



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

72 Main Street

Palmyra, VA 22963

August 20, 2025 at 6:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER

2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3 – ADOPTION OF AGENDA

4 – COUNTY ADMINISTRATOR’S REPORT

5 – PUBLIC COMMENTS #1 (5 minutes each)

6 – APPOINTMENTS

7 – PRESENTATIONS (normally not to exceed 10 minutes each)

- A Treasurer’s Report – Debbie Rittenhouse, Treasurer
- B Historic Courthouse Renovation Update – Eric Dahl, County Administrator
- C Fire Training Building Update – Eric Dahl, County Administrator
- D Land Use Presentation – Dan Whitten, County Attorney; Andrew (Mel) Sheridan, Commissioner of Revenue

8 – ACTION MATTERS

- E Authorization to Advertise for a Public Hearing to Amend §§ 7-1-1 through 7-1-7 to Allow for Administrative Approval of Special Entertainment Permits – Dan Whitten, County Attorney
- F Authorization to Advertise for a Public Hearing to Amend §§ 4-2-2 and 4-2-5 to Change the Penalties for Violations of Both the Dogs Running At Large Ordinance and the Unrestricted Dogs Ordinance – Dan Whitten, County Attorney
- G FY27 Budget Calendar – Theresa McAllister, Management Analyst II

9 – PUBLIC HEARING

- H Public Hearing to Amend Section 9-2-2 and 9-2-5 of the County Code to Increase FUSD Water Rates and Charges – Eric Dahl, County Administrator
- I Public Hearing to Approve Two Deeds of Easement to VDOT – Dan Whitten, County Attorney
- J Request for a Waiver for the Sign Requirements for the Fork Union Drive-in – Todd Fortune, Director of Planning; Dan Whitten, County Attorney

10 – CONSENT AGENDA

- K Minutes of August 6, 2025 – Caitlin Solis, Clerk to the Board
- L Designating Fluvanna County as a Purple Heart County – Eric Dahl, County Administrator
- M Resolution to authorize Fluvanna County’s participation in the proposed settlement of opioid-related claims against the Sackler family – Dan Whitten, County Attorney
- N Position Description Update - 7400 - Equipment and Fleet Maintenance Technician (Mechanic) – Eric Dahl, County Administrator

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.

11 – UNFINISHED BUSINESS

TBD

12 – NEW BUSINESS

TBD

13 – PUBLIC COMMENTS #2 (5 minutes each)

14 – CLOSED MEETING AND DINNER RECESS

TBD

15 – ADJOURN



County Administrator Review

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

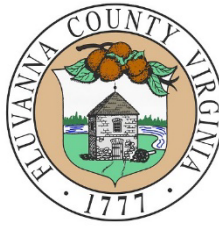
1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - 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
AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	August 20, 2025					
AGENDA TITLE:	Treasurer's Report					
MOTION(s):	N/A					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
	X					
STAFF CONTACT(S):	Debbie Rittenhouse, Treasurer					
PRESENTER(S):	Debbie Rittenhouse, Treasurer					
RECOMMENDATION:	Information only.					
TIMING:	Routine.					
DISCUSSION:	Presenting bank balances, TACS collections, general Treasurer's office information.					
FISCAL IMPACT:	N/A					
POLICY IMPACT:	N/A					
LEGISLATIVE HISTORY:	N/A					
ENCLOSURES:	<ul style="list-style-type: none"> Account Balances TACS Collection Report Treasurer's Report 					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	



FLUVANNA COUNTY TREASURER

Deborah Rittenhouse

34 Palmyra Way

P.O. Box 299

Palmyra, VA 22963

Telephone: (434) 591-1945

E-mail: drittenhouse@fluvannacounty.org

TREASURER'S REPORT

August 20, 2025

Account Balances for July 2025:

Wells Fargo –	\$ 6,640,689.33
Wells Fargo Interest Earned –	-0-
Wells Fargo Cost Recovery –	17,728.98
Truist Cost Recovery –	1,000.00
Multi-Bank Securities (CD's) –	1,344,970.14
Multi-Bank Earnings –	4,269.91
VIP Liquidity Pool –	25,735,519.29
VIP Earnings –	108,780.34
VIP 1-3 Year High Quality Bond –	524,326.89
VIP 1-3 Year Earnings -	<u>(337.87)</u>
TOTAL -	<u>\$34,264,234.63</u>

Please note: There was zero interest earned for July. In speaking with our Wells Fargo representative, Vince Conti, he told me this was a result of higher usage (a large number of June deposits), keeping a lower balance in Wells (and moving more into our VIP Liquidity account), and Wells' lowering of their interest rates. He emailed me on 8/7/2025, to say he looked at the pre-analysis for next month, and we are earning interest again.

TACS Collections Report:

Since retaining TACS in August of 2024, they have collected a total (Personal Property & Real Estate) of \$2,291,771.54. This figure is as of June 2025. For the month of July 2025, they collected \$254,216.16. We have had two collections reports so far for August, totaling \$121,931.98. That comes to over \$2.6M.

(Please see the attached back-up reports.)

Jan	4,245,566.81	1,037.52	76,756.57	39,792.37	1,235,528.14	6,666.40	16,171,043.55	71,569.03	2,890,215.38	17,999.09	3,847.09	5,405,131.92	30,067,881.83
Feb	4,417,833.17	1,239.60	105,074.99	65,682.97	1,231,189.82	(4,338.32)	14,226,145.06	55,101.51	2,870,029.28	(20,186.10)	3,861.07	5,424,772.93	28,344,589.29
Mar	2,102,955.38	1,068.20	23,841.84	8,489.77	1,235,983.12	4,793.30	14,860,932.87	54,787.81	2,915,554.11	45,524.83	3,876.96	5,436,499.13	26,588,133.18
Apr	4,120,302.53	1,853.98	48,958.49	16,356.08	1,239,504.73	3,521.61	10,913,415.52	52,482.65	2,922,246.13	6,692.02	3,892.91	5,469,559.67	24,734,236.06
May	3,674,694.82	1,512.72	113,755.58	65,564.47	1,240,331.92	827.19	19,467,271.23	53,855.71	2,915,137.36	(7,108.77)	3,901.94	5,493,554.68	32,974,212.00
Jun	3,251,785.89	1,862.62	153,229.43	86,089.25	1,241,964.41	1,632.49	29,585,959.92	118,688.69	2,900,870.62	(14,266.74)	3,918.97	5,517,310.58	42,741,129.07
Jul	5,200,849	1,196.51	34,781	26,210	1,248,222	6,257	19,773,391	107,431	2,910,920	10,050	3,944	5,542,318	34,740,635.00
Aug	2,841,007	2,110.27	60,681	39,693	1,251,707	3,485	16,859,986	86,594	2,921,767	10,846	3,963	5,568,105	29,546,909.00
Sept	3,707,412	2,286.67	86,477	49,929	1,254,697	2,989	10,927,511	67,525	2,920,949	(818)	3,981	5,593,408	24,544,364.00
Oct	4,569,015	1,411.42	10,791	2,088	1,258,943	4,246	10,024,861	47,349	2,930,600	9,651	3,999	5,619,732	24,420,029.00
Nov	5,880,319	1,802.11	71,496	28,876	1,269,105	10,161	15,077,244	52,383	2,960,873	30,273	4,018	5,645,467	30,937,398.00
Dec	3,027,332	2,283.71	32,644	34,064	1,281,808	12,703	24,781,577	104,333	2,994,672	33,798	4,037	5,672,158	37,828,292.00

Jan	5,221,107.44	1,677.73	95,558.06	162,784.81	1,293,012.45	11,204.09	20,884,095.07	102,517.69	3,005,279.93	10,608.18	4,056.01	5,698,807.55	36,364,701.32
Feb	5,450,567.92	1,199.52	25,746.19	6,879.87	1,293,659.42	646.97	19,320,430.26	90,482.19	2,992,118.06	(13,161.88)	4,073.72	5,723,721.04	34,817,196.48
Mar	5,850,557.69	1,535.37	32,707.52	7,864.26	1,295,392.06	1,732.64	16,978,981.67	82,377.18	3,002,968.44	10,850.38	4,092.66	5,750,304.53	32,922,868.83
Apr	5,603,640.05	3,012.96	25,416.98	5,000.00	1,300,005.38	4,613.32	15,640,903.65	71,369.03	491,318.64	(11,649.80)	4,110.97	5,776,069.59	28,846,465.26
May	5,534,527.40	3,118.17	25,000.00	5,000.00	1,302,758.96	2,753.58	18,805,610.95	66,503.02	494,396.35	3,077.71	4,129.89	5,802,720.88	31,974,144.43
Jun	5,665,209.52	3,217.51	25,000.00	5,000.00	1,309,033.26	6,274.30	33,675,620.31	105,067.14	497,357.87	2,961.52	*	5,828,559.66	47,005,780.62
Jul	9,726,103.03	2,729.20	26,199.85	13,835.28	1,319,166.40	10,133.14	19,825,672.86	112,809.72	502,365.23	5,007.36	0.00	5,855,373.17	37,268,715.82
Aug	6,582,521.68	5,030.45	25,000.00	5,000.00	1,328,119.09	8,952.69	18,481,500.24	93,414.32	507,291.82	4,926.59	0.00	5,882,276.34	32,811,709.17
Sept	5,262,264.36	3,657.78	25,255.00	5,000.00	1,335,607.42	7,488.33	15,638,259.61	67,741.90	511,111.23	3,819.14	0.00	5,907,810.58	28,685,308.20
Oct	6,807,079.80	4,195.88	25,000.00	5,000.00	1,339,210.60	3,603.18	11,212,424.00	54,035.56	508,163.54	(2,947.69)	0.00	5,933,064.67	25,829,942.61
Nov	5,754,730.07	2,694.58	25,000.00	5,000.00	1,341,926.32	2,715.72	16,826,209.89	53,211.38	509,630.03	1,466.49	0.00	5,956,694.62	30,419,190.93
Dec	6,225,245.59	2,343.85	28,829.57	12,159.20	1,347,528.38	5,602.06	23,492,935.21	88,256.02	510,667.05	1,037.02	0.00	5,980,317.78	37,597,682.78

**** Closed American Rescue - Moved to Liquid Gen**

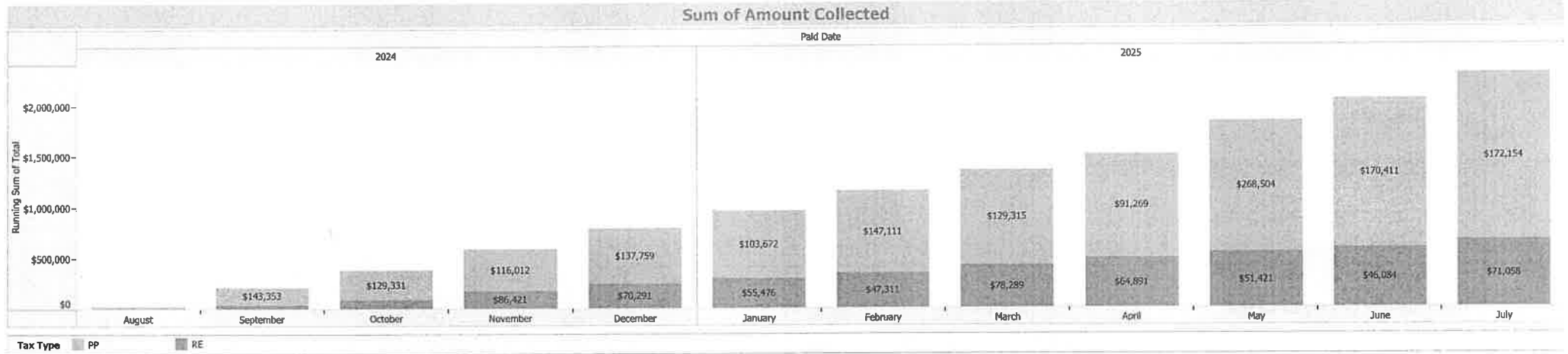
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Client Portfolio Collection Report

BOS2025-08-20 p.10/110

August 11, 2025

Client	Account Type	Last Assigned Date	Accounts Referred	Referred Amount	Adjusted Amount	Cancelled Amount	Paid Amount	Balance	Percent Collected
Fluvanna County Personal Property	FLUV-PP	6/26/2025	6,649	\$7,293,114	(\$905,739)	\$19,303	\$1,947,481	\$4,420,586	30.58%
Fluvanna County Real Estate	FLUV-RE	6/12/2025	789	\$4,218,074	(\$459,783)	\$8,891	\$791,090	\$2,958,309	21.10%



Portfolio summary includes costs recovered, direct payments and collection fee.
 Chart provides running sum of amounts collected without any costs of litigation, collection fees or direct payments to locality added.

