



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

December 17, 2025

Regular Meeting at 6:00 pm

TAB AGENDA ITEMS	
<b>1 - CALL TO ORDER</b>	
<b>2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>	
<b>3 – ADOPTION OF AGENDA</b>	
<b>4 – COUNTY ADMINISTRATOR’S REPORT</b>	
<b>5 – PUBLIC COMMENTS #1</b> (5 minutes each)	
<b>6 – APPOINTMENTS</b>	
A	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
<b>7 – PRESENTATIONS (normally not to exceed 10 minutes each)</b>	
B	FY25 Annual Comprehensive Financial Report (ACFR) – Tori Melton, Director of Finance & David Foley, Robinson, Farmer, Cox Associates
C	Treasurer’s Report – Debbie Rittenhouse, Treasurer
<b>8 – ACTION MATTERS</b>	
D	FY25 to FY26 Carryover Requests – Theresa McAllister, Management Analyst
<b>9 – PUBLIC HEARING</b>	
E	ZMP 25:03 – Zion South, LLC – Todd Fortune, Director of Planning
F	ZMP 25:04 – Goodson’s Auto Repair – Jason Overstreet, Senior Planner
G	ZTA 25:10 – Amendments to the Fluvanna County Zoning Ordinance, 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 I-1, Industrial, Limited and I-2, Industrial, General districts, and to modify the definition of “Data Center.” – Dan Whitten, County Attorney; Todd Fortune, Director of Planning
<b>10 – CONSENT AGENDA</b>	
H	Minutes of December 3, 2025 – Caitlin Solis, Clerk to the Board
I	FY25 Sheriff’s Office Unclaimed Body Reimbursement – Tori Melton, Finance Director
J	Constitutional Officer Pay Policy – Dan Whitten, County Attorney
<b>11 – UNFINISHED BUSINESS</b>	
	TBD
<b>12 – NEW BUSINESS</b>	
	TBD
<b>13 – PUBLIC COMMENTS #2</b> (5 minutes each)	
<b>14 – CLOSED MEETING</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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TBD

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**15 – ADJOURN**

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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>	December 17, 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>	
Region Ten Community Services Board – Fluvanna Representative	David Harlow (I)	1/1/2026	12/31/2028	
Social Services Board – Rivanna District Representative	Jacquelyn Wheeler (I)	1/1/2026	12/31/2029	
Parks and Recreation Advisory Board (RAB) – Youth Representative	Jonah Kiptoo Purcell Brown	12/17/2025	6/30/2028	

<b>BCC VACANCIES AND APPLICANTS</b>				
<b>BCC Interest</b>	<b>Applicant</b>	<b>Type</b>	<b>District</b>	<b>Current BCC Appointments / Other Notes</b>
Region Ten Community Services Board – Fluvanna Representative	David Harlow	Reappt	Fork Union	Incumbent; Term beginning January 1, 2026 and ending December 31, 2028
Social Services Board – Rivanna District Representative	Jacquelyn Wheeler	Reappt	Rivanna	Incumbent; Term beginning January 1, 2026 and ending December 31, 2029
Parks and Recreation Advisory Board (RAB) – Youth Representative	Jonah Kiptoo Purcell Brown	Appt	Columbia	Unexpired term beginning immediately and ending June 30, 2028.
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Region Ten Community Services Board – Fluvanna Representative –One position - Terms to begin January 1, 2026 and ending, December 31, 2028.</li> <li>Social Services Board – Rivanna District Representative – Term to begin January 1, 2026 and end December 31, 2029.</li> <li>Parks and Recreation Advisory Board (RAB) – Youth Representative – unexpired term beginning December 17, 2025 and ending June 30, 2028.</li> </ul>			
<b>ENCLOSURES:</b>	Candidate Applications			





# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

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

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

Name: <b>David Chesley 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 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>See attached.</b>	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>See attached.</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>To be involved in supporting the BOS in shaping Fluvanna County to be the best place to live, work, and play in.</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
	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	X	Region Ten Community Services Board
	Community Policy & Management Team (CPMT)		Jefferson Area Board of Aging (JABA) Advisory Council		Rivanna River Basin Commission
	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		Thomas Jefferson Planning District Commission (TJPD)
	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation

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

**David Chesley Harlow**

Date

**June 6, 2026**

Mailing Address (including City, State, & ZIP)

**400 Rosewood Drive, Scottsville, VA 24590**

Physical Address (if different)

Years Lived in Fluvanna

**33**

Phone #

[REDACTED]

Alternate Phone #

Email Address

[REDACTED]

**Office Use Only**

Application Received On: **6/6/2025**

Application Received By:

**Caitlin Solis**

Acknowledgement Sent: **6/11/2025**

Renewal Date:

Remarks:

Renewal Date:

Renewal Date:

Renewal Date:

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

**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

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 December 2024 – June 2026 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 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 May 2023 – September 2023 Member

- Purpose: Committee of 40 established to promote and support healthy workplace policy and

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

Secretary for ACHE; CVHEG chapter January 2023 – January 2024

- Purpose: My role is to participate in board meetings and other designated events to provide administrative support for both the Board of Directors and the supporting member population. This is in addition to any other needs as designated by the President of CVHEG. I also assisted in yearly budget creation and appointment.
- 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 – Summer 2025
- Course – EDLP 711 – Data and Leadership 1, General Leadership Online Cohort – Fall 2024, Fall 2025

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
  - 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 January 2024 – August 2024 Piedmont Virginia Community College 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 April 2023 – present University of Denver; University College Denver, CO

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate

- HINF 4620 – Healthcare Methods and Programming – Fall 2025
- HINF 4310 – Healthcare Information Systems – Summer 2025
- HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Spring 2025
- HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Winter 2025
- HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Fall 2024
- 2 sections of this course taught this semester

- HINF 4640 – Healthcare Database Applications

o Summer 2024, Summer 2025, Fall 2025

- HINF 4010 – Health Informatics Communication – Winter 2024
- HINF 4650 – Healthcare Project Management and Professionalism – Summer 2023

Adjunct Professor July 2022 –August 2024 Piedmont Virginia Community College Charlottesville, VA

- Courses o HLT 130 Nutrition and Diet Therapy

#### COURSE DESIGN

HINF 4630 – Healthcare Data Mining April 2024 – August 2024 University of Denver 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. November 2024 – June 2025 AcademyHealth

- 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.

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) December 2024



Johns Hopkins University Carey Business School Baltimore, MD

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

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

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

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

#### CERTIFICATIONS

Political Leaders Program December 2025

University of Virginia – Weldon Cooper Center for Public Service Charlottesville, VA

Sorenson Institute for Political Leadership

Health Care Economics December 2023

Harvard University – Harvard Business School Boston, MA

Python for Managers October 2023

Columbia University – Columbia Business School New York, NY

#### LICENSES AND CREDENTIALS

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

- American College of Health Data Management May 2024

Certified Business Consultant

- Six Sigma Global Institute: 88489208 December 2023

Fellow of the Healthcare Financial Management Association (FHFMA)

- Healthcare Financial Management Association July 2023

Project Management Professional (PMP)

- Project Management Institute: 3421905 February 2023

Certified Revenue Cycle Representative (CRCR)

- Healthcare Financial Management Association January 2023

Dare to Lead

- Brene Brown: Dare to Lead Program December 2022

Lean Six Sigma Black Belt

- Six Sigma Global Institute: 53884735 June 2022

Certified Healthcare Financial Professional (CHFP)

- Healthcare Financial Management Association August 2022

#### 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

### **CURRENT OR PRIOR EXPERIENCE ON BOARDS/COMMISSIONS/COMMITTEES:**

#### **GOVERNMENT-APPOINTED BOARD APPOINTMENTS**

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Charlottesville, VA

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#### **PUBLICALLY-APPOINTED BOARD APPOINTMENTS**

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Charlottesville, VA

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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.

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

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# 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.
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- 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
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- Manages day-to-day operations of assisting both advocates, advocacy manager, and program director with daily operational needs
- Initiates any new build request for Population Health from initial inquiry to full project completion

#### 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

**December 2024 – June 2026**

#### 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 – June 2025**

#### 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 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

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# DAVID HARLOW

## 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 Virginia Commonwealth University; School of Education. Department of Educational Leadership

August 2024 – present  
Richmond, VA

- Course – EDLP 717 – Data Visualization, General Leadership Online Cohort – Summer 2025
- Course – EDLP 711 – Data and Leadership 1, General Leadership Online Cohort – Fall 2024, Fall 2025

### Innovation in Learning Center Sub-Committee Member Robert J. Menges Award for Outstanding Research in Educational Development POD Network in Higher Education

March 2024 – present  
College Station, TX

- Purpose
  - 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.

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# DAVID HARLOW

- 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****April 2023 – present****University of Denver; University College****Denver, CO**

- Courses – Healthcare Management and Health Informatics/Undergraduate and Graduate
  - HINF 4620 – Healthcare Methods and Programming – Fall 2025
  - HINF 4310 – Healthcare Information Systems – Summer 2025
  - HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Spring 2025
  - HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Winter 2025
  - HINF 4630 – Healthcare Data Mining, Integration, and Interpretation – Fall 2024
    - 2 sections of this course taught this semester
  - HINF 4640 – Healthcare Database Applications
    - o Summer 2024, Summer 2025, Fall 2025
  - HINF 4010 – Health Informatics Communication – Winter 2024
  - HINF 4650 – Healthcare Project Management and Professionalism – Summer 2023

**Adjunct Professor****July 2022 –August 2024****Piedmont Virginia Community College****Charlottesville, VA**

- Courses o HLT 130 Nutrition and Diet Therapy

**COURSE DESIGN****HINF 4630 – Healthcare Data Mining****April 2024 – August 2024****University of Denver****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.****November 2024 – June 2025****AcademyHealth**

- 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

May 2024

### Certified Business Consultant

- Six Sigma Global Institute: 88489208

December 2023



DAVID HARLOW

<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



**POSITION TITLE: BOARD OF DIRECTORS (BoD) MEMBER**


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<b>LOCATION:</b>	500 Old Lynchburg Road Charlottesville, VA 22903
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**GENERAL STATEMENT OF RESPONSIBILITIES:**

While the term (“Board”) is often used interchangeably, Community Service Board (“CSB”) and Board of Directors (BoD), they are two separate functions. The Term “Agency” refers to the Community Services Board as the organization that provides the services.

Community Services Board (CSB): A Community Services Board is a local public agency that provides and coordinates support for individuals with mental health challenges, substance use disorders, and developmental disabilities across the lifespan. The Executive Director leads and manages the Community Services Board operations, and is the single employee of the Board of Directors.

Board of Directors (BoD): The Board of Directors provides governance for the Agency through their work with the Executive Director. The BoD assists with strategic planning, approves policies and the annual budget, and supports the efforts of the Agency to fulfill its mission.

**Board of Directors (BoD):**

**Governance:** The BoD is the governing body of the Agency, with governmental and fiduciary responsibilities to the Agency.

**Executive Director:** The BoD hires and evaluates the Executive Director as outlined in the Bylaws.

**Policy Making:** The BoD approve policies for the Agency.

**ESSENTIAL BOARD FUNCTIONS:**
**Partnership**

The BoD and Executive Director work together as partners in their respective roles to support the success of the Agency.

**Communication**

Effective communication between the BoD and Executive Director is essential for clarity and alignment.

**Board Member Contacts with the Executive Director:**

- The Executive Director will have regular contact with Board members via meetings, telephone calls, and other appropriate means of correspondence.

- Regular Board meetings and Committee meetings serve as the primary opportunities for Board members to receive updates as well as address any concerns with the Executive Director.
- Board members are expected to bring comments and views of community needs directly to the Executive Director.
- All interactions are expected to be respectful and professional between the BoD and the Executive Director.

#### Board Member Contacts with Employees:

- Board members who are contacted by employees with complaints and concerns should advise these employees to follow established supervisory channels to resolve their issues. In addition, the BoD member should advise the Executive Director of any contacts made by employees.
- The Executive Director will share personnel issues with the Board of Directors during closed sessions on an as needed basis. The Executive Director may also share information with the Chair of the Board regarding personnel issues as deemed necessary.
- Personnel matters are handled in accordance with the personnel policies for the Agency: not at the Board level. The BoD will not get involved in personnel matters.

#### Members of the Board of Directors will:

- Represent the interests of all consumers served by the Agency.
- Conduct themselves in a professional and respectful manner.
- Refrain from using their position on the BoD for personal gain or to benefit friends or family members.
- Adhere to the strictest standards of confidentiality with information about individuals served by the Agency and its employees, as well as any financial and legal positions of the Agency.
- Approach all Board matters prepared to make positions clear and support final decisions that represent the interests of the whole Agency, supporting the unified decision and message of the Board.
- Focus efforts on and promote the mission and values of the Agency.
- Exercise authority only in official Board meetings or when delegated by the Board Chair and Executive Director.
- Report any apparent or perceived conflict of interest in any matter (fiscal, personnel, personal, or service delivery) immediately to the Board Chair and the Executive Director.
- Not speak disparagingly about the Agency.

### Board Duties and Responsibilities:

- The primary duty of a Board member is to the Agency itself, and to help the Board make the best decisions for the Agency. This is achieved primarily through the relationship and decisions in partnership with the Executive Director.
- Community Services Boards (Code of Virginia § 37.2-500 through 37.2-513) have their own Bylaws, Policies, and Procedures - These are the regulations which the Board aligns their duties and that the BoD is expected to follow.
- The Board of Directors (BoD) has only one employee, the Executive Director.
- The Agency is subject to FOIA (Virginia's Freedom of Information Act). FOIA requests apply to meetings and documents, therefore BoD members are encouraged to be cognizant of choices of written communication methods (text messages apply). Board members are to conduct themselves in accordance with those rules.
- A meeting of the Board is defined by three (3) or more members discussing or meeting regarding Agency business. This holds true for phones call, video conferencing, text messages and emails. All information relative to a "meeting" is subject to FOIA rules and regulations.
- It is the responsibility of the Executive Director to communicate issues pertaining to the Agency to community partners (such as County Administrators, partner agencies, etc.). Any other indirect means of communication by Board members could be relayed without proper or comprehensive context and adversely affect the Agency and its credibility.
- BoD members cannot act without the authority of, or speak on behalf of, the full Board of Directors, unless they are officially granted permission.
- Discussion of official Board business should occur during Board Meetings.
- BoD members should regularly attend and participate in Board meetings.
- Should a Board member need additional relevant information to assist in the decision-making process of a particular matter, he/she is expected to contact the Executive Director.
- As Board members are expected to act in the best interest of the Agency, they will refrain from speaking negatively about the Agency, the staff or the services, and rather hear feedback both positive and concerns from the community, ensuring that the information is given to the Executive Director.
- The BoD is expected to inform the appointing locality about decisions made and relevant information from Board meetings as is appropriate or requested. The BoD member will communicate with the Board Chair and Executive Director about questions, concerns, or other relevant information that occurs in those communications.

## DESIRABLE TRAITS AND COMPETENCIES

An effective Board is a cohesive group of individuals with diverse backgrounds and expertise who share a deep commitment to the Agency's mission. BoD members will exhibit strong leadership and communication skills, honesty, integrity, and a commitment to ensuring responsible and ethical governance and collaborating with the Executive Director.

### Governance and strategic thinking

- **Understanding Core Principles:** A solid grasp of governance fundamentals, including fiduciary duties (acting in the Agency's best interest, prioritizing the mission over personal interest), transparency, accountability, and ethical conduct is essential.
- **Strategic Direction:** Board members are crucial in supporting the Agency's strategic vision, defining objectives, and monitoring progress towards those goals.
- **Decision-Making:** The ability to make timely and well-informed decisions that align with the Agency's strategic goals is critical, considering various perspectives and assessing alternatives.
- **Legal and Ethical Compliance:** Supporting the Agency's compliance with all applicable laws, regulations, and ethical standards, according to Agency policies and procedures.

### Leadership and relationship building

- **Visionary Leadership:** Board members should have a clear vision for the Agency's future and inspire other BoD members to work towards that vision.
- **Communication:** Effective and respectful communication skills, both verbal and written, are essential for engaging with other board members, employees, stakeholders, and the community.
- **Collaboration and Teamwork:** Being able to work collaboratively and respectfully with others, including those with different views, is key to effective Board functioning.
- **Advocacy and Networking:** Board members should be strong advocates for the Agency's mission, using their networks to garner support and resources when agreed upon with the full Board and Executive Director.

### Financial and resource management

- **Fundraising:** Board members are encouraged to participate in fundraising efforts, whether through personal donations, networking, or active participation in approved fundraising activities.
- **Resource Allocation and Oversight:** Board members review budgets and support wise allocation of resources to align with the Agency's Mission.

