



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 27, 2020

6:00 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 - Regular Meeting of May 13, 2020
2. COVID-19 Update – Dr. Laura Kornegay, Health Director, Central Shenandoah Health District
3. Report – Virginia Department of Transportation – Residency Administrator Donald F. Komara
 - a. Consideration – Resolution Requesting Funding for an Arterial Management Plan
4. Discussion – Citizen Updates Regarding COVID-19
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: Jail/Judicial Complex Intercom Replacement
 - e. Director of Public Works – Philip S. Rhodes
 - f. Director of Community Development – Rhonda H. Cooper
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
Action: Finance Committee – Supplemental Appropriation
Action: Public Works Committee – Award Bid for Sewer Jetting Services
7. Committee Appointments:
 - a. 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

*** ADJOURN ***

May 13, 2020

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, May 13, 2020, at 3:00 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
- RHONDA H. COOPER, Director of Community Development
- PATRICIA D. DAVIDSON, Director of Finance
- KIRBY W. DEAN, Director of Parks & Recreation
- JEREMY C. HOLLOWAY, Fire & Rescue Chief
- BRADFORD R. R. DYJAK, Director of Planning
- STEVEN T. POWELL, Fire & Rescue Division Chief
- TAMELA S. GRAY, Deputy Clerk

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CALL TO ORDER.

Chairman Kyger called the meeting to order at 3:00 p.m.

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RECESS.

Chairman Kyger recessed the meeting from 3:01 p.m. until 3:57 p.m. to allow some Board members and staff to participate in a 3:00 p.m. unexpected conference call with the Governor’s office and the Virginia Association of Counties.

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**PLEDGE OF ALLEGIANCE
INVOCATION.**

Chairman Kyger reconvened the meeting at 3:57 p.m.

Supervisor Breeden provided the invocation, and Supervisor Chandler led the Pledge of Allegiance.

Chairman Kyger requested that attendees applaud in appreciation for medical workers, essential employees and others who have put themselves at risk to serve their community during the COVID-19 pandemic.

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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 reconvened meeting of April 8, 2020, and the minutes of the regular meeting of April 22, 2020.

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COVID-19 UPDATE.

Fire and Rescue Chief Jeremy Holloway indicated the first COVID-19 illnesses in the County were reported on March 18, 2020. That week, Fire and Rescue personnel had to determine what guidelines were accurate and which ones were the best to follow regarding personal protective equipment (PPE) and staff in the field, Chief Holloway said. He noted the guidelines changed every hour over the first couple days. There have been a limited number of staff in the fire and rescue stations, which are closed to the public. If a citizen came to the station needing help, they were treated outside. Chief Holloway said the number of people at the fire and rescue stations continues to be limited.

Chief Holloway said PPE changed almost every day for the first two weeks because Fire and Rescue had a difficult time finding proper PPE that fit. Locating the equipment needed to perform the fit testing was also difficult. Chief Holloway indicated a new fit-testing machine has been ordered that can fit Self-Contained Breathing Apparatus (SCBA) for firefighters, as well as N-95 masks. Chairman Kyger confirmed that the \$12 thousand fit-testing machine is a COVID-19 expense.

Chief Holloway said Mrs. Davidson contacted her resources in Virginia and found a good supplier of PPE. Fire and Rescue staff worked with Human Resources regarding the Health Insurance Portability and Accountability Act (HIPAA) rules and what information can be shared. When staff became overwhelmed about who was ordering different equipment, they conducted an instant action plan (similar to what is utilized during emergencies) every 24 hours. Chief Holloway noted Fire and Rescue employees had to work overtime, and some staff continue to work overtime to disinfect ambulances.

Chief Holloway indicated two Fire and Rescue personnel transported a citizen who later tested positive for COVID-19. Staff did not realize the patient had COVID-19 until after the transport. The two Fire and Rescue employees were placed in quarantine to protect them, their families and other personnel. Each patient is now treated as a COVID-patient and PPE is used on all calls, Chief Holloway said. He noted the last two weeks have been calmer since protocols are not changed daily.

Chief Holloway said the County has been fortunate as the Mennonite community and others made and donated masks, and the Virginia Mennonite Retirement Community made Tyvek gowns for Fire and Rescue personnel.

Chief Holloway reported one of the challenges was the loss of volunteers. Volunteers who work in the poultry industry were asked not to volunteer. Harrisonburg Fire and Rescue lost numerous James Madison University (JMU) volunteers; 90 percent of their volunteers are from JMU. There was a plan to move ambulances to different stations to cover all the areas in the County, if necessary.

