

ADMINISTRATOR REPORT
November 27, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: December 3, 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 – OCTOBER 15, 2019](#)

2. APPEARANCES – None

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

a. [RECOGNITION OF BOARD MEMBERS](#)

At the December 3, 2019 meeting, the Campbell County Board of Supervisors and staff would like to recognize and thank the following Board members who would complete their terms on December 31, 2019 for their service to Campbell County.

Supervisor Bob Good	Sunburst Election District
Supervisor James A. Borland	Spring Hill Election District
Supervisor Eddie Gunter, Jr.	Concord Election District

RECOMMENDATION: The Board of Supervisors and County staff would like to recognize Supervisor Bob Good, Supervisor James A. Borland and Supervisor Eddie Gunter, Jr. for their dedicated service on the Campbell County Board of Supervisors and to the citizens of Campbell County.

Mike Davidson, Director of Economic Development

b. [SENECA COMMERCE PARK – HIKING, BIKING, WALKING TRAILS](#)

In 1998 Campbell County purchased the former Winston property with the intent to construct a central recreation park for Campbell County citizens. The property was larger than what the County was originally looking for and part of the property was broken off for development into an industrial park, thus the formation of the Seneca Commerce Park. Originally the concept was to have a walking, biking, and horseback riding trail to ring the industrial park and interconnect to the central recreation park.

In the conceptual masterplan for the property development, the industrial park was going to complement the recreation park and vice versa. Employees of the businesses in the industrial park could take advantage of the trails for lunch breaks as well as the passive recreation areas. There were several recreation parcels located within the industrial park area. The concept called for a 75-foot buffer to ring the industrial park parcels, of which 25 feet would be the zoning buffer from the adjacent parcels and 50 feet would be used for the trails. All of the industrial lots had this figured in their plats. The parcels that were to be used for recreational use but were moved into the industrial park didn't have that as part of their plats. Staff discussed the matter with the staff attorney and explored several options for cost purposes, including an easement, but ultimately found that correcting the parcels without new plats may be problematic in the future. Upon advice from the staff attorney, we believe it is best to subdivide the trail property off from the lots to be sold and the County will maintain ownership of the trail system. Please see the attachment in the memorandum for reference.

Staff contacted the engineering firm, Draper Aden, that did the recent subdivision plat for the industrial park and the cost to correct the three plats is \$6,500. There are sufficient existing funds in the Seneca Commerce Park Capital Improvement Expenditure line item to cover this cost.

RECOMMENDATION: Staff recommends the Board approve awarding an amendment to Draper Aden's contract to correct the trail path on the three parcels in Seneca Commerce Park for the sum of \$6,500.

Clifton M. Tweedy, Deputy County Administrator

c. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: VDOT policy for restricting through truck traffic on a secondary road. (See memorandum)
- 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 \$13,440.40 from the county attorney for services provided from October 22, 2019 through November 19, 2019.

Services

General Representation:	\$5,272.50
Real Estate Tax Collection:	\$3,052.50

Personal Property Tax Collection: \$703.00
Miscellaneous Matters: \$2,793.50

Expenses Paid

Real Estate Tax Collection: \$1,606.90
Personal Property Tax Collection: \$12.00
Litigation Matters: \$30.16

c. [FISCAL BUDGET CALENDAR](#)

Each year in December, the County submits to the Board of Supervisors a budget timetable of events related to building the next fiscal year budget. The timetable presents information to the Board of Supervisors regarding key dates in the process and when certain items of the budget are expected to be completed. The timetable [attached](#) is the proposed outline of events related to building the FY 2021 budget.

d. [CAMPBELL COUNTY COURTHOUSE ELEVATOR](#)

In early October, the elevator in the Campbell County Courthouse unexpectedly stopped working. This mechanical complication was attended to initially by ThyssenKrupp who is our contracted service provider. After being unable to resolve the issue at the end of the first day they reached out to another elevator technician in the region who was initially trained by the U.S. Elevator company, that is no longer in business. U.S. Elevator installed the elevator in 1991. The technician was able to get the elevator working, but informed Public Works staff that since the company is no longer in business, there are no longer spare parts being made for the elevator we have.

In addition to ThyssenKrupp being our contracted service provider for the elevators in the County Complex, they are also on a state cooperative that permits the County to enter into contracted agreements without going through standard procurement process. They have evaluated our system and provided a proposal for modernizing the controls of the elevator as well as updating the interior of the elevator. The total of the project would cost approximately \$105,000.00. Upon signing the contract, there will be about two months lead time on the materials for completing the project. Once all materials are delivered to ThyssenKrupp, it will take one month for the complete modernization to be installed. Staff is projecting this will take place during the beginning of the summer of 2020. This disruption of service to the third floor has been communicated to Judge Cook, and he expressed willingness to work with the lawyers to schedule cases accordingly during the scheduled period of the elevator being out of service. The second floor can be accessed on ground level from the side entrance if needed. Given the critical condition of the elevator, staff has proceeded with the modernization design of the elevator.

