

Campbell County Board of Supervisors

AGENDA - September 5, 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. SPECIAL RECOGNITION

JUDGE JOHNSTON HIGHWAY DEDICATION

At the February 7, 2023 regular meeting, the Board of Supervisors adopted a resolution to request the Commonwealth Transportation Board and the Virginia Department of Transportation to formally name a section of Route 501 from South Lynchburg City Limits to the east Route 24 intersection for a total of 7.96 miles the Judge J. Samuel Johnston, Jr. Memorial Highway in recognition of Judge Johnston's faithfulness and dedication to the citizens of Campbell County.

On March 29, 2023 the Commonwealth Transportation Board, on a motion offered by Bert Dodson, adopted a resolution naming the section of U. S. Route 501, Campbell Highway, from the South Lynchburg City Limits to the east intersection of State Route 24, Campbell County, as the "Judge J. Samuel Johnston, Jr., Memorial Highway."

RECOMMENDATION: At the September 5, 2023 Board of Supervisors

meeting we will join with Judge Johnston's family and colleagues to officially dedicate this section of roadway and remember not only Judge Johnston's contributions to Campbell County, but also to remember the many people he friended along the way with his humor and love of the people of this area. Following the dedication, VDOT will erect the signs on either end of Route 501.

Documents:

[JUDGE JOHNSTON ROAD DEDICATION.PDF](#)
[JUDGE JOHNSTON ROAD NAMING RESOLUTION.PDF](#)

2. APPROVAL OF MINUTES

Documents:

[WORK SESSION WITH PLANNING COMMISSION - MAY 16 2023.PDF](#)
[REGULAR MEETING - JULY 18,2023.PDF](#)

3. APPEARANCES

3.I. PUBLIC COMMENT PERIOD

The Campbell County Board of Supervisors provides the opportunity for general public comment at a public meeting at least once per quarter, pursuant to Virginia Code Section 15.2-1416. At this time, the Board invites any citizen who would like to address the Board to come forward and speak on any topic of concern. Speakers are asked to limit their remarks to no more than three (3) minutes.

4. ADMINISTRATOR'S ITEMS

[Frank J. Rogers, County Administrator](#)

4.I. CARRYOVER REQUESTS FY2023 TO FY2024 & ENCUMBRANCES

At the end of each budget year, Departments and agencies submit requests to carryover funds into the next budget year. These requests reflect funds that were previously budgeted in Fiscal Year 2023 but for a variety of reasons were unspent prior to June 30th. This year's net carryover requests from the General Fund totaled \$978,468.29. Significant carryover requests include \$279,013.72 for Other Professional Services in Real Estate, which represents monies to be used in the general reassessment, and \$191,574.73 for Maintenance Contracts - Communications Equipment in Public Safety to be used for the ongoing integration of the Regional Radio System.

In the Capital Improvement Plan (CIP), carryover requests total \$2,871,652.40.

It is important to remember that the Capital Improvement Plan is a five-year plan and funds within each year of the plan are oftentimes budgeted in anticipation of accruing over the five-year period to fully fund projects and needs.

Requested carryovers in the Solid Waste Fund total \$306,350.71. Additional

funds may be recommended for transfer to the Solid Waste Fund from year-end balances to offset the on-going shortfall resulting from the Region 2000 Services Authority default on the County's annual payments. These recommendations will come before the Board after final, audited numbers are confirmed.

The School Construction Fund and Revenue Sharing Road Project Fund have carryovers in the amount of \$929,840.97 and \$2,747,040.13 respectively.

RECOMMENDATION: Staff recommends that the Board approve the carryover and encumbrance requests in the County Funds along with encumbrances for the Schools. Individual expenditure line information for County funds is attached for County carryovers.

