



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055

November 15, 2023

Regular Meeting at 7:00 pm

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>PUBLIC HEARING</b>
<b>7</b>	<b>ACTION MATTERS</b>
<b>7A</b>	<b>APPOINTMENTS</b>
A	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
<b>8</b>	<b>PRESENTATIONS</b> (normally not to exceed 10 minutes each)
B	Fluvanna County Facilities and Dogs Off-leash – Aaron Spitzer, Director of Parks and Recreation and Dan Whitten, County Attorney
C	Short-Term Rental Ordinance – Eric Dahl, County Administrator and Dan Whitten, County Attorney
<b>9</b>	<b>CONSENT AGENDA</b>
D	Minutes of November 1, 2023 – Caitlin Solis, Clerk to the Board
E	Approval of Open Space Agreement for Janet Green – Andrew M. Sheridan, Jr., Commissioner of the Revenue
F	Approval of Open Space Agreement for Franklin Keith Jones – Andrew M. Sheridan, Jr., Commissioner of the Revenue
<b>10</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>11</b>	<b>NEW BUSINESS</b>
	TBD
<b>12</b>	<b>PUBLIC COMMENTS #2</b> (5 minutes each)
<b>13</b>	<b>CLOSED MEETING</b>
	TBD
<b>14</b>	<b>ADJOURN</b>

County Administrator Review

*Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.*

## **PLEDGE OF ALLEGIANCE**

I pledge allegiance, to the flag,  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

## **GENERAL RULES OF ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## **RULES OF PROCEDURE FOR PUBLIC HEARINGS**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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## FLUVANNA COUNTY BOARD OF SUPERVISORS BCC APPOINTMENTS STAFF REPORT

TAB A

<b>MEETING DATE:</b>	November 15, 2023		
<b>AGENDA TITLE:</b>	Board, Commission, and Committee Appointments		
<b>MOTION:</b>	<b>I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):</b>		
<b>Board/Commission/Committee</b>	<b>Appointees</b>	<b>Begins Term</b>	<b>Ends Term</b>
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Keith Smith (I) Andre-A'Bryanna Key David Chesly Harlow David Wells Joshua Bower Raghvendra Singh Rudy Garcia Steven Woody Woody Fincham	1/1/2024	12/31/2026
Social Services Board (SSB) – Palmyra Representative	Martha Brown-Snyder (I)	1/1/2024	12/31/2027

BCC VACANCIES AND APPLICANTS				
BCC Vacancies	Applicants	Appt	District	Current BCC Appointments / Other Notes
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Keith Smith	Reappt	Cunningham	Term to begin January 1, 2024 and end December 31, 2026. Incumbent seeking reappointment.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Andre-A'Bryanna Key	Appt	Rivanna	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Planning Commission.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	David Chesly Harlow	Appt	Fork Union	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Library Board of Trustees.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	David Wells	Appt	Rivanna	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Social Services Board.

Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Joshua Bower	Appt	Cunningham	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Economic Development Authority.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Raghvendra Singh	Appt	Rivanna	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Parks and Recreation Advisory Board and the Economic Development Authority.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Rudy Garcia	Appt	Fork Union	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the Finance Board and the Economic Development Authority.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Steven Woody	Appt	Palmyra	Term to begin January 1, 2024 and end December 31, 2026.
Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative	Woody Fincham	Appt	Rivanna	Term to begin January 1, 2024 and end December 31, 2026. Also serving on the 2023 Board of Equalization.

Social Services Board (SSB) – Palmyra Representative	Martha Brown-Snyder (I)	Reappt	Palmyra	Term to begin January 1, 2024 and end December 31, 2027. Incumbent seeking reappointment.
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<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>- Thomas Jefferson Planning District Commission (TJPDC) – Fluvanna Citizen Representative – One position available. Term to begin January 1, 2024 and end December 31, 2026.</li> <li>- Social Services Board (SSB) – Palmyra Representative – One position available. Term to begin January 1, 2024 and end December 31, 2027.</li> </ul>
<b>ENCLOSURES:</b>	Candidate Applications



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: <b>Andre-A'Bryanna Key</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>See Attached</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Sigma Gamma Rho Sorority Inc. (Virginia Commonwealth University) March 2019 - May 2020: Treasurer Packed for Success (Founder/Vice President) 2009-present Black Awakening Choir (Virginia Commonwealth University) August 2017-May 2020: Treasurer NAACP (Virginia Commonwealth University) August 2017 - May 2018: Treasurer	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Sigma Gamma Rho Sorority Inc. (March 2019-present) Packed For Success (Founder) 2009 - present: Collecting backpacks, school supplies, sports equipment, etc. for less fortunate families and children in need. Black Awakening Choir (August 2016 - May 2020) NAACP (Virginia Commonwealth University) August 2017 - May 2020 Radio One and City of Richmond Holiday Toy Drive Santa Matters (December 2019-present): Collecting Christmas presents for the children of inmates of the Albemarle-Charlottesville Regional Jail Carver Promise Mentor (August 2016-May 2020)	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: The reason I would like to serve Fluvanna County is because service runs through my blood. I was raised that "To whom much is given, much is required." Put simply, that means that because I have been blessed with so much, I need to give back to my community and then some. I believe that people of ALL identities need to be heard and represented regardless of their age, race, gender, social class, or abilities. Sometimes we lose sight of those who are unable to speak for themselves, and I would like the chance to be a representative for all. In this community more specifically, I feel like our younger population is not represented and we often forget that we are rapidly growing with new families coming to our area constantly. I would like to make sure that their needs are being met as well as those who have lived here for many years prior and to come.	

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:  
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Andre-A'Bryanna Key</b>		Date <b>11/10/2022</b>	
Mailing Address (including City, State, & ZIP) <b>17 Ashton Rd Palmyra VA 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>18</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	<b>11/10/22</b>	Application Received By:	
Acknowledgement Sent:	<b>11/10/22</b>	<b>Caitlin Solis</b>	
Renewal Date:		Remarks:	
Renewal Date:		Ms. Key tried to submit her application on-line and received an error message so application was mailed on October 16, 2022. Admin did not receive the application by mail. When Ms. Key reached out via email to confirm receipt of her application on November 10, 2022, she was asked to resubmit her application.	
Renewal Date:			
Renewal Date:			

## EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION

Assistant Director (Charlottesville Day Camp) Summer 2021

Student Support Specialist (Monticello High School) 8/21-present : Greets, talks with, and translates information between the student, teaching staff, and parents. Attends conferences and meetings and acts as official translator to mediate discussion. Reviews student-specific assessments and reports with parents. Assists students and parents with navigating the student portal and any online classes. Encourages parents and students to participate in school-related programs and events. Provides information and interprets school policies, state regulations, SOLs. Collaborates with school teaching and support staff to ensure students have the correct information and support to achieve success.

Assistant Girls' Basketball Coach (Monticello High School) 8/21-present

B.S. in Criminal Justice/Minor in Homeland Security and Emergency Preparedness (Virginia Commonwealth University) December 2020

Youth Mentor (Key Concepts LLC) 8/20-present : Providing one-on-one, strength-based support services to youth to address daily living, social, and communication needs at youth's home and out in the community. The intent is to support, coach, and train youth in age-appropriate behaviors, interpersonal communication, problem-solving and conflict resolution, and how to relate appropriately to other children and adolescents, as well as adults, in recreational and social activities.

Leadership Studies (Virginia Commonwealth University) May 2019

Emergency Management Intern (Charlottesville-Albemarle-UVA Emergency Communications Center) 6/18-8/18: Assisted with writing the emergency and evacuation plans for Charlottesville, Albemarle county, and the University of Virginia and helped facilitate emergency exercises.

Federal Emergency Management Agency (FEMA) September 2018  
Fundamentals of Emergency Management  
IS-00700.a

Federal Emergency Management Agency (FEMA) June 2018  
Introduction to Incident Command System ICS-100  
IS-00100.b

Federal Emergency Management Agency (FEMA) June 2018  
National Management System (NIMS) an Introduction  
IS-00700.a

Federal Emergency Management Agency (FEMA) June 2018  
Active Shooter: What Can You Do  
IS-00907

Inmate Programs Intern (Albemarle-Charlottesville Regional Jail) Summer 2017 : Helped conduct classes in Moral Reconciliation Therapy (MRT), input inmate program data, organized and filed inmate records, and conducted statistics projects on the inmate population.

# Andre-A'Bryanna "Bree" Key

Richmond, VA 23220



## SKILLS

Proficiency in data entry and Microsoft Excel, PowerPoint, and Word, ability to maintain confidentiality, adaptable, goal-oriented, analytical thinker, and a quick learner.

## EXPERIENCE

### **Student Support Specialist / Monticello High School**

August 2021 - present

Charlottesville, VA

Greets, talks with, and translates information between the student, teaching staff, and parents. Attends conferences and meetings and acts as official translator to mediate discussion. Reviews student-specific assessments and reports with parents. Assists students and parents with navigating the student portal and any online classes. Encourages parents and students to participate in school-related programs and events. Provides information and interprets school policies, state regulations, SOLs. Collaborates with school teaching and support staff to ensure students have the correct information and support to achieve success.

### **Assistant Girls' Basketball Coach / Monticello High School**

November 2021 - present

Charlottesville, VA

### **Youth Mentor / Key Concepts LLC**

August 2020 - present

Charlottesville, VA

Providing one-on-one, strength-based support services to youth to address daily living, social, and communication needs at youth's home and out in the community. The intent is to support, coach, and train youth in age-appropriate behaviors, interpersonal communication, problem-solving and conflict resolution, and how to relate appropriately to other children and adolescents, as well as adults, in recreational and social activities.

### **YMCA of Greater Richmond / Camp Counselor**

Summer 2019

Richmond, VA



Organized and led a variety of small and large group activities. Responded to camper behavior issues. Communicated with parents about campers' experiences. Assisted in maintaining important program records and documents. Enforced emergency procedures and safety guidelines.

**Charlottesville-Albemarle-UVA Emergency Communications Center /  
Emergency Management Intern**

June 2018 - August 2018

Richmond, VA

Assisted with writing the emergency and evacuation plans for Charlottesville, Albemarle county, and the University of Virginia and helped facilitate emergency exercises.

**Virginia Commonwealth University / Desk Assistant**

August 2017 - January 2020

Richmond, VA

Provided front desk security for the residence hall, checked in residents and guests, took phone calls and messages for the appropriate personnel, assisted the Department of Residential Life and Housing, and enforced Residential Life and Housing policies and procedures.

**Division Administration Annex / Summer Assistant**

May 2017 - July 2017

Charlottesville, VA

Supported division coordinators in revising curriculum documents, fulfilled grant requirements, prepared materials, input course revisions in Canvas, assisted with materials for new teacher orientation. Unpacked materials, conducted inventories of materials, purged files, shredded documents, laminated curricular materials and transferred documents into electronic formats.

**Albemarle-Charlottesville Regional Jail/Inmate Programs Intern**

May 2017 - present

Charlottesville, VA

Helped conduct classes in Moral Reconciliation Therapy (MRT), input inmate program data, organized and filed inmate records, and conducted statistics projects on the inmate population.

## EDUCATION

**Virginia Commonwealth University / BA in Homeland Security / BS in Criminal Justice**

August 2016 - Present

December 2020

Richmond, VA

## CERTIFICATIONS

**Cornerstone**

Youth Mental Health First Aid  
April 2021

**American Red Cross**

Adult, Child and Baby First Aid/CPR/AED  
August 2020

**Federal Emergency Management Agency (FEMA)**

Fundamentals of Emergency Management  
IS-00700.a  
September 2018

**Federal Emergency Management Agency (FEMA)**

Introduction to Incident Command System ICS-100  
IS-00100.b  
June 2018

**Federal Emergency Management Agency (FEMA)**

National Management System (NIMS) an Introduction  
IS-00700.a  
June 2018

**Federal Emergency Management Agency (FEMA)**

Active Shooter: What Can You Do  
IS-00907  
June 2018

**Virginia Commonwealth University**

Leadership Studies  
May 2019

**Microsoft**

Microsoft Office Specialist Powerpoint 2013  
March 2016

**Organizations and Volunteer Work**

**Sigma Gamma Rho Sorority Inc. / Tamiochus (Treasurer)**

**Packed For Success / Founder**

**Black Awakening Choir / Treasurer**

**Carver Promise / Mentor**

**NAACP / Treasurer**

**Radio One and City of Richmond Holiday Toy Drive / Volunteer**

**Santa Matters / Volunteer**



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name: <b>David Chesly Harlow</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>See attached</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <b>See attached</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>See attached</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>To be more involved in the county that I have grown up in and to do my part to give back to Fluvanna county as a whole</b>	

### Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

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3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

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**County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>David C. Harlow</b>		Date <b>10-26-2022</b>	
Mailing Address (including City, State, & ZIP) <b>400 Rosewood Drive Scottsville, VA 24590</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>30</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]

**Office Use Only**

Application Received On:	<b>10-26-2022</b>	Application Received By:	<b>Leontyne Peck</b>
Acknowledgement Sent:	<b>10-27-2022</b>		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

# DAVID HARLOW

400 Rosewood Drive • Scottsville, VA 24590 • [REDACTED]

## SUMMARY OF QUALIFICATIONS

Dedicated and accomplished healthcare professional with a strong background in healthcare management and leadership. Possessing a comprehensive understanding of the complex healthcare landscape, I have consistently demonstrated the ability to effectively navigate and drive positive change in dynamic healthcare environments proven success in overseeing and optimizing operational efficiency, quality improvement, and patient satisfaction. Adept at strategic planning, resource allocation, and team development, resulting in enhancing organizational performance and financial outcomes. Excellent communication and interpersonal skills enable effective collaboration with multidisciplinary teams, stakeholders, and external partners. Committed to delivering exceptional healthcare services while adhering to regulatory requirements and promoting a culture of continuous improvement. Bringing a solid record of accomplishment of achieving results and a passion for advancing healthcare delivery.

## EDUCATION

**Master of Business Administration (MBA)** **December 2024**  
**Johns Hopkins University Carey Business School** **Baltimore, MD**

- **Concentration:** Health Administration, Public and Private Sector Leadership, and Entrepreneurship, Innovation, and Technology

**Doctor of Philosophy (PhD) in Education** **May 2022**  
**Liberty University** **Lynchburg, VA**

- **Concentration:** Organizational Leadership

**Master of Arts (MA) in Human Services Counseling** **Sept 2018**  
**Liberty University** **Lynchburg, VA**

- **Concentration:** Health & Wellness

**Bachelor of Science (BS) in Health Sciences** **May 2015**  
**James Madison University** **Harrisonburg, VA**

- **Concentration:** Pre-Medicine Concentration

**Associates of Applied Science (AAS)** **July 2013**  
**Piedmont Virginia Community College** **Charlottesville, VA**

## CERTIFICATIONS

**Health Care Economics** **December 2023**  
**Harvard University – Harvard Business School** **Boston, MA**

**Python for Managers** **October 2023**  
**Columbia University – Columbia Business School** **New York, NY**

## LEADERSHIP EXPERIENCE

**Student Panelist – Academic Ethics Board** **September 2023 - Present**  
**The Johns Hopkins University** **Baltimore, MD - Remote**

- **Purpose:** Collaborate with 3 faculty members and 3 student panelists per hearing to hear cases on academic integrity concerns and render verdicts, thoughts, and opinions on the topics

**Fluvanna Leadership Development Program** **August 2023 – March 2024**

- **Purpose:** Developmental leadership program to provide tools to be more engaged and effective in local government within Fluvanna County. Some of the education provided reviews county ordinances, non-profit growth, school board and county administrator collaboration, in addition to Board of Supervisor support and networking.

# DAVID HARLOW

400 Rosewood Drive • Scottsville, VA 24590 • [REDACTED]

## **Council Member**

**December 2022 – June 2025**

### **Library Board of Trustees**

**Palmyra, VA**

- **Purpose:** Acts as a governing board for the Fluvanna County Library. Employ a competent and qualified library director. Determine the mission, goals, and objectives of the library and adopt written policies governing the library. Ensure that the library has a long-range planning process that considers the library's strengths and weaknesses and can be implemented and evaluated. Be familiar with local, state, and federal library laws; actively support pending library legislation. Establish, support, and participate in a planned public relations program.
- **Affecting Legislation:** Established by the County Board of Supervisors according to the County Code, Section 2-6-2, adopted by the Fluvanna County Board of Supervisors on June 17, 1998.

## **Healthy Workplace Committee**

**May 2023 – September 2023**

### **UVA Health**

#### **Member**

- **Purpose:** Committee of 40 established to promote and support healthy workplace policy and procedures and address stressors in the workplace throughout all of UVA Health. Those supported by the work include both employees and subsequent patient care at UVA Health. My role is to serve the committee and to provide feedback relating to education, member involvement, and engagement throughout the entire UVA Health system.

## **Secretary for ACHE; CVHEG chapter**

**January 2023 – January 2024**

- **Purpose:** My role is to participate in board meetings and other designated events to provide administrative support for both the Board of Directors and the supporting member population. This is in addition to any other needs as designated by the President of CVHEG. I also assisted in yearly budget creation and appointment
  - **Oversight Role:** Advisory Committee member

## **Membership Committee Director for ACHE; CVHEG chapter**

**January 2022 – January 2023**

- **Purpose:** My role is to coordinate with the board for CVHEG to lead initiatives to increase membership and to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

## **Membership Committee Assistant Director for CVHEG**

**January 2021 – January 2022**

- **Purpose:** My role is to assist in coordination with the board for CVHEG to increase membership and to lead initiatives to continue to build up mentorship program and spread understanding and engagement for both CVHEG and ACHE.

## **TEACHING EXPERIENCE**

### **Adjunct Professor**

**April 2023 – present**

#### **University of Denver; University College**

**Denver, CO**

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
  - HINF 4825 – Technology and Applications for Telehealth and Virtual Care Success - Winter 2024
    - This course investigates the technology required for virtual care and technological concepts to advance virtual care models. This will include virtual care applications, telemonitoring systems, and technology concepts to include artificial intelligence, machine learning, and informational robotics/applications.
  - HINF 4010 – Health Informatics Communication – Winter 2024
    - This course focuses on the core skills of healthcare informatics communication such as knowing your audience and how this relates to health informatics specifically. The student will contextualize the role of informatics and Health Informatics/IT in healthcare and the health industry through course projects.

# DAVID HARLOW

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Students learn to use communication tools to design communication strategies for informatics, IT, and clinical professionals to achieve success in Health Informatics/IT projects. Through this process, students learn to bridge gaps between Health Informatics/IT professionals, clinicians, and health leaders.

- HINF 4650 - Project Management – Summer 2023
  - Create strategies to manage the complexity inherent in large-scale projects. Also, relate project scope to cost, time, and resource requirement. Lastly, develop procurement plans and assess project contracts

## ***Adjunct Professor***

**Piedmont Virginia Community College**

**July 2022 – present  
Charlottesville, VA**

- Courses
  - HLT 130 Nutrition and Diet Therapy
    - Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, and basic requirements for individuals. Includes a brief introduction to diet therapy.

