Operation of this event venue is expected to provide employment for at least 20 people and increase tax revenue for Caroline County.
EXHIBIT FOR SPECIAL EXCEPTION APPLICATION
FOR
JAMES A. OLIFF
TAX PARCEL 85(A)-5
MATTHEW MAGISTRATE DISTRICT
NOTICE OF MAILING DATE 7/7/2004

Anthony Scott Thompson, P.L.S.
P.O. Box 345, Stafford, VA 22556
Tel: (540) 892-8496, e-mail: asthompson@att.net

PLAT BY BELL LAND SURVEYS, LLC
DATED 1-22-98

PROJECT LIMITS (TWP.)

ADDITIONAL PARKING AREA

N/F JAMES A. OLIFF
D.B. 1291, PG. 680
TAX PARCEL 85(A)-5

N/F SINGS
D.B. 943, PG. 44
TAX PARCEL 85(2)-48

N/F
VACANT LAND
D.B. 1247, PG. 676
TAX PARCEL 85(2)-44

ZONING: RP
PAHLAVANNEJAD

NOTE: ONLY THE PROPERTY LINES THAT ARE ANNOTATED AND SHOWN IN BOLD WERE SURVEYED FOR THIS EXHIBIT.

PROPERTY LINE ALONG CENTERLINE OF PENO LA ROAD 30° PRESERVATIVE RIGHT OF WAY
AGENCY COMMENTS
County of Caroline
Department of Planning
P. O. Box 424
Bowling Green, VA 22427
Attn: Craig Pennington

Re: Oliff Special Events Facility – SPEX-06-2019 – Review 1
Caroline County, Route 601

Dear Mr. Pennington:

As requested, this office has reviewed the above-mentioned special exception submission. Please note the following:

1. Please provide total average daily trips on the site plan.
2. A commercial entrance will be required for this use, based on average daily trips to and from the site. If this number is 50 or less, a low volume commercial entrance would be sufficient. Please note that adequate stopping sight distance would need to be demonstrated at the proposed entrance location. For greater than this, an appropriate commercial entrance will be required that would meet intersection sight distance. An off-site sight distance easement may be necessary if the line of sight cannot be maintained within the existing right-of-way. Sight distance must be based on the current posted speed limit of the road.

A VDOT Permit is required to perform any work within the right-of-way. The owner/developer may contact the Permits Section at (540) 899-4525 for assistance with this process.

Be advised that all roadway design features will be subject to a review of the detailed construction plans for final approval.

You may contact Ken Martin at (540) 374-3343 if additional assistance is required.

Sincerely,

[Signature]

James C. Rice, P.E.
Acting Area Land Use Engineer
Fredericksburg Residency

Cc: James A Oliff
REVIEW FORM – SPECIAL EXCEPTION
CASE #: SPEX-06-2019
PROJECT: OLIFF SPECIAL EVENTS FACILITY

Date: August 9, 2019

Proposed Use: Applicant is seeking a special exception for a special events facility to hold weddings, meetings, parties, etc.

Owner/Applicant: James Oliff

Tax Map #: 85-A-6 (part of)

Location: 23134 Penola Road, Ruther Glen, 0.75 miles northwest of Route 301, abutting Mattaponi Springs Golf Course

# of acres in parcel: 125 acres +/-  # of acres in request: 3.1 acres +/-

Please return comments to the Planning Department by: Sept. 15, 2019

☐ Approved  ☒ Approved with comments/conditions  ☒ Disapproved

Comments/Conditions

OWNER WILL NEED TO CONTACT OSE & P.E. TO DESIGN SEWAGE DISPOSAL SYSTEM(S). A WASTEWATER CHARACTERIZATION IS REQUIRED. THERE IS A RECORD ON FILE AT THE HEALTH DEPT. FOR A CLASS IIIR WELL - THE WELL WAS NEVER APPROVED FOR USE - A SATISFACTORY WATER SAMPLE WAS NEVER RECEIVED BY THIS OFFICE. THE WELL WAS INSTALLED IN 2012. APPLICANT WILL NEED TO CONTACT DOUG MEYER WITH THE OFFICE OF DRINKING WATER 804-864-7408 TO DETERMINE IF THE PROPOSED USE FOR THE "EVENT FACILITY" WILL BE UNDER THEIR REGULATORY AUTHORITY. IF FOOD PREP IS EXPECTED TO BE DONE ON-SITE FOR EVENTS AND/OR CATERING, THIS WILL NEED TO BE ADDRESSED BY THE P.E. & OWNER/APPLICANT WILL NEED TO CONTACT AMALGAMATED HICKSVILLE WITH CAROLINE HEALTH DEPT. FOR ANY PERMITTING REQUIREMENTS 804-633-6237 X 206

Signature ___________________________  Date 9-10-19

RECEIVED
AUG 13 2019

BY ___________________________
INFORMATION FROM SHERIFF LIPPA
January 6, 2020

Honorable Planning Commission Members:

First and foremost, thank you for the services and recommendations you provide to the Caroline County Board of Supervisors. The reason for this documentation is to give you my professional opinion on traffic safety in relation to this event barn venue. For those that do not know my resume, I came to Caroline as a Virginia State Trooper in 1979. In 1989, I was promoted to Sergeant teaching at the VSP Nationally recognized Training Academy. After two and ½ years of teaching, I returned to Caroline as a VSP first line supervisor from 1992 until 1994. I later became the Area Commander of both Caroline County and King George Counties until June of 2003 when I ran for and became the Sheriff of Caroline County. I have risen in my career from a Henrico County Police Officer, to the VSP positions and as your Sheriff for over 16 years.

I have supplied traffic crash information to this commission on this event barn venue along with statements and information dating back in 2005. In the last Planning Commission public session in November, we heard from some of our most prominent farmers who voiced their concerns of Penola Road, with which I am personally familiar, and I discussed all the reportable crashes. Most crashes were single vehicle property damage crashes, most crashes occurred north of the proposed venue, many of them involved deer, and none of them involved farm machinery, logging trucks, school buses, or vehicles going to or from Mattatoni Springs Golf Club.

I have reviewed data collected by our Sheriff’s Office Computer Aid Dispatch center back to 2007. I have also gathered data on another cut through roadway, Paige Road, that has similar curves and a speed limit of 45mph.

I have also reviewed the County records for vehicular accidents on Nancy Wrights Road where the Summer Brook Plantation event venue is located and found that there were no reportable accidents on that road involving vehicles going to or from Summer Brook Plantation.

I have asked and copied First Sergeant K. M. Botkin of the VSP to review the crashes worked by the VSP to see if he would consider this roadway more dangerous than any other secondary road in Caroline County, that if he considers any part of Penola Road to be an accident prone location and to see if his finding of Penola Road is any different than mine.

Based on the information provided and reviewed, and along with the concurrence of First Sergeant Botkin, we believe the Penola Road event barn venue would not cause a traffic or public safety concern (Attached 1st Sgt. Botkin’s email response to me).

Respectfully,

A. A. “Tony” Lippa, Jr.
Sheriff
Caroline County Sheriff’s Office

A State Accredited Law Enforcement Agency
On Jan 6, 2020 1:54 PM, "Botkin, Kevin" <kevin.botkin@vsp.virginia.gov> wrote:

Sheriff,

I have reviewed your memo and I do not see any reason to prevent a wedding venue from being established on Penola Road based upon the statistical data from reportable crashes. In reviewing the data from accidents the State Police specifically investigated I do not see the volume of accidents that would raise concerns against allowing the venue.

Respectfully,

Kevin M. Botkin
First Sergeant, Virginia State Police
Area 44, Bowling Green
804-633-6799 (office)
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Sheriff,

I searched RMS for any accidents entered on Penola Road and this is what I found:

2015- 0
2016- 0
2017- 1
  -DUI: VEHICLE 1 WAS TRAVELING NORTH ON THE PRIVATE DRIVE AT 22490 PENOLA ROAD WHEN IT STRUCK THE GUARD RAIL TO THE RIGHT ON A BRIDGE CAUSING THE VEHICLE TO ROLL ON TO ITS LEFT SIDE.
2018- 3
  -VEHICLE 1 STRUCK A DEER IN THE ROADWAY.
  -DEER RAN INTO ROAD, STRIKING VEHICLE 1
  -VEHICLE #1 WAS TRAVELING WESTBOUND ON PENOLA ROAD WHEN A DEER ATTEMPTED TO CROSS THE ROAD THE DRIVER OF VEHICLE #1 SWERVED TO MISS THE DEER AND CAME TO REST IN A DITCH ON THE EASTBOUD LANE
2019- 0

I attached a screen shot of the search.

--

**Courtney Taylor**

Criminal Records Manager
Caroline County Sheriff’s Office
118 Courthouse Ln.
P.O. Box 39
Bowling Green, VA 22427
Phone: (804) 633-1121 Fax: (804) 633-8018
taylorc@co.caroline.va.us

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**From:** Lippa, Tony  
**Sent:** Sunday, October 20, 2019 1:38 PM  
**To:** Lambert, Angel <alambert@co.caroline.va.us>  
**Cc:** Taylor, Courtney <taylorc@co.caroline.va.us>; Wimmer, Tanisha <twimmer@co.caroline.va.us>; Moser, Scott <smoser@co.caroline.va.us>  
**Subject:** FW: Penola rd Crash Info
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January 15, 2020

TO:

County of Caroline
Department of Planning & Community Development

SPEX-06-2019—Oliff Event Site

Members of the Planning Commission

I am writing to oppose the Special Exception application for James Oliff Event Site.

My name is Bobby Williams, and I live at 23194 Penola Road. My property adjoins the Oliff property at 23134 Penola Road and is shown on the plat, “Exhibit for Special Exception Application”. The 3.1+ acres in consideration are 500 feet or less from my house. His Penola Road entrance will be approximately the same.

I was out of town when the October 24th meeting was held to discuss this matter and only learned of the hearing upon my return in November. After contacting the Planning Commission, Lisa Zech sent me a packet containing information from the hearing, including letters both pro and con. Most of the objections raised were centered around traffic, safety, noise, and pollution. You have heard those arguments, and I agree with them.

These are real concerns. Who among us would encourage the creation of more traffic on the road on which we live? In 2018 during the construction of Mr. Oliff’s barn, on more than one occasion contractors or workers mistakenly came up my driveway looking for the work site. This required me to assist them in turning around. On one occasion the lost driver was attempting to turn around and was about to back into my well! With several hundred cars a week coming to the Oliff site, the odds are that more of this will occur. Who among you thinks that accidents will not increase involving people leaving the Event Site after a night of festivities? Visitors who are not familiar with the road. Fatalities? Serious Injuries? Property damage?

To quote the submitted Planning Application: “...150 events shall be permitted in a twelve (12) month period”. Noise until midnight, perhaps beyond! Imagine this occurring at your house! How would you respond to this as a regular possibility?
I bought my home on Penola Road twenty years ago. I am recently retired, which means I am at home a majority of the time. No one will be affected more by the proposed changes than me. (Proximity...500 feet or less) The appeal of living here has always been its remoteness -- the rural, agricultural, and forested lands of Caroline County. We are living in a special place with a relaxed and easy going pace of life. We are fortunate not to be like surrounding counties that are crowded, overdeveloped, and congested. Less is More!

I can think of no way that either myself or other people in the community will benefit from the changes proposed. It is unlikely that people in Penola -- or the majority of Caroline County residents—will use the site.

If you approve the exception, your decision could have an irreversible impact on the environment and culture of Penola. An exception was made once. The facilities for the type of business Mr. Oliff seeks are already in place at his Golf Course. If this exception is allowed, then why not another...and another after that. Please don’t open that Pandora’s Box! It is not what the residents of Penola want.

PLEASE VOTE AGAINST THE EXCEPTION!

Sincerely,

[Signature]

Bobby Williams
23194 Penola Road
Ruther Glen, VA 22546
804-633-4019
January 9, 2020

Caroline County Board of Supervisors
Caroline County Planning Commissioners
Staff of Caroline County Planning Department
Economic Development Department

Re: Event Barns Venue, SPEX-06-2019

I would like to support approval of all above for the requested special use permit for the Event Barns Venue. My mother-in-law lives in Ruther Glen and I play regularly at Mattaponi Springs Golf Club since 2005. I travel to and from the golf course from Route 301. I traveled Penola Road from 301 to the course well over the years and have never had any problems.

I feel having this venue barn would keep the rural setting and provide income to support keeping it that way. I feel it would also enhance the golf course. We are losing so many golf courses.

Caroline is a great county and place to live. This is where my family settled coming over from Ireland in the 1700’s. I look at this as a great asset. Very upscale.

Please vote yes to keep improving the county we love.

Thanks

Russ Malone

804-240-5900
Zech, Lisa

From: Sissy Coleman
Sent: Tuesday, November 5, 2019 5:50 PM
To: Thomas, Floyd; Nunnally, David; cpenninton@co.caroline.va.co; Zech, Lisa
Subject: SPEX-06-2019 Oliff, James. Owner/Applicant

Mr. Thomas and Members of the Planning Commission;

My name is Sissy Coleman and I spoke at your last meeting on October 24th concerning the request SPEX-06-2019 – Oliff, James, Owner/Applicant.

I spoke against the application and I would like to now put my concerns in writing. Mr. Oliff has intension of building several barns and houses for a wedding venue at 23134 Penola Road and using them 365 days a year. My concerns would be mainly the increase of traffic on Penola Road. This road has enough traffic with the locals, school buses and others that use the road as a cut through. Mr. Oliff stated at the meeting that he intends to make his buildings very attractive like the golf course he already has on this road. I am sure he will do all of that, and I will say the golf course is beautiful. I also understand that the existing barn that he has recently put up, was done under agriculture provisions. I don’t understand how that can happen when there is no sign of any kind of agriculture activities on that site. He also stated he has already had his son’s wedding in that barn. Now he plans to build two other barns, houses and cottages on the property for public use for weddings parties, or business meetings.

To give you a little history of my family, we farm for a living and Coleman Farm has existed on this road for over 100 years past down from generation to generation. Farming is my husband, his brother and his cousin’s lively hood. They grow soybeans, corn, small grain, and hay. They also have cattle and other animals. They are constantly moving up and down this road with equipment to be able to till, plant and harvest their crops. I am talking about anything from tractors, to combines, to tractor trailers. My son, who is following in his father’s footsteps also farms. He too, moves his equipment on this road. They try very hard to comply with the school buses and school traffic that travel through this road. That is just a respectful thing that they do to try not to have any accidents. It doesn’t always work but they try. With the possibility of two, three, or four weddings going on per day will be a tremendous increase of traffic for this road. The road is not wide enough and has several places that the ditch is so deep, if you slip off and inch there is no return, others at the meeting stated this fact too.

