



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

July 6, 2016, at 4:00 pm & 7:00 pm

TAB	AGENDA ITEMS
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1	CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE
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2	ADOPTION OF AGENDA
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3	COUNTY ADMINISTRATOR'S REPORT
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4	BOARD OF SUPERVISORS' UPDATES
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5	PUBLIC COMMENTS #1 (5 minutes each)
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6	PUBLIC HEARINGS
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Scheduled for 7:00 pm meeting.

7	ACTION MATTERS
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|-----|--|
| T   | Appointment/Reappointment – Parks & Recreation Advisory Board – Steven M. Nichols, County Administrator  |
| U   | Appointment/Reappointment – Region Ten Board of Directors – Steven M. Nichols, County Administrator  |
| V   | Appointment/Reappointment – Ag/Forestry Committee – Steven M. Nichols, County Administrator  |
| W   | Appointment – Economic Development and Tourism Advisory Council (EDTAC) Business, Chamber, EDA Members—Steven M. Nichols, County Administrator |
| XYZ | Appointment – Economic Development and Tourism Advisory Council (EDTAC) –District Appointments – Steven M. Nichols, County Administrator       |
| A   | Appointment/Reappointment – Youth Advisory Council – Steven M. Nichols, County Administrator   |
| B   | Supplemental Appropriation for the Farm Heritage Museum FY16 CIP Budget – Martin Brookhart, Management Analyst                                 |
| C   | Public Works Department Position Upgrades – Gail Parrish, HR Manager   |

8	PRESENTATIONS (normally not to exceed 10 minutes each)
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| D | Strategic Initiatives Update—Dr. Jacqueline Meyers, CSA Coordinator |
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9	CONSENT AGENDA
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|---|--|
| E | Minutes of June 15, 2016—Kelly Belanger Harris, Clerk to the Board                                     |
| F | Ratification of FY16 Columbia Hazard Mitigation Grant Program – Eric Dahl, Deputy County Administrator |
| G | Resolution Recognizing Nicholas Paul Lackey, Eagle Scout—Kelly Belanger Harris, Clerk to the Board     |
| H | Future Farm Heritage Museum Survey And Site Plan—Cyndi Toler, Purchasing Officer                       |
| I | FY16 Cell Tower Applications Budget Supplement – Martin Brookhart, Management Analyst                  |
| J | FY16 Library State Aid Budget Supplement – Martin Brookhart, Management Analyst                        |
| K | FY16 Sheriff's Department Budget Transfer – Martin Brookhart, Management Analyst                       |

- L Proclamation Recognizing National Night Out—Andrea Gaines, Director of Communications
- M FY16 Social Services Insurance Claim – 2015 Ford Focus VIN 6315 – Martin Brookhart, Management Analyst

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**10 – UNFINISHED BUSINESS**

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TBD

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**11 – NEW BUSINESS**

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TBD

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**13 – CLOSED MEETING**

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TBD

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**RECESS – DINNER BREAK**

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**RECONVENE @ 7:00pm**

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**PUBLIC HEARINGS**

- N Proposed Ordinance to Amend Section 5-2-2 of the Fluvanna County Code – James Newman, Acting Senior Planner
- O ZTA 16:01– Amendment of the Fluvanna County Zoning Ordinance Subsections 22-20-1 – James Newman, Acting Senior Planner
- P SUP 16:05, Dominion Virginia Power – James Newman, Acting Senior Planner
- Q ZMP 16:03– Columbia Floodplain Ordinance Adoption – James Newman, Acting Senior Planner

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**14 – CLOSED MEETING**

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TBD

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**15 – ADJOURN**

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County Administrator Review

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## **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.

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## **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.

## **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.







# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## 2016-2017 STRATEGIC INITIATIVES AND ACTIONS

### Strategic Initiative A -- SERVICE DELIVERY

- A1** - Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.
- A2** - Perform Process Improvement Review of Planning and Zoning Processes.
- A3** - Perform Process Improvement Review of Building Inspection Processes.
- A4** - Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.
- A5** - Update, format, and improve web-accessibility of all County Personnel Policies.
- A6** - Create Fluvanna County Data Website Dashboard with key metrics.
- A7** - Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.
- A8** - Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).

### Strategic Initiative B -- COMMUNICATION

- B1** - Create a Community Impact Awards Program.
- B2** - Hold an Elected Official Breakfast for our State Representatives in Spring 2016
- B3** - Collect and analyze the results of the local Business Climate Survey.
- B4** - Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"
- B5** - Create a local Business Support Action Plan.
- B6** - Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.
- B7** - Expand County Website to receive, answer, and post questions from residents.
- B8** - Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.
- B9** - Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.

### Strategic Initiative C -- PROJECT MANAGEMENT

- C1** - Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.
- C2** - Create a County-wide overlay map showing utilities and other key features that support business growth and development.
- C3** - Investigate all options for GIS system delivery and management to support needs of all County departments.
- C4** - Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.
- C5** - Successfully oversee and manage Fluvanna County aspects of the James River Water project.

- C6** - Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.
- C7** - Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.
- C8** - Successfully oversee and manage the County's E911 Emergency Communications System Project.
- C9** - Proceed with the Pleasant Grove Farm Museum design.
- C10** - Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.

#### **Strategic Initiative D -- ECONOMIC DEVELOPMENT AND TOURISM**

- D1** - Create EDTAC - Economic Development and Tourism Advisory Council.
- D2** - Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.
- D3** - Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.
- D4** - Create separate Tourism and Business information pages for the County website.
- D5** - Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.
- D6** - Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.
- D7** - Create a "New Residents Guide" package for distribution to local Real Estate agents.
- D8** - Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.
- D9** - Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.
- D10** - Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).
- D11** - Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.

#### **Strategic Initiative E -- FINANCIAL STEWARDSHIP AND EFFICIENCY**

- E1** - Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.
- E2** - Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.
- E3** - Update, format, and improve web-accessibility of all County Financial Policies.
- E4** - Review, update, and approve new Fluvanna County Proffer Guidelines.
- E5** - Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.
- E6** - Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Appointment to the Parks and Recreation Advisory Board				
<b>MOTION(s):</b>	I move to appoint/reappoint _____, _____, _____, and _____ to the Parks and Recreation Advisory Board, with a term to begin July 1, 2016 and to terminate June 30, 2019.				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Applicants who have shown an interest in this position are: David Wood, current member Walter Hussey, current member Jerry Custer, current member Jessica Carter Wendy Edwards David Perry				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Boards and Commissions Applications				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other



**Interest in Parks and Recreation Advisory Board****Columbia**

**Last Name** Custer **First Name** Jerry **Date Recieved** 5/14/2013  
**Mailing Address** 28 Covered Bridge Road **City** Kents Store **State** VA **Postal Code** 23084-  
**Home Phone** (434) 589-3969 **Work Phone** **Cell Phone/Other** (434) 738-8178  
**Fax** **Email Address** jcuster@radiometeramerica.com  
**Physical Address** 28 Covered Bridge Road **City** Kents Store **State** VA **Postal Code** 23084

***Education and Experience:***

I have coached in many of the county's sports. I have served on the Board of the Thomas Jefferson Youth Football, and care about kids in sports.

***Civic Activities and Committee Memberships:***

A member of Beulah Baptist Church in Kents Store, was a member on the TJYFL board. As a member of Antioch Baptist Church served as Chairman of the Building and Grounds.

***Interest in Committee:***

I am interested in serving on the Park and Recreation Advisory Board.

***Comments:***

**Interest in Parks and Recreation Advisory Board****Palmyra**

<b>Last Name</b>	<input type="text" value="Carter"/>	<b>First Name</b>	<input type="text" value="Jessica"/>	<b>Date Recieved</b>	<input type="text" value="3/9/2015"/>		
<b>Mailing Address</b>	<input type="text" value="388 Shepherd Lane"/>	<b>City</b>	<input type="text" value="Troy"/>	<b>State</b>	<input type="text" value="VA"/>	<b>Postal Code</b>	<input type="text" value="22974-"/>
<b>Home Phone</b>	<input type="text" value="(434) 591-0484"/>	<b>Work Phone</b>	<input type="text" value="4349519340"/>	<b>Cell Phone/Other</b>	<input type="text" value="(434) 906-8335"/>		
<b>Fax</b>	<input type="text"/>	<b>Email Address</b>	<input type="text" value="jess.carter.1986@gmail.com"/>				
<b>Physical Address</b>	<input type="text"/>	<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>	<b>Postal Code</b>	<input type="text"/>

***Education and Experience:***

Charlottesville High School, 2000-2004; Mary Baldwin College, 2004-2008, Bachelors Degree in Sociology; Liberty University Online, 2012-2015, Masters of Arts in Human Services Counseling; fluvanna Correctional Center for Women, 2008-2014; Correctional Officer/Case Manager Counselor; Blue Ridge Juvenile Detention Center, 2014 to present - Resident Advisor.

***Civic Activities and Committee Memberships:***

Sociology Club - 2004-2008; Mary Baldwin College

***Interest in Committee:******Comments:***

Wednesday, June 22, 2016

Page 2 of 9

**Interest in Parks and Recreation Advisory Board****Cunningham**

**Last Name** Edwards **First Name** Wendy **Date Recieved** 6/6/2016  
**Mailing Address** 5 Fleetwood Drive **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone**  **Work Phone** 4342076300 **Cell Phone/Other** (434) 996-8144  
**Fax**  **Email Address** hoppermediahq@gmail.com  
**Physical Address**  **City**  **State**  **Postal Code**

***Education and Experience:***

I started my career in journalism as a stringer for several special publications for Media General, my regional news outlet, then seized the opportunity to expand into radio as a rock jock for 97.5-3WV, Charlottesville, "Everything that Rocks!" I've since widened my skill set to become a broadcast news analyst for News Radio 1070 WINA, Charlottesville, where I excel in the art of the interview. I make it my business to conference with experts on today's big stories and make sense of local and national news. In addition, I host a weekly program called "Conversations with Wendy" on News Radio 1070 WINA, Charlottesville. Listen live Saturday mornings at 8am EST: <http://wina.com> to put controversial issues in health perspectives (where they belong!) Life is worth loving! Specialties: communication, Broadcast News, investigation, religious philosophy. As your community voice on the radio and online, I've donated time and talent to several charitable organizations and events from Fluvanna to Culpeper, some of which includes Fluvanna Parks and Rec (Fluvanna County Fair) and Fluvanna Meals on Wheels (Senior Kissing Booth).

***Civic Activities and Committee Memberships:***

Charlottesville Business Innovation Council (CBIC) Marketing Team, Scottsville chamber of Commerce Marketing Team.

***Interest in Committee:***

Fluvanna is rapidly growing into a place I am happy to call home. I'm eager to broaden its appeal to encourage tourism and, best of all, support our business infrastructure!

***Comments:***

**Interest in Parks and Recreation Advisory Board****Columbia**

**Last Name**  **First Name**  **Date Recieved**   
**Mailing Address**  **City**  **State**  **Postal Code**   
**Home Phone**  **Work Phone**  **Cell Phone/Other**   
**Fax**  **Email Address**   
**Physical Address**  **City**  **State**  **Postal Code**

***Education and Experience:***

Education: BS - Physics/Mathematics. Experience: 30+ years as Engineering Director and Civilian Program Manager for US Navy Nuclear Submarine Programs and at NASA as a Senior Executive and Deputy Chief Engineer. Professional Expertise: Program/Project Management; Project Engineering; Citizen Science, Public Education and Stewardship of Virginia's Natural Resources; Education and Problem Solving for Virginia Gardeners.

***Civic Activities and Committee Memberships:***

Virginia Mater Gardener and Vice President of the Fluvanna Master Gardeners. Virginia Master Naturalist, Rivanna chapter (RMN) which includes Fluvanna County. Project Leader for 3 RMN projects for citizen science, public educationa and stewardship of natural resources, all in Fluvanna. Chairman of the Finance Committee, Cunningham United Methodist Church, Palmyra.

***Interest in Committee:***

I am interested in serving on the Fluvanna County Parks & Recreation Advisory Board as a proud citizen interested in promoting the natural environment of Fluvanna County. As a member of the RAB I will use my knowledge as both a Virginia Master Gardener and a Virginia Master Naturalist to advise the Parks & Recreation Department (FCPR) and the board of Supervisors in landscaping park areas as well as the use and maintenance of our natural resources. I will work, as a volunteer, to provide gardening and natural resource educational and recreational opportunities to the citizens of Fluvanna as well as our visitors. Using my experience, I will advise FCPR

***Comments:***



## Interest in Parks and Recreation Advisory Board

Cunningham

**Last Name**  **First Name**  **Date Recieved**   
**Mailing Address**  **City**  **State**  **Postal Code**   
**Home Phone**  **Work Phone**  **Cell Phone/Other**   
**Fax**  **Email Address**   
**Physical Address**  **City**  **State**  **Postal Code**

### ***Education and Experience:***

20 years CEO/President of technology based manufacturing business (resume enclosed)

### ***Civic Activities and Committee Memberships:***

Virginia Herpetological Society

### ***Interest in Committee:***

Economic Development Authority, Economic Development Commission, Fork Union sanitary District Advisory Committee, Parks & Recreation Advisory Board, Planning Commission, Southeast Rural Community Assistance Project, Inc., Thomas Jefferson Partnership for Economic Development

### ***Comments:***

Wednesday, June 22, 2016

Page 6 of 9

## Interest in Parks and Recreation Advisory Board

Cunningham

**Last Name** Wood **First Name** David A. **Date Recieved** 12/10/2013  
**Mailing Address** 3383 Thomas Jefferson Pkwy. **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (434) 589-8584 **Work Phone** 4348722219 **Cell Phone/Other** (434) 962-7880  
**Fax** **Email Address** halloween13dw@gmail.com  
**Physical Address** **City** **State** **Postal Code**

### ***Education and Experience:***

Graduated from Fluvanna County High in 1989. Currently hold the position of an Auto Underwriter senior Assistant for State Farm Insurance.

### ***Civic Activities and Committee Memberships:***

Member of the Charlottesville Area Mountain Bike Club (CAMBC), chapter of International Mountain Biker Association (IMBA). I have assisted Parks and Recreation with the Bike Rodeo held during the 2013 Old Farm Day event. My involvement included course route planning and set up, bicycle inspections and repair, and guiding children through the safety course. In addition, I have assisted and led trail maintenance work days at Pleasant Grove working, alongside our Parks and Recreation Dept. These work days have included, but are not limited to, storm damage repair and trail grade reversals designed to preserve our trail systems.

### ***Interest in Committee:***

I feel that my involvement on the Parks and Recreation Advisory Board can be a great asset, which will allow me to bring additional matters and concerns to the table, in addition to continuing to improve and preserve our wonderful park at Pleasant Grove.

***Comments:*** Replaced Scott Marshall

Wednesday, June 22, 2016

Page 9 of 9

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Appointment to the Region Ten Board of Directors				
<b>MOTION(s):</b>	<b>I move to appoint/reappoint _____ to the Board of Directors, with a term to begin immediately and to terminate June 30, 2018.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Applicants who have shown an interest in this position are: Gerry Swiggett, current member				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Boards and Commissions Applications				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other



**Interest in Region Ten Board of Directors****Palmyra**

**Last Name** Swiggett **First Name** Dr. Gerald E. **Date Recieved** 1/30/2014  
**Mailing Address** 787 Taylor Ridge Way **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (434) 589-8537 **Work Phone** 7032440125 **Cell Phone/Other** (703) 244-0125  
**Fax** **Email Address** gisent@ix.netcom.com  
**Physical Address** **City** **State** **Postal Code**

***Education and Experience:***

BS in Chemical Engineering at Trinity University; PhD in Chemical Engineering at Oregon State University. 45 years of technical and executive positions in the energy, manned spaceflight, environmental industries and the Federal Government with Dupont, Olin, Atlantic Richfield, Lockheed, SAIC and the Department of Energy and NASA. 15 years experience in owning/operating my energy/management consulting business (GIS Enterprises, Inc.) in Washington, DC. Many years of assisting individuals with career planning and employment searches has provided me with a good understanding of the skills necessary for solid, worthwhile careers.

***Civic Activities and Committee Memberships:***

Member and President, Spring Creek Golf Club Seniors Golf Association. Member, Spring Creek Golf Club Board of Advisors. Rivanna Rifle and Pistol Club.

***Interest in Committee:***

I have a strong desire to help the citizens of Fluvanna County better their lives through meaningful and affordable education. I want to share my many years of business and political experience with PVCC students, staff and administrators. I have the time and monetary resources to permit me to serve.

**Comments:** Replaced Pamela Ross on Region Ten. Replaced Dick Bucci on EDA.



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Appointment to the Agricultural/Forestral Advisory Committee				
<b>MOTION(s):</b>	I move to appoint/reappoint _____ and _____ to the Agricultural/Forestral Advisory Committee, with terms to begin immediately and to terminate June 30, 2020.				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Applicants who have shown an interest in this position are: Laura Lee, current member Richard Talley				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Boards and Commissions Applications				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other





**Interest in Agricultural/Forestral Advisory Committee****Fork Union**

**Last Name** Lee **First Name** Laura **Date Recieved** 7/26/2010  
**Mailing Address** 3185 Hardware Road **City** Scottsville **State** VA **Postal Code** 24590-  
**Home Phone** (434) 286-3398 **Work Phone** **Cell Phone/Other**  
**Fax** **Email Address** kneedeepsheep@earthlink.net  
**Physical Address** **City** **State** **Postal Code**

***Education and Experience:***

Degree in Catering & Hotel Management (Associate member of the Hotel & Catering Institute); 1,000 ton commercial U.S. Coast Guard License; 6 years working as chef aboard charter yachts; 14 years working as 1st officer/hotel manager 147' private yacht; Indian Ocean, Mediterranean, Caribbean; 2 years working as 1st officer/hotel manager 168' private yacht; Mexico, South America, Mediterranean; Last 20+ years live and farmed in Fluvanna, raising/breeding Dorset sheep; doing contract catering, upholstery, decorative paintwork and furniture refinishing, ownde and operated resaturant in Scottsville.

***Civic Activities and Committee Memberships:***

Scottsville Business Bureau; Fluvanna Historian Society; Tri Counties Riding Club; Member of Rivanna Conservation

***Interest in Committee:***

Having lived in Fluvanna for 20 years; a strong desire to see the county evolve in a way that will insure that it is a vibrant & inclusive community that we can all be proud & to contribute as a resident to the county I love living in.

***Comments:*** Information updated as of 6/13

**Interest in Agricultural/Forestral Advisory Committee****Fork Union**

**Last Name** Talley **First Name** Richard H. **Date Recieved** 8/26/2015  
**Mailing Address** 15608 West River Road **City** Bremono Bluff **State** VA **Postal Code** 23022-  
**Home Phone** (434) 842-9205 **Work Phone** **Cell Phone/Other**  
**Fax** **Email Address** joantalley1@gmail.com  
**Physical Address** **City** **State** **Postal Code**

***Education and Experience:***

34+ years at electric company, designing electric installations, aerial and underground. Ordering material for jobs. Coordinating installations with other utilities, contractors and developers. Acquiring rights of way. Doing and held responsible for reporting of 2 million \$ capital and O&M construction crew budgets. One year business school. Rights of School. Electric company classes for new computer systems, mapping and record keeping systems for existing and new facilities and as built drawings. Delaware National Guard 6 years.

***Civic Activities and Committee Memberships:***

On Board of Directors for Farm Bureau. 4-H and Pony Club with our children. Working with Farm Bureau to assist getting agriculture back in school system. Working with 4-H at County Fair, and Farm Bureau at County Fair and Old Farm Day. Fire company in PA and VA for 50+ years, Financial Secretary of Fire Co. and church treasurer in PA. Currently on Farm Bureau Board and various other Farm Bureau activities, including petting zoos, offering farm visits and demonstrations of shearing sheep and llama's.

***Interest in Committee:***

I now have time and feel able to offer my experiences to enhance the County's committees with my prior training and experiences. Farm Bureau wanted membership and representation on County Committees.

***Comments:***

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Appointments to the Economic Development and Tourism Advisory Council (EDTAC), Fluvanna County Business Representative				
<b>MOTION(s):</b>	<p><b>I move to appoint Rudy Garcia, to the Economic Development and Tourism Advisory Council (EDTAC), Fluvanna County Business Representative, with the term to begin July 1, 2016 and to terminate June 30, 2019.</b></p> <p><b>I move to appoint Pam Demspey, to the Economic Development and Tourism Advisory Council (EDTAC), Fluvanna County Chamber of Commerce Representative, with the term to begin July 1, 2016 and to terminate June 30, 2019.</b></p> <p><b>I move to appoint Curtis Putnam to the Economic Development and Tourism Advisory Council (EDTAC), Economic Development Authority Representative, with the term to begin July 1, 2016 and to terminate June 30, 2019.</b></p>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Jason Smith, Community and Economic Development Director				
<b>PRESENTER(S):</b>	Jason Smith, Community and Economic Development Director				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p><b>Council Membership</b> a. Comprised of up to 12 voting members, with the citizen and business representatives being appointed by the Board of Supervisors.</p> <ul style="list-style-type: none"> <li>• One Business Representative</li> <li>• Appointed member terms shall be three years or the remainder of a predecessor's term, and members shall be eligible for reappointment.</li> </ul>				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				

<b>ENCLOSURES:</b>	Boards and Commissions Application				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	Appointment to the Economic Development and Tourism Advisory Council (EDTAC), District Representatives				
<b>MOTION(s):</b>	<p><b>I move to appoint _____ to the Economic Development and Tourism Advisory Council (EDTAC), Columbia District Position, with a term to begin July 1, 2016 and to terminate June 30, 2019.</b></p> <p><b>I move to appoint _____ to the Economic Development and Tourism Advisory Council (EDTAC), Fork Union District Position, with a term to begin July 1, 2016 and to terminate June 30, 2019.</b></p> <p><b>I move to appoint _____ to the Economic Development and Tourism Advisory Council (EDTAC), Palmyra District Position, with a term to begin July 1, 2016 and to terminate June 30, 2019.</b></p> <p><b>I move to appoint _____ to the Economic Development and Tourism Advisory Council (EDTAC), Rivanna District Position, with a term to begin July 1, 2016 and to terminate June 30, 2019.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	If yes, list initiative(s):		D1
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter X	Presentation	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>Applicants who have shown an interest in this position are:</p> <p>Columbia District - Andy Sorrell  Fork Union District - Dave Sagarin  Palmyra District - Linda Bernick  Rivanna District (2) – Suzanna Cotelessa  Mike Feazel</p>				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				

<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Boards and Commissions Applications				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

**Interest in Economic Development and Tourism Advisory****Columbia**

**Last Name** Sorrell **First Name** Andrew "Andy" V. **Date Recieved** 4/30/2012  
**Mailing Address** 637 Courthouse Road **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (434) 589-8634 **Work Phone** 4342965832 **Cell Phone/Other**  
**Fax** **Email Address** AVSorrell80@gmail.com  
**Physical Address** 637 Courthouse Road **City** Palmyra **State** VA **Postal Code** 22963

***Education and Experience:***

BS in enviromental policy and planning, MPA in Public Administration, certified zoning administrator (CZA), professional planner (AICP), certified erosion and sediment control program administrator, Membership Director, Virginia Chapter of the American Planning Association, Vice-President of the Virginia Rural Planning Caucus. Former Planning Director in Cumberland County, VA, former senior planner in Fluvanna County, and served as staff to the Agricultural and Forestal Committee, when employed by Fluvanna.

***Civic Activities and Committee Memberships:***

Trustee Chairman, church council member and multimedia coordinator of Seay's Chapel United Methodist Church in southern Fluvanna County. Member of the Fluvanna County Historical Society since 2000,

***Interest in Committee:***

Family land in Southern Fluvanna County is within the Shores-Hardware Agricultural and Forestal District. I am interested and knowledgeable in land preservation.

***Comments:*** Retired from Ag/Forestal Ad. Comm. 6/30/16.

**Interest in Economic Development and Tourism Advisory****Fork Union**

**Last Name**  **First Name**  **Date Recieved**   
**Mailing Address**  **City**  **State**  **Postal Code**   
**Home Phone**  **Work Phone**  **Cell Phone/Other**   
**Fax**  **Email Address**   
**Physical Address**  **City**  **State**  **Postal Code**

***Education and Experience:***

BS Columbia U. 1961 (Comp Lit). Adjunct Prof., school of Architecture and Urban Studdies, CC/CUNY. Self-Employed  
Photographer/Writer/Graphic Designer.

***Civic Activities and Committee Memberships:***

President, Fork Union Village Project. Past Chair, Fluvanna County Democratic Committee

***Interest in Committee:***

Community involvement

***Comments:***

Thursday, June 30, 2016

Page 1 of 1



**Interest in Economic Development and Tourism Advisory****Palmyra**

**Last Name** Bernick **First Name** Linda E. **Date Recieved** 9/29/2015  
**Mailing Address** 1011 Broken Island Road **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone**  **Work Phone**  **Cell Phone/Other** (540) 922-2955  
**Fax**  **Email Address** voxlinda@aol.com  
**Physical Address**  **City**  **State**  **Postal Code**

***Education and Experience:***

B.A. in Spanish - College of William and Mary. M.A.T. in Spanish - UVA. Adjunct Instructor (Spanish, French) - UVA, Virginia Tech, Roanoke College, New River Community College.

***Civic Activities and Committee Memberships:***

Co-President, VP Publicity/Marketing, Audience Development-Blacksburg Master Chorale Fellowship Committee Chair, Missions Co-Chair, Member of Administrative Board, Member of Team ministering at Radfprd Rejab. Care Shepherd - Central United Methodist Chruch (Radford) Tourism Commission Chair, Member of Child Protection Management Team - Ciry of Radford. Member Central United Methodist Church - Radford and Effort Baptist - Palmyra, VA.

***Interest in Committee:***

Personal interest and desire to assist.

***Comments:*** Will switch to Palmyra Dist. Position 2/3/16, leaving vacancy on At-Large. New term exp. date of 12/31/17 to match new position.

Thursday, June 30, 2016

Page 1 of 1

## Interest in Economic Development and Tourism Advisory

Rivanna

**Last Name** Cotellessa **First Name** Suzanne **Date Recieved** 3/21/2016  
**Mailing Address** 590 Jefferson Drive **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (703) 283-9341 **Work Phone** **Cell Phone/Other** (703) 283-9341  
**Fax** **Email Address** scotellessa@yahoo.com  
**Physical Address** **City** **State** **Postal Code**

### ***Education and Experience:***

BA in Foreign Affairs, MA in Urban Planning, 25+ years local government, Planning, Zoning, Building - in Virginia localities.

### ***Civic Activities and Committee Memberships:***

American Planning Association, Board member of two civic associations in NOVA.

### ***Interest in Committee:***

To give back to community and keep abreast of county issues

***Comments:*** Replaced Diane Everline 4/16.

**Interest in Economic Development and Tourism Advisory****Rivanna**

**Last Name** Feazel **First Name** Michael **Date Recieved** 5/17/2016  
**Mailing Address** 25 Vine Ridge Drive **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (434) 589-1732 **Work Phone** **Cell Phone/Other** (703) 969-7965  
**Fax** **Email Address** mfeazel@gmail.com  
**Physical Address** **City** **State** **Postal Code**

***Education and Experience:***

45 years as reporter, editor and manager of business publications; Bachelor of Journalism, Univ. of Missouri School of Journalism, winner of multiple journalism awards, currently Executive Editor of Warren Communications News.

***Civic Activities and Committee Memberships:***

Executive Committee Member (Co-Director Designate), Fluvanna Leadership Development Program, Communications Committee (former Chair) - Lake Monticello Owners Assn. Steering committee (did all publicity) - Old Farm Day 2015-16 reporter, Lake Monticello "Lake Views". Handle publicity for Old Farm Day, FLDP, Fisheries Improvement Program at the Lake and other activities. Setting up CPR classes for public. Adept at print and facebook promotion. Have regularly appeared on TV & radio to promote projects.

