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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

### **URBAN DEVELOPMENT AREA (UDA) GRANT OPPORTUNITY WORK SESSION** (Rhonda Cooper)

On May 18, the Board will hold a work session to discuss existing and proposed development in the UDA and a surrounding study area, and possible options for studying the UDA. The UDA is located east of the City. This study would become part of the update of the Comprehensive Plan.

### **USDA RURAL DEVELOPMENT: ADDITIONAL WORKSHOP OFFERED** (Rhonda Cooper)

Anne Herring, USDA's Virginia Rural Development Coordinator, has offered to hold a targeted workshop(s) for the Departments of Fire and Rescue and Economic Development.

On Monday, April 25, from 9 a.m. to noon, in the Rockingham County Administration Center's Community Room, Anne Herring and other staff from Virginia's USDA Rural Development office offered information to Rockingham County staff about funding available through USDA-Rural Development's programs. This was an opportunity for local governments, community leaders, not-for-profits, and other organizations to learn how they might partner with USDA-Rural Development on community projects such as:

- sewer and water improvements;
- homeownership and essential housing improvements;
- community facility projects including health care clinics, police and fire stations, community centers, schools and child care centers;
- broadband projects; and
- rural business initiatives.

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

The RBAC's next meeting is June 16. The committee met April 21 to update its 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.

### **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 early summer. 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 by autumn.

### **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, held the last of three community workshops on April 7. The consultant presented the vision and values expressed by the group, and the community's preferences for implementation of its vision for the future. By early summer, the consultants will have a draft rural village report and recommendations.

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) in February. By June, the CTB is expected to adopt the Six Year Improvement Plan (SYIP).

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

#### **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.

## CITYVIEW RE-ADOPTION PROJECT MANAGEMENT PLAN (James May)

At the beginning of 2016, Community Development staff began meeting regularly with members of Technology staff to review the various issues that had arisen over ten years of CityView as the tracking software for the Department. This review generated a list of seven projects to improve the internal processes of the Department as a whole. These projects include improving the tracking of all internal processes through CityView, standardizing the file organization system, converting historic files and data for storage and analysis, opening the CityView Portal, and standardizing all letters and reports. The completion of this Project Management Plan will provide a path forward for addressing these issues. The outcome of this project will be a more efficient and coordinated administrative process fully utilizing the available tools through improved integration of multiple software packages and staff responsibilities.

## 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 following items were heard by the Commission on May 3:

Item	Description	Comments/ Recommendations
REZ16-095	Pleasant Run, LC, 2340 S. Main Street, Harrisonburg, VA 22801, to amend the proffered conditions on a 71-acre portion of TM# 124-(A)- L98, located west of Pleasant Valley Rd (Rt. 679) approximately 500 feet north of Spaders Church Rd (Rt. 689), and retain the zoning of Medium Density Residential District with Conditions (R-2C). The amendment increases the permitted density of the development. The Comprehensive Plan identifies this area as Agricultural Reserve. It is located in Election District 4.	Approval; to be heard by Board on June 8
OA16-104	Amendment to the Rockingham County Code, Chapter 17 (zoning), Article VI Land Uses, Section 17-607 Supplemental standards for certain land uses to add supplemental standards for craft breweries to allow production of no more than 250,000 barrels per year in the business districts and in the planned districts and no more than 15,000 barrels per year in the agricultural district. This amendment also removes the supplemental standards for event centers and restaurants in the A-1 and A-2 zoning districts if associated with a craft brewery.	Approval; to be heard by Board on June 8
OA16-109	Amendment to the Rockingham County Code, Chapter 17 (zoning), Section 17-701.03 Private streets to state that private streets shall not exceed maximum grades for local rural roads as defined in the AASHTO manual with Fire & Rescue inspecting any private streets with grades greater than ten (10) percent.	Approval; to be heard by Board on June 8

Two ordinance amendments were removed from the table:

OA16-080	Amendment to the Rockingham County Code, Chapter 17 (zoning), Article 2 Definition of Terms, Section 17-201 Definitions generally to remove the definition of microbrewery and to add the definition of craft brewery with an annual production of less than 250,000 barrels of beer or ale annually. May include on-premise tap room or associated on-site restaurant.	Tabled on April 5-until A1 & A2 Supplementary Standards are drafted; Approval on May 3; to be heard by Board on June 8
OA16-081	Amendment to the Rockingham County Code, Chapter 17 (Zoning), Table 17-606 Land Use and Zoning Table, under Assembly Uses, remove microbrewery and replace with craft brewery as a permitted use in the R-4, R-5, MXU, B-1, B-2, PCD, and PMR zoning districts.	Tabled on April 5-until A1 & A2 Supplementary Standards are drafted; Approval on May 3; to be heard by Board on June 8

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

Item	Description	Comments/ Recommendations
OA15-188	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. The Planning Commission tabled the request asking staff to look at whether there should be an amount of grain, hops, etc. grown on the property and with 250,000 barrels per year, what size building would be needed. Staff changed the amount that could be produced in A-1 and A-2 to 15,000 barrels per year and 250,000 in the commercial and planned districts. Staff did not add language regarding the amount of product that must be grown. The state does not have a limit for farm brewery so staff does not feel we can set a limit for craft brewery. This will be taken back to the Planning Commission at its hearing on May 3<sup>rd</sup>. The Planning Commission recommended approval of these ordinance amendments. They will be presented to the Board on June 8.

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

May 18, 2016

Board of Supervisors

6:00 p.m.

### Agricultural & Forestal Districts

None.

### Special Use Permit

SUP16-075 Ken and Terry Rentals, LLC., 1178 Beldor Road, Elkton 22827 for a waiver to supplemental standards for an accessory dwelling to increase the distance between dwellings from 60' to 128' on property located on the south side of Model Road (Route 640) approximately 7/10 mile east of Spotswood Trail (Route 33), Election District #5, zoned A-1. Tax Map #129-(5)-6. Property address: 12336 Model Road.

SUP16-082 Sandra G. Heatwole, 917 Muddy Creek Road, Rockingham 22802 for a flea market on property located on the west side of Muddy Creek Road (Route 752) approximately 9/10 mile north of Rawley Pike (Route 33), Election District #2, zoned A-2. Tax Map #91-(6)-8.

SUP16-090 MV3 Properties, LLC, 10314 Harvest Hill Lane, Broadway 22815 for a small contractor's office (engineering/laboratories - geotechnical engineering and construction testing) with request for waiver to increase the number of employees from 5 to 15, to increase the maximum number of vehicles and pieces of equipment dispatched from site or stored overnight from 5 to 25, and to increase the size building allowed from 3500 sq. ft. to 6250 sq. ft. on property located on the east side of Harpine Highway (Route 42) approximately 6/10 mile north of Williamsburg Road (Route 782), Election District #2, zoned A-2, tax map #64-(A)-47. Property address: 7740 Harpine Highway.

### Rezoning- Not involving a public hearing

None.

### Rezoning- Requiring a public hearing

None.

### Ordinance Amendments

None.

## 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 6/16/16.	Ongoing

Ongoing Review/Tasks	Lead Person	Status
Deed Review	Diane	20 deeds in process as 5/10/16: 9 pending review, 11 awaiting revisions
Violations	Kelly	50 active complaints, 19 cases pending legal action as of 5/10/16
Site Plans & Subdivisions	Pete	6 site plans and 2 subdivisions under review as of 5/10/16
Subdivision Ordinance Variances	Diana	1 request under review, as of 5/10/16
Zoning Ordinance Variances	Diana	1 request under review, as of 5/10/16
Zoning Appeals	Diana	0 requests under review, as of 5/10/16
Home Occupation Permits	Diana	2 permit requests under review, as of 5/10/16
Home Business Permits	Diana	1 permit request under review, as of 5/10/16
Special Use Permits	Diana	11 permit requests under review, as of 5/10/16
Rezoning	Rhonda	2 rezoning requests under review, as of 5/10/16
Comprehensive Plan Amendments	Rhonda	0 request under review, as of 5/10/16
Permits and Fees Processed	Joe	572 total transactions for month of April 2016
Building Inspections	Joe	933 inspections conducted during April 2016 (averaged 44.43 inspections per day)
Building Plans	Joe	28 Plans under review, as of 5/10/16
Environmental (E&S/Stormwater) Plan Review	Lisa	14 plans under review as of 05/09/16, 14 awaiting permit issuance
Environmental Inspections	Lisa	814 inspections conducted in April 2016
Addressing Commercial/Residential Structures	Kendrick	41 new structures addressed in April 2016
Naming of New Roads	Kendrick	1 new private lane named in April 2016

## REQUESTS TABLED BY BOARD OF SUPERVISORS

SPECIAL USE PERMIT APPLICATION(S)					
Year Tabled	Date Tabled	File	Applicant	Request	Election District

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

2016	Mar 23	REZ16-018	Sentara RMH Medical Center	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.	3
2016	Apr 27	REZ16-069	LCD Acquisitions, LLC	To rezone TM# 125-(A)- L163, L164, L165, L165A, and a portion of L182, totaling 36.81 acres, located east of Reservoir Street (Rt. 710) approximately 1800 feet north of Stone Spring Road (Rt. 280), currently zoned General Agricultural District (A-2), to Planned Residential District (R-5). The Comprehensive Plan identifies this area as Mixed Use and within the Urban Development Area.	3

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

Name	Job Title	Office Number	Mobile Number
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 - April 2016**

	Permits Issued					Fees Collected				
	Apr-16	Apr-15	One Year Change	Jan-Apr 2016	Jan-Apr 2015	Apr-16	Apr-15	One Year Change	Jan-Apr 2016	Jan-Apr 2015
<b>Building</b>										
Commercial/Industrial	7	11	-36.4 %	43	35	\$ 5,485.05	\$ 5,057.06	8.5 %	\$ 49,053.11	\$ 50,593.06
Manufactured	5	4	25.0 %	15	15	\$ 531.62	\$ 392.29	35.5 %	\$ 1,659.80	\$ 1,695.65
Single Family	24	18	33.3 %	87	82	\$ 24,837.36	\$ 17,638.06	40.8 %	\$ 91,657.16	\$ 81,618.09
Subtotal	36	33		145	132	\$ 30,854.03	\$ 23,087.41		\$ 142,370.07	\$ 133,906.80
<b>Plumbing</b>										
	16	2	700.0 %	17	4	\$ 1,582.79	\$ 189.22	736.5 %	\$ 1,686.58	\$ 344.85
Subtotal	16	2		17	4	\$ 1,582.79	\$ 189.22		\$ 1,686.58	\$ 344.85
<b>Electrical</b>										
	16	25	-36.0 %	83	98	\$ 863.59	\$ 1,393.69	-38.0 %	\$ 4,610.26	\$ 6,179.41
Subtotal	16	25		83	98	\$ 863.59	\$ 1,393.69		\$ 4,610.26	\$ 6,179.41
<b>Mechanical</b>										
	5	6	-16.7 %	17	20	\$ 306.06	\$ 357.00	-14.3 %	\$ 1,299.06	\$ 1,045.50
Subtotal	5	6		17	20	\$ 306.06	\$ 357.00		\$ 1,299.06	\$ 1,045.50
<b>Other</b>										
	43	42	2.4 %	143	159	\$ 5,600.94	\$ 12,809.56	-56.3 %	\$ 38,107.04	\$ 91,374.53
Subtotal	43	42		143	159	\$ 5,600.94	\$ 12,809.56		\$ 38,107.04	\$ 91,374.53
<b>Land Use Related</b>										
Erosion and Sediment Permit:	1	2	-50.0 %	14	17	\$ 150.00	\$ 6,900.00	-97.8 %	\$ 20,210.00	\$ 68,592.00
Rezoning	1	0	0.0 %	4	0	\$ 775.00	\$ 0.00	0.0 %	\$ 8,950.00	\$ 0.00
Subtotal	2	2		18	17	\$ 925.00	\$ 6,900.00		\$ 29,160.00	\$ 68,592.00
<b>Total</b>	<b>118</b>	<b>110</b>		<b>423</b>	<b>430</b>	<b>\$ 40,132.41</b>	<b>\$ 44,736.88</b>		<b>\$ 217,233.01</b>	<b>\$ 301,443.09</b>