



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
BUDGET WORK SESSION AND SPECIAL MEETING AGENDA**

Morris Room, Fluvanna County Admin Bldg  
132 Main Street, Palmyra, VA 22963  
March 25, 2026

Budget Work Session at 5:30 pm  
Special Meeting at 7:00pm

**TAB AGENDA ITEMS**

**1 - CALL TO ORDER**

**2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**3 – BUDGET WORK SESSION**

Budget Changes since March 11th Meeting

Budget Discussion

**9 – PUBLIC HEARING (to begin at 7:00pm)**

A SUP 25:05 – Memory Lane – Jason Overstreet, Senior Planner

B SUP 25:07 – Saddle Creek Lane – Jason Overstreet, Senior Planner

**8 – ACTION MATTERS**

C A Resolution Opposing House Bill 1263 and Senate Bill 378 – Dan Whitten, County Attorney

**14 – ADJOURN**

County Administrator Review

## **PLEDGE OF ALLEGIANCE**

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

## **GENERAL RULES OF ORDER**

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

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

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

*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.*

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

**TAB A**

<b>MEETING DATE:</b>	March 25, 2026				
<b>AGENDA TITLE:</b>	SUP 25:05 – Memory Lane				
<b>MOTION(s):</b>	I move that the Board of Supervisors (approve / deny / defer) SUP 25:05, a Special Use Permit request in the I-1, Industrial, Limited District to authorize a solid waste material recovery facility on four parcels totaling 13.868 +/- acres and known as Tax Map 4-26-2; 4-A-18A; 4-A-19; and 4-A-20 subject to the conditions as described in this staff report.				
<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 approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The applicant is requesting a special use permit in order to allow for construction of a solid waste material recovery facility for recycling ferrous and nonferrous metals. Current I-1 zoning allows for the collection of recyclable materials by-right, but a SUP is required in order to process the recyclable materials.				
<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 February 10, 2026. The Commission voted 3-2 to recommend approval.				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Application</li> <li>• APO Letter</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”*

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

## BOARD OF SUPERVISORS STAFF REPORT

To: Fluvanna County Board of Supervisors  
Project: SUP 25:05  
Tax Maps: 4-A-18A, 4-A-19, 4-A-20, 4-26-2

From: Jason Overstreet  
District: Palmyra Election District

**General Information:** This Special Use Permit (SUP) request is to be heard by the Board of Supervisors on Wednesday, March 25, 2026 at 7:00 pm in the Morris at the Fluvanna County Administration Building.

**Applicant:** Shimp Engineering

**Owner:** Memory Lane Property, LLC

**Requested Action:** **SUP 25:05 Memory Lane Property, LLC** – A request for a Special Use Permit in the I-1, Industrial, Limited District to construct a solid waste material recovery facility on four parcels totaling approximately 13.868 acres: Tax Map 4-26-2; 4-A-18A; 4-A-19; and 4-A-20. The parcels are located in the Zion Crossroads Community Planning Area and the Palmyra Election District.

**Existing Zoning:** I-1, Industrial, Limited

**Existing Land Use:** Vacant land and residential

**Planning Area:** Zion Crossroads Community Planning Area

**Adjacent Zoning:** The surrounding parcels are zoned A-1, Agricultural, General and I-1, Industrial, Limited, and I-2, Industrial, General.

**Zoning History:** ZMP 06:04 to rezone Tax Map 4-A-19, 4-A-20, and 4-26-2 from A-1 to I-1 was approved by the BOS on September 20, 2006. ZMP 07:02 to rezone Tax Map 4-A-18A from A-1 to I-1 was approved by the BOS on April 18, 2007.

**Applicant Summary:**

The applicant is requesting a Special Use Permit (SUP) in order to establish a solid waste material recovery facility for the recycling of ferrous and nonferrous metals on four parcels located on the east side of Memory Lane, SR698. The center will collect, sort, and process metals from the general public, tradesmen, and surrounding industry. Electronic waste (e-waste) and appliances will also be recycled. The processed metals will be sold to end users in the United States as well as overseas via export containers. The majority of the processing and sorting will be conducted inside. Five to seven full-time jobs are expected to be created.

**Solid Waste Material Recovery Facility:** A solid waste management facility, as defined Code of Va., § 10.1-1400, as amended, which may receive solid waste and recyclables from off premises for processing and consolidation and shipment out of the County for further processing or disposal. The facility shall be so located, designed and operated so that it does not pose a substantial present or potential hazard to public health or the environment, including pollution of air, land, surface water or groundwater.

**Comprehensive Plan:**

Chapter 2 - Land Use and Community Design:

The Comprehensive Plan designates this property as within the Zion Crossroads Community Planning Area. “Zion Crossroads 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.”

Chapter 3 - Infrastructure:

Chapter 3 of the Comprehensive Plan identifies a goal of maintaining a comprehensive, long-range solid waste management program, and it lists recycling as a key strategy for achieving this goal.

**Technical Review Committee:**

The Technical Review Committee has reviewed the proposed SUP and offered the following comments:

- VDOT will require trip generation and turn lane warrants for Memory Lane as part of the site plan submittal.
- Virginia Department of Health staff noted that if the facility is connected to public water, then any wells on site need to be abandoned.
- Building Officials stated that the site will need stormwater discharge/retention management.
- If any of the existing concrete is used on site, it will need to be noted in the site plan.

**Analysis:**

The applicant is requesting a special use permit in order to allow for construction of a solid waste material recovery facility for recycling ferrous and nonferrous metals, including those found in appliances and electronic appliances. Current I-1 zoning allows for the collection of recyclable materials by-right, but a SUP is required in order to process the recyclable materials.

Two buildings are proposed to be constructed for this facility: a 6,000 sf (50' x 120') building for processing, consolidation and shipment, and an 8,000 sf (60' x 120') building for storage. Access to the site will be provided by improving the existing driveway off of the east side of Memory Lane to a 30 ft x 600 ft gravel road. The proposed recycling facility will be located at the east end of this road. VDOT will require turn lane warrants and trip generation statistics for site plan approval.

The four parcels subject to this request will be combined into one parcel before final site plan approval. There are approximately ten existing residential buildings located on Memory Lane that will be further impacted by increased industrial activity from this proposed use. It appears that four of these houses are located on lot 4-A-20 which is one of the parcels proposed for the recovery facility. The existing zoning of the adjacent parcels is A-1, I-1 and I-2. Additionally, all four of the lots subject to this request were rezoned from A-1 to I-1 with the adjacent residential land use already existing. There are no by-right residential land uses in I-1 or I-2, nor are there any residential land uses by special use permit allowed. Therefore, the existing residential uses along Memory Lane should eventually be discontinued.

The applicant has stated the intention to connect to public water utilities which are located along the west side of Memory Lane. The Public Utilities department has confirmed the availability of water along Memory Lane.

The intended use requested is in accord with the goals of the Comprehensive Plan for solid waste management. Fluvanna recycling rates should increase with the addition of the proposed recycling facility.

The location and use of the proposed facility should not pose a substantial present or potential hazard to public health or the environment, including pollution of air, land, surface water or groundwater.

A community meeting was conducted on December 15th that was attended by one citizen, one member of the Planning Commission, and planning staff.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance.

- 1) **The proposed use should not tend to change the character and established pattern of the area or community.**

The parcels subject to this SUP are zoned I-1 as are several adjacent and nearby parcels. A rezoning of a large parcel at the southern end of Memory Lane, initiated and approved by the County in 2017, has established a pattern of industrial use along this road. The proposed use will not change this established pattern and will further establish this area's industrial land use.

**2) The proposed use should be compatible with the uses permitted in that zoning district and shall not adversely affect the use/or value of neighboring property.**

This proposed industrial use is compatible with existing industrial uses on Memory Lane including an additional solid waste material recovery facility previously authorized by special use permit. The intended industrial use could potentially impact the use and value of the adjacent residential properties, particularly those in the adjacent A-1 zoning district, due to increased truck traffic and noise generated by facility operations.

**Recommendation:**

The Board of Supervisors should consider any potential adverse impacts to the surrounding community, such as the increase in traffic entering and exiting the property, noise, or potential visual impacts to adjacent properties.

If this request is approved, staff recommend the following conditions:

- 1) Prior to proposed development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be approved.
- 2) The material recovery facility will comply with all VDOT, VDH, VDEQ, and any additional state and federal regulatory requirements.
- 3) The applicant will only accept aluminum cans, wires and automobile parts; copper/brass wires or parts; batteries other than lithium batteries; steel (including steel-cased batteries); converters that have been removed from automobiles; automotive parts that have been removed from vehicles; other metals; cardboard; appliances; electronic waste; and e-waste with the sole intent to be recycled.
- 4) All other solid waste will be transported outside of Fluvanna County to an approved sanitary landfill location.
- 5) Tires will only be collected as needed to remove from wheels. The tires will be bundled and shipped to an approved disposal site.
- 6) No lithium batteries or other hazardous waste will be collected, recycled, or stored at the facility.
- 7) Whole automobiles will only be collected for the purpose of shipment to another facility. They will be stored on site for no more than seven (7) days unless there is a court order or DMV hold mandating the vehicle be held for a longer period or inclement weather which prohibits timely removal. The facility will be limited to holding no more than twenty-five (25) vehicles on site at any one time.
- 8) Any new improvements requiring water will be connected to public water utilities and no additional wells will be permitted.

- 9) The applicant will operate the materials recovery facility Monday through Friday, from 6:00 am to 6:00 pm and on Saturday from 6:00 am to 12:00 Noon; with no Sunday operations; unless there is an emergency or weather-related need for owners to be on site.
- 10) The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time, upon reasonable notice.
- 11) Under Section 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

**Planning Commission Action:**

The Planning Commission heard this request at its February 10, 2026 meeting and voted 3-2 to recommend approval to the Board of Supervisors.

**Suggested Motions:**

I move that the Board of Supervisors (approve / deny / defer) SUP 25:05, a Special Use Permit request in the I-1, Industrial, Limited District to authorize a solid waste material recovery facility on four parcels totaling 13.868 +/- acres and known as Tax Map 4-26-2; 4-A-18A; 4-A-19; and 4-A-20 subject to the conditions as described in this staff report.



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## COUNTY OF FLUVANNA

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BOS2026-03-25 p.10/62  
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Palmyra, VA 22963  
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### MEMORANDUM

**Date:** March 9, 2026  
**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 March 25, 2026 Board of Supervisors meeting.

