



**BOARD OF SUPERVISORS**  
**BRENT V. TRUMBO**  
 Election District No. 1  
**SALLIE WOLFE-GARRISON**  
 Election District No. 2  
**RICK L. CHANDLER**  
 Election District No. 3  
**WILLIAM B. KYGER, JR.**  
 Election District No. 4  
**MICHAEL A. BREEDEN**  
 Election District No. 5

**ROCKINGHAM COUNTY**

**BOARD OF SUPERVISORS MEETING**  
 March 11, 2020

3:00 P.M. CALL TO ORDER – CHAIRMAN WILLIAM B. KYGER, JR.  
 INVOCATION – SUPERVISOR SALLIE WOLFE-GARRISON  
 PLEDGE OF ALLEGIANCE – COUNTY ATTORNEY THOMAS H. MILLER, JR.

1. Approval of Minutes – Regular Meeting of February 26, 2020
2. Report – Virginia Department of Transportation – Residency Administrator Donald F. Komara
3. Intent to Adopt – Article XI of Chapter 11, “Inoperable Vehicles” of the Code of Ordinances of Rockingham County
4. Staff Reports:
  - a. County Administrator – Stephen G. King
  - b. County Attorney – Thomas H. Miller, Jr.
  - c. Assistant County Administrator – Casey B. Armstrong
  - d. Director of Finance – Patricia D. Davidson
  - e. Director of Human Resources – Jennifer J. Mongold
  - f. Director of Public Works – Philip S. Rhodes
  - g. Director of Community Development – Rhonda H. Cooper
  - h. Director of Technology – Terri M. Perry
  - i. Fire & Rescue Chief – Jeremy C. Holloway
  - j. Director of Parks & Recreation – Kirby W. Dean
  - k. Director of Court Services – Ann Marie Freeman
5. Committee Reports: Airport, Buildings and Grounds, Central Shenandoah Planning District Commission, Chamber of Commerce, Community Criminal Justice Board, Finance, Harrisonburg-Rockingham Metropolitan Planning Organization, Harrisonburg-Rockingham Regional Sewer Authority, Massanutten Regional Library, Public Works, Shenandoah Valley Partnership, Social Services, Technology, VACo Liaison, Chairman, Other

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*Recess for Dinner*

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- 6:00 P.M. 6. Public Hearing – Special Use Permits:
- a. SUP19-322, Caden Energix Endless Caverns LLC, 2311 Wilson Blvd., Suite 640, Arlington, VA 22201 for solar farm on property located on the southwest side of Craney Island Road (Route 794) and Mt. Valley Road (Route 620), Election District #1, zoned A-1. Tax Map #54-(A)-57 and #54-(A)-61.
  - b. SUP20-007, Hensley Holdings, LLC, 2591 Harpine Highway, Rockingham 22802 for an addition to motor vehicle repair shop office on property located on the west side of Harpine Highway (Route 42) approximately 600’ north of Willow Run Road (Route 767), Election District #2, zoned A-2. Tax Map #94A-(1)-1.
7. Unfinished Business

\*\*\* ADJOURN \*\*\*

February 26, 2020

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, February 26, 2020, at 6:00 p.m. at the Rockingham County Administration Center, Harrisonburg, Virginia. The following members were present:

- BRENT V. TRUMBO, Election District #1
- SALLIE WOLFE-GARRISON, Election District #2
- RICK L. CHANDLER, Election District #3
- WILLIAM B. KYGER, JR., Election District #4
- MICHAEL A. BREEDEN, Election District #5

Also present:

BRYAN F. HUTCHESON, Sheriff

- STEPHEN G. KING, County Administrator
- THOMAS H. MILLER, JR., County Attorney
- CASEY B. ARMSTRONG, Assistant County Administrator
- RHONDA H. COOPER, Director of Community Development
- PATRICIA D. DAVIDSON, Director of Finance
- PHILIP S. RHODES, Director of Public Works
- BRADFORD R. R. DYJAK, Director of Planning
- KELLY S. GETZ, Deputy Zoning Administrator and Code Compliance Officer
- JESSICA G. KILBY, Deputy Clerk
- DONALD F. KOMARA, Residency Administrator  
Virginia Department of Transportation
- C. BURGESS LINDSEY, Assistant Residency Administrator  
Virginia Department of Transportation

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**CALL TO ORDER  
 INVOCATION  
 PLEDGE OF ALLEGIANCE.**

Chairman Kyger called the meeting to order at 6:00 p.m.

Supervisor Chandler provided the Invocation and County Administrator King led the Pledge of Allegiance.

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**INTRODUCTION OF STUDENTS.**

Students from James Madison University and Eastern Mennonite and Turner Ashby high schools introduced themselves to the Board.

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**APPROVAL OF MINUTES.**

On motion by Supervisor Chandler, seconded by Supervisor Trumbo, and carried by a vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved the minutes of the regular meeting of February 12, 2020.

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**TRANSPORTATION DEPARTMENT.**

The Board heard Mr. Komara’s report on the activities of the Transportation Department, including updates to bridge, road and rural rustic projects. He announced a public hearing for the bridge replacement project on Smithland Road (Route 720) scheduled for Thursday, March 26, 2020, from 4-6 p.m., at the VDOT Harrisonburg Residency Office.

Board members brought attention to the following transportation matters:

- South East Side Highway (Route 340) and Island Ford Road (Route 649) - large potholes are developing on the overlay where the lanes change;
- Route 42 North and South of the City limits – request to clear bicycle and buggy lanes of debris;
- Weavers Road (Route 726), just west of Eversole Road (Route 766) – evaluate rough section of pavement in center portion of Weavers Road;
- Intersection of Indian Trail Road (Route 620) and Cross Keys Road (Route 276) - request to temporarily extend green traffic signal to reduce traffic backup on Indian Trail Road (until turn lane improvements occur);
- Interstate 81 in Mount Crawford - ramps are beginning to show wear and tear;
- Airport Road (Route 727) – request for speed study due to speeding concerns

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**COMMISSIONER OF THE REVENUE – TAX REFUND.**

Commissioner of the Revenue Lowell R. Barb presented a refund request. The assessed value of a portion of property in the County was incorrect due to a clerical error during the 2018 general reassessment. The real estate taxes were paid in full for 2018 and 2019. Commissioner Barb would like to issue a refund of \$5,183.18 for the overpayment.

On motion by Supervisor Breeden, seconded by Supervisor Chandler, and carried by a vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board directed the Treasurer to refund \$5,183.18 to Merck Sharp & Dohme Corp. for the erroneous payment of real estate taxes in 2018 and 2019.

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**CONSIDERATION – PROPOSED ORDINANCE REGULATING INOPERABLE VEHICLES.**

Deputy Zoning Administrator Getz reviewed a proposed ordinance to regulate the storage of inoperable vehicles in the County. Mr. Getz reported that over the past ten years, complaints related to inoperable vehicles have been one of the main issues he has dealt with. He explained that, currently, the only way to address complaints is through the County Zoning Ordinance by issuing a zoning violation, likely creating a legal case for the County Attorney’s Office. Mr. Getz indicated many Virginia localities have an ordinance to specifically address inoperable vehicles. He said it is staff’s belief that the ordinance will be a more efficient way to address violations.

By concurrence, the Board authorized staff to advertise its intent to adopt the proposed inoperable vehicle ordinance on March 11, 2020.

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**REQUEST TO STRENGTHEN SECOND AMENDMENT STATUS.**

Brian Robbins provided the Board with a proposed resolution for consideration. The resolution called for a muster of County militia in order to collect contact information and inspect persons ready and able for duty.

Mr. Robbins said the legal basis for the Virginia Militia begins with Article 1 Section 13 of the Virginia Constitution, with further precedent in Section 44-1 of the Virginia Code, which defines and establishes the militia. He said the Board has the authority to pass the resolution, which does not call the militia into service.

Mr. Robbins explained in detail how a local militia could be of use during any time of emergency. For example, he said it could be used to cover a broad search for a missing person, to clear roads after a derecho, or to support fire and rescue during a forest fire. He said the militia, being composed of the body of people, is a self-supporting and self-funded entity requiring nothing from the County budget.

Chairman Kyger responded to the request with the following statement:

Mr. Robbins, thanks for your time and effort bringing this matter to the attention of the Board of Supervisors. We also thank you for the courteous manner with which you have proceeded, including your giving us written materials in advance of your presentation tonight. That gave us the opportunity to study the matter before you spoke with us this evening.

We have sought counsel from several different sources to get as broad a view as possible. The consensus of the opinions we have received is that Virginia localities do not have the authority to take the action you ask us to take.

The difficulty is that neither federal nor state law delegates to local governments such authority or duty. Specifically, under Virginia law, it is the Governor, acting in his capacity as the Commander-in-Chief who calls out the militia, and retains command of the militia. Local officials may request that the Governor call out the militia in certain circumstances, but it is the Governor who must issue the call. Once called out, the militia is under the military control of the governor, not local civilian authorities.

We acknowledge the two historical incidents where local, independent companies were formed, but we cannot accept those incidents, which happened before the formation of much of our existing constitutional and statutory law, and in extreme circumstances, as legal precedent for local legislative action today.