e. [HOLIDAY LAKE 4-H EDUCATIONAL CENTER RESOLUTION](#)

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$13,440.40;**
- c. Accept the fiscal budget timetable, as presented;**

- d. **Approve funding from the Reserve fund for Future Improvements to cover the costs of the elevator modernization and upgrade;**
- e. **Adopt the resolution in support of a request by Holiday Lake 4-H Educational Center to the Commonwealth of Virginia for essential capital safety improvement projects.**

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 Hearings were advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – 2338 RAILVIEW ROAD](#)

#PL-19-140 - This request is from Bruce Davidson, agent for J L and Myrtle B Davidson (Life Estate), for a special use permit to operate a used car sales lot on property zoned Agricultural. The property is located at 2338 Railview Road, Rustburg, VA, and in the Brookneal 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 lease a small part of an existing building to operate a used car sales business. An automobile repair business operated on the property for over 30 years. The building has been vacant and used as family storage for the past 28 years. The site would house no more than 10 used vehicles at any one time. According to the applicant, the business would operate between the hours of 9:00 am to 5:00 pm and be closed on Sunday.

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, by vote of 7-0 citing good zoning practice.

b. [SPECIAL USE PERMIT REQUEST – 3165 MCIVER FERRY ROAD](#)

#PL-19-154 - This request is from Kimberly Roberts for a special use permit to operate a bed and breakfast (rooming house) and a wedding and event venue on property zoned Agricultural. The property is located at 3165 McIver Ferry 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.](#)

The applicant would like to operate a bed and breakfast (rooming house) and a wedding and event venue on the property. The bed and breakfast would operate out of the family residence that is occupied by the applicant and her husband. The additional bedrooms in the home would be advertised and rented on a nightly basis. Members of the wedding party or wedding guests may desire to stay in the bed and breakfast. The wedding and event venue would be an outdoor venue. The home would not be used except by the wedding party if they preferred to get ready on site. Catering would be contracted and food preparation would not be performed 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 submitted with this request, by vote of 7-0 citing good zoning practice.

c. [COMPREHENSIVE PLAN](#)

The Planning Commission and staff have worked for several months on a routine update of the Comprehensive Plan. The public was invited to participate in a variety of ways during the update process, including the Board's work session at Hyland Heights Baptist Church on October 15, 2019. A draft of the Comprehensive Plan 2019-2034 was completed and made available for public comment on November 4th. The proposed revision is considered a minor update of relevant statistics, current operations, and the status of projects planned or underway. No changes to the goals or policies were recommended. The Planning Commission will hold a public hearing on the draft plan at their regular meeting on December 2, 2019.

The draft of the Comprehensive Plan 2019-2034 is available on the County website and staff would like to make a brief presentation during the public hearing at the Board of Supervisors meeting on December 3, 2019. Printed copies are available from staff if requested, and one copy will be available in the Board meeting room.

Attachment: [Public Notice for Comprehensive Plan Hearings](#)

d. [SEMI-ANNUAL 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. At the Board's regular meeting on November 7, 2019, staff briefed the Board on the proposed changes and the Board authorized staff to advertise for a public hearing at the December 3, 2019 meeting.

Many of the proposed amendments to the County Code for the regular fall update are mandated changes by the state. The remaining discretionary changes are those the Board has already approved for advertising or are minor amendments clarifying certain aspects of the Code. The amended text, including non-substantive changes, for all chapters is available electronically online with a paper copy available in the County Administrator's Office. The summary of all substantive

changes was presented to the Board at the November 7 meeting and is also attached to this agenda item as part of the text of the newspaper advertisement. The changes to Chapter 22 were advertised simultaneously for the December 2, 2019 Planning Commission meeting. Input from the Planning Commission as to the changes to Chapter 22 will be available at the meeting.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any further changes the Board believes are appropriate.

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9. AGENCY MINUTES AND REPORTS

- | | |
|---|--------------------|
| a. Brookneal/Campbell County Airport | September 25, 2019 |
| b. Industrial Development Authority | August 22, 2019 |
| c. Industrial Development Authority | September 5, 2019 |
| d. Library Board | October 21, 2019 |
| e. Planning Commission | September 23, 2019 |
| f. Robert E. Lee Soil & Water Conservation District | September 26, 2019 |

10. INFORMATIONAL ITEMS

- | | |
|---|---------------|
| a. Expenditure Revenue Summary | October 2019 |
| b. Treasurer's Report | October 2019 |
| c. Unassigned Cash Fund Balance | October 2019 |
| d. Census Committee | November 2019 |
| e. Library News | November 2019 |
| f. Hodges Opening Summary | November 2019 |
| g. Retired Senior Volunteer Program Grant | August 2019 |
| h. Timbrook Park Summary | November 2019 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 11/19/19

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

Tuesday, June 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, June 9th –

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

6:00 PM – FAC

Monday, June 15th –

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

Tuesday, June 16th –

6:00 PM – Board work session – topic TBD