



FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building
January 15, 2013, 7:00 pm

TAB AGENDA ITEMS

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

CLOSED SESSION – LEGAL MATTERS

2 - COUNTY ADMINISTRATOR'S REPORT

3 - PUBLIC COMMENTS #1 (5 minutes each)

4 - PUBLIC HEARING

G ZMP 13:02 – Cowboys, LLC – Steven Tugwell, Senior Planner

5 - ACTION MATTERS

H Grant Application for FY15 School Resource Officers – Ms. Gena Keller, School Superintendent

6 - PRESENTATIONS (normally not to exceed 10 minutes each)

Region 10 Legislative Update – Dr. Pamela Ross, Region 10 Community Services Board

I Board of Equalization Wrap-up Summary – Mr. Everett Hannah, Secretary, 2013 Board of Equalization
School Board Budget Discussion – School Board & Ms. Gena Keller, School Superintendent

7 - CONSENT AGENDA

J Open Space Application/Mr. & Mrs. Jeffrey Lynn Johnson, II – Mel Sheridan, Commissioner of the Revenue

K Open Space Application/Mrs. Ginger Smith Johnson – Mel Sheridan, Commissioner of the Revenue

L Open Space Application/Ms. Melissa D. Marks – Mel Sheridan, Commissioner of the Revenue

M Appointment of Zoning Administrator – Steve M. Nichols, County Administrator

Mc Resolution/Secondary Road Addition – Rosalyn Way (Rt 1049), Kathy Court (Rt 1048) and Justin Drive (Rt 1038) – Mary Weaver, Clerk to the Board of Supervisors

8 - UNFINISHED BUSINESS

TBD

9 - NEW BUSINESS

TBD

10 - PUBLIC COMMENTS #2 (5 minutes each)

11 - CLOSED MEETING

TBD

12 – ADJOURN

County Administrator Review

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.

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.

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	ZMP 13:02 – Cowboys, LLC
MOTION(s):	I move that the Board of Supervisors approve/deny/defer ZMP 13:02, [if approved], with respect to 2.631 acres of Tax Map 30, Section A, Parcel 84B, subject to the submitted proffer.
STAFF CONTACT:	Steve Tugwell, Senior Planner
RECOMMENDATION:	At its meeting on December 16, 2013, the Planning Commission recommended approval (4-0); Ms. Eager moved to approve, Gaines seconded; Ayes: Bibb, Eager, Gaines, and Zimmer.
TIMING:	Immediate decision requested at current meeting.
DISCUSSION:	Request to amend the Fluvanna County Zoning Map with respect to 2.631 acres of Tax Map 30, Section A, Parcel 84B, to conditionally rezone the same from A-1, Agricultural, General, to B-1, Business, General.
FISCAL IMPLICATIONS:	-
POLICY IMPLICATIONS:	The Board of Supervisors may: <ul style="list-style-type: none"> • Approve this request, allowing the Fluvanna County Zoning Map to be amended; OR • Deny this request, preventing the Fluvanna County Zoning Map to be amended; OR • Defer this request and make a final decision at a later date.
LEGISLATIVE HISTORY:	Review of a proposed Zoning Map Amendment in accordance with Chapter 22, Article 17 of the Fluvanna County Code (Zoning Ordinance: Conditional rezoning). Application was received on October 30, 2013 Planning Commission reviewed the request on December 16, 2013
ENCLOSURES:	Staff Report (with accompanying attachments)



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

STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: ZMP 13:02
Tax Map: Tax Map 30, Section A, Parcel 84B

From: Steve Tugwell
District: Fork Union
Date: January 15, 2014

General Information: This request is to be heard by the Board of Supervisors on Wednesday, January 15, 2014 at 7:00 pm in the Circuit Courtroom in the Courts Building.

Owner/Applicant: Cowboys, LLC

Representative: Barbara Wright Goshorn, Esquire

Requested Action: To amend the Fluvanna County Zoning Map with respect to approximately 2.631 acres of Tax Map 30, Section A, Parcel 84B, to conditionally rezone the same from A-1, Agricultural, General, to B-1, Business, General, subject to the submitted proffers. (Attachment A)

Location: The affected property is located on the southeast side of Route 15 (James Madison Highway), approximately 0.18 miles northeast of Route 53 (Thomas Jefferson Parkway). (Attachment B)

Existing Zoning: A-1, Agricultural, General (Attachment C)

Proposed Zoning: B-1, Business, General (conditional)

Existing Land Use: Vacant land

Planning Area: Palmyra Community Planning Area

Adjacent Land Use: All adjacent properties are zoned A-1, Agricultural, General.

Zoning History: None

Submitted Proffer: The applicant has submitted a proffer letter to staff indicating that they wish to exclude “*car washes, cemeteries, hospitals, hotels, commercial marinas, and large-scale retail stores*” out of the list of permitted uses in B-1 zoning.

Neighborhood Meeting:

With the exception of the applicant, there were no other attendees present at the November 13, 2013 Neighborhood meeting.

Technical Review Committee:

At the November 14, 2013 Technical Review Committee meeting, Charles Miller from the Health Dept. stated he does not have any questions, comments, or input regarding this application;

The Fire Department asked if there is a way to know if any hazardous materials will be stored inside the storage units;

The E&S inspector stated that a topographical map to scale would be required if and when a site plan is submitted;

Chuck Wright with the Division of Forestry stated he has no comments;

Planning staff commented that all buildings, structures and uses in the B-1 district shall be subject to the provisions of Article 23 (site development plans), and that the minimum yard requirements for permitted uses adjoining or adjacent to a residential or agricultural district shall be 50 feet. All parking lots and accessory uses shall be located not less than 25 feet from any residential or agricultural district; Per Sec. 22-9-10, sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private;

VDOT stated there is excellent sight distance (see full VDOT comments attached).

(Attachment D)

Statement of Intent: The Statement of Intent indicates the purpose of the zoning district and describes the characteristics of uses generally found within the district.

The Statement of Intent for the B-1, Business, General Zoning District is as follows:

“Generally this district covers those areas of the county as defined by the Comprehensive Plan that are intended for the conduct of general business to which the public requires direct and frequent access, but which is not characterized either by constant heavy trucking other than stocking and delivery of light retail goods, or by nuisance factors other than occasioned by incidental light and noise of congregation of people and passenger vehicles”.

Analysis:

The applicant is requesting to conditionally rezone 2.631 acres (Tax Map 30, Section A, Parcel 84B) from A-1, Agricultural, General to B-1, Business, General, (conditional). The subject property is located within the Palmyra Community Planning Area, and is currently unimproved. On their application for rezoning, the applicant has stated “*self-storage facility*” as the intended use of property. The applicant has submitted a sketch site plan that shows the location for the proposed building, as well as proposed landscaping. There are varying changes in elevation between the adjoining property to the east, and a conservation easement to the south, and southwest.

If this rezoning application is successful, a site development plan providing screening in accordance with Sec. 22-11-3 (b) shall be required, as well as the applicable building setbacks. The submitted sketch plan indicates a 12 x 300 foot self-storage facility building, along with proposed landscaping and lighting. There is an existing tree line around the perimeter of the proposed building, and may serve as a portion of the required landscaping. Sec. 22-11-6 of the zoning ordinance states that, “*when permitted uses adjoin agricultural, residential, or business districts the minimum yard requirements shall be fifty (50) feet. All parking lots shall be located not less than twenty-five (25) feet from any residential or agricultural district*”. According to the sketch survey of this property, some of the required setbacks may not currently comply, however adjustments could be made on the final site plan to satisfy this requirement. (Attachment E)

Comprehensive Plan:

Land Use:

This property is located in the Palmyra Community Planning Area. According to the 2009 Comprehensive Plan, “*a mixture of medium and small commercial businesses combines with office, civic, and residential uses to form village-like neo-traditional development or series of interconnected developments.*” Additionally, “*zoning applications for residential, commercial, or industrial development should be well-planned and integrated with the future vision of that area*”. *Critical items include buffers and screening between incompatible uses, connectivity and walkability, adequate infrastructure, sustainable and attractive design, and other factors that will mitigate any adverse impacts, and result in a fiscally responsible and value-added development for the community.*” The subject property contains a fair amount of existing vegetation which may be retained to satisfy a portion of the buffering and screening requirements, and sidewalks are required to provide safe and convenient pedestrian access consistent with a village-like environment.

Community Design Chapter:

The Community Design Chapter of the 2009 Comprehensive Plan states that “*the design and style of buildings, both commercial and residential, significantly impacts the streetscape of a community. The quality of materials also affects the sustainability of the community. Low-maintenance, sturdy, but attractive products should be used as a standard in lieu of more traditional materials such as vinyl or metal siding, low-grade asphalt shingles, or flat tarpaper roofing.*” A brick or stone façade visible to Route 15 (James Madison Highway) may be an

appropriate appearance for any proposed building at this site, and would be in keeping with materials used on existing buildings within the Village of Palmyra.

Planning Commission:

The Planning Commission considered this request at their December 16, 2013 meeting. There were no speakers for the public hearing. The Commission discussed the application, and Ms. Eager stated that she thought the application was consistent with the comprehensive plan, and of the benefits of adding a new business in the community. Without further discussion, Ms. Eager moved to recommend approval, and Mr. Gaines seconded. The motion carried with a vote of 4-0. AYES: Bibb, Eager, Gaines, and Zimmer.

Conclusion:

This rezoning request appears to meet the intent of the Comprehensive Plan in that, *“a mixture of medium and small commercial businesses combines with office, civic, and residential uses to form village-like neo-traditional development or series of interconnected developments”*. Additionally, the applicant has provided a proffer statement excluding car washes, cemeteries, hospitals, hotels, commercial marinas, and large-scale retail stores, uses that may be perceived as too intense for the Palmyra Village Community.

When reviewing this rezoning request, the Board of Supervisors may want to consider how this request accomplishes (or does not accomplish) the goals and intent of the Comprehensive Plan.

Suggested Motion:

I move that the Board of Supervisors approve/deny ZMP 13:02, a request to amend the Fluvanna County Zoning Map with respect to 2.631 acres of Tax Map 30, Section A, Parcel 84B, to conditionally rezone the same from A-1, Agricultural, General, to B-1, Business, General, subject to the submitted proffer.

Attachments:

- A – Application and APO letter
- B – Aerial Vicinity Map
- C – Zoning Map
- D – Neighborhood meeting sign-in sheet, TRC comment letter and emails
- E – Sketch plan and proffer letter
- F – Proposed Ordinance
- G – Palmyra Community Plan (December 16th, 2005)
- H – Letter from the Fluvanna County Historical Society
- I – Letter from Andrew V. Sorrell

Copy: Cowboys, LLC c/o Barbara Wright Goshorn, Esquire, 203 Main Street, Palmyra, VA 22963
File



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application for Rezoning



Owner of Record: COWBOYS, LLC **Applicant of Record: COWBOYS, LLC**
 E911 Address: c/o Barbara Wright Goshorn, Esquire E911 Address: same
 203 Main Street, Palmyra, VA 22963 +
 Phone: 589-2694 Fax: 589-6262 Phone: same Fax: _____
 Email: office22963@earthlink.net Email: same

Representative: Barbara Wright Goshorn, Esquire
 E911 Address: see above
 Phone: _____ Fax: _____
 Email: _____

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: _____

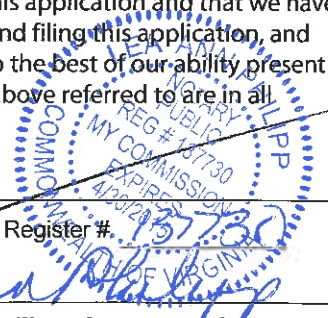
Tax Map and Parcel(s): 30-A-84B **Deed Book Reference: 800-82**
Acreage: 2.631 ✓ **Zoning: A-1** ✓ Deed Restrictions? No Yes (Attach copy)

Location of Parcel: intersection of Rt 15 and Stoneleigh Road, Village of Palmyra
 Requested Zoning: B-1 (Conditional) Proposed use of Property: self-storage facility

Affidavit to Accompany Petition for Rezoning

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. I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 10/30/13 Signature of Owner/Applicant: _____
 Subscribed and sworn to before me this 30th day of October 2013 Register #: 137730
 My commission expires: 4/30/2015 Notary Public: _____



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>10-30-13</u> Pre-Application Meeting: <u>\$1,131.55</u>	PH Sign Deposit Received: _____ Application #: <u>ZMP 13 : 002</u>
\$1,000 plus \$50 for per acre plus mailing costs fee paid: Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Proffer or Master Plan Amendment: \$750.00 plus mailing costs	
Election District: <u>Fork Union</u>	Planning Area: <u>Palmyra CPA</u>
Public Hearings	
Planning Commission	Board of Supervisors
Advertisement Dates: <u>Dec. 5th @ 12th</u>	Advertisement Dates: <u>Jan 2nd @ 9th</u>
APO Notification: <u>Dec. 4th</u>	APO Notification: <u>Jan 1st</u>
Date of Hearing: <u>December 11, 2013</u>	Date of Hearing: <u>Jan 15, 2014</u>
Decision: _____	Decision: _____

Memorandum

DATE: December 31, 2013
RE: APO'S for **ZMP 13:02** Public Hearing Letters
TO: Jason Stewart
FROM: Jay Lindsey

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the **January 15, 2014** Board of Supervisors meeting.



COUNTY OF FLUVANNA

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NOTICE OF PUBLIC HEARING

December 31, 2013

«Title» «First_Name» «Last_Name»
«Company_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»
TMP# «TMP_»

Re: Public Hearing on ZMP 13:02

Dear «Title» «Last_Name»«Company_Name»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced item on **Wednesday, January 15, 2014** at **7:00 PM** in the Circuit Court Room at the Fluvanna County Courts Building in Palmyra, VA. The request is described as follows:

ZMP 13:02 – Cowboys, LLC – *An ordinance to amend the Fluvanna County Zoning Map with respect to 2.631 acres of Tax Map 30, Section A, Parcel 84B to rezone the same from A-1, Agricultural, General to B-1, Business, General (conditional). The affected property is located on the southeast side of Route 15 (James Madison Highway), approximately 0.18 miles northeast of Route 53 (Thomas Jefferson Parkway). The property is located in the Fork Union Election District and is within the Palmyra Community Planning Area.*

The applicant or applicant’s representative must be present at the Board of Supervisors meeting. The tentative agenda and staff report will also be available for review by the public in the Fluvanna County Planning and Community Development Department during working hours (8:00 a.m. – 5:00 p.m., Monday through Friday). If you have any questions, please feel free to contact me at 434-591-1910.

Sincerely,

Steve Tugwell
Senior Planner

ZMP 13-02 Adjacent Property Owners

TMP#	Owner	Address	City, State	Zip Code
30 A 85	Pence, John Stephen Garber	174 Stoneleigh Rd	PALMYRA, VA	22963
30 A 84	Zehler, John C Jr & Kathryne K	240 Stoneleigh Rd	PALMYRA, VA	22963
30 A 85A	Fluvanna County Historical Society	P.O. Box 8	PALMYRA, VA	22963
30A A 33	Clifford, Alice H	407 Stoneleigh Rd	PALMYRA, VA	22963
Applicant/Representative	Cowboys, LLC	240 Stoneleigh Rd	PALMYRA, VA	22963

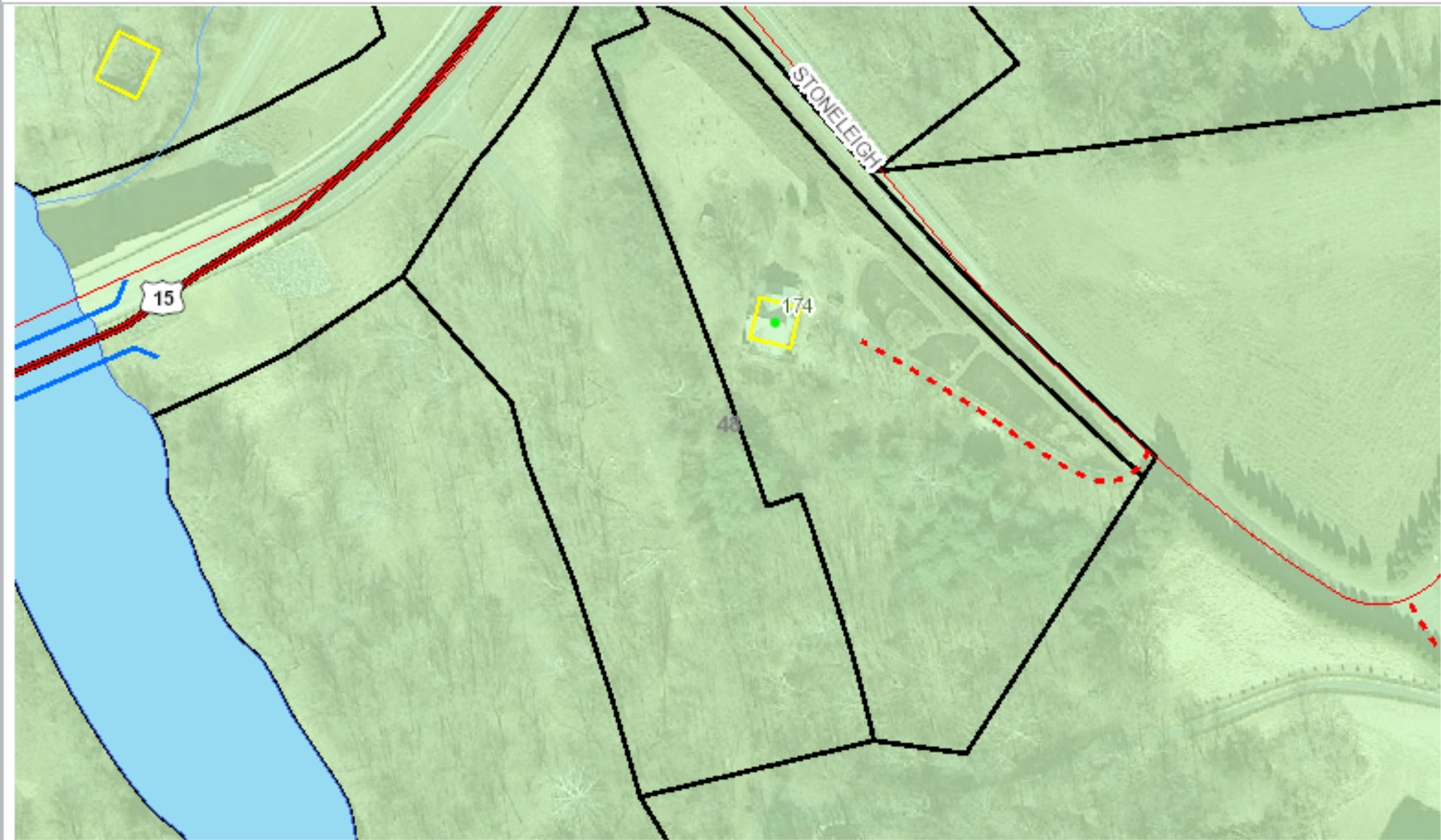


Scale: 1:2256.994353

Date: 12/12/2013

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).



Scale: 1:2256.994353

Date: 12/12/2013

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).

November 13, 2013 Neighborhood Meeting

SIGN IN SHEET FOR:

- I. **ZMP 13:02 – Cowboys, LLC** - An ordinance to amend the Fluvanna County Zoning Map with respect to 2.631 acres of Tax Map 30, Section A, Parcel 84B to rezone the same from A-1, Agricultural, General to B-1, Business, General (conditional). The affected property is located on the southeast side of Route 15 (James Madison Highway), approximately 0.18 miles northeast of Route 53 (Thomas Jefferson Parkway). The property is located in the Fork Union Election District and is within the Palmyra Community Planning Area.