Chief Holloway said the training class format has changed. The Fire Academy Firefighter I class was cancelled in March, but has since resumed. Emergency Medical Services training will likely proceed via ZOOM. Since it may be difficult for people in remote areas to utilize Zoom, Chief Holloway indicated those individuals might need to use an office at the Administration Center to participate.

Chief Holloway noted Fire and Rescue personnel will assist the Courts as they open the week of May 18, 2020, by taking the temperature of people entering the building, providing masks and addressing procedural questions.

Chief Holloway expressed appreciation for the support from the Board during the pandemic.

Division Chief Steve Powell said he was tasked with day-to-day operations to ensure protocols and guidelines were in place before the providers were put on the front lines. He also indicated information changed frequently so Fire and Rescue worked with local partners and the Central Shenandoah EMS Council to develop protocols and make sure everyone was on the same page before implementing procedures. Division Chief Powell said everyone stepped up to the plate and the PPE guidelines worked, as providers were not infected as they dealt with COVID-19 patients.

Division Chief Powell noted there is concern because people are afraid to go to the hospital or doctor, and the Department has responded to more cardiac arrest and stroke calls recently. He reported that Fire and Rescue personnel are connecting with citizens through community outreach programs, and he contacted nursing homes early on to provide them with guidelines and PPE, if needed. He said there have only been three or four COVID-19 cases in nursing homes in the County.

Fire and Rescue staff also worked with Department of Corrections facilities and attempted to put guidelines in place. Overall, this went well and Fire and Rescue personnel were pleased with the field personnel stepping up.

Supervisor Breeden asked Division Chief Powell to express the Board's appreciation to other Fire and Rescue staff.

Division Chief Powell expressed appreciation to Fire and Rescue and Administration staff for their support and help in obtaining necessary items to help responders feel safer on the front lines.

Division Chief Powell noted PPE is ordered based on the seasonal flu, not a pandemic. Chairman Kyger anticipates the COVID-19 virus will be a continual endemic disease, but not at the current level. This will require more PPE on an annual basis. He asked Division Chief Powell to look into storage for PPE equipment and determine if a humidity system or HVAC system with controls is needed for PPE storage, and noted now is the time to work on that type of capital improvement to be better prepared in the future.

Chairman Kyger recommended that after each critical call, fire fighters critique the call, consider what went right or wrong, and what could be done different in the future.

Chief Holloway noted Fire and Rescue, with the help of 17 guardsmen, will provide drive-thru and walk-up COVID-19 testing at Covenant Presbyterian Church on May 15, 2020 from 2:30-7:30 p.m. for 400 citizens. Chief Holloway stated that Dr. Laura Kornegay has been a tremendous help in providing guidance.

Chief Holloway expressed concern that the number of affected and active cases are provided, but not the number of survivors. Citizens who have recovered and returned to work are still included in the total number of cases, he said.

Chairman Kyger would also like to see the total number affected, active cases and cleared cases to determine if the curve is flattening and to make the community more comfortable.

Chairman Kyger said the County and City have been actively involved in a partnership with Sentara RMH; this has not been a jurisdictional battle. He noted it is impressive how people have communicated and worked together.

Administrator King stated that every time there has been a crisis, he has been reassured by Chief Holloway and other Fire and Rescue staff. He said that he could not be any more confident with the County's Fire and Rescue team. Their work has been top notch with a high level of professionalism and extreme care; their calm is a reflection of their assessment of the situation, Administrator King said.

Chairman Kyger noted Harrisonburg is the manufacturing center of the Shenandoah Valley, with many commuters traveling in and out of the city each day. Even though the County and City experienced high coronavirus numbers, the Fire and Rescue personnel managed the numbers extremely well.

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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.

The County’s Bond Counsel, Daniel Lauro from BotkinRose PLC, reported that the Economic Development Authority (EDA) held a public hearing earlier in the day regarding the EDA issuing Senior Living Residential Rental Housing Revenue Bonds on behalf of Whitehall Senior Living, LLC. Following the public hearing, the EDA approved a Resolution to issue an up to \$21 million tax exempt bond financing on behalf of Whitehall Senior Living, LLC and Affiliates for the Retreat at Preston Lakes, an 84-unit senior living facility to be built on Lawyer Road (Route 655). Mr. Lauro informed the Board that the County and EDA are not financially responsible; the borrower is simply allowed to borrow money through the EDA. The benefit to the EDA is that the borrower will pay a \$4 thousand application fee and an annual fee to the EDA.

