



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building  
October 1, 2025 at 5:00 pm

TAB	AGENDA ITEMS
<b>1</b>	<b>CALL TO ORDER</b>
<b>2</b>	<b>PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
<b>3</b>	<b>ADOPTION OF AGENDA</b>
<b>4</b>	<b>COUNTY ADMINISTRATOR'S REPORT</b>
<b>5</b>	<b>PUBLIC COMMENTS #1</b> (5 minutes each)
<b>6</b>	<b>APPOINTMENTS</b>
A	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
<b>7</b>	<b>PRESENTATIONS (normally not to exceed 10 minutes each)</b>
B	2025 Fluvanna County Fair Review – Aaron Spitzer, Director of Parks and Recreation
<b>8</b>	<b>ACTION MATTERS</b>
C	A Resolution authorizing DCR review of the eligibility of the Hardware River as a Virginia Scenic River – Alex Porter, GIS Technician/Planner
D	Resolution of intention to change data centers from a by-right use to a use by special use permit – Dan Whitten, County Attorney
E	Policy 7.4 Naming of County Facilities, to establish the procedure and guidelines for naming and renaming of County facilities – Dan Whitten, County Attorney
<b>9</b>	<b>PUBLIC HEARING</b>
<b>10</b>	<b>CONSENT AGENDA</b>
F	Minutes of September 17, 2025 – Caitlin Solis, Clerk to the Board
G	CRMF - FCHS Gym Air Handler – Theresa McAllister, Management Analyst
H	CRMF - FMS Bleacher Removal – Theresa McAllister, Management Analyst
I	FY26 Voluntary Contributions – Theresa McAllister, Management Analyst
J	Part-time Victim/Witness Assistant Position – Eric Dahl, County Administrator
<b>11</b>	<b>UNFINISHED BUSINESS</b>
	TBD
<b>12</b>	<b>NEW BUSINESS</b>
	TBD
<b>13</b>	<b>PUBLIC COMMENTS #2</b> (5 minutes each)
<b>14</b>	<b>CLOSED MEETING</b>
	TBD
<b>15</b>	<b>ADJOURN</b>

*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.*



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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

### BCC APPOINTMENTS STAFF REPORT

## TAB A

<b>MEETING DATE:</b>	August 6, 2025			
<b>AGENDA TITLE:</b>	Board, Commission, and Committee Appointments			
<b>MOTION:</b>	<b>I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):</b>			
<b>Board/Commission/Committee</b>	<b>Candidates (I) indicates incumbent</b>	<b>Term Start</b>	<b>Term End</b>	
Economic Development Authority (EDA) – At-Large Representative	Barbara Haines Catherine Tatro David Harlow Erica rice Joseph Gitz Patti Reynard Reese Peck	10/1/2025	6/30/2026	

BCC VACANCIES AND APPLICANTS				
BCC Interest	Applicant	Type	District	Current BCC Appointments / Other Notes
Economic Development Authority (EDA) – At-Large Representative	Barbara Haines	Appt	Cunningham	
Economic Development Authority (EDA) – At-Large Representative	Catherine Tatro	Appt	Cunningham	
Economic Development Authority (EDA) – At-Large Representative	David Harlow	Appt	Fork Union	Also serving on the Region Ten Community Services Board and the Library Board of Trustees.
Economic Development Authority (EDA) – At-Large Representative	Erica Rice	Appt	Columbia	
Economic Development Authority (EDA) – At-Large Representative	Joseph Gitz	Appt	Cunningham	
Economic Development Authority (EDA) – At-Large Representative	Patti Reynard	Appt	Palmyra	
Economic Development Authority (EDA) – At-Large Representative	Reese Peck	Appt	Cunningham	Also serving on the Rivanna River Basin Commission
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Economic Development Authority (EDA) – At-Large Representative – one unexpired term available to begin immediately and end June 30, 2026.</li> </ul>			

ENCLOSURES:	Candidate Applications
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# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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

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

Name: <b>Barbara Haines</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): I attached my most recent resume	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: 25+ years of military and corporate experience followed by four years of running a market garden/pasture based poultry and sheep operation in Fluvanna County has provided me multiple opportunities to serve on boards and committees to resolve a wide range of issues.	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Board member for the Fluvanna Farmers Market, Steering Committee member for the Fluvanna Leadership Development Class, Member at Large for the Central Virginia Veterans, Member of VFW 8169 and American Legion Post 2003	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: An interest in improving the livelihood of all Fluvanna residents while maintaining the rural character of Fluvanna County	

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

(Approved June 17, 2015)

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

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

X	BCC	X	BCC	X	BCC
X	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)		Parks & Recreation Advisory Board (RAB)
	Board of Zoning Appeals (BZA)		Fork Union Sanitary District (FUSD) Advisory Committee		Piedmont Virginia Community College (PVCC) Board
	Building Code of Appeals Board		James River Water Authority (JRWA)		Planning Commission (PC)
	Central Virginia Regional Jail (CVRJ) Authority		JAUNT Board		Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
X	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors		Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees	X	Thomas Jefferson Planning District Commission (TJPD)
	Finance Board		Monticello Area Community Action Agency (MACAA)	X	Thomas Jefferson Water Resources Protection Foundation
X	Tourism Advisory Committee (TAC)	For TAC only, please indicate the industry you are representing:			

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

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

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

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

Applicant's Signature <b>Barbara Haines</b>		Date <b>July 27, 2025</b>	
Mailing Address (including City, State, & ZIP) <small>4874 Thomas Jefferson Pkwy Palmyra, VA 22963</small>		Physical Address (if different)	
Years Lived in Fluvanna <b>4</b>	Phone # <b>[REDACTED]</b>	Alternate Phone #	Email Address <b>[REDACTED]</b>

**Office Use Only**

Application Received On:	7-27-2025	Application Received By: Leontyne Peck
Acknowledgement Sent:	7-30-2025	
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

## Barbara Haines

4874 Thomas Jefferson Parkway  
Palmyra, Virginia 22963

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### PROJECT COORDINATOR

#### Summary

Over 20 years of project and program management experience leading the technical and financial performance of small to large projects. Experienced developing training outlines, plans, records and risk management reviews. Routinely provide reports, cost expenditures, training status, and equipment status to leadership. Familiar with Wide Area Workflow (WAWF) and the Contractor Performance Assessment Reporting System (CPARS). Recognized for an ability to rapidly assess performance, improve efficiency of operations and significantly reduce costs. Areas of expertise include:

**Supply Chain ♦ Project Management ♦ Procurement ♦ Public Speaking**

**Top Secret/SCI Clearance;** fluent in Spanish familiar with Russian and Dari

#### Education and Training

MBA, Public Administration, Strayer University, 2014  
Graduate, US Army Command and General Staff College, Fort Leavenworth, KS  
BA, Political Science, Metropolitan State University of Denver

Contract Planning  
Systems Acquisitions Management  
Contracting Officer Representative

Support Operations Officer Course  
Logistics Officer Career Course  
Transportation Officer Course

#### Certifications

Certified SCRUM Master  
Supply Chain Management & Strategic Sourcing, Michigan State University  
Operational Contract Support  
Strategic Planner

#### Major Career Accomplishments in Direct Support of Project Coordination

##### Senior Logistics Management Analyst Paragon Technology Group

2016-2017

- On site project lead for \$14 Million Marine Corps contract responsible for program support, monthly review and status reports, and travel reports
- Prepared information and point papers the Deputy Commandant, Installation and Logistics that influenced USMC positions on logistics innovation and telework

##### Army Transportation Resource Operations Lead United States Army Logistics Innovation Agency (USALIA)

2013-2016

- Recruited, trained and selected a cross-functional team of subject matter experts (SME) consisting of contractors and government civilians to assume daily operations of the Army's \$1.6 Billion centrally managed transportation fund

- Applied continuous process improvement to implement policy and process changes that reduced Army rolling balance 67% and interest payments to US Bank by \$5,000 monthly
- Coordinated with other government agencies (U.S. Marine Corps, Naval Supply Systems Command, OSD, GSA, and DFAS) to resolve billing issues with commercial transportation providers that resulted in OSD creating a task force to address the issue

**Supervisory Facilities and Logistics Officer****2011-2012****42nd Military Police Brigade, Bagram Afghanistan and Fort Lewis, Washington**

- Led a cross-functional team of experts logistics and engineering team support to over 1,250 joint-forces operating in a high threat environment; managed construction, commodity and service contracts valued in excess of \$35 Million for the Detention Facility at Bagram
- Provided peer mentorship to Afghan Army Officers; briefed General Officer level Allied and Afghan Ministry of Defense Officials to advocate for necessary support for the transition of operations
- Managed the organizational command supply discipline program; selected to represent FORSCOM for the Army Supply Excellence Award

**Executive Director/ Commander****2009-2010****57th Transportation Battalion**

- Led an organizational headquarters responsible for managing the facilities, property accountability, equipment maintenance, human resource management of a diverse staff of assigned personnel and managing and executing a \$4 Million budget.
- Prepared, trained and executed the deployment of two companies and the redeployment of six subordinate units consisting of more than 800 Military and 1,200 pieces of equipment with a core staff of 11 people in support of military operations in high threat environments

**Director/Commander****2008-2009****355th Terminal Supervision Team**

- Led a team of 23 personnel prepared to deploy within 72-hours to an unimproved theater of operations in support of national emergencies or crises in austere environments
- Provided after action reports on operational capability and equipment for use by logistics future planners to prepare the Army for 2025

**Support Operations Officer/Associate Director of Logistics****2006-2007****Area Support Group - Kuwait**

- Led a team of 30 cross-functional SMEs in support of up to 75,000 Soldiers, operating on six contingency bases across the country of Kuwait in support of Rear Area Operations for Operations Iraqi and Enduring Freedom (OEF/OIF) under physically austere and high threat level conditions.
- Supervised four supply warehouses with over 9,000 stocked lines valued at over \$57 Million, a wholesale fuel operation valued in excess of \$40 Million, and contractor run logistics worth nearly \$500 Million to include the installation transportation office.
- Minimized delays for convoys carrying critical supplies by coordinating access with the Force Protection cells and camps in Kuwait and at the border crossing Implemented a maintenance tracking system that reduced vehicle downtime and allowed the command to reduce the fleet by 50% with no degradation of service
- Routinely briefed General Officers at Army Central Command and Army Sustainment Command to provide status on deployment and sustainment operations, and to advocate for in-theater requirements



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Name: <b>Catherine Tatro</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): <b>See resume</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <b>See resume</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>See resume</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>I like to be involved where I am and now that Fluvanna is my home, I want to volunteer here for the betterment of my community.</b>	

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ON WHICH YOU WISH TO SERVE.**

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Catherine M Tatro (from file)</b>		Date <b>04/28/2022</b>	
Mailing Address (including City, State, & ZIP) <b>33 Oak Grove Road, Palmyra, VA 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>2</b>	Phone # <div style="background-color: black; width: 100px; height: 1.2em;"></div>	Alternate Phone #	Email Address <div style="background-color: black; width: 150px; height: 1.2em;"></div>
<b>Office Use Only</b>			
Application Received On:	<b>04/28/2022</b>	Application Received By: <b>Leontyne Peck</b>	
Acknowledgement Sent:	<b>04/29/2022</b>		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

## CATHERINE M. TATRO

33 Oak Grove Rd Palmyra, VA 22963

*Currently in FLDP class –completion May 2022*

*Member, Arts in Fluvanna Studio Tour Committee*

**GUARDIAN ad LITEM, Circuit 7 Court** Volusia County, FL 2016-2020

Court - appointed child advocate in Florida system; Child visits, research and reports, and testimony to the court.

**ARTS BOARD**, Hernando County, 2006-2007

**SCHOOL BOARDS: Charter school - 1996 and Private school 1998-2003.** Both in Grand Rapids MI

## WORK HISTORY

**PERSONAL BANKER, Suntrust Bank**

Ormond Beach, New Smyrna Beach, FL 2014-2016 retired

Conducted effective consultative client conversations and provided financial solutions to meet the client needs.

- 2014 results: finished in top 10% of personal bankers in Central FL Division.  
Received Gold Performance Excellence Award
- 2015 results: 130% to goal at year end

**SALES MANAGER, Gallagher Promotional Products**

Longwood, FL 2010-2013

Managed day to day activities of the Sales Dept, selling to automobile dealerships in U.S. and international, as well as a wide range of promotional products to a variety of business verticals.

- Led a team of 16 sales professionals that averaged a 17% monthly increase in sales during my tenure, with 44% fewer new industry leads. Sales growth every year by deepening relationships.
- Developed training manual, materials and training modules using Word and Powerpoint.
- Conducted initial and ongoing training; and coaching of sales and customer service staff.
- Established sales process procedures. Working with IT staff, developed criteria and implemented the sales processes within SAP Business One software.
- Created and managed budget and annual goals in Excel; creating sales strategies; creating and sales contests.

**SALES MANAGER/ IT SALES, Cyrious Software, Inc.**

Ocoee, FL, 2007-2010

Sales Manager, of both an inside and remote sales team selling an industry-specific, custom software solution sold in an international market.

- Worked international trade shows
- Working with Marketing staff, developed marketing plans, writing copy and developing market segment plans

- Sales grew every year and outpaced the industry.
- Resolution of customer problems in B2B environment; managed customer base in the sign and graphics vertical.
- Trained using Sandler Institute training for uncovering needs; and consultative selling approach. Product presentations were made over the internet.
- Created training materials for online resources.
- Maintained own sales activity as individual contributor; accomplished personal sales increases 22-34% annually.

### **EXECUTIVE DIRECTOR, American Heart Association**

*Nature Coast and Citrus Divisions, FL, 2003-2007*

Re-established organization's presence in a 3-county area primarily focused on fundraising and marketing the organization's mission. Recruited widespread community support from hospital CEOs, cardiologists, business leaders, county commissioners, sheriffs and state legislators

- Recruited 3 future years of high level volunteer chairmanship for major fundraising event, a first in the affiliate.
- Resolved major conflicts from local community leaders and volunteers resulting from recent organization restructuring, to regain and expand their support of the overall organization.
- Accomplished increases in revenue in assigned fundraising events.
- Sold major event sponsorship (first of its kind in affiliate) for walk event that netted event revenue increase of 19%.
- Increased Heart Ball event revenue 31%.

### **EXECUTIVE DIRECTOR, March of Dimes**

*Greater Michigan Chapter, 1996-2003*

Day to day management of a 55-county chapter, facilitating a link between region/national offices and chapter volunteers and staff, to carry out Foundation objectives for fundraising and mission awareness.

- Recruited, trained, and motivated staff of 29 employees, in six field offices.
- Received Team Awards two consecutive years, and fundraising awards for selected events.
- Improved fundraising profitability and increased special event revenue by 74% over five years, while minimizing event expenses.
- Established and monitored budgets to ensure funds went back to the national office programs.
- Developed and presented training programs, annual conference and workshops for staff and volunteer development.
- Negotiated leases for buildings and equipment; planned new office build-outs.
- Served as media spokesperson, conducting press conferences, and media events.
- *Other position also held: Director of Special Events and Communications, 1996*

## **EDUCATION**

Aquinas College, Grand Rapids, MI Associates Degree, 1994    Emphasis: Business Communications

Other course work, Davenport College, Grand Rapids, MI

## **OTHER PROFESSIONAL SKILLS and TRAINING**

Advanced skills MS Office including spreadsheets; Persuasive Selling Skills, Sales Coaching, David Sandler President's Club, Influencing Others, Situational Leadership-Facilitator, Consultative Selling Skills, Team Strength (Strengths Finder) Management Training.



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Name: <b>David Harlow</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input checked="" type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>See Attached</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <b>See Attached</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>University of Virginia Collonnade Club - 2021 - present</b> <b>University of Virginia Sorensen Institute Political Leaders Program - December 2025</b> <b>Virginia Rural Health Association - 2023 - present</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>To continue to serve a community and locality that has given and provided me with so much; both personally and professionally.</b>	

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

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

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

Applicant's Signature <b>David C. Harlow</b>		Date <b>9/5/2025</b>	
Mailing Address (including City, State, & ZIP) 400 Rosewood Drive, Scottsville, VA 24590		Physical Address (if different)	
Years Lived in Fluvanna <b>33</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
<b>Office Use Only</b>			
Application Received On:	<b>9/5/2025</b>	Application Received By: <b>Caitlin Solis</b>	
Acknowledgement Sent:	<b>9/10/2025</b>	Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

# DAVID HARLOW

## PROFESSIONAL BACKGROUND AND MANAGERIAL HISTORY

### Data Analytics Project Manager

September 2023 - Present

#### Department of Medical Assistance Services (DMAS)

Richmond, VA

- A part of the DMAS Data Governance committee that created, vetted, implemented, and managed data governance practices throughout the entire agency, both with internal and external partners
- Responsible for providing HAD guidance and support to help meet the strategic goals of HAD, and participate on projects related to cost, coverage, quality, and utilization trends as assigned by the Director.
- Led project management activities from end-to-end including developing and maintaining project plans with clear milestones, clearly and consistently communicating status updates, and coordinating and supporting project implementation.
- Managed incoming data requests from internal and external requesters, including supporting Freedom of Information Act (FOIA) requests, coordinating and managing new and existing data sharing agreements, and serving as point of contact for data requests from the General Assembly (GA).
- Served as Contract Administrator of the data warehouse vendor, coordinated and managed SQL, data warehouse, and Tableau training for the Agency and facilitate routine meetings for updates to the Agency's data warehouse, SAS, and other analytic tools.

### Program Coordinator/Data Analytics Liaison

April 2021 – September 2023

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

Charlottesville, VA

- Coordinates data feeds for all Population Health programs (IHM, BPCI-A, Medicare Advantage, Medicine HOME, Virginia at HOME, Cystectomy Program, Bariatric Patient Program)
- Partnered with UVA data scientists to assist in ROI template creation for Population Health programs to identify patient populations with high readmissions and to gather financial information on the impact that was being felt in the health system
- Partnered to create Tableau dashboard for UVA Health to track and monitor SDOH inputs
- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion

#### Sample of projects for Population Health

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

### Patient Advocate

May 2019 – April 2021

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

Charlottesville, VA

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

# DAVID HARLOW

## Unit Coordinator

April 2017 – May 2019

### The Bridgeline Place

Charlottesville, VA

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

## GOVERNMENT-APPOINTED BOARD APPOINTMENTS

### Board Member

July 2025 – Present

#### Region 10 Community Service Board Member; Fluvanna County Representative

Palmyra, VA

- Purpose: Comprised of 14 citizen representatives who make up the Region 10 community service board region. The Board, as an operating community services board as defined in Virginia Code Section 37.2-500, has the general powers, duties, and responsibilities. Of a board as outlined and required by applicable Virginia law and regulations including, but not limited to, those provisions found in Section 37.2-504, Code of Virginia

### Board Member

December 2024 – Present

#### Albemarle County Historic Preservation Committee

Charlottesville, VA

- Purpose: The Historic Preservation Committee (HPC) is a public body appointed by the Board of Supervisors and is charged with protecting the County's historic and cultural resources. The Committee takes an active role in identifying and documenting cultural resources of importance to the community and provides assistance and advice concerning the County's historic preservation program.
- Positions served: Secretary: 2025-2026

### Council Member

December 2022 – Present

#### Fluvanna County Library Board of Trustees

Palmyra, VA

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

## PUBLICALLY-APPOINTED BOARD APPOINTMENTS

### Board Member – Facilities Committee

February 2025 - Present

#### The Paramount Theater

Charlottesville, VA

- Purpose: The Facilities Committee is responsible for working with the Theater staff to ensure the proper maintenance and preservation of the historic Paramount Theater. Conduct a thorough annual tour and condition review of the facility. Make recommendations to the Board of Directors regarding all

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# DAVID HARLOW

matters pertaining to the short- and the long-term building maintenance and expenditures associated with the facility. Create, implement, and monitor the Facilities Management Plan.

