



**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**  
 May 13, 2020

3:00 P.M. CALL TO ORDER – CHAIRMAN WILLIAM B. KYGER, JR.  
 INVOCATION – SUPERVISOR MICHAEL A. BREEDEN  
 PLEDGE OF ALLEGIANCE – DIRECTOR OF PUBLIC WORKS  
 PHILIP S. RHODES

1. Approval of Minutes
  - a. Reconvened Meeting of April 8, 2020
  - b. Regular Meeting of April 22, 2020
2. COVID-19 Update – Fire and Rescue Chief Jeremy Holloway and Division Chief Steve Powell
3. Consideration – Resolution Approving the Issuance by the Economic Development Authority of Rockingham County, Virginia, of its Senior Living Residential Rental Housing Revenue Bonds as a Conduit Issuer on Behalf of Whitehall Senior Living, LLC and Affiliates
4. Consideration – Refund of Overpayment of Taxes – Sentara RMH Medical Center – County Administrator Stephen G. King
5. Staff Reports (**All for information only, except where noted**):
  - 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  
**Action: Request for Approval of Firm to Perform the General Reassessment of Real Property, Effective January 1, 2022**
  - e. Director of Human Resources – Jennifer J. Mongold
  - f. Director of Public Works – Philip S. Rhodes
  - g. Director of Community Development – Rhonda H. Cooper  
**Action: Ordinance Amendment Request – Amending Section 17-706, “Outdoor Lighting”**  
**Action: Request for Variation of Street Form Standards – Congers Creek Townhomes Preliminary Plat**
  - h. Director of Technology – Terri M. Perry
  - i. Fire & Rescue Chief – Jeremy C. Holloway
  - j. Director of Parks & Recreation – Kirby W. Dean  
**Discussion: Summer Day Camp and Park Activities**
  - k. Director of Court Services – Ann Marie Freeman
6. 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
7. Committee Appointments:
  - a. Central Shenandoah Planning District Commission
  - b. Community Services Board
8. Unfinished Business
9. Closed Meeting - Pursuant to Section 2.2-3711.A(3), Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

April 22, 2020

The Recessed Meeting of the Rockingham County Board of Supervisors from April 8, 2020, was reconvened on Wednesday, April 22, 2020, at 6:00 p.m., at the Rockingham County Administration Center, Harrisonburg, Virginia. The meeting was conducted in accordance with significant modifications to normal processes, due to social distancing precautions to reduce the spread of COVID-19. The meeting was broadcast online, and no more than ten citizens were allowed in the Board room at any one time.

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:

- STEPHEN G. KING, County Administrator
- THOMAS H. MILLER, JR., County Attorney
- CASEY B. ARMSTRONG, Assistant County Administrator
- PATRICIA D. DAVIDSON, Director of Finance
- JESSICA G. KILBY, Deputy Clerk

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

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

Supervisor Trumbo provided the invocation, and Finance Director Davidson led the Pledge of Allegiance.

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**ADJOURNMENT.**

With no unfinished business before the Board, Chairman Kyger adjourned the meeting at 6:03 p.m.

\_\_\_\_\_,  
Chairman

April 22, 2020

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, April 22, 2020, at 6:00 p.m., at the Rockingham County Administration Center, Harrisonburg, Virginia. The meeting was conducted in accordance with significant modifications to normal processes, due to social distancing precautions to reduce the spread of COVID-19. The meeting was broadcast online, and no more than ten citizens were allowed in the Board room at any one time.

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:

- STEPHEN G. KING, County Administrator
- THOMAS H. MILLER, JR., County Attorney
- CASEY B. ARMSTRONG, Assistant County Administrator
- PATRICIA D. DAVIDSON, Director of Finance
- JESSICA G. KILBY, Deputy Clerk

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

Chairman Kyger called the meeting to order at 6:03 p.m.

Supervisor Trumbo provided the invocation, and Finance Director Davidson led the Pledge of Allegiance.

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**APPROVAL OF MINUTES.**

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 approved the minutes of the recessed meeting of March 25, 2020, and the minutes of the regular meeting of April 8, 2020.

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**CONSIDERATION – FY 2020-2021 BUDGET, TAX RATES AND CAPITAL IMPROVEMENTS PLAN (CIP).**

Chairman Kyger closed the public hearing concerning the FY 2020-2021 budget, tax rates and CIP, which had remained open since the April 8, 2020, Board meeting.

**BUDGET**

Mrs. Davidson reported that eleven comments were received by email and were provided to Board members for review. The comments were also added to the agenda packet on the County’s website.

Mrs. Davidson recommended the Board consider adoption of the FY 2020-2021 budget at a later date in May. She noted revised estimates were provided to the Board and indicated those estimates will most likely change again. She said the General Assembly met today, and more revisions are expected. She explained that state revenue figures for Schools and Constitutional Officers play a major role in the overall budget, and those figures remain in flux. State Code requires the governing body to approve an annual budget for educational purposes by May 15 or within 30 days of receipt of estimated state funds. Mrs. Davidson pointed out that this has been communicated with the Superintendent and Finance Director of Schools.

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CAPITAL IMPROVEMENTS PLAN (CIP)

The CIP process began in the fall of 2019. The Planning Commission recommended approval of the CIP.

Mrs. Davison pointed out that adopting the CIP does not commit the Board to any particular project or funding, but is important in order to plan for future capital expenditures. The CIP is a tool for future planning, not a commitment to spend money.

On behalf of the Finance Committee, on motion by Supervisor Breeden, seconded by Supervisor Trumbo, and carried by a roll call vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board adopted the Rockingham County Capital Improvements Plan FY2021 – FY2025.

*The complete Capital Improvements Plan (CIP) FY2021 – FY2025 can be found in the “Attachments – Board of Supervisors Minutes” notebook maintained in Administration.*

TAX RATES

Mrs. Davidson recommended approval of the proposed tax rates, pointing out that the rates remain unchanged from last calendar year.

On behalf of the Finance Committee, on motion by Supervisor Breeden, seconded by Supervisor Chandler, and carried by a roll call vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board adopted the following tax rates commencing January 1, 2020:

**TAX RATES**

<u>Classification of Tax</u>	<b>Actual 2020</b>
Real Estate	\$0.74
Manufactured Home	0.74
Countryside Sanitary District	0.29
Personal Property	3.00
Recreational Vehicles	3.00
Machinery & Tools	2.55
Merchants Capital	0.87
Farm Machinery	0.44

Property taxes are levied for each one hundred dollars of assessed value as of January 1. Property is assessed at fair market value for all classes, except personal property vehicles, which are assessed at loan value, and merchants capital, which is based on 67% of fair market value. Tax rates are effective January 1, 2020.

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**RECESS.**

Chairman Kyger recessed the meeting at 6:12 p.m., for a meeting of the Smith Creek Water and Waste Authority.

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**RECONVENE.**

Chairman Kyger reconvened the regular meeting at 6:15 p.m.

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**STAFF REPORTS.**

Chairman Kyger asked for a motion of consent to adopt all staff reports and committee reports. Supervisor Chandler noted the two action items under staff reports on the agenda will be addressed separately.

On motion by Supervisor Chandler, 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; all staff reports and committee reports on the agenda, except for the two finance action items, were adopted by consent.

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**COUNTY ATTORNEY'S STAFF REPORT.**

County Attorney Miller reported that staff has been working on the County's telecommunication infrastructure ordinance. He said the General Assembly passed legislation in 2018 concerning cell towers, specifically what local governments can control through zoning actions. The legislation, in summation, implies that local governments cannot ask for a business plan, proprietary information, propagation maps, or second-guess engineering design. However, the legislation provides that a decision can be based on whether the tower could be provided by co-location, which would require a review of the above-mentioned information anyway. Staff recommends that cell tower locations in the County be permitted by right, rather than by special-use permit. Mr. Miller said that administrative review would still be required to ensure structural integrity and other standard requirements.

Chairman Kyger reported that the Virginia Association of Counties was opposed to the legislation. He said, in his opinion, if cellphone/internet providers want to be treated like a public utility, they should be regulated like a public utility. They should have to go through the State Corporation Commission, pay taxes, and follow certain guidelines for rate changes and consumer treatment like all other utility companies. He said otherwise, why should these businesses receive preferential treatment over other businesses.

Discussion ensued. County Attorney Miller indicated staff is not looking for a decision today and said the topic could be discussed further. Chairman Kyger indicated the Board would take the recommendation under advisement.

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**FINANCE DIRECTOR'S STAFF REPORT.**

Finance Director Davidson reported that the County requested competitive sealed bids for the construction of a paved walking trail at the Rockingham Park at the Crossroads. Staff recommended accepting the low bid from Momentum Earthworks for

\$349,634. Mrs. Davidson reminded the Board that the project is eighty percent funded by the Virginia Department of Conservation and Recreation. The remaining twenty percent is currently budgeted in the capital projects fund.