Supervisor Chandler noted there is a community in the County named The Reserve at Stone Port and an assisted living facility named Bellaire at Stone Port, which are in close proximity to the proposed senior living facility. He suggested Whitehall Senior Living, LLC consider changing the name of their senior living facility to eliminate confusion. Mr. Lauro said he would provide that suggestion to their counsel.

On motion by Supervisor Chandler, 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 following Resolution:

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.

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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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CONSIDERATION – REFUND OF OVERPAYMENT OF TAXES – SENTARA RMH MEDICAL CENTER.

Administrator King noted that due to a clerical error, the Commissioner of the Revenue’s Office inadvertently sent a 2019 real estate tax bill to Sentara RMH for a tax exempt property in Bridgewater. Since Sentara RMH paid the bill, the Commissioner requested that the Board authorize a refund to Sentara RMH in the amount of \$26,540.27, including interest.

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 a refund to Sentara RMH in the amount of \$26,540.27 for an overpayment of 2019 taxes on a tax exempt parcel.

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STAFF REPORTS.

Chairman Kyger indicated the staff reports on the agenda are for informational purposes, with the exception of specific action items.

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ASSISTANT COUNTY ADMINISTRATOR’S STAFF REPORT.

Mr. Armstrong reviewed a policy, which could allow restaurants in the County to offer outdoor seating at fifty (50) percent of normal occupancy, as outlined in Governor Northam’s Executive Order #61, Section A.2. He said this is a way for restaurants to efficiently return to business. Mr. Armstrong said if the Board was in agreement, he would like to place the policy on the County website as soon as possible.

Following discussion regarding how long the policy should be in effect and revoking the policy if eating establishments do not adhere to it, Administrator King said the policy should be in effect until the restaurant can resume their full occupancy. At that time, outside seating will not be permitted, unless the County determines otherwise.

Mr. Armstrong noted Deputy Zoning Administrator Kelly Getz will visit each restaurant to review the policy. Chairman Kyger suggested that Mr. Getz inform the restaurants that they will need to supply appropriate PPE for employees. If necessary, the Fire Marshal can intervene to ensure safety, he said.

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 following policy:

Outdoor Dining Policy

On May 9, 2020, Governor Northam issued Executive Order #61 concerning phase one for the easing of certain restrictions, on a temporary basis, due to novel coronavirus (COVID-19).

Section A.2 of that order allows restaurant and beverage establishments to offer outdoor seating at fifty (50) percent of normal occupancy.

If parking areas are used to accommodate outdoor seating, Rockingham County is temporarily waiving minimum parking requirements for existing businesses. Fire lanes and paths for vehicle travel shall remain open and be clearly separated from seating areas by the use of traffic cones, ropes, or other methods of demarcation. No parking shall be permitted on state roads and shoulders. This policy will remain in effect until these businesses are permitted to resume full occupancy.

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FINANCE DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mrs. Davidson's staff report dated May 13, 2020. Mrs. Davidson indicated proposals were solicited from qualified firms for the general reassessment of real property, effective January 1, 2022. Four responses were received, interviews were conducted, and the review committee requested that the Board authorize Pearson's Appraisal Service to perform the general reassessment of real property, effective January 1, 2022, at a cost of \$15.90 per parcel for an estimated total cost of \$766,968.30. Mrs. Davidson noted Pearson's Appraisal Service may be able to start the reassessment by June 1, 2020.

On behalf of the Finance Committee, Supervisor Breeden made a motion to authorize Pearson's Appraisal Service to perform the general reassessment of real property at an estimated total cost of \$766,968.30. Supervisor Chandler seconded the motion.

Supervisor Trumbo asked if the County has historical data regarding the cost to conduct the reassessment in-house. Mrs. Davidson noted an in-house reassessment typically costs \$500 thousand. Pearson's Appraisal will take photos of all properties to upload into the County's system and will obtain accurate data so the County can be as close to 99/100 percent accuracy as possible.

Chairman Kyger said an accurate appraisal is also important for towns in the County that charge real estate tax, because their tax rates are set based on the County's appraised real value of the property. Chairman Kyger noted that the County performs a reassessment every four years, but some localities conduct a reassessment annually or bi-annually. The County may want to consider whether to continue on the current schedule or move to a more efficient updated model. Administrator King stated County staff will also review the reassessment over the next couple years to consider whether to return to conducting the reassessment in-house.

Mrs. Davidson noted Pearson's Appraisal Service has a commercial team to work with industries in the County to make sure their real estate is valued properly.