Please Print Your Name & Address:

1. Tim Stanley (Stanley Land Surveys)
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____



COUNTY OF FLUVANNA

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December 4, 2013

Cowboys, LLC
c/o Barbara Wright Goshorn, Esquire
203 Main Street
Palmyra, VA 22963

**Re: ZMP 13:02 – Rezoning from A-1 to B-1 (conditional)
Tax Map 30-A-84B**

November 14, 2013 TRC Comments

Dear Ms. Goshorn:

The following comments are the result of the Technical Review Committee meeting. Comments are outlined below:

1. Charles Miller from the Health Dept. stated he does not have any questions, comments, or input regarding this application;
2. The Fire Department asked if there is a way to know if any hazardous materials will be stored inside the storage units;
3. The E&S inspector stated that a topographical map to scale would be required if and when a site plan is submitted;
4. Planning staff commented that all buildings, structures and uses in the B-1 district shall be subject to the provisions of Article 23 (site development plans), and that the minimum yard requirements for permitted uses adjoining or adjacent to a residential or agricultural district shall be 50 feet. All parking lots and accessory uses shall be located not less than 25 feet from any residential or agricultural district; Per Sec. 22-9-10, sidewalks that comply with the most recent VDOT specifications shall be required on both sides of all roadways, public and private;
5. Chuck Wright with the Division of Forestry stated he has no comments;
6. VDOT stated there is excellent sight distance (see full VDOT comments attached).

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

Sincerely,

A handwritten signature in black ink that reads "Steve Tugwell". The signature is written in a cursive style with a large, looping "S" and a long, sweeping underline.

Steve Tugwell
Senior Planner
Dept. of Planning & Community Development

cc: File

Steven Tugwell

From: Wood, Mark (VDOT) <James.Wood@VDOT.virginia.gov>
Sent: Thursday, November 14, 2013 4:34 PM
To: Steven Tugwell
Cc: Goodale, James E. (VDOT); Wolfrey, Sharon A. (VDOT)
Subject: ZMP 13:02 – Cowboys, LLC Rezoning from A-1 to B-1 (conditional)

Importance: High

Steve,

As a follow up to my comments at the Fluvanna County TRC Meeting this afternoon, VDOT has made a site visit and reviewed the referenced proposal. VDOT offers the following comments:

- Rte. 53 (James Madison Highway) has a posted speed limit of 35 mph in the Palmyra area which requires a minimum of 390 ft. of Intersection Sight Distance for a standard commercial entrance. The existing entrance location exceeds minimum Intersection Sight Distance requirements.
- Rte. 53 has a functional classification as a Rural Major Collector. Based on the functional classification and the posted speed limit, VDOT's Access Management Regulations requires a minimum of 470 ft. of spacing (measured centerline to centerline) between Rte. 1007 (Stoneleigh Road) and the existing entrance to support a full access entrance. A partial access entrance (Right In/Right Out) requires 250 ft. of spacing. An entrance spacing exception will have to be obtained from VDOT in order to permit a commercial entrance.
- VDOT's 2021 traffic data shows this segment of Rte. 53 (between Rtes. 761 & 660) as having an estimated Annual Average Daily Traffic Volume of 6400 vehicles.
- When a formal site plan is submitted for review and approval, an entrance analysis will have to be performed and submitted to VDOT using the appropriate ITE Trip Generation (Daily, Peak A.M. and Peak P.M.) based on the actual size and specific type of land use shown on the site plan.
- If a turn lane(s) has to be added to the existing entrance in order to support the trip generation from the proposed development, the existing guardrails will have to be modified to fit the new entrance geometry.
- The commercial entrance will have to be paved back to the end of the entrance radii.
- A VDOT Land Use Permit will be required.

J. Mark Wood, P.E., L.S.
Area Land Use Engineer
Virginia Department of Transportation
Land Development – South
P.O. Box 1017
11430 James Madison Highway
Troy, VA 22974
Phone: (434) 589-7932
Cell: (540) 223-5240
Fax: (434) 589-3967
Email: Mark.Wood@VDOT.Virginia.gov

Steven Tugwell

From: Wright, Chuck (DOF) <chuck.wright@dof.virginia.gov>
Sent: Wednesday, November 13, 2013 11:28 AM
To: Steven Tugwell
Subject: RE: November 14, 2013 TRC agenda

Steve

I have no comments and I will not be attending. Thanks.

Chuck Wright
Forester
Jefferson Work Area
430 West Main Street
P.O. Box 218
Louisa, VA 23093
Office: 540-967-3702
Cell: 804-912-0248
Email: chuck.wright@dof.virginia.gov
Web: www.dof.virginia.gov

From: Steven Tugwell [<mailto:stugwell@fluvannacounty.org>]
Sent: Tuesday, November 05, 2013 12:03 PM
To: Allyson Finchum; Alyson Sappington; Andrea Gaines; Andy Wills; Barry Bibb; Miller, Charles (VDH); Wright, Chuck (DOF); Donald Gaines; Shaunesey, Donna; Ed Zimmer; fuac@embarqmail.com; Rice, Gary (VDH); Heather Poole; Jay Lindsey; Joe Chesser; Wood, Mark (VDOT); Mike Brent; Patricia Eager; Robert Popowicz; Roger Black; Sam Babbitt; solson@forcvec.com; Wayne Stephens
Cc: Robert Popowicz; Steve Nichols
Subject: November 14, 2013 TRC agenda

Dear TRC members:

Attached is our agenda for the November 14, 2013 Technical Review Committee meeting. Mr. Gaines is scheduled to represent the Planning Commission at this month's meeting, but any and all Commissioners are always welcomed to attend!

Please let me know if you have any questions or comments, and I look forward to seeing everyone on the 14th.

Thanks!
Steve

Steve Tugwell
Senior Planner
Dept. of Planning & Community Development
Fluvanna County, VA

Steven Tugwell

From: Miller, Charles (VDH) <Charles.Miller@vdh.virginia.gov>
Sent: Thursday, November 07, 2013 2:34 PM
To: Steven Tugwell
Subject: RE: November 14, 2013 TRC agenda

Steve,

We don't have any questions, comments or input regarding this one.

Charles

From: Steven Tugwell [mailto:stugwell@fluvanna.gov]]
Sent: Tuesday, November 05, 2013 12:03 PM
To: Allyson Finchum; Alyson Sappington; Andrea Gaines; Andy Wills; Barry Bibb; Miller, Charles (VDH); Wright, Chuck (DOF); Donald Gaines; Shaunesey, Donna; Ed Zimmer; [mailto:edzimmer@fluvanna.gov]; Rice, Gary (VDH); Heather Poole; Jay Lindsey; Joe Chesser; Wood, Mark (VDOT); Mike Brent; Patricia Eager; Robert Popowicz; Roger Black; Sam Babbitt; [mailto:sabbitt@fluvanna.gov]; Wayne Stephens
Cc: Robert Popowicz; Steve Nichols
Subject: November 14, 2013 TRC agenda

Dear TRC members:

Attached is our agenda for the November 14, 2013 Technical Review Committee meeting. Mr. Gaines is scheduled to represent the Planning Commission at this month's meeting, but any and all Commissioners are always welcomed to attend!

Please let me know if you have any questions or comments, and I look forward to seeing everyone on the 14th.

Thanks!
Steve

Steve Tugwell
Senior Planner
Dept. of Planning & Community Development
Fluvanna County, VA
434-591-1910

 please conserve, do not print this e-mail unless necessary

Steven Tugwell

From: Andy Sorrell <avsorrell80@gmail.com>
Sent: Monday, December 16, 2013 1:50 PM
To: Steven Tugwell
Subject: PC Agenda for this evening

Hey Steve -

What will the PC be discussing regarding walker's ridge on tonight? I see it is on unfinished business. Are you guys thinking they will be making another recommendation to the Board?

Concerning the cowboys rezoning tonight, since they didn't proffer out indoor shooting ranges, I assume this could be a by-right use if they are rezoned to B-1?

For SUP uses since they didn't proffer out "Telecommunication facilities" from the SUP uses looks like they could do those too with an approved SUP.

Also have they proposed what these storage units will be made of? Looks a lot like they may just be using old metal shipping containers (by the size proposed). Are they proposing any limitations on outdoor storage – only going to store things inside or also allowed to do stuff outside?

-- Andy

Andrew V. "Andy" Sorrell
637 Courthouse Rd. | Palmyra, VA 22963
434.589.8634 (h) |

Steven Tugwell

From: Marvin Moss <mmoss8@centurylink.net>
Sent: Friday, January 03, 2014 9:36 AM
To: Steven Tugwell
Subject: TWO QUESTIONS

Actually more than two.

What is the status of John Zehler's application for storage sheds along the Rivanna? Are you taking into consideration the Palmyra Plan developed by its citizens in 2005?

Do you anticipate that the PC will vote on Walkers Ridge on Jan 8?

Thanks.

REZONING APPLICATION TO REZONE FROM A-1 TO B-1
TAX MAP PARCEL 30-A-84B
2.631 ACRES, VILLAGE OF PALMYRA

The applicant proffers out the following uses presently permitted by right under Fluvanna Code § 22-9-2.1:

- car washes
- cemeteries
- hospitals
- hotels
- commercial marinas
- large-scale retail stores

Cowboys, LLC

By 

Its: Managing Member

An Ordinance To Amend The Fluvanna County Zoning Map, With Respect To 2.631 acres of Tax Map 30, Section A, Parcel 84B to conditionally rezone the same from A-1, Agricultural, General to B-1, Business, General.

(ZMP 13:02)

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

That 2.631 acres of Tax Map 30, Section A, Parcel 84B, be and is hereby, rezoned from A-1, Agricultural, General to B-1, Business, General, subject to the submitted proffer as set out in the rezoning application received by the county on October 30, 2013, which is attached hereto.

This applicant proffers out the following uses presently permitted by right under the Fluvanna Code § 22-9-2.1:

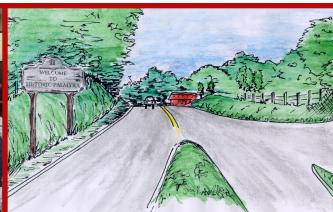
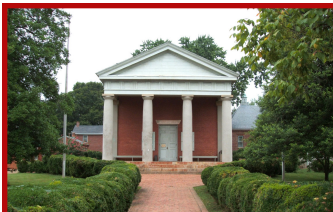
- Car washes
- Cemeteries
- Hospitals
- Hotels
- Commercial marinas
- Large-scale retail stores



Palmyra Community Plan

December 16, 2005
Final Report

Prepared by:



Disclaimer: The contents of this report reflect the views of the Thomas Jefferson Planning District Commission, which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration, Federal Transit Administration, the Virginia Department of Transportation, or the Virginia Department of Rail and Public Transportation. This report does not constitute a standard, specification, or regulation.

Acceptance of this report as evidence of fulfillment of the objectives of this planning study does not constitute endorsement/approval of the need for any recommended improvement, nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

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The Thomas Jefferson Planning District Commission wishes to thank the citizens and staff of Fluvanna County for their valuable contributions to the development of this plan.

Please direct comments on this report to:
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Executive Summary

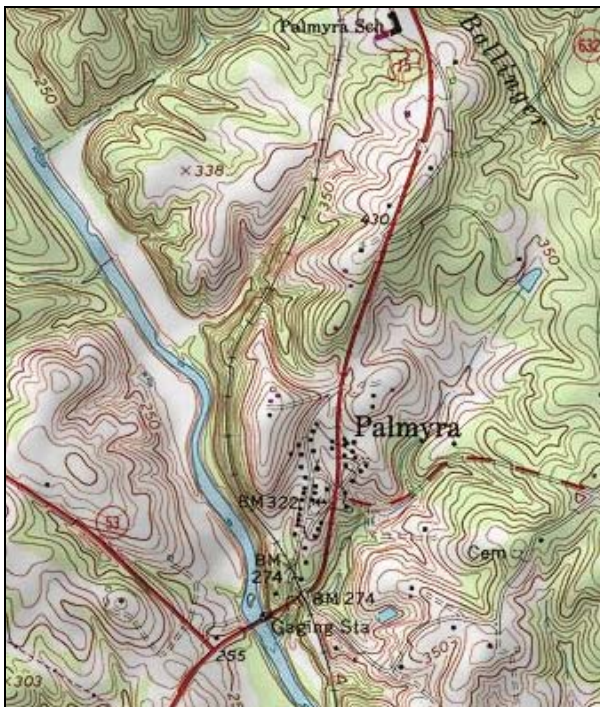
Nestled in the heart of Fluvanna County, the village of Palmyra serves as the centrally located county seat and a testament to the County’s rich history and heritage. The area’s history and physical form has been shaped by the Rivanna River, which flows west of the existing Village, and by the intersection of Routes 15 and 53. Using the water’s resources for commerce and travel, the Village emerged in the early 19th Century as a trading center for farmers and merchants. Trade in Palmyra also benefited from a now defunct rail line that paralleled the river to the east.

Today, Palmyra functions as the governmental center for the County and works to maintain a small village ambience as it balances the potential for growth. The Palmyra Community Plan represents a practical plan to achieve the community-based vision for historic Palmyra Village and the surrounding area. During a series of public workshops, the community expressed their desire for a sustainable village-scaled community served by a safe and efficient multi-modal transportation system.

This Plan rests on this foundation provided by substantial input from Fluvanna County residents, business owners and staff as well as the Virginia Department of Transportation and builds upon the concepts and ideas presented in the 2000 Fluvanna County Comprehensive Plan.

The recommendations of the Palmyra Community Plan serve three major goals:

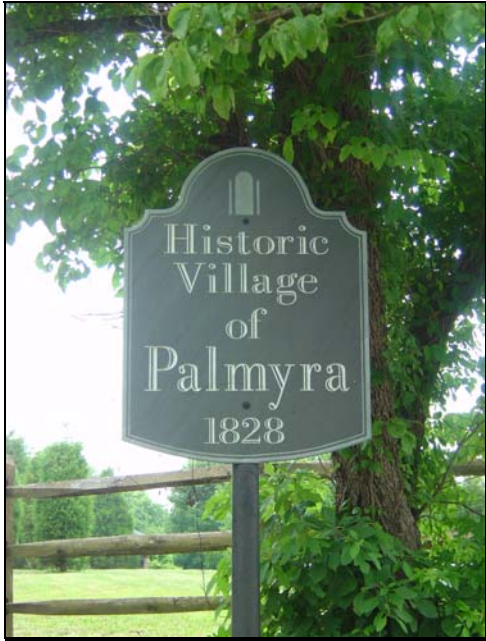
1. **Enhance and maintain the village-scale atmosphere of Palmyra**
2. **Improve the safety, efficiency and diversity of the transportation system**
3. **Protect the social and environmental resources of the area**



The study area for the Palmyra Community Plan extends from the northern intersection of Rt. 15 and Main St. (Rt. 1001) to south of the intersection of Routes 15 and 53. The study area includes the historic village, Rt. 15 commercial area and portions of Pleasant Grove.

Summary of Recommendations

This Plan acknowledges the abundant natural and social resources that together form a vibrant village atmosphere. These assets include the historic courthouse and Old Stone Jail as well as the main street residences and businesses, the county administrative offices and courthouse and the businesses that front Rt. 15 and Rt. 53. Growth in the Palmyra area should occur at a village scale, with economic and residential development complementing the existing conditions and fostering street life. Existing and new development must be served by a safe, efficient, multi-modal transportation system that respects pedestrians, bicyclists, and motorists. Finally, new development and improvements to the transportation system should not compromise the underlying natural and social fabric unique to Palmyra and Fluvanna County.



The recommendations of the Palmyra Community Plan will fulfill the following goals:

1. **Enhance and maintain the village-scale atmosphere of Palmyra**
2. **Improve the safety, efficiency and diversity of the transportation system**
3. **Protect the social and environmental resources of the area**

The major recommendations of the Plan include:

Enhance Village Character

- Encourage active use of Confederate Park by improving access to the Park
- Improve the streetscape by burying utility lines, completing the sidewalk network through the existing village, installing street lamps and constructing a centrally located town clock
- Install a gateway median and welcome signs on Rt. 15

Guide Village-Scaled Development

- Develop guidelines to foster village-scaled developments that include a mix of building types, commercial uses, local jobs, increased retail options such as shopping, cafes, and restaurants and affordable housing
- Seek out commercial uses that complement historic features and integrate new development with existing assets
- Explore expansion of the historical district to include the area south of Stoneleigh Road and east of Rt. 15
- Provide sewer and water service to existing and new village areas to make desired compact form possible

Improve the Safety and Efficiency of the Transportation System

- Coordinate short- and long-term transportation recommendations with the forthcoming Northwest Fluvanna/Southwest Louisa Corridor Study
- Increase transportation choices by improving bus service, increasing participation in RideShare and developing visible and accessible park and ride locations
- Implement a coordinated plan to improve safety on Rt. 15 that includes roundabouts or other safety and capacity improvements, a median island and curb and gutter enhancements for access management
- Create short- and long-term solutions to improve connectivity to Pleasant Grove
- Enhance the pedestrian network by improving access and coordinating pedestrian improvements with streetscape enhancements and traffic calming measures
- Ensure that pedestrian and bicycle facilities on Rt. 15 mirror those on the new Rt. 15 bridge
- Explore the long-term option of constructing a pedestrian/bicycle bridge over the Rivanna River as part of a larger network of trails in the surrounding area

Protect the Social and Environmental Resources

- Consider alternative uses for the Palmyra School, including reinstating the facility as a community school or site for after-school programs
- Encourage development that fosters social interaction and takes advantage of the natural beauty of the area
- Actively preserve open space and the rural character of the area by clustering new development in a village-scale, partnering with local and regional agencies and analyzing the size of the Palmyra Community Planning Area
- Support the County’s efforts to develop a stormwater management ordinance and a dark sky ordinance



Historic Courthouse



Old Stone Jail

Planning Process

The Palmyra Community Plan is a cooperative effort between the Thomas Jefferson Planning District Commission and Fluvanna County with support from the Virginia Department of Transportation. The Plan is the third installment in a series of small community plans for Fluvanna County, following the Fork Union and Lake Monticello Plans. The Zion Crossroads plan now underway, along with the results of the Lake Monticello, Fork Union and Palmyra Community Plans, will tie directly into the VDOT-funded Northwest Fluvanna/Southwest Louisa Corridor Study. Each of the four plans also serve as a prelude to the forthcoming update to the Fluvanna County Comprehensive Plan.

The project team began work on the Palmyra Community Plan by collecting and analyzing existing and planned conditions. This analysis included a general inventory of existing buildings, land uses and natural resources, a review of traffic conditions such as volumes, patterns and accidents, and an assessment of the demographic and economic conditions for the Palmyra area. The analysis of planned conditions included a review of the County's current comprehensive plan.

Public Involvement

A kickoff meeting on May 19, 2005 launched the official public process for the Plan. At this meeting, residents, business owners and local officials identified several areas of interest. The first workshop was followed by an exploration of these issues by the project team.

The June 29, 2005 public workshop involved the public through several distinct methods. After a project overview presentation, each person was given five Post-it notes on which to write down five phrases that describe their long-term vision for the community. The participants self-sorted the Post-it notes into topics, in turn demonstrating the common themes held by the group. These themes were reported to the full group.



