

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
October 16, 2019
Regular Meeting 7:00pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
 Tony O'Brien, Rivanna District, Vice Chair (left meeting at 10:03pm)
 Mozell Booker, Fork Union District
 Patricia Eager, Palmyra District
 Donald W. Weaver, Cunningham District

ABSENT:

None.

ALSO PRESENT:

Eric M. Dahl, County Administrator
 Fred Payne, County Attorney
 Caitlin Solis, Clerk for the Board of Supervisors

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

At 7:03pm Chair Sheridan called to order the Regular Meeting of October 16, 2019.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the October 16, 2019 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

SPECIAL PRESENTATION

VACO Longevity Award – Eric Dahl, County Administrator presented the Virginia Association of Counties Supervisor Service Award for 30 years of public service to Cunningham District Supervisor Donald Weaver.

SPECIAL ACTION ITEM AND PRESENTATION

Proclamation Celebrating Lake Monticello's 50th Anniversary – Eric Dahl, County Administrator

MOTION:	Approve the Proclamation Celebrating the 50th Anniversary of Lake Monticello.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Presentation of Lake Monticello's 50th Anniversary Proclamation – Eric Dahl, County Administrator presented the Proclamation celebrating Lake Monticello's 50th Anniversary to Lake Monticello Owners' Association President: Rich Barringer, Lake Monticello Owners' Association Vice-President: Tom Braithwaite, Lake Monticello Owners' Association Secretary: Bing Spitler, Lake Monticello Owners' Association Director: John Williamson, and Steve Hurwitz, General Manager Lake Monticello Owners' Association.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

- **CVEC Helping Parks & Recreation**
 - Carysbrook baseball field had 4 lights go out last week.
 - Central Virginia Electric Cooperative (CVEC) allowed two of their linemen, Jeff Johnson and Alan Thacker, time on October 10 to do some Community Service and replace the light bulbs.
 - Replacing the bulbs requires at least a 60-foot bucket truck.
- **Wahoo BBQ**
 - Business Contact: Howie Brown
 - Award winning Wahoo BBQ opened October 11th.
 - They will be a BBQ joint with a country store front.
 - The old Cunningham Market on Route 53, will continue the tradition of great food.

Join Fluvanna County for our 15th Annual Halloween Festival!

- **Friday, October 25, 5:00 - 8:30 pm at the Fluvanna County Library**

- Arts & Crafts - Magic Show – Movie
- Free Popcorn during movie!
- **Saturday, October 26, 6:00 - 8:30 pm at the Pleasant Grove Pole Barn**
 - Semi-Scary Hayrides!
 - Crafts & Games
 - Costume Contests - 4 Age Groups - Judging @ 7:30 pm
 - Jack-O-Lantern Contest, carve at Home – Judging @ 8:00pm
 - 2 Age Groups - 12 and younger, 13 and older
- **Thursday, October 31, from 5:30 to 7:00 pm Trunk or Treat in the Village of Palmyra**
 - Hosted by the Fluvanna County Circuit Court and Company 1, Palmyra Fire Department.
 - The parking lot for the Heritage Rail Trail, across from the Courthouse.
 - Co. 1, Palmyra Fire Dept. Parade begins at 7:00 pm
 - Costume Contest to follow on the Historic Courthouse steps.
- **Zion Crossroads Elevated Water Storage Tank**
 - Construction Underway
- **Holiday Lake 4-H Educational Center Resolution?**
 - Request \$332K funding from the Commonwealth for essential capital safety projects
 - Upgrade Medical Clinic facility/equipment, PA System, ADA improvements, Emergency Generator, Exterior Security Lighting, Infrastructure Upgrades
- **Burn Prohibition or Burn Ban?**
 - Fire Risk Public Information (DONE)
 - Burn Prohibition
 - Burn Ban (39 localities)
 - Oct 15th -Nov 30th start of fall wildfire season in VA
 - Governor Issued Statewide Drought Watch Advisory
- **Next BOS Meetings:**

Day	Date	Time	Purpose	Location
Wed	Nov 6	4:00 PM	Regular Meeting	Courtroom
Wed	Nov 20	5:30pm	IAC Dinner for BOS	Morris Room
Wed	Nov 20	7:00 PM	Regular Meeting	Courtroom
Wed	Dec 4	4:00 PM	Regular Meeting	Courtroom

5 - PUBLIC COMMENTS #1

At 7:22pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:22pm.