***Interest in Committee:***

I believe helping promote the County as a business and tourism location is one of the best ways I can help the County.

***Comments:*****Wednesday, June 22, 2016****Page 2 of 2**



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Appointment to the Youth Advisory Council (YAC)				
<b>MOTION(s):</b>	<b>I move to appoint/reappoint _____ to the Youth Advisory Council (YAC, with a term to begin July 1, 2016 and to terminate June 30, 2018.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	Applicants who have shown an interest in this position are: William Hughes, current member				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Boards and Commissions Applications				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other



Interest in Youth Advisory Council (YAC)

Cunningham

**Last Name** Hughes **First Name** William **Date Recieved** 4/27/2009  
**Mailing Address** 24 Plum Court **City** Palmyra **State** VA **Postal Code** 22963-  
**Home Phone** (434) 591-0769 **Work Phone** **Cell Phone/Other**  
**Fax** **Email Address** ohnomrbill@embarqmail.com  
**Physical Address** **City** **State** **Postal Code**

***Education and Experience:***

Empire College, Champlain College

***Civic Activities and Committee Memberships:***

Trustee Village of Hempstead, NY . President coord. Council of Civic Associations (13)

***Interest in Committee:***

Would like to use my experience and professional expertise in assisting the residence of Fluvanna county

***Comments:*** See resume YAC, filled unexpired term CPMT Filled  
unexpired term 10/07/09 - 12/31/12 also filled unexpired  
term 05/07/14 - 12/31/14 for Gene Ott. .

Friday, June 10, 2016

Page 2 of 4





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	Farm Heritage Museum CIP Appropriation Request				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the supplemental appropriation of \$47,525.73 in the FY16 CIP Farm Heritage Museum budget to account for funding from grants and other local sources.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		C9
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Martin Brookhart, Management Analyst and Aaron Spitzer, Parks and Recreation Director				
<b>PRESENTER(S):</b>	Martin Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the following action				
<b>TIMING:</b>	Effective June 30, 2016				
<b>DISCUSSION:</b>	<p>On 11/18/15 the Board approved a \$128,299 FY16 budget for the Farm Heritage Museum. This included \$15,000 in funding from the county proffer with an additional \$113,299 funded by grants and other local resources. <b>This appropriate is requested to account for additional funding from the following resources:</b></p> <ul style="list-style-type: none"> <li>• \$5,025.73 additional funds in the Historical Society's Charlottesville Area Community Foundation account</li> <li>• \$35,000 from the Mary Morton Parsons Foundation Grant</li> <li>• \$5,000 from an anonymous pledge</li> <li>• \$2,500 Old Farm Day proceeds</li> </ul> <p><b>No additional county money is requested for this appropriation.</b></p>				
<b>FISCAL IMPACT:</b>	There is no match required for the Parsons Grant				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Letter from Marvin F. Moss, Fluvanna County Historical Society President				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





Fluvanna County Historical Society  
Post Office Box Eight  
Palmyra, Virginia 22963-0008

June 14, 2016

Honorable John M. Sheridan, Chair  
Fluvanna Board of Supervisors  
PO Box 540  
Palmyra, VA 22963

Dear Mr. Sheridan:

I am writing on behalf of the Fluvanna Historical Society's Board of Directors to reiterate and confirm the Society's strong support and commitment to the design and construction of the Fluvanna Farm Heritage Museum, a joint project with Fluvanna County, and to bring you up-to-date on our successful fundraising efforts.

In order to advance this much needed project, the Society has raised a considerable amount of money from its members and from private foundations. Three non-profit foundations have shown their support by giving the Society the following grants:

Perry Foundation	\$30,000 matching grant
Mary Morton Parsons Foundation	\$35,000
BAMA Works Foundation of the Dave Matthews Band	\$10,000

In addition our members have pitched in enthusiastically raising approximately \$70,000 from individuals and local businesses.

Currently, we have available the following funds for the project:

Charlottesville Area Community Foundation	\$118,324.73*
Mary Morton Parsons Foundation Grant	\$35,000.00
Fluvanna County	\$15,000.00
Anonymous Pledge	\$5,000.00
Old Farm Day Proceeds	\$2,500.00
<b>TOTAL</b>	<b>\$175,824.73</b>

\*This figure is not a grant. It is a separate Historical Society account at CACF where we have deposited and received interest on the money we raised from foundations and individuals. The Parsons grant will be deposited to this account shortly.

We want to assure you that this money is fully dedicated to the Farm Museum project and is available to Fluvanna County when the contract proceeds. Also in light of the projected \$20,000 cost of the site plan, the Society is fully committed to funding any costs over the \$15,000 already budgeted by the county when requested by invoice from the county.

The Society is continuing its fundraising efforts, and although it is difficult to predict how much additional money we may be able to raise, I am confident that we will succeed in that effort.

Completion of the Pleasant Grove historic core including the Pleasant Grove House and Museum, the Haden family cemetery and the Farm Heritage Museum is the highest priority for the Board of Directors of the Historical Society. We wanted to make sure you knew of our continuing commitment to making this a viable and valuable addition to the public facilities available to all our citizens.

With best regards,

Sincerely yours,

A handwritten signature in cursive script that reads "Marvin F. Moss". The signature is written in dark ink and is positioned above the printed name and title.

Marvin F. Moss  
President

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	Public Works Department Position Upgrades				
<b>MOTION(s):</b>	<p><b>I move to approve the following position description revisions and grade changes:</b></p> <ul style="list-style-type: none"> <li>• <b>FROM: Utilities Technician, Pay Band 09, \$30,771</b></li> <li>• <b>TO: Utilities System Operator Trainee, Pay Band 09, \$30,771</b></li> <li>• <b>FROM: Assistant Water Operator, Pay Band 07, \$29,360</b></li> <li>• <b>TO: Utilities System Operator Trainee, Pay Band 09, \$30,681</b></li> <li>• <b>FROM: Water Operator, Pay Band 11 (Vacant)</b></li> <li>• <b>TO: Utilities System Operator, Pay Band 11 (Vacant)</b></li> </ul> <p><b>With funding for reclassifications to come from the FY17 approved pay plan.</b></p>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Wayne Stephens, Director of Public Works				
<b>PRESENTER(S):</b>	Wayne Stephens, Director of Public Works				
<b>RECOMMENDATION:</b>	Approval.				
<b>TIMING:</b>	Current.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• This revision to staff positons in the Public Works Department is proposed as the most efficient way to utilize staff skills; combine positions with very similar duties &amp; responsibilities under a single PD; provide adequate cross coverage of critical functions; and to provide incentive for staff development &amp; advancement within the Utilities and FUSD Divisions.</li> <li>• Position Descriptions have been revised, combined and updated to reflect current duty requirements; incorporate needed skills; encourage the pursuit of training &amp; licensure; and to ensure better service to customers, residents and the business community.</li> </ul>				
<b>FISCAL IMPACT:</b>	See Chart below.				
<b>POLICY IMPACT:</b>	N/A				

<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Updated Position Descriptions				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other

#### Effect of Proposed Position Upgrades

Current Title/Position	Pay Band	Current Salary		New Title/Position	Pay Band	New Salary
Utilities Technician	09	\$ 30,771		Utilities Operator - Trainee	09	\$ 30,771
Assistant Water Operator	07	\$ 29,360		Utilities Operator - Trainee	09	\$ 30,681
<b>SALARY TOTAL FOR CURRENT POSITIONS =</b>		<b>\$ 60,131</b>		<b>SALARY TOTAL FOR PROPOSED POSITIONS =</b>		<b>\$ 61,452</b>
NOTE: Proposed Annual Increase was anticipated and included in the approved FY2017 Salary Budget.				<b>ANNUAL PROPOSED INCREASE = \$ 1,321</b>		



Fluvanna County, Virginia  
Department of Public Works  
Job Description

**DRAFT**

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**Utilities System Operator**

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**FLSA Status:** Non-Exempt  
**Pay Grade:** 11  
**Job Title ID:** XXXX  
**Reports To:** Water Systems Supervisor

**General Definition of Work**

Performs intermediate skilled work in the operation, maintenance and repair of water & sewer treatment plants, pump stations and piping systems, and related equipment and appurtenances; does related work as required. Work is performed under minimal supervision.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions**

These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

- Operates, maintains and repairs equipment associated with wastewater treatment plants, drinking water treatment plants, pumping stations and piping systems.
- Monitors proper functioning of water/sewer pumps, motors, bar screens, chlorinators, filters, chemical feed systems and other process equipment; makes adjustments as necessary to maintain proper flow quality of water/sewage. Reports problems to supervisor.
- Adds, or adjusts feed rates of, chemicals to water/sewage as necessary; notes and records readings of meters and indicators.
- Collects samples at designated points, performs chemical tests and records results; properly prepares samples and delivers them to testing laboratories.
- Performs routine plant monitoring and makes corrective adjustments to processes as needed; performs preventive maintenance on equipment and pumps; Prepares and maintains plant records.
- As needed, supervises and instructs Utility System Operator Trainee(s) in the essential functions and tasks of a Utility System Operator.
- Reads water meters; records consumption.
- Repairs water and sewer lines as needed, often on a time-critical basis, after normal working hours and/or in inclement weather.
- Performs basic groundskeeping and landscaping duties; maintains and cleans vehicles.

- Attends and participates in Operator Training program(s), other training and continuing education.
- Performs related tasks and other duties as assigned.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of water and wastewater treatment plant operations including treatment processes, process sampling and testing and plant record-keeping requirements and methods.
- Knowledge of maintenance and repair of mechanical equipment; water and sewer line construction methods and techniques; and the occupational hazards and safety precautions associated with such work.
- Intermediate math skills and computer skills; ability to effectively communicate orally and in writing.
- Skill in operating the hand tools, power tools and measuring devices used in the trade.
- Ability to follow oral instructions and to prepare written reports and maintain records.
- Ability to work in difficult environmental conditions for extended periods.
- Skill in operating tractors, equipment, mowers and associated implements.
- Ability to establish and maintain effective working relationships with associates and the general public.

### **Education and Experience**

- High school diploma or equivalent.
- Minimum 2 years of relevant experience.
- Must possess and maintain a valid Class III or higher Commonwealth of Virginia Sewage Operator's License; or a valid Class IV or higher Commonwealth of Virginia Water Operator's License.

### **Physical Requirements**

This is very heavy work, requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and regularly in excess of 20 pounds of force, to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements**

- Must possess and maintain an appropriate driver's license valid in the Commonwealth of Virginia.
- Must possess and maintain a valid Class III or higher Commonwealth of Virginia Sewage Operator's License; or a valid Class IV or higher Commonwealth of Virginia Water Operator's License.
- Essential Status – The duties associated with this position are required during inclement weather and other emergency situations. Essential personnel are subject to after-hours call-in and/or hold-over for such situations, and must be available to perform essential and/or emergency services for the County.



## Post-Offer Requirements

Criminal background check and driving record check.

<b>Recommended by:</b>	<b>Approved as to form:</b>	<b>Approved:</b>
<div><div>X Wayne Stephens</div><div>6/21/2016</div></div> <div>Signed by: Wayne Stephens</div>		



Fluvanna County, Virginia  
Department of Public Works  
Job Description

**DRAFT**

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**Utilities System Operator Trainee**

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**FLSA Status:** Non-Exempt  
**Pay Grade:** 09  
**Job Title ID:** XXXX-T  
**Reports To:** Water Systems Supervisor

**General Definition of Work**

Performs intermediate semiskilled work in the operation, maintenance and repair of water & sewer treatment plants, pump stations, piping systems and related equipment and appurtenances; does related work as required. Work is performed under supervision.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

**Essential Functions**

These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

- Under supervision by licensed operator(s), assists in operating, maintaining and repairing equipment associated with wastewater treatment plants, drinking water treatment plants, pumping stations and piping systems.
- Performs routine plant monitoring; performs preventive & corrective maintenance on equipment and pumps; prepares and maintains plant records under supervision by licensed operator(s).
- Monitors proper functioning of pumps, motors, bar screens, chlorinators, filters, chemical feed systems and other process equipment; under supervision of licensed operator, makes adjustments as necessary to maintain proper flow of water/sewage. Reports problems to supervisor.
- Mixes/prepares chemicals and adjusts chemical feed rates to water/sewage as necessary; notes and records readings of meters and indicators.
- Collects samples at designated points, performs basic chemical tests and records results; properly prepares samples and delivers them to testing laboratories.
- Reads customer water meters; records consumption.
- Repairs water and sewer lines as needed, often on a time-critical basis, after normal working hours and/or in inclement weather.
- Performs basic groundskeeping and landscaping duties; maintains and cleans vehicles.
- Attends and participates in Operator Training program(s), other training and continuing education.
- Performs related tasks and other duties as assigned.

## **Knowledge, Skills and Abilities**

- Basic knowledge of water and wastewater treatment plant operations, including treatment processes, process sampling and testing and plant record-keeping requirements and methods.
- General knowledge of maintenance and repair of mechanical equipment; water and sewer line construction methods and techniques; and the occupational hazards and safety precautions associated with such work.
- Basic math skills and basic computer skills; ability to effectively communicate orally and in writing.
- Basic skills in operating the hand tools, power tools and measuring devices used in the trade.
- Ability to follow oral instructions and to prepare written reports and maintain records.
- Ability to work in difficult environmental conditions for extended periods.
- Basic skill in operating tractors, equipment, mowers and associated implements.
- Ability to establish and maintain effective working relationships with associates and the general public.

## **Education and Experience**

- High school diploma or equivalent.
- Minimum 1 year of relevant experience.
- Must obtain a Class III or higher Commonwealth of Virginia Sewage Operator's License; or a Class IV or higher Commonwealth of Virginia Water Operator's License within 24 months of employment date.

## **Physical Requirements**

This is very heavy work, requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and regularly in excess of 20 pounds of force, to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

## **Special Requirements**

- Must possess and maintain an appropriate driver's license valid in the Commonwealth of Virginia.
- Must obtain a Class III or higher Commonwealth of Virginia Sewage Operator's License; or a Class IV or higher Commonwealth of Virginia Water Operator's License within 24 months of employment date.
- Essential Status – The duties associated with this position are required during inclement weather and other emergency situations. Essential personnel are subject to after-hours call-in and/or hold-over for such situations, and must be available to perform essential and/or emergency services for the County.

## Post-Offer Requirements

Criminal background check and driving record check.

<b>Recommended by:</b>	<b>Approved as to form:</b>	<b>Approved:</b>
<div><div>X Wayne Stephens</div><div>6/21/2016</div><div>Signed by: Wayne Stephens</div></div>		

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2017				
<b>AGENDA TITLE:</b>	2016-17 Strategic Initiatives Update				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes XX	No	<b>If yes, list initiative(s):</b>		ALL
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation XX	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	Dr. Jackie Meyers, CSA Program Manager				
<b>PRESENTER(S):</b>	Dr. Jackie Meyers, CSA Program Manager				
<b>RECOMMENDATION:</b>	None				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	Staff update on status of Strategic Initiatives actions.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	2016-17 Strategic Initiatives Action Plan (Updated June 28, 2016)				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## 2016-17 STRATEGIC INITIATIVES PLAN

Updated: Jun 28, 2016

Impact, Time, & Cost: High – Medium – Low

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
<b>A</b>	<b>SERVICE DELIVERY</b>	<b>EAGER</b>					
<b>A1</b>	Create a local Broadband Task Force to: assess our current status county-wide, determine our gaps and needs, develop alternatives and options for improvement, and to identify potential funding sources for broadband expansion.	C&ED	On hold – RU Online State survey may lead us to qualify for federal funding for broadband expansion.	H	M	L	Dec 17
<b>A2</b>	Perform Process Improvement Review of Planning and Zoning Processes.	C&ED	On-going	M	L	M	Dec 16
<b>A3</b>	Perform Process Improvement Review of Building Inspection Processes.	C&ED	On-going- Started with Florin Moldovan being hired. He has already met with Mel Sheridan.	M	L	M	Dec 16
<b>A4</b>	Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	Treasurer; IT; P&R; PW; C&ED	Research in progress	M	L	L	2017
<b>A5</b>	Update, format, and improve web-accessibility of all County Personnel Policies.	HR; IT	Completed and posted on County policies webpage.	L	L	L	Mar 16
<b>A6</b>	Create Fluvanna County Data Website Dashboard with key metrics.	COAD	On hold	L	M	M	Dec 17
<b>A7</b>	Perform a comprehensive review and update of all ordinances, rules, policies, and practices relating to junk cars, trash and litter, waste tires, condemnation of structures, etc.	PZA; Planning Comm.	Oh hold	M	M	M	2016
<b>A8</b>	Create an improved system for managing and tracking of SUPs and Subdivisions (Bond status, project status, etc.).	PZA	Weekly meeting are being held to discuss mailings and legal issues, DID Microsoft Access software system is being updated more frequently.	L	L	L	2016
<b>B</b>	<b>COMMUNICATION</b>	<b>BOOKER</b>					
<b>B1</b>	Create a Community Impact Awards Program.	CSA; COAD	Approved by BOS on Apr 6, 2016	L	L	L	Apr 16

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
B2	Hold an Elected Official Breakfast for our State Representatives in Spring 2016	C&ED	Schedule for early Fall 2016	L	L	L	May 16
B3	Collect and analyze the results of the local Business Climate Survey.	COAD; C&ED	Completed May 19, 2016	L	M	L	May 16
B4	Hold a Local Business Forum - Subtitle: "The Future of Fluvanna's 250 Corridor"	C&ED	Forum held on May 19, 2016	L	M	L	May 16
B5	Create a local Business Support Action Plan.	C&ED	Underway following Community Business Forum; tasked to EDTAC	M	M	L	Jul 16
B6	Assess options to communicate more efficiently, effectively, and economically with Fluvanna residents.	Staff	On-going; Website improvements	M	M	L	Dec 16
B7	Expand County Website to receive, answer, and post questions from residents.	IT; COAD	Under review	L	M	L	Jul 16
B8	Improve communication and collaboration with the School Board to improve understanding of school system funding needs and better plan future budgets.	COAD	Under review	L	L	L	Dec 17
B9	Create a brief, easy to understand tax impact message showing Fluvanna advantages for both residential and business.	Finance; C&ED; COAD	EDTAC function	L	M	L	Oct 16
C	PROJECT MANAGEMENT	SHERIDAN					
C1	Investigate the use of Technology or other types of Overlay Zones for the Zion Crossroads Community Planning Area to support economic development aims.	C&ED; PZA	BOS Work Session on June 15, 2016. Requires County Attorney further PZA research	M	M	L	2017
C2	Create a County-wide overlay map showing utilities and other key features that support business growth and development.	C&ED; PZ PW	Pending	M	M	M	2016
C3	Investigate all options for GIS system delivery and management to support needs of all County departments.	PZA; Sheriff	On-going	L	L	M	2016



#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
C4	Develop and adopt a Fluvanna County Master Water and Sewer Service Plan and implementation schedule.	PW	In progress – more research needs to be done before project can move forward; cost is an issue.	M	M	M	2017
C5	Successfully oversee and manage Fluvanna County aspects of the James River Water project.	Water Team	Ongoing	H	M	H	2018
C6	Finalize locations and fund installation of Fire Hydrants in the Columbia District along the route of the Louisa County Water Authority raw water pipeline.	ESC; PW	Est. \$200K for 10 hydrants; preliminary map ready.	M	L	M	2018
C7	Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	Water Team	Ongoing	H	M	H	2018
C8	Successfully oversee and manage the County's E911 Emergency Communications System Project.	ESC	Project is in final site selection and frequency licensing processes. Site installation in Summer 2016; Testing and Cutover late 2016.	H	H	H	Early Spring 2017
C9	Proceed with the Pleasant Grove Farm Museum design.	P&R Finance	Pending	L	L	M	2016
C10	Investigate opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	PW; Finance	Working with VDOT to see if grant funding can be secured.	M	M	M	2017
D	<b>ECONOMIC DEVELOPMENT AND TOURISM</b>	<b>O'BRIEN</b>					
D1	Create EDTAC - Economic Development and Tourism Advisory Council.	C&ED; P&R	Approved and adopted by BOS on May 4, 2016	M	L	L	Jun 16
D2	Plan for Fluvanna County activities to celebrate the Virginia Business Appreciation Month in May 2016.	C&ED; Chamber	Incorporated into Community Business Forum held on May 19, 2016	L	M	L	May 16
D3	Draft and adopt a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	C&ED; P&R	EDTAC function	M	M	M	2017
D4	Create separate Tourism and Business information pages for the County website.	C&ED; P&R	Website update being planned	L	M	M	Dec 16

#	STRATEGIC INITIATIVE / Action Item	CHAMPION Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
D5	Create a Fluvanna County "triangle" tourism brochure describing a Monticello, Pleasant Grove House & Museum, Old Stone Jail, Historic Courthouse, and Montpelier history and tourism route.	P&R	EDTAC function	L	M	L	Dec 16
D6	Create a "Faces and Places of Fluvanna" Poster and Rack Card to market Fluvanna County as a destination for tourism and recreational activities.	P&R	EDTAC function	L	M	L	Dec 16
D7	Create a "New Residents Guide" package for distribution to local Real Estate agents.	C&ED; P&R	EDTAC function	L	M	L	Dec 16
D8	Develop a "This is Fluvanna County" video message to be shared with county citizens and businesses as well as use with county economic development initiatives.	C&ED; P&R	EDTAC function	L	M	L	Dec 16
D9	Investigate and pursue with State offices the installation of select Boat Ramps along the Rivanna and James Rivers to support additional recreational and tourism opportunities.	C&ED P&R	Currently taking place and ongoing.	M	M	L	Dec 16
D10	Investigate opportunities for park expansion or Rivanna River access points to support expanded recreational activities in Fluvanna (e.g., Crofton Park, LMOA river access areas, Town of Columbia flood plain/potential park, etc.).	P&R	Crofton Park development in CIP 17 (Trails and partnership with LMOA would ensue after initial funding). Coordinating with Goochland Parks Director regarding potential partnership in joining park space in Columbia and that corner of Goochland along the James. They currently occupy about 800 acres of potential park space in that corner.	M	M	L	Jun 17
D11	Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.	C&ED	EDTAC function	M	M	L	Jun 17
E	<b>FINANCIAL STEWARDSHIP AND EFFICIENCY</b>	<b>WEAVER</b>					
E1	Identify all sources of revenue the county can use to finance local government programs and services and determine which sources Fluvanna County should utilize.	Finance COAD C&ED	-BOS Work Session June 15, 2016 -Follow up in Aug. & Sept. 2016	M	M	L	Jan 17

#	STRATEGIC INITIATIVE / Action Item	<u>CHAMPION</u> Staff Dept	STATUS / NOTES	Impact	Time	Cost	FINISH DATE
E2	Investigate creation of a "Capital Depreciation Fund" that would be funded within the tax rate each fiscal year to save for future capital needs.	Finance	Created by BOS during FY17 Budget Cycle; unfunded in FY17; \$300K/year planned for FY18-21.	H	L	M	Jul 16
E3	Update, format, and improve web-accessibility of all County Financial Policies.	Finance; IT	Completed and posted on County policies webpage.	L	M	L	Mar 16
E4	Review, update, and approve new Fluvanna County Proffer Guidelines.	PZA; Planning Commission	Being reviewed by staff for recently passed legislation for Proffers	M	M	L	Sep 16
E5	Reduce the County's reliance on creating and mailing paper checks for payments and to implement ACH/EFT transaction options.	Treasurer; Finance; IT	Pending	M	M	L	Jun 17
E6	Research and provide samples of Monthly Treasurer Report options and formats so that the Board can decide what they would like to see on a recurrent basis (e.g., what reports are provided in other counties?). Create report for inclusion in Board package each month, as well as a quarterly in-person briefing on the data.	Treasurer	Pending	M	L	L	Sep 16



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, June 15, 2016 Regular Meeting, be adopted.</b>				
<b>CATEGORY</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board				
<b>PRESENTER(S):</b>	Steven M. Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft minutes for June 15, 2016				
<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other



FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
June 15, 2016  
Work Session 4:00pm  
Regular Meeting 7:00 pm

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District, Vice Chair  
Patricia Eager, Palmyra District  
Tony O’Brien, Rivanna District (*Arrived at 4:03PM*)  
Donald W. Weaver, Cunningham District

**ALSO PRESENT:** Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Sheriff Eric Hess  
Eric Dahl, Finance Director  
Cheryl Elliott, Emergency Services Coordinator  
Dr. Jacqueline Meyers, CSA Coordinator  
Florin Moldovan, Building Official  
Gail Parrish, Human Resources Manager  
Jason Smith, Community and Economic Development Director  
Jason Stewart, Planning and Zoning Administrator  
Wayne Stephens, Director of Public Works and County Engineer  
Kelly Belanger Harris, Clerk to the Board of Supervisors

**CALL TO ORDER WORK SESSION**  
At 4:00 pm, Chair Sheridan called the Work Session of June 15, 2016 to order.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**WORK SESSION DISCUSSION ITEMS**  
Mr. Steven M. Nichols, County Administrator, and gathered Staff members, led the Board in a discussion around the following topics:

➤ County Revenue Enhancement Options

No.	Item	BOS Approval	Notes
1	Improve links between Building Inspections and Commissioner's Office	Yes	
2	Compare all MLS sales and listings to Assessment Records	Yes	Underway
3	Capture Boats Not Currently Included on Personal Property Rolls	Yes	Letter from BOS to LMOA requesting list.
4	Update Business Personal Property Policies	Pending	COR to provide review and options, along with cost and staff impacts at Aug 17th BOS Work Session
5	Lower Business Personal Property Tax Rate	Pending	COR/Finance present formal plan and options at Aug 17th BOS Work Session
6	Capture Unreported Building Improvements	Pending	Building Insp present plan and policy recommendations at Aug 17th BOS Work Session
7	Strengthen Land Use Program Revalidation	Pending	COR to provide options, benefits, and recommendations at Sep 7th BOS Meeting
8	Implement Business License Fee	Yes	Prepare plan, policies, ordinances, etc.
9	Increase Vehicle License Fees	Pending	Consider during FY18 budget season
10	Implement DUI/Vehicle Accident Fee	No	
11	Begin Meals Tax Referendum Process	Pending	Prepare plan for review in early 2017

- Residential Loans for Large Lot Development
  - Based on mortgage-industry expert and County Attorney advice, monitoring the mortgage climate as it continues to improve was deemed most prudent.
- Zoning Overlay Options for Community Planning Areas
  - With a goal of streamlining the process by which parcels may be rezoned to a more business-friendly zoning designation, the specificity required to have such an ‘overlay’ would probably negate the intended purpose of streamlining.

## **CLOSED MEETING**

### **MOTION TO ENTER INTO A CLOSED MEETING**

At 6:19pm, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, Sheridan, and Weaver. NAY: None. ABSENT: None.

### **MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 7:03pm, Mr. Weaver moved that the 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.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

## **CALL TO ORDER**

At 7:04 pm, Chair Sheridan called the Regular Meeting of June 15, 2016 to order.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

## **ADOPTION OF AGENDA**

County Administrator Steven M. Nichols noted that Presentation: *Water/Sewer Planning and Ordinances Overview* from the preceding Work Session, that was not heard during the Work Session, was moved to be included with Presentations on the Regular Meeting Agenda.