After receiving an overview of the project, participants scribed their vision on Post-it notes and sorted the notes into categories.



A group visioning session followed the Post-it exercise. During the group visioning portion of the workshop, the group discussed issues affecting the Village. After staff wrote the issues on large paper, each person was given dots with which to vote for their top three priority issues. The resulting issues guided the final exercise of the evening.

The public workshop culminated with a mapping exercise, in which five groups gathered around large aerial photographs of the Village. Using markers and highlighters, each table outlined site-specific strengths, problems and possible solutions. The mapping exercise concluded with the groups summarizing their comments on the map and presenting their findings and recommendations to the larger group. For a detailed description of the comments generated throughout the June 29th workshop, see Appendix B.



Public participation was a key component of developing recommendations. At an August 2005 Technical Team Walking Audit, these recommendations were reviewed.

The information provided through this process was summarized to provide a backdrop for two walking audits conducted in July and August 2005. The walking audits allowed the project team to review the comments and suggestions of the public in a detailed, site-specific context. Representatives from VDOT accompanied the project team on the second audit to conduct a preliminary technical review of the proposed transportation enhancements.

Workshop Results

The Palmyra Community Plan uses input from residents and business owners to identify priority issues for the community. Through a variety of visioning exercises, participants at the June 29th public workshop identified a series of priority issues. These issues included securing the vitality of the Village atmosphere with **village enhancement** and **village-scaled development**, creating a **transportation system** that provides real choice in modes of transportation, and **protecting the environment**. In general, the existing Village refers to the residential, commercial, government and historic area between Rt. 15 and Main Street. (Rt. 1001). Village-scaled development speaks to the expected growth in the surrounding Palmyra Planning Area as defined by the Fluvanna Comprehensive Plan.



Palmyra residents discuss the priority issues.



A workshop participant presents his group's map to the other groups.

Existing Village Enhancement

Several comments from workshop participants centered on the need to enhance the existing features of Palmyra, particularly the commercial and Courthouse areas between Rt. 15 and Main Street. Specific concerns included:

- Maintain the character of the existing village with improvements such as bricking walls and sidewalks
- Add street lamps and a town clock, remove the moat, and improve accessibility to Confederate Park
- Revitalize current buildings for commercial use

Village-Scale Development

In addition to enhancing the existing Village, a host of opinions focused on building upon the layout, street pattern and housing types as the Village expands into other parts of the Planning Area. Specific suggestions included:

- Design new development in the Planning Area after the village-scale growth that includes mixed building types and commercial uses that include local jobs, increased shopping options (stores, cafes and restaurants) and affordable housing
- Consider village-scale development east of Rt. 15 at Church St., on the west side of Main St. between Palmyra Lane and the new courthouse, and south of Rt. 53 and west of Rt. 15
- Keep the post office in the village and consider converting Palmyra School—which is currently the School Board office—back to a community school
- Limit growth/buildings at Pleasant Grove and include Stoneleigh Road in the historical district



Participants noted the potential to develop along Rt. 15 at a village-scale and to utilize the Palmyra School for community use.

Transportation

Many workshop participants expressed a strong desire to improve the safety of the Village's roads, especially Route 15. In addition, many comments articulated the need for improvements to pedestrian and bicycle facilities. Comments related to transportation included:

- Construct roundabouts at key intersections, including the Rt. 15/Rt. 601 (Courthouse Rd.) and Rt. 15/Rt. 53 intersections
- Slow trucks and through traffic with roundabouts and median islands
- Create pedestrian and bicycle facilities, including constructing trails to Lake Monticello and expanding the Heritage Trail



Residents support improvements to the pedestrian network and expansion of the Heritage Rail Trail.

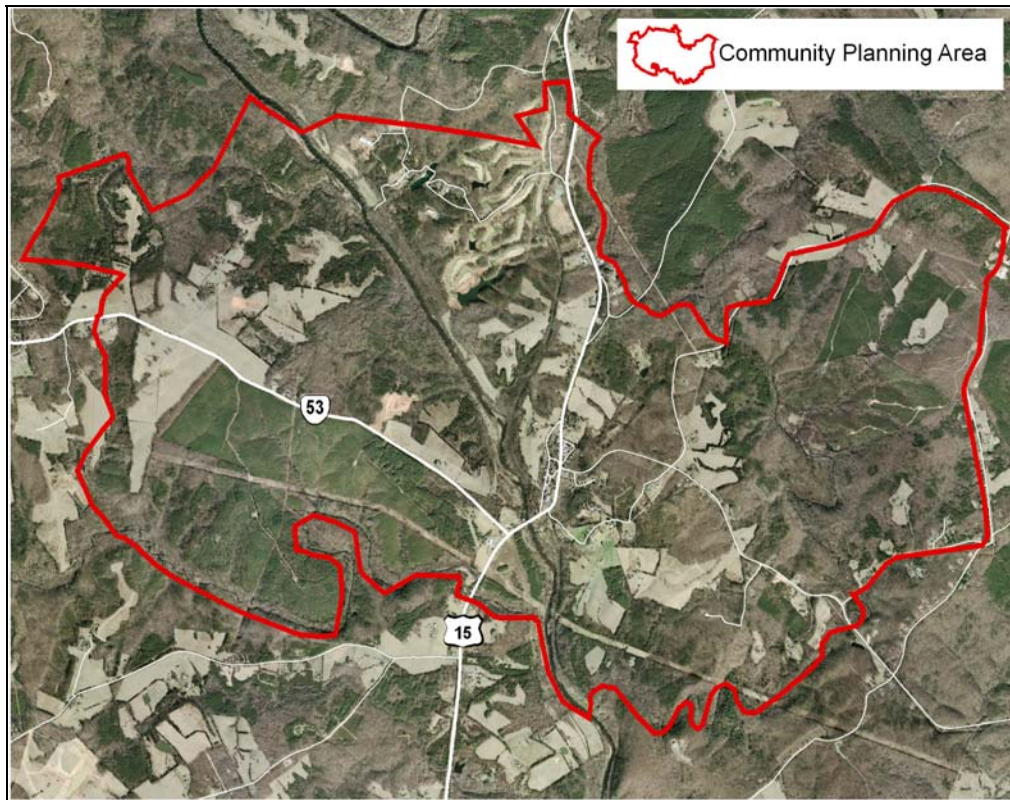
- Improve pedestrian and bicycle connections to Pleasant Grove
- Implement transportation choices such as improved local bus service
- Complete sidewalk network throughout the village with improved crossing of Rt. 15 at Rt. 601 (Courthouse Rd.)

Environment

A variety of comments highlighted the community's interest in protecting the natural resources and rural character of the area that extends beyond the footprint of the Village. Particular comments included:

- Cluster developments to preserve open space
- Deliberate the placement of the sewage plant, with specific recommendations to site the plant down river from the new Rt. 15 bridge (east of the new Rt. 15/Rt. 53 intersection) or at Pleasant Grove and not south of the Rt. 663 (Georges Mill Road)/Rt. 678 intersection
- Protect the water quantity and quality of the Rivanna River
- Preserve the majority of Pleasant Grove as a park, open space, or wooded area

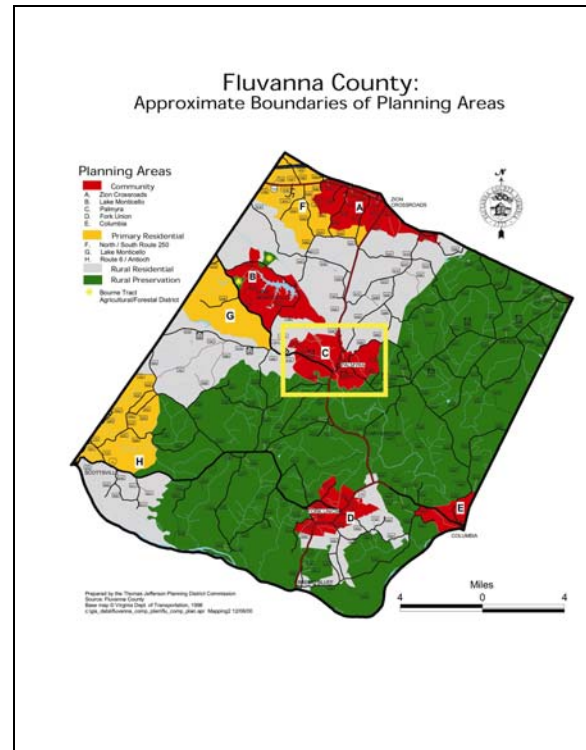
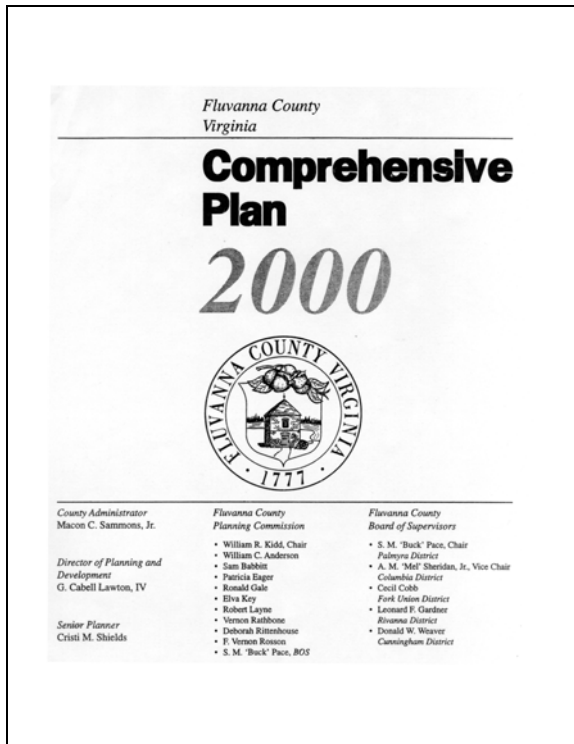
Other issues discussed by some groups and individuals included reducing the size of the Palmyra Planning Area and changing the boundary of the Historic District.



The Fluvanna Comprehensive Plan envisions a mix of residential, commercial and community facilities in the Palmyra Community Planning Area. Participants discussed whether reducing the size of the Planning Area, as designated in the County's Comprehensive Plan, is needed to preserve the rural character of the area.

Recommendations and Strategies

The recommendations and strategies couple the comments and suggestions of citizens, business owners, and government officials with further analysis conducted by the project team. In addition, the Palmyra Community Plan builds on the Fluvanna County Comprehensive Plan's vision for the five Community Planning Areas. According to the Comprehensive Plan, these areas can offer a mix of residential and economic development opportunities. Noting that some areas are less developed than others, the Plan states that each area has the potential to expand upon the existing resources that uniquely qualify the locality for community uses. Likewise, the Planning Areas should capture the majority of new businesses, schools, libraries, and recreation facilities as well as a variety of housing types and densities.



The Palmyra Community Plan builds on the vision of Fluvanna County's Comprehensive Plan, particularly the vision for the Palmyra Community Planning Area (highlighted in yellow).

Direct relationships between the recommendations and strategies of this Palmyra Community Plan and the County's Comprehensive Plan include:

- New development should be integrated with existing assets to promote a cohesive, well-planned community and new housing should complement existing historic resources.
- New housing developments should complement the area's historic nature and provide pedestrian access to a variety of destinations.
- Economic development and tourism should be promoted, including commercial uses that complement the historic aspects of Palmyra and its government center.

- Expansion of the commercial core should provide pedestrian access and enhance existing businesses.
- Improved pedestrian connections should extend from the Village to Pleasant Grove, Palmyra Elementary School and Camp Friendship.
- Acquisition of all additional CSX Railroad right-of-way for pedestrian and bicycle usage should be explored.
- Shuttle buses or trolleys should be encouraged between Pleasant Grove, Palmyra, Camp Friendship, and Page Place to increase transportation choice.
- Historic preservation should address the multitude of historic assets in the area including the historic Courthouse, Old Stone Jail, Palmyra Lock, Mill Site, and several historic homes such as Pleasant Grove, Mountain View, Meadowood, Solitude, and Glen Burnie. As a tool, the Plan mentions an historic district overlay.
- Rivanna River should continue to offer aesthetic, recreational, and historical benefits to the community.

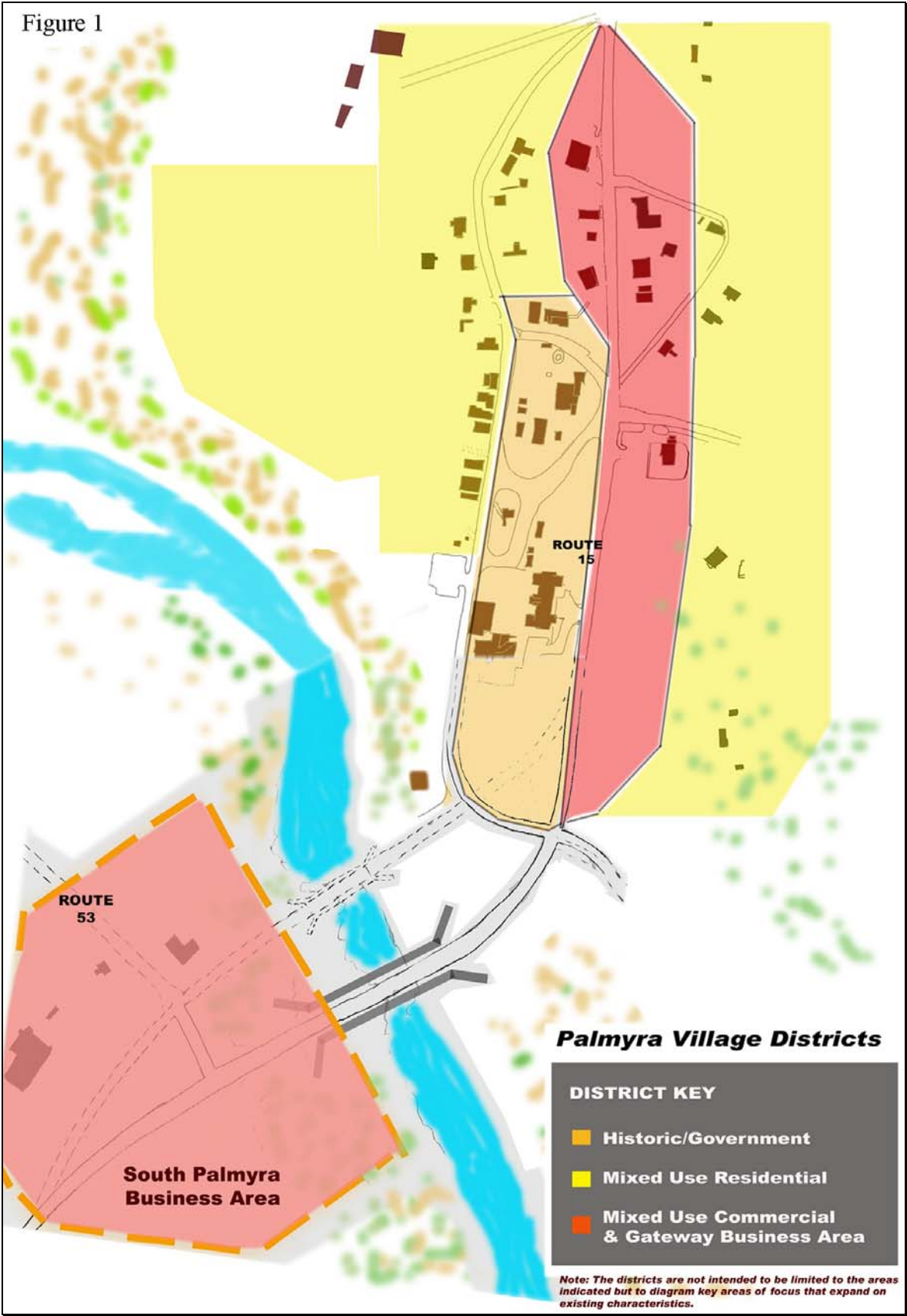
The recommendations and strategies detail the relationship between the people's vision, the Comprehensive Plan, and the underlying analysis. The suggestions are grouped into four categories to organize the key issues from the June 29, 2005 workshop. These categories include:

1. **Enhance Village Character**
2. **Guide Village-Scaled Development**
3. **Improve the Safety and Efficiency of the Transportation System**
4. **Protect the Social and Environmental Resources**

The existing Palmyra Village is divided into districts that group areas with need-based similarities [Figure 1]. The districts are not intended to be limited to the areas indicated but to diagram key areas of focus that expand on existing characteristics. These districts include:

- **Historic/Government District** includes the historic courthouse, Old Stone Jail, County administration buildings and the new courthouse, Confederate Park, Palmyra United Methodist Church and the historical society.
- **Mixed Use Residential** contains the Main Street residences and businesses as well as land on the peripheral that may be favorable for expansion of the village-scaled residential network.
- **Mixed Use Commercial and Gateway Business** encompasses the Rt. 15 Corridor, including commercial buildings such as Village Station and BB&T Bank as well as the Post Office. Another portion of this district focuses on the new intersection of Routes 15 and 53.

Figure 1

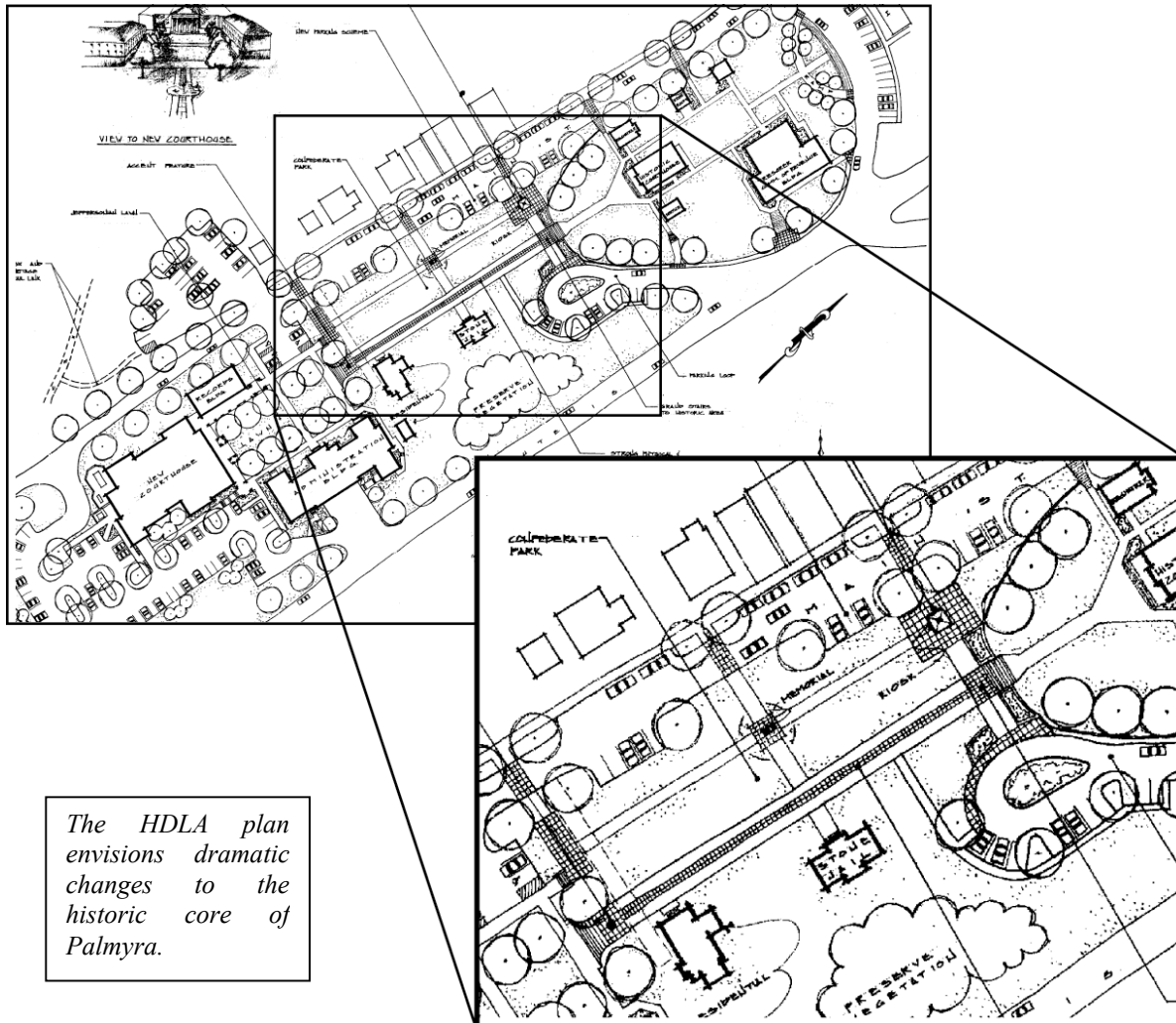


Enhance Village Character

The Palmyra Community Plan acknowledges the abundant resources that combine to create a vibrant village atmosphere. For Palmyra, these assets include the historic buildings in the Village Core—the courthouse and the Old Stone Jail—as well as Confederate Park, the head of the Heritage Trail, Main Street residences and businesses, the new courthouse and administration buildings, and many more.