## **PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY**

### ***Data Analytics Project Manager***

**September 2023 - Present**

**State of Virginia - Department of Medical Assistance Services (DMAS)**

**Richmond, VA**

- One of four members in the Healthcare Analytics Division to be given a leadership role
- Contribute to key deliverables necessary to meet the HAD's mission to empower data-driven decision making across the agency.
- Responsible for providing HAD with guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Participated in the development of key deliverables necessary to acquire and transform data into meaningful and useful information to fulfill project deliverables.
- The scope of work also includes research, strategic planning, team building, and program design activities.
- Lead project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Worked with executive level management staff, program staff, and key stakeholders as appropriate.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinate and manage SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

### ***Program Coordinator/Data Analytics Liaison***

**April 2021 – September 2023**

**University of Virginia Health System – Population Health**

**Charlottesville, VA**

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
- Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs

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- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion
- Liaison for contracted departmental hires to assist in establishing relationships and programmatic evolution (Signify Health and Locus Health)
- Assists in the training of new hires in the Population Health Department
- Collaborates with other project coordinator to report data and logistic reports to director on COVID clinic operations at UVA Health, in addition to supporting all COVID clinic data and operations for both student COVID numbers as well as emergent emergency room (ED) patient numbers also

## *Sample of projects for Population Health*

- *Collaborated with CompassRose project rollout system-wide at UVA Health*
- *Implemented leadership and management strategies relating to Cystectomy and Bariatric projects*
- *Partnered with UVA PMO office for UniteUs Implementation across UVA Health*
- *Granted leadership role for SDOH rainbow wheel implementation across ambulatory clinics, both primary care and specialty clinics*
- *Created program auditing guidelines for all programs to look at areas for improvement post implementation*

## **Patient Advocate**

**May 2019 – April 2021**

### **University of Virginia Health System – Population Health**

**Charlottesville, VA,**

- Readmission and social determinant of health (SDoH) program at UVA Health that works with patients for 30 days to assign services to make sure unwarranted readmissions do not occur
- Reports directly to department director and project coordinator on new hire training progression
- Assists with new hire trainings and conducts audits on team members for workflow continuity
- Selected by department manager and project coordinator to expand scope of role due to extensive knowledge, proficiency, and understanding of departmental needs

## **Unit Coordinator**

**April 2017 – May 2019**

### **The Bridgeline Place**

**Charlottesville, VA,**

- Worked in a non-profit clubhouse model with members who had brain injuries (traumatic and non-traumatic)
- Coordinated kitchen and household supportive goals for members to work on in yearly blocks
- Wrote and supported Individualized Care Plans to make sure members were supported in terms of the goals they want to work on for that given year
- Lead a support group comprised of 7-13 members to discuss supportive techniques with counseling aspects. Some leadership skills used was motivational interviewing and active listening
- Coordinated non-profit safety goals and promoted leadership skills relating to specific rules and regulations the organization was bound by

## **Conductor**

**January 2017 – March 2017**

### **Norfolk Southern Railroad**

**Baltimore, MD,**

- Received training in McDonough, GA to work in an active railyard assembling train orders to be driven up to east coast
- Received orders every shift on priority trains to assemble and be ready for operation
- Communicated with the yardmaster and trainmaster to promote a safe work environment both for myself and the engineer on shift
- After the closing of every shift, my duty was to make sure safety and communication was given in hand-off to next conductor coming on shift

## **Carpenter**

**May 2015– January 2017**

### **Duprey's Fine Floors**

**Charlottesville, VA,**



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- Lead or co-lead a wide portfolio of projects that focused on hardwood flooring install, refurbishing and general maintenance at some of the most historic real estate in Charlottesville
- Quickly worked up to gaining the trust of the owner to carry out projects with minimal supervision
- Coordinated with other business owners/ building foremen to complete projects within the needed scheduled timeframe
- Projects include The University of Virginia Rotunda, both Range and Lawn rooms at The University of Virginia, Ednam Forest, Farmington, and downtown Charlottesville commercial space, some out of area work as well (focusing in the Richmond area)
- Recognized by business owner for strong dependability and leadership skills leading to the assigning of independent work in a detail-critical environment

## ***Dollar General***

**February 2011 – July 2013**

### **Cashier/Stocker (part-time)**

**Palmyra, VA,**

- Operated as both a cashier and a stocker for the store
- Was a part of a highly functioning store that resulted us being consulted with other locations to improve their operations due to our efficiency and high ranking across the division
- Quickly worked my way to being one of the more leadership focused employees to be able to do work that was not necessarily outlined in my job description

## **CONSULTING EXPERIENCE**

### ***Johns Hopkins Graduate Consulting Club***

**September 2023 – December 2024**

#### **Director of Education**

**Remote**

- **Purpose:** My role was to direct and provide leadership for members of the Johns Hopkins Graduate Consulting Club by creating educational materials and events to allow students to gain exposure to consulting firms. I directly collaborated with consulting firms to bring them to the club for our members to participate.
  - **Presentations given to members.**
    - October 27 – “Healthcare Consulting: Conversations from the Outside Looking in”

### ***Johns Hopkins Graduate Consulting Club***

**August 2022 – April 2023**

#### **Member**

**Remote**

- **Purpose:** My role was to work alongside five other business student to complete a market analysis for climate change and microbiology innovation: A partnership between the American Society for Microbiology (ASM) and the Johns Hopkins Graduate Consulting Club.
  - **Deliverables for the group:**
    - A comprehensive report
    - A PowerPoint Slide Deck
    - A presentation to key senior ASM leaders to discuss the findings of the report

## **ADDITIONAL ORGANIZATIONS/ASSOCIATIONS**

<b>The University of Virginia Colonnade Club</b>	<b>2023</b>
<b>American Society of Microbiology</b>	<b>2023</b>
<b>Johns Hopkins Graduate Consulting Club</b>	<b>2023 - 2024</b>
<b>Membership American College of Medical Practice Executives</b>	<b>2022 - present</b>
<b>Member Virginia Hospital &amp; Healthcare Association</b>	<b>2022 - present</b>
<b>Kappa Delta Pi International Honor Society</b>	<b>2021 - 2022</b>

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<b>American College of Healthcare Executives</b>	<b>2020 – present</b>
<b>Healthcare Financial Management Association</b>	<b>2020 – present</b>
<b>Central Virginia Healthcare Executive Group (CVHEG)</b>	<b>2020 – present</b>
<b>Council on Undergraduate Research Liberty University Affiliation</b>	<b>2020</b>
<b>Omega Nu Lambda Honor Society Member</b>	<b>2019 – 2020</b>
<b>Brain Injury Association of America</b>	<b>2018 – 2019</b>
<b>American Counseling Association</b>	<b>2018</b>
<b>Institute for Healthcare Improvement (James Madison University Chapter)</b>	<b>2013 - 2015</b>

## **PUBLICATIONS**

May 2022. The perceived benefit that positive intervention plays in the development of students enrolled in e-learning curriculum: A transcendental phenomenological study of the experience of online education.

## **LICENSES AND CREDENTIALS**

<b>Fellow of the Healthcare Financial Management Association (FHFMA)</b>	<b>July 2023</b>
• Healthcare Financial Management Association	
<b>Project Management Professional (PMP)</b>	<b>February 2023</b>
• Project Management Institute: 3421905	
<b>Certified Revenue Cycle Representative (CRCR)</b>	<b>January 2023</b>
• Healthcare Financial Management Association	
<b>Dare to Lead</b>	<b>December 2022</b>
• Brene Brown: Dare to Lead Program	
<b>Lean Six Sigma Black Belt</b>	<b>June 2022</b>
• Six Sigma Global Institute: 53884735	
<b>Certified Healthcare Financial Professional (CHFP)</b>	<b>August 2022</b>
• Healthcare Financial Management Association	
<b>Applied Suicide Intervention Skills Training</b>	<b>November 2019</b>
• LivingWorks	
<b>NCBH Adult Mental Health First Aid</b>	<b>August 2019 – August 2022</b>
• National Council for Community Behavioral Healthcare	

## **TECHNICAL SKILLS**

- **Software:** Adobe Photoshop, Adobe Illustrator, EPIC EMR, Python, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS, SAS, SQL, Tableau, AnyLogic, SmartSheets, Teradata Studio, Handshake, Qualtrics, Cardinal
- **Written communication:** Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology
- **Certifications:** CPR/AED



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: <b>David Wells</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <p>Over 26 years in law enforcement service with both traditional and non-traditional agencies. Retired as Chief Deputy of Fluvanna Sheriff's Office. Currently Director of Public Safety for Lake Monticello Owners Association. Served on Transportation Sub-committee for over 2 years. 16 year history of service to Fluvanna. Over the years I have developed many community contacts and feel I am a respected member of our community, willing to serve the interest of our citizens.</p>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <p>Transportation sub-committee</p>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <p>Assisted various community organizations over the past 16 years, raised funds for MACCA, worked with DSS and Meals on Wheels, presented to a various civic and church groups.</p>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <p>I want to continue what I've done, at some level, for the past 16 years. I have developed a solid understanding of county government and citizen needs and a deep caring for the county.</p>	

### Fluvanna County Board, Committee, and Commission Attendance Policy

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>David R Wells (from file)</b>		Date <b>10/19/2022</b>	
Mailing Address (including City, State, & ZIP) <b>22 Old Homestead Circle, pALMYRA, va 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>15</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	<b>2022-10-19</b>	Application Received By:	
Acknowledgement Sent:	<b>2022-10-20</b>	Caitlin Solis	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

**David R. Wells**  
**22 Old Homestead Circle**  
**Palmyra, Virginia 22963**

[REDACTED]

[REDACTED]

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**Career Summary:**

I possess over twenty-five years of law enforcement experience with both traditional and non-traditional law enforcement agencies with 14 years in an executive leadership role. I started my law enforcement career in 1996 as an Auxiliary Police Officer and have worked to my current position as the Chief Deputy of the Fluvanna County Sheriff's Office. In my career I have served as a Patrol Officer, Investigator, SWAT Team Operator, Instructor, Senior Special Agent and held the ranks of Corporal, Lieutenant, Captain, and Major.

In my time at the Sheriff's Office, I have led the Criminal Investigations Division, served as the Operations Division Commander, and currently serve as the Chief Deputy leading the entirety of our law enforcement operations.

In my roles as Operations Commander and Chief Deputy my primary function is that of organizational leadership and agency management.

**Work Experience:**

**Chief Deputy (Major) - Fluvanna County Sheriff's Office, Palmyra, VA 2020-current**

Major Duties: Serve as second in command supervising 37 deputies and serving a county of 27,000 citizens. As Chief Deputy, my responsibility is to ensure all law enforcement operations are properly executed and to help manage a 3.3-million-dollar annual budget. The Chief Deputy oversees the two law enforcement divisions of the office, Field Operations and Judicial Operations. Main duties include critical and emergency operations command, budgeting, policy writing, staffing, supply, compliance, liaise with other county branches, and training.

**Operations Commander (Captain) - Fluvanna County Sheriff's Office, Palmyra, VA 2016-2020**

Major Duties: Oversee the patrol and investigations sections of the Sheriff's Office. Lead 16 patrol deputies and 4 investigators. Coordinate staffing concerns related to assigned area of operations. Policy analysis and updates. Critical incident management. FOIA, PIO. Member of executive command staff.

**Investigations Division Commander (Corporal: 2007 – 2008, Lieutenant 2008 – 2016) – Fluvanna County Sheriff's Office, Palmyra, VA 2007-2016**

Major duties: Supervise Criminal Investigations Division, oversee all major investigations, serve as member of command staff, oversee School Resource Officer, conduct internal investigations, conduct applicant interviews and pre-employment

backgrounds, evidence room management, policy analysis, Public Information Officer, BOS2023-11-15 p.22/120  
fleet operations, prepare and execute search warrants, present all agency cases to Grand  
Jury, Critical Incident Commander, prepare FOIA responses, general law enforcement  
operations, General and Defensive Tactics Instructor.

**General Criminal Investigator** – Fluvanna County Sheriff's Office, Palmyra, VA, 05/2006 – 05/2007

Major duties: Conduct criminal investigations, enforce the laws of the Commonwealth, testify in court, prepare and execute arrest and search warrant, general law enforcement operations, instructor.

**Senior Special Agent** – Virginia Department of Alcoholic Beverage Control, Bureau of Law Enforcement, Richmond, VA (Staunton, VA area office), 02/2005 – 05/2006

Major duties: Assigned to the Bureau's Compliance Unit to regulate/oversee alcoholic beverage manufacturers and wholesalers in assigned areas to ensure compliance with state code and regulations.

**Special Agent** – Virginia Department of Alcoholic Beverage Control, Bureau of Law Enforcement, Richmond, VA, 05/2001 – 02/2005

Major duties: Enforce the laws of the Commonwealth with a focus and alcoholic beverage laws and regulations, testify in court, prepare and execute arrest and search warrant, general law enforcement operations, served on narcotics task force, instructor.

**General Criminal Investigator** – Waynesboro Police Department, Waynesboro, VA, 04/2000 - 05/2001

Major duties: Conduct criminal investigations, enforce the laws of the Commonwealth, testify in court, prepare and execute arrest and search warrant, SWAT Team Operator, general law enforcement operations.

**Patrol Officer** – Waynesboro Police Department, Waynesboro, VA, 04/1998 – 04/2000

Major duties: Enforce the laws of the Commonwealth, testify in court, prepare and execute arrest warrants, SWAT Team Operator, general law enforcement operations.

**Police Officer** – Division of Capitol Police, Richmond, VA, 06/1997 – 04/1998 Major duties:

Provide for the safety and security of the Virginia State Capitol Complex community.

**Auxiliary Police Officer** – Colonial Heights Police Department, Colonial Heights, VA 11/1995 - 06/1997

Major duties: Assist patrol officers in general law enforcement in an armed sworn volunteer capacity.

## **Education:**

James Madison University, Harrisonburg, VA, 2004 – 2005, Undergraduate Studies

Virginia Commonwealth University, Richmond, VA, 1992 – 1994, Undergraduate  
Studies

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Richard Bland College, Petersburg, VA, 1990 – 1992, Associate of Science

Colonial Heights High School, Colonial Heights, VA 1986 – 1990, Advanced Studies Diploma

### **Job Related Training & Certifications:**

Virginia Commonwealth University's Basic Police Academy, DCJS Law Enforcement Officer certification, DCJS General Instructor DCJS Defensive Tactics Instructor, ASP Baton Instructor, O.C. Instructor, FEMA 100 & 700, Critical Incident Response for Law Enforcement Managers, Alcoholic Beverage Control Special Agent training, gang trainings, anti-terrorism trainings, background investigations, Internal Affairs Basic Training, interview and interrogation trainings, search warrant process/search and seizure trainings, supervisor trainings, Incident Response to Terrorist Bombings, firearms trainings, executive leadership, lawful employment, ethics, and many other law enforcement and leadership related courses (complete list available upon request). FBI National Academy class 261 in 2015, Boat US Foundation Virginia approved boating safety course.

### **Programs & Presentations:**

Multiple presentations on scam awareness, Multi-Disciplinary Team for child abuse investigations, Lethality Assessment Protocol to reduce domestic violence and provide services, established agencies involvement in Internet Crimes Against Children investigations, multiple presentation to the Board of Supervisors, COVID-19 response protocols and implementation, church security presentation, developed recent compensation program, testified twice to the General Assembly House Subcommittee on Courts of Justice (Rabies law & Police reform), helped draft and implement two new county ordinances, and have lead multiple responses to critical weather incidents.

### **References:**

Eric Hess - Sheriff of Fluvanna County, 434-981-8687

Eric Dahl - Fluvanna County Administrator, 434-995-8063

Michael Grandstaff - Fluvanna Emergency Communications Director/Chief of Scottsville Fire Department, 434-806-5299

Richie Constantino - Chief of Lake Monticello Fire Department, 434-531-7323

Sean Peterson - Captain of Field Operations for the Fluvanna County Sheriff's Office/U.S. Army Reserve 1st SGT HAC108TC, 706-505-5858

Aaron Hurd - Lieutenant of Investigations for the Fluvanna County Sheriff's Office, 434-953-8138

**Professional Memberships & Groups:**

Virginia Sheriff's Association

International Association of Chiefs of Police

FBI National Academy Alumni Association

Small & Rural Law Enforcement Executives Association

Jefferson Area Community Criminal Justice Board

Fluvanna County Planning Commission, Transportation Sub-Committee





# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name:  <b>Joshua Bower</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): I have an Associates Degree in Architecture from Penn College (1994-96) and a Bachelors Degree in Architecture from Temple University (1996-2002). I am a licensed Architect in Virginia and have been a partner in my firm since 2017. I have been practicing Architecture since 1998.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I have served as an elected member of Mount Joy PA Borough Council for 7 years (President Pro-tem for 2 years), Mount Joy PA planning commission for 9 years (chair for 4 years), Mount Joy PA Main Street executive board for 5 years, Building Committee on Main Street Org for 5 years and at Church for over 10 years. I was elected as Judge of Elections for (2) four year terms. I also served on the St Marks UMC leadership team for 6 years and chair for two of those years.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I have been a member of Sigma Phi Epsilon Fraternity in college and a member of Rotary International in Mouny Joy PA. I am currently a member the American Institute of Architects and of the National CPTED Organization	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: My family and I moved here from Pennsylvania in 2015. When in PA I was fortunate to dedicate some of my personal time to help make the community better through governmental, economic development and spiritual organizations. As out children are now moving onto college, I would like to start seeking opportunities to dedicate some of my personal time to Fluvanna County and its residents	

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(Approved June 17, 2015)

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5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

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	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
X	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Joshua Bower		1-13-2022	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
418 Fox Hollow Ln, Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
6	[REDACTED]		[REDACTED]

**Office Use Only**

Application Received On:	1-13-2022	Application Received By:	Leontyne Peck
Acknowledgement Sent:	1-13-2022		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Keith Smith</b>		Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 35 Acre Ln Palmyra Va. 22963		Physical Address (if different)	
Years Lived in Fluvanna <b>30</b>	Cell Phone – preferred? <input type="radio"/>	Home Phone – preferred? <input type="radio"/>	Email
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): please see attached resume			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: TJPDC			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Please see the attached resume.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I respectfully request the opportunity to continue representing Fluvanna on the TJPDC and advocating for Fluvanna's regional interests.			
<b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b> Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. <b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b> <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b> By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.			
Applicant's Signature <b>Keith Smith</b>		Date <b>Dec 12, 2017</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
	JAUNT Board
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

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5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
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<b>Office Use Only</b>		
Application Received On:		
Acknowledgement Sent:		
Renewal Date:		
Renewal Date:		
Renewal Date:		
Renewal Date:		



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: <b>Raghvendra Singh</b>		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union	
		District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 5 Barkley Ln Palmyra, VA 22963		Physical Address (if different)	
Years Lived in Fluvanna 25	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): From 6/1989 through 4/2019 I have worked in US Department of Agriculture (Farmers Home Administration/ Farm Service Agency. I have worked from county office through national office, as assistant county supervisor, county supervisor, Farm Loan Manager and National Manager. I have implemented farm loan programs to many counties in New Jersey and Virginia including Fluvanna County. In national office I have implemented GIS program, Freedom to eFile act, and Government paper elimination act. Since 2001 through 2019, I was national manager for eAuthentication and eFile.			
Education: BS Honors Agriculture 1977 Kanpur University, UP India MBA 1986 University of New Haven, CT USA I have completed many government sponcers courecs related to management, Agriculture Development, Conservation and GIS			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: In US Department of Agriculture, I was member of many Committees including EEO, Stretigic Planning, E-Govenment Etc.			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): I advice agricultuere collages in education matters in India. I manage Kulbashkar Astram Degree Collage, Krish Sansar, Agriculture Graduate web sites to dissiminate ag information to public.			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have invested most of my life to serve public; I wan to couninue public servie to my home county.			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b>  <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p><i>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</i></p>			
Applicant's Signature <b>Raghvendra Singh</b>		(Typing name below serves as digital signature)	
		Date <b>March 30, 2021</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

<b>X</b>	<b>Board, Commission, Committee</b>
X	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
X	Community Policy & Management Team (CPMT)
X	Economic Development Authority (EDA)
X	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
X	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

<b>X</b>	<b>Board, Commission, Committee (cont.)</b>
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
X	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
X	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
X	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
	Social Services Board
X	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
X	Youth Advisory Council (YAC)
X	OTHER:

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<b>Office Use Only</b>		
Application Received On:		Application Received By:
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

## Professional Summary

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Multi-talented manager consistently rewarded for success in planning and operational improvements. Experienced in policy development and staff management procedures positively impacting overall morale productivity.