Fiscal Year Collections

Month of Paid Date	Paid Date	
	FY 2025	FY 2026
July		\$243,211.86
August	\$21,370.50	
September	\$188,364.53	
October	\$174,587.07	
November	\$202,432.52	
December	\$208,050.64	
January	\$159,148.16	
February	\$194,422.14	
March	\$207,603.52	
April	\$156,160.52	
May	\$319,925.57	
June	\$216,494.51	
Grand Total	\$2,048,559.68	\$243,211.86

Prior Five Calendar Year Total Collections

Account ..	Paid Date		Grand Total
	2024	2025	
FLUV-PP	\$547,633.75	\$1,082,436.43	\$1,630,070.18
FLUV-RE	\$247,171.51	\$414,529.85	\$661,701.36
Grand T..	\$794,805.26	\$1,496,966.28	\$2,291,771.54

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

TAB B

MEETING DATE:	August 20, 2025					
AGENDA TITLE:	Historic Courthouse Update					
MOTION(s):	N/A					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
	X					
STAFF CONTACT(S):	Eric Dahl, County Administrator					
PRESENTER(S):	Eric Dahl, County Administrator					
RECOMMENDATION:	Information only					
TIMING:	Routine					
DISCUSSION:	Provide an update on the Historic Courthouse Restoration project.					
FISCAL IMPACT:	N/A					
POLICY IMPACT:	N/A					
LEGISLATIVE HISTORY:	N/A					
ENCLOSURES:	None.					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	
		X				

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Fire Training Building Update				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Information only				
TIMING:	Routine				
DISCUSSION:	Provide an update on the fire training building project.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Land Use Presentation				
MOTION(s):	N/A				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney; Andrew (Mel) Sheridan, Commissioner of Revenue				
RECOMMENDATION:	Informational				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • Review requirements in Virginia Code for land use taxation. • Discuss different options for land use. • Compare valuation methods from surrounding localities. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Authorization to Advertise for a Public Hearing to Amend §§ 7-1-1 through 7-1-7 to Allow for Administrative Approval of Special Entertainment Permits				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing to be held September 17, 2025 to amend County Code §§ 7-1-1 through 7-1-7.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Advertise a Public Hearing on September 17, 2025 to amend the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	<ul style="list-style-type: none"> This amendment will allow the Zoning Administrator to approve and enforce special entertainment permits, rather than requiring approval by the Board of Supervisors. The definition for music or entertainment festival has been amended to only require a special entertainment permit if a fee is charged for admission. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	<ul style="list-style-type: none"> Proposed ordinance to amend County Code by amending §§ 7-1-1 through 7-1-7. Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 7-1-1 THROUGH 7-1-7 TO ALLOW FOR ADMINISTRATIVE APPROVAL BY THE ZONING ADMINISTRATOR OF SPECIAL ENTERTAINMENT PERMITS

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 §§ 7-1-1 through 7-1-7 as follows:*

Chapter 7 – FESTIVALS, DANCE HALLS AND CARNIVALS, ETC.

ARTICLE 1. – FESTIVALS

Sec. 7-1-1. - Authority; purpose.

This article is enacted pursuant to section 15.2-1200 of the Code of Virginia for the purpose of providing necessary regulations for the conducting of musical or entertainment festivals conducted in open spaces not within an enclosed structure and of any gathering or groups of individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces not within an enclosed structure in the interest of the public health, safety and welfare of the citizens and inhabitants of the County

Sec. 7-1-2. - Definitions.

When used in this article, the following words shall have the meanings respectively ascribed to them in this section:

~~Board shall mean the Board of Supervisors of the County.~~

Musical or entertainment festival or festival shall mean any gathering of groups or individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces not within an enclosed structure, **for which a fee is charged for admission.**

Zoning Administrator shall mean that appointee more fully defined at Sec. 22-21-1.

Sec. 7-1-3. - Special entertainment permit—Required.

No person shall stage, promote or conduct any musical or entertainment festival in the unincorporated areas of the County unless there shall have been first obtained from the ~~board~~ **Zoning Administrator** a special entertainment permit for such festival.

Sec. 7-1-3.1. - Same—Application—Generally.

Applications for special entertainment permits required by this article shall be in writing on forms provided for the purpose and filed in duplicate with the ~~clerk of the board~~ **Zoning**

Administrator at least forty-five (45) days before the date of such festival and shall be accompanied by a \$200.00 application fee, which shall not be returned. Such applications shall have attached thereto and made a part thereof the plans, statements, approvals and other documents required by this article. ~~A copy of such applications shall be sent by certified mail by the clerk to each member of the board the day such applications are filed.~~ The board **Zoning Administrator** shall respond to the application within thirty (30) days of receipt of the complete application and fee.

Sec. 7-1-3.2. - Same—Same—Action by board; issuance or refusal of permit.

The board **Zoning Administrator** shall act on applications required by this article within thirty (30) days from the filing of the same. If granted, the permit shall be issued in writing on a form for the purpose and mailed by the clerk **Zoning Administrator** to the applicant at the address indicated. If denied, the refusal shall be in writing and the reasons for such denial stated therein, and mailed by the clerk **Zoning Administrator** to the applicant at the address indicated.

Sec. 7-1-3.3. - Same—Same—Conditions for issuance of permit; documents to accompany application.

The permit required by this article shall not be issued unless the following conditions are met and the following plans, statements and approvals submitted to the board **Zoning Administrator** with the application:

(A) Such application for a special entertainment permit shall have attached to it a copy of the ticket or badge of admission to such festival, containing the date or dates and time or times of such festival together with a statement by the applicant of the total number of tickets to be offered for sale and the best reasonable estimate by the applicant of the number of persons expected to be in attendance.

(B) A statement of the name and address of the promoters of the festival, the financial backing of the festival, and the names of all persons or groups who will perform at such festival.

(C) A statement of the location of the proposed festival, the name and address of the owner of the property on which such festival is to be held, and the nature and interest of the applicant therein.

(D) A plan for adequate sanitation facilities and garbage, trash and sewage disposal for persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations, and shall be approved by the **Health Department** ~~County Health Officer~~.

(E) A plan for providing food, water and lodging for the persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations, and shall be approved by the **Health Department** ~~County Health Officer~~.

(F) A plan for adequate medical facilities for persons at the festival, approved by the **Health Department** ~~County Health Officer~~.

(G) A plan for adequate parking facilities and traffic control in and around the festival area.

(H) A plan for adequate fire protection. This plan shall meet the requirements of all state and local statutes, ordinances and regulations, and shall be approved by the County **Fire Chief** ~~Forest Warden~~.

(I) A statement specifying whether any outdoor lights or lighting is to be utilized, and if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located.

(J) A statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the festival is located.

Sec. 7-1-4. - When music or entertainment prohibited.

Music shall not be rendered nor entertainment provided for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hour periods to be measured from the beginning of the first performance at such festival.

Sec. 7-1-5. - Minors to be accompanied by parent or guardian.

No person under the age of eighteen years of age shall be admitted to any festival unless accompanied by a parent or guardian, the parent or guardian to remain with such person at all times.

Sec. 7-1-6. - Right of entry of ~~board~~ **Zoning Administrator**, etc.

No permit shall be issued under this article unless the applicant shall furnish to the ~~board~~ **Zoning Administrator** written permission for the ~~board~~ **Zoning Administrator**, ~~its lawful agents~~ **his designee**, or duly constituted law enforcement officers to go upon the property at any time for the purpose of determining compliance with the provisions of this article. The ~~board~~ **Zoning Administrator** shall have the right to revoke any permit issued under this article upon noncompliance with any of its provisions and conditions.

Sec. 7-1-7. - Construction of article.

The provisions of this article shall be liberally construed in order to effectively carry out the purposes of this article in the interest of the public health, welfare and safety of the citizens and residents of the County.

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

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, September 17, 2025, at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held Fluvanna County Circuit Court, at 72 Main Street, Palmyra, VA 22963 for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors on the following item:

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 7-1-1 THROUGH 7-1-7 TO ALLOW FOR ADMINISTRATIVE APPROVAL BY THE ZONING ADMINISTRATOR OF SPECIAL ENTERTAINMENT PERMITS

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: August 28 & September 4, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
csolis@fluvannacounty.org
434-591-1910
434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Authorization to Advertise for a Public Hearing to Amend §§ 4-2-2 and 4-2-5 to Change the Penalties for Violations of Both the Dogs Running At Large Ordinance and the Unrestricted Dogs Ordinance				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing to be held September 17, 2025 to amend County Code §§ 4-2-2 and 4-2-5				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Dan Whitten, County Attorney ACO Virginia Strong, Sheriff's Office				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve amendment to the County Code				
TIMING:	Ordinance is effective after a public hearing and Board approval				
DISCUSSION:	<p>This revision establishes a criminal penalty structure for violations:</p> <ul style="list-style-type: none"> • Class 4 misdemeanor for first offense (includes fine of not more than \$250) • Class 3 misdemeanor for second offense if within one year of conviction for first offense (includes fine of not more than \$500) • Class 2 misdemeanor for third or subsequent offense if within two years of conviction for second or subsequent offense (includes possible confinement in jail for no more than six months and/or fine of not more than \$1000) 				
FISCAL IMPACT:					
POLICY IMPACT:	Amendment to the County Code				
LEGISLATIVE HISTORY:	Updated County Dogs Running At Large Ordinance and Unrestricted Dogs Ordinance were approved on May 15, 2024				
ENCLOSURES:	<ul style="list-style-type: none"> • Proposed Section 4-2-2 and 4-2-5 of the County Code 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				X

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 4-2-2 AND § 4-2-5 TO CHANGE THE PENALTY FOR A VIOLATION UNDER BOTH THE DOG RUNNING AT LARGE ORDINANCE AND THE UNRESTRICTED DOG ORDINANCE

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 § 4-2-2 and § 4-2-5, as follows:

Chapter 4. – IN GENERAL

ARTICLE 2. – DOGS

Sec. 4-2-2. – Dogs running at large

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

~~Violation means a violation of this section documented through an incident report filed by a sworn law enforcement officer.~~

(B) The running at large of all dogs at any time is hereby prohibited within the confines of the County.

(C) Only sworn law enforcement officers shall enforce the provisions of this section.

(D) For the purposes of this section a dog shall be deemed to run at large while roaming or running off the property of its owner or custodian and not under its owner's or custodian's immediate control; provided, however, that no dog shall be deemed to be running at large in violation hereof if it shall be engaged in lawful hunting or training for hunting under the direction of its owner or custodian and shall thereafter stray from lawful hunting or training for hunting; or if the dog shall be engaged to assist farming activity, which is defined as raising, managing and using agricultural animals to provide food, fiber, or transportation; provided, that such owner or custodian shall place such dog under his immediate control within a reasonable time.

~~(E) Any person who permits his dog to run at large within the confines of Lake Monticello subdivision may be subject to a civil penalty of not more than \$100.00.~~

(F) A violation of this section by an offender in the County but outside the confines of Lake Monticello subdivision may result in such dog being taken into possession by a sworn law enforcement officer and returned to the owner or custodian with a warning.

- (G) If the owner or custodian of the dog cannot be located to take custody of the dog in a reasonable amount of time, the dog may be transported to the Fluvanna County SPCA for impoundment, and the dog's owner shall be liable for all costs of impoundment.
- (H) **A violation of this section shall constitute a class 4 misdemeanor for the first offense. However, where a warning notice is more suitable given the circumstances, a notice of warning may be issued for the first violation.** ~~A third or subsequent Violation of this section within two years in the County but outside the confines of the Lake Monticello subdivision may result in a \$100.00 civil penalty.~~
- (I) **A second violation of this section within one year of a conviction of the first violation shall constitute a class 3 misdemeanor.**
- (J) **A third or subsequent violation of this section within two years of conviction of the second or subsequent violation shall constitute a class 2 misdemeanor.**
- (K) A dog shall be deemed to be "running at large in a pack" if it is running at large in the company of one or more other dogs that are also running at large. The owner or custodian of a dog found while running at large in a pack shall be subject to civil penalty in the amount of \$100.00 per dog so found.

(Comp. 1974, ch. 4; Ord. 8-4-86; Ord. 11-18-15; Ord. of 09-20-2023, Ord. of 5-15-2024)

State Law reference— Authority of County to prohibit dogs running at large, see Code of Va., § 3.2-6538.

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

- (A) Definition. For purposes of this section, the following terms 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.

~~*Violation* means a violation of this section documented through an incident report filed by a sworn law enforcement officer.~~

- (B) Prohibition. No dog shall run unrestricted within the boundaries of any property owned, leased, controlled or operated by the County.
- (C) Enforcement. The provisions of this section shall be enforced only by sworn law enforcement officers.

(D) Exceptions. This section shall not apply to any person who uses a dog as follows:

- (1) Dogs within areas designated by a resolution approved by the Fluvanna County Board of Supervisors as off-leash trails, dog parks and dog exercise areas.
- (2) 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.
- (3) Dogs under the control of law enforcement.
- (4) 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.

(E) 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.

~~(F) Penalty. A third or subsequent Violation of this section within two years may result in a civil penalty of \$50.00.~~

(F) A violation of this section shall constitute a class 4 misdemeanor for the first offense. However, where a warning notice is more suitable given the circumstances, a notice of warning may be issued for the first violation.

(G) A second violation of this section within one year of a conviction of the first violation shall constitute a class 3 misdemeanor.

(H) A third or subsequent violation of this section within two years of conviction of the second or subsequent violation shall constitute a class 2 misdemeanor.

(Ord. of 01-17-2024; Ord. of 05-15-2024)

(I) That the Ordinance shall be effective upon adoption.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, September 17, 2025, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Courtroom, 72 Main Street, Palmyra, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 4-2-2 AND § 4-2-5 TO CHANGE THE PENALTY FOR A VIOLATION UNDER BOTH THE DOG RUNNING AT LARGE ORDINANCE AND THE UNRESTRICTED DOG ORDINANCE

A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.

