

**BOARD OF
SUPERVISORS**

THOMAS D. HARVEY
North District

ERNIE Q. REED
Central District

JESSE N. RUTHERFORD
East District

J. DAVID PARR.
West District

DR. JESSICA LIGON
South District



CANDICE W. MCGARRY
County Administrator

AMANDA B. SPIVEY
Administrative Assistant/
Deputy Clerk

GRACE E. MAWYER
Director of Finance and
Human Resources

**AGENDA
NELSON COUNTY BOARD OF SUPERVISORS
AUGUST 26, 2025
THE CONTINUED MEETING CONVENES AT 4:00 P.M. IN THE
OLD BOARD OF SUPERVISORS ROOM (#420), NELSON COUNTY COURTHOUSE,
84 COURTHOUSE SQUARE, LOVINGSTON, VA 22949**

- I. CALL TO ORDER**
- II. SPACE NEEDS WORK SESSION**
- III. OTHER BUSINESS (AS PRESENTED)**
- IV. ADJOURN AND CONTINUE TO AUGUST 27, 2025 AT 5:00 P.M. FOR A JOINT
WORK SESSION WITH THE PLANNING COMMISSION**

DATE: August 18, 2025

RE: August 19, 2025 BOS Meeting – Space Needs Within Courthouse

Background: The Commonwealth Attorney has requested his concerns regarding office space and office security be addressed while remaining in the Courthouse. **(Letter and Follow Up Email Attached)**

Current occupied space CA only: 1,100 sf - Employees: 5 FT, 1 PT

Current occupied space of Victim Witness Advocate: 361 sf – Employees: 1 FT

Current occupied space of Recovery Court Coordinator: 168 sf – Employees: 1 FT

Total: 1,629 sf – Employees 7 FT, 1 PT

5 Year Forecast: CA only: 2,140 sf – Employees: 5 FT, 1 PT

: Victim Witness Advocate: 361 sf – Employees 1 FT

: Recovery Court Coordinator: 168 sf – Employees 1 FT, 1 PT

Total: 2,669 sf – Employees 7 FT, 2 PT

A. Statutory Authority:

- State Code §15.2-1638 & §15.2-1639 **(Attached)**
 - [§ 15.2-1638. County or city governing body to provide courthouse, clerk's office, jail and suitable facilities for attorney for the Commonwealth; acquisition of land.](#)
 - [§ 15.2-1639. Providing offices for various officers, judges, etc.](#)

Summary Interpretation from Virginia County Supervisor's Manual -Facilities for the Courts and Constitutional Officers:

While the board of supervisors has discretionary authority to acquire property for its own purposes, it is required to provide courthouses with suitable space and facilities for housing the courts and court officials that serve the county as well. **Each county also must provide, either within the courthouse or elsewhere, a clerk's office with a fireproof record room, a jail and, if requested, space and facilities for the commonwealth's attorney. In addition, each county must provide within the courthouse, if offices there are available, quarters for the treasurer, sheriff, commissioner of revenue, commissioner of accounts and division superintendent of schools.** The treasurer's office must be maintained in the county seat or at such other point in the county as the board of supervisors deems to be more convenient. Counties are also required to furnish suitable quarters for their General District, Juvenile and Domestic Relations District Courts, and for the clerks and other staff that service these courts. If space is available, the county may provide offices in the courthouse for the judges who sit in the county, for any judge of the Court of Appeals, or for any justice of the Supreme Court who may reside in the county. If space for these officials is not available within the courthouse, they may be given offices elsewhere by the governing body.

- State Code §22.1-79 (**Attached**) [§ 22.1-79. Powers and duties](#)

Each school board shall: (3) Care for, manage, and control the property of the school division and provide for the erecting, furnishing, equipping, and non-instructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts.

Interpretation: With the broad authority over school division property and facilities, which includes offices, it is implied that the local school board is responsible for providing the office space for the division Superintendent. While this statute doesn't specify a particular building or room for the Superintendent's office, it is an implicit part of the school board's responsibility to provide for the necessary operations of the school division.

B. Department Space Needs – Courthouse Offices Matrix (**Attached**)

- a. Green offices are Courts related and are mentioned in State Code [§15.2-1638](#)
- b. Purple offices are those mentioned in State Code [§15.2-1639](#) as collocated in the Courthouse if space is available
- c. Blue offices are those whose colocation with Law Enforcement and the Emergency Communications Center is beneficial
- d. White offices are those whose colocation with the Treasurer's Office is beneficial

C. Known Possibilities to Explore for Office Relocation – short and/or long term (**Property Cards or GIS Data Attached**)

- a. Former Johnson Senior Center
- b. Old CVEC Building (MAS Labor)
- c. Blue Moon Books and Antiques Building
- d. Current DSS Offices/Location
- e. Nelson Center
- f. Unused School Property/Space

D. Options that most readily address the Commonwealth Attorney's concerns:

- 1. Relocate School Board out of the Courthouse and relocate Commonwealth Attorney, Victim Witness Advocate, and Recovery Court Coordinator to vacated School Board space:
 - a. Provides more than enough sf and is configured to accommodate most needs
 - b. Provides 1,350 sf of excess space after Commonwealth Attorney relocation
 - c. Provides 361 sf of excess space in VW vacated office
 - d. Provides 168 sf of excess space in Recovery Court Coordinator vacated office
 - e. Provides total excess space for other utilization of 1,879 sf
 - f. Sheriff's space needs for the Investigative Unit could be addressed by relocating them to the vacated Commonwealth Attorney's space (**Sheriff's Memo Attached**)
- 2. Relocate County Administration and Finance and Human Resources out of the Courthouse and relocate Commonwealth Attorney, to vacated space:
 - a. Provides needed sf for requested needs with adjacent employee bathroom and kitchen area nearby
 - b. Provides 361 sf of excess space in VW vacated office
 - c. Would not provide for 1,518 sf excess space in option 1.
 - d. Sheriff's space needs for the Investigative Unit could be addressed by relocating them to the vacated Commonwealth Attorney's space (**Sheriff's Memo Attached**)

MEMORANDUM

TO: Ms. Candice McGarry
Nelson County Administrator

FROM: Nelson County Commonwealth's Attorney

DATE: December 6, 2024

SUBJECT: Office Space and Office Security

To assist in the preparation for the upcoming fiscal year, please find a summary report of the Office of the Commonwealth's Attorney for Nelson County. In 2020, I laid out my concerns for office space and office security that would need to be addressed within the next five years. Four years has passed since that time and this Memorandum is a follow up readdressing those concerns.

Office Summary Description: My office is responsible for prosecuting all felony charges within the Jurisdiction of Nelson County. My office also prosecutes all represented Misdemeanor charges in the District Courts.

Office Staff: Currently, my office consists of an Office Manager, a Legal Assistant, an Assistant Commonwealth's Attorney, a part-time Senior Assistant Commonwealth's Attorney, a Deputy Commonwealth's Attorney and myself. We are also blessed to have a full-time Victim Witness Advocate.

Office Space: The physical office is at maximum capacity. Everyone described above, except for the Victim Witness Advocate, operates in the same five room building. My Assistant Commonwealth's Attorney shares a room with my Legal Assistant, and I share a room with the Sr. Assistant Commonwealth's Attorney. My Office Manager and Deputy Commonwealth's Attorney have their own rooms; however, both are two small to add another personnel.

No separate space exists to allow defense counsel to properly review criminal files, or to host law enforcement personnel (Federal, State or Local LEO) to conduct and review case files. Given the new discovery requirements, defense counsel requires space to review case files. Barring this, electronic exchange software for discovery will need to be purchased and personnel will need to be hired to implement a virtual office. Digital files will not eliminate the need for paper files. We adhere to a case retention schedule dictated, in part, by the Library of Virginia. Given our limited storage space, some of our larger case files are stored in the Circuit Court Clerk's secure storage area, while others are held in the closet in our breakroom. This closet also houses the HVAC system for that side of our building as well as the network switches for the Courthouse Complex.

Our conference room is also our breakroom and the only sink we are able to use to wash dishes is located in the bathroom. As part of case preparation, our conference room is used for all witness interviews or criminal defendant proffers. Moreover, our Recovery Court meetings

are all conducted in that conference room. As I share a room with another individual, if I need to have a meeting, or need to conduct trial preparation with an individual while the conference room is full, I must ask my Senior Assistant to leave my room. The same is true if he is interviewing a witness or if my Assistant Commonwealth's Attorney must interview an individual.

Required Additional Space: at a minimum, The Office of the Commonwealth's Attorney needs large office space that will accommodate 7 rooms, so there can be a dedicated conference room, and an office space for each attorney. Pursuant to §15.2-1638 of the Code of Virginia, this request is being made for office space within the courthouse so that I may discharge the duties of my office.