## ADJACENT PROPERTY OWNERS SUP25:0005

TAX MAP	NAME	ADDRESS	CITY/STATE/ZIP
4 A 14	BROWN, ROBERT W.	2694 RICHMOND RD	TROY, VA 22974
4 A 12	COLLINS, WAYNE WILLIAM	2642 RICHMOND RD	TROY, VA 22974
4 A 97	COMMONWEALTH OF VA, DEPT OF CORR. ATTN: BUSINESS OFFICE	6900 ATMORE DR	RICHMOND, VA 23225
4 A 98F & 4 A 18	DUDDLEY, JUNE B.	2830 RICHOND RD	TROY, VA 22974
4 A 20A	FISHERSVILLE REALTY LLC	PO BOX 97000	LYNCHBURG, VA 24505
4 A 98E, 4 A 11, 4 A 98A, 4 A 16, 4 A 15, 4 A18B, & 4 A 11A	FLUVANNA AUTO LLC	1950 FOX HUNT DR	TROY, VA 22974
4 A 24A	GARDNER, NELLIE MAE & HENRY R. C/O THOMAS & CHARLES GARDNER	104 MEMORY LN	TROY, VA 22974
4 3 1 & 4 26 1	MORRIS, KENNETH R. & MAXINE C.	91 MEMORY LN	TROY, VA 22974
4 A 21	PENDLETON, BILLY GLENN	251 MEMORY LN	TROY, VA 22974
4 A 24, 4 A 25, & 4 A 26	MICHEAL & BETHENY PUOPOLO, TRUSTEES OF THE PUOPOLO LIVING TRUST	3103 ROLLING RD	SCOTTSVILLE, VA 24590
4 A 27	RICHMOND MEMORY PROPERTY LLC	218 W MARKET ST, SUITE 4	CHARLOTTESVILLE, VA 22902
4 A 17	RIVERA, JOSE MANUEL GAITAN, SR. & CARMEN	2810 RICHMOND RD	TROY, VA 22974
4 A 27A	SB COX INCORPORATED	901 POTOMIC ST	RICHMOND, VA 23231



# COUNTY OF FLUVANNA

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planning@fluvannacounty.org  
www.fluvannacounty.org

BOS2026-03-25 p.12/62

132 Main Street

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

## PUBLIC HEARING NOTICE

**March 6, 2026**

**ATTN: Adjoining Property Owner**

**RE: SUP 25:05 Memory Lane Property, LLC**

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 owners' 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 is to notify you that there will be a Public Hearing on:

**Meeting: Fluvanna County Board of Supervisors**

**Date: Wednesday, March 25, 2026 at 7:00 pm**

**Location: Morris Room, Fluvanna Co. Admin. Bldg., 132 Main Street, Palmyra, VA 22963**

**SUP 25:05 Memory Lane Property, LLC – A Special Use Permit request in the I-1, Industrial, Limited District to construct a solid waste material recovery facility on four parcels totaling approximately 13.868 acres: Tax Map 4-26-2; 4-A-18A; 4-A-19; and 4-A-20. The parcels are located in the Zion Crossroads Community Planning Area and the Palmyra Election District.**

This meeting 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 Special Use Permit (SUP)**

**Owner of Record:** Memory Lane Property, LLC **Applicant of Record:** Julia Moore  
 Address: 720 Bothwell Lane, Keswick VA 22947 Address: 912 E. High St., Charlottesville VA 22902  
 Phone: [REDACTED] Fax: [REDACTED] Phone: [REDACTED] Fax: [REDACTED]  
 Email: [REDACTED] Email: [REDACTED]

**Representative:** Rick Mast  
 Address: 1553 Sycamore Ave, Buena Vista VA 24416  
 Phone: [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:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Tax Map and Parcel(s)** 4-26-2;4-A-18A;4-A-19;4-A-20  
**Acreeage** 13.868 AC **Zoning** I-1

**Deed Book and Page:** DB 777 P.461

**Location of Parcel:** On Memory Lane south of Route 250

**If any Deed Restrictions, please attach a copy**

Request for an SUP for the purpose of: Solid waste material recovery facilities (recycling)

\*Ten copies of a sketch plan (8.5x11 inches or 11x17 inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

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 and acknowledges that county employees will make regular inspections of the site.

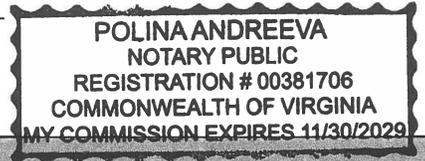
Date: 12/1/2025 Signature of Owner/Applicant: [Signature]

Subscribed and sworn to before me this 1st day of December, 20 25

Notary Public: Polina Andreeva Register # 00381706

My commission expires: 11/30/2029

Certification: Date: 12/01/2025



Office Use Only			
Date Received:	Pre-Application Meeting:	PH Sign Deposit Received:	Application #: SUP _____ :
\$800.00 fee paid:			
Amendment of Condition: \$400.00 fee paid:			
Telecommunications Tower fee plus mailing costs paid:		Telecom Consultant Review fee 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**

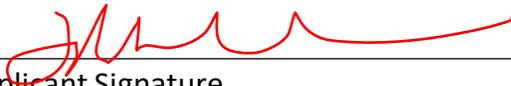
Name: \_\_\_\_\_

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.

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

\*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:

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

**NECESSITY OF USE:** Describe the reason for the requested change.

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

**Commonwealth of Virginia**  
**County of Fluvanna**  
**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
Ten (10) copies of a Site Plan for any expansion or new construction Include: <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting graphics are not required, but suggested for site illustration & visualization	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content: <ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to: <ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

## **For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

### **Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

#### **Process:**

1. Placed on next available Technical Review Committee (TRC) agenda.
2. Placed as a Public Hearing on agenda of the Planning Commission (PC) the month following TRC meeting. Staff Report and Planning Commission recommendation forwarded to the Board of Supervisors.
3. Placed as a Public Hearing on agenda of the Board of Supervisors the month following PC meeting.

#### **Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

### **Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*

## Recycling Center

The proposed recycling center located on Memory Lane will accept ferrous and nonferrous metals from the general public, tradesmen, and surrounding industry. Nonferrous metals include copper, aluminum, brass, lead, and stainless steel. Ferrous metals such as steel, cast iron, and light tin would be accepted. E-Scrap which includes computers and associated peripheral equipment, would also be collected and recycled. The proposed recycling center will collect, sort, and process metals into marketable grades for sale to brokers, mills, smelters, and end users located here in the United States as well as overseas via export containers. Most of the processing and sorting operations will be conducted inside.

Initial employment is estimated to consist of five to seven full-time employees. It is important to note that even though this type of business will never support many employees, each customer that brings in recyclables will receive payment and that will number in the thousands per year.

Benefits to the local jurisdiction include raising the local recycling rate and the ability for the County to secure recycling grants, cleanup of unsightly eyesores throughout the County by offering citizens a convenient way to recycle and receive payment for their efforts.

Additional benefits to the County will be increased revenue derived from developing the real estate, personal property taxes on business fixtures and equipment, and revenue collected from the yearly business license taxable sales.

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

**TAB B**

<b>MEETING DATE:</b>	MARCH 25, 2026				
<b>AGENDA TITLE:</b>	SUP 25:07 – Saddle Creek Lane				
<b>MOTION(s):</b>	I move that the Board of Supervisors (approve / deny / defer) SUP 25:07, a request to operate a seasonal summer camp and accessory uses with respect to 23.71 ± acres of Tax Map 28 Section A Parcel 33G with the conditions as described in the staff report.				
<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 approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The applicant is requesting a Special Use Permit (SUP) in order to operate a seasonal summer camp under on a parcel totaling approximately 23.71 acres on Saddle Creek Lane, Tax Map 28-A-33G. The subject property is zoned A-1, Agricultural. The proposed commercial use is allowed in A-1 with a SUP.				
<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 February 10, 2026. The Commission voted 5-0 to recommend approval.				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Application</li> <li>• APO Letter</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"*

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  
Case: SUP 25:07  
Tax Map: 28-A-33G

From: Jason Overstreet/Todd Fortune  
District: Fork Union Election District

**General Information:** This Special Use Permit (SUP) request is to be heard by the Board of Supervisors on Wednesday, March 25, 2026 at 7:00 pm in the Morris Room at the Fluvanna County Administration Building.

**Applicant:** Birchwood Glamp Camp LLC

**Representatives:** Stacy Bass, Jennifer Kalinoski

**Requested Action:** **SUP 25:07 Saddle Creek Lane** – A Special Use Permit request in the A-1, Agricultural, General District to construct and operate a seasonal summer camp under §22-4-2.2 on a parcel totaling approximately 23.71 acres, Tax Map 28-A-33G. The subject property is located on Saddle Creek Lane just north of Long Acre Road (Route 639) in the Rural Preservation Planning Area and Fork Union Election District.

**Existing Zoning:** A-1, Agricultural, General

**Existing Land Use:** Vacant

**Planning Area:** Rural Preservation Planning Area

**Adjacent Land Use:** The surrounding area is zoned A-1, Agricultural, General

**Applicant Summary:**

The applicant is requesting a Special Use Permit (SUP) for a seasonal summer camp under §22-4-2.2 on a parcel totaling approximately 23.71 acres on Saddle Creek Lane, Tax Map 28-A-33G. The subject property is zoned A-1, Agricultural. The proposed commercial use is allowed in A-1 with a SUP.

The applicant is proposing to construct a camp, For Fox Sake, which would be a hybrid glamping-summer camp and boutique eco camp for women. The facility will offer traditional summer camp activities including arts and crafts, scavenger hunts, and campfires as well as luxury wellness activities such as massages and therapeutic services. The applicant proposes to operate the camp for 22 weeks per year, from April to October. They would offer 10-week camps from June to August and 10 weekend retreats during April/May and September/October. The applicant has committed to working within the existing landscape to minimize the removal of

existing trees and minimize the disruption to the creeks and areas immediately surrounding waterways. The applicant proposes to add butterfly-attracting plants on site.

The proposed facility would include 10 safari-style tents to accommodate up to 40 guests, starting with five tents accommodating up to 20 guests in year one then expanding to 10/40 in year two. Accessory structures proposed for the facility are: an outdoor lagoon-style pool; a wellness hut (offering massages and associated services); a dining hall with an onsite kitchen and laundry; a camp general store and office; a fire pit; an arts hut; three tiny houses for staff; a home for the property owner; a maintenance barn; walking paths; parking for registered guests and staff (maximum 30 spots); an open hillside/meadow; and well, sewer, and solar systems.

### **Comprehensive Plan:**

The Comprehensive Plan designates this property as within the Rural Preservation Planning Area. According to this chapter, “The rural preservation areas are intended to be the least developed areas of the county” along with rural land uses that support the rural quality of life.

The Comprehensive Plan recommends that development within Rural Preservation areas preserve the character of the area and promote economic development. Accordingly, “Landholders in these planning areas should be given the opportunity to pursue options that will supplement their income. This is particularly the case for landowners who may need to supplement their income in order to maintain rural land uses. Although these areas do not have the population base or location attributes to attract much commercial development, other types of development may be appropriate and should be reviewed on an individual basis.” Additionally, landowners in and around these planning areas should be given the opportunity to pursue options that will supplement or provide income and may provide additional employment opportunities to the surrounding community. The campground will attract visitors from outside the County who could patronize local businesses, providing increased revenue for those businesses and, consequently, providing employment opportunities to those who reside in Fluvanna County.