All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: August 28 & September 4, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis
Clerk, Board of Supervisors
Fluvanna County
P. O. Box 540
Palmyra, VA 22963
csolis@fluvannacounty.org
434-591-1910
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FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB G

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	FY27 Budget Calendar				
MOTION(s):	I move the Board of Supervisors approve the FY27 Budget Calendar, as presented.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Theresa McAllister, Management Analyst II				
PRESENTER(S):	Theresa McAllister, Management Analyst II				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	In response to comments from the Board at the August 6, 2025 Board meeting, staff will present options for hearing non-profit agencies' presentations				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	In accordance with Fluvanna County Budget Policy, Code of Virginia 58.1-3321 and Code of Virginia 15.2-2506				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	FY27 Budget Calendar Draft				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			



FY27 BUDGET CALENDAR

Holiday - Offices Closed

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
				Aug-2025						
Fri	Aug 1	CIP Packet Released	Finance Email						1	2
Wed	Aug 6	BOS Regular Meeting	5:00 pm; Circuit Court Room	3	4	5	6	7	8	9
Wed	Aug 20	BOS Regular Meeting	6:00 pm; Circuit Court Room	10	11	12	13	14	15	16
				17	18	19	20	21	22	23
				24	25	26	27	28	29	30
				31						
				Sep-2025						
Tues	Sep 2	CIP Submissions Due to Finance	5:00 pm; Email Finance		1	2	3	4	5	6
Wed	Sep 3	BOS Regular Meeting	5:00 pm; Circuit Court Room	7	8	9	10	11	12	13
Wed	Sep 10	County Administrator's CIP Review Committee	3:00 pm; Morris Room	14	15	16	17	18	19	20
Wed	Sep 17	BOS Regular Meeting	6:00 pm; Circuit Court Room	21	22	23	24	25	26	27
				28	29	30				
				Oct-2025						
Wed	Oct 1	BOS Regular Meeting	5:00 pm; Circuit Court Room				1	2	3	4
Tues	Oct 7	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Morris Room	5	6	7	8	9	10	11
Wed	Oct 15	BOS Regular Meeting	6:00 pm; Circuit Court Room	12	13	14	15	16	17	18
Fri	Oct 17	FY27 Operating Budget Kick-Off	Budget Packet Email	19	20	21	22	23	24	25
				26	27	28	29	30	31	
				Nov-2025						
Wed	Nov 5	BOS Regular Meeting	5:00 pm; Circuit Court Room							1
Tues	Nov 18	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Morris Room	2	3	4	5	6	7	8
Wed	Nov 19	BOS Regular Meeting	6:00 pm; Circuit Court Room	9	10	11	12	13	14	15
Wed	Nov 26	Operating Budgets Due to Finance (COB)	Email to Finance	16	17	18	19	20	21	22
				23	24	25	26	27	28	29
				30						
				Dec-2025						
	Dec 8-15	County Administrator Oper. Budget Reviews w/ CO's, DH's, & Agencies	TBD; Morris Room		1	2	3	4	5	6
Wed	Dec 3	BOS Regular Meeting	5:00 pm; Circuit Court Room	7	8	9	10	11	12	13
Wed	Dec 3	BOS Work Session - FCPS And County Preliminary Budget Discussion	7:00 pm; Morris Room	14	15	16	17	18	19	20
Tues	Dec 9	Planning Commission Meeting - CIP Public Hearing/Recommendation	6:00 pm; Morris Room	21	22	23	24	25	26	27
Wed	Dec 17	BOS Budget Work Session - Non-Profit Presentations	5:00 pm; Morris Room	28	29	30	31			
Wed	Dec 17	BOS Regular Meeting	6:00 pm; Circuit Court Room							
				Jan-2026						
Wed	Jan 7	BOS Regular Meeting	5:00 pm; Circuit Court Room					1	2	3
Wed	Jan 7	BOS Budget Work Session - Non-Profit Presentations	7:00 pm; Morris Room	4	5	6	7	8	9	10
Wed	Jan 21	BOS Budget Work Session - Non-Profit Presentations	5:00 pm; Morris Room	11	12	13	14	15	16	17
Wed	Jan 21	BOS Regular Meeting	6:00 pm; Circuit Court Room	18	19	20	21	22	23	24
	Jan 28-30	BOS Budget Briefs	TBD; TBD	25	26	27	28	29	30	31
				Feb-2026						
Wed	Feb 4	BOS Regular Meeting	5:00 pm; Circuit Court Room							
		County Administrator's FY27 Budget Proposal and Revenue/Expenditure Brief	7:00 pm; Morris Room	1	2	3	4	5	6	7
Wed	Feb 4	School Board Work Session - Superintendent's Budget (TBD) and Public Hearing	5:30 pm; School Board	8	9	10	11	12	13	14
Wed	Feb 11	School Board Meeting - Budget Adoption (TBD)	6:30 pm; School Board	15	16	17	18	19	20	21
Wed	Feb 11	BOS Budget Work Session - Constitutional Officer Briefs	5:30 pm; Morris Room	22	23	24	25	26	27	28
Wed	Feb 18	BOS Budget Work Session - FCPS FY27 Adopted Budget Presentation	5:00 pm; Morris Room							
Wed	Feb 18	BOS Regular Meeting	6:00 pm; Circuit Court Room							
Wed	Feb 25	BOS Budget Work Session - County Agency/Department Briefs	5:30 pm; Morris Room							
				Mar-2026						
Wed	Mar 4	BOS Regular Meeting	5:00 pm; Circuit Court Room							
Wed	Mar 4	CIP Review Proposed FY27 Budget & CY26 Tax Rates for Advertising	7:00 pm; Morris Room	1	2	3	4	5	6	7
Wed	Mar 11	BOS Budget Work Session	5:30 pm; Morris Room	8	9	10	11	12	13	14
Wed	Mar 18	BOS Budget Work Session	5:00 pm; Morris Room	15	16	17	18	19	20	21
Wed	Mar 18	BOS Regular Meeting	6:00 pm; Circuit Court Room	22	23	24	25	26	27	28
Wed	Mar 25	BOS Budget Work Session - TBD	5:30 pm; Morris Room	29	30	31				
				Apr-2026						
Wed	Apr 1	BOS Regular Meeting	5:00 pm; Circuit Court Room				1	2	3	4
Wed	Apr 1	Public Hearing for FY27 Budget and CY26 Tax Rate	7:00 pm; Morris Room	5	6	7	8	9	10	11
Wed	Apr 8	BOS Special Meeting - Adopt FY27 Budget and CY26 Tax Rate*	6:00 pm; Morris Room	12	13	14	15	16	17	18
Wed	Apr 15	BOS Regular Meeting - TBD - Adopt FY27 Budget and CY26 Tax Rate*	6:00 pm; Circuit Court Room	19	20	21	22	23	24	25
				26	27	28	29	30		

* Can adopt at BOS Special Meeting on April 8th or hold special meeting on April 15th to adopt

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB H

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Public Hearing to Amend Section 9-2-2 and 9-2-5 of the County Code to Increase FUSD Water Rates and Charges				
MOTION(s):	I move that the Board of Supervisors advertise a public hearing to amend Section 9-2-2 and 9-2-5 of the County Code to increase Fork Union Sanitary District water rates and charges.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Eric Dahl, County Administrator and Matt Mitchell, Utilities System Manager				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Ordinance would be effective October 1, 2025				
DISCUSSION:	<p>The Fork Union Sanitary District (FUSD) is under financial stress this fiscal year and is expected to have higher expenses than revenues next year as well. FUSD ended FY25 with its operational budget expenditures exceeding revenues by \$165,786. A rate increase needs to be in place for the next fiscal year to start to remedy the projected shortfall for this upcoming year and future years. The sooner that a rate increase can be implemented the smaller the shortfall will be for this fiscal year. Therefore, moving on this issue would be helpful to the sanitary district.</p> <p>The FUSD rates were last increased in July 2024 to the current structure. Prior to 2024, rates were increased in July 2014, May 2010 and June 2006. Although there have been previous increases, the sanitary district has suffered from a lack of consistent increases for a 20 year period. This has made the financial situation difficult at best for the district. The rates should be adjusted to reflect increases in the cost of doing business and to provide enough projected income to cover the projected expenses for this next fiscal year.</p> <p>When the proposal for the rate increases were brought before the Board at the July 2, 2025 meeting, staff recommended a rate increase for the Minimum Charge to increase 12.5% from \$24.00 to \$27.00. Also, it was recommended to increase the Above 2,000 gallons charge 11.4% from \$11.22 per 1,000 gallons to \$12.50 per 1,000 gallons.</p> <p>At the July 2, 2025 Board of Supervisors meeting, the Board suggested to advertise a higher Above 2,000 gallons charge at \$15.00 per 1,000 gallons, to provide flexibility in case they wanted to lower the proposed Minimum Charge of \$27.00.</p>				

- The estimated annual additional revenue from increasing the \$24.00 Minimum Charge per \$1.00 brings in \$5,400 in annual revenue.
- The estimated annual additional revenue from increasing the Above 2,000 Gallons rate above \$11.22 per \$1.00 brings in \$2,282 in annual revenue.

Monthly Charges	Jun-06	May-10	% Inc.	Jul-14	% Inc.	Jul-24	% Inc.	Proposed 2025	% Inc.
Minimum Charge (1st 2,000 gallons)	\$ 15.44	\$ 17.76	15.0%	\$ 21.00	18.2%	\$ 24.00	14.3%	\$ 27.00	12.5%
Each 1,000 gallons above 2,000 gallons	\$ 7.72	\$ 8.88	15.0%	\$ 11.00	23.9%	\$ 11.22	2.0%	\$ 15.00	33.7%

A comparison of regional water rates for comparison is below:

Regional Water Rates Comparison			
	Base Rate	Included Gallons	Rate per 1,000 gallons thereafter
Louisa	\$27.75	3,000	\$9.25
Buckingham	\$31.19	4,000	\$16.24
Goochland	\$42.76	4,000	\$7.35
Aqua*	\$22.82	0	\$10.59
Zion Crossroads	\$21.42	2,000	\$11.22
FUSD**	\$27.00	2,000	\$12.50
*Aqua adds several other fees to their customers, which can make their bills higher.			
** FUSD Proposed rates increase			

FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Ordinance to amend Sections 9-2-2 and 9-2-5 of the County Code • Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

BOB 2025-08-20, 37/110

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA”, BY AMENDING § 9-2-2 TO INCREASE THE COSTS OF CERTAIN
WATER CONSUMPTION CHARGES AND § 9-2-5 TO INCREASE THE METER DEPOSIT FOR
THE FORK UNION SANITARY DISTRICT

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 § 9-2-2 and § 9-2-5, as follows:

CHAPTER 9 FORK UNION SANITARY DISTRICT

ARTICLE 2. – WATER DIVISION

Sec. 9-2-2. – Schedule of consumption charges

The monthly charges for water consumption shall be in accordance with the following schedule:

~~\$24.00~~ **\$27.00** for first 2,000 gallons (minimum charge);

~~\$11.22~~ **\$15.00** for each 1,000 gallons above 2,000 gallons.

In addition to the foregoing, during the existence of any water emergency which has been declared by the governing body in accordance with Section 9-2-12 of this Code, each and every charge for water consumption shall be subject to a surcharge of ten percent. Such surcharge shall be calculated by multiplying the rates stated above by 110 percent. Such surcharge shall apply at the beginning of the regular billing period next succeeding the adoption of this section or the declaration of such emergency condition, whichever shall last occur. Such surcharge shall cease to apply at the end of the regular billing period which is nearest to, but not later than, sixty (60) days after the governing body shall have declared such water emergency to be at an end.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 11-3-80; Ord. 7-15-86; Ord. 5-21-97; Ord. 7-15-98; Ord. 11-28-01; Ord. 11-20-02; Ord. 06-21-06; Ord. 5-5-10; Ord. 7-2-14; Ord. of 06-20-2024(2), § 1, 6-20-2024)

Editor's note— Amendment adopted 11-20-02 is effective on and after December 1, 2002. Amendment adopted 06-21-06 is effective on and after July 1, 2006. Amendment adopted 7-2-14 is effective on and after August 1, 2014.

Sec. 9-2-5. Meter deposit.

There shall be a deposit of ~~\$20.00~~ **\$30.00** made at the time application for water service is made, refundable at the time of termination of service; provided, that the applicant's bills are paid in full.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 1-1-86)

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, August 20, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 9-2-2 TO INCREASE THE COSTS OF CERTAIN WATER CONSUMPTION CHARGES AND § 9-2-5 TO INCREASE THE METER DEPOSIT FOR THE FORK UNION SANITARY DISTRICT

Copies of the complete text of the above ordinance are available for public review at <https://www.fluvannacounty.org/> and at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: August 7 & 14, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

434-591-1910

434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB I

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Public Hearing to approve two Deeds of Easement to VDOT				
MOTION(s):	I move that the Board of Supervisors approve a Right of Way Deed of Easement and a Utility Deed of Easement to Virginia Department of Transportation.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve a Right of Way Deed of Easement and a Utility Deed of Easement to VDOT				
TIMING:	Record Right of Way Deed of Easement and Utility Deed of Easement				
DISCUSSION:	<ul style="list-style-type: none"> Fluvanna County owns the property identified as TM #18-A-1E, located at Route 600 (South Boston Rd.) near Lake Monticello. VDOT intends to add a left turn lane off Route 600 onto Route 618 (Lake Monticello Road), for which project it requires a Right of Way Easements on the County parcel. VDOT also intends to install a Brightspeed/CenturyLink communication facility within the same parcel. VDOT will not receive lease revenue from such facility. VDOT has offered the County \$4,000 for the Right of Way Easement. 				
FISCAL IMPACT:	VDOT will pay the County \$4,000 for the Right of Way Easement				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Right of Way Deed of Easement Utility Deed of Easement 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				

TAX MAP #18-A-1E

SF-5
Revised 9/16
UPC 111739

**PREPARED BY VDOT
UNDER SUPERVISION OF THE
OFFICE OF THE ATTORNEY GENERAL**

Exempted from recordation taxes
and fees under Sections 58.1-811(A)(3),
58.1-811(C)(5), 58.1-3315, 25.1-418,
42.1-70, 17.1-266, and 17.1-279(E)

THIS DEED, made this _____ day of _____, 2025, by and between the
COUNTY OF FLUVANNA, VIRGINIA, Grantor, and the COMMONWEALTH OF VIRGINIA,
acting by and through its Department of Transportation, Grantee;

WITNESSETH: THAT WHEREAS, by a meeting duly called of the Fluvanna County
Board of Supervisors, a resolution was duly passed authorizing the conveyance to the
Commonwealth of Virginia, Department of Transportation, of the hereinafter described real
estate; and

WHEREAS, a public hearing on this conveyance was held pursuant to Section 15.2-
1800 of the Code of Virginia (1950), as amended;

NOW, THEREFORE, for and in consideration of the sum of \$4,000 paid by the Grantee
to the Grantor, receipt of which is hereby acknowledged, the Grantor doth hereby grant and
convey to the Grantee with, General Warranty and English Covenants of Title, the perpetual
right and easement to construct, reconstruct, alter, operate and maintain a public street or
highway, including any necessary appurtenances thereto, drainage and/or utilities, over, upon
and across the lands and property of the Grantor, the area embracing the easement being
situated in the County of Fluvanna and described as follows:

Parcel 002

Being as shown on Sheets 3, 3RW, 4 and 4RW of the plans for Route 600, State Highway Project 0600-032-611, RW-201, and beginning on the Northeast (right) side of the Route 600 Construction Baseline, from the lands now or formerly belonging to Bevley F. and Carolyn B. Butler opposite approximate Station 104+62, to the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 108+00 and from the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 110+00 to the lands now or formerly belonging to Lake Monticello Service Company opposite approximate Station 110+10, together containing 2,354 square feet, more or less; together with the permanent right and easement to use the additional areas shown as being for proper installation and maintenance of drainage facilities and slope from the lands now or formerly belonging to Bevley F. and Carolyn B. Butler opposite approximate Station 104+03 to the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 108+05 and from the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 110+06 to the lands now or formerly belonging to Lake Monticello Service Company opposite approximate Station 110+27 together containing 16,041 square feet, more or less; together with the temporary right and easement to use the additional areas shown as being for proper construction of cut and/or fill slopes, containing 2,048 square feet, more or less. This temporary construction easement will terminate at such time as the aforesaid project is completed.

