

ADMINISTRATOR REPORT
October 31, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: November 7, 2019 Board of Supervisors Meeting

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

1. APPROVAL OF MINUTES

[WORK SESSION – SEPTEMBER 17, 2019](#)

[REGULAR MEETING – OCTOBER 1, 2019](#)

2. APPEARANCES

a. FRANK MERRYMAN

Mr. Merryman would like to express his concern regarding tractor trailer traffic on Wisecarver Road in Rustburg.

b. REGGIE BENNETT

Mr. Bennett would like to address the possibility of semi-annual billing for personal property and real estate taxes.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. [ADOPTION OF RESOLUTIONS](#)

Patrick Tweedy has been a long time member of the Campbell County Planning Commission and has served the Planning Commission well for more than 31 years. While his term would end December 31, 2020, Mr. Tweedy has advised he would be stepping down at the end of 2019.

Richard Metz served on the Planning Commission since 2008 and on the Economic Development Commission since 2015. Due to his health, he had to step down from both commitments and passed away on Monday, October 14th. At the request of the Board, staff prepared resolutions to honor both [Mr. Tweedy](#) and [Mr. Metz](#). Those resolutions are attached.

RECOMMENDATION: Staff recommends the Board adopt the attached resolutions. Staff will schedule a time to present the resolutions to Mr. Tweedy and the family of Mr. Metz.

Kristin B. Wright, Staff Attorney

b. [PERMISSION TO ADVERTISE – CODE UPDATE](#)

Semi-annually the Board of Supervisors updates the Code of Campbell County with mandated changes that result from action of the General Assembly and discretionary changes that are initiated by either the Board or staff during the year.

Some of the proposed amendments to the County Code for the regular fall update are mandated changes to mirror state law changes that were effective July 1. Others are discretionary changes requested by staff or are minor amendments clarifying certain aspects of the Code. Staff will review the summaries for the semi-annual update at the Board meeting. The amended text for all chapters is available electronically with a paper copy available in the County Administrator's Office. The summary of all changes is attached to this memorandum.

RECOMMENDATION: Staff recommends that the Board approve the advertisement of a public hearing to update the Campbell County Code for the December 3, 2019 Board of Supervisors meeting.

c. [PROPOSED 2020 LEGISLATIVE AGENDA](#)

Each year staff presents the Board with a proposed list of legislative items for consideration. The adopted legislative priorities are forwarded to the Virginia Association of Counties for inclusion in the Association's annual statewide legislative priority list. Copies are sent to our area legislators and a meeting will be scheduled with them later this year to include the Board Chair, Vice-Chair, County Administrator and Deputy County Administrator to discuss the Board's priorities.

Attached is a [proposed legislative agenda](#) for your review. Staff anticipates discussion of the agenda and has scheduled a few minutes at the November 7, 2019 Board of Supervisors meeting to obtain Board input on whether there is continuing need for existing items and to take suggestions for other items not identified.

RECOMMENDATION: Staff would like to receive input from the Board as to what items should remain on or be added to the attached legislative agenda. Following the discussion and adoption, staff will finalize the agenda and forward the final list of proposed legislative items to VACo and area legislators.

Clifton M. Tweedy, Deputy County Administrator

d. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda
- 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.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

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

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$12,933.21 from the county attorney for services provided from September 18, 2019 through October 22, 2019.

Services

General Representation:	\$5,254.00
Real Estate Tax Collection:	\$2,528.50
Personal Property Tax Collection:	\$2,146.00
Miscellaneous Matters:	\$1,387.50

Expenses Paid

Real Estate Tax Collection:	\$1,400.81
Personal Property Tax Collection:	\$216.40

c. [APPOINTMENT OF BUILDING OFFICIAL](#)

The County Code establishes the position of Building Official and provides that the individual shall be appointed by the County Administrator with the approval of the Board of Supervisors. The position is available for appointment due to the resignation of Brandon Dillard.