In response to questions from Supervisor Wolfe-Garrison, Mrs. Davidson confirmed the reassessment process could start as soon as the Board authorizes staff to award the bid to the appraiser, with the implementation effective on the June 1, 2022 tax bills. Mrs. Davidson indicated Pearson's Appraisal Service will start with a sales analysis in June. Their staff will travel on foot, knock on doors, and may ask residents questions regarding additions to their homes and finished basements. The assessors will take photographs, but will not be forceful or enter homes. Mrs. Davidson said Pearson's Appraisal Service expressed no hesitation due to the coronavirus, because the assessors will not enter homes.

Administrator King confirmed for Supervisor Chandler that the public will be notified of the upcoming reassessment, and Pearson’s Appraisal Service’s staff will provide identification to homeowners.

Chairman Kyger stated the question was called for. 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 enter an agreement with Pearson’s Appraisal Service to perform the general reassessment of real property effective January 1, 2022, at a cost of \$15.90 per parcel, for an estimated total cost of \$766,968.30.

Mrs. Davidson informed the Board that she received a letter from Secretary of Finance Aubrey Layne regarding the local allocation for Federal Care Coronavirus Funds. The County’s allocation, which is based on a population of 80 thousand plus, is \$7.2 million. The State plans to release half of the funds by June 1, 2020, but they are requesting a certification that the funds will be spent in accordance with the law. Mrs. Davidson noted that she attends weekly finance meeting sessions with Virginia Polytechnic Institute, in which there has been discussion regarding what the funds can be used for. The group is petitioning Congress to use the money on possible revenue losses.

Mrs. Davidson requested permission to certify that the County will accept the funds, with the knowledge that the County has until December 31, 2020 to use the funds appropriately. She will work with Chairman Kyger, Administrator King, Chief Holloway and other staff to ensure the funds are used as intended.

Chairman Kyger indicated the money must be used for COVID-related expenses. The County needs to work with towns in the County, and be judicious and responsible with the funds. He said all of the local allocation for Federal Care Coronavirus Funds does not have to be spent.

On motion by Supervisor Breedon, 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 Mrs. Davidson to sign a certification that the County will accept the local allocation for Federal Care Coronavirus Funds and utilize the allocation as intended.

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COMMUNITY DEVELOPMENT DIRECTOR’S STAFF REPORT.

The Board received and reviewed Ms. Cooper’s staff report dated May 13, 2020.

Ms. Cooper indicated staff would like authorization to draft an ordinance amending Section 17-706 “Outdoor lighting” to clarify issues, ensure it meets dark sky requirements, and make the ordinance easier to understand.

By consensus, the Board authorized Community Development staff to draft a proposed ordinance amending Section 17-706 “Outdoor lighting”.

During an administrative review of the Congers Creek Subdivision Phase 2 Townhomes Site Plan, staff discovered issues with Road 1 and Road 2. Congers Creek Townhomes requested a Variation of Street Form Standards for two streets within the project. Ms. Cooper noted variations to street form requirements must be granted by the Board in accordance with § 17-701, Street Form, if certain criteria is met.

Ms. Cooper provided a detailed review of the curvature radius issues with Road 1 and Road 2 on the site plan. She noted the second issue with Road 1 is the length of the dead-end street section, which is required to be no less than two hundred feet. Ms. Cooper

indicated that Road 1 measures 178 feet rather than 200 feet. Fire and Rescue reviewed the turning radii on both roads, as well as the length of the dead-end street section, and determined the changes are acceptable for their needs.

Ms. Cooper reviewed staff's analysis of the Congers Creek Subdivision Phase 2 Townhomes Site Plan. She also provided details regarding the four criteria under County Code Section 17-701.07 Authorizing Variations, that need to be met in order for the Board to approve the variations.

Supervisor Chandler noted VDOT is in agreement with aligning the intersections, recognizing that VDOT standards do not permit offset intersections, and Fire and Rescue is also satisfied with Congers Creek Townhomes' requested Variation of Street Form Standards.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, 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 granted the Variation of Street Form Standards as requested by Congers Creek Townhomes.

Ms. Cooper indicated VDOT recommended a US 33 Arterial Management Plan at no cost to the County. An arterial management plan will help guide County staff and the development community in decision-making that will lead to safer access while minimizing congestion. It will also assist with planning and design for future levels of access, future development in the corridor and improve the County's position when applying for Smart Scale, Revenue Sharing or other transportation grants.

The key to the plan is identifying ways to maintain the movement of people and goods safely, while reserving the capacity. Ms. Cooper explained that necessitates holding widening to a minimum, reducing or modifying existing traffic lights and avoiding future traffic lights.