### **Technical Review Committee:**

The Technical Review Committee has reviewed the proposed SUP and offered the following comments:

1. All structures will need individual permits and engineer-designed plans, while also addressing erosion control requirements for the site. An Erosion & Sediment Control plan is required if disturbance is over 10,000 square feet, and plans may need to be reviewed by the Department of Environmental Quality to determine if stormwater facilities are required.
2. Virginia Department of Health (VDH) staff outlined requirements including permits for restaurants, campgrounds, and water systems. The wastewater system would need to be reviewed by VDH, and swimming pools would require annual safety inspections and daily water quality testing. Wells would need to be permitted with one requiring commercial permitting through the VDH Office of Drinking Water.
3. Fire Department officials emphasized the need for 18-foot roadways, proper fire pit screening, and sufficient water access for firefighting. Officials also requested a cul-de-sac diameter of 75 to 100 feet at the end of the access roads. Fire officials noted that there should be 25 feet of separation between tents/modular units, and proper fire suppression in the commercial kitchen.

4. Department of Forestry staff urged the applicant to be aware of outdoor burning regulations and noted that open-air burning is restricted in April. They further advised the applicant to be very cognizant of ash disposal from the fire pit and that any open-air fires are required to be monitored. They also recommended using local fire wood to avoid introducing invasive insects.
5. At Official Site Plan Submission for VDOT review, the applicant will need to provide turn lane warrants and trip generation data.
6. The existing entrance at Route 639 will need to be a commercial entrance that meets VDOT design standards.

### **Planning Analysis:**

Birchwood Glamp Camp LLC is requesting a SUP to construct and operate a seasonal summer camp on Tax Map 28-A-33G (on Saddle Creek Lane). The applicant is proposing a hybrid glamping-summer camp and boutique eco camp for women. The facility will offer traditional summer camp activities including arts and crafts, scavenger hunts, and campfires as well as luxury wellness activities such as massages and therapeutic services. The applicant proposes to operate the camp for 22 weeks per year, from April to October.

The proposed development will consist of 10 safari-style tents (starting with five tents in year one then expanding to 10 year two) plus accessory structures including: an outdoor lagoon-style pool; a wellness hut (offering massages and associated services); a dining hall with an onsite kitchen and laundry; a camp general store and office; a fire pit; an arts hut; three tiny houses for staff; a home for the property owner; a maintenance barn; walking paths; parking for registered guests and staff (maximum 30 spots); an open hillside/meadow; and well, sewer, and solar systems.

When evaluating proposed uses for a special use permit, in addition to analyzing the potential adverse impacts of the use, staff utilizes two (2) general guidelines for evaluation as set forth in the zoning ordinance.

**1) The proposed use should not tend to change the character and established pattern of the area or community.**

Given the number of campsites on the property, the lack of festival events to be held on the property, and the seasonal nature of the business, the increase to local traffic is expected to be negligible and any additional noise generated is expected to be minimal; therefore, it does not appear that the established rural pattern of the community would be altered or changed. Additionally, the applicant has committed to working within the existing landscape to minimize the removal of existing trees and minimize the disruption to the creeks and areas immediately surrounding waterways.

**2) The proposed use should be compatible with the uses permitted in that zoning district and shall not adversely affect the use/or value of neighboring property.**

The campground is an allowed use with a SUP. The surrounding land use is low density residential and agricultural uses, which should not be adversely affected by the proposed use.

**Recommendation:**

The Board should consider any potential adverse impacts to the surrounding community, such as traffic entering and exiting the property, noise, or potential visual impacts to adjacent properties. The proposed camp will attract visitors to the area, which in turn will provide potential customers for local businesses (providing a boost to the local economy and avoiding additional residential development in a rural area of the County). Aside from the potential need for a slight increased use of fire and rescue services, the effect on local infrastructure is expected to be minimal.

It is the opinion of staff that the location and intended use of the property is consistent with the recommendations of the Comprehensive Plan and Zoning Ordinance.

If approved, staff recommend the following conditions:

1. This SUP shall be deemed abandoned and revoked if the authorized use has not been initiated within two years from the date of approval or if the use has been discontinued for a consecutive period of two years.
2. The applicant shall submit a site plan for approval that addresses the concerns stated by the Technical Review Committee. Concerns include:
  - i. Emergency access and sufficient water access for firefighting according to National Fire Protection Association (NFPA) standards found in NFPA 1142.
  - ii. VDOT requirements for turn lane warrants and trip generation data.
  - iii. Erosion and sediment control and stormwater measures as required.
2. The applicant will obtain all required permits from the Virginia Department of Health prior to opening the facility for business.
3. The applicant will abide by all Virginia Department of Forestry burning regulations, and will use local fire wood when possible.
4. Staff housing consisting of Park Model recreational vehicles shall be allowed provided that they are attached to the ground and have their wheels removed.
5. The site shall be maintained in a neat and orderly manner so that the visual appearance from the public right-of-way and adjacent properties is acceptable to County officials.
6. The applicant shall ensure compliance with the Noise Ordinance of the Code of the County of Fluvanna, as adopted and as enforced by the Fluvanna County Sheriff's Office.
7. The Board of Supervisors, or representative, reserves the right to inspect the business for compliance with these conditions at any time.
8. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

**Planning Commission Action:**

The Planning Commission heard this request at its February 10, 2026 meeting and voted 5-0 to recommend approval to the Board of Supervisors.

**Suggested Motion:**

I move that the Board of Supervisors (approve / deny / defer) SUP 25:07, a request to operate a seasonal summer camp and accessory uses with respect to 23.71 ± acres of Tax Map 28 Section A Parcel 33G with the conditions as described in the staff report.

## MEMORANDUM

**Date:** March 17, 2026  
**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 March 25, 2026 Board of Supervisors meeting.





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# COUNTY OF FLUVANNA

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planning@fluvannacounty.org  
www.fluvannacounty.org

BOS2026-03-25 p.28/62  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
(434) 591-1910

## CORRECTED PUBLIC HEARING NOTICE

**March 6, 2026**

**ATTN: Adjoining Property Owner**

**RE: SUP 25:07 Saddle Creek Lane**

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 owners' 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 is to notify you that there will be a Public Hearing on:

**Meeting:** Fluvanna County Board of Supervisors  
**Date:** Wednesday, March 25, 2026 at 7:00 pm  
**Location:** Morris Room, Fluvanna Co. Admin. Bldg., 132 Main Street, Palmyra, VA 22963

**SUP 25:07 Saddle Creek Lane – A special Use Permit request in the A-1, Agricultural, General district to construct a seasonal summer camp on a parcel totaling approximately 23.71 acres, Tax Map 28-A-33G. The parcel is located in the Rural Residential area and the Cunningham Election District.**

This meeting 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 Special Use Permit (SUP)**

**Owner of Record:** Miller, Ronald J. and Shannon L.

**Applicant of Record:** Bass, Stacy

**Address:** 752 Steeplechase Rd., Landisville PA

**Address:** 5603 Broadmoor St., Alexandria VA

**Phone:** [Redacted] **Fax:** \_\_\_\_\_

**Phone:** [Redacted] **Fax:** \_\_\_\_\_

**Email:** [Redacted]

**Email:** [Redacted]

**Representative:** \_\_\_\_\_

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

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

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

**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)** 28/A/33/G

**Acreage** 23.71 **Zoning** A-1

**Deed Book and Page:** 788/983

**Location of Parcel:** 24-792 Saddle Creek Lane, Palmyra VA

**If any Deed Restrictions, please attach a copy**

Request for an SUP for the purpose of: Build a seasonal summer camp for women.

\*Ten copies of a sketch plan (8.5x11 inches or 11x17 inches) must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

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 and acknowledges that county employees will make regular inspections of the site.

**Date:** \_\_\_\_\_ **Signature of Owner/Applicant:** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Notary Public:** \_\_\_\_\_ **Register #** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_

**Certification: Date:** \_\_\_\_\_

Office Use Only			
Date Received:	Pre-Application Meeting:	PH Sign Deposit Received:	Application #: SUP _____ :
\$800.00 fee paid:			
Amendment of Condition: \$400.00 fee paid:			
Telecommunications Tower fee plus mailing costs paid:		Telecom Consultant Review fee 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 #: BZA _____ : CPA _____ : SUP _____ : ZMP _____ : ZTA _____ :	
\$50 deposit paid per sign*:	Approximate date to be returned:

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

See Attached SUP Application Narrative

**NECESSITY OF USE:** Describe the reason for the requested change.

See Attached SUP Application Narrative

**PROTECTION OF ADJOINING PROPERTY:** Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

See Attached SUP Application Narrative

**ENHANCEMENT OF COUNTY:** Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

See Attached SUP Application Narrative

**PLAN:** Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application.  
Remarks:

See Attached SUP Application Narrative

**Commonwealth of Virginia**

**County of Fluvanna**

**Special Use Permit Checklist**

The following information shall be submitted with the application and is to be provided by the applicant for the processing of the application:

Applicant must supply	Staff Checklist
Completed Special Use Permit signed by the current owner(s) or lessee or written confirmation from the current owner or lessee granting the right to submit the application	
Ten (10) copies of a Site Plan for any expansion or new construction Include: <ul style="list-style-type: none"> <li>• Plot plan or survey plat at an appropriate scale</li> <li>• Location and dimension of existing conditions and proposed development</li> <li>• <i>Commercial and Industrial Development:</i> parking, loading, signs, lighting, buffers and screening</li> <li>• Copy of the Tax Map showing the site (preferred)</li> <li>• General Location Map (preferred)</li> </ul>	
Supporting graphics are not required, but suggested for site illustration & visualization	

*All maps and plans submitted are to be either 8.5"x 11" or 11"x 17". One original of any size may be for staff use at the public hearing.*

Staff Only	Staff Checklist
Preliminary review by planning staff for completeness and content:	
<ul style="list-style-type: none"> <li>• Technical Review Committee review and comment</li> <li>• Determine all adjacent property owners</li> <li>• Placed as a Public Hearing on the next available agenda of the Planning Commission.</li> </ul>	
Notification of the scheduled Public Hearing to the following:	
<ul style="list-style-type: none"> <li>• Applicant</li> <li>• All adjacent property owners</li> <li>• Local Newspaper advertisement</li> </ul>	
Staff Report to include, but not be limited to:	
<ul style="list-style-type: none"> <li>• General information regarding the application</li> <li>• Any information concerning utilities or transportation</li> <li>• Consistency with good planning practices</li> <li>• Consistency with the comprehensive plan</li> <li>• Consistency with adjacent land use</li> <li>• Any detriments to the health, safety and welfare of the community.</li> </ul>	

**For Applicant**

The Special Use Permit application fee is made payable to the **County of Fluvanna**.

**Meetings for the processing of the application**

Applications must be submitted by the first working day of the month to have the process start that month. Applications received after the first working day will have the process start the following month.