A variety of options have been explored regarding improvements to the central village at Confederate Park. A detailed plan completed in June 2002 by Harvey Delaney Landscape Architects (HDLA) proposes a new pedestrian district between the Historic Courthouse and the new courthouse. Some participants expressed concern about the extreme changes suggested by this plan. The HDLA plan should be reviewed and updated with more detailed community input. This review can be accomplished as part of the NW Fluvanna/Louisa Corridor study being conducted with TJPDC and VDOT.



Construct a town clock at a central location in the Village.



A town clock can serve as a focal point for Palmyra while being faithful to the stone architecture of the village.



Improving the pedestrian network with buffered sidewalks, street trees, and streetlamps can enhance the appearance and safety of the village as shown in this photo visualization.

Install streetlamps throughout village.

Complete sidewalk network through existing Village (See **Enhance the Pedestrian and Bicycle Network**).

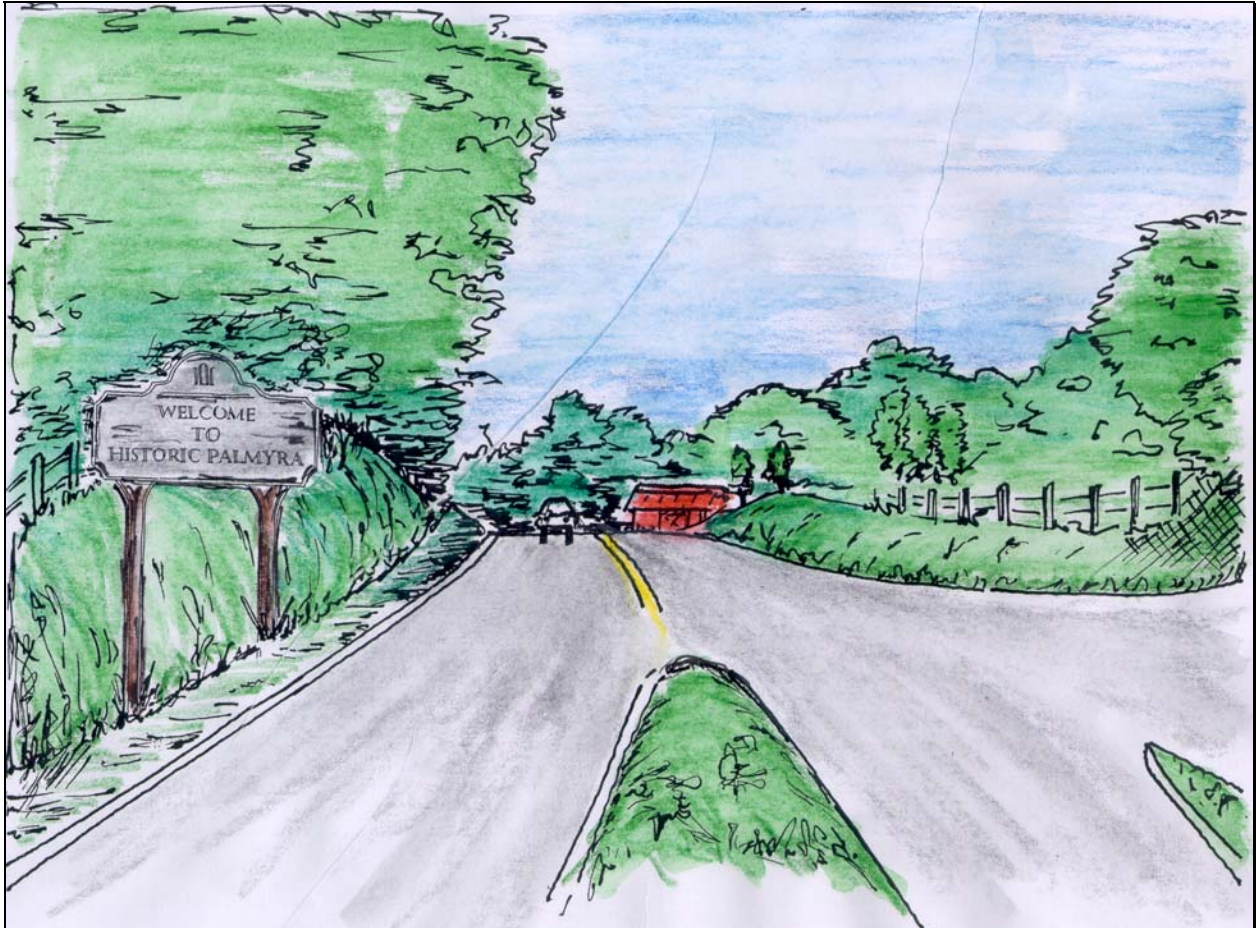
Face concrete walls with brick and/or ivy.

Bury utility lines to enhance aesthetics and foster a village-scaled atmosphere. In addition, burying utilities increases reliability of service during adverse weather, eliminates hazards for pedestrians and motorists and signals an investment in the economic vitality of the Village.



In addition to improving the visual appeal of the area surrounding Village Station, burying utility lines reduces maintenance, improves safety and fosters economic development.

Place gateway and welcome signs in a newly constructed median on Route 15. Two locations are proposed: north of the intersection of Main St. and south of the intersection of Rt. 53. The gateway medians serve the dual purpose of calming traffic and marking the entrance to the village. Specific locations will be determined with property owners and VDOT officials.

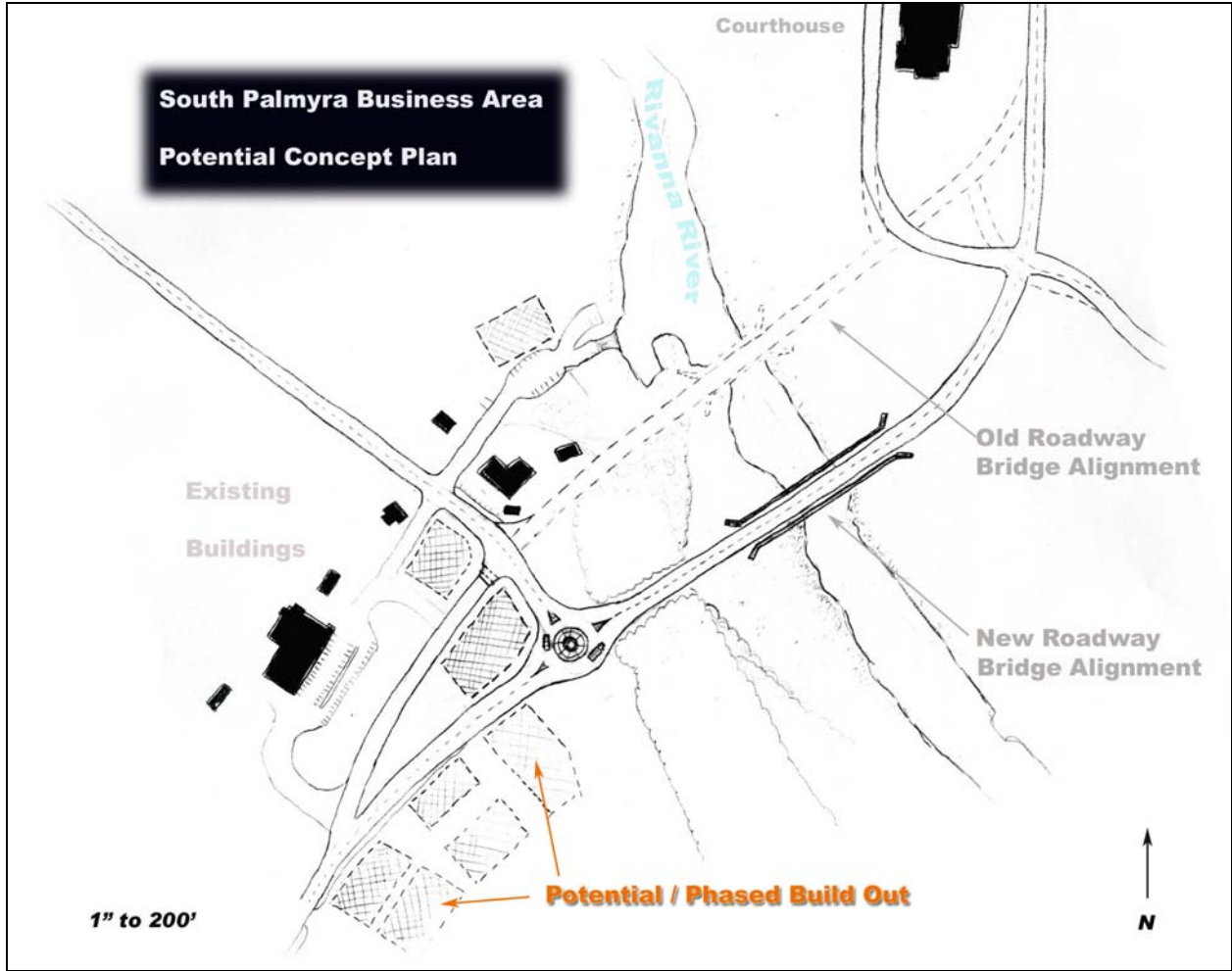


A gateway median and welcome sign greets motorist traveling south on Route 15 at Main Street.

Encourage active use of Confederate Park by removing the moat to improve accessibility to park and removing portions of the wall around the Park to improve access.



Improving access to and use of Confederate Park can be achieved by removing a portion of the wall and adding benches.



Developments surrounding the new intersection of Routes 15 and 53 capitalize on existing assets. These assets include the Rivanna River, an improved intersection and commercial establishments such as the E.W. Thomas store.

Explore alternatives to keep post office in the Village.

Establish Village Development Guidelines to foster village-scaled developments. The guidelines should create a framework for development that includes a mix of building types, commercial uses, local jobs, increased shopping options such as stores, cafes, and restaurants and more options in housing that function in a pedestrian-friendly environment. The images on the following page present a conceptual photo visualization of such development guidelines

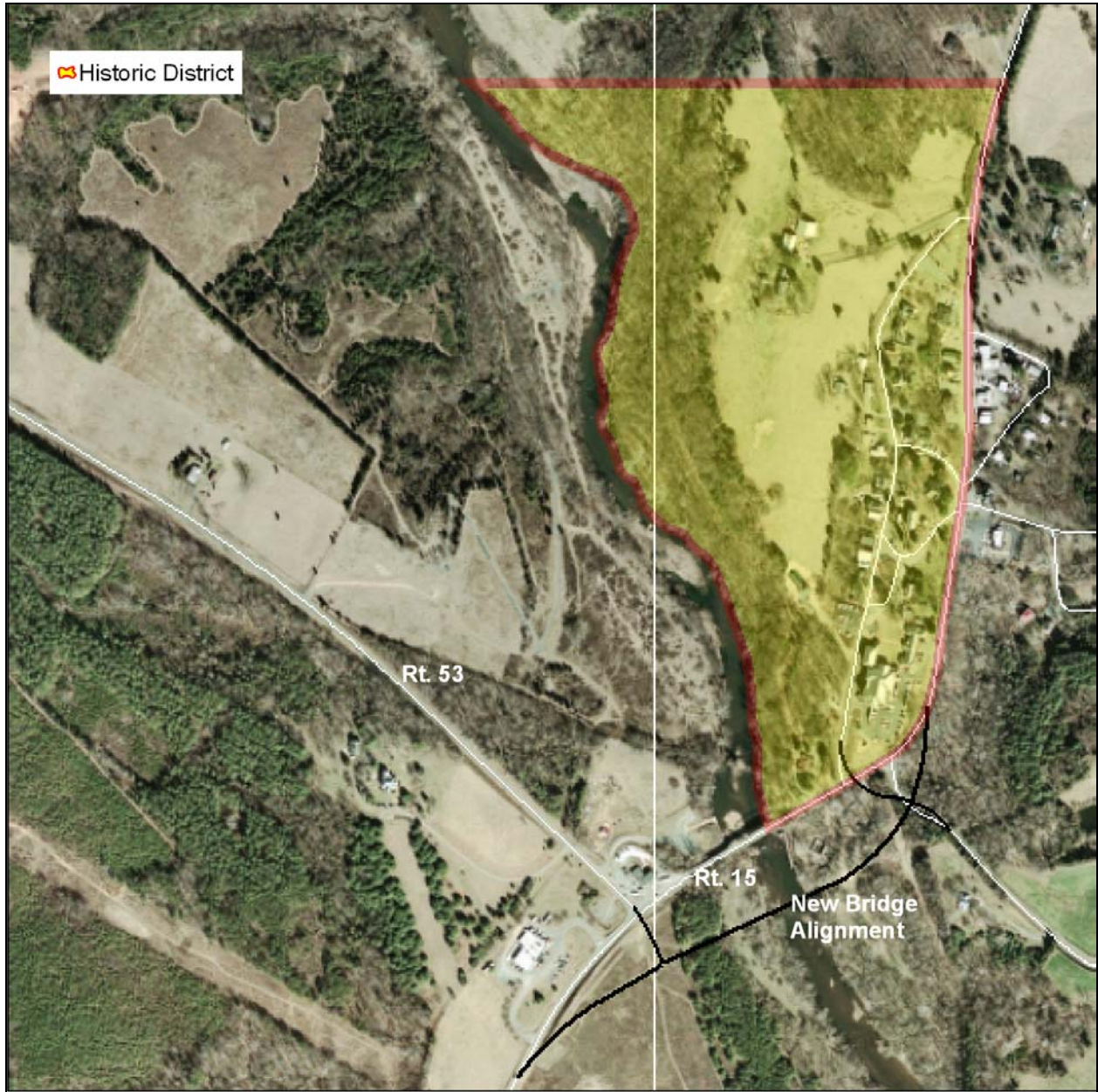


Existing Conditions



Visualization

Explore the expansion of the historical district, including protecting the area south of Stoneleigh Rd. and east of Rt. 15. Currently, the boundary for the Courthouse Registry extends from 0.3 miles north of the intersection of Rt. 15 and Rt. 601 (Courthouse Rd.) to the intersection of Rt. 15 and the Rivanna River. The district is bounded to the east by Rt. 15 and to the west by the Rivanna River. The current boundary is shown below.



Protect the historic Mill and locks during construction of the Rt. 15 bridge.

Improve the Safety and Efficiency of the Transportation System

Palmyra is ideally located at the intersection of two significant regional highways, Rt. 15 and Rt. 53, and on the banks of the Rivanna River. The two highways provide regional accessibility to the existing Village and will serve as a cornerstone for the village-type development that is envisioned. Immediate efforts to protect and enhance these corridors must be coordinated with long-range transportation and land use solutions. The Transportation Master Plan [Figure 2] shows some of the recommendations and suggestions necessary to secure the safety and efficiency of Palmyra's transportation system.

The Palmyra Transportation Master Plan presents a few of the major recommendations for the areas transportation network. The Master Plan is a conceptual representation of some the ideas that follow.

Coordinate short- and long-term transportation recommendations with the forthcoming Northwest Fluvanna/Southwest Louisa Corridor Study.

Increase alternative transportation options by improving bus service (JAUNT) including creating transit target stops in the Village. Also, actively encourage greater participation in RideShare and construct visible and accessible park and ride locations. A park and ride lot should be constructed in the near term on VDOT-controlled land near the intersection of Rt. 15 and Stoneleigh Rd as the new bridge is constructed. Any decisions on future locations should be the result of a coordinated effort with RideShare, JAUNT, local officials and citizens.

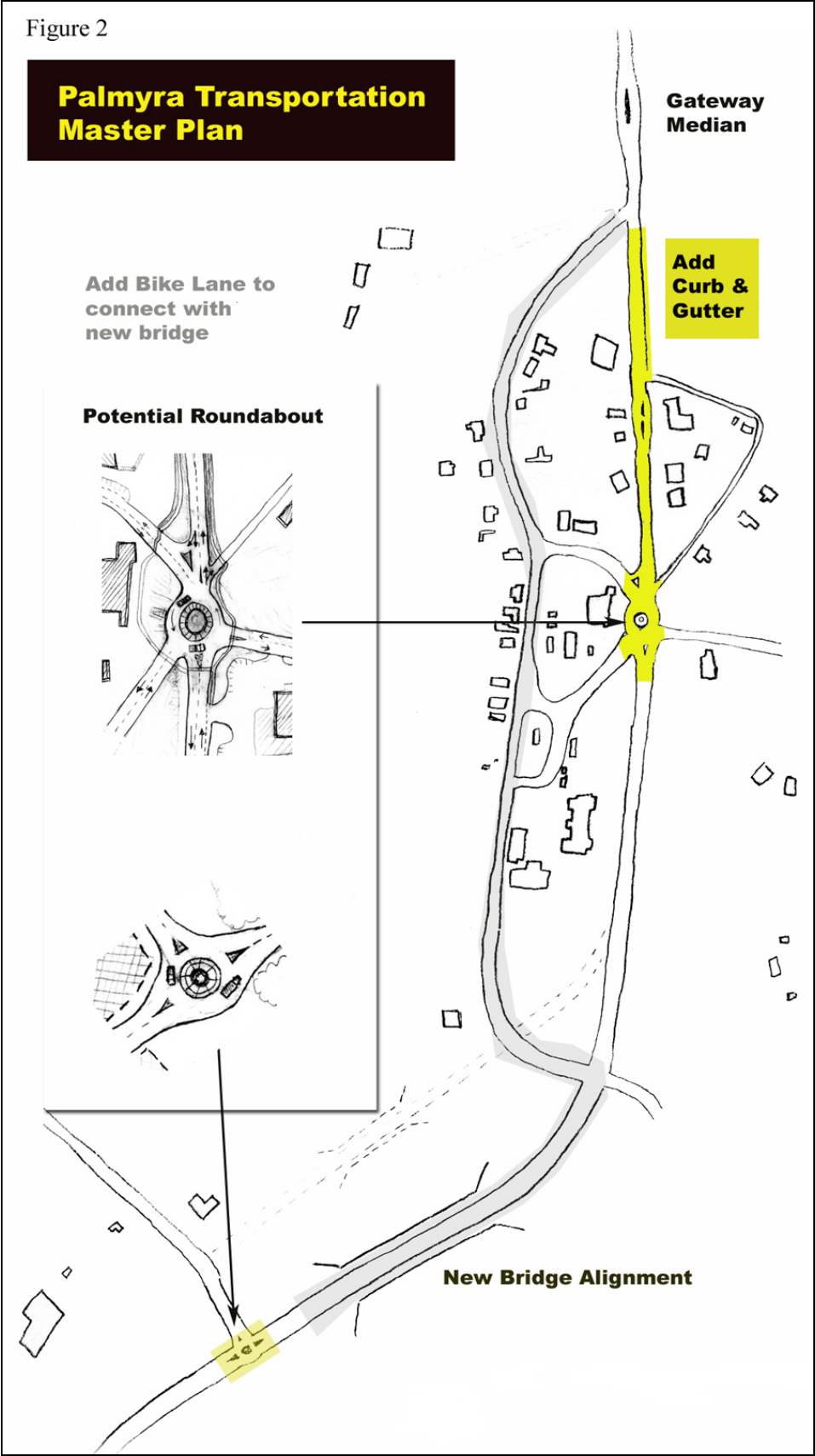


Increasing transportation choices requires coordination with regional transportation providers and programs

Develop a coordinated plan to improve traffic safety on Rt. 15 while maintaining capacity in accordance with VDOT requirements and in anticipation of changing vehicular activity with the construction of the Palmyra Bridge. As part of the plan, explore the following improvements.