Documents:

[FYE23 CARRYOVER REQUESTS MEMO.PDF](#)
[FY 23 CARRYOVER REQUESTS.PDF](#)

4.II. ELITE RECYCLING INCENTIVES

[Nina R. Rezai, Director of Economic Development](#)

Elite Recycling acquired the property on Puckett Road, formerly known as the Dan River Site, to expand their recycling operations. One of their current growth initiatives centers on single stream recycling and the facility to sort materials within. Over the last 18 months, Elite Recycling has been renovating 40,000 square feet of the old facility to accommodate a space to sort recyclable materials (newspaper, cardboard, aluminum, etc.) as they are collected in a single container. The construction of the new facility is coming to a close, and equipment is ready to be put in place to begin this operation.

The installation of this new recycling facility brings capital investment in machinery and tools and creates new jobs that are eligible for business incentives based on the Campbell County Incentive policy. Elite Recycling qualifies for \$32,000 in business incentives. That will be distributed over four years.

RECOMMENDATION: Staff recommends the Board of Supervisors' public approval of the incentives from the unassigned general fund balance to Elite Recycling for up to \$32,000 in business incentives and authorizes the County Administrator to sign all necessary documents to complete the transaction.

Documents:

[ELITE RECYCLING INCENTIVES.PDF](#)

4.III. USE OF SOCIAL SERVICES PARKING LOT

Frank J. Rogers, County Administrator

On August 3, 1998, the Board of Supervisors approved the use of the County parking lot between the Social Services Building and Route 501 for a Community Farmers Market for the sale of home grown produce, baked goods, food products or other horticultural products. Based on this policy, a Farmers Market was approved in the parking lot beginning April 20, 2023 through September 28, 2023.

From time to time the County has received other requests to use the Social Services Parking Lot for food trucks and other events. More recently we have received requests to use the parking lot for Fall Festival/trunk or treat type of events. Other than the Farmers Market, the parking lot has primarily been used for County-sponsored events.

RECOMMENDATION: Staff would welcome a discussion on current and future uses of the parking lot to guide staff on the best uses for the Social Services Parking Lot.

Documents:

[USE OF SOCIAL SERVICES PARKING LOT.PDF](#)
[MINUTES FROM AUGUST 3 1998 MEETING.PDF](#)

4.IV. HIGHWAY MATTERS

Clifton M. Tweedy, Deputy County Administrator

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- 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.

Documents:

[HIGHWAY MATTERS.PDF](#)

5. CONSENT AGENDA

5.I. APPROPRIATIONS

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

Documents:

[APPROPRIATIONS.DOCX](#)

5.II. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$26,875.64 from the County Attorney for services provided from July 19, 2023 through August 22, 2023.

Services

General Representation: \$6,940.00

Real Estate Tax Collection: \$5,880.00

Personal Property Tax Collection: \$1,780.00

Miscellaneous Matters: \$2,160.00

Expenses Paid

General Representation: \$1,786.80

Real Estate Tax Collection: \$4,018.90

Personal Property Tax Collection: \$109.34

Miscellaneous Matters: \$4,200.60

Documents:

[COUNTY ATTORNEY INVOICE.PDF](#)

5.III. BEE CITY COMMUNITY RESOLUTION

In 2014 the Bee City USA organization formed to act locally about a global issue.

The Bee City USA organization provides a framework for communities to come together to conserve native pollinators by providing them with healthy habitats. The organization is an initiative of the Xerces Society for Invertebrate Conservation. The organization requires affiliate localities to identify a committee to oversee compliance, dedicate public areas to pollinator plantings, and offer educational programming to the community on the importance of pollinators.

Upon review of the program, staff identified that many of the requirements to be recognized as a Bee City Community are already underway in Campbell County and would like to submit an application to become an affiliate locality of the Bee City Community organization. Upon acceptance, Campbell County will join 193 other Bee City USA affiliates represented in 46 states of the United States.

Documents:

[BEE CITY COMMUNITY MEMO.PDF](#)

[BEE CITY COMMUNITY RESOLUTION.PDF](#)

5.IV. **RECOMMENDATIONS: Staff Recommends The Board:**

- a. **Approve the appropriations as presented;**

- b. **Approve the County Attorney invoice of \$26,875.64;**
- c. **Approve the resolution and authorize staff to proceed with an application to become a Bee City USA locality.**

6. APPOINTMENTS

Attached for your review is a list of appointments.