The source being part of the same property acquired by the landowner from Lake Monticello Owners' Association by Deed dated September 23, 2011 and recorded on December 16, 2011 in Deed Book 855, Page 271, in the Office of the Clerk of the Circuit Court of the County of Fluvanna.

For a more particular description of the land herein conveyed, reference is made to photocopies of Sheets No. 3, 3RW, 4 and 4RW, showing outlined in GREEN the land conveyed in perpetual street easement, shown outlined in GREEN the permanent drainage and slope easement, and shown outlined in ORANGE the temporary construction easement, which photocopies are hereto attached as a part of this conveyance and recorded simultaneously herewith in the State Highway Plat Book _____ Page _____.

The Grantor by the execution of this instrument acknowledges that the plans for the aforesaid project as they affect its property have been fully explained to its authorized representative.

The Grantor covenants that it has the right to convey the land to the Grantee, that it has done no act to encumber the same and that it will execute such further assurance of the same as may be requisite.

The Grantor covenants and agrees that the consideration hereinabove mentioned and paid shall be in lieu of any and all claims to compensation for land, including all costs to cure and all incurable damages to the value of the Grantor's remaining property caused by this acquisition, if any.

WITNESS the following signature and seal:

BOARD OF SUPERVISORS
FLUVANNA COUNTY, VIRGINIA

BY: _____ (SEAL)

TITLE: _____

COMMONWEALTH /STATE OF
CITY/COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by _____, _____ of the Board of Supervisors
Name of officer or agent Title of officer or agent
of Fluvanna County, Virginia, on behalf of the entity.

My Commission expires _____.

Notary Registration No.: _____.

Notary Public

TAX MAP #18-A-1E

SF-39
Rev. 4/14
UPC 111739
Parcel 002

**PREPARED BY VDOT
UNDER SUPERVISION OF THE
OFFICE OF THE ATTORNEY GENERAL**

Exempted from recordation taxes
and fees under Sections 58.1-811(A)(3),
58.1-811(C)(5), 58.1-3315, 25.1-418,
42.1-70, 17.1-266, and 17.1-279(E)

THIS DEED OF EASEMENT, made this ____ day of _____, 2025, by and between
COUNTY OF FLUVANNA, Grantor, and the **COMMONWEALTH OF VIRGINIA**, Department of
Transportation, acting by and through the Commissioner of Highways, Grantee,

WITNESSETH: THAT WHEREAS, it is proposed by the Commonwealth to widen or
improve State Highway Route 600, Project 0600-032-611,RW-201, from 0.168 MI. South Route 618 to
0.098 MI. North of Route 618 in the County of Fluvanna, Virginia; and

WHEREAS, in the improvement it is necessary that the Grantee enter upon the lands of the
Grantor located in the aforesaid county to establish and/or relocate utility facilities on the lands herein
conveyed.

NOW THEREFORE, in consideration of the sum of One Dollar (\$1.00) cash in hand paid by
the Grantee to the Grantor, and other good and valuable consideration, the receipt of which is hereby
acknowledged, the Grantor does hereby grant and convey to the Grantee, its agents, permittees,
successors and assigns, the perpetual right and easement over, under, though, upon and across the area (to
be referred to as the "VDOT Utility Easement"), for the purpose of allowing by permit the installation,
construction, operation, maintenance, inspection, rebuilding, repair, improvement, relocation, alteration,
replacement or removal of the following facilities, (referred to as the "Permitted Utility Facilities"):

A. A communication system to be installed, operated, owned and maintained by **Brightspeed (Century Link)**, its agents, successors or assigns, for the purpose of providing telephone, cable television and high speed internet services, consisting of buried cables, buried wires, posts, terminals, pedestals, vaults, conduits, manholes, hand-holes, and related above-ground facilities including, but not limited to, cables, wires, poles, posts, terminals, location markers, cabinets, equipment housings, remote terminal units, and other appurtenances as may from time to time be required.

over, under, through, upon and across the lands and property of the Grantor adjacent to Route 600, situated in the County of Fluvanna, Virginia, and including the right of reasonable egress and ingress to these Permitted Utility Facilities, said VDOT Utility Easement being more particularly bounded and described as follows:

Being as shown on Sheets 3, 3RW, 4 and 4RW of the plans for Route 600 State Highway Project 0600-032-611, RW201 and beginning on the North (right) side of the Route 600 Construction Baseline from the lands now or formerly belonging to Bevely F. and Carolyn B. Butler opposite approximate Station 104+48 to the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 108+00 and from the lands now or formerly belonging to Lake Monticello Owners Association opposite approximate Station 110+00 to the lands now or formerly belonging to Lake Monticello Service Company opposite approximate Station 110+15, together containing 5,906 square feet, more or less, in proposed permitted utility easement as shown in **PINK**, a copy of which is attached hereto to be recorded herewith in State Highway Plat Book _____, Page _____.

Being part of the land acquired by the Grantor from Lake Monticello Owners' Association, a non-stock corporation by Deed dated September 23, 2011 and recorded December 16, 2011 in Deed Book 855, Page 271, Instrument No. 1103841 in the office of the Clerk of the Circuit Court of Fluvanna County.

The VDOT Utility Easement and all Permitted Utility Facilities installed thereon as hereinabove described are subject to the following conditions:

1. The Grantee, its agents, permittees, successors or assigns, and the respective owners of the utility facilities ("Utility Owners") shall have full and free use of the said easement and right of way for the purposes named, and shall have all rights and privileges reasonably necessary to exercise use of the easement and right of way as their interests are set forth herein, including the right of reasonable ingress to and egress from this easement over the remaining land of Grantor by such private roads as may now or hereafter exist on the property of Grantor. The right, however, is reserved to Grantor to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, then the Grantee, its agents, permittees, successors or assigns, and the Utility Owners shall have such right of reasonable ingress and egress over the lands of the Grantor adjacent to the easement.
2. The Grantee, its agents, permittees, successors and assigns, and the Utility Owners shall each conduct their operations within the easement area in a manner that does not materially interfere with or is otherwise inconsistent with the other easements, rights of way or interests in land acquired hereunder. Any material interference or inconsistency between users of any joint utility easement created hereunder that is not otherwise resolved by the text of this deed shall be resolved in favor of the entity that held, prior to the recording date of this deed, the first in time easement, right of way, other interest in land or occupancy of land under a claim of right or with the apparent acquiescence of the Grantor. Notwithstanding the foregoing, should the operations of the Grantee, its agents, permittees, successors or assigns necessitate material interference with the easements, rights of way or interests of land acquired hereunder, the Grantee, its agents, permittees, successors or assigns shall, in accord with applicable law, have the right and obligation to

provide a replacement easement to, or pay the relocation costs of, the affected entity, to the extent necessary to resolve such interference, provided the affected entity held an easement, right of way, other interest in land or occupancy of land under a claim of right or with the apparent acquiescence of the Grantor prior to the recording date of this deed.

3. The Grantee, its agents, permittees, successors and assigns, and the Utility Owners shall have the right to trim, cut and remove trees, shrubbery, fences, structures, or other obstructions or facilities inside and outside the boundaries of the easement deemed to interfere with the proper and efficient use of the easement for the purposes named and/or the safe and proper operation of the utility facilities; provided, however, the Grantee, its agents, permittees, successors or assigns, or the Utility Owners, at their own expense, shall restore, as nearly as possible, the property to its original condition, including the back-filling of trenches, the replacement of curbing and asphalt pavement, and the reseeding of grass areas, but not the replacement of structures, trees, or other obstructions. The right to trim, cut and remove trees or shrubbery inside the boundaries of the easement shall be in accordance with each Utility Owner's trimming specification, e.g., in compliance with the National Electric Safety Code; Virginia State Corporation Commission Guidelines on Tree-Trimming; the Virginia Overhead High Voltage Safety Act, Va. Code §§ 59.1-406 - 59.1-414; ANSI A-300 and ANSI Z-133. Outside the boundaries of the easement, the Utility Owners may only trim, cut and remove trees or shrubbery (including but not limited to weak, diseased and/or dead vegetation) that pose a danger to the safe and reliable operation of the utility facilities in order to eliminate the hazard. All trees and limbs cut by the Grantee, its agents, permittees, successors and assigns, or the Utility Owners shall remain the property of Grantor.
4. The Grantee, its agents, permittees, successors or assigns, and the Utility Owners shall, consistent with the purposes named, have the right to inspect, rebuild, repair, remove and

relocate their respective utility facilities or any part thereof, within the easement area, and may make such changes, alterations, substitutions, additions in and to, or extensions of its facilities as it deems advisable, and consistent with the purposes named, without the prior consent of the Grantor.

5. The Grantee, its agents, permittees, successors or assigns, and the Utility Owners shall, subject to the rights acquired herein, repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement and right of way and (b) outside the boundaries of the easement caused by the Grantee, its agents, permittees, successors or assigns, or the Utility Owners in the process of the construction, inspection, and maintenance of facilities by the Grantee, its agents, permittees, successors or assigns, and the Utility Owners, or in the exercise of their right of ingress and egress, provided that Grantor gives written notice thereof to Grantee, its agents, permittees, successors or assigns, or the Utility Owners, as appropriate, within sixty (60) days after such damage occurs.
6. The communications systems constructed hereunder are and shall remain the property of the Grantee, its agents, permittees, successors or assigns, and the Utility Owners. The Grantee, its agents, permittees, successors or assigns, and the Utility Owners shall, consistent with the purposes named, have the right to inspect, rebuild, repair, remove and relocate their individual utility facilities or any part thereof, within the easement area, and may make such changes, alterations, substitutions, additions in and to, or extensions of their facilities as they deem advisable, and consistent with the purposes named, without the prior consent of the Grantor. In making any such changes, alterations, substitutions, additions in and to, or extensions of its utility facilities after the initial installations for the Project herein described, the Grantee, its agents, permittees, successors and assigns, and the Utility Owners shall not install any above ground pole, cabinet, transformer, fence or

appurtenance within any existing paved parking area or entrance way without the prior consent of the Grantor; such consent shall not be unreasonably withheld. Manholes, vaults, handholes and similar types of appurtenances can be installed under paved areas and sidewalks provided they are load-bearing and are set flush with the existing pavement or sidewalk.

7. The Grantor, its agents, permittees, successors and assigns, may use the property subject to the easement for any reasonable purpose not inconsistent with the rights hereby acquired , provided such use does not unreasonably interfere with the Grantee, its agents, permittees, successors or assigns, or the Utility Owners, in their reasonable exercise of any of the rights acquired hereunder. In connection with the future development of the property subject to the easement, the Grantor shall not have the right to construct any building, or other above-ground obstruction within the easement area which unreasonably interferes with Grantee's use of the easement; provided, however, the Grantor shall be allowed to install and construct upon the easement area fences, parking lots, paving, sidewalks, lighting, landscaping (subject, however, to the trimming rights in Paragraph 3 hereof), curbing, gutters, street signs, storm water detention areas and below-ground obstructions within the easement area which do not unreasonably interfere with the Grantee, its agents, permittees, successors and assigns, or the Utility Owners, in their exercise of the rights acquired hereunder. In the event such use by the Grantor does interfere with the exercise of any of the rights acquired by the Grantee, its agents, permittees, successors or assigns, or the Utility Owners hereunder, the Grantee, its agents, permittees, successors or assigns, and the Utility Owners may, in their reasonable discretion, relocate such of its utility facilities as may be practicable to a new site designated by Grantor and acceptable to the Grantee, its agents, permittees, successors or assigns, and the Utility Owner. In the event any such facilities are so relocated, Grantor shall reimburse the Grantee, its agents,

permittees, successors or assigns, or the Utility Owners for the cost thereof and convey to the Grantee, its agents, permittees, successors or assigns, and the Utility Owners an equivalent easement at the new site.

Grantee shall have the right to assign or permit usage of this easement, or portions thereof, said assignment and usage to be only for the purposes and subject to the limitations set forth herein.

The Grantor by the execution of this instrument acknowledges that the plans for the aforesaid project as they affect its property have been fully explained to it or its authorized representative.

The Grantor covenants that it is seized of the property and has the right to convey the easement and the rights and privileges herein conveyed to Grantee and that Grantee shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement and the rights and privileges hereby granted, subject to the limitation set forth herein.

The Grantor covenants and agrees for itself, its heirs, successors and assigns that it has been made aware of its right to receive just compensation for the easement herein conveyed, and that the considerations aforementioned and paid to it shall be in lieu of any and all claims to compensation and damages, if any, by reason of the location, construction, operation and maintenance of the utility facilities described herein.

SIGNATURES AND NOTARY CERTIFICATIONS ON FOLLOWING PAGE

WITNESS the following signature and seal

COUNTY OF FLUVANNA

_____(SEAL)

By: _____
Title

COMMONWEALTH OF VIRGINIA

COUNTY OF FLUVANNA

The foregoing instrument was acknowledged before me this _____ day of _____
_____, 2025, by _____,
(Name of officer or agent)

_____ of the County of Fluvanna.
(Title of officer or agent)

My Commission expires _____.

Notary Registration No.: _____.

Notary Public

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Wednesday, August 20, 2025, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

APPROVE A RIGHT OF WAY DEED OF EASEMENT AND A UTILITY DEED OF EASEMENT ON PARCEL TM #18-A-1E AT ROUTE 600 AND ROUTE 618 TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION.