Ms. Cooper noted staff met with VDOT staff to evaluate which section of Route 33 should be made part of the study. She provided the Board with staff's recommendation for the study area from the eastern side of the County/City line to Elkton U.S. Route 33 Business. Ms. Cooper informed the Board that suggested intersections can be modified.

Ms. Cooper indicated VDOT has approximately \$300 thousand available. While this is not a \$300 thousand project, Ms. Cooper stated if a Resolution is sent to the VDOT central office soon, more money may be accessible to the County. If the Board is interested in pursuing a US 33 Arterial Management Plan, Ms. Cooper said she will prepare a Resolution of Support for the Board's approval.

Supervisor Breedon asked if the study could extend to the Spotswood Trail (Route 33) and East Side Highway (Route 340) intersection instead of ending at the Business Route 33 connection. Ms. Cooper stated that could be accommodated, and indicated the points of study will not be listed in the Resolution of Support. Staff want the Board involved in the final decision regarding the segments and intersections identified for the consultant to study.

By consensus, the Board authorized Ms. Cooper to draft a Resolution of Support for a US 33 Arterial Management Plan for the Board's review and approval at the May 27, 2020 Board Meeting.

Supervisor Chandler asked if citizens will have an opportunity to provide input on the US 33 Arterial Management Plan. Ms. Cooper said there will be stakeholder interviews as well as an advisory committee, but VDOT will provide the needed areas of expertise.

Administrator King asked for an update on the Public Hearing schedule.

Ms. Cooper indicated the Planning Commission did not meet in April or May, but plans to meet on June 2, 2020. In order to maintain the social distancing guideline of 10 or fewer citizens in attendance at one time, Mr. Dyjak will evaluate the requests and determine which ones will have less impact. Based on the feedback received until that time, he will determine what span of time should be allocated for each request. The allotted times will be noted on the agenda for each public hearing that evening. Someone will be at the door to count the number of people in the room during each public hearing request.

Ms. Cooper stated the Community Development department has been functioning with a core group of employees in the office on a daily basis. The group has built a strong team, and has performed an outstanding job. Community Development staff plans to look at the efficiencies gained and continue using those efficiencies.

Chairman Kyger asked Administrator King to invite Don Komara to the May 27, 2020 meeting. He noted some supervisors have road issues they would like to discuss with Mr. Komara.

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PARKS & RECREATION DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Dean's staff report dated May 1, 2020.

Mr. Dean said he wanted to make sure the Board is comfortable with the way Parks and Recreation intends to approach the re-entry process as it relates to the three phases provided by Governor Northam.

Mr. Dean said he would like to offer softball, baseball, and possibly soccer practices at the Rockingham Park at the Crossroads in the next week, with less than 10 individuals in each group. He noted the overview provided to the Board contains a detailed page of expectations placed on the teams. Practices must be optional; coaches cannot make a player participate if they or their family are not comfortable. The coaches will confirm the catchers' masks and other equipment are cleaned. He noted there will be County staff at the park for each practice or game, from start to finish.

Supervisor Wolfe-Garrison asked if the County, as the owner of the park, is obligated to enforce less than 10 people on the field at a time, or who should enforce that. Mr. Dean indicated he does not think outdoor activities fall under the Governor's Order. Chairman Kyger said coaches will use good common sense about maintaining social distancing, within reason. He told Mr. Dean that park staff need to let the coach and/or players know if they are doing something out of line or not adhering to the Governor's Order.

Mr. Dean said he has a previous relationship with all the coaches and they realize what his expectation is. If the rules are not followed, the coaches know they will not be able to practice at the park.

Unless the regulations under Phase 2 of Governor Northam's Order change, there will only be practices, no games, at the Park at the Crossroads until Phase 3.

Mr. Dean stated parents will not be allowed to attend the practices or games. They will need to drop their children off in a particular parking lot and wait for them or pick them up in that parking lot. The only people on the field will be the players, coaches and County referees. If the rules are not followed, the County will stop practices at the park.

In response to a statement about equipment and restrooms, Mr. Dean stated there will be sanitizer at two separate places for the players to use before practice and after practice. There will be a limit of two or three individuals in the bathroom at one time.

Since many summer programs have been cancelled, Mr. Dean would like to start moving forward with a summer program. If the Board agrees, registration will open June 1, 2020, and the program will start July 6, 2020. The activities will begin as a Phase 1 program, even if the State is in Phase 2 at that time. School staff will provide multiple classrooms. There will be a leader and a maximum of nine children in a classroom. There will be two additional floating leaders to assist in the classes and provide breaks. If it appears this will not work, or it will not be safe, the program will be cancelled, Mr. Dean said. Chairman Kyger stated it is better to try and fail, than not try.

