



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

August 12, 2020

3:00 P.M. CALL TO ORDER – CHAIRMAN WILLIAM B. KYGER, JR.
INVOCATION – SUPERVISOR SALLIE WOLFE-GARRISON
PLEDGE OF ALLEGIANCE – COUNTY ADMINISTRATOR STEPHEN G. KING

1. Approval of Minutes – Regular Meeting of July 15, 2020
2. Report – Virginia Department of Transportation – Residency Administrator Donald F. Komara
 - a. Resolution - LTC Merritt ‘Bud’ Walls Memorial Bridge
 - b. Secondary Street Acceptance – Overbrook Farm Subdivision Phase 10
 - c. Addition to Secondary Route 926 / Abandon Segment of Route 917
3. Report – Collections and Uncollectible and Delinquent Property Taxes – The Honorable L. Todd Garber, Treasurer
 - a. 2020 Personal Property Tax Relief

Recess

4. Meeting of Lilly Subdivision Sanitary District
 1. Call to Order – Chairman
 2. Approval of Minutes – Meeting of January 8, 2020
 3. Consideration – Request for Service Connection
 4. Public Hearing – Connection Fee Increase
 5. Adjourn
5. Meeting of Lake Shenandoah Stormwater Control Authority
 1. Call to Order – Chairman
 2. Approval of Minutes – Meeting of June 24, 2020
 3. Approval of Contract for Engineering Design
 4. Discussion of Possible Fee Discounts
 5. Adjourn

Reconvene Regular Meeting of the Board of Supervisors

6. Staff Reports
 - a. County Administrator – Stephen G. King
 - b. County Attorney – Thomas H. Miller, Jr.
 - c. Assistant County Administrator – Casey B. Armstrong
 - d. Director of Finance – Patricia D. Davidson
 - e. Director of Human Resources – Jennifer J. Mongold
 - f. Director of Public Works – Philip S. Rhodes
 - g. Director of Community Development – Rhonda H. Cooper
 - h. Director of Technology – Terri M. Perry
 - i. Fire & Rescue Chief – Jeremy C. Holloway
 - j. Director of Parks & Recreation – Kirby W. Dean
 - k. Director of Court Services – Ann Marie Freeman
7. 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

8. Closed Meeting - Pursuant to Section 2.2-3711.A(7), Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and (29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Recess for Dinner

6:00 P.M. 9. Public Hearings:

- a. Consideration - Resolution of the Board of Supervisors of Rockingham County, Virginia, to Create the Massanutten Water and Sewer Authority

- b. Special Use Permits:

SUP20-061 Justin L. Rodes, 5853 Lawyer Road, Port Republic 24471 for a 2000' x 90' private grass airstrip with a 40' x 20' hangar on property located on the east side of Lawyer Road (Route 655) approximately 1/2 mile east of Lynnwood Road (Route 708), Election District #5, zoned A-1. Tax Map #153-(A)-111. Property address: 5477 Holstein Lane.

SUP20-096 JJCarmen, LC by John Monger, 700 Imboden Road, Mt. Crawford 22841 for second residence on property located on the east side of Imboden Road (Route 990) approximately 1 mile east of Lee Highway (Route 11), Election District #4, zoned A-1. Tax Map #137-(A)-107. Property address: 1242 Imboden Road.

SUP20-098 Matthew Koch, 4888 Foothills Lane, Keezletown 22832 for a small contractor's business on property located on the east side of Foothills Lane (private) approximately 1/2 mile south of Mini Ball Lane (Route 718), Election District #3, zoned A-2. Tax Map #111-(A)-102.

10. Unfinished Business

*** ADJOURN ***

July 15, 2020

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, July 15, 2020, at 3:00 p.m., at the Rockingham County Administration Center, Harrisonburg, Virginia. The meeting was open to the public, and broadcast online.

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 was Absent

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
- JEREMY C. HOLLOWAY, Fire & Rescue Chief
- PHILIP S. RHODES, Director of Public Works
- KELLY S. GETZ, Deputy Zoning Administrator
- TAMELA S. GRAY, Deputy Clerk
- DONALD F. KOMARA, Residency Administrator
Virginia Department of Transportation
- C. BURGESS LINDSEY, Assistant Residency Administrator
Virginia Department of Transportation

oooooOoooo

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

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

Supervisor Chandler provided the invocation, and Assistant County Administrator Casey B. Armstrong led the Pledge of Allegiance.

oooooOoooo

APPROVAL OF MINUTES.

On motion by Supervisor Chandler, seconded by Supervisor Trumbo, and carried by a vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved the minutes of the regular meeting of June 24, 2020.

oooooOoooo

TRANSPORTATION DEPARTMENT.

The Board heard Mr. Komara’s report on the activities of the Transportation Department, including updates to bridge, road and rural rustic projects.

Mr. Komara indicated Burgess Lindsey has been looking at old Revenue Sharing projects to determine if there are funds remaining that can be applied to the Spotswood High School entrance project. VDOT planned to add a new traffic signal on the current

traffic signal arm, but a new foundation may be needed to support another signal on the current arm.

Mr. Komara said the utility stage of the South Valley Pike (Route 11) four-lane project is being finished. He suggested that the Board rescind the resolution concerning changes to the Oakwood Drive and Cecil Wampler Road (Route 704) project adopted on June 24, 2020, and adopt another resolution amending the project. The amended project may score better, the money can be better utilized and the project can move forward. Mr. Komara informed the Board that the change will not delay the project, and the road will not be realigned.

Repaving will begin on Erickson Avenue at the end of July. Mr. Komara lobbied for funds to pave the shoulders along Erickson Avenue, which he received. VDOT plans to pave three feet on the eastern side of Erickson Avenue and hopes to also pave a small section of the shoulder on the western side of Erickson Avenue.

Mr. Komara informed the Board that the George Washington National Forest has a 40-foot right-of-way on the proposed rural addition, from the end of VDOT's current state maintenance for 0.4 of a mile. He noted the section to the bridge is only .29 of a mile. The National Forest obtained the right-of-way so people can access the forest to hunt, fish or hike. Mr. Komara thinks this would be an easy rural addition, so he is working on a punch list. Mr. Komara said the Rawley Springs Homeowners' Association may want to participate, which may make it smoother. Mr. Komara will also look into some revenue sharing.

Maintenance items included completing the secondary mowing and starting on the primary mowing again, scratching road surfaces and applying water on dusty roads.

Supervisor Trumbo informed Mr. Komara that he has received calls about the slurry seal on Harpine Highway (Route 42) south of Broadway. It is not as smooth as asphalt so vehicle tires track in the grooves. Mr. Komara said slurry is added to slick pavement to roughen it and provide more friction. He told Supervisor Trumbo that once the slurry wears down, it will be smoother.

Supervisor Chandler requested that VDOT obtain a traffic count on Williams Run Road (Route 672) to determine if it qualifies as a rural rustic project. He also noted drainage issues on Huron Court in Lakewood.

Supervisor Wolfe-Garrison asked about the Chrisman Road (Route 771) bridge project near Singers Glen Road (Route 613). Mr. Komara explained that Chrisman Road will be closed until August 5, 2020, to replace the one-lane bridge. Supervisor Wolfe-Garrison asked about progress on inching away at the slope on the eastern side of Chrisman Road, or adding a convex mirror on the northwest side of the intersection so motorists can see around the corner before coming down the hill onto Chrisman Road. Mr. Komara indicated the slope would have to be cut back a significant distance to obtain enough sight distance from Singers Glen Road to see the drop onto Chrisman Road, but said he will look at the intersection again.

Supervisor Wolfe-Garrison thanked VDOT staff for mowing and asked if farmers should be reminded to cut corn near intersections so drivers can see approaching vehicles. Mr. Komara indicated VDOT has a 15-foot right-of-way from center on most roads.

Chairman Kyger noted there is dust at the intersection of Cecil Wampler Road (Route 704) and South Valley Pike (Route 11), where northbound traffic makes a right turn from Valley Pike onto Cecil Wampler Road. He asked if VDOT could put some pavement where there is gravel for trucks to turn.

Chairman Kyger asked when the Metropolitan Planning Organization (MPO) can begin looking at expanding the lanes on Dinkel Avenue (Route 257) from South Valley Pike (Route 11) to at least Mt. Crawford Avenue (Route 1310), because the two current lanes are not ample to carry the traffic on Dinkel Avenue. Mr. Komara noted the MPO is looking for traffic studies, so he and Ms. Cooper will mention this project to them.

Chairman Kyger brought up the subject of Blue Hole along Rawley Pike (Route 33), which he said the Board has attempted to close to the public, but many citizens object to shutting down the swimming hole. Chairman Kyger stated the swimming hole is a huge safety issue, but people parking along Rawley Pike is a bigger concern. An emergency pull-off is needed for trucks and parking is needed off of Rawley Pike, he said. There are “No Parking” signs along Rawley Pike, but people continue to park along the road. Chairman Kyger said even if Blue Hole is sold to a private individual, there will still be safety issues along Route 33. Chairman Kyger said he received a call from a trucking company that had two trucks traveling on Route 33 from West Virginia, and both trucks almost hit a family getting out of their car near Blue Hole.

Administrator King said additional “No Parking, Towing Enforced” signs can be installed along Rawley Pike immediately. That may cause people to park on private property, but they will be off Route 33, which is extremely dangerous. Chairman Kyger asked that “No Parking, Towing Enforced” signs be placed along Route 33 at Blue Hole so Sheriff’s deputies and the State Police can have vehicles towed without issuing a warning or locating the owner of the vehicle.

Chairman Kyger asked staff to provide proposals at the August 12, 2020 Board meeting regarding how the County can dispose of the Blue Hole property. He reiterated that the County will continue to address the parking issue on Route 33, since that property is in VDOT’s right-of-way.

When Supervisor Wolfe-Garrison questioned if tow trucks can travel by Blue Hole regularly and tow vehicles that are parked along Route 33, Mr. Miller said he thinks localities can control parking along VDOT’s rights-of-way, but indicated the question is why people park there. If the property is posted as “No Trespassing”, it is a misdemeanor to trespass on it, and the trespassers can be arrested and convicted, he said. Mr. Miller stated it is a great swimming hole, but it is dangerous for swimmers to jump and dive off the huge rock into the water. He noted the property is landlocked and there is no legal access to it. For people to get to Blue Hole, they have to trespass across private property. Mr. Miller said if Sheriff’s deputies arrest people for trespassing on the property, the trespassers may get the idea.

Chairman Kyger informed *Daily News-Record* Reporter Jessica Wetzler that he is putting the public on notice that the Board will come to a final resolution on Blue Hole before the end of the summer.

Administrator King noted that the Board has already held a public hearing about disposing of the property. Mr. Miller said a public hearing was held about ten years ago.

Chairman Kyger said the Board will hold another public hearing, if necessary. He stated the County has no business owning Blue Hole if it is not going to be turned into a park; Blue Hole belongs to the private property-owners adjacent to it. He went on to say the County can deal more effectively with the parking issue on Route 33 West, which the County will address immediately.

Supervisor Chandler questioned whether a higher fine could be imposed for parking along Route 33. Mr. Komara responded that he is not sure, but higher fees are usually associated with speed limits.

Mr. Komara will contact Chairman Kyger and Administrator King to establish a meeting with John McNult, who lives near Blue Hole.

ooooOoooo

UPDATE – STATUS OF LOCAL HOUSING EVICTIONS – FAITH IN ACTION.

Ann Pettit, Massanutten Presbyterian Church Associate Pastor and a member of the Executive Committee for Faith in Action, stated Faith in Action is focusing its work on the availability of affordable housing in the County and City of Harrisonburg.

Ms. Pettit said another crisis issue, which is a result of the Coronavirus pandemic and closing the economy in March, is the significant financial impact to citizens and businesses. Even though there has been some federal and state assistance, Ms. Pettit said families who have lost employment entirely are at risk of losing their homes due to evictions, and she noted there currently are 230 families in the area scheduled for evictions in the next month. Although some citizens have been able to return to work, few will be able to make up the income lost during the closure. Since a moratorium was recently lifted and District Courts have the authority to impose moratoriums on evictions, Ms. Pettit said she hopes the Board will encourage District Judge John Hart to establish an additional moratorium. She stated that would provide citizens time to gain some stability or apply for resources available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Ms. Pettit asked that the Board use their influence to help citizens who are in fear of losing their homes.

Sam Nickels, Director of Our Community Place, said he sees the severe challenges for people trying to find housing. He noted over 50 families with housing vouchers cannot locate a place to live. There is not much affordable housing and some property owners do not want to rent to them. He suggested that the County and City establish an innovative housing trust to construction and maintain affordable housing. Such a trust would help build affordable housing units, fund the purchase of homes by churches and other non-profits, as well as provide transitional housing and permanent supportive housing. Partnerships would be established with the private sector to increase the number of affordable houses, as well as cooperative housing, land trusts, rehabilitation, emergency repairs and weatherization. Mr. Nickels noted over 800 housing trusts have been created in the United States, and indicated such a trust was created in Charlottesville about ten years ago. Since Faith in Action needs the Board of Supervisors' participation, Mr. Nickels asked if one or two supervisors would be willing to participate with them in the creation of a housing trust.

In response to a question from Supervisor Trumbo, Mr. Nickels said the main effort of Faith in Action is to help provide homes, and partner with others to increase the number of available rentals.

Regarding the 230 scheduled evictions, Supervisor Wolfe-Garrison asked how long the eviction notices were on the court docket prior to the COVID pandemic, and how many were a result of the pandemic. Ms. Pettit believes a lot of the evictions are related to the COVID pandemic, but said there is likely a mix. Chairman Kyger said it would be helpful if the Board knew how many evictions are a direct result of COVID and how many evictions were in process prior to the outbreak due to other circumstances, such as a history of those tenants not meeting their obligations. The Board will want to help those struggling due to COVID-19 first. He was not sure how to address evictions due to pre-existing circumstances, but said those could be explored in the future.

Mr. Nickels confirmed Faith in Action will collect data on the reason for the evictions and costs involved. They will provide 2019 data and 2020 data for the months prior to the pandemic for a comparison. Chairman Kyger asked Mr. Nickels to also obtain historical data regarding the housing trust created by Charlottesville and Albemarle County.

Chairman Kyger asked if the County provides Habitat for Humanity a reduced fee for houses built in the County. Administrator King said the County has not previously offered a discount, but could do so.

Chairman Kyger said if the County can do things now to help Faith in Action, they will try to do so, but the County budget has been approved for 2020-2021 and the County is short on resources. He reiterated that it would be helpful for the County to have the numbers to study.

Mr. Nickels requested that the County adopt a resolution requesting that County and City of Harrisonburg staff explore the status of local housing and develop a potential

plan for the Supervisors and Harrisonburg City Council members to review. Administrator King noted that the proposed resolution also suggests an annual commitment but does not indicate a dollar amount. The Board does not want to give Habitat for Humanity a sense of commitment if the County is not confident they can meet the obligation, Administrator King said.

Supervisor Chandler noted there is a big difference between addressing homelessness and providing affordable housing through a trust. He asked how that difference is handled and what percentage goes to each group of citizens. Mr. Nickels responded that the challenges for affordable housing include a range of needs, noting that some people want to own a house, others want to rent a home at a very low cost, some homeless people need help to find employment and save money, and others are chronically homeless with substance abuse issues and mental illness. Some citizens who receive federal housing vouchers can pay higher rent, but landlords are not willing to rent to them or the housing is geared toward students. He said housing vouchers do not fit into what management companies envision. Mr. Nickels stated that housing trusts are diverse, with some focusing on moving people out of homelessness into housing or constructing single-room occupancy buildings. If interested, the Rockingham County Board of Supervisors and Harrisonburg City Council would determine how to design their trust.

Ms. Pettit said Faith in Action selected affordable housing as a project due to the spectrum of housing needs. They gathered information and talked with community members involved with housing issues to learn about housing trusts. Ms. Pettit believes the housing issues team would enjoy talking with the Board of Supervisors regarding a proposed trust, to determine the best use of a trust fund for the Harrisonburg/Rockingham County community.

Chairman Kyger noted that if the Board of Supervisors decides to assist with a housing trust, it needs to be a whole community project with local people who construct apartments, homes and subdivisions involved. It should be a buy-in with men and women helping with the construction and providing money. Chairman Kyger stated he would be interested to see how the whole community can be involved.

oooooOoooo

INTENT TO ADOPT AN ORDINANCE TO AMEND SECTION 6A-6 OF THE ROCKINGHAM COUNTY CODE TO CHANGE THE POLLING PLACES FOR THE LITTLE NORTH MOUNTAIN PRECINCT AND MELROSE PRECINCT.

On motion by Supervisor Trumbo, seconded by Supervisor Chandler, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board adopted the following ordinance amendment:

**ORDINANCE
REPEALING AND RE-ENACTING
THE LITTLE NORTH MOUNTAIN PRECINCT 108
AND THE
MELROSE PRECINCT 303
PORTIONS OF
SECTION 6A-6
OF THE CODE OF ORDINANCES
OF
ROCKINGHAM COUNTY, VIRGINIA**

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

That Section 6A-6 “Precincts and polling places – Establishment and authority” pertaining to Election District No. 1 and Election District No. 3 be and are hereby repealed and re-enacted as follows:

Election District No. 1

	<i>Precinct</i>	<i>Polling Place</i>
101	Broadway	Broadway Fire Department
102	Timberville	Plains District Community Center
103	Fulks Run	Fulks Run Elementary School
104	Bergton	Bergton Community Center
105	Lacey Spring	Lacey Spring Elementary School
106	Tenth Legion	Mountain Valley-Tenth Legion Ruritan Hall
107	Plains	Plains District Community Center
108	Little North Mountain	John C. Myers Elementary School

Election District No. 3

	<i>Precinct</i>	<i>Polling Place</i>
301	Keezletown	Keezletown Ruritan Hall
302	Port Republic	South River Elementary School
303	Melrose	Lacey Spring Elementary School
304	Grottoes	Grottoes Municipal Building
305	Massanetta Springs	Mt. Pleasant Church of the Brethren
306	Cross Keys	Cross Keys Ruritan Hall
307	Crossroads	Massanutten Presbyterian Church

All other portions of Section 6A-6 continue as they were, reaffirmed and unaffected.

This ordinance shall be effective from the 15th day of July, 2020.

oooooOoooo

JUNE REPUBLICAN PRIMARY ELECTION AND ACCEPTANCE OF ABSTRACT OF VOTES.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN - ABSENT; CHANDLER – AYE; KYGER - AYE; TRUMBO - AYE; WOLFE-GARRISON – AYE; the Board instructed the Clerk to spread the following Abstract of Votes from the June 23, 2020 Republican Primary Election in the minutes:

ABSTRACT of VOTES.

Cast in ROCKINGHAM COUNTY, VIRGINIA
at the 2020 June Republican Primary Election held on June 23, 2020 for,

Member United States Senate

<i>NAMES OF CANDIDATES ON THE BALLOT</i>	<i>TOTAL VOTES RECEIVED (IN FIGURES)</i>
Daniel M. Gade	3487
Alissa A. Baldwin	600
Thomas A. Speciale II	512
Total Number of Overvotes for Office	0

oooooOoooo

COUNTY ADMINISTRATOR’S STAFF REPORT.

Administrator King did not provide a written report, but announced there will be a Lake Shenandoah Stormwater Control Authority meeting during the 3:00 p.m. Board meeting on August 12, 2020, to discuss fees, possible discounts and forgiving fees. There will also be a Lilly Subdivision Sanitary District meeting regarding connection fees outside of Lilly Gardens during the 3:00 p.m. Board meeting.

A public notice will be published in the *Daily News-Record* and posted on the County website informing citizens of a 6:00 p.m. public hearing on August 12, 2020, regarding the creation of the Massanutten Water and Sewer Authority.

Administrator King noted that he sent an email to Board members regarding the status of the County Administration Center roof resurfacing project. He plans to recognize Eric Hostetter at a future meeting, as Mr. Hostetter led the modifications and safety efforts needed to reconfigure spaces and counters at the Courthouses and Administration Center following the COVID-19 pandemic. Mr. Hostetter will also oversee the reconfiguration of the Board of Supervisors Meeting Room to provide permanent social distancing and a safer environment. Administrator King said Mr. Hostetter and A. J. Simmons have worked with staff at the courthouse in a very professional and diplomatic manner.

Chairman Kyger acknowledged that Administrator King and County staff performed an excellent job in helping the Board navigate the COVID-19 pandemic.

Administrator King indicated he did not request that staff members attend the meeting if they had no action items. All staff will resume attending the first meeting of the month in August, he said.

oooooOooooo

ASSISTANT COUNTY ADMINISTRATOR’S STAFF REPORT.

The Board received and reviewed Mr. Armstrong’s staff report dated July 15, 2020.

oooooOooooo

FINANCE DIRECTOR’S STAFF REPORT.

Finance Director Davidson informed the Board that two qualified firms provided a response to design and construct a pavilion with restrooms at the Rockingham Park at the Crossroads. Staff reviewed the responses and decided to determine a less expensive way to address necessities at the Park. Mrs. Davidson requested that the Board cancel the request for proposals.

Administrator King noted the immediate need for restrooms at the Park will be addressed with some CARES Act funds since the Park will be used by Fire and Rescue as a future vaccination and testing site.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN - ABSENT; CHANDLER – AYE; KYGER - AYE; TRUMBO - AYE; WOLFE-GARRISON – AYE; the Board cancelled the request for proposals to design and construct a pavilion with restrooms at the Rockingham Park at the Crossroads, and authorized staff to move forward with restrooms at the Rockingham Park at the Crossroads in a more economical manner.

Mrs. Davidson noted the County requested proposals to design and construct a storage and maintenance building, and two responses were received. Staff reviewed the responses and designs, and received a cost proposal. Staff recommended that the Board enter into a contract with Harman Construction to design and construct a storage and maintenance building as soon as possible, since personal protective equipment (PPE), tents, tables and other items are being received with no place to store them. Since facilities staff will use part of the building, staff recommends that the general fund pay for 33 percent of the building cost. Mrs. Davidson stated that the contract with Harman will not exceed one million dollars for the site work, engineering and construction of the storage and maintenance building. With the Board's permission, the contract with Harman will be finalized in a couple weeks, with \$330,000 coming from the General Fund: Fund Reserve and \$670,000 from the Coronavirus Relief Fund, Mrs. Davidson said.

Supervisor Chandler made a motion to approve a contract with Harman Construction to design and construct a storage and maintenance building at an expense not to exceed \$1 million. Supervisor Trumbo seconded the motion.

Supervisor Trumbo asked if the County has a defined scope of work. Administrator King noted the specific details will need to be negotiated, but staff knows the size of the building, that it will be metal, and has a depiction of the paving. The County does not have a hard price yet, but has a "not to exceed" price. There is roughly an \$800,000 building allowance and a \$200,000 site work allowance, for now. Administrator King explained that the design/build approach has been utilized in a satisfactory manner on a number of similar buildings.