On behalf of the Finance Committee, on motion by Supervisor Breeden, seconded by Supervisor Chandler, and carried by a roll call 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 Momentum Earthworks for \$349,634, to construct a 1.05 mile, paved walking trail at Rockingham Park at the Crossroads.

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Mrs. Davidson reported that the County received proposals for Solar Power Services for solar photovoltaic systems on two Rockingham County facilities. Three proposals were received; however, after review staff determined that the project would not be cost effective. Mrs. Davidson asked that the Board formally reject the proposals.

Supervisor Breeden made a motion to reject the solar power proposals, seconded by Supervisor Trumbo.

Supervisor Chandler asked if the current COVID-19 crisis played a role in the recommendation to reject the proposals at this time. Mrs. Davidson explained the issue is more about the cost of solar power options for commercial buildings. She said the County would actually pay more for electricity than it does now. Staff was hoping for a cost savings.

Administrator King said after extensive review it was determined the County would pay thirty percent more for electrical power than the current arrangement. He explained that the solar panels would not meet the peak load demand for the County buildings. He said the service might work more effectively for a private residence. Supervisor Trumbo pointed out that utility rates in this area are low, and the County is fortunate.

Carried by a roll call vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board rejected the Solar Power Services proposals, as staff determined the project would not be cost effective for the County.

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**CHAIR.**

Chairman Kyger pointed out that staff continues to stay on top of the COVID-19 crisis. He expressed the Board’s appreciation and gratitude to staff for their extra effort during the crisis. He also reminded citizens to continue to practice social distancing.

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**CLOSED MEETING.**

On motion by Supervisor Chandler, seconded by Supervisor Breeden, and carried by a roll call vote of 5 to 0, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board recessed the meeting from 6:49 p.m. to 7:31 p.m., for a closed meeting pursuant to section 2.2-3711.A(1), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and, pursuant to Section 2.2-3711.A(3), Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

MOTION: SUPERVISOR BREEDEN  
SECOND: SUPERVISOR CHANDLER

RESOLUTION NO: 20-05  
MEETING DATE: April 22, 2020

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Rockingham County Board of Supervisors has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Rockingham County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Board of Supervisors.

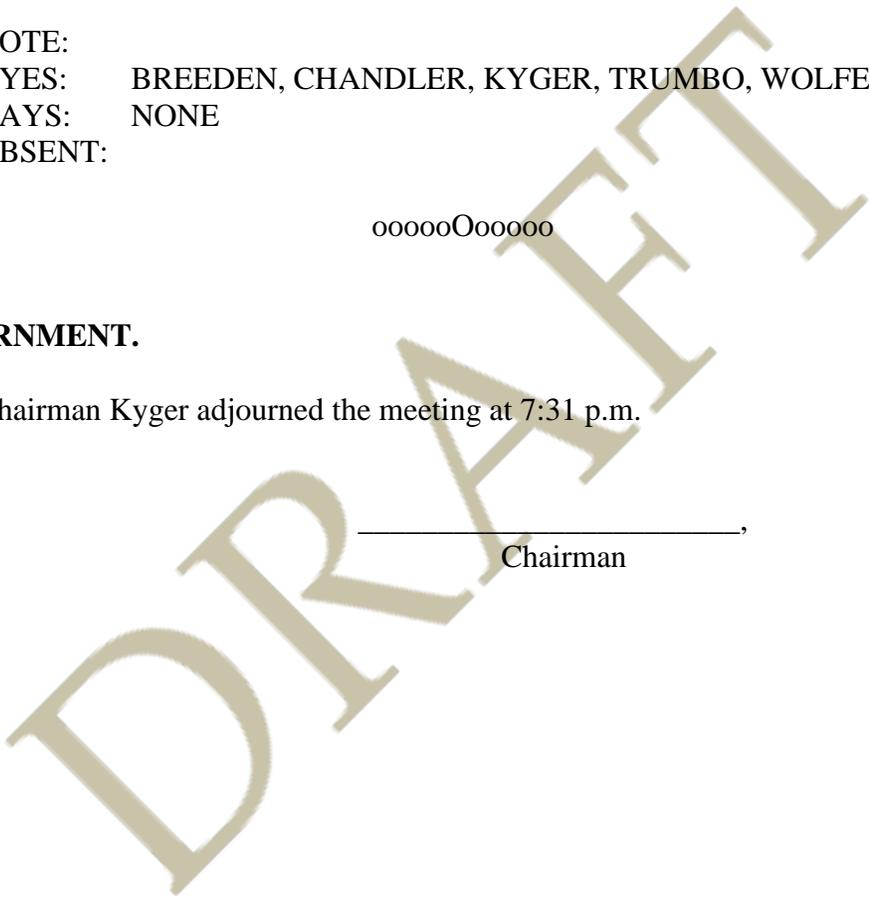
VOTE:  
AYES: BREEDEN, CHANDLER, KYGER, TRUMBO, WOLFE-GARRISON  
NAYS: NONE  
ABSENT:

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**ADJOURNMENT.**

Chairman Kyger adjourned the meeting at 7:31 p.m.

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Chairman



**RESOLUTION OF THE BOARD OF SUPERVISORS OF  
ROCKINGHAM COUNTY, VIRGINIA, APPROVING THE  
ISSUANCE BY THE ECONOMIC DEVELOPMENT AUTHORITY OF  
ROCKINGHAM COUNTY, VIRGINIA, OF ITS SENIOR LIVING  
RESIDENTIAL RENTAL HOUSING REVENUE BONDS  
AS A CONDUIT ISSUER ON BEHALF OF WHITEHALL  
SENIOR LIVING, LLC AND AFFILIATES**

WHEREAS, the Board of Supervisors of Rockingham County, Virginia (the “Board”), has been advised that on May 13, 2020, the Economic Development Authority of Rockingham County, Virginia (the “Issuer”), pursuant to its authority under the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended (the “Act”), heard and approved the request of Whitehall Senior Living, LLC, a South Carolina limited liability company (“Whitehall”), whose address is 1124 Park West Boulevard, Suite 101, Mount Pleasant, South Carolina 29466, for the issuance by the Issuer of its Senior Living Residential Rental Housing Revenue Bonds (The Retreat at Preston Lake Project), in one or more series, in an aggregate principal amount not to exceed \$21,000,000 (the “Bonds”), the proceeds of which would be loaned to Harrisonburg AL, LLC, a Virginia limited liability company, and Retreat at Preston Lake, LLC, a Virginia limited liability company (collectively, the “Borrowers”), each of which is an affiliate of Whitehall, to be used, together with other funds of the Borrowers, to (i) finance the acquisition, construction, development, furnishing and equipping of an approximately 84-unit senior living facility to be located on approximately 7.011 acres of land located in Rockingham County, Virginia, at 371 Boyers Road, Harrisonburg (Rockingham County), Virginia 22801 (collectively, the “Project”); (ii) fund capitalized interest on the Bonds during the construction of the Project and for a limited period thereafter; (iii) fund one or more reserve funds for the Bonds, if deemed necessary or desirable; and (iv) pay certain costs of issuing the Bonds (collectively, the “Plan of Finance”);

WHEREAS, the Board has been advised that the Borrowers have (a) represented that the Project will be established and maintained as a “qualified residential rental project” within the meaning of Section 142(d) of the Internal Revenue Code of 1986, as amended (the “Code”), in which at least 20% of the residential units will be occupied by individuals whose incomes do not exceed 50% of the area median gross income (as such area median is determined by the United States Department of Housing and Urban Development), (b) represented that because there is no housing authority established by Rockingham County (the “County”), the Issuer has the authority pursuant to the Act to issue the Bonds and finance multi-family residences, which constitute “authority facilities” as defined in the Act, and (c) described the benefits to the County to be derived from the Project and the Plan of Finance by promoting safe and affordable housing in the County and benefiting thereby the safety, health, welfare and prosperity of the inhabitants of the County and the Commonwealth of Virginia;

WHEREAS, the Board has been advised that the Issuer held a public hearing with respect to the Project and the Bonds in accordance with Section 147(f) of the Code and Section 15.2-4906 of the Act, at its meeting on May 13, 2020, and that after such hearing the Issuer adopted a resolution to issue the Bonds and proceed with the Plan of Finance;

WHEREAS, the Issuer issues its bonds on behalf of the County, the Project to be financed with the proceeds of the Bonds is located in the County, and the members of the Board constitute the applicable elected representatives of the County within the meaning of Section 147(f) of the Code;

WHEREAS, Section 147(f) of the Code provides that the governmental unit issuing private activity bonds and the applicable elected representatives of the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of private activity bonds is located, shall approve the issuance of such bonds;

WHEREAS, the Issuer has filed with the Board a copy of the Issuer's resolution approving the issuance of the Bonds, a reasonably detailed summary of the comments expressed at the Issuer's public hearing with respect to the Bonds as required by Section 15.2-4906 of the Act, and a fiscal impact statement in the form prescribed by Section 15.2-4907 of the Act, together with the Issuer's recommendation (in the aforesaid resolution) that the Board approve the issuance of the Bonds; and

WHEREAS, Section 15.2-4906C of the Act provides that the Board shall, within sixty (60) calendar days from the public hearing with respect to the issuance of bonds of the Issuer, either approve or disapprove of the issuance of such bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY, VIRGINIA:

1. The foregoing recitals are hereby incorporated in, and deemed a part of, this Resolution.
2. The Board approves the issuance of the Bonds by the Issuer to assist in the Plan of Finance for the benefit of the Borrowers, to the extent required by the Code and the Act.
3. The Board's approval of the issuance of the Bonds, as required by the Code and the Act, does not constitute an endorsement to any prospective purchaser of the Bonds of the creditworthiness of the Project or the Borrowers and, as required by the Act, the Bonds shall provide that neither the Commonwealth of Virginia nor any political subdivision thereof, including the County and the Issuer, shall be obligated to pay the Bonds or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor by the Borrowers and that neither the faith and credit nor the taxing power of the Commonwealth of Virginia or the County shall be pledged thereto. The Issuer has no taxing power.
4. This Resolution shall take effect immediately upon its adoption.