Office Security: The current layout of my office is not conducive to providing security to my employees. The hallway must be retrofitted to provide better security to check individuals entering my office. As it is currently designed, once an individual enters the Office of the Commonwealth's Attorney, such individual has free range throughout my office. Over the past years, we have had individuals that were required to be forcibly removed from my office. Also note, the door to my office is not in compliance with the Americans with Disabilities Act and it has become a struggle for anyone with mobility issues to open.

If you have any questions concerning this Memorandum, please do not hesitate to contact me at my office at 263-7010, or email me at drutherford@nelsoncounty.org. I remain,

Very truly yours,

A handwritten signature in black ink, appearing to be 'D. Rutherford', written over a horizontal line.

Daniel L. Rutherford
COMMONWEALTH'S ATTORNEY
NELSON COUNTY

Candy McGarry

From: Daniel Rutherford
Sent: Friday, January 3, 2025 3:53 PM
To: Candy McGarry
Cc: David Parr
Subject: Office Space Needs



Candy,

I am following up on the email you sent on December 18th regarding current and future department space and technology needs. Currently, my usable office space (excluding the deluxe hallway) is approximately 1100 sq. ft. ✓

Because only a small portion of the work occurs in the courtroom, prosecutors require a great deal of flexibility and variety in the kinds of space needed. In addition to the general office activities, attorneys need to be able to interview witnesses and police officers, conduct legal research, maintain case files, conduct investigations, prepare written reports and documents, and prepare for court appearances. These activities require reception and waiting areas, interview rooms, record storage areas, clerical offices, private offices for the attorneys, conference rooms, clerical workrooms, supply and equipment storage areas.

Here is a breakdown on the space requirements for my office:

There should be a reception and waiting area where visitors may be received and wait. Excessive noise from office and clerical spaces should be screened from the reception area. Approximately 20 square feet per visitor should be adequate. The space should be furnished with chairs. The receptionist should be separated from the public waiting area by a security window and should control all access to the private work areas. The receptionist should have a clerical workstations consisting of a desk with personal computer, video display monitor, printer, telephone, and other office equipment. Space for filing a cabinet and maybe a side chair also is needed. Approximately 64-80 square feet should be sufficient.

The Commonwealth's Attorney's private office should have a small area in which to meet and hold s meetings. The CA's personal office space should be approximately 200 square feet.

Assistant Commonwealth's Attorneys (trial attorneys) should have private offices that accommodate two to three visitors and are located in areas removed from the noise and traffic of the main office. A typical attorney's office should be 120 to 150 square feet. We would need 3 rooms for a total of 360-450 square feet.

approx 100

Office Manager should have a private office to accommodate one to two visitors, a desk with personal computer, video display monitor, printer, telephone, and other office equipment and Space for filing a cabinet and the VCIN terminal. Approximately 120-150 square feet should be sufficient.

Law clerks, interns, and temporary staff may use semi-private offices or open workstations. Semi-private area or open workstation of 64-80 square feet should be sufficient.

Additional spaces generally include a trial preparation workroom/area for defense counsel to review case files 64-80 square feet should be sufficient, a conference room to accommodate 12 individuals, file storage room to store the equivalent of 12 file cabinets and a 9x9 feet file wall mount file storage system, storage areas, copier area, staff restrooms, and a break area.

I have taken a lot of information from the following website, and then reviewed the current office space usage to come up with the requirements listed above.

<https://www.ncsc.org/consulting-and-research/areas-of-expertise/courthouse-planning-and-security/planning/planning-and-design-guide/topics-i-p/prosecuting-attorney>

Daniel

Daniel L. Rutherford
Nelson County Commonwealth's Attorney
P.O. Box 447
84 Courthouse Square
Lovington, VA 22949
Tele: (434) 263-7010
Fax: (434) 263-7013

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If you have any questions concerning this Memorandum, please do not hesitate to contact me at my office at 263-7010, or email me at drutherford@nelsoncounty.org. I remain,

Very truly yours,



Daniel L. Rutherford
COMMONWEALTH'S ATTORNEY
NELSON COUNTY

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 16. Local Constitutional Officers, Courthouses and Supplies

§ 15.2-1638. County or city governing body to provide courthouse, clerk's office, jail and suitable facilities for attorney for the Commonwealth; acquisition of land.

The governing body of every county and city shall provide courthouses with suitable space and facilities to accommodate the various courts and officials thereof serving the county or city; within or outside such courthouses, a clerk's office, the record room of which shall be fireproof, a jail; and, (upon request therefor, suitable space and facilities for the attorney for the Commonwealth to discharge the duties of his office.) The costs thereof and of the land on which they may be, and of keeping the same in good order, shall be chargeable to the county or city. The fee simple of the lands and of the buildings and improvements thereon utilized for such courthouses shall be in the county or city, or jointly in a county and a city, and the governing body of the county or city may purchase so much of such property, as, with what it has, may be necessary for the purposes enumerated or for any other proper purpose of the county or city. However, any portion of the property owned by a county and located within a city or town and not actually occupied by the courthouse, clerk's office, or jail may be sold or exchanged and conveyed to such city or town to be used for street or other public purposes. Any such sale or exchange by the governing body of a county shall be made in accordance with the provisions of § [15.2-1800](#).

The amendments contained in Chapter 90 of the 1986 Acts of Assembly shall not apply to the City of Virginia Beach.

Code 1950, §§ 15-686, 15-688; 1954, cc. 49, 264; 1956, c. 329; 1960, c. 145; 1962, cc. 283, 489, 623, § 15.1-257; 1964, c. 241; 1986, c. 90; 1997, c. [587](#); 2007, c. [813](#); 2019, c. [240](#).

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 16. Local Constitutional Officers, Courthouses and Supplies

§ 15.2-1639. Providing offices for various officers, judges, etc.

The governing body of each county and city shall, (if there are offices in the courthouses of the respective counties and cities available for such purposes) provide offices for the treasurer, attorney for the Commonwealth, sheriff, commissioner of the revenue, commissioner of accounts and division superintendent of schools for such county or city. Any such governing body may, if there are offices in their respective courthouses available for such purposes, provide offices for the judge of any court sitting in the county or city, and any judge of the Court of Appeals or justice of the Supreme Court who may reside in the county or city, and if such offices are not available in the courthouse, offices may be provided by the governing body, if they deem it proper, elsewhere than in the courthouse of the county or city.

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Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 16. Local Constitutional Officers, Courthouses and Supplies
Article 8. Courthouses

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The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

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§ 22.1-79. Powers and duties

Each school board shall:

1. See that the school laws are properly explained, enforced, and observed;
2. Secure, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and take care that they are conducted according to law and with the utmost efficiency;
3. Care for, manage, and control the property of the school division and provide for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
4. Provide for the consolidation of schools or redistricting of school boundaries or adopt pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
5. Insofar as not inconsistent with state statutes and regulations of the Board, operate and maintain the public schools in the school division and determine the length of the school term, the studies to be pursued, the methods of teaching, and the government to be employed in the schools;
6. In instances in which no grievance procedure has been adopted prior to January 1, 1991, establish and administer by July 1, 1992, a grievance procedure for all school board employees, except the division superintendent and those employees covered under the provisions of Article 2 (§ 22.1-293 et seq.) and Article 3 (§ 22.1-306 et seq.) of Chapter 15, who have completed such probationary period as may be required by the school board, not to exceed 18 months. The grievance procedure shall afford a timely and fair method of the resolution of disputes arising between the school board and such employees regarding dismissal or other disciplinary actions, excluding suspensions, and shall be consistent with the provisions of the Board's procedures for adjusting grievances. Except in the case of dismissal, suspension, or other disciplinary action, the grievance procedure prescribed by the Board pursuant to § 22.1-308 shall apply to all full-time employees of a school board, except supervisory employees;
7. Perform such other duties as shall be prescribed by the Board or as are imposed by law;
8. Obtain public comment through a public hearing not less than seven days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of 15 percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the school board at which the proposed action is taken if the public hearing is held before the

action is taken. If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting, or pupil assignment plan that is to be implemented after the effective date of this provision, an additional public hearing shall not be required;

9. (Expires July 1, 2028) At least annually, survey the school division to identify critical shortages of (i) teachers and administrative personnel by subject matter, (ii) specialized student support positions as that term is described in subsection O of § 22.1-253.13:2, and (iii) school bus drivers and report such critical shortages to the Superintendent and to the Virginia Retirement System; however, the school board may request the division superintendent to conduct such survey and submit such report to the school board, the Superintendent, and the Virginia Retirement System;

10. Ensure that the public schools within the school division are registered with the Department of State Police to receive from the State Police electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1 within that school division pursuant to § 9.1-914;

11. Ensure that at any back to school night event in the local school division to which the parents of enrolled students are invited, any such parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site;

12. Ensure that the information sheet on the SNAP benefits program developed and provided by the Department of Social Services pursuant to subsection E of § 63.2-801 is sent home with each student enrolled in a public elementary or secondary school in the local school division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment;

13. Ensure that a fillable free or reduced price meals application is sent home with each student enrolled in a public elementary or secondary school in the local school division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment;

14. Permit any student enrolled in a public elementary or secondary school in the local school division who provides acceptable proof of identification as set forth in subdivision 15, if requested, and signs up in accordance with sign-up procedures for the respective school board meeting, to submit oral comments during any public comment or citizen participation portion of such meeting subject to the same reasonable time, place, and manner restrictions imposed by such school board on the expression of any other citizen participant in such meetings; and

15. Accept as proof of student identification for the purpose of providing oral public comment as permitted pursuant to subdivision 14 any current student identification card or other school document such as a report card or a personal school email address.