Mrs. Davidson requested in the RFP that the building be 60' x 112' to 60' x 160'. She said a metal fabricated building is necessary because it can be erected the fastest. She stated the responses were for two different kinds of buildings, with Harman providing a full design of two options to choose from. Harman did not have the best timeframe, but had the superior design, Mrs. Davidson said. If the Board approves, Mrs. Davidson will contact Harman Construction and obtain the exact scope in the contract. Administrator King indicated the scope will include the size and type of building to be erected, but will not provide full details about the water or electricity. Administrator King noted the County used design/build with the SRI Building, School Board Office, landfill and park, as well as other buildings, so staff is comfortable with the process and scope of the work. The contractors have been reasonable and the County has not had a bad experience with the contractors or subcontractors. Chairman Kyger agreed that the contractors have been reputable, and noted this process has saved the County time and money in the past.

Supervisor Trumbo stated that as long as there is a very defined scope of work, design/build is a great way to go.

Supervisor Wolfe-Garrison asked if the storage and maintenance building would be accessed through the Rockingham County Public Schools Central Office parking lot. Mrs. Davidson said the storage and maintenance building will be located at the southern end of Innovation Village @ Rockingham, with access from North Valley Pike (Route 11). Administrator King indicated the landscape will be graded to allow a future building location for a Fire and Rescue station, similar to the Port Road Emergency Response Station but smaller. It is anticipated that this Fire and Rescue station will be built in about five years.

Supervisor Chandler asked if there was a need to amend the motion to indicate the building would not exceed \$800,000. Administrator King stressed that the building will not exceed \$800,000 but that dollar figure does not include site work.

Mrs. Davidson said the motion should indicate the building will not exceed \$1 million payable to Harman for everything, with 33 percent of the funds coming from the General Fund: Fund Reserve and 67 percent coming from the Coronavirus Relief Fund.

Supervisor Chandler amended his motion to approve entering a contract with Harman Construction to design and construct a storage and maintenance building at an amount not to exceed one million dollars for all work, with 33 percent of the funds coming

from the General Fund: Fund Reserve and 67 percent coming from the Coronavirus Relief Fund. Supervisor Trumbo seconded the motion as amended, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN - ABSENT; CHANDLER – AYE; KYGER - AYE; TRUMBO - AYE; WOLFE-GARRISON – AYE; the Board authorized staff to enter a contract with Harman Construction to design and construct a storage and maintenance building at an amount not to exceed one million dollars for all work, with 33 percent of the funds coming from the General Fund: Fund Reserve and 67 percent coming from the Coronavirus Relief Fund.

ooooOoooo

FINANCE COMMITTEE REPORT.

FY2020-2021 Supplemental Appropriation

Storage and Maintenance Building

The County opened a Design-Build RFP for a storage and maintenance building to house PPE and other equipment associated with the response to the coronavirus pandemic. Harman Construction was the best response received. Staff recommended the Board approve a contract with Harman Construction not to exceed \$1,000,000. Funding for the building will be shared with the General Fund as we will allow facilities to use 33 percent of the space for other types of work, not associated with the coronavirus relief.

Supplemental Appropriation: \$1,000,000

\$ 330,000	GL Code: 1001-00000-15201-000-352000-000	General Fund: Fund Reserves
\$ 330,000	GL Code: 1001-09301-00000-000-509511-000	General Fund: Transfer to Capital
\$ 670,000	GL Code: 1213-03205-00000-000-509511-000	Coronavirus Relief Fund: Transfer Capital
(\$ 670,000)	GL Code: 1213-03205-00000-000-501100-000	Coronavirus Relief Fund: Salaries
\$ 670,000	GL Code: 1101-00000-15101-000-351213-000	Capital Projects Fund: Transfer from Coronavirus Relief Fund
\$ 330,000	GL Code: 1101-00000-15102-000-351000-000	Capital Projects: Transfer from General Fund
\$1,000,000	GL Code: 1101-09401-00000-000-508398-000	Capital Projects: Coronavirus Storage and Maintenance Building

FY2019-2020 Supplemental Appropriations

Lake Shenandoah Stormwater Control Authority

A supplemental appropriation of \$19,980 for the funds spent in fiscal year 2019-2020 to prepare for the adoption of the stormwater fee and purchase of property. The general fund will temporarily lend the funds to the stormwater control authority until revenue is received in FY21.

Supplemental Appropriation: \$19,980

\$19,980	GL Code: 1412-00000-11303-000-311608-000	Stormwater Fees
\$19,980	GL Code: 1412-04402-00000-000-503109-000	Lake Shen Other Prof Services

Harrisonburg/Rockingham Social Services IV-E Adoption Assistance

The Harrisonburg/Rockingham Social Services District received additional funding for IV-E Adoption Assistance for both the County and the City. This program is 50 percent Federal funds and 50 percent State funds, with no local match required.

\$31,500	GL Code: 1220-00000-12401-000-324983-000	State Revenue: Public Assistance
\$31,500	GL Code: 1220-00000-13303-000-338983-000	Federal Revenue: Public Assistance
\$40,000	GL Code: 1220-05302-10100-000-505721-000	Adoption Subsidy - County
\$23,000	GL Code: 1220-05302-10200-000-505721-000	Adoption Subsidy – City

Fire & Rescue – EMS Accreditation Scholarship

A supplemental appropriation of \$7,000 for books and supplies purchased for the EMS Accreditation Scholarship courses. Funding is provided by the State and no local funds are required.

Supplemental Appropriation: \$7,000

\$7,000	GL Code: 1001-00000-12404-000-324990-000	Other State Funds
\$3,570	GL Code: 1001-03201-10365-000-506012-000	Books & Subscriptions
\$3,430	GL Code: 1001-03201-10365-000-506014-000	Other Operating Supplies

On behalf of the Finance Committee, Supervisor Chandler made a motion to approve the FY20-21 supplemental appropriation and the three FY19-20 four supplemental appropriations, as presented by Mrs. Davidson. Supervisor Wolfe-Garrison seconded the motion, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved the four above appropriations.

ooooOoooo

HUMAN RESOURCES DIRECTOR’S STAFF REPORT.

The Board received and reviewed Mrs. Mongold’s staff report dated July 15, 2020.

Mrs. Mongold reported that the Virginia Department of Labor has been working on COVID-19 safety standards, and voted earlier in the day to pass Workplace Safety Standards for Employers. She noted that Virginia is the first state in the nation to pass these safety standards. Mrs. Mongold said she will draft a new policy regarding the Workplace Safety Standards for Employers for review by the Board at the August 12, 2020 Board meeting.

Mrs. Mongold proposed that there be no premium changes for health insurance for the 2020-21 plan year, on the employee or employer side. Even though the County experienced a significant increase in the number of large claims, due to internal restructuring at Anthem, there will be no increase for the County.

On motion by Supervisor Chandler, seconded by Supervisor Trumbo, and carried by a vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board awarded the health insurance contract to Anthem for the plan year 2020-2021, effective October 1, 2020, with health insurance rates remaining as follows:

Anthem KC20	2019-20 Employee	2019-20 County	2019-20 Total	2020-21 Employee	2020-21 County	2020-21 Total
Employee Only	\$66	\$602	\$668	\$66	\$602	\$668
Employee + Spouse	\$356	\$1,044	\$1,400	\$356	\$1,044	\$1,400
Employee + 1 Child	\$280	\$820	\$1,100	\$280	\$820	\$1,100
Employee + Children	\$420	\$1,230	\$1,650	\$420	\$1,230	\$1,650
Employee + Family	\$480	\$1,400	\$1,880	\$480	\$1,400	\$1,880

HDHP	2019-20 Employee	2019-20 County	2019-20 Total	2020-21 Employee	2020-21 County	2020-21 Total
Employee Only	\$40	\$480	\$520	\$40	\$480	\$520
Employee + Spouse	\$180	\$940	\$1,120	\$180	\$940	\$1,120
Employee + 1 Child	\$146	\$766	\$912	\$146	\$766	\$912
Employee + Children	\$212	\$1,110	\$1,322	\$212	\$1,110	\$1,322
Employee + Family	\$242	\$1,270	\$1,512	\$242	\$1,270	\$1,512
HSA		\$750 for employee only; \$1,500 for employee plus dependent options	\$750 for employee only; \$1,500 for employee plus dependent options		\$750 for employee only; \$1,500 for employee plus dependent options	\$750 for employee only; \$1,500 for employee plus dependent options

Mrs. Mongold noted that since dental insurance is paid 100 percent by the employees, no action is required by the Board. However, she wanted to inform the Board that there will be a five (5) percent increase due to more employees enrolling in the dental insurance than in past years, as well as higher claims. The dental insurance rates for the plan year 2020-2021, effective October 1, 2020 are as follows:

MetLife Dental Rates		
100 Percent Employee Paid	10/1/2020 Monthly	10/1/2020 Per Pay Check
Employee Only	\$ 34.10	\$ 17.05
Employee + Spouse	\$ 63.44	\$ 31.72
Employee + Child	\$ 63.44	\$ 31.72
Employee + Children	\$ 100.38	\$ 50.19
Employee + Family	\$ 100.38	\$ 50.19

Mrs. Mongold noted that on January 8, 2020, the Board authorized staff to contract with Bolton Partners as the consultant for County employees' 457 plans. Eight proposals were received from record keepers, and staff talked with the three finalists. Following Bolton's recommendations, staff asked that the Board authorize the County to move from two 457 record keepers (Nationwide and VALIC) to one, in order to save employees money and to allow their retirement funds to grow, and recommended moving forward with Empower as the record keeper for County employees' 457 retirement accounts.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to enter a contract with Empower to serve as the sole record keeper for County employees' 457 plans.

ooooOoooo

PUBLIC WORKS STAFF REPORT.

The Board received and reviewed Mr. Rhodes' staff report dated July 15, 2020.

ooooOoooo

PUBLIC WORKS COMMITTEE REPORT.

Public Works Director Rhodes reported that staff requested pricing for a new compactor at the landfill and received three bids. Staff recommended purchasing a Bomag compactor from James River Equipment in the amount of \$534,938. This price includes a trade-in credit of \$120,000 for the landfill's 2012 Caterpillar, which is the oldest compactor at the landfill.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to purchase a Bomag compactor from James River Equipment at a cost of \$534,938, which includes a trade-in credit of \$120,000 for a 2012 Caterpillar compactor.

Mr. Rhodes said five bids were received for elevator preventive maintenance and services for County facilities. Staff recommended awarding the contract to the low bidder, Kone Elevators from Richmond, at \$10,800. Mr. Rhodes noted that staff met with Kone representatives several times to make sure they were aware of the scope of the work, and staff was satisfied with their responses.

In response to a question from Chairman Kyger, Mr. Rhodes said the maintenance and services contract does not include Schools' elevators.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board authorized staff to award the bid for preventive maintenance and services for elevators in County facilities to Kone Elevators at a cost of \$10,800 per year.

ooooOoooo

COMMUNITY DEVELOPMENT DIRECTOR'S STAFF REPORT.

The Board received and reviewed Ms. Cooper's staff report dated July 15, 2020.

ooooOoooo

TECHNOLOGY DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mrs. Perry's staff report dated July 2020.

ooooOoooo

FIRE AND RESCUE CHIEF'S STAFF REPORT.

The Board received and reviewed Chief Holloway's staff report dated July 2020.

Chief Holloway informed the Board that demolition of the blue fire station on Port Republic Road will begin on July 16, 2020. The demolition was postponed awaiting lead sample results. Harman has completed everything inside the new station, except to fix a

couple items noted during the final walk-through. Chief Holloway stated Harman has performed a good job and their representative has been very helpful in making recommendations. He indicated an Open House will be held later in the year.

ooooOoooo

PARKS AND RECREATION DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Dean's staff report dated July 2, 2020.

ooooOoooo

COURT SERVICES DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mrs. Freeman's staff report dated July 15, 2020.

ooooOoooo

ADDITIONAL COMMITTEE REPORTS.

SHENANDOAH VALLEY PARTNERSHIP

Mr. Armstrong informed the Board that he was appointed to the Shenandoah Valley Partnership Executive Committee.

VIRGINIA ASSOCIATION OF COUNTIES (VACo) LIAISON

Chairman Kyger noted the VACo Board of Directors/Liaison Committee summer meetings have been cancelled. He suggested staff check their emails to find out if committee meetings will be held via Zoom.

Chairman Kyger indicated VACo is still planning to hold their annual conference in Norfolk.

Chairman Kyger said Dean Lynch from VACo is filling in for him at the National Association of County's (NACo) meeting. He asked Board members to look at emails from NACo as they provide good information, particularly concerning COVID-19.

COMMUNITY CRIMINAL JUSTICE BOARD (CCJB)

Supervisor Chandler announced that the CCJB met recently and heard reports from subcommittees. He said improvements are being made. Supervisor Chandler noted that Criminal Justice Planner Frank Sottaceti is doing an admirable job.

CHAIRMAN

Chairman Kyger encouraged citizens, when in public places, to adhere to recommendations from the Governor's Task Force, the Virginia Department of Health (VDH) and the Centers for Disease Control (CDC), regarding wearing a mask and safe social distancing.

On behalf of the Board, Chairman Kyger expressed great appreciation for Mr. King's continuing management of everything that has been transpiring.

ooooOoooo

CLOSED MEETING.

On motion by Supervisor Wolfe-Garrison, seconded by Supervisor Chandler, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board recessed the meeting from 4:50 p.m. to 5:06 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

MOTION: SUPERVISOR CHANDLER
SECOND: SUPERVISOR WOLFE-GARRISON
RESOLUTION NO: 20-09
MEETING DATE: July 15, 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: CHANDLER, KYGER, TRUMBO, WOLFE-GARRISON
NAYS: NONE
ABSENT: BREEDEN

ooooOoooo

RECESS.

Chairman Kyger recessed the meeting for dinner at 5:06 p.m.

ooooOoooo

RECONVENE MEETING.

Chairman Kyger reconvened the Board meeting at 6:00 p.m. to address a finance item before the public hearing.

ooooOoooo

DISTRIBUTION OF FUNDS TO INCORPORATED TOWNS IN ROCKINGHAM COUNTY.

Mrs. Davidson said the County received Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds to be contributed to the Incorporated Towns in Rockingham County that were affected by the Coronavirus, as recommended by the Virginia Secretary of Finance. Mrs. Davidson said she and Administrator King talked with Town staff members, who indicated they had to increase their personal protective equipment (PPE) expenses, make building modifications to address social distancing, and their police departments responded to different types of calls related to COVID-19.

Mrs. Davidson further explained that County staff worked with the Towns to determine a fair formula to be used in calculating the distribution to each Town. Bridgewater suggested a formula (Total fund) x (% of County Budget used for non-school purposes) x (% of County population which lives in town), which the County considers a fair method to evenly and equitably distribute funds to the Towns in Rockingham County.

Mrs. Davidson applied the recommended formula to the \$1,065,885 appropriation received in June from the CARES Act Fund.

Mrs. Davidson recommended a certification be provided for the Towns to sign and return to the County prior to the County distributing the funds. Any funds unspent as of December 30, 2020 will be required to be returned to the County, she said.

Mrs. Davidson noted the contributions to the Towns should be addressed separately from the essential volunteer agencies of Fire and Rescue, since that contribution is by a supplemental appropriation.

On motion by Supervisor Wolfe-Garrison, seconded by Supervisor Chandler, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved the formula used to calculate the contribution to each Town and authorized staff to provide the Certification for Receipt of Coronavirus Relief Fund Payments to the Towns, with the understanding that upon receipt of their completed Certification for Receipt form, \$1,065,885 will be distributed to the Towns as follows

	Funding Amount	Law Enforcement - Annual Cost	35%	% of Funding
Bridgewater	\$317,075.03	\$683,870.00	\$239,354.50	75.5%
Mt. Crawford	\$23,679.37	\$62,546.00	\$ 21,891.10	92.4%
Dayton	\$84,383.71	\$409,921.00	\$143,472.35	170.0%
Broadway	\$204,649.97	\$435,000.00	\$152,250.00	74.4%
Timberville	\$139,064.35	\$467,279.00	\$163,547.65	117.6%
Elkton	\$149,605.83	\$462,642.84	\$161,924.99	108.2%
Grottoes	\$147,424.83	\$465,347.00	\$162,871.45	110.5%
Total Distribution	\$1,065,883.09			

ooooOoooo

DISTRIBUTION OF FUNDS TO ESSENTIAL ROCKINGHAM COUNTY VOLUNTEER FIRE AND RESCUE STATIONS.

Mrs. Davidson informed the Board that she met with Chief Holloway and Administrator King to discuss the losses Volunteer Fire and Rescue Stations have suffered, since they cannot conduct fundraising events. She said the Coronavirus Relief Fund does not allow the County to contribute money based on revenue losses, so the recommendation is to appropriate the funds from the General Fund: Fund Reserve in the amount of \$398,626.

Mrs. Davidson explained the calculation for the Volunteer Fire Stations includes a standard \$10,000 in addition to their previously-approved FY2021 appropriation. Finance staff also looked at the stations’ self-reported profit losses (revenues minus expenditures) during this time period, and calculated the appropriation to each station by multiplying their profit loss by sixty (60) percent. Therefore, each Volunteer Fire Station will be reimbursed for sixty (60) percent of their profit loss plus a standard \$10,000 appropriation and the previously-approved FY2021 appropriation.

Mrs. Davidson noted the County is recommending providing a \$10,000 appropriation to each Volunteer Rescue Squad in the County.

Mrs. Davidson confirmed for Supervisor Wolfe-Garrison that each Fire Station self-reported and Chief Holloway was comfortable with that. She said if a Volunteer Fire Station did not report anything, they will receive the standard \$10,000.

On motion by Supervisor Trumbo, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved the calculation used to determine the contributions to each Volunteer Fire and Rescue Station as follows:

FY2020-2021 Supplemental Appropriations

Fire and Rescue Station Contributions

As a result of the COVID-19 pandemic, the volunteer fire and rescue stations have endured an economic loss due to the inability to host fundraisers. Staff recommended increasing the annual contribution in fiscal year 2021 in order to aide our volunteer fire and rescue stations. Revenue loss is not a covered expense through the Coronavirus Relief Fund, however, staff recommended an appropriation from the General Fund: Fund Reserve.

Supplemental Appropriation: \$418,626

\$418,626	GL Code: 1001-00000-15201-000-352000-000	General Fund: Fund Reserves
\$ 75,778	GL Code: 1001-03202-00000-000-505616-000	Bridgewater Volunteer Fire Company
\$ 11,800	GL Code: 1001-03202-00000-000-505617-000	Broadway Volunteer Fire Company
\$ 10,000	GL Code: 1001-03202-00000-000-505618-000	Bergton Volunteer Fire Company
\$ 10,000	GL Code: 1001-03202-00000-000-505619-000	Clover Hill Volunteer Fire Company
\$ 45,700	GL Code: 1001-03202-00000-000-505620-000	Elkton Volunteer Fire Company
\$ 71,823	GL Code: 1001-03202-00000-000-505621-000	Grottoes Volunteer Fire Company
\$ 10,000	GL Code: 1001-03202-00000-000-505622-000	Hose Co No 4 Volunteer Fire Co.
\$ 84,179	GL Code: 1001-03202-00000-000-505624-000	McGaheysville Volunteer Fire Co.
\$ 30,468	GL Code: 1001-03202-00000-000-505625-000	Timberville Volunteer Fire Company
\$ 31,062	GL Code: 1001-03202-00000-000-505626-000	Weyers Cave Volunteer Fire Company
\$ 17,816	GL Code: 1001-03202-00000-000-505640-000	Singers Glen Volunteer Fire Company
\$ 5,000	GL Code: 1001-03203-00000-000-505628-000	Grottoes Rescue Squad
\$ 5,000	GL Code: 1001-03203-00000-000-505629-000	Broadway Rescue Squad
\$ 5,000	GL Code: 1001-03203-00000-000-505633-000	Bridgewater Rescue Squad
\$ 5,000	GL Code: 1001-03203-00000-000-505634-000	Clover Hill Rescue Squad

oooooOooooo

PUBLIC HEARING – SPECIAL USE PERMITS.

Chairman Kyger opened the public hearing at 6:08 p.m., and Mr. Getz reviewed the following special use permit requests:

SUP20-041 Kathleen M. Bundrick, 582 Vine St. Harrisonburg, VA 22802, for a commercial kennel (dog daycare) located on the south side of Old Furnace Road. (Route 718) approximately 1000' east of Smithland Road (Route 720), Election District #3, zoned A-2. Tax Map #110-(A)-L2A

The applicant was present.

No one spoke regarding the special use permit request.

SUP20-045 Eddie M. Rycroft, PO Box 189 Mt. Crawford, VA 22841, for storage for agricultural bedding (expansion of existing sawmill business) on property located on the north side of Friedens Church Road (Route 682) approximately 3,000' west of Koiner Ford Road (Route 995), Election District #4, zoned A-2. Tax Map #138-(A)-L93

Mr. Getz noted the applicant already has evergreen trees on his property to create a screen, which was a condition of his 2000 permit for this property.

The applicant was present.

No one spoke regarding the special use permit request.

SUP20-059 James Wenger, 4223 Sky Road Rockingham VA 22802, for an additional dwelling on property located on the west side of Sky Road (Route 761) approximately 0.4 mile north of Singers Glen Road (Route 763), Election District #2, zoned A-1. Tax map #77-(A)-L128

Mr. Getz noted that VDOT originally stated the applicant may have to put in a new entrance. After performing a speed study, VDOT determined that the existing entrance will be suitable for the additional dwelling.

The applicant was present.

No one spoke regarding the special use permit request.

SUP20-092 Jacobs Telecommunications, Inc., 712 Brandermill Drive, Chesapeake VA 23322, for a 199' telecommunications tower on property located on the north side of Old Furnace Road (Route 718) approximately 1/2 mile east of the Harrisonburg City limits, Election District #3, zoned A-2. Tax Map #110-(A)-7. Property address: 2555 Old Furnace Road.

Mr. Getz informed the Board that he received a call from the law firm representing Jacobs Telecommunications, Inc., SUP20-092, indicating the attorney was running late. It was estimated he would arrive around 6:15 p.m.

At 6:17 p.m., Chairman Kyger recessed the public hearing to resume the regular meeting and vote on the three special use permits Mr. Getz presented.

SUP20-041, KATHLEEN M. BUNDRICK

Since the property is close to the Society for the Prevention to Cruelty to Animals (SPCA) and he had not heard any concerns regarding the request, Supervisor Chandler motioned for approval. The motion was seconded by Supervisor Trumbo, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board, subject to the following conditions, approved SUP20-041 for Kathleen M. Bundrick, 582 Vine St. Harrisonburg, VA 22802, for a commercial kennel (dog daycare) located on the south side of Old Furnace Road. (Route 718) approximately 1000' east of Smithland Road (Route 720), Election District #3, zoned A-2. Tax Map #110-(A)-L2A.

Conditions:

1. Use shall be in substantial accordance to the plot plan submitted with the application.
2. The owner of the kennel operation shall submit a plan for waste disposal, meeting all regulatory requirements.
3. All VDOT and Health Department requirements shall be met.

SUP20-045, EDDIE M. RYCROFT

Chairman Kyger said Mr. Rycroft's request meets all the standards the County requests for a sawmill in an agricultural district, and asked that a motion be made on his behalf to approve the request.