Mr. Dean asked the Board members to let him know of any concerns.

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COMMITTEE REPORTS.

AIRPORT

Chairman Kyger indicated the Airport Commission will meet May 14, 2020, to discuss federal funding they received and the current status of flights.

VIRGINIA ASSOCIATION OF COUNTIES (VACo) LIAISON

Chairman Kyger noted the VACo Board of Directors will conduct a virtual meeting on May 15, 2020, and the National Association of Counties Board of Directors will meet May 14, 2020.

CHAIRMAN

With the Cares Act Fund Allocation that will be received, Chairman Kyger said he would like to appoint two special committees for Board members to work with staff to determine the best way the County can utilize the funds reasonably and responsibly to help local businesses and organizations. He appointed Supervisors Chandler and Wolfe-Garrison to work with charitable organizations outside of Fire and Rescue, to determine how the Cares Act Fund Allocation can be utilized to help County organizations with their COVID-19 work.

Chairman Kyger appointed Supervisors Breeden and Trumbo to determine how County businesses can be assisted with some of the funds, where it is reasonable to do so. He suggested following Mrs. Davidson’s guidelines once she determines what the money can be used for. He asked the supervisors to be responsible with the money, but reiterated that just because the money is available, it does not have to be spent That will leave more funds for Administrator King to work with the towns and their agencies, because a business in one of the towns is also a business in the County. When looking at the business community, the special committee will need to include town businesses.

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COMMITTEE APPOINTMENTS.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, 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 appointed Brent Trumbo to serve on the Central Shenandoah Planning District Commission for a term to expire June 30, 2023.

On motion by Supervisor Wolfe-Garrison, 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 appointed Deborah Bullis as a member at large to the Community Services Board for a term to expire June 30, 2023.

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ROCKINGHAM COUNTY

At a public hearing of the Board of Supervisors of Rockingham County held on May 27, 2020, on a motion by Supervisor _____, seconded by Supervisor _____, the following resolution was adopted by a vote of __ to __:

**RESOLUTION
REQUESTING FUNDING FOR AN
ARTERIAL MANAGEMENT PLAN**

WHEREAS, the Board of Supervisors of Rockingham County desires to study and plan for the future of the US 33 corridor, which serves as the primary east-west access across the County, a corridor of statewide significance, and a critical component of the regional network; and

WHEREAS, US 33 passes through the Stone Spring Urban Development Area, for which the Board of Supervisors adopted an Urban Development Area Plan on January 22, 2020; and

WHEREAS, US 33 also serves several Urban Growth Areas designated in the Rockingham County Comprehensive Plan; and

WHEREAS, the Virginia Department of Transportation (VDOT), through its Arterial Management Program, seeks to preserve this corridor while also accommodating existing and future development by identifying ways to ensure safety and maintaining the capacity without wide-scale roadway widenings and traffic lights; and

WHEREAS, VDOT has funding available, with no contribution by the County, to prepare Arterial Management; and

WHEREAS, VDOT and County staff recommend that an application be submitted to request funding for an Arterial Management Plan for the segment of US 33 east of the City of Harrisonburg to the Town of Elkton to guide the County and the development community in 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.

NOW THEREFORE, BE IT RESOLVED, that Rockingham County supports this opportunity to study and plan for this important corridor, while accommodating existing and future development, with a US 33 Arterial Management Plan.

Adopted this 27th day of May, 2020

William B. Kyger, Jr., Chair
Rockingham County Board of Supervisors

Attest:

Stephen G. King, Clerk



Finance Department Staff Report

May 27, 2020

FY20-21 Budget Adoption - Staff is working to finalize revenue estimates and will have the budget available for adoption on June 10.

FY20 Audit - The preliminary audit for fiscal year 2020 is scheduled for the week of May 18th. Staff is working with PB Mares to conduct an audit 100% remote. Interviews with the Finance Committee were held May 20th via Zoom. The auditors will conduct final field work the week of September 7th - 18th.

COVID-19 - The Finance Department is assisting with collecting and reporting expenses for possible reimbursement. The Certification for Receipt of Coronavirus Relief Fund Payments was signed and submitted to the Commonwealth of Virginia on May 22. The first half payment is expected the week of June 1st.

Procurement:

Action:

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 were due Friday, May 8 at 2:00 PM. We received 3 bids and Ambassador Enterprises Inc. was the apparent low bidder. We ask that the Board authorize staff to enter into a contract with

Ambassador Enterprises, Inc. in the amount of \$115,080 to replace the intercom system.

