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**AUTHORIZED POSITIONS- 31.5**

**Filled Positions- 21.0**

Department Director (Casey Armstrong)

**ADMINISTRATIVE**

Administrative Assistant (Amanda Thomas)

**PERMIT INTAKE & PROCESSING**

Permit Specialist II (Leslie Dodrill)

Permit Specialist I (Kelley Ann Weatherholtz)

**BUILDING CODE ENFORCEMENT**

Building Official (Joe Shifflett)

Building Plan Reviewer (Jay Carter)

Electrical Inspector (J.N. Riddel)

Electrical Inspector (Terry Derrer)

Inspector (Ricky Davis)

Building Inspector (James E. Campbell)

**LAND DEVELOPMENT REVIEW**

Development Plan Manager (Peter Kesecker)

**PLANNING: SHORT- AND LONG-RANGE**

Director of Planning (Rhonda Cooper)

Senior Planner (James May)

**ZONING CODE ENFORCEMENT**

Zoning Administrator (Diana Stultz)

Deputy Zoning Administrator (Diane Lepkowski)

Code Compliance Officer (Kelly Getz)

**GEOGRAPHIC INFORMATION SYSTEMS**

GIS Specialist (Mark Rathke)

GIS Technician (Kendrick Smith)

**ENVIRONMENTAL SERVICES**

Environmental Manager (Lisa Perry)

Environmental Inspector (Adam Hancock)

Environmental Inspector (Blake Barnes)

**Vacant Positions- 10.5**

Permit Specialist II

Permit Specialist I

Permit Specialist I- Part-time

Deputy Building Official

Building and Plumbing Inspector  
Inspector

Plumbing Inspector

GIS Coordinator

Addressing Technician

Planner

Erosion & Sediment Control Administrator

## BOARD ACTION REQUESTED

None

## PROJECTS AND REPORTS

### PROPOSED VOLUNTARY CONSERVATION EASEMENT ORDINANCE (Rhonda Cooper)

The Board requested staff to prepare a draft ordinance to enable the County to consider co-holding voluntary conservation easement in the Cross Keys and Port Republic Battlefield Study Areas. The ordinance was recommended for approval by the Planning Commission on March 1, and will be heard by the Board on March 23.

Following a presentation to the Board on January 13, the Board requested staff to provide additional research to them at its February 10 meeting. Staff met with John Hutchinson of the Shenandoah Valley Battlefields Foundation (SVBF) and Kim Sandum of the Community Alliance for Preservation (CAP), to determine an alternative to a countywide approach to the Voluntary Conservation Easement Ordinance. A presentation and maps were presented at the February 10 meeting.

A Voluntary Conservation Easement Ordinance, initially drafted by an advisory committee in 2009, was revised in 2015 by the Shenandoah Valley Battlefields Foundation (SVBF) for consideration by the Board. The SVBF has encountered a number of opportunities to conserve land in the battlefields, but the conservation of these properties would necessitate the establishment of a local government as a co-holder of the easement. At the request of County staff, in June 2015, John Hutchinson of the SVBF provided an explanation of this need and outlined the differences between the 2009 and 2015 drafts. That information was provided to the Board in the department's January 13 staff report.

### LAND USE-RELATED FEE SCHEDULE (Rhonda Cooper)

Section 2-44 is under review to bring it into compliance with the 2014 Zoning Ordinance terminology and to evaluate the fees, which were last revised about five years ago.

### ROCKINGHAM BICYCLE ADVISORY COMMITTEE (RBAC) (Rhonda Cooper)

The next regularly scheduled meeting of the RBAC is March 17. The Committee will evaluate its 2012 Annual Work Plan in light of the draft County Bicycle and Pedestrian Plan. On February 18, the Committee recommended that the final draft of the Rockingham County Bicycle and Pedestrian Plan move forward to public comment and then to Planning Commission and Board hearings. The tentative schedule for the upcoming months is noted in the following section.