On behalf of Chairman Kyger, on motion by Supervisor Chandler, seconded by Supervisor Trumbo, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE;

WOLFE-GARRISON – AYE; the Board, subject to the following conditions, approved SUP20-045 for Eddie M. Rycroft, PO Box 189 Mt. Crawford, VA 22841, for storage for agricultural bedding (expansion of existing sawmill business) on property located on the north side of Friedens Church Road (Route 682) approximately 3,000' west of Koiner Ford Road (Route 995), Election District #4, zoned A-2. Tax Map #138-(A)-L93.

Conditions:

1. Use shall be in substantial accordance to the plot plan submitted with the application.
2. This Special use permit shall allow for the parking of three (3) additional tractor-trailers serving this business bringing the total number of tractor-trailers to six.
3. This permit is contingent upon a site plan being submitted to and approved by the County. No work shall be done on the property and no building permits shall be issued until such time as a site plan is approved.
4. As proffered by the applicant, mill prep-time shall commence after 6 a.m. Production time shall be between 7 a.m. and 6 p.m.
5. As proffered by the applicant, trucks shall depart from the site between 6 a.m. and 6 p.m., and inbound trucks will have no set time to return.
6. As proffered by the applicant, the mill will not run on Saturdays, or on the following holidays: Easter, Thanksgiving, Christmas, and Christmas Eve.
7. As proffered by the applicant, eight (8) evergreens shall be planted on the applicant's property across from the entrance to the property to the south (currently Depoy property). Height of the trees shall be approximately 24" at the time of planting.
8. As proffered by the applicant, a row of eight (8) evergreen trees shall be planted on the applicant's property between the subject property and Mr. Homan's current adjoining rental property. Height of the trees shall be approximately 24" at the time of planting.
9. All conditions from Special Use Permit S00-07, unless changed by this permit, shall remain in effect.

SUP20-059, JAMES WENGER

Since the Wengers want to move out of their rental property and build a permanent residence on the larger parcel, Supervisor Wolfe-Garrison motioned for approval of SUP20-059. Supervisor Chandler seconded the motion, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board, subject to the following conditions, approved SUP20-059 for James Wenger, 4223 Sky Road Rockingham VA 22802, for an additional dwelling on property located on the west side of Sky Road (Route 761) approximately 0.4 mile north of Singers Glen Road (Route 763), Election District #2, zoned A-1. Tax map #77-(A)-L128.

Conditions:

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. Residence shall comply with the Statewide Building Code.
3. Residence shall not be occupied until a certificate of occupancy is issued.

ooooOoooo

RECESS.

At 6:20 p.m., Chairman Kyger recessed the meeting to give the attorney who represents Jacobs Telecommunications, Inc. a few extra minutes to arrive.

ooooOoooo

RECONVENE MEETING.

Chairman Kyger reconvened the Special Use Permit Public Hearing at 6:28 p.m., and Deputy Zoning Administrator Getz reviewed the following request:

SUP20-092 Jacobs Telecommunications, Inc., 712 Brandermill Drive, Chesapeake VA 23322, for a 199' telecommunications tower on property located on the north side of Old Furnace Road (Route 718) approximately 1/2 mile east of the Harrisonburg City limits, Election District #3, zoned A-2. Tax Map #110-(A)-7. Property address: 2555 Old Furnace Road.

Attorney Max Wiegard with Gentry Locke law firm in Roanoke, Virginia, Counsel for Jacobs Telecommunications, Inc., was present to address any questions or concerns.

The applicant provided a few simulations from various points along Old Furnace Road, Buffalo Drive and Earmans Loop Road, which Mr. Getz reviewed with the Board.

Supervisor Trumbo said in looking at drawing C-1 submitted with the special use permit, the dimensions of the fenced area did not seem to add up. He noted that the fenced-in area is 75 feet, which is not close to the height of the pole or fall radius and there is a reference to a 100 by 100 compound lease area.

Mr. Getz said the fenced area is to keep people from going into the facility, not necessarily to contain the fall of the tower.

Supervisor Trumbo indicated he understood that, but brought attention to the "Proposed 50' fall radius around the proposed monopole" on drawing C-1, which was not sufficient for a 199-foot pole.

Mr. Wiegard explained that in the event of a tornado or high winds, monopoles are designed to fail and collapse in sections. He said the proposed tower is designed and engineered to collapse within the 50-foot fall radius. If the tower would collapse at the base, it would fall outside of the 50-foot radius, but it is designed to collapse on itself, Mr. Wiegard said.

In response to a question from Supervisor Trumbo, Mr. Getz responded that the County Code dictates setbacks to property lines, not necessarily a collapse zone. The code indicates 110 percent of the height of the tower from the property line, reducible with notarized consent from adjoining property owners.

Mr. Getz referenced an extension of an existing tower in Brocks Gap the Board approved in June that required the applicant have notarized consent from the adjoining landowners. If the tower would fall over and not collapse on itself, it would fall on an adjoining property, Mr. Getz said.

Supervisor Wolfe-Garrison noted the distance from the northern property line, is not shown on the C-1 drawing. Mr. Miller indicated if the site plan shows all property lines, except one (the northern property line), it is because the northern property line is off the paper. He noted the code requires a 199-foot tower to be 110 percent (218.9) feet from the property line, so the northern parcel is more than 218.9 feet from the monopole.

Mr. Miller said if the Board decides to approve the special use permit, it would be issued subject to the County Code. Staff or the applicant can confirm that the distance is greater than 110 percent of the height of the pole before it is erected.

Supervisor Trumbo asked if the applicant took soil samples for the foundation design or performed any test borings. Mr. Wiegard did not know if that had been done yet, but said Jacobs Communications, Inc. will confirm the ground is sufficient to support the tower.

No one from the public spoke regarding the special use permit request.

Chairman Kyger closed the public hearing at 6:40 p.m.

SUP20-092, JACOBS TELECOMMUNICATIONS, INC.

Supervisor Chandler indicated County environmental staff have looked at the site. He is familiar with collapsible monopoles and thought the questions Supervisor Trumbo brought up were legitimate concerns, but said his experience is that extensive work is performed on the substrata to make sure it holds the base. Supervisor Chandler said in looking at the scale and estimates of the distances shown in the other directions, he believes the northern line will be considerably past 219 feet from the monopole.

On motion by Supervisor Chandler, seconded by Supervisor Wolfe-Garrison, and carried by a roll call vote of 4 to 0, voting recorded as follows: BREEDEN – ABSENT; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board, subject to the following conditions, approved SUP20-092 for Jacobs Telecommunications, Inc., 712 Brandermill Drive, Chesapeake VA 23322, for a 199' telecommunications tower on property located on the north side of Old Furnace Road (Route 718) approximately 1/2 mile east of the Harrisonburg City limits, Election District #3, zoned A-2. Tax Map #110-(A)-7. Property address: 2555 Old Furnace Road.

Conditions:

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. All building code requirements shall be met.
3. Applicant shall meet all VDOT requirements regarding the entrance and the use of it for construction traffic. If improvement is required, a copy of the permit shall be submitted to the Community Development Department. If no permits are required, notification must be received by the department from VDOT. In either case, the information must be provided to Community Development prior to issuance of a building permit.
4. All Erosion & Sediment Control regulations shall be met.

oooooOooooo

ADJOURN.

With no further business before the Board of Supervisors, Chairman Kyger declared the meeting adjourned at 6:42 p.m.

Chairman

At a regular meeting of the Rockingham County Board of Supervisors held on August 12, 2020, on a motion by Supervisor _____, seconded by Supervisor _____, the following resolution was adopted by a vote of ___ to ___:

RESOLUTION

**LTC MERRITT 'BUD' WALLS
MEMORIAL BRIDGE**

WHEREAS, the Rockingham County Board of Supervisors desires that the bridge over the North River on State Secondary Route 727, Airport Road, in Rockingham County, Virginia be memorialized as "LTC Merritt 'Bud' Walls Memorial Bridge" in honor of his service to the Town of Mount Crawford.

NOW, THEREFORE, BE IT RESOLVED, that the Rockingham County Board of Supervisors does hereby request the Commonwealth Transportation Board to designate the above mentioned bridge over the North River on State Secondary Route 727 the "LTC Merritt 'Bud' Walls Memorial Bridge."

BE IT FURTHER RESOLVED, that Rockingham County will assume the costs for the fabrication, installation, and maintenance of signs for this naming.

Adopted this 12th day of August, 2020.

William B. Kyger, Chairman

ATTEST:

Stephen G. King, Clerk

§33.2-705 – Land Development Additions to Secondary Route

RESOLUTION

WHEREAS, the Overbrook Farm Subdivision Phase 10 has been completed; and

WHEREAS, the streets of Overbrook Farm Subdivision Phase 10 meet the public service criteria of the Secondary Street Acceptance Requirements; and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

In Rockingham County

37026377

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

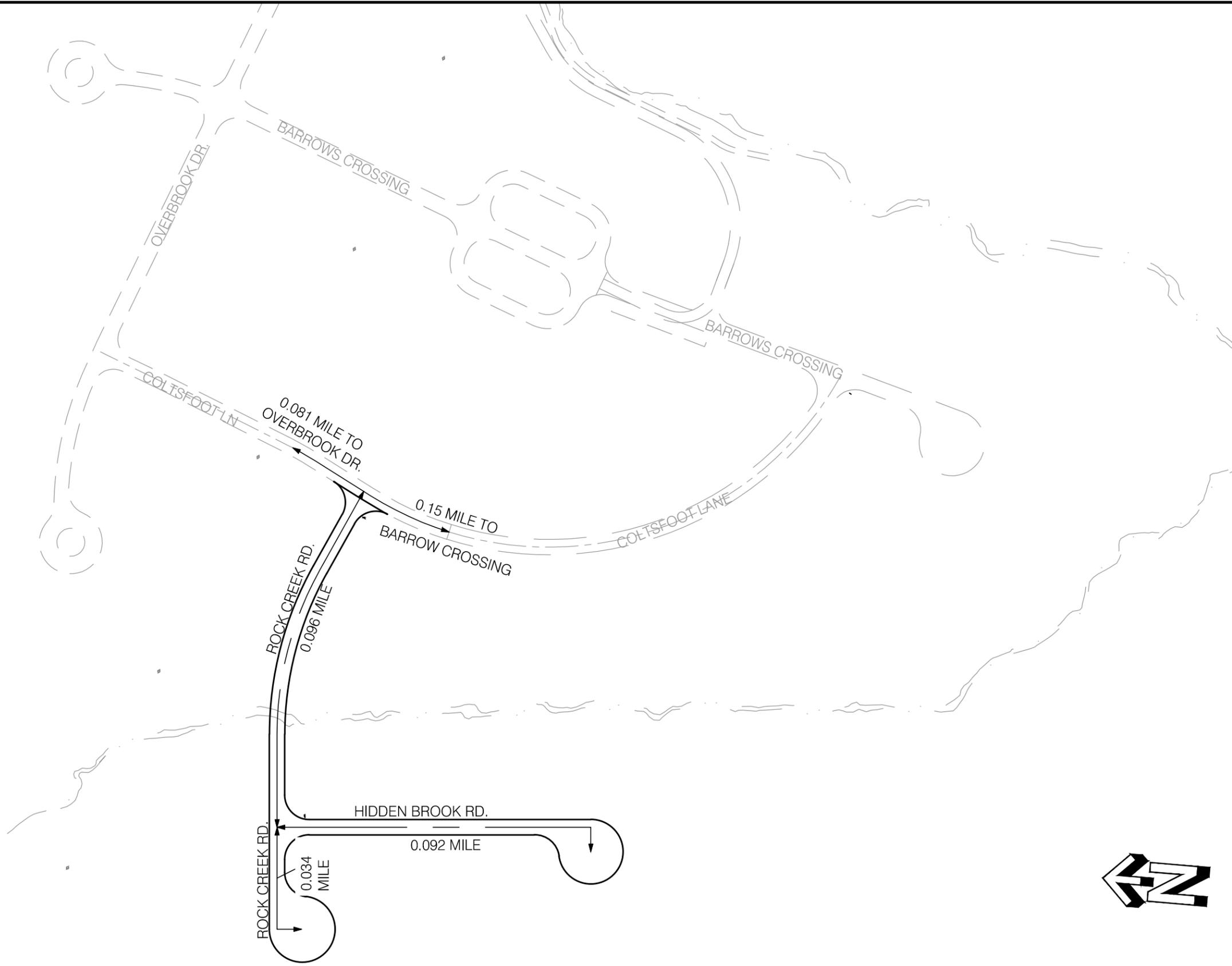
A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Overbrook Farm Phase 10

AdditionNew subdivision street §33.2-705

Route Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1088	Rock Creek Road	CL Rte. 1089 (Hidden Brook Road)	CL Rte. 1091 (Coltsfoot Lane)	0.1	2	DB 4846 P701	50' 25
1088	Rock Creek Road	Dead End (cul-de-sac)	CL Rte. 1089 (Hidden Brook Road)	0.03	2	DB 4846 P701	50' 25
1089	Hidden Brook Road	Dead End (Cul-de-Sac)	CL of Rte. 1088 (Rock Creek Road)	0.09	2	DB 4846 P701	50' 25



**OVERBROOK FARM
PHASE 10 STONEWALL
DISTRICT**
ROCKINGHAM COUNTY, VA

**STREET ACCEPTANCE
SKETCH**

VALLEY ENGINEERING
IDEAS MADE REAL
4901 CROWE DRIVE
MOUNT CRAWFORD, VIRGINIA 22841
TELEPHONE: (540) 434-6365 OR (800) 343-6365
FAX: (540) 432-0685 | WEBSITE: www.valleyesp.com

SCALE: 1" = 150'
PROJECT No.: 6897-3
EXP./CLIENT No.: 6897-3
DRAFT DATE: 01/27/2020
DATE: 06/19/2020

SHEET NO.:
1 OF 1

**§33.2-705 & §33.2-912 - Addition to Secondary Route &
Abandonment with Replacement Road**

RESOLUTION

WHEREAS, a portion of Route 917 has been realigned and a new segment constructed to standards equal to the Virginia Department of Transportation's Secondary Street Acceptance Requirements as a requisite for acceptance for maintenance as part of the Secondary System of State Highways; and

WHEREAS, the Virginia Department of Transportation has inspected this street and found it to be acceptable for maintenance; and

NOW, THEREFORE, BE IT RESOLVED by the Rockingham County Board of Supervisors, that the old segment of Route 917 identified on the attached Form AM 4.3, is no longer needed as part of the Secondary System of State Highways, as the new road serves the same citizens as the old road, and is hereby requested to be abandoned by the Virginia Department of Transportation pursuant to §33.2-912, *Code of Virginia*, 1950 amended.

BE IT FURTHER RESOLVED, that the Virginia Department of Transportation be, and it hereby is, requested to add and maintain the new segment of Route 926 identified on the attached Form AM 4.3 as part of the Secondary System of State Highways, pursuant to §33.2-705, *Code of Virginia*, 1950 amended, and the regulatory requirements of VDOT.

BE IT FURTHER RESOLVED, the Rockingham County Board of Supervisors does hereby guarantee unencumbered rights-of-way plus the necessary easements for cuts, fills, and drainage for this added segment;

BE IT FURTHER RESOLVED, a copy of this resolution be forwarded to the Virginia Department of Transportation.

In Rockingham County

37037961

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Red Hill Road (Rte 917) Alignment Change 0917-082-226

AbandonmentProject by VDOT §33.2-912

Route Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
917	Red Hill Road	ESM 0.20 mi. E. of CL Rte. 926 Gold Nugget Drive	CL Rte. 259 Brocks Gap Rd	0.18			

AdditionVDOT Project §33.2-705 (Next Page)

In Rockingham County

37037961

by Resolution of the governing body adopted

Addition VDOT Project 33.2-705

Route Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
926	Gold Nugget Drive	CL Rte. 917 Red Hill Rd 0.23 mi. E. of ESM Rosebud Ln	CL Rte 819 Yankeetow n Rd 0.32 mi. W. of CL Rte. 259	0.95	2		Variable width 31

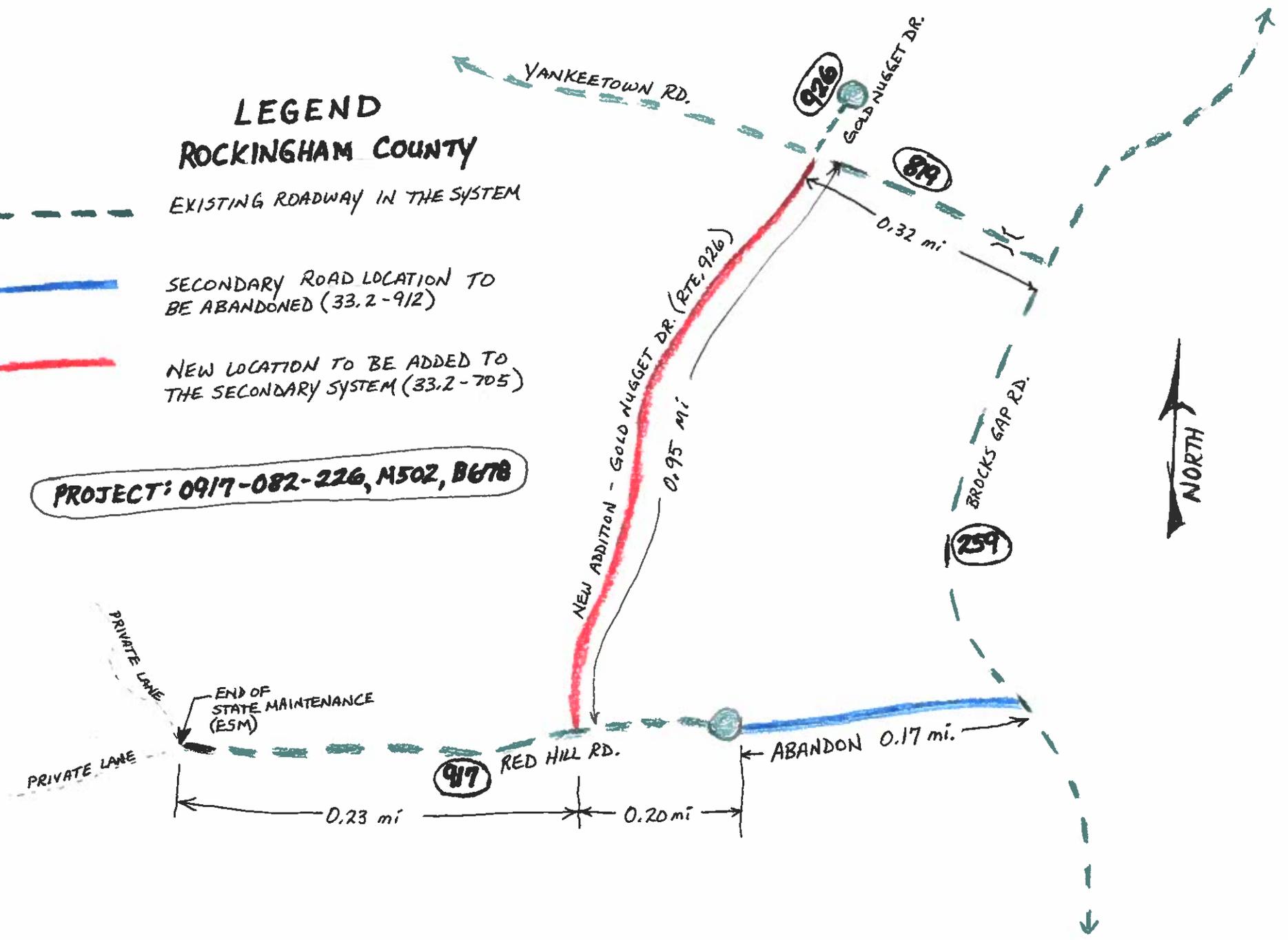
LEGEND ROCKINGHAM COUNTY

 EXISTING ROADWAY IN THE SYSTEM

 SECONDARY ROAD LOCATION TO BE ABANDONED (33.2-912)

 NEW LOCATION TO BE ADDED TO THE SECONDARY SYSTEM (33.2-705)

PROJECT: 0917-082-226, M502, B678





COUNTY of ROCKINGHAM

Office of the Treasurer

L. Todd Garber
Treasurer

TO: Stephen G. King
Rockingham County Administrator

FROM: L. Todd Garber
Rockingham County Treasurer

DATE: July 27, 2020

SUBJECT: Annual Report to the Board of Supervisors

I submit this request to be added to the agenda for the August 12, 2020 Board of Supervisors meeting. I will be presenting the annual report of collections and also the lists of uncollectible and delinquent taxes in accordance with section 58.1-3921 et seq. of the Code of Virginia.

L.T.G.

January 8, 2020

A Regular Meeting of the Board of Directors of the Lilly Subdivision Sanitary District was held at 3:24 p.m. on Wednesday, January 8, 2020, at the Rockingham County Administration Center, Harrisonburg, Virginia.

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
- PHILIP S. RHODES, Director of Public Works
- TAMELA S. GRAY, Deputy Clerk

oooooOooooo

CALL TO ORDER.

Chairman Kyger called the Meeting to order at 3:24 p.m.

oooooOooooo

APPROVAL OF MINUTES.

On motion by Supervisor Breeden, seconded by Supervisor Chandler, and carried by a vote of 4 to 0 to 1, voting recorded as follows: BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – ABSTAIN; WOLFE-GARRISON – AYE; the Board approved the minutes of the Special Meeting held on August 14, 2019.

oooooOooooo

2020 REORGANIZATION OF THE BOARD.

ELECTION OF CHAIRMAN AND VICE CHAIRMAN.

On motion by Supervisor Breeden, seconded by Supervisor Chandler, and carried by a vote of 5 to 0, voting recorded as follows BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board elected the Chairman and Vice-Chairman of the Rockingham County Board of Supervisors to serve as the respective Chairman and Vice-Chairman of the Lilly Subdivision Sanitary District during 2020.

oooooOoooo

WATER CONNECTION REQUEST.

Mr. Rhodes indicated two requests were made for water connections in the Lilly Subdivision Sanitary District. Roger and Patricia Simmons requested connections for two properties (1304 Clover Hill Road and 8037 Robinson Road), which are located on the same tax parcel and will share a connection. A second request came from William Grimm on property at located at 8041 Robinson Road.

Mr. Rhodes said staff recommends approval of the two connections. He noted that the two buildings owned by Roger and Patricia Simmons will share a connection.

Supervisor Breeden indicated the Public Works Committee worked on this issue during 2019, and said the citizens have a real concern with the quality of their water from a health standpoint.

On motion by Supervisor Breeden, seconded by Supervisor Wolfe-Garrison, and carried by a vote of 5 to 0, voting recorded as follows BREEDEN – AYE; CHANDLER – AYE; KYGER – AYE; TRUMBO – AYE; WOLFE-GARRISON – AYE; the Board approved two water connections for Roger and Patricia Simmons on Clover Hill Road and Robinson Road; and a separate connection on Robinson Road for William Grimm.