## Skills

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- Infrastructure Development
- Product Development
- Requirements Analysis
- Operational Improvement
- Strategic Planning
- Customer Service
- Budget Development
- Security Planning
- Relationship Development
- Regulatory Compliance
- Conflict Resolution
- Team Leadership and Management

## Work History

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### Chairman of the Board

July 2020-Present

#### Fluvanna County Parks and Recreation – Palmyra, VA

- Lead and guide staff
- Partner with the director and other board members to ensure that board goals are carried forward
- Chair the Board Meetings
- Represent County to stakeholders

### Business System Manager

Aug 1999-Apr 2019

#### U.S. Department of Agriculture/ Farm Service Agency – Washington, DC

- Supervised teams in 51 State offices.
- Implemented and managed multi-site network infrastructure
- Trained and coached 153 State Managers by leading performance reviews and offering constructive feedback
- Facilitated best user experience through continuous support, training classes, webinars, and communication of system changes.
- Oversaw development and implementation of improvements to e-file e-Authentication, Program Information Management System and Office Information Profile.

### Farm Loan Manager

Aug 1996-Aug 1999

#### U.S. Department of Agriculture/ Farm Service Agency – Buckingham, VA

- Lead the team of loan specialists in Central Virginia
- Developed and maintained relationships with local universities and government offices and lending institutions
- Originated, reviewed, processed closed and administered customer loan proposals
- Managed quality assurance programs including on-site evaluation of banks and internal audits

- Worked with farmers and ranchers to understand needs and provide financial and operational advice
- Resolved the conflicts and negotiated mutually beneficial agreements between parties
- Complied with regulatory requirements, including Bank Secrecy Act and Community Re-Investment Act and other USDA and EPA acts.

### **Loan Officer**

**Jun 1989-Aug1996**

**U.S. Department of Agriculture/ Farm Service Agency – Mt. Holly, NJ**

- Obtained loan applications, credit histories and reviewed paperwork to determine feasibility of granting loans
- Handled customer complaints with ease by conducting research, listening carefully and taking appropriate actions.
- Observed all security policies and procedures to keep data as safe as possible from breaches
- Proactively identified solution for customers experiencing credit issues
- Recommended loan approvals and/or denials based on customers experiencing credit, cashflow and collateral issues
- Complied with regulatory requirements, including Bank Secrecy Act, Anti-Money Laundering, OFAC, Privacy Act and Community Re-Investment act
- Developed and maintained relationship with local real estate agents
- Resolved conflicts and negotiated mutually beneficial agreements between parties

### **Sales Manager**

**Jan 1983-June 1989**

**Rickel Home Center – Watchung, NJ**

- Handled customer complaints with ease by conducting research, listening carefully and taking appropriate actions.
- Manage Plumbing, Electrical and Automotive Departments.
- Supervise staff of 10 employees.
- Ensured all items are in stock and displayed properly.
- Manage vendors.

## **Education**

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**Master's Business Administration**

**University of New Haven – West Haven, CT**

**Bachelor of Science: Agriculture**

**Kanpur University – Kanpur, UP, India**





# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name: <b>Rudy L. Garcia</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>See Resume</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <b>See Resume</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>See Resume</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have been serving the county in some capacity since 2012. I currently am Treasurer of the Chamber of Commerce. Continuing to serve on the Economic Development Authority and as the Citizen Representative to the County Finance Board would be a natural extension that would better allow the Chamber and the EDA to serve their joint constituents.	

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**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee	X	Finance Board		Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:  
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date <b>4-18-2022</b>	
Mailing Address (including City, State, & ZIP) <b>802 Rivanna Woods Drive</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>21</b>	Phone # [REDACTED]	Alternate Phone # [REDACTED]	Email Address [REDACTED]
Office Use Only			
Application Received On:	<b>4-18-22</b>	Application Received By: <b>Leontyne Peck</b>	
Acknowledgement Sent:	<b>4-19-22</b>		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



**GLOBAL VIEW CAPITAL®**  
A D V I S O R S

*Global View Capital Advisors is a global network of financial service professionals servicing thousands of clients with innovative solutions in an unpredictable world.*



### **Rudy Garcia**

Executive Director  
802 Rivanna Woods Dr  
Fork Union VA 23055



*At Global View Capital Advisors, our mission is to help design, grow, and protect the personal economies of families from all over the world.*

#### **BIOGRAPHY**

Rudy has a diverse background of over 30 years of coaching and financial consultation experience that he relies on to work with clients on their personal and business retirement plans.

Rudy grew up in south Florida and spent 18 years living in Key West before joining the US Army and spending the next 22 years serving the country in various assignments in multiple locations across the US, Europe and North Africa. It was while he was in the Army that Rudy fell in love with learning and education and developed a passion for serving others.

He has over 25 years of adult education experience, having served as a trainer educator in the U.S. Army and the Federal Emergency Management Agency. He brings over 26 years of Managerial experience in both the military and federal government, culminating his military career as the Deputy Commandant for the US Army's Quartermaster School's NCO Academy where he oversaw curriculum development and delivery of over 23 courses to over 3000 students annually. Rudy also has experience as a High School French and Spanish Teacher at Fork Union Military Academy. Because of his experience with the Army, FEMA and his own

Master's Program, Rudy is quite familiar and comfortable with distance learning as a delivery medium for training and education classes.

The passion he brings about educating others is built into the way he conducts business. Whether he is meeting with a business owner and providing an evaluation of an employer sponsored retirement plan or with a family discussing the paths they can take to move closer to their ultimate retirement goals, Rudy makes each experience an educational event.

Because of his many years of experience in adult education it was a natural outgrowth for him to adapt those skills to serving the business community; as a result he has been conducting live educational seminars for business owners for the past several years. These skills serve well in the employer sponsored retirement plan arena as he brings his experience to bear on the employee educational plans that are so essential to each plan participant achieving their goals.

Rudy's desire to serve others also manifests itself in his community involvement. He has been involved in service organizations since 1980 when he was the Lion Tamer for the Ft Bliss Lions Club in El Paso, Texas. While stationed in Tunisia in the mid 1990's he was the treasurer for the US Government Employees Recreation

Association and the President of the Tunis American Softball Association. He continued his community service throughout his military career and is still serving his community today as a Board Member for multiple non-profits and trade associations as well as a member of the Rotary Club of Fluvanna County.

Rudy is married to Catherine, who is currently teaching Freshman English at Fork Union Military Academy, and more significantly, is a Retired Command Sergeant Major with 24 years of service in the Criminal Investigation Command of the US Army. Rudy has two children, Edward and Georgia and three grandchildren, Noah, Gabriel and Hannah.

### QUALIFICATIONS

Chartered Retirement Plans Specialist<sup>SM</sup>

Professional Plan Consultant<sup>TM</sup>

Accredited Domestic Partnership Advisor<sup>SM</sup>

Owner Rivanna Woods Financial Tax Services

Owner Global View Capital Advisors

### MEMBERSHIP ORGANIZATIONS

Director Fluvanna County Economic Development Authority 2018-Present

Member Economic Development and Tourism Advisory Council 2014-2018

Director and President- Prevent Child Abuse Virginia- 2012-Present

Rotary Club of Fluvanna County 2011-Present

Director Fluvanna Chamber of Commerce 2013- Present

Director Retail Merchants Association 2010-Present

Director Youth Life Foundation Richmond 2012-2016

Fluvanna Leadership Development Program Steering Committee 2012-Present

Fluvanna County Finance Board- 2014-Present

Director and Treasurer Goochland Chamber of Commerce- 2007-2013

### BUSINESS PHILOSOPHY

My philosophy is relatively simple. I have adopted the filter of the Rotary Four Way Test into all of my business dealings:

First: Is it the Truth

Second: Is it fair to all concerned?

Third: Will it build good will and better friendship?

Fourth: Will it be beneficial to all concerned?

I also adhere to the ROTARIAN CODE OF CONDUCT

So As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians

I have found that by following these two "Golden Rules" I am able to deal honestly and fairly with not only my clients, but also everyone I happen to meet during the course of a day.



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## County of Fluvanna

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Name: <b>Steven Woody</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): associate degree	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: none	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: tax payer	

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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Finance Board	X	Piedmont Virginia Community College (PVCC) Board
	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)		Planning Commission (PC)
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	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board	X	Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors	X	Thomas Jefferson Water Resources Protection Foundation
	Economic Development Authority (EDA)	X	Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

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Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Steven Woody		3-13-2023	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
20 Three Chopt Road Kents Store, VA 23084			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
14			
Office Use Only			
Application Received On:	3-13-2023	Application Received By:	
Acknowledgement Sent:	3-13-2023	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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Name: <b>Woody Fincham</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>Attached</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I am a well respected real estate appraiser. I have been in the business over 2 decades. I have a bachelors in Business Admin, and hold five designations related to valuation and consulting on real estate. I am also a instructor for the Appraisal Institute. As part of my tenure with the Tax Department for the Commonwealth I was the reviewer for conservation easement and Historical Facade Easements. I have experience with residential, commercial and agricultural property.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I live here and want to see the county remain a great place to be as well as evolve with the times. My children are part of the community and I do not see my family living anywhere else. I have very specific skills in real estate valuation and consulting that would serve well with planning, development, conservation easement and various other areas.	

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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
X	Agricultural/Forestral District Advisory Committee		Finance Board		Piedmont Virginia Community College (PVCC) Board
X	Board of Equalization (BOE)		Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
X	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Region Ten Community Services Board
X	Building Code of Appeals Board		James River Water Authority (JRWA)		Rivanna River Basin Commission
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Social Services Board
	Columbia Task Force (CARE)		Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Board of Directors		Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)		Library Board of Trustees		
	Economic Develop. & Tourism Advisory Council (EDTAC)		Monticello Area Community Action Agency (MACAA)		
	Family Assessment and Planning Team (FAPT)		Parks & Recreation Advisory Board (RAB)		

Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:

County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature (Typing name below serves as digital signature)		Date	
Woody Fincham		1/5/2023	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
14 Lafayette Drive Palmyra, VA 22963			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
5	[REDACTED]		[REDACTED]

**Office Use Only**

Application Received On:	1/5/2023	Application Received By:	
Acknowledgement Sent:			
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# Curriculum Vitae

## Woody Fincham, SRA, AI-RRS, ASA, RAA

### Member of RAC

14 Lafayette Dr  
Palmyra, VA 22963

#### Credentials:

- Virginia Certified Residential Appraiser: #4001008056

#### Education:

- 2019 ASA Designation
- 2018 RAA Designation
- 2017 Member of Relocation Appraisal Consultants
- 2015: AI-RRS Designation
- 2013: Bachelor of Science, Business Administration
- 2011: SRA Designation
- 2004: Associate in Arts
- 2000-Present: Ongoing continuing education as required by licensing and Designations

#### Professional Affiliations:

Charlottesville Area Association of Realtors

- Board of Directors 3-Year Term Ending 12/31/2024

#### Appraisal Institute:

I have participated and continue to participate as a volunteer with various AI committees and teams.

- Awarded the Volunteer of Distinction Award by the president in 2017
- Admissions and Designation Qualifications Committee, Designated Member (appointed twice)
- Education Committee Member
- Professional Standards and Guidance Committee
- Admissions and Designation Qualifications Committee, Designated Member
- HRAI Education Committee Member
- Experience Screening Panel AI: SRA and AI-RRS Screener (peer review for designation paths)
- 2011-14: Leadership Development Advisory Council (LDAC), 2014 Discussion Leader
- HUD Approved Appraiser
- VA Panel Approved Appraiser

#### Experience:

2019-Present President, Fincham & Associates, Inc

2017-2019 Residential Chief Appraiser, Valuentric, LLC (now Opteon)

2015- Present Vice President, Virginia Manager, Valuentric, LLC

2014-2015 Virginia Taxation Department: Senior Land Preservation Tax Credit Consultant (conservation easement and historical facade easement review)  
 2013-2014: Deputy Assessor, Albemarle County, VA  
 2011-2013: Deputy Assessor, Suffolk, VA Assessor's Office  
 2009-2011: Staff Appraiser, Newport News, VA Assessor's Office  
 2009: Appraiser, (Residential and Commercial), Braun & Associates, Knoxville, TN  
 2007-2009 a la mode Labs Member  
 2009- a la mode Present Beta Group  
 2004 - 2015: Founder, Chief Appraiser FM & Associates  
 2002-2004: Staff Appraiser; Managing Appraiser, Messina & Associates, INC Virginia Beach, VA  
 2000-2002: Staff Appraiser, Elder Appraisal Services, LLC Norfolk, VA  
 1999-HERS Certified Energy Rater  
 1998-2001 FHA 203(k) Construction Consultant

### **Summary of Practical Experience:**

Mr. Fincham has valued and consulted on some of the most exclusive estates in the commonwealth. He has completed valuations on properties as high as 60 million dollars, and complex assignments that includes multiple homes on one parcel, large acreage estates, exclusive architectural designs as well as well-known luxury estates. His expertise extends into all levels of residential property to include high performance homes, specialty design and atypical properties. He is an expert on valuing community land trusts, having recently been a reviewer for the community land trust class for the Appraisal Institute.

- Completed all "green" classed for residential appraisal with Appraisal Institute
- Extensive Practical Experience with "Green" valuation
- Conservation Easement Registry

Clients have included federal agencies, private wealth management divisions at banks, financial planners, CPAs and various municipal and state agencies. Mr. Fincham has been through several depositions and was admitted as an expert in the following municipalities:

- Albemarle County
- Louisa County
- City of Richmond
- City of Suffolk
- City of Chesapeake.

Mr. Fincham also worked with the Attorney General's Office in the Commonwealth of Virginia when he was a staff appraiser for the Department of Tax where he assisted in appraisal review and establishing hazard assessment for potential tax audits related to conservation easement and historical facade easements related to tax credits.

**Classes and Seminars Approved to teach with the Appraisal Institute:****Program**

Basic Appraisal Principles

Basic Appraisal Procedures

Business Practices and Ethics

Community Land Trust (CLT) Appraisal Training

FHA Appraising for Valuation Professionals: FHA Single Family Housing Appraisal Requirements

Ignorance Isn't Bliss: Understanding an Investigation by a State Appraiser Regulatory Board or Agency

Inconsistency: It's Hiding in Plain Sight in Your Residential Appraisal --- Non-lender examples—Next level analysis

Introduction to Green Buildings: Principles & Concepts

Real Estate Finance, Statistics, and Valuation Modeling

Residential Applications: Using Technology to Measure and Support Assignment Results

Residential Market Analysis and Highest & Best Use

Residential Report Writing and Case Studies

Review Case Studies - Residential

Review Theory - Residential

Supervisory Appraiser/Trainee Appraiser Course

Valuation by Comparison: Residential Analysis and Logic

Valuation Overview of Accessory Dwelling Units

**Classes, Seminars and Conferences Taken and Attended (some were taught by me):**

<b>Title</b>	<b>Location</b>	<b>Sponsor</b>	<b>Start Date</b>
Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications	Midlothian, VA	Virginia Commonwealth Chapter	06/22/2023
2023 Regional Economic Report for Appraisers	Norfolk, VA	Hampton Roads Chapter	06/13/2023
AVOIDING BIAS: Building A Bias Defense	Synchronous Livestream	Hampton Roads Chapter	04/26/2023
Appraising in Floodplains & Wetlands	Afton, VA	Virginia Commonwealth Chapter	04/13/2023
Inconsistency: It's Hiding in Plain Sight in Your Residential Appraisal --- Non-lender examples ---Next level analysis	Norfolk, VA	Hampton Roads Chapter	04/04/2023
Community Land Trust (CLT) Appraisal Training	Synchronous	Appraisal Institute	12/06/2022
Spotlight on Reappraising, Readdressing, Reassigning: What to Do and Why	Norfolk, VA	Hampton Roads Chapter	11/15/2022
Litigation Appraising: Specialized Topics and Applications	NASHVILLE, TN	Tennessee Chapter	10/05/2022
Valuation Overview of Accessory Dwelling Units	Chicago, IL	Appraisal Institute	12/10/2021
Hampton Roads Real Estate Symposium 2021	Virginia Beach, VA	Hampton Roads Chapter	10/20/2021
2021 IRS Summit	Virtual Classroom	Southern California Chapter	09/09/2021
Advanced Residential Report Writing/Part 2	Denver, CO	Appraisal Institute	10/04/2019
Advanced Residential Applications & Case Studies/Part 1	Denver, CO	Appraisal Institute	10/02/2019
Appraisal of Manufactured Homes Featuring Next-Generation Manufactured Homes	Dallas, TX	Appraisal Institute	04/16/2019