Code 1950, §§ 22-72, 22-97; 1954, cc. 289, 291; 1956, Ex. Sess., c. 60; 1959, Ex. Sess., c. 79, § 1; 1966, c. 691; 1968, c. 501; 1970, c. 71; 1971, Ex. Sess., c. 161; 1972, c. 511; 1975, cc. 308, 328; 1980, c. 559; 1985, c. 8; 1987, c. 402; 1991, cc. 553, 668; 1994, c. 596; 1996, cc. 485, 790, 798; 1997, c. 382; 2004, c. 563; 2006, cc. 857, 914; 2009, c. 459; 2013, cc. 588, 650; 2020, cc. 379, 437, 829; 2023, cc. 125, 350, 506, 507, 690, 707, 708; 2024, cc. 435, 689.

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	Nelson County						
Dept. Space & Technology Needs							
DEPARTMENT	CURRENT # OF EMPLOYEES	CURRENT SQ. FT. USAGE	5 YEAR FORECAST # OF EMPLOYEES	5 YEAR FORECAST SQ. FT. NEEDS	5 YEAR FORECAST TECH NEEDS	NOTES	
Adult Probation	1	135	1 (No Change)	0	None	Not in Office Daily	
Animal Control	2 FT ACOs, 1 Hybrid Shelter Manager/ACO, 1 FT Shelter Attendant	2,724	3 FT ACOs (1 additional), 1 Hybrid Shelter Manager/ACO, 2 FT Shelter Attendant	expanding shelter office by another 360 sq. ft.	None		
Building Inspections/ Planning & Zoning	Planning/Zoning - 2 FT, 1 FT (shared with BI), Building Inspections - 4 FT, 1 FT (shared with P&Z)	2520	Planning/Zoning - No Change, BI - 1 Additional FT	4,666 sf (additional 2146 sq. ft.) From 10/2022 PMA Space Needs Study	Per Jeremy; computer upgrades as necessary by I.T.. However, our printers, most of our computer monitors, software, etc. has been recently updated within the last three to five years. The only reason we would need upgrades is if something becomes faulty or stops working.	per Jeremy; Our current space is serving its purpose. However, we share a building with Zoning. We have also carved out space for Sue Baker (Recycling Coordinator). We are at capacity for usable office space/area. We utilize every square foot and do not feel that we have any additional space to offer anyone else.	
Circuit Judge/Assistant	2	367	2 (NO CHANGE)	no change	None, state takes care of Tech needs		
Circuit Court/Clerk	5	5016	5 (No Change unless there is some extreme emergency situation county or compensation board may fund any additional employees)	additional shelving, possibly adding another room to expand when books are rebound	new/updated video/sound system in courtroom		
Commissioner of Revenue	4	800	4	no change	None		
Commonwealth Attorney	5 FT, 1 PT, 1 VW advocate (separate office)	1100	5 FT, 1 PT, 1 VW advocate (separate office) (NO CHANGE)	2,140 sf (additional 1,040 sf)	ADA compliance entry	additional space needs; reception, conference rooms, clerical work rooms, supply & equipment storage. Daniel sent break down to Candy on 1/3/2025	
County Admin File Room	n/a	136	n/a	n/a	n/a		
County Admin. Conference Room	n/a	225	n/a	n/a	n/a		
County Administrator	3	875.5	4 (1 additional FT)	125-150 square feet	New employee workstation technology		
Court Services Unit	3	765	3	no change	None, state takes care of Tech needs		
Dispatch/Emergency Services	12	1125	18 (Increase staffing by 6 FT)	New 5,400 sq. Ft. 2 story building with additional space for EOC, locker rooms with showers, kitchen space, and bunk room	Additional dispatch station, new radios, phones, cad and internet and another Fox station	Current space: J. Adkins office - 160 sq. ft., Raven 117 sq. ft., Dispatch including hall and kitchen 848 sq. ft. Note employee count as of 4/23/25.	
Information Systems	3	770	4 (1 additional)	no change	additional cyber security capabilities, network expansion, routine replacement of outdated hardware & Software for the county government as a whole		
Finance & Human Resources	4	875.5	4 (no change)	no change	none		
General District Court	2	3792	2 FT - (1 PT and 1 wage employee additional)	no change	if staffing reaches the 5 year forecast additional connection for workspace needed		
J & D Court	2	3660	3 (1 additional FT)	did not specify amount but more space will be required if additional staff hired. Currently at full capacity	connections from IT needs once new computer equipment is provided by state		
Magistrate	1 On Call	n/a	1 On Call (no change)	n/a	n/a	Not in Office Daily	

	DEPARTMENT	CURRENT # OF EMPLOYEES	CURRENT SQ. FT. USAGE	5 YEAR FORECAST # OF EMPLOYEES	5 YEAR FORECAST SQ. FT. NEEDS	5 YEAR FORECAST TECH NEEDS	NOTES
	Public Works	3	new maintenance shop 5246, old maintenance shop 3210	3 (no change)	no change	no change	old maintenance shop is used by maintenance staff and rec for storage county needs. Sheriff also stores items.
	Recovery Court Coordinator	1	168	1 FT, 1 additional PT	no change	None	
	Recreation	2 FT, 2 PT, 5 seasonal PT site supervisors	384	1 Additional FT Employee. Programs / Special Events If park property would come, that would also include additional staff. That has been included in planning material for that.	Adding another staff member would increase office space need. We are maxed out on current space available.	Additional computer would be needed for additional staff. Would like to have a lobby display screen in the Nelson Center to promote programs and events as well as room usage. I have started talks with Margaret about this for building wide.	
	Recycling Coordinator	1	sharing space with BI & PZ - 150 SF	1 (No Change)	No Change	None	
	Registrar	3 FT, 19 PT Seasonal Poll Workers	3125 includes basement space	3 FT; 20 PT Seasonal (1 additional PT-Seasonal)	3,125 sq ft (optimized)	Replace ADA-compliant ballot marking devices - 12 units	PT Seasonal Poll Workers are not all in the Registrar's Office at once
	School Board	12 in CO w/ 1 more to relocate to CO, making it 13	4019	13-15, depending on the needs of the division and students.	5400sqft	High Speed Fiber Connections with backup and Video Streaming and Video Conferencing Capability	Need for 2 conference rooms (1 for Personnel & 1 for Instruction) with Soundproofing and records storage (testing materials & Personnel files)
	Sheriff's	34, includes 2PT and 2 Civilian	5,666	34, includes 2PT and 3 Civilian (1 additional Civilian)	additional 1500 needed	laptops will need to be replaced	See Sheriff's letter to BOS dated 12/18/2024 for details on space needs
	Tourism	3 FT, 6 PT	1,188	3 FT, 6 PT (NO CHANGE)	no change	a computer and printer for the assistant director and all computers will need to be replaced during that 5 year period, as well as fax machine and three printers	
	Transfer Station	3FT at TS and 2 FT Driver's in and out	288	3FT at TS and 2 FT Driver's in and out (no change)	No Change	Security Cameras for the Gate Area	Scale-House will need to be replaced in the very near future
	Treasurer	4	834	4 (NO CHANGE)	no additional space, open to relocating for easier access to the elderly	None	Neely emailed Juliana 4/16/25 with details for reference.
	Victim Witness	1	361	1 (No Change)	No Change	None	

Legend:	Courts Related: §15.2-1638	If Space Available in CH: §15.2-1639	Colocation with LE/ECC Beneficial	Colocation with Treasurer Beneficial
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Dept. Space Needs - Courthouse Offices					
DEPARTMENT	CURRENT # OF EMPLOYEES	CURRENT SQ. FT. USAGE	5 YEAR FORECAST # OF EMPLOYEES	5 YEAR FORECAST SQ. FT. NEEDS	Total SQ. FT.
Adult Probation	1	135	1	135	
Court Services Unit	3	765	3	765	
Magistrate	1 On Call	n/a	1 On Call (no change)	n/a	
Circuit Judge/Assistant	2	367	2	367	
Circuit Court/Clerk	5	5016	5	5016	
J & D Court	2	3660	3	did not specify amount but more space will be required if additional staff hired. Currently at full capacity	
General District Court	2	3792	2 FT - (1 PT and 1 wage employee additional)	3792	
Commonwealth Attorney	5 FT, 1 PT	1100	5 FT, 1 PT	2,140 sf (additional 1,040 sf)	2,669
Victim Witness	1	361	1	361	
Recovery Court Coordinator	1	168	1 FT, 1 PT	168	
Sheriff	34, includes 2PT and 2 Civilian	5,666	34, includes 2PT and 3 Civilian (1 additional Civilian)	7166	
Treasurer	4	834	4	834	
Commissioner of Revenue	4	800	4	800	
School Board	12 in CO w/ 1 more to relocate to CO, making it 13	4019	13-15, depending on the needs of the division and students.	5400	
Dispatch/Emergency Services	12	1125	18	New 5,400 sq. Ft. 2 story building with additional space for EOC, locker rooms with showers, kitchen space, and bunk room	
Information Systems	3	770	4	770	
County Administrator	3	876	4	1026	2,263
County Admin File Room	n/a	136	n/a	136	
County Admin. Conference Room	n/a	225	n/a	225	
Finance & Human Resources	4	875.5	4	876	