Mr. King explained that years ago, the Board had a concern with Lilly Garden extending water due to the potential for development to spur along the water line. Therefore, the Board has been very reluctant to permit connections on the line., Mr. King indicated that in this particular case, these are existing homes that have been there over 20 years. The water connection will correct existing issues, not facilitate development. He said more situations like this could surface, and he suggested Lilly Subdivision Sanitary District set a connection fee that is more reflective of the available option, which is to drill another well that will cost homeowners more than the connection fee. The Lilly connection fee is currently the same as the fee charged

for Three Springs, but that is probably not what the fee should be for Lilly customers, Mr. King said.

Mr. King noted Justin Moyers, Trish Davidson, Casey Armstrong, Philip Rhodes, Tom Miller and he have been discussing the fees for the authorities and districts in an attempt to make them more self-sufficient. The Lilly Subdivision Sanitary District will recommend that the Board pay off some of the Lilly debt from the utility fund.

Mrs. Davidson noted that will be discussed during the County Board meeting later in the day. She noted it is a general County action and will not need to be discussed during the Lilly meeting.

oooooOooooo

ADJOURN.

Chairman Kyger adjourned the meeting at 3:29 p.m.

Chairman

June 24, 2020

A Meeting of the Board of Directors of the Lake Shenandoah Stormwater Control Authority was held on Wednesday, June 24, 2020, at 6:00 p.m., at the Rockingham County Administration Center, Harrisonburg, Virginia. The meeting was conducted in accordance with modifications to normal processes, due to social distancing precautions to reduce the spread of COVID-19. The meeting was open to the public at reduced capacity under Phase Two of Governor Northam’s Executive Order, and broadcast online.

Directors 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, Treasurer
- JESSICA G. KILBY, Deputy Clerk

oooooOoooo

CALL TO ORDER.

Chairman Kyger called the meeting to order at 7:24 p.m.

oooooOoooo

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 meeting held on June 10, 2020.

oooooOoooo

CONSIDERATION – PROPOSED FEE STRUCTURE.

Administrator King indicated that after considering all information and comments, and after many discussions with Authority members and staff, the recommendation is:

- 1) Set the rate at \$0.04 per square foot of rooftop area for each structure on subject properties, due in December 2020;
- 2) Set the rate at \$0.08 per square foot of rooftop area for each structure on subject properties to be divided in June and December of each year, starting in 2021 and ending in 2030;
- 3) Authorize staff to borrow an amount not to exceed \$2,850,000 for a 10-year term;
- 4) Authorize staff to proceed with the purchase of property for the location of the detention basin, with a \$925,000 contribution from the County's General Fund (to be part of the borrowing).

Mr. King explained that the General Fund contribution amount was determined because the property totals 28-acres and approximately 14-acres will be utilized for stormwater management. The remaining 14-acres will remain open, with potential for future development of a park or trails- a future general fund decision.

He also said the Authority will discuss offering discounts or exemptions for farm structures, as well as recognizing tree cover at a future Authority meeting. If the Authority adopts the recommendations, the intent would be to obtain borrowing, purchase property in the fall, and then proceed with design of the basin so that the project could be advertised in early 2021. Mr. King reiterated that all revenue generated by the Authority can only be used for stormwater mitigation purposes and all funds will be properly accounted for as required by law.

Supervisor Chandler remarked that Board members and staff spent a lot of time on the issue and are confident that the stormwater basin is the best solution. He pointed out that the original bond amount would be reduced based on the County's \$925,000 contribution toward the real estate purchase. Additionally, staff can guarantee that the stormwater bond would be repaid by 2030 and the fee would end at that time. Supervisor Chandler said he sees a real possibility that the fee could be reduced four or five years from now, once new development is online and new property owners are contributing toward the debt.

Supervisor Wolfe-Garrison noted that a nearly one-million dollar contribution for the real estate purchase is coming from the County's General Fund, a fund provided by all County residents, not just those benefiting from improved stormwater infrastructure. She said that when developments were built, they were in compliance with the mandatory standards at that time. Thus, there is a level of personal responsibility on the part of the developer, on the part of the builder, and on the part of the buyer, she said. Supervisor Wolfe-Garrison said she is glad the County is able to contribute without raising taxes

County-wide, and pointed out this Authority is much like the other Authorities throughout the County, whose residents pay a higher fee for services available to them because requirements to meet their needs are higher.

County Attorney Miller clarified that the nearly one million-dollar general fund contribution will go toward the real estate purchase. He said not all of the real estate will be used for stormwater mitigation. The remaining acreage will be open space with potential for future development of a park or trails for anyone, a future general fund decision.

Chairman Kyger remarked that the unique ability of an Authority to address particular circumstances surrounding a specific geographic area, allows the County to be more effective, responsible and judicious to meet the needs of citizens in those areas.

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 Authority:

- 1) Adopted a rate of \$0.04 per square foot of rooftop area for each structure on subject properties, due in December 2020. Square footages of rooftop areas shall be obtained from County mapping records;
- 2) Adopted a rate of \$0.08 per square foot of rooftop area for each structure on subject properties to be divided in June and December of each year, starting in 2021 and ending in 2030. Square footages of rooftop areas shall be obtained from County mapping records;
- 3) Authorized application to borrow an amount not to exceed \$2,850,000 for a 10-year term;
- 4) Authorized staff to proceed with the purchase of property with a \$925,000 contribution from the County's General Fund (to be part of the borrowing).

ooooOoooo

ADJOURN.

Chairman Kyger adjourned the meeting at 7:41 p.m.

Chairman



Finance Department Staff Report

August 12, 2020

FY20 Audit – The auditors will conduct final field work the week of September 7th – 18th.

Financial Policy Update (Action Requested) – The Finance Department recommends an update to the Financial Policies of the County to include a section for Non-Tax Receivable Accounts. The new section in the policy outlines when and how non-tax receivables can be written off if proven uncollectable. Staff requests the Board consider adoption of this update.

Small Business Grant Update - The Small Business Grant Review Team met and recommended \$175,000 in grants for approval by the EDA on Thursday, July 30th.

Round 2 of the Grant Process is outlined below:

Advertise - July 31 - August 9th.

Application Period - August 10 – 23.

Grant Review Team - August 25th

EDA Meeting - Thursday, August 27th

Round 2 Qualification Criteria: (changes noted with strikethrough and yellow highlight)

A business must meet the following criteria to qualify for a grant:

1. Be a business in the retail, hospitality, ~~entertainment, employment and administrative~~ **services**, or travel-related sectors.

2. Have a minimum of ~~three~~ **one** and a maximum of fifty full-time equivalent employees on-site in Rockingham County.
3. Have gross annual receipts of less than ~~\$2,000,000~~ **\$5,000,000**.
4. Must not be a part of, a subsidiary of, or be otherwise owned or controlled by a business with more than fifty employees.
5. Be physically located in Rockingham County.
6. Have been current on all County taxes as of March 1, 2020.
7. Must have experienced due to Covid-19 a revenue loss of 25% or more when compared to the average revenue for the same period during the preceding two calendar years.

Businesses that employ **1**~~3~~-25 full-time equivalent employees are eligible for a grant of \$5,000.

Businesses that employ 26-50 full-time equivalent employees are eligible for a grant of \$10,000.

Locally owned franchise businesses are eligible for grants.

Banks, financial institutions and franchise businesses not locally owned are not eligible for the Grant Program.

2022 Reassessment Update –The 2022 reassessment process is going well. Pearson Appraisal Service has completed 5,860 parcels to date out of approximately 48,237 parcels. Their staff is currently working in the Bergton, Grottoes and Spring Creek areas of the County. They will begin working in the Massanutten area in the near future as well.

Procurement:

No Action:

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.

Appraisal of Water and Sewer System—The County is seeking proposals from qualified firms for an appraisal of the valuation of a public water and sewer system in order to determine a fair market value for acquisition. Proposals were due Friday, July 31 at 2:00 PM. Seven proposals were received and are being reviewed by the review committee.



Financial Policy Guidelines

For:

**ROCKINGHAM COUNTY
VIRGINIA**

Adopted:

April 11, 2012

Revised:

July 25, 2018

Revised:

September 25, 2019

Revised:

August 12, 2020

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia
August 2020

Table of Contents

GUIDELINES AND OBJECTIVES	3
ACCOUNTING, AUDITING AND FINANCIAL REPORTING	4
OPERATING BUDGET	5
REVENUES	6
DEBT.....	7
RESERVE	8
NON-TAX RECEIVABLE ACCOUNTS	9
INVESTMENTS	11
CAPITALIZATION GUIDELINES.....	11
CAPITAL IMPROVEMENT BUDGET	12
WATER AND SEWER FUNDS	13
SOLID WASTE FUNDS.....	14

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

GUIDELINES AND OBJECTIVES

This fiscal policy is a statement of the guidelines and goals that guide the financial management practices for Rockingham County (“County”). A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the County's ability to insulate itself from recessions and other fiscal crisis,
- Enhances the ability to obtain short-term and long-term financing by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the overall fiscal position of the County,
- Links long-run financial planning with day to day cash operations, and
- Provides the Board of Supervisors (the Board) and the citizens a framework for measuring the fiscal operations of the County’s government services against established fiscal parameters and guidelines.
- Creates financial transparency for citizens, taxpayers and other stakeholders.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. The County shall establish and maintain a high standard of accounting practices.
2. The accounting system will provide procedures to ensure that records are maintained consistent with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board.
3. Regular monthly and annual financial reports shall be prepared to present a summary of financial activity by function and major fund types.
4. An independent public accounting firm shall perform an annual audit in accordance with generally accepted auditing standards in the United States of America, for all funds received or expended by any department, constitutional officer, agency or division of the County, including all component units, and as may be required for any agency for which the County serves as fiscal agent (such as for example the Harrisonburg-Rockingham Social Services District).
5. The County shall report to the three major national credit ratings agencies on a timely manner, as they become available, all audits and budget information, as well as any related financially material public information.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

OPERATING BUDGET

1. The County Administrator shall develop and submit to the Board an annual budget as required by state law. As part of this submittal, the County shall analyze and report the ability to meet performance objectives and other measures used to gauge progress toward meeting those objectives. The County Administrator and Finance Committee of the Board shall meet in advance of the presentation to the full Board. The budget shall be presented to the full Board by March 31 each year. The budget hearing shall be scheduled so as to allow for approval of the budget by the Board no later than April 30 each year.
2. The County will pay for all current expenditures with current revenues. The County will avoid budgetary actions that balance current expenditures at the cost of meeting future years' expenses. Examples of such actions include postponing expenditures for capital maintenance, not funding annual current costs for on-going employee benefits, accruing future years' revenues.
3. The budget shall provide for funding at the rate stipulated by the Virginia Retirement System for all retirement benefits.
4. The County shall prepare monthly reports comparing actual revenue and expenditures to projected amounts for review by management, and quarterly reports for review by the Finance Committee of the Board.
5. The County shall use one-time or other special revenues to finance one-time expenditures or special projects.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

REVENUES

1. The County shall endeavor to maintain a diverse, stable revenue system to mitigate adverse impacts to operations from short-term fluctuations in any one revenue source.
2. The County shall use objective, analytical measures to prepare annual revenue projections.
3. The County shall use sound appraisal procedures to keep property assessments current. All taxable property shall be assessed at 100% of fair market value. Real estate shall be reassessed every four years in compliance with state law.
4. The County, through its Treasurer, shall pursue an aggressive policy to collect delinquent taxes and fees due to the County.
5. The County shall, as a part of its annual budget preparation process, reconcile the full cost of activities supported by user fees to determine the adequacy of the fees to cover costs.
6. The County shall periodically review fees and user charges for each enterprise fund operation, such as utilities and solid waste, to maintain fees at a level sufficient to cover both the direct and indirect cost of the service. Indirect costs include annual depreciation and amortization of capital assets.
7. The County shall set fees for other user activities, such as recreation programs, inspections, and other similar activities, at a level based upon the service provided and the objectives of the Board.
8. The County shall routinely identify intergovernmental grant opportunities. In considering approval for such grants, the Board shall assess the merits of the program as if it were funded with local tax dollars. Likewise, local tax dollars shall not be used to offset the loss of grant funding without the Board first reviewing the merits of the program and the incremental impact on the operations budget.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

DEBT

1. The County shall utilize a balanced approach to capital funding utilizing debt financing, capital reserves and current-year revenues.
2. The County shall use long-term borrowing solely for capital improvement projects, and shall in no case use long-term borrowing to fund current operations.
3. The County shall match the repayment schedule (debt service) for bonds used to finance capital improvements with a period not to exceed the expected useful life of the project.
4. Target debt ratios shall be calculated annually and included in the review of financial trends.
 - a. Direct net debt as a percentage of estimated market value of taxable property shall not exceed three percent (3%). Direct net debt is defined as all debt that is tax-supported. This ratio shall be calculated annually and included in the review of financial trends.
 - b. The ratio of direct debt service expenditures as a percent of total governmental fund expenditures (including the component unit school division) shall not exceed ten percent (10%).
 - c. The County intends to maintain its ten-year tax-supported debt and lease payout ratio at or above sixty percent (60%).
5. The County recognizes the importance of underlying and overlapping debt in analyzing financial condition. The County shall regularly analyze total indebtedness including underlying and overlapping debt.
6. The County shall explore the use of special assessment bonds, revenue bonds, or other similar financing tools, rather than general obligation bonds, when the benefit from a project is readily assignable to a specific area or function,
7. From time to time, the County may engage the services of an independent financial advisor to assist the Board in its evaluation.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

RESERVE

1. The Board shall establish an emergency reserve to offset costs related to unforeseen emergencies, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery costs. This reserve shall be maintained at not less than one-half of one percent (.5%) of current year's budgeted General Fund expenditures.
2. Unassigned fund balances in the General Fund at the close of each fiscal year shall be at least fifteen percent (15%) of the total annual adopted General Fund budget.
3. The Board may, from time-to-time, for the purposes of a declared fiscal emergency or other such global purpose authorize the use of unassigned fund balance reserves that results in reducing available fund balances below the fifteen percent (15%) level established in the previous paragraph for the purpose of protecting the long-term fiscal security of the County. In such circumstances, the Board shall adopt a plan to restore the available fund balance reserve to the policy level within thirty-six (36) months from the date of such action.
4. In recognition of the incremental costs of capital improvements and their future maintenance and replacement costs, the Board shall establish a Capital Improvement Reserve. The level of transfer to the Reserve shall be determined annually as part of the development of the County's Annual Operating Budget.
5. The County will maintain self-insurance reserves as established by professional judgment based upon funding techniques utilized and historical loss information.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

NON-TAX RECEIVABLE ACCOUNTS

The County shall establish a policy to write-off uncollectible accounts receivable balances of the County's non-tax receivable accounts. Non-tax receivable accounts include the County's water and sewer funds, solid waste fund and all other general accounts receivable.

1. It is the policy of Rockingham County to actively pursue the collection of past-due accounts receivable and write-off amounts determined to be uncollectible. A write-off of uncollectible accounts receivable from the County's accounting records does not constitute forgiveness of the debt or gift of public funds.
2. Collection procedures are established by the responsible departments and will vary depending on the nature of the receivable. Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.
3. An account will be considered uncollectible after the appropriate collection procedures have been followed and it meets one or more of the following criteria:
 - a. The debt is disputed and the County has insufficient documentation to pursue collection
 - b. The cost of further collection efforts will exceed the estimated recovery amount
 - c. The amount is under \$25 and remains unpaid after one year
 - d. The debtor cannot be located
 - e. The debtor has died and there is no known estate or guarantor
 - f. The debtor is discharged through legal action (bankruptcy or court judgement)
 - g. The debtor is a company which is no longer in business
 - h. The debt has been submitted to the State Debt Off Program for a minimum of 2 years

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia
August 2020

4. At least annually, each department will identify any accounts receivable for which it is responsible that meet the criteria for designation as an uncollectible account.
5. A request for write-off of accounts receivable will be prepared by departmental staff, signed by the department head and submitted to the Director of Finance. The request for write-off of accounts receivable must include an itemized list of the uncollectible accounts to be written off specifying the following:
 - a. Debtor Name
 - b. Account Balance
 - c. Due Date
 - d. Brief description of receivable type
 - e. Criteria under which the account was deemed uncollectible
 - f. Account number of the receivable in the County's accounting system
6. Upon receipt of a request for write-off of accounts receivable by the Director of Finance, the qualified accounts to be written-off will be presented to the appropriate authorizing official for approval. The approval limits are as follows:
 - a. The Director of Finance is authorized to approve the write-off of accounts with an outstanding balance due of up to \$100.
 - b. Write off amounts with an outstanding balance due in excess of \$100 must be approved by the County Board of Supervisors.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia
August 2020

INVESTMENTS

The County has adopted an Investment Policy to guide the investment decisions made on behalf of the County by investment managers and to establish guidelines and procedures for county staff.

CAPITALIZATION GUIDELINES

The County shall establish a guideline to determine when an asset shall be capitalized in the Comprehensive Annual Financial Report of the County. Assets that meet any of the following criteria shall be capitalized.

- a) Construction and/or acquisition of new assets, including buildings, vehicles, equipment, land improvements or hardware/software where the costs of construction or acquisition (including incidental costs) meet or exceed \$25,000 and the useful life of the asset exceeds one year.
- b) Upgrades or additions to existing buildings, equipment, or other assets that increase the value or greatly extend the estimated useful life of the asset where the costs of the upgrade or addition exceed \$25,000.
- c) The purchase or acquisition of land and easements regardless of the cost or value.
- d) Any capital asset described in sections (a) and (b) that is purchased with funds from the Federal Government for more than \$5,000 will be deemed to be a capital asset.
- e) Assets acquired by gift are accounted for at the asset's acquisition value at the date the asset was received. If the asset is valued at or above \$25,000 at the date it was received and it has a useful life greater than one year it shall be capitalized.

The following capital assets are depreciated or amortized using the straight-line method over the following estimated useful lives:

Buildings	20 to 30 years
Improvements other than buildings	5 to 50 years
Machinery and equipment	5 to 15 years
Software	3 to 5 years

Land and land easements have indefinite useful lives and thus are not subject to depreciation or amortization.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

CAPITAL IMPROVEMENT BUDGET

1. The County shall develop a five-year plan for capital improvements, and the Board shall review and update the plan annually.
2. The County shall include as part of its annual budget process an annual capital budget based on the five-year capital improvement plan. The Board shall include in the projections used to develop the capital budget expected changes in population, real estate development and economic activity within the County.
3. The County shall use intergovernmental grants and loans to finance only those capital improvements consistent with the capital improvement plan and County priorities, and shall include operating and maintenance costs for such improvements in operating budget forecasts.
4. The County shall take all prudent steps to maintain its assets at a level adequate to protect the County's capital investment, and to minimize future maintenance and replacement costs.
5. The Board shall review estimated costs and potential funding sources for each capital project prior to approval. Included in this review should be the anticipated impact to operational budgets.
6. The County staff shall analyze and present to the Board financing alternatives with a recommendation for each project.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

WATER AND SEWER FUNDS

Rockingham County's goal is to establish a sound financial budget policy to protect from changes in the economic environment. The County receives over 40% of its water and sewer revenue from one large utility consumer. In order to protect the County from an unplanned event causing a decrease in the revenue provided from the user, the County will institute the following fund reserve policies.

1. Working Capital of the Water & Sewer Fund will equal at a minimum 1 year of operating expenses from the previous audited fiscal year. Working Capital is defined as current assets less current liabilities. Operating expenses includes depreciation expense.
2. The County will put a minimum of 4% of the budgeted water/sewer revenue into cash reserves each year. An exception can be made, if this cash is used to fund a capital project and the County has met the minimum cash reserve balance listed above.
3. Monthly water and sewer usage fees should be set such that operating revenues cover operating expenses (including depreciation). Connection Fees shall only be used to fund capital projects, debt service or cash reserves.

The Rockingham County Board of Supervisors from time to time may decide to borrow from the reserves below the minimum threshold to fund a special/critical project. This may be done as long as the County restores the reserves to the minimum balance, set forth above, within the following three fiscal years.

The County's fiscal policies shall be adopted by resolution of the Board of Supervisors. These policies will be reviewed annually for compliance after the County's previous year CAFR is released.

The fiscal policies shall remain in effect until such time as they are amended or repealed by subsequent Board of Supervisors action.

FINANCIAL POLICY GUIDELINES

Rockingham County, Virginia

August 2020

SOLID WASTE FUNDS

Rockingham County's goal is to establish a sound financial budget policy to protect from changes in the regulatory environment. The County operates a solid waste facility that is subject to numerous federal and state regulatory mandates. A change in a mandate can increase the County's operating expenses drastically. In order to financially protect the County from these changes, the County will institute the following fund reserve policies.

1. Working Capital of the Solid Waste Fund will equal at a minimum 4 months average of operating expenses from the previous audited fiscal year. Working Capital is defined as current assets less current liabilities. Operating expenses includes depreciation expense.
2. The County will deposit a minimum of 4% of the budgeted solid waste revenue into cash reserves each year. An exception can be made, if this cash is used to fund a capital project and the County has met the minimum cash reserve balance listed above.
3. Tipping fees should be set such that operating revenues cover operating expenses (including depreciation).

The Rockingham County Board of Supervisors from time to time may decide to borrow from the reserves below the minimum threshold to fund a special/critical project. This may be done as long as the County restores the reserves to the minimum balance, set forth above, within the following three fiscal years.

The County's fiscal policies shall be adopted by resolution of the Board of Supervisors. These policies will be reviewed annually for compliance after the County's previous year CAFR is released.

The fiscal policies shall remain in effect until such time as they are amended or repealed by subsequent Board of Supervisors action.

1. The Virginia Department of Labor and Industry (DOLI) approved Emergency Temporary Standards for Infectious Disease Prevention due to COVID-19. DOLI requires all Virginia employers, including public entities, to meet the requirements of this standard which became effective July 27, 2020. Attached are the draft standards for the County, which will need Board approval.
2. Open enrollment, when employees are able to make changes to their benefits elections for the upcoming plan year, is scheduled for August 3 – August 14, 2020.
3. New hires for the month of **July 2020**
 - a. Commissioner of the Revenue – 1 FT (Real Estate Lister, vacant position)
 - b. Fire and Rescue – 1 PT (adjunct instructor)
 - c. Parks and Recreation – 11 part time (5 summer day camp/after school leaders; 6 PT Park Maintenance)
 - d. Public Works – Facilities Maintenance – 3 FT (2 Maintenance Technicians, vacant positions; 1 Temporary Custodian, new position)
 - e. Sheriff's Office – 4 FT, 1 PT (4 Correctional Officers, vacant positions; 1 PT Transport Deputy)
 - f. Registrar's Office – 1 PT (Office Assistant)
 - g. Social Services—5 FT (2 Human Services Assistant, vacant positions; 2 Fiscal Assistants, new positions; 1 Family Services Specialist, vacant position)
 - h. Soil and Water – 1 FT (Conservation Engineering Technician, vacant position)

Respectfully submitted,

Jennifer J. Mongold

Rockingham County

Virginia OSHA COVID-19 Infectious Disease Preparedness and Response Plan

Emergency Temporary Standards 16VAC25-220

Plan Statement: Rockingham County (County) is committed to ensuring that our worksites, employees, subcontractors and vendors are prepared for and in compliance with Virginia Occupational Safety and Health Program (VOSH), the Centers for Disease Control and Prevention (CDC), and local, state and federal guidance regarding COVID-19. The health and safety of our employees is of the utmost importance to the County.