We are also aware of the argument that, while state and federal law provide for the Governor and the President to call out their respective militia, those laws do not prohibit or preclude local governments from doing so. Unfortunately, in Virginia, not prohibiting is not enough to grant authority.

As you are probably aware, Virginia is a Dillon Rule state. As understood by the Virginia Supreme Court, that means local governments have “only those powers that are expressly granted, those necessarily or fairly implied from expressly granted powers, and those that are essential and indispensable.” Furthermore, the Supreme Court has made it clear that in Virginia the Dillon Rule is to be strictly construed, and that “[i]f there is a reasonable doubt whether legislative power exists, the doubt must be resolved against the local governing body”.

So, while the Board of Supervisors shares your concerns regarding the preservation of all Constitutional rights of the county’s citizens, we have concluded the Board lacks the authority to take the action you request. This matter is closed.

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**RECESS.**

Chairman Kyger recessed the meeting for a meeting of the Lake Shenandoah Stormwater Control Authority.

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**RECONVENE.**

Chairman Kyger reconvened the regular meeting at 6:44 p.m.

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**COUNTY ADMINISTRATOR'S STAFF REPORT.**

The Board received and reviewed Mr. King's staff report dated February 21, 2020.

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**ASSISTANT COUNTY ADMINISTRATOR'S STAFF REPORT.**

The Board received and reviewed Mr. Armstrong's Economic Development staff report dated February 26, 2020.

Mr. Armstrong announced that a new Harrisonburg & Rockingham County Destination Guide will be available next week. The guides will be available at different locations throughout the City and County, the Chamber of Commerce, and via Visitor Centers.

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**FINANCE DIRECTOR'S STAFF REPORT.**

The Board received and reviewed the Finance Director's staff report dated February 26, 2020.

Finance Director Davidson reported that six bids were received for the safety netting installation on the four baseball/softball fields at Rockingham Park at the Crossroads. Staff recommended awarding the contract to the low bidder, Forenet Inc., for \$47,525.00.

On behalf of the Finance Committee, on motion by Supervisor Breeden, seconded by Supervisor Trumbo, and carried by a vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to accept the bid from Forenet Inc., for \$47,525.00, for the installation of safety netting on the four baseball/softball fields at Rockingham Park at the Crossroads.

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Mrs. Davidson reported that staff would like to issue a Design-build Request for Proposals (RFP) for a pavilion at the Park. Funds are already included in the current year's budget for the project. The design-build process will reduce the delivery schedule and cost for the project.

On motion by Supervisor Chandler, seconded by Supervisor Breeden, and carried by a vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to issue a Request for Proposal using the Design-build process for a Pavilion at Rockingham Park at the Crossroads.

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On behalf of the Finance Committee, Supervisor Breeden expressed appreciation to Finance Director Davidson for the budget information presented at the work session earlier in the day.

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**PUBLIC WORKS DIRECTOR’S STAFF REPORT.**

The Board received and reviewed Mr. Rhodes’ staff report dated February 26, 2020.

Mr. Rhodes reported that the short extension of the Lilly water system should be completed this week. County Administrator King indicated staff will bring forth a request to adjust connection fees to reflect more of the actual cost and to help offset debt of the Lilly Sanitary District.

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**COMMUNITY DEVELOPMENT DIRECTOR’S STAFF REPORT.**

The Board received and reviewed Ms. Cooper’s staff report dated February 26, 2020.

Ms. Cooper stated that Virginia Code Section 15.2-2302.B, allows a local governing body to waive the public hearing requirement, if a request for an amendment to proffers does not affect use or density. She reported that HABU Development, LLC seeks to replace an existing proffered condition governing the phasing of construction within South Peak Subdivision. The existing proffers currently limit the developer to no more than 30 building permits in any calendar year. The request would revise the condition to state, “No more than 30 lots will be recorded in any one calendar year.” The project is located on about 22 acres to the northwest of McGaheysville Road, approximately 0.3 mile northeast of Three Leagues Road and zoned R-2C. All other proffered conditions would remain the same.

On motion by Supervisor Breeden, seconded by Supervisor Wolfe-Garrison, and carried by a vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; pursuant to Virginia Code 15.25-2302.B, the Board waived the public hearing requirement for HABU Development, LLC to replace an existing proffered condition governing the phasing of construction within South Peak Subdivision.

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**2020 CENSUS UPDATE.**

Director of Planning Dyjak provided an update concerning the 2020 Census approaching April 1, 2020. He indicated additional information was added to the County’s webpage, County staff partnered with City and County Schools for an art poster contest, and, in coordination with the Registrar’s Office, Census materials will be distributed at polling sites and by mailing inserts. Mr. Dyjak said the County continues to collaborate with its regional partners to disseminate as much information to the community as possible.

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**COMMITTEE REPORTS.**

The Board heard the following committee reports from Board members and staff:

COMMUNITY CRIMINAL JUSTICE BOARD (CCJB)

The next CCJB meeting is scheduled for March 2, 2020, at 4:00 p.m., at the City Municipal Building.

SHENANDOAH VALLEY PARTNERSHIP (SVP)

Mr. Armstrong mentioned that Jay Langston, Executive Director of the Shenandoah Valley Partnership, is planning to provide an update during the March 25, 2020, Board meeting.

VIRGINIA ASSOCIATION OF COUNTIES (VACO)

Supervisor Kyger stated that he will be in Washington, D.C., February 29 - March 4, 2020, attending the NACo Legislative Conference.

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**ADJOURNMENT.**

Chairman Kyger declared the meeting adjourned at 6:55p.m.

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Chairman

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## PUBLIC NOTICE

The Board of Supervisors of Rockingham County gives notice of its intent to adopt Article XI of Chapter 11 “Inoperable Vehicles” of the Code of Ordinances of Rockingham County. The new ordinance regulates the keeping and storage of inoperable vehicles within the County. The ordinance requires that inoperable vehicles be kept inside a building unless certain exceptions apply.

The Board intends to consider the adoption of the ordinance at its regular meeting on March 11, 2020, beginning at 3:00 p.m., at the Rockingham County Administration Center, 20 East Gay Street, Harrisonburg, Virginia.

A copy of the ordinance is available for review in the County Administrator’s Office, 20 East Gay Street, Harrisonburg, Virginia and on the County’s website: [www.rockinghamcountyva.gov](http://www.rockinghamcountyva.gov)

By order of the Board of Supervisors of Rockingham County, Virginia

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Please publish in the Legal Notices section on Wednesday, March 4, 2020, and Wednesday, March 11, 2020, and provide proof of publication to Jessica Kilby, Deputy Clerk, Rockingham County Administrator’s Office, 20 East Gay Street, Harrisonburg, VA 22802. Phone: 540-564-3012.

**ORDINANCE ENACTING  
ARTICLE XI OF CHAPTER 11  
OF THE CODE OF ORDINANCES  
OF  
ROCKINGHAM COUNTY, VIRGINIA**

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY, VIRGINIA:

That Chapter 11, Article XI, “Inoperable Vehicles” be enacted as follows:  
Keeping of inoperable vehicles; removal.

**Section 11-64. Definitions.**

As used in this Article, the following definitions shall apply:

1. To be *covered* means a vehicle that is covered by a form-fitted, defect-free cover specifically designed and manufactured for motor vehicles and which completely shields the body of an inoperable vehicle from view.
2. *Inoperable vehicle* means any motor vehicle, trailer or semitrailer, as those vehicles are defined in Virginia Code § 46.2-100, which has one or more of the following characteristics: (i) it is not in operating condition; (ii) it does not display valid license plates if the vehicle is required by the Code of Virginia to display valid license plates; or (iii) it does not display a valid inspection decal if the vehicle is required by the Code of Virginia to display a valid inspection decal.
3. *Screened from view* means that the inoperable vehicle is not visible by someone standing at ground level from any vantage point outside of the parcel on which the inoperable vehicle is located because of one or more of the following: (i) distance, terrain, or one or more buildings between the inoperable vehicle and the parcel boundary; (ii) evergreen vegetation; (iii) a masonry wall; (iv) a wood fence of stockade, board and batten, panel or similar type design; or (v) any combination of the foregoing.

Inoperable vehicles are subject to the following:

**Section 11-65. Unshielded or unshielded inoperable vehicles prohibited.**

An inoperable vehicle on any parcel shall be kept within a building. The following exceptions apply:

1. On any parcel in the A1 or A2 zoning districts, only one (1) inoperable vehicle per acre, with a maximum of five (5) may be parked or stored outside of a building so long as each vehicle parked or stored outside of a building is covered or screened from view.
2. In all other zoning districts, no more than one (1) inoperable vehicle may be located outside of a building and said vehicle shall be covered or screened from view. Up to two (2) inoperable vehicles, covered or screened from view, may be located outside if the property owner or occupant demonstrates that he is actively restoring or repairing one of the vehicles by using parts from the other vehicle and the repair or restoration will be completed within a consecutive one hundred eighty (180) day period, at which time the vehicle being used for parts will be removed from the property or placed within a building. The one hundred eighty (180) day period may be extended by the County Administrator or designee upon the property owner or occupant demonstrating to the satisfaction of the County Administrator or designee that more than one hundred eighty (180) days is required to actively restore or repair the vehicle.

