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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

### **SMART SCALE (HOUSE BILL 2) TRANSPORTATION PROJECT APPLICATIONS: ROUNDS 1 & 2** (Rhonda Cooper)

#### Round 1:

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 voted on by the Commonwealth Transportation Board (CTB) in June. The Rawley Pike (U.S. 33) and South Valley Pike (U.S. 11) projects are included in the list of recommended projects.

#### Round 2:

With half the HB2 (now renamed 2016 Smart Scale) funds and many more projects being proposed for Round 2, staff will trim the scale of some projects to possibly enhance the County's opportunity for projects to score well. VDOT will assist staff in refining these projects, then provide general design specifications and cost estimates for inclusion with each submittal. The following four projects are under review:

- **Mayland Road (VA 259)**  
The section of Mayland Road, from the west end of Wentworth Drive to immediately north of East Lee Street (Rt. 42 and 259) in the Town of Broadway, was submitted in 2015, but this \$30.6 million project was not funded. VDOT will recommend a shorter segment, from East Lee Street to a to-be-determined point south.
- **Dinkel Avenue (Rt. 257) from Town of Bridgewater to US 11**  
The proposal would extend the westbound right lane past the two industrial entrances and include the construction of wide shoulders for bicycles from just west of the Rt. 11 intersection lanes to the Bridgewater Town Line. VDOT will explore how well the lane extension would address traffic concerns and at what cost.
- **Alignment of intersection of Route 704 (Oakwood Drive and Cecil Wampler) with South Valley Pike (US 11) at Oakwood Drive**  
Design and cost estimates will be based on Oakwood Drive being extended east of Rt. 11 to tie in to Cecil Wampler Road west of Interstate 81.
- **Improvements to Friedens Church Road (Rt. 682)**  
A roundabout will be proposed at the sharp turn where Spaders Church Road and Friedens Church Road intersect to address tractor trailer hang-ups on the church's retaining wall.

The application period is open from August 15 to September 30.

### **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 July 21. 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)**

Paradigm Design is expected to have a draft Rural Village Plan this summer. 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.

#### **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 July 5:

Item	Description	Comments/ Recommendations
<b>REZ16-160</b>	KKB, LLC, P.O. Box 2037, Harrisonburg, VA 22801, to rezone TM# 125-(A)-L6A, located west of Port Republic Rd (Rt. 253), north of Stone Port Blvd (Rt 726), and northeast of Apple Valley Rd (Rt. 726), from General Residential District (R-3) to Planned Multifamily District (PMF). The Comprehensive Plan designates this area for Mixed Use. Election District 4.	Tabled
<b>REZ16-161</b>	Great Eastern Resort Corporation, P.O. Box 6006, Charlottesville, VA 22901, to amend the Master Plan for Woodstone Meadows on TM# 128-(A)- L122A, L122A1, L122A2, L123, & 129-(A)- L16A, totaling 53.61 acres, located east of Resort Drive (Rt 644) approximately 500 feet north of Bloomer Springs Rd (Rt. 646), while retaining the existing Planned Residential District (R-5) zoning. The Comprehensive Plan designates this area for Community Residential. Election District 5.	Approval; to be heard by Board on July 27
<b>OA16-155</b>	Amendment to the Rockingham County Code, Chapter 17 (zoning), Table 801.06.01 Area, Setback, and Height - Conventional to reduce the minimum rear setback for primary structures and for accessory structures which are more than 580 square feet of floor area from 35 feet to 25 feet, and to increase minimum rear setback for accessory dwellings from 5 feet to 25 feet in the A-1, A-2, and RV zoning districts.	Approval; to be heard by Board on July 27

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

Item	Description	Comments/ Recommendations
<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:** 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.

**Status:** Staff is reviewing the best way to work with the accessory dwellings as well as other supplemental standards.

2. **Request and Reason:** Due to the increasing number of requests for waivers to supplemental standards, at its meeting on April 27, the Board directed staff to study the supplemental standard process.

Status: This is work that will take some time, but staff will begin working with the County Attorney in an endeavor to develop better criteria for supplemental standards.

3. Request and Reason: After receiving several inquiries about enclosing decks, adding a room on a concrete patio, etc., (in old ordinance, decks, patios, etc. could encroach 50%) in rear yards of agricultural districts, the Board, at its May 18<sup>th</sup> meeting, authorized staff to review the rearyard setbacks in the agricultural districts and draft an ordinance if determined they should be changed.

Status: An ordinance amendment reducing rearyard setbacks to 25' for primary structures and for accessory structures over 580 sq. ft. and for increasing setbacks for accessory dwellings from 5' to 25' in the A-1, A-2, and RV zoning districts will be taken to the Planning Commission on July 5.

## UPCOMING PUBLIC HEARINGS

July 13, 2016

Board of Supervisors

6:00 p.m.

### Agricultural & Forestal Districts

None.

### Special Use Permit

**SUP16-130** Michael & Brandy Caplinger, 2061 Cecil Wampler Road, Mt. Crawford 22841 for waivers to supplemental standards for accessory dwelling to increase distance between homes from 60' to 180' and waiver to square footage to allow up to 1300 sq. ft. for accessory dwelling on property located on the north side of Cecil Wampler Road (Route 704) approximately 600' west of Pleasant Valley Road (Route 679), Election District #4, zoned A-2. Tax Map #124C-(A)-27.