### MPO & NON-MPO BICYCLE AND PEDESTRIAN PLANS (Rhonda Cooper)

The MPO TAC is expected to forward a final draft MPO Plan and recommend it for public release to the Policy Board in May. The MPO and County Bicycle and Pedestrian Plans will be presented at a public meeting. The public meeting will be the citizens' and stakeholders' opportunity to review the draft plans and maps within an open house and formal presentation format. Both plans are expected to be ready for final action in July.

February 18	RBAC recommended approval of draft County Plan
February 19-March 1	Rockingham County Board of Supervisors received draft County Plan
March 17	HRMPO BP Subcommittee receives final draft of HRMPO Plan
March 31	HRMPO BP Subcommittee final review of draft HRMPO Plan
April 5	Rockingham County Planning Commission receives copy of County Plan
April 21	HRMPO TAC and Policy Board receive copy of draft MPO Plan for review

May 3	Rockingham County Planning Commission Work Session
May 5	TAC recommends release of HRMPO Plan to public
May 6	Public Meeting Announcement
May 11	Rockingham County Board of Supervisors work session
May 19	Policy Board Releases HRMPO Plan to Public
May 24 or 26	Public Meeting on both Plans
June 9	Public comment period ends
July 5	Rockingham County Planning Commission Public Hearing
July 7	HRMPO TAC Final Approval
July 27	Rockingham County Board of Supervisors Public Hearing
July 21	HRMPO Policy Board Final Approval

### **PORT REPUBLIC RURAL VILLAGE GRANT PROJECT (Rhonda Cooper)**

The Shenandoah Valley Network (SVN) and Community Alliance for Preservation (CAP) staff and the project consultant, Paradigm Design, will hold the last of three community workshops on April 7 at 7 p.m. Community workshops in Port Republic, held on January 21 and February 18, were used to describe the planning process, to receive input on what the community considers to be its assets and liabilities now and in the future, and to discuss techniques to maintain the character of the Port Republic village.

The SVN was awarded a Battlefield Protection Grant to study the potential for a Rural Village Overlay District for Port Republic. SVN has contracted with Paradigm Design to work with Port Republic’s village and area landowners to develop the landowners’ vision, then to develop guidelines to preserve special characteristics, and to develop a list of uses compatible with the traditional village and surrounding agriculture and battlefields. The resulting Rural Village Overlay District could become a general model for application in the County’s other rural villages. This grant was awarded by the National Park Service’s American Battlefield Protection Program.

### **HOUSE BILL 2 TRANSPORTATION PROJECT APPLICATIONS (Rhonda Cooper)**

The HB2 project scoring and recommendation phase has been completed by the Office of Intermodal Planning and Investment (OIPI), VDOT, and the Department of Rail and Public Transportation (DRPT). The recommended projects will be reviewed by the Commonwealth Transportation Board (CTB) this month. By June, the CTB is expected to adopt the Six Year Improvement Plan (SYIP). The tentative schedule is:

- February- CTB reviewed recommended projects
- March to April- CTB developed potential revisions to recommended projects
- April to May- Public hearings to be held on recommended projects and any revisions
- May- CTB revises funding scenario
- June- CTB adopts Six-Year improvement Program

The Rawley Pike (U.S. 33) project is included in the list of recommended projects. Staff will resubmit applications in the upcoming round for Mayland Road (VA 259), South Valley Pike (U.S. 11).

### **MPO SOUTH REGIONAL CORRIDOR STUDY (Rhonda Cooper)**

The ad hoc committee is reviewing revisions to the MPO Route 11 South Regional Study. The MPO Policy Board tabled the original Study on June 21, 2012. The study encompasses part of the County; City; and the Towns of Bridgewater, Dayton, and Mt. Crawford; from Port Republic Road (City) to Dinkel Avenue and from Interstate 81 to Route 42.

## E-911 TO NEXT GENERATION 911 TRANSITION (Kendrick Smith)

The Virginia E-911 services board has begun planning for a transition to NG-911. Currently, our 911 system is based on an aging technology, an analog network. Our 911 system is dependent on service providers, and they will soon be moving away from analog networks and into IP (Internet Protocol) networks. Due to this transition, our 911 system will soon have to be based on an IP network as well. In a 911 system based on an IP network, GIS will be the primary database for routing emergency calls rather than the MSAG (Master Street Address Guide) and the database of phone numbers maintained by service providers that are used now.