\* \* \*

The undersigned hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by an affirmative vote of a quorum of the members of the Board of Supervisors of Rockingham County, Virginia, at a meeting duly called and held on May 13, 2020, and that such Resolution is in full force and effect on the date hereof.

Dated: May 13, 2020

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Clerk, Board of Supervisors of Rockingham  
County, Virginia



ROCKINGHAM COUNTY  
MAY 5 2020  
VIRGINIA

COMMISSIONER OF THE REVENUE OFFICE  
**ROCKINGHAM COUNTY**

**Lowell R. Barb**  
Rockingham County  
Commissioner of Revenue

May 4, 2020

Rockingham County  
Board of Supervisors  
20 East Gay Street  
Harrisonburg, VA 22802

Re: 137-(5)-L4  
Bridgewater  
8.187 Ac

Members of the Board:

The property with the above referenced tax map number, belonging Sentara RMH Medical Center is tax exempt. Due to a clerical error it was taxed in 2019.

Real Estate taxes have been paid in full and I request we refund the overpayment made in 2019 as stated below.

**Tax Refund Table**

<u>Year</u>	<u>Value</u>	<u>Rate</u>	<u>Refund</u>	<u>Interest</u>
2019	\$3,336,300	\$.74	\$24,688.62	\$1,851.65

**Refund Subtotal - \$24,688.62**  
**Interest - \$ 1,851.65**

**REFUND TOTAL - \$26,540.27**

Regards,

Lowell R. Barb  
Rockingham County  
Commissioner of the Revenue

LRB/dlj



# Finance Department Staff Report

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May 13, 2020

**FY20-21 Budget, Capital Improvements Plan and Tax Rate Adoption** - Staff is working to finalize revenue estimates.

**FY20 Audit** - The preliminary audit for fiscal year 2020 is scheduled for the week of May 18<sup>th</sup>. Staff is working with PB Mares to conduct an audit 100% remote. Interviews with the Finance Committee will be scheduled for May 20<sup>th</sup> via Zoom. All interviews with Department Heads and staff will be conducted through Zoom and documents will be shared through a secured portal.

**COVID-19** - The Finance Department is assisting with collecting and reporting expenses for possible reimbursement. Staff is working to finalize expense projections for the response.

## **Procurement:**

### **Action:**

**General Reassessment of Real Property**-The County solicited proposals from qualified firms for the general reassessment of real property. Proposals were due Friday, April 10 at 2:00 PM and four responses were received. Interviews were conducted on April 21<sup>st</sup>. The review committee is asking for the Board to approve Pearson's Appraisal Service to perform the general reassessment of real property effective January 1, 2022. The cost is \$15.90 per parcel for an estimated total amount of \$766,968.30.

**No Action:**

**Rockingham Park at the Crossroads Pavilion-**The County solicited proposals from qualified firms to design and construct a pavilion with restrooms at the Rockingham Park at the Crossroads. Proposals were due Friday, March 27, at 2:00 PM and two proposals were received. Staff is in the process of reviewing the proposals and conducting interviews.

**RFP 457(b) Record Keeper-**The County solicited proposals from qualified institutional retirement plan providers to administer and record keep the 457(b) plan. Bids were due Friday, March 27 at 2:00 PM 6 proposals were received. A meeting is scheduled for May 20<sup>th</sup> to review the responses with Bolton Partners our consultant.

**Fully Integrated Permit and Inspection System-**The County is seeking proposals from qualified firms for an integrated computer-based system to track processes across County departments such as Community Development, Public Works and possibly others. Proposals were due Friday, April 17 at 2:00 PM and twelve responses were received. The committee is currently reviewing the responses.

**Sewer Jetting Services-**The County is requesting formal competitive sealed bids to establish a contract for sewer jetting/cleaning services. Bids were due Friday, April 24 at 2:00 PM and 7 bids were received.

**Jail/Judicial Complex Intercom Replacement-**The County is requesting formal competitive sealed bids to establish a contract for the replacement of the Hybrid Rauland Intercom System at

the Harrisonburg/Rockingham County Joint Judicial Complex.  
Bids are due Friday, May 8 at 2:00 PM.

**Rockingham County Roof Restoration Projects**-The County is requesting formal competitive sealed bids to establish a contract for the restoration of both the Rockingham County Administration Center roof system, as well as the Harrisonburg/Rockingham County Health and Human Services Building roof system. Bids are due Friday, May 22 at 2:00 PM.

1. Personnel vacancies

Public Works: No vacancies

Utilities: 2 vacancies (Utility Worker & Utilities Maintenance Planner)

Landfill: 1 vacancy (Landfill Worker)

Refuse & Recycling: No vacancies

Facilities Maintenance: 1 vacancy (Maintenance Technician – jail)

2. Utilities

Cobblers Valley Development – waterline extension

Rockingham County and Stone Hill Construction entered into an agreement to extend a 12” waterline along Mosby Road to serve the Cobblers Valley Subdivision. The contractor for the project, Commonwealth Excavating, is hoping to begin work on the waterline the week of May 18, 2020. However, Public Works is waiting for final plan approval from the Virginia Department of Health, Office of Drinking Water.

Harrisonburg Rockingham Regional Sewer Authority

Authority capacity – 22 million gallons per day

March average flow – 10.20 million gallons per day

Rockingham County capacity – 4.6 million gallons per day

March average flow – 2.76 million gallons per day

3. Landfill

The Household Hazardous Waste Collection day was held on April 18, 2020 at the landfill. A count was taken of 178 vehicles that brought items to the event. We are waiting on a summary total from our contractor of the waste that was collected.

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: All construction work is complete including the air balancing and final reports. The only remaining items are a final walkthrough and any punch-list items for the project.

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 100% complete, phase 3C is 50% complete, phase 3D is 50% complete, and phase 3E is 5% complete.

In the Administration Building, 3 above ceiling air handler units are scheduled to be replaced along with the HVAC unit (Liebert system) that serves the Technology server room.

Respectfully Submitted,  
Philip S. Rhodes  
Director of Public Works

May 13, 2020

## STAFF REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

### BOARD ACTION REQUESTED

#### Ordinance Amendment Request

Staff requests authorization to bring forward an ordinance amending Section 17-706 “Outdoor lighting” to address fixture specifications, pole height, dark sky provisions, and lighting details shown on site plans.

#### Request for Variation of Street Form Standards – Congers Creek Townhomes Preliminary Plat.

Variations to certain Street Form requirements may be granted by the Board in accordance with § 17-701.07, Street Form; the applicant requests two separate such variations within this project. Staff requests the Board act upon both requests at the May 13 regular meeting, as a public hearing is not required. Please reference the attached memorandum summarizing the request.

### PROJECTS AND REPORTS

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

Letters were mailed to property owners in the Lake Shenandoah Stormwater Control Authority with estimated fees ahead of the public hearing. This hearing, which was originally scheduled for March 25, is tentatively set for June 10.

#### US 33 ARTERIAL MANAGEMENT PLAN (Rhonda Cooper)

VDOT has recommended, at no cost to the County, that US 33 East be the subject of an Arterial Management Plan. VDOT would work with the County to develop a plan dedicated to preserving this corridor while also accommodating existing and future development. Arterial Management Plans are used to identify ways to ensure safety and preserve the capacity of Virginia’s arterial highway network without wide-scale roadway widenings and traffic lights. An Arterial Management Plan would help guide localities and the development community in their decision-making processes that will ultimately lead to safer access while minimizing congestion; planning and designing the appropriate level of access for future development in the corridor; and improving the County’s position when applying for Smart Scale, Revenue Sharing, and other transportation project grant funds.

