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PUBLIC INFORMATION SESSION  
NEW TOWN HALL PROJECT  
JULY 12, 2021

THE MEETING WILL  
BEGIN AT 6:00PM

TOWN OF MIDDLEBURG



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NEW TOWN HALL PROJECT  
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TOWN OF MIDDLEBURG





# INTRODUCTION

- Historical Overview of the Project
  - Identified Need
    - Accessibility
    - Safety for Customers and Employees
    - Mold Remediation
  - Identified in Comprehensive Plan
  - Identified as Council Strategic Initiative



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# CHANGES SINCE 1964

- New Neighborhoods in Town
  - Federal Towers
  - Federal Village
  - Village Hamlet
  - Fox Run
  - Steeplechase
  - Windy Hill: Virginia Lane, Llewellyn Village, Levis Hill
  - Infill development
- New Commercial
  - Chinn's Crossing
  - Office at Jay/Federal
  - NSLM Expansion
  - Salamander Resort & Spa

## TOWN ADOPTED BUDGET

FY 1965: \$678,695.14\*

FY 2021: \$5,229,983.63

*\*ADJUSTED FOR INFLATION*

## TOWN EMPLOYEES

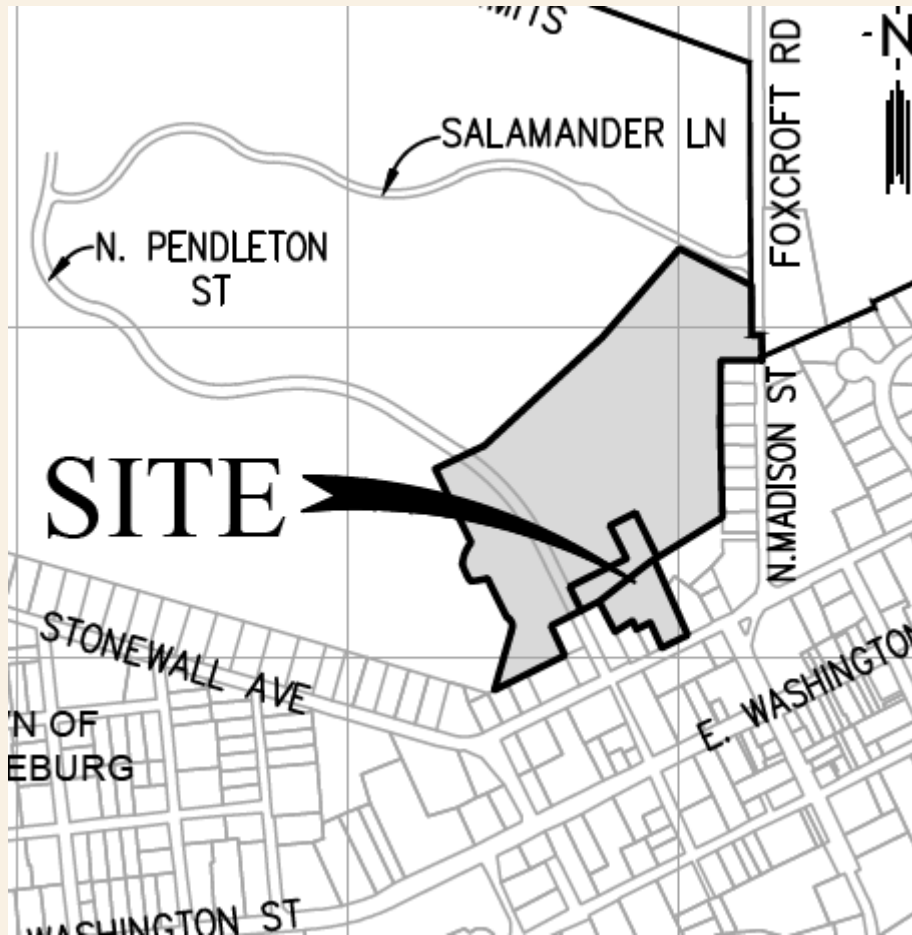
FY 1965: 6\*\* Fulltime, 1 Parttime

FY 2021: 15 Fulltime, 3 Parttime

*\*\* INCLUDED UTILITY STAFF,  
WHICH ARE NOW CONTRACTED OUT*



# LOCATION



- Land Acquisition

- Considered more than 8 locations (existing buildings and vacant lots)
- Ultimately current location was best, with additional land
- Salamander had proffered Town a site for a Town Office; which will be added to our existing property to give us the needed land to build new office
- Restrictions: Northern section of land can only be used for parking, access, and green space – no future building on it permitted

