

AGENDA
NELSON COUNTY BOARD OF SUPERVISORS
April 21, 2015

**THE CONTINUED MEETING CONVENES AT 5:00 P.M. IN THE
GENERAL DISTRICT COURTROOM, OF THE COURTHOUSE, LOVINGSTON**

- I. Call to Order**
- II. FY15-16 Budget Work Session**
- III. Other Business**
 - A. Approval of CDBG-LIG Grant Pre-Contract Documents **(R2015-36)**
- IV. Adjourn and Continue Until April 23, 2015 at 5:00 PM in the General District Courtroom for the Conduct of a FY15-16 Budget Work Session.**

April 21, 2015 Budget Work Session

1) Department Considerations

Capital Outlay-Purchase of Excavator (Transfer Station)

Planning-New Planner position & Summer Intern

2) Agencies (Worksheet)

3) Schools

School Nursing Program

Buses- Current budget provides 2 new buses

School Capital- Civil Rights compliance issues may be addressed as budget amendment pending results of architectural review. Date for 2x2 committee is pending.

4) Other Fund Budgets

Debt Service

Courthouse Project Fund

Capital Fund

Community Development Block Grant Fund

Piney River Water & Sewer

5) Other

County Attorney-Hourly rate change request.

FY 2016 P&Z Budget Request: Intro Summary



To: Chair and Members, Nelson County Board of Supervisors (BOS)
Mr. Stephen A. Carter, County Administrator, Clerk of the BOS

From: Tim Padalino, Planning Director and Zoning Administrator

Date: April 13, 2015

**Subject: Concise Summary of Informational Packet (dated 4/10)
regarding Planning & Zoning Budget Request**

This cover sheet provides a compressed summary of the information contained in the Department of Planning & Zoning (P&Z) budget packet dated April 10, 2014.

Please see the enclosed packet containing a memo and five (5) supplemental reports; the packet was compiled for your review in response to concerns and questions posed by the BOS at the March 26th budget review meeting. The packet includes many details regarding P&Z permitting activities; details about my request for a new position; and other important information.

I respectfully request that you review the enclosed materials. For your convenience, I've compiled the following summary remarks, starting with a very brief summary of the rationale behind the budget request to create a new entry-level position:

The Department of Planning & Zoning cannot properly satisfy all services for members of the public with just one full-time trained planner on staff. Even with an approximate total of 2.3 FTE staff, the current service demands for "current development review" and for "long-range planning" exceed what we are capable of doing. This results in some critical services going unmet – as well as other services being delivered with less efficiency or less effectiveness than what is intended.

Therefore, the request for a second full-time planner would allow P&Z staff to better deliver "current development review" services, and also undertake important "long-range planning" services that are intended to preserve and promote Nelson County's sense of place and quality of life – and to maximize the County's local economic vitality now and into the future.

Please see the cover memo (dated 4/10) for details about the new position request and justification. Please also reference the following reports, compiled for your review:

- A. Report containing examples of different types of reporting conducted in 2014, including "bi-weekly" reports and "weekly tasks & priorities" reports sent to County Administration. These reports demonstrate previous attempts by P&Z staff to keep County Supervisors well-informed about specific tasks being conducted by the Department.
- B. Report summarizing all joint meetings held with Mrs. Maureen Kelley from 2013 to 2015, to provide prospective applicants with preliminary informational guidance. A total of 28 such meetings took place for 23 prospective projects. 8 of those 23 projects progressed to formal application submittals; while another 9 prospective projects are pending application (TBD).
- C. Review of official job description for "Director of Planning and Zoning" position, which shows that some of the listed "essential responsibilities" are not accurate with respect to daily, weekly,

FY 2016 P&Z Budget Request: Intro Summary

monthly, and annual Department activities. The review also shows that some of the Department's existing responsibilities are not reflected in the job description.

- D. Brief analysis of outgoing emails to illustrate the volume and complexity of providing formal written guidance to a large variety of correspondents. The analysis shows that I send an average of 10.5 emails per day, every day, over the last 15 months. Many of these emails are complicated, legally-binding efforts involving highly technical subject matter. This written correspondence requires a significant amount of time and effort. Other forms of public assistance (such as assisting "walk-ins" and working the phones) are harder to quantify.
- E. Summary of all zoning permit applications processed by P&Z from January 2013 - March 2015. This summary includes all administrative approvals, as well as approvals by the BOS, PC, and BZA. In those 25 months, P&Z staff have overseen the following total number of applications/approvals:

Approval:	Type of Permit Application / Approval:	Total (1/13 – 3/15):
Administrative	Amended Site Plans	3
	Tower Permit Amendments, Co-Locations, or Temporary Tower Permits	23
	Special Events Permits	60
	Admin. Permits: New Signs, Home Occupations, Temp. Travel Trailers	31
	Zoning Violations: Inspections and Enforcement	23
	Plat Review and Approvals	130
BOS	Communication Tower Permits	4
	Special Use Permits	16
	Rezoning	6
	Ordinance Amendments	5 amendments
PC	Site Plans	19
BZA	Variance Requests or Appeals	6 (3 of each)

Conclusion: As noted in my initial memo that accompanied the initial budget request (1/12) and my recent memo submitted with the budget request packet (4/10), *my careful conclusion as Department head is that a new position for a full-time entry-level planner is a necessity.*

Such a new position would be a very valuable use of limited County resources, towards ensuring that the public receives effective services with respect to zoning, current development review, code enforcement, and long range planning. All of these services are essential for protecting and enhancing Nelson County's quality of life, special sense of place, and rural place-based economy.

As I remain committed to ensuring that County residents and businesses receive the high-quality planning and zoning services that they need and expect, *I respectfully ask that you favorably consider this request for a new full-time planner position to be established and funded.* Please share your questions and comments with me at your convenience; I can be reached at (434)-263-7091 or tpadalino@nelsoncounty.org or at the P&Z office in Lovingson.

FY 2016 Budget Request: Department of Planning & Zoning



To: Chair and Members, Nelson County Board of Supervisors (BOS)
Mr. Stephen A. Carter, County Administrator, Clerk of the BOS

From: Tim Padalino, Planning Director and Zoning Administrator

Date: April 10, 2015

**Subject: BOS Review of Department Budget Request
(followup to meeting conducted on Thursday, March 26th)**

During the Board of Supervisors' review of the FY16 Budget Request submitted by the Department of Planning & Zoning, there were several requests made by County Supervisors for additional information or other explanations.

Specifically, the BOS conveyed the following questions and concerns to the Zoning Administrator and Planning Director, including:

- Concern about a lack of familiarity regarding the Department's activities, duties, and tasks;
- Concern about the need for more frequent informational updates regarding prospective development projects;
- Request to better demonstrate the current need(s) regarding the budget request to create a new full-time position for an entry-level "County Planner;"
- Confusion over recent absence of Planning & Zoning items on the BOS agenda;
- Lack of understanding about the stated need for a new full-time position (during what appears to be a "slow period" due to less P&Z items on recent BOS agendas)

In response to these topics, I have assembled the following information for your review and consideration:

- A. Examples of multiple different types of departmental reports from 2014, including:
1. "Bi-Weekly Status Update" from May 2014, sent to County Administrator
 2. Weekly "Tasks & Priorities" identifying tasks organized into following categories:
 - a. "Must-Do List (Due This Week)"
 - b. "To-Do List (Unresolved Issues Requiring Immediate or Near-Future Attention)"
 - c. "Other Major Activities to Continue Working On"
 - d. "Other Important Tasks (Future Priorities)"
 3. Example of weekly reports sent to County Administrator via email in August 2014, identifying my weekly "Tasks & Priorities" (described above in A-2), including a weekly "Followup" report sent at the end of the week to provide a status update on each task
- B. Report summarizing all joint meetings held with Mrs. Maureen Kelley from 2013 to 2015, to provide prospective applicants with preliminary informational guidance

FY 2016 Budget Request: Department of Planning & Zoning

- C. Review of official job description for "Director of Planning and Zoning" position, including:
1. commentary on which existing descriptions remain accurate on a daily, weekly, monthly, and annual basis; and
 2. commentary on current responsibilities that are not reflected in the job description
- D. Brief analysis of outgoing emails* to illustrate the volume and complexity of providing formal written guidance to a huge variety of correspondents
- *[all outgoing e-mail messages sent by Planning & Zoning Director over a 15-month window (1/14 – 3/15) and not factoring in paid time off or holidays]*
- E. Summary of zoning permit applications* processed by the Dept. of Planning & Zoning from January 2013 - March 2015
- *[includes all administrative reviews and approvals; all PC reviews and approvals (such as Site Plans); and all BOS reviews and approvals (such as Rezonings and Special Use Permits)]*

Summary of New Position Request:

This request seeks authorization for new full-time entry-level planner position, to be funded, established, and staffed as quickly as possible. The requested budget amendment was originally \$59,000, and has been updated by County staff to \$56,584. This figure would represent the following increase in budgetary expenditures:

- o 36% increase over the approved 2014-15 budget for Dept. of Planning & Zoning;
- o 0.15% increase relative to the County expenditures budget for 2014-15

[Suggested Description of Job Responsibilities]:

- Support Director of Planning & Zoning in all Department duties and responsibilities, towards satisfying two primary needs:
 - a. improving Department capacity to more efficiently and effectively carry out the wide variety of month-to-month duties for the Department's many "clients," such as County citizens, the business community, the Board of Supervisors, the Planning Commission, and the Board of Zoning Appeals, and others; and
 - b. increasing staff capacity to conduct policy reviews and propose Ordinance amendments (as appropriate), as well as facilitate/manage long-range community planning projects (as appropriate)
- This support will involve a wide variety of responsibilities, including:
 - assist with review and reporting of administrative applications (such as Amended Site Plans, Special Events Permits, Tower Permit Amendments, Home Occupation approvals, and others);
 - assist with review of all Zoning Permit applications for completeness and compliance with applicable regulations;
 - assist with research and production of various Staff Reports;

FY 2016 Budget Request: Department of Planning & Zoning

- assist with enforcement of Zoning Ordinance;
- assist with administration of Subdivision Ordinance and with preliminary plat reviews;
- manage and maintain Department's GIS data, to ensure County records reflect current approved rezonings, divisions, special use permits, tower permits, etc.; and
- assist with daily and weekly inquiries from the public.

[Suggested Position Qualifications]:

- must be responsible and dependable;
 - must work well independently and also collaboratively;
 - must have excellent interpersonal and written communication skills;
 - must be able to perform detailed work while also maintaining broader focus; and
 - must be able to learn how to assist with a wide variety of tasks and work successfully in a team environment, to ensure that deadlines are met and that Department programs and duties consistently remain on track.
-
- Education requirements include a Bachelor's Degree in the field of planning.
 - A Master's Degree, preferably in planning, is desired but not required.
 - Previous professional experience is desired but not required.

Reasoning and Justification for New Position Request:

The normal operating standard for the Department of Planning and Zoning is to have one full-time professional planner. Traditionally, this one individual has served in the Director of Planning & Zoning position, being responsible for conducting and managing all responsibilities for two separate-but-related roles: the "Planning Director" role as well as the "Zoning Administrator" role, which is appointed at each annual meeting of the BOS.

However, one full-time planner cannot effectively provide the important services currently required of this Department. This is especially true considering the level of service demand that has been steadily increasing over the previous two years, as well as the complexity, technical nature, and legal dimensions of planning and zoning.

Therefore, *there is a genuine need to seriously consider the creation of one new full-time planner position*, which would double the number of this Department's professional staff with just one hire. Creating this new position would resolve the ongoing imbalance between the Department's workload and the capacity of Department staff to sufficiently provide services.

This need to adjust the status quo, and expand the Department's capacity to provide important planning and zoning services with efficiency and effectiveness, is especially true because of the *volume* of tasks and duties; the *variety* of responsibilities; and the technical complexity and legal dimensions that characterize most planning & zoning procedures.

In short, the numerous and challenging responsibilities required of the "Planning Director" role and "Zoning Administrator" role cannot be properly carried out by one individual. The following

FY 2016 Budget Request: Department of Planning & Zoning

issues (listed below) result from the ongoing imbalance between the services required of this Department, and the lack of available resources to effectively provide those services:

- **Current Development Review*** requires more time, focused attention, and detail-oriented regulatory review than what can typically be provided by Director of Planning & Zoning and Secretary.

**This refers to all zoning permit applications of all types, which require Department staff to conduct the following services:*

- provide pre-application guidance
- process submission materials and distribute to Site Plan Review Committee, PC, and BOS
- advertise to the public and notify adjoining property owners, coordinate and conduct public meetings, communicate with applicant team and interested/concerned residents
- conduct detailed review of application materials and provide applicant with review comments
- prepare and present staff reports and maps

- **Long-Range Planning*** is a critically important service for maximizing Nelson County's long-term economic prosperity, high quality of life, and special sense of place – *but is being entirely neglected due to lack of available resources (staff time)*. With economic, social, and land use issues changing relatively rapidly, there is real need to conduct long-range planning efforts for the benefit of all residents, businesses, and visitors. Changes in land use are constantly happening – and Nelson County needs to be better prepared.

**This refers to all community planning responsibilities and tasks, such as:*

- Rockfish Valley Area Plan
- Comprehensive Plan review(s) and update(s)
- Lovington Revitalization opportunities

Conclusion:

As noted in my initial memo that accompanied the budget request (dated 1/12), my careful conclusion as Department head is that a new position for a full-time entry-level planner is a necessity. Such a new position would be a very valuable use of limited County resources, towards ensuring that citizens receive effective services with respect to zoning, current development review, code enforcement, and long range planning. All of these services are essential for protecting and enhancing Nelson County's quality of life, special sense of place, and rural place-based economy.

As I remain committed to ensuring that County residents and businesses receive the high-quality planning and zoning services that they need and expect, I respectfully ask that you favorably consider this request for a new full-time planner position to be established and funded.

Report A:

Examples of Various Planning & Zoning Department Reports from 2014

What is contained in this report? Report A contains three separate examples of reports which summarize Planning & Zoning activities and tasks:

1. “Bi-Weekly Status Update” report from May 2014, sent to County Administrator
2. Weekly “Tasks & Priorities” reports:
 - a. Examples of weekly to-do lists, organized by priority and timing/deadlines
 - b. Example of emails sent to County Administrator in August 2014, containing my weekly “Tasks & Priorities” report and including a weekly “Followup” report sent at the end of the week to provide a status update on each task

Why is this report being submitted? These example reports demonstrate previous attempts to provide detailed information about the Department’s ongoing activities to County Administration and County Supervisors. These examples from 2014 were originally prepared as supplemental reports to the more traditional monthly department report.

Department of Planning & Zoning: Bi-Weekly Status Update May 23, 2014

At the request of the County Administrator, this bi-weekly status update serves as a supplement to the monthly Department report. This report will provide a brief overview of applications being processed (and other tasks and projects being administered) by Planning & Zoning staff. Please contact staff for additional information on any of the content listed below; we will provide the staff report and/or other information for each item, as requested.

Board of Zoning Appeals: Variances, Appeals, and Special Use Permits

- *Variance #2013-002 (Curro)*
 - Mr. Terry Curro and Mrs. Brenda Curro petitioned the BZA for a variance from the front yard and side yard setback requirements, in conjunction with an existing retaining wall / parking structure located on the shoulder of Mountain Road (Rte. 631) in Afton. The BZA denied the petitioners any variance on April 7th.
 - The petitioners then appealed the BZA's decision to the Circuit Court, with notice being given to this Department on Monday, May 12th. This appeal is in process, with County Attorney Phil Payne assisting Department staff in providing Judge Gamble with all necessary records pertaining to this case. No determination has been made by the Court as to whether a hearing will be scheduled in conjunction with this appeal.
- *Special Use Permit #2009-005 (Artz)*
 - Court proceedings against Mr. Artz continue under Judge Eggleston. Mr. Artz has until July 16th to obtain a Certificate of Occupancy for a dwelling on his property at Highland on the James.
 - This upcoming Court date is the most recent event in an ongoing code enforcement process which began in February 2013, when the defendant failed to achieve compliance within the (multiple) deadline extensions provided by the BZA.

Planning Commission: Site Plans and Subdivisions

- *Minor Site Plan #2014-001: Rockfish Inn & Suites (Rath)*
 - Mr. Todd Rath recently submitted a Minor Site Plan, prepared by Mr. Chris Sonne of Civil & Environmental Services, for the proposed Rockfish Inn & Suites. The proposed use would be located in the old Dr. Raynor's office building at 7847 Rockfish Valley Highway in Afton, which has recently been gutted (with proper Demo Permit).
 - This Minor Site Plan will be reviewed at the June 11th Site Plan Review Committee meeting and the June 25th Planning Commission meeting.
- *Major Site Plan # 2013-008 Walker Mill Dam Rehabilitation (Asilea Resources)*
 - Planning Commission approved the Walker Mill Dam Site Plan on January 22nd, 2014.
 - Site Plan was re-submitted to Planning & Zoning on May 12th for distribution to VDOT and TJSWCD. Revised entrance details and revised Erosion & Sediment Control Plan need to be reviewed and approved.