Appraiser and The AMC: The Great Debate	Westbury, NY	Long Island Chapter	02/13/2019	02/13/2019
Valuation by Comparison: Residential Analysis and Logic	Westbury, NY	Long Island Chapter	02/13/2019	02/13/2019
Ignorance Isn't Bliss: Understanding an Investigation by a State Appraiser Regulatory Board or Agency		Long Island Chapter	02/12/2019	02/12/2019
Introduction to Green Buildings: Principles & Concepts	San Juan, PR	Puerto Rico and Caribbean Chapter	01/24/2019	01/24/2019
The Valuation of Solar Photovoltaic Systems	Breckenridge, CO	Colorado Chapter	09/09/2018	09/09/2018
Residential Site Valuation and Cost Approach	NASHVILLE, TN	Tennessee Chapter	08/15/2018	08/16/2018
2018 Annual Conference Sessions Day Two		Appraisal Institute	07/31/2018	07/31/2018
2018 Annual Conference Sessions Day One		Appraisal Institute	07/30/2018	07/30/2018
Metro DC Chapter 2018 Appraisal Conference	Washington, DC	Washington DC Metropolitan Area Chapter	04/19/2018	04/19/2018
Business Practices and Ethics	Midlothian, VA	Virginia Commonwealth Chapter	12/08/2017	12/08/2017
7-Hour National USPAP Update Course	Midlothian, VA	Virginia Commonwealth Chapter	12/07/2017	12/07/2017
Making the Math Work: Cost-Effective Trainee Development	Washington, DC	Washington DC Metropolitan Area Chapter	10/11/2017	10/11/2017
Income Approach for Residential Appraisers	Afton, VA	Virginia Commonwealth Chapter	09/21/2017	09/21/2017
2017 Annual Conference Sessions Day Two	Ottawa, ON	Appraisal Institute	06/10/2017	06/10/2017
2017 Annual Conference Sessions Day One	Ottawa, ON	Appraisal Institute	06/09/2017	06/09/2017

Valuation by Comparison: Residential Analysis and Logic	Knoxville, TN	Tennessee Chapter	04/10/2017	04/10/2017
Review Theory - Residential	Tulsa, OK	Green Country of Oklahoma Chapter	03/06/2017	03/08/2017
Residential Report Writing and Case Studies	NASHVILLE, TN	Tennessee Chapter	02/23/2017	02/24/2017
Review Case Studies - Residential	Chicago, IL	Appraisal Institute	12/12/2016	12/13/2016
Business Practices and Ethics	Roanoke, VA	Virginia Commonwealth Chapter	12/01/2016	12/01/2016
General Appraiser Report Writing and Case Studies	Midlothian, VA	Virginia Commonwealth Chapter	08/02/2016	08/05/2016
2016 Annual Conference Sessions Day Two (AM)	Charlotte, NC	Appraisal Institute	07/26/2016	07/26/2016
General Appraiser Market Analysis and Highest & Best Use	Midlothian, VA	Virginia Commonwealth Chapter	07/11/2016	07/14/2016
Residential Applications: Using Technology to Measure and Support Assignment Results	Warwick, RI	Massachusetts and Rhode Island Chapter	05/24/2016	05/24/2016
Case Studies in Appraising Green Residential Buildings	Charlottesville, VA	Virginia Commonwealth Chapter	04/19/2016	04/19/2016
Introduction to Green Buildings: Principles & Concepts	Charlottesville, VA	Virginia Commonwealth Chapter	04/18/2016	04/18/2016
Appraising Condos, Co-ops, and PUDs	Chicago, IL	Chicago Chapter	04/08/2016	04/08/2016
Supervisory Appraiser/Trainee Appraiser Course	Henrico, VA	Virginia Commonwealth Chapter	03/24/2016	03/24/2016
7-Hour National USPAP Update Course	Midlothian, VA	Virginia Commonwealth Chapter	02/05/2016	02/05/2016



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Name: Martha Brown-Snyder		Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other	
Mailing Address (including City, State, & ZIP) 1991 Paynes Mill Road, Troy, Va. 22974		Physical Address (if different)	
Years Lived in Fluvanna 50	Cell Phone – preferred? [REDACTED]	Home Phone – preferred? [REDACTED]	Email [REDACTED]
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience.): High School--graduated 1962.....real estate classes at PVCC..licensed R/E agent 1986			
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: Served on Social Services Board from 2019 until 2023--Palmyra District			
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Served as Treasurer of Church from 2004-2014			
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have enjoyed working with Board and feel i have some input from time to time. I enjoy seeing families and children being helped			
<p><b>Applicants are considered as vacancies occur and your application will be kept on file for three years.</b></p> <p>Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.</p> <p><b>Submit by email (<a href="mailto:clerk@fluvannacounty.org">clerk@fluvannacounty.org</a>) or mail to:</b> <b>Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963</b></p> <p>By signing below you are indicating that you have read and understand the attached Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.</p>			
Applicant's Signature <b>Martha Brown-Snyder</b>		Date <b>October 2, 2023</b>	

**PLEASE INDICATE BELOW ANY BOARDS, COMMISSIONS, OR COMMITTEES ON WHICH YOU WISH TO SERVE.**

X	Board, Commission, Committee
	Agricultural/Forestral District Advisory Committee
	Audit Committee
	Board of Equalization (BOE)
	Board of Zoning Appeals (BZA)
	Building Code of Appeals Board
	Central Virginia Regional Jail (CVRJ) Authority
	Columbia Task Force (CARE)
	Community Policy & Management Team (CPMT)
	Economic Development Authority (EDA)
	Economic Develop. & Tourism Advisory Council (EDTAC)
	Family Assessment and Planning Team (FAPT)
	Finance Board
	Fluvanna Partnership for Aging Committee
	Fork Union Sanitary District (FUSD) Advisory Committee
	James River Water Authority (JRWA)
	JAUNT Board

X	Board, Commission, Committee (cont.)
	Jefferson Area Board of Aging (JABA) Advisory Council
	Jefferson Area Board of Aging (JABA) Board of Directors
	Library Board of Trustees
	Monticello Area Community Action Agency (MACAA)
	Palmyra Area Revitalization Committee (PARC)
	Parks & Recreation Advisory Board
	Piedmont Virginia Community College (PVCC) Board
	Planning Commission
	Region Ten Community Services Board
	Rivanna River Basin Commission
X	Social Services Board
	Thomas Jefferson Planning District Commission (TJPDC)
	Thomas Jefferson Water Resources Protection Foundation
	Youth Advisory Council (YAC)
	OTHER:

**Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

Office Use Only		
Application Received On:	10/2/2023	Application Received By: Caitlin Solis
Acknowledgement Sent:	10/2/2023	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	November 15, 2023				
<b>AGENDA TITLE:</b>	Fluvanna County Facilities and Dogs Off-leash				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Director of Parks and Recreation Dan Whitten, County Attorney ACO Virginia Strong, Sheriff's Office				
<b>PRESENTER(S):</b>	Aaron Spitzer, Director of Parks and Recreation Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Advertise a Public Hearing for the ordinance				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>There has been an increase in dog related incidents at Pleasant Grove Park over the past few years. This includes issues at the soccer fields, main road around the Pleasant Grove House, trails, and the Library parking lot and entrance area. About 95% of these issues involve a dog off-leash without the owner in sight of the dog to keep the dog under control. ACO Strong also mentioned a patron of the park without any leash with them for their dog, and their reasoning to her was that the trails in the area were off-leash. This issue with dogs off-leash has been reported to Parks and Recreation many times, and that it is the main reason we are not getting more visitors because of the interactions with dogs off-leash. Parks and Recreation deals with dogs off-leash almost daily while working in the park and on the trails.</p> <p>The County Attorney has advised that an ordinance for this issue could alleviate the issues and work better than the current policy. There is suggested wording attached to amend the current Fluvanna County Code regarding dogs off-leash on county property and clarifying that dogs are only allowed off-leash on certain trails, at the dog park, and at the dog exercise area. The draft ordinance also contains certain exemptions for services dogs, law enforcement dogs, and dogs at county-approved trainings and clinics.</p>				
<b>FISCAL IMPACT:</b>	Cost of Promotional Signage and Literature				
<b>POLICY IMPACT:</b>	County Ordinance and Policy Update				
<b>LEGISLATIVE HISTORY:</b>	Updated County Dog Running At Large Ordinance September 20, 2023				

<b>ENCLOSURES:</b>	<ul style="list-style-type: none"><li>• Current County Policy 9.2</li><li>• Current County Policy 9.5</li><li>• Draft Ordinance (Section 4-2-5)</li></ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				X

## 09. PARKS AND RECREATION

### 9.2. Park and Trail Regulations

BOS Approved

9.2.1. **Regulations.** The following regulations apply to all County park areas:

A. Park and trails are open Dawn to Dusk, unless otherwise posted.

B. Park shelters are first come, first served (unless a posted reservation).

C. Dogs on a leash at all times, except in Designated Off-Leash Areas specified in section 9.2.3. below.

D. Please pick up after your dog; waste bags provided.

E. Fishing is permitted with proper license.

F. Horses must remain on designated Equestrian Trails.

G. Bikes yield to horses; BOTH yield to pedestrians on trails.

H. Leave No Trace; please do not litter.

I. Permits are required and additional guidance will be provided for use of picnic shelters, pole barns, grounds, sports fields, and for any special event

J. A 10 MPH driving limit is designated on non-paved roads.

K. No person will deposit or dump any refuse of any kind, except in the receptacles provided.

9.2.2. **Prohibitions.** The following are prohibited in Fluvanna County parks:

A. Motorized vehicles on trails and in open spaces.

B. Alcoholic Beverages (without proper permit).

C. Open Fires (without P&R permission).

D. Camping/Overnight (without P&R permission).

E. Removal of flora/fauna (without P&R permission).

F. Hunting and trapping (without express BOS authorization).

G. Pets and horses on athletic fields.

H. Golfing on athletic fields.

**9.2.3. Dog Leash Requirements.** Dogs must remain on-leash at all times while in county parks, except in designated off-leash areas or at special events during prescribed times, and as described below:

A. Never Off-Leash Areas

1. Horse Trailer Parking.
2. Multipurpose, soccer, and baseball/softball fields (and dogs never allowed on playing fields).
3. Playgrounds.

B. Off-Leash Allowed Areas

1. Dog Park.
2. Dog Run Field A.
3. Dog Run Field B.
4. Sandy Beach (certain times).

B. Always Leash in Hand Areas. Trails east of Ball Fields.

## **04. PARKS AND RECREATION**

### **9.5. Dog Off/On Leash Policy**

BOS Approved

#### **9.4.1. Purpose**

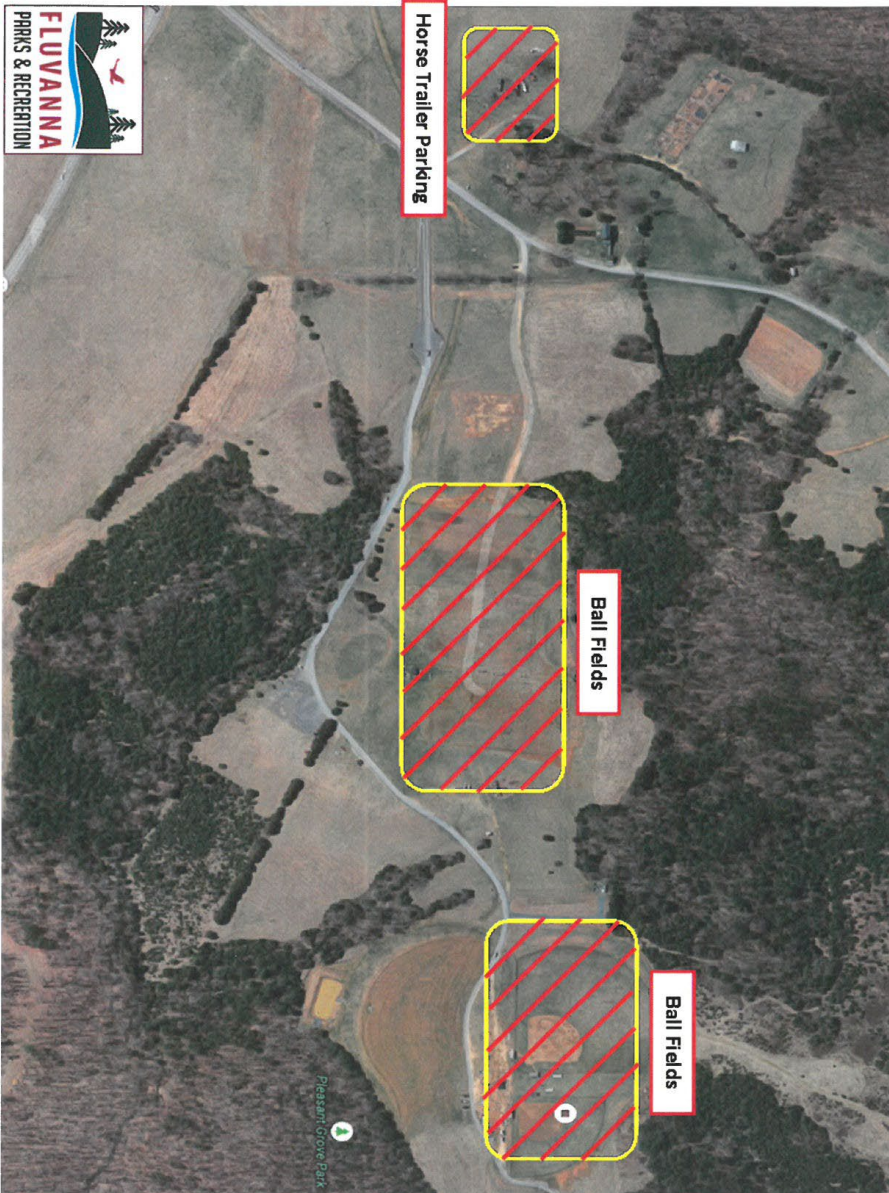
A. The Fluvanna County Board of Supervisors approved a policy on September 2, 2015 regarding the restrictions of dogs in county parks and on its trails.

#### **9.4.2. Policy**

A. Dogs must remain on-leash at all times while in county parks, except in designated off-leash areas or at special events during prescribed times, as described in Basic Options A (Dogs Never Permitted Areas: Horse Trailer Parking, Ball Fields (always on-leash, off of playing field,) Playgrounds and Option B (Always Off-Leash Areas: Dog Park, Dog Run Field A, Dog Run Field B, Sandy Beach (certain times), and Trail Option #5: Leash in hand (east of the Ball Fields)

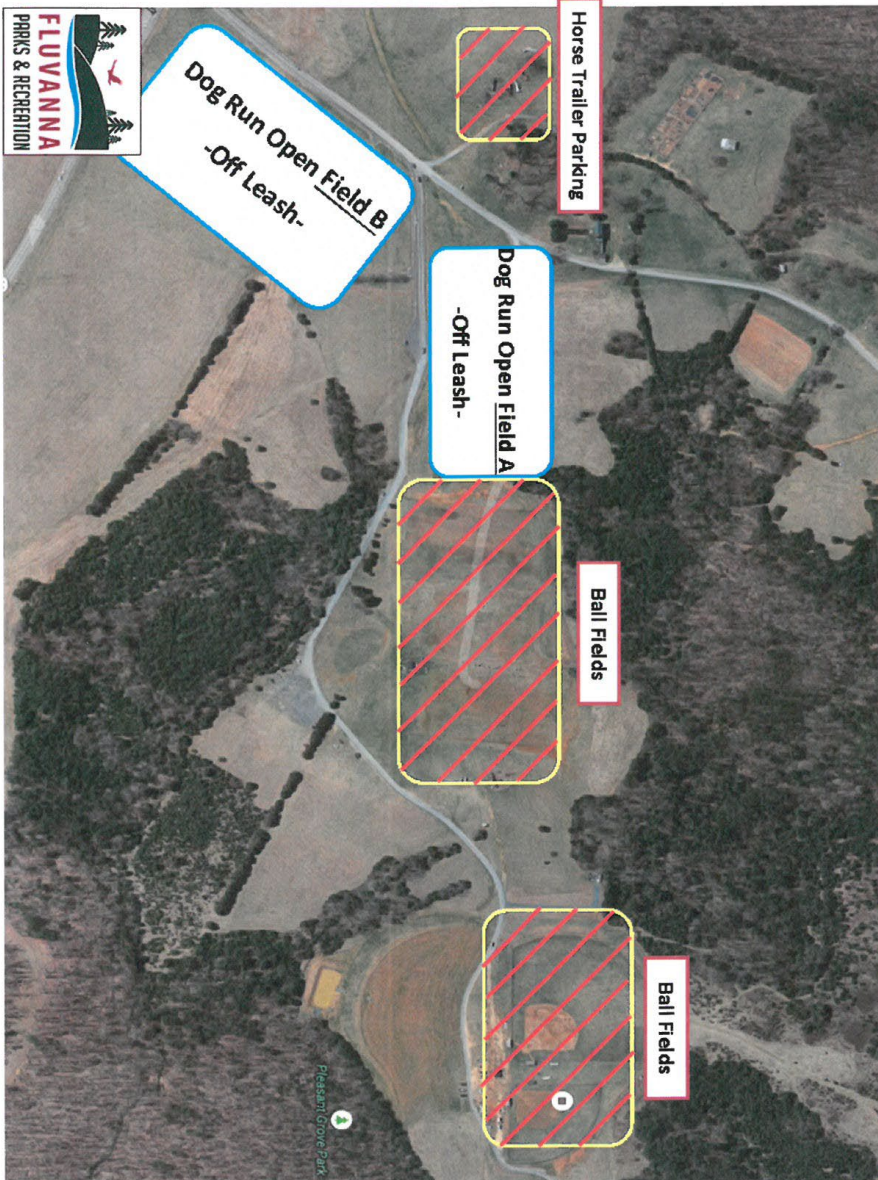


# Option A: Dogs Never Permitted Areas





# Option B: Always Off Leash Areas (1)





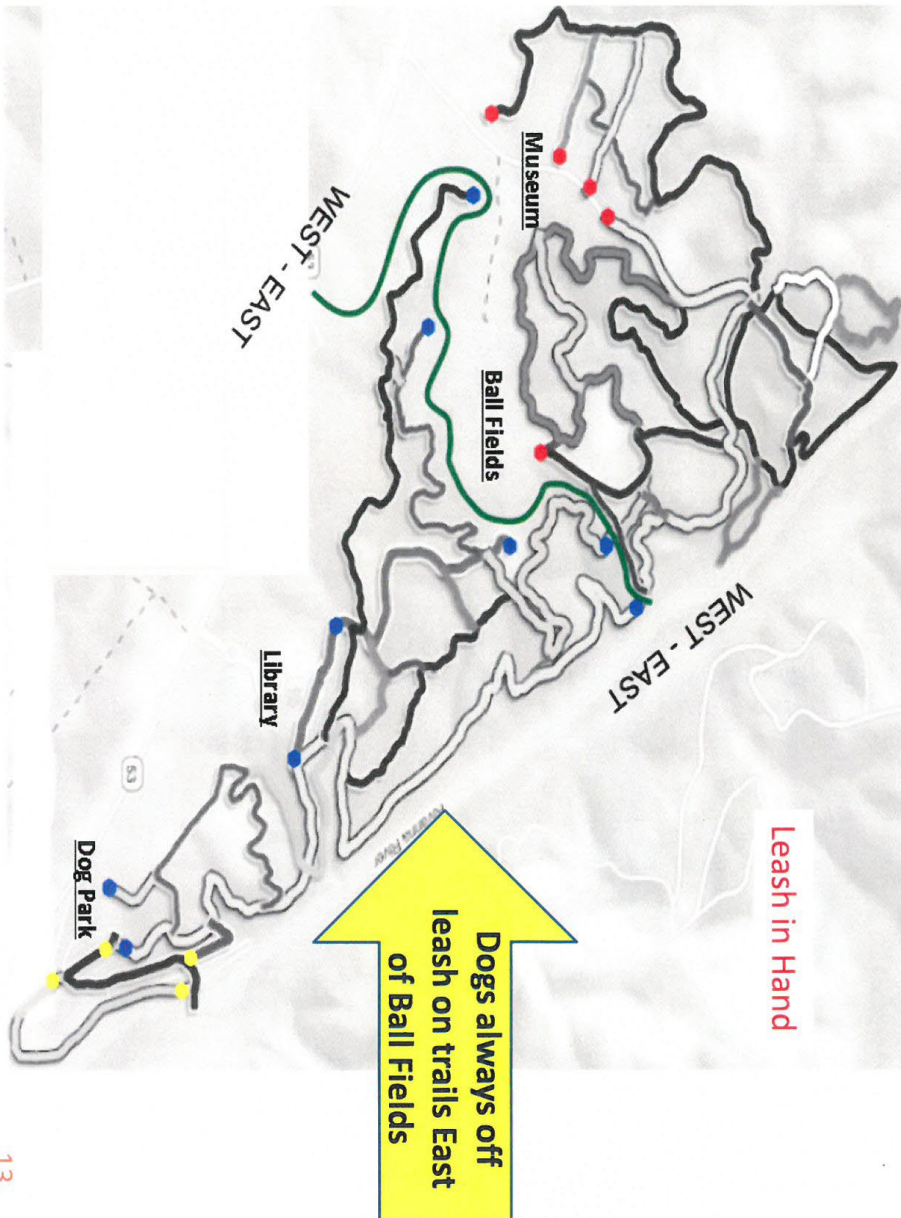
## Option B: Always Off Leash Areas (2)







