



Campbell County Board of Supervisors

AGENDA - July 18, 2023

Haberer Building Boardroom (Lower-Level)

Available via [ZOOM](#)

6:00 P.M. – Call to Order and Pledge of Allegiance by Chairman Cline

Moment of Silence

1. APPROVAL OF MINUTES

Documents:

[REGULAR MEETING - MAY 2, 2023.PDF](#)
[WORK SESSION - MAY 9, 2023.PDF](#)

2. APPEARANCES

2.I. None

3. ADMINISTRATOR'S ITEMS

3.I. SENECA COMMERCE PARK BUSINESS RELOCATION AND INCENTIVES

Nina R. Rezai, Director of Economic Development

Ceramic Tubular Products, LLC (CTP) formed in 2006 and has been operating in the City of Lynchburg. This company focuses on ceramics and composites that are used in high temperature applications as seen in concentrating solar power and thermal energy storage. Since beginning operations, the company has served clients within the region and nationwide.

In December 2022, CTP entered into a lease for the 10,000 square foot building the Campbell County Industrial Development Authority constructed in 2019. CTP began operations in the space in June 2023. The lease agreement with the IDA includes renewal terms that could extend the

agreement for up to 8 years. The IDA is pleased to welcome an innovative company into their space that perpetuates development in Seneca Commerce Park.

With their relocation into Seneca Commerce Park, CTP brings capital investment in Real Estate and Machinery and Tools that are eligible for business incentives based on the Campbell County Incentive Policy. Their investments qualify for \$21,400 incentives in an Economic Stimulus Grant. The funds will be distributed over 4 years.

RECOMMENDATION: Staff recommends the Board of Supervisors approve the incentives from the unassigned general fund balance to CTP, LLC for \$21,400 and authorize the County Administrator to sign all necessary documents to complete the transaction.

Documents:

[SENECA COMMERCE PARK BUSINESS RELOCATION AND INCENTIVES.PDF](#)

3.II. HIGHWAY MATTERS

Clifton M. Tweedy, Deputy County Administrator

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items:
 - Brian Drive Resolution
 - Brian Drive Form AM-4.3
 - Kingswood Lane/Nighthawk Road Resolution
 - Kingswood Lane Form AM-4.3
 - Nighthawk Road Form AM-4.3
 - Fox Ridge Lane Revenue Sharing Resolution
 - Springfield Road Revenue Sharing Resolution
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT and adopt the necessary resolutions for Brian Drive, Kingswood Lane/Nighthawk Road, Fox Ridge Lane and Springfield Road.

Documents:

[HIGHWAY MATTERS.PDF](#)
[BRIAN DRIVE-RESOLUTION.PDF](#)
[BRIAN DR FORM AM-4.3.PDF](#)
[KINGSWOOD -NIGHTHAWK DRIVE-RESOLUTION.PDF](#)
[KINGSWOOD FORM AM-4.3.PDF](#)
[NIGHTHAWK 2ND PHASE FORM AM-4.3.PDF](#)
[FOX RIDGE LN RS RESOLUTION.PDF](#)
[SPRINGFIELD RD RS RESOLUTION.PDF](#)

4. CONSENT AGENDA

4.I. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

Documents:

[APPROPRIATIONS.PDF](#)

4.II. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$21,862.30 from the County Attorney for services provided from May 24, 2023 through June 20, 2023.

Services

General Representation: \$8,140.00

Real Estate Tax Collection: \$6,040.00

Personal Property Tax Collection: \$900.00

Miscellaneous Matters: \$2,620.00

Expenses Paid

General Representation \$71.40

Real Estate Tax Collection: \$3,952.69

Miscellaneous Matters: \$138.21

Documents:

[COUNTY ATTORNEY INVOICE.PDF](#)

4.III. RECOGNITION OF CAMPBELL COUNTY VALEDICTORIANS AND SALUTATORIANS FOR 2023

The Board has a program allowing the adoption of resolutions for citizens that have recorded outstanding achievements. Attached is a memorandum recognizing the students who have achieved the highest grades after four

years of high school and have achieved the titles of Valedictorian and Salutatorian at the County's recent graduation ceremonies.