Building	Square Footage	
Former Johnson Senior Center	4,800	First Floor
14335 James River Road	1,600	Basement
	6,400	Total

Old CVEC Building	8,935	First Floor
400 Front Street	2,618	Basement
	11,553	Total

Blue Moon Books and Antiques		
8230 Thomas Nelson Hwy.	56,700	Total

Current DSS Office	4,406	Total
203 Front Street		

Nelson Center	16,338	First Floor
8445 Thomas Nelson Hwy.	3,173	Basement
	19,511	Total

Unused School Property	?	
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58A 1 4A

PROPERTIES BY L & L LLC

14355 JAMES RIVER ROAD

2

ADMINISTRATIVE INFORMATION

OWNERSHIP

Tax ID 06247

Printed 02/22/2022 Card No. 1 of 1

PARCEL NUMBER
58A 1 4A
Parent Parcel Number
Property Address
14355 JAMES RIVER ROAD
Neighborhood
0

PROPERTIES BY L & L LLC
99 DIGGS MOUNTAIN ROAD
ARRINGTON, VA 22922
WILLIAMSON
SENIOR CENTER
DB 150/086
DB 279-611

TRANSFER OF OWNERSHIP

Date		
08/14/2018	DOLAN J MICHAEL & MELISSA W Doc #: 180001797	\$162500
09/07/1999	JOHNSON ROBERT L Bk/Pg: 447, 731	\$320000
01/01/1900	Bk/Pg: 150, 86	\$0

Property Class
2 2-single family subur

TAXING DISTRICT INFORMATION

Jurisdiction 60
Area 001
District 01

RESIDENTIAL

VALUATION RECORD

Assessment Year	01/01/2003	01/14/2008	01/01/2014	01/01/2018	01/01/2022
Reason for Change	Reassessment	Reassessment	2014 Reval	2018	2022
VALUATION	L 23200	29000	29000	29000	31900
0	B 202800	216000	172800	174800	169000
	T 226000	245000	201800	203800	200900
VALUATION	L 0	0	0	0	0
0	B 202800	216000	172800	174800	169000
	T 202800	216000	172800	174800	169000

Site Description

Topography:
Level

Public Utilities:
Water, Sewer

Street or Road:
Paved

Neighborhood:
Static

Zoning:

Legal Acres:
0.5800

LAND DATA AND CALCULATIONS

Land Type	Rating Soil ID -or- Actual Frontage	Measured Acreage -or- Effective Frontage	Table Effective Depth	Prod. Factor -or- Depth Factor -or- Square Feet	Base Rate	Adjusted Rate	Extended Value	Influence Factor	Value
1 Homesite		0.5800		1.00	55000.00	55000.00	31900		31900

GEN::
JOHNSON SENIOR CENTER
36 BEDS

Supplemental Cards

MEASURED ACREAGE

0.5800

Supplemental Cards

TRUE TAX VALUE

31900

Supplemental Cards
TOTAL LAND VALUE

31900

IMPROVEMENT DATA

PHYSICAL CHARACTERISTICS

Style: Other
Occupancy: Single family
Story Height: 1.0
Finished Area: 6400
Attic: None
Basement: Full

ROOFING
Material: Asphalt shingles
Type: Gable
Framing: Std for class
Pitch: Not available

FLOORING
Slab B, 1.0

EXTERIOR COVER
Cinder block 1.0

INTERIOR FINISH
Drywall 1.0

ACCOMMODATIONS
Finished Rooms 28

HEATING AND AIR CONDITIONING

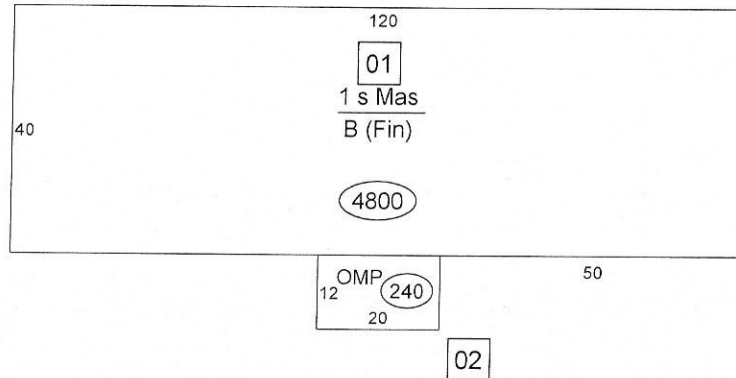
Primary Heat: Heat pump
Lower Full Part
/Bsmt 1 Upper Upper
Air Cond 1600 4800 0 0

PLUMBING

3 Fixt. Baths 6 18
2 Fixt. Baths 1 2
Kit Sink 1 1
Water Heat 1 1
TOTAL 22

REMODELING AND MODERNIZATION
Amount Date

RATE INCLUDES BSMT & SWL



Construction	Base Area	Floor Area	Sq Ft	Value
4 Concrete block	4800	1.0	4800	490370

Finished Area	Sq Ft	Value
4800 Bsmt	1600	57600
0 Crawl	----	0

TOTAL BASE 547970

Row	Type	Adjustment	Value
	SUB-TOTAL	1.00%	547970

0 Interior Finish	0
0 Ext Lvg Units	0
0 Basement Finish	32000
Fireplace(s)	0
Heating	0
Air Condition	14400
Frame/Siding/Roof	-8930
Plumbing Fixt: 22	17000

Exterior Features	Value	Garages	Value
OMP	6480	0 Integral	0
		0 Att Garage	0
		0 Att Carports	0
		0 Bsmt Garage	0
		Ext Features	6480

SUB-TOTAL	602440
SUB-TOTAL 0 UNITS	602440
Quality Class/Grade	D

GRADE ADJUSTED VALUE 517580

(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Stry Hgt	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Feat- ures	Adj Rate	Size or Area	Computed Value	Phys Depr	Obsol Depr	Market Adj	% Comp	Value
		D	DWELL	0.00		D	1977	1977	AV	0.00	N	0.00	9600	517580	42	NV	0	100	0
01		SR CNTR		0.00	1	D	1977	1977	AV	0.00	N	60.00	40x120	288000	42	SV	100	100	167000
02		PAV		0.00		C	1	1	AV	0.00	N	0.00	0	0	77	SV	0	100	2000

Data Collector/Date

DH 12/22/2020

Appraiser/Date

DH 12/22/2020

Neighborhood

Neigh 0 AV

Supplemental Cards

TOTAL IMPROVEMENT VALUE

169000

ADMINISTRATIVE INFORMATION

OWNERSHIP

Tax ID 17307

TRANSFER OF OWNERSHIP

Printed 11/21/2022 Card No. 1

of 1

PARCEL NUMBER
58B A 26A
Parent Parcel Number

ELLANDEE PROPERTIES LLC
P O BOX 507
LOVINGSTON, VA 22949

Property Address

Neighborhood
100 COMMERCIAL

Property Class
4 4-commerce/industr

TAXING DISTRICT INFORMATION

Jurisdiction 04

Area 001

District 01

COMMERCIAL

VALUATION RECORD

Assessment Year	07/01/2014	07/01/2014	01/01/2018	01/01/2022
Reason for Change	Split	Misc	2018	2022

VALUATION	I	23300	77800	116700	116700
0	B	252200	320900	352500	352500
	T	275500	398700	469200	469200
VALUATION	I	0	0	0	0
0	B	252200	320900	352500	352500
	T	252200	320900	352500	352500