## Option 5: Off Leash Allowed East of Ball Fields



ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
FLUVANNA, VIRGINIA”, BY ENACTING § 4-2-5 TO PROHIBIT DOGS FROM RUNNING  
UNRESTRICTED WITHIN THE BOUNDARIES OF PROPERTY OWNED, LEASED,  
CONTROLLED OR OPERATED BY THE COUNTY

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

*(1) That The Code of the County of Fluvanna, Virginia is amended by enacting § 4-2-5, as follows:*

Sec. 4-2-5. Unrestricted dogs prohibited.

A. Definition. For purposes of this section, the following term shall have the meaning indicated:

“Unrestricted” means not under the control of the owner or his agent either by leash, cord, chain, or primary enclosure when off the property or premises of the owner or custodian. An electronic device does not qualify as a leash, cord or chain.

B. Prohibition. No dog shall run unrestricted within the boundaries of any property owned, leased, controlled or operated by the County.

C. Exceptions. This Section shall not apply to any person who uses a dog as follows:

- i) Dogs within areas designated by County resolution as off-leash trails, dog parks and dog exercise areas.
- ii) Service dogs whose handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe effective performance of work or tasks.
- iii) Dogs under the control of Law Enforcement.
- iv) Dogs involved in County approved events including obedience training classes or shows, agility training or field trials, or similar activities where dogs are under the control of the owner or custodian.

D. Impoundment. Any dog found unrestricted shall be impounded, except that if the rightful owner of the dog can be immediately ascertained and located, then that owner shall be allowed to have custody of the animal, but may be subject to issuance of a civil penalty for violation of this section.

E. Penalty. A violation of this section is punishable through a civil penalty of twenty-five dollars (\$25.00) for the first offense, and fifty dollars (\$50.00) for second and subsequent offenses.

*That the Ordinance shall be effective upon adoption.*

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	November 15, 2023				
<b>AGENDA TITLE:</b>	Short-Term Rental Ordinance				
<b>MOTION(s):</b>	N/A				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, which goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			<b>X</b>		
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator, Dan Whitten, County Attorney and Douglas Miles, Director of Community Development				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Information Only				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Fluvanna County does not have a short-term rental ordinance enacted. Fluvanna County currently permits the rental of rooms to tourists as a part of our Home Occupation zoning ordinance definition. The Home Occupation definition is summarized as an accessory use of a dwelling unit and/or an accessory structure for gainful employment involving the production, provision, or sale of goods and/or services, which is clearly incidental to or secondary to the residential use of a parcel. Home occupations <u>shall include the rental of rooms to tourists</u>. Home occupations must be conducted in accordance with all applicable federal, state and local statutes and regulatory requirements. (The maximum floor area permitted for a home occupation shall be 25 percent of the finished floor area of the dwelling unit) taken from Section 22-17-19 Home Occupation – General Standards (included in as an enclosure) which limits a Home Occupation to 25% of the home.</p> <p>Currently, short-term rental of an entire house is not permitted; however, a property owner could rent out one room of their home, provided that a member of the household is on the premises; and the rental of room(s) was mainly intended to provide short term stays of visiting tourists. If a homeowners’ association does not permit short-term rentals in their covenants, then it would not be allowed.</p> <p>Included with this agenda item is a DRAFT Fluvanna County ordinance and a few sample short-term rental ordinances for Louisa, Warren and Albemarle County, which gives an example of ordinance requirements for different localities.</p>				
<b>FISCAL IMPACT:</b>	N/A				

<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• “DRAFT” ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, AND 22-22-1 AND ENACTING 22-17-20 TO AUTHORIZE THE SHORT-TERM RENTAL OF DWELLINGS BY-RIGHT IN THE A-1, R-1, R-2, R-3 AND R-4 ZONING DISTRICTS SUBJECT TO SUPPLEMENTAL REGULATIONS UNLESS THE HOMEOWNERS’ ASSOCIATION PROHIBITS SUCH USE.</li> <li>• Louisa County Code Sec. 86-114. Short-term rental of a dwelling.</li> <li>• Warren County Code Sec. 180-56.4. Short-term tourist rentals.</li> <li>• Albemarle County Sec. 5.1.48 Homestays.</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>				<b>X</b>

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, AND 22-22-1 AND ENACTING 22-17-20 TO AUTHORIZE THE SHORT-TERM RENTAL OF DWELLINGS BY-RIGHT IN THE A-1, R-1, R-2, R-3 AND R-4 ZONING DISTRICTS SUBJECT TO SUPPLEMENTAL REGULATIONS UNLESS THE HOMEOWNERS’ ASSOCIATION PROHIBITS SUCH USE

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

- (1) *That the Code of the County of Fluvanna, Virginia is amended by amending §§ 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1 and 22-22-1 and enacting 22-17-20 as follows:*

CHAPTER 22 ZONING

ARTICLE 4. – AGRICULTURAL, GENERAL, DISTRICT A-1

Amend Sec. 22-4-2.1 Uses Permitted by right in the Agricultural, General, District A-1 to add:

- Short-term rental of dwelling

ARTICLE 5. – RESIDENTIAL, LIMITED, DISTRICT R-1

Amend Sec. 22-5-2.1 Uses Permitted by right in the Residential, Limited, District R-1 to add:

- Short-term rental of dwelling

ARTICLE 6. – RESIDENTIAL, GENERAL, DISTRICT R-2

Amend Sec. 22-6-2.1 Uses Permitted by right in the Residential, General, District R-2 to add:

- Short-term rental of dwelling

ARTICLE 7. – RESIDENTIAL, PLANNED COMMUNITY, DISTRICT R-3

Amend Sec. 22-7-9.1 Uses Permitted by right in the Residential, Planned Community, District R-3 to add:

- Short-term rental of dwelling

ARTICLE 8. – RESIDENTIAL, LIMITED, DISTRICT R-4

Amend Sec. 22-8-2.1 Uses Permitted by right in the Residential, Limited, District R-4 to add:

- Short-term rental of dwelling

ARTICLE 17. – GENERAL PROVISIONS

Enact Sec. 22-17-20. – Short-term rental of dwelling- General Standards.

- (A) The Short-term rental dwelling shall not be allowed within a subdivision governed by a homeowners' association or property owners' association where the Short-term rental of a dwelling is not authorized in the restrictive covenants.
- (B) Owners shall provide contact information for the owner and/or authorized property manager to the Fluvanna County Planning and Zoning Department.
- (C) There shall be no visible evidence of the conduct of such Short-term rental of dwelling activity other than one nonilluminated identification sign. Maximum sign area: four square feet.
- (D) Owners shall provide the Fluvanna County Noise Ordinance (Chapter 15.2) to guests as part of the rental contract.
- (E) Outdoor burning and use of fireworks by guests shall be prohibited.
- (F) Owners must comply with all Virginia Department of Health regulations.
- (G) The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Fluvanna County Health Department; however, the maximum number of occupants shall not exceed 10.
- (H) Parking for the dwelling shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way and in yards.
- (I) Property boundaries, or limitations within the property's boundaries where guests are allowed, must be clearly marked at all times.
- (J) The dwelling shall comply with all applicable state building code and safety regulations.
- (K) A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling.
- (L) The Owner shall register the Short-term rental of the dwelling with the Commissioner or Revenue.
- (M) Owners unable to meet all of the above requirements shall be prohibited from operation of the Short-term rental of dwelling.

## ARTICLE 22. – DEFINITIONS

Amend Sec. 22-22-1. – Rules of construction; definitions to add:

- *Short-term rental of dwelling*: A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 22-17-20 for supplementary regulations pertaining to the short-term rental of dwelling.

State Law Reference: Va. Code § 15.2-2285

- (2) *That the Ordinance shall be effective upon adoption.*



DRAFT AMENDMENT

This amendment is to the following sections of Chapter 86 Land Development Regulations, to change the term “Short-term tourist rental of dwelling” to “Short-term rental of dwelling,” to add restrictions for Short-term rental of dwelling, and to establish the zoning districts where this use would be allowed by-right or with the issuance of a conditional use permit by the Board of Supervisors.

Amendments to Chapter 86. Land Development Regulations, as follows:

- Amend Section 86-13 Definitions to delete the term “~~tourist~~” from the current defined term “Short-term tourist rental of dwelling.” The definition of the revised term remains as follows:

*Short-term ~~tourist~~ rental of a dwelling.* The rental of a dwelling for periods of 30 days or less.

- Amend Section 86-109 Matrix table

Sec. 86-109. - Matrix table.

Uses allowable by-right or by conditional use permit or disallowable within the county's specific zoning districts, are identified within this matrix. A list of uses run down the first column and a list of zoning districts run across the top row. The intersection between the first column and the rows shows the particular uses for a particular zoning district.

B = Allowable by-right  
 B(R) = Allowable by-right (with restrictions)  
 C = Conditional use permit  
 X = Not allowable

	A-1	A-1 (GAOD)	A-2	A-2 (GAOD)	R-1	R-1 (GAOD)	R-2	R-2 (GAOD)	C-1	C-1 (GAOD)	C-2	C-2 (GAOD)	IND	IND (GAOD)	1-1	1-1 (GAOD)	1-2	1-2 (GA	RD	
Commercial																				
Shooting range, outdoor	C	C	C	C	X	X	X	X	X	X	X	X	C	C	C	C	C	C	C	X
<b>Short-term rental of a dwelling</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	C	<b>*B(R)</b>	C	<b>*B(R)</b>	C	C	C	C	C	C	C	C	C	C	<b>B(R)</b>	
Special Occasion	C	C	C	C	X	X	X	X	X	C	C	B	X	X	X	X	X	X	C	

Only those uses immediately before and after the proposed use to be added (short-term rental of dwelling) have been included for reference only. The remainder of the matrix remains unchanged.

*\*GAOD for Short-term rental of a dwelling means all properties zoned Residential Limited (R-1) and Residential General (R-2) located within the boundaries of a designated Growth Area as shown on the 2040 Comprehensive Plan.*

TEXT LEGEND

**Bolded Text** = To Be Added

Regular Text = To Remain

~~Strikethrough Text~~ = To Be Removed



Amend Section 86-114 Reserved

- Retitle from “Reserved” to “**Short-term rental of a dwelling**”

**For only this section GAOD means all properties zoned Residential Limited (R-1) and Residential General (R-2) located within the boundaries of a designated Growth Area as shown on the 2040 Comprehensive Plan. The following are requirements for use in R-1 GAOD and R-2 GAOD:**

- (a) **Owners of dwellings used for short term rental shall provide contact information for the owner and/or any authorized property manager to Louisa County and the dwelling’s subdivision governing body if one exists.**
  - (b) **The owner shall provide the current Louisa County Code chapters relative to Noise (51) and Solid Waste (62) as well as the definitions for Special Occasion Facilities and Gatherings as part of Short-Term Rental contracts.**
  - (c) **Owner must notify tenants that events, rentals, Special Occasion Facilities and related uses are prohibited, except with valid conditional use permit according to Louisa County Code.**
  - (d) **Owner must comply with all Virginia Department of Health regulations.**
  - (e) **The dwelling must comply with all applicable state building code and safety regulations.**
  - (f) **Owners unable to meet all of the above requirements shall be prohibited from operating a Short-term rental of a dwelling without obtaining a Conditional Use Permit from Louisa County Board of Supervisors.**
  - (g) **A violation under this section shall be enforced as provided in section 86-11 and section 86-11.1.**
  - (h) **The effective date of this code shall be *January 1, 2024*.**
- Amend Section 86-134 Permitted uses - Generally in the Agricultural (A-1) District to add under Commercial uses:
    - **Short-term rental of dwelling**
  - Amend Section 86-152 Permitted uses – Generally in the Agricultural (A-2) District to add under Commercial uses:
    - **Short-term rental of dwelling**
  - Amend Section 86-171 Permitted uses with a conditional use permit in the Residential Limited (R-1) District to add under Commercial uses:
    - **Short-term rental of dwelling**
  - Amend Section 86-189 Permitted uses with a conditional use permit in the Residential General (R-2) District to add under Commercial uses:
    - **Short-term rental of dwelling**
  - Amend Section 86-206 Permitted uses with the issuance of a conditional use permit in the Light Commercial (C-1) District to add under Commercial uses:

## TEXT LEGEND

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~~Strikethrough Text~~ = To Be Removed

- **Short-term rental of dwelling**
- Amend Section 86-224 Permitted uses with the issuance of a conditional use permit in the General Commercial (C-2) District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-242 Permitted uses with the issuance of a conditional use permit in the Industrial (IND) District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-261 Permitted uses with the issuance of a conditional use permit in the Industrial Limited (I-1) District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-279 Permitted uses with the issuance of a conditional use permit in the Industrial General (I-2) District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-295 Permitted uses – Generally in the Resort Development (RD) District to add under Commercial uses:
  - **Short-term rental of dwelling– Subject to 86-114**
- Amend Section 86-337 Permitted uses – Generally in the Agricultural (A-1) Growth Area Overlay District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-357 Permitted uses – Generally in the Agricultural (A-2) Growth Area Overlay District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-376 Permitted uses – Generally in the Residential Limited (R-1) Growth Area Overlay District to add under Commercial uses:
  - **\*Short-term rental of dwelling – Subject to 86-114**
- Amend Section 86-392 Permitted uses – Generally in the Residential General (R-2) Growth Area Overlay District to add under Commercial uses:
  - **\*Short-term rental of dwelling – Subject to 86-114**
- Amend Section 86-412 Permitted uses with the issuance of a conditional use permit in the Light Commercial (C-1) Growth Area Overlay District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-431 Permitted uses with the issuance of a conditional use permit in the General Commercial (C-2) Growth Area Overlay District to add under Commercial uses:

## TEXT LEGEND

**Bolded Text** = To Be Added

Regular Text = To Remain

~~Strikethrough Text~~ = To Be Removed

- **Short-term rental of dwelling**
- Amend Section 86-449 Permitted uses with the issuance of a conditional use permit in the Industrial (IND) Growth Area Overlay District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-467 Permitted uses with the issuance of a conditional use permit in the Industrial Limited (I-1) Growth Area Overlay District to add under Commercial uses:
  - **Short-term rental of dwelling**
- Amend Section 86-484 Permitted uses with the issuance of a conditional use permit in the Industrial General (I-2) Growth Area Overlay District to add under Commercial uses:

State Law Reference: Va. Code §15.2-2285.

TEXT LEGEND

**Bolded Text** = To Be Added

Regular Text = To Remain

~~Strikethrough Text~~ = To Be Removed

**§ 180-56.4. Short-term tourist rentals. [Added 4-17-2012]**

Where allowed, short-term tourist rentals shall meet the following requirements:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards. **[Amended 11-18-2014]**
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however, the maximum number of occupants shall not exceed 10. **[Amended 11-18-2014]**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way and in yards.
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times.
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling. **[Amended 11-18-2014]**
- G. The owner of a dwelling used for short-term tourist rentals shall give the county written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- H. A property management plan demonstrating how the short-term tourist rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to County staff, public safety officials and, if applicable, the HOA/POA of the subdivision. The plan must be provided as part of the rental contract. **[Added 11-18-2014]**
- I. If the property is located within a subdivision governed by a homeowners' association/property owners' association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **[Added 11-18-2014]**
- J. The short-term tourist rental shall have a "land line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan. **[Added 11-18-2014]**
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **[Added 11-18-2014]**
- L. A copy of Chapter 123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **[Added 11-18-2014]**

§ 180-56.4

§ 180-56.4

- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code § 180-63. **[Added 11-18-2014]**
- N. All outdoor burning shall be in compliance with Chapter 92 of the Warren County Code. **[Added 11-18-2014]**
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **[Added 11-18-2014]**

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## Sec. 5.1.48 Homestays.