**Section 11-66. Authorized businesses.**

Section 11-65 shall not apply to any business regularly engaged in business as a motor vehicle sales lot, motor vehicle repair shop, automobile graveyard, or impound lot that is operated in compliance with County Code, including any such business operating as a lawful nonconforming use, provided that no inoperable vehicle may be parked or stored outside of a building except in the location designated for that use on an approved site plan.

**Section 11-67. Removal and disposition of inoperable vehicles.**

Inoperable vehicles may be removed and shall be disposed of as follows:

1. Removal by the landowner. The property owner(s) shall, at such time or times as the County Administrator or designee prescribes, remove any inoperable motor vehicles that are not authorized to be parked or stored outside of building as provided in this Article.
2. Removal and disposal by the County. The County Administrator or designee may file a Motion and Notice of Hearing with the General District Court for the removal of any inoperable motor vehicle whenever the owner of the parcel, after reasonable written notice has been provided, has failed to remove said vehicle as provided in this Article. If the County removes an inoperable motor vehicle, the vehicle may be disposed of after giving additional notice to the owner of the vehicle.

**Section 11-68. Recovery of County costs.**

All costs incurred by the County for removal and disposal of any inoperable motor vehicle shall be charged to the owner of the vehicle, the owner of the premises from

which the vehicle was removed, or both, and may be collected as taxes are collected. Every cost assessed to the premises shall constitute a lien against the tax map parcel from which the vehicle was removed. The lien shall continue until actual payment of the costs, with all penalties and interest accrued has been paid to the County.

**Section 11-69. Enforcement.**

The County Administrator or designee is hereby designated as the official authorized to administer and enforce the provisions of this section.

This ordinance shall be effective from the 11th day of March, 2020.

Adopted the 11th day of March, 2020.

Aye                      Nay                      Abstain                      Absent

Supervisor Trumbo  
District One

Supervisor Wolfe-Garrison  
District Two

Supervisor Chandler  
District Three

Supervisor Kyger  
District Four

Supervisor Breeden  
District Five

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Chairman of the Board of Supervisors

ATTESTE:

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Clerk



# Finance Department Staff Report

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March 11, 2020

**FY20-21 Budget Calendar** - A Public Hearing is scheduled for April 8, 2020.

**FY20 Audit** - The preliminary audit for fiscal year 2020 is scheduled for the week of May 18<sup>th</sup>.

**Procurement:**

**Action:**

**No Action:**

**Jail Roof Replacement** - The County is requesting formal competitive sealed bids to establish a contract for the replacement of a portion of the Harrisonburg/Rockingham County Jail roof system located at 25 South Liberty Street in Harrisonburg. Bids are due by Friday, March 6 at 2:00 PM.

**Solar Power Purchase Agreement Services** - The County is seeking proposals from firms authorized to do business in the state of Virginia, for Solar Power Purchase Agreement Services. The services will include financial design, building-ownership-operations-management and engineering-procurement-construction for solar photovoltaic systems on two Rockingham County facilities. These facilities include the Rockingham County Administration Center and the Harrisonburg/Rockingham Social Services Building. Proposals are due Friday, March 13, 2020 at 2:00 PM.

**Rockingham Park at the Crossroads Pavilion**-The County is seeking proposals from qualified firms to design and construct a pavilion with restrooms at the Rockingham Park at the Crossroads. Bids are due by Friday, March 27, at 2:00 PM.

**Walking Trail at Rockingham Park at the Crossroads**-The County is requesting formal competitive sealed bids for the construction of a 1.05 mile paved walking trail at the Rockingham Park at the Crossroads. Bids are due Friday, April 3 at 2:00 PM.

**Medical Oxygen**-The County is requesting formal competitive sealed bids to establish a contract for the purchase of medical oxygen for the Rockingham County Fire and Rescue Department. Bids are due Friday, March 27 at 2:00 PM.

**RFP 457(b) Record Keeper**-The County is seeking proposals from qualified institutional retirement plan providers to administer and record keep the 457(b) plan. The County is seeking a single vendor solution. Bids are due Friday, March 27 at 2:00 PM.

Rockingham County  
FY20-21 Budget Calendar

December 4 – Issue budget memo and forms

January 10 – Department Budget Requests due to Finance

January 13 – Revenue review with Stephen, Casey and Trish

January 13 – January 24 – Budget meetings with Department Heads

February 3 – Finance Committee Review

February 4 – Present Capital Improvement Plan to Planning Commission

February 26 – Board Work Session at 3:30pm

March 3 – Planning Commission Public Hearing on Capital Improvement Plan

March 6 – Advertise Public Hearing on tax rates (30-day notice required if increasing tax rate)

March 11 – Present Capital Improvement Plan to Board of Supervisors

April 8 - Public Hearing on FY 2020-21 Budget and Capital Improvement Plan at Rockingham County Administration Board Room

April 22 – Adoption of Budget, Capital Improvement Plan and Tax Rates

May 13 – Appropriate Budget

1. New hires for the month of February

- a. Commonwealth Attorney – 1 FT (Paralegal Assistant, vacant position)
- b. Parks and Recreation – 10 PT (After School Leaders)
- c. Public Works, Facilities Maintenance –1 PT (Sign Technician, vacant position)
- d. Public Works, Recycling/Refuse—1 FT (Truck Driver, approved part time to full time)
- e. Sheriff's Office – 6 FT (1 Cook, 5 Correctional Officers, vacant positions)
- f. Social Services—1 FT (Benefits Program Specialist, vacant position)

Respectfully submitted,

Jennifer J. Mongold

1. Personnel vacancies

Public Works: No vacancies  
Utilities: 1 vacancy (Utility Worker)  
Landfill: 2 vacancies (2 Landfill Workers)  
Refuse & Recycling: No vacancies  
Facilities Maintenance: No vacancies

2. Utilities

MILA Development

Mr. Dave Milstead has submitted a request to the City of Harrisonburg for connections to City water and sewer services for his property located in Rockingham County. The property is located west of the City between Switchboard Road and Westfield Subdivision, tax map #108-(A)- L29. The parcel is approximately 88 acres and the applicant is proposing 285 lots. Rockingham County has no water or sewer facilities available to the property. The City agreed to provide water and sewer for the project in 2004 and the County rezoned the property in 2006.

Update: As discussed at the February 12, 2020 Board Meeting, authorization was given to staff to sign and return the City of Harrisonburg water and sewer application for services for the development along with a request that the individuals lots will be director water and sewer customers of the City. The application has been signed by the Director of Public Works and Director of Community Development and submitted back to the City of Harrisonburg for review.

City of Harrisonburg

The City of Harrisonburg has awarded a contract to Garney Construction Company for installation of a raw water line in the Pleasant Valley area of Rockingham County. This is the first phase of a larger project that will install a raw water line from the Harrisonburg City limits to the South Fork of the Shenandoah River in McGaheysville. Staff is working with the City at the intersection of Autumn Lane and Osceola Springs Road to reroute the County's existing sewer force main which is in conflict with the City waterline alignment.

Update: The sewer force main rerouting is complete.

Harrisonburg Rockingham Regional Sewer Authority

Authority capacity – 22 million gallons per day  
January average flow – 12.50 million gallons per day

Rockingham County capacity – 4.6 million gallons per day  
November average flow – 2.62 million gallons per day

3. Landfill

The next Household Hazardous Waste Collection day will be held on April 18, 2020 from 8 AM to 12 PM at the Rockingham County Landfill.

Our Assistant Landfill Manager and two (2) Heavy Equipment Operator positions have been filled.

Landfill Phase 5-cell A: The new cell is in operation and the initial cushion layer of waste is being placed as suitable material is received.

#### 4. Facilities

Southern Air, Inc. was awarded the contract for the Jail HVAC upgrade at the January 24, 2018 Board meeting. The contract has been signed and the project was started on 4/19/18. Both chillers have been replaced and are in service. Controls and other site work will proceed from this point. Replacement of the 4 air handlers located on the mezzanine is 100% complete. First floor work on all phases is 100% complete.

Update: Second floor work is complete. Third floor work is 90% complete. Boiler replacement is complete. Replacement of the 6 rooftop air handlers is complete. Baker Roofing is 100% complete on the lower (mechanical) area of the Jail roof.

The plans for the renovations to the first floor of the District Courts Building are currently being finalized by Moseley Architects which includes phases B-F. Phase A was the renovation to the second floor.

Update: Phase 3B is 95% complete, phase 3C is 50% complete, and phase 3D is 25% complete.

In the Administration Building, 3 of the 6 above ceiling air handler units have been replaced. The remaining 3 units as well as 3 roof-top units will be replaced in the next few months.

#### 5. Street Signs

Our Sign Technician position (part-time) has been filled and is currently training on the manufacturing and installation of our signs.

Respectfully Submitted,  
Philip S. Rhodes  
Director of Public Works

March 11, 2020

## STAFF REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

### BOARD ACTION REQUESTED

None.