**Board Member****January 2025 - Present****Virginia Rural Health Association****Blacksburg, VA**

- Purpose: The Virginia Rural Health Association (VRHA) is a nonprofit organization working for the 2.5 million people who call rural Virginia their home. The mission is to improve the health of rural Virginians through education, advocacy, and fostering cooperative partnerships. The board provided strategic leadership and oversight for the non-profit for growth and advancement

**Healthy Workplace Committee; UVA Health Member****May 2023 – September 2023**

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

**Secretary for ACHE; CVHEG chapter****January 2023 – January 2024**

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

**Membership Committee Director for ACHE; CVHEG chapter****January 2022 – January 2023**

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

**Membership Committee Assistant Director for CVHEG****January 2021 – January 2022**

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

**TEACHING EXPERIENCE****Adjunct Instructor/Professor of Practice****August 2024 – present****Virginia Commonwealth University; School of Education.****Richmond, VA****Department of Educational Leadership**

- Course – EDLP 717 – Data Visualization, General Leadership Online Cohort
- Course – EDLP 711 – Data and Leadership 1, General Leadership Online Cohort

**Innovation in Learning Center Sub-Committee Member****March 2024 – present****Robert J. Menges Award for Outstanding Research in Educational Development POD Network in Higher Education****College Station, TX**

- Purpose

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# DAVID HARLOW

- The reward honors individuals with a drive to contribute to teaching, learning, faculty development, and educational development in higher education. Awards are given for proposals that reflect original research, which may be quantitative or qualitative, and may be based on experimental participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions

## **Center for Excellence in Teaching and Learning Faculty Fellow Piedmont Virginia Community College**

**January 2024 – August 2024  
Charlottesville, VA**

- Purpose: Act as a liaison with your academic division, department, and unit colleagues to identify professional development needs and goals.
- Work with the director of the CETL and other Faculty Fellows to develop and facilitate workshops and training sessions to support faculty in adopting effective teaching practices.
- Provide one-on-one consultations and coaching for faculty.

## **Adjunct Professor University of Denver; University College**

**April 2023 – present  
Denver, CO**

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
  - HINF 4620 – Healthcare Methods and Programming
  - HINF 4310 – Healthcare Information Systems
  - HINF 4630 – Healthcare Data Mining, Integration, and Interpretation
  - HINF 4640 – Healthcare Database Applications
  - HINF 4010 – Health Informatics Communication
  - HINF 4650 – Healthcare Project Management

## **Adjunct Professor Piedmont Virginia Community College**

**July 2022 – August 2024  
Charlottesville, VA**

- Courses o HLT 130 Nutrition and Diet Therapy

### **COURSE DESIGN**

## **HINF 4630 – Healthcare Data Mining University of Denver**

**April 2024 – August 2024  
Denver, CO**

- Scope of work
  - Co-collaborated with University College colleague to review, critique, and improve HINF 4630 to be more inclusive and robust with the technological advances occurring in the data mining sector, specifically with A.I. and better incorporation with informed decisionmaking pre and post data extractions and mining

### **PEER REVIEWED LITERATURE**

## **Topic: Patient and Consumer Preferences and Needs. AcademyHealth**

**November 2024 – June 2025**

- Scope of work
  - Provided peer review of abstracts for the 2025 Annual Research Meeting (ARM) that focuses on health policy and health services researchers and policy staffers to learn about new research, discuss policy implications, sharpen method skills, and network with colleagues from around the world.

# DAVID HARLOW

## Topic: General Education Best Practices and Reform Approach

October 2024

### American Association of Colleges and Universities

Principle Editors: C. Edward Watson (AAC&U), Caleb J. Keith (Indiana University Indianapolis), and Kate Drezek McConnell (AAC&U)

- Scope of work
  - Provided peer revision for Chapter 33 of the textbook. The chapter was evaluated according to specified criteria, with specific interest focuses on relevance, clarity, originality, and contribution to the field.

## PUBLICATIONS

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

## EDUCATION

### Master of Business Administration (MBA)

Johns Hopkins University Carey Business School

December 2024

Baltimore, MD

### Doctor of Philosophy (PhD)

Liberty University

May 2022

Lynchburg, VA

### Master of Arts (MA) in Human Services Counseling

Liberty University

Sept 2018

Lynchburg, VA

### Bachelor of Science (BS) in Health Sciences

James Madison University

May 2015

Harrisonburg, VA

### Associates of Applied Science (AAS)

Piedmont Virginia Community College

July 2013

Charlottesville, VA

## CERTIFICATIONS

### Political Leaders Program

University of Virginia – Weldon Cooper Center for Public Service  
Sorenson Institute for Political Leadership

December 2025

Charlottesville, VA

### Health Care Economics

Harvard University – Harvard Business School

December 2023

Boston, MA

### Python for Managers

Columbia University – Columbia Business School

October 2023

New York, NY

## LICENSES AND CREDENTIALS

### Fellow of the American College of Health Data Management (FACHDM)

- American College of Health Data Management
- Certified Business Consultant

May 2024

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# DAVID HARLOW

<ul style="list-style-type: none"> <li>Six Sigma Global Institute: 88489208</li> </ul>	<b>December 2023</b>
<b>Fellow of the Healthcare Financial Management Association (FHFMA)</b>	
<ul style="list-style-type: none"> <li>Healthcare Financial Management Association</li> </ul>	<b>July 2023</b>
<b>Project Management Professional (PMP)</b>	
<ul style="list-style-type: none"> <li>Project Management Institute: 3421905</li> </ul>	<b>February 2023</b>
<b>Certified Revenue Cycle Representative (CRCR)</b>	
<ul style="list-style-type: none"> <li>Healthcare Financial Management Association</li> </ul>	<b>January 2023</b>
<b>Dare to Lead</b>	
<ul style="list-style-type: none"> <li>Brene Brown: Dare to Lead Program</li> </ul>	<b>December 2022</b>
<b>Lean Six Sigma Black Belt</b>	
<ul style="list-style-type: none"> <li>Six Sigma Global Institute: 53884735</li> </ul>	<b>June 2022</b>
<b>Certified Healthcare Financial Professional (CHFP)</b>	
<ul style="list-style-type: none"> <li>Healthcare Financial Management Association</li> </ul>	<b>August 2022</b>

## TECHNICAL SKILLS

**Software:** Adobe Photoshop, Adobe Illustrator, EPIC EMR, Python, Microsoft Office, Mendeley, Java, Zoom, Google Suite, SPSS, SAS, MMIS, VITA, MES, MS Project, SharePoint, SQL, JIRA, Tableau, AnyLogic, SmartSheets, Docusign, Teradata Studio, Handshake, Qualtrics, Cardinal

**Written communication:** Technical reporting, editing, fact checking, proofreading, scholarly writing, technical writing, project management, data analysis, research writing, agile, lean, scrum methodology



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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

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

Name: <b>Erica Rice</b>	Election <input checked="" type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): I own a technology consulting business in which I help small business owners with websites, branding, organization, and marketing tasks. I have been in business for almost 6 years.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: I served as the VP of Communications, Special Events Coordinator, and Member at Large for Peninsula Women's Network from 2018-2022	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I grew up in Fluvanna County from 1989-2008, I moved to Hampton Roads and am now back. I enjoy seeing all the new growth and businesses in the area and want to contribute to a thriving small town economy.	

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

(Approved June 17, 2015)

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

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

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

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i>		Date	
Erica L. Rice		3-29-2024	
Mailing Address (including City, State, & ZIP)		Physical Address (if different)	
174 N. Boston Road Troy, VA 22974			
Years Lived in Fluvanna	Phone #	Alternate Phone #	Email Address
20			
<b>Office Use Only</b>			
Application Received On:	3-29-24	Application Received By:	
Acknowledgement Sent:	4-1-24	Leontyne Peck	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

# ERICA RICE

## WEB DESIGNER



BOS2025-10-01 p.25/128

Troy, VA 22974



## OVERVIEW

Erica Rice is a well-rounded, professional web designer with experience in multiple CMS systems. She specializes in building WordPress and the Elementor theme. She is currently an IT consultant for small businesses. She designs and develops websites, sets up automations, and integrates third-party applications and plugins. Erica enjoys troubleshooting and communicating complex technical solutions with clients when the need arises. Erica is a fast learner, a skilled designer, and an excellent project manager.

## EXPERIENCE

Jul 2018 - **Small Business Technology Consultant**  
Present Erica Rice Digital Consulting, LLC

- Requirements gathering for various types of projects including website design, logo and brand design, and CRM (customer relationship management) setup for small business owners
- Meet with small business clients virtually to teach them technology, including social media platforms, email marketing tools, online form builders, and graphic design applications, in order to market their businesses online effectively and streamline their processes
- Oversee all client projects and accounts and delegate tasks as necessary
- Manage a team of 3 employees and numerous contractors in order to complete client projects and the day-to-day tasks of the business including sales, marketing, accounting and business development

Apr 2015 - **Design Educator, Part-Time**

Mar 2021 Chegg (Formerly Thinkful)

- Taught UI/UX Skills to adult students in the UX/UI Design Bootcamp Certification Course

## EDUCATION

### ECPI University

Graduated in 2011

B.S. in Computer and Information Science, *magna cum laude*

Specialization: Web Development

## TECH SKILLS

- WordPress Development
- Elementor
- HTML
- CSS
- Graphic Design & Branding
- Microsoft Office
- Google Suite
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Figma
- Canva

## EXPERIENCE (CONT'D)

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Apr 2015 - **UI/UX Web Developer**  
Jul 2018 Sentara Healthcare

- Redesigned the corporate intranet with a new, responsive design, communicating design decisions to stakeholders
- Worked with the team to create an interface that would meet the project requirements and the needs of both employees and organization managers
- Research, design, code, and deploy user interface solutions with a focus on the user experience
- Perform WordPress administration tasks and provide support for team portals built on Sharepoint 2010

Nov 2012 - **Information Technology Consultant,**  
Apr 2015 **Web Designer/Developer**  
Marathon Consulting

- Design style tiles and web page mock-ups using Adobe Photoshop
- Install, configure and write training documentation on Umbraco, an open-source, .NET CMS
- Code websites from scratch using the Twitter Bootstrap 3 framework, HTML5, CSS3, and LESS
- Implement additional functionality and incorporate dynamic content by writing C# Razor scripts and jQuery

Jul 2010 - **Web Designer 2, Web Designer 1, and**  
Nov 2012 **Tier 1 Technical Support**  
InMotion Hosting

- Designed and developed websites from scratch using Adobe Photoshop, Adobe Dreamweaver, XHTML, CSS, and WordPress
- Managed 20-30 client projects simultaneously and communicated with clients through Basecamp project management software and via phone
- Optimized websites for search engines and user accessibility
- Trained customers to use Wordpress CMS and OpenCart open-source shopping cart software
- Provided phone, chat, and email support for web hosting and WordPress

## CREDENTIALS

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17hats CRM Ambassador  
Jul 2021 - Present

Square Official Partner  
Square, Inc.  
Feb 2022 - Present

Microsoft Technology Associate  
(MTA): Software Development  
Fundamentals  
Oct 2014

Programming in HTML5 with  
JavaScript and CSS3 Specialist  
Certification  
Jan 2013

## VOLUNTEER

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### V.P. of Communications

Peninsula Women's Network  
Newport News, VA  
*Responsibilities Included:*  
*Email & Social Media Communication*

### Web Master

Defenders of the Bridge, Official  
Lionsbridge FC Supporters Club  
Newport News, VA  
*Responsibilities Included:*  
*Website Design & Maintenance*

## REFERENCES

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Available upon request.



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Name: <b>Joseph Gitz</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): 15 years (2009) at UVA with Facilities Management. 10 years as a Project Manager. AS from PVCC. BA currently underway at UVA. Civil engineering experience, as well as budgetary experience with multi-million dollar projects	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: None	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates):	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I would like to steer the county in a good direction and focus on maintenance and upkeep of our facilities. I have extensive budgetary experience as well that I believe could be helpful to the county	

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

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

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Applicant's Signature <b>Joe Gitz</b>		Date <b>December 3, 2024</b>	
Mailing Address (including City, State, & ZIP) <b>562 Sclaters Ford, Palmyra, VA 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>18</b>	Phone # <div style="background-color: black; width: 100px; height: 20px;"></div>	Alternate Phone #	E <div style="background-color: black; width: 150px; height: 20px;"></div>

**Office Use Only**

Application Received On:	<b>12-3-2024</b>	Application Received By: <b>Leontyne Peck</b>
Acknowledgement Sent:	<b>12-3-2024</b>	Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

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Name: <b>Patti Reynard</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input checked="" type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): <b>See Attached</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <b>None</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>Volunteer Coach, AAU basketball team representing Fluvanna (Fluvanna Hurricanes), volunteer coach for Parks and Rec. Basketball, soccer.</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>I believe I can make a positive difference in many ways and area of the county, for which I can not do in a 5 min. Public comment setting.</b>	

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

(Approved June 17, 2015)

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

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

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

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

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

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

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

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>Patti Reynard</b>		Date <b>2-25-2025</b>	
Mailing Address (including City, State, & ZIP) <b>3531 Union Mills Rd Troy, VA</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>62</b>	Phone # <div style="background-color: black; width: 100px; height: 1.2em;"></div>	Alternate Phone #	Email Address <div style="background-color: black; width: 200px; height: 1.2em;"></div>
<b>Office Use Only</b>			
Application Received On:	<b>02-24-2025</b>	Application Received By: <b>Leontyne Peck</b>	
Acknowledgement Sent:	<b>02-25-2025</b>		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience.):

Experienced Simulation Technology Specialist Sr. (CHSOS), and technical minded person with exceptional client and management skills. Action oriented with strong desire to accomplish positive results. I have proven ability to communicate effectively at all levels. Committed to accomplishing all tasks at hand. I am interested in an opportunity to leverage my technology, managerial and leadership skills. Motivated to improve tasks and processes through automation, simplification, and integration. Dedicated to providing professional, proficient and effective results within a team environment.

I have managed and implemented many cost saving projects throughout my career with the University of Virginia, such as an inventory control management system. Another very effective project that I initiated and administered was a scheduling system that has been expanded as a result of its effectiveness. I managed the scheduling server for the cross platform client based applications and provide support for all users with the staff that I managed. I successfully completed an online Web Applications Developer Certification in 2015 to expand my technical background. While working as a Simulation Technology Specialist Sr., I completed an online Human Physiology course through UC Berkeley to enhance my understanding of human anatomy, which made programming human patient simulators vital signs for more realistic scenarios. I also completed my Certified Healthcare Simulations Operations Specialist certifications exam in 2017. I designed a human patient simulation procedure to further improve patient safety outcomes for the clinical skills nursing students simulation experience.

#### SKILLS:

- Project Management
- Training and development
- Client-focused
- Quick learner
- Microsoft Office
- Computer proficient
- Budgeting
- Billing
- Vendor Certified
- High level of mechanical aptitude
- Dedicated to providing professional, proficient and effective results.
- Proficiency in LLEAP & Uni
- Results-oriented
- File/records maintenance
- Financial records and processing
- Contract negotiation/review/drafting

- Inventory Controls Management
- Creative Problem Solving
- Operations management
- Proven experience in managing and developing automated processes to improve efficiency and reduce costs.

## EXPERENCES

Consulting - Experiential Leadership Development Lab – Research Collection/Training: University of Virginia Darden School of Business August 2018 – As Needed

- o Set up BioPac physiology wearable recording devices and software collection system.
- o Research, investigate and recommend other analytical integratable solutions to share physiological data with faculty and students in a secure environment.
- o Arrange vendor demos as it applied to the integration of lab/BioPac software applications.
- o Train others to connect BioPac devices to participants, and operate data collection software.

Simulation Technology Specialist Senior: The Clinical Skills Learning Center, School of Nursing at the University of Virginia. August 2015 – April 2018  
(Hourly position working 1500 hrs. per yr – averaging 3-4 days a week most weeks)

- o Managed and facilitated training of UVa School of Nursing Simulation staff.
- o Collaborated with content experts and faculty on design and development of medical simulations.
- o Programmed medical simulator scenarios to run in simulation environment. Configured simulation scenarios environment.
- o Performed preventative maintenance and trouble shoot simulators and task trainers.
- o Designed and developed educational realism through repurposing and modifying materials to work with simulations.
- o Used all available technology to improve, automate, integrate and streamline simulation whenever possible.
- o Worked closely with center director and vendors to prepare and facilitate purchase orders for human patient simulators, task trainers, and other educational equipment and materials.
- o Use of my strong technical and innovative skills has proven to enhance and streamline simulation experiences for the University of Virginia School of Nursing Learners.
- o Designed a simulated educational process to improve patient safety and outcomes through clinical simulation experiences.

Educational Support Specialist: The Medical Simulation Center, School of Medicine

University of Virginia July 2010 – June 2015

(Salaried Full Time Position with full benefits 40 hrs per week)

- o Administrative / technical professional offering versatile office management and technical support skills and proficiency in Microsoft Windows and Apple platforms.
- o Managed and monitored financial reporting, budget activity, and billing via the University's Oracle financial accounting infrastructure.
- o Prepare, run, and tear down elaborate multi-learner, multi-device simulation scenarios.
- o Design, build, and improvise fixtures and environments to enhance the realism of simulation scenarios.
- o Repurpose and adapt older equipment for educational simulation activities. Maintained functionality of simulators well past warranty expiration.
- o Implemented an inventory controls system
- o Managed and maintained inventory annual audit and day-to-day activity

Office Manager: Office of Medical Education, School of Medicine

University of Virginia 1990 – June 2010

Salaried Full Time Position with full benefits 40 hrs per week)

- o Managed office accounts/budgets via the Oracle Finance application.
- o Analyzed and prepared financial logs and reports
- o Managed faculty and staff information including staff time sheets and student wages in Oracle system.
- o Processed Equipment Trust Funds (ETF) orders and all other purchase orders and completed vouchers in Oracle system in timely manner.
- o Coordinated and processed the necessary paperwork required by the University of Virginia for wage, classified and faculty employees in the Office of Medical Education.
- o Administered Sponsored Research Compliance Coordinator, responsible for ensuring that the following tasks are completed within your Org.: 1) Effort Reporting, 2) Annual and per proposal Conflict of Interest disclosure process management, and 3) Financial Stewardship.
- o Managed and facilitated software & hardware upgrades and installation for the Office of Medical Education faculty and staff.
- o Trained, supported and advised colleagues in the use of different software packages.
- o Coordinated computer equipment and other office purchases.
- o Supervised scheduling of classrooms and auditoriums throughout the School of Medicine.
- o Trained as a Local Support Partner for the Office of Medical Education and other subdivisions of the School of Medicine.
- o Coordinated and maintained the Mini-Med School registration database, assist with coordination of program activities.
- o Designed and created Mini-Med School brochures and certificates.
- o Created, updated, and maintained the Mini-Med School web page.
- o Facilitated the collection of the LCME annual survey data, compiled the data, and submitted by

required deadline date.

- o Maintain and updated exam scanning system.
- o Scheduling Software Administrator & Computer Support/Training
- o Evaluated, recommended, installed, & upgraded computer software on individual computers for the Office of Medical Education.
- o Managed and facilitated software & hardware upgrades and installation for the Office of Medical Education.
- o Administrator of the cross platform scheduling system.
- o Configure computers for network connectivity.
- o Diagnosed & troubleshoot communication & compatibility problems between computers, network clients and network servers.
- o Provided technical support and training to network clients and computer users.

Office Support Specialist: Alderman Library

University of Virginia 1985 – 1990

Salaried Full Time Position with full benefits 40 hrs per week

- o Performed multifaceted clerical tasks including data entry, filing, and records management.
- o Coordinated and automated the Periodicals and Serials missing publication issues claims process.
- o Assisted the Video cataloguer with data collection project.

CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES: None

CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups-please provide dates):

Volunteer Coach, AAU basketball team representing Fluvanna (Fluvanna Hurricanes), volunteer coach for Parks and Rec. Basketball, soccer.