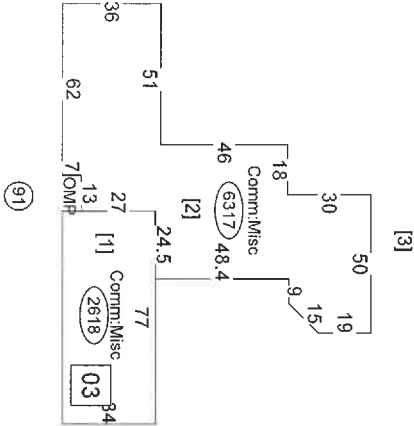
LAND DATA AND CALCULATIONS

Street or Road:	Rating	Measured	Table	Prod. Factor	Base	Adjusted	Extended	Influence	Value
Neighborhood:	Soil ID	Acreage	Effective	Depth Factor	Rate	Rate	Value	Factor	
Zoning:	Actual	-or-	Frontage	-or-					
Legal Acres:	Frontage	Frontage	Depth	Square Feet	Rate	Rate	Value		
1 Primary Commercial/Indust land		0.7780		1.00	150000.00	150000.00	116700		116700
0.7780									

gen: gen 6/24/2014 INST 140001467 PC 9/166 .778 AC AND PART OF
BUILDING FROM 58B A 26
added basement not on parent card
Supplemental Cards
MEASURED ACREAGE
0.7780
Supplemental Cards
TRUE TAX VALUE
116700

Supplemental Cards
TOTAL LAND VALUE
116700

[4] OPEN SHED



(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Sty Hgt	Const Type	Grade	Year Const	Eff Const	Year Cond	Base Rate	Feat- ures	Adj Rate	Size or Area	Computed Value	Phys Obsol	Market Adj	% Comp	Value
01 BROFFICE	0.00	1	C	1950	2002	AV	60.00	N	60.00	2618	157080	40	SV	100	100	94300		
02 MAS OFF	0.00	1	C	1950	2002	AV	50.00	N	50.00	6317	315850	40	SV	100	100	189500		
03 basement	0.00	4	C	1950	2014	AV	0.00	N	0.00	2618	0	25	SV	0	100	68700		

ADMINISTRATIVE INFORMATION

OWNERSHIP

PARCEL NUMBER
58B A 26
Parent Parcel Number
JOE LEE MCCLELLAN INC
P O BOX 395
LOVINGSTON, VA 22949

Tax ID 15450

TRANSFER OF OWNERSHIP

Printed 11/21/2022 Card No. 1

of 2

Date

Property Address

400 FRONT ST

Neighborhood
100 COMMERCIAL

Property Class

4 4-commerce/industr

TAXING DISTRICT INFORMATION

Jurisdiction 04

Area 001

District 01

COMMERCIAL

VALUATION RECORD

Assessment Year	01/01/2003	01/14/2008	01/01/2014	07/01/2014	01/01/2018	01/01/2022
Reason for Change	Reassessment	Reassessment	2014 Reval	Split	2018	2022
VALUATION	I 11500	I 14100	I 14100	I 117600	I 117600	I 117600
0	B 423500	B 464900	B 449800	B 197600	B 202900	B 202900
	T 539000	T 605900	T 590800	T 315200	T 320500	T 320500
VALUATION	I 0	I 0	I 0	I 0	I 0	I 0
0	B 423500	B 464900	B 449800	B 197600	B 202900	B 202900
	T 423500	T 464900	T 449800	T 197600	T 202900	T 202900

LAND DATA AND CALCULATIONS

Rating Soil ID -or- Actual Frontage	Measured Acreage -or- Effective Frontage	Table Effective Depth	Prod. Factor -or- Depth Factor Square Feet	Base Rate	Adjusted Rate	Extended Value	Influence Factor	Value
Land Type	3.9200		1.00	30000.00	30000.00	117600		117600
1 Primary Commercial/Indust land								
Legal Acres:	3.9200							

gen: gen
6/2014 INST 140001467 PC 9/16G 778 AND PART OF BUILDING
SOLD
HN08: Hearing NoChg 2008 Reassess

Supplemental Cards
MEASURED ACREAGE

3.9200

Supplemental Cards
TRUE TAX VALUE

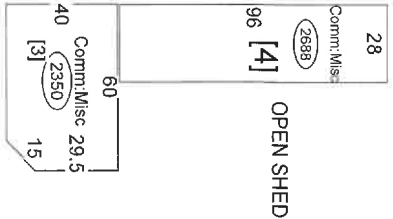
117600

Supplemental Cards
TOTAL LAND VALUE

117600

PHYSICAL CHARACTERISTICS

IMPROVEMENT DATA



[2]

[1]

(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Story Hgt	Const Type	Year Const	Year Eff Const	Year Cond	Base Rate	Feat- ures	Adj Rate	Size or Area	Computed Value	Phys Obsol	Market Adj	% Comp	Value
03 MAS GAR	0.00	1	C	1950	2002	AV	30.00	0.00	N	30.00	2350	70500	0	30	SV	100	49400
04 MTL SHED	0.00	1	C	1970	2002	AV	0.00	0.00	N	0.00	2688	0	70	SV	0	100	14500

ADMINISTRATIVE INFORMATION

OWNERSHIP

Tax ID 15450

TRANSFER OF OWNERSHIP

Printed 11/21/2022 Card No. 2

of 2

Date

VALUATION RECORD

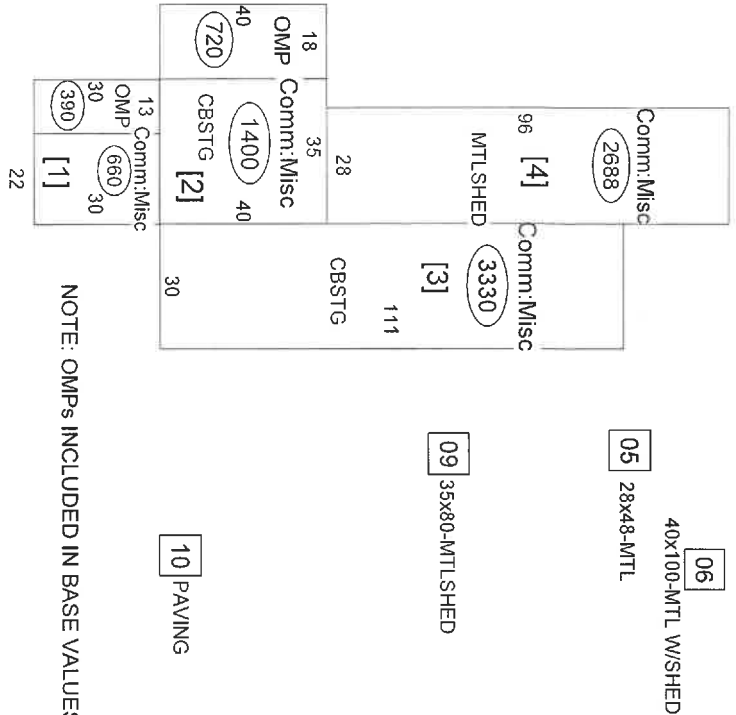
Assessment Year
Reason for Change

VALUATION

Site Description

LAND DATA AND CALCULATIONS

Land Type	Rating Soil ID -or- Actual Frontage	Measured Acreage -or- Effective Frontage	Table Depth Effective	Prod. Factor -or- Depth Factor	Square Feet	Base Rate	Adjusted Rate	Extended Value	Influence Factor	Value
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NOTE: OMPs INCLUDED IN BASE VALUES

(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Stry Const	Year Eff	Base	Feat-Ad]	Size or	Computed	Phys Obsol	Market	%	Value
01 OFFICE	0.00	1	C	1 2008	AV	0.00	N	70.00	22x 30	46200	60	SV 100	100 18500
02 CBSTG	0.00	1	C	1 2008	AV	0.00	N	22.00	35x 40	30800	70	SV 100	100 9200
03 CBSTG	0.00	1	C	1 2008	AV	0.00	N	22.00	30x111	73260	75	SV 100	100 18300
04 MTL SHED	0.00	1	C	1 2008	AV	0.00	N	18.00	28x 96	48380	70	SV 100	100 14500
05 CARWASHG	0.00	1	C	1 2008	AV	0.00	N	25.00	28x 48	33600	60	SV 100	100 13400
06 MTLGAR	0.00	1	C	1 2008	AV	0.00	N	25.00	40x100	100000	70	SV 100	100 30000
09 MTL SHED	0.00	1	C	1 2008	AV	0.00	N	18.00	35x 80	50400	70	SV 100	100 15100
10 PAVING	0.00	1	C	1 2008	AV	0.00	N	0.00	0	0	0	SV 100	100 20000

ADMINISTRATIVE INFORMATION

OWNERSHIP

Tax ID 07156

Printed 02/25/2022 Card No. 1 of 1

PARCEL NUMBER
67 A 27
Parent Parcel Number
Property Address
8230 THOMAS NELSON HWY
Neighborhood
100 COMMERCIAL
Property Class
4 4-commerc/industr