### **MOTION**

Mr. Booker moved to accept the Agenda, as amended, for the June 15, 2016 Regular Meeting of the Board of Supervisors, with changes. Mr. Weaver seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

## **COUNTY ADMINISTRATOR’S REPORT**

Mr. Nichols reported on the following topics:

- Fluvanna County awarded the FY15 “Certificate of Achievement for Excellence in Financial Reporting” from the Government Finance Officers Association, congrats to Finance staff and Director Eric Dahl.
- Revenue Recovery YTD Net Collections - \$249,000: With ~3 months of collections remaining, we will exceed the FY16 revenue projection of \$250K. Great work by Cheryl Elliott, Lindsay Britton, and our EMS Rescue Squad volunteer and contract providers!
- The Library's Summer Reading Program is off to a great start--Wednesday's Special Programs are really popular this year. Ninja Day, with a karate demonstration from Lake Monticello Karate and secret ninja activities had 129 attendees. The Wednesday afternoon Anime Club for Teens is also a very popular teen program so far.
- New Staff:
  - Bruce Anderson, Grounds Maintenance, Public Works
  - Johnny Vaughan, Codes Inspector (Bldg and Site Inspector), Transferred from Public Works (Building Maintenance)
  - Martin Brookhart, Management Analyst, Transferred from Public Works
- Another New Staff Member...
  - Mr. (or Mrs.) Bear sighted June 1st at Pleasant Grove heading to the music stage for his (her) next set
- VACo wants to know about issues of growing importance our county that may be incorporated into their 2017 Legislative Program: Want topics for consideration by the VACo steering committees at their August 19 meetings. The DRAFT Legislative Program is scheduled to be released to county officials for further review by late September. VACo’s Final 2017 Legislative Program is scheduled for approval by VACo’s full membership at the Association’s Annual Conference, November 13-15.
- Next BOS Meetings:
  - July 6, 2016: 4:00pm & 7:00pm (Dual Regular Meeting)
  - August 3, 2016: 4:00pm Regular Meeting
  - August 17, 2016: 7:00pm Regular Meeting

## **BOARD OF SUPERVISORS UPDATES**

*Sheridan*— Finance Board canceled for June.

*Booker*— JABA Executive Council, Rivanna River Basin Commission, Youth Advisory Council.

*Eager*— Eagle Scout Honor Court—Lucas Valteau.

*O’Brien*-TJPDC, PWIN.

*Weaver*— Regional Jail Board.



## **PUBLIC COMMENTS #1**

At 7:21pm 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 7:21pm.

## **PUBLIC HEARING**

None.

## **ACTION MATTERS**

*Social Services Part-Time to Full-Time Conversion Staffing Request* – Kim Mabe, Social Services Director, approached the Board with a request to convert part-time staff to full-time.

With minimal discussion:

### **MOTION**

Mrs. Booker moved the Board of Supervisors approve the conversion of an existing State-supported Benefit Programs Specialist position (Part-Time) to a State- and County-supported Benefit Programs Specialist position (Full-Time), with an additional \$8,551 in County funding support to come from FY16 Social Services Personnel Funds Carryover to FY17. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

Mrs. Booker moved to accept a FY17 supplemental appropriation of State funds in the amount \$17,879 to contribute to the part-time to full-time conversion above. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Elevator Maintenance Contract*—Cyndi Toler, Purchasing Officer, brought forward a request to ratify a contract for Elevator Maintenance Contract with Priority Elevator.

With little discussion,

### **MOTION**

Mrs. Eager moved to approve the contract between Priority Elevator and the county for Elevator Maintenance and repair, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. Mr. Weaver seconded the motion which carried 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Community & Economic Development Position Upgrades* – Jason Smith, Community & Economic Development Director, and Gail Parrish, HR Manager, came before the Board with a request to amend position descriptions in the Community and Economic Development department. Noting that the department has recently experienced several vacancies, an assessment was made to determine greater flexibility in position responsibilities and coverage when unexpected absences or vacancies occur.

### **MOTION**

Mrs. Booker moved to approve the following position description revisions and grade changes:

- FROM: Site Inspector / E&S, Pay Band 13, \$39,892
- TO: Codes Inspector - E&S Plans Reviewer, Pay Band 15, \$45,806
  
- FROM: Building Inspector, Pay Band 13, \$44,726
- TO: Codes Inspector - Building & Site Inspector, Pay Band 14, \$42,000
  
- FROM: Code Compliance Officer, Pay Band 10, \$32,792
- TO: Codes Inspector - Code Enforcement Officer, Pay Band 13, \$37,440
  
- FROM: Permit Clerk / Technical Assistant, Pay Band 7, \$27,976
- TO: Program Support Assistant, Pay Band 9, \$30,000

With the funding increase to come from the FY17 approved pay plan.

Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Request for Reimbursement of VDOT Fees*—Jason Stewart, Planning and Zoning Administrator, presented a request to reimburse fees paid to VDOT, by homeowners, to bring roads in the Taylor Ridge subdivision into VDOT compliance.

With little discussion,

### **MOTION**

Mr. O'Brien moved to approve a reimbursement request in the amount of \$6,750.00 to Anthony and Melissa Hutcherson for VDOT Road Acceptance Fee paid, with such funds to come from FY16 Planning and Building Inspections personnel funding savings. Mrs. Booker seconded and the motion passed 4-1. AYE: Sheridan, Booker, Eager, and O'Brien. NAY: Weaver. ABSENT: None.

*E911 Radio Project: Change Order #2 – New Columbia School Tower*—Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #2 – New Columbia School Tower.

Changes in the order include:

- Adjust two site locations, as described in Statement of Work (SOW) Exhibit 2:
  - From Kolcum Site (Rt 601) Site to new Columbia School Site

- Eliminate Morris Site (Rt 656) Site
- Add and construct one new Class III 300' self-supported lattice tower including tower, lighting, foundation, installation and A&E Site development/integration services, as described in SOW Exhibit
- Add additional project management and construction oversight and coordination management for oversight of this new site.

After general discussion about the changes,

MOTION

Mr. Weaver moved the Board of Supervisors approve the "Second Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 222,871.86, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver.

*E911 Radio Project: Change Order #3 - Additional Erosion & Sediment Control Tasks For Sheriff's Office Tower Site*—Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #3 – Additional Erosion & Sediment Control Tasks For Sheriff's Office Tower Site.

Changes in the order include:

- Clean water diversion dike
- Storm water conveyance channel
- Inlet/outlet protection & outlet replacement
- 18" RCP storm water drainage pipe
- Additional Earthwork cuts/fills for tower complex

After general discussion about the changes,

MOTION

Mrs. Eager moved the Board of Supervisors approve the "Third Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 73,458.05, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*E911 Radio Project: Change Order #4 – R56 Pre-Audit and Corrective Actions for E911 Center/Master Site* —Cheryl Elliott, Emergency Services Coordinator, brought forward a request for Change Order #4 – R56 Pre-Audit and Corrective Actions for E911 Center/Master Site.

Modifications to the agreement with Motorola include:

- Perform R56 Pre-Audit of Dispatch Center and Equipment Room
- Provide Audit Report, with photos/descriptions of any deficiencies
- Perform Corrective Actions
- Notes change of propane tanks from below ground to above ground

After general discussion about the changes,

MOTION

Mr. O'Brien moved the Board of Supervisors approve the "Fourth Amendment and Modification to the Communications System Agreement for the Fluvanna Public Safety Emergency Communications Radio System" with Motorola Solutions, Inc., in the amount of \$ 70,830.00, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Appointment – Economic Development and Tourism Advisory Council (EDTAC)* – Steven M. Nichols, County Administrator.

With no discussion:

MOTION:

Mr. Weaver moved to appoint Wendy Edwards, to the Economic Development and Tourism Advisory Council (EDTAC), Cunningham District, with a term to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None

*Appointment – Reappointment – JAUNT Board* – Steven M. Nichols, County Administrator, presented the applicants for appointment to the JAUNT Board. With no discussion,

MOTION

Mrs. Eager moved to reappoint Pat Thomas to the JAUNT Board, with a term to begin July 1, 2016 and to terminate June 30, 2019. Mr. O'Brien seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None

## **PRESENTATIONS**

*Water/Sewer Planning and Ordinances Overview*—Wayne Stephens, Director of Public Works and County Engineer, presented an overview of proposed and necessary ordinance changes with regards to infrastructure projects. Many ordinances, policies, and procedures need to be revised and updated to prepare for our public utility projects, the recent Comprehensive Plan update, economic development projects, etc.

Mr. Stephens noted that these updates and changes could be accomplished through the combined efforts of County Staff and the County Attorney, with contract support from specialized firms as needed.

*Correction to Computation of Sewer Bills*—Wayne Stephens, Director of Public Works and County Engineer, brought to the attention of the Board a billing error related to Palmyra Waste Water Treatment Plant (WWTP) customers. It was recently discovered that sewer bills for customers on the Palmyra WWTP have been incorrectly calculated since the plant first opened in 2008. Each customer has been “under-billed” by approximately \$7.65 per month. The County’s adopted rate structure requires that each customer be charged a monthly minimum base rate of \$10 per ERU, plus a usage charge of \$7.65 per 1,000 gallons. However, when the sewer rates were originally entered into the billing system, they were set up so that bills are computed with the first 1,000 gallons of usage included in the \$10 base charge. The error will be corrected with the July 2016 billing cycle, which will result in higher monthly bills for most customers. Notice of the upcoming change will be sent to customers with their June 2016 bills, and an announcement will also be posted on the County web-site. Correcting the error will result in an increase in total billings of about \$2,850/year (including public buildings) with an increase in actual revenue collected of about \$1,850/year.

*2015 Development Activity Report*—James Newman, Acting Senior Planner, presented the 2015 Development Activity Report (DAR), required annually by State Code, to the Planning Commission and the Board of Supervisors. The DAR summarizes development activities in Fluvanna for the preceding year.

#### **CONSENT AGENDA**

The following items were discussed before approval:

*Accounts Payable Report, May 2016* – Eric Dahl, Finance Director

*The following items were approved under the Consent Agenda for February 17, 2016:*

*Minutes of May 4, 2016*—Kelly Belanger Harris, Clerk of the Court

*Minutes of May 18, 2016*—Kelly Belanger Harris, Clerk of the Court

*Accounts Payable Report, May 2016* – Eric Dahl, Finance Director

*Resolution Recognizing Lucas J. Valleau, Eagle Scout*—Steven M. Nichols, County Administrator

*A Resolution to Take Streets in the Meadow Brook Subdivision into the Secondary System of Highways in Fluvanna County, Virginia*—Jason Stewart, Planning and Zoning Administrator

*FY16 Schools Supplemental Appropriation of State Funding for Project RETURN*—Eric Dahl, Finance Director

*FY16 Budget Transfer- Board of Supervisors Legal Fees* – Eric Dahl, Finance Director

*FY16 BOS Contingency Budget Transfer- County Attorney* – Eric Dahl, Finance Director

*Compensation for Livestock Killed* – Marlene Thompson – Captain David Wells, Sheriff’s Department

#### **MOTION**

Mr. Weaver moved to approve the items on the Consent Agenda for June 15, 2016, and ratifying Accounts Payable and Payroll for May 2016, in the amount of \$1,601,567.15. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, and Weaver. NAY: None. ABSENT: None.

#### **UNFINISHED BUSINESS**

None.

#### **NEW BUSINESS**

Mrs. Eager asked for clarification on contracted services with the Convenience Center.

#### **PUBLIC COMMENTS #2**

At 9:16 pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 9:16pm.

#### **CLOSED MEETING**

##### **MOTION TO ENTER INTO A CLOSED MEETING**

At 9:17, Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Investment of Funds, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, Sheridan, and Weaver. NAY: None. ABSENT: None.

##### **MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 10:45pm, Mr. Weaver moved that the 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.” Mrs. Booker seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

#### **ADJOURN**

##### **MOTION:**

At 10:46pm Mrs. Booker moved to adjourn the regular meeting of Wednesday, June 15, 2016. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Kelly Belanger Harris  
Clerk to the Board

\_\_\_\_\_  
John M. Sheridan  
Chair



## **BOARD OF SUPERVISORS**

County of Fluvanna

Palmyra, Virginia

### **RESOLUTION No. 24-2016**

#### **A Resolution to Take Streets in the Meadow Brook Subdivision into the Secondary System of Highways in Fluvanna County, Virginia**

At a regular meeting of the Board of Supervisors of Fluvanna County held in the Fluvanna County Courts Building at 7:00 PM on Wednesday, June 15, 2016, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk's office of the Circuit Court of Fluvanna County; and

**WHEREAS**, the streets described in the Meadow Brook subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

**NOW, THEREFORE BE IT RESOLVED**, on this 15<sup>th</sup> day of June, 2016, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

**BE IT YET FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 15<sup>th</sup> day of June, 2016 on a motion by Mr. Weaver, seconded by Mrs. Booker, and by the following vote:

**AYES:** Sheridan, Booker, Eager, O'Brien, & Weaver    **NAYS:** None    **ABSENT:** None

*A Copy, teste:*

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John M. Sheridan, Chair  
Board of Supervisors  
Fluvanna County, Virginia



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 23-2016**

**A RESOLUTION RECOGNIZING LUCAS J. VALLEAU  
AWARD OF EAGLE SCOUT STATUS**

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, June 15, 2016:*

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Lucas J. Valleau has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Lucas has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on June 8, 2016 at 7:00 p.m. at Saints Peter and Paul Catholic Church, Palmyra, Virginia; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Lucas's family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

***THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED*** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 15<sup>th</sup> of June, 2016, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X					
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X				X	

*A Copy, teste:*

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*Kelly Belanger Harris, Clerk*  
Board of Supervisors  
Fluvanna County, Virginia

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*John M. Sheridan, Chair*  
Board of Supervisors  
Fluvanna County

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 6, 2016					
<b>AGENDA TITLE:</b>	FY16 Columbia Hazard Mitigation Grant Program					
<b>MOTION(s):</b>	<b>I move to ratify the application and accept the FEMA Hazard Mitigation Grant Program in the amount of \$199,500, with \$149,625 from FEMA federal funds, \$39,900 from VDEM state funds and a local match from Fluvanna (from the former Town of Columbia) for \$9,975 to acquire and demolish four substantially damaged structures in the Columbia area.</b>					
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		D10	
	X					
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
				X		
<b>STAFF CONTACT(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance					
<b>PRESENTER(S):</b>	Eric Dahl, Deputy County Administrator/Director of Finance					
<b>RECOMMENDATION:</b>	Approve					
<b>TIMING:</b>	Effective May 5, 2016					
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• This grant will be used to acquire and demolish four substantially damaged structures and their associated parcels in the Columbia area of Fluvanna County, to create a green space amenity for the community.</li> <li>• The former Town of Columbia made a \$10,000 commitment at the time of application and the County of Fluvanna assumed that commitment when it approved the resolution "Agreement for Transfer and Assumption of Certain Assets and Indebtedness, Town of Columbia".</li> <li>• The TJPDC is the grantee in the application and will file all necessary reports and reimbursements for the County.</li> </ul>					
<b>FISCAL IMPACT:</b>	This grant will increase the FY17 revenue and expenditures by \$199,500. This is a reimbursement grant, so funds will be reimbursed to the County after funds for the acquisition and related tasks of the properties are expended.					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	On July 2, 2014, the Board of Supervisors approved the Resolution entitled "Agreement for Transfer and Assumption of Certain Assets and Indebtedness, Town of Columbia", which specified \$10,000 allocated for participation in an approved FEMA grant.					
<b>ENCLOSURES:</b>	Agreement for the Hazard Mitigation Grant Program (HMGP) for the Acquisition of 4 Properties (Columbia)					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
		X				





**AGREEMENT FOR THE HAZARD MITIGATION GRANT PROGRAM (HMGP) FOR  
THE ACQUISITION OF 4 PROPERTIES (COLUMBIA)**

**PURPOSE OF AGREEMENT:**

The purpose of this agreement is to identify the responsibilities and payment terms for the tasks required for the Federal Emergency Management Agency (FEMA) Grant for the TJPDC Columbia Acquisition Project.

**PARTIES TO AGREEMENT:**

Thomas Jefferson Planning District Commission (TJPDC)  
Chip Boyles, Executive Director  
401 E. Water Street/PO Box 1505  
Charlottesville, VA 22902-1505  
Telephone: 434-979-7310 ext 110  
E-mail: cboyles@tjpd.org

County of Fluvanna (the County)  
Steve Nichols, County Administrator  
132 Main Street /P.O. Box 540  
Palmyra VA 22963  
Telephone: (434) 591-1910  
E-mail: snichols@co.fluvanna.va.us

**PERIOD OF AGREEMENT:**

This agreement covers the period from February 29, 2016 to September 15, 2017 for activities carried out in accordance with the Grant Agreement HMGP-4042-005 with the Virginia Department of Emergency Management (VDEM), executed March 15, 2016, attached.

**FUNDING:**

Funding for the project consists of:

- \$149,625.00 in federal funds, provided by FEMA
- \$39,900.00 in state funds, provided by VDEM
- \$9,975 in local funds, provided by Fluvanna County (the County has assumed the commitment made by the former Town of Columbia at the time of application)

**PROJECT DESCRIPTION**

The grant will be used to acquire and demolish four substantially damaged structures and their associated parcels on Saint James Street in the Columbia area of Fluvanna County, to create a green space amenity for the community. The properties included in the project are:

- 344 St. James Street, Columbia, VA 22902 (Map numbers 54-A-1-74A and 54A-1-75)
- St. James Street, Columbia, VA (Map number 54A-1-79)
- St. James Street, Columbia, VA (Map numbers 54A-1-62 and 54A-1-62A)
- St. James Street, Columbia, VA (Map numbers 54A-1-63 and 54A-1-63A)

**SCOPE OF WORK:**

TJPDC prepared and submitted the application, including elevation certificates in 2013, and will carry out the required activities identified in the agreement between VDEM and TJPDC, using contractors procured through the project period:

1. Certified Real Estate Appraisal and Appraisal Review
2. Survey

3. Title Search/Closing Costs/Deed Preparation
4. Acquisition
5. Utility Disconnection
6. Demolition/Erosion Control/Disposal/Asbestos
7. Construction Management
8. Project Management

As the grantee in the application, TJPDC will file all necessary reports and reimbursement requests, and undertake all activities to close out the project.

**Fluvanna County will:**

- A. Provide the \$9,975 of local funds required for the 5% local match
- B. Receive the properties acquired under this grant, and assume all responsibilities for ownership upon transfer at closing
- C. Assist TJPDC in the process of acquisition by providing relevant data, assigning staff to make periodic site visits throughout the project period, and providing funds for acquisition, to be reimbursed after TJPDC receives payment from VDEM.


**PAYMENT**

Upon execution of this agreement, the Thomas Jefferson Planning District Commission (TJPDC) will submit an invoice to the County for the \$9,975 in local match.

For the acquisition of properties, Fluvanna County will provide funds at closing to acquire the properties. TJPDC will reimburse the County upon receipt of payment from VDEM.

Accepted by:

**County of Fluvanna**

By:   
Steve Nichols, County Administrator

5-5-2016  
Date

**Thomas Jefferson Planning District Commission (TJPDC)**

By:   
Chip Boyles II, Executive Director

5/17/2016  
Date

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	Resolution Recognizing Nicholas Paul Lackey				
<b>MOTION(s):</b>	I move the Fluvanna County Board of Supervisors adopt the resolution entitled "Recognizing Nicholas Paul Lackey for Award of Eagle Scout Status".				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Kelly Belanger Harris, Clerk to the Board of Supervisors				
<b>PRESENTER(S):</b>	Steve Nichols, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Nicholas has completed all the requirements and has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution Recognizing Nicholas Paul Lackey for Award of Eagle Scout Status				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A





## BOARD OF SUPERVISORS

County of Fluvanna  
Palmyra, Virginia

### RESOLUTION No. 25-2016

#### A RESOLUTION RECOGNIZING NICHOLAS PAUL LACKEY AWARD OF EAGLE SCOUT STATUS

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, July 6, 2016:*

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Nicholas Paul Lackey has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Nicholas has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on July 9, 2016 at 2:00 p.m. at Saints Peter and Paul Catholic Church, Palmyra, Virginia; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Nicholas's family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 6<sup>th</sup> of July, 2016, by the following vote:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

*A Copy, teste:*

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Kelly Belanger Harris, Clerk  
Board of Supervisors  
Fluvanna County, Virginia

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John M. Sheridan, Chair  
Board of Supervisors  
Fluvanna County



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 7, 2016				
<b>AGENDA TITLE:</b>	FUTURE FARM HERITAGE MUSEUM SURVEY AND SITE PLAN				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve task order # 8 between the County of Fluvanna, Virginia, and Draper Aden Associates to complete the Survey and site plan for the future Farm Heritage Museum totaling \$22,900, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		C9
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Cyndi Toler, Purchasing Officer				
<b>PRESENTER(S):</b>	Cyndi Toler, Purchasing Officer				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Currently the Historical Society has \$160,824.73 available to fund the project, Plus the \$15,000 the county has allocated. Also, fundraising efforts continue with the goal of the entire project to be funded by the Historical Society. This task order is a necessary step in moving forward with construction of the Fam Museum that will be located at Pleasant Grove.				
<b>FISCAL IMPACT:</b>	\$15,000 previously allocated by the board to this project, Remaining funds committed by the Fluvanna County Historical Society.				
<b>POLICY IMPACT:</b>					
<b>LEGISLATIVE HISTORY:</b>					
<b>ENCLOSURES:</b>	Task order # 8				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	XX	XX	XX		Parks & Rec





This Project Agreement #8 (the "Project Agreement") made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between Fluvanna County, Virginia (the "County"), a political subdivision of the Commonwealth of Virginia, and Draper Aden Associates, Inc., doing business as Draper Aden Associates (the "Consultant"), a Virginia corporation, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 5th day of September, 2013 (including all exhibits thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas the Agreement was automatically renewed on September 6<sup>th</sup>, 2014, and again on September 6<sup>th</sup>, 2015 and the current renewal term of the Agreement ends on September 5, 2016 and may be renewed by the County pursuant to the Agreement;

Whereas the Consultant submitted a Proposal for "Professional Survey and Engineering Services, Future Farm Heritage Museum & Parking Lot Improvements, Survey and Site Plan, Draper Aden Associates Proposal No.: R13457C-00P" dated April 6, 2016, revised May 17, 2016 (as revised, the Proposal") which is attached hereto as Exhibit 1 and incorporated by reference herein as a material part of this Project Agreement;

Whereas, the County desires that the Consultant complete all those services listed in Article II, "Scope of Services" of the Proposal, including, but not limited to, topographic survey base map, schematic design and site plan and construction documents, being Article II Sections (A), (B), and (C) of Exhibit 1 respectively, for the Future Farm Heritage Museum (the "Services"); and

Whereas, the Consultant desires to accept the work and complete the Services and all work necessary and related thereto (collectively the "Task Order").

For good and valuable consideration, the parties hereby agree as follows:

## **ARTICLE I: THE AGREEMENT**

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

## **ARTICLE II: TASK ORDER**

Consultant shall provide all work and services necessary or desired to complete the Task Order consistent with all provisions of this Project Agreement, Exhibit 1 and the Agreement.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Mr. Wayne Stephens  
Director of Public Works  
197 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1925  
E-mail: [wstephens@fluvannacounty.org](mailto:wstephens@fluvannacounty.org)

Billing inquiries should be directed to Cyndi Toler, Purchasing Officer, whose contact information appears below in Article VI.

### **ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS**

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- (i) This Project Agreement;
- (ii) Exhibit 1 hereto;
- (iii) The Agreement including exhibits thereto; and
- (iv) The County of Fluvanna General Terms Conditions and Instructions to Bidders and Consultants, being a portion of Attachment 1 which is attached to and a part of the Agreement.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iii) above, and (ii) shall control over (iii).

### **ARTICLE IV: FEES**

The Consultant shall receive flat fees consistent with Article V of the Proposal as follows:

THREE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$3,500.00) for that portion of the Services on the Task Order described in the Proposal, Article II, Section A, Topographic Survey Base Map;

FOUR THOUSAND NINE HUNDRED SEVENTY-FIVE AND NO/100 DOLLARS (\$4,975.00) for that portion of the Services on the Task Order described in the Proposal, Article II, Section B, Schematic Design;

FOURTEEN THOUSAND FOUR HUNDRED TWENTY-FIVE AND NO/100 DOLLARS (\$14,425.00) for that portion of the Services on the Task Order described in the Proposal, Article II, Section C, Site Plan and Construction Documents;

Each of the above being a subpart of the Task Order, which flat fees shall be payable by the

County upon proper invoice by the Consultant as described herein. No invoice may be provided by the Consultant to the County until the subpart of the Task Order is complete and all items or services purchased have been delivered to, inspected by and accepted by the County. The Consultant may invoice the County as work on each subpart of the Task Order is complete or may wait to invoice the County until the entire Task Order is complete. The Consultant will be paid within forty-five (45) days of receipt of a proper invoice following final acceptance of all work included on the invoice (either a subpart, or the entire Task Order) by the County in its sole discretion. The flat fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of the task specified.

## **ARTICLE V: TERM**

Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion, but in any event such Services and work being a part of the Task Order must be completed to the sole satisfaction of the County on or before the 1<sup>st</sup> day of August, 2016. Time being of the essence.

## **ARTICLE VI: MISCELLANEOUS**

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County

ATTN: Cyndi Toler, Purchasing Officer  
Fluvanna County  
P.O. Box 540  
Palmyra, VA 22963  
Telephone (434) 591-1930  
FAX (434) 591-1911

Consultant

Draper Aden Associates, Inc.  
ATTN: Julia Skare  
700 Harris Street, Suite E  
Charlottesville, VA 22903

Telephone (434) 295-0700  
FAX (434) 295-2105

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5<sup>th</sup>) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

**In witness whereof the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.**

Consultant:  
Draper Aden Associates, Inc.

County:  
Fluvanna County

By: _____	Date: _____	By: _____	Date: _____
Name: _____		Name: _____	
Title: _____		Title: _____	

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney



# Draper Aden Associates

Engineering • Surveying • Environmental Services

700 Harris Street, Suite E  
Charlottesville, Virginia 22903  
(434) 295-0700 • Fax (434) 295-2105  
www.daa.com

April 6, 2016  
(revised May 17, 2016)

Ms. Cyndi Toler  
Purchasing Officer  
County of Fluvanna  
132 Main St.  
Palmyra, VA 22963  
ctoler@fluvannacounty.org (via Email)

**Proposal for Professional Survey and Engineering Services  
Future Farm Heritage Museum & Parking Lot Improvements  
Survey and Site Plan  
Draper Aden Associates Proposal No.: R13457C-00P**

Dear Ms. Toler:

On behalf of Draper Aden Associates, thank you for the opportunity to present our proposal to Fluvanna County for Parking Lot Improvements at Pleasant Grove House in Palmyra, Virginia.

## **I. PROJECT DESCRIPTION**

The County, in partnership with The Historic Society, would like construct a new 36' X 120' building w/ a 16' overhang on the Pleasant Grove House property. The County An access path from the parking lot to the Farm Museum is also needed as well as an access drive from the main drive to the existing parking lot. The water and sanitary sewer laterals will need to be extended to the building. There are also some areas behind the Pleasant Grove House which have stormwater management concerns which should be addressed with this site plan.

## **II. SCOPE OF SERVICES**

### **A. Topographic Survey Base Map**

Draper Aden Associates will provide a topographic survey comprising approximately .75 acres, as shown on the attached sketch. The Survey will be developed through the implementation of the following services:

1. Subsurface Utility Engineering (S.U.E.) Level B: The SUE Team will designate detectable utilities using appropriate geophysical equipment in accordance with SUE Quality Level B standards (ASCE 38-02). We will utilize available information, existing documentation, records from public utilities and site observations to compile and account for known utilities.
2. Field Survey: Draper Aden Associates will perform a topographic survey of the existing site in within the limits shown on the attached sketch and comprising approximately .75 acres. Physical improvements, material and grade transitions, landscaping, and underground utilities designated by our SUE Team will be shown on the survey. The survey will be tied to NAD83 horizontal datum and NAVD88 vertical datum.