**Process:**

1. Placed on next available Technical Review Committee (TRC) agenda.
2. Placed as a Public Hearing on agenda of the Planning Commission (PC) the month following TRC meeting. Staff Report and Planning Commission recommendation forwarded to the Board of Supervisors.
3. Placed as a Public Hearing on agenda of the Board of Supervisors the month following PC meeting.

**Applicant or a representative must appear at the scheduled hearings.**

The Technical Review Committee provides a professional critique of the application and plans. The Planning Commission may recommend to the Board of Supervisors: approval; approval subject to resubmittal or correction; or denial of the special use permit.

**Board Actions**

After considering all relevant information from the applicant and the public, the Board will deliberate on points addressed in the Staff Report.

The Board may approve; deny; or defer the request pending further consideration; or remand the case back to the Planning Commission for further consideration.

With **approval**, the development may proceed.

If **denied**, an appeal to the Courts may be prescribed by law

*No similar request for a Special Use Permit for the same use at the same site may be made within one year after the denial.*

Shannon L. Miller  
752 Steeplechase Rd.  
Landisville, PA 17538

[REDACTED]  
December 27, 2025

Fluvanna County Planning Department  
132 Main Street  
P.O. Box 540

Palmyra, VA 22963

Re: Authorization for Stacy Bass to Act as Authorized Agent for Special Use Permit Application

Property: Tax Map # 28/A/33/G

To Whom It May Concern:

I, Shannon Miller, am the owner of record of the property located at 24-792 Saddle Creek Lane, Fluvanna County, Virginia, identified as Tax Map/Parcel Number #28/A/33/G.

I hereby authorize Stacy Bass to act as my authorized agent for all matters concerning the Special Use Permit (SUP) application for the above-referenced property. This authorization includes, but is not limited to, submitting the SUP application, providing any required information or documents, attending meetings or hearings, communicating with County staff, and representing me in all aspects related to the processing and review of this request.

This written authorization is provided in accordance with the requirements of the Fluvanna County Special Use Permit application, which states: "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."

I declare under penalty of perjury that the foregoing is true and correct.

Sincerely,

Signed by:  
*Shannon Miller*  
846502B526494F2...  
Shannon L. Miller

**Special Use Permit Application: January 2026**  
**Fluvanna County Planning Department**

Birchwood Glamp Camp LLC requests the approval of a Special Use Permit for Tax Map Parcel 24-792, comprising 23.71 acres in Palmyra, VA, to allow a Camp and accessory uses, as described in this application.

Birchwood LLC seeks to utilize the Special Use Permit to open and operate For Fox Sake Camp, a hybrid glamping-summer camp that reinvents women's wellness as a boutique eco camp to reconnect women to play. The Camp will elevate traditional summer camp activities including arts and crafts, scavenger hunts, and campfires combined with luxury wellness activities such as massages, therapeutic services, and relaxation by the lagoon pool to create the ultimate fun-first women-only wellness experience. The proposed Camp seeks to operate a 22-week season from April to October consisting of 10 week-long camps from June to August and 10 weekend retreats during April/May and September/October.

We intend to preserve and celebrate the natural beauty and rural character of the land and its surroundings by working within the landscape to ensure minimal removal of trees and avoiding disruption to the creeks and area immediately surrounding the waterways. We also plan to expand the size and density of the area filled with butterfly-attracting plants to enhance the camp experience for our guests.

**Included Attachments:**

- For Fox Sake Camp Master Site Plan
- Certificate of Business Registration
- Tax Map
- General Location Map
- Waste Water On Site Dispersal Feasibility Study Letter
- Supporting Graphics and Floorplans

**Describe briefly the improvements proposed. State whether new buildings are to be constructed, existed buildings are to be used, or additions made to existing buildings.**

**Existing Uses:** The property is zoned General Agriculture (A-1) and contains open hillside fields, woodlands, and streams. The property has no current agricultural, residential, or business uses. There are no current utilities, infrastructure, or structures on the property.

**Proposed Uses:** We intend to build For Fox Sake Camp into a luxury women's (18 yo+) wellness glamp camp featuring 10 safari-style tents to accommodate up to 40 guests (5 tents/20 guests year one; 10 tents/40 guests years 2 and onward). In addition to accommodations, the camp will have the following accessory structures, which will be for use by registered guests (and staff) of the camp only. All construction will be new builds.

- Outdoor Lagoon Style Pool

- Wellness Hut (offering massages and associated services)
- Dining Hall with Onsite Kitchen & Laundry
- Camp General Store / Office
- Fire Pit
- Arts Hut
- Staff Housing (3 tiny houses)
- Property Owner's Home\*
- Maintenance Barn\*
- Walking Paths (to create a walkable camp setting and to allow exploration of wooded areas on the property)
- Parking for registered guests and staff (maximum 30 vehicle capacity)
- Open Hillside/Meadow (non-developed area open to registered camp guests and which may house outdoor teambuilding and other group activities)
- Well, sewer, and solar systems (and their required housing to support camp operations)

*\*Property owner's home and the maintenance barn will be submitted for building approval as right of use for agricultural land*

**Necessity of Use. Describe the reason for the requested change.**

Fluvanna County is uniquely positioned to host a boutique sanctuary retreat within a 2.5 hour drive of some of the highest concentrations of female wealth and professional burnout in the US. Women are looking for an escape, a place of meaningful connection, and a return to childhood joy. Fox Sake Camp seeks to capitalize on this opportunity while preserving the natural and rural character of the area to offer a much needed wellness experience tailored to the region. Through responsible tourism and outdoor recreation, we will create a unique experience which will bolster the local economy and provide a meaningful respite for some of the region's key and underserved clientele. The Camp will host exclusive women's summer camps as well as weekend retreats for women-focused organizations, milestone celebrations (such as bridal parties), and wellness experiences. Camp activity offerings will follow two tracks: play and wellness. Play activities will include traditional summer camp activities such as arts & crafts, scavenger hunts, movies in the pool, and campfires. Wellness activities will include psycho-social therapy sessions, relaxation services such as massage, and personal development classes. The proposed structures will provide for accommodations, programming, and general operations of the Camp.

**Protection of Adjoining Property: Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?**

The property is primarily surrounded by Saddle Creek Farm and privately held vacant properties. As shown on the Master Site Plan, preservation of natural space along the property lines (> 25') will serve to buffer impacts to adjacent lots. The property will be surrounded by hog wire fencing on all sides with the exception of the side that borders the road (refer to the attached "Boundary Fencing Map"). Boundaries will be clearly marked and signage posted to ensure Camp guests are made aware of Camp boundaries and therefore do not travel onto adjoining properties. Additionally, to ensure protection for surrounding property owners, the

Camp will prohibit overnight stays of non-registered guests, including no overnight stays in recreational vehicles or transient dwellings (tents, etc.), and all staff will undergo background checks prior to employment with the Camp. We will implement best practices for forest health, maintenance of streams, management of human/wildlife interaction, sustainability of soil integrity, water conservation, and energy efficiency, and we will seek to minimize impact on the natural environment.

**Enhancement of County: Why does the applicant believe this requested change would be advantageous to the County of Fluvanna?**

For Fox Sake Camp intends to foster partnerships with area farms, orchards, wineries, etc. to support these businesses and boost the local economy through direct purchases by the Camp (sourcing food and beverage for onsite meal service) and by promoting local goods to our guests for display and purchase in our Camp General Store. We also intend to contract with local artisans to teach specialty activities (painting, mosaics, etc.), as well as create gallery spaces within our facilities where local artisans' work is prominently displayed and available for purchase by guests. Towards this effort, we foresee hosting tasting events both on-site and as "field trips" to local wineries and farms to further engage our guests with the charm of Fluvanna County community businesses and drive tourism and spending in the area. We envision additional partnerships with local musicians, storytellers, wellness practitioners, and other creatives to enhance the experience guests receive at For Fox Sake Camp and showcase the character of Fluvanna County. We believe this aligns well with the rural values of the region and the economic benefit of responsible and respectful tourism.

Additionally, For Fox Sake Camp intends to hire locally for seasonal positions, adding up to 25 positions within the first two years of operation. This is in addition to the above mentioned contracts with wellness facilitators and artisans.

**Plan: Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:**

**Road Infrastructure & Emergency Access:**

For Fox Sake Camp plans to operate a 22-week season to accommodate up to 40 guests per session and up to 10 staff and contractors. We anticipate the additional traffic impact to be minimal as guests will come into camp and will remain onsite throughout their stay and any field trips will take place via shuttle bus owned by the Camp or in partnership with local tour operators. Deliveries of food and other provisions will be coordinated to minimize disruptions to roadways for surrounding properties.

1. The main entry as shown on the Master Site Plan will be accessed via Hayden Marten Road to Saddle Creek Lane. This will be the primary access point for guest entrance and staff accommodation.

2. The secondary entry/service delivery road on the northern end of the property will be the most direct for emergency vehicles to access guest accommodations and activity areas. This will also be the service road used for vendor deliveries.

Both entry drives will be designed for 20' wide one-way traffic to accommodate emergency vehicles per the National Fire Protection Association guidelines and local Fluvanna County fire marshal standards. Walking pathways to accommodations and major structures, including the pool and dining hall, will be designed to accommodate stretcher access for emergency personnel.

Utilities: The property is not located within the jurisdictional area for County water and sewer service, therefore, drilling of a well along with onsite wastewater treatment and disposal are required for the Camp. Mike Clark of Enviro-Klean has been contracted to conduct the required testing and build plans for the water and sewer systems. Initial drain field sites have been marked and soil samples conducted to ensure viability. Refer to the attached *Waste Water On Site Dispersal Feasibility Study Letter*.

Fire Pits: Fire pits will comply with the department of forestry standards for open burning fire pits. Wood burning fire pits less than 36" in diameter and 24" in height will be setback a minimum 25' setback from any structure and any wood burning fire pit larger than that will be setback 50' from any structure.

Environmental Features: We intend to minimize disruption to the natural environment as much as feasible, instead working within the surroundings to preserve the integrity of the land as we believe this adds to the camp experience. Our goal is to minimize clearing and grading to only what is required to facilitate development. Structures will be placed in such a way to preserve old tree growth. There are no proposed development impacts to the existing streams on the property and all buildings will comply with the 100' buffer required by the County's Water Protection Ordinance. Additionally, stormwater and erosion control measures will be utilized in compliance with the County's Water Protection Ordinance.



