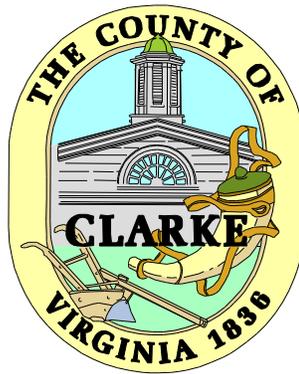


Clarke County Board of Supervisors



Regular Meeting Packet

May 17, 2016



Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

Item	May 17, 2016	Packet Page
Afternoon Session 1:00 PM		
1. Call To Order		5
2. Adoption Of Agenda		6
3. Citizen's Comment Period		7
4. VDOT Update		8
5. Closed Session Pursuant to 2.2-3711 A1 with James Klencar		9
6. Historic Preservation Commission Annual Report		10
7. Clarke County Library Update		15
8. Set Public Hearing SUP-16-01/SP-16-01, Hecate Energy LLC		16
9. Set Public Hearing RZ-16-01, Shenandoah Retreat Land Corporation/Philip Jones		146
10. 2015 Berryville Area Plan		161
11. Approval of Minutes. Action: Approve the following minutes:		
– April 5, 2016 FY2017 Budget and CY2016 Tax Rate Public Hearing		163
– April 12, 2016 FY2017 Budget Work Session		168
– April 12, 2016 Board of Supervisors and Berryville Town Council Joint Meeting		182
– April 19, 2016 Regular Meeting		188
12. Consent Agenda. Action: Approve the following items:		206
– Berryville Town Council and Clarke County Board of Supervisors Joint Resolution in Recognition and Appreciation		207
– Abstract of Votes May 3, 2016		208
13. Board of Supervisors Personnel Committee		211
A. Expiration of Term for appointments expiring through August 2016. Action: The Personnel Committee made no recommendations at the meeting.		212
B. Code Enforcer / Inspector Hire. Action: Information only.		222
14. Board of Supervisors Work Session		228
A. VDOT Secondary Six-Year Plan Review. Action: Set for public hearing for Tuesday, June 21, 2016 at 6:30 pm or as soon thereafter as the matter may be heard.		230
B. Economic Development Activity Update by Len Capelli. Action: Information only.		233
C. Closed Session Pursuant to §2.2-3711-A5 Discussion of unannounced business location and §2.2-3711-A1 Specific Employees or appointees of the Board. Action: Information only.		228
15. Board of Supervisors Finance Items		236

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time Page 1 of 3

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Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

May 17, 2016

Item	Packet Page
1. Minor Rezoning Fee. Action: The Finance Committee recommends adoption of the following resolution: "Be it resolved that a new "Minor Rezoning" fee of \$1,000 be created to be charged in instances where: 1. It is required in conjunction with a boundary line adjustment between parcels zoned Rural Residential (RR) and either Agricultural-Open Space-Conservation (AOC) or Forestal-Open Space-Conservation (FOC), and; 2. Does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units, and be it further resolved that this newly created fee be retroactively applied to the recent request of Philip Jones for a rezoning meeting these same criteria."	237
1. Conservation Easement Funding. Action: Information only.	239
2. Sheriff Update on Part-time and Overtime Expenditures. Action: Information only.	242
3. Memorandum of Understanding with Berryville Main Street. Action: Information only.	246
4. Cooperative Extension Request for Intern. Action: The Finance Committee was to do some further research, but tentatively recommended: "Be it resolved that \$1,400 in unused FY 16 Cooperative Extension funds be repurposed for payment to VPI for a summer intern, and that \$1,000 be transferred from the personnel contingency to Cooperative Extension for additional payment to VPI for a summer intern, bringing the total for the summer intern to \$2,400."	252
5. Bills and Claims – Invoice History Report. Action: Accept April Bills and Claims – Invoice History Report.	253
6. Standing Reports	
Reconciliation of Appropriations	262
General Fund Balance	263
Expenditure Summary – YTD Budget Report	264
16. Joint Administrative Services Board Update by Tom Judge	274
17. Government Projects Update	278
18. Miscellaneous	279
19. Summary Of Required Action	280
20. Board Member Committee Status Reports	281
21. Closed Session Pursuant to 2.2-3711 A7 Consultation with Robert Mitchell, County Attorney	282
<hr/>	
Evening Session 6:30 pm	
22. Citizen's Comment Period	283
23. PH 16-13 Hunt Country Cluster [at Historic Long Branch] Large, 3-Year Special Event Permit Application.	285

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
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May 17, 2016

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24. PH 16-14 Code of Clarke County, Virginia Proposed Amendment CC-2016-02 Chapter 24 Officers and Employees Article IV Employment, licensing and volunteer service; background check.	314
25. Adjournment	316
Reports in May Packet:	
1. Building Department	318
2. Commissioner of the Revenue	328
3. Fire & EMS	338
4. Handley Regional Library	339
5. Virginia Regional Transit	343

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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Clarke County Board of Supervisors

Call to Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT

Clarke County Board of Supervisors

Closed Session Pursuant to 2.2-3711 A1 Specific Employees or appointees of the Board with James Klencar

To convene a closed session, a member of the Board of Supervisors should:

“Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible).”

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

“Move to reconvene in open session.” With the vote taken immediately thereafter.

Next, a member of the Board should:

“Move to certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et sec, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Historic Preservation Commission
DATE: May 10, 2016
SUBJECT: Annual Report

The Historic Preservation Commission Chair, Betsy Arnett, will present a summary of the work of the Historic Preservation Commission. The intent is to provide this report annually, but since it has not been given in the past few years and there are new Board members, this report will provide additional background and accomplishments of the Commission. Attached is the powerpoint that will be presented.



**Clarke County Historic
 Preservation Commission**
2016 Annual Report
 May 17, 2016

Historic Preservation in Clarke County Up To 1987



- 1960 Greenway Court named a National Historic Landmark
- 1966 National Historic Preservation Act of 1966 passed. National Register of Historic Places created. Greenway Court placed on the register.
- 1969 Three additional Clarke County properties added to the National Register: Long Branch, the Burwood-Morgan Mill and Annfield.
- 1970s Six more Clarke County properties added to the National Register. Saratoga named a National Historic Landmark.
- 1983 White Post Historic District placed on the National Register, along with the Old Clarke County Courthouse.
- 1987 Berryville Historic District placed on the National Register. Clarke County Historic Preservation Commission created.

Mission of the Historic Preservation Commission



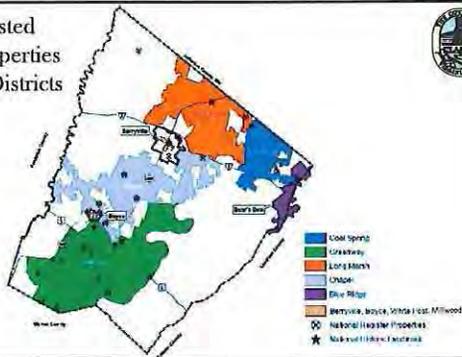
- Serve as the architectural review board for properties in local historic districts.
 - Develop specific guidelines for each local historic district.
 - Issue Certificates of Appropriateness for proposed changes to properties.
- Advise the Planning Commission on proposed developments within local historic districts.
- Public information and education activities
- Make an annual report to the Planning Commission & Board of Supervisors.

Historic Register Listings Since 1987



- Eight State & National Historic Districts created:
 - Greenway Rural Historic District (1993)
 - Long Marsh Rural Historic District (1996)
 - Cool Spring Battlefield Historic District (1997)
 - Boyce Historic District (2004)
 - Millwood Commercial Historic District (2006)
 - Bear's Den Rural Historic District (2009)
 - Chapel Rural Historic District (2014)
 - Josephine City Historic District (2015)
- 18 Individual Properties added to the State & National Registers
- Two County Local Historic Districts created:
 - White Post Historic District
 - Millwood Commercial Historic District

Currently Listed Historic Properties & Historic Districts



Grant Money Leveraged



- Clarke County is a Certified Local Government (CLG)
 - To be designated, a local government must have key elements of a sound local historic preservation program in place.
 - Once designated, CLGs are eligible for matching grant monies and state and federal technical assistance.
 - There are 33 CLGs in Virginia.
- Since 1992, Clarke County has received 19 CLG grants for a total of **\$360,000**, leveraging **\$40,000** of County and Town funding.
- Projects included historic property surveys, archaeological assessments, and preparation of historic register nominations for seven districts.
- Other grant sources include DHR, the Virginia General Assembly, and the National Park Service, for an additional **\$101,500**.

Certificates of Appropriateness



The HPC reviews applications by property owners for alterations to properties located with the County's two local historic districts (Millwood and White Post):

- Renovations, additions, new construction and demolitions
- Approval is based on the design criteria for each district – height, proportion, scale, orientation, spacing, fenestration, materials, texture, color, architectural details, roofs, site design
- Our goal is always to get to approval, to work with the property owner on appropriate changes if necessary

Certificates of Appropriateness



Year	Number of Applications
2015	2 (1 demolition)
2014	3 (1 new construction)
2013	0
2012	1

Annual Historic Preservation Awards



- Certificates of Merit
 - Rehabilitation of historic structures
 - Stewardship of historic resources.
- Lifetime Achievement Awards
- Presented annually in May, since 2000
- 72 total awards presented, including 4 this year

Current and Future Projects



- Demolition by Neglect Ordinance/"Mothballing"
Education & Outreach
- Update Driving Tour Maps & Create Audio Tour (Grant Funding Received)
- Architectural Survey Book (Seeking CLG Grant Funding)
- Survey work for historic district in NW Clarke (Stone's Chapel/Glendale)

Clarke County Board of Supervisors

Clarke County Library Update

SPECIAL USE PERMIT/SITE PLAN (SUP-16-01/SP-16-01)
Hecate Energy, LLC
May 17, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT– Department of Planning

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed land use request. It may be useful to members of the general public interested in this request.

Case Summary

Applicant: Hecate Energy, LLC **Property Owner:** Montie W. Gibson, Jr.

Location:

- North side of Lord Fairfax Highway (U.S. 340) with frontage on the west side of Gun Barrel Road (Rt. 644), north side of Double Tollgate Road (Rt. 670), north side of Highland Corners Road (Rt. 669), and east side of Stonewall Jackson Highway (U.S. 522).
- Tax Map #27-A-5; 234.84 acres in size.
- Located in the White Post Election District (Commissioners – Robina Bouffault, Randy Buckley; Board of Supervisors – Beverly McKay)

Parcel Size/Project Area: 234.84 total acres; 223.0385 acre lease area for project

Request:

Request approval of a Special Use Permit (SUP) and Site Plan to construct a 20MW solar power plant, large photovoltaic, in the Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3(s) of the Zoning Ordinance.

Staff Recommendation:

Schedule Public Hearing on the request for the Board’s June 21, 2016 meeting.

DOWNLOAD LINK:

Hecate Energy Complete Application Binder (55MB -- contains full technical reports and mapping along with information on panel reflectivity):

<http://mail.clarkecounty.gov/home/bstidham@clarkecounty.gov/Briefcase/PUBLIC/Hecate%20Applicant%20Binder%20and%20Reflectivity%20Information.pdf>

Facts:

The Applicant – Hecate Energy, LLC – is requesting approval of a Special Use Permit (SUP) and Site Plan (SP) to construct a 20MW solar power plant (large photovoltaic) on a portion of the subject property. Detailed information on the proposed use, property characteristics, and review elements are outlined below.

Subject Property

The subject property is located on the north side of Lord Fairfax Highway (U.S. 340) with frontage on Stonewall Jackson Highway (U.S. 522), Double Tollgate Road (Rt. 670), and Highland Corners Road (Rt. 669). It is bisected by the county line – 234.84 acres of the parcel are located in Clarke County and approximately 51 acres are located in Frederick County. The Applicant has proposed a 233.0385 acre lease area for the facility which would be located entirely on the Clarke County side of the parcel. The northwestern portion of the property extends to Nations Spring Road (Rt. 646) but is located outside of the proposed lease area. This portion of the property also includes an existing house.

The property is currently in active agricultural production. Approximately 95 acres is tillable land containing corn and winter wheat. The balance of the property is either fallow or pasture land. The property is zoned Agricultural-Open Space-Conservation (AOC) and was previously in the Clarke County Agricultural & Forestal District (AFD). The property owner submitted a written request to withdraw the subject property from the District which occurred at the end of the District term on March 16, 2016.

Proposed Facility/Operations

The Applicant, via their engineering agent Greenway Engineering (Jeremy Tweedie, project contact), has provided a detailed narrative that includes an executive summary, responses to the special use permit review criteria for solar power plants, and maps detailing various aspects of the subject property. Also provided with the narrative are the following exhibits and reports:

- Environmental site report
- Geotechnical engineering report
- Wetlands report
- Endangered or threatened species database report
- Cultural resource reconnaissance survey
- Vegetation survey and soil erosion impact report
- 360-degree viewshed site renderings
- DEQ local governing body certification form

Additional documentation regarding operational details, panel reflectivity, and other information was also provided during the Planning Commission’s review of this request.

The proposed facility would consist of a series of solar panels mounted on a specialized framing system that allows the panels to track with the position of the sun throughout the day. The framing system would be attached to the ground using pile-driven piers. No concrete pads or footers would be used with the framing system and the Applicant is not proposing any blasting to install the piers. Minor grading will be required in various locations within the panel field. The

Applicant has provided erosion and sediment control plans to address these minor grading areas. The total area of the panel field would be 150 acres.

Construction of the facility would take approximately four to six months and would involve installation of the panels, framing, electrical cabling, and equipment necessary to connect the facility to the electrical grid. Construction will occur in two phases – Phase 1 is to be completed by December 31, 2016 with production of 10MW of electric power. Phase 2 construction would begin once the Applicant has found a buyer for the remaining 10MW of electric power. They expect Phase 2 construction to be completed by 2019.

The facility will be accessed via an existing driveway on Highland Corners Road, and a six-foot high chain link fence with gating and security features will be installed around the site perimeter and within the site. Warning signage will be placed at the site entrance and on all electrical equipment, and a Knox Box will be provided at all locked gates to allow emergency services and law enforcement personnel to access the site when needed. The Applicant stated that they will offer training on the facility's equipment and operations to the County's emergency responders in an effort to develop procedures and protocols for potential incidents at the facility.

Upon completion of the facility, it will be unmanned with minimal security lighting at the main entrance gate. Traffic will consist of periodic visits to conduct routine inspections and maintain the facility and grounds.

The Applicant's narrative states that the facility is expected to have a maximum lifespan of 35-40 years

Site Plan

The Applicant submitted a Site Development Plan containing all of the required elements to constitute a complete submission per §6-E of the Zoning Ordinance. The site plan and supporting materials were routed to the following agencies for review and comment:

- Anderson & Associates (Keith Boyd) – County engineering review
- Piedmont Geotechnical (Dan Rom) – County Karst engineering review
- Virginia Department of Transportation (Bobby Boyce)
- Fire & Emergency Services (Frank Davis)
- Building Department (Jamie Royston)

The Applicant also submitted their stormwater management and environmental plans for review and permitting to the Virginia Department of Environmental Quality (DEQ) and U.S. Army Corps of Engineers (USACE). These agencies will issue approvals separately from the County review process. Condition #12 is recommended to ensure that all required State and Federal permits be provided to County Staff prior to issuance of any building permits for the project.

The following setback and buffering requirements apply to the project and are depicted on the site plan:

- Front yard setbacks:
 - 100 feet from centerline of secondary road (along Gun Barrel Road, Highland Corners Road, and Double Tollgate Road)
 - 125 feet from centerline of primary highway (along Lord Fairfax Highway and Stonewall Jackson Highway)
- Side and rear yard setbacks: 75 feet
- From sinkholes: 100 feet
- Perimeter buffer width: 25 feet
- Stream and wetland buffers: 50 feet

The Applicant submitted revised site plans on March 18, April 15, and May 5 that contain edits and comments in response to comments provided on earlier iterations by VDOT, Anderson & Associates, DEQ, and Staff. The status of the site plan review and remaining issues to be resolved are addressed in the Staff Analysis sections below.

Location and Access

As noted above, the Applicant proposes to use the property’s existing driveway on Highland Corners Road as the main entrance with no other entrances proposed. A copy of the original site plan was routed to VDOT for review and comment on the use of this driveway as a commercial entrance for the facility.

Per VDOT’s March 9 comment letter, construction of a low-volume commercial entrance is recommended as a special use permit condition in order to accommodate the traffic that would be generated by single-unit trucks and pickup trucks. The entrance is to be surfaced with asphalt and an entrance design shall be included on the site plan for review by VDOT. The Applicant’s engineer has provided this information and it has been forwarded to VDOT for review. VDOT staff provided an additional comment letter via email on May 11 requesting further information from the Applicant. Staff has recommended a special use permit condition to require these issues to be addressed with VDOT prior to issuance of a building permit (see Condition #11).

In reviewing the site plan, Staff noted that the existing driveway appears to encroach on the Freeman property located at the corner of Highland Corners Road and Double Tollgate Road (Tax Map #27A-A-7). This encroachment is labeled on the site plan and Staff has advised the engineer that it will need to be rectified either by relocating the entrance from the Freeman property or by obtaining an easement from the property owner to allow the encroachment to remain. The Applicant indicates that they will obtain an ingress/egress easement from the neighbor in lieu of relocating the entrance, and will do so prior to issuance of a land disturbance permit to commence work on the project. Staff has also included this as a special use permit condition (see Condition #11).

Stormwater

The Applicant is required to obtain plan approval from the Virginia Department of Environmental Quality (DEQ) for compliance with State stormwater management regulations as well as demonstrate compliance with the County’s water quality design criteria that is more stringent than the State requirements. The applicable County criteria is found in Stormwater Ordinance §154-4-B-1-A and states that new development projects shall not exceed a total phosphorus load of 0.28 pounds per acre per year. The County’s ordinance also has a more

stringent threshold of 5,000 square feet of impervious cover for review of stormwater management compliance.

The Applicant's engineer asserts that because the property will be going from a pre-developed condition of agricultural land (95 acres tillable, remainder fallow/pasture) to a post-developed condition of open space, there will be an overall significant reduction in runoff quantity and quality within each watershed on the property. The engineer concludes that the post-development condition will ultimately allow for increased infiltration of stormwater and decreased runoff in 2 year, 10 year, 25 year, and 100 year storm events. As such, stormwater management and water quality control features should not be required for this project.

The Applicant's engineer has provided detailed calculations in the site plan to support this position, and has been working with Virginia DEQ Staff and Keith Boyd (Anderson & Associates) on the stormwater review. This will help to facilitate a coordinated decision on the stormwater plan's compliance with State and County regulations. On May 5, Staff received correspondence from both DEQ staff and Anderson & Associates staff indicating that the Applicant intends to address all remaining stormwater management issues. The plan resubmission provided by the Applicant's engineer on May 5 may resolve these remaining issues. This resubmission is currently under review by both DEQ and Anderson staffs.

An additional related issue is the potential presence of an intermittent stream located to the east and south of the adjoining property located at 15992 Lord Fairfax Highway. This feature appears on the County's GIS map as an intermittent stream but is not listed as such on the Applicant's site plan. The Applicant has indicated that upon field inspection with U.S. Army Corps of Engineers (USACE) staff, it was determined that this is a wet weather drainage feature and not an intermittent stream. The Applicant provided a copy of USACE's March 22 Preliminary Jurisdictional Determination Letter and Form to Staff. Review by USACE is necessary in order to determine the status of wetlands and other waters, such as streams, that may require Federal permitting and oversight. The presence of an intermittent stream on the southern portion of the property – which appears as such on the County GIS and USGS mapping – is relevant to USACE's review.

The USACE's letter confirms that the Applicant has completed a preliminary determination of the site and USACE staff concludes from the Applicant's submission that there "may be" waters of the US located on the property and subject to Federal jurisdiction and oversight. The Applicant's engineering consultant stated that they intend to apply for a national permit through USACE to address this issue. While this would not result in a confirmation of the status of the feature identified as an intermittent stream, Staff has determined that there would not be a conflict with any Zoning Ordinance provisions as a result of the stream's status. The Zoning Ordinance requires a 50 foot buffer to be observed from intermittent streams which would not impact the Applicant's building envelope or prevent them from planting new landscaping.

Erosion & Sediment Control

The Applicant added several areas of minor grading to the April 15 site plan resubmission in order to accommodate the equipment manufacturers' installation specifications. Grading plans are shown on site plan sheets 10, 12, and 14, and additional information has been included in E&S narrative. Anderson staff has reviewed the plan and provided several comments on it

requesting revisions and additional information. They have also indicated in a May 5 email that they expect the Applicant to be providing all of these revisions in the next site plan resubmission, which was also provided on May 5.

Water, Waste Water Disposal, and Solid Waste Disposal

The Applicant indicates that the facility will not require water or wastewater disposal. Any solid waste generated would be in conjunction with the site development and construction of the facility. The Applicant's environmental report notes two features of concern – an existing debris pile and an existing shallow well that was installed for watering cattle but is not in use. The report recommends removal and proper disposal of the debris pile and abandonment of the well in accordance with State and County requirements.

During recent inspections of the subject property, Staff noted that there are several large piles of trash on the site consisting of furniture, pallets, landscaping waste, and contractor refuse. Staff also noted that dumping of these materials is actively taking place. In speaking with the property owner, he indicated to Staff that he is demolishing a building on his property in Frederick County and was bringing the materials to the subject property. Staff informed the owner that he is to immediately cease bringing the waste materials to the property, to make plans to take it to an approved waste management facility, and not to burn or bury the materials on the property.

Staff recommends Condition #6 to ensure that the debris is removed from the property and disposed of at an approved waste management facility, and Condition #7 is recommended to ensure that the well is abandoned in accordance with State and Federal regulations. Both Conditions must be satisfied prior to issuance of a certificate of occupancy for the facility to begin producing electric power.

Karst Plan

The Applicant submitted a geotechnical report prepared by Ruckman Engineering. Dan Rom (Piedmont Geotechnical) reviewed the report and provided the following comments in a letter dated February 17, 2016:

- Methodologies used by Ruckman are of sufficient scope and thoroughness to address the potential for Karst hazards on the property.
- The Applicant's environmental consultant, True North Environmental, noted that the stormwater analysis shows that infiltration will be increased and runoff decreased with the property development.
- The runoff decrease and infiltration increase constitute a change in the pre-existing hydrological environment which could accelerate solution activity. Mr. Rom recommends that the Applicant's geotechnical engineer perform an annual site reconnaissance to assure that "developing solution activity, if any, can be addressed before it becomes problematical."

In response to Mr. Rom's recommendation, the Applicant's engineer proposed an alternate monitoring process:

- Annual site inspections shall occur consecutively for the first five years.

- If no solution activity is identified during the first five-year period, then during the next ten-year period inspections will be conducted once every two years.
- If no solution activity is identified during this ten-year period, then the remaining inspection period would be once every five years for the remaining life of the project.
- The County reserves the right to request intermittent inspections as deemed necessary or if suspect solution activity is reported.

Staff provided this alternative process to Mr. Rom. He responded via email on March 21 indicating that the alternative process is satisfactory and noted that intermittent inspections ordered by the County may be in response to torrential storms, reports of area-wide sinkhole formation, or at other such times as it deems a heightened potential for advanced solution activity may exist. Staff has included a recommended special use permit condition to address the alternate monitoring process which factors in the phasing of construction and notes that the Applicant will be responsible for the cost of our geotechnical consultant to review any report that identifies increased solution activity (see Condition #13).

Lighting and Signage

The Applicant has provided a fixture detail for two security lighting fixtures that will be installed at a location in excess of 200 feet from property lines. The fixtures are full cut-off and will be downcast to meet the outdoor lighting requirements. No photometric plan is required due to the nature of the fixtures and its installation distance from property lines.

The Applicant provided a plan sheet showing dimensions and examples of warning and safety signage that will be used for the facility and would be mounted on the security fencing. These signs will not require a sign permit. Additionally, the Applicant shows the project identification sign as a fence-mounted rather than a freestanding sign which will not require a permit.

Parking

§4-J of the Zoning Ordinance (Off-Street Parking) does not include a required parking calculation for solar power plants. By default and consistent with the vehicular usage of this facility, one parking space will be provided for maintenance vehicles.

Landscaping

§6-H-10 of the Zoning Ordinance contains the landscaping design standards for uses requiring site plan approval. The Applicant has provided a landscaping plan sheet showing areas of existing vegetation (labeled in green), proposed areas to be landscaped (labeled in red), planting details, and information on the types of trees to be used. Existing vegetated areas consist mostly of mature cedars and several of these areas appear to provide an effective screen from adjacent properties. Areas directly under the panels and between rows will remain grassed and will be mowed 3-4 times per year.

Buffer areas per §6-H-10-c are required to run the length of adjacent property boundaries and public rights of way. This requirement provides for effective screening of commercial and light industrial uses on smaller parcels but can be costly and potentially excessive on larger parcels such as the subject property. The Applicant states that they will provide required landscaping in areas lacking existing vegetation and will supplement areas with existing vegetation that, upon inspection, require additional plantings to comply with the County's landscaping requirements.

The Applicant has indicated a desire to vary from the typical landscaping requirements in terms of species and location for specific reasons. The primary function for the landscaping will be to screen the facility from adjacent properties. As such, an emphasis on native evergreen trees similar to those that exist on the property would be most desired. Additionally there may be areas where larger trees over time could reduce the effectiveness of the panels by shading them. There are also existing power line easements across the subject property where planting of trees is not permitted to occur.

To address this issue, the Applicant has provided an alternate perimeter landscape buffer detail showing all plantings consisting of evergreen trees instead of a mixture of deciduous and evergreen trees and shrubs. The alternate detail was proposed following discussions with the Site Plan Committee and Staff and is intended to maximize screening of the facility from adjacent properties. The Applicant proposes to work with Planning Staff in the field to identify specific locations for the supplemental plantings and to come up with alternative approaches to avoid decreasing panel effectiveness. Staff has included a recommended special use permit condition to outline the parameters of this process including involving the Site Plan Committee in review of field changes if necessary (see Condition #14).

As noted above, this project will be constructed in two phases. Staff recommends installing all of the landscaping per plan requirements with the initial construction because much of the Phase 1 area will be visible from areas adjoining Phase 2. This requirement will also be included in the recommended condition language.

Fire & Emergency Services

Frank Davis (Director of Fire & Emergency Services) reviewed the application and indicated his support for the Applicant's proposed emergency management training and planning coordination efforts.

Building Department

Jamie Royston (Building Official) reviewed the application and had no comments at this time.

Staff Analysis – Review Criteria

The Zoning Ordinance contains two sets of review criteria for solar power plants – the special use permit evaluation criteria found in §5-B-4 and the special evaluation criteria for solar power plants found in §3-C-2-hh. This section contains a detailed evaluation of the Applicant's compliance with these review criteria.

Special Use Permit Review Criteria (§5-B-5)

Evaluation of the special use permit request includes an in-depth analysis of 19 criteria listed below as set forth in §5-B-4 of the Zoning Ordinance. Staff has provided a detailed analysis of the proposed facility's compliance with each of these criteria as listed below:

a. *Will be consistent with the Comprehensive Plan of the County.*

The Board of Supervisors amended the Zoning Ordinance on June 15, 2010 to add “solar power plant, large photovoltaic” as an allowable special use in the AOC District. In conjunction with this action, the Board adopted a resolution citing two goals of the Comprehensive Plan in support

of the text amendment. Both goals were retained either in the same or similar format in the 2013 update of the Plan:

- Goal 3 – “Encourage and maintain a diverse and viable local economy compatible with the County’s size and character.”
- Goal 4 – “Exercise stewardship over resources so as to reduce the consumption of nonrenewable resources to the greatest extent possible, utilizing renewable energy whenever possible; and foster within the private sector of the county a culture of resource conservation.”

The Board’s resolution also stated that “with appropriate zoning regulation, Large Photovoltaic Solar Power Plants can be allowed in a manner that protects the agricultural character of the County and that protects the health, safety, and welfare of the general citizenry of the County as well as the residents adjacent to the site of such a power plant.”

The 2013 Comprehensive Plan also contains additional provisions that support the establishment of a solar power plant:

- Objective 7 – Energy Conservation and Sustainability. “Encourage sustainable development by promoting renewable energy, energy conservation, and preservation of natural resources within the context of the County’s land use philosophy so that the needs of the present generation are met without compromising the ability of future generations to meet their own needs.”
 - Policy 2 – “Encourage the use of active and passive renewable energy systems and consider developing policies that address potential impact of such systems on scenic viewsheds and historic resources (e.g., windmills and solar panels).”
- Objective 10 – Economic Development. “Encourage economic growth that is compatible with the County’s environmental quality, rural character, and residential neighborhoods, and that provides a healthy balance between revenues from residential and agricultural uses, and those from commercial and industrial uses.”
 - Policy 3 – “Encourage new or expanded businesses that have minimal impact on the County’s sensitive environment and that do not adversely impact surrounding properties with excessive noise, odor, or light pollution.”

The County’s Economic Development Strategic Plan also contains a relevant recommendation under Action Item B.8. – Promote Rural Economic Innovation:

“Given its resources and location, the County has excellent potential to expand its rural economy in the long-term. An important method for such expansion is through innovation, which includes a wide range of topics such as new markets for goods and services, new kinds of goods and services, new kinds of business operations and procedures, new locational opportunities for businesses, and new marketing techniques. Home-based and farm-based locations offer special opportunities for Clarke County due to the quality of life in its rural area. Aspects of these have been included in some of the preceding strategies for specific economic sectors. Over the course

of time, a variety of new businesses and economic sectors will likely emerge within Clarke County, as demographic, technological, and economic change continues in and around the region. Examples of potential prospects could include:

- *Alternative energy* through wind farms, solar farms, and other alternative energy generators (subject to mitigation or avoidance of any environmental issues that would conflict with tourism and other planning goals).”

The County’s Agricultural Land Plan was also reviewed for this item but no policies or recommendations were found that are applicable to this request. Additionally, the subject property is located adjacent to but outside of the boundaries of the Double Tollgate Business Intersection Area Plan. There are no policies or recommendations in the Double Tollgate Plan relevant to this request.

In summation, the request is in general accord with the County’s Comprehensive Plan and component plans subject to compliance with the Zoning Ordinance’s regulations for the siting and construction of solar power plants.

b. Is consistent with Purpose and Intent of the Zoning Ordinance.

The Purposes and Intent of the Zoning Ordinance are found in §1-B. Staff has identified no provisions of this section that would result in a conflict with the proposed solar power plant.

c. Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.

The proposed facility will not require public water or public sewer and will have no onsite private water or sewer facilities. There will be no impact to the school system and minimal if any impact on solid waste disposal after construction is complete. As such, there will be no impact to the County’s capital improvement goals and objectives.

Given that this would be the first facility of its kind in the County, there will be a need for planning, coordination, and training of fire and emergency services personnel with regards to potential incidents at the facility. The Applicant has committed to provide an emergency planning manual to be developed in conjunction with County fire and emergency services staff along with incident training. This commitment is reflected in a recommended special use permit condition (see Condition #9).

d. Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.

As noted in previous special use permit requests, Planning Staff has a concern with this criterion recommending an evaluation of a project’s impact on property values. It is Staff’s opinion that the use of property values alone as an evaluation criterion can produce very subjective outcomes

depending on the perspective of the particular appraiser or advocate. Property values can vary due to a wide variety of elements and can be a very subjective determination that a proposed use is the sole source of a potential negative impact on property values. Staff instead recommends evaluating the overall effect of tangible impacts such as noise, traffic, odor, safety, light pollution, and visual appearance to determine impacts on surrounding properties.

Staff does recommend that any evaluation of property value impacts should take into consideration the proposed facility's proximity to the existing power generation facility and overhead transmission lines.

e. Will not cause an undue adverse effect on the preservation of agricultural or forestal land.

Staff has not identified any issues associated with this request that would affect the preservation of agricultural or forestal land. The subject property does not adjoin any existing conservation easement properties and will not have any adverse impact on nearby properties in agricultural use. Furthermore, the finite nature of the proposed facility and plans to decommission it when it reaches the end of its lifespan will allow the subject property to be returned to agricultural production in the future.

f. Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.

Upon completion of construction, the site will be unmanned and will not result in regular traffic to and from the site except for periodic maintenance of the property and equipment. The Applicant will be responsible for obtaining approval from the Virginia Department of Transportation (VDOT) for a private entrance (see Condition #11). Any required improvements must be completed or bonded before the facility will be allowed to commence operations. VDOT has reviewed this request and has not identified any other safety concerns.

g. Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.

The Applicant has provided a detailed cultural and historical resources report that does not identify specifically listed historic or archaeological sites that would be destroyed or encroached upon by this project. There are also no historic easements in proximity to the subject property. The Applicant's Cultural Resource Reconnaissance Survey (revised) does identify the home located at 15992 Lord Fairfax Highway as a potentially historic structure as well as a second structure to the west of the site. The survey consultant has proposed that screening should be installed to mitigate potential visual impacts on the structures.

The consultant also stated in the report that there is a small portion of the Greenway Historic District located on the opposite side of U.S. 340 south of the site but that the proposed project would not adversely impact the District due to distance, existing vegetation, non-historic development, and the nature of the project.

h. Will not cause an undue adverse effect on rare or irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.

Staff has not identified any of these referenced features adjacent to or in close proximity to the subject property.

i. Will not cause an undue adverse effect on wildlife and plant habitats.

Staff has not identified any adverse impact on wildlife and plant habitats that could result from the construction of this project. Staff has also reviewed the Applicant's detailed reports on endangered/threatened species and existing vegetation and no items of concern were noted.

j. Will have sufficient water available for its foreseeable needs.

This project will not require water resources.

k. Will not cause unreasonable depletion of or other undue adverse effect on the water water source(s) serving existing development(s) in adjacent areas.

The Applicant's Karst plan has been reviewed and approved by the County's consultant and demonstrates no hazards to adjacent groundwater supplies. Our consultant has recommended ongoing monitoring of the site for increased solution activity over time and has agreed to a mitigation plan proposed by the Applicant. This plan is incorporated in a recommended special use permit condition (see Condition #13).

l. Will not cause undue surface or subsurface water pollution.

Upon completion, this project is not expected to generate any sources of surface or subsurface water pollution.

m. Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.

No septic system will be used or constructed with this project. Additionally, the County's Karst consultant did not identify any potential hazards to nearby septic systems.

n. Will not cause unreasonable soil erosion.

The Applicant's erosion and sediment control plan is currently under review by the County's engineering consultant. The Applicant proposed minimal grading with this project and intends to reseed areas that may be denuded in conjunction with the construction process.

o. Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.

The Applicant is not proposing any stormwater management with this project and has submitted

justification for this position to the permitting authority, Virginia Department of Environmental Quality, and the County's engineering consultant. As noted elsewhere in the report, this item remains under review at this time.

p. Will not cause undue air pollution.

No air pollution will be caused by this facility as it does not generate any emissions.

q. Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.

The Applicant has proposed a solar panel system that tracks with the position of the sun, and has indicated that the chosen system will not exceed the County's thresholds for noise. During the construction process, it is anticipated that there will be noise from pile driving and drilling to install the posts for the panel framework. Staff recommends a special use permit condition to ensure that construction only occurs during the hours of 7AM-7PM (see Condition #10). This would also help to mitigate dust and vibration generated during the construction process.

Regarding glare, a question was posed from the Site Plan Committee as to whether light reflection from the panels could pose a potential traffic hazard at certain times of the day for travelers on U.S. 522. The Applicant provided detailed information on reflectivity from the panel manufacturer as well as other supporting documentation addressing the issue. Anderson Staff reviewed the materials and provided the following comment:

Reflectivity – Hecate has provided background information regarding the design of photovoltaic (PV) solar panels and their potential for reflectivity. As stated in the documents, PV panels are designed to absorb as much sunlight as possible in order to be efficient in generating electricity. Based on this and with the required installation of landscaping for screening, Anderson & Associates, Inc. believes that any problems associated with the reflectivity of the solar panels will be minimal.

Staff has no additional concerns with the issue of reflectivity and has not recommended any special use permit conditions on this subject.

Following construction, no dust, odor, fumes, or vibration is expected from the facility.

r. If in the AOC or FOC zoning districts, will not result in scale or intensity of land uses significantly greater than that allowed under the permitted uses for these districts.

The proposed facility is consistent with the Zoning Ordinance regulations that were adopted for solar power plants.

s. Will not cause a detrimental visual impact.

The Applicant has provided a landscaping plan to comply with the landscaping requirements of the Zoning Ordinance found in §6-H-10. The plan proposes to preserve existing tree coverage (mostly mature cedars) along the property boundaries and to supplement with additional plantings in areas that are lacking. The plan depicts the areas where additional landscaping will

be necessary. A more detailed discussion of this plan is included in the Landscaping section above.

Staff Analysis – Solar Power Plant Review Criteria (§3-C-2-hh)

§3-C-2-hh contains review criteria specific to the review of solar power plant applications. The Applicant has provided responses to each one of these criteria in the provided narrative. Staff’s analysis of the Applicant’s responses is included below:

1. Location

If such plant is not part of a “behind-the-meter” program, then such plant shall be adjacent to and all facilities located within one mile of a pre-existing electrical sub-station of 138 kV or higher voltage.

The proposed facility would be located immediately adjacent to the existing Double Tollgate Power Substation owned by Potomac Edison.

2. Minimum Lot Size

No such plant shall be erected on any lot less than twenty acres in size.

The subject property is 234.84 acres in size.

3. Setbacks

All above ground facilities associated with such plant (excluding perimeter security fencing) shall be considered a structure for the purposes of determining required setbacks.

The Applicant’s site plan depicts building restriction lines that comply with ordinance requirements. No structures are located outside of the building envelope.

4. Safety/Access

A security fence (height and material to be established through the special use permit process) shall be placed around the perimeter of the solar power plant and electrical equipment shall be locked. Knox boxes and keys shall be provided at locked entrances for emergency personnel access. Warning signage shall be placed on electrical equipment and plant entrances.

The Applicant proposes a security fence of at least five feet in height with a one foot section installed at the top at a 45 degree angle. Barbed wire may be installed at the top of the fence for additional security. Locked gates will be installed and Knox box access provided for fire and emergency services personnel. Staff provided a special use permit condition to ensure that Knox box access is provided as part of the fire and emergency services planning (see Condition #9).

5. Noise

No such plant shall exceed sixty-five dBA as measured at the property line or fifty dBA as measured at the nearest neighboring inhabitable building.

During construction, the Applicant indicates that there will be noise from equipment used to pile drive or drill to install the support posts for the panel racks. The Applicant also indicates that construction will only occur during daytime hours. After construction, the Applicant states that the facility noise is anticipated to be well below the above referenced noise thresholds. Sources of noise may include power inverters and associated transformers. Staff provided a recommended condition limiting construction to 7AM-7PM and requiring the Applicant to provide noise specifications from the selected manufacturers of the equipment prior to issuance of a building permit in order to confirm compliance with the noise thresholds (see Condition #10).

6. Landscaping

Such a power plant shall be considered a commercial use for the purposes of determining landscaping requirements.

As stated in the review of the special use permit criteria above, Staff provided a recommended condition to outline the parameters of determining planting types and locations including involving the Site Plan Committee in the review if needed (see Condition #14).

7. Local, State and Federal Permits

Such a plant shall be required to obtain all necessary permits from the U.S. Government, Commonwealth of Virginia, and Clarke County, and comply with standards of the major code and safety organizations that apply to generation projects (the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), and Institute of Electrical and Electronics Engineers (IEEE)).

The Applicant indicates they will be required to obtain a Permit by Rule from the Virginia Department of Environmental Quality (DEQ). One of the requirements for this permit is certification by the locality that the project “complies with all applicable land use ordinances.” This certification would be provided following approval of the special use permit and site plan by the Board of Supervisors. Staff included a recommended condition to provide copies of all approved State and Federal permits prior to issuance of a building permit for the project (see Condition #12).

8. Electrical Interconnections

All electrical interconnection or distribution lines shall comply with all applicable codes and standard commercial large-scale utility requirements. Use of above ground transmission lines shall be minimized.

The Applicant states that they will comply with all applicable codes and standards for electrical interconnections/distribution lines and will minimize use of above ground transmission lines. Compliance with electrical code requirements shall be a condition of building permit issuance by the Building Department.

9. Additional Special Use Criteria

a. Project description and rationale

Identify the type, size, rated power output, performance, safety and noise characteristics of the system, including the name and address of the manufacturer, model. Identify time frame, project life, development phases, likely markets for the generated energy, and possible future expansions;

This information is provided in Section V, pages 6-7 of the Applicant's narrative. The Applicant also provided additional required detail on the panels, switchgear, and skids on revised plan sheets 22 and 23 in the April 15 site plan submission.

b. Economic analysis

Provide economic cost/benefit analysis describing generated property taxes, sales taxes, other taxes, construction dollars spent locally, estimated construction jobs and construction payroll, estimated permanent jobs and continuing payroll, and costs associated with impact on roads and other county infrastructure in the area;

This information is provided in Section V, pages 7-8 of the Applicant's narrative. It should be noted that this analysis does not include information on sales, property, or other taxes that would be generated by this project. Regarding local taxation, a state law was adopted in 2014 that preempts localities from assessing machinery and tools taxation on solar power plants that are 20MW or smaller in size. Localities would still be able to tax the increase in land value and improvements but cannot tax the panels and equipment. The Applicant's proposed facility would fall under this state exemption.

The Applicant has expressed an interest in a payment in lieu of tax (PILT) option whereby they would make some type of fixed payment, annual payment, or combination thereof to account for the revenue lost as a result of the new state law. The Applicant provided valuation details to the County's Commissioner of the Revenue who, in turn, provided estimated tax information for the Applicant's consideration. The Applicant is in the process of evaluating the Commissioner's information.

c. Visual impacts, appearance and scenic viewsheds

Provide visual simulations providing vantage points considering a three hundred sixty degree view of the project site;

The Applicant has provided these renderings in Appendix H of the binder of supplementary materials provided with this application.

d. Wildlife habitat areas and migration patterns

Address potential impact on wildlife especially endangered or threatened species, on the site and in a biologically significant area surrounding the site;

The Applicant has provided an Endangered or Threatened Species report in Appendix D of the binder of supplementary materials. This report identified four threatened or endangered species listed within the project area. The provided materials do not specify mitigation measures to be undertaken, however the report is currently under review by the Virginia Department of

Conservation and Recreation (DCR). Mitigation of any impacts would fall under the purview of DCR.

e. Environmental analysis

Identify impact analysis on historic, cultural and archaeological resources, soil erosion, flora in the project area, water quality and water supply in the area, dust from project activities, and cumulative impacts of other adjacent power plant projects;

The Applicant has provided several detailed reports to address the above-referenced items. These items are addressed elsewhere in this staff report.

f. Waste

Identify solid waste or hazardous waste generated by the project and methods of disposal;

The Applicant indicates that waste will be limited to solid waste generated during construction and that there will be no liquid or hazardous waste generated by the facility. Staff noted in the Applicant's environmental report and during the site inspection that there are several large piles of trash on the site consisting of furniture, pallets, landscaping waste, and contractor refuse, and that active dumping of these materials is taking place on site. Staff included a recommended special use permit condition requiring that all of the waste in these piles be removed from the site (not buried or burned on site) and disposed of at an appropriate waste facility prior to issuance of a building permit, and that written evidence (such as tipping receipts) be provided to confirm proper disposal has occurred (see Condition #6).

g. Lighting

Provide lighting plan showing impacts on adjacent properties;

As noted in the Lighting and Signage section above, the Applicant has provided a lighting plan that meets Zoning Ordinance requirements.

h. Transportation plan

Provide access plan during construction and operation phases. Show proposed project service road ingress and egress access onto primary and secondary routes, layout of the plant service road system and degree of upgrade plan to new and existing roads, anticipated volume and route for traffic, including oversized and heavy equipment needed for construction, maintenance and repairs, methodology of repairs and maintenance of roads and bridges used for the project, and related public pedestrian and vehicular access and associated fencing;

VDOT has requested more detailed information on the Applicant's proposed entrance – this has been provided and forwarded to VDOT for review. The Applicant indicates that light vehicles and construction equipment will be used for the construction phase via the existing entrance on Highland Corners Road. Following construction, vehicular traffic would be limited to infrequent visits for site maintenance.

i. Public safety

Identify emergency and normal shutdown procedures. Identify potential hazards to adjacent properties, public roadways, communities, aviation, etc., that may be created and address response to such hazards;

As previously noted, the Applicant has proposed to develop a Fire and Emergency Services Manual to address planning for potential emergency incidents at the facility along with training for emergency services personnel and responders. Staff provided a special use permit condition to ensure this is provided (see Condition #9).

j. Noise limitations

Identify noise levels at the property line of the project boundary;

As noted above, the Applicant indicates the noise level at the property lines to be less than 50dBA. Staff recommends that the Applicant provide specifications from the selected manufacturer to confirm this prior to issuance of a building permit (see Condition #10).

k. Telecommunications interference

Identify electromagnetic fields and communications interference generated by the project;

The Applicant indicates that there will be no telecommunications interference caused by this project.

l. Life of the project and final reclamation

Describe the decommissioning and final land reclamation plan after anticipated useful life or abandonment or termination of the project, including evidence of an agreement with the property owner that ensures proper final removal of power generating equipment.

The Applicant indicates that the facility will be designed for a lifespan exceeding 35-40 years. They indicate that maintenance on the panels and racking system may commence at the 25-year mark and that the efficiency gained with new panel replacement may likely be considered during the 25-40 year time period.

At the end of the facility's lifespan, the Applicant states that the facility will be decommissioned including removal of all equipment, panels, racking systems, wiring, fencing, steel skids, concrete pads, and all other above ground features. Underground facilities will be disconnected and may be salvaged. Following equipment removal, areas will be regraded to a natural grade where required and all wetland protections, natural vegetation, erosion control, and stormwater features will remain in place. Decommissioning procedures will include site assessments to confirm absence of hazardous conditions. Prior to decommissioning, County and DEQ staff will be notified and the Applicant will prepare a decommissioning plan and obtain any necessary permits.

Staff included a recommended special use permit condition to address the decommissioning process as well as any instances of the facility's inactivity prior to the anticipated decommissioning period (see Condition #5).

Additional Comments Provided by Anderson & Associates Staff

The following comments were provided by Anderson staff on other issues pertaining to the Applicant's request. Staff's analysis of each comment is included below.

Bonding

- *Original Comment #4: Bond estimates were not provided in the information submitted. (Ref. 6-G-38)*

Response: Hecate Energy recently provided Bonding Estimates to Clarke County Treasure, see attached.

Follow-Up Comment: Anderson & Associates, Inc. was not provided a copy of the Bonding Estimates that were provided to Clarke County. Please provide for review.

Following discussion with the Applicant's engineer and Anderson staff, we have not identified any features that require bonding at this time. In the event that the Applicant experiences delays in completing the installation of landscaping due to weather or other issues, bonding may be necessary.

Need for Wiring Detail

- *Original Comment: Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.*

Response: Hecate does not have a schematic showing the wiring locations at this time (this will be prepared by the EPC once that firm is chosen/design is in place). That said, the cabling will be buried approx. 24" underground in narrow trenches just wide enough to accommodate the buried cabling. Hecate will share the wiring schematic as soon as that is available.

Follow-Up Comment: Proposed trench locations are now shown on Sheets 9 – 14, presumably for the proposed underground wiring routes for the Prop. Skids. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant must provide a full wiring schematic prior to plan approval.

Wiring schematics are not necessary for site plan approval but will likely be necessary as part of the construction plans for building permit issuance.

Removal of Access Road to House

- *Original Comment #29: There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.*

Response: These existing structures demolished in accordance with Clarke County Building Inspection Department. Existing access to be abandoned.

Follow-Up Comment: If the existing access is to be abandoned, there does not appear to remain access to the house. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant may abandon the access to the existing house that is to remain prior to plan approval.

Since the property owner is also the owner of the house and access road, Staff believes this to be a matter for resolution between the owner and Applicant.

Special Use Permit Conditions:

Staff has provided the following list of Special Use Permit Conditions to address the various issues with this request discussed in this report and in previous Staff Reports.

1. **Special Use Permit purpose; nontransferable.** This Special Use Permit is issued for the subject property for operation of a “solar power plant, large photovoltaic” solely by the Applicant, Hecate Energy Clarke County, LLC (“Permit Holder”). The special use permit shall not be transferable to any other person or entity without prior approval of the Board of Supervisors as an amendment to the approved special use permit conditions.
2. **Permit Holder and Property Owner (“Owner”) to sign list of adopted permit conditions.** The Permit Holder and the Owner shall sign the list of adopted conditions to indicate receipt of and intention to comply fully with the conditions for the life of the special use permit. A signed copy of the conditions shall be provided to Planning Department Staff (“Staff”) within thirty (30) days of the Permit Holder’s and Owner’s receipt of the adopted conditions.
3. **Access for inspections required.** The Permit Holder and Owner shall provide Staff and other County officials with access to the property in order to conduct periodic compliance inspections of the facility and the subject property throughout the life of the permit.
4. **Ongoing maintenance of site features.** The following site features shall be properly maintained throughout the life of the permit:
 - Property entrance shall be maintained consistent with VDOT regulations.
 - Vegetated property buffer including existing trees and shrubs and supplemental plantings as depicted on the approved landscaping plan per Zoning Ordinance requirements.
 - Fences and gates.
 - Outdoor lighting fixtures to ensure compliance with Zoning Ordinance requirements.
 - Warning signage.
 - Knox box for fire, emergency services, and law enforcement access.

5. **Decommissioning of facility.** The following condition shall set forth required provisions for decommissioning the facility either at the end of its lifespan or in the event of inactivity for more than two consecutive years.
- **Notice of inactivity.** The Permit Holder or Owner shall be responsible for notifying the Zoning Administrator within 30 days of the facility becoming inactive and no longer producing electric power. Notification shall be provided in writing and shall include the date that the facility ceased producing power. Failure to return the facility to an active status and producing electric power for two consecutive years shall constitute grounds for special use permit revocation.
 - **Decommissioning process.** Upon completion of the facility's lifespan or following revocation of the special use permit, the facility shall be decommissioned including removal of all equipment, panels, racking systems, wiring (including underground wiring), fencing, steel skids, concrete pads, and other above-ground features. All wetland protections, natural vegetation, erosion control, and stormwater features shall remain in place. The Permit Holder or Owner shall provide a decommissioning plan to Staff and applicable State agencies and obtain all required permits prior to conducting decommissioning activities. All decommissioning activities shall be completed within six months of providing notice of inactivity unless a longer time period is approved by the Zoning Administrator.
6. **Removal of debris.** All existing trash and debris shall be removed from the property and disposed of at an approved waste management facility prior to issuance of a certificate of occupancy. No trash, debris, or construction materials shall be buried or burned on site. The Applicant shall provide written evidence, such as tipping receipts, of disposal of the debris at an approved waste management facility.
7. **Abandonment of existing well.** The existing well on the subject property as identified in the Permit Holder's environmental reconnaissance survey shall be abandoned in accordance with State and County ordinances prior to issuance of a certificate of occupancy.
8. **Blasting prohibited.** No blasting shall be allowed on the subject property.
9. **Fire & EMS coordination and training.** The Permit Holder will work proactively with the Director of Fire & Emergency Services to develop an agreed-upon set of procedures and protocols for managing risk of fire and for responding in the event of a fire or other emergency at the facility. These procedures and protocols shall be in the form of a Fire & Emergency Services Manual for Clarke County that shall be completed by the Permit Holder and accepted by the Director of Fire & Emergency Services or Staff prior to issuance of a certificate of occupancy to begin producing electric power. The Manual will specify the roles of responsible parties in the event of a fire or other emergency at the site. The plan will include at a minimum:

- Clear statements on the responsibility for fire response decision making.
 - Related emergency communications direction as well as emergency phone numbers and key points of contact.
 - Special training for fire and emergency services personnel and a tour of the site to ensure upfront awareness of the site and equipment as well as points of ingress/egress.
 - Designated shutoff procedure and location for equipment shutoff.
 - Maps outlining location of key equipment including:
 - Location of lock box (or if desired the Director of Fire & Emergency Services will be provided with a key to the facility in advance)
 - Inverters
 - Transformers
 - System/electrical cut-off switches
 - Points of ingress/egress at the facility
 - Cleared access around the site
- 10. Noise.** The following condition shall apply to noise generated during the construction of the facility and the facility's ongoing operation.
- **Construction noise.** All construction activities shall be limited to 7:00AM to 7:00PM in order to limit noise impacts on adjacent and nearby properties.
 - **Facility equipment.** Prior to issuance of a building permit, the Permit Holder shall provide technical documentation for all facility equipment that may generate noise to verify that the manufacturer's noise specifications do not exceed Zoning Ordinance requirements.
- 11. Entrance requirements.** The following condition shall apply to the property entrance.
- **VDOT permitting required.** The Permit Holder shall obtain all required permits from VDOT and complete all required improvements to the property entrance prior to issuance of a building permit.
 - **Encroachment on Freeman property.** Provide copy of recorded ingress/egress easement document prior to issuance of any land disturbance permit or building permit.
 - **Potential damage to adjoining properties.** In the event that there is damage to adjoining properties as a result of ingress/egress of construction vehicles, the permit holder shall remedy all damage in full prior to issuance of a certificate of occupancy.
- 12. State and Federal permits.** The Permit Holder shall provide copies of all applicable State and Federal permits to Staff prior to issuance of a building permit.

13. **Karst monitoring.** Ongoing inspections for Karst activity shall be conducted by the Permit Holder according to the following schedule and requirements:

- Initial Inspection Period. Site inspections shall be performed annually by the Permit Holder's engineer beginning one year from the completion of Phase 1. This Initial Inspection Period shall continue until five years from the date of completion of Phase 2.
- Ten-Year Inspection Period. If no solution activity is identified during the Initial Inspection Period, then inspections shall be conducted once every two years for the next ten years.
- Ongoing Inspection Period. If no solution activity is identified during the Ten-Year inspection Period, then inspections shall be conducted once every five years for the remaining life of the project.
- Inspection dates shall coincide with the date of issuance of a certificate of occupancy allowing the facility or Phases of the facility to begin producing electric power.
- Written reports for each inspection shall be provided to Planning Staff according to this schedule. Staff reserves the right to have the reports reviewed by the County's Karst engineer and the Permit Holder acknowledges that they will be responsible for reimbursing the County for review of the report(s).
- The County reserves the right to request intermittent inspections as deemed necessary or if suspected solution activity is reported.
- In the event that an inspection reveals an issue that in the opinion of the County's Karst engineer requires specific remediation activities, the Permit Holder shall be responsible for completing such activities within a timeframe deemed acceptable by the Zoning Administrator and the County's Karst engineer.

14. **Landscaping Plan.** The following condition shall govern the installation of landscaping in accordance with the approved plan.

- **Full installation required.** All landscaping shown on the approved landscaping plan shall be installed prior to issuance of a certificate of occupancy to begin producing electric power regardless of the phasing of construction.
- **Minor deviations from approved landscaping plan.** In the event that the Permit Holder requests a minor deviation from the approved landscaping plan in order to avoid conflicts with the placement of panels that would adversely impact their effectiveness, or to move plantings to more effective locations on the site, such deviation shall be provided on a revised plan sheet for review and approval by Staff. Additionally, Staff may request minor deviations from the approved landscaping plan, including provision of additional plantings, in order to ensure that supplemental landscaping provides effective screening of the facility from adjacent properties. Staff may consult with the Planning Commission's Site Plan Committee to determine whether such minor deviations, requested either by the Permit Holder or by Staff, is consistent with the special use permit and site plan approvals.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on May 6, 2016, the Commission took the following separate actions on the special use permit and site plan applications:

- Voted 9-0-2 (Daniel abstained, Kruhm absent) to recommend conditional approval of the special use permit request subject to the 14 special conditions recommended by Staff with the addition of language to Condition #11 to ensure repairs of any damage to adjoining properties from trucks during construction, as well as final approvals from Virginia DEQ and Anderson & Associates prior to the Board of Supervisors’ Public Hearing.
- Voted 9-0-2 (Daniel abstained, Kruhm absent) to recommend conditional approval of the site plan conditioned on resolution of all outstanding technical issues prior to the Board of Supervisors’ Public Hearing.

Three individuals spoke at the Commission’s Public Hearing. Matt Tedrick (21 Edgewood Street, Front Royal) stated that he was concerned with the potential impact of the solar power plant on neighboring properties and noted that public water and sewer is needed at Double Tollgate. Brenda Marshall Miles lives on Highland Corners Road and is concerned with construction vehicles potentially damaging her property as this has occurred in the past with large vehicles entering the subject property. Tammy Viti (1830 Featherbed Road) is concerned with whether the proposed facility fits in with the County’s aesthetic values, and is also concerned with potential negative impacts on neighboring property values.

Staff Recommendation:

Staff recommends that the Board schedule Public Hearing on the request for the June 21, 2016 meeting. Staff is currently working with the Applicant to resolve remaining issues with the site development plan discussed above. An update on the status of these issues will be provided in a future Supplementary Staff Report.

In addition to the remaining items for resolution, there are a number of other items that must be addressed by the Applicant at various stages of the development process if this request is ultimately approved. For your reference, Staff has included a summary table in the Appendix to this report outlining these items and timeline for required completion.

History:

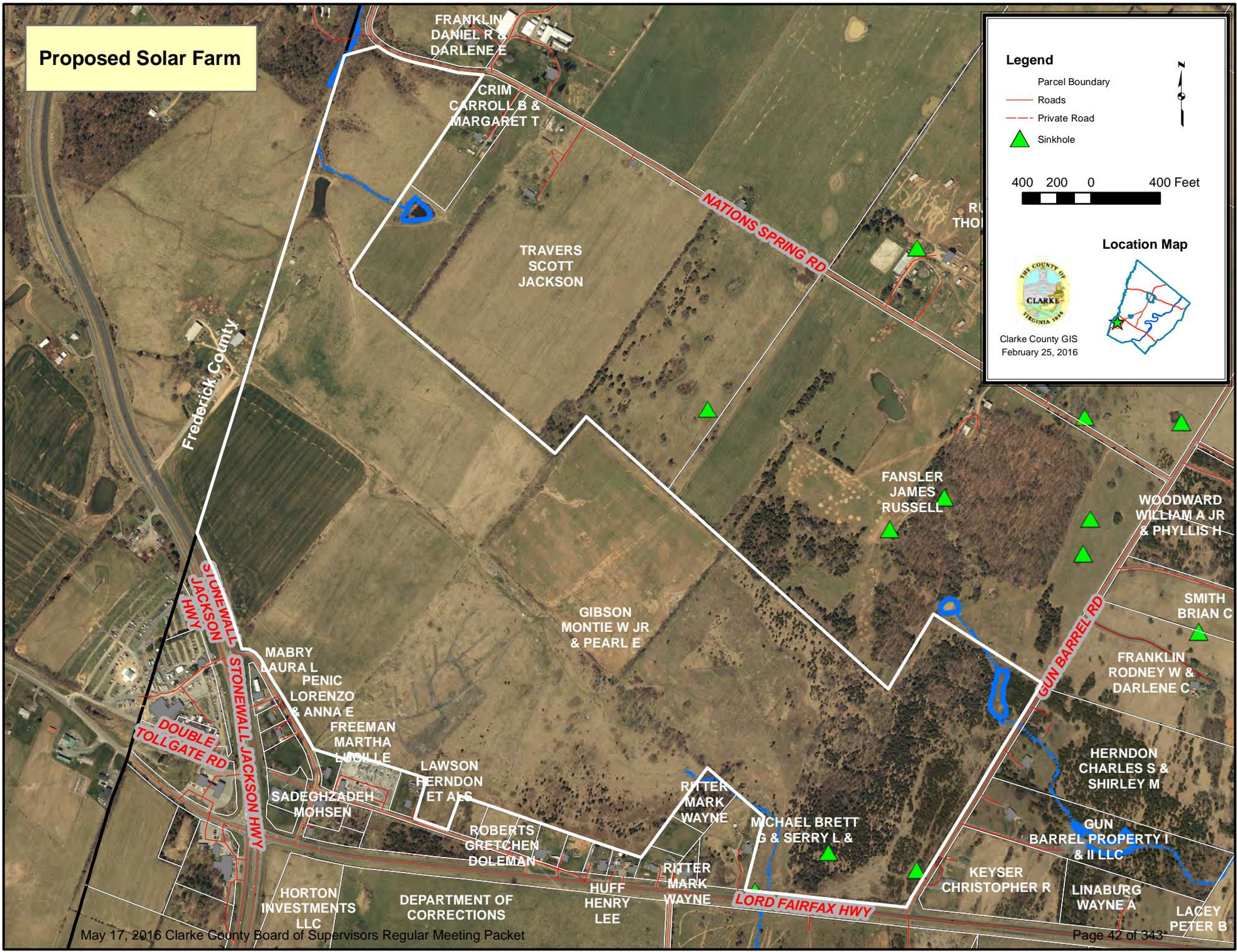
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|---------------------------|---|
| December 28, 2016. | Pre-Application meeting held with Planning Staff. |
| February 5, 2016. | Special Use Permit and Site Plan Applications filed by the applicant. |
| February 19, 2016. | Site Plan Committee meeting held; site visit conducted on February 26. |

- March 4, 2016.** Commission voted 9-0-2 (Ohrstrom, Kreider absent) to schedule Public Hearing for the April 1, 2016 regular meeting.
- March 21, 2016.** Site Plan Committee meeting held.
- April 1, 2016.** Request was deferred for one month to the May 6, 2016 Commission meeting at the Applicant's request. No public hearing was conducted and the Commission did not discuss the merits of the request.
- April 27, 2016.** Site Plan Committee meeting held.
- May 6, 2016.** Commission voted 9-0-2 (Daniel abstained, Kruhm absent) to recommend conditional approval of the SUP request subject to the 14 special conditions recommended by Staff with the addition of language to Condition #11 to ensure repairs of any damage to adjoining properties from trucks during construction, as well as final approvals from Virginia DEQ and Anderson & Associates prior to the Board of Supervisors' Public Hearing. Commission also voted 9-0-2 (Daniel abstained, Kruhm absent) to recommend conditional approval of the site plan conditioned on resolution of all outstanding technical issues prior to the Board of Supervisors' Public Hearing.

APPENDIX
SUMMARY OF ITEMS TO COMPLETE AND TIMELINE FOR COMPLETION

Item	Complete Prior to:	Notes
Site Plan Approval from Anderson & Associates	Board of Supervisors Public Hearing	Planning Commission – conditional approval
Stormwater Plan Approval from Virginia DEQ	Board of Supervisors Public Hearing	Planning Commission – conditional approval
Provide recorded ingress/egress easement from Freeman property encroachment	Land Disturbance Permit issuance	Per Condition #11
Provide noise specifications on plant equipment	Building Permit issuance	Per Condition #10
Provide copy of VDOT entrance approval	Building Permit issuance	Per Condition #11
Provide copies of all required State and Federal permits	Building Permit issuance	Per Condition #12
Remove all debris/waste from property and dispose of at approved waste management facility	Certificate of Occupancy issuance	Per Condition #6
Abandon existing well per State and Local requirements	Certificate of Occupancy issuance	Per Condition #7
Complete Fire & EMS Manual and Procedures; approval by Fire & EMS Director	Certificate of Occupancy issuance	Per Condition #9
Install all landscaping consistent with approved plan	Certificate of Occupancy issuance	Per Condition #14
Remedy any damage to adjoining properties from construction traffic	Certificate of Occupancy issuance	Per Condition #11 (if necessary)
Provide signed copy of adopted conditions	Following Board approval and within 30 days of receipt from Staff	Per Condition #2
Decommissioning Plan	n/a	Per Condition #5
Karst Monitoring Plan	n/a	Per Condition #13

Proposed Solar Farm



Legend

- Parcel Boundary
- Roads
- Private Road
- Sinkhole

400 200 0 400 Feet

Location Map

Clarke County GIS
February 25, 2016

Frederick County

JACKSON HWY
STONEMALL JACKSON HWY
DOUBLE TOLLGATE RD

NATIONS SPRING RD

GUN BARREL RD

LORD FAIRFAX HWY

FRANKLIN DANIEL R & DARLENE E

CRIM CARROLL B & MARGARET T

TRAVERS SCOTT JACKSON

FANSLER JAMES RUSSELL

GIBSON MONTIE W JR & PEARL E

WOODWARD WILLIAM A JR & PHYLLIS H

SMITH BRIAN C

FRANKLIN RODNEY W & DARLENE C

MABRY LAURA L
PENIC LORENZO & ANNA E

FREEMAN MARTHA LUCILLE

LAWSON HERNDON ET ALS

ROBERTS GRETCHEN DOLEMAN

RITTER MARK WAYNE

MICHAEL BRETT G & SERRY L &

HERNDON CHARLES S & SHIRLEY M

GUN BARREL PROPERTY I & II LLC

HORTON INVESTMENTS LLC

DEPARTMENT OF CORRECTIONS

HUFF HENRY LEE

RITTER MARK WAYNE

KEYSER CHRISTOPHER R

LINBURG WAYNE A

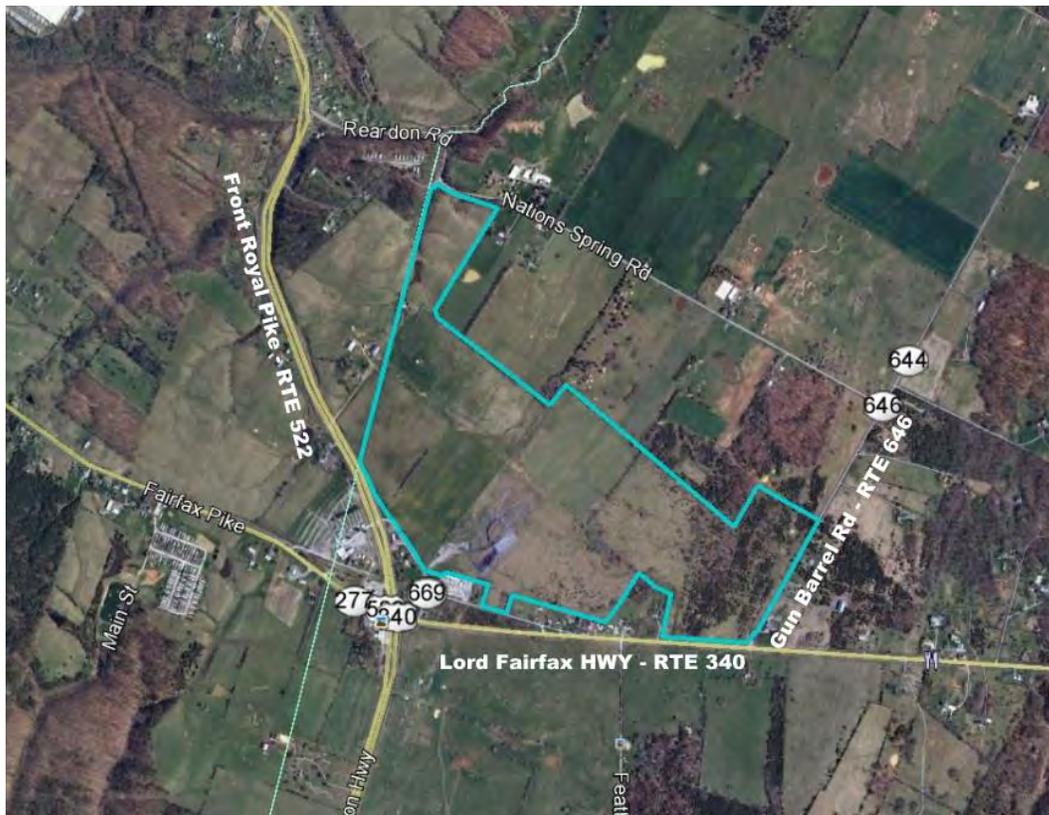
LACEY PETER B



**Special Use Permit
&
Land Development Application**

For

20MW Photovoltaic Solar Power Facility



Date Prepared: February 5, 2016

Prepared For: Hecate Energy
115 Rosa Park Drive
Nashville, TN 37203

Prepared By: Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602

Contact Person: Jeremy N. Tweedie, Senior PM

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Exhibits

- Exhibit A – Deed Ownership Information
- Exhibit B – Aerial Overview & Location Map
- Exhibit C – Zoning Map
- Exhibit D – Environmental Features Map
- Exhibit E – Soils Map
- Exhibit F – Neighboring Properties

APPENDICIES

- Appendix A Phase 1 Environmental Site Assessments
- Appendix B Geotechnical Engineering Report
- Appendix C Wetlands Report
- Appendix D Endangered or Threatened Species Database Report
- Appendix E Cultural Resource Reconnaissance Survey
- Appendix F Vegetation Survey and Soil Erosion Impact Report
- Appendix G Water Quality & Water Supply Analysis
- Appendix H 360° Viewshed Site Renderings
- Appendix I DEQ Local Governing Body Certification Form
- Appendix J Site Development Application and Site Development Plan

I - Executive Introduction

On behalf of Hecate Energy LLC, Greenway Engineering is pleased to submit the information contained herein in accordance with the Special Use Permit and Land Development Site Plan Application Process as required by Clarke County Planning and Zoning Department. The subject property selected for the 20 MW Photovoltaic Facility is located within the Agricultural-Open Space-Conservation District (AOC Zoning) of Clarke County, Virginia (*Please refer to the Exhibit C – Zoning Map*) and consists of 223± acres of which 175± acres will be within the area of influence for this project. The parcel is bordered on the entire North property line by land presently in agricultural land use, to the West by the Frederick County line/ agricultural land use, to the South by residential land uses and the Double Tollgate Electrical Substation and Route 340 Lord Fairfax Highway, to the East by Gun Barrel Road US-Route 644. The site is currently owned by Monte W. Gibson & Pearl E. Gibson. (*Please refer to the Exhibit A - Deed Ownership Information*)

II - Subject Land and Project Information

The subject land within the 20MW leased area consist of 223± contiguous acres and is centrally located adjacent to the Double Tollgate Substation within the Clarke County, Virginia. The subject parcel offers a strategic location closest to the substation where energy will be delivered and terrain suitable to allow construction of a 20MW Alternating Current (AC) solar photovoltaic facility utilizing the latest Self-Powered tracking technology. The development of this property for the full 20MW solar facility will be executed in a phased construction process. The development approach will allow the first 10MW phase to be constructed to achieve a Commercial Operation Date of December 2016, with the remaining second 10MW phase to immediately following or to be constructed at a later date that as will be determined by Hecate Energy.

The present land use activity for the entire 223± contiguous acres is crop cultivation and livestock pasture grazing; however, as it relates to the Project development, this land use activity will cease this spring 2016. The land development process for the proposed project is to be considered Low-Impact Development, with minimal mass grading or stripping of topsoil proposed; however such activities are anticipated in areas where slopes must be reduced to accommodate placement of the trackers/racking. The construction activity is considered light in nature, with minimal impacts to the land during the actual construction of the solar facility. This site borders Frederick County, Virginia and is approximately 4900 feet in depth (East to West) and has an approximate mean width of 2450 feet in width (North to South). The subject land identified as 27-A-5 is zoned AOC, and is currently within the Agricultural and Forrestral District; however recently, the property owner has requested to be removed from the Agricultural and Forrestral District which will be voted on March 2016, once removed and with approval of the requested Special Use Permit, this project will meet all local, state, and federal requirements. (*Please refer to the Exhibit B – Aerial Overview & Location Map*)

III - Location and Site Accessibility

The subject land is located in a convenient and rural area in Clarke County, Virginia adjacent to major highways known as Front Royal Pike-US Route 522 and Lord Fairfax Highway-US Route 340. The property has existing site access suitable to accommodate construction traffic. The site access will be limited to the existing property entrance located on Highland Corners Road-Route 669. Hecate Energy

will utilize and maintain this entrance during the construction process and for continued future site access to allow for routine inspection and maintenance of the solar facility and surrounding grounds. Hecate Energy will provide continuance of use and access to the property to the existing electrical and gas easements holders with existing facilities presently on the subject property. Since there are no proposed site access points from Gun Barrel Road-Route 644, Lord Fairfax Highway-US Route 340 or Double Tollgate Road-Route 670, Hecate Energy is proposing a 6' – 8' chain link fence around the complete perimeter of the project with the appropriate safety and contact information signage as required by Clarke County. No off-site improvements are anticipated/proposed with this plan. All access routes identified within proximity of this site are maintained by the Virginia Department of Transportation and are suitable for Tractor-Trailer (80,000 pound) Vehicular traffic. *(Please refer to the Exhibit B – Aerial Overview & Location Map)*

IV - Energy and Utilities

The 223± acre site has immediate access to all required points of tie-in to the existing utility infrastructure. No other utilities are required nor needed to service this development. Additionally, the Project will not require additional utility services which may be otherwise provided by the County.

V – Special Use Permit:

Design Team Response for Supplementary Regulation Compliance Criteria

V.1 Location: If such plant is not part of a “behind-the-meter” program, then such plant shall be adjacent to and all facilities located within one mile of a pre-existing electrical substation of 138 kV or higher voltage.

Compliance Response: Subject Property is located northeast of the Intersection of Front Royal Pike-US Route 522 and Lord Fairfax Highway-US Route 340. Project area is directly adjacent to the Double Tollgate Power Substation (less than 1,000 feet). *(Please refer to the Exhibit B – Aerial Overview & Location Map)*

V.2 Minimum Lot Size: No such plant shall be erected on any lot less than twenty acres in size.

Compliance Response: Subject Property within Clarke County is 223 Acres.

V.3 Setbacks: All above ground facilities associated with such plant (excluding perimeter security fencing) shall be considered a structure for the purposes of determining required setbacks.

Compliance Response: Subject Development will comply with Clarke County Zoning Ordinance 3-A-1-c; Minimum Setback Requirements. *(Please refer to the Site Plan – Sheet 2, 9, 10 and 11)*

V.4 Safety/Access: A security fence (height and material to be established through the special use permit process) shall be placed around the perimeter of the solar power plant and electrical equipment shall be locked. Knox boxes and keys shall be provided at locked entrances for emergency

personnel access. Warning signage shall be placed on electrical equipment and plant entrances.

Compliance Response: Subject Development shall be security fenced along the entire perimeter of area of influence of the solar panel fields per layout. Multiple points of ingress/egress (gates) for maintenance/access shall be provided internally for maintenance between solar array fields as required. Existing site access will be incorporated into security fence design. Site access will be limited to authorize personnel only. Knox Box Keys will be provided Clarke County emergency personal as well as other on-site easement holders for purposes of site access and routine maintenance of facilities. *(Please refer to the Site Plan – Sheet 2, 9, 10 and 11)*

V.5 Noise: No such plant shall exceed sixty-five dBA as measured at the property line or fifty dBA as measured at the nearest neighboring inhabitable building.

Compliance Response:

Construction (noise): The construction of the project will occur over about 4 -6 months and may include the following phases.

- Equipment Mobilization
- Installing steel racking, trenching electrical cabling
- Install inverters, PV modules, electrical equipment
- Commissioning, testing, and startup

During the early stage of installing the steel racking piers, there may be noise from the pile driving equipment. This work will only be performed during the daytime hours, and should be limited to the first several weeks of the project. No offsite work is required.

Operation (noise): The Project operation will comply with the County ordinance requirement to limit noise from the facility. The ordinance requires noise be limited to below a level of 65 dBA at the property line and below 50 dBA at nearest receptor or inhabitable building. The facility noise is anticipated to be well below the ordinance limit. Solar power projects have very limited moving or operating equipment. The PV panels do not emit noise. It should be noted that the solar power facility will only operate during day time, and will not contribute to noise during quiet night time periods.

The potential noise sources during operation may include inverters (which convert DC power to AC power) and associated transformers that will be packaged on small equipment skids. The development will consist of approximately 10-12 inverter/transformers which will be dispersed among the solar panel arrays throughout the site. The inverter packages are expected to emit a noise less than 85 dBA at about 3 feet distance. The equipment will be located in central areas, away from property lines and shielded by the PV panel arrays. The location of each inverter will be based on the final facility design, final placement of the packages will most likely be located at a distance greater than 200 feet from any property line. At that distance the noise contribution from the inverter/transformers are expected to be less than 50dBA, far less than the required 65dBA. The noise contribution from the equipment will dissipate with distance and be lower than the required noise at the nearest receptors. The selection and design of the

inverters and location on the site will ensure noise meets Clarke County requirements. In the event, any operational noise is deemed non-compliant (above the 65dBA), Hecate Energy would provide suitable measures to mitigate noise within or below the 65dBA ordinance requirement.

V.6 Landscaping: Such a power plant shall be considered a commercial use for the purposes of determining landscaping requirements.

Compliance Response: Subject Development will comply with Clarke County Zoning Ordinance 6-h-10; Landscaping design standards. *(Please refer to the Site Plan – Sheet 15)*

V.7 Local, State and Federal Permits: Such a plant shall be required to obtain all necessary permits from the U.S. Government, Commonwealth of Virginia, and Clarke County, and comply with standards of the major code and safety organizations that apply to generation projects (the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), and Institute of Electrical and Electronics Engineers (IEEE)).

Compliance Response: The project is in the process of securing local permits with the assistance of its consultants, Terracon, Inc. and Greenway Engineering. Extensive studies have been performed and include all the necessary requirements of local permitting which include karst studies, topographical renderings, surveys with complete metes and boundaries, threatened and endangered species studies, environmental assessment studies, cultural studies and historical studies. In addition, Greenway Engineering is performing the storm water management analysis to satisfy both Clarke County as well as the requirements of the Virginia Department of Environmental Quality.

In addition to the local permits that are to be secured, the Commonwealth of Virginia requires that the Project meet the 14 points of requirements necessary to secure a Permit by Rule. This permit is required prior to commencement of any construction activities. A Notice of Intent has been filed with the Virginia Department of Environmental Quality to inform the agency that an application will be forthcoming. In order for the Permit By Rule process to be completed Hecate Energy must obtain approval from Clarke County, Virginia *(Please refer Appendix I - DEQ Local Governing Body Certification Form)*. A mandatory pre-application meeting was held with the Virginia Department of Environmental Quality on November 9th, 2015 with Hecate Energy, Terracon and Greenway Engineering in attendance. A path to achieve the Permit by Rule was put forth with a process to include reviewing studies completed for agency approval and/or additional work that must be completed to insure compliance.

Terracon, Inc. is coordinating the Permit By Rule process on behalf of Hecate Energy. Once Clarke County has approved the project, Hecate Energy will request from Clark County Board of Supervisors a certification letter that the approved project meets or exceed all of the local requirements. Once received from the County, the Permit by Rule application can be finalized with DEQ and the project can commence construction. The PBR process will include a public consultation and meeting to solicit public comment. In addition the PBR process will encompass the entire permitting process and study of

delivery results.

V.8 Electrical Interconnections: All electrical interconnection or distribution lines shall comply with all applicable codes and standard commercial large-scale utility requirements. Use of above ground transmission lines shall be minimized.

Compliance Response: Hecate Energy entered the PJM Transmission Interconnection queue and filed its Attachment N on February 26, 2014 and was assigned a queue position known as Z2-030 known as Double Tollgate. The Form of Generation Interconnection Feasibility Study Agreement with PJM identifies its plan to interconnect the project to the Double Tollgate 34.5 kV Generation Project owned by Rappahannock Electric Cooperative (“REC”) sub transmission system near the First Energy owned Double Tollgate substation. The installed facilities will have a total generating capability of 20.0 MW AC.

As defined by Hecate Energy, the proposed Double Tollgate 34.5 kV Generation Project site will be located at a point adjacent to Double Tollgate substation. The direct connection of this project will be accomplished by utilizing the REC 34.5 kV sub transmission system which will interconnect into the First Energy Double Tollgate 138 kV substation. The combined Feasibility/System Impact Study was completed in August 2014 and demonstrated that The Project is located directly adjacent to the interconnecting utility substation and; therefore, with exception of very short (100m) easement crossing, no new land right-of-ways or approvals are required to interconnect the project to the grid.

All electrical interconnection or distribution lines will comply with all applicable codes and standard commercial large-scale utility requirements. Use of above ground transmission lines shall be minimized to the extent possible.

V.9 Additional Special Use Criteria: The following topics shall be addressed in a Special Use application for such plant in addition to the Special Use Review Criteria in Section 5-B-5:

9a.-i. Compliance Response:

a. Project description and rationale Identify the type, size, rated power output, performance, safety and noise characteristics of the system, including the name and address of the manufacturer, model. Identify time frame, project life, development phases, likely markets for the generated energy, and possible future expansions;

Compliance Response: *Project Description and Rationale*

Project Type	Solar PV (polycrystalline PV modules on trackers)
Project Size	20-megawatts AC
Rated Power Output	20-megawatts AC
Safety	Equipment will be UL listed/comply with applicable electric codes
Noise Characteristics	Inverters/transformers generate minimal noise which will be virtually inaudible from project boundaries
Manufacturers	Manufacturers of key equipment (e.g., PV modules, inverters, racks) have not yet been finalized but will be finalized during final construction design

	(late Q1/early Q2 2016). Only high-quality, bankable equipment will be selected.
Project Timeline / Development Phases	<ul style="list-style-type: none"> • Permitting: Q1 – Q2 2016 • Site prep: June 2016 • Construction: June – October 2016 • Project completion/interconnection: November 2016
Project Life	25-years
Likely Markets for Generated Energy	Hecate Energy has secured a power purchase agreement with ODEC for 10MW AC of the project capacity and is in active discussions with other off-takers for the remaining 10MW AC of project capacity.
Possible Future Expansion	Possible but future expansion may be in Frederick County.

b. Economic analysis Provide economic cost/benefit analysis describing generated property taxes, sales taxes, other taxes, construction dollars spent locally, estimated construction jobs and construction payroll, estimated permanent jobs and continuing payroll, and costs associated with impact on roads and other county infrastructure in the area;

Compliance Response: The Project will represent a significant capital investment into the community. Estimated Project capital investment is expected to be up to approximately \$40 million dollars. Additionally, annual lease payments to the landowner will result in increased tax revenue to the Commonwealth and the County if applicable.

The Project intends to comply with all local and County tax laws currently in place. Discussions are continuing with the County Assessor to determine those values and are dependent on actual dollars spent as well as current Commonwealth laws and determinations by the Assessor. As note below, the following local jobs will be expected during development, construction and operations.

It should be noted that while Hecate Energy will have an Engineering Construction and Procurement company to manage the acquisition of equipment and construction process. As much of the construction activities will be performed by local contractors as possible to the extent those qualified contractors are available. This could include electrical work, civil and construction work and landscaping activities.

It should also be noted that all development activities, particularly preparation of the Clarke County application and the required studies necessary for a completed application are largely being performed by Greenway Engineering, a local company. Cost and fees associated with that engagement also expand the tax base in the form of retained jobs and revenue associated with the performance of those studies.

During the operation of the Project, it is expected that most operations and maintenance activities could be conducted by local Clarke County firms. Whilst the majority of Operations and Maintenance activities relate to the maintenance of vegetation and plantings, project roadways and panel washing, there are additional opportunities to perform routine maintenance. Hecate Energy believes that it is in the best interest to perform these activities with local contractors.

With regard to local infrastructure, the development, construction and operation of the Project is expected to have little or no impact on roads or other County services. The Project will be designed according to all laws and ordinances, but operates as a benign system requiring no additional County services. Very minimal water is required during the operation of the system (e.g., for occasional PV panel washing) and it is possible that water could be sourced from off the property (e.g., trucked in) for panel washing. The Project will produce no emissions such that would be produced by a fossil fuel plant, thus there will be no additional reporting requirements that the County may be required to report to various Commonwealth and State Agencies. Further, there will be a reduction in stormwater runoff impacts as the project will require minimal pesticides as compared to the quantity of pesticide use currently taking place due to farming activities.

Position	Number of Jobs
Legal Counsel	5
Geotechnical Engineering	5
Environmental Assessment	10
Electrical Engineering and Design	7
Civil Engineering	7

Position	Number of Jobs
Construction	60
Electrician	10
Earthworks	10
Communications	2

Position	Number of Jobs
Operations	5
Maintenance	5

c. Visual impacts, appearance and scenic Viewsheds: Provide visual simulations providing vantage points considering a three hundred sixty degree view of the project site.

Compliance Response: Hecate Energy has provide 360 ° Viewshed rendering of the Facility. *(Please refer to Appendix H - 360° Viewshed Renderings)*

d. Wildlife habitat areas and migration patterns: Address potential impact on wildlife especially endangered or threatened species, on the site and in a biologically significant area surrounding the site.

Compliance Response: Greenway Engineering has performed a database search of the following for information regarding threatened and endangered species within the Clarke County Solar Facility project area:

- **Virginia Department of Game and Inland Fisheries (DGIF)**
- **Fish and Wildlife Service (FWS)**
- **Virginia Department of Conservation and Recreation (DCR).**

The Official Species List was received on January 4, 2016 from the FWS Virginia Ecological Field Office. Results have concluded there are four (4) threatened or endangered species on the species list, which is attached. All mitigation measures required to meet compliance of local, state and federal statues will be employed to avoid species identified. *(Please refer to Appendix D- Endangered or Threatened Species Database Report)*

c. Environmental analysis: Identify impact analysis on historic, cultural and archaeological resources, soil erosion, flora in the project area, water quality and water supply in the area, dust from project activities, and cumulative impacts of other adjacent power plant projects;

Compliance Response: Hecate Energy's Sub Consultants have performed detailed, extensive studies on the subject property. (Please Refer to Appendices A-G)

Appendix A Phase 1 Environmental Site Assessments

Appendix B Geotechnical Engineering Report

Appendix C Wetlands Report

Appendix D Endangered or Threatened Species Database Report

Appendix E Cultural Resource Reconnaissance Survey

Appendix F Environmental Impact Analysis (Soil Erosion and Flora Study)

Appendix G Water Quality & Water Supply Analysis

f. Waste: Identify solid waste or hazardous waste generated by the project and methods of disposal;

Compliance Response:

- Minimum vegetation grubbing, burn and bury all to be controlled and on-site.
- If required, all trenching spoils planned to remain on site and shall be stockpiled and seeded.
- Waste will be limited to solid waste during construction; packaging, etc.
- No liquid waste.
- No hazardous materials.
- PV panels are not hazardous.
- Contractor will be required to have a waste management plan and adhere to state and local regulations.

d. Lighting: Provide lighting plan showing impacts on adjacent properties;

Compliance Response: The solar facility requires no lighting in throughout the solar

arrays. Very limited lighting may be required at the main entrance gate and on site substation. The lighting design will ensure light does not spill off site. The engineer may consider several measures including focused lighting, shielding, and sizing.

h. Transportation plan Provide access plan during construction and operation phases. Show proposed project service road ingress and egress access onto primary and secondary routes, layout of the plant service road system and degree of upgrade plan to new and existing roads, anticipated volume and route for traffic, including oversized and heavy equipment needed for construction, maintenance and repairs, methodology of repairs and maintenance of roads and bridges used for the project, and related public pedestrian and vehicular access and associated fencing;

Compliance Response: Light vehicular and construction equipment will be utilized for the development of the solar facility. Site access will be limited to the existing entrance located off of Highland Corners Rd.-Route 669, which currently services the existing utility providers with easement/facilities located within subject property. Security Gates and fencing will be designed in accordance with Clarke County zoning regulations. All access routes identified within proximity of this site are Virginia Department of Transportation maintained roads and are suitable for Tractor-Trailer (80,000 pound) Vehicular traffic.

i. Public safety Identify emergency and normal shutdown procedures. Identify potential hazards to adjacent properties, public roadways, communities, aviation, etc., that may be created and address response to such hazards;

Compliance Response: Hecate Energy will work proactively with local Fire Authorities to develop an agreed-upon set of procedures and protocols for managing risk of fire and for responding in the unlikely event of a fire at the solar PV facility. Generally speaking, the risk of fire at solar PV sites is very low. Typically, the inverters and transformers at the project site present the area's primary risk. Due to their solid state construction it is rare for fire to initiate at the PV modules. Hecate Energy will ensure adequate clearance around any inverter and transformer equipment to address fire risk and to provide adequate space for responding to any emergencies. It is customary to provide training to the local emergency responders during and after construction, which will be sponsored by Hecate Energy, so that any potential risks can be properly and swiftly mitigated.

Hecate Energy will develop a Fire Emergency Services Manual for Clarke County in conjunction with input from local Fire Authorities before the project reaches its Operation phase. The Manual will specify the roles of responsible parties in the event of a fire at the PV site. The plan will include:

1. Clear statements on the responsibility for fire response decision making
2. Related emergency communications direction as well as Emergency phone numbers and key points of contact
3. Special training for fire personnel and a tour of the site to ensure upfront awareness of the site and equipment as well as point of ingress/egress
4. Designated shutoff procedure and location for equipment shutoff.
5. Maps outlining location of key equipment including:
 - location of lock box (or if desired the Fire Authorities will be provided with a key to the facility in advance)

- inverters
- transformers
- system/electrical cut-off switches
- points of ingress/egress at the facility
- cleared access around the site

j. Noise limitations Identify noise levels at the property line of the project boundary;

Compliance Response: Noise levels at the property line of the project re expected to be less than 50dBA, far less than the required 65dBA. (Refer to #5 Compliance Response above)

k. Telecommunications interference Identify electromagnetic fields and communications interference generated by the project;

Compliance Response: No telecommunications interference or electromagnetic field effects potential performance of the solar facility. EMF is associated with very high voltage cables (345kv, 500kV). The solar facility will have 34kV (which is common local utility voltage) or lower voltages.

l. Life of the project and final reclamation Describe the decommissioning and final land reclamation plan after anticipated useful life or abandonment or termination of the project, including evidence of an agreement with the property owner that ensures proper final removal of power generating equipment.

Compliance Response: The solar power Facility will be designed for a life span exceeding 35-40 years and under prudent utility industry practices. With exception of certain electrical equipment such as inverters, tracker motors, communications equipment, and weather station instruments (all of which reflect a relatively small portion of the Project costs), the majority of the solar Facility infrastructure will last 35-40 years or more. The key components of the Facility; transformer, steel racking support structures, and the photovoltaic PV panels carry long-term performance and workmanship guarantees. The steel racking may require some resurfacing/painting after 25 years, but will easily last past 40 year service life. The PV panels carry industry standard performance guarantees past 25 years, yet it is anticipated to last much longer. Today there are solar power facilities that have remained in service after 40 years of operation.

The efficiency of PV solar panels is expected to degrade less than ½ percent per year of service. The Project's operation forecasts and financing models conservatively assume a higher degradation consistent with PV supplier guarantees (20% reduction over 25 years). After 25 years, the Project will very likely continue operation; given the relatively good retention efficiency, the paid off Project debt, and low operating costs. Even with the degraded PV panel efficiency, the Project will continue to be productive. However, the efficiency gained with new panel replacement may likely be considered after 25-40 years.

The very favorable historical PV solar industry results, significant advancements in manufacturing and panel durability, the long-term panel efficiencies, and the low long term operating costs are all factors driving the implementation of renewable solar power generation that will ultimately provide significant economic and society benefits in the future. Therefore, it is anticipated the Project operation will continue well past its initial 25 year term and very likely beyond 40 years given prudent industry maintenance.

Decommissioning

Upon the end of the useful life of the solar Facility (i.e. 40+ years), the Facility and site will be decommissioned. Decommissioning will include the removal of all equipment, PV panels, electrical equipment, transformers, switchgear, steel structural components (i.e. racking), DC/AC wiring, fencing, steel skids and concrete pads, footings, and all other above ground features. All material will be salvaged and recycled as much as possible. Underground utilities will be disconnected below ground and may be salvaged. Signage and other ancillary features will be removed. Once equipment is removed, areas on-site will be graded as required to a natural grade leaving in place any wetland protections and natural vegetation, as well as appropriate erosion and storm water control features. Decommissioning methods will be performed to minimize impact local area wetlands, streams, and/or other habitat surrounding the Facility.

The decommissioning cost will be relatively small compared to the installation cost (i.e. excluding equipment). A significant portion of the components and material will have substantial salvage value, including the wiring, PV panels, inverters, cabinets, and steel racking. This salvage value will more than offset the cost of decommissioning and site restoration. Any unsalvageable material will be disposed in licensed landfill in accordance with local and state regulations. The Facility will contain no hazardous material; however, the decommissioning procedures will include verification and site assessments confirming absence of hazardous conditions.

Decommissioning of the Project will also be required in the long term lease between the landowner and Hecate Energy LLC.

Prior to starting any decommissioning work, the Project will officially inform the County staff and the State Department of Environmental Quality, and will prepare a decommissioning plan including any necessary permits/reviews required.

Redevelopment Opportunities

At least 6 months prior to decommissioning, the Project owner will consult County staff to explore re-use and redevelopment alternatives, and will support County efforts to re-develop the site. The Project owner will coordinate with local community economic development agencies to evaluate future potential development opportunities on the site, and may preserve certain site features such as fencing, entrance road, and utility services in order to maximize the site value for potential redevelopment with the permission of the current landowner. The site will have an established utility substation that will provide high voltage power service that will likely be attractive to new development. The Project will support local economic development agency efforts to promote the site for redevelopment.

Exhibit A

Deed of Ownership

#00-2370

THIS DEED OF GIFT made and dated this 5th day of October, 2000, by and between MONTIE W. GIBSON, JR. and PEARL E. GIBSON, parties of the first part, hereinafter called the Grantors, and MONTIE W. GIBSON, JR. and PEARL E. GIBSON, party of the second part, hereinafter called the Grantees.

WITNESSETH: That for and in consideration of love and affection, the Grantors do hereby grant and convey with general warranty of title unto the Grantees, in fee simple absolute, as tenants by the entirety, with common law right of survivorship, all those certain tracts or parcels of land, together with the improvements thereon and the appurtenances thereunto belonging, lying and being situate in Greenway Magisterial District, Clarke County, Virginia and Shawnee Magisterial District, Frederick County, Virginia, containing in the aggregate 277 acres, more or less, and which land is more particularly described in a Deed of Trust from Montie W. Gibson, Jr. and Pearl E. Gibson, his wife, to The Federal Land Bank of Baltimore (now known as Valley Farm Credit, ACA), dated June 13, 1975, and of record in the Office of the Clerk of the Circuit Court of Clarke County, Virginia in Deed Book 112 at Page 552, and in the Office of the Clerk of the Circuit Court of Frederick County, Virginia, in Deed Book 445 at Page 347 to which Deed of Trust reference is here made for a more particular description of said land and the description as contained in said Deed of Trust is incorporated herein by reference as if the same were textually herein contained and being the same property conveyed to Montie W. Gibson, Jr. and Pearl Gibson as joint tenants by Deed dated June 12, 1975 from Carl F. Frye, et ux, of record in the Clerk's Office of the Circuit Court of Frederick County in Deed Book 445 at Page 344 and in the Clerk's Office of the Circuit Court of Clarke County in Deed Book 112 at Page 549; LESS AND EXCEPTING that small portion of land conveyed to the Commonwealth of Virginia from Montie Gibson, Jr., et al, by Deed dated January 13, 1987, of record in the Office of the Clerk of the Circuit Court of Clarke County, Virginia, in Deed Book 176 at Page 710 for the improvement of Route 646 in Clarke County, Virginia, and LESS AND EXCEPTING that certain conveyance to the Commonwealth of Virginia by Deed dated January 18, 1994, containing 2.89 acres of record in the Clerk's Office of the Circuit Court of Frederick County in Deed Book 818 at Page 567 and in the Clerk's Office of the Circuit Court of Clarke County in Deed Book 242 at page 579; and further LESS AND EXCEPTING that portion of said property conveyed to William Stuart Royston, et al,

Returned 10/31/00 To: Pearl E. Gibson

155 Castlebridge Court
Winchester, VA 22602
Frederick County Tax Map No. 87-B-A
Clarke County Tax Map No. 27-A-5

BENJAMIN M. BUTLER, ESQ.
KUYKENDALL, JOHNSTON,
MCKEE & BUTLER, P.L.C.
P. O. Drawer 2097
Winchester, VA 22604

recorded among the land records of Frederick County, Virginia in Deed Book 606 at Page 506.

This conveyance is made subject to the prior Deeds of Trusts dated September 28, 2000 of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia in Deed Book 977 at Page 205 and in the Clerk's Office of Clarke County, Virginia in Deed Book 318 at Page 448 to secure Valley Farm Credit, ACA the sum of \$284,000.00; and Deeds of Trust dated October 31, 1988, recorded in Deed Book 696 at Page 794 in the Office of the Clerk of the Circuit Court of Frederick County, Virginia and in Deed Book 191 at Page 418 in the Office of the Clerk of the Circuit Court of Clarke County, Virginia, in the principal sum of \$85,000.00; and Deeds of Trust dated June 13, 1975, recorded in Deed Book 112 at Page 552 in the Office of the Clerk of the Circuit Court of Clarke County, Virginia, and in Deed Book 445 at Page 347 in the Office of the Clerk of Frederick County, Virginia, in the principal sum of \$165,700.00.

The Grantors hereby covenant that they have the right to convey to the Grantee; that the Grantee shall have quiet and peaceable possession of the said property, free from all liens and encumbrances; and they will grant such further assurances of title as may be requisite.

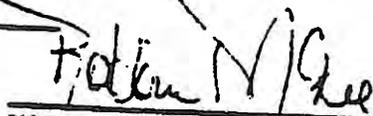
WITNESS the following signatures and seals:

 (SEAL)
Montie W. Gibson, Jr.
 (SEAL)
Pearl E. Gibson

STATE OF VIRGINIA, Winchester
CITY/COUNTY OF Winchester TO-WIT:

Robin McKee a Notary Public in and for the State and jurisdiction aforesaid, do hereby certify that Montie W. Gibson, Jr. and Pearl E. Gibson, whose names are signed to the foregoing Deed of Gift, dated the 5th day of October, 2000, have personally appeared before me and acknowledged the same in my State and jurisdiction aforesaid.

Given under my hand this 10 day of October, 2000.
My commission expires July 31, 2002

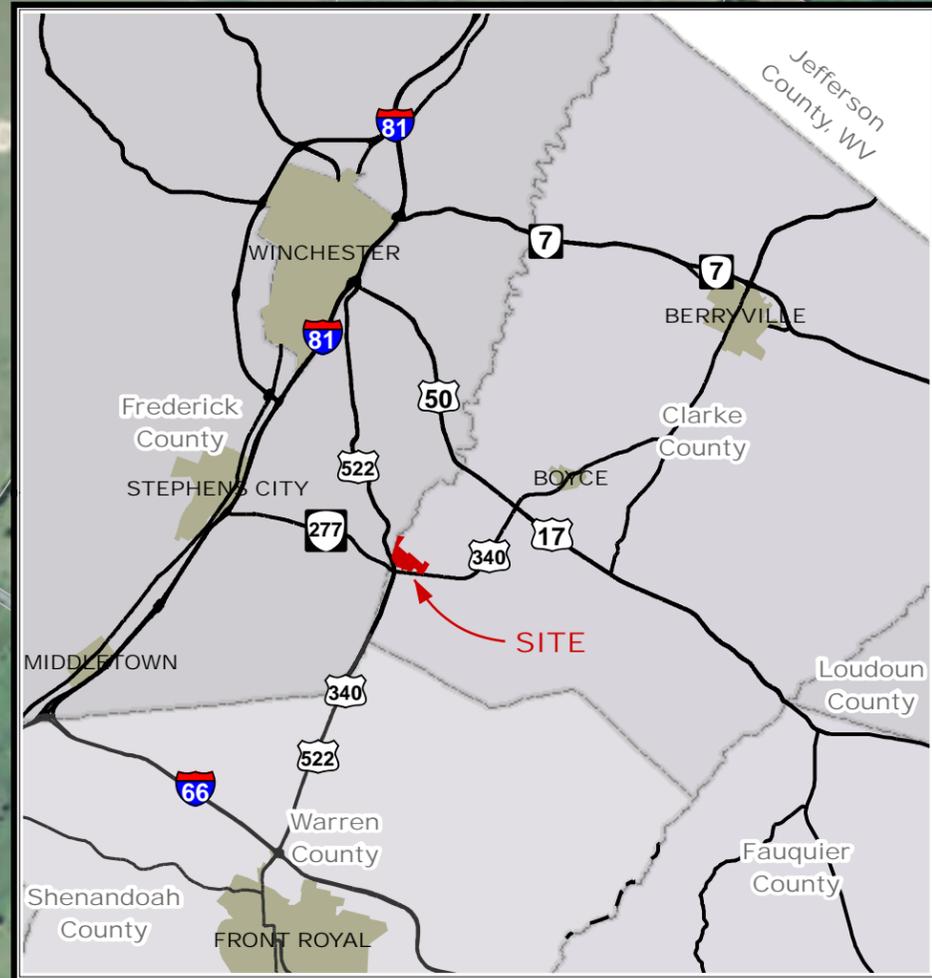
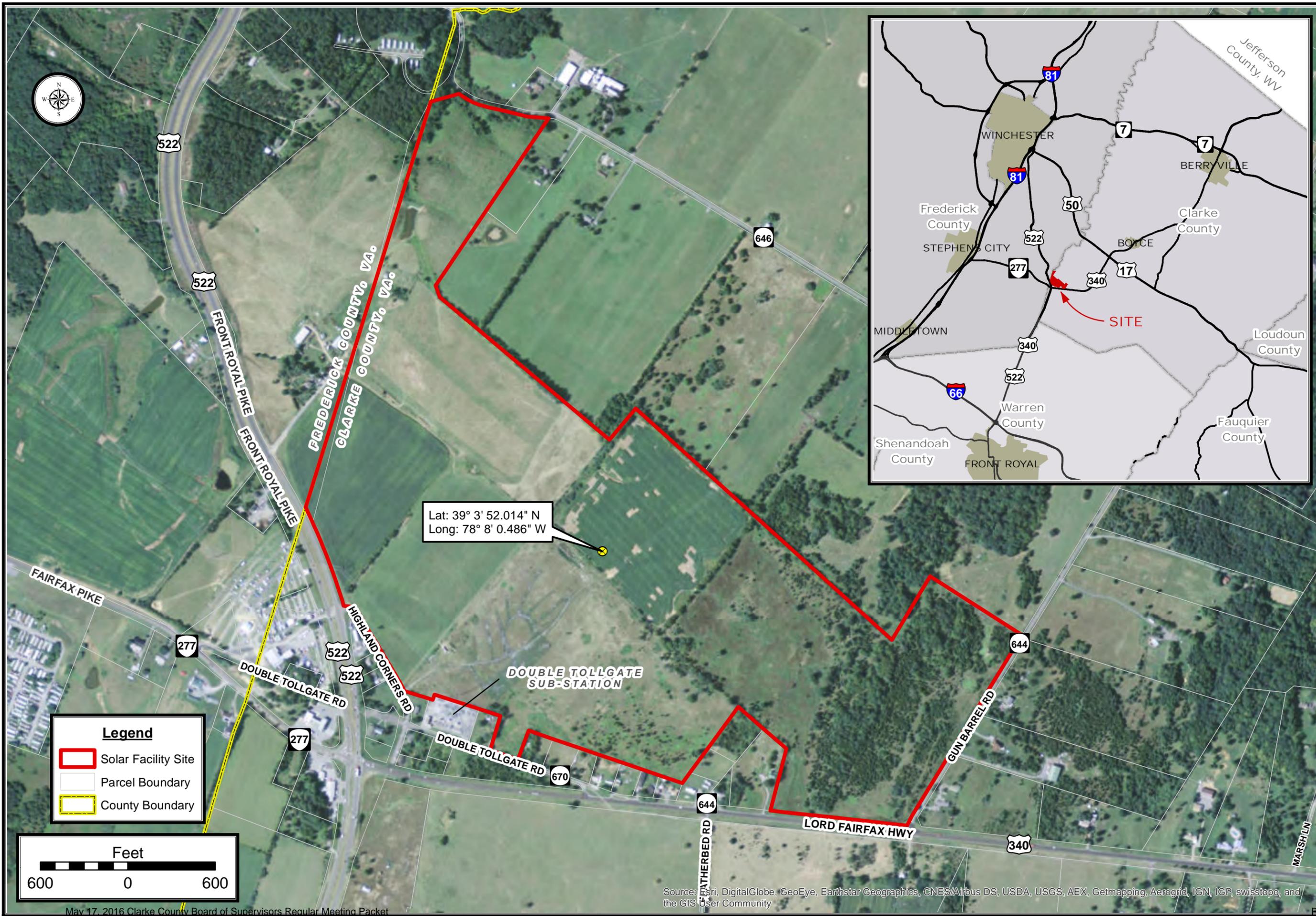

NOTARY PUBLIC

VIRGINIA: In the Clerk's Office of Clarke County Circuit Court
RECORDED 10-31-2000... This Deed was presented and with
the annexed certificate of acknowledgment admitted to record at
1:50 P.M.... M. The taxes imposed by Section 58-54.1 in the
amount of \$..... due by Section 50-34 of the Code
of Virginia have been paid.

TESTE: Helen Butts CLERK

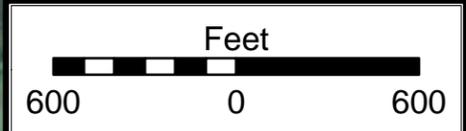
Exhibit B

Aerial Overview and Location Map



Legend

- Solar Facility Site
- Parcel Boundary
- County Boundary



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



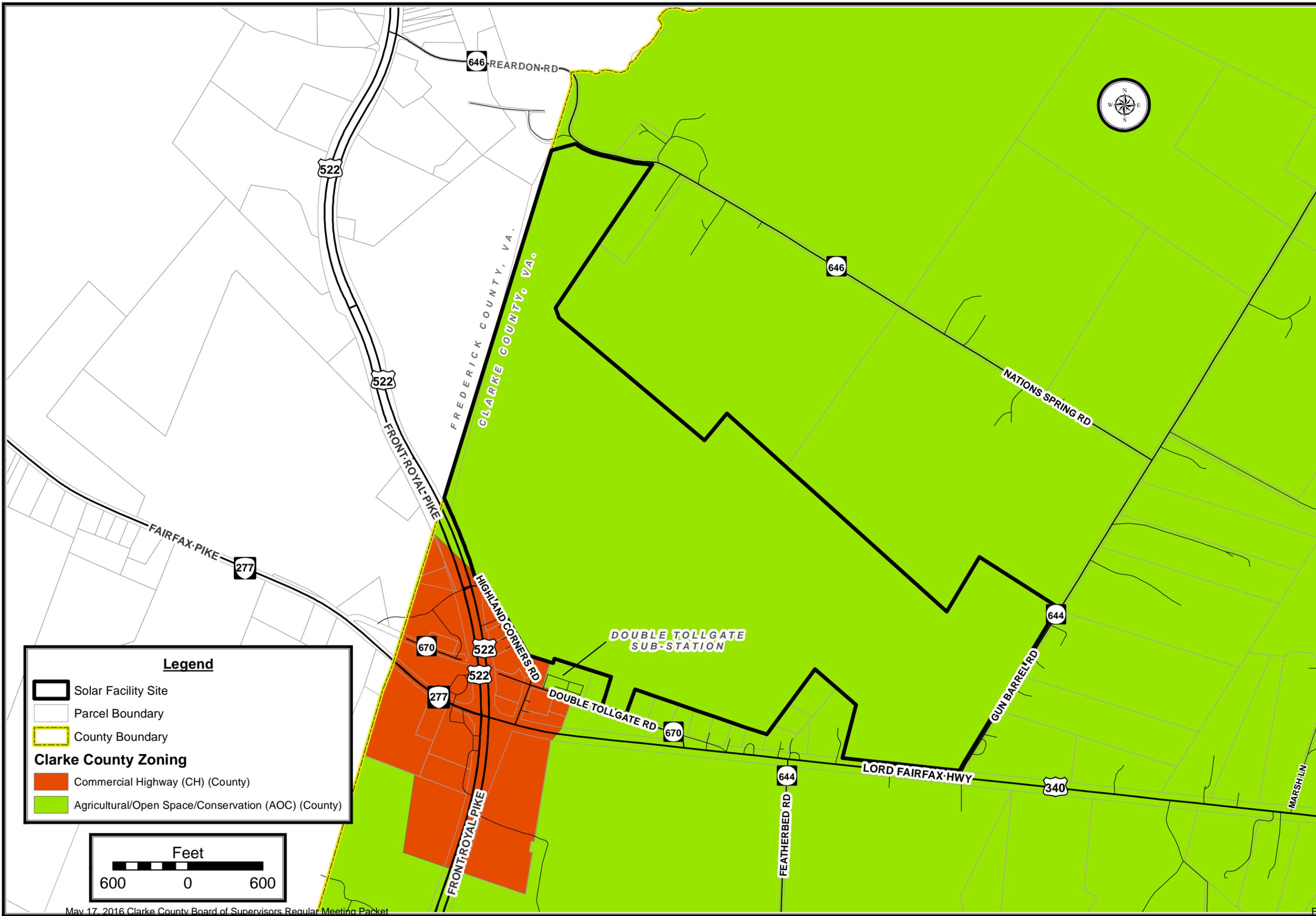
**HECATE ENERGY LLC
SOLAR FACILITY**

**AERIAL OVERVIEW & LOCATION MAP
EXHIBIT B**

HECATE ENERGY LLC SOLAR FACILITY	DESIGNED BY: DWE
AERIAL OVERVIEW & LOCATION MAP	PROJECT ID: 5448H
GREENWAY MAGISTERIAL DISTRICT	DATE: 2016-01-26
CLARKE COUNTY, VIRGINIA	SCALE: 1 Inch = 600 Feet

Exhibit C

Zoning Map

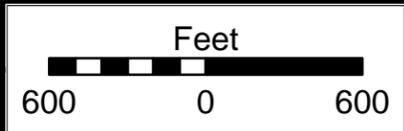


Legend

- Solar Facility Site
- Parcel Boundary
- County Boundary

Clarke County Zoning

- Commercial Highway (CH) (County)
- Agricultural/Open Space/Conservation (AOC) (County)

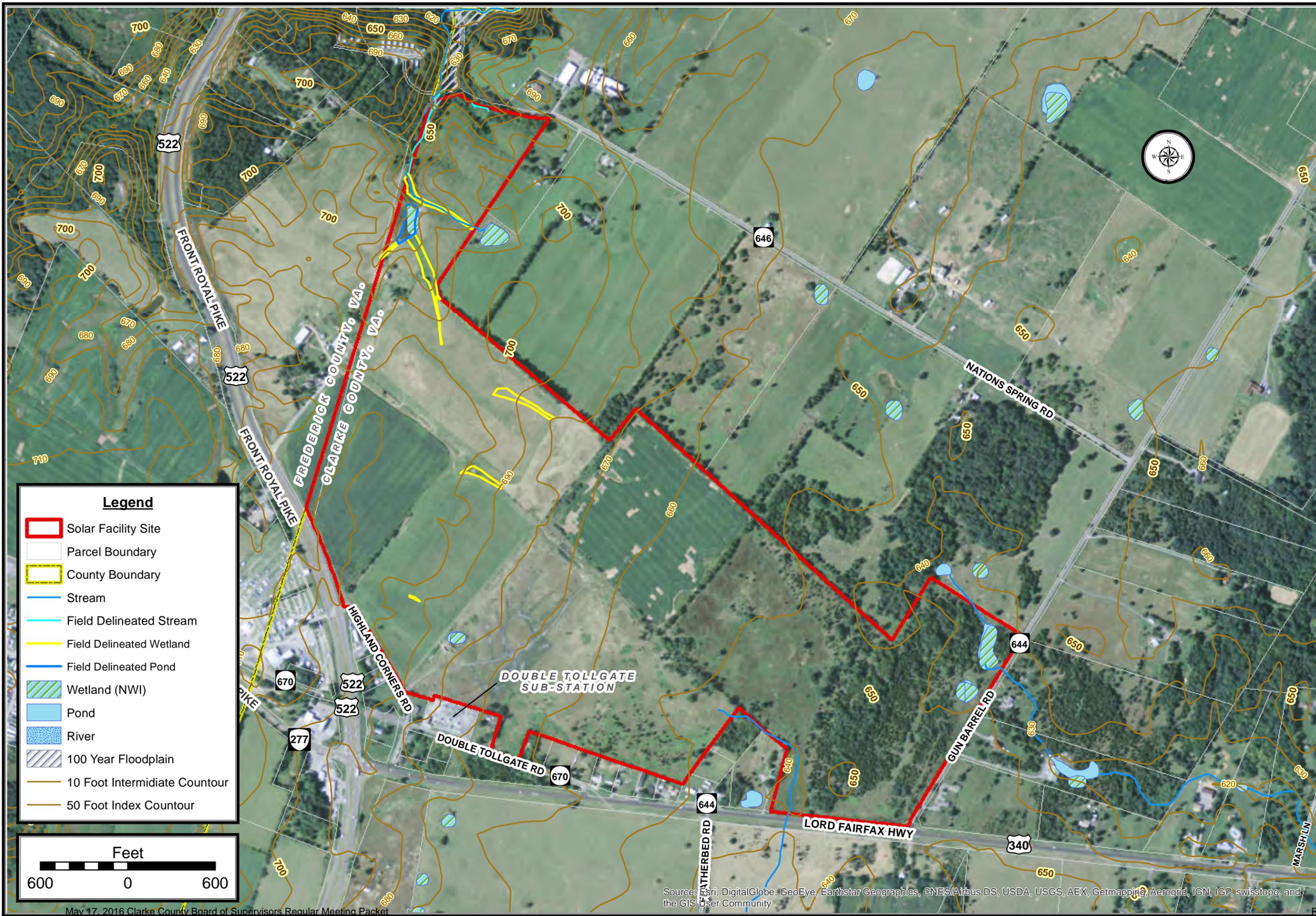


HECATE ENERGY LLC
SOLAR FACILITY
ZONING MAP
EXHIBIT C

HECATE ENERGY LLC SOLAR FACILITY
ZONING MAP
GREENWAY MAGISTERIAL DISTRICT
CLARKE COUNTY, VIRGINIA
DATE: 2016-01-26 PROJECT ID: 5448H DESIGNED BY: DWE
SCALE: 1 Inch = 700 Feet

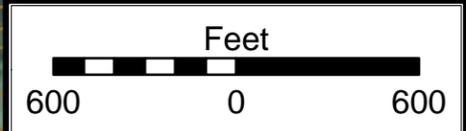
Exhibit D

Environmental Feature Map



Legend

- Solar Facility Site
- Parcel Boundary
- County Boundary
- Stream
- Field Delineated Stream
- Field Delineated Wetland
- Field Delineated Pond
- Wetland (NWI)
- Pond
- River
- 100 Year Floodplain
- 10 Foot Intermediate Countour
- 50 Foot Index Countour



HECATE ENERGY LLC
SOLAR FACILITY
ENVIRONMENTAL FEATURES MAP
EXHIBIT D

HECATE ENERGY LLC SOLAR FACILITY	DESIGNED BY: DWE
ENVIRONMENTAL FEATURES MAP	PROJECT ID: 5448H
GREENWAY MAGISTERIAL DISTRICT	DATE: 2016-01-26
CLARKE COUNTY, VIRGINIA	SCALE: 1 Inch = 600 Feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Exhibit E

Soils Map



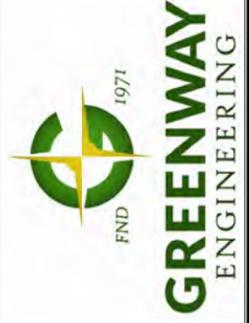
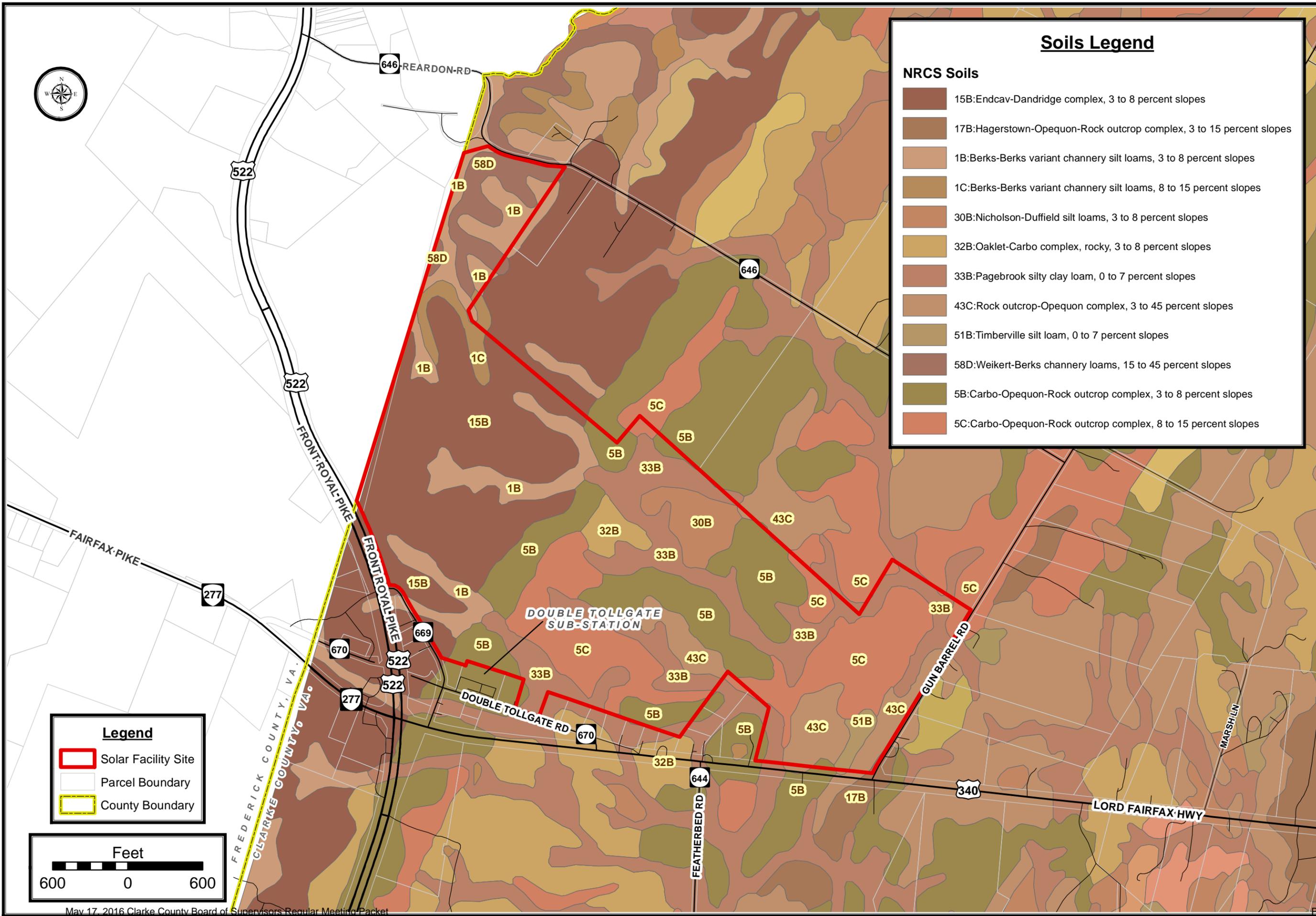
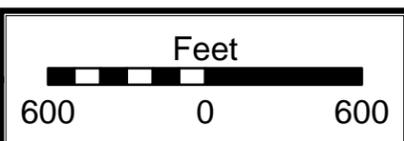
Soils Legend

NRCS Soils

-  15B:Endcav-Dandridge complex, 3 to 8 percent slopes
-  17B:Hagerstown-Opequon-Rock outcrop complex, 3 to 15 percent slopes
-  1B:Berks-Berks variant channery silt loams, 3 to 8 percent slopes
-  1C:Berks-Berks variant channery silt loams, 8 to 15 percent slopes
-  30B:Nicholson-Duffield silt loams, 3 to 8 percent slopes
-  32B:Oaklet-Carbo complex, rocky, 3 to 8 percent slopes
-  33B:Pagebrook silty clay loam, 0 to 7 percent slopes
-  43C:Rock outcrop-Opequon complex, 3 to 45 percent slopes
-  51B:Timberville silt loam, 0 to 7 percent slopes
-  58D:Weikert-Berks channery loams, 15 to 45 percent slopes
-  5B:Carbo-Opequon-Rock outcrop complex, 3 to 8 percent slopes
-  5C:Carbo-Opequon-Rock outcrop complex, 8 to 15 percent slopes

Legend

-  Solar Facility Site
-  Parcel Boundary
-  County Boundary



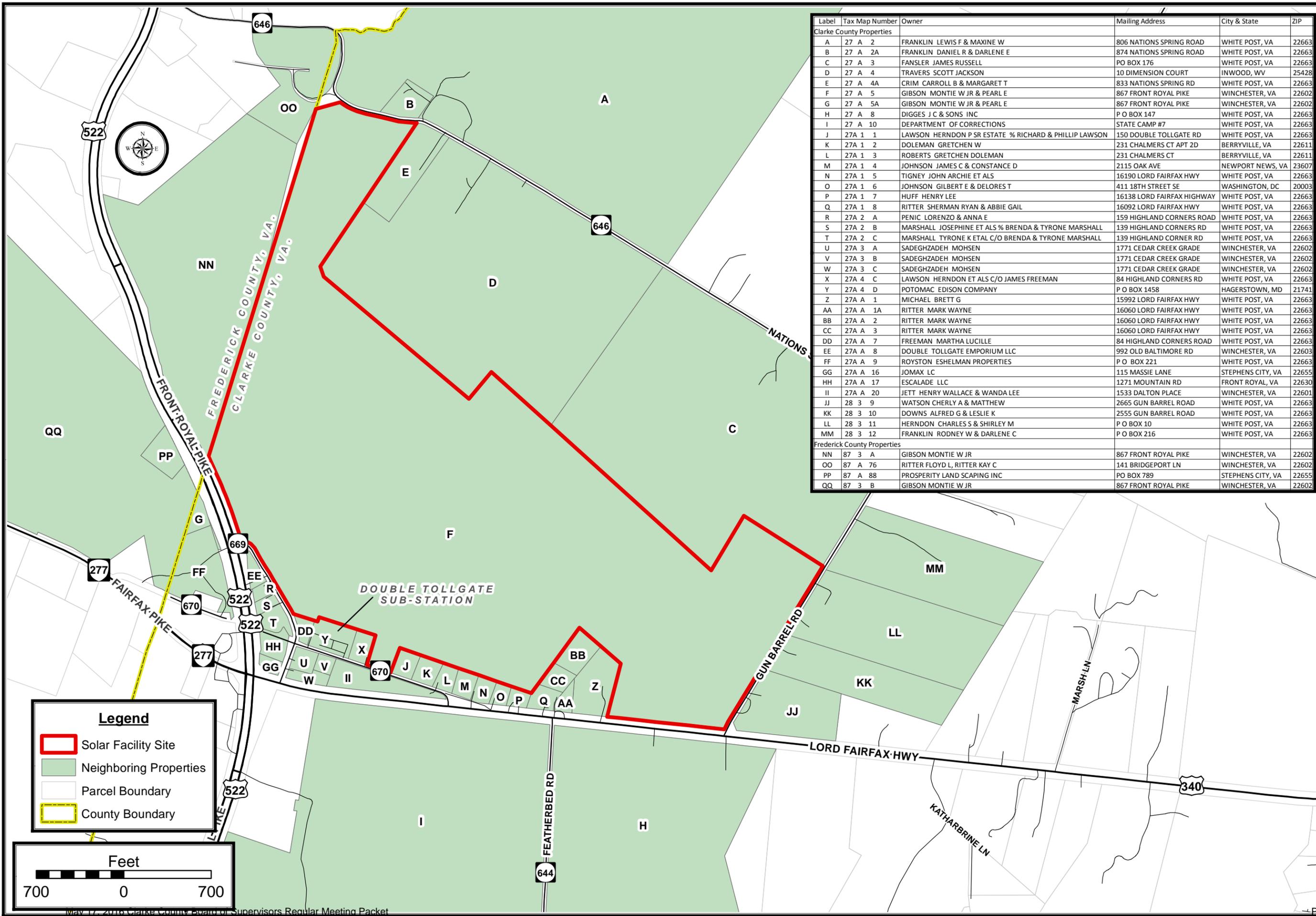
HECATE ENERGY LLC
SOLAR FACILITY

SOILS MAP
EXHIBIT E

HECATE ENERGY LLC SOLAR FACILITY
SOILS MAP
GREENWAY MAGISTERIAL DISTRICT
CLARKE COUNTY, VIRGINIA
DATE: 2016-01-26 PROJECT ID: 5448H DESIGNED BY: DWE
SCALE: 1 Inch = 700 Feet

Exhibit F

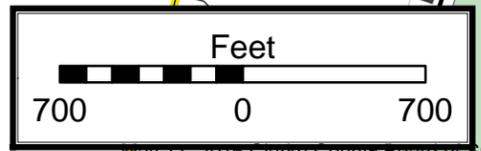
Neighboring Properties



Label	Tax Map Number	Owner	Mailing Address	City & State	ZIP
Clarke County Properties					
A	27 A 2	FRANKLIN LEWIS F & MAXINE W	806 NATIONS SPRING ROAD	WHITE POST, VA	22663
B	27 A 2A	FRANKLIN DANIEL R & DARLENE E	874 NATIONS SPRING ROAD	WHITE POST, VA	22663
C	27 A 3	FANSLER JAMES RUSSELL	PO BOX 176	WHITE POST, VA	22663
D	27 A 4	TRAVERS SCOTT JACKSON	10 DIMENSION COURT	INWOOD, WV	25428
E	27 A 4A	CRIM CARROLL B & MARGARET T	833 NATIONS SPRING RD	WHITE POST, VA	22663
F	27 A 5	GIBSON MONTIE W JR & PEARL E	867 FRONT ROYAL PIKE	WINCHESTER, VA	22602
G	27 A 5A	GIBSON MONTIE W JR & PEARL E	867 FRONT ROYAL PIKE	WINCHESTER, VA	22602
H	27 A 8	DIGGES J C & SONS INC	P O BOX 147	WHITE POST, VA	22663
I	27 A 10	DEPARTMENT OF CORRECTIONS	STATE CAMP #7	WHITE POST, VA	22663
J	27A 1 1	LAWSON HERNDON P SR ESTATE % RICHARD & PHILLIP LAWSON	150 DOUBLE TOLLGATE RD	WHITE POST, VA	22663
K	27A 1 2	DOLEMAN GRETCHEN W	231 CHALMERS CT APT 2D	BERRYVILLE, VA	22611
L	27A 1 3	ROBERTS GRETCHEN DOLEMAN	231 CHALMERS CT	BERRYVILLE, VA	22611
M	27A 1 4	JOHNSON JAMES C & CONSTANCE D	2115 OAK AVE	NEWPORT NEWS, VA	23607
N	27A 1 5	TIGNEY JOHN ARCHIE ET ALS	16190 LORD FAIRFAX HWY	WHITE POST, VA	22663
O	27A 1 6	JOHNSON GILBERT E & DELORES T	411 18TH STREET SE	WASHINGTON, DC	20003
P	27A 1 7	HUFF HENRY LEE	16138 LORD FAIRFAX HIGHWAY	WHITE POST, VA	22663
Q	27A 1 8	RITTER SHERMAN RYAN & ABBIE GAIL	16092 LORD FAIRFAX HWY	WHITE POST, VA	22663
R	27A 2 A	PENIC LORENZO & ANNA E	159 HIGHLAND CORNERS ROAD	WHITE POST, VA	22663
S	27A 2 B	MARSHALL JOSEPHINE ET ALS % BRENDA & TYRONE MARSHALL	139 HIGHLAND CORNERS RD	WHITE POST, VA	22663
T	27A 2 C	MARSHALL TYRONE K ETAL C/O BRENDA & TYRONE MARSHALL	139 HIGHLAND CORNER RD	WHITE POST, VA	22663
U	27A 3 A	SADEGHZADEH MOHSEN	1771 CEDAR CREEK GRADE	WINCHESTER, VA	22602
V	27A 3 B	SADEGHZADEH MOHSEN	1771 CEDAR CREEK GRADE	WINCHESTER, VA	22602
W	27A 3 C	SADEGHZADEH MOHSEN	1771 CEDAR CREEK GRADE	WINCHESTER, VA	22602
X	27A 4 C	LAWSON HERNDON ET ALS C/O JAMES FREEMAN	84 HIGHLAND CORNERS RD	WHITE POST, VA	22663
Y	27A 4 D	POTOMAC EDISON COMPANY	P O BOX 1458	HAGERSTOWN, MD	21741
Z	27A A 1	MICHAEL BRETT G	15992 LORD FAIRFAX HWY	WHITE POST, VA	22663
AA	27A A 1A	RITTER MARK WAYNE	16060 LORD FAIRFAX HWY	WHITE POST, VA	22663
BB	27A A 2	RITTER MARK WAYNE	16060 LORD FAIRFAX HWY	WHITE POST, VA	22663
CC	27A A 3	RITTER MARK WAYNE	16060 LORD FAIRFAX HWY	WHITE POST, VA	22663
DD	27A A 7	FREEMAN MARTHA LUCILLE	84 HIGHLAND CORNERS ROAD	WHITE POST, VA	22663
EE	27A A 8	DOUBLE TOLLGATE EMPORIUM LLC	992 OLD BALTIMORE RD	WINCHESTER, VA	22603
FF	27A A 9	ROYSTON ESHELMAN PROPERTIES	P O BOX 221	WHITE POST, VA	22663
GG	27A A 16	JOMAX LC	115 MASSIE LANE	STEPHENS CITY, VA	22655
HH	27A A 17	ESCALADE LLC	1271 MOUNTAIN RD	FRONT ROYAL, VA	22630
II	27A A 20	JETT HENRY WALLACE & WANDA LEE	1533 DALTON PLACE	WINCHESTER, VA	22601
JJ	28 3 9	WATSON CHERLY A & MATTHEW	2665 GUN BARREL ROAD	WHITE POST, VA	22663
KK	28 3 10	DOWNES ALFRED G & LESLIE K	2555 GUN BARREL ROAD	WHITE POST, VA	22663
LL	28 3 11	HERNDON CHARLES S & SHIRLEY M	P O BOX 10	WHITE POST, VA	22663
MM	28 3 12	FRANKLIN RODNEY W & DARLENE C	P O BOX 216	WHITE POST, VA	22663
Frederick County Properties					
NN	87 3 A	GIBSON MONTIE W JR	867 FRONT ROYAL PIKE	WINCHESTER, VA	22602
OO	87 A 76	RITTER FLOYD L, RITTER KAY C	141 BRIDGEPORT LN	WINCHESTER, VA	22602
PP	87 A 88	PROSPERITY LAND SCAPING INC	PO BOX 789	STEPHENS CITY, VA	22655
QQ	87 3 B	GIBSON MONTIE W JR	867 FRONT ROYAL PIKE	WINCHESTER, VA	22602

Legend

- Solar Facility Site
- Neighboring Properties
- Parcel Boundary
- County Boundary



HECATE ENERGY LLC
SOLAR FACILITY
NEIGHBORING PROPERTIES
EXHIBIT F

HECATE ENERGY LLC SOLAR FACILITY
NEIGHBORING PROPERTIES
GREENWAY MAGISTERIAL DISTRICT
CLARKE COUNTY, VIRGINIA
DATE: 2016-01-26 PROJECT ID: 5448H DESIGNED BY: DWE
SCALE: 1 Inch = 700 Feet

Appendix H

360° Viewshed Site Renderings

VIEWSHED RENDERING OVERALL

FRONT ROYAL PIKE-RTE 522

GUN
BARREL RD

SOLAR PANELS

SOLAR PANELS

SOLAR PANELS

DOUBLE TOLLGATE
POWER SUB-STATION

LORD FAIRFAX HIGHWAY- RTE 340

DOUBLE TOLLGATE
SIGNALIZED INTERSECTION



FRONT ROYAL PIKE-RTE 522

GUN BARREL RD

SOLAR PANELS

SOLAR PANELS

SOLAR PANELS

LORD FAIRFAX HIGHWAY- RTE 340



GUN BARREL RD

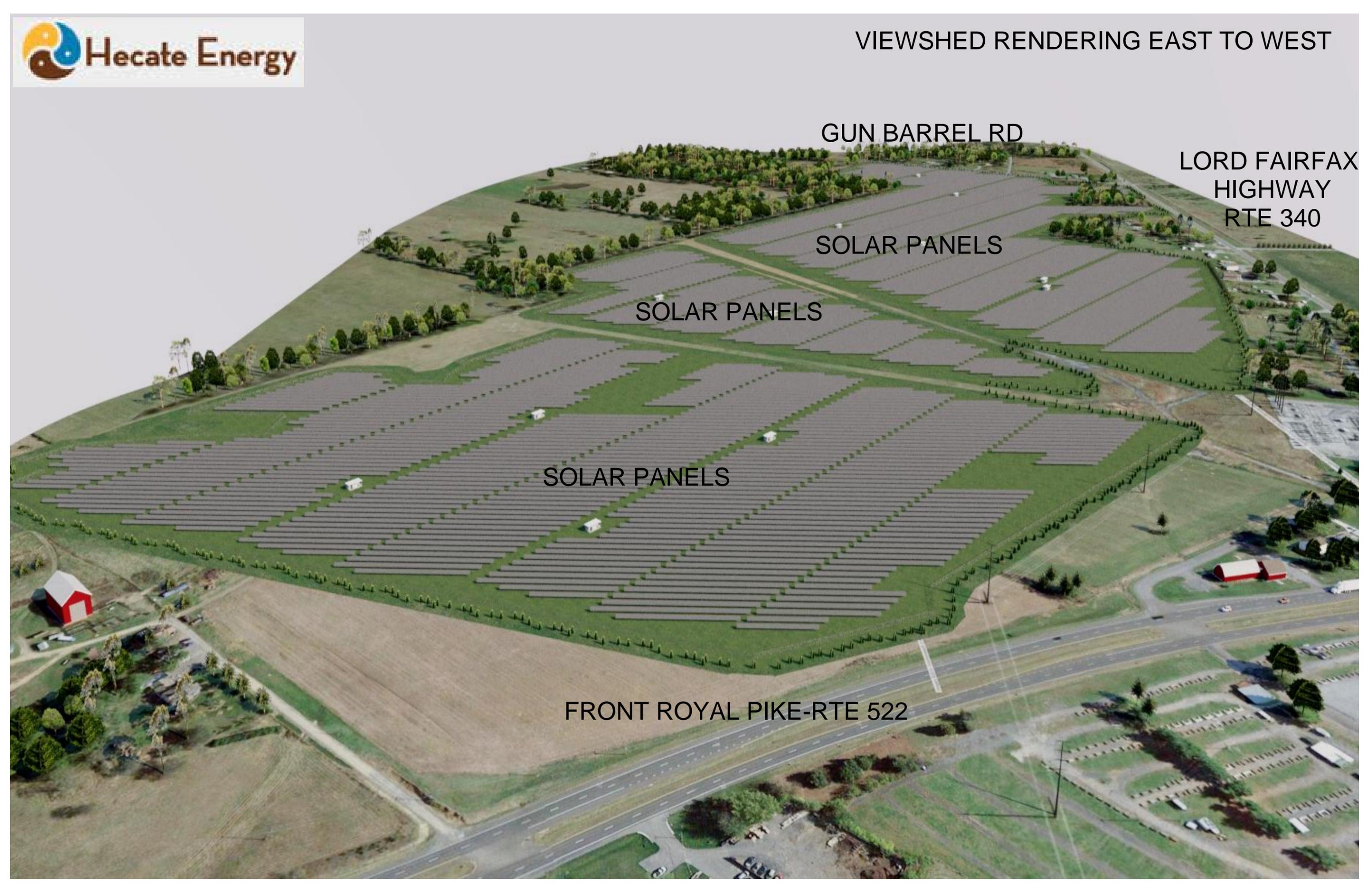
LORD FAIRFAX
HIGHWAY
RTE 340

SOLAR PANELS

SOLAR PANELS

SOLAR PANELS

FRONT ROYAL PIKE-RTE 522



LORD FAIRFAX HIGHWAY- RTE 340

SOLAR PANELS

SOLAR PANELS

SOLAR PANELS

FRONT ROYAL PIKE-RTE 522





VIEWSHED RENDERING EAST TO WEST

FRONT ROYAL PIKE-RTE 522

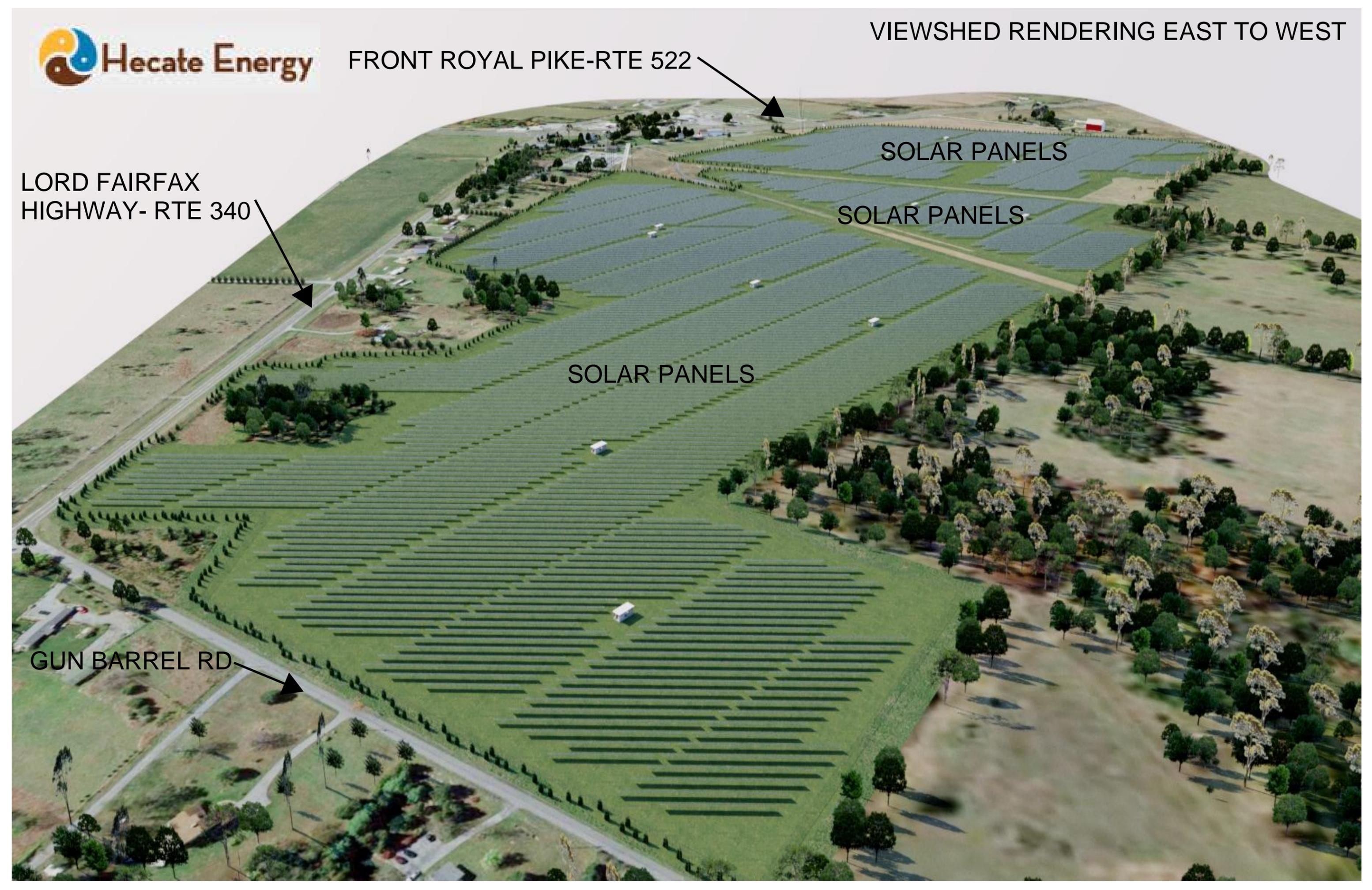
LORD FAIRFAX
HIGHWAY- RTE 340

SOLAR PANELS

SOLAR PANELS

SOLAR PANELS

GUN BARREL RD







AGENCY AND STAFF COMMENT LETTERS

Piedmont Geotechnical, Inc.

14735 Wrights Lane • Waterford, Virginia 20197-1601
540-882-9350 • FAX 540-882-3629

RECEIVED

FEB 19 2016

CLARKE COUNTY PLANNING

February 17, 2016

Clarke County Planning Department
Attn: Mr. Ryan Fincham
101 Chalmers Court
Berryville, Virginia 22611

Re: Review of Geotechnical Report
Proposed Solar Panel Farm
Hecate Energy
Clarke County, Virginia
PGI No. 1934VA

Dear Mr. Fincham:

In accordance with your request, we reviewed the document "Report of Geotechnical Investigation - Proposed Solar Panel Farm - Clarke County, Virginia", which was prepared by Ruckman Engineering, PLC, and dated January 26, 2016. The report findings were based on analyses and field work including conventional soil borings and electrical resistivity (ER) surveys. We also reviewed a letter from True North Environmental, LLC, dated February 4, 2016, which stated their opinion regarding the potential for impacts to the groundwater quality and quantity.

Hecate Energy has proposed to develop a solar panel farm on portions of a 223-acre site. The site has gently rolling terrain and is currently undeveloped, but is partially within a karst zone that may be subject to the development of sinkholes. We did not perform a site visit; however, we did review available geologic literature relevant to the site and its environs. Other than clearing and grubbing there will be no alterations to the site grading associated with the development.

Ruckman Engineering reviewed the site geology, including structural and groundwater features that could impact long-term site performance. Ruckman also delineated portions of the site which are comparatively less desirable for development due to potential karst hazards. In our opinion, the methodologies employed by Ruckman are of sufficient scope and thoroughness to address the potential for karst hazards on the property.

Geotechnical and Geo-Environmental Consulting

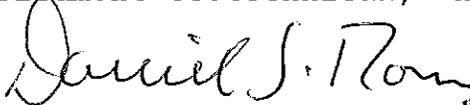
True North Environmental concluded that the planned construction should not adversely affect groundwater quality and quantity supplies. However, True North noted that the civil engineer's stormwater analysis indicates that infiltration will be increased, and runoff decreased, with the land conversion.

In summary, the scope of the geotechnical exploration is satisfactory. It is noted; however, that a runoff decrease and infiltration increase constitute changes to the pre-existing hydrologic environment. It is recognized that any alteration to the runoff and/or infiltration quantity constitutes a change which could accelerate solution activity. For this reason, it is recommended that the geotechnical engineer perform an annual site reconnaissance to assure that developing solution activity, if any, can be addressed before it becomes problematical.

We appreciate this opportunity to be of service. If you have any questions regarding the above, please call.

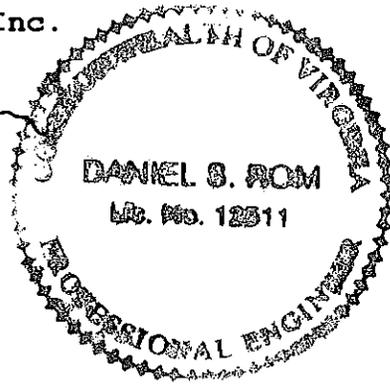
Sincerely,

Piedmont Geotechnical, Inc.



Daniel S. Rom, P.E.
Vice President

DSR/jbp



Clarke County

bstidham@clarkecounty.gov

Re: Hecate Energy response to geotechnical comments

From : PiedmontGeo@aol.com

Mon, Mar 21, 2016 03:22 PM

Subject : Re: Hecate Energy response to geotechnical comments**To :** bstidham@clarkecounty.gov**Cc :** rfincham@clarkecounty.gov

Brandon:

The response on page 2 of Greenway's letter "Ongoing Geotechnical Inspections" is a satisfactory alternative to annual inspections. Intermittent inspections ordered by Clarke County may be in response to torrential storms, reports of area-wide sinkhole formation, or at such other times as it deems a heightened potential for advanced solution activity may exist.

Daniel Rom, PE
Piedmont Geotechnical, Inc.

In a message dated 3/21/2016 2:02:10 P.M. Eastern Daylight Time, bstidham@clarkecounty.gov writes:

Good Afternoon,

Please see the attached comment letter from Greenway Engineering on behalf of Hecate Energy for the proposed solar farm application. Regarding your comment about annual site inspections to identify developing solution activity, Hecate asserts that the inspection schedule is onerous and has proposed an alternative schedule. Can you please review and provide recommendations on Hecate's alternative approach? I'm not sure if anyone from Greenway or Ruckman Engineering contacted you to discuss but I had recommended that they do so.

If you have any questions or concerns, please feel free to contact me.

Thanks much,
~Brandon

--

Brandon Stidham

Director of Planning
Clarke County
101 Chalmers Court, Suite B
Berryville, VA 22611
(540) 955-5130

Clarke County**bstidham@clarkecounty.gov**

Fwd: Hecate Solar Farm

From : Ryan Fincham <rfincham@clarkecounty.gov> Tue, Mar 08, 2016 09:05 AM
Subject : Fwd: Hecate Solar Farm
To : Brandon Stidham <bstidham@clarkecounty.gov>

Here is the comment from the Building Code Official.

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131

From: "Jamie Royston" <jroyston@clarkecounty.gov>
To: "Ryan Fincham" <rfincham@clarkecounty.gov>
Sent: Tuesday, March 8, 2016 8:53:44 AM
Subject: Re: Hecate Solar Farm

Took a quick look at plan you sent down and assume DEQ is reviewing. I see no immediate issues.

Thanks
J Royston

Sent from my iPad

On Mar 7, 2016, at 11:56 AM, Ryan Fincham <rfincham@clarkecounty.gov> wrote:

Frank and Jamie-

I need any comments for the Solar Farm project as soon as possible or at least by Thursday for our staff report. If you have no comments, please just reply as such.

I delivered the site plan downstairs on February 11, 2016, but I do have a revised 18" by 24" (not to scale) site plan that I will bring down now also for reference.

If you haven't had a chance to take a look at it, could you check it out?

Any comments that you may have can be emailed back to me, no need for a formal letter.

Thank you-

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131

Clarke County

bstidham@clarkecounty.gov

**Fwd: Clarke County - Route 669 -- Hecate Energy Solar Farm (Preston Schultz)
TM:27-A-5 - Special Use Permit**

From : Ryan Fincham <rfincham@clarkecounty.gov> Wed, Mar 09, 2016 04:40 PM
Subject : Fwd: Clarke County - Route 669 -- Hecate Energy Solar Farm (Preston Schultz) TM:27-A-5 - Special Use Permit 1 attachment
To : Brandon Stidham <bstidham@clarkecounty.gov>

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131

From: "Boyce, Arthur (VDOT)" <Bobby.Boyce@VDOT.Virginia.gov>
To: rfincham@clarkecounty.gov
Cc: "Funkhouser, Rhonda (VDOT)" <Rhonda.Funkhouser@VDOT.Virginia.gov>, "Smith, Matthew, P.E. (VDOT)" <Matthew.Smith@vdot.virginia.gov>
Sent: Wednesday, March 9, 2016 3:11:05 PM
Subject: Clarke County - Route 669 -- Hecate Energy Solar Farm (Preston Schultz) TM:27-A-5 - Special Use Permit

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824

Dear Mr. Fincham:

We have reviewed the above subject Special Use Permit Application dated February 15, 2012 for impacts to the transportation system. This application is for the construction of a 150 acre solar farm with no structures. Our comments are as follows:

- We suggest that a low volume commercial entrance be required as a condition of the Special Use Permit that will accommodate single-unit trucks and pickup trucks with trailers for routine maintenance operations. The entrance should be designed

to at least accommodate these design vehicles (provide turning template) and surfaced with asphalt to minimize erosion and to provide traction for vehicles entering and exiting Route 669. The design for the entrance should be included with the site plan and will need to be submitted to this office for review and approval prior to any construction.

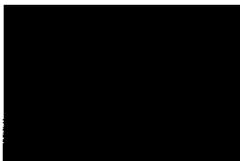
- A VDOT Land Use Permit will need to be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require application fees and surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments on this Special Use Permit. We ask that you include a copy of this transmittal for official public record. If you have any questions or need further information, please do not hesitate to give me a call at (540) 984-5631.

Sincerely,

Arthur R. Boyce, III

Arthur (Bobby) R. Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631



Picture (Device Independent Bitmap) 1.jpg
631 B

Clarke County**bstidham@clarkecounty.gov**

Fwd: Hecate Solar Farm

From : Ryan Fincham <rfincham@clarkecounty.gov> Thu, Mar 10, 2016 04:46 PM
Subject : Fwd: Hecate Solar Farm
To : Brandon Stidham <bstidham@clarkecounty.gov>

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131

From: "Frank Davis" <fdavis@clarkecounty.gov>
To: "Ryan Fincham" <rfincham@clarkecounty.gov>
Sent: Thursday, March 10, 2016 4:35:16 PM
Subject: Re: Hecate Solar Farm

Ryan,

Nothing from the fire side except training for the staff before it goes on line!

Thanks
Frank

Frank Davis
Director
Clarke County Va. Fire & EMS
540-955-5113 O
240-446-4007 C
fdavis@clarkecounty.gov

From: "Ryan Fincham" <rfincham@clarkecounty.gov>
To: "Frank Davis" <fdavis@clarkecounty.gov>, "Jamie Royston" <jroyston@clarkecounty.gov>
Sent: Monday, March 7, 2016 11:56:51 AM

Subject: Hecate Solar Farm

Frank and Jamie-

I need any comments for the Solar Farm project as soon as possible or at least by Thursday for our staff report. If you have no comments, please just reply as such.

I delivered the site plan downstairs on February 11, 2016, but I do have a revised 18" by 24" (not to scale) site plan that I will bring down now also for reference.

If you haven't had a chance to take a look at it, could you check it out? Any comments that you may have can be emailed back to me, no need for a formal letter.

Thank you-

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131

March 11, 2016

Mr. Ryan Fincham
Zoning Administrator / Senior Planner
Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611

Re: Hecate Energy (Solar Farm)
Site Plan Review (1st Submittal)
A&A JN 32016.00

Dear Mr. Fincham:

Thank you for the opportunity to provide plan review services to Clarke County for this important project. Overall, we found the plans and information submitted to be very detailed and thorough. However, based on our review, we do offer the comments below for your consideration. We believe these comments should be addressed prior to recommending approval of the application by the County.

Background

On February 12, 2016, Anderson & Associates, Inc. received a copy of the Special Use Permit and Land Development application for the proposed 20 MW Photovoltaic Solar Power Facility, dated February 5, 2016, prepared by Greenway Engineering on behalf of Hecate Energy. Subsequently, on February 18, 2016, a revised Site Development Plan, dated February 16, 2016, was received. Our review is based on the requirements of the applicable Clarke County Ordinances, the Virginia Erosion and Sediment Control Regulations, and general plan review expectations of the County. It is our understanding that the Virginia Department of Environmental Quality is also reviewing this submittal for compliance with Virginia Stormwater Management Program criteria. Therefore, we have limited our stormwater management review to the requirements of the Clarke County Stormwater Ordinance that exceed the Virginia DEQ requirements.

Site Development Plan/Special Use Permit Comments

1. Clarke County requires site plans to be "certified by seal and signature" of a qualified design professional licensed in Virginia. The submitted plan did not have the signature of the design professional. (Ref. Article 6-G, CONTENTS)
2. Sheet 3 of the Site Development Plan shows the boundary information (plat) for the subject property. However, the surveyor's seal and signature are not included on this sheet. (Ref. 6-G-9)
3. Will there be any permanent signage for this project? There is none indicated; however, if signage is proposed, applicant should provide the information required by Article 6-G-20.
4. Bond estimates were not provided in the information submitted. (Ref. 6-G-38)

Erosion & Sediment Control/Stormwater Management Set Comments

Sheet 1 – Cover Sheet

1. Please provide the signature of the licensed professional engineer along with their seal.

Sheet 2 – General Notes and Legend

2. Please update General Notes 25 and 27 to indicate Clarke County instead of Frederick.
3. Project Note 3 mentions both a minimal increase in stormwater runoff and a significant decrease in the stormwater runoff quantity. Please clarify. The note also mentions that stormwater management is not required due to the decrease. Clarke County's Stormwater Management Ordinance (§ 154-1-E 1.a.) stipulates that projects that create 5,000 square feet or more of impervious cover are subject to the stormwater management criteria in the ordinance. These criteria are more stringent than the Virginia DEQ requirements. The proposed impervious square footage is calculated as the sum of the 11 Prop. Skids (24'x12' = 288 SF each) and the proposed Switchgear Area (approximately 150'x80' = 12,000 SF). Please indicate how the Ordinance criteria will be addressed by this project.
4. Project Note 4 mentions that water quality measures are not required due to the land use conversion. However, Clarke County's Stormwater Management Ordinance (§ 154-4-B 1) indicates the Water Quality Design Criteria required by the County. As stated in Comment 3 above, the County criteria are more stringent than Virginia DEQ requirements. Please indicate how the Ordinance criteria are to be met by this project.
5. Project Note 5: Please include the term "Permit", so as to read "Land Disturbance Permit to be issued ..."
6. Stormwater Runoff Quantity & Quality Analysis Narrative, Post Developed Condition section mentions both a reduction in runoff quantity and an increase in stormwater runoff. Please clarify, similar to Comment #3 above.
7. Stormwater Runoff Quantity & Quality Analysis Narrative, Conclusion section mentions that stormwater management and water quality are not required. See Comments #3 and #4 above.

Sheet 3 – Boundary

8. Please provide the professional seal and signature of the Land Surveyor, licensed in Virginia, who performed the boundary survey of this site. Further plan sheets also show topographic and planimetric features not shown on this boundary survey. Please include these on this survey or provide an additional sheet with these, along with the required topographic control notes for a professional land survey.

Sheet 4 – E&S Control Narrative

9. Soils section mentions that existing soil conditions were obtained from the USDA Soils Survey. However, the Special Use Permit and Land Development application Exhibit E Soils Map cites Clarke County and Frederick County GIS Departments as the source of soil information. Please clarify the source of the soils information.
10. Vegetative Measures section mentions temporary or permanent seeding and topsoil. Please include the Virginia Erosion and Sediment Control Handbook numbers associated with these intended measures (i.e., 3.36, 3.32, and 3.30)
11. Please update Seeding Schedule note 4 to indicate a fertilizer formula of 10-20-10, as shown in the Permanent Seeding Standard & Specification 3.32, page III-307.
12. Please adjust Seeding Schedule note 5 to indicate a seed mix % in conformance with Table 3.32-C General Slope section, as shown on this Sheet.
13. Please update Seeding Schedule note 6 to indicate a rate of 430 gallons per acre of emulsified asphalt application, as shown in Mulching Standard and Specification 3.35, page III-354.
14. Dust Control section mentions temporary seeding, haul roads, and sprinkled water. Please include the Virginia Erosion and Sediment Control Handbook numbers associated with these intended measures (i.e., 3.31, 3.03, and 3.39).
15. Minimum Construction Standards Narrative lists the Minimum Standards for Erosion & Sediment Control Plans. Please indicate how this plan meets Minimum Standard 19.

Sheet 5 – E&SC Phase I & II

16. For plan clarity, please move the Critical Area symbol "star" to the actual location of the Critical Areas being indicated. Also on Sheets 6 and 7.
17. For plan clarity, please show the existing drainage divide lines darker. Also on Sheets 6 and 7.
18. As this sheet is for both E&SC Phases I & II, please show the general location of post-development features and proposed contours, as needed for a Phase II E&SC plan. Also on Sheets 6 & 7.
19. Please provide Tree Protection (TP) along the eastern edge of the proposed limits of construction and along the proposed sinkhole buffers, where existing vegetation is to remain outside of the limits of construction.
20. Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the northern and southern proposed limits of construction, where the existing grade slopes downhill offsite.
21. Please indicate where or if Construction Road Stabilization (CRS) is to be used. Also on Sheets 6 and 7.

22. Please indicate Temporary Seeding (TS), Permanent Seeding (PS), Topsoiling (TO), Mulching (MU), and Dust Control (DC) for the entire site within the limits of construction. Also on Sheets 6 and 7.

Sheet 6 – E&SC Phase I & II

23. Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner and southeastern edge of the proposed limits of construction, where the existing grade slopes downhill offsite.
24. The Special Use Permit and Land Development application Exhibit D Environmental Features Map indicates an existing pond and/or wetland on the southern portion of the site, within the proposed limits of construction and just north of the proposed Construction Entrance. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Sheet 7 – E&SC Phase I & II

25. Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the remainder of the proposed limits of construction, where the existing grade slopes downhill offsite.

Sheet 8 – E&S Control & Misc. Details

26. Please describe how erosion and sedimentation is to be prevented post-construction from rainfall runoff that drips from the proposed single axis trackers.

Sheet 9 – Site Plan

27. Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.

Sheet 10 – Site Plan

28. Please indicate if the existing wire fencing within the limits of construction is to be removed. Also on Sheet 11.

Sheet 11 – Site Plan

29. There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.

Mr. Ryan Fincham
March 11, 2016
Page 5 of 5

Sheet 12 – Pre & Post Watershed Drainage Divides

30. Please provide topographic information for the entire watershed areas in order to justify their delineations as shown.

This is the extent of our comments at this time. Please do not hesitate to contact either of us with questions.

Sincerely,

ANDERSON & ASSOCIATES, INC.



Keith Boyd, PE
VP Land Development



Scott V. Cramer, P.E.
Project Engineer



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

March 11, 2016

Jeremy N. Tweedie, Senior Project Manager
Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602

Dear Mr. Tweedie,

Please see the following comments below from the Clarke County Department of Planning on the Hecate Energy Special Use Permit and Site Plan applications. These comments are in addition to those provided by the County's engineering consultant, Anderson & Associates, in their letter dated March 11, 2016.

- **Property boundary vs. lease area.** There are several exhibits provided in the narrative binder that appear to show the entire property as the facility site boundary. These exhibits should either be edited to show the lease area as the facility site boundary or the legends for the exhibits should be edited (See Wetlands Report Appendices C and F; correct the property boundary shown on Appendix E Maps; revised Appendix A now shows the correct property boundary).
- **Main entrance:**
 - As noted on the site plan, the proposed main entrance encroaches on the Freeman property to the southeast (84 Highland Corners Road). The entrance shall either be relocated so that it is located entirely on the subject property or an easement shall be established with the owners of the Freeman property to reconcile the encroachment.
 - Per VDOT's comment email dated March 9 from Bobby Boyce, please provide low-volume commercial entrance design for VDOT's evaluation.
- **Lighting.** Pages 9-10 of narrative indicate that "very limited lighting" may be required at the main entrance gate and on site substation however no lighting is shown on the site plan. All proposed lighting shall be included on the site plan including fixture specifications demonstrating full compliance with outdoor lighting requirements in §6-H-11. A photometric plan may be required depending on the size of lighting, mounting structures/fixtures, and proximity to property lines.
- **Ongoing geotechnical inspections.** Per his comment letter dated February 17, Dan Rom (Piedmont Geotechnical) recommends annual geotechnical inspections to be conducted to identify developing solution activity so that remediation measures can be undertaken. This recommendation will be incorporated as a condition of the special use permit to

provide a copy of report annually to Zoning Administrator with additional reviews by the County's Karst engineer if new concerns are noted.

- **Additional screening/potentially historic home.** Terracon report (Appendix E, p. 7) recommends additional screening to be provided along property line of potentially historic home located at 15992 Lord Fairfax Highway. Please address how this recommendation will be incorporated into the proposed landscape plan.
- **Debris removal/capping of well.** Terracon report (p. ii) recommends removal of existing debris pile from site and the closure and capping of existing well on property per State and local requirements. This recommendation will be incorporated as a condition of the special use permit for both items to be completed prior to issuance of certificate of occupancy.
- **Signage.** Show location and dimensions of all proposed signage that may require permitting per §4-I of the Zoning Ordinance. Reconcile with signage references in the narrative and on the site plan (General Note #32 and signage setbacks in Project Information box).
- **Intermittent stream missing.** Intermittent stream north and east of 15992 Lord Fairfax Highway is not shown on site plan but does appear on the Environmental Features Map. You previously noted that a representative from the U.S. Army Corps of Engineers conducted a site visit and determined that this feature is not an intermittent stream. Please provide a copy of this letter to address this concern. In absence of such determination by USACE, the site plan will need to be updated to account for the intermittent stream.
- **Switchgear area and proposed skids.** Provide detail on site plan for the proposed switchgear area and skids.
- **Landscape plan:**
 - Standards Note A – Per 6-H-10-e-2, planting standard should be ANSI Z60.1-1996.
 - Per 6-H-10-e-7, include a note stating the degree to which xeriscape practices will be used.
 - Add note stating that existing and proposed landscaping shall be maintained throughout the lifespan of the project in accordance with Clarke County Zoning Ordinance requirements.
- **Phasing.** The narrative states that the project will be partially completed in order to begin producing 10MW of electricity by December 2016, and that the remainder of the project will be completed either immediately afterwards or at a later date. Please clarify whether this will be treated as a single project or a two-phased project. If this is a two-

phased project, please show the separate phases to be completed on the site plan.

- **Other site plan comments:**

- Correct references to Frederick County to Clarke County in site plan notes on sheet 2 of 15.
- Delete note #22 on same as no blasting is proposed.
- Delete note #24 as it does not appear to be relevant to this project.
- Delete note #25 as no sanitary sewers/water mains are proposed or impacted.

As a reminder, we will need to have all revised materials demonstrating compliance with technical requirements of our ordinances by close of business on Friday, March 18. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon Stidham', with a long horizontal flourish extending to the right.

Brandon Stidham
Director of Planning, Clarke County

Clarke County

rfincham@clarkecounty.gov

**Clarke County - Route 669 -- Hecate Energy Solar Farm (Preston Schultz)
TM:27-A-5 - Preliminary Site Plan**

From : Boyce, Arthur (VDOT)
<Bobby.Boyce@VDOT.Virginia.gov>

Thu, Mar 31, 2016 03:26 PM

📎 2 attachments

Subject : Clarke County - Route 669 -- Hecate Energy Solar
Farm (Preston Schultz) TM:27-A-5 - Preliminary
Site Plan

To : rfincham@clarkecounty.gov

Cc : Funkhouser, Rhonda (VDOT)
<Rhonda.Funkhouser@VDOT.Virginia.gov>,
'Randy Kepler' <rkepler@greenwayeng.com>,
Smith, Matthew, P.E. (VDOT)
<Matthew.Smith@vdot.virginia.gov>

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824

Dear Mr. Fincham:

We have reviewed the above subject Preliminary Site Plan dated March 18, 2016 for impacts to the transportation system. This application is for the construction of a 150 acre solar farm with no structures. Our comments and questions are as follows:

- Will an access easement be required from the Freeman Property to accommodate installation and maintenance of the Low Volume Commercial Entrance?
- Show the roadway Speed Limit and the applicable sight distance required.
- Adequate radii to accommodate a single-unit truck and pickup trucks with trailers for routine maintenance operations should be provided. The entrance should be designed to at least accommodate these design vehicles (provide turning template) and surfaced with asphalt to minimize erosion and to provide traction for vehicles entering and exiting the site.
- Show any existing or proposed physical obstructions vegetation, trees, utilities, walls, etc. in close proximity of the entrance or line of sight and note any removal and/or relocation.
- Include a VDOT Commercial Entrance Site Plan Checklist with the submittal. This will aid in providing all the design information needed for review.

- A VDOT Land Use Permit will need to be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require application fees and surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

Please revise and resubmit 1 copy of the site plan for re-evaluation and/or approval. If the resolution does not concur with our comments, an explanation and adequate information/support for our evaluation must be given for review. Mark all changed items with a highlighter. Large revised areas need only be circled with a highlighter. If you have any questions, need additional information, please do not hesitate to give me a call at (540) 984-5631.

Sincerely,

Arthur R. Boyce, III

Arthur (Bobby) R. Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631

From: Boyce, Arthur (VDOT)
Sent: Wednesday, March 09, 2016 3:11 PM
To: rfincham@clarkecounty.gov
Cc: Funkhouser, Rhonda (VDOT); Smith, Matthew, P.E. (VDOT)
Subject: Clarke County - Route 669 -- Hecate Energy Solar Farm (Preston Schultz) TM:27-A-5 - Special Use Permit

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824

Dear Mr. Fincham:

We have reviewed the above subject Special Use Permit Application dated February 15, 2016 for impacts to the transportation system. This application is for the construction of a 150 acre solar farm with no structures. Our comments are as follows:

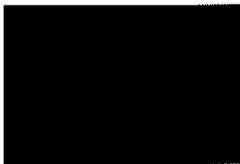
- We suggest that a low volume commercial entrance be required as a condition of the Special Use Permit that will accommodate single-unit trucks and pickup trucks with trailers for routine maintenance operations. The entrance should be designed to at least accommodate these design vehicles (provide turning template) and surfaced with asphalt to minimize erosion and to provide traction for vehicles entering and exiting Route 669. The design for the entrance should be included with the site plan and will need to be submitted to this office for review and approval prior to any construction.
- A VDOT Land Use Permit will need to be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require application fees and surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments on this Special Use Permit. We ask that you include a copy of this transmittal for official public record. If you have any questions or need further information, please do not hesitate to give me a call at (540) 984-5631.

Sincerely,

Arthur R. Boyce, III

Arthur (Bobby) R. Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631



Picture (Device Independent Bitmap) 1.jpg
633 B



Picture (Device Independent Bitmap) 2.jpg
633 B

April 25, 2016

Mr. Ryan Fincham
Zoning Administrator / Senior Planner
Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611

Re: Hecate Energy (Solar Farm)
Site Plan Review (2nd Submittal)
A&A JN 32016.00

Dear Mr. Fincham:

Thank you for the opportunity to provide plan review services to Clarke County for this important project. Overall, we continue to find the plans and information submitted to be very detailed and thorough. However, based on our review of this second submittal, we do offer the comments below for your consideration. We believe these comments should be addressed prior to recommending approval of the application by the County.

Background

On February 12, 2016, Anderson & Associates, Inc. received a copy of the Special Use Permit and Land Development application for the proposed 20 MW Photovoltaic Solar Power Facility, dated February 5, 2016, prepared by Greenway Engineering on behalf of Hecate Energy. Subsequently, on February 18, 2016, a revised Site Development Plan, dated February 16, 2016, was received. Our review of this first submittal was provided to your office on March 11, 2016.

On April 15, 2016, we were provided electronic access to the second submittal of this project. This submittal includes a Comment Response Letter to our review comments, dated March 18, 2016, and a Site Development Plan dated April 15, 2016.

Our review of this second submittal is based on the requirements of the applicable Clarke County Ordinances, the Virginia Erosion and Sediment Control Regulations, and general plan review expectations of the County. It is our understanding that the Virginia Department of Environmental Quality is also reviewing this submittal for compliance with Virginia Stormwater Management Program criteria. Therefore, we have limited our stormwater management review to the requirements of the Clarke County Stormwater Ordinance that exceed the Virginia DEQ requirements.

Note that due to the updates made by the applicant in this second submittal, some of the sheet, note, and section references from our original comments may be out-of-date with the current submittal. These references are kept for record in the "Original Comment" items, and any "Follow-Up Comment" items address the updated sheet, note, and section references where applicable. Also note that any original comments from March 11, 2016 that are not addressed herein are deemed to be satisfied by the applicant's responses from March 18, 2016.

Site Development Plan/Special Use Permit Comments

1. Original Comment #3: Will there be any permanent signage for this project? There is none indicated; however, if signage is proposed, applicant should provide the information required by Article 6-G-20.

Response: The signage will include tags on the equipment along the lines of the attached from another Hecate project. Along the outside fence approx. every 200' (mounted approx. 5' from ground at eye level) we will have signs such as the image attached. Approx. dimensions 10" x 12". No illumination on the signs

Follow-Up Comment: No image of proposed signs was attached. Please provide for review.

2. Original Comment #4: Bond estimates were not provided in the information submitted. (Ref. 6-G-38)

Response: Hecate Energy recently provided Bonding Estimates to Clarke County Treasure, see attached.

Follow-Up Comment: Anderson & Associates, Inc. was not provided a copy of the Bonding Estimates that were provided to Clarke County. Please provide for review.

Erosion & Sediment Control/Stormwater Management Set Comments

Sheet 2 – General Notes and Legend

1. New Comment: Virginia Department of Environmental Quality Compliance Note mentions that the land disturbance activity is under the 1.0 acre threshold, presumably for requiring a VSMP Construction General Permit. This revised site plan with proposed areas of regrading appears to exceed 1.0 acre of land disturbance. Therefore, a VSMP Construction General Permit is required for this project.
2. New Comment: Stormwater Runoff Quantity & Quality Analysis Narrative, Water Quantity section mentions that the project follows requirements of the Clarke County Code. Code section 154-4-D is the applicable section for stormwater quantity criteria. It is recommended that due to the project's sheet/overland flow to adjacent properties, the project apply for water quantity compliance according to 154-4-D-4. While Anderson & Associates, Inc. believes that this approach is reasonable for compliance, we defer to the Virginia Department of Environmental Quality and its review of the post-development stormwater management volumes, velocities, etc.
3. Original Comment #4: Project Note 4 mentions that water quality measures are not required due to the land use conversion. However, Clarke County's Stormwater Management Ordinance (§ 154-4-B 1) indicates the Water Quality Design Criteria required by the County. As stated in Comment 3 above, the County criteria are more stringent than Virginia DEQ requirements. Please indicate how the Ordinance criteria are to be met by this project.

Response: Narrative and calculations have be revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan. Since plan submission, Greenway Engineering has not had contact with DEQ representatives.

Follow-Up Comment: Concerning water quality compliance, the update to Sheet 2 in the Water Quality section references the Clarke County Code 154-4-C. This Code section references both section 154-4-B and the Virginia Stormwater Management Handbook. These references provide different and, at times, contradictory criteria for water quality compliance. 154-4-B criteria is according to the current Virginia Stormwater Management Program Regulations (Part IIB). The Virginia Stormwater Management Handbook

Performance-Based Criteria is according to the Virginia Stormwater Management Program Regulations (Part IIC).

The criteria that apply to this project are Part IIB. However, Clarke County Code 154-4-B-1-a further requires a phosphorus load threshold for new development projects of 0.28 pounds per acre per year, which is more stringent than the Part IIB criteria. Sheet 24 of the plan set provides a water quality calculation based on the Part IIB criteria, using the appropriate Virginia Runoff Reduction Method New Development Worksheet. This calculation needs to be adjusted in order to use Clarke County's 0.28 pounds per acre per year threshold for phosphorus. This adjustment may need to be done by hand, as the Worksheet does not allow for manual adjustment of the target load value.

Sheet 24 Water Quality Compliance Note indicates the intent of the applicant to provide offsite options/credits from an approved Nutrient Bank in order to comply with the water quality criteria. While Anderson & Associates, Inc. believes that this approach is reasonable prior to the issuance of a Land Disturbance Permit by Clarke County, we defer to the Virginia Department of Environmental Quality and its review of this stormwater management quality approach for this project.

Sheet 4 – E&S Control Narrative

4. Original Comment #15: Minimum Construction Standards Narrative lists the Minimum Standards for Erosion & Sediment Control Plans. Please indicate how this plan meets Minimum Standard 19.

Response: Stormwater associated with this project is contained on site. Runoff by land conversion reduce the overall pre to post development runoff. No offsite area are affected by as result of the this development.

Follow-Up Comment: Please indicate how stormwater runoff associated with this project is to be contained on the site. The proposed site and grading plans (Sheets 9 – 14) appear to show that sheet/overland flow from the site will runoff onto adjacent properties. Reduction of overall pre to post development runoff does not necessarily fulfill the requirements of Minimum Standard 19. It is recommended that sections i, m, and n of Minimum Standard 19 be used as justification for this project meeting this standard.

Sheet 5 – E&SC Phase I & II

5. Original Comment #19: Please provide Tree Protection (TP) along the eastern edge of the proposed limits of construction and along the proposed sinkhole buffers, where existing vegetation is to remain outside of the limits of construction.

Response: The super silt fence is acting as tree protection for the areas identified. Therefore, no additional tree protection is required.

Follow-Up Comment: Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not using super silt fence for tree protection in this manner is acceptable.

6. Original Comment #21: Please indicate where or if Construction Road Stabilization (CRS) is to be used. Also on Sheets 6 and 7.

Response: No construction road stabilization is being provided.

Follow-Up Comment: Construction Road Stabilization is recommended. Without its use throughout the site, please indicate how the existing ground will remain undisturbed as vehicles traverse the site for purposes of proposed grading and placement of the proposed single axis trackers.

7. Original Comment #22: Please indicate Temporary Seeding (TS), Permanent Seeding (PS), Topsoiling (TO), Mulching (MU), and Dust Control (DC) for the entire site within the limits of construction. Also on Sheets 6 and 7.

Response: No mulching or topsoiling is provided. Temporary seeding shall be provided in accordance with VESCH as required. Permanent seeding will be applied on an as needed basis.

Follow-Up Comment: Please graphically indicate on the sheets and legend the proposed Temporary Seeding and Permanent Seeding. Sheet 4 Vegetative Measures section mentions proposed Topsoiling and Mulching, and the Dust Control section mentions proposed Dust Control. Please graphically indicate on the sheets and legend where these are to be applied.

8. New Comment: Please adjust the linetypes for Silt Fence, Super Silt Fence, and the Limits of Construction to match the Erosion and Sediment Control Legend. Also on Sheets 6 and 7.

Sheet 6 – E&SC Phase I & II

9. Original Comment #23: Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner and southeastern edge of the proposed limits of construction, where the existing grade slopes downhill offsite.

Response: Refer to Sheet 4 of the Site Development Plan.

Follow-Up Comment: Please indicate where/how Sheet 4 addresses this comment. Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner of the proposed limits of construction, where the existing grade slopes downhill offsite.

10. Original Comment #24: The Special Use Permit and Land Development application Exhibit D Environmental Features Map indicates an existing pond and/or wetland on the southern portion of the site, within the proposed limits of construction and just north of the proposed Construction Entrance. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Response: Refer to the Wetland Report provide for this project.

Follow-Up Comment: The Wetlands Report in Appendix C of the Special Use Permit and Land Development application does not appear to address proposed erosion and sediment control measures for this existing pond/wetland. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Sheet 9 – Site Plan

11. Original Comment: Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.

Response: Hecate does not have a schematic showing the wiring locations at this time (this will be prepared by the EPC once that firm is chosen/design is in place). That said, the cabling will be buried approx. 24" underground in narrow trenches just wide enough to accommodate the buried cabling. Hecate will share the wiring schematic as soon as that is available.

Follow-Up Comment: Proposed trench locations are now shown on Sheets 9 – 14, presumably for the proposed underground wiring routes for the Prop. Skids. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant must provide a full wiring schematic prior to plan approval.

Sheet 10 – Grading Plan

12. New Comment: Please provide existing contour elevation labels, and differentiate between proposed 1-foot and 5-foot contours in the Legend and on the plan. Also on Sheets 12 and 14.

Sheet 11 – Site Plan

15. Original Comment #28: Please indicate if the existing wire fencing within the limits of construction is to be removed. Also on Sheet 11.

Response: Yes, all internal wire fencing shall be removed. Refer to Sheet 9, 10, 11 of the Site Development Plan.

Follow-Up Comment: It is recommended that the existing fencing to be removed not be shown on this sheet or be labeled to be removed, in order to avoid confusion during construction. Also on Sheet 13.

Sheet 13 – Site Plan

16. Original Comment #29: There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.

Response: These existing structures demolished in accordance with Clarke County Building Inspection Department. Existing access to be abandoned.

Follow-Up Comment: If the existing access is to be abandoned, there does not appear to remain access to the house. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant may abandon the access to the existing house that is to remain prior to plan approval.

Mr. Ryan Fincham
April 25, 2016
Page 6 of 6

Sheet 20 – Topographic Survey

17. New Comment: Note 2 lists the contour interval as 2 feet. It appears from the existing contours and elevation labels provided that the contour interval is 1 foot. Please update.

This is the extent of our comments at this time. Please do not hesitate to contact either of us with questions.

Sincerely,

ANDERSON & ASSOCIATES, INC.



Keith Boyd, PE
VP Land Development



Scott V. Cramer, P.E.
Project Engineer

SVC/kld

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Randy,

We have reviewed the above subject Speed Study & Site Plan dated April 15, 2016 for impacts to the transportation system. It appears that several of our previous comments were not address. Our comments and questions are as follows:

- Based on the speed study by Foltz Land Surveying, we are okay with using the 35 MPH operating speed in the entrance location.
- An access easement or additional property will be required from the Freeman Property to accommodate installation and maintenance of the Low Volume Commercial Entrance as proposed. Provide a copy of the plat and reference deed book and page number on the entrance plan for the VDOT Land Use Permit.
- Adequate radii to accommodate a single-unit truck and pickup trucks with trailers for routine maintenance operations should be provided. The entrance should be designed to at least accommodate these design vehicles. Provide a turning template.
- Show any existing or proposed physical obstructions vegetation, trees, utilities, walls, etc. in close proximity of the entrance or line of sight and note any removal and/or relocation.
- Shift the entrance to another location if the entrance cannot be designed to accommodate the design vehicle, right-of-way, easements, or any other physical constraints.
- Specify the asphalt and stone depths on the detail. Surface with asphalt to minimize erosion and to provide traction for vehicles entering and exiting the site. The base asphalt is not designed or intended to be exposed to traffic or weathering. It will need to be sealed with a surface mix like SM-9.5AL.
- Include a VDOT Commercial Entrance Site Plan Checklist with the submittal. This will aid in providing all the design information needed for review.
- A VDOT Land Use Permit will need to be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require application fees and

surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

Please revise and resubmit 1 copy of the site plan for re-evaluation and/or approval. If the resolution does not concur with our comments, an explanation and adequate information/support for our evaluation must be given for review. Mark all changed items with a highlighter. If you have any questions, need additional information, please do not hesitate to give me a call at [\(540\)984-5631](tel:(540)984-5631).

Sincerely,

Arthur R. Boyce, III

Arthur (Bobby) R. Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
[\(540\)984-5631](tel:(540)984-5631)

RESPONSE LETTERS FROM HECATE



151 Windy Hill Lane
Winchester, VA 22602

March 18, 2016

Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, VA 22611

Attn: Brandon Stidham, Director of Planning

Re: Hecate Energy Solar Facility – Clarke County
Comment Response Letter

Dear Mr. Stidham:

Greenway Engineering Inc. has collectively collaborated with Hecate Energy upon receipt of comments dated March 11, 2016. On behalf of Hecate Energy, we are pleased to present the following responses.

Comments from Planning Department

Property boundary vs. lease area. There are several exhibits provided in the narrative binder that appear to show the entire property as the facility site boundary. These exhibits should either be edited to show the lease area as the facility site boundary or the legends for the exhibits should be edited (See Wetlands Report Appendices C and F; correct the property boundary shown on Appendix E Maps; revised Appendix A now shows the correct property boundary).

Response: For the reports and exhibits throughout the title binder, the project nomenclature does vary in context from consultant to consultant. The facility site boundary, solar facility boundary, and lease area boundary are one in the same. For actual limits of solar array fields, please refer to the site development plan.

Main entrance.

- *As noted on the site plan, the proposed main entrance encroaches on the Freeman property to the southeast (84 Highland Corners Road). The entrance shall either be relocated so that it is located entirely on the subject property or an easement shall be established with the owners of the Freeman property to reconcile the encroachment.*

Response: A recorded ingress/egress easement shall be provided prior to issuance of a land disturbance permit. Refer to Project Notes on Sheet 2 of the Site Development Plan.

- *Per VDOT's comment email dated March 9 from Bobby Boyce, please provide low-volume commercial entrance design for VDOT's evaluation.*

Response: The existing entrance in its current location, has been revised to a low-volume commercial entrance. Design standards for a PE-1 have been provided and notes to instruct contractor to coordinate with VDOT inspector at time of construction. Refer to sheet 8 & 10 of the Site Development Plan.

Lighting. *Pages 9-10 of narrative indicate that “very limited lighting” may be required at the main entrance gate and on site substation however no lighting is shown on the site plan. All proposed lighting shall be included on the site plan including fixture specifications demonstrating full compliance with outdoor lighting requirements in §6-H-11. A photometric plan may be required depending on the size of lighting, mounting structures/fixtures, and proximity to property lines.*

Response: Any site lighting will be dark sky compliant, minimal and motion activated. Once Hecate Energy selects the site contractor, that contractor will be required to submit a complete lighting package to the County detailing the fixture specifications and demonstrating full compliance with the outdoor lighting requirement of Clarke County Zoning Ordinance §6-H-11.

Ongoing geotechnical inspections. *Per his comment letter dated February 17, Dan Rom (Piedmont Geotechnical) recommends annual geotechnical inspections to be conducted to identify developing solution activity so that remediation measures can be undertaken. This recommendation will be incorporated as a condition of the special use permit to provide a copy of report annually to Zoning Administrator with additional reviews by the County’s Karst engineer if new corners are noted.*

Response: Hecate Energy would like to comply with this request; however, feels the annual inspection is excessive for the life span of the project. Therefore, proposed duration requirement for site inspection would be as follows: Annual site inspections shall occur the 1st consecutive 5 years. Should no solution activity be reported during the 1st 5 year period, then the 2nd consecutive 10 year period has biennial (every 2 years) site inspection. Upon the 3rd period (year 15), should no solution activity occur, the remaining period of inspection would be every 5 years. The county can reserve the right to request intermittent inspections as deemed necessary or if suspect solution activity is reported.

Additional screening/potentially historic home. *Terracon report (Appendix E, p. 7) recommends additional screening to be provided along property line of potentially historic home located at 15992 Lord Fairfax Highway. Please address how this recommendation will be incorporated into the proposed landscape plan.*

Response: Proposed screening in accordance with Terracon’s report has been be incorporated into the plan in conjunction with the required perimeter landscape screen buffer. Refer to Sheet 15 of the Site Development Plan.

Debris removal/capping of well. *Terracon report (p. ii) recommends removal of existing debris pile from site and the closure and capping of existing well on property per State and local requirements. This recommendation will be incorporated as a condition of the special use permit for both items to be completed prior to issuance of certificate of occupancy.*

Response: All debris piles shall be removed from site and existing well shall be capped per VDH requirements. Refer to Project Notes on Sheet 2.

Signage. Show location and dimensions of all proposed signage that may require permitting per §4-1 of the Zoning Ordinance. Reconcile with signage references in the narrative and on the site plan (General Note #32 and signage setbacks in Project Information box).

Response: The signage will include tags on the equipment along the lines of the attached from another Hecate project. Along the outside fence approx. every 200' (mounted approx. 5' from ground at eye level) we will have signs such as the image attached. Approx. dimensions 10" x 12". No illumination on the signs.

Intermittent stream missing. Intermittent stream north and east of 15992 Lord Fairfax Highway is not shown on site plan but does appear on the Environmental Features Map. You previously noted that a representative from the U.S. Army Corps of Engineers conducted a site visit and determined that this feature is not an intermittent stream. Please provide a copy of this letter to address this concern. In absence of such determination by USACE, the site plan will need to be updated to account for the intermittent stream.

Response: Greenway Engineering conducted a field visit with U.S. Army Corps of Engineers on Friday, February 26, 2016. The conclusion of the visit was the Corps, had approved the wetland delineations, as well as all report findings and did not request any changes to the flagged areas.

There is a drainage feature in the same location that is being referred to as an intermittent steam; however, both Greenway Engineering and U.S. Army Corps reviewed this area and found this feature to be a swale for drainage and seeping ground water which acts as overland relief from the site. This drainage feature only carries stormwater runoff after long periods of inundation during wet weather conditions. The permitting process is currently on-going; however, the approval is forthcoming. A copy of the approval letter will be provided to the county for their records.

Switchgear area and proposed skids. Provide detail on site plan for the proposed switchgear area and skids.

Response: Hecate is currently developing the detail on the switchgear location (typically this design is not done until the prime GC/EPC is selected and final design done). Attached is a typical schematic for the likely inverters from TMEIC. In addition, attached are some images of typical inverter skids.

Landscape plan:

- Standards Note A – Per 6-H-10-e-2, planting standard should be ANSI Z60.1-1996.
- Per 6-H-10-e-7, include a note stating the degree to which xeriscape practices will be used.
- Add note stating that existing and proposed landscaping shall be maintained throughout the lifespan of the project in accordance with Clarke County Zoning Ordinance requirements.

Response: Landscape criteria has been noted. Please refer to sheet 15 of the Site Development Plan.

Phasing. The narrative states that the project will be partially completed in order to begin producing 10MW of electricity by December 2016, and that the remainder of the project will be completed either immediately afterwards or at a later date. Please clarify whether this will be treated as a single project or

a two-phased project. If this is a two-phased project, please show the separate phases to be completed on the site plan.

Response: The phasing described in the question above is correct (i.e., 10MWs completed by 2016 with the additional 10MWs thereafter, making a combined total of 20MW. Although the additional 10MW may be completed at a later date. It should be noted, that due to demand, Hecate is confident that it will have a full 20MW site, thus required permitting for the full 20MWs is be conducted at this time. Please refer to the Site Development Plan which delineates on Sheets 9-11 the 2-stage Phasing of each 10MW component (but not yet completely finalized).

Other site plan comments:

- *Correct references to Frederick County to Clarke County in site plan notes on sheet 2 of 15.*

Response: Reference corrected to Clarke County. Refer to Sheet 2 of the Site Development Plan.

- *Delete note #22 on same as no blasting is proposed.*

Response: Note #22 deleted. Refer to Sheet 2 of the Site Development Plan.

- *Delete note #24 as it does not appear to be relevant to this project.*

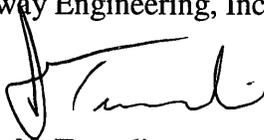
Response: Note #24 deleted. Refer to Sheet 2 of the Site Development Plan.

- *Delete note #25 as no sanitary sewers/water mains are proposed or impacted.*

Response: Note #25 deleted. Refer to Sheet 2 of the Site Development Plan.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.



Jeremy N. Tweedie

Enclosures



151 Windy Hill Lane
Winchester, VA 22602

March 18, 2016

Anderson & Associates, Inc.
100 Ardmore Street
Blacksburg, VA 24060

Attn: Scott V. Cramer, P.E., Project Engineer

Re: Hecate Energy Solar Facility – Clarke County
Comment Response Letter

Dear Mr. Cramer:

Greenway Engineering Inc. has collectively collaborated with Hecate Energy upon receipt of comments dated March 11, 2016. On behalf of Hecate Energy, we are pleased to present the following responses.

Site Development Plan/Special Use Permit Comments

Comment 1: Clarke County requires site plans to be “certified by seal and signature” of a qualified design professional licensed in Virginia. The submitted plan did not have the signature of the design professional. (Ref. Article 6-G, CONTENTS)

Response: Noted, Site Development Plans are sealed and signature provided, date March 18, 2016

Comment 2: Sheet 3 of the Site Development Plan shows the boundary information (plat) for the subject property. However, the surveyor’s seal and signature are not included on this sheet. (Ref. 6-G-9)

Response: Noted, Surveyor’s seal and signature is provided, date March 18, 2016

Comment 3: Will there be any permanent signage for this project? There is none indicated; however, if signage is proposed, applicant should provide the information required by Article 6-G-20.

Response: The signage will include tags on the equipment along the lines of the attached from another Hecate project. Along the outside fence approx. every 200’ (mounted approx. 5’ from ground at eye level) we will have signs such as the image attached. Approx. dimensions 10” x 12”. No illumination on the signs.

Comment 4: Bond estimates were not provided in the information submitted. (Ref. 6-G-38)

Response: Hecate Energy recently provided Bonding Estimates to Clarke County Treasure, see attached.

Erosion & Sediment Control/Stormwater Management Set Comments

Sheet 1 – Cover Sheet

Comment 1: Please provide the signature of the licensed professional engineer along with their seal.

Response: Noted, seal and signature provided, date March 18, 2016. Refer to Sheet 1 of the Site Development Plan.

Sheet 2 – General Notes and Legend

Comment 2: Please update General Notes 25 and 27 to indicate Clarke County instead of Frederick.

Response: General Notes revised as noted. Refer to Sheet 2 of the Site Development Plan.

Comment 3: Project Note 3 mentions both a minimal increase in stormwater runoff and a significant decrease in the stormwater runoff quantity. Please clarify. The note also mentions that stormwater management is not required due to the decrease. Clarke County's Stormwater Management Ordinance (§ 154-1-E 1.a.) stipulates that projects that create 5,000 square feet or more of impervious cover are subject to the stormwater management criteria in the ordinance. These criteria are more stringent than the Virginia DEQ requirements. The proposed impervious square footage is calculated as the sum of the 11 Prop. Skids (24'x12' = 288 SF each) and the proposed Switchgear Area (approximately 150'x80' = 12,000 SF). Please indicate how the Ordinance criteria will be addressed by this project.

Response: Narrative and calculation has be revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan.

Comment 4: Project Note 4 mentions that water quality measures are not required due to the land use conversion. However, Clarke County's Stormwater Management Ordinance (§ 154-4-B 1) indicates the Water Quality Design Criteria required by the County. As stated in Comment 3 above, the County criteria are more stringent than Virginia DEQ requirements. Please indicate how the Ordinance criteria are to be met by this project.

Response: Narrative and calculation have be revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan. Since plan submission, Greenway Engineering has not had contact with DEQ representatives.

Comment 5: Project Note 5: Please include the term "Permit", so as to read "Land Disturbance Permit to be issued..."

Response: Revised as noted. Refer to Sheet 5 of the Site Development Plan.

Comment 6: Stormwater Runoff Quantity & Quality Analysis Narrative, Post Developed Condition section mentions both a reduction in runoff quantity and an increase in stormwater runoff. Please clarify, similar to Comment #3 above.

Response: Narrative and calculation have be revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan.

Comment 7: Stormwater Runoff Quantity and Quality Analysis Narrative, Conclusion section mentions that stormwater management and water quality are not required. See Comments #3 and #4 above.

Response: Narrative and calculation has be revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan.

Sheet 3 – Boundary

Comment 8: Please provide the professional seal and signature of the Land Surveyor, licensed in Virginia, who performed the boundary survey of this site. Further plan sheets also show topographic and planimetric features not shown on this boundary survey. Please include these on this survey or provide an additional sheet with these, along with the required topographic control notes for a professional land survey.

Response: Noted, Surveyor's seal and signature is provided, date March 18, 2016.

Sheet 4 – E&S Control Narrative

Comment 9: Soils section mentions that existing soil conditions were obtained from the USDA Soils Survey. However, the Special Use Permit and Land Development application Exhibit E Soils Map cites Clarke County and Frederick County GIS Departments as the source of soil information. Please clarify the source of the soils information.

Response: All soils sources (ie: both maps and GIS) originate from the USDA

Comment 10: Vegetative Measures section mentions temporary or permanent seeding and topsoil. Please include the Virginia Erosion and Sediment Control Handbook numbers associated with these intended measures (i.e., 3.36, 3.32, and 3.30)

Response: Revised as noted. Refer to Sheet 4 of the Site Development Plan.

Comment 11: Please update Seeding Schedule note 4 to indicate a fertilizer formula of 10-20-10, as shown in the Permanent Seeding Standard & Specification 3.32, page III-307.

Response: Revised as noted. Refer to Sheet 4 of the Site Development Plan.

Comment 12: Please adjust Seeding Schedule note 5 to indicate a seed mix % in conformance with Table 3.32-C General Slope section, as shown on this Sheet.

Response: Revised as noted. Refer to Sheet 4 of the Site Development Plan.

Comment 13: Please update Seeding Schedule note 6 to indicate a rate of 430 gallons per acre of emulsified asphalt application, as shown in Mulching Standard and Specification 3.35, page III-354.

Response: Revised as noted. Refer to Sheet 4 of the Site Development Plan.

Comment 14: Dust Control section mentions temporary seeding, haul roads, and sprinkled water. Please include the Virginia Erosion and Sediment Control Handbook numbers associated with these intended measures (i.e., 3.31, 3.03, and 3.39).

Response: Revised as noted. Refer to Sheet 4 of the Site Development Plan.

Comment 15: Minimum Construction Standards Narrative lists the Minimum Standards for Erosion & Sediment Control Plans. Please indicate how this plan meets Minimum Standard 19.

Response: Stormwater associated with this project is contained on site. Runoff by land conversion reduce the overall pre to post development runoff. No offsite area are affected by as result of the this development.

Sheet 5 – E&SC Phase I & II

Comment 16: For plan clarity, please move the Critical Area symbol “star” to the actual location of the Critical Areas being indicated. Also, on Sheets 6 and 7.

Response: Revised as noted. Refer to Sheet 5, 6, 7 of the Site Development Plan.

Comment 17: For plan clarity, please show the existing drainage divide lines darker. Also on Sheet 6 and 7.

Response: Revised as noted. Refer to Sheet 5, 6, 7 of the Site Development Plan.

Comment 18: As this sheet is for both E&SC Phases I & II, please show the general location of post-development features and proposed contours, as needed for a Phase II E&SC plan. Also on Sheets 6 & 7.

Response: Revised as noted. Refer to Sheet 5, 6, 7 of the Site Development Plan.

Comment 19: Please provide Tree Protection (TP) along the eastern edge of the proposed limits of construction and along the proposed sinkhole buffers, where existing vegetation is to remain outside of the limits of construction.

Response: The super silt fence is acting as tree protection for the areas identified. Therefore, no additional tree protection is required.

Comment 20: Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the northern and southern proposed limits of construction, where the existing grade slopes downhill offsite.

Response: Silt fence has been provided in the areas as requested. Refer to Sheet 7 of the Site Development Plan.

Comment 21: Please indicate where or if Construction Road Stabilization (CRS) is to be used. Also on Sheets 6 and 7.

Response: No construction road stabilization is being provided.

Comment 22: Please indicate Temporary Seeding (TS), Permanent Seeding (PS), Topsoiling (TO), Mulching (MU), and Dust Control (DC) for the entire site within the limits of construction. Also on Sheets 6 and 7.

Response: No mulching or topsoiling is provided. Temporary seeding shall be provided in accordance with VESCH as required. Permanent seeding will be applied on an as needed basis.

Sheet 6 – E&SC Phase I & II

Comment 23: Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner and southeastern edge of the proposed limits of construction, where the existing grade slopes downhill offsite.

Response: Refer to Sheet 4 of the Site Development Plan.

Comment 24: The Special Use Permit and Land Development application Exhibit D Environmental Features Map indicates an existing pond and/or wetland on the southern portion of the site, within the proposed limits of construction and just north of the proposed Construction Entrance. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Response: Refer to the Wetland Report provide for this project.

Sheet 7 – E&SC Phase I & II

Comment 25: Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the remainder of the proposed limits of construction, where the existing grade slopes downhill offsite.

Response: Revised as noted. Refer to Sheet 5, 6, 7 of the Site Development Plan.

Sheet 8 – E&S Control & Misc. Details

Comment 26: Please describe how erosion and sedimentation is to be prevented post-construction from rainfall runoff that drips from the proposed single axis trackers.

Response: Due to the movement of the trackers on a daily basis from +/- 52-degrees east/west, any runoff from the trackers will be distributed to either side of the panels. We do not anticipate any significant erosion from this runoff. Native grasses will be planted in areas below panels to provide groundcover/stabilize soils to further reduce runoff/erosion.

Sheet 9 – Site Plan

Comment 27: Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.

Response: Hecate does not have a schematic showing the wiring locations at this time (this will be prepared by the EPC once that firm is chosen/design is in place). That said, the cabling will be buried approx. 24" underground in narrow trenches just wide enough to accommodate the buried cabling. Hecate will share the wiring schematic as soon as that is available.

Sheet 10 – Site Plan

Comment 28: Please indicate if the existing wire fencing within the limits of construction is to be removed. Also on Sheet 11.

Response: Yes, all internal wire fencing shall be removed. Refer to Sheet 9, 10, 11 of the Site Development Plan.

Sheet 11 – Site Plan

Comment 29: There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.

Response: These existing structures demolished in accordance with Clarke County Building Inspection Department. Existing access to be abandoned.

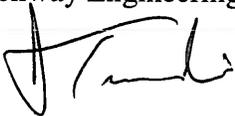
Sheet 12 – Pre & Post Watershed Drainage Divides

Comment 30: Please provide topographic information for the entire watershed areas in order to justify their delineations as shown.

Response: Quad topographic map with drainage divides is provided. Refer to Sheet 12 of the Site Development Plan.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.



Jeremy N. Tweedie

Enclosures

Clarke County

bstidham@clarkecounty.gov

Hecate Energy Clarke County LLC Solar Project

From : Patti Shorr <PShorr@HecateEnergy.com> Wed, Mar 23, 2016 03:39 PM
Subject : Hecate Energy Clarke County LLC Solar Project
To : 'Brandon Stidham'
<bstidham@clarkecounty.gov>
Cc : 'Preston Schultz' <pschultz@hecateenergy.com>,
'Jeremy Tweedie'
<jtweedie@greenwayeng.com>

Dear Brandon,

As we have discussed today via teleconference, Hecate Energy LLC is respectfully requesting that the public hearing before the Planning Commission be deferred from the April 1, 2016 meeting for one month and be set for public hearing at the May 6, 2016 meeting. Hecate Energy understands that we will be responsible for the cost of re-advertising the meeting and will promptly forward the funds for doing so. We gratefully appreciate your understanding as we seek to finalize some of the critical project components that are required to be identified prior to the proper presentation to the Planning Commission and the public.

Best regards,
Patti Shorr

Patti Shorr
VP Project Development
614-205-3798
PShorr@HecateEnergy.com
www.HecateEnergy.com



151 Windy Hill Lane
Winchester, VA 22602

April 15, 2016

Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, VA 22611

Attn: Brandon Stidham, Director of Planning

Re: Hecate Energy Solar Facility – Clarke County
Comment Response Letter – Clarke County Site Plan Committee Notes 3/21/2016

Dear Mr. Stidham:

Greenway Engineering Inc. has collectively collaborated with Hecate Energy upon receipt of comments dated March 21, 2016. On behalf of Hecate Energy, we are pleased to present the following responses.

Comments from Clarke County Site Plan Committee

Comment 1: Clarke County questioned if there is a posted speed limit on Highland Corners Road where we are proposing our entrance?

Response: Highland Corners Road does not have a posted speed limit sign. The road is not striped. Per VDOT comments, any road in the state of Virginia not having a posted speed limit sign will be treated as a 55 MPH road. The proposed entrance does not have the sight distance or stopping sight distance for a 55 MPH road. VDOT says a speed study can be performed to reduce the 55 MPH sight distance and stopping sight distance requirements. Greenway Engineering, and its sub-contractor will perform a speed study and provide adequate sight distance and stopping sight distance at the proposed entrance on Highland Corners Road. Results of the study will be available prior to the planning commission meeting.

Comment 2: Clarke County requests if Hecate can provide a date of when they hope to have a client for Phase 2.

Response: Hecate Energy, at this time, does not have a client for Phase 2. Hecate hopes to have a client for Phase 2. Hecate anticipates that Phase 2 would be constructed by 2019.

Comment 3: Clarke County requests that all landscaping to be in place even if only phase 1 gets built.

Response: Hecate Energy to install all landscaping per the Landscape Plan (Sheet 15 of 24) of the Hecate Energy 20 MW Solar Project Site Plan.

Comment 4: Clarke County questioned an area near the corner of Route 340 and Gun Barrel Road on whether we need to adjust the location of the proposed landscaping.

Response: The area in question near the corner of Route 340 and Gun Barrel Road was reviewed in the field. Greenway Engineering agrees that additional landscaping will be needed to screen the site from Route 340. The additional landscaping is shown on the Landscape Plan (Sheet 15 of 24) of the Hecate Energy 20 MW Solar Project Site Plan.

Comment 5: Clarke County requests additional information on the computations of the impervious areas for the site?

Response: The pre-development impervious areas are shown on the Pre Development Divides with Existing Land Use (Sheet 13) of the Hecate Energy 20 MW Solar Project. The post-development impervious areas are shown on the Post Development Divides with Proposed Land Use (Sheet 14) of the Hecate Energy 20 MW Solar Project. **The impervious areas are also shown on the DEQ VRRM Computations (Sheet xx of xx) of the Hecate Energy 20 MW Solar Project Site Plan. (Greenway will implement the DEQ exhibit into the site plan).** Impervious areas include paved areas, gravel areas, skid areas, switchgear area, and the solar panel posts. While most posts will be pile driven at the site, some posts will need to be encased in an 18” diameter concrete foundation if shallow rock is present. The determination of posts to be pile driven or encased with a concrete foundation will be determined in the field during construction. The impervious area worst case scenario will be all posts to be encased in a concrete foundation. The computations within the site plan show a worst case, 18” diameter concrete foundation for all posts. The post details are shown on the Site Plan Details (Sheets 23 & 24) of the Hecate Energy 20 MW Solar Project Site Plan. The switchgear area and skid details are shown on the Site Plan Details (Sheet 24) of the Hecate Energy 20 MW Solar Project Site Plan.

Comment 6: Clarke County requires DEQ’s approval of the SWM before they will approve this Site Plan.

Response: The SWM will be approved by DEQ. We are targeting DEQ approval by the May 6 Planning Commission meeting. If DEQ requires more time then a letter/email from DEQ will be requested stating that SWM review is in-process and will be completed (ideally) shortly after the May 6 PC meeting if not before.

Comment 7: Clarke County ordinance requires a lighting plan.

Response: Two lights will be provided, one at the entrance gate and one at the switchgear. All light shall be down cast, dark sky compliant and in compliance with Clarke County Zoning. A detail is provided on

Comment 8: The proposal for a reduction in annual geotechnical inspection were OK with Dan Rom (per email received by Clarke County during the meeting).

Response: Note 5 has been added to the Project Notes on the General Notes and Legend (Sheet 2 of 24) stating, “Geotechnical inspections shall be conducted to identify developing solution activity so that remediation measures can be undertaken if needed. Annual inspections shall occur for the 1st five years. Should no solution activity be reported during the 1st 5 year period, the inspections shall occur biennially for the next 10 years. Should no solution activity be reported during these 10 years, the inspections shall occur every 5 years through the life of the project. The county shall reserve the right to request intermittent inspections as deemed necessary or if suspect solution activity is reported. If

Phase 2 is not constructed with Phase 1, the 5 year annual inspections shall begin at the completion of Phase 2 construction.”

Comment 9: Clarke County does not allow capping of wells.

Response: Note 6 has been added to the Project Notes on the General Notes and Legend (Sheet 2 of 24) stating, “Contractor must obtain a well abandonment permit from the Clarke County Health Department. The well abandonment requirements are outlined in 12 VAC 5-630-450 of the Virginia Department of Health Private Well Regulations and the abandonment must comply with any local code requirements.”

Comment 10: Clarke County requires any signage on site will need to comply with the CC ordinance.

Response: Signage will be attached to the entrance gate and possibly at other locations along the fence perimeter. The signage will comply with the Clarke County Ordinance.

Comment 11: Clarke County informed GE that blasting will not be allowed because of the karst geology and the proximity to existing private wells.

Response: No blasting will be performed on site.

Comment 12: Clarke County requests the revised site plan to be sent to Bobby Boyce at VDOT.

Response: The revised site plan will be sent to VDOT for comment after the speed study has been completed.

Comment 13: Clarke County requests a detailed trenching plan with method of addressing shallow rock where depth cannot be achieved.

Response: Two trench details were added to the Site Plan Details (Sheet 24 of 24). The details show medium voltage (no rock encountered & rock encountered) and medium voltage Trenches (no rock encountered & rock encountered). The proposed trench locations are shown on the Site Plan (Sheets 9-11) of the Hecate Energy 20 MW Solar Project Site Plan.

Comment 14: Clarke County requests information of the specific equipment to be utilized during construction and requested information on the decibel level when driving the posts. Hecate to provide GE a narrative discussing the decibel level during pile driving.

Response: A vibratory post installer will be used on the site due to the areas of shallow rock. The DB level for a vibratory post installer is 90 DB.

Comment 15: Clarke County requests Hecate provide a schedule stating the time of day construction will be conducted. Will construction activities be M-F 8AM-5PM? Are any weekend hours anticipated?

Response: Prior to construction, Hecate Energy will meet with Clarke County and review the schedule and timeline of construction activities.

Comment 16: Clarke County requests additional information about the timeline of construction. If only Phase 1 is constructed, will the construction still take 5-6 months for completion, or is the 5-6 months anticipated for Phase 1 and Phase 2?

Response: The construction of “Phase 1 and 2” will take approximately 6 months to complete. The construction of “Phase 1 Only” will take approximately 5-6 months (worst case scenario).

Comment 17: Clarke County requests additional information about the glare from the solar panels will distract drivers on roads that are at a higher elevation than the panels.

Response: Glare from the panels will be minimal for the following reasons. The solar panels are designed to harvest the maximum amount of light possible so the glass coatings on the panels are actually anti-reflective surface so that the maximum number of photons are directed into the panel to generate electricity. The trackers mount the panels relatively low to the ground (e.g., centerline of tracker hub is 4-5’ high) and the maximum height of the panels at full tilt is approximately 7’) which further minimizes any reflection. Additionally, the project will be screened by existing trees and proposed landscaping (Eastern Red Cedars) as shown on the Perimeter Landscape Plan (Sheet 15) of the Hecate Energy 20 MW Solar Project Site Plan. Please see attached reports/white papers from the FAA and solar panel manufacturer Yingli Green Energy for further details.

Comment 18: Clarke County was OK with proposing an alternate screening detail. Clarke County requested an evergreen only alternate detail that provides evergreens indigenous to Clarke County and of different species.

Response: A proposed alternate screening detail is shown on the Landscape Plan (Sheet 15) of the Hecate Energy 20 MW Solar Project Site Plan. This detail proposes two varieties “Emerald Sentinel” and “Platte River” of the Junipers Virginiana (Eastern Red Cedar). The evergreen trees will be staggered as shown to provide screening of the site. Phase 1 will be screened as shown around the perimeter and as needed within phase 2 which will be determined by Clarke County Planning department.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.



Jeremy N. Tweedie

Enclosures



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY
Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 1105, Richmond, Virginia 23218
www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

May 3, 2016

(804) 698-4000
1-800-592-5482

Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602
Attn: Jeremy Tweedie

Re: Hecate Energy LLC 20MW Solar Facility – Clark County, VA
Powhatan, Virginia
DEQ SWM TRO-16-45
Stormwater Management (SWM)

To whom it may concern:

Greenway Engineering has been working closely with DEQ to gain approval of stormwater plans for the above referenced project. They are very close to an approval and only have a few minor comments to take care of. They have been very cooperative and do not foresee any reason that they would not receive approval of this plan.

Please contact Heather McAlister at (804) 698-4215 or heather.mcalister@deq.virginia.gov if you have any questions about this letter.

Sincerely,

A handwritten signature in black ink that reads "Heather McAlister".

Stormwater Plan Reviewer



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

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May 3, 2016

(804) 698-4000
1-800-592-5482

Greenway Engineering
151 Windy Hill Lane
Winchester, VA 22602
Attn: Jeremy Tweedie

Re: Hecate Energy LLC 20MW Solar Facility – Clark County, VA
Powhatan, Virginia
DEQ SWM TRO-16-45
Stormwater Management (SWM)

Dear Mr. Tweedie:

The Department of Environmental Quality (DEQ) has reviewed the above referenced stormwater management plans dated September 7, 2015 for conformance with the *Virginia Stormwater Management Program (VSMP) Law & Regulations*. We offer the following comments:

1. If the Open Space is to be used as "Conserved Open Space" and put in the VRRM Spreadsheet to help with water quality the following things need to be addressed:
 - A. On the water compliance quality plan sheet the open space needs to have metes and bounds completely around it.
 - B. On the water compliance quality plan sheet the open space needs to be labeled "Runoff Reduction Compliance Forest / Open Space."
 - C. On the water compliance quality plan sheet the following note needs to be on the sheet: "The Runoff Reduction Compliance Forest / Open Space area shown here on shall be maintained in a forest / open space manner until such time that an amended stormwater management plan is approved by the VSMP Authority."
2. The plans cannot be approved until the *affidavit of credit sale* has been submitted to this office for the remaining nutrient credits.

The preceding comments must be addressed before DEQ can continue the stormwater management plan review and approval process. The re-submittal should include a copy of these comments with responses to each item listed above as well as the referenced page number or sheet number where the requested information can be found. A revision cloud should be used to clearly indicate all stormwater management plan revisions. Two (2) copies of the re-submittal package should be submitted to DEQ for review and approval at the following address:

May 3, 2016
Re: DEQ SWM #: VRO-16-43
Page 2 of 2

Postal Mail
Department of Environmental Quality
Attn: Stormwater Plan Review Coordinator
P.O. Box 1105
Richmond, Virginia 23218

FedEx, UPS, Hand Delivery
Department of Environmental Quality
Attn: Stormwater Plan Review Coordinator
629 East Main Street
Richmond, Virginia 23219

This letter is intended to provide information on what information DEQ believes is needed in order to fully evaluate your stormwater management plan and is not a final determination or case decision under the Administrative Process Act. In the event that discussions with staff do not lead to a satisfactory resolution of the contents of this letter, you may elect to participate in DEQ's Process for Early Dispute Resolution. For further information on the Process for Early Dispute Resolution, please see Agency Policy Statement No. 8-2005 posted on the Department's website under "Programs", "Water", "Permitting & Compliance" at the following address:
http://www.deq.virginia.gov/Portals/0/DEQ/Enforcement/Guidance/process%20for%20early%20dispute%20resolution%20no8_2005.pdf.

Please contact Heather McAlister at (804) 698-4215 or heather.mcalister@deq.virginia.gov if you have any questions about this letter.

Sincerely,



Stormwater Plan Reviewer

Cc: Larry Gavan, DEQ-CO
Janet Weyland, DEQ-CO



151 Windy Hill Lane
Winchester, VA 22602

May 5, 2016

Department of Environmental Quality
P.O. Box 1105
Richmond, VA 23218

Attn: Heather McAlister – Stormwater Plan Reviewer

Re: Hecate Energy Solar Facility – Clarke County
Comment Response Letter – DEQ SWM TRO-16-45

Dear Ms. McAlister:

Greenway Engineering Inc. has collectively collaborated with Hecate Energy upon receipt of comments dated May 3, 2016. On behalf of Hecate Energy, we are pleased to present the following responses.

Comments from DEQ

Comment 1: If the Open Space is to be used as "Conserved Open Space" and put in the VRRM Spreadsheet to help with water quality the following things need to be addressed:

- A. *On the water compliance quality plan sheet the open space needs to have metes and bounds completely around it.*
- B. *On the water compliance quality plan sheet the open space needs to be labeled "Runoff Reduction Compliance Forest / Open Space."*
- C. *On the water compliance quality plan sheet the following note needs to be on the sheet: "The Runoff Reduction Compliance Forest / Open Space area shown here on shall be maintained in a forest / open space manner until such time that an amended stormwater management plan is approved by the VSMP Authority."*

Response: A. Metes and Bounds provide as requested. Refer to Sheet 24A
B. Labels Provided as Requested. Refer to Sheet 24
C. Note provided as Requested. Refer to Sheet 24A

Comment 2: The plans cannot be approved until the affidavit of credit sale has been submitted to this office for the remaining nutrient credits.

Response: At this time Hecate has secured the availability of the required credit, affidavit of credit sale will be forthcoming.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.

Jeremy N. Tweedie

Engineers Surveyors Planners Environmental Scientists Laboratory
Telephone 540-662-4185 Fax 540-722-9528
www.greenwayeng.com

**WINCHESTER
MANAGEMENT, LLC**
151 WINDY HILL, WINCHESTER, VA 22602

Date: May 5, 2016

To: Hecate Energy Clarke County, LLC.
115 Rosa Park Drive
Nashville, TN 37203

From: Winchester Management LLC
151 Windy Hill Lane
Winchester VA, 22602

Subject: Potomac Watershed – Nutrient Credit Availability
Hecate Energy Clarke County, LLC 20 MW Solar Project

Project Reference: Hecate Energy Clarke County, LLC 20 MW Solar Project

This letter is to confirm the availability of 2.80 nutrient credits (“Nutrient Credits”) from Winchester Management, LLC’s upcoming [pending or approved] Potomac nutrient bank facility for use by permit applicants within the Potomac watershed, to include the subject property HUC#02070004, to compensate for nutrient loadings in excess of state or local regulations, as per Virginia Code § 62.1-44.15:35 and § 62.1-44.19:14 and Virginia Administrative Code 9 VAC 25-820-10 et seq. These Nutrient Credits are generated and managed under the terms of the Banking Instruments known as the Cross Junction Nutrient Reduction Implementation Plan (“NIRP”).

Please feel free to contact me if you have any questions.

Sincerely,



Mark D. Smith
Winchester Management, LLC

Clarke County

bstidham@clarkecounty.gov

RE: Hecate Energy Clark County - DEQ Response

From : Boyd, Keith <boyd@andassoc.com>

Thu, May 05, 2016 11:57 AM

Subject : RE: Hecate Energy Clark County - DEQ Response

📎3 attachments

To : Stidham, Brandon (Clarke) <bstidham@clarkecounty.gov>**Cc :** Cramer, Scott <cramer@andassoc.com>

Brandon, I had a brief conversation with Jeremy this morning regarding their response to our comments on the second submittal. It appears from our conversation that they intend to adequately address the remaining outstanding issues and we are hopeful that we can recommend approval of the plan after receiving their responses. I assume this will be in the next couple of days. Also, it appears the DEQ is close to issuing their approval, so that also makes us feel more comfortable moving forward.

Thanks.

Keith Boyd, PE
Anderson & Associates Inc.
Vice President - Land Development
W.540-552-5592 extension.434
C.540-320-8432
[Description: Description: aa]

From: Brandon Stidham [mailto:bstidham@clarkecounty.gov]
Sent: Thursday, May 05, 2016 10:27 AM
To: Boyd, Keith
Subject: Fwd: Hecate Energy Clark County - DEQ Response

Keith,

FYI -- see the attached DEQ comment letters that were forwarded to me from Jeremy on the solar farm SWM review. Also, Jeremy is supposed to be contacting you today regarding questions about your SWM and E&S comments.

~Brandon

From: "Jeremy Tweedie"
<jtweedie@greenwayeng.com<mailto:jtweedie@greenwayeng.com>>
To: "Brandon Stidham"
<bstidham@clarkecounty.gov<mailto:bstidham@clarkecounty.gov>>
Sent: Thursday, May 5, 2016 10:00:41 AM
Subject: FW: Hecate Energy Clark County - DEQ Response

Brandon See attached



151 Windy Hill Lane
Winchester, VA 22602

May 5, 2016

Anderson & Associates, Inc.
100 Ardmore Street
Blacksburg, VA 24060

Attn: Scott V. Cramer, P.E., Project Engineer

Re: Hecate Energy Solar Facility – Clarke County
Comment Response Letter

Dear Mr. Cramer:

Greenway Engineering Inc. has collectively collaborated with Hecate Energy upon receipt of comments dated April 25, 2016. On behalf of Hecate Energy, we are pleased to present the following responses.

Site Development Plan/Special Use Permit Comments

Comment 1: Original Comment #3: Will there be any permanent signage for this project? There is none indicated; however, if signage is proposed, applicant should provide the information required by Article 6-G-20.

Response: The signage will include tags on the equipment along the lines of the attached from another Hecate project. Along the outside fence approx. every 200' (mounted approx. 5' from ground at eye level) we will have signs such as the image attached. Approx. dimensions 10" x 12". No illumination on the signs.

Follow-up Comment: No image of proposed signs was attached. Please provide for review.

Follow-up Response: Please see a copy of the warning and safety signage attached with this comment response letter. In addition, the entrance signage will be fence mounted. Per Clarke County, the warning and safety signage and the entrance signage will not require permit.

Comment 2: Original Comment #4: Bond estimates were not provided in the information submitted. (Ref. 6-G-38)

Response: Hecate Energy recently provided Bonding Estimates to Clarke County Treasure, see attached.

Follow-up Comment: Anderson & Associates, Inc. was not provided a copy of the Bonding Estimates that were provided to Clarke County. Please provide for review.

Follow-up Response: Per Clarke County, there are no features that will require bonding at this time.

Engineers Surveyors Planners Environmental Scientists Laboratory
Telephone 540-662-4185 Fax 540-722-9528
www.greenwayeng.com

Erosion & Sediment Control/Stormwater Management Set Comments

Sheet 2 – General Notes and Legend

Comment 1: New Comment: Virginia Department of Environmental Quality Compliance Note mentions that the land disturbance activity is under the 1.0 acre threshold, presumably for requiring a VSMP Construction General Permit. This revised site plan with proposed areas of regrading appears to exceed 1.0 acre of land disturbance. Therefore, a VSMP Construction General Permit is required for this project.

Response: Acknowledged.

Comment 2: New Comment: Stormwater Runoff Quantity & Quality Analysis Narrative, Water Quantity section mentions that the project follows requirements of the Clarke County Code. Code section 154-4-D is the applicable section for stormwater quantity criteria. It is recommended that due to the project's sheet/overland flow to adjacent properties, the project apply for water quantity compliance according to 154-4-D. While Anderson & Associates, Inc. believes that this approach is reasonable for compliance, we defer to the Virginia Department of Environmental Quality and its review of the post-development stormwater management volumes, velocities, etc.

Response: Acknowledged.

Comment 3: Original Comment #4: Project Note 4 mentions that water quality measures are not required due to the land use conversion. However, Clarke County's Stormwater Management Ordinance (§ 154-4-B 1) indicates the Water Quality Design Criteria required by the County. As stated in Comment 3 above, the County criteria are more stringent than Virginia DEQ requirements. Please indicate how the Ordinance criteria are to be met by this project.

Response: Narrative and calculation have been revised to clarify conformance to ordinance criteria. Refer to Sheet 2, 13-14 of the Site Development Plan. Since plan submission, Greenway Engineering has not had contact with DEQ representatives.

Follow-up Comment: Concerning water quality compliance, the update to Sheet 2 in the Water Quality section references the Clarke County Code 154-4-C. This Code section references both section 154-4-B and the Virginia Stormwater Management Handbook. These references provide different and, at times, contradictory criteria for water quality compliance. 154-4-B criteria is according to the current Virginia Stormwater Management Program Regulations (Part IIB). The Virginia Stormwater Management Handbook Performance-Based Criteria is according to the Virginia Stormwater Management Program Regulations (Part IIC).

The criteria that apply to this project are Part IIB. However, Clarke County Code 154-4-B-1-a further requires a phosphorus load threshold for new development projects of 0.28 pounds per acre per year, which is more stringent than the Part IIB criteria. Sheet 24 of the plan set provides a water quality calculation based on the Part IIB criteria, using the appropriate Virginia Runoff Reduction Method New Development Worksheet. This calculation needs to be adjusted in order to use Clarke County's 0.28 pounds per acre per year threshold for phosphorus. This adjustment may need to be done by hand, as the Worksheet does not allow for manual adjustment of the target load value.

Sheet 24 Water Quality Note indicates the intent of the applicant to provide offsite options/credits from an approved Nutrient Bank in order to comply with the water quality criteria. While Anderson & Associates, Inc. believes that this approach is reasonable prior to the

issuance of a Land Disturbance Permit by Clarke County, we defer to the Virginia Department of Environmental Quality and its review of this stormwater management quality approach for this project.

Follow-up Response: Clarke County Storm Water Management Ordinance and DEQ Water Quality Compliance means and methodology cannot be cross interpreted. The project complies with both Clarke County and DEQ

Sheet 4 – E&S Control Narrative

Comment 4: Original Comment #15: Minimum Construction Standards Narrative lists the Minimum Standards for Erosion & Sediment Control Plans. Please indicate how this plan meets Minimum Standard 19.

Response: Stormwater associated with this project is contained on site. Runoff by land conversion reduce the overall pre to post development runoff. No offsite area are affected by as result of this development.

Follow-up Comment: Please indicate how stormwater runoff associated with this project is to be contained on the site. The proposed site and grading plans (Sheets 9 – 14) appear to show that sheet/overland flow from the site will runoff onto adjacent properties. Reduction of overall pre to post development runoff does not necessarily fulfill the requirements of Minimum Standard 19. It is recommended that sections i, m, and n of Minimum Standard 19 be used as justification for this project meeting this standard.

Follow-up Response: Refer to Sheet 4A, MS-19 under Clarke County Code refers a-k, We have separated the two jurisdictional Minimum Construction Standards for reviewer purposes and to comply with each. DEQ E&S Narrative on a separate sheet which references the MS 19:l-n items for after July 2014.

Sheet 5 – E&SC Phase I & II

Comment 5: Original Comment #19: Please provide Tree Protection (TP) along the eastern edge of the proposed limits of construction and along the proposed sinkhole buffers, where existing vegetation is to remain outside of the limits of construction.

Response: The super silt fence is acting as tree protection for the areas identified. Therefore, no additional tree protection is required.

Follow-up Comment: Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not using super silt fence for tree protection in this manner is acceptable.

Follow-up Response: The super silt fence will act as a robust barrier between construction activities and the areas not to be disturbed, and complies with Clarke County requirements

Comment 6: Original Comment #21: Please indicate where or if Construction Road Stabilization (CRS) is to be used. Also on Sheets 6 and 7.

Response: No construction road stabilization is being provided.

Follow-up Comment: Construction Road Stabilization is recommended. Without its use throughout the site, please indicate how the existing ground will remain undisturbed as vehicles

traverse the site for purposes of proposed grading and placement of the proposed single axis trackers.

Follow-up Response: Perimeter measures that are proposed will provide the required erosion protection. The majority of activity will be performed with small and medium sized equipment that will not require roads. Due to the nature of this light construction activity, built up construction roads are not planned nor warranted, and would cause unnecessary additional impacts and impervious areas throughout the entire site area

Comment 7: Original Comment #22: Please indicate Temporary Seeding (TS), Permanent Seeding (PS), Topsoiling (TO), Mulching (MU), and Dust Control (DC) for the entire site within the limits of construction. Also on Sheets 6 and 7.

Response: No mulching or topsoiling is provided. Temporary seeding shall be provided in accordance with VESCH as required. Permanent seeding will be applied on an as needed basis.

Follow-up Comment: Please graphically indicate on the sheets and legend the proposed Temporary Seeding and Permanent Seeding. Sheet 4 Vegetative Measures section mentions proposed Topsoiling and Mulching, and the Dust Control section mentions proposed Dust Control. Please graphically indicate on the sheets and legend where these are to be applied.

Follow-up Response: Temporary Seeding has been delineated on the stockpile and a blanket note within the limits of construction references the permanent seeding as required.

Comment 8: New Comment: Please adjust the linetypes for Silt Fence, Super Silt Fence, and the Limits of Construction to match the Erosion and Sediment Control Legend. Also on Sheets 6 and 7.

Response: The linetypes have been corrected to match the E&S Control Legend.

Sheet 6 – E&SC Phase I & II

Comment 9: Original Comment #23: Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner and southeastern edge of the proposed limits of construction, where the existing grade slopes downhill offsite.

Response: Refer to Sheet 4 of the Site Development Plan.

Follow-up Comment: Please indicate where/how Sheet 4 addresses this comment. Please provide Silt Fence (SF) or some other perimeter sedimentation barrier along the eastern corner of the proposed limits of construction, where the existing grade slopes downhill offsite.

Follow-up Response: Silt fence has been extended to the flow line along the eastern corner of the proposed limits of construction. The flow line is now labeled to show where the offsite water returns to the site.

Comment 10: Original Comment #24: The Special Use Permit and Land Development application Exhibit D Environmental Features Map indicates an existing pond and/or wetland on the southern portion of the site, within the proposed limits of construction and just north of the proposed Construction

Entrance. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Response: Refer to the Wetland Report provide for this project.

Follow-up Comment: The Wetlands Report in Appendix C of the Special Use Permit and Land Development application does not appear to address proposed erosion and sediment control measures for this existing pond/wetland. Please indicate the location of this pond and/or wetland on this sheet and any E&SC measures that are needed for its protection.

Follow-up Response: The environmental features map within the SUP shows the NWI (National Wetland Inventory) wetlands, ponds, and streams. These features are considered possible waters of the U.S. Greenway Engineering performed a field wetland delineation of the entire site to determine the actual areas of waters of the U.S. on the site. The delineation results determined that the pond/wetland in the southern portion of the site was not a water of the U.S. A follow-up field meeting with the USACOE also confirmed the Greenway Engineering field delineation. The delineated wetlands will be protected by the erosion and sediment control measures as shown on the drawings.

Sheet 9 – Site Plan

Comment 11: Original Comment #27: Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.

Response: Hecate does not have a schematic showing the wiring locations at this time (this will be prepared by the EPC once that firm is chosen/design is in place). That said, the cabling will be buried approx. 24” underground in narrow trenches just wide enough to accommodate the buried cabling. Hecate will share the wiring schematic as soon as that is available.

Follow-up Comment: Proposed trench locations are now shown on Sheets 9 – 14, presumably for the proposed underground wiring routes for the Prop. Skids. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant must provide a full wiring schematic prior to plan approval.

Follow-up Response: Per Clarke County, wiring schematics are not necessary for site plan approval but will of course be finalized prior constructions.

Sheet 10 – Grading Plan

Comment 12: New Comment: Please provide existing contour elevation labels, and differentiate between proposed 1-foot and 5-foot contours in the Legend and on the plan. Also on Sheets 12 and 14.

Response: The existing contours are now labeled. The proposed 1-foot and 5-foot contours have been differentiated and are shown in the legend and on the plan.

Sheet 11 – Site Plan

Comment 15: Original Comment #28: Please indicate if the existing wire fencing within the limits of construction is to be removed. Also on Sheet 11.

Response: Yes, all internal wire fencing shall be removed. Refer to Sheet 9, 10, 11 of the Site Development Plan.

Follow-up Comment: It is recommended that the existing fencing to be removed not be shown on this sheet or be labeled to be removed, in order to avoid confusion during construction. Also on Sheet 13.

Follow-up Response: Fencing has been removed from the Site Plan.

Sheet 13 – Site Plan

Comment 16: Original Comment #29: There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.

Response: These existing structures demolished in accordance with Clarke County Building Inspection Department. Existing access to be abandoned.

Follow-up Comment: If the existing access is to be abandoned, these does not appear to remain access to the house. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant may abandon the access to the existing house that is to remain prior to plan approval.

Follow-up Response: Per Clarke County, since the property owner of the overall site is also the owner of the house and access road, this is a matter that will be addressed in the arrangement between the owner and applicant

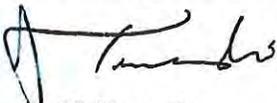
Sheet 20 – Topographic Survey

Comment 17: New Comment: Note 2 lists the contour interval as 2 feet. It appears from the existing contours and elevation labels provided that the contour interval is 1 foot. Please update.

Response: The contour interval has been corrected.

Thank you for your assistance with this project. Contact us with any questions or need for additional information.

Sincerely,
Greenway Engineering, Inc.



Jeremy N. Tweedie

Enclosures

**SPECIAL USE PERMIT/SITE PLAN (SUP-16-01/SP-16-01)
Hecate Energy, LLC
May 6, 2016 Planning Commission Meeting – PUBLIC HEARING
SUPPLEMENTARY STAFF REPORT #1 – Department of Planning**

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed land use request. It may be useful to members of the general public interested in this request.

Note throughout that Hecate Energy Clarke County LLC is the applicant.

Case Summary

Applicant: Hecate Energy, LLC **Property Owner:** Montie W. Gibson, Jr.

Location:

- North side of Lord Fairfax Highway (U.S. 340) with frontage on the west side of Gun Barrel Road (Rt. 644), north side of Double Tollgate Road (Rt. 670), north side of Highland Corners Road (Rt. 669), and east side of Stonewall Jackson Highway (U.S. 522).
- Tax Map #27-A-5; 234.84 acres in size.
- Located in the White Post Election District (Commissioners – Robina Bouffault, Randy Buckley; Board of Supervisors – Beverly McKay)

Parcel Size/Project Area: 234.84 total acres; 223.0385 acre lease area for project

Request:

Request approval of a Special Use Permit (SUP) and Site Plan to construct a 20MW solar power plant, large photovoltaic, in the Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3(s) of the Zoning Ordinance.

Staff Recommendation:

Defer action for one month to the Commission’s June 3, 2016 meeting in order to resolve outstanding issues noted in the Staff Report.

Hecate Energy requests that the Commission not defer action and to forward the SUP/Site Plan onto the BOS for the BOS 6/21/16 meeting with the condition that the approval/resolutions to the matters outlined are resolved which should be very possible by the 6/21/16 BOS meeting. Hecate/Greenway believe that any outstanding questions reflect low significance issues that can be easily incorporated into the project planning.

Case Update:

This special use permit and site plan review request was originally scheduled for Public Hearing at the Commission's April 1, 2016 meeting. Due to the number of unresolved issues with the request, the Applicant requested and was granted a one month deferral to the Commission's May 6 meeting. The Public Hearing advertised for April 1 was cancelled and the Commission did not deliberate the request at the meeting. A Public Hearing is scheduled for the May 6 Commission meeting and the Applicant has paid the County's re-advertising fee for the rescheduled hearing.

On April 15, the Applicant filed a revised site plan and supporting documentation for review and indicated that they are prepared to move forward with the May 6 Public Hearing on the request. The new submission includes the following documentation:

- A revised site plan depicting the following new information:
 - Land Disturbance/Erosion & Sediment Control. Minor grading areas and soil stockpiles required for equipment installation throughout the site. The new grading areas require provision of grading plans and revisions to the erosion and sediment control plans.
 - Stormwater Management. Additional technical information regarding stormwater management in the form of new language on the general notes page and addition of a Water Quality Compliance Plan at the end of the site plan.
 - Landscaping. Added an alternate perimeter landscape buffer detail showing all plantings consisting of evergreen trees instead of a mixture of deciduous and evergreen trees and shrubs. The alternate detail was proposed following discussions with the Site Plan Committee and Staff and is intended to maximize screening of the facility from adjacent properties. The proposed landscaping along US 340 frontage just west of Gun Barrel Road is expanded in the revised plan.
 - Property Entrance. Added an entrance plan with sight distance data per Virginia Department of Transportation's (VDOT) request. A speed study was also transmitted to VDOT for their review on April 25.
 - Construction and Trenching Details. Construction details are added for the panels, trackers, switchyard equipment, and skids. Trenching details are also included.
- Cover letter addressing questions raised by the Site Plan Committee at the March 21 meeting. Copies of the cover letters provided on March 18 addressing questions by Anderson & Associates Staff and Planning Staff were also included (these letters were provided to the Commission in the April meeting packet).
- Copy of the Preliminary Jurisdictional Determination letter and form provided by the U.S. Army Corps of Engineers (USACE) on March 22.
- Two photos showing equipment that will be used to install the support posts for the tracker systems.
- Information from the panel manufacturer and supporting documentation to address the issue of panel reflectivity.

The Applicant provided their resubmission electronically to Anderson & Associates Staff on April 15 and Anderson provided their comment letter on the resubmission on April 25. As of the drafting of this report, Staff has not received a response from VDOT regarding the proposed low-

volume commercial entrance. Additionally, it is Staff's understanding that the Virginia Department of Environmental Quality (DEQ) has not taken formal action on the Applicant's stormwater management plan.

A detailed discussion of the remaining items to be addressed with this request is included in the Staff Analysis section below. Staff has also provided an initial list of draft Special Use Permit conditions for the Commission's review and discussion.

Staff Analysis:

This section addresses the status of outstanding issues that were listed in the previous Staff Report along with additional issues to be resolved with this request.

Stormwater Management

- *Virginia DEQ review and County engineering consultant review of the Applicant's approach to stormwater management is incomplete. (§6-H-8; Virginia DEQ)*

DEQ has not taken formal action on the Applicant's stormwater management plan. Per discussion at the April 27 Site Plan Committee meeting, the Applicant's engineering consultant has provided DEQ with the current site plan including a Water Quality Compliance Plan that was requested by DEQ Staff. DEQ Staff had indicated that their review would be completed on or around April 19 and they have not provided the Applicant with a revised completion date.

As noted in the previous Staff Report, resolution of the need for stormwater management controls is a critical issue with the Applicant's request. Staff does not recommend that the Commission advance this request to the Board of Supervisors until the issue of stormwater management is completely resolved. **DEQ's Heather McAlister provided a letter dated 5/3/16 stating "Greenway Engineering has been working closely with DEQ. Approval Forthcoming...See attached**

USACE Review of Intermittent Stream

- *Provide copy of U.S. Army Corps of Engineers letter confirming their findings that the feature on south side of property is not an intermittent stream. (Planning Staff)*

The Applicant provided a copy of USACE's March 22 Preliminary Jurisdictional Determination letter and form to Staff. Review by USACE is necessary in order to determine the status of wetlands and other waters, such as streams, that may require Federal permitting and oversight. The presence of an intermittent stream on the southern portion of the property – which appears as such on the County GIS and USGS mapping – is relevant to USACE's review.

The USACE's letter confirms that the Applicant has completed a preliminary determination of the site and USACE Staff concludes from the Applicant's submission that there "may be" waters of the US located on the property and subject to Federal jurisdiction and oversight. The Applicant's engineering consultant stated that they intend to apply for a national permit through USACE to address this issue. While this would not result in a confirmation of the status of the feature identified as an intermittent stream, Staff has determined that there would not be a conflict with any Zoning Ordinance provisions as a result of the stream's status. The Zoning Ordinance requires a 50 foot buffer to be observed from intermittent streams which would not impact the Applicant's building envelope or prevent them from planting new landscaping.

Staff discussed this issue in detail with Anderson & Associates Staff and has included language in Draft Condition #12 recommending that copies of all required Federal and State permits be provided to Staff prior to issuance of a building permit for the facility. **Hecate agrees and will comply.**

Outdoor Lighting

- *Lighting plan has not been provided for the security lighting. (§6-H-11)*

The Applicant has provided a fixture detail for two security lighting fixtures that will be installed at a location in excess of 200 feet from property lines. The fixtures are full cut-off and will be downcast to meet the outdoor lighting requirements. No photometric plan is required due to the nature of the fixtures and its installation distance from property lines. **Hecate agrees and will comply.**

Project Phasing

- *Confirm intention of constructing the project in two phases or that the project will not be phased. If the project is phased, provide narrative including statement that all landscaping will be installed in conjunction with Phase 1. (§3-C-2-hh-9a; §6-G-24)*

The Applicant indicates that the project will be constructed in two phases and has clarified that Phase 2 is expected to be constructed by 2019. As a result of this phasing plan, Staff recommends language in Draft Condition #14 requiring all landscaping to be installed with Phase 1. Staff has also incorporated the phasing plan in Draft Condition #13 regarding ongoing Karst activity monitoring. **Hecate agrees and will comply, although we request the Planning Commission consider that landscaping for Phase 2 will be installed at the time that Phase 2 is built. However should landscaping within Phase 2 be required to buffer view aspects of the Phase 1, then Hecate would comply accordingly.**

Manufacturers' Detail Required

- *Provide manufacturers' information regarding dimensions and detail on selected panels, switchgear and skids. (§3-C-2-hh-9a; §6-G-27)*

The Applicant has provided additional required detail on the panels, switchgear, and skids on revised plan sheets 22 and 23. **Hecate agrees.**

100' Building Restriction Lines for Sinkholes

- *Show 100' building restriction lines around sinkholes in addition to the 25' buffer areas. (§3-A-1-c; §6-H-15-e)*

The Applicant has restored the 100' building restriction lines from all sinkholes that were inadvertently removed from the previous site plan. **Hecate agrees.**

VDOT Review of Commercial Entrance

- *Low-volume commercial entrance plan to be reviewed and approved by VDOT. (§3-C-2-hh-9h; VDOT)*

The Applicant has provided a revised plan sheet (21) showing additional detail on the design of their proposed low-volume commercial entrance and sight distance information. The Applicant also provided a speed study as requested by VDOT. This documentation has been sent to VDOT Staff for review but as of the drafting of this report, we have not received comments from VDOT.

Staff has included language in Draft Condition #11 to provide copies of all VDOT permits and complete any required entrance improvements prior to issuance of a building permit for the facility. **Hecate agrees and will comply. Hecate Energy and Greeway Engineering completed a speed study in mid-April with findings that traffic in 85th percentile in the 30-35 mph range. VDOT is currently reviewing the studies and we expect their comments if any well before the BOS meeting.**

Erosion and Sediment Control Plan

- *Complete review of erosion and sediment control plan. (§6-G-17; §6-H-13)*

The Applicant has added several areas of minor grading to the site plan in order to accommodate the equipment manufacturers' installation specifications. New grading plans are now shown on site plan sheets 10, 12, and 14, and additional information has been included in E&S narrative. Anderson Staff has reviewed the plan and provided several comments on it requesting revisions and additional information. These items will have to be resolved prior to recommending approval of the site plan. **Responses to Anderson comments have been provided. Review ongoing.**

Panel Reflectivity

- *Provide additional information on the reflectivity of the selected panels. (Planning Commission Site Plan Committee)*

The Applicant provided detailed information on reflectivity from the panel manufacturer as well as other supporting documentation addressing the issue. Anderson Staff reviewed the materials and provided the following comment:

Reflectivity – Hecate has provided background information regarding the design of photovoltaic (PV) solar panels and their potential for reflectivity. As stated in the documents, PV panels are designed to absorb as much sunlight as possible in order to be efficient in generating electricity. Based on this and with the required installation of landscaping for screening, Anderson & Associates, Inc. believes that any problems associated with the reflectivity of the solar panels will be minimal.

Staff has no additional concerns with the issue of reflectivity and has not recommended any special use permit conditions on this subject. **Hecate agrees.**

Additional Comments from Anderson Staff

The following comments were provided by Anderson Staff in their April 25 letter. Staff discussed all of these comments with Anderson Staff and our resolution of each issue is listed below.

Signage

- *Original Comment #3: Will there be any permanent signage for this project? There is none indicated; however, if signage is proposed, applicant should provide the information required by Article 6-G-20.*

Response: The signage will include tags on the equipment along the lines of the attached from another Hecate project. Along the outside fence approx. every 200' (mounted approx. 5' from ground at eye level) we will have signs such as the image attached. Approx. dimensions 10" x 12". No illumination on the signs

Follow-Up Comment: No image of proposed signs was attached. Please provide for review.

The Applicant provided a plan sheet showing dimensions and examples of warning and safety signage that will be used for the facility. These signs will not require a sign permit. Additionally, the Applicant is now showing the project identification sign as a fence-mounted rather than a freestanding sign which will not require a permit. **Hecate agrees and will comply.**

Bonding

- *Original Comment #4: Bond estimates were not provided in the information submitted. (Ref. 6-G-38)*

Response: Hecate Energy recently provided Bonding Estimates to Clarke County Treasure, see attached.

Follow-Up Comment: Anderson & Associates, Inc. was not provided a copy of the Bonding Estimates that were provided to Clarke County. Please provide for review.

Following discussion with the Applicant's engineer and Anderson Staff, we have not identified any features that require bonding at this time. In the event that the Applicant experiences delays in completing the installation of landscaping due to weather or other issues, bonding may be necessary. **Hecate agrees.**

Need for Wiring Detail

- *Original Comment: Note #2 mentions underground wiring, presumably for the skids and/or single axis trackers. Please show a schematic layout of this wiring, indicating what land disturbance will be necessary. Also on Sheets 10 and 11.*

Response: Hecate does not have a schematic showing the wiring locations at this time (this will be prepared by the EPC once that firm is chosen/design is in place). That said, the cabling will be buried approx. 24" underground in narrow trenches just wide enough to accommodate the buried cabling. Hecate will share the wiring schematic as soon as that is available.

Follow-Up Comment: Proposed trench locations are now shown on Sheets 9 – 14, presumably for the proposed underground wiring routes for the Prop. Skids. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant must provide a full wiring schematic prior to plan approval.

Wiring schematics are not necessary for site plan approval but will likely be necessary as part of the construction plans for building permit issuance. **Hecate agrees and will comply.**

Removal of Access Road to House

- *Original Comment #29: There appears to be two existing structures and an access road/path in the far north corner of the proposed limits of construction, just south of the existing house. Please indicate how these will be relocated/removed prior to installation of the single axis trackers in this area.*

Response: These existing structures demolished in accordance with Clarke County Building Inspection Department. Existing access to be abandoned.

Follow-Up Comment: If the existing access is to be abandoned, there does not appear to remain access to the house. Anderson & Associates, Inc. defers to Clarke County's preference as to whether or not the applicant may abandon the access to the existing house that is to remain prior to plan approval.

Since the property owner is also the owner of the house and access road, Staff believes this to be a matter for resolution between the owner and Applicant. **Hecate agrees to discuss this matter with site Owner.**

Draft Special Use Permit Conditions:

Staff has provided the following draft list of Special Use Permit Conditions to address the various issues with this request discussed in this report and in previous Staff Reports. These conditions are being provided for discussion purposes and may be modified or expanded as the review of this special use permit and site plan request continues. Staff recommends that the Commission review the draft conditions at the May 6 Meeting and provide any comments, questions, or recommendations to Staff.

1. **Special Use Permit purpose; nontransferable.** This Special Use Permit is issued for the subject property for operation of a "solar power plant, large photovoltaic" solely by the Applicant, Hecate Energy, LLC ("Permit Holder"). The special use permit shall not be transferable to any other person or entity without prior approval of the Board of Supervisors as an amendment to the approved special use permit conditions.
SUP should be issued to Hecate Energy Clarke County LLC.
2. **Permit Holder and Property Owner ("Owner") to sign list of adopted permit conditions.** The Permit Holder and the Owner shall sign the list of adopted conditions to indicate receipt of and intention to comply fully with the conditions for the life of the special use permit. A signed copy of the conditions shall be provided to Planning Department Staff ("Staff") within thirty (30) days of the Permit Holder's and Owner's receipt of the adopted conditions. **Hecate Energy Clarke County LLC will be sole signatory to the SUP; Owner will not be party due to financing purposes (Owner to grant HECCLLC right to sign).**
3. **Access for inspections required.** The Permit Holder and Owner shall provide Staff and other County officials with access to the property in order to conduct periodic compliance inspections of the facility and the subject property throughout the life of the permit.
Hecate agrees and will comply.
4. **Ongoing maintenance of site features.** The following site features shall be properly maintained throughout the life of the permit:
 - Property entrance shall be maintained consisted with VDOT regulations.
 - Vegetated property buffer including existing trees and shrubs and supplemental plantings as depicted on the approved landscaping plan per Zoning Ordinance requirements.
 - Fences and gates.
 - Outdoor lighting fixtures to ensure compliance with Zoning Ordinance requirements.

- Warning signage.
 - Knox box for fire, emergency services, and law enforcement access.
Hecate agrees and will comply.
5. **Decommissioning of facility.** The following condition shall set forth required provisions for decommissioning the facility either at the end of its lifespan or in the event of inactivity for more than two consecutive years.
- **Notice of inactivity.** The Permit Holder or Owner shall be responsible for notifying the Zoning Administrator within 30 days of the facility becoming inactive and no longer producing electric power. Notification shall be provided in writing and shall include the date that the facility ceased producing power. Failure to return the facility to an active status and producing electric power for two consecutive years shall constitute grounds for special use permit revocation.
 - **Decommissioning process.** Upon completion of the facility's lifespan or following revocation of the special use permit, the facility shall be decommissioned including removal of all equipment, panels, racking systems, wiring (including underground wiring), fencing, steel skids, concrete pads, and other above-ground features. All wetland protections, natural vegetation, erosion control, and stormwater features shall remain in place. The Permit Holder or Owner shall provide a decommissioning plan to Staff and applicable State agencies and obtain all required permits prior to conducting decommissioning activities. All decommissioning activities shall be completed within six months of providing notice of inactivity unless a longer time period is approved by the Zoning Administrator. **Hecate will follow all local, state and federal requirements decommissioning requirements.**
6. **Removal of debris.** All existing trash and debris shall be removed from the property and disposed of at an approved waste management facility prior to issuance of a certificate of occupancy. No trash, debris, or construction materials shall be buried or burned on site. **Hecate will work with current property owner to address the issue accordingly.**
7. **Abandonment of existing well.** The existing well on the subject property as identified in the Permit Holder's environmental reconnaissance survey shall be abandoned in accordance with State and County ordinances prior to issuance of a certificate of occupancy. **Hecate agrees and will comply.**
8. **Blasting prohibited.** No blasting shall be allowed on the subject property. **Hecate agrees and will comply.**
9. **Fire & EMS coordination and training.** The Permit Holder will work proactively with the Director of Fire & Emergency Services to develop an agreed-upon set of procedures and protocols for managing risk of fire and for responding in the event of a fire or other emergency at the facility. These procedures and protocols shall be in the form of a Fire & Emergency Services Manual for Clarke County that shall be completed by the Permit Holder and accepted by the Director of Fire & Emergency Services or Staff prior to issuance of a certificate of occupancy to begin producing electric power. The Manual will specify the roles of responsible parties in the event of a fire or other emergency at the site. The plan will include at a minimum:

- Clear statements on the responsibility for fire response decision making.
 - Related emergency communications direction as well as emergency phone numbers and key points of contact.
 - Special training for fire and emergency services personnel and a tour of the site to ensure upfront awareness of the site and equipment as well as points of ingress/egress.
 - Designated shutoff procedure and location for equipment shutoff.
 - Maps outlining location of key equipment including:
 - Location of lock box (or if desired the Director of Fire & Emergency Services will be provided with a key to the facility in advance)
 - Inverters
 - Transformers
 - System/electrical cut-off switches
 - Points of ingress/egress at the facility
 - Cleared access around the site

Hecate agrees and will comply.
- 10. Noise.** The following condition shall apply to noise generated during the construction of the facility and the facility's ongoing operation.
- **Construction noise.** All construction activities shall be limited to 7:00AM to 7:00PM in order to limit noise impacts on adjacent and nearby properties.
Hecate agrees and requests that the limitation be applied only noisy construction activities.
 - **Facility equipment.** Prior to issuance of a building permit, the Permit Holder shall provide technical documentation for all facility equipment that may generate noise to verify that the manufacturer's noise specifications do not exceed Zoning Ordinance requirements. *Hecate agrees and will comply.*
- 11. Entrance requirements.** The following condition shall apply to the property entrance.
- **VDOT permitting required.** The Permit Holder shall obtain all required permits from VDOT and complete all required improvements to the property entrance prior to issuance of a building permit. *Hecate/Greenway is in process for obtaining VDOT permits; agreed and will comply.*
 - **Encroachment on Freeman property.** Provide copy of recorded ingress/egress easement document prior to issuance of any land disturbance permit or building permit. *Hecate agrees and will comply.*
- 12. State and Federal permits.** The Permit Holder shall provide copies of all applicable State and Federal permits to Staff prior to issuance of a building permit.
Hecate agrees and will comply as required.
- 13. Karst monitoring.** Ongoing inspections for Karst activity shall be conducted by the Permit Holder according to the following schedule and requirements:
- **Initial Inspection Period.** Site inspections shall be performed annually by the Permit Holder's engineer beginning one year from the completion of Phase 1.

This Initial Inspection Period shall continue until five years from the date of completion of Phase 2.

- Ten-Year Inspection Period. If no solution activity is identified during the Initial Inspection Period, then inspections shall be conducted once every two years for the next ten years.
- Ongoing Inspection Period. If no solution activity is identified during the Ten-Year inspection Period, then inspections shall be conducted once every five years for the remaining life of the project.
- Inspection dates shall coincide with the date of issuance of a certificate of occupancy allowing the facility or Phases of the facility to begin producing electric power.
- Written reports for each inspection shall be provided to Planning Staff according to this schedule. Staff reserves the right to have the reports reviewed by the County's Karst engineer and the Permit Holder acknowledges that they will be responsible for reimbursing the County for review of the report(s).
- The County reserves the right to request intermittent inspections as deemed necessary or if suspected solution activity is reported.
- In the event that an inspection reveals an issue that in the opinion of the County's Karst engineer requires specific remediation activities, the Permit Holder shall be responsible for completing such activities within a timeframe deemed acceptable by the Zoning Administrator and the County's Karst engineer.
Hecate Energy agrees and will comply.

14. Landscaping Plan. The following condition shall govern the installation of landscaping in accordance with the approved plan.

- **Full installation required.** All landscaping shown on the approved landscaping plan shall be installed prior to issuance of a certificate of occupancy to begin producing electric power regardless of the phasing of construction.
Hecate requests to have Phase 1 landscaping installed with Phase 1 and Phase 2 landscaping. Should landscaping within Phase 2 to buffer view aspects of the Phase 1, Hecate will comply.
- **Minor deviations from approved landscaping plan.** In the event that the Permit Holder requests a minor deviation from the approved landscaping plan in order to avoid conflicts with the placement of panels that would adversely impact their effectiveness, or to move plantings to more effective locations on the site, such deviation shall be provided on a revised plan sheet for review and approval by Staff. Additionally, Staff may request minor deviations from the approved landscaping plan, including provision of additional plantings, in order to ensure that supplemental landscaping provides effective screening of the facility from adjacent properties. Staff may consult with the Planning Commission's Site Plan Committee to determine whether such minor deviations, requested either by the Permit Holder or by Staff, is consistent with the special use permit and site plan approvals.
Hecate agrees and will comply.

Staff Recommendation:

Staff recommends that the Commission defer action for one month to the June 3, 2016 meeting in order to provide additional time for the Applicant to resolve, at a minimum, the specific issues discussed above:

- Completion of the Virginia Department of Environmental Quality’s review of the stormwater management plan and any additional modifications to the site plan that may be required as a result of that review.
- Resolution of technical comments provided by Anderson & Associates Staff on the site plan and erosion & sediment control plan.

Hecate Energy requests that the Commission not defer action and to forward the SUP/Site Plan onto the BOS for the BOS 6/21/16 meeting on the basis that any outstanding questions are manageable, do not reflect significant issues, and can be easily addressed through project planning. Hecate ensure all outstanding questions are addressed prior to the 6/21/16 BOS meeting.

History:

December 28, 2016.	Pre-Application meeting held with Planning Staff.
February 5, 2016.	Special Use Permit and Site Plan Applications filed by the applicant.
February 19, 2016.	Site Plan Committee meeting held; site visit conducted on February 26.
March 4, 2016.	Commission voted 9-0-2 (Ohrstrom, Kreider absent) to schedule Public Hearing for the April 1, 2016 regular meeting.
March 21, 2016.	Site Plan Committee meeting held.
April 1, 2016.	Request was deferred for one month to the May 6, 2016 Commission meeting at the Applicant’s request. No public hearing was conducted and the Commission did not discuss the merits of the request.
April 27, 2016.	Site Plan Committee meeting held.
May 6, 2016.	Placed on the Commission’s meeting agenda and advertised for Public Hearing (Winchester Star – April 21 and April 28, 2016).

REZONING (RZ-16-01)

Shenandoah Retreat Land Corporation / Philip Jones

May 17, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING

STAFF REPORT - Department of Planning

The purpose of this staff report is to provide information to the Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.

Case Summary

Applicant: Philip Jones

Property Owner: Shenandoah Retreat Land Corporation

Location:

- Existing house at 609 Laurel Lane; Tax Map Parcel 17A1-8-100 & 100A
- Area to be rezoned is west of 609 Laurel Lane and is a portion of Tax Map Parcel 17A1-((A))-1; Tax Map Parcel 17A1-7-31 to be added by consolidation
- Shenandoah Retreat; West side of Laurel Lane between Timber Lane and Dogwood Lane
- Buckmarsh Election District (Kreider, Kruhm – Planning Commission; Weiss – Board of Supervisors)

Parcel Size/Area to be Rezoned:

2,223 square foot portion of an existing one and one-half acres, more or less, parcel section. (Note: Tax Map Parcel Identification Number 17A1-A-1 represents over 300 acres of “common land” owned by the Shenandoah Retreat Land Corporation (SRLC) located in various areas around the subdivision.)

Request:

Approval of a rezoning request for a 2,223 square foot portion of the property identified as Tax Map #17A1-A-1, located west of 609 Laurel Lane in the Buckmarsh Election District, from Forestal-Open-Space Conservation (FOC) to Rural Residential (RR). No proffered conditions have been provided by the applicants and staff has not identified a need for proffers at this time.

Purpose of Request:

Shenandoah Retreat Land Corporation (Owner) and Philip Jones (Applicant) are requesting the rezoning of a 2,223 square foot portion of the subject property from the FOC District to the RR District in order to complete a Boundary Line Adjustment needed to provide satisfactory area for an existing structure currently resting on two separate parcels with different zoning classification and with separate ownership. The boundary line adjustment ordinance does not permit an adjustment that would alter a property line coincident with a zoning district boundary.

Staff Recommendation:

Schedule Public Hearing on the rezoning request for the June 21, 2016 Board meeting.

Facts:

Shenandoah Retreat Land Corporation (SRLC) recently agreed to a Boundary Line Adjustment (BLA) consisting of 2,223 square feet of land with Catherine Loy, owner of 609 Laurel Lane in Shenandoah Retreat. The BLA is necessary because it was discovered that the existing home encroached on the Corporation's parkland area. When the owner approached staff for a BLA approval, staff explained that the Clarke County Subdivision Ordinance §10-D-3 would not permit a BLA between parcels in separate zoning districts and a rezoning would be required prior to approval of a BLA. This ordinance appears to prevent split zoned parcels from being created through boundary line adjustments.

If the rezoning request is approved, then along with the rezoning, a boundary line adjustment will be recorded between Parcels 17A1-8-100A and the newly rezoned 2,223 square feet portion of Parcel 17A1-A-1, concurrently on the same plat, a lot consolidation will be recorded of Parcels 17A1-8-100 & 100A, 17A1-7-31, and the rezoned 2,223 sq. ft. portion of 17A1-A-1 resulting in a new Lot 100, which will be 14,165 square feet in size or 0.325 acres and completely zoned RR.

Lots 100 (5,485 sq. ft.) & 100A (997 sq. ft.) are nonconforming in terms of lot area since the minimum lot size for a RR-zoned parcel outside a County sewer service area is one (1) acre. The proposed new Lot 100 (14,165 sq. ft.) will remain nonconforming but will be made larger and thus less nonconforming in terms of area.

The property is also nonconforming in terms of setback distance from a structure to a rear property line in the RR District (25' minimum required). Staff determined that there is no requirement that the BLA meet the 25 foot rear setback for an existing structure, but instead the requirement for BLA approval is that the proposal may not be more nonconforming. The current setback is an encroachment across the property line, and the proposed setback is 5 feet, which is less nonconforming.

The applicant and planning staff have researched the permit history for the subject property in an attempt to ascertain how the encroachment may have occurred. Staff determined that the home was constructed approximately 1952, and there have been subsequent additions (structure additions, a deck, and a small attached shed). Building permits are no longer available for the original construction or later projects due to records retention policies in the County Building Department. There were also no zoning permits available.

On January 21, 1982, SRLC and Irene Karic (et al) recorded a boundary line adjustment survey plat performed by Richard Goode. This survey appears to show that the original unimproved (e.g. no added bedroom, no bathroom) structure located on Lot 100 was encroaching on SRLC land. Essentially, the adjustment provided the then-owner, Karic, a 20 feet by 50 feet portion of land (1000 square feet) in order to correct the encroachment. At this time, Lot 100 and the land from which the 1,000 square foot portion was adjusted were in the same zoning district. This survey also appears to incorrectly indicate that the front of the property abutting Laurel Lane began 10 feet from the center of the road which was misleading. The deed clearly stated that the 1000 square foot parcel was to be "merged with and become one with the existing 5,482 square feet" (Lot 100). For unknown reasons the 1000 square foot parcel acquired by Karic has since been known as Lot 100A instead of properly being merged.

At a later time on January 21, 1982, a deed was filed in the Clarke County land records for the sale of Lot 100 and the additional 1000 square foot parcel (now Lot 100A) from Irene Karic et al to William Thompson. Based on the timing of these filings, it is reasonable to assume that the boundary line adjustment recorded two minutes earlier was necessary to overcome the encroachment and complete the sale of the original Lot 100 and the existing structure to Mr. Thompson.

On May 11, 1982 the Clarke County Health Department completed a record of inspection for the installation of a septic system on Lot 100. Since it appears that the original structure did not have a bathroom, it is reasonable to assume that the addition of a septic system was necessary to accommodate the addition of a bathroom to the original structure. It appears that somewhere between 1982 and 1984 an addition was added to the structure. As noted above, the survey performed by Mr. Goode as part of the boundary line adjustment may have been misleading with regard to the front property line, and it appears that Mr. Thompson may have assumed that he had a total of 130 feet from the middle of Laurel Lane to the rear of the property, which may have resulted in yet another encroachment.

Lots 100 and 100A were purchased by Mary Leonard and Gail Mann at public auction in 1987, and it appears the structure existing on these lots at the time of this sale was substantially the same as it was when Ms. Loy acquired it in 2009.

In 1990, the SRLC and Clarke County agreed to down-zone the SRLC land immediately behind (west) of these lots from Rural Residential (RR) to Forestal-Open Space-Conservation (FOC).

Catherine Loy purchased the property in 2009, and no survey was performed as her Title Insurance contained a “no survey” waiver clause. The house on the property was sold as a two-bedroom, one-bath, one-story home. With the exception of a small shed on the rear of the house, no other improvements or additions have been made by the current owner. At the time of the sale, property lines were verbally conveyed to the owner as extending approximately 10 feet past the rear of the existing structure.

The Clarke County Health Department has reviewed the proposed plat (required for the Boundary Line Adjustment portion of the proposal) and has informed staff that they are prepared to sign the final plats when presented.

Staff Analysis:

One of the major issues in reviewing these types of cases is determining whether the rezoning would increase the property’s capacity for development. As noted above, the area of the subject property is being increased from 6,482 square feet to 14,165 square feet. Since the minimum lot size is one acre, the property remains a nonconforming lot and cannot be further subdivided. Therefore, its capacity for development is not being increased.

Evaluation of the rezoning request is also required to include an analysis of 17 criteria set forth in §8-E-3 of the Zoning Ordinance:

a. Will be consistent with the Comprehensive Plan of the County.

The request is not inconsistent with any provisions of the Plan.

b. Will be consistent with the Purposes and Intent of this Ordinance.

The request is not inconsistent with the provisions, and correcting an encroachment helps to establish clear delineation between the residential parcels and the community’s open space/parkland. Two specific provisions are furthered by this request:

1-B-2-c. To facilitate the creation of a convenient, attractive and harmonious community.

1-B-2-h. To protect and stabilize the rural, agricultural, forestal, and open space areas that are essential to maintaining the County’s heritage, character and economy.

c. Will not have an undue adverse impact on the short-term and long-term fiscal resources of the county for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.

The request will not increase the property's capacity for development.

- d. Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.*

The request would not adversely affect adjacent property values.

- e. Will not cause an undue adverse effect on the preservation of agricultural or forestal land.*

The request would not adversely affect preservation of agricultural or forestal land.

- f. Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.*

The request will not increase the property's capacity for development.

- g. Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.*

The subject property does not border historic or archaeological sites.

- h. Will not cause an undue adverse effect on rare and irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.*

The subject property does not border stated natural areas or open space easements.

- i. Will not cause an undue adverse effect on wildlife and plant habitats.*

The subject property will not impact wildlife and plant habitats.

- j. Will have sufficient water available for its foreseeable needs.*

The request will not increase the property's need for additional water capacity.

- k. Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.*

The request will not impact existing water sources as there is no increase of water usage.

- l. Will not cause undue surface or subsurface water pollution.*

The request will not result in new activities that would affect surface or subsurface water pollution.

- m. Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.*

The existing structure will continue to be served by the existing septic system.

- n. Will not cause unreasonable soil erosion.*

No land disturbance activities are proposed.

- o. Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.*

There are no watercourses or areas for potential downstream flooding on the property.

- p. Will not cause undue air pollution.*

There are no activities associated with this request that would produce air pollution.

q. *Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.*

There are no activities associated with this request that would produce the aforementioned elements.

Planning Commission:

At the May 6, 2016 Planning Commission meeting, the Commission voted 9-0-2 (Scott Kreider - Abstained / Douglas Kruhm – Absent), to approve the rezoning request for a 2,223 square foot portion of the property identified as Tax Map #17A1-A-1, located west of 609 Laurel Lane in the Buckmarsh Election District, from Forestal-Open-Space Conservation (FOC) to Rural Residential (RR).

Staff Recommendation:

Staff recommends that the Board of Supervisors set Public Hearing on the rezoning request for the June 21, 2016 Board meeting. Staff has no outstanding concerns with the request.

History:

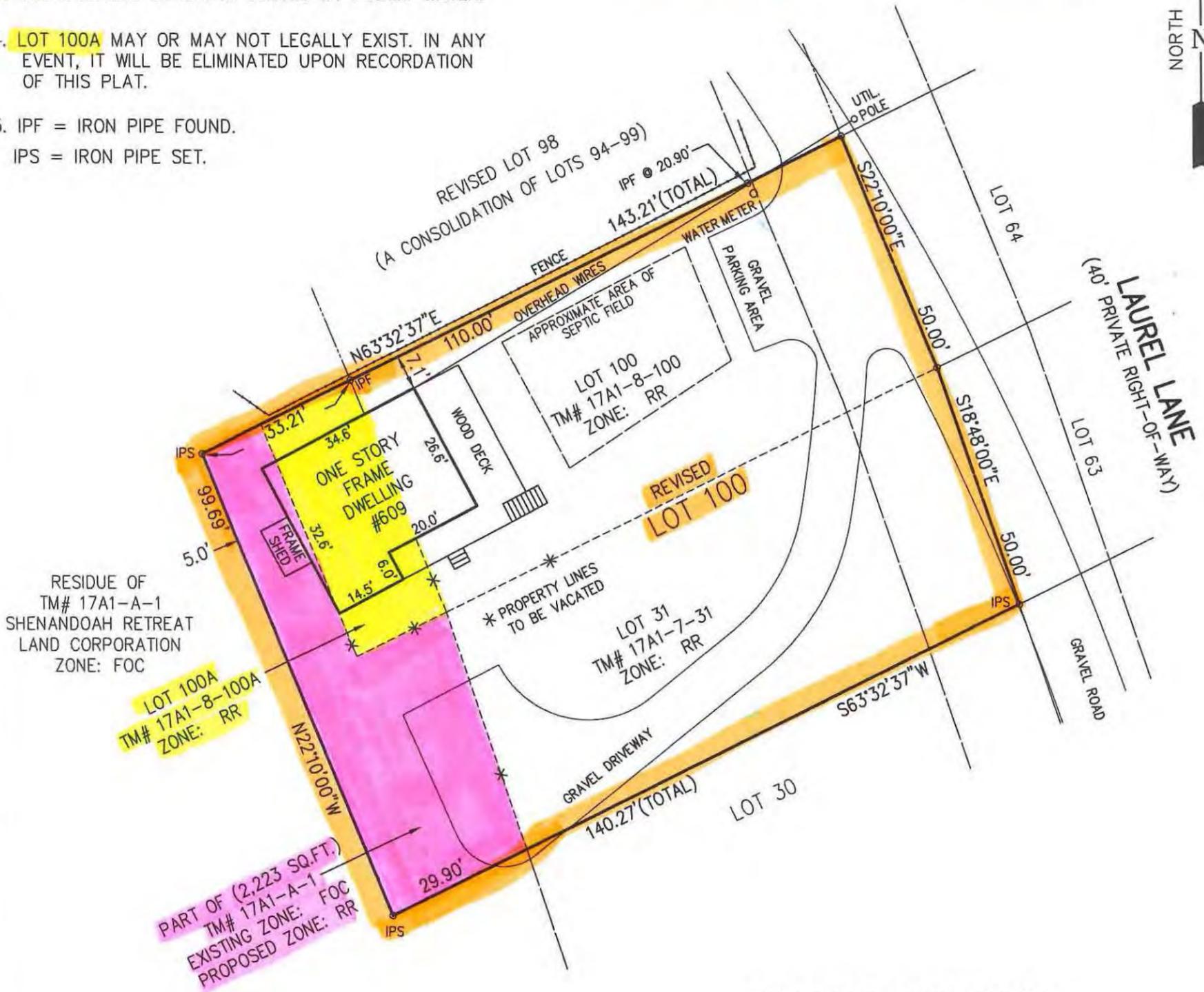
- February 23, 2016** **Rezoning application filed with the Department of Planning.**
- April 1, 2016** **Placed on the Commission’s regular meeting agenda to set Public Hearing.**
- May 6, 2016** **Commission voted 9-0-2 (Kreider abstained, Kruhm absent) to recommend approval of the request.**

NOTES:

1. NO TITLE REPORT FURNISHED, PLAT SUBJECT TO RESTRICTIONS AND EASEMENTS OF RECORD.
2. METES AND BOUNDS AND MERIDIAN SHOWN WERE TAKEN FROM DEEDS OF RECORD.
3. THE DWELLING SHOWN IS SERVED BY PUBLIC WATER.
4. LOT 100A MAY OR MAY NOT LEGALLY EXIST. IN ANY EVENT, IT WILL BE ELIMINATED UPON RECORDATION OF THIS PLAT.
5. IPF = IRON PIPE FOUND.
IPS = IRON PIPE SET.

AREA TABULATION

TM# 17A1-8-100A	-	997 SQ.FT.
TM# 17A1-8-100	-	5485 SQ.FT.
TM# 17A1-7-31	-	5460 SQ.FT.
TM# 17A1-A-1 (PART OF)	-	2223 SQ.FT.
REVISED LOT 100		14,165 SQ.FT.



APPROVAL SIGNATURES

- "Lot 100A"
- Proposed Rezoning Area
- Proposed New Lot 100

ZONING ADMINISTRATOR _____

BOARD OF SUPERVISORS CHAIRMAN _____

CLARKE COUNTY HEALTH DEPARTMENT _____

OWNER (CATHERINE LOY) _____

OWNER (SHENANDOAH RETREAT LAND CORP.) _____

PROPOSED BOUNDARY LINE ADJUSTMENT
REZONING, & CONSOLIDATION

LOTS 31, 100, & 100A
BLOCK 1D - UNIT 1

SHENANDOAH RETREAT
AND PART OF TM# 17A1-A-1
BATTLETOWN DISTRICT
CLARKE COUNTY, VIRGINIA

SCALE: 1"=25' DATE: 2-17-2016



SCHOOLS & TOWNSEND, P.C. △

ENGINEERS · SURVEYORS
9252 MOSBY STREET · MANASSAS, VIRGINIA 20110
703-368-8001 · 631-2995 · FAX 703-368-9950

CASE NAME : PHILIP JONES

DRFT. BY: RT

WO#: 4-15-1924

FB. 633 PG. 58

CHKD. BY: KH

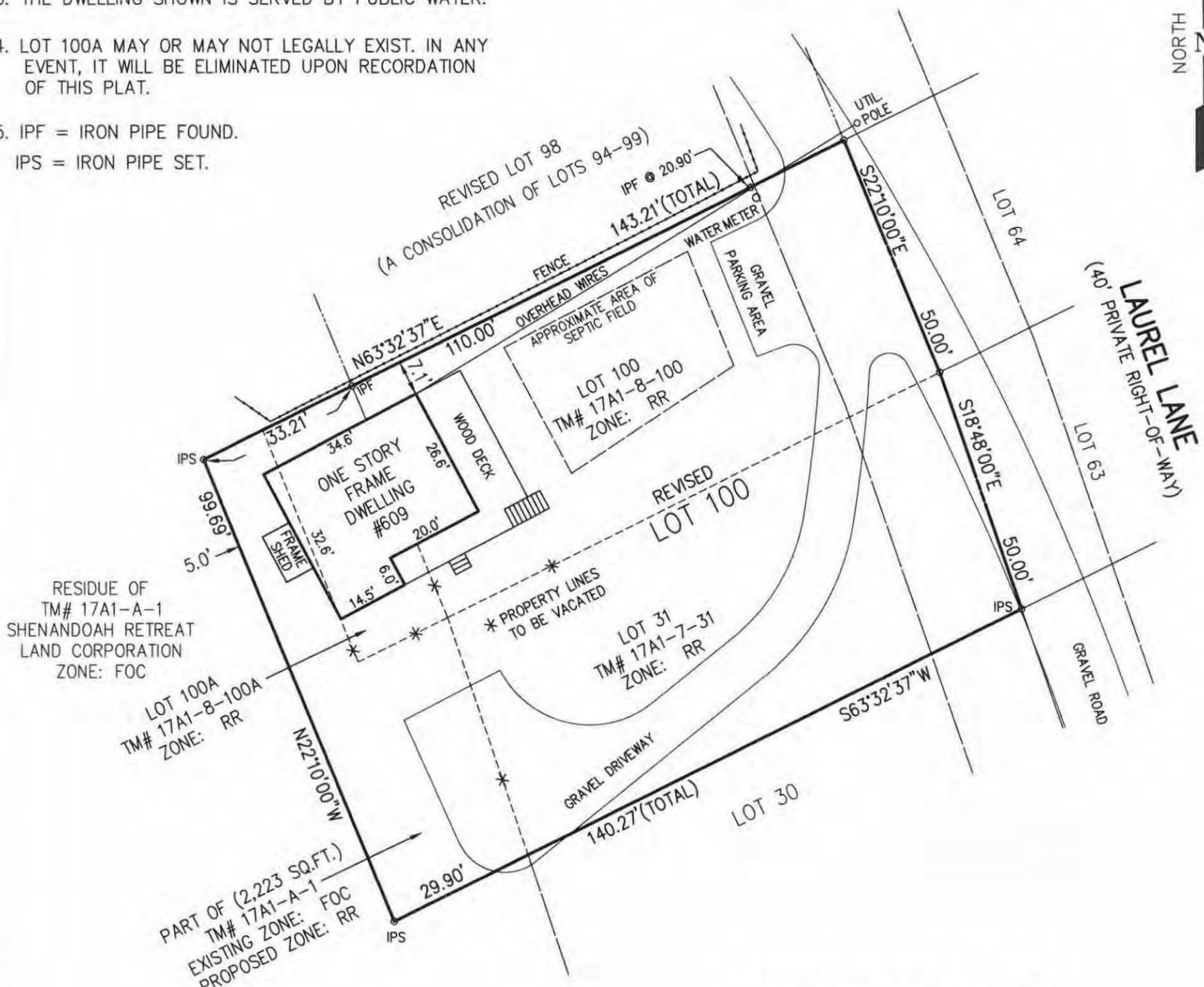
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REVISED LOT 100 14,165 SQ.FT.



APPROVAL SIGNATURES

ZONING ADMINISTRATOR _____

BOARD OF SUPERVISORS CHAIRMAN _____

CLARKE COUNTY HEALTH DEPARTMENT _____

OWNER (CATHERINE LOY) _____

OWNER (SHENANDOAH RETREAT LAND CORP.) _____

PROPOSED BOUNDARY LINE ADJUSTMENT
REZONING, & CONSOLIDATION

LOTS 31, 100, & 100A
BLOCK 1D - UNIT 1

SHENANDOAH RETREAT
AND PART OF TM# 17A1-A-1
BATTLETOWN DISTRICT
CLARKE COUNTY, VIRGINIA

SCALE: 1"=25' DATE: 2-17-2016
May 17, 2016 Clarke County Board of Supervisors Regular Meeting Packet



SCHOOLS & TOWNSEND, P.C.
ENGINEERS · SURVEYORS
9252 MOSBY STREET · MANASSAS, VIRGINIA 20110
703-368-8001 · 631-2995 · FAX 703-368-9950

CASE NAME : PHILIP JONES	DRFT. BY: RT
WO#: 4-15-1924	FB. 633 PG. 58
	CHKD. BY: KH

March 2, 2016

Subject: Requested Rezoning for 609 Laurel Lane Bluemont, VA (Shenandoah Retreat)

To whom it may concern,

Please accept this letter as our formal request to rezone a portion of the Shenandoah Retreat Land Corporation (SRLC) property from Forested Open-space Conservation (FOC) to Rural Residential (RR). The details regarding the history of the affected properties are detailed in subsequent sections of this request.

Three of the five specific parcels currently owned by my wife, Catherine (nee Loy) Jones, Lots 17A18100, 17A18100A and 17A1731 which are zoned RR are directly impacted along with a 2,223 square foot parcel, zoned FOC, which has been offered for sale by SRLC to us in order to correct a property line issue. I participated in a Pre-application Conference with the Planning and Zoning office on February 23, 2016 and filed the attached Land Development Application. We are now a point that the issue needs to be resolved in order for this property to sell. We are currently paying a mortgage on an empty home until this is fixed and we can go to closing. So I would ask that you consider this matter as quickly as possible.

Digest:

My wife and I were recently married and have moved to our home in Boyce, VA. Accordingly, the house and properties within the Retreat were put on the market for sale last fall and we have received a ratified contract. However, as part of the transaction, a property survey was performed ('Dunn Survey'). This initial survey indicated that a portion of the rear of the current house extends a few feet past the current property boundary and onto SRLC property. Subsequently we commissioned a second survey ('Champion Survey') which indicates the same issue. Consequently, the prospective buyer is currently unable to obtain title insurance which, in turn, prohibits the underwriting of the mortgage. Notwithstanding whether the current contract will remain viable, this issue must be addressed prior to the sale of the property to any prospective buyer.

We have discussed the matter in detail with SRLC and they have agreed to so sell a 2,223 square foot parcel to us in order to affect a Boundary Line Adjustment (BLA) to ensure that the house is within the boundaries owned by my wife. However, this property is zoned FOC and therefore a request to rezone that parcel is necessary. I have worked with the Planning and Zoning throughout this process. While I recognize that the BLA and Rezoning request will not result in a completely conforming property with regard to current setback regulations, it will certainly be significantly less non-conforming.

As shown in the attached plat, our intention is to procure the land from SRLC, and prepare a BLA that will eventually merge the new parcel, Lot 100A, Lot 100 and Lot 31. The Rezoning is necessary to bring the resulting property into acceptable compliance and allow for the sale of the property. I have reviewed this plat with the Planning and Zoning Department and they have provided comments. The surveyor is currently incorporating those comment and we will submit the revised version as soon as it is available.

The following other comments are provided:

- There will no future impact to the land that is currently in FOC. It will remain wooded and no new structures are being requested or contemplated.
- There is no impact to infrastructure either for the County or SRLC. We are only requesting the rezoning and BLA to accommodate structures that have been in place for many years. There is no new construction or modification anticipated. Water to the existing structure is provided by SRLC and the property has an existing septic field.
- The requested BLA and Rezoning does not impact any neighboring property values or boundary lines.

History:

Below is a brief history of the properties in question. Should the Board request, I will be happy to provide a copy of each of the referenced documents below.

Even though there are five lots in owned by Ms. Loy, I focused my research and this document of Lots 100 and 100A as that is where the house is situated.

1982: At 2:45 PM on January 21, 1982 SRLC and Irene Karic (et al) filed a boundary Line adjustment ('Boundary Line Adjustment 1982') in Clarke County. Included in the adjustment (and in the attached file) is a survey performed by Richard Goode in late 1981. This survey appears to show that the original unimproved (e.g.no bedroom, no bath) structure located on Lot 100 was encroaching on SRLC land. Essentially the adjustment provided the then-owner, Karic, a 20 feet by 50 feet parcel of land (1000 square feet) in order to correct the encroachment. This survey also appears to incorrectly indicate that the front of the property abutting Laurel lane began 10 feet from the center of the road instead of 20 feet from the front pin in accordance with the normal 40 foot right-of-way. Further, the deed clearly stated that the 1000 square foot parcel was to be wholly merged with Lot 100. For unknown reasons the 1000 square foot parcel acquired by Karic was recorded as Lot 100A, apparently incorrectly, by County instead of being joined.

1982: At 2:47PM on January 21, 1982 a deed was filed at Clarke County for the sale of Lot 100 and the additional 1000 square foot parcel (now Lot 100A) from Irene Karic et al to William Thompson. Based on the timing of these filings, it is reasonable to assume that the boundary line adjustment filed 2 minutes earlier was necessary to overcome the encroachment and complete the sale of the original Lot 100 and the existing structure to Mr. Thompson.

1982: In May of 1982 The VA Department of Health in Berryville performed and filed a record of inspection for the initial installation of a septic system on Lot 100. Since the original structure did not have a bathroom, it is reasonable to assume that the addition of a septic system was necessary to accommodate the addition of a bathroom to the original structure. I attempted to locate a building permit or other instrument filed with the county that would confirm the date of the addition. However I was informed that such records before 1991 have been destroyed. In a conversation Connie at the SRLC office, she indicated that the SRLC records there contain a request in 1982 from Mr. Thompson to add two bedrooms and a bathroom to the rear of the house. It appears that somewhere between 1982 and 1984 the addition was added. Further, as noted above, the survey performed by Mr. Goode as part of the boundary line adjustment was at best misleading with regard to where the front of the property began. Based on data that I have, it appears that Mr. Thompson may have assumed that he had a total of 130 feet from the middle of Laurel Lane (10 feet from the from metal

pin) to the rear of the property. Since the SRLC land was zoned RR rather than FOC at that point, no set-back would have been required. I believe that the addition was added in good faith but in error.

1984: A "Quick-Claim" Deed was recorded in the Clarke County Court House between Everett Babcock and William Thompson for Lot 100 ('Babcock Thompson Deed 1984'). The date of the deed is actually 1982. My limited research and that of the Clerk of the Court, did not determine the background on this transaction. It does not appear germane here.

1897: Lots 100 and 100A were purchased by Mary Leonard and Gail Mann at public auction in Clarke County, VA for the sum of \$5000.01 ('Leonard Mann Deed 1987'). Based on the records, it appears that Mr. Thompson had lost the properties to the bank for non-payment and the properties were sold at auction. From the records I can find the home on these lots was substantially the same at the time of this sale as it was when Ms. Loy acquired it in 2009.

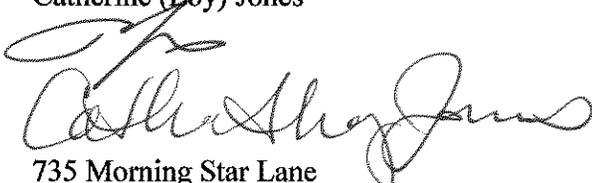
1990: In 1990 the SRLC and County agree to rezone the SRLC land immediately behind (West) of these lots from Rural Residential (RR) to Forested Open-space Conservation (FOC). It should be noted that there is no evidence that any inspection or survey of the SRLC land or adjacent properties (i.e. Ms. Loy's properties) was performed to ensure that the appropriate set-backs were in place. Had a survey been performed at that time, clearly the fact that an appropriate setback was not present would have been realized and that the home structure currently on the land in fact extended into SRLC land.

2009: This property was purchased in 2009 by Catherine Loy from Mary Leonard and Gail Mann and recorded in Clarke County ('Loy Deed 2009'). When Ms. Loy purchased the property, no survey was performed and her Title Insurance contains a "no survey" waiver clause. The house on the property was a two bedroom, on-bath, one story home. With the exception of a small shed on the rear of the house, no other improvements or additions have been made. At the time of the sale, property lines were verbally conveyed to her as extending approximately 10 feet past the rear of the existing structure.

As illustrated above, when my wife purchased this property in 2009 the property line infraction into SRLC property had existed for roughly 25 years. There were multiple instances where the issue should have been raised and remedied by many parties; when the house was added on to, when the SRLC and the county rezoned the adjacent land, and twice when the property was previously sold.

Sincerely,

Philip W. Jones
Catherine (Loy) Jones



735 Morning Star Lane
Boyce, VA 22620
philip.jones@gdit.com
703.623.9540

Mailed: 2/4/82.
To: Mr. W. A. Thompson
Box 761, Bluemont, Va. 22012

#58-82

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THIS DEED made and entered into this 19th day of January, 1982 by and between SHENANDOAH RETREAT LAND CORPORATION, a Virginia corporation, party of the first part; and IRENE KARCIC, LISA K. BAUER and RON BAUER, her husband, and TONY MICHAEL KARCIC, parties of the second part.

W I T N E S S E T H :

That for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid unto the party of the first part by the parties of the second part at and before the signing, sealing and delivery of these presents, and other good and valuable consideration, the receipt of which is hereby acknowledged, the party of the first part does hereby GRANT and CONVEY with GENERAL WARRANTY OF TITLE unto the parties of the second part a certain parcel of real property located in Battletown Magisterial District, Clarke County, Virginia consisting of 1,000 square feet adjoining the southwestern boundary of Lot No. 100, Block D, Unit One, Shenandoah Retreat subdivision, which lot was conveyed to the parties of the second part by deed dated August 9, 1975 of record in the Office of the Clerk of the Circuit Court of Clarke County, Virginia in Deed Book 114, at page 123. The 1,000 square feet hereby conveyed is a portion of the real property conveyed to the party of the first part by deed dated August 20, 1965 of record in the aforesaid Clerk's Office in Deed Book 73, at page 450. Reference is hereby made to the aforesaid conveyances and to the plat and survey of Richard U. Goode, C.L.S., dated December 10, 1981 attached hereto for a further and more particular description.

R. John Hogan, Zoning Administrator of Clarke County,

and that the 1,000 square feet is merged with and becomes one with the existing 5,482 square feet belonging to the parties of the second part.

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WITNESS the following signatures and seals.

SHENANDOAH RETREAT LAND CORPORATION, a Virginia Corporation

BY: Paul S. Leach (SEAL)
Paul S. Leach, Vice President

ATTEST:

Arlene V. Ruhl
Arlene V. Ruhl, Secretary

R. John Hogan (SEAL)
R. John Hogan, Zoning Administrator
County of Clarke

STATE OF VIRGINIA,

County of Clarke, to-wit:

I, the undersigned Notary Public, do hereby certify that Paul S. Leach, Vice President of Shenandoah Retreat Land Corporation, a Virginia corporation, personally appeared before me in the name of and on behalf of the said corporation and acknowledged the same as the act and deed of the said corporation, and made oath that he is the Vice President of the said corporation, and that the seal affixed hereto is the true corporate seal and that it has been affixed thereto by Arlene V. Ruhl, Secretary, each of said officers being thereunto authorized to execute the above instrument.

GIVEN under my hand this 19th day of January, 1982.

My commission expires:

December 6, 1984

Jane S. Allison
Notary Public

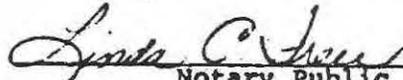


275

STATE OF VIRGINIA,
AT LARGE, to-wit:

I, the undersigned Notary Public, do hereby certify that R. John Hogan, Zoning Administrator for the County of Clarke, Virginia, personally appeared before me and acknowledged the same to be the true act and deed of said County.

GIVEN under my hand this 19th day of January, 1982.



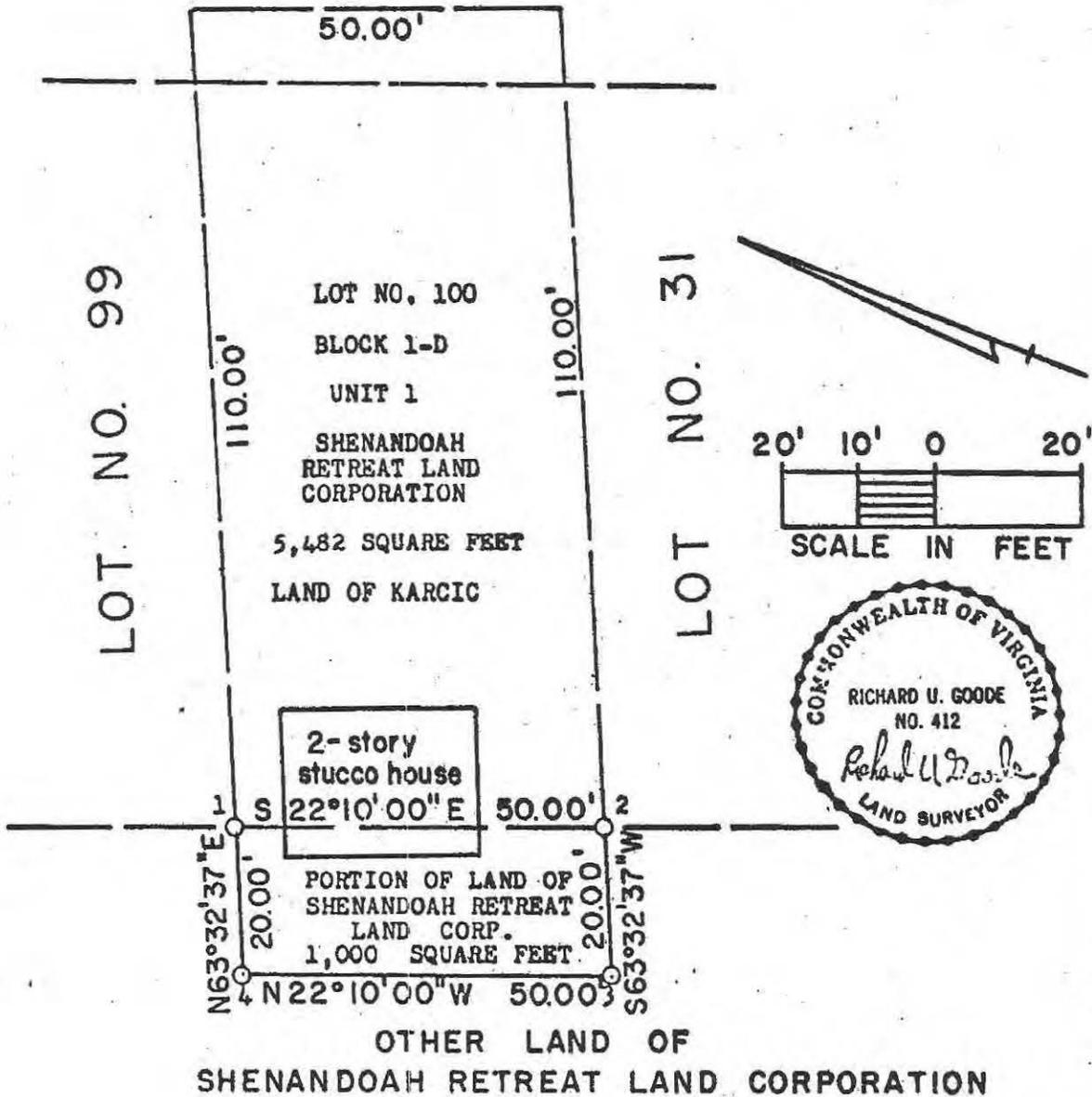
Notary Public

My commission expires:

May 24, 1984

LAUREL LANE

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1,000 SQUARE FEET TO BE CONVEYED TO
IRENE KARCIC & OTHERS

LOCATED A SHORT DISTANCE WEST OF LAUREL LANE ABOUT 5 MILES EAST
OF BERRYVILLE, AND SITUATE IN BATTLETOWN MAGISTERIAL DISTRICT,
CLARKE COUNTY, VIRGINIA.

Richard U. Goode
RICHARD U. GOODE, C.L.S.
BERRYVILLE, VIRGINIA.
DECEMBER 10, 1981

This is to certify that the 1,000 Square Feet is merged with and
becomes one with the existing 5,482 Square Feet (recorded in Deed Book
114, Page 123) belonging to Irene Karcic and Others and pursuant to
May 3, 2016 Clarke County Board of Supervisors Regular Meeting Ordinance of Clarke County, Virginia, this division of land is excepted under Section 2-B-49(a)
of the Subdivision Ordinance of Clarke County, Virginia. Page 159 of 343

PORTION OF LAND OF
SHENANDOAH RETREAT LAND CORPORATION
1,000 SQUARE FEET

The Tract of land, shown on the attached drawing, located a short distance West of Laurel Lane about 5 miles East of Berryville, and situate in Battletown Magisterial District, Clarke County, Virginia, is bounded as follows:

Beginning at (1) an iron peg at the Northwest corner of Lot 100, Block 1-D, Unit 1 of Shenandoah Retreat Land Corporation; thence with Lot No. 100 S 22 deg. 10 min. 00 sec. E 50.00 feet to (2) an iron peg at the Southwest corner of Lot No. 100; thence with three new division lines through the land of Shenandoah Retreat Land Corporation S 63 deg. 32 min. 37 sec. W 20.00 feet to (3) an iron peg; thence N 22 deg. 10 min. 00 sec. W 50.00 feet to (4) an iron peg; thence N 63 deg. 32 min. 37 sec. E 20.00 feet to the point of beginning, containing 1,000 Square Feet, more or less.



Richard U. Goode
Richard U. Goode,
Certified Land Surveyor
Berryville, Virginia.
December 10, 1981



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

SUBJECT: 2015 Berryville Area Plan Adoption

DATE: May 11, 2016

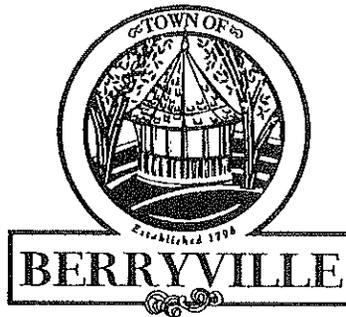
As noted in the attached memo, Town Council took action at their May 10, 2016 meeting to adopt Version 5 of the 2015 Berryville Area Plan as presented by Staff. No additions or changes were included by Town Council.

Staff recommends adoption of Version 5 consistent with Town Council's action. Below is a suggested motion for adoption:

Move to adopt the 2015 Berryville Area Plan Version 5 as presented by Staff and as adopted by Berryville Town Council at their May 10, 2016 meeting.

If you have any questions or concerns in advance of the meeting, please do not hesitate to contact us.

Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

www.berryvilleva.gov

May 11, 2016

David Ash
dash@clarkecounty.gov

Dear Dave:

The Berryville Town Council, at their May 10, 2016 meeting, adopted Version V of the revised Berryville Area Plan as follows:

Aye Mayor Kirby
Recorder Arnold
Council Member Kitselman
Council Member Shaffer

Nay Council Member Tollett

Abstain Council Member Condrey

Sincerely,

A handwritten signature in black ink, appearing to be "Keith R. Dalton". The signature is stylized with a large, sweeping flourish on the right side.

Keith R. Dalton
Town Manager

cc: Town Council, via email
Ann Phillips, via email

Wilson Kirby
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Douglas A. Shaffer
Ward 1

H. Allen Kitselman, III
Ward 2

J. Bryant Condrey
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton

April 5, 2016

Clarke County Board Of Supervisors
Clarke County School Board
FY2017 Budget and CY2016 Tax Rate Public Hearing
Main Meeting Room

7:30 p.m.

At a public hearing of the Board of Supervisors and the School Board of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, April 5, 2016.

Supervisors Present

Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District

Supervisors Absent

None

School Board Members Present

Chuyen Kochinsky - Berryville District; Monica Singh-Smith - Buckmarsh / Blue Ridge District; Denis Graham - Millwood / Pine Grove District; Tom Parker – Russell District; Chip Schutte – White Post District;

School Board Members Absent

None

Staff Present

Chuck Bishop, Rick Catlett, Renee Weir; David Ash, Lisa Cooke; Tom Judge; Brian Rosenberry; Barbara Bosserman

Constitutional Officers Present

Sharon Keeler, Tony Roper

Press

Amy Alonzo - The Winchester Star

Others Present

George Archibald, Jason Burns, Paul DiFranco, Matt Pearson and other citizens

Call to Order

At 7:30 p.m., Chairman Weiss called the Board of Supervisors meeting to order. He informed those present that the elected bodies decided to reinstate the tradition of conducting a joint meeting of the Board of Supervisors and the School Board for purpose of jointing conducting the annual budget and tax rate public hearing.

At 7:31 p.m., Chairman Kochinsky called the School Board meeting to order.

Adoption of the Agenda

Supervisor Bev McKay moved to approve the agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Comments

Chairman Weiss commented on the recent passing of Val Van Meter, long-standing journalist covering Clarke County, who, at the time of her death, was reporting for The Winchester Star. He noted that Mrs. Van Meter was a wonderful person, had a warm and friendly nature, was always accurate in reporting, and possessed a phenomenal love for her adopted community. He opined that she would be greatly missed. He extended to the Van Meter family the Board's thoughts and prayers. He concluded that Val was a tremendous person, one of the greatest and best.

Dr. Bishop informed the Boards that this past Saturday Clarke County Public Schools Boyce Elementary School lost its principal, Amy Angelo, after a very brief battle with cancer diagnosed on Wednesday and passing away on Saturday. He told the Boards that

during her two years with CCPS she had a great impact on Boyce Elementary. He, too, extended the Schools' condolences to the Van Meter family noting that Val occasionally covered school meetings.

FY2017 Budget Public Hearing

Tom Judge, Director Joint Administrative Services, provided highlights of the proposed FY2017 Budget:

- Key Revenue Changes:
 - o Real estate tax: \$291,759 increase primarily due to construction activities
 - o Personal property tax: \$452,392 increase primarily due to increased vehicle sales.
 - o Emergency Medical Services: \$50,000 increase based on best estimates from this new program.
 - o Court fines and forfeitures: \$60,095 increase; a portion of this attributable to the e-ticket program.
 - o Schools local funds: \$90,384 increase; a large portion of this is attributable to dual enrollment at Lord Fairfax Community College.
- Expenditures
 - o Salary increase: \$551,000 increase for a \$3% average salary increase for general government and school employees.
 - o Health Insurance: \$172,000 increase
 - o New Positions General Government and Schools: \$242,000 increase
 - o Convenience Center: \$612,000 construction project.
 - o Berryville Primary School Renovation: \$3.5MM construction project. This amount will be added to the \$500,000 already budgeted to bring the total budget to \$4MM.
- Fund Balance
 - o Deficit: -\$4.5MM. Will be using fund balance to cover \$4.3MM.
 - o Net of Pay As You Go: -\$292,000 deficit.
 - o FY2018 expect debt service to decrease by \$800,000 creating flexibility providing a financial buffer.
- CY2016 Tax Rate
 - o Real Estate: Increasing from \$0.655 to \$0.72, which is the equalized rate that will generate the same revenue under the reassessed land values to take effect January 1, 2016.
 - o Personal Property: no rate change.

Following review, Chairman Weiss called for questions from the Board; and being none, he called for technical questions from the audience. Hearing no questions, at 7:43 p.m., Chairman Weiss opened the public comment portion of the public hearing.

George Archibald, Berryville Resident: Spoke in support of the proposed budget. He praised the Berryville Primary School renovation project and urged the Boards to consider the historic character of the building.

Jason Burns, 241 Ebenezer Road, Bluemont: Urged the Supervisors to consider offering LEOS to fire and rescue personnel and providing in-date certified gear to career staff. He thanked the Supervisors for funding the insurance for volunteer stations. He noted the high cost of fire and rescue apparatus advising that the recent purchase of a pumper would financially strain the Blue Ridge Volunteer Fire and Rescue Company. He opined that the Supervisors must research better ways to fund volunteer stations in the future.

Chairman Weiss thanked Mr. Burns and expressed the Board's appreciation for his work with Blue Ridge Volunteer Fire and Rescues Company. He assured that the budget did include funding for turn out gear.

Matt Pearson, Chair Property Owners of Shenandoah Farms Board of Directors, Montgomery Hill Road, Front Royal: Spoke in support of the proposed budget. He stated that the Shenandoah Farms Sanitary District was not funded in the proposed budget and formerly offered his board's availability to discuss the Sanitary District budget in the future.

Chairman Weiss commented that a \$20,000 "place marker" was included in the budget and the Board was still determining how to move forward on the district. He added that by law the Shenandoah Farms Sanitary District would always have its own fund.

Being no other persons desiring to speak, Chairman Weiss closed the budget public hearing at 7:54 p.m.

CY2016 Tax Rate

At 7:54 p.m., Chairman Weiss opened the public hearing for public comment. There being no persons desiring to speak, Chairman Weiss closed the tax rate public hearing.

Comments

Supervisor Byrd commented that with the completion of the Berryville Primary renovation the County would end the myriad school construction projects it has dealt with during her tenure on the Board. She noted that completion of the

construction projects would give the School Board a chance to concentrate its full attention on education. She opined that the proposed renovation of Berryville Primary was a good plan and she looked forward to seeing the finished product. She concluded by thanking all those that worked on the budget.

Supervisor Daniel remarked that she came in to office at the end of the budget process and appreciated the fact that she could review a budget that was straightforward and very detailed. She opined that it spoke highly of staff that no citizens chose to speak to the tax rate.

School Board Chair Kochinsky commented that she joined the School Board in 2013 and appreciated the invitation from Supervisor Chair Weiss to participate in the budget and tax rate public hearing, which she characterized as historic and something that needed to continue. She opined that the Boards were moving forward doing a great collaborative work. She also expressed appreciation for the relationship between the Boards and staff.

Supervisor Chair Weiss put forth that he was glad that the Boards met jointly. He opined that working together benefited the community and that the budget met citizen's needs. He noted that both the Schools and general government restored positions cut during leaner times.

Adjournment

There being no further business to be brought before the Board at 7:59 p.m. Chairman Weiss adjourned the Board of Supervisors FY2017 Budget and CY2016 Tax Rate Public Hearing. Immediately after, Chairman Kochinsky adjourned the School Board meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, April 19, 2016, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 5, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn, Deputy Clerk, Board of Supervisors

Board of Supervisors Meeting Minutes For April 5, 2016 – FY2017 Budget and CY2016 Tax Rate Public Hearing

April 12, 2016

Clarke County Board Of Supervisors
FY2017 Budget Work Session
Main Meeting Room

6:30 p.m.

At a budget work session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, April 12, 2016.

Supervisors Present

Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District

Supervisors Absent

None

Staff Present

Chuck Bishop, David Ash, Tom Judge, Brandon Stidham

Constitutional Officers Present

Tony Roper

Others Present

None

Call to Order

At 6:34 p.m., Chairman Weiss called the Board of Supervisors meeting to order.

FY2017 Budget

Tom Judge, Director Joint Administrative Services, briefly reviewed modifications to the FY2017 Budget following the March 7, 2016 set public hearing.

- Additional Salary Constitutional Officers:
 - o Commissioner of the Revenue: \$934
 - o Treasurer: \$1,019
 - o Clerk of the Circuit Court: \$1,300
 - o Commonwealth Attorney: \$1,636
 - o Sheriff: \$1,150
- Victim Witness: \$ 29,857 additional, Coordinator confident that funds will be received from the Commonwealth; if not, the department will not expend.
- General Capital Improvements: \$29,562, purchase of e-ticket system
- Sheriff Revenues: \$(25,692), reduction is primarily a consequence of an error made in Joint Administrative Services in estimating the amount the Commonwealth deducts from the amount awarded to use for the payment of surety bonds and other insurance.

Vice Chairman McKay moved to adopt the FY2017 Budget Resolution 2016-06R as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

**FY2017 BUDGET RESOLUTION
2016-06R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 12th day of April, 2016, a public hearing having been held on April 5, 2016, as required by statute, that the informative and fiscal planning budget for Clarke County for the fiscal year extending July 1, 2016 through June 30, 2017 be approved as follows:

	<i>FY15 Original Budget</i>	<i>FY15 Audited Actual</i>	<i>FY16 Adopted Budget</i>	<i>FY16 Revised Budget</i>	<i>FY17 Proposed Budget</i>	<i>Variance 17 Proposed - 16 Adopted</i>
EXPENDITURE						
Board of Supervisors	57,806	53,614	58,964	59,564	60,176	1,212
County Administrator	287,396	306,242	300,415	300,415	306,335	5,920
Legal Services	71,846	24,152	70,000	70,000	35,000	(35,000)
Commissioner of Revenue	200,607	199,654	203,717	203,717	205,850	2,133
Assessor	3,500	3,500	3,500	3,500	3,500	-
Treasurer	262,208	265,484	268,891	268,891	275,354	6,463
Information Technology	256,465	261,036	280,244	280,244	294,840	14,596
Electoral Board	32,379	21,360	43,308	43,308	40,980	(2,328)

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
General Registrar	69,651	69,244	72,797	72,797	73,970	1,173
Circuit Court	12,680	10,681	12,680	12,680	12,180	(500)
General District Court	3,980	5,621	3,700	3,700	4,420	720
Magistrate	400	147	400	400	200	(200)
Juvenile & Domestic Court	5,971	4,942	2,990	2,990	3,500	510
Clerk of the Circuit Court	243,897	244,350	248,563	248,563	252,874	4,311
Victim/Witness Coordinator	40,189	39,808	41,976	41,976	70,775	28,799
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Regional Court Services	4,494	4,494	4,494	4,494	4,494	-
Commonwealth Attorney	264,404	273,579	269,236	269,236	328,504	59,268
Commonwealth Attorney Grants	40,479	32,521	40,754	40,754	28,995	(11,759)
Sheriff	2,091,339	2,113,093	2,162,805	2,172,027	2,244,600	81,795
Sheriff's Grants	50,190	18,620	15,181	21,181	26,433	11,252
Criminal Justice Training Center	19,185	18,720	18,582	18,582	19,593	1,011
Drug Task Force	12,500	11,258	12,500	12,500	12,500	-
Fire and Rescue Services	648,912	589,494	621,643	621,643	767,392	145,749
Volunteer Fire Companies	66,652	78,706	66,652	66,652	140,485	73,833
Blue Ridge Volunteer Fire Company	51,500	51,675	51,742	51,742	51,200	(542)
Boyce Volunteer Fire Company	52,500	52,177	52,264	52,264	51,900	(364)
Enders Volunteer Fire Company	78,500	77,814	77,927	77,927	77,200	(727)
Lord Fairfax Emergency Medical Services	5,422	5,422	5,422	5,422	5,422	-
Forestry Service	2,712	2,712	2,712	2,712	2,712	-
Regional Jail	562,301	566,954	515,422	520,768	512,000	(3,422)
Juvenile Detention Service	38,854	39,077	31,008	31,008	22,595	(8,413)
Probation Office	925	170	800	800	800	-
Building Inspections	139,585	149,781	144,092	144,092	172,409	28,317
Animal Control	94,084	97,433	128,744	128,744	117,557	(11,187)
Medical Examiner & Indigent Burial	1,000	573	1,000	1,000	1,000	-
Refuse Disposal	168,000	103,668	100,000	100,000	175,500	75,500
Litter Control	6,171	5,268	3,000	3,000	5,310	2,310
Sanitation	72,000	179,786	162,377	162,377	240,750	78,373
Maintenance/Buildings & Grounds	734,077	714,480	824,209	824,209	873,187	48,978
Local Health Department	205,000	205,000	218,594	218,594	220,000	1,406
Our Health	5,000	5,000	5,000	5,000	5,000	-
N Shen Valley Subs Abuse Coalition	-	-	-	15,000	15,000	15,000
Northwestern Community Services	85,000	85,000	88,000	88,000	88,000	-
Concern Hotline	750	750	750	750	750	-

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
NW Works (Disabilities)	750	750	1,000	1,000	1,000	-
Shenandoah Area Agency on Aging	40,000	40,000	40,000	40,000	40,000	-
Virginia Regional Transit	19,302	19,302	19,302	19,302	19,302	-
FISH (human services)	-	-	1,000	1,000	1,000	-
Laurel Center (Women's Shelter)	2,000	2,000	2,000	2,000	2,000	-
Access Independence (Disabilities)	750	750	750	750	750	-
Lord Fairfax Community College	17,534	17,534	15,580	15,580	16,441	861
Parks Administration	369,940	364,759	391,613	392,213	407,878	16,265
Recreation Center	103,870	102,466	102,423	102,423	106,143	3,720
Swimming Pool	87,958	65,294	87,154	87,154	83,756	(3,399)
Concession Stand	16,000	11,600	14,841	14,841	15,301	460
Parks Programs	249,120	213,566	254,084	254,084	252,310	(1,774)
Barns of Rose Hill (arts)	-	-	5,000	5,000	5,000	-
Virginia Commission for Arts	10,000	10,000	10,000	10,000	10,000	-
Regional Library	185,000	185,000	190,000	190,000	206,513	16,513
Planning Administration	337,522	372,007	379,873	379,873	412,612	32,739
Rain Barrel Project	1,080	1,360	200	200	-	(200)
Help With Housing	5,400	5,400	5,400	5,400	5,400	-
Board of Zoning Appeals	3,470	608	3,470	3,470	3,270	(200)
Office of Economic Development	105,938	57,108	109,544	109,544	80,000	(29,544)
Berryville Development Authority	6,100	432	4,100	4,100	2,000	(2,100)
Small Business Development Center	1,500	1,500	1,500	1,500	1,500	-
Blandy Experimental Farm	3,000	3,000	3,000	3,000	3,000	-
Planning Commission	20,000	7,736	22,250	22,250	9,639	(12,611)
Board of Septic Appeals	1,000	1,826	720	720	1,016	296
Historic Preservation Commission	26,300	23,092	8,000	8,000	11,400	3,400
NSV Regional Planning District Commission	5,776	5,776	7,329	7,329	7,384	55
Regional Airport	2,500	2,500	2,500	2,500	2,500	-
Friends of the Shenandoah	3,000	3,000	3,000	3,000	3,000	-
Water Quality Monitoring	30,000	30,000	30,000	30,000	30,000	-
Lord Fairfax Soil & Water Conservation	5,000	5,000	5,000	5,000	5,000	-
Biosolids Application	15,761	8,882	14,459	14,459	10,028	(4,431)
Cooperative Extension	40,000	38,289	40,736	40,736	42,202	1,466
Northern Virginia 4-H Center Non-Departmental Legal/Prof. Contingency	2,300	2,300	2,300	2,300	2,300	-
	215,000	-	182,000	166,178	70,000	(112,000)
Social Services	1,338,165	1,390,820	1,445,745	1,445,745	1,546,124	100,379
		20,556,01	21,537,71	21,537,71	22,137,42	
School Operations	21,447,660	6	0	0	8	599,718

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
School Food Service Fund	782,343	782,542	820,245	820,245	838,400	18,155
Comprehensive Services Act	607,000	689,468	972,948	972,948	1,097,426	124,478
Public Safety Fund	-	240,619	-	-	-	-
Conservation Easement	15,000	414,271	30,000	30,000	30,000	-
Shenandoah Farms Sanitary District	-	-	-	-	20,000	20,000
General Capital Improvements	1,040,830	1,381,459	735,930	735,930	955,162	219,232
School Capital Improvements	852,179	1,674,194	852,000	852,000	4,412,000	3,560,000
General Debt Service	420,700	511,465	345,700	345,700	251,700	(94,000)
School Debt Service	3,867,648	3,867,648	3,846,945	3,846,945	3,815,812	(31,133)
Joint Administrative Services	551,038	568,636	577,953	577,953	592,619	14,666
Unemployment Compensation	25,000	13,785	17,000	17,000	17,000	-
TOTAL EXPENDITURE	39,932,445	40,688,317	40,380,859	40,401,805	45,436,058	5,055,199
<i>Local Funds for Schools</i>	<i>16,182,853</i>	<i>15,696,756</i>	<i>16,136,654</i>	<i>16,136,654</i>	<i>20,209,341</i>	<i>4,072,687</i>
ESTIMATED REVENUE						
LOCAL REVENUE						
Current Real Estate Taxes	14,135,069	14,407,923	14,208,241	14,208,241	14,500,000	291,759
Delinquent Real Estate Taxes	68,152	69,985	48,189	48,189	50,000	1,811
Proceeds from Delinquent Land Sale	-	150	-	-	-	-
Public Service Corporation Real Estate	420,772	423,075	419,200	419,200	482,255	63,055
Current Personal Property Taxes	3,739,323	3,957,348	4,023,605	4,023,605	4,475,997	452,392
Delinquent Personal Property Taxes	50,000	4,419	45,000	45,000	64,192	19,192
Mobile Home Taxes	1,036	5,749	876	876	1,099	223
Machinery and Tools Taxes	177,726	176,778	174,014	174,014	164,962	(9,052)
Penalties (All Property Taxes)	122,849	150,399	132,583	132,583	134,147	1,564
Interest (All Property Taxes)	96,740	174,343	110,189	110,189	131,901	21,712
Administrative Costs Delinq	11,541	10,796	12,235	12,235	12,360	125
DMV Stop Fee	-	425	480	480	453	(27)
Credit Card Fees	600	8,327	7,000	7,000	8,327	1,327
Sales and Use Taxes	760,491	835,222	871,738	871,738	886,732	14,994
Consumer's Utility Taxes	375,203	343,493	379,174	379,174	364,567	(14,607)
Consumption Tax	35,950	36,211	35,950	35,950	34,318	(1,632)
Communications Tax	442,829	391,334	442,829	442,829	430,180	(12,649)
Business License Tax	23,605	27,554	31,136	31,136	31,135	(1)
Franchise License Tax	20,000	-	12,319	12,319	-	(12,319)

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
Motor Vehicle Licenses	305,225	307,401	298,038	298,038	301,285	3,247
Recordation Taxes	252,845	227,305	252,095	252,095	258,490	6,395
Taxes on Wills	11,254	4,184	11,254	11,254	4,184	(7,070)
Circuit Court Online Land Record Fees	6,034	-	-	-	-	-
Transient Occupancy Tax	33,939	32,712	32,618	32,618	32,711	93
Animal Licenses	10,730	11,930	7,683	7,683	11,930	4,247
Animal Shelter Fees - Dogs & Cats	8,459	7,910	10,087	10,087	7,910	(2,177)
Spay & Neuter Fund Distribution	106	81	180	180	125	(55)
Dangerous Dog Registration	-	220	-	-	-	-
Land Use Application Fees Penalties	3,200	3,700	3,600	3,600	3,400	(200)
Land Use Application Fees	400	-	-	-	24,575	24,575
Transfer Fees	440	425	448	448	444	(4)
Zoning and Subdivision Permits	65,000	67,754	112,166	112,166	67,754	(44,412)
Building Permits	104,353	163,987	152,845	152,845	163,987	11,142
Road Sign Fees	-	550	-	-	275	275
New Dwelling Address Fee	1,550	2,730	2,275	2,275	2,275	-
Mapping Fee	700	-	450	450	-	(450)
Sign Permits and Inspection Fees	1,493	640	221	221	360	139
Rain Barrel Sales	1,080	-	200	200	-	(200)
Weapons Permits	6,000	4,351	5,579	5,579	7,000	1,421
Other permits, fees, and licenses	3,100	900	1,950	1,950	1,900	(50)
Court Fines and Forfeitures	280,000	303,757	250,000	250,000	310,095	60,095
DNA Fees - Blood Test	400	159	261	261	696	435
Courthouse Security Fees	53,812	41,285	52,000	52,000	41,285	(10,715)
E-Ticket Fee	-	-	-	-	30,000	30,000
Local Jury Fees	36	-	95	95	-	(95)
Interest on Bank Deposits	31,856	34,658	54,143	54,143	67,802	13,659
Rental of Property	57,772	27,753	7,000	7,000	55,947	48,947
Sheriff's Fees	797	796	797	797	800	3
Commonwealth's Attorney Fees	1,714	1,630	1,743	1,743	1,777	34
Law Library Fee	-	21	-	-	-	-
Court Appointed Attorney	1,027	912	1,174	1,174	1,228	54
Central Alarm - Berryville	2,000	2,000	2,000	2,000	2,000	-
Fees for Ambulance & Rescue Services	25,000	69,705	275,000	275,000	325,000	50,000
Jail Processing Fee	1,500	1,376	1,779	1,779	1,890	111
Revenue from Shared Costs - Berryville	67,918	67,920	67,777	67,777	79,637	11,860
Wireless E-911	39,285	42,887	37,610	37,610	46,009	8,399

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
Humane Foundation Contribution	25,000	25,000	25,000	25,000	25,000	-
Recycling Rebate	45,769	38,013	38,013	38,013	20,011	(18,002)
Recreation Center Fees	39,007	33,900	35,042	35,042	34,995	(47)
Swimming Pool Fees	86,991	80,708	76,420	76,420	73,845	(2,575)
Concession Stand Revenue	16,000	12,475	15,000	15,000	12,500	(2,500)
Parks Programs Fees	275,000	293,684	265,000	265,000	275,000	10,000
Sale of Maps, Surveys, etc.	-	1,200	-	-	650	650
Sale of Publications	25	60	25	25	35	10
Zoning Research Fee	75	-	-	-	1,182	1,182
Engineer's Fees	11,360	3,900	10,654	10,654	8,670	(1,984)
Biosolids Application Fees	15,761	9,649	14,458	14,458	10,000	(4,458)
Rebates & Refunds	17,959	18,123	24,772	24,772	24,772	-
Gifts & Donations in Lieu of Taxes	22,933	-	22,933	22,933	-	(22,933)
Donations	2,500	2,948	5,000	5,000	2,750	(2,250)
Sale of Salvage & Surplus Property	3,681	5,601	3,681	3,681	6,075	2,394
Sale of Vehicles	2,777	8,865	2,253	2,253	6,100	3,847
Insurance Adjustments	7,876	625	7,876	7,876	7,876	-
Miscellaneous Revenue	3,096	5,261	3,894	18,894	5,608	1,714
Loan Repayment	3,495	3,495	3,495	3,495	3,495	-
Insurance Recovery	13,754	3,385	13,754	13,754	13,058	(696)
Tsfr from Parks Construction Fund	-	2,077	-	600	-	-
Tsfr from Capital Projects - Industrial Park	60,000	60,000	-	-	-	-
Welfare - Various	-	35,353	-	-	-	-
Comprehensive Services Act - Various	-	8,090	-	-	-	-
School Operations - Various	381,504	358,170	398,543	398,543	488,927	90,384
School Food Service Fund - Various	520,636	520,972	536,300	536,300	574,420	38,120
Public Safety Fund - Various	-	5,300	-	-	-	-
Conservation Easement Fund - Various	-	80,432	-	-	20,000	20,000
Shenandoah Farms Sanitary District Fees	-	-	-	-	20,000	20,000
Parks Construction Fund - Donations	-	3,423	-	-	-	-
General Debt Service - Refunds	-	9,909	-	-	-	-
School Debt Service - Interest	-	23,844	52,463	52,463	58,075	5,612
Joint Administrative Services - Refunds	3,000	289	3,000	3,000	2,000	(1,000)
TOTAL LOCAL REVENUE	23,419,110	24,109,924	24,155,402	24,171,002	25,320,440	1,165,038

**REVENUE FROM THE
COMMONWEALTH OF VIRGINIA**

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
Motor Vehicles Carrier's Taxes	24,373	24,896	24,373	24,373	23,382	(991)
Tax on Deeds (Grantor's Tax)	61,801	66,695	53,719	53,719	66,695	12,976
Quarterly Rental Tax	2,796	2,448	3,546	3,546	2,186	(1,360)
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	-
Circuit Court Online Land Records	5,666	-	-	-	-	-
Commonwealth's Attorney	187,055	184,443	187,157	187,157	192,722	5,565
Sheriff	750,887	744,184	749,413	749,413	768,916	19,503
Commissioner of Revenue	75,111	74,831	75,178	75,178	77,727	2,549
Treasurer	92,780	91,683	92,369	92,369	95,550	3,181
Registrar	38,549	37,253	39,797	39,797	39,797	-
Clerk of the Circuit Court	153,026	159,743	152,728	152,728	157,247	4,519
Litter Control	6,171	6,357	6,171	6,171	5,310	(861)
Other Categorical Aid	2,041	-	430	430	-	(430)
Extradition	-	-	2,000	2,000	-	(2,000)
Fire Programs Fund	41,652	73,296	42,135	42,135	45,475	3,340
Virginia Commission for the Arts	5,000	5,000	5,000	5,000	5,000	-
Division of Historic Landmarks	12,000	7,350	-	-	-	-
Welfare - Various	900,754	928,356	981,846	981,846	1,023,207	41,361
School Operations - Various	8,666,412	8,691,636	8,631,798	8,631,798	8,668,432	36,634
School Lunch Program - State Match	7,707	6,980	8,000	8,000	6,980	(1,020)
Comprehensive Services Act - Various	277,841	276,672	499,836	499,836	550,456	50,620
Public Safety Fund - Asset Forfeiture	-	1,964	-	-	-	-
Conservation Easement - Grants	15,000	137,834	5,000	5,000	-	(5,000)
General Capital Projects - Various	66,830	167,199	-	-	-	-
School Capital Projects - Technology Bond	154,000	342,117	154,000	154,000	154,000	-
TOTAL COMMONWEALTH REVENUE	14,031,294	14,514,779	14,198,338	14,198,338	14,366,924	168,586
FEDERAL REVENUE						
Payment in Lieu of Taxes	5,578	5,430	5,971	5,971	5,700	(271)
Miscellaneous Federal Revenue	3,125	-	2,477	2,477	-	(2,477)
Crime Victims Assistance	39,024	40,195	39,024	39,024	70,775	31,751
DMV Alcohol Enforcement	9,000	8,119	10,625	10,625	12,870	2,245
DMV Speed Enforcement	-	3,374	4,000	4,000	8,000	4,000
Internet Crimes Against Children Task Force	-	4,085	6,000	6,000	4,000	(2,000)
DOJ Vest Grant	-	3,960	-	-	-	-
DOJ Local Law Enforcement Block Grant	1,906	-	2,181	2,181	1,510	(671)
State Criminal Alien Assistance Program	3,074	862	862	862	921	59

Board of Supervisors Meeting Minutes For April 12, 2016 – FY2017 Budget Work Session

	FY15 Original Budget	FY15 Audited Actual	FY16 Adopted Budget	FY16 Revised Budget	FY17 Proposed Budget	Variance 17 Proposed - 16 Adopted
ARRA Byrne Justice Assistance Grant	-	3,497	-	-	-	-
Conservation Easement - Federal Grants	-	184,000	-	-	-	-
Violence Against Women Grant	28,053	21,444	28,053	28,053	28,053	-
Fire & Emergency Response Grant	25,000	-	140,000	140,000	-	(140,000)
Org Crime Drug Enforcement Task Force	-	1,304	-	-	-	-
Comprehensive Services Act	-	23,272	-	-	-	-
Public Safety Fund - Asset Forfeiture	-	239,448	-	-	-	-
School Operations - Various	663,710	864,436	743,329	743,329	665,632	(77,697)
School Food Service Fund - NSLP	254,000	254,591	274,980	274,980	257,000	(17,980)
General Capital Projects - Various	1,500	107,505	145,067	145,067	-	(145,067)
Sch Debt Svc - Build America Bond Subsidy	119,008	120,898	120,833	120,833	120,833	-
TOTAL FEDERAL REVENUE	1,152,978	1,886,419	1,523,402	1,523,402	1,175,294	(348,108)

BUDGET BALANCE PROCEDURE

TOTAL EXPENDITURES	39,932,445	40,688,317	40,380,859	40,401,805	45,436,058	5,055,199
TOTAL REVENUE	<u>38,603,383</u>	<u>40,511,123</u>	<u>39,877,143</u>	<u>39,892,743</u>	<u>40,862,658</u>	<u>985,516</u>
SURPLUS (DEFICIT)	<u>(1,329,062)</u>	<u>(177,195)</u>	<u>(503,716)</u>	<u>(509,062)</u>	<u>(4,573,399)</u>	<u>(4,069,682)</u>
FROM FUND BALANCE	<u>1,329,062</u>	<u>177,195</u>	<u>503,716</u>	<u>509,062</u>	<u>4,573,399</u>	<u>4,069,682</u>
NET	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CY2016 Tax Rate

Vice Chairman McKay moved to adopt the CY2016 Tax Rate Resolution 2016-07R as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

**CY2016 TAX RATE RESOLUTION
2016-07R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia in meeting assembled this 12th day of April, 2016, a public hearing having been held on April 5, 2016, as required by statute, that the tax rates for calendar year 2016, to support the budget for Clarke County for the fiscal year July 1, 2016 through June 30, 2017, be and hereby are fixed at:

ALL TAX RATES ARE BASED ON EACH \$100 OF ASSESSED VALUATION

	<u>2016</u>
1. Real Estate, including the real estate of public service corporations**	\$ 0.720
2. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles	\$ 4.496
3. Tangible Machinery and tools	\$ 1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles	\$ 2.248

** Mobile Homes will be assessed as personal property, but taxed at the same rate as real estate.

Adopted this 12th day of April 2016.

Attest

David L. Ash, County Administrator

FY2017 Appropriations

Tom Judge advised that included in the appropriations resolution was a sum-sufficient appropriation for Shenandoah Farms Sanitary District authorizing expenditure of funds such that there is a balance in the account. Mr. Judge explained that the Sanitary District had its own sources of funds and could not spend any more than the fees in the fund.

Supervisor Daniel moved to adopt the FY2017 Appropriations Resolutions 2016-08R as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

**FY2017 APPROPRIATIONS RESOLUTIONS
2016-08R**

- BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the following appropriations are hereby made for the period of July 1, 2016 through June 30, 2017, for the functions and purposes indicated:

General Fund

To be expended only on order of the Board of Supervisors except that grants are only to be

expended to the extent of available revenue:

<i>Direct Revenue to the General Fund</i>	\$	9,722,387
<i>Total Appropriation</i>	\$	9,722,387

Social Services Fund

To be expended only on order of the Board of Social Services:

<i>Direct Revenue to Social Services Fund</i>	\$	1,023,207
<i>Transfer from General Fund</i>	\$	522,917
<i>Total Appropriation</i>	\$	1,546,124

School Operating Fund

To be expended only on order of the School Board:

<i>Direct Revenue to School Operating Fund</i>	\$	9,822,991
<i>Transfer from General Fund</i>	\$	12,314,437
<i>Total Appropriation</i>	\$	22,137,428

Comprehensive Services Fund

To be expended only on order of the Comprehensive Services Board:

<i>Direct Revenue to Comprehensive Services Fund</i>	\$	550,456
<i>Transfer from General Fund</i>	\$	546,970
<i>Total Appropriation</i>	\$	1,097,426

Conservation Easement Fund

For projects under Conservation Easement Budget to be added to continuing appropriations in the Conservation Easement Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to Conservation Easement Fund</i>	\$	20,000
<i>Transfer from General Fund</i>	\$	10,000
<i>Total Appropriation</i>	\$	30,000

General Capital Projects Fund

For projects under General Government Capital Projects Budget to be added to continuing appropriations in the General Government Capital Projects Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to General Capital Projects Fund</i>	\$	-
<i>Transfer from General Fund</i>	\$	955,162

Total Appropriation \$ **955,162**

School Capital Projects Fund

For projects under the School Capital Projects Budget to be added to continuing appropriations in the School Capital Projects Fund and to be expended only on order of the School Board:

Direct Revenue to the School Capital Projects Fund \$ 154,000
Transfer from General Fund \$ 4,258,000
Total Appropriation \$ **4,412,000**

School Debt Service Fund

To be expended only on order of the Board of Supervisors or School Board:

Direct Revenue to the School Debt Service Fund \$ 178,908
Transfer from General Fund \$ 3,636,904
Total Appropriation \$ **3,815,812**

Government Debt Service Fund

To be expended only on order of the Board of Supervisors:

Transfer from General Fund \$ 251,700
Total Appropriation \$ **251,700**

Joint Administrative Services Fund

To be expended only on order of the Joint Administrative Services Board:

Direct Revenue to the Joint Administrative Services Fund \$ 2,000
Transfer from General Fund \$ 590,619
Total Appropriation \$ **592,619**

Unemployment Compensation Fund

To be expended only on order of the Board of Supervisors or School Board:

Transfer from General Fund \$ 17,000
Total Appropriation \$ **17,000**

TESTE
:

David L. Ash, County Administrator

2. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia is hereby authorized to honor Food Service warrants drawn by the School Board of Clarke County for the fiscal year 2016-2017 to the extent of the balance in such Food Service Fund as of 30, June, 2016, plus such receipts as may be deposited during the Fiscal Year 2016-2017.

TESTE:

David L. Ash, County Administrator

3. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Public Safety Fund warrants drawn by the County of Clarke for the Fiscal Year 2016-2017 to the extent of the balance in such Drug Enforcement Fund as of 30, June, 2016, plus such receipts as may be deposited during the Fiscal Year 2016-2017.

TESTE:

David L. Ash, County Administrator

4. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Joint Government Center Fund warrants drawn by the County of Clarke for the Fiscal Year 2016-2017 to the extent of the balance in such Joint Government Center Fund as of 30, June, 2016, plus such receipts as may be deposited during the Fiscal Year 2016-2017.

TESTE:

David L. Ash, County Administrator

5. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Shenandoah Farms Sanitary District Fund warrants drawn by the County of Clarke for the Fiscal Year 2016-2017 to the extent of the balance in such Joint Government Center Fund as of 30, June, 2016, plus such receipts as may be deposited during the Fiscal Year 2016-2017.

TESTE:

David L. Ash, County Administrator

Supervisor Daniel complimented the smoothness of the budgeting process and recognized the efforts of Board of Supervisors Finance Committee members David Weiss and Terri Catlett, as well as staff.

Adjournment

There being no further business to be brought before the Board at 6:50 p.m. Chairman Weiss adjourned the Board of Supervisors FY2017 Budget Work Session

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, April 19, 2016, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 12, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn, Deputy Clerk, Board of Supervisors

April 12, 2016

Clarke County Board Of Supervisors
Berryville Town Council
Joint Meeting
Main Meeting Room

7:30 p.m.

At a joint closed session and public hearing with the Board of Supervisors of Clarke County, Virginia, and Berryville Town Council held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, April 12, 2016.

Supervisors Present

Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District

Supervisors Absent

None

Town Council Present

Present-Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Bryant Condrey; Doug Shaffer

Town Council Absent

None

County Staff Present

David Ash, Brandon Stidham, Lora Walburn

Town Staff Present

Keith Dalton, Christie Dunkle, Desi Moreland, Ann Phillips, Neil White

Constitutional Officers Present

Tony Roper

Press

Adrian O'Connor – The Winchester Star, Josh Janney – The Winchester Star

Others Present

Matt Bass, Robina Rich Bouffault, Pat Dickinson, Erecka Gibson, Chuyen Kochinsky, Frank Lee, Gwen Malone, Donna McDonald, Tom McFillen, George Ohrstrom, II, William Stienmetz, and other citizens

1. Call to Order

At 7:00 p.m., Mayor Kirby called the Town Council meeting to order.

At 7:00 p.m., Chairman Weiss called the Board of Supervisors meeting to order.

2. Closed Session

Recorder Arnold moved that the Council of the Town of Berryville enter Closed Session pursuant to Section 2.2-3711-A-5 Code of Virginia, in order to discuss a business that is considering locating in Berryville. Council member Shaffer seconded the motion, which carried on the following vote:

Aye – Wilson Kirby
Harry Lee Arnold, Jr.
Bryant Condrey
Allen Kitselman
Douglas Shaffer
David Tollett

Nay – None

Absent – None

Supervisor Byrd moved that the Clarke County Board of Supervisors enter Closed Session pursuant to Section 2.2-3711-A-5 Code of Virginia, in order to discuss a business that is considering locating in Berryville. The motion carried by the following vote:

Barbara J. Byrd - Aye

Terri T. Catlett	- Aye
Mary L.C. Daniel	- Absent
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Citing conflict of interest, Supervisor Byrd recused herself from the closed session.

At 7:05 p.m., Supervisor Daniel joined the meeting.

At 7:43 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened. **Recorder Arnold moved that the following Resolution Concerning Certification of the Closed Session be adopted. Council member Shaffer seconded the motion, which carried on the following roll call vote:**

Aye – Wilson Kirby
 Harry Lee Arnold, Jr.
 Bryant Condrey
 Allen Kitselman
 Douglas Shaffer
 David Tollett

Nay – None

Absent – None

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Council of the Town of Berryville, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

Harry Lee Arnold, Jr., Recorder

At 7:43 p.m., the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Vice Chairman McKay moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	- Abstain
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Vice Chairman McKay further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Barbara J. Byrd	- Abstain
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

3. Pledge of Allegiance

Those present joined in the recitation of the Pledge of Allegiance.

4. Joint Public Hearings

The Berryville Town Council and the Clarke County Board of Supervisors will hold a Joint Public Hearing to consider formal action on a revised Berryville Area Plan.

Mayor Kirby introduced staff members Christy Dunkle, Assistant Town Manager/Planner and Brandon Stidham, Clarke County Planning Director. Staff then provided an overview of the plan update process and PowerPoint presentation highlighting major changes in the Berryville Area Plan.

Public hearing speakers were as follows:

George Ohrstrom, 726 Wrights Mill Road, Berryville, said the Berryville Area Development Authority, of which he is a member, thinks the revised plan is a good plan. He thanked staff for the work in completing the update.

Bonnie Echols, 400 Custer Court, Berryville, read from a handout citing flaws in the Berryville Area Plan. She said the plan should be referred back to the BADA and Planning Commission to address local shopping, affordable housing, and discrimination against seniors.

Alton Echols, 400 Custer Court, Berryville, said a comprehensive plan is mandated to provide affordable housing. He added that retail growth has been excluded at Food Lion and encouraged Council to seek an Attorney General opinion on the matter.

Sharon Strickland, 312 Early Drive, Berryville, read remarks from Daniel Garrett of 303 Archer Court, Berryville, who was unable to attend the meeting. The remarks referenced a discriminatory provision against affordable senior housing and an assertion that a 60-unit project is not buildable because of economy-of-scale in construction costs.

Robina Bouffault, 1823 Old Winchester Road, Boyce, said she was a BADA member from 2002-2008. She said this plan is a huge improvement over the previous version and complemented staff on the good work in drafting the plan. She cautioned that the wastewater treatment plant capacity may play a role in future development.

No others wished to speak.

At 8:18 p.m., the public hearing was closed on a motion by Council member Kitselman, seconded by Council member Shaffer, and passed.

Board of Supervisors Chair Weiss praised the staff for the good work on the plan. He said he views the plan as a road map to future development.

5. Board of Supervisors Adjourn

At 8:20 p.m., Chairman Weiss adjourned the Board of Supervisors meeting.

Mayor Kirby noted the flower arrangement placed at the Press table in honor of late Winchester Star reporter Val Van Meter. He said Val had been a faithful attendee at Council meetings, and that she and was being honored and remembered by the Council.

The Board of Supervisors left the meeting room.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, April 19, 2016, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 12, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn, Deputy Clerk, Board of Supervisors

April 19, 2016

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, April 19, 2016.

Board Members Present

Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District;
Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District;

Board Members Absent

Bev B. McKay – White Post District

Staff Present

David Ash, Tom Judge, Brandon Stidham

Constitutional Offices

Tony Roper

Press

Amy Alonzo - The Winchester Star

Others Present

Robina Rich Bouffault and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:02 p.m.

2) Adoption of Agenda

Add Under Miscellaneous:

- 1) Discussion of Help with Housing and FISH
- 2) Discussion of Possible Need for Burning Ban

Supervisor Daniel moved to adopt the agenda as amended. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Absent
David S. Weiss	-	Aye

3) Citizens Comment Period

No citizens appeared to address the Board.

4) VDOT

Clif Balderson, Residency Administrator, appeared before the Board to provide the monthly update.

Maintenance:

- Conducted grading operations on various non-hard surfaced routes and pothole repairs throughout the county;
- Removed large lots of trash and bags collected by AAH programs on secondary's;
- Used contractors for trash pickup on all primary's and secondary routes 606, 632, 638, 657 and 723;
- Contractor also swept Town of Boyce, Berryville and bridges on primary's;
- Repaired drop inlet on Rt. 7 mountain, Rt. 50 mountain, concrete ditch on Rt. 7 near Audley Farm and cleaned all drop inlets on primary's;
- Performed shoulder repairs on Rt. 7 and will continue with additional shoulder repairs this month;
- We will be performing ditching operations in the White Post area conducting patching operations for surface treatments as weather permits;
- Assisted Sign Forman with replacing delineators on Rt. 601 and removing excess signage on Rt. 7 at roundabout.

Projects:

- Allen Road: All clearances have been received for Allen Rd. Work will begin as soon as prep work for surface treatment is complete.

Board issues:

- Shoulder work on Rt. 611 completed.
- Shoulder work on Rt. 612 completed.
- Ditch grading at Rt. 606/50 completed.
- Pipe cleaning on Rt. 668 completed.
- Trash pickup in Millwood completed.
- Speed trailer in Millwood was placed this morning. Note- still having difficulty with recording data but at least it will act as traffic calmer.
- Stop signs in Millwood study. Still waiting on traffic engineering for official report.

Supervisor Catlett

- Bishop Meade Road: Asked if GPS signs could be removed now that no commercial vehicles signs are in place. Mr. Balderson said the signs could be removed.
- Route 7 and 601 Parking Area for the Appalachian Trail: Asked about parking in these areas. Mr. Balderson said that if the County can work to find additional land nearby for parking, he might be able to create a project to develop into parking.

Supervisor Byrd

- Senseny Road and Route 340: Constituent reports problems turning onto 340 from Senseny Road with a horse trailer due to proximity of power pole. Mr. Balderson will look into the matter.
- Route 340 and Mosby Boulevard: Has concerns with the timing of the traffic light at 340 and Mosby Boulevard.
- Old Charlestown Road: Has concerns with crumbling of road and shoulder on Old Charlestown Road as it goes down to the Opequon Creek. VDOT indicated that they have this on their maintenance list.
- Route 340 in front of 340 Depot: Has concerns that trucks are parking on northbound and are ignoring the “no parking” signs that have been posted – need to post additional signs or other measures to stop the illegal parking. There was a question about whether the parking is in the VDOT right of way or 340 Depot property. Mr. Balderson will visit the site.

Chairman Weiss

- Red Gate Road: Asked about the covered signs along Red Gate Road. Mr. Balderson said they are being uncovered and referenced the detour caused by the pending closure of the Morgan’s Ford bridge.
- Route 340 Waterloo Intersection: Asked about left turns into Handy Mart from 340 southbound. Mr. Balderson said no but that the construction of Handy Lane should fix this problem.

5) Hunt Country Cluster [at Historic Long Branch] Large, 3-Year Special Event Permit Application.

David Ash summarized the special event permit application.

Supervisor Byrd moved to set public hearing for Tuesday, May 17, 2016 at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

6) Revised Berryville Area Plan Discussion

Brandon Stidham advised the Board that Version 5 of the Berryville Area Plan contains all edits proposed by the Supervisors. By consensus, the Board deferred action to its May 17 regular meeting.

7) Approval of Minutes

Reminding that she was absent during the afternoon session, Supervisor Catlett requested correction to her recorded vote on Book 22 Page 448 and Page 449 from Aye to Absent.

Supervisor Byrd moved to approve the minutes for:

- **February 16, 2016 Regular Meeting as amended; and**
- **March 15, 2016 Regular Meeting as presented.**

The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

8) Consent Agenda

2016-03R Resolution of Appreciation and Recognition of Service Wilson Kirby

WHEREAS, Wilson Kirby was first elected to Berryville Town Council in 2002 and re-elected in 2006;

WHEREAS, Mr. Kirby was elected as Mayor of the Town of Berryville in May 2008 and re-elected in 2012, and,

WHEREAS, during his tenure, Mr. Kirby continuously strived to maintain open communication and a high level of cooperation between the Town and the County in the planning, construction and ongoing operation of the joint Berryville Clarke County Government Center, the construction of the new Clarke County High School, the construction of the Active Living Center, the renovations at the Court Complex, as well as the 2015 revision of the Berryville Area Plan.

NOW THEREFORE BE IT RESOLVED, by the Clarke County Board of Supervisors that Mayor Wilson Kirby be recognized and congratulated on 14 years continued service to the citizens of the Town of Berryville as a member of Town Council including 8 years as Mayor, and that he be congratulated on his successful career, and on the positive influence he has had on the Town of Berryville and Clarke County;

BE IT FURTHER RESOLVED, that his dedication, loyalty, and service to the Citizens of Berryville be hereby memorialized and that a suitable copy of this resolution be presented to Mr. Kirby as a token of the respect and high esteem in which he is held by the Clarke County Board of Supervisors, Constitutional Officers, and the staff of Clarke County.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the Nineteenth day of April 2016.

Attest:

_____ David S. Weiss, Chairman

2016-05R Resolution of Appreciation and Recognition of Service Dwight Brown

WHEREAS, Dwight Brown came to Clarke County in 1984 and served the next 32 years as priest-in-charge at Grace and St. Mary’s Episcopal Churches; and

WHEREAS, Mr. Brown’s positive and gracious attitude has affected lives throughout the community through his service on the Clarke County Board of Social Services from 2009 to present and acting in the capacity of prison chaplain.

NOW THEREFORE BE IT RESOLVED, by the Clarke County Board of Supervisors that Dwight Brown be recognized and congratulated on his years of continued service to the citizens of Clarke County in his appointed positions, that he be congratulated on his successful career and on the positive influence he has had on Clarke County;

BE IT FURTHER RESOLVED, that his dedication, loyalty, and service to the Citizens of Clarke be hereby memorialized and that a suitable copy of this resolution be presented to Mr. Brown as a token of the respect and high esteem in which he is held by the Clarke County Board of Supervisors, Constitutional Officers, and the staff of Clarke County.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the Nineteenth day of April 2016.

Attest:

David S. Weiss, Chairman

Conservation Easement Authority Digges Boundary Line Adjustment

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Alison Teetor

DATE: April 7, 2016

SUBJECT: Conservation Easement Authority

The Clarke County Easement Authority has approved the following actions. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions.

Digges Boundary Line Adjustment

Eric and Kyle Digges are owners of 139 acres of the Greenway Court property (Tax Map# 28-A-52). The parcel was placed in easement with the County in 2003. A discrepancy between a neighboring property survey has come up that requires a boundary line adjustment to resolve. The attached plat [refer to packet] shows a difference of 1.9957 acres between the original survey completed when the easement was recorded, and a 2014 survey of Fairfax acres (Tax Map# 28-A-51). In order to resolve the difference, the Digges would like to complete a Boundary Line Adjustment to the southern property line as shown on the attached aerial map (green hashed area).

In order to address this concern, Mr. Mitchell was consulted. He suggested a deed of correction could be recorded with a boundary line adjustment that would allow for no change in the net acreage but allow for the discrepancies in the surveys.

Laura Thurman, Easement Project Manager, at the Virginia Outdoors Foundation was consulted to determine how VOF handles similar situations. She agreed with Mr. Mitchell's approach.

Recommendation

Approve the proposed Boundary Line Adjustment and deed of correction to correct the discrepancy in the survey data.

Supervisors Catlett moved to approve the items on the Consent Agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

9) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through July 2016

04-11-2016 Summary: The Personnel Committee recommends the following action:

- Reappoint Brandon Stidham to the Northern Shenandoah Valley Regional Commission to serve a three-year term expiring January 31, 2019.
- Reappoint Nancy Foster Clarke County Library Advisory Council to serve a four-year term expiring April 15, 2020.

04-19-2016 Action: David Ash reviewed the Personnel Committee recommendations. He advised that subsequent to the meeting committee members had confirmed that Betsy Arnett and Paige Carter were willing to continue to serve on the Clarke County Historic Preservation Commission.

- Reappoint Betsy Arnett to the Clarke County Historic Preservation Commission to serve a four-year term expiring May 31, 2020.
- Reappoint Paige Carter to the Clarke County Historic Preservation Commission to serve a four-year term expiring May 31, 2020.
- Reappoint Brandon Stidham to the Northern Shenandoah Valley Regional Commission to serve a three-year term expiring January 31, 2019.
- Reappoint Nancy Foster Clarke County Library Advisory Council to serve a four-year term expiring April 15, 2020.

Supervisor Daniel moved to approve the Personnel Committee recommendations. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

B. Personnel Policy Review

04-11-2016 Summary: David Ash updated the Committee on the status of personnel policy review.

04-19-2016 Action: David Ash informed the Board that he had provided the Committee with an update on the personnel policy review and Springsted recommendation advising that once the pay and classification issues were resolved he would work with Constitutional Officers on providing a draft of the personnel policy revision.

David Weiss added that the Committee was hoping to complete within the next sixty days. He explained that the previous Board approved the pay and classification study but had discovered that there were some discrepancies. He instructed David Ash to work with the consultant to get answers and present resolution to identified issues, such as compression and grade, to the Personnel Committee for initial review. Final review will be conducted by the full Board of Supervisors.

C. Telecommunications Broadband RFP

04-19-2016 Action: David Ash explained that at the Board's request Brandon Stidham had issued a request for proposal [RFP]. He stated that there was some question about membership on the committee to review and make recommendation to the Board on selection of the proposals.

Chairman Weiss added that the Board had previously discussed what kind of input the Board would have on the hiring of the consultant to work on the broadband issue. He advised that he had asked Mary Daniel to serve on the committee and he felt it appropriate that the Chairman of the Planning Commission, George Ohrstrom, II, serve, also Rod DeArment, Chairman, of the Clarke County Sanitary Authority, along with David Ash and Brandon Stidham. He said that he did not want a very large committee for it could make interviewing more difficult. Mr. Weiss opined that he believed that the proposed persons represented the factions involved. He stated that Brandon Stidham had distributed information to the Planning Commission and others to get feedback on the broadband RFP. He opined that the consensus of the Board was not to change ordinances, not to move forward in other directions, until the consultant finished its work. He further opined that if the applicants were not satisfactory the Board could rethink its strategy.

10) Board of Supervisors Work Session and FY2017 Budget Work Session

A. Northwestern Regional Jail Authority Presentation

04-11-2016 Summary: Captain Allen Barr appeared in support of the Northwestern Regional Adult Detention Center request of the Board of Supervisors of Clarke County, Virginia, Consenting To The Issuance Of Revenue Obligations By The Northwestern Regional Jail Authority Pursuant To The Second Amended And Restated Regional Jail Agreement And Other Matters In Connection Therewith. Captain Barr provided the Board with information regarding the cost and the need to replace, update and supplement security components at the facility.

Supervisor Byrd moved to adopt 2016-04R Resolution Of The Board Of Supervisors Of Clarke County, Virginia, Consenting To The Issuance Of Revenue Obligations By The Northwestern Regional Jail Authority Pursuant To The Second Amended And Restated Regional Jail Agreement And Other Matters In Connection Therewith. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

**Resolution Of The Board Of Supervisors Of Clarke County, Virginia, Consenting To The Issuance Of Revenue Obligations By The Northwestern Regional Jail Authority Pursuant To The Second Amended And Restated Regional Jail Agreement And Other Matters In Connection Therewith
2016-04R**

WHEREAS, the Counties of Clarke, Fauquier and Frederick, Virginia, and the City of Winchester, Virginia (collectively, the “Participating Jurisdictions”), have created the Northwestern Regional Jail Authority (the “Authority”) pursuant to Chapter 3, Article 3.1 of Title 53.1 (the “Act”) of the Code of Virginia, 1950, as amended (the “Code”), for purposes of owning and operating the Northwestern Regional Adult Detention Center (the “Regional Jail”);

WHEREAS, the Participating Jurisdictions and the Authority have entered into a Second Amended and Restated Regional Jail Agreement dated as of June 1, 2005 (the “Jail Agreement”), providing for the ownership, operation and financing of the Regional Jail;

WHEREAS, the Authority proposes to undertake certain capital improvements to the security system at the Regional Jail (the “Project”);

WHEREAS, to finance the Project, the Authority proposes to issue an additional series of Obligations (as defined in the Jail Agreement) (the “2016 Obligations”) payable from and secured by amounts derived from the below-described Participating Jurisdiction Obligations in accordance with the terms of the Act and the Jail Agreement;

WHEREAS, pursuant to Sections 4 and 6.F. of the Jail Agreement, the Participating Jurisdictions have each agreed to pay to the Authority amounts sufficient to pay when due its respective share of the principal of and interest on the Obligations, including the 2016 Obligations, based upon the “Allocation Formula” set forth in Section 4.A. of the Jail Agreement as such Allocation Formula may be adjusted pursuant to Section 6.F. in the event the Authority lacks sufficient funds to pay scheduled debt service on the Obligations or certain other costs (the “Participating Jurisdiction Obligations”);

WHEREAS, the Authority has determined it is in the best interest of the Authority to sell the 2016 Obligations to the Virginia Resources Authority (“VRA”); and

WHEREAS, the Authority has requested the consent of the Participating Jurisdictions to the issuance of the 2016 Obligations as provided in Section 3 of the Jail Agreement and VRA has required the Participating Jurisdictions to enter into certain agreements and to acknowledge certain matters as conditions to VRA’s purchase of the 2016 Obligations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS (THE “BOARD”) OF CLARKE COUNTY, VIRGINIA (THE “COUNTY”):

1. The Board approves and consents to the undertaking of the Project, the issuance of the 2016 Obligations by the Authority in a principal amount not to exceed \$2,795,000 in accordance with Section 3 of the Jail Agreement, the use of the proceeds of the 2016 Obligations to finance the Project and the costs of issuance related to the 2016 Obligations and the sale of the 2016 Obligations to VRA.

2. The Board (i) acknowledges that the 2016 Obligations will be payable from and secured by amounts derived pursuant to the Participating Jurisdiction Obligations, (ii) acknowledges that VRA would not purchase the 2016 Obligations without the security and credit enhancement provided by the Participating Jurisdiction Obligations, (iii) acknowledges that both the 2016 Obligations and the Participating Jurisdiction Obligations are "local obligations" within the meaning of Section 62.1-199 of the Code, (iv) agrees that VRA is a third party beneficiary of the Jail Agreement, and (v) agrees that the Jail Agreement may not be modified or amended without VRA's prior written consent.
3. For purposes of Section 265(b)(3)(C)(iii) of the Internal Revenue Code of 1986, as amended, the County irrevocably agrees that the amount of the 2016 Obligations shall be allocated to each Participating Jurisdiction in the same proportion that each Participating Jurisdiction has been allocated payment responsibilities under the "Allocation Formula," determined for Fiscal year ending June 30, 2016, under the Jail Agreement with respect to the 2016 Obligations.
4. The County Administrator is hereby authorized and directed to execute and deliver such other documents as are necessary to enable the Authority to finance the costs of the Project, including, but not limited to, any agreements or certificates requested by VRA. Any other County official so designated by the County Administrator is hereby similarly authorized and directed to execute and deliver such other documents.
5. All other acts of the officers of the County, heretofore or hereafter taken, that are in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the 2016 Obligations by the Authority and the undertaking of the Project, are hereby approved, ratified and confirmed.
6. Nothing in this Resolution or in the Jail Agreement is or shall be deemed to be a lending of the credit of the County or other Participating Jurisdictions to the Authority or to any holder of any of the 2016 Obligations or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the County or the other Participating Jurisdictions within the meaning of the Constitution of Virginia.
7. This Resolution shall take effect immediately.

Adopted: April 11, 2016

CERTIFICATE

The undersigned Clerk or Deputy Clerk to the Board of Supervisors of Clarke County, Virginia hereby certifies that the foregoing is a true, correct and complete copy of a Resolution adopted by a majority of the Board members present and voting at a meeting duly called and held on April 11, 2016, in accordance with law, at which meeting a quorum was present and acting throughout, and such Resolution has not been repealed, revoked, rescinded or amended, but is in full force and effect on the date hereof.

WITNESS my hand this 11th day of April, 2016.

David L. Ash, County

Administrator
Clerk to the Clarke County,
Virginia Board of Supervisors

04-19-2016 Action: Information Only

B. Potential Issue with "Waterworks" Regulations in Zoning Ordinance

04-11-2016 Summary: Brandon Stidham brought to the Board's attention a potential problem with the Zoning Ordinance with the installation of waterworks in the AOC/FOC Districts by users of permitted activities. Mr. Stidham recommended the Board forward this issue to the Planning Commission for consideration of a text amendment. The Board concurred.

04-19-2016 Action: Information Only

C. Initial Review - Code of Clarke County, Virginia Proposed Amendment CC-2016-02 Chapter 24 Officers and Employees Article IV Employment, licensing and volunteer service; background check.

04-11-2016 Summary: The County Administrator reviewed a proposed ordinance providing for background checks and fingerprinting and recommended that the matter be placed on the April 19 agenda to set public hearing. Chief Deputy Travis Sumption provided changes to 24-6 C and D.

04-19-2016 Action: **Supervisor Byrd moved to set public hearing for Tuesday, May 17, 2016 at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

D. Closed Session Pursuant to §2.2-3711-A7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

04-11-2016 Summary: **Supervisor Daniel moved to convene into Closed Session pursuant to §2.2-3711-A7. The motion carried as follows:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Vice Chairman McKay moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Vice Chairman McKay further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

04-19-2016 Action: Information Only

11) Board of Supervisors Finance Items

1. FY 16 Supplemental Appropriations

04-11-2016 Summary:

- a. Salary Increase Adjustments. *The Finance Committee recommends the following: "Be it resolved that the attached adjustments totaling \$49,696 be transferred from the personnel contingency to respective departments to cover the salary increase granted earlier this fiscal year".*

04-19-2016 Action: **Supervisor Byrd moved to approve the resolution as proposed. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

- b. Greenway Court. *The following action is proposed: "Be it resolved that the FY 16 General Government Capital Projects fund budget be increased \$33,900, and the same appropriated, and that revenue from the Commonwealth be recognized in the amount of \$23,900, and revenue from the Greenway Court Foundation recognized in the amount of \$10,000, all for the purpose of restoring the Greenway Court historic structures."*

04-19-2016 Action: **Supervisor Catlett moved to approve the resolution as proposed. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

2. Modification to Planning Fees and Request for Waiver.

04-11-2016 Summary: The Finance Committee heard a citizen request for refund of a portion of planning fees arising from a situation where a boundary line adjustment results in the need for a rezoning. This situation results in a fee that is disproportionate to the review time required by County staff. The Planning Director proposed bringing forward a recommendation for a new fee to cover such situations at the May Finance Committee. Since the Committee meeting it has become clear that the full fee has already been paid, though the check has not been cashed. **Action: The Board should consider two options:**

- a. Grant a waiver now that would refund a portion of the fee, and consider the policy next month.
- b. Consider the policy next month, and adopt it with a retroactive clause that would ensure that this particular case was treated under the new policy, including a refund if applicable.

04-19-2016 Action: **Following discussion, the Board chose Option b. and deferred action until May when the new fee with retroactivity clause is considered.**

3. Acceptance of Bills and Claims [Check tape]

Following explanation by Tom Judge of one-time vendor payment process, **Supervisor Byrd moved to accept the March 2016 Bills and Claims as presented. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

4. Standing Reports

Reconciliation of Appropriations, General Fund Balance, Expenditure Summary/YTD Budget Reports

12) Joint Administrative Services Update

Tom Judge provided an update. No action items were identified.

13) Government Projects Update

David Ash provided the monthly project update. By consensus, the Board supports moving forward on the engineering work for the convenience center site plan and special use permit applications.

14) Miscellaneous Items

Help With Housing

David Ash advised the Board that Help with Housing is ceasing operation on April 28 and FISH is interested in taking over the lease.

Following discussion, the Board supports having the County Attorney review the lease and determine best course of action moving forward to allow FISH to lease the building.

Discussion of Possible Need for a Burn Ban

David Ash told the Board that at the advisement of the Fire and EMS Director, Frank Davis, there might be a need to initiate a burning ban due to a continued lack of rain. He informed the Board that County ordinance granted him the authority to issue a burn ban.

15) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Correct and process approved minutes.	Lora B. Walburn
2.	Process and advertise Hunt County Cluster Special Event Permit Application for public hearing.	Lora B. Walburn
3.	Process 2016-03R and 2016-05R.	Lora B. Walburn
4.	Update appointment database and process notice of appointment.	Lora B. Walburn
5.	Process 2016-04R.	David Ash
6.	Process and advertise Code Amendment for public hearing.	Lora B. Walburn

16) Board Member Committee Status Reports

Supervisor Mary L.C. Daniel

- Library Advisory Committee:
 - Attended her first meeting.
 - Money bequeathed to Handley Regional Library must be spent on the premises of the Winchester library.
 - Considering a suitable event to honor the late Charles Burwell, a great patron and library supporter.
- Planning Commission:
 - Received the same potential waterworks issues update by Brandon Stidham.
 - Continue to monitor Hecate submission. Public hearing scheduled for May 6.

Supervisor Terri Catlett

- Millwood Community:
 - Met last evening.
 - Thanked County and VDOT for addressing its concerns.
 - One citizen suggested installation of a plug-in for electrical cars at the Mill as a way to attract tourists.
- School Board: Presented plans for Berryville Primary.
- Parks and Recreation Advisory Board: Meets tomorrow.

Supervisor Barbara J. Byrd

- Board of Social Services: Meets this week.
- Litter Committee: Group does not meet regularly.
- Town of Berryville: Candidates for Town Council spoke. Some town citizens seem to be confused about the reassessment.
- Clarke County Humane Foundation: Waiting on notice of acceptance from a potential new member.
- Juvenile Detention Center: All things working well. Sheriff Milholland will represent the jail board. Clarke County was issued a refund.
- Regional Adult Detention Center: Committed to the new security system.
- CEA: Meets next week.

Chairman David S. Weiss

- Fire and EMS Commission:
 - Frank Davis and the volunteers are making progress.

- Reducing response times.
- All working to implement portions of the strategic plan.
- In an effort to help increase coverage, Omnicon researched the portable radio system and made recommendations for Commission review.
- Economic Development Advisory Committee: Len Capelli doing good work – still pushing in different areas such as the Artisan Trail. Some businesses are expressing interest.

17) Closed Session

No Closed Session called.

18) Adjournment

At 2:43 pm, being no further business, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, May 17, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 19, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded By: David Ash, Clerk to the Board of Supervisors, and Brandon Stidham,
Planning Director

Formatted and Edited By: Lora B. Walburn, Deputy Clerk to the Board of Supervisors

Clarke County Board of Supervisors

Consent Agenda

- Berryville Town Council and Clarke County Board of Supervisors Joint Resolution in Recognition and Appreciation
- Abstract of Votes May 3, 2016



Berryville Clarke County Government Center

101 Chalmers Court, Berryville, Virginia 22611
540-955-5100

Berryville Town Council and Clarke County Board of Supervisors Joint Resolution in Recognition and Appreciation

WHEREAS on October 10, 2006, the Berryville Town Council and the Clarke County Board of Supervisors entered into an agreement to construct and equip a new joint administrative complex; and,

WHEREAS Phyllis Nee, owner Interior Expressions, was selected to create the interior design in the shared areas of the Berryville Clarke County Government Center, and in pursuit of her vision, she actively solicited artwork from local artists; and,

WHEREAS in response to Ms. Nee’s solicitation, Matthew Klein, Steve Lee, John Lewis, Maral Kalbian and the Clarke County Historical Association provided a variety of images for display in the Government Center.

NOW THEREFORE BE IT RESOLVED, that the Berryville Town Council and the Clarke County Board of Supervisors recognize and express appreciation for the vision, talent and efforts of Phyllis Nee, Matthew Klein, Steve Lee, John Lewis, Maral Kalbian and the Clarke County Historical Association.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Berryville Town Council on _____ and the Clarke County Board of Supervisors on _____.

Berryville Town Council

Wilson Kirby, Mayor

Clarke County Board of Supervisors

David S. Weiss, Chair

Attest: _____
Ann Phillips, Clerk

Attest: _____
David L. Ash, Clerk

ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA
at the 2016 May Town General Election held on May 03, 2016 for,

Mayor

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Patricia B. Dickinson	537
Harry L. "Jay" Arnold, Jr	422
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	1
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 03, 2016, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Mayor .

Patricia B. Dickinson

Given under our hands this 4th day of May, 2016

Donald W. Hareem, Chairman
[Signature], Vice Chairman
Carol S. Chesnut, Secretary
Carol S. Chesnut, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA
at the 2016 May Town General Election held on May 03, 2016 for,

Member Town Council - Ward 1

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Donna Marie McDonald	530
William M. Steinmetz	404
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	4
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 03, 2016, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Town Council - Ward 1.

Donna Marie McDonald

Given under our hands this 4th day of MAY, 2016

Donald W. Haven, Chairman

[Signature], Vice Chairman

Carol S. Hesterwell, Secretary

Carol S. Hesterwell, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in the Town of BERRYVILLE in CLARKE COUNTY, VIRGINIA
at the 2016 May Town General Election held on May 03, 2016 for,

Member Town Council - Ward 3

District: BERRYVILLE

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Erecka L. Gibson	370
Matthew E. "Matt" Bass	324
J. Bryant Condrey	259
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	1
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 03, 2016, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Town Council - Ward 3.

Erecka L. Gibson

Given in our hands this 4th day of MAY, 2016



Donald W. Harren, Chairman
[Signature], Vice Chairman
Carol S. Hesterwell, Secretary
Carol S. Hesterwell, Secretary, Electoral Board



Personnel Committee Items

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

May 9, 2016 9:30 am

Item No.

Description

A. Expiration of Term for appointments expiring through August 2016

05-09-2016 Summary: The Committee discussed appointments coming due through May 31.
No recommendations were made at the time of the Committee meeting.

B. Authorization to Hire Code Enforcement Officer/Inspector Position

05-09-2016 Summary: Following discussion, the Supervisors approved the job description
subject to clarification of permit or building office responsibilities.

Appointments by Expiration Through August 2016

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>October 2015</i>					
Clarke County Industrial Development Authority			4 Yr		
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2015	2/15/2004
Treasurer 2005 to 2011; Secretary 2006 to 2011; Resigned term expires 10/30/2015					
Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500					
<i>April 2016</i>					
Clarke County Library Advisory Council			4 Yr		
Daisley	Shelley	Russell District	7/17/2012	4/15/2016	7/17/2012
10 Members and 1 BOS liaison					
<i>June 2016</i>					
Board of Equalization			N/A		
McFillen	Thomas	Berryville District	1/1/2016	6/30/2016	12/21/2015
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
McIntosh	Anne	White Post District	1/1/2016	6/30/2016	12/21/2015
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Blatz	Joseph	White Post District	1/1/2016	6/30/2016	12/20/2005
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Hope	Lindsay	Russell District	1/1/2016	6/30/2016	11/3/2009
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Dame	Thomas	Millwood District	1/1/2016	6/30/2016	12/20/2005
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Clarke County Sanitary Authority			4 Yr		
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016	3/19/2013
The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.					

Appt Date Exp Date Orig Appt Date:

Fire & EMS Commission

Hoff	Matt	Volunteer Association / EMS Issues / Boyce VFC	11/17/2015	8/31/2016	8/19/2014
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Membership Comp; Term. The Commission shall consist of (7) members including (1) member of the BoS; the Clarke County Sheriff; (2) representatives recommended by the Clarke County Fire & Rescue Association to represent Fire & EMS services respectively; and (3) citizens-at-large representing consumers of fire and EMS services. The (2) Fire & Rescue Association representatives shall serve one-year terms. The (3) citizens-at-large shall be appointed for initial terms of (1) year, (2) years, and (3) years and thereafter for (4) year terms. The Sheriff shall serve a term coterminous with the term of office. The BoS shall appoint a representative annually at or shortly after their annual organizational meeting to serve a one-year term.

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		1/19/2016	12/31/2018
<i>BCCGC Joint Building Committee</i>				Open-End
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Berryville Area Development Authority</i>				3 Yr
Mackay-Smith	Wingate E.	White Post District	4/1/2015	3/31/2018
Ohrstrom, II	George	Russell District	3/15/2016	3/31/2019
Smart	Kathy	White Post District	1/23/2014	3/31/2017
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Ash	David L.	County Administrator	1/11/2016	12/31/2016
Capelli	Len	Director of Economic Development	4/14/2015	4/14/2016
Dunkle	Christy	Staff Representative - Town		
Stidham	Brandon	Staff Representative - County	5/20/2014	
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Board of Equalization</i>				
Blatz	Joseph	White Post District	1/1/2016	6/30/2016
Dame	Thomas	Millwood District	1/1/2016	6/30/2016
Hope	Lindsay	Russell District	1/1/2016	6/30/2016
McFillen	Thomas	Berryville District	1/1/2016	6/30/2016
McIntosh	Anne	White Post District	1/1/2016	6/30/2016
<i>Board of Septic & Well Appeals</i>				4 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Blatz	Joseph	White Post District; Citizen Member	4/17/2012	2/15/2020
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/8/2016	12/31/2016
Daniel	Mary L.C.	BoS - Alternate	1/11/2016	1/11/2016
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/11/2016	12/31/2016
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2015	12/31/2016

Board of Social Services

4 Yr

Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BoS - Appointed Member	1/11/2016	12/31/2016
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	11/18/2014	7/15/2018

Board of Supervisors

4 Yr

Byrd	Barbara J.	Russell District	1/1/2016	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019

Board of Supervisors Finance Committee

1 Yr

Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
Catlett	Terri T.	BoS - Appointed Member	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Alternate	1/11/2016	12/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016

Board of Supervisors Personnel Committee

1 Yr

Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016

Board of Zoning Appeals

5 Yr

Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Kackley	Charles	Russell District	2/12/2008	2/15/2018
McKelvy	Pat	Alternate At Large	2/6/2014	2/15/2019
Means	Howard	Millwood District	12/14/2009	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019

Building and Grounds

1 Yr

McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
Weiss	David S.	BoS - Alternate	1/11/2016	12/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Career and Technical Education Advisory Committee</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	4/19/2016	5/31/2020
Joyce	Jon	Buckmarsh District	6/16/2015	5/31/2019
Kruhm	Doug	Planning Commission Representative	2/16/2016	4/30/2017
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
<i>Clarke County Humane Foundation</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
<i>Clarke County Industrial Development Authority</i>				4 Yr
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2015
Cochran	Mark	Buckmarsh District	9/17/2013	10/30/2017
Frederickson	Allan	White Post District; Secretary / Treasurer	9/17/2013	10/30/2017
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District; Chair	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Weiss	David S.	BoS - Liaison	1/11/2016	12/31/2016
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Daniel	Mary L.C.	BoS - Liaison	1/11/2016	12/31/2016
Dunbar	Kevin	White Post District	4/15/2014	4/15/2018
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Holscher	Dirck	Russell District	4/16/2013	4/15/2017
Kalbian	Maral	Millwood District	2/17/2015	4/15/2019
White	Kenlynne	Berryville District	7/15/2014	4/15/2017
Zinman	Maxine	Russell District	3/17/2015	4/15/2019
<i>Clarke County Litter Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
<i>Clarke County Planning Commission</i>				4 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
Daniel	Mary L.C.	BoS - Appointed Member	1/11/2016	12/31/2016
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	3/18/2014	4/30/2018
Lee	Francis	Berryville District	5/20/2014	4/30/2018
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019

Clarke County Sanitary Authority

4 Yr

DeArment	Roderick	White Post District, Chair	6/25/2015	1/5/2017
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/15/2013	1/5/2017
McKay	Beverly B.	BoS - Liaison	1/11/2016	12/31/2016
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016

Conservation Easement Authority

3 Yr

Buckley	Randy	White Post District	11/19/2013	12/31/2016
Byrd	Barbara J.	BoS - Appointed Member	1/11/2016	1/11/2016
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	2/18/2014	12/31/2016
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
Wallace	Laure	Millwood District	11/19/2013	12/31/2016

Constitutional Officer

Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Mackall	Suzanne	Commonwealth Attorney	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019

County Administrator

Ash	David L.	County Administrator	3/19/1991	
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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Economic Development Advisory Committee</i>				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	Berryville District, Business Owner	11/18/2014	12/31/2017
Milleson	John R.	Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	7/17/2012	8/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	Volunteer Association / Fire Issues / John H. Enders VFC	11/17/2015	8/31/2017
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Davis	Frank	Staff Representative	9/1/2014	
Hoff	Matt	Volunteer Association / EMS Issues / Boyce VFC	11/17/2015	8/31/2016
Leffel	Elizabeth	Chair; Citizen-at-large	9/1/2014	8/31/2016
Roper	Anthony	Sheriff	1/1/2016	12/31/2020
Wallace	Laure	Citizen-at-large	9/1/2014	8/31/2017
Weiss	David S.	BoS - Representative	1/11/2016	12/31/2016
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	8/20/2013	11/30/2017
<i>Joint Administrative Services Board</i>				Open-End
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/11/2016	12/31/2016
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Daniel	Mary L.C.	BoS - Liaison	1/11/2016	12/31/2016
<i>Lord Fairfax Community College Board</i>				4 Yr
Daniel	William	Berryville District	7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018

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Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017
Stidham	Angela	Medical Professional; White Post District	9/17/2013	6/30/2016
<i>Northern Shenandoah Valley Regional Commission</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Alternate	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
Stidham	Brandon	Citizen Representative [Planning Director]	4/19/2016	1/31/2019
<i>Northwestern Community Services Board</i>				<i>4 Yr</i>
Brown	Audrey	White Post District	11/17/2015	12/31/2017
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Appointed Member	1/11/2016	12/31/2016
Byrd	Barbara J.	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Roper	Anthony	Sheriff	1/1/2016	12/31/2020
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	11/19/2013	12/31/2017
Smith	Tracy	Millwood District	3/15/2016	12/31/2017
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/11/2016	12/31/2016
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly B.	BoS - Alternate	1/11/2016	12/31/2016
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Investment Board</i>				4 Yr
James	Patricia	Buckmarsh District	9/17/2013	6/30/2017
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/11/2016	12/31/2016
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	Bos - Liaison	1/11/2016	12/31/2016
Weiss	David S.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	Bos - Liaison	1/11/2016	12/31/2016
<i>Warren-Clarke County Microenterprise Assistance Program Management Team</i>				2 Yr
Blakeslee	Steve	County Representative	9/18/2012	
Dunkle	Christy	Town of Berryville Representative	9/18/2012	
Greene	Laurel	Town of Boyce Representative	9/18/2012	
Koontz	English	County Representative	2/17/2015	12/30/2016
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Board of Supervisors Personnel Committee

FROM: Brandon Stidham, Planning Director
Jamie Royston, Building Official

SUBJECT: Code Enforcement Officer/Inspector position

DATE: May 2, 2016

Attached you will find a job description and draft advertisement for the Code Enforcement Officer/Inspector position that was approved by the Board in the FY16-17 Budget. Staff is requesting approval from the Finance Committee to begin the recruitment process for this position.

As noted in the draft advertisement, we propose to publicize the ad from Friday, May 13 through Friday, June 3. Qualified candidates would be interviewed the week of June 13 with the goal of having the selected candidate begin work after the July 4 holiday. This position will be shared between the Building and Planning Departments with at least 80% of the position's time initially going to the Building Department. We have noted in the job description that the position's workload will not be less than 50% to the Building Department.

If you have any questions or concerns in advance of the meeting, please do not hesitate to contact us.

DRAFT

**Code Enforcement Officer/Inspector (FT), Clarke County, Virginia.
Salary Range: \$37,444 - \$59,911.**

Clarke County is recruiting a code enforcement officer/inspector responsible for performing building code and erosion & sediment control compliance inspections for the Building Department and zoning inspections for the Planning Department. Minimum requirements include high school diploma or GED and moderate (3+ yrs.) experience in construction trades, E&S, zoning/code enforcement, or an equivalent combination of education and experience. Candidate must either possess or be able to obtain required State certifications in building code inspections and erosion & sediment control inspections within one (1) year of hire. Possession of current State certifications in building code inspections and/or E&S is highly desired. For more information, please contact Lora Walburn, Clerk to the board of Supervisors, at (540) 955-5175 or email lwalburn@clarkecounty.gov. Position closes Friday, June 3. EOE.

Position Advertisement Period: May 13 – June 3

Interviews: Week of June 13

Anticipated Start Date: Week of July 5

Code Enforcement Officer/Inspector

General Definition of Work

Note: This position includes building code, erosion & sediment control, and zoning ordinance inspections and enforcement duties. It is a shared position between the Building Department and the Department of Planning. The percentage of work between the Departments will vary depending upon workload but will be no less than 50% Building Department functions.

Building Department

Performs intermediate skilled technical work in the inspection of all phases of building plans and construction, erosion and sediment control, stormwater management, and related work as apparent or assigned. Work is performed under the direct supervision of the Building Official.

Planning Department

Performs difficult skilled technical work enforcing the County's Zoning Ordinance and various related codes and ordinances, and related work as apparent or assigned. Work is performed under direct supervision of the Zoning Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Building Department

- Interprets and enforces the provisions of applicable federal, state and local codes, laws, rules, regulations, specification standards, policies and procedures governing minimum codes, standards and requirements of new and existing buildings and residential housing and electrical, mechanical and plumbing systems, in compliance with the Virginia Statewide Building Code; enforces County and State ordinances governing electrical, mechanical, plumbing, framing, structural, soils, foundation, gas equipment, and piping systems.
- Performs field inspections of commercial and residential construction work, commercial and industrial buildings and premises for conformance with applicable codes and ordinances, established specifications and approved construction plans; meets with homeowners, contractors, engineers and architects to discuss compliance matters.
- Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; recommends solutions to problems; responds to questions or complaints concerning code violations.
- Coordinates inspection activities with other departments, property owners, contractors, other inspectors or other individuals.
- Reviews architectural plans, construction plans and specifications for conformance with codes.

Code Enforcement Officer/Inspector

- Inspects erection, addition to, alteration, repair, removal, demolition or installation of service equipment to structures to verify structural strength, stability, sanitation, adequate lighting, ventilation and safety to life and property from fire and other hazards.
- Inspects electric service and wiring, electrical materials and other electrical components; determines the acceptability of materials and equipment being used in electrical installations; inspects safety systems.
- Inspects plumbing, mechanical and gas systems; inspects fabrications, alterations, repairs, demolitions, pipe replacements, top-outs and final plumbing; inspects sewer services, water services and sewage systems; inspects backflow devices, lawn sprinklers, solar panels and rain leaders; inspects pools, pool heaters, pool drains and pipings; inspects storm drains; sanitary drains, water supplies wells and storage tanks; inspects gas systems, liquid propane, fuel piping and tanks; inspects heating, cooling, refrigeration, energy systems and interceptors; inspects fire stops, fire dampers, venting systems and duct systems; inspects chemicals and combustibles; investigates potential liability issues.
- Inspects soil conditions for footings and slabs; checks footings and slabs for size, reinforcement, vapor barrier, perimeter installation and cleanliness; checks foundations for structural integrity and ventilation of crawl space.
- Inspects wood frame construction members for proper size, span and assembly of connections; inspects steel construction to ensure proper fit-up and workmanship of bolted and welded connections; inspects masonry construction for proper materials, thickness, bondage, anchorage and reinforcement; inspects insulation for compliance with energy code.
- Inspects exit signs and emergency lighting and amusement devices for compliance with safety codes.
- Receives and prepares various correspondence, architectural drawings, construction plans, specifications, manuals code books, ordinances, standards reference materials or other documentation; reviews completes, processes, forwards or retains as appropriate.
- Performs erosion and sediment inspections; issues notices to ensure compliance with ordinances; performs re-inspections.
- Supports the erosion and sediment control program administrator with plans review and inspections; provides guidance in correcting issues.
- Maintains records of inspection activities.
- Communicates via telephone; provides information; takes and relays messages; responds to requests for service or assistance; provides permit counter coverage on as needed basis.
- Performs related tasks as required.

Code Enforcement Officer/Inspector

Planning Department

- Enforces the County's zoning ordinances as directed by the Zoning Administrator; responds to and investigates complaints regarding violations including conducting site visits and interviewing complainants, witnesses, and property owners; issues letters of non-compliance and conducts follow-up activities to ensure compliance; prepares data for court and testifies on ordinance and code violations as necessary.
- Provides customer service regarding zoning matters to the public, builders, engineers, architects and other interested parties.
- Attends meetings and workshops as necessary.
- Issues zoning approvals and permits for business licenses, new structures, additions, and similar applications as directed by the Zoning Administrator.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Building Department

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of state building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to read and interpret erosion and sediment manuals; ability to operate personal computers, related software applications, hardware and peripheral equipment; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with building owners, contractors, associates and the general public.

Planning Department

Thorough knowledge of the zoning ordinances and related codes; thorough knowledge of the County code; thorough knowledge of GIS mapping and equipment; ability to read and interpret blueprints, site plans and designs and to ensure compliance with appropriate ordinances and codes; thorough knowledge of legal procedures related to the enforcement of ordinances and codes; ability to prepare written reports and correspondence; ability to communicate ideas effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with contractors, associates and the general public.

Education and Experience

Minimum high school diploma or GED and moderate experience in building trades, erosion & sediment control, zoning/code enforcement, or equivalent combination of education and experience.

Code Enforcement Officer/Inspector

Current certifications relevant to building code and/or erosion and sediment control are highly desired.

Physical Requirements

This work requires the regular exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and lifting and occasionally requires tasting or smelling; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Possession of appropriate building, plumbing, mechanical and electrical inspector certification for residential buildings, or ability to obtain such certification within one year of hire.
- Possession of building, plumbing, mechanical and electrical inspector certification for commercial buildings preferred.
- Possession of an erosion and sediment control inspector certification issued by the Commonwealth of Virginia, or ability to obtain such certification within one year of hire.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.



Board of Supervisors Work Session Agenda

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

May 9, 2016 10:00 AM

Item No. Description

A. VDOT Secondary Six-Year Plan Review

05-09-2016 Summary: Clif Balderson reviewed the draft Secondary Six-Year Plan with the Board. Following discussion, the Board agreed to act at the regular meeting to set public hearing on the SSYP for Tuesday, June 21, 2016 at 6:30 pm. The Board also requested additional information regarding House Bill No. 2 be provided at the May 17, 2016 regular meeting.

B. Economic Development Activity Update by Len Capelli

05-09-2016 Summary: Len Capelli provided an update on his activities.

C. Closed Session Pursuant to §2.2-3711-A5 Discussion of unannounced business location and §2.2-3711-A1 Specific Employees or appointees of the Board.

Supervisor Catlett moved to convene into Closed Session pursuant to §2.2-3711-A5 and §2.2-3711-A1. The motion carried as follows:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Citing conflict of interest, Supervisor Byrd recused herself from discussion specific to §2.2-3711-A5.

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Byrd moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Supervisor Byrd further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Secondary System
Clarke County
Construction Program
Estimated Allocations

Fund	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
CTB Formula - Unpaved State	\$74,451	\$87,791	\$100,989	\$97,058	\$0	\$0	\$360,289
Secondary Unpaved Roads	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TeleFee	\$31,394	\$31,394	\$31,394	\$31,394	\$31,394	\$31,394	\$188,364
Residue Parcels	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STP Converted from IM	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP - Bond Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Formula STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MG Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BR Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Grant - Unpaved	\$0	\$0	\$0	\$0	\$136,278	\$136,278	\$272,556
Total	\$105,845	\$119,185	\$132,383	\$128,452	\$167,672	\$167,672	\$821,209

Board Approval Date:

Residency Administrator

Date

County Administrator

Date

District: Staunton
 County: Clarke County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost Ad Date	Previous Funding SSYP Funding Other Funding Total	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments	
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22			
Rt.0723 64818 STATE FORCES/HIRED EQUIPMENT S No Plan 0001.03	MILLWOOD ROAD 0723021 RTE 723 - BRIDGE REHAB 0.62 to Route 255 1.35 to Route 340 0.1	PE \$0 RW \$0 CON \$0 Total \$0	\$0 \$71,011 \$108,399 \$179,410			\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0		1400 Bridge Rehab w/o Added Capacity 16014 Complete schedule & estimate required.	
Rt.0636 104351 RAAP CONTRACT No Plan 0004.01	Westwood Road 0636021723 Rt. 636 Westwood Road Improvements Rt 7 Business Ramsburg Lane 0.4	PE \$250,000 RW \$0 CON \$2,250,000 Total \$2,500,000	\$0 \$205,376 \$0 \$205,376			\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$2,294,624		780 Reconstruction w/ Added Capacity 13003	
Rt.0639 105008 STATE FORCES/HIRED EQUIPMENT S No Plan 0004.04	Allen Road 0639021729 Allen Rd - Secondary Unpaved Road Project Phase I Rt. 611 - Summit Point Road 1.1 MI W Rt. 611 - Summit Point Road 1.1	PE \$10,000 RW \$0 CON \$195,000 Total \$205,000	\$0 \$202,216 \$0 \$202,216			\$74,451 \$0 \$74,451	\$31,101 \$0 \$31,101	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0		170 Reconstruction w/o Added Capacity 16004	
Rt.0621 106051 STATE FORCES/HIRED EQUIPMENT No Plan 0004.05	Lockes Mill Road 0621021730 Lockes Mill Road - Secondary Unpaved Road Project 2.09 MI E Rt. 608 (Parshall Rd) 1.09 MI E Rt. 608 (Parshall Rd) 1.0	PE \$5,000 RW \$0 CON \$300,000 Total \$305,000	\$0 \$0 \$0 \$0			\$0 \$0 \$0 \$0	\$56,690 \$0 \$56,690	\$100,989 \$0 \$100,989	\$97,058 \$0 \$97,058	\$50,263 \$0 \$50,263	\$0 \$0 \$0	\$0	120 Reconstruction w/o Added Capacity 16004
Rt.0639 -18120 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0004.06	Allen Road 0639021734 Allen Rd - Secondary Unpaved Road Project Phase II 1.1 MI W Rt. 611 - Summit Point Road Crums Church Road Rt 632 1.5	PE \$0 RW \$0 CON \$469,700 Total \$469,700	\$0 \$0 \$0 \$0			\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$86,015 \$0 \$86,015	\$136,278 \$0 \$136,278	\$0 \$0 \$247,407	180 Reconstruction w/o Added Capacity 16004

District: Staunton
 County: Clarke County
 Board Approval Date:

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost Ad Date	Previous Funding SSYP Funding Other Funding Total	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
Rt.4003 100135 S 9999.99	1204003 COUNTYWIDE RURAL ADDITIONS VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$250,000 Total \$250,000 3/1/2011	\$28 \$0 \$28	\$249,972	\$0	\$0	\$0	\$0	\$0	\$0	\$249,972	0 Reconstruction w/o Added Capacity 16004 RURAL ADDITIONS - SECTION 33.1 -72.1. ROLLOVER OF FUNDS CAN BE FOR FIVE YEARS.
Rt.4007 100148 NOT APPLICABLE S 9999.99	1204007 COUNTYWIDE TRAFFIC SERVICES VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$250,000 Total \$250,000 3/1/2020	\$13,184 \$0 \$13,184	\$236,816	\$0	\$0	\$0	\$0	\$0	\$0	\$236,816	0 Safety 10021 TRAFFIC SERVICES INCLUDE SECONDARY SPEED ZONES, SPEED STUDIES, OTHER NEW SECONDARY SIGNS
Rt.4005 100204 S 9999.99	1204005 COUNTYWIDE ENGINEERING & SURVEY VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$250,000 Total \$250,000 3/1/2011	\$116,423 \$0 \$116,423	\$133,577	\$31,394	\$31,394	\$31,394	\$4,713	\$31,394	\$31,394	(\$28,106)	0 Preliminary Engineering 16015 MINOR SURVEY & PRELIMINARY ENGINEERING FOR BUDGET ITEMS AND INCIDENTAL TYPE WORK.
Rt.4006 100300 S 9999.99	1204006 COUNTYWIDE FERTILIZATION & SEEDING VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$250,000 Total \$250,000 3/1/2011	\$1,000 \$0 \$1,000	\$249,000	\$0	\$0	\$0	\$0	\$0	\$0	\$249,000	0 Preliminary Engineering 16015 FERTILIZATION AND SEEDING TO IMPROVE SLOPE STABILIZATION ON SECONDARY SYSTEM
Rt.4008 100352 S 9999.99	1204008 COUNTYWIDE RIGHT OF WAY ENGR. VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CON \$250,000 Total \$250,000 1/30/2011	\$5,000 \$0 \$5,000	\$245,000	\$0	\$0	\$0	\$26,681	\$0	\$0	\$218,319	0 Right of Way 16016 USE WHEN IMPARTIAL TO OPEN A PROJECT: ATTORNEY FEES AND ACQUISITION COST.

Summary of Economic Development And Tourism Activities

Both New Web sites are up and running on a new, very fast host.
www.yesclarkecounty.com is the new economic development web site.
www.clarketurism.com is a new web site using the old URL.

Both web sites are works in process and will be as we add content, pictures, make subtle changes and respond to input from the community.

Artist and Artisan Tour Clarke County and Berryville:

This is planned for October 1st and 2nd.

We are working on a grant to help over some of the expense of this initial tour and to provide funds to maintain this as an annual event and tradition. This is a Virginia Marketing Grant, we have much of the grant wording fleshed out and will be working with a number of the local artists and artisans as our partners. Their actual advertising and marketing expenditures will allow us the matching in kind that is required. I have discussed this with Wirt Confroy and Angelia Wiggins and they are fine with our approach.

Shenandoah Valley - Top of The Valley Artisan Trail. We are now members of the Artisan Trail. The local management team is Peter Miller, Christy Dunkle and Len Capelli. Della Bogaty is also on the board but representing their vineyard in Frederick County. This will promote Agri Business, shops selling artisan wares, museums and restaurants as well as other related venues. The program is basically self-sustaining after the first three years. Our next mission is to secure commitments from members and sponsors.

There is an open informational meeting May 11, 2016 at Mackintosh Farms at 6:30 pm. Dinner and wine are available, farm to table food, \$15.00 per person.

Continuing to discuss creating a Blue Water Way Trail on the Shenandoah. The section of the Shenandoah from Warren County Boundary, through Clarke County to the West Virginia Line is the only section of the river classified as a scenic water way. This makes us eligible for several special tourism grants to improve the river and to help businesses such as kayaks and canoes to increase utilization of the river. I have also reached out to local and regional outfitters and met with Route 11 outfitters who operate on the North Fork of the Shenandoah. They are very excited about being invited to start a part of their business here. They have studied the river, and are scheduling a fact finding

tour to take pictures and time various segments of the river to set up potential trips.

Have developed a marketing plan that is required for GAP financing by the Virginia Tourist Corporation for helping with the Battle Town Inn and a new Hotel. I have reviewed this with Wirt Confroy and he is pleased with our positioning and feels that we would have no problem pursuing and getting approval for financing with the right partners.

There is a firm contract on the Battle Town and the deal is expected to close in June. The purchaser is an investor and we are not sure what the plans are for restoration or use of the property.

Continuing to work with regional SET and DMO organizations to better promote the region and then individually Clarke County and Berryville.

Continuing to promote Clarke County and Berryville on Facebook and twitter. Averaging over 1,000 reaches per week with the Tourism site and about 200 per week with the economic development site.

1. Met with Kellie Boles to discuss how we can best proceed in attracting Farm based Breweries. We also discussed distilleries and the difference because of State laws for selling drinks and tastings. She was very clear on the pluses and minuses for all types of alcohol related agribusiness.
2. Met with Beth Erickson from Loudoun County who primarily deals with hospitality and is familiar with hotel investors and potential investors in the area. There are some promising potential investors for a hotel in Berryville. In conjunction with this I met with John and Harry Byrd and speaking for other family members they are interested in pursuing a potential hotel on their property north of Food Lion. They are reserving the position of whether they would want to be investors, partners or merely sell the land for development.

Tasks	Monthly Totals by Category by Week					Totals
	1	2	3	4	5	
Develop and Implement Long and Short Term Goals		1				1
Coordinates Work Activities; Manages Objectives		1		1		2
Directs and Administers ED and Tourism Office						0
Budgets	1					1
information				1		1
Monitors Expenditures						0
Administers Marketing Program						0
Follow up email, phone, mtgs.	4	4	5	5		18
Research background detail	1	1	1	1		4
Consults With Appropriate Offices and Organizations						0
County Administrator				2		2
Town Manager						0
IDA						0
EDAC			0	1		1
Joint Committees				1		1
Berryville MainStreet						0
Misc Town and County Offices	0					0
Primary Point of Contact for any New Potential Businesses						0
Coordinates Visits		1		2		3
Arranges meetings with appropriate officials						0
Works With Real Estate Agents						0
Serves as Clerk and Primary Staff Support						0
EDAC				2		2
IDA				1		1
Manages IDA Bonding Process						0
Develops and Manages ED Incentive Programs						0
County including Waterloo Fee Subsidy Prgrm						0
Town of Berryville				3		3
County and Town Liaison						0
VEDP			1	1		2
Appropriate Local, State and Federal Agencies						0
General Public		1		1		2
Local Businesses/Retention and Growth		1	1	1		3
Establishes Relationships With ED and Tourism Agencies						0
Berryville Mainstreet				1		1
Top of Virginia Chamber			1			1
VEDP		1		1		2
LFCC Small Business Development Center				1		1
Northern Shenandoah Valley Reg. Commission				2		2
Virginia Tourism Agencies			1	4		5
Misc. regional activities		1	2	3	5	11
Maintains Records, Compiles Analytical Data as Required						0
Develops and Implements Business Retention and Growth Initiatives						0
Provides Technical Assistance to Businesses if Desired						0
Maintains Virginia Scan Data						0
Works to Optimize New Business, Agents and Owners						0
Maintains data on County and Town ED Website		1	1	1	1	4
Applies for and Manages Grants for ED and Tourism					2	2
Create and Maintain County and Town ED/Tourism Website		2	2	2	2	8
Implement Social Media Initiatives	2	1		1	1	5
Links to appropriate partners and Stake Holders						0
Insures Website and Social Media Sites are Current			1	1	1	3
Works With Business Owners to Simplify Land Use and Zoning Processes					1	1
Misc. Additional Duties						0
Attend Meetings					3	3
Serves on Committees						0
Makes Speeches and Presentations						0
Involved in Community Activities and Events		2			2	4
Total Hours Submitted						100
Invoice Amount						\$3,250.00

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 5/17/2016

RE: *May Finance Report*

1. **Minor Rezoning Fee.** See attached memo. The Finance Committee recommends adoption of the following resolution:

"Be it resolved that a new "Minor Rezoning" fee of \$1,000 be created to be charged in instances where: 1. It is required in conjunction with a boundary line adjustment between parcels zoned Rural Residential (RR) and either Agricultural-Open Space-Conservation (AOC) or Forestal-Open Space-Conservation (FOC), and; 2. Does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units, and be it further resolved that this newly created fee be retroactively applied to the recent request of Philip Jones for a rezoning meeting these same criteria."

2. **Conservation Easement Funding.** See attached memo. The Natural Resources Director will research whether the Virginia Department of Agriculture and Consumer Services (VDACS) will accept verification that local match funds are reserved in fund balance instead of verification that such funds have been appropriated.
3. **Sheriff Update on Part-time and Overtime Expenditures.** The Sheriff presented an update to the committee on several matters (see attached memo).
4. **Memorandum of Understanding with Berryville Main Street.** The Finance Committee discussed an informal request for reconsideration of the loan terms with Berryville Main Street. This group will be asked to present a formal request from their Board.
5. **Cooperative Extension Request for Intern.** Memo attached. The Finance Committee was to do some further research, but tentatively recommended:

"Be it resolved that \$1,400 in unused FY 16 Cooperative Extension funds be repurposed for payment to VPI for a summer intern, and that \$1,000 be transferred from the personnel contingency to Cooperative Extension for additional payment to VPI for a summer intern, bringing the total for the summer intern to \$2,400."

6. **Bills and Claims.** Acceptance of this report is recommended.
7. **Monthly Reports.** Reconciliation of Appropriations. General Fund Balance. Expenditure Summary.



Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Board of Supervisors Finance Committee
FROM: Brandon Stidham, Planning Director
SUBJECT: Proposed Minor Rezoning Fee
DATE: May 2, 2016

As a follow-up to last month's discussion of a rezoning application fee waiver request by Philip Jones, Staff proposes the creation of a new "minor rezoning fee."

To recap, Mr. Jones recently filed a rezoning application in conjunction with a boundary line adjustment of a parcel in Shenandoah Retreat that is owned by his wife. The boundary line adjustment is required because the existing home on the property encroaches on adjacent land owned by the Shenandoah Retreat Land Corporation. A rezoning is required because the subject property is zoned Rural Residential (RR) and the Retreat property is zoned Forestal-Open Space-Conservation (FOC). §10-D-3 of the Subdivision Ordinance prohibits boundary line adjustments between parcels of different zoning districts. Mr. Jones does not contest this ordinance requirement but believes that the County's rezoning application fee of \$4,000 is excessive in the context of this request.

Staff supports Mr. Jones's position and recommends the creation of a new "minor rezoning fee" to address rezoning applications that are required in conjunction with a boundary line adjustment. Staff recommends that the new fee be set at \$1,000 which would cover the cost of required public hearing advertisements and mailings to adjoining property owners as well as the additional Staff time needed to process the rezoning application. Public Hearings are required to be held at both the Planning Commission and Board of Supervisors meetings, and both hearings must be advertised for two consecutive weeks.

The "minor rezoning fee" would be defined as follows to ensure that this lesser fee would only apply to applicants that are similarly situated to Mr. Jones:

- *Minor Rezoning Fee – Fee charged to a rezoning application that:*
 - (1) *Is required in conjunction with a boundary line adjustment between parcels zoned Rural Residential (RR) and either Agricultural-Open Space-Conservation (AOC) or Forestal-Open Space-Conservation (FOC), and*
 - (2) *Does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units.*

Creation of this new fee requires formal approval by the Board of Supervisors and would be added to the Planning Department's fee schedule. No ordinance amendments or formal public hearing is required to create this fee. If the Board approves this new fee, Staff also recommends that it be applied retroactively to Mr. Jones's rezoning application.

If you have any questions or concerns in advance of the meeting, please do not hesitate to contact me.

MEMORANDUM

TO: Board of Supervisors, David Ash
 FROM: Alison Teetor
 DATE: April 27, 2016
 SUBJECT: VDACS funding – Conservation Easement Authority

The Clarke County Easement Authority receives funding from several different grant sources. The Virginia Department of Agriculture and Consumer Services (VDACS), is a state source, which has been providing funding to the County since FY08. The VDACS funds are allocated to local purchase of development right (PDR) programs (like the Easement Authority) that are certified based on VDACS criteria. The source of the grant funds is an annual appropriation by the General Assembly that is divided between the certified PDR programs. In general, for each \$1 in grant moneys awarded by the Office, the applicable local purchase of development rights program of the county or city shall be required to provide a \$1 match.

Each year the County is required to provide a Certification of Matching funds which determines the potential allocation of VDACS funding for that fiscal year. The matching funds must be appropriated to be considered matching.

Table 1. Allocation of VDACS funds from inception thru FY16

<u>Locality</u>	<u>Easements</u>	<u>Acres Protected</u>	<u>*Local Funding</u>	<u>*State PDR Funding</u>	<u>*Other Funding</u>
Albemarle County	11	2,148.42	\$2,186,720.05	\$1,627,061.44	—
City of Chesapeake	1	64.01	\$505,534.58	\$110,952.46	—
Clarke County	25	2,019.52	\$816,139.26	\$816,136.29	\$2,590,025.00
Fauquier County	8	2,494.41	\$1,822,428.09	\$1,491,808.91	\$100,000.00
Frederick County	1	89.75	\$5,000.00	\$130,027.00	\$260,000.00
Goochland County	1	500.93	\$155,623.50	\$155,623.50	—
Isle of Wight County	3	585.4	\$1,794,862.79	\$1,547,744.21	—
James City County	3	385.2	\$1,397,388.36	\$616,381.49	—
Northampton County	3	637.25	\$139,578.10	\$139,578.10	\$1,376,000.00
Rappahannock County	2	343.23	\$157,431.00	\$156,666.00	—
Shenandoah County	2	308.87	\$100,000.00	\$100,000.00	\$525,000.00
Spotsylvania County	2	115.7	\$93,072.65	\$93,072.65	\$147,500.00
Stafford County	4	303.1	\$820,945.65	\$814,233.35	—
City of Virginia Beach	5	308.64	\$1,197,700.34	\$925,543.66	—
Washington County	1	161.24	\$41,000.00	\$41,000.00	\$190,426.00
TOTAL	72	10,465.67	\$11,233,424.37	\$8,765,829.06	\$5,188,951.00

Table 1 summarizes the overall funding, Table 2 details the funding from VDACS per fiscal year for all counties with certified programs. This details the total allocated by the General Assembly (bottom line) and the share allocated to each locality. Clarke County has received full (\$150,000) appropriation through FY14. For FY15 and FY16 appropriations were \$15,000 and \$25,000 respectively. As can be seen from the FY 15 and FY16 columns Clarke received proportionately less than the other County's due to a lack of appropriated funds. As these funds are non-competitive grants that double the County's purchasing power I would urge the Board to renew the previous annual appropriation to \$150,000/fiscal year.

I was asked to determine if VDACS would allow verbiage other than the word appropriate to provide matching funds. Here is the response from Andy Sorrell, Coordinator at VDACS:

Regarding your question, that form is what allows us to figure out how much each locality has available when we are doing the allocation calculations prior to the allocations. It is not a legally binding document, but one that allows us to figure out how much each locality is eligible to receive. If your Board prefers to appropriate fund at the time of easement purchase, then we still need something at the time of your application for state-matching funds that is confirmed by your fiscal officer as to how much you have available for local match that has not been previously committed. If your fiscal officer and county administrator are comfortable with striking through "appropriated" and using "by resolution" or something else, we are fine with considering something different since it is the IGA that is the binding document. Please let know what you think you desire to change it to, and we will review.

Recommendation

Re-establish the annual appropriation of \$150,000 per fiscal year to the Easement Authority in order to provide a maximum match for VDACS funds.

Total Allocations- Virginia Farmland Preservation Fund

Prepared by the VDACS Office of Farmland Preservation

Updated 01/05/2016

ALLOCATIONS BY FISCAL YEAR

LOCALITY	FY 2008- ORIGINAL	FY 2009- ORIGINAL	2010- ORIGINAL	2011- ORIGINAL	2012- ORIGINAL	2013- ORIGINAL	2014- ORIGINAL	2015- ORIGINAL	2016- ORIGINAL	ACTUAL TOTALS
1 Albemarle County	\$403,219.75	\$49,900.00	\$ 93,932.19	\$12,500.00	\$110,952.46	\$160,715.64	\$149,678.46	\$286,983.46	411,890.87	\$1,679,772.83
2 Chesapeake City	\$403,219.75		\$93,765.52		\$110,952.46					\$607,937.73
3 Clarke County	\$403,219.75	\$49,900.00		\$12,500.00	\$110,952.46	\$154,602.04	\$149,678.46	\$146,778.54	42,319.18	\$1,069,950.43
4 Cumberland County	\$100,000.00	\$1,000.00								\$101,000.00
5 Fauquier County	\$403,219.75	\$49,900.00	\$ 93,932.19	\$12,500.00	\$110,952.46	\$160,715.64	\$149,678.46	\$286,983.46	411,890.87	\$1,679,772.83
6 Franklin County			\$13,385.31		\$50,000.00					\$63,385.31
7 Frederick County	\$265,000.00									\$265,000.00
8 Goochland County	\$403,219.75	\$49,900.00								\$453,119.75
9 Isle of Wight County	\$403,219.75	\$49,900.00	\$ 93,932.19	\$12,500.00	\$110,952.46	\$160,715.64	\$149,678.46			\$980,898.50
10 James City County	\$403,219.75	\$49,900.00	\$93,932.19		\$110,952.46	\$160,715.64	\$149,678.46	\$286,983.46	307,889.75	\$1,563,271.71
11 New Kent County	\$150,000.00			\$12,500.00						\$162,500.00
12 Northampton County	\$45,000.00	\$49,900.00	\$4,391.22	\$12,500.00	\$45,287.30					\$157,078.52
13 Rappahannock County	\$165,000.00	\$49,900.00				\$50,000.00	\$11,000.00			\$275,900.00
14 Shenandoah County					\$105,000.00					\$105,000.00
15 Spotsylvania County		\$49,900.00	\$54,770.00	\$12,500.00	\$110,952.46	\$160,715.64				\$388,838.10
16 Stafford County	\$299,242.00				\$66,093.00	\$160,715.64	\$149,678.46	\$286,983.46	411,890.87	\$1,374,603.43
17 Virginia Beach City	\$403,219.75	\$49,900.00	\$93,932.19	\$12,500.00	\$110,952.46	\$160,715.64	\$149,678.46	\$286,983.46	411,890.87	\$1,679,772.83
18 Washington County					\$46,000.00					\$46,000.00
					0.02	0.03	(\$0.01)		0.01	
BLACK: Allocated by GA	\$4,250,000.00	\$500,000.00	\$ 635,972.98	\$100,000.00	\$1,200,000.00	\$1,329,611.55	\$1,058,749.22	\$1,581,695.84	\$1,997,772.42	\$12,653,801.96
RED: Returned allocations (not spent down in 2 year time frame)										



Clarke County Sheriff's Office

INTEROFFICE MEMORANDUM



DATE: May 5, 2016

TO: David Weiss
Terri Catlett

cc: David Ash Travis Sumption
Tom Judge Pam Hess

FROM: Anthony Roper, Sheriff *AWB*

SUBJECT: Sheriff's May 9, 2016 Finance Committee Appearance

I want to make you aware of the following items which may have an impact on the budget (current and future).

1. The Sheriff's Office has spent approximately \$50,000.00 in overtime in the current fiscal year. Although, overtime has been billed to accounts outside the line item budget (e.g., forfeited assets, grants, etc.), it is a cost that the Sheriff's Office will continue to incur in future years. Additionally, the Sheriff's Office will be over fiscal year budget in part time salary.
2. At the recent Virginia Sheriff's Conference, I learned of the Compensation Board's pay increase schedule. The Compensation Board's effort to deal with compression is to increase salary based on years of service with the Compensation Board. This will create significant management issues in our office, and I respectfully request a plan from County officials to deal with these issues.
3. I also learned at the Virginia Sheriff's Conference, the Code of Virginia has been changed to allow localities to join in the Commonwealth of Virginia's health insurance plan. It is my understanding that this will require action on the part of the locality. I strongly urge the Board of Supervisors to pursue an analysis of this program to evaluate cost savings.
4. A recent study of the County radio system specifies a course of action to fix deficiencies. The Sheriff's Office is suggesting a four year implementation plan, and is submitting this plan to the Sheriff's Office Technology Committee and the Fire and EMS Commission. It is anticipated that the fiscal impact for the fiscal year 17/18 to be approximately \$400,000.00.

Attachment: OmniCom Study 
Compensation Board Budget

lbow Note: To view OmniCom Study, see pdf clipped to this packet titled "CCSO Gap Analysis & Recommendation Report by Omnicom 04-27-2016"

office = 307 locality = 043



Constitutional Officers Budgets and Salaries

◆ Approved FY17 Budgets

0.0213 1.00

The Constitutional Officer Budgets provided on this site are as approved by the Compensation Board on May 1 for the following fiscal year, effective July 1 through June 30, and do not reflect any amendments, if any, approved by the Compensation Board since May 1. The Compensation Board approved budgets reflect the minimum amount that must be approved by the local government for the Constitutional Officer. Most local governments approve additional funding for Constitutional Officers than is reflected on the Compensation Board approved budgets. Local governments may approve salary supplements, additional positions and other increased expenses for Constitutional Officers; this information is not available from the Compensation Board or on the approved budgets herein. This information is available from the Constitutional Officer or local government.

FY17 Budget For the Clarke Sheriff's Office

ROPER, Sheriff

Positions/Salaries:

Position Number	Class Code	Budgeted Salary	Current Salary	Estimated Fringe Benefits*
00006	SHEOA	83,815	83,815	8,432
00001	SECII	UNFUNDED		
00002	L10	38,242	38,242	3,847
00003	COMOP	24,924	24,924	2,507
00005	COMOP	24,924	24,924	2,507
00007	CS10	43,299	43,299	4,356
00008	L13	47,662	47,662	4,795
00009	L9	34,824	34,824	3,503
00010	L10	40,596	40,596	4,084
00011	L9	38,641	38,641	3,887
00012	L8	35,664	35,664	3,588
00013	COMOP	24,924	24,924	2,507

00015	COMOP	24,924	24,924	2,507
00017	CO SP	27,243	27,243	2,741
00019	CS10	44,271	44,271	4,454
00020	L9	39,612	39,612	3,985
00021	L10	42,823	42,823	4,308
00022	L8	42,065	42,065	4,232
00023	L8	32,424	32,424	3,262

Total Positions by Class Code:

Class Code	Number of Positions
CO SP	1
COMOP	4
CS10	2
L10	3
L13	1
L8	3
L9	3
SECTII	1
SHEOA	1

Total Number of Compensation Board Positions: 19

Total Salaries Budgeted: 690,877 Estimated Fringe Benefits*: 69,502

Total Temporary Employees Salaries Budgeted: 14,034 Temporary Employees Estimated Fringe Benefits*: 1,074

Total Office Expense Budgeted: 0

Total Equipment Budgeted: 0

Total May 1 Approved Compensation Board Budget*: 704,911 (based upon budgeted amounts; does not include Fringe Benefits)

***Fringe Benefits are not budgeted, but are reimbursed based upon salary paid.**

Phone: 804.786.0786 Fax: 804.371.0235 Contact us	Delivery Address (UPS and Fed Ex):	Mailing Address (U.S. Postal):	Directions to our building
	102 Governor Street, Suite 120 1st Floor Richmond, VA 23219	P.O. Box 710 Richmond, VA 23218-0710	

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CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF

JULY 1, 2015 - AUGUST 31, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	GC	1	Administrative	20,452	38,492
SECRETARY I COOK A	SECI CK A				
SECRETARY II COOK B COMMUNICATIONS OPERATOR	SECII CK B COMOP	2	Sr. Administrative	24,435	47,036
COMMUNICATIONS SUPERVISOR	CO SP				
ADMIN STAFF SPECIALIST	ADMSS	3	Professional	29,081	54,562
LIDS TECHNICIAN 1 (NON-SWORN)	LT1	3	Professional	29,081	54,562
LIDS TECHNICIAN 2 (NON-SWORN)	LT2	6	Sr. Professional	34,141	71,262

CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND CORRECTIONAL OFFICERS

JULY 1, 2015 - AUGUST 31, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C7 CS7 L7 CT7	3	Professional	29,081	54,562
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER CORRECTIONAL OFFICER TECH	C8 CS8 L8 CT8				
MASTER DEPUTY CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONAL OFFICER TECH	MDC9 MDCS9 MDL9 C9, CS9 L9 CT9	6	Sr. Professional	34,141	71,262
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C10 CS10 L10				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C11 CS11 L11				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C12 CS12 L12	8	Supervisory/ Management	45,380	119,835
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C13 CS13 L13				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL

JULY 1, 2015 - AUGUST 31, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	_PMED _PRT _PCLS _PRECS	3	Professional	19,051	36,371

P - denotes partially funded
 _ - denotes a space
 MD - denotes participation in the Sheriff's Master Deputy Plan

* Per Code of Virginia, §16.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.

MUTUAL AID
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF CLARKE, VIRGINIA
AND
MAIN STREET BERRYVILLE, INC.

This Mutual Aid Memorandum of Understanding ("MOU") is made this 16th day of November, 2009 by and between the **County of Clarke, Virginia** (the "County") and **Berryville Main Street, Inc.** ("Berryville Main Street"), together referred to as the "Parties."

WHEREAS, Berryville Main Street was established in 1988 as the local arm of the Virginia Main Street program in order to promote and support downtown Berryville as the commercial and cultural center of the County;

WHEREAS, the Parties wish to support each other in order to further economic development in the County;

WHEREAS, the Parties desire to enter into this MOU to provide direct financial assistance to each other.

NOW, THEREFORE, the Parties agree as follows:

1. **County Aid**

The County agrees to pay immediately to Berryville Main Street \$35,000.

2. **Berryville Main Street Aid**

Berryville Main Street agrees to pay the County the listed amounts according to the attached schedule.

3. **Voluntary County Funding**

Nothing in this Agreement shall be construed as creating a claim, cause of action, or right of recovery against the County by Berryville Main Street or by any creditor or claimant of Berryville Main Street. Berryville Main Street acknowledges that the County is not under any legal or equitable obligation to provide funding to Berryville Main Street, but that the County has voluntarily chosen to do so for the reasons stated above.

11. **Non-Appropriation**

Should the County fail to appropriate the funding, it shall give prompt written notice to Berryville Main Street of such non-appropriation, and this Agreement shall automatically terminate without further notice by or to any Party.

12. **Amendment**

Any amendment to this Agreement must be made in writing and signed by the Parties.

14. **Notices**

Any notice, invoice, statement, instructions, or direction required or permitted by this Agreement shall be addressed as follows:

a. To the County: David Ash, County Administrator
101 Chalmers Court
Berryville, VA 22611

c. To Berryville Main Street: Christy Dunkle, President
23 East Main Street
Berryville, VA 22611

or to such other address or addresses as shall at any time or from time to time be specified by any Party by written notice to the other Parties.

15. **Integration Clause**

This MOU, and any amendment or modification that may hereafter be agreed to in accordance with the provisions herein, constitutes the entire understanding between the Parties with respect to the matters addressed, and supersedes any and all prior understandings and agreements, oral or written, relating hereto.

16. **Execution**

This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

WHEREAS these terms are agreeable to, the County of Clarke and Berryville Main Street, Inc., and each Party offers its signature as of the date below.

County of Clarke, Virginia

By: DOM

November 16, 2009
Date

Berryville Main Street, Inc.

By: [Signature]

November 16, 2009
Date

Regular Payment amount:
Starting Date:

1,747.34
9/1/2009

Pmt		Total
1	3/1/2010	
FY 2010		1,747.34
2	9/1/2010	
3	3/1/2011	
FY 2011		3,494.69
4	9/1/2011	
5	3/1/2012	
FY 2012		3,494.69
6	9/1/2012	
7	3/1/2013	
FY 2013		3,494.69
8	9/1/2013	
9	3/1/2014	
FY 2014		3,494.69
10	9/1/2014	
11	3/1/2015	
FY 2015		3,494.69
12	9/1/2015	
13	3/1/2016	
FY 2016		3,494.69
14	9/1/2016	
15	3/1/2017	
FY 2017		3,494.69
16	9/1/2017	
17	3/1/2018	
FY 2018		3,494.69
18	9/1/2018	
19	3/1/2019	
FY 2019		3,494.69
20	9/1/2019	
21	3/1/2020	
FY 2020		3,494.69
22	9/1/2020	
23	3/1/2021	
FY 2021		3,494.69
24	9/1/2021	
FY 2022		1,747.34
		41,936.25

Memo

To: David Ash, County Administrator
From: Archana McLoughlin
Date: 11/6/2009
Re: County Support for "Berryville Main Street"



You earlier advised that the County wishes to support the Town of Berryville's "Berryville Main Street" project. I presented a memo dated 9/11/2009 that presented 3 options to achieve the County's goal.

My understanding is that the County chose to appropriate the money to the project with a memorandum of understanding stating terms of reimbursement. This understanding would be legally non-binding and the County would not have any grounds for relief if the loan was not repaid.

Please find attached a Memorandum on Understanding that appropriates money to the project and then contemplates subsequent contributions from the project to the County.

Again, the terms of the document are legally non-binding. The Board of Supervisors must understand that they are gifting the money to Berryville Main Street, and then hoping that Berryville Main Street will gift money back to the County over the next decade or so.

I have created a gift schedule that can be incorporated as an attachment to the MOU. There is no principal or interest because this is not a loan.

Please let me know should you have any questions or concerns.

May 6, 2016

To: David Ash, County Administrator
Tom Judge, JAS Finance Chair
David Weiss, Chair Board of Supervisors

From: Kaila Anglin
Unit Coordinator, Extension Agent, 4-H Youth Development

RE: Request for unused FY 16 Funds to partially fund a Summer Intern in the Cooperative Extension Office

The Clarke County Virginia Cooperative Extension (VCE) office has requested and been approved to hire a summer intern through the VCE Paid Summer Internship Program. Summer internships provide an excellent opportunity for undergraduate students to learn more about careers in Extension, to expand Extension experience among candidates for future employment, and to increase support of unit offices during the summer months.

The 2016 VCE- Clarke intern will work with the 4-H agent to assist in the planning and delivery of educational summer programs related to 4-H Youth Development. More details of the job description are on the attached Internship Application.

Funding

Students will work up to forty hours per week for a maximum of ten weeks in the summer at an hourly rate of \$12. Payment will be made to the students through Virginia Tech's hourly wage payroll. In addition to the hourly wages, VCE is also required to pay 7.65% for FICA. State VCE administration will provide a maximum of \$2400, plus associated FICA, for the cost of the intern. The unit is responsible for obtaining the remaining funds (\$2,400).

I am requesting to use \$1,400 of the Clarke County Extension Office unused County FY15 Budgeted Salary and Supply Funds to fund the remaining balance of the summer intern. In addition, I am also requesting an additional \$1,00.00 for the same purpose. The payment for the intern would be billed from Virginia Tech in the 4th Quarter FY 16 Salary Bill.

Thank you for your kind consideration of this request.

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

**Clarke County
Invoice History Report
April 30, 2016**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Anderson and Associa	BoS Purchased Services	Clarke County Park Lighting	03/31/2016	3,122.00
Anderson and Associa Total				3,122.00
Anderson Control	Maintenanc CS	rm Anderson Rec Center alarm monitoring service	04/01/2016	20.00
Anderson Control	Maintenanc CS	Parks	04/01/2016	220.00
Anderson Control Total				240.00
Anytime Fitness	Sheriff Misc	One month for 2 memberships	04/05/2016	50.00
Anytime Fitness Total				50.00
APTG	Sheriff Travel	LE Tracking Class - 3 students	04/10/2016	375.00
APTG Total				375.00
Arc Water Treatment	Maintenanc CS	rm ARC 101 Chalm water treatment for 4/2016	04/01/2016	68.97
Arc Water Treatment	Maintenanc CS	rm ARC 101 Chalm water treatment for 4/2016	04/01/2016	41.03
Arc Water Treatment Total				110.00
Ashley L Rosenberry	Sheriff Misc	SRO Annual Scholarship	04/20/2016	500.00
Ashley L Rosenberry Total				500.00
Ashley Smith	Programs Refunds	Refund	03/29/2016	40.00
Ashley Smith Total				40.00
At&t	County Adm Telephone	Acct 287015712672	03/23/2016	47.48
At&t	IT Telephone	Acct 287015712672	03/23/2016	125.56
At&t	Registrar Telephone	Acct 287015712672	03/23/2016	57.48
At&t	Comm Atty Telephone	Acct 287015712672	03/23/2016	189.92
At&t	Sheriff Telephone	Acct 287015712672	03/23/2016	1,216.44
At&t	Communicat Telephone	April 2016 AT&T 911 Wireless Bill	04/01/2016	16.73
At&t	Communicat Telephone	Acct 287015712672	03/23/2016	170.94
At&t	Bldg Insp Telephone	Acct 287015712672	03/23/2016	72.45
At&t	AnimalCtrl Telephone	Acct 287015712672	03/23/2016	12.72
At&t	Maintenanc Telephone	Acct 287015712672	03/23/2016	120.40
At&t	Econ Dev Telephone	Acct 287015712672	03/23/2016	47.48
At&t Total				2,077.60
Attic Promotions	Parks Adm Clothing	Employee shirts	04/21/2016	287.85
Attic Promotions Total				287.85
BAI Muncipal Softwar	IT Maint Con	July 1, 2016 - June 30, 2017 software support	04/18/2016	15,839.35
BAI Muncipal Softwar Total				15,839.35
BB&T	BoS Miscellaneous Expenditures	LBW 03-2016 Bldg \$199; IT \$110; BoS \$2934.21	04/25/2016	2,934.21
BB&T	IT Mat&Sup	LBW 03-2016 Bldg \$199; IT \$110; BoS \$2934.21	04/25/2016	110.00
BB&T	Sheriff CS	Credit Card Statement	04/08/2016	165.50
BB&T	Sheriff Postal	Credit Card Statement	04/08/2016	3.54
BB&T	Sheriff Travel	Credit Card Statement	04/08/2016	505.53
BB&T	Sheriff Travel	Credit Card Statement	04/08/2016	343.52
BB&T	Sheriff Misc	Credit Card Charges	04/08/2016	3.00
BB&T	Sheriff Due & Memb	Credit Card Charges	04/08/2016	21.00
BB&T	Sheriff Mat&Sup	Credit Card Statement	04/08/2016	353.11
BB&T	Sheriff Mat&Sup	Credit Card Statement	04/08/2016	92.97
BB&T	Sheriff Mat&Sup	Credit Card Charges	04/08/2016	24.83
BB&T	Miscellaneous	LBW 03-2016 Bldg \$199; IT \$110; BoS \$2934.21	04/25/2016	199.00
BB&T	AnimalCtrl Travel	rm BB&T Credit Card charges 03-15 to 04-16-2016	04/08/2016	593.62
BB&T	Maintenanc Mat&Sup	rm BB&T Credit Card charges 03-15 to 04-16-2016	04/08/2016	293.02
BB&T	Rec Center Mat&Sup	Field Trip	04/18/2016	25.00
BB&T	Programs Group Trip	Field Trip	04/18/2016	220.00
BB&T	Programs Resale Sup	Trans 3/28 CCPRD Redskin Tickets	04/08/2016	4,821.00
BB&T	Plan Adm CS	Ebert Reproduction	04/18/2016	10.00
BB&T	Maintenanc Mat&Sup	rm BB&T Credit Card charges 03-15 to 04-16-2016	04/08/2016	558.09
BB&T	Finance Cen Purch	Trans 3/9 Central Store	04/08/2016	73.00
BB&T	Finance Cen Purch	Trans 3/11 Central Store	04/08/2016	12.09
BB&T	Finance Cen Purch	Trans 3/17 Central Store	04/08/2016	121.56
BB&T Total				11,483.59
BENJAMIN A DENNEY	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
BENJAMIN A DENNEY Total				30.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 08-03	03/31/2016	95.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1102	03/31/2016	145.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 15-01	04/04/2016	15.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1403	04/07/2016	60.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 0804	04/07/2016	206.97
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1303	04/12/2016	195.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1401	04/19/2016	40.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1302	04/19/2016	185.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1402	04/19/2016	125.00
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 08-03	03/31/2016	226.56
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1102	03/31/2016	245.27
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 15-01	04/04/2016	37.37
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1403	04/07/2016	8.00

Clarke County
Invoice History Report
April 30, 2016

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1303	04/12/2016	210.30
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1401	04/19/2016	22.62
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1302	04/19/2016	688.24
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1402	04/19/2016	172.73
Berryville Auto Part	Maintenanc Mat&Sup	rm BAP ACO wiper blades	04/07/2016	25.50
Berryville Auto Part	Maintenanc Mat&Sup	rm BFS Park smoke sticks	04/05/2016	10.50
Berryville Auto Part Total				2,714.06
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint mandrel set w/assort 3-abras , fork la	03/28/2016	20.57
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint wire connectors	04/04/2016	8.28
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint barrel bolt	04/05/2016	17.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint return barrel bolt	04/06/2016	-17.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint shop concrete mix	04/06/2016	9.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint pliers magnet	04/06/2016	20.48
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint ext set tap wrench	04/11/2016	25.48
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint washers, straps	04/11/2016	10.39
Berryville True Valu	Rec Center Mat&Sup	Supplies	04/04/2016	25.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH 102 N. lash strap	03/29/2016	5.99
Berryville True Valu	Maintenanc Mat&Sup	rm BH 102 straps connectors cover for dehumidifier	04/11/2016	14.01
Berryville True Valu	Maintenanc Mat&Sup	rm BH 104 N. lockset and key for basement door	04/15/2016	18.99
Berryville True Valu	Maintenanc Mat&Sup	rm BH Rec C. muriatic	04/11/2016	8.99
Berryville True Valu	Maintenanc Mat&Sup	rm BH Park 2 sets spring hinges	03/30/2016	27.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH Park credit for spring hinges 1.00 over	03/30/2016	-28.98
Berryville True Valu	Maintenanc Mat&Sup	rm BH Park general fastners	04/07/2016	1.76
Berryville True Valu	Maintenanc Mat&Sup	rm BH Park charge for invoice 076524 spring hinges	04/07/2016	1.00
Berryville True Valu	Maintenanc Mat&Sup	rm BH Pool union adapter flux paste	04/13/2016	18.47
Berryville True Valu	Maintenanc Mat&Sup	rm BH Pool plumbing parts to repair broke pipe	04/18/2016	51.56
Berryville True Valu	Maintenanc Mat&Sup	rm BH Pool conduit clamps , nuts /washers	04/18/2016	6.87
Berryville True Valu	Maintenanc Mat&Sup	rm BH Pool zinc hex nut general nuts and washers	04/19/2016	4.59
Berryville True Valu	Maintenanc Mat&Sup	rm BH Pool retun 3/4 clamp for 1/2 size clamp	04/19/2016	-0.20
Berryville True Valu Total				252.19
Bill & Bills Auto	Sheriff CS	Check Speedometer	04/06/2016	45.00
Bill & Bills Auto Total				45.00
Blue Ridge Volunteer	Blue R VF EntityGift	2016 4th Qtr Civic Contribution	04/01/2016	12,500.00
Blue Ridge Volunteer Total				12,500.00
BMS Direct	Treasurer Postal	Postage for 1st half RE 2016 Bills	04/05/2016	3,073.00
BMS Direct	Treasurer Postal	Postage for 1st Half 2016 PP Bills	04/05/2016	4,829.00
BMS Direct Total				7,902.00
Bodyworks of Berryvi	Maintenanc CS	rm Bodyworks Maint repair door maint truck	04/07/2016	245.00
Bodyworks of Berryvi Total				245.00
Bosserman, Barbara	Electoral Mat&Sup	OOE Supplies	04/24/2016	44.41
Bosserman, Barbara Total				44.41
Bouffault, Robina	Plan Com Board Fe	PC Brfing & Reg Mtgs	04/05/2016	100.00
Bouffault, Robina Total				100.00
Broys Car Wash	Sheriff CS	Car Wash	03/31/2016	75.50
Broys Car Wash Total				75.50
BSN Sports Inc	Maintenanc Mat&Sup	rm BSN Park Baseball bases	03/30/2016	479.20
BSN Sports Inc Total				479.20
Buckley, Randy	Plan Com Board Fe	PC Brfing & PC mtgs	04/05/2016	100.00
Buckley, Randy Total				100.00
BW Wilson Paper	Finance Cen Purch	Acct 51015500	03/15/2016	547.27
BW Wilson Paper	Finance Cen Purch	Acct 51015500	03/15/2016	71.16
BW Wilson Paper Total				618.43
Caldwell, Anne	Plan Com Board Fe	PC Brfing & Reg mtgs	04/05/2016	100.00
Caldwell, Anne Total				100.00
Calibre Press	Sheriff Travel	Tactics in Traffic Class	04/08/2016	139.00
Calibre Press Total				139.00
Canon Solutions	Circuit C CS	Acct 1583844	04/02/2016	323.43
Canon Solutions Total				323.43
Capelli, Len	Econ Dev CS	LBW Econ Dev Capelli April 2016	04/25/2016	3,250.00
Capelli, Len Total				3,250.00
Cardillo, Robin Couc	Cnsrv Esmt Donation- Purch Svc	R Cardillo services & supplies	04/08/2016	1,362.50
Cardillo, Robin Couc Total				1,362.50
Carol Joyce	Programs Refunds	Refund	04/14/2016	54.00
Carol Joyce Total				54.00
Casey Tree Farm	Spout EPA CS	Millwood Country Club	04/18/2016	545.00
Casey Tree Farm Total				545.00
Center for Education	Sheriff Due & Memb	Subscription Renewal June 2016 - May 2017	03/04/2016	159.00
Center for Education Total				159.00
Chatman, Stacey	Programs CS	Fitness Classes (16 sessions X	04/15/2016	800.80
Chatman, Stacey Total				800.80

**Clarke County
Invoice History Report
April 30, 2016**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Cheer Eruption	Programs CS	Programs	04/07/2016	309.38
Cheer Eruption Total				309.38
Chief Supply Corp	Sheriff Mat&Sup	Credit Memo - Invoice 486918	04/04/2016	-71.96
Chief Supply Corp	Sheriff Clothing	Belt Keepers	04/07/2016	10.29
Chief Supply Corp	Sheriff Clothing	Name plate	04/19/2016	17.99
Chief Supply Corp Total				-43.68
City of Winchester	Juv DetCtr Intergov	JDC Operations - Clarke County	04/04/2016	7,640.05
City of Winchester Total				7,640.05
Clarke County Health	Programs Due & Memb	TB test for Cooke	04/04/2016	13.46
Clarke County Health	Programs Due & Memb	Tb test Justison, Waters	04/18/2016	26.92
Clarke County Health Total				40.38
Clarke County Sherif	Sheriff Postal	Petty Cash Request 1/1 - 4/4/2016	04/04/2016	94.92
Clarke County Sherif	Sheriff Travel	Petty Cash Request 1/1 - 4/4/2016	04/04/2016	84.93
Clarke County Sherif	Sheriff Misc	Petty Cash Request 1/1 - 4/4/2016	04/04/2016	5.30
Clarke County Sherif	Sheriff Mat&Sup	Petty Cash Request 1/1 - 4/4/2016	04/04/2016	45.94
Clarke County Sherif	Sheriff Mat&Sup	Petty Cash Request 1/1 - 4/4/2016	04/04/2016	2.05
Clarke County Sherif Total				233.14
Combs Wastewater Man	Maintenanc CS	rm Combs Park porta pot for April 2016	04/01/2016	65.00
Combs Wastewater Man Total				65.00
Comcast	IT Telephone	Acct 901594957	03/15/2016	850.00
Comcast	IT Telephone	February 2015 payment missed	02/15/2015	850.00
Comcast Total				1,700.00
Commercial Press	BoS Miscellaneous Expenditures	lbw Clarke Co Ink Pens	03/18/2016	197.10
Commercial Press	Electoral Printing	Envelopes	03/25/2016	156.30
Commercial Press	Registrar Mat&Sup	Envelopes	03/25/2016	138.35
Commercial Press	Sheriff Mat&Sup	Business Cards - JC	03/31/2016	49.90
Commercial Press	Bldg Insp Mat&Sup	Business Cards-Cather, Royston	01/29/2016	73.90
Commercial Press Total				615.55
Cooke, Lisa	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
Cooke, Lisa Total				30.00
County of Frederick	Telephone	Magistrate shared expenses/Container/Refuse	03/18/2016	11.94
County of Frederick	Telephone	Magistrate shared/container fee/refuse	04/18/2016	11.94
County of Frederick	RefuseDisp Intergov	Refuse	04/04/2016	732.12
County of Frederick	RefuseDisp Intergov	Refuse	04/04/2016	312.12
County of Frederick	RefuseDisp Intergov	Magistrate shared expenses/Container/Refuse	03/18/2016	6,078.70
County of Frederick	RefuseDisp Intergov	Magistrate shared/container fee/refuse	04/18/2016	6,402.19
County of Frederick Total				13,549.01
County of Warren	RefuseDisp Intergov	3rd Qtr Jan-Mar 2016 Refuse	03/31/2016	4,618.26
County of Warren Total				4,618.26
Daly Computers	Tk Improve CO Adds	Blding Dept Tablet	04/08/2016	538.00
Daly Computers Total				538.00
DDL Business Sys	Parks Adm Maint Con	Contract 10240-13	03/25/2016	480.33
DDL Business Sys Total				480.33
Dehaven Berkeley	Sheriff Mat&Sup	March Cooler Rental	03/18/2016	9.00
Dehaven Berkeley	Sheriff Mat&Sup	Cold Cooler Rental - April	04/15/2016	9.00
Dehaven Berkeley	Sheriff Mat&Sup	Water	04/07/2016	30.80
Dehaven Berkeley	Sheriff Mat&Sup	Water	04/07/2016	12.90
Dehaven Berkeley	Maintenanc Wat & Sew	rm Dehaven Maint water rental for March 2016	03/18/2016	11.00
Dehaven Berkeley	Maintenanc Wat & Sew	rm Dehaven Maint rental on water cooler	04/15/2016	11.00
Dehaven Berkeley	Maintenanc Wat & Sew	rm Dehaven 100 N. water rental March 2016	03/18/2016	9.00
Dehaven Berkeley	Maintenanc Wat & Sew	rm Dehaven 100 N rental for water cooler	04/15/2016	9.00
Dehaven Berkeley Total				101.70
Department of State	Sheriff CS	Fingerprinting - A1928	04/01/2016	74.00
Department of State Total				74.00
DMV	Treasurer DMV Stop	March 2016 DMV Stops	03/31/2016	120.00
DMV Total				120.00
Election Systems	Electoral CS	March 1, 2016 Election Coding	03/31/2016	1,065.95
Election Systems	Electoral CS	March 1, 2016 Coding	03/31/2016	536.05
Election Systems	Electoral CS	March 1, 2016 Coding	03/31/2016	110.33
Election Systems Total				1,712.33
Ellen White	Programs Refunds	Refund	04/19/2016	15.00
Ellen White Total				15.00
Food Lion	Programs Mat&Sup	Supplies for Programs	04/07/2016	34.20
Food Lion	Programs Mat&Sup	Supplies	04/12/2016	1.88
Food Lion	Programs Mat&Sup	Programs	04/22/2016	30.32
Food Lion Total				66.40
Frederick-Winchester	Sanitation Intergov	March 2016	04/11/2016	2,454.20
Frederick-Winchester Total				2,454.20
Friends of the Shena	Spout NFWF CS	Reimbursement Mar 2015-Dec 2015 WQM	12/29/2015	13,870.00
Friends of the Shena Total				13,870.00

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Galls/Best Uniforms	Sheriff Clothing	Uniforms - Frenzel	04/11/2016	194.34
Galls/Best Uniforms Total				194.34
GCA	Maintenanc Maint Con	rm GCA County for April 2016	04/01/2016	3,366.23
GCA	Maintenanc Maint Con	rm GCA County for April 2016	04/01/2016	2,332.38
GCA	Maintenanc CS	rm GCA Rec Senior Center 03/03 to 03/24/16 cleanin	03/31/2016	127.60
GCA	Maintenanc Maint Con	rm GCA County for April 2016	04/01/2016	293.78
GCA	Maintenanc Maint Con	rm GCA County for April 2016	04/01/2016	1,387.51
GCA Total				7,507.50
Global Industrial In	Rec Center Mat&Sup	Chairs	03/16/2016	129.91
Global Industrial In Total				129.91
Grainger Inc	Maintenanc Mat&Sup	rm Grainger Park small wire ties	03/25/2016	169.80
Grainger Inc Total				169.80
Greatscapes	Maintenanc Maint Con	rm GreatScapes County Mowing service March 2016	03/31/2016	3,250.00
Greatscapes Total				3,250.00
Hall, Monahan	Legal Svc CS	LBW PA \$1840; SFSD \$1061.60; BoS 512.50	04/04/2016	1,552.50
Hall, Monahan	Legal Svc CS	Ames, Matt, Comcast, 3-2016	04/06/2016	145.00
Hall, Monahan	Legal Svc Misc	LBW PA \$1840; SFSD \$1061.60; BoS 512.50	04/04/2016	21.60
Hall, Monahan	Parks Adm CS	LBW PA \$1840; SFSD \$1061.60; BoS 512.50	04/04/2016	1,840.00
Hall, Monahan	Dev Rights CS	R Mitchell Inv Mar '16	04/08/2016	1,527.50
Hall, Monahan	Dev Rights W Tavenner	closing CEA 22-A-15	04/04/2016	40,510.00
Hall, Monahan Total				45,596.60
Handley Regional	Library EntityGift	FY 2016 4th Qtr Civic Contribution	04/04/2016	47,500.00
Handley Regional Total				47,500.00
Hon Company, The	Comm Atty Mat&Sup	Cust # 119155-001	03/31/2016	379.68
Hon Company, The Total				379.68
HUBERT L PLUMMER	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
HUBERT L PLUMMER Total				30.00
ID Networks Inc	Sheriff Maint Con	Equipment maint and repair	04/01/2016	2,142.00
ID Networks Inc Total				2,142.00
Independent Statione	Finance Cen Purch	Acct 541070553	03/17/2016	92.58
Independent Statione	Finance Mat&Sup	Acct 541070553	04/01/2016	49.65
Independent Statione Total				142.23
JC Ehrlich Co	Maintenanc CS	rm Ehrlich 311 E. Snake Control	03/21/2016	165.00
JC Ehrlich Co Total				165.00
John H Enders Fire	Enders VF EntityGift	FY 16 Qtr 4 Civic Contribution	04/07/2016	18,750.00
John H Enders Fire Total				18,750.00
JOHN I IRVINE	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
JOHN I IRVINE Total				30.00
Johnston, Jane	Programs CS	Fitness Classes (24 Sessions X	04/15/2016	741.65
Johnston, Jane Total				741.65
Joyce Adams	Programs Refunds	Refund	04/19/2016	30.00
Joyce Adams Total				30.00
Kalbman, Maral	HstPrvCom CS	Consulting services HPC Mar '16	04/05/2016	715.00
Kalbman, Maral Total				715.00
Kruhm, Douglas	Plan Com Board Fe	PC Brfing Mtg	04/05/2016	50.00
Kruhm, Douglas Total				50.00
Kurtz	Parks Adm Mat&Sup	Credit memo for PO CCPR 1513	01/12/2016	-122.75
Kurtz Total				-122.75
Lee, Frank	Plan Com Board Fe	PC Brfing & Reg mtgs	04/05/2016	100.00
Lee, Frank Total				100.00
Legge, Mike	Finance Mileage	Mileage Reimbursement-Purchasing Class	03/18/2016	72.14
Legge, Mike Total				72.14
LELAND E WILLIAMSON,	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
LELAND E WILLIAMSON, Total				30.00
LexisNexis	BoS Materials & Supplies	2016_Legislative Session Summary-sv	04/14/2016	95.08
LexisNexis Total				95.08
Lichliter, Gary	Travel	Air Fair for Conference in Dallas, TX	04/25/2016	417.20
Lichliter, Gary Total				417.20
Logan Systems Inc	Clk of CC Maint Con	annual serv fee/contract for scanning/imaging	03/15/2016	10,700.00
Logan Systems Inc	Clk of CC Microfilm	Computer Indexing	04/15/2016	603.01
Logan Systems Inc Total				11,303.01
Lord Fairfax Commun	LFCC EntityGift	FY 16 4th Qtr civic contribution	04/19/2016	3,895.00
Lord Fairfax Commun Total				3,895.00
Lord Fairfax Health	Contr to Other Entittes	FY 16 4th Qtr Local commitment	04/08/2016	54,648.50
Lord Fairfax Health Total				54,648.50
Lowe's	Rec Center Mat&Sup	Cleaning products	03/31/2016	137.79
Lowe's	Rec Center Mat&Sup	Knockout/roller kit	04/13/2016	37.94
Lowe's Total				175.73
Luck Stone Corp	Maintenanc Mat&Sup	rm Luck Stone Ballfield mix	03/31/2016	1,012.32
Luck Stone Corp Total				1,012.32

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Lynchburg College CC	Sheriff Travel	SRO Workshop - Gary Lichliter	04/07/2016	25.00
Lynchburg College CC Total				25.00
Malone, Gwendolyn	Plan Com Board Fe	Attd @ Reg PC mtg 4-1-16	04/05/2016	50.00
Malone, Gwendolyn Total				50.00
Mansfield Oil Co	County Adm Veh Fuel	rm Mainsfiel Fuel for 3-16-16 to 3-31-16	04/04/2016	15.27
Mansfield Oil Co	County Adm Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	40.08
Mansfield Oil Co	Sheriff Veh Fuel	fuel for 3/16 to 3/31/2016	04/04/2016	1,547.65
Mansfield Oil Co	Sheriff Veh Fuel	Fuel for 4/1 - 4/15/2016	04/20/2016	1,537.58
Mansfield Oil Co	EMS Veh Fuel	rm Mainsfiel Fuel for 3-16-16 to 3-31-16	04/04/2016	14.06
Mansfield Oil Co	EMS Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	26.13
Mansfield Oil Co	Bldg Insp Veh Fuel	rm Mainsfiel Fuel for 3-16-16 to 3-31-16	04/04/2016	35.97
Mansfield Oil Co	Bldg Insp Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	36.83
Mansfield Oil Co	AnimalCtrl Veh Fuel	rm Mainsfiel Fuel for 3-16-16 to 3-31-16	04/04/2016	32.30
Mansfield Oil Co	AnimalCtrl Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	33.03
Mansfield Oil Co	Maintenanc Veh Fuel	rm Mainsfiel Fuel for 3-16-16 to 3-31-16	04/04/2016	103.61
Mansfield Oil Co	Maintenanc Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	52.97
Mansfield Oil Co	Parks Adm Veh Fuel	rm Mansfield Oil April 1-15-2016	04/20/2016	27.14
Mansfield Oil Co Total				3,502.62
Marconi, Gloria	Cnsrv Esmt Donation- Purch Svc	Spring' 16 CEA newsletter	04/22/2016	450.00
Marconi, Gloria	Cnsrv Esmt Donation- Purch Svc	Updates to Take a Hike flier	04/22/2016	75.00
Marconi, Gloria Total				525.00
Matsch Systems	IT CS	Net-Phacs for Clarke County	04/05/2016	200.00
Matsch Systems Total				200.00
McCarthy Tire	Maintenanc Mat&Sup	rm McCarthy Tire Park tractor tires	03/17/2016	1,053.10
McCarthy Tire Total				1,053.10
McCormick Paint Work	Maintenanc Mat&Sup	rm McCormick athletic paint split C&S	04/21/2016	637.20
McCormick Paint Work Total				637.20
McDonald, Jerry C	Maintenanc CS	rm JC McDonald Park gravel for roads	04/06/2016	4,411.65
McDonald, Jerry C	Maintenanc CS	rm JC MDonald Park replace culvert in front of poo	04/06/2016	1,246.93
McDonald, Jerry C Total				5,658.58
Montgomery, Christel	Programs CS	Gymnastics Camps	04/04/2016	1,060.00
Montgomery, Christel Total				1,060.00
Moore Medical Llc	Pool Mat&Sup	First Aide Supplies	04/11/2016	91.82
Moore Medical Llc	Programs Mat&Sup	First Aide Supplies	04/11/2016	91.81
Moore Medical Llc Total				183.63
Nelson, Clifford M	Plan Com Board Fe	Attd @ PC Brfing & Reg Mtgs	04/05/2016	100.00
Nelson, Clifford M Total				100.00
Northern Virginia Da	BoS Due & Memb	LBW NV Daily 52 Week Annual Subscription	04/08/2016	127.40
Northern Virginia Da	Treasurer Advertise	Deputy Treas II Advert	03/31/2016	238.70
Northern Virginia Da Total				366.10
Northwestern Communi	NW Com Svc EntityGift	Civic Contribution FY 16 4th Qtr	04/04/2016	7,333.33
Northwestern Communi Total				7,333.33
NRADC	Reg Jail Joint Ops	FY16 Operating budget	03/04/2016	130,192.00
NRADC Total				130,192.00
Ohrstrom, George II	Plan Com Board Fe	Attd @ Brfing & PC mtgs	04/05/2016	100.00
Ohrstrom, George II Total				100.00
Omnicom Consulting	Radio System Study	Consutling Services for E911/S	04/01/2016	15,611.32
Omnicom Consulting Total				15,611.32
Piedmont Geotechnica	Plan Adm Eng & Arch	Resistivity Rpt H Benham	04/08/2016	200.00
Piedmont Geotechnica Total				200.00
Police and Sheriffs	Sheriff Clothing	ID Card	04/04/2016	17.49
Police and Sheriffs Total				17.49
Power Pro-Tech	Maintenanc Maint Con	rm Power Pro-Generator Maint school and county	03/17/2016	771.21
Power Pro-Tech	Maintenanc Maint Con	rm Power Pro-Generator Maint school and county	03/17/2016	760.00
Power Pro-Tech	Maintenanc CS	rm Power Pro Rec Center generator repairs	03/31/2016	443.13
Power Pro-Tech	Maintenanc Maint Con	rm Power Pro-Generator Maint school and county	03/17/2016	490.00
Power Pro-Tech	Maintenanc Maint Con	rm Power Pro-Generator Maint school and county	03/17/2016	458.79
Power Pro-Tech Total				2,923.13
Powhatan School	Spout EPA CS	Outdoor Signage Crocker Conservancy	04/18/2016	816.89
Powhatan School Total				816.89
Premier Accounts Rec	EMS CS	Premier Billing Invoice March 2016	04/05/2016	2,738.31
Premier Accounts Rec Total				2,738.31
Public Surplus	Vehicle Sale General Fund	Sale of Tractor Massey Ferguson 245	03/31/2016	90.96
Public Surplus Total				90.96
Purchase Power	BoS Postal	Postage used thru 03-29-16	04/03/2016	128.52
Purchase Power	Com of Rev Postal	Postage used thru 03-29-16	04/03/2016	246.70
Purchase Power	Treasurer Postal	Postage used thru 03-29-16	04/03/2016	1,549.26
Purchase Power	Electoral Postal	Postage used thru 03-29-16	04/03/2016	92.48
Purchase Power	Registrar Postal	Postage used thru 03-29-16	04/03/2016	227.24
Purchase Power	Clk of CC Postal	Postage used thru 03-29-16	04/03/2016	209.36

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Purchase Power	EMS Postal Services	Postage used thru 03-29-16	04/03/2016	0.97
Purchase Power	Bldg Insp Postal	Postage used thru 03-29-16	04/03/2016	6.16
Purchase Power	Parks Adm Postal	Postage used thru 03-29-16	04/03/2016	9.33
Purchase Power	Plan Adm Postal	Postage used thru 03-29-16	04/03/2016	42.80
Purchase Power	Coop Ext Postal	Postage used thru 03-29-16	04/03/2016	16.81
Purchase Power	Finance Postal	Postage used thru 03-29-16	04/03/2016	242.89
Purchase Power	Cnsrv Esmt Donation- Postal	Postage used thru 03-29-16	04/03/2016	215.90
Purchase Power Total				2,988.42
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO lp gas	03/23/2016	232.54
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO LP Gas	04/11/2016	172.96
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACo Lp gas	03/18/2016	234.57
Quarles Energy Servi	Maintenanc Heating	rm Quarles 129 Ramsburg LP Gas	04/05/2016	235.70
Quarles Energy Servi Total				875.77
Quill Corporation	Electoral Mat&Sup	File folders / Labels	01/28/2016	75.28
Quill Corporation	Electoral Mat&Sup	Kraft Corrugated Container	01/29/2016	66.50
Quill Corporation	Finance Cen Purch	acct C670997	03/22/2016	56.08
Quill Corporation Total				197.86
Radford, Melanie	EMS Travel	EMS Billing Compliance Meeting-Frederick MD 4/1/16	04/05/2016	74.35
Radford, Melanie Total				74.35
RANDOLPH TRENARY, JR	Circuit C Juror Pay	GRAND JUROR 4/18/16	04/18/2016	30.00
RANDOLPH TRENARY, JR Total				30.00
Rappahannock Electri	Maintenanc Electric	rm REC 101 Chalmers electric bill	04/05/2016	2,723.51
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104 N.Church electric bill	04/05/2016	712.20
Rappahannock Electri	Maintenanc Electric	rm REC 1531 Springsberry electric bill	04/05/2016	212.27
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104 N.Church electric bill	04/05/2016	3,075.25
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104 N.Church electric bill	04/05/2016	848.70
Rappahannock Electri	Maintenanc Electric	rm REC 104 N. electric bill	04/05/2016	40.53
Rappahannock Electri	Maintenanc Electric	rm REC ACO electric bill	04/05/2016	415.74
Rappahannock Electri	Maintenanc Electric	rm REC 524 Westwood electric bill	04/05/2016	120.22
Rappahannock Electri	Maintenanc Electric	rm REC ,Park, Rec,Pool,Soccer electric bill	04/05/2016	1,997.10
Rappahannock Electri	Maintenanc Electric	rm REC Park, Pool , Baseball electric bill	04/05/2016	69.46
Rappahannock Electri	Maintenanc Electric	rm REC ,Park, Rec,Pool,Soccer electric bill	04/05/2016	192.93
Rappahannock Electri	Maintenanc Electric	rm REC Park, Pool , Baseball electric bill	04/05/2016	24.99
Rappahannock Electri	Maintenanc Electric	rm REC ,Park, Rec,Pool,Soccer electric bill	04/05/2016	154.64
Rappahannock Electri	Maintenanc Electric	rm REC Park, Pool , Baseball electric bill	04/05/2016	21.44
Rappahannock Electri	Maintenanc Electric	rm REC ,Park, Rec,Pool,Soccer electric bill	04/05/2016	30.91
Rappahannock Electri	Maintenanc Electric	rm REC 313 E.Main electric bill	04/05/2016	198.23
Rappahannock Electri	Maintenanc Electric	rm REC 311 E. Main electric bill	04/05/2016	739.56
Rappahannock Electri	Maintenanc Electric	rm REC 129 Ramsburg electric bill	04/05/2016	220.90
Rappahannock Electri	Maintenanc Electric	rm REC 101 Chalmers electric bill	04/05/2016	1,620.21
Rappahannock Electri Total				13,418.79
Republic Services	LitterCtrl CS	Acct 3-0976-4784245	03/31/2016	150.00
Republic Services	Maintenanc Maint Con	Acct 3-0976-0015268	03/26/2016	756.20
Republic Services Total				906.20
Ricoh Usa	District C CO Adds	Customer # 4786703	04/01/2016	1,662.50
Ricoh Usa	J&D Court Maint Con	Contract 2231815	03/18/2016	376.31
Ricoh Usa	J&D Court CO Adds	Customer # 4786703	04/01/2016	1,662.50
Ricoh Usa	Comm Atty Maint Con	Contract 3004805	03/18/2016	95.85
Ricoh Usa	Maintenance Service Contracts	Contract 2506582	03/23/2016	14.75
Ricoh Usa	IT Maint Con	Contract 2034988	03/20/2016	175.17
Ricoh Usa Total				3,987.08
Riddleberger Bros	Maintenanc CS	rm RBI 101Chalmers Magic aire repairs coil replace	03/21/2016	5,777.10
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalm repair mounting bracket on chille	03/25/2016	369.58
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmer replace your compressor	03/29/2016	6,127.04
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmers water leak on reducer library	04/12/2016	796.57
Riddleberger Bros	Maintenanc CS	rm RBI 104 N. Blank thermostat blowing fuses	03/25/2016	810.13
Riddleberger Bros	Maintenanc CS	rm RBI Rec C repairs on CUI	03/30/2016	409.00
Riddleberger Bros	Maintenanc CS	rm RBI 101Chalmers Magic aire repairs coil replace	03/21/2016	3,436.77
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalm repair mounting bracket on chille	03/25/2016	219.86
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmer replace your compressor	03/29/2016	3,644.96
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmers water leak on reducer library	04/12/2016	473.87
Riddleberger Bros Total				22,064.88
Roaring Penguin	Technology SW/OL Content	Customer # 21326	04/13/2016	1,155.00
Roaring Penguin Total				1,155.00
Robinson, Farmer, Co	Finance Fin & Aud	Auditing Services-FY16	02/23/2016	28,000.00
Robinson, Farmer, Co Total				28,000.00
Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Chester- exam and medicine aspiration	03/01/2016	109.79
Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Gemma rabies shot	03/01/2016	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Jasper Rabies shot	03/04/2016	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Miley ultrasound false pregnancy need	03/10/2016	32.50

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Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Edward rabies shot	03/14/2016	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm RVet ACO Fiona rabies shot	03/21/2016	16.25
Roseville Vet Hospit Total				207.29
Schenck Foods Compan	Programs Mat&Sup	Afterschool food	04/05/2016	291.61
Schenck Foods Compan	Programs Mat&Sup	Afterschool food	04/19/2016	135.35
Schenck Foods Compan Total				426.96
Secure Shred	Sheriff CS	Shredding Service	04/01/2016	25.00
Secure Shred Total				25.00
Shentel	IT Telephone	dark fiber lease	04/01/2016	1,980.00
Shentel Total				1,980.00
Shred-It	Treasurer CS	Shred Services Treas Office	09/22/2015	23.59
Shred-It	Treasurer CS	Shred Services - Treas Office	04/05/2016	23.59
Shred-It Total				47.18
Singhas and Michael	Maintenanc CS	rm Singhas & Michael Park well abandonment	03/24/2016	725.00
Singhas and Michael Total				725.00
Sponsellers Flower S	BoS Miscellaneous Expenditures	Fruit Basket_Walburn	04/01/2016	85.00
Sponsellers Flower S Total				85.00
Stidham, Brandon	Plan Adm Mileage	Mileage Jan - March '16	04/06/2016	115.75
Stidham, Brandon Total				115.75
Stonewall Technolog	Com of Rev Maint Con	consulting/maintenance fee	10/31/2015	3,500.00
Stonewall Technolog Total				3,500.00
Supply Room, The	Finance Cen Purch	Acct 4506100 DEPT	03/18/2016	243.17
Supply Room, The Total				243.17
Thomas Plumbing & He	Maintenanc CS	rm TPH ACO replace battery and charger in sewer pu	03/31/2016	328.62
Thomas Plumbing & He	Maintenanc CS	rm TPH Rec, Pool water break, turn water on pool	03/31/2016	4,035.55
Thomas Plumbing & He	Maintenanc CS	rm TPH Rec, Pool water break, turn water on pool	03/31/2016	1,339.62
Thomas Plumbing & He	Maintenanc CS	rm TPH Rec, Pool water break, turn water on pool	03/31/2016	480.00
Thomas Plumbing & He Total				6,183.79
Tire World	Sheriff Mat&Sup	Tires for 1403	04/05/2016	472.64
Tire World	Sheriff Mat&Sup	Tires for 1402	04/05/2016	239.96
Tire World Total				712.60
Town of Berryville	Maintenanc Wat & Sew	rm TOB 101 Chalm, water and sewer	03/28/2016	175.18
Town of Berryville	Maintenanc Wat & Sew	rm TOB 101 Chalm, water and sewer	03/28/2016	104.22
Town of Berryville Total				279.40
Trout Unlimited	Spout NFWF CS	C Spout Run-NFWF Grant Pjt TU#3	10/08/2015	3,855.60
Trout Unlimited Total				3,855.60
TrueShred	Registrar CS	Shredding Service	01/29/2016	35.00
TrueShred Total				35.00
Turkel, Jon	Plan Com Board Fe	PC Brfing & PC mtgs	04/05/2016	100.00
Turkel, Jon Total				100.00
Tyler Technologies	ERP Sys CS	H. Fenders 04/11-04/14	04/20/2016	2,200.65
Tyler Technologies Total				2,200.65
US Postmaster	Finance Postal	2 Rolls of stamps	04/01/2016	94.00
US Postmaster Total				94.00
USDA Rural Develop	RDA JGC Principal	April 2016 Debt Svc Pymnt - Joint Gov Center	04/16/2016	6,307.21
USDA Rural Develop	RDA JGC Interest	April 2016 Debt Svc Pymnt - Joint Gov Center	04/16/2016	14,667.79
USDA Rural Develop Total				20,975.00
Valley Fertilizer an	Maintenanc CS	rm Valley Fert Park baseball fertilize fields	03/10/2016	492.66
Valley Fertilizer an	Maintenanc CS	rm Valley Fert Soccer 10-1-2 fertilizer fields	03/10/2016	207.21
Valley Fertilizer an	Maintenanc CS	rm Valley Fert Park Soccer fertilize fields	03/10/2016	184.70
Valley Fertilizer an Total				884.57
Valley Health	EMS Mat&Sup	WMC Supply Invoice-March 2016	04/21/2016	1,133.19
Valley Health Total				1,133.19
Verizon	County Adm Telephone	Phone Bill	03/26/2016	11.25
Verizon	Com of Rev Telephone	Phone Bill	03/26/2016	7.50
Verizon	Treasurer Telephone	Phone Bill	03/26/2016	3.75
Verizon	IT Telephone	Phone Bill	03/26/2016	188.77
Verizon	IT Telephone	Acct 151-956-673-0001-70	03/24/2016	219.99
Verizon	Registrar Telephone	Phone Bill	03/26/2016	3.75
Verizon	District C Telephone	Phone Bill	03/26/2016	46.28
Verizon	J&D Court Telephone	Phone Bill	03/26/2016	45.28
Verizon	Clk of CC Telephone	Phone Bill	03/26/2016	74.63
Verizon	Comm Atty Telephone	Phone Bill	03/26/2016	11.25
Verizon	Sheriff Telephone	Phone Bill	03/26/2016	138.68
Verizon	Communicat Telephone	Phone Bill	03/26/2016	120.24
Verizon	Communicat Telephone	Phone radio tower	04/01/2016	45.07
Verizon	EMS Telephone	Phone Bill	03/26/2016	45.22
Verizon	Probation Telephone	Phone Bill	03/26/2016	3.75
Verizon	Bldg Insp Telephone	Phone Bill	03/26/2016	7.50
Verizon	AnimalCtrl Telephone	Phone Bill	03/26/2016	34.78

**Clarke County
Invoice History Report
April 30, 2016**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Verizon	Maintenanc Telephone	Phone Bill	03/26/2016	34.78
Verizon	Parks Adm Telephone	Phone Bill	03/26/2016	57.57
Verizon	Plan Adm Telephone	Phone Bill	03/26/2016	18.75
Verizon	Coop Ext Telephone	Phone Bill	03/26/2016	3.75
Verizon	VictimWit Telephone	Phone Bill	03/26/2016	3.75
Verizon	Finance Telephone	Phone Bill	03/26/2016	99.85
Verizon Total				1,226.14
Virginia Building Co	Bldg Insp Due & Memb	2016 Membership Dues-Royston	02/02/2016	40.00
Virginia Building Co Total				40.00
Virginia Department	Parks Adm Due & Memb	back ground checks	04/25/2016	10.00
Virginia Department Total				10.00
Virginia Employment	Treasurer Telephone	VEC Annual Renewal Fee	04/08/2016	931.00
Virginia Employment	NonDepart Unemplymnt	School Board 12/15 Quarterly Reimbursable Billing	04/04/2016	-0.22
Virginia Employment	NonDepart Unemplymnt	3/31/16 Qtrly unemployment reimbursable billing	04/11/2016	4,914.00
Virginia Employment	NonDepart Unemplymnt	Schools Quarterly Unemployment billing 6/30/15	03/21/2016	-129.74
Virginia Employment	NonDepart Unemplymnt	CCPS 9/30/15 Qtrly Unemployment Billing	02/12/2016	-0.21
Virginia Employment Total				5,714.83
VITA	BoS Telephone	February 2016	03/28/2016	1.44
VITA	County Adm Telephone	February 2016	03/28/2016	6.18
VITA	Com of Rev Telephone	February 2016	03/28/2016	3.86
VITA	Treasurer Telephone	February 2016	03/28/2016	4.04
VITA	IT Telephone	February 2016	03/28/2016	791.03
VITA	Registrar Telephone	February 2016	03/28/2016	4.15
VITA	District C Telephone	February 2016	03/28/2016	103.01
VITA	J&D Court Telephone	February 2016	03/28/2016	4.92
VITA	Clk of CC Telephone	February 2016	03/28/2016	3.03
VITA	Comm Atty Telephone	February 2016	03/28/2016	1.50
VITA	Sheriff Telephone	February 2016	03/28/2016	12.13
VITA	Communicat Telephone	February 2016	03/28/2016	757.41
VITA	EMS Telephone	February 2016	03/28/2016	0.01
VITA	Probation Telephone	February 2016	03/28/2016	0.52
VITA	Bldg Insp Telephone	February 2016	03/28/2016	8.10
VITA	AnimalCtrl Telephone	February 2016	03/28/2016	1.98
VITA	Maintenanc Telephone	February 2016	03/28/2016	1.78
VITA	Parks Adm Telephone	February 2016	03/28/2016	12.90
VITA	Plan Adm Telephone	February 2016	03/28/2016	14.21
VITA	Coop Ext Telephone	February 2016	03/28/2016	6.58
VITA	VictimWit Telephone	February 2016	03/28/2016	6.64
VITA	Finance Telephone	February 2016	03/28/2016	2.18
VITA	Telephone	February 2016	03/28/2016	314.48
VITA Total				2,062.08
Wage Works	Finance Flex Rmb	Daily flex settlement	04/01/2016	63.91
Wage Works	Finance Flex Rmb	Daily flex settlement	04/04/2016	52.47
Wage Works	Finance Flex Rmb	Daily flex settlement	04/05/2016	30.00
Wage Works	Finance Flex Rmb	Daily Flex Settlement	04/06/2016	540.81
Wage Works	Finance Flex Rmb	Daily flex settlement	04/07/2016	230.00
Wage Works	Finance Flex Rmb	Daily flex settlement	04/08/2016	30.00
Wage Works	Finance Flex Rmb	Daily flex settlement	04/11/2016	162.98
Wage Works	Finance Flex Rmb	Daily flex settlement	04/13/2016	583.94
Wage Works	Finance Flex Rmb	Daily flex settlement	04/14/2016	269.34
Wage Works	Finance Flex Rmb	Daily flex settlement	04/18/2016	279.62
Wage Works	Finance Flex Rmb	Daily flex settlement	04/19/2016	40.00
Wage Works	Finance Flex Rmb	Daily flex settlement	04/20/2016	616.16
Wage Works	Finance Flex Rmb	Daily flex settlement	04/21/2016	40.59
Wage Works	Finance Flex Rmb	Daily flex settlement	04/22/2016	118.81
Wage Works	Finance Flex Rmb	Daily flex settlement	04/25/2016	118.61
Wage Works	Finance Flex Rmb	Daily flex settlement	04/26/2016	1,600.03
Wage Works	Finance Flex Rmb	Daily flex settlement	04/27/2016	1,461.68
Wage Works	Finance CS	Flex monthly admin and compliance fees	04/13/2016	391.25
Wage Works Total				6,630.20
Walmart	Rec Center Resale Sup	Supplies	03/17/2016	239.70
Walmart	Programs Mat&Sup	Supplies	03/17/2016	131.86
Walmart Total				371.56
Washington Gas	Maintenanc Heating	101 chalmers 03/14-04/12	04/14/2016	285.55
Washington Gas	Maintenanc Heating	100 N Church 03/14-04/12	04/14/2016	58.04
Washington Gas	Maintenanc Heating	104 n church 03/14-04/12	04/14/2016	267.23
Washington Gas	Maintenanc Heating	225 Al Smith 03/15 - 04/13	04/15/2016	202.84
Washington Gas	Maintenanc Heating	101 chalmers 03/14-04/12	04/14/2016	169.88
Washington Gas Total				983.54
Winchester Equipment	Maintenanc CS	rm Win Equip , Park tractor diagnoses	03/30/2016	192.00

**Clarke County
Invoice History Report
April 30, 2016**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Winchester Equipment Total				192.00
Winchester Star	BoS Advertising	PH 16-08, 09; Joint PH BAP; Trea II Ad	03/31/2016	915.20
Winchester Star	BoS Due & Memb	Renewal 5-07-2016-sv	04/20/2016	118.00
Winchester Star	Treasurer Advertise	PH 16-08, 09; Joint PH BAP; Trea II Ad	03/31/2016	417.60
Winchester Star	Programs Advertise	Employment t Ad	03/05/2016	266.00
Winchester Star	Plan Adm Advertise	PH Ads for Mar '16	04/05/2016	343.20
Winchester Star Total				2,060.00
Wright, Jenny	AnimalCtrl Travel	rm ACO Jenny mile and meal reimbursement	03/30/2016	63.42
Wright, Jenny	AnimalCtrl Mileage	rm ACO Jenny mile and meal reimbursement	03/30/2016	140.40
Wright, Jenny Total				203.82
Grand Total				623,690.23

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2016

03-May-16

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/14/15 Appropriations Resolution: Total	40,380,859	9,198,683	1,445,745	972,948	21,537,710	820,245	735,930	852,000	345,700	3,846,945	577,953	30,000	17,000
<i>Adjustments:</i>													
5/19/2015 Hurricane Sandy Grant (Greenway Court)							70,000						
7/13/2015 Regional Jail Salaries (reduce gov savings)		5,346											
8/18/2015 All Good Festival (Sheriff)		15,000											
11/17/2015 Greenhaugh Easement Purchase Parks Shelter Project (act when funds received)							25,000					200,000	
1/19/2016 FY 15 School Operating Carryover								1,102,936					
1/19/2016 Dorsch Scholarship								39,585					
2/16/2016 Tavenner Conservation Easement												40,000	
3/15/2016 Victim Witness Grant Adjustments		6,029											
3/15/2016 Sheriffs Insurance Claims		5,859											
3/15/2016 Tourism Signs		-10,000					20,000						
4/19/2016 Greenway Court							33,900						
Revised Appropriation	41,934,514	9,220,917	1,445,745	972,948	21,537,710	820,245	884,830	1,994,521	345,700	3,846,945	577,953	270,000	17,000
Change to Appropriation	1,553,655	22,234	0	0	0	0	148,900	1,142,521	0	0	0	240,000	0
Original Revenue Estimate	15,612,858	3,057,863	981,846	499,836	9,773,670	819,280	145,067	154,000		173,296	3,000	5,000	0
<i>Adjustments:</i>													
5/19/2015 Hurricane Sandy Grant (Greenway Court)							70,000						
5/19/2015 Correct Food Service Revenue Estimate						965							
8/18/2015 All Good Festival (Sheriff)		15,000											
11/17/2015 Greenhaugh Easement Purchase (VDACS)												100,000	
11/17/2015 Greenhaugh Easement Purchase (Easement FB) Parks Shelter Project (Rotary Donation)							25,000					100,000	
1/19/2016 Dorsch Scholarship								39,585					
2/16/2016 Tavenner Conservation Easement: VDACS												20,000	
2/16/2016 Tavenner Conservation Easement: CE Fnd Bal												20,000	
3/15/2016 Victim Witness Grant Adjustments		6,029											
3/15/2016 Sheriffs Insurance Claims		5,859											
3/15/2016 Tourism Signs:Berryville 5K; Barns 5K							10,000						
4/19/2016 Greenway Court Commonwealth							23,900						
4/19/2016 Greenway Court Foundation							10,000						
Revised Revenue Estimate	16,059,196	3,084,751	981,846	499,836	9,773,670	820,245	283,967	193,585	0	173,296	3,000	245,000	0
Change to Revenue Estimate	446,338	26,888	0	0	0	965	138,900	39,585	0	0	0	240,000	0
Original Local Tax Funding	24,768,001	6,140,820	463,899	473,112	11,764,040	965	590,863	698,000	345,700	3,673,649	574,953	25,000	17,000
Revised Local Tax Funding	25,875,318	6,136,166	463,899	473,112	11,764,040	0	600,863	1,800,936	345,700	3,673,649	574,953	25,000	17,000
Change to Local Tax Funding	1,107,317	-4,654	0	0	0	-965	10,000	1,102,936	0	0	0	0	0

Italics = Proposed actions

Title: General Fund Balance

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End FY 14	13,636,042	13,636,042
Expenditure FY 15	(27,155,570)	(27,155,570)
Revenue FY 15	27,118,433	27,118,433
General Fund Balance Year End FY 15	13,598,905	13,598,905

Designations

Liquidity Designation @ 12% of FY 16 Budgeted Operating Revenue	(\$3,278,655)	(\$3,278,655)
Stabilization Designation @ 3% of FY 16 Budgeted Operating Revenue	(819,664)	(819,664)
Continuing Local GF Appropriations for Capital Projects	(2,497,453)	(2,497,453)
School Capital/Debt	(1,250,000)	(1,250,000)
Government Construction/Debt	(600,578)	(600,578)
Property Acquisition	(265,000)	(265,000)
Conservation Easements from Government Savings	(153,462)	(153,462)
Community Facilities	(\$156,000)	(\$156,000)
Comprehensive Services Act Shortfall	(240,724)	(240,724)
Parks Master Plan	(100,000)	(100,000)
School Operating Carryover	-	-
Government Carryover Requests from Government Savings	(500,000)	(500,000)
Energy Efficiency	(50,000)	(50,000)
Data and Communications Technology	(128,000)	(128,000)
Recycling and Convenience Center	(814,336)	(814,336)
Regional Jail Capital Needs	(100,000)	(100,000)
Vehicle Replacements	(59,000)	(59,000)
Landfill costs	(50,000)	(50,000)
Leave Liability	(75,000)	(75,000)
Economic Development	(200,000)	(200,000)
CCSA Sewer Fund Shortfall	(150,000)	(150,000)
FY 16 Original Budget Surplus (Deficit)	(503,716)	(503,716)
TOTAL Designations	(11,991,588)	(11,991,588)
FY 16 Expenditure Supplemental	(1,553,655)	(1,553,655)
FY 16 Revenue Supplemental	446,338	446,338
Undesignated	500,000	500,000

**Clarke County
YTD Budget Report
April 30, 2016**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
11010	10000010	1300		BoS Part Time Salaries	13,800	13,800	11,500.00	1,150.00	2,300.00	0.00	100.00
11010	10000010	2100		BoS FICA	1,056	936	797.18	78.95	140.17	-1.35	100.10
11010	10000010	2300		BoS Health Ins	12,808	12,980	10,376.52	920.50	2,585.09	18.39	99.90
11010	10000010	2700		BoS Worker's Compensation	0	0	13.21	0.00	0.00	-13.21	100.00
11010	10000010	3000		BoS Purchased Services	9,000	9,000	12,462.00	3,122.00	0.00	-3,462.00	138.50
11010	10000010	3600		BoS Advertising	5,600	5,600	2,860.00	915.20	1,647.30	1,092.70	80.50
11010	10000010	5210		BoS Postal	300	300	309.68	128.52	0.00	-9.68	103.20
11010	10000010	5230		BoS Telephone	0	0	14.98	1.44	0.00	-14.98	100.00
11010	10000010	5300		BoS Insurance	6,100	6,100	6,879.00	0.00	0.00	-779.00	112.80
11010	10000010	5500		BoS Travel	3,000	3,000	2,870.67	0.00	0.00	129.33	95.70
11010	10000010	5800		BoS Miscellaneous Expenditures	1,600	2,200	4,673.03	3,216.31	0.00	-2,473.03	212.40
11010	10000010	5810		BoS Due & Memb	5,200	5,200	2,247.72	245.40	0.00	2,952.28	43.20
11010	10000010	6000		BoS Materials & Supplies	500	500	390.49	95.08	0.00	109.51	78.10
11010 Total	Board of Supervisors				58,964	59,616	55,394.48	9,873.40	6,672.56	-2,451.04	104.11
12110	10000020	1100		County Adm Salaries	223,591	226,524	188,769.20	18,876.92	37,753.84	0.96	100.00
12110	10000020	2100		County Adm FICA	17,105	15,433	12,967.97	1,390.65	2,494.19	-29.16	100.20
12110	10000020	2210		County Adm VRS 1&2	24,282	24,643	20,500.30	2,050.03	4,184.21	-41.51	100.20
12110	10000020	2300		County Adm Health Ins	23,010	23,640	19,539.50	1,953.95	4,132.02	-31.52	100.10
12110	10000020	2400		County Adm Life Ins	2,661	2,720	2,274.32	229.37	444.72	0.96	100.00
12110	10000020	2700		County Adm WC	216	228	227.21	0.00	0.00	0.79	99.70
12110	10000020	3000		County Adm CS	0	0	2,768.00	0.00	0.00	-2,768.00	100.00
12110	10000020	3320		County Adm Maint Con	500	500	1,023.35	0.00	221.59	-744.94	249.00
12110	10000020	3500		County Adm Printing	2,000	2,000	697.70	0.00	0.00	1,302.30	34.90
12110	10000020	5210		County Adm Postal	500	500	29.10	0.00	0.00	470.90	5.80
12110	10000020	5230		County Adm Telephone	1,000	1,000	592.05	64.91	173.28	234.67	76.50
12110	10000020	5500		County Adm Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
12110	10000020	5800		County Adm Misc	0	0	73.43	0.00	0.00	-73.43	100.00
12110	10000020	5810		County Adm Due & Memb	2,350	2,350	856.03	0.00	0.00	1,493.97	36.40
12110	10000020	6000		County Adm Mat&Sup	1,000	1,000	735.86	24.08	0.00	264.14	73.60
12110	10000020	6008		County Adm Veh Fuel	1,200	1,200	528.10	55.35	0.00	671.90	44.00
12110 Total	County Administrator				300,415	302,738	251,582.12	24,645.26	49,403.85	1,752.03	99.42
12210	10000030	3000		Legal Svc CS	70,000	70,000	18,140.10	1,697.50	0.00	51,859.90	25.90
12210	10000030	5800		Legal Svc Misc	0	0	21.60	21.60	0.00	-21.60	100.00
12210 Total	Legal Services				70,000	70,000	18,161.70	1,719.10	0.00	51,838.30	25.95
12310	10000040	1100		Com of Rev Salaries	143,230	145,488	121,202.50	12,142.50	24,285.00	0.50	100.00
12310	10000040	1300		Com of Rev PT Sal	0	0	1,714.50	126.00	0.00	-1,714.50	100.00
12310	10000040	2100		Com of Rev FICA	10,958	10,204	8,644.37	863.45	1,696.33	-136.70	101.30
12310	10000040	2210		Com of Rev VRS 1&2	15,555	16,252	13,606.85	1,318.68	2,652.36	-7.21	100.00
12310	10000040	2300		Com of Rev Health Ins	20,382	20,970	17,359.62	1,730.73	3,618.94	-8.56	100.00
12310	10000040	2400		Com of Rev Life Ins	1,704	1,736	1,447.78	145.33	288.15	0.07	100.00
12310	10000040	2700		Com of Rev WC	138	140	139.81	0.00	0.00	0.19	99.90
12310	10000040	3000		Com of Rev CS	100	100	771.07	0.00	0.00	-671.07	771.10
12310	10000040	3320		Com of Rev Maint Con	500	500	3,637.66	3,500.00	62.34	-3,200.00	740.00
12310	10000040	3500		Com of Rev Printing	500	500	122.88	0.00	0.00	377.12	24.60
12310	10000040	3600		Com of Rev Advertise	250	250	0.00	0.00	0.00	250.00	0.00
12310	10000040	4100		Com of Rev Data Proc	1,900	1,900	100.00	0.00	0.00	1,800.00	5.30
12310	10000040	5210		Com of Rev Postal	2,200	2,200	1,736.52	246.70	0.00	463.48	78.90
12310	10000040	5230		Com of Rev Telephone	600	600	108.84	11.36	0.00	491.16	18.10
12310	10000040	5500		Com of Rev Travel	2,500	2,500	932.54	0.00	0.00	1,567.46	37.30
12310	10000040	5510		Com of Rev Mileage	500	500	159.33	0.00	0.00	340.67	31.90
12310	10000040	5810		Com of Rev Due & Memb	1,600	1,600	275.00	0.00	0.00	1,325.00	17.20
12310	10000040	6000		Com of Rev Mat&Sup	1,100	1,100	500.41	9.00	0.00	599.59	45.50
12310 Total	Commissioner of Revenue				203,717	206,540	172,459.68	20,093.75	32,603.12	1,477.20	99.28
12320	10000050	3320		Assessor Maint Con	3,500	3,500	0.00	0.00	0.00	3,500.00	0.00
12320 Total	Assessor				3,500	3,500	0.00	0.00	0.00	3,500.00	0.00
12410	10000070	1100		Treasurer Salaries	173,318	172,506	138,491.99	12,652.37	28,594.14	5,419.87	96.90
12410	10000070	2100		Treasurer FICA	13,260	12,817	10,536.59	1,070.37	2,397.46	-117.05	100.90
12410	10000070	2210		Treasurer VRS 1&2	18,822	19,533	16,336.20	1,596.79	3,406.54	-209.74	101.10
12410	10000070	2300		Treasurer Health Ins	19,212	19,717	16,317.90	1,631.79	3,779.76	-380.66	101.90
12410	10000070	2400		Treasurer Life Ins	2,062	2,099	1,743.32	169.60	355.31	0.37	100.00
12410	10000070	2700		Treasurer WC	167	169	168.71	0.00	0.00	0.29	99.80
12410	10000070	2800		Treasurer Leave Pay	0	0	1,572.51	1,572.51	0.00	-1,572.51	100.00
12410	10000070	3000		Treasurer CS	300	300	235.90	47.18	0.00	64.10	78.60
12410	10000070	3180		Treasurer CredCrd Fe	600	600	1,468.17	0.00	0.00	-868.17	244.70
12410	10000070	3190		Treasurer DMV Stop	0	0	1,220.00	120.00	0.00	-1,220.00	100.00
12410	10000070	3320		Treasurer Maint Con	200	200	137.66	0.00	62.34	0.00	100.00
12410	10000070	3500		Treasurer Printing	9,500	9,500	3,961.86	0.00	0.00	5,538.14	41.70
12410	10000070	3600		Treasurer Advertise	2,000	2,000	656.30	656.30	0.00	1,343.70	32.80
12410	10000070	5210		Treasurer Postal	20,000	20,000	20,838.63	9,451.26	0.00	-838.63	104.20
12410	10000070	5230		Treasurer Telephone	1,600	1,600	1,953.72	938.79	0.00	-353.72	122.10
12410	10000070	5500		Treasurer Travel	2,000	2,000	743.79	0.00	0.00	1,256.21	37.20

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12410	10000070	5510		Treasurer Mileage	200	200	0.00	0.00	0.00	200.00	0.00
12410	10000070	5810		Treasurer Due & Memb	800	800	850.00	0.00	0.00	-50.00	106.30
12410	10000070	6000		Treasurer Mat&Sup	4,850	4,850	3,958.43	0.00	0.00	891.57	81.60
12410 Total	Treasurer				268,891	268,891	221,191.68	29,906.96	38,595.55	9,103.77	96.61
12510	10000080	1100		IT Salaries	127,495	129,612	108,009.20	10,800.92	21,601.84	0.96	100.00
12510	10000080	1300		IT PT Sal	0	0	1,104.68	0.00	0.00	-1,104.68	100.00
12510	10000080	2100		IT FICA	9,754	9,776	8,224.79	814.03	1,639.20	-87.99	100.90
12510	10000080	2210		IT VRS 1&2	13,846	14,082	11,729.80	1,172.98	2,357.10	-4.90	100.00
12510	10000080	2300		IT Health Ins	12,808	13,148	10,878.60	1,087.86	2,272.92	-3.52	100.00
12510	10000080	2400		IT Life Ins	1,517	1,547	1,289.64	129.15	256.44	0.92	99.90
12510	10000080	2700		IT WC	124	128	127.06	0.00	0.00	0.94	99.30
12510	10000080	3000		IT CS	2,000	2,000	2,986.00	200.00	450.00	-1,436.00	171.80
12510	10000080	3320		IT Maint Con	33,000	33,000	65,250.84	15,839.35	21,175.02	-53,425.86	261.90
12510	10000080	5210		IT Postal	200	200	0.00	0.00	0.00	200.00	0.00
12510	10000080	5230		IT Telephone	63,000	63,000	29,519.31	5,005.35	2,501.95	30,978.74	50.80
12510	10000080	5500		IT Travel	500	500	42.28	0.00	0.00	457.72	8.50
12510	10000080	6000		IT Mat&Sup	7,000	7,000	871.41	110.00	0.00	6,128.59	12.40
12510	10000080	6008		Fuel - Vehicle & Equipment	0	0	22.31	0.00	0.00	-22.31	100.00
12510	10000080	6040		Technology SW/OL Content	9,000	9,000	6,853.15	1,155.00	0.00	2,146.85	76.10
12510	10000080	8200		IT CO Adds	0	0	1,371.00	0.00	0.00	-1,371.00	100.00
12510 Total	Data Processing/IT				280,244	282,993	248,280.07	36,314.64	52,254.47	-17,541.54	106.20
13100	10000090	1300		Electoral PT Sal	6,194	6,194	4,191.34	0.00	4,212.00	-2,209.34	135.70
13100	10000090	2100		Electoral FICA	474	474	320.62	0.00	322.23	-168.85	135.60
13100	10000090	2700		Electoral WC	0	6	5.93	0.00	0.00	0.07	98.80
13100	10000090	3000		Electoral CS	7,300	7,300	4,770.92	1,712.33	0.00	2,529.08	65.40
13100	10000090	3160		Electoral Board Fe	12,590	12,590	9,820.00	0.00	0.00	2,770.00	78.00
13100	10000090	3320		Electoral Maint Con	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
13100	10000090	3500		Electoral Printing	6,000	6,000	5,755.95	156.30	0.00	244.05	95.90
13100	10000090	3600		Electoral Advertise	360	360	231.20	0.00	0.00	128.80	64.20
13100	10000090	5210		Electoral Postal	750	750	279.61	92.48	0.00	470.39	37.30
13100	10000090	5400		Electoral Lease&Rent	1,350	1,350	900.00	0.00	0.00	450.00	66.70
13100	10000090	5500		Electoral Travel	900	900	343.97	0.00	0.00	556.03	38.20
13100	10000090	5510		Electoral Mileage	570	570	222.88	0.00	0.00	347.12	39.10
13100	10000090	5810		Electoral Due & Memb	150	150	160.00	0.00	0.00	-10.00	106.70
13100	10000090	6000		Electoral Mat&Sup	1,670	1,670	923.30	186.19	155.32	591.38	64.60
13100 Total	Electoral Board and Officials				43,308	43,314	27,925.72	2,147.30	4,689.55	10,698.73	75.30
13200	10000100	1100		Registrar Salaries	48,705	49,638	41,364.20	4,136.42	8,272.84	0.96	100.00
13200	10000100	1300		Registrar PT Sal	8,840	8,840	6,310.17	351.47	0.00	2,529.83	71.40
13200	10000100	2100		Registrar FICA	4,403	4,497	3,672.29	345.85	632.88	191.83	95.70
13200	10000100	2210		Registrar VRS 1&2	5,289	5,395	4,492.20	449.22	905.54	-2.74	100.10
13200	10000100	2400		Registrar Life Ins	580	594	495.00	49.62	98.04	0.96	99.80
13200	10000100	2700		Registrar WC	55	48	47.12	0.00	0.00	0.88	98.20
13200	10000100	3000		Registrar CS	400	400	732.50	35.00	0.00	-332.50	183.10
13200	10000100	3320		Registrar Maint Con	180	180	118.98	0.00	25.77	35.25	80.40
13200	10000100	5210		Registrar Postal	750	750	760.58	227.24	0.00	-10.58	101.40
13200	10000100	5230		Registrar Telephone	1,000	1,000	585.10	65.38	203.28	211.62	78.80
13200	10000100	5500		Registrar Travel	1,470	1,470	1,245.72	0.00	0.00	224.28	84.70
13200	10000100	5510		Registrar Mileage	250	250	260.19	0.00	0.00	-10.19	104.10
13200	10000100	5810		Registrar Due & Memb	150	150	239.00	0.00	0.00	-89.00	159.30
13200	10000100	6000		Registrar Mat&Sup	725	725	492.62	141.15	0.00	232.38	67.90
13200 Total	Registrar				72,797	73,937	60,815.67	5,801.35	10,138.35	2,982.98	95.97
21100	10000110	3000		Circuit C CS	0	0	1,234.92	323.43	0.00	-1,234.92	100.00
21100	10000110	5841		Circuit C Juror Pay	3,000	3,000	750.00	180.00	0.00	2,250.00	25.00
21100	10000110	5842		Circuit C Jury Comm	180	180	180.00	0.00	0.00	0.00	100.00
21100	10000110	7000		Circuit C Joint Ops	9,500	9,500	10,609.59	0.00	0.00	-1,109.59	111.70
21100 Total	Circuit Court				12,680	12,680	12,774.51	503.43	0.00	-94.51	100.75
21200	10000120	3000		District C CS	0	0	198.00	0.00	0.00	-198.00	100.00
21200	10000120	3150		District C Legal S	0	0	740.00	0.00	0.00	-740.00	100.00
21200	10000120	3320		District C Maint Con	300	300	297.74	0.00	309.76	-307.50	202.50
21200	10000120	5210		District C Postal	700	700	560.64	0.00	636.00	-496.64	170.90
21200	10000120	5230		District C Telephone	2,000	2,000	1,264.26	149.29	0.00	735.74	63.20
21200	10000120	5810		District C Due & Memb	200	200	220.50	0.00	0.00	-20.50	110.30
21200	10000120	6000		District C Mat&Sup	500	3,819	463.27	0.00	0.00	3,355.73	12.10
21200	10000120	8200		District C CO Adds	0	0	1,662.50	1,662.50	0.00	-1,662.50	100.00
21200 Total	General District Court				3,700	7,019	5,406.91	1,811.79	945.76	666.33	90.51
21300	10000125	5230		Telephone	400	400	84.38	23.88	0.00	315.62	21.10
21300 Total	Magistrate				400	400	84.38	23.88	0.00	315.62	21.10
21510	10000130	5600		BR Legal EntityGift	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21510 Total	Blue Ridge Legal Services				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21600	10000140	3000		J&D Court CS	0	0	52.98	0.00	0.00	-52.98	100.00
21600	10000140	3320		J&D Court Maint Con	700	700	781.03	376.31	438.10	-519.13	174.20

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21600	10000140	5210		J&D Court Postal	550	550	203.00	0.00	372.00	-25.00	104.50
21600	10000140	5230		J&D Court Telephone	700	700	506.59	50.20	0.00	193.41	72.40
21600	10000140	5810		J&D Court Due & Memb	40	40	65.00	0.00	0.00	-25.00	162.50
21600	10000140	6000		J&D Court Mat&Sup	1,000	1,000	374.57	0.00	0.00	625.43	37.50
21600	10000140	8200		J&D Court CO Adds	0	0	1,662.50	1,662.50	0.00	-1,662.50	100.00
21600 Total	Juvenile & Domestic Relations				2,990	2,990	3,645.67	2,089.01	810.10	-1,465.77	149.02
21700	10000150	1100		Clk of CC Salaries	168,497	171,141	142,565.71	14,287.59	28,575.18	0.11	100.00
21700	10000150	2100		Clk of CC FICA	12,890	13,173	11,033.69	1,105.74	2,162.86	-23.55	100.20
21700	10000150	2210		Clk of CC VRS 1&2	18,299	19,059	15,922.10	1,551.63	3,169.53	-32.63	100.20
21700	10000150	2300		Clk of CC Health Ins	12,808	13,164	10,878.60	1,087.86	2,304.96	-19.56	100.10
21700	10000150	2400		Clk of CC Life Ins	2,005	2,060	1,722.75	173.77	336.31	0.94	100.00
21700	10000150	2700		Clk of CC WC	164	163	162.98	0.00	0.00	0.02	100.00
21700	10000150	3000		Clk of CC CS	3,000	3,000	99.00	0.00	0.00	2,901.00	3.30
21700	10000150	3320		Clk of CC Maint Con	12,000	12,000	10,700.00	10,700.00	0.00	1,300.00	89.20
21700	10000150	3500		Clk of CC Printing	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
21700	10000150	3510		Clk of CC Microfilm	7,000	7,000	4,965.08	603.01	0.00	2,034.92	70.90
21700	10000150	5210		Clk of CC Postal	3,500	3,500	1,415.77	209.36	0.00	2,084.23	40.50
21700	10000150	5230		Clk of CC Telephone	900	900	779.41	77.66	0.00	120.59	86.60
21700	10000150	6000		Clk of CC Mat&Sup	6,500	7,000	4,995.03	0.00	0.00	2,004.97	71.40
21700	10000150	8200		Clk of CC CO Adds	0	6,000	389.95	0.00	5,249.73	360.32	94.00
21700 Total	Clerk of the Circuit Court				248,563	259,160	205,630.07	29,796.62	41,798.57	11,731.36	95.47
21910	10001440	1100	12716	VictimWit Salaries	0	0	3,902.00	3,902.00	0.00	-3,902.00	100.00
21910	10001440	1300	12715	VictimWit PT Sal	30,112	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	1300	12716	VictimWit PT Sal	0	34,573	26,781.36	2,695.43	5,390.86	2,400.78	93.10
21910	10001440	2100	12715	VictimWit FICA	2,305	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2100	12716	VictimWit FICA	0	2,646	2,688.61	504.99	412.33	-454.94	117.20
21910	10001440	2210	12715	VictimWit VRS 1&2	3,270	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2210	12716	VictimWit VRS 1&2	0	3,270	2,680.77	292.72	744.53	-155.30	104.70
21910	10001440	2300	12715	VictimWit Health Ins	4,969	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2300	12716	VictimWit Health Ins	0	4,969	0.00	0.00	0.00	4,969.00	0.00
21910	10001440	2400	12715	VictimWit Life Ins	358	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2400	12716	VictimWit Life Ins	0	358	410.32	78.55	26.11	-78.43	121.90
21910	10001440	2700	12715	VictimWit WC	37	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2700	12716	VictimWit WC	0	37	38.31	0.00	0.00	-1.31	103.50
21910	10001440	3000	12716	VictimWit CS	0	440	0.00	0.00	0.00	440.00	0.00
21910	10001440	5210	12716	VictimWit Postal	0	58	0.00	0.00	0.00	58.00	0.00
21910	10001440	5230	12716	VictimWit Telephone	0	0	74.39	10.39	0.00	-74.39	100.00
21910	10001440	5500	12715	VictimWit Travel	600	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	5500	12716	VictimWit Travel	0	819	0.00	0.00	0.00	819.00	0.00
21910	10001440	5810	12715	VictimWit Due & Memb	75	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	5810	12716	VictimWit Due & Memb	0	295	0.00	0.00	0.00	295.00	0.00
21910	10001440	6000	12715	VictimWit Mat&Sup	250	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	6000	12716	VictimWit Mat&Sup	0	540	0.00	0.00	0.00	540.00	0.00
21910 Total	Victim and Witness Assistance				41,976	48,005	36,575.76	7,484.08	6,573.83	4,855.41	89.89
21940	10000160	5600		RegCrtSvc EntityGift	4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
21940 Total	Regional Court Services				4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
22100	10000170	1100		Comm Atty Salaries	192,505	185,593	155,401.63	15,095.59	30,191.19	0.18	100.00
22100	10000170	1300		Comm Atty PT Sal	12,300	30,280	22,946.18	3,039.16	3,573.37	3,760.45	87.60
22100	10000170	2100		Comm Atty FICA	15,667	16,686	13,965.37	1,389.57	2,441.59	279.04	98.30
22100	10000170	2210		Comm Atty VRS 1&2	19,346	20,131	16,838.82	1,639.39	3,305.48	-13.30	100.10
22100	10000170	2300		Comm Atty Health Ins	12,694	13,108	10,851.00	1,078.66	2,268.13	-11.13	100.10
22100	10000170	2400		Comm Atty Life Ins	2,120	2,166	1,807.95	181.13	357.78	0.27	100.00
22100	10000170	2700		Comm Atty WC	204	205	204.12	0.00	0.00	0.88	99.60
22100	10000170	3320		Comm Atty Maint Con	750	750	383.40	95.85	0.00	366.60	51.10
22100	10000170	5210		Comm Atty Postal	1,200	1,200	835.09	0.00	0.00	364.91	69.60
22100	10000170	5230		Comm Atty Telephone	3,000	3,000	1,866.41	202.67	693.12	440.47	85.30
22100	10000170	5500		Comm Atty Travel	4,650	4,650	2,175.66	0.00	0.00	2,474.34	46.80
22100	10000170	5549		Comm Atty Witness	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
22100	10000170	5810		Comm Atty Due & Memb	2,000	2,000	1,136.80	0.00	0.00	863.20	56.80
22100	10000170	6000		Comm Atty Mat&Sup	1,800	2,500	1,099.38	407.68	0.00	1,400.62	44.00
10000170 Total	Commonwealth's Attorney				269,236	283,269	229,511.81	23,129.70	42,830.66	10,926.53	96.14
22100	10001420	1100	12615	Comm Atty Salaries	26,641	26,641	3,471.65	0.00	0.00	23,169.35	13.00
22100	10001420	1100	VSTOP	Salaries - Regular	0	0	320.96	80.24	160.47	-481.43	100.00
22100	10001420	1300	12615	Comm Atty PT Sal	8,693	8,693	8,410.13	0.00	0.00	282.87	96.70
22100	10001420	1300	VSTOP	Part Time Salaries - Regular	0	0	8,586.32	2,146.58	4,293.15	-12,879.47	100.00
22100	10001420	2100	12615	Comm Atty FICA	2,704	2,704	246.38	0.00	0.00	2,457.62	9.10
22100	10001420	2100	VSTOP	FICA Benefits	0	0	681.90	170.46	340.65	-1,022.55	100.00
22100	10001420	2210	12615	Comm Atty VRS 1&2	1,053	1,053	344.13	0.00	0.00	708.87	32.70
22100	10001420	2210	VSTOP	VRS Benefits - Plans 1 & 2	0	0	221.34	73.78	183.45	-404.79	100.00
22100	10001420	2300	12615	Comm Atty Health Ins	1,548	1,548	0.00	0.00	0.00	1,548.00	0.00
22100	10001420	2300	VSTOP	Hospital/Medical Plan Benefits	0	0	27.60	9.20	18.81	-46.41	100.00

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22100	10001420	2400	12615	Comm Atty Life Ins	115	115	0.00	0.00	0.00	115.00	0.00
22100	10001420	2400	VSTOP	Group Life Insurance Benefits	0	0	24.33	8.11	7.71	-32.04	100.00
10001420 Total Violence Against Women Prev					40,754	40,754	22,334.74	2,488.37	5,004.24	13,415.02	67.08
22100 Total Commonwealth's Attorney - Total					309,990	324,023	251,846.55	25,618.07	47,834.90	24,341.55	92.49
31200	10000180	1100		Sheriff Salaries	873,672	885,849	731,226.67	72,962.24	145,924.48	8,697.85	99.00
31200	10000180	1200		Sheriff OT	0	13,622	28,162.34	0.00	0.00	-14,540.34	206.70
31200	10000180	1300		Sheriff PT Sal	30,000	30,000	43,725.76	3,400.50	0.00	-13,725.76	145.80
31200	10000180	1660		Employee Bonuses	0	500	500.00	0.00	0.00	0.00	100.00
31200	10000180	2100		Sheriff FICA	69,131	68,269	57,901.93	5,484.00	10,468.93	-101.86	100.10
31200	10000180	2210		Sheriff VRS 1&2	94,881	95,710	79,581.73	7,923.68	16,240.71	-112.44	100.10
31200	10000180	2300		Sheriff Health Ins	126,422	124,439	102,488.77	10,363.15	22,109.23	-159.00	100.10
31200	10000180	2400		Sheriff Life Ins	10,397	10,968	9,296.85	918.39	1,670.49	0.66	100.00
31200	10000180	2700		Sheriff WC	15,071	18,465	18,464.13	0.00	0.00	0.87	100.00
31200	10000180	2860		Sheriff LODA	7,399	7,207	7,207.32	0.00	0.00	-0.32	100.00
31200	10000180	3000		Sheriff CS	33,000	33,000	19,047.33	1,451.97	3,321.33	10,631.34	67.80
31200	10000180	3320		Sheriff Maint Con	18,200	18,200	32,864.95	2,142.00	240.00	-14,904.95	181.90
31200	10000180	3350		Sheriff Ins Repair	2,000	7,859	0.00	0.00	0.00	7,859.00	0.00
31200	10000180	5210		Sheriff Postal	2,200	2,200	1,216.95	98.46	0.00	983.05	55.30
31200	10000180	5230		Sheriff Telephone	25,000	25,000	11,543.73	1,367.25	2,224.77	11,231.50	55.10
31200	10000180	5300		Sheriff Insurance	13,000	13,000	14,820.00	0.00	0.00	-1,820.00	114.00
31200	10000180	5500		Sheriff Travel	12,500	12,500	11,107.58	1,472.98	0.00	1,392.42	88.90
31200	10000180	5800		Sheriff Misc	1,000	1,575	979.43	8.30	0.00	595.57	62.20
31200	10000180	5810		Sheriff Due & Memb	3,000	3,000	2,958.00	180.00	0.00	42.00	98.60
31200	10000180	6000		Sheriff Mat&Sup	36,000	36,000	38,896.67	3,250.58	1,944.09	-4,840.76	113.40
31200	10000180	6008		Sheriff Veh Fuel	70,000	70,000	29,015.43	3,085.23	0.00	40,984.57	41.50
31200	10000180	6011		Sheriff Clothing	6,300	6,300	5,735.14	240.11	0.00	564.86	91.00
31200	10000180	6015		Sheriff Ammunition	10,000	10,000	9,090.05	0.00	0.00	909.95	90.90
10000180 Total Sheriff					1,459,173	1,493,663	1,255,830.76	114,348.84	204,144.03	33,688.21	97.74
31200	10001480	1200	40216	DMV Alcohol Grant OT	0	5,455	5,311.65	247.43	0.00	143.14	97.40
31200	10001480	1300	40215	Sheriff PT Sal	8,360	2,813	2,812.86	0.00	0.00	0.00	100.00
31200	10001480	2100	40215	Sheriff FICA	640	215	215.19	0.00	0.00	0.00	100.00
31200	10001480	6000		Materials and Supplies	1,625	0	0.00	0.00	0.00	0.00	0.00
31200	10001480	6000	40216	DMV Alcohol Grant Mat&Sup	0	2,142	2,369.00	0.00	0.00	-226.84	110.60
10001480 Total VA Hwy Safety Enf - Alcohol					10,625	10,625	10,708.70	247.43	0.00	-83.70	100.79
31200	10001500	1200	40315	DMV Speed OT	3,716	3,716	1,003.66	0.00	0.00	2,712.34	27.00
31200	10001500	2100	40315	Sheriff FICA	284	284	76.77	0.00	0.00	207.23	27.00
10001500 Total VA Hwy Safety Enf - Speed					4,000	4,000	1,080.43	0.00	0.00	2,919.57	27.01
31200	10001520	5500	41016	Travel	0	0	967.20	417.20	990.00	-1,957.20	100.00
31200	10001520	6000		Sheriff Mat&Sup	6,000	0	0.00	0.00	0.00	0.00	0.00
31200	10001520	6000	41016	Materials and Supplies	0	6,000	0.00	0.00	0.00	6,000.00	0.00
10001520 Total NOVA Int Cr Against Child					6,000	6,000	967.20	417.20	990.00	4,042.80	32.62
31200	10001530	6000	60215	Sheriff Mat&Sup	0	0	385.00	0.00	0.00	-385.00	100.00
10001530 Total BJA Bulletproof Vest					0	0	385.00	0.00	0.00	-385.00	100.00
31200	10001550	1100	60515	Sheriff Salaries	2,026	0	0.00	0.00	0.00	0.00	0.00
31200	10001550	1300	60515	Sheriff PT Sal	0	181	179.64	0.00	0.00	0.93	99.50
31200	10001550	1300	60516	Part Time Salaries - Regular	0	1,845	0.00	0.00	0.00	1,845.43	0.00
31200	10001550	2100	60515	Sheriff FICA	155	14	13.53	0.00	0.00	0.27	98.00
31200	10001550	2100	60516	FICA Benefits	0	141	0.00	0.00	0.00	141.20	0.00
10001550 Total DCJS Byrne Justice Assist					2,181	2,181	193.17	0.00	0.00	1,987.83	8.86
31200 Total Sheriff - Total					1,481,979	1,516,469	1,269,165.26	115,013.47	205,134.03	42,169.71	97.22
31210	10000190	5600		CJ Traning EntityGift	18,582	18,582	19,067.22	0.00	0.00	-485.22	102.60
31210 Total Criminal Justice Training Ctr					18,582	18,582	19,067.22	0.00	0.00	-485.22	102.61
31220	10000200	5600		Drug TF EntityGift	12,500	12,500	5,822.11	0.00	0.00	6,677.89	46.60
31220 Total Drug Task Force					12,500	12,500	5,822.11	0.00	0.00	6,677.89	46.58
31400	10000210	1100		Communicat Salaries	384,581	396,842	328,029.47	32,378.11	66,039.80	2,772.73	99.30
31400	10000210	1660		Employee Bonuses	0	500	500.00	0.00	0.00	0.00	100.00
31400	10000210	2100		Communicat FICA	29,419	29,296	24,663.22	2,644.91	4,450.96	181.82	99.40
31400	10000210	2210		Communicat VRS 1&2	35,829	33,064	27,265.77	2,470.77	4,950.02	848.21	97.40
31400	10000210	2220		Communicat VRS Hybrid Plan	5,937	8,972	7,274.21	836.37	1,697.87	-0.08	100.00
31400	10000210	2300		Communicat Health Ins	57,636	57,371	47,892.92	5,810.93	10,418.05	-939.97	101.60
31400	10000210	2400		Communicat Life Ins	4,577	4,690	3,871.70	362.88	724.28	94.02	98.00
31400	10000210	2510		Communicat DisIns Hybrid	323	502	409.05	45.45	92.22	0.73	99.90
31400	10000210	2700		Communicat WC	205	357	356.05	0.00	0.00	0.95	99.70
31400	10000210	2800		Communicat Leave Pay	0	441	4,679.93	4,239.33	0.00	-4,238.93	1,061.20
31400	10000210	3000		Communicat CS	300	300	942.95	0.00	0.00	-642.95	314.30
31400	10000210	3320		Communicat Maint Con	113,000	113,000	77,835.60	0.00	0.00	35,164.40	68.90
31400	10000210	5230		Communicat Telephone	30,000	30,000	19,174.47	1,110.39	362.75	10,462.78	65.10
31400	10000210	5400		Communicat Lease&Rent	27,500	27,500	23,374.37	0.00	4,140.00	-14.37	100.10
31400	10000210	5500		Communicat Travel	2,000	2,000	1,763.73	0.00	0.00	236.27	88.20
31400	10000210	5810		Communicat Due & Memb	300	300	230.00	0.00	0.00	70.00	76.70
31400	10000210	6000		Communicat Mat&Sup	3,000	3,000	597.28	28.00	0.00	2,402.72	19.90

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
31400	10000210	6011		Communicat Clothing	1,400	1,400	737.83	0.00	0.00	662.17	52.70
31400 Total	Communications				696,007	709,535	569,598.55	49,927.14	92,875.95	47,060.50	93.37
32200	10000220	5600		Vol Fire EntityGift	25,000	25,000	0.00	0.00	0.00	25,000.00	0.00
32200	10000220	5697		Vol Fire 4 for Life	15,798	15,798	16,148.08	0.00	0.00	-350.08	102.20
32200	10000220	5698		Vol Fire Fire Progs	25,854	25,854	29,337.00	0.00	0.00	-3,483.00	113.50
32200 Total	Volunteer Fire Companies				66,652	66,652	45,485.08	0.00	0.00	21,166.92	68.24
32201	10000230	2860		Blue R VF LODA	1,742	1,088	1,088.00	0.00	0.00	0.00	100.00
32201	10000230	5600		Blue R VF EntityGift	50,000	50,000	50,000.00	12,500.00	0.00	0.00	100.00
32201 Total	Blue Ridge Volunteer Fire Co				51,742	51,088	51,088.00	12,500.00	0.00	0.00	100.00
32202	10000240	2860		Boyce VF LODA	2,264	1,799	1,799.92	0.00	0.00	-0.92	100.10
32202	10000240	5600		Boyce VF EntityGift	50,000	50,000	25,000.00	0.00	0.00	25,000.00	50.00
32202 Total	Boyce Volunteer Fire Co				52,264	51,799	26,799.92	0.00	0.00	24,999.08	51.74
32203	10000250	2860		Enders VF LODA	2,927	2,040	2,040.00	0.00	0.00	0.00	100.00
32203	10000250	5600		Enders VF EntityGift	75,000	75,000	75,000.00	18,750.00	0.00	0.00	100.00
32203 Total	Enders Volunteer Fire Co				77,927	77,040	77,040.00	18,750.00	0.00	0.00	100.00
32310	10000260	1100		EMS Salaries	366,936	309,908	255,954.78	25,792.56	53,953.76	-0.54	100.00
32310	10000260	1200		EMS Overtime	0	27,963	51,932.65	6,056.62	15,434.55	-39,404.20	240.90
32310	10000260	1300		EMS PT Sal	110,000	139,065	117,986.21	11,698.84	0.00	21,078.79	84.80
32310	10000260	2100		EMS FICA	36,486	35,462	30,480.90	3,122.17	3,507.00	1,474.10	95.80
32310	10000260	2210		EMS VRS 1&2	22,690	27,367	22,723.20	2,272.32	4,747.33	-103.53	100.40
32310	10000260	2220		VRS Benefits - Hybrid Plan	7,602	7,756	6,459.60	645.96	1,300.64	-4.24	100.10
32310	10000260	2300		EMS Health Ins	39,539	40,433	33,365.10	3,336.51	7,190.86	-122.96	100.30
32310	10000260	2400		EMS Life Ins	3,319	4,106	3,503.71	369.69	601.35	0.94	100.00
32310	10000260	2510		EMS DisIns Hybrid	413	422	350.90	35.09	70.67	0.43	99.90
32310	10000260	2700		EMS WC	14,547	20,900	20,899.50	0.00	0.00	0.50	100.00
32310	10000260	2860		EMS LODA	2,611	2,543	2,543.76	0.00	0.00	-0.76	100.00
32310	10000260	3000		EMS CS	0	0	29,879.91	2,738.31	0.00	-29,879.91	100.00
32310	10000260	5210		EMS Postal Services	0	0	4.02	0.97	0.00	-4.02	100.00
32310	10000260	5230		EMS Telephone	1,000	1,000	438.55	45.23	0.00	561.45	43.90
32310	10000260	5500		EMS Travel	5,000	5,000	3,889.96	74.35	0.00	1,110.04	77.80
32310	10000260	6000		EMS Mat&Sup	1,000	1,000	8,553.70	1,180.19	0.00	-7,553.70	855.40
32310	10000260	6008		EMS Veh Fuel	2,000	2,000	442.56	40.19	0.00	1,557.44	22.10
32310	10000260	6011		EMS Clothing	6,500	6,500	0.00	0.00	0.00	6,500.00	0.00
32310	10000260	8200		EMS CO Adds	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
32310 Total	Fire and Rescue Services				621,643	633,425	589,409.01	57,409.00	86,806.16	-42,790.17	106.76
32320	10000270	5600		Lord F EMS EntityGift	5,422	5,422	5,422.00	0.00	0.00	0.00	100.00
32320 Total	Lord Fairfax Emergency Medical				5,422	5,422	5,422.00	0.00	0.00	0.00	100.00
32400	10000280	5600		Forestry EntityGift	2,712	2,712	2,711.52	0.00	0.00	0.48	100.00
32400 Total	Forestry Services				2,712	2,712	2,711.52	0.00	0.00	0.48	99.98
33210	10000290	7000		Reg Jail Joint Ops	515,422	520,768	520,768.00	130,192.00	0.00	0.00	100.00
33210 Total	Regional Jail				515,422	520,768	520,768.00	130,192.00	0.00	0.00	100.00
33220	10000300	3840		Juv DetCtr Intergov	31,008	31,008	22,920.15	7,640.05	0.00	8,087.85	73.90
33220 Total	Juvenile Detention Center				31,008	31,008	22,920.15	7,640.05	0.00	8,087.85	73.92
33300	10000310	5230		Probation Telephone	500	500	62.88	4.27	0.00	437.12	12.60
33300	10000310	6000		Probation Mat&Sup	300	300	0.00	0.00	0.00	300.00	0.00
33300 Total	Probation Office				800	800	62.88	4.27	0.00	737.12	7.86
34100	10000320	1100		Bldg Insp Salaries	91,036	92,659	77,215.80	7,721.58	15,443.16	0.04	100.00
34100	10000320	1300		Bldg Insp PT Sal	0	369	369.00	0.00	0.00	0.00	100.00
34100	10000320	2100		Bldg Insp FICA	6,965	6,417	5,357.13	532.89	1,061.83	-1.96	100.00
34100	10000320	2210		Bldg Insp VRS 1&2	9,887	10,065	8,385.60	838.56	1,682.42	-3.02	100.00
34100	10000320	2300		Bldg Insp Health Ins	16,606	17,040	14,100.20	1,410.02	2,943.50	-3.70	100.00
34100	10000320	2400		Bldg Insp Life Ins	1,083	1,105	920.93	92.18	183.48	0.59	99.90
34100	10000320	2700		Bldg Insp WC	1,445	1,153	1,153.00	0.00	0.00	0.00	100.00
34100	10000320	3000		Bldg Insp CS	4,700	4,700	0.00	0.00	0.00	4,700.00	0.00
34100	10000320	3320		Bldg Insp Maint Con	1,900	1,900	1,729.40	0.00	30.60	140.00	92.60
34100	10000320	3500		Bldg Insp Printing	400	400	0.00	0.00	0.00	400.00	0.00
34100	10000320	5210		Bldg Insp Postal	150	150	46.46	6.16	0.00	103.54	31.00
34100	10000320	5230		Bldg Insp Telephone	1,020	1,020	752.74	88.05	168.60	98.66	90.30
34100	10000320	5500		Bldg Insp Travel	3,000	3,000	0.00	0.00	0.00	3,000.00	0.00
34100	10000320	5510		Bldg Insp Mileage	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
34100	10000320	5800		Miscellaneous	0	0	199.00	199.00	0.00	-199.00	100.00
34100	10000320	5810		Bldg Insp Due & Memb	1,900	1,900	40.00	40.00	0.00	1,860.00	2.10
34100	10000320	6000		Bldg Insp Mat&Sup	500	500	310.24	73.90	0.00	189.76	62.00
34100	10000320	6008		Bldg Insp Veh Fuel	2,500	2,500	809.53	72.80	0.00	1,690.47	32.40
34100 Total	Building Inspections				144,092	145,878	111,389.03	11,075.14	21,513.59	12,975.38	91.11
35100	10000330	1100		AnimalCtrl Salaries	59,938	61,092	50,909.20	5,090.92	10,181.84	0.96	100.00
35100	10000330	1300		AnimalCtrl PT Sal	18,000	0	0.00	0.00	0.00	0.00	0.00
35100	10000330	2100		AnimalCtrl FICA	5,963	4,033	3,362.30	336.23	671.56	-0.86	100.00
35100	10000330	2210		AnimalCtrl VRS 1&2	4,325	4,408	3,673.40	367.34	735.72	-1.12	100.00
35100	10000330	2220		VRS Benefits - Hybrid Plan	2,184	2,227	1,855.30	185.53	371.08	0.62	100.00
35100	10000330	2300		AnimalCtrl Health Ins	13,393	13,741	11,373.30	1,137.33	2,368.67	-0.97	100.00

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
35100	10000330	2400		AnimalCtrl Life Ins	713	728	606.22	60.64	121.11	0.67	99.90
35100	10000330	2510		Disability Ins - Hybrid Plan	119	120	100.80	10.08	20.16	-0.96	100.80
35100	10000330	2700		AnimalCtrl WC	809	967	966.05	0.00	0.00	0.95	99.90
35100	10000330	3000		AnimalCtrl CS	12,000	12,000	5,364.99	207.29	0.00	6,635.01	44.70
35100	10000330	3320		Maintenance Service Contracts	0	0	47.11	14.75	27.89	-75.00	100.00
35100	10000330	3500		AnimalCtrl Printing	400	400	0.00	0.00	0.00	400.00	0.00
35100	10000330	5110		AnimalCtrl Electric	0	0	718.04	0.00	0.00	-718.04	100.00
35100	10000330	5230		AnimalCtrl Telephone	1,000	1,000	482.77	49.48	65.91	451.32	54.90
35100	10000330	5500		AnimalCtrl Travel	1,400	1,400	657.04	657.04	0.00	742.96	46.90
35100	10000330	5510		AnimalCtrl Mileage	100	100	140.40	140.40	0.00	-40.40	140.40
35100	10000330	6000		AnimalCtrl Mat&Sup	6,150	6,150	3,662.32	0.00	0.00	2,487.68	59.50
35100	10000330	6008		AnimalCtrl Veh Fuel	1,750	1,750	703.85	65.33	0.00	1,046.15	40.20
35100	10000330	6011		AnimalCtrl Clothing	500	500	365.00	0.00	0.00	135.00	73.00
35100 Total	Animal Control				128,744	110,616	84,988.09	8,322.36	14,563.94	11,063.97	90.00
35300	10000340	3000		Exam&Bury CS	1,000	1,000	80.00	0.00	0.00	920.00	8.00
35300 Total	Med Examiner & Indigent Burial				1,000	1,000	80.00	0.00	0.00	920.00	8.00
42400	10000350	3840		RefuseDisp Intergov	100,000	100,000	94,376.02	18,143.39	0.00	5,623.98	94.40
42400 Total	Refuse Disposal				100,000	100,000	94,376.02	18,143.39	0.00	5,623.98	94.38
42600	10000360	3000		LitterCtrl CS	0	0	1,700.00	150.00	1,380.00	-3,080.00	100.00
42600	10000360	6000		LitterCtrl Mat&Sup	3,000	3,000	1,070.08	0.00	0.00	1,929.92	35.70
42600 Total	Litter Control				3,000	3,000	2,770.08	150.00	1,380.00	-1,150.08	138.34
42700	10000370	3840		Sanitation Intergov	29,000	29,000	22,087.80	2,454.20	0.00	6,912.20	76.20
42700	10000370	5600		Sanitation EntityGift	133,377	133,377	133,377.00	0.00	0.00	0.00	100.00
42700 Total	Sanitation				162,377	162,377	155,464.80	2,454.20	0.00	6,912.20	95.74
43200	10000380	1100		Maintenanc Salaries	143,270	143,270	119,968.22	12,131.59	24,263.19	-961.41	100.70
43200	10000380	1300		Maintenanc PT Sal	0	0	444.00	0.00	0.00	-444.00	100.00
43200	10000380	2100		Maintenanc FICA	10,960	10,960	8,513.84	853.86	1,712.93	733.23	93.30
43200	10000380	2210		Maintenanc VRS 1&2	13,130	13,002	11,062.79	1,111.75	2,231.77	-292.56	102.30
43200	10000380	2220		VRS Benefits - Hybrid Plan	2,260	2,388	1,839.88	191.39	383.42	164.70	93.10
43200	10000380	2300		Maintenanc Health Ins	21,924	21,917	17,577.48	1,861.63	3,885.05	454.47	97.90
43200	10000380	2400		Maintenanc Life Ins	1,705	1,705	1,430.66	144.76	288.39	-14.05	100.80
43200	10000380	2510		Disability Ins - Hybrid Plan	123	130	99.97	10.40	20.84	9.19	92.90
43200	10000380	2700		Maintenanc WC	4,379	4,379	3,792.82	0.00	0.00	586.18	86.60
43200	10000380	3000		Maintenanc CS	24,172	24,172	30,546.95	245.00	10,137.94	-16,512.89	168.30
43200	10000380	3320		Maintenanc Maint Con	99,485	99,485	73,572.37	7,372.43	4,501.08	21,411.55	78.50
43200	10000380	3340		Maintenanc Cust Con	0	0	0.00	0.00	26,929.84	-26,929.84	100.00
43200	10000380	3600		Maintenanc Advertise	1,200	1,200	0.00	0.00	0.00	1,200.00	0.00
43200	10000380	5130		Maintenanc Wat & Sew	411	411	387.85	22.00	0.00	23.15	94.40
43200	10000380	5230		Maintenanc Telephone	2,500	2,500	1,482.05	156.96	403.64	614.31	75.40
43200	10000380	5300		Maintenanc Insurance	37,253	37,253	38,424.50	0.00	0.00	-1,171.50	103.10
43200	10000380	5400		Maintenanc Lease&Rent	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
43200	10000380	5500		Maintenanc Travel	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000380	6000		Maintenanc Mat&Sup	34,710	34,710	17,141.35	388.20	0.00	17,568.65	49.40
43200	10000380	6008		Maintenanc Veh Fuel	7,045	7,045	3,175.55	156.58	0.00	3,869.45	45.10
43200	10000380	8200		Maintenanc CO Adds	6,500	6,500	0.00	0.00	0.00	6,500.00	0.00
10000380 Total	General Property Maintenance				413,277	413,277	329,460.28	24,646.55	74,758.09	9,058.63	97.81
43200	10000890	3000		Maintenanc CS	25,000	25,000	22,724.44	13,139.26	5,216.52	-2,940.96	111.80
43200	10000890	3320		Maintenanc Maint Con	29,212	29,212	24,381.05	3,103.59	0.00	4,830.95	83.50
43200	10000890	3340		Maintenanc Cust Con	0	0	0.00	0.00	18,659.04	-18,659.04	100.00
43200	10000890	5110		Maintenanc Electric	37,753	37,753	23,735.93	2,723.51	0.00	14,017.07	62.90
43200	10000890	5120		Maintenanc Heating	5,681	5,681	3,292.66	285.55	0.00	2,388.34	58.00
43200	10000890	5130		Maintenanc Wat & Sew	5,681	5,681	987.40	175.18	0.00	4,693.60	17.40
43200	10000890	6000		Maintenanc Mat&Sup	3,500	3,500	1,528.52	0.00	0.00	1,971.48	43.70
10000890 Total	Maintenance - 101 Chalmers Court				106,827	106,827	76,650.00	19,427.09	23,875.56	6,301.44	94.10
43200	10000900	3000		Maintenanc CS	7,244	7,244	1,855.95	0.00	0.00	5,388.05	25.60
43200	10000900	3320		Maintenanc Maint Con	2,427	2,427	2,156.80	760.00	0.00	270.20	88.90
43200	10000900	5110		Maintenanc Electric	10,637	10,637	7,832.90	924.47	0.00	2,804.10	73.60
43200	10000900	5120		Maintenanc Heating	4,362	4,362	719.50	58.04	0.00	3,642.50	16.50
43200	10000900	5130		Maintenanc Wat & Sew	3,691	3,691	2,424.55	18.00	0.00	1,266.45	65.70
43200	10000900	6000		Maintenanc Mat&Sup	1,500	1,500	899.21	0.00	0.00	600.79	59.90
10000900 Total	Maintenance - 100 N Ch St/Radio T				29,861	29,861	15,888.91	1,760.51	0.00	13,972.09	53.21
43200	10000910	3000		Maintenanc CS	9,000	9,000	1,759.35	0.00	0.00	7,240.65	19.50
43200	10000910	3320		Maintenanc Maint Con	1,724	1,724	1,396.80	0.00	0.00	327.20	81.00
43200	10000910	5110		Maintenanc Electric	25,460	25,460	19,593.65	3,075.25	0.00	5,866.35	77.00
43200	10000910	6000		Maintenanc Mat&Sup	1,000	1,000	609.80	20.00	0.00	390.20	61.00
10000910 Total	Maintenance - 102 N Church St				37,184	37,184	23,359.60	3,095.25	0.00	13,824.40	62.82
43200	10000920	3000		Maintenanc CS	5,000	5,000	11,796.52	810.13	0.00	-6,796.52	235.90
43200	10000920	3320		Maintenanc Maint Con	1,892	1,892	1,396.80	0.00	0.00	495.20	73.80
43200	10000920	5110		Maintenanc Electric	8,982	8,982	7,053.42	889.23	0.00	1,928.58	78.50
43200	10000920	5120		Maintenanc Heating	4,680	4,680	2,242.73	267.23	0.00	2,437.27	47.90
43200	10000920	5130		Maintenanc Wat & Sew	344	344	355.60	0.00	0.00	-11.60	103.40

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
43200	10000920	6000		Maintenanc Mat&Sup	1,000	1,000	1,136.23	18.99	0.00	-136.23	113.60
	10000920 Total		Maintenance - 104/106 N Church St		21,898	21,898	23,981.30	1,985.58	0.00	-2,083.30	109.51
43200	10000930	3000		Maintenanc CS	5,000	5,000	1,769.97	328.62	0.00	3,230.03	35.40
43200	10000930	3320		Maintenanc Maint Con	650	650	0.00	0.00	0.00	650.00	0.00
43200	10000930	5110		Maintenanc Electric	5,570	5,570	4,464.91	415.74	0.00	1,105.09	80.20
43200	10000930	5120		Maintenanc Heating	10,634	10,634	3,022.18	640.07	0.00	7,611.82	28.40
43200	10000930	6000		Maintenanc Mat&Sup	1,500	1,500	488.97	25.50	0.00	1,011.03	32.60
	10000930 Total		Maintenance - 225 Ramsburg Ln		23,354	23,354	9,746.03	1,409.93	0.00	13,607.97	41.73
43200	10000940	3000		Maintenanc CS	1,400	1,400	3,714.37	0.00	0.00	-2,314.37	265.30
43200	10000940	3320		Maintenanc Maint Con	250	250	0.00	0.00	0.00	250.00	0.00
43200	10000940	5110		Maintenanc Electric	1,448	1,448	1,298.37	120.22	0.00	149.63	89.70
43200	10000940	5120		Maintenanc Heating	1,449	1,449	336.60	0.00	0.00	1,112.40	23.20
43200	10000940	6000		Maintenanc Mat&Sup	750	750	25.46	0.00	0.00	724.54	3.40
	10000940 Total		Maintenance - 524 Westwood Road		5,297	5,297	5,374.80	120.22	0.00	-77.80	101.47
43200	10000950	3000		Maintenanc CS	12,500	12,500	14,375.32	5,255.28	0.00	-1,875.32	115.00
43200	10000950	3320		Maintenanc Maint Con	1,000	1,000	490.00	490.00	0.00	510.00	49.00
43200	10000950	5110		Maintenanc Electric	27,273	27,273	22,624.06	1,997.10	0.00	4,648.94	83.00
43200	10000950	5120		Maintenanc Heating	7,253	7,253	2,627.31	202.84	0.00	4,625.69	36.20
43200	10000950	5130		Maintenanc Wat & Sew	1,701	1,701	2,754.00	0.00	0.00	-1,053.00	161.90
43200	10000950	6000		Maintenanc Mat&Sup	5,000	5,000	1,080.92	8.99	0.00	3,919.08	21.60
	10000950 Total		Maintenance - 225 Al Smith Cir Rec Ctr		54,727	54,727	43,951.61	7,954.21	0.00	10,775.39	80.31
43200	10000960	3000		Maintenanc CS	16,000	16,000	12,675.04	7,980.20	0.00	3,324.96	79.20
43200	10000960	5110		Maintenanc Electric	5,457	5,457	2,627.61	262.39	0.00	2,829.39	48.20
43200	10000960	5130		Maintenanc Wat & Sew	2,708	2,708	1,959.60	0.00	0.00	748.40	72.40
43200	10000960	6000		Maintenanc Mat&Sup	5,000	5,000	6,952.59	1,793.25	0.00	-1,952.59	139.10
	10000960 Total		Maintenance - 225 Al Smith Cir Ofc/Grou		29,165	29,165	24,214.84	10,035.84	0.00	4,950.16	83.03
43200	10000970	3000		Maintenanc CS	9,500	9,500	902.71	480.00	0.00	8,597.29	9.50
43200	10000970	5110		Maintenanc Electric	5,579	5,579	4,993.00	179.63	0.00	586.00	89.50
43200	10000970	5130		Maintenanc Wat & Sew	21,860	21,860	4,880.60	0.00	0.00	16,979.40	22.30
43200	10000970	6000		Maintenanc Mat&Sup	5,000	5,000	334.30	81.29	0.00	4,665.70	6.70
	10000970 Total		Maintenance - 225 Al Smith Cir Pool		41,939	41,939	11,110.61	740.92	0.00	30,828.39	26.49
43200	10000980	3000		Maintenanc CS	750	750	492.66	492.66	0.00	257.34	65.70
43200	10000980	5110		Maintenanc Electric	1,408	1,408	561.19	21.44	0.00	846.81	39.90
43200	10000980	6000		Maintenanc Mat&Sup	7,500	7,500	3,592.09	1,491.52	0.00	3,907.91	47.90
	10000980 Total		Maintenance - 225 Al Smith Cir Baseball		9,658	9,658	4,645.94	2,005.62	0.00	5,012.06	48.10
43200	10000990	3000		Maintenanc CS	750	750	591.91	391.91	0.00	158.09	78.90
43200	10000990	5110		Maintenanc Electric	687	687	388.27	30.91	0.00	298.73	56.50
43200	10000990	6000		Maintenanc Mat&Sup	7,500	7,500	4,355.85	637.20	0.00	3,144.15	58.10
	10000990 Total		Maintenance - 225 Al Smith Cir Soccer		8,937	8,937	5,336.03	1,060.02	0.00	3,600.97	59.71
43200	10000995	3320		Maintenance Service Contracts	150	150	0.00	0.00	0.00	150.00	0.00
43200	10000995	6000		Materials and Supplies	500	500	0.00	0.00	0.00	500.00	0.00
	10000995 Total		Maintenance - 106 N Church St Old Comr		650	650	0.00	0.00	0.00	650.00	0.00
43200	10001000	3000		Maintenanc CS	750	750	0.00	0.00	0.00	750.00	0.00
43200	10001000	6000		Maintenanc Mat&Sup	500	500	0.00	0.00	0.00	500.00	0.00
	10001000 Total		Maintenance - 32 E Main St		1,250	1,250	0.00	0.00	0.00	1,250.00	0.00
43200	10001010	3000		Maintenanc CS	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
43200	10001010	6000		Maintenanc Mat&Sup	500	500	206.37	0.00	0.00	293.63	41.30
	10001010 Total		Maintenance - 36 E Main St		5,500	5,500	206.37	0.00	0.00	5,293.63	3.75
43200	10001020	3000		Maintenanc CS	5,540	5,540	17,842.18	165.00	4,115.56	-16,417.74	396.30
43200	10001020	3320		Maintenanc Maint Con	1,900	1,900	4,051.04	293.78	0.00	-2,151.04	213.20
43200	10001020	3340		Custodial Service Contracts	0	0	0.00	0.00	2,350.24	-2,350.24	100.00
43200	10001020	5110		Maintenanc Electric	11,988	11,988	7,044.14	937.79	0.00	4,943.86	58.80
43200	10001020	5130		Maintenanc Wat & Sew	950	950	990.60	0.00	0.00	-40.60	104.30
43200	10001020	6000		Maintenanc Mat&Sup	1,000	1,000	105.37	0.00	0.00	894.63	10.50
	10001020 Total		Maintenance - 311 E Main St		21,378	21,378	30,033.33	1,396.57	6,465.80	-15,121.13	170.73
43200	10001410	3000		Maintenanc CS	2,500	2,500	465.33	0.00	0.00	2,034.67	18.60
43200	10001410	3320		Maintenanc Maint Con	150	150	0.00	0.00	0.00	150.00	0.00
43200	10001410	5110		Maintenanc Electric	3,215	3,215	1,825.02	220.90	0.00	1,389.98	56.80
43200	10001410	5120		Maintenanc Heating	5,783	5,783	1,590.21	235.70	0.00	4,192.79	27.50
43200	10001410	5130		Maintenanc Wat & Sew	159	159	170.00	0.00	0.00	-11.00	106.90
43200	10001410	6000		Maintenanc Mat&Sup	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
	10001410 Total		Maintenance - 129 Ramsburg Ln		13,307	13,307	4,050.56	456.60	0.00	9,256.44	30.44
43200 Total	General Property Maintenance - All Accounts				824,209	824,209	608,010.21	76,094.91	105,099.45	111,099.34	86.52
51100	10000385	5600		Contr to Other Entities	218,594	218,594	218,594.00	54,648.50	0.00	0.00	100.00
51100 Total	Local Health Department				218,594	218,594	218,594.00	54,648.50	0.00	0.00	100.00
51200	10000390	5600		Our Health EntityGift	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
51200 Total	Our Health				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
52400	10000395	5600		Contr to Other Entities	0	15,000	15,000.00	0.00	0.00	0.00	100.00
52400 Total	N Shen Valley Subst Abuse Coal				0	15,000	15,000.00	0.00	0.00	0.00	100.00
52500	10000400	5600		NW Com Svc EntityGift	88,000	88,000	73,333.33	7,333.33	0.00	14,666.67	83.30
52500 Total	Northwestern Community Svcs				88,000	88,000	73,333.33	7,333.33	0.00	14,666.67	83.33

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52800	10000410	5600		Concern HL EntityGift	750	750	750.00	0.00	0.00	0.00	100.00
52800 Total	Concern Hotline				750	750	750.00	0.00	0.00	0.00	100.00
52900	10000420	5600		NW Works EntityGift	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
52900 Total	NW Works				1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53230	10000430	5600		SAAA EntityGift	40,000	40,000	30,000.00	0.00	0.00	10,000.00	75.00
53230 Total	Shenandoah Area Agency on Aging				40,000	40,000	30,000.00	0.00	0.00	10,000.00	75.00
53240	10000440	5600		Loud Trans EntityGift	19,302	19,302	9,651.00	0.00	0.00	9,651.00	50.00
53240 Total	VA Regional Transp Assn				19,302	19,302	9,651.00	0.00	0.00	9,651.00	50.00
53250	10000445	5600		FISH of Clarke County	1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53250 Total	FISH of Clarke County				1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53600	10000450	5600		Access Ind EntityGift	750	750	0.00	0.00	0.00	750.00	0.00
53600 Total	Access Independence				750	750	0.00	0.00	0.00	750.00	0.00
53700	10000460	5600		Laurel Ctr EntityGift	2,000	2,000	2,000.00	0.00	0.00	0.00	100.00
53700 Total	The Laurel Ctr (Women's Shltr)				2,000	2,000	2,000.00	0.00	0.00	0.00	100.00
69100	10000470	5600		LFCC EntityGift	15,580	15,580	15,580.00	3,895.00	0.00	0.00	100.00
69100 Total	Lord Fairfax Community College				15,580	15,580	15,580.00	3,895.00	0.00	0.00	100.00
71100	10000480	1100		Parks Adm Salaries	242,763	246,827	205,690.64	20,567.99	41,135.98	0.38	100.00
71100	10000480	1300		Parks Adm PT Sal	16,020	16,020	11,101.77	931.50	0.00	4,918.23	69.30
71100	10000480	2100		Parks Adm FICA	19,797	18,499	15,025.99	1,505.60	3,101.13	371.88	98.00
71100	10000480	2210		Parks Adm VRS 1&2	26,364	26,810	22,336.80	2,233.68	4,478.72	-5.52	100.00
71100	10000480	2300		Parks Adm Health Ins	39,616	37,721	31,384.58	3,041.81	6,344.40	-7.98	100.00
71100	10000480	2400		Parks Adm Life Ins	2,889	2,941	2,451.71	245.39	488.88	0.41	100.00
71100	10000480	2700		Parks Adm WC	10,265	11,106	11,105.54	0.00	0.00	0.46	100.00
71100	10000480	3000		Parks Adm CS	0	0	1,840.00	1,840.00	0.00	-1,840.00	100.00
71100	10000480	3180		Parks Adm CredCrd Fe	3,500	3,500	1,462.85	0.00	0.00	2,037.15	41.80
71100	10000480	3320		Parks Adm Maint Con	6,241	6,241	1,906.79	480.33	858.01	3,476.20	44.30
71100	10000480	3500		Parks Adm Printing	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
71100	10000480	3600		Parks Adm Advertise	885	885	1,014.75	0.00	0.00	-129.75	114.70
71100	10000480	5210		Parks Adm Postal	3,463	3,463	569.10	9.33	0.00	2,893.90	16.40
71100	10000480	5230		Parks Adm Telephone	2,000	2,000	703.25	70.47	0.00	1,296.75	35.20
71100	10000480	5400		Parks Adm Lease&Rent	530	530	112.00	0.00	0.00	418.00	21.10
71100	10000480	5500		Parks Adm Travel	2,274	2,274	619.86	0.00	0.00	1,654.14	27.30
71100	10000480	5810		Parks Adm Due & Memb	1,850	1,850	754.50	10.00	0.00	1,095.50	40.80
71100	10000480	6000		Parks Adm Mat&Sup	5,156	6,931	1,947.81	0.85	755.12	4,228.07	39.00
71100	10000480	6008		Parks Adm Veh Fuel	1,000	1,000	237.97	27.14	0.00	762.03	23.80
71100	10000480	6011		Parks Adm Clothing	1,000	1,000	745.50	287.85	0.00	254.50	74.60
71100	10000480	8200		Parks Adm CO Adds	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
71100 Total	Parks Administration				391,613	395,598	311,011.41	31,251.94	57,162.24	27,424.35	93.07
71310	10000490	1100		Rec Center Salaries	45,013	45,780	38,149.20	3,814.92	7,629.84	0.96	100.00
71310	10000490	1300		Rec Center PT Sal	30,179	30,179	21,603.75	2,658.65	0.00	8,575.25	71.60
71310	10000490	2100		Rec Center FICA	5,753	5,770	4,537.31	491.88	576.32	656.37	88.60
71310	10000490	2210		Rec Center VRS 1&2	4,888	4,973	4,143.00	414.30	829.52	0.48	100.00
71310	10000490	2300		Rec Center Health Ins	6,404	6,572	5,439.30	543.93	1,133.16	-0.46	100.00
71310	10000490	2400		Rec Center Life Ins	536	546	454.32	45.45	90.74	0.94	99.80
71310	10000490	2700		Rec Center WC	0	1,082	1,081.70	0.00	0.00	0.30	100.00
71310	10000490	3600		Rec Center Advertise	200	200	284.05	0.00	0.00	-84.05	142.00
71310	10000490	5830		Rec Center Refunds	200	200	245.00	0.00	0.00	-45.00	122.50
71310	10000490	6000		Rec Center Mat&Sup	6,250	6,250	2,777.63	356.62	0.00	3,472.37	44.40
71310	10000490	6012		Rec Center Resale Sup	3,000	3,000	2,083.29	239.70	0.00	916.71	69.40
71310 Total	Recreation Center				102,423	104,552	80,798.55	8,565.45	10,259.58	13,493.87	87.09
71320	10000500	1300		Pool PT Sal	60,251	60,251	40,090.06	0.00	0.00	20,160.94	66.50
71320	10000500	2100		Pool FICA	4,610	4,610	3,063.37	0.00	0.00	1,546.63	66.50
71320	10000500	2300		Pool Health Ins	0	0	54.27	0.00	0.00	-54.27	100.00
71320	10000500	3000		Pool CS	2,900	2,900	345.00	0.00	0.00	2,555.00	11.90
71320	10000500	5500		Pool Travel	350	350	300.00	0.00	0.00	50.00	85.70
71320	10000500	5810		Pool Due & Memb	1,000	1,000	910.00	0.00	0.00	90.00	91.00
71320	10000500	5830		Pool Refunds	500	500	190.00	0.00	0.00	310.00	38.00
71320	10000500	6000		Pool Mat&Sup	3,400	3,400	684.75	91.82	0.00	2,715.25	20.10
71320	10000500	6011		Pool Clothing	1,143	1,143	87.50	0.00	87.50	968.00	15.30
71320	10000500	6012		Pool Resale Sup	2,000	2,000	252.10	0.00	0.00	1,747.90	12.60
71320	10000500	6026		Pool Chemicals	11,000	11,000	3,385.46	0.00	0.00	7,614.54	30.80
71320 Total	Swimming Pool				87,154	87,154	49,362.51	91.82	87.50	37,703.99	56.74
71350	10000510	1100		Programs Salaries	34,401	35,053	29,208.46	2,921.92	5,843.84	0.70	100.00
71350	10000510	1300		Programs PT Sal	105,900	105,900	55,017.88	3,168.89	0.00	50,882.12	52.00
71350	10000510	2100		Programs FICA	10,734	10,592	6,285.19	450.04	414.91	3,891.90	63.30
71350	10000510	2210		Programs VRS 1&2	3,736	3,809	3,173.20	317.32	635.12	0.68	100.00
71350	10000510	2300		Programs Health Ins	6,404	6,572	5,439.30	543.93	1,132.78	-0.08	100.00
71350	10000510	2400		Programs Life Ins	409	418	347.91	34.80	69.51	0.58	99.90
71350	10000510	2700		Programs WC	0	827	826.69	0.00	0.00	0.31	100.00
71350	10000510	3000		Programs CS	56,000	56,000	33,385.28	2,911.83	12,534.73	10,079.99	82.00
71350	10000510	3500		Programs Printing	7,000	7,000	5,325.70	0.00	158.00	1,516.30	78.30

**Clarke County
YTD Budget Report
April 30, 2016**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
71350	10000510	3600		Programs Advertise	1,000	1,000	523.40	266.00	0.00	476.60	52.30
71350	10000510	5210		Programs Postal	100	100	0.00	0.00	0.00	100.00	0.00
71350	10000510	5400		Programs Lease&Rent	300	300	0.00	0.00	0.00	300.00	0.00
71350	10000510	5500		Programs Travel	500	500	428.00	0.00	0.00	72.00	85.60
71350	10000510	5560		Programs Group Trip	3,000	3,000	4,103.64	220.00	0.00	-1,103.64	136.80
71350	10000510	5810		Programs Due & Memb	500	500	376.14	40.38	0.00	123.86	75.20
71350	10000510	5830		Programs Refunds	4,000	4,000	2,850.00	139.00	0.00	1,150.00	71.30
71350	10000510	6000		Programs Mat&Sup	11,100	11,100	7,027.76	717.03	99.50	3,972.74	64.20
71350	10000510	6011		Programs Clothing	2,000	2,000	201.75	0.00	0.00	1,798.25	10.10
71350	10000510	6012		Programs Resale Sup	7,000	7,000	8,183.60	4,821.00	8,575.00	-9,758.60	239.40
71350 Total	Parks Programs				254,084	255,671	162,703.90	16,552.14	29,463.39	63,503.71	75.16
71360	10000520	1300		Concession PT Sal	4,125	4,125	2,637.25	15.00	0.00	1,487.75	63.90
71360	10000520	2100		Concession FICA	316	316	201.58	0.99	0.00	114.42	63.80
71360	10000520	6000		Concession Mat&Sup	100	100	0.00	0.00	0.00	100.00	0.00
71360	10000520	6012		Concession Resale Sup	10,300	10,300	3,305.36	0.00	0.00	6,994.64	32.10
71360 Total	Concession Stand				14,841	14,841	6,144.19	15.99	0.00	8,696.81	41.40
72240	10000527	5600		Barns of Rose Hill	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72240 Total	Barns of Rose Hill				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72700	10000530	5600		VA Arts EntityGift	10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
72700 Total	VA Commission for the Arts				10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
73200	10000540	5600		Library EntityGift	190,000	190,000	190,000.00	47,500.00	0.00	0.00	100.00
73200 Total	Handley Regional Library				190,000	190,000	190,000.00	47,500.00	0.00	0.00	100.00
81110	10000550	1100		Plan Adm Salaries	262,174	267,099	222,615.80	22,241.58	44,483.16	0.04	100.00
81110	10000550	2100		Plan Adm FICA	20,057	20,262	16,902.42	1,689.15	3,365.08	-5.50	100.00
81110	10000550	2210		Plan Adm VRS 1&2	28,472	28,995	24,154.30	2,415.43	4,849.23	-8.53	100.00
81110	10000550	2300		Plan Adm Health Ins	29,414	19,722	16,317.90	1,631.79	3,412.56	-8.46	100.00
81110	10000550	2400		Plan Adm Life Ins	3,120	3,182	2,653.44	265.68	528.37	0.19	100.00
81110	10000550	2700		Plan Adm WC	5,136	5,886	5,885.66	0.00	0.00	0.34	100.00
81110	10000550	3000		Plan Adm CS	10,000	10,000	7,639.00	10.00	0.00	2,361.00	76.40
81110	10000550	3140		Plan Adm Eng & Arch	10,000	10,000	3,452.50	200.00	0.00	6,547.50	34.50
81110	10000550	3320		Plan Adm Maint Con	300	300	690.16	0.00	147.44	-537.60	279.20
81110	10000550	3500		Plan Adm Printing	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
81110	10000550	3600		Plan Adm Advertise	3,000	3,000	2,459.60	343.20	0.00	540.40	82.00
81110	10000550	5210		Plan Adm Postal	1,000	1,000	885.74	42.80	0.00	114.26	88.60
81110	10000550	5230		Plan Adm Telephone	400	400	259.96	32.96	0.00	140.04	65.00
81110	10000550	5500		Plan Adm Travel	1,000	1,000	200.00	0.00	0.00	800.00	20.00
81110	10000550	5510		Plan Adm Mileage	1,000	1,000	524.10	115.75	0.00	475.90	52.40
81110	10000550	5810		Plan Adm Due & Memb	300	300	50.00	0.00	0.00	250.00	16.70
81110	10000550	6000		Plan Adm Mat&Sup	2,500	2,500	1,637.67	285.44	247.34	614.99	75.40
81110	10000550	6000	RBP15	Plan Adm Mat&Sup	200	200	0.00	0.00	0.00	200.00	0.00
81110	10001200	3140	PTPLN	Pass Through Engineer Fees	0	0	10,000.00	0.00	14,200.00	-24,200.00	100.00
81110 Total	Planning Administration				380,073	376,846	316,328.25	29,273.78	71,233.18	-10,715.43	102.84
81120	10000560	1300		Plan Com PT Sal	500	250	350.00	100.00	0.00	-100.00	140.00
81120	10000560	2100		Plan Com FICA	39	10	15.81	5.27	0.00	-5.81	158.10
81120	10000560	2300		Plan Com Health Ins	0	335	502.08	167.36	13.57	-180.65	153.90
81120	10000560	3000		Plan Com CS	8,000	8,000	0.00	0.00	0.00	8,000.00	0.00
81120	10000560	3160		Plan Com Board Fe	10,000	10,000	5,750.00	800.00	0.00	4,250.00	57.50
81120	10000560	3600		Plan Com Advertise	1,600	1,600	0.00	0.00	0.00	1,600.00	0.00
81120	10000560	5210		Plan Com Postal	100	100	0.00	0.00	0.00	100.00	0.00
81120	10000560	5500		Plan Com Travel	1,750	1,750	0.00	0.00	0.00	1,750.00	0.00
81120	10000560	5810		Plan Com Due & Memb	261	261	0.00	0.00	0.00	261.00	0.00
81120 Total	Planning Commission				22,250	22,306	6,617.89	1,072.63	13.57	15,674.54	29.73
81130	10000570	3000		BryDevAuth CS	3,000	3,000	765.00	0.00	0.00	2,235.00	25.50
81130	10000570	3160		BryDevAuth Board Fe	500	500	575.00	0.00	0.00	-75.00	115.00
81130	10000570	3600		BryDevAuth Advertise	500	500	286.00	0.00	0.00	214.00	57.20
81130	10000570	5210		BryDevAuth Postal	100	100	0.00	0.00	0.00	100.00	0.00
81130 Total	Berryville Dev Authority				4,100	4,100	1,626.00	0.00	0.00	2,474.00	39.66
81140	10000580	5600		Airport EntityGift	2,500	2,500	1,875.00	0.00	0.00	625.00	75.00
81140 Total	Regional Airport Authority				2,500	2,500	1,875.00	0.00	0.00	625.00	75.00
81310	10000590	5600		HlpHousing EntityGift	5,400	5,400	5,400.00	0.00	0.00	0.00	100.00
81310 Total	Help With Housing				5,400	5,400	5,400.00	0.00	0.00	0.00	100.00
81400	10000600	1300		BrdZonApp PT Sal	250	250	0.00	0.00	0.00	250.00	0.00
81400	10000600	2100		BrdZonApp FICA	20	20	0.00	0.00	0.00	20.00	0.00
81400	10000600	3000		BrdZonApp CS	2,000	2,000	2,245.00	0.00	0.00	-245.00	112.30
81400	10000600	3160		BrdZonApp Board Fe	500	500	100.00	0.00	0.00	400.00	20.00
81400	10000600	3600		BrdZonApp Advertise	500	500	0.00	0.00	0.00	500.00	0.00
81400	10000600	5210		BrdZonApp Postal	50	50	0.00	0.00	0.00	50.00	0.00
81400	10000600	5810		BrdZonApp Due & Memb	150	150	0.00	0.00	0.00	150.00	0.00
81400 Total	Board of Zoning Appeals				3,470	3,470	2,345.00	0.00	0.00	1,125.00	67.58
81510	10000610	1100		Econ Dev Salaries	75,000	65,000	0.00	0.00	0.00	65,000.00	0.00
81510	10000610	1300		Econ Dev PT Sal	0	0	3,737.50	0.00	0.00	-3,737.50	100.00

**Clarke County
YTD Budget Report
April 30, 2016**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABL E BUDGET	% USED
81510	10000610	2100		Econ Dev FICA	5,738	5,738	285.93	0.00	0.00	5,452.07	5.00
81510	10000610	2210		Econ Dev VRS 1&2	8,145	8,145	0.00	0.00	0.00	8,145.00	0.00
81510	10000610	2300		Econ Dev Health Ins	9,519	9,519	0.00	0.00	0.00	9,519.00	0.00
81510	10000610	2400		Econ Dev Life Ins	892	892	0.00	0.00	0.00	892.00	0.00
81510	10000610	3000		Econ Dev CS	5,000	5,000	31,295.00	3,250.00	0.00	-26,295.00	625.90
81510	10000610	3500		Econ Dev Printing	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	3600		Econ Dev Advertise	1,000	1,000	128.70	0.00	0.00	871.30	12.90
81510	10000610	5210		Econ Dev Postal	100	100	1.46	0.00	0.00	98.54	1.50
81510	10000610	5230		Econ Dev Telephone	1,000	1,000	428.82	47.48	171.18	400.00	60.00
81510	10000610	5500		Econ Dev Travel	500	500	54.88	0.00	0.00	445.12	11.00
81510	10000610	5510		Econ Dev Mileage	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	5600		Econ Dev EntityGift	750	750	0.00	0.00	0.00	750.00	0.00
81510	10000610	5810		Econ Dev Due & Memb	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	6000		Econ Dev Mat&Sup	400	400	39.95	0.00	0.00	360.05	10.00
81510 Total	Office of Economic Development				109,544	99,544	35,972.24	3,297.48	171.18	63,400.58	36.31
81530	10000620	5600		SmallBusDv EntityGift	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81530 Total	Small Business Dev Center				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81540	10000630	5600		Blandy EntityGift	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81540 Total	Blandy Experimental Farm				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81800	10000640	3000		HstPrvCom CS	6,000	6,000	5,390.00	715.00	0.00	610.00	89.80
81800	10000640	3160		HstPrvCom Board Fe	1,000	1,000	575.00	0.00	0.00	425.00	57.50
81800	10000640	3600		HstPrvCom Advertise	300	300	368.20	0.00	0.00	-68.20	122.70
81800	10000640	5210		HstPrvCom Postal	200	200	0.00	0.00	0.00	200.00	0.00
81800	10000640	5500		HstPrvCom Travel	500	500	0.00	0.00	0.00	500.00	0.00
81800 Total	Historic Preservation Comm				8,000	8,000	6,333.20	715.00	0.00	1,666.80	79.17
81910	10000650	5600		NSVRC EntityGift	7,329	7,329	7,328.69	0.00	0.00	0.31	100.00
81910 Total	Northern Shen Valley Reg Comm				7,329	7,329	7,328.69	0.00	0.00	0.31	100.00
82210	10000660	3000		Water Qual CS	30,000	30,000	15,000.00	0.00	7,500.00	7,500.00	75.00
82210 Total	Water Quality Management				30,000	30,000	15,000.00	0.00	7,500.00	7,500.00	75.00
82220	10000670	5600		FriendShen EntityGift	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82220 Total	Friends of the Shenandoah				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82230	10000680	3160		BrdSepApp Board Fe	200	200	75.00	0.00	0.00	125.00	37.50
82230	10000680	3600		BrdSepApp Advertise	500	500	286.00	0.00	0.00	214.00	57.20
82230	10000680	5210		BrdSepApp Postal	20	20	0.00	0.00	0.00	20.00	0.00
82230 Total	Board of Septic Appeals				720	720	361.00	0.00	0.00	359.00	50.14
82400	10000690	5600		LF S&W EntityGift	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82400 Total	LF Soil & Water Cons Dist				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82600	10000700	1300		Biosolids PT Sal	12,228	12,228	3,566.38	0.00	0.00	8,661.62	29.20
82600	10000700	2100		Biosolids FICA	936	936	272.83	0.00	0.00	663.17	29.10
82600	10000700	2700		Biosolids WC	143	190	189.40	0.00	0.00	0.60	99.70
82600	10000700	5510		Biosolids Mileage	1,152	1,152	831.04	0.00	0.00	320.96	72.10
82600 Total	Bio-solids Application				14,459	14,506	4,859.65	0.00	0.00	9,646.35	33.50
83100	10000710	3000		Coop Ext CS	100	100	0.00	0.00	0.00	100.00	0.00
83100	10000710	3320		Coop Ext Maint Con	500	500	547.38	0.00	118.50	-165.88	133.20
83100	10000710	3841		Coop Ext VPI Agent	37,036	37,036	18,201.41	0.00	0.00	18,834.59	49.10
83100	10000710	5210		Coop Ext Postal	600	600	492.80	16.81	0.00	107.20	82.10
83100	10000710	5230		Coop Ext Telephone	500	500	96.81	10.33	0.00	403.19	19.40
83100	10000710	5810		Coop Ext Due & Memb	0	130	130.00	0.00	0.00	0.00	100.00
83100	10000710	6000		Coop Ext Mat&Sup	2,000	1,870	322.20	12.88	0.00	1,547.80	17.20
83100 Total	Cooperative Extension Program				40,736	40,736	19,790.60	40.02	118.50	20,826.90	48.87
83400	10000720	5600		4-H Center EntityGift	2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
83400 Total	4-H Center				2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
91600	10000730	1000		Reserve Personal	132,000	82,082	0.00	0.00	0.00	82,082.00	0.00
91600	10000730	3140		Reserve Eng & Arch	15,000	0	0.00	0.00	0.00	0.00	0.00
91600	10000730	3150		Reserve Legal S	20,000	19,400	0.00	0.00	0.00	19,400.00	0.00
91600	10000730	8000		Reserve CO	15,000	3,306	0.00	0.00	0.00	3,306.00	0.00
91600 Total	Contingency Reserves				182,000	104,788	0.00	0.00	0.00	104,788.00	0.00
Grand Total					9,198,683	9,221,517	7,464,773.31	909,757.65	995,702.87	761,040.82	91.75

Sharon Keeler	-	Absent
Charles "Chip" Schutte	-	Aye
David Weiss	-	Absent
Beverly McKay		Abstain

4. Audit Committee

RFP responses are due tomorrow for the annual audit. It is recommended that Sharon, Tom, and Annette meet to review the responses and decide on the vendor.

Tom Judge told the Board that Robinson Farmer Cox was the only respondent at this time.

Following brief review, **David Ash, seconded by Chip Schutte, moved to approve review of responses to the audit RFP by Tom Judge, Annette Gilley and Sharon Keeler. The motion carried by the following vote:**

David Ash	-	Aye
Chuck Bishop	-	Absent
Sharon Keeler	-	Absent
Charles "Chip" Schutte	-	Aye
David Weiss	-	Absent
Beverly McKay		Aye

5. Penalties

There have been two penalties of \$7,000 each this year from the IRS. These have been appealed, but the appeals have been denied. Efforts have been made to absorb these penalties within the JAS budget, and these efforts are projected to be successful. The Board should be aware that we are now under the threat of penalty from the following organizations for failing to electronically transmit funds within tight deadlines following each payroll:

- a. IRS, including ACA data
- b. VRS
- c. Virginia Department of Taxation
- d. Anthem
- e. ICMA-RC

The motives of these organizations appear to be: enhanced cash flow, increased fees, or delegation of administrative responsibility. Staff have been cross-trained to make these deadlines, but a confluence of factors (holidays, bank delays, illnesses, competing deadlines, etc.) can make compliance with ramped up enforcement difficult.

Tom Judge provided the following comments.

- IRS:
 - o When the pay date falls on Friday, funds are transmitted that day; however, the IRS does not process for 24 hours after receipt causing the payment to be late.

- Proposed fix: in the event the pay date is due on a Friday, payment will be sent to the IRS a day in advance of the pay date.
- Mr. Judge believes that funds will be found in the current year budget to absorb the cost of the penalties.
- JAS is responsible to update the VRS and Anthem databases.
- VRS and Anthem have adopted regulations similar to the IRS.

6. ERP

- a. Citizen Self-Service: (working through this, have 3 volunteers willing to test).
 - Policy decision is needed to determine whether citizens will be able to view only their information or all public information.
 - Supervisor Mary Daniel has volunteered to test the citizen self-serve module.
- b. Permits and Code Enforcement, Business Licenses, now live.
- c. Social Services AP integration still dragging on. Working on TCM settings to make attachments confidential (viewable by DSS and AP only).
- d. Utility Billing: Training May 3,4,5.
- e. Permits and Code Enforcement, Business License, Citizen Self Service: post-live followup May 6.
 - Tom Judge asked David Ash to follow up with the Building Department on need for part-time office coverage for this meeting.

7. JAS 2017 Salary Rates

Please find attached a proposal for salary increases. This emulates the school division.

Tom Judge briefly reviewed the FY2017 proposal.

David Ash, seconded by Chip Schutte moved to approve the salary proposal based on its consistency with the School Board's salary proposal. The motion carried by the following vote:

David Ash	- Aye
Chuck Bishop	- Absent

Sharon Keeler - Absent
 Charles "Chip" Schutte - Aye
 David Weiss - Absent
 Beverly McKay Aye

<u>POSITION</u>	<u>CURRENT</u> <u>TOTAL</u>	<u>Increase</u>	<u>NEW</u> <u>SALARY</u>	<u>PERCENT</u> <u>INCREASE</u>	<u>CCSA</u> <u>PORTION</u>	<u>JAS</u> <u>PORTION</u>
Director	122,940	1,032	123,972	0.84%		123,972
Accountant	65,869	1,900	67,769	2.88%		67,769
Accountant	59,517	1,900	61,417	3.19%		61,417
Purchasing Manager	57,213	1,900	59,113	3.32%	35,468	23,645
Accounts Payable Specialist	38,462	1,900	40,362	4.94%		40,362
Payroll and Benefits Coordinator	47,787	1,900	49,687	3.98%		49,687
Administrative Assistant	41,940	1,900	43,840	4.53%		43,840
	433,728	12,432	446,160	2.87%	35,468	410,692
Budgeted amount (3% of salary)			446,740			

8. Set Next Meeting

Tom Judge advised that it might not be necessary to conduct the next regularly scheduled meeting set for Monday, May 23, 2016.

9. Adjournment

Being no further business, at 1:37 pm, **David Ash, seconded by Chip Schutte, moved to adjourn the meeting. The motion carried by the following vote:**

David Ash - Aye
 Chuck Bishop - Absent
 Sharon Keeler - Absent
 Charles "Chip" Schutte - Aye
 David Weiss - Absent
 Beverly McKay Aye

Minutes Recorded and Transcribed by Lora B. Walburn

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

Miscellaneous Items

Board of Supervisors
Summary of Required Actions Status Report

<i>Meeting/Letter Date</i>	<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>	<i>Review Date</i>
4/19/2016	1966	Correct and process approved minutes.	Lora B. Walburn	Complete	4/25/2016	
4/19/2016	1967	Process and advertise Hunt County Cluster Special Event Permit Application for public hearing.	Lora B. Walburn	Complete	4/21/2016	
4/19/2016	1968	Process 2016-03R and 2016-05R.	Lora B. Walburn	Complete	4/19/2016	
4/19/2016	1969	Update appointment database and process notice of appointment.	Lora B. Walburn	Complete	5/5/2016	
4/19/2016	1970	Process 2016-04R.	David Ash	Complete	4/19/2016	
4/19/2016	1971	Process and advertise Code Amendment for public hearing.	Lora B. Walburn	Complete	4/21/2016	

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session Pursuant to 2.2-3711 A7 Consultation with Robert Mitchell, County Attorney

To convene a closed session, a member of the Board of Supervisors should:

“Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible).”

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

“Move to reconvene in open session.” With the vote taken immediately thereafter.

Next, a member of the Board should:

“Move to certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et sec, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

Clarke County Board of Supervisors

Citizen Comment Period

Public Hearing Notices

The Clarke County Board of Supervisors will hold public hearing on Tuesday, May 17, 2016, at 6:30 PM, or as soon thereafter as the matter may be heard, in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, Virginia to consider the following matters:

PH 16-13: Special Event Permit Application for The Hunt Country Cluster at Historic Long Branch Plantation (Rt. 624 & 626) 830 Long Branch Lane Millwood, Virginia 22646. Large, multi-year event - September 29, 30, October 1, 2, 3, 2016; years 2017, 2018 Applicant / Event Director: Roger K. Riggins; Hunt Country Cluster Director Of Show Operations; For Warrenton Kennel Club, Inc., Old Dominion Kennel Club Of Northern Virginia, Inc., Charlottesville-Albemarle Kennel Club, Inc., Middleburg Kennel Club, Inc.

PH 16-14: CC-2016-02 Proposed amendment to Clarke County Code amending Chapter 24 Officers and Employees to add Article IV Employment, licensing and volunteer service; background check.

Pertinent information in connection with the above matter is available to the public in Clarke County Administration during regular working hours. Any person desiring to be heard regarding the above matters should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

David L. Ash - County Administrator



County of Clarke
David Ash, County Administrator

Special Event Permit Application

To: Clarke County Board of Supervisors

Date: May 17, 2016

Name: The Hunt Country Cluster

Size: Large [8,500 over a five-day period]

Location: Historic Long Branch Plantation (Rt. 624 & 626) 830 Long Branch Lane Millwood, Virginia 2264

Dates: Multi-year: September 29, 30, October 1, 2, and 3, 2016 and years 2017 and 2018

Applicant / Event Director: Roger K. Riggins; Hunt Country Cluster Director Of Show Operations; For Warrenton Kennel Club, Inc., Old Dominion Kennel Club Of Northern Virginia, Inc., Charlottesville-Albemarle Kennel Club, Inc., and Middleburg Kennel Club, Inc.

History:

- 2006: First large one-year special event permit application approved.
- 2007: Second large one-year special event permit application approved.
- 2008: Third large one-year special event permit application approved.
- 2009: Fourth large one-year special event permit application approved.
- 2010: First large three-year special event permit application approved.
- 2013: Second large three-year special event permit application approved.
- 2016: Submission of third large three-year special event permit application for Board review.

Complaints / Issues: None 2006 to present.

04-19-2016 Staff Recommendation: Set for public hearing on Tuesday, May 17, 2016, at 6:30 pm or as soon thereafter as the matter may be heard.

05-17-2016: Subsequent to public hearing, a member of the Board of Supervisors should move to deny or approve the multi-year Special Event Permit application for 2016, 2017, 2018 by The Hunt Country Cluster.



**County of Clarke
Application Special Event Permit
Code of Clarke County Chapter 57**

Special Event Permit Application

ROGER K. RIGGINS; HUNT COUNTRY CLUSTER DIRECTOR OF SHOW OPERATIONS; FOR
 WARRENTON KENNEL CLUB, INC., OLD DOMINION KENNEL CLUB OF NORTHERN VIRGINIA, INC., CHARLOTTESVILLE-ALBEMARLE KENNEL CLUB, INC., AND MIDDLEBURG KENNEL CLUB, INC.

Applicant Name and Organization if applicable [Please Print]

10516 ELK RUN ROAD CATLETT, VIRGINIA 20119
 Applicant/Organization Address [Please Print]

(540) 788-9992 N/A RoleraFarm@aol.com
 Telephone No. Fax No. Email Address

THE HUNT COUNTRY CLUSTER
 Name of Event

HISTORIC LONG BRANCH PLANTATION (RT. 624 & 626) 830 LONG BRANCH LANE MILLWOOD, VIRGINIA 22646
 Location of Event

Date[s]: SEPTEMBER 29, 30, OCTOBER 1, 2, and 3, 2016 Event No.: _____
 If submitting application for multiple events, please number [1, 2, 3, etc.]

Estimate the number of Attendees (Maximum expected) 8,500 FOR ALL FIVE (5) DAYS
Total expected over entire timeframe, not the maximum at any one time. When calