

AGENDA
FLUVANNA COUNTY BOARD OF SUPERVISORS
Regular Meeting
Circuit Courtroom
Fluvanna Courts Building
May 18th 2011
7:00 p.m.

1-CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2-REPORTS

Jay Scudder, County Administrator

3-PUBLIC COMMENTS #1 (5 minutes each)

4-CONSENT AGENDA

TAB H Minutes of May 4th, 2011 – Mary Weaver, Clerk to the Board of Supervisors
TAB I RRBC - Request Letter of Support from Fluvanna County for new NFWF Grant Proposal – Leslie Middleton, Executive Director Rivanna River Basin Commission
TAB J Kents Store Firehouse ARC Easement – John Robins, Public Works Director
TAB K Accept VA DCJS formula Byrne Justice Assistance Grant – Pat Groot, Grants Administrator
TAB L Accept VDEM State Homeland Security Program Pet Shelter grant – Pat Groot, Grants Administrator
TAB M VDOT Six-Year Primary Transportation Improvement Program (TIP) Project Listing – Jay Scudder, County Administrator

5-ACCOUNTS PAYABLE

None

6-PUBLIC HEARING

None

7-PRESENTATIONS (normally not to exceed 10-minute limitation)

TAB Mc Richmond, VA Medical Center's Rural Health Initiative Program, Gary R. Pond, RN, MBA
Rural Health Initiative Lead Health Education Specialist
TAB N Fluvanna County Alcohol Policy – Dwight Godwin, Parks and Recreation Director

8-ACTION MATTERS

TAB O Initiation of a Zoning Map Amendment – Darren Coffey, Director of Planning
TAB P Columbia Task Force Formation – Pat Groot, Grants Administrator
TAB Q Accept VDEM State Homeland Security Program Grant – Pat Groot, Grants Administrator
TAB R Fork Union Firehouse Design Development Stage Approval – John Robins, Public Works Director
TAB S Boards, Commissions and Committees – Mary L. Weaver, Clerk to the Board of Supervisors
Economic Development Commission
TAB T Redistricting – Darren Coffey, Director of Planning

9-OLD BUSINESS

TAB U SUP 11:02 – Otis and Pam Collier [A request for a special use permit to operate a small home industry with respect to 1.76 acres of Tax Map 12, Section 4, Parcel B1. The applicant is proposing to operate a small business to include automobile refurbishment, small engine repair, and furniture repair. The property is currently zoned A-1 and is located on Hollands Road (Route 630), approximately 0.65 miles east of Bybees Church Road (Route 613). The property is located in the Columbia Election District and is within the Rural Residential Planning Area.] – Darren Coffey, Director of Planning

10-NEW BUSINESS

11-PUBLIC COMMENT #2 (5 minutes each)

*For the Hearing-Impaired – there is a listening device available upon request.. TTY access number is 711 to make arrangements.
For persons with Disabilities – if you have special needs, please call the County Administrator's Office at 591-1910 and relay your request.*

12-CLOSED MEETING

13-ADJOURN

Pledge of Allegiance

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

**FLUVANNA COUNTY BOARD OF SUPERVISORS
PUBLIC HEARING RULES OF PROCEDURE**

1) PURPOSE

The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action. A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.

2) SPEAKERS

- Speakers should approach the lectern so they may be visible and audible to the Board.
- Each speaker should clearly state his/her name and address.
- All comments should be directed to the Board.
- All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion. Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
- Speakers with questions are encouraged to call County staff prior to the public hearing.
- Speakers should be brief and avoid repetition of previously presented comments.

3) ACTION

At the conclusion of the public hearing on each item, the Chairman will close the public hearing. The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items. Further public comment after the public hearing has been closed generally will not be permitted.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

MOTION: I move the regular meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, May 4th, 2011 be adopted.

AGENDA BOARD OF SUPERVISORS DATE: MAY 18th, 2011

SUBJECT: Adoption of the Fluvanna County Board of Supervisors regular meeting minutes.

RECOMMENDATION: Approval

TIMING: Routine

FISCAL IMPLICATIONS: None

POLICY IMPLICATIONS: None

DISCUSSION: None

LEGISLATIVE HISTORY: None

Staff: Mary L. Weaver, Clerk to the Board of Supervisors

Copy:

County Administrator's Use Only

Comments:

Jay Scudder, County Administrator

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom
Fluvanna Courts Building
May 4th, 2011
2:00 p.m.**

MEMBERS PRESENT: John Y. Gooch, Chairman
Shaun V. Kenney, Vice-Chairman
Joe Chesser
Donald W. Weaver
Mozell H. Booker
Chris S. Fairchild

ALSO PRESENT: Jay Scudder, County Administrator
Fred Payne, County Attorney
Renee Hoover, Finance Director
Darren K. Coffey, Planning Director
Matt Weaver, Planner
Mary L. Weaver, Clerk, Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Gooch called the meeting of May 4th, 2011, to order at 2:00 p.m., in the Circuit Courtroom of the New Courts Building in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairman Gooch called for a moment of silence.

REPORTS

Mr. Jay Scudder, County Administrator, reported on the following topics:

- *Fluvanna County Alcohol Policy* – Recreational Advisory Board is putting together a policy to have alcohol at Fluvanna County events. Information will be presented to the Board at the May 18th meeting.
- *Route 6 Bridge over Rivanna River* – VDOT closed bridge to anything over 18 tons, which impacts our response times for our Emergency Vehicles.
- *Commencement Services*– Fluvanna County High School’s service is on May 21, 2011, at 10:00a.m., Piedmont Virginia Community College’s service is on May 13, 2011, at 6:00p.m..
- *Dominion Power* – applied to raise their rates.
- *Economic Development* – explored resources and prospects.

Chairman Gooch shared with the Board and the public a thank you note from the Fluvanna Garden Club.

PUBLIC COMMENTS #1

Chairman Gooch opened the floor for the first round of public comments.

With no one wishing to speak, Chairman Gooch closed the first round of public comments.

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

Mr. Weaver moved to approve the consent agenda, which consisted of:

- Minutes of April 6th, 2011.
- Minutes of April 20th, 2011.

Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None.

ACCOUNTS PAYABLE

Renee Hoover, Finance Director, addressed the Board regarding the accounts payable.

After some discussion the following motion was made:

MOTION:

Mr. Weaver moved that the Accounts Payable from March 28th, 2011, through April 26th, 2011, and payroll for the month of March, 2011, in the amount of \$1,725,055.19, be ratified. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Gooch, Weaver, Booker, Kenney, Fairchild and Chesser. NAYS: None. ABSENT: None.

| | | |
|----------------|------------------------------|-------------------|
| Fund 100 | General Fund | \$ 417,908.74 |
| Fund 120 | Recreation | 2,907.04 |
| Fund 302 | Capital | 757,521.58 |
| Fund 502 | Utility (Sewer) | 16,209.78 |
| Fund 505 | Fork Union Sanitary District | 8,527.50 |
| <u>Payroll</u> | | <u>521,980.55</u> |
| Total | | \$ 1,725,055.19 |

PUBLIC HEARING

None

PRESENTATIONS:

RCC Radio Study Presentation – Mr. Jeff Pegram, Associate Director for RCC Consultants, presented the Board with a Power Point comparison of Public Safety Radio Communication Options.

Redistricting Presentation – Mr. Darren K. Coffey, Director of Planning, presented the Board with several scenario options for redistricting Fluvanna County. After extensive discussion, the Board took a poll, and came to the consensus they would like to look more closely at the 5 and 7 district scenarios. The board requested the staff to work up the 5 and 7 district scenarios and bring them back to the May 18, 2011, meeting.

ACTION MATTERS

Proclamation/Ruritan Week, May 15-21, 2011

MOTION:

Mr. Kenney moved to approve the resolution proclaiming the week of May 15 – 21, 2011, as Ruritan week. Mr. Chesser seconded. The motion carried, with a vote of 6-0. AYES: Gooch, Weaver, Chesser, Booker Fairchild and Kenney. NAYS: None. ABSENT: None.

OLD BUSINESS

ZTA 11:01/Sidewalks & Setbacks – A request to amend portions of the Fluvanna County Subdivision Ordinance to require sidewalks in commercial and industrial areas but allow for a sidewalk variation (Sec. 19-8-8 Sidewalks; Sec. 19-8-8.1 Sidewalk Variation). Amending this ordinance will help improve the connectivity within commercial properties and ensure pedestrian access to and from adjacent residential areas, schools, commercial areas or open spaces. Updating the

sidewalk requirements will further bring the subdivision ordinance into conformity with the goals of the comprehensive plan for increasing alternative transportation opportunities in Fluvanna County. Mr. Darren Coffey, Director of Planning, addressed the Board regarding this item. The Board discussed the need for sidewalks in the industrial area.

EXTEND MEETING

MOTION:

Mr. Weaver moved to extend the Board of Supervisors meeting to 6:30p.m.. Mr. Kenney seconded. The motion carried with a vote of 6-0. AYES: Chesser, Gooch, Kenney, Booker, Fairchild and Weaver. NAYS: None. ABSENT: None

Extensive discussion continued and the following motion was made:

MOTION:

Ms. Chesser moved to approve the attached ordinance to amend portions of the Fluvanna County Subdivision Ordinance to require sidewalks in commercial and industrial areas but allow for a sidewalk variation (Sec. 19-8-8 Sidewalks; Sec. 19-8-8.1 Sidewalk Variation). Ms. Booker seconded. The motion failed with a vote of 3-3. AYES: Chesser, Booker, and Fairchild. NAYS: Gooch, Kenney, and Weaver. ABSENT: None.

Discussion continued.

MOTION:

Mr. Chesser moved to reconsider the motion made earlier. Mr. Fairchild seconded. The motion carried with a vote of 5-1. AYES: Weaver, Chesser, Gooch, Booker and Fairchild. NAYS: Kenney. ABSENT: None.

MOTION:

Mr. Chesser moved to approve the attached ordinance to amend portions of the Fluvanna County Subdivision Ordinance to require sidewalks in commercial and industrial areas but allow for a sidewalk variation (Sec. 19-8-8 Sidewalks; Sec. 19-8-8.1 Sidewalk Variation). Mr. Fairchild seconded. The motion carried with a vote of 4-2. AYES: Chesser, Booker, Weaver and Fairchild. NAYS: Gooch and Kenney. ABSENT: None.

Additionally, Chesser moved to approve the attached ordinance to amend portions of the Fluvanna County Zoning Ordinance to require sidewalks in commercial and industrial areas but allow for a sidewalk variation, and to allow for a setback variation for commercial areas (Sec. 22-9-5 Setback regulations; 22-9-10 Sidewalks; Sec. 22-10-7 Setback regulations; Sec. 22-10-13 Sidewalks; Sec. 22-11-11 Sidewalks; Sec. 22-12-11 Sidewalks; Sec. 22-23-6 Site plan content; Sec. 22-23-7 Additional Improvements and Standards for Major Site Plans). Ms. Booker seconded. The motion carried with a vote of 4-2. AYES: Chesser, Booker, Weaver and Fairchild. NAYS: Gooch and Kenney. ABSENT: None.

NEW BUSINESS

Board of Supervisors Retreat – Ms. Booker suggested the Board consider a date for a retreat to discuss various items (Water, Communications, Economic Development, Budget etc...). Board directed staff to plan a retreat with an agenda for the Board, preferably a weekend.

Aqua Virginia Proposal – Mr. Kenney and Mr. Chesser were appointed by the Board to discuss with Aqua Virginia their proposal.

EXTEND MEETING

MOTION:

Mr. Chesser moved to extend the Board of Supervisors meeting to 7:00p.m.. Mr. Fairchild seconded. The motion carried with a vote of 6-0. AYES: Chesser, Gooch, Kenney, Booker, Fairchild and Weaver. NAYS: None. ABSENT: None

Down Zoning – Mr. Kenney brought to the boards attention property in the Columbia District that appears to be zoned I-1 in error. Mr. Coffey reviewed in detail and suggested requesting staff to initiate a Zoning Map Amendment at the May 18, 2011, meeting.

Social Services Contract – County Attorney is reviewing contract, which should be ready soon.

Columbia Task Force Committee – Mr. Kenney inquired about the formation of the Columbia Task Force Committee.

PUBLIC COMMENTS #2

Chairman Gooch opened the floor for the second round of public comments.

With no one wishing to speak, Chairman Gooch closed the second segment of public comments.

ADJOURN

MOTION:

At 6:34 p.m., Mr. Kenney moved to adjourn the meeting of Wednesday, April 20th, 2011. Mr. Chesser seconded. The motion carried, with a vote of 6-0. AYES: Chesser, Gooch, Kenney, Booker, Weaver and Fairchild. NAYS: None. ABSENT: None

John Y. Gooch, Chairman

Ruritan Week Proclamation Resolution Ruritan Week May 15 – 21, 2011

WHEREAS, the Fluvanna Ruritan Club has served the Fluvanna County community since its founding in 1938; and

WHEREAS, the Three Chopt Ruritan Club has served the Fluvanna County community since its founding in 1958; and

WHEREAS, Ruritan national had its beginning on May 21, 1928, by community leaders in Holland, Virginia; and

WHEREAS, during the past 83 years, Ruritan has grown to an organization of more than 33,000 members and more than 1,200 clubs across the nation, and

WHEREAS, Ruritan under its motto Fellowship, Goodwill and Community Service has made substantial contributions to the well-being of the citizens of this community and the nation;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Fluvanna County does hereby proclaim the week of May 15 through May 21, 2011 as Ruritan Week.

Dated this 4th day of May, 2011

John Y. Gooch
Chairman, Board of Supervisors

**AN ORDINANCE TO AMEND AND REENACT PORTIONS OF CHAPTER 19
OF THE FLUVANNA COUNTY CODE WITH RESPECT TO REQUIRE SIDEWALKS
AND ALLOW FOR VARIATION IN COMMERCIAL AND INDUSTRIAL AREAS
INCLUDING SECTIONS 19-8-8 & 19-8-8.1.**

BE IT ORDAINED BY THE FLUVANNA COUNTY BOARD OF SUPERVISORS,
pursuant to Virginia Code Sections 15.2-2285, that the Fluvanna County Code be, and it is
hereby, amended as follows:

Sec. 19-8-8. Sidewalks

For all major subdivisions within all zoning districts, sidewalks shall be provided along both sides of all proposed public roads and private roads with a sidewalk compliant with current VDOT standards.

Sidewalks shall also provide connections to active or passive open space, schools, or to adjacent commercial and residential developments.

Sec. 19-8-8.1. Sidewalk Variation

A variation to the sidewalk regulations may be granted by the Planning Commission for projects where:

- a) The Virginia Department of Transportation prohibits the construction of sidewalks;
- b) The physical conditions on the lot or adjoining lots, including but not limited to, existing structure and parking areas, existing utility easements, environmental features, or the size and shape of the lot, make it impossible or unfeasible to provide the required sidewalks;
- c) The application of the before mentioned requirements would not further the goals of the Comprehensive Plan or otherwise serve the greater public's health, safety, and welfare.

The applicant shall file a written request with the Department of Planning and Community Development stating why application of a sidewalk variation is necessary and how the before mentioned circumstances may apply to the property.

The Planning Commission shall act on the variation request in conjunction with the county's action on the site plan, subdivision plat or special use permit or, if no such action is required, within sixty (60) days of the date the application was submitted and determined to be complete. The Planning Commission may grant the variation if it determines that one or more applicable circumstances exist. In granting a variation, the Planning Commission may impose conditions deemed necessary to protect the public health, safety, or welfare.

The denial of a variation, or the approval of a variation with conditions objectionable to the applicant, may be appealed to the Board of Supervisors. In considering a variation on appeal, the Board of Supervisors may grant or deny the variation based upon its determination of whether one or more applicable circumstances exist, amend any condition imposed by the Planning Commission, or impose any conditions deemed necessary to protect the public health, safety, or welfare.

AN ORDINANCE TO AMEND AND REENACT PORTIONS OF CHAPTER 22 OF THE FLUVANNA COUNTY CODE WITH RESPECT TO REQUIRE SIDEWALKS AND ALLOW FOR VARIATION IN COMMERCIAL AND INDUSTRIAL AREAS AND TO ALLOW FOR SETBACK VARIATION IN COMMERCIAL AREAS INCLUDING SECTIONS 22-9-5, 22-9-10, 22-10-7 , 22-10-13, 22-11-11, 22-12-11, 22-23-6, 22-23-7.

BE IT ORDAINED BY THE FLUVANNA COUNTY BOARD OF SUPERVISORS, pursuant to Virginia Code Sections 15.2-2285, that the Fluvanna County Code be, and it is hereby, amended as follows:

Article 9. Business, General, District B-1

Sec. 22-9-5. Setback regulations.

- (a) Buildings shall be located not less than fifty (50) feet from any public right-of-way. This shall be known as the "setback line." All parking lots shall be located not less than twenty-five (25) feet from any public right-of-way.
- (b) A variation to the setback regulations may be granted by the Planning Commission for projects in a designated growth area that meet new urban/neo-traditional planning principles, and further the objectives and goals set forth in the comprehensive plan. Appeals must be received in writing within 30 days of the variation decision, and will then be forwarded to the Board of Supervisors for a final determination.

Sec. 22-9-10. Sidewalks.

Sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private.

Article 10. Business, Convenience, District B-C

Sec. 22-10-7. Setback regulations.

- (a) Buildings shall be located not less than fifty (50) feet from any public right-of-way. This shall be known as the "setback line." All parking lots shall be located not less than twenty-five (25) feet from any public right-of-way.
- (b) A variation to the setback regulations may be granted by the Planning Commission for projects in a designated growth area that meet new urban/neo-traditional planning principles, and further the objectives and goals set forth in the comprehensive plan. Appeals must be received in writing within 30 days of the variation decision, and will then be forwarded to the Board of Supervisors for a final determination.

Sec. 22-10-13. Sidewalks.

Sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private.

Article 11. Industrial, Limited, District I-1

Sec. 22-11-11. Sidewalks.

Sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private.

Exceptions approved by the Planning Commission for locating sidewalks along road frontage may be acceptable with the placement of a trail network or greenway on the property providing sufficient pedestrian circulation.

Article 12. Industrial, General, District I-2

Sec. 22-12-11. Sidewalks.

Sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private.

Exceptions approved by the Planning Commission for locating sidewalks along road frontage may be acceptable with the placement of a trail network or greenway on the property providing sufficient pedestrian circulation.

Article 23. Site Development Plans

Sec. 22-23-6. Site plan content.

Z. To the greatest extent possible, parking areas shall not be located between the adjacent public right-of-way and the principal structure on the site unless topographic features or vegetation provide effective screening.

1. In the B-1 and B-C zoning districts, a variation to the setback regulations may be granted by the Planning Commission for projects in a community planning area that meet new urban/neo-traditional planning principles, and further the objectives and goals set forth in the comprehensive plan.

Primary considerations for such requests include:

- location of proposed development
- size, scale, character, orientation of proposed development
- adequacy of ROW for future transportation system (evaluate with input from VDOT)
- appropriateness of the proposed setback with surrounding development (proposed and/or existing)
- compatibility with the goals and objectives of the comprehensive plan (applicant should enumerate as many as possible)
- compatibility with new urban/neo-traditional principles (applicant should enumerate as many as possible)

- BB. In the B-1, B-C, I-1, and I-2 zoning districts, sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private.

A variation to the sidewalk regulations may be granted by the Planning Commission for projects where:

- a) The Virginia Department of Transportation prohibits the construction of sidewalks;
- b) The physical conditions on the lot or adjoining lots, including but not limited to, existing structure and parking areas, existing utility easements, environmental features, or the size and shape of the lot, make it impossible or unfeasible to provide the required sidewalks;
- c) The application of the before mentioned requirements would not further the goals of the Comprehensive Plan or otherwise serve the greater public's health, safety, and welfare.

The applicant shall file a written request with the Department of Planning and Community Development stating why application of a sidewalk variation is necessary and how the before mentioned circumstances may apply to the property.

The Planning Commission shall act on the variation request in conjunction with the county's action on the site plan, subdivision plat or special use permit or, if no such action is required, within sixty (60) days of the date the application was submitted and determined to be complete. The Planning Commission may grant the variation if he determines that one or more applicable circumstances exist. In granting a variation, the Planning Commission may impose conditions deemed necessary to protect the public health, safety, or welfare.

The denial of a variation, or the approval of a variation with conditions objectionable to the applicant, may be appealed to the Board of Supervisors. In considering a variation on appeal, the Board of Supervisors may grant or deny the variation based upon its determination of whether one or more applicable circumstances exist, amend any condition imposed by the Planning Commission, or impose any conditions deemed necessary to protect the public health, safety, or welfare.

Sec. 22-23-7. Additional Improvements and Standards for Major Site Plans.

- D. Safe and convenient pedestrian and bicycle access to, from, and within the site shall be provided.
1. In the B-1, B-C, I-1, and I-2 zoning districts, sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private. A variation to the sidewalk regulation may be granted per Section 22-23-6(BB).

MOTION: I move the Board send a letter of support for Rivanna River Basin Commission Grant to the National Fish and Wildlife Foundation for Rivanna Watershed Planning.

For County Administrator's Use Only

Comments:

Jay Scudder, County Administrator



Rivanna River Basin Commission

A CONFLUENCE OF INTERESTS

706G FOREST STREET
CHARLOTTESVILLE, VA 22903
WWW.RIVANNARIVERBASIN.ORG
(434) 971-7722

May 3, 2011

MEMORANDUM

From: Leslie Middleton, Rivanna River Basin Commission

To: Jay Scudder, Fluvanna County Administrator
John Gooch, Fluvanna County Supervisor
Joe Chesser, Fluvanna County Supervisor

Re: Requesting Letter of Support for RRBC Grant to NFWF for Rivanna Watershed Planning

1. The Rivanna River Basin Commission seeks a Letter of Support for a grant proposal to the National Fish and Wildlife Foundation for a project to develop a Rivanna Watershed Action Plan.
2. The Rivanna Watershed Action Plan will provide, through a technical review of existing conditions and a facilitated development of desired future conditions, specific recommendations for Fluvanna and the other Rivanna watershed localities to protect and preserve the natural resources of the Rivanna watershed
3. This Action Plan will complement and support the requirements of the Chesapeake Bay TMDL, but will go beyond nutrient and sediment reduction goals to seek solutions for meeting the County's comprehensive plan goals with respect to watershed protection.
4. RRBC staff will implement the project, with input from the Commissioners and the RRBC Technical Advisory Committee, which includes two staff persons from Fluvanna County (Mr. Darren Coffey and Mr. Roger Black). RRBC is not seeking cash match from Fluvanna County, but rather the continued commitment of Fluvanna County staff time on the RRBC Technical Advisory Committee. Thus, project match being sought is "in-kind" (staff time).
5. RRBC will be submitting the grant proposal on June 2, 2011, and is pleased to work with Fluvanna County staff in drafting the support letter being requested.
6. I hope that the Fluvanna County Board of Supervisors will be able to consider this request at the upcoming meeting on May 12, 2011.

Albemarle County
Lindsay G. Dorrier, Jr.
Ann Mallek, Vice Chair
Liz Palmer

City of Charlottesville
David Brown, Chair
Holly Edwards
Keith Lancaster

Fluvanna County
Joe Chesser
John Gooch, Treasurer
Marvin Moss

Greene County
Jim Frydl
Carl Schmitt
Roberta Savage

Culpeper SWCD
Bob Runkle

Thomas Jefferson SWCD
Rich Collins

Fluvanna County Letterhead
DRAFT (Sample)

Ms. Amanda Bassow
Director, Chesapeake Programs
National Fish and Wildlife Foundation
1133 15th Street NW, Suite 1100
Washington, D.C. 20005

Re: *Healthy Watersheds: Action Plan for the Rivanna*
Rivanna River Basin Commission, Small Watershed Grant Proposal

Dear Ms. Bassow,

Fluvanna County is pleased to affirm our support for the grant proposal, *Healthy Watersheds: Action Plan for the Rivanna*, submitted by the Rivanna River Basin Commission for the Small Watershed Grants program. Since the inception of the River Basin Commission (RRBC) in 2007, Fluvanna County has participated as a member locality of the Commission, and several members of your staff are also designated as members of the RRBC's Technical Advisory Committee (TAC).

The Commission's proposal, "*Healthy Watersheds: Action Plan for the Rivanna*," will support Fluvanna County in a number of ways. The Rivanna Watershed Action Plan will provide, through a technical review of existing conditions and a facilitated development of desired future conditions, specific recommendations for Fluvanna County to protect and preserve the abundant natural resources of the Rivanna watershed.

The Action Plan for the Rivanna will complement and support the requirements of the Chesapeake Bay TMDL, especially the Phase II WIP, but will go beyond nutrient and sediment reduction goals to identify specific strategies for meeting the County's comprehensive plan goals with respect to watershed protection.

The proposal provides funding for RRBC staff, which will provide welcome support for our hard-working Fluvanna County staff through the watershed action planning process. In turn, Fluvanna County commits to continue to participate on both the Rivanna River Basin Commission and its TAC. Commissioner and TAC member participation at these meetings will provide the bulk of our in-kind match for this proposal.

We look forward to continuing our work the Rivanna River Basin Commission and are hopeful for a successful application for funding.

Sincerely,
Signature

Kindly mail the letter to RRBC (706 Forest Street, Suite G, Charlottesville, VA 22903] by **Friday, May 27, 2011**. You do not need to send the letter to NFWF. RRBC will retain the original at our office. [All proposal documents are submitted by RRBC online to NFWF.]

