



Stewardship Division Report September 2016

This report provides an overview of Stewardship Services provided to the Commonwealth during the initial three quarters of 2016. It concludes with an outlook toward 2017 and a discussion of improvements to implement in an effort to elevate our quality of service for landowners, the public, government representatives and fellow staff.

Stewardship Services

Stewardship Services are the core of our program and fall within the following categories. They represent the fundamental tools by which conservation values are protected for the Commonwealth.

General Easement Management Services:

General Easement Management Services are routine tasks conducted by all Stewardship staff and pertain directly to recorded open-space easements or agency policy. These tasks include but are not limited to responding to basic questions from landowners, the public or government representatives. Outreach is also a general easement management service provided to prospective buyers and new owners of an open-space easement property. The average Stewardship staffer fields numerous general easement management related calls and emails every week.

Request for Review:

A Request for Review (RFR) is the name of the process Stewardship staff utilizes to review any request for a change to, or on a recorded open-space easement. A RFR is generally applicable to situations where approval is required by the language of an open-space deed or agency policy, and is also utilized to process Stewardship Services with associated cost recovery fees.

- Appendix 1-a lists the different types of activities that trigger a RFR.
- Appendix 1-b outlines some of the different type of RFRs processed in 2016.

Infrastructure Impact Review:

The review of planned infrastructure projects is the fastest growing Stewardship Service. Infrastructure Impact Review relates to broad or large scale infrastructure projects, which may affect multiple open-space easement directly or indirectly.

- Appendix 2 lists some of the infrastructure projects reviewed in 2016.

Easement Monitoring:

The Stewardship Division has successfully developed numerous easement monitoring methods, each possessing distinct strengths. The most comprehensive monitoring method is the Stewardship Field Report (SFR) which includes an on the ground inspection of the property as well as review of any recently recorded deeds relevant to the property.

- Appendix 3 outlines the monitoring completed, thus far for 2016, including a tally of easement compliance determination investigations.



Intra-agency Program Support:

Teamwork is essential to our success as an organization. Nearly all our victories are due to assistance either received or provided to one another. During 2016 Stewardship staff received support from all fellow divisions and continued to provide professional and dependable intra-agency program support services as needed. For the Easement Division, Stewardship staff continued to review all easement proposals and each Baseline Documentation Report. This year Stewardship staff assisted the Administrative Division with tasks related to 50th anniversary events and regional logistics related to IT updates.

Stewardship Outlook

With 2017 on the horizon our goals continue to center around the theme of providing landowners, the public, government representatives and fellow staff with exceptional conservation services to help ensure the protection of the conservation values identified within each unique open-space deed of easement.

Our hope is to maintain, or improve our response rate to questions and implement improvements to systems used to track and manage such services. We feel that investments made in up-to-date computers and wireless devices will greatly aid in our ability to reach this goal, but the lack of a comprehensive database continues to hinder our full potential.

An additional Stewardship goal will be to reassess our easement monitoring approach. Over the course of a decade numerous monitoring methods have been developed and tested. For 2017 we plan to take a look back at our existing monitoring methods and examine the pros and cons of each in an effort to help determine whether a new monitoring type, approach or combination thereof should be utilized moving forward.

As we finish celebrating 50 years of successful conservation in the Commonwealth our outlook for the next 50 years is optimistic and strong, yet not without its challenges. We hope to continue to refine our Stewardship Services and develop new approaches that ensure the best possible protection for our growing portfolio of over 780,000 acres.

Appendix 1-a

Typical activities that trigger a Request for Review (RFR)

Duties with respect to Standard Template projects:

1. BLAs - Approval, drafting, processing, execution, acknowledgment, and recordation
2. Approval of *de minimis* road improvements
3. Approval of larger dwellings
4. Approval of larger barn buildings and structures
5. Approval of public roads required in conjunction with subdivisions
6. Approval of public or private utilities for adjacent properties
7. Approval of educational, recreational, or religious buildings
8. Approval of larger collective footprint
9. Approval of small-scale commercial or industrial activities compatible with agriculture, forestry, or equine activities
10. Approval of ecosystem functions
11. Approval of temporary or seasonal outdoor activities involving 100 or more people for more than 7 days
12. Approval of forest stewardship management plans
13. Approval of pre-harvest plans
14. Approval of erosion and sediment control practices for buildings, structures, roads, or utilities requiring VOF approval
15. Approval of restoration of property after violation
16. Approval of diversion/conversion
17. Amendments - Approval, drafting, processing, execution, and recordation