For *Fox* Sake Summer Camp

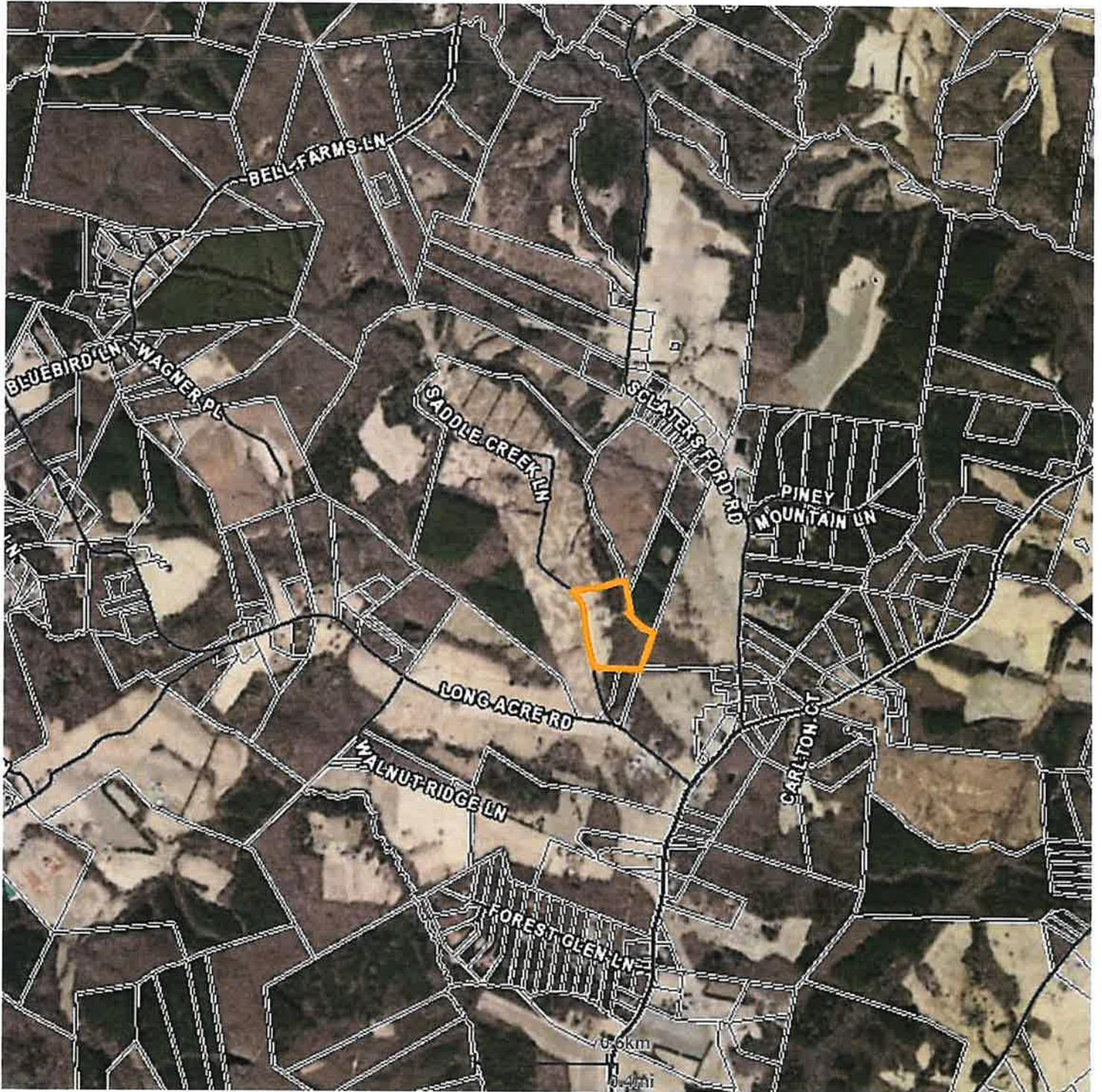
## **Special Use Permit Application**

January 2026

Fluvanna County Planning Department

# General Location Map

## 1 of 2

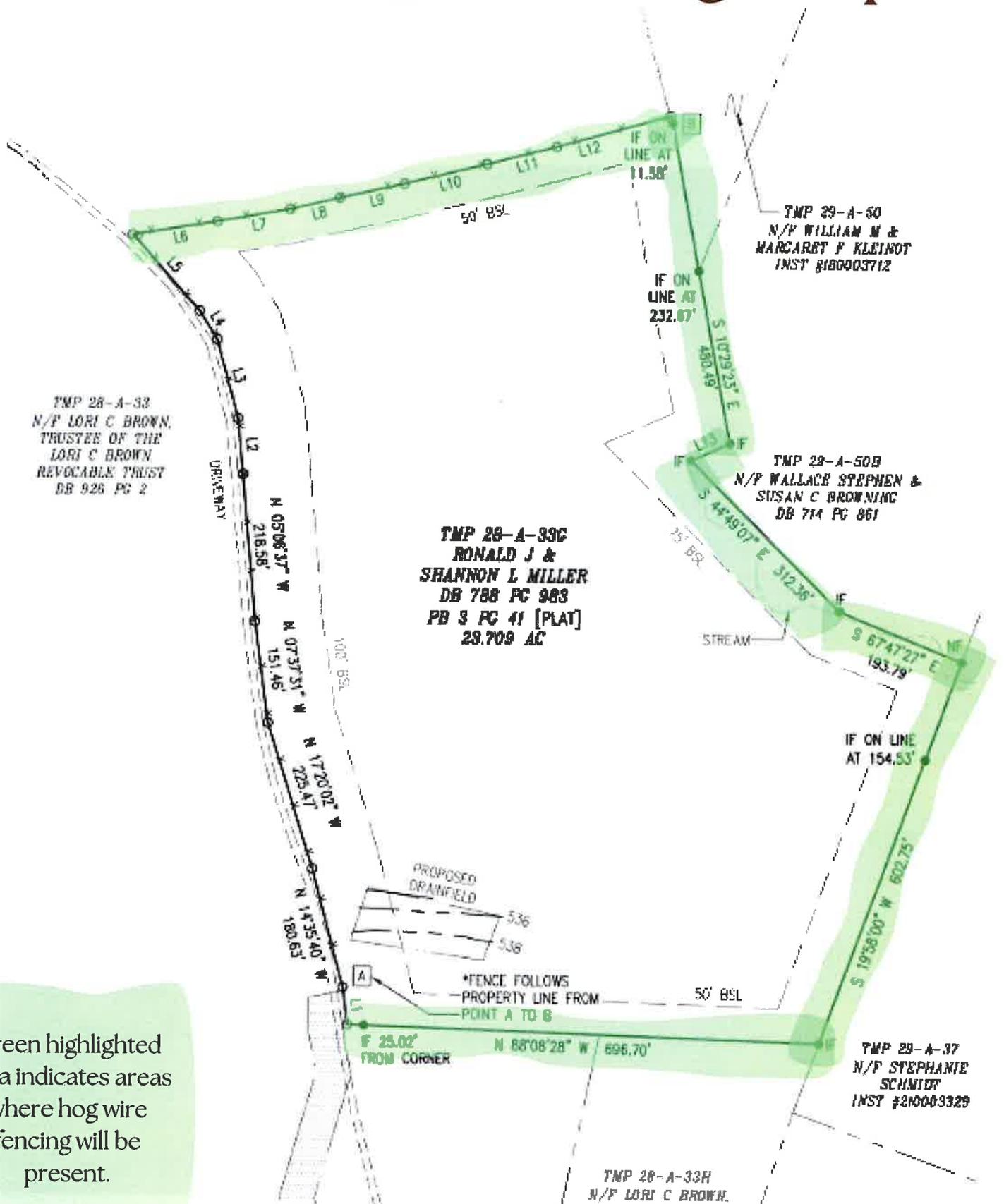


# General Location Map

## 2 of 2



# Boundary Fencing Map



Green highlighted area indicates areas where hog wire fencing will be present.

# Camp Activities



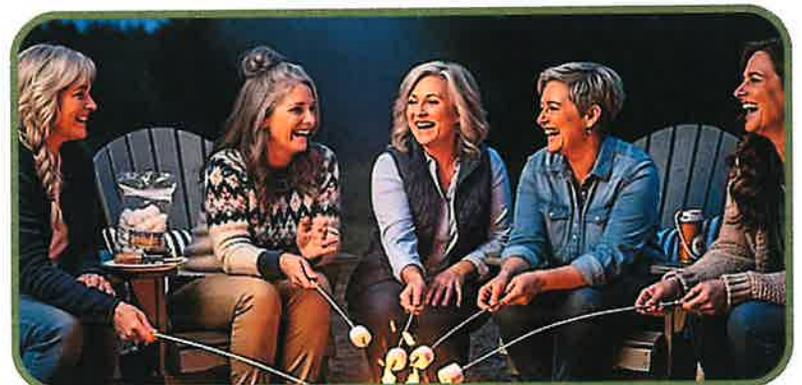
Arts & Crafts  
Taught by Local Artists

Gourmet Food & Beverage  
Sourced from Local Farms and Wineries



Nature Immersion  
Birdwatching and Hiking

Curated Social Experiences  
To Foster Connection & Community

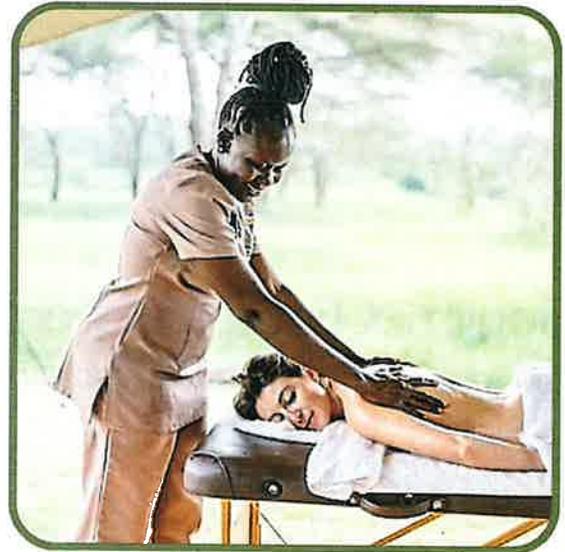


# Wellness Services

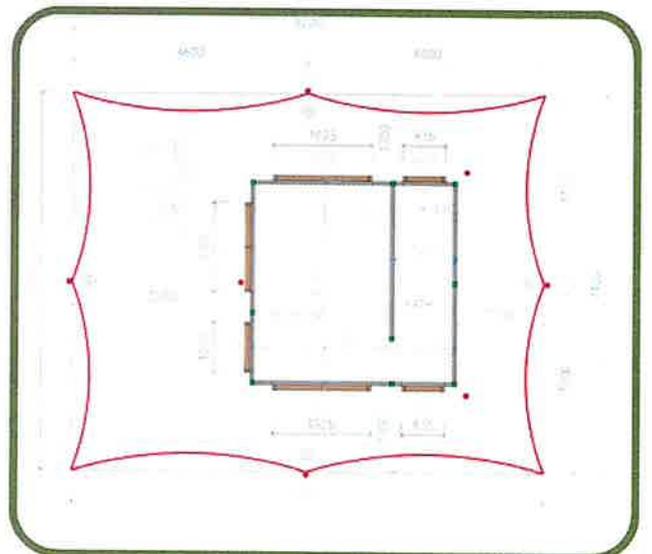
## Therapeutic Offerings



## Massage & Spa



## Wellness Hut



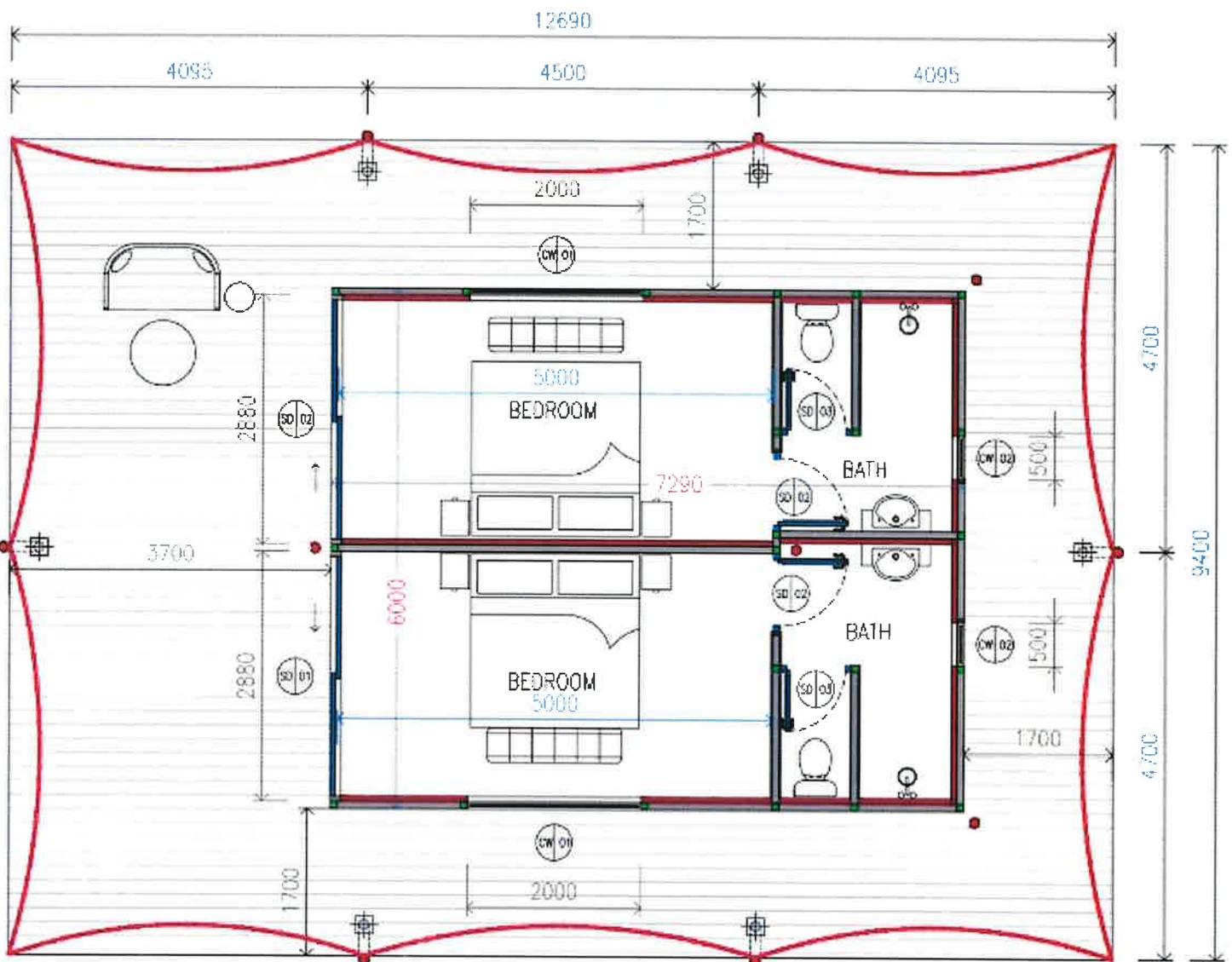
# Luxury Safari Tent Accommodations

Each tent will house 4 women with two ensuite bathrooms and climate control.



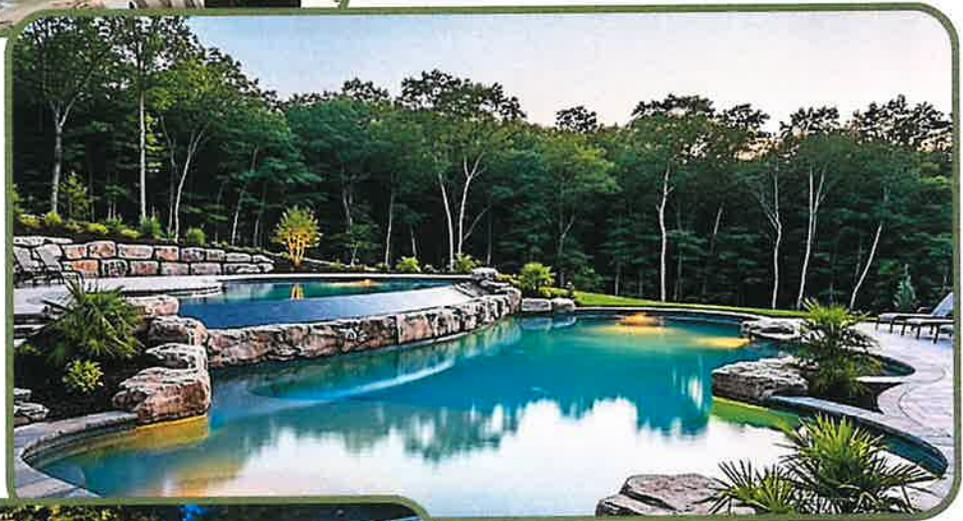
# Luxury Safari Tent Accommodations

Sourced from Tentickles Luxury Tents in Cape Town, South Africa.  
 Note: floorplan depicts one king bed, but will be 2 full beds.