Board of Supervisors: Special Use Permits, Tower Permits, Ordinance Amendments

- *Class C Tower Permit #2014-005: CV488 / Thomas Nelson Highway (AT&T)*
 - Mr. John Milisitz, Mr. Preston Lloyd, and Mrs. Valerie Long are the applicant team for this proposed 130' monopole. The proposed facility would be on an 81-acre property owned by Mr. R. Collins, adjacent to the Nelson County High School.
 - This application was previously under review when the Tower Ordinance was repealed and replaced. As such, the applicants revised and re-submitted their application materials to meet the new requirements under the newly-enacted Article 20.
 - The applicants have conducted a properly-advertised balloon test; and the application will be reviewed at the June 11th Site Plan Review Committee meeting and the June 25th Planning Commission meeting.
- *Class III Tower Permit #2013-007: CV422 / Sunrise Drive (AT&T)*
 - This application was granted an indefinite deferral by the Planning Commission on January 22nd, 2014. The applicant team has since stated that they are actively evaluating alternative sites in the Afton area of the Rockfish Valley, while still keeping this proposed tower site as one possible option (on indefinite deferral).
- *Zoning Ordinance Article 4. Agricultural (A-1) District: Agricultural Operations*
 - These proposed amendments include revised regulations for agricultural operations, agricultural processing facilities, and restaurants; and new provisions for “distillery” use, for “brewery” use, and for “micro-brewery” use.
 - These proposed amendments were referred to the Planning Commission on May 13th by way of Resolution R2014-31.
- *Zoning Ordinance Article 4. Agricultural (A-1) District: Area Regulations*
 - These proposed amendments would alter the minimum acreage required for two-family detached dwellings (duplexes) from 4 acres minimum to 2 acres minimum.
 - These proposed amendments have been reviewed by the Planning Commission, with a recommendation provided by the Planning Commission on May 7th; and the Board of Supervisors have authorized a public hearing on this matter on June 10th.

Administrative Approvals: Special Events Permits, New Sign Permits, Temporary Travel Trailer Permits, Home Occupation Approvals

- *Lockn' 2014 (Oak Ridge - Special Events Permit) – in process*
- *The Jester's Enduro (Oak Ridge - Special Events Permit)*
- *Starry Nights (Veritas Winery - Special Events Permit) – in process*
- *Celebrate Rockfish (Rockfish Valley Community Center - Special Events Permit) – in process*
- *July 4th Parade (Village of Lovingston - Special Events Permit) – in process*
- *Virginia Craft Brewers Festival (Devils Backbone - Special Events Permit) – in process*
- *Tiger Fuel (New Sign Permit) – under review*
- *Oak Hill Baptist Church (New Sign Permit) – under review*
- *Mrs. Laura Leva (Home Occupation) – approved 5/19*

Other Staff Projects & Responsibilities

- *Rockfish Valley Area Plan*
 - Coordination with TJPDC staff has begun in response to BOS action to allocate \$6,000 of funding towards cost of PDC providing staff support.
 - Phase I tasks to begin June 2014



Tasks & Priorities:

November 17 – November 21 2014

➤ **Must-Do List (Due This Week):**

- Attend scheduled meetings:
 - Tuesday 18th: TJPDC Rural Technical Assistance Committee (Charlottesville)
 - Wednesday 19th: Planning Commission
 - Thursday 20th: Green Infrastructure training (VA DOF / Charlottesville)
- Planning Commission meeting on Wednesday 19th: Powerpoint Presentations
 - Blue Haven 151 Farm (SUP public hearing)
 - Wayside Center (Site Plan)
 - Wayside Stand Permit #2014-001: Karnes
 - Wayside Stand Permit #2014-002: Bruguere
 - Wayside Stand Permit (policy review)
 - Mr. Greg Smith / VCCA (amendment request)
 - Ag-Forestal District applications (update and discussion)
 - Amended Site Plans:
 - The Village at Glen Mary / DBBC distillery and beer garden
 - Virginia Distillery Company
 - Rockfish Valley Area Plan (update)
- Rockfish Valley Area Plan:
 - Establish online survey using Survey Monkey
 - Begin "Existing Plans" research and summaries
 - Conduct post-event communication with project team in followup to 10/28 public meeting
 - Establish method / procedure for processing paper responses to survey and other public input
 - Revise project maps and image resources based on feedback from 10/28 meeting participants
 - Update project website

➤ **To-Do List (Unresolved Issues Requiring Immediate or Near-Future Attention):**

- Application Reviews
 - (N/A)
- Plat Reviews
 - (N/A)

- (GIS data management)
 - Obtain updated Countywide "catalog" of orthophotography / aerial images (provided for free by state)

➤ **Other Major Activities to Continue Working On (In Order of Prioritized Importance):**

- (Rockfish Valley Area Plan)
 - Task 1: "Summary of Existing Plans" deliverable
 - Coordinate with Will Cockrell and/or Wood Hudson; obtain status update
 - Review and summarize plans that have been assigned to me
 - Task 3: "Zoning and Land Use Analysis"
 - Coordinate Will Cockrell and/or Wood Hudson; obtain status update
 - Review draft Land Use maps when available
 - Task 3: "Zoning Permit Mapping"
 - Coordinate with Will Cockrell and/or Wood Hudson
 - Begin composing narrative copy and image resources (photos and maps) for Phase I deliverables
- (GIS data management)
 - Establish working "join" between GIS Parcels data and ProVal land records (and AS400 / Building Inspections records, if possible)
 - Obtain Countywide topography / contours data at multiple intervals (recommended: 20' contours and 5' contours)
- (Livingston Revitalization)
 - Submit comments and recommendations pertaining to emerging revitalization efforts (re: TJPDC's visit and offer for assistance with downtown revitalization / main street / historic district grant programs)
- (Southeast Reliability Project / Atlantic Coast Pipeline)
 - Analyze proposed project and assemble pertinent information
 - Seek legal determination on the applicability of County requirements to obtain SUP approval from the BZA re: floodplain development

➤ **Other Important Tasks (Future Priorities):**

- Create new/improved Special Use Permit application "packet" including guidance, applicable Ordinance excerpts, procedural info about timing and application deadlines, etc.
- Create new/improved Communication Tower Permit application packet(s)
 - Class A
 - Class B or C
 - Colocation / Alteration
- Ordinance reviews & recommendations:
 - "Special Events Permit" provision(s) in Zoning Ordinance

- Update and improve internal staff procedures for processing SEP application process (pursuant to existing Ordinance), including improved coordination with external agencies and revised application forms
 - Review Ordinance provision and provide recommendations for proposed amendments
- "Plats Excepted from Planning Commission Review" provision(s) in Subdivision Ordinance (3-2-A)
 - Manage Grant Massie's previous efforts to provide recommendations that would make the plat review process clearer for surveyors and property owners and improve the County review process
- "VSMP permit coverage" requirements in the Review Subdivision Ord. and Zoning Ord.
 - Recommended amendments sent to SAC and PPIV on 11/5/2014
- "Signs" provision(s) in Zoning Ord. (currently Article 12, Section 11)
 - Identified by Planning Commission in 2013 Work Sessions as a priority



Tasks & Priorities:
January 5 – January 9 2014

➤ **Must-Do List (Due This Week):**

- Attend scheduled meetings:
 - Wednesday 7th: Review "employee performance evaluation" with Steve C. (10:30am)
 - Friday 9th: Review Department budget request with Debbie McCann (tentative – TBD)
- Administrative tasks:
 - Send Notice of Violation letter to Page's Palette (operating without required SUP)
 - Send Acknowledgment letter to Shimp Engineering and Duane Blakeslee re: Adial Cabins
 - Complete Department Budget Request (FY15-16)
 - Finish AFD memo (summarizing Nelson County AFD program and County Code procedures)
- Site Plan Review Committee meeting (Wed. 14th): prepare agenda and meeting materials packets
 - Zenith Quest International (revised plans)
 - Pennywell industrial facility

➤ **To-Do List (Unresolved Issues Requiring Immediate or Near-Future Attention):**

- Application Reviews:
 - Site Plan Review Committee meeting (Wed. 14th): review plans and prepare comments
 - Site Plan #2014-005: Zenith Quest International (revised plans)
 - Site Plan #2014-008: Pennywell industrial facility
 - Ag-Forestal District applications: prepare staff report and create GIS data / maps
 - AFD #2014-01: Davis Creek AFD Addition 1 – Bolton
 - AFD #2014-02: Davis Creek AFD Addition 2 – Derdeyn
 - AFD #2014-03: Dutch Creek Addition 1 – Clarkson
 - Administrative Reviews:
 - Amendments to Site Plan #2007-003 – "The Village at Glen Mary"
 - Amendments to Site Plan #2010-001 – "Virginia Distillery Co."
- Other:
 - Register for 2015 National Planning Conference
 - Register for Bicycle and Pedestrian Planning workshop
 - Evaluate options for standup work station

➤ **Other Major Activities to Continue Working On (In Order of Prioritized Importance):**

- (Rockfish Valley Area Plan)
 - Manage project webpage:
 - Upload Revised Maps
 - Update Text
 - Manage project communications:
 - Internal/project team: Contact TJPDC staff to obtain status updates and coordinate ongoing efforts
 - External/media: Engage Rachel Smith / Nelson County Times on possibility of running story
 - Task 1: "Summary of Existing Plans" deliverable
 - Coordinate with Will Cockrell and/or Wood Hudson; obtain status update
 - Review and summarize plans that have been assigned to me
 - Task 3: "Zoning and Land Use Analysis"
 - Coordinate Will Cockrell and/or Wood Hudson; obtain status update
 - Review draft Land Use maps when available
 - Task 3: "Zoning Permit Mapping"
 - Coordinate with Will Cockrell and/or Wood Hudson; obtain status update
 - Begin composing narrative copy and image resources (photos and maps) for Phase I deliverables
 - Establish online survey using Survey Monkey
 - Establish method / procedure for processing paper responses to survey and other public input
- (GIS data management)
 - Establish working "join" between GIS Parcels data and ProVal land records (and AS400 / Building Inspections records, if possible)
 - Obtain Countywide topography / contours data at multiple intervals (recommended: 20' contours and 5' contours)
- (Lovingston Revitalization)
 - Submit comments and recommendations pertaining to emerging revitalization efforts (re: TJPDC's visit and offer for assistance with downtown revitalization / main street / historic district grant programs)
- (Southeast Reliability Project / Atlantic Coast Pipeline)
 - Analyze proposed project and assemble pertinent information
 - Seek regulatory guidance and/or legal guidance on the applicability of County requirements to obtain SUP approval from the BZA re: floodplain development

➤ **Other Important Tasks (Future Priorities):**

- Create new/improved Special Use Permit application "packet" including guidance, applicable Ordinance excerpts, procedural info about timing and application deadlines, etc.
- Create new/improved Communication Tower Permit application packet(s)
 - Class A
 - Class B or C

- Colocation / Alteration
- Ordinance reviews & recommendations:
 - "Special Events Permit" provision(s) in Zoning Ordinance
 - Update and improve internal staff procedures for processing SEP application process (pursuant to existing Ordinance), including improved coordination with external agencies and revised application forms
 - Review Ordinance provision and provide recommendations for proposed amendments
 - "Plats Excepted from Planning Commission Review" provision(s) in Subdivision Ordinance (3-2-A)
 - Manage Grant Massie's previous efforts to provide recommendations that would make the plat review process clearer for surveyors and property owners and improve the County review process
- "VSMP permit coverage" requirements in the Review Subdivision Ord. and Zoning Ord.
 - Recommended amendments sent to SAC and PPIV on 11/5/2014
- "Signs" provision(s) in Zoning Ord. (currently Article 12, Section 11)
 - Identified by Planning Commission in 2013 Work Sessions as a priority

Tim Padalino

From: Tim Padalino
Sent: Monday, August 18, 2014 3:08 PM
To: Steve Carter
Subject: RE: (TP) Specific Duties & Tasks: Aug 11 - Aug 15

Hi Steve,

Since I didn't have a chance to do this Friday afternoon, I'm just writing to follow-up with you on my list of activities for last week; see below for item-by-item status. The tasks I completed are highlighted in red with comments on unfinished projects in blue.

I'll also be compiling my to-do list for this week, and sending that out shortly.

Thanks; and (as always) let me know if you'd like to discuss the project work described herein.

Thank you,

Tim Padalino
[434]-263-7090

From: Tim Padalino
Sent: Monday, August 11, 2014 4:06 PM
To: Steve Carter
Subject: (TP) Specific Duties & Tasks: Aug 11 - Aug 15

Hi Steve,

I'm writing to once again provide you with an overview of what my priorities are for this week. I hope this info is helpful.

I think updating you on a weekly basis could even be an improved substitute (replacement) for the bi-weekly department update, which was requested as a compliment to the monthly department report, and which has gotten off to an inconsistent start as a result of my paternity leave over the past two months.

Not including the preparation for tomorrow's Board meeting, and for Wednesday's Court hearing and Site Plan Review Committee meeting, I don't have as many deadlines this week; which may hopefully allow me to begin resolving some of the "immediate or near-future" issues. Including preparing for next week's mailing deadline for staff reports which must be included in the PC meeting packets (to be mailed no later than Wed. 20th).

As always, please let me know if you have any feedback on if I should re-prioritize anything, or if I'm overlooking any important tasks or duties. Thanks:

• **Must-Do List (Due This Week):**

- (Rockfish Valley Area Plan)
 - 1A: Distribute finalized list of Phase I Deliverables & Tasks document to Project Team – *To be completed ASAP Monday*
 - Include cover sheet containing specific "requests for assistance" customized for each Project Team member

- 1B: Schedule initial "Project Team Coordination Meeting" – Wed. 20th / 10:30am / tentative (*NOTE: rescheduled to 2:00pm*)
- 2: Finalize and distribute Task 8 "Phase I Public Survey / Questionnaire" – *To be completed ASAP Monday*
- Attend scheduled meetings:
 - BOS meeting (Tue. Aug 12th / 2:00pm and 7:00pm / NCHS Auditorium)
 - General District Court hearing: Chad Artz SUP violation(s) (Wed. Aug. 13th / 9:00am)
 - Site Plan Review Committee Meeting (Wed. Aug. 13th / 10:00am)
 - Lockn' Site Visit (Fri. Aug. 15th / 10:30am)
- **To-Do List (Unresolved Issues Requiring Immediate or Near-Future Attention):**
 - Review (final) landscape plan and (final) lighting plan for Rockfish Inn & Suites, which received conditional approval from the PC on June 25 pending administrative review and approval of these two items
 - Reach decision on VCCA Zoning Determination re: Greg Smith inquiry received June 25
 - Review / take action on Tiger Fuels New Sign Permit application
 - Review (proposed) modified Landscape Plan for Family Dollar
 - Review (proposed) modified Landscape Plan for Silverback Distillery
 - Lockn' 2014 SEP review/approval (?)
 - Planning Commission staff reports / August 27th meeting:
 - Update on BOS Referral R2014-031 "Ag Operations" (including draft PC recommendations) – *Draft report completed*
 - Major Site Plan #2014-004 (Adial Cabins Motel)
 - Special Use Permit #2014-006 public hearing (Batesville Gym Activity Center)
 - Update on Rockfish Valley Area Plan – *draft work products completed and assembled*
- **Other Major Activities to Continue Working On (In Order of Prioritized Importance):**
 - (Rockfish Valley Area Plan)
 - 3A: Coordinate with Stormy and Will Cockrell (and/or Wood Hudson) on Task 1 "Summary of Existing Plans"
 - 3B: Coordinate with Stormy and Will Cockrell (and/or Wood Hudson) on Task 3 "Zoning and Land Use Analysis"
 - 3C: Coordinate with Stormy on Task 4 "Zoning Permit Mapping"
 - 4: Begin composing narrative copy and image resources (photos and maps) for Phase I deliverables
 - (Lovingston Revitalization)
 - Submit comments and recommendations pertaining to emerging revitalization efforts (re: TJPDC's visit and offer for assistance with downtown revitalization / main street / historic district grant programs)
 - (GIS data management)
 - Establish working "join" between GIS Parcels data and ProVal land records (and AS400 / Building Inspections records, if possible)

- Obtain updated Countywide “catalog” of orthophotography / aerial images (provided for free by state)
- Obtain Countywide topography / contours data at multiple intervals (recommended: 20' contours and 5' contours)

● **Other Important Tasks (Future Priorities):**

- Create new/improved Special Use Permit application packet
- Create new/improved Communication Tower Permit application packet(s)
 - Class A
 - Class B or C
 - Colocation / Alteration
- Review “Special Events Permit” provision(s) in Zoning Ordinance
 - Revise / improve internal staff procedures for processing SEP application process (pursuant to existing Ordinance)
- Review “Plats Excepted from Planning Commission Review” provision(s) in Subdivision Ordinance (3-2-A)
- Review Subdivision Ord. and Zoning Ord. for inclusion of reference(s) to “VSMP permit coverage” requirements
- Review “Signs” provision(s) in Zoning Ord. (currently Article 12, Section 11)

Timothy M. Padalino
Director | Dept. of Planning & Zoning
County of Nelson, Virginia

phone: [434]-263-7090
fax: [434]-263-7086

P.O. Box 558
80 Front Street
Lovingson, VA 22949

Report B:

Summary of Informational Meetings with Prospective Applicants

What is contained in this report? Report B contains a comprehensive summary of all meeting conducted from 2013 – 2015 with the Department of Economic Development & Tourism and with prospective applicants, also known as “confidential prospects not yet announced.”