VITA (Virginia Information Technologies Agency) has been working with local government GIS technicians to begin the process of ensuring our GIS data is up to par. Rockingham County GIS recently submitted their data to VITA for analysis to gauge the readiness of the data. The results of the analysis were very positive, with 96.8% of our address points matching the addresses maintained by Verizon. Ninety-five percent of our road centerlines matched the MSAG that is maintained by HRECC. Both of these numbers were high across analyses that VITA has completed across the state of Virginia.

Although the County GIS data is in great shape currently, there is still a lot of work to be done. The NG-911 Regional Advisory Council has selected 2019-2020 as a preliminary target date for switching to IP based 911 systems. We should have no issues being able to be in compliance by that time. The current list of errors within our GIS data will most likely take two to three months to be corrected. Once the corrections have been made, we will send the data back to VITA for another analysis to gauge our accuracy again and see if other issues arise.

## PROJECTS AND REPORTS TABLED BY THE BOARD OF SUPERVISORS

### NORTH VALLEY PIKE CORRIDOR STRATEGIC PLAN (Rhonda Cooper)

The Board tabled the North Valley Pike Corridor Strategic Plan on December 15, 2010. Staff recommends reworking this Plan as part of the Comprehensive Plan revisions.

## PLANNING COMMISSION ACTIONS

The Planning Commission considered the following items at its March 1 public hearing:

Item	Description	Comments/ Recommendations
REZ16-018	Sentara RMH Medical Center, 2010 Health Campus Dr., Harrisonburg, VA 22801, to rezone TM# 125-(17)- L1, L1A; 125-(A)- L121, L135, L136, totaling 238.61 acres, currently zoned General Business District (B-1) and General Agriculture District (A-2), to Planned Medical and Research District (PMR). The Comprehensive Plan identifies this area as Mixed Use. The property is located in Election District 3.	Approval; to be heard by Board on 3/23.
OA16-026	Amendment to the Rockingham County Code, Chapter 17 (Zoning), Article 2, Definition of Terms, Section 17-201 Definitions generally to amend the definitions of camp and event center and to add a definition for retreat center.	Approval; to be heard by Board on 3/23.

<b>OA16-029</b>	Amendment to the Rockingham County Code, Chapter 17 (Zoning), Table 17-606 Land Use and Zoning Table to add retreat center as a permitted use (P) in the R-4 zoning district and as a special use (SU) in the A-1, A-2, and RV zoning districts; and to add camp as a permitted use (P) in the R-4 zoning district and as a special use with supplemental standards (SU*) in the A-1, A-2, and RV zoning districts.	Approval; to be heard by Board on 3/23.
<b>OA16-039</b>	Amendment to the Rockingham County Code, Chapter 17 (Zoning), Section 17-607 Supplemental Standards for Certain Land Uses to add supplemental standards for camp in the A-1, A-2, and RV zoning districts. Supplemental standards would allow for infilling of an existing camp by right but would require special use permit for expansion onto land not currently used for camp and for any new camp.	Approval; to be heard by Board on 3/23.
<b>OA16-040</b>	Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), Section 17-201 Definition of Terms. Modify definition of "Contractor's operation" to include landscapers and remove the definition "Landscaping service."	Approval; to be heard by Board on 3/23.
<b>OA16-042</b>	Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), 17-607 Supplemental Standards for Certain Land Uses. Remove Landscaping service from the supplemental standards. (Landscaping service to be included under the use and standards for Contractor's operation.) Add supplemental standards for the uses 'Greenhouse' and "Nursery."	Approval; to be heard by Board on 3/23.
<b>OA16-044</b>	Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), Table 17-606 Land Use and Zoning Table. Remove 'Landscaping service' from the use table, add "Greenhouse" under agricultural uses and "Nursery" under retail uses.	Approval; to be heard by Board on 3/23.
<b>OA16-046</b>	Amendment of the Rockingham County Code, Chapter 17 (Zoning), Article 5, Overlay Districts, to adopt Sections 17-520, Rockingham County Voluntary Conservation Easement Ordinance, and all attending sub-parts of Section 17-520.	Approval; to be heard by Board on 3/23.
<b>CIP</b>	The County proposes the adoption of the Capital Improvements Program (CIP), a five-year plan to guide the construction or acquisition of capital projects, for fiscal year 2017 through fiscal year 2021. A CIP is an important fiscal planning tool that helps a locality replace or repair existing major facilities or meet new capital improvement needs. A CIP is a form of short-term planning.	Forwarded; to be heard by Board on 3/23.