Staff recommends the Plan encompass US 33 East from the City/County Line to Elkton Plaza at the west side of the Town of Elkton and, due to the length of this corridor, specifically emphasize the:

- segment between the City/County Line and Lawyer Road, including possible focus areas at the Rockingham Park Way / US 33 intersection and Indian Trail Road between Rockingham Park and US 33, and
- key intersections between Lawyer Road and Elkton Plaza
  - Island Ford Road
  - Resort Drive
  - East Point Road
  - Mt. Hermon Rd.
  - Rockingham Pike at Elkton Plaza.

**PROJECTS AND REPORTS, continued**

With Board involvement, the final focus areas will be determined early in the process. If the development of a US 33 Arterial Management Plan has Board support, in a few weeks VDOT will request the Board provide a resolution of support. Once the VDOT Central Office approves the scope and funding, the study could commence in fall 2020 and conclude in later 2021 in advance of the 2022 round of Smart Scale applications.

**BUILDING SERVICES DIVISION & 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 for the same period in 2019 were 171, 2018 totaled 285 and 2017 totaled 253. The attached Development Activity Report breaks down separate totals of permit types and fees collected through April 30, 2020. Total number of permits processed for the month of April 2020 were 162. YTD total 713.

The table below tracks weekly residential and commercial building permit and revenue activity to give insight as to how the building division is affected through this timeframe.

	Weekly Permit Type, Count and Revenue Tracking					
	3/9-13	3/16-20	3/23-27	3/30-4/3	4/6-15 (8 days)	4/16-30 (11 days)
<b>Residential Permits</b>	<b>(37)</b> <b>\$12,505</b>	<b>(32)</b> <b>\$6,420</b>	<b>(34)</b> <b>\$6,914</b>	<b>(11)</b> <b>\$12,811</b>	<b>(35)</b> <b>\$7,558</b>	<b>(41)</b> <b>\$18,394.30</b>
<b>Commercial Permits</b>	<b>(4)</b> <b>\$4,065</b>	<b>(1)</b> <b>\$95</b>	<b>(5)</b> <b>\$2,356</b>	<b>(19)</b> <b>\$4,665</b>	<b>(15)</b> <b>\$46,230*</b> <small>*Interchange Permit</small>	<b>(9)</b> <b>\$15,501.60</b>

Highlighted area indicates timeframe of County Administration Center closure to public.

**ROCKINGHAM COUNTY ROAD PROJECT**

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

The project passed final walk through inspection on April 17, 2020. The lanes are now open for bicycle and buggy traffic. The project was completed on budget and with no change orders.

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

The RBAC will schedule a virtual meeting later in May to review updates on transportation, trails and greenway projects, and evaluate bicycle safety measures. The RBAC meeting scheduled for Thursday, March 19, was canceled due to the County’s emergency declaration.

## PROJECTS AND REPORTS, continued

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

Staff submitted two SMART Scale pre-application projects and awaits the Commonwealth Transportation Board's decision on Revenue Sharing funding awards later in 2020 and for federal Transportation Alternative applications thereafter.

Project # & Name	Location	Project Scope	Funding Program & Status	Cost
<b>#7125 Smithland Road (Route 720) Widening</b>	Between US-11 in and Rt. 718 in the City (approx. 0.8 miles)	Widen Rt. 720 to add a minimum 4-ft shoulder and increase lane width from 10-ft to 12-ft where possible.	<b>SMART Scale</b> Pre-Application submitted 4/17/20	<b>\$5.7m</b>
<b>#7157 Mt. Crawford Park &amp; Ride Expansion</b>	VA 257 at I-81 Exit 240	Expansion of the existing Mt. Crawford Park and Ride at I-81, Exit 240	<b>SMART Scale</b> Pre-Application submitted 4/16/20	<b>\$1.94m</b>
<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>a. Design &amp; construct paved, 8-foot wide lanes on both sides of 0.6 mile road segment</li> <li>b. 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 (TAP)</b> Application submitted 9/30/19.	<b>\$1.805m (Phase 1: \$350k)</b>

## PROJECTS AND REPORTS, continued

### CENSUS COMPLETE COUNT OUTREACH (Bradford Dyjak)

1. **Local Coordination** – Virtual weekly meetings of City, County, and Town representatives, Massanutten Regional Library system, James Madison University, Bridgewater College, Rockingham County Public Schools, and Harrisonburg City Public Schools continue.
2. **Census Invitations and Response Rates**
  - a. **“It’s not too late to bring more education funding into our community. It’s not too late to provide more safety equipment to firefighters. It’s not too late to complete your census!”**
  - b. Initial invitations to complete the Census began were mailed March 12 through March 20. Several additional rounds of reminders with questionnaires were mailed as scheduled.
  - c. The Census Bureau has extended both field data collection and self-response deadline until October 31, 2020, from August 14.
  - d. **Over 62% of all County residents have already self-responded** to these initial invitations as of May 3 compared to nearly 57% nationally. Initial Self-Response Rates are updated daily at <https://2020census.gov/en/response-rates.html>.
  - e. Enumerator non-response follow up- Census takers will interview households in person. The revised schedule should start August 11 and continue to October 31.
3. **Social Media** – The County webpage continues to be updated; Economic Development and Tourism Coordinator Joshua Gooden continues posting messages through the County’s Facebook and Instagram accounts.
4. **Election Mail Inserts** – In addition to the informational fliers provided at polling stations during the primary elections, Voter Registrar Lisa Gooden continues including inserts with each piece of election mail through May.
5. **Church Bulletins** – Inserts are still being distributed to many churches; several have agreed to send electronic messages/ e-bulletins where physical services are no longer held.
6. **Posters** – Staff continues distributing posters to grocery stores, rural convenience stores and gas stations. Department of Parks & Recreation staff was incredibly helpful distributing fliers to Elkton, McGaheysville, Penn Laird, and the northern portions of the County over the past two weeks.
7. **Educational**
  - a. **Lessons:** Civics teachers worked collaboratively to develop an online learning module to teach students about census in this new “distance learning” environment.
  - b. **Poster Contest:** Students have been encouraged to participate in a poster contest sponsored by JMU and the Harrisonburg-Rockingham Complete Count Committee with submissions accepted online through June 1.
  - c. **Digital Reminder:** A reminder to complete the census was sent out digitally via School Messenger to each family member on Friday, May 1.
  - d. **Flier Distribution:** Both County and City school systems are also distributing fliers with school lunch pickup program at various locations.

## PLANNING COMMISSION ACTIONS

The Planning Commission is scheduled to meet on June 2. The April 7 and May 5 meetings were canceled. 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; Board hearing date T.B.D.</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.	Planning Commission recommended approval 5-0 on 3/3/20; <b>Applicant has withdrawn request.</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; Board hearing date T.B.D.</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 requested 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; Staff review is underway.
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>Board hearing date T.B.D.</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; Board hearing date T.B.D.</b>
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; Staff research underway; Advisory Committee has been selected.

**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	Initial Census request for response was sent between 3/12 & 3/20. Subsequent mailings with surveys have been mailed. Census enumerator operations are temporarily on hold, but will conclude by 10/31/20.	Ongoing through October 2020
<b>Capital Improvement Program (CIP) Update FY 2021-25</b>	Rhonda & Bradford	Planning Commission recommended approval 3/3/20. Board held public hearing 4/8/20.	Board adopted CIP on April 22.
<b>Ongoing Review/Tasks</b>	<b>Lead Person</b>	<b>Status</b>	
<b>Deed Review</b>	Diane	17 deeds under review as of 5/4/20: 4 pending review, 13 awaiting revision.	
<b>Violations</b>	Kelly	57 active complaints, 25 cases pending legal action as of 5/5/20	
<b>Site Plans &amp; Subdivisions</b>	Bradford & Patrick	10 site plans and 4 subdivisions under review as of 5/6/20; 4 approved since 3/31/20	
<b>Subdivision Ordinance Variances</b>	Diana	0 requests under review, as of 5/4/20	
<b>Zoning Variances</b>	Diana	0 requests under review, as of 5/4/20	
<b>Zoning Appeals</b>	Diana	0 requests under review, as of 5/4/20	
<b>Home Occupation Permits</b>	Diana	0 permit requests under review, as of 5/4/20	
<b>Home Business Permits</b>	Diana	0 permit requests under review, as of 5/4/20	
<b>Special Use Permits</b>	Diana	7 permit requests under review, as of 5/4/20	
<b>Special Entertainment Permits</b>	Diana	0 permit requests under review, as of 5/4/20	
<b>Rezoning</b>	Bradford	9 rezoning requests under review, as of 5/1/20	
<b>Permits and Fees Processed</b>	Joe	718 total transactions for month of April 2020	
<b>Building Inspections</b>	Joe	1478 inspections conducted during April 2020 (averaged 77.78 inspections per day)	
<b>(Building Plans</b>	Joe	25 Plans under review, as of 4/30/20	
<b>Environmental (E&amp;S/Stormwater) Plan Review</b>	Lisa	21 plans under review, 37 approved and awaiting permit issuance, as of 5/4/2020	
<b>Environmental Inspections</b>	Lisa	810 inspections conducted in March 2020	
<b>Addressing Structures</b>	Kendrick	30 new structures addressed in April 2020	
<b>Naming of New Roads</b>	Kendrick	1 new road named in April 2020	

**UPCOMING PUBLIC HEARINGS**

May 13, 2020, Board of Supervisors, at 6:30 p.m.