Why is this report being submitted? This report contains a summary of each informational meeting from January 2013 through March 2015, in response to the Board of Supervisors’ questions and concerns about not being informed of emerging economic development and land use issues.

Summary of Informational Meetings with "Confidential Prospects Not Yet Announced"

*Conducted from January 2013 through March 2015 by
Planning & Zoning and Economic Development & Tourism*

Tim Padalino – Planning & Zoning Director
April 1, 2015

This report provides a summary of all meetings that took place from January 2013 through March 2015, which were convened by Maureen Kelley, and which I attended for the purpose of providing preliminary guidance regarding proposed commercial, industrial, residential, and mixed-use development projects.

- **Total number of informational meetings in 25-month window:**
 - 28 meetings with 23 unique prospective applicants
- **Number of prospective applicants that progressed to formal permit applications:**
 - 8 of 23 (35%)
 - additional 9 applications pending / TBD
- **Average types and amount (time) of services to prospective applicants:** (see below)

Amount and Type of Support Services for Typical Prospective Applicant

Avg. Time = 3.5 hours	Face-to-Face Meeting / Site Visit
Avg. Time = 4 hours to 10 hours	Emails and Phone Calls: <ul style="list-style-type: none"> ▪ Introducing people and coordinating meeting date and time ▪ Follow-up emails providing recap of informational meeting and/or site visit ▪ Permitting guidance such as: <ul style="list-style-type: none"> – Identifying and communicating the specific regulations that apply to the proposed project(s) – Explaining the application requirements and review procedures ▪ Ongoing support (Q&A) to prospective applicant and their consultants while application materials are being produced

Total Avg. Time = 8-12 hours per prospective project

Summary of All Informational Meetings: January 2013 through March 2015

Meeting Date	Voting District	Description and Resulting Application(s)	Approval(s)
2013			
2013: 1/18	North	boutique lodging / "motel, hotel" Minor Site Plan #2014-001 (Rockfish Inn)	Approved by PC
2013: 1/24	East	multi-family housing in Lovington <did not result in any application>	N/A
2013: 1/31	North	light industry: artisan studio / production facility <did not result in any application>	N/A
2013: 2/08	East	multi-family housing in Lovington <did not result in any application>	N/A
2013: 3/21	East	Rehab of existing dam / new hydroelectric facility Major Site Plan #2013-008 (Asilea Resources)	Approved by PC
2013: 4/03	West	agri-tourism: ag operation(s) and retail center <application pending>	TBD
2013: 4/11	West	agri-tourism: ag operation(s) and retail center <application pending>	TBD
2013: 4/30	Central	hotel, event center, and retail center / gift shop <did not result in any application>	N/A
2013: 5/07	North	agri-tourism: distillery and ag operation(s) Major Site Plan #2013-005 (Silverback Distillery)	Approved by PC
2013: 10/02	North	gym / "activity center" SUP #2014-006 (Batesville Gym)	Approved by BOS
2013: 11/25	Central	agricultural operation / banquet hall <did not result in any application>	N/A
2014			
2014: 1/03	North	lodging / "hotel, motel" and/or B&B <application pending>	TBD
2014: 2/21	North	ag operations / ag processing facility / retail shop <did not result in any application>	N/A
2014: 3/06	Central	retail / banquet hall / arts, crafts, gift shop <accepted as permissible "non-conforming" use>	Approved administratively
(continued)			

Meeting Date	Voting District	Description and Resulting Application(s)	Approval(s)
2014: 5/16	N/A	VCCA / artist community <application pending>	TBD
2014: 6/11	?	<no details found in notes, calendar, or email>	?
2014: 8/13	North	manufacturing, assembly, and storage warehouse Major Site Plan #2014-005 (Zenith Quest)	Approved by PC
2014: 10/16	West	"conference center" / retreat center / campground SUP #2014-009 (Blue Haven 151)	Withdrawn
2014: 10/23	South	ag processing facility / restaurant / retail shop <application pending>	TBD
2014: 11/24	West	agri-tourism: ag operation(s) and retail center <application pending>	TBD
2014: 12/16	Central	retail / agricultural supplies and equipment <application pending>	TBD
2015			
2015:02/02	West	lodging / "motel" <application pending>	TBD
2015: 2/04	North	lodging / "hotel, motel" and/or B&B <application pending>	TBD
2015: 2/06	North	lodging / "motel" / restaurant / spa / retail shop <application pending>	TBD
2015: 2/18	Central	retail development (new development) Rezoning #2015-01 (Mountain Sports)	In process
2015: 2/20	South	ag processing facility / restaurant / retail shop <application pending>	TBD
2015: 3/11	North	monopole communication tower <application pending>	TBD
2015: 3/23	Central	restaurant (redevelopment) <application pending>	TBD

Report C:

Review of Job Description for “Director of Planning and Zoning”

What is contained in this report? Report C contains my review of the current job description for the Director of Planning and Zoning position, including “essential responsibilities” which are not currently part of my job performance, and also other typical responsibilities and tasks which are not currently reflected in the job description.

Why is this report being submitted? This report attempts to accurately highlight the actual daily, weekly, and monthly responsibilities and tasks being regularly conducted by the Director of Planning & Zoning.

Review of Job Description for "Director of Planning and Zoning"

Tim Padalino – Planning & Zoning Director
 April 10, 2015

This report provides a review of the official "job description" for the Director of Planning and Zoning position, including the following:

1. An evaluation of the listed "essential responsibilities," relative to actual duties performed on a daily, weekly, monthly, and annual basis; and
2. An overview of current actual job duties, including many which aren't specified in the job description.

1. Evaluation of "Essential Responsibilities" Listed in Job Description:

Please see the following table, which provides the existing job description information in black ink and my commentary in red ink.

	Essential Responsibility	% of Time	Importance Rating
1	<p>Maintain and update The Comprehensive Plan.</p> <p><i>Commentary: This very important countywide long-range planning is never conducted. This neglected responsibility is due to staff time being consumed with current development review activities and assisting the public with various inquiries, complaints, and requests for assistance.</i></p>	<p>10%</p> <p><i>Actual: >1%</i></p>	<p>5</p> <p><i>Actual = 5</i></p>
2	<p>Maintain, update, and enforce zoning and subdivision ordinances.</p> <p><i>Commentary: The "enforcement" and "administration" of the ordinances are somewhat separate from "maintaining" and "updating" the ordinances. A large portion of the job performance involves "administering" the ordinances (including interpreting the ordinances for the public, as well as conducting site visit inspections and code enforcement activities). A small portion of the job performance involves "amendment" activities (including policy review, research, drafting proposed amendments, and administering the amendment process with the PC and BOS).</i></p>	<p>25%</p> <p><i>Actual: 35%</i></p> <p><i>Admin: 35%</i></p> <p><i>Amend: 5%</i></p>	<p>5</p> <p><i>Actual = 5</i></p>
3	<p>Provide administrative support to Board of Zoning Appeals, Planning Commission, Board of Supervisors, and the Thomas Jefferson Planning Commission.</p> <p><i>Commentary: A large amount of staff time goes towards preparing staff reports, powerpoint presentations, meeting agendas, and related materials and correspondence for these bodies. Each application item involves not only written reports, slide shows, and oral presentations, but also time spent communicating with the applicants, conducting site visits, and creating maps. A very large amount of the Secretary's time goes towards preparing PC meeting minutes. Regarding the TJPDC, I represent Nelson County in the "Rural Technical Advisory Committee" and serve as Vice-Chair, and I also represent Nelson County on the TJPDC Commission.</i></p>	<p>25%</p> <p><i>Actual: 35%</i></p>	<p>5</p> <p><i>Actual = 5</i></p>

4	Respond to citizen inquiries. <i>Commentary: A substantial amount of time and energy goes towards assisting various members of the public with a wide variety of inquiries, complaints, and requests for assistance.</i>	15% <i>Actual: 20%</i>	5 <i>Actual = 5</i>
5	Supervise office staff. <i>Commentary: Coordination with Secretary and part-time Planner requires relatively small amount of time. Daily and weekly coordinations are task-oriented and mostly involve "spot duty" assistance.</i>	10% <i>Actual: 5%</i>	3 <i>Actual = 4</i>
6	Manage department budget <i>Commentary: This primarily involves concentrated effort in December and January to prepare Department budget request; ongoing budget management involves minimal time / effort.</i>	5% <i>Actual: >1%</i>	3 <i>Actual = 3</i>

2. Overview of Actual Duties Performed by Director of Planning & Zoning:

Please consider the following types of services required of the Dept. of Planning & Zoning:

- Interpreting Zoning Ordinance to formally provide official County guidance regarding proposed use(s) of private property(s)
- Interpreting Subdivision Ordinance to formally provide official County guidance regarding proposed land records activities
- Evaluating current Zoning Ordinance and Subdivision Ordinance provisions, and preparing proposed ordinance amendments (in coordination with County Administration, County Attorney, Planning Commission, and Board of Supervisors)
- Current Development Review:
 - Reviewing and processing all Site Plans
 - Reviewing and processing all Class B and Class C Communication Tower Permits
 - Reviewing and processing Special Use Permit applications
 - Reviewing and processing all Rezoning applications
 - Reviewing and processing all Variance applications
 - *Please note that for each of the types of submittals listed above, the following tasks are required:*
 - Conducting site visits and communicating with applicant(s) and adjoining property owners
 - Coordinating review with Site Plan Review Committee members (VDOT, Health Department, Soil & Water Conservation District, and others)
 - Correctly publishing legal notices of public hearings and providing public notification to adjoining property owners
 - Analyzing application materials and preparing written staff reports, maps, and photographs
 - Preparing and delivering written staff reports, slide shows, and oral presentations for the Board of Supervisors, Board of Zoning Appeals, and/or Planning Commission

- Conducting administrative reviews and approvals for various zoning permits, such as:
 - Amended Site Plans
 - Special Events Permits
 - Tower Permit Amendments (Co-Location and/or Tower Replacements)
 - Home Occupation Approvals
 - Temporary Travel Trailer Permits
 - New Sign Permits
 - Wayside Stand Permits
- Investigating and enforcing residential and commercial Zoning Ordinance violation(s)
- Reviewing and approving preliminary and final subdivision plats, boundary line adjustment plats, and reconfiguration plats
- Reviewing and approving all Building Permit applications and Certificates of Occupancy
- Reviewing and approving all Business License applications
- Regularly assisting the public with spontaneous requests for guidance and assistance
 - Emails, phone calls, and walk-ins
- Assisting other County Departments with various requests (typically County Administration and Economic Development & Tourism)

Report D:

Analysis of Outgoing Emails Sent by Director of Planning & Zoning

What is contained in this report? Report D contains an analysis of outgoing emails sent by the Planning & Zoning Director. The analysis includes aggregate totals, as well as the average numbers of email messages sent per day, per week, and per month.

Why is this report being submitted? This report attempts to demonstrate the amount of time and energy required to provide written guidance to members of the public, applicants, and others.

Email correspondence is only one of several ways in which Department staff assists the public; phone calls and face-to-face assistance with “walk-ins” are other important methods of public service which require large amounts of staff time and attention. However, emails are relatively easy to quantify, whereas figures for the other types of assistance cannot be easily calculated.

Analysis of Outgoing Emails Sent by Director of Planning and Zoning

Time Period:	Number of Outgoing Email Sent:
March 16-20	64
March 9-13	64
March 2-6	47
Feb. 23-27	60
Feb-15	223
Jan-15	229
Dec-14	178
Nov-14	207
Oct-14	294
Sep-14	198
Aug-14	252
Jul-14	227
Jun-14	223
May-14	187
Apr-14	235
Mar-14	272
Feb-14	210
Jan-14	264

Analysis of Calendar Year 2014:

total / 52 weeks:	2,747
monthly average:	228.50
weekly average:	52.83
daily average:	10.57

Report E:

Summary of all Zoning Permits processed from Jan. 2013 -- March 2015

What is contained in this report? Report E contains an analysis of all zoning permits that were processed and approved (from January 2013 to present) by Department staff, Planning Commission, Board of Supervisors, or Board of Zoning Appeals.

Why is this report being submitted? This report was requested by the Board of Supervisors, as a tool for better understanding the level of Department activity and productivity.

2013-2015 Communication Tower Permits

Permit Number	Class	Company	Applicant	Site Address	Tower	Tax Map Number	PC Approval	BOS Approval	Owner(s) Name
2013-001	I	Dynis	Nancy Anderson	Devils Knob, Wintergreen			2/22/2013	N/A	
		AT&T	(Collocation)				(Admin. Approval)		
2013-002	II	Dynis	Ryan Chappell	6049 Howardsville Tnpk, Afton			6/19/2013	N/A	
		AT&T	(Collocation)				(Admin. Approval)		
2013-003	III	nTelos	Jessie Wilmer	4440 Thomas Nelson Hwy, Arrington			Withdraw		
2013-003	I	SAI	Shawna Ashenden	Waterworks Lane, Wintergreen			7/17/2013	N/A	
		AT&T	(Collocation)				(Admin. Approval)		
2013-004	I	AT&T	Cheryl Taylor	400 Beech Grove Road, Nellysford	CV426	31-A-51A	10/11/2013	N/A	William C. Parrish
			(Collocation)				(Admin. Approval)		
2013-005	IV	nTelos	Jessie Wilmer	4440 Thomas Nelson Hwy, Arrington			7/22/2013	N/A	
							(Admin. Approval)		
2013-006	III	AT&T	Cheryl Taylor	5519 Rockfish Valley Hwy, Afton (Martin's Store)	CV485		11/6/2013	N/A	Adalea Palastro
2013-007	III	AT&T	Cheryl Taylor	Sunset Drive, Nellysford	CV422		Withdraw		Adalea Polastro
2013-008	IV	AT&T	Cheryl Taylor	11100 Rockfish Valley Hwy., Afton	CV421	7-A-9B	10/30/2013	N/A	RVVFD
			(Collocation)				(Admin. Approval)		
2013-009	III	AT&T	Cheryl Taylor	5519 Rockfish Valley Hwy, Afton (Martin's Store)	CV485		11/26/2013	N/A	Adalena Palastro
			(Collocation)				(Admin. Approval)		
2013-010		AT&T	Rick McPhail	6049 Howardsville Tnpk, Afton	WV595 (SW813)		12/9/2013	N/A	Edwards Property
							Admin. Approval)		

<u>Permit Number</u>	<u>Class</u>	<u>Company</u>	<u>Applicant</u>	<u>Site Address</u>	<u>Tower</u>	<u>Tax Map Number</u>	<u>PC Approval</u>	<u>BOS Approval</u>	<u>Owner(s) Name</u>
2013-011		AT&T	Dwight Wilcox	14 Thurmonds Hollow Lane, Faber	CV382	36-A-6	3/24/2014 (Admin. Approval)	N/A	Robert & Claudia Brush
2013-012		AT&T	Dwight Wilcox	11671 Thomas Nelson Hwy, Lovingston	CV387	45-A-84	3/24/2014 (Admin. Approval)	N/A	Gerald Henry Doll
2013-013		AT&T	Dwight Wilcox	400 Cove Mountain Lane, Lovingston	CV388	57-A-39B	3/24/2014 (Admin. Approval)	N/A	David Miller
2013-014		AT&T	Dwight Wilcox	1178 Thomas Nelson Hwy, Lovingston	CV390	76-8-1	3/24/2014 (Admin. Approval)	N/A	John & Barbara Layne
2013-015		AT&T	Dwight Wilcox	12983 Thomas Nelson Hwy, Lovingston	CV392	45-A-40	3/24/2014 (Admin. Approval)	N/A	James Bridgewater
2013-016		AT&T	Dwight Wilcox	16859 Thomas Nelson Hwy, Lovingston	CV395	34-4-2	3/24/2014 (Admin. Approval)	N/A	Campbell Lumber Co.
2014-001		AT&T	Dwight Wilcox	15216 Thomas Nelson Hwy, Lovingston	CV386	34-A-98	3/21/2014 (Admin. Approval)	N/A	Curtis & Janice K. Matthews
2014-002		AT&T	Dwight Wilcox	487 Monocan Drive, Nellysford	CV425	21-A-77A	3/21/2014 (Admin. Approval)	N/A	WPOA
2014-003		AT&T	Dwight Wilcox	18306 Thomas Nelson Hwy, Faber	CV383	35-A-78	3/24/2014 (Admin. Approval)	N/A	Barbara T. Lowery
2014-004		AT&T	Dwight Wilcox	695 Stage Road, Arrington	CV389	76-2-3	3/24/2014 (Admin. Approval)	N/A	Margaret D. Parker, Trustee

Permit Number	Class	Company	Applicant	Site Address	Tower	Tax Map Number	PC Approval	BOS Approval	Owner(s) Name
2014-005	III	AT&T	John Milisitz	301 Drumheller Orchard Lane, Lovington	CV488E	67-A-49	5/28/2014	7/8/2014	Ronald Collins
2014-006	II I	AT&T	Dwight Wilcox	29 Waterworks Lane, Roseland	CV397 CV398	11-A-2D	3/24/2014 (Admin. Approval)	N/A	Wintergreen Partners Inc.
2014-007	II	AT&T	Dwight Wilcox	21 Fern Circle (Devils Knob), Roseland	CV399		4/10/2014 (Admin. Approval)	N/A	WPOA
2015-01	III	AT&T	Cheryl Taylor	Pine Needles Lane, Afton	CV422G				