Jonathan W. Pugh accepted the position of Building Official effective December 1st. Mr. Pugh has been serving as a Building Inspector/Property Maintenance Inspector/E&S Inspector with Amherst County for over four years. He also has experience in various private sector construction jobs, and he graduated from Central Virginia Community College with an A.A.S. degree in Technical Studies (Building Trades).

d. [LEASE EXTENSION – CAMPBELL COUNTY FSA OFFICE](#)

The Board may recall that space in the County's Ag Building on Kabler Lane is leased in part by the USDA. A short term lease extension was approved in May of 2018 to go until December 31, 2019. Recently the County received a proposed three (3) year lease agreement for continued use by the Farm Service Agency.

The [requested lease extension](#) will enable the facility to remain in use with its current tenants. The facility and services offered there are valuable resources to our local and regional agricultural community. The lease extension does not require any additional capital improvements to the building. However, we are making some improvements to the server room to meet current security requirements.

e. [ST. JUDE DREAM HOME BUILDING PERMIT FEE](#)

On October 22nd, a groundbreaking was held for the St. Jude Dream Home Giveaway. This year's home is being built in the Trent's Landing development, here in Campbell County.

The St. Jude Dream Home Giveaway is a fundraising effort for St. Jude Children's Research Hospital. The purpose is to build a home with as little to no cost as possible so that all money

raised from raffle tickets purchased to win the home will go towards making sure no patient will ever have to have a bill for medical treatments as well as travel and food expenses, and for the continued research in their fight against childhood cancer. Additional information is available at www.dreamhome.org. The developers have asked that the Building Permit fees be waived as a donation to the project. Because the County's permit fee schedule is codified in the County Code, Board authorization is required to waive the permit fee.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$12,933.21;**
- c. Approve the appointment of Jonathan Pugh as Building Official;**
- d. Authorize the execution of the three (3) year lease extension;**
- e. Authorize the donation of the building permit fee for the St. Jude Dream Home Giveaway project in Campbell County.**

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

- 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 consult with legal pertaining to possible or pending litigation related to the Region 2000 Services Authority.

7:00 P.M.

8. PUBLIC HEARINGS

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

Paul Harvey, Director of Community Development

- a. [REZONING REQUEST – NORTH SIDE OF COLONIAL HIGHWAY AND TO THE EAST OF CALOHAN ROAD](#)

#PL-19-135 - This request is to rezone 3.017 +/- acres from Agricultural to Residential – Single Family for use as a single family subdivision. The property is located on the north

side of Colonial Highway and to the east of Calohan 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 applicant is seeking to rezone the parcel to Residential – Single Family for use as a single-family subdivision. The concept plan shows a proposed four (4) building lots for single-family dwellings. The proposed lots would have frontage on Colonial Highway and meet the required minimum lot area and lot width. The request is not proffered, so the site plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

b. [REZONING REQUEST – CLARKS ROAD](#)

#PL-19-138 - This request is to rezone 2.181 +/- acres from Agricultural to Residential – Single Family for use as a single family subdivision. The property is located on Clarks Road, Rustburg, VA, and in the Spring Hill Election District. As per the Comprehensive plan the property is located in an area designated as transitional. [Staff report is attached.](#)

The applicant is seeking to rezone the 2.181 acres of the parcel to Residential – Single Family for use as a single-family subdivision. The concept plan shows a proposed two (2) building lots for single-family dwellings. The proposed lots would have frontage on Clarks Road and meet the required minimum lot area and lot width. The request is not proffered, so the site plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended denial of this request by vote of 5-0.

c. **WITHDRAWN BY REQUESTOR**
[SPECIAL USE PERMIT REQUEST – 101 ARROWHEAD DRIVE](#)

#PL-19-116 - This request is from Marc and Amy Corbett for a special use permit to use an existing single family dwelling to rent on a short-term basis as a tourist house on property zoned Residential – Single Family. The property is located at 101 Arrowhead Drive, Lynchburg, VA, 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 would like to rent out the existing single family dwelling on a short-term basis through services such as Airbnb and VRBO. The applicant would like to rent short-term to allow the opportunity to consistently maintain the house while welcoming guests to the area. The applicant states that the home has sufficient off-street parking. There are strict house rules concerning parties and noise, guests are screened both online and vetted by the applicant, and there is a video doorbell to monitor who is coming in and when.