**Ordinance Amendments**

None.

**Rezoning- Requiring a Public Hearing**

None.

**Special Use Permits**

None.

**REQUESTS TABLED BY BOARD OF SUPERVISORS**

<b>SPECIAL USE PERMIT APPLICATION(S)</b>					
<b>Year Tabled</b>	<b>Date Tabled</b>	<b>File</b>	<b>Applicant</b>	<b>Request</b>	<b>Election District</b>
2020	1/8/20	19-286	Soil Health Technologies	Composting site (like use to refuse and recycling center)	2
<b>REZONING REQUEST(S)</b>					
<b>Year Tabled</b>	<b>Date Tabled</b>	<b>File</b>	<b>Applicant</b>	<b>Request</b>	<b>Election District</b>
-	-	-	-	N/A	-
<b>ORDINANCE AMENDMENTS</b>					
<b>Year Tabled</b>	<b>Date Tabled</b>	<b>File</b>	<b>Applicant</b>	<b>Request</b>	
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	564-3040	N/A
Kayla Yankey	Permit Specialist II	564-6024	578-1120
<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
Josh Haugh	Building Inspector	N/A	607-9535
(vacant)	Building Inspector	N/A	N/A
<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
<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



**ROCKINGHAM COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Board of Supervisors Agenda Item**

To: Rockingham County Board of Supervisors  
From: Bradford Dyjak, Director of Planning  
Meeting Date: May 13, 2020  
**RE: Congers Creek Townhomes- Street Form Variation Request**

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**Overview:**

**Project:** Congers Creek Subdivision, Phase 2 Townhomes – Site Plan & Preliminary Plat, First Submittal (#SPP20-050)

**Location:** East side of Boyers Road (VA 704), 0.2 mile north of Taylor Spring Lane (VA 688).

**Tax Map #:** 125-(A)- L222

**Zoning:** R-3 General Residential

**Applicant:** Scripture Communities

**Owner:** Congers Creek, LLC.

**Agent:** Gil Colman, Colman Engineering, PLC.

The applicant submitted a combined site plan and preliminary plat with two proposed private streets. Two discrete segments were found non-compliant with §17-701, Streets, of the County Code. Variations to street form requirements may be granted by the Board of Supervisors upon meeting specified criteria, and the applicant requests two variations be considered. While the site plan and preliminary subdivision plat are administratively reviewed and approved by staff, the variation requests can only be authorized by the Board.

**Summary of Variation Requests:**

1. **Street curvature radius** - §17-701.03(h) states, "no streets shall be constructed with a curvature radius of less than one hundred (100) feet measured at the center line."

The Congers Creek Subdivision, Phase 1 Apartments site plan – situated on the northeastern portion of the same parcel – was approved October 30, 2019 with the planned Congers Creek Road serving as a public street. The applicant proposes constructing two private streets, which will connect to the approved alignment of Congers Creek Road. Due to the intersection locations being predetermined by the approved Phase 1 site plan, and because of the low traffic volume of this phase, the proposed streets have been designed with fifty (50) foot centerline curve radii at their intersection with Congers Creek Road.

2. **Dead-end street minimum length** - §17-701.05(b) states, "dead-end streets shall not be less than two hundred (200) feet in length."

The dead-end street segment measures approximately 178' from the terminus to the intersection centerline with Road 2, falling short of the minimum 200' length required. As outlined in the applicant's justification letter, Road 2 would intersect perpendicularly with Congers Creek Road similar to how Road 1 would intersect to the east. In order to meet this existing alignment with Congers Creek Road and as a result of topographic challenges, the 200' length is infeasible.

**County Code Section Authorizing Variations:**

**§ 17-701.07 (d) [Street form]** Variations to the minimum standards for all elements of street design and any related features such as blocks, alleys, easements, and sidewalks, may be approved by the board of supervisors on a case-by-case basis when:

- (1) The proposed alternative would better achieve the walkable, pedestrian-oriented environment the county desires in areas identified in the comprehensive plan or in appropriate zoning districts,
- (2) The particular conditions of the site and surrounding street network would allow the proposed alternative without causing undue inefficiencies for service vehicles, nor unintended pedestrian safety concerns due to pedestrian-vehicle movement conflicts.
- (3) The proposed alternative would better balance the needs of pedestrians and vehicles, and better achieve the goals of the comprehensive plan.
- (4) Meeting the minimum requirements would be impossible due to extreme topography or other similar existing impediments.

**Supporting Documentation Attached:**

1. Request & Justification Letter
2. Site Layout
3. Conceptual Renderings (3)

**Recommendation & Action:**

The internal private streets are designed for 15 mph traffic and do not meet VDOT Secondary Street Acceptance Requirements, and therefore will not be requested for State maintenance in the future. Roads 1 and 2 will directly serve only 26 units with approximately 260 trips generated per day and shall be maintained by the future property owners association.

The proposed design has already been accepted by the Deputy Fire Marshal and would be harmonious with the approved alignment within Phase 1 of Congers Creek Subdivision as they would provide logical internal connections to the apartment section. The proposed designs for Roads 1 and 2 would result in alignments more desirable than if the code requirements were strictly enforced. All four of the criteria established in §17-701.07 (d) have been met; staff recommends the Board grant both variation requests as presented.



1125 S. High Street  
Harrisonburg, VA 22801  
540-246-3712  
contact@colmanengineering.com

April 17, 2020

Board of Supervisors  
Rockingham County  
20 E. Gay St  
Harrisonburg, VA 22802

Rockingham County  
Community Development  
**RECEIVED: 4/21/20**  
**Site Plan #: SPP20-050**

**RE: Variation Request for Congers Creek Townhomes, TM # 125-(A)-L222 – Project Number: SPP20-050**

Dear Sirs and Madam,

I am writing this letter to request variation to §17-701.03(h) and §17-701.05(b) for the proposed Congers Creek Townhomes development. Per §17-701.07(d), I am requesting these variations due to the circumstances of the site, which make alternative designs infeasible.

§17-701.03(h) states that “No streets shall be constructed with a curvature radius of less than one hundred (100) feet measured at the center line.” I am proposing to construct two roads that will connect to existing intersections of Congers Creek Rd (refer to the Site Layout attached for the location of the proposed roads—Road 1 and Road 2). Due to the geometric constraints of the site, the proposed roads have been designed with fifty (50) foot centerline curve radii to connect perpendicularly to the existing intersections. The proposed roads will have a very low traffic volume—260 trips per day. The posted speed limit will be 15 mph. Each new intersection connection will be stop controlled and will have a crosswalk just beyond the stop sign. These factors make the design of the proposed roads safe for users of all modes of transportation. Additionally, smaller curve radii may provide “traffic calming” affects that result in slower speeds, which would be desirable in a residential neighborhood.

§17-701.05(b) states that “Dead-end streets shall not be less than two hundred (200) feet in length.” I am proposing to construct a segment of Road 1 that is 178 feet, measured from the intersection of Road 1 and Road 2 to the terminus. Road 1 and Road 2 will intersect perpendicularly, and Road 2 will connect perpendicularly to the existing intersection of Congers Creek Road. Given the location of the existing intersection, the geometry and topography of the site prevent a two hundred (200) foot length for the dead-end portion of Road 1. The layout of the proposed roads has been approved by the Fire Marshall, VDOT and the director of Public Works.

I appreciate your consideration of these variation requests. Thank you for your time.

