

**Project Description:**

This project involves the programming, planning, and schematic design of a new library in downtown Crozet on the Harris and Amato properties acquired by Albemarle County for this purpose. The facility will first and foremost serve as the public library for Crozet and the western Albemarle County service area. The library also is envisioned in the Crozet Master Plan as a critical public investment to anchor downtown activity and, along with accompanying infrastructure, to encourage private sector partnership in bringing about commercial development opportunities and catalyze private sector investment in downtown Crozet. Constructing the library in a timely way to provide a high level of library services for the Crozet community and to realize the benefits outlined in the Master Plan is an urgent county priority.

**Decisions by the BOS:**

- 20,000 sq ft building in a two-story urban form including room for community uses
- The library will be designed and constructed to support the programming needs and specifications of the Jefferson Madison Regional Library Board
- The library building will not house any for-profit or commercial mixed use activities, however a temporary complementary use could be accommodated in the building to use space not initially required by the library. Parameters have been established to guide selection of any such potential complementary use to include factors like:
  - Compatibility with the library’s mission and operations
  - No significant additional design or construction requirements/costs
  - Easy conversion to library space if/when it was needed in the future

*Complementary uses could include activities like community meeting space, arts and crafts displays, historical displays, Crozet visitors center, etc., that do not detract from the library’s primary mission*

- The Jefferson Madison Regional Library/Friends of the Library have committed to providing \$1.6 million in funding for books and half of furniture and fixtures required for the new library
- The parking provided for the library, which has been envisioned to provide 75 surface lot spaces, will create a reservoir of shared parking for downtown Crozet
- Value engineering and green building/sustainable building concepts will be utilized

***Work Product for this Project – The work product for the first phase of the library project for which this public participation plan applies is to produce a schematic design for the new library***

**Level of Public Participation:**

*Public Collaboration* – Collaborating with members of the public in some or all aspects of decisions, including the development of alternatives and the identification of a preferred solution.

We will look to stakeholders for direct advice and innovation in formulating solutions and incorporate their recommendations into the decisions to the maximum extent possible, using the appointed steering committee to fulfill a major portion of this stakeholder role.

**Public Participation Goals:**

- Gather public feedback about community desires for the Crozet library
- Establish realistic expectations about the process and timeline for design and construction of the library
- Provide transparent process for how public input is used in developing project alternatives
- Disseminate community input to ultimate decision makers for their consideration
- Keep public informed about any revisions to the project as it moves through the review process

**Stakeholders:**

- Library Board/Friends of the Library
- Downtown Crozet Association
- Crozet Community Association
- Crozet Community Advisory Council
- Current library users
- Crozet residents
- Western Albemarle residents

**Library Steering Committee**

The Crozet Library Steering Committee is an advisory committee charged with a) providing direction and advice on a public/stakeholder engagement process; b) providing oversight and direction to the project's design team; c) considering and balancing the concerns/issues of the affected stakeholders and building public consensus for committee recommendations; d) reviewing alternative designs; and e) making a recommendation to the Board of Supervisors on a final preferred program and concept plan. The preferred program and plan should be based on the Board's Vision to develop a new and expanded public library in downtown Crozet as a critical priority to provide a focal point for community activity and to help catalyze expanded opportunities for new and existing downtown businesses.

The Steering Committee shall work directly with the County's project design team including consultants and staff. Its work shall be coordinated with the County's efforts to promote a vibrant business and community center in downtown Crozet.

The Steering Committee's recommendation shall include at a minimum:

- A program description for the Library.
- The Library's layout, including the type, size and location of uses and activities.
- How the plan fulfills the County's vision and adheres to the guiding principles for the Library.
- The estimated costs for both building and operating the facility.
- An architectural concept of the preferred plan for the facility.

The Steering Committee will conclude its work at the end of the Schematic Design phase and make a final recommendation to the Board of Supervisors no later than December 30, 2008. The Committee shall provide periodic updates to the Board on the progress of their work.

### **Schedule of Public Participation Activities:**

*Publicity/Outreach Tools will include:*

- Dedicated website with public comment opportunity
- Maps and photos of the project site
- Project fact sheet for the public
- Frequently Asked Questions list
- Project newsletter as appropriate, email sign up list for regular updates
- Press release schedule to coincide with project milestones
- Updated signage onsite
- Steering Committee as community liaison
- Notice to the community when public discussions/decisions are occurring

### **Roles and Responsibilities:**

**Staff** – work with consultant, steering committee and the community to prepare a schematic design to present to the Board of Supervisors for their approval, ensure the effectiveness of the public participation process, provide review and recommendations to the ultimate decision makers in accordance with established county policies and plans, keep community informed about progress of the plan through the legal review process

**Consultant** – work with staff and the community to develop the schematic design, record and honor public input, communicate how public input has shaped decisions about the study, present steering committee's final recommendations to the Board of Supervisors

**Library Steering Committee** – role outlined in committee charge

**Architectural Review Board** - Those elements of the project requiring the approval of the ARB will be brought before that group for their review and decision making

**Planning Commission** – While the Planning Commission has no official decision-making role in this process, the project will be brought before the Commission for their information and update

**Board of Supervisors** – The Board of Supervisors has the final decision making authority for approving the library schematic design

### **The Feedback Loop:**

The plan will ensure dissemination of public input to decision makers and back to the public at large to demonstrate how comments and concerns have been recorded and understood and accurately communicated. It will also show the public how their input has been translated and how it influenced the outcome of the project. Examples of the feedback loop include:

- The Crozet Library website will be kept up to date on all meetings and other events

- All comments generated at public meetings will be recorded and available for review on the county website and will be available for decision-makers during their review
- Major revisions to the project will be communicated to the community prior to being presented to the Planning Commission and/or Board of Supervisors
- Meetings of the project Steering Committee will be posted to the website and open to the public for their attendance
- A Crozet Library Amail schedule will be established as part of the Crozet Amail list to keep interested citizens up to date
- Press releases and other materials will be sent out as appropriate to keep the community informed about the progress of the project
- A community open house will be held in Crozet after the schematic design is completed

**Evaluation:**

We will use evaluation as an ongoing tool to assess and improve the public participation plan as the project moves forward, including the following strategies:

- Informal feedback
- Questionnaires/surveys
- End of project evaluation to see if goals are met – will reassemble the Library Steering Committee for this purpose

**Next Steps:**

Following the approval of schematic design, the following steps will occur. Public participation will continue throughout the process as is appropriate for each project phase.

- Design development
- Construction documents
- Bid and negotiation
- Construction