REASONS FOR WANTING TO SERVICE FLUVANNA COUNTY:

I believe I can make a positive difference in many ways and area of the county, for which I can not do in a 5 min. Public comment setting.



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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

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

Name: <b>A. Reese Peck</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.):  See attached resume.	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES: <small>Essex County EDA, board appointment. James City County Planning Commission, board appointment. King &amp; Queen/Essex Regional Public Radio System Policy Team, ex-officio member. Virginia Peninsula Public Service Authority, board appointment. Middle Peninsula Planning District Commission, board appointment. Middle Peninsula Juvenile Detention Commission, board appointment. Middle Peninsula Broadband Authority, board appointment. Missouri River Basin Association, gubernatorial appointment. Northern States Power Resource Advisory Board (1991), company's request. Small Business Clean Air Compliance Advisory Panel, department appointment. Town of Clifton Park Trails Advisory Committee, board appointment. CWC Catskill Fund for the Future Loan Review Committee, board appointment.</small>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): No current associations. Past Rotarian - 12 years.	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I am a retired public administrator that has a wealth of experience in planning & zoning, economic development and natural resource management. I want to share my expertise in the community I choose to live the rest of my retirement in.	

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(Approved June 17, 2015)

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ON WHICH YOU WISH TO SERVE.**

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

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

Applicant's Signature <b>A. Reese Peck</b>		(Typing name below serves as digital signature)		Date <b>1/17/2023</b>	
Mailing Address (including City, State, & ZIP) <b>5 Spoon Terrace, Palmyra</b>				Physical Address (if different)	
Years Lived in Fluvanna <b>6 months</b>	Phone # <b>[REDACTED]</b>	Alternate Phone # <b>[REDACTED]</b>	Email Address <b>[REDACTED]</b>		
<b>Office Use Only</b>					
Application Received On:		<b>1/23/2024</b>		Application Received By:	
Acknowledgement Sent:		<b>1/29/2024</b>		<b>Caitlin Solis</b>	
Renewal Date:		Remarks:			
Renewal Date:					
Renewal Date:					
Renewal Date:					

## A. Reese Peck

5 Spoon Terrace ♦ Palmyra, VA 22963 ♦ ( )

### Profile

Motivated, personable, public administration professional with multiple college degrees and a successful 35-year track record of public service. Talent for quickly mastering complex public policy issues. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive issues in a public setting.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent team-building skills.

### Education

University of South Dakota – Vermillion, SD  
Master's Degree in Public Administration, 1977

SUNY Albany – Albany, NY  
Bachelor's Degree in Political Science, 1975

### Core Competencies

- |   |   |
|---|---|
| ♦ Board Management  | ♦ Demonstrated ability to develop solutions and recommendations for appropriate action. |
| ♦ Public Finance  | ♦ Demonstrated ability to draft agency procedures and policy statements.                |
| ♦ Human Resources   | ♦ Effective in dealings with state and local officials, agency staff and the public     |
| ♦ Knowledge of state and local governmental arrangements                        | ♦ Effective communicator  |
| ♦ Knowledge of local public services, land use, environmental and fiscal issues |   |

### Selected Accomplishments In Essex County

*Working under the leadership of Essex County Board of Supervisors, in just three short years we were able to implement initiatives in the following areas.*

- ♦ **Transparency.** Updated and expanded the County website using the following platforms: MuniCode, Board Doc, OpenGov and Civic Live.
- ♦ **Board management.** Worked with the BOS to develop and adopt its first ever set of operating By-Laws, established a monthly work session schedule, implemented the use of Board Docs and developed Board expense and reimbursement policies.
- ♦ **Citizen participation.** Established three new advisory committees (Animal Control, Parks & Recreation, and Agricultural and Forestry). Worked with the various local economic development groups to fund and hire a full time economic developer. Worked with the EDA and industry representatives to develop a roadmap for agriculture and forestry industries in Essex County.
- ♦ **Intragovernmental relations.** Implemented weekly meetings with Department Heads and quarterly meetings with Constitutional Officers and the Superintendent of Schools. Updated County policies and procedures with the involvement of Board Members, Department Heads, Constitutional Officers and County staff. Developed and implemented personnel policy MOU's with Extension, Registrar, Revenue, Treasurer, Sheriff and Commonwealth's Attorney.

# Reese Peck

- ♦ **Employee relations.** Developed and implemented employee surveys and newsletters to gain employee feedback and foster better communication. Established an employee recognition program and encouraged professional development training. Implemented an on-line performance evaluation management system.
- ♦ **Financial management.** Rationalized the County's retirement health benefits (reducing the County's OPEB liability by \$1.78 million), increased the County's unassigned fund balance, thus allowing us to reduce the amount of RAN borrowing, and continued to decrease the amount of outstanding County debt.

## Management Experience Summary

I have over 30 years of progressively responsible management experience. Management positions I have held include County Administrator, Town Manager, State Agency Division Director, State Department Deputy Secretary, Executive Director of a large public agency, and Managing Principal for a national financial services firm.

Virginia Public Service (2007-2022) – In addition to serving as Bowling Green's Town Manager, I previously served as as Essex County's Administrator, Chaired the James City County's Planning Commission (one of the fastest growing counties in Virginia), managed Virginia's Enterprise Zone Program, served on Essex County's EDA and restructured the state of Virginia's Stormwater Management Program.

Managing Principal/Sales Manager (1999-2005) - Financial Services Manager and Investment Advisor Supervisor for the Albany Prudential Insurance Agency and, at Waddell & Reed, was District Manager in the Greater Albany Area and Managing Principal in the Hampton Roads Area. Recruited, trained and developed award winning financial services sales units.

Executive Director (1997-1999) – Set up a \$200 million regional development corporation. The CWC was the result of a precedent-setting agreement between New York City, the upstate communities that supply its water, environmental interests, and state and federal authorities. The 1997 New York City Watershed Memorandum of Agreement required the development of a total of 14 city-funded environmental protection and economic development programs in the watershed west of the Hudson River. The CWC was required to establish and implement seven of those programs, including the Catskill Fund for the Future (CFF), a \$59.7 million business loan and grant program.

State Agency Manager (1981-1995) – Eight of my 16 years in management at the SD Department of Environment and Natural Resources were in the capacity as the cabinet secretary's deputy. In the Deputy position, I managed the day-to-day activities of the agency's environmental and water resources programs. My responsibilities included administering all major federal environmental programs within South Dakota, including Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Act, Community Right-to-Know Act and Superfund.

I also prepared the department's annual operating budget; identified agency funding opportunities and oversaw the management of the agency's 12 major federal funding grants. Developed and implemented department internal fiscal controls and operating procedures. Supervised department's personnel functions. Conducted department management reviews and implemented subsequent reorganizations of operating divisions to more effectively deliver department services.

# Reese Peck

## Government-Related Board and Association Appointments

- ◆ King & Queen/Essex Regional Public Radio System Policy Team, ex-officio member.
- ◆ Middle Peninsula Jail Authority (alternate), board appointment.
- ◆ Virginia Peninsula Public Service Authority, board appointment.
- ◆ Middle Peninsula Planning District Commission, board appointment.
- ◆ Middle Peninsula Juvenile Detention Commission, board appointment.
- ◆ Middle Peninsula Broadband Authority, board appointment.
- ◆ Middle Peninsula Public Access Authority (alternate), board appointment.
- ◆ Rappahannock Community College Business Management Citizens' Advisory Committee, college appointment.
- ◆ James City County Planning Commission, board appointment.
- ◆ Missouri River Basin Association, gubernatorial appointment.
- ◆ Western States Water Council, gubernatorial appointment.
- ◆ Association of State and Interstate Water Pollution Control Administrators, department appointment.
- ◆ Interstate Council on Water Policy, department appointment.
- ◆ National Institute for the Environment, department appointment.
- ◆ Northern States Power Resource Advisory Board (1991), company's request.
- ◆ Small Business Clean Air Compliance Advisory Panel, department appointment.
- ◆ State Emergency Response Commission, department appointment.
- ◆ Town of Clifton Park Trails Advisory Committee, board appointment.
- ◆ CWC Catskill Fund for the Future Loan Review Committee, board appointment.
- ◆ Hampton Roads Financial Planning Association's Legislative Director, board appointment.

January 23, 2024

Dear Ms. Solis:

Please find my application to serve on Fluvanna County boards, commissions and committees and supporting documents. I am a retired public administrator that has a wealth of experience in planning & zoning, economic development, and natural resource management. I want to share my expertise with the community I choose to live the rest of my retirement in.

My background includes working as a planner for a PDC, serving on the Board of a PDC and as an Executive Director of a regional environmental and economic development agency (see attached Catskill Watershed article). As a former County Administrator, I have thorough knowledge of local governments operations, have served on local advisory boards, managed environmental and water resources programs in two states, and developed local and regional economic development programs.

I am also a Certified Virginia Planning Commissioner and former Chair of James City County Planning Commission (one of the fastest growing counties in Virginia). I serve as Chair of its policy committee and in 2010 Chair of the full Commission. As Chair I introduce to the County an Annual Scorecard for monitoring progress on implementing the County's Comprehensive Plan (see attached 2010 Annual Report).

Sincerely,



A. Reese Peck  
5 Spoon Terrace  
Palmyra, VA 22963  
[REDACTED]

IN THE REGION

## Reese Peck leads the Catskill Watershed Corporation

The Catskill Watershed Corporation has engaged Reese Peck as Executive Director. A former Deputy Secretary of Environment and Natural Resources in South Dakota, Peck began his state career with the South Dakota State Planning Bureau in 1979 as the local government liaison. He helped develop local technical assistance programs to coordinate state policy objectives and local concerns. He later moved to the State's Department of Environment and Natural Resources, where he continued his close association with local governments through the administration of the state \$7 million Community Development Block Grant Program, other state funding programs and the State's Water Planning Process.

Peck has coordinated the

financing of over \$700 million worth of municipal and regional infrastructure projects using a wide variety of funding sources. These projects were crucial to the local economy, and promotion of community and economic development.

The South Dakota Department of Environment and Natural Resources successfully proposed legislation that impacted state-wide environmental and water issues. Most notable of the legislative successes was passage of the South Dakota Environmental Protection Acts of 1989 and 1992 and creation of regional water planning and financing districts.

Peck holds a Master's of Public Administration degree from the University of South Dakota and a Bachelor of Arts in political science from SUNY, Albany.



A. Reese Peck, new Executive Director of the CWC

His wife, Julie Apgar, was raised in Stone Ridge and attended colleges in Stone Ridge, Oneonta and Cortland. Peck was raised in Fishkill, NY.

The couple have four children, Moriah, Tara, Kristofer and Alexander.

## Catskill Watershed Corporation Update

Reese Peck isn't concentrating on the three R's, he's studying the three P's. Policy, Procedure and Protocol. The inauguration of a new entity destined to oversee hundreds of millions of dollars is a procedure-laden business: How will the Board operate? How will loans and grants be handled? How will accounting be handled? What will be the workplace rules for employees? What are the job descriptions?

These are just some of the questions occupying Reese Peck. The Catskill Watershed Corporation will be perhaps the most closely monitored organization in recent memory. Peck has an enormous undertaking which, with good humor, he's tackling while in the middle of construction debris,

moving men and a major overhaul of their new offices in the former Catskill Mountain News building on Main St., Margaretville.

Reached by phone in the midst of this chaos, he was very positive about the progress of the CWC. With only a summer intern, he is working to establish the aforementioned policies and procedures. The Board policy is awaiting CWC adoption; Personnel policy is complete. Now he's concentrating on the physical space. Construction of new offices (including offices for the New York State Office of General Services and the DEP and/or the DEC who may be sharing the building) has created hassles. Someone dropped his computer.

And he has no copy machine.

Interviewing for staff positions was to be completed by the second week in August. Peck hopes that construction is finished too. He plans to have his new staff in place at that time.

The Board recently approved another position—an Economic Development Director to work with regional development agencies to identify and encourage appropriate economic development. Applications for the job will be taken during August.

The CWC board meets on the fourth Tuesday of the month at the new offices. The Economic Development Committee meets on the second Tuesday of each month. For more information, call 914-586-1400.



## 2010 PLANNING COMMISSION ANNUAL REPORT

### MESSAGE FROM THE CHAIRMAN

As Planning Commission Chair I am pleased to present the Commission's 2010 Annual Report. This year's report has a new look with the inclusion of statistics and graphics of relevant data and a map showing where development is occurring. Also new this year is one of the implementation items included in County's 2009 Comprehensive Plan - an Annual Scorecard.

Recognizing the dynamic nature of growth pressures and development patterns, the Commission will review the Comprehensive Plan on an annual basis in order to monitor the progress, appropriateness, and effectiveness of its policies. The purpose of the Annual Scorecard is to permit the decision-makers of the County to more easily determine whether the vision of the Plan is being implemented. The Comprehensive Plan calls for the Annual Scorecard to track a wide variety of data organized into sections corresponding to the goals, strategies and actions (GSAs) of the Plan.

I would like to publicly thank the County's excellent planning staff led by Planning Director Allen Murphy and look forward to another productive year in 2011.

A. Reese Peck, Chairman  
James City County Planning Commission



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## 2010 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Reese Peck ** (Chair)	Berkeley	1/2/2008	1/31/2013
Joe Poole III ** (Vice-Chair)	Jamestown	1/22/2008	1/31/2012
Richard Krapf **	Stonehouse	1/23/2007	1/31/2011
Jack Fraley **	Roberts	1/12/2004	1/31/2012
Al Woods	Powhatan	1/26/2010	1/13/2014
Mike Maddocks**	At-Large	1/26/2010	1/31/2014
Tim O'Connor	At-Large	8/10/2010	1/31/2013

## PLANNING DIVISION STAFF

Allen J. Murphy Jr., AICP, Director of Planning / Assistant  
 Development Manager  
 Tammy Rosario, AICP, Principal Planner  
 Christopher Johnson, Principal Planner  
 Ellen Cook, AICP, Senior Planner II  
 Scott Whyte, Senior Landscape Planer  
 Jason Purse, Senior Planner  
 Jose Ribeiro, Senior Planner  
 Kate Sipes, Senior Planner  
 Leanne Reidenbach, Senior Planner  
 Luke Vinciguerra, Planner  
 Sarah Propst, Planner  
 Terry Costello, Development Management Assistant  
 Brian Elmore, Development Management Assistant  
 Jennifer VanDyke, Administrative Services Coordinator

## ZONING DIVISION STAFF

Melissa Brown, CZA, Zoning Administrator  
 Christy Parrish, CZA, Proffer Administrator  
 John Rogerson, CZA, Senior Zoning Officer

\*\* Virginia Certified Planning Commissioner  
 AICP – American Institute of Certified Planners  
 CZA-Certified Zoning Administrator

## INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvement Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and ordinance revisions.

### Planning Commission Responsibilities:

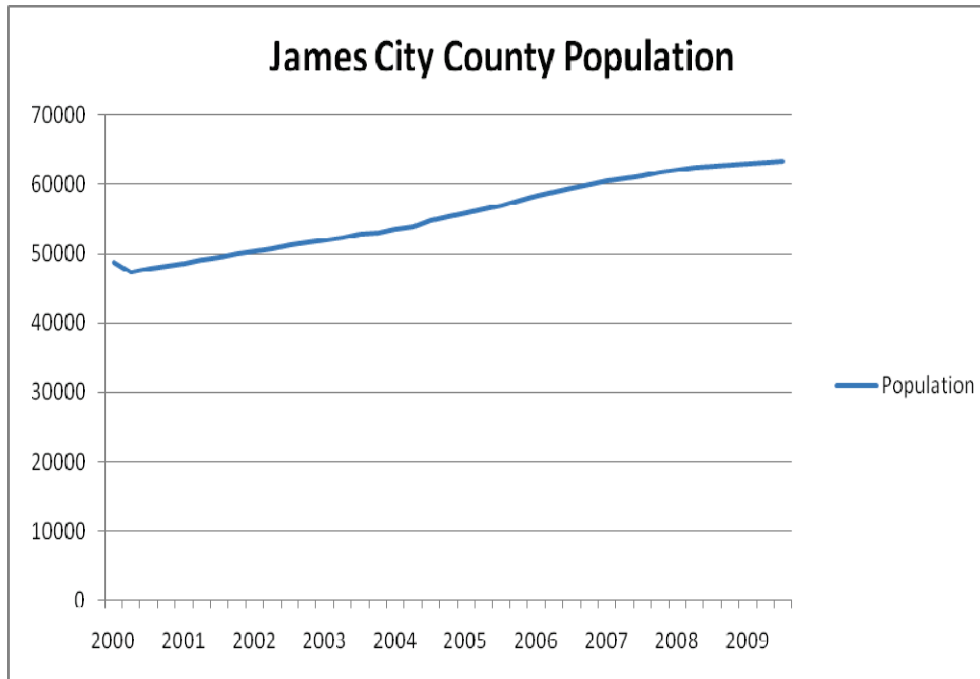
The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other things:

- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare of policy and ordinance revisions;
- Assess the annual Capital Improvements Program;
- Participate in community planning forums and committee studies.