This plan is developed in accordance with the guidelines outlined by the CDC and VOSH, as well as state and local guidelines and best practices.

Rockingham County will ensure compliance with all requirements of the Virginia Department of Labor and Industry's Emergency Temporary Standards 16VAC25-220.

Purpose: To ensure compliance in all exposure risk levels with the requirements of Virginia Department of Labor and Industry's Emergency Temporary Standards 16VAC25-220 to protect employees from workplace exposure to the SARS-CoV-2 virus that causes COVID-19; and to determine and assess exposure risk, notification requirements, and return to work requirements.

I. Workplace hazard assessment

- a. The County's business operations fall under lower, medium, and high risk exposure categories based on VOSH guidelines.
 - i. **Lower Risk** jobs are those that have minimal contact with other employees or the general public, or could achieve minimal occupational contact through the implementation of work practice controls such as physical barriers. Unless otherwise specifically stated, County administrative center jobs fall into this category, employees of Harrisonburg-Rockingham Department of Social Service (DSS) who are not required to go into the field, Commonwealth's Attorney and Clerk of the Court employees, and water treatment staff.
 - ii. **Medium Risk** jobs are those that require more than minimal occupational contact and contact with other employees within 6 feet. Employees in this category are utility workers, landfill workers, maintenance staff, custodial staff, childcare/summer day camp/after school workers, court services staff, building inspectors, DSS staff who are required to go into the field, and athletic and park staff.

- iii. **High Risk** jobs are this with a high potential for employee exposure inside 6 feet. Employees in this category include Fire and Rescue personnel, Sheriff's Office personnel.
- b. The County has addressed potential hazards with the following controls for medium and high risk jobs:
 - i. **Engineering Controls**
 - ii. **Administrative Controls**
 - iii. **Personal Protective Equipment (PPE)**

II. VOSH and CDC Preventative guidelines

- a. VOSH and CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk.
 - i. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
 - ii. Wear cloth coverings at all times unless instructed not to do so.
 - iii. Avoid touching your eyes, nose or mouth with unwashed hands.
 - iv. Follow appropriate respiratory etiquette, which includes covering your mouth for coughs and sneezes.
 - v. Avoid close contact with people who are sick.
 - vi. Always wash your hands after coughing or sneezing; after toilet use; when hands are dirty; after handling animals or animal waste; and before, during and after you prepare food as well as before and after eating.
- b. In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following: tiredness, coughing, fever, sore muscles, new loss of taste or smell; aches and pains, nasal congestion, runny nose, sore throat, nausea or vomiting, diarrhea; and shortness of breath or difficulty breathing
- c. Anyone who has or has had these symptoms and were not medically confirmed or tested for COVID-19 must inform their both their supervisor as well as HR and stay out of the workplace until all 3 of the following conditions are met:
 - i. No fever for 72 hours without the use of fever reducing medication,
 - ii. Other symptoms have improved; and
 - iii. At least 10 days have passed since symptoms first appeared
- d. Additionally, individuals who have been tested are able to return to worked based on a healthcare professional's written guidance
- e. Anyone who has had known direct exposure to a confirmed or suspected case of COVID-19, which means contact with (within 6 feet for 15 minutes or more during the time period 48 hours before the infected person exhibits symptoms until they released from self-isolation), living with, an intimate partner with, or who is caring for a person who is medically confirmed or tested for COVID-19 may not enter the workplace until the end of the 14-day self-quarantine period from the last date of exposure. During the 14-day

period, these individuals should self-monitor for symptoms, avoid contact with high-risk individuals, and follow CDC guidelines if symptoms develop.

- f. A note from a healthcare professional regarding COVID-19 symptoms, self-isolation and/or quarantine regarding points “c”, “d”, and “e” are strongly recommended.

III. Roles and Responsibilities

- a. **All** employees have responsibilities in regard to COVID-19 safety, including:
 - i. Maintaining 6 foot social distancing protocols,
 - ii. Wearing face coverings when social distancing isn’t an option,
 - 1. Nothing in this standard shall require the use of a face covering by any employee for whom doing so would be contrary to the employee’s health or safety because of a medical condition
 - iii. Practicing good hygiene, and
 - iv. Immediately reporting sickness or potential sickness to supervision.
- b. Managers and supervisors have additional responsibilities:
 - i. Implementing this plan,
 - ii. Ensuring compliance with this plan,
 - iii. When and where applicable, ensuring proper signage is posted,
 - iv. Coordinating with contractors, subcontractors, etc....with regard to County operations and COVID-19 response and safety protocols,
 - v. Ensuring proper training of County employees,
 - vi. Ensuring protocols are being followed and if not, following the disciplinary process, and
 - vii. Communicating any changes or updates

IV. Engineering Controls

- a. Engineering controls help reduce exposure to hazards by isolating employees from the hazards. The County has implemented the following engineering controls to increase employee safety:
 - i. Air handling systems are installed and maintained in accordance with the manufacturer’s instructions.
 - ii. Air handling systems comply with minimum American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers Standards 62.1 and 62.2.
 - iii. To the extent feasible, plastic or glass barriers have been installed to aid in mitigating the spread of COVID-19 virus transmission.
 - iv. Physical interactions between employees and customers and vendors have been limited to include telephonic or electronic whenever possible.

V. Administrative and Work Practice Controls

- a. Administrative controls require action by both the employee and the County. These are changes in work policies and procedures to reduce or minimize exposure of COVID-19 in the workplace, the temporary changes include:
 - i. Requiring employees to be aware of COVID-19 symptoms, and if experiencing symptoms, seek medical attention,
 - ii. Minimizing contact between employees through social distancing,
 - iii. Providing employees with training on COVID-19 and protective behaviors such as proper hygiene, PPE, and cough and sneeze etiquette.
 - iv. Requiring regular hand washing and the use of hand sanitizer.
 - v. Using signage or visual cues to promote social distancing.
 - vi. Limiting non-employee access, other than the public conducting business.

VI. Personal Protective Equipment (PPE)

- a. Medium and high-risk jobs have been assessed to determine if COVID-19 hazards are present or are likely to necessitate the use of PPE. This has been performed through a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed; the date of the assessment. This documentation shall be kept in the Human Resources department.
- b. PPE in the medium and high-risk exposure categories may vary by position and the types of exposure on the job.

VII. Training Requirements

- a. The County will train associates with job tasks classified as medium and high exposure risk on the potential hazards of COVID-19 and will utilize CDC guidelines as a baseline for meeting the requirement.
- b. The training shall include:
 - i. The requirements of this standard;
 - ii. The recommendations in any CDC guidelines or State of Virginia guidance documents;
 - iii. The characteristics and methods of transmission of COVID-19;
 - iv. The signs and symptoms of COVID-19;
 - v. Risk factors of severe COVID-19 illness with underlying health conditions;
 - vi. Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the COVID-19 virus;
 - vii. Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequently, ventilation, and noncontact methods of greeting
 - viii. What PPE is required and when to wear it
 - ix. The limitations of PPE
 - x. The Infectious Disease Preparedness and Response Plan, where applicable

VIII. Best Practices

- a. Social distance in areas where crowds normally gather (restrooms, break rooms, etc.)
- b. Avoid shared use of phones, desks, radios, tools, etc....
- c. Common areas will be sanitized daily (restrooms, break rooms, etc.)

IX. Cleaning Procedures

- a. It is the County's expectation that buildings and work sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure.
 - i. Restrooms, doors, high use areas, etc....shall be cleaned daily at a minimum
 - ii. Trash cans shall be emptied daily
 - iii. Shared tools, equipment, workspaces and vehicles shall be cleaned prior to transfer from one employee to another

X. Social Distancing

- a. Social distancing shall be practiced in accordance with CDC and VOSH guidelines
 - i. Meetings, toolbox talks, and gatherings are restricted to no more than 10 people or the latest guideline while keeping 6 feet apart;
 - ii. Social distancing protocols require that workers maintain 6 feet person separation from others while working. If social distancing cannot be maintained while performing a task, alternate means of performing the task will be prioritized when feasible;
 - iii. If a work task requires working within 6 feet of others, the number of workers shall be limited to small groups, and shall observe and utilize appropriate PPE;
 - iv. Access to common areas, including but not limited to break rooms and meeting areas, shall be controlled to limit the number of people gathered;
 - v. When employees must share a vehicle for work purposes, compliance with PPE must be observed.

XI. Employee Protections

a. Confirmed or Probable Case of COVID-19

- i. Isolate/Quarantine confirmed employees. The infected employee should remain at home until released by a healthcare professional.
- ii. Address and isolate employees working near an infected co-worker. The infected employee will be asked to identify all individuals who have had direct exposure (within 6 feet) for a prolonged period of time (more than 15 minutes) with them from the 48 hour period before the onset of symptoms until the infected employee is cleared to discontinue self-isolation. All employees who had direct exposure with the infected employee will be sent home for 14 days after the last exposure to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact

with high-risk individuals, and follow CDC guidelines if symptoms develop. If the employee's position has the capability to work from home, they may do so.

- iii. Clean and disinfect the workplace. After a confirmed COVID-19 case, the County will follow the CDC and Virginia guidelines for cleaning and disinfecting the workplace. These guidelines include:
 1. When possible, closing off areas where the person worked;
 2. Wait as long as practical before beginning cleaning and disinfection; and
 3. Clean and disinfect all areas known to have been used by the employee
- iv. Notify employees and others
 1. Within 24 hours of learning of a confirmed COVID-19 case occurring within the last 14 days, the County will notify employees who have may have been exposed, while keeping the identity of the COVID-19 positive individual confidential.
 2. The Virginia Department of Health shall be notified within 24 hours of the discovery of a positive case.
 3. The Virginia Department of Labor and Industry shall be notified with 24 hours of the discovery of 3 or more employees present at the place of employment within a 14-day period testing positive for COVID-19.

XII. Confidentiality/Privacy

- a. Except for circumstances in which the County is legally required to report workplace occurrences of communicable disease, and/or the individual provides a written authorization to disclose their diagnosis to coworkers, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to a minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The County reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so those employees may take measures to protect their own health. The County also reserves the right to inform contractors, subcontractors, vendors, etc.... that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

XIII. No Retaliation

- a. The County will not terminate or retaliate in any way against an employee for exercising any rights they have under any Virginia OSHA regulation, statute or order.

EMPLOYEE ACKNOWLEDGEMENT OF COVID-19 SAFETY AND HEALTH PROCEDURES

In 2020, the novel coronavirus/COVID-19 swept the country, requiring an urgent and extensive public health response, including sometimes lengthy stay-at-home orders imposed by state and local governments. There is currently no vaccine for this virus, and treatments are still being investigated. Rockingham County, Harrisonburg-Rockingham Department of Social Service (DSS), and County Constitutional Officers are committed to the health and safety of all employees. Therefore, as the stay-at-home orders are relaxed and we return to the workplace, safely working will require a commitment by everyone to new procedures and measures to protect employee health. These measures included those referenced in this plan, and also include:

- I. If an employee tests positive for COVID-19, they will not be permitted to enter the workplace and must seek immediate medical attention. An employee testing positive must stay away from the workplace and self-quarantine for the appropriate period required by healthcare professionals. The result of the test will be kept confidential to the greatest degree possible, except that the results will be provided to appropriate officials or managers of the County who have a need to know this information and, if legally required, to appropriate public health officials.
- II. Coronavirus is spread through close contact. Even as stay-at-home orders are eased, government officials still require social distancing. Employees should maintain a safe distance of at least 6 feet from one another at all times.
- III. Employees may not congregate in any area, including but not limited to break rooms or other common areas. Social distancing must be maintained during meetings. If a meeting requires more than 2 attendees, participants are encouraged to participate by phone or video.
- IV. Employees should frequently wash their hands through the day, preferably hourly.
- V. Employees should use hand sanitizer after touching surfaces that may have been touched by others, such as doorknobs, handles and countertops.
- VI. Employees shall report to management if they have had direct exposure to someone who has been diagnosed with COVID-19 or is exhibiting symptoms consistent with the virus.
- VII. Employees should frequently clean and sanitize the workplace.

EMPLOYEE ACKNOWLEDGEMENT

I understand that Rockingham County, Harrisonburg-Rockingham Department of Social Service (DSS), and County Constitutional Officers are taking safety precautions and agree to follow the above measures to protect my health and the health of others. I understand that failure to do so may result in disciplinary measures, up to and including termination of employment. If, at any time, I have any concerns regarding how to work safely and protect my health or the health of others, I will contact a supervisor.

Signature

Printed Name

Date

1. Personnel vacancies

Public Works: No vacancies

Utilities: 2 vacancies (Utility Worker & Pump Technician)

Landfill: 1 vacancy (Landfill Worker)

Refuse & Recycling: 2 vacancies (Part time Container Site Attendants)

Facilities Maintenance: No vacancies

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 (VDH).

Update: Approximately 3,600’ of waterline, total project length of 5,100’, has been installed.

Harrisonburg Rockingham Regional Sewer Authority

Authority capacity – 22 million gallons per day

June average flow – 11.42 million gallons per day

Rockingham County capacity – 4.6 million gallons per day

June average flow – 2.44 million gallons per day

3. Landfill

The next Household Hazardous Collection day will be held October 24, 2020 at the landfill.

Amount of waste landfilled in July 2020 – 121,171 tons

4. Facilities

Hawk Security has started on the security upgrades for the Administration Building.

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 100% complete, and phase 3E is 40% complete.

A pre-bid meeting was held on May 28th to review the replacement of the Administration Building Roof and Human Services Building Roof. Bids were due on June 12th and Baker Roofing was awarded this contract.

Update: The Administration Roof has been completed. The Human Services Building roof is 95% complete and should be finished by the end of the week.

Respectfully Submitted,
Philip S. Rhodes
Director of Public Works

August 12, 2020

STAFF REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

BOARD ACTION REQUESTED

Revenue Sharing Project #5786, VA 253/VA276 Turn Lanes

The County has submitted a Revenue Sharing application for Project #5786, VA 253/VA276 Turn Lanes, which would require a County commitment of \$750,000, if awarded. The expenditure of these funds would begin as early as 2021 and as late as 2023. Due to the high expense in uncertain times and a preference to use Revenue Sharing for County's secondary road improvements, County staff recommends withdrawing this application and applying for Smart Scale funds in 2021. Smart Scale funds do not require a match from the County.

Revenue Sharing Project #5790, Lake Shenandoah Watershed Culvert Improvements

Following further engineering study by the Timmons Group, the construction of the stormwater basin near Taylor Spring Lane is expected to eliminate the need for the downstream improvements proposed in the Revenue Sharing funding request, which are the upgrade of culverts at Baybrook Drive, Berryfield Drive, and Shen Lake Drive. If this grant were awarded, the County's financial commitment would be \$805,000.

If the Board supports withdrawing these applications, staff requests the Board rescind the Resolution of Support dated September 11, 2019. This action would enable the funding to be applied to other localities' projects that may not otherwise receive funding.

PROJECTS AND REPORTS

LAKE SHENANDOAH STORMWATER CONTROL AUTHORITY (Adam Hancock)

At the June 24th meeting, the Lake Shenandoah Stormwater Control Authority Board voted to set a rate of \$0.04 for 2020 billing cycle, and of \$0.08 for 2021-2030.

US 33 ARTERIAL MANAGEMENT PLAN (Rhonda Cooper)

VDOT District Office has received a Notice to Proceed with the US 33 East Arterial Management Plan. VDOT's on-call consultants, Kimley-Horn, will work with Brad Reed, the Staunton's Assistant District Planner, to draft a scope and schedule and to arrange communication with County officials and other stakeholders regarding next steps and scoping questions.

Staff preliminarily recommended the Plan encompass US 33 East from the City/County Line to Elkton Plaza at the west side of the Town of Elkton. With Board involvement, the focus areas will be determined early in the process. The study is expected to commence in fall 2020 and conclude in late 2021 in advance of the 2022 round of Smart Scale applications.

PROJECTS AND REPORTS, continued

The Plan will identify ways to ensure safety and preserve the capacity of US 33 without wide-scale roadway widenings and traffic lights, and will help guide the County and the development community in their decision-making processes, ultimately leading to safer access while minimizing congestion; to planning and designing the appropriate level of access for future development in the corridor; and to improving the County's position when applying for Smart Scale, Revenue Sharing, and other transportation project grant funds. This Plan will be prepared at no cost to the County.

BUILDING SERVICES DIVISION & FRONT COUNTER OPERATIONS (Joe Shifflett)

The attached Development Activity Report breaks down separate totals of permit types and fees collected through June 30, 2020. Total number of permits processed July 01 through July 31, 2020 was 192; YTD total 1,347.

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, & Revenue										
March-June 2020										
	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	5/18-29 10 days	6/1-16 12 days	6/17-30 10 days
Residential Permits	(37) \$12,505	(32) \$6,420	(34) \$6,914	(11) \$12,811	(35) \$7,558	(41) \$18,3940	(51) \$29,417	(38) \$15,503	(114) \$40,449**	(80) \$25,183
Commercial Permits	(4) \$4,065	(1) \$95	(5) \$2,356	(19) \$4,665	(15) \$46,230	(9) \$15,502	(8) \$2,829	(8) \$6,345*	(23) \$5,908	(10) \$1,916
July-December 2020										
	7/1-31	8/1-31	9/1-30	10/1-31	11/1-30	11/1-30	11/1-30	11/1-30	11/1-30	12/1-31
Residential Permits	(192) \$24,686 ***									
Commercial Permits	(9) \$13,475									

Yellow highlight indicates timeframe of County Administration Center closure to public.

*Interchange Permit

**6/01-16: South Peak Subdivision

***7/1-31: Sunset Spring Subdivision / South Peak Subdivision

ROCKINGHAM BICYCLE ADVISORY COMMITTEE (RBAC) (Bradford Dyjak)

The RBAC will tentatively meet again July 23 to review the County Bicycle and Pedestrian Plan, discuss coordination with VDOT on future projects, and to receive various trail and greenway project updates. The RBAC met virtually May 21 to discuss National Bike Month, and review updates on transportation, trails and greenway projects, and evaluate bicycle safety measures.

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	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)

CENSUS COMPLETE COUNT OUTREACH (Bradford Dyjak)

1. Census Invitations and Response Rates

- The Census Bureau has extended both field data collection and self-response deadline until October 31, 2020, from August 14.
- Over 68% of all County residents have already self-responded** to these initial invitations as of July 1 compared to 61.9% 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>.
- Three of the County's incorporated towns ranked within the 20 highest response rates in Virginia.**
 - **#7 – Bridgewater 77.4%; #12 – Broadway 73.1%; and #18 – Mt. Crawford 70.8%**

PROJECTS AND REPORTS, continued

- d. Enumerator non-response follow-up Census-takers will interview households in person. The revised schedule should start August 11 and continue to October 31.
- 2. **COVID-19 Testing Sites** – The Department of Fire & Rescue installed posters at the testing site and has Census handouts for distribution to willing testing participants.
- 3. **Mobile Questionnaire Assistance:** The Census Bureau is identifying essential services sites throughout the region where Census response representatives will be stationed at tables to provide assistance with completing the form (observing social distancing protocols). A list of locations will be provided by the Bureau for local reference.

PLANNING COMMISSION ACTIONS

The Planning Commission met on August 4 with one case recommended to the Board listed below; two cases listed below have been indefinitely postponed. The ordinance amendment status report is presented later in this report.

Item	Description	Comments/ Recommendations
REZ20-034	Holtzman Properties, LLC. , Request location: Spotswood Trail, Penn Laird, west of intersection of Lawyer Road (Rt. 655) and Spotswood Trail (U.S. 33). Request to rezone 6036 and 6072 Spotswood Trail (Tax Map Parcels 126-(A)- L81 & L82B), approximately 1.1 acres, from A-2 (General Agriculture) to B-1C (General Business with Conditions) and 6080 Spotswood Trail (Tax Map Parcel 126-(A)- L82A), approximately 0.47 acre, from B-1C to B-1C with revised conditions. Election District 5.	Recommended approval 8/4/20 To be heard by Board 8/26/20
REZ20-145	Lake Pointe Village Property Owners Association, c/o Ed Smith. Request location: Lake Pointe Village, Massanetta Springs Road (Route 687) approximately 500 feet north of Izaak Walton Drive. Request to rezone Tax Map Parcel 125-(A)-L261 from R-2 to R-3C (General Residential with conditions), and Tax Map Parcel 125-(A)- L263 from R-3C to R-3C with revised conditions to allow an increase in the permitted number of units from 4 to 6 (3 total duplexes), totaling approximately 6.51 acres for both parcels. Election District 3.	Applicant requested postponement of 8/4/20 PC public hearing.
REZ18-273	Partners Development, Inc. , 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. 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 Board 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;
3. Review of PMR District Requirements	17-409	Evaluate appropriate uses and regulations for maximum development flexibility.	Board authorized study 12/12/18.
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. 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.
8. 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
9. Car Washes in A-2 and RV Districts	17-201 & 17-606	Amending the definition of "Motor Vehicle Repair Shop" to include auto detailing add carwashes as a special use in the A-2 and RV zoning districts.	Board authorized study 6/24/20: draft is being prepared.

PRIORITY PROJECTS UNDERWAY BY STAFF

Projects	Lead Person	Status	Target Date
Census 2020 Complete Count Committee	Bradford	Census enumerator operations will tentatively begin 8/11 and conclude by 10/31/20.	Ongoing through October 2020
Ongoing Review/Tasks	Lead Person	Status	
Deed Review	Diane	19 deeds under review as of 7/30/20: 9 pending review, 10 awaiting revision.	
Violations	Kelly	60 active complaints, 25 cases pending legal action as of 7/7/20	
Site Plans & Subdivisions	Bradford & Patrick	9 site plans and 3 subdivisions under review as of 8/5/20; 4 approved since 7/7/20	
Subdivision Ordinance Variances	Diana	1 request under review, as of 7/30/20	
Zoning Variances	Diana	0 requests under review, as of 7/30/20	
Zoning Appeals	Diana	0 requests under review, as of 7/30/20	
Home Occupation Permits	Diana	0 permit requests under review, as of 7/30/20	
Home Business Permits	Diana	0 permit requests under review, as of 7/30/20	
Special Use Permits	Diana	9 permit requests under review, as of 7/30/20	
Special Entertainment Permits	Diana	0 permit requests under review, as of 7/30/20	
Rezoning	Bradford	6 rezoning requests under review, as of 7/30/20	
Permits and Fees Processed	Joe	1,020 total transactions for month of July 2020	
Building Inspections	Joe	1,831 inspections conducted during July 2020 (averaged 79.60 inspections per day)	
Building Plans	Joe	36 Plans under review, as of 7/31/20	
Environmental (E&S/Stormwater) Plan Review	Adam	15 plans under review, 60 approved and awaiting permit issuance, as of 8/6/2020	
Environmental Inspections	Adam	413 inspections conducted in July 2020	
Addressing Structures	Kendrick	63 new structures addressed in July 2020	
Naming of New Roads	Kendrick	1 new road named in July 2020	

UPCOMING PUBLIC HEARINGS

August 12, 2020, Board of Supervisors, at 6:00 p.m.

