



GLOUCESTER COUNTY
Planning, Zoning & Environmental
Programs Department
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TO: Planning Commission

FROM: Anne Ducey-Ortiz, AICP, Director of Planning, Zoning, and Environmental Programs
 Sean McNash, Planner II

CC: Carol Steele, County Administrator
 George Bains, Deputy County Administrator
 Maria Calloway, Chief Financial Officer
 Ted Wilmot, County Attorney

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

RE: PC Review of potential Capital Improvement Plan Projects for FY 26-30

The Planning Commission’s November 7, 2024 meeting will include an agenda item regarding the Capital Improvements Plan (CIP). At this meeting, the County Administrator will introduce the CIP to the Planning Commission and staff will remind the Commission of the upcoming meeting schedule on this topic, which is detailed in the following table. All meetings will be held at the Commission’s regular time, 6:30 PM at the Colonial Courthouse, unless changed by unforeseen circumstances. **Prior to the December 5 meeting, please notify the Planning Commission of any departments you would like to hear from at this meeting so that we can work with these departments to schedule the presentations.**

Meeting Date	Items Discussed
November 4	Electronic distribution of potential FY 25-29 CIP with proposed projects to the Planning Commission
November 7	Regular meeting: CIP introduced by County Administrator and Director of Financial Services
November 7 – December 16	PC members rate projects and return ratings to Planning and Zoning
December 5	Regular meeting: Presentations of CIP projects from departments requested by Planning Commission; PC discussion of projects
December 16	Final date for PC members to return project rankings to Planning and Zoning staff
January 9, 2025 ¹	Regular meeting: PC vote on Resolution of Comprehensive Plan consistency

¹ Assuming PC agrees to proposed 2025 schedule.

Leading up to the Planning Commission's November Meeting, the Finance Department will be preparing the CIP materials, which will be electronically distributed to the Planning Commission on November 4. These materials will contain all relevant materials, including the requested projects, scoring criteria, and other aspects of the CIP Development Manual. In addition, CIP materials, including the CIP Development Manual and CIP Submission Request Package, will be posted on the Finance Department's Capitol Improvement Plan webpage as they become available, which can be found at the following link: <https://gloucesterva.gov/financial-services/capital-improvement-plan>. Approved CIP documents from previous years are also available on this webpage.

As provided in previous years, staff has included a list of the applicable sections of the Comprehensive Plan for your reference while rating the projects for consistency with the Comprehensive Plan. Feel free to contact Anne Ducey-Ortiz or Sean McNash in the Department of Planning and Zoning at 804-693-1224 if you have any questions prior to the meeting.

PC Action: Listen to the presentation and ask any necessary questions.