

ADMINISTRATOR'S REPORT

March 2, 2006

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell 3/2/2006*

RE: Board Meeting Monday, March 6, 2006

4:00 p.m. [EMSAC Committee](#) (Gunter, Puckett)

5:00 p.m. [CED Committee](#) (Boyer, Carter)

5:00 p.m. [Public Safety Committee](#) (Gunter, Puckett)

7:00 p.m. Call to Order, Invocation by Supervisor Rosser

APPROVAL OF MINUTES

1. Approval of Minutes - [February 6, 2006](#)

PUBLIC HEARINGS

Paul Harvey – Director, Community Development

2. [PUBLIC HEARING – REQUEST BY REGGIE RUSSELL – FOR REZONING AND CONCURRENT SPECIAL USE PERMIT – TO CONSTRUCT AND OPERATE A RETAIL SHOPPING CENTER](#)

06-00939 Request by Reggie Russell, Owner of one parcel and Contract Purchaser of a second parcel currently owned by Dolly Casadidio to rezone .94 +/- acres from R-1, Residential to B-GC, Business-General Commercial with a concurrent request for a special use permit for 2.44 +/- acres total to construct and operate a retail shopping center. The properties are located at 3714 Waterlick Road and 70 Smith Road, Forest, VA.

Recommendation: The project is generally consistent with the Comprehensive Plan. The Planning Commission voted 5-0 to recommend approval citing good zoning practice and further recommended conditions on the special use permit to require a minimum double row of evergreen trees as a buffer between commercial and residential properties, and that the property is developed in substantial compliance with the site plan dated 12/30/2005.

3. [PUBLIC HEARING – REQUEST BY RUSSELL NIXON – OBTAIN SPECIAL USE](#)

PERMIT TO HOLD OUTDOOR WEDDINGS AND RECEPTIONS

06-00943 Request by Russell E. Nixon with Nixon Land Surveying, LLC, Agent for Andrew A. & Andrea M. Bruce, Contract Purchasers of property currently owned by Nathan L. Helms to obtain a special use permit to hold outdoor weddings and receptions. Property is located on the east side of Campbell Highway (Route 501), approximately 2/10ths of a mile south of its intersection with Suburban Road (Route 680).

Recommendation: The Comprehensive Plan does not directly address the use proposed for this property. Meade Lake is approximately one mile from the subject property and offers their facilities to the public for weddings and receptions. The Planning Commission voted 4-0, with one abstention, to recommend approval of the request citing good zoning practice. The Commission also recommended conditions on the special use permit to include VDOT approval of the entrance before any events are held on site, and that the site is developed in substantial compliance with the plan dated 12/10/2005.

Calvin Massie – Commissioner of Revenue

4. PUBLIC HEARING – PPTRA ORDINANCE – CODE UPDATE

A public hearing is scheduled to provide a procedure for implementing changes to the Personal Property Tax Relief Act (PPTRA) effected by legislation adopted during the 2004 Special Session I and the 2005 Regular Session of the General Assembly of Virginia. The proposed ordinance establishes a mechanism to distribute PPTRA funds received from the state in a proportionate manner based on the value of eligible vehicles in the County. These changes and the proposed ordinance are required due to the changes made by the General Assembly. There were several approaches the County could take in applying this tax relief; however, the proportionate distribution method is the most straightforward and most equitable to the taxpayer.

Recommendation: Staff recommends the Board conduct the required public hearing and after hearing any comments adopt the PPTRA ordinance as appropriate.

APPEARANCES

J. Michael Davidson – Director, Economic Development

5. REGIONAL AIR SERVICE REQUEST (15 minutes)

Rex Hammond, the President and CEO of the Lynchburg Regional Chamber of Commerce would like to discuss the Chamber's request for funding for enhanced air service from Lynchburg to Dulles in more detail and be available to answer any questions the Board may have. This service will be important in economic development initiatives currently under way by the state to grow government and government contractors out of the Northern Virginia area into other less populated parts of the state.