Special Use Permits

SUP20-061 Justin L. Rodes, 5853 Lawyer Road, Port Republic 24471 for a 2000' x 90' private grass airstrip with a 40' x 20' hangar on property located on the east side of Lawyer Road (Route 655) approximately 1/2 mile east of Lynnwood Road (Route 708), Election District #5, zoned A-1. Tax Map #153-(A)-111. Property address: 5477 Holstein Lane.

SUP-096 JJCarmen, LC by John Monger, 700 Imboden Road, Mt. Crawford 22841 for second residence on property located on the east side of Imboden Road (Route 990) approximately 1 mile east of Lee Highway (Route 11), Election District #4, zoned A-1. Tax Map #137-(A)-107. Property address: 1242 Imboden Road.

SUP20-098 Matthew Koch, 4888 Foothills Lane, Keezletown 22832 for a small contractor's business on property located on the east side of Foothills Lane (private) approximately 1/2 mile south of Mini Ball Lane (Route 718), Election District #3, zoned A-2. Tax Map #111-(A)-102.

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			
(Vacant)	Director of Environmental Services	564-6095	N/A
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

SITE PLAN SUBMITTALS

Project Name	Location	Proposed Use	Description	Status	Election District
Pallets Ready	West side of Kratzer Road, 0.28 mile north of northern Harrisonburg City Limits.	Light industry	Proposed 50' × 96' facility for the production of pallets.	Under review	2
Locust Grove Village	Boyers Road (Rt. 704), 0.5 mile south of Stone Spring Road (VA 280)	Residential dwellings (apartment buildings, rowhouses).	86 units	Under review	3
Cobblers Valley Single Family	West side of Pear Street, approximately 0.15 mile southwest of intersection with Erickson Avenue	Single-family Dwellings	169 lots	Under review	2
Holy Myrrhbearers Orthodox Church	Northwest side of Cross Keys Road (VA 276), 0.3 mile south of Friedens Church Road (VA 682)	Church	5,012-square-foot building, with 30-space parking area.	Under review	3
Holtzman Liberty - Bergton	West side of Brocks Gap Road (VA 259), 0.2 mile north of Bergton Road (VA 820)	Convenience Store	3,200-square-foot convenience store with 1,296-square-foot canopy for fuel sale.	Under review	1
Rockingham Eye Physicians	Northeast side of Rock Port Drive, between Port Hills Drive and Spring Port Drive.	Medical office or clinic	20,377-square-foot building (plus planned 3,832-square-foot expansion) with 167-space parking lot.	Under review	4
Preston Lake Senior Living	Southwest corner of Stone Spring Road (VA 280) & Boyers Road (VA 704)	Rowhouses and nursing home	3 rowhouse buildings totaling 18 dwelling units, plus 47,800-square-foot nursing home facility with 70 bedrooms.	Under review	3
Mellow Mushroom	Stone Spring Road (VA 726), 0.1 mile west of Will Spring Road	Restaurant	5,704-square-foot restaurant with 96-space parking lot.	Awaiting corrections and resubmittal	4
Smith Office Building	Northeast side of Rock Port Drive, between Stone Port Blvd and Spring Port Drive	Office	4,481-square-foot office building with 43-space parking lot.	Awaiting corrections and resubmittal	4
The Ponds, Phases 3 & 4	East side of Island Ford Road (VA 649), 0.4 mile north of White Rose Road (VA 641), extending back to Dave Berry Road (VA 648)	Single-family Dwellings	78 lots	Awaiting corrections and resubmittal	5

Project Name	Location	Proposed Use	Description	Status	Election District
Bellaire at Stone Port (Expansion)	1684 Port Hills Drive	Nursing home	1,132-square-foot addition to dining hall, plus additional 25-units.	Approved	4
Rohrer Mini Storage	East side of Garbers Church Road (VA 910), 0.25 mile west of John Wayland Highway (VA 42)	Mini-storage facility	8 buildings totaling 46,680 square feet.	Approved	2

DEPARTMENT OF COMMUNITY DEVELOPMENT
Development Activity Report - July 2020

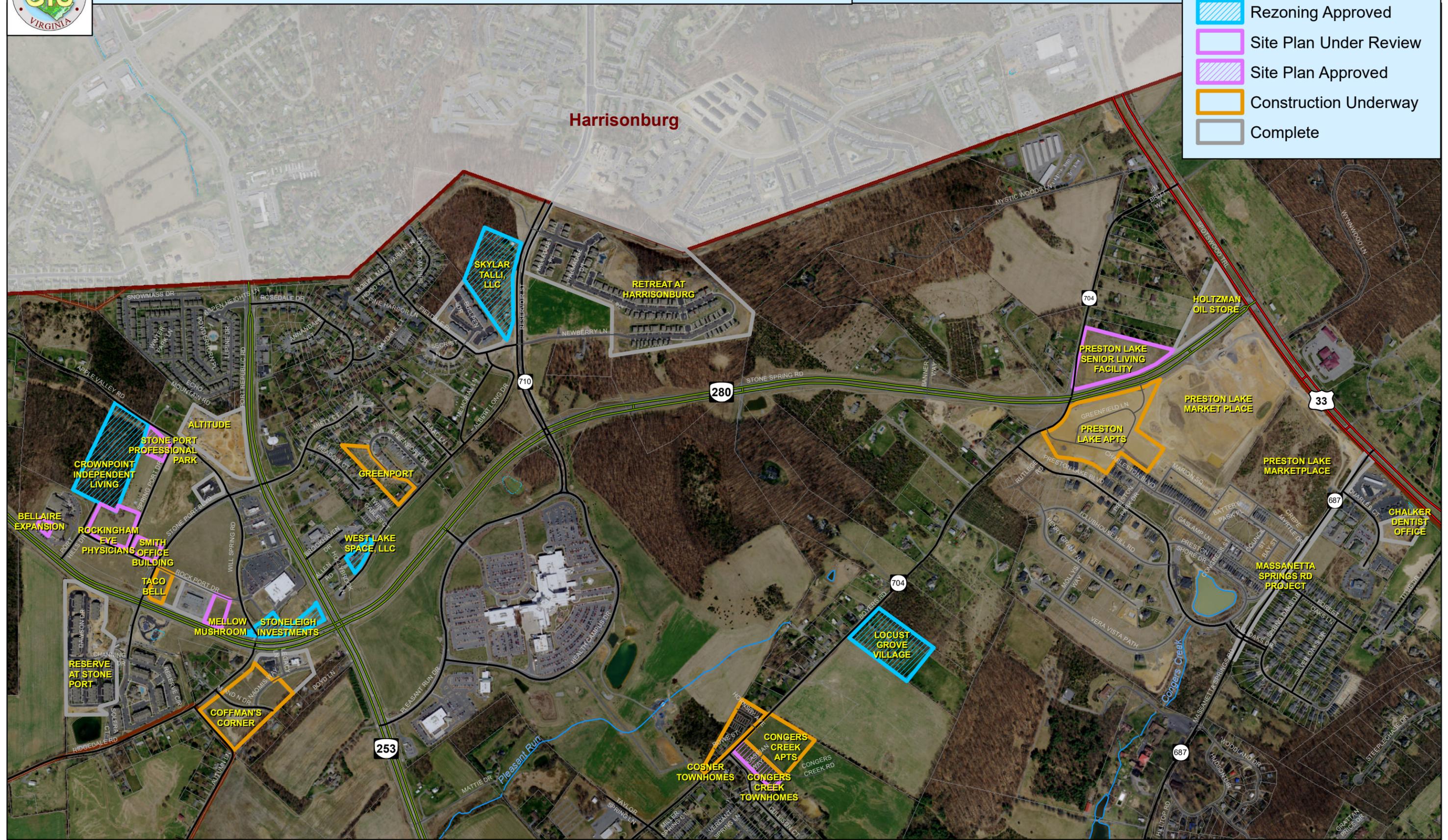
	Permits Issued					Fees Collected				
	Jul-20	Jul-19	One Year Change	Jan-Jul 2020	Jan-Jul 2019	Jul-20	Jul-19	One Year Change	Jan-Jul 2020	Jan-Jul 2019
Building										
Commercial/Industrial	13	25	-48.0 %	98	104	\$ 8,931.27	\$ 16,906.00	-47.2 %	\$ 232,271.27	\$ 156,690.37
Manufactured	4	2	100.0 %	18	24	\$ 481.49	\$ 229.50	109.8 %	\$ 2,161.51	\$ 2,486.60
Single Family	47	47	0.0 %	277	178	\$ 43,464.38	\$ 48,597.26	-10.6 %	\$ 257,268.09	\$ 190,798.54
Subtotal	64	74		393	306	\$ 52,877.14	\$ 65,732.76		\$ 491,700.87	\$ 349,975.51
Plumbing										
	3	1	200.0 %	12	6	\$ 105.58	\$ 52.79	100.0 %	\$ 754.12	\$ 369.82
Subtotal	3	1		12	6	\$ 105.58	\$ 52.79		\$ 754.12	\$ 369.82
Electrical										
	27	25	8.0 %	174	186	\$ 1,657.33	\$ 1,363.88	21.5 %	\$ 10,518.09	\$ 10,869.23
Subtotal	27	25		174	186	\$ 1,657.33	\$ 1,363.88		\$ 10,518.09	\$ 10,869.23
Mechanical										
	3	8	-62.5 %	25	45	\$ 104.56	\$ 1,153.19	-90.9 %	\$ 1,372.50	\$ 3,832.38
Subtotal	3	8		25	45	\$ 104.56	\$ 1,153.19		\$ 1,372.50	\$ 3,832.38
Other										
	102	102	0.0 %	457	453	\$ 27,192.89	\$ 24,937.58	9.0 %	\$ 163,897.45	\$ 158,232.38
Subtotal	102	102		457	453	\$ 27,192.89	\$ 24,937.58		\$ 163,897.45	\$ 158,232.38
Land Use Related										
Deeds Approved	16	0	0.0 %	397	0	\$ 8,500.00	\$ 0.00	0.0 %	\$ 40,575.00	\$ 0.00
Erosion and Sediment Permits	10	4	150.0 %	52	38	\$ 12,786.25	\$ 6,503.75	96.6 %	\$ 98,032.00	\$ 88,598.75
Special Use Permits	3	0	0.0 %	43	0	\$ 1,663.75	\$ 0.00	0.0 %	\$ 22,818.75	\$ 0.00
Major Subdivisions Approved	2	0	0.0 %	27	0	\$ 1,625.00	\$ 0.00	0.0 %	\$ 5,325.00	\$ 0.00
Subtotal	31	4		519	38	\$ 24,575.00	\$ 6,503.75		\$ 166,750.75	\$ 88,598.75
Total	230	214		1580	1034	\$ 106,512.50	\$ 99,743.95		\$ 834,993.78	\$ 611,878.07



Urban Development Area - Development Status

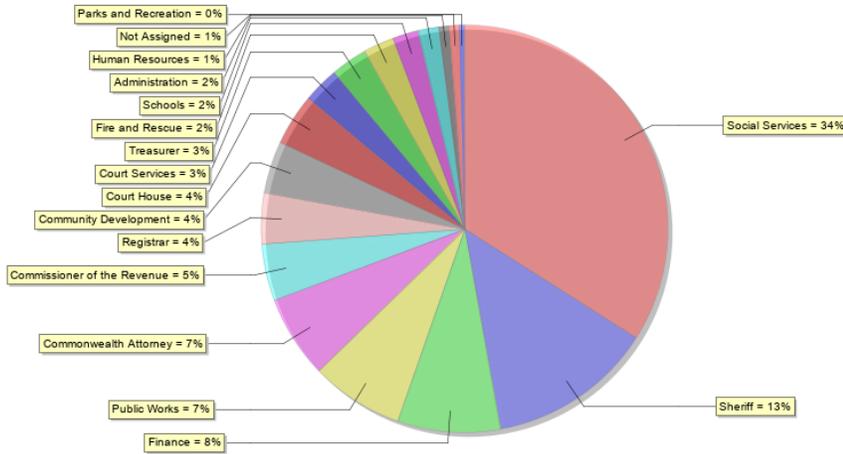


- Rezoning Under Review
- Rezoning Approved
- Site Plan Under Review
- Site Plan Approved
- Construction Underway
- Complete



Technology Department Staff Report: August 2020

MONTHLY HELP DESK TICKET SUMMARY BY DEPARTMENT Total Number of Help Desk Tickets for June 2020: 244



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	07/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky	Additional staff and computers delayed final implementation
Replace Desktop and Laptop computers in County	Technology	10/24/2019	08/31/2020	Steve Moomaw, Dennis Morris, Doug Pitts, Stephen Strecky, Dusty Moyer, Jeff Ferguson, Michael Krone, Michael Bowen	Additional laptops replacing desktops due to remote access needs

SYSTEMS ANALYSTS

Project	Associated Departments	Start Date	Projected End Date	Staff Assigned	Update
Security Training Campaigns	Technology	06/03/2019	Ongoing	Dusty Moyer	
Implement Shentel WAN Backbone	Technology	7/26/2018	TBD	Michael Bowen, Terri Perry, Stephen Strecky	Complete Three Springs installation, SCADA PC replacement is delay. Add storage building to WAN.

Technology Department Staff Report: August 2020

IMPLEMENTATIONS					
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.
Reassessment	Technology/Commissioner of Revenue	05/01/2020	TBD	Kerri Fitzgerald	Continued support throughout reassessment
GIS upgrade	Technology/GIS/ Community Development	TBD	TBD	Michael Bowen, Michael Krone, Terri Perry	PO has been issued, awaiting schedule from ESRI
CityView Upgrade/ Replacement	Technology/Community Development	TBD	TBD	Michael Krone, Michael Bowen, Terri Perry	Visiting/contacting other localities
Security Initiatives Implementation	Technology	10/01/2019	09/30/2020	All Staff	New switches and firewall ordered.
InVise Update	Technology/ Multijurisdictional Law Enforcement Group	TBD	TBD	Terri Perry, Michael Bowen, Michael Krone	Contacted InVise support for requirements and scheduling
Hyland ShareBase Implementation for secure file sharing	Technology	01/01/2020	12/31/2020	Terri Perry, Pam Southerly, Jeff Ferguson	Administration training complete. Training for departments will begin the week of 8/24.
Firewall Replacement	Technology	06/01/2020	07/31/2020	Michael Bowen, Dusty Moyer	Delayed due to datacenter rewiring project
Data Center Physical Redesign	Technology	06/01/2020	08/31/2020	Michael Bowen, Dusty Moyer, Jeff Ferguson, Michael Krone, Terri Perry	The old HVAC unit in the server room has been replaced, and new modular racks have been installed. MidValley Electric will move patch panels to new racks and extend any cabling that will not reach them. Additionally, the UPS load wasn't balanced, and MidValley traced and labeled all of the circuits and recommended configuration for the new design of the room.

Technology Department Staff Report: August 2020

Microsoft O365 implementation	All County Offices	08/01/2020	10/31/2020	Technology Staff	Estimate from consultant. Verifying counts.
Audio Visual updates in Conference Rooms to accommodate remote meetings	Technology/Facilities	07/01/2020	12/31/2020	Michael Bowen, Steve Moomaw	
Eden Server Sunset	Technology/Finance/HR/Schools HR	04/01/2020	09/30/2020	Kerri Fitzgerald	Discussing needs with School HR.
Move Jury System to new servers	Technology	01/01/2021	01/31/2021	Michael Bowen	Need to move to virtual server
Body cameras for Fire Marshalls	Technology/RCFR	07/01/2020	TBD	Jeff Ferguson	Evaluating solutions with RCFR
Building Security	Technology/Facilities	07/01/2020	TBD	Michael Bowen	

Respectfully submitted,

Terri M. Perry
Director of Technology

1. Personnel

The department currently has 10 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 - 8
- C. Inspections
 - 1. Total Number of Inspections – 68
 - 2. Inspection Fees Generated - \$160.00
- D. Operational Permits Issued
 - 1. Operational Permits Issued - 10
 - 2. Permit Fees Generated – \$1440.00
- E. Incident Responses and Disposition
 - 1. Structure Fires - 6
 - 2. Vehicle Fires - 2
 - 3. Brush/Grass Fires - 1
 - 4. Open Burning -3
 - a. Notice of Violation - 0
 - b. Summons - 0
 - 5. Bomb Threats - 0
 - 6. Fireworks Violations - 14
 - 7. Fire Lane
 - a. Tickets Issued – 0
 - b. Warnings Issued - 5
 - 8. Explosives/Explosions - 1
 - 9. Follow-up Investigation - 0
 - a. Total Number of Hours – 0

F. Public Education

1. Prevention Programs

- a. Smoke Alarms Installed – 3
- 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 - 2
 - i. Number of Participants - 11
- f. Presentation of Education Materials Events - 0
 - i. Number of Participants – 0

G. Training

1. Fire Inspector Related Training

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

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 - 2
- b. Number of Contact Hours – 1.5

H. Staff Report Comments/Notes:

- 1. Division staff assembled, packaged, and delivered 279 boxes of food throughout the County to school age children and their families.
- 2. Division staff picked up and delivered personal protective equipment related to COVID-19 to multiple locations.

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

A. Continued Education Training Provided

1. EMS

- a. Cardiac Emergencies and ALS Skills Drill (All Stations)
 - i. Number of Participants – 78
- b. Skills Release Assessment (Rescue 30)
 - i. Number of Participants – 1
- c. OB , Childbirth Emergencies, and Neonatal Resuscitations (Rescue 50)
 - i. Number of Participants – 4

2. Fire
 - a. Search and Rescue and Thermal Imaging
 - i. Number of Participants – 6
 - b. Shift Training for all personnel. 1410 pump and handline deployment scenarios. Scenarios consisted of deploying 2 handlines of the officer choice to flow a minimum of 300 gpm then have the pump operator secure a water supply
- B. Meetings and Training
1. EMS
 - a. Regional Academy Meetings
 - b. CSEMS Simulation Demonstrations
 - c. TWIAGE Demo
 - d. ACFR Preceptor Training
 2. Fire
 - a. Hazmat instructor train the trainer zoom meeting
 - b. Fire Marshal continuing education training
 - c. Regional training officer meeting
 - d. Met with Mr. Hutton at MTC to discuss upcoming class delivery models
 - e. Attended active shooter training with RCSO
 3. MTC
 - a. EMT review with students at the training grounds
 - b. Parent meeting with 1st year students
- C. Certification Training
1. Fire
 - a. ITR Mod 2 Course
 - i. Number of Participants – 28
- D. Other Activities
1. EMS
 - a. Food packaging and Delivery for RCPS
 - b. Assisted with training house props
 - c. Funeral detail at Broadway Volunteer Fire for Honor Guard
 - d. Research and obtain bids for High Fidelity Training Simulators
 - e. Processed paperwork for Regional Academy Instructors and Preceptors
 - f. Obtained materials for Regional Academy Students
 - g. Run Calls

2. Fire
 - a. Participated in the new hire testing process
 - b. Assisted Augusta County Fire/Rescue with promotional process
 - c. Worked on building training props at the training house
 - d. Logistics and preparations for the Introduction to Technical Rescue Course.

4. **EMS Division: Division Chief Steve Powell**
 - A. Conference Calls
 1. SRMH Stroke Committee meeting
 2. Ambulance meeting
 3. SRMH Task Force meeting
 4. RCSO Exposure Policy meeting
 5. TWIAGE Web Demo

 - B. Training
 1. Attended EMS Training Skills assessment
 2. Attended Sim Manikin Review demonstration
 - a. PPE use: Mask on every call for every patient; switched to surgical vs. cloth
 - b. DECON process for EMS units
 - c. Exposure reporting and isolation guidelines
 - d. Temperature monitoring

 - C. EMS Activities
 1. Continued research and updated data regarding the Coronavirus outbreak
 2. ImageTrend data pertaining to EMS responses
 3. Served on Interview Panel
 4. Continued contact with SRMH regarding pharmacy and PPE guidelines
 5. HR meeting with former employee Jordan Rigney
 6. Honor Guard Event in Broadway

 - D. CPR Training Site
 1. Processed 6 CPR Rosters
 2. Printed/Processed 36 Ecards

Respectfully submitted by,

Chief Jeremy C. Holloway



STAFF REPORT

August 5, 2020

Agenda Item#

Since the arrival of Covid-19 in March we have essentially divided our personnel into two groups to allow for social distancing. Our Rockingham Park group tends to the responsibilities associated with our athletic activities and the functioning of Rockingham Park while our miscellaneous/childcare/office group handles all our childcare activities, the daily functioning of the Recreation Department office, and a whole host of associated tasks and activities.

Rockingham Park Group- Work Completed for July 2020

Weekly:

- Mowing & weed-eating general green space
- Infield grooming & minor repairs
- Softball field set-up for practices
 - Monitor practices, ensure Covid Guidelines are being followed
- Lining soccer fields
- Trash removal from park to landfill
- Equipment cleaning
 - Mowers, weed-eaters

Other Tasks:

- Albert-Long Field set-up for tournaments
 - Started baseball and softball tournaments
- Supervision of facility during tournaments
- General playground maintenance
- Development of Alternative Athletics Schedule for the Fall:
 - Changes to Flag Football Program
 - Will be played
 - Adult Grass Volleyball League at the Park
 - Home-Run Derby
 - Pitch, Hit and Run Competition

Office/Childcare/Miscellaneous duties group-Work Completed July 2020

- Due to COVID-19 all previously planned programs continue to be cancelled until further notice when we can meet in person under proper guidelines. All trips are cancelled until further notice.
- Afterschool 2020-21
 - Will be readjusting our afterschool programs based on the new return to school plan. Plan to offer an afterschool program for Prek-1st and figuring out the logistics to run a full day program for 2nd -5th.

- Summer Day Camp
 - Began the week of July 6 and will conclude on August 14.
 - Has been very well received given all of the adjustments and smaller group sizes we have had to implement.
- Other duties completed over the last month
 - Assisted Fire and Rescue with food box packing and delivery to local schools.
- Currently we have the follow classes already going and/or scheduled to go:
 - **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. She had 46 enrolled.
 - We began offering our Intro to Archery program at the park. We had 5 registered for July and have 5 more registered to begin in August.
- 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 or socially distanced in person programming.

1. RECREATION

A. Personnel: Jeremy Rexrode began work in July as a Park Maintenance technician.

B. Rockingham Park at the Crossroads:

1. Momentum Earthworks is very close to completing the walking trail at Rockingham Park. The only tasks remaining are to seed and straw the perimeter and a final walk through (around).
2. Playground bathroom installation has officially begun with the site roughed in and trenches being dug the first week of August. An October/November completion date is expected.

C. General Recreation

Our expectation at this point is that phase 3 could last for an extended time. Therefore, we are planning a variety of athletic/recreational activities at the park that will allow for outside ventilation and social distancing. More details in the coming month as the vision for this becomes clearer.