MOTION: I move the following resolution: RESOLVED, the enclosed Deed of Easement with the Kents Store Agricultural Recreational Center Club for the sanitary sewer and drainage easements for the Kents Store Firehouse, including the terms of such easements, is hereby approved and accepted and the Chairman of the Board of Supervisors is authorized to sign the Deed of Easement.

AGENDA BOARD OF SUPERVISORS May 18, 2011

SUBJECT: Easement for the sanitary sewer and drainage for Kents Store Firehouse.

ISSUE: The Board of Supervisors will need to approve the deed of easement with the Kents Store Agricultural and Recreational Center Club in order to finalize the documents and record them for future reference.

RECOMMENDATION: Approve the deed of easement for the sewer and drainage.

TIMING: Routine.

FISCAL IMPLICATIONS: The cost for filing of the deed of easement will be approximately \$56.00. The funds are already budgeted in the Kents Store Firehouse project. No more new money will be needed.

POLICY IMPLICATIONS: None.

DISCUSSION: This action is being requested pursuant to the following statute:

§ 15.2-1803. Approval and acceptance of conveyances of real estate

Every deed purporting to convey real estate to a locality shall be in a form approved by the attorney for the locality, or if there is no such attorney, then a qualified attorney-at-law selected by the governing body.

No such deed shall be valid unless accepted by the locality, which acceptance shall appear on the face thereof or on a separately recorded instrument and shall be executed by a person authorized to act on behalf of the locality. The provisions of this section shall not apply to any conveyance of real estate to any locality under the provisions of Article 6 (§ 15.2-2240 et seq.) of Chapter 22 or prior to December 1, 1997.

Staff: John Robins, Director of Public Works

Attachments: Deed of Easement

For County Administrator's Use Only

Comments:

Jay Scudder, County Administrator

Prepared by and return to:
Donna R. DeLoria, Esquire
Payne & Hodous, L.L.P.
414 East Jefferson Street
Charlottesville, VA 22902

Tax Map: 22 (A) 60, 22 (A) 61
Title Insurance Underwriter for this
Instrument: None

DEED OF EASEMENT

THIS DEED OF EASEMENT, made this 28th day of March, 2011, by and between **BERNARD GRUBBS, PATRICIA P. KUNARD and HENRY B. GOODWIN, JR., TRUSTEES OF THE KENTS STORE AGRICULTURAL AND RECREATION CENTER CLUB**, also known as the **KENTS STORE AGRICULTURAL RECREATIONAL CENTER**, of the first part (hereinafter "Grantors"); and **THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, of the second part (hereinafter "Grantee"), whose address is: P. O. Box 540, Palmyra, Virginia 22963;

WITNESSETH:

WHEREAS, by deed dated September 18, 2002, recorded in the office of the clerk of the circuit court of Fluvanna County in Deed Book 497, page 930, Bernard Grubbs, Andrew Sheridan and Thomas Payne, Trustees of the Kents Store Agricultural and Recreation Center Club, also known as the Kents Store Agricultural Recreational Center, conveyed unto the Grantee a certain parcel containing 0.683 acres, more or less, which parcel is shown as Parcel X on a plat of Rivanna Engineering & Surveying, Inc., dated February 13, 2001 and attached to the said deed; and which parcel was to be joined to and become a portion of the abutting property of the Grantee, which abutting parcel is shown on the said plat as "TM 22 (A) 62" and which is more particularly described in a deed recorded in Deed Book 72, page 296, both such parcels being collectively described hereinafter as "the Fire Company facility property"; and

WHEREAS the Grantee intends to construct on its said property a certain building to be used by the Kents Store Volunteer Fire Company of the Fluvanna Fire Department for the provision of

emergency services to the public; and

WHEREAS the Grantors and the Grantee have caused to be constructed upon the remaining property of the Grantors a certain sewage treatment plant which is intended to serve the remaining property of the Grantors shown on the said plat as "TM 22 (A) 60" and "TM 22 (A) 61" ("the Property") as well as the said Fire Company facility property; and

WHEREAS, in order to permit the lawful use of the property of the Grantee and thereby to perfect the conveyance hereinabove described, the Grantors wish to convey to the Grantee certain non-exclusive easements to serve the Fire Company facility property, and no other property or facility except as otherwise expressly provided for herein, for construction, installation, maintenance and operation of the said sewage treatment plant, sanitary sewer lines, underground electric power lines to supply power for the said treatment plant, surface water drainage facilities and appurtenances thereto; which easements are shown on a certain plat entitled "Plat Showing Sewer & Drainage Easements on Tax Map 22 Parcels (A) 60, 61 & 62, The Fluvanna County & ARC Club Trustee Properties, Columbia District, Fluvanna County, Virginia" by Stanley Land Surveys, PLC, dated April 17, 2010 (the "Plat"), a copy of which is attached hereto and recorded herewith as **Exhibit A**; and

WHEREAS by order of the Circuit Court of Fluvanna County, Virginia entered on March 25, 2011, a copy of which is attached hereto and recorded herewith as **Exhibit B**, the Grantors were appointed Trustees of the Kents Store Agricultural and Recreation Center Club, also known as the Kents Store Agricultural Recreational Center, and authorized to convey by Special Warranty deed said easements as more particularly set forth hereinafter;

NOW THEREFORE, for and in consideration of One Dollar (\$1.00) and other good and valuable consideration more particularly hereinafter set forth, the receipt and sufficiency of which are

hereby acknowledged, the Grantors do hereby GRANT, BARGAIN, SELL and CONVEY with SPECIAL WARRANTY OF TITLE unto the Grantee, its successors and assigns, for the benefit of the Fire Company facility property a perpetual easement and right-of-way on, over and under the Property (i) for the construction and installation of a sanitary sewage treatment plant consisting of pipes and appurtenances thereto and for the construction and installation of underground electric power lines consisting of lines, conduit and appurtenances thereto to serve the same, including the right to discharge treated wastewater therefrom; (ii) together with a perpetual easement and right-of-way on, over and under the Property for the construction and installation of sanitary sewer lines consisting of pipes and appurtenances thereto; and (iii) together with a perpetual easement and right-of-way on, over and under the Property for offsite surface water drainage facilities consisting of pipes, grading and appurtenances thereto, including the right to discharge surface water therefrom.

Reference is hereby made to the Plat attached hereto as **Exhibit A** for the location and dimensions of said easements and rights-of-way as they cross the Property. The location of the easements described in (i) and (ii) above is the area depicted as “Sewer Easement” and “20’ Sewer Easement” on the Plat. The location of the easement described in (iii) above is the area depicted as “Drainage Easement” on the Plat.

Grantors, for themselves and their successors and assigns, agree that new trees, shrubs, fences, buildings, overhangs or other improvements or construction shall not be placed within the easements conveyed hereby. As part of these easements, Grantee shall have the right to enter upon the Property within the easements for the purpose of constructing, installing, operating, maintaining, repairing, replacing, connecting to and altering the sewage treatment plant, sanitary sewer lines, electric power lines, surface water drainage facilities and appurtenances within such easements, and the right to ingress and egress thereto as is reasonably necessary for such purposes. Wherever it is

necessary to excavate earth within an easement, the Grantee agrees to backfill such excavation in a proper and workmanlike manner so as to restore surface conditions as nearly as practicable to the same conditions as prior to the excavation, including the restoration of such paved surfaces as may be damaged or disturbed as part of such excavation.

The easements provided for herein shall include the right of the Grantee, after reasonable prior notice to Grantors, to trim, cut and remove any new trees, brush, shrubbery, fences, structures or other obstructions within the easements and rights-of-way being conveyed, and to take other similar action reasonably necessary to provide efficient, safe and proper use of the easements and the facilities constructed therein for the purposes expressed herein. The Grantee shall have no responsibility to the Grantors, their successors or assigns, to replace or reimburse the cost of said trees, brush, shrubbery, fences, structures or obstructions within the easements if cut, removed or otherwise damaged pursuant to the terms hereof.

The facilities constructed within the easements serving the aforesaid sewer treatment plant and surface water drainage facilities shall be and remain the property of the Grantee, which shall have the right to inspect, rebuild, remove, repair, improve and make such changes, alterations and connections of its facilities within the boundaries of the easements as are consistent with the purposes expressed herein and for no other purposes.

In further consideration of the conveyances set forth above, the Grantee hereby COVENANTS AND AGREES, for so long as the Fire Company facility property is used for public purposes and the existing sewage disposal system continues to serve the same, that the Grantors shall have, at no cost to them, the non-exclusive access to, and use of, the said sewage treatment plant; that the Grantee will maintain the said sewage treatment plant so as to provide lawful sewage disposal service to the Property for the benefit of the Grantors' current and similar uses of the

Property in common with Grantee's use of the Fire Company facility property; and that, in connection therewith, the Grantee will supply electric power service to operate the same, including electric power generated on site during outages of conventional electric power service.

The signature of John Y. Gooch, Chairman, is affixed hereto on behalf of the Board of Supervisors of Fluvanna County, Virginia, pursuant to a resolution duly adopted by the Board, to evidence the acceptance of this deed and agreement to the terms hereof by the Board, in accordance with Virginia Code Section 15.2-1803 (1950), as amended.

Witness the following duly authorized signatures and seals.

[SIGNATURE PAGES FOLLOW.]

KENTS STORE AGRICULTURAL AND RECREATION
CENTER CLUB also known as KENTS STORE
AGRICULTURAL RECREATIONAL CENTER

By Bernard W. Grubbs (SEAL)
Bernard Grubbs, Trustee

By Patricia P. Kuna (SEAL)
Patricia P. Kuna, Trustee

By Henry B. Goodwin, Jr. (SEAL)
Henry B. Goodwin, Jr., Trustee

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FLOYD

The foregoing instrument was acknowledged before me this 19th day of April,
2011, by Bernard Grubbs, Trustee on behalf of the Kents Store Agricultural and Recreation Center
Club, also known as the Kents Store Agricultural Recreational Center.

LeAnn Phillips
Notary Public

My commission expires: 4/30/2015
Notary registration number:



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FLORISSANT

The foregoing instrument was acknowledged before me this 20th day of April,
2011, by Patricia P. Kunard, Trustee on behalf of the Kents Store Agricultural and Recreation Center
Club, also known as the Kents Store Agricultural Recreational Center.

Lea Ann Philip
Notary Public

My commission expires: 4/30/2015
Notary registration number:



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FLORISSANT

The foregoing instrument was acknowledged before me this 14 day of APRIL,
2011, by Henry B. Goodwin, Jr., Trustee on behalf of the Kents Store Agricultural and Recreation
Center Club, also known as the Kents Store Agricultural Recreational Center.

Barbara Wright Goshorn
Notary Public

My commission expires: 11/30/2014
Notary registration number: 137666



BOARD OF SUPERVISORS OF FLUVANNA COUNTY,
VIRGINIA

BY: _____ (SEAL)
John Y. Gooch, Chairman

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
2011, by John Y. Gooch, Chairman, on behalf of the Board of Supervisors of Fluvanna, County,
Virginia.

Notary Public

My commission expires:
Notary registration number:

APPROVED AS TO FORM:

Frederick W. Payne, Fluvanna County Attorney

EXHIBIT A

EXHIBIT B

Patricia P. Kunard and Henry B. Goodwin, Jr. are hereby appointed as the Trustees of Kents Store Agricultural and Recreation Center Club.

AND it further appearing proper so to do, it is hereby ORDERED that Bernard Grubbs, Patricia P. Kunard and Henry B. Goodwin, Jr. as the Trustees of Kents Store Agricultural and Recreation Center Club are hereby granted leave to grant and convey with Special Warranty of Title to the Board of Supervisors of Fluvanna County, Virginia, its successors and assigns, for the benefit of the Fire Company facility property shown and described as TM 22 (A) 62 on a plat entitled "Plat Showing Sewer & Drainage Easements on Tax Map 22 Parcels (A) 60, 61 & 62 THE FLUVANNA COUNTY & ARC CLUB TRUSTEE PROPERTIES, Columbia District, Fluvanna County, Virginia" made by P. Timothy Stanley, Jr., dated April 17, 2010, (hereinafter referred to as the "Plat"), pursuant to the terms, conditions and agreements of said proposed Deed of Easement filed with the Petition as Exhibit D, a perpetual easement and right of way on, over and under the Kents Store ARC Property shown on the Plat as TM 22 (A) 60 and TM 22 (A) 61 (i) for the construction and installation of a sanitary sewage treatment plant consisting of pipes and appurtenances thereto and for the construction and installation of underground electric power lines consisting of lines, conduit and appurtenances thereto to serve the same, including the right to discharge treated wastewater therefrom; (ii) together with a perpetual easement and right of way on, over and under the Kents Store ARC Property for the construction and installation of sanitary sewer lines consisting of pipes and appurtenances thereto; and (iii) together with a perpetual easement and right of way on, over and under the Kents Store ARC Property for offsite surface water drainage facilities consisting of pipes, grading and appurtenances thereto, including the right to discharge surface water therefrom, which easements are more fully described as to

location and dimensions on the aforesaid Plat.

ENTER: John P. Berry
Judge
DATE: 3-25-11

I ask for this:

Barbara Wright Goshorn
Barbara Wright Goshorn
Counsel for Petitioners

A Copy
Teste: Sandra A. Parish, Deputy Clerk
Bouson E. Peterson, Jr., Clerk
Fluvanna County Circuit Court 3/28/11
Palmyra, Virginia

MOTION: I move to accept the Byrne Justice Assistance Grant in the amount of \$1,494 administered by the Department of Criminal Justice Services and authorize a supplemental appropriation to the federal grant budget for the Sheriff's Office in the amount of \$1,345 to revenue line 3-202-330113-0099, and to meet match, approve a line item transfer in the Sheriff's budget of \$149 from Office Supplies (4-100-031200-6001) to expenditure line ADP Supplies (4-202-031209-6021).

AGENDA

BOARD OF SUPERVISORS

May 18, 2011

SUBJECT: Byrne Justice Assistance Grant (JAG) award

RECOMMENDATION: Accept grant

FISCAL IMPLICATIONS: This a federal formula grant awarded by the Commonwealth from the Byrne Justice Assistance Grant Program. The award of \$1,345 requires a \$149 County match, making the total grant \$1,494. Match is drawn from office supply line of the existing Sheriff's budget. Funds must be expended prior to December 31, 2011. The CFDA number is 16.738

TIMING: Routine.

POLICY IMPLICATIONS: Expenditures under this grant will pay for converting general office and non-criminal record communications to a paperless system.

DISCUSSION: Funds will be used to pay for software that will allow the Sheriff's Office to operate on a paperless basis.

Submitted by staff: Patricia A. Groot, Grants Administrator
Attachments: Supplemental Appropriation
Budget Transfer
Award letter



For County Administrator Use Only

Comments:

County Administrator's Signature



County of Fluvanna, Virginia

TO: Finance Department

Request for Supplemental Appropriation

From: Pat Groot for the Sheriff's Office Date: 7/21/2010
Department

| Fund No. | Dept No. | Major No. | Object Code | Cost Account | Project No. | Program No. | Amount |
|--------------------------------|----------|-----------|-------------|-----------------|-------------|-------------|------------|
| 3-202 | | 330113 | 0099 | Byrne JAG grant | | | (1,345.00) |
| | 202 | 031209 | 6021 | ADP Supplies | | | 1,345.00 |
| | | | | | | | |
| | | | | | | | |
| Sub-Total Page 1 | | | | | | | - |
| Sub-Total of Continuation Page | | | | | | | - |
| GRAND TOTAL | | | | | | | - |

Reason for Request Formula federal Byrne Justice Assistance Grant awarded from DCJS for law enforcement software. CFDA no. 16.738. Match drawn from FY2011 Sheriff's budget using \$149 from existing office supply line.

Requested by: Pat Groot for Sheriff Washington
Department Head

| | |
|---|---|
| Budget Comments: | Reviewed By: <hr/> <div style="display: flex; justify-content: space-between;"> Budget Analyst Date </div> Recommended By: <hr/> <div style="display: flex; justify-content: space-between;"> Director of Finance Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> County Administrator Date </div> Approved By: <hr/> <div style="display: flex; justify-content: space-between;"> Board Chariman Date </div> |
| Source of Funding | |



County of Fluvanna, Virginia

TO: Finance Department

Budget Transfer

Record No. _____

Initiated by: Pat Groot, Grants Administrator for Sheriff Washingtont
Name Title

Date #####

Transfer From:

Fund Title & # 100

FY 2011

Department Office Supplies

| DEPT. # | OBJECT | OBJECT TITLE | AMOUNT |
|-------------|---------|-----------------|-----------|
| 3 3 0 1 1 3 | 6 0 0 1 | Office Supplies | 1 4 9 0 0 |
| | | | |
| | | | |
| | | | |

Transfer To:

Fund Title & # 202

Department Formula Byrne Grant

| DEPT. # | OBJECT | OBJECT TITLE | AMOUNT |
|-------------|---------|--------------|-----------|
| 3 3 0 1 1 3 | 6 0 2 1 | ADP Supplies | 1 4 9 0 0 |
| | | | |
| | | | |
| | | | |

Reason/Justification
(Be Specific)

Match for formula Byrne JAG grant contract 11-M1139LO10

Budget Analyst Review _____

Approval

Department Head _____ Date _____

Director of Finance _____ Date _____

County Administrator _____ Date _____

Transfer Completion Date (copy to department) _____ Date _____

3-part White Yellow / Finance Pink / Agency Suspense



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Garth L. Wheeler
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

March 28, 2011

Mr. Frank Pleva
Interim County Administrator
Fluvanna County
P. O. Box 540
Palmyra, VA 22963

Title: Byrne Justice Assistance Grant, 11-M1139LO10

Dear Mr. Pleva:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$1,345.00 in federal funds. With the required local cash matching funds of \$149.00, your total award is \$1,494.00.

Enclosed you will find a **Statement of Grant Award and a Statement of Grant Award Special Conditions**. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). **All financial reports and request for funds must be submitted through GMIS.**

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in anyway we can to assure your project's success. If you have any questions, please contact Shelia Anderson at (804) 786-9469 or by email at shelia.anderson@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink that reads "Garth L. Wheeler".

Garth L. Wheeler

Enclosures

cc: The Hon. Ryant L. Washington, Sheriff
Ms. Renee Hoover, Finance Director
Ms. Shelia Anderson, DCJS Monitor

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs
Private Security Services Advisory Board • Criminal Justice Information Systems Committee

4

Department of Criminal Justice Services

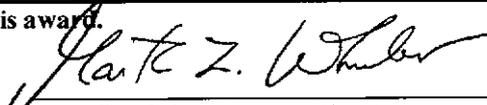
1100 Bank Street, 12th Floor, Richmond, VA 23219

Byrne Justice Assistance Grant Statement of Award/Acceptance

| | | |
|---|---|--|
| Subgrantee: County of Fluvanna | Date: March 28, 2011 Grant No: 11-M1139LO10 | Grant Period: April 1, 2011– December 31, 2011 |
| Project Director | Project Administrator | Finance Officer |
| The Hon. Ryant L. Washington Sheriff Fluvanna County Sheriff's Office P. O. Box 113 Palmyra, VA 22963 Phone No: (434) 589-8211 | Mr. Frank Pleva JAY SCUDDER Interim County Administrator Fluvanna County P. O. Box 540 Palmyra, VA 22963 Phone No: (434) 591-1910 | Ms. Renee Hoover Finance Director Fluvanna County P.O. Box 540 Palmyra, VA 22963 Phone No: (434) 591-1930 |

| | | | |
|----------------------|----------------|------------------------------|--------------|
| | Federal | Subgrantee Cash Match | TOTAL |
| TOTAL PROJECT | \$1,345 | \$ 149 | \$1,494 |

This grant is subject to all rules, regulations, and special conditions included in this award.


 Garth L. Wheeler, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

| Purpose Areas | Federal Amount | Category |
|--|----------------|--|
| 1. Law Enforcement | | |
| a. Hiring | \$ | # Current Officers _____ |
| b. Overtime | \$ | # Officers to Hire _____ |
| c. Equipment: | | # Current Support Personnel _____ |
| (1) Traditional Law Enforcement Equipment | \$ | # Support Personnel to Hire _____ |
| (2) Information Technology | \$ | Sworn <input type="checkbox"/> Civilian <input type="checkbox"/> |
| 2. Prosecution & Courts | \$ | |
| 3. Prevention & Education | \$ | |
| 4. Corrections & Community Corrections | \$ | |
| 5. Drug Treatment | \$ | |
| 6. Planning, Education & Technology Improvement | \$ | |

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20____.

Signature of Project Administrator: _____ Title: COUNTY ADMINISTRATOR

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services

1100 Bank Street, 12th Floor

Richmond, Virginia 23219

Byrne Justice Assistance Grant Program – Local Agencies

Subgrantee: Fluvanna County

Grant Number: 11-M1139LO10

Federal Catalog No.: 16.738

Title: Local L. E. Block Grant

Date: March 28, 2011

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities subgrantee establishes in the Statement of Grant Award/Acceptance, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and, to comply with all terms, conditions, and assurances attached to this award.
2. The subgrantee agrees to submit such reports as requested by DCJS.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. By accepting this grant, the recipient assures that a trust fund will be established in which to deposit grant funds. Any interest gained from the trust fund may be used to add to the Federal award amount. Any interest earned must be spent within the grant period, and on eligible program activities.
5. If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.
6. Grant funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement.
7. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
8. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
9. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).

10. By accepting the accompanying grant award, you are agreeing to submit financial reports during the grant period, as well as a final report to close out the grant. **Financial reports are due no later than the close of business on the 12th working day after the end of the quarter.**
11. Grant funds, including match, must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all unexpended grant funds to DCJS within 90 days of the end of the grant period.
12. **No extensions of the grant period for this award will be permitted.**
13. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
 - (a) Submit a budget narrative outlining all expenditures.

MOTION: I move to accept the 2009 State Homeland Security Program grant (SHSP) in the amount of \$7,500 administered by the VA Department of Emergency Management and authorize a supplemental appropriation to the federal grant budget for Administration in the amount of \$7,500 to revenue line 20200015 334113 PETHS (Homeland Security), and to expenditure line 20231000 403100 PETHS for professional services.

AGENDA

BOARD OF SUPERVISORS

May 18, 2011

SUBJECT: 2009 State Homeland Security Program grant (SHSP)

RECOMMENDATION: Accept grant

FISCAL IMPLICATIONS: This a non-competitive federal grant awarded by the Commonwealth from the SHSP under the National Preparedness Directorate (NPD), US Department of Homeland Security. The award of \$7,500 requires no match. The obligation period for this grant is August 1, 2009 to July 31, 2012. The CFDA number is 97.073

TIMING: Acceptance and application due May 26, 2011.

POLICY IMPLICATIONS: Expenditures under this regional grant will pay to train volunteers of the Fluvanna County Animal Response Team and the Charlottesville/Albemarle Animal Response Team. These volunteers respond to animal related emergencies.

DISCUSSION: None.

Submitted by staff: Patricia A. Groot, Grants Administrator 

CC: Jackie Meyers

Attachments: Supplemental Appropriation
Award letter

For County Administrator Use Only

Comments:

County Administrator's Signature



County of Fluvanna, Virginia

TO: Finance Department

Request for Supplemental Appropriation

From: Pat Groot for Administration Date: 5/18/2011
Department

| Fund No. | Dept No. | Major No. | Object Code | Cost Account | Project No. | Program No. | Amount |
|--------------------------------|----------|-----------|-------------|------------------------|-------------|-------------|------------|
| 202 | | 00015 | 334113PETHS | SHSP pet shelter grant | | | (7,500.00) |
| 202 | | 31000 | 403100PETHS | ADP Supplies | | | 7,500.00 |
| | | | | | | | |
| | | | | | | | |
| Sub-Total Page 1 | | | | | | | - |
| Sub-Total of Continuation Page | | | | | | | - |
| GRAND TOTAL | | | | | | | - |

Reason for Request Federal FY 2009 SHSP Grant awarded from VDEM for pet sheltering
CFDA no. 97.073. Regional with Charlottesville/Albemarle

Requested by: Pat Groot for Jay Scudder
Department Head

| | |
|---|---|
| Budget Comments: | Reviewed By: <hr/> <div style="display: flex; justify-content: space-between;"> Budget Analyst Date </div> Recommended By: <hr/> <div style="display: flex; justify-content: space-between;"> Director of Finance Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> County Administrator Date </div> Approved By: <hr/> <div style="display: flex; justify-content: space-between;"> Board Chariman Date </div> |
| Source of Funding | |



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

April 26, 2011

Mr. Frank A. Pleva
Interim County Administrator
Fluvanna County
P.O. Box 540
Palmyra, VA 22963

Dear Mr. Pleva:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the FY2009 State Homeland Security grant (SHSP) (CFDA # 97.073) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS). Your agency has been funded for:

Project Title: Pet Sheltering
Federal Grant Allocation: \$7,500.00
Recipient's Required Cost Share/Match Amount: \$0.00

The obligation period for this program is August 1, 2009 to July 31, 2012. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.com/grants/forms> or contact your grant specialist.