### PROJECTS AND REPORTS

#### **LAKE SHENANDOAH STORMWATER CONTROL AUTHORITY** (Lisa Koerner Perry)

County staff will be sending letters to property owners in the Lake Shenandoah Stormwater Control Authority with estimated fees ahead of the public hearing scheduled for March 25.

#### **CAPITAL IMPROVEMENTS PROGRAM (CIP) Update Process** (Rhonda Cooper & Bradford Dyjak)

The Planning Commission recommended approval of the CIP its March 3 public hearing. The Advisory Subcommittee, appointed by the Commission, reviewed project requests through a series of meetings with department heads and relevant staff members.

#### **BUILDING SERVICES DEPARTMENT / FRONT COUNTER OPERATIONS** (Joe Shifflett)

From January 1 to February 28, 2020, building permit applications totaled 379; these numbers reflect an approximately 120% increase in permit activity for the same period last year. Permit application totals through February 2019 were 171, February 2018 totaled 285 and February 2017 totaled 253. The attached Development Activity Report breaks down separate totals of permit types and fees collected through February 28, 2020.

#### **ROCKINGHAM COUNTY ROAD PROJECTS**

##### **VA 42 Bicycle and Buggy Lane Extension** (Lisa Koerner Perry)

- The County received Authorization to Award this project from VDOT on 12/20/19
- This Board awarded the contract 1/8/20 to A&J Paving
- A Pre-Construction Meeting with the contractor was held 1/23/20
- The project is anticipated to start mid- to late March

##### **ROCKINGHAM BICYCLE ADVISORY COMMITTEE (RBAC)** (Bradford Dyjak)

The next RBAC meeting is scheduled for Thursday, March 1, at which the committee will receive updates on transportation and trails and greenway projects, and evaluate bicycle safety measures.

## PROJECTS AND REPORTS, continued

### MOUNT CRAWFORD PARK AND RIDE SMALL AREA STUDY (Rhonda Cooper & Bradford Dyjak)

The County's Small Area Study for 2020, funded entirely by the Harrisonburg-Rockingham Metropolitan Planning Organization (MPO), has generated a concept plan and cost estimate for the expansion of the Mount Crawford Park & Ride, located on VA 257 at I-81 Exit 240. This plan and cost estimate is expected to enhance application competitiveness in 2020 Smart Scale. The MPO will submit a Smart Scale Pre-Application on the County's behalf by the end of March.

According to the MPO's latest assessment, parking demand at the Mount Crawford Park and Ride is operating at over 100% of lot capacity, as of a September 2019 survey. The lot also has limited lighting, no ADA access, no bus shelter, and no dedicated bus zone. Based upon this concept plan and cost estimate by April.

### REVENUE SHARING AND TRANSPORTATION ALTERNATIVE PROJECT APPLICATIONS (Bradford Dyjak)

Staff awaits the Commonwealth Transportation Board's decision on funding awards in May 2020.

Project # & Name	Location	Project Scope	Status	Cost
<b>#5786 VA 253/VA 276 Turn Lanes</b>	Intersection of VA 253 (Port Republic Rd.) & VA 276 (Cross Keys Rd.)	Install left turn lanes on northbound and southbound VA 276 (Cross Keys Road) at intersection with VA 253.	<b>Revenue Sharing</b> Application submitted 9/25/19	<b>\$1.5m</b>
<b>#5790 Lake Shenandoah Watershed Culvert Improvements</b>	2 upstream crossings at Baybrook Drive & Berryfield Drive; Shen Lake Drive (Route 689) crossing	The project would address storm sewer improvements by upgrading two upstream culverts within existing VDOT rights-of-way and reconstructing a road crossing at Shen Lake Drive.	<b>Revenue Sharing</b> Application submitted 9/30/19	<b>\$1.61m</b>
<b>#5887 Garbers Church Road Bike &amp; Buggy Lanes</b>	Garbers Church Road (Route 910) from VA 42 to Erickson Avenue,	<ul style="list-style-type: none"> <li>Design &amp; construct paved, 8-foot wide lanes on both sides of 0.6 mile road segment</li> <li>Phase 1: preliminary engineering, right-of-way acquisition (\$350k) [Phase 2 construction (\$1.455m) will be future grant application.]</li> </ul>	<b>Transportation Alternatives Set-Aside Grant</b> (TAP) Application submitted 9/30/19.	<b>\$1.805m (Phase 1: \$350k)</b>

## PLANNING COMMISSION ACTIONS

At the Planning Commission's March 3 meeting, the following three rezoning public hearings were held; an ordinance amendment was also recommended for approval. The ordinance amendment status report is presented later in this report.

Item	Description	Comments/ Recommendations
REZ20-016	<b>West Lake Space, LLC.</b> , 1502 Brookhaven Drive, Rockingham, VA 22801 request to rezone 0.743 acres <b>from A-2 General Agricultural District to R-3 General Residential District</b> . The parcel is located at <b>3302 Albert Long Drive</b> (Route 895), Rockingham, VA. Comprehensive Plan Designation: Mixed Use Center within the Stone Spring Urban Development Area; Tax Map #125-(A)-L125A. Election District 3.	<b>Planning Commission recommended approval 5-0 on 3/3/20; Pending before Board 3/25/20</b>
REZ20-022	<b>Freedom Center DC Institute</b> , 9373 N. Congress St., New Market, VA 22844 request to rezone a 3-acre parcel located on the <b>west side of North Valley Pike (US 11), about 200 feet south of Mayland Road (Rt.259)</b> from <b>B-2C-Neighborhood Business with Conditions to A-2-General Agricultural</b> . Comprehensive Plan Designation: Agricultural Reserve; Tax Map # 67-(A)- L11A2. Election District 1.	<b>Planning Commission recommended approval 5-0 on 3/3/20; Pending before Board 3/25/20</b>
REZ20-023	<b>Cosner Construction, Inc.</b> , P.O. Box 609, Broadway, VA 22815, request to <b>amend the existing proffered conditions and plan description</b> of Locust Grove Village covering a 5.9 acre-portion of a 10-acre parcel located on the <b>southeast side of Boyers Road (Route 704) approximately 0.5 mile south of Stone Spring Road (VA 280)</b> , designated as PMF-C Planned Multi-Family District with Conditions. Comprehensive Plan Designation: Community Residential in the Stone Spring Urban Development Area, Tax Map #125-(A)-L220B, Election District 3.	<b>Planning Commission recommended approval 5-0 on 3/3/20; Pending before Board 3/25/20</b>
REZ18-273	<b>Partners Development, Inc.</b> , 859 Cottontail Trail, Mt. Crawford, VA 22841, is <b>requesting an amendment to the existing approved proffers</b> on a 25.704-acre parcel located on the north and west sides of White Oak Drive approximately 700' west of Walnut Creek Drive. The parcel is zoned R2C (Medium Density Residential with Conditions) and is identified in the Comprehensive Plan as Community Residential in the Urban Growth Area. Tax Map #107-(A)-L166, Election District #2.	Motion to recommend approval failed 2-3 on 1/2/19; <b>Pending before Board; applicant has been granted postponement of 2/13/19 hearing.</b>

## COUNTY-INITIATED ORDINANCES

Amendment (OA#)	Chapter/Section	Reason & Scope	Status
1. Private Street Standards	17-700, 701	Review of private streets design standards ongoing.	Board authorized study on 1/23/19
2. Review of A-1 & A-2 District Uses	17-302 & 17-303; Ch. 16	Evaluate distinction of uses between the two districts; consider consolidation into a single agricultural zoning district.	Board authorized study 8/23/17; Staff study is ongoing.
3. Review of PMR District Requirements	17-409	Evaluate appropriate uses and regulations for maximum development flexibility.	Board authorized study 12/12/18; Staff has performed a comparative analysis.
4. Review of Signage Code	17-707	Staff will review Planned District sign submission requirements, line-of-sight standards, review code organization.	Board authorized study 12/12/18
5. Wireless Telecommunications Facilities	Ch. 17, Article VI	Ensure consistency with recent updates to state code limiting the scope of review for local governments.	Board authorized study 7/17/19
6. (OA19-260 & 261) Inoperable Vehicles	11-31 –40 & 17-201	Revise “automobile graveyard” definition; review screening and vehicle removal provisions.	Board authorized study 8/14/19; <b>Scheduled before Board 3/11/20</b>
7. (OA20-008) PMF District: Setbacks for Apartment Buildings	17-403 & 17-806.02	Eliminates setbacks for apartment structures & required 10’ between buildings in Planned Multifamily District.	<b>PC Recommended Approval 3/3/20;</b> Scheduled before Board 3/25/20
8. Poultry Operations Study	17-201, 606, 607& 16-9.1	Evaluate: proximity to existing residential dwellings, stormwater run-off, aquifer health, and air particulates generated from the poultry houses.	Board Authorized Study 1/8/2020; Advisory Committee to be assembled.