## **B. Schematic Design**

1. Based on the concept design provided by the County and our discussions in February and May 12, we will prepare a schematic site plan for the proposed improvements. During this phase of design, we will develop the following plans to 30% design completion. Please note that some of these items may be consolidated to a single plan sheet:
  - a. Existing Conditions
  - b. Site and Dimensional Plan
  - c. Grading Plan
  - d. Erosion & Sediment Control Plan
  - e. Stormwater Management Plan
  - f. Utility Plan
2. Estimate of Probable Construction Cost: We will prepare an estimate of probable construction cost for site/civil items under our responsibility.
3. Meetings / Coordination with County: Draper Aden Associates will attend project review and coordination meetings during this phase of design. Our proposed fee is based on attending one meeting in Fluvanna County, as well as participation in team conference calls.
4. Submittal and Design Review: Our schematic design fee is based on one (1) initial and one (1) final schematic design submittal.
5. Deliverables: We will provide the County with a PDF of the Schematic Design Plans.

### **C. Site Plan and Construction Documents**

1. **Construction Plans:** Draper Aden Associates will finalize the schematic design as approved by Fluvanna County for the proposed improvements and submit for Site Plan approval. The fees proposed herein are based on a single design concept and do not include additional fees required for rework resulting from significant revisions to the approved schematic design. Any additional services required due to changes in the general site layout, building footprint(s), or location after approval of the schematic design submittal will be provided on a negotiated lump sum basis in addition to the lump sum fee presented herein prior to commencement of such work.
2. **Technical specifications:** Draper Aden Associates will finalize technical specifications for aspects of the project under our responsibility which will be coordinated with the County and other design team members. Specifications will be prepared utilizing the latest version of Masterspecs<sup>®</sup>, a product of the American Institute of Architects. We understand the County will prepare all of the requisite bid documents, general conditions, and contract documents.
3. **Estimate of Probable Construction Cost:** We will prepare an updated estimate of probable construction cost for site/civil items under our responsibility.
4. **Stormwater Pollution Prevention Plan (SWPPP) / Comprehensive Erosion and Sediment Control (ESC) and Stormwater Management (SWM) Report:** A narrative with calculations will be submitted to Fluvanna County for compliance with ESC requirements. We anticipate the limits of disturbance to be less than one acre, therefore additional stormwater management narrative and calculations are not included in the scope and fee.
5. **Meetings:** Draper Aden Associates will attend project review and coordination meetings during this phase of design. Our proposed fee is based on attending up to two (2) meetings at the County, as well as participation in team conference calls. We anticipate one of these meetings to be the DRC meeting.
6. **Plan Revisions:** Our proposed fee is based on up to two (2) submittals of the construction documents and includes services to incorporate reasonable and appropriate comments based on the County review. Any additional services needed for meetings or to revise plans and respond to additional comments, which are not due to Draper Aden Associates errors or omissions, will be provided on a lump sum negotiated basis in addition to the lump sum fee presented herein prior to commencement of such work.
7. **Deliverables:** We will provide the County with a PDF of the Working Drawings, specifications, and reports. Also, we will provide four hardcopies of the final submittal documents, which are included in our proposal.

### III. ADDITIONAL SERVICES

#### D. Bid Assistance

Draper Aden Associates will provide up to four (4) hours of support and technical information to the County during the bid phase regarding the civil documents for your use in managing the bidding process.

#### E. Construction Phase Services & Project Close-Out

If authorized by Fluvanna County, Draper Aden Associates will provide technical support and assistance during the construction phase on a time and materials basis. Services offered include preparation of an agenda, attendance at a pre-construction meeting, meeting minutes, site inspection visits, progress meetings agendas, meeting minutes and attendance, and a substantial and final completion inspections with punch lists. We can also provide assistance to review shop drawings, submittals, to review change orders resulting from our design, if necessary, and to respond to reasonable and appropriate requests for information. Preparation of record as built drawings based on marked up plans by the contractor or Fluvanna County could also be provided.

### IV. SCHEDULE

Draper Aden Associates is prepared to begin work upon approval of our proposal. We will work with the County to get the project complete and out to bid as soon as possible.

### V. FEES AND CONTRACT TERMS

Draper Aden Associates proposes to provide the services and related reimbursables, as outlined in our Scope of Services in Section II, for the lump sum fees as detailed below. We will invoice monthly based on the percentage complete of each task. All services will be provided in accordance with our current contract.

A. Topographic Survey, Subsurface Utility Engineering, and Base Map .....	\$ 3,500
B. Schematic Design.....	\$ 4,975
C. Construction Documents .....	\$ 14,425

*Additional Services:* Fees provided for the services outlined in Section III and outlined below shall be considered budget estimates.

D. Bidding Assistance .....	\$ 1,500
E. Construction Phase Services (T&M Estimate) .....	\$ 10,750



## **VI. ASSUMPTIONS / LIMITATIONS**

- A.** Please note that non-metallic utilities without tracer wire such as PVC, clay, concrete, fiber optics, etc. are not always locatable. Underground obstructions like foundations, tanks, wells, tunnels, storm pipes, etc. cannot be easily detected with designating equipment. If these items cannot be traced, we will attempt to map them in accordance with *Quality Level C* or *Quality Level D* (ASCE 38-02).
- B.** Available mapping for existing utilities shall be provided to Draper Aden Associates.
- C.** It is assumed that no property line information will be necessary or shown on this survey.
- D.** This proposal assumes preparation of one (1) bid package comprised of plans, specifications. Additional bid packages requested will require an amendment to our fees.
- E.** All electronic information, data, and documents provided to us from any party will be in a format suitable for direct use by Draper Aden Associates and will not require any significant reformatting or conversion.
- F.** Submittal, permit, review, and/or bond fees are not included in our fee estimate noted above. Others will be responsible for paying such items directly, if required.
- G.** Any travel, or meetings authorized by your office, beyond what is included above, will be invoiced on a time and materials basis in addition to the lump sum fee presented herein.
- H.** Submittals to the County will be provided electronically.
- I.** It is assumed that sufficient capacity of existing site utilities is available at the site and no analysis, modeling or additional study will be required.
- J.** The utility design provided under our responsibility as described above will serve the needs of this project only. The fees included in this proposal do not include analysis of and design for future utility upgrades to serve other projects.
- K.** If the scope of work for this project is revised by the County after acceptance of this proposal, we reserve the right to re-negotiate our schedule and fee accordingly.

## **VII. SUPPLEMENTAL SERVICES**

If necessary or requested, we can provide the following supplemental services in addition to those outlined above, including, but not limited to, the following:

- ❖ Attendance or presentations at meetings, beyond what is included above.
- ❖ Additional topographic, boundary, easement, or right-of-way and utility surveys, beyond what is included above.
- ❖ Stormwater management design for limits of disturbance greater than 1 acre.

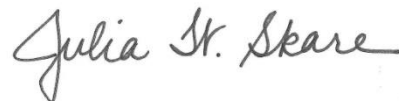
- ❖ Level A subsurface utility engineering using the Vacuum Excavation Truck.
- ❖ Site electrical, lighting, data, and communication system design; irrigation system design.
- ❖ Structural design, including any retaining walls above three (3) feet in height.
- ❖ Environmental services and/or geotechnical services.
- ❖ Analysis of or design of upgrades, extensions, or relocations to existing off-site utilities or off-site road improvements.
- ❖ Inspection services, construction quality assurance/quality control, special inspections, materials testing, field survey and stake out, etc. are not included, but can be provided be provided as a Supplemental Service if needed.

Our current scope does not include items unless specifically described herein. Any additional services requested can be undertaken on a time and material basis or negotiated lump sum fee based on your requirements in addition to the fees outlined herein. If any additional services should become necessary or desirable, a Request for Additional Services will be submitted.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one (1) copy of the Authorization to Proceed form below and return it to us. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

**DRAPER ADEN ASSOCIATES**



Julia W. Skare, PE  
Program Manager II



Carolyn A. Howard, PE  
Vice President / Regional Manager

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**AUTHORIZATION TO PROCEED**

***Proposal for Professional Survey and Engineering Services  
Future Farm Heritage Museum Improvements Survey and Site Plan  
Draper Aden Associates Proposal No.: R13457C-00P***

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	FY16 Cell Tower Budget Supplement				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$12,000.00 to the FY16 Planning Commission Budget to reflect an increase in the number of cell tower applications</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Martin Brookhart, Management Analyst				
<b>PRESENTER(S):</b>	Martin Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the supplemental appropriation as stated above.				
<b>TIMING:</b>	Effective June 30, 2016				
<b>DISCUSSION:</b>	During the FY16 Budget process, the amount of cell tower applications to be received was based upon projected estimates at the time. The FY16 estimates for special use permits and the associated expenditures were underestimated. Revenue of \$12,000.00 has been received for these applications in addition to the \$10,000.00 originally budgeted.				
<b>FISCAL IMPACT:</b>	The FY16 General Fund Budget will increase by \$12,000.00 in revenues and expenditures.				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	FY16 Library State Aid Budget Supplement				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the supplemental appropriation of \$2,470.00 for the FY16 Library State Aid budget.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Martin Brookhart, Management Analyst				
<b>PRESENTER(S):</b>	Martin Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the supplemental appropriation as stated above.				
<b>TIMING:</b>	Effective June 30, 2016				
<b>DISCUSSION:</b>	The County received notification of the final funding appropriation from the Library of Virginia after the FY16 budget had been adopted. This action will increase both the revenue and expenditures budget to reflect the additional funding. The adopted amount in FY16 totaled \$65,050, which is \$2,470 over the budgeted amount of \$62,580.				
<b>FISCAL IMPACT:</b>	This supplemental appropriation would authorize staff to appropriate the additional revenue and expenditures.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016																						
<b>AGENDA TITLE:</b>	FY16 Sheriff's Department Budget Transfer																						
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a budget transfer of \$17,365.02 from the Sheriff's Department Full-Time Salaries line to various non-personnel lines from approved vacancy savings through the Compensation Board.</b>																						
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>																				
		X																					
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																		
				X																			
<b>STAFF CONTACT(S):</b>	Martin Brookhart, Management Analyst																						
<b>PRESENTER(S):</b>	Martin Brookhart, Management Analyst																						
<b>RECOMMENDATION:</b>	I recommend approval of budget transfer as described above.																						
<b>TIMING:</b>	Effective June 30, 2016																						
<b>DISCUSSION:</b>	The Sheriff's Office is requesting a budget transfer of full-time salary vacancy savings to various non-personnel budget lines. The Compensation Board has approved the transfer of these funds and this request is presented, since it exceeds the County Administrators authorization.																						
<b>FISCAL IMPACT:</b>	<p>The following Sheriff's Department Budget lines will change:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Full-Time Salaries</td><td>\$17,365.02</td><td>Decrease</td></tr> <tr> <td>Postage</td><td>\$500.00</td><td>Increase</td></tr> <tr> <td>Office Supplies</td><td>\$500.00</td><td>Increase</td></tr> <tr> <td>Telephones</td><td>\$1,000.00</td><td>Increase</td></tr> <tr> <td>Police Supplies</td><td>\$5,701.82</td><td>Increase</td></tr> <tr> <td>Vehicle Exp./Maint.</td><td>\$9,663.20</td><td>Increase</td></tr> </table>					Full-Time Salaries	\$17,365.02	Decrease	Postage	\$500.00	Increase	Office Supplies	\$500.00	Increase	Telephones	\$1,000.00	Increase	Police Supplies	\$5,701.82	Increase	Vehicle Exp./Maint.	\$9,663.20	Increase
Full-Time Salaries	\$17,365.02	Decrease																					
Postage	\$500.00	Increase																					
Office Supplies	\$500.00	Increase																					
Telephones	\$1,000.00	Increase																					
Police Supplies	\$5,701.82	Increase																					
Vehicle Exp./Maint.	\$9,663.20	Increase																					
<b>POLICY IMPACT:</b>	N/A																						
<b>LEGISLATIVE HISTORY:</b>	N/A																						
<b>ENCLOSURES:</b>	None																						
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other																		
		X																					



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**Meeting Date:** July 6, 2016

<b>AGENDA TITLE:</b>	“National Night Out” Proclamation				
<b>MOTION(s):</b>	I move that the Fluvanna County Board of Supervisors approve the proclamation declaring that August 2, 2016 commemorates National Night Out in Fluvanna County.				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>xx</b>			
<b>STAFF CONTACT(S):</b>	Andrea Gaines, Fluvanna County Sheriff’s Office, Director of Communications				
<b>PRESENTER(S):</b>	Sheriff Eric B. Hess, Captain Von Hill, Director Andrea Gaines				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	National Night Out is a nationally recognized “community-police awareness-raising” event, usually held the first Tuesday of August (Texas and Florida have the option to use the alternate date of the first Tuesday in October to avoid hot weather). The event has been held annually in the U.S. since 1984 and is sponsored by the National Association of Town Watch in the United States and Canada. The purpose is to increase awareness about police programs in communities such as drug prevention, neighborhood watch and other anti-crime efforts.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Proclamation – National Night Out				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**PROCLAMATION**

**NATIONAL NIGHT OUT 2016**

**WHEREAS**, the National Association of Town Watch (NATW) sponsors a national community-building campaign on August 2nd, 2016 entitled “National Night Out, America’s Night Out Against Crime”; and

**WHEREAS**, the National Night Out event provides an opportunity for neighbors in Fluvanna County, Virginia to join 38 million people in over 16,121 communities from all 50 states, U.S. territories, Canadian cities, and military bases worldwide; and

**WHEREAS**, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live; and

**WHEREAS**, neighbors in Fluvanna County assist the Fluvanna County Sheriff’s Office through joint community-building efforts and support National Night Out 2016; and

**WHEREAS**, it is essential that all neighbors of Fluvanna County come together with police and work together to build a safer, better community; and

**NOW, THEREFORE** the Fluvanna County Board Of Supervisors, does hereby call upon all neighbors of Fluvanna County to join the Fluvanna County Sheriff’s Office and National Association of Town Watch in support for National Night Out on Tuesday, August 2nd, 2016.

**FURTHER, LET IT BE RESOLVED** that the Fluvanna County Board of Supervisors does hereby **PROCLAIM** Tuesday, August 2nd, 2016 as “National Night Out” in Fluvanna County.

Passed and adopted this 6<sup>th</sup> day of July, 2016.

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John M. Sheridan, Chair  
Fluvanna County Board of Supervisors

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>MEETING DATE:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	FY16 Social Services Insurance Claim – 2015 Ford Focus VIN 6315				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$3,308.21 to the FY16 Social Services Budget to reflect reimbursement from a VACORP insurance claim.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		<b>X</b>			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Martin Brookhart, Management Analyst and Kim Mabe, Director of Social Services				
<b>PRESENTER(S):</b>	Martin Brookhart, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Effective June 30 <sup>th</sup> , 2016.				
<b>DISCUSSION:</b>	<p>A 2015 Ford Focus (VIN 6315) had an incident due to a sick client on 05/09/2016 and declared to have interior damage by VACORP. The amount recovered for the vehicle on 06/06/2016 after the \$500 deductible is \$3,308.21.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY16 Social Services vehicle repair budget by \$3,308.21				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	Motion for Waiver of Fees Ordinance				
<b>MOTION(s):</b>	<p>I move that the Board of Supervisors [approve/deny] an ordinance to amend Chapter 5, Article 2, Section 2, of the Fluvanna County Code to exempt County owned and operated properties from Building Fees</p> <p>I move that the Board of Supervisors [approve/deny] an ordinance to amend Chapter 6, Article 1, Section 5, of the Fluvanna County Code to exempt County owned and operated properties from Fees for Grading and Land Disturbing permits, Plans, and related Reviews.</p>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		A3
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	James Newman, Acting Senior Planner				
<b>PRESENTER(S):</b>	James Newman, Acting Senior Planner				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	The attached draft ordinance proposes to waive the usual building, E&S, and other fees associated with County-owned projects.				
	This will not eliminate the requirement for reviews, permits, site planning, etc., just waive the associated fees so that the County is not "paying itself" for its own staff work.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Approval of the ordinance following the Public Hearing will waive the usual building, E&S, and other fees associated with County-owned projects.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Waiver of Fees Ordinance				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				X





**AN ORDINANCE TO AMEND CHAPTER 5, ARTICLE 2, SEC. 2 OF THE FLUVANNA COUNTY  
CODE TO EXEMPT COUNTY OWNED AND OPERATED PROPERTIES FROM BUILDING FEES**

**BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS** that the County Code be, and it is hereby, amended, in Chapter 5, Article 2, Sec. 2, as follows:

**Sec. 5-2-2. Schedule of Building Fees.**

The following schedule of fees shall be applicable for building permits in Fluvanna County.

- |      |  |   |
|------|--|---|
| (1)  | Ordinary repairs as defined in the Building Code   | no charge   |
| (2)  | Building or structure for farm use   | no charge   |
| (3)  | Storage structures with unfinished interior (including additions)  |   |
|      | Residential  | .09 sq. ft. with<br>\$45.00 minimum                 |
|      | All other use groups   | .15 sq. ft. with<br>\$90.00 minimum                 |
| (4)  | Remodeling (not including Electric, Plumbing, Mechanical)  |   |
|      | Use groups R5  | \$65.00   |
|      | All other use groups   | \$315.00  |
|      | Basement finish after original c/o has been issued   | .13 sq. ft.   |
| (5)  | Moving or relocation (all use groups)  | \$90.00   |
| (6)  | Razing with attached public utilities (all use groups)   | \$65.00   |
| (7)  | One and two family dwelling, computed on outside dimensions of finished living space, each floor (Use Groups R5) | .18 sq. ft.<br>\$90.00 minimum                      |
|      | Basement, unfinished space   | .06 sq. ft.   |
|      | 1 & 2 family additions   | same as above<br>\$45.00 minimum                    |
| (8)  | Commercial, Institutional, & Multi-family including additions (Use Groups A, B, I, R, I, & E)                    | .26 sq. ft.<br>Gross floor area<br>\$270.00 minimum |
| (9)  | Industrial & mercantile, including additions (Use Groups F, H, M, & S)   | .26 sq. ft.<br>Gross floor area<br>\$270.00 minimum |
| (10) | Plumbing (all use groups)  | \$30.00 plus \$8.00 per fixture                     |

(11)	Mechanical – Heating & A/C	
	Residential (Use Groups R5) – each system	\$90.00
	All other use groups	.06 sq. ft. \$90.00 minimum
	All other mechanical permits	\$45.00
(12)	Electrical (all use groups)	
	All buildings—existing, new, or addition	.06 sq. ft. \$45.00 minimum
	All other electrical permits (service change)	\$45.00
	Mobile home parks, campgrounds, RV parks	\$45.00
	(Temporary service not required if used with building permit for building)	
(13)	Modular homes	
	Slab & crawl space foundation	\$250.00
	Basement	\$250.00 plus .06 sq. ft.
(14)	Manufactured homes:	
	Single wide	\$225.00
	Double wide	\$315.00
	Basement	.06 sq. ft.
(15)	Swimming pools, excluding electrical	
	Residential	\$65.00
	Commercial	\$135.00
(16)	Other structures towers, tanks, etc. (excluding electrical, mechanical, plumbing)	\$45.00
(17)	Permit renewals	\$45.00
(18)	Re-inspection fee	\$45.00
(19)	Appeals to board of building code appeals	\$90.00
(20)	In addition to the above fees, for all permits for new homes, mobile homes. Multi-family dwellings, Businesses and all other buildings expected to receive, or actually receiving, telephone service \$35.00 for each separate building, plus \$55.00 for each addressed unit within any such building	

Permit Fee Refunds. In the case of a revocation of a permit or the abandonment of a building project, a refund for the portion of the work that was not completed shall be provided when requested in writing. An administrative fee of 25% and a fee of \$30.00 per inspection made shall be retained.

The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.

(Min. Bk. 7, pp. 203, 239; Comp. 1974, ch. 5; Ord. 4-1-77; Ord. 7-1-84; Ord. 5-21-97; Ord. 721-99; Ord. 1-17-01; Ord. 11-20-02; Ord. 8-03-05; Ord. 6-17-09)

**AN ORDINANCE TO AMEND CHAPTER 6, ARTICLE 1, SEC. 5 OF THE FLUVANNA  
COUNTY CODE TO EXEMPT COUNTY OWNED AND OPERATED PROPERTIES FROM  
FEES FOR GRADING AND LAND-DISTURBING PERMITS, PLANS AND RELATED  
REVIEWS**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS that the County Code be, and it is hereby, amended, in Chapter 6, Article 1, Sec. 5, as follows:

**Sec. 6-1-5. Fees generally.**

The following fees for the land-disturbing permits and related reviews pursuant to this Chapter shall be paid. The purpose of these fees is to defray the cost of program administration, including costs associated with the issuance of grading or land disturbing permits, plan review, and periodic inspections for compliance with erosion and sediment control plans. The fee schedule set forth in this section shall supersede any fee schedule previously adopted with respect to such permits and related reviews.

Single Family	\$125.00 per lot
All Other	\$550.00 plus \$125/ac. (or portion) over one acre for work to be completed within <sup>6</sup> 12 mo. \$500.00 plus \$50.00/ac. (or portion over one acre for additional 12 mo. (24 mo. total) \$500.00 for each additional 12 mo. (over 24 mo. total) \$250.00 initial plan review fee
	\$100.00 per. re-review fee

*The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.*

# Motions for Waiver of Fees Ordinance

Board of Supervisors  
Staff Presentation  
July 6, 2016

Fluvanna County  
Dept. of Planning & Community Development



*"Responsive & Responsible Government"*

# Background

Fluvanna County

- 2 motions for consideration
- Amendment to ordinance section 5-2-2 to exempt County owned property used for County purposes from the applicable fee schedule of the **Building** ordinance.
- Amendment to ordinance section 6-1-5 to exempt County owned property used for County purposes from the applicable fee schedule of the **Erosion and Sediment Control** ordinance.
- Currently County funds are transferred from one account to another. Updating the ordinances will reduce this unnecessary step in the development process, allowing for quicker project completion

# Amended Language

Fluvanna County

Added language for both sections:

*“The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.”*



# Suggest Motion – Building Fees

Fluvanna County

- I move that the Board of Supervisors [approve/deny/defer] an ordinance to amend Chapter 5, Article 2, Section 2, of the Fluvanna County Code to exempt County owned and operated properties from Building Fees.

# **Suggest Motion – Erosion and Sediment Control Fees**

Fluvanna County

- I move that the Board of Supervisors [approve/deny/defer] an ordinance to amend Chapter 6, Article 1, Section 5, of the Fluvanna County Code to exempt County owned and operated properties from Fees for Grading and Land Disturbing permits, Plans, and related Reviews.

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	SUP 16:05- Dominion Virginia Power				
<b>MOTION(s):</b>	I move that the Board of Supervisors approve/deny/defer SUP 16:05, a request for a special use permit to relocate a private microwave communications tower, with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1, [if approved] subject to the eleven (11) conditions listed in the staff report.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes X	No	<b>If yes, list initiative(s):</b>	C8	
<b>AGENDA CATEGORY:</b>	Public Hearing X	Action Matter	Presentation	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	James Newman, Acting Senior Planner				
<b>PRESENTER(S):</b>	James Newman, Acting Senior Planner				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	Request for a special use permit to relocate a private microwave communications tower, with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1				
<b>FISCAL IMPACT:</b>	-				
<b>POLICY IMPACT:</b>	The Board of Supervisors may: <ul style="list-style-type: none"> <li>• Approve this request, allowing the relocation OR;</li> <li>• Deny this request, preventing the relocation, OR;</li> </ul> Defer this request and make a final decision at a later date.				
<b>LEGISLATIVE HISTORY:</b>	Review of proposed special use permit, in accordance with Chapter 22, Article 4 of the Fluvanna County Code (Zoning Ordinance: Uses permitted by special use permit only).  Application was received on March 28, 2016  Planning Commission reviewed the request on May 25, 2016				
<b>ENCLOSURES:</b>	Staff Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other X





# 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](http://www.co.fluvanna.va.us)

## STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Case Number:** SUP 16:05  
**Tax Map:** Tax Map 59, Section 7, Parcel 1

**From:** James Newman  
**District:** Fork Union  
**Date:** June 15,

**General Information:**

This request is to be heard by the Board of Supervisors on Wednesday, June 15, 2016 at 7:00 p.m. in the Circuit Court Room in the Courts Building.

**Owner/Applicant:**

Dominion Power Virginia

**Representative:**

John Mulligan

**Requested Action:**

Request for a special use permit to relocate a private microwave communications tower with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1. (Attachment A)

**Location:**

The affected property is located on Bremono Road, roughly 1 mile west of the intersection of Bremono Road and Glenarvon Drive, and is just north of the James River. The property is located in the Fork Union Election District and is within the Rural Residential Planning Area.

**Existing Zoning:**

A-1, Agricultural General

**Existing Land Use:**

Forested, with playground

**Planning Area:**

Rural Residential Planning Area

**Adjacent Land Use:**

Adjacent properties are zoned A-1, and I-1

**Zoning History:**

None

## **Comprehensive Plan:**

### **Land Use Chapter:**

The Comprehensive Plan designates this property as within the Rural Residential Planning Area. According to this chapter:

*“Rural residential areas are linked to the rural cluster community element and general surround the six community planning areas. Rural residential areas conserve open space by clustering development or developing on larger lots. Projects should achieve the goal of preserving as much open space, and thus rural character, as possible. The open space should be strategically located to preserve viewsheds from roads and existing developments, and to be used by the residents of the planned community.”*

Relocating the tower to this site from its existing site roughly 1,400 ft to the south-east will not negatively impact the view-shed. In fact, at its current location both the antenna and supporting structures at the base can be viewed; at the new location, only the tower will be seen, as both proposed tree landscaping/screening and the natural landscape of the site will block any view of the support buildings from the road.

### **Infrastructure:**

Goal 5: *To facilitate the deployment of comprehensive communications networks that ensures the reliability of the public safety, wireless, and broadband services.*

According to the applicant, Dominion currently hosts Fluvanna County Public Safety radio apparatus on the existing tower. The applicant also states that by locating the tower to its new proposed location, Public Safety would have a stronger signal and the ability to add on more antennas and apparatus, should the County choose to collocate onto the proposed tower.

## **Analysis:**

This is a special use permit application to relocate/mitigate a private microwave communications tower from one parcel of Dominion owned land to another, adjacent parcel, roughly a distance of 1,400 feet. Currently a 325 guyed structure exists on tax map parcel 59-A-26, which is owned by Dominion. This existing tower dates from the 1970s and is at the end of its useful life, so the applicant proposes to dismantle the tower and replace it with a new 390 foot self-support lattice tower, on tax map 59-7-1.

The new tower is an essential collocation site for Fluvanna County Public Safety new radio communications system. Fluvanna County’s Emergency Services Department views this special use permit in a favorable light, as the existing tower site (dating from the 1970s) is not sufficient to support new equipment.

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

The proposed 390 foot self-support lattice tower is a replacement for a tower roughly 1,400 feet away; this existing tower will be dismantled and replaced by the proposed tower. This new location will block the view of the support facilities at the base of the tower through the combined concealment of landscaping and terrain.

The surrounding area features a mix of industrial, residential, and agricultural uses. There is already an existing private communications tower in the area, which will be replaced by this proposed tower. This replacement tower will not change the character nor the established pattern of the area or community.

**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.**

As stated, there is already a standing tower roughly 1,400 feet to the east of the proposed site location. The new tower location will be such that support facilities cannot be seen from the road due to natural terrain and made-made landscaping. This tower is a replacement for an existing tower, and according to the applicant will meet or exceed current structural standards.