### Mission and community engagement

- ***Passion for the Mission:*** A deep and sincere commitment to the Agency's mission and goals is a highly valued trait.
- ***Community Understanding:*** Board members should have a strong understanding of the community the Agency serves and be able to empathize with the needs and perspectives of beneficiaries and stakeholders.
- ***Adaptability and Resilience:*** The ability to adapt to changing circumstances and lead the Agency through challenges is essential for long-term success.

### Learning and development

- ***Continuous Learning:*** Board members should be open to learning, actively seeking knowledge and staying informed about developments in the Agency's field and the broader nonprofit sector.
- ***Self-Assessment and Improvement:*** Board members should periodically evaluate their own performance and identify areas for improvement.

Board members are expected to uphold high standards of professionalism, including fulfilling legal and ethical duties, actively participating in Board activities, and positively contributing to the Agency's success. They should be informed, prepared, and respectful of the Board's processes and the Executive Director's role.

Attestation: I do hereby agree to support and abide by the aforementioned description of the duties of a Board Member of Region Ten Community Services Board.

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 Signature

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 Name Printed

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 Date

Position Description updated: October, 2025

**From:**  
**To:**  
**Subject:**  
**Date:**  
**Attachments:**

You don't often get email from [REDACTED] [Learn why this is important](#)

**[EXTERNAL EMAIL] USE CAUTION.**

Good afternoon, Thank you for ensuring that the Region Ten Board of Directors has excellent representation from Fluvanna County. David Harlow is the current representative, with his first partial term ending 12/31/2025. David has expressed interest in re-appointment, and Region Ten supports his continued service on the Region Ten Board. He has been an active and invested Board member in his short time in the role, aligning with Region Ten's mission in service to Fluvanna County, and would be an asset to Fluvanna and Region Ten as a Board member into a new term.

I have also attached our newly minted Board Member Position Description in this email. I am requesting that it is attached to applications or the link to Region Ten under "Boards and Commissions" for people who are interested in applying for appointment to the Region Ten Board so that they know what qualities and skills are beneficial to the organization, and can make an informed decision about the alignment between their offerings and the organization's needs.

Additionally, I am requesting that the Board of Supervisors take the position description into consideration when appointing a new member to the Region Ten Board of Directors, aligning the position description qualities and skills with the most appropriate application.

As always, I am grateful for the partnership between Fluvanna and Region Ten and welcome any thoughts, questions or feedback you may have.

Warm regards,

Lisa Beitz

Lisa M. Beitz, DSW, LCSW (she, her)  
Executive Director  
Region Ten Community Services Board  
500 Old Lynchburg Road  
Charlottesville, Virginia 22903  
[REDACTED]





# 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>Jacquelyn Wheeler</b>	Election <input type="checkbox"/> Columbia <input type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input checked="" type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provide dates of education and experience. You may also provide a resume/CV.): BA in Sociology (Social Welfare option - including field work & counseling) 1977 MBA awarded 2001 (cum laude) 28+ years with Nature Made Vitamins including Cost Accounting, Contract Manufacturing & Demand Planning (Forecast development based on consumer trends analysis and performance analysis)	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Committee member, group leader and volunteer with Habitat for Humanity's annual golf tournament (3 yrs)	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: I have enjoyed living at Lake Monticello for the past 3+ years, and now that I am retired I have the time and want to give back to the community	

### 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		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
	Economic Development Authority (EDA)		Jefferson Area Board of Aging (JABA) Board of Directors	X	Social Services Board
	Family Assessment and Planning Team (FAPT) – Parent/Family Rep & Vendor Rep		Library Board of Trustees		Thomas Jefferson Planning District Commission (TJPD)
	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	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>Jacquelyn Wheeler</b>		Date <b>10/15/2025</b>	
Mailing Address (including City, State, & ZIP) <small>32 W Lake Forest Dr, Palmyra VA 22963</small>		Physical Address (if different)	
Years Lived in Fluvanna <b>3+</b>	Phone # <b>[REDACTED]</b>	Alternate Phone # <b>N/A</b>	Email Address <b>[REDACTED]</b>
<b>Office Use Only</b>			
Application Received On:	<b>10/15/2025</b>	Application Received By: <b>Caitlin Solis</b>	
Acknowledgement Sent:	<b>10/20/2025</b>		
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			



# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

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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>Jonah Kiptoo Purcell Brown</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 provides dates of education and experience. You may also provide a resume/CV.): In high school	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): Quiz Bowl, Track, and Cross Country	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: Want to help the communities.	

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

(Approved June 17, 2015)

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2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
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ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
	Agricultural/Forestral District Advisory Committee		Fluvanna Partnership for Aging Committee (FPA)	X	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
	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		Thomas Jefferson Planning District Commission (TJPDCC)
	Finance Board		Monticello Area Community Action Agency (MACAA)		Thomas Jefferson Water Resources Protection Foundation
	Tourism Advisory Committee (TAC)	For TAC only, please indicate the industry you are representing:			

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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>Jonah Kiptoo Purcell Brown</b>		Date <b>11-20-2025</b>	
Mailing Address (including City, State, & ZIP) <small>P.O. Box 111, Fork Union, VA 23055</small>		Physical Address (if different) <small>2283 Carysbrook Rd. Palmyra, VA 22963</small>	
Years Lived in Fluvanna	Phone # <div style="background-color: black; width: 100px; height: 20px;"></div>	Alternate Phone #	Email Address <div style="background-color: black; width: 150px; height: 20px;"></div>

**Office Use Only**

Application Received On:	11-20-2025	Application Received By: Leontyne Peck
Acknowledgement Sent:		
Renewal Date:		Remarks:
Renewal Date:		
Renewal Date:		
Renewal Date:		

# FLUVANNA COUNTY BOARD OF SUPERVISORS

## AGENDA ITEM STAFF REPORT

TAB B

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	FY25 Annual Comprehensive Financial Report (ACFR)				
<b>MOTION(s):</b>	N/A				
<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>	Tori Melton, Director of Finance				
<b>PRESENTER(S):</b>	Tori Melton, Director of Finance & David Foley, Robinson, Farmer, Cox Associates				
<b>RECOMMENDATION:</b>	Information only				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	FY25 Annual Comprehensive Financial Report summary brief for the Board of Supervisors				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	FY25 Annual Comprehensive Financial Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



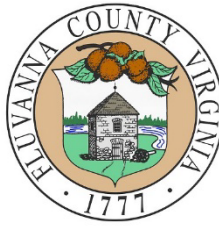
## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	Treasurer's Report				
<b>MOTION(s):</b>	N/A				
<b>BOS WORKPLAN?</b>	Yes	No	<b>If yes, which item(s):</b>		
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
	<b>X</b>				
<b>STAFF CONTACT(S):</b>	Debbie Rittenhouse, Treasurer				
<b>PRESENTER(S):</b>	Debbie Rittenhouse, Treasurer				
<b>RECOMMENDATION:</b>	Information only				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Presenting bank balances, TACS collection amount, general information				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Account Balances TACS Fiscal Year Collections Treasurer's Report				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other







## FLUVANNA COUNTY TREASURER

**Deborah Rittenhouse**

34 Palmyra Way

P.O. Box 299

Palmyra, VA 22963

Telephone: (434) 591-1945

## TREASURER'S REPORT

December 17, 2025

### Account Balances for November 2025:

Wells Fargo –	\$4,129,914.45
Wells Fargo Interest Earned –	157.70
Wells Fargo Cost Recovery –	3,500.00
Truist Cost Recovery –	1,172.80
Multi-Bank Securities (CD's) –	1,365,981.76
Multi-Bank Earnings –	5,690.60
VIP Liquidity Pool –	22,441,962.06
VIP Earnings –	63,501.25
VIP 1-3 Year High Quality Bond –	534,428.80
VIP 1-3 Year Earnings -	2,497.88

### TACS Collections Report:

Total amount collected as of December 9, 2025 - \$3,118,656.94



## Fluvanna County Bank and Investment Account Balances and Earnings Report

Month/ Year	Wells Fargo Commercial Checking- Main Bank	Wells Fargo Analysis Interest Earned	Wells Fargo Cost Recovery Fund	Truist Cost Recovery Fund	Multi-Bank Securities Brokerage (CD's)	MBS Earnings	Virginia Investment Pool (VIP) Stable NAV Liquidity Pool	VIP Stable Nav Earnings	Virignia Investments Pool (VIP) 1-3 Year High Quality Bond Fund	VIP 1-3 Year Earnings	Ending Balance Total
----------------	---	---	---	---------------------------------	---	-----------------	--	-------------------------------	--	-----------------------------	----------------------

## 2023

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

2024

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

2025

[illegible]



## Fiscal Year Collections

BOS2025-12-17 p.41/128

Month of Paid Date	Paid Date	
	FY 2025	FY 2026
July		\$259,650.21
August	\$21,370.50	\$178,933.49
September	\$188,364.53	\$254,189.22
October	\$174,587.07	\$145,990.14
November	\$202,432.52	\$183,220.97
December	\$208,050.64	\$48,113.23
January	\$159,148.16	
February	\$194,422.14	
March	\$207,603.52	
April	\$156,160.52	
May	\$319,925.57	
June	\$216,494.51	
<b>Grand Total</b>	<b>\$2,048,559.68</b>	<b>\$1,070,097.26</b>

## Prior Five Calendar Year Total Collections

Account ..	Paid Date		
	2024	2025	Grand Total
FLUV-PP	\$547,633.75	\$1,661,783.00	<b>\$2,209,416.75</b>
FLUV-RE	\$247,171.51	\$662,068.68	<b>\$909,240.19</b>
<b>Grand T..</b>	<b>\$794,805.26</b>	<b>\$2,323,851.68</b>	<b>\$3,118,656.94</b>



# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

<b>MEETING DATE:</b>	December 17, 2025																															
<b>AGENDA TITLE:</b>	FY25 to FY26 Carryover Requests																															
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors [approve/deny/defer] the following carryover requests of FY25 unexpended budget lines from the Fluvanna County Public Schools to the FY26 Budget as specified and in the amounts listed:</b></p> <table border="1"> <thead> <tr> <th>Item</th><th>Budget Line</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>A</td><td>Facilities Capacity Study</td><td>\$26,000</td></tr> <tr> <td>B</td><td>(2) Attendance Support Positions</td><td>\$40,200</td></tr> <tr> <td>C</td><td>Toro Cart</td><td>\$15,000</td></tr> <tr> <td>D</td><td>PSAT/SAT Student Test Fees</td><td>\$10,000</td></tr> <tr> <td>E</td><td>Replacement of FCHS Chassis Network Switches</td><td>\$100,000</td></tr> <tr> <td>F</td><td>Backup Cisco 9500 Fiber Switch – FMS, Carysbrook, &amp; Central</td><td>\$20,000</td></tr> <tr> <td>G</td><td>FCHS Auditorium AV Upgrade</td><td>\$45,000</td></tr> <tr> <td colspan="2"><b>TOTAL</b></td><td><b>\$256,200</b></td></tr> </tbody> </table> <p><b>With a total amount of \$_____ to be re-appropriated.</b></p>					Item	Budget Line	Amount	A	Facilities Capacity Study	\$26,000	B	(2) Attendance Support Positions	\$40,200	C	Toro Cart	\$15,000	D	PSAT/SAT Student Test Fees	\$10,000	E	Replacement of FCHS Chassis Network Switches	\$100,000	F	Backup Cisco 9500 Fiber Switch – FMS, Carysbrook, & Central	\$20,000	G	FCHS Auditorium AV Upgrade	\$45,000	<b>TOTAL</b>		<b>\$256,200</b>
Item	Budget Line	Amount																														
A	Facilities Capacity Study	\$26,000																														
B	(2) Attendance Support Positions	\$40,200																														
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G	FCHS Auditorium AV Upgrade	\$45,000																														
<b>TOTAL</b>		<b>\$256,200</b>																														
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, which goal(s):</b>																													
		X																														
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other																											
		X																														
<b>STAFF CONTACT(S):</b>	Theresa McAllister, Management Analyst																															
<b>PRESENTER(S):</b>	<ul style="list-style-type: none"> <li>Theresa McAllister, Management Analyst</li> <li>Gemma Soares, Executive Director of Instruction and Finance</li> <li>Dr. Peter Gretz, Fluvanna County Superintendent</li> <li>Don Stribling, Ed.D, Executive Director, FCPS</li> </ul>																															
<b>RECOMMENDATION:</b>	Approve/Deny																															
<b>TIMING:</b>	Effective July 1, 2025																															
<b>DISCUSSION:</b>	<p><b>Per Fluvanna County Financial Finance Policies - Budget 3.1.10 Reappropriation of Balances (Carryovers):</b></p> <p><b><u>Had budget authority in FY25</u></b></p> <ol style="list-style-type: none"> <li>Initiative/Project was started in FY25, but was not able to be completed. <ul style="list-style-type: none"> <li><b>a. Meets existing policy.</b></li> </ul> </li> <li>Initiative/project not started in FY25 due to circumstances.</li> </ol>																															

	<p><b>a. Meets existing policy.</b></p> <p><b><u>No budget authority in FY25</u></b></p> <ol style="list-style-type: none"> <li>1. Requesting carryover of FY25 remaining funds to cover certain one-time special or capital projects that are not already approved/funded.           <p><b>a. Does not meet existing policy.</b></p> </li> <li>2. Requesting carryover of FY25 remaining funds for unanticipated operating expenses not included in the FY26 budget           <ol style="list-style-type: none"> <li>a. i.e., Not funded in FY26, but request/need has been identified; asking for unexpended FY25 dollars to cover that request/need (rather than wait until FY27 budget).               <p><b>b. Does not meet existing policy.</b></p> </li> </ol> </li> </ol>				
<b>FISCAL IMPACT:</b>	Approval of the motion as stated above will allow the Finance Department to increase FY26 revenue and expenditure budgets equally within the assigned funds.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Financial Policies 3.1.10 Reappropriation of Balances (Carryovers)				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Budget 3.1.10 Reappropriation of Balances (Carryovers)</li> <li>• FCPS Carryover Requests Forms (8)</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



## **County of Fluvanna FY25 to FY26 Carryover Request Instructions**

Carryover requests are required for any FY25 funding your department needs to reappropriate to FY26 in order to fulfill a project or goal that does not fall into the following categories:

- 1) Insurance reimbursement added to your budget in FY25 and the repairs or replacement has not yet been completed.
- 2) Supplemental Appropriation in FY25 for a specific project or purchase that has not yet been completed (includes grants accounted for in a fund other than the state and/or federal grants funds)
- 3) Purchase Order not yet fulfilled
- 4) Capital Reserve/Savings for vehicle i.e. funding for 1/2 of purchase was appropriated in FY25 and other half has been appropriated in FY26.
- 5) Capital projects accounted for in CIP fund and Grant Projects accounted for in either the State or Federal Grant Funds.

Carryover requests are **due no later than 5 p.m. on November 1, 2025**



## Office/Department: Fluvanna County Public Schools

General Ledger Account Title	FY25 Org Code	FY25 Object Code	FY26 Org Code (If Different)	FY26 Object Code (If Different)	Amount Requested	Justification:	Please answer all three questions. Why should these funds be carried forward? Why was the project not completed within FY25? If this request is denied, what impact will it have on this Office/Department's ability to function efficiently?
Facilities Capacity Study	CIP	25EDS			\$26,000.00	An facilities capacity study is needed as the next step following the 2025–2026 enrollment study to determine whether our current school facilities can support projected student growth. This analysis will provide essential data on building capacity, utilization, and future capital needs, allowing the county and schools to plan proactively and make informed decisions about facilities, programs, and resource allocation.	
(2) Attendance Support positions	20161312 & 20163103	51151			\$40,200.00	Dedicated attendance support staff could assist schools in providing consistent, targeted intervention and family outreach to engage students and families, improve academic outcomes, and meet state accountability expectations.	
Toro Cart	29406420	58000			\$15,000.00	The current Toro cart at FCHS has reached the end of its service life. This vehicle is essential for maintenance, groundskeeping, and athletic operations, and also serves as support for emergency response when needed.	
PSAT/SAT Student Test Fees	20163103	56043			\$10,000.00	This would supplement a community scholarship fund to pay PSAT/SAT fees for our high school students.	
Replacement of the FCHS chassis network switches	29806830	58000			\$100,000.00	These switches were deployed in 2011 and although are working well, we should start looking at their replacements as they are out-of-support and are starting to show their age. Today, most organizations are moving away from chassis switches and to smaller, less expensive yet just as functional access and distribution switches in a stacked solution. Each data closet at FCHS is unique with it's own requirements and port disaggregation.	
Backup Cisco 9500 fiber switch - FMS, Carysbrook and Central	29806830	58000			\$20,000.00	FMS, Carysbrook and Central all have 9500 fiber switches in their head-end that ties all of their buildings network data closets together while also tying the building to the Abrams datacenter. We should have a spare fiber switch on hand in case one of these switches stops working. Please note that we have replacement support for these switches but it isn't next business day support due to the cost. The replacement turn around is within 5-10 days which would be a long outage.	
FCHS Auditorium AV upgrade	29806830	58000			\$45,000.00	This upgrade to the FCHS auditorium AV equipment would improve the projection screen to a tensioned screen to eliminate the blurry images, upgrade the VGA connections to HDMI to modernize the AV connectivity which will also make for higher quality imaging, upgrade the handheld wireless microphones and add wireless bodypack capability. These upgrades are replacing the original equipment.	
<b>Office/Department:</b>		Fluvanna County Public Schools					<b>Total Carryover Amount Requested:</b> \$256,200.00



### **3.1.10. Reappropriation of Balances (Carryovers)**

A. Appropriations lapse on June 30, for all unencumbered budget items other than capital projects and grants.

B. All outstanding encumbrances, both operating and capital, as of fiscal year-end shall be automatically reappropriated to the subsequent fiscal year to the same department and account for which they were encumbered in the previous fiscal year.