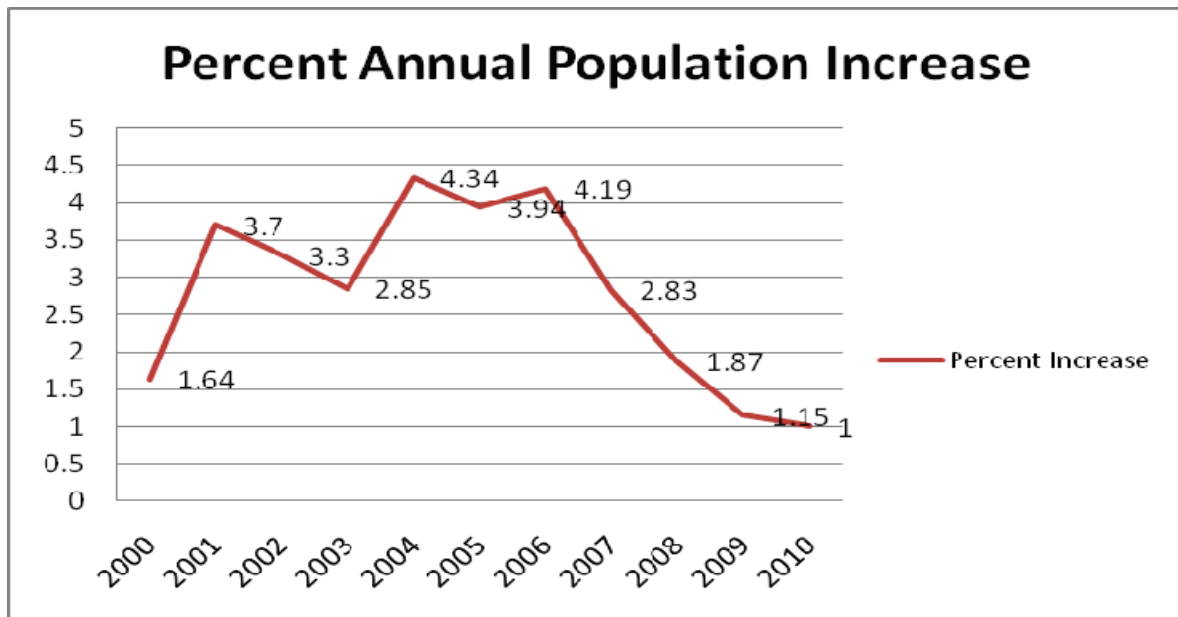
2010 Schedule		
Regular Meetings		Work Sessions
01/31/10	07/07/10	03/23/10
02/03/10	08/04/10	08/10/10
03/03/10	09/01/10	Public Forums
04/07/10	10/06/10	
05/05/10	11/03/10	
06/02/10	12/01/10	

## DEVELOPMENT AND GROWTH

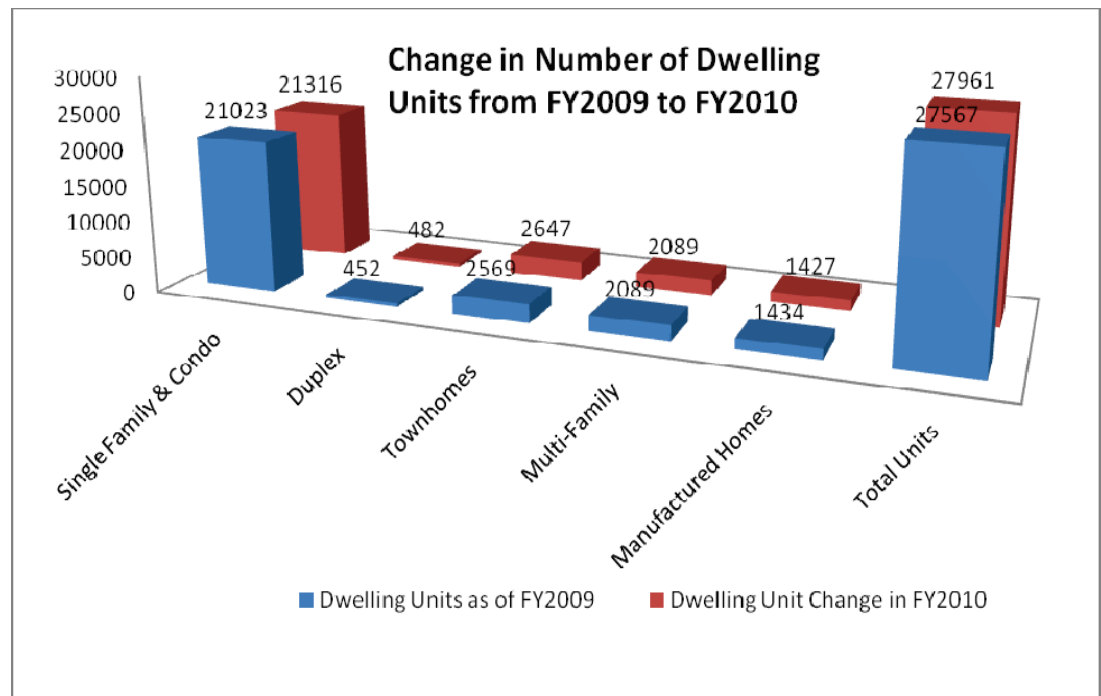


### Population

Year	Pop.
2001	48228
2002	49997
2003	51622
2004	55399
2005	57584
2006	59994
2007	61694
2008	62847
2009	63569
2010	64207*
* 3rd qtr totals	



## Housing

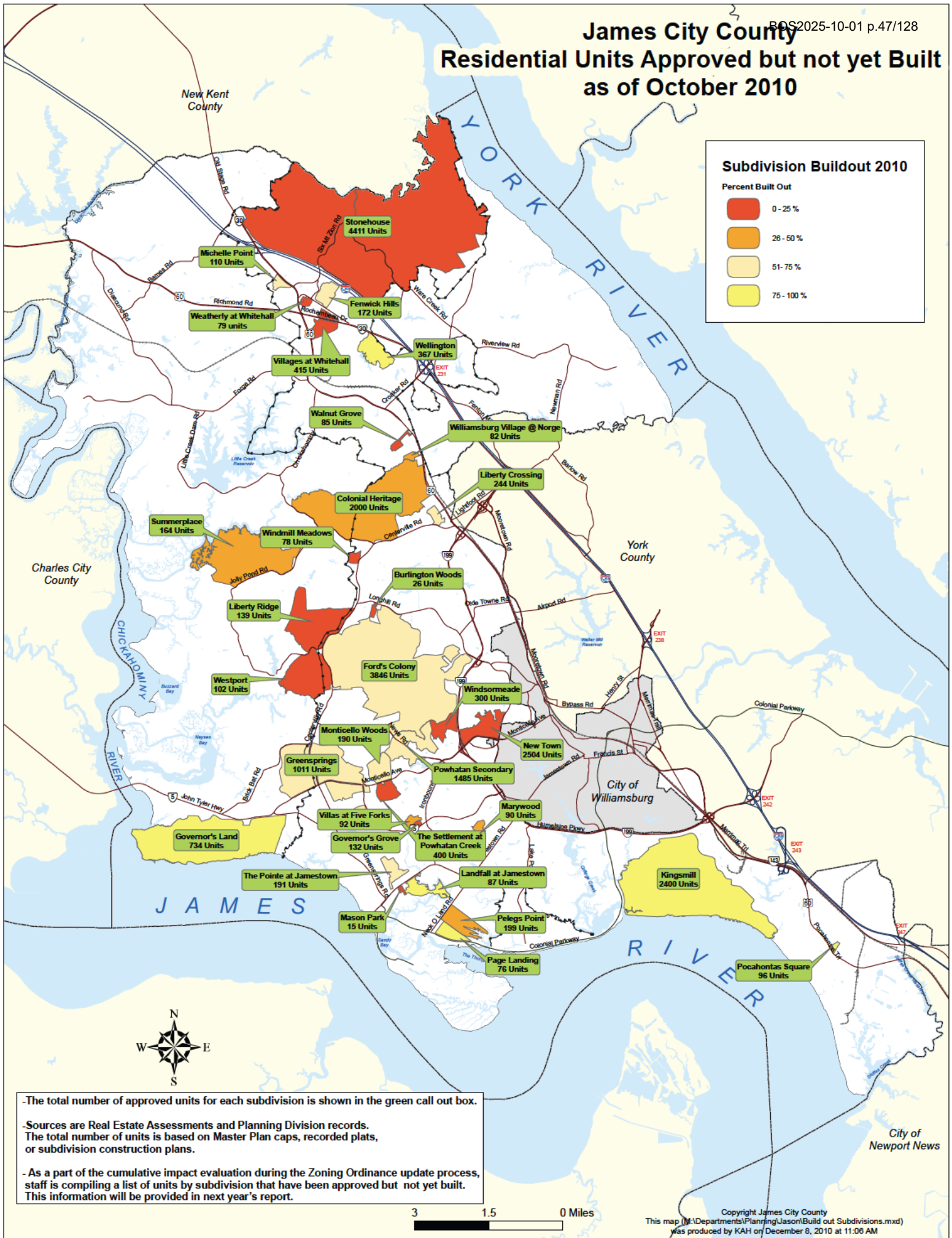


Types of Units	Single Family & Condo	Duplex	Townhomes	Multi-Family	Manufactured Homes	Total Units
Dwelling Units as of FY2009	21023	452	2569	2089	1434	27567
Dwelling Unit Change in FY2010	293	30	78	0	-7	394
Total	21316	482	2647	2089	1427	27961



# James City County

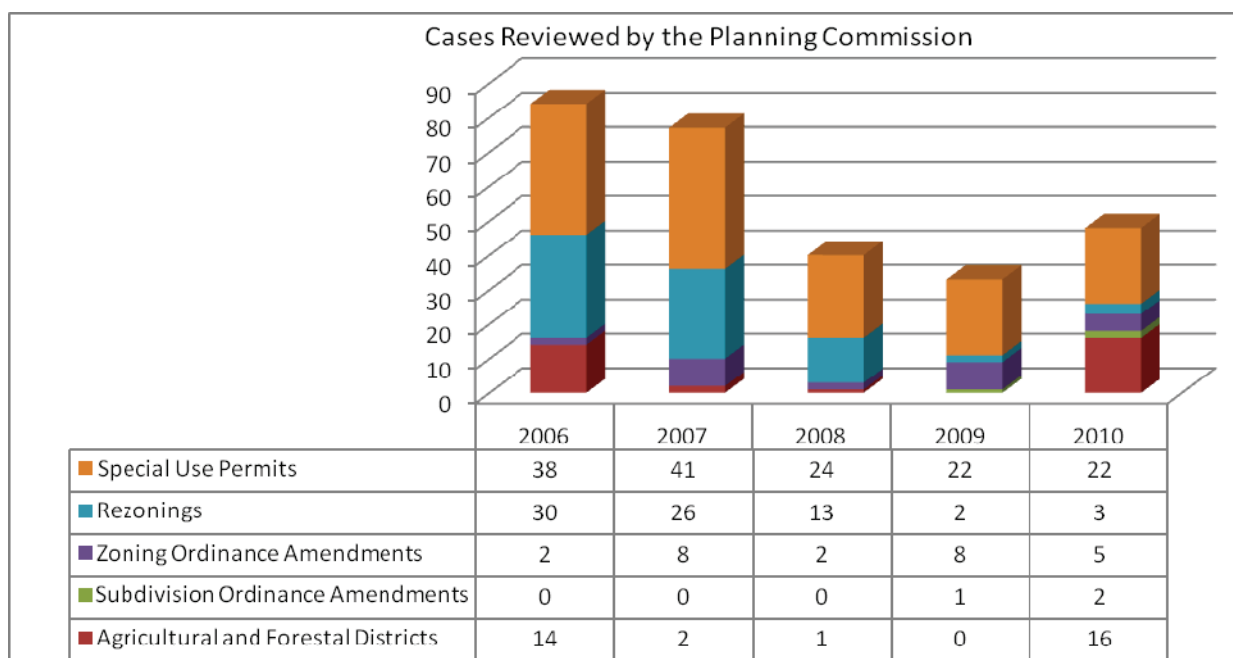
## Residential Units Approved but not yet Built as of October 2010



## PLANNING COMMISSION ACTIVITIES AND HIGHLIGHTS

### Development Review

Development review activities consist primarily of rezoning, special use permits, site plans, subdivisions and conceptual plans.



**Special Use Permits:** The Planning Commission reviewed 22 applications. The applications included three wireless communication towers, a CVS/Food Market, four business expansions, a new landscaping business, and two borrow pit renewals. A trail amendment, special lighting and seasonal lighting for Busch Gardens, and an outreach center expansion were considered.

**Rezoning:** Three applications were considered by the Commission. The application for a fast food restaurant rezoned property from M-2, General Industrial, to B-1, General Business, with Proffers. Other applications include the School Operations Center on Jolly Pond Road which added additional parking, and an application for a convenience store with fuel sales.

**Residential Units Legislatively Approved in 2010:** The Planning Commission and Board of Supervisors approved 1 two-family dwelling. (SUP-0003-2010, Gilley Property, Neck-O-Land Road)

**Zoning Ordinance Amendments:** Five amendments were reviewed by the Commission. These included changes to the permitted uses for LB (Limited Business) and B-1 (General Business) Districts, changes to pedestrian orientated signage, and updates to the plan review criteria and

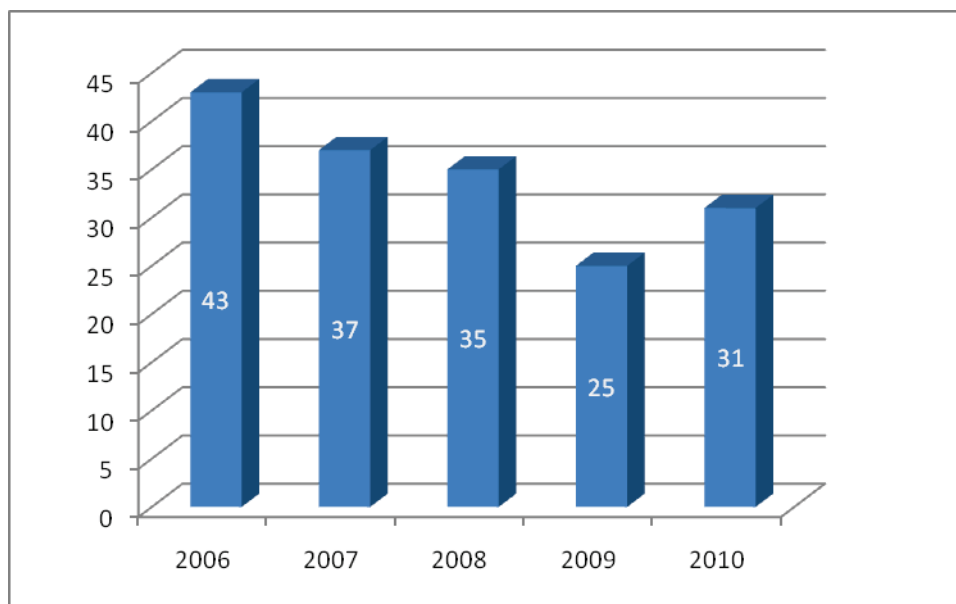
procedures for site plans and subdivisions. These amendments incorporated many of the BCTF and SSPRIT recommendations including the creation of enhanced conceptual plan review into the Zoning Ordinance. Two other amendments were necessary to bring the County Code in conformance with the Virginia State Code.

**Subdivision Ordinance Amendments:** Two amendments were considered by the Commission. These included changes to the plan review criteria and procedures for subdivisions, and changes to bring the County Code into compliance with the Chesapeake Bay Act

**Agricultural and Forestal Districts:** The Planning Commission reviewed 13 districts being renewed, one applications for an addition to the Croaker AFD, one application for an addition to the Barnes Swamp AFD, and on application for an addition to the Gordon Creek AFD.

The Development Review Committee reviewed 31 cases. These included Zaxby's Chicken, The Colonies at Williamsburg Timeshares, Autumn West Townhomes, TPMG Medical Building, Police Headquarters, Summerplace, Williamsburg Pottery and Courthouse Commons. Nine applicants requested the Committee's input on potential legislative proposals and received guidance and feedback to help them create plans and drawings that are consistent with the Comp Plan.

**DRC Cases**



### **Policy Review**

Policy review functions include reviewing the Capital Improvements Plan as well as processing any changes to the Zoning Ordinance or Committee Bylaws. This year the Policy Committee undertook the following topics:

- External Communications
- Planning Commission Public Comment Session Format
- Comprehensive Plan – Progress Report
- Zoning Ordinance Update Methodology
- Pedestrian Wayside Signage
- Subdivision / Site Plan Review Improvement Team (SSPRIT) Recommendations



## PLANNING COMMISSION ACTIONS

### Special Use Permits

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0003-2010	Gilley Property Two Family Dwelling	248 Neck O Land	4.74	Construction of a two-family dwelling	Approval	Approval	Approved
SUP-0026-2009	Constance Avenue WCF Tower	115 Constance Ave	27	Wireless communication tower	Approval	Approval	Approved
SUP-0002-2010	CVS & Food Mart at Soap and Candle Factory	7521 Richmond Road	14	Construction of a CVS/Food Market	Approval	Approval	Approved
SUP-0028-2009	Ingram Road Pegasus Tower	108 Ingram Road	6.98	Wireless communication tower	Approval	Approval	Approved
SUP-0017-2009	Freedom Market	5534 Centerville Road	1	Convenience store with fuel sales	Approval	Approval	Approved
SUP-0008-2010	Busch Gardens Griffon Theatrical Lighting	7851 Pocahontas Trail	5	Theatrical lighting for summer nights special events	Approval	Approval	Approved
SUP-0012-2010	Camp Road Tower	126 Camp Road	1.22	Wireless communication tower	Approval	Approval	Approved
SUP-0009-2010	USA Waste of Virginia Borrow Pit Renewal	700 Blow Flats Road	139	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0010-2010	Branscome Borrow Pit Renewal	750 Blow Flats Road	281	Continuing operation of an existing borrow pit	Approval	Approval	Approved
SUP-0004-2010	Courthouse Commons	5223 Monticello Ave, 4023 & 4025 Ironbound Rd, 113 New Quarter Rd	9	Create commercial center at the intersection of Monticello Rd and Ironbound Rd	Denial	Denial	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0013-2010	Chickahominy Road Manufactured Home	2818 Chickahominy Road	.57	Replace existing dwelling with a manufactured home	Approval	Approval	Approved
SUP-0014-2010	Grove Christian Outreach Center	8798 Pocahontas Trail	2	Permit a single building with 2750 square feet	Approval	Approval	Approved
SUP-0015-2010	Chanco's Grant Greensprings Trail Amendment	3123 Ironbound Road	5	Allow a trail to be constructed to connect the Greensprings Trail Network to Clara Byrd Baker Elementary School	Approval	Approval	Approved
SUP-0016-2010	La Tienda Virginia Packaging	8105 Richmond Road	0.15	Applicant proposes sausage and ham processing operations in existing units	Approval	Approval	Approved
SUP-0018-2010	American Heritage RV Park Expansion	146 Maxton Lane	70	Phased expansion of the American Heritage RV Park, a total of 327 RV sites	Approval	Approval	Approved
SUP-0019-2010	Harmonious Hardscapes	8162 Richmond Road	2	Retail sales of plant, garden and hardscape supplies and services	Approval	Approval	Approved
SUP-0020-2010	Diamond Healthcare SUP Amendment	5477 Mooretown Road	8	Permit an additional 17 in- patient psychiatric beds	Approval	Approval	Approved
SUP-0022-2010	Charlie's Antiques	7691 & 7709 Richmond Road, 3645 Toano Woods Dr	17	Relocate Charlie's Antiques	Approval	Approval	Approved
SUP-0023-2010	Cranston's Mill Pond Dam	6616 Cranston's Mill Pond Rd	59	Bring dam in compliance with State Dam safety Act and related state regulations	Approval	Approval	Approved

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
SUP-0025-2010	Colonial Towne Plaza Shopping Center Flea Market	6925 Richmond Road	25	Continue to operate a flea market at location	Approval	Approval	Approved
SUP-0026-2010	Tractor Supply Company at Norge Center	7508 Richmond Road	25.35	Permit 19000 square foot retail tractor supply store and a 15000 square foot outdoor display and sales area.	Approval	Approval	Approved
SUP-0027-2010	Jamestown High School Auxiliary Gymnasium	3751 John Tyler Hwy	76.99	Construction of a 6500 square foot auxiliary gym at the rear of the school	Approval	Approval	Deferred

## Rezoning

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action		
					Staff	PC	BOS
Z-0004-2009	School Operations Center Parking	597 Jolly Pond Road, 6616 Cranston's Mill Pond Road	28	A-1 to PL	Approval	Approval	Approved
Z-0003-2009	Freedom Market	5534 Centerville Road	1	LB to B-1, with Proffers	Approval	Approval	Approved
Z-0001-2010	Fast Food Restaurant	8953 Pocahontas Trail	1	M-2 to B-1, with Proffers	Approval	Approval	Approved

### Zoning Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
ZO-0004-2009	Use List for Limited Business and General Business Zoning Districts	Changing certain SUPs to permitted uses	Approval	Approved
ZO-0001-2010	Pedestrian Oriented Signage	Changing requirements for Exterior Signs Way-Finding Signage	Approval	Approved
ZO-0002-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
Section 24-24	Adding to Article I	Changes that require proof of real estate taxes paid for properties listed in applications	Approval	Approved
Section 24-666	Addition	Petition for Certiorari to Review Decision of Board	Approval	Approved

### Subdivision Ordinance Amendments

Case Number	Name of Project	Case Description	Recommendation / Action	
			PC	BOS
SO-0001-2010	Plan Review Criteria and Procedures	Changes to Subdivision and Zoning Ordinances	Approval	Approved
SO-0002-2010	Changes to Ordinance	To bring Ordinance in compliance with Chesapeake Bay Preservation Ordinance	Approval	Approved

Agricultural and Forestal District Renewals

Case Number	Name of Project	Acres	Case Description	Recommendation / Action			
				Staff	AFD	PC	BOS
AFD-1-94	Wright's Island AFD Renewal	1454.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-89	Armistead AFD Renewal	311.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-2-86	Croaker AFD Renewal	1075.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-3-86	Hill Pleasant Farm AFD Renewal	568.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-5-86	Barnes Swamp AFD Renewal	1616.1	Renewal of District	Approval	Approval	Approval	Approved
AFD-6-86	Cranston's Pond AFD Renewal	769.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-7-86	Mill Creek AFD Renewal	2913.5	Renewal of District	Approval	Approval	Approval	Approved
AFD-9-86	Gordon Creek AFD Renewal	3206.8	Renewal of District	Approval	Approval	Approval	Approved
AFD-10-86	Christenson's Corner AFD Renewal	562.2	Renewal of District	Approval	Approval	Approval	Approved
AFD-11-86	Yarmouth Island AFD Renewal	2031.4	Renewal of District	Approval	Approval	Approval	Approved
AFD-12-86	Gospel Spreading Church AFD Renewal	1133.7	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-93	Williamsburg Farms AFD Renewal	279.9	Renewal of District	Approval	Approval	Approval	Approved
AFD-1-02	Carter's Grove AFD Renewal	317.7	Renewal of District	Approval	Approval	Approval	Approved

Agricultural and Forestal District Additions

Case Number	Name of Project	Location	Acres	Case Description	Recommendation / Action			
					Staff	AFD	PC	BOS
AFD-5-86-2-2010	Racefield Property Barnes Swamp AFD Addition	230 & 260 Racefield Drive	121.7	Addition to the Barnes Swamp AFD	Approval	Approval	Approval	Approved
ADF-2-86-3-2010	Wenger Farms, Croaker AFD Addition	4474 Ware Creek Road	7	Addition to the Croaker AFD	Approval	Approval	Approval	Approved
AFD-9-86-3-2010	News Road Gordon Creek AFD Addition	3603 News Road	31	Addition to the Gordon Creek AFD	Approval	Approval	Approval	Approved

## ZONING ORDINANCE AND SUBDIVISION ORDINANCE UPDATE

The Planning Division announced the official kick-off of the Zoning Ordinance and Subdivision Ordinance update process in July 2010. This undertaking is to ensure that many of the concepts expressed in the recently adopted 2009 Comprehensive Plan are implemented and put into practice. The update is scheduled to follow a 20-month timeline with new ordinances ready for consideration in late 2011 or early 2012.