Documents:

[VALEDICTORIANS AND SALUTATORIANS FOR 2023 MEMO.DOCX](#)
[VALEDICTORIANS AND SALUTATORIANS RESOLUTION.DOCX](#)

4.IV. RECOMMENDATIONS: Staff Recommends The Board:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$21,862.30;**
- c. **Adopt the attached resolution to honor the County's 2023 Valedictorians and Salutatorians. The students have been invited to attend the August 1, 2023 meeting for presentation.**

5. **APPOINTMENTS**

Attached for your review is a list of appointments.

Documents:

[APPOINTMENTS.PDF](#)

6. **MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss matters from the Board.

Documents:

[MATTERS FROM THE BOARD.PDF](#)

7. **CLOSED MEETING**

None

8. **7:00 P.M. PUBLIC HEARINGS**

Austin R. Mitchell, Zoning & Subdivision Administrator

The following Public Hearings were advertised (ad attached) for:

Documents:

[PUBLIC HEARING AD.PDF](#)

8.I. **LAND USE MAP AMENDMENT REQUEST #PL-23-091 – LEESVILLE ROAD AREA**

A letter was submitted by Accupoint Surveying & Design, LLC on behalf of Karl Miller Realty, LLC requesting an amendment to the Future Land Use Map for three (3) parcels from "Urban Development Area Commercial" to "Medium to High Density Residential" or "Medium to High Density Mixed."

The parcels are accessed by Leesville Road and Bud Drive through the City of Lynchburg. Adjoining parcels in the City are designated as Low Density

Residential in their Future Land Use Map and zoned Low Density Residential (R-1). **The parcels in the County are zoned Business - General Commercial but are used for legal non-conforming residential uses. A rezoning to Residential - Multi Family is required to develop the property as desired by the requester. Urban Development Area Commercial designation in the Comprehensive Plan does not support a rezoning for residential uses.**

The Board adopted the Airport Development Area Master Plan in 2006, **which calls for the entire area to be developed for commercial uses. Most of the area between Airport Road, the Route 460 Bypass, and the City of Lynchburg/Campbell County boundary is within the Airport Development Area Master Plan area. However, the three requested parcels are outside the area.**

The Board authorized staff to expand the area of the request and move forward with a public hearing for a change in the Comprehensive Plan Land Use Map from “Urban Development Area Commercial” to “Medium to High Density Mixed” for the area between Airport Road, the Route 460 Bypass, and the City of Lynchburg/Campbell County boundary, and outside the Airport Development Area Master Plan area at their meeting on March 7, 2023. A zoning map, an aerial map, and a land use map of the area are included in the memorandum.

The change to the Land Use Map would facilitate higher density residential use of the property. Due to topography and access, it is unlikely that these three parcels would be developed for commercial uses. The change would more closely align with the current uses on the properties and allow flexibility for landowners to develop their properties as residential or commercial.

These parcels are zoned Business - General Commercial so any proposed residential developments would require a rezoning by the individual landowners.

RECOMMENDATION: The Planning Commission recommended approval for an amendment to the Comprehensive Plan Land Use Map from “Urban Development Area Commercial” to “Medium to High Density Mixed” for the area shown on the attached maps by vote of 6-0.

Documents:

[PL-23-091 BOARD PACKET.PDF](#)

8.II. PL-23-088 - REZONING REQUEST – 725 LEESVILLE ROAD & 73 BUD DRIVE

This request is to rezone 2.239 +/- acres from Business - General Commercial to Residential - Multi Family in order to construct duplexes. The property is located at 725 Leesville Road and 73 Bud Drive, Lynchburg, VA, and in the Spring Hill Election District. As per the Comprehensive plan the property is located in an area designated as urban development area commercial,

proposed to be designated as medium to high density mixed. Staff report is attached.

The applicant is seeking to rezone the parcel to Residential - Multi Family in order to construct duplexes. The concept plan shows a development of 13 duplexes and associated parking. The entrance to the development would be from Leesville Road, in the City of Lynchburg. The PEC met on May 9, 2023 to discuss the plan. Comments from that meeting are included in this packet. The concept plan was revised after the PEC meeting to address comments from the meeting and the revised plan is included in the packet. The request is not proffered, so the concept plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing good zoning practice.