**Neighborhood Meeting:**

There were zero (0) attendees at the April 13, 2016 neighborhood meeting.

**Technical Review Committee:**

The following comments were made at the April 14, 2016 Technical Review Committee meeting:

1. Environmental Health Department had no comment.
2. The Department of Forestry had no comment.
3. The Planning Department had questions about the screening, and received a satisfactory answer via email on 4/14/16. Proposed screening complies with County Ordinance Section 22-24-7-B-5.
4. Erosion and Sediment Control Inspector wanted to know if there would be any land disturbance, and was satisfied with the answer that there would be a minimal amount not sufficient to require an erosion and sediment control plan is required.
5. VDOT does not have any objections or concerns with the proposed new communications site at the Brema Power Station. There is an existing gated entrance off Rte. 656 that serves this parcel and the proposed use is a very low traffic generator.

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

### **Planning Commission:**

The Planning Commission held a public hearing for this item on May 25, 2016. Mr. Bibb confirmed that the County currently has Public Safety antennae apparatus on the existing tower, and that this new tower would be a possible collocation site for Public Safety antennae apparatus. There were no other questions from either the Commission or the public. Mr. Johnson motioned for approval and was seconded by Mr. Zimmer. The Commission **approved** SUP 16:05 **5-0-0**.

### **Conclusion:**

The Board of Supervisors should consider any potential adverse impacts, such as potential visual impacts to adjacent properties, or fall radius in the event of a catastrophe.

### **Recommended Conditions**

If approved, Staff recommends the following conditions:

- 1) The structural height of the tower, including antennae, will not exceed 390 feet. This does not preclude lightning rods or lighting fixtures.
- 2) The applicant secures all necessary permits required, and submits structural design and certification by a Virginia Registered Professional Engineer that the proposed facility, as built, will comply with EIA/TIA 222-G for the wind zone for Fluvanna County; Virginia;
- 3) Prior to issuance of building permits the applicant shall submit satisfactory SHPO and NEPA documentation;
- 4) The applicant shall provide space, rent-free, on the tower for the County's Public Safety antennas and feed lines at the negotiated designed elevation. Space for ground level propane tanks and equipment facilities will be provided within the fenced compound;
- 5) The facility when completed shall be accessible only to authorized personnel;
- 6) The tower shall be a self-support lattice tower, and shall be engineered with breakpoint technology;
- 7) The applicant shall install the required landscaping buffer;
- 8) If the structures should no longer be needed, the applicant shall remove them, and restore the grounds to the prior condition;
- 9) The tower shall be in the same location as shown in the application;
- 10) Violation of any condition of this permit shall be grounds for revocation of this permit, and;
- 11) The Board of Supervisors, or their representative, has the right to inspect the property for compliance with these conditions at any time.

### **Suggested Motion:**

I move that the Board of Supervisors [approve/deny/defer] SUP 16:05, a request for a special use permit to relocate a private microwave communications tower with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1.



**Attachments:**

A – Application, APO Letter,

B – Zoning map

C – Aerial Vicinity Map

D – Legal Plat

E – TRC Comment Letter

F – EEE Consulting Report

Cc: Richard Siepka at [rick.siepka@dom.com](mailto:rick.siepka@dom.com)

John Mulligan a [john.a.mulligan@dom.com](mailto:john.a.mulligan@dom.com)

File



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA

Application for Special Use Permit (SUP)

Received

MAR 28 2016

Planning Dept.

Owner of Record: Dominion Virginia Power

E911 Address: 1038 Breomo Road, Breomo Bluff VA 23022

Phone: 804-771-6937 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Representative: John Mulligan

E911 Address: 701 East Cary Street, Richmond VA 23219

Phone: 804-771-6937 Fax: \_\_\_\_\_

Email: john.a.mulligan@dom.com

Applicant of Record: Richard Siepka

E911 Address: 701 East Cary Street, Richmond VA 23219

Phone: 804-921-1836 Fax: \_\_\_\_\_

Email: rick.siepka@dom.com

**Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.**

Is property in Agricultural Forestal District? ☒ No ☐ Yes

If Yes, what district: \_\_\_\_\_

Tax Map and Parcel(s): 59-6-1,2

Deed Book Reference: 19-174

Acreage: 87.82 Zoning: I-1

Deed Restrictions? ☒ No ☐ Yes (Attach copy)

Request for a SUP in order to: relocate microwave tower

Proposed use of Property: Microwave Tower for Communications

\*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 3/24/2016 Signature of Owner/Applicant: \_\_\_\_\_

Subscribed and sworn to before me this 24<sup>th</sup> day of March, 20 16

Notary Public: [Signature]

Register # 7644157

My commission expires: April 30 2019

Certification: Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_



**All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.**

OFFICE USE ONLY			
Date Received: <u>03-28-16</u>	Pre-Application Meeting: _____	PH Sign Deposit Received: <u>V# 118</u>	Application #: SUP <u>16</u> : <u>005</u>
\$800.00 fee plus mailing costs paid: _____		Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail	
Amendment of Condition: \$400.00 fee plus mailing costs paid: _____			
Telecommunications Tower \$1,500.00 fee plus mailing costs paid: _____		\$5,500 w/Consultant Review paid: <u>V# 117</u>	
Election District: <u>Fourth Union</u>	Planning Area: <u>Rural residential</u>		
Public Hearings			
Planning Commission		Board of Supervisors	
Advertisement Dates: <u>12th &amp; 19th May (May 20th)</u>		Advertisement Dates: <u>2nd &amp; 9th June (May 22nd)</u>	
APO Notification: <u>May 9th</u>		APO Notification: <u>May 30th</u>	
Date of Hearing: <u>May 25th</u>		Date of Hearing: <u>June 15th</u>	
Decision: _____		Decision: _____	

Fluvanna County Department of Planning & Community Development \* Box 540 \* Palmyra, VA 22963 \* (434)591-1910 \* Fax (434)591-1911

This form is available on the Fluvanna County website: [www.fluvannacounty.org](http://www.fluvannacounty.org)

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.

Dominion Virginia Power proposes to establish a new communications site at our Brema Power Station location, near Brema Bluff, VA. At the new site, Dominion Virginia Power proposes to construct and erect a 390-foot self-support lattice tower. In addition to the tower, Dominion Virginia Power will need to set a prefabricated aggregate 12'X20' communications shelter at the tower's base with associated backup generator and LP tank.

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

The existing 325-foot guyed structure is well over 40 years old (erected in 1974) and at the end of its useful life.

**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?

Since this proposal is essentially a tower replacement, Dominion Virginia Power believes there will be no major impact to the adjoining property owners or the surrounding neighborhood. The new structure will meet or exceed the current structural standards (EIA/TIA -222 Revision G) and be equipped with the latest LED tower lighting system, which limits ground directed illumination.

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

Just as the existing tower, the new tower will be part of a large private communications system that Dominion owns and operates. This private communications system is used to provide reliable, on demand energy to all our customers. The new tower will also open up an improved collocation opportunity for the new Fluvanna County EMS land mobile radio system. Dominion Virginia Power has been allowing Fluvanna County EMS collocation for many years on the existing tower. The new stronger tower will allow them to install even more equipment to improve coverage at a considerable savings for the County.

**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:

Included in packet.

Received

MAR 28 2016

Planning Dept.

# Attachment A

## VIRGINIA ELECTRIC AND POWER COMPANY

### Secretary's Certificate

I, the undersigned, hereby certify that I am Assistant Corporate Secretary of Virginia Electric and Power Company, a Virginia public service corporation, (the "Company").

I further certify that the signature and delegation of authority (Attachment 1) has not been amended or revoked and that the same is now in full force and effect until revoked.

I further certify that the below named person has been duly authorized by said Company and is the incumbent of the respective office below set opposite his name.

**Richard Siepka**

**Authorized Representative**

IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the corporate seal of said Company this 15<sup>th</sup> day of October, 2015.

  
\_\_\_\_\_  
Karen W. Doggett

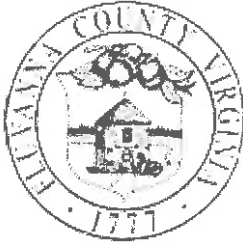
CORPORATE  
SEAL

Received

MAR 28 2016

Planning Dept.

# Attachment A



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Public Hearing Sign Deposit**

Received  
MAR 28 2016  
Planning Dept.

Name: John Mulligan

Address: 701 East Cary Street

City: Richmond

State: VA

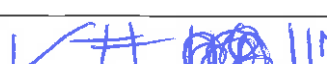
Zip Code: 23219

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.

  
Applicant Signature

3/28/16  
Date

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

OFFICE USE ONLY	
Application #: BZA _____ : _____ CPA _____ : _____ SUP 16 : 005 ZMP _____ : _____ ZTA _____ :	
\$90 deposit paid per sign*:  117	Approximate date to be returned: 06/16/17

MAR 28 2016

## Planning Dept.

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

**STAFF USE ONLY**

Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application.

Site Plan for any expansion or new construction (18 folded copies preferred). Include:

- Plot plan or survey plat at an appropriate scale
- Location and dimension of existing conditions and proposed development
- Commercial and Industrial Development: parking, loading, signs, lighting, buffers and screening
- Copy of the Tax Map showing the site (preferred)
- Copy of General Location Map (preferred)
- Supporting photographs are not required, but suggested for evidence.

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All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be submitted to staff for use at the public hearing.

## STAFF USE ONLY

## Review of the Application

Preliminary review by planning staff for completeness and content.

Copies of application: office, agencies and county attorney.

Technical Review Committee review and comment

Determine all adjacent property owners.

Placed as a Public Hearing on the next available agenda of the Planning Commission.

Notification of the scheduled Public Hearing to the following:

- ☒ Applicant
- ☒ All adjacent property owners
- ☒ Local Newspaper advertisement

Staff Report to include, but not be limited to:

- ☒ General information regarding the application
- ☒ Any information concerning utilities or transportation
- ☒ Consistency with good planning practices
- ☒ Consistency with the comprehensive plan
- ☒ Consistency with adjacent land uses
- ☒ Any detriments to the health, safety and welfare of the community.

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## Meetings for the processing of the application

棋 Applicant or a representative must appear at the scheduled hearing. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to submittal or correction; or denial of the special use permit. Notification to the applicant regarding the Planning Commission's decision.

棋 Placed as a Public Hearing on the next available agenda of the Board of Supervisors.

棋 Staff Report and Planning Commission recommendation forwarded to the Board.

棋 Notification of the scheduled Public Hearing to the following:

☒ Applicant

☒ All adjacent property owners

☒ Local Newspaper advertisement

棋 Applicant or a representative must appear at the scheduling hearing. After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

棋 The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

## Actions

棋 With approval, the development may proceed.

棋 If denied, an appeal to the Courts may be prescribed by law

棋 No similar request for a special use permit for the same use at the same site may be made within one year after the denial.

棋 The Special Use Permit Application fee is made payable to the **County of Fluvanna**.

Fluvanna County Department of Planning & Community Development ♦ Box 540 ♦ Palmyra, VA 22963 ♦ 434-591-1910 ♦ Fax - 434-591-1911  
This form is available on the Fluvanna County website: [www.fluvannacounty.org](http://www.fluvannacounty.org)

Received

MAR 28 2016

Planning Dept.

# Public Hearing Processing Checklist

(Rezoning, Special Use Permits, Variances, and Text Amendments)

Planning & Zoning Department

Initials	Responsible	Action
		<b>BEFORE PC PUBLIC HEARING</b>
	Applicant	The applicant will contact the Planning Dept., discuss ideas with the Planner, and schedule a pre-application meeting if required.
	Staff	Date of pre-application meeting. _____ *Ideally, at least two (2) planning staff members will meet with the applicant to discuss his or her proposals, and advise them on the application process.
	Applicant	Applicant files the application on the 1 <sup>st</sup> working day of the month by 5 p.m.
DL	Program Asst	Review application for completeness and process all fees.
DL	Program Asst	Enter project information into the DID
DL	Program Asst	Schedule public hearing advertisement dates.
DL	Program Asst	Schedule Adjoining Property Owner (APO) notification dates.
DL	Program Asst	Schedule Planning Commission public hearing meeting dates.
DL	Program Asst	Schedule date to post Planning Commission public notice sign two (2) weeks meeting.
DL	Program Asst	Schedule Board of Supervisors public hearing meeting dates.
DL	Program Asst	Schedule date to post BOS public notice sign two (2) weeks prior to meeting.
GW	Planner	Review the DID for accuracy of all the scheduled dates.
	Staff	Notify adjacent property owners of the subject property.
GW	Staff	Schedule neighborhood meeting on 2 <sup>nd</sup> Wednesday of the month at 4:30 p.m. in the Morris Room.
GW	Staff	Schedule Technical Review Committee meeting on the 2 <sup>nd</sup> Thursday of the month at 10 a.m. in the Historic Courthouse.
GW	Program Asst	Reserve Historic Courthouse and Morris Room (or alternate location, if needed).
GW	Staff	Compile all comments from the TRC meeting.
GW	Staff	Notify applicant in writing about TRC comments.
GW	Applicant	File revised plan based on TRC comments NLT last Friday of the month by 5 p.m.
GW	Planner	Prepare legal ad and email to Senior Program Assistant.
GW	Program Asst	Email legal ad to Fluvanna Review NLT noon on the Wednesday three (3) weeks before the public hearing is scheduled.



# Attachment A

Initials	Responsible	Action
✓	Program Asst	Receive ad "proof" from Fluvanna Review and email proof to Planner for review.
Q	Planner	Planner approves proof.
✓	Program Asst	Notify newspaper to publish ad for two (2) consecutive weeks prior to the public hearing meeting date. (Save in ad proof folder for future reference.)
✓	Code Enforce. Officer	Place public notice signs on subject property two (2) weeks prior to all public hearing dates.
Q	Planner	Verify sign posting with a site visit and photographs.
Q	Program Asst	Mail APO letters two (2) week prior to Planning Comm. public hearing.
Q	Staff	Planning Commission public hearing scheduled for fourth (4 <sup>th</sup> ) Wednesday of the following month.
		<b>BEFORE BOS PUBLIC HEARING</b>
	Staff	Schedule BOS public hearing for third (3 <sup>rd</sup> ) Wednesday of the following month.
	Program Asst	Mail APO letters two (2) week prior to BOS public hearing.
		<b>AFTER BOS PUBLIC HEARING</b>
	Program Asst	Return \$90.00 sign deposit fee to applicant.

# Attachment A

ATTACHMENT 1

## VIRGINIA ELECTRIC AND POWER COMPANY

### Excerpt From Records Effective April 1, 2015

---

I hereby delegate to Richard Siepka ("Authorized Representative") authority as requested in this electronic transmission to Richard Siepka to enter into, execute, acknowledge, deliver and accept, in the name and on behalf of Virginia Electric and Power Company (the "Company") any and all contracts, agreements, easements, instruments, waivers, licenses, consents and any other documents that are related to the use of property for the installation, operation and maintenance of electrical equipment and related facilities, which do not exceed the monetary limits as established from time to time by the Company's approval policies.

All actions committed from the effective date but prior to the acceptance provided by this electronic transmission are hereby authorized and approved. This delegation shall not restrict or limit my authority, and may be revoked at any time by written instrument or electronic transmission. Unless earlier revoked, this delegation shall terminate upon the termination of the Authorized Representative's employment with the Company.

/s/ Scott C. Miller  
Scott C. Miller  
Vice President – Transmission

---

Received

MAR 28 2016

Planning Dept.

# Attachment A

## Memorandum

DATE: May 06, 2016  
RE: Planning Commission APO Letter  
TO: Jason Stewart  
FROM: Deidre Creasy

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the May 25, 2016 Planning Commission Meeting.



## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### NOTICE OF PUBLIC HEARING

May 6, 2016

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

**Re: Public Hearing on SUP 16:05**

Dear «Name»:

This letter is to notify you that the Fluvanna County Planning Commission will hold a public hearing on the above referenced item as noted below:

**Purpose:** Planning Commission Public Hearing  
**Day/Date:** Wednesday, May 25, 2016  
**Time:** 7:00 PM  
**Location:** Fluvanna County Circuit Court Room, Palmyra, VA

The applicant or applicant's representative will be present at the Planning Commission meeting for the special use permit request that is described as follows:

**SUP 16:05--Dominion Power Virginia**--Request for a special use permit to relocate a private microwave communications tower with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1. The affected property is located on Bremo Road, roughly 1 mile west of the intersection of Bremo Road and Glenarvon Drive, and is just north of the James River. The property is located in the Fork Union Election District and is within the Rural Residential Planning Area.

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at: <http://fluvannacounty.org/government/pc/agendasactionsminutes>. You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

If you have any questions regarding this special use permit application or the Public Hearing, please contact me at 434-591-1910.

Sincerely,

Jason Stewart  
Planning and Zoning Administrator

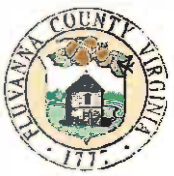
# Attachment A

SUP 16:005 Apos				
TMP	Owner	Owner Address	City,State	ZIP
59 A 22	Frances C. Kerr	1268 Bremo Rd	Bremo Bluff, VA	23022
59 6 1,2	Virginia Electric& Power Co	PO BOX 26666	RICHMOND, VA	23261
59 6 3	Virginia Electric& Power Co	PO BOX 26666	RiCHMOND, VA	23261
59 6 1A	Virginia Electric& Power Co	PO BOX 26666	RICHMOND, VA	23261
59 6 2A	Virginia Electric& Power Co	PO BOX 26666	RICHMOND, VA	23261
58 A 10	Virginia Electric& Power Co	PO BOX 26666	RICHMOND, VA	23261

# Attachment B







# Attachment C



Scale: 1:9027.977411

Date: 03/23/2016

Printed By:

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).

PROPERTY BOUNDARY

APPROXIMATE LIMITS OF NORTH ASH POND

EXISTING TOPOGRAPHIC CONTOURS (2' INTERVALS)

EXISTING TREE LINE

EXISTING FENCE

EXISTING OVERHEAD UTILITY LINE

3. EXISTING CONDITIONS COMPILED FROM:
  - a. AERIAL TOPOGRAPHIC SURVEY PREPARED BY MCKENZIE SNYDER, INC., DATE OF AERIAL PHOTO: 1/16/15 [CONTROL PREPARED BY H&B SURVEYING & MAPPING (H&B)]
  - b. BOUNDARY SURVEY PREPARED BY H&B SURVEYING AND MAPPING, LLC DATED 04/27/15.
2. SITE DATUM: NAD83 / NAVD88
3. WETLAND DELINEATION BY DOMINION ENVIRONMENTAL SERVICES ON 01/30/15 & 02/05/15 AND BY GOLDER ASSOCIATES ON 03/16/15 & 03/25/15. WATERS OF THE U.S. CONFIRMED BY THE USACE DURING JUNE 4, 2015 SITE VISIT.
4. 100 YEAR FLOOD PLAIN DELINEATION BASED ON FLOOD ELEVATION DATA REPRESENTED ON FEMA FLOOD INSURANCE RATE MAP (FIRM), MAP NUMBER 510900260C, EFFECTIVE DATE: 05/16/2008.
5. ADJACENT PARCELS ARE ZONED A-1 WITH THE EXCEPTION OF THE TWO NOTED PARCELS AT THE NORTH WEST CORNER OF THE PROPERTY BOUNDARY.
6. GENERATOR TESTING SHALL OCCUR ONLY BETWEEN 9:00 AM AND 4:00 PM MONDAY THROUGH FRIDAY.

ALL PLANTS SHALL BE HEALTHY, VIGOROUS MATERIAL FREE OF PESTS AND DISEASE AT THE TIME OF PLANTING.

ALL PLANTS SHALL BE CONTAINER-GROWN OR BALLED AND BURLEPPED.

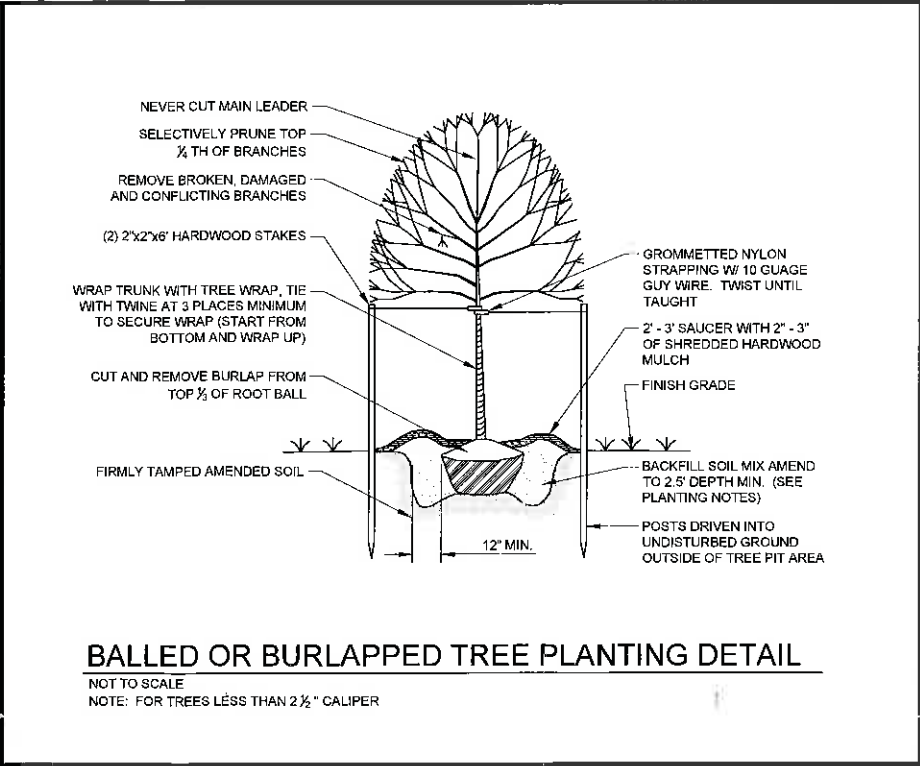
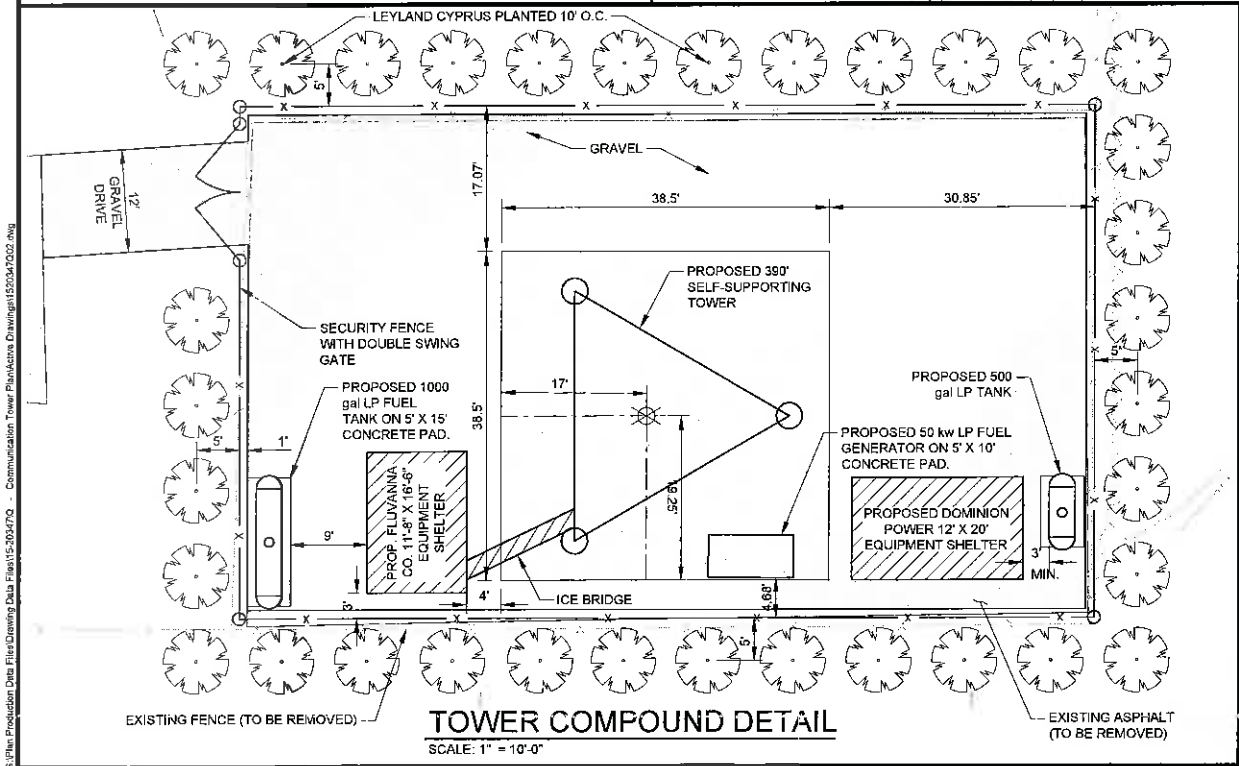
ALL PLANTS AND STAKED LOCATIONS ARE SUBJECT TO THE APPROVAL OF THE VERIZON CONSTRUCTION MANAGER BEFORE, DURING AND AFTER INSTALLATION.

ALL PLANTS AND PLANTING AREAS SHALL BE COMPLETELY MULCHED AS SPECIFIED ON THE DETAIL.

PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO THEM DURING THE COURSE OF THE WORK.

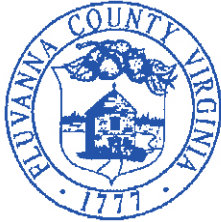
THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL PLANTING, PLANTING AREAS AND LAWNS UNTIL THE WORK IS ACCEPTED IN TOTAL BY THE VERIZON CONSTRUCTION MANAGER.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE AND MAINTENANCE OF PLANTS FOR A PERIOD OF THREE YEARS FOLLOWING PLANTING, AND THE REPLACEMENT OF ANY DEAD, DYING OR DISEASED VEGETATION REQUIRED TO BE INSTALLED BY THE VERIZON CONSTRUCTION MANAGER FOR THE LIFE OF THE PROJECT.





# Attachment E



## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

April 29, 2016

John A. Mulligan  
701 East Cary Street  
Richmond VA 23219

Delivered via email to [john.a.mulligan@dom.com](mailto:john.a.mulligan@dom.com)

Mr. Mulligan,

The following comments are the result of the Technical Review Committee meeting that was held on Thursday April 14, 2016:

1. Environmental Health Department had no comment.
2. The Department of Forestry had no comment.
3. The Planning Department had questions about the screening, and received a satisfactory answer via email on 4/4/16. Proposed screening complies with County Ordinance Section 22-24-7-B-5.
4. Erosion and Sediment Control Inspector wanted to know if there would be any land disturbance, and was satisfied with the answer that there would be none, and that therefore no erosion and sediment control plan is required.
5. VDOT does not have any objections or concerns with the proposed new communications site at the Brema Power Station. There is an existing gated entrance off Rte. 656 that serves this parcel and the proposed use is a very low traffic generator.

If you have any questions or comments, please email me at [jnewman@fluvannacounty.org](mailto:jnewman@fluvannacounty.org), or call me at 434 591 1910. Thank you.

Sincerely,  
James Newman  
Planner  
Dept. Planning and Community Development

Copy: Richard Siepka at [rick.siepka@dom.com](mailto:rick.siepka@dom.com)

File

# Attachment F



81 PLANNING JS  
BDDG INSP FM  
EMERG SVCS ly

April 26, 2016

Mr. Steven Nichols  
County Administrator  
Fluvanna County Administrator's Office  
P.O. Box 540  
Palmyra, Virginia 23963

Re: Proposed Bremo Bluff Communications Tower

Dear Mr. Nichols:

On behalf of Dominion Resource Services, Inc., EEE Consulting Inc., is providing you this notification letter regarding the construction and operation of a proposed communications tower in Bremo Bluff, Fluvanna County, Virginia. This notice is provided in accordance with Section V.A. of the "Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission," dated September 2004, ("Nationwide Agreement") and the relevant rules of the FCC (47 C.F.R. §§ 1.1301-1.1319) and the Advisory Council on Historic Preservation ("ACHP") (36 C.F.R. Part 800).