The Planning Commission and the Board of Supervisors discussed a draft methodology on several occasions, including a joint work session on March 23, 2010. The Commission endorsed the methodology at its April 7, 2010 meeting and the Board of Supervisors gave its approval on May 11, 2010. Then the ordinance update process began with a joint work session of the Planning Commission and Board of Supervisors on August 10, 2010. Three public forums were held during the months of August and September to collect citizen, business, and community group ideas regarding the ordinances. A dedicated website ([www.jccplans.org](http://www.jccplans.org)) has also been established to collect community input and provide information throughout the process.

Through a review of approved 2009 Comprehensive Plan strategies and actions, staff, the Planning Commission, and the Board of Supervisors identified several major research topics to evaluate during the review of the ordinance. Five priority items were identified:

- Cumulative Impact Database Set-Up
- Sustainability Audit
- Development Standards – with Sign Ordinance
- Commercial/Business Districts
- Economic Opportunity District

### Highlights of 2010 activities include:

#### Sustainability Audit

One of the five priority items for the Zoning Ordinance update process was to conduct a sustainability audit. This summer, LSL Planning, Inc. was hired in order to undertake a sustainability audit. This audit entailed a review of the existing ordinances and policies and provision of actions which could improve the County's sustainability, which is the ability to meet present needs without compromising those of future generations. The final report was presented to the Commission and shared with the Board of Supervisors in November 2010. The actions will be utilized to develop a Zoning Ordinance and Subdivision Ordinance which incorporates the ideas of the 2009 Comprehensive Plan *Historic Past, Sustainable Future*.

#### Green Building Design Roundtable

The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The



report describes green building and design, reviews other local governments' green efforts, covers the County's existing policies and presents the roundtable's recommendations for the future. The report was endorsed by the Board of Supervisors on July 27, 2010.

#### Fiscal Impact Analysis Worksheet

For the past six months, staff has been developing a draft Fiscal Impact Analysis Template. The template creates a standard for fiscal impact analyses and studies submitted to the County. The template uses the County's own data and assumptions when calculating the fiscal impact of a development on the community. Designed for maximum simplicity and user-friendliness, it will calculate residential and commercial costs and revenues, as well as a phasing plan. This worksheet is in its early developmental stage, and staff is currently soliciting comments from other departments and outside resources.

#### Business Climate Task Force Recommendations

The Business Climate Task Force (BCTF) helped identify how the County could be a more value-added partner to the business and industrial community. (This report can be found at <http://www.jccgov.com/pdf/business/taskforce/08Jan02FINALReport.pdf>.) The zoning and subdivision ordinances were amended to address recommendations of the BCTF regarding the review process for new development proposals. Changes were also made to the Zoning Ordinance for the Limited Business (LB) and General Business (B-1) Districts, allowing uses by-right that were once specially permitted uses. The goal is that these changes will attract, retain, and expand businesses in the County.

### **Annual Scorecard**

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists actions that have been completed and their associated tasks. A number of high priority items from the Community Character (CC), Economic Development (ED), Environmental (ENV), Housing (H), Land Use (LU), Parks and Recreation (PR), Population Needs (PN), Public Facilities (PF), and Transportation (T) sections of the Comprehensive Plan have yet to be initiated and/or completed. Tasks may not have been initiated and/or completed during the past calendar year because of financial constraints, Board of Supervisors direction, available manpower, County Administration decisions and other limiting factors that play a crucial role in determining when GSAs get implemented. Other tasks may be high priority items with a 0-5 year timeframe, but have yet to be started even though they are still on schedule to be completed within the timeframe established in the Comprehensive Plan. The Board of Supervisors further prioritizes projects, based on available funding and resources, through the annual budget and Strategic Management Plan processes. For a list of the complete Implementation Schedule with all GSAs and the associated priority and timeframe, please visit the following link: <http://planning.jccgov.com/default.aspx>

*Note: The list below focuses on completed high priority actions as referenced in the 2009 Comprehensive Plan Implementation Schedule. It does not include current in-progress tasks (i.e. specific zoning ordinance update items not yet completed) or actions programmed for future years.*

### **Tasks with a 0-5 year timeframe**

Action	Task Completed
<b>CC 3.2.</b> Adopt a conceptual plan process that provides early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.	<b>Planning staff processed a new Conceptual Plan process zoning ordinance amendment adopted by the Board of Supervisors on June 22<sup>nd</sup> of this year. This amendment allows applicants to submit a plan for conceptual review by County staff and/or the Development Review Committee prior to a legislative case submission and to elicit comments early in the process.</b>
<b>ED 1.6.</b> Support the recommendations of the Business Climate Task Force Report as determined by the Board of Supervisors.	<b>Planning staff processed a number of Zoning Ordinance amendments to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review</b>

	<p><b>Committee.</b></p> <p>The Office of Economic Development (OED) and the College of William &amp; Mary's Technology and Business Center have connected the County's Incubator clients with W&amp;M business school professors and students.</p> <p>OED redesigned its website and is developing a promotional video to enhance marketing efforts.</p> <p>OED developed a proposal to create a Technology Zone.</p>
<p><b>ENV 4.5.</b> Investigate amending County ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (i.e., rain barrels, residential-sized wind turbines, solar panels, etc.).</p>	<p>The final James City Green Building Design Roundtable Report was completed by the group of 26 members from the private sector, the County and the schools. The Report describes green building and design, reviews other local governments' green efforts, covers the County's existing policies and presents the Roundtable's recommendations for the future. The Report was presented to, and accepted by, the Board of Supervisors on July 27, 2010. The report includes recommendations on policy/ordinance amendments that are being examined as part of the overall ordinance amendment process.</p> <p>The sustainability audit, conducted by a consultant, and presented to the Planning Commission in November 2010, also included an evaluation of appropriate conservation technology in the zoning ordinance. Recommendations from the audit are being evaluated for possible inclusion in the ordinance during the update process.</p> <p>On March 23, 2010, the BOS adopted a Sustainable Building Policy to guide facility design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.</p> <p>As noted in ENV 4.4, the James City County Sustainable Building Policy was adopted as a follow up to the Cool Counties Declaration. In addition, a number of actions have occurred with respect to existing buildings. To improve energy efficiency in existing County</p>
<p><b>ENV 4.4.</b> Create a green building policy and a cost-benefit analysis policy for County building capital projects and ensure that proposed County buildings meet the guidelines of that policy in advance of Capital Improvements Program construction expenditures.</p>	
<p><b>ENV 4.6.</b> Make County facilities a climate stabilization leader throughout the County by:</p> <p><b>ENV 4.6.1.</b> Developing an action plan for the installation of energy</p>	

management control systems and renewable energy technologies and the maintenance of heating and cooling systems at County facilities.	buildings, windows and doors were replaced in County offices on Palmer Lane. HVAC systems were upgraded at the Emergency Operations Center (EOC) and at several County offices. Lighting systems were upgraded at the JCWCC and the EOC. By the end of FY11, all lighting will be changed at Buildings A,B,F, and the WJCC Community Center to high efficiency fluorescent and LED lights. Web based building control systems will be in place at all Government Center Buildings and the Community Center. These capital maintenance activities will result in long-term energy savings for the County.
<b>H 2.1.</b> Support the efforts of private and non-profit entities to improve the condition of the County's housing stock.	The County awarded a contract to construct infrastructure, including new streets, in the Ironbound Square Subdivision. The subdivision will contain 33 new EarthCraft certified homes built by private and non-profit housing partners.
<b>H 2.4.</b> Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting, maintenance, and sanitary health conditions.	<p>The Office of Housing and Community Development (OHCD) received a \$7,900 Virginia Department of Housing and Community Development (DHCD) award to make emergency home repairs.</p> <p>OHCD receives additional funding from DHCD to provide indoor plumbing to residences with failed well/water or sewer/septic systems.</p> <p>OHCD partners with Housing Partnerships to provide emergency home repairs.</p> <p>OHCD received a grant from the Virginia Housing Development Authority to provide counseling to home buyers.</p> <p>OHCD administers approximately \$1.2 million per year of HUD funded rental assistance.</p>
<b>H 2.5.</b> Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency, and the need for donations of money, supplies, and labor to keep these groups functioning to meet their missions.	The Office of Housing and Community Development assists in marketing and referring applicants to Peninsula Habitat for Humanity, and in marketing and financing new homes built by Housing Partnerships. Two OHCD staff sit on the Habitat Family Selection Committee and two staff sit on the Housing Partnership's Core Group advisory committee.
<b>H 2.6.</b> Continue to promote the deferred payment policy of the	OHCD has taken two applications for low-income home owners and

James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.	home buyers to connect to JCSA water and sewer.
<b>H 2.9.</b> Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.	<b>OHCD</b> received a <b>Community Development Block Grant</b> award of <b>\$1.4 million</b> to improve housing and infrastructure in the <b>Forest Heights Neighborhood</b> .
<b>LU 1.5.</b> Facilitate continued diversification of the local economy and maintain an adequate balance between residential and non-residential development.	The <b>County's</b> part-time <b>Business Facilitator</b> helped <b>22 businesses</b> navigate through government processes such as obtaining businesses licenses, applying for <b>Special Use Permits</b> and submitting site plan reviews.
<b>LU 4.5.2.</b> Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited plan review.	The <b>Zoning Ordinance</b> was revised to include more flexibility with regard to which uses needed special use permits in the business/industrial districts, and amendments also streamlined the approval process for cases requiring approvals from the <b>Development Review Committee</b> .
<b>LU 6.1.1.</b> Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	<b>Thirteen</b> of the <b>fourteen Agricultural and Forestal Districts</b> were all recently evaluated and renewed for new terms. The <b>Board of Supervisors</b> also adopted a new withdrawal policy for all districts for parcels both inside and outside the <b>Primary Service Area</b> .
<b>LU 7.1.</b> Conduct a sustainability audit of James City County codes, ordinances, and regulations prior to conducting comprehensive updates.	A consultant was hired and a sustainability audit was completed. The audit was presented to the <b>Planning Commission</b> at its <b>November</b> meeting. Recommendations from the audit are currently being evaluated for possible inclusion into the zoning ordinance during the update process.
<b>PN 4.3.</b> Work with the Senior Services Coalition to develop a strategic plan for seniors.	Through work with the <b>Senior Services Coalition</b> , <b>Community Services</b> staff developed a strategic plan for seniors during the last calendar year.
<b>PF 4.1.</b> Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs, and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency, and durability can be clearly expected or demonstrated.	<b>Renovations</b> to the <b>Law Enforcement Center</b> to make it the <b>Fire Administration Headquarters</b> and <b>Training Center</b> , as well as design and construction of the new <b>Police Building</b> were completed in accordance with "green" building design standards with the goal of attaining <b>Silver LEED</b> recognition. Both projects incorporated highly efficient <b>HVAC</b> and lighting systems which will be more efficient than industry standards. The design of the new <b>Community Gymnasium</b> at <b>Warhill</b> will also incorporate these measures.
<b>PF 4.2.</b> Strive toward constructing new County buildings and	The <b>BOS</b> adopted a <b>Sustainable Building Policy</b> to guide facility

facilities to meet or exceed Silver LEED (Leadership in Energy and Environmental Design) (or industry similar or successor) standard wherever applicable. The Silver LEED (or industry similar or successor) standard should also be sought for renovation projects whenever feasible. Adopt a specific County policy governing the application of sustainable building standards to County built and occupied facilities and buildings.	design, construction, and renovation for County projects and set a goal of Silver Certification under the Leadership in Energy and Environmental Design (LEED) rating system. Several new construction and renovation projects meeting these standards are underway as listed in PF 4.1.
<b>PF 5.1.</b> Evaluate the security of County facilities and buildings from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.	Public, building, and information safety were taken into account during the design of the new police building at Warhill and resulted in specific architecture, fencing, and buffering to provide additional security.
<b>Tasks with a 6-11 year timeframe</b>	
<b>PR 2.3.1.</b> Aligning the Greenway Master Plan with existing and planned sidewalks and bikeways, and integrating this plan with greenway plans of adjacent localities and interested organizations.	As part of the ordinance update, staff has developed an updated inventory of existing and proffered sidewalks to help evaluate the best locations for sidewalk construction both by the County and by private development proposals.
<b>Tasks with a 10+ year timeframe</b>	
<b>T 1.3.4.</b> Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.	The Jolly Pond Road/ Centerville Road and the Longhill/Centerville Road intersections have been redesigned to accommodate a significantly higher volume of traffic from the new schools on Jolly Pond Road and increasing park and community traffic while maintaining the rural character of the community.
<b>Tasks with an Ongoing timeframe. While generally speaking, tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.</b>	
<b>ED 1.1.</b> Maintain an active and effective economic development strategy, which includes existing business retention and expansion, the formation of and assistance to new business, and new core business recruitment.	OED has participated in two marketing missions with the Hampton Roads Economic Development Alliance (HREDA) targeting specific geographic regions and another marketing mission targeting industrial asset managers. OED attended a trade show for a targeted industry to learn about opportunities within the industry.

	<p>OED continues to present development opportunities and inventory to economic development allies, such as service providers and commercial real estate brokers.</p> <p>OED continues its Existing Industry Visitation (EIV) program to maintain contact with local businesses and identify any expansion projects.</p> <p>OED collaborated with regional partners to recruit Frontier Airlines to provide low fare, non-stop access to the western U.S.</p> <p>OED issued performance-based grants to small businesses through the EDA's Business Assistance Program.</p>
<p><b>ED 1.5.</b> Continue to analyze County regulations, policies, and procedures to ensure that they do not unnecessarily inhibit commercial and industrial development.</p>	<p>A number of Zoning Ordinance amendments were processed to help streamline the administrative review process and allow more permitted uses in the business/industrial districts. Staff looked at uses that were currently allowed by-right and compiled a list of specially-permitted uses (SUPs) that had similar impacts and amended the ordinance to allow those uses by-right. Staff also reviewed the site plan section of the ordinance and amended the thresholds for cases that require approval of the Development Review Committee.</p> <p>OED assisted Planning Division create the Economic Opportunity Zone.</p> <p>OED contributed to the Historic Triangle Collaborative's Economic Diversification Task Force.</p>
<p><b>ED 4.1.</b> Work with the College of William and Mary Office of Economic Development in support of business attraction and expansion.</p>	<p>The EDA entered into an agreement with the College of William and Mary to manage the Business Incubator. The EDA expanded the scope of the Incubator to include several categories of businesses.</p> <p>OED has included W&amp;M Economic Development Office EIVs.</p> <p>In follow up to EIV, OED introduced W&amp;M Technology and Business Center to businesses seeking consulting services.</p>
<p><b>ED 2.1.1.</b> Support the development of diverse types of retail and non-</p>	<p>Owens-Illinois (O-I) North America, with the help of an EDA</p>

retail core business.	<p>performance-based grant, invested \$20 million in their Toano plant. The investment will allow O-I to produce a diversified product mix of glass containers. These improvements are in addition to the \$20 million investment announced in 2008 that will create at least 20 new jobs to the 180-person staff and \$10 million payroll.</p> <p>OED prepared development proposals and responses to requests for information for business development opportunities.</p> <p>OED issued funding grants to businesses to develop e-commerce projects.</p>
<p><b>H 3.6.</b> Continue to assist for profit and non-profit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.</p>	<p>OHCD received allocations, totaling \$5,560,000, of special low-interest financing to assist first-time home buyers purchase new or existing homes.</p>
<p><b>PR 2.1.</b> Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bicycle Facilities Plan and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.</p>	<p>Parks and Recreation received a \$283,976 Virginia Recreational Trails Fund Grant to construct a paved multi-use path called the Powhatan Creek Trail to connect the Capital Trail adjacent to Mainland Farm with Clara Byrd Baker Elementary School.</p>
<p><b>PF 5.4.</b> Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.</p>	<p>JCC Alert was launched as a new way to communicate with County residents about emergency alerts, notifications, and updates via text message or e-mail.</p> <p>The Fire Department received two Local Emergency Management Performance Grants totaling \$69,384 to be used to enhance the capability of JCC to develop and maintain a comprehensive emergency management program.</p> <p>The Fire Department received two Radiological Emergency Preparedness Funds grants from Virginia Dominion Power totaling</p>

	<p>\$75,000 to help the County make improvements to the Emergency Operations Center, purchase radiological response equipment, and conduct readiness drills to prepare for responses to threats related to the Surry Nuclear Power Plant.</p> <p>The Fire Department's Division of Emergency Management received two Citizens Corps Program grants from the Virginia Department of Emergency Management totaling \$39,600 to be used in the delivery of preparedness education and training to County citizens.</p>
<p><b>T 3.2.</b> Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for road improvement projects including Route 60 relocated, the Route 60 &amp; Route 143 connector, and the extension of Mooretown Road. The Longhill/Centerville Road intersection project will be financed with State funding.</p> <p>Staff has secured \$300,000 for the Longhill Road corridor study, \$300,000 for the Route 60/Rt. 143 connector, and \$400,000 for the Mooretown Road extension. This is scheduled to begin July 1, 2011.</p> <p>The County/WJCC Schools has received a grant for \$126,000 for a pedestrian signal and crossing improvements at James River Elementary School on Route 60. This money will be used to redesign the intersection in front of the school to be more pedestrian oriented and ultimately be an incentive for students living in nearby neighborhoods to walk to school.</p>
<p><b>T 3.13.</b> Continue to pursue with the Williamsburg-James City County Schools a Safe Routes to School program that identifies primary walking and biking routes to schools and prioritizes improvements to make those routes safe for children.</p>	

## GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CIP	Capital Improvements Program
DCHD	Virginia Department of Housing and Community Development
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
JCWCC	James City-Williamsburg Community Center
LEED	Leadership in Energy and Environmental Design
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
SSPRIT	Subdivision / Site Plan Review Improvement Team
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



PLANNING DIVISION,  
OF DEVELOPMENT MANAGEMENT

Contact or Visit:

101-A Mounts Bay Road  
Williamsburg, Virginia 23185  
Phone: 757.253.6685  
Fax: 757.253.6822  
Email: [planning@james-city.va.us](mailto:planning@james-city.va.us)

Website: [www.jccegov.com](http://www.jccegov.com)



Website: [www.jccplans.org](http://www.jccplans.org)