Copies of the complete text of the above easements are available for public review at <https://www.fluvannacounty.org/> and at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: Aug. 14, 2025

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

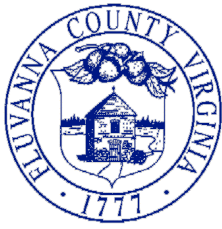
434-591-1910

434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	August 20, 2025					
AGENDA TITLE:	Request for a Waiver for the Sign Requirements for the Fork Union Drive-in					
MOTION(s):	I move that the Board of Supervisors adopt an ordinance to waive the sign requirements under Section 22-15-3 of the County Code for the Fork Union Drive-in.					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
		X				
STAFF CONTACT(S):	Todd Fortune, Director of Planning; Dan Whitten, County Attorney					
PRESENTER(S):	Todd Fortune, Director of Planning; Dan Whitten, County Attorney					
RECOMMENDATION:	Approve					
TIMING:	Normal					
DISCUSSION:	The applicant has submitted sign designs as part of a sign permit application. The signs as proposed do not meet size, height, or number of sign requirements per Section 22-15-3 of the Fluvanna County Code. A waiver of the Code requirements would be needed for the sign permit to be approved.					
FISCAL IMPACT:	None.					
POLICY IMPACT:	The Board is being asked to consider a waiver of the requirements for signs per Section 22-15-3 of the Fluvanna County Code.					
LEGISLATIVE HISTORY:	A Special Use Permit for the parcel to be used as a drive-in theater has been approved. The proposed signs would be for the drive-in theater.					
ENCLOSURES:	<ul style="list-style-type: none"> • Staff Report • Ordinance to waive certain requirements under County Code Section 22-15-3 • County Code Section 22-15-3 • Sign Specifications 					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	
	X				X	



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2025-08-20 p.59/110
132 Main Street
P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors
Request: Waiver of Sign Ordinance Requirements
Fork Union Drive-in

From: Todd Fortune
District: Fork Union Election District

Applicant: Fork Union Drive-in LLC

Requested Action: The Board of Supervisors is being asked to consider a waiver for the sign requirements as stipulated in the Fluvanna County Code, Section 22-15-3, for the Fork Union Drive-in.

Existing Zoning: B-1, Business, General

Existing Land Use: Vacant (planned reopening of the Drive-in)

Applicant Summary:

The applicant has submitted sign designs as part of a sign permit application. The sign as proposed does not meet size, height, or number of sign requirements per Section 22-15-3 of the Fluvanna County Code. A waiver of the Code requirements would be needed for the sign permit to be approved. Consequently, the Board is being asked to approve a waiver of the size, height and number of sign requirements for signs per Section 22-15-3 of the Fluvanna County Code.

Suggested Motion:

I move that the Board of Supervisors adopt an ordinance to waive to the sign requirements under Section 22-15-3 of the County Code for the Fork Union Drive-in.



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

ORDINANCE No. 12-2025

AN ORDINANCE TO WAIVE SIGN REQUIREMENTS FOR SIGNS UNDER COUNTY CODE SECTION 22-15-3 FOR THE FORK UNION DRIVE-IN

WHEREAS, Ronald Unnerstall, acting on behalf of the F.F. White II Revocable Trust, has submitted a sign permit application and design plans for the planned Wawa at Zion Crossroads; and

WHEREAS, Fluvanna County staff have reviewed the design plans and determined that they exceed maximum sign area, height, and number of signs allowed under Section 22-15-3 of the Fluvanna County Code; and

WHEREAS, Ronald Unnerstall has requested a waiver of the maximum sign area, height and number of sign requirements under Section 22-15-3 of the County Code; and

WHEREAS, the Board, after public notice, public hearing and due deliberation in accordance with law approved the waiver of the requirements on **August 20, 2025**.

NOW THEREFORE BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, the waiver to maximum sign area, height and number of sign requirements under County Code Section 22-15-3 for the Fork Union Drive-in, **BE, AND IT IS HEREBY, APPROVED**; such waiver shall allow the proposed signs to exceed size, height, and number of sign requirements.

Adopted this 20th day of August 2025
by the Fluvanna County Board of Supervisors

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District						
John M. Sheridan, Columbia District						
Mike Goad, Fork Union District						
Timothy Hodge, Palmyra District						
Anthony P. O'Brien, Rivanna District						

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

Sec. 22-15-3. Signs permitted.

(1) Agricultural (A-1) — The following signs shall be permitted in the A-1, Agricultural, General zoning district:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	4 sq. ft.	4 feet
Projecting Sign	1 per establishment	9 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

(2) Residential (R-1, R-2, R-4, MHP) — The following signs shall be permitted in the R-1, Residential, Limited; R-2, Residential, General; R-4, Residential, Limited; and MHP, Manufactured Home Park zoning districts:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Business Sign	1 per parcel	32 sq. ft. (freestanding or monument)	10 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Home Occupation Sign	1 per parcel	4 sq. ft.	4 feet
Subdivision Sign	1 per entrance	40 sq. ft.	6 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet

(3) Residential (R-3), Business (B-1, B-C), Planned Unit Development (PUD), and Industrial (I-1, I-2) — The following signs shall be permitted in the R-3, Residential, Planned Community; B-1, Business, General; B-C, Business, Convenience; PUD, Planned Unit Development; I-1, Industrial, Limited; and I-2, Industrial, General zoning districts:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign (standalone businesses or not part of business/industrial park)	1 per parcel	32 sq. ft. (freestanding) 40 sq. ft. (monument)	10 feet (freestanding) 12 feet (monument)
Business Sign (shopping centers or business/industrial parks)	1 per shopping center or business park entrance	1.5 sq. ft. of sign area for each lineal foot of building/tenant frontage - up to a maximum of 150 sq. ft. aggregate	10 feet (freestanding) 15 feet (monument)
Canopy Sign	1 per establishment	12 sq. ft.	N/A
Directory Sign	1 per establishment or development	16 sq. ft.	6 feet
Electronic Message Sign	1 per parcel	28 sq. ft.	8 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Projecting Sign	1 per establishment	12 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	8 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

- (4) Zion Crossroads Urban Development Area. The following signs shall be permitted in the Zion Crossroads Urban Development Area, and supersede other sign dimensions listed in this ordinance:

Type of Sign	Number Allowed	Max. Sign Area	Max. Sign Height
Awning Sign	1 per establishment	6 sq. ft.	N/A
Business Sign (standalone businesses or not part of business/industrial park)	1 per parcel or 1 per public road frontage	36 sq. ft. (freestanding)	20 feet (freestanding)
		40 sq. ft. (monument)	25 feet (monument)
Business Sign (shopping centers or business/industrial parks)	1 per shopping center or business park entrance or 1 per public road frontage	2.5 sq. ft. of sign area for each lineal foot of building/tenant frontage - up to a maximum of 200 sq. ft. aggregate	25 feet (freestanding) 30 feet (monument)
Canopy Sign	1 per establishment	12 sq. ft.	N/A
Directory Sign	1 per establishment or development	16 sq. ft.	6 feet
Electronic Message Sign	1 per parcel	40 sq. ft.	8 feet
Entrance Sign	1 per entrance	12 sq. ft.	4 feet
Projecting Sign	1 per establishment	12 sq. ft.	Roof line of the building
Subdivision Sign	1 per entrance	40 sq. ft.	8 feet
Temporary Subdivision Advertising Sign	1 per public road frontage	32 sq. ft.	8 feet
Wall Sign	1 per public road frontage	3 sq. ft. per 1 lineal foot of building/tenant frontage*	Roof line of the building

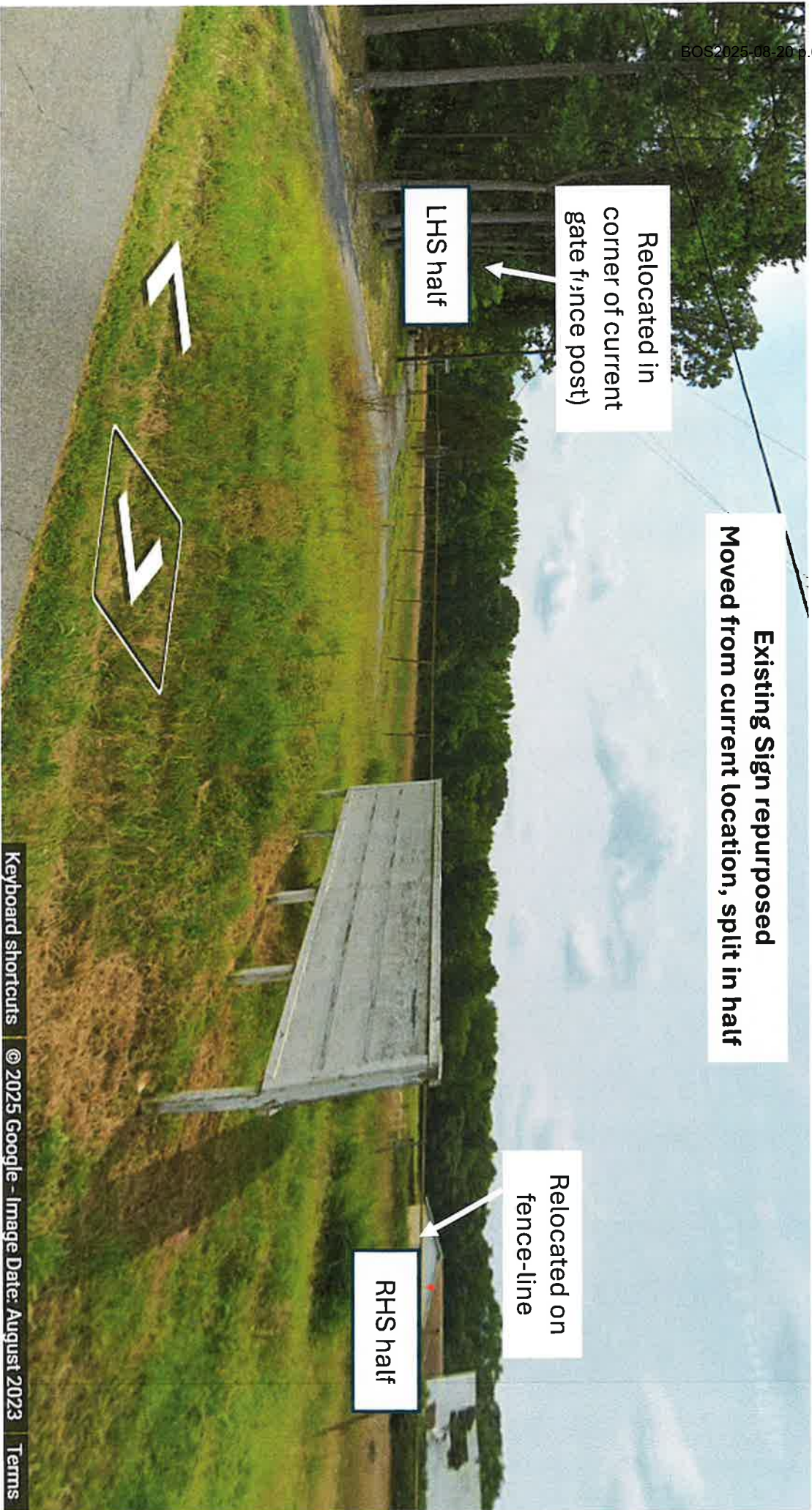
* No more than 50% of the total sign area may be displayed on the front of the building. The remaining 50% may be distributed on the sides and rear of the building, with a maximum of 25% distribution per side and a maximum of 50% distribution on the rear of the building.

(Ord. 6-16-10; Ord. 6-21-17; Ord. 10-17-18)

Fork Union Drive In

Signage modifications

June 17, 2025



Existing Sign repurposed
Moved from current location, split in half

Relocated in
corner of current
gate fence post

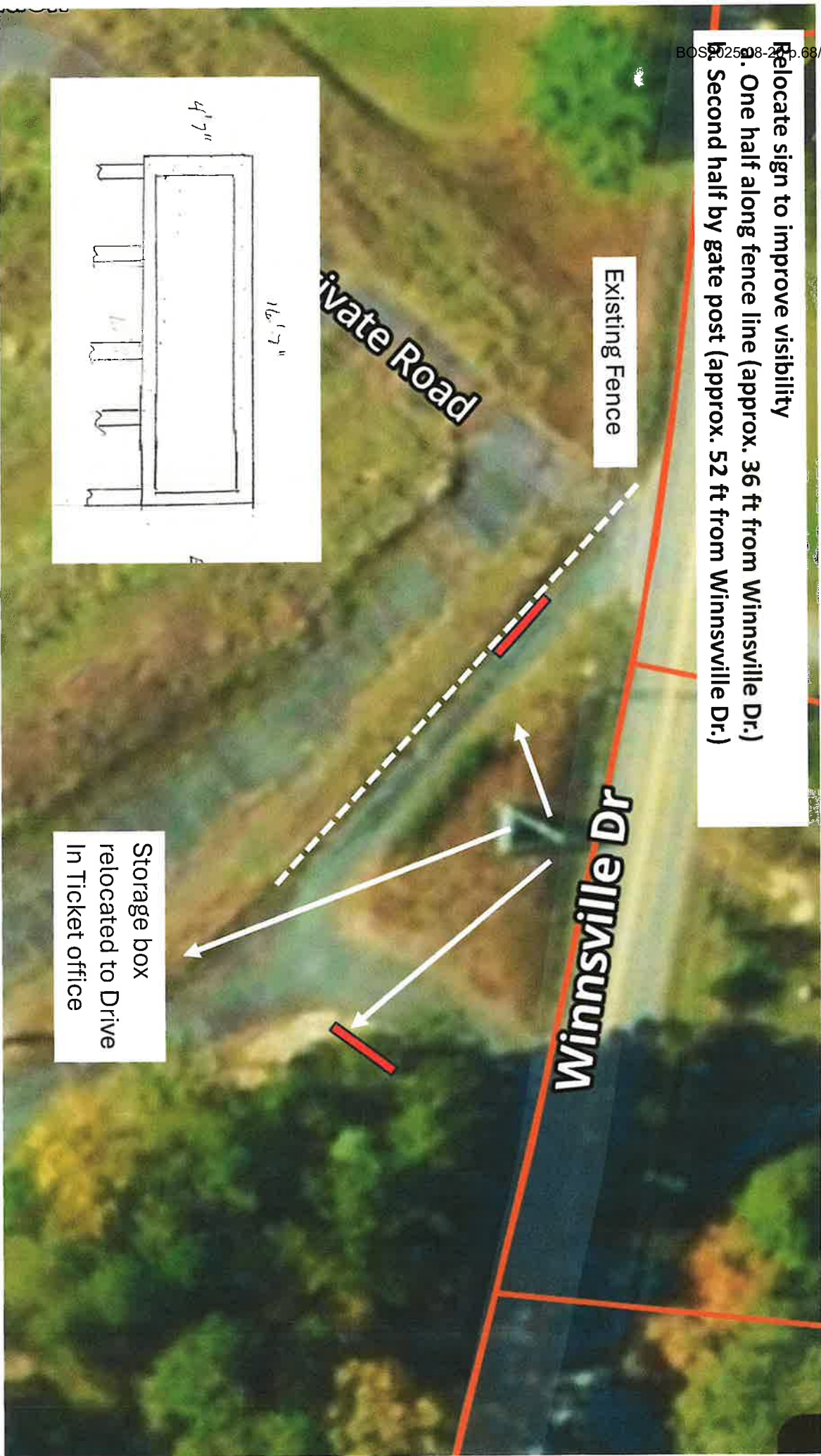
LHS half

Relocated on
fence-line

RHS half

Relocate sign to improve visibility

- a. One half along fence line (approx. 36 ft from Winnsville Dr.)
- b. Second half by gate post (approx. 52 ft from Winnsville Dr.)

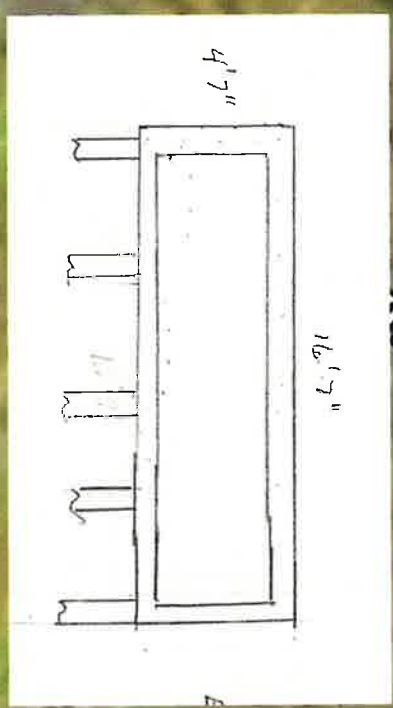


Existing Fence

Private Road

Winnsville Dr

Storage box
relocated to Drive
In Ticket office



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

TAB K

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors August 6, 2025 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday August 6, 2025, be adopted.				
BOS WORKPLAN?	Yes	No	If yes, list item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes August 6, 2025.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
August 6, 2025
Regular Meeting 5:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
John M. (Mike) Sheridan, Columbia District

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 5:02pm, Chair Fairchild called to order the Regular Meeting of August 6, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

Mr. Dahl requested the addition of Employee Survey, and Food and Beverage Tax to Unfinished Business.

MOTION:	Accept the Agenda, for the August 6, 2025 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Groovin’ at the Grove

- Joe The Spy will be playing Saturday, August 9th. Based in Richmond, Joe The Spy is a 6-piece blues rock band playing music from Stevie Ray Vaughn to Aretha Franklin. A unique sound to sing and dance to!
- FOOD TRUCKS: Tasty Vittles' and Blue Ridge Pizza. Beer Garden Sponsor: Fluvanna Girls Softball League

COMMUNITY CENTER UPGRADES

- Thanks to Dale Critzer for getting the entrance way, hallways and stage room at the Community Center upgraded and looking like a new building! There has been new paint (stage room, hallways, entrance and senior room), lowered front arch with improved lighting, as well as new flooring. More repairs to the rest of the building are coming in the future.

BUTTERFLY HOUSE AT PG PARK

- The updated greenhouse at the Butterfly Garden has been improved over the past year or so to become a thriving Butterfly House. Through their hard work, the Master Gardeners and Master Naturalists along with Mr. Rossnagel has made this a destination for nature lovers bringing visitors from within and outside of Fluvanna County. Parks and Recreation would like to recognize and thank them for their volunteered time making Pleasant Grove Park and Fluvanna County a destination to visit!

COUNTY VS COUNTY KICKBALL TOURNAMENT

- The Second Annual County vs County Kickball Tournament was held on Friday, July 25 at RF&P Park in Henrico County.
- Seed Game was a loss to Hanover (B) 7-5, Game 1 we were the 4 seed beating 5 seed Powhatan 7-4, Game 2 we played 1st seed Goochland losing 14-3. 3rd seed Henrico won the tournament for the 2nd year.
- 2025 Fluvanna County Team - Vincent Rizzo, Dan Whitten, Faith Stuart, Eric Dahl, Aaron Spitzer, Brendan Krett, Nancy Frazier, Kim Mabe, Matt Stancil, Lauren Sheridan, Tori Melton, and Alex Porter.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Aug 20	6:00 PM	Regular Meeting	Circuit Court
Wed	Sept 3	5:00 PM	Regular Meeting	Circuit Court
Wed	Sept 17	6:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:13pm, Chair Fairchild opened the first round of Public Comments.

- Don Reynard, 3531 Union Mills Rd, commented on the unallocated fund balance, and the food and beverage tax.
- Pat Block, 103 Island Hill Rd, thanked the Board for her appointment to the Parks and Recreation Advisory Board.
- Ashly Boschen, 816 Jefferson Dr, gave a brief update of the Habitat form Humanity projects in the county.
- Patti Reynard, 3531 union Mills Rd, commented on unallocated funds, raising taxes, and land use.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:22pm.

6 – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/REAPPT	BEGINS TERM	ENDS TERM
Community Policy and Management Team (CPMT) – Parent Representative	Nikki Sheridan		Appt	8/6/2025	6/30/2026
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Abstain
RESULT:	4-0-1				

7 – PRESENTATIONS

None.

8 - ACTION MATTERS

Fork Union Water Supply System Design Services – Waterlines Preliminary Design Proposal – Eric Dahl, County Administrator

- In June 2021 VEPCO received and SUP and Conditional Rezoning to construct a lined sanitary landfill in order to dispose of the Coal Combustion Residuals on the property adjacent to the Bremo Power Station. This landfill will affect existing ground water wells within a 1.5 mile radius of the Power Station, including two FUSD wells and private wells. To provide a safe and reliable potable water source for the residents and business users in the FUSD, the County will need to construct a new water supply system.
- VEPCO proffered funds for these improvements as part of the SUP and Conditional Rezoning approval.
- The new water supply system will take raw water from a JRWA raw water main, will include a transmission main to a new water treatment plant, and will include finished water distribution mains.
- The cost of this preliminary design project is \$1,121,870.
- The scope of work in this Project Agreement should be completed within 10 months (June 2026).

MOTION:	Approve Project Agreement 07 with Dewberry Engineers, Inc. for professional engineering services and authorize the County Administrator to execute the Agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve a supplemental appropriation for the FY26 Fork Union Sanitary District budget in the amount of \$1,121,870, with funding to come from the Dominion Energy Water Supply Payment Proffer Funds for Engineering.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Fork Union Water Supply System Design Services – Water Treatment Plant 30% Design Proposal – Eric Dahl, County Administrator

- The cost of this 30% preliminary design project is \$616,590.
- The scope of work in this Project Agreement should be completed within 12 months (September 2026).

MOTION:	Approve Project Agreement 08 with Dewberry Engineers, Inc. for professional engineering services and authorize the County Administrator to execute the Agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve a supplemental appropriation for the FY26 Fork Union Sanitary District budget in the amount of \$616,590, with funding to come from the Dominion Energy Water Supply Payment Proffer Funds for Engineering.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY27 Budget Calendar – Theresa McAllister, Management Analyst II

- Ms. McAllister gave the Board of Supervisors a brief overview of the proposed FY27 Budget Calendar.
- Mr. Hodge asked if the budget adoption dates could be up to allow the Commissioner of the Revenue and the Treasurer’s Offices more time to produce the tax bills. After some discussion, the Board agreed to defer until the next Board meeting so staff can look into new dates.

MOTION:	Defer the FY27 Budget Calendar until the August 20, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Approval of Paving Contract with ProSeal Services, Inc. – Dan Whitten, County Attorney

Contract terms the County should be aware of:

The County issued IFB #2025-01 on July 11, 2025.

- Vendor was the lowest responsive and responsible bidder for the Pleasant Grove Park Paving projects out of four bidders.
- Total paving cost is \$201,216 for the following projects:
 - o Pleasant Grove – Roads
 - o Pleasant Grove House – two parking lots
 - o Two parking lots near soccer field and playground
 - o 9 speed humps
- This lowest bid is \$21,216 higher than the County-budgeted amount of \$180,000; additional money will need to be appropriated.
- Other bid totals: \$252,215.00, \$274,325.00 and \$260,089.00.

MOTION:	Approve a supplemental appropriation in the amount of \$21,216 for the FY26 Pleasant Grove Park Paving CIP, with such funds to come from Unassigned Fund Balance.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the Paving Contract with ProSeal Services, Inc. for four (4) projects at Pleasant Grove Park at a total cost of \$201,216.00, and authorize the County Administrator to execute the contract subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Authorization to Advertise for a public hearing to approve two Deeds of Easement to VDOT – Dan Whitten, County Attorney

- Fluvanna County owns the property identified as TM #18-A-1E, located at Route 600 (South Boston Rd.) near Lake Monticello.
- VDOT intends to add a left turn lane off Route 600 onto Route 618 (Lake Monticello Road), for which project it requires a Right of Way Easements on the County parcel.
- VDOT also intends to install a Brightspeed/CenturyLink communication facility within the same parcel.
- VDOT has offered the County \$4,000 for the Right of Way Easement.
- Mr. Hodge asked if ground rent will be collected for the Brightspeed facility. Mr. Whitten will reach out to VDOT and have an update for the Board at the August 20, 2025 meeting.

MOTION:	Advertise a public hearing to be held August 20, 2025 to approve a Right of Way Deed of Easement and a Utility Deed of Easement to Virginia Department of Transportation.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Application for Special Event Permit (SEP) – Fork Union Drive-In LLC – Eric Dahl, County Administrator

- Fluvanna Code Sec. 7-1-2: Musical or entertainment festival or festival shall mean any gathering of groups or individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces not within an enclosed structure.
- Planning & Zoning has recommended the Fork Union Drive-in applicant apply for a Special Event Permit for the ribbon cutting opening event- currently planned for September 13th.
- The Fork Union Drive-In ribbon cutting and fundraising event on Saturday, September 13, 2025 will include antique cars, local vendors, local music, open concession stand, and fireworks. Gates opening around 10am and ending after a firework show, approximately 10pm. Admission will be free, but a small donation at the gate entrance will be requested.

MOTION:	(approve/ deny/ defer) the application for Special Event Permit (SEP) for an event to take place at the Fork Union Drive-In on September 13, 2025.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for August 6, 2025:

- Minutes of July 2, 2025 – Caitlin Solis, Clerk to the Board
- Accept Dedication of Utility Easements for extension of County water and sewer lines – Dan Whitten, County Attorney
- Accounts Payable Report for May 2025 – Tori Melton, Director of Finance
- Accounts Payable Report for June 2025 – Tori Melton, Director of Finance
- CRMF - CEN Playground Equipment – Don Stribling, FCPS Executive Director
- CRMF - FCHS Bus Loop Sheetrock and Ceiling – Don Stribling, FCPS Executive Director
- CRMF - FCHS Chiller 1 – Don Stribling, FCPS Executive Director
- CRMF - FCHS Stage CYC Lights – Don Stribling, FCPS Executive Director
- FY26 FCPS Grants Supplemental Appropriation – Brenda Grasser, Executive Director for Instruction and Finance
- FY25 FUSD Insurance Claim - Replace Fire Hydrant due to Vehicle Crash – Tori Melton, Director of Finance
- FY25 Aid to Localities Fund - Fire Department – Tori Melton – Director of Finance
- FY25 Treasurer’s Office Supplemental Appropriation – Tori Melton, Director of Finance
- FY26 Additional Library State Aid Supplemental Appropriation – Tori Melton, Director of Finance
- FY26 IT Tyler Technologies Supplemental Appropriation – Tori Melton, Director of Finance
- Emergency Management Generalist Position Updates – Eric Dahl, County Administrator
- Revised Bylaws for Parks & Recreation Advisory Board (RAB) – Aaron Spitzer, Director of Parks and Recreation
- Temporary Staff Stipend for Additional Duties – Jones – Eric Dahl, County Administrator
- Temporary Staff Stipend for Additional Duties - Shiflett – Lt. Joshua Greene, Sheriff’s Office

MOTION:	Approve the consent agenda, for the August 6, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

Employee Survey – Mr. Dahl gave the Board an update on the status of the Employee Survey.

Food and Beverage Tax – Mr. Fairchild asked for clarification on the Food and Beverage Tax requirements after a winery in the county reached out to him with questions. Mr. Whitten clarified the code and answered questions from the Board.

Tree at Crofton – Mr. Dahl gave the Board a quick update on the tree removal at Crofton. VDOT will remove the tree in the right of way and will also remove another tree very close to the line once the property owner has signed a right of entry.

12 - NEW BUSINESS

- Mr. Hodge asked about the status of the new administration building. Mr. Dahl updated the Board on the weekly meetings with the architects. Mr. Fairchild asked about the estimated cost of the new administration building. Mr. Dahl will bring the estimated cost back at a future meeting.

13 - PUBLIC COMMENTS #2

At 6:37pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:37pm.