Enhance the Pedestrian and Bicycle Network. In order for the village-scaled environment to be enhanced and applied to future development and for the transportation system to operate at optimal efficiency, emphasis must be placed on the continued creation of a pedestrian and bicycle network within the Village and throughout the area. Specifically, the network should improve access and implementation should be part of a larger streetscape improvement program. Pedestrian improvements should be coordinated with traffic calming measures on Rt. 15 to improve pedestrian access to areas east of the highway.

Figure 2



Construct a roundabout or other safety and capacity improvements at the intersection of Rt. 15 & Courthouse Rd. (Rt. 601) and the new intersection of Routes 15 and 53.

Roundabouts

Modern roundabouts are an alternative to traffic signals at arterial intersections. Unlike conventional signalized intersections, which tend to speed traffic up at the most critical locations, roundabouts slow traffic down as they approach and pass through the intersection. Due to the lower speeds, they reduce crashes 50-90% and handle 30% more traffic at intersections previously controlled with traffic signals or stop signs. They improve the efficiency of all forms of traffic, increase safety, create terminating vistas, and add to green space. Designed correctly, roundabouts provide a safe atmosphere for pedestrians and bicyclists. Splitter islands and

marked crosswalks form a network for pedestrian travel that is separate from motorized traffic, while bicyclists benefit from the slower speed and constant movement. As well, roundabouts create a sense of place and can act as an entry to a particular neighborhood or district.

For Palmyra, the public identified the potential for roundabouts to serve as a traffic solution at several key intersections. A preliminary technical review identified the intersection of Rt. 15 and Courthouse Rd. (Rt. 601) and the new intersection of Routes 15 and 53. Figure 3 shows a conceptual rendering of the Rt. 15/Courthouse Rd. intersection with possible pedestrian flow. Figure 4 illustrates the new Rt. 15/Rt. 53 intersection with a roundabout and potential expansion of the commercial base. By slowing vehicles and alerting motorists of a change in surroundings, they could provide an attractive and functional gateway into the village area. The transportation master plan also identifies possible roundabouts at the new intersection of Routes 15 and 53.

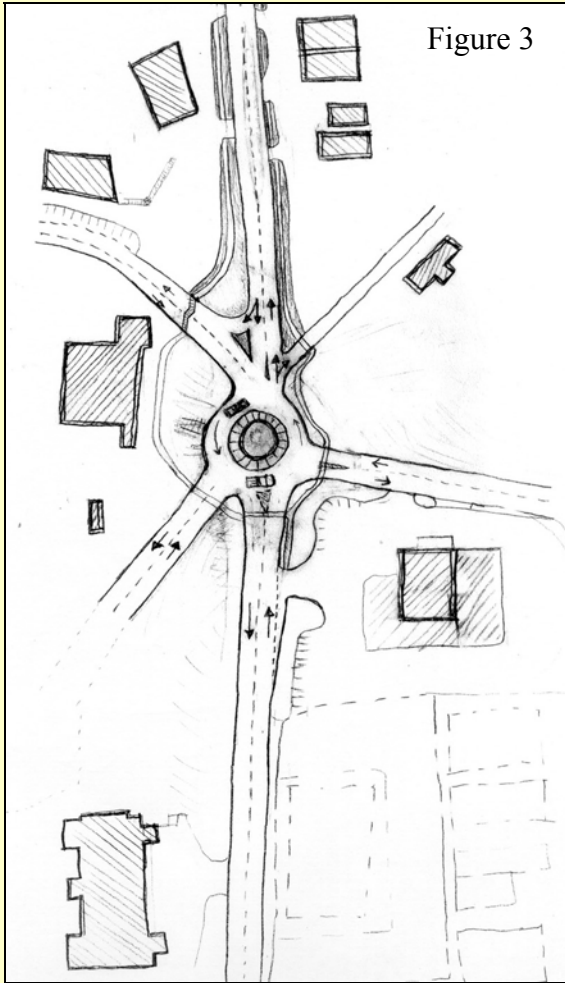


Figure 3 depicts a conceptual schematic of a proposed roundabout for the intersection shown in the photograph to the right.



Build a median island on Rt. 15.

Install curb and gutters along Rt. 15 through commercial district. The priority areas for curb and gutters are noted on the Transportation Master Plan. When coordinated with the area streetscape plan, such improvements will improve the safety of the transportation system and create a gateway feature.

Coordinate access management on Rt. 15 through commercial district, by working with local business owners for shared access and incorporating access management devices into the streetscape plan.



The existing access management of Rt. 15 should be improved with a coordinated plan of curb and gutter, clear driveway and pedestrian zones, and other devices.

Ensure pedestrian and bicycle features similar to those on the new Rt. 15 bridge will be built on north- and southbound Rt. 15.

Create connections to Pleasant Grove. In the short-term, residents should use the new Rt. 15 bridge. For the long-term, citizens could actively pursue the financing and construction of a pedestrian/bicycle bridge over the Rivanna River at an ideal location that increases connectivity to both sides of the river and between Palmyra and Pleasant Grove.



Two examples of wooden pedestrian/bicycle bridges (Courtesy of York Bridge Concepts)

The pedestrian and bicycle network will not be complete until direct connections are established between the historic village and Pleasant Grove. In addition to the long-term pedestrian/bicycle bridge, trails should be constructed to Lake Monticello and the rail trail should be expanded.

Protect the Social and Environmental Resources

The most significant social resource in Palmyra—the village atmosphere—may be preserved and improved by addressing existing and new development and establishing a safety and diverse transportation system. Other social resources as well as the abundant environmental resources unique to the Palmyra area need to be protected with an organized plan.

Promote the social and environmental benefits of a village-scaled community.

Establish an alternative use for the Palmyra School—the current offices of the School Board—including considering the reinstatement of the facility as a community school or as the site for after-school programs.

Support the County’s efforts to develop a stormwater management ordinance that will protect the water quality and quantity of the Rivanna River and surrounding waterways.



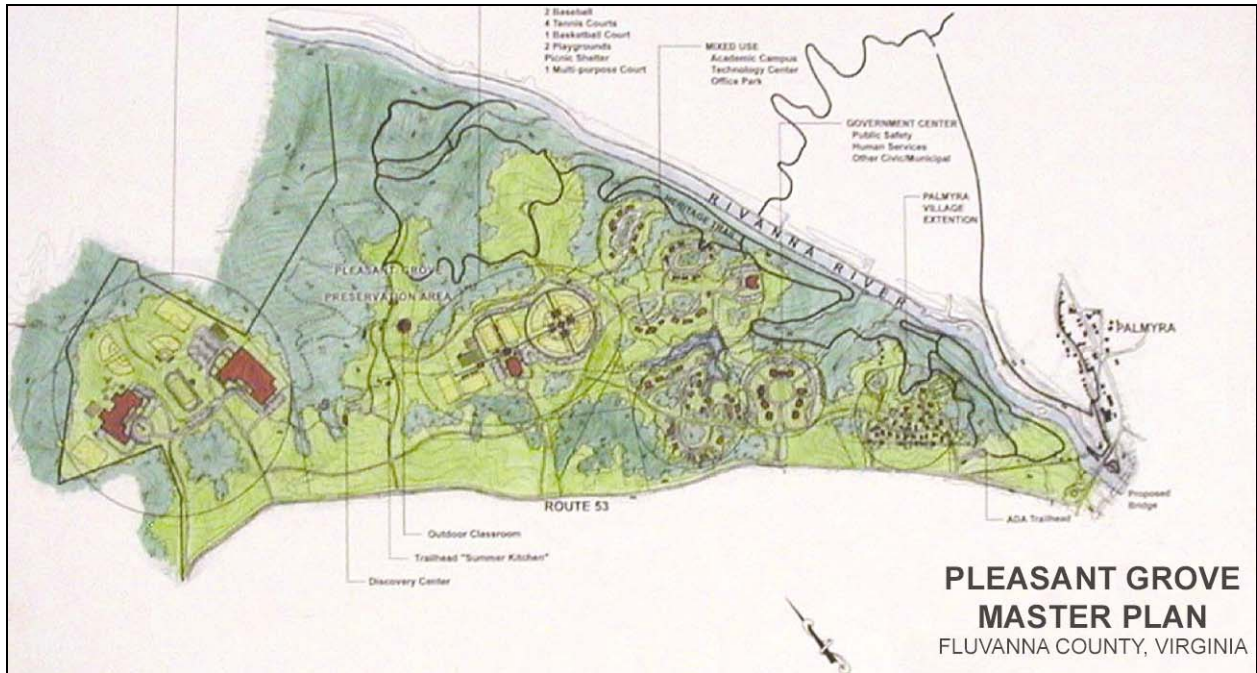
The community should leverage the social value of the Palmyra School and protect the environmental resources of the Rivanna River.

Encourage development—such as an outdoor entertainment venue or outdoor market—that fosters social interaction and takes advantage of the natural beauty of the area.

Actively preserve open space and the rural character of the area by clustering new development at a village-scaled as a preservation strategy; encouraging participation in the Fluvanna County Land Use Valuation Program to emphasize rural preservation; coordinating open space and natural resource protection with local and regional organizations; and analyzing the size of the Palmyra Community Planning Area to ensure its effectiveness in protecting the rural character that surrounds the historic village.

Work with the County to enhance existing codes pertaining to outdoor lighting to discourage excessive lighting from commercial areas and to improve existing lighting over time.

Ensure that the built environment at Pleasant Grove fosters social interaction and sustainability with a mix of recreation and community resources.



The public's vision for Pleasant Grove includes protecting the environmental resources and fostering social interaction with community features.

Implementation

The project team presented the Draft Palmyra Community Plan to the public on September 28, 2005. Based on this community review, priorities for implementation have been generated by TJPDC and Fluvanna County staff with assistance from a steering committee. The Steering Committee was formed for the purpose of generating and evaluating ideas regarding the Palmyra Community Plan and monitoring the progress of the following implementation strategies. The project team will continue to focus on funding options for model projects.

The Implementation Strategies that follow are presented in three general time frames—Immediate, Short-Term and Long-Term. Priority for individual projects is not implied in this list and should be considered in the context of funding availability. The designation as Short-Term and Long-Term is not meant to be a final categorization nor is it tied to a specific time period.

Immediate

- Form a Steering Committee (Completed)
 - In addition to assisting with implementing the Palmyra Community Plan, the steering committee will assist the County with the 2005 Comprehensive Plan update.
- Combine pedestrian and pavement improvements with sewer work
- Funnel any available construction or safety funds to improvements on Route 15 to alleviate potential increases in speed due to new geometry (Concurrent with construction of new Route 15 bridge)

Short-Term

- Draft Village Development Guidelines
- Construct roundabout tied to new bridge alignment
- Apply TEA grant money to expansion of rail trail and construction of parks
- Expand water and sewer service beyond the government district
- Develop interim connections to Pleasant Grove
- Partner with business owners for pedestrian, access and village enhancements
- Construct a Park and Ride lot on VDOT-controlled land

Long-Term

- Fund and construct a pedestrian/bicycle bridge over the Rivanna River that connects the Village with Pleasant Grove

In addition, more detailed analysis will be conducted as part of the VDOT-funded Northwest Fluvanna/Southwest Louisa Corridor study that will tie together the Fork Union, Lake Monticello and Zion Crossroads Plans. The deliverable products from this study include more detailed land use diagrams and spot improvements for transportation and additional implementation strategies.

The Palmyra Community Plan will be incorporated into the 2005 Comprehensive Plan update.

Appendices

Appendix A: Participants from All Workshops----- A-1

Appendix B: Results from Exercises----- B-1

 Post-it Note Exercise B-1

 Group Prioritizing Exercise B-2

 Mapping Exercise B-4

Appendix C: Census Data----- C-1

Appendix D: Traffic Data----- D-1

Appendix A: Participants from All Workshops

Participants

Phoenix Bellamy	Minnie Lee McGehee
Alice Clifford	Overton McGehee
Toni Cox	Herb Meyer
Patricia Eager	Marvin Moss
Carrie Farruggio	Eric Motschenbacher
Mick Finn-McKenzie	George O'Malley
Tammy Grigg	Janice O'Malley
Bill Grigg	Mandy Patchen
Wanda Himes	Tom Payne
William Michael Hooper	Joann Rawls
Eillot Kerins	Cvis Roberson
Father Kyrill	Nancy Smith
Cabell Lawton	Jeff Suling
Walt Lindenmann	Molly Suling
Fred Lewis	Janet K. Williams
Bridgette Madison	Chuck Wright
Michael Madison	Eric Wright
Betty McGehee	Jean Wyant

Staff

Steven Biel	Fluvanna County
Billie Campbell	TJPDC
Pat Groot	Fluvanna County
Harrison Rue	TJPDC
Tyler Schwartz	TJPDC
Andy Sorrell	Fluvanna County
Jonathan Whitehurst	TJPDC

Appendix B: Results from Exercises

**Palmyra Community Plan
May 19, 2005 Workshop Results
Priority Issues**

- Retain green and open space
- Extend the village concept
- Community and family gathering areas
- Affordable and mixed use housing
- Walkability and connected spaces
- Good design and design standards
- Economic development and jobs—expand the tax base
- Development of infrastructure—water and sewer
- Preserve historic fabric

**Palmyra Community Plan
June 29, 2005 Workshop Results
Post-it Note Exercise**

After a project overview presentation, each person was given five Post-it notes and a few minutes to write down five phrases that describe their long-term vision for the community. The participants self-sorted the Post-it notes into topics, in turn demonstrating the common themes held by the group.

Historic Preservation

- Maintain historic structures
- Build on village's historic assets—Courthouse
- Preserve the Village, with improvements
- Historic neighborhood preservation
- Preserve the Jail, Mill, Lock and Courthouse
- Keep the heart of Palmyra as it is
- Retain the historic flavor—village-style
- Keep buildings in line with existing structures (appearance)
- Consider historical issues as expansion continues
- Preserve historic image through zoning
- Recognize historic building style
- Keep courts and County government in Village

Economic Development

- No big tourism, just make it a nice place to visit
- More commercial activity
- Focus on tourism potential and possibilities
- Non-gourmet restaurants/café and coffee shop
- Quality shopping/dining—little shops and stores
- Develop stores, shops and services within the community—have practical business places such as a barbershop and diner—especially to encourage pedestrian traffic
- Small businesses
- Shopping—antiques, coffee
- Create a business area
- More jobs
- Small-scale retail, restaurants and other neighborhood amenities in the Village and in existing shopping centers along Rt. 15
- Create a management plan for guiding development
- Limit growth
- Space for retail

Traffic Safety

- Reduce traffic through town
- Alternative public transportation in County and beyond
- More parking
- Facilitate traffic flow

Village-Scaled

- Farmer's Market
- Keep Village peaceful
- Consider other side of Route 15
- Expansion of Village (How far will we grow?)
- Community enhancement
- Keep changes simple
- Keep walls that are in the Village but brick them
- Town clock in triangle in front of Courthouse
- Brick sidewalks throughout Village
- Streetlamps along sidewalks
- Keep changes small

Pedestrian and Bicycle Friendly

- Path to Lake Monticello
- Rail to trail
- Connect to Pleasant Grove

Housing Diversity (Affordable & Senior)

- Housing within the Village
- Retirement housing
- More residential housing
- Expand residential up Rt. 53 and Rt. 15
- Slow residential growth...until we have local job growth

Family, Youth and Community Events

- A pleasant place to gather
- Better transportation infrastructure
- Central point of County
- Make room for a larger post office in Village
- Water, sewer, sidewalks, streets, parking
- Bury electric lines
- Move sewer plant to Pleasant Grove—ensure sewer plant doesn't smell
- Secure water availability—concern over Lake Monticello water
- Outdoor entertainment, concert nights

Natural Resource Protection

- Preserve open space and protect the river
- Extend trails

**Palmyra Community Plan
June 29, 2005 Workshop Results
Group Prioritizing Exercise**

For the Group Prioritizing Exercise, the group discussed general and specific issues affecting the Village. After staff wrote the issues on large paper, each person was given dots with which to vote for their top three priority issues. The resulting issues provided the framework for the Mapping Exercise.

Key Topics

- Reuse of Pembroke Petit Bridge
- Traffic Calming
- Walkability
- Post Office location
- Sewage Plant location
- Economic Development

Dots Issue

Reuse of Bridge

- 13 What about reuse of old bridge?
 - Historic, pedestrian bridge
 - Connection to Pleasant Grove
- 1 We want to keep old bridge
 - Example: bridge in Greenfield, CT

Traffic Calming

- 8 Trucks and cars slow down
 - More pedestrian friendly
 - Traffic calming
- 5 Use of roundabouts should be encouraged to slow traffic
 - Good for flow and pedestrians

Walkability*

- 5 Walkability in Village
- 5 Crossing from Palmyra to post office

Post Office Location

- 12 Post office in Palmyra
 - Walkability
 - Post office needs more space

Sewage Plant Location

- 10 Sewage plant location (Pleasant Grove or other?)
- 2 Location of sewage plant?
 - Several options

Economic Development

- 9 Extension of village include services commercial

*Walkability also mentioned in discussing:

- Traffic Calming
- Post Office Location

Other Topics

- Village appearance
- Community school
- Economic development
- Traffic calming
- Village character
- Housing diversity
- Environmental stewardship
- Bus service

Other Topics

<u>Dots</u>	<u>Issue</u>
7	Students back into Palmyra school
6	Local job/workplace growth
	Village concept
5	Burying utilities
	Aesthetics
4	Ensuring water quality in Palmyra
3	Aging in place/senior housing
3	Stamped stone/more attractive
	Walls around park
	Example: Goochland Courthouse, Grace Church
2	53 & 15 hard to get to/traverse
2	Noise control from Rt. 15
	Trucks
2	Underutilized commercial property here in Palmyra—housing on Church St.
2	Connections to Pleasant Grove from Lake Monticello and Palmyra
2	Extend Palmyra village-scale across river
1	Enforcement of speeding all hours of day
1	New bridge may increase speeds?
1	Utilizing existing businesses and parking/access onto Rt. 15
1	JAUNT service more in county
1	Access to Old Mill Park
1	Zoning changes in area

**Palmyra Community Plan
June 29, 2005 Workshop Results
Mapping Exercise**

The Mapping Exercise involved five small groups. Each group wrote comments and recommendations on separate aerial photographic maps and then summarized the main points. Listed below are the main comments for each group as well as the notations from the large maps.

