



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2020-06-30

June 30, 2020

Topic: Public Works Design Standards Manual Adoption and Transition Guidelines

On June 16, 2020, City Council adopted the Public Works Design Standards Manual (PWDSM) and the following associated codes and ordinances:

- City Code Sections 23-58
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3619%20ord.pdf>
- Appendix A, Zoning Ordinance Sections 246 and 1501 and Appendix 1 Oceanfront Resort District Form-Based Code Sections 6.2.6
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3620%20ord.pdf>
- Appendix B, Subdivision Regulations Sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.10, 6.1, and 6.3
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3621%20ord.pdf>
- Appendix C, Site Plan Ordinance Sections 1.2, 5.1, and 5.16
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3622%20ord.pdf>
- Appendix D, Stormwater Management Ordinance Sections 1-1, 1-3, 1-5, 1-6, 1-7, 1-13, 1-14, 1-15, 1-20, 1-23, 1-24, 1-25, 1-26, 1-30, 1-35, and 1-37
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3618%20ord.pdf>
- Appendix F, Chesapeake Bay Preservations Area Ordinance Sections 103 and 107
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3623%20ord.pdf>
- Appendix K, Floodplain Ordinance Section 6.3
<https://www.vbgov.com/government/departments/planning/codesOrd/Documents/3624%20ord.pdf>

The PWDSM is in process of being formatted with user-friendly hyperlinks. Once complete, the manual will be posted on Public Works' webpage <https://www.vbgov.com/government/departments/public-works/standards-specs/Pages/default.aspx>

Transition Guidelines

As stated in Section 1.6 of the PWDSM, all provisions of these Design Standards shall be applicable to all projects after its adoption. Moving forward, projects should now use the PWDSM as a design reference tool; however, projects may continue to incorporate design based on the 2015 Public Works Specifications and Standards (PWSS) if the following two criteria are met per the Transition Provisions stated in the PWDSM:

1. The **initial** submittal of the site development plan or subdivision construction plan must be received by the Development Services Center (DSC) on or before 5pm on Thursday July 16, 2020, **and**
2. The site plan or subdivision construction plan must be approved by the DSC on or before 5pm on Monday December 14, 2020.

Therefore, projects currently in review, or those that have made submittal on or prior to July 16, 2020 may continue to design using the PWSS if DSC plan approval is obtained on or before December 14, 2020.

Post Approval Plan Revisions (field changes) to previously approved plans designed using PWSS may continue to utilize the PWSS for revisions if impervious cover is not increased.

Variances may be requested to this timeline and shall be submitted in accordance with section 1.2 of the PWDSM. Be advised staff expects few variances to be granted and only for projects with extenuating circumstances.

DSC and Public Works staff are committed to making this transition as seamless and efficient as possible. Additional notices providing more information and detailing updates to processes will be forthcoming. We are available to answer any specific questions you may have at the contact information listed below.

For More Information, Please Contact:

DSC Administrator

Carrie Bookholt, PLA, - cbookhol@vbgov.com..... (757) 385-8707

DSC Engineering Supervisor

Seth Edwards, P.E., - sedwards@vbgov.com..... (757) 385-4901

DSC Senior Project Coordinator

Tony Tolentino, P.E., - ttolenti@vbgov.com..... (757) 385-8506

DSC Project Coordinators (link to project coordinator map)

Ronald Frink, EIT, - rfrink@vbgov.com..... (757) 385-5661

Melissa S. B. Kellam - mskellam@vbgov.com..... (757) 385-1264

Theresa Holleran, P.E., - thollera@vbgov.com..... (757) 385-5655

Beth Sykes – esykes@vbgov.com..... (757) 385-4906