"Working to Protect People, Property and Our Communities"

Mr. Frank A. Pleva
April 26, 2011
Page 2

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

| | |
|--|--|
| POC Form, Budget Sheets, EHP Evaluation Form | www.vaemergency.com/grants/forms |
| Grant Assurances | www.vaemergency.com/grants/forms |
| Certification Regarding Lobbying | www.vaemergency.com/grants/forms |
| Non-Supplanting Certification | www.vaemergency.com/grants/forms |

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at www.vaemergency.com under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by May 26, 2011. If you have any questions regarding this award, please contact JoAnn Maher at the VDEM Grants Management Office at (804) 897-9762.

Sincerely,



Michael M. Cline

MMC/df

- c: Honorable Terrie L. Suit, Secretary of Veterans Affairs and Homeland Security
Ms. Kerry Stuver, Grants Management Coordinator, Office of Veterans Affairs and Homeland Security
Mr. John Robins, Interim Coordinator, Emergency Management, Fluvanna County

Mr. Frank A. Pleva
April 25, 2011
Page 2

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

| | |
|--|--|
| POC Form, Budget Sheets, EHP Evaluation Form | www.vaemergency.com/grants/forms |
| Grant Assurances | www.vaemergency.com/grants/forms |
| Certification Regarding Lobbying | www.vaemergency.com/grants/forms |
| Non-Supplanting Certification | www.vaemergency.com/grants/forms |

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at www.vaemergency.com under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by May 25, 2011. If you have any questions regarding this award, please contact Jocelyn Bagby at the VDEM Grants Management Office at (804) 897-9766.

Sincerely,



Michael M. Cline

MMC/df

c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness
Ms. Kerry Stuver, Grants Management Coordinator, Office of Commonwealth Preparedness
Mr. John Robins, Interim Coordinator, Emergency Management, Fluvanna County

MOTION: I move that the Board of Supervisors authorize the County Administrator to send a letter to the Virginia Department of Transportation (VDOT) stating that the Route 15 and Route 53 intersection is the number one priority for the VDOT Six-Year Primary Transportation Improvement Program (TIP).

AGENDA

BOARD OF SUPERVISORS

May 18, 2011

SUBJECT: VDOT Six-Year Primary Transportation Improvement Program (TIP) Project Listing

TIMING: The process for listing projects in the state's Six-Year Primary TIP is under way.

POLICY IMPLICATIONS: Including this project in the Primary TIP will help to ensure full funding of the proposed roundabout at the Rt. 15 and 53 intersection without additional County funds being required. This project will improve overall safety and performance at the intersection of two primary roads for current and future traffic volume. This project prioritization and funding will have no impact on the other two priorities in the TIP – the two Rt. 6 bridges over the Rivanna and Hardware Rivers – since those projects are funded with federal bridge funds.

FISCAL IMPLICATIONS: There are no fiscal implications for the project being included in the state's Six-Year Primary TIP. The County is participating in VDOT's Revenue Sharing program which requires a 50% percent match from the locality plus costs incurred by VDOT for project management. The roundabout was projected to cost approximately \$1.1 million dollars. County match, with the \$20,000 VDOT project management costs, will be approximately \$570,000 with \$285,000 to come from the Palmyra Associates development specifically for this transportation improvement. A County match of \$285,000 from a general fund appropriation has been allocated.

The exact cost of the project is unknown, but was estimated at \$1.1 million based on the intersection's size, traffic volume and capacity, and current estimates. After conducting interviews with design firms, and talking with VDOT Culpeper District staff, the project's cost for the preferred design will likely be in excess of the \$1.1 million estimate. The project's timeline to construction is 2-3 years. Listing this project in the VDOT Six-Year Primary TIP will ensure full project funding without any additional County funds.

DISCUSSION: Including this intersection in the Primary TIP has been recommended by VDOT staff so that the Rt. 15/53 Roundabout project can be fully funded and implemented regardless of the final cost, which is controlled by the design as well as the bid environment.

The County has already determined that the intersection at Rt. 15 and Rt. 53 is reaching a critical point in the functional level of service. Traffic congestion will necessitate the need for an intersection improvement in the near future. A roundabout is the necessary solution; otherwise the commercial project will be significantly limited in scope which will limit its revenue potential for the developer and County. Among other reasons the Board has proceeded with this roundabout project, it will provide the greatest safety, lowest maintenance, and a decrease in fuel consumption. Slower speeds and better traffic flow have been shown to reduce fatal and injury crashes as much as 75%.

Staff: Jay Scudder, County Administrator

Attachments: A) Letter to VDOT for Six-Year Primary TIP

County Administrator's Use Only

Jay Scudder, County Administrator



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
FAX (434) 591-1911
www.co.fluvanna.va.us

BOARD OF SUPERVISORS

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STAFF

Jay Scudder
County Administrator
jscudder@co.fluvanna.va.us

Mary L. Weaver
Clerk to the Board
mweaver@co.fluvanna.va.us

May 11, 2011

Mr. James S. Utterback, PMP
Culpeper District Administrator
1601 Orange Road
Culpeper, VA 22701

Re: Six-Year Primary Transportation Improvement Program (TIP)

Dear Mr. Utterback:

Fluvanna County respectfully submits the Route 15 and Route 53 Intersection Improvement project as the County's number one priority for the Six-Year Primary TIP. This project has risen as a priority in the county due to the relocation of the high school on Rt. 53, as well as anticipated economic development at that intersection. The expected development will pay for a portion of the proposed intersection improvement – a roundabout – by partnering with the County on a Revenue Sharing application.

The revenue sharing application, as currently funded, is not expected to cover the full cost of this improvement project, therefore the County requests funding through the Six-Year Primary TIP to enable this vital project to be completed as soon as possible. This intersection lies in the center of the county just south of the County seat.

Your consideration of this request is very much appreciated.

Please do not hesitate to contact me if further information is needed.

Sincerely,

Jay Scudder,
County Administrator



McGuire VAMC, Richmond Virginia Rural Health Initiative Program



McGuire Richmond VA Medical Center Catchment Area Rural Health Program by Regions

REGION 1 (THEO)

REGION 2 (GARY & ELIZABETH)

REGION 3 (DIANA & RHONDA)

| | | |
|----------------|--------------|---------------|
| Caroline | Albemarle | Amelia |
| Charles City | Culpeper | Brunswick |
| Essex | Fluvanna | Buckingham |
| Gloucester | Goochland | Charlotte |
| Hanover | Greene | Cumberland |
| Henrico | Louisa | Dinwiddie |
| King & Queen | Madison | Greensville |
| King George | Nelson | Halifax |
| King William | Orange | Lunenburg |
| Lancaster | Spotsylvania | Mecklenberg |
| Middlesex | | New Kent |
| Northumberland | | Nottoway |
| Richmond | | Powhatan |
| Stafford | | Prince Edward |
| Westmoreland | | Southampton |
| | | Surry |
| | | Sussex |
| | | |
| | | |

The background of the slide is a stylized American flag with a blue field containing white stars and red and white horizontal stripes. The stars are arranged in a pattern that suggests the stars and stripes of the flag, though some are faded or semi-transparent. The overall effect is patriotic and formal.

Core Service Package

- 1) Eligibility Determination
- 2) Enrollment & Registration
- 3) Health Education & Services
- 4) Disease Management

Fluvanna County Partnership

- Attend County Events
 - Festivals, Fairs
- Fluvanna Career Resource Center
 - Web Resource Employment Handout
 - Veterans Benefits
- Partner with local Health Department
- Health Education sessions

Health Education & Services

- Women's Health

- Breast Self Exams
- Pap Education
- Osteoporosis

- Mental Hygiene Goals

- Depression
- PTSD
- Suicide Awareness
- Addiction
- Reintegration

- Disease Management

- Hypertension
- CHF
- COPD
- Diabetes
- Weight Management
- Obesity
- Healthy Lifestyles

Pharmacy

- Medication Management
- Medication Counseling
- Rural Health
- Pharmacotherapy Clinic
 - Diabetes Management
 - Blood Pressure Management
 - Cholesterol Management

Community Relationships

- Successful Partnerships
 - VFW
 - American Legion
 - Wounded Warrior
 - Rural Community Colleges
 - VEC
 - Vet Center

VA Web Resources

- Official VA blog:
<http://www.blogs.va.gov/VAntage/>
- Twitter regarding Veterans Health:
<http://twitter.com/VeteransHealth>
- Veterans Benefits:
<http://www.vba.va.gov/VBA/>
- National & State Govt. Web Resources
– Handout

Thank You: Questions?





Presentation

Sales and Consumption of Alcoholic Beverages on County Property

- Dwight Godwin
- Director of Parks and Recreation
 - May 18, 2011

DISCUSSION

- The Parks and Recreation Department received a request from the Fluvanna Extension Office requesting approval for a local **Winery to do wine tasting and sales at the Fluvanna Farmer's Market.**
- On April 6th the Board received public comments to allow a local winery to conduct wine tasting and sales at the Fluvanna **Farmer's Market.**
- The County does not have an Ordinance allowing the sales and consumption of alcoholic beverages on County grounds.
- The Recreation Advisory Board reviewed this request at their April 12th meeting. The Board stated that implementing a County Ordinance to allow for sales and consumption of alcoholic beverages on County grounds would provide the County with increase revenue opportunities.



BANQUET (ONE-DAY) LICENSES

- **Banquet:** (also known as one-day) licenses are issued to individuals for private events where alcohol is provided at no charge to guests, such as wedding receptions, retirement parties, etc.
- **Banquet special event** and **mixed beverage special event:** licenses are issued to duly organized, nonprofit corporations and associations raising money for athletic, charitable, educational, political, or religious purposes.
- **Tasting:** licenses allow the sale or giving of samples for the purpose of educating the consuming public about alcoholic beverages being tasted.

EXAMPLE OF COUNTY ORDINANCE

Isle of Wight County

- Alcoholic beverages and controlled substances prohibited.
- **(a)** No person shall consume or possess an open or previously opened container containing any alcoholic beverage, or be under the influence of an alcoholic beverage while in public parks and recreational facilities.
- **(b)** Notwithstanding subsection (a), the sale, possession and consumption of alcohol, by persons of legal age, at public parks and recreation facilities may be permissible at designated events as may be determined and authorized by the Administrator.
- **(c)** No person shall consume, possess or be under the influence of any controlled substance, as defined by the Code of Virginia, while in public parks and recreational facilities. (10-2-08.)



APPLICATION PROCESS

- Submit a Facility Rental Agreement application.
- Apply for a ABC permit with the Virginia Department of Alcoholic Beverage Control.
- A copy of the ABC license must be filed with the Parks and Recreation office.
- Proof of liability insurance with the County listed as an additional insurer.
- Law Enforcement may be required for certain events.
- Director of Parks and Recreation is responsible for full compliance and approval.



STAFF RECOMMENDED FACILITIES

- April 27, 2011 site visit with Special Agent S.J. Lindsey, Bureau of Law Enforcement
- Based on the recommendation by Special Agent Lindsey, the following County facilities are appropriate to allow sales and consumption of alcoholic beverages on County grounds.

PLEASANT GROVE POLE BARN



FLUVANNA COMMUNITY CENTER



PLEASANT GROVE MANOR HOUSE



WEDDING GROUNDS



FLUVANNA FARMER'S MARKET LOCATION



HERITAGE TRAIL SHELTER'S



CARYSBROOK PERFORMING ARTS CENTER



PERFORMING ARTS SOCIAL ROOM



BREMO PICNIC SHELTER





STAFF RECOMMENATION

- On April 12, 2011 the RAB recommends initiation of a county policy allowing the sale and/or consumption of low proof alcoholic beverages, under approved policies and procedures, licensing requirements, security and set fees **at the Fluvanna Farmer's Market and selected special events** on appropriate public grounds.
- The Recreation Advisory Board voted as following:
 - 3 Ayes (Norma Searcy, Scott Marshall and David Tatman)
 - 1 Nay (Rev. Phillip Carter)
 - 2 Abstained (student reps)



BOARD NEXT STEPS

- Develop a County Ordinance.
- Public Hearing on County Ordinance
- Adopt a County Ordinance for sales and consumption of alcoholic beverages on County grounds and facilities.



APPLICATION FOR BANQUET LICENSE

PRIVACY STATEMENT. Social security numbers, dates of birth, and federal and state tax identification numbers are collected for identification purposes. The Virginia Department of Alcoholic Beverage Control (ABC) considers all personal/tax information collected as confidential information and will not provide information to any entity except as authorized by the Code of Virginia §58.1-3 or 2.2-3700 through 2.2-3714.

INSTRUCTIONS

Note: If all of the following **four** criteria are met, then no license is needed (unless required by locality or facility): **(1)** the event is **private** (i.e., not open to the public and not in a public place); **(2)** money is **not** exchanged for alcohol or otherwise; **(3)** the event is **not** held on a club or nonlicensed restaurant premises; and **(4)** alcohol purchased for the event is **not** from a wholesaler/distributor. In all other cases, a license is needed and is bound by the information presented below. Contact your local ABC office with any questions (see pg. 2).

1. Read the **Guidelines** and **Responsibilities of Applicant** (this page).
2. Select the appropriate **License Type** on page 3. License type will designate which sections you must complete and applicable fees.
3. Complete the appropriate sections for the license type selected.
4. Locate the city/county where the event will be held (pg. 2) and determine the responsible **ABC Regional Office**. Mail or deliver the items in the checklist below to that office:
 - completed and signed application (pgs. 3-6).
 - appropriate license fees (see "License Fees" column, pg. 3), payable to "VA ABC" (see guideline 8 for payment restrictions).
 - required documents (from individual sections of application)
5. Upon receipt of the application, an ABC special agent or administrative technician will be assigned and will contact you as needed during his/her investigation.
6. A \$15 nonrefundable application processing fee is included in the "single-day rate" for each type of license. If the license is refused, application withdrawn or event cancelled, only the state license fee is refunded (see "License Fees" column, pg. 3).
7. Approved licenses, with time permitting, will be mailed to the address provided by the applicant. If requested, arrangements can be made to pick up the license at your local ABC Office.
8. Keep pages 1 and 2 for your reference.

GUIDELINES

1. Please submit your application and all attachments (in English) at least **10 business days prior to the event date** to ensure adequate processing time. If not received in sufficient time to complete an investigation, the application may be considered withdrawn.
2. Applicant must (a) be at least 21 years of age and (b) be able to read, write, speak and understand English.
3. In accordance with §4.1-222(1)(o), a police officer with police authority in the political subdivision within which the event will take place may not be granted a license.
4. The person completing the application for a Special Event license as defined above must be associated with the nonprofit applicant identified in section 4.
5. A social security number is required on **all** applications. Refer to privacy statement above regarding personal/tax information.
6. The name of the applicant in section 1 must be the same as the person signing the application in section 7.
7. All applications are required to have an event date and physical address (to include street number and name, city and zip code) in section 2 before they will be accepted.
8. Any checks or money orders submitted for payment **must** be in the name of the applicant identified in section 1 or the group identified in sections 3 or 4. Cash is only accepted in person.
9. Any refunds will be made to the applicant and home address identified in section 1, unless ABC is notified otherwise.
10. Application for a banquet license does not guarantee approval.
11. Investigation of the application may not begin until **all** required documents have been received. **Not providing required documents is the primary cause of delay in the licensing process.**
12. Approved banquet licenses are for on-premises consumption only.
13. **Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.**

RESPONSIBILITIES OF APPLICANT

All applicants who are granted a banquet license by the Virginia Alcoholic Beverage Control Board must adhere to the following:

1. No alcoholic beverages may be sold, given to or consumed by any person in attendance at your banquet whom you know or have reason to believe is intoxicated*.
2. No person whom you know or have reason to believe is intoxicated* may loiter upon the licensed area.
3. No alcoholic beverage may be sold, given to, or consumed by any person in attendance at the banquet whom you know or have reason to believe is less than 21.
4. The banquet licensee must be present during the event.
5. The banquet licensee may not be intoxicated* or under the influence of a self-administered drug during the event.
6. For a restricted banquet license, no alcoholic beverage may be sold or given away on the licensed area beyond approved hours.
7. No one less than 18 years of age may sell, serve or dispense beer.
8. Distilled spirits under a Mixed Beverage Special Event license must be purchased from a Virginia ABC store.
9. If wine and/or beer are purchased from a wholesaler, they must be purchased on the day of the banquet. (For Saturday or Sunday events, purchases may be made on the preceding Friday.)
10. Alcoholic beverages must be confined to the building, room or general area for which the license is issued and may not be sold, given away or consumed in any location outside of the licensed area. (Note: Violation may result in arrest for drinking in public.)
11. All alcoholic beverages are strictly for on-premises sale and/or consumption at the address of the event.

* A person may be deemed intoxicated when it is apparent from observation that he/she has drunk enough alcoholic beverages to affect his/her manner, disposition, speech, muscular movements, general appearance or behavior.



APPLICATION FOR BANQUET LICENSE

ABC REGIONAL OFFICES

| | | | | |
|--|---|--|---|--|
| <p>ROANOKE (REGION 1)</p> <p>2943 D Peters Creek Rd. Roanoke, VA 24019 Phone: 540-562-3604 Fax: 540-562-3612</p> <p>Alleghany County Bath County Bedford City Bedford County Botetourt County Buena Vista City Covington City Craig County Floyd County Franklin County Henry County Highland County Lexington City Martinsville City Montgomery County Patrick County Roanoke City Roanoke County Rockbridge County Salem City</p> | <p>LYNCHBURG (continued)</p> <p>Nelson County Pittsylvania County Prince Edward County</p> <p>STAUNTON/ CHARLOTTESVILLE (REGION 3)</p> <p>460 Commerce Sq. Staunton, VA 24401-4432 Phone: 540-332-7800 Fax: 540-332-7814</p> <p>Albemarle County Augusta County Charlottesville City Clarke County Culpepper County Fauquier County Frederick County Greene County Harrisonburg City Madison County Orange County Page County Rappahannock County Rockingham County Shenandoah County Staunton City Warren County Waynesboro City Winchester City</p> | <p>SOUTHWEST (REGION 5)</p> <p>545 W. Main St. P.O. Box 205 Abingdon, VA 24212-0205 Phone: 276-676-5502 Fax: 276-676-5549</p> <p>Bland County Bristol City Buchanan County Carroll County Dickenson County Galax City Giles County Grayson County Lee County Norton City Pulaski County Radford City Russell County Scott County Smyth County Tazewell County Washington County Wise County Wythe County</p> | <p>RICHMOND (continued)</p> <p>New Kent County Northumberland County Nottoway County Petersburg City Powhatan County Prince George County Richmond City Richmond County Westmoreland County</p> <p>FREDERICKSBURG SATELLITE OFFICE (REGION 6)</p> <p>Lee Hill Building II 10304 Spotsylvania Ave. Suite 101 Fredericksburg, VA 22408 Phone: 540-322-5440 Fax: 540-891-3153 Public hours: 10 a.m.–4 p.m., M–F</p> <p>Caroline County Fredericksburg City Spotsylvania County Stafford County</p> | <p>HAMPTON (REGION 7)</p> <p>4907 W. Mercury Blvd. P.O. Box 5226 Newport News, VA 23605 Phone: 757-825-7830 Fax: 757-825-7884</p> <p>Franklin City Gloucester County Hampton City Isle of Wight County James City County Mathews County Middlesex County Newport News City Poquoson City Southampton County Suffolk City Surry County Sussex County Williamsburg City York County</p> |
| <p>LYNCHBURG (REGION 2)</p> <p>20353 Timberlake Rd. Ste. A P.O. Box 10336 Lynchburg, VA 24506-0336 Phone: 434-582-5136 Fax: 434-582-5140</p> <p>Amherst County Appomattox County Brunswick County Buckingham County Campbell County Charlotte County Cumberland County Danville City Emporia City Fluvanna County Greensville County Halifax County Lunenburg County Lynchburg City Mecklenburg County</p> | <p>ALEXANDRIA (REGION 4)</p> <p>6308 Grovedale Dr. Alexandria, VA 22310-2551 Phone: 703-313-4432 Fax: 703-313-4444</p> <p>Alexandria City Arlington County Fairfax City Fairfax County Falls Church City Loudoun County Manassas City Manassas Park City Prince William County</p> | <p>RICHMOND (REGION 6)</p> <p>2901 Hermitage Rd. P.O. Box 27491 Richmond, VA 23261-7491 Phone: 804-213-4624 Phone: 804-213-4620 Fax: 804-213-4638</p> <p>Amelia County Charles City County Chesterfield County Colonial Heights City Dinwiddie County Essex County Goochland County Hanover County Henrico County Hopewell City King and Queen County King George County King William County Lancaster County Louisa County</p> | <p>CHESAPEAKE (REGION 8)</p> <p>1103 S. Military Hwy. Chesapeake, VA 23320 Phone: 757-424-6700 Fax: 757-424-6744</p> <p>Accomack County Chesapeake City Norfolk City Northampton County Portsmouth City Virginia Beach City</p> | <p>COMPLIANCE/INDUSTRY</p> <p>2901 Hermitage Road P.O. Box 27491 Richmond, VA 23261-7491 Phone: 804-213-4573</p> <p>Manufacturer's Multi-Day Tastings</p> |

| | |
|-----------------|-------------------|
| Total paid: \$ | (office use only) |
| Receipt number: | (office use only) |



| | |
|-----------------|-------------------|
| Agent: | (office use only) |
| License number: | (office use only) |

Virginia Department of Alcoholic Beverage Control • 2901 Hermitage Road • P.O. Box 27491 • Richmond, VA 23261 • www.abc.virginia.gov

APPLICATION FOR BANQUET LICENSE

LICENSE TYPES

Read the descriptions below and checkmark the appropriate license type for your event.

| | Application Sections | Event Examples | Alcohol Authorized | License Fees |
|--------------------------|---|---|---|---|
| <input type="checkbox"/> | BANQUET: For an individual (representing themselves or a group/company) who is holding a private event that is not for monetary gain. | | | |
| | Complete sections 1, 2, 3 and 7 of the application. | Birthdays, anniversaries, company parties, holiday parties, weddings, reunions or other similar events. | Complimentary beer, wine or mixed beverages. Guests may bring their own alcohol. Beer and/or wine sales (not for profit). | \$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day* |
| <input type="checkbox"/> | BANQUET SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain. | | | |
| | Complete sections 1, 2, 4 and 7 of the application. | Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers). | Beer and/or wine sales, or guests may bring their own alcohol. (Does not authorize the sale of mixed beverages.) | \$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day* |
| <input type="checkbox"/> | MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain. | | | |
| | Complete sections 1, 2, 4 and 7 of the application. | Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers). | Mixed beverage sales, or guests may bring their own alcohol. (Does not authorize the sale of wine or beer.) | \$15 nonrefundable application fee + \$45 state license fee \$60 single-day rate + \$45 for each additional day* |
| <input type="checkbox"/> | BANQUET / MIXED BEVERAGE SPECIAL EVENT: For duly organized nonprofit corporations or associations that are holding a public or private event being conducted for an athletic, charitable, civic, educational, political or religious purpose. Event not for personal monetary gain. | | | |
| | Complete sections 1, 2, 4 and 7 of the application. | Nonprofit events such as festivals, concerts, auctions or other similar fundraising events (including political fundraisers). | Beer, wine and mixed beverage sales, or guests may bring their own alcohol. | \$30 nonrefundable application fee + \$85 state license fee \$115 single-day rate + \$85 for each additional day* |
| <input type="checkbox"/> | MIXED BEVERAGE CLUB EVENT: For a private club which already holds a beer, or wine and beer club license. May be granted up to 12 times per calendar year. | | | |
| | Complete sections 1, 2, 4 and 7 of the application. | VFW, Elks, American Legion, or similar type clubs already holding a beer, or wine and beer license that wish to sell and serve mixed beverages. | On-premises sale and consumption of mixed beverages by club members or guests in approved areas on the club premises. | \$15 nonrefundable application fee + \$35 state license fee \$50 single-day rate + \$35 for each additional day* |
| <input type="checkbox"/> | MANUFACTURER'S MULTI-DAY EVENT: For manufacturers of beer or wine. May be granted up to 4 times per year. For single-day manufacturer event, use banquet special event. | | | |
| | Complete sections 1, 2, 4, 5 and 7 of the application. | Craft beer or wine festivals. | Sale of beer or wine for a special event lasting 2–3 consecutive days. Events held for more than three days require another application. | \$15 nonrefundable application fee + \$100 state license fee \$115 double- or triple-day rate |
| <input type="checkbox"/> | TASTING: For a business or an individual that is not prohibited from holding an ABC license and wishes to sell or give samples for the purpose of featuring and educating the consuming public about the alcoholic beverages being tasted. May be granted up to 4 times per year. | | | |
| | Complete sections 1, 2, 4, 6 and 7 of the application. | Cooking classes or community education events. | Sale or complimentary samples of beer, wine and/or mixed beverages in approved localities. Restrictions apply on amounts and types of alcohol. §4.1-221.1 | \$15 nonrefundable application fee + \$40 state license fee \$55 single-day rate + \$40 for each additional day* |

*For multi-day events, additional nonrefundable fees may be required in some instances. Call your local ABC office for help calculating cost.

| | |
|-----------------------|-------------------|
| Total paid: \$ _____ | (office use only) |
| Receipt number: _____ | (office use only) |



| | |
|-----------------------|-------------------|
| Agent: _____ | (office use only) |
| License number: _____ | (office use only) |

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APPLICATION FOR BANQUET LICENSE

PLEASE REFER TO LICENSE TYPE CHECKMARKED ON PAGE 3 TO ENSURE THAT PROPER SECTIONS OF APPLICATION ARE COMPLETED.