2. AFTER SCHOOL

1. Registration for Afterschool opened May 11th and we presently have 263 kids signed up for the 2020-21 school year (up from 246 in June). The recent announcement that RCPS will be online for all students' grades 2-12 has a significant effect on our childcare program. At this time we still plan to offer our afterschool program for Pre-K, K, and 1st grade. There are also discussions for some level of all day care but this conversation is in a very preliminary phase.

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:

What are the Board's thoughts on RCPR providing childcare for the children of teacher's in the RCPS system?

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 July 2020 – 45
Roads/areas cleaned – Rt 42N

3. Community Corrections

A. Probation

1) Caseload for July 2020
Misdemeanor caseload – 296
Felony caseload – 11

B. Pretrial

1) Caseload for July 2020
Misdemeanor caseload – 84
Felony caseload – 250

4. CIT – Crisis Intervention Team

A. The CIT Taskforce meets on a monthly basis. CIT Training is scheduled for December 2020.

5. RE-Entry Council

A. The sub-committees meet once per month to discuss ways to integrate offenders back into our community. Attached please find the minutes from the July 2020 meeting.

HRP Reentry Council

Full Meeting

2020 July 9, 2020

Attendees: Josh Lutz (Chair, Chief District 39 Probation & Parole), Tim Brazill (Bridgewater College), Vici Garber (SHINE), Ruth Jost, Kelly Royston (CIT Trainer – Rockingham County), Frank Sottacetti (HR Community Justice Planner), Richard Jackson (Strength in Peers), Nancy Insko (Inst. of Reform and Solutions), Gloria Hamilton (Page County Reentry specialist with Career Support Systems), Kelly Storey, Christopher Bean (Rockingham County Commonwealth Attorney's office), Vashon Canty (Telamon), Andrew Stowe (Career Support Systems), Mike Matteucci (Page County Sheriff's Office – Luray Reentry), Wendy Shifflet (DCSE Family Engagement), Donna Muncy (VA Reentry Coordinator), Chelsea Spade (VADOC)

- I. Committee Reports
 - a. Pre-Release – Tim Reports – No Report
 - i. Planning to meet to discuss options for tech/video to delivery pre-release programming to jail residents
 - ii. Page County is using tablets to deliver tele-health, Kahn academies, yoga classes, etc.
 - b. Post-release – Kelly – No Report
 - c. Family Support – No one present
 - d. Public Relations – Vici - Brochure is being translated into Spanish
 - e. Policy/Legislation – Ruth/Nancy
 - i. Ruth's church group has been helping secure housing for some early release DoC folks
 - ii. She's trying to reach DoC Staff who can identify more of those ...
 - iii. She request for Chris to report on local efforts to reduce jail population
 1. Day Report
 2. Community Service
 3. More use of bail
 - iv. Nancy reports that Middle River worked to reduce population by about 200 people, but then slowed down. Those deemed to be safe to release had been released.
 1. About 25% of them have been rearrested, some for more serious offenses than they were being originally held on...
 2. Problem is lack of housing, mental health, and addiction issues
 3. In some housing units, they are triple-bunking. Lots of stress, anxiety.
 - v. Nancy reports that Augusta county is expanding the pre-trial diversion program
 - vi. Nancy is working with Marsha Garst to build up a group case-management reentry team, with a grant to pay a full-time coordinator and support services
 - vii. Frank adds that: HRRJ is housing 253 today, 83% capacity, and MRRJ is at 725, 80% of operating capacity – 204 of the 725 are from HRRJ

- viii. Nancy acknowledges that it is still very hard to accurately predict who's likely to recidivate – so need to make better efforts to provide wrap around services
- II. Agency reports
 - a. Wendy Shifflett – DCSE - Family engagement <https://www.dss.virginia.gov/family/dcse/>
 - i. <https://www.dss.virginia.gov/family/dcse/links.cgi>
 - ii. Child support offices across the state are closed
 - iii. Working with people via phone
 - iv. They are developing pod-casts covering a variety of services
 - v. If people were paying up to coronavirus outbreak, but might now be behind due to job loss, staff can note that and delay enforcement actions
 - vi. But courts are open, and people who have a history, pre-covid, of non-compliance, are being referred to family engagement, but if they don't respond, their cases are being seen by the court
 - vii. Covid stimulus checks are being intercepted for those who are in arrears
 - 1. BUT, if they have TANF debt, if they have more than 3 months' worth of payments due, they can get a dollar for dollar match to pay that down
 - 2. But they do have to file a tax return, OR file as a non-filer
 - b. Donna Muncy
 - i. Says that Ruth can contact her, and she can reach out to her colleagues for more potential early-releases that need
 - c. Mike Matteucci – Page County Sheriff's Office
 - i. Email: mmatteucci@pagesheriff.com
 - ii. Have a CoSAP grant (was a COPE grant, but had it converted) - Working with USDA to develop housing/farming program, will develop restaurant which will then cook/sell food – will operate as coop, so they will get profit-share or ownership-stake
 - iii. They have land and community buy-in, hoping to partner with Rotary
 - iv. Also using tablets in jail to connect people to lots of resources for mental health, substance abuse, etc. – providing free apps for people
 - d. Gloria Hamilton – Page County Career Support Systems
 - i. She's the “rehab” side of the Page team
 - ii. The jail brings people outside to her, so she can do intake, start job-readiness, etc.
 - iii. They're setting up a separate office for her in investigations building
 - iv. Working with about 20 people currently
 - v. CSS also has a TANF grant to help folks who have children, is about 80% of their population
 - e. Vashon Canty – Telamon - <https://www.telamon.org/where-we-work/virginia/>
 - i. Educational and housing support, other services for people who are working in farms, agriculture
 - ii. Includes people who are doing ag work, farm work in jails/prisons
 - iii. Includes poultry plant workers, etc.
 - iv. Can serve spouse, children, anyone connected by blood or marriage
 - f. Chelsea Spade – District 39 Mental Health specialist

- i. Anyone released into probation/parole gets a mental health, substance abuse screen for referral to services
 - ii. Numbers are way up since Covid
 - iii. Local CSBs are doing a lot with tele-health, this seems to be helping younger clients especially
 - iv. Hburg CCAP is being used as a temporary quarantine
- g. Kelly Royston – CIT Trainer
 - i. Is doing a virtual training at Western State
 - ii. Have a grant with BJA – building a crisis response team – hope to be running by late August – focusing especially on female offenders with mental health and co-occurring disorders – working with Sheriff’s office and CSB
 - 1. Is also hoping to bridge gap for those waiting for services with CSB
 - iii. At District 39 – are still working – no more than 6 people in the lobby
 - 1. Self-check-in
 - 2. Wearing masks, etc.
 - iv. Handle with Care program – reaching to provide support for children of justice-involved folks
- h. Nancy Insko – Institute for Reform and Solutions - <http://reformcjs.org/>
 - i. Is applying for a number of grants from Community Foundation and others to try to help bridge the homeless issue – local shelters generally not taking in new residents – have had some success so far partnering with local hotel/motels
 - ii. CCJB sub-committee working to try to reduce probation violator population
 - iii. Also, working with Innocent Convict Project, documentary film project – is separate/different from Innocence Project
- i. Richard Jackson – Strength in Peers - <https://www.strengthenpeers.org/>
 - i. Reports that jails are opening back up
- j. Andrew Stowe
 - i. Career Support Systems - <https://careersupport.net/content/services-overview>
- k. Vici Garber
 - i. MTC’s Adult Ed <https://www.mtcva.com/class-schedule>
 - 1. Registration starts in August
 - 2. Classes start in September
 - ii. HB 1532 - <https://lis.virginia.gov/cgi-bin/legp604.exe?201+sum+HB1532>
 - 1. Is going to be brought up again in the next legislative session
- l. Frank Sottaceti
 - i. About 200 Evictions that had been on hold, are going to start to be heard by the court system
 - ii. See handout in email
- m. Tim Brazill
 - i. Gemeinschaft Home
 - ii. **Gemeinschaft Home’s Annual Fundraising Banquet is Postponed**
The 35th Anniversary event--originally scheduled for Friday, June 19, 2020--will take place on **Friday, August 28, 2020**. Check back soon for more information about the event!

- iii. <https://www.gemeinschafthome.org>
- iv. <https://www.gemeinschafthome.org/donate.html>

n. Josh Lutz

- i. Probation & Parole is working a lot now with the Page County Drug Court in developing this Sentencing Alternative for the Page County Circuit Court.
- ii. Beginning to see more people personally, which means they are spending a lot of time cleaning their office/high contact areas to ensure safety of all that come into the office.

III. Agencies willing to work with Interns?

- a. Page County Reentry folks (Mike and Gloria)
- b. Vici and Way to Go
- c. Nancy Insco
- d. Wendy Shifflet

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ROCKINGHAM
COUNTY, VIRGINIA, TO CREATE
THE
MASSANUTTEN WATER AND SEWER AUTHORITY

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

Section One: The Board of Supervisors of Rockingham County, Virginia, hereby creates an Authority, a public body politic and corporate and a political subdivision of the Commonwealth of Virginia, under the provisions of the Virginia Water and Waste Authorities Act, as amended (Title 15.2, Chapter 51, Article 1 through Article 5, both inclusive, of the Code of Virginia, 1950, as amended) (the “Act”) for the purpose of providing for the acquisition, construction, operation and maintenance of a water system and a sewer system as authorized by the Act, and for the purpose of exercising all of the powers conferred by the Act, and any subsequent amendments to the Act, in relation to the foregoing, including, but not limited to, the issuance of debt and the establishment and charging of rates and fees.

Section Two: The following Articles of Incorporation for the Authority are hereby adopted:

ARTICLES OF INCORPORATION
OF THE
MASSANUTTEN WATER AND SEWER AUTHORITY

In compliance with the Virginia Water and Waste Authorities Act, as amended, (Title 15.2, Chapter 51, Articles 1 through 5, both inclusive, of the Code of Virginia, 1950, as amended) the Board of Supervisors of Rockingham County, pursuant to a resolution duly adopted signifying its intention to form this Authority, does hereby certify:

I. The name of the Authority shall be the **MASSANUTTEN WATER AND SEWER AUTHORITY**, and the address of its principal office shall be 20 East Gay Street, Harrisonburg, Virginia, 22802.

II. The name of the incorporating locality is Rockingham County, Virginia, and the members of the Authority Board shall be composed of the then current members of the Board of Supervisors of Rockingham County, Virginia, and the names and addresses of the first members of the Authority Board are as follows:

NAME OF MEMBER	ADDRESS:	ELECTION DISTRICT
Brent Trumbo	10877 Harpine Highway Broadway, VA 22815	District # 1
Sallie Wolfe-Garrison	1393 Cooks Creek Road Rockingham, VA 22802	District # 2
Rick L. Chandler	Post Office Box 174 Port Republic, VA 24471	District # 3
William B. Kyger, Jr.	6710 Vista Heights Rd Bridgewater, VA 22812	District # 4
Michael A. Breeden	1716 Breeden Circle Elkton, VA 22827	District # 5

All Board Members shall serve during the term of their membership on the Board of Supervisors of Rockingham County, which Members shall be deemed elected to the Authority Board upon their election to the Board of Supervisors. All Members of the Authority Board shall hold office until their successors have been duly elected and qualified and may succeed themselves. The terms of office of the first Members of the Authority Board shall begin on the date of the Certificate of Incorporation issued by the State Corporation Commission.

III. The purposes for which the Authority is created are: the acquisition, construction, operation and maintenance of a water system and a sewer system, including but not limited to transporting, treatment and disposal, for the area known of as the Massanutten community, and currently served by the Massanutten Public Service Corporation, a copy of a map of such area may be inspected on the County’s website and at the office of the County Administrator of Rockingham County, Virginia, at 20 East Gay Street, Harrisonburg, Virginia, and for the purpose of exercising all of the powers conferred by the Virginia Water and Waste Authorities Act, as amended, in relation to the foregoing, including, but not limited to, the issuance of debt and the establishment and charging of rates and fees.

The area included within the Massanutten Water and Sewer System is generally and approximately described in the following narrative:

The Massanutten Water and Sewer System will encompass all areas currently within the service area of the Massanutten Public Service Corporation on Massanutten Mountain.

IV. In compliance with Section 15.2-5103 of the Code of Virginia, 1950, as amended, the Board of Supervisors hereby makes the finding that it is not practicable to

estimate the costs of operation and maintenance at this time. Many factors are yet to be determined by the Board of the Authority after consultation with engineers.

Nevertheless, it can be stated that the major capital costs will be the cost of acquiring the personal and real property, including easements, owned and used by the Massanutten Public Service Corporation, plus the cost of capital repair and replacement of the existing systems, which the Board of Supervisors believes will be significant.

IN WITNESS WHEREOF, the Board of Supervisors of Rockingham County, Virginia, have caused these Articles of Incorporation to be executed in its name by William B. Kyger, Jr., its Chairman, as thereunto duly authorized.

This ____ day of _____, 2020.

BOARD OF SUPERVISORS OF ROCKINGHAM COUNTY, VIRGINIA

By _____
William B. Kyger, Jr., Chairman

ATTEST:

County Administrator

Section Three: The Articles of Incorporation shall be executed on behalf of the Board of Supervisors of Rockingham County, Virginia, by the Chairman of the Board of Supervisors, and attested by the County Administrator, and the Chairman and county staff are hereby authorized, empowered and directed to do all things necessary and appropriate to cause the Authority to be created under the provisions of the Act.

Section Four: As required by Section 15.2-5104 of the Code of Virginia, 1950, as amended, a Public Hearing was held at 6:00 p.m., on the 12th day of August, 2020, in the Board of Supervisors' Meeting Room at the County Administration Center, 20 East Gay Street, Harrisonburg, Virginia.

Section Five: A copy of this resolution was published, as required by Section 15.2-5104 of the Code of Virginia, 1950, as amended, one time at least thirty (30) days prior to the date of the aforesaid public hearing in the Daily News Record, a newspaper of general circulation in Rockingham County, Virginia, together with the notice of publication, in substantially the above form.

Section Six: Following the aforesaid public hearing, or any adjournment thereof, and adoption of this Resolution by the Board of Supervisors, no referendum having been called as provided by State Law, the county staff shall cause to be filed with the State Corporation Commission the Articles of Incorporation of the Massanutten Water and Sewer Authority, together with the proof of publication of this resolution. Also,

immediately following such public hearing, or any adjournment thereof, the Clerk of the Board of Supervisors shall furnish the State Corporation Commission with a record of the proceedings in such hearing and the adoption of this Resolution and the State Corporation Commission shall be formally requested to act upon the issuance of a Certificate of Incorporation for the Massanutten Water and Sewer Authority.

Rockingham County Board of Supervisors

DRAFT



**Community Development
Special Use Permit Report
SUP20-061**

Meeting Date: August 12, 2020

Applicant: Justin L. Rodes

Mailing Address: 5853 Lawyer Rd., Port Republic VA 24471

Property Address: 5477 Holstein Lane, McGaheysville

Phone #/Contact: (540) 810-3144/Justin L. Rodes

Tax Map ID: 153-(A)-111

Zoning: A1-Prime Agricultural

Requested Use: Private-use grass airstrip with 60'x 40'x 20' hanger.

Location: East side of Lawyer Road app. 5/10 mile E of Lynnwood Road

Acreage in parcel: 360.769

Acreage in request: 5.0

Election District: 5

Comprehensive Plan: Agricultural Reserve

**Board of
Supervisors**

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

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

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. Hangar shall comply with the Statewide Building Code and the proper permits shall be obtained.
3. All Erosion and Sediment Control and Stormwater management regulations shall be met as needed.
4. All requirements of the Rockingham Fire Prevention Code shall be met.
5. Site plan requirements shall be met.

GENERAL INFORMATION

SUBMISSION JUSTIFICATION:

Table 17-606 allows for special use permit application for airport, heliport, or flight strip in the A-1 zoning district.

BACKGROUND

The property is owned by Maple Lane Real Estate, LLC. The four partners signed the application.

Adjoining Properties and Special Uses

Direction From Site	Zoning	Request	Decision
North	A-1	None	
East	A-1	None	
South	A-2	Expansion of mining operation	Approved 9/22/99
West	A-1	None	

ZONING AND EXISTING LAND USE

Adjoining Properties and Uses

Direction From Site	Zoning	Existing Land Use
North	A-1	Tillable, pasture
	A-1	Small lots with residences
East	A-1	Tillable, pasture
South	A-2	Home site, conservation easement
West	A-1	Conservation easement
	A-1	Small lots with residences

STAFF AND AGENCY ANALYSIS

UTILITIES

Health Department

The Health Department has no issues with the request.

Public Works

This parcel does not use public utilities and is not in the County Public Works service area.

ENVIRONMENTAL

Environmental Services:

This proposal will require a Land Disturbance Permit and a Stormwater Management plan and permit.

PUBLIC FACILITIES

Emergency Services

SUP20-061 is located within the Grottoes Volunteer Fire Department and Grottoes Volunteer Rescue Squad's respective first due area. The hanger portion of the project will need to meet the requirements of the Rockingham County Fire Prevention Code.

Building Official

After approval of all applicable departments and agencies, the structure will be required to be constructed in accord with the 2015 VA. Residential Code. Specific questions and information pertaining to construction can be directed to the Building Division within the Department of Community Development.

Planning

Overlay District Designation:

- The parcel is part of a conservation easement.
- The southwestern portion of this parcel is situated within the Port Republic Battlefield Conservation Area- Study Area Overlay District.

Sec. 17-520.02. – [Battlefield Conservation Area] Description.

(a)The Battlefield Conservation Area includes properties that are, in whole or in part, within the boundaries of the Cross Keys Battlefield Study Area or Port Republic Battlefield Study Area, as delineated in the Cross Keys and Port Republic Battlefield Preservation Plan, as amended.

Recommendations from the Cross Keys and Port Republic Battlefield Preservation Plan include the following:

Historic Properties Potentially Eligible for the Virginia Landmarks Register / National Register of Historic Places: "Bogota" adjoining parcel to west.

Comprehensive Plan Designation: The parcel is shown as Agricultural Reserve in the Comprehensive Plan, which is delineated in Section II-C-3:

- d. Existing Uses. The Agricultural Reserve also contains other existing uses:

residences, rural centers, and rural commercial uses that are served by wells and septic systems. ... This plan recommends, in the absence of public water and sewer services, limiting the expansions of the rural centers in order to reduce potential impacts on agricultural activities.

e. Other Uses. Because of the changing economics of agriculture, other uses might be appropriate for the agricultural area that could provide supplemental income to the farm. These uses could include: bed and breakfast enterprises, country inns, rural retreats, riding academies and camps, farm camps, history camps, demonstration farms, crop mazes, battlefield reenactment parks, and similar uses.

f. Section II-B-Goals:

i. Goal 2. Preserve the Scenic Beauty of the Landscape (farm fields, vistas, mountains, forests, open land, parks and recreation areas)

ii. Goal 3. Preserve Agricultural Industry and Economy (income, land, and jobs - not necessarily type of crops/products).

iii. Goal 6. Achieve a Balance of Compatible Land Uses and Communities in which people can live, work and play.

iv. Policy #4.1.5 Retain and expand the existing industries and businesses now operating in the County.

v. Goal 12. Preserve Historic Buildings and Sites

vi. Strategy 12.1: Promote the preservation of historic resources through the development review process and through voluntary measures.

vii. Strategy 12.2: Support the preservation of the Cross Keys and Port Republic battlefields.

viii. Policies and Implementation Actions:

1. 12.2.1. Continue to plan and zone the battlefield areas for agricultural use.

2. 12.2.3. Refrain from constructing new roads and major improvements to existing roads that would significantly adversely impact the battlefields.

3. 12.2.4. Identify the battlefields as historic preservation areas appropriate for the application of preservation measures, such as:

a. Purchase of development rights (land and easements)

b. Nomination to the National Register of Historic Places and the Virginia Landmarks Register

c. Promotion of the creation and expansion of agricultural and forestal districts

4. 12.2.5. Support Cross Keys and Port Republic Battlefields Preservation Plan, as adopted by the Board of Supervisors.

g. Site Plan requirements will need to be met consistent with Chapter 17, Article VII "Development Standards" after issuance of the special use permit.

h. The site plan should also consider the recommendations found within the Overlay District, The Battlefields Preservation Plan and the 2016 Port Republic Village Project Summary Report.

TRANSPORTATION

VDOT – Road Conditions

Holstein Lane is adequate for the proposed private use. If additional access to a state maintained road is requested, please contact VDOT for review and issuance of a VDOT land use permit.

VDOT – Traffic Impact Analysis

N/A

SUMMARY

Considerations:

1. The hangar shall meet requirements of the Building Code.
2. The hangar shall meet the requirements of the Fire Prevention Code.
3. Erosion & Sediment and stormwater control regulations shall be met.