Documents:

[APPOINTMENTS.PDF](#)

7. MATTERS FROM THE BOARD

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

Documents:

[MATTERS FROM THE BOARD.PDF](#)

8. CLOSED MEETING

a. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to discuss legal matters related to a public nuisance.

b. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session to discuss a prospective existing business or industry expansion, in accordance with Section §2.2-3711 (A)(5) of the Code of Virginia of 1950, as amended.

9. 7:00 P.M. PUBLIC HEARINGS

Paul E. Harvey, Director of Community Development/Assistant County Administrator

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

Documents:

[PUBLIC HEARING AD.PDF](#)

9.I. PL-23-128 REZONING & SPECIAL USE PERMIT REQUEST – 189, 197, & 205 GREYSTONE DRIVE

This request is to rezone 4.887 +/- acres from Business - General Commercial to Industrial - Heavy, with a concurrent special use permit to allow for construction of a transfer facility. The properties are located at 189, 197, and 205 Greystone Drive, Lynchburg, VA, and in the Spring Hill Election District.

As per the Comprehensive plan the property is located in an area designated as medium to high density residential and medium to high

density commercial. Small pockets of commercial development are appropriate in areas designated medium to high density residential. This parcel is in an area currently zoned Business - General Commercial and adjacent to Industrial - General, Conditional zoning. Therefore, this request is generally consistent with the Comprehensive Plan. Staff report is attached.

The applicant is seeking to rezone the parcel to Industrial - Heavy with a concurrent special use permit to allow for construction of a transfer facility.

There is an existing garage and two existing dwellings on the property. The applicant is proposing to construct a new 11,000 square foot building behind the existing garage. The new building will be used as a transfer site for paper, plastics, and cardboard. A buffer will need to be installed or maintained along adjoining parcels zoned Business - General Commercial. The PEC met on July 6, 2023 to discuss the plan. Comments from that meeting are included in the packet.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant conducts business in general conformance with the use described in the narrative and shown on the site plan submitted with the request, and a further condition of a weekly inspection of the property for cleanliness by vote of 5-1 (Monroe abstained) citing good zoning practice.

Documents:

[PL-23-128 BOARD PACKET.PDF](#)

9.II. PL-23-129 SPECIAL USE PERMIT REQUEST – 957 RED HOUSE ROAD

This request is from Scott Gunn for a special use permit to operate an automobile sales business on property zoned Agricultural. The property is located at 957 Red House Road, Rustburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as transitional. Staff report is attached.

The owner is seeking to use the property for automobile sales. The owner repairs or restores mostly antique cars and trucks. He would like to operate a small automobile dealership on the property. The intent is to have five (5) or six (6) vehicles displayed for sale on the property that the owner has repaired or restored himself. There would be an office space in an existing personal garage on the property.

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 sketch submitted with the request, and a further condition not to exceed 10 cars displayed for sale at any time by vote of 7-0 citing good zoning practice.

Documents:

[PL-23-129 BOARD PACKET.PDF](#)

10. AGENCY MINUTES AND REPORTS

Documents:

[LIBRARY BOARD - APRIL 2023.PDF](#)

[LIBRARY BOARD - MAY 2023.PDF](#)

[LIBRARY BOARD - JUNE 2023.PDF](#)

[PLANNING COMMISSION - JUNE 2023.PDF](#)

[ROBERT E LEE SOIL AND WATER CONSERVATION DISTRICT - JUNE 2023.PDF](#)

[SOCIAL SERVICES BOARD - JULY 2023.PDF](#)

11. INFORMATIONAL ITEMS

Documents:

[NEW EMPLOYEE REPORT - AUGUST 2023.PDF](#)

[EXPENDITURE REVENUE SUMMARY - JUNE 2023.PDF](#)

[ECONOMIC DEVELOPMENT ANNUAL REPORT.PDF](#)

12. BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 8/25/2023

Tuesday, September 5th

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, September 19th

6:00 PM - Board Work Session

Tuesday, October 3rd

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, October 17th

6:00 PM - Broadband Authority

Tuesday, December 19th

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

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.