James City County Planning  
Commissioners



Front Left to Right: Tim O'Connor, Rich Krapf, Joe Poole III, Jack Fraley

Back Left to Right: Al Woods, Reese Peck, Mike Maddocks

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB B

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	2025 Fluvanna County Fair Review				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Aaron Spitzer, Director of Parks and Recreation				
<b>PRESENTER(S):</b>	Aaron Spitzer, Director of Parks and Recreation				
<b>RECOMMENDATION:</b>	None				
<b>TIMING:</b>	None				
<b>DISCUSSION:</b>	This presentation is to give a review of the 2025 Fluvanna County Fair along with expenditures and revenues of both the Fair Board and Parks and Recreation department.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	A Resolution authorizing DCR review of the eligibility of the Hardware River as a Virginia Scenic River				
<b>MOTION(s):</b>	I move the Board of Supervisors adopt a resolution entitled <b>"TO AUTHORIZE FLUVANNA COUNTY STAFF TO INITIATE THE PROCESS OF REQUESTING THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION TO DESIGNATE THE HARDWARE RIVER AS A VIRGINIA SCENIC RIVER."</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>	N/A	
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator Alex Porter, GIS Technician/Planner				
<b>PRESENTER(S):</b>	Alex Porter, GIS Technician/Planner				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	<p>Fluvanna County contains roughly 12.9 miles of the Hardware River, flowing through the southeast portion of the County before emptying into the James River. The Virginia Department of Conservation and Recreation (DCR) maintains a register of Virginia Scenic Rivers. River segments with this designation receive protections for local and residential rights in relation to development along the river. The designation also declares the river's scenic value a meaningfully beneficial purpose of water resource policy. This resolution authorizes County staff to formally request the DCR begin the review process for the Hardware River's designation as a Scenic River.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia  
**RESOLUTION No. 23-2025**

**A Resolution to authorize Fluvanna County staff  
 to initiate the process of requesting the Virginia Department of Conservation and  
 Recreation to designate the Hardware River as a Virginia Scenic River**

WHEREAS, the Hardware River represents an essential part of Fluvanna County's natural and cultural landscape and contributes to the County's reputation as a rural, peaceful, and verdant space; and

WHEREAS, the Hardware River is a shared natural resource, with approximately 10.5 miles of the river's length passing through the neighboring Albemarle County and approximately 12.9 miles of the river's length passing through Fluvanna County and ending at the James River; and

WHEREAS, the Virginia Department of Conservation and Recreation possesses the authority to carry out studies to determine waterway eligibility for inclusion in the Virginia Scenic Rivers Program; and

NOW, THEREFORE, BE IT RESOLVED the Board of Supervisors of Fluvanna County, Virginia hereby authorizes the staff to request that the Virginia Department of Conservation and Recreation study the feasibility of naming a portion of the Hardware River, from the Fluvanna County boundary with Albemarle County to the terminus at the confluence with the James River, as a Virginia Scenic River; and

IT IS FURTHER RESOLVED AND ORDERED the Board of Supervisors further recommends that Fluvanna County staff coordinate with representatives of Albemarle County in pursuit of this designation.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 1<sup>st</sup> day of October 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



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

**TAB D**

<b>MEETING DATE:</b>	October 1, 2025					
<b>AGENDA TITLE:</b>	Resolution of intention to change data centers from a by-right use to a use by special use permit and to modify the definition of "data center"					
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the resolution of intention to amend the Zoning Code to change data centers from a by-right use to a use allowed by special use permit in the Industrial, Limited I-1 and Industrial, General I-2 Districts, and to modify the definition of "data center."</b>					
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list item(s):</b>			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		X				
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney					
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney					
<b>RECOMMENDATION:</b>	N/A					
<b>TIMING:</b>	N/A					
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>At the Board of Supervisor's meeting on September 17, the Board voted 5-0 to consider a resolution of intention at the October 1 meeting to amend §§ 22-11-2.1, 22-11-2.2, 22-12- 2.1, and 22-12-2.2 to change data centers from a by-right use to a use allowed by special use permit in the Industrial, Limited I-1 and Industrial, General I-2 Districts.</li> <li>At the meeting on September 17, the Board approved a motion to postpone consideration of any data center applications until January 31, 2026.</li> <li>This delay will give the Planning Commission and the Board time to consider amendments to the County Code regarding data centers.</li> <li>Staff is also suggesting an amendment to the definition for "data center" in §22-22-1 of the County Code.</li> </ul>					
<b>FISCAL IMPACT:</b>	N/A					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Resolution</li> <li>Ordinance ZTA 25:10</li> <li>Planning Commission Ad</li> </ul>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
	X					



**BOARD OF SUPERVISORS**

County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 22-2025**

**A RESOLUTION OF INTENTION TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2, AND 22-22-1 TO CHANGE DATA CENTERS FROM A BY-RIGHT USE TO A USE ALLOWED BY SPECIAL USE PERMIT IN THE INDUSTRIAL, LIMITED I-1 AND INDUSTRIAL, GENERAL I-2 DISTRICTS, AND TO MODIFY THE DEFINITION OF “DATA CENTER”**

**WHEREAS**, the Fluvanna County Code (“County Code”) may from time to time be amended, supplemented, changed, modified or repealed by the Fluvanna County Board of Supervisors (“Board of Supervisors”) pursuant to § 15.2-2285 of the Code of Virginia; and

**WHEREAS**, in accordance with § 22-20-1 of the County Code, the Board of Supervisors can adopt a resolution of intention to amend the Zoning Code, which resolution upon adoption shall be referred to the Planning Commission; and

**WHEREAS**, the Board of Supervisors desires to propose an amendment to the Zoning Code by amending §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2 and 22-22-1 to change data centers from a by-right use to a use allowed by Special Use Permit in the Industrial, Limited I-1 and Industrial, General I-2 Districts, and to modify the definition of “data center”; and

**WHEREAS**, the Fluvanna County Planning Commission (“Planning Commission”) shall hold a public hearing on November 18, 2025 on such proposed amendments after notice as required by §15.2-2204 of the Code of Virginia, and may make appropriate changes to the proposed amendment as a result of such hearing; and

**WHEREAS**, the Board of Supervisors finds that it promotes the health, safety and welfare of the citizens of the County and is good zoning practice to propose such changes to the County Code; and

**WHEREAS**, the Board of Supervisors approved a motion on September 17, 2025 to direct County staff to postpone consideration of any site plan applications for data centers until January 31, 2026 to allow time for consideration of such changes to the County Code.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors proposes an amendment to the Zoning Code by amending §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2 and 22-22-1 to change data centers from a by-right use to a use allowed by Special Use Permit in the Industrial, Limited I-1 and Industrial, General I-2 Districts and to modify the definition of “data center”; and

**BE IT FURTHER RESOLVED**, the Board of Supervisors directs the Director of Planning to advertise the proposed amendments for a Planning Commission public hearing on November 18, 2025; and

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 1st day of October 2025:

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

Attest:

---

Christopher Fairchild, Chair  
Fluvanna County Board of Supervisors

**ZTA 25:10**

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2, AND 22-22-1 TO CHANGE DATA CENTERS FROM A BY-RIGHT USE TO A USE ALLOWED BY SPECIAL USE PERMIT IN THE INDUSTRIAL, LIMITED I-1 AND INDUSTRIAL, GENERAL I-2 DISTRICTS, AND TO MODIFY THE DEFINITION OF “DATA CENTER”

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

- (1) *That the Code of the County of Fluvanna, Virginia is amended by amending §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2, and 22-22-1 as follows:*

CHAPTER 22 ZONING

ARTICLE 11. – INDUSTRIAL, LIMITED, DISTRICT I-1

Sec. 22-11-2.1. - Uses permitted by right.

*Industrial Uses*

Contractor's storage yards  
~~Data centers~~  
 Lumberyards  
 Machine shops  
 Manufacturing, light  
 Railroad facilities  
 Research laboratories  
 Sawmills, temporary  
 Solid waste collection facilities  
 Upholstery shops  
 Wholesale warehouses

Sec. 22-11-2.2. - Uses permitted by special use permit only.

*Industrial Uses*

**Data centers**  
 Manufacturing, medium  
 Sanitary landfills  
 Sawmills, permanent  
 Solid waste material recovery facilities  
 Truck terminals

## ARTICLE 12. – INDUSTRIAL, GENERAL, DISTRICT I-2

### Sec. 22-12-2.1. - Uses permitted by right.

#### *Industrial Uses*

- Contractor's storage yards
- ~~Data centers~~
- Lumberyards
- Machine shops
- Manufacturing, light
- Manufacturing, medium
- Railroad facilities
- Research laboratories
- Sawmills, permanent
- Sawmills, temporary
- Solid waste collection facilities
- Truck terminals
- Upholstery shops
- Wholesale warehouses

### Sec. 22-12-2.2. - Uses permitted by special use permit.

#### *Industrial Uses*

##### **Data centers**

- Manufacturing, heavy
- Petroleum distribution facilities
- Resource extraction
- Salvage and scrap yards
- Sanitary landfills
- Slaughterhouses
- Solid waste material recovery facilities

## ARTICLE 22. – DEFINITIONS

### Sec. 22-22-1. – Rules of construction; definitions.

*Data center:* A facility used primarily for **the** management, processing, storage and transmission of **digital data** ~~facts and information in digital form~~, which houses computer and/or network equipment, servers, systems and other associated components related to digital data operations. The facility may also include ~~necessary uses like~~ air handlers, power generators, water-cooling

and storage facilities, utility substations, and other associated infrastructure to support its operations.

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



(Seal)

# PUBLIC HEARING

**Fluvanna County Planning Commission**  
Tuesday, November 18, 2025 at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held in the Morris Room in the County Administration Building at 132 Main Street, Palmyra, Virginia 22963 for citizens of the County to have the opportunity to appear before and be heard by the Planning Commission for the following items:

**ZTA 25-10: Ordinance to amend the “Code of the County of Fluvanna, Virginia,” by amending §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2, and 22-22-1, to change data centers from a by-right use to a use allowed by special use permit in the Industrial, Limited I-1 and Industrial, General I-2 Districts, and to modify the definition of “data center.”**

Copies of the complete text of the above ordinances 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 the Planning and Zoning Department, 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: November 6 & 13, 2025

Authorized by: Fluvanna County Planning Commission

Bill to: Planning Commission

\*\*\*\*\*

## CONTACT INFORMATION:

Todd Fortune  
Director of Planning  
Fluvanna County  
P. O. Box 540  
Palmyra, VA 22963  
[tfortune@fluvannacounty.org](mailto:tfortune@fluvannacounty.org)  
434-591-1910



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	Policy 7.4 Naming of County Facilities				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors adopt Policy 7.4 Naming of County Facilities, attached, to establish the procedure and guidelines for naming and renaming of County facilities.</b>				
<b>BOS 2 WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>No naming policy currently exists.</li> <li>The proposed Policy 7.4 establishes naming criteria and a process by which the Board of Supervisors, County staff, and the public may suggest a name for a County facility.</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Policy 7.4 Naming of County Facilities</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				



## 07. FACILITIES, VEHICLES, AND UTILITIES

### 7.4. Naming of County Facilities

Approved by BOS – Month, date 2025

#### 7.4.1. Purpose

To establish the procedure and guidelines for the official naming and renaming of County facilities. The County aims to ensure that its facilities are easily identified and located, while also selecting names that are consistent with the County's values and character.

#### 7.4.2. Definition

County facilities include all property owned by the County and/or under the County's control, including, but not limited to, buildings, public parks, recreation areas, structures, open spaces, fields, playgrounds, and other natural areas.

#### 7.4.3. Policy

- A. **Naming Criteria:** County facilities shall generally be named in accordance with geographical, historical, or ecological features related to the facility or the immediate vicinity of the facility. Such facilities may also be named for or in memory of individuals of historical significance and/or individuals that have made significant contributions to the County. Proposed names will not be considered if they may cause confusion or are inconsistent with the County's values and character.
- B. **Process:** Any decision to name County facilities must ultimately be approved or denied by the Board of Supervisors ("the Board") upon consideration of the requirements of this Policy. Depending on the nature of each individual facility to be named, suggestions for the naming of such facility may come from the Board itself, from a County department or board, or from the public.
  1. Board-initiated naming: Should the Board decide to lead the process for the naming of a County facility, it may do so during a public meeting of the Board. The Board may solicit public comment regarding the naming of any such facility. Final approval or disapproval of any proposed name shall be decided by a majority vote of the Board.
  2. County-driven initiated: Should a County department or board decide to lead the process for the naming of a County facility, it may do so via an internal selection process or by soliciting suggestions from members of the public or community organizations. County departments and boards shall submit all naming recommendations to the County Administrator, along with a description including the rationale for the name. The County Administrator may then schedule and present the recommendation to be considered by the Board at a public Board meeting. The Board may solicit public comment on the name recommendation.

Final approval or disapproval of any proposed name shall be decided by a majority vote of the Board.

3. **Community-initiated naming:** In the event that private individuals or groups within the County wish to suggest a name for a County facility, such individual or group shall submit naming suggestions to the appropriate County department associated with the facility in question. All naming suggestions must contain a description including the rationale for the name. County departments shall consider all community-suggested facility names based on the naming criteria in this Policy. After consideration, the County department may submit any naming recommendations to the County Administrator. The County Administrator may then schedule and present the recommendation to be considered by the Board at a public Board meeting. The Board may solicit public comment on the name recommendation. Final approval or disapproval of any proposed name shall be decided by a majority vote of the Board.
- C. **Renaming:** The process for renaming County facilities shall be the same as that for the initial naming for such facilities; however, a valid justification shall be required for any renaming of County facilities. The County shall ensure that any name change will not cause undue confusion or offense and that such change reflects the County's values and character. Final approval or disapproval of any proposed name change shall be decided by a unanimous vote of the Board.

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors September 17, 2025 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday September 17, 2025, be adopted.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes September 17, 2025.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Courtroom, Fluvanna Courts Building**  
**72 Main Street, Palmyra, VA 22963**  
**September 17, 2025**  
**Regular Meeting 6:00pm**

**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 6:01pm, Chair Fairchild called to order the Regular Meeting of September 17, 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 Data Center Ordinance Committee to Unfinished Business, and the addition of A Resolution to Recognize Marvin Moss to New Business.*

<b>MOTION:</b>	Accept the Agenda, for the September 17, 2025 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

**ART IN THE PARK & GROOVIN AT THE GROVE**

- Art in the Park – The second event was held on September 13 from 10AM – 3PM, featuring 21 craft vendors, 4 food vendors, and the open Farm Museum. Attendance reached 500. The final Art in the Park of 2025 will be December 13 with a holiday theme.
- Groovin’ at the Grove – The final concert of 2025 was held on September 13 from 4–7PM with record attendance of 475. Jefferson Speedboat performed, and local food trucks participated as well. The youth football cheerleading squad sponsored the beer garden and raised over \$2,000.

**BUTTERFLY HOUSE AT PLEASANT GROVE PARK**

- Tours of the Butterfly House at Pleasant Grove Park are done for the year.
- A total of 1,155 visitors have toured the Pleasant Grove Park Butterfly House and Native Plant Garden since opening on July 12th.
- The exhibit was free to the public and provided an opportunity to experience the native butterfly lifecycle while learning about the importance of host and nectar plants. The response has been overwhelmingly positive and visitors very appreciative.
- This project is a collaboration between the Fluvanna Master Gardeners and the Rivanna Master Naturalists.

**PLEASANT GROVE PARK PAVING**

- Paving started at Pleasant Grove Park on September 15 with Pleasant Grove Drive being done first.
- Parking was set up in the “rodeo field” for soccer during the road closure. FGSL moved practices to Carysbrook.
- All roads in the park will be open Friday, September 19 by 4pm.

**PLEASANT GROVE PARK ADA PLAYGROUND**

- The grand opening of Fluvanna’s first public ADA playground is Saturday, September 20, 2025 at 11:00am at Pleasant Grove Park.

**Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Oct 1	5:00 PM	Regular Meeting	Circuit Court

Wed	Oct 15	6:00 PM	Regular Meeting	Circuit Court
Wed	Nov 5	5:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 6:09pm, Chair Fairchild opened the first round of Public Comments.

- Robert Nichols, 5199 West River Rd, spoke in opposition to the food and beverage tax.
- Don Reynard, 3531 Union Mills Rd, commented on real estate zoning, assessments, and taxes.
- Patti Reynard, 3531 Union Mills Rd, commented on real estate zoning, assessments, and taxes.
- Channing Snoddy, 1342 Salem Church Rd, commented on land use.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:28pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

*Historic Courthouse Renovation Update* – Eric Dahl, County Administrator

- County staff and consultants are working to finalize the Invitation of Bid (IFB) documents.
- After a meeting with our consultant MFTA last Friday on the project completion date, we met with the Department of Historic Resources (DHR) about a 2 month grant extension.
- On the current path to meet the July 1, 2026 grant deadline, a contractor is looking at 7 months for project completion, which could be a tight window depending on weather, but possible.
- Having an additional 2 months (August 31, 2026), we feel will help with lower bids amounts for contractors.
- DHR is open to the extension, pending a formal grant modification request.

Timeline

Prepare and submit 100% Bid Set	29 days after 95% review mtg	Friday, August 22, 2025
County issues documents for bids	17 days after submission	Monday, September 8, 2025
Bids Received	30 days after issuance	Wednesday, October 8, 2025
County Completes Review of Bids	21 days after receipt of bids	Wednesday, October 29, 2025
County Board Approves Contract	28 days after receipt of bids	Wednesday, November 5, 2025
Commence Construction	7 days after contract approval	Wednesday, November 12, 2025

Current VA 250 Preservation Grant Deadline: July 1, 2026  
Current General Assembly Grant Deadline: June 11, 2026

8 - ACTION MATTERS

*Fire Training Building* – Eric Dahl, County Administrator

- The site work IFB was due Friday, August 22<sup>nd</sup> at 2pm.
  - 3 contractors submitted (2 local and 1 out of the area)
- The lowest site work bid was \$583,790

Description	4 Container System	5 Container System (current)
Grant funding - Applies to Structure only	\$450,000	\$450,000
Costs (Est.): containers, props, equipment, training and shipping	(\$580,000)	(\$680,000)
Costs (Est.): payment and performance bond (5%)	(\$29,000)	(\$34,000)
Costs (Est.): contingency fund (10%)	(\$87,000)	(\$102,000)
Additional Building County Cost	(\$246,000)	(\$366,000)
County funding - Previous	\$38,320	\$38,320
Grant funding - Applies to Engineering	\$30,000	\$30,000
County funding	\$550,000	\$550,000
Previous Costs (Actual): Professional Services (site plan, structural, eletrical, architectural, bidding )	(\$67,200)	(\$67,200)
Costs (Actual): Professional Services (site plan, structural, eletrical, architectural, bidding )	(\$61,850)	(\$61,850)
Costs (Actual): construction phase services	(\$55,900)	(\$55,900)
Costs (Est.): special inspections, foundation, construction materials	(\$20,000)	(\$20,000)
Costs (Est.): Dominion Electric	(\$20,000)	(\$20,000)
Costs (Est.): contingency fund (5%)	(\$30,000)	(\$30,000)
Costs (Actual): site work and electric bid	(\$583,790)	(\$583,790)
Costs (Actual): payment and performance bond	(\$26,271)	(\$26,271)
Additional Sitework County Cost	(\$246,691)	(\$246,691)
TOTAL COUNTY ADDITIONAL FUNDING	\$492,691	\$612,691

MOTION:	Approve funding in the amount of \$650,000 from Unassigned Fund Balance for the 5 container system fire training building.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	NO ACTION				

- After some discussion, Mr. Hodge amended his motion.

MOTION:	Amend motion to approve funding in the amount of \$615,000 from Unassigned Fund Balance for the 5 container system fire training building.				
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 contract with Brock Construction for site work for the Fluvanna County Fire Training Center in the amount of \$610,061.00 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:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

Public hearing to amend §§ 4-2-2 and 4-2-5 to establish a civil penalty structure for violations of both the Dogs Running At Large Ordinance and the Unrestricted Dogs Ordinance – Dan Whitten, County Attorney

This revision establishes a civil penalty structure for violations:

- Civil penalty of \$100 for first offense
- Civil penalty of \$200 for second offense if within one year of conviction for first offense
- Civil penalty of \$500 for third or subsequent offense if within two years of conviction for second or subsequent offense

At 7:16pm, Chair Fairchild opened the Public Hearing.