**SUP16-142** Laura B. Showalter, 3401 Hemlock Street, Rockingham 22801 for a commercial dog breeding operation with a waiver to the supplemental standard requiring the kennel to be no less than 75' to adjoining property line with notarized consent of affected landowner on property located on a private right-of-way at the end of Hemlock Street west of Nutmeg Court, Election District #2, zoned A-2. Tax Map #107-(A)-167B.

**SUP16-148** Mill Creek Church of the Brethren, 7600 Port Republic Road, Port Republic 24471 for cemetery expansion on property located on the west side of Port Republic Road (Route 253) approximately 1/2 mile south of Artillery Road (Route 671), Election District #3, zoned A-2. Tax Map #140-(A)-65.

### 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 7/21/16.	Ongoing

Ongoing Review/Tasks	Lead Person	Status
Deed Review	Diane	20 deeds in process as 7/5/16: 9 pending review, 11 awaiting revisions
Violations	Kelly	49 active complaints, 21 cases pending legal action as of 7/5/16
Site Plans & Subdivisions	Pete	10 site plans and 2 subdivisions under review as of 7/5/16
Subdivision Ordinance Variances	Diana	0 requests under review, as of 7/5/16
Zoning Ordinance Variances	Diana	0 request under review, as of 7/5/16
Zoning Appeals	Diana	0 requests under review, as of 7/5/16
Home Occupation Permits	Diana	0 permit requests under review, as of 7/5/16
Home Business Permits	Diana	0 permit requests under review, as of 7/5/16
Special Use Permits	Diana	8 permit requests under review, as of 7/5/16
Special Entertainment Permits	Diana	0 permit requests under review, as of 7/5/16
Rezoning	Rhonda	4 rezoning requests under review, as of 7/5/16
Comprehensive Plan Amendments	Rhonda	0 request under review, as of 7/5/16
Permits and Fees Processed	Joe	702 total transactions for month of June 2016
Building Inspections	Joe	1181 inspections conducted during June 2016 (averaged 53.68 inspections per day)
Building Plans	Joe	37 Plans under review, as of 6/30/16
Environmental (E&S/Stormwater) Plan Review	Lisa	20 plans under review as of 07/05/16, 21 awaiting permit issuance
Environmental Inspections	Lisa	692 inspections conducted in the month of June
Addressing Commercial/Residential Structures	Kendrick	45 new structures addressed in June 2016
Naming of New Roads	Kendrick	1 new private lane named in June 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
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

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 - June 2016**

	Permits Issued					Fees Collected				
	Jun-16	Jun-15	One Year Change	Jan-Jun 2016	Jan-Jun 2015	Jun-16	Jun-15	One Year Change	Jan-Jun 2016	Jan-Jun 2015
<b>Building</b>										
Commercial/Industrial	12	8	50.0 %	69	80	\$ 13,289.24	\$ 13,358.59	-0.5 %	\$ 86,841.24	\$ 86,181.31
Manufactured	4	4	0.0 %	25	23	\$ 462.88	\$ 415.65	11.4 %	\$ 2,803.23	\$ 2,705.45
Single Family	46	26	76.9 %	164	155	\$ 31,427.39	\$ 27,200.27	15.5 %	\$ 152,095.52	\$ 165,216.11
Subtotal	62	38		258	258	\$ 45,179.51	\$ 40,974.51		\$ 241,739.99	\$ 254,102.87
<b>Plumbing</b>										
	6	0	0.0 %	27	0	\$ 562.79	\$ 0.00	0.0 %	\$ 2,542.16	\$ 0.00
Subtotal	6	0		27	0	\$ 562.79	\$ 0.00		\$ 2,542.16	\$ 0.00
<b>Electrical</b>										
	35	29	20.7 %	148	175	\$ 1,724.97	\$ 1,487.53	16.0 %	\$ 8,175.51	\$ 10,781.96
Subtotal	35	29		148	175	\$ 1,724.97	\$ 1,487.53		\$ 8,175.51	\$ 10,781.96
<b>Mechanical</b>										
	4	2	100.0 %	25	28	\$ 229.50	\$ 102.00	125.0 %	\$ 1,783.62	\$ 1,402.50
Subtotal	4	2		25	28	\$ 229.50	\$ 102.00		\$ 1,783.62	\$ 1,402.50
<b>Other</b>										
	73	70	4.3 %	288	287	\$ 13,088.67	\$ 31,949.28	-59.0 %	\$ 67,208.87	\$ 138,525.63
Subtotal	73	70		288	287	\$ 13,088.67	\$ 31,949.28		\$ 67,208.87	\$ 138,525.63
<b>Land Use Related</b>										
Erosion and Sediment Permit:	5	7	-28.6 %	21	27	\$ 3,840.00	\$ 22,538.00	-83.0 %	\$ 28,950.00	\$ 95,480.00
Subtotal	5	7		21	27	\$ 3,840.00	\$ 22,538.00		\$ 28,950.00	\$ 95,480.00
<b>Total</b>	<b>185</b>	<b>146</b>		<b>767</b>	<b>775</b>	<b>\$ 64,625.44</b>	<b>\$ 97,051.32</b>		<b>\$ 350,400.15</b>	<b>\$ 500,292.96</b>