2013-2015 Temporary Communications Tower

Number	Class	Company	Location	Site#	Contact	Decision
2014-001	C.O.W	Cellco Partnership Verizon Wireless	Oakridge	LOCKN'	Stephen Waller	8/11/2014
2014-002	C.O.W	Redline Telecom AT&T	Oakridge	LOCKN'	Rudy Mullins	9/2/2014
2014-003	C.O.W.	Redline Telecom AT&T	Oakridge	LOCKN'	Rudy Mullins	9/2/2014

2013-2015 Site Plans

Permit #	Applicant	Decision
2013-001	Oesch Low Water Ford	Withdrawn 2/27/2013
2013-002	Thieblot Rezoning for Power Plant	Approved 4/24/13
2013-003	Silverback Distillery (Minor)	
2013-004	Bold Rock - Amended	
2013-005	Silverback Distillery (Major)	Approved 9/18/2013
2013-006	Shipman Apartments - Phase 2	Approved 10/23/2013
2013-007	Lovingston Family Dollar	Approved 10/23/2013
2013-008	Walker Mill Dam Rehabilitation	Approved 1/24/2014
2013-009	Elk Rock Meadow Subdivision	Approved 1/24/2014
2014-001	Rockfish Inn & Suites	Approved 6/25/2014
2014-002	Intentional Community: Duane & Lisa Blakeslee "Adial Cabins"	*Needs SUP – refiled application
2014-003	Blue Mountain Barrel House "Amended Plan"	Approved 7/23/2014
2014-004	"Adial Cabins" Motel - Duane & Lisa Blakeslee	Approved 8/27/2014
2014-005	Zenith Quest International	Deferred
2014-006	The Village @ Glen Mary "Amended Plan"	Admin. Approval
2014-007	Blue Mountain Brewery "Amended Plan"	Admin. Approval
2014-008	Pennywell, LLC (Michael Penny) - Afton	Postponed by Applicant
2014-009	Virginia Distillery Company "Amended Plan"	Admin. Approval
2015-01	David Hughes (Major -- 3rd dwelling)	Approved 2/25/15
2015-02	Pennywell, LLC (Michael Penny) - Colleen	Postponed by Applicant
2015-03	Scott Collins - Living Word Christian Fellowship	Approved 3/25/15
2015-03	Taylor Smack - Blue Mountain Brewery - Afton	

2013-2015 Variance Requests

Application	Applicant	Decision
2013-001	Martin Edward A. Jr.	Withdrawn 3/13/2013
2013-002	Curro, Brenda	Extension to 3/3/2014
		3/3/2014 mtg. postponed due to weather; rescheduled to 4/7/2014; BZA denied request = must be removed by 7/1/2014; applicant filed an appeal with Circuit Court to overturn BZA ruling; Circuit Court upheld BZA ruling
2014-001	Lawhorne, Johnny	Approved 7/7/2014

2013-2015 Special Use Permit Applications

Permit #	Tax Map #	Applicant / Owner	Description	Date	Decision
2013-001	36-A-24	Fred Oesch	Lambert Low Water Ford Crossing		Withdrawn
2013-002	68-A-57	NCCDF	Shipman Apts. Phase 2	5/22/2013	Approved by PC
				6/11/2013	Approved by BOS
2013-003	82-2-13	Jeff Warter	Storage building		Withdrawn
2013-004	7-A-9B	RVVFD	Placement of propane tanks	9/18/2013	Approved by PC
				10/8/2013	Approved by BOS
2013-005	31-11-1&3	Kevin Dintino	Storage building		Withdrawn
2013-006	76A-2-2	Jarss, Inc. / Jay Tiwari (owner)	Apartment	1/22/2014	Denied by PC
				2/11/2014	Denied by BOS
2014-001	12-A-79A	Danielle Savard & Marcel McNicoll	Retail Store & Take-out	4/23/2014	Approved by PC
				5/13/2014	Approved by BOS
2014-002	34-A-37; 34-A-51	Crownbull Creative, LLC / Walton's Mtn Country Store, LLC (owner)	Operate small retail business		Withdrawn
2014-003	34-A-37; 34-A-51	Crownbull Creative, LLC Walton's Mtn Country Store, LLC (owner)	Operate event gallery		Withdrawn
2014-004	34-A-37; 34-A-51	Crownbull Creative, LLC Walton's Mtn Country Store, LLC (owner)	Operate small restaurant/food service		Withdrawn
2014-005	33-A-8	Duane & Lisa Blakeslee	Adial Cabins	7/23/2014	Approved by PC
				8/12/2014	Approved by BOS
2014-006	7-A-53A	Edward A. Martin, Jr. & Ms. Mary Jacobson	"Batesville Gym" Activity Center	8/27/2014	Approved by PC
				10/14/2014	Approved by BOS
2014-007		St. Mary's Catholic Church (Father Daniel Kelly)	Lovington Gap Cemetery	10/22/2014	Approved by PC
				11/13/2014	Approved by BOS

Permit #	Tax Map #	Applicant / Owner	Description	Date	Decision
2014-008		Kim Page	Retail Space		Withdrawn
2015-01	35-A-32	Melvin T. Morgan Roofing & Sheet Metal Co., Inc. / (Ruth Goff - owner)	Operate estimator's office for roofing business		Incomplete application
2015-02	6-A-94B	Donald & Cindy Hall Gary Bryant (owner) – 47 Mill Lane	Operate Hall's Family Auto Clinic		

2013-2015 Rezonings

Application	Tax Map #	Applicant	Decision	Zoning
2013-001	7-A-53A	Edward Martin		Withdrawn
2013-001	55-6-2	Thomas Bland Harvey	PC 4/24/2013	A-1 to B-1 Conditional
2013-002	62-A-15 a & b	Armand Thieblot	PC 5/22/2013	
2013-003	4-A-60	Blue Mountain Brewery / Taylor Smack	PC 10/23/2013	Withdrawn - resubmitted with proffers
2013-004	4-A-60	Blue Mountain Brewery / Taylor Smack	PC 11/20/2013 BOS 1/14/2014	R-1 to A-1
2015-01	22-A-18; 22-A-19	Joseph B. Kober "Sepp" (Mountain Sports)		

2013-2015 Zoning Appeals

Number	Section	Petitioner	Results
2013-001	5-1-4,4-2	Janet Lychock	P&Z Director's interpretation upheld
2013-002		Jim Gates	Withdrawn
2015-01		Justin Shimp	

2013-2015 Travel Trailer Permits

Application #	Date Received	Applicant's Name	Fee	Date Permit Granted	Tax Map #
2013-001	3/29/2013	Elizabeth Taylor	N/A	5/6/2013	43-A-34
2013-002	4/12/2013	Randy George	N/A	4/15/2013	86-3-55
2013-003	5/13/2013	Randall L. Smith	N/A		44-A-1
2013-004	8/19/2013	Mildred Wade	\$25.00		21-3-2b
2013-005	9/3/2013	James R. Campbell, Sr.	\$25.00	9/17/2013	31-A-19A
2014-001	4/25/2014	William K. Cole	\$25.00	4/25/2014	97-A-87D

2013-2015 Zoning Violations

Record #	Name	Date of Letters	Follow Up Dates	Violation / Notes	Date Closed
2013-001	George, Randy			Camper violation?	
2013-002	Weber, Charles			Junkyard	2/28/2013
2013-003	Jackson, Harold			Junkyard	
2013-004	Jordan, Walter			Junkyard	
2013-005	Woodson (?)			Junkyard	
2013-006	Boggs, Marvin			Living in camper	
2013-007	Paixao, Marie "Rebel's Run"			Equine operation	
2013-008	Garrett, Tory	5/10/2013		Junkyard	
2013-009	Czerwinski, Peter	8/28/2013		Automobile graveyard	
2013-010	Cline, John	8/31/2013		Camper on property	
2013-011	Paloma Farms (Priddy, Dave)				
2013-012	Waterfield, Elwood	10/9/2013			
2013-013	Curro, Terry & Brenda	10/30/2013		Retaining wall does not meet setback regulations *see file for details*	
2013-014	Grubb, Carolyn				
2013-015	Johnson, Jermaine				
2013-016	Giles, Thomas W.				
2013-017	Carter, Laverne A.	12/16/2013		Junk on property	

2014-001	Crosby & Rosenberry			
2014-002	Simpson, Harvey A.	4/17/2014		
2014-003	Ramsey, Darrell or occupant	7/15/2014		Junkyard; old vehicles
		7/16/2014		being served by Sherriff's Office
2014-004	Hill, India J. & Everett			Junk on property
2015-01	Goff, Ruth D.	2/11/2015		Melvin T. Morgan Roofing & Sheet Metal Co., Inc. has an illegal outdoor advertising; email & phone calls exchanged with Whitney Morgan by Mr. Grant Massie & Stormy Hopkins
2015-02	Cosby Jr., Zack			Junk on property

2013-2015 New Sign Permits

Permit #	Tax Map #	Applicant	Date Received	Decision
2013-001	12-A-102	Rockfish Valley Community Center / Hughes Swain	2/11/2013	2/22/2013 – Approved
2013-002	76-11-1	Rob Rutherford - Nelson Homes / Larry Saunders	2/21/2013	
2013-003	19-A-60	Blue Ridge Cabins LLC / Royal Oaks	6/10/2013	6/14/2013 - Approved
2013-004	21-A-78	David Garber / Joe Lee McClellan	6/20/2013	7/3/2013 – Approved
2013-005	31-12-1	Mountain View Brewery LLC / Steve Crandall	8/15/2013	8/31/2013 – Approved
2013-006	57-A-35	Tim Spicer – Foster Fuel / Patricia Price	10/11/2013	10/11/2013 – Approved
2014-001	21-4-1	Rockfish Valley Foundation / Wintergreen Country Store Land Trust	2/18/2014	2/25/2014 - Approved
2014-002	76-A-1A	Blue Mountain Barrel House / Edwin Fitzgerald	4/15/2014	4/22/2014 - Approved
2014-003	57-A-34N	6PM Investments / Bill Akers: Capitol Signs		
2014-004	45-3-2B	Oak Hill Baptist Church	5/22/2014	5/23/2014 - Approved
2015-001	4-A-25	Virginia Estates, Inc.	2/6/2015	
2015-02	19-3-2A	Fenton Inn / Lilia Fenton	3/3/2015	3-3-2015 / Approved
2015-03	64-5-5D	Living Word Christian Fellowship / Scott Collins	3/11/2015	3-11-2015 / Approved

2013-2015 Home Occupations Permits

Date	Owner	Applicant	Address	City	Tax Map #	Approval
12/10/2013	Michael D. Hershberger	Michael D. Hershberger	177 Whispering Pines Drive	Piney River	64-A-103	12/11/2013
4/3/2014	Maria Morgan & Sarah Shelton	Maria Morgan & Sarah Shelton	175 Cub Creek Road	Tyro	42-4-2	4/4/2014
4/8/2014	Christopher Leva	Laura Leva	241 River Trails	Shipman	46-4-6	5/19/2014
8/15/2014	Todd F. Hipps	Todd F. Hipps	521 Front Street	Lovingston	58B-3-36	8/18/2014
8/22/2014	Thomas M. Oakley	Antique Fire Truck Rides LLC	34 Pleasant View Lane	Afton	6-A-49	9/2/2014
9/18/2014	Coral A. Kemp	Coral A. Kemp	887 Rockfish Orchard Drive	Afton	6-15-5	9/24/2014
11/7/2014	Andy Piplico / Jendy, LLC	Andy Piplico	972 Elk Mountain Road	Afton	2-A-4B	11/13/2014
10/12/2014	Kemp & Associates, LLC	Robert B. Kemp	887 Rockfish Orchard Drive	Afton	6-15-5	11/14/2014
11/17/2014	Daniel & Terri Tatarka	Daniel & Terri Tatarka	279 Avon Road	Afton	6-A-45	11/17/2014
1/5/2014	Hampton Roberts	Roberts Auto	697 North Fork Road	Tyro	28-A-31	12/23/2014
2/13/2015	Katherine Stewart	Katherine Stewart	1127 Jenny's Creek Road	Roseland	64-8-2	2/18/2015
3/20/2015	Larry Van de Visser	Larry Van de Visser	3141 Beech Grove Road	Roseland	19-A-33C	3/20/2015

2013-2015 Special Event Permits

3/16/13; 4/13/13; 6/8/13; 7/13/13; 8/10/13; 9/14/13; 10/12/13	Pit of Dreams Mud Bogs	RVVFD	N/A	4/10/2013
4/20/2013	Nelson County 5K Fun Run	NCHS Track Field	N/A	8/20/2012
4/14/2013	Rockfish Valley Kite Festival	Glenthorne Loop	N/A	4/11/2013
4/27/2013	Wintergreen Adaptive Sports 5K Run	Devils Backbone	N/A	4/11/2013
4/20/2013	Nelson Community Day	Oak Ridge Estate	N/A	4/12/2013
4/27-28/13	Wheelin' for Hope	Oak Ridge Estate	N/A	4/15/2013
4/28/2013	Mountain Cove Spring Fes.	Mountain Cove Vine.	N/A	4/25/2013
5/4-5/13	Relay for Life/Nelson County	NCHS Track Field	NA	1/24/2013
5/10-11/13	Rockfish River Music Festivla	7325 Carter Rd.Faber	NA	Cancelled
5/11 & 9/7/13	Truck & Tractor Pull	RVVFD	NA	4/10/2013
4/13-14/13	April Fools @ Oak Ridge	Oak Ridge Estate	N/A	Not appr.-event held
6/29/2013	Bold Rock Birthday Bash	1020 Rock.Vall.Hwy.	N/A	5/7/2013
6/1/2013	N.C.Appalachian Trail Daze	Devils Backbone	N/A	5/23/2013
6/8/13; 7/13/13; 8/10/13; 9/14/13	Starry Nights	Veritas Winery	N/A	6/27/2013
6/22-23/2013	Lavender Festival	4638 Variety MillsRd.	N/A	Cancelled
7/20/2013	Giving Hope Fundraiser	RVVFD	N/A	No approval
8/24/2013	Va.Craft Brewers Festival	Devils Backbone	N/A	8/5/2013
8/24-25/13	Spartan Race	Wintergreen	N/A	8/23/2013
9/5-8/2013	Locken' Music Festival	Oak Ridge Estate	N/A	6/27/2013
10/11-13/2013	The Festy	Devils Backbone	N/A	3/15/2013
10/19/2013	2013 Monster 5K	Rock Springs Rd.	N/A	5/17/2013
10/31/2013	Halloween Night	Lovingston Front St	N/A	10/7/2013
12/1/2013	Christmas Parade	Lovingston Front St	N/A	11/22/2013
4/5/14 - 4/6/14	April Fools @ Oak Ridge	Oak Ridge Estate	\$25	4/4/2014
4/12/14; 5/10/14; 6/14/14; 7/12/14; 8/9/14; 9/13/14; 10/11/14	Pit of Dreams Mud Bogs	RVVFD	\$25	4/9/2014
4/13/2014	RV Foundation Kite Festival	Bold Rock Cidery	\$25	4/10/2014
4/19/2014	Wintergreen Adaptive Sports	Devils Backbone	\$25	4/18/2014
4/19/2014	Nelson Co. 5K Run/Walk	NCHS	N/A	1/22/2014
4/19/2014	Nelson Co. Comm. Day	Oakland Museum	N/A	4/4/2014
4/26/14 - 4/27/14	Wheelin' for Hope	Oak Ridge Estate	N/A	4/21/2014
5/3/14 - 5/4/14	Relay for Life/Nelson Co.	NCHS	N/A	4/18/2014
5/17/14 & 5/18/14	Pharsalia Folklife Festival	Pharsalia	\$25	3/6/2014
5/31/14 - 6/1/14	The Jester's Enduro	Oak Ridge Estate	\$25	5/30/2014
8/23/2014	Va.Craft Brewers Fest.	Devils Backbone	\$25	6/5/2014
9/6/2014	Truck & Tractor Pull	RVVFD	\$25	4/23/2014

2013-2015 Special Event Permits (cont.)