The following item has not been scheduled for a Board hearing:

<b>Item</b>	<b>Description</b>	<b>Comments/ Recommendations</b>
<b>OA15-188</b>	An amendment to Chapter 17 (Zoning), Article 7, Table 17-702.05 to change parking requirements for Dwelling, duplex and Dwelling, single-family detached to require one space for an efficiency or one bedroom unit.	Forwarded to Board with tie vote; Staff revisions are underway; Board hearing TBA

## COUNTY-INITIATED AMENDMENTS

1. Request and Reason: There has been some interest expressed in having a craft brewery in the County. Currently the Rockingham County Code has farm brewery, micro-brewery, and the full industrial brewery. Craft breweries would allow more beer to be manufactured than the micro-brewery but not as much as the full brewery. Staff is requesting to remove micro-brewery from the Code and to add craft brewery which is what is becoming more popular throughout Virginia.

Status: The craft brewery amendments will be heard by the Planning Commission on April 5, 2016.

2. Request and Reason: When another special use permit came before the Board at its public hearing on March 9, 2016 for a waiver to supplemental standards for distance between accessory dwelling and primary dwelling and for increased size for the accessory dwelling, the County Attorney asked the Board if it felt it was time for staff to look at these supplemental standards to see if change was needed. The Board authorized staff to study the supplemental standards for accessory dwellings.

## UPCOMING PUBLIC HEARINGS

March 23, 2016

Board of Supervisors

7:00 p.m.

### Agricultural & Forestal Districts

None.

### Special Use Permit

None.

### Rezoning

**REZ16-018** Sentara RMH Medical Center, 2010 Health Campus Dr., Harrisonburg, VA 22801, to rezone TM# 125-(17)- L1, L1A; 125-(A)- L121, L135, L136, totaling 238.61 acres, currently zoned General Business District (B-1) and General Agriculture District (A-2), to Planned Medical and Research District (PMR). The Comprehensive Plan identifies this area as Mixed Use. The property is located in Election District 3.

### Ordinance Amendments

**OA16-026** Amendment to the Rockingham County Code, Chapter 17 (Zoning), Article 2, Definition of Terms, Section 17-201 Definitions generally to amend the definitions of camp and event center and to add a definition for retreat center.

**OA16-029** Amendment to the Rockingham County Code, Chapter 17 (Zoning), Table 17-606 Land Use and Zoning Table to add retreat center as a permitted use (P) in the R-4 zoning district and as a special use (SU) in the A-1, A-2, and RV zoning districts; and to add camp as a permitted use (P) in the R-4 zoning district and as a special use with supplemental standards (SU\*) in the A-1, A-2, and RV zoning districts.

**OA16-039** Amendment to the Rockingham County Code, Chapter 17 (Zoning), Section 17-607 Supplemental Standards for Certain Land Uses to add supplemental standards for camp in the A-1, A-2, and RV zoning districts. Supplemental standards would allow for infilling of an existing camp by right but would require special use permit for expansion onto land not currently used for camp and for any new camp.

**OA16-040** Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), Section 17-201 Definition of Terms. Modify definition of 'Contractor's operation' to include landscapers and remove the definition 'Landscaping service.'