Documents:

[PL-23-088 BOARD PACKET.PDF](#)

8.III. PL-23-087 REZONING REQUEST – 410 ENGLISH COMMONS DRIVE

This request is to rezone 1.980 +/- acres from Industrial - General, Conditional to Residential - Multi Family in order to construct additional apartment buildings. The property is located at 410 English Commons Drive, Lynchburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is attached.

The applicant is seeking to rezone the parcel to Residential - Single Family in order to construct additional apartment buildings. Most of this parcel was rezoned to Residential - Multi Family, Conditional on October 1, 2019 to allow for the apartment complex currently under construction. A site plan was approved for nine (9) apartment buildings in the current phase on March 15, 2021. The subject area to be rezoned was purchased and added to the existing development's property in June 2021. The concept plan shows an expansion of one of the previously approved buildings and an additional apartment building in the area to be rezoned. The PEC met on May 9, 2023 to discuss the plan. Comments from that meeting are included in the packet. The concept plan was revised after the PEC meeting to address comments from the meeting and the revised plan is included in the packet. The request is not proffered, so the concept plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing good zoning practice.

Documents:

8.IV. PL-23-089 SPECIAL USE PERMIT REQUEST – 211 BRIDGE TREE COURT

This request is from Jamie Trent for a special use permit to use an existing single-family dwelling as a rooming house on property zoned Residential - Single Family. The property is located at 211 Bridge Tree Court, and in the Sunburst Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is attached.

The applicant is the owner of the property and wishes to rent out a portion of the existing single-family dwelling for overnight guests using a platform such as Airbnb. The parents of the applicant have resided in the basement of the dwelling for the past 11 years, but will be moving to an assisted living facility.

The basement includes a living area, kitchen, bathroom, and one bedroom.

There is a separate entrance and off-street parking provided for guests at the basement entrance. This is the primary residence of the owner.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with this request by vote of 6-0 citing good zoning practice.

Documents:

8.V. PL-23-092 REZONING REQUEST – 2612 & 2624 SUNNYMEADE ROAD

This request is to rezone 1.490 +/- acres from Agricultural to Residential - Multi Family in order to construct duplexes. The property is located at 2612 & 2624 Sunnymeade Road, Rustburg, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is attached.

The applicant is seeking to rezone the parcel to Residential - Multi Family in order to construct duplexes. The concept plan shows a development of three (3) duplexes on individual parcels with associated parking. The units would be two (2) bedrooms units for rent to the general public. Each duplex would be served by a private well and septic system. The request is not proffered, so the concept plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing good zoning practice.

Documents:

8.VI. PL-23-093 SPECIAL USE PERMIT REQUEST – 48 OAK STREET

This request is from Thomas Brooks, Sr., agent for Elite of Virginia LLC, for a special use permit to operate a private school and preschool on property zoned Residential - Single Family. The property is located at 48 Oak Street, and in the Brookneal Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed. Staff report is attached.

The applicant is seeking to operate a private school and preschool on the property. The property is the former location of Faith Baptist Church. Winfall Baptist Church is the contract purchaser of the property, and is seeking to operate a Christian school for grades K-12, in addition to a preschool. The former church building would be renovated for the school. There would be a new parking lot created and a new tot lot. There is also a portion of the property for a future recreation area for the upper grades.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative and shown on the site plan submitted with this request by vote of 5-0 (Monroe abstained) citing convenience and good zoning practice.

Documents:

[PL-23-093 BOARD PACKET.PDF](#)

8.VII. PUBLIC HEARING – BEDFORD SPRINGS PRECINCT POLLING PLACE RELOCATION
F.E. “Tripp” Isehour, III, County Attorney

For the past several years, Moose Lodge 1727 has been used as a polling location for the Bedford Springs Precinct in the Sunburst Election District.