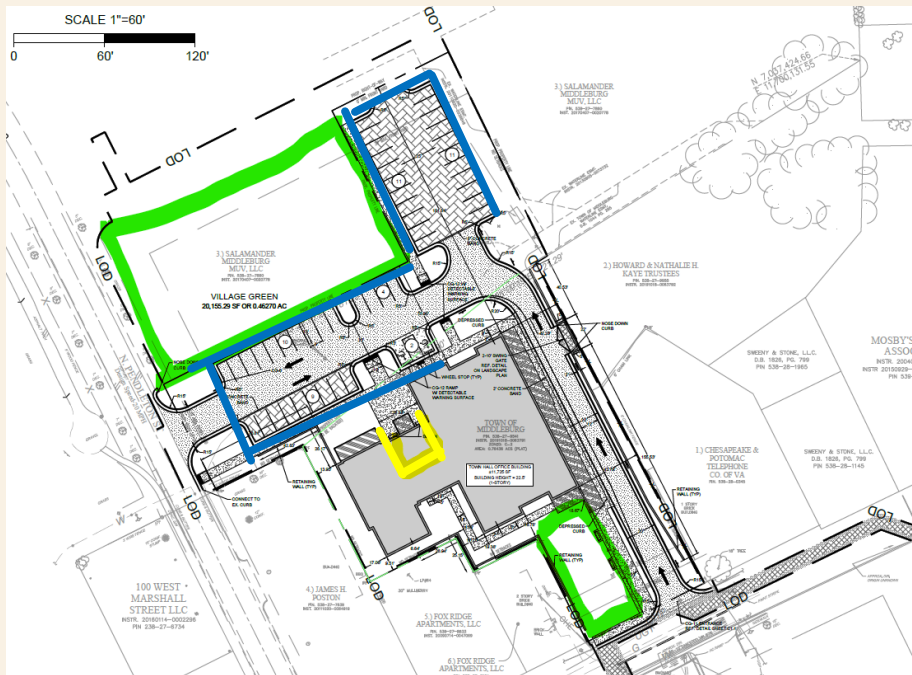




# PUBLIC AMENITIES

- Comprehensive Plan has identified need for more parking, park/ green space, community rooms, space for public events, and public restrooms

- Town Hall Project includes:



- Approximately 45 parking spaces (shown in blue)
- 2 park areas (one on Marshall St; one on Pendleton St – shown in green)
- 4 public meeting rooms
- Public restrooms open after business hours (shown in yellow)



# BENEFITS OF PROJECT

- Modern, safe, and ADA accessible facilities
- Improved service for customers and access to public meetings, hearings, and activities
- Additional infrastructure to support business community and enhance economic development
- Inclusion of sustainable measures: LED lighting, solar lighting in parking lot, low-flow fixtures, energy efficient systems, infrastructure for future solar and EV car charging





# KEY TEAM MEMBERS

- Council team working on project design and construction
  - Councilmembers Kevin Daly and Chris Bernard
  - Town staff members: Danny Davis, Rhonda North, Will Moore
- Council team working on public outreach and financing options
  - Councilmember Peter Leonard-Morgan and Vice-Mayor Philip Miller
  - Town staff members (same)
- New Design Firm – Glavé & Holmes; Creech & Associates
- Construction/Project Management – Downey & Scott





# HDRC REVIEW

- Multiple discussions with HDRC to review and refine design
- Held public hearing
- Approved Certificate of Appropriateness on June 17<sup>th</sup>





# APPROVED DESIGN







# PLANNING COMMISSION ROLE

- Briefed on multiple project-related items, including Planning Commission's review of certain applications (rezoning and proffer amendment)
- Held Public Hearing on Special Use Permit for Project
- Site Plan review commencing in July, inclusive of Landscaping Plan (in concert with Streetscape Committee)

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# FINANCING OF PROJECT

- Discussions with Strategic Finance Committee began in 2019
  - Financial Advisors studied Town's current cash holdings and revenue streams
    - Performed Best Case, Medium Case, Worst Case assessment for viability
  - Result: Under each, we can fund the project without any impacts to residential taxes
- Issued an RFP for Financing \$8 million – received 20-year loan for 2.72%
- Remainder of project paid through grants and fund balance



# UPDATED COST ESTIMATES

- Revised Cost Estimates:
  - Latest estimate: not to exceed \$9.5 million
  - Cost increases due to:
    - COVID and supply chain issues (lumber up 300%, for example)
    - Intensive site development (nearly 2 acres) including both parks and parking lots
    - Project providing more public benefits
  - Council reduced cost by 10% upon first review of cost estimates





# DESIGN DEVELOPMENT

- Overview of Design Process
  - Councilmember engagement from beginning
  - Procurement Process → Selection of Design Team → Initial Design
  - Hours of Individual Review; Formal Weekly Team Meetings
  - Revisions to Plans
  - Recommendation to Proceed Based on Latest Design