**PRIORITY PROJECTS UNDERWAY BY STAFF**

<b>Projects</b>	<b>Lead Person</b>	<b>Status</b>	<b>Target Date</b>
<b>Census 2020 Complete Count Committee</b>	Bradford & Zachary	Initial Census request for response will be sent between 3/12 & 3/20. Continuing outreach coordination with Schools, City and JMU representatives.	Ongoing through April 2020
<b>Capital Improvement Program (CIP) Update FY 2021-25</b>	Rhonda & Bradford	Planning Commission held public hearing and recommended approval 3/3/20.	Board to hold public hearing in April.
<b>Ongoing Review/Tasks</b>	<b>Lead Person</b>	<b>Status</b>	
<b>Deed Review</b>	Diane	17 deeds under review as of 3/3/20: 10 pending review, 7 awaiting revision.	
<b>Violations</b>	Kelly	51 active complaints, 25 cases pending legal action as of 3/3/20	
<b>Site Plans &amp; Subdivisions</b>	Bradford & Patrick	13 site plans and 4 subdivisions under review as of 3/2/20	
<b>Subdivision Ordinance Variances</b>	Diana	0 requests under review, as of 3/2/20	
<b>Zoning Variances</b>	Diana	0 requests under review, as of 3/2/20	
<b>Zoning Appeals</b>	Diana	0 requests under review, as of 3/2/20	
<b>Home Occupation Permits</b>	Diana	0 permit requests under review, as of 3/2/20	
<b>Home Business Permits</b>	Diana	0 permit requests under review, as of 3/2/20	
<b>Special Use Permits</b>	Diana	3 permit requests under review, as of 3/2/20	
<b>Special Entertainment Permits</b>	Diana	1 permit request under review, as of 3/3/20	
<b>Rezoning</b>	Bradford	8 rezoning requests under review, as of 3/2/20	
<b>Comprehensive Plan Amendments</b>	Bradford	0 requests under review, as of 3/2/20	
<b>Permits and Fees Processed</b>	Joe	708 total transactions for month of February 2020	
<b>Building Inspections</b>	Joe	1,547 inspections conducted during February 2020 (averaged 77.35 inspections per day)	
<b>Building Plans</b>	Joe	42 Plans under review, as of 2/28/20	
<b>Environmental (E&amp;S/Stormwater) Plan Review</b>	Lisa	15 plans under review, 33 approved and awaiting permit issuance, as of 3/3/2020	
<b>Environmental Inspections</b>	Lisa	627 inspections conducted in February 2020	
<b>Addressing Structures</b>	Kendrick	35 new structures addressed in February 2020	
<b>Naming of New Roads</b>	Kendrick	1 new road named in February 2020	

**UPCOMING PUBLIC HEARINGS**

March 11, 2020, Board of Supervisors, at 6:00 p.m.

**Ordinance Amendments**

None.

**Rezoning- Requiring a Public Hearing**

None.

**Special Use Permits**

**SUP20-007** Hensley Holdings, LLC, 2591 Harpine Highway, Rockingham 22802 for an addition to motor vehicle repair shop office on property located on the west side of Harpine Highway (Route 42) approximately 600' north of Willow Run Road (Route 767), Election District #2, zoned A-2. Tax Map #94A-(1)-1.

**REQUESTS Tabled BY BOARD OF SUPERVISORS**

SPECIAL USE PERMIT APPLICATION(S)					
Year Tabled	Date Tabled	File	Applicant	Request	Election District
2020	1/8/20	19-286	Soil Health Technologies,	Composting site (like use to refuse and recycling center)	2
REZONING REQUEST(S)					
Year Tabled	Date Tabled	File	Applicant	Request	Election District
-	-	-	-	N/A	-
ORDINANCE AMENDMENTS					
Year Tabled	Date Tabled	File	Applicant	Request	
2020	1/8/20	19-267	None	Section 17-201 & 17-607 using semi-trailers for storage	

## STAFF DIRECTORY

Name	Job Title	Office Number	Mobile Number
<b>ADMINISTRATION</b>			
Rhonda Cooper	Director	564-3033	271-5061
<b>PERMIT INTAKE &amp; PROCESSING</b>			
Lisa McDonald	Permit Specialist I	564-3038	N/A
Jessica Diaz	Permit Specialist I (begins employment 3/9)	564-3040	N/A
Kayla Yankey	Permit Specialist II	564-6024	N/A
<b>BUILDING CODE ENFORCEMENT</b>			
Joe Shifflett	Building Official	564-3041	578-1558
Ben Terry	Plan Reviewer	564-3046	578-1123
JN Riddel	Building Inspector	N/A	578-1121
Rick Davis	Building Inspector	N/A	830-8018
Danny Mason	Building Inspector	N/A	578-3515
(vacant)	Building Inspector	N/A	N/A
Josh Haugh	Building Inspector	N/A	607-9535
<b>PLANNING, ZONING, DEVELOPMENT, &amp; GEOGRAPHIC INFORMATION SYSTEMS</b>			
Bradford Dyjak	Director of Planning	564-1513	578-2659
Diana Stultz	Zoning Administrator & Subdivision Agent	564-3032	830-8017
Diane Lepkowski	Deputy Zoning Administrator & Deputy Subdivision Agent	564-3037	578-1126
Kelly Getz	Deputy Zoning Administrator & Code Compliance Officer	564-6063	810-5024
Mark Rathke	GIS Specialist	564-5076	N/A
Kendrick Smith	GIS Technician	564-3029	830-5811
Patrick Wilcox	Senior Planner	564-5074	271-2952
Zachary Popovich	Temporary Part-time Position	574-3790	N/A
<b>ENVIRONMENTAL SERVICES</b>			
Lisa Koerner Perry	Director of Environmental Services	564-6095	271-8760
Adam Hancock	Stormwater Management Program Administrator	564-1529	271-6523
Drew Thacker	Environmental Inspector	564-3047	607-3665
Justin Turner	Environmental Inspector	564-3038	560-5589

**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Development Activity Report - February 2020**

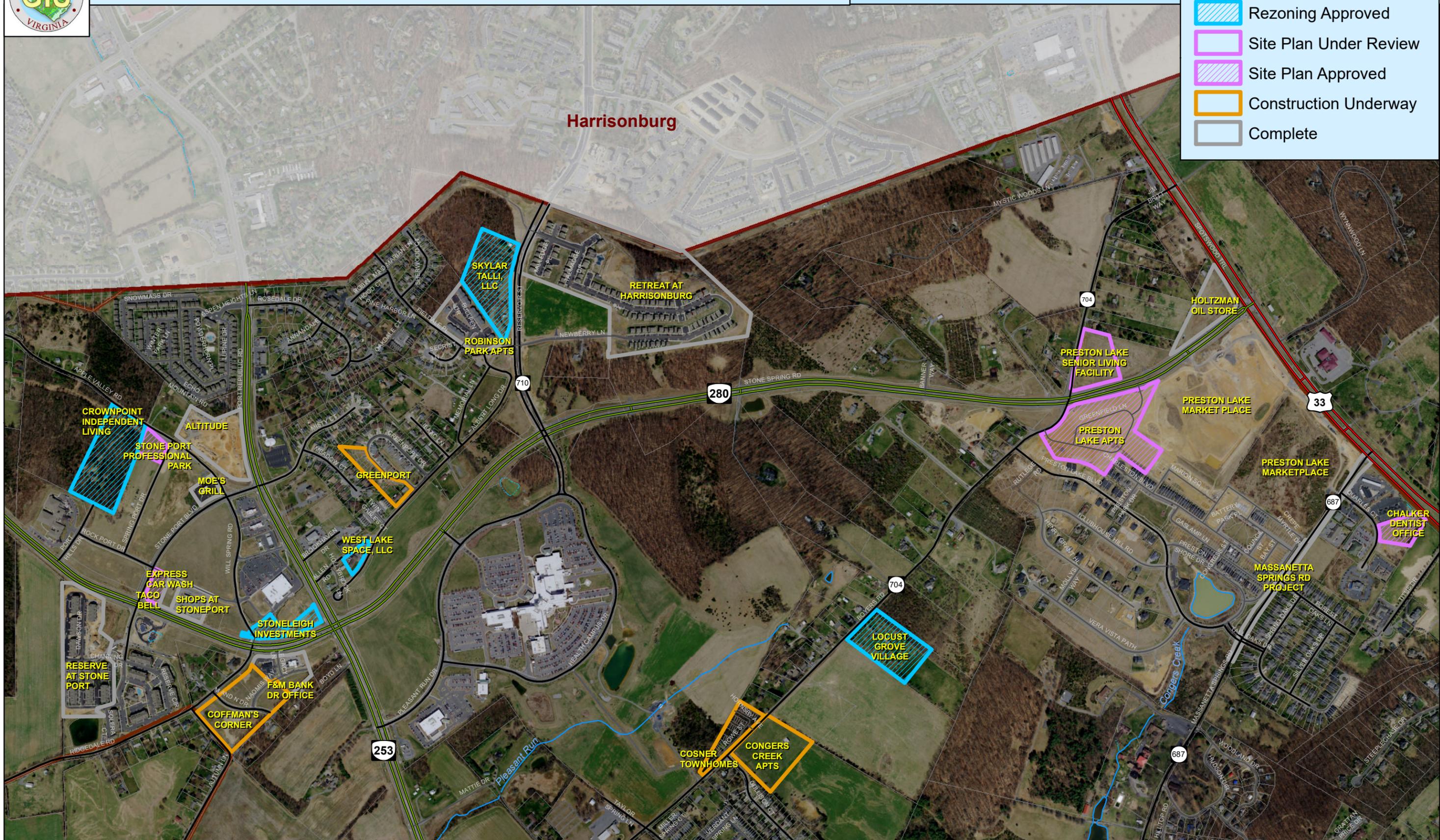
	Permits Issued					Fees Collected				
	Feb-20	Feb-19	One Year Change	Jan-Feb 2020	Jan-Feb 2019	Feb-20	Feb-19	One Year Change	Jan-Feb 2020	Jan-Feb 2019
<b>Building</b>										
Commercial/Industrial	11	9	22.2 %	24	17	\$ 71,537.08	\$ 6,591.16	985.3 %	\$ 84,064.08	\$ 21,157.26
Manufactured	4	1	300.0 %	5	5	\$ 411.67	\$ 117.30	251.0 %	\$ 513.67	\$ 631.49
Single Family	18	13	38.5 %	66	26	\$ 19,733.28	\$ 14,133.39	39.6 %	\$ 59,212.58	\$ 31,421.82
Subtotal	33	23		95	48	\$ 91,682.03	\$ 20,841.85		\$ 143,790.33	\$ 53,210.57
<b>Plumbing</b>										
	1	0	0.0 %	2	0	\$ 103.79	\$ 0.00	0.0 %	\$ 154.79	\$ 0.00
Subtotal	1	0		2	0	\$ 103.79	\$ 0.00		\$ 154.79	\$ 0.00
<b>Electrical</b>										
	29	18	61.1 %	48	54	\$ 1,503.58	\$ 951.33	58.1 %	\$ 2,441.11	\$ 2,921.62
Subtotal	29	18		48	54	\$ 1,503.58	\$ 951.33		\$ 2,441.11	\$ 2,921.62
<b>Mechanical</b>										
	3	3	0.0 %	8	13	\$ 102.00	\$ 229.50	-55.6 %	\$ 411.83	\$ 714.00
Subtotal	3	3		8	13	\$ 102.00	\$ 229.50		\$ 411.83	\$ 714.00
<b>Other</b>										
	54	47	14.9 %	96	87	\$ 17,376.48	\$ 18,643.08	-6.8 %	\$ 38,494.52	\$ 32,740.71
Subtotal	54	47		96	87	\$ 17,376.48	\$ 18,643.08		\$ 38,494.52	\$ 32,740.71
<b>Land Use Related</b>										
Deeds Approved	3	0	0.0 %	40	0	\$ 3,025.00	\$ 0.00	0.0 %	\$ 4,200.00	\$ 0.00
Erosion and Sediment Permit:	9	6	50.0 %	14	10	\$ 10,019.75	\$ 10,250.00	-2.2 %	\$ 25,825.75	\$ 19,188.00
Subtotal	12	6		54	10	\$ 13,044.75	\$ 10,250.00		\$ 30,025.75	\$ 19,188.00
<b>Total</b>	<b>132</b>	<b>97</b>		<b>303</b>	<b>212</b>	<b>\$ 123,812.63</b>	<b>\$ 50,915.76</b>		<b>\$ 215,318.33</b>	<b>\$ 108,774.90</b>