SECTION 1: PERSONAL INFORMATION

1. Applicant name: (last) _____ (first) _____ (middle) _____

2. Social security number: _____ **3. Date of birth:** _____
Required. Refer to privacy statement on page 1. Required. Refer to privacy statement on page 1.

4. Home address: (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____

5. Day phone: (_____) _____ **6. Alternate phone:** (_____) _____

7. Fax: (_____) _____ **8. E-mail:** _____

9. If approved, would you prefer to pick up your license from your local ABC office? Yes No

10. Mailing address for license (only if different from home address): (street) _____
 (city/town) _____ (state) _____ (zip + 4) _____

11. **Have you ever been convicted of either of the following?**
 • any offense involving alcoholic beverage laws, including driving while intoxicated? Yes No
 • any **other** crime? Yes No
 ▶ If **Yes** to either of the above, provide the following (use additional sheets if necessary):
 (date) _____ (location) _____ (offense) _____

12. Have you ever held an ABC banquet license before? Yes No ▶ If **Yes**, what was the date(s) of the event? _____

SECTION 2: EVENT INFORMATION

13. Date(s) of event: _____ **14. Time of event:** (from) _____ ^{AM}/_{PM} – (to) _____ ^{AM}/_{PM}

15. Address of event: (street) _____ (city) _____ (zip + 4) _____
 (county, if applicable) _____ **16. Name of facility:** _____

17. Alternative location in event of inclement weather: _____

18. Type of event: _____ **19. Will event include auction/casino night?** Yes No

20. Place for event: Community building Fire/rescue squad building Private home Club premises Other: _____

21. Who will attend? Open to public Private, by invitation only **22. Estimated number of persons expected to attend:** _____

23. How is your event being advertised? _____

24. Will tickets be sold or admission charged? Yes No ▶ If **Yes**, what is the fee to attend? \$ _____

25. Will donations be accepted to attend? Yes No ▶ If **Yes**, what is the suggested donation? \$ _____

SECTION 3: BANQUET

26. Will alcoholic beverages be furnished without charge? Yes No ▶ If **Yes**, check type: Wine Beer Mixed drinks

27. Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No

28. Will food be available? Yes No

29. Is your event being catered? Yes No ▶ If **Yes**, provide the name of the catering company: _____

30. Are you applying on behalf of a group/company? Yes No ▶ If **Yes**, provide the following information:
 (a) group/company name: _____ (b) relationship to group: _____
 (c) if the group has held a banquet license before, list dates: _____

DOCUMENTATION

31. In the list below, checkmark **all** documents that exist for this event. *Submit these documents to ABC with the application. Additional documents may be required during the investigation.*
 Invitation or e-vite Flyer(s) or advertisement(s) Rental contract with facility where event will be held (if applicable)

Agent: _____ (office use only)



License number: _____ (office use only)

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APPLICATION FOR BANQUET LICENSE

SECTION 4: BANQUET SPECIAL EVENT / MIXED BEVERAGE SPECIAL EVENT / MIXED BEVERAGE CLUB EVENT

32. Name of group or organization applying for application: _____
33. Does the group hold IRS tax-exempt status? Yes No ▶ If **Yes**, which classification? _____
34. Is the group a subordinate of a national nonprofit organization? Yes No ▶ If **Yes**, which organization? _____
35. Does the group have any of the following? (If **Yes**, you may be asked to provide these documents.)
- Charter Yes No
 - By-laws Yes No
 - Articles of organization Yes No
 - Members pay regular dues Yes No
 - Hold regular meetings Yes No
 - Officers and/or directors Yes No
36. Applicant's relationship to the group: _____ 37. Total number of members in group: _____
38. If the group has held a banquet license before, list dates: _____
39. Will alcoholic beverages be included in the fee to attend? Yes No N/A ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
40. Will alcoholic beverages be sold at a cash bar? Yes No ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
41. Will alcoholic beverages be furnished without charge? Yes No ▶ If **Yes**, check type(s): Wine Beer Mixed drinks
42. Will bringing your own alcoholic beverages (BYOB) be permitted? Yes No
43. Will food be available? Yes No
44. Will food be included in the fee to attend? Yes No N/A
45. Will food be sold separately at the event? Yes No
46. Will net profits be used for any of the following purposes? Athletic Civic Political Charitable Educational Religious
47. Name of nonprofit organization to which profits will be donated: _____
48. Name and phone number of contact person for nonprofit organization: _____

COMPENSATION

- 49a. Will alcoholic beverages be sold to members of the general public? Yes No
 ▶ If **Yes**, proceed to question 49b.
 ▶ If **No**, proceed to "Documentation," below.
- 49b. Will any person, organization or business, other than the nonprofit organization applying for this license, receive any compensation or payment for organizing, operating or conducting the event for which this license is requested? Yes No
 ▶ If **Yes**, you must provide the following two documents (in addition to any documents required under the "Documentation" section, below):
- A copy of any agreement between the applicant and the person providing services for the event
 - A "Statement of Income and Expenses" form (available at <http://www.abc.virginia.gov/enforce/forms/banqadd.pdf>) that must be submitted to ABC **within 30 days after the approved event**.

DOCUMENTATION

- 50a. In the list below, checkmark **all** documents that exist for this event. *Submit these documents to ABC with the application. Additional documents may be required during the investigation.*
- Invitation or e-vite
 - Flyer(s) or advertisement(s)
 - Rental contract with facility where event will be held (if applicable)
- 50b. Is the group an election campaign or political action committee/527? Yes No
 ▶ If **Yes**, checkmark and *submit the following document to ABC with the application*. Proceed to question 50d.
 "Statement of Organization" acknowledgement form from the Campaign Finance Office (800-552-9745) at the State Board of Elections (SBE) or a letter of good standing from the Federal Election Committee (FEC) or local registrar.
 ▶ If **No**, proceed to question 50c.
- 50c. Does the organization have federal IRS tax-exempt status? Yes No
 ▶ If **Yes**, checkmark **one** of the following forms of documentation. *Submit this document to ABC with the application.*
- 501-C-3 federal IRS tax-exempt letter [or] Other federal IRS tax-exempt determination letter
- ▶ If **No**, checkmark **all** documents below that exist for the organization. *Submit these documents to ABC with the application.*
- Charter with the State Corporation Commission
 - By-laws or articles that list the organization's stated purpose
 - Membership list
 - Proof of exemption from federal and state taxes
 - Proof that the organization conducts regular meetings
 - Proof of verifiable and accurate financial records
- 50d. If you have provided the above documentation to ABC before, please list date(s), event location(s) and/or license number(s) in lieu of providing documents: _____

Agent: _____ (office use only)



License number: _____ (office use only)

Virginia Department of Alcoholic Beverage Control • 2901 Hermitage Road • P.O. Box 27491 • Richmond, VA 23261 • www.abc.virginia.gov

APPLICATION FOR BANQUET LICENSE

SECTION 5: MANUFACTURER'S MULTI-DAY EVENT

51. Checkmark all documents that exist for this event. *Submit these documents to ABC with the application and the documents requested in section 4:*
- Any contracts/agreements with production companies List of all participating wineries and/or breweries
52. Date(s) of any Manufacturer's Multi-Day license(s) previously held: _____

SECTION 6: TASTING LICENSE

53. As you are limited to providing only **two types of distilled spirits** or **four types of wine or beer** for tasting per event, please list below the types (including brand name) that you plan to feature at this event:
- (1) _____ (3) _____ [wine/beer only]
 (2) _____ (4) _____ [wine/beer only]
54. Date(s) of any Tasting license(s) previously held: _____

SECTION 7: APPLICANT'S SIGNATURE

I certify that I have read and fully understand the guidelines, responsibilities and instructions provided and that the information on this application is true and accurate. *Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.*

Applicant's signature: _____ Date: _____
 Print name: _____

| | | |
|--|---|---|
| <p>WAIVER OF STATE LICENSE FEE (Available to duly organized not-for-profit corporations/associations ONLY)</p> <p>Pursuant to §4.1-111 of the Code of Virginia, the Board may waive the state license fee for a duly organized not-for-profit corporation or association holding a nonprofit event. A "nonprofit event" means income from the event shall not exceed expenses for the event. Fixed costs, including but not limited to, staff salaries, rent, utilities and depreciation shall not be included as expenses.</p> <ul style="list-style-type: none"> The applicant shall sign an affidavit certifying the not-for-profit status of the corporation or association and that the event being held is nonprofit. The applicant may serve alcoholic beverages in any combination, the amount to be no more than that which equals the total alcohol content by volume in two kegs of beer (31 gallons). The granting of a waiver is limited to two events per fiscal year (July 1–June 30) for any qualifying corporation or association. | | |
| <p>SWORN AFFIDAVIT</p> <p><i>The undersigned swears or affirms that this request to waive the banquet state license fee is made on behalf of the not-for-profit corporation or association and that profits will not be generated from this event. No more than the total alcohol content by volume in two kegs (31 gallons) of beer shall be served during this event.</i></p> <p>Falsification and/or misrepresentation of information may result in refusal of license and/or criminal charges.</p> <p>Signature: _____ Print name: _____ Title: _____ Corporation or association name: _____ Date: _____</p> | <p>NOTARIZATION OF AFFIDAVIT</p> <p>Note to Notary: You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of his/her knowledge and belief.</p> <p>State of _____ County /city of _____</p> <p>Subscribed and sworn before me on this _____ day of _____, 20 _____</p> <p>Notary public signature: _____ My notary commission expires _____ Registration number: _____ (required of Virginia-appointed notaries public)</p> | <p><i>Notary Stamp (required of Virginia-appointed notaries public)</i></p> |

An Ordinance To Amend The Fluvanna County Zoning Map, With Respect To 10.339 acres of Tax Map 12, Section 18, Parcels 1, 2, and 3 to rezone the same from I-1, Industrial, Limited to A-1, Agricultural, General; and 52.859 acres of Tax Map 12-18-4 and Tax Map 12-17-C to rezone the same from I-1, Industrial, Limited to I-1, Industrial, Limited.

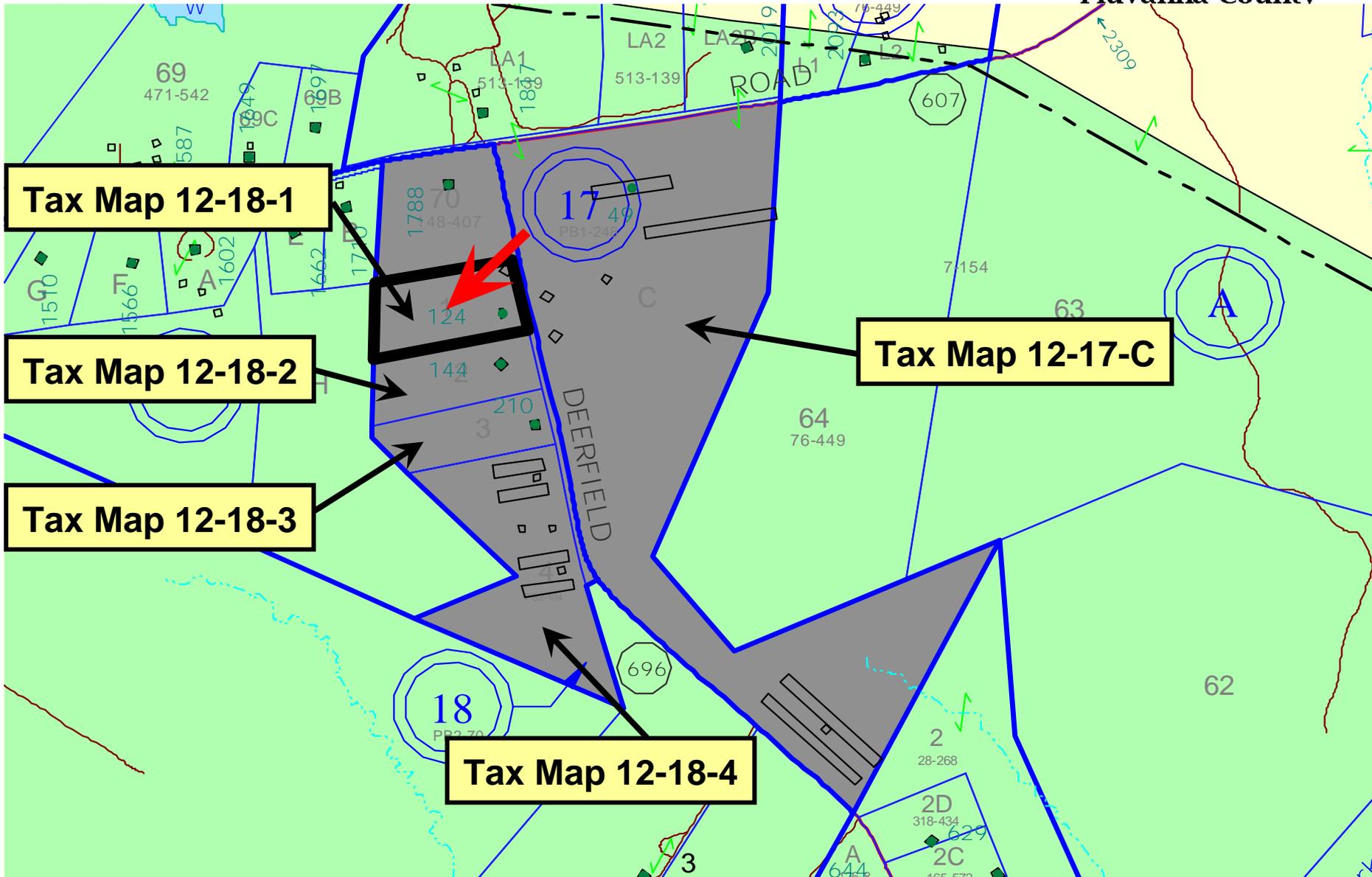
(ZMP 11:001)

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Section 15.2-2285, that the Fluvanna County Zoning Map be, and it is hereby, amended, as follows:

That 10.339 acres of Tax Map 12, Section 18, Parcels 1, 2, and 3, be and is hereby, rezoned from I-1, Industrial, Limited to A-1, Agricultural, General; and that 52.859 acres of Tax Map 12-18-4 and Tax Map 12-17-C, be and is hereby, rezoned from I-1, Industrial, Limited to I-1, Industrial, Limited.

Initiation of ZMP 11:01 (Fluvanna County)

Fluvanna County



MOTION: I move that the Board of Supervisors form a Town of Columbia Task Force in collaboration with the Town of Columbia in identifying issues of concern and appropriate solutions to those issues. The composition, scope and duration of this committee shall be established as described in the Task Force's Charter (attached) contingent upon approval of the Columbia Town Council.

AGENDA

BOARD OF SUPERVISORS

May 18, 2011

SUBJECT: Formation of Town of Columbia Task Force

TIMING: Needs action to authorize use of resources to assist the Town of Columbia with issues of importance to the town.

POLICY IMPLICATIONS: This action will assist the Town in establishing and implementing necessary agreements, policies, partnerships, and projects to achieve its identified goals. The proposed formation of the Task Force and Charter will be addressed by the Columbia Town Council at their May 17, 2011 meeting. Any revisions proposed resulting from that meeting will be presented to the Board of Supervisors on May 18, 2011.

LEGISLATIVE HISTORY: None

DISCUSSION: The scope of this Task Force shall be limited to issues as identified by the Town Council of Columbia or the task force. Once all the identified issues have been effectively addressed with a means to implement solutions identified, or at the request of the Town, this task force shall be disbanded by the Board with any remaining or future items to be addressed by the Town.

The task force shall be comprised of the following individuals – Shaun Kenney, Pat Groot, John Hammond (Mayor), Kerry Murphy Hammond (Council Member), Chip Howard (Council Member), Chuck Jones (Interfaith Council), Richard Singleton (St. John's Episcopal Church), Jean Lipscomb (Citizen), Debby Bryant (Citizen), Lt. Aaron Hurd, Sheriff Ryant Washington, Gary Rice (VDH), Susan Muir (DSS), Darius Lester (Bldg Official), Darren Coffey (Planning), Billie Campbell.(TJPDC), Howard Evergreen (Housing Foundation), and other town representatives as assigned by the Town Council.

Please advise if further information is desired.

Staff: Pat Groot, Grants Administrator



Attachments: Town of Columbia Task Force Charter

Task Force Charter

| | | |
|--|---|--------------------------------------|
| Date Received: 5/18/11 | Project Name: Town of Columbia Task Force | Project Code: TBA |
| Sponsoring Organization: Fluvanna County | Sponsor: Shaun Kenney | Project Manager: Pat Groot |

Scope and Composition of the Committee:

The scope of this task force shall be limited to assisting the Town of Columbia in identifying solutions to issues of concern identified by either the Town Council or the task force.

The task force shall be comprised of the following individuals – Shaun Kenney, Pat Groot, John Hammond (Mayor), Kerry Murphy Hammond (Council Member), Chip Howard (Council Member), Chuck Jones (Interfaith Council), Richard Singleton (St. John’s Episcopal Church), Jean Lipscomb (Citizen), Debby Bryant (Citizen), Lt. Aaron Hurd, Sheriff Ryant Washington, Gary Rice (VDH), Susan Muir (DSS), Darius Lester (Bldg Official), Darren Coffey (Planning), Billie Campbell.(TJPDC), Howard Evergreen (Housing Foundation), and other town representatives as assigned by the Town Council.

Committee Deliverables

Identify all issues of immediate and long-term concern to the Town of Columbia.
Recommend viable solutions to each issue and outline a recommended plan of action to implement solutions.

Project Schedule and Budget

| | |
|---|---|
| Anticipated Duration of Committee: One year, or until the Town has implemented the necessary agreements and other tools necessary to fully address the identified issues. | Forecasted Budget Impact: \$0 |
| Major Milestone Completion Times Meet monthly to identify issues and begin developing solutions. Discuss progress and additional implementation strategies at each meeting. Report back to the Fluvanna County Board of Supervisors on a quarterly basis. Project completion – Task Force work completed within one year, or as soon as is feasible to effectively address all identified issues and means to assist the town. | Major Budget Milestones: Monthly meetings = \$0 County, legal assistance or other = Unknown Recurring costs = County staff time |
| Additional Comments: Upon a recommendation from the Town of Columbia, this task force shall be disbanded by the Board of Supervisors with any remaining or future items to be addressed by the Town. | |

MOTION: I move to accept the 2010 State Homeland Security Program grant (SHSP) in the amount of \$21,040 administered by the VA Department of Emergency Management and authorize a supplemental appropriation to the federal grant budget for the Sheriff's Office in the amount of \$21,040 to revenue line 20200015 334112 HOMSC (Homeland Security), and to expenditure line 20200015 406021 HOMSC for ADP Supplies.

AGENDA

BOARD OF SUPERVISORS

May 18, 2011

SUBJECT: 2010 State Homeland Security Program grant (SHSP)

RECOMMENDATION: Accept grant

FISCAL IMPLICATIONS: This a non-competitive federal grant awarded by the Commonwealth from the SHSP under the National Preparedness Directorate (NPD), US Department of Homeland Security. The award of \$21,040 requires no match. Funds must be expended prior to February 28, 2013. Expenditures are limited to a federally approved list of items. Some items are available off of state contract. There is an annual maintenance cost of approximately \$1,600 per year; grants may be available to pay this cost for the next year or two. The CFDA number is 97.073

TIMING: Acceptance and application due May 25, 2011.

POLICY IMPLICATIONS: Expenditures under this grant will pay for purchasing a network clock (considered a maintenance expense) used to ensure all computers on the network register the same time and a License Plate Reader. The latter is software and equipment installed in a Deputy's vehicle that can scan and store images of license plates while the Deputy's vehicle is moving, recording the location and time the photo was taken. The data can be used to locate stolen vehicles, suspects, potential witnesses, and assist in missing persons cases,

DISCUSSION: None.

Submitted by staff: Patricia A. Groot, Grants Administrator
Attachments: Supplemental Appropriation
Award letter

For County Administrator Use Only

Comments:

County Administrator's Signature



County of Fluvanna, Virginia

TO: Finance Department
Request for Supplemental Appropriation

From: Pat Groot for the Sheriff's Office Date: 5/18/2011
Department

| Fund No. | Dept No. | Major No. | Object Code | Cost Account | Project No. | Program No. | Amount |
|--------------------------------|----------|-----------|-------------|--------------|-------------|-------------|-------------|
| 202 | | 00015 | 334112 | SHSP grant | | | (21,040.00) |
| 202 | | 00015 | 406021 | ADP Supplies | | | 21,040.00 |
| | | | | | | | |
| | | | | | | | |
| Sub-Total Page 1 | | | | | | | - |
| Sub-Total of Continuation Page | | | | | | | - |
| GRAND TOTAL | | | | | | | - |

Reason for Request Federal SHSP Grant awarded from VDEM for law enforcement software. CFDA no. 97.073.

Requested by: Pat Groot for Sheriff Washington
Department Head

| | |
|---|--|
| Budget Comments: | Reviewed By: <div style="border-bottom: 1px solid black; margin-bottom: 5px; display: flex; justify-content: space-between;"> Budget Analyst Date </div> Recommended By: <div style="border-bottom: 1px solid black; margin-bottom: 5px; display: flex; justify-content: space-between;"> Director of Finance Date </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px; display: flex; justify-content: space-between;"> County Administrator Date </div> Approved By: <div style="border-bottom: 1px solid black; margin-bottom: 5px; display: flex; justify-content: space-between;"> Board Chariman Date </div> |
| Source of Funding | |

COPY



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

April 25, 2011

Mr. Frank A. Pleva
Interim County Administrator
Fluvanna County
P.O. Box 540
Palmyra, VA 22963

Dear: Mr. Pleva

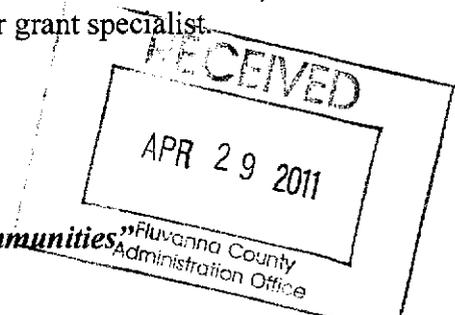
The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the 2010 State Homeland Security Program grant (SHSP), CFDA # 97.073 from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS). Your agency has been funded for:

Project Title: License Plate Reader and Maintenance Costs
Federal Grant Allocation: \$21,040.00
Recipient's Required Cost Share/Match Amount: \$0.00

The obligation period for this program is September 1, 2010 to February 28, 2013. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.com/grants/forms> or contact your grant specialist.

"Working to Protect People, Property and Our Communities." Fluvanna County
Administration Office



Mr. Frank A. Pleva
April 25, 2011
Page 2

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

| | |
|--|--|
| POC Form, Budget Sheets, EHP Evaluation Form | www.vaemergency.com/grants/forms |
| Grant Assurances | www.vaemergency.com/grants/forms |
| Certification Regarding Lobbying | www.vaemergency.com/grants/forms |
| Non-Supplanting Certification | www.vaemergency.com/grants/forms |

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at www.vaemergency.com under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by May 25, 2011. If you have any questions regarding this award, please contact Jocelyn Bagby at the VDEM Grants Management Office at (804) 897-9766.

Sincerely,



Michael M. Cline

MMC/df

c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness
Ms. Kerry Stuver, Grants Management Coordinator, Office of Commonwealth Preparedness
Mr. John Robins, Interim Coordinator, Emergency Management, Fluvanna County

MOTION: I move to approve the Design Development drawings for the Fork Union Firehouse and authorize the Architect, DJG, Inc, of Williamsburg, Virginia to proceed with the Construction Design Phase of the Project that is budgeted for \$67,748.

AGENDA BOARD OF SUPERVISORS May 18, 2011

SUBJECT: Review and Approval of Fork Union Firehouse Design Development Drawings.

ISSUE: Review and approval of the Design Development Drawings of the Fork Union Firehouse and authorize the Architect to proceed to the next phase of the project, which is the Construction Design Phase.

RECOMMENDATION: The Fork Union Firehouse Building Committee recommends approval of the Design Development Drawings along with the commencement of the Construction Design Phase.

TIMING: Routine

FISCAL IMPLICATIONS: The project budget is \$1,760,000 and includes grant funds totaling \$1.4 million along with local cash totaling \$360,000. The architect has been tasked to develop a design that will stay in budget.

The approval to proceed to the Construction Design Phase of this project will obligate the County to pay the Architect for the next phase of the design, which is approximately \$67,748. This will be in addition to the Schematic Design work and the design development work that has already been completed for the amount of \$25,405 and \$76,217, respectively. This will be paid from the Capital Improvements Account budgeted for the Firehouse Construction.

Staff proposes that the project budget that is shown in the following table be accepted by the Board of Supervisors at this phase. The amounts are based on past construction projects that the County has undertaken. These include the library that was built for \$178/sf (larger building) and the Palmyra Firehouse that was built for \$189/sf all costs included. This project is required to have three items that these building did not have: LEED certification, exhaust systems, and smoke and CO detectors. These items will increase the costs. The estimate below results in a preliminary total cost of \$218/sf for this project at this phase which would be one of the highest costs for a building built in the County. The actual cost for construction will be realized at the time that project is bid.