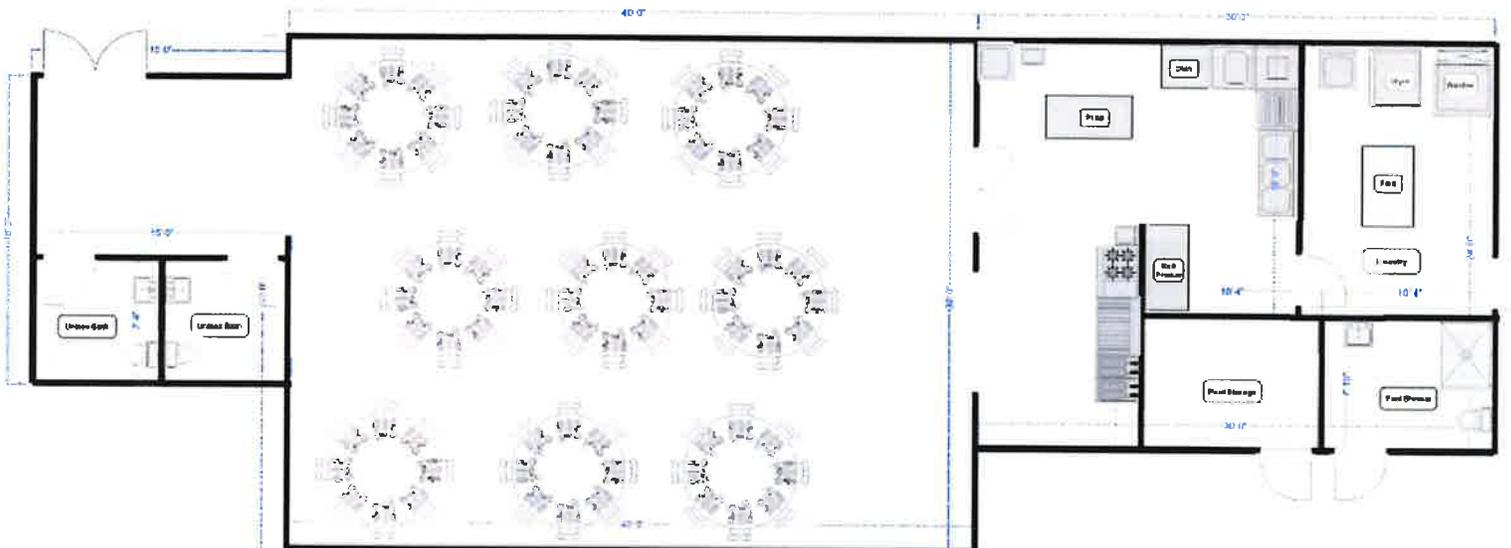


# Lagoon Pool

Design and build with Hinson Pools of North Carolina

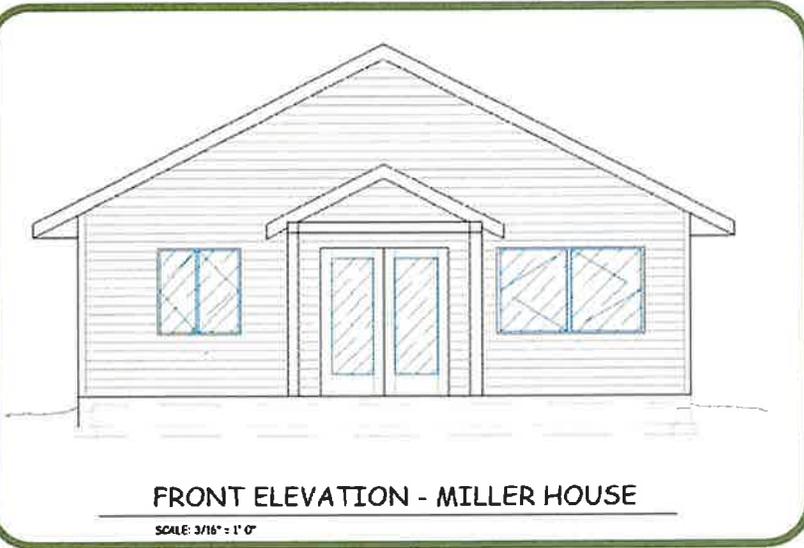


# Dining Pavilion



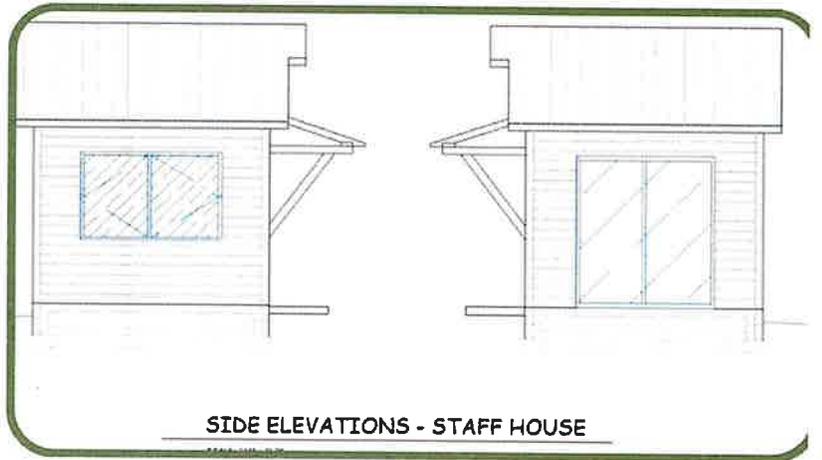
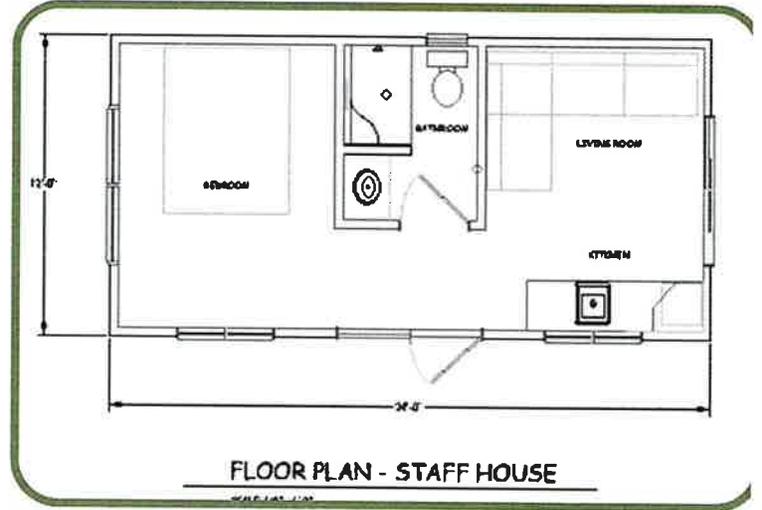
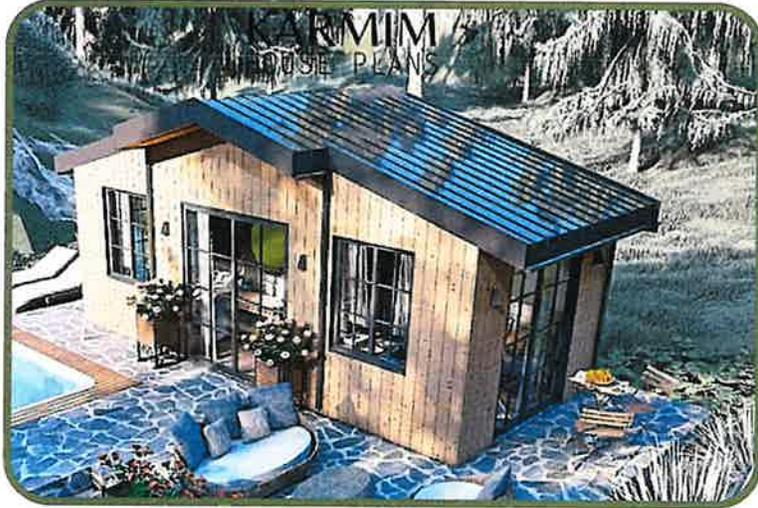
# Accessory Structures

## Property Owner's Home



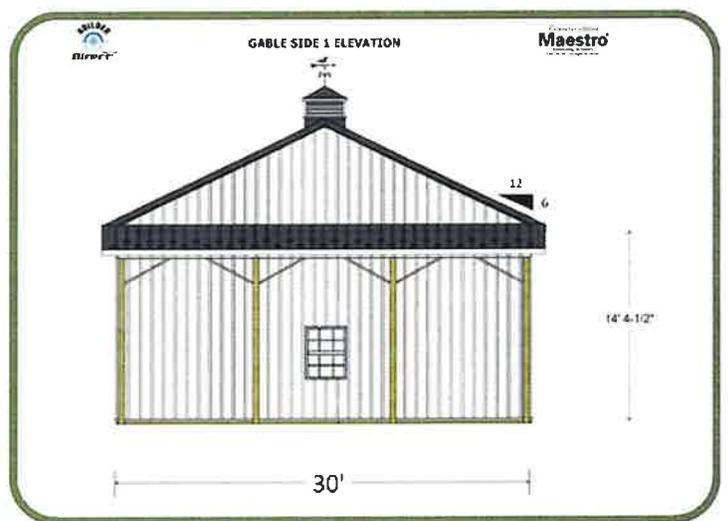
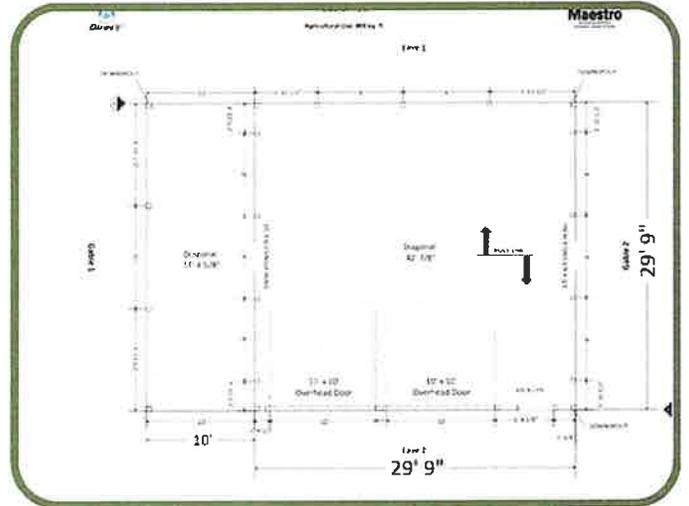
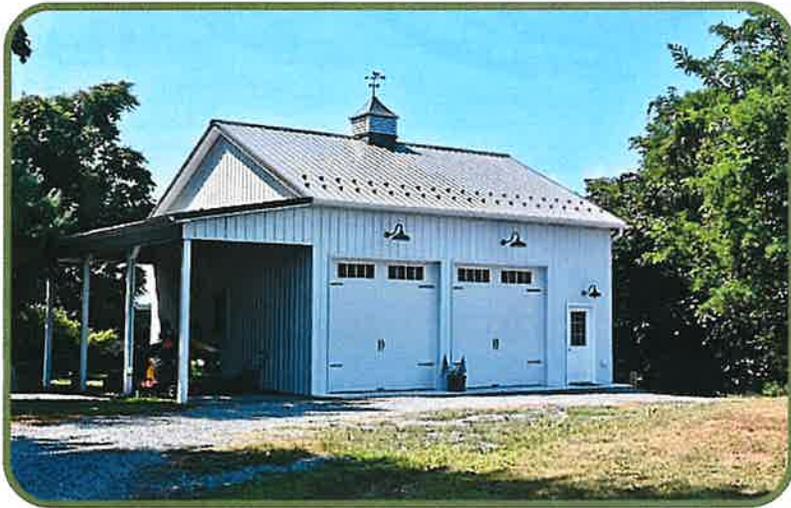
# Accessory Structures

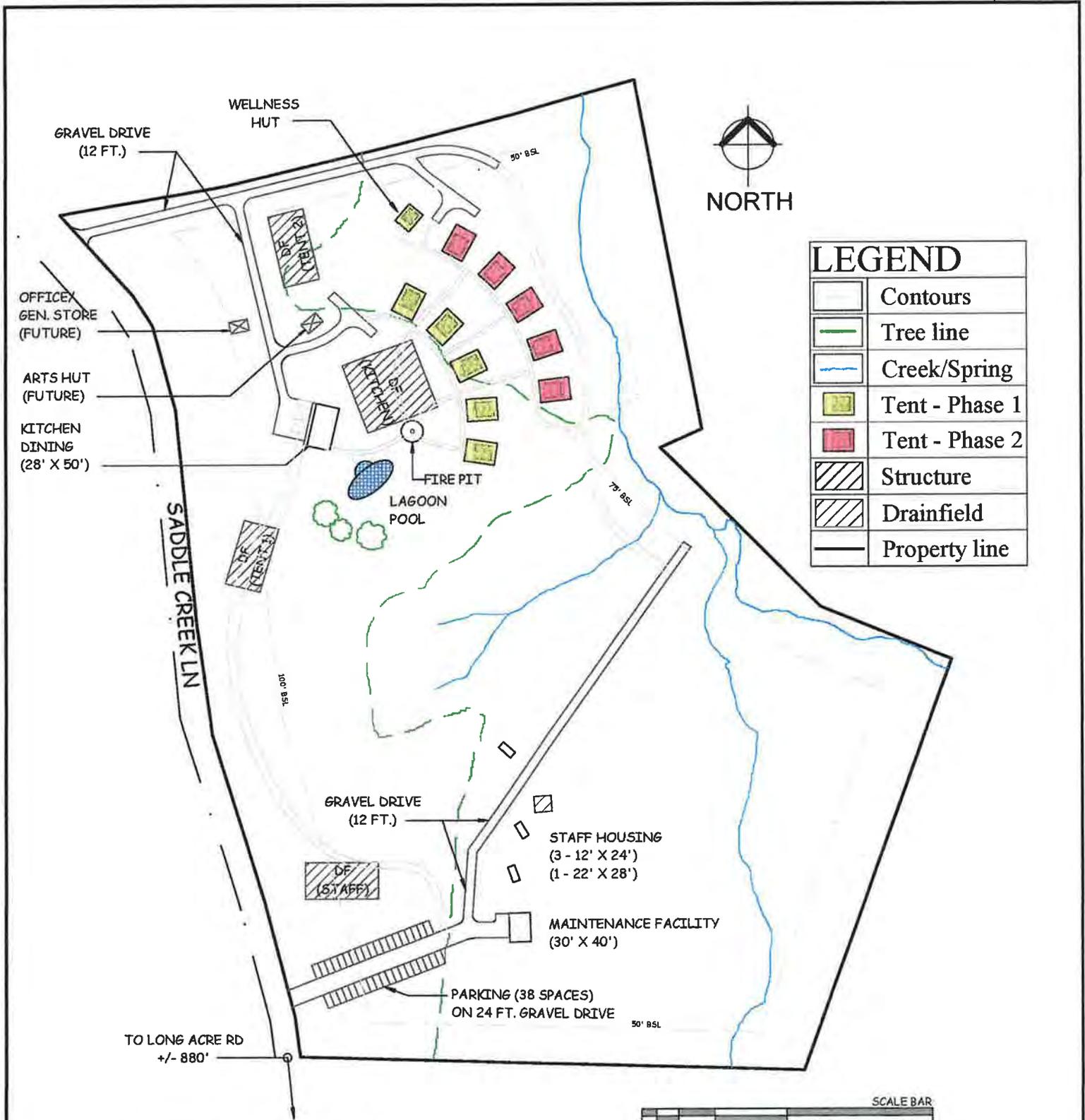
## Staff Housing



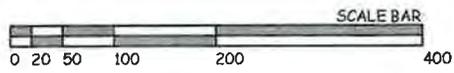
# Accessory Structures

## Maintenance Barn





LEGEND	
	Contours
	Tree line
	Creek/Spring
	Tent - Phase 1
	Tent - Phase 2
	Structure
	Drainfield
	Property line