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 6:37pm, 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 in the Columbia District; Investment of Funds – Contract User Grant under the Water and Sewer Ordinance in Zion Crossroads, organizational assessment proposals review; Legal Matters – Contract User Grant under the Water and Sewer Ordinance in Zion Crossroads, legal advice involving Special Use Permit conditions for project Expedition, billing for the Fork Union Sanitary District.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 9:18 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.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- *At 9:18pm, a motion was made to extend the Board of Supervisors meeting.*

MOTION:	Approve a motion to extend the August 6, 2024 Regular Board of Supervisors meeting to 9:39pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, August 6, 2025 at 9:19pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

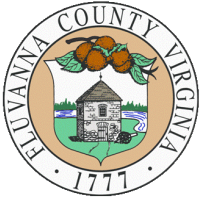
Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

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

TAB L

MEETING DATE:	August 20, 2025					
AGENDA TITLE:	Designating Fluvanna County as a Purple Heart County					
MOTION(s):	I move the Board of Supervisors adopt the resolution entitled “A Resolution to Designate Fluvanna County as a Purple Heart County.”					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
				X		
STAFF CONTACT(S):	Eric Dahl, County Administrator					
PRESENTER(S):	Eric Dahl, County Administrator					
RECOMMENDATION:	Approve					
TIMING:	Routine					
DISCUSSION:	<p>The Military Order of the Purple Heart Chapter 1965 contacted the County to work towards designating Fluvanna County a Purple Heart County.</p> <p>The Commonwealth of Virginia became a Purple Heart State in 2016 when the Senate and the House of Delegates passed a joint resolution and was signed by the governor. The dedication of that resolution took place at the Virginia War Memorial that November.</p> <p>The adoption of the resolution will be a small way to honor the men and women of Fluvanna County that have been wounded or killed in the service of our country.</p>					
FISCAL IMPACT:	None					
POLICY IMPACT:	N/A					
LEGISLATIVE HISTORY:	N/A					
ENCLOSURES:	Resolution Request Letter from the Military Order of the Purple Heart					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 17-2025

A Resolution to Designate Fluvanna County as a Purple Heart County

WHEREAS, Fluvanna County has always supported its military and veteran population; and

WHEREAS, the residents of Fluvanna County have great admiration and utmost gratitude for all the men and women who have selflessly served their country and this community in the United States Armed Forces; and

WHEREAS, the Purple Heart is specifically awarded in the name of the President of the United States to members of the Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, chartered by Congress in 1958, the Military Order of the Purple Heart's mission is to foster an environment of goodwill and camaraderie among combat-wounded veterans, promote patriotism, support necessary legislative initiatives, and most importantly, provide service to all veterans and their families; and

WHEREAS, Fluvanna County has a highly decorated veteran population, including many Purple Heart recipients; and

WHEREAS, Fluvanna County appreciates the sacrifices of Purple Heart recipients in defending our freedoms; and

NOW THEREFORE, LET IT BE RESOLVED that the Fluvanna County Board of Supervisors, this 20th day of August, 2025, hereby designates Fluvanna County as a Purple Heart County, honoring the service and sacrifice of our nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans; and

IT IS FURTHER RESOLVED AND ORDERED that a copy of this resolution be permanently recorded among the papers of this Board of Supervisors of Fluvanna County; and

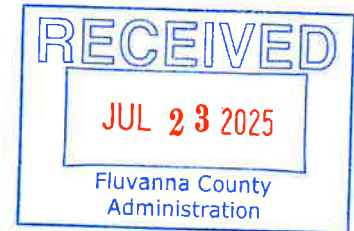
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 20th day of August 2025.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Mike Goad, Fork Union District						
Timothy Hodge, Palmyra District						

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

Military Order of the Purple Heart
Chartered by Congress
Greater Richmond Chapter 1965



June 29, 2025

**Mr. Eric Dahl
Fluvanna County Administrator
132 Main Street
Palmyra, VA 22963**

Dear Mr. Dahl,

We at the Military Order of the Purple Heart Richmond Chapter 1965 are hopeful that Fluvanna County will consider a proclamation or resolution making the county a Purple Heart County. The county has Veterans on the Virginian War Memorial. Their names are those killed in the defense of our freedoms.

The Commonwealth of Virginia became a Purple Heart State in 2016 when the Senate and the House of Delegates passed a joint resolution and was signed by the governor. The dedication of that resolution took place at the Virginia War Memorial that November.

I have enclosed a list of counties in Virginia that have designated themselves a Purple Heart County. I have also enclosed a copy of Chesterfield County Resolution for your reference.

The men and women of Fluvanna County that have been wounded or killed in the service of our country deserve to be honored for their sacrifice. This recognition is a small way of saying thank you for your service.

If you should need any additional information, please don't hesitate to call me on my cell 703-622-2419.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Samuel B. Fonzi". The signature is fluid and cursive, with the first name "Samuel" being more prominent and the last name "Fonzi" written in a similar style.

Samuel B. Fonzi

Adjutant

Greater Richmond Chapter 1965

Military Order of Purple Heart

Military Order of the Purple Heart
Chartered by Congress
Greater Richmond Chapter 1965



**PURPLE HEART COUNTIES AND CITIES
IN VIRGINIA**

**AMHERST COUNTY
APPOMATTOX COUNTY
BEDFORD COUNTY
CAMPBELL COUNTY
CHESTERFIELD COUNTY
GOOCHLAND COUNTY
GREENSVILLE COUNTY
HANOVER COUNTY
HENRICO COUNTY
JAMES CITY COUNTY
NEW KENT COUNTY
CHARLES CITY COUNTY
LOUISA COUNTY
CAROLINE COUNTY
POWHATAN COUNTY
AMELIA COUNTY**

**CITIES
ALTA VISTA
HURT**

**LYNCHBURG
RICHMOND
WILLIAMSBURG**

**COLLEGES/UNIVERSITIES
LIBERTY UNIVERSITY**

PURPLE HEART TRAIL ROUTES

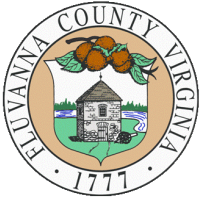
**On Route I-95, over the Occoquan River. This is west
Of Mount Vernon.**

The Purple Heart Trail Originates in Mt. Vernon

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

TAB M

MEETING DATE:	August 20, 2025				
AGENDA TITLE:	Resolution to authorize Fluvanna County's participation in the proposed settlement of opioid-related claims against the Sackler family				
MOTION(s):	I move the Board of Supervisors approve the Resolution to authorize the County's participation in the proposed settlement of opioid-related claims against the Sackler family.				
BOS WORKPLAN?	Yes	No	If yes, which item(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> • The Sackler family are the owners of the Perdue Pharma family of companies. • A settlement proposal has been negotiated that will require the Sackler family to pay an aggregate of \$6.5 billion dollars nationwide to resolve opioid-related claims against them. • The County has already approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), to which this settlement is subject. • The County must participate in this settlement in order to receive any funds. • The amount that will be received has not been determined at this point. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Resolution 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X				



BOARD OF SUPERVISORS

County of Fluvanna
Palmyra, Virginia

RESOLUTION No. XX-2025

A RESOLUTION AUTHORIZING THE COUNTY'S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST THE SACKLER FAMILY, AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY'S PARTICIPATION IN THE SETTLEMENT

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties and cities, including the County of Fluvanna, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Fluvanna's various departments and agencies; and

WHEREAS, the Commonwealth of Virginia and its counties and cities, including Fluvanna County, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and Fluvanna; and

WHEREAS, a settlement proposal has been negotiated that will cause the Sackler family, the owners of the Purdue Pharma family of companies, to pay an aggregate of \$6.5 billion dollars nationwide to resolve opioid-related claims against them; and

WHEREAS, the County has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that this pending settlement with the Sackler family shall be considered a "Settlement" that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, opioid manufacturers Janssen Pharmaceuticals, Teva Pharmaceuticals, and Allergan, and retail pharmacy chains CVS, Walgreens, Walmart, and Kroger; and

WHEREAS, the County Attorney has reviewed the available information about the proposed settlement and has recommended that the County participate in the settlement in order to recover its share of the funds that the settlement would provide;

NOW THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors, this 20th day of August, 2025, authorizes the County's participation in the proposed settlement of opioid-related claims against the Sackler family, and directs the County Attorney to execute the documents necessary to effectuate the County's participation in the settlement, including the required release of claims against the Sackler family.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 20th day of August, 2025.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District						
John M. Sheridan, Columbia District						
Mike Goad, Fork Union District						
Timothy Hodge, Palmyra District						
Anthony P. O'Brien, Rivanna District						

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors

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

TAB N

MEETING DATE:	August 6, 2025					
AGENDA TITLE:	Position Description Update - #7400- Equipment and Fleet Maintenance Technician (Mechanic)					
MOTION(s):	I move the Board of Supervisors approve the Equipment and Fleet Maintenance Technician (Mechanic) position description, as amended, and increase the pay band from pay band 11 to pay band 14.					
BOS WORKPLAN?	Yes	No	If yes, which item(s):			
		X				
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other	
				X		
STAFF CONTACT(S):	Eric Dahl, County Administrator; Jennifer Whistleman, Interim Director of Human Resources					
PRESENTER(S):	Eric Dahl, County Administrator					
RECOMMENDATION:	Approve					
TIMING:	Routine					
DISCUSSION:	<ul style="list-style-type: none"> Fluvanna County is currently recruiting for the position of Equipment and Fleet Maintenance Technician (Mechanic). The position is currently a Fluvanna County Pay Band 11, with a salary range \$38,043 - \$57,054. A recent salary survey by the Berkley Group found that the average range for a Fleet Mechanic was \$44,731.54 - \$74,540.39 with an average annual salary of \$54,622,22. The County Administrator has the authority to offer up to 15% above minimum; this would bring the starting salary up to approximately \$43,750, well below the average annual salary found in other Virginia localities. In order to attract skilled, qualified applicants, recommend moving to Pay Band 14, with a salary range of \$44,034 \$55,037 \$66,061. Anticipated hiring range, depending on qualifications: \$44,034 - \$50,639. 					
FISCAL IMPACT:	Pay Band 11: \$38,043 Pay Band 14: \$44,034 Minimum increase to starting salary: \$5,991.					
POLICY IMPACT:	N/A					
LEGISLATIVE HISTORY:	Position approved by Board of Supervisors in 2017.					
ENCLOSURES:	<ul style="list-style-type: none"> Equipment and Fleet Maintenance Technician - REDLINE Equipment and Fleet Maintenance Technician - CLEAN 					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other	
				X	X	



Fluvanna County, Virginia
Department of PUBLIC WORKS
Job Description

EQUIPMENT AND FLEET MAINTENANCE TECHNICIAN

Job Class #:	7400
Pay Grade:	14
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director

SUMMARY

Performs difficult technical work diagnosing, maintaining, and repairing County vehicles and equipment. Performs related work as required. Work is performed under the limited supervision of the Assistant Director of Public Works. Supervision may be exercised over the Assistant Fleet Maintenance Technician and contracted fleet technicians.

ESSENTIAL FUNCTIONS

- Regular, reliable attendance necessary.
- Operates a County vehicle in the performance of the job duties.
- Troubleshoots, diagnoses, maintains, and repairs County fleet vehicles as well as a variety of small engine, light power-driven, and hand-operated power equipment, including, but not limited to, small gas-powered engines, tractors, mowers and trailers, generators, lawn edgers, snow blowers, pressure washers, and chainsaws
 - Performs preventive maintenance to include lubricating, cleaning, servicing, inspecting, and testing of equipment
 - Identifies and reports significant repair and maintenance problems through regular inspections
- Transports vehicles to administer the State Vehicle Inspection program for the County
- Reviews and evaluates work performed by contracted fleet technicians.
- May make service calls and repair vehicles/equipment in the field.
- Orders and maintains inventory of parts and tools
- Cleans and cares for tools, equipment, and shop facilities
- Attends Safety Training as required
- Assist Public Works with snow and ice removal as required
- Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the practices, techniques, materials, tools and equipment used in the mechanical trade
- Ability to use and maintain hand tools, diagnostic equipment, and machine tools used in light equipment repair and maintenance
- Ability to interpret and apply information from technical manuals, service manuals, schematic diagrams, and other reference materials
- Knowledge of basic computer competency, including email, web browser, and word processing

- Knowledge of the occupational hazards and safety precautions of the trade
- Ability to develop and maintain effective working relationships with internal and external customers

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum Qualifications:

- High School diploma or equivalent
- Two years of experience in problem diagnosis, repair and maintenance of a wide variety of light, medium and heavy equipment and/or vehicles

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS


This is physical work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker is required to wear personal protective equipment necessary to prevent injury. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of or the ability to obtain (and maintain) a driver's license valid in the Commonwealth of Virginia upon date of hire.
- Possession of or the ability to obtain a Commercial Driver's License within 12 months of hire date; Class A CDL is preferred, but will accept Class B.
- Essential Services Designation – must be available to work during inclement weather and emergency call back to perform essential and/or emergency services for the County.
- Basic tools and equipment will be provided by the County and will remain under the County's ownership
- Criminal background and driving record check.