10/10/14 - 10/12/14	The Festy	Devils Backbone	\$25	10/8/2014
4/26/2014	TBC Open House	RVCC	\$25	4/24/2014
6/14/14; 7/12/14; 8/9/14; 9/13/14	"Starry Nights" Veritas Winery	Veritas Winery	\$25	6/9/2014
6/28/2014	Celebrate Rockfish	RVCC	\$25	6/20/2014
7/4/2014	July 4th Parade	Rt. 29 / Lovington	\$25	6/27/2014
8/23/2014	Spartan Race Wintergreen	Wintergreen	\$25	8/15/2014
9/19/14 - 9/20/14	Blue Ridge Cycling Festival	Devils Backbone	\$25	9/12/2014
10/31/2014	Halloween Night	Lovington Front St	N/A	10/20/2014
11/1/2014	Run to the Rescue 10K	Delfosse Vineyard	\$25	10/28/2014
12/7/2014	NC Christmas Parade	Front Street	N/A	
12/13/2014	Holiday Tea @ Blue Haven B&B	10531 Patrick Henry Hwy	\$25	11/17/2014
1/10/15; 2/14/15; 3/14/15; 4/11/15; 5/9/15; 6/13/15	Tea @ Blue Haven B&B	10531 Patrick Henry Hwy	\$25	1/9/2015
4/11/2015	BE BOLD Trail 7K	Bold Rock Cidery	\$25	4/1/2015
4/11/15 - 4/12/15	April Fools @ Oak Ridge VCHSS	Oak Ridge Estate	\$25	
4/11/15; 5/9/15; 6/13/15; 7/11/15; 8/8/15; 9/12/15; 10/10/15	"Pit of Dreams" Mud Bog	RVVFD	\$25	4/1/2015
4/12/2015	Rockfish Valley Foundation Kite Festival	193 Glenthorne Loop & Bold Rock Cidery field	\$25	4/1/2015
4/18/2015	NC 5K Run/Walk	NCHS Track & roads	N/A	11/19/2014
4/18/2015	Blue Ridge Bowl	1510 Diggs Mtn Road	\$25	3/26/2015
4/18/2015	Wintergreen Adaptive Sports 5K Fundraiser	Devils Backbone & Beech Grove Road	\$25	4/1/2015
4/25/15 - 4/26/15	Wheelin' for Hope	Oak Ridge Estate	N/A	
5/2/2015	James Beazell Wintergreen Ascent	Rt. 664	\$25	4/7/2015
5/30/2015	Truck & Tractor Pull	RVVFD	\$25	4/1/2015
6/6/15 - 6/7/15	Relay for Life	NCHS football field	N/A	2/23/2015
8/22/2015	4th Annual Virginia Craft Brewers Festival	Devils Backbone & Glen Mary	\$25	
10/8/15 - 10/11/15	The Festy Experience	Devils Backbone & Glen Mary	\$25	

2013-2015 Plat Review Approvals

Tax Map Data				
Tax Map #	Subdivision Name	Acreage	Location	Date Approved
97-A-44	Watson, Gregory A. & Cynthia A.	9.68	Rt. 791 Buck Mountain Ln	3/4/2013
41-A-39	Flippin, William M.	20.629	Pharsalia Road	10/10/2013
43-A-1 & 2	Campbell, H.L. Estate	212.1; 197.3	Patrick Henry Hwy.	10/16/2013
66-A-59	Little Mountain, LLC.	0.05	Stage Road	10/24/2013
54-A-103A	Wilkins-Hyman, Angela	6.353	Rt. 679	10/28/2013
93-A-3C	Justus, Frank J. & Kaye B. & Teresa G.	357.77	Rt. 626	10/28/2013
19-A-16; 19-A-18; 19-A-19	Pearson Jr., H. Curtis; Catlett, Jefferson M.; Rur	32.34	Rt. 664	10/28/2013
20-A-8 & 20-5-15	Moore, William S. & Carol M., Trustees	1.890	Rockfish District	11/12/2013
31-A-16	Ottersberg, Christine E.	199.8	Rhue Hollow Road	11/13/2013
3-A-24	Tyler, Bruce K. & Lynn A.	2.537	Afton Depot Lane	11/13/2013
68-5-30A	Rhodes, Dakota	1.00	High Peak Road	1/3/2014
35-A-3A	Bennett, Trew H.	21.51	Rt. 617 Buck Creek Lane	1/8/2014
97-A-44A	Watson, George A. & Cynthia A. & Duggan, Lauren M.	4.29	Rt. 622 Allens Creek Road	1/9/2014
68-9-3	Casillas, Mary D.	0.040	Rt. 650 High Peah Lane	1/15/2014
11J-1-A9 & 11J-1-A11	Fulgham, Thomas R. & Susan B.	2.010 & 0.963	Cedar Meadow Road	1/21/2014
15-2-6 & 15-2-4	Krovetz, David O. & Natalie B.	4.544	Rt. 685 Bradley Lane	1/22/2014
64-5-5 & 64-5-4A	Hilbish, Frederick G., Trustee	19.134	Rt. 675 - Firehouse Road	1/22/2014
85-4-8	Tabb, Gloria H. & Jeremy A. & Laushell A.	2.001	Rt. 657 - Tye River Road	1/27/2014
22-A-97 & 22-A-134B	Arrington, James R.	10.463 & 6.065	Rt. 151 - Pullets Place	2/5/2014
70-A-33A & 71-A-31	Pearson Jr., H. Curtis & Catlett, Jefferson M.	66.62 & 25.00	Redbud Lane	2/11/2014
91-A-4A	Parziale, Tom (William & Judy Tucker)	10.0	Taylor's Creek	2/11/2014
12-A-64	Key, Steven L.; Key, David B. & Jennifer L.	7.737 & 4.100	Rt. 749 Crawfords View Rd	2/12/2014
75-2-4A	Fitzgerald, Thomas H.	2.485	Rt. 665	2/12/2014
47-A-28 & 47-A-27	Dinsmore, Linda W.; Covert, Robert W.	28.66 & 79.50	Rt. 620 Rock Spring Road	2/12/2014
55-A-98 & 55-A-97	Everitt, Nellie L. & Shelby L.; Wimer, David F.	1.02 & 4.371	Rt. 665	3/5/2014
71-A-13	Nash, William Irving & Nash Jr., Charles Wilson	5.326	Rt. 722	3/6/2014
46-A-7 (Parcel B & C)	Bryant Jr, Julian A./Frances R; Stagebridge Rd LLC	50.84; 9.88; 38.12	Rt. 623 Stagebridge Road	3/10/2014
54-A-104 (Lot 1 & 2)	Sprouse Sr., Charles M. Estate	4.137 & 5.959	Rt. 666	3/13/2014
64-A-229 & 64-A-231B	Clarkson, Joanne	11.2 & 151.5	Rt. 674	3/13/2014
25-5-8A & 26-5-8B	Albright, Lee H. & Paulette A.	0.44 & 6.06 = 6.5	Rt. 822 (Spy Rock Subdivision)	3/14/2014

Tax Map Data				
Tax Map #	Subdivision Name	Acreage	Location	Date Approved
34-A-96C	Corry, Jennifer; Andrews, Corry; Biggs, Barton	4.209 & 3.170	Rt. 742	3/14/2014
27-A-15; 27-A-16B	Polley, James L. & Cinda A.	10.487 & 25.513	Rt. 667	3/21/2014
11E-A-74 (Lot 74 & 75)	Therault, R. John & Sylvia B.	13,742 sq ft each lot	Pryor's Camp - Wintergreen	4/7/2014
11J1-A-54 (Lot 54 & 56)	Buffalo, Charles A.	2.748 & 4.650	Far Knob - Wintergreen	4/7/2014
46-A-12 (Lot D & Lot E)	Huggins, H.T.	103.54 & 55.38	Rt. 623 - Stagebridge Road	4/8/2014
57-3-C; 57-3-D	Delk Jr., George H.	18.189 & 16.292	Cove Mountain Lane	4/23/2014
64-5-5	Hilbish, Frederick G., Trustee	26.147	Rt. 151 Patrick Henry Hwy	4/28/2014
81-A-35; 81-A-22	Mills, Gary A. & Marianne; Ware, Michael & Joseph	59.83; 26.32	Ponderosa Lane	4/28/2014
64-5-5	Hilbish, Frederick G., Trustee	28.441; 33.714	Rt. 778 Lowesville Road	4/28/2014
31-A-65; 31-A-65B; 43-A-1	Hat Creek Farm, LLC; Campbell, Barbara A. Sprouse	68.66; 2.136; 195.0	Rt. 151 Patrick Henry Hwy	4/28/2014
63-A-2	Tucker, Benjamin; Tucker Jr. William; Meeks, Julia	69.186 (#1); 66.879 (#2); 65.693 (#3); 114.313 (#4)	Rt. 666 Woodson Road	4/28/2014
86-A-21A; 86-1-1A; 86-1-1B	Miller, James & Kimberly	4.03; 2.13; 0.92	Rt. 654 Falling Rock Drive	5/2/2014
58-A-39E (Lot1) (Lot 2)	Lovingston Main, LLC.	1.260; 1.697	Rt. 29 & Main Street	5/5/2014
3-A-95A	Morris, Robert Colter	3.72	Rt. 631 Mountain Road	5/15/2014
20-1-29; 20-1-30	Tully, Robert M. & Lisa K.	5.370; 5.011	Horizons Village Road	5/22/2014
90-A-7	Horsley Family Cemetery (W.A. Horsley Gantt, II)	0.129	Rt. 56 James River Road	5/22/2014
55-A-2	Dodd, Carolyn C.	5.476	Rt. 151 Patrick Henry Hwy	5/23/2014
64-6-2A; 64-5-5	Thompson, Terry L.; Thompson William D.	5.56; 0.012	Rt. 151 Patrick Henry Hwy	6/2/2014
7-A-2B; 7-A-2	Mejia, Joyce M.	3.875; 1.556	Rt. 151 Rockfish Valley Hwy	6/2/2014
64-A-79A; 64-A-80	Parr, James J. & Joan H.	11.7; 7.955	Rt. 675 Firehouse Road	7/8/2014
41-A-13A; 41-A-13C	Strickland, Howard L. & Linda C.; Shane, Christine	4.63; 2.0	Rt. 807 Parrish Lane	7/13/2014
64-A-79A; 64-A-79	Parr, James J. & Joan H. -- Void -- plat never recorded	6.884; 4.258	Rt. 675 Firehouse Road	7/31/2014
62-A-62; 62-A-62B	Evans, Carl R.; Evans, Elmer R.	1.24; 2.22	Rt. 693 Salem Road	8/4/2014
11A-2-25; 11A-2-26	Smith, Mary M.	0.414; 0.515	Oak Lane	8/18/2014
11J-H-F2; 11J-H-E48	Cote, Ronald J. & Pullen, Robin P.	2.264	Stoney Creek West	8/18/2014
31-12-1; 31-12-2	Verd To Go, LLC	5.335; 2.730	Rt. 664 Beech Grove Road	8/26/2014
60-A-36	The Wilson Family Cemetery Lot	0.089	Rt. 639 Laurel Road	9/15/2014
69-A-76B; 69-A-76E	Harbin, Marty A.; Mininger, Brian & Victoria	15.66; 10.00	Rt. 639 Laurel Road	9/24/2014

Tax Map Data				
Tax Map #	Subdivision Name	Acreage	Location	Date Approved
12-A-96; 12-A-96A	Robert S. Fields Estate; Fields, Robert W. & Melba S.	28.439; 1.43	Rt. 151 Rockfish Valley Hwy.	9/24/2014
21-A-113A; 21-A-113A (Tract B)	Rhames, Hazel M.	203.53; 5.25	Rt. 151 Rockfish Valley Hwy.	9/24/2014
58-A-31F	St. Mary's Catholic Church	16.5	Rt. 29 Thomas Nelson Hwy	9/25/2014
64-A-195 (Lots 1 - 4)	Jenny's Creek Subdivision	3.019; 2.012; 2.237; 2.44	Rt. 674 Jenny's Creek Road	10/6/2014
76-13-3A	Huffman, Bobby Dean & Frances Marie	1.783	Rt. 665 Wilson Hill Road	10/7/2014
46-A-43	Hingley, Scott W.; Carter, Kathi M.	65.13	Rt. 640 Wheelers Cove Rd	10/10/2014
44-A-4 (Parcel 2A)	Vincent James Valentino Revoc Trust; Catherine Mae Jones Revoc Trust	7.77	Rt. 623 Davis Creek Lane	10/20/2014
60-A-42; 60-A-41	Arizona Land Company, LC (Laurel Road Subdivision)	28.37; 1	Rt. 639 Laurel Road	10/23/2014
13-A-4B; 13-A-4C	Wulin, George & L. Esperanza; Hobson, Linda R. & Todd E.	39.00; 2.517	Rt. 151 Rockfish Valley Hwy	10/24/2014
16-A-(Lot 161; 162; 163)	Hawes, Michael M.	25,925 sq. ft.; 30,483 sq. ft.; 24,839 sq. ft.	Wintergreen (Chestnut Springs Section)	10/31/2014
34-A-92	Catherine H. C. Seaman Estate & John Anthony Seaman, III	0.929	Rt. 29 Thomas Nelson Hwy	11/7/2014
22-A-133 (Lot A)	Bush, William J. & Jaemey	8.130	Rt. 613 Berry Hill Road	11/14/2014
42-3-3; 42-3-3B	Campbell, Warren L. & Brenda D.	6.26; 1.355	Rt. 789 C & C Lane	11/14/2014
85-3-50	E.H. & L.E. Taylor	0.012 (Right-of-way easement)	Rt. 662 Walker's Mtn Road	11/19/2014
68A-A-4; 68A-A-5	William D. & Sherry S. Brown; McGinnis, Bernard L.	0.017 (Right-of-way easement)	Rt. 56 James River Road	11/19/2014
13-A-76A (Lot A)	Whalen, Jacqueline M. & Rutherford, J. Larry	2.00	R. 633 Taylor Creek	11/25/2014
64-A-182; 64-A-182A	Bradley, Robert Dawson & Elizabeth Houchens	4.844; 8.254	Rt. 676 Clay Pool Road	11/26/2014
32-3-17; 32-3-18	McIver, Curtis L. & Susan B.	4.571 (combined lots 2.345; 2.226)	Winterhaven (Dogwood Lane)	12/4/2014
46-A-12E; 46-A-12F	White, R. Dudley & Barbara L.N.	158.92 (combined lots 103.54 & 55.38)	Rt. 623 Stagebridge Road	12/16/2014
11P-B-19 (Lots 19R & 20R)	Hall, Bruce H. & Robin W.	3.051 (combined lots 1.264; 1.787)	Wintergreen (Monocan)	12/19/2014
65-A-144; 65-A-144C	Campbell, Angela L.; Knowles, Ruthie M.; Mays, Teresa M, Proffit, Diane; Gaberiel, Debra; Taylor, Gary; Kathleen S. & Herbert M. Taylor Life Estates	1.71; 51.135	Rt. 724 Sleepy Hollow Road	12/29/2014
11Z1-A (Lots 142; 158; 159 & 160)	Carnevale, Mark F. & Frances J.; Navratil, Tracey M. & Krizek, Paul E.; Edwards, Karen K.	0.972; 0.563; 0.598	Wintergreen (Chestnut Springs)	12/29/2014
46-A-47A; 46-A-43	Hingley, Scott W. & Cater, Kathi M.	45.00; 66.00	Rt. 640 Wheelers Cove Road	12/30/2014
68-7-1	Holland, Rhonda M. & Nesson, Linda Joann	4.00	Rt. 668 Diggs Mountain Rd	1/5/2015

Tax Map Data				
Tax Map #	Subdivision Name	Acreage	Location	Date Approved
13-1-2A; 13-A-14; 13-8-1	Cady, B.C.; Lisle Joint Revocable Trust; Raynor, R.C.	Relinquishing Access 50' Easement; New 35' ROW	Rt. 784 Bland Wade Lane	1/14/2015
6-A-93A; 6-A-93B	Morris, Harry J. & Lisa P.; Gumm, Philip W. & Judith L.	3.038; 8.97	Rt. 609 Mill Lane	1/20/2015
45-A-23; 45-A-20	Matthews, Jill D. & Willson, Robert G.	21.11; +/- 132.39	Rt. 776 Davis Creek	1/21/2015
65-A-90	Diggs Family, LLC	11.252	Rt. 56 Tye Brook Hwy	1/23/2015
58-A-78; 58-A-79	Comer II, Keith E.	1.33; 1.04 (Boundary line adjustment)	Rt. 641 Skycliff Place	1/30/2015
31-9-2 (Lot 1; Lot B)	I & J Home Builders, LLC	15.183 (2.956; 12.227)	Rt. 764 Walkaround Lane	1/30/2015
41-A-43; 41-A-43A; 41-A-43B	Hauschner, Peter G. & Suzanne C.; Kinde, Jeannette G.	36.40; 8.27; 1.099	Rt. 56 Crabtree Falls Hwy	2/4/2015
76-10-3 (Parcel A & B)	Park, Helen	+3.275; 2.055	Rt. 748 Morse Lane	2/9/2015
11-L-A-29; 30; and 31	Battle; Michael L. & Laura E.	2.411; 2.197; 2.271 = 6.879	Wintergreen (Rodes Valley Drive)	2/10/2015
6-11-A; 6-A-49	Miller, Ronald D. & Patricia; Oakley, Thomas M.	4.158; 5.903 (Boundary Line Adjustment)	Rt. 798	2/13/2015
6-5-B5; 6-5-B6	Morris, Daniel T. & Darlene L.	3.50; 27.77 (Boundary Adjustment)	Rt. 609 Glass Hollow Road	3/4/2015
47-A-28 (Parcel A & Parcel B)	Dinsmore, Linda W.	79.66; 0.92 (Boundary Resurvey)	Rt. 620 Rock Spring Road	3/11/2015
97-A-44A; 97-A-52A	Kaja Holdings 2, LLC; Watson, Gregory A. & Cynthia A.; Duggan, Lauren M.	4.238; 1.00 (Boundary Line Adjustment)	Rt. 622 Allens Creek Road	3/12/2015
11-Y-A-68; 11-Y-A-69	Gallagher, Matthew Brian & Karen Catherine	16,681 sq ft; 16,835 sq ft (Combining lots)	Wintergreen (Deer Springs)	3/30/2015
64-A-79; 64-A-79A	Parr, Joan H.	4.258; 6.884	Rt. 675 Firehouse Road	4/3/2015