Group 1

Main Comments

- Leave layout of village as is with some improvements/changes
 - Bricking of walls and sidewalks to residents
 - Street lamps
 - Town clock
 - Remove moat
 - Improve accessibility to Conf. Park
 - Extend sidewalks to North Palmyra
- Maintain pedestrian bridge
- Keep post office in village
- Include Stoneleigh Rd in historical area
- Village Station as a commercial growth area
- More retail—place to get a cup of coffee

Map

- Do not put sewage plant south of the Rt. 663 (Georges Mill Rd)/Route 678 intersection
- Keep post office as close to village as possible
- Keep old bridge for pedestrian walkway
- Roundabout at Rt. 53 and Rt. 15
- Include Stoneleigh Rd in historic district
- Post office northeast of the Rt. 53 and Rt. 15 intersection
- Start traffic calming at the Rt. 15/Rt 661 intersection; End on Rt. 15 at southern boundary of the Community Planning Area
- Notes on HDLA Plan
 - Get rid of the moat
 - Just give Palmyra Village a facelift
 - Keep post office in Palmyra
 - Plan calls for too much change; leave as is with some improvements
 - Leave roadway the same
 - Suggested improvements
 - Brick cement walls surrounding parks (like Goochland)
 - Open Confederate Park from all four sides (keep wall—fill in moat)
 - Brick sidewalks and extend to include all residents up to Rt. 15
 - Streetlamps
 - Town clock

- Taking out the middle roadway access would create too much traffic on one road and it would lose the character of the village

Group 2

Main Comments

- 2 roundabouts
- Village development (stores, parks) 53-15
- Walkway across river
- Crosswalks and traffic calming
- Revitalization of current buildings
- Add land east of 15 to historic area

Map

- Add area east of Rt. 15 to historic area
- Traffic calming on Rt. 15 north of Church St to the southern intersection with Main St
- Roundabout on Rt. 15 at Rt. 601 (Courthouse Rd)
- Roundabout at the Rt. 15/Rt. 53 intersection
- Pedestrian crossing on Rt. 15 at Rt. 601 (Courthouse Rd)
- Village with stores south of Rt. 53 and west of Rt. 15
- Allow pedestrian use for old bridge

Group 3

Main Comments

- Outdoor entertainment venue
- Keep Pembroke Petit Bridge for pedestrians
- Slow traffic with circles etc. (and speed bumps)
- Accessibility for pedestrians, bikes
- Trails to L.M. and on rail trail farther north and south
- All construction should fit architecturally with village of Palmyra (both sides of river)
- Cluster development to keep open space
- Residential growth should include affordable housing
- Nursing home across from Pleasant Grove
- Connected commercial buildings
- Open and indoor markets
- Shrink growth area
- Keep post office in village

Map

- Outdoor entertainment on Rt. 15 east or west of Rivanna
- Café and stores east of Rt. 15 at Church St
- Stores, café and restaurants on the west side of Main St south of Church St
- Trail from Pleasant Grove to Lake Monticello (Lake Monticello pays ½)

- Open and enclosed market for food, flowers, specialty and gourmet products
- Speed bumps in village
- Keep the post office in Palmyra
- Extend Village of Palmyra across river to south side
- Outdoor dining on river and in town
- Roundabout at Rt. 15 and Rt. 53
- Sidewalks throughout village
- New commercial buildings connecting existing buildings on Rt 15 in Palmyra Village
- Remove from growth area all land east of Rt. 678 (Georges Mill Rd & Stoneleigh Rd)
- Continue rail trail for walking and biking along Rt. 15
- Walking and biking trail along river to Lake Monticello
- Nursing home south of Rt. 53
- Keep the existing Pembroke Petit bridge for pedestrians
- All buildings on both sides of river should fit architecturally with Palmyra
- Path connecting the two courthouses instead of street
- Add parking in village
- All residential growth should include some affordable housing
- Cluster major developments to preserve open space

Group 4

Main Comments

Palmyra Planning Area

- Make this growth area smaller
- Protect Rivanna River (water quantity and quality)
- Sewer plant at Pleasant Grove
- Preserve majority of Pleasant Grove as park/open space/wooded area
- Promote village-type development
- Expand Palmyra Historic District
- Convert Palmyra School back to a school

Village of Palmyra

- Traffic calming on Rt. 15 (Roundabouts)
- Keep existing bridge—convert to Pedestrian
- Clean up Church St./Better entrance onto Rt. 15
- Brick walls around Historic Courthouse
- Preserve cannons
- Small scale retail/commercial

Map

- Preserve valuable cannons
- Brick walls around 1830 courthouse
- Keep old bridge
- Roundabout at the Rt. 15/Rt. 53 intersection
- Potential roundabout on Rt. 15 at Rt. 601 (Courthouse Rd)
- Traffic calming—all of Rt. 15 through Palmyra

- Clean up Church St and better Rt. 15 exit
- Make Palmyra School a school again
- Add area east of Palmyra to Historic District
- Protect Stoneleigh and Solitude
- Village-type development
- Preserve most of Peasant Grove as a park
- Put human services facilities at Pleasant Grove
- Make growth area smaller
- Put sewer plant at Pleasant Grove
- Protect Rivanna River (water quality and quantity)

Group 5

Main Comments

- Roundabouts at 15/53 and 15/601
- Park and Ride at 15/53 (S.E.)
- Pedestrian bridge over Rivanna from Palmyra to Pleasant Grove
- Sewage plant down river from new bridge
- Small business area—south of Rt. 61 (E.)
- Leave the old bridge
- Post office to remain in Palmyra
- Local bus service
- Speed controls on Rt. 640

Map

- Roundabout on Rt. 15 at Rt. 601 (Courthouse Rd)
- New small business area east of Rt. 15, south of Rt. 601 (Courthouse Rd)
- Leave old bridge
- Road access from Palmyra to Pleasant Grove
- Walking access from Palmyra to Pleasant Grove
- Local bus service
- Roundabout or stoplight at Rt. 15/Rt. 53 intersection
- Sewage treatment plant on Rivanna River east of Rt. 15/Rt. 53 intersection
- Speed bumps on Hayden Martin Rd
- Limit growth/buildings at Pleasant Grove

Appendix C: Census Data

Population and Race

Total Population:	586
Population of one race:	570
White alone	435
Black or African American alone	134
Asian alone	1
Population of two races:	16
White; Black or African American	10
White; American Indian and Alaska Native	6

Household Size

Average household size	1.7
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Occupancy

Total:	215
Owner occupied	176
Renter occupied	39

*Based on the 2000 Census. The boundaries of some blocks (notably Tract 201/Block Group 2/Block 2031, Tract 202/Block Group 1/Block 1030, and Tract 203/Block Group 1/Block 1000) extend beyond the boundary of the Palmyra Community Area.

Appendix D: Traffic Data

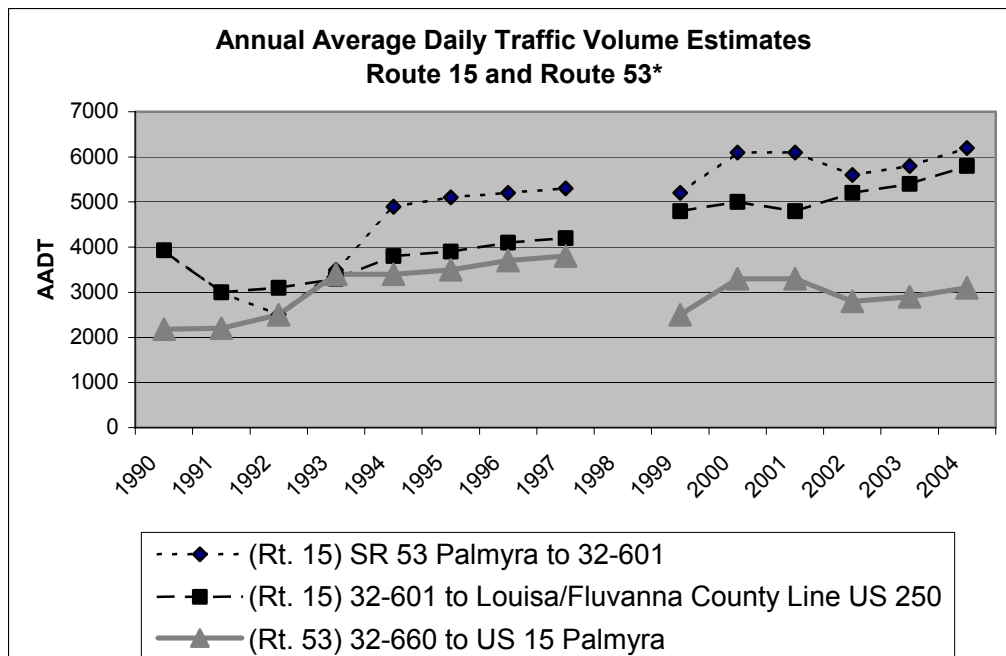
Traffic Volumes (VDOT 2003 Mobility Management Division)

Primary Road

Route	Segment	Length	2003
15	SR 53 Palmyra to 32-601	0.42	6200
15	32-601 to Louisa/Fluvanna County Line US 250	8.23	5800
53	32-660 to US 15 Palmyra	3.28	3100

Secondary Road

Route	Segment	Length	2001
601	US 15 to 32-663; 32-1007	0.55	1000
601	32-663; 32-1007 to 32-615	3.06	740
1001	Dead End to US 15 South	0.10	8
1001	US 15 South to 32-1003	0.14	380
1001	32-1003 to 32-1002	0.09	360
1001	US 15 North to US 15 North	0.17	200
1002	32-1001 to US 15; 32-1005	0.05	230
1003	32-1001 to US 15	0.06	290
1004	32-1001 to 32-1003	0.05	200
1005	US 15; 32-1002 to Dead End	0.10	46
1006	32-601 to Dead End	0.20	30
1007	US 15 to 32-601; 32-663	0.85	30



*No data for 1998

Route and Segment				AADT	Truck Percentage of AADT				
					Bus	2 Axles	3+ Axles	1 Trailer	2 Trailers
15	SR 53 Palmyra	to	32-601	6200	1%	3%	1%	5%	0%
15	32-601	to	US 250	5800	1%	3%	1%	6%	0%
53	32-660	to	US 15 Palmyra	3100	0%	1%	1%	0%	0%

Source: 2004 VDOT AADT Data

Safety Data

2003 DMV Crash Facts

Fluvanna had 322 total accidents, 10 fatalities and 192 injuries.

Virginia State Police

Approximately 15 crashes on Route 15 between (north of 1001) and (south of 53) from 1997 to 2001:

Accidents from 1997 to 2001

<i>Location</i>	<i>Type</i>	<i>Weather</i>	<i>Description</i>	<i>Date</i>	
North	North of 1004	Passenger trucks	Clear, dry, daylight	Collision	08/28/99
	North of 1004	Passenger trucks	Misty, wet, daylight	Rear-end	08/31/00
	North of 1004	Passenger car-van	Clear, dry, daylight	Collision	09/03/99
	North of 1004	Single car	Clear, dry, darkness	Run off road	08/13/99
	North of 1004	Single car	Clear, dry, darkness	Run off road	11/08/99
	At 1004	Passenger cars	Clear, dry, daylight	T-bone	02/07/00
	South of 1004	Flatbed truck-passenger car	Sleeting, icy, dark	Collision	12/23/98
	At firehouse	Passenger truck-passenger car	Clear, dry, daylight	Rear-end	10/02/98
	At firehouse	Passenger truck-passenger car	Clear, dry, daylight	Rear-end	08/26/97
	At firehouse	Passenger cars	Raining, wet, daylight	Rear-end	06/05/98
South	South of 1001	Passenger truck-van	Clear, dry, daylight	Rear-end	09/11/97
	At 53	Passenger cars	Raining, wet, daylight	Rear-end	09/21/99
	South of 53	Tractor trailer-passenger truck	Clear, dry, daylight	Rear-end	09/19/97
	South of 53	Passenger cars	Clear, dry, daylight	Rear-end	09/07/00

Source: Virginia State Police

Fluvanna County April 2003 priority projects for VDOT to consider

- New Route 15 bridge will have what impact (get design/location from VDOT)
- How does the location of new County administration building increase/affect the daily traffic load from the Village over the bridge to Pleasant Grove?
- Are there real plans for a no-vehicular bridge north of the new bridge (to connect to Pleasant Grove)?

Email from Mike Brent (Chief of Fluvanna County Fire Department)

(to Chris Gensic February 4, 2005)

- Speed is the primary factor in collisions
- Although speed limit reduced to 35 mph, much of the through traffic exceeds the limit
- Hills on Route 15 reduce sight distance for through traffic and those entering Route 15
- Notes that the Fire Department has had several near misses over the years trying to enter Route 15
- Several accidents have occurred as emergency vehicles enter Route 15; accidents usually rear-end collisions
- Rear-end and t-bone collisions most common in Village
- Around Village—especially from the Route 15/Route 53 intersection to Pleasant Grove, vehicles losing control and over-correcting resulting in roll-overs is the most predominate type of incident; Notes that driver inattention, not roads, are the cause of these accidents
- Concerned about a hazardous materials incident that would require evacuation of the Village; An earlier study earmarked the Route 15/Route 53 intersection as a “highly probable” location for a hazardous material incident
- Notes large truck, tractor trailer traffic has increased greatly through the Village in the last 5 years
- Traffic in general has increased greatly due to increasing population of County
- Speeding is commonplace on Route 15 through the Village
- Offers the following solutions
 - More speed enforcement in and around the Village
 - Stoplight at the intersection of Route 15 and Route 53
 - Changing the vertical curves for better sight distance



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

January 6, 2014

Fluvanna County Planning Department
PO Box 540
Palmyra, VA 22963

Dear Sir/Madam:

I am writing as President of the Fluvanna Historical Society, a 600 member organization committed to the preservation of Fluvanna's history and natural resources. The Fluvanna Historical Society is very much opposed to ZMP 13:02 Cowboys LLC for the rezoning of land adjacent to the Society's historic mill site.

First let me indicate that there was inadequate notification to the Society of the process for this rezoning. Your documents indicate that the Society received a letter dated December 6, 2013 inviting us to participate in a Planning Commission meeting on ZMP 13:02 on December 16, 2013. The Society never received this letter and thus was not notified of the Planning Commission meeting. Had we been notified, we certainly would have been there to speak against it.

The proposed zoning change violates every concept of good planning. The property is wedged between the Historical Society's lock and mill site which is protected by a historic easement held by the Virginia Department of Historic Resources and is listed on the National Register of Historic Places. The Society's long range intentions include the possibility of creating a park out of the mill site. The property is otherwise bounded by the easement Mr. Zehler placed on his own property ensuring to Fluvanna County, which holds the easement, that it would not be developed in perpetuity.

Perhaps even more damaging is the fact that these storage sheds would be the first things visitors to Palmyra will see while crossing the new Palmyra Route 15 Bridge. This bridge was designed as a collaborative effort between Fluvanna County and VDOT. Extra funding for its construction was obtained by the late Delegate Earl Dickinson. The Fluvanna planning group included two Supervisors – Len Gardner and the late Buck Pace. I was the citizen member of the group. Together we designed an award winning bridge clad in stone with the Heritage Trail on it and overlooks with historic markers. The bridge was dedicated in 2007 by Governor Tim Kaine and won VDOT's highest award that year for design excellence. Now it will be marred by allowing storage sheds to be built at its northern end. No effort to landscape this kind of development will adequately protect the viewscape from the bridge.

Further, the Planning Commission was evidently unaware of the Palmyra Village Plan which was developed by Palmyra's citizens in 2005 with assistance from the Thomas Jefferson Planning District Commission when considering the rezoning. This plan calls for development in and around Palmyra to reflect the village concept. It is worth noting that the rezoning of Mr. Zehler's land on the south side of the bridge included language encouraging development that would reflect Palmyra's historic district.

I urge the Board of Supervisors to deny this rezoning application. It is incompatible with so much work and planning for the future of our county seat that preceded it.

With best regards,

Sincerely,

A handwritten signature in cursive script that reads "Marvin F. Moss".

Marvin F. Moss
President

Andrew V. Sorrell
637 Courthouse Rd.
Palmyra, VA 22963
January 8, 2014

Honorable Mike Sheridan, Columbia District Supervisor
Fluvanna County Board of Supervisors
P.O. Box 540
Palmyra, VA 22963

RE: REZ: 13:02 – Cowboys, LLC

Dear Supervisor Sheridan:

My family and I are residents of the Columbia District near Palmyra. We have serious concern over a proposed rezoning application that we see is planned for public hearing and Board review on January 15, 2014. This rezoning, known as REZ 13:02, Cowboys, LLC, has been working through the appropriate review channels since this past summer. The application was reviewed and recommended for approval by the Planning Commission on December 16, 2013. My concern is the Applicant's disregard for the important planning work done by the residents of Fluvanna over the last 10 years as evidenced by the Palmyra Community Plan developed in 2005. The recommendations of the Palmyra Community Plan were incorporated into the current Comprehensive Plan. As described in the Comprehensive Plan, growth in the Courthouse area of Palmyra should be "scaled to match that of the surrounding village..."

It is my understanding, that since the initial submittal of the rezoning application, the Applicant has been aware of the plan for the Palmyra CPA and has failed to heed the well-thought and publically-vetted recommendations for the Palmyra CPA that are part of the existing Comprehensive Plan adopted by the Board of Supervisors. Therefore, I strongly urge that action on this rezoning application be deferred until the Applicant can demonstrate, to the Board's satisfaction, that the Application complies with the County's Comprehensive Plan.

REZ 13:02 proposed to change the zoning of property within the Palmyra Community Planning Area (CPA) from A-1, Agricultural to B-1, Business for the currently proposed use of a one-story self storage facility. The Comprehensive Plan designates this property (parcel 30-A-84B) as Neighborhood Mixed Use on the future land use plan, a plan which has been specifically crafted to offer guidance to developers and decisions makers when it comes to land use planning decisions. Specific recommendations for the Palmyra Village area as found in the Comprehensive Plan are not addressed. These are outlined below:

- The Comprehensive Plan clearly states that growth in Palmyra should occur at a village scale with economic development complementing existing conditions without compromising Palmyra's underlying natural and social fabric (p. 79). The Plan further states that development (residential and commercial) in the village of Palmyra should reflect the existing village style of development. As proposed, the Application in its layout and architectural design, has no relationship to Palmyra – both in architectural elements or physical layout of the site. Hidden behind screening, unlike other existing buildings in the village, the building proposes no relationship with the street thereby not contributing anything to the village atmosphere desired. At a minimum, the Applicant should review the strategies for the Palmyra CPA and redesign the proposal to better promote a cohesive and well-planned village of Palmyra.