6 - PUBLIC HEARING

SUP 19:08—*Jessica Gahan/K-9 Life LLC*—Brad Robinson, Senior Planner requested the Board of Supervisors approve the request to approve a special use permit application to establish a commercial kennel within an existing building at 21453 James Madison Highway. The applicant currently operates “K9 Life LLC” in Albemarle County and desires to relocate this business to Zion Crossroads. The business offers dog daycare, training, classes and boarding.

If approved, Staff recommends the following conditions:

1. Prior to development of the site, a sketch 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. Animal waste shall be disposed of in a manner acceptable to the Virginia Department of Health.
4. Crematoria or land burial of animals in association with a commercial kennel shall be prohibited.
5. No more than thirty (30) dogs shall be permitted on the premises at any given time. Dogs shall be housed indoors between the hours of 9 pm and 5 am.
6. All outdoor runs, training areas or pens shall be screened from view of adjacent properties and roadways. Removal of vegetation along the property line adjoining Tax Map 5-A-53 shall be prohibited in order to maintain screening.

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 its representative, reserves the right to inspect the property 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.

At 7:29pm Chair Sheridan opened Public Comments. With no one wishing to speak, Chair Sheridan closed Public Comments at 7:29pm.

MOTION:	Approve SUP 19:08, a request to establish a commercial kennel, with respect to 1.27 acres of Tax Map 5, Section A, Parcel 54, [if approved] subject to the nine (9) conditions listed in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ZTA 19:03—Sycamore Square Lot 114 Vacation—Douglas Miles, Community Development Director requested the Board of Supervisors approve the proposed Ordinance of Vacation and Quitclaim Deed which will vacate the dedication to public use of Lot 114, Sycamore Square Subdivision, as shown and described by notation on the plat of Sycamore Square Subdivision, recorded in Plat Book 2 page 247.

At 7:43pm Chair Sheridan opened Public Comments.

Linda Staiger, 2949 Ridge Road, Palmyra, VA 22963, is involved in a community project for FLDP and expressed a desire to use the lot for an artist and farmer's market. She suggested the publicly owned land is in an ideal location for the market or another use in the future.

Cathy Swenson Miller, 94 Fairview Lane, also a member of the FLDP artisan and farmer cooperative project, suggested the proximity to such a dense population would make the property potentially valuable for future use.

James Kelly, 363 Manor Blvd, asked The Board to act conservatively and hold the property for future use though there are no current plans to use the lot for its intended proffered use.

With no one else wishing to speak, Chair Sheridan closed Public Comments at 7:47pm.

After a brief discussion, The Board decided to defer the vote on *ZTA 19:03—Sycamore Square Lot 114 Vacation* for a year.

MOTION:	Defer an ordinance to vacate the dedication to public use of a certain Subdivision Plat with respect to Lot 114 of Sycamore Square Subdivision.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 - ACTION MATTERS

Authorization to Advertise to Hold a Public Hearing on Ordinance amendment of Code Chapter 8, section 8-1 – Debbie Smith, Emergency Management Coordinator

MOTION:	Authorize staff to advertise a Public Hearing to be held on November 20, 2019 in order to receive public comment on a proposed amendment of Chapter 8 of the Fluvanna County Code.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

CRA Project Agreement # 3 - Fork Union Fire Training Building –Bidding & Construction Administration - Cyndi Toler, Purchasing Officer presented updates to the Burn Building project and designs to the building submitted by the architect.