BARNES JUDY
8230 THOMAS NELSON HWY
LOVINGSTON, VA 22949
TUNSTALL-ASHLEY-GARMENT
FACTORY
DB 197/775

TRANSFER OF OWNERSHIP

Date		
07/02/2004	LOVINGSTON MANUFACTURING CO	\$500000
	Doc #: 40003032	
01/01/1900		\$0
	Bk/Pg: 197, 775	

COMMERCIAL

TAXING DISTRICT INFORMATION

Jurisdiction 60
Area 001
District 01

VALUATION RECORD

Assessment Year	01/14/2008	01/01/2014	01/01/2014	01/01/2018	01/01/2018	01/01/2022	01/01/2022
Reason for Change	Reassessment	2014 Reval	Assessor Chg	2018	Assessor Chg	2022	Assessor Chg
VALUATION	L	184400	184400	184400	184400	184400	184400
0	B	378400	378400	788700	635900	859300	1015900
	T	562800	562800	973100	820300	1043700	1200300
VALUATION	L	0	0	0	0	0	0
0	B	378400	378400	788700	635900	859300	1015900
	T	378400	378400	788700	635900	859300	1015900

Site Description

Topography:
Rolling
Public Utilities:
Water, Sewer

Street or Road:
Paved
Neighborhood:
Static

Zoning:

Legal Acres:
8.4400

LAND DATA AND CALCULATIONS

Land Type	Rating Soil ID -or- Actual Frontage	Measured Acreage -or- Effective Frontage	Table Effective Depth	Prod. Factor -or- Depth Factor -or- Square Feet	Base Rate	Adjusted Rate	Extended Value	Influence Factor	Value
1 Primary Commercial/Indust land		2.0000		1.00	60000.00	60000.00	120000		120000
2 Primary Commercial/Indust land		6.4400		1.00	10000.00	10000.00	64400		64400

GEN: GENERAL
ENTIRE PLANT W/AC & SPRINKLER SYSTEMS
2/2007 INST 07000553 PC 4/95C SPLIT OFF .96 AC

Supplemental Cards

MEASURED ACREAGE

8.4400

Supplemental Cards

TRUE TAX VALUE

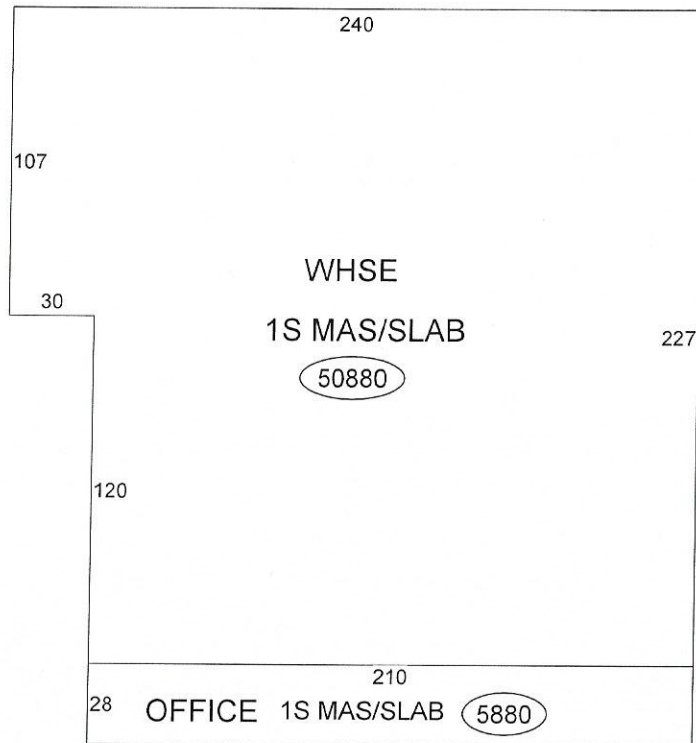
184400

Supplemental Cards
TOTAL LAND VALUE

184400

IMPROVEMENT DATA

PHYSICAL CHARACTERISTICS



(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Stry Hgt	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Feat- ures	Adj Rate	Size or Area	Computed Value	Phys Obsol Depr	Market Adj	% Comp	Value	
01 : Remod 1972 02 : Remod 1972		01	OFFICE	0.00	4	C	1969	1969	AV	0.00	N	60.00	28x210	352800	50	SV	100	100	176400
		02	WHSE	0.00	4	C	1969	1969	AV	0.00	N	33.00	120x210	1679040	50	SV	100	100	839500

Data Collector/Date

DH 01/11/2021

Appraiser/Date

DH 01/11/2021

Neighborhood

Neigh 100 AV

Supplemental Cards

TOTAL IMPROVEMENT VALUE

1015900

ADMINISTRATIVE INFORMATION

OWNERSHIP

Tax ID 07154

Printed 02/22/2022 Card No. 1 of 1

PARCEL NUMBER
57 A 34C
Parent Parcel Number

NELSON CENTER LP
P O BOX 57
LOVINGSTON, VA 22949
W SIDE U S 29
010001832

Property Address
8445 THOMAS NELSON HWY

Neighborhood
100 COMMERCIAL

Property Class
4 4-commerc/industr

TAXING DISTRICT INFORMATION

Jurisdiction 60
Area 001
District 01

COMMERCIAL

TRANSFER OF OWNERSHIP

Date		
06/01/2001	COUNTY OF NELSON	\$0
	Doc #: 10001832	
01/01/1900	LOVINGSTON ELEMENTARY SCHOOL	\$0
	Bk/Pg: 373, 769	

Site Description

Topography:
Low, Rolling
Public Utilities:

VALUATION RECORD

Assessment Year	05/01/2004	01/14/2008	01/01/2014	01/01/2018	01/01/2022
Reason for Change	NC Add	Reassessment	2014 Reval	2018	2022
VALUATION	L	137800	171500	171500	248300
0	B	1445000	1446800	1417900	1400200
	T	1582800	1618300	1589400	1648500
VALUATION	L	0	0	0	0
0	B	1445000	1446800	1417900	1400200
	T	1445000	1446800	1417900	1400200

LAND DATA AND CALCULATIONS

Street or Road: Paved	Rating Soil ID -or- Actual	Measured Acreage -or- Effective Frontage	Table Effective Depth	Prod. Factor -or- Depth Factor -or- Square Feet	Base Rate	Adjusted Rate	Extended Value	Influence Factor	Value
Neighborhood:									
Zoning:	1 Primary Commercial/Indust land	3.0700		1.00	80000.00	80000.00	245600		245600
Legal Acres: 6.0700	2 Residential excess acreage	3.0000		1.00	10000.00	10000.00	30000		30000

MEMO: 1.27 TO COUNTY FOR
LIBRARY

Supplemental Cards

MEASURED ACREAGE

6.0700

Supplemental Cards

TRUE TAX VALUE

275600

Supplemental Cards
TOTAL LAND VALUE

275600

PHYSICAL CHARACTERISTICS

ROOFING

Slate/Tile

WALLS

	B	1	2	U
Frame				
Brick	Yes			
Metal				
Guard				

FRAMING

	B	1	2	U
F Res	0	16338	0	0
R Conc	3173	0	0	0

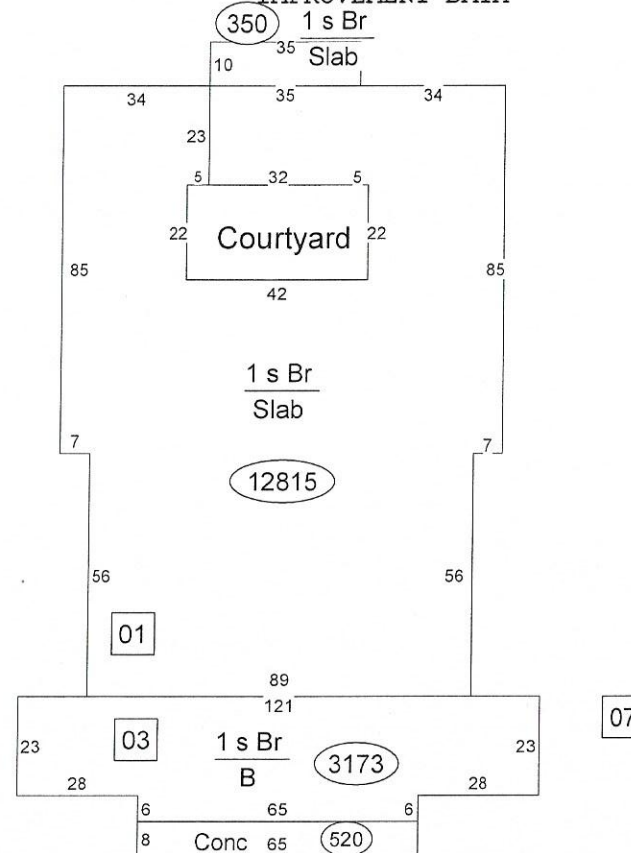
FINISH

	UF	SF	FO	FD
B	3173	0	0	0
1	16338	0	0	0
Total	19511	0	0	0

HEATING AND AIR CONDITIONING

	B	1	2	U
Heat	3173	15206	0	0
A/C	3173	15206	0	0

IMPROVEMENT DATA



P Key	GCM24	GCM56	GCM25
#Units			
AVSize			
Floor	B	1	1
Perim	300	1052	1052
PAR	9	6	6
Height	10	10	10
Use	GENOFF	SCHCLASS	GENOFF
Use SF	3173	15206	1132
Use %	100.00%	93.07%	6.93%