- Channing Snoddy, 1342 Salem Church Rd, asked about the status of hunting dogs, and was informed that hunting dogs are exempt.

With no one else wishing to speak, Chair Fairchild closed the Public Hearing at 7:17pm.

MOTION:	Approve the ordinance to amend County Code §§ 4-2-2 and 4-2-5 to establish a revised civil penalty structure for violations of both the Dogs Running At Large Ordinance and the Unrestricted Dogs Ordinance.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ZTA 25:04 – Amendments to the Fluvanna County Zoning Ordinance to define “mobile food unit” and to authorize such activity by-right in all zoning districts – Dan Whitten, County Attorney; Todd Fortune, Director of Planning

The County Code currently does not define mobile food unit or identify it as an allowed use. This has led to staff having to interpret the Code when determining if a mobile food unit can be placed in specific locations when asked by prospective vendors. This amendment is designed to address that issue. The definition is taken from the Virginia Code § 3.2-6400.

At 7:21pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:21pm.

MOTION:	Approve ZTA 25:04 an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§ 22-22-1, 22-3-2.1, 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, 22-9-2.1, 22-10-3, 22-11-2.1, 22-12-2.1 and 22-13-2.1 to define “mobile food unit” and to authorize such activity by-right in all zoning districts				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ZTA 25:07 – Amendments to the Fluvanna County Zoning Ordinance, to conform to the Code of Virginia by removing Planning Commission approval authority for the administrative review process for plats and plans and assigning such authority solely to the Subdivision Agent, and by changing certain review timeframes – Dan Whitten, County Attorney; Todd Fortune, Director of Planning

SB974 changed the statutory review process to eliminate Planning Commission review of plats and plans, and to assign that review authority to a Designated Agent, as defined in the bill. HB 2660 shortened the timeframes for various local government approvals of subdivision plats and site plans. Both bills were signed by Governor Youngkin on March 19, and the changes to the Virginia Code went into effect on July 1. These amendments conform the Fluvanna Code to the state Code, although the Fluvanna Code uses the term “Subdivision Agent” in lieu of “Designated Agent.”

At 7:29pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:29pm.

MOTION:	Approve ZTA 25:07 an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§ 19-2-1, 19-3-2, 19-3-4, 19-3-5, 19-3-6.2, 19-4-5, 19-5-2, 19-6-2, 22-14-2, and 22-23-8 to conform to the Code of Virginia by removing Planning Commission approval authority for the administrative review process for plats and plans and assigning such authority solely to the Subdivision Agent, and by changing certain review timeframes.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ZMP 25:02 – Fork Union Drive-in – Jason Overstreet, Senior Planner

The rezoning request is necessary in order to permit a Boundary Line Adjustment (BLA) with the adjacent parcel. An updated survey of the Fork Union Drive-in indicates that part of the site is on the adjacent parcel. The parcels are zoned A-1 and B-1 and a BLA can only be performed between parcels in the same zoning district.

At 7:32pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:32pm.

MOTION:	Approve ZMP 25:02, a request to rezone from A-1, Agricultural, General to the B-1, Business, General, Zoning District 2.74 +/- acres of 14 acres of Tax Map 51 Section A Parcel 60.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Public Hearing to Amend §§ 7-1-1 through 7-1-7 to Allow for Administrative Approval of Special Entertainment Permits – Dan Whitten, County Attorney

- 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.

At 7:34pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:34pm.

MOTION:	approve the amendments to County Code §§ 7-1-1 through 7-1-7 to allow for administrative approval of special entertainment permits.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - CONSENT AGENDA

- The following items were discussed before approval:  
*J - Accounts Payable Report for August 2025*  
The following items were approved under the Consent Agenda for September 3, 2025:
- *Minutes of September 3, 2025* – Caitlin Solis, Clerk to the Board
  - *Brush Truck Purchase Agreement with Chastang Enterprises-Houston, LLC* – Dan Whitten, County Attorney
  - *Accounts Payable Report for August 2025* – Theresa McAllister, Management Analyst
  - *CRMF - FCHS Cafe Dishwasher* – Don Stribling, FCPS Executive Director

MOTION:	Approve the consent agenda, for the September 17, 2025 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for August 2025, in the amount of \$4,214,620.92.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

- Data Center Ordinance Review Committee* – Eric Dahl, County Administrator  
The Board asked staff to bring back to the next meeting, a resolution to remove data centers from by-right use to require a SUP.

MOTION:	Approve a moratorium on new data center application to begin immediately and to end January 31, 2026				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	No	Yes
RESULT:	4-1				

12 - NEW BUSINESS

- Resolution Recognizing Marvin Moss* – Eric Dahl, County Administrator
- A resolution to honor the many years of service Marvin Moss to the County of Fluvanna County.

MOTION:	Adopt a resolution entitled “A Resolution Recognizing Marvin Moss.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

- Kents Store Rescue Squad*
- Mr. Sheridan asked staff to look into how much it would cost to go to 24-hour ambulance crew in Kents Store before budget season, and how much money has been saved by not staffing the Kents Store EMS Station over the last 9 months.
  - Mr. Hodge asked about meals tax and whether state code allows for the tax to only be applied to food and not on drinks. Mr. Whitten will research the question and bring it back to the board at a later date.

13 - PUBLIC COMMENTS #2

- At 8:19pm, Chair Fairchild opened the second round of Public Comments.
- Patti Reynard, 3531 Union Mills Rd, commented on land use, assessments, and taxes.
  - Don Reynard, 3531 Union Mills Rd, commented on economic development in Fluvanna County and neighboring counties.
  - Tom Payne, 345 Paynes Ln, made comments regarding his comments not being included in the Fluvanna Review, and the assessment process.
  - Suzy Morris, commented on the preservation of Fluvanna’s rural character.
  - Robert Nichols, 5199 West River Rd, asked for the Food and Beverage Tax to be repealed.
  - Channing Snoddy, 1342 Salem Church Rd, commented on the Fluvanna Review article regarding the percentage of taxes paid by different parts of the County.

- Mr. Payne was allowed by the Board to mention the passing of Brenda Brown, who served the County in the Administration Office while Mr. Payne was the Chair of the Board of Supervisors.  
*Mr. Fairchild relinquished the gavel to Mr. O'Brien*
  - Chris Fairchild, 470 Thomas Jefferson Pkwy, commented on the assassination of Charlie Kirk, and violence in politics, and called for more care and respect for each other.  
*Mr. O'Brien returned the gavel to Mr. Fairchild*
- With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 8:53pm.
- Mr. Sheridan mentioned the river cleanup for the Rivanna River scheduled for the upcoming weekend organized by the Rivanna River Alliance.

**RECESS FOR DINNER AND CLOSED SESSION**

**14 - CLOSED MEETING**

<b>MOTION:</b>	At 8:55pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.6, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – employee of the Sheriff’s Office; Investment of Funds – development agreement with Fork Union Drive-In LLC; Litigation – litigation involving the Department of Emergency Services; Legal Matters – SRO Grant Funding, and notification from the Commonwealth of Virginia.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

<b>MOTION:</b>	At 9:23 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

<b>MOTION:</b>	Approve the Development Agreement with Fork Union Drive-In LLC and the Economic Development Authority of Fluvanna County, Virginia, and authorize the County Administrator to execute the Agreement subject as to form by the County Attorney.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

**15 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, September 17, 2025 at 9:24pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	5-0				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis  
Clerk to the Board

Christopher S. Fairchild  
Chair

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
FLUVANNA, VIRGINIA”, BY AMENDING § 4-2-2 AND § 4-2-5 TO CLARIFY 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:

*Custodian* means a person who knowingly keeps, harbors, houses, feeds, exercises, or cares for an animal in place of the animal's owner with the owner's knowledge and permission.

- (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 or animal control officers as defined in Virginia Code § 3.2-6500 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) A violation of this section may result in such dog being taken into possession by a sworn law enforcement officer or animal control officers as defined in Virginia Code § 3.2-6500 and returned to the owner or custodian with a written warning.
- (F) 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 animal impoundment facility for impoundment, and the dog's owner shall be liable for all costs of impoundment.
- (G) A violation of this section shall be punishable by a civil penalty in the amount of \$100 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.
- (H) A second violation of this section within one year of conviction of the first violation shall be punishable by a civil penalty in the amount of \$200.
- (I) A third or subsequent violation of this section within two years of conviction of the second or subsequent violation shall be punishable by a civil penalty in the amount of \$500.
- (J) 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

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING §§ 19-2-1, 19-3-2, 19-3-4, 19-3-5, 19-3-6.2, 19-4-5, 19-5-2, 19-6-2, 22-14-2, AND 22-23-8 TO CONFORM TO THE CODE OF VIRGINIA BY REMOVING PLANNING COMMISSION APPROVAL AUTHORITY FOR THE ADMINISTRATIVE REVIEW PROCESS FOR PLATS AND PLANS AND ASSIGNING SUCH AUTHORITY SOLELY TO THE SUBDIVISION AGENT, AND BY CHANGING CERTAIN REVIEW TIMEFRAMES

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 §§ 19-2-1, 19-3-2, 19-3-4, 19-3-5, 19-3-6.2, 19-4-5, 19-5-2, 19-6-2, and 22-14-2, as follows:*

## CHAPTER 19 - SUBDIVISIONS

### ARTICLE 2. DEFINITIONS

Sec. 19-2-1. Rules of construction; definitions.

For the purposes of this chapter, the present tense may include the past or future, the singular number may include the plural, the masculine gender may include the feminine or neuter, and the following terms shall have the indicated meaning:

*Alley.* A service roadway providing a secondary means of public access to abutting property and not intended for general traffic circulation.

*Central sewerage system.* A sewage system consisting of pipelines or conduits, pumping stations, force mains or sewerage treatment plants, or any of them, or an extension of any existing system which is designed to serve three or more ( $\geq 3$ ) connections and used for conducting or treating sewage, as that term is defined in chapter 3.1 (section 62.1-44.2 et seq.) of title 62.1 of the Code of Virginia\*, to serve or to be capable of serving three or more ( $\geq 3$ ) connections.

*Central water system.* A water supply consisting of a well, springs, or other source and the necessary pipes, conduits, mains, pumping stations, and other facilities in connection therewith, to serve or to be capable of serving three or more connections.

*Code.* The Code of Virginia, 1950, as amended.

*Commission.* The Planning Commission of Fluvanna County, Virginia.

*Comprehensive plan.* The Fluvanna County Comprehensive Plan.

*Cul-de-sac.* The turnaround at the end of a dead-end street.

*Family subdivision.* A single division of a lot or parcel for the purpose of a gift or sale to any natural or legally defined offspring, spouse, sibling, grandchild, grandparent, or parent of the property owner.

*Floodplain.* Any area defined as such in Chapter 22 of this Code.

*Lot.* A parcel of land, including a residue, described by metes and bounds or otherwise or shown on a plat, and intended as a unit of real estate for the purpose of ownership, conveyance or development.

*Lot of record.* A parcel of land recorded by the Clerk of the Circuit Court as an individual unit of real estate for the purpose of ownership or conveyance.

*Major subdivision.* The division of a parcel of land into six or more ( $\geq 6$ ) lots, and not a family subdivision. A subdivision shall be deemed to be a major subdivision if the parcel from which such subdivision is divided was, within the five (5) years next preceding the application, divided into an aggregate of five or more ( $\geq 5$ ) lots or divided in such a way as to create a new public or central water or sewer system or one or more ( $\geq 1$ ) public streets.

*Minor subdivision.* Any division of a parcel of land creating fewer than six ( $< 6$ ) lots, and not a family subdivision.

*Plat.* A schematic representation of a parcel or subdivision.

*Plat, preliminary.* A plat showing the existing boundaries and certain existing features of a parcel to be subdivided, together with the property lines of proposed lots and certain proposed features and improvements.

*Plat, final.* A plat showing the new property lines and certain features and improvements installed pursuant to the preliminary plat, showing their location as built, and prepared for recordation. Final plat approval gives the subdivider the right to record such plat with the Clerk of the Circuit Court and to convey the individual lots shown thereon.

*Property owners' association.* An entity established, pursuant to section 55-508 et seq. of the Code of Virginia, or otherwise, for the purpose of maintaining land or property owned in common by the owners of property in a subdivision.

*Public water or sewer system.* A water or sewer system owned and operated by a municipality, county, or other political subdivision of the Commonwealth.

*Residue.* The remainder of a lot after a subdivision has detached one or more ( $\geq 1$ ) lots, which residue shall be deemed, for purposes of this chapter, to be a new lot.

*Right-of-way.* A strip or other portion of a parcel of land conveyed to a person, a partnership, a property owners' association, a corporation, or a government agency for the purpose of constructing and maintaining a road or utility facility, or a similar use.

*Sketch plan.* A conceptual, informal map of a proposed subdivision and the surrounding area, of sufficient accuracy to be used for the purpose of discussion.

*Street.* A thoroughfare for vehicular traffic, interchangeable with the terms avenue, boulevard, court, drive, highway, lane, road, or any similar term.

*Subdivider.* Any individual, partnership, corporation or group thereof owning or having an interest in land, or representing the owners of any land and proposing to subdivide such land.

*Subdivision.* The division of any lot, parcel or tract of record into two or more ( $\geq 2$ ) lots, parcels or tracts, including residue, for the purpose of recordation, transfer of ownership, lease, or building development any one of which lots, parcels or tracts is less than sixty (60) acres in area or has less than 1,500 feet of frontage on a highway maintained by the Virginia Department of Transportation. As the context requires, the term "subdivision" may mean the land divided, the process of division, or both.

*Subdivision Agent.* The individual appointed and authorized by the Fluvanna County Board of Supervisors to administer and enforce this chapter. "Subdivision agent" does not include the Planning Commission.

## ARTICLE 3. PROCESS

### Sec. 19-3-2. Sketch plan.

(A) For any minor or major subdivision, the subdivider shall submit a sketch plan that satisfies the requirements of Article 4 of this chapter to the Subdivision Agent, who shall comment in writing and provide such comments to the subdivider within thirty (30) days of submission. The Subdivision Agent shall also provide a determination whether the proposed subdivision, as presented, would be classified as a family subdivision, minor subdivision, or major subdivision under this chapter.

(B) If the Subdivision Agent determines the proposed subdivision is a major subdivision, the subdivider shall provide three (3) copies of the sketch plan and any revisions to the Subdivision Agent.

(C) The Subdivision Agent shall review and provide comments within forty-five (45) days of the date of the meeting the sketch plan was submitted. If no comments are provided by the Subdivision Agent, the sketch plan is deemed reviewed and the subdivider may submit a preliminary plat.

(D) Thereafter, no preliminary or final plat shall be approved by the Subdivision Agent unless the same shall substantially conform to the approved sketch plan, including all required modifications thereto, which may be required as a result of comments by the Subdivision Agent.

### Sec. 19-3-4. Preliminary plat.

For any minor or major subdivision, after receiving the Subdivision Agent's comments on a sketch plan, the subdivider shall submit a preliminary plat that satisfies the requirements of Article 4 of this chapter to the Subdivision Agent.

(A) If approval of a feature or features of a plat by a state agency or public authority authorized by state law is necessary, the Subdivision Agent shall forward the plat to the appropriate agencies for review within five (5) business days of receipt of such plat, retaining sufficient copies for his own review. Upon

receipt of the approvals from all state agencies, the Subdivision Agent shall act upon a preliminary subdivision plat within 20 days.

(B) For every minor or major subdivision, the subdivider shall submit, to the Subdivision Agent, copies of a preliminary plat in a number sufficient to allow review by all appropriate agencies as applicable and as determined by the Subdivision Agent. Within ten (10) days of submission, the Agent shall review the preliminary plat application for completeness, and if it is incomplete, so notify the subdivider, specifying instructions for its completion. No preliminary plat shall be deemed to be officially submitted for approval unless and until the Subdivision Agent finds it to be complete.

(C) For any minor subdivision, the Subdivision Agent shall approve or disapprove a complete preliminary plat in writing within thirty (30) days of its submission. In the case of disapproval, the Subdivision Agent shall inform the subdivider in writing of the reasons for disapproval and the changes required to obtain approval.

(D) For any major subdivision, the Subdivision Agent shall review the preliminary plat and approve or disapprove the preliminary plat in writing within forty-five (45) days of its submission. In the case of disapproval, the Subdivision Agent shall inform the subdivider in writing of the reasons for disapproval and the changes required to obtain approval.

#### Sec. 19-3-5. Authority to construct improvements.

The subdivider may install the monuments, roads and other improvements proposed on the plat only after approval of a preliminary plat. Preliminary plat approval shall be effective for five (5) years provided the subdivider submits a final subdivision plat for all or a portion of the property within one year of such approval and thereafter diligently pursues approval of the final subdivision plat.

Diligent pursuit of approval means that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat or modifications thereto. However, no sooner than three (3) years following such preliminary subdivision plat approval, and upon ninety (90) days' written notice by certified mail to the subdivider, the Subdivision Agent may revoke such approval upon a specific finding of fact that the subdivider has not diligently pursued approval of the final subdivision plat.

After five (5) years from the date of the last recorded plat, unless the preliminary plat indicates phased implementation consisted with Section 19-7-6 of this chapter, the preliminary plat shall become null and void. The foregoing notwithstanding, the installation of any improvements after the approval of a preliminary plat shall be at the sole risk of the subdivider and shall not entitle the subdivider to the approval of any final plat which is not otherwise approvable.

#### Sec. 19-3-6.2. Administrative review.

- (A) The Subdivision Agent shall act on the any final plat within forty (40) days of acceptance for conformity to the approved preliminary plat and this chapter, and approval by all appropriate agencies. The Subdivision Agent shall forward any legal documents submitted pursuant to Section 19-6-4 of this chapter to the County Attorney for review and approval, and the County Attorney shall review such documents for compliance with applicable law. If the final plat and associated legal documents meet these criteria, the Subdivision Agent shall approve the final plat and return it to the subdivider. If they do not meet these criteria, the Subdivision Agent shall inform the subdivider in writing of the reasons for disapproval and the changes required to obtain approval. Any resubmission of the plat shall be reviewed within forty (40) days.

### ARTICLE 4. SKETCH PLANS

#### Sec. 19-4-5. Yield plan required for cluster subdivision.

The applicant for approval of any cluster subdivision shall submit a yield plan to determine the number of lots which could be practicably developed on the subject property as a conventional subdivision, in accordance with all applicable law, including, in particular, the density, lot size, setback, frontage and yard requirements of Chapter 22 of this Code; the design requirements of this chapter; and all other applicable law. Consideration shall be given, among other things, to the area of land which would be occupied by roads and other areas not usable for building or individual sale, including, but not limited to, steep slopes, flood plain, land usually covered by water and land not suitable for building and/or installation of utilities due to soil type, topography or other physical or legal condition. Such yield plan shall be submitted contemporaneously with the sketch plan required by Article 3 of this chapter and shall be in similar detail to such sketch plan, together with such additional data as may be necessary to

show the information required hereinabove. The yield plan so submitted shall be considered by the Subdivision Agent in his review of the sketch plan for the proposed subdivision. In no case shall any cluster subdivision be approved which shows a greater number of lots than could be practicably developed as a conventional subdivision of the subject property.

## ARTICLE 5. PRELIMINARY PLATS

### Sec. 19-5-2. Form.

Preliminary plats shall consist of black or blue lines on white paper. Each page shall be no more than forty-two (42) inches wide and thirty (30) inches high. Plats shall be drawn to a scale of one inch equals 50, 100 or 200 feet, whichever is most convenient for the subject parcel. If the plat is drawn on more than one sheet, match lines shall clearly indicate where the several sheets join. Each sheet shall be numbered and the plat shall provide an adequate legend indicating clearly which features are existing and which are proposed.