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			2017

	Fluvanna County, Virginia Department of PUBLIC WORKS Job Description
EQUIPMENT AND FLEET MAINTENANCE TECHNICIAN	
Job Class #:	7400
Pay Grade:	11 14
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director
SUMMARY	
<p>Performs work of moderate difficulty in <u>Performs difficult technical work</u> diagnosing, maintaining, and repairing County vehicles and equipment. Performs related work as required. <u>Work is performed under the limited supervision of the Assistant Director of Public Works. Supervision may be exercised over the Assistant Fleet Maintenance Technician and contracted fleet technicians.</u></p>	
ESSENTIAL FUNCTIONS	
<ul style="list-style-type: none"> • <u>Regular, reliable attendance necessary.</u> • <u>Operates a County vehicle in the performance of the job duties.</u> • Troubleshoots, diagnoses, maintains, and repairs <u>County fleet vehicles as well as</u> a variety of small engine, light power-driven, and hand-operated power equipment, including, but not limited to, small gas-powered engines, tractors, mowers and trailers, generators, lawn edgers, snow blowers, pressure washers, and chainsaws <ul style="list-style-type: none"> • <u>Performs preventive maintenance to include lubricating, cleaning, servicing, inspecting, and testing of equipment</u> • <u>Identifies and reports significant repair and maintenance problems through regular inspections</u> • Transport<u>s</u> vehicles to administer the State Vehicle Inspection program for the County • <u>Reviews and evaluates work performed by contracted fleet technicians.</u> • <u>May make service calls and repair vehicles/equipment in the field.</u> • Orders and maintains inventory of parts and tools • Cleans and cares for tools, equipment, and shop facilities • Attends Safety Training as required • Assist Public Works with snow and ice removal as required • Performs related duties as assigned. 	
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES	
<ul style="list-style-type: none"> • Working knowledge of the practices, techniques, materials, tools and equipment used in the mechanical trade • Ability to use and maintain hand tools, diagnostic equipment, and machine tools used in light equipment repair and maintenance • Ability to interpret and apply information from technical manuals, service manuals, schematic diagrams, and other reference materials • Knowledge of basic computer competency, including email, web browser, and word processing 	

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<ul style="list-style-type: none"> • Knowledge of the occupational hazards and safety precautions of the trade • Ability to develop and maintain effective working relationships with internal and external customers 			
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
Minimum Qualifications: <ul style="list-style-type: none"> • High School diploma or equivalent • Two years of experience in problem diagnosis, repair and maintenance of a wide variety of light, medium and heavy equipment and/or vehicles 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<p>This is physical work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker is required to wear personal protective equipment necessary to prevent injury. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.</p>			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> • <u>Possession of or the ability to obtain (and maintain) a driver's license valid in the Commonwealth of Virginia upon date of hire.</u> • Possess and maintain a driver's license valid in the Commonwealth of Virginia. • <u>Possession of or the ability to obtain a Commercial Driver's License within 12 months of hire date; Class A CDL is preferred, but will accept Class B.</u> • Essential Services Designation – must be available to work during inclement weather and emergency call back to perform essential and/or emergency services for the County. • Basic tools and equipment will be provided by the County and will remain under the County's ownership • Criminal background and driving record check. <p><i>This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.</i></p>			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			2017

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**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
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	The Board of Supervisors Work Plan

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 BOS Contingency Balance

The FY25 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$248,824
Less: Position Upgrades for COR's Office – 07.03.24	-\$19,721
Less: TJPDC Spring Regional Housing Summit – 07.03.24	-\$2,500
Less: BOS Leadership Retreat – 07.03.24	-\$4,500
Less: Position Upgrade from EMS Supervisor to Director – 07.03.24	-\$22,670
Less: Command Structure in Emergency Services – 07.03.24	-\$22,025
Reassessment Budget Transfer – 08.07.24	\$49,284.47
Less: Dewberry Engr Svc for Comms Twr Inspect and Mapping – 09.04.24	-\$5,300
Less: Prelim Engg Rpt PG & Comm Blvd Wtr & Sewer Service – 10.16.24	-\$31,555
Less: Position Upgrades for Treasurer Office – 11.06.24	-\$13,076
Less: TJPDC Regional Housing Study Participation – 05.07.25	-\$6,000
Less: Employee Engagement Survey – 05.07.25	-\$23,120
Less: Palmyra Sewer Redemption – 05.21.25	-\$20,000
Less: Commonwealth Atty Case Management System with Spartan – 06.04.25	-\$24,200
Available:	\$103,441.47

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY26 BOS Contingency Balance

The FY26 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$150,000
Available:	\$150,000

BUILDING INSPECTIONS MONTHLY REPORT
County of Fluvanna

Building Official:	Period:
Andrew Wills	Jul-2025

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits & SWMH)	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	9	7	93
	2024	9	7	13	7	8	12	16	8	11	12	16	6	125
	2025	11	6	12	8	12	11	22	0	0	0	0	0	82
NEW - Single Family Attached (Town Homes)	2021	0	0	0	0	1	6	0	0	6	0	0	0	6
	2022	0	0	0	0	0	0	0	0	6	0	0	0	0
	2023	0	8	0	0	0	0	0	0	0	0	0	7	15
	2024	0	0	0	0	0	0	0	6	0	6	0	7	12
	2025	0	7	5	6	6	6	7	0	0	0	0	0	37
Multi Family (Apartment, Duplex)	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
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions and Alterations	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	43	37	470
	2024	39	33	45	31	43	29	39	27	38	32	36	30	422
	2025	30	27	40	42	43	46	42	0	0	0	0	0	270
* Trade permits count not in .														
Accessory Buildings	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	5	6	64
	2024	1	6	5	3	9	3	5	2	8	1	2	4	49
	2025	6	2	2	3	3	3	5	0	0	0	0	0	24
Swimming Pools	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
	2024	1	0	6	1	2	4	0	0	0	2	0	0	16
	2025	3	0	2	1	1	0	1	0	0	0	0	0	8
Commercial/ Industrial Build/Cell Towers	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
	2024	0	0	0	0	0	1	0	1	0	0	0	0	2
	2025	1	0	0	7	3	1	0	0	0	0	0	0	12
TOTAL BUILDING PERMITS	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	57	57	651
	2024	49	46	64	44	63	45	60	44	57	49	55	40	616
	2025	51	42	61	67	64	67	77	0	0	0	0	0	429
* Trade permits count not included as in previous years														
BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	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	\$5,694,955	\$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	\$3,542,065	\$4,921,929	\$ 45,140,458
	2024	\$4,126,791	\$1,874,058	\$5,852,079	\$2,471,063	\$3,280,586	\$3,890,154	\$4,188,990	\$3,864,595	\$5,369,898	\$7,528,119	\$5,410,678	\$2,354,273	\$ 50,208,284
	2025	\$5,630,704	\$4,293,869	\$6,004,330	\$6,674,070	\$7,747,704	\$6,289,149	\$9,757,893	\$0	\$0	\$0	\$0	\$0	\$ 46,397,719

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	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	8	14	115
	2024	8	6	15	8	9	11	16	12	12	16	14	7	134
	2025	12	12	17	13	18	16	29	0	0	0	0	0	117
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	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	297	300	3,664
	2024	272	200	226	226	256	266	308	435	352	366	308	230	3,445
	2025	221	238	303	479	342	382	437	0	0	0	0	0	2,402
FEES COLLECTED														
Building Permits	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	\$17,657	\$6,021	\$ 266,214
	2023	\$11,925	\$20,870	\$11,256	\$15,385	\$21,848	\$9,751	\$9,429	\$8,207	\$10,590	\$11,603	\$11,462	\$14,778	\$ 157,104
	2024	\$21,425	\$8,680	\$19,958	\$9,063	\$8,812	\$17,936	\$21,896	\$18,824	\$19,968	\$27,219	\$20,829	\$10,272	\$ 204,882
	2025	\$18,604	\$16,502	\$23,870	\$37,980	\$29,452	\$23,670	\$36,793	\$0	\$0	\$0	\$0	\$0	\$ 186,871
Land Disturbing Permits	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	\$1,000	\$1,750	\$ 24,308
	2024	\$1,000	\$750	\$9,584	\$1,000	\$3,713	\$1,375	\$2,000	\$1,500	\$2,375	\$2,000	\$1,750	\$2,648	\$ 29,695
	2025	\$1,500	\$1,500	\$2,125	\$1,625	\$2,250	\$2,550	\$20,326	\$0	\$0	\$0	\$0	\$0	\$ 31,876
Zoning Fees collected by Building Dept starting February 2024	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
	2024	\$0	\$800	\$2,250	\$1,150	\$1,800	\$2,250	\$2,250	\$1,650	\$1,750	\$2,300	\$1,900	\$1,000	\$ 19,100
	2025	\$1,600	\$2,550	\$1,800	\$2,650	\$3,600	\$3,300	\$3,250	\$0	\$0	\$0	\$0	\$0	\$ 18,750
TOTAL FEES	2021	\$26,561	\$17,800	\$33,767	\$26,783	\$21,084	\$29,181	\$43,031	\$15,148	\$10,944	\$28,368	\$24,584	\$11,361	\$ 293,810
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 290,061
	2023	\$13,900	\$24,395	\$12,381	\$17,685	\$23,473	\$14,751	\$11,837	\$8,834	\$15,565	\$12,603	\$12,462	\$16,528	\$ 184,714
	2024	\$22,425	\$10,230	\$31,792	\$11,213	\$14,325	\$21,561	\$26,146	\$21,974	\$24,093	\$31,519	\$24,479	\$13,920	\$ 253,677
	2025	\$21,704	\$20,552	\$27,795	\$42,255	\$35,302	\$29,520	\$60,369	\$0	\$0	\$0	\$0	\$0	\$ 237,497

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY25 Capital Reserve Balances

The FY25 Capital Reserve account balances are as follows:

County Capital Reserve:

FY24 Carryover	\$497,849.16
FY25 Budget Allocation:	\$250,000
Less: Public Safety Building Replace HVAC Unit #4 – 09.04.24	-\$19,318.80
Less: Library Heat Pump Unit #4 Replacement – 10.02.24	-\$7,000
Less: FUFC Bay #5 Roll Up Door Repair – 10.02.24	-\$9,055
Less: Public Safety Building Sewer Back-Up – 10.02.24	-\$10,175
Less: Public Safety Sewer Line Repairs – 11.20.24	-\$20,500
Less: Admin Building IT Room HVAC Replacement – 11.20.24	-\$10,340
Less: Forestry Mulching Pleasant Grove Park – 04.16.25	-\$8,000
Less: Floor Recoat Kent's Store Fire Truck Bay Area – 04.16.25	-\$49,321
Less: Replace Water Heater Courts Building – 04.16.25	-\$11,750
Less: Replace Transmission in Ambulance 6 – 05.07.25	-\$9,645.68
Add: Closed CRM Project – 05.15.25	\$7,105.75
Less: Courthouse Boiler Repairs – 06.04.25	-\$19,685
Less: Commonwealth Atty Basement Renovation Continuance – 06.04.25	-\$7,500
Less: Public Utilities Sewage System Replacement – 05.07.25	-\$30,000
FY25 Available:	\$542,664.43

Schools Capital Reserve:

FY24 Carryover	\$237,045.55
FY25 Budget Allocation:	\$200,000
Less: FMS HVAC Unit Replacement & Installation – 07.03.24	-\$39,566
Less: FMS Bat Elimination – 08.07.24	-\$30,000
Less: School's Asphalt Patching (FCHS, CB, & CE) – 08.07.24	-\$9,759
Less: FCHS Driver on Chiller Circulation Pump – 08.21.24	-\$9,850
Less: CE Failed Condenser Fan's Chillers 1 & 2 – 10.02.24	-\$5,985
Less: FMS Remove Bat Colony & Seal Roofline – 10.02.24	-\$61,129
Less: Central Chiller Condenser Fan Motors – 11.06.24	-\$13,500
Add: Closed CRM Projects – 11.10.24	\$4,400
Less: Furnish & Install 9 HVAC Contactors – 11.20.24	-\$8,224.45
Less: FCHS Replace & Install 8 Speed Bumps – 11.20.24	-\$8,000
Less: FCHS Replace & Install Hot Water Pump Motor – 11.20.24	-\$4,736
Less: CEN & FMS Damage Due to Weather & Power Surges – 11.20.24	-\$9,171
Less: Abrams Academy 2 Building Removal – 11.20.24	-\$11,500
Less: FMS Recess Field Netting – 02.05.25	-\$3,220
Less: FCHS Bleachers & Gym – 02.05.25	-\$5,850
Less: Remove Carpet and ACM Floor Tile in 2 Small Buildings – 04.02.25	-\$7,250
Add: Closed CRM Projects – 04.17.24	\$286.53
Less: Blktop Repair at Central, Carysbrook, and FMS Tennis Court – 06.04.25	-\$24,947
Less: FMS Trk Projects, Ent Fencing, and Repair Hand Railings – 07.02.25	-\$13,000
FY25 Available:	\$176,044.63

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY26 Capital Reserve Balances

The FY26 Capital Reserve account balances are as follows:

County Capital Reserve:

FY25 Carryover	\$542,664.43
FY26 Budget Allocation:	\$250,000
FY26 Available:	\$792,664.43

Schools Capital Reserve:

FY25 Carryover	\$176,044.63
FY26 Budget Allocation:	\$250,000
Less: CEN Playground Equipment – 08.06.25	-\$16,263.10
Less: FCHS Bus Loop Sheetrock & Ceiling – 08.06.25	-\$12,000
Less: FCHS Chiller 1 – 08.06.25	-\$9,430
Less: FCHS Stage CYC Lights – 08.06.25	-\$10,660
Less: FMS Track Inspections and Projects – 07.02.25	-\$13,000
FY26 Available:	\$364,691.53

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY24 Year End (Audited) Unassigned Fund Balance:	\$30,580,253
Unassigned Fund Balance – 12% Target Per Policy:	12,268,030
Unassigned Fund Balance – Excess Above Policy Target:	18,312,223
Less: FCHS Track Resurfacing/Milling CIP – 08.06.24	-\$221,000
Less: Dev Agrmt btw Fluvanna, Zion 3 Notch, & Econ Dev Auth – 08.07.24	-\$250,000
Less: FY24-25 County Carryover Request – 12.04.24	-\$124,510.50
Less: FY24-25 Schools Carryover Request – 12.04.24	-\$370,591.10
Less: Space Study – 02.05.25	-\$136,295
Less: Deed of Easement & Utility Agmt with Macon Properties – 12.18.25	-\$106,000
Less: VA 250 Preservation Fund Grant – Historic Courthouse – 03.19.25	-\$400,029.50
Less: FY24 to FY25 JRWA Carryover Request – 05.21.25	-\$18,513
Less: Information Technology ADP Services (CAMA) – 05.21.25	-\$7,304
Less: FY26 Adopted CIP – 04.23.25	-\$5,290,627
Current (Audited) Unassigned Fund Balance:	\$11,387,352.90

MEMORANDUM

Date: August 20, 2025
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

*FY25 Year End (Unaudited) Unassigned Fund Balance:	\$11,387,352.90
Less: Coves Monticello Performance Grant – 07.02.25	-\$63,208.33
Less: Pleasant Grove Park Paving CIP – 08.06.25	-\$21,216
Less: Information Technology ADP Services – 08.06.25	-\$11,535
Current (Unaudited) Unassigned Fund Balance:	\$11,291,393.57

*Audited FY25 Year End Unassigned Fund Balance will be available upon Completion of the FY25 Annual Comprehensive Financial Report

