

ADMINISTRATOR REPORT
March 27, 2019

TO: Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: April 2, 2019 Board of Supervisors Meeting

5:00 PM - Broadband Authority Meeting
6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

1. **APPROVAL OF MINUTES**

[February 19, 2019](#) Work Session Minutes
[March 5, 2019](#) Broadband Authority Minutes
[March 5, 2019](#) Regular Session Minutes

2. **APPEARANCES** - None

3. **ADMINISTRATOR'S ITEMS**

Tracy Fairchild, Director of Public Safety

a. **COUNTY EMERGENCY RADIO SYSTEM STATUS REPORT**

Tracy Fairchild would like to speak to the Board on the status of the County's current Emergency Radio System. Her report includes a review of the Emergency Radio System's history, current operations, and strategies the Board may want to begin considering as the current system ages and replacement parts become more difficult and expensive to find.

Recommendation: No Board action is needed at this time. Staff has prepared this material to inform the Board regarding an impending need for guidance and resources. Staff welcomes any questions the Board may have.

Clifton M. Tweedy, Deputy County Administrator

b. **HIGHWAY MATTERS**

- i. Status of Outstanding Highway Matters: [See agenda](#)
- ii. Highway Matters Action Items: [Simons Run](#)
Attachments: [Preliminary Plat](#)
[Construction Award Spreadsheet](#)
- 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.

4. **CONSENT AGENDA**

a. **APPROPRIATIONS**

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

b. **COUNTY ATTORNEY INVOICE**

Attached is an [invoice for \\$18,384.53 from the County Attorney](#) for services provided from February 20, 2019 to March 19, 2019.

Services

General Representation:	\$ 3,515.00
Real Estate Tax Collection:	\$ 8,734.50
Personal Property Tax Collection:	\$ 1,665.00
Miscellaneous Matters:	\$ 259.00
Underpayment of Feb. Inv:	\$ 343.79

Expenses Paid

Real Estate Tax Collection:	\$ 3,452.00
General Representation:	\$.00
Personal Property Tax Collection:	\$ 385.24
Miscellaneous Matters:	\$ 30.00

RECOMMENDATIONS: Staff recommends the Board:

- a. **Approve the appropriations as presented; and**
- b. **Approve the County Attorney invoice of \$ 18,384.53.**

5. **APPOINTMENTS**

Attached for your review is a [list of appointments](#).

6. **MATTERS FROM THE BOARD**

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

7. **CLOSED MEETING**

Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session](#) in accordance with:

Section 2.2-3711(A)(29) of the Code of Virginia to discuss information subject to the exclusion in subdivision 11 of Section 2.2-3705.6, and

Section 2.2-3711(A)(3) of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property.

8. **PUBLIC HEARINGS**

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. [SPECIAL USE PERMIT REQUEST - 91 BROWNS DRIVE](#)

#PL-19-14 - This request is from Stephen Young for a special use permit to add an additional dwelling unit to an existing single-family dwelling for use by an immediate family member at 91 Browns Drive, Lynchburg, VA 24502. The addition would consist of a living room, den, kitchen, bedroom, ADA bathroom, closet with laundry, and a one-car garage. The addition would meet setbacks for the Residential – Single Family zoning district. [Staff Report Attached.](#)

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition recommended by staff by vote of 7-0 citing good zoning practice.

b. [REZONING AND SPECIAL USE PERMIT REQUEST - 2595 ENGLISH TAVERN ROAD](#)

#PL-19-16 - The applicant, Laura Kinzer, is requesting to rezone 1.653 acres of the property from Business – General Commercial, Conditional to Business – General Commercial in order to remove existing proffers. The removal of the proffers will allow for a concurrent special use permit to operate a cosmetology trade school. The current proffers on the property were established in 1986 and limit the uses of the property, which does not include the use of a school. The applicant states that the school would employ seven individuals at first and a projected student body of eight – ten students starting every 8 weeks for a course duration of 50 weeks. The hours of operation would be 9 a.m. – 3:30 p.m. Monday thru Friday. The school would expand into the entire building within three years with potential for up to 15 employees.

RECOMMENDATION: This request is generally consistent with the Comprehensive Plan given that there are mixed uses in the area, the property has been zoned for businesses since 1986, and medium to high density residential allows for small pockets of commercial development in some cases. The Planning Commission recommended approval of this request with the condition recommended by staff by vote of 7-0 citing good zoning practice.

9. **AGENCY MINUTES AND REPORTS**

- a. [Department of Social Services Board](#) February 21, 2019
- b. [Library Board of Trustees](#) February 18, 2019
- c. [Planning Commission](#) January 28, 2019
- d. [Robert E Lee Soil & Water Conservation District](#) January 19, 2019

10. **INFORMATIONAL ITEMS**

- a. [Business Appreciation Month – Save the Date](#) April 2, 2019
- b. [General Reassessment Concluded 2019](#) March 2, 2019
- c. [Library News – “Your Library at a Glance”](#) March 2019
- d. [Revenue – Expenditure Summary](#) March 2019
- e. [Treasurer Report](#) February 2019
- f. [Unassigned Cash Balance](#) February FY19

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 03/15/19

Tuesday, April 2nd –

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, April 9th –

- 6 PM - Budget work session (Multi-Use Room)

Thursday, April 11th –

- 6 PM - Budget work session (Multi-Use Room) **IF NEEDED**

Tuesday, April 16th –

- 6 PM - Board work session – topic TBD

Tuesday, May 7th –

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, May 14th –

- 6 PM - Final Budget Presentation & Adoption

Tuesday, May 14th –

- 5 PM – EMSAC – Public Safety Conference Room (Good, Moore)
- 6 PM – FAC

Monday, May 20th –

- 6:30 PM – Joint Committee Meeting – Campbell Co Technical Center – (Good, Gunter)

Tuesday, May 21st –

- 6 PM – Board work session – topic TBD

Tuesday, June 4th –

- 5 PM - Broadband Authority
- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, June 18th –

- 6 PM – Board work session – topic TBD

Tuesday, July 16th –

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, August 6th –

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, August 13th –

5 PM – EMSAC – Public Safety Conference Room (Good, Moore)

6 PM – FAC

Monday, August 19th –

6:30 PM – Joint Committee Meeting – Campbell Co Technical Center – (Good, Gunter)

Tuesday, August 20th –

6 PM – Board work session – topic TBD

Tuesday, September 3rd –

5 PM – Broadband Authority

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, September 17th –

6 PM – Board work session – topic TBD

Tuesday, December 17th – 11 a.m. Swearing-in Ceremony (Circuit Court)