RECOMMENDATION: The Planning Commission recommended denial of this request by a vote of 5-0.

d. [SPECIAL USE PERMIT REQUEST – 698 ORCHARD DRIVE](#)

#PL-19-125 - This request is from Henry Chiles, agent for Crown Orchard Company LLC, for a special use permit to use an existing single family dwelling to rent on a short-term basis as a rooming and tourist house on property zoned Agricultural. The property is located at 698 Orchard Drive, Rustburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as rural. [Staff report is attached.](#)

The applicant would like to rent out the existing Manor House at Lakewood Farm on a short-term basis through services such as Airbnb. A member of the partnership may live in the dwelling as well and manage it as a rooming house or an outside professional may be hired to manage it as a tourist house. The house has seven bedroom/bathroom suites and each room could house 1-2 guests who may also share the common areas of the house. A sign may be placed on Rocky Road to help travelers finds the property. Guests would not be allowed access to the rest of the farm past the Manor House.

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 5-0 citing good zoning practice.

e. [SPECIAL USE PERMIT REQUEST – GLADYS ROAD](#)

#PL-19-126 - This request is from Ken Niemann with Caden Energix Gladys LLC, agent for Plum Creek Timberlands LP, for a special use permit to construct a solar facility on property zoned Agricultural. The property is located on Gladys Road, Gladys, VA, and in the Brookneal Election District. As per the Comprehensive plan the property is located in an area designated as rural. [Staff report is attached.](#)

Caden Energix Gladys LLC proposed to construct, operate, and maintain a 60MW PV solar energy facility on approximately 660 acres of the property. The solar facility would contain approximately 181,600 photovoltaic (PV) solar panels and the amount of energy generated over the course of one year would be enough to power approximately 12,000 single-family homes. The solar facility would connect to an existing Dominion Virginia Power 69kV transmission line that runs through the property. A new, small 3-breaker substation would be constructed on-site, but no off-site electric lines or structures would be required. The project includes an approximate 100-foot setback on all sides and would be enclosed with a fence. The applicant states that the project would be adequately screened from any neighboring properties. A decommissioning plan is included in the request. The PEC met on September 3, 2019 to discuss the plan. Comments from that meeting are included in this packet.

RECOMMENDATION: The Planning Commission determined that the project is substantially in accord with the Comprehensive Plan under Section 15.2-2232 of the Code of Virginia. The Planning Commission recommended approval of the request with staff recommended conditions, and a further condition that the vegetative buffer shall be maintained for the life of the project, by a vote of 5-0 citing good zoning practice.



9. AGENCY MINUTES AND REPORTS

- | | |
|---|--------------------|
| a. Brookneal/Campbell County Airport | June 26, 2019 |
| b. Brookneal/Campbell County Airport | July 31, 2019 |
| c. Social Services | August 21, 2019 |
| d. Social Services | September 18, 2019 |
| e. Economic Development Commission | June 20, 2019 |
| f. Planning Commission | August 26, 2019 |
| g. Robert E. Lee Soil & Water Conservation District | August 22, 2019 |

10. INFORMATIONAL ITEMS

- | | |
|--|----------------|
| a. Expenditure Revenue Summary | September 2019 |
| b. Treasurer's Report | September 2019 |
| c. Unassigned Cash Fund Balance | September 2019 |
| d. Social Services Annual Report | October 2019 |
| e. Library News | October 2019 |
| f. SBDC – Lynchburg Region Annual Report | September 2019 |
| • SBDC FY19 Annual Report for Region | |
| • SBDC FY19 Report for Campbell County | |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 10/22/19

Thursday, November 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, November 12th –

5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)

6:00 PM – FAC

Monday, November 18th –

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

Tuesday, November 19th –

6:00 PM – Joint Dinner with Towns at Sonny Bucks, Brookneal

Tuesday, December 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, December 17th –

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

Tuesday, January 7th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 21st –

6:00 PM – Board work session – topic TBD

Tuesday, February 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 11th –

5:00 PM – EMSAC – Public Safety Conference Room (TBD)

6:00 PM – FAC

Monday, February 17th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (TBD)

Tuesday, February 18th –

6:00 PM – Board work session – topic TBD

Tuesday, March 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, March 17th –

6:00 PM – Board work session – topic TBD

Tuesday, April 7th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, April 21st –

6:00 PM – Board work session – topic TBD

Tuesday, May 5th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, May 19th –

6:00 PM – Board work session – topic TBD