Duties with respect to ACUB projects:

18. Notify Army in ACUB easements for its approval of easement assignment
19. Obtain Army approval of amendment in ACUB easements

Duties with respect to Working Farm Variant projects:

20. Approval of boundaries of divisions to preserve agricultural viability in working farm variant easements
21. Approval of adjustment to boundaries of farmstead area(s) in working farm variant easements

Duties with respect to FRPP projects:

22. Approval of paving of roads outside of farmstead area
23. Approval for relocation or enlargement of existing utilities
24. Approval of buildings and structures outside the farmstead area
25. Secure compliance with conservation plan, including any necessary legal action (USDA requirement)
or
26. Ascertain from soil and water conservation district that landowner is in compliance with conservation plan (VOF preference)

Duties with respect to large credit projects:

27. Approval of new roads, other than farm or forest roads or roads necessary for public safety needs
28. Ascertain from soil and water conservation district that landowner is in compliance with conservation plan

Duties with respect to miscellaneous provisions inserted into deeds of easement:

29. Approval of demolition or replacement of historic house
30. Determination of whether historic structure's integrity is irremediably compromised
31. Approval of height of dwelling
32. Approval of alternate location for dwelling not being constructed within designation distance from current dwelling
33. Evaluation of siting and other attributes of dwelling to protect conservation values
34. Approval of location of dwelling to minimize or preclude visibility from public road
35. Approval of relocation of new or existing dwelling
36. Approval of additional residential sites on Property
37. Approval of larger riding ring
38. Approval of large-scale agricultural or horticultural buildings
39. Approval of location of additional poultry house(s), screening for same, and its nutrient management plan
40. Approval of increase in size of winery buildings and structures
41. Determination that rail line expansion minimizes harm to Property
42. Approval of all roads on the Property
43. Consultation with VDOT on expansion of road in 6-year plan
44. Approval of road expansion in localities comprehensive plan or transportation plan
45. Approval of road expansion on road in VDOT's long-range plan
46. Approval of expansion of Byrd Act roads
47. Approval of enlarged camp buildings or structures over allowed square footage
48. Determination that site and design of cell tower are compatible with conservation values being protected
49. Approval of enlarged park buildings or structures over allowed square footage
50. Approval of enlarged buildings and structures for sawmill over allowed square footage
51. Approval of construction and siting of water distribution tank
52. Approval of height, design, and siting of windmills
53. Approval of construction of dwellings or farm buildings outside of farmstead area
54. Approval of siting of wholesale or retail nursery or Christmas tree farm
55. Approval of enlargement of picnic area in riparian buffer
56. Approval of subsurface mining - methods and measures that will be taken to protect conservation values

Other post-recordation duties:

57. Access easement (deeds) – Obtaining, approval, drafting, execution, and recordation
58. Confirmation (deeds) - Approval, drafting, processing, execution, and recordation
59. Correction (deeds) - Approval, drafting, execution, acknowledgment, and recordation
60. Processing of application for conversion or diversion
61. Release (deeds) - Approval, drafting, processing, execution, and recordation
62. Response to request for interpretation of deed of easement
63. Scriveners' errors (affidavits) - Approval, drafting, execution, acknowledgment, and recordation

Appendix 1-b

Some of the RFRs processed in 2016, including Special Services and Fees

Requests for Review related to:	Count	Approx. associated hours
Built Environment	67	340
Land Use	4	9
Natural Resources	34	103
Property Title/ Boundary	13	36
Total	118	488

(Values from the Stewardship Management and Report Tracking System (SMARTS))

Requests for Review related to Stewardship Fees and Services:	Count	Cost Recovery Fees Collected
Amendments	6	\$2,000
Boundary line adjustments	1	\$2,000
Access or utility easements	4	\$5,000
Conversion or diversions (1704)	12	\$60,000
Total	23	\$69,000

(Values from QuickBooks)