My other concern is what will all of this business do for the “rural setting” as Mr. Oliff stated at the meeting was such an attraction for the venue. With all that he is proposing what will happen to that “rural setting”? Penola as we know it will be gone!

I have tried to have several events at the golf course only to be turned down. There was no chef on duty. I will have to ask this, with no chief on duty how is alcohol being served to the golfers with no food being served? Mr. Oliff also mentioned that a young couple was suppose to get married but the Hurricane prevented them from doing so in Westmoreland and they put it together for them in two days.

Again it seems like we can do anything for the "out of towners" but nothing for the "locals"

It was mentioned at the meeting that the golf course has such a pretty entrance that you barely noticed it. Well I have a concern there too.

When people are coming out of the golf course they do not stop to look as they should and I personally have almost been sideswiped several times. I would suggest they put a stop sign out there to let the out of town people know that they are supposed to stop, look both ways and then proceed. Also, I have the privilege of working with other farmers in Hanover and Caroline and from time to time we have breakfast meeting. We had several at the golf course and they were very nice. The sponsors of the meetings cut our budget and I asked for the golf course to change the menu some
so we could afford to come again and I was told no, they would not change anything. Needless to say, we did not have the meeting there. Which tells me that Mr. Oliff has no concerns about the livelihood of the farmers in our area.

I believe when the golf course was built and approved, Mr. Oliff was asked if it would be affordable for the Caroline County residents. In talking to several residents that I know who play golf said they could go to Tappahannock or other golf courses and play three times a week for what they would have to pay for one day at Mattaponi. How is that making it affordable for the Caroline County residents? Mr. Oliff stated at the meeting that he wanted to be world known for his golf course, to have a pro tournaments there, I didn’t hear anything in that statement about local people of Caroline. Also, my neighbor and I walk in the evenings, Penola road with the traffic was a little scary so we would walk through the golf course parking lot only to be stopped, asked what we were doing. At first, we were told we should not be just walking through there because they had prestigious guest there. Then to be finally told it would be ok only if we were dressed appropriately. So, my question to you all, is Mr. Oliff trying to get this passed for another reason down the road? Is there a plan for a subdivision? Why is he building “Agriculture” barns when there is no livestock or any other means of agriculture in the picture.

Are there other reasons for all of this to be built on Penola Road?
Does Mr. Oliff care about this county like myself and others that were born, raised and continue to live in this county.

The other thing is the ones that spoke for the venue do not live on this road and will not endure the day to day impact. Let’s put it in their back yard and see what they think then. I understand that Mr. Oliff has property in Chilesburg, why not put it over there and it can be an impact on his daily commute.

Thank you for your time and consideration.

Respectfully submitted;

Sissy Coleman
22064 Penola Road
Ruther Glen, VA  22546
SPEX_6-2019 Oliff 23134 Penola Road Ruther Glen VA 22546  Venue Request
I am concerned about:

*The venue traffic 7 days a week.
9am- to 8pm -Sundays- Wednesdays
9am-to -10pm- Thursdays
9am-midnight ----Friday & Saturdays
Venue days requested are 365 days a year- (with 120 days for Weddings- Thurs, Fridays, Sat & Sundays), the other 245 days for other events.

*Safety of existing: Farm Equipment and Farm -Tractor/Trailers, Dump trucks, etc- moving all day - 7 days a week (note: Some farm equipment is as wide as the Road). Farm equipment is slow moving. Farming is a business and livelihood in Penola. Many large farms in Penola need to move their equipment up & down this road, because this is an Agricultural area.
*Safety of new traffic not familiar: Log tractors with trailers filled with logs cut through daily- to local mills.

* Safety of Heavy School Traffic - Monday- Friday-Buses, Students, Teachers, Parents, School employees cutting through to the adjacent Caroline Middle, Caroline High schools and Ladysmith area. 5 Caroline County Buses take the route of Penola Road to take and pick up students M-F and there are activity buses in evening. After the drop off many buses come back through to go home then go back after lunch to pickup in afternoon. So one bus may go through 4 times a day. Heavy Traffic to and from - School activities practice daily - games Friday nights and possibly Sat- depending on Sport or activity. School Events are after school and multiple evenings.. This is the main road linking Rt 301 to Rt 207 - so all South Frog Level Area residents and those residents from Eastern Caroline, use Penola Road. (You can always know when there is a school event, based on traffic headed towards Rt 207).

* There are 68 single family residents on the Penola Road that would be daily encountering the possible 150 (300 trips of vehicles) per day and a possible (2100 trips per week). 53 Penola Homes were NOT informed and they are part of the people that will be affected by safety issues. Letters were only sent to adjoining and adjacent landowners because that is what is required. They were written on Oct 10 and most were received Oct 16 just 8 days prior to this meeting T
Due to the fact that the sign gave only 2 weeks notice to this meeting, and residents may not have seen it and only approx 1/5 th of population received a letter of notification - I feel the residents have not had time to know all the details about this venue request.

*Safety is #1 and a huge issue. If opposing saves one life or 1 accident with injuries it is worth denial. Traffic Safety is already an issue on this 17 foot wide- Narrow Windy Road- with some 6 foot deep ditches, and NO shoulders. Since I have lived on Penola - I have see vehicles totalled due to being forced off the road careless fast drivers, drunk drivers or drivers unfamiliar to the road. I have also know those that were seriously injured. The speed limit is 40mph on entire road except 30-35 mph on curves. The speed has always been an issue. I have personally been run off the road numerous times and had drivers riding too close, and passed on a regular basis. Therefore we don’t need an extra 300 vehicle trips per day (2100 trips per week) on this tiny narrow Rural Agricultural Road. If forced in the ditch up a bank- this safety hazard could cause injuries or fatality.
* Affects: Yes this will affect the pattern of development in the Rural Penola. A venue that will cause such changes to Penola will NOT be in harmony with the use of Rural Preservation. The Affects due to high volume of traffic will not be contained to the 3.1 acres that are proposed, because safety issues are on route to this venue. The new use will adversely affect the Safety of ALL persons residing and traveling to and from the 68 resident homes on Penola and the hundreds of persons driving this road to get to work or school. The anticipated vehicular traffic on Penola Road to serve this request site, will be detrimental to the safety of the existing pedestrians walking and running, cyclists(current public route), current vehicular traffic of residents, hunt clubs on this road, farmers, school and public. The request for up to 300 vehicle trips a day, will conflict with current existing traffic and be hazardous to the Penola Road serving this site Request. The generation of additional traffic will conflict with the Penola Countryside of rolling farm land with cattle and horses and peaceful Rural Agricultural Neighborhood.

Questions for Oliff---
What are the 20 jobs that this venue will employ? Will these jobs be available to others—outside his current staff and family and will jobs be posted for others?
The planning notes only mention 1 traffic/security person per 100 people.
Mr Oliff spoke that he planned to employee 2 maintenance people and his son to manage.
Will there be an event coordinator employed and in charge during all events timeframe?
If so is Brenda Simmons one of the 20 employees- as she is already employed at golf course.

What is anticipated Venue’s annual gross receipts and how much revenue is expected to be received by Caroline County? If the revenue to the county is only the Business license tax (.0019 times gross receipts-example - $1900.00 per 1million taken in for events). An amount based on that calculation is not enough revenue coming into Caroline County to suffice the negative impact of the Effects-End Result -- due to Safety and the affect on the Penola Road. Those that are not familiar with this road on a daily basis need to consider that it is an Agricultural Area for farming and timber, a through fare to the only high school & middle school in county by buses & students & teachers & parents, a direct route necessary for some to travel to get to their jobs.

Before jeopardizing what is already happening on the Penola Road- perhaps these things should have been taken into consideration:
Is the only revenue from the rent of the venue? If not please give estimated revenue.
Others that are needed for an event are Rentals, Caterers, Photographers, Videographers, Planners, Lighting, Sound/Bands, Florists, or others. If their gross receipts are under $150,000, they would not be required to pay a gross receipts tax. Seems to be no revenue there and at the most the revenue from vendors - would be a $30 fee to register.

Please explain the Revenue that this venue project will bring to Caroline County? Maybe the planning commission can request the revenue that Mr Oliff's other event venues have brought in per year. The Expected Revenue is an important factor but the Traffic is of far greater importance. I am trying to understand why those that spoke for this would think this is a positive move.
Those that spoke for the Venue were friends and golfers and fellow businessmen of Mr Oliff: David Storke, Danny Carter, Sheriff Lippa- spoke of having golf ties to Oliff's golf course, they expressed that the current golf course and barn are beautiful, they expressed this Venue would bring clients to stay at motels & hotels- (there are few to offer and not near this - so no benefit there). ((The pros and cons are not the fact of the beauty of the buildings and grounds.)) Nancy Carson is a public Candidate and running for re-election – she spoke that this would bring money for schools etc- again not enough revenue to be beneficial. Nancy and her husband are in favor of the venue, but all her other 9 relatives that live on Penola Road are against it-and have signed the partition in opposition- including her mother. The Cater from Charlottesville spoke that it was a Beautiful Barn and he catered the wedding for Oliffs son who was married in the barn on 5/11/19 & the cater did not bring any revenue to Caroline County.
Mr C B Collins (Collins Const Co) lives on Penola Road- he said that the Golf Course was beautiful and has a wonderful restaurant. The restaurant is not a full operable restaurant- they only serve box lunches to the golfers and others & don’t have a chef, so meals are not available. Mr Collins also said that he was representing his family for the Venue- But his Son, David Collins Sr and Grandson, David Collins Jr were already in opposition and had previously signed the partition in opposition. Also he mentioned that this venue would cause Real Estate values to raise in the area and make our Real Estate more Valuable. According to the method of County assessments and land/home values they are not based on Commerical property values – they are based on the MLS database of Real Estate sales. I don’t think the long time residents are planning to sell – because these properties are family farms- income bearing & the Real Estate Sales on Penola Road is minimal.

In conclusion –
Penola Road can’t stand one extra vehicle on this road to add to the traffic & current condition. This Venue is a negative affect on Agriculture, and quality of rural life, at this location. Mr Oliff should utilize the many buildings he already has at Mattaponi Springs, and use them for what they were planned for.
Mr Oliff has plans for more developing on Penola Road. Approving this Venue will only open this Agricultural area for him & others, to further add and affect Penola even more. This is one of the few Agricultural Preserved areas and the Penola Residents concerns should be VERY IMPORTANT because we live here and must deal with the traffic everyday- we have no choice. Statistics show that most accidents occur within 1-5 miles of your home. I don’t need 1 extra car that could possibly collide with one of me or one of my 9 relatives and many friends that live here or come to visit.

Promises from those in favor that this Venue will not Affect us or will not warrant more development or will bring sizable revenue to Caroline County is NOT true.

I have Lived on Penola Road for 41 years.
Many Penola Residents have also lived here for their whole lives and their ancestors, too.
I am asking that this will NOT be passed.

Valerie B Gordon
22115 Penola Road
Ruther Glen, VA 22546
To:
County of Caroline
Department of Planning
& Community Development
233 West Broaddus Street
Bowling Green, VA 22427
(804) 633-4303 Main
(804) 633-1766 Fax
Website: www.co.caroline.va.us

SPEX-06-2019 – Oliff, James, Owner/Applicant

I am writing this letter to voice several concerns, issues, and questions I have regarding the special application permit request by Mr. Oliff. I attended the Planning & Development meeting on 10/24 to hear Mr. Oliff’s proposal and speak in opposition of said plan. Detailed below are additional high-level issues, concerns, and questions that I was unable to address in my 3 minutes the evening of the hearing.

I understand that in this proposal Mr. Oliff is requesting a venue that can accommodate up to 300 people and wishes to have events 365 days per year. Events including up to 120 weddings per year and an unlimited amount of miscellaneous business meetings, parties, and other events in addition to the weddings. I also understand that Mr. Oliff is the current owner/operator of Mattaponi Golf Club on Penola Rd. Of which has two event spaces already on the property capable of hosting the same events being requested to be held in this new barn venue. I ask why can’t wedding events be held at the golf course? Is there really a need to have 4 ea event spaces on one road? Maybe ½ mile from each other. Furthermore, Mr. Oliff referenced multiple accolades given to his golf course, of which I would like looked into further by the Planning & Development board as I believe those accolades were given over a decade ago when the course first opened. If true, the referenced accolades should be a moot point, what accolades has the course been given within the last 5 years?

I ask the following questions:

- What is the Current Business License - Gross Receipts revenue from Mattaponi Springs Golf Club?
- What is estimated New Venue Business License - Gross Receipts revenue (Current rate is .0019 per dollar - so County would only receive $190 per $100,000 of Gross Revenue? Is that worth the expenses to the County?
- Commissioner of Revenue input? Substantial monetary benefits to the county are negligible unless Mr. Oliff plans on charging tens of thousands of dollars per event. Even at that the return to the county and Mr. Oliff would be decades.
- I’ve heard reference to a similar special permit request for an event venue in Chilesburg, VA, where Mr. Oliff resides. During that process it was rumored that Mr. Oliff opposed the construction of that venue due to concerns with alcohol consumption and drunk drivers. He resides on the road where the venue was requested to be constructed. I ask that the Planning & Development board look into this considering the request had to have went through the board at that time.
- What is the purpose of having 4 ea event spaces on the same road?
- Where will guests stay? Nearest hotels (nice) are in Richmond and Fredericksburg.
- Are there plans to provide any additional services other than the building (venue) and bathrooms at a later date?
- Can other services be added later by request? This request would allow him to rent 4 (2 at golf course & 2 at venue) structures.
- Residents have gained no benefit to the golf course, what is different now?
• How much experience does Ms. Simmons have in luxury wedding planning/event coordination? By all accounts the golf club does not have a successful wedding event business, what would be different with this new venue?
• Who will be the target wedding clients? What type of budget (overall) are they seeking to host?
• What type of vendors will be allowed to work there? Will there be a preferred vendor list? Or open to all vendors?
• Assuming alcohol will be present at these events, will there be an increased police presence on the road? Will there be DUI checkpoints?
• What is Penola Lakes LLC? Corporation listed on the tax parcel information located across from the proposed venue where the lakes are located. By all indication this venue is just the start of a long list of proposed developments Mr. Oliff has in store for Penola Rd. This corporation is owner on the deed of this tax parcel but the area has no assigned address until a dwelling is there.
• What are Mattaponi Barns LLC? Corporation listed on the tax parcel information located at the venue, however, has the same address as the golf course (22490 Penola Rd).
• There’s also an Inc. named Bellemount Farms Inc. which is deeded to owner name of the golf course under the golf courses address.
• Why did the golf course go up for sale in 2012? Brenda Simmons declined to comment at that time.
• Why did the golf course decline to assist or provide aid when approached by residents of Penola to help obtain high speed internet on Penola Rd? When asked, the golf course stated “we don’t want anything to do with that”
• Who will be the local AHJ (Authority Having Jurisdiction) on the structure?
• NFPA101 Chapter 12 for New Assembly Occupancies requires Fire & Life Safety measures to be in place based on the classification of the structure.
• Will there be a fire suppression system required? Will that system require a dedicated fire line separate from the main water supply to the structure?
• Will the venue have a commercial kitchen onsite?
• Will the entrance be able to accommodate fire and life safety vehicles?