The site is located on Bremo Road (State Route 656), approximately 1.5 miles east of US Route 15 in Fluvanna County. The latitude and longitude of the proposed tower location are 37° 42' 41.7" N and 78° 16' 38.2" W respectively. A regional location map (**Figure 1**), a topographic map (**Figure 2**), and an aerial photo (**Figure 3**) are attached (**Attachment A**). Site photographs are included (**Attachment B**).

The project consists of the construction of a 395-foot self-supporting lattice communications tower at the Bremo Power Station. All work will occur within a 0.15-acre area that is currently used as an asphalt paved basketball court. The tower will replace an existing 335-foot guyed tower located 0.25 miles southeast of the proposed site. The proposed tower compound will include the tower, foundation, two equipment shelters, a generator on concrete pad, installation of two 1,000-gallon and 500-gallon propane tanks and associated fuel lines, utility lines, a security fence, and a gravel driveway. The compound will be surrounded by planted trees.

A notification similar to this will be provided to The Fluvanna Review for public notification in the legal notices section of the newspaper. The County of Fluvanna and general public are invited to provide comment on the proposed communication tower, in writing, to:

Catherine Fitzgerald  
EEE Consulting, Inc.,  
201 Church Street  
Blacksburg, VA 24060

Sincerely,  
*EEE Consulting, Inc.*

Catherine Fitzgerald, Environmental Scientist

---

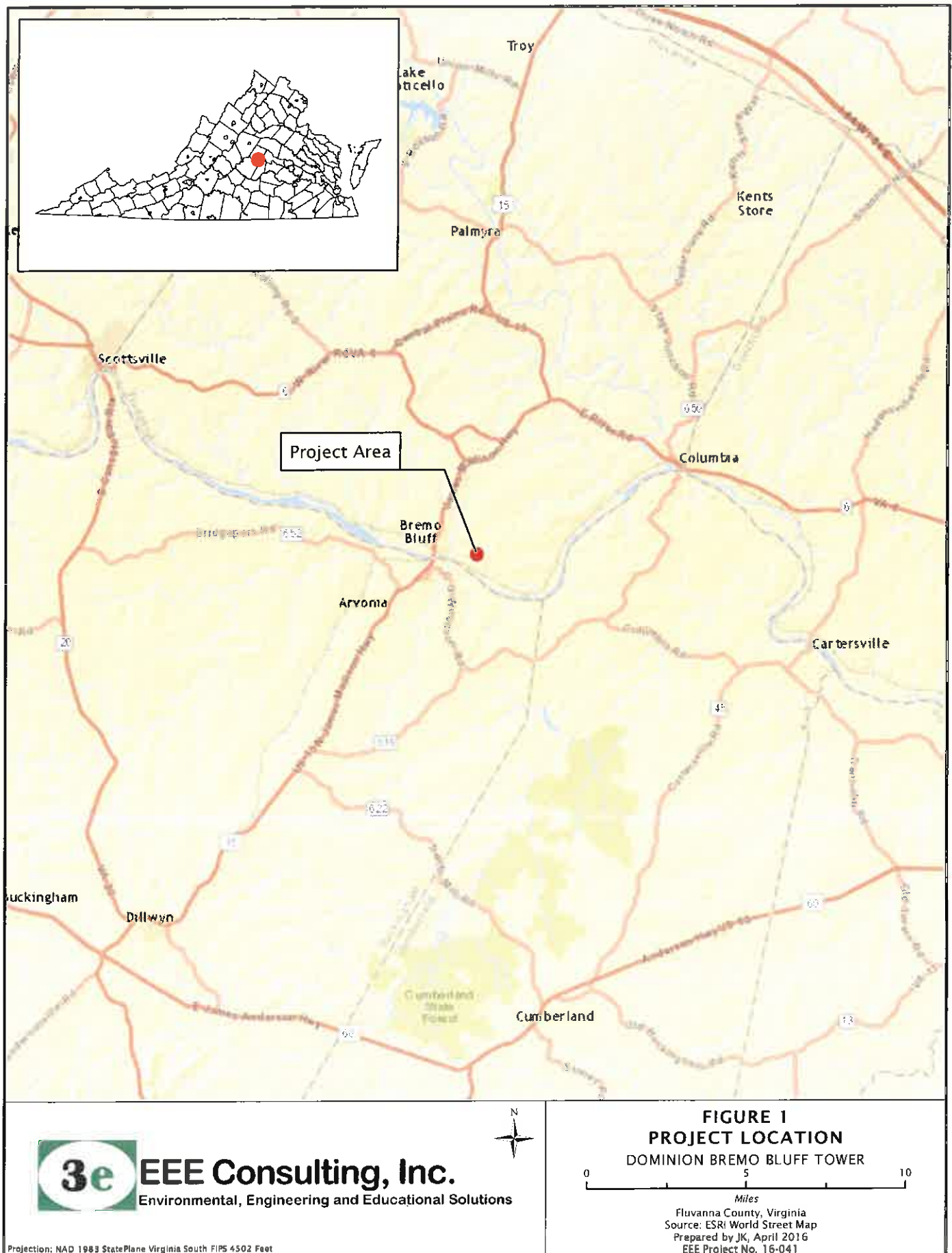
8525 Bell Creek Road, Mechanicsville, Virginia 23116 • (804) 442-3330 • (804) 442-3334 (fax)  
201 Church Street, Suite C, Blacksburg, Virginia 24060 • (540) 953-0170 • (540) 953-0171 (fax)  
Virginia Beach, Virginia • Field Office • (757) 645-7379  
601 Cascade Pointe, Suite 101, Cary, North Carolina 27513 • (919) 650-2463

# Attachment F

## **Appendix A**

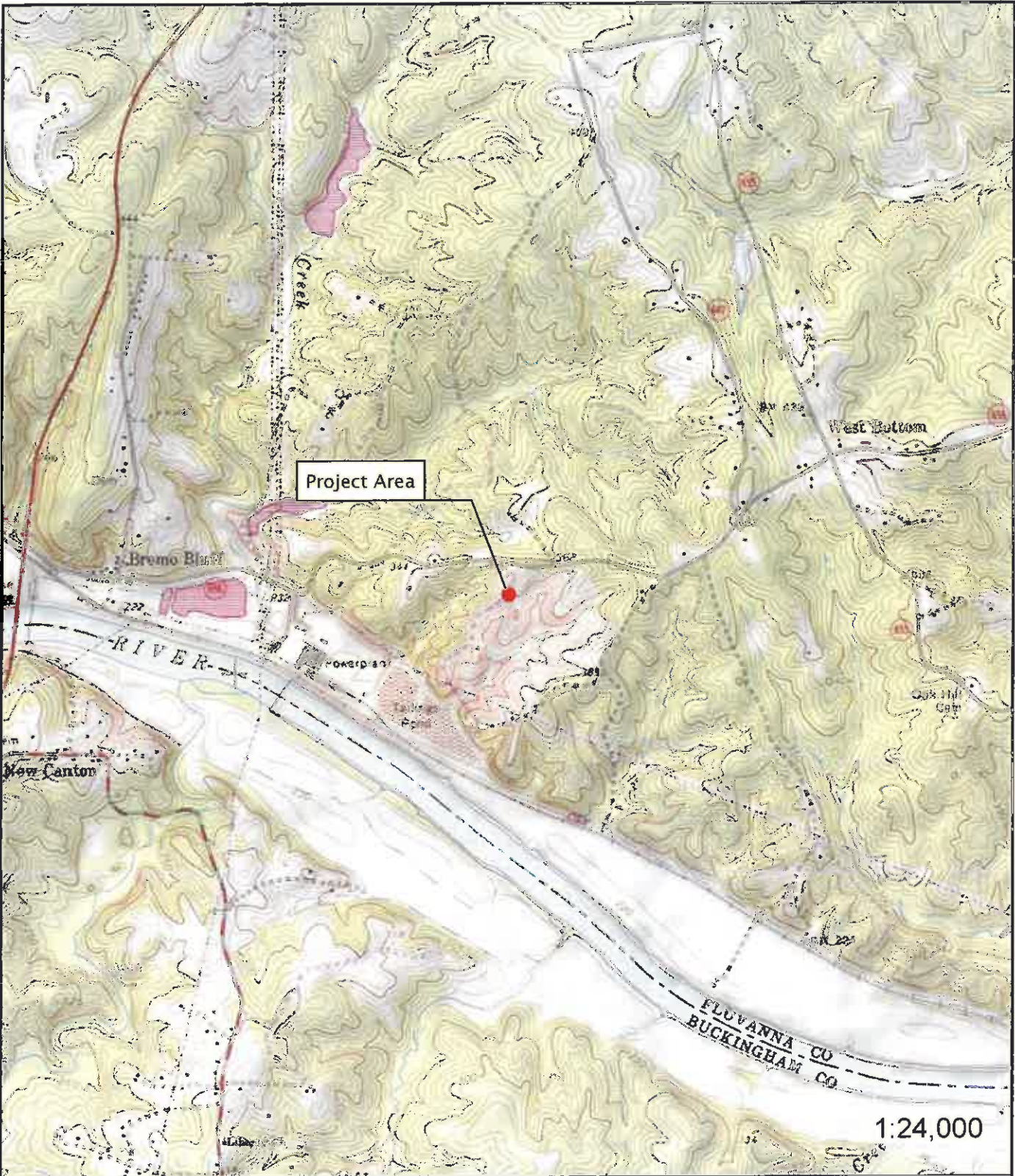
### Project Location Mapping

# Attachment F





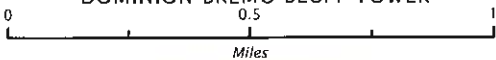
Attachment F



**EEE Consulting, Inc.**  
Environmental, Engineering and Educational Solutions



**FIGURE 2**  
**USGS TOPOGRAPHIC MAP**  
**DOMINION BREOMO BLUFF TOWER**



Miles  
Fluvanna County, Virginia  
Source: ESRI World Street Map  
Prepared by JK, April 2016  
EEE Project No. 16-041

Projection: NAD 1983 StatePlane Virginia South FIPS 4502 Feet



# Attachment F



# Attachment F

**Appendix B**  
Site Photographs

# Attachment F



**EEE Consulting, Inc.**

Environmental, Engineering and Educational Solutions

---



Photograph 1: View of the proposed tower site facing north.



Photograph 2: View of the proposed tower site facing south.



Photograph 3: View of the proposed tower site facing east.



Photograph 4: View of the proposed tower site facing west.



# **Special Use Permit Dominion Virginia Power SUP 16:05**

**Board of Supervisors  
Staff Presentation  
July 6, 2016**

**Fluvanna County  
Dept. of Planning & Community Development**



*"Responsive & Responsible Government"*

# Overview

Fluvanna County

- Request for a special use permit to relocate a private microwave communications tower with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1 ;
- Rural Residential Planning Area;
- 390 ft tall self-support lattice tower;
- Replacement for 325 ft tall guyed-tower structure from 1970s;
- Private tower not used for commercial purposes

# Aerial Image

Fluvanna County



# Zoning Map

Fluvanna County





# Existing Tower

Fluvanna County



145/216

Case Number SUP 16:04

# Proposed Location

Fluvanna County



146/216



# Looking towards Bremono Road

Fluvanna County



147/216



# View from Bremono Road

Fluvanna County



148/216



# Conclusion

Fluvanna County

- Request is to relocate a private microwave communications tower
- Private tower used for Dominion only, possible collocation for Fluvanna EMS antennas
- **Potential adverse impacts**
  - Visual Impact
  - Tower structural failure

# Suggested Motion

Fluvanna County

- I move that the Board of Supervisors approve/deny/defer SUP 16:05, a request for a special use permit to relocate a private microwave communications tower with respect to 91.05 acres of Tax Map 59, Section 7, Parcel 1, [if approved] subject to the eleven (11) conditions listed in the staff report.

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	ZMP 16:03 Columbia Floodplain Ordinance Adoption				
<b>MOTION(s):</b>	I move that the Board of Supervisors [approve/deny/defer] ZMP 16:03, an ordinance to amend the Fluvanna County Zoning Map to include within the Special Flood Hazard Districts of the Flood Protection Overlay District the area within the limits of the former Town of Columbia, pursuant to County Code Section 22-17-8A et seq.				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
<b>STAFF CONTACT(S):</b>	James Newman, Acting Senior Planner				
<b>PRESENTER(S):</b>	James Newman, Acting Senior Planner				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Current				
<b>DISCUSSION:</b>	This language is required by the State.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Will bring Columbia and Fluvanna County into compliance with State requirements				
<b>LEGISLATIVE HISTORY:</b>	Approved by Planning Commission May 25, 2016 5-0-0				
<b>ENCLOSURES:</b>	Staff Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				X





# COUNTY OF FLUVANNA

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

## STAFF REPORT

**To:** Fluvanna County Board of Supervisors

**Case Number:** ZMP 16:03

**Tax Map:** All parcels within former town limits of Columbia

**From:** James Newman

**District:** Columbia

**Date:** July 6, 2016

**General Information:**

This request is to be heard by the Board of Supervisors on Wednesday July 6, 2016 at 7:00 pm in the Circuit Court Room in the Courts Building. Request is to bring Columbia into Fluvanna County Flood Protection Overlay District. **This is required by the State.**

**Owner/Applicant:**

County of Fluvanna

**Representative:**

County of Fluvanna

**Requested Action:**

Approve an ordinance to amend the Fluvanna County Zoning map to include within the Special Flood Hazard Districts of the Flood Plain Overlay District the area within the limits of the former Town of Columbia

**Location:**

The former town of Columbia, located in the eastern edge of the County. The town is centered around Route 6. (Attachment B).

**Existing Zoning:**

A-1, B-1, R-1

**Proposed Zoning:**

Ordinance to amend the Zoning Map Special Flood Hazard District

**Existing Land Use:**

Housing, Commercial, Vacant, Forested

**Planning Area:**

Columbia Community Planning Area

**Adjacent Land Use:**

Adjacent properties are zoned A-1

**Zoning History:**

Town voted to disband on March 17, 2015, General Assembly approved disbanding of Town Charter on March 4, 2016. On May 25, 2016, the Planning Commission voted 5-0-0 to hold a public hearing on this item. Updates to the County Flood Protection section of the ordinance were approved on December 19, 2007 (Attachment E)

**Affected Tax Map Parcels:**

53 A 62C, 53 A 63A, 53 A 63B, 53 A 64, 53 A 64A, 53 A 65, 54 A 77, 54 A 82, 54A 1 1, 54A 1 2, 54A 1 9, 54A 1 11, 54A 1 12, 54A 1 13, 54A 1 14, 54A 1 14A, 54A 1 15, 54A 1 16, 54A 1 17, 54A 1 18, 54A 1 19, 54A 1 29, 54A 1 29A, 54A 1 3, 54A 1 4, 54A 1 30, 54A 1 31A, 54A 1 32, 54A 1 33, 54A 1 35, 54A 1 36A, 54A 1 36B, 54A 1 37, 54A 1 39, 54A 1 41, 54A 1 42, 54A 1 44, 54A 1 45, 54A 1 46, 54A 1 47, 54A 1 47A, 54A 1 48, 54A 1 48A, 54A 1 51, 54A 1 52, 54A 1 57, 54A 1 59, 54A 1 60, 54A 1 60A, 54A 1 60B, 54A 1 61, 54A 1 61A, 54A 1 61B, 54A 1 62, 54A 1 62A, 54A 1 63, 54A 1 63A, 54A 1 63B, 54A 1 63C, 54A 1 64, 54A 1 64A, 54A 1 65, 54A 1 66, 54A 1 67, 54A 1 71, 54A 1 71A, 54A 1 72A, 54A 1 73A, 54A 1 74A, 54A 1 75, 54A 1 76, 54A 1 77, 54A 1 78A, 54A 1 78B, 54A 1 79, 54A 1 80, 54A 1 80A, 54A 1 82, 54A 1 91, 54A 1 91A, 54A 1 92, 54A 1 93, 54A 1 96, 54A 1 97, 54A 1 114B, 54A A 2, 54A A 3, 54A A 4, 54A A 6, 54A A 7, 54A A 8, 54A A 9, 54A A 10, 54A A 11, 54A A 11A, 54A A 112, 54A A 113

**Neighborhood Meeting:**

Neighborhood meeting was held June 8<sup>th</sup>. There were four (4) attendees. Attendees asked if Statewide Building Code Improvements were to be implemented as part of the Floodplain Adoption. They also wanted to know if insurance rates would be affected by this ordinance.

Neither their insurance rates nor the building code are affected by this. It merely allows property owners to continue to receive or apply for Federal Floodplain Insurance.

(Attachment C)

**Technical Review Committee:**

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, June 9, 2016.

1. VDOT stated they have no comments.
2. Fire Chief Brent stated he had no comments.
3. Planning Staff stated they have no comments.
4. The Department of Forestry stated they have no comments
5. Health Dept. stated they have no comments.
6. Erosion and Sediment Control stated they have no comments.

(Attachment D)

### **Planning Commission Meeting:**

At their May 25, 2016 meeting, the Planning Commission recommended **approval** of this item 5-0-0.

### **Analysis:**

This amendment is **required** by the Virginia Department of Environmental Quality. This will allow property owners to continue to receive or apply for Federal Flood Insurance. The purpose of the amendment is to ensure that the existing zoning ordinance continues to conform to federal flood insurance regulations and county Code requirements, such as section 22-17-8A et seq...

### **Recommended Conditions**

Staff has no conditions for this item.

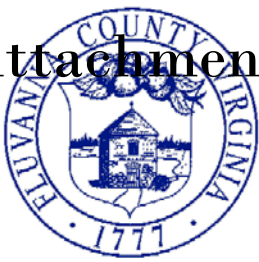
### **Suggested Motion:**

I move that the Board of Supervisors [approve/deny/defer] of ZMP 16:03 an ordinance to amend the Fluvanna County Zoning Map to include within the Special Flood Hazard Districts of the Flood Protection Overlay District the area within the limits of the former Town of Columbia, pursuant to County Code Section 22-17-8A et seq.

### **Attachments:**

- A – Application and APO Letter
- B – FIRM Map
- C – Neighborhood meeting sign in sheet
- D – TRC comment letter
- E– County Flood Protection, Sec 22-17-8A

Copy: File

**Columbia Floodplain Ordinance Adoption****RESOLUTION**

Be it resolved by the Fluvanna County Board of Supervisors, pursuant to Fluvanna County Code Sec. 22-20-1(c) and Sec. 22-17-8A.10., that the Planning Commission recommends approval to the Board of Supervisors the following amendment to the Fluvanna County Zoning Map:

AN ORDINANCE TO AMEND THE FLUVANNA COUNTY ZONING MAP TO INCLUDE WITHIN THE SPECIAL FLOOD HAZARD DISTRICTS OF THE FLOOD PROTECTION OVERLAY DISTRICT (SEC. 22-17-8A, ET SEQ.) THE AREA WITHIN THE LIMITS OF THE FORMER TOWN OF COLUMBIA: Tax Map Parcels 53 A 62C, 53 A 63A, 53 A 63B, 53 A 64, 53 A 64A, 53 A 65, 54 A 77, 54 A 82, 54A 1 1, 54A 1 2, 54A 1 9, 54A 1 11, 54A 1 12, 54A 1 13, 54A 1 14, 54A 1 14A, 54A 1 15, 54A 1 16, 54A 1 17, 54A 1 18, 54A 1 19, 54A 1 29, 54A 1 29A, 54A 1 3, 54A 1 4, 54A 1 30, 54A 1 31A, 54A 1 32, 54A 1 33, 54A 1 35, 54A 1 36A, 54A 1 36B, 54A 1 37, 54A 1 39, 54A 1 41, 54A 1 42, 54A 1 44, 54A 1 45, 54A 1 46, 54A 1 47, 54A 1 47A, 54A 1 48, 54A 1 48A, 54A 1 51, 54A 1 52, 54A 1 57, 54A 1 59, 54A 1 60, 54A 1 60A, 54A 1 60B, 54A 1 61, 54A 1 61A, 54A 1 61B, 54A 1 62, 54A 1 62A, 54A 1 63, 54A 1 63A, 54A 1 63B, 54A 1 63C, 54A 1 64, 54A 1 64A, 54A 1 65, 54A 1 66, 54A 1 67, 54A 1 71, 54A 1 71A, 54A 1 72A, 54A 1 73A, 54A 1 74A, 54A 1 75, 54A 1 76, 54A 1 77, 54A 1 78A, 54A 1 78B, 54A 1 79, 54A 1 80, 54A 1 80A, 54A 1 82, 54A 1 91, 54A 1 91A, 54A 1 92, 54A 1 93, 54A 1 96, 54A 1 97, 54A 1 114B, 54A A 2, 54A A 3, 54A A 4, 54A A 6, 54A A 7, 54A A 8, 54A A 9, 54A A 10, 54A A 11, 54A A 11A, 54A A 112, 54A A 113

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, VIRGINIA, that the Fluvanna County Zoning Map be, and it is hereby, amended to include within the Special Flood Hazard Districts of the Flood Protection overlay district those portions of the former Town of Columbia;

And be it further resolved that the public purpose for the proposed amendment is to ensure that the zoning ordinance continues to conform to federal flood insurance regulations.



# Attachment A

## Current County Code

### **Sec. 22-17-8A.21.4. Jurisdictional boundary changes.** [44 CFR 59.22, 65.3]

The county floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) § 59.22(a)(9)(v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever Fluvanna's boundaries have been modified by annexation or the county has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all FIRMs accurately represent the community's boundaries, a copy of a map of the county suitable for reproduction, clearly delineating the new corporate limits or new area for which the county has assumed or relinquished floodplain management regulatory authority must be included with the notification.  
(Ord. 6-17-15)

# Attachment A

## Memorandum

DATE: June 07, 2016  
RE: Planning Commission APO Letter  
TO: Jason Stewart  
FROM: Deidre Creasy

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the June 22, 2016 Planning Commission Meeting.



Attachment A

## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### NOTICE OF PUBLIC HEARING

June 6, 2016

«Name»  
«Address»  
«City\_State» «ZIP»  
TMP#«TMP»

#### Re: Public Hearing on ZMP 16:03

Dear «Name»:

This letter is to notify you that the Fluvanna County Planning Commission will hold a public hearing on the above referenced item as noted below:

**Purpose:** Planning Commission Public Hearing  
**Day/Date:** Wednesday, June 22 2016  
**Time:** 7:00 PM  
**Location:** Fluvanna County Circuit Court Room, Palmyra, VA

The applicant or applicant's representative will be present at the Planning Commission meeting for the special use permit request that is described as follows:

**ZMP 16:03– Columbia Floodplain Adoption-** Pursuant to Fluvanna County Code Sec. 22-20-1(c) and Sec. 22-17-8A.10., the Planning Commission intends to propose the following amendment to the Fluvanna County Zoning Map:

AN ORDINANCE TO AMEND THE FLUVANNA COUNTY ZONING MAP TO INCLUDE WITHIN THE SPECIAL FLOOD HAZARD DISTRICTS OF THE FLOOD PROTECTION OVERLAY DISTRICT (SEC. 22-17-8A, ET SEQ.) THE AREA WITHIN THE LIMITS OF THE FORMER TOWN OF COLUMBIA

You are welcome to attend the Public hearing and you will have an opportunity to comment, if desired. The tentative agenda and staff report for this action is available for public review on the County website at: <http://fluvannacounty.org/government/pc/agendasactionsminutes>. You can also view the report in the Fluvanna County Planning and Zoning Department during working hours (8:00 am – 5:00 pm, Monday through Friday).

If you have any questions regarding this special use permit application or the Public Hearing, please contact me at 434–591–1910.

Sincerely,

Jason Stewart  
Planning and Zoning Administrator

# Attachment A

<b>TMP</b>	<b>Name</b>	<b>Address</b>	<b>City, State, Zip</b>
54A 1 65	ARTHUR, HANK W & GWEN P	2727 TURNER RD	GOOCHLAND, VA 23063
54A 1 52	BLAND, HENRY L ET ALS	PO BOX 794	COLUMBIA, VA 23038
54A 1 29A	BRIDGEFORTH, MYRTLE H LE ET AL	14041 S. CARRIAGE LANE	MIDLOTHIAN, VA 23114
54A 1 12	Bush Real Estate Investments LLC	141 WASHINGTON ST	COLUMBIA, VA 23038
54A 1 61B	Catholic Diocese of Richmond Va	7800 CAROUSEL LN	HENRICO, VA 23294
54A 1 19	COLUMBIA BAPTIST CHURCH	116 Rivanna St.	COLUMBIA, VA 23038
54A 1 37	COLUMBIA BAPTIST CHURCH	116 Rivanna St.	COLUMBIA, VA 23038
54A 1 3,4	COLUMBIA Baptist Church, Trustees	116 Rivanna St.	COLUMBIA, VA 23038
54A A 9	Columbia Memorial Baptist Church	50 Old Columbia Rd	COLUMBIA, VA 23038
53 A 63B	CSX TRANSPORTATION	500 WATER ST.	JACKSONVILLE, FL 32202
53 A 63A	CSX TRANSPORTATION	500 WATER ST.	JACKSONVILLE, FL 32202
54A A 112	CSX TRANSPORTATION	500 WATER ST.	JACKSONVILLE, FL 32202
54A A 113	CSX TRANSPORTATION	500 WATER ST.	JACKSONVILLE, FL 32202
53 A 64	DAVIS, JAMES T	PO BOX 852	COLUMBIA, VA 23038
54A 1 71	ERTL FAMILY TRUST ET AL	1010 BRANDON CT	DANVILLE, VA 24540
54A 1 73A	ERTL FAMILY TRUST ET AL	1010 BRANDON CT	DANVILLE, VA 24540
54 A 77	FLYNN, WENDELL BOWMAN III	7601 ELKO RD	SANDSTON, VA 23150
54A 1 42	GRADY, PAUL J JR	PO BOX 109	IVY, VA 22945
54A 1 59	GRADY, PAUL J JR	PO BOX 109	IVY, VA 22945
54A 1 57	GRADY, PAUL J JR	PO BOX 109	IVY, VA 22945
54A 1 41	GRADY, PAUL J JR	P O BOX 109	IVY, VA 22945
54A A 8	HAMMOND, JOHN & KERRY	79 ROSS LANE	COLUMBIA, VA 23038
54A 1 35	HANCOX, SAMUEL C & KATHLEEN C	121 TAMMANY ST	COLUMBIA, VA 23038
54A 1 78A	HARRY, DONNA & RICHARD SR	467 MARTIN KING RD	Charlottesville,Va 22902
54A 1 36A	HARRY, DOUGLAS C	620 SKYVIEW DR	ANNA, TX 75409
54A 1 47A	HARRY, RICHARD T	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 48	HARRY, RICHARD T	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 48A	HARRY, RICHARD T	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 77	HARRY, RICHARD T & DONNA	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 39	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 9	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 39	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 114B	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A A 2	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 60A	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 62	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 91	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 64	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 114B	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 64A	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 74A	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 75	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 76	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 78B	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 39	HARRY, RICHARD T & DONNA M	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 63	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093

# Attachment A

54A 1 63A	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A A 10	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A 1 96	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A 1 97	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A 1 80	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A 1 79	HARRY, RICHARD T JR	PO BOX 2141	LOUISA, VA 23093
54A 1 82	HARRY, RICHARD T JR ET AL	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 67	HARRY, RICHARD T JR ET AL	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 92	HARRY, RICHARD T JR ET AL	467 MARTIN KINGS RD	Charlottesville,Va 22902
53 A 64A	HARRY, RICHARD T SR	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 63B	HARRY, RICHARD T SR	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 36B	HARRY, RICHARD T SR ET AL	467 MARTIN KINGS RD	Charlottesville,Va 22902
54A 1 47	HODGSON, JAMES R T JR	13910 SAGEBROOK RD	MIDLOTHIAN, VA 23112
54A 1 15	WalterIV & Courtney Howard	67 CAMERON ST	COLUMBIA, VA 23038
54A 1 16	WalterIV & Courtney Howard	67 CAMERON ST	COLUMBIA, VA 23038
54A 1 51	JOHNSON, ALLEN	609 GALLATIN ST., N.W.	WASHINGTON, DC 20011
54A 1 13	KIDD, JERRY W & SERVILLA S	67 JORDAN STORE RD	KENTS STORE, VA 23084
54A 1 14	KIDD, JERRY W & SERVILLA S	67 JORDAN STORE RD	KENTS STORE, VA 23084
54A 1 14A	KIDD, JERRY W & SERVILLA S	67 JORDAN STORE RD	KENTS STORE, VA 23084
54A 1 29	KIDD, JERRY W & SERVILLA S	67 JORDAN STORE RD	KENTS STORE, VA 23084
54A 1 30	KIDD, JERRY W & SERVILLA S	67 JORDAN STORE RD	KENTS STORE, VA 23084
54A 1 91A	KIDD, NASH L JR & DEBRA D	P.O. BOX 752	COLUMBIA, VA 23038
54A 1 80A	KIDD, NASH L JR & DEBRA D	P O BOX 752	COLUMBIA, VA 23038
54A 1 31A	KIDD, NASH L JR ET AL	144 OLD COLUMBIA RD	COLUMBIA, VA 23038
54A A 4	KIDD, NASH L., JR. & DEBRA D	P.O. BOX 752	COLUMBIA, VA 23038
54A A 3	Elizabeth & Nathaniel Layne	P O BOX 818	COLUMBIA, VA 23038
54A 1 61	LEWIS, ELLEN VALENTINE	P O BOX 805	COLUMBIA, VA 23038
54A 1 61A	LEWIS, ELLEN VALENTINE	P O BOX 805	COLUMBIA, VA 23038
54A 1 33	LEWIS, WILLIAM F ET AL	467 MARTIN KINGS RD.	Charlottesville,Va 22902
54A 1 17	MEALY, ROSA D	P O BOX 25655	RICHMOND, VA 23260
54A 1 18	MEALY, ROSA D	P O BOX 25655	RICHMOND, VA 23260
54A A 11	NA, CHAI HYUNG & TAESUN	86 WILLOW CREEK DR	RUCKERSVILLE, VA 22968
54A A 11A	NA, CHAI HYUNG & TAESUN	86 WILLOW CREEK DR	RUCKERSVILLE, VA 22968
54A 1 32	NEWTON, JOSEPH M. & IRENE	P.O. BOX 784	COLUMBIA, VA 23038
54A 1 66	NICHOLAS, JOHN ET AL	467 MARTIN KINGS RD.	Charlottesville,Va 22902
53 A 65	PACE, HAROLD & JOYCE ANN	84 TIMBER RD	COLUMBIA, VA 23038
54A 1 60	PALMER, DAVID E. & GILDA J.	3849 COURTHOUSE RD	PALMYRA, VA 22963
54A 1 63C	PALMORE, CURTIS W JR	250 KENTS STORE RD	KENTS STORE, VA 23084
53 A 62C	POINT OF FORK FARM LP	PO BOX 847	COLUMBIA, VA 23038
54A A 6	REARDON, ANGELA & RONALD	33 ROSS LANE	COLUMBIA, VA 23038
54A A 7	SAUNDERS, BENNETT Q & CATHY G	64 LEIGH ST	COLUMBIA, VA 23038
54A 1 62A	SCHOEW, KATHERINE CABELL ETAL	467 MARTIN KING RD	Charlottesville,Va 22902
54A 1 11	ST. JOHN'S EPISCOPAL CHURCH	P O BOX 853	COLUMBIA, VA 23038
54A 1 44	ST. JOHN'S EPISCOPAL CHURCH	P O BOX 853	COLUMBIA, VA 23038
54A 1 46	ST. JOHN'S EPISCOPAL CHURCH	P O BOX 853	COLUMBIA, VA 23038
54A 1 60B	ST. John's Episcopal Church Trustee	P O BOX 853	COLUMBIA, VA 23038
54A 1 45	ST. JOSEPH'S CATHOLIC CHURCH	28 Cameron St	COLUMBIA, VA 23038

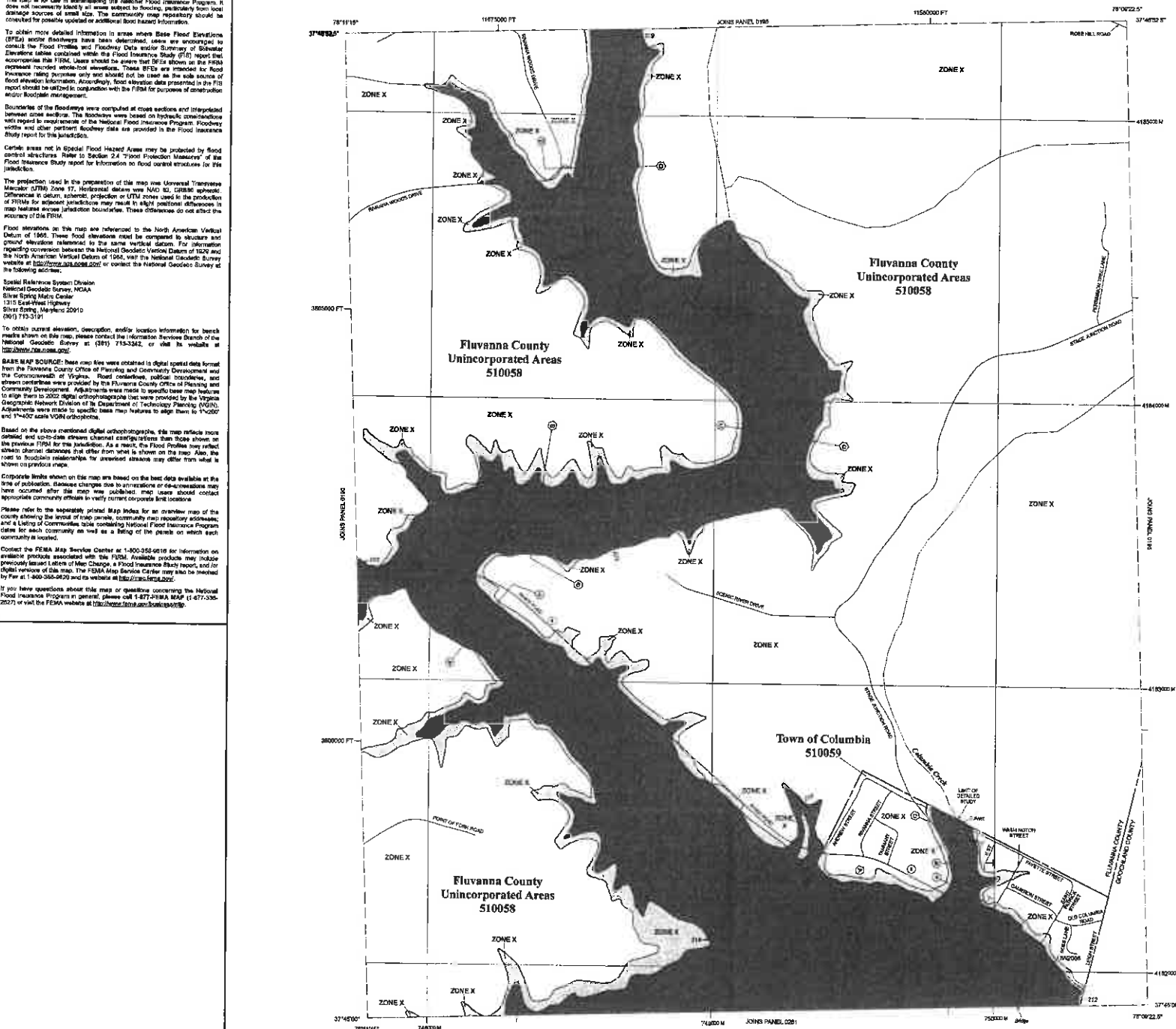
# Attachment A

54-A-82 St. Joseph's Roman Catholic Church  
54A 1 1 WELLS, ALICE MEALY  
54A 1 2 WELLS, ALICE MEALY

28 Cameron St COLUMBIA, VA 23038  
6615 SEQUOYAH RD RICHMOND, VA 23225  
6615 SEQUOYAH RD RICHMOND, VA 23225

## NOTES TO USERS

If you have questions about this map or questions concerning the National Flood Insurance Program in general, please call 1-877-FEMA-MAP (1-877-336-2527) or visit the FEMA website at <http://www.fema.gov/businessinfo>.



### LEGEND

FLOODWAY AREAS IN ZONE AE

## 163/216 Federal Bureau of Investigation Management Agency

# Attachment C

Fluvanna County Neighborhood Meeting June 8, 2016

## Sign In Sheet

Items:

1. **SUP 16:06- Silver Linings LLC**-Request for a special use permit for a **commercial greenhouse**. 35.26 Acres of A1 property, tmp 40 19 D, northeast of intersection Haden Martin/Forest Glen
2. **SUP 16:07 Sycamore Square**-Request for a special use permit to operate an **assisted living facility**. 3.36 Acres of R3 property, tmp 9 A 14. Intersection of Ashlawn Blvd/Lake Mont. Rd.
3. **ZMP 16:02 Rivanna Heights Rezoning**- Request to **rezone** parcel 18 A 10 from **A1 to R3**, Residential Planned Community. 13.81 acres, tmp 18 A 10, located on S. Boston Rd.
4. **ZMP 16:03 Columbia Floodplain Adoption**: Bringing Columbia into the Fluvanna County Flood Ordinance. All of former town, allows federal flood plain insurance

Name	Address	Contact info	Item interested in
1 <i>Carroll Morse</i>	<i>Kent Store</i>	<i>434-589-4106</i>	<i>Columbia Floodplain</i>
2 <i>MURRAY BUCKNER</i>	<i>IVY</i>	<i>434-242-3136</i>	<i>SILVER LINING</i>
3 <i>Bryan Chambers</i>	<i>Keswick</i>	<i>434-462-3747</i>	<i>Rivanna Heights</i>
4 <i>Kerry Murphy-Hammond</i>		<i>434-842-1097</i>	<i>Columbia Floodplain</i>
5 <i>Miko Brown</i>	<i>Charlottesville VA</i>	<i>434-531-4724</i>	<i>RIVANNA HEIGHTS</i>
6 <i>KT HARRY</i>	<i>467. martin rd</i>		
7	<i>Ch VA 22902</i>	<i>434-589-4710</i>	<i>Flood Plain</i>
8 <i>Paul Gandy</i>	<i>P.O. Box 109 IVY</i>	<i>434-996-6630</i>	<i>COLUMBIA</i>
9 <i>Sherry L.C. Callison</i>	<i>3 Hilltop Cir., Lake Monticello</i>		
10	<i>dixiebo@gmail.com</i>	<i>434/607-2117</i>	<i>Rivanna Hts. Rezoning</i>
11			
12			
13			
14			
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16			
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19			
20			
21			



# Attachment D

Columbia Floodplain-ZMP 16:03

The following comments are the result of the Technical Review Committee meeting that was held on Thursday, June 9, 2016.

1. VDOT stated they have no comments.
2. Fire Chief Brent stated he had no comments.
3. Planning Staff stated they have no comments.
4. The Department of Forestry stated they have no comments
5. Health Dept. stated they have no comments.
6. Erosion and Sediment Control stated they have no comments.

# Attachment E

## ZONING

6-8-16

If in any district established under this chapter, a use is not specifically permitted and an application is made by a property owner to the administrator for such use, the administrator shall refer the application to the planning commission. Thereafter, the said application shall be treated as a resolution of the planning commission in accordance with Section 22-20-1(C) of this Chapter.

### **Sec. 22-17-6. Widening of highways and streets.**

Whenever there shall be plans in existence for a project in the Secondary or Primary Six Year Plan that has been approved by the Virginia Department of Transportation and the governing body for the widening of any street or highway, the administrator may require additional front yard setbacks for any new construction or for any structures altered or remodeled adjacent to the future planned right of way, in order to preserve and protect the right of way for such proposed street or highway widening. (Ord. 12-16-15)

### **Sec. 22-17-7. Reserved.**

### **Sec. 22-17-8A. FLOOD PROTECTION.<sup>17</sup>**

This section is adopted pursuant to the authority granted to localities by section 15.2-2280 of the Code of Virginia. (Ord. 6-17-15)

#### **Sec. 22-17-8A.1. Purpose.**

The purpose of these provisions is to prevent: the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by

(A) regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;

(B) restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;

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<sup>17</sup> Section 22-17-8. and all subsections (22-17-8.1. through 22-22-17-8.9., inclusive) were repealed and Section 22-17-8A., including subsections thereof, was adopted by 12-19-07 Ordinance.

# Attachment E

## ZONING

6-8-16

(C) requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and,

(D) protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

(Ord. 12-19-07; Ord. 6-17-15)

### **Sec. 22-17-8A.2. Applicability.**

These provisions shall apply to all privately and publicly held lands within the jurisdiction of Fluvanna County and identified as areas of special flood hazard according to the flood insurance rate map (FIRM) that is provided to Fluvanna by the Federal Emergency Management Agency (FEMA). (Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

### **Sec. 22-17-8A.3. Definitions.**

For purposes of this Section 22-17-8A., the following terms shall be defined as follows:

(A) Base flood - The flood having a one percent chance of being equaled or exceeded in any given year.

(B) Base flood elevation - The FEMA designated one hundred (100) year water surface elevation. The water surface elevation of the Base flood in relation to the datum specified on the Fluvanna County FIRM. For purposes of this ordinance, the base flood is the one percent (1%) annual chance of flood. (Ord. 6-17-15)

(C) Basement - Any area of the building having its floor sub-grade (below ground level) on all sides.

(D) Board of Zoning Appeals - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.

(E) REPEALED (Ord. 5-7-08)

(F) Development - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

(G) Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of solid foundation perimeter walls, pilings, or columns (posts and piers).

(H) Existing construction- For the purposes of the insurance program, structures for which the “start of construction” commenced before August 15, 1978. “Existing construction” may also be referred to as “existing structures” or “pre-FIRM.” (Ord. 6-17-15)

(I) Flood or flooding -

(1) A general or temporary condition of partial or complete inundation of normally dry land areas from

(a) the overflow of inland or tidal waters; or,

(b) the unusual and rapid accumulation or runoff of surface waters from any source.

(c) mudflows which are proximately caused by flooding as defined in paragraph(1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current. (Ord. 6-17-15)

(2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph 1 (a) of this definition. (Ord. 6-17-15)

(J) Flood Insurance Rate Map (FIRM) – An official map of a community, on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM). (Ord. 6-17-15)

(K) Flood Insurance Study (FIS) – A report by FEMA that examines, evaluates and

# Attachment E

## ZONING

6-8-16

determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards. (Ord. 6-17-15)

(L) Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.

(M) Flood-proofing- Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. (Ord. 6-17-15)

(N) Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. (Ord. 6-17-15)

(O) Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

(P) Highest adjacent grade – the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. (Ord. 6-17-15)

(Q) Historic structure - Any structure that is

- (1) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,

# Attachment E

## ZONING

6-8-16

(4) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either

(a) by an approved state program as determined by the Secretary of the Interior; or,

(b) directly by the Secretary of the Interior in states without approved programs.

(R) REPEALED (Ord. 5-7-08)

(S) Hydrologic and Hydraulic Engineering Analysis – Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, or other frequency floods, flood elevations, floodway information and boundaries, and flood profiles. (Ord. 6-17-15)

(T) Letters of Map Change (LOMC) – A Letter of Map change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map (FIRM) or Flood Insurance Study (FIS). LOMC include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective FIRM and establishes that a Land as defined by metes and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, flood-plain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with Fluvanna County's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective FIRM or FIS.

# Attachment E

## ZONING

6-8-16

(Ord. 6-17-15)

(U) Lowest adjacent grade - The lowest natural elevation of the ground surface next to the walls of a structure. (Ord. 6-17-15)

(V) Lowest floor - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

(W) Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

(X) Manufactured home park or subdivision - A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale. (Ord. 6-17-15)

(Y) Mean Sea Level - An elevation point that represents the average height of the ocean's surface (such as the halfway point between the mean high tide and the mean low tide) which is used as a standard in reckoning land elevation. (Ord. 6-17-15)

(Z) New construction - For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after August 15, 1978, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures. Such structure is also referred to as "post-FIRM." (Ord. 6-17-15)

(AA) Post-FIRM structures - A structure for which construction or substantial improvement occurred on or after August 15, 1978. (Ord. 6-17-15)

(BB) Pre-FIRM structures - A structure for which construction or substantial improvement occurred before August 15, 1978. (Ord. 6-17-15)

(CC) Recreational vehicle - A vehicle which is

(1) built on a single chassis;

# Attachment E

## ZONING

6-8-16

- (2) 400 square feet or less when measured at the largest horizontal projection;
- (3) designed to be self-propelled or permanently towable by a light duty truck; and,
- (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

(DD) Repetitive Loss Structure – A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a ten (10) year period, in which the cost of the repair, on the average, equaled or exceeded twenty-five percent (25%) of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage. (Ord. 6-17-15)

(EE) Severe Repetitive Loss Structure - A structure that:

- (a) is covered under a contract for flood insurance made available under the NFIP; and
- (b) has incurred flood related damage –
  - a) for which four (4) or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or
  - b) for which at least two (2) separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure. (Ord. 6-17-15)

(FF) Special flood hazard area - The land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year as determined in Article 17, Section 22-17-8A. of this ordinance. (Ord. 6-17-15)

(GG) Start of construction - The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The



# Attachment E

## ZONING

6-8-16

actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

(HH) Structure – For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. (Ord. 6-17-15)

(II) Substantial damage - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred.

(JJ) Substantial improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage regardless of the actual repair work performed. The term does not, however, include either:

- (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
- (2) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic Places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be

# Attachment E

## ZONING

6-8-16

the minimum necessary to preserve the historic character and design of the structure.  
(Ord. 6-17-15)

(KK) Violation - the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 22-17-8A. of this ordinance is presumed to be in violation until such time as that documentation is provided. (Ord. 6-17-15)

(LL) Watercourse - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.  
(Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

### **Sec. 22-17-8A.4. Compliance and Liability.**

(A) No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.

(B) The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.

(C) Records of actions associated with administering this ordinance shall be kept on file and maintained by the Zoning Administrator in his duties as Floodplain Administrator.  
(Ord. 6-17-15)

(D) This ordinance shall not create liability on the part of Fluvanna County or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.  
(Ord. 12-19-07; Ord. 6-17-15)

### **Sec. 22-17-8A.4.1. Penalty for Violations.**

# Attachment E

## ZONING

6-8-16

Any person who fails to comply with any of the requirements or provisions of this article or directions of the Director of Planning or any authorized employee of Fluvanna County shall be guilty of the appropriate violation and subject to the penalties therefore.

The VA USBC addresses building code violations and the associated penalties in Sections 104, 115. Violations and associated penalties of the Fluvanna County Zoning Ordinance are addressed in Article 19, Section 22-19.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

(Ord. 6-17-15)

### **Sec. 22-17-8A.5. Abrogation and Greater Restrictions.**

This ordinance supersedes any ordinance currently in effect in flood-prone districts. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this ordinance. (Ord. 12-19-07)

### **Sec. 22-17-8A.6. Severability.**

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable. (Ord. 12-19-07)

### **Sec. 22-17-8A .7. Establishment of Zoning Districts.**

(Ord. 6-17-15)

#### **Sec. 22-17-8A .7.1. Description of Special Flood Hazard Districts.**

(A) Basis of Districts

# Attachment E

## ZONING

6-8-16

The various special flood hazard districts shall include special flood hazard areas (SFHAs). The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRM) for Fluvanna County, Virginia and Incorporated Areas prepared by the Federal Emergency Management Agency, dated as of May 16, 2008, as amended or revised. (Ord. 5-7-08)

Fluvanna County may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a “Local Flood Hazard Map” using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

- (1) The Floodway District is in an AE Zone and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one foot (1') at any point. The areas included in this District are specifically defined in the above-referenced FIS and shown on the accompanying FIRM.

The following provisions shall apply within the Floodway District of an AE Zone:

- (a) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.
- (b) Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with Fluvanna County’s endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of FEMA.

If Section 22-17-8A.7.1(A)(1)(a) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 22-17-8A.12., 22-17-8A.13., 22-17-8A.14., and 22-17-8A.19..

# Attachment E

## ZONING

6-8-16

(c) The following uses are prohibited in the Floodway District:

1. Dwellings, and
2. Manufactured homes, mobile homes or trailers.

(d) The following uses may be permitted within the Floodway District in accordance with the requirements of this section and as specifically provided in the underlying zoning district:

1. General farming, agriculture, dairying and forestry.
2. Parks and playground.
3. Preserves and conservation areas.
4. Small boat docks (with repair).
5. Off-street parking as required by this ordinance.
6. Accessory uses, as defined by this ordinance.

(e) The following uses shall be permitted only by special use permit approved by the governing body pursuant to Article 17 of this chapter:

1. Lodges, hunting clubs, boating clubs, camping facilities, and golf clubs.
2. Public utilities: Poles, lines, transformers, pipes, meters and related or similar facilities; public water and sewer transmission lines, treatment facilities, and pumping facilities; electrical power transmission lines and substation; oil and gas transmission lines and substation; oil and gas transmission pipelines and pumping stations; microwave transmission and relay towers and substations; unmanned telephone exchange centers.
3. Extraction of sand, gravel and other material (except no increase in level of flooding or velocity is caused thereby).

(Ord. 12-19-07; Ord. 5-7-08)

(2) The AE, or AH Zones on the FIRM accompanying the FIS shall be those areas for

# Attachment E

## ZONING

6-8-16

which one-percent annual chance flood elevations have been provided and the floodway has not been delineated. The following provisions shall apply within an AE or AH Zone [44 CFR 60.3(c)]\*:

Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30 and AE or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within Fluvanna County.

Development activities in Zones A1-30 and AE or AH, on Fluvanna County's FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies, with Fluvanna County's endorsement, for a Conditional Letter of Map Revision, and receives the approval of FEMA.

\* The requirement in 63.3(c)(10) only applies along rivers, streams, and other watercourses where FEMA has provided base flood elevations. The requirement does not apply along lakes, bays and estuaries, and the ocean coast.

- (3) The A Zone on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100)-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly reflect currently accepted non-detailed technical concepts, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies,

# Attachment E

## ZONING

6-8-16

analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to no lower than three feet above the highest adjacent grade or one foot above the base flood level, whichever is higher. (Ord. 5-7-08)

During the permitting process, the Floodplain Administrator shall obtain:

- a) The elevation of the lowest floor (including the basement) of all new and substantially improved structures; and,
- b) If the structure has been flood-proofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been flood-proofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

- (4) The AO Zone on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:
  - a) All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
  - b) All new construction and substantial improvements of non-residential structures shall
    - i. have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least

# Attachment E

## ZONING

6-8-16

two feet above the highest adjacent grade; or,

- ii. together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

- c) Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.

(Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

### **Sec. 22-17-8A.8. Overlay concept.**

(A) The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

(B) If there is any conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

(C) In the event any provision concerning a Floodplain District is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable. (Ord. 12-19-07)

### **Sec. 22-17-8A.9. Official Flood Hazard Area and Floodplain Map.**

The boundaries of the Special Flood Hazard Area and Floodplain Districts are established as shown on the Flood Boundary and Floodway Map and/or Flood Insurance Rate Map which is declared to be a part of this ordinance and which shall be kept on file at the Fluvanna County offices. (Ord. 12-19-07)

### **Sec. 22-17-8A.10. District boundary changes.**

The delineation of any of the Floodplain Districts may be revised by Fluvanna County where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to



# Attachment E

## ZONING

6-8-16

any such change, approval must be obtained from the Federal Emergency Management Agency. (Ord. 12-19-07; Ord. 6-17-15)

### **Sec. 22-17-8A.11. Interpretation of district boundaries.**

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit his own technical evidence if he so desires. (Ord. 12-19-07; Ord. 5-7-08)

### **Sec. 22-17-8A.12. Permit and application requirements.**

All uses, activities, and development occurring within any floodplain district, including placement of manufactured homes, shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of this Code, including, without limitation, this Chapter and Chapter 19: Subdivisions, and with all other applicable codes and ordinances, as amended, such as the Virginia Uniform Statewide Building Code (VA USBC). Prior to the issuance of any such permit, the Floodplain Administrator shall require all applications to include compliance with all applicable state and federal laws and shall review all sites to assure they are reasonably safe from flooding. No use, activity, and/or development will be permitted which would adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

#### **(A) Site Plans and Permit Applications**

All applications for development within any floodplain district and all building permits issued for the floodplain shall incorporate the following information:

- (1) For structures to be elevated, the elevation of the lowest floor (including basement).
- (2) For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
- (3) The elevation of the one hundred (100)-year flood (base flood) at the site. (Ord. 12-19-07)

# Attachment E

## ZONING

6-8-16

- (4) Topographic information showing existing and proposed ground elevations.

(Ord. 12-19-07; Ord. 6-17-15)

### **Sec. 22-17-8A.13. General standards.**

The following provisions shall apply to all permits issued under Section 22-17-8A.12.:

(A) New construction and substantial improvements shall be according to the Virginia Uniform Statewide Building Code, and anchored to prevent flotation, collapse or lateral movement of the structure. (Ord. 5-7-08)

(B) Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces.

(C) New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(D) New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.

(E) Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(F) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

(G) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

(H) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

In addition to provisions A-H above, in all special flood hazard areas, the additional provisions shall apply:

# Attachment E

## ZONING

6-8-16

(I) Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U.S. Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, in riverine areas, notification of the proposal shall be given by the applicant to all affected jurisdictions, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), other required agencies, and FEMA.

(J) The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.  
(Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

### **Sec. 22-17-8A.14. Elevation and construction standards.**

In all identified flood hazard areas where base flood elevations have been provided in the Flood Insurance Study (FIS) or generated in accordance with Section 22-17-8A.7.1(A)(3) the following provisions shall apply:

#### **(A) Residential Construction**

New construction or substantial improvement of any residential structure (including manufactured homes) in Zones A1-30, AE, AH, and A with detailed base flood elevations shall have the lowest floor, including basement, elevated no lower than one foot above the base flood elevation.

#### **(B) Non-Residential Construction**

New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than one foot above the base flood elevation.

Non-residential buildings located in all A1-30, AE, and AH zones may be flood-proofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the base flood elevation plus one foot are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are flood-proofed, shall be maintained by the Floodplain Administrator.

# Attachment E

## ZONING

6-8-16

### (C) Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1-30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

- (1) not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator);
- (2) be constructed entirely of flood resistant materials below the regulatory flood protection elevation; and
- (3) include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria: (Ord. 5-7-08)
  - a) Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
  - b) The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
  - c) If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
  - d) The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
  - e) Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
  - f) Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not

# Attachment E

## ZONING

6-8-16

require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

(D) Standards for Manufactured Homes and Recreational Vehicles

(1) All manufactured homes placed, or substantially improved, must meet all the requirements for new construction, including the elevation and anchoring requirements in 22-17-8A.13. and 22-17-8A.14.