The Moose Lodge has informed the Registrar that the County may no longer use the Moose Lodge as its polling location. The Registrar has identified the Timbrook Library, located at 18891 Leesville Road, Lynchburg, VA 24501, as an acceptable alternative location for voting. The Library is slightly outside the Bedford Springs Precinct, but is within the one-mile tolerance allowed by § 24.2-310(A). The new location at the Library is less than two miles from the present location at the Moose Lodge.

In order to permanently relocate the precincts from Moose Lodge 1727 to the Timbrook Library the Board must first conduct a public hearing on the matter. Normal practice would be to request the Board’s permission to advertise the public hearing on such as change prior to scheduling the same.

However, due to 2021 changes to the Code of Virginia, the County is now required to request preclearance with the Virginia Office of the Attorney General prior to enforcing any precinct moves. In order to start the process with the Office of the Attorney General in sufficient time to allow the precinct

move to be in effect for November voting, County Staff thought it prudent to seek Board action at the earliest possible date. Assuming the Board decides to move the precinct location following the public hearing, the County Attorney will immediately request preclearance from the Office of the Attorney General in order that all voters may be notified of the change well in advance of November voting.

RECOMMENDATION: Staff recommends the Board conduct the public hearing for the purpose of receiving citizen comment on the proposed polling place relocation.

Documents:

[BEDFORD SPRINGS PRECINCT MOVE PUBLIC HEARING MEMO.PDF](#)
[POLLING PLACE AD.PDF](#)

8.VIII. PUBLIC HEARING – PPEA PROPOSALS FOR BROOKVILLE HIGH SCHOOL RENOVATION

On May 2, 2023, the Board authorized the acceptance for consideration of an unsolicited proposal from English Construction, Inc. to renovate Brookville High School, made under the Public Private Education Facilities and Infrastructure Act (PPEA). The acceptance of the unsolicited proposal for consideration required that the County publish a request for additional proposals for the same scope of work. Two additional proposals were received from Blair Construction, Inc. and Jamerson-Lewis Construction, Inc. Copies of all three proposals were provided to the Board for review.

PPEA requires, under § 56-575.17(B) of the Virginia Code, the holding of a public hearing on the proposals during the proposal review process. All proposals are posted (without their confidential information) on our website and paper copies have been available in the County Administrator's office. This is an opportunity for citizens to provide their thoughts and opinions on any single proposal, the proposals as a whole, or any plans for the school. This public hearing was advertised for tonight, and the advertisement that appeared in the News & Advance is attached.

RECOMMENDATION: Staff recommends that the Board hold the required public hearing on the proposals and accept public comment. No action is required.

Documents:

[PPEA BROOKVILLE PROPOSALS.PDF](#)
[PUBLIC NOTICE FOR PPEA BROOKVILLE HIGH.PDF](#)

9. AGENCY MINUTES AND REPORTS

Documents:

PLANNING COMMISSION - MAY 2023.PDF
ROBERT E LEE SOIL AND WATER CONSERVATION DISTRICT - APRIL
2023.PDF
ROBERT E LEE SOIL AND WATER CONSERVATION DISTRICT - MAY
2023.PDF
SOCIAL SERVICES BOARD - MAY 2023.PDF

10. INFORMATIONAL ITEMS

Documents:

NEW EMPLOYEE REPORT - JUNE 2023.PDF
EXPENDITURE REVENUE SUMMARY - MAY 2023.PDF
SCHOOL APPROPRIATION REQUESTS - JULY 2023.PDF
PLANNING COMMISSION ANNUAL REPORT - JUNE 2023.PDF
MIXED-USE ZONING - JUNE 2023.PDF

11. BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 6/27/2023

Tuesday, July 18th

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, August 1st

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, August 8th

5:30 PM - EMSAC/FAC - Citizen Services Building Conference Room

Tuesday, August 15th

6:00 PM - Broadband Authority

Tuesday, September 5th

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, September 19th

6:00 PM - Board Work Session - Joint Meeting with CCUSA

Tuesday, December 19th

11:00 AM - Swearing-in Ceremony (Campbell County Circuit Court)

Documents:

[BOARD CALENDAR.PDF](#)

campbellcounty.gov

Residents having any questions or comments regarding any of the above agenda items may click [here](#) to provide the Board of Supervisors your feedback.