Recommendation: Staff recommends that the Board of Supervisors approve a one-time payment of \$12,956 to be included in the FY 2007 annual budget for incentives for regional air service needs related to Colgan Air, and staff further recommends the Board of Supervisors approve ongoing support of air service activities through funding provided during the FY2008 budget process.

ADMINISTRATOR'S ITEMS

Ron Reynolds – Director, Recreation

6. [ALTAVISTA/BROOKNEAL BLUEWAY MASTER PLAN](#) (5 minutes)

The Region 2000 Greenways and Blueways Plan is a long range plan to protect natural resources, promote alternate transportation, increase connections to cultural, historical and natural amenities, and increase quality of life for the Region 2000 area. The Altavista – Brookneal Blueway Master Plan will serve as a Phase I activity from the Region 2000 Greenways and Blueways Plan and will serve as an alternate transportation corridor and will provide safe pedestrian access along the Staunton River. Since the purchase of English Park in Altavista, new funding opportunities have been identified. There are currently grants available for planning as well as for construction of riverside walking trails. This would create a walking trail in conjunction with this Blueway corridor from the English Park to Brookneal. The Local Government Council will develop the master plan, coordinate all meetings, write reports and will provide firms to design all the hard scope needed and set in motion applications for further construction. It is estimated that the County's funding of the plan would not exceed \$4,000 and be paid from funds available in the English Park construction funding. This is keeping with the County's Comprehensive Plan, the Blueway/Greenway Plan and the Virginia Outdoor Plan.

Recommendation: The Human Services Committee and staff recommend the Board approve the enclosed resolution and support using the \$4,000 as matching funds for a Rural Transportation Planning Grant.

7. [RECREATION ORGANIZATIONAL CHART](#) (5 minutes)

Personnel changes have occurred within the Recreation Department with the retirement of the Assistant Director. Another significant change will occur as Ron Reynolds, Director, retires upon the completion of the park master planning. Following the outline of the Recreation Department Strategic Plan, which was previously adopted by the Board, a new organizational chart has been created for the department to effectively deal with these changes. This organizational chart is similar in concept to the one we are currently using in Information Technology and includes no new positions for FY 2006. There are two future positions included that the Board will need to discuss as the budget development occurs for the noted fiscal year. A copy of the [chart](#) is attached.

Recommendation: The Human Services Committee and staff recommend the Board of Supervisors approve the organizational chart as presented.

R. David Laurrell – County Administrator

8. [FY 2007 – FY 2011 CAPITAL IMPROVEMENT PLAN](#) (10 minutes)

The draft FY 2007 – FY 2011 Capital Improvement Plan is ready for distribution to the Board. The plan will be briefly reviewed and additional time for discussion will be scheduled on the March 20th meeting agenda. Please find attached three documents: 1) [Department requested CIP](#); 2) [Administrator's recommended CIP](#); 3) [Draft debt service schedule](#).

Recommendation: Following review staff would appreciate any preliminary input from the Board. As mentioned above, this item will be back on the Board's agenda for March 20th for a final review.

9. [PERMISSION TO ADVERTISE – COYOTE BOUNTY ORDINANCE](#) (5 minutes)

At the Board's regular February 6th meeting staff was directed to develop a draft coyote bounty ordinance for the Board's consideration. Staff researched several other localities approaches to obtain information on a coyote bounty ordinance. Attached is the draft ordinance as well as a copy of the proposed bounty reimbursement application. The provisions of the ordinance allow for a fund of up to \$5,000 be set aside annually to pay a \$50 bounty on coyote carcasses presented for certification at the Campbell County Animal Shelter.

Recommendation: Following the Board's review and amendment of the draft ordinance staff recommends that if the Board desires to pursue this avenue to authorize staff to advertise the proposed amendments along with the regular spring code update.