(2) All recreational vehicles placed on sites must either

a) be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or,

b) meet all the requirements for manufactured homes in 22-17-8A.14(D)(1).

(Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

**Sec. 22-17-8A.15. REPEALED.** (Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

**Sec. 22-17-8A.16. REPEALED.** (Ord. 12-19-07; Ord. 5-7-08)

**Sec. 22-17-8A.17. REPEALED.** (Ord. 12-19-07; Ord. 5-7-08; Ord. 6-17-15)

**Sec. 22-17-8A.18. REPEALED.** (Ord. 12-19-07; Ord. 5-7-08)

**Sec. 22-17-8A.19. Standards for subdivision proposals.**

(A) All subdivision proposals shall be consistent with the need to minimize flood damage;

(B) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(C) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and

# Attachment E

## ZONING

6-8-16

(D) Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty (50) lots or five (5) acres, whichever is the lesser.  
(Ord. 12-19-07; Ord. 6-17-15)

### **Sec. 22-17-8A.20. Existing structures in floodplain areas.**

A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:

(A) Existing structures in the Floodway Area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.

(B) Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any floodplain areas to an extent or amount of less than fifty percent (50%) of its market value shall conform to the VA USBC and the appropriate provisions of this ordinance.

(C) The modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use, regardless of its location in a floodplain area to an extent or amount of fifty percent (50%) or more of its market value shall be undertaken only in full compliance with this ordinance and shall require the entire structure to conform to the VA USBC.  
(Ord. 6-17-15)

### **Sec. 22-17-8A.20.1 Variances.**

Variances shall be issued only upon (i) a showing of good and sufficient cause, (ii) after the Board of Zoning Appeals has determined that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) after the Board of Zoning Appeals has determined that the granting of such variance will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

While the granting of variances generally is limited to a lot size less than one-half acre, deviations from that limitation may occur. However, as the lot size increases beyond one-half

# Attachment E

## ZONING

6-8-16

acre, the technical justification required for issuing a variance increases. Variances may be issued by the Board of Zoning Appeals for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of this section.

Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

In passing upon applications for variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

(A) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one percent (1%) chance flood elevation.

(B) The danger that materials may be swept on to other lands or downstream to the injury of others.

(C) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.

(D) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.

(E) The importance of the services provided by the proposed facility to the community.

(F) The requirements of the facility for a waterfront location.

(G) The availability of alternative locations not subject to flooding for the proposed use.

(H) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.

# Attachment E

## ZONING

6-8-16

(I) The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.

(J) The safety of access by ordinary and emergency vehicles to the property in time of flood.

(K) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.

(L) The historic nature of a structure. Variances for repair or rehabilitation of historic structures may be granted upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(M) Such other factors which are relevant to the purposes of this ordinance.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

The Board of Zoning Appeals shall notify the applicant for a variance, in writing that the issuance of a variance to construct a structure below the one percent (1%) chance flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.



# Attachment E

## ZONING

6-8-16

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.  
(Ord. 6-17-15)

**Sec. 22-17-8A.21. Administration.** (Ord. 6-17-15)

**Sec. 22-17-8A.21.1. Designation of the Floodplain Administrator.** [44 CFR 59.22(b)]

The Zoning Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

(A) Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by Fluvanna County's Administrator.

(B) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.

(C) Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve Fluvanna of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

(Ord. 6-17-15)

**Sec. 22-17-8A-21.2. Duties and responsibilities of the Floodplain Administrator.** [44 CFR 60.3]

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

(A) Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).

(B) Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.

(C) Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.

# Attachment E

## ZONING

6-8-16

(D) Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.

(E) Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.

(F) Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on FIRMs as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).

(G) Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.

(H) Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.

(I) Review Elevation Certificates and require incomplete or deficient certificates be corrected.

(J) Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for Fluvanna County, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.

(K) Maintain and permanently keep records that are necessary for the administration of these regulations, including:

- (1) Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and

# Attachment E

## ZONING

6-8-16

(2) Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been flood-proofed, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.

(L) Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.

(M) Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.

(N) Administer the requirements related to proposed work on existing buildings:

(1) Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

(2) Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct, and prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

(O) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

(P) Notify the Federal Emergency Management Agency when the corporate boundaries of Fluvanna County have been modified and:

(1) Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and

# Attachment E

## ZONING

6-8-16

(2) If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

(Q) Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.

(R) It is the duty of the Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of Fluvanna County, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).  
(Ord. 6-17-15)

### **Sec. 22-17-8A-21.3. Use and interpretation of FIRMs. [44 CFR 60.3]**

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

(A) Where field surveyed topography indicates that adjacent ground elevations:

(1) Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;

(2) Are above the base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.

(B) In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs,

# Attachment E

## ZONING

6-8-16

any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.

(C) Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.

(D) Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.

(E) If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:

(1) Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.

(2) Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section 22-17-8A-7.1(A)(3) and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.

(3) Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

(Ord. 6-17-15)

### **Sec. 22-17-8A.21.4. Jurisdictional boundary changes. [44 CFR 59.22, 65.3]**

The county floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the

# Attachment E

## ZONING

6-8-16

amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to the Department of Conservation and Recreation(Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) § 59.22(a)(9)(v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever Fluvanna's boundaries have been modified by annexation or the county has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all FIRMs accurately represent the community's boundaries, a copy of a map of the county suitable for reproduction, clearly delineating the new corporate limits or new area for which the county has assumed or relinquished floodplain management regulatory authority must be included with the notification.  
(Ord. 6-17-15)

### **Sec. 22-17-8A.21.5. Submitting technical data.** [44 CFR 65.3]

Fluvanna County's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six (6) months after the date such information becomes available, the county shall notify FEMA of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and flood plain management requirements will be based upon current data.  
(Ord. 6-17-15)

### **Sec. 22-17-8A.21.6. Letters of Map Revision.**

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

Example cases:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations §65.3 and §65.6(a)(12)

# Attachment E

## ZONING

6-8-16

The public purpose for such amendment is to conform the zoning ordinance to federal flood insurance regulations.  
(Ord. 6-17-15)

### **Sec. 22-17-9. Conditional rezoning.<sup>18</sup>**

(A) As part of a rezoning or amendment to the zoning map, the owner of any property subject to any application for such rezoning or amendment to the zoning map, may voluntarily proffer, in writing submitted to the zoning administrator prior to a public hearing before the governing body, reasonable conditions for such rezoning or amendment to the zoning map, in addition to the regulations provided for the zoning district by this chapter, provided that such proffered conditions comply in full with all provisions of sections 15.2-2297 and 15.2-2298 of the Code of Virginia.

(B) Once proffered and accepted as part of an amendment to the zoning ordinance, such conditions shall continue in effect until a subsequent amendment changes the zoning on the property covered by such conditions; however, such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance. No amendment or variation of conditions created pursuant to this section shall take effect until after a public hearing before the governing body advertised in accordance with section 15.2-2204 of the Code of Virginia. Except as the governing body may expressly provide in a particular case, each such condition shall be deemed to be integral to, and nonseverable from, the rezoning or amendment to the zoning map to which it applies.

(C) No proffer for the dedication of real property or payment of cash shall be accepted unless the county has adopted a capital improvement program pursuant to section 15.2-2239 of the Code of Virginia. No such dedication or cash payment shall be made until the facilities for which such property is dedicated or cash is tendered are included in the capital improvement program, provided that nothing herein shall prevent the county from accepting proffered conditions which are not normally included in such capital improvement program. If such proffered conditions include the dedication of real property or the payment of cash, the proffered conditions shall provide for the disposition of such property or cash payment in the event the property or cash payment is not used for the purpose for which proffered.

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<sup>18</sup> As to state law regarding conditional rezoning, see Code of Va., § 15.2-2296 et seq.

# **Columbia Floodplain Ordinance Adoption ZMP 16:03**

**Board of Supervisors  
Staff Presentation  
July 6, 2016**

**Fluvanna County  
Dept. of Planning & Community Development**



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# Overview

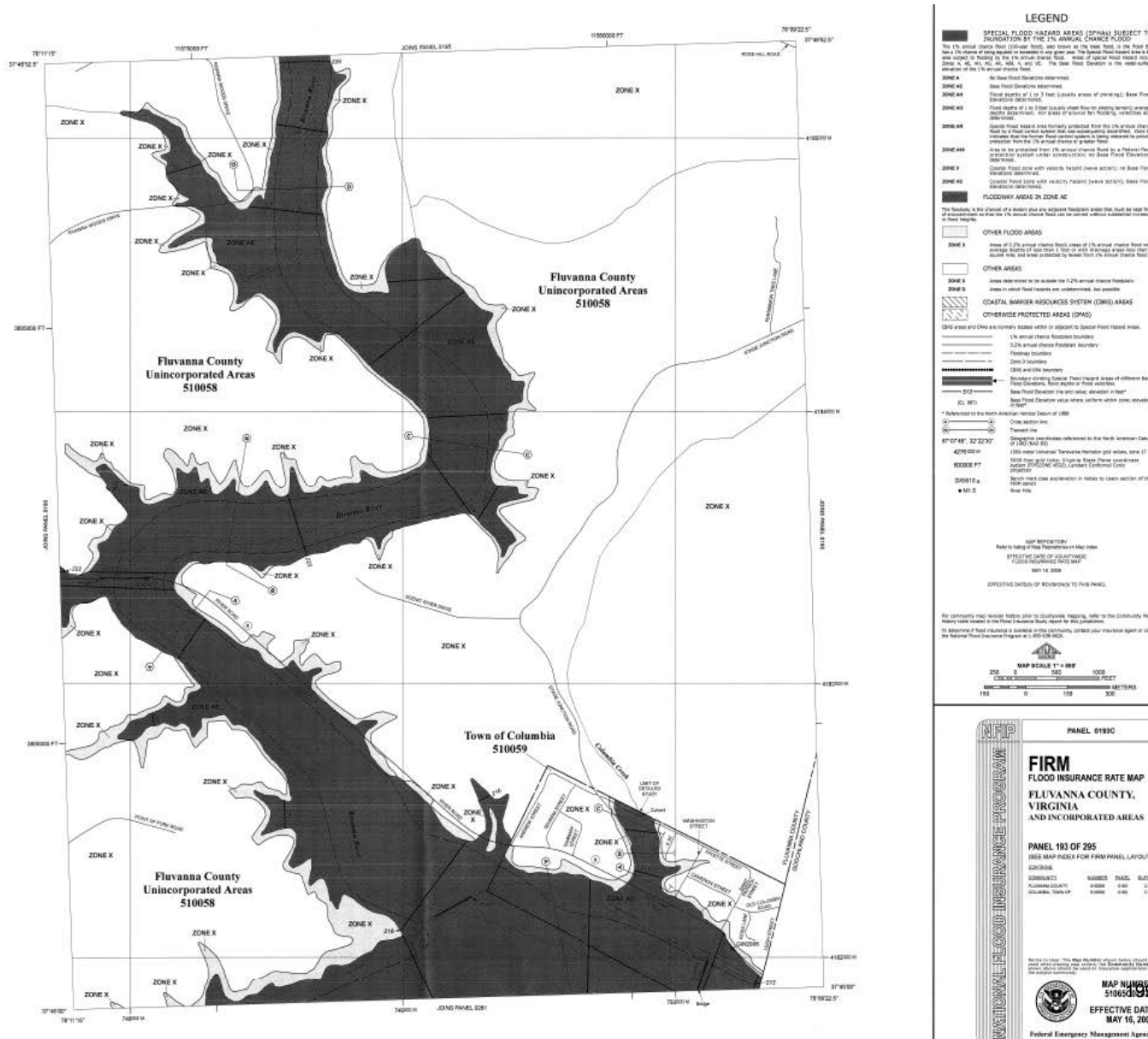
Fluvanna County

- Ordinance to amend the Fluvanna County Zoning Map to include within the Special Flood Hazard Districts of the Flood Protection Overlay District the area within the limits of the former Town of Columbia
- Columbia Election District;
- The affected area is located within the Columbia Community Planning Area.





## - Fluvanna County



# Summary

Fluvanna County

- Language adoption is necessary part of town's disbanding process.
- Mandated by State
- Allows residents to apply for or continue receiving Federal Flood Insurance
- Does not enforce any new building code requirements other than those already in existence
- Planning Commission recommended approval 5-0-0 on May 25, 2016
- 4 attendees at June 8, 2016 Neighborhood meetings. Wanted to know about insurance rates and building code

200/216

Case Number ZMP 15:06

# Motion

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Fluvanna County

- I move that the Board of Supervisors [approve/deny/defer] ZMP 16:03, an ordinance to amend the Fluvanna County Zoning Map to include within the Special Flood Hazard Districts of the Flood Protection Overlay District the area within the limits of the former Town of Columbia, pursuant to County Code Section 22-17-8A et seq.



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

<b>Meeting Date:</b>	July 6, 2016				
<b>AGENDA TITLE:</b>	ZTA 16:01 Zoning Fees Waiver for County				
<b>MOTION(s):</b>	I move that the Board of Supervisors [approve/deny/defer] ZTA 16:01, an amendment to the Fluvanna County Zoning Ordinance entitled "AN ORDINANCE TO AMEND AND REENACT CHAPTER 22, ARTICLE 20 OF THE FLUVANNA COUNTY CODE BY CERTAIN AMENDMENTS TO SECTIONS AND SUBSECTIONS 22-20-1, THEREOF, AMENDING AND REENACTING THE FLUVANNA COUNTY ZONING ORDINANCE TO CONFORM TO THE CURRENT ENABLING LEGISLATION, AS AMENDED."				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes X	No	<b>If yes, list initiative(s):</b>		A2
<b>AGENDA CATEGORY:</b>	Public Hearing X	Action Matter	Presentation	Consent Agenda	Other
<b>STAFF CONTACT(S):</b>	James Newman, Acting Senior Planner				
<b>PRESENTER(S):</b>	James Newman, Acting Senior Planner				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate decision requested				
<b>DISCUSSION:</b>	Whether or not to stop the County from paying Zoning Ordinance fees for County projects used for County purposes				
<b>FISCAL IMPACT:</b>	-				
<b>POLICY IMPACT:</b>	-				
<b>LEGISLATIVE HISTORY:</b>	Planning Commission recommended approval 5-0-0 Jun 22, 2016				
<b>ENCLOSURES:</b>	Staff Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other X







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## COUNTY OF FLUVANNA

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### STAFF REPORT

**To:** Fluvanna County Board of Supervisors  
**Case Number:** ZTA 16:01

**From:** James Newman  
**Date:** July 6, 2016

*General Information:* This request is to be heard by the Fluvanna County Board of Supervisors on Wednesday July 6, 2016 at 7:00 pm in the Circuit Courtroom in the Fluvanna County Courts Building.

*Applicant/Representative:* Fluvanna County

*Requested Action:* Amend the Fluvanna County zoning ordinance subsections 22-20-1

- Amends and reenacts the Fluvanna County Zoning Ordinance to exempt County owned property used for County purposes from the applicable fee schedule of the Zoning Ordinance.
- Applies to public hearings of both the Planning Commission and the Board of Supervisors (Governing Body).

The amendment will affect zoning ordinance subsections 22-20-1

### Background

#### Project Timeline:

Approved 5-0-0 at the June 22, 2016 Planning Commission meeting.

### Analysis

The proposed amendment amends the Fluvanna County Zoning Ordinance. The amendments are made to stop the county from paying itself fees; money is merely moved from one County account into another County account during Planning and/or Building related projects. This is an unnecessary step, and these amendment changes streamline the permitting process for County projects, which is in the interest of Staff and the Fluvanna populace.

#### Comprehensive Plan

Fluvanna County's *Vision Statement* includes the following principles:

- That our government should reflect the values and principles of the people.
- That future development be fiscally prudent while respecting individual property rights

By updating our ordinances to reflect these proposed changes, the County can ensure that it funds are being spent wisely and not shuffled around due to a bureaucratic oversight (which this will correct). This allows for quicker action by the County and one less step to have to go through as part of the process for carrying out applications.

### **Conclusion**

The proposed amendment to the Fluvanna County Zoning will make for quicker analysis of County projects by removing the need to shift money from one County account to another County account.

The proposed amendment is intended to:

- Help the Zoning Administrator enforce local zoning and subdivision requirements; and
- Reduce the number of steps in the bureaucratic process for County projects

This proposal is consistent with the 2015 Comprehensive Plan.

### **Suggested Motion**

I move that the Board of Supervisors [approve/deny/defer] ZTA 16:01, an amendment and accompanying resolution to the Fluvanna County Zoning Ordinance entitled “AN ORDINANCE TO AMEND AND REENACT CHAPTER 22, ARTICLE 20 OF THE FLUVANNA COUNTY CODE BY CERTAIN AMENDMENTS TO SECTIONS AND SUBSECTIONS 22-20-1, THEREOF, AMENDING AND REENACTING THE FLUVANNA COUNTY ZONING ORDINANCE TO CONFORM TO THE CURRENT ENABLING LEGISLATION, AS AMENDED.”

### **Attachments:**

A: Proposed Zoning Ordinance Amendment

## ATTACHMENT A

### RESOLUTION

Be it resolved by the Fluvanna County Board of Supervisors, pursuant to Fluvanna County Code Sec. 22-20-1(B), that the Board intends to propose the following amendment to the Fluvanna County Code:

### ORDINANCE

#### **AN ORDINANCE TO AMEND CHAPTER 22 OF THE FLUVANNA COUNTY CODE SUBSECTION 22-20-1 TO EXEMPT FROM PAYMENT OF FEES CERTAIN PROPOSED ZONING ACTIONS APPLICABLE TO PROPERTY OWNED AND OPERATED BY THE COUNTY**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Sections 15.2-2285 and 15.2-2205, that the Fluvanna County Code be, and it is hereby, amended, in Subsection 22-20-1, as follows:

#### **Sec. 22-20-1. Power of governing body; initiation of change; fees.**

The regulations, restrictions and boundaries established in this ordinance may from time to time be amended, supplemented, changed, modified or repealed by the governing body pursuant to section 15.2-2285 of the Code of Virginia as follows:

- (A) By the filing with the zoning administrator of a petition by owners or the contract purchaser, with the owner's permission, of land proposed to be zoned, which petition shall be accompanied by a fee as prescribed by a fee schedule adopted by the governing body; or
- (B) By the adoption of the board of supervisors of a resolution of intention to amend which resolution upon adoption shall be referred to the Planning Commission; or
- (C) By the adoption by the Planning Commission of a resolution of intention to propose an amendment.
- (D) Any such resolution by such governing body or commission proposing the rezoning shall state the above public purposes therefor.
- (E) Any provision of this Chapter notwithstanding, except as otherwise expressly provided by law, none of the fees provided for in this Chapter shall apply to any property owned by the County and used for County purposes.

And be it further RESOLVED that the public purpose for the proposed amendment is to exempt from payment of fees otherwise required by the zoning ordinance for actions relating to property owned and operated by the County.

# **Zoning Fees Waiver**

## **ZTA 16:01**

**Board of Supervisors**  
**Staff Presentation**  
**July 6, 2016**

**Fluvanna County**  
**Dept. of Planning & Community Development**



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# Background

Fluvanna County

- ZTA 16:01-Amendment to ordinance section 22-20-1 to exempt County owned property used for County purposes from the applicable fee schedule of the Zoning ordinance.
- Currently County funds are transferred from one account to another. Updating the ordinances will reduce this unnecessary step in the development process, allowing for quicker project completion

# ZTA 16:01-Zoning-CURRENT TEXT

Fluvanna County

- Sec. 22-20-1. Power of governing body; initiation of change; fees.
- The regulations, restrictions and boundaries established in this ordinance may from time to time be amended, supplemented, changed, modified or repealed by the governing body pursuant to section 15.2-2285 of the Code of Virginia as follows:
  - (A) By the filing with the zoning administrator of a petition by owners or the contract purchaser, with the owner's permission, of land proposed to be zoned, which petition **shall be accompanied by a fee as prescribed by a fee schedule adopted by the governing body**; or
  - (B) By the adoption of the board of supervisors of a resolution of intention to amend which resolution upon adoption shall be referred to the Planning Commission; or
  - (C) By the adoption by the Planning Commission of a resolution of intention to propose an amendment.
  - (D) Any such resolution by such governing body or commission proposing the rezoning shall state the above public purposes therefor.

# Suggest Motion - ZTA 16:01-Zoning

Fluvanna County

- I move that the Board of Supervisors [approve/deny] ZTA 16:01, an amendment and accompanying resolution to the Fluvanna County Zoning Ordinance entitled *“Amendment of the Fluvanna County Zoning Ordinance Subsections 22-20-1 to exempt County owned property used for County purposes from the applicable fee schedule of the Zoning Ordinances”*

## RESOLUTION

Be it resolved by the Fluvanna County Board of Supervisors, pursuant to Fluvanna County Code Sec. 22-20-1(B), that the Board intends to propose the following amendment to the Fluvanna County Code:

## ORDINANCE

AN ORDINANCE TO AMEND CHAPTER 22 OF THE FLUVANNA COUNTY CODE  
SUBSECTION 22-20-1 TO EXEMPT FROM PAYMENT OF FEES CERTAIN  
PROPOSED ZONING ACTIONS APPLICABLE TO PROPERTY OWNED AND  
OPERATED BY THE COUNTY

211/216





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# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** July 6, 2016  
**From:** Martin Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY17 Capital Reserve Balances

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The FY17 Capital Reserve account balances are as follows:

### County Capital Reserve:

FY16 Carryover	\$14,370.00
<b>FY17 Beginning Budget:</b>	<b>\$200,000.00</b>
<b>Available:</b>	<b>\$214,370.00</b>

### Schools Capital Reserve:

FY16 Carryover	\$193,243.00
<b>FY17 Beginning Budget:</b>	<b>\$100,000.00</b>
<b>Available:</b>	<b>\$293,243.00</b>

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# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** July 6, 2016  
**From:** Martin Brookhart – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY17 BOS Contingency Balance

---

The FY17 BOS Contingency line balance is as follows:

<b>Beginning Budget:</b>	<b>\$150,000.00</b>
<b>Available:</b>	<b>\$150,000.00</b>



**FLUVANNA COUNTY BUILDING INSPECTIONS**  
**MONTHLY BUILDING INSPECTION REPORT**  
**APRIL 2016**

USE	Apr-15	VALUE	YTD 15	VALUE	Apr-16	VALUE	YTD 16	VALUE	Apr/Diff	VALUE	YTD PERMITS	VALUE
New Homes	9	1,903,000	28	5,524,115	15	2,718,084	44	8,242,199	6	815,084	16	2,718,084
Duplex	0	0	0	0	0	-	0	-	0	-	0	-
Single Family (Attached)	0	0	2	423,000	0	-	2	423,000	0	-	0	-
Adds&Alterations	28	1,594,370	117	2,942,783	27	825,737	144	3,768,520	-1	(768,633)	27	825,737
Garages & Carports	4	70,000	9	147,500	4	100,000	13	247,500	0	30,000	4	100,000
Accessory Buildings	0	0	4	255,339	2	8,000	6	263,339	2	8,000	2	8,000
Single Wide MH	0	0	0	-	0	-	0	-	0	-	0	-
Swimming Pools	0	0	1	36,500	2	60,000	3	96,500	2	60,000	2	60,000
Recreational Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Business Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Industrial Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Other Buildings	0	0	2	100,000	0	-	2	100,000	0	-	0	-
<b>TOTALS</b>	<b>41</b>	<b>3,567,370</b>	<b>163</b>	<b>9,429,237</b>	<b>50</b>	<b>3,711,821</b>	<b>213</b>	<b>13,141,058</b>	<b>9</b>	<b>144,451</b>	<b>51</b>	<b>3,711,821</b>

FEES	Apr-15	PREV TOT	YTD 15	Apr-16	PREV TOT	YTD 16	DIFFERENCE	DIFFERENCE YTD
Building Permits	\$ 16,037.18	28,793.35	44,830.53	\$ 14,886.94	\$ 28,793.35	\$ 43,680.29	(1,150.24)	(1,150.24)
Land Disturb Permits	\$ 3,425.00	4,075.00	7,500.00	\$ 1,950.00	\$ 4,075.00	\$ 6,025.00	(1,475.00)	(1,475.00)
Zoning Permits/Proffers	\$ 2,600.00	3,850.00	6,450.00	\$ 2,450.00	\$ 3,850.00	\$ 6,300.00	(150.00)	(150.00)
<b>TOTALS</b>	<b>\$ 22,062.18</b>	<b>36,718.35</b>	<b>58,780.53</b>	<b>\$ 19,286.94</b>	<b>\$ 36,718.35</b>	<b>\$ 56,005.29</b>	<b>\$ (2,775.24)</b>	<b>(2,775.24)</b>

INSPECTIONS	Apr-15	PREVIOUS	YTD 15	Apr-16	PREVIOUS	YTD 16		
	214	388	602	157	388	545	-57	-57

Florin Moldovan  
Building Official

( ) represents a negative



**FLUVANNA COUNTY BUILDING INSPECTIONS**  
**MONTHLY BUILDING INSPECTION REPORT**  
**MAY 2016**

USE	May-15	VALUE	YTD 15	VALUE	May-16	VALUE	YTD 16	VALUE	May/Diff	VALUE	YTD	VALUE
											PERMITS	
New Homes	12	2,546,121	40	8,070,236	9	1,970,179	49	10,040,412	-3	(575,942)	9	1,970,176
Duplex	0	0	0	0	0	-	0	-	0	-	0	-
Single Family (Attached)	0	0	2	423,000	0	-	2	423,000	0	-	2	(423,000)
Adds&Alterations	21	341,309	138	3,284,092	29	452,212	167	3,736,304	8	110,903	29	452,212
Garages & Carports	0	0	9	147,500	1	25,000	10	172,500	1	25,000	1	25,000
Accessory Buildings	1	60,000	5	315,339	1	500	6	315,839	0	(59,500)	1	500
Single Wide MH	1	51,488	1	51,488	0	-	0	-	-1	(51,488)	-1	(51,488)
Swimming Pools	0	0	1	36,500	0	-	1	36,500	0	-	0	-
Recreational Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Business Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Industrial Bldgs	0	0	0	-	0	-	0	-	0	-	0	-
Other Buildings	0	0	2	100,000	0	-	0	-	0	-	-2	(100,000)
<b>TOTALS</b>	<b>35</b>	<b>2,998,918</b>	<b>198</b>	<b>12,428,155</b>	<b>40</b>	<b>2,447,891</b>	<b>238</b>	<b>14,876,046</b>	<b>5</b>	<b>(551,027)</b>	<b>39</b>	<b>1,873,400</b>

FEES	May-15	PREV TOT	YTD 15	May-16	PREV TOT	YTD 16	DIFFERENCE	DIFFERENCE YTD
Building Permits	\$ 13,508.21	44,830.53	58,338.74	\$ 8,446.62	\$ 44,830.53	\$ 53,277.15	(5,061.59)	(5,061.59)
Land Disturb Permits	\$ 1,750.00	7,500.00	9,250.00	\$ 2,250.00	\$ 7,500.00	\$ 9,750.00	500.00	500.00
Zoning Permits/Proffers	\$ 1,500.00	6,450.00	7,950.00	\$ 1,650.00	\$ 6,450.00	\$ 8,100.00	150.00	150.00
<b>TOTALS</b>	<b>\$ 16,758.21</b>	<b>58,780.53</b>	<b>75,538.74</b>	<b>\$ 12,346.62</b>	<b>\$ 58,780.53</b>	<b>\$ 71,127.15</b>	<b>\$ (4,411.59)</b>	<b>(4,411.59)</b>

	May-14	PREVIOUS	YTD 14	May-16	PREVIOUS	YTD 16		
INSPECTIONS	113	567	680	155	602	757	42	77

Floroin Moldovan  
Building Official

( ) represents a negative