**OA16-042** Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), 17-607 Supplemental Standards for Certain Land Uses. Remove Landscaping service from the supplemental standards. (Landscaping service to be included under the use and standards for Contractor's operation.) Add supplemental standards for the uses 'Greenhouse' and 'Nursery.'

**OA16-044** Amendment to the Rockingham County Code, Zoning Ordinance (Chapter 17), Table 17-606 Land Use and Zoning Table. Remove 'Landscaping service' from the use table, add 'Greenhouse' under agricultural uses and 'Nursery' under retail uses.

**OA16-046** Amendment of the Rockingham County Code, Chapter 17 (Zoning), Article 5, Overlay Districts, to adopt Sections 17-520, Rockingham County Voluntary Conservation Easement Ordinance, and all attending sub-parts of Section 17-520.

**Capital Improvements Program**

The County proposes the adoption of the Capital Improvements Program (CIP), a five-year plan to guide the construction or acquisition of capital projects, for fiscal year 2017 through fiscal year 2021. A CIP is an important fiscal planning tool that helps a locality replace or repair existing major facilities or meet new capital improvement needs. A CIP is a form of short-term planning.

**PRIORITY PROJECTS UNDERWAY BY STAFF**

Projects	Lead Person	Status	Target Date
North Valley Pike Corridor Strategic Plan	Rhonda	Board tabled on 12/15/10. Plan elements to be addressed during Comprehensive Plan update.	2016
Rockingham Bicycle Advisory Committee (RBAC)	Rhonda	Next meeting is 3/17/16.	Ongoing

Ongoing Review/Tasks	Lead Person	Status
Deed Review	Diane	24 deeds in process as of 3/1/15: 8 pending review, 16 awaiting revisions
Violations	Kelly	55 active complaints, 19 cases pending legal action as of 3/1/16
Site Plans & Subdivisions	Pete	9 site plans and 1 subdivisions under review as of 3/14/16
Subdivision Ordinance Variances	Diana	0 requests under review, as of 3/14/16
Zoning Ordinance Variances	Diana	0 requests under review, as of 3/14/16
Zoning Appeals	Diana	0 requests under review, as of 3/14/16
Home Occupation Permits	Diana	0 permit requests under review, as of 3/14/16
Home Business Permits	Diana	0 permit requests under review, as of 3/14/16

Special Use Permits	Diana	4 permit requests under review, as of 3/14/16
Rezoning	Rhonda	2 rezoning requests under review, as of 3/17/16
Comprehensive Plan Amendments	Rhonda	0 request under review, as of 3/17/16
Permits and Fees Processed	Joe	515 total transactions for month of February 2016
Building Inspections	Joe	888 inspections conducted during February 2016 (averaged 44.4 inspections per day)
Building Plans	Joe	31 Plans under review, as of 3/15/16
Environmental (E&S/Stormwater) Plan Review	Lisa	15 plans under review as of 03/15/16, 17 awaiting permit issuance
Environmental Inspections	Lisa	329 inspections conducted in March as of 3/15/16
Addressing Commercial/Residential Structures	Kendrick	42 new structures addressed in February 2016
Naming of New Roads	Kendrick	1 new private lane named in February 2016

## REQUESTS TABLED BY BOARD OF SUPERVISORS

SPECIAL USE PERMIT APPLICATION(S)					
Year Tabled	Date Tabled	File	Applicant	Request	Election District
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REZONING REQUEST(S) and PLAN(S)					
Year Tabled	Date Tabled	File	Applicant	Request	Election District
2010	Dec 15	NA	North Valley Pike Corridor Strategic Plan	Endorsement of Corridor Strategic Plan for North Valley Pike area from Gravels Road to Vine Street and I-81 to Kratzer Road	2

ORDINANCE AMENDMENTS					
Year Tabled	Date Tabled	File	Applicant	Request	
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**STAFF DIRECTORY**