I also provide the following issues/concerns:
• Only road in the county that connects 301 to 207.
• Adjacent to Caroline Middle & High School, heavily trafficked by students, teachers, and buses.
• Penola is notorious for its windy, unmarked roads, with multiple blind spots.
• The road width varies between 17’ & 18’ with no shoulder.
• Deep ditches upwards of 6’ deep on either side of the road.
• Golf course traffic already exists, with multiple incidents and near misses with intoxicated golfers on the road (see pictures).
• Frequent logging of properties on the road.
• Penola Rd. CSX railroad crossing.
• Heavy wildlife presence, almost daily an animal gets hit on Penola.
• No lighting on the road
• Unmarked road
• Farm vehicles
• Multiple hunt clubs/residents who hunt on their own property
• People from out of town attending events are not familiar with the road.
• Prototypical wedding event vendors arrive in box trucks or large vehicles to unload and stage material.
• Prototypical wedding event guests arrive via bus
• Vandalism will increase
• Theft will increase
• Litter on the road is already a problem, will increase with venue
• Noise
- Rowdy wedding guests
- Traffic count from 2013 is needs to be updated.
- Support from the venue is from non-residents of Penola, business friends of Mr. Oliff who frequent the golf course.
- Property owners on Penola that do not have property adjacent to Mr. Oliff were not notified of the plans/special permit request.
- Plan to construct a wedding venue on the road was not presented on any comprehensive plan from the county, had it been mentioned my wife and I would have second guests constructing our new home on Penola.
- 300 guest events will double traffic (count from 2013), doubling statistics for recordable accidents/near misses.
- Penola Rd. is a bike route for many local and non-local residents.
- Residents frequently walk on the road with their kids/pets.
- Vehicle speed limit is 40MPH on the entire road, except on curves where the speed limit is 30-35MPH. Sheriff Lippa had this information incorrect. Despite the speed limits on the road, typically people travel through the road at extreme speeds (55+), this has been witnessed daily.
- Caroline County Police presence on the road is non-existent currently.
- Revenue benefit to the county is non-existent.
- Quality of life due to construction of the venue will be reduced.
- Petition with signatures from majority of Penola Rd. residents opposing the venue.

I close this letter by stating that I firmly am against the approval and/or construction of this venue. I ask what ultimately would be the benefit to the county and the residents of Penola Rd? It would bring little to no beneficial revenue to the county, it would open the flood gates for further unwanted development on Penola Rd. and adjacent properties, and would quite frankly affect each resident’s daily quality of life. A “business” such as this venue would not benefit the sale or future sale of homes on Penola Rd. according to the Commissioner of Revenue, only the buying, selling, and/or development of residential properties would benefit the residents. I trust that the Planning & Development team of Caroline County will carefully review and address the questions and concerns noted above and do the right thing for the impacted residents and not for the businessman trying to make easy money.

Respectfully,

Ryan Strickland

Attachments:
1. Site Photos 1-6 (drunk driver encounters from Golf Course)
To whom it may concern,

My name is Sarah Gordon Cecil and I have lived on Penola Road for over 36 years. I currently live on Penola with my husband, James Cecil.

I have a background in real estate and have been involved in real estate and development for 16 years. It has always been my mission to push for the betterment of my community and I love to see the community grow and develop in any way that would move us forward. With that in mind, I do not feel adding an event venue on an unmarked, rural road in a quiet hometown community is a good idea. The fact of having to get a special permit further shows it not part of what this beautiful land is intended for. This parcel of land is listed in the 2030 Comprehensive plan designating this area as Agricultural Preservation. There was already one special exception made by the county for Mr Oliff, the golf course, and as we can see that business isn't working out quite as planned. It’s merely hanging on, it’s been listed for sale, the restaurant is open halfway, and now in an attempt to try another idea, Mr. Oliff wants to try another venue. It would be one thing if this was an area that is appropriately zoned and has the space for another commercial venture but it isn’t. Penola Road is a quiet backroad that many have called home for their entire lives. What happens if this venue fails? Even worse, what if this one thrives? As a permanent resident, we are constantly faced with out of town visitors to the golf course either pulled over in the road trying to find their way or traveling recklessly either to the fact that they've been drinking while playing golf or driving in unfamiliar territory… Isn't owning one venue on Penola Road enough? Hasn't Mr. Oliff caused enough damage to those living on our road? Our tiny road absolutely cannot handle any more traffic - let alone individuals that could be drinking and driving. We had a drunk driver run off the road into our yard and hit a tree while we were in our home!! What does the county plan to do to prevent more of this? What does Mr Oliff plan to do to prevent this?

I have not seen anything beneficial come from the golf course nor do I see any benefit of having this new venue. I am asking you, please do not allow this to happen. Thank you for your time and I hope that you will consider us during your evaluation of this request.

Sincerely,

Sarah and James Cecil

804-514-4122
22085 Penola Road Ruther Glen, VA 22546
I am writing to you in reference to the application for a special exception permit for the James Oliff property located on Penola Road (Tax Map # 85-A-6) which was discussed at the October 24th meeting. I am a proponent of utilizing the county’s Comprehensive Plan as closely as possible. This property, as you are aware, is located in an area designated as Agricultural Preservation. I’m sure that Mr. Oliff was aware of this designation when he requested a permit to construct the barn as an agricultural structure a brief time ago. To my knowledge, no livestock or agricultural products have had the privilege of spending time inside of this “barn”. Now I understand that he is requesting a permit to host or entertain customers for up to 7 days a week with weddings and similar events Thursday through Sunday as late as 2 AM. His request for 120 weekend events and no limit on weekday events seems a bit ambitious. This clearly appears to be contradictory to keeping with Agricultural Preservation.

I have spent a good part of over 50 years on Penola Road. I am not currently a resident there, however I do own property on Penola Road and have several relatives that live and in some cases work there. I travel the road multiple times per week and am familiar with the traffic tendencies there. From what I observed at the October 24th meeting, the primary concern from the residents of Penola Road was that the width and conditions of the road surface and ditch lines is not conducive for high volume traffic. Ever since Caroline High School was constructed at it’s current location in the late 1970’s, the traffic has increased a good amount. There is abundant school bus traffic, of which many of the bus drivers travel faster than they should. There are also quite a few private vehicles driven by young and often inexperienced students. In addition, other large farm equipment and log trucks often utilize this road conducting their business both on weekdays and weekends. Without making major improvements, I would strongly oppose allowing this additional amount of concentrated traffic to be added to Penola Road.
November 12, 2019

BY HAND

Caroline County Planning Commission
233 West Broaddus Avenue
Bowling Green, VA 22427

Attn: Lisa L. Zech
Administrative Assistant/Planning Technician

Re: SPEX-06-2018 Oliff
Meeting November 21, 2019

Dear Commission Members;

We wish to emphasize two matters concerning this application that are important to us because we reside at 22481 Penola Road, less than 0.7 mile from the property in question and Penola Road is used daily to and from work and in addition for family purposes.

Reference is made to the Planner’s Report, referred to as (“PR”). It is noted the area is Agricultural Preservation and the subject property is Rural Preservation. The applicant proposes a commercial use for a variety of activities all of which are opposed to, contrary to and inconsistent with agricultural and rural use and settings. The rural character of the property would be destroyed as would the character of the surrounding area. Once given away and sacrificed this rural character cannot be restored. It is believed that the applicant will want to construct lodging for his customers in the future in addition to the present request.

Penola road is not suitable for the activities proposed. Applicant proposes to host weddings among other activities. The PR suggests a maximum capacity of two hundred persons. If two persons arrive by one vehicle that would amount to one hundred vehicles in and out of the subject property by Penola Road. The applicant will seek an alcoholic beverage license to dispense alcoholic beverages. If such license is or is not in being persons will bring such beverages for consumption. After consumption they will drive on Penola Road in violation of the law to the risk of persons who use the road otherwise. This traffic count is in addition to those persons who would work on the subject property to accommodate the activities proposed.
Penola Road is curvy, with blind curves, and narrow. I measured the road in four locations. Once on each side of the entrance the subject property and twice in front of our property. It is less than seventeen (17) feet wide in three locations and seventeen feet in the fourth. The road is of such narrow width that it does not qualify for markings by the highway department. Severe and deep ditches are present in the absence of shoulders for the road in much of the distance between our residence and the subject property.

In closing we refer you to the references made by the Planner in the PR, each of which is preferences by the words “shall not.” The proposed use would affect the pattern or development since there is now no development. It will adversely affect the use of neighboring properties by noise and traffic. It will adversely affect the health and safety of persons residing in the neighborhood with unreasonable traffic. It will be detrimental to safety and injurious to property in the neighborhood. Vehicular traffic generated will be hazardous to existing traffic in the neighborhood and on the road serving the site.

Thank you for your consideration.

Very truly yours,

Albert J. Lilly, Jr.

Judith G. Lilly, by
Albert J. Lilly, Jr., her Attorney in Fact
To whom it may concern,

I am writing this letter in an attempt to raise awareness of the concerns of myself, my family, and those living on or near Penola Road in Ruther Glen, Virginia regarding the special application permit request by Mr. Oliff.

As a professional wedding photographer with over a decade of experience photographing weddings across the world, I would consider myself an expert in understanding and working in the event industry. I am multi award winning, world-renowned photographer with specialty and experience based in events. I am extremely well versed and knowledgeable about such and teaching and speaking at event conferences and workshops internationally.

With my background and full understanding of all that occurs throughout event management, opening a new venue by my home where I have lived for over 31 years, I am incredibly concerned about the numerous issues that would arise from the construction of this event venue.

My questions and concerns include the following;

- Large vehicles running multiple trips on such a small windy road including transportation buses for guests, taxis and limousines, furniture, décor, and installation company trucks (typically large trailer trucks), floral trucks (also typically a large trailer/box truck), buses and large vehicles for band and performers, DJs and lighting with large and heavy sound equipment. These vehicles would be traveling a minimum of twice per day on Penola Road.

- The vehicles/vendors mentioned above PLUS wedding planners, photographers, videographers, the wedding couple themselves and their families, etc. would need to make multiple site visits prior to the event and during the planning process for rehearsals, lighting checks, scouting/meeting with vendors on site, etc.

- Construction of additional event venue(s) on Penola Rd. would bring total event spaces within 1/4 mile on the road to 4 total event venues, all owned and operated by Mr. Oliff. Being as Mr. Oliff currently owns and operates EXISTING event spaces on his golf course property, why can’t he renovate/rebuild those buildings instead of creating new venues?

- In addition to the existing new barn, the existing two event spaces at the golf course, and the special permit request for the fourth event space to be built, there is mention of a tent also to be provided as an alternate event space option technically bringing the event space locations on Penola to five in ¼ mile distance.

- The foundation of business in the wedding industry is purely based on understanding your demographics. Who your client is, who your client will be, and the the vendors you want to and will be working with. Based on the fact that I personally have not received any contact from Mr. Oliff or his event team proves that he has zero understanding of his demographics and hasn't done all of the homework associated with
running such a large scale “luxury” business. I mentioned this previously but it is poor business not to realize that you plan to open an additional event venue on the same road as one of the top wedding photographers in the world. How can he or his event team prove any expertise or knowledge of event management, furthermore “luxury wedding events?” I teach internationally to ALL event professionals including planners, managers, venues, photographers, catering teams, etc. and this is a very basic principle that is taught mainly to beginners in the industry. His claims of experience are incredibly troubling and concerning to me.

- What is the county’s plan to control the additional amount of drunk drivers on Penola Road due to events? There have been multiple occurrences (and/or near misses) with drunk drivers getting stuck in ditches, causing accidents of others, speeding, running residents and others off the road, and countless other incidents.

- In addition to drunk drivers, those traveling on Penola Rd. are often encountered with drivers who have forced us off the road including school buses, student drivers, logging trucks, etc. We absolutely cannot afford to have more drivers on Penola especially those that are unfamiliar with curving, narrow, unmarked, unlit roads including all traffic that would be associated with opening an new venue on the road.

- Noise it would produce would be a great disturbance to residents. Penola is a peaceful community. The proposed special event facility is intended for events and parties. These events are allowed to have amplified sound.

- How many events do they anticipate having per year? What will be the rate of renting each of the proposed event spaces? After hearing from the Commissioner of Revenue for Caroline County that the gross receipts tax rate for this type of business would be .0019 per dollar – there would be minuet benefit to the county versus all of the negatives this venue would impose is almost completely negligible. I think the risk of accidents and human lives in danger is far greater than the small amount of money the county would receive. Furthermore, our quality of life is not worth Mr. Oliff’s financial gain.

- What type of onsite accommodations will there be or planned to be in the future? What is “Penola Lakes LLC” and “The Barns at Mattaponi LLC”? It seems as though Mr. Oliff has several projects coming up for Penola Road that are already in the works.

- Will they require couples to work with professional vendors? Will they require COI’s for all incoming vendors? Will there be a preferred vendors list and is a professional/experienced wedding planner required for all events?

- In opposition to those claiming the praises of the golf course property on Penola Rd also owned and operated by Mr. Oliff and by all personal accounts and visits in the past to Mr. Oliff’s golf course, it is poorly managed and run. I have personally attended events, photographed one event, and dined at Mattaponi Springs Golf Course. During my last visit to the golf course, where I had lunch with my Grandmother and mother on Mother’s day, we waited nearly two hours for our food and were informed by our waitress that the chef “ran out of ingredients” and they had to send someone to Food Lion while we
were seated at the table. In addition, the website for the golf course is incredibly out of date and unprofessional with only one single image from an event taking place there. Is there any evidence that Mr. Oliff and his team are capable and knowledgeable enough to have and run a venue with a specialty in events?

- As a resident of Penola Road for over 31 years, and with a plan to live on Penola Road for the rest of my life, it is my mission to make this the best place for myself and my family to live. Myself, my family, and my neighbors have been in an endless effort over the past few years to obtain high-speed internet on Penola Road. When the residents of Penola came together with a petition for the county asking for help with this issue, the management of the golf course was approached and refused to sign the petition stating that they weren’t interested in getting involved. Unfortunately, Mr. Oliff and his businesses don’t seem to have the residents of the area in mind throughout any efforts of betterment in our community.

- Residents of Penola live here for the peace and quiet we are so fortunate to have. If this gets passed through my worry is that this will only be the beginning for further development on Penola based on Mr. Oliff’s current endeavors and any future plans he or others may have.

- Have the lives of the residents of Penola and the many school buses carrying 100s of children, and student drivers traveling even been considered? Caroline High School and Caroline Middle School are both located at the end of Penola Road. Has anyone considered the amount of traffic during school events that take place during evenings and weekends including; basketball games, football games, etc.

- Littering is already a huge issue on Penola. Residents are constantly having to remove trash from their property from those traveling on our road and with additional drivers, this will increase. Recently, there were trash pickup crews on Penola and the only areas that were addressed were in front of Mr. Oliff’s properties. Another point that Mr. Oliff doesn’t seem to have anyone on Penola other than himself in mind throughout his ventures.

- The beauty of Penola and the reason myself and my family have lived here for decades and built our dream home here is the fact that is serene, beautiful, peaceful, and quiet. It is home for us.

- What are their plans for security to ensure there won’t be rowdy wedding guests that will disrupt those living on Penola?

- Will there be an increased police presence on the road during events? Check points? All of these factors need to be taken into consideration by both the police department and how this would disrupt those living on Penola.

- In addition to the caution needed while traveling on Penola with other vehicles, wildlife and pets are another issue. Since it is such a rural area, we have many incidents with all types of animals crossing or hanging out in the road. Another opportunity for accidents to happen and for residents to lose their pets due to increased traffic.
According to the Standards for a special exception pursuant to article XVII, Section 13 of the zoning ordinance, there are 9 points in which the special exception must meet.

- Number 2 states that the use shall not affect adversely to the use of neighboring properties – this criteria will not be met as the residents of the area on all sides of the property will be faced with all issues listed in this letter.

- Number 4 states that the use shall not adversely affect the health/safety of persons residing or working in the area of proposed use. This criteria will not be met as the residents of single family homes will be affected on a daily basis as they live and travel on Penola and farmers working on or near Penola will also be affected on a daily basis.

- Number 5 also notes safety – again this is our main point. Runners, cyclists, student drivers, school buses, farmers, residents, etc. will all be in more danger with the increased number of travelers on Penola Rd.

- Number 6 notes the comprehensive usage plan of Caroline County – This property is zoned for Rural Preservation and the 2030 Comprehensive Plan designates this property as “Agricultural Preservation” so it is NOT in the plan for development.

- Number 9 notes that additional traffic generated will not be hazardous or conflict with existing traffic – noted numerous times about the amount and type of individuals that would be negatively affected due to increased traffic and high probability of drunk drivers on Penola.

The reports provided by Sheriff Tony Lippa are not fully accurate and do not show all incidents taking place on Penola Rd.

- On January 25, 2017 there was an accident involving 2 vehicles on the corner of 301 and Penola Road.

- On August 13, 2017 there was an accident on Penola Rd and 207 with serious injuries (photos attached).

- On November 22, 2017 my husband and I met a driver who’s car was in the ditch. He and his friend were visually intoxicated and we pulled off the road in an attempt to help. The driver asked us please not to call the police as he and his buddies had all been drinking and playing at the golf course that day and they didn’t want to get a DUI. After he told us he had plans to get out of the ditch and drive home, I called the Caroline County police to report the incident. When I went back to the scene to meet the police officer to make a report, the guy and his friend were getting into a pickup truck and abandoned their vehicle in the ditch. The trooper took my information, wrote notes and said another police would be calling me to gather additional information. I never received a call (photos attached).

- August 3, 2018 there was an incident with a car in the ditch (photo attached).

- There are countless other incidents on a monthly basis with cars in the ditch on Penola. It’s a common occurrence because the road it narrow and windy.

I beg you PLEASE do not allow this to happen. It would be absolutely devastating to many of us on Penola if this special application were to get approved. For the safety of my family, my neighbors, my friends, and our children, please carefully read our concerns and review these points throughout your consideration.
I close this letter by stating that I am firmly against the approval and/or construction of this venue. I ask what ultimately would be the benefit to the county and the residents of Penola Rd? This new venue would drastically affect each resident’s daily quality of life. I trust that the Planning & Development team of Caroline County will carefully review and address the questions and concerns noted above and do the right thing for the impacted residents of Penola Road.

Thank you again for your time and consideration.

All my best,

Laura Gordon Strickland

Laura Gordon Photography
22201 Penola Road
Ruther Glen, Virginia 22546
804-994-4446
lauragordonphotography.com
laura@lauragordonphotography.com
Squad 2, Squad 1, Engine 8, Engine 6, Medic 115, Medic 212, Medic 8, Chief 7 on scene of two vehicle accident on Rogers Clarke and Penola Rd. Four patients transported and the incident is under investigation.
I, William Whittaker, am a resident of Caroline County, Virginia, residing at 22568 Penola Road, Ruther Glen, VA 22546. I fully support the Special Events Facility requested in SPEX -06-2019, and believe it will have no negative impact on the traffic on Penola Road.

I regret that, because of my work schedule, I cannot attend the Planning Commission Hearing this Thursday evening.

William Whittaker 10/21/2019
I support Jill 10/21/19
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<td>Jack Johnson</td>
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Petition of opposition of Event Venue on Penola Rd, Ruther Glen, VA 22546
Petition of opposition of Event Venue
on Penola Rd. Ruther Glen, VA 22546

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<td>30 Homer Wheeler</td>
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<td>31 Bonnie Wheeler</td>
<td>Already issue with num of Road</td>
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All Penola Rd Residents
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<tr>
<td>Ryan Strickland</td>
<td>Drunk drivers, narrow, windy road, no shoulder</td>
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<td>Dr. K. Johnson</td>
<td>Too many cars on narrow road, farm area</td>
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<td>10/15/19</td>
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<td>William Gooden</td>
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<td>MARMOROV</td>
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<td>F. B. BROWN</td>
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<td>OTTO WOODEN</td>
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<td>Tracy Wright</td>
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<td>Mary C. Wright</td>
<td>Such a Country Road</td>
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<td>David Cox</td>
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<td>Sarah Doggett</td>
<td>Too much traffic, farm equipment 22057 Penola Rd</td>
<td>11/13/19</td>
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<tr>
<td></td>
<td>School buses, trucks, golfers</td>
<td>Ruther Glen, VA 22546</td>
<td>11/13/19</td>
</tr>
<tr>
<td>Ted Dutt</td>
<td>Too much road traffic</td>
<td>22057 Penola Rd</td>
<td>Ruther Glen, VA 22546</td>
</tr>
<tr>
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<td>Reason</td>
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<td>Date</td>
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<tr>
<td>Nancy Parker</td>
<td>Traffic</td>
<td>21704 Penola Rd. Ruther Glen</td>
<td>1-15-20</td>
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<tr>
<td>John Parker</td>
<td>Traffic</td>
<td>21799 Penola Rd. Ruther Glen</td>
<td>1-15-20</td>
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<td>Betty Williams</td>
<td>Environmental &amp; Cultural change</td>
<td>21914 Penola Rd. Ruther Glen</td>
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<tr>
<td>Betty Miller</td>
<td>Noise, Traffic, Hours of Operation</td>
<td>Ruther Glen, Virginia</td>
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</tr>
</tbody>
</table>
To: Caroline County Board of Supervisors  
Caroline County Planning Commissioners  
Staff of Caroline County Planning Department  

Re: Event Barns Venue, SPEX-06-2019

We have submitted a Special Exemption Request to establish an event barn on a 125-acre property in Caroline County. Special events would include weddings, receptions, bridal showers, baby showers, birthday parties, retirement parties, reunions, holiday celebrations and other events.

We are asking county residents, by signing below, to show their support to bring jobs and growth to the community, and for another reason to visit Caroline!

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Address</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony A. Zippa, Jr.</td>
<td>16015 Grant Court, Bowling Green VA 22427</td>
<td></td>
</tr>
<tr>
<td>George Spinner</td>
<td>17306 Jocasta Ave, Ruther Glen VA 22541</td>
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<td>Bryon Farmer</td>
<td>16252 Edwards Road, Bowling Green VA 22427</td>
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<tr>
<td>David Stenulis</td>
<td>2019 Gatwood Rd, Woodford VA 22573</td>
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<tr>
<td>Donnell Johnson</td>
<td>115 River Drive, Bowling Green VA 22427</td>
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<tr>
<td>Christy Arkin</td>
<td>12319 Dodge City Rd, Bowling Green, VA 22427</td>
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<tr>
<td>Travis L Nutting</td>
<td>115 Lake Caroline Drive, Ruther Glen, VA 22541</td>
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<tr>
<td>Ashley Lewis</td>
<td>12284 Paige Road, Woodford VA 22550</td>
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<tr>
<td>Gregory Patterson</td>
<td>18162 Doggetts Fork Rd, Ruther Glen VA 22546</td>
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<tr>
<td>Crystal Patterson</td>
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<td>Danyelle Mitchell</td>
<td>7199 Edmund Pendleton, Ruther Glen VA 22546</td>
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<tr>
<td>Dorsey Herick</td>
<td>516 Welby Drive, Ruther Glen, VA 22546</td>
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<tr>
<td>Laura Herick</td>
<td>5110 Welby Dr, Ruther Glen</td>
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<td>Spencer A. Area</td>
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<td>Blake Biscell</td>
<td>27038 Jesse Rd Burlington, VA 22546</td>
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<td>Fonda Justice</td>
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<tr>
<td>Fonda Justice</td>
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<td>Pemald Andreote</td>
<td>14522 Louis-Branche Rd, Woodford VA 22550</td>
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</tr>
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<td>Chris Hall</td>
<td>26541 N. Anna Dr, Ruther Glen VA 22546</td>
<td></td>
</tr>
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To: Caroline County Board of Supervisors  
Caroline County Planning Commissioners  
Staff of Caroline County Planning Department

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<tbody>
<tr>
<td>Stephen Shapiro</td>
<td>2405 Oak Hill Rd, Ruther Glen, VA 22546</td>
<td></td>
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<tr>
<td>Elizabeth Shapiro</td>
<td>Ruther Glen, VA 22546</td>
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<tr>
<td>William B. Whiteside</td>
<td>15016 Rural Areas Rd, Woodford, VA 22560</td>
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<td>Keith Chapman</td>
<td>2055 Pendleton Rd, Bowling Green, VA 22427</td>
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<tr>
<td>Donna Lippa</td>
<td>16015 Grant Court, Bowling Green, VA 22427</td>
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<tr>
<td>Warren O. Upson</td>
<td>29118 Swails Rd, Ruther Glen, VA 22546</td>
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<tr>
<td>Richard Miller</td>
<td>114 E Broad Ave, Martinsburg, VA 22834</td>
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<td>Mark Gieves</td>
<td>15491 Bolechuch Rd, Ruther Glen, VA 22546</td>
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<tr>
<td>Willis Robertson</td>
<td>1944 Holly Ridge Ln, Ruther Glen, VA</td>
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<tr>
<td>Lippy III, Anthony</td>
<td>107 Virginia Ave, Bowling Green, VA 22427</td>
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<tr>
<td>Daniel Witt</td>
<td>161 Morgan Ct, Bowling Green, VA 22427</td>
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<tr>
<td>Kristin Bisson</td>
<td>80 Box 470, Bowling Green, VA 22427</td>
<td></td>
</tr>
<tr>
<td>Jackie Gray</td>
<td></td>
<td></td>
</tr>
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</table>
MEMORANDUM

TO: Caroline Planning Commission

FROM: Craig Pennington
Planner

SUBJECT: RZ-05-2019; Raza

DATE: March 11, 2020

Staff followed up with County Administration regarding Commissioner Wieber’s request for an answer on annexation of the subject property into Spotsylvania County. The County is not opposed to the boundary adjustment concept. However, any request for a boundary adjustment should be initiated by Spotsylvania County. The applicant would be responsible for approaching Spotsylvania County with this request.

Staff recommends deferral of this application until the April 23, 2020 meeting.

/cp
CASE NUMBER:  RZ-05-2019
CASE NAME:  Raza Auto Sales
LOCATION:  Adjacent to 5513 Jefferson Davis Highway at the Caroline/Spotsylvania Line
TAX MAP:  26-A-30
ZONING:  RP, Rural Preservation
ACREAGE:  1.02
DISTRICT:  Port Royal
COMP PLAN:  Comp Plan shows this area as Rural Transition, outside of any growth area

REQUEST:
The applicant is requesting approval of Rezoning of tax map parcel 26-A-30 from RP to B1.

AGENCY & DEPARTMENT COMMENTS

VDOT:  Commercial Entrance approved in Spotsylvania County
BUILDING OFFICIAL:  Approved
SHERIFF’S OFFICE:  No Comments
UTILITIES:  No Comments Received
HEALTH DEPARTMENT:  Utilities approved in Spotsylvania County
ECONOMIC DEV:  See Attached
SCHOOLS:  No Comments Received
FIRE & RESCUE:  No Issues
FORT AP HILL:  Approved
REC:  No Comments Received
PARKS & RECREATION:  No Comments Received
ENVIRONMENTAL:  No Comments Received
DISCUSSION


ALL STORMWATER AND UTILITY ASPECTS OF THE PROPERTY, AS WELL AS THE ENTRANCE TO THE PROPERTY, ARE CONTAINED WITHIN THE SPOTSYLVANIA PORTION OF THE PROPERTY.


AGENCY COMMENTS

VDOT COMMENTS WERE ADDRESSED WITH THE SPOTSYLVANIA SITE PLAN APPROVAL.

ECONOMIC DEVELOPMENT PROVIDED A COMMENT OF DISAPPROVAL WHICH IS INCLUDED WITH YOUR PACKET.

WATER AND SEWER - SPOTSYLVANIA IS PROVIDING WATER/SEWER TO THE PORTION OF THE PROPERTY LOCATED WITHIN ITS BOUNDARY. UTILITY COMMENTS ARE NOT RESOLVED AT THIS TIME AS TO THE MINOR REPAIR SHOP OR POTENTIAL USED CAR DEALERSHIP ON THE CAROLINE PORTION OF THE PROPERTY. SHOULD THE REZONING & SUBSEQUENT SPECIAL EXCEPTION BE APPROVED, THOSE BUILDINGS WOULD REQUIRE WELL & DRAINFIELD APPROVAL FROM VDH, UNLESS THE CAROLINE & SPOTSYLVANIA BOARD OF SUPERVISORS AGREE ON A UTILITY CONNECTION.
THERE WERE NO OTHER COMMENTS.

**COMPREHENSIVE PLAN**

The comprehensive plan depicts this area to remain rural and is outside of the Caroline County growth areas. This project is not consistent with the 2030 Comprehensive Plan.

**PROFFERS**

The applicant has not provided any proffers associated with the rezoning at this time.
REVIEW FORM – SPECIAL EXCEPTION
CASE #: RZ-05-2019 & SPEX-10-2019
PROJECT: RAZA AUTO SALES

Date: November 20, 2019

Proposed Use: Spotsylvania County approved a site plan for a used auto sales business which included property located in Caroline County. The Caroline property does not have the appropriate zoning or special exception for this use. Therefore the Applicant is seeking a rezoning from RP to B1 Business and a special exception for a used auto sales.

Owner/Applicant: Raza Mushtaq

Tax Map #: 26-A-30

Location: Adjacent to 5513 Jefferson Davis Highway at the Spotsylvania/Caroline County Line

# of acres in parcel: 1.02 acres +/-  # of acres in request: 1.02 acres +/-

Please return comments to the Planning Department by: December 30, 2019

_____Approved   _____Approved with comments/conditions   X_____Disapproved

Comments/Conditions

The disapproval is contingent on understanding how a project can be approved in Spotsylvania that is also located in Caroline; what percentage of sales taxes will be apportioned to Caroline, if any; and what is the overall economic impact of this project on Caroline. Though, as a matter of course, economic development suggests cooperating with Spotsylvania any way possible to promote growth and development. As long as Caroline is not penalized in the long run by approving this project for the convenience of Spotsylvania, this office recommends helping Spotsylvania secure this investment.

Gary R. Wilson          Economic Development        November 21, 2019
Signature                  Department                      Date
Nov 11, 2019

Caroline County, Virginia

Subject: Site plan for Used Auto Sales on Tax Map 26-A-30 In Caroline County

I am Raza Mushtaq as an Owner of property TM 26-A-30 would like to request an approval for Rezoning subject property zoned Rural Preservation (RP) to B-1 zoning districts for used Auto sale and repair shop which allowed by Special Exception.

The Property TM 26-A-30 have physical address located is 5513 Jefferson Davis HWY Woodford, Virginia 22580. The entrance to the property is from jefferson davis HWY TM 76-A-71 has a record of the same ownership.

If you have any questions please feel free to contact me at 917-403-950 or by email raza_mushtaq@msn.com.

Sincerely,

Raza Mushtaq
PLANNING & DEVELOPMENT APPLICATION
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
233 WEST BROADUS AVENUE
BOWLING GREEN, VA 22427
(804) 633-4303
WWW.CO.CAROLINE.VA.US

DATE SUBMITTED: 11.12.19
CASE NUMBER: PZ05.2019

*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.

1. TYPE OF REQUEST
☑ REZONING: FROM RP TO B1
☐ PROFFER AMENDMENT
[Rezoning Case #]

☐ SPECIAL EXCEPTION: ____________________ (Ordinance Section)

☐ VARIANCE: ____________________________

☐ COMP. PLAN AMENDMENT________________

☐ SUBDIVISION (MAJOR)
    ______PRELIMINARY ______FINAL

☐ SUBDIVISION (OTHER)
    ______MINOR ______BLA/VACATION ______FAMILY

☐ SITE PLAN: ______MAJOR ______MINOR

☐ ADMINISTRATIVE APPEAL________________

☐ OTHER_______________________________

2. PROPERTY INFORMATION

TAX MAP NUMBER 26-A-30

ACREAGE OF REQUEST 1.02 Acr

CURRENT ZONING RP

TOTAL ACREAGE 1.02 Acr

PHYSICAL ADDRESS/LOCATION 5513 Jefferson Davis Hwy.
Woodford, VA (Adjacent to)

VOTING DISTRICT ____________________________

UTILITIES: ______PUBLIC ______PRIVATE ☑ EXISTING ______NEW
3. Applicant / Owner Information

Owner of Record:

Raza Mushtaq, Waqas Mushtaq, Muhammad Yaseen Hash

Name:

5724 Lucas St, Fredericksburg, VA 22407

Mailing Address:

Phone Number:

Raza_mushtaq@msn.com

E-mail

Applicant:

Raza Mushtaq

Name:

5724 Lucas St, Fredericksburg, VA 22407

Mailing Address:

Phone Number:

Raza_mushtaq@msn.com

E-mail

Agent/Developer/Engineer:

Name:

Mailing Address:

Mailing Address:

Phone Number:

E-mail

Main Point of Contact:

Raza Mushtaq

Name:

5724 Lucas St, Fredericksburg, VA 22407

Mailing Address:

Mailing Address:

Phone Number:

Raza-Mushtaq@msn.com

E-mail
4. I/we read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my/our knowledge. I understand that the County may approve, conditionally approve, or deny the request for which I am applying. Furthermore, I grant permission to the Department of Planning and Community Development and other authorized government agents to enter the property and make such investigations as they deem necessary to evaluate the request.

Owner Signature: [Signature]

Owner's Name: Baza Mushtaq

Date: 11/11/2019

Agent/Applicant Signature: [Signature]

Agent/Applicant Name: [Name]

Date: [Date]

5. Fee Schedule

Rezoning

3000 + (_______ x $50) = $3050

Proffer Amendment

Base Fee + (_________ x $100) = Total

Special Exception

Base Fee + (_________ x $50) = Total

Site Plan: Major

Base Fee + (_________ x $50) = Total

Site Plan: Minor

$400 x ______________ = Total

Comp Plan Amendment

Base Fee x ______________ = Total

Variance/Adm. Appeal

$600 x ______________ = Total

Subdivision: Minor

$250 - Minor $200 - BLA $100 - Vacation

$200 + $50 per new lot - FAMILY

Subdivision: Major

Base Fee + (_________ x $50) = Total

Concept Plan

$250 x ______________ = Total

Other

___________ x ______________ = Total

Check #: 7579

Cash

Charge

Receipt #: 730634

Review by / Comments: Muhammad Inc.
MEMORANDUM

TO: Caroline County Planning Commission

FROM: Michael A. Finchum
Director of Planning & Community Development

SUBJECT: Capital Improvements Program Fiscal Year 21 to Fiscal Year 25
        Public Hearing

DATE: February 27, 2020

Enclosed is the FY 21-25 Capital Improvements Program (CIP) with departmental requests together with the recommendations of the County Administrator.

The CIP process begins in September when departments and agencies are directed to assess their infrastructure and equipment needs for the next five years. The process used by County Administration/Planning is designed to better integrate the budgeting and CIP processes and to incorporate review and recommendations by the County Administrator earlier in the process. A capital project or expenditure must be valued at $50,000 or greater to be included in the CIP. Any item(s) under $50,000 are included in the department’s operational budget request.

MAF: Iz

Att: Packet
## FY 20/21 CAPITAL IMPROVEMENTS PROGRAM

### ADMIN/FINANCE/IT Infrastructure

<table>
<thead>
<tr>
<th>PRIORITY/ RANK</th>
<th>PROJECT TITLE</th>
<th>PROJECT #</th>
<th>CURRENT YEAR CIP FUNDING</th>
<th>FY 20/21</th>
<th>FY 21/22</th>
<th>FY 22/23</th>
<th>FY 23/24</th>
<th>FY 24/25</th>
<th>TOTAL FY21-25</th>
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<tr>
<td></td>
<td>New Exchange Server/Software</td>
<td></td>
<td>$56,000</td>
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<tr>
<td></td>
<td>AS400 Upgrade</td>
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<td></td>
<td>VOIP Phone System &amp; Switch Upgrades</td>
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<td>$175,000</td>
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<td><strong>TOTAL - Infrastructure</strong>:</td>
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<td>$111,000</td>
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### ADMIN/FINANCE/IT Equipment

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<th>PROJECT TITLE</th>
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<th>FY 23/24</th>
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<tbody>
<tr>
<td></td>
<td>Vehicles - Admin &amp; IT Van</td>
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<td>$70,000</td>
<td>$70,000</td>
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| **TOTAL - Equipment**: | |           |                          | $0       | $70,000  | $0       | $0       | $0       | $70,000 |

**Department Total:** $111,000 $245,000 $0 $0 $0 $0 $245,000

### County Administrator's Recommendation

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<th>PROJECT #</th>
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<td>$70,000</td>
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| Sub-total C.A. Recommendations: | |                                           |           |                          | $0       |          |          |          |          |               |

| C.A. Recommendations Grand Total: | |                                           |           |                          |          |          |          | $70,000  |          |               |

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<td>Softball Field Lighting - Rec Park</td>
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### SHERIFF’S OFFICE Infrastructure

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**Sub-total Infrastructure:**

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### SHERIFF’S OFFICE Equipment

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**Sub-total Equipment:**

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**Sub-total C.A. Recommendations:**

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**Sub-total C.A. Recommendations:**

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Department Total: $410,000 $4,632,000 $761,000 $1,027,000 $615,000 $1,387,000 $17,399,000
## County Administrator's Recommendation

### FIRE and RESCUE Infrastructure

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Sub-total C.A. Recommendations: $4,000,000 $0 $200,000 $0 $325,000 $4,525,000

### FIRE and RESCUE Equipment

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Sub-total C.A. Recommendations: $1,147,000 $781,000 $827,000 $615,000 $1,062,000 $4,432,000

C.A. Recommendations Grand Total: $5,147,000 $781,000 $1,027,000 $615,000 $1,387,000 $8,957,000
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TOTAL - Infrastructure: $900,000 $2,160,000 $6,550,000 $18,900,000 $1,900,000 $22,764,000 $52,274,000

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TOTAL - Equipment: $0 $0 $0 $0 $0 $0 $0

Department Total: $900,000 $2,160,000 $6,550,000 $18,900,000 $1,900,000 $22,764,000 $104,548,000
## PUBLIC UTILITIES Infrastructure

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Sub-total C.A. Recommendations: $975,000 $2,485,000 $12,650,000 $13,400,000 $22,764,000 $52,274,000

## PUBLIC UTILITIES Equipment

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Sub-total C.A. Recommendations: $0 $0 $0 $0 $0 $0

C.A. Recommendations Grand Total: $975,000 $2,485,000 $12,650,000 $13,400,000 $22,764,000 $52,274,000
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<td>1 Fire Alarms (LCES/SBO)</td>
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<td>3 Secondary School Safety</td>
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<td>4 Uninor Facility Needs</td>
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<td>8 CHS CTE Air Conditioning (Ag., Auto, Building and Trades)</td>
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<td>Storage Area Network</td>
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<tr>
<td>Classroom Furniture (Science labs at CMS and replacement furniture)</td>
<td>SCH-E-1</td>
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<td></td>
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<td>$0</td>
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<td>CMS Loud Speaker system</td>
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<td>$20,000</td>
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<td>$59,000</td>
<td>$160,000</td>
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<tr>
<th>Transportation</th>
<th>PRIORITY/ RANK</th>
<th>PROJECT TITLE</th>
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<th>CURRENT YEAR CIP FUNDING</th>
<th>FY 20/21</th>
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<th>FY 22/23</th>
<th>FY 23/24</th>
<th>FY 24/25</th>
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<tbody>
<tr>
<td>Special Needs Buses</td>
<td>SCH-T-1</td>
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<tr>
<td>Replacement Buses</td>
<td>SCH-T-1</td>
<td>$392,000</td>
<td>$641,047</td>
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<td>$594,007</td>
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<tr>
<td>Multipurpose vehicle capability to tow maintenance trailers &amp; band trailer</td>
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<td>Maintenance &amp; Student Transport Vehicles</td>
<td>SCH-T-1</td>
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<td>Replacement engine for Dump Truck used for snow removal, grounds, and maintenance</td>
<td>SCH-T-1</td>
<td>$498,000</td>
<td>$691,047</td>
<td>$657,289</td>
<td>$594,007</td>
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<td>$3,084,354</td>
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<td>Sub-total C.A. Recommendations:</td>
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<td>All Departments</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Equipment/Trans.</td>
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<td>$7,626,365</td>
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<tr>
<td></td>
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CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021 - 2025

DEPARTMENT/AGENCY:
Information Technology

PROJECT CODE:

PROJECT TITLE:
VOIP Phone System

PURPOSE OF REQUEST:
X___New        ____Existing       ____Revised

DEPARTMENT RANK/PRIORITY:
X___Urgent       ____Necessary       ____Desirable

PROJECT DESCRIPTION / LOCATION
New phone systems (VOIP) and switch upgrade to support new system

$100,000 for phone system and $75,000 for switch upgrades

JUSTIFICATION
Existing phone system is obsolete. Repair parts are limited. Long distance charge savings will be significant. Our current long-distance provider is very unreliable resulting in disruption of long-distance service. Current system has been hacked several times resulting in elevated costs in long distance. Features of current system are limited. Current Switches to be replaced are slow and over 10 years old. This will result and a better performing and more reliable network for both phones and computers.
Project Total: $175,000

Request for FY 2021/2025: $175,000

Revenue Source:

Capital Cost Summary:

<table>
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<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>Beyond 25</th>
<th>Project Total</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X_____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: 2/20/2020

Submitted by: David M. Sadler

Signature: David M. Sadler

Title: ST Director
DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-16-04

PROJECT TITLE: Ladysmith Park

PURPOSE OF REQUEST: _____ New  X _____ Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
To develop a playground area, complete with swing sets, misc. playground equipment, pavilion, and baseball field with backstop.

JUSTIFICATION
To continue the development of the Ladymith Park with playground equipment etc.

Project Total: $100,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

<table>
<thead>
<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>Beyond 25</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  ______ No  X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021/2025

DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-2-17

PROJECT TITLE: Baseball Field Lighting – Recreational Park

PURPOSE OF REQUEST: X New _______ Existing _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Replace end of life park lighting at the baseball field with new LED lights.

JUSTIFICATION
To continue the development of the Recreational Park with facilities that can be utilized after sunset.

Project Total: $305,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
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</tbody>
</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

X Yes       _____ No   _____ No change

Description of Cost Increase/Decrease: Decrease in electrical cost

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021/2025

DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-3-17

PROJECT TITLE: Soccer Field & Tennis Court Lighting – Recreational Park

PURPOSE OF REQUEST: X New _______ Existing _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Install LED lighting at the soccer field ($140k) and tennis courts ($12k).

JUSTIFICATION
To continue the development of the Recreational Park with facilities that can be utilized after sunset.

Project Total: $152,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
<th>Beyond 25</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?

X Yes _______ No _______ No change

Description of Cost Increase/Decrease: Small increase in electricity

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ______________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021/2025

DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-4-17

PROJECT TITLE: Softball Field lighting – Ladysmith Park

PURPOSE OF REQUEST: X New _______ Existing _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Install LED lighting at the Ladysmith Softball Field.

JUSTIFICATION
To continue the development of the Ladysmith Park with facilities that can be utilized after sunset.

Project Total: $158,000

Request for FY: 2021/2022

Revenue Source: General Fund

Capital Cost Summary:

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<th>22/23</th>
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</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

X Yes        _______ No        _______ No change

Description of Cost Increase/Decrease: Small increase in electricity

Submitting Authority:
Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: _______________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-01-04

PROJECT TITLE: Dawn Mini Park

PURPOSE OF REQUEST: _____ New  X  Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Install lighting and add restrooms.

JUSTIFICATION
Continued development of the Dawn Mini Park

Project Total: $100,000

Request for FY: 2021/2022

Revenue Source: Bond Referendum

Capital Cost Summary:

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<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes   _____ No   X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ______________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021/2025

DEPARTMENT/AGENCY: Facilities Management - Parks

PROJECT CODE: DPW-FM-PK-01-05

PROJECT TITLE: Farmer Mini Park

PURPOSE OF REQUEST: _____ New  X _____ Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
To install lights around the track and fencing along the road to prevent vehicles from driving on the fields, the installation of restroom facilities and completion of playground equipment.

JUSTIFICATION
To continue the development of the Farmer Mini Park with restrooms, playground equipment, etc.

Project Total: $100,000

Request for FY: 2022/2023

Revenue Source: General Fund

Capital Cost Summary:

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<thead>
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<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
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</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  ____ No  X _____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  ___October 18, 2019___

Submitted by: Joseph C. Schiebel

Signature: ______________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021 - 2025

DEPARTMENT/AGENCY: Caroline County Parks and Recreation

PROJECT CODE:

PROJECT TITLE: Community Fitness, Multi-purpose Facility

PURPOSE OF REQUEST:

X New       _____Existing       _____Revised

DEPARTMENT RANK/PRIORITY:

 _____Urgent       X Necessary       _____Desirable

PROJECT DESCRIPTION / LOCATION
Site has not been designated but the Location would be in the proximity of the Bowling Green area of the County. The project would consist of 6,000 square feet and will have restrooms, shower facilities and multi-purpose space for childcare activities doing parents workout times. This project will also be the location for the housing of the Parks and Rec staff.

JUSTIFICATION
The citizens of the Town of Bowling Green and outwardly does not have a modernize public fitness facility for community use to assist in sustaining health and wellness. Without, opportunities for participation requires traveling time to exceed at least one hour and sometimes more to gain such an experience. with the addition of a new subdivision coming into this portion of the county, this type of facility would propose health benefits and generate great enthusiasm.
Project Total:

Request for FY 2021/2025:

Revenue Source:

Capital Cost Summary:

<table>
<thead>
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<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
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</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

_Yes   _X No   ____No change

Description of Cost Increase/Decrease:

There will be no major change in the cost because Parks and Rec staff will manage public use of the facility during work hours and the current PT staff will provide coverage of the facility after normal staff hours.

Submitting Authority:

Date: 11/18/2019

Submitted by: Donnell Howard

Signature: [Signature]

Title: [Title]
# Capital Project Request

## Detailed Cost Form

**Department:** Sheriff’s Office

## VEHICLES

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<th>Age</th>
<th>Miles(est)</th>
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<td>03-9**</td>
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<td>Model Year</td>
<td># of Vehicles</td>
<td>Model Miles</td>
<td>Age &amp; Mileage</td>
<td>Base Price, Upfit, Decals, In-Car Camera System</td>
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**Specialty**

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<th># of Vehicles</th>
<th>Model Miles</th>
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<td>1979</td>
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| Vehicles Total | $389,296 | $267,222 | $539,444 |

* Vehicle was obtained thru seizure/asset forfeiture funds grant
** Seized vehicle-Not provided by county

** Turn In for FY19-20 **

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Total | $389,296 |

Average Mileage of Veh. being replaced: 144,070
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Works Administration - Infrastructure

PROJECT CODE: DPW-ADMIN-06-01

PROJECT TITLE: Sparta Fire Station

PURPOSE OF REQUEST: _____ New  X  Existing  ___ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
New Fire Station

JUSTIFICATION
This project and funding has previously been approved by the Caroline County Board of Supervisors. This facility is located near the Maracossic Creek and is identified in the flood plain. Extreme weather can cause flooding of the existing facility. The last such incident caused over $25,000 in damage. These events also disrupt fire protection placing citizens and properties at risk. Nor does this facility have the provisions to support 24-hour paid or volunteer staff.

Project Total: $1,000,000

Request for FY: 2020/2021

Revenue Source: General Revenue

Capital Cost Summary

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<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Works Administration - Infrastructure

PROJECT CODE: DPW-ADMIN-16-11

PROJECT TITLE: Fire & Rescue New Fire Station – Carmel Church

PURPOSE OF REQUEST: _____ X New _____ Existing _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION: New Fire Station for the Carmel Church area.

JUSTIFICATION: Construction of a new Fire/EMS Station for the Carmel Church area. Station is needed in this area to assist in the reduction of Fire Insurance rates, lower response/drive time to the fastest growing area of the County. Carmel Church provides a secondary access point to Interstate I-95.

Project Total: $3,200,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary

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<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ X Yes  _____ No  _____ No change

Operating/Personnel Cost Summary

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<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
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Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:__________________________

Title: Director of Public Utilities/Works
DEPARTMENT/AGENCY: Fire – Rescue and Emergency Management
PROJECT CODE: 
PROJECT TITLE: Replacement of CCFR Engine 1

PURPOSE OF REQUEST: __________ New  X  Existing  ________ Revised

DEPT. RANK/PRIORITY: Urgent
(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Replacement Fire Engine

JUSTIFICATION
The Department is requesting replacement of Engine 1. This unit is a 2006 which has had a significant history of repair costs averaging over the yearly threshold and totaling $235,096 in the last 10 years. With 134,789 miles this Engine is one of the busiest in Caroline and has exceeded the drive mileage threshold established by the Department for replacement. This truck will be maintained in the fleet as a reserve unit replacing Wagon 1.

Project Total: $515,000

Request for FY 2021 $515,000

Revenue Source: General Fund

Capital Cost Summary

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<th>2023</th>
<th>2024</th>
<th>2025</th>
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Are there any changes in operating and/or personnel costs in conjunction with this request?  NO

Submitting Authority: __________________________ Date: 11/3/2019
Submitted by: Jason R. Loftus  Title: Fire – EMS Chief
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM

FireRescue CIP 'Overview'

DEPARTMENT/AGENCY: Fire – Rescue and Emergency Management
PROJECT CODE: Replacement of CCFR Engine 10
PROJECT TITLE: Replacement of CCFR Engine 10

PURPOSE OF REQUEST: X New       Existing       Revised

DEPT. RANK/PRIORITY: Necessary
(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
New Fire Engine

JUSTIFICATION
The Department is requesting the addition of 1 new Fire Pumper/Engine to the fleet. This Engine will be necessary to provide coverage at the new Carmel Church Fire station. This Engine will be staffed 24/7.

Project Total: $515,000
Request for FY 2021 $515,000

Revenue Source: General Fund

Capital Cost Summary

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Are there any changes in operating and/or personnel costs in conjunction with this request? __ NO __

Submitting Authority: ___________________________ Date: ___________________________
Submitted by: ___________________________ Title: ___________________________

Jason R. Loftus   Fire – EMS Chief

11/3/2019
DEPARTMENT/AGENCY: Fire – Rescue and Emergency Management
PROJECT CODE:
PROJECT TITLE: Brush Truck Replacement

PURPOSE OF REQUEST: _______ New _______ Existing _______ Revised

DEPT. RANK/PRIORITY: Urgent
(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Replacement Brush truck & Skid unit

JUSTIFICATION
This request is to replace a brush truck with over 22 years of service. The Skid unit on Brush 2 is over 35 years old. The truck will be replaced with a dual purpose vehicle, one capable of handling brush fires and first responder calls. This replacement will be the second of this dual role vehicle concept. The Department will solicit Ladysmith Volunteer Fire Company about the possibility of donating the truck to the County to be used in Logistics.

Project Total: $92,000

Request for FY 2021 $92,000

Revenue Source: General Fund

Capital Cost Summary

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Are there any changes in operating and/or personnel costs in conjunction with this request? _______ NO _______

Submitting Authority: __________________________ Date: 11/3/2019
Submitted by: Jason R. Loftus Title: Fire – EMS Chief
DEPARTMENT/AGENCY: Fire – Rescue and Emergency Management
PROJECT CODE: FireRescue CIP 'Overview'
PROJECT TITLE: Ambulance 10 replacement

PURPOSE OF REQUEST: 

X Existing

DEPT. RANK/PRIORITY: Urgent

(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Replacement Ambulances

JUSTIFICATION
Replacement for Ambulance 10. This replacement is part of a 10 year ambulance replacement plan. This unit will be 10 years old in FY2020 will have exceeded replacement age, engine hours and mileage. This ambulance will be replaced under the Department's pre-existing ambulance contract.

Project Total: $212,000

Request for FY 2021 $212,000

Revenue Source: General Fund

Capital Cost Summary

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Are there any changes in operating and/or personnel costs in conjunction with this request? 

NO

Submitting Authority:

Submitted by: Jason R. Loftus

Date: 11/3/2019

Title: Fire – EMS Chief
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities- Infrastructure

PROJECT CODE: DPU-W-16-10

PROJECT TITLE: Water Supply Well Development

PURPOSE OF REQUEST: _____ New  X  Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Continue well development along the I-95 Corridor with a goal of an additional 500 gpm or 720,000 gpd

JUSTIFICATION
Caroline County needs to have additional water supply capacity for economic and development purposes. This is our short term solution and allows for planning for a mid- to long term solution to be developed. Wells are not the answer to our long term water supply.

Project Total: $2,000,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: __________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-19-1

PROJECT TITLE: South River SPS and Force main Upgrade

PURPOSE OF REQUEST: __x__ New ___ Existing ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
The most recent Caroline County Wastewater Master Plan calls for the completion of the South River SPS and Force Main upgrade. Construction includes a 1.7MGD SPS, upgrade to a 12' wet well, and construction of 5,800 LF of 14" force main.

JUSTIFICATION
The wastewater collection and conveyance strategy for future projected wastewater loadings is largely driven by capacity issues within the existing system and required capacity where future developments are anticipated. The South River SPS and Force Main upgrade provide for imminent future demand.

Project Total: $1,500,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjuction with this request?

_____ Yes  _____ No  X ____ No change

Description of Cost Increase/Decrease:
There may be a slight increase due to maintenance costs associated with the generator.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:_____________________

Title: _________________________
Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-WW-W-16-01

PROJECT TITLE: High School System Well Buildings (2) Upgrade

PURPOSE OF REQUEST: X New ______ Existing ______ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION: Both High School System Wells, (High School Tower Well & Bus Maintenance Shop Well) are currently housed by an above ground heated vault. This protects the well, the well piping and electrical from the elements of the outside weather and to allow for the addition of chlorine to the system. It is the intent of this C.I.P. request, to upgrade these the two areas from vaults to walk in prefab well houses such as a Smith-Midland structure. The well house will resemble the facilities in the Carmel Church/ Ladysmith Water System and similar to the Well Housing in the Milford Water System.

JUSTIFICATION: Replacing the two vault structures that currently house the well's piping, meters, heating source and electrical with a full prefab well house, it will update the facility and its piping, update the electrical, allow space for future chemical injection (chlorine) and allow for additional work area to replace items pertaining to well system. The vault will increase well and water security and increase the level of protection from the environmental elements.

Project Total: $70,000

Request for FY 2020/2021:

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

X Yes ______ No ______ No change

Description of Cost Increase/Decrease:

Operating costs may increase slightly due to increased lighting and electrical, along with possible chemical addition pumps in future use.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-WWTP-18-1

PROJECT TITLE: WWTP Sludge Handling Facilities Expansion

PURPOSE OF REQUEST: ___X___New ___ Existing ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
An expanded and modernized sludge digestion process is being sought for the Caroline County Regional Wastewater Treatment Plant in order to replace aging and inefficient equipment and infrastructure. This expansion will include the addition of a new 141,000-gallon aerobic digester and the replacement of two 40hp positive displacement blowers with three new 40hp high efficiency turbo blowers. This project will also remove from service the oxidation ditch and clarifier that were converted to sludge handling facilities during the last upgrade.

JUSTIFICATION
This expansion will increase treatment capacity, provide redundancy, and save on operating costs.

Project Total: $435,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X _____ No change

Description of Cost Increase/Decrease:

An estimated $20,000 to $37,000 would be saved annually in energy consumption.

Submitting Authority:

Date:  October 18, 2019  

Submitted by: Joseph C. Schiebel

Signature: ____________________________

Title: ____________Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-18-4

PROJECT TITLE: New Generator Econo Lodge Ground Tank and Boosters

PURPOSE OF REQUEST: _x_ New ____ Existing ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
The project would include the purchase of a new transfer switch and generator with installation and wiring to the well facility with capabilities of operating the booster pumps and well 1 all located on the same property. This is currently not available at this time.

JUSTIFICATION
The Econo Lodge Ground Tank and Booster System are a great water source and would be a welcome addition to have that is not currently available during power outages. The addition of a generator would make this possible and help with providing an additional water source during such outages.

Project Total: $85,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?
_____ Yes    _____ No    X_____ No change

Description of Cost Increase/Decrease:
There may be a slight increase due to maintenance costs associated with the generator.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-16-6

PROJECT TITLE: Water System Inter Connection

PURPOSE OF REQUEST: ___New ___ X___ Existing ___ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
To design and construct a water main to an adjacent localities water system.

JUSTIFICATION

Caroline County needs to find a mid to long-term water solution to enable economic and development growth. Wells are not the answer to our water shortage and a long-term solution needs to be sought.

Project Total: $15,500,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

___ Yes  ___ No  ___ X__ No change

Description of Cost Increase/Decrease:

This information will be provided in an engineering report.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ___________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-18-6

PROJECT TITLE: Rappahannock River Intake Design & Construction

PURPOSE OF REQUEST:    X    New    Existing    Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION

To Design, and construct a water withdrawal intake on the Rappahannock River to provide up to 18 MGD of raw water to be treated for the public water supply.

JUSTIFICATION

Caroline County has recently completed the Water Master Plan for Caroline County, wherein the report has determined that the County will need 13 MGD of water over the next 30 years. This water intake site will provide the county with its mid to long range water supply needs.

Project Total: $6,500,000

Request for FY 2020/2021:

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

    ____ Yes        _____ No        ____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: _______________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-18-3

PROJECT TITLE: New Generator Days Inn Well #2

PURPOSE OF REQUEST: ___ New ___ Existing ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
The transfer switch for a generator has been installed, awaiting a generator installation for power outage occurrences. The project would include the purchase of a new generator with installation and wiring to the well facility.

JUSTIFICATION
The Days Inn Well 2 is a great water source and would be a welcome addition to have that is not currently available during power outages. The addition of a generator would make this possible and help with providing an additional water source during such outages.

Project Total: $70,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes     _____ No     X____ No change

Description of Cost Increase/Decrease:
There may be a slight increase due to maintenance costs associated with the generator.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: __________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-16-7

PROJECT TITLE: Caroline Pines Additional Pressure Zone

PURPOSE OF REQUEST:  x New  ___ Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Design and construct an additional water pressure zone within Caroline Pines.

JUSTIFICATION
Caroline County currently receives complaints of low water pressure from the cul-de-sac of Metts Circle in the Caroline Pines subdivision. Additionally, high water pressures occur at the southern end of the system due to low elevations near the North Anna River. In order resolve these problems, additional Pressure Reducing Valves need to be installed to create a second low pressure zone in the Caroline Pines subdivision.

Project Total: $250,000

Request for FY: 2020/2021

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

___ Yes  ___ No  X ___ No change

Description of Cost Increase/Decrease:

This information will be provided in an engineering report.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:_____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-WW-06-20

PROJECT TITLE: Polecreek Interceptor

PURPOSE OF REQUEST: _____ New  X  Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
New gravity sewer line from VDOT Rest Area pump station to the WWTP.

JUSTIFICATION
Due to the flow in the sewer main from Carmel Church to the WWTP, the main is nearing its capacity. There are two options: increase the size of the sewer main from Carmel Church to the WWTP, which will require the sewer force main along Rt. 652 to be upgraded in the future along with the sewer pump station OR install a gravity line to take all of the flow from the Ladysmith area. This will also eliminate a sewer pumping station which is costly to maintain.

Project Total: $3,500,000

Request for FY: 2022/2023

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  ____ No  X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY:  Public Utilities - Infrastructure

PROJECT CODE:  DPU-W-09-02

PROJECT TITLE:  Pendleton Water Tower

PURPOSE OF REQUEST:  ____New  X__ Existing  ____Revised

DEPT. RANK/PRIORITY:
(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION

The construction of an elevated water tower for the Pendleton Development. This project is required based on population within the development.

JUSTIFICATION

This project will be constructed to serve Pendleton Development. Ownership and operation will be transferred to Caroline County.

Project Total: $1,500,000

Request for FY: 2022/2023

Revenue Source:  No County funding is required.

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____Yes  ____No   X____No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by:  Joseph C. Schiebel

Signature:________________________

Title:  Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities Infrastructure

PROJECT CODE: DPU-W-08-03

PROJECT TITLE: Ladysmith Village Water Tower

PURPOSE OF REQUEST: _____ New  X  Existing  ____ Revised

DEPT. RANK/PRIORITY:
(Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION

The construction of an elevated water tower for the Ladysmith Village Development. This project is required based on population within the development.

JUSTIFICATION

This project will be constructed to serve Ladysmith Village Development. Ownership and operation will be transferred to Caroline County.

Project Total: $1,500,000

Request for FY: 2022/2023

Revenue Source: No County funding is required.

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X _____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY:  Public Utilities - Infrastructure

PROJECT CODE:  DPU-W-16-5

PROJECT TITLE:  Econolodge Booster Pump Station Improvement

PURPOSE OF REQUEST:  x New  ____ Existing  ____ Revised

DEPT. RANK/PRIORITY:  (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Upgrade Econolodge booster pump station capabilities.

JUSTIFICATION
Caroline County needs to upgrade the Econolodge Booster Pump Station, which is over 30 years old, in order to maintain minimum water pressures within the system.

Project Total: $300,000

Request for FY:  2024/2025

Revenue Source:

Capital Cost Summary:

<table>
<thead>
<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
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<th>Beyond 25</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>$864,000</td>
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<td>$864,000</td>
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</tbody>
</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

____ Yes  ____ No  X____ No change

Description of Cost Increase/Decrease:

This information will be provided in an engineering report.

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-94-15A

PROJECT TITLE: Haymount Water System

PURPOSE OF REQUEST: _____ New  X _____ Existing  _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
The construction of water supply and treatment facilities for the Haymount Development. This project is developer driven and may occur at any time.

JUSTIFICATION
This project will be constructed to serve the Haymount Development by the Developer. Ownership and operation will be transferred to Caroline County.

Project Total: $10,000,000

Request for FY: Beyond 2025

Revenue Source: No County funding is required.

Capital Cost Summary:

<table>
<thead>
<tr>
<th>FY</th>
<th>20/21</th>
<th>21/22</th>
<th>22/23</th>
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<td>$10,000,000</td>
<td>$10,000,000</td>
</tr>
</tbody>
</table>

Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X _____ No change

Description of Cost Increase/Decrease:

The Developer will supplement water revenue until such time as these revenues are sufficient to support the water system operation.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ________________

Title: Director of Public Utilities
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Utilities - Infrastructure

PROJECT CODE: DPU-W-94-15B

PROJECT TITLE: Haymount WWTP

PURPOSE OF REQUEST: _____ New _____ Existing _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Construction of a WWTP to serve the Haymount Development. This project is
developer driven and may occur at any time.

JUSTIFICATION
This facility will be constructed to serve the Haymount Development by the Developer.
Ownership and operation will be assumed by Caroline County.

Project Total: $10,000,000

Request for FY: Beyond 2025

Revenue Source: No County funding is required.

Capital Cost Summary:

<table>
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<tr>
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<th>20/21</th>
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<th>22/23</th>
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<td>$10,000,000</td>
<td>$10,000,000</td>
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</table>

Are there any changes in operating and/or personnel costs in conjunction with
this request?

_____ Yes _____ No X No change

Description of Cost Increase/Decrease:

The Developer will supplement operational revenues until such time as the system’s
revenue supports system operations.

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ____________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Works Administration - Infrastructure

PROJECT CODE: DPW-ADMIN-05-01

PROJECT TITLE: North Anna Boat Landing

PURPOSE OF REQUEST: _____ New  X  Existing  _____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Install a boat landing for non-motorized boats at the State Fair Grounds on the North Anna River.

JUSTIFICATION
The land was donated to Caroline County by the State Fair. Caroline County is in the process of reviving a grant from the Department of Conservation and Recreation.

Project Total: $245,000

Request for FY: 2022/2023

Revenue Source: General Fund, Proffers & DCR Grant

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X  No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: __________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Facilities Management - Infrastructure

PROJECT CODE: DPW-FM-01-07

PROJECT TITLE: New Parking Lot Community Center

PURPOSE OF REQUEST: _____ New  X _____ Existing  ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Purchase of property (1.7 acres) adjacent to the Community Center and costs for engineering and construction of a parking lot expansion.

JUSTIFICATION
This facility has exceeded the existing parking spaces for daily activities. This step will allow the County to expand for additional parking for special events, board meetings and Parks & Rec. activities.

Project Total: $450,000

Request for FY: 2020/2021

Revenue Source: General Revenue

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X _____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:

Title:  Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Facilities Management - Infrastructure

PROJECT CODE: DPW-FM-01-18

PROJECT TITLE: Emergency Backup Generator System

PURPOSE OF REQUEST:  X New   _____ Existing   ____ Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Purchase and install a series of emergency backup generator systems to power Caroline County Sheriff’s Office Facilities

JUSTIFICATION
The Sheriff’s Office buildings currently have no emergency backup system in case of electrical power failure. It is imperative that emergency services facilities maintain operational ability during and after major weather, natural disaster, and other power outage events.

Project Total: $90,000

Request for FY: 2020/2021

Revenue Source: General Revenue

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____Yes  _____No  X No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  January 9, 2020

Submitted by: Joseph C. Schiebel

Signature: ________________________________

Title:  Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY: Public Works - Infrastructure – Solid Waste

PROJECT CODE: DPW-SWC-04-01

PROJECT TITLE: Ladysmith Convenience Site Relocation

PURPOSE OF REQUEST: ______ New ______ Existing X Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Relocate the Ladysmith Convenience Site. Add a third compactor and more area for traffic and containers to handle the peak hours of operation. Funded 1.5 million in 2019/20 CIP.

JUSTIFICATION
Due to the increase of population in the area this site needs to be relocated and expanded to handle the increased usage. This site currently collects more than 50% of the trash flow. Due to workflow issues the site traffic backs up on to Green Road. This project would add an additional compactor for trash as well as a compactor for card board recycling.

Project Total: $2,000,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request? ______Yes ______No X_____No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:______________________________

Title: __Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2020-2024

DEPARTMENT/AGENCY: Public Works – Infrastructure – Solid Waste

PROJECT CODE: DPW-SWC:04-03

PROJECT TITLE: Relocate Convenience Site Corbin

PURPOSE OF REQUEST: _____ New  X_____ Existing  _____ Revised

DEPT. RANK/PRIORITY: (Urgent, **Necessary**, Desirable)

PROJECT DESCRIPTION / LOCATION
To construct a new compactor site in Corbin

JUSTIFICATION
To build a new compactor site in Corbin. The current property is too small and the County does not own the property. A new site will be constructed to provide adequate space. We will then be able to lower the open top boxes for easy access. The proposed site is next to the current site. We will be able to expand and provide a safer entrance into the site. $70k was approved in the 2019/20 CIP to acquire the land.

Project Total: $770,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  X_____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature: ____________________

Title:  Director of Public Utilities/Works
DEPARTMENT/AGENCY: Public Works - Infrastructure – Solid Waste

PROJECT CODE: DPW-SWC-16-01

PROJECT TITLE: Retention Wall – Bowling Green Landfill

PURPOSE OF REQUEST: ___X New _______ Existing ___Revised

DEPT. RANK/PRIORITY: (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION
Retention Wall & lowering of open top boxes

JUSTIFICATION
The open top boxes are 8’ high and are very hard to dispose of large and/or heavy items. The project includes excavating the bank next to the asphalt, installing a concrete pad, and the construction of a retaining wall to stabilize the existing ground. The project would provide space to lower four (4) roll off boxes to an approximate height of 3-3.5 ft.

Project Total: $120,000

Request for FY: 2020/2021

Revenue Source: General Revenue

Capital Cost Summary

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____Yes  _____No  X_____No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:__________________________

Title: Director of Public Utilities/Works
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021-2025

DEPARTMENT/AGENCY:       Public Works – Infrastructure – Solid Waste

PROJECT CODE:   DPW-SWC-99-02

PROJECT TITLE: Bulk SW Comp/Transfer Station

PURPOSE OF REQUEST:     _____ New  X  Existing  ____ Revised

DEPT. RANK/PRIORITY:      (Urgent, Necessary, Desirable)

PROJECT DESCRIPTION / LOCATION  To construct a transfer station or Materials Recovery Facility (MRF). With the purchase of bulk item compaction equipment and a tractor with 2 - 5,000 cubic yard walking floor trailers.

JUSTIFICATION  The volume of solid waste received at the convenience sites, specifically bulk waste, is needed to be compacted with all Solid Waste to maintain cost effective transportation costs. Due to the cost of compaction systems and the ever changing definition of a transfer station by DEQ, this project has been revised to include bulk item compaction and Materials Recovery Facility - transfer station. The MRF component allows a reduction of the waste stream and to increase the recycling capability of Caroline County and generate additional funds thru recycling. The MRF will enable Caroline County to meet the recycling rates required by DEQ. It is estimated that a MRF will also generate additional revenues by charging contractors for their waste stream and recovering valuable recyclables

Project Total: $1,900,000

Request for FY: 2020/2021

Revenue Source: General Fund

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____Yes  _____No  X_____No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  October 18, 2019

Submitted by: Joseph C. Schiebel

Signature:__________________________

Title: __Director of Public Utilities/Works
## FY21 BOS Request: CIP Prioritization List

*Listed in order of priority - top is highest priority/bottom is lowest priority*

<table>
<thead>
<tr>
<th>Safety Item</th>
<th>Approx. Cost</th>
<th>Facility Items/Other</th>
<th>Approx. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCES/SBO Fire Alarms</td>
<td>$100,000</td>
<td>Classroom Technology</td>
<td>$145,000</td>
</tr>
<tr>
<td>CHS Stadium Bleachers (open space, safety audit finding); CMS Gym Bleachers (handrails, safety audit finding)</td>
<td>$140,523</td>
<td>Staff Computers</td>
<td>$50,000</td>
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<tr>
<td>ADA Compliance - Modular Ramps, Playground Access, Softball Field Access</td>
<td>$57,433</td>
<td>Wrestling Facility/Field House</td>
<td>$250,000</td>
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<tr>
<td>VOIP Phones, Servers, and Support</td>
<td>$20,000</td>
<td>Annex Windows</td>
<td>$65,000</td>
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<tr>
<td>Maintenance Service Vehicles (dual purpose vehicle for band and CTE too) and Student Transport Vehicles</td>
<td>$150,000</td>
<td>Storage Area Network Replacement (every 5 years)</td>
<td>$40,000</td>
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<tr>
<td>CMS Loud Speaker System</td>
<td>$95,848</td>
<td>CHS CTE Air Conditioning (Ag., Auto., Building and Trades)</td>
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<tr>
<td>CHS Outdoor CTE Fencing</td>
<td>$30,000</td>
<td>CHS Stadium Lights</td>
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<tr>
<td></td>
<td></td>
<td>CHS Aud. Lighting and Sound; CMS Aud. Lighting, Seats (50), Curtain</td>
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<td></td>
<td></td>
<td>Classroom Furniture (science labs at CMS and replacement furniture)</td>
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<td>CHS Red Gym Lighting</td>
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<td>Additional HPE/Athletic Fields</td>
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<tr>
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<td>Stadium Turf</td>
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Not Noted: Grounds/Custodial Equipment and Buses (5 Per Year)
DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-I-1

PROJECT TITLE: Safety Fire Alarms and Card Readers

PURPOSE OF REQUEST:

____ New    ____ Existing    ____ Revised

DEPARTMENT RANK/PRIORITY:

____ Urgent  ____ Necessary  ____ Desirable

PROJECT DESCRIPTION / LOCATION
Safety fire alarm systems at the School Board Office and Lewis & Clark Elementary School. Security card badge system entry to CCPS facilities.

JUSTIFICATION

Pathways 2022 Goal 3.1 and 3.2 - This CIP request is asking for funds to install a new fire alarm system at the School Board Office building. The current fire system is the original system consisting of a manual pull mechanism that only alerts by sounding an internal alarm within the building. The current system does not have any visual effects to alert those who are hearing impaired. If a fire occurred at the School Board Office, the current fire alarm system is not connected to any emergency management communication system, and therefore, no communication would be submitted to the fire department.

The fire system originally installed at Lewis and Clark Elementary School in 2006 is an aging model that is increasingly difficult for contractors to service. As a result, CCPS is experiencing increasing difficulties keeping the system operational due to
the aging model's infrastructure and replacement parts/IT availability. It is critical that the fire alarm system be replaced prior to the system becoming inoperable thus resulting in compromised safety for students, staff, and the facility.