C. All capital reserve appropriations shall be automatically reappropriated to the subsequent fiscal year to the same department and account for which they were originally appropriated.

D. All unencumbered balances for capital projects shall remain appropriations until the completion of the capital project or until the Board of Supervisors, by appropriate resolution, changes or eliminates the appropriation.

E. All supplemental appropriations approved within a fiscal year for a specific purpose or project shall be automatically reappropriated to the subsequent fiscal year and utilized to complete original purpose or project as identified in the board action

F. External school funding shall be reappropriated to the subsequent fiscal year upon receipt of approval by the funding agency. School administration is required to notify the county Finance Department of such approval no later than August 30<sup>th</sup> of the subsequent fiscal year in which the funding is to be reappropriated. This excludes the local general fund appropriation, which requires the school board or superintendent of schools to submit a formal request for carryover to the Board of Supervisors.

G. Those amounts necessary for the continuation of unencumbered operating projects or services may be requested by departments, amended by the County Administrator and adopted, with any changes, by the Board of Supervisors to be reappropriated to the budget of the next fiscal year. Such requests for reappropriation shall be for specifically defined projects that could not reasonably be started prior to June 30.



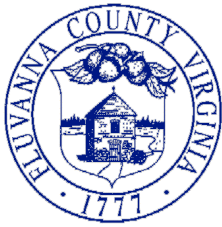
## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	ZMP 25:03 – Zion South, LLC				
<b>MOTION(s):</b>	I move that the Board of Supervisors (approve / deny / defer) ZMP 25:03, a request to amend the Fluvanna County Zoning map to rezone 182.586 +/- acres of Tax Map 11 Section A Parcel 93 and Tax Map 11 Section A Parcel 88 from A-1, Agricultural, General to I-1, Industrial, Limited subject to the proffers dated October 3, 2025.				
<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>	Todd Fortune, Director of Planning				
<b>PRESENTER(S):</b>	Todd Fortune, Director of Planning				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The applicant has requested a rezoning for the purpose of preparing the parcels for development as flex industrial space.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None.				
<b>LEGISLATIVE HISTORY:</b>	<p>The Planning Commission deferred action on this request at its October 7<sup>th</sup> meeting. Concerns cited by Commission members include the environmental effects of any future development on surrounding areas, traffic that would be generated by future development, and whether data centers would be proffered out as a condition of the rezoning.</p> <p>The Commission considered the matter again at its November 18 meeting and recommended approval by a vote of 4-1.</p>				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Staff Report</li> <li>Application</li> <li>APO Letter and Memo</li> <li>Proffer Statement</li> <li>Ordinance</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X







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## COUNTY OF FLUVANNA

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*"Responsive & Responsible Government"*

BOS2025-12-17 p.53/128  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
434.591.1910  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Board of Supervisors

**From:** Todd Fortune, Director of Planning

**Request:** ZMP 25:03 Rezoning from A-1 to I-1

**District:** Columbia Election District

**Tax Map:** Tax Map 11-A-93 and 11-A-88

**General Information:**

This public hearing is to be held on Wednesday, December 17, 2025 at 7:00 pm by the Fluvanna County Board of Supervisors in the Fluvanna County Circuit Court, 72 Main Street, Palmyra, Virginia 22963.

**Applicant:**

Zion South, LLC

**Representative:**

John Alexander

**Requested Action:**

**ZMP 25:03 Zion South** – A request to amend the Fluvanna County Zoning Map to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District 182.586 +/- acres of Tax Map 11 Section A Parcel 93 and Tax Map 11 Section A Parcel 88. The subject properties are generally located on the east side of James Madison Highway (U.S. 15) approximately 0.95-mile south of the intersection with Three Notch Road (U.S. 250). The parcels are located in the Zion Crossroads Community Planning Area (CPA) and the Zion Crossroads Urban Development Area (UDA), and in the Columbia Election District.

**Existing Zoning:**

A-1, Agricultural, General

**Zoning History:**

The properties are zoned A-1 Agricultural, General. The area has been identified for future commercial and industrial development, as it is located within the Zion Crossroads UDA. As such, other parcels within the UDA have been rezoned for future commercial and industrial development.

**Existing Land Use:**

Vacant

**Applicant Summary:**

The owners of these parcels are looking to have the properties rezoned. The purpose of the rezoning is to prepare the parcels for development as flex industrial space.

**Comprehensive Plan:**

The subject properties are located in the Zion Crossroads CPA and Zion Crossroads UDA. This area is envisioned to be the most intensely developed part of the county, consisting of regional mixed-use, regional employment, and neighborhood mixed-use developments. This area is the county's primary regional economic development area and is targeted as a regional employment center with primarily mixed-use, mixed-income development.

The Fluvanna County 2015 Comprehensive Plan-2024 Update references the Zion Crossroads CPA and UDA for economic development. Chapter 5, Economic Development references "Zion Crossroads is the county's primary commercial node, with primarily retail, office uses, and light industrial, it also incorporates mixed-use, mixed income residential development." Rezoning this parcel to I-1 furthers the County's efforts for economic development in Zion Crossroads and advances the site to a higher Site Characterization Tier Level under the Virginia Business Ready Sites Program.

**Technical Review:**

The Technical Review Committee reviewed the proposal on September 9 and had the following comments:

- VDOT's main concern is the traffic.
  - They will need to see trip generation and turning movement data.
  - The public access road will need to meet VDOT requirements.
  - VDOT will want to see the master plan when it is ready.
- Make sure the roads and cul-de-sacs are big enough for fire and rescue vehicles to access.
- Make sure there is water available to service fire hydrants.

**Planning Analysis:**

The subject properties are zoned A-1 and are located on James Madison Highway (U.S. 15), near Shepherd Lane. The parcels are located approximately 0.95-mile south of the intersection with Three Notch Road (U.S. 250). As stated above, the properties are located within the Zion Crossroads CPA and Zion Crossroads UDA – which is envisioned to be the most intensely developed part of the county.

Per the signed proffer statement dated October 3, 2025 (attached), the applicant has agreed to proffer out the following uses:

- By-right: Car Washes; Gas Stations; Railroad Facilities; Solid Waste Collection Facilities; Small-Scale Solar Generation Facility.
- Special Use Permit: Shooting Ranges, Outdoor; Solid Waste Material Recovery Facilities; Sanitary Landfills; Aviation Facilities, Minor Scale Solar Generation Facility; Utility Scale Solar Generation Facility.

Additionally, per the proffer statement, the applicant has agreed to provide a minimum of 100' wooded tree buffer adjacent to parcels zoned A-1.

**Summary Conclusion:**

As stated above, a rezoning of this property would serve two purposes: 1) further the County's efforts for economic development in Zion Crossroads area; and 2) advance the site to a higher Site Characterization Tier Level under the Virginia Business Ready Sites Program.

**Planning Commission**

The Planning Commission heard this rezoning request at its meeting on October 7, 2025, and voted to defer this request. The main concerns cited were potential effects on groundwater, the rural view, and traffic; and concerns over the potential placement of a data center on the property.

The Commission considered the matter again at its November 18<sup>th</sup> meeting and recommended approval by a vote of 4-1.

**Suggested Motion:**

I move that the Board of Supervisors (approve / deny / defer) ZMP 25:03, a request to amend the Fluvanna County Zoning map to rezone 182.586 +/- acres of Tax Map 11 Section A Parcel 93 and Tax Map 11 Section A Parcel 88 from A-1, Agricultural, General to I-1, Industrial, Limited subject to the proffers dated October 3, 2025.



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Application for Rezoning

Owner of Record: Zion South, LLCAddress: P.O. Box 666 Lewis, Va 23093Phone: [REDACTED] Fax: [REDACTED]Email: [REDACTED]Representative: [REDACTED]Address: [REDACTED]Phone: [REDACTED] Fax: [REDACTED]Email: [REDACTED]Tax Map and Parcel(s) 11A93, 11A88Acreage 182.586 Current Zoning A-1Location of Parcel: [REDACTED]Requested Zoning I-1 Proposed Use of Property Flex IndustrialApplicant of Record: Zion South, LLCAddress: P.O. Box 666 Lewis, Va 23093Phone: [REDACTED] Fax: [REDACTED]Email: [REDACTED]

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

Is parcel in Land Use Valuation Program? ☐ No ☒ YesDeed Book and Page: 86-241, 86-241

If any Deed Restrictions, please attach a copy

**Affidavit to Accompany Petition for Rezoning**

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request.

I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 8/24/25 Signature of Owner/Applicant: [Signature]Subscribed and sworn to before me this 29<sup>th</sup> day of August, 2025 Register # 300661My commission expires: July 31, 2026 Notary Public: [Signature]**All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.****Office Use Only**Date Received: [REDACTED] Pre-Application Meeting: [REDACTED] PH Sign Deposit Received: [REDACTED] Application #: ZMP\$1,000 fee paid: [REDACTED]Proffer or Master Plan Amendment: \$750.00 Paid: [REDACTED]Election District: [REDACTED]Planning Area: [REDACTED]**Public Hearings****Planning Commission****Board of Supervisors**Advertisement Dates: [REDACTED]Advertisement Dates: [REDACTED]APO Notification: [REDACTED]APO Notification: [REDACTED]Date of Hearing: [REDACTED]Date of Hearing: [REDACTED]Decision: [REDACTED]Decision: [REDACTED]

## PROFFER STATEMENT

Pursuant to Section 15.2-2296 of the Code of Virginia and Section 22-17-9 of the Fluvanna County Zoning Ordinance, ZION SOUTH, LLC as the recorded owner of Tax Maps 11-A-88 and 11-A-93 tracts totalling approximately 182.5 acres of land zoned A-1 that is subject of the rezoning request, does hereby voluntarily proffer that development of the property shall be in strict accordance with the following conditions set forth in this submission:

### 1. EXCLUDED USES:

The following permitted by right land uses shall be excluded from the property under I-1 Zoning Section 22-11-2.1:

Commercial Uses: Car washes, gas stations

Industrial Uses: Railroad Facilities, Solid Waste Collection facilities

Miscellaneous Uses: Small scale solar generation facility

### 2. Excluded Uses:

The following permitted by special use permit uses shall be excluded from the property under I-1

Zoning Section 22-11-2.2:

Commercial Uses:  
Shooting Ranges outdoors

Industrial Uses: Solid Waste material recovery facilities, Sanitary landfills

Miscellaneous Uses: Aviation facilities, Minor Scale and Utility Scale Solar Generation Facilities

## SCREENING

Project shall provide a minimum of 100' Wooded Tree Buffer adjacent to parcels zoned A-1.

We, Zion South, LLC acknowledge as the Property Owner that the rezoning of the property gives rise to the need for these conditions and that these conditions are reasonable.

John Alexander  
10/3/25

*John H. Alexander, MANAGER*

by email to:  
Todd Fortune

STATE of Virginia

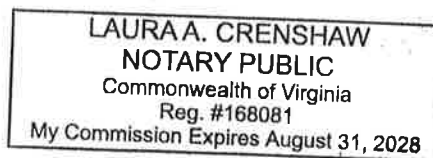
COUNTY of Fluvanna

On October 6, 2025, before me, Laura A. Crenshaw, notary public, personally appeared John Alexander personally known to me or proved to be by satisfactory evidence to be the person whose name is subscribed to within this instrument, and acknowledged to me that they executed in this document in an authorized manner in representation of the said entity.

WITNESS my hand and official seal.

*Laura A. Crenshaw*

Notary Public Signature



My commission expires 08/31/2028 (seal above)



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## COUNTY OF FLUVANNA

---

*"Responsive & Responsible Government"*

BOS2025-12-17 p.59/128  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### MEMORANDUM

**Date:** November 25, 2025  
**From:** Jenny Cassell-Faulknier  
**To:** Todd Fortune  
**Subject:** APO Notification

Please be advised that the attached letter was mailed to the following list of Adjacent Property Owners for the December 17, 2025 Board of Supervisors meeting.

---

# ADJACENT PROPERTY OWNERS ZMP 25:02

TAX MAP	NAME	ADDRESS	CITY/STATE/ZIP
5 11 8A	NORTHLAND FOREST PRODUCTS, INC.	PO BOX 369	KINGSTON, NH 03848
5 A 63	TAYLOR, TRAVIS SCOTT	156 MORRIS RD	TROY, VA 22974
5 19 B	MCINTYRE, KENNETH H & LOUISE G	274 MORRIS RD	TROY, VA 22974
5 A 65	GIBSON, CINDY A & JOHNSON, JEFFREY ET AL	948 HOLLANDS RD	PALMYRA, VA 22963 CHARLOTTESVILLE, VA 22903
5 A 69	LAKE CABIN PROPERTY LLC	1609 TRAILRIDGE RD	
5 A 66	GIBSON, CINDY A & JOHNSON, JEFFREY ET AL	948 HOLLANDS RD	PALMYRA, VA 22963
11 A 89	SHEPHERD, HENRY A. & MAXINE P.	167 SHEPHERD LN	TROY, VA 22974
11 A 92	DELANEY, JOAN S.	14904 RIVERCHASE CT	BOWIE, MD 20715
5 A 66A	GIBSON, CINDY A & JOHNSON, JEFFREY ET AL	948 HOLLANDS RD	PALMYRA, VA 22963
11 A 87A	PALMER, GREGORY	783 FOX RUN	TROY, VA 22974
11 A 87	PALMER, GREGORY	783 FOX RUN	TROY, VA 22974
11 10 B	GIBSON, CINDY A & JOHNSON, JEFFREY ET AL	948 HOLLANDS RD	PALMYRA, VA 22963
11 10 A	GIBSON, CINDY A & JOHNSON, JEFFREY ET AL	948 HOLLANDS RD	PALMYRA, VA 22963
11 9 2	AMAZON.COM SERVICES LLC	PO BOX 80416	SEATTLE, WA 94808
11 11 1	CARTER, ERIC D. & BARBARA F	384 SHEPHERD LN	TROY, VA 22974 CHARLOTTESVILLE, VA 22911
11 11 5	SHEPHERD FAMILY OF TROY LLC	505 JESTER LN	
11 11 6	SHEPHERD, THOMAS O.	1405 18 STREET, S.E.	WASHINGTON, DC 20020
11 11 2	CARTER, ERIC D. & BARBARA F	384 SHEPHERD LN	TROY, VA 22974
11 11 4	CARTER, ROY E III	388 SHEPHERD LN	TROY, VA 22974
11 11 7	MARTIN, KIMBERY & WILSON, KAREN	11603 MARY CATHERINE DR	CLINTON, MD 20735
11 A 94	SCOTT, EULA, GEORGE & EDLOE c/o NATHANIEL EDLOW JAMES	6560 PRINCESS GARDEN PKWY.	LANHAM, MD 20706
11 5 5	TENNYSON, LAWRENCE F	383 JACKSON RD	TROY, VA 22974
11 5 6	SAPP, JOHN H. & DASRETTA G.	512 WESTMORELAND CT	CHARLOTTESVILLE
11 A 85	JOHNSON, ELLEN Y & HENSLEY, LEE & REBECCA	1215 DEERFIELD RD	LOUISA, VA 23093



5 A 67	BRAXTON, JANICE M.	90 SHEPHERD LN	TROY, VA 22974
5 16 1	TAYLOR, TODD & AMY	156 MORRIS RD	TROY, VA 22974
11 A 87	PALMER, GREGORY	783 FOX RUN	TROY, VA 22974
	JOHNSON, ELLEN Y & HENSLEY,		
11 A 85	LEE & REBECCA	1215 DEERFIELD RD	LOUISA, VA 23903
5 A 41	MILLWAY, JOHN W. & HAZEL M.	320 MILLWAY LN	TROY, VA 22974
5 A 40	MAHANES, KATHRYN	1006 LITTLE CREEK RD	TROY, VA 22974
	BHL GROUP LLC, RURAL LAND		
	TRACTS LLC & CATLETT LAND		CHARLOTTESVILLE, VA
11 9 3	COMPANY LLC	977 SEMINOLE TRL #292	22901
11 9 1	OLIVER, RUTH ET AL	3961 POMEROY DR	WINSTON SALEM, NC 27105



## COUNTY OF FLUVANNA

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BOS 2025-12-17-1128

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

[planning@fluvannacounty.org](mailto:planning@fluvannacounty.org)

[www.fluvannacounty.org](http://www.fluvannacounty.org)

### PUBLIC HEARING NOTICE

November 25, 2025

ATTN: Adjoining Property Owner

RE: ZMP 25:03 Rezoning

Pursuant to Virginia Code § 15.2-2204, "When a proposed amendment of the zoning ordinance involves a change in the zoning map classification of 25 or fewer parcels of land, then, in addition to the advertising as required by subsection A, the advertisement shall include the street address or tax map parcel number of the parcels subject to the action. Written notice shall be given by the local planning commission, or its representative, at least five days before the hearing to the owner or owners, their agent or the occupant, of each parcel involved; to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels that lie in other localities of the Commonwealth; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property as may be required by the commission or its agent."