# Urban Development Area - Development Status

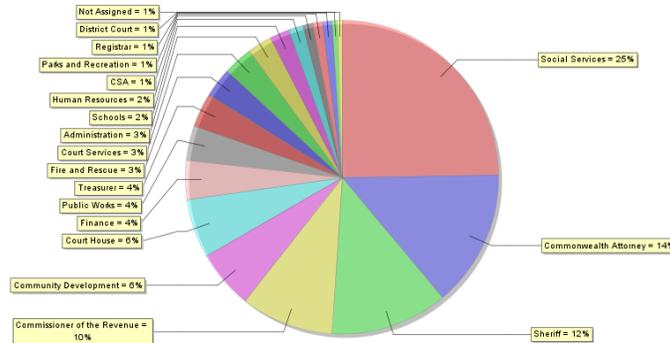


- Rezoning Under Review
- Rezoning Approved
- Site Plan Under Review
- Site Plan Approved
- Construction Underway
- Complete



# Technology Department Staff Report: March 2020

## MONTHLY HELP DESK TICKET SUMMARY BY DEPARTMENT Total Number of Help Desk Tickets for February 2020: 198



### PC NETWORK TECHNICIANS

Project	Associated Departments	Start Date	Projected End Date	Staff Assigned	Update
Refresh next phase of Social Services computers	Technology/Social Services/VITA	TBD	05/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky	Refresh on hold until disk image issues are resolved. Hardware is all onsite. New workers also going without computers due to VITA's lack of response to Shared Support agencies.
Courtroom addition and changes in JDR and GDC	Technology/Maintenance/Courts/Supreme Court	04/01/2019	03/13/2020	Michael Bowen/Terri Perry/Steve Moomaw	Next phase to happen week of 3/13.
Replace Desktop and Laptop computers in County	Technology	10/24/2019	03/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky, Dusty Moyer, Jeff Ferguson, Michael Krone, Michael Bowen	Public Works, including Landfill, and Treasurer's Office are in process.

### SYSTEMS ANALYSTS

Project	Associated Departments	Start Date	Projected End Date	Staff Assigned	Update
Security Training Campaigns	Technology	06/03/2019	Ongoing	Dusty Moyer	Quarterly campaign complete
Elect Security Survey and presentation to Electoral Board	Technology/Registrar	01/27/2020	03/01/2020	Dusty Moyer, Terri Perry, Michael Bowen	Survey and presentation to Electoral Board complete. Electoral Board approved Security Plan.

## Technology Department Staff Report: March 2020

Implement Shentel WAN Backbone	Technology	7/26/2018	TBD	Michael Bowen, Terri Perry, Dusty Moyer	Adding new fire station to network, complete Three Springs installation,
<b>IMPLEMENTATIONS</b>					
Project	Associated Departments	Start Date	Projected End Date	Staff Assigned	Update
Munis Cashiering/Accounts Receivable/General Billing/Appraisal/COR Systems	Technology/Finance/Commissioner of Revenue/Treasurer/Public Works	2/1/2016	TBD	Pam Southerly, Kerri Fitzgerald, Terri Perry	Issues with required programming changes per County contract, delayed going live with taxation until 2020.
CAD-DMS (Tyler New World) Implementation	Technology/RCFR/RCSO/HRECC	04/01/2018	TBD	Michael Bowen, Michael Krone, Dusty Moyer, Terri Perry	Data governance for security access control needs to be initiated.
GIS upgrade	Technology/GIS/Community Development	TBD	TBD	Michael Bowen, Michael Krone, Terri Perry	ESRI to provide new quotes based on strategic plan from last fiscal year
CityView Upgrade/Replacement	Technology/Community Development	TBD	TBD	Michael Krone, Michael Bowen, Terri Perry	RFP in process of being developed.
Perceptive Software Implementation Continuation	Technology/RCAC	08/01/2019	TBD	Terri Perry, Jeff Ferguson, Pam Southerly, Michael Bowen	Hyland providing quote to implement the changes decided upon in January
Security Initiatives Implementation	Technology	10/01/2019	09/30/2020	All Staff	Needs evaluation and policy revisions are in process.
Crewsense for RCFR	Technology/RCFR/Finance			Terri Perry, Michael Bowen, Pam Southerly	Meeting scheduled for 03/06/2020
InVise Update	Technology/Multijurisdictional Law Enforcement Group	TBD	TBD	Terri Perry, Michael Bowen, Michael Krone	System is outdated The CAD-DMS system is not able to replace these functions.
Online Benefits Administration	Technology/Human Resources/Finance/Schools	03/02/2020	TBD	Terri Perry, Pam Southerly	Contacted Tyler account representative regarding review of processes
Online Secure File Sharing solution	Technology	01/01/2020	06/30/2020	Terri Perry, Michael Bowen	County to implement Hyland Sharebase to provide secure file sharing for enterprise.

A Technology Committee meeting is scheduled for Wednesday, March 4<sup>th</sup>.

Respectfully submitted,

Terri M. Perry  
Director of Technology

**1. Personnel**

The department currently has 2 open positions.