Appendix 2: Some of the infrastructure projects reviewed in 2016

Project Type	Sponsor	Project Description	County
Elec	Dominion	Rappahannock River Transmission Line Rebuild	Lancaster and Middlesex
Elec	Dominion	Four Rivers – Fredericksburg 115kV project	Caroline, Hanover, Spotsylvania, City of Fredericksburg
Elec	Dominion	Line 224 115kV Double Circuit Rebuild - Norris Bridge Alternative	Essex, King and Queen, King William, New Kent, Richmond
Elec	Dominion	Line 65 230kV Double Circuit Rebuild - Norris Bridge Alternative	Essex, King and Queen, King William, New Kent, Richmond
Elec	AEP	South Abingdon 138kV extension (proposed route)	Washington
Elec	Potomac Edison	Souble toll Gate-Riverton 138kv Rebuild	Clarke, Warren
Elec	Dominion	Fudge Hollow transmission line rebuild project	Alleghany
Elec	Dominion	Carson-Rogers 16-188S	Greensville, Sussex, Dinwiddie
Gas	Dominion	Atlantic Coast Pipeline - GWNF-6 Alt Route	Bath, Highland, Augusta
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Augusta County Service Authority Alt	Augusta
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Beaver Pond Creek Alt	Dinwiddie
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Great Dismal Swamp Alt	City of Suffolk
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Franklin Route Alt	City of Suffolk
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Highway 29 Alt	Nelson
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Horizons Village Alt	Nelson
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Singleton Alt	Bath
Gas	Dominion	Atlantic Coast Pipeline (proposed) - Warminster/Swift Island Alt	Buckingham, Nelson
Road	VDOT	UPC 107075; Project Number U000-155-R99, C501, P101, R201; Dean Drive Extension	City of Manassas
Road	VDOT	0621-020-R46, C501, P101, R201 (UPC 107083)	Chesterfield
Road	VDOT	0641-042-R58, C501, P101, R201 (UPC 107178)	Hanover
Road	VDOT	U000-118-R34, C501	City of Lynchburg
Road	VDOT	I-395 Express Lanes; VDOT Project Number: 0395-969-205; UPC: 108313	City of Alexandria, Arlington, Fairfax
Road	VDOT	U000-140-274, C501, P101, R201 UPC 107752	Washington
Road	VDOT	00000-030-14221462 Central Fauquier Sports Complex	Fauquier
Road	VDOT	Rte 5 (Main St) bridge over NRSW	City of Richmond
Road	VDOT	Rte 15 Interchange at Edwards Ferry Rd and Fort Evans Rd	Loudoun
Road	VDOT	Westridge Lane Extension	Appomattox
Road	Prince William	Vint Hill Rd Extension, UPC# 104554	Prince William
Road	VDOT	NORTHSTAR BLVD EXTENSION ROUTE 50 TO TALL CEDARS PKWY	Loudoun
Road	VDOT	UPC 103013 - U000-138-R04, M501, P101, R201 - Rte 11 (Valley Drive)	City of Winchester
Road	VDOT	Project: 0043-009-730-201, UPC 94722, Parcel 001 Lynchburg	Bedford County
Road	VDOT	0603-007-6542 Superstructure Replacement (CEDAR #00603-007-21596583)	Augusta
Road	VDOT	Proposed Replacement of Rt 189 Bridge VDOT Project Number 0189-087-601	Southampton, Suffolk
Road	Loudoun	Route 772 Transit Connector Bridge	Loudoun
Road	VDOT	UPC 107136 (Ridge Road Reconstruction)	Mecklenburg
Road	VDOT	I-66 Existing Rest Area 00066-030-21919074	Fauquier
Road	VDOT	9999-025-R95 UPC 107248 EQ429	Dickenson
Water	C4GT	Surface water withdrawal for natural gas power plant	Charles City
Total		(Values from the VOF Environmental Review Information Tracking sheet)	38

Appendix 3
2016 Easement Monitoring

Easement Monitoring Report	
Timeframe:	January 2016 - September 2016
SFRs* Completed:	559
Total easement properties:	3,752
Percent of portfolio monitored:	15%
Reports that triggered easement compliance determination (ECD)** review:	11

*Monitoring numbers from VOF Easement Management Application (EMA) report #15.

**ECD numbers from the Stewardship Management and Report Tracking System (SMARTS).