Consequently, this letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Meeting:** Board of Supervisors Regular Meeting  
**Date:** Wednesday, December 17, 2025 at 7:00 pm  
**Location:** Fluvanna County Circuit Court  
72 Main Street, Palmyra, VA 22963

**ZMP 25:03 – Zion South, LLC.** A request to rezone from the A-1, Agricultural, General to the I-1, Industrial, Limited District 182.586 +/- acres of Tax Map 11 Section A Parcel 88 and Tax Map 11 Section A Parcel 93. The subject properties are generally located on the east side of James Madison Highway (U.S. 15) approximately 0.95 mile from the intersection of U.S. 15 and U.S. 250 at Zion Crossroads. The parcels are located in the Zion Crossroads Community Planning Area and Zion Crossroads Urban Development Area, and the Columbia Election District.

The regular meeting of the Board of Supervisors will be held in person. Instructions for public participation during the meeting will be made available on the Fluvanna County website. Interested persons may submit written comments prior to the scheduled meeting to [planning@fluvannacounty.org](mailto:planning@fluvannacounty.org) and questions may be directed to Todd Fortune, Director of Planning and Zoning at 434-591-1910, between 8:00 am and 5:00 pm, Monday – Friday in the County Administration Building at 132 Main Street Palmyra, VA 22963.

Details of this request are available under *Upcoming Public Hearings* on the County website at <http://www.fluvannacounty.org/> and in the Planning and Zoning Department during regular office hours.

Sincerely,

Todd Fortune  
Director of Planning & Zoning



**BOARD OF SUPERVISORS**

County of Fluvanna  
Palmyra, Virginia

**ORDINANCE No. \_\_-2025**

**AN ORDINANCE TO REZONE 182.586 ACRES FROM A-1 TO I-1 WITH PROFFERS**

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Circuit Court at 72 Main Street, Palmyra, Virginia this 17<sup>th</sup> day of December, 2025:

**ZMP 25:03 Zion South LLC** – A request to rezone from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District 182.586 +/- acres of tax parcel 11–A-93 and tax parcel 11-A-88. The subject properties are generally located on the east side of James Madison Highway (U.S. 15) approximately 0.95-mile south of the intersection with Three Notch Road (U.S. 250). The parcels are located in the Zion Crossroads Community Planning Area (CPA) and the Zion Crossroads Urban Development Area (UDA), and in the Columbia Election District.

BE IT ORDAINED by the Board of Supervisors of Fluvanna County that the Rezoning Application identified as ZMP 25:03 is granted as an amendment to the official zoning map; and

The Properties are currently identified as Tax Map 11 Section A Parcel 93 and Tax Map 11 Section A Parcel 88; and

The Properties, consisting of 182.586 acres, are hereby rezoned from A-1, Agricultural, General to the I-1, Industrial, Limited Zoning District; and

The Owner/Applicant in this zoning case, pursuant to the Zoning Ordinance of Fluvanna County, for themselves and their successors or assigns, proffer that the Properties will be developed in accordance with the conditions voluntarily agreed to by the Owner/Applicant in the proffer statement dated October 3, 2025 which is included in this ordinance.

Adopted this 17th day of December 2025  
by the Fluvanna County Board of Supervisors

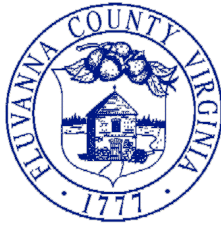


# FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

<b>MEETING DATE:</b>	December 17, 2025					
<b>AGENDA TITLE:</b>	ZMP 25:04 – Goodson’s Auto Repair					
<b>MOTION(s):</b>	I move that the Board of Supervisors (approve / deny / defer) ZMP 25:04, a request to amend the Fluvanna County Zoning Map to rezone 5.809 +/- acres of Tax Map 17 Section A Parcel 10 from R-3 Residential, Planned Community to B-1, Business, General, Zoning District subject to the proffers dated December 11, 2025.					
<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>	Jason Overstreet, Senior Planner					
<b>PRESENTER(S):</b>	Jason Overstreet, Senior Planner					
<b>RECOMMENDATION:</b>	Planning Commission Recommends Denial					
<b>TIMING:</b>	Routine					
<b>DISCUSSION:</b>	The applicant is requesting this rezoning in order to construct an automobile repair service establishment on the parcel, Goodson’s Auto Repair. The parcel is adjacent to the Villages at Nahor age restricted community.					
<b>FISCAL IMPACT:</b>	None					
<b>POLICY IMPACT:</b>	None.					
<b>LEGISLATIVE HISTORY:</b>	This request was presented to the Planning Commission for review and action on November 18, 2025. The Commission voted 3-2 to recommend denial.					
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Application</li> <li>• APO Letter</li> <li>• Proffer Statement</li> <li>• Ordinance</li> </ul>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
					X	





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# COUNTY OF FLUVANNA

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BOS2025-12-17 p.67/128

132 Main Street

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Fax (434) 591-1911

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## BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors  
Case Number: ZMP 25:04  
Tax Map: 17-A-10

From: Jason Overstreet  
District: Cunningham Election District  
Date: December 17, 2025

**General Information:** This public hearing is to be held on Wednesday, December 17, 2025 at 7:00 pm by the Fluvanna County Board of Supervisors in the Fluvanna County Circuit Court, 72 Main Street, Palmyra, Virginia 22963.

**Applicant:** Julia Moore, Shimp Engineering, PC

**Owner:** NVA Properties, LLC

**Requested Action:** **ZMP 25:04 NVA Properties LLC** – A request to amend the Fluvanna County Zoning Map to rezone 5.809 +/- acres of Tax Map 17 Section A Parcel 10 from R-3 Residential, Planned Community to B-1, Business, General, Zoning District. The subject property is located between Thomas Jefferson Parkway (Route 53) and Garden Lane (Route 636) and is approximately six hundred feet north of the Village of Nahor.

**Existing Zoning:** R-3, Residential Planned Community

**Existing Land Use:** Vacant

**Planning Area:** Rivanna Community Planning Area

**Adjacent Land Use:** The surrounding parcels are zoned A-1, Agricultural General, B-1, Business General, and R-3, Residential Planned Community

**Zoning History:** Rezoned from A-1 to B-1 in 1997 by ZMP 97:03. Rezoned from B-1 to R-3 in 2004 by ZMP 04:04 as part of the Villages at Nahor master plan. (Conditions / Proffers)

**Summary:**

The applicant is requesting this rezoning in order to construct an automobile repair service establishment on the parcel, Goodson's Auto Repair.

Automobile repair service establishment: A facility for the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, or providing collision services, including body, frame, or fender repair, and overall painting.

**Neighborhood Meeting:**

A neighborhood meeting was held by Shimp Engineering on November 10, 2025. Notification of the meeting was sent by the applicant to addresses within ½ mile of the subject parcel and approximately 35 people attended.

The concerns stated by attendees primarily were related to the proposed entrance on Garden Lane (SR 636). It was suggested that the access should be off of Thomas Jefferson Parkway (PR 53) instead of Garden Lane. Additionally, several residents from Nahor Village expressed concern that some traffic would use Village Boulevard for access if Garden Lane were to be used. The limited sight lines at the intersection of 53 and 636 were a concern as well. It was also expressed by several attendees that the location is not the right location for the proposed business and that it would not fit in with the existing village. Additionally, concerns regarding the number of abandoned / junk vehicles that could potentially be on the lot were expressed.

**Comprehensive Plan:**

Land Use Chapter:

The Comprehensive Plan designates this property as within the Rivanna Community Planning Area which contains approximately 40 percent of the County's population and consists mainly of the Lake Monticello community. The Rivanna Community Planning Area is the most developed area in the County and it contains a mixture of residential and commercial uses. Medium and small commercial uses, along with office, civic and residential uses all combine to form a series of neotraditional developments that are interconnected with surrounding development at the Lake gate areas. Future growth, "should do so in an integrated, sustainable way that compliments existing development and the history of each area" and preserves the rural character of the surrounding area. According to the Comprehensive Plan, future growth in the area should be according to neighborhood residential development design standards which incorporate some mixed use.

**Technical Review Committee:**

The Technical Review Committee reviewed the proposal on October 9, 2025 and offered the following comments:

VDOT



1. The sketch plan shows entrance onto the preferred Rte. 636/Garden Ln. A commercial entrance will need to be designed according to the entrance design standards in the Road Design Manual.
2. Access management applies.
3. Ensure throat length meets VDOT standards.
4. Provide VDOT with Trip Generations for the Site Plan.
5. Provide turn lane warrants for the proposed site.
6. A VDOT Land Use Permit will be required for any work being proposed within the right-of-way.

Aqua Virginia stated that they have the capacity to provide water and sewer services but would need to extend lines onto Garden Lane.

Fire Department representatives commented that fire safety appeared to be adequate due to the presence of a nearby fire hydrant and sufficient access for fire trucks.

Sheriff's Department did not have any issues with the intended use.

### **Planning Analysis:**

The subject parcel is within the Rivanna Community Planning Area located near the intersection of Garden Lane and Thomas Jefferson Parkway. The parcel was rezoned from A-1 to B-1 in 1997 and rezoned from B-1 to R-3 in 2004 as part of the original Nahor Village master planned community. However, it was not included within the final subdivision design and has been vacant for over 25 years. The adjacent parcels are zoned B-1, R-4, and A-1 and support a variety of mixed uses. The applicant proposes to construct a 9,000 sq ft 12-bay automobile repair service establishment with 25 parking spaces. A 25 foot screening buffer along Garden Lane will be required for site development.

Access to the site is proposed off of Garden Lane near its intersection with Village Boulevard. The proposed entrance utilizes design standards that control access by preventing left turns onto Garden Lane when exiting the site. This design should limit the increased use of Village Boulevard. Additionally, the intersection of Garden Lane and Thomas Jefferson Parkway is staggered and the line of sight to the west from Garden Lane is limited. However, according to VDOT's Crash Data there has only been one crash at this intersection during the past six years, which involved property damage only.

An alternate option for access off of Thomas Jefferson Parkway has also been submitted. This option would only be pursued if VDOT does not require turn lanes.

Water and sewer services will be provided by Aqua Virginia who stated that they have the capacity but would need to extend new lines onto Garden Lane.

Potential impacts to the surrounding community will be increased traffic on Garden Lane and the potential increased use of Village Boulevard. Increased lighting at night and noise associated with the various services provided could also impact the nearby residential uses.

Per the signed proffer statement dated December 11, 2025 (attached), the applicant has proffered the conditions listed below:

1. **ENHANCED SCREENING:**
  - a. The owner will screen areas adjacent to parking areas on Garden Lane with the landscape strip option in Sec. 22-24-6-E of the Fluvanna County Ordinance. At least 50% of plantings used to meet these screening requirements shall be evergreen trees or shrubs.
  - b. In addition to the street tree requirements of Sec. 19-8-9 of the Fluvanna County Ordinance, a three-board wood fence shall be installed along the entire frontage of the property along VA-53 and Garden Lane.
  - c. No chain link fence shall be installed for the automobile repair center.
2. **HOURS OF OPERATION:** Hours of operation for any automobile repair facility on the property shall be limited to 7 - 7 p.m. Days of the week for operation of the automobile repair facility shall be limited to Monday through Friday.
3. **ENTRANCE LOCATION:** The Owner will submit a site plan with the entrance on Route 53 contingent on VDOT approval. If VDOT requires turn lanes off Route 53, the Owner reserves the right to locate the entrance on Garden Lane.
4. **NUMBER OF AUTO REPAIR SHOP BAYS:** The number of bays for any automobile repair facility on the property shall be limited to twelve (or six double sided bays).
5. **VEHICLE STORAGE:** No more than 100 vehicles shall be stored on the property at any given time. This total number includes customer parking, employee parking, and vehicles awaiting repair.
6. **REMOVAL OF ABANDONED VEHICLES:** No vehicle that has been abandoned shall remain on the property for more than ninety (90) days. Vehicles that may not legally be removed per Virginia state law are exempt from this requirement.
7. **PROHIBITED USES:**
  - a. Per Fluvanna County Code Sec. 22-22-1, an automobile repair service establishment is defined as follows. The portions crossed out below shall not be allowed on the Property.  
Automobile repair service establishment: A facility for the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, ~~or providing collision services, including body, frame, or fender repair, and overall painting.~~

- b. The following permitted by right land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.1:  
Commercial Uses: Auction Houses, Car washes, Self-storage facilities, Recreational vehicle sales; and Shooting ranges, indoor.
- c. The following permitted by special use permit land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.2:  
Commercial Uses: Amusements, commercial; Entertainment establishments, adult; Halfway houses; Kennels, commercial; Manufactured home sales; Outdoor entertainment; Outdoor recreational facilities; Retail stores, adult; and Transportation terminals, Vehicle impound facilities.  
Industrial Uses: Contractor's storage yards, Lumberyards; Machine shops, Railroad facilities.

### **Planning Commission:**

The Planning Commission heard this rezoning request at its meeting on November 18, 2025, and voted to recommend denial by a vote of 3-2. The lack of enforceable conditions to address community concerns was expressed by the Planning Commission before providing its recommendation of denial. Sixteen citizens spoke at the public hearing with fourteen in opposition to the rezoning. Concerns over increased traffic, noise and light pollution, elderly pedestrian safety, hazardous material storage, and the facility's impact on the neighborhood, including its appearance and potential conflict with the historic and scenic character of the area were all expressed during the public hearing.

### **Suggested Motion:**

I move that the Board of Supervisors (approve / deny / defer) ZMP **25:04**, a request to amend the Fluvanna County Zoning Map to rezone 5.809 +/- acres of Tax Map 17 Section A Parcel 10 from R-3 Residential, Planned Community to B-1, Business, General, Zoning District subject to the proffers dated December 11, 2025.

### **Attachments:**

- A – Application
- B – Aerial Vicinity Map



## COUNTY OF FLUVANNA

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BOS2025-12-17 p.72/128

132 Main Street

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

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[www.fluvannacounty.org](http://www.fluvannacounty.org)

### MEMORANDUM

**Date:** November 25, 2025  
**From:** Jenny C. Faulknier  
**To:** Todd Fortune  
**Subject:** APO Notification

Please be advised that the attached letter was mailed to the following list of Adjacent Property Owners for the December 17, 2025 Board of Supervisors meeting.

## ADJACENT PROPERTY OWNERS ZMP 25:04

TAX MAP	NAME	ADDRESS	CITY/STATE/ZIP
17-A-12	Joan G. White	276 Nahor Manor Rd.	Palmyra, VA 22963
17-9-1	Lisa Michelle Haden	2195 Pendleton Pl.	Suwanee, GA 30024
17-A-8E	Neal & Carolyn A. Ley	2299 Hunter's Lodge Rd.	Troy, VA 22974
17-22-2	Sclater Family Living Trust	4212 Skipfare Ct.	Woodbridge, VA 22192
17-22-1	Todd A. Browning	82 Nahor Manor Rd.	Palmyra, VA 22963
17-A-10A	Glorystone, LLC	6440 Thomas Jefferson Pkwy.	Palmyra, VA 22963
17A-1-58	Albert R. Colville & Peggy Smith	315 Village Blvd.	Palmyra, VA 22963
17A-1-D	Villages at Nahor HOA c/o MSC	1228 Cedars Court, Suite 201,	Charlottesville, VA 22903





## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

BOS2025-12-17 \$75/128

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

[planning@fluvannacounty.org](mailto:planning@fluvannacounty.org)

[www.fluvannacounty.org](http://www.fluvannacounty.org)

### PUBLIC HEARING NOTICE

November 25, 2025

**ATTN: Adjoining Property Owner**

**RE: ZMP 25:04 Rezoning**

Pursuant to Virginia Code § 15.2-2204, "When a proposed amendment of the zoning ordinance involves a change in the zoning map classification of 25 or fewer parcels of land, then, in addition to the advertising as required by subsection A, the advertisement shall include the street address or tax map parcel number of the parcels subject to the action. Written notice shall be given by the local planning commission, or its representative, at least five days before the hearing to the owner or owners, their agent or the occupant, of each parcel involved; to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels that lie in other localities of the Commonwealth; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property as may be required by the commission or its agent."

