



**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:** November 21, 2024 for December 5, 2024 Planning Commission Meeting

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

The Planning Commission has received the electronic distribution of the proposed FY 26-30 Capital Improvements Plan (CIP) Projects in early November in preparation for discussion of these projects and the CIP at the December Planning Commission Meeting. Between receiving the proposed projects and the December meeting, the Planning Commission should review the projects and contact staff no later than Monday, December 2 if they feel that any department should attend the December meeting to further explain any or all of their projects so the Commission can appropriately rate these projects. **County staff representing specific departments will only be attending this meeting if requested by the Planning Commission by the December 2 deadline so Planning, Zoning, and Environmental Programs staff can confirm that an individual from the associated department is able to attend.**

Please note the following dates, which include Planning Commission meetings and what CIP items will be discussed at these meetings as well as deadlines for receiving and returning Commission feedback:

Date	Items Received/Discussed
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	Regular meeting: PC vote on Resolution of Comprehensive Plan consistency

Similar to last year, the Planning Commission will be asked to rate the need, impact, and Comprehensive Plan compliance for current year projects (FY 26) along with the Comprehensive Plan compliance for projects scheduled for FY 27 through FY 30, which can be done in digital form. All ratings will need to be completed and returned to County staff ([planningstaff@gloucesterva.info](mailto:planningstaff@gloucesterva.info)) by Monday, December 16.

As was included with the November packet, staff is providing 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, Zoning, and Environmental Programs at 804-693-1224 if you have any questions prior to the December meeting or during your review of the projects.

**PC Action:** Participate in the Commission's discussion, listen to presentations (if any), and ask any necessary questions.