Rate	0.00	0.00	0.00
Fr Adj	0.00	0.00	0.00
WH Adj	0.00	0.00	0.00
Ot Adj	0.00	0.00	0.00
BASE	0.00	0.00	0.00
BPA %	0%	100%	0%

Subtot	0.00	0.00	0.00
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U Fin	0.00	0.00	0.00
Ot Adj	0.00	0.00	0.00
IntFin	0.00	0.00	0.00
Div W	0.00	0.00	0.00
Lightg	0.00	0.00	0.00
AirCon	0.00	0.00	0.00
Heat	0.00	0.00	0.00
Sprink	0.00	0.00	0.00

SF Pr	0.00	0.00	0.00
x SF	0	0	0

Subtot	0
Plumb	0
SpFeat	0
ExFeat	0
TOTAL	0
Qual/Gr	E-20

RCN 0

Use Dep 0/ 0 0/ 0 0/ 0

(LCM: 100.00)

SPECIAL FEATURES

SUMMARY OF IMPROVEMENTS

Description	Value	ID	Use	Stry Hgt	Const Type	Grade	Year Const	Eff Year	Base Rate	Feat- ures	Adj Rate	Size or Area	Computed Value	Phys Obsol	Market Adj	% Comp	Value	
01 : Remod 2003		C	SCHCLASS	0.00		E-20	1996	1996	AV	0.00	N	0.00	16338	0	20	NV	0	0
03 : Remod 2003		01	1 S BR	0.00	7	C	1996	1996	G	0.00	N	100.00	16338	1633800	25	SV	100	1225400
		03	BASEMENT	0.00	6	C	1996	1996	G	0.00	N	60.00	2373	142380	25	SV	100	106800
		07	PAVING	0.00	85	C	1	1996	P	0.00	N	2.00	14688	29380	50	SV	100	14700

Data Collector/Date

GE 01/06/2021

Appraiser/Date

GE 01/06/2021

Neighborhood

Neigh 100 AV

Supplemental Cards

TOTAL IMPROVEMENT VALUE

1346900



NELSON COUNTY SHERIFF'S OFFICE

An equal opportunity employer

P.O. Box 36, 84 COURTHOUSE SQUARE, LOVINGSTON, VIRGINIA 22949 ~ BUSINESS 434.263.7050 ~ FAX 434.263.7056

December 18, 2024

To: Ms. Candice McGarry, Nelson County Administrator
From: Sheriff Mark E. Embrey
RE: Future Needs for Increased Office Space

Ms. McGarry,

I would like to thank you and the Board of Supervisors for the inquiry into our Department's potential need for increased office space. Since taking Office on January 1, 2024, I restructured the Department in an effort to provide greater efficiency in our day-to-day operations. As a result of the restructuring, the most significant changes can be located within our Criminal Investigative Division (CID) unit.

Currently, our CID unit is comprised of (4) sworn personnel that function in the capacity as Investigators. These sworn personnel are identified as:

- Captain Connor Tobin – Department Head of the CID unit
- Investigator Chip Woody – General Investigator
- Investigator Juetta Renalds – General Investigator
- Investigator Ryan Bierkowski – Narcotics Investigator

Captain Tobin has his own office space which is adequate in size, and it is located along the 'Administrative Hallway' within the Sheriff's Office. Investigator Woody has been provided a 'temporary' office, which has been set up in the Department's 'Interview Room'. The Interview Room was designed with the intentions of interviewing "Suspects" and "Persons-of-Interest" of various crimes. The Interview Room is a critical infrastructure component of our office, which has temporarily been removed due to Investigator Woody's occupancy of the space.

Investigator Renalds currently does not have an office. Investigator Renalds is currently utilizing the Office Space that is shared amongst the uniformed Deputies that are assigned to the Patrol Division. Investigator Bierkowski is our Department's Narcotics Investigator who is assigned to the 3A Regional Drug Task Force. Investigator Bierkowski operates primarily out of the 3A Task Force Office Building in Charlottesville, Virginia. He does, however, make weekly stops at the Nelson County Sheriff's Office to complete standard paperwork, evidence filing, and to meet with informants that have been approved by the Commonwealth Attorney and the 3A Regional Drug Task Force.



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SHERIFF
M.E. EMBREY

When at the Sheriff's Office, Investigator Bierkowski also utilizes the space that the Patrol Division utilizes. The sharing of this room sometimes becomes cluttered, and at times forces us to close the office space to the Patrol Division if an informant is being questioned/interviewed.

Our front office is currently being dually occupied by Ms. Jennifer Thomas, the Department's Executive Secretary, and Ms. Taylor Martin, the Department's Evidence Technician. As you are aware, our agency is pursuing Accreditation Status through DCJS. It is my intentions that Ms. Taylor Martin can assume the Accreditation Manager status, once Ms. Jolie Hewitt's position expires. Once we achieve Accreditation Status, possibly in calendar year 2026, Ms. Martin will need to have her own office to maintain Department records as per VLEPSC Standards. Based upon this observation, I have a strong need to provide Ms. Martin with her own office, in addition to providing Ms. Thomas with her individual office after her nineteen years of dedicated service to the Sheriff's Office.

Based upon our agency's needs, I would like to offer the following request:

To provide adequate office space for the Sheriff's Office, I respectfully request an additional 1000 square feet of office space. I am basing this number off of (4) offices with dimensions of 12ftx12ft each, with an additional 500 square foot of conference area.

✓ entered
1000
500
1500

Based upon the above request, I would like to provide the following suggestion:

If the Nelson County Commonwealth Attorney's Office was to vacate their existing office space, I respectfully ask that you give strong consideration to allowing the Nelson County Sheriff's Office CID unit to occupy this space. This would include Captain Tobin vacating his existing office within the Sheriff's Office.

This transition would allow all (4) Investigators to work together with adequate office space. There is enough room within that structure to provide a conference area where Informants can be interviewed, and meetings with 3A Task Force Officials can take place in private, without disrupting the day-to-day activities of the Sheriff's Office Patrol Division. By providing Investigator Woody with his own office, the Interview Room will again be utilized for what it was built and designed to do: Interview suspects.

This move would also grant the opportunity for Ms. Jennifer Thomas to occupy Captain Tobin's current office. This gives her the opportunity to complete her critical work without interruption from the general public at the Sheriff's Office Main Entrance. Ms. Taylor Martin would then assume primary occupancy of the front office giving her ample space to complete both Evidence Technician and Accreditation responsibilities.



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SHERIFF
M.E. EMBREY

I firmly believe that this is a viable solution to our Department's office space needs. I fully understand that this is completely contingent upon the initial relocation of the Commonwealth Attorney and his staff to a new location. I humbly and respectfully request any consideration that you may give to this proposal.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Mark E. Embrey", with a long, sweeping flourish extending from the end of the signature.

Mark E. Embrey
Sheriff, Nelson County

From: [John Adkins](#)
To: [Candy McGarry](#)
Subject: RE: Additional Information Needed for 5-Yr Forecast of Space Needs
Date: Wednesday, August 6, 2025 12:45:13 PM
Attachments: [image002.png](#)
[image004.png](#)

Dispatch floor 1050
Office 1 100
Office 2 150
Kitchen 200
EOC/training 450
Directors Office 500
Locker room 375 X2
Bunk room 225 X2
Bathrooms 100 X2
Upstairs storage 200

Total both floors would be 5400 SQ feet including hallways etc.

John Adkins BS, EMPP
Director of Emergency Services.
434-263-7045 office
434-263-7046 fax
434-962-2146 cell
[National Suicide & Crisis Lifeline - Dial 988](#)



From: Candy McGarry <CMcGarry@nelsoncounty.org>
Sent: Wednesday, August 6, 2025 12:15 PM
To: John Adkins <jadkins@nelsoncounty.org>
Subject: RE: Additional Information Needed for 5-Yr Forecast of Space Needs

Good Afternoon,

Please provide the total square footage of this space, thanks!

From: John Adkins
Sent: Wednesday, August 6, 2025 10:50 AM
To: Candy McGarry <CMcGarry@nelsoncounty.org>
Subject: RE: Additional Information Needed for 5-Yr Forecast of Space Needs

Good morning,

This is what I was envisioning for a new ECC center.