Consequently, this letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on:

**Meeting:** Board of Supervisors Regular Meeting  
**Date:** **Wednesday, December 17, 2025 at 7:00 pm**  
**Location:** Fluvanna County Circuit Court  
72 Main Street, Palmyra, VA 22963

**ZMP 25:04 NVA Properties, LLC** – A request to rezone Fluvanna County Tax Map 17 Section A Parcel 10 from R-3 Residential, Planned Community to B-1 Business, General. This rezoning is necessary in order to construct an automobile repair service establishment on the parcel. The parcel was rezoned to R-3 as part of the Villages at Nahor Planned Community in 2004.

The regular meeting of the Board of Supervisors will be held in person. Instructions for public participation during the meeting will be made available on the Fluvanna County website. Interested persons may submit written comments prior to the scheduled meeting to [planning@fluvannacounty.org](mailto:planning@fluvannacounty.org) and questions may be directed to Todd Fortune, Director of Planning and Zoning at 434-591-1910, between 8:00 am and 5:00 pm, Monday – Friday in the County Administration Building at 132 Main Street Palmyra, VA 22963.

Details of this request are available under *Upcoming Public Hearings* on the County website at <http://www.fluvannacounty.org> and in the Planning and Zoning Department during regular office hours.

Sincerely,

Todd Fortune  
Director of Planning & Zoning



COMMONWEALTH OF VIRGINIA  
COUNTY OF FLUVANNA  
Application for Rezoning

Owner of Record: NVA Properties, LLCApplicant of Record: Julia MooreAddress: 4095 Valley Pike, Winchester VA 22602Address: 912 E High St., Charlottesville VA 22902

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Representative: Larry Goodson

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_m

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

If property is in an Agricultural Forestal District, or Conservation Easement, please list information here:

Tax Map and Parcel(s) 17-A-10Acreage 5.8 Current Zoning R-3Is parcel in Land Use Valuation Program? ☒ No ☐ YesDeed Book and Page: DB 849 P.416Location of Parcel: approx 0.1mi north from intersection of Thomas Jefferson Pkwy and Garden Ln

If any Deed Restrictions, please attach a copy

Requested Zoning B-1 Proposed Use of Property Automobile Repair Center**Affidavit to Accompany Petition for Rezoning**

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request.

I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 10/03/2025 Signature of Owner/Applicant: \_\_\_\_\_Subscribed and sworn to before me this 3<sup>rd</sup> day of October, 20 25 Register # 00381697My commission expires: 8/31/29 Notary Public: \_\_\_\_\_ - Geoffrey Moran**All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.****Office Use Only**Date Received: \_\_\_\_\_ Pre-Application Meeting: \_\_\_\_\_ PH Sign Deposit Received: \_\_\_\_\_ Application #: ZMP \_\_\_\_\_

\$1,000 fee paid: \_\_\_\_\_

Proffer or Master Plan Amendment: \$750.00 Paid: \_\_\_\_\_

Election District: \_\_\_\_\_

Planning Area: \_\_\_\_\_

**Public Hearings****Planning Commission****Board of Supervisors**

Advertisement Dates: \_\_\_\_\_

Advertisement Dates: \_\_\_\_\_

APO Notification: \_\_\_\_\_

APO Notification: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Decision: \_\_\_\_\_

Decision: \_\_\_\_\_





COMMONWEALTH OF VIRGINIA  
**COUNTY OF FLUVANNA**  
**Public Hearing Sign Deposit**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

I hereby certify that the sign issued to me is my responsibility while in my possession.  
 Incidents which cause damage, theft, or destruction of these signs will cause a partial or full  
 forfeiture of this deposit.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

\*Number of signs depends on number of roadways property adjoins.

Office Use Only	
Application #: <b>BZA</b> _____ : _____ <b>CPA</b> _____ : _____ <b>SUP</b> _____ : _____ <b>ZMP</b> _____ : _____ <b>ZTA</b> _____ : _____	
\$50 deposit paid per sign*:	Approximate date to be returned:

September 26, 2025

Fluvanna County Department of Planning and Zoning  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963

**Re: AUTHORIZATION TO SUBMIT LAND USE APPLICATIONS**

NVA Properties LLC (the “Owner”), is the owner of Fluvanna County tax parcel 17-A-10 (the Property”). The Owner desires to submit land use applications affecting the Property, such as, but not limited to, Zoning Map Amendments, Sketch Plan Applications, and other similar land use applications affecting the Property (collectively, the “Land Use Applications”). The Owner hereby authorizes the following individuals and entities to submit Land Use Applications on behalf of the Owners in connection with the Property: Justin M. Shimp, Julia Moore and Connie Liou of Shimp Engineering, P.C., Larry Goodson and authorized representatives of Goodson’s Auto Repair. This authorization includes the authority to take any other steps, and submit any other documentation to Fluvanna County necessary to effectuate the Land Use Applications on behalf of the Owner.

Evan Bowman

Representative of NVA Properties, LLC

By: *Evan L Bowman*

Date: 09 / 29 / 2025

## SHIMP ENGINEERING, P.C.

Design Focused Engineering

**Project Narrative For:** Goodson's Auto Repair

**Parcel Description:** 17-A-10

TMP	ACREAGE	EXISTING ZONING	PROPOSED ZONING
17-A-10	5.8	R-3	B-1

### Location:

Approximately 0.1 miles north from the intersection of Thomas Jefferson Parkway and Garden Lane in Nahor, Fluvanna County.

### Surrounding Uses:

Business; Residential; Agricultural

### Project Proposal:

Shimp Engineering on behalf of Larry Goodson (the "Applicant") seeks to rezone Fluvanna County tax parcel 17-A-10 (, the "Property") from R-3 Residential, Planned Community to B-1 Business, General. This rezoning is to construct an auto repair center on the Property.

The Property has been vacant for over 19 years on the Route 53 corridor awaiting commercial development. The basis for the existing R-3 zoning is that the Property is a part of the original Villages of Nahor Residential Planned Community (Planning Case ZMP 04-004) and included in the deferred Village Gardens development proposal (Planning Case ZMP 21-04). The Property offers the ideal opportunity to realize business development directly consistent with spot zoning recommendations put forth in the Fluvanna Comprehensive Plan (2024). The proposed zoning change is entirely consistent with the established mixed-use land-use pattern, in which the R-3 District is "intended to permit compact village-style residential development and associated institutional uses, community serving mixed uses, open spaces, and creative site design in accordance with a master plan." Businesses which directly serve the nearby Lake Monticello population and support the senior population (The Villages at Nahor) complement the vision for this mixed-use zoning area, as the Rivanna (Lake Monticello) Community Plan states "The Lake proper is nearing build-out, but there is significant growth outside of the Lake. The desirable form of growth at the "Lake gates" is neighborhood mixed-use... Neighborhood mixed-use is needed to help offset the volume of single-family residential development in this community. Additional services and infrastructure are needed to accommodate more growth."

Adjacent properties are zoned for agriculture and business; professional offices and landscape suppliers immediate to the area. Aqua Virginia Lake Monticello System is nearby and will provide water and sewer for the Property. Given the existing infrastructure, and the need for additional services in the area, the proposed auto repair center aligns well with the county's land use goals. Rezoning tax parcel 17-A-10 from R-3 to B-1 is necessary to provide nearby residential areas with appropriate services within reasonable distance of their neighborhoods.



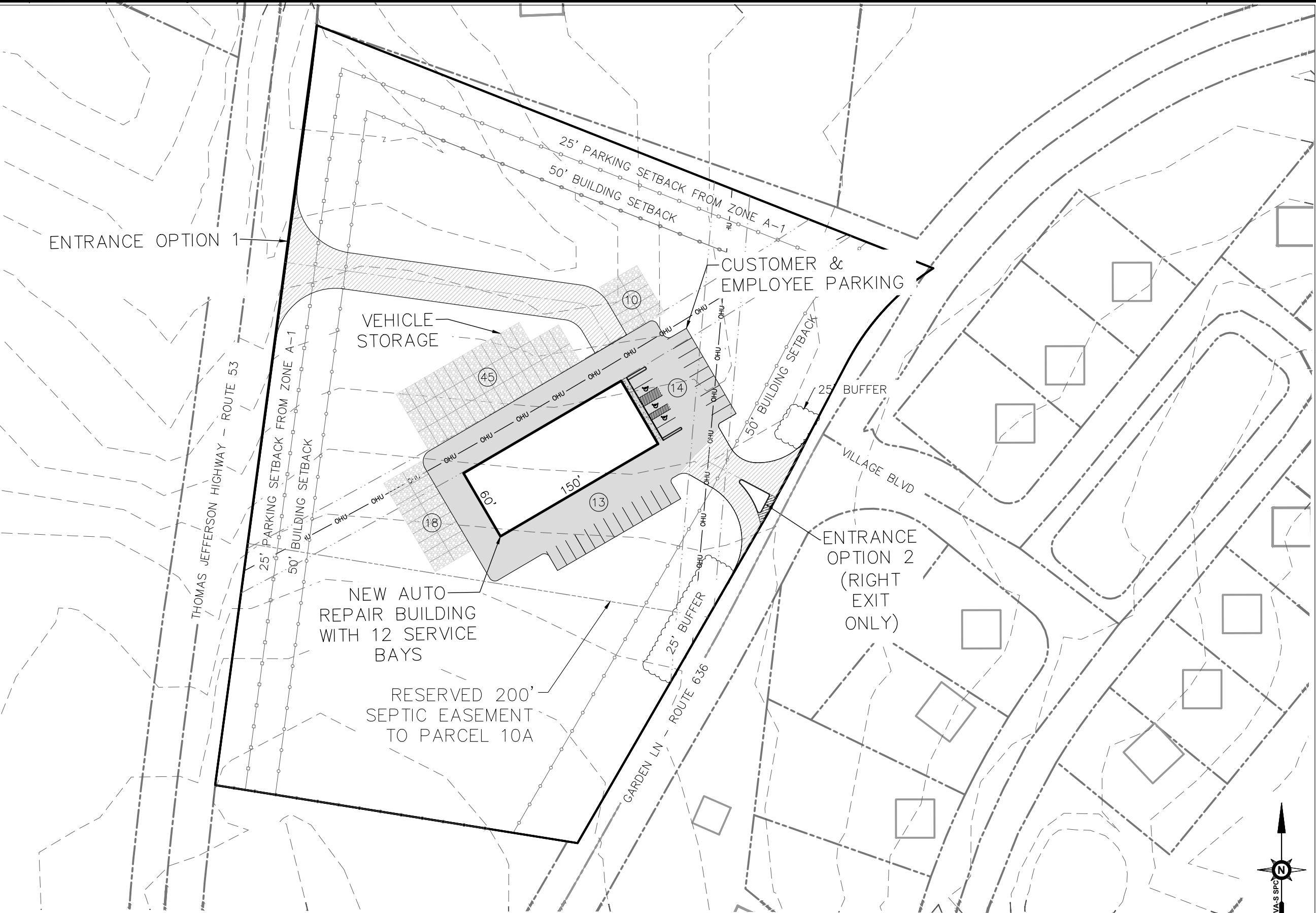
NOTE: THIS LAYOUT IS CONCEPTUAL IN NATURE AND PROVIDES THE GENERAL FRAMEWORK FOR DEVELOPMENT OF THE SITE. THE EXACT LOCATIONS AND DETAILS ARE TO BE DETERMINED DURING THE SITE PLAN PROCESS.

LEGEND

MAIN DRIVE AISLES, EMPLOYEE AND CUSTOMER PARKING

VEHICLE STORAGE

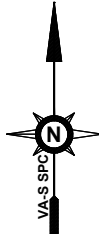
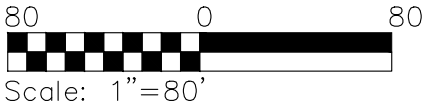
ENTRANCE OPTIONS  
(ONE OF THESE TWO WILL BE DETERMINED DURING SITE PLAN)



**SHIMP ENGINEERING, P.C.**

ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT  
912 EAST HIGH ST  
CHARLOTTESVILLE, VA 22902

**Goodson's Auto Repair  
Site Layout**





# GOODSON AUTO REPAIR

TMP 17-A-10  
project ID: 25.095  
Submitted October 1, 2025

SITE

Source: Google Earth Pro



FROM INTERSECTION OF ROUTE 53 AND GARDEN LANE



Source: Google Maps and Google Earth Pro

LOOKING EAST FROM RTE 53



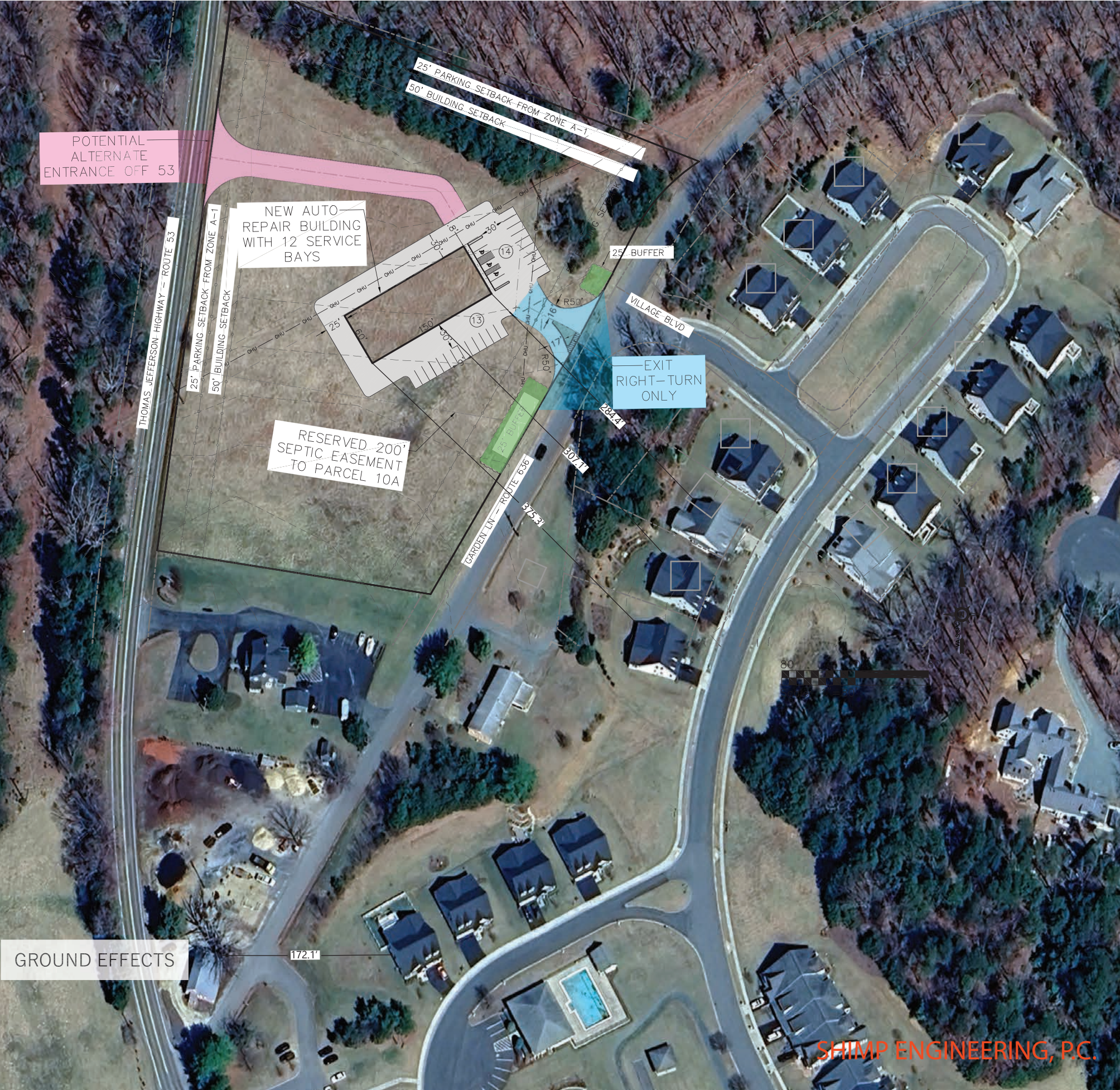
AERIAL LOOKING WEST FROM GARDEN LANE





ROUTE 53 ENTRANCE

GARDEN LN ENTRANCE



Note:

This layout is schematic in nature and provides the general framework for development of the site. Major elements of this concept plan include the building location, entrance driveway and parking spaces.