- As the County seat, the historic village area of Palmyra is planned to remain a village with surrounding growth being a mixture of uses. Existing commercial uses are small and medium in scale and combine civic, office, and residential uses to form the fabric of the Village. The property is designated Neighborhood-Mixed Use (N-MU) in the future land use plan for the Palmyra CPA. N-MU areas should incorporate multiple land uses such as office, retail, and residential. As proposed, the Application does not propose any mixture of uses nor a single use that is office, civic or residential in nature (which is what the Palmyra CPA desires). In addition, the proposed use underutilizes the property since the use does not require utilities desired in a denser mixed use area. Developing a self-storage facility at the proposed location prevents future density and other uses from better utilizing the property for uses the community desires.
- Additional Recommendations for the Palmyra CPA the Application fails to address:
 - Streets should include pedestrian elements and buildings should be oriented towards the road with surface parking to the side or rear off building shielding it from main roads and sidewalks. This application hides the building and has proposed no elements to tie it into the village of Palmyra;
 - Burying utility lines is recommended – not addressed by applicant;
 - Enhancing the pedestrian network by improving access and coordinating pedestrian improvements with streetscape enhancements and traffic-calming measures is also recommended – the Applicant does not address any coordination with the pedestrian improvement in the Village or nearby Pembroke-Pettitt Bridge;
 - Installing street lamps are recommended this is not addressed by the applicant; and
 - Installing a median and/or welcome signs on Rt. 15 into the village is recommended – this is also not addressed by the Applicant.
- Finally, the Applicant only proposes to proffer out several items that could be permitted on the Property. This means that any by-right B-1 use not specifically proffered out could occur on this Property – not just the self-storage facility initially proposed. This also doesn't stop the Property owner from requesting any use permitted by special permit sometime in the future. Example of uses could include cell towers, shooting ranges or any other B-1 use permitted. Given the location of this property in the Village of Palmyra, the usage should be more limited to the uses recommended by the Comprehensive Plan – such as retail, office and/or residential.

As outlined above, I believe there to be a number of important aspects from the County's Comprehensive Plan that REZ 13:02 fails to address. Therefore, I respectfully request that action on this application be deferred until the Applicant can address to the Board's satisfaction that the proposal meets the future land use plan for the Palmyra Community Planning Area.

Thank you for your service to Fluvanna County.

Sincerely,



Andrew V. Sorrell

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date:

SUBJECT:	DEPARTMENT OF CRIMINAL JUSTICE GRANT OPPORTUNITY FOR FCPS
MOTION(s):	I move to approve that the Board of Supervisors authorize matching funding associated with the DCJS grant in order to secure School Resource Officers in our schools, effective July 1, 2014.
STAFF CONTACT:	Mr. Frank Leech, Director of Student Services
RECOMMENDATION:	Approval
TIMING:	January 15, 2014
DISCUSSION:	School safety efforts are integral to providing a safe and secure environment for our children in Fluvanna County Public Schools. The Department of Criminal Justice Services is offering a grant opportunity to secure School Resource Officers at our elementary schools and at our middle school. Currently, FCPS has one School Resource Officer at Fluvanna County High School.
FISCAL IMPLICATIONS:	The grant outlines the following funding formula for local government matching funds: Year 1: Total grant = \$150,000.00 Local funding requirement: \$59,832.00 Year 2: Additional 10% of the baseline \$59,832.00 Year 3: Additional 15% of the baseline \$59,832.00 Year 4: Additional 25% of the baseline \$59,832.00 All subsequent years: 100% (Approximately \$150,000)
POLICY IMPLICATIONS:	
LEGISLATIVE HISTORY:	
ENCLOSURES:	Grant application packet

2014-15 School Resource Officer and
School Security Officer Incentive
Grant Program
Guidelines
and
Application Procedures

***For New Programs and Continuation
Programs***

Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219

Issued November, 2013

**School Resource Officer and School Security Officer
Incentive Grants Program
2014-15 Guidelines**

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I. Introduction

The Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource Officer Incentive Grant Program to establish new and continue both School Resource Officer (SRO) positions in local law enforcement agencies, and new School Security Officer (SSO) positions in local school divisions.

These funds will be used to promote school safety and security by supporting School Resource Officer (SRO) and School Security Officer (SSO) positions assigned to public elementary, middle, and high schools in the Commonwealth of Virginia. A primary goal of this grant program is to establish, enhance, and continue the partnerships between local law enforcement agencies and local school divisions. This grant program is focused on funding SRO/SSO positions where none currently exist as part of an overall school safety strategy, and to continue successful new programs funded in 2014-2015.

These guidelines contain the rules and requirements governing the School Resource Officer/School Security Officer Incentive Grant Program, the required grant application forms, and instructions for completing and submitting your application.

Localities are encouraged to consider School Security Officer positions when the situation deems an additional security presence is merited yet the full functions of a School Resource Officer may not be suitable. **For purposes of definition, a School Security Officer means an individual who is employed by the local school board for the singular purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.**

In a change from last year's solicitation, \$200,000 in FY14 grant funds will be set-aside for SSO positions. Any funds remaining from this set-aside will be used to fund eligible SRO positions.

II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, Sheriffs' office or school division may manage the SRO/SSO program but the grant application must be submitted by and the funds awarded to a unit of local government. **Priority will be given to localities requesting SRO/SSO positions in schools where no such personnel are currently in place. Localities with an SRO position are eligible to apply for an SSO position if the need is sufficiently documented and funding is available.**

Forty-eight (48) months is the maximum length of time that grant funds will be awarded to support an SRO/SSO position in a specific elementary, middle, or high school. These grant funds are to be used to establish new SRO/SSO positions in public school buildings where one does not currently exist. These funds may not be used to supplant other funding sources used to fund current SRO/SSO positions.

III. Grant Deadline

Applications, whether mailed or hand-delivered, must be **received** by DCJS **no later than 4:00 p.m. on Wednesday, January 15, 2013**. Faxed or E-mailed applications will **not** be accepted.

IV. Amount Available

For SRO/SSO program applications:

Grant funds are to be used to pay only salary and benefits for SRO/SSO positions. The total amount requested in an application for a **new or continuation** SRO program may not exceed **\$50,000** per SRO position, including the required local cash matching funds. The total amount requested in an application for a **new** SSO program may not exceed **\$22,000** per SSO position, including the required local cash matching funds.

Localities may apply for both SRO and SSO positions in the same application. However, the needs assessment portion of the application must address how each SRO/SSO position will help meet the localities' overall goal of improving school safety. The only allowable expenses for this grant are salary and benefits for a full-time SRO or SSO position in an elementary, middle, or high school.

V. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2014 and ending June 30, 2015.

VI. Match Requirement

The grant match requirement is the localities "Composite Index of Local Ability to Pay". Applicants should consult the Virginia Department of Education's "**2012-2014 Composite Index of Local Ability-to-Pay**" to identify their locality's 2012-2014 Composite Index.

http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2012-2014/composite_index.pdf

Use your locality’s 2012-2014 Composite Index to calculate your required local matching cash funds for this year’s SRO/SSO Incentive Grants Fund application.

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The *hypothetical DCJS Itemized Budget Form (below)* shows how matching cash funds for each line item are calculated.

Hypothetical:

The town of Virginiaville’s annual salary rate for a full-time SRO is \$30,000 with fringe benefits equaling \$5,000. Virginiaville’s 2012-2014 Composite Index of Local Ability-to-Pay is .3032. To calculate the amount of local matching cash funds required, Virginiaville would multiply the total salary (\$30,000) by its composite index (.3032) and repeat this process for each line item.

Total per line item x Composite Index = Local cash match per line item
 (\$30,000) x .3032 = \$9,096

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
TOTAL:					\$20,904	\$9,096		\$30,000
b. Fringe Benefits			\$5,000					
FICA % =10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
TOTAL:					\$3,484	\$1,516		\$5,000
TOTAL PERSONNEL (a + b):					\$24,388	\$10,612		\$35,000

Cost Assumption Calculations for Continuation Programs:

Please note the following information has changed to better assist localities with SRO/SSO program implementation and transition to local funding.

Positions approved for continuation funding will be based on the following scale:

Year 2: 10% of 1st year award including match

Year 3: 15% of 1st year award including match

Year 4: 25% of 1st year award including match

For example, in year 2 of the grant, the cost assumption calculation is done as followed:

- The total award in year one was \$30,000.
- $\$30,000 \times 10\% = \$3,000$ local cost assumption.
- $\$30,000 - \$3,000 = \$27,000$.
- \$27,000 is the total amount allowable for year 2.
- As outlined above, to calculate the composite index match: $\$27,000 \times .3032$ (example only) = \$8,186.
- So your total grant request would be: \$18,814 in state funds; \$8,186 in Local Match for a total of \$27,000.

VII. Restrictions

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be used to support an SRO or SSO grant funded position is 48 months.
- Grant funds may be used **only** for salary and fringe benefits for a full-time SRO or SSO. No equipment, supplies, firearms, vehicles, training, etc. will be funded by this grant.

VIII. Availability of Continuation Funding

Approval of one grant does not imply or guarantee funding awards in subsequent years. In addition to a project's implementation, performance, and the availability of funds, compliance with grant reporting requirements and timely submission of any special condition documentation attached to the current award are key factors in determining eligibility for continuation funding.

1. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
2. **All special conditions for the current award must be completed and approved by DCJS by the time of review in order for the continuation grant to be considered.**

IX. Application Requirements

A. **SRO; School Resource Officer positions** must be based on the Virginia School Resource Officer Program Guide and incorporate the following components:

- 1) SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- 2) SROs who have at least one (1) year of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;
- 3) SROs must have attended a DCJS approved SRO Basic School or will attend one within the first four months of the grant cycle;
- 4) SROs will be assigned to **one** secondary or elementary school. There must be a Memorandum of Understanding (MOU) between the School Divisions and the Law Enforcement agency. If a current MOU is not in place at the time of application submission, the applicant must submit letters signed by the Chief of Police or Sheriff and the School Superintendent indicating intent to have an MOU in place within 30 days of grant award. The executed MOU must be received by DCJS within 30 days of the date of the grant award, and before any grant funds will be disbursed.

B. **SSO; School Security Officer positions** are to be compliant with requirements set out in the [Virginia Administrative Code, Title 6, Agency 20, Chapter 6: Regulations for School Security Officers.](#)

X. Application Forms and Instructions

Each application for new **SRO or SSO** funding must contain the following items and be submitted in the order listed below. For the Budget and Project Narrative sections of your application use the titles and headings specified in these guidelines.

- **Grant Application Form:** The first page of your application is the **Grant Application**, a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses as well as telephone numbers for each

person listed. Use the table below to assist you in completing the Grant Application Form.

Information Block	Content
Grant Program	Put “School Resource Officer/School Security Officer Grant Program ”
Congressional District	Indicate the Congressional District(s) in which the project will operate.
Applicant	Provide the name of the locality applying.
Faith Based organization?	N/A
Applicant FIN	Provide applicant’s Federal Identification Number.
Best Practice?	N/A
Jurisdiction(s) Served and Zip Codes	List all jurisdictions and Zip Codes in which the project will operate.
Program Title	School Resource Officer or School Security Officer
Grant Period	July 1, 2013 to June 30, 2014
DUNS Number	Provide your locality or organization’s Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a DUNS number, go to http://fedgov.dnb.com/webform .
Type of Application	New
Rural, Urban, Suburban	Check the box that best describes the applicant locality.
Project Director	Provide name and all requested contact information for person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	The person who has authority to formally commit the locality to comply with the terms of the grant application including provision of the required cash match. This must be the local unit of governments chief elected official or the County Administrator, City Manager, Town Manager or Mayor, not the Sheriff or Chief of Police.
Finance Officer	The individual responsible in the locality for fiscal management of the funds associated with this grant.
Signature of Project Administrator	Signature of the County Administrator, City Manager, Town Manager or Mayor.
Brief Project Description	In 100 words or less , provide a description of the proposed project. Include the name of the school in which the SRO/SSO will be working.
Project Budget Summary	This grant only provides salary and fringe benefits. Figures should be in the Personnel category only. Figures on this form must match those on the “Itemized Budget” form. Please round figures to the nearest dollar.

A. Itemized Budget Form: You must submit DCJS’ **DCJS Itemized Budget**, a two-page form, to detail all proposed project expenditures, including matching funds. Alternative forms will not be accepted. This grant only provides salary and benefits. On the Itemized Budget Form, provide line item breakdowns of salary and benefit figures, listing the figures in the “State” column under “DCJS Funds” and in the “Cash” column under “Applicant Match.” The proposed grant budget must reflect match on a line-by-line basis. Please round figures to the nearest dollar. The

Itemized Budget form is an Excel spreadsheet which will calculate the totals by line and column automatically.

On the Itemized Budget Form:

#1. Personnel/Employees

a.) Salaries: list the position(s) by title and provide the name of the SRO(s) or SSO(s) designee(s), if known. Show the local annual salary rate for a full-time SRO/SSO and the number of hours for a full-time SRO/SSO position. SRO and SSO job descriptions and qualifications should be on file at the implementing agency.

b) Fringe Benefits: Indicate each type of fringe benefit that the grant-funded SRO/SSO will receive, calculating the state funds and local cash match line-by-line.

#7. Cash Funds - (supporting this project from sources other than the grant program.) *This item is optional* and is included so that applicants wishing to do so may describe any additional support provided to the proposed project, beyond the state and matching funds presented in the grant application.

B. Budget Narrative:– In addition to completing the Itemized Budget Form, provide a separate Word document titled “**Budget Narrative**” with two subheadings: 1) Personnel/Employees and 2) Fringe Benefits; which explains and justifies each budget item and states the basis for the amounts requested.

D. Project Narrative: Each grant application must include a project narrative to include two sections with the following headings: 1) Needs Assessment and 2) Project Goals and Objectives. The Project Narrative must present a concise, clear and compelling case for the need for an SRO/SSO position at the specified school. If applying for both SRO and SSO positions, at different schools, please describe how the use of both types of positions will be coordinated to enhance local school safety. The Project Narrative must describe the capabilities of your organization to implement, carry out and manage the project. Applications must include a section titled “Needs Assessment” *no more than 5 pages in length*, which includes **two sub-headings: *Need Justification and Project Description***. Applicants are also required to complete the Project Goals and Objectives form using as many pages as necessary.

1) Accomplishments and Needs Assessment: (No more than 5 pages in length)

Under the **Accomplishments and Need Justification** heading, the applicant must identify and describe in specific terms the nature and extent of the school safety, security, juvenile crime/delinquency and crime prevention problems and issues that exist in the school or schools for which grant funded positions are being requested, **as well as a detailed description of the progress made toward accomplishing each objective of the current grant year.** In addition, other factors such as local response time due to the remote location of school buildings and factors in the community

surrounding a school building may be used to address the need for grant funded positions. Statistics and other quantifiable information may be used to support the need for positions. Sources for statistics may include: school discipline records; school detention, suspension and expulsion data; juvenile crime statistics; calls for service to local law enforcement agencies; annual school safety audit information; student and/or staff safety surveys; parent and/or community input; school and community population and economic demographics, etc. Describe existing resources and services that are available to address the identified school safety and security problems, and state why those resources and services are inadequate to address local school safety issues.

Describe how the locality/agency intends to sustain funding for the requested position(s) as grant funding declines beginning in year 2 of the grant.

Under the **Project Description** of the **Needs Assessment**, provide a detailed complete description of the project design and planned implementation activities, fully describing how the project will reach the stated goals. The project description should tie implementation activities to the project’s goals and objectives. Identify the school(s) where the activities will be and any key community partners responsible related to the proposed project.

2) Project Goals and Objectives Form:

Applicants must complete and submit a **Project Goals and Objectives Form**, using as many objectives and pages as necessary to thoroughly describe the proposed SRO/SSO project in the specified school(s) for the 2014-15 grant period. Failure to provide specific, measurable objectives and performance measures may result in the elimination of your application from consideration. (The form’s text boxes will expand to accommodate verbiage). To assist you in filling out the form, please refer to the chart below.

1. Purpose Area	Not applicable for this program
2. Goal	<p>Complete the “Goal” section of the Project Goals and Objectives Form and include the full name of the school(s) where the SRO project will occur.</p> <p>Hypothetical Goal Statement “Virginiaville’s police department and public school system will continue their partnership to promote school safety and reduce juvenile violence through the continuation of the school resource officer program at XYZ High School.”</p>
3. Objective	<p>Objectives identify the project’s focus and targeted outcomes; specify who will benefit from or be changed by the proposed project; state the anticipated behavior change or result; state the projected degree of change from current conditions; and state what the project’s beneficiaries will learn or be able to do as a result of the project. Objectives should address the continuing safety, security, juvenile crime/delinquency and crime prevention problems and issues</p>

	identified in the Project Narrative section of the application. Number each objective. Objectives must be stated in terms that are specific/numeric, measurable, achievable, and related to the stated goal and time-bound (SMART) .
4. Grant Start/End Dates	July 1, 2014 to June 30, 2015
5. Activities 6. Implementation Steps	Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully. The Implementation Plan section should include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified. The applicant should provide specific information about project-related training that the SRO(s)/SSO(s) will receive. Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.

F. SRO Memorandum of Understanding for 2014-15: Applicants requesting an SRO position must submit an up-to-date Memorandum of Understanding (MOU) between the local law enforcement agency and the school division per the SRO guidelines. This requirement must be met within 30 days of approval of the grant and before grant funds are distributed.

The MOU should include at minimum the following:

- a description of the chain of command for the SRO(s);
- definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- communication between the SRO(s) and the school, the SRO(s) and the parent law enforcement agency, and the school and the law enforcement agency;
- dates for reviewing and renewing the MOU;
- signatures of authorized officials representing all parties to the agreement;
- date the MOU is effective.

G. SRO Departmental General Order: Applicants must submit a departmental general order that outlines the operation of their SRO program.

H. Certification Form indicating dates attended DCJS-approved SRO Basic School or dates the officer(s) will attend training within the first four months of the grant cycle. SSOs must include the Certification Form indicating dates attended DCJS certified SSO training or when the SSO(s) will attend training. Grants may be special conditioned to ensure training and certification requirements are met.

I. Sustainment Plan to support the grant funded position after grant funding ends.

J. Name of school(s) where the position(s) will be placed must be included in the application.

XI. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

DCJS intends to conduct an evaluation to examine the impact of SROs/SSOs funded by these grants. Grantees (schools and law enforcement agencies) selected to participate in the evaluation may be required to provide additional information on factors such as incidents of discipline, crime and violence, suspensions and trancies, and measures of school climate. It is anticipated that most of these measures will be available through existing reporting systems such as the Department of Education's Discipline, Crime and Violence (DCV) reports and law enforcement crime and arrest incident reports. **DCJS will notify the SRO, SSO or school administrator of the specific data required to meet grant reporting requirements at the time of the grant award.**

XII. How and Where to Submit Application

Please **submit an original and three (3) copies** of the complete grant application to:

**Department of Criminal Justice Services
Grants Administration Section
1100 Bank Street
Richmond, VA 23219**

Faxed or E-mailed applications will **not** be accepted. Consider mailing your application via FedEx, UPS or certified mail, return receipt requested. Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Wednesday, January 15, 2014.**

XIII. Technical Assistance

Please contact one of the following DCJS staff for questions regarding your SRO grant application.