Pathways Goals 3.1 and 3.2 - To support safe access to all CCPS buildings, each building must be outfitted with keyless card reader systems. At this time the School Board Office and Annex are keyed entries which currently require key core replacement. Additionally, MES requires an additional security card reader to accommodate PreK students entering and exiting the building from “learning cottages” in the rear of the campus.
Project Total: $133,000

Request for FY 2021/2025: FY20/21

Revenue Source:

Capital Cost Summary:

Current Fire Alarm system at SBO

Current Fire Alarm system at LCES
Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  ____X____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  ____12/10/19____________________________

Submitted by: ____Geoffrey Honan__________________________

Signature: ____________________________________________

Title: _____ Maintenance Supervisor_______________________
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021 - 2025

DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-I-2

PROJECT TITLE: Elementary Education Safety

PURPOSE OF REQUEST:

____X____New    ____X____Existing    _____Revised

DEPARTMENT RANK/PRIORITY:

_____X_____Urgent    _____Necessary    _____Desirable

PROJECT DESCRIPTION / LOCATION

Madison: Mats on wall in gym
Replace ramps to modular classrooms
Elementary Schools: ADA upgrade access for wheelchair to playground

JUSTIFICATION

Pathways 2022 Goal 3.1 and 3.2 - Madison ES has experienced an increase in student injuries while participating in physical education class. The heightened physical activity and student mobility, quantity of children in the gym’s square footage, and the absence of wall coverings (cinder block walls) have resulted in greater numbers of collisions, concussions, and other medical ailments. This CIP
request includes coverage for the concrete walls in the gym with protective matting.

Pathways 2022 Goal 3.1 and 3.2 - The ramps to the modular classrooms in the back of Madison Elementary School are in need of replacement to be brought into compliance with the ADA (American Disabilities Act).

Pathways 2022 Goals 2.1 and 3.2 - The elementary playgrounds across the division are in need of ADA compliance upgrades which will allow greater access to our students with disabilities and other county users.

The picture above shows the open concrete block walls located in the gym at MES.
The picture above shows one of the ramps to the “learning cottages” at MES.

**Project Total:** $50,000.00

**Request for FY 2021/2025:** FY20/21

**Revenue Source:**

**Capital Cost Summary:**

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____Yes  _____No  ___X___No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date:  _____12/10/19______________________________

Submitted by:____Geoffrey Honan__________________________

Signature:___________________________________________

Title: _____Maintenance Supervisor________________________
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021 - 2025

DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-I-3

PROJECT TITLE: Secondary School Safety

PURPOSE OF REQUEST:

X New
X Existing
____ Revised

DEPARTMENT RANK/PRIORITY:

X Urgent
X Necessary
_____ Desirable

PROJECT DESCRIPTION / LOCATION

Caroline Middle: Bleacher repairs and add handrails (Urgent)
   Replace PA system throughout the building (Necessary)
   Replace 50 Auditorium Chairs (Necessary)

Caroline High: Add AC to CTE (Urgent)
   Fence to enclose CTE (Urgent)
   Football stadium bleachers (Urgent)
   Baseball Stadium feasibility study (Necessary)

JUSTIFICATION

Pathways 2022 Goal 3.1 and 3.2 - The bleachers in the middle school gym is in need of repair and handrails to be installed for the safety of our students, staff,
and community members. There are currently no handrails on the bleachers. This is an annual safety audit finding.

Pathways 2022 Goals 2, 3.1, and 3.2 - The current public announcement system at the middle school is currently being repaired on a regular basis. The clarity and volume of the message is compromised making it challenging to comprehend announcements. To support communication and safety for students, staff, and visitors, it is essential that the system be replaced.

Pathways 2022 Goals 2 and 3.2 - Auditorium chairs at the middle school are obsolete and we can no longer get parts. We would like to begin replacing the first 50 chairs, and then we can use the ones we take out for parts to repair the others.

Pathways 2022 Goals 2, 3.1, and 3.2 - Parts of the CTE wing at Caroline High School are not equipped with air conditioning (automotive, buildings and trades, and agriculture). High temperatures can lead to unfavorable learning environments, which can result in the safety concerns (heat exhaustion, inattentive to tasks involving machinery, garage doors lifted - soft entry point). In addition, the ASE Accreditation organization’s summary report recommended that AC be installed in the auto mechanics classroom.

Pathways 2022 Goals 2, 3.1, and 3.2 - Many CTE tasks require hands-on learning experiences requiring access to outdoor learning spaces (building and trades, JROTC). Outdoor classrooms are created by the lifting of garage doors which create soft entry points for security. CCPS needs to install a perimeter fence which will provide security to students/staff while eliminating access points to the public.

Pathways 2022 Goals 2, 3.1, and 3.2 - The CHS football stadium bleachers have been documented through the annual safety audit as out of compliance. CCPS is requesting funding to close the gap between the benches and floor to ensure alignment with code requirements (no more than 4 inches).

Pathways 2022 Goals 2, 3.1, and 3.2 - CCPS is requesting a facility study for the baseball field to evaluate the facility’s infrastructure.
Football Stadium gap between flooring and bleachers

Outside area used by CTE students in need of fence to close off access
Bleachers in CMS in need of repair and hand rails
Project Total: $538,421.00

Request for FY 2021/2025: FY20/21

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  ____X____ No change

Auditorium Seating in need of replacement
Description of Cost Increase/Decrease:

Submitting Authority:
Date: 12/10/19

Submitted by: Geoffrey Honan

Signature:

Title: Maintenance Supervisor
DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-I-4

PROJECT TITLE: Division Facility Needs

PURPOSE OF REQUEST:

_____ New  _____ Existing  _____ Revised

DEPARTMENT RANK/PRIORITY:

_____ Urgent  _____ Necessary  _____ Desirable

PROJECT DESCRIPTION / LOCATION

Caroline Middle: Upgrade stage lights, sound and curtains
Caroline High: Upgrade stage lights and sound
               Media Center electrical wiring to tables
Annex: Window replacement
Maintenance: Replace Zero turn with highest repair cost
            Upgrade custodial equipment

JUSTIFICATION

This CIP request includes:

Pathways 2022 Goals 1.2 and 3.2 - Electrical wiring is needed in the media center to wire the USB ports on the tables for support and integration of various student, staff, and library media technology devices.
Pathways 2022 Goals 1.4, 2.1, and 3.2 - The middle school and high school auditoriums are in need of upgraded stage lights and sound equipment. Clarity of sound and appropriate stage lighting will enhance student/community performances, productions, and meetings.

Pathways 2022 Goal 3.2 - The maintenance department is in need of replacing the zero turn mower which has the highest repair cost. In addition, in order for our maintenance and custodial staff to be able to maintain the cleanliness and upkeep of our facilities, there is a need to replace the older pieces of equipment used by the custodial staff including floor scrubbing machines.

Pathways 2022 Goal 3.2 - Windows within a portion of the Annex require replacement. CCPS hosts Chesapeake Bay Governor’s School and CDLC within this facility. Numerous maintenance tickets related to leaking, moisture, paint pealing, etc. have been submitted and temporarily addressed.

Panel for the stage lights
Project Total: $200,000.00
Request for FY 2021/2025: FY20/21

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  _____ X No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: 12/10/19

Submitted by: Geoffrey Honan

Signature:

Title: Maintenance Supervisor
DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-I-5

PROJECT TITLE: Mental Health and Wellness

PURPOSE OF REQUEST:

____ New  ___X Existing  _____Revised

DEPARTMENT RANK/PRIORITY:

___X___ Urgent  _____X___ Necessary  _____X___ Desirable

PROJECT DESCRIPTION / LOCATION

Caroline High: Upgrade football field lights to LED (Necessary)
   Artificial turf for completion field (Desirable)
   Wrestling practice room (Urgent)
   Softball field improvements including access (Urgent)
   Practice fields and upgrade (Necessary)
Caroline Middle: Upgrade athletic field (Necessary)

JUSTIFICATION

Pathways 2022 Goal 3.2 and 3.3 - The CHS football field currently has light fixtures with thirteen inoperable bulbs. The fixtures and bulbs are also becoming obsolete and energy inefficient. Replacement lighting will result in heightened light quality, product serviceability, and energy efficiency.
Pathways 2022 Goals 2.1, 3.2, and 3.3 - Installing artificial turf at CHS will lead to multi-sport usage, superior drainage, fewer inclement weather cancellations, human resource gains (fewer maintenance hours), community facility use, and school and community pride.

Pathways 2022 Goals 2.1, 3.2, and 3.3 - The wrestling practice facility is located in an aging trailer located behind the high school. The trailer is in great disrepair and is an inadequate practice facility for this growing sport. Enhancing the current field house, would enable not only wrestling to secure a proper facility but would provide other sports with practice space as well as Parks and Rec community programs.

Pathways 2022 Goals 2.1, 3.2, and 3.3 - In order to assist students, staff, and spectators with safe access to the bleachers to view the softball games, improvements must be made to the site. The current site conditions do not allow for any wheelchair access to the bleacher area. Additionally, some field grading is needed to ensure athlete safety.

Pathways 2022 Goals 2.1, 3.2, and 3.3 - There is a need for the additional/upgraded practice fields for the students to utilize during physical education class, as well as, practice areas for the multiple athletic teams. The current fields need site work completed to improve the conditions of those sites at both the high school and middle school.
Picture of the Football field showing the wear and tear on it during the season due to weather and use.

Access to the Softball field
Area to expand the practice field
Project Total: $1,506,433.00
Request for FY 2021/2025: FY20/21

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes       _____ No       ____X____ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: 12/10/19

Submitted by: Geoffrey Honan

Signature:

Title: Maintenance Supervisor
CAROLINE COUNTY
CAPITAL PROJECT REQUEST FORM FY 2021 - 2025

DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-E-1

PROJECT TITLE: Technology

PURPOSE OF REQUEST:
_____New  _____Existing  ____Revised

DEPARTMENT RANK/PRIORITY:
_____Urgent  _____X__Necessary  _____Desirable

PROJECT DESCRIPTION / LOCATION

All: Classroom technology replacement
    Staff computers replacement cycle
    Security Camera replacement cycle

JUSTIFICATION

Pathways 2022 Goal 1 - Classroom technology supports the CCPS Profile of a Graduate and 5C integration - collaboration, communication, creative thinking, critical thinking and citizenship. (interactive boards such as Epson Brightlinks, E-Beams, Smart Boards, and Apple TVs) approximately 71 classrooms across all schools, which equates to about 1/5 of our CCPS classrooms.

Pathways 2022 Goal 1 - The request for staff computers is for the replacement of staff computers and laptop devices. It costs the division $100,000 to replace the staff computers over a 5 year replacement; however, current funding has CCPS on a 7-year
cycle. The capabilities of 7-year old computers is greatly diminished resulting in minimized effectiveness, efficiency, and communication.

Pathways 2022 Goal 3.1 and 3.2 - All CCPS facilities are equipped with security cameras typically funded via school security state grants. However, CCPS does not receive the grant funding each year which hampers CCPS’s ability to replace devices when they fail. The amount included is to fund a replacement cycle for the security camera systems.
Project Total: $203,000.00

Request for FY 2021/2025: FY20/21

Revenue Source:

Capital Cost Summary:

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Are there any changes in operating and/or personnel costs in conjunction with this request?

_____ Yes  _____ No  ____ X__ No change

Description of Cost Increase/Decrease:

Submitting Authority:

Date: 12/10/19

Submitted by: Geoffrey Honan

Signature:

Title: Maintenance Supervisor
DEPARTMENT/AGENCY: Caroline County Public Schools

PROJECT CODE: SCH-T-1

PROJECT TITLE: Transportation

PURPOSE OF REQUEST:
____ New  ____X__ Existing  ____ Revised

DEPARTMENT RANK/PRIORITY:
____X___ Urgent  ____X___ Necessary  ____ Desirable

PROJECT DESCRIPTION / LOCATION
Replacement buses
Vehicle replacement
Dump truck engine
Multi-purpose vehicle for towing CCPS trailers and band trailer

JUSTIFICATION
Pathways 2022 Goal 4 - The annual replacement of 5 school buses enables CCPS to replace our entire fleet over an 18 year cycle. This replacement cycle allows the school division to properly maintain fleet and keep maintenance costs lower. The best practice replacement cycle for school buses would be at a maximum of 15 years.

Pathways 2022 Goal 4 - The maintenance vehicle fleet has significant age, high mileage, high large repair needs. Several vehicles are inoperable and cost more
to repair than the vehicle’s worth. The availability of vehicles, vehicle style, and vehicle reliability impact staff members’ ability to be responsive to facility needs and transport required materials and tools. A spreadsheet has been provided of the current maintenance vehicles.

Pathways 2022 Goal 4 - The transportation vehicle used to transport students requiring special transportation reflects an aged fleet. The cars used to transport these children have been passed down from county departments when they are no longer in service with or desired by the county’s departments. The fleet has significant age, high mileage, and many have large repairs required. The size/type of new sheriff vehicles is also a future concern for the school division, as the older vehicles were more appropriate (space) for student transport. A replacement cycle must be created. A spreadsheet of the transportation has been provided. Some of the vehicles have been noted as being used for parts.

Pathways 2022 Goals 3.2 and 4 - The dump truck that is utilized by the maintenance department for snow removal, grounds, and maintenance needs is in need of an engine. The truck needs an engine replaced to be operational.

Pathways 2022 Goal 4 - CCPS needs a multipurpose truck capable of pulling the division’s maintenance trailers and CHS band trailer. The division moves large items between locations and a truck is needed for this purpose. In addition, the high school band has large equipment that needs to be transported to band competitions and other events. Having a truck to pull these trailers is essential to the operations of the maintenance crews and our student’s extracurricular activities.
Project Total: $756,047.00

Request for FY 2021/2025: FY20/21

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Are there any changes in operating and/or personnel costs in conjunction with this request?
X___ Yes    _____ No    _____ No change

Description of Cost Increase/Decrease:

Decreases the cost of repairs

Submitting Authority:

Date:  12/10/19

Submitted by: Geoffrey Honan

Signature:

Title: Maintenance Supervisor
MEMORANDUM

TO: Caroline Planning Commission

FROM: Craig Pennington
Planner

SUBJECT: Learning Center Text Amendments

DATE: March 11, 2020

Staff is requesting the Planning Commission authorize advertisement of a public hearing at the April 23rd meeting for the following proposed text amendments:

TXT-03-2020 - A text amendment to add the following definition to Article II, Section 2 (Definitions) of the Caroline County Zoning Ordinance:

Learning Center – A facility which provides personalized instruction in reading, writing, mathematics, study skills, homework support, and test preparation for college entrance and state exams as a supplement to primary or secondary education.

TXT-04-2020 – A text amendment to add the following use to Article IX (B-1 Business) Section 2 (Uses Permitted by Right)

32. Learning Center