Fork Union Firehouse Budget

| May-11 | |
|---|--------------------------------|
| Description | Proposed Budget (July 1, 2009) |
| Architectural, Engineering, Historical and environmental work | \$ 255,000 |
| Base Bid including site work, building, interior finishes, and the appliance allowance for the kitchen (Based on construction cost of \$140/sf) | \$ 1,148,000 |
| Geothermal Alternative - Horizontal Loop | Included in Base Bid |
| Utilities (telephone and computer wiring, septic system, water connection) | \$ 67,000 |
| Utility Relocation to comply with VDOT requirements | \$ 95,000 |
| Contingency (15%) | \$ 226,500 |
| Total Budget | \$ 1,791,500 |
| Cost per square foot | \$ 218.47 |

Note: Building consists of 8200 sq ft (Bay area 5440 and Living area 2760)

POLICY IMPLICATIONS: None.

DISCUSSION: The Board of Supervisors assigned a building committee to oversee the design and construction of the proposed Fork Union Firehouse. The Committee consists of Mozell Booker, Shaun Kenney, and Marvin Moss along with members of the Fork Union Fire Company, County Staff and the County Fire Chief, Mike Brent.

The building committee's objectives were as follows: 1) develop a plan for the building that meets the needs for today and provides for future expansion; 2) provide a multipurpose meeting room that can be used by the fire company and other County organizations; 3) provide a bunk room and associated support rooms such as showers for overnight staffing in the fire house; 4) provide emergency power generator for the building; and, 5) develop a visual pleasing façade that is in character with the Fork Union Community Center.

The building committee met on April 27, 2011 to review and further work on the design development design including the elevations and floor plans for the proposed building. The floor plan has gone through several changes from the beginning of the process to arrive at the current design. Both the elevation of the building along with the floor plan and site plan are attached. These have changed from the drawings that were presented to the Board of Supervisors for the Schematic Design Phase presentation on April 6, 2011. These changes include removing a hallway and locker room so that an additional Day room could be added. Also, the elevations were changed so that the entrance and parapet looked less modern and more like the Fork Union Elementary School or the Carysbrook High School Building.

As a reminder, the design process for this building will follow the same general process that the Courts Building, the Public Safety Building, the Palmyra Firehouse and the Library Building followed:

- Phase 1 - Conceptual or Schematic Design – the floor plan, elevations and site plan are developed.
- Phase 2 – Design Development – the detailed design is completed for the project with the specifications and an initial cost estimate.
- Phase 3 – Construction Documents – the detailed bidding documents, plans, contract, and specifications are finalized in this phase.
- Phase 4 – Bidding – this phase includes review of the bids and a negotiation with the low bidder if necessary.
- Phase 5 – Construction Administration – this includes the oversight of the construction including pay requests, change orders, and resolution of problems.

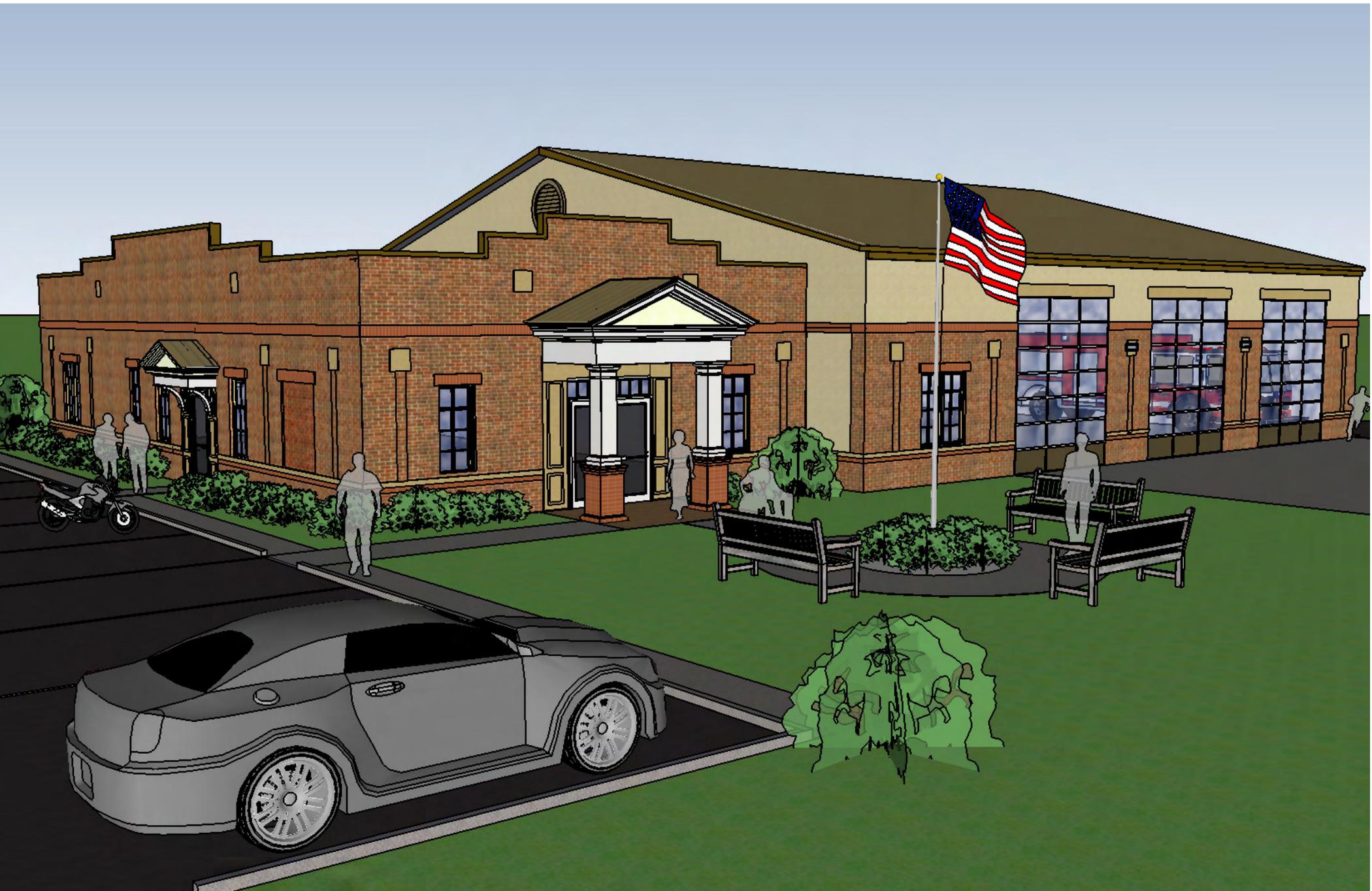
As in the past projects, each phase of the design will be submitted to the Board of Supervisors for approval to proceed to the next phase of design or construction. Therefore, the Board of Supervisors in approving the Design Development drawings and the next phase of the project, the Construction Design Phase, is only committing to complete this next phase at this time. Any changes that the Board of Supervisors would like to see should be presented as early in the project as possible so that the changes can be made without a significant amount of plan modification.

Staff: John Robins, Director of Public Works
Attachments: Rendering of Firehouse
 Site Plan
 Floor Plan
 Elevations of Proposed Firehouse

For County Administrator's Use Only

Comments:

Jay Scudder, County Administrator



BEFORE YOU DIG, CALL MISS UTILITY (1-800-552-7001)

TM 51-129

BOARD OF SUPERVISORS OF FLUVANNA COUNTY D.B. 817 P. 681

LEGEND

- EXISTING:
- 365 --- CONTOURS
 - PROPERTY LINE
 - IS IRON ROD SET
 - IF IRON ROD FOUND
 - o-PP/UP POWER POLE/UTILITY POLE
 - FH FIRE HYDRANT
 - u/e UNDERGROUND ELECTRIC
 - O/E OVERHEAD ELECTRIC
 - TPD TELEPHONE PEDESTAL
 - WM WATER METER
 - WV WATER VALVE
 - TREE
 - SHRUB
 - W WATER LINE
 - FIBER OPTIC CABLE
 - TREE LINE
 - EDGE OF GRAVEL



ENGINEERS ARCHITECTS PLANNERS

449 McLAWS CIRCLE WILLIAMSBURG, VA 23185 (757) 253-0673 VOICE (757) 253-2319 FAX

www.djginc.com

60% SUBMISSION

FLUVANNA COUNTY

FORK UNION FIRE STATION

FORK UNION, VIRGINIA

REVISIONS

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
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COMMISSION NUMBER

2110380

SCALE: AS SHOWN

DESIGNED: JC

DRAWN: JC

CHECKED: KMS

DATE: 05/10/2011

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO DJG, INC. AND IS FURNISHED IN CONFIDENCE AS AN INSTRUMENT OF SERVICE FOR THE LIMITED PURPOSE OF EVALUATING, DESIGNING AND REVIEWING OR CONSTRUCTION OF A SPECIFIC PROJECT. REPRODUCTION OF THIS DOCUMENT IN WHOLE OR IN PART, OR THE MODIFICATION OF ANY DETAIL OR SECTION WITHOUT THE EXPRESS WRITTEN CONSENT OF DJG, INC. IS PROHIBITED. ALL RIGHTS RESERVED. COPYRIGHT DJG, INC. (05/2011)

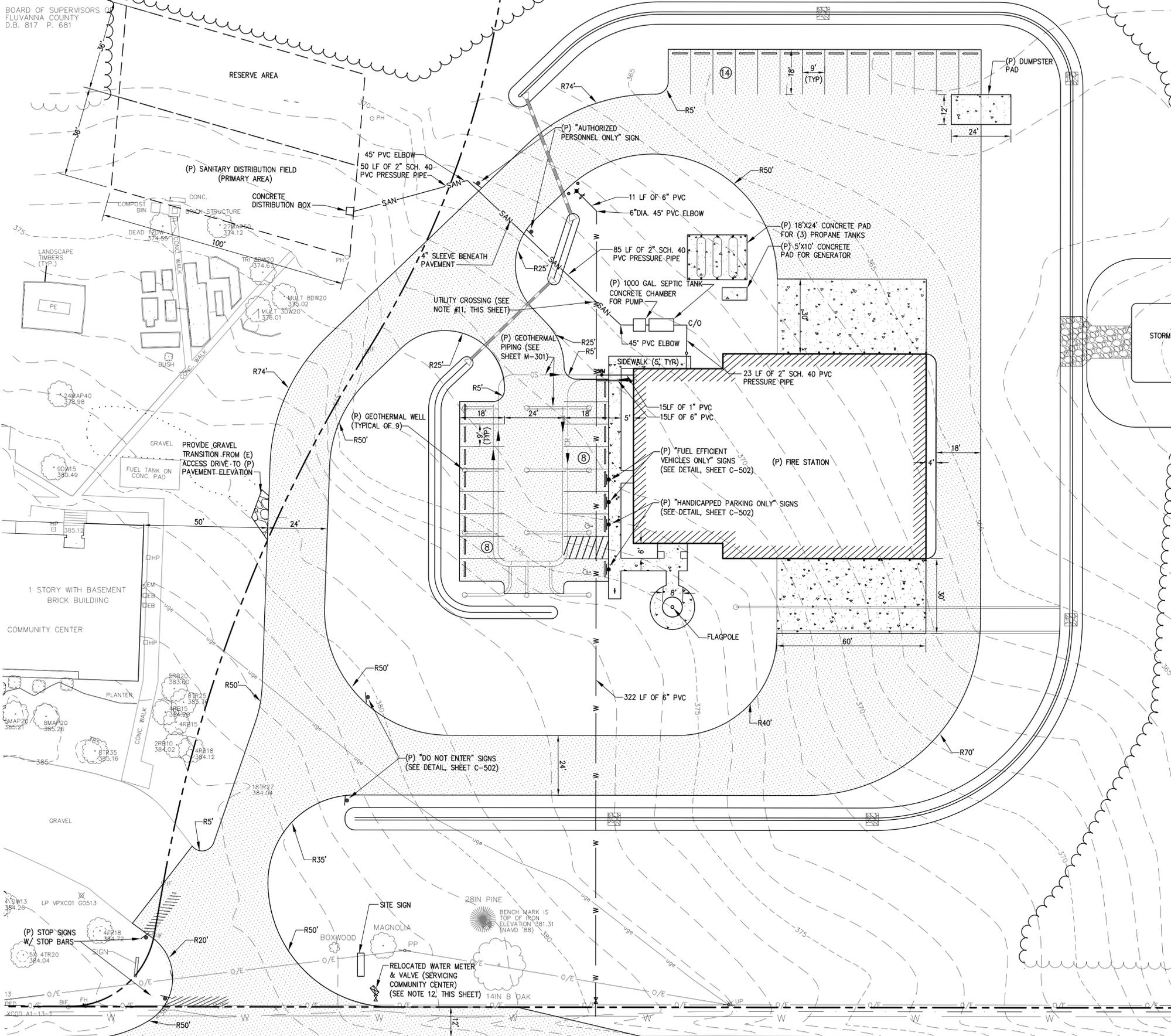
SHEET TITLE

SITE & UTILITY PLAN

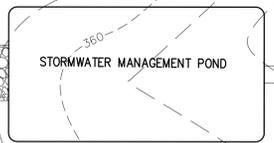
SHEET NUMBER

C-102

4 OF 37



TM 51-129A FLUVANNA COUNTY D.B. 166 P. 433



- PROPOSED:
- ASPHALT PAVEMENT
 - CONCRETE PAVEMENT
 - PARKING SPACES
 - SIGN
 - TREE LINE
 - SAN SANITARY PIPING
 - W WATER LINE
 - R RADIUS
 - C/O SANITARY CLEANOUT
 - W WATER METER
 - W WATER VALVE
 - FH FIRE HYDRANT
 - CONCRETE WHEEL STOP
 - BOLLARD
 - HANDICAPPED SPACE

NOTES

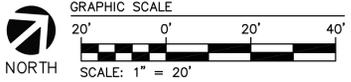
- CONTRACTOR SHALL CONTACT "MISS UTILITY" TO FIELD VERIFY LOCATION OF UNDERGROUND UTILITIES A MINIMUM OF 48 HOURS PRIOR TO ANY LAND DISTURBANCE ACTIVITIES.
- ALL PROPOSED PAVEMENT STRIPING SHALL BE 4" WIDE, NON-REFLECTORIZED, WHITE (FOR PARKING STALLS, AND BLUE PAINT (FOR HANDICAPPED SPACES). PAINTING AND STRIPING SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- ALL PAVEMENT WHICH HAS TO BE DISTURBED FOR THE PLACEMENT OF UNDERGROUND UTILITIES (OR OTHER IMPROVEMENTS) SHALL BE REPAIRED/REPLACED TO MATCH EXISTING SECTIONS, COLORS, & TEXTURES.
- WHERE NEW OR REPAIRED ASPHALT ABUTS ADJOINING ROADS ETC., ROADWAY SHALL BE SAWCUT, CLEANED AND REMOVED TO FORM A BUTT JOINT PER VDOT STANDARDS.
- ANY ROAD SHOULDERS OR LANDSCAPE AREAS DISTURBED BY CONSTRUCTION ACTIVITY SHALL BE REGRADED, STABILIZED, AND SEED.
- EXISTING HORIZONTAL AND VERTICAL UTILITY LOCATIONS SHALL BE VERIFIED BY THE CONTRACTOR IN THE FIELD PRIOR TO CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED/REPLACED AT THE CONTRACTOR'S EXPENSE.
- APPARATUS BAYS ARE DRIVE-THROUGH.
- COMMUNITY CENTER & ASSOCIATED PARKING AREAS MUST REMAIN ACCESSIBLE AT ALL TIMES.
- SANITARY DISTRIBUTION FIELD, AND ASSOCIATED SANITARY STRUCTURES/PIPING DESIGNED BY JOHN HUTCHERSON, CERTIFIED AOSE.
- SEE SHEET E-201 FOR ELECTRICAL SITE PLAN. FINAL LOCATIONS OF ELECTRICAL SERVICE LINES SHALL BE PROVIDED BY THE LOCAL UTILITY SERVICE PROVIDER. CONTRACTOR IS TO COORDINATE WORK.
- SANITARY PRESSURE PIPE SHALL PASS A MINIMUM OF 18" BELOW WATER LINE AT UTILITY CROSSING.
- REROUTE EXISTING COMMUNITY CENTER WATER SERVICE AS NECESSARY TO CONNECT TO RELOCATED WATER METER AND VALVE.

SITE STATISTICS:

TAX MAP # & ACREAGE:
 129, 166-436 (10 ACRES)
 129-A, 27-439 (90 ACRES)

TOTAL: 100 ACRES
 ZONED: INDUSTRIAL (I-1)
 SPEED LIMIT ON ROUTE 15 AT SITE LOCATION: 55 MPH
 PARKING: 30 SPACES

SITE & UTILITY PLAN



STATE ROUTE 15 50' R/W

MOTION: I move to appoint/reappoint _____ to the Economic Development Commission, Columbia District position, with a term to begin June 1, 2011 and to terminate on May 31st 2015.

AGENDA BOARD OF SUPERVISORS DATE: May 18th 2011

SUBJECT: Appointment to Economic Development Commission (EDC) – Columbia District

RECOMMENDATION: Approval

TIMING: Current term expires May 31st 2011

FISCAL IMPLICATIONS: None

POLICY IMPLICATIONS: None

DISCUSSION: Mr. Robert M. Lewis, Jr. is the current member and his term is expiring. Mr. Lewis, Jr. wishes to be considered for reappointment to this commission

Applicants who have shown an interest in this appointment are:

Robert M. Lewis, Jr. [current member and wishes to be reappointed]
Curtis Putnam

LEGISLATIVE HISTORY: None

Staff: Mary L. Weaver, Clerk to the Board of Supervisors

Copy:

Enclosure: Boards and Commissions Applications

County Administrator's Use Only

Jay Scudder, County Administrator

Interest in Economic Development Commission (EDC)

Columbia

Last Name Lewis **First Name** Robert M. **Date Recieved** 5/31/2007
Mailing Address 3443 Bybee Church Road **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (434) 589-1342 **Work Phone** 4345890777 **Cell Phone/Other**
Fax **Email Address** rmlmsljr@gmail.com
Physical Address **City** **State** **Postal Code**

Education and Experience:

2 yrs. Southern Conn. State University / 25 yrs food service/chef

Civic Activities and Committee Memberships:

American Saddlebred Horse of Virginia

Interest in Committee:

To be active in Economic Development.

Comments: appointed in 2005, reappointed in 2007

Interest in Economic Development Commission (EDC)

Columbia

Last Name Putnam **First Name** Curtis **Date Recieved** 6/1/2007
Mailing Address 16408 James Madison Hwy. **City** Palmyra **State** VA **Postal Code** 22963-
Home Phone (434) 589-2136 **Work Phone** 4345911925 **Cell Phone/Other**
Fax **Email Address** curtisputnam@hotmail.com
Physical Address 15408 James Madison Hwy. **City** Palmyra **State** VA **Postal Code** 22963

Education and Experience:

BS in Sociology - Minor in Chemistry, Teaching from Western Michigan University, 1974. Experience & professional expertise in retail sales and marketing, teaching and small business owner (ceramics)

Civic Activities and Committee Memberships:

Board member - Missouri Mental Health Consumer Network. Past membership in Kiwanis. I attend Seays Chapel and am a graduate of Fluvanna Leadership Development Program of 2007.

Interest in Committee:

I wish to serve the County which has nurtured me, and contribute my voice to the future of Fluvanna.

Comments: County Employee

Reapportioning Fluvanna County's Electoral Districts

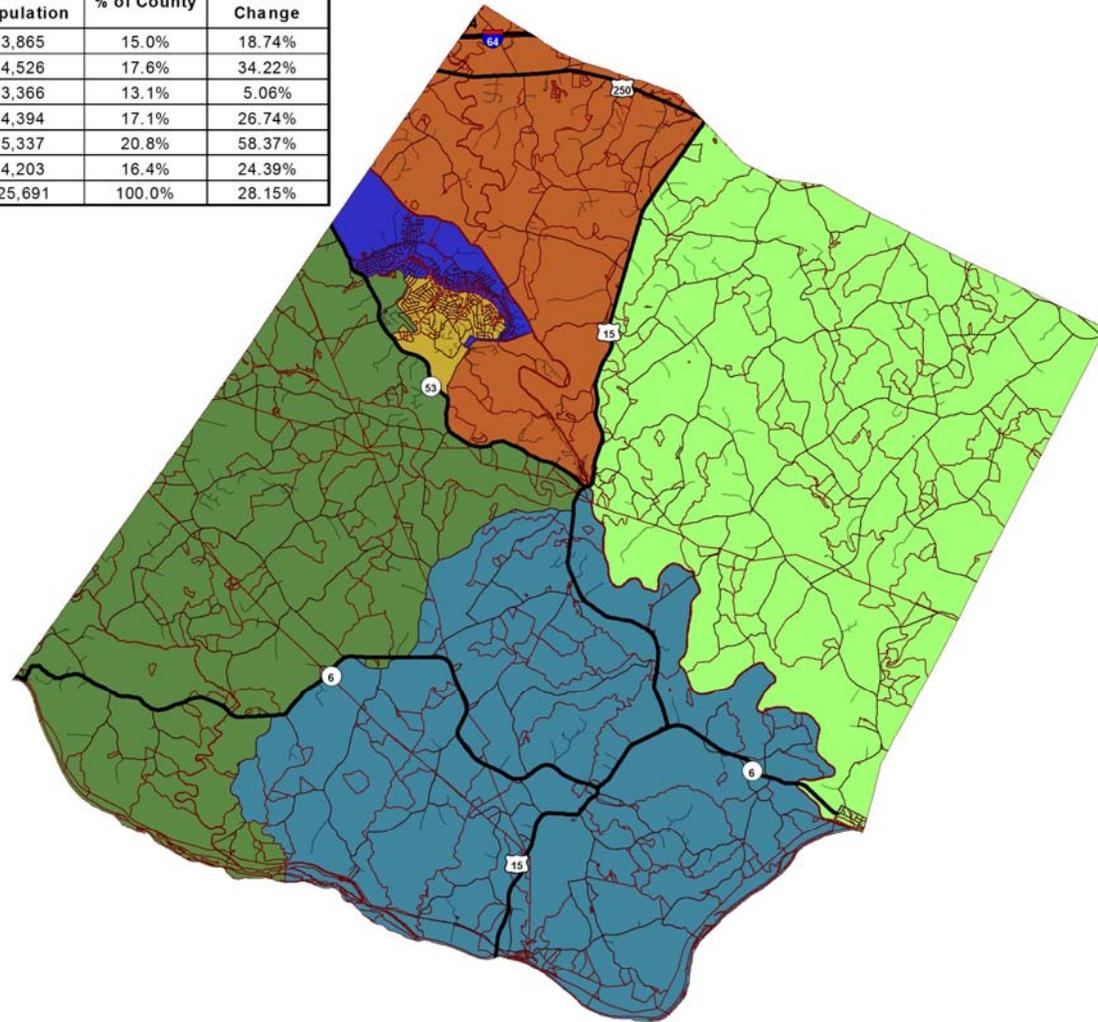
Board of Supervisors

May 18, 2011

2010 Census Data

Fluvanna County Election Districts

| Voting District | 2000 Population | % of County | 2010 Population | % of County | Percent Change |
|-----------------|-----------------|---------------|-----------------|---------------|----------------|
| Columbia | 3,255 | 16.2% | 3,865 | 15.0% | 18.74% |
| Cunningham | 3,372 | 16.8% | 4,526 | 17.6% | 34.22% |
| Fork Union | 3,204 | 16.0% | 3,366 | 13.1% | 5.06% |
| Palmyra | 3,467 | 17.3% | 4,394 | 17.1% | 26.74% |
| Rivanna N | 3,370 | 16.8% | 5,337 | 20.8% | 58.37% |
| Rivanna S | 3,379 | 16.9% | 4,203 | 16.4% | 24.39% |
| Total | 20,047 | 100.0% | 25,691 | 100.0% | 28.15% |



Legend

- Roads
- Main Roads
- 2010 Blocks
- 2010PopulationNoChangeRace
- District**
- COLUMBIA
- CUNNINGHAM
- FORK UNION
- PALMYRA
- RIVANNA N
- RIVANNA S

Redistricting Committee's Recommended Timeline

- Presented seven plans to the Board on May 4th
- Recommendation highlighting three of the seven plans
- Board action on May 18th to recommend a plan and schedule a public hearing
- Public hearing to adopt the recommended plan on June 15th
- Post information on the website

When does this need to occur?

- ❑ Fluvanna County should submit a local redistricting plan to the Department of Justice as soon as possible.
- ❑ A statewide redistricting plan must be cleared by the Department of Justice at least 60 days prior to the November 6, 2011 election.

Plans Under Consideration

- All plans that have been discussed by the Board to date have been located on the County's website. These include:
 - Two 5 District Plans
 - Scenario 1C
 - Scenario 1G
 - Three 7 District Plans
 - Scenario 3A
 - Scenario 3B
 - Scenario 4

Demographic Changes 2001-2010

2001 Redistricting Numbers

| Voting District | 2000 Total Population | 2000 % of Population White | 2000 % of Population Black | 2000 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 3,255 | 70.1% | 26.8% | 3.1% |
| Cunningham | 3,372 | 92.0% | 5.6% | 2.4% |
| Fork Union | 3,204 | 54.7% | 43.2% | 2.1% |
| Palmyra | 3,467 | 68.6% | 28.2% | 3.2% |
| Rivanna N | 3,509 | 91.2% | 5.1% | 3.7% |
| Rivanna S | 3,240 | 95.1% | 1.9% | 3.0% |
| Total | 20,047 | 78.8% | 18.3% | 2.9% |
| | 6,749 | 93.1% | 3.6% | 3.3% |

The tables along the left of the page, depict the population and racial composition of each district.

The tables along the right of the page depict the percentage change for each category (White, Black, or Other) from the 2001 numbers over time.

2010 Census Population

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 3,865 | 73.5% | 22.8% | 3.7% |
| Cunningham | 4,526 | 90.5% | 4.8% | 4.7% |
| Fork Union | 3,366 | 59.0% | 35.1% | 5.9% |
| Palmyra | 4,394 | 70.6% | 23.1% | 6.3% |
| Rivanna N | 5,337 | 83.5% | 8.7% | 7.8% |
| Rivanna S | 4,203 | 91.3% | 3.6% | 5.0% |
| Total | 25,691 | 79.1% | 15.2% | 5.7% |

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | 4.9% | -14.8% | 17.2% |
| Cunningham | -1.6% | -14.1% | 94.4% |
| Fork Union | 8.0% | -18.8% | 177.2% |
| Palmyra | 2.9% | -18.2% | 97.6% |
| Rivanna N | -8.5% | 70.8% | 112.0% |
| Rivanna S | -4.0% | 93.4% | 68.5% |
| Total | | | |

Source: 2010 Census Redistricting Data Summary File P2

Demographic Changes by Scenario

5 District Scenarios

2011 Redistricting Scenario 5C

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 5,089 | 68.7% | 28.0% | 3.3% |
| Cunningham | 5,229 | 91.9% | 3.4% | 4.7% |
| Fork Union | 4,748 | 64.5% | 30.0% | 5.5% |
| Palmyra | 5,355 | 79.4% | 12.1% | 8.5% |
| Rivanna | 5,270 | 89.2% | 4.6% | 6.2% |
| Total | 25,691 | 79.1% | 15.2% | 5.7% |

Scenario 5C

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | -1.9% | 4.5% | 4.1% |
| Cunningham | -0.1% | -39.6% | 95.0% |
| Fork Union | 18.0% | -30.6% | 161.0% |
| Palmyra | 15.8% | -57.2% | 166.0% |
| Rivanna | -4.1% | 28.1% | 85.3% |
| Total | | | |

2011 Redistricting Scenario 5G

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 5,132 | 67.9% | 29.0% | 3.1% |
| Cunningham | 5,059 | 91.4% | 3.6% | 4.9% |
| Fork Union | 5,015 | 66.5% | 28.0% | 5.5% |
| Palmyra | 5,215 | 79.9% | 11.5% | 8.6% |
| Rivanna | 5,270 | 89.2% | 4.6% | 6.2% |
| Total | 25,691 | 79.1% | 15.2% | 5.7% |

Scenario 5G

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | -3.0% | 8.2% | -2.4% |
| Cunningham | -0.6% | -35.5% | 103.2% |
| Fork Union | 21.6% | -35.3% | 161.2% |
| Palmyra | 16.6% | -59.3% | 168.3% |
| Rivanna | -4.1% | 28.1% | 85.3% |
| Total | | | |

2011 Redistricting Scenario 5I

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 4,897 | 70.2% | 25.2% | 4.6% |
| Cunningham | 5,101 | 90.7% | 3.6% | 4.9% |
| Fork Union | 4,988 | 73.1% | 22.0% | 4.9% |
| Palmyra | 5,366 | 73.4% | 19.9% | 6.7% |
| Rivanna | 5,339 | 89.1% | 4.7% | 6.2% |
| Total | 25,691 | 79.4% | 14.9% | 5.5% |

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | 0.2% | -5.8% | 46.0% |
| Cunningham | -1.4% | -36.0% | 101.5% |
| Fork Union | 33.8% | -49.1% | 128.6% |
| Palmyra | 7.1% | -29.6% | 110.1% |
| Rivanna | -4.3% | 31.1% | 85.7% |
| Total | | | |

Demographic Changes by Scenario

7 District Scenarios

2011 Redistricting Scenario 3A

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 3,724 | 73.0% | 23.5% | 3.5% |
| Cunningham | 3,545 | 90.0% | 5.5% | 4.5% |
| Fork Union | 3,507 | 60.2% | 33.9% | 6.0% |
| Palmyra | 3,838 | 68.4% | 25.4% | 6.1% |
| Rivanna A | 3,711 | 87.7% | 5.8% | 6.5% |
| Rivanna B | 3,645 | 89.3% | 5.3% | 5.4% |
| Rivanna C | 3,721 | 85.0% | 7.3% | 7.7% |
| Total | 25,691 | 79.1% | 15.2% | 5.7% |

Scenario 3A

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | 4.2% | -12.3% | 12.3% |
| Cunningham | -2.1% | -1.9% | 84.4% |
| Fork Union | 10.1% | -21.6% | 180.8% |
| Palmyra | -0.2% | -9.9% | 91.2% |
| Rivanna A | * | * | * |
| Rivanna B | * | * | * |
| Rivanna C | * | * | * |
| Total | | | |

2011 Redistricting Scenario 3B

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 3724 | 73.0% | 23.5% | 3.5% |
| Cunningham | 3545 | 90.0% | 5.5% | 4.5% |
| Fork Union | 3507 | 60.2% | 33.9% | 6.0% |
| Lake Monticello | 3803 | 91.2% | 3.6% | 5.2% |
| Nahor | 3755 | 87.8% | 6.6% | 5.6% |
| Palmyra | 3768 | 69.2% | 25.3% | 5.4% |
| Rivanna | 3591 | 82.7% | 7.4% | 9.9% |
| Total | 25691 | 79.3% | 15.0% | 5.7% |

Redistricting 3B

| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | 4.2% | -12.3% | 12.3% |
| Cunningham | -2.1% | -1.9% | -20.0% |
| Fork Union | 10.1% | -21.6% | 180.8% |
| Lake Monticello | * | * | * |
| Nahor | * | * | * |
| Palmyra | 0.9% | -10.2% | -80.7% |
| Rivanna | * | * | * |
| Total | | | |

2011 Redistricting Scenario 4

| Voting District | 2010 Total Population | 2010 % of Population White | 2010 % of Population Black | 2010 % of Population Other |
|-----------------|-----------------------|----------------------------|----------------------------|----------------------------|
| Columbia | 3,730 | 73.0% | 23.5% | 3.5% |
| Cunningham | 3,852 | 90.4% | 4.7% | 4.9% |
| Fork Union | 3,509 | 60.2% | 33.9% | 6.0% |
| Palmyra | 3,855 | 79.1% | 13.6% | 7.3% |
| Rivanna N | 3,726 | 88.2% | 4.9% | 6.9% |
| Rivanna S | 3,856 | 91.1% | 4.0% | 4.8% |
| Zion | 3,583 | 69.9% | 23.6% | 6.5% |
| Total | 25,691 | 79.1% | 15.2% | 5.7% |

Scenario 4

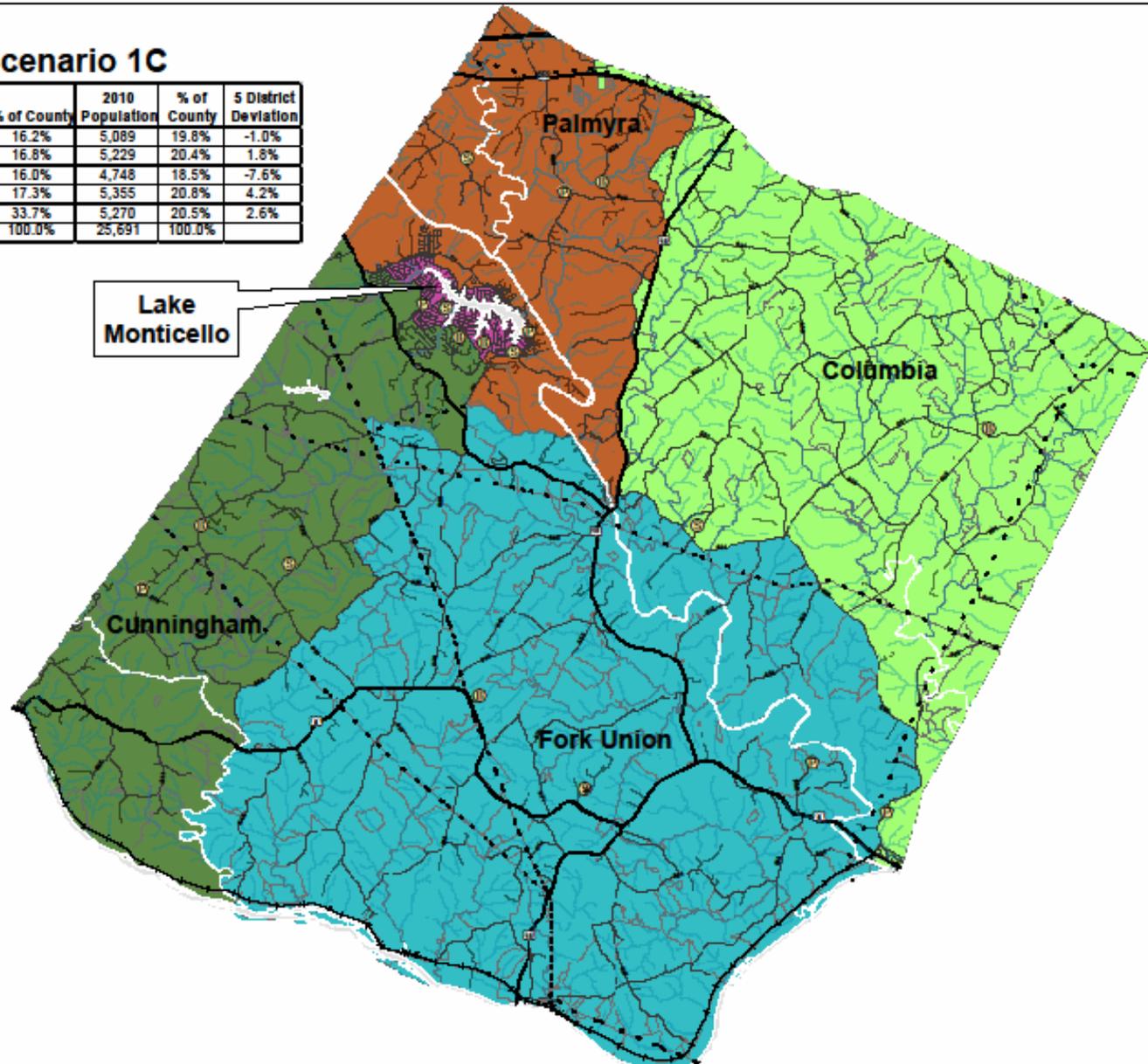
| Voting District | W | B | O |
|-----------------|-------|--------|--------|
| Columbia | 4.2% | -12.4% | 12.1% |
| Cunningham | -1.7% | -15.7% | 99.6% |
| Fork Union | 10.1% | -21.7% | 180.6% |
| Palmyra | 15.4% | -51.9% | 128.2% |
| Rivanna N | -3.3% | -3.7% | 87.6% |
| Rivanna S | -4.2% | 113.6% | 61.7% |
| Zion | * | * | * |
| Total | | | |

* No data from past redistricting for newly

Five District Scenario 1C

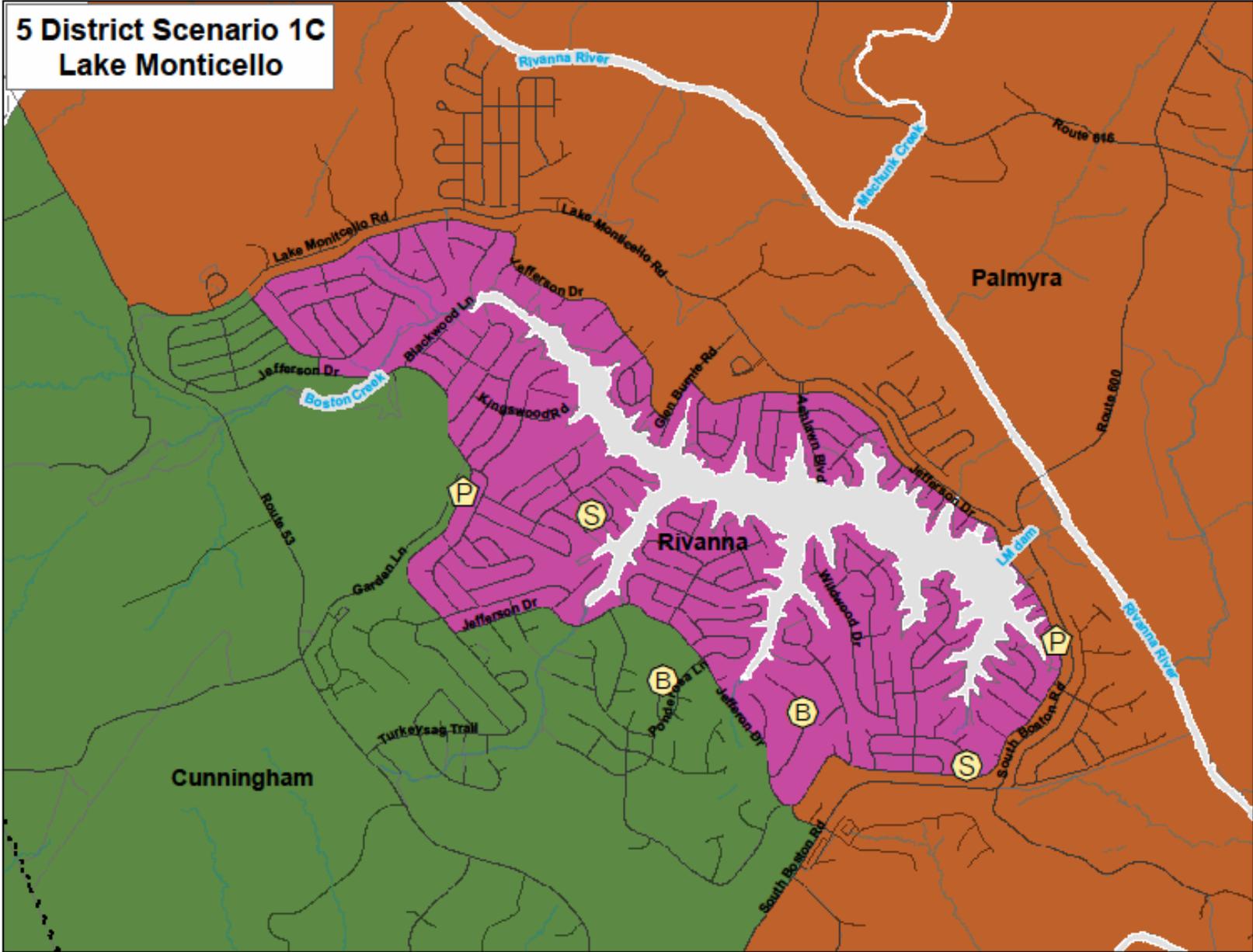
5 District Scenario 1C

| Voting District | 2000 Population | % of County | 2010 Population | % of County | 5 District Deviation |
|-----------------|-----------------|-------------|-----------------|-------------|----------------------|
| Columbia | 3,255 | 16.2% | 5,089 | 19.8% | -1.0% |
| Cunningham | 3,372 | 16.8% | 5,229 | 20.4% | 1.8% |
| Fork Union | 3,204 | 16.0% | 4,748 | 18.5% | -7.6% |
| Palmyra | 3,467 | 17.3% | 5,355 | 20.8% | 4.2% |
| Rivanna | 6,749 | 33.7% | 5,270 | 20.5% | 2.6% |
| Total | 20,047 | 100.0% | 25,691 | 100.0% | |



Lake Monticello Insert

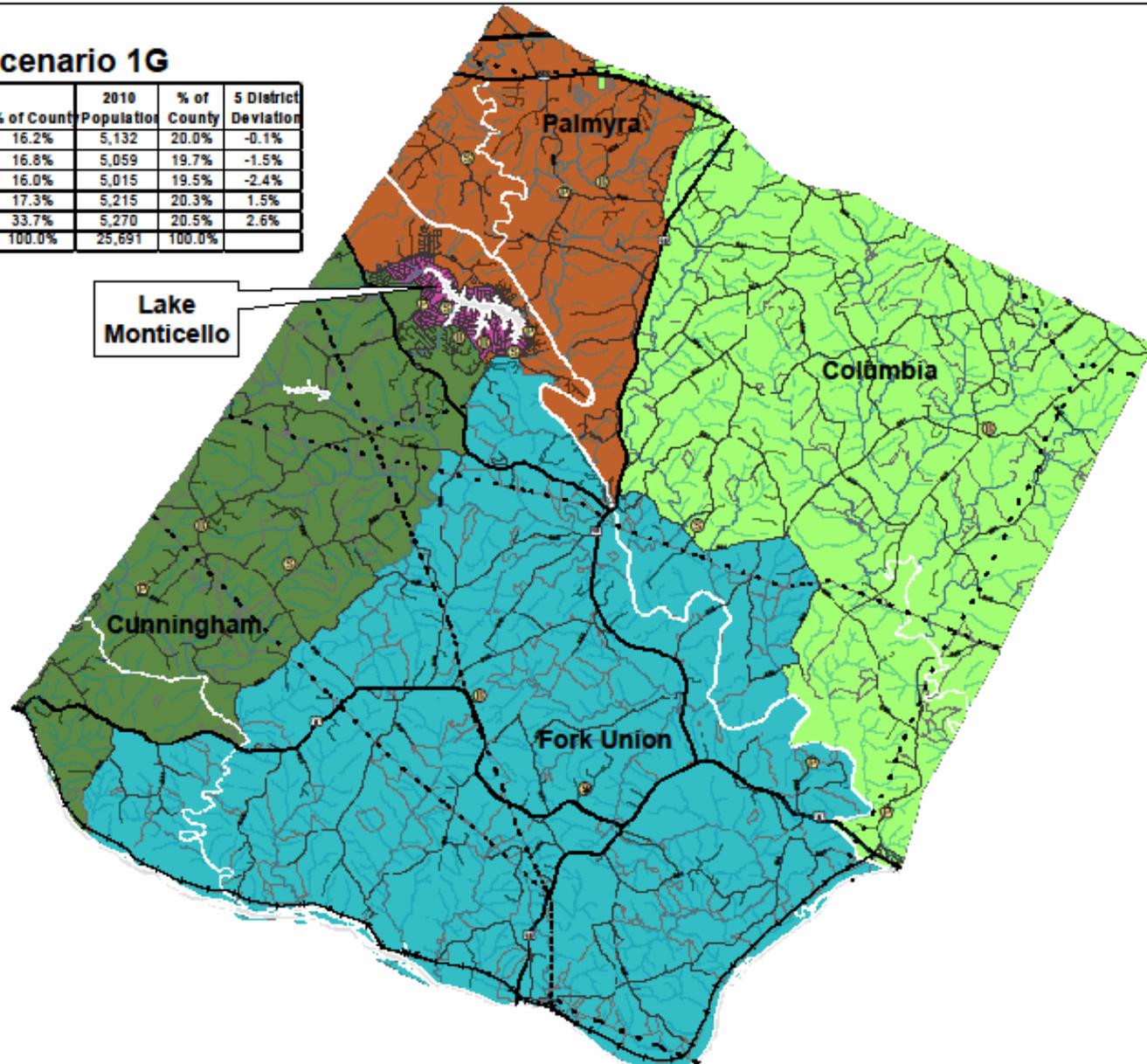
5 District Scenario 1C
Lake Monticello



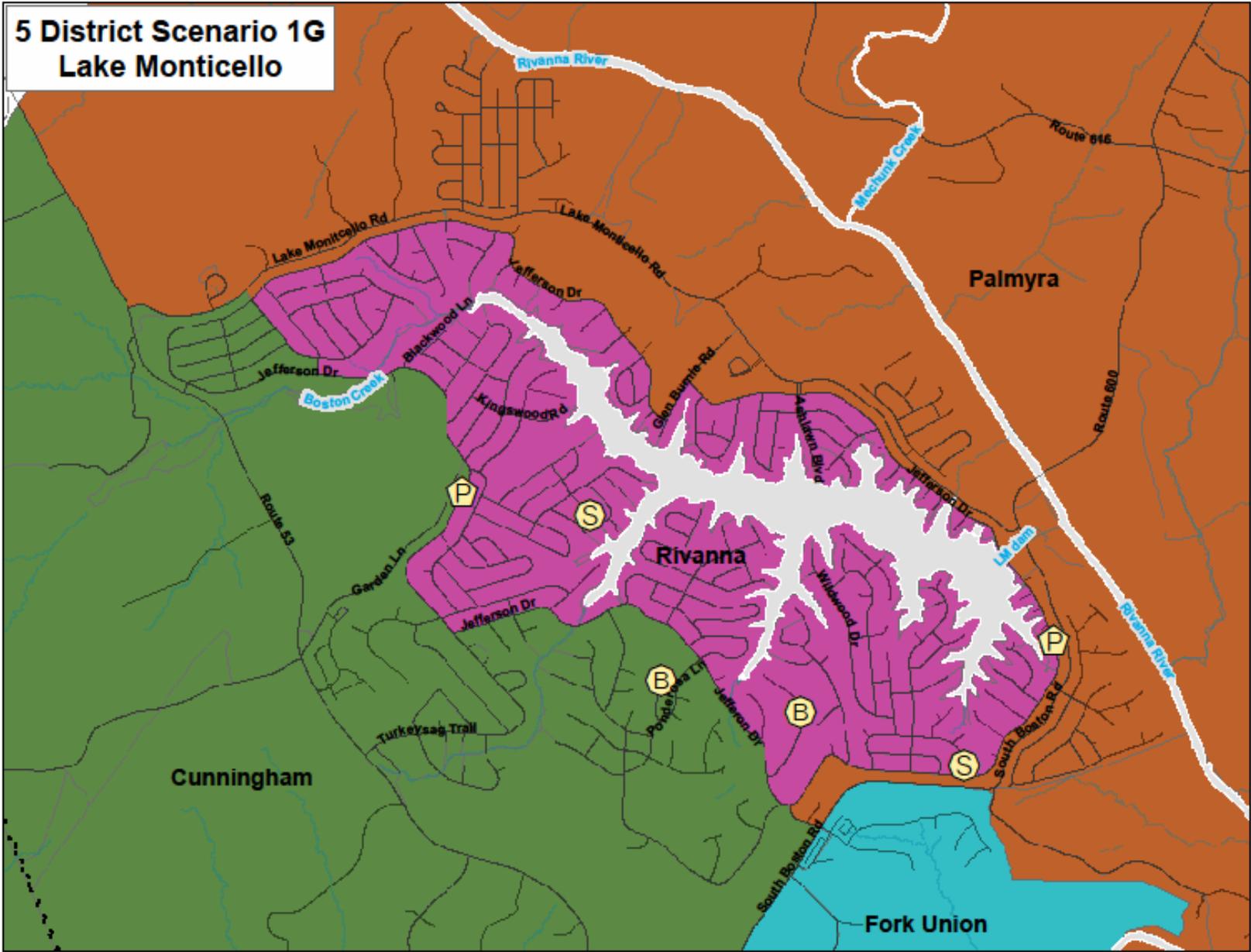
Five District Scenario 1G

5 District Scenario 1G

| Voting District | 2000 Population | % of County | 2010 Population | % of County | 5 District Deviation |
|-----------------|--------------------|---------------|--------------------|----------------|-------------------------|
| Columbia | 3,255 | 16.2% | 5,132 | 20.0% | -0.1% |
| Cunningham | 3,372 | 16.8% | 5,059 | 19.7% | -1.5% |
| Fork Union | 3,204 | 16.0% | 5,015 | 19.5% | -2.4% |
| Palmyra | 3,467 | 17.3% | 5,215 | 20.3% | 1.5% |
| Rivanna | 6,749 | 33.7% | 5,270 | 20.5% | 2.6% |
| Total | 20,047 | 100.0% | 25,691 | 100.0% | |