John Adkins BS, EMPP
Director of Emergency Services.
434-263-7045 office
434-263-7046 fax
434-962-2146 cell
[National Suicide & Crisis Lifeline - Dial 988](#)



From: Candy McGarry <CMcGarry@nelsoncounty.org>
Sent: Tuesday, August 5, 2025 6:38 PM
To: John Adkins <jadkins@nelsoncounty.org>
Cc: Amanda Spivey <aspivey@nelsoncounty.org>
Subject: Additional Information Needed for 5-Yr Forecast of Space Needs
Importance: High

John,

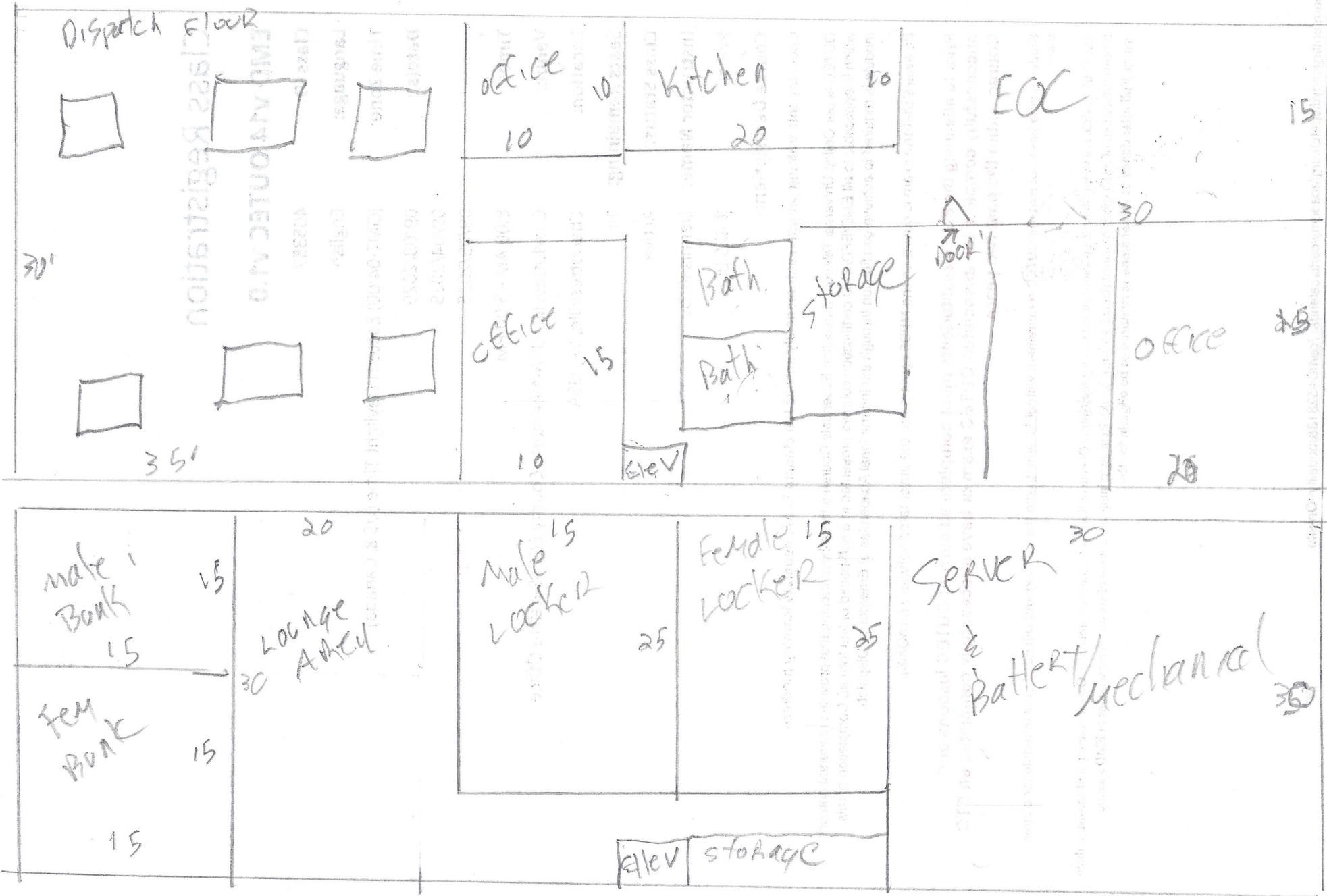
As soon as you can, please provide the estimated square footage needed in the 5-year forecast needs column to accommodate the 6 additional FT staff, the additional space for the EOC, locker rooms with showers, and kitchen space so it can be added to the chart below. Thanks!

Nelson County						
Dept. Space & Technology Needs						
DEPARTMENT	CURRENT # OF EMPLOYEES	CURRENT SQ. FT. USAGE	5 YEAR FORECAST # OF EMPLOYEES	5 YEAR FORECAST SQ. FT. NEEDS	5 YEAR FORECAST TECH NEEDS	NOTES
Dispatch/Emergency Services	12	1125	18 (Increase staffing by 6 FT)	Additional space for EOC, locker rooms with showers, kitchen space	Additional dispatch station, new radios, phones, cad and internet and another Fox station	J. Adkins office - 160 sq. ft., Raven 117 sq. ft., Dispatch including hall and kitchen 848 sq. ft. Note employee count as of 4/23/25. Check with John with current as Dispatch office employee # changes often

Candice McGarry

Nelson County
County Administrator

(434) 263-7001 Work
CMcGarry@nelsoncounty.org
P.O. Box 336
Lovington, VA 22949
www.nelsoncounty-va.gov



Juliana Piedra

From: Neely Hull
Sent: Wednesday, April 16, 2025 2:43 PM
To: Juliana Piedra
Subject: RE: 12/10 Board Meeting Follow Up

Hi!

Office Sq Ft needed -submitted
work order . JP

There are currently 4 employees. I am not sure of the square footage of my office. Of 'course we all would like more room and other offices are running out of space. I do not anticipate needing any additional employees. As long as nothing breaks, I do not anticipate needing any additional technology. I would like to improve several areas, but that wouldn't mean any new technology. I would like an easier access to my office even open to relocating to benefit the taxpayers. Many elderly complain about the walk to our office and out of breath when getting here. I know this is not what you specifically asked for, but if there is a 5 year plan, I'd love to see the taxpayers benefit and have additional ideas as well.

~Neely

Neely Hull

Treasurer, Nelson County

PO BOX 100 Lovingson VA 22949

(P)434 263 7060

(F)434 263 7064

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This e-mail may contain confidential and/or privileged material for the sole use of the intended recipient. Any view or distribution by others is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies. Thank You

From: Juliana Piedra
Sent: Wednesday, April 16, 2025 2:22 PM
To: Neely Hull <nhull@nelsoncounty.org>
Subject: FW: 12/10 Board Meeting Follow Up

Hi Neely,

I am circling back to Candy's below email. I need the following information from you, please;

1. current # of employees
2. square footage usage
3. 5-year forecast of your # of employees
4. 5-year forecast of your square footage

5. 5-year forecast of your technology needs

Thanks much,
Julie

Juliana Piedra
Nelson County Administrator's Office

From: Candy McGarry

Sent: Thursday, December 12, 2024 2:37 PM

To: lbryant@vacourts.gov; Kimberly Goff <kgoff@nelsoncounty.org>; Daniel Rutherford <drutherford@nelsoncounty.org>; amjohnson@vacourts.gov; Mark Embrey <membrey@nelsoncounty.org>; Neely Hull <nhull@nelsoncounty.org>; Heather Stevens <hstevens@vacourts.gov>; ahester@nelson.k12.va.us; Kevin Wright <kwright@nelsoncounty.org>; Jeremy Marrs <jmarrs@nelsoncounty.org>; Susan Rorrer <SRorrer@nelsoncounty.org>; John Adkins <jadkins@nelsoncounty.org>; Linda Staton <lstaton@nelsoncounty.org>; Grace Mawyer <gmawyer@nelsoncounty.org>; Dylan Bishop <dbishop@nelsoncounty.org>; Jeff Brantley <jbrantley@nelsoncounty.org>; Jerry West <jwest@nelsoncounty.org>; Jacqueline Britt <JBritt@nelsoncounty.org>; Maureen A Kelley <makelley@nelsoncounty.org>; Emily.Jones@djj.virginia.gov

Cc: Amanda Spivey <aspivey@nelsoncounty.org>

Subject: 12/10 Board Meeting Follow Up

Importance: High

Good Afternoon,

At Tuesday's Board meeting, the space needs of a couple of departments was discussed; which led to a Board directive of me gathering information from all Department Heads and all Departments within the Courthouse on current and future departmental space and technology needs. More specifically, I need for all of you to provide me with your current # of employees and square footage usage and then a 5-year forecast of your # of employees, square footage, and technology needs. This information will be used for preliminary planning purposes. If you need assistance with this request, please contact County Administration. I will have Jeff pull the floor plans for all of the buildings/spaces we have them for as a reference; otherwise measurements may need to be taken for some spaces. I am not putting a timeframe for responses on this right now, but do ask that you work this into your schedules as soon as you can.

Dylan and Jeremy – I believe we may have recent employee and space data already for your departments from the PMA information recently gathered. Forecasted technology needs would be additional.

Thank you all!

Candice McGarry

Nelson County
County Administrator

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