# SITE PLAN OVERVIEW







# EXTERIOR OVERVIEW





# INTERIOR LAYOUT

## LEGEND

- ADMINISTRATION
- POLICE DEPARTMENT
- PUBLIC CIRCULATION
- BUILDING SERVICE

PARKING LOT

MARSHALL STREET

## NOTES

- Main entrance along arcade oriented to Marshall Street and the Village Green
- Secondary entrance from the parking lot into the Chamber Lobby area
- Public areas can be accessed separately from the rest of the building



GROUND FLOOR

11,640 SF



# POLICE DEPARTMENT INTERIOR LAYOUT





MAIN CORRIDOR

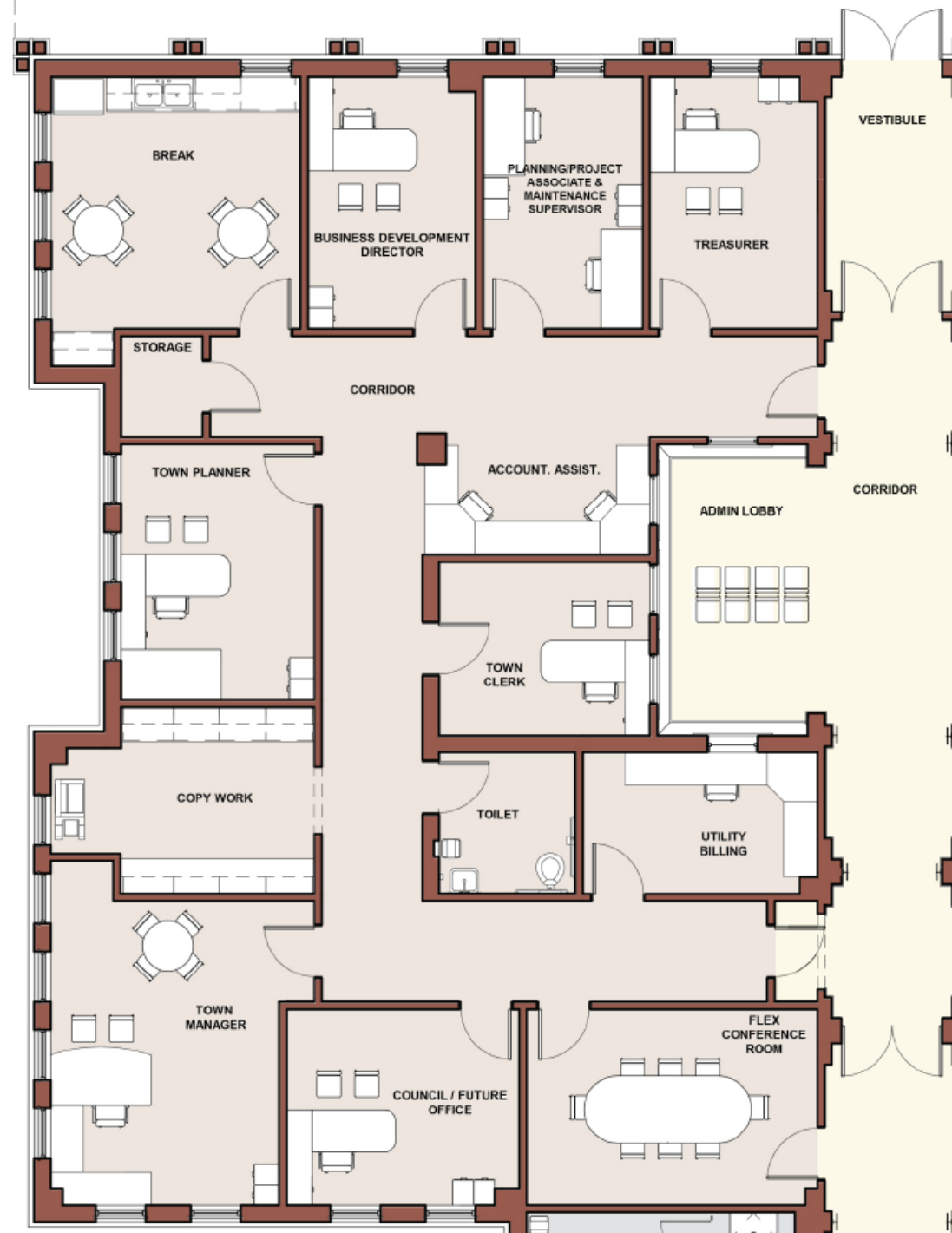


# ADMINISTRATION



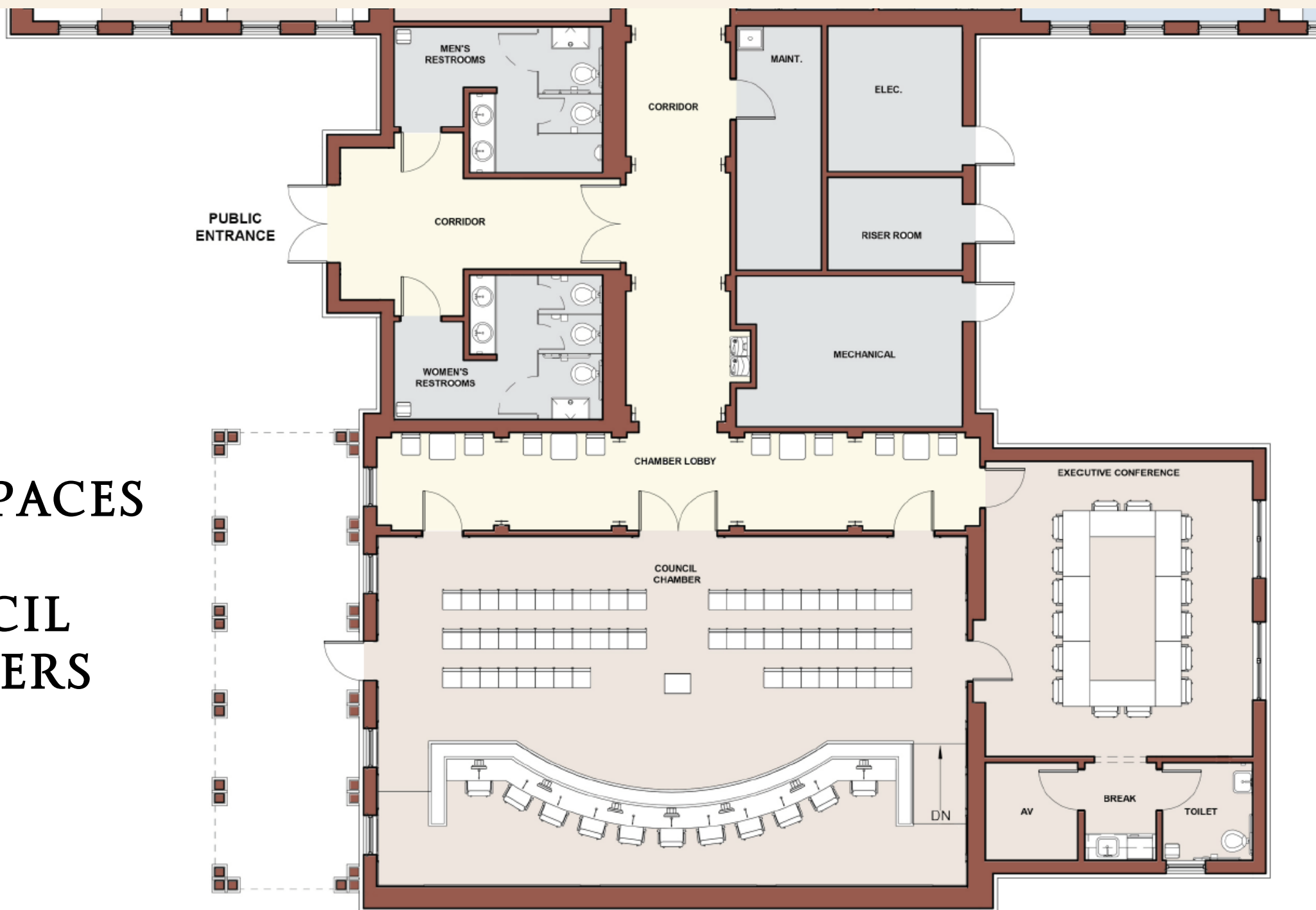
## ADMINISTRATION LOBBY

# ADMINISTRATION INTERIOR LAYOUT



PARKING  
LOT

# PUBLIC SPACES & COUNCIL CHAMBERS











# PROJECT SCHEDULE

- Design Development and Construction Plans
  - Design Development Complete – June 28, 2021
  - Construction Documents Complete – November 1, 2021
- Construction Bids and Awards
  - Bids Due - December 4, 2021
  - Construction Contract Award – December 31, 2021
- Groundbreaking (expected) – February 2022
- Building Occupancy (goal) – February 2023
- Project Complete (goal) – May 2023



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# Q&A PERIOD

## ■ Questions

- We will take questions from the audience first to allow online folks to submit
- For those on Zoom: submit question in chat, raise hand, or press \*9 on your phone
  - When prompted, unmute yourself (press \*6 on your phone)
- For those on Facebook Live, submit question in chat
- Additional questions can be submitted after the meeting to Town staff



# CONCLUSION

- All information will be available on Town website
  - [www.middleburgva.gov/townhall](http://www.middleburgva.gov/townhall)
- Public comments can be submitted:
  - Online, via email, phone call, letter, or in-person at Town Office

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# THE END

- Thank you!



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