No Action:

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. Public Works will be asking approval to enter into contracts with the following contractors:

Stillwater Septic Service Sewer & Drain Cleaner
Cox Construction
Visu-Sewer East, LLC

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 were due Friday, May 22 at 2:00 PM. After further discussion this invitation to bid has been cancelled. Public Works would like to conduct further analysis into the appropriate restoration techniques to use on the roof systems.

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 20th 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.

May 27, 2020

STAFF REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

BOARD ACTION REQUESTED

US 33 ARTERIAL MANAGEMENT PLAN (AMP) RESOLUTION OF SUPPORT

The application for the US 33 AMP requires the Board document its support of the plan with a Resolution of Support. A copy has been included in the Board packet. Additional information about this opportunity to study and plan for the future of US 33 (Spotswood Trail) is provided below under Projects and Reports.

PROJECTS AND REPORTS

LAKE SHENANDOAH STORMWATER CONTROL AUTHORITY (Lisa Koerner Perry)

The public hearing which was originally scheduled for March 25 has been 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 late 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)	5/1-15 (11 days)
Residential Permits	(37) \$12,505	(32) \$6,420	(34) \$6,914	(11) \$12,811	(35) \$7,558	(41) \$18,394.30	(51) \$29,417.10
Commercial Permits	(4) \$4,065	(1) \$95	(5) \$2,356	(19) \$4,665	(15) \$46,230* *Interchange Permit	(9) \$15,501.60	(8) \$2,829.05

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

ROCKINGHAM BICYCLE ADVISORY COMMITTEE (RBAC) (Bradford Dyjak)

The RBAC will hold an online meeting May 21 to discuss National Bike Month, and 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
#7125 Smithland Road (Route 720) Widening	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.	SMART Scale Pre-Application submitted 4/17/20	\$5.7m
#7157 Mt. Crawford Park & Ride Expansion	VA 257 at I-81 Exit 240	Expansion of the existing Mt. Crawford Park and Ride at I-81, Exit 240	SMART Scale Pre-Application submitted 4/16/20	\$1.94m
#5786 VA 253/VA 276 Turn Lanes	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.	Revenue Sharing Application submitted 9/25/19	\$1.5m
#5790 Lake Shenandoah Watershed Culvert Improvements	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.	Revenue Sharing Application submitted 9/30/19	\$1.61m
#5887 Garbers Church Road Bike & Buggy Lanes	Garbers Church Road (Route 910) from VA 42 to Erickson Avenue	<ul style="list-style-type: none"> a. Design & construct paved, 8-foot wide lanes on both sides of 0.6 mile road segment b. Phase 1: preliminary engineering, right-of-way acquisition (\$350k) [Phase 2 construction (\$1.455m) will be future grant application.] 	Transportation Alternatives Set-Aside (TAP) Application submitted 9/30/19.	\$1.805m (Phase 1: \$350k)

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 66.9% of all County residents have already self-responded** to these initial invitations as of May 17 compared to nearly 60% nationally. **The current rate surpasses the County’s 2010 response rate.** 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 posts 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 will include to insert fliers in 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. **Door Hangers**– Staff continues distributing door hangers prepared by James Madison Center for Civic Engagement to selected low-response census tracts and has partnered with the towns of Broadway, Dayton, Elkton, and Grottoes for placement.
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. **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 with three cases listed below. The April 7 and May 5 meetings were canceled. At the Planning Commission's March 3 meeting, three rezoning cases and an ordinance amendment were recommended for approval. Since that time, one rezoning case, Freedom Center DC Institute, has been withdrawn. The ordinance amendment status report is presented later in this report.