GROUND EFFECTS



## VDOT 2024 Traffic Data

VA 53 Thomas Jefferson Parkway	
2-lane highway	
3.8-mile segment	
45-mph speed limit	
Average Daily Trips	7,300
K (peak hour factor)	0.105
D (directional factor)	0.778
Peak Hour Total	769
Peak Hour Direction A (north in AM, south in PM)	599
Peak Hour Direction B (south in AM, north in PM)	170

	Turns In	Advancing	Opposing	%
Morning Left	3	173	609	0.02
Morning right	10	609	173	
Evening Left	8	607	172	0.013
Evening Right	2	172		

Assuming same as background directional factor

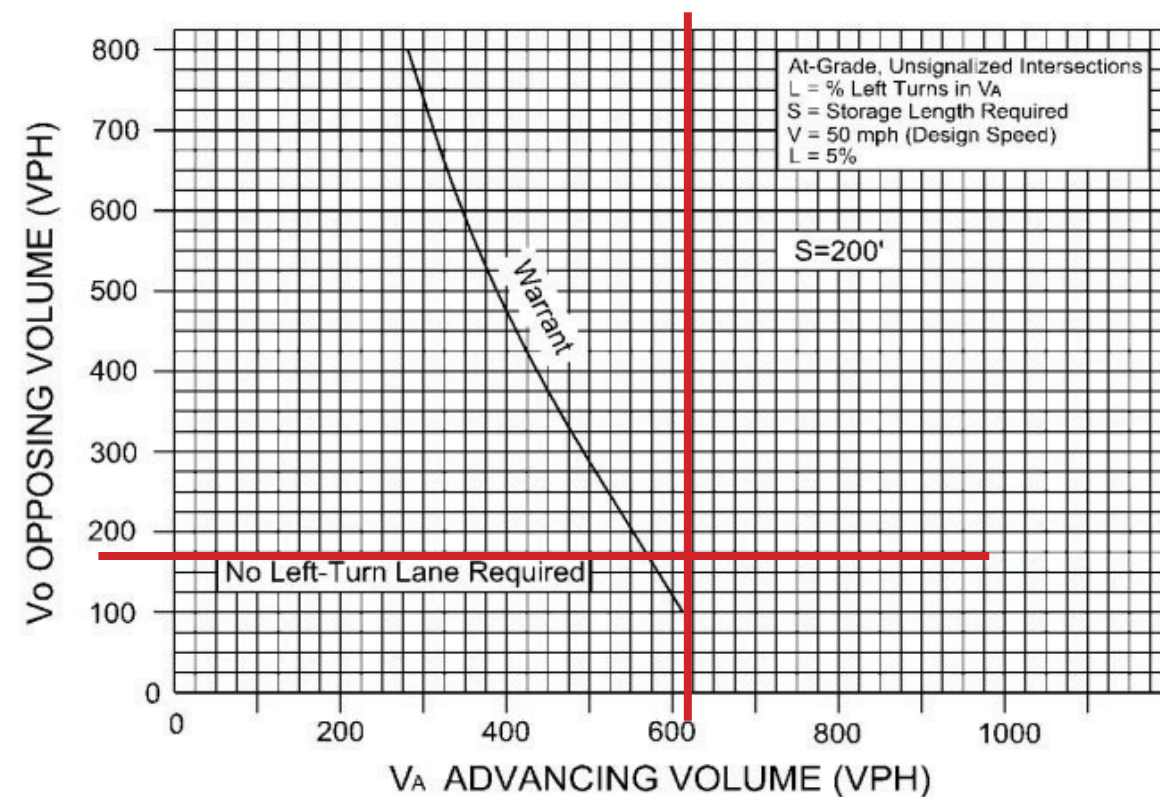


FIGURE 3-10 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY







Original Proffers   X  Amendment           **PROFFER STATEMENT**

ZMP Number and Name: ZMP 25:04 Goodson's Auto Repair

Parcel Numbers: 17-A-10

Owner: 6G Holdings LLC

Date of Proffer Signature: 12/10/2025

Tax Map Parcel 17-A-10: 5.8 Acres to be rezoned from R-3 Residential, Planned Community to B-1 Business, General.

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The Owner of Fluvanna County Tax Parcel 17-A-10 (the "Property") is 6G Holdings LLC. The Property is the subject of rezoning application ZMP No. 25:04, a project known as "Goodson's Auto Repair" (the "Project"). Annette and Larry Goodson represent the owner as members of 6G Holdings LLC.

Pursuant to Section 15.2-2296 of the Code of Virginia and Section 22-17-9 of the Fluvanna County Zoning Ordinance, the Owner hereby voluntarily proffer the conditions listed below, which shall be applied to the development of the Property if it is rezoned to the requested zoning district, B-1 Business, General. These conditions are proffered as a part of the requested rezoning and the Owner specifically deems the following proffers reasonable and appropriate, as conclusively evidenced by the signature below.

**1. ENHANCED SCREENING:**

- a. The owner will screen areas adjacent to parking areas on Garden Lane with the landscape strip option in Sec. 22-24-6-E of the Fluvanna County Ordinance. At least 50% of plantings used to meet these screening requirements shall be evergreen trees or shrubs.
- b. In addition to the street tree requirements of Sec. 19-8-9 of the Fluvanna County Ordinance, a three-board wood fence shall be installed along the entire frontage of the property along VA-53 and Garden Lane.
- c. No chain link fence shall be installed for the automobile repair center.

2. **HOURS OF OPERATION:** Hours of operation for any automobile repair facility on the property shall be limited to 7 a.m. – 7 p.m. Days of the week for operation of the automobile repair facility shall be limited to Monday through Friday.
3. **ENTRANCE LOCATION:** The Owner will submit a site plan with the entrance on Route 53 contingent on VDOT approval. If VDOT requires turn lanes off Route 53, the Owner reserves the right to locate the entrance on Garden Lane.
4. **NUMBER OF AUTO REPAIR SHOP BAYS:** The number of bays for any automobile repair facility on the property shall be limited to twelve (or six double sided bays).
5. **VEHICLE STORAGE:** No more than 100 vehicles shall be stored on the property at any given time.
6. **REMOVAL OF ABANDONED VEHICLES:** No vehicle that has been abandoned shall remain on the property for more than ninety (90) days. Vehicles that may not legally be removed per Virginia state law are exempt from this requirement.
7. **PROHIBITED USES:**
  - a. Per Fluvanna County Code Sec. 22-22-1, an automobile repair service establishment is defined as follows. The portions crossed out below shall not be allowed on the Property.  
*Automobile repair service establishment:* A facility for the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, ~~or providing collision services, including body, frame, or fender repair, and overall painting.~~
  - b. The following permitted by right land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.1:  
Commercial Uses: Auction Houses, Car washes, Self-storage facilities, Recreational vehicle sales; and Shooting ranges, indoor.
  - c. The following permitted by special use permit land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.2:  
Commercial Uses: Amusements, commercial; Entertainment establishments, adult; Halfway houses; Kennels, commercial; Manufactured home sales; Outdoor entertainment; Outdoor recreational facilities; Retail stores, adult; and Transportation terminals, Vehicle impound facilities.  
Industrial Uses: Contractor's storage yards, Lumberyards; Machine shops, Railroad facilities.

(Signature Page Immediately Follows)

Name (s): Larry and Annette Goodson

Members of 6G Holdings LLC, Owner of Tax Parcel 17-A-10:

Signature (s): Annette Goodson [Signature] [Signature]

Original Proffers   X  Amendment           

## PROFFER STATEMENT

ZMP Number and Name:     ZMP 25:04 Goodson's Auto Repair

Parcel Numbers:            17-A-10

Owner:                      6G Holdings LLC

Date of Proffer Signature:   12/11/2025

Tax Map Parcel 17-A-10: 5.8 Acres to be rezoned from R-3 Residential, Planned Community to B-1 Business, General.

The Owner of Fluvanna County Tax Parcel 17-A-10 (the "Property") is 6G Holdings LLC. The Property is the subject of rezoning application ZMP No. 25:04, a project known as "Goodson's Auto Repair" (the "Project"). Annette and Larry Goodson represent the owner as members of 6G Holdings LLC.

Pursuant to Section 15.2-2296 of the Code of Virginia and Section 22-17-9 of the Fluvanna County Zoning Ordinance, the Owner hereby voluntarily proffer the conditions listed below, which shall be applied to the development of the Property if it is rezoned to the requested zoning district, B-1 Business, General. These conditions are proffered as a part of the requested rezoning and the Owner specifically deems the following proffers reasonable and appropriate, as conclusively evidenced by the signature below.

**1. ENHANCED SCREENING:**

- a. The owner will screen areas adjacent to parking areas with the landscape strip option in Sec. 22-24-6-E of the Fluvanna County Ordinance. At least 50% of plantings used to meet these screening requirements shall be evergreen trees or shrubs.
- b. In addition to the street tree requirements of Sec. 19-8-9 of the Fluvanna County Ordinance, a three-board wood fence shall be installed along the entire frontage of the property along VA-53 and Garden Lane.
- c. No chain link fence shall be installed for the automobile repair center.

2. **HOURS OF OPERATION:** Hours of operation for any automobile repair facility on the property shall be limited to 7 a.m. – 7 p.m. Days of the week for operation of the automobile repair facility shall be limited to Monday through Friday.
3. **ENTRANCE LOCATION:** The Owner will submit a site plan with the entrance on Route 53 contingent on VDOT approval. If VDOT requires turn lanes off Route 53, the Owner reserves the right to locate the entrance on Garden Lane.
4. **NUMBER OF AUTO REPAIR SHOP BAYS:** The number of bays for any automobile repair facility on the property shall be limited to twelve (or six double sided bays).
5. **TOTAL NUMBER OF VEHICLES ON PROPERTY:** No more than 100 vehicles shall be parked on the property at any given time. This total number includes customer parking, employee parking, and vehicles awaiting repair.
6. **REMOVAL OF ABANDONED VEHICLES:** No vehicle that has been abandoned shall remain on the property for more than ninety (90) days. Vehicles that may not legally be removed per Virginia state law are exempt from this requirement.
7. **PROHIBITED USES:**
  - a. Per Fluvanna County Code Sec. 22-22-1, an automobile repair service establishment is defined as follows. The portions crossed out below shall not be allowed on the Property.  
*Automobile repair service establishment:* A facility for the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, ~~or providing collision services, including body, frame, or fender repair, and overall painting.~~
  - b. The following permitted by right land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.1:  
Commercial Uses: Auction Houses, Car washes, Self-storage facilities, Recreational vehicle sales; and Shooting ranges, indoor.
  - c. The following permitted by special use permit land uses shall be excluded from the Property under B-1 Zoning Section 22-9-2.2:  
Commercial Uses: Amusements, commercial; Entertainment establishments, adult; Halfway houses; Kennels, commercial; Manufactured home sales; Outdoor entertainment; Outdoor recreational facilities; Retail stores, adult; and Transportation terminals, Vehicle impound facilities.  
Industrial Uses: Contractor's storage yards, Lumberyards; Machine shops, Railroad facilities.

(Signature Page Immediately Follows)

Name (s): Larry + Annette Goodson

**Members of 6G Holdings LLC, Owner of Tax Parcel 17-A-10:**

Signature (s): Annette Goodson, [Signature]



NOTE: THIS LAYOUT IS CONCEPTUAL IN NATURE AND PROVIDES THE GENERAL FRAMEWORK FOR DEVELOPMENT OF THE SITE. THE EXACT LOCATIONS AND DETAILS ARE TO BE DETERMINED DURING THE SITE PLAN PROCESS.

LEGEND

MAIN DRIVE AISLES, EMPLOYEE AND CUSTOMER PARKING

VEHICLES AWAITING REPAIR

ENTRANCE OPTIONS (ONE OF THESE TWO WILL BE DETERMINED DURING SITE PLAN)

ENTRANCE OPTION 1

STREET TREES 50' O.C.

THOMAS JEFFERSON HIGHWAY -- ROUTE 53

10' LANDSCAPE SCREENING BUFFER

25' PARKING SETBACK FROM ZONE A-1  
50' BUILDING SETBACK

NEW AUTO REPAIR BUILDING WITH 12 SERVICE BAYS

RESERVED 200' SEPTIC EASEMENT TO PARCEL 10A

GARDEN LN -- ROUTE 636

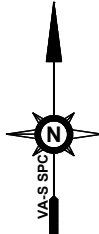
50' BUILDING SETBACK

STREET TREES 50' O.C.

VILLAGE BLVD

ENTRANCE OPTION 2

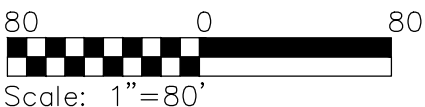
10' LANDSCAPE SCREENING BUFFER



SHIMP ENGINEERING, P.C.

ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT  
912 EAST HIGH ST. PHONE: (434) 227-5140  
CHARLOTTESVILLE, VA 22902 JUSTIN@SHIMP-ENGINEERING.COM

Goodson's Auto Repair  
Site Layout







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

**ORDINANCE No. \_\_-2025**

**AN ORDINANCE TO REZONE 5.809 ACRES FROM R-3 RESIDENTIAL, PLANNED  
COMMUNITY TO B-1 BUSINESS, GENERAL**

At a regular meeting of the Board of Supervisors of the County of Fluvanna held in the Fluvanna County Circuit Court at 72 Main Street, Palmyra, Virginia this 17th day of December, 2025:

**ZMP 25:04– Goodson’s Auto Repair** – A request to rezone tax parcel 17-A-10 from R-3 Residential, Planned Community to B-1 Business, General. This rezoning is necessary in order to construct an automobile repair service establishment on the parcel. This parcel is located in the Cunningham Election District and the Rivanna Community Planning Area. The parcel was rezoned to R-3 as part of the Villages at Nahor Planned Community in 2004.

BE IT ORDAINED by the Board of Supervisors of Fluvanna County that the Rezoning Application identified as ZMP 25:04 is granted as an amendment to the official zoning map; and

The Property is currently identified as Tax Map 17 Section A Parcel 10; and

The Property, consisting of 5.809 acres, is hereby rezoned from R-3 Residential, Planned Community to B-1 Business, General.

The Owner/Applicant in this zoning case, pursuant to the Zoning Ordinance of Fluvanna County, for themselves and their successors or assigns, proffer that the Properties will be developed in accordance with the conditions voluntarily agreed to by the Owner/Applicant in the proffer statement dated December 11, 2025 which is included in this ordinance.

Adopted this 17<sup>th</sup> day of December 2025  
by the Fluvanna County Board of Supervisors



## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB G

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	ZTA 25:10 – Amendments to the Fluvanna County Zoning Ordinance, 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 I-1, Industrial, Limited and I-2, Industrial, General districts, and to modify the definition of “Data Center.”				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors (approve / deny / defer) ZTA 25:10 an 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 I-1, Industrial, Limited and I-2, Industrial, General districts, and to modify the definition of “Data Center.”</b>				
<b>BOS WORKPLAN?</b>	Yes	No	If yes, which item(s):		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney; Todd Fortune, Director of Planning				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	At its regular meeting on September 17, 2025, the Board of Supervisors approved a moratorium on new data center applications to begin immediately and expire January 31, 2026. Subsequently, at its regular meeting on October 1, 2025, the Board passed a resolution of intention to amend the Fluvanna County Code to change data centers from a by-right use to a use allowed by special use permit in the I-1, Industrial, Limited and I-2, Industrial, General Districts, and to modify the definition of “Data Centers.”				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	This change, if approved, would require a Special Use Permit for data centers and clarify the definition of data centers.				
<b>LEGISLATIVE HISTORY:</b>	This proposed Zoning Text Amendment was presented to the Planning Commission for review on November 18, 2025. The Commission, by a vote of 5-0, recommended approval of the proposed amendment.				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Staff Report</li> <li>Proposed Ordinance Amendment</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				X





## COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910  
Fax (434) 591-1911  
[www.fluvannacounty.org](http://www.fluvannacounty.org)

### BOARD OF SUPERVISORS STAFF REPORT

**To:** Fluvanna County Board of Supervisors

**From:** Dan Whitten, County Attorney; and Todd Fortune, Director of Planning

**Case Number:** ZTA 25:10

**District:** Countywide Amendment

**General Information:**

This public hearing is to be held on Wednesday, December 17, 2025 at 7:00 pm by the Fluvanna County Board of Supervisors in the Fluvanna County Circuit Court, 72 Main Street, Palmyra, Virginia 22963.

**Requested Action:**

Recommend approval of an amendment to the Zoning Ordinance 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 I-1, Industrial, Limited and I-2, Industrial, General districts, and to modify the definition of "Data Center."

**Background Information:** Currently, per the Fluvanna County Code, data centers are allowed by right in I-1, Industrial, Limited and I-2, Industrial, General Districts.

At its regular meeting on September 17, 2025, the Board of Supervisors approved a moratorium on new data center applications to begin immediately and expire January 31, 2026. Subsequently, at its regular meeting on October 1, 2025, the Board passed a resolution of intention to amend the Fluvanna County Code to change data centers from a by-right use to a use allowed by special use permit in the I-1, Industrial, Limited and I-2, Industrial, General Districts, and to modify the definition of "Data Centers."

Consequently, this amendment would amend §§ 22-11-2.1, 22-11-2.2, 22-12-2.1, 22-12-2.2, and 22-22-1 of the County Code to change data centers from a by-right use to a use allowed by special use permit in the I-1, Industrial, Limited and I-2, Industrial, General districts, and to modify the definition of "Data Center."

The Planning Commission held a public hearing on this proposed ZTA on November 18. The Commission, by a vote of 5-0, recommended approval of the proposed amendment.

Recommended Motion:

I MOVE THAT THE BOARD OF SUPERVISORS (APPROVE/ DENY / DEFER) ZTA 25:10 – AN 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."

**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 ~~accessory 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.*

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors December 3, 2025 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday December 3, 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 December 3, 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**  
**December 3, 2025**  
**Regular Meeting 5:00pm**

**MEMBERS PRESENT:** Chris Fairchild, Cunningham District, Chair  
Tony O’Brien, Rivanna District, Vice Chair  
Mike Goad, Fork Union District  
Timothy M. Hodge, Palmyra District  
John M. (Mike) Sheridan, Columbia District *(entered meeting at 5:04pm)*

**ABSENT:** None.

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

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**  
At 5:01pm, Chair Fairchild called to order the Regular Meeting of December 3, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the December 3, 2025 Regular Meeting of the Board of Supervisors, as presented.				
<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	Absent
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**  
Mr. Dahl reported on the following topics:  
Announcements and Updates

- Congratulations Mrs. Melton and the Finance Department for receiving GFOA’s Certificate of Achievement for Excellence in Financial Reporting!
- This is 13 years in a row now!

**EAGLE SCOUT PROJECT AT THE PARK**

- Jacob DeVane with Troop 154 completed his Eagle Scout project on November 9 by removing old fencing and replacing it with new fencing.
- Jacob raised \$460 dollars, Parks and Recreation helped with \$250, and Better Living donated about \$90.

**Next BOS Meetings**

Day	Date	Time	Purpose	Location
Wed	Dec 17	6:00 PM	Regular Meeting	Circuit Court
Wed	Jan 7	5:00 PM	Organizational/Regular Meeting	Circuit Court
Wed	Jan 21	6:00 PM	Regular Meeting	Circuit Court

**5 - PUBLIC COMMENTS #1**  
At 5:05pm, Chair Fairchild opened the first round of Public Comments.

- Aaron Spitzer, 431 Jefferson Dr, commented on the accusations of election interference made Don and Patti Reynard.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:10pm.

**6 – BOARDS AND COMMISSIONS**  
None.

**7 – PRESENTATIONS**  
*VDOT Quarterly Report* – Scott Thornton, Residency Administrator/Louisa Residency  
Mr. Thornton gave an update on VDOT projects in the county including, maintenance, land development and permits, and construction projects.

- Mr. Sheridan asked about the possibility of a turn lane being installed on the shoulder at the Ferncliff Intersection to turn west on Rt 250. Mr. Thornton informed the Board that the intersection is scheduled to be worked on in the later summer and fall 2026.
- Mr. O’Brien asked about the possibility of a traffic circle being installed at Rt 53 and Ruritan Lake Rd to help alleviate potential construction traffic from the Tenaska Powerplant.

8 - ACTION MATTERS

Approval of General Reassessment Services Contract with Cowan Services, LLC – Dan Whitten, County Attorney

- On November 5, 2025 the County issued #RFP 2025-03 for General Reassessment Services.
- Of the two vendors who responded, Cowan Services, LLC was selected.
- The per-parcel price for the 2027 Hybrid Administrative Review Reassessment is \$6.95, for a total estimated cost of \$120,691.30.
- The Option 1 per-parcel price for the 2029 Full Review Reassessment is \$16.95 (with EagleView imagery), for a total estimated cost of \$287,031.30.
- The Option 2 per-parcel price for the 2029 Full Review Reassessment is \$21.95 (without EagleView imagery), for a total estimated cost of \$371,701.30.

MOTION:	Approve the General Reassessment Services Contract with Cowan Services, LLC				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY25 to FY26 Carryover Requests – Theresa McAllister, Management Analyst  
Per Fluvanna County Financial Finance Policies - Budget 3.1.10 Reappropriation of Balances (Carryovers):  
Had budget authority in FY25

1. Initiative/Project was started in FY25, but was not able to be completed.  
a. Meets existing policy.
2. Initiative/project not started in FY25 due to circumstances.  
a. Meets existing policy.

No budget authority in FY25

1. Requesting carryover of FY25 remaining funds to cover certain one-time special or capital projects that are not already approved/funded.  
a. Does not meet existing policy.
2. Requesting carryover of FY25 remaining funds for unanticipated operating expenses not included in the FY26 budget  
a. i.e., Not funded in FY26, but request/need has been identified; asking for unexpended FY25 dollars to cover that request/need (rather than wait until FY27 budget).  
b. Does not meet existing policy.

MOTION:	Approve the following carryover requests of FY25 unexpended budget lines from the listed departments to the FY26 Department Budget lines as specified and in the amounts listed:				
	Item	Department	Budget Line	Amount	Meets Policy
	A	Fire & Rescue	Convention & Education	\$13,685	No
	B	Human Resources	Employee Recognition	\$17,462.09	Yes
	C	Information Tech	EDP Equipment	\$22,547.31	Yes
	D	County Planner	Maintenance Contract	\$2,900	No
	O	Sheriff	Vehicle Repair & Maint	\$3,226	No
	P	Sheriff	Subsistence & Lodging	\$1,558	Yes
	Q	Sheriff	Convention & Education	\$4,033	Yes
	R	Sheriff	Other Operating	\$2,510	Yes
Total				\$67,921.40	
With a total amount of \$67,921.40 to be re-appropriated.					
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	No	Yes	No	Yes	Yes
RESULT:	3-2				

*Resolution Requesting Virginia Tourism to Designate Piedmont Region* – Jennifer Schmack, Director of Economic Development

The purpose of the attached resolution is to formally request that the Virginia Tourism Corporation (VTC) recognize GO Virginia Region 9 as its own distinct tourism region, proposed to be named Virginia’s Piedmont. Part of the application process requires a resolution/letter of support from each of the localities governing body.

The resolution outlines how the current VTC regional boundaries—Central Virginia and Northern Virginia—do not accurately reflect visitor behavior, tourism identity, or the collaborative economic relationships that already exist among the counties of Fauquier, Rappahannock, Culpeper, Orange, Madison, Greene, Fluvanna, Louisa, Albemarle, Charlottesville, and Nelson. These localities share strong cultural, historical, and natural tourism assets, including presidential estates, the Monticello American Viticultural Area, Shenandoah National Park, vibrant small towns, and rich agricultural landscapes. Visitors already move seamlessly across these counties, experiencing them as a unified destination, and the resolution requests that VTC’s regional structure reflect that reality. The resolution further emphasizes that Region 9 has demonstrated a long-standing pattern of collaboration through initiatives like the Wine Coalition, multi-locality tourism partnerships, and economic development programs. By establishing an officially recognized Virginia Piedmont tourism region, VTC and localities can better coordinate marketing, improve data collection, enhance targeted investment, and strengthen the Commonwealth’s statewide tourism strategy. Adoption of the resolution by each county affirms shared support for a cohesive regional identity and positions the region to more effectively promote its unique assets under a unified brand.

MOTION:	Approve a Resolution entitled, “A Resolution Requesting Recognition of GO Virginia Region 9 as a Distinct Tourism Region.”				
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**

None.

**10 - CONSENT AGENDA**

The following items were discussed before approval:

T - *Approval of Open Space Agreement for the Papa Family Trust*

The following items were approved under the Consent Agenda for December 3, 2025:

- *Minutes of November 18, 2025 – Elected Officials Gathering* – Caitlin Solis, Clerk to the Board
- *Minutes of November 19, 2025 – IAC Dinner* – Caitlin Solis, Clerk to the Board
- *Minutes of November 19, 2025* – Caitlin Solis, Clerk to the Board
- *FY26 FCPS Grants Supplemental Appropriation* – Gemma Soares, Executive Director for Instruction and Finance
- *Project Agreement 04 with MTFA Architecture for Historic Courthouse* – Dan Whitten, County Attorney
- *Approval of Open Space Agreement for Robert J. Atkinson and Eileen I. Atkinson* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Jerry S. Barker and Jean M. Barker* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for William C. Boisseau III & Linda Boisseau* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Timothy Church & Kim Church* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Matthew R. Esch and Sherry G. Esch* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Maria Feisner* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Jerry Goodson* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Samuel T. Hicks, Jr.* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Patricia Ann Martin* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Jason W. May* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for the Papa Family Trust* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for James Dwayne Phillips and Brenda Kay Phillips* – Andrew M. Sheridan, Jr., Commissioner of the Revenue

- *Approval of Open Space Agreement for Jarad Piniarski and Emily Piniarski* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Lonnie E. Poore and Dena B. Poore* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Tapscott Bros. Logging, Inc.* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Sandra N. Taylor and Bobby Mason Taylor* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Ryant L. Washington and Camilla D. Washington* – Andrew M. Sheridan, Jr., Commissioner of the Revenue

MOTION:	Approve the consent agenda, for the December 3, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

*Fire Training Building* – Eric Dahl, County Administrator  
Mr. Dahl gave a brief update on the fire training grant, which was approved to be extended until March 6, 2027.

*Non-Disclosure Agreements in Economic Development*  
Mr. Fairchild commented on non-disclosure agreements for economic development projects in the county, and asked if going forward, Mr. Whitten could create verbiage that could shorten the length of NDAs; and asked if Mr. Whitten could draft a letter asking for a formal release from the project hoops NDA.

12 - NEW BUSINESS

None.

13 - PUBLIC COMMENTS #2

At 6:13pm, Chair Fairchild opened the second round of Public Comments.  
- Greg “Swamp” Cox, 984 Rock Ln, commented on remarks made by Mr. Fairchild at a community meeting, Mr. Cox became agitated and was asked to be removed from the meeting.  
With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:15pm.

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 6:16pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Department of Human Resources, Office of Commissioner of the Revenue; Legal Matters – Food and Beverage Tax, organizational efficiency study discussion, quit claim deed of easement in the Columbia District, and non-disclosure agreements in Economic Development.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:07 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				



15 - FCPS AND COUNTY PRELIMINARY BUDGET DISCUSSION

Dr. Gretz gave a high-level overview of the Fluvanna County Public Schools FY27 budget priorities, enrollment and demographic data, staff compensation study, health insurance, revenue sources, budget considerations and unknowns. Much of the discussion between the School Board and Board of Supervisors centered around school capacity issues due to aging infrastructure and an increasing number of students.

MOTION TO EXTEND

- At 8:54pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 3, 2025 Regular Board of Supervisors meeting to 10:00pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

14 - CLOSED MEETING

MOTION:	At 8:54pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Department of Human Resources, Office of Commissioner of the Revenue; Legal Matters – Food and Beverage Tax, organizational efficiency study discussion, quit claim deed of easement in the Columbia District, and non-disclosure agreements in Economic Development.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 11:03 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- At 11:03pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 3, 2025 Regular Board of Supervisors meeting to 11:15pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the advertisement of the Public Hearing on December 17, 2025 for the Quit Claim Deed of Easement on tax map 5-23-2 in the Columbia Election District.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes

MOTION:	Adjourn the regular meeting of Wednesday, December 3, 2025 at 11:05pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Caitlin Solis  
Clerk to the Board

\_\_\_\_\_  
Christopher S. Fairchild  
Chair

DRAFT



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 25-2025**

**A RESOLUTION REQUESTING RECOGNITION OF GO VIRGINIA REGION 9  
AS A DISTINCT TOURISM REGION**

WHEREAS, the Virginia Tourism Corporation (VTC) currently recognizes the Central Virginia Tourism Region as encompassing an extensive collection of counties, including Madison, Greene, Albemarle, Louisa, Fluvanna, Nelson, Charlottesville, Amherst, Campbell, Appomattox, Prince Edward, Nottoway, Buckingham, Cumberland, Goochland, Hanover, Powhatan, Amelia, Dinwiddie, Chesterfield, Henrico, Prince George, and Sussex; and

WHEREAS, VTC currently recognizes the Northern Virginia Tourism Region as encompassing the eclectic counties of Culpeper, Rappahannock, Fauquier, Arlington, Fairfax, Prince William, Stafford, Spotsylvania, and Caroline; and

WHEREAS, these two VTC regions do not align with tourists' travel tendencies, nor support any cohesive tourism identity or unified marketing strategy, and

WHEREAS, the counties/cities of Fauquier, Rappahannock, Culpeper, Orange, Madison, Greene, Fluvanna, Louisa, Albemarle, Charlottesville, and Nelson currently work collaboratively through GO Virginia Region 9 (hereafter "The Region") to advance shared goals in economic development, workforce, and entrepreneurship; and

WHEREAS, these same counties share distinct tourism commonalities, including rich agricultural landscapes, vibrant main streets, historic sites, wineries and breweries, and proximity to the Blue Ridge Mountains and Shenandoah National Park, creating a natural and unified visitor experience where visitors travel organically within The Region's lodging, dining and recreating — reinforcing a shared tourism ecosystem that functions as a single destination market; and

WHEREAS, The Region's steep history, serves as home to two of America's most significant presidential estates — Monticello and James Madison's Montpelier — as well as historic properties such as Airlie Resort, Barboursville Ruins, and countless Civil War and early American sites; and

WHEREAS, The Region offers unparalleled outdoor recreation opportunities, including the Blue Ridge Mountains and the Shenandoah National Park, a national treasure drawing over 1.2 million visitors annually, complemented by regional attractions such as the James River Water Trail, Rapidan Wildlife Management Area, and numerous cycling, hiking, and agritourism routes; and

WHEREAS, The Region is home to the Virginia's most award winning wine and internationally acclaimed Monticello American Viticultural Area (AVA), recognized as the birthplace of Virginia wine and consistently awarded among the nation's best, attracting both domestic and international visitors; and

WHEREAS, The Region's towns and rural communities — from Lovingsston to Stanardsville, Orange, Culpeper, Madison, Sperryville, Washington, and Warrenton — embody the Virginia Main Street small-town charm, authenticity, and countryside beauty that define Virginia's tourism brand; and

WHEREAS, a collaborative tourism initiative within The Region would amplify these shared assets through joint marketing, coordinated visitor itineraries, and enhanced visibility of local businesses and attractions; and

WHEREAS, The Region has demonstrated strong collaboration through a number of GO Virginia Region 9 initiatives, including The Region's Wine Coalition, which supports coordinated marketing, workforce development, and infrastructure efforts for the wine industry; and further, several of The Region's localities participate in the "River Region" tourism initiative, illustrating an existing framework of inter-county cooperation, shared marketing, and collective visitor engagement; and

WHEREAS, the creation of a distinct tourism region under the VTC structure would allow more targeted investment, improved data collection, and a unified brand message aligned with the economic and cultural identity of The Region; and

WHEREAS, a redefined tourism region would not only improve coordination among local destination marketing organizations (DMOs) but also strengthen VTC’s ability to market Virginia’s tourism diversity more effectively across the Commonwealth;

NOW, THEREFORE, BE IT RESOLVED, that the localities of Fauquier, Rappahannock, Culpeper, Orange, Madison, Greene, Fluvanna, Louisa, Albemarle, Charlottesville, and Nelson hereby respectfully request that the Virginia Tourism Corporation formally recognize GO Virginia Region 9 as an independent and distinct tourism region known as Virginia’s Piedmont within the Commonwealth; and

BE IT FURTHER RESOLVED, that this newly recognized region be empowered to collaboratively promote its unique historical, cultural, and natural assets under a shared identity that reflects the spirit, landscape, and hospitality of Virginia’s Piedmont and Blue Ridge Mountains.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 3<sup>rd</sup> day of December 2025.