**2. Fire & Life Safety: Battalion Chief Joe Mullens, Lt. Todd Spitzer, Lt. Karen Will, Tyler Jessup, and Wes Shifflett**

- A. Plan Review
  - 1. Total Number of Plans Reviewed – 4
- B. Consultation
  - 1. Total Number of Consultations - 5
- C. Inspections
  - 1. Total Number of Inspections – 95
  - 2. Inspection Fees Generated - \$640.00
- D. Operational Permits Issued
  - 1. Operational Permits Issued - 232
  - 2. Permit Fees Generated – \$320.00
- E. Incident Responses and Disposition
  - 1. Structure Fires - 4
  - 2. Vehicle Fires - 0
  - 3. Brush/Grass Fires - 0
  - 4. Open Burning -2
    - a. Notice of Violation - 2
    - b. Summons - 1
  - 5. Bomb Threats - 0
  - 6. Fireworks Violations - 0
  - 7. Fire Lane
    - a. Tickets Issued – 2
    - b. Warnings Issued - 6
  - 8. Explosives/Explosions - 0
  - 9. Follow-up Investigation - 0
    - a. Total Number of Hours – 0

## F. Public Education

## 1. Prevention Programs

- a. Smoke Alarms Installed – 9
- b. Hearing Impaired Smoke Alarms Installed – 0
- c. Fire Extinguisher Presentations – 5
  - i. Number of Participants - 123
- d. School Program Presentations - 12
  - i. Number of Participants - 43
- e. Other Program Presentations - 8
  - i. Number of Participants - 10
- f. Presentation of Education Materials Events - 0
  - i. Number of Participants – 0

## G. Training

## 1. Fire Inspector Related Training

- a. Number of Participants - 0
- b. Number of Contact Hours – 0

## 2. Fire Investigator Related Training

- a. Number of Participants – 3
- b. Number of Contact Hours – 5

## 3. Public Education Related Training

- a. Number of Participants - 0
- b. Number of Contact Hours – 0

## H. Staff Report Comments/Notes:

- 1. Assistant Fire Marshal Jessup taught fire extinguisher classroom and lecture at MTC for 4 days.

**3. Training Division: Capt. Dustin Gladwell, Lt. Dennis Albertson, Lt. David Huddle, and Lt. Stephanie Brown**

## A. Continued Education Training Provided

## 1. EMS

- a. Airway Management
  - i. Number of Participants – 46

## 2. Fire

- a. Firefighter Survival and SCBA confidence training
  - i. Number of Participants – 30-40

- B. Meetings and Training
  - 1. EMS
    - a. Bob Page 12 Lead Course
    - b. LSU/NCBRT Active Thread Integrated Response Course
    - c. IACRA FAA Part 107 UAS Pilot testing at SVRA
    - d. UAS Team Training
  - 2. Fire
    - a. Regional Training Meeting to include visiting structure to burn for Recruit School
    - b. Logistic and meetings for the upcoming Recruit School
- C. Certification Training
  - 1. Fire
    - a. Attended ATIRC at SRI along with RCFR, RCSO, HPD and other agencies
    - b. Attended HMO TTT
  - 2. EMS
    - a. Advanced EMT Training
      - i. Number of Participants – 12
    - b. Advanced refresher CE's
      - i. Number of Participants – 1
- D. Other Activities
  - 1. EMS
    - a. Ran EMS/Fire Calls
  - 2. Fire
    - a. Continued to work on regional school logistics for April
    - b. Mayday Firefighter down class for Fire Academy students
    - c. Conducted training for the fire academy

#### **4. EMS Division: Division Chief Steve Powell**

- A. Meetings and Training
  - 1. Platinum Planner Webinar
  - 2. Prehospital Care Meeting
  - 3. Rules and Regulations Meeting
  - 4. Provider Health and Safety
  - 5. VAGEMSAS Meeting
  - 6. EMS Advisory Board
  - 7. National Registry Meeting
  - 8. Stroke Meeting
  - 9. Elkton Rescue Meeting

10. ESOA Meeting
  11. Officer II Planning
  12. Augusta Health Meeting
  13. Mental Health Workgroup
  14. Elkton Rescue Reorganization
  15. CISM Meeting
  16. Stroke Meeting
- B. EMS Regulations
1. Contacted OEMS Rep regarding process for Elkton Rescue coming under RCFR EMS license
  2. Reviewed rosters of EMS agencies with RCFR
  3. Updated Agency roster affiliation list
  4. Sent out email regarding the new fingerprint process through OEMS
  5. Contacted Field Print regarding possibility of invoicing department
  6. Reviewed and updated some by-laws for Elkton Rescue for restructuring
- C. Accreditation
1. Updated program manual based on discussion from Advisory Board
  2. Processed Student ID badges
  3. Completed shift Schedules for AEMT students for March
  4. Updated and reviewed tests and quizzes for AEMT
  5. Worked on updating EMT data for accreditation process.
- D. EMS Activities
1. Assisted Company 40 with a grant process
  2. Worked on RCFR grand process for Zoll X-Series monitors
  3. Working on ALS skills drill for the first portion of the bi-annual skill drill
  4. Completed QA process on four incidents
  5. Updated stroke protocol and waiting for OMD approval
  6. Process two drug boxes through CSEMS
  7. Researched and updated data regarding Corona Virus outbreak
- E. Training
1. Bob Page 12 Lead ECG Class
  2. Bob Page Capnography Class
  3. ATIRC Course
  4. Fire Officer II Class
  5. AEMT Program
  6. ACLS/PALS Instructor Update

- F. CPR Training Site
  - 1. Processed 26 CPR Rosters
  - 2. Printed/Processed 146 CPR and ACLS Cards

Respectfully submitted by,

Chief Jeremy C. Holloway



**STAFF REPORT**  
March 3, 2020

**Agenda Item#**

**1. RECREATION**

A. Personnel: Nothing to report

B. Rockingham Park at the Crossroads:

1. On March 2<sup>nd</sup> we received approval from the Department of Conservation and Recreation to move forward with the bid process on our walking trail at Rockingham Park. We hope to complete the bid process over the next month and be ready for construction soon thereafter.
2. The bid for construction of safety netting on fields 5-8 was awarded to Forenet Inc. out of Rhode Island. Poles have been ordered and construction will begin upon their arrival at the park within the next few weeks.
3. A RFP for construction of a pavilion with bathrooms adjacent to the playground (at Rockingham Park) was posted on Friday, February 28. The closing date is March 27<sup>th</sup> after which construction will begin soon after.

C. General Recreation

1. Boys' basketball celebrated a successful season with the annual 'Basketball Bash' on the campus of EMU on February 22<sup>nd</sup>. It was quite a day with 424 participants, 46 teams, and a total of 24 games played.....all under one roof!!
2. On January 16<sup>th</sup> I met with the four athletic directors in the county to propose an idea to improve our recreation basketball program next season. The concept is to have 8 Saturday clinics (4 for the girls program and 4 for the boys) in which the high school coaches and their staff and players administer the clinics. These clinics will take place within the framework of some of what we already do within the program. This will improve the fundamentals being taught in our program and will increase familiarity between the coaches and the kids participating in basketball in their area (kids will attend the clinics at the high school in their district). This has not been fully approved as of yet but it was received very positively. Stay tuned....

**UPDATE: The above plan was recently approved by the AD's of Rockingham County as well as the basketball coaching staff so.....next fall this new concept will go into effect in our basketball programs.**

## 2. After School

1. Our after school programs continue to prosper during the 2019-20 school year. We have 500 kids registered and many locations are at capacity.
2. As has been communicated recently, we have had significant staffing issues with our afterschool program this year. When JMU, EMU, and Bridgewater close for summer in early May, we lose another 25 workers from an already thin staff. Due to this shortage of manpower, we have announced that we will be closing our two middle school afterschool programs (Montevideo and Wilbur Pence) as of April 30<sup>th</sup>. All affected families have already been informed.

## 3. Rentals

- Bergton Community Center, 3 Rentals
- Singers Glen Community Center, 16 Rentals
- PDCC paying rentals, 55 Rentals
- PDCC non-paying rentals, 31 Rentals

## 4. General Programs and # of participants:

### February 2020 Program Numbers

General Programs			
Description	Beg Date	End Date	Total
Toddler Soccer Clinic	2/1/2020	2/15/2020	12
Intro to Blacksmithing	2/1/2020	2/1/2020	2
Concealed Handgun	2/8/2020	2/8/2020	21
Tai Chi for Seniors	2/12/2020	3/4/2020	15
FIRST LEGO League Jr Team	2/14/2020	4/24/2020	14
Intro to Archery	2/14/2020	2/28/2020	7
The Alzheimer's Experience	2/18/2020	2/18/2020	13
Toddler Ballet	2/27/2020	3/12/2020	9
Jams & Jellies	2/27/2020	2/27/2020	4
		<b>Total Participants:</b>	<b>97</b>
Special Events			
Description	Beg Date	End Date	Total
None This Month			
*Kids Fishing Day on March 28 from 9am-1pm			
		<b>Total Participants:</b>	<b>0</b>

<b>Childcare</b>			
Description			Total
2019-20 Afterschool	As of 2/26/20	<b>Total Participants:</b>	<b>491</b>
2019-20 Afterschool Punch Passes			<b>40</b>
**Cub Run, John Wayland, McGaheysville, Peak View, Mountain View, John C Myers are FULL.			
<b>**Summer Day Camp Registrations begin March 23 at 8am.</b>			
<b>Trips</b>			
Description	Beg Date	End Date	Total
Great American Outdoor Show	2/6/2020	2/6/2020	14
Hollywood Casino	2/10/2020	2/10/2020	8
Valentines with Elvis	2/15/2020	2/15/2020	12
Whale Watching Overnight	2/21/2020	2/23/2020	9
Hollywood Casino	2/25/2020	2/25/2020	6
Beginner Wild Caving	2/29/2020	2/29/2020	4
Whale Watching Cruise	2/29/2020	2/29/2020	14
		<b>Total Participants:</b>	<b>67</b>
*Cape Cod trip for June 22-27 currently has 114 people registered. We will accept up to 135. The deadline is March 27.			
<b>Youth Athletics</b>			
Description	Beg Date	End Date	Total
CoEd Youth Volleyball Clinic TA	2/20/2020	3/14/2020	57
		<b>Total Participants:</b>	<b>57</b>
<b>Adult Athletics</b>			
Description	Beg Date	End Date	Total
Open Gym Pickleball	2/24/2020	3/23/2020	6
		<b>Total Teams:</b>	<b>6</b>