Shellie MacKenzie – by email at Shellie.mackenzie@dcjs.virginia.gov or by phone 804-225-1863

Donna Michaelis – by email at donna.michaelis@dcjs.virginia.gov or by phone 804-371-6506

Heather Smolka – by email at heather.smolka@dcjs.virginia.gov or by phone at 804.371.0635

Shelia Anderson – by email at shelia.anderson@dcjs.virginia.gov or by phone at 804.786.9469

XIV. Grant Application Checklist

- ❑ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors]
- ❑ Have all applicable parts of the Grant Application Itemized Budget been completed
- ❑ Does each entry on the Itemized Budget form show the state fund amount and cash match amount as well as the total
- ❑ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget
- ❑ Is the Project Narrative no more than 5 pages in length
- ❑ Does the Project Narrative contain the following:
 - Need Justification
 - Project Description
 - Name of the School where the position will be placed
- ❑ Completed DCJS Goals and Objectives Forms
- ❑ SRO Memorandum of Understanding for 2014-2015
- ❑ SRO Departmental General Order
- ❑ Training Certification Form
- ❑ Sustainment Plan
- ❑ Does the material being submitted include one (1) original and three (3) copies (4 total) of the completed Grant Application
- ❑ Applications for funding must be received by the Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219, **no later than 4:00 p.m. on Wednesday, January 15, 2014.** Applications received after that deadline will not be considered. Faxed copies will not be accepted.



County of Fluvanna

2013 Board of Equalization Summary

January 15, 2014



2013 Members

- **Gary Ellis, Chair**
- **Everett Hannah, Secretary**
- **Joe Ronan**

- **Gene Ott, Alternate**

- **Joann Rawls, Administrative Assistant**



2013 Assessment Year Summary

- **Total number of appeals received – 55**
- **Locality subtotals by property classification**
 - Residential – 54
 - Commercial – 1
 - Multi-family –
 - Industrial –
 - Agricultural –
- **Number of appeals where values were changed**
 - 16 – reduced
 - 5 – increased
 - 21 – Total



2013 Assessment Year Summary (cont.)

- **Locality subtotals by property classification:**

Category	Reduced	Increased	Total
Residential	16	5	21
Commercial			
Multi-family			
Industrial			
Agricultural			



2013 Assessment Year Summary (cont.)

- **Reason for appeal:**
 - Assessment not uniform to comparable properties – 41
 - Assessment exceeded fair market value – 3
 - Assessment based on incorrect data – 10
 - Assessment not determined in accordance with generally accepted appraisal practice – 0
 - Other reasons – “Possible Clerical error” – 1
- **Reason for change:**
 - Assessment not uniform in relation to comparable property – 13
 - Assessment exceeded fair market value – 1
 - Assessment based on incorrect data – 6
 - Assessment not determined in accordance with generally accepted appraisal practice – 0
 - Other reasons – “Possible Clerical error” – 1



Questions?

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	Approval of Open Space Renewal Contract for Mrs. & Mrs. Jeffrey Lynn Johnson, II.
MOTION(s):	I move to approve the open space contract application for Mr. and Mrs. Johnson for Tax Map Parcel 21-23-1; agreement shall remain in effect for a term of ten (10) consecutive years.
STAFF CONTACT:	Andrew M. Sheridan, Commissioner of the Revenue
RECOMMENDATION:	Approval
TIMING:	Immediate
DISCUSSION:	This property qualifies for an Open Space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.
LEGISLATIVE HISTORY:	
ENCLOSURES:	Mr. & Mrs. Jeffrey Lynn Johnson, II executed Open Space Contract.



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this ~~14~~ 30 day of December, 2013, by and between Jeffrey Lynn Johnson, II & Kiersten B. Johnson, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 21-23-1 (14.0 acres in Open Space of 16.0 total acres)

2. The Grantor agrees that during the term of this agreement:
 - A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
 - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
 - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
 - D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
 - E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
 - F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
- 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
 - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of ten (10) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

[Handwritten Signature]

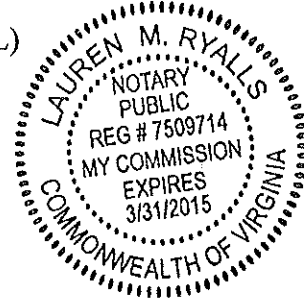
Landowner

(SEAL)



[Handwritten Signature: Kiersten Johnson]
Co-owner (s)

(SEAL)



STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:

The foregoing instrument was acknowledged before me by

Jeffrey + Kiersten Johnson Landowner (s)

on this 30th day of December, 2013.

My commission expires: 3/31/2015

Lauren M. Ryalls
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:

The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

on this _____ day of _____, _____.

My commission expires: _____

Notary Public

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	Approval of Open Space Renewal Contract for Mrs. Ginger Smith Johnson
MOTION(s):	I move to approve the open space contract application for Mrs. Ginger Smith Johnson for Tax Map Parcel 21-23-2; agreement shall remain in effect for a term of five (5) consecutive years.
STAFF CONTACT:	Andrew M. Sheridan, Commissioner of the Revenue
RECOMMENDATION:	Approval
TIMING:	Immediate
DISCUSSION:	This property qualifies for an Open Space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.
LEGISLATIVE HISTORY:	
ENCLOSURES:	Mrs. Ginger Smith Johnson's executed Open Space Contract.



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 27 day of December, 2013, by and between Ginger Smith Johnson, party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 21-23-2 (11.0 acres)

2. The Grantor agrees that during the term of this agreement:

- A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
- B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
- C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
- D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
- E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
 - 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
 - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
 - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
 - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
 - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
 - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of Five (5) consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Ginger Smith Johnson (SEAL)
Landowner



Co-owner (s) (SEAL)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by
Ginger Smith Johnson, Landowner (s)
on this 27th day of December, 2013.

My commission expires: 3/31/2015

Lauren M Ryalls
Notary Public

COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by
_____, Fluvanna County Administrator
on this _____ day of _____, _____.

My commission expires: _____

Notary Public

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	Approval of Open Space Renewal Contract for Ms. Melissa D. Marks
MOTION(s):	I move to approve the open space contract application for Ms. Melissa D. Marks for Tax Map Parcel 21-13-13; agreement shall remain in effect for a term of twenty five (25) consecutive years.
STAFF CONTACT:	Andrew M. Sheridan, Commissioner of the Revenue
RECOMMENDATION:	Approval
TIMING:	Immediate
DISCUSSION:	This property qualifies for an Open Space contract with Fluvanna County in accordance with Code Section 58.1-3229 et. seq. of the Virginia State Code.
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	In accordance with Section 58.1-3229 et. seq. of Virginia State Code.
LEGISLATIVE HISTORY:	
ENCLOSURES:	Ms. Melissa D. Mark's executed Open Space Contract.



CONTRACT FOR OPEN SPACE LAND USE ASSESSMENT

THIS AGREEMENT, made this 2nd day of January, 2014, by and between Marks, Melissa D., party(ies) of the first part, hereinafter called the Grantor, and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

WHEREAS, the Grantor owns certain real estate, described below, hereinafter called the Property; and

WHEREAS, the County is the local governing body having real estate tax jurisdiction over the Property; and

WHEREAS, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife and
- B. That the property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3229 et. seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and
- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

WHEREAS, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

WHEREAS, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

NOW, THEREFORE, in consideration of the recital and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 21-13-13 (13.012 acres in Open Space of 15.012 total acres)

2. The Grantor agrees that during the term of this agreement:

- A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
- B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
- C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
 - 1) on the Property as of the date of this agreement; or
 - 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
- D. There shall be no dumping or storage of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
- E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public view of scenic areas of the Property.

- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may:
 - 1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan), and
 - 2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as noxious weed pursuant the Code of Virginia (1950), as amended.
 - H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
 - I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
 - J. There shall be no industrial or commercial activities, conducted on the property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as garage, smokehouse, small shop or similar structure which is permitted on the property.
 - K. There shall be no separation or split-off of lots, pieces or parcels from the property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject to this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a terms of 25 () consecutive years.
 Twenty-five

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.1-1513 of the Code of Virginia for withdrawal of land from an agricultural, forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODES SECTION.

Melissa D. Marks (SEAL)
Landowner

Co-owner (s)

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

Melissa D. Marks, Landowner (s)

on this 2 day of January, 2013.

My commission expires: 10/3/2015

[Signature]
Notary Public



COUNTY OF FLUVANNA, VIRGINIA

By: _____
County Administrator

**STATE OF VIRGINIA
COUNTY OF FLUVANNA, to-wit:**

The foregoing instrument was acknowledged before me by

_____, Fluvanna County Administrator

on this _____ day of _____, _____.

My commission expires: _____

Notary Public

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	Appointment of Zoning Administrator
MOTION(s):	I move the Board of Supervisors ratify the appointment of Jason Stewart as the Zoning Administrator as of December 16, 2013.
STAFF CONTACT:	Steve M. Nichols, County Administrator
RECOMMENDATION:	Ratify
TIMING:	Routine
DISCUSSION:	Designate Mr. Jason Stewart as the Zoning Administrator from the date he was hired.
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	None

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: January 15, 2014

SUBJECT:	Resolution/Secondary Road Addition – Roslyn Way, Kathy Court and Justin Drive.
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled “A Resolution to Take Streets in the Sycamore Square Subdivision into the Secondary System of Highways in Fluvanna County, Virginia”
STAFF CONTACT:	Mary L. Weaver, Clerk to the Board of Supervisors
RECOMMENDATION:	Adoption of the Resolution
TIMING:	Routine
DISCUSSION:	N/A
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	
ENCLOSURES:	Resolution VDOT Form AM-4.3

In the County of Fluvanna

By resolution of the governing body adopted January 15, 2014

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Sycamore Square

Type Change to the Secondary System of State Highways: Addition

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.1-229

Street Name and/or Route Number

† Rosalyn Way, State Route Number 1049

Old Route Number: 0

| From: Justin Drive

To: W to end of cul de sac, a distance of: 0.11 miles.

Recordation Reference: PB 848 Pg 132-135

Right of Way width (feet) = 50

Street Name and/or Route Number

† Kathy Court, State Route Number 1048

Old Route Number: 0

| From: Rte 1038, Justin Drive

To: SW to end of cul de sac, a distance of: 0.06 miles.

Recordation Reference: PB 2, pg 255

Right of Way width (feet) = 50

Street Name and/or Route Number

† Justin Drive, State Route Number 1038

Old Route Number: 0

| From: Rte 1047, Robins Court

To: Rosalyn Way, a distance of: 0.24 miles.

Recordation Reference: PB 848 , pg 132-135

Right of Way width (feet) = 50



BOARD OF SUPERVISORS

**County of Fluvanna
Palmyra, Virginia**

RESOLUTION

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, January 15th, 2014, 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:

<u>Present</u>	<u>Vote</u>
Mozell H. Booker, Chairman	
Robert Ullenbruch, Vice Chairman	
Mike Sheridan	
Tony O'Brien	
Donald W. Weaver	

A RESOLUTION TO TAKE STREETS IN THE SYCAMORE SUBDIVISION INTO THE SECONDARY SYSTEM OF HIGHWAYS IN FLUVANNA COUNTY, VIRGINIA

WHEREAS, the eligible streets described on the attached VDOT AM-4.3 from, 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 Sycamore Square 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 15th day of January 2014, 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 33.1-229 of the Code of Virginia as amended, and the Subdivision Street Requirements; and

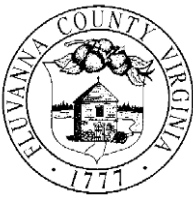
BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

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.

Adopted this 15th day of January 2014
by the Fluvanna County Board of Supervisors

A Copy, teste:

Mary L. Weaver, Clerk
Board of Supervisors
Fluvanna County, Virginia



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540, Palmyra, VA 22963 · (434) 591-1910 · FAX (434) 591-1911 · www.fluvannacounty.org

MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Management Analyst
SUBJECT: FY14 Contingency Balance
DATE: January 9, 2014

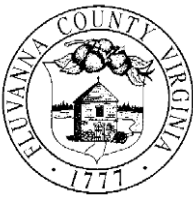
The balance for the BOS Contingency line for FY14 is as follows:

Board of Supervisors Contingency:

Beginning Budget:	\$100,000.00
LESS: U12 Youth Football 6.19.13	-\$19,965.00
LESS: James River Water Authority Funding 11.20.13	-\$25,000.00
LESS: Town of Columbia Signage 11.20.13	-\$3,000.00
LESS: Cunningham and Columbia Schools Insurance 12.04.13	-\$4,751.00
LESS: Fluvanna County Public Schools MUNIS Implementation 01.08.14	-\$20,000.00
Available:	\$27,284.00

Total Available Budget: Board of Supervisors Contingency Line

\$27,284.00



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540, Palmyra, VA 22963 · (434) 591-1910 · FAX (434) 591-1911 · www.fluvannacounty.org

MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Management Analyst
SUBJECT: FY14 Capital Reserve Balance
DATE: January 9, 2014

The balance for the Capital Reserve for County and Schools in FY14 is as follows:

County Capital Reserve:

FY14 Beginning Budget:	\$171,575.00
LESS: County Building and Fire Code Issues 12.04.13	-\$8,000.00
LESS: Cunningham School Tank Removal 12.04.13	-\$12,000.00
LESS: Carysbrook Field Lighting 12.18.13	-\$37,000.00
LESS: Social Services Building Preconditioning HVAC System 12.18.13	-\$22,400.00
Available:	\$92,175.00

Schools Capital Reserve:

FY14 Beginning Budget:	\$200,580.00
LESS: Abrams building datacenter infrastructure and generator 07.03.13	-\$40,000.00
LESS: Central Elementary intercom and phone system split 07.03.13	-\$8,500.00
LESS: School Bus Monitoring Cameras with GPS and Video Software 11.06.13	-\$25,500.00
Available:	\$126,580.00



Board of Supervisor's Directives and Requests Status Report

Updated: Dec 10, 2013

Status	Date	Directive/Request	Action By	Comments
Pending	4-Dec-13	Spend no more than \$4,000.00 for a facilitator for the BOS Retreat in January 2014.	Staff	
Pending	4-Dec-13	Draft an Aqua PPEA counter offer document for review at the December 18, 2013, BOS meeting. The revised counter offer will be based on the County Attorney's revisions of September 27, 2013, and will incorporate the revisions proposed by the Board at the November 20, 2013, meeting.	County Attorney	
Pending	20-Nov-13	Setup a one and a half day strategic planning retreat for the Board in January 2014, utilizing the services of Mr. Mike Chandler as Facilitator.	Staff	January 24 & 25, 2014 at Library
Pending	6-Nov-13	Research hiring a part-time deputy for the Town of Columbia	Staff	
Pending	2-Oct-13	Organize a Town Hall meeting for the Fork Union Sanitary District	Staff	Dec 12, 2013, FCCC
Ongoing	18-Sep-13	Develop a policy for use of county vehicles	Staff	
Ongoing	4-Sep-13	Schedule and plan for a Board Retreat in January 2014.	Staff	
Pending	17-Jul-13	Prepare cash proffer guidance for consideration by the Board	Staff	
Pending	5-Jun-13	Pursue a cell phone stipend policy	Staff	
Pending	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna Bridge on Route 6.	Staff	Request submitted to VDOT
Pending	15-May-13	Research the ability to purchase /install curve warning signs on Route 620, Rolling Road near Blue Mountain Lane.	Staff	
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Pending	2-Jan-13	Research County funds investment plan and options	Treasurer	
Ongoing	7-Nov-12	Review recommendations of Rural Land Use Committee, prepare cash proffers policy and draft zoning and subdivision ordinances that provide cohesive solutions to rural land use issues.	Staff	
Ongoing	19-Sep-12	Continue with water source negotiations with the Department of Corrections	Staff	Pending receipt of agreements
Ongoing	1-Aug-12	Continue review of the Aqua Virginia and any other water proposal received under the PPEA process.	Staff	Deferred for 30 Days at Public Hearing on 18 Sep 13.
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James River water intake to determine viability for potential county water needs.	Staff	

Status	Date	Directive/Request	Action By	Comments
Complete	4-Sep-13	Reschedule First BOS meeting of 2014 to Wednesday, January 8, 2014.	Staff	
Complete	7-Aug-13	Post the draft ROI Model versions on the County website.	Staff	Posted 8/8/2013
Complete	7-Aug-13	Defer Walkers Ridge Public Hearing to the October 16, 2013 Board meeting in the Fluvanna Courts Building in the Circuit Court Room.	Staff	
Complete	7-Aug-13	Advertise the Aqua PPEA Proposal for the September 18, 2013 Board meeting in the Fluvanna County High School Auditorium.	Staff	Ran 09/05 and 09/12
Complete	3-Jul-13	Reserve the high school for the August 7, 2013 Board meeting.	Staff	
Complete	19-Jun-13	Put the Code Compliance Officer position on the July 3, 2013 agenda.	Staff	
Complete	5-Jun-13	Bring a formal motion on the Local Youth Football Team (7 th Grade Level) at the June19th meeting.	Staff	
Complete	5-Jun-13	Do a need analysis on changing the Code Compliance Officer Position from part-time to full-time.	Staff	
Complete	15-May-13	Present a briefing at a future BOS Meeting about the role, responsibilities, and typical actions of the EDA to help inform the public.	EDA	Briefed 09/04/2013
Complete	15-May-13	Present an update on the volunteer contributions plan at the June 5, 2013 meeting	Treasurer	
Complete	15-May-13	Provide an update regarding the possibility of supporting establishment of a local youth football team (7th Grade level) at the June 5, 2013 meeting.	Staff	
Complete	1-May-13	Coordinate a joint meeting between the Board of Supervisors and the Social Services Board for the June 5, 2013 work session.	County Administrator	Meet on Jun 5, 2013
Complete	1-May-13	Prepare a list of interested individuals for the Zion Crossroads Steering Committee and present it at the May 15, 2013 meeting for selection.	Staff	
Complete	1-May-13	Present an update of the Fork Union Streetscape at the May 15, 2013 meeting.	Staff	
Complete	1-May-13	Put the Accounts Payable and the Budget Report into the Consent Agenda for future meetings.	Staff	
Complete	17-Apr-13	Complete the new High School cost figures, including the energy efficiency measures and costs.	Staff	Presented at Jul 3 Meeting
Complete	17-Apr-13	Present the Committee Recommendation for the Zion Crossroads project at the May 1, 2013 meeting.	Staff	
Complete	10-Apr-13	Review rules and procedures for a voluntary contributions program and bring recommendations to the Board.	Staff	BOS approved 8/7/2013
Complete	10-Apr-13	Move \$10,000.00 from the FY14 Personnel Contingency and to FY14 JABA funding.	Staff	
Complete	13-Mar-13	Advertise Parks & Recreation Activities, Events, and Equipment Rental Fee Structure and present at April 3, 2013 meeting.	Staff	

Status	Date	Directive/Request	Action By	Comments
Complete	20-Feb-13	Add construction of a new elementary school to the CIP.	Staff	
Complete	6-Feb-13	Get the statistics of the loss of Personal Property Tax revenue in the past two years.	Staff	
Complete	6-Feb-13	Present a rental fee structure for Pleasant Grove and other amenities for Fluvanna County at the March 6, 2013 meeting.	Staff	
Complete	16-Jan-13	Report on the errors in real and personal property values provided for inclusion in the FY13 budget and provide an explanation of actions being taken to prevent this from happening again.	Commissioner of the Revenue	
Complete	19-Dec-12	Set up a contact Mr. Terry Rephann from the Center for Economic and Policy Studies at the Weldon Cooper Center for Public Service at UVa to request a Post-Election Economic and Revenue Outlook briefing.	Staff	
Complete	5-Dec-12	Formally identify planning requirements and steps necessary for development of the Zion Crossroads growth area.	Staff	BOS briefed 8/7/2013
Complete	5-Dec-12	Add the Planning Activity Report to the BOS Agenda quarterly.	Staff	
Complete	20-Nov-12	Research options of taking a bond out for CIP items.	Staff	