Item	Description	Comments/ Recommendations
REZ20-039	HABU Development, LLC. (c/o Gary Sandridge), requests amending the approved proffers to remove the maximum number of recorded lots allowed per calendar year, while retaining the R-2C (Medium-density residential district with conditions). The amendment would apply to South Peak Subdivision (formerly Life Farm), McGaheysville, Tax map # 142-(A)-L11, 13, 14, 15 & 16. Election District 5.	Scheduled before Planning Commission 6/2/20
REZ20-058	Rivers Edge Enterprise LLC (c/o Vern Michael), 8218 Port Republic Road, Port Republic, VA 24471 requests to rezone 0.244-acre portion of 8138 Port Republic Road from R-1 (Low-Density Residential) to A-2 (General Residential) for purpose of transferring to 152-(8)- L2A. Tax Map # 152-(7)- L4. Election District 3.	Scheduled before Planning Commission 6/2/20
REZ20-071	Richard Rohrer , requests to rezone 1 acre on the east side of Garbers Church Road (VA 910), 0.25 mile west of John Wayland Highway (VA 42) from A-2 (General Agricultural) to B-1 (General Business) . Tax map # 108-(A)- L111B. Election District 2.	Scheduled before Planning Commission 6/2/20
REZ20-016	West Lake Space, LLC. , requests to rezone 0.743 acres from A-2 General Agricultural District to R-3 General Residential District . The parcel is located at 3302 Albert Long Drive (Route 895), Rockingham, VA. Tax Map #125-(A)-L125A. Election District 3.	Planning Commission recommended approval 5-0 on 3/3/20; Board hearing 6/24/20
REZ20-023	Cosner Construction, Inc. , request to amend the existing proffered conditions and plan description of Locust Grove Village covering a 5.9 acre-portion of a 10-acre parcel located on the southeast side of Boyers Road (Route 704) approximately 0.5 mile south of Stone Spring Road (VA 280) , designated as PMF-C Planned Multi-Family District with Conditions. Tax Map #125-(A)-L220B, Election District 3.	Planning Commission recommended approval 5-0 on 3/3/20; Board hearing 6/24/20
REZ18-273	Partners Development, Inc. , 859 Cottontail Trail, Mt. Crawford, VA 22841, is requesting an amendment to the existing approved proffers 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; Pending before Board: applicant requested postponement of 2/13/19 hearing.

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 concluded study.
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	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; Board hearing date T.B.D.
7. (OA20-008) PMF District: Setbacks for Apartment Buildings	17-403 & 17-806.02	Eliminate setbacks for apartment structures & required 10’ between buildings in Planned Multifamily District.	PC Recommended Approval 3/3/20; Board hearing 6/24/20
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 1/8/20; Staff research underway; Advisory Committee has been selected.
9. Outdoor Lighting Requirements	17-706	Evaluate: height, plan requirements, dark sky compliance, and fixture specifications.	Board authorized study 5/13/20; Staff draft ordinance is underway

PRIORITY PROJECTS UNDERWAY BY STAFF

Projects	Lead Person	Status	Target Date
Census 2020 Complete Count Committee	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
Capital Improvement Program (CIP) Amendments	Bradford	Adding two pending Smart Scale transportation projects to CIP.	Planning Commission 6/2/20
Ongoing Review/Tasks	Lead Person	Status	
Deed Review	Diane	17 deeds under review as of 5/19/20: 5 pending review, 12 awaiting revision.	
Violations	Kelly	57 active complaints, 25 cases pending legal action as of 5/5/20	
Site Plans & Subdivisions	Bradford & Patrick	14 site plans and 4 subdivisions under review as of 5/6/20; 1 approved since 5/1/20	
Subdivision Ordinance Variances	Diana	0 requests under review, as of 5/4/20	
Zoning Variances	Diana	0 requests under review, as of 5/4/20	
Zoning Appeals	Diana	0 requests under review, as of 5/4/20	
Home Occupation Permits	Diana	0 permit requests under review, as of 5/4/20	
Home Business Permits	Diana	0 permit requests under review, as of 5/4/20	
Special Use Permits	Diana	7 permit requests under review, as of 5/4/20	
Special Entertainment Permits	Diana	0 permit requests under review, as of 5/4/20	
Rezoning	Bradford	10 rezoning requests under review, as of 5/19/20	
Permits and Fees Processed	Joe	718 total transactions for month of April 2020	
Building Inspections	Joe	1478 inspections conducted during April 2020 (averaged 77.78 inspections per day)	
Building Plans	Joe	25 Plans under review, as of 4/30/20	
Environmental (E&S/Stormwater) Plan Review	Lisa	21 plans under review, 37 approved and awaiting permit issuance, as of 5/4/2020	
Environmental Inspections	Lisa	810 inspections conducted in March 2020	
Addressing Structures	Kendrick	30 new structures addressed in April 2020	
Naming of New Roads	Kendrick	1 new road named in April 2020	

UPCOMING PUBLIC HEARINGS

May 27, 2020, Board of Supervisors, at 7:00 p.m.

Ordinance Amendments

None.

Rezoning- Requiring a Public Hearing

None.

Special Use Permits

None.

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
ADMINISTRATION			
Rhonda Cooper	Director	564-3033	271-5061
PERMIT INTAKE & PROCESSING			
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
BUILDING CODE ENFORCEMENT			
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
PLANNING, ZONING, DEVELOPMENT, & GEOGRAPHIC INFORMATION SYSTEMS			
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
ENVIRONMENTAL SERVICES			
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