10. *FINANCE AND BUDGET CONSENT AGENDA*

- a) [APPROPRIATIONS](#) - Attached are appropriation adjustments for your approval;
- b) [COUNTY ATTORNEY INVOICES](#) – Two invoices have been received for legal services rendered in the amount of \$7,734.75;
- c) [ON-CALL A&E CONTRACT](#) - For the past three years Wiley & Wilson has provided general Architectural and Engineering serviced on an on-call basis for Campbell County. This contract expired at the end of 2005. Therefore, Requests For Proposals were sent out to obtain a new contract for the next year with an option to renew for two additional years. Six firms submitted proposals to provide on-call engineering services. They were short listed to three firms with the assistance of the Public Works Committee and Mike Davidson. The three firms short listed were Dewberry, Hurt & Proffitt and Wiley & Wilson;
- d) [SCHOOL BUS PURCHASES](#) - During February of each of the last five years the School Board has requested and the Board of Supervisors has authorized an intention to issue a purchase order for school buses for the following school year (SY2006-2007). A request has been received to allow the School

Division to bid for seven new school buses in accordance with the approved bus replacement cycle. The estimated cost of the buses is \$468,000. Please see the attached letter from the schools as well as a copy of the draft minutes of the February 9th School Board meeting.

Recommendation: Approve items a – d.

- a) Approve the appropriations;**
- b) Approve the County Attorney Invoices in the amount of \$7,734.75;**
- c) Based on the information provided and the work of the Committee give approval of Dewberry as the top ranked firm and authorize staff to negotiate and execute the contract for on-call general engineering services after approval by the County Attorney**
- d) Authorize intention to issue purchase order for buses as noted from the 2006/2007 budget, subject to final budget appropriation from the Board of Supervisors in a sum sufficient to purchase.**

MATTERS FROM THE BOARD

11. MATTERS FROM THE BOARD

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

The County Administrator would like to update the Board on the most recent conversations with the Planning Commission regarding the US 29 Corridor Overlay. The Planning Commission discussed this matter further at their regular February 27th meeting and no longer feels a need for a joint workshop with the Board of Supervisors on March 20th. The questions the Planning Commission had were answered. The Planning Commission voted 7-0 to recommend approval of the overlay district by the Board, with the understanding that they would like to review the effectiveness of the overlay district in the next one to three years to see if additional components of the overlay should be considered. Staff would like to know if the Board still desires to have a workshop following the March 20th meeting for a briefing to the Board, a joint meeting with the Planning Commission, or whether that workshop should be cancelled.

INFORMATION ITEMS

- 12. COUNTY ATTORNEY REPORT ON DELINQUENT TAXES
[Attachment #12](#)
- 13. COUNTY ATTORNEY REPORT ON PUBLIC NUISANCES
[Attachment #13](#)
- 14. COUNTY ATTORNEY REPORT ON TAXES COLLECTED
[Attachment #14](#)
- 15. COUNTY ATTORNEY REPORT ON ZONING VIOLATIONS
[Attachment #15](#)

16. INVITATION TO RSVP & TRIAD EVENT – “*VOLUNTEERING & SENIOR SAFETY ARE IN FASHION*”
[Attachment #16](#)
17. STAFF APPROVED APPROPRIATIONS
[Attachment #17](#)
18. LETTER FROM TIMBERLAKE WATERSHED IMPROVEMENT DISTRICT TO BRAXTON PARK, LLC
[Attachment #18](#)

AGENCY MINUTES AND REPORTS

19. [Brookneal/Campbell County Airport Authority](#), January 19, 2006
20. [Brookneal/Campbell County Airport Authority](#), February 9, 2006
21. [Building Inspections report](#), January 2006
22. [CED](#), January 3, 2006
23. [Economic Development Commission](#), August 18, 2005
24. [Economic Development Commission](#), October 20, 2005
25. [IDA](#), September 12, 2005
26. [IDA](#), November 21, 2005
27. [Library Board](#), January 17, 2006
28. [School Board](#), February 9, 2006
29. [Social Services Board](#), January 18, 2006
30. [Soil Conservation](#), January 26, 2006

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