Each homestay is subject to the following regulations:

- a. *Zoning clearance.* A parcel owner must obtain a zoning clearance under section 31.5 prior to conducting a homestay.
  1. *Information and sketch plan to be submitted with request for zoning clearance.* The following items must be submitted with each application for a homestay zoning clearance under section 31.5:
    - i. *Information.* The following information:
      1. The proposed use;
      2. The maximum number of guest rooms;
      3. The provision of authorized on-site parking; and
      4. The location, height, and lumens of outdoor lighting.
    - ii. *Schematic plan.* A schematic drawing of the premises with notes in a form and of a scale approved by the Zoning Administrator, depicting:
      1. All structures to be used for the homestay;
      2. The locations of all guest rooms; and
      3. How access, on-site parking, outdoor lighting, signage and minimum yards would comply with this chapter.
  2. *Signatures.* An application must be signed by the responsible agent and an owner of the subject parcel(s).
  3. *Residency verification.* The owner must provide two forms of verification of permanent residency, such as a driver's license, voter registration card, or other document(s) that the Zoning Administrator determines provide equivalent proof of permanent residence at the subject parcel(s). These documents must be provided in person for review during the review process.
  4. *Building code, fire and health approvals.* Before the Zoning Administrator approves a zoning clearance under section 31.5, the owner of the parcel must obtain approval of the use from the building official, the fire official, and the Virginia Department of Health.
  5. *Annual notice.* The owner(s) of a homestay parcel must provide notice to the owner(s) of all abutting parcels, containing the name and contact information, including a working telephone number, of the homestay parcel's owner(s) and any other designated responsible agent. The homestay parcel's owner(s) must provide both a copy of the notice to the Zoning Administrator prior to approval of a zoning clearance and updated contact information annually thereafter.
- b. *Use provisions.* Each homestay use is subject to the following regulations:
  1. *Accessory use.* Each homestay use must be accessory to a primary residential use. A homestay use may not be accessory to an accessory apartment.
  2. *Residency.* At least one individual owner of the homestay parcel must reside on the subject parcel for a minimum of 180 days in a calendar year of the homestay use, provided that by special exception, the Board of Supervisors may authorize the residency of a property-managing agent to meet this requirement.

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3. *Minimum yards.* The minimum applicable front, side, and rear yard requirements for primary structures apply to all structures used for homestays, provided that by special exception, the Board of Supervisors may authorize the reduction or modification of the minimum yards.
  4. *Parking.* In addition to the parking required for a single-family dwelling, the number of off-street parking spaces required by section 4.12.6 must be provided on-site. No alternative parking under section 4.12.8 is permitted.
  5. *Responsible agent.* The homestay parcel owner(s) must designate a responsible agent to promptly address complaints regarding the homestay use. The responsible agent must be available within 30 miles of the homestay at all times during a homestay use. The responsible agent must respond and attempt in good faith to resolve any complaint(s) within 60 minutes of being contacted. The responsible agent may initially respond to a complaint by requesting homestay guest(s) to take such action as is required to resolve the complaint. The responsible agent also may be required to visit the homestay if necessary to resolve any complaints.
- c. *Parcel-based regulations.*
1. Each homestay located on (a) a parcel of less than five acres in the Rural Areas zoning district or (b) a parcel of any size that allows residential use in the Residential zoning districts or Planned Development zoning districts is subject to the following regulations:
    - i. *Number of homestay uses.* Any parcel may have only one homestay use.
    - ii. *Structure types.* Homestay uses may be conducted only in a detached single-family dwelling or within its accessory apartment, provided that by special exception, the Board of Supervisors may authorize the homestay use of accessory structure(s).
    - iii. *Number of guest rooms.* A maximum of two guest rooms used for sleeping may be permitted with each homestay use, provided that by special exception, the Board of Supervisors may authorize the homestay use of up to five guest rooms.
    - iv. *Hosted stays.* At least one individual owner of the homestay parcel or an approved resident manager must reside on and be present overnight on the subject parcel during the homestay use.
  2. Each homestay located on a parcel of five acres or more in the Rural Areas zoning district is subject to the following regulations:
    - i. *Number of homestay uses.* Any parcel may have up to two homestay uses, provided it has at least two single-family residences, and all other applicable requirements are met.
    - ii. *Structure types.* Homestay uses may be conducted in a detached single-family dwelling, within its accessory apartment, or within an accessory structure built on or before August 7, 2019, provided that by special exception, the Board of Supervisors may authorize the homestay use of accessory structures built after August 7, 2019.
    - iii. *Number of guest rooms.* A maximum of five guest rooms used for sleeping may be permitted with each homestay use.
    - iv. *Required development rights, density and limitation.* Each single-family dwelling to which a homestay use is accessory must comply with the following regulations:
      1. On any parcel less than 21 acres in size, the single-family dwelling must have and use a development right as provided in section 10.3;
      2. On any parcel, regardless of size, the single-family dwelling must comply with the permitted density; and
      3. No single-family dwelling may have more than one accessory homestay use.

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- v. *Screening.* Structures and parking used for homestays located less than 125 feet from any abutting lot not under the same ownership as the homestay must have screening that meets the minimum requirements of section 32.7.9.7(b)—(e).
  - vi. *Hosted stays.* At least one individual owner of the homestay parcel or an approved resident manager must reside on and be present overnight at the subject parcel during the homestay use except during approved unhosted stays.
  - vii. *Unhosted stays.* The owner(s) of a homestay parcel that is approved for unhosted stays may be absent during up to seven homestay rental days in any calendar month and up to 45 homestay rental days in any calendar year. The owner(s) must maintain a log of all homestay uses, including the date of each rental for which the owner(s) is/are absent. This log must be provided within five business days to the Zoning Administrator upon request.
- d. *Special exceptions.*
- 1. Waiver(s) or modification(s) of this section may be authorized only by the special exception(s) specifically provided in this section.
  - 2. The Board of Supervisors may grant special exception(s) only after notice to abutting parcel owners.
  - 3. Among other relevant factors, in granting homestay special exception(s), the Board of Supervisors may consider whether:
    - i. There would be any adverse impact(s) to the surrounding neighborhood;
    - ii. There would be any adverse impact(s) to the public health, safety, or welfare;
    - iii. The proposed special exception would be consistent with the Comprehensive Plan and any applicable master or small-area plan(s); and
    - iv. The proposed special exception would be consistent in size and scale with the surrounding neighborhood.
- e. *Uses prohibited.* The following uses are not permitted as uses accessory to a homestay use: (i) restaurants; and (ii) special events serving attendees other than homestay guests.
- f. *Lawfully pre-existing uses.* Any bed and breakfast or tourist lodging use approved prior to August 7, 2019 may continue, subject to conditions of the prior approval(s).
- ( Ord. 12-18(3) , 6-6-12; Ord. 19-18(6) , 8-7-19; Ord. 22-18(2) , 4-6-22)



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	November 15, 2023				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors November 1, 2023 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday November 1, 2023, be adopted.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goals(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes November 1, 2023.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055  
November 1, 2023  
Regular Meeting 5:00pm**

**MEMBERS PRESENT:**

Mozell Booker, Fork Union District, Chair  
Patricia Eager, Palmyra District, Vice Chair  
John M. (Mike) Sheridan, Columbia District  
Tony O’Brien, Rivanna District (entered meeting at 5:17pm)  
Chris Fairchild, Cunningham District (attended via Zoom)

**ABSENT:**

None.

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Harris, Assistant County Administrator  
Dan Whitten, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 5:01pm, Chair Booker called to order the Regular Meeting of November 1, 2023. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

Mr. Fairchild requested to attend the meeting remotely via Zoom.

<b>MOTION:</b>	Approve Christopher Fairchild attend the November 1, 2023 Board of Supervisors meeting via Zoom due to not being able to fly back from Amsterdam, NY due to snowy weather.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Absent	Absent	Yes
<b>RESULT:</b>	<b>3-0</b>				

**3 - ADOPTION OF AGENDA**

- Mr. Dahl asked to add Secondary Street Addition to New Business.

<b>MOTION:</b>	Accept the Agenda, for the November 1, 2023 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Yes	Absent	Yes
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

Happy Birthday Mrs. Booker!

- November 8<sup>th</sup>

Announcements and Updates - New Employees

- Bethany Hamner, Library Clerk, Started October 27th

19th Annual Halloween Event

- Held on October 28 from 6:30 - 8:30pm.
- Activities included a Trunk or Treat area and a semi-scary haunted trail walk. There was a 30 - 40 minute wait time to start the Trunk or Treat activity.
- Attendance was 1,200+ people; 1,000+ children went through the trunk or treat area but some in attendance only did the semi-scary trail walk.
- There were 30 registered vehicles to hand out candy. Trunks included County departments, residents, businesses, and community groups.
- Thanks to the BSA Scout Troops 138 & 1154, High School SGA, and FUMA Interact Club for help with the semi-scary trail!

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Nov 15	7:00 PM	Regular Meeting	Performing Arts Center
Wed	Dec 6	5:00 PM	Regular Meeting	Performing Arts Center
Wed	Dec 20	7:00 PM	Regular Meeting	Performing Arts Center

**5 - PUBLIC COMMENTS #1**

At 5:10pm, Chair Booker opened the first round of Public Comments.

- James Kelly, 340 Manor Blvd, addressed the Board as the Chair of the School Board and asked for a population study on their behalf.
- Sam Richardson, 41 Lafayette, asked the Board for a resolution of support for Israel to be brought back at the November 15, 2023 meeting.

With no one else wishing to speak, Chair Booker closed the first round of Public Comments at 5:17pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*2024 Thomas Jefferson Planning District Legislative Program* – David C. Blount, Deputy Director/Director of Legislative Services TJPDC

David Blount presented the Thomas Jefferson Planning District Commission Draft Legislative Priorities for 2024 including, public education funding, budgets and funding, and Land Use and Growth Management.

<b>MOTION:</b>	Approve the 2024 Thomas Jefferson Planning District Legislative Program as presented.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

- Mr. Fairchild left the meeting at 5:25pm

*Deer Hunt for Handicapped Hunters at Pleasant Grove* – Aaron Spitzer, Director of Parks and Recreation

The sheriff's office continues to believe that it is necessary to reduce the numbers of deer on Pleasant Grove and that the best means of such control is through a managed hunt under the auspices of Wheelin' Sportsmen, a group affiliated with the National Wild Turkey Federation. The proposal is to permit a small (7-10) group of hunters to take deer during the current hunting season. The hunt will be confined to carefully selected areas of Pleasant Grove on Friday, December 22, 2023. Like the events held in recent years past, it is proposed that the hunt be scheduled for the afternoon only (beginning around 2 p.m.). This reflects the success rate of the afternoon period of past years and is intended to minimize the closing of the Park as well as the time devoted by volunteers and maximizing the safety at the high school. Security will be provided by the sheriff's office, and portions of the property west of the dog park will be closed to public access during that day only. Primary access for hunters will be at the sheriff's office and the main entrance to the Pleasant Grove house. All hunters will be wheel-chair bound or otherwise handicapped, will be duly licensed and will escorted by qualified volunteers from the community. Wheelin' Sportsmen organizes similar hunts at numerous locations in Virginia, including state parks and other similar properties as well as selected private properties and has done so for many years. It is a qualified charitable organization which maintains a \$2 million liability insurance policy. The County enjoys sovereign immunity.

Similar shoots were held in January of 2013-2022 with safety and success. It is expected that, if approved, this hunt will be similar, with minor changes based on previous years' experience.

<b>MOTION:</b>	Authorize the Sheriff to conduct a deer hunt at Pleasant Grove Park for the purpose of controlling deer numbers, such hunt to be managed by Wheelin' Sportsmen, a non-profit organization providing outdoor recreation opportunities for handicapped hunters.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

*Fluvanna Partnership on Aging (FPA) Committee Dissolution* – Eric Dahl, County Administrator

The Partnership for Aging was established in 1993, for the purpose of studying the needs of people 55 years and older in Fluvanna County and to recommend specified support services that seek overall improvement in the quality of life for those Fluvanna residents and their families.

The FPA has had difficulty maintaining a full board over many years, and has not had a quorum for the last year. Between a shortage of filled positions and low attendance, the FPA has not been able to meet with a quorum since early 2022.

The Fluvanna Partnership for Aging has become a non-active committee and with the filled position terms ending this December, it is the recommendation of staff that the FPA be dissolved on December 31, 2023.

<b>MOTION:</b>	Dissolve the Fluvanna Partnership for Aging (FPA) Committee effective December 31, 2023.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

*CityScape Telecommunications Contract* – Eric Dahl, County Administrator

- An RFP was issued Nov 4, 2022; we received 2 responses.
  - The RFP Committee chose to move forward with CityScape Consultants, Inc.
- CityScape previously provided Telecommunications Consulting Services to the County. In 2017, the County entered into a contract with Atlantic Technology Group Consultants which was terminated in June 2022 due to the passing of the owner of Atlantic Technology Group Consultants.
- Services Provided on an as needed basis at County’s request:
  - New Tower Application Review Services
  - Ordinance Review
  - Wireless Assessment and Infrastructure Inventory (upon request, as needed)
  - Lease Management Services
  - Antenna Co-location Application Review Services
  - Countywide Tower Inventory/Audit
  - Telecommunication Plan
- Tower review Fees are pass-thru fees, paid by the applicant
  - Tower review fees: Minor, administrative review = \$500; major/new build = \$5,000
  - See Agreement for additional fees and details.
  - Wireless Master Plan Services
  - Ordinance Review Services
  - Workshop Services
- County is electing for Site Leasing Consulting – Lease management – 20% of collected rents while the County collects rent directly (County may elect to have rent collected by Contractor, in which case the site leasing fee Cityscape will increase to 25%). Examples of Services provided include:
  - Develop leasing strategy for County-owned communications towers and water tanks.
  - Organize inquiry system for potential lease candidates.
  - Negotiate lease (Tower and Ground); rent, maintenance and developmental fees.
  - Coordinate with County Attorney, County Administrator etc. for leases and lease amendments.
  - Quarterly verification of lease revenue collections by County and tenant terms; provide report and any proposed reconciliation of rent, if applicable, and work with County staff and tenant to confirm and/or rectify any found discrepancies.
- The County will be responsible for receiving and tracking lease payments, and remitting the lease management fee to CityScape.

<b>MOTION:</b>	Approve the term contract between Fluvanna County and CityScape Consultants, Inc. for services associated with telecommunications facility application review, general consulting, lease management, and marketing services, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

**7A – BOARDS AND COMMISSIONS**

None.

## **8 – PRESENTATIONS**

*Aqua Virginia Updates* – John J. Aulbach II, P.E., President

Mr. Aulbach gave the Board of Supervisors an update of Aqua Virginia operations including

- Aqua Virginia Overview
- Meetings with LMOA and Water Workgroup
- Wastewater Collection System
  - Sanitary Sewer Overflows
  - Jetter and Pumper Purchase
  - Smart Manhole Covers
  - SCADA
  - Commercial Grease Trap Inspections
- Infrastructure Capital Projects

*2040 Comprehensive Plan Update* – Douglas Miles, Community Development Director

Proposed 2040 Fluvanna Comprehensive Plan

- Chapter 1: Plan Introduction & Early Historical Summary
  - 2020 Census Data and County Demographic Information
  - Early Historical Summary with Inclusive Historical facts
- Chapter 2: Rural Crossroad Areas & Rural Preservation
  - Rural Crossroads and Rural Character preservation
  - County Gateway rural screening and corridor buffers
- Sustainable Rural Preservation and Agricultural Production:
  - Goal 1: Preserve and protect rural character of the County.
  - Goal 2: Encourage agricultural operations and ensure the availability of land for livestock, timber and farm crops.
  - Goal 3: Protect both surface and groundwater resources.
  - Goal 4: Protect natural resources including air quality, soils and rural ecosystems found within the County and Region.
  - Goal 5: Economic Growth should be compatible with fragile environmental quality, agricultural economy and rural uses.
  - Goal 6: Ensure existing and future residents are protected from noise and light pollution from suburban development that should remain in the CPAs and in the ZXR UDA area.
  - Goal 7: Ensure the provision of capital improvements done in a manner consistent to further maintain rural character.
- Chapter 3: 2028 Economic Development Strategic Plan
  - Improve employment opportunities / elevate businesses.
  - Attract and retain businesses and industries that advance our communities - planning and economic development.
  - Place making enhances the spaces where residents and tourism guests live, work and play in our community.
- Chapter 4: 2040 Rural Transportation Long Range Plan
  - completed in 2018 by TJ PDC and Fluvanna County staff
  - Transportation accessibility for all users and businesses
  - Transportation safety and physical road characteristicsAdditional work completed in 2021 by Advisory Group
  - Transportation primary road functional classifications
  - Completed Safety analysis of the Route 53 corridor
- Chapter 4: 2019 Jefferson Area Bicycle and Pedestrian Plan
  - Extensive work has been completed in the Charlottesville region recognizing the value of bicycle and pedestrian infrastructure like at Pleasant Grove Park in Palmyra.
  - US 76 Bicycle Trail system traverses through the County and future bicycle and pedestrian lane on Route 53 to enhance Park access with a safe, separated travel lane.
- Chapter 5: 2060 County Utilities Infrastructure Plan
  - The Fluvanna County Capital Improvement Plan would include utility infrastructure projects in the ZXR area.
  - The JRWA project is continued to be advanced and is under the SUP stage for a water intake and water line
  - The 35 year utility infrastructure plan was completed by Dewberry Engineering and adopted in Fall of 2022.

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- Chapter 6: Future Land Use & Community Planning Areas
  - 2022 Completed TJ PDC Zion Crossroads Gateway Plan
  - 2024 Proposed ZXR Gateway Plan Design Guidelines
  - 2025 Fork Union Revitalization Area - Small Area Plan
  - 2025 Historic Palmyra and Palmyra - Small Area Plan
  - Proposed Nahor Rural Crossroads Area - Small Area Plan

*New County Administration and Department of Social Services Buildings RFP Design* – Eric Dahl, County Administrator

On December 18, 2019, the Fluvanna County Building and Program Feasibility Study “Space Study” was presented to the Board of Supervisors. The goal of the study was to provide the Fluvanna County Board of Supervisors with an assessment of the condition of the County facilities, program use of the facilities, and a potential future use of existing or acquired facilities and properties.

The study was a comprehensive overview and evaluation of select County properties, including identifying facility deficiencies and recommendations for improvement. A range of facility concepts, considering both long and short term needs was developed for consideration by the Board of Supervisors. As such, the study was considered to be a benchmark report, developed to provide the Board of Supervisors with information and resources to be able to implement an improvement plan and guide facility maintenance, upgrades, renovations, additions, and/or possible new construction in the future.

The results of the study produced a selected concept plan Option 5, as described below:

- Build a new County Administration building, consolidating many County functions within it (existing County Administration building departments, County Attorney, Commissioner of the Revenue, Treasurer, Registrar, conference room space and Board of Supervisors Meeting Space).
- Renovate the County Administration Building as an extension of the Judicial/Courts Complex (Commonwealth Attorney, Courts Expansion, Sheriff’s Office Expansion (courts staff and investigators), Court Services, Probation, conference room space and storage).
- Renovate Carysbrook Gym
- Build a new Department of Social Services building, including space for the Health Department and MACAA.
- Renovate the Department of Social Services building, including space for expanded arts programs, Parks and Recreation, Cooperative Extension, Public Works and Public Utilities.
- Sell multiple buildings in Palmyra; Commonwealth Attorney, Public Works, Future County Attorney
- Lease out the Commissioner of the Revenue and Treasurer building
- Eliminate the need for the current Registrar lease at the Jefferson Centre

In the FY22 Budget and originating from this study, the Board of Supervisors approved an estimated budget of \$16.5M for design and construction of the above components, with the source of funds to come from debt proceeds. Debt has not been approved or issued for this project, since a design is needed first to determine overall costs. This project was put on hold through COVID, but now the need for space and increased aging facility costs is bringing this to the forefront. With the increase of materials, labor and inflation since December 2019, it is estimated at minimum a 30% increase in the overall costs, bringing this closer to \$21.5M. Standard design costs estimates are generally 5% of a projects cost.