Regards,



Walter Trobaugh  
Congers Creek, LLC  
1463 Brookhaven Dr  
Harrisonburg, VA 22801

Date: 3/4/20  
 Scale: 1" = 20'  
 Designed by: AWA  
 Drawn by: AWA  
 Reviewed by: GLC

Revision Dates


**COLMAN**  
 ENGINEERING, PLLC

1125 South High Street | Harrisonburg, VA 22801 | Ph: (540) 246-3712  
 Email: contact@colmanengineering.com | www.colmanengineering.com



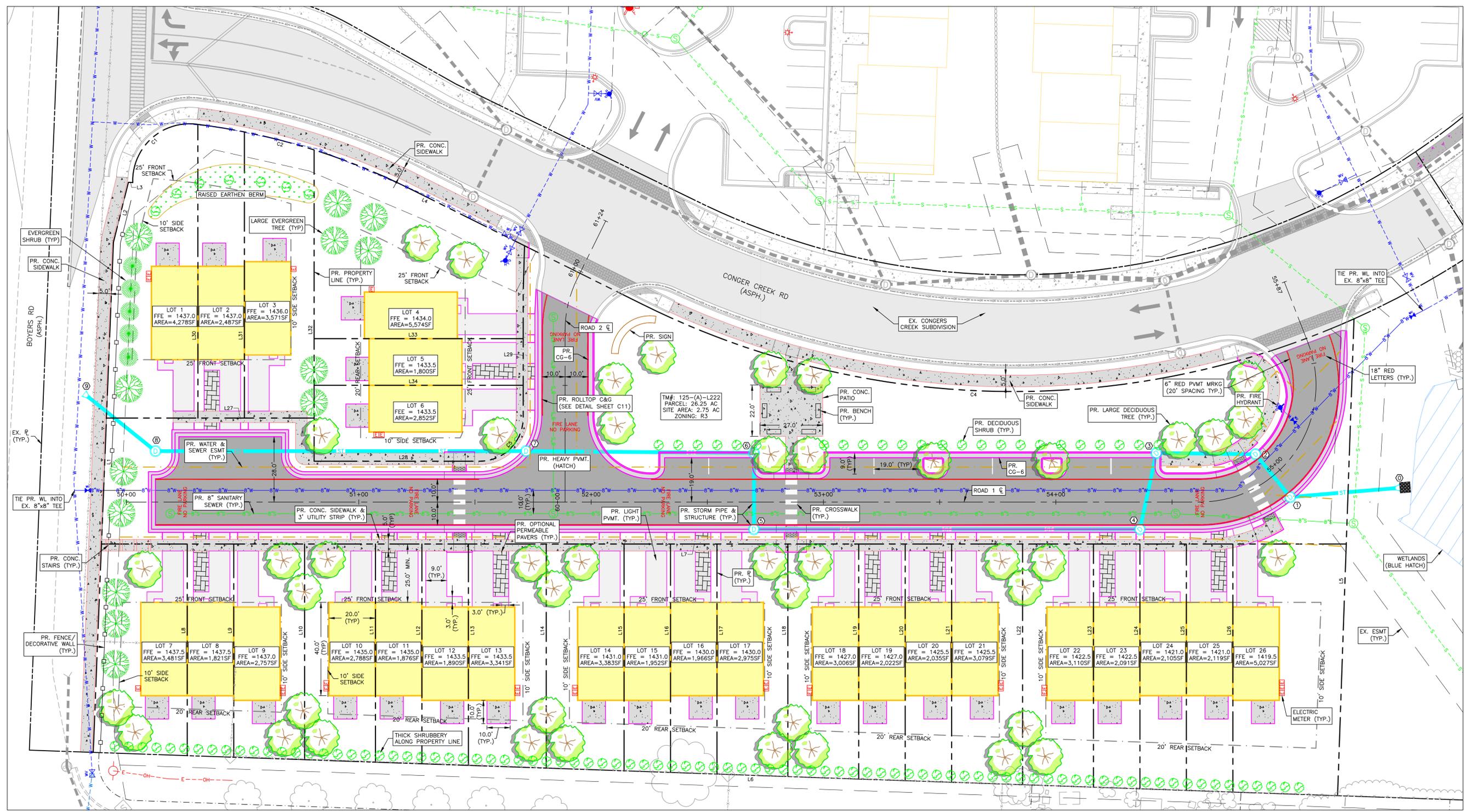
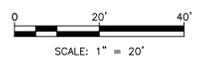
**Site Layout**

Congers Creek Townhomes  
 Scripture Communities  
 245 Newman Ave  
 Harrisonburg, VA 22801

Project No.  
 CE202023

Sheet  
**C4**  
 of 11 Sheets

- NOTES:
- COORDINATE LANDSCAPING TO NOT INTERFERE WITH INTERSECTION SIGHTLINES.
  - ELECTRIC EASEMENTS WILL BE DETERMINED BASED ON ELECTRIC TRANSFORMER AND METER LOCATIONS. EASEMENTS WILL BE RECORDED ON THE FINAL PLAT.
  - THE LOCATION, SIZE AND NUMBER OF MAILBOXES WILL BE DETERMINED THROUGH COORDINATION WITH UNITED STATES POSTAL SERVICE OFFICE.
  - NEW ADDRESSES WILL BE DETERMINED THROUGH COORDINATION WITH ROCKINGHAM COUNTY GIS SERVICES.



LINE TABLE

LINE #	LENGTH	DIRECTION
L1	218.78	S44° 38' 39.40"W
L2	26.51	S56° 25' 20.71"W
L3	1.87	N44° 32' 37.45"W
L4	112.36	N21° 17' 39.71"W
L5	204.45	N44° 21' 05.24"E
L6	1467.18	N45° 38' 54.76"W
L7	535.71	S47° 37' 53.25"E
L8	90.69	N42° 22' 06.75"E
L9	91.38	S42° 22' 06.75"W

LINE TABLE

LINE #	LENGTH	DIRECTION
L10	92.44	N42° 22' 06.75"E
L11	93.50	N42° 22' 06.75"E
L12	94.19	N42° 22' 06.75"W
L13	94.88	S42° 22' 06.75"W
L14	96.04	N42° 22' 06.75"E
L15	97.20	N42° 22' 06.75"E
L16	97.89	N42° 22' 06.75"E
L17	98.59	S42° 22' 06.75"W
L18	99.64	N42° 22' 06.75"E

LINE TABLE

LINE #	LENGTH	DIRECTION
L19	100.70	N42° 22' 06.75"E
L20	101.39	S42° 22' 06.75"W
L21	102.08	N42° 22' 06.75"E
L22	103.14	N42° 22' 06.75"E
L23	104.20	N42° 22' 06.75"E
L24	104.89	S42° 22' 06.75"W
L25	105.58	N42° 22' 06.75"E
L26	106.27	N42° 22' 06.75"E
L27	89.35	S47° 37' 53.25"E

LINE TABLE

LINE #	LENGTH	DIRECTION
L28	71.00	S47° 37' 53.25"E
L29	53.01	N42° 22' 06.75"E
L30	125.86	S42° 22' 06.75"W
L31	122.61	S42° 22' 06.75"W
L32	133.41	N42° 22' 06.75"E
L33	90.00	N47° 37' 53.25"W
L34	90.00	S47° 37' 53.25"E

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	42.19	24.50	98.67	N89° 53' 33"W	37.17
C2	95.65	284.50	19.26	N30° 55' 35"W	95.20
C4	316.36	360.00	50.35	N46° 28' 10"W	306.28

C:\2020\23\_Site\_Reviewing\_Planetree\_3/27/2020\_By: GLC-3







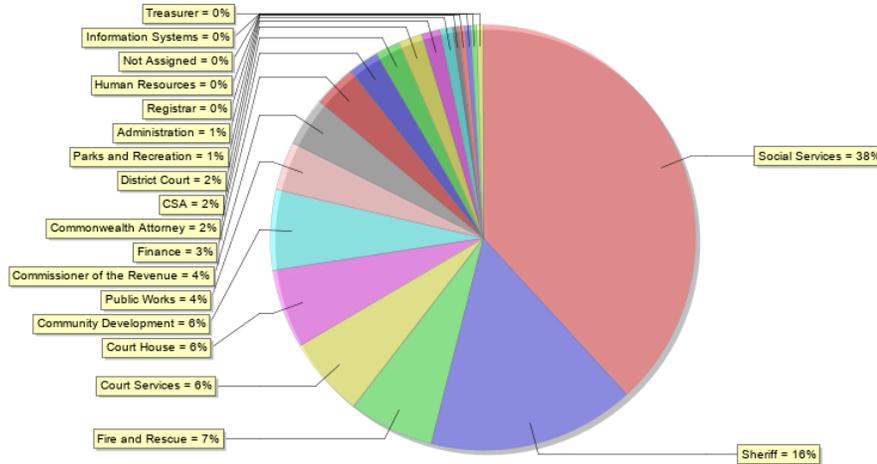
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Development Activity Report - April 2020**