FY16 BUDGET PREP AGENCY WORKSHEET

Account	Agency	FY11 Funding	FY12 Funding	Incr/Decr From FY11	%	FY13 Funding	Incr/Decr From FY12	%	FY14 Funding	Incr/Decr From FY13	%	FY15 Funding	Incr/Decr From FY14	%	FY16 Request	Incr/Decr From FY15	%	Recommended FY16	Incr/Decr From Request	%	Approved FY16
51010-5601	Health Department	\$220,021	\$223,268	3,247	1.5%	\$237,290	14,022	6.3%	\$244,301	7,011	3.0%	\$244,301	0	0.0%	\$244,979	678	0.3%	\$244,301	(\$678)	-0.3%	
52010-5602	Region 10 Community Services Board	\$72,078	\$72,078	0	0.0%	\$72,078	0	0.0%	\$92,586	20,508	28.5%	\$92,586	0	0.0%	\$105,395	12,809	13.8%	\$92,586	(\$12,809)	-12.2%	
64010-5649	PVCC	\$3,024	\$3,024	0	0.0%	\$3,050	26	0.9%	\$2,717	-333	-10.9%	\$2,600	-117	-4.3%	\$2,513	-87	-3.3%	\$2,513	\$0	0.0%	
81010-5650	Th. Jefferson Planning Dist. Commission	\$18,241	\$18,241	0	0.0%	\$17,210	-1,031	-5.7%	\$17,740	530	3.1%	\$17,740	0	0.0%	\$17,492	-248	-1.4%	\$17,492	\$0	0.0%	
82030-5604	Th. Jefferson Soil & Water	\$25,500	\$25,500	0	0.0%	\$25,500	0	0.0%	\$31,500	6,000	23.5%	\$31,500	0	0.0%	\$31,500	0	0.0%	\$31,500	\$0	0.0%	
83010-0000	Extension Service	\$48,775	\$47,977	-798	-1.6%	\$47,976	-1	0.0%	\$49,846	1,870	3.9%	\$50,865	1,019	2.0%	\$52,597	1,732	3.4%	\$52,597	\$0	0.0%	
91030-5605	Regional Library	\$246,648	\$255,648	9,000	3.6%	\$260,648	5,000	2.0%	\$260,408	-240	-0.1%	\$260,684	276	0.1%	\$269,414	8,730	3.3%	\$260,684	(\$8,730)	-3.2%	
91030-5606	TJEMS Council	\$19,629	\$19,629	0	0.0%	\$19,629	0	0.0%	\$19,629	0	0.0%	\$19,629	0	0.0%	\$19,629	0	0.0%	\$19,629	\$0	0.0%	
91030-5607	JABA	\$88,098	\$88,098	0	0.0%	\$90,000	1,902	2.2%	\$96,500	6,500	7.2%	\$96,500	0	0.0%	\$96,500	0	0.0%	\$96,500	\$0	0.0%	
91030-5611	JAUNT (excluding Wintergreen contribution)	\$59,952	\$62,509	2,557	4.3%	\$65,255	2,746	4.4%	\$63,084	-2,171	-3.3%	\$60,495	-2,589	-4.1%	\$77,235	16,740	27.7%	\$60,495	(\$16,740)	-21.7%	
91030-5611	JAUNT (Wintergreen contribution)	\$23,600	\$29,477	5,877	24.9%	\$35,747	6,270	21.3%	\$20,411	-15,336	-42.9%	\$23,000	2,589	12.7%	\$23,738	738	3.2%	\$23,738	\$0	0.0%	
91030-5612	MACAA	\$29,914	\$29,914	0	0.0%	\$29,914	0	0.0%	\$29,914	0	0.0%	\$29,914	\$0	0.0%	\$33,910	3,996	13.4%	\$29,914	(\$3,996)	-11.8%	
91030-5613	Shelter for Help	\$7,643	\$7,643	0	0.0%	\$7,644	1	0.0%	\$7,644	0	0.0%	\$7,644	\$0	0.0%	\$8,000	356	4.7%	\$7,644	(\$356)	-4.5%	
91030-5620	Sexual Assault Resouce Agency	\$765	\$765	0	0.0%	\$765	0	0.0%	\$765	0	0.0%	\$765	\$0	0.0%	\$800	35	4.6%	\$765	(\$35)	-4.4%	
91030-5621	ReadyKids-Children, Youth & Family Services											\$0	\$0	0.0%	\$1,500	1,500	100.0%	\$0	(\$1,500)	-100.0%	
91030-5622	Open Knowledge collaborative											\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5623	OAR/Community Corrections	\$1,945	\$1,945	0	0.0%	\$1,945	0	0.0%	\$3,269	1,324	68.1%	\$3,269	\$0	0.0%	\$6,769	3,500	107.1%	\$3,269	(\$3,500)	-51.7%	
91030-5624	Piedmont Housing Alliance	\$500	\$0	-500	-100.0%	\$0	0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5627	Piedmont Workforce Network	\$0	\$0	0	0.0%	\$0	0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	\$2,255	2,255	100.0%	\$0	(\$2,255)	-100.0%	
91030-5629	Economic Development Authority	\$0	\$0	0	0.0%	\$6,720	6,720	100.0%	\$5,000	-1,720	-25.6%	\$5,000	\$0	0.0%	\$8,400	3,400	68.0%	\$5,000	(\$3,400)	-40.5%	
91030-5631	Central VA Economic Dev. Partnership	\$0	\$0	0	0.0%	\$12,500	12,500	100.0%	\$10,000	-2,500	-20.0%	\$10,000	\$0	0.0%	\$10,000	0	0.0%	\$10,000	\$0	0.0%	
91030-5632	Rockfish Valley Community Center											\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5638	Community Development Foundation	\$55,729	\$55,729	0	0.0%	\$55,729	0	0.0%	\$55,729	0	0.0%	\$55,729	\$0	0.0%	\$55,729	0	0.0%	\$55,729	\$0	0.0%	
91030-5641	Central Va. Small Business Dev. Center	\$0	\$0	0	0.0%	\$7,500	7,500	100.0%	\$7,500	0	0.0%	\$7,500	\$0	0.0%	\$7,500	0	0.0%	\$7,500	\$0	0.0%	
91030-5644	Gladstone Senior Center Meals	\$8,254	\$8,254	0	0.0%	\$8,254	0	0.0%	\$8,254	0	0.0%	\$8,254	\$0	0.0%	\$8,254	0	0.0%	\$8,254	\$0	0.0%	
91030-5645	Rockfish Senior Center Meals	\$277	\$8,367	8,090	2920.6%	\$8,367	0	0.0%	\$8,367	0	0.0%	\$8,367	\$0	0.0%	\$8,367	0	0.0%	\$8,367	\$0	0.0%	
91030-5646	Schuyler Senior Center Meals	\$5,165	\$5,165	0	0.0%	\$5,620	455	8.8%	\$5,620	0	0.0%	\$5,420	-\$200	-3.6%	\$5,544	124	2.3%	\$5,544	\$0	0.0%	
91030-5648	Va. Institute of Government	\$1,000	\$1,000	0	0.0%	\$1,000	0	0.0%	\$1,000	0	0.0%	\$1,000	\$0	0.0%	\$1,000	0	0.0%	\$1,000	\$0	0.0%	
91030-5652	Wintergreen Performing Arts	\$10,000	\$10,000	0	0.0%	\$10,000	0	0.0%	\$10,000	0	0.0%	\$10,000	\$0	0.0%	\$10,000	0	0.0%	\$10,000	\$0	0.0%	
91030-5656	Dental Health Program-Health Dept	\$36,700	\$0	-36,700	-100.0%	\$0	0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5656	Dental Health Program-RHOP	\$12,000	\$9,884	-2,116	-17.6%	\$9,884	0	0.0%	\$6,000	-3,884	-39.3%	\$0	-\$6,000	-100.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5657	Community Center Tax Refunds	\$8,072	\$8,072	0	0.0%	\$10,000	1,928	23.9%	\$10,000	0	0.0%	\$10,000	\$0	0.0%	\$16,000	6,000	60.0%	\$16,000	\$0	0.0%	
91030-5668	Ryan Reserve	\$0	\$0	0	0.0%	\$0	0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5670	Volunteer Coalition (RHOP) Transp. Serv.	\$5,100	\$5,100	0	0.0%	\$5,100	0	0.0%	\$5,100	0	0.0%	\$0	-\$5,100	-100.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5643	CASA	\$0	\$2,500	2,500	100.0%	\$2,500	0	0.0%	\$2,500	0	0.0%	\$2,500	\$0	0.0%	\$2,500	0	0.0%	\$2,500	\$0	0.0%	
91030-5671	BRMC-Latino Outreach								\$0	0	0.0%	\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
91030-5642	Legal Aid					0	0	0.0%	0	0	0.0%	\$0	\$0	0.0%	\$0	0	0.0%	\$0	\$0	0.0%	
	TOTALS	\$1,008,630	\$999,787	(\$8,843)	-0.9%	\$1,057,825	\$58,038	5.8%	\$1,075,384	17,559	1.7%	\$1,065,262	(\$10,122)	-0.9%	\$1,127,520	62,258	5.8%	\$1,073,521	(\$53,999)	-4.8%	\$0

Notes:
 Yellow indicates agencies that requested an increase for FY16.
 Nelson EMS Council is not included on this report.

Nelson County Public Schools

2015 – 2016 Proposed Comprehensive Capital Improvement Plan

Capital Improvement Programming and Budgeting involve the development of a long term plan for capital expenditures of the school system. Capital expenditures include expenditures for land, major equipment, and other commodities or services which are of significant value and have a useful life of several years. The Capital Improvement Program (CIP) lists each proposed capital item to be undertaken, the year in which the project will begin, the amount to be expended each year, and the proposed method of financing these expenditures. The costs of the projects are estimates and provided for planning purposes. The exact costs of the projects will be known only after competitive bidding has taken place.

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2015/2016 Proposed Comprehensive Plan:

SITE: DIVISION WIDE SECURITY UPGRADES

PROJECT NAME: SECURITY

TOTAL ESTIMATED COST: \$250,000

TOTAL FISCAL YEAR EXPENDITURE: \$250,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Additional security cameras with updated consoles are being requested to cover strategic locations in the buildings to provide additional safety measures for students. Existing cameras provide little detail and definition to image which make identification of subjects difficult to ascertain. Additional card readers have been requested to be installed for the Gymnasium door at RRES, the Administrative Office Door at TRES and the door at the Weight Room at NCHS. Additional mobile radios are requested for the High School Complex or the possible re-use of retired radios from the recent county-wide upgrade. Radios would need to be reprogrammed and have new batteries installed.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: INSIDE RAMPS – ADA COMPLIANCE

TOTAL ESTIMATED COST: \$29,130

TOTAL FISCAL YEAR EXPENDITURE: \$29,130

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to update 3 existing interior ramps at NCHS to be ADA compliant – 2 ramps will need to either be re-ramped or installed with a lift for wheelchair access as they are either too long or too steep in their current state. The ramp in the Ag Shop will need to be modified with a rest area and an extension.

Cost to repair high spots in the concrete in Commons Area and add handrails = \$1,880

Labor to make ramp in Ag Shop ADA Compliant (with handrails = \$2,250)

Cost to install lift or long metal ramp in hallway in CTE wing = \$25,000

**NELSON COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENT PLAN**

Preparing for tomorrow... today

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: ADA COMPLIANT LOCKER ROOM FOR FEMALE ATHLETES

TOTAL ESTIMATED COST: \$207,000

TOTAL FISCAL YEAR EXPENDITURE: \$207,000

FUNDING SOURCE: LOCAL FUNDS:

PROJECT DESCRIPTION:

Due to the requirements of Title IX of the Civil Rights Code, there must be separate but equal space for male and female athletes. Due to the fact that a 1500 sq ft. locker room for male sports exists at NCHS, there must also be a comparable offering for female athletes. It is recommended that a facilities study be undertaken to determine the best option for this project. It is suggested that this project be included in a new field house or concession stand project or in the alternative, in the basement space at NCHS formally used as ALPHA. Cost per square foot for school renovations in Virginia was \$138.70 in FY 2013-14.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: HVAC UPGRADE

TOTAL ESTIMATED COST: \$185,000

TOTAL FISCAL YEAR EXPENDITURE: \$185,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to upgrade the HVAC in the ALPHA area of NCHS so that the rooms can be usable. Currently the dampness in the building makes the large area of finished space to be undesirable to be used. Estimate given by Honeywell in the Spring of 2014.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: AUTO MECHANICS PIT ACCESS – ADA COMPLIANCE

TOTAL ESTIMATED COST: \$17,000

TOTAL FISCAL YEAR EXPENDITURE: \$17,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to fill-in the automotive repair pit wherein students work on automobiles from underneath the chassis and purchase new alignment/balancing machinery for students to

Preparing for tomorrow... today

use as they learn auto mechanics. A new lift of 10,000 pound capacity with a rolling jack and a turntable kit will need to be installed allowing students with disabilities the opportunity to participate in the curriculum should they so choose. Estimated cost of the lift is \$11,000 with an additional \$1,000 to install. Cost of the filling in of the pit is estimated to be \$5,000 allowing for the electrical work to be done to close out the pit with cement.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: Plumbing/Restroom/Water Fountain Retrofits

TOTAL ESTIMATED COST: \$23,400.70

TOTAL FISCAL YEAR EXPENDITURE: \$23,400.70

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to purchase ADA compliant sinks, water fountains, grab bars and fixtures to allow persons with disabilities the ability to access the restroom/shower and drinking facilities. Cost estimate for 3 water fountains with plumbing & installation = \$10,900.70. Cost of the new sink in the CTE wing and the required replumbing is expected to be \$2,500.00. Cost to renovate bathroom is \$10,000

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: Bleachers for "Old Gym"

TOTAL ESTIMATED COST: \$49,430

TOTAL FISCAL YEAR EXPENDITURE: \$49,430 (new), or \$26,870 (retrofit)

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to demolish old bleachers and replace with ADA Compliant bleachers for the "Old Gym" at Nelson County High School. Bleachers with appropriate inserts for wheelchair accessibility for 7 wheelchairs are required for the facility. Estimate is based on quote from TJ Distributors, Inc. from August, 2014.

**NELSON COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENT PLAN**

Preparing for tomorrow... today

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: GREENHOUSE EXPANSION/RETROFIT

TOTAL ESTIMATED COST: \$750,000

TOTAL FISCAL YEAR EXPENDITURE: \$750,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to bring the existing Greenhouse into compliance with ADA standards so that disabled students can have full access to the curriculum. Consideration should be given as to the effect these modifications will have on the instructional program and if the division would be better served with the construction of a new facility. Cost estimate for a new Greenhouse structure is between \$150 - \$200 per sf based on information received from Rough Bros. a greenhouse contractor. Additional funds would be required for wiring/plumbing, HVAC, and for misting equipment.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: LIGHTS - SOFTBALL/BASEBALL FIELDS

TOTAL ESTIMATED COST: \$336,139

TOTAL FISCAL YEAR EXPENDITURE: \$336,139

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to install Pole Lighting for the Baseball and Softball Fields at NCHS. Due to the large geographic size of the District, funds are requested to light the fields so that evening games can be played for VHSL competition. Nelson is one of the few, if not only, schools in the region without appropriate lighting for night-time activities. Cost estimate provided as a turnkey project through Keystone Cooperative Purchasing Contract and as such has already been bid.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: CONCESSION STAND

TOTAL ESTIMATED COST: \$250,000

TOTAL FISCAL YEAR EXPENDITURE: \$250,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

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Funds are requested to build new concession stand facility to accommodate needs of the community. Facilities would have to be ADA compliant and built to current building code requirements (including adequate restrooms for maximum stadium occupancy).

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: FINE ARTS BUILDING

TOTAL ESTIMATED COST: \$138,000

TOTAL FISCAL YEAR EXPENDITURE: \$138,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to build additional practice space for the highly successful High School Music Program (jazz band, concert band, marching band, chorus, show choir and other break-out groups) which currently has to share space with the Middle School chorus and band programs. It is also requested that the building be large enough to house large band instruments as storage of these instruments is problematic to the burgeoning fine arts program at NCHS. Cost for construction for school facilities was \$138 per SF in FY 2013-2014.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: SCHOOL SIGN

TOTAL ESTIMATED COST: \$25,800

TOTAL FISCAL YEAR EXPENDITURE: \$25,800

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to install a new sign in front of Nelson County High School to give announcements and publicize school events and activities. Estimate based on internet search of like sign installations.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: AUDITORIUM/GYMNASIUM ENTRANCEWAY

TOTAL ESTIMATED COST: \$200,000

**NELSON COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENT PLAN**

Preparing for tomorrow... today

TOTAL FISCAL YEAR EXPENDITURE: \$200,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION

Funds are requested to build a matching entranceway to the Auditorium/Gymnasium so guests can more readily find the entrance for community events. Visitors to the site have difficulty finding where to go for events and activities and this becomes problematic when the main entrances to the schools are locked.

SITE: NELSON COUNTY HIGH SCHOOL

PROJECT NAME: ENGINEERING STUDY

TOTAL ESTIMATED COST: \$45,000

TOTAL FISCAL YEAR EXPENDITURE: \$45,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to conduct a study to determine cause and remedy for mortar separation on brick façade on CTE wing. It is surmised that water is infiltrating behind the brick causing the wire to rust and thus pushing the mortar out of the mortar joints. Cost to alleviate the problem will be determined for subsequent submission to CIP.