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

Attest:

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

## FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB I

<b>MEETING DATE:</b>	December 17, 2025				
<b>AGENDA TITLE:</b>	FY25 Sheriff's Office Unclaimed Body Reimbursement				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$1,800.00 to the FY26 Sheriff Professional Services Budget.</b>				
<b>BOS WORKPLAN?</b>	Yes	No	If yes, which item(s):		
		X			
<b>AGENDA CATEGORY:</b>	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Tori Melton, Finance Director				
<b>PRESENTER(S):</b>	Tori Melton, Finance Director				
<b>RECOMMENDATION:</b>	Recommend approval of the following action				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>Per the Code of Virginia § 32.1-309.2. Disposition of unclaimed dead body; how expenses paid. A. In any case in which (i) the primary law-enforcement agency of the county or city in which the person or institution having initial custody of the dead body of the decedent is located or the county or city in which the decedent resided, as may be appropriate pursuant to § <a href="#">32.1-309.1</a>, is unable to identify and notify the next of kin of the decedent or other person authorized by law to make arrangements for disposition of the decedent's remains within 10 days of the date of contact by the person or institution having initial custody of the dead body despite good faith efforts to do so or (ii) the next of kin of the decedent or other person authorized by law to make arrangements for disposition of the decedent's remains fails or refuses to claim the body within 10 days of receipt of notice of the decedent's death, the primary law-enforcement agency shall notify (a) the attorney for the county or city in which the decedent resided at the time of death, if known, or (b) if the decedent's county or city of residence at the time of death is not known, the attorney for the county or city in which the person or institution having initial custody of the dead body is located or, if there is no county or city attorney, the attorney for the Commonwealth in such county or city, and such attorney shall forthwith and without delay request an order to be entered by the court within one business day of receiving such request authorizing the person or institution having initial custody of the dead body to transfer custody of the body to a funeral service establishment for final disposition. Such request shall contain transportation and disposition instructions for the unclaimed</p>				

	<p>dead body. Upon entry of a final order for disposition of the dead body, the person or institution having initial custody of the body shall transfer custody of the body to a funeral service establishment, which shall take possession of the dead body for disposition in accordance with the provisions of such order. In such final order, the court may direct the clerk to forthwith provide a copy of the final order to the attorney who has submitted the request for a final order authorizing the person or institution having initial custody of the dead body to transfer custody of the dead body to a funeral service establishment for final disposition in accordance with this subsection. Except as provided in subsection B or C, the reasonable expenses of disposition of the body shall be borne (1) by the county or city in which the decedent resided at the time of death if the decedent was a resident of Virginia or (2) by the county or city where death occurred if the decedent was not a resident of Virginia or the location of the decedent's residence cannot reasonably be determined. However, no such expenses shall be paid by such county or city until allowed by an appropriate court in such county or city.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY26 Sheriff Professional Services Budget by \$1,800.00				
<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>	December 17, 2025					
<b>AGENDA TITLE:</b>	Constitutional Officer Pay Policy					
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors approve the amendment to Section 2.8.6 of the Personnel Policies regarding the salary for Constitutional Officers.</b>					
<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	
				<b>X</b>		
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney					
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney					
<b>RECOMMENDATION:</b>	Approve					
<b>TIMING:</b>	Effective Immediately					
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>The Board of Supervisors adopted Personnel Policy 2.8.6 Constitutional Officer Pay on January 18, 2017, and amended it most recently on October 18, 2023.</li> <li>After discussion by the Board of Supervisors, it is the recommendation that the Policy be amended to allow the Board to have the option to approve a higher salary up to 20% above the minimum amount set by the General Assembly and reimbursed by the State's Compensation Board for Constitutional Officers.</li> <li>The Board may consider education, relevant experience, special skills or certifications, and proficiency in related former role(s) when determining that a higher starting salary is appropriate.</li> </ul>					
<b>FISCAL IMPACT:</b>	N/A					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	Personnel Policy 2.8.6 Constitutional Officer Pay					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other	
	<b>X</b>					





## 02. PERSONNEL

### 2.8. Compensation Plan

BOS Adopted – Jul 1, 2004

#### 2.8.6. Constitutional Officer Pay

BOS adopted – January 18, 2017; Amended ~~October 18, 2023~~ **December 17, 2025**

A. ~~Starting Salary~~. The ~~starting~~ salary for ~~newly elected~~ Constitutional Officers will be set at the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly and reimbursed by the State's Compensation Board. Per State Code § 15.2-1605.1, however, the Board of Supervisors may approve a higher ~~starting~~ salary. **The Board is authorized to offer up to 20% over the minimum amount established by the General Assembly and reimbursed by the State's Compensation Board.** The Board may consider education, relevant experience, special skills or certifications, and proficiency in related former role(s) when determining that a higher ~~starting~~ salary is appropriate.

B. Salary for Interim Appointments. The salary for an appointed interim Constitutional Officer will be the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly. If the appointed interim Constitutional Officer is a current employee and their salary is above the minimum amount as established by the General Assembly and reimbursed by the State's Compensation Board, the current salary of that employee will be the ~~starting~~ salary. Per State Code § 15.2-1605.1, however, the Board of Supervisors may approve a higher ~~starting~~ salary. **The Board is authorized to offer up to 20% over the minimum amount established by the General Assembly and reimbursed by the State's Compensation Board.** The Board may consider education, relevant experience, special skills or certifications, and proficiency in related former role(s) when determining that a higher ~~starting~~ salary is appropriate.



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

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





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# COUNTY OF FLUVANNA

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BOS2025-12-17 p.121/128

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## MEMORANDUM

**Date:** December 17, 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>
Less: Transfer to BOS Professional Services Budget – 10.15.25	-\$22,500
Less: Operational Medical Director (OMD) Agreement – 10.15.25	-\$24,000
<b>Available:</b>	<b>\$103,500</b>



**BUILDING INSPECTIONS MONTHLY REPORT**  
County of Fluvanna

<b>Building Official:</b>	<b>Period:</b>
Andrew Wills	Nov-2025

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>BUILDING PERMITS ISSUED</b>														
<b>NEW - Single Family Detached (incl. Trades permits &amp; SWMH)</b>	2021	15	9	19	20	16	22	15	11	8	22	13	8	178
	2022	17	11	20	11	18	32	10	9	11	12	9	4	164
	2023	5	6	6	12	12	6	10	5	7	8	9	7	93
	2024	9	7	13	7	8	12	16	8	11	12	16	6	125
	2025	11	6	12	8	12	11	22	11	5	12	12	0	122
<b>NEW - Single Family Attached (Town Homes)</b>	2021	0	0	0	0	1	6	0	0	6	0	0	0	6
	2022	0	0	0	0	0	0	0	0	6	0	0	0	0
	2023	0	8	0	0	0	0	0	0	0	0	0	7	15
	2024	0	0	0	0	0	0	0	6	0	6	0	7	12
	2025	0	7	5	6	6	6	7	4	3	7	11	0	62
<b>Multi Family (Apartment, Duplex)</b>	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	5	0	0	0	0	5
	2023	1	0	0	0	0	0	0	0	0	0	0	0	1
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Additions and Alterations</b>	2021	28	14	43	39	31	40	30	29	26	30	35	33	378
	2022	33	48	60	45	47	50	51	63	45	63	51	44	600
	2023	52	34	51	34	36	28	36	35	45	39	43	37	470
	2024	39	33	45	31	43	29	39	27	38	32	36	30	422
	2025	30	27	40	42	43	46	42	33	45	47	27	0	422
* Trade permits count not in .														
<b>Accessory Buildings</b>	2021	1	3	3	6	3	6	1	3	2	4	4	2	38
	2022	3	4	13	6	5	2	5	4	5	3	0	2	52
	2023	7	2	7	5	6	2	5	8	4	7	5	6	64
	2024	1	6	5	3	9	3	5	2	8	1	2	4	49
	2025	6	2	2	3	3	3	5	3	5	5	7	0	44
<b>Swimming Pools</b>	2021	0	0	7	1	5	2	3	4	1	0	1	2	26
	2022	0	2	4	4	1	0	3	3	0	0	0	0	17
	2023	1	0	6	1	2	4	0	0	0	2	0	0	16
	2024	1	0	6	1	2	4	0	0	0	2	0	0	16
	2025	3	0	2	1	1	0	1	1	1	0	0	0	10
<b>Commercial/ Industrial Build/Cell Towers</b>	2021	1	0	1	0	0	0	1	0	0	0	2	0	5
	2022	0	0	0	0	0	2	3	2	0	2	1	0	10
	2023	1	1	0	1	0	0	0	0	0	0	0	0	3
	2024	0	0	0	0	0	1	0	1	0	0	0	0	2
	2025	1	0	0	7	3	1	0	1	0	1	0	0	14
<b>TOTAL BUILDING PERMITS</b>	2021	51	26	73	66	55	70	50	47	37	56	55	45	631
	2022	54	65	97	66	71	86	72	77	61	80	61	50	840
	2023	67	51	64	52	51	40	52	48	56	56	57	57	651
	2024	49	46	64	44	63	45	60	44	57	49	55	40	616
	2025	51	42	61	67	64	67	77	53	59	72	57	0	670
* Trade permits count not included as in previous years														
<b>BUILDING VALUES FOR PERMITS ISSUED</b>														
<b>TOTAL BUILDING VALUES</b>	2021	\$5,397,000	\$1,687,484	\$2,506,869	\$4,952,702	\$3,473,256	\$5,766,891	\$2,885,146	\$2,506,053	\$2,046,134	\$3,637,390	\$4,633,868	\$2,712,396	\$ 41,734,789
	2022	\$5,073,054	\$3,017,155	\$5,012,175	\$2,937,240	\$5,694,955	\$9,371,750	\$11,374,772	\$17,974,068	\$2,743,309	\$4,363,026	\$6,842,941	\$1,046,000	\$ 75,410,524
	2023	\$3,929,572	\$4,916,308	\$3,029,674	\$3,087,131	\$6,370,476	\$3,088,398	\$4,234,315	\$3,224,163	\$2,474,897	\$2,332,220	\$3,542,065	\$4,921,929	\$ 45,140,458
	2024	\$4,126,791	\$1,874,058	\$5,852,079	\$2,471,063	\$3,280,586	\$3,890,154	\$4,188,990	\$3,864,595	\$5,369,898	\$7,528,119	\$5,410,678	\$2,354,273	\$ 50,208,284
	2025	\$5,630,704	\$4,293,869	\$6,004,330	\$6,674,070	\$7,747,704	\$6,289,149	\$9,757,893	\$5,863,048	\$3,226,559	\$66,767,440	\$7,028,000	\$0	\$ 129,262,766

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2021	22	10	18	20	18	22	16	11	4	23	13	8	185
	2022	16	13	19	11	18	34	11	10	8	13	8	3	164
	2023	5	14	9	15	10	7	10	5	10	8	8	14	115
	2024	8	6	15	8	9	11	16	12	12	16	14	7	134
	2025	12	12	17	13	18	16	29	17	10	19	23	0	226
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2021	430	349	465	431	402	426	333	355	419	453	422	356	4,841
	2022	304	414	551	449	439	486	594	589	523	400	300	351	5,400
	2023	350	298	321	308	288	285	261	294	287	375	297	300	3,664
	2024	272	200	226	226	256	266	308	435	352	366	308	230	3,445
	2025	221	238	303	479	342	382	437	404	426	418	329	0	3,979
FEES COLLECTED														
Building Permits	2021	\$18,733	\$15,400	\$15,654	\$21,333	\$16,184	\$23,031	\$27,000	\$11,923	\$9,144	\$20,620	\$15,563	\$9,211	\$ 203,796
	2022	\$21,100	\$19,347	\$23,488	\$15,404	\$19,739	\$23,621	\$18,713	\$54,782	\$11,348	\$34,994	\$17,657	\$6,021	\$ 266,214
	2023	\$11,925	\$20,870	\$11,256	\$15,385	\$21,848	\$9,751	\$9,429	\$8,207	\$10,590	\$11,603	\$11,462	\$14,778	\$ 157,104
	2024	\$21,425	\$8,680	\$19,958	\$9,063	\$8,812	\$17,936	\$21,896	\$18,824	\$19,968	\$27,219	\$20,829	\$10,272	\$ 204,882
	2025	\$18,604	\$16,502	\$23,870	\$37,980	\$29,452	\$23,670	\$36,793	\$21,790	\$13,985	\$73,116	\$28,352	\$0	\$ 324,114
Land Disturbing Permits	2021	\$5,678	\$1,250	\$14,463	\$2,500	\$2,250	\$2,750	\$13,581	\$2,824	\$500	\$4,848	\$1,625	\$1,000	\$ 53,268
	2022	\$2,000	\$2,050	\$9,963	\$1,375	\$2,250	\$10,014	\$1,375	\$2,175	\$27,725	\$3,649	\$2,175	\$375	\$ 65,126
	2023	\$625	\$1,875	\$1,125	\$2,300	\$1,625	\$5,000	\$2,408	\$625	\$4,975	\$1,000	\$1,000	\$1,750	\$ 24,308
	2024	\$1,000	\$750	\$9,584	\$1,000	\$3,713	\$1,375	\$2,000	\$1,500	\$2,375	\$2,000	\$1,750	\$2,648	\$ 29,695
	2025	\$1,500	\$1,500	\$2,125	\$1,625	\$2,250	\$2,550	\$20,326	\$2,906	\$6,064	\$5,490	\$7,412	\$0	\$ 53,748
Zoning Fees collected by Building Dept starting February 2024	2021	\$2,150	\$1,150	\$3,650	\$2,950	\$2,650	\$3,400	\$2,450	\$1,850	\$1,300	\$2,900	\$1,900	\$1,150	\$ 27,500
	2022	\$1,900	\$1,400	\$3,900	\$1,650	\$2,300	\$3,900	\$1,800	\$1,500	\$1,500	\$2,000	\$1,450	\$750	\$ 24,050
	2023	\$1,350	\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,300
	2024	\$0	\$800	\$2,250	\$1,150	\$1,800	\$2,250	\$2,250	\$1,650	\$1,750	\$2,300	\$1,900	\$1,000	\$ 19,100
	2025	\$1,600	\$2,550	\$1,800	\$2,650	\$3,600	\$3,300	\$3,250	\$1,950	\$1,850	\$3,700	\$3,150	\$0	\$ 29,400
TOTAL FEES	2021	\$26,561	\$17,800	\$33,767	\$26,783	\$21,084	\$29,181	\$43,031	\$15,148	\$10,944	\$28,368	\$24,584	\$11,361	\$ 293,810
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 290,061
	2023	\$13,900	\$24,395	\$12,381	\$17,685	\$23,473	\$14,751	\$11,837	\$8,834	\$15,565	\$12,603	\$12,462	\$16,528	\$ 184,714
	2024	\$22,425	\$10,230	\$31,792	\$11,213	\$14,325	\$21,561	\$26,146	\$21,974	\$24,093	\$31,519	\$24,479	\$13,920	\$ 253,677
	2025	\$21,704	\$20,552	\$27,795	\$42,255	\$35,302	\$29,520	\$60,369	\$26,646	\$21,899	\$82,306	\$38,914	\$0	\$ 407,262





# COUNTY OF FLUVANNA

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BOS2025-12-17 p.125/128

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## MEMORANDUM

**Date:** December 17, 2025  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY26 Capital Reserve Balances

The FY26 Capital Reserve account balances are as follows:

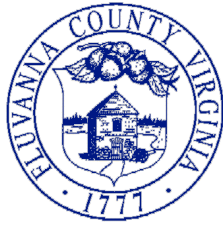
### County Capital Reserve:

FY25 Carryover	\$542,664.43
<b>FY26 Budget Allocation:</b>	<b>\$250,000</b>
Less: FUF D Receptacles to Light Poles – 10.01.25	-\$6,500
Less: Carysbrook Softball Field Lights – 10.15.25	-\$3,950
Less: Fire Rescue Door Repairs – 11.05.25	-\$6,580
Less: Migration to M365 Government Cloud – 11.05.25	-\$63,269.60
Less: PG P&R Extend Power – 11.05.25	-\$15,805
<b>FY26 Available:</b>	<b>\$696,559.83</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
Less: Replace Variable Frequency Drive in FCHS Air Handler – 10.01.25	-\$7,258
Less: Removal of Bleachers at Middle School Football Field – 10.01.25	-\$15,000
Less: CEN and CAR Replacement of Cafeteria Tables – 10.15.25	-\$29,982.27
Less: FCHS Baseball Field Drainage – 10.15.25	-\$13,905
Less: CE & FMS Replace Flooring in Food Service Coolers – 11.05.25	-\$36,708
Less: Replace (2) Refrigerators at FCHS – 11.05.25	-\$49,398
Less: Abrams Academy Fire Alarm System – 11.19.25	-\$9,991.99
Less: FCHS Chiller (1) Tubes Cleaning – 11.19.25	-\$10,000
Less: FCHS VFD in the AHU – 11.19.25	-\$6,833
Less: FMS & FCHS Remote Well Monitoring System – 11.19.25	-\$6,450
<b>FY26 Available:</b>	<b>\$173,716.34</b>



# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

## MEMORANDUM

**Date:** December 17, 2025  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

BOS2025-12-17 p.127/128

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<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
Less: FY25 to FY26 County Carryovers – 12.03.25	-\$67,921.40
<b>Current (Unaudited) Unassigned Fund Balance:</b>	<b>\$10,608,472.17</b>

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