<b>Name</b>	<b>Job Title</b>	<b>Office Number</b>	<b>Mobile Number</b>
Casey Armstrong	Director	564-3031	578-2353
Blake Barnes	Environmental Inspector	564-3047	578-3515
James Campbell	Building Inspector	574-4381	578-1123
Jay Carter	Building Plan Reviewer	564-3046	578-1120
Rhonda Cooper	Director of Planning	564-3033	271-5061
Rick Davis	Building Inspector	432-3372	830-8018
Terry Derrer	Building Inspector	564-3042	578-1122
Leslie Dodrill	Permit Specialist II	564-3038	N/A
Kelly Getz	Code Compliance Officer	564-6063	810-5024
Adam Hancock	Environmental Inspector	564-1529	271-6523
Pete Kesecker	Development Plan Manager	564-5074	271-2952
Diane Lepkowski	Deputy Zoning Administrator	564-3037	578-1126
James May	Senior Planner	564-1513	N/A
Lisa Perry	Environmental Manager	564-6095	271-8760
Mark Rathke	GIS Specialist	564-5076	N/A
JN Riddel	Building Inspector	564-3045	578-1121
Joe Shifflett	Building Official	564-3041	578-1558
Kendrick Smith	GIS Technician	564-3029	830-5811
Diana Stultz	Zoning Administrator	564-3032	830-8017
Amanda Thomas	Administrative Assistant	574-3790	N/A
Kelley Ann Weatherholtz	Permit Specialist I	564-3040	N/A

**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Development Activity Report - February 2016**

	Permits Issued					Fees Collected				
	Feb-16	Feb-15	One Year Change	Jan-Feb 2016	Jan-Feb 2015	Feb-16	Feb-15	One Year Change	Jan-Feb 2016	Jan-Feb 2015
<b>Building</b>										
Commercial/Industrial	14	7	100.0 %	26	14	\$ 11,086.82	\$ 18,055.04	-38.6 %	\$ 26,647.83	\$ 25,265.23
Manufactured	4	2	100.0 %	7	6	\$ 434.88	\$ 280.50	55.0 %	\$ 694.78	\$ 694.01
Single Family	20	15	33.3 %	41	28	\$ 22,916.21	\$ 14,772.79	55.1 %	\$ 44,620.71	\$ 28,770.92
Subtotal	38	24		74	48	\$ 34,437.91	\$ 33,108.33		\$ 71,963.32	\$ 54,730.16
<b>Plumbing</b>										
	1	1	0.0 %	1	1	\$ 103.79	\$ 51.84	100.2 %	\$ 103.79	\$ 51.84
Subtotal	1	1		1	1	\$ 103.79	\$ 51.84		\$ 103.79	\$ 51.84
<b>Electrical</b>										
	24	30	-20.0 %	39	48	\$ 1,173.05	\$ 2,271.23	-48.4 %	\$ 1,974.16	\$ 3,123.94
Subtotal	24	30		39	48	\$ 1,173.05	\$ 2,271.23		\$ 1,974.16	\$ 3,123.94
<b>Mechanical</b>										
	5	4	25.0 %	11	10	\$ 229.50	\$ 255.00	-10.0 %	\$ 918.00	\$ 459.00
Subtotal	5	4		11	10	\$ 229.50	\$ 255.00		\$ 918.00	\$ 459.00
<b>Other</b>										
	29	43	-32.6 %	48	86	\$ 5,980.77	\$ 47,521.00	-87.4 %	\$ 12,402.61	\$ 59,723.80
Subtotal	29	43		48	86	\$ 5,980.77	\$ 47,521.00		\$ 12,402.61	\$ 59,723.80
<b>Land Use Related</b>										
Erosion and Sediment Permit:	2	6	-66.7 %	6	12	\$ 2,394.00	\$ 40,198.00	-94.0 %	\$ 6,228.00	\$ 48,042.00
Subtotal	2	6		6	12	\$ 2,394.00	\$ 40,198.00		\$ 6,228.00	\$ 48,042.00
<b>Total</b>	<b>99</b>	<b>108</b>		<b>179</b>	<b>205</b>	<b>\$ 44,319.02</b>	<b>\$ 123,405.40</b>		<b>\$ 93,589.88</b>	<b>\$ 166,130.74</b>