SITE: NMS

PROJECT NAME: FIELD GRADING & OUTSIDE BLEACHERS

TOTAL ESTIMATED COST: \$ 15,000

TOTAL FISCAL YEAR EXPENDITURE: \$ 15,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to grade the play field and install bleachers at NMS for sporting activities to encourage more support for the school and its students at events. A level field will also be safer for athletes and students to use as it will reduce the likelihood of falls and student injuries. This field is the field used for Middle School Football.

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SITE: TYE RIVER ELEMENTARY

PROJECT NAME: MICROBIAL SPORES ABATEMENT

TOTAL ESTIMATED COST: \$1,533,500

TOTAL FISCAL YEAR EXPENDITURE: \$1,533,500

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to remediate the exterior wall situation at TRES which includes the installation of some type of weather barrier in lieu of missing Tyvek wall wrap. Funds are also requested to contain or remove existing microbial particles that have developed due to water infiltration in wall cavity. Estimate from BCWH Powerpoint presentation September 9, 2010.

SITE: TYE RIVER ELEMENTARY

PROJECT NAME: FLOOR TILE REPLACEMENT

TOTAL ESTIMATED COST: \$90,000

TOTAL FISCAL YEAR EXPENDITURE: \$90,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to replace the VCT tiles in classrooms and corridors. The glue under the current floor tiles is deteriorating and causing floor tiles to become loose. Due to high traffic and heavy usage, the floors need to be replaced to prevent fall/trip hazards and potential liability issues. 6 classrooms had floor tile replaced in December, 2013 due to moisture damage during summer of 2013. Cost incurred for the 6 rooms was \$14,450.00

SITE: TYE RIVER ELEMENTARY

PROJECT NAME: Parking Lot Resurfacing

TOTAL ESTIMATED COST: \$105,000

TOTAL FISCAL YEAR EXPENDITURE: \$105,000

FUNDING SOURCE: LOCAL FUNDS

**NELSON COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENT PLAN**

Preparing for tomorrow... today

PROJECT DESCRIPTION:

Funds are requested to patch driving lanes and overly student drop off/pick up loop at Tye River Elementary School. The quote is for milling the driving lanes and edge milling gutter pans & concrete walkway with reinstallation of speedbumps and line striping at an estimated cost of \$65,000 per quote received 11/14/2014. Funds are also requested to overlay bus loop and rear parking lot at an estimated cost of \$40,000.

SITE: TYE RIVER ELEMENTARY

PROJECT NAME: Overflow Parking Lot

TOTAL ESTIMATED COST: 150,000

TOTAL FISCAL YEAR EXPENDITURE: \$150,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to install an additional parking lot so that there is ample space for parents to park for Open House and School Activities. The existing parking lot is almost filled to capacity with just staff vehicles. When additional visitors come to the facility, they must park along the entrance road or in the grass. Estimated cost of lot would be \$1500 per space. The requested funds represent the cost for car lot with 100 car capacity.

SITE: ROCKFISH RIVER ELEMENTARY

PROJECT NAME: Roof Replacement

TOTAL ESTIMATED COST: \$250,000

TOTAL FISCAL YEAR EXPENDITURE: \$250,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to replace the original shingled roof at Rockfish River Elementary School. Estimate is based upon the roof replacement costs of Tye River Elementary School in 2011/2012.

SITE: ROCKFISH RIVER ELEMENTARY

PROJECT NAME: Parking Lot Resurfacing

TOTAL ESTIMATED COST: \$36,191

Preparing for tomorrow... today

TOTAL FISCAL YEAR EXPENDITURE: \$36,191

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to resurface the faculty parking lot and road at Rockfish River Elementary School due to severe cracking and deterioration. The scope of work would include sawcutting broken places, tamping for compaction and racking the edges and repaving. Cleaning the lot and filling all cracks and 2 coats of sealant and repainting of lines in lot. Estimate received June, 2014.

SITE: ROCKFISH RIVER ELEMENTARY

PROJECT NAME: Air Conditioning of Gymnasium

TOTAL ESTIMATED COST: \$135,700

TOTAL FISCAL YEAR EXPENDITURE: \$135,700

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to air condition the Gymnasium at Rockfish River Elementary School. This school serves as the Emergency Evacuation Shelter for the County and the gymnasium is the largest available space for large groups of people to congregate in the building. High temperatures in the facility during the summer and warm days in Spring and Fall can make its use uncomfortable. Estimate based on informal quote provided from Honeywell in February, 2015.

SITE: ROCKFISH RIVER ELEMENTARY

PROJECT NAME: Replacement of Playground Equipment

TOTAL ESTIMATED COST: \$25,000

TOTAL FISCAL YEAR EXPENDITURE: \$25,000

FUNDING SOURCE: LOCAL FUNDS

PROJECT DESCRIPTION:

Funds are requested to purchase playground equipment for the primary playground. The current equipment is over thirty

Preparing for tomorrow... today

SITE: NELSON COUNTY SCHOOLS – TRANSPORTATION

PROJECT NAME: BUS AND CAR REPLACEMENT, VAN PURCHASE

TOTAL ESTIMATED COST: \$430,000

TOTAL FISCAL YEAR EXPENDITURE: \$430,000

FUNDING SOURCE: LOCAL PURCHASE

PROJECT DESCRIPTION:

This purchase would continue the 12 - 15 year replacement cycle for buses by replacing 4 buses as we retire older units from our fleet. Estimated cost per bus is \$95,000. Funds are also requested to purchase 2 used cars to be used for student transportation. Estimated cost per vehicle is \$12,500. Vehicles currently in use are in poor condition and have high mileage and need to be replaced. Two cars currently in use have over 200,000 miles on them. In addition, in order to transport small groups of student to out-of-district events, we would like to purchase one mini-van to eliminate the need for multiple vehicles/drivers to transport the students.

SITE: NELSON COUNTY SCHOOLS – MAINTENANCE DEPARTMENT

PROJECT NAME: GENIE LIFT

TOTAL ESTIMATED COST: \$8,500

TOTAL FISCAL YEAR EXPENDITURE: \$8,500

FUNDING SOURCE: LOCAL PURCHASE

PROJECT DESCRIPTION:

Funds are requested to purchase a Genie Lift so that Maintenance Personnel can safely work in areas high off of the ground (painting, changes bulbs, checking sprinkler heads etc).

2015/2016 PLAN SUMMARY BY LOCATION:

WORK TO BE PERFORMED OR ASSET PURCHASED:

NELSON COUNTY HIGH SCHOOL:

Plumbing/Sink/Water fountain Replacement	\$ 23,400
Bleachers for Old Gym	\$ 49,430
Additional Athletic Locker Room	\$ 207,000

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Interior Ramps Remodel	\$ 29,130
Auto Mechanics Pit Upgrade	\$ 17,000
Greenhouse Remodel	\$ 750,000
Lights for Baseball/Softball	\$ 336,139
Concession Stand/Band Storage	\$ 250,000
Fine Arts Building	\$ 138,000
Sign for front of building	\$ 25,800
Entranceway for Gym/Auditorium	\$ 200,000
HVAC Upgrade for Alpha Area	\$ 185,000
Engineering Study	\$ 45,000
Security Upgrade	\$ 75,000

Total for Location \$2,330,899

NELSON MIDDLE SCHOOL:

Field repair and Outdoor Bleachers	\$ 15,000
Security Upgrade	\$ 75,000

Total for Location \$90,000

TYE RIVER ELEMENTARY SCHOOL:

VCT Tile Replacement	\$ 90,000
Parking Lot Resurfacing	\$ 105,000
Installation of Over-Flow Lot	\$ 150,000
Security Upgrade	\$ 50,000
Weather Barrier/Abatement	\$1,533,500

Total for Location \$1,928,500

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ROCKFISH RIVER ELEMENTARY SCHOOL:

Roof Replacement	\$ 250,000
Parking Lot Resurfacing	\$ 36,191
Security Upgrade	\$ 50,000
Air Conditioning of Gymnasium	\$ 135,700
New Playground Equipment	\$ 25,000
Total for Location	\$ 496,891

MAINTENANCE DEPARTMENT:

Genie Lift	\$ 8,500
Total for Location	\$ 8,500

Transportation:

Scheduled Bus Replacement	\$380,000
Out-of-District Vehicle (2 cars)	\$ 25,000
Out-of-District Vehicles (1 van)	\$ 25,000
	\$430,000

Total for all Projects: \$5,284,790

Projects grouped by Priority:

Priority I:

A) <i>OCR Mandated Projects:</i>	
<i>Plumbing/Sink/Water Fountains</i>	\$ 23,400
<i>Interior Ramp Remodels</i>	\$ 29,130

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	<i>Auto Mechanic Pit Replacement/New Equipment</i>	\$ 17,000
	<i>Bleachers for Old Gym</i>	<u>\$ 49,430</u>
	<i>OCR Mandated Subtotal</i>	\$ 118,960
B)	<i>School Safety Division Wide</i>	\$ 250,000
C)	<i>Buses for Student Transportation</i>	<u>\$ 380,000</u>
	<i>TOTAL PRIORITY 1:</i>	\$ 748,960
<i>Priority 2:</i>		
A)	<i>OCR Mandated Large Capital Outlay Projects:</i>	
	<i>Green House Replacement/Retrofit</i>	\$ 750,000
	<i>Female Locker Room</i>	<u>\$ 207,000</u>
	<i>OCR Mandated Subtotal</i>	\$ 957,000
B)	<i>Parking Lot Resurfacing – Tye River Elementary</i>	\$ 105,000
C)	<i>Engineering Study for Brick Veneer Separation NCHS</i>	\$ 45,000
D)	<i>HVAC Work – NCHS Basement</i>	\$ 185,000
E)	<i>Weather Barrier/Abatement – TRES</i>	\$1,533,500
F)	<i>Vehicles for Student Transportation</i>	<u>\$ 50,000</u>
	<i>TOTAL PRIORITY 2:</i>	\$2,875,500
<i>Priority 3:</i>		
A)	<i>Lights for Baseball/Softball Field</i>	\$ 336,139
B)	<i>Fine Arts Building</i>	\$ 138,000
C)	<i>Concession Stand</i>	\$ 250,000
D)	<i>VCT Tile Replacement – TRES</i>	\$ 90,000

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E)	<i>Parking Lot Repair – RRES</i>	\$ 36,191
F)	<i>Roof – RRES</i>	\$ 250,000
G)	<i>Overflow Parking Lot – TRES</i>	\$ 150,000
H)	<i>New Playground Equipment – RRES</i>	<u>\$ 25,000</u>
	<i>Total for Priority 3</i>	<u>\$1,275,330</u>

Priority 4:

A)	<i>Sign for front of High School Complex</i>	\$ 25,800
B)	<i>Field Repair and New Bleachers – NMS</i>	\$ 15,000
C)	<i>Auditorium/Gymnasium Entranceway</i>	\$ 200,000
D)	<i>Air Conditioning of Gymnasium</i>	\$ 135,700
E)	<i>Genie Lift</i>	<u>\$ 8,500</u>
	<i>Total for Priority 4</i>	<u>\$ 385,000</u>

Mandated Projects:

OCR Mandated Projects:

<i>Plumbing/Sink/Water Fountains</i>	\$ 23,400
<i>Interior Ramp Remodels</i>	\$ 29,130
<i>Auto Mechanic Pit Replacement/New Equipment</i>	\$ 17,000
<i>Bleachers for Old Gym</i>	\$ 49,430
<i>Green House Replacement/Retrofit</i>	\$ 750,000
<i>Female Locker Room</i>	<u>\$ 207,000</u>
<i>Total Mandated</i>	<u>\$ 1,075,960</u>

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*NELSON COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENT PLAN*

April 21, 2016
Overview of FY16 Other Fund Budgets

Debt Service Fund

Debt service expenditures relative to the General Fund total \$1,168,315 and include debt service and trustee fees for the following:

- 1) Convenience Centers/Construction & Equipment
- 2) Courthouse Judicial Center (15 Yr. Refinancing, May 2013)
- 3) Radio Project
- 4) Existing Courthouse Renovation (Interest only in FY16)

Debt service expenditures relative to the School Fund total \$2,198,966 and include debt service payments and trustee fees related to the following:

- 1) There is no outstanding debt for Bus leases or Tye River Elementary.
- 2) Rockfish River Elementary (Literary Loan refinanced 5/13)
- 3) Early Retirement Incentive (Refinanced in FY2000)
- 4) NCHS Renovations/ New Middle School (Lease Revenue refinanced in FY12 & VPSA)

All debt is supported by a transfer from the General Fund in the amount of \$3,367,281. County debt reflects an overall increase of \$114,776 due to the upcoming courthouse renovation. School debt reflects an overall decrease of \$14,555.

Capital Fund

Expenditures reflect funding in the amount of \$300,500 that was allocated in FY12 (remains unspent) as a Capital Reserve for the School Division (TRE). Also included is an unallocated Capital Reserve in the amount of \$597,543.

Revenues generated include only a small amount of interest earnings. The remainder of revenue reflected is the existing fund balance.

Courthouse Project Fund

The Courthouse Project Fund expenditure budget for FY16 includes \$7,283,271 in architectural and construction related expense relative to the existing Courthouse renovation project.

Architectural expenditures are supported with prior year fund balance. The remainder of the project is supported with approximately \$1.4 million in local revenues transferred from the General Fund and anticipated financing proceeds of \$5.5 million.

CDBG Fund

This budget reflects the recently awarded Community Development Block Grant for Broadband expansion. The expansion project is supported with grant revenues of \$200,000 and local match funding of \$100,000. The local match funding is provided by way of a Transfer from the General Fund.

Piney River Water/Sewer Enterprise Fund

In FY16, this budget is increased by \$4,868 primarily reflecting increases in sewer treatment cost and maintenance supply expenses. Sewer treatment expense is variable from year to year and can be impacted by the amount of rain and snow received. The budget for maintenance supplies reflects an increase of \$1,500 which is reflective of increased costs for grinder pumps and related parts. There are other incremental changes in maintenance and repair, electric service, and billing/postal services.

Receipts for water and sewer fees are projected to be approximately \$111,000—a slight increase over the current year. Fees for connection and installation are projected to be \$42,000 (\$12,000 Connection Fees and \$30,000 installation expense). In FY16 expenses are anticipated to exceed revenues by \$65,229. This shortfall is covered by a transfer from the General Fund in the amount of \$40,000 and \$25,229 in anticipated fund balance at year end.

Broadband Project Fund

This budget will be presented to the Broadband Authority at a later date.

DEBT SERVICE FUND

EXPENDITURE SYNOPSIS -Proposed					
		FY 14-15		FY 15-16	
Expenditure by Dept.		Amended Budget		Proposed Budget	Increase/Decrease
					% Change
County Debt Service					
Trustee Fees		\$1,500.00		\$2,000.00	\$500.00 33.33%
Principal IBM AS400		\$0.00		\$0.00	\$0.00 0.00%
Principal (Judicial Center)		\$300,000.00		\$310,000.00	\$10,000.00 3.33%
Principal (Conv. Centers)		\$295,000.00		\$310,000.00	\$15,000.00 5.08%
Principal (Radio Project)		\$130,000.00		\$135,000.00	\$5,000.00 3.85%
Interest IBM AS400		\$0.00		\$0.00	\$0.00 0.00%
Interest (Judicial Center)		\$226,575.00		\$216,544.00	-\$10,031.00 -4.43%
Interest (Courthouse-Phase 2)		\$0.00		\$115,000.00	\$115,000.00 100.00%
Interest (Conv. Centers)		\$35,258.00		\$21,505.00	-\$13,753.00 -39.01%
Interest (Radio Project)		\$64,706.00		\$58,266.00	-\$6,440.00 -9.95%
Debt Service Reserve (Judicial Ctr)		\$0.00		\$0.00	\$0.00 0.00%
Total County Debt Service		\$1,053,039.00		\$1,168,315.00	\$114,776.00 10.95%
County Debt for Schools					
Trustee Fees		\$4,750.00		\$3,000.00	-\$1,750.00 -36.84%
Principal Capital Leases		\$0.00		\$0.00	\$0.00 0.00%
Principal VRA (Ref Lit Loan)		\$240,000.00		\$235,000.00	-\$5,000.00 -2.08%
Principal VPSA Bonds		\$700,000.00		\$740,000.00	\$40,000.00 5.71%
Principal VRS Financing		\$54,184.00		\$57,863.00	\$3,679.00 6.79%
Principal Lease Rev. 2001A		\$0.00		\$0.00	\$0.00 0.00%
Principal Lease Rev. 2002 (2012)		\$480,000.00		\$490,000.00	\$10,000.00 2.08%
Interest Capital Leases		\$0.00		\$0.00	\$0.00 0.00%
Interest VRA (Ref Lit Loan)		\$38,625.00		\$30,878.00	-\$7,747.00 -20.06%
Interest VPSA Bonds		\$437,540.00		\$400,820.00	-\$36,720.00 -8.39%
Interest VRS Refinancing		\$16,284.00		\$12,605.00	-\$3,679.00 -22.59%
Interest Lease Rev. 2001A		\$0.00		\$0.00	\$0.00 0.00%
Interest Lease Rev. 2002 (2012)		\$242,138.00		\$228,800.00	-\$13,338.00 -5.51%
Total County Debt for Schools		\$2,213,521.00		\$2,198,966.00	-\$14,555.00 -0.66%
Total Debt Service		\$3,266,560.00		\$3,367,281.00	\$100,721.00 3.08%
REVENUE SYNOPSIS -Proposed					
		FY 14-15		FY 15-16	
Revenues		Amended Budget		Proposed Budget	Increase/Decrease
					% Change
Transfers from General Fund		\$3,266,560.00		\$3,367,281.00	\$100,721.00 3.08%
Transfers from Capital Fund		\$0.00		\$0.00	\$0.00 0.00%
Total Transfers		\$3,266,560.00		\$3,367,281.00	\$100,721.00 3.08%
Year Ending Balance		\$0.00		\$0.00	\$0.00 0.00%
Total		\$3,266,560.00		\$3,367,281.00	\$100,721.00 3.08%