- As part of the grant funding provided by VDFP for the construction of a burn building in Fluvanna County, \$30,000 is provided strictly for engineering services.
- \$44,860 has already been spent on A&E Services with the soil testing, site plan and building design.
- This project agreement is to have bidding & construction administration services
- The final design is nearing completion and we are preparing for Approval from VDFP to be able to start the IFB process.
- Approval would reduce BOS Contingency and increase CIP Project for the Burn Building by \$7,120

MOTION:	Approve/defer/deny a supplemental appropriation of \$7,120 from the BOS Contingency budget to the CIP project budget for the F&R BURN BUILDING, to increase the funds necessary for Project Agreement 3.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:					
VOTE:					
RESULT:					

After discussion, The Board decided to defer voting on Project Agreement #3 until next meeting November 6, 2019. Due to the deferment of Project Agreement #3, no action was required for or taken on the supplemental appropriation of \$7,120 from the BOS contingency budget to the CIP project budget.

MOTION:	Defer Project Agreement # 3 between Fluvanna County and Crabtree, Rohrbaugh & Associates, Inc. to complete the BURN BUILDING BIDDING & CONSTRUCTION ADMINISTRATION SERVICES totaling \$7,120.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s): - Monticello Area Community Action Committee, Tamika Braveheart, October 16, 2019 and end December 31, 2022. - Region Ten Community Services Board, Edna C. Harris, October 16, 2019 and end December 31, 2019.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

8 - PRESENTATIONS

EDTAC Semiannual Presentation – Bryan Rothamel, Economic Development Coordinator and Tricia Johnson, Vice Chair of EDTAC Committee presented an update of the EDTAC projects including:

- The Virginia “LOVE” sign
 - EDTAC is partnering with the schools CTE program to design and build a LOVE Sign at Pleasant Grove.
 - The Engineering department will design. Ag and Woodworking departments will build. The Art department will decorate.
 - We will utilize the LOVEworks Grant that Virginia Tourism Corporation offers (\$1,500 reimbursement grant).
 - The idea is to have a solid LOVE that can be painted and repainted as desired.
 - The Art students have an idea of the letters
 - meaning something (ex: Grow, Build, Learn, Play.)
- “101 things to do in Fluvanna” list of ongoing tourism activities.

- EDTAC is curating a list of 101+ things to do in Fluvanna.
 - The list will be on the website, promoted on social media, included on rack cards, etc.
 - This will be an ongoing list that can change as items are added or no longer occur. Businesses can include their events.
 - We currently have 60 items with descriptions and 60 more needing to be written.
- **Certified Tourist Information Center**
 - Pleasant Grove House is close to qualify to be a certified tourist information center (CTIC).
 - EDTAC will be responsible for the last step of getting brochures from every other CTIC in Virginia (approx. 75). We have room in the museum to display the brochures.
 - This will enable us to be in the VA Welcome Centers for free (currently a \$1,200 cost we pay yearly). Economic Development had budgeted to pay the \$1,200 in FY20 but will use those funds for any one-time costs we may incur to apply to be a CTIC.
 - Becoming certified was part of the Tourism Strategic Plan the BOS approved. No additional staff hours are required.

Water Tower Logo and Color Options Update – Eric Dahl, County Administrator asked The Board to decide on a base color for the Zion Crossroads Water Tower. The Board decided unanimously on Horizon Blue.

9 - CONSENT AGENDA

The following items were discussed before approval:

- N – CRMF - PW20-003 – Equipment – Dale Critzer, Assistant Director of Public Works
- O – CRMF - PW20-005 - Additional Dog Park Erosion Control Cost - Liz Mclver, Management Analyst
- P – FY20 FCPS Grants Supplemental Appropriation - Liz Mclver, Management Analyst
- Q – Accounts Payable Report for September 2019 – Mary Anna Twisdale, Finance Director

The following items were approved under the Consent Agenda for October 16, 2019:

- *Minutes of Elected Officials Breakfast October 1, 2019* – Caitlin Solis, Clerk to the Board
- *Minutes of October 2, 2019* – Caitlin Solis, Clerk to the Board
- *FY20 DMV US DOT Highway Safety Funds Grant Award* - David Wells, Chief of Field Operations
- *Proclaiming October Breast Cancer Awareness Month*—Eric Dahl, County Administrator
- *CRMF - PW20-003 – Equipment* – Dale Critzer, Assistant Director of Public Works
- *CRMF - PW20-005 - Additional Dog Park Erosion Control Cost* - Liz Mclver, Management Analyst
- *FY20 FCPS Grants Supplemental Appropriation* - Liz Mclver, Management Analyst
- *Accounts Payable Report for September 2019* – Mary Anna Twisdale, Finance Director

MOTION:	Approve the consent agenda, for the January 1, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for September 2019 in the amount of \$3,759,231.38.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

TBD

11 - NEW BUSINESS

TBD

12 - PUBLIC COMMENTS #2

At 8:40pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:41pm.

MOTION:	At 8:41pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6, & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds, and Public Safety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 10:47pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting."				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, October 16, 2019 at 10:48pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
 Clerk to the Board

John M. Sheridan
 Chair



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

PROCLAMATION 05-2019

**PROCLAMATION SUPPORTING THE DESIGNATION OF OCTOBER AS
BREAST CANCER AWARENESS MONTH**

WHEREAS, while considerable progress has been made in the fight against Breast Cancer, it remains the most commonly diagnosed cancer and the second leading cause of death among women in the United States; and

WHEREAS each year it is estimated that more than 220,000 women in the United States will be diagnosed with Breast Cancer and more than 40,000 will die as a result of the disease; and

WHEREAS October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

WHEREAS during the month, we reaffirm our commitment to support Breast Cancer research and to educate all citizens about its risk factors, detection and treatment; and

WHEREAS as we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting Breast Cancer and honor the lives lost to the disease; and

WHEREAS this October, we recognize Breast Cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent Breast Cancer deaths through increased education and regular screening; and

NOW, THEREFORE, the Fluvanna County Board of Supervisors does hereby **PROCLAIM** October as **Breast Cancer Awareness Month** in the County of Fluvanna.

Adopted 16th Day of October 2019.

John M. Sheridan, Chair

Fluvanna County Board of Supervisors



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

PROCLAMATION 06-2019

**PROCLAMATION CELEBRATING
LAKE MONTICELLO'S 50TH ANNIVERSARY**

WHEREAS, Lake Monticello is a Gated Community in Fluvanna County, Virginia, featuring over 3500-acres of home sites and open space, accentuated by a 352-acre recreational lake and 18-hole PGA Championship Golf course; and

WHEREAS, Lake Monticello was first conceived by a group of local businessmen in 1958, as a recreational community 13 miles from Charlottesville, and

WHEREAS, in 1967, plans for the community began taking shape, with the laying out the lots, contouring of the lake, construction of the dam and golf course; and

WHEREAS, Lake Monticello's main lake was formed by damming a short tributary of the Rivanna River, with County lore positing that Hurricane Camille filled the lake "overnight" in August 1969; and

WHEREAS, the 3,500-acre community now provides amenities such as a marina, boat launches, picnic areas, tennis and basketball courts, a swimming pool, playgrounds with picnic facilities, a softball field, and a clubhouse, five beaches, fishing, water skiing, boating, and swimming; and

WHEREAS, Lake Monticello is noted for its semi-private 18-hole, 72-par PGA Championship Golf Course; and

WHEREAS, originally created in the 1969 as a summer vacation home destination, Lake Monticello, has become an ideal community for commuters and retirees;

NOW, THEREFORE, the Fluvanna County Board of Supervisors does hereby **PROCLAIM** and **CELEBRATE** the 50th Anniversary of the Lake Monticello Community on this 16th day of October, 2019.

Attest

John M. Sheridan, Chair
Chair, Board of Supervisors