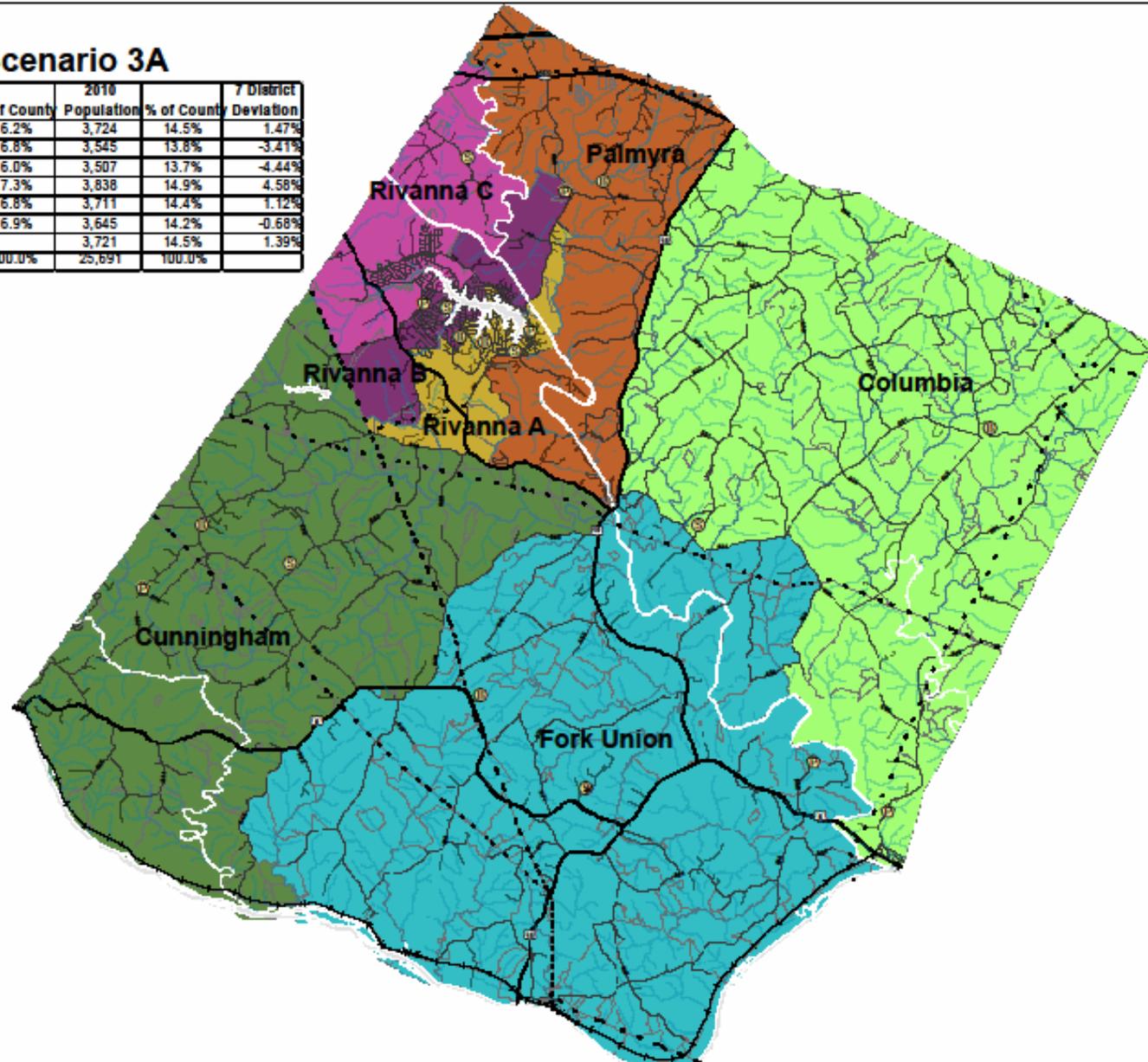
Lake Monticello Insert



Seven District Scenario 3A

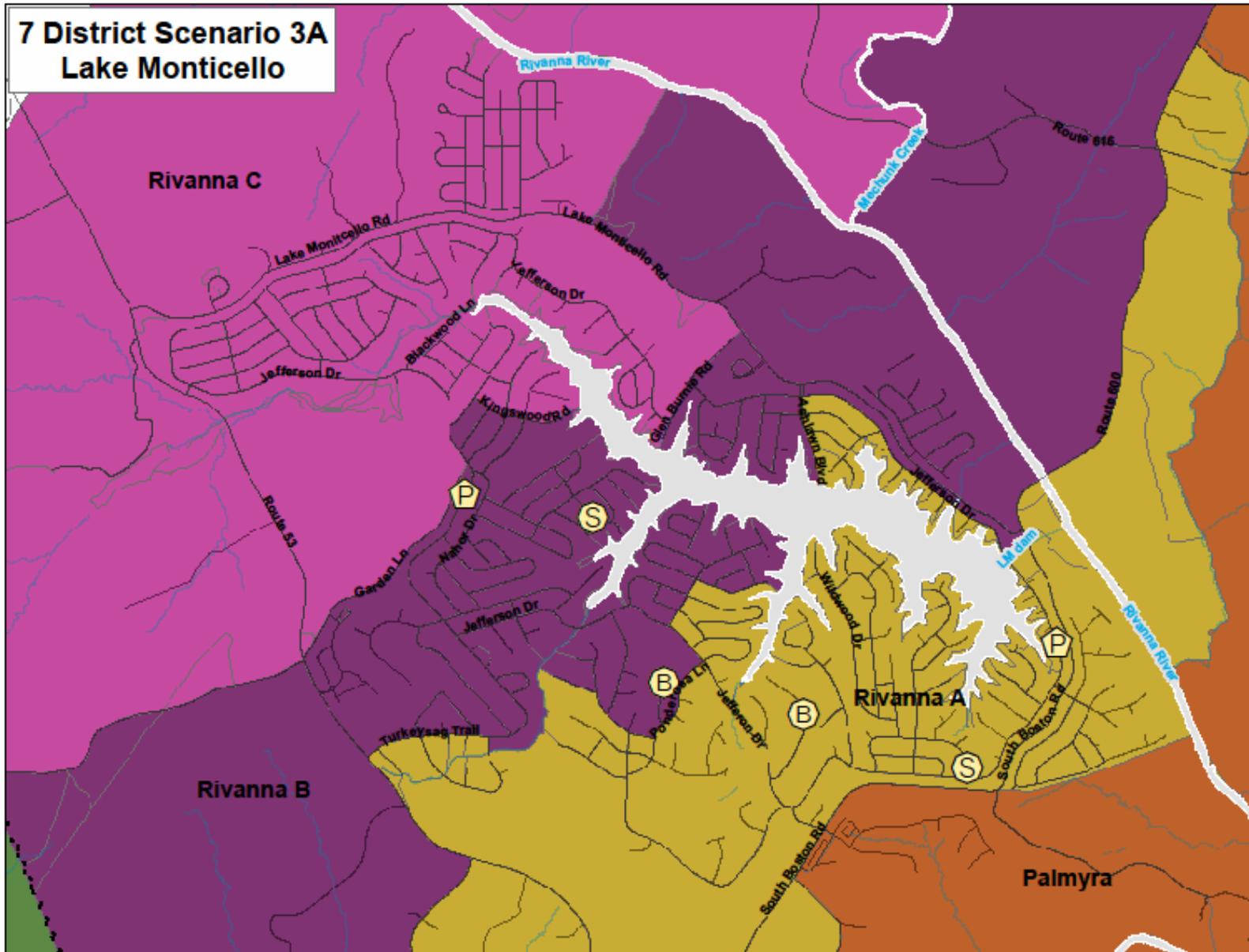
7 District Scenario 3A

| Voting District | 2000 Population | % of County | 2010 Population | % of County | 7 District Deviation |
|-----------------|--------------------|---------------|--------------------|---------------|-------------------------|
| Columbia | 3,255 | 16.2% | 3,724 | 14.5% | 1.47% |
| Cunningham | 3,372 | 16.8% | 3,545 | 13.8% | -3.41% |
| Fork Union | 3,204 | 16.0% | 3,507 | 13.7% | -4.44% |
| Palmyra | 3,467 | 17.3% | 3,838 | 14.9% | -4.58% |
| Rivanna A | 3,370 | 16.8% | 3,711 | 14.4% | -1.12% |
| Rivanna B | 3,379 | 16.9% | 3,645 | 14.2% | -0.68% |
| Rivanna C | | | 3,721 | 14.5% | 1.39% |
| Total | 20,047 | 100.0% | 25,691 | 100.0% | |



Lake Monticello Insert

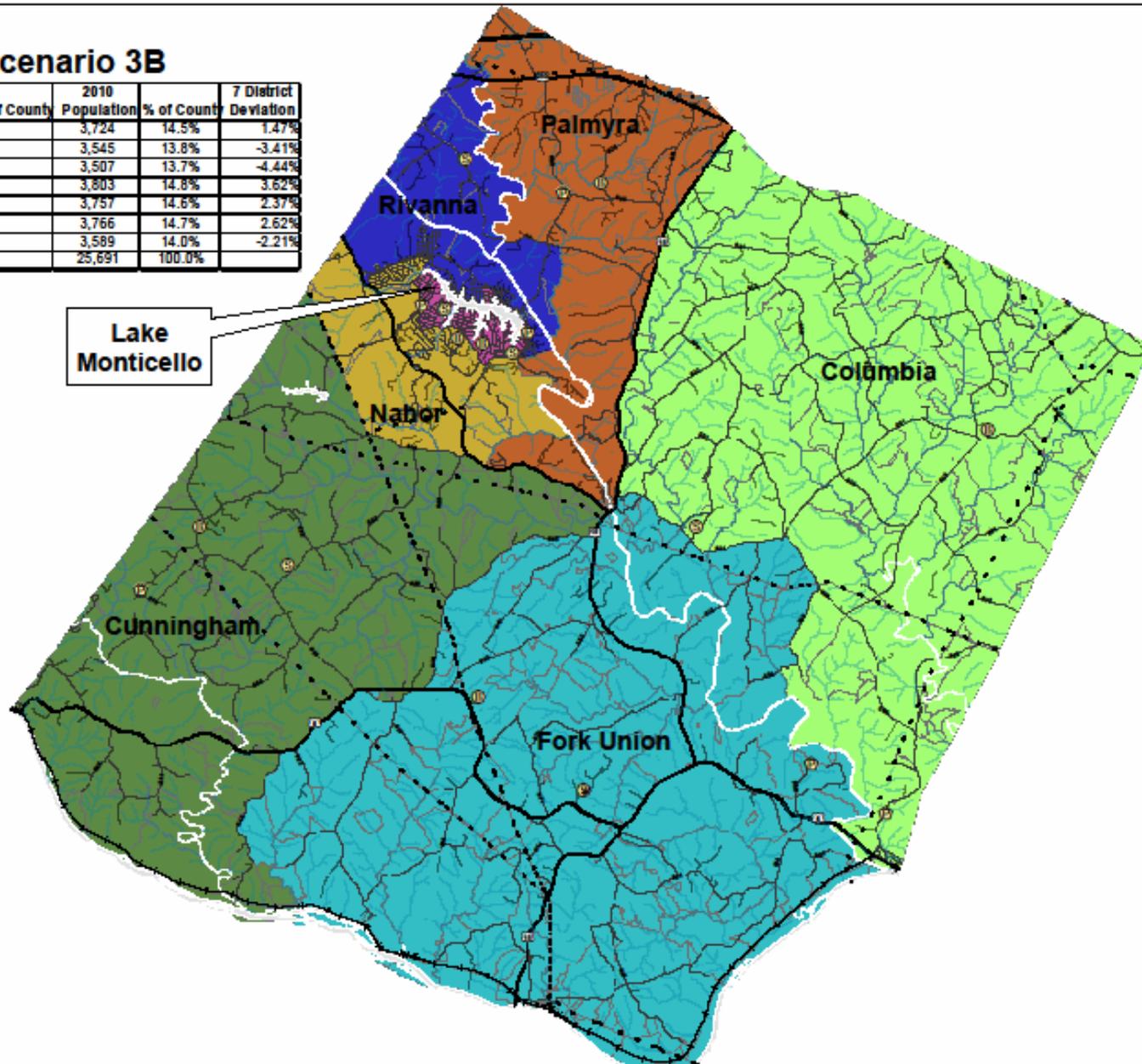
7 District Scenario 3A Lake Monticello



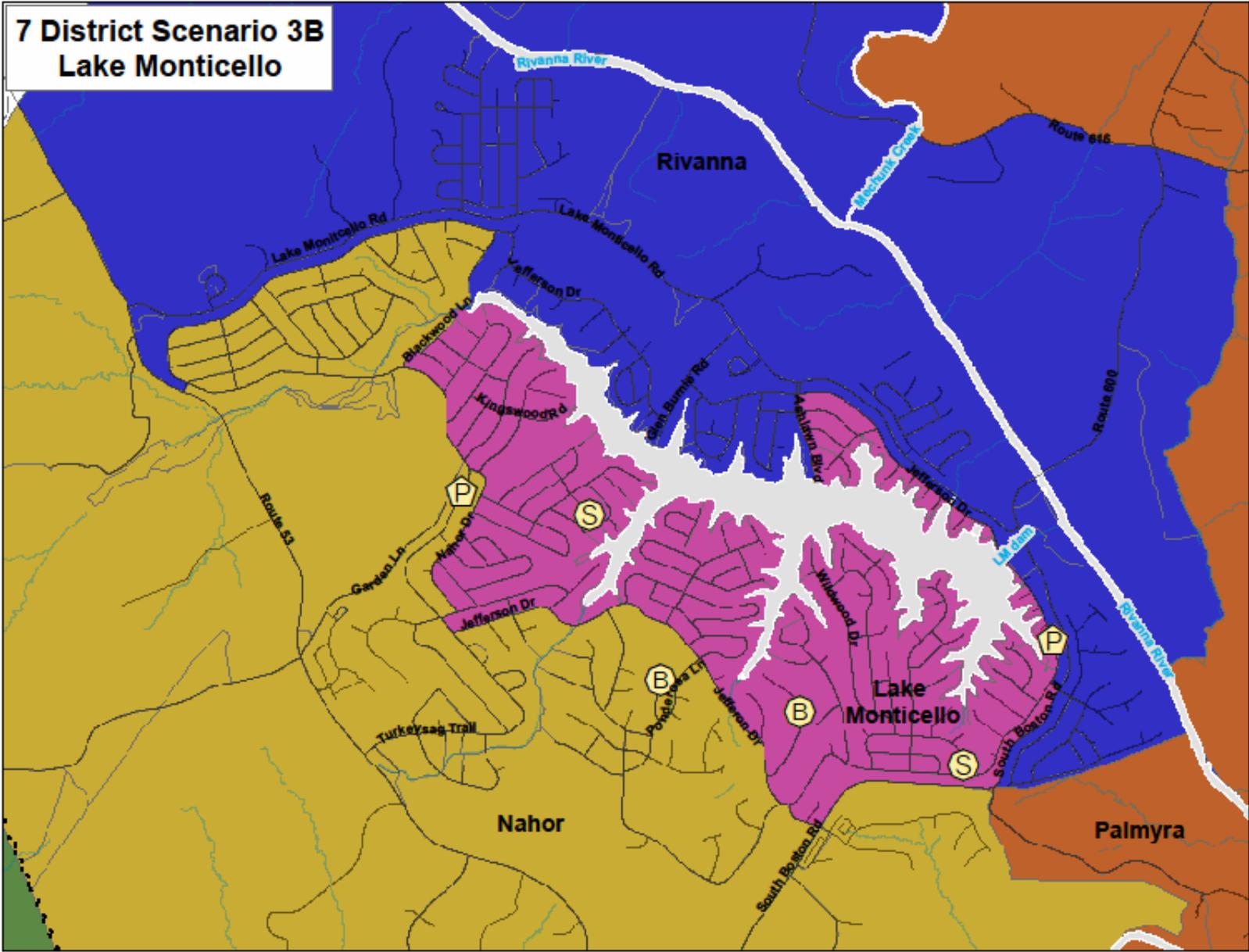
Seven District Scenario 3B

7 District Scenario 3B

| Voting District | 2000 Population | % of County | 2010 Population | % of Count | 7 District Deviation |
|-----------------|-----------------|-------------|-----------------|---------------|----------------------|
| Columbia | 3,255 | | 3,724 | 14.5% | 1.47% |
| Cunningham | 3,372 | | 3,545 | 13.8% | -3.41% |
| Fork Union | 3,204 | | 3,507 | 13.7% | -4.44% |
| Lake Monticello | | | 3,803 | 14.8% | 3.62% |
| Nabor | | | 3,757 | 14.6% | 2.37% |
| Palmyra | 3,467 | | 3,766 | 14.7% | 2.62% |
| Rivanna | | | 3,589 | 14.0% | -2.21% |
| Total | | | 25,691 | 100.0% | |



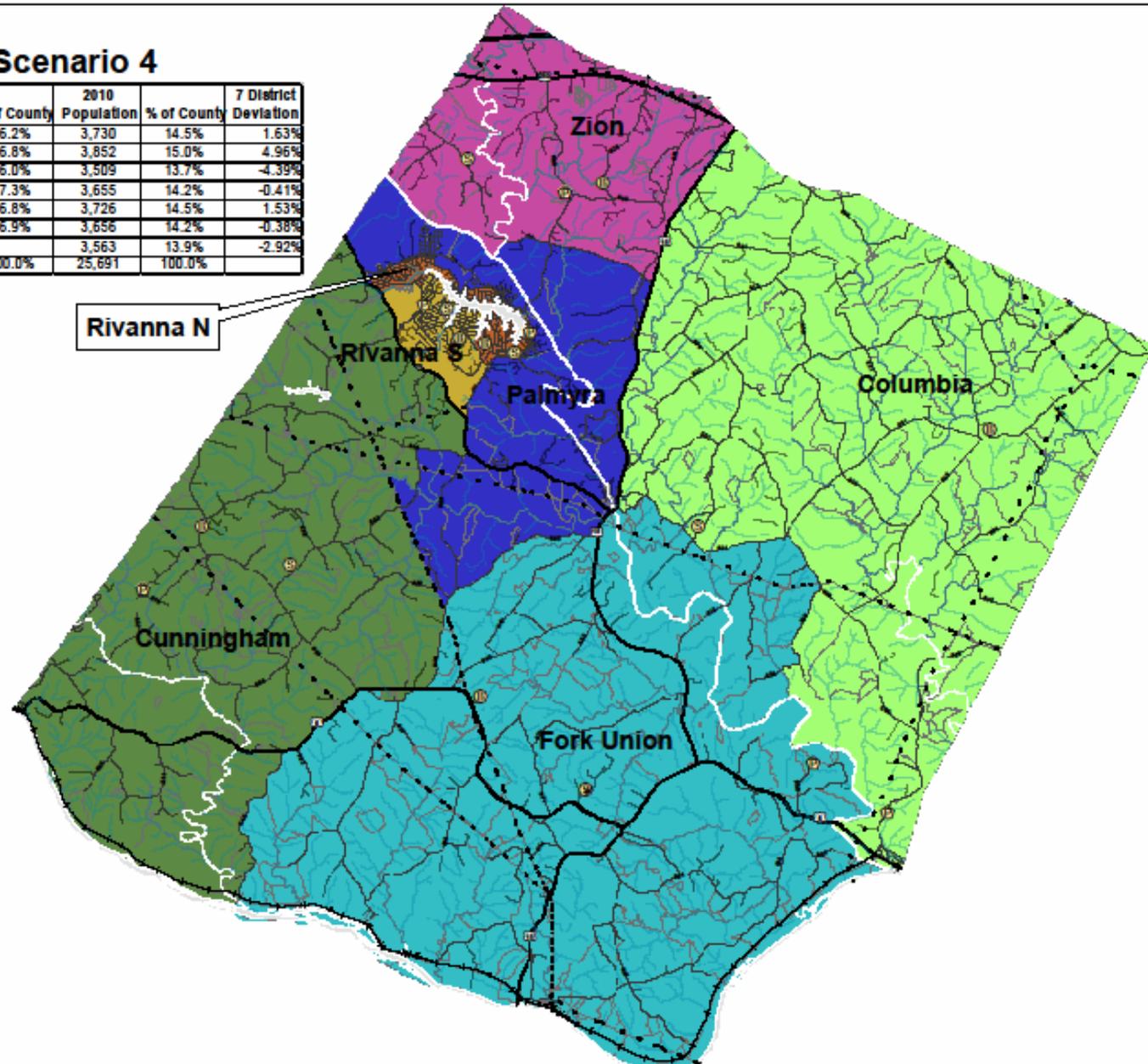
Lake Monticello Insert



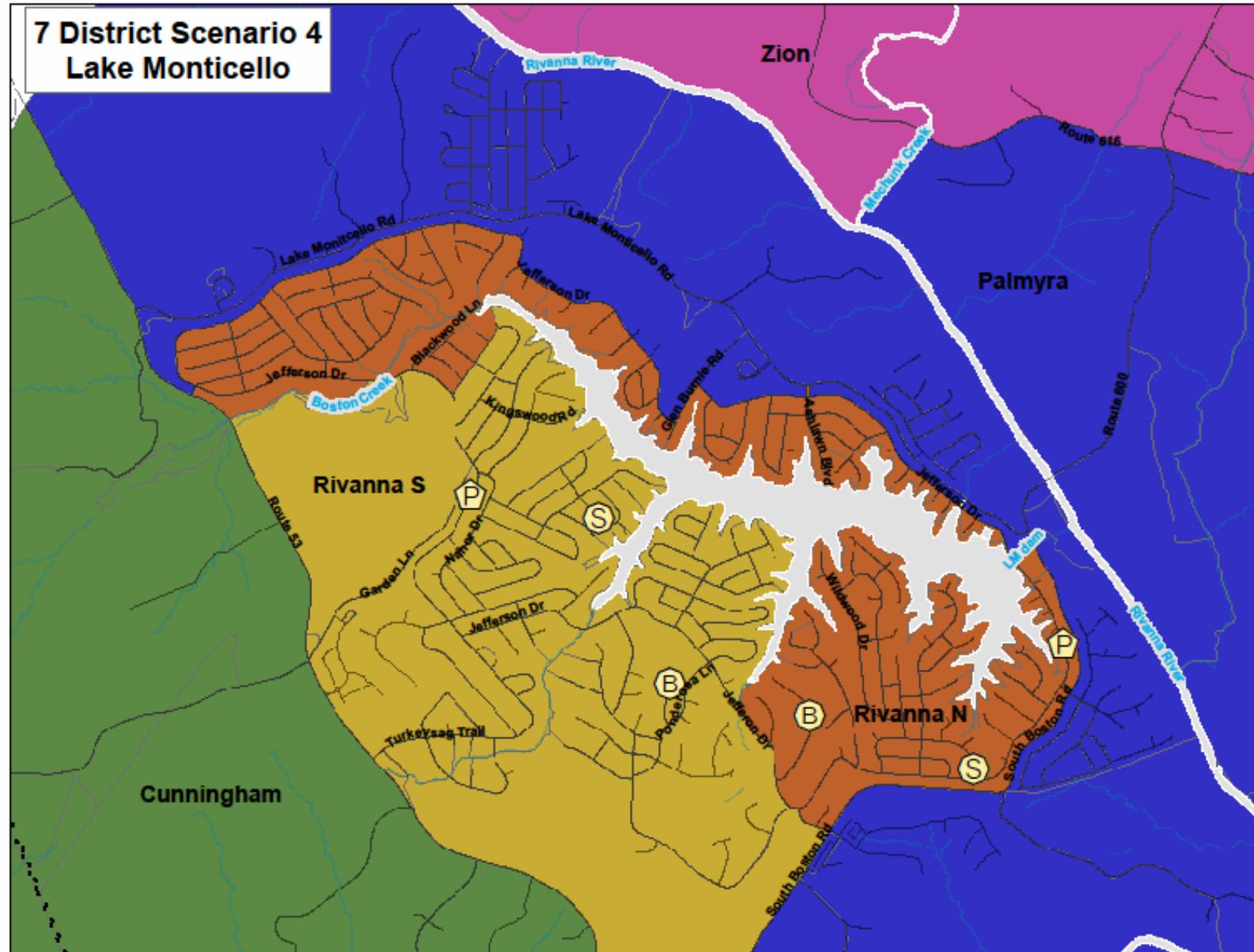
Seven District Scenario 4

7 District Scenario 4

| Voting District | 2000 Population | % of County | 2010 Population | % of County | 7 District Deviation |
|-----------------|-----------------|---------------|-----------------|---------------|----------------------|
| Columbia | 3,255 | 16.2% | 3,730 | 14.5% | 1.63% |
| Cunningham | 3,372 | 16.8% | 3,852 | 15.0% | 4.96% |
| Fork Union | 3,204 | 16.0% | 3,509 | 13.7% | -4.39% |
| Palmyra | 3,467 | 17.3% | 3,655 | 14.2% | -0.41% |
| Rivanna N | 3,370 | 16.8% | 3,726 | 14.5% | 1.53% |
| Rivanna S | 3,379 | 16.9% | 3,656 | 14.2% | -0.38% |
| Zion | | | 3,563 | 13.9% | -2.92% |
| Total | 20,047 | 100.0% | 25,691 | 100.0% | |



Lake Monticello Insert



Next steps?

- What concept does the Board prefer?
 - 5 District
 - 7 District
 - Other
- What specific scenario does the Board prefer?
- What modifications to that scenario should be considered?
- Schedule the public hearing date

The Redistricting Process

Board of Supervisors

May 18, 2011



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
FAX (434) 591-1911
www.co.fluvanna.va.us

BOARD OF SUPERVISORS

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Palmyra District

Shaun V. Kenney, Vice Chair
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Cunningham District

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Fork Union District

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Rivanna District

Chris Fairchild
Rivanna District

STAFF

Jay Scudder
County Administrator
jscudder@co.fluvanna.va.us

Mary L. Weaver
Clerk to the Board
mweaver@co.fluvanna.va.us

Memo

To: Fluvanna County Board of Supervisors
From: Darren K. Coffey, Planning Director
Date: May 18, 2011
Re: Collier SUP 11:02; environmental information for

Attached for your information is an email from Joe Pascarella, Virginia Department of Environmental Quality (DEQ), in response to the Board's discussion at the April 29th public hearing. Based on this information, staff does not recommend that environmental testing be required as a condition of either this application's approval or further consideration. This recommendation is based on two primary factors -- the size of the operation and the absence of any surface waters in the vicinity of the subject property. Both factors make any long term environmental impacts very unlikely according to DEQ.

Staff recommends that SUP 11:02 be considered based on the merits presented at the public hearing on April 20th and acted on with the conditions as proposed by the Planning Commission.