COURTHOUSE PROJECT FUND

EXPENDITURE SYNOPSIS -Proposed				
	FY 14-15	FY 15-16		
Expenditure by Dept.	Amended Budget	Proposed Budget	Increase/Decrease	% Change
Courthouse Project				
Architectural (existing Courthouse renovation)	\$600,000.00	\$357,046.00	-\$242,954.00	-40.49%
Testing Services	\$0.00	\$20,000.00	\$20,000.00	100.00%
Construction	\$105,000.00	\$6,716,225.00	\$6,611,225.00	6296.40%
Insurance	\$0.00	\$0.00	\$0.00	0.00%
Furnishings (Signs/Display)	\$0.00	\$150,000.00	\$150,000.00	100.00%
IT/E911 Equipment & Installation	\$0.00	\$40,000.00	\$40,000.00	100.00%
Transfer to General Fund	\$0.00	\$0.00	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	0.00%
Total	\$705,000.00	\$7,283,271.00	\$6,578,271.00	933.09%
REVENUE SYNOPSIS -Proposed				
	FY 14-15	FY 15-16		
Revenues	Amended Budget	Proposed Budget	Increase/Decrease	% Change
Courthouse Project				
Bond Proceeds	\$0.00	\$5,500,000.00	\$5,500,000.00	100.00%
General Fund Transfer	\$0.00	\$1,426,225.00	\$1,426,225.00	100.00%
Year Ending Balance	\$705,000.00	\$357,046.00	-\$347,954.00	-49.36%
Total	\$705,000.00	\$7,283,271.00	\$6,578,271.00	933.09%

CAPITAL FUND

EXPENDITURE SYNOPSIS- Proposed

Expenditure by Dept.	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
Capital Projects				
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	0.00%
Transfer to Piney River 3	\$0.00	\$0.00	\$0.00	0.00%
Transfer to General Fund	\$0.00	\$0.00	\$0.00	0.00%
Capital Reserve (School)	\$300,500.00	\$300,500.00	\$0.00	0.00%
Capital Reserve (Buses)	\$0.00	\$0.00	\$0.00	0.00%
Capital Reserve (Unallocated)	\$597,440.00	\$597,543.00	\$103.00	0.02%
Arbitrage Rebate	\$0.00	\$0.00	\$0.00	0.00%
Total	\$897,940.00	\$898,043.00	\$103.00	0.01%

REVENUE SYNOPSIS -Proposed

Revenues	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
Capital Projects				
Interest on Investments	\$48.00	\$48.00	\$0.00	0.00%
Bond Proceeds	\$0.00	\$0.00	\$0.00	0.00%
VPSA Refunding Proceeds	\$0.00	\$0.00	\$0.00	0.00%
Transfer from General Fund	\$0.00	\$0.00	\$0.00	0.00%
Year Ending Balance	\$897,892.00	\$897,995.00	\$103.00	0.01%
Total	\$897,940.00	\$898,043.00	\$103.00	0.01%

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

EXPENDITURE SYNOPSIS -Proposed				
Expenditure by Dept.	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
CDBG Projects				
Transfer to Broadband Fund	\$0.00	\$300,000.00	\$300,000.00	100.00%
Total	\$0.00	\$300,000.00	\$300,000.00	100.00%
REVENUE SYNOPSIS -Proposed				
Revenues	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
Transfers				
Transfer from General Fund	\$0.00	\$100,000.00	\$100,000.00	100.00%
CDBG Projects				
Broadband	\$0.00	\$200,000.00	\$200,000.00	100.00%
Total	\$0.00	\$300,000.00	\$300,000.00	100.00%

PINEY RIVER WATER/SEWER FUND

EXPENDITURE SYNOPSIS - Proposed

Expenditure by Dept.	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
New Connection Installation	\$30,000.00	\$30,000.00	\$0.00	0.00%
Maintenance and Repairs	\$37,621.00	\$38,000.00	\$379.00	1.01%
Legal Services	\$420.00	\$400.00	-\$20.00	-4.76%
Electrical Services	\$8,161.00	\$9,000.00	\$839.00	10.28%
Billing/Postal Services	\$6,400.00	\$5,500.00	-\$900.00	-14.06%
Meter Reading Service	\$0.00	\$0.00	\$0.00	0.00%
Water and Sewer	\$44,000.00	\$47,000.00	\$3,000.00	6.82%
Telecommunications	\$830.00	\$900.00	\$70.00	8.43%
Permit Fees	\$300.00	\$300.00	\$0.00	0.00%
Maintenance Supplies	\$16,000.00	\$17,500.00	\$1,500.00	9.38%
Refunds	\$250.00	\$250.00	\$0.00	0.00%
Debt Service	\$69,379.00	\$69,379.00	\$0.00	0.00%
Total	\$213,361.00	\$218,229.00	\$4,868.00	2.28%

REVENUE SYNOPSIS -Proposed

Revenues	FY 14-15	FY 15-16	Increase/Decrease	% Change
	Amended Budget	Proposed Budget		
Piney River Water/Sewer				
Fees for Water/Sewer	\$110,270.00	\$111,000.00	\$730.00	0.66%
Connection/Installation Fees	\$42,000.00	\$42,000.00	\$0.00	0.00%
Transfer from Debt Service Fund	\$0.00	\$0.00	\$0.00	0.00%
Transfer from General Fund	\$40,000.00	\$40,000.00	\$0.00	0.00%
Year Ending Balance	\$21,091.00	\$25,229.00	\$4,138.00	19.62%
Total	\$213,361.00	\$218,229.00	\$4,868.00	2.28%

PHILLIP D. PAYNE IV
ATTORNEY AT LAW
402 COURT STREET
POST OFFICE BOX 299
LOVINGSTON, VIRGINIA 22949

TELEPHONE (434) 263-5555
FACSIMILE (434) 263-4440

March 25, 2015

Mr. Larry Saunders
1610 Wilson Hill Road
Arrington, Virginia 22922

Dear Larry:

I write requesting that the Board approve an increase in my hourly billing rates.

My present rate for general work is \$200.00 an hour. For attendance at Board meetings, the rate is \$180.00. These rates were set in 2011. My compensation includes a monthly stipend of \$834.00 being a sum equal to the County-paid portion of medical insurance. The Board, prior to 2011, has approved reimbursements to or paid other lawyers at rates varying between \$250 and \$500 an hour.

I have enclosed a matrix of hourly rates used by the federal courts in awarding attorneys' fees in cases where the prevailing party is entitled by statute to have fees paid by the losing side. Rates in central Virginia tend to be a one-third less than those appearing in the matrix. As adjusted, the matrix rate for me, with twenty-nine years of experience, would be \$340.

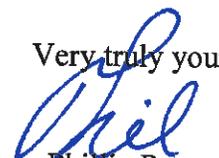
Had my rate been adjusted in step with County staff raises since 2011, including the proposed increase of 3% for fiscal 2015-2016, it would be \$224.91.

Besides my overall twenty-nine years of practice, I have sixteen years' experience in the field of local government law, having represented the County since April 1999. Being a resident of Nelson for most of my life, and counsel to the Board for one-quarter of it, I bring a store of institutional knowledge with my representation.

Accordingly, I request that my approved rate be set at \$225.00 for general work and \$200.00 for attendance at Board meetings.

I would appreciate an opportunity to discuss this request with you and with the Board.

Very truly yours,



Phillip Payne

LAFFEY MATRIX – 2014-2015

Years (Rate for June 1 – May 31, based on prior year's CPI-U)

Experience	14-15
20+ years	520
11-19 years	460
8-10 years	370
4-7 years	300
1-3 years	255
Paralegals & Law Clerks	150

Explanatory Notes:

1. This matrix of hourly rates for attorneys of varying experience levels and paralegals/law clerks has been prepared by the Civil Division of the United States Attorney's Office for the District of Columbia. The matrix is intended to be used in cases in which a "fee-shifting" statute permits the prevailing party to recover "reasonable" attorney's fees. *See, e.g.*, 42 U.S.C. § 2000e-5(k) (Title VII of the 1964 Civil Rights Act); 5 U.S.C. § 552(a)(4)(E) (Freedom of Information Act); 28 U.S.C. § 2412(b) (Equal Access to Justice Act). The matrix does **not** apply to cases in which the hourly rate is limited by statute. *See* 28 U.S.C. § 2412(d).
2. This matrix is based on the hourly rates allowed in *Laffey v. Northwest Airlines, Inc.*, 572 F. Supp. 354 (D.D.C. 1983), *aff'd in part, rev'd in part on other grounds*, 746 F.2d 4 (D.C. Cir. 1984), *cert. denied*, 472 U.S. 1021 (1985). It is commonly referred to by attorneys and federal judges in the District of Columbia as the "Laffey Matrix" or the "United States Attorney's Office Matrix." The various "brackets" in the column headed "Experience" refer to the years following the attorney's graduation from law school, and are intended to correspond to "junior associates" (1-3 years after law school graduation), "senior associates" (4-7 years), "experienced federal court litigators" (8-10 and 11-19 years), and "very experienced federal court litigators" (20 years or more). Thus, the "1-3 years" bracket is generally applicable to attorneys in their first, second, and third years after graduation from law school, and the "4-7 years" bracket generally becomes applicable on the third anniversary of the attorney's graduation (*i.e.*, at the beginning of the fourth year following law school). *See Laffey*, 572 F. Supp. at 371; *but cf. EPIC v. Dep't of Homeland Sec.*, No. 11-2261, ___ F. Supp. 2d ___, 2013 WL 6047561, *6 -*7 (D.D.C. Nov. 15, 2013) (attorney not admitted to bar compensated at "Paralegals & Law Clerks" rate); *EPIC v. Dep't of Homeland Sec.*, 982 F. Supp.2d 56, 60-61 (D.D.C. 2013) (same).
3. The hourly rates approved in *Laffey* were for work done principally in 1981-82. The matrix begins with those rates. *See Laffey*, 572 F. Supp. at 371 (attorney rates) & 386 n.74 (paralegal and law clerk rate). The rates for subsequent yearly periods were determined by adding the change in the cost of living for the Washington, D.C. area to the applicable rate for the prior year, and then rounding to the nearest multiple of \$5 (up if within \$3 of the next multiple of \$5). The result is subject to adjustment if appropriate to ensure that the relationship between the highest rate and the lower rates remains reasonably constant. Changes in the cost of living are measured by the Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Baltimore, DC-MD-VA-WV, as announced by the Bureau of Labor Statistics for May of each year.
4. Use of an updated Laffey Matrix was implicitly endorsed by the Court of Appeals in *Save Our Cumberland Mountains v. Hodel*, 857 F.2d 1516, 1525 (D.C. Cir. 1988) (en banc). The Court of Appeals subsequently stated that parties may rely on the updated *Laffey* Matrix prepared by the United States Attorney's Office as evidence of

prevailing market rates for litigation counsel in the Washington, D.C. area. *See Covington v. District of Columbia*, 57 F.3d 1101, 1105 & n.14, 1109 (D.C. Cir. 1995), *cert. denied*, 516 U.S. 1115 (1996). Most lower federal courts in the District of Columbia have relied on the United States Attorney's Office Matrix, rather than the so-called "Updated Laffey Matrix," as the "benchmark for reasonable fees" in this jurisdiction. *Miller v. Holzmann*, 575 F. Supp. 2d 2, 18 n.29 (D.D.C. 2008) (quoting *Pleasants v. Ridge*, 424 F. Supp. 2d 67, 71 n.2 (D.D.C. 2006)); *see, e.g., Berke v. Bureau of Prisons*, 942 F. Supp. 2d 71, 77 (D.D.C. 2013); *Heller v. District of Columbia*, 832 F. Supp. 2d 32, 40-49 (D.D.C. 2011); *American Lands Alliance v. Norton*, 525 F. Supp. 2d 135, 150 (D.D.C. 2007). *But see Salazar v. District of Columbia*, 123 F. Supp. 2d 8, 14-15 (D.D.C. 2000). The United States Attorney's Office does not use the "Updated Laffey Matrix" to determine whether fee awards under fee shifting statutes are reasonable.

**RESOLUTION-R2015-36
NELSON COUNTY BOARD OF SUPERVISORS
RESOLUTION APPROVING DHCD-CDBG PRE-CONTRACT GRANT
DOCUMENTS FOR NELSON COUNTY BROADBAND GRANT #14-23**

RESOLVED, by the Nelson County Board of Supervisors, that the following DHCD-CDBG pre-contract grant documents are hereby approved for the Nelson County Broadband Grant #14-23:

1. Local Business & Employment Plan;
2. Residential Anti-Displacement & Relocation Assistance Plan;
3. Non-Discrimination Policy
4. Section 504 Grievance Procedure; and
5. Fair Housing Certificate

Approved: April 21, 2015

Attest: _____ Clerk,
Nelson County Board of Supervisors

NELSON COUNTY, VIRGINIA: GRANT #14-23

LOCAL BUSINESS AND EMPLOYMENT PLAN

1. The County of Nelson designates as its Local (Section 3) County Business and Employment Project Area the boundaries of Nelson County.
2. The County of Nelson, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds utilize businesses and lower income residents of the in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, nonconstruction, materials, and supplies required to complete the Nelson County Community Broadband Network, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in Nelson County are:
 - (a) The County of Nelson shall identify the contracts required to conduct the CDBG activities.
 - (b) The County of Nelson shall identify through various and appropriate sources including:

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the business concerns within Nelson County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.

- (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize CDBG funds.
 - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
4. The County of Nelson and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the County:
 - (a) The County of Nelson in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG activities.
 - (b) The County of Nelson shall advertise through the following sources

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the availability of such positions with the information on how to apply.

- (c) The County of Nelson, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.
 - (d) To the greatest extent feasible, the County of Nelson, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).
5. In order to document compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1968, the County of Nelson shall keep, and require to be kept by contractors and subcontractors *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Duly adopted at the continued meeting of the Nelson County Board of Supervisors on April 16, 2015.

Stephen A. Carter, County Administrator

NELSON COUNTY, VIRGINIA: GRANT #14-23

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The County of Nelson will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the County of Nelson will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

The County of Nelson will provide relocation assistance to each low/moderate – income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the *Housing and Community Development Act of 1974*, as amended, or the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended.

The County of Nelson’s FY 2015 project includes the following activities:

The proposed telecommunications project will install an open access 8.1 mile fiber network along the Route 151 corridor from the intersection of Martin's Store at Route 6, south to the Route 664 intersection in Nellysford and north from the existing network in Afton to the County line. Additionally, it will go northwest from the intersection of Route 151 and Route 6 in Afton up Afton Mountain Road to Saddleback Lane. This installation of last mile fiber is an extension of our successful thirty-one (31) mile middle mile fiber network project.

The activities as planned will not cause any displacement from or conversion of occupiable structures. As planned, the project calls for the use of existing right-of-way or easements to be purchased or the acquisition of tracts of land that do not contain housing. The County of Nelson will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to insure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

Stephen A. Carter, County Administrator

Date: April 16, 2015

NELSON COUNTY , VIRGINIA: GRANT #14-23

NON-DISCRIMINATION POLICY

The County of Nelson or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, color, religion, color, sex, national origin, disability, or status as a protected veteran. Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the continued meeting of the Nelson County Board of Supervisors on April 16, 2015.

Stephen A. Carter, County Administrator

Nelson County, Virginia: Grant #14-23
Section 504 Grievance Procedure

Grievance Procedure

The County of Nelson has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual . . . shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . . ."

Complaints should be addressed to: Debra K. McCann, Director of Finance and Human Resources, Nelson County, P.O. Box 336, Lovingston VA 22949, 434-263-7000 (phone), 434-263-6817 (TDD), who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within **sixty (60) days** after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by Debra K. McCann, Director of Finance and Human Resources. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), the County of Nelson need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Debra K. McCann, Director of Finance and Human Resources and a copy forwarded to the complainant no later than **ninety (90) days** after its filing.
5. The Section 504 coordinator shall maintain the files and records of the County of Nelson relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within **thirty (30) days** to Debra K. McCann, Director of Finance and Human Resources.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the County of Nelson complies with Section 504 and the HUD regulations.

Duly adopted at a continued meeting of the Nelson County Board of Supervisors on April 16, 2015.

Stephen A. Carter, County Administrator

NELSON COUNTY , VIRGINIA: GRANT #14-23
FAIR HOUSING CERTIFICATION

Fair Housing Certification

Compliance with Title VIII of the Civil Rights Act of 1968

Whereas, the County of Nelson has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and;

Whereas, recipients of funding under the Act are required to take action to affirmatively further fair housing;

Therefore, the County of Nelson agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

Stephen A. Carter, County Administrator

April 16, 2015