**5. Questions/News/Concerns/Requests for the Board of Supervisor's:**

- 1. Seeking approval of Recreation Commission bylaw change to Article VII #1**

**1. Personnel**

A. Positions filled

Director  
Administrative Assistant  
Senior Pretrial Officer  
Pretrial Officer (two full-time/one full-time not filled)  
Pretrial Evaluator  
Probation Officer (two full-time/one part-time)  
Litter Control Supervisor (part-time)  
CIT Coordinator  
Drug Court Coordinator  
Criminal Justice Planner/Crime Analyst

**2. Litter Control Program**

A. Bags Collected for February 2020 – 297  
Roads/areas cleaned – Rockingham County Landfill, Berrytown/Island Ford Road, Airport Road, Rt 257 and Dry River Road

**3. Community Corrections**

A. Probation

1) Caseload for February 2020  
Misdemeanor caseload – 368  
Felony caseload – 11

B. Pretrial

1) Caseload for February 2020  
Misdemeanor caseload – 52  
Felony caseload – 180

**4. CIT – Crisis Intervention Team**

A. The CIT Taskforce meets on a monthly basis. The next CIT Training is April 2020.

**5. RE-Entry Council**

A. The sub-committees meet once per month to discuss ways to integrate offenders back into our community. The next meeting is April 9, 2020 @ 3:00pm in the Rockingham County Administration Center, 20 E. Gay St, Suite C.



**Community Development  
Special Use Permit Report  
SUP19-20-003**

**Meeting Date: MARCH 11, 2020**

**Applicant: HENSLEY HOLDINGS LLC**

**Mailing Address: 2591 HARPINE HIGHWAY, ROCKINGHAM 22802**

**Property Address: SAME**

**Phone #/Contact: 434-8889 OR 540-607-0359 DONALD HENSLEY**

**Tax Map ID: 94A-(1)-1**

**Zoning: A-2**

**Requested Use: ADDITION TO OFFICE FOR MOTOR VEHICLE REPAIR SHOP**

**Location: WEST SIDE OF HARPINE HIGHWAY (ROUTE 42) APPROXIMATELY 600'  
NORTH OF WILLOW RUN ROAD (ROUTE 676)**

**Acreage in parcel: 2.664**

**Acreage in request: SAME**

**Election District: 2**

**Comprehensive Plan: AGRICULTURAL RESERVE**

**Board of  
Supervisors**

**PLACING CONDITIONS ON THE REQUEST IS NEITHER A RECOMMENDATION FOR APPROVAL OR FOR DENIAL. IT IS SIMPLY STATING THAT IF APPROVED, THESE ARE THE MINIMUM CONDITIONS THAT SHOULD BE PLACED ON THE PERMIT. IF APPROVED, THE BOARD OF SUPERVISORS MAY CHANGE THESE CONDITIONS OR ADD NEW CONDITIONS AS DEEMED NECESSARY.**

**If the request is approved by the Board, as a minimum the following conditions should apply:**

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. Building shall comply with the Statewide Building Code and the proper permits shall be obtained.
3. Requirements of the Rockingham County Fire Prevention Code shall be met.
4. The addition shall not be used until a final inspection is made and a certificate of occupancy, if required, is issued.

#### **GENERAL INFORMATION**

#### **SUBMISSION JUSTIFICATION:**

Table 17-606 allows for special use permit application for motor vehicle repair shops in the A-2 zoning district with supplemental standards. This request is for an addition to the office at an existing motor vehicle repair shop.

#### **BACKGROUND**

The subject property houses Dan's Body Shop. A special use permit was obtained in 1988 for the existing office on the property. Additionally, a special use permit was obtained in 2003 for an expansion of the motor vehicle repair shop. The applicants purchased the property in 2014.

**Adjoining Properties and Special Uses**

Direction From Site	Zoning	Request	Decision
North	A-2	None	
East	A-2	350' telecommunications tower	Approved 2/26/92
South	A-2	None	
West	A-2	None	

**ZONING AND EXISTING LAND USE**

**Adjoining Properties and Uses**

Direction From Site	Zoning	Existing Land Use
North	A-2	Home site
	A-2	Pasture
East	A-2	Home site
	A-2	Home site
South	A-2	Home site, pasture
West	A-2	Home site, pasture

**STAFF AND AGENCY ANALYSIS**

**UTILITIES**

Health Department

The Health Department has no issues with the request. Septic System served by a DEQ permitted discharge system.

Public Works

Parcel is not served by County utilities and Public Works has no comments.

**ENVIRONMENTAL**

Environmental Services:

No comments.

## **PUBLIC FACILITIES**

### Emergency Services

Subject property is located within the Hose Company #4 Volunteer Fire Department and Harrisonburg Volunteer Rescue Squad's respective first due area. This project will have to meet the requirements of the Rockingham County Fire Prevention Code.

### Building Official

If proposed project is approved, all aspects of the 2015 VAUSBC will be required to be addressed through submittal of 2 sets of plans prepared by a registered design professional.

### Planning

Site Planning Comments: The proposed addition would fall below the threshold requiring a site plan, although any increase in the number of parking spaces or change to VDOT access permit may require a site plan submitted after SUP approval.

Comprehensive Plan Designation: The parcel is not situated within an Agricultural/Forestal District and is shown as Agricultural Reserve in the Comprehensive Plan, which is delineated in Section II-C-3:

- a. Existing Uses. The Agricultural Reserve also contains other existing uses: residences, rural centers, and rural commercial uses that are served by wells and septic systems. ... This plan recommends, in the absence of public water and sewer services, limiting the expansions of the rural centers in order to reduce potential impacts on agricultural activities.
- b. Other Uses. Because of the changing economics of agriculture, other uses might be appropriate for the agricultural area that could provide supplemental income to the farm. These uses could include: bed and breakfast enterprises, country inns, rural retreats, riding academies and camps, farm camps, history camps, demonstration farms, crop mazes, battlefield reenactment parks, and similar uses.
- c. Section II-B-Goals:
  - Goal 3. Preserve Agricultural Industry and Economy (income, land, and jobs – not necessarily type of crops/products).
  - Goal 6. Achieve a Balance of Compatible Land Uses and Communities in which people can live, work and play.
  - Policy #4.1.5. Retain and expand the existing industries and businesses now operating in the County.

## **TRANSPORTATION**

### VDOT – Road Conditions

The proposed addition of office space should have little impact on traffic generation. The site is currently being served by a commercial entrance that

appears to be functioning adequately.

VDOT – Traffic Impact Analysis

N/A

**SUMMARY**

Considerations:

1. This property houses Dan's Body Shop.
2. Table 17-606 allows for special use permit application for motor vehicle repair shops in the A-2 zoning district with supplemental standards. This request is for an addition to the office at an existing motor vehicle repair shop.
3. A special use permit was obtained in 1988 for the existing office on the property. This request is for a 13' x 21' addition to that office.
4. In 2003, a special use permit was obtained for an addition to the motor vehicle repair shop.
5. The Health Department had no issues with the request. Property is served by a DEQ permitted septic discharge system.
6. The Building Official stated that if the proposed project is approved, all aspects of the 2015 VAUSBC must be addressed through submittal of 2 sets of plans prepared by a registered design agent.
7. VDOT stated the proposed addition of office space should have little impact on traffic generation. The site is currently being served by a commercial entrance that VDOT states appears to be functioning adequately.

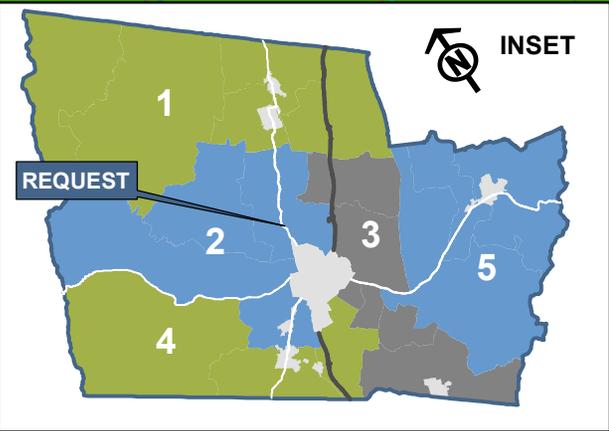


# Hensley Holdings LLC Special Use Permit Request



3/11/2020

SUP#20-007



# Untitled Map

Write a description for your map.

## Legend

 2591 Harpine Hwy

2591 Harpine Hwy



Bing

42

42

Har-pine-Hwy

2593

X

LCP

21

OFFICE

2591

2529

2529

2591