	Permits Issued					Fees Collected				
	Apr-20	Apr-19	One Year Change	Jan-Apr 2020	Jan-Apr 2019	Apr-20	Apr-19	One Year Change	Jan-Apr 2020	Jan-Apr 2019
<b>Building</b>										
Commercial/Industrial	21	12	75.0 %	55	50	\$ 66,898.66	\$ 28,351.03	136.0 %	\$ 169,003.09	\$ 70,651.62
Manufactured	2	3	-33.3 %	11	13	\$ 235.24	\$ 307.91	-23.6 %	\$ 1,179.68	\$ 1,400.31
Single Family	43	24	79.2 %	157	81	\$ 41,377.30	\$ 26,321.16	57.2 %	\$ 145,100.19	\$ 88,851.62
Subtotal	66	39		223	144	\$ 108,511.20	\$ 54,980.10		\$ 315,282.96	\$ 160,903.55
<b>Electrical</b>										
	23	16	43.8 %	88	102	\$ 1,767.90	\$ 992.92	78.1 %	\$ 5,208.07	\$ 6,110.22
Subtotal	23	16		88	102	\$ 1,767.90	\$ 992.92		\$ 5,208.07	\$ 6,110.22
<b>Mechanical</b>										
	3	5	-40.0 %	15	21	\$ 176.96	\$ 256.28	-31.0 %	\$ 820.21	\$ 1,148.78
Subtotal	3	5		15	21	\$ 176.96	\$ 256.28		\$ 820.21	\$ 1,148.78
<b>Other</b>										
	56	61	-8.2 %	201	203	\$ 11,081.64	\$ 15,560.03	-28.8 %	\$ 68,936.32	\$ 78,498.27
Subtotal	56	61		201	203	\$ 11,081.64	\$ 15,560.03		\$ 68,936.32	\$ 78,498.27
<b>Land Use Related</b>										
Major Subdivisions Approved	1	0	0.0 %	9	0	\$ 75.00	\$ 0.00	0.0 %	\$ 1,775.00	\$ 0.00
Erosion and Sediment Permit:	6	5	20.0 %	24	20	\$ 3,509.25	\$ 8,609.25	-59.2 %	\$ 40,838.75	\$ 50,991.00
Special Use Permits	1	0	0.0 %	22	0	\$ 4,963.75	\$ 0.00	0.0 %	\$ 11,241.25	\$ 0.00
Deeds Approved	12	0	0.0 %	180	0	\$ 7,375.00	\$ 0.00	0.0 %	\$ 18,875.00	\$ 0.00
Site Plans Approved	3	0	0.0 %	36	0	\$ 2,325.00	\$ 0.00	0.0 %	\$ 15,000.00	\$ 0.00
Subtotal	23	5		271	20	\$ 18,248.00	\$ 8,609.25		\$ 87,730.00	\$ 50,991.00
<b>Total</b>	<b>171</b>	<b>126</b>		<b>798</b>	<b>490</b>	<b>\$ 139,785.70</b>	<b>\$ 80,398.58</b>		<b>\$ 477,977.56</b>	<b>\$ 297,651.82</b>



# Technology Department Staff Report: May 2020

## MONTHLY HELP DESK TICKET SUMMARY BY DEPARTMENT Total Number of Help Desk Tickets for April 2020: 215



### 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	03/01/2020	05/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky	Delivery of computers slowed by COVID-19 work. Prioritizing by essential staff. New computers for new staff and CSA positions have not been received in over 30 days.
Courtroom addition and changes in JDR and GDC	Technology/Maintenance/Courts/Supreme Court	04/01/2019	TBD	Michael Bowen/Terri Perry/Steve Moomaw	
Replace Desktop and Laptop computers in County	Technology	10/24/2019	05/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky, Dusty Moyer, Jeff Ferguson, Michael Krone, Michael Bowen	Landfill and assorted non-personnel related computers are left to be converted.

### SYSTEMS ANALYSTS

Project	Associated Departments	Start Date	Projected End Date	Staff Assigned	Update
Security Training Campaigns	Technology	06/03/2019	Ongoing	Dusty Moyer	Next quarterly plan has begun

## Technology Department Staff Report: May 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,
Random Server Outage and Downtime issue	Technology	02/25/2020	TBD	Michael Bowen, Dusty Moyer, Terri Perry	Troubleshooting random server outages in the Virtual Server environment with Cisco and consultants. Experts determine that two overloaded switches must be replaced. Need emergency purchase of replacement switches.
<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 provided 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 closed Responses reviewed. Looking at budget keeping GIS upgrade in mind as well.
Security Initiatives Implementation	Technology	10/01/2019	09/30/2020	All Staff	New Endpoint solution being implemented, cyber risk analysis planning and policy revisions are in process.
Crewsense for RCFR	Technology/RCFR/Finance			Terri Perry, Michael Bowen, Pam Southerly	Discussed security with Crewsense staff, agreed with security in place, other than adding 2 administrative logins for Technology.
InVise Update	Technology/Multijurisdictional Law Enforcement Group	TBD	TBD	Terri Perry, Michael Bowen, Michael Krone	Contacted InVise support for requirements and scheduling

## Technology Department Staff Report: May 2020

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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.
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Staff is working alternative schedules, with six working from home at all times. Productivity of staff has remained high, even from home.

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 – 8
- B. Consultation
  - 1. Total Number of Consultations - 5
- C. Inspections
  - 1. Total Number of Inspections – 16
  - 2. Inspection Fees Generated - \$320.00
- D. Operational Permits Issued
  - 1. Operational Permits Issued - 438
  - 2. Permit Fees Generated – \$320.00
- E. Incident Responses and Disposition
  - 1. Structure Fires - 0
  - 2. Vehicle Fires - 1
  - 3. Brush/Grass Fires - 1
  - 4. Open Burning -5
    - a. Notice of Violation - 1
    - b. Summons - 0
  - 5. Bomb Threats - 0
  - 6. Fireworks Violations - 0
  - 7. Fire Lane
    - a. Tickets Issued – 0
    - b. Warnings Issued - 0
  - 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 – 2
      - b. Hearing Impaired Smoke Alarms Installed – 0
      - c. Fire Extinguisher Presentations – 0
        - i. Number of Participants - 0
      - d. School Program Presentations - 0
        - i. Number of Participants - 0
      - e. Other Program Presentations - 1
        - i. Number of Participants - 1
      - 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 – 0
      - b. Number of Contact Hours – 0
    - 3. Public Education Related Training
      - a. Number of Participants - 1
      - b. Number of Contact Hours – 5.5
  - H. Staff Report Comments/Notes:
    - 1. Twenty public education events and 24 annual inspections were cancelled due to the COVID-19 pandemic.
    - 2. Lt. Will completed an NFA online course (Introduction to Strategic Community Risk Reduction)
    - 3. Department staff assembled 278 food boxes and distributed them across Rockingham County to families in need.
    - 4. Division staff assisted with the COVID-19 incident management team throughout the month.
- 3. Training Division: Capt. Dustin Gladwell, Lt. Dennis Albertson, Lt. David Huddle, and Lt. Stephanie Brown**
- A. Continued Education Training Provided
    - 1. EMS
      - a. Decontamination of Mobile Apparatus Training
        - i. Number of Participants – 36
      - b. Airway Management for High Risk Isolation Patients

- i. Number of Participants – 86
    - c. Airway Techniques Using Filters for High Risk Isolation Patients
      - i. Number of Participants – 94
- B. Meetings and Training
  - 1. EMS
    - a. COVID-19 briefings as assigned
    - b. Advanced EMT restart meeting
    - c. Summer Recruit School Division meeting
  - 2. Fire
    - a. Multiple COVID-19 meetings regarding decontamination of ambulances, stations and providers.
    - b. Multiple meetings on personal protective equipment, supplies, and cleaning
  - 3. MTC
    - a. Skills training with students at Station 41 to finish their certification
- C. Certification Training
  - 1. None due to COVID-19
- D. Other Activities
  - 1. EMS
    - a. Packaged and distributed food for Rockingham County Public Schools
    - b. Interview with DNR and TV3 on Decon Operations
    - c. Assist with setting up Decon station
    - d. EMS Calls
    - e. Forest Fire
    - f. Research on restarting EMS training
    - g. Assisted Decon station and PPE
    - h. Distributed PPE as needed
  - 2. Fire
    - a. Conducted training at Station 1 for personnel on ambulance and fire apparatus decon after calls involving COVID-19 patients.
    - b. Packaged and distributed food for Rockingham County Public Schools
    - c. Created a google document to live track all PPE, cleaning supplies, decon, and sanitizing equipment in stations.
  - 3. MTC
    - a. Lt. Brown has been reassigned to field work due to school being closed and the need for additional staffing.

4. EMS Division: Division Chief Steve Powell

- A. Conference Calls related to COVID-19
  - 1. Regional Conference Call (Area Fire & EMS agencies)
  - 2. VDEM
  - 3. VDH
  - 4. Schools and Health Partners
  - 5. Accordius Health
  
- B. Training
  - 1. PPE Use: Mask on every call for every patient
  - 2. Decon process for EMS units
  - 3. Exposure reporting and isolation guidelines
  - 4. Temperature monitoring
  
- C. EMS Activities
  - 1. Affiliated Elkton Rescue members with RCFR
  - 2. Suspended ALS skills drill for the first portion of the bi-annual skills drill
  - 3. Researched and updated data regarding Coronavirus outbreak
  - 4. Implemented masking procedures for every patient on every call
  - 5. Lockdown of fire & EMS stations
  - 6. Established contact with all county nursing and assisted living facilities regarding precautions
  - 7. Maintained contact with SRMH regarding pharmacy and PPE guidelines
  - 8. Maintained contact with CSEMS regarding department protocols being initiated and developed
  
- D. CPR Training Site
  - 1. Processed 6 CPR Rosters
  - 2. Printed/Processed 36 Ecards

Respectfully submitted by,

Chief Jeremy C. Holloway

Respectfully submitted by,

Chief Jeremy C. Holloway





**STAFF REPORT**  
May 1, 2020

**Agenda Item#**

**Parks & Recreation Coronavirus Adjustments:**

Starting Monday March 30th I will have my folks divided up into several groups to address the work that we hope to complete over the next few weeks. One group (which will be referred to as the Rockingham Park Group) will consist of Marco, David, Dontae', and Rick. These folks will report to work at Rockingham Park each day and utilize the press box located at Albert Long Fields as their office (each person gets their own corner). IT has helped me get computer hookups there that will connect with the network.