The next phase of this project is to issue a Request for Proposal (RFP) for the design. Before doing so, the Board of Supervisors would need to indicate acceptance for staff to move forward, a formal future approval would still be required to fund the design out of Fund Balance. If the County wanted the design costs paid for by Fund Balance to be recouped with debt issuance, a reimbursement resolution could be considered as well.

- After some discussion, the Board directed staff to proceed with the New County Administration and Department of Social Services Buildings RFP Design.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

The following items were approved under the Consent Agenda for November 1, 2023:

- *Minutes of October 18, 2023* – Caitlin Solis, Clerk to the Board
- *Resolution Recognizing Jack Davis Oliphant* – Eagle Scout – Eric Dahl, County Administrator
- *VDOT Secondary Road Acceptance – Island Hill Subdivision* – Eric Dahl, County Administrator
- *VDOT Secondary Road Acceptance – Village Oaks Subdivision Phase 4* – Eric Dahl, County Administrator
- *Sheehy Ford Vehicle Purchase Agreement* – Dan Whitten, County Attorney
- *Temporary Staff Stipend for Additional Duties (Frazier)* – Donna Snow, Director of Human Resources

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- *FY24 FCPS Grants Supplemental Appropriation* – Brenda Gilliam, Executive Director for Instruction and Finance
- *CRMF - FY24 Court House Mold Remediation* – Dale Critzer, Assistant Director of Public Works
- *Region Ten Operational Agreements for Opioid Abatement Authority Awards* – Kelly Harris, Assistant County Administrator

<b>MOTION:</b>	Approve the consent agenda, for the November 1, 2023 Board of Supervisors meeting				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Second	Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

- *Mr. Fairchild entered the meeting via Zoom at 7:26pm.*

**10 - UNFINISHED BUSINESS**

None.

**11 - NEW BUSINESS**

*Stone Wood Ln Secondary Street Acceptance* – The residents of Stone Wood Ln would like to be included in the VDOT Road System. The Board declined to pay for the improvements needed to accept the road into the VDOT Secondary Road System.

**12 - PUBLIC COMMENTS #2**

At 7:32pm, Chair Booker opened the second round of Public Comments. With no one wishing to speak, Chair Booker closed the second round of Public Comments at 7:32pm.

- *Mr. Fairchild left the meeting at 7:32pm.*

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 7:32pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.5, A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Prospective Industry – Prospective business update, Investment of Funds – Contract user grant under the water and sewer ordinance, Legal Matters – skill games, solar sitting agreement, contract user grant under the water and sewer ordinance.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

<b>MOTION:</b>	At 8:53 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

*Resolution to Approve Wawa Development Agreement*

<b>MOTION:</b>	Approve “A RESOLUTION AUTHORIZING THE DEVELOPMENT AGREEMENT BETWEEN FLUVANNA COUNTY, THE ECONOMIC DEVELOPMENT AUTHORITY OF FLUVANNA COUNTY AND ZION 3 NOTCH LLC.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Second	Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				



**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, November 1, 2023 at 8:55pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Caitlin Solis  
Clerk to the Board

\_\_\_\_\_

Mozell H. Booker  
Chair

DRAFT



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 34-2023**

**A RESOLUTION RECOGNIZING JACK DAVIS OLIPHANT  
AWARD OF EAGLE SCOUT STATUS**

*The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, November 1, 2023:*

**WHEREAS**, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

**WHEREAS**, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

**WHEREAS**, Jack Davis Oliphant has completed all the requirements for becoming an Eagle Scout; and

**WHEREAS**, Jack has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

**WHEREAS**, Boy Scout Troop 154 will be convening an Eagle Scout Court of Honor on November 26, 2023 at 3:00 p.m. at Fork Union Baptist Church, Fork Union, Virginia; and

**WHEREAS**, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

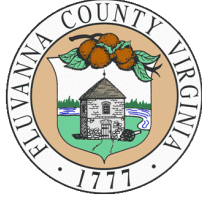
**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors joins Jack’s family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1st of November, 2023, by the following vote:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					
Chris Fairchild, Cunningham District				X		
Anthony P. O’Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X				X	

Attest:

\_\_\_\_\_  
Mozell H. Booker, Chair  
Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 35-2023**

**A Resolution to Take Streets in the Island Hill Subdivision  
into the Secondary System of Highways in Fluvanna County, Virginia**

At a regular meeting of the Board of Supervisors of Fluvanna County held at 5:00 PM on Wednesday, November 1, 2023, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk’s office of the Circuit Court of Fluvanna County; and

**WHEREAS**, the streets described in the Island Hill Subdivision have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

**NOW, THEREFORE BE IT RESOLVED**, on this 1st day of November, 2023, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

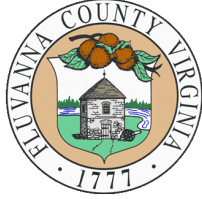
**BE IT YET FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1<sup>st</sup> day of November, 2023:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					
Chris Fairchild, Cunningham District				X		
Anthony P. O’Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X				X	

*Attest:*

\_\_\_\_\_  
Mozell Booker, Chair  
Board of Supervisors  
Fluvanna County, Virginia



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 36-2023**

**A Resolution to Take Streets in the Village Oaks Subdivision Phase 4  
into the Secondary System of Highways in Fluvanna County, Virginia**

At a regular meeting of the Board of Supervisors of Fluvanna County held at 5:00 PM on Wednesday, November 1, 2023, at which the following members were present, the following resolution was adopted by a majority of all members of the Board of Supervisors, the vote being recorded in the minutes of the meeting as shown below:

**WHEREAS**, the eligible streets described on the attached VDOT AM-4.3 form, fully incorporated herein by reference, are shown on plats recorded in the clerk's office of the Circuit Court of Fluvanna County; and

**WHEREAS**, the streets described in the Village Oaks Subdivision Phase 4 have been developed in Fluvanna County and the developer has constructed the streets in accordance with the plans submitted to and approved by the Virginia Department of Transportation and the streets have been inspected by the Office of the Land Development Engineer and found to be acceptable in the State Highway System; and

**NOW, THEREFORE BE IT RESOLVED**, on this 1st day of November, 2023, that the Fluvanna County Board of Supervisors hereby requests that the Virginia Department of Transportation add the described roads listed on the attached VDOT AM-4.3 form to the Secondary System of State Highways of Fluvanna County pursuant to Section 33.2-705 of the Code of Virginia, as amended, and the Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, that the Fluvanna County Board of Supervisors guarantees a clear and unrestricted right-of-way, and any necessary easements for cuts, fills, and drainage; and

**BE IT YET FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Land Development Engineer for the Virginia Department of Transportation.

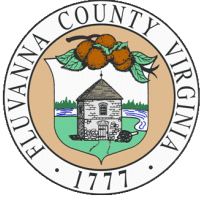
**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 1st day of November, 2023:

SUPERVISORS	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					
Chris Fairchild, Cunningham District				X		
Anthony P. O'Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X				X	

*Attest:*

---

Mozell Booker, Chair  
Board of Supervisors  
Fluvanna County, Virginia



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 37-2023**

**A RESOLUTION AUTHORIZING THE DEVELOPMENT AGREEMENT BETWEEN FLUVANNA COUNTY, THE ECONOMIC DEVELOPMENT AUTHORITY OF FLUVANNA COUNTY AND ZION 3 NOTCH LLC**

**WHEREAS**, the development agreement (“Development Agreement”) is among Fluvanna County, the Economic Development Authority of Fluvanna County and Zion 3 Notch LLC; and

**WHEREAS**, the Development Agreement will offer a grant (“Grant”) of up to One Hundred and Twenty-five Thousand Dollars (\$125,000) after completing construction of a sewer line improvement project; and

**WHEREAS**, Zion 3 Notch LLC will purchase, improve, equip, and operate a convenience store (“Convenience Store”) located on James Madison Highway in Zions Crossroads, Virginia, thereby making a significant capital investment, and creating and maintaining a significant number of new jobs; and

**WHEREAS**, the stimulation of the additional tax revenue and economic activity to be generated by the construction of the Convenience Store constitutes a valid public purpose for the expenditure of public funds and is the animating purpose for the Grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Fluvanna County Board of Supervisors accepts the Development Agreement and that the County Administrator is directed to execute the Development Agreement subject to approval as to form by the County Attorney.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 1st day of November 2023:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X					
Christopher Fairchild, Cunningham District				X		
Anthony P. O’Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X				X	

Attest:

\_\_\_\_\_  
Mozell H. Booker, Chair  
Fluvanna County Board of Supervisors



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB E**

<b>MEETING DATE:</b>	November 15, 2023				
<b>AGENDA TITLE:</b>	Approval of Open Space Agreement for Janet Green				
<b>MOTION(s):</b>	<b>I move to approve the open space agreement for Janet Green for tax map parcels 14-A-20A, 14-8-2 and 14-8-3; agreement shall remain in effect for a term of five (5) consecutive years.</b>				
<b>BOS GOALS?</b>	Yes	No	<b>If yes, which goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	These properties qualify for an open space agreement with Fluvanna County in accordance with Code Section 58.1-3230 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3230 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>- Janet Green's executed open space agreement</li> <li>- Map of tax map parcels 14-A-20A, 14-8-2 and 14-8-3</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other





Prepared by (Landowner's name and address):

Green, Janet

1011 Leigh Mountain Road

Green Bay, VA 23942

Tax Map Parcels: 14-A-20A, 14-8-2 & 14-8-3

Return to: County of Fluvanna  
132 Main Street  
Palmyra, VA 22963

This instrument is exempt from Clerk's fees pursuant to Virginia Code Sections 17.1-266 and 17.1-279(E)



## OPEN SPACE USE AGREEMENT

**THIS AGREEMENT**, made this 14 day of October, 2023, by and between Janet Green, party(ies) of the first part, hereinafter called the Grantor (whether one or more), and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife; and
- B. That the Property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3230 et. seq.) of Chapter 32 of Title 58.1 of the

Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and

- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

- 1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 14-A-20A (10 acres)  
                          14-8-2 (13.614 acres)  
                          14-8-3 (10.857 acres)  
Total Acreage: 34.471 acres

- 2. The Grantor agrees that during the term of this agreement:

- A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
- B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
- C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
  - 1) on the Property as of the date of this agreement; or

- 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
- D. There shall be no dumping, storage, or accumulations of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
- E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public's view of scenic areas of the Property.
- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may: (1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan); and (2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as a noxious weed pursuant to the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the Property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as a garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the Property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject of this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of Five (5) consecutive tax years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.2-4314 of the Code of Virginia for withdrawal of land from an agricultural, a forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. Upon execution of this agreement, it shall be recorded with the record of land titles in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia, at the Grantor's expense. The Grantor, as evidenced by the Grantor's signature below, hereby authorizes the County to deliver this agreement to the Clerk's Office for recordation.
14. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODE SECTION.

Witness the following duly authorized signatures and seals.

Janet Corobbs Green (SEAL)  
Landowner

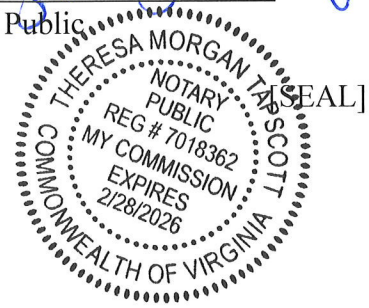
STATE OF Virginia

CITY/COUNTY OF Prince Edward, to-wit:

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of October, 2023, by Janet Corobbs Green.

Theresa Morgan Tabb

Notary Public



My commission expires: 02-28-2026  
Notary registration number: 7018362

\_\_\_\_\_  
Landowner (SEAL)

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires:  
Notary registration number:

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_ (SEAL)  
County Administrator

STATE OF VIRGINIA

COUNTY OF FLUVANNA, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by Eric M. Dahl, County Administrator, on behalf of the County of Fluvanna, Virginia.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires:  
Notary registration number:

Approved as to form:

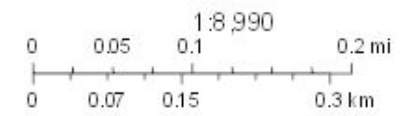
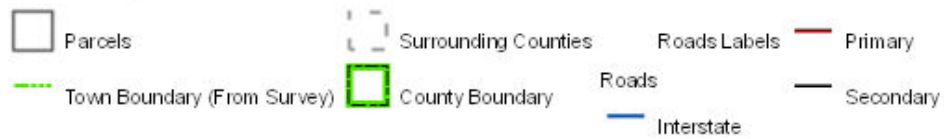
\_\_\_\_\_  
Fluvanna County Attorney

# Fluvanna County, VA WebGIS

Parcels located off of Campout Lane in Kents Store, VA



October 26, 2023



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Virginia Geographic Information Network (VGIN)





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB F**

<b>MEETING DATE:</b>	November 15, 2023				
<b>AGENDA TITLE:</b>	Approval of Open Space Agreement for Franklin Keith Jones				
<b>MOTION(s):</b>	<b>I move to approve the open space agreement for Franklin Keith Jones for tax map parcel 42-2-A3; agreement shall remain in effect for a term of ten (10) consecutive years.</b>				
<b>BOS GOALS?</b>	Yes	No	<b>If yes, which goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>PRESENTER(S):</b>	Andrew M. Sheridan, Jr., Commissioner of the Revenue				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	This property qualifies for an open space agreement with Fluvanna County in accordance with Code Section 58.1-3230 et. seq. of the Virginia State Code.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	In accordance with Section 58.1-3230 et. seq. of Virginia State Code.				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>- Franklin Keith Jones's executed open space agreement</li> <li>- Map of tax map parcel 42-2-A3</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



Prepared by (Landowner's name and address):

Jones, Franklin Keith

P.O. Box 698

Fork Union, VA 23055

Tax Map Parcel: 42-2-A3

Return to: County of Fluvanna  
132 Main Street  
Palmyra, VA 22963

This instrument is exempt from Clerk's fees pursuant to Virginia Code Sections 17.1-266 and 17.1-279(E)



## OPEN SPACE USE AGREEMENT

**THIS AGREEMENT**, made this 20<sup>th</sup> day of October, 2023, by and between Franklin Keith Jones, party(ies) of the first part, hereinafter called the Grantor (whether one or more), and the COUNTY OF FLUVANNA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter called the County:

WITNESSETH

**WHEREAS**, the Grantor owns certain real estate, described below, hereinafter called the Property; and

**WHEREAS**, the County is the local governing body having real estate tax jurisdiction over the Property; and

**WHEREAS**, the County has determined:

- A. That it is in the public interest that the Property should be provided or preserved for conservation of agricultural and forestal land and of wildlife; and
- B. That the Property meets the applicable criteria for real estate devoted to open-space use as prescribed in Article 4 (Section 58.1-3230 et. seq.) of Chapter 32 of Title 58.1 of the

Code of Virginia, and the standards for classifying such real estate prescribed by the Director of the Virginia Department of Conservation and Recreation; and

- C. That the provisions of this agreement meet the requirements and standards prescribed under section 58.1-3233 of the Code of Virginia for recorded commitments by landowners not to change an open-space use to a non-qualifying use; and

**WHEREAS**, the Grantor is willing to make a written recorded commitment to preserve and protect the open-space uses of the Property during the term of this agreement in order for the Property to be taxed on the basis of a use assessment, and the Grantor has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to Section 58.1-3234 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code; and

**WHEREAS**, the County is willing to extend the tax for the Property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the Grantor's commitment to preserve and protect the open-space uses of the property, and on the condition that the Grantor's application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and Section 20-4-2(d) of the Fluvanna County Code are complied with.

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual benefits, covenants and terms herein contained, the parties hereby **COVENANT** and **AGREE** as follows:

1. This agreement shall apply to all the following described real estate:

Tax Map Parcel: 42-2-A3 ( 99.57 acres)

2. The Grantor agrees that during the term of this agreement:
- A. There shall be no change in the use or uses of the Property that exist as of the date of this agreement to any use that would not qualify as open-space use. The qualifying use for the Property is conservation of agricultural and forestal land and of wildlife.
  - B. There shall be no display of billboards, signs or other advertisements on the property except to (i) state solely the name of the Grantor and the address of the Property, (ii) advertise the sale or lease of the Property, (iii) advertise the sale of goods or services produced pursuant to the permitted use of the Property, or (iv) provide warnings. No sign shall exceed four feet by four feet.
  - C. There shall be no construction, placement or maintenance of any structure on the Property unless such structure is either:
    - 1) on the Property as of the date of this agreement; or

- 2) related to and compatible with the open-space uses of the Property which this agreement is intended to protect or provide for.
- D. There shall be no dumping, storage, or accumulations of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on the Property.
- E. There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals, or other materials which alters the topography of the Property, except as required in the construction of permissible building structures and features under this agreement.
- F. There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public's view of scenic areas of the Property.
- G. There shall be no removal or destruction of trees, shrubs, plants and other vegetation, except that the Grantor may: (1) engage in agricultural, horticultural or silvicultural activities, provided that there shall be no cutting of trees, other than selective cutting and salvage of dead or dying trees, within 100 feet of a scenic river, a scenic highway, a Virginia Byway or public property listed in the approved State Comprehensive Outdoor Recreation Plan (Virginia Outdoors Plan); and (2) remove vegetation which constitutes a safety, a health or an ecological hazard, e.g., vegetation classified as a noxious weed pursuant to the Code of Virginia (1950), as amended.
- H. There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.
- I. On areas of the Property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area.
- J. There shall be no industrial or commercial activities, conducted on the Property, except for the continuation of agricultural, horticultural or silvicultural activities; or activities that are conducted in a residence or an associated outbuilding such as a garage, smokehouse, small shop or similar structure which is permitted on the property.
- K. There shall be no separation or split-off of lots, pieces or parcels from the Property. The Property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject of this agreement, provided, however, that the Grantor may grant to a public body or bodies open-space, conservation or historic preservation easements which apply to all or part of the Property.
3. This agreement shall be effective upon acceptance by the County, provided, however, that the real estate tax for the Property shall not be extended on the basis of its use value until the next succeeding tax year following timely application by the Grantor for the use assessment and taxation in accordance with Section 20-4-2(d) of the Fluvanna County Code. Thereafter, this agreement shall remain in effect for a term of Ten (10) consecutive tax years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the Property or any portion thereof, except as the Grantor may otherwise allow, consistent with the provisions of this agreement.
5. The County shall have the right at all reasonable times to enter the Property to determine whether the Grantor is complying with the provisions of this agreement.
6. Nothing in this agreement shall be construed to create in the public or member thereof a right to maintain a suit for any damages against the Grantor for any violation of this agreement.
7. Nothing in this agreement shall be construed to permit Grantor to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.
8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected thereby.
9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.
10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.
11. This agreement may be terminated in the manner provided in Section 15.2-4314 of the Code of Virginia for withdrawal of land from an agricultural, a forestal or an agricultural and forestal district.
12. Upon termination of this agreement, the Property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.
13. Upon execution of this agreement, it shall be recorded with the record of land titles in the Clerk's Office of the Circuit Court of Fluvanna County, Virginia, at the Grantor's expense. The Grantor, as evidenced by the Grantor's signature below, hereby authorizes the County to deliver this agreement to the Clerk's Office for recordation.
14. NOTICE: WHEN THE OPEN SPACE USE OR USES BY WHICH THE PROPERTY QUALIFIED FOR ASSESSMENT AND TAXATION ON THE BASIS OF USE CHANGES TO A NONQUALIFYING USE OR USES, OR WHEN THE ZONING FOR THE PROPERTY CHANGES TO A MORE INTENSIVE USE AT THE REQUEST OF THE GRANTOR, THE PROPERTY, OR SUCH PORTION OF THE PROPERTY WHICH NO LONGER QUALIFIES SHALL BE SUBJECT TO ROLLBACK TAXES IN ACCORDANCE WITH SECTION 58.1-3237 OF THE CODE OF VIRGINIA. THE GRANTOR SHALL BE SUBJECT TO ALL OF THE OBLIGATIONS AND LIABILITIES OF SAID CODE SECTION.

Witness the following duly authorized signatures and seals.

Franklin Keith Jones  
Landowner



STATE OF Virginia

CITY/COUNTY OF Fluvanna, to-wit:

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of October, 2023, by Franklin Keith Jones.

Lauren R. Sheridan  
Notary Public



My commission expires: 3/31/2026  
Notary registration number: 7509714

\_\_\_\_\_  
Landowner (SEAL)

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires:  
Notary registration number:

COUNTY OF FLUVANNA, VIRGINIA

By: \_\_\_\_\_(SEAL)  
County Administrator

STATE OF VIRGINIA

COUNTY OF FLUVANNA, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by Eric M. Dahl, County Administrator, on behalf of the County of Fluvanna, Virginia.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires:  
Notary registration number:

Approved as to form:

\_\_\_\_\_  
Fluvanna County Attorney

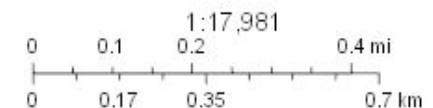
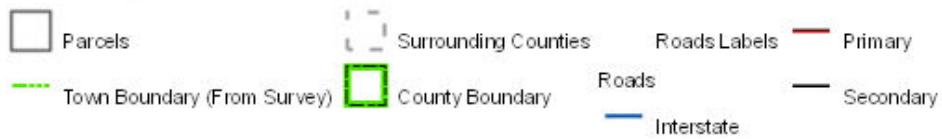


# Fluvanna County, VA WebGIS Parcels - PIN: 42 2 A3

Parcel located off of James Madison Highway in Fork Union, VA



October 26, 2023



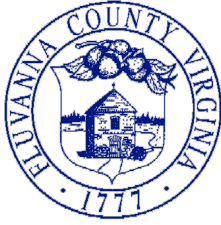
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Virginia Geographic Information Network (GIN)



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input checked="" type="checkbox"/>	The Board of Supervisors Two Year Plan





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# COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

BOS2023-11-15 p.109/120

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

Fax (434) 591-1911

www.fluvannacounty.org

## MEMORANDUM

**Date:** November 15, 2023  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY24 BOS Contingency Balance

---

The FY24 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$146,615</b>
Less: Consulting Services Agreement with B.W. Murray, Inc. – Registrar – BOS Approval 07.05.23	-\$20,000
Less: Agreement with VDOT regarding “Watch for Children” signs – Public Works - BOS Approval 09.20.23	-850
Less: Annual Card Terminal Fees – Information Technology – BOS Approval 10.04.23	-2,736
<b>Available:</b>	<b>\$123,029</b>



### BUILDING INSPECTIONS MONTHLY REPORT

County of Fluvanna

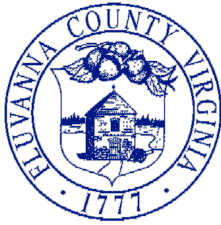
<b>Building Official:</b>	<b>Period:</b>
Andrew Wills	October, 2023

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
<b>NEW - Single Family Detached (incl. Trades permits &amp; SWMH)</b>	2019	8	10	14	9	12	9	10	14	14	2	11	7	120
	2020	12	13	23	14	8	19	19	17	16	20	22	11	194
	2021	15	9	19	20	16	22	15	11	8	22	13	8	178
	2022	17	11	20	11	18	32	10	9	11	12	9	4	164
	2023	5	6	6	12	12	6	10	5	7	8			77
<b>NEW - Single Family Attached (Town Homes)</b>	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	1	6	0	0	6	0	0	0	13
	2021	6	0	0	0	0	0	0	0	6	0	0	0	6
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	8	0	0	0	0	0	0	0	0	0	0	8
<b>Multi Family (Apartment, Duplex)</b>	2019	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	1	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	5	0	0	0	0	5
	2023	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>Additions and Alterations</b>	2019	35	33	37	27	38	38	44	34	34	36	35	31	422
	2020	37	38	23	30	30	22	27	20	30	34	35	23	349
	2021	28	14	43	39	31	40	30	29	26	30	35	33	378
	2022	33	48	60	45	47	50	51	63	45	63	51	44	600
	2023	52	34	51	34	36	28	36	35	45	39	0	0	390
* Trade permits count not in .														
<b>Accessory Buildings</b>	2019	2	4	6	4	4	3	3	8	2	8	4	4	52
	2020	2	4	4	4	5	5	1	7	8	3	5	1	49
	2021	1	3	3	6	3	6	1	3	2	4	4	2	38
	2022	3	4	13	6	5	2	5	4	5	3	0	2	52
	2023	7	2	7	5	6	2	5	8	4	7	0	0	53
<b>Swimming Pools</b>	2019	0	0	0	3	2	2	0	1	0	1	0	1	10
	2020	0	1	3	3	1	2	3	1	1	0	0	0	15
	2021	0	0	7	1	5	2	3	4	1	0	1	2	26
	2022	0	2	4	4	1	0	3	3	0	0	0	0	17
	2023	1	0	6	1	2	4	0	0	0	2	0	0	16
<b>Commercial/Industrial Build/Cell Towers</b>	2019	0	0	1	1	0	2	0	0	0	0	0	0	4
	2020	0	0	1	0	1	0	0	3	0	0	2	0	7
	2021	1	0	1	0	0	0	1	0	0	0	2	0	5
	2022	0	0	0	0	0	2	3	2	0	2	1	0	10
	2023	1	1	0	1	0	0	0	0	0	0	0	0	3
<b>TOTAL BUILDING PERMITS</b>	2019	45	47	58	44	56	54	57	57	50	48	50	43	609
	2020	51	56	54	51	46	54	50	48	63	57	54	40	624
	2021	51	26	73	66	55	70	50	47	37	56	55	45	631
	2022	54	65	97	66	71	86	72	77	61	80	61	50	840
	2023	67	51	64	52	51	40	52	48	56	56	0	0	537
* Trade permits count not included as in previous years														

<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
<b>TOTAL BUILDING VALUES</b>	2019	\$1,991,054	\$2,502,719	\$5,639,238	\$4,695,173	\$3,057,597	\$3,228,152	\$3,360,952	\$3,926,015	\$3,457,214	\$2,636,194	\$3,148,369	\$2,960,579	\$ 40,603,256
	2020	\$2,292,161	\$3,206,055	\$7,238,708	\$2,997,448	\$2,245,441	\$4,389,903	\$3,644,002	\$5,555,492	\$5,271,906	\$4,201,357	\$3,513,834	\$2,954,193	\$ 47,506,500
	2021	\$5,397,000	\$1,687,484	\$2,506,869	\$4,952,702	\$3,473,256	\$5,766,891	\$2,885,146	\$2,506,053	\$2,046,134	\$3,637,390	\$4,633,868	\$2,712,396	\$ 41,734,789
	2022	\$5,073,054	\$3,017,155	\$5,012,175	\$2,937,240	\$5,654,955	\$9,371,750	\$11,374,772	\$17,974,068	\$2,743,309	\$4,363,026	\$6,842,941	\$1,046,000	\$ 75,410,524
	2023	\$3,929,572	\$4,916,308	\$3,029,674	\$3,087,131	\$6,370,476	\$3,088,398	\$4,234,315	\$3,224,163	\$2,474,897	\$2,332,220	\$0	\$0	\$ 36,677,154

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>LAND DISTURBING PERMITS ISSUED</b>														
<b>LAND DISTURBING PERMITS</b>	2019	8	12	16	9	14	10	12	14	13	2	11	8	129
	2020	11	10	26	13	8	24	13	19	20	19	13	16	192
	2021	22	10	18	20	18	22	16	11	4	23	13	8	185
	2022	16	13	19	11	18	34	11	10	8	13	8	3	164
	2023	5	14	9	15	10	7	10	5	10	8	0	0	93
<b>INSPECTIONS COMPLETED</b>														
<b>TOTAL INSPECTIONS</b>	2019	237	207	232	297	305	246	324	332	295	298	204	216	3,193
	2020	213	197	302	369	371	304	434	368	439	464	407	412	4,280
	2021	430	349	465	431	402	426	333	355	419	453	422	356	4,841
	2022	304	414	551	449	439	486	594	589	523	400	300	351	5,400
	2023	350	298	321	308	288	285	261	294	287	375	0	0	3,067
<b>FEEES COLLECTED</b>														
<b>Building Permits</b>	2019	\$11,377	\$13,617	\$14,005	\$14,308	\$11,228	\$16,260	\$13,778	\$18,772	\$14,375	\$8,468	\$14,747	\$11,059	\$ 161,994
	2020	\$12,863	\$15,468	\$18,152	\$16,803	\$13,147	\$28,068	\$23,193	\$28,887	\$24,237	\$19,359	\$15,359	\$15,871	\$ 231,407
	2021	\$18,733	\$15,400	\$15,654	\$21,333	\$16,184	\$23,031	\$27,000	\$11,923	\$9,144	\$20,620	\$15,563	\$9,211	\$ 203,796
	2022	\$21,100	\$19,347	\$23,488	\$15,404	\$19,739	\$23,621	\$18,713	\$54,782	\$11,348	\$34,994	\$17,567	\$6,021	\$ 266,124
	2023	\$11,925	\$20,870	\$11,256	\$15,385	\$21,848	\$9,751	\$9,429	\$8,207	\$10,590	\$11,603	\$0	\$0	\$ 130,864
<b>Land Disturbing Permits</b>	2019	\$1,000	\$1,500	\$1,625	\$1,125	\$3,553	\$1,250	\$2,975	\$6,556	\$1,920	\$250	\$1,375	\$1,125	\$ 24,251
	2020	\$1,375	\$1,250	\$6,365	\$1,625	\$1,000	\$3,000	\$2,125	\$8,369	\$2,500	\$2,375	\$4,294	\$1,875	\$ 36,153
	2021	\$5,678	\$1,250	\$14,463	\$2,500	\$2,250	\$2,750	\$13,581	\$2,824	\$500	\$4,848	\$1,625	\$1,000	\$ 53,268
	2022	\$2,000	\$2,050	\$9,963	\$1,375	\$2,250	\$10,014	\$1,375	\$2,175	\$27,725	\$3,649	\$2,175	\$375	\$ 65,126
	2023	\$625	\$1,875	\$1,125	\$2,300	\$1,625	\$5,000	\$2,408	\$625	\$4,975	\$1,000	\$0	\$0	\$ 21,558
<b>Zoning Fees collected by Planning Dept starting March 2023</b>	2019	\$1,200	\$1,800	\$2,200	\$1,550	\$2,050	\$1,350	\$1,950	\$2,300	\$1,700	\$1,150	\$1,450	\$1,400	\$ 20,100
	2020	\$1,650	\$1,600	\$3,000	\$1,700	\$15,550	\$3,050	\$2,350	\$2,300	\$2,900	\$2,850	\$1,600	\$1,700	\$ 26,250
	2021	\$2,150	\$1,150	\$3,650	\$2,950	\$2,650	\$3,400	\$2,450	\$1,850	\$1,300	\$2,900	\$1,900	\$1,150	\$ 27,500
	2022	\$1,900	\$1,400	\$3,900	\$1,650	\$2,300	\$3,900	\$1,800	\$1,500	\$1,500	\$2,000	\$1,450	\$750	\$ 24,050
	2023	\$1,350	\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,300
<b>TOTAL FEES</b>	2019	\$13,577	\$16,917	\$17,830	\$16,983	\$16,831	\$18,860	\$18,703	\$27,628	\$17,995	\$9,868	\$15,028	\$132,584	\$ 203,804
	2020	\$15,888	\$18,318	\$27,517	\$20,128	\$15,697	\$34,118	\$27,668	\$39,556	\$29,637	\$24,584	\$24,584	\$19,446	\$ 293,810
	2021	\$25,000	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 290,061
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,547	\$40,073	\$40,643	\$21,192	\$7,146	\$ 355,300
	2023	\$13,900	\$24,695	\$12,381	\$17,685	\$23,473	\$14,751	\$11,837	\$8,834	\$15,565	\$12,603	\$0	\$0	\$ 155,722





# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS2023-11-15 p.113/120  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** November 15, 2023  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY24 Capital Reserve Balances

The FY24 Capital Reserve account balances are as follows:

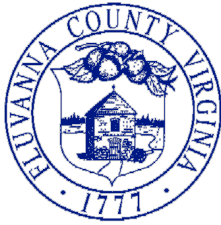
### County Capital Reserve:

FY23 Carryover	\$540,987.90
<b>FY24 Budget Allocation:</b>	<b>\$250,000</b>
Add: Closed CRM Projects 07.24.23	6,477.05
Add: Closed CRM Projects 08.21.23	3,769.97
Less: Lower Court Clerk's Office Mold Remediation. 11.01.23	-37,079
<b>FY24 Available:</b>	<b>\$764,155.92</b>

### Schools Capital Reserve:

FY23 Carryover	\$258,993.42
<b>FY24 Budget Allocation:</b>	<b>\$200,000</b>
Add: Closed CRM Projects 07.24.23	365.93
Add: Closed CRM Projects 08.21.23	3,071
Less: Quality CCTV Systems Abrams Academy. 09.06.23	-11,800
Less: Bluebird Buses. 09.06.23	-9,994.74
Less: Central Elementary Capital and Budget Electric. 09.20.23	-5,785
Less: HAVTECH at FCHS. 09.20.23	-12,861.39
<b>FY24 Available:</b>	<b>\$421,989.22</b>





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## MEMORANDUM

**Date:** November 15, 2023  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>*FY23 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>\$15,877,058</b>
<b>Less: Palmyra Village Streetscape Project – BOS Approval 08.02.23</b>	<b>-118,169</b>
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>\$15,758,889</b>

\*Audited FY23 Year End Unassigned Fund Balance will be available upon Completion of the FY23 Comprehensive Annual Financial Report



## The Board of Supervisors Two Year Plan – *Adopted September 21, 2022*

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
<b>A</b>		<b>SERVICE DELIVERY</b>			
<b>A1</b>		Work with FRA to identify support options for Fire and Rescue volunteers.		X	
<b>A2</b>		Perform comprehensive review of existing partnerships with local area support and non-profit groups providing services to Fluvanna residents; review service gaps and identify needed partnerships.	X	X	Begin in Year 1; complete in Year 2
<b>A3</b>		Initiate comprehensive review of traffic throughout the county with a particular focus on high-traffic areas around the Lake Monticello community.		X	
<b>A4</b>		Community transportation options and alternatives.		X	Shared school buses/drivers providing transportation for county residents; TJPDC Rural Transportation work group; JAUNT
<b>A5</b>		Implement annual county volunteer recognition ceremony.		X	
<b>A6</b>		Design implementation plan for professional Fire Chief position.		X	
<b>B</b>		<b>COMMUNICATION</b>			
<b>B1</b>		Develop communication plan to inform residents of County projects, accomplishments, and where tax dollars are spent.		X	
<b>C</b>		<b>PROJECT MANAGEMENT</b>			
<b>C1</b>		Continue Columbia area renewal efforts.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
C2		Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	X		
C3		Continue Palmyra Village Streetscape	X	X	Phase I: project begins in 2025, street flow, sidewalks, and street parking on Stone Jail Street side of Civil War Park. Phase II: Crosswalks, sidewalks and parking on Main Street.
		C3.1 Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	X		2022 Smart Scale Grant Awarded.
		C3.2 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C4		Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	X	X	
C5		Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	X	X	
C6		Pursue Fork Union revitalization.		X	
		C6.1 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C7		Oversee New Administration Building project.	X	X	Multi-year project.
		C7.1 Create and Issue Request for Proposal for Design	X		
		C7.2 Select Design Firm for design of New Admin Building		X	
D		<b>COMMUNITY DEVELOPMENT &amp; ENRICHMENT</b>			
D1		Draft and a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
		D1.1 Adopt Economic Development Strategic Plan.	X		
		D1.2 Implement five-year Economic Development Strategic Plan.		X	
D2		Seek opportunities to coordinate development activity at Fluvanna's northern border with Louisa County.	X	X	
D3		Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	X		
D4		Investigate options for utilizing Dominion proffer - \$500,000 for recreation, green space.	X	X	
D5		Investigate opportunities to support expanded recreation opportunities, arts, and tourism.	X	X	Coordination with State agencies regarding the installation of additional boat ramps along the Rivanna and James Rivers.  Fluvanna After Five @ Pleasant Grove.
D6		Research creating a "teaching farm" at PG Park.		X	Collaborative effort - FCPS? Cooperative Extension? Farm Bureau?
D7		Implement stronger Code Enforcement on the County's Spot Blight Abatement program	X	X	
D8		Review the Subdivision Ordinance on Cluster subdivisions; large lot subdivisions.		X	
D9		Review the Zoning Ordinance to look at higher density options between CPA and R4.		X	
E		<b>FINANCIAL STEWARDSHIP AND EFFICIENCY</b>			

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
E1		Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	X		
E2		Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	X	X	
E3		Plan for ways to adequately fund, implement and standardize the Capital Improvement Plan, eliminating deferred CIP projects.		X	