## ARTICLE 6. FINAL PLATS

### Sec. 19-6-2. Form.

Final plats shall consist of black or blue lines on white paper. Each page shall be no more than forty-two (42) inches wide and thirty (30) inches high. Final plats shall be drawn to a scale of one inch equals 50, 100 or 200 feet, whichever is most convenient for the subject parcel. If the plat is drawn on more than one sheet, match lines shall clearly indicate where the several sheets join. All straight lines shall be described with distance to the nearest hundredth of a foot and bearing to the nearest second. All curves shall be described with central angle to the nearest minute, radius to the nearest foot, and tangent to the nearest hundredth of a foot.

## CHAPTER 22 - ZONING

### Sec. 22-14-2. - Procedure for rezoning.

(3) The PUD application package shall not be scheduled for consideration by the Planning Commission until the Planning Director has determined that the package is complete. Except as the Planning Director may determine otherwise in a particular case, for reasons beyond the control of the applicant, any application package which is not complete within 30 days after its submission shall be deemed to have been withdrawn and shall not be further processed. Once the Planning Director has determined the application package to be complete, the following process shall commence:

- (i) The Planning Commission shall receive a public presentation on the proposed development at a regularly scheduled meeting, prior to advertising for a public hearing;
- (ii) The Planning Commission may schedule one or more work sessions to discuss the proposed development;
- (iii) Once a public hearing has been conducted by the Planning Commission, a recommendation shall be forwarded to the Board of Supervisors for their consideration;
- (iv) The Board of Supervisors may schedule one or more work sessions to discuss the proposed development and the Planning Commission recommendation, prior to conducting their public hearing;
- (v) The plan approved by the Board of Supervisors shall constitute the final master plan for the PUD district.

(4) All conditions and elements of the plan as submitted, including amendments and revisions thereto, shall be deemed to be proffers once the Board of Supervisors has approved the final master plan. All such conditions and elements shall be enforceable by the County pursuant to Section 22-17-9 of this Code.

(5) The approved final master plan shall serve as the sketch plans for the subdivision and site plan process.

(6) Prior to development of the site, a final site development plan pursuant to Article 23 of the zoning ordinance, shall be submitted for administrative review and approval for any business, limited industrial, or multi-family development.

(7) Additionally, if any land within the district is to be subdivided, preliminary and final subdivision plats pursuant to the subdivision regulations of Chapter 19 of the Fluvanna County Code shall be submitted for administrative review and approval prior to development of the site. Any such preliminary plats and final subdivision plats must be in accordance with the approved final master plan, or a master

plan amendment shall be applied for, in which case the amendment procedure set out in the zoning ordinance shall be followed.

#### Sec. 22-23-8. Procedure.

Generally:

(1) Sufficient copies of the proposed site plan, as required by the Director of Planning shall be submitted to the Director of Planning.

(2) All fees for site plans shall be as established by the Board of Supervisors and shall be paid in full before any site plan is accepted for review.

(3) An applicant must submit a sketch plan for review and comment prior to filing a preliminary site plan.

(4) No site plan shall be fully and finally approved unless it has sufficiently accurate dimensions and construction specifications to support the issuance of construction permits.

#### (A) Sketch Plan Required:

(1) Prior to incurring significant cost to prepare a Minor or Major Site Plan, the applicant shall prepare a sketch plan as set forth below.

(2) The applicant shall meet with the Director of Planning to review the sketch plan and receive comments from the County.

(3) Sketch Plans can serve as Site Plans for developments involving expansion of an existing building or use, in which: 1) building expansion is less than 500 square feet; 2) the area of disturbance is less than 2,500 square feet; 3) the development has no additional external lighting; and 4) no more than four (4) additional parking spaces are constructed.

(4) Associated with the review of this sketch plan, the Director of Planning may also require an on-site field inspection with the applicant or a representative at the applicant's choosing.

(5) The sketch plan will convey the general concept of the proposed site development and shall only include the following:

(a) A general analysis of the site, showing existing slopes, drainageways, tree stands, site features and amenities to be preserved, conservation areas, historic features, and the like.

(b) Approximate location and size of the buildings.

(c) General points of access.

(d) General street, roadway, and parking layouts.

(e) Any exterior lighting.

(6) Thereafter, no preliminary or final site development plan shall be approved by the Director of Planning unless the same shall substantially conform to the approved sketch plan, including all required modifications thereto which may be required as a result of comments by the planning commission.

#### (B) Minor Site Plans:

(1) Site Plans for developments involving expansion of an existing building or use, in which the building expansion is less than 2,500 square feet and greater than 500 square feet and the area of disturbance is less than 10,000 but greater than 2,500 square feet are considered "Minor Site Plans".

(2) The plan approval authority for Minor Site Plans is the Director of Planning.

(3) If approval of a feature or features of a site plan by a state agency or public authority authorized by state law is necessary, the Director of Planning shall forward the site plan to the appropriate agencies for review within five (5) business days of receipt of such plan, retaining sufficient copies for his own review.

(3)(4) After the Director of Planning has deemed the application to be complete, he shall have thirty (30) days to circulate the plan to the relevant county departments for written comments. At the end of the thirty (30) day period, the site plan may be approved or returned to the applicant with a written report on why the site plan cannot be approved. If the Director of Planning takes no action by the end of the thirty (30) day period, the site plan shall be deemed approved.

(4)(5) Minor site plans shall contain all the elements in Section 22-23-6 of this chapter.

(C) Major Site Plans:

(1) All site plans except those considered "Minor Site Plans" are considered "Major Site Plans."

(2) The Planning Director is the plan approving authority for Major Site Plans.

(3) If approval of a feature or features of a site plan by a state agency or public authority authorized by state law is necessary, the Subdivision Agent shall forward the site plan to the appropriate agencies for review within five (5) business days of receipt of such plan, retaining sufficient copies for his own review.

(3)(4) After the Director of Planning Subdivision Agent has deemed the application to be complete, he shall have forty (40) days to circulate the plan to the relevant County departments for written comments. At the end of the forty (40) day period, the site plan may be approved or returned to the applicant with a written report on why the site plan cannot be approved. If the Director of Planning takes no action by the end of the forty (40) period, the site plan shall be deemed approved.

(4)(5) Major site plans shall contain all the elements in Section 22-23-6 and Section 22-23-7 of this chapter.

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

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING § 22-22-1 TO ADD A DEFINITION FOR MOBILE FOOD UNIT; AND AMENDING §§ 22-3-2.1, 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, 22-9-2.1, 22-10-3, 22-11-2.1, 22-12-2.1 AND 22-13-2.1 TO LIST MOBILE FOOD UNIT AS A BY-RIGHT USE.

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

- (1) *That the Code of the County of Fluvanna, Virginia is amended by amending §§ 22-22-1, 22-3-2.1, 22-4-2.1, 22-5-2.1, 22-6-2.1, 22-7-9.1, 22-8-2.1, 22-9-2.1, 22-10-3, 22-11-2.1, 22-12-2.1 and 22-13-2.1 as follows:*

#### CHAPTER 22 ZONING

#### ARTICLE 22. – DEFINITIONS.

*Mobile Food Unit:* A restaurant that is mounted on wheels and readily moveable from place to place at all times during operation.

#### ARTICLE 3. – SOLAR, GENERAL, DISTRICT S-1

Sec. 22-3-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

Sec. 22-4-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

Sec. 22-5-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

Sec. 22-6-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

Sec. 22-7-9.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

Sec. 22-8-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

Board of Supervisors Minutes  
*Mobile Food Unit*

ARTICLE 9. – BUSINESS, GENERAL, DISTRICT B-1

Sec. 22-9-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

ARTICLE 10. – BUSINESS, CONVENIENCE, DISTRICT B-C

Sec. 22-10-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

ARTICLE 11. – INDUSTRIAL, LIMITED, DISTRICT I-1

Sec. 22-11-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

ARTICLE 12. – INDUSTRIAL, GENERAL, DISTRICT I-2

Sec. 22-12-2.1. - Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

ARTICLE 13. – MANUFACTURED HOME PARK, DISTRICT MHP

Sec. 22-13-2.1. – Uses permitted by right.

The following uses shall be permitted by right:

*Mobile Food Unit*

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

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:

*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 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 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. The 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 Zoning Administrator; issuance or refusal of permit.

The 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 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 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 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.

(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.

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

(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.

(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.

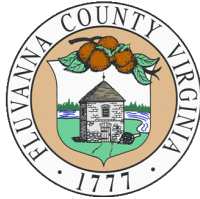
Sec. 7-1-6. - Right of entry of Zoning Administrator, etc.

No permit shall be issued under this article unless the applicant shall furnish to the Zoning Administrator written permission for the Zoning Administrator, 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 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.*



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 21-2025**

**A Resolution Recognizing Marvin Moss**

**WHEREAS**, the Fluvanna County Supervisors recognizes the many contributions of Mr. Marvin Moss to the County of Fluvanna; and

**WHEREAS**, Mr. Moss has for many years faithfully served the County of Fluvanna in tangible and intangible ways; and

**WHEREAS**, Mr. Moss, served on the Fluvanna County Board of Supervisors from January 1, 2006 – December 31, 2009, having been elected Chair in 2008 and 2009; and

**WHEREAS**, Mr. Moss’ accomplishments can be found throughout the County, and include, among others, the Fluvanna Courthouse, Fluvanna County Library, Heritage Trail, the Farm Heritage Museum, and most recently, efforts to restore the Historic Courthouse.

**NOW, THEREFORE BE IT RESOLVED** that the Fluvanna County Board of Supervisors does honor Mr. Moss for his many years of dedicated service to the people of this County and wish him many blessings in the years to come.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors on this 17<sup>th</sup> day of September, 2025.

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

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair  
Fluvanna County Board of Supervisors



## Capital Reserve Maintenance Fund Request

TABG

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$7,258.00** for the purpose(s) of:  
replacing one (1) Variable Frequency Drive in one of the air handlers at FCHS to make it operational.

## Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>09/15/2025</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY26</b>

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>DAIKIN</b>	1	\$7,258.00	\$7,258.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$7,258.00**

Description and justification for proposed use.

**One of the two handlers in the gym at FCHS is non-functional at this time. FCPS needs to replace one (1) Variable Frequency Drive in that the air handler.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>09/15/2025</b>
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## Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2025.09.24 15:39:00 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2025.09.25 09:56:17 -04'00'</small>	Date

## Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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## Capital Reserve Maintenance Fund Request

TAB H

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$15,000.00** for the purpose(s) of:  
removing of bleachers at the middle school football field, disposal of all material, and grading of the area.

## Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>09/15/2025</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY26</b>

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Moore's Plumbing and Septic, LLC</b>	1	\$15,000.00	\$15,000.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$15,000.00**

Description and justification for proposed use.

**Removing of bleachers at the middle school football field, disposal of all material, and grading of the area.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>09/15/2025</b>
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## Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2025.09.24 15:39:54 -04'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2025.09.25 09:57:00 -04'00'</small>	Date

## Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB I**

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	FY26 Voluntary Contributions				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the following supplemental appropriations for FY26 Voluntary Contributions Program:</b> <b>1. \$250 – Transfer to Emergency Services FY26 Budget</b> <b>2. \$2,100 – Transfer to Sheriff FY26 Budget</b>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, list item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Theresa McAllister, Management Analyst				
<b>PRESENTER(S):</b>	Theresa McAllister, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Effective: October 1, 2025				
<b>DISCUSSION:</b>	<p>The Board of Supervisors approved the “Fluvanna County Voluntary Contributions Program Policy” on August 7<sup>th</sup>, 2013, with the program to become effective September 1<sup>st</sup>, 2013.</p> <p>The Voluntary Contributions Program has 100% of your contribution going to the department/agency selected – The money donated goes to directly support the area selected after it is appropriated by the Board of Supervisors.</p> <p>Contributions can be designated for any one of the seven department/agencies noted below.</p> <p>(1) County Government General Fund  (2) Fluvanna County Public Schools (FCPS)  (3) Parks and Recreation Department  (4) Social Services Special Welfare Fund  (5) Sheriff’s Department  (6) County Library  (7) Emergency Services</p>				
<b>FISCAL IMPACT:</b>	This supplemental appropriation would authorize staff to appropriate the revenue to the specific donation general ledger account and expenditures as indicated above.				

<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB J

<b>MEETING DATE:</b>	October 1, 2025				
<b>AGENDA TITLE:</b>	Part-time Victim/Witness Assistant Position				
<b>MOTION(s):</b>	<p><b><u>Motion #1:</u></b> I move the Board of Supervisors approve the part-time, grant-funded, Victim/Witness Assistant Position and Position Description, as presented.</p> <p><b><u>Motion #2:</u></b> I move the Board of Supervisors approve a supplemental appropriation of \$28,934.00 to the Fluvanna Commonwealth's Attorney's FY26 budget for funds received from the Virginia Victim/Witness Grant Program.</p>				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Jennifer Whistleman, Interim Director of Human Resources and Kirby Baughn, Victim/Witness Manager				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Normal				
<b>DISCUSSION:</b>	<p>The Commonwealth's Attorney's Office receives funds yearly from the Victim/Witness Grant Program. This year, additional funds were requested to enable the Commonwealth's Attorney to seek a part-time Victim/Witness Assistant, funding solely through the grant program. The Commonwealth's Attorney was awarded an additional \$28,934.</p> <p>The addition of a part-time Victim/Witness Program Assistant, contingent upon available funding through the Virginia Victim Witness Grant Program, is essential to ensuring the continued delivery of high-quality services to crime victims and witnesses in our locality. With court dockets running five days a week, the demands on the Victim/Witness Program have steadily increased. Rising numbers of jury trials, homicide cases, and special prosecutions, coupled with a consistent caseload of domestic violence, intimate partner violence, and sexual assault matters, have created a workload that exceeds the capacity of one staff member.</p> <p>This position will provide critical support in maintaining case files, recording statistical data, coordinating interviews, preparing victims for court, and assisting with applications to the Virginia Victims Fund. The Program Assistant will also enhance outreach efforts, provide court accompaniment, and ensure victims remain informed throughout the lifecycle of their cases. By sharing responsibilities with the Director, this position will allow for more individualized attention to high-need victims, strengthen</p>				

	overall program services, and expand support to populations that might otherwise go unserved.				
<b>FISCAL IMPACT:</b>	There is no fiscal impact to the County. This is a 100% grant funded position and continued funding of the position will be contingent upon annual grant renewal.				
<b>POLICY IMPACT:</b>	None.				
<b>LEGISLATIVE HISTORY:</b>	None.				
<b>ENCLOSURES:</b>	Draft Victim/Witness Assistant Position Description				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X - Amin</b>



Fluvanna County, Virginia  
Commonwealth's Attorney's Office  
Job Description

**Victim/Witness Program Assistant**

<b>Job Class #:</b>	1712
<b>Pay Grade:</b>	13
<b>Category:</b>	Part-Time/Temp (no benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Victim/Witness Manager

**SUMMARY**

The Victim/Witness Program Assistant provides intermediate level support to the Victim/Witness Manager in the daily administration of the Victim/Witness Program and coordinates services for crime victims and witnesses involved in the criminal justice process. This position serves as a primary point of contact for individuals impacted by crime, providing coordination of services such as, trauma-informed advocacy, court support, and information throughout the lifecycle of a criminal case. This is a grant-funded position and continued funding of the position is contingent upon the annual grant renewal.

**ESSENTIAL FUNCTIONS**

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities included in this position.

- Regular, reliable attendance necessary.
- Operates a County vehicle in the performance of the job duties.
- Maintains accurate and confidential case files and documentation in accordance with the Virginia Crime Victims' Rights Act.
- Records, tracks, and reports required monthly statistical information.
- Coordinates and schedules interviews, consultations, and court appearances.
- Prepares correspondence, notifications, and related documentation for victims and witnesses.
- Assists with planning and implementing outreach and awareness activities, including National Crime Victims' Rights Week and other community events.
- Provides back-up administrative support to other program staff and performs other duties as assigned.
- Serves as an initial point of contact for victims and witnesses; maintain regular communication via phone, email, correspondence, and in-person meetings.
- Keeps victims and witnesses informed of case status, court hearings, and available assistance.
- Provides court accompaniment and emotional support to victims and witnesses during hearings and trials.
- Assists prosecutors with interviews, case preparation, and coordination of witnesses for court proceedings.
- Assists victims with completing victim impact statements, protective order applications, and victim compensation claims.
- Coordinates services and referrals to law enforcement, social service agencies, and other community partners.

- Regional travel as may be necessary to accomplish the essential functions of the position.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate clearly and compassionately, both orally and in writing, with victims, witnesses, prosecutors, law enforcement, and community partners.
- Ability to maintain confidentiality and demonstrate discretion in handling sensitive information.
- Strong organizational and time-management abilities, including the ability to manage multiple cases and deadlines simultaneously.
- Ability to provide emotional support and advocacy to individuals in crisis.
- Proficiency in maintaining accurate records, preparing correspondence, and using office technology, including Microsoft Office and case management systems.
- Ability to establish and maintain effective working relationships with colleagues, justice system partners, and the public.

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

##### **Required**

- High school diploma or equivalent.
- Valid driver's license.
- Successful completion of a criminal background check.

##### **Preferred**

- Associate's or bachelor's degree in criminal justice, social work, psychology, human services, or a related field.
- Some experience working with victims and/or witnesses of crime, preferably within a court, criminal justice, or social services setting.
- Some experience collaborating with law enforcement, prosecutors, and/or legal service providers.
- Demonstrated knowledge of trauma-informed advocacy and victim services.
- Prior administrative or case management experience requiring accurate documentation and recordkeeping.
- Knowledge of trauma-informed care principles and their application in victim services.
- Familiarity with the Virginia Crime Victims' Rights Act and victims' rights under state law.
- Understanding of court processes, protective orders, and victim compensation programs.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, 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 preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **POST OFFER REQUIREMENTS**

- Reference Verifications
- Criminal Background Check
- Valid Commonwealth of Virginia driver's license and an acceptable driving record.

**Department Head**

**HR Manager**

**County Administrator**

**Board of Supervisors**

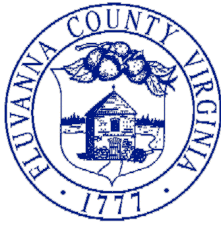
Recommended:	Approval as to Form:	Recommended:	Approved:
September 2025	September 2025	September 2025	



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

Incl?	Item
<input type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	The Board of Supervisors Work Plan





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# COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

BOS2025-10-01 p.123/128  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

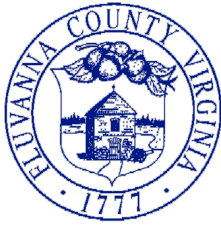
**Date:** October 1, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY26 BOS Contingency Balance

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The FY26 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$150,000</b>
<b>Available:</b>	<b>\$150,000</b>





# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** October 1, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY26 Capital Reserve Balances

The FY26 Capital Reserve account balances are as follows:

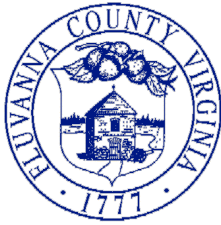
### County Capital Reserve:

FY25 Carryover	\$542,664.43
<b>FY26 Budget Allocation:</b>	<b>\$250,000</b>
<b>FY26 Available:</b>	<b>\$792,664.43</b>

### Schools Capital Reserve:

FY25 Carryover	\$176,044.63
<b>FY26 Budget Allocation:</b>	<b>\$250,000</b>
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
Less: FCHS Café Dishwasher – 09.17.25	-\$5,448.93
<b>FY26 Available:</b>	<b>\$359,242.60</b>





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## MEMORANDUM

**Date:** October 1, 2025  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>*FY25 Year End (Unaudited) Unassigned Fund Balance:</b>	<b>\$11,387,352.90</b>
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
Less: Fire Training Building – 09.17.25	-615,000
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>\$10,676,393.57</b>

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