The second group (which will be referred to as office/miscellaneous duties group) will consist of Jerry, Denise, Regina, Jessi, and Taylor. This group will be subdivided into two sub-groups in which one will have 3 and the other 2. The group of 2 will be responsible to man the office, answering phones and dealing with the day to day paperwork and administration of the department. The group of 3 will take care of other tasks outside of the office and work with other departments.

**Rockingham Park Group- Work Completed for April 2020**

**Weekly:**

- Mowing & Weed-eating general green space
- Infield Grooming
  - We need to groom all infields in order to prevent weed growth while they are not being used
- Trash Removal
- Equipment cleaning
  - Mowers, Weed-eaters

**Other Tasks Completed:**

- Set additional Anchors at 65' for two Baseball fields in order to increase the Options for future use
- Installed Home plates on the new Fields (Field 7 and 8)
- Leveled out the Home plate areas for all 4 Ball fields
  - Increased surface depth on all 4 fields
- Cleaned Warning Tracks on Fields 5, 6 and 7
  - Weed removal, re-grading
- Edged (cut overgrowth) all 4 Ball Fields at Park
- Pressured washed Bleachers and Concrete areas at the Park
- Cleaned out Storage Rooms and Storage Containers
- Cleaned off Football Field Equipment
- Set up Batting Cages
- Re-installed Dugout Covers
- Fixed Park signage
- Weed and dead plant removal from Bio-filter basins
- Removal of Turf Blankets on Field 8

## May Tasks:

In addition to weekly tasks we will continue to work on the new Ball Fields in order to get them ready for future use.

- Installing 9 Anchors on each field for 60', 65', and 70' Base lengths
- Installing Pitching rubbers on both new fields
- Top-dress all 4 Ball fields to address low spots in the in-field

## Office/Miscellaneous duties group-Work Completed April 2020

- Due to COVID-19 all previously planned programs continue to be cancelled through the end of May and trips are cancelled through June.
- Taylor started a daily Facebook series titled "Rockingham Recreation Reach Out" which includes daily activities to do while in quarantine:
  - Masterpiece Monday- Artwork and craft activities
  - Tik-Tok Tuesday- using the social media platform Tik-Tok to do fun family friendly videos
  - Workout Wednesday- Dontae has been doing easy at home workouts with his kids
  - Thinking Thursdays- Puzzles to keep your mind active
  - Family Fridays- Ideas for family friendly activities to do.
  - We've started another online video program where local educators send 5-20 minute informational videos on an array of topics (that would benefit and be of interest to the youth of Rockingham County/Harrisonburg) which we post on our Facebook and YouTube pages. So far, we have 6 videos that have been entered in this program covering the following topics: shooting (basketball), exercise workouts, seed planting, how to write a song, how to make a covid mask, and a mathematical card game.
- Other duties completed over the last month
  - Organized and cleaned out our space at the garage
  - Organized and cleaned out our back equipment room in the RCAC
  - Cleaned out more equipment/supplies from Singers Glen and took it to the garage and landfill
  - Cleaned the concession stands at the park
  - Cleaned up around the office and disposed of old supplies and shredded old files
  - Cleaned floors and windows in conference room
  - Collected supplies and snacks from all 12 afterschool sites.
  - Distributed leftover soon to expire snacks out to different schools and groups.
  - Assisted Fire and Rescue to deliver meals to schools in their program they partner monthly with Hope Distributed and Rockingham County Public Schools
  - Cleaned the Mini-Bus and Van
  - Power washed the sidewalks and building at PDCC
  - Cancelled programs, trips, rentals out of RecTrac and distributed refunds.
  - Jessi and Taylor trained a day at the landfill to possibly help Public Works
  - Distributed Census flyers for Community Development
  - Updated and finalized childcare handbooks
- We have reached out to our existing instructors and are finding new instructors to begin offering Virtual Programming via Zoom
- Currently we have the follow classes already going and/or scheduled to go:
  - **FIRST Lego League-** This class was cancelled midway through a 10 week session. We resumed with 9 of the 14 participants continuing on with the virtual option. We have that class split into two different classes on Fridays at 10am (4 participants) and 3pm (5 participants).

- **Virtual Preschool with Mrs. Lauren-** Lauren Simmons who does our normal Wednesday morning Preschool Hour in our conference room started on 4/29 offering a 30min virtual preschool class including story time and an interactive activity. The class filled up with 20 children (ages 1.5-4) enrolled within 5 hours of opening up registrations and we plan to add more off the waitlist after seeing how week 1 went.
  - **Social Media Safety-** Offered by members of the Sheriff's Department, this in person class was cancelled due to COVID-19. We are now offering a Zoom version on Tuesday 5/5 at 6pm. We have 5 registered as of 4/29.
  - **Drug Awareness and Safety-** Offered by members of the Sheriff's Department, this in person class was cancelled due to COVID-19. We are now offering a Zoom version on Wednesday 5/6 at 6pm. We have 0 registered as of 4/29.
  - **Country Rock Guitar Lessons-** A new class we have added just for virtual programming. Local musician, Brandon Williams will be doing a 4 week session of guitar lessons on Tuesday nights from 6-7pm beginning 5/12. There is a fee of \$60 for this class and we will make \$10 per participant.
- We have put out a request to contact us if anyone else in the community is interested in joining us as an instructor to offer virtual programs.
  - Summer Day Camp is currently on hold until we get the green light from the state level to allow us in the schools. It will most likely be a condensed version both in length and maximum numbers. The original begin date was scheduled for 6/15. With the 2020-21 proposed school calendar we had made last minute adjustments to add an extra week at the end to offer 9 weeks as opposed to the normal 8 weeks. This allows us an extra week given that we will most likely be starting later than 6/15.
  - Afterschool 2020-21 will open up registration for current participants on 5/11 and new participants on 5/13. Registration forms will be faxed, emailed or dropped in the box outside. Once we receive the form, participants will then be able to pay their \$50 registration fees.

## 1. RECREATION

A. Personnel: Nothing to report

B. Rockingham Park at the Crossroads:

1. The bid to construct the walking trail at Rockingham Park was awarded to Momentum Earthworks. A pre-construction meeting was held on April 29<sup>th</sup> (with an additional meeting on May 5<sup>th</sup>). Construction should commence in the next two weeks and a 60 day window is the expected completion timeframe.
2. The bid for construction of safety netting on fields 5-8 was awarded to Forenet Inc. out of Rhode Island. Construction is presently on hold due to the Coronavirus.
3. Playground pavilion/bathroom construction is delayed because an agreed upon price could not be reached with either bidder. Other more cost efficient options are being considered at this time.

C. General Recreation

All recreation programs are on hold due to the Coronavirus. Plans are in process for what will hope (pray) will be football, cheer, and girls basketball seasons beginning in late August.

**2. After School**

1. One issue being discussed prior to the pandemic was the need to consolidate some of our afterschool sites due to the lack of manpower to operate this program efficiently.

**3. Rentals**

- Bergton Community Center, 0 Rentals
- Singers Glen Community Center, 0 Rentals
- PDCC paying rentals, 0 Rentals
- PDCC non-paying rentals, 0 Rentals

**4. General Programs and # of participants: None at this time**

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

The elimination of after school sites at Montevideo, Wilbur Pence, and Fulks Run were addressed in an email from me to the Board (via Stephen) on April 16<sup>th</sup>. Also covered was the elimination of the 'punch pass' and 1-2 day options for after school care. We now only offer 3 and 5 day options.

**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 March 2020 – Due to COVID-19 litter has been suspended.

**3. Community Corrections**

A. Probation – Contact with clients is very limited at this time. Most contact is being conducted via phone/email.

1) Caseload for April 2020  
Misdemeanor caseload – 346  
Felony caseload – 12

B. Pretrial – Contact with clients is very limited at this time. Most contact is being conducted via phone/email.

1) Caseload for April 2020  
Misdemeanor caseload – 55  
Felony caseload – 207

**4. CIT – Crisis Intervention Team**

A. The CIT Taskforce meets on a monthly basis. CIT Training has been cancelled until further notice.

**5. RE-Entry Council**

A. The sub-committees meet once per month to discuss ways to integrate offenders back into our community.