If further information is needed prior to the Board meeting, please contact me at your convenience.

Matthew J. Weaver

From: Pascarella, Jonathan (DEQ) [Jed.Pascarella@deq.virginia.gov]
Sent: Tuesday, April 26, 2011 1:38 PM
To: Matthew J. Weaver
Cc: Simmerman, Graham (DEQ)
Subject: RE: Sandblasting

Hello Matt,

In general, it would involve collecting several soil/sediment samples (about one cup each) and having them analyzed for the appropriate metals. It might be several hundred dollars for the several samples. The results would tell you if there were significant metals being released from the process and being washed into streams. Metals at certain concentrations can be toxic to aquatic wildlife if it gets into the streams.

However – you stated that the paints were stripped prior to the sandblasting. If that is the case, it will be highly unlikely that there will be significant metals (in the form of paint debris) being released from the stripped body parts and the sand itself is not a problem (unless washed, in bulk, into a stream). Thus, the analysis of the soils would not be that critical. A lot of this is going to depend on how the body parts are prepped prior to sandblasting. If solvents or caustics are being used, there might be a concern as to how they are cleaned from the body parts prior to sandblasting. Each of these could leave residues that would then end up on the ground. If sanding is used, there would not be much in the way of impacts from this removal process.

I hope this helps.

JED

Jed Pascarella
Environmental Program Planner
Division of Land Protection and Revitalization
P.O. Box 3000 (mail)
4411 Early Rd (physical)
Harrisonburg, VA 22801
540-574-7838

From: Matthew J. Weaver [mailto:mjweaver@co.fluvanna.va.us]
Sent: Monday, April 25, 2011 8:48 AM
To: Pascarella, Jonathan (DEQ)
Subject: RE: Sandblasting

Good morning Jed,

I exchanged emails with you a couple of months ago with regard to sandblasting and the environmental impacts of the sand blowing onto neighboring properties. The property owner operates an automobile refurbishment garage and was sandblasting parts outside of the shop. The paint and other materials were reportedly stripped before sandblasting. A request has been made for staff of Fluvanna County to inquire about the soil sampling process that was alluded to in the below email, specifically metal analysis and water sampling.

In general terms what type of sampling would be involved with this type of testing?

What does this testing accomplish or determine about the impacts to the land?

5/10/2011

How much would these tests generally cost (rough estimate)?

Thanks for your help!

Matt Weaver
Planner
Fluvanna County
132 Main Street
P.O. Box 540
Palmyra, VA 22963
434-591-1910
mjweaver@co.fluvanna.va.us

From: Pascarella, Jonathan (DEQ) [mailto:Jed.Pascarella@deq.virginia.gov]
Sent: Monday, February 28, 2011 8:47 AM
To: Matthew J. Weaver
Subject: RE: Sandblasting

Hello Matt,

I believe I misunderstood the question. I focused more on a new business as opposed to the remnants of an old business. From the information you just gave me, it's unlikely that the residue would cause a problem. The operation would have had to be really large and dealt with a lot of really contaminated materials (or did a lot of car stripping) to cause a problem off-site. I can't see the sandblast material causing a problem but there might be some paint flake/residue washing off-site. This would mainly cause a problem with surface water type areas (streams/ponds) and, again, only for a large operation. If the residents are concerned, they could have a sample collected and run metals analysis for lead, barium, cadmium, zinc, and chromium. This wouldn't be that expensive and might give them peace of mind. Unfortunately, DEQ does not do this sampling as a service. The residents would have to contract with a consultant themselves. They might be able to collect the samples themselves with direction from the lab – other folks have done this.

Hope this helps. Let me know if you need anything else.

Regards,
JED

Jed Pascarella, Environmental Program Planner
Division of Land Protection & Revitalization
VA DEQ - Valley Regional Office
P.O. Box 3000, Harrisonburg, VA 22801
ph: 540-574-7838 fx: 540-574-7878
NOTE NEW EMAIL ADDRESS
jed.pascarella@deq.virginia.gov

From: Matthew J. Weaver [mailto:mjweaver@co.fluvanna.va.us]
Sent: Monday, February 28, 2011 8:34 AM
To: Pascarella, Jonathan (DEQ)
Subject: RE: Sandblasting

5/10/2011

Thanks a lot Jed. That pretty much answers my questions. The owner/operator has ceased sandblasting operations and this inquiry was generated by a concern from the neighbors that the sand from the sandblasting was going to cause ill effects to their property.

I greatly appreciate your time in responding. Hope you have a great day!

Matt Weaver
Planner
Fluvanna County
132 Main Street
P.O. Box 540
Palmyra, VA 22963
434-591-1910
mjweaver@co.fluvanna.va.us

From: Pascarella, Jonathan (DEQ) [mailto:Jed.Pascarella@deq.virginia.gov]
Sent: Friday, February 25, 2011 11:09 AM
To: Matthew J. Weaver
Cc: Pandey, Janardan (DEQ); Critzer, Olive (DEQ); Simmerman, Graham (DEQ)
Subject: RE: Sandblasting

Hello Mr. Weaver,

There are several avenues that this type of facility might be regulated. First, our Air Pollution Control program oversees and permits activities that may potentially degrade air quality. I talked with our Air Staff about these types of operations and it is unlikely that this facility would require a permit because it would probably fall under the regulated emissions limit. To be sure, however, the owner should contact a member of our Air Pollution Control permitting staff to discuss the operation. Please contact our main number (540-574-7800) and ask for an available air permit writer to discuss this. If a permit is required, it would address the disposition of the sandblast residue. Another avenue would be a water pollution control general permit for industrial activity. This permit is largely driven by SIC codes. I have attached a "Registration Statement" for this permit to this email for you to review. It does not appear that the stated facility would be included in this, but this is not my area of expertise and it would be good for the owner to discuss this with our Water Pollution Control staff to ensure whether or not a permit is required for this activity. If a permit is required, it would address discharges from the application of this sandblast material. For this information you may contact Ms. Olive Critzer at 540-574-7877.

Finally, the Division of Land Protection & Revitalization (formerly the Waste Program) does not specifically permit this type of activity. The Solid Waste Management Regulations are written in a way that the burden is on the generator/owner to ensure that the business practice does not cause a discharge of waste materials or pollutants from their operation. If the blast material is a natural material, it is unlikely that this material would be regulated by our program – unless the circumstances were clearly evident that this material was causing an open dump situation (this would be possible, but unlikely for a natural material to cause this magnitude of problem). Our program would more focus on the contaminant materials that were cleaned off of the metal (e.g., paint, solvent, etc). Again, as the regulations are written, there would have to be some demonstration of off-site discharge of waste material for this practice to be regulated.

As you can see from the information above, a large part of the regulatory responsibility is on the owner/operator to ensure that their operation has the appropriate permits and is not causing harm to their property or neighboring properties.

I hope this information answers your question. If further clarification is needed, DEQ will need to review a detailed operation plan for the facility. Please email me if you have any further questions.

Thanks,

JED

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From: Matthew J. Weaver [mailto:mjweaver@co.fluvanna.va.us]
Sent: Thursday, February 24, 2011 11:11 AM
To: Pascarella, Jonathan (DEQ)
Subject: Sandblasting

Mr. Pascarella,

An application for a special use permit has come into the County to allow for automobile restoration. The applicant had used a sandblasting technique to clean and prepare parts for painting. Some of the sand from this process has distributed across the ground and the neighbors would like to get DEQ's opinion of environmental impacts of this sand. The sand was apparently mined in Buckingham County.

Could you please advise me on this issue? Please feel free to contact me if you need specifics.

Thanks so much!

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STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: SUP 11:02
Tax Map: Tax Map 12, Section 4, Parcels B1

From: Matt Weaver
District: Columbia
Date: April 20, 2011

General Information: This request is to be heard by the Board of Supervisors on Wednesday, April 20, 2011 at 7:00 pm in the Circuit Court Room in the Courts Building.

Owner/Applicant: Otis Collier

Representative: Otis Collier

Requested Action: Request for special use permit to allow for a small home industry with respect to 1.76 acres of Tax Map 12, Section 4, Parcel B1. The applicant is proposing to conduct a small business to include automobile refurbishment, small engine repair, and furniture repair. (Attachment A)

Location: The affected property is located in the Columbia District along Hollands Road (Route 630), approximately 0.65 miles south of Bybees Church Road (Route 613).

Existing Zoning: A-1, Agricultural, General

Planning Area: Rural Residential Planning Area

Existing Land Use: The parcel is approximately 1.76 acres in size with the primary residence located along Hollands Road (Route 630) and the shop building located behind the primary dwelling. See attached sketch plan (Attachment B) and aerial map (Attachment C)

Adjacent Land Use: The surrounding area is zoned A-1, Agricultural, General.

Zoning History: The subject property was originally part of a larger lot that was subdivided in December 1973 to its current 1.76 acres, making it legally non-conforming.

Neighborhood Meeting:

At the February 9, 2011 neighborhood meeting, four people spoke with regard to this application. Participants of the meeting expressed concerns pertaining to the traffic generated by this use along Hollands Road, noise from the use, and the excess sand generated by sandblasting crossing the property boundary. See Attachment D for a complete list of comments obtained during the February 9th meeting.

Technical Review Committee:

At the February 10, 2011 Technical Review Committee meeting, the Health Department stated, it would not require any improvements for the existing garage due to its close proximity to the primary residence.

The Virginia Department of Transportation commented, it would not require any additional entrance improvements as the twenty (20) foot entrance clearance was adequate when it was approved prior to 2003. If the volume of cars increases or larger trucks are brought through the entrance then an upgrade may be required.

Dr. Sam Babbitt, Planning Commission representative, inquired about small engine debris pertaining to the possible abandonment of excess parts or machines. The representative mentioned a possible condition for the SUP limiting automotive or equipment debris from this proposed activity.

The full list of Technical Review Committee comments is attached to this staff report (Attachment E).

Comprehensive Plan:

VISION 2009

The vision for Fluvanna County is based on key goals such as “preserving the rural character, promote economic development and protect individual property rights”. Protecting and preserving the rural character is essential as was expressed by Fluvanna citizens throughout the comprehensive planning process (see Appendix A in the Comprehensive Plan under the “2006 Planning Issues Survey”).

Analysis:

The applicant is proposing to operate a small business to include automobile refurbishment, small engine repair, and furniture repair. This business will employ one part-time employee, and according to the applicant, will refurbish one car about every two years. The applicant is not proposing any additional buildings to be built as this proposed use will take place in the garage located behind the primary dwelling and the small asphalt area directly adjacent to the garage (Attachment B).

In the past, sandblasting occurred behind the garage near the property line and was a major concern of the neighbor sharing this property boundary. The applicant states that he has

discontinued this use and there will be no more sandblasting on the property unless it is inside the enclosed sandblasting chamber that is located within the garage. There will be no sandblasting outside of the garage. Please see Attachment F for the correspondence with the Department of Environmental Quality regarding the environmental impacts of sandblasting.

VDOT has stated that the existing entrance is sufficient for the volume of traffic coming into and out of the property. The volume of work should not significantly increase from the current volume, as the proposed uses for this SUP mirror the existing activities on the property.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance.

First, the proposed use should not tend to change the character and established pattern of the area or community.

The lot is legally non-conforming in its current state due to the acreage of the property. The intensified use of operating the proposed small home industry on the property poses a risk of encroaching on the neighbors (i.e., noise, dust, vibration, etc.). The applicant is proposing to confine the activity to within the garage and on the adjacent pad area directly in front of the garage doors. Additionally, if approved, the property must not collect debris from the proposed uses; excess vehicles, furniture remnants, scrap wood, small engine parts, or similarly associated materials.

Second, the proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.

Small home industries and automobile repair service establishments are allowed by SUP in the A-1 district. By-right uses that are similar, in operation or size of structures, to this application may include home occupations, equestrian facilities, farm sales, non-commercial greenhouses, and accessory dwellings. The zoning ordinance allows for one accessory dwelling unit per subject property, similar to locating the garage behind the primary dwelling. In general, small home industries differ from home occupations in that non-family employees can be hired and the business may take up more than 25% of the gross floor area of the dwelling.

Sec. 22-1-2 of the zoning ordinance states that the purpose of the zoning ordinance is “to protect against over crowding of land”. The activities proposed for this application are considered intensive for a small property such as the subject parcel, which is 1.76 acres in size and currently contains two large buildings and several smaller structures. Furthermore, the zoning ordinance states its purpose is to “facilitate the creation of a convenient, attractive and harmonious community” requiring the upkeep of the property, free from debris. Confining the activities to within the enclosed garage or on the asphalt pad directly in front of the garage should limit the impacts from dust, debris, vibration, and noise on the adjoining neighbors. Additionally, the zoning ordinance states its purpose as “encouraging economic development activities”. The applicant is applying to provide a service to the community by refurbishing automobiles and repairing small engines.

Planning Commission:

The Planning Commission discussed this SUP on March 23, 2011 at its regular meeting. Two citizens spoke in favor of this application and four citizens spoke in opposition. The citizens were concerned with the previous sandblasting activity, traffic, and the appearance of the property. Concerns raised by the Planning Commission pertained to the general order of the lot, if the proposed use could become a junkyard, whether this activity is suited for a more industrial area, if work on the asphalt pad would disturb the neighbors, and the indoor confinement of the sand blasting activity.

The Commission discussed these items and concluded that granting the SUP would allow the County to have more control to regulate the above issues and the use. The Planning Commission added condition number ten, requiring screening of the use from the road or adjacent properties, then voted to **approve this SUP 6-0**.

Conclusion:

The Board of Supervisors should consider any potential adverse impacts, such as traffic entering and exiting the property, noise, dust, vibration, or visual clutter. The parcel is legally non-conforming due to its smaller size. No new buildings or entrances are to be built with this application.

Recommended Conditions

If approved Staff recommends the following conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, must be submitted for review and approval.
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. All activity related to this small home industry application, will be confined within the garage or on the asphalt pad directly in front of the garage doors.
5. No sandblasting will take place outside of the confined sandblasting chamber that is located within the garage.
6. The hours of operation shall be from 8 a.m. to 5 p.m., Monday – Saturday.
7. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
8. The Board of Supervisors, or representative, reserves the right to inspect the business for compliance with these conditions at any time.
9. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.
10. Proposed use shall be screened from neighboring properties and adjacent public roads to the reasonable satisfaction of the Zoning Administrator.

Suggested Motion:

I move that the Board of Supervisors **approve/deny** SUP 11:02, a special use permit request to allow for a small home industry with respect to 1.76 acres of Tax Map 12, Section 4, Parcel B1, [if approved] subject to the conditions listed in the staff report.

Attachments:

- A – Application & APO Letter
- B – Sketch Plan
- C – Aerial Vicinity Map
- D – Neighborhood Meeting Notes
- E – TRC Comment Letter
- F – Department of Environmental Quality Correspondence
- G – Pictures provided by neighbor

Copy:

Applicant – Otis Collier, 1380 Hollands Road, Palmyra, VA, 22963

APO – Dr. Steven & Dr. Kathleen Fletcher, 1379 Hollands Road, Palmyra, VA 23963

APO – Hazel Staton, 1314 Hollands Road, Palmyra, VA 23963

File



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Public Hearing Sign Deposit

Name: Otis Collier
 Address: 1380 Hollands Rd
 City: Palmyra VA
 State: VA Zip Code: 22963

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.

Otis Collier 12-24-10
 Applicant Signature Date

*Number of signs depends on number of roadways property adjoins.

| OFFICE USE ONLY | |
|--|----------------------------------|
| Application #: BZA _____ : _____ SUP _____ : _____ ZMP _____ : _____ ZTA _____ : _____ | |
| \$90 deposit paid per sign*: | Approximate date to be returned: |

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

There will be no new structures. Existing Building will be used work will be contained to Existing Buildings and to the adjacent Asphalt pad ~~and~~ attached to metal shop.

NECESSITY OF USE: Describe the reason for the requested change.

Welding trailer repair farm Equipment Repair (no sand blasting) Antique Auto repair and refurbishing. Restoring furniture, welding customizing Automobiles. repairing lawn mowers, weed eaters & general small engine repair.

PROTECTION OF ADJOINING PROPERTY: Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

There is no additional effects on neighbors since the work done will be inside or adjoining Asphalt pad in front of shop.

ENHANCEMENT OF COUNTY: Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The will be one additional family provided Employment by allowing this to be approved & the additional taxes raised by providing local services to its residents.

PLAN: Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.

Remarks:

An Engineering plot plan will be provided.



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MEMORANDUM

TO: Area Property Owners and Residents
FROM: Darren Coffey, Director of Community Development
DATE: February 2, 2011
SUBJECT: Neighborhood Meeting – February 9, 2011 – 4:30 P.M.

The following meetings have been scheduled to consider this request:

SUP 11:01 – Verizon Wireless – Construct Telecommunications Tower – A request for a special use permit to allow for a 125 foot wireless communications tower with respect to 114.71 acres of Tax Map 30, Section A, Parcel 104. The property is zoned A-1 and is located 0.6 miles east of James Madison Highway (Route 15) at the intersection of Georges Mill Road (Route 663) and Courthouse Road (Route 601). The property is located in the Columbia Election District and is within the Rural Residential Planning Area.

SUP 11:02 – Otis & Pam Collier – A request for a special use permit to operate a small home industry with respect to 1.76 acres of Tax Map 12, Section 4, Parcel B1. The applicant is proposing to operate a small business to include automobile refurbishment, small engine repair, and furniture repair. The property is currently zoned A-1 and is located on Hollands Road (Route 630), approximately .65 miles east of Bybees Road (Route 613). The property is located in the Columbia Election District and is within the Rural Residential Planning Area.

Neighborhood Meeting: The Neighborhood Meeting is scheduled for Wednesday, February 9, 2011 beginning at 4:30 p.m. at the County Administrative Building's Morris Room (former Board Room) – Main Level. This is an informal meeting that will give the applicant the opportunity to present his/her plan, and residents the opportunity to ask questions and express their views regarding the application prior to the Planning Commission and Board of Supervisors public hearings.

Technical Review Committee: This Committee Meeting is scheduled for Thursday, February 10, 2011 from 10:00 a.m. – 12:00 p.m. in the Historical Court House of Fluvanna County. The Committee will review the application and send a recommendation to the Planning Commission.

Fluvanna County Planning Commission Public Hearing: The Planning Commission's Public Hearing is scheduled for Wednesday, March 23, 2011, at 7:00 PM in the Circuit Court Room – Main Level of the Fluvanna County Courts Building. The Planning Commission will hold a public hearing and forward a recommendation to the Board of Supervisors. There will be an opportunity for public comment.

Fluvanna County Board of Supervisors Public Hearing: The Fluvanna County Board of Supervisor's Public Hearing is tentatively scheduled for Wednesday, April 20, 2011, at 7:00 PM in the Circuit Court Room – Main Level of the Fluvanna County Courts Building. A notice will be sent to adjacent property owners when the meeting is confirmed.

If you have further questions or need additional information, please contact the Fluvanna County Planning & Community Development Department at (434) 591-1910.

**YOUR NEIGHBORS MAY NOT HAVE RECEIVED THIS MAILING.
PLEASE SHARE THIS INFORMATION.**

5 Parcels Selected

Tuesday March 8, 2011



| Map | Parcel ID | Owner's Name |
|-----|--------------------------|--|
| | 12 4 A | GLEASON, BARBARA S 1419 HOLLANDS RD PALMYRA, VA 22963 |
| | 12 4 B1 | COLLIER, OTIS C. & PAMELA L. 1380 HOLLANDS RD PALMYRA, VA 22963 |
| | 12 4 B2 | STATON, HAZEL J 1314 HOLLANDS RD PALMYRA VA 22963 |
| | 12 A 48A | FLETCHER, STEVEN Q & KATHLEEN 1379 HOLLANDS RD PALMYRA, VA 22963 |
| | 12 A 50 | CLAY, GARLAND P. III 5000 HAMPSTEAD LANE NEW KENT VA 23124 |

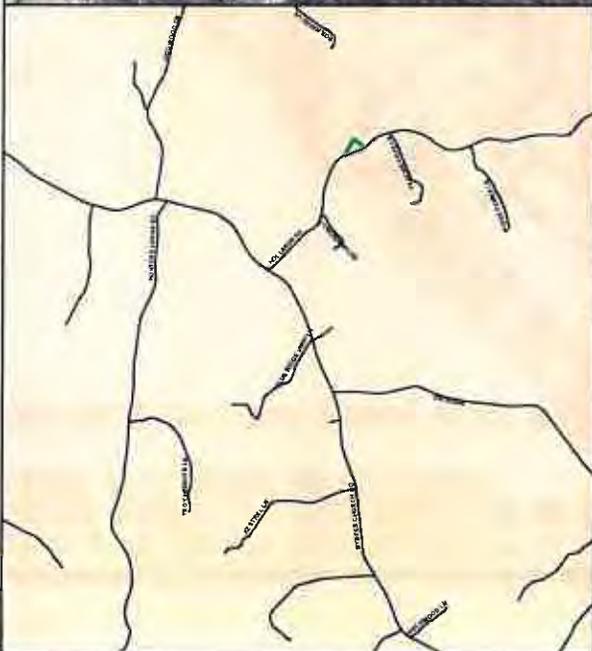
Click on the Globe in a row to show that parcel on the map page. Click on the Parcel ID number to show the detail information of that parcel. Click on an Owner's Name or Address to show a list of all properties of that owner.

Close

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Print

SUP 11:02 Automotive Restoration & Small Engine Repair



February 10, 2011

February 9, 2011 Neighborhood Meeting for SUP 11:02

- Participants of the meeting expressed concerns pertaining to the traffic generated by this use along Hollands Road.
- Concerns about the noise from the use.
- Concerns about air quality, the use of the sand blaster in particular.
- Applicant stated that there will be no more sand blasting on the property.
- Participants expressed an interest in the clean up of sand along the property boundaries.
- Concerns of the environmental impacts of the sand.
- Concerns about the power outages in the area and the effect this usage will have on the power supply for neighbors.
- Applicant stated that he had spoken with the electric company and the company was working to place a new transformer in the area to alleviate the situation.
- Concerns for excess cars and debris on the property.
- Dogs barking on the property which are exacerbated by the proposed activity.
- Participants desired more show of respect for neighbors.
- Participants asked for a DEQ review of the proposed activity.



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February 10, 2011

Otis Collier
1380 Hollands Road
Palmyra, VA 22963

Delivered via mail

Re: SUP 11:02 – Small Home Industry - TRC Comments

Dear Applicant:

The following comments are the result of the Technical Review Committee meeting.

1. Fire Chief and Erosion & Sediment Administrator had no comments for this application.
2. Virginia Department of Health commented that it would not require any improvements for the existing garage due to its close proximity to the primary residence.
3. Virginia Department of Transportation stated that it would not require any additional entrance improvements as the twenty (20) foot entrance clearance was adequate when it was approved prior to 2003. If the volume of cars increases or larger trucks are brought through the entrance than an upgrade may be required.
4. The Planning Commission representative, inquired about small engine debris pertaining to the possible abandonment of excess parts or machines. The representative mentioned a possible condition for the SUP limiting automotive or equipment debris from this proposed activity.

Please provide any other materials or documentation that is to be included in the Planning Commission packet by **Friday, February 25, 2011**. Currently, there are 7 sketch plans of the proposed uses on file therefore you only need to submit 15 additional copies. These copies will be given to the Planning Commission and the Board of Supervisors. Submitting revisions by this deadline will place your request on the **March 23, 2011** Planning Commission agenda.

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,

Matt Weaver
Planner
Dept. of Planning & Community Development

Cc: file

Matthew J. Weaver

From: Pascarella, Jonathan (DEQ) [Jed.Pascarella@deq.virginia.gov]
Sent: Monday, February 28, 2011 8:47 AM
To: Matthew J. Weaver
Subject: RE: Sandblasting
Follow Up Flag: Follow up
Flag Status: Red

Hello Matt,

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Hope this helps. Let me know if you need anything else.

Regards,
JED

Jed Pascarella, Environmental Program Planner
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I greatly appreciate your time in responding. Hope you have a great day!

Matt Weaver
Planner
Fluvanna County
132 Main Street
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3/8/2011

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JED

Jed Pascarella, Environmental Program Planner
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02/09



02/09/2011



02/09



02/09/2011





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MEMORANDUM

TO: Board of Supervisors
FROM: Crystal Besecker, Budget Analyst
SUBJECT: Contingency Balance
DATE: May 6, 2011

The balances for the BOS and grant contingency lines for FY11 are as follows:

| | |
|--|--------------------|
| <u>Board of Supervisors contingency:</u> | \$100,000.00 |
| Minus JRWA legal services 7.21.10 mtg. | - 4,479.87 |
| Minus Animal Control vehicle 9.15.10 mtg. | - 11,500.00 |
| Minus Texting Module for E911 9.15.10 mtg. | - 5,000.00 |
| Minus Convenience Ctr 10.20.10 mtg. | - 13,191.00 |
| Minus JRWA legal fees 10.20.10 mtg. | - 2,313.24 |
| Minus JRWA legal fees 1.19.11 | - 326.50 |
| Minus iPads for BOS 3.2.11 mtg. | - 10,200.00 |
| Minus 5 year forecast 3.16.11 mtg. | - <u>15,000.00</u> |
| | \$ 37,989.39 |
| <u>Grant contingency:</u> | \$ 0 |