# SITE PLAN

SCALE: N.T.S. (23.71 ACRES)  
 GPIN: 28-A-33G

<b>FOR FOX SAKE GLAMP CAMP</b>	
SADDLE CREEK LN. PALMYRA, VA	
SCALE: N.T.S.	DRAWN BY: DSD
DATE: NOV. 4, 2025	REVISION NO:
DWG NO. <b>C1</b>	PLAN NAME: <b>PROPERTY MAP</b>

www.foresightpc.com  
434-589-8395

**FORESIGHT**  
SURVEY, PC  
LAND SURVEYING | LAND PLANNING

912 E High Street, Suite C  
Charlottesville, VA 22902

**BOUNDARY COMPOSITE  
SURVEY EXHIBIT**  
**TAX MAP PARCEL 28-A-33G**  
CUNNINGHAM MAGISTERIAL DISTRICT  
FLUVANNA COUNTY, VIRGINIA



TMP 28-A-33  
N/F LORI C BROWN,  
TRUSTEE OF THE  
LORI C BROWN  
REVOCABLE TRUST  
DB 926 PG 2

TMP 28-A-33G  
RONALD J &  
SHANNON L MILLER  
DB 788 PG 983  
PB 3 PG 41 [PLAT]  
23.709 AC

TMP 29-A-50  
N/F WILLIAM M &  
MARGARET F KLEINOT  
INST #180003712

TMP 29-A-50B  
N/F WALLACE STEPHEN &  
SUSAN C BROWNING  
DB 714 PG 861

TMP 29-A-37  
N/F STEPHANIE  
SCHMIDT  
INST #210003329

TMP 29-A-45  
N/F HALEY, SHERRON J  
LE ET AL C/O  
SYLVIA MARIE JOHNSON  
WB 62 PG 213

TMP 28-A-33H  
N/F LORI C BROWN,  
TRUSTEE OF THE  
LORI C BROWN  
REVOCABLE TRUST  
DB 926 PG 2

**LEGEND**

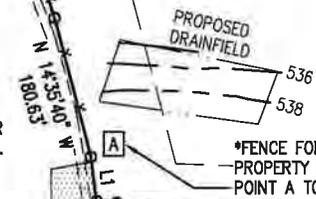
BSL BUILDING SETBACK LINE  
IF IRON FOUND  
NF NAIL FOUND

**NOTES**

1. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
2. THIS PLAT HAS BEEN PREPARED BASED ON THE PLAT OF RECORD BY TIM STANLEY JR. L.S. RECORDED ON NOVEMBER 24, 2008, AND RECORDED AT PLAT BOOK 3 PAGE 41. FIELD WORK WAS PERFORMED ON DECEMBER 03, 2025 TO VERIFY MONUMENTATION.
3. SUBJECT PARCELS ARE LOCATED IN ZONE "X" AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN AS SHOWN ON FEMA MAP NO 51065C0175C, EFFECTIVE DATE MAY 16, 2008. THIS DETERMINATION HAS BEEN MADE BY GRAPHIC METHODS. AN ELEVATION STUDY WAS NOT PERFORMED FOR THIS SURVEY.
4. PROPERTY IS ZONED A-1 AGRICULTURAL SETBACKS:  
FRONT - 125 FEET  
ALONG EASEMENT - 100 FEET  
SIDE - 50 FEET  
REAR - 75 FEET

**BOUNDARY LINE TABLE**

LINE	BEARING	DISTANCE
L1	N 07°21'53" W	56.11'
L2	N 05°11'46" W	82.92'
L3	N 15°08'20" W	120.43'
L4	N 32°13'00" W	49.96'
L5	N 41°30'36" W	150.03'
L6	N 80°51'58" E	126.62'
L7	N 80°12'46" E	108.36'
L8	N 76°38'07" E	75.15'
L9	N 77°13'05" E	97.98'
L10	N 76°18'30" E	126.48'
L11	N 75°32'32" E	105.74'
L12	N 74°22'20" E	175.04'
L13	S 65°53'40" W	62.27'



LONG ACRE ROAD  
RTE #639  
40' R/W  
DB 138 PG 386

±1500' TO HADEN MARTIN ROAD



DECEMBER 15, 2025  
SCALE: 1" = 150'  
FILE: 25.440

SHEET  
1 OF 1

**ENVIRO-KLEAN CO.**  
225 B Four Winds Ln  
Kents Store, VA 23084  
(434) 531-0671 – (434) 589-4302  
[enviromjc@earthlink.net](mailto:enviromjc@earthlink.net)

December 27, 2025

**WASTEWATER ONSITE DISPERSAL  
FEASIBILITY STUDY**

Fluvanna County – TM 28-A-33G 23.71 Acre  
Saddle Creek Ln, Palmyra  
Proposed Use: FOR FOX SAKE GLAMP CAMP

To Whom it May Concern;

Enviro-Klean Co. has conducted soils analysis at above proposed camp site location. Based upon soils structure, site topography and area available, we have determined that this parcel can accommodate onsite sewage dispersal for the proposed camp site use.

The proposed For Fox Sake Glamp Camp will include: 10 Tent Camp Sites, Dining Building, Maintenance Building and 4 Staff Housing Units.

Enviro-Klean will submit engineered septic and water well design package to Fluvanna County Health Department upon Special Use Permit being issued by Fluvanna County.

Sincerely,



---

Michael J Clark

# Commonwealth of Virginia



## STATE CORPORATION COMMISSION

Richmond, July 9, 2025

This is to certify that the certificate of organization of

### **Birchwood Glamp Camp LLC**

was this day issued and admitted to record in this office and that the said limited liability company is authorized to transact its business subject to all Virginia laws applicable to the company and its business.

Effective date: July 9, 2025



STATE CORPORATION COMMISSION

Attest:

A handwritten signature in cursive script, appearing to read "Bernard J. Stoy".

Clerk of the Commission

**Limited Liability Company - Articles of Organization**

**Entity Information**

Entity Name: Birchwood Glamp Camp LLC Entity Type: Limited Liability Company

**Business Type**

Industry Code: 0 - General

**Duration**

Perpetual(never)

**Registered Agent Information**

RA Type: Entity Locality: Henrico

RA Qualification: BUSINESS ENTITY THAT IS AUTHORIZED TO  
TRANSACTION BUSINESS IN VIRGINIA

Name: Northwest Registered Agent  
LLC

The company's registered office address, including the street and number, if any, which is identical to the business office of the registered agent, is:

Registered Office Address: 8401 Mayland Dr Ste A,  
Richmond, VA, 23294 - 4648,  
USA

**Principal Office Address**

Address: 8401 MAYLAND DR STE A, Richmond, VA, 23294, USA

**Principal Information**

Management Structure: Member-Managed

**Signature Information**

Date Signed: 07/09/2025

Executed in the name of the limited liability company by:

Printed Name	Signature	Title
Nat Smith	Nat Smith	Organizer

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION**

AT RICHMOND, JULY 9, 2025

The State Corporation Commission has found the accompanying articles of organization submitted on behalf of

**Birchwood Glamp Camp LLC**

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

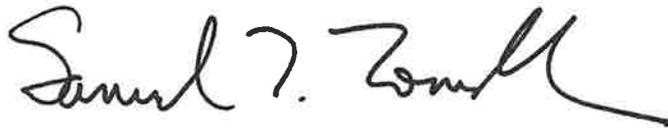
**CERTIFICATE OF ORGANIZATION**

be issued and admitted to record with the articles of organization in the Office of the Clerk of the Commission, effective July 9, 2025.

The limited liability company is granted the authority conferred on it by law in accordance with the articles of organization, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By

A handwritten signature in black ink, appearing to read "Samuel T. Towell". The signature is written in a cursive style with a long, sweeping tail.

Samuel T. Towell  
Commissioner



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

**TAB C**

<b>MEETING DATE:</b>	March 25, 2026				
<b>AGENDA TITLE:</b>	A Resolution Opposing House Bill 1263 and Senate Bill 378				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors adopt a resolution opposing House Bill 1263 and Senate Bill 378</b>				
<b>BOS WORKPLAN</b>	Yes	No	<b>If yes, list item(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Virginia lawmakers have passed House Bill 1263 and Senate Bill 378, which impose a mandatory collective bargaining framework on local governments administered by a Public Employee Relations Board (PERB) if a group employees petition and vote to form a bargaining unit.</li> <li>• The Virginia Association of Counties (VACo) has urged all VACo counties to strongly oppose these measures due to their substantial fiscal, administrative, and policy implications for counties.</li> <li>• This Resolution opposes House Bill 1263 and Senate Bill 378, which are currently awaiting action by the Governor.</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Resolution Opposing House Bill 1263 and Senate Bill 378				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				





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

**RESOLUTION No. 11-2026**

**A RESOLUTION TO OPPOSE HOUSE BILL 1263 (DELEGATE KATHY K.L. TRAN) AND SENATE BILL 378 (SENATOR SCOTT A. SUROVELL)**

**WHEREAS**, current Virginia law provides a local option allowing local governing bodies to determine whether and how to engage in collective bargaining based on local fiscal capacity, workforce needs, and service priorities; and

**WHEREAS**, the Board of Supervisors opposes House Bill 1263 and Senate Bill 378, which eliminate the current local option and impose a mandatory collective bargaining framework on local governments administered by a Public Employee Relations Board (PERB) if a group employees petition and vote to form a bargaining unit; and

**WHEREAS**, this legislation would compel a statewide one-size-fits-all approach that shifts authority away from locally-elected officials and imposes an unfunded mandate with significant fiscal and administrative consequences for local governments and taxpayers; and

**WHEREAS**, Virginia’s localities vary widely in population, resources, and service delivery models, and are best positioned to make decisions that reflect their unique circumstances; and

**WHEREAS**, mandatory collective bargaining as proposed would (1) divert limited local resources from core services to new administrative and bargaining structures without dedicated funding; (2) eliminate local flexibility to align workforce decisions with budgetary and service needs; (3) create unpredictable fiscal obligations through arbitration and expanded dispute resolution processes; and (4) increase administrative burden, litigation risk, and long-term costs for local taxpayers; and

**WHEREAS**, local governments must maintain balanced budgets while continuing to provide essential services, including public safety, education, and infrastructure;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Fluvanna County as follows:

That the Board of Supervisors of Fluvanna County hereby expresses its strong opposition to House Bill 1263 and Senate Bill 378 and any legislation that mandates collective bargaining for local governments; and

That the Board of Supervisors of Fluvanna County urges the Governor and members of the Virginia General Assembly to preserve local authority over workforce and labor relations policies; and

That the Clerk of the Board shall transmit a copy of this Resolution to the Governor and Fluvanna County's representatives in the Virginia General Assembly.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 25<sup>th</sup> day of March 2026.

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

Attest:

---

Anthony P. O'Brien, Chair  
Fluvanna County Board of Supervisors