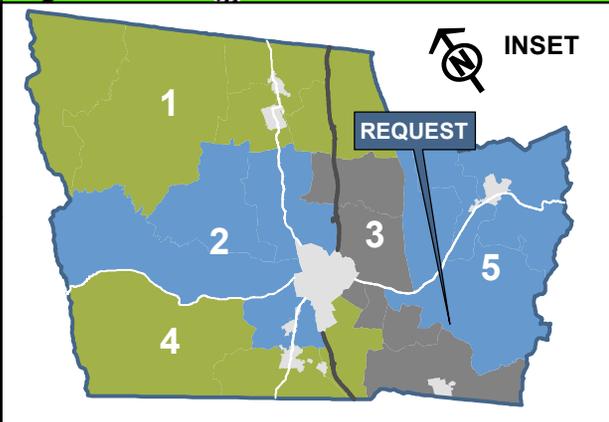


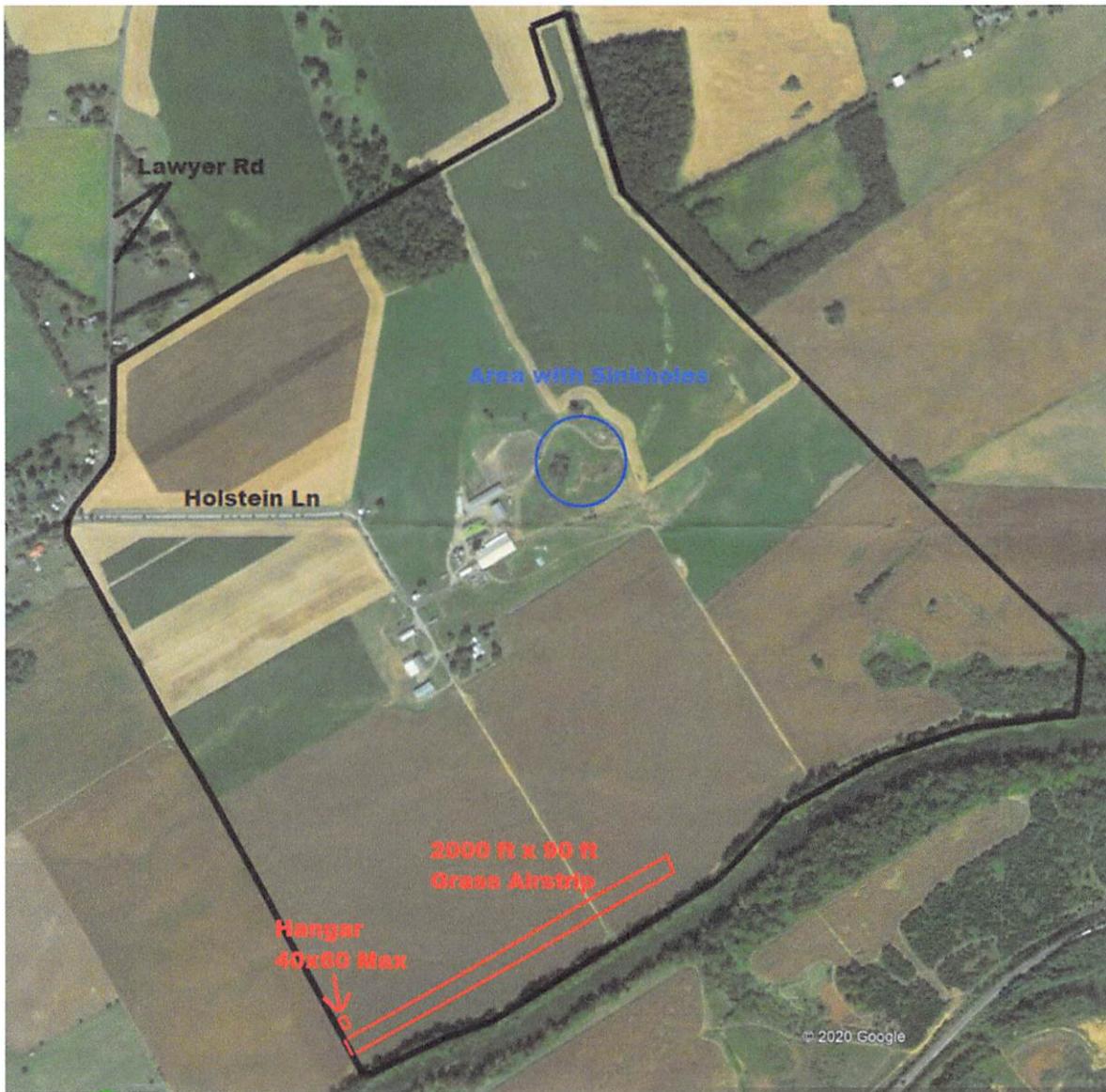
Justin L Rodes Special Use Permit Request



8/12/2020

SUP#20-061





Blue circle - Sinkholes

Airstrip - 2000ft x 90ft

Hangar - 60ft x 40ft x 20ft



**Community Development
Special Use Permit Report
SUP20-096**

Meeting Date: August 12, 2020

Applicant: JJCarmon, LC

Mailing Address: 700 Imboden Rd., Mt. Crawford VA 22841

Property Address: 1242 Imboden Rd., Mt. Crawford VA 22841

Contact/Phone #: John Monger/540-421-1295

Tax Map ID: 137-(A)-L107

Zoning: A1-Prime Agricultural

Requested Use: Second dwelling

Location: East side of Imboden Road (Route 990) approximately 1 mile east of Lee Highway (Route 11)

Acreage in parcel: 99.86

Acreage in request: 2

Election District: 4

Comprehensive Plan: Agricultural Reserve

Placing conditions on the request is neither a recommendation for approval or for denial. It is simply stating that if approved, these are the minimum conditions that should be placed on the permit. If approved, the Board of Supervisors may change these conditions or add new conditions as deemed necessary.

If the request is approved by the Board, at a minimum the following conditions apply:

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. Residence shall comply with the Statewide Building Code.
3. Residence shall not be occupied until a certificate of occupancy is issued.

SUBMISSION JUSTIFICATION:

Table 17-606 allows for special use permit application for a second dwelling with the following supplemental standard:

No more than two (2) additional dwellings shall be allowed on parcels where there are at least fifteen (15) acres per additional dwelling. Dwellings shall be arranged in such a manner that, if the parcel of land on which any dwelling is located is at any time subdivided, no nonconforming lot or structure shall thereby be created.

BACKGROUND

The applicant is proposing to remodel and construct additions to a cabin on the property. The square footage of the dwelling is greater than that allowed for accessory dwellings under County Code.

Adjoining Properties and Special Uses

No special use permits have been issued for any adjoining properties.

ZONING AND EXISTING LAND USE

Adjoining Properties and Uses

Direction From Site	Zoning	Existing Land Use
North	A1	Tillable, pasture, wooded, home site
East	A1	Tillable, pasture, wooded, home site
South	A2	Tillable, pasture, home sites
West	A1	Pasture, home site

STAFF AND AGENCY ANALYSIS**UTILITIES**Health Department

The applicant has an approved 4 Bedroom Sewage Disposal Construction Permit that has not yet been installed.

Public Works

This parcel does not use public utilities and is not in the County Public Works service area.

ENVIRONMENTALEnvironmental Services:

Typical E&S In-lieu permit will apply.

PUBLIC FACILITIESEmergency Services

SUP20-96 is located within the Weyers Cave Volunteer Fire Department and Augusta County Fire Department's Weyers Cave ambulance respective first due area. Our office has no concerns with this request.

Building Official

After approval of all applicable departments and agencies, the structure will be required to be remodeled in accord with the 2015 VA. Residential Code. Specific questions and inquiries should be directed to the Building Division within the Department of Community Development.

Planning

Comprehensive Plan Designation: The parcel is shown as Agricultural Reserve in the Comprehensive Plan, which is delineated in Section II-C-3:

- a. Existing Uses. The Agricultural Reserve also contains other existing uses: residences, rural centers, and rural commercial uses that are served by wells and septic systems. ... This plan recommends, in the absence of public water and sewer services, limiting the expansions of the rural centers in order to reduce potential impacts on agricultural activities.
- b. Other Uses. Because of the changing economics of agriculture, other uses might be appropriate for the agricultural area that could provide supplemental income to the farm. These uses could include: bed and breakfast enterprises, country inns, rural retreats, riding academies and camps, farm camps, history camps, demonstration farms, crop mazes, battlefield reenactment parks, and similar uses.

c. Section II-B-Goals: Goal 6. Achieve a Balance of Compatible Land Uses and Communities in which people can live, work and play.

Site Plan Considerations: No site plan is required for a second residence.

TRANSPORTATION

Virginia Department of Transportation

The second residence will access the private farm lane that ties into Imboden Road near the end of state maintenance. VDOT has no objection to the request.

VDOT – Traffic Impact Analysis

N/A

SUMMARY

Considerations:

1. This request is for a second residence on the property.
2. Supplemental standards for additional residences are as follows: No more than two (2) additional dwellings shall be allowed on parcels where there are at least fifteen (15) acres per additional dwelling. Dwellings shall be arranged in such a manner that, if the parcel of land on which any dwelling is located is at any time subdivided, no nonconforming lot or structure shall thereby be created.
3. The Building Code must be met.
4. VDOT has no objection to the request.
5. The applicant has an approved four bedroom septic permit from the Health Department.
6. Environmental Department had no concerns.
7. Fire & Rescue had no concerns.

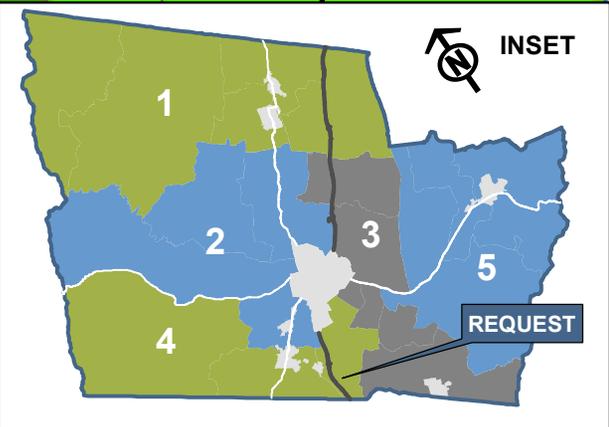
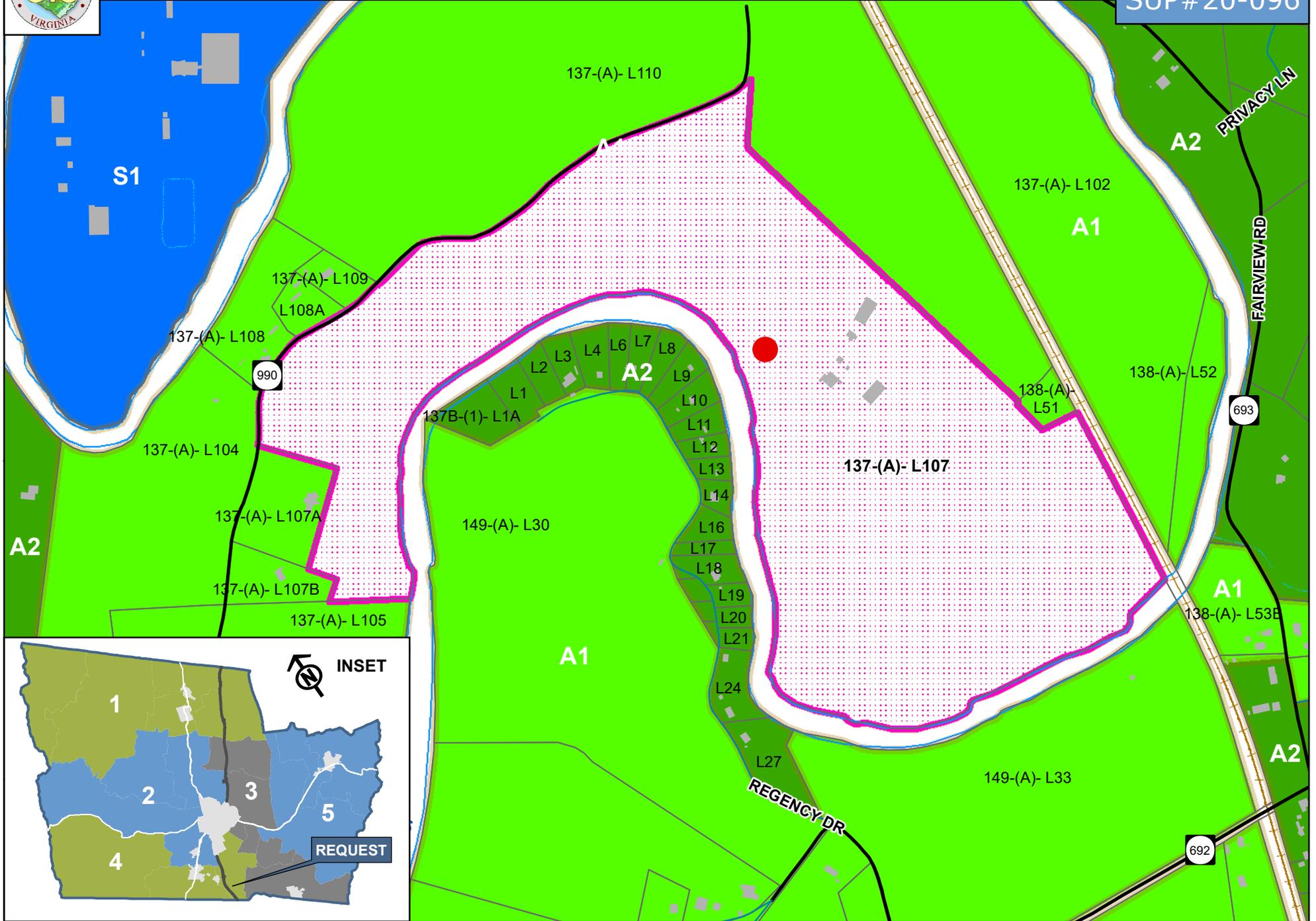


JJCarmon, LC Special Use Permit Request

8/12/2020



SUP#20-096



JOHN MONGER HOME FARM



0 950 1,900 3,800 Feet

11/10





**Community Development
Special Use Permit Report
SUP20-098**

Meeting Date: August 12, 2020

Applicant: Matthew Koch

Mailing Address: 4888 Foothills Lane, Keezletown VA 22832

Property Address: 4888 Foothills Lane

Contact/Phone #: Matthew Koch/540-830-0277

Tax Map ID: 111-(A)-L102

Zoning: A2-General Agricultural

Requested Use: Contractor's Operation (small)

Location: East side of Foothills Lane (private) approximately 1/2 mile south of Mini Ball Lane (Route 718).

Acreage in parcel: 8

Acreage in request: 0.5

Election District: 3

Comprehensive Plan: Agricultural Reserve

Placing conditions on the request is neither a recommendation for approval or for denial. It is simply stating that if approved, these are the minimum conditions that should be placed on the permit. If approved, the Board of Supervisors may change these conditions or add new conditions as deemed necessary.

If the request is approved by the Board, at a minimum the following conditions apply:

1. Use shall be located in substantial accordance to plot plan submitted with the application.
2. Building shall comply with the Statewide Building Code and the proper permits shall be obtained.
3. This permit is contingent upon a site plan being submitted to and approved by the County. No work shall be done on the property and the business shall not begin operation until such time as the site plan is approved.
4. Erosion and Sediment control regulations shall be met.
5. Applicant shall meet all Health Department regulations regarding the sewage disposal. If upgrades to the existing system or if a new system is required, copies of the permit shall be submitted to the Community Development Department prior to issuance of a building permit. The existing septic system has been approved by the Health Department for the dwelling and a business with up to six (6) employees. (Supplemental standards limit the business to five (5) employees on-site.)
6. The business shall not begin operation until a certificate of occupancy is issued by the County. No certificate of occupancy shall be issued until all other conditions of this permit are met.
7. The hours of operation for the business will be Monday-Thursday from 8 a.m. to 5 p.m.

SUBMISSION JUSTIFICATION:

Table 17-606 allows for special use permit application for contractor's operation, small in the A2 zoning district with the following supplemental standards:

1. No more than five (5) persons shall be engaged in the operation of the business on site.
2. No more than five (5) vehicles and five (5) pieces of equipment (other than employees' personal vehicles) shall be operated from the site or located outside the building.
3. The area covered by all structures used in connection with such use, excluding a parking area, shall not exceed a total of five thousand (5,000) square feet

BACKGROUND

The applicant owns and operates AVIA LLC which installs audio, video, and security systems in commercial and residential applications.

Adjoining Properties and Special Uses

No special use permits have been issued for any adjoining properties.

ZONING AND EXISTING LAND USE

Adjoining Properties and Uses

Direction From Site	Zoning	Existing Land Use
North	A2	Home site
East	A2	Home site, pasture
South	A2	Pasture, wooded
West	A2	Home site, pasture

STAFF AND AGENCY ANALYSIS

UTILITIES

Virginia Department of Health

The Health Department has issued a septic permit for the house and the business which allows for up to 6 employees.

Public Works

This parcel does not use public utilities and is not in the County Public Works service area.

ENVIRONMENTAL

Environmental Services:

Any new land disturbance over 10,000 sq. ft. will require a Land Disturbance Permit.

PUBLIC FACILITIES

Emergency Services

SUP20-098 is located within the Hose Company #4 Fire Department and Harrisonburg Volunteer Rescue Squad's respective first due area. This project will need to meet the requirements of the Rockingham County Fire Prevention Code.

Building Official

After approval of all applicable departments and agencies, alterations to existing structure to be done in accord with applicable building codes.

Planning

Comprehensive Plan Designation: The parcel is shown as Agricultural Reserve in the Comprehensive Plan, which is delineated in Section II-C-3:

a. Existing Uses. The Agricultural Reserve also contains other existing uses: residences, rural centers, and rural commercial uses that are served by wells and septic systems. ... This plan recommends, in the absence of public water and sewer services, limiting the expansions of the rural centers in order to reduce potential impacts on agricultural activities.

b. Other Uses. Because of the changing economics of agriculture, other uses might be appropriate for the agricultural area that could provide supplemental income to the farm. These uses could include: bed and breakfast enterprises, country inns, rural retreats, riding academies and camps, farm camps, history camps, demonstration farms, crop mazes, battlefield reenactment parks, and similar uses.

c. Section II-B-Goals:

i. Goal 3. Preserve Agricultural Industry and Economy (income, land, and jobs - not necessarily type of crops/products).

ii. Goal 6. Achieve a Balance of Compatible Land Uses and Communities in which people can live, work and play.

iii. Policy #4.1.5 Retain and expand the existing industries and businesses now operating in the County.

Site Plan Considerations:

a. Site Plan requirements will need to be met consistent with Chapter 17, Article VII "Development Standards" after issuance of the special use permit. The application will be considered a minor site plan.

b. Please show parking areas with dimensions for each area based upon occupancy and anticipated customer demand. No parking area landscaping standards are required.

c. Perimeter and/or site landscaping plan is still required, but may be coupled with the SUP Application Layout/Sketch

TRANSPORTATION

Virginia Department of Transportation

Foothills Lane is a privately maintained roadway. The intersection of Foothills Lane and Minie Ball Lane (VDOT maintained) meets moderate volume commercial entrance requirements. VDOT has no objection to the request.

SUMMARY

Considerations:

1. VDOT indicated that the existing entrance is adequate for this use.
2. The Health Department permit for the septic system allows for the single-family dwelling on the property and for a business with up to six (6) employees.
3. The supplemental standards for small contractor's business will become a part of the permit if approved and will only change if the supplemental standards for that use changes.
4. Rockingham County Fire Prevention Code shall be met.

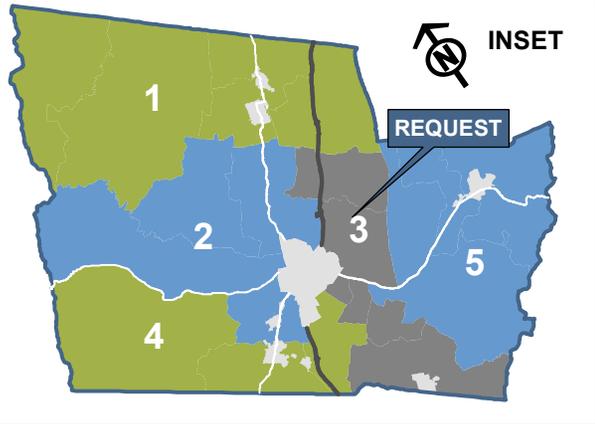


Matthew Koch Special Use Permit Request



8/12/2020

SUP#20-098



Item K

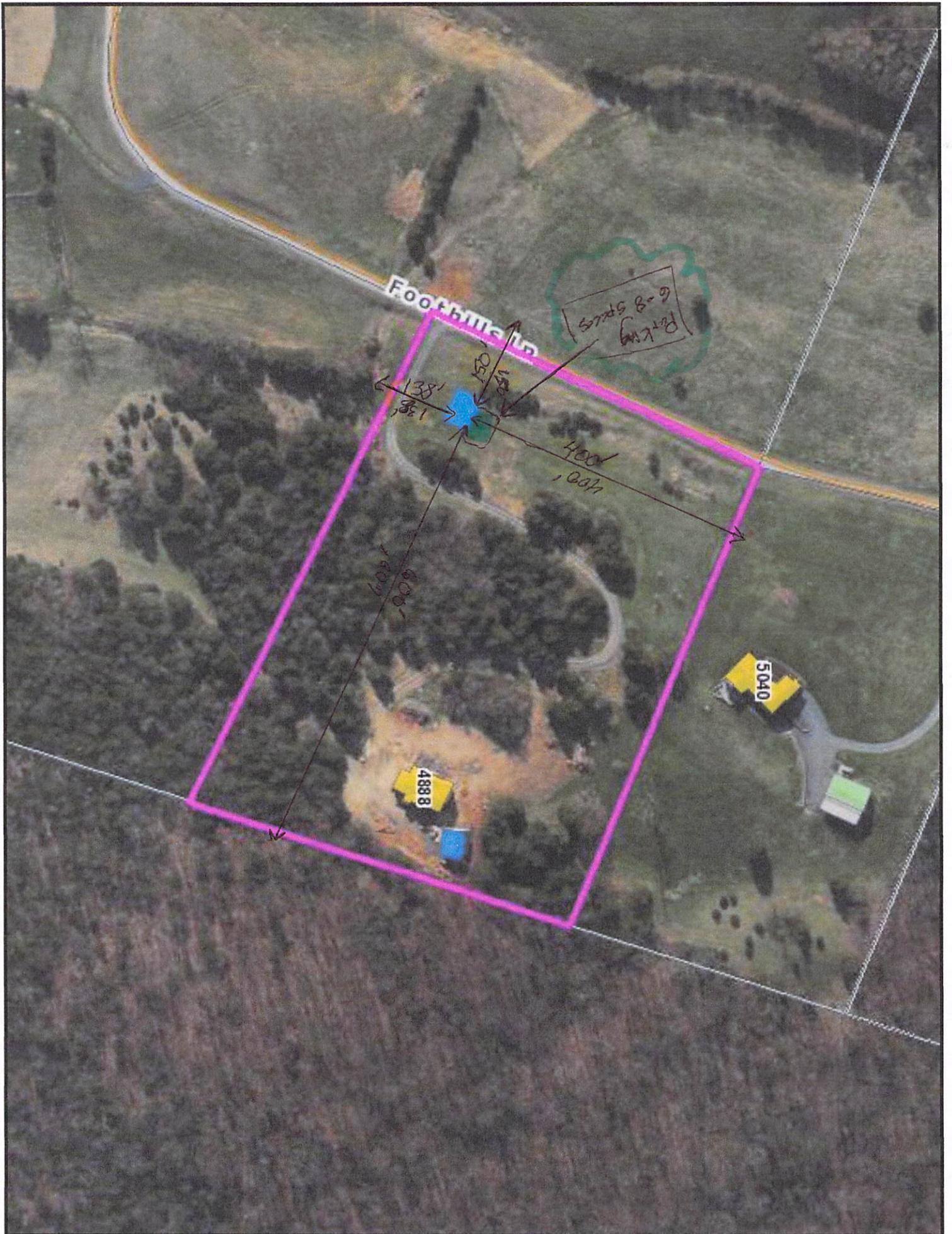
- I'm looking to operate my business (AVIA LLC) out of an existing building (40'X48') on my property. The end goal is to build out half of the building to accommodate office space for myself, bookkeeper and my project manager - (22'X40'). Proposed buildout space would consist of 3 offices, bathroom and break room. The remaining space will be used for material storage – (26'x40').
- AVIA operates from 8AM – 5PM Monday-Thursday.
- AVIA employs 6 individuals, with two of those being considered office staff (Bookkeeper and Operations Manager). The remaining 4 are field technicians and do not work out of the office.

Sidenote-

My Bookkeeper only works 3 days/week (M-Tue-Thurs 10am – 3pm)

Field Techs work directly at jobsites and do not really come to office.

- No Customer trips – AVIA isn't a walk-in business per se. More or less our client interactions are on the client's jobsite.



FootHills Ln

Parking 6-8 spaces

138' 3/4"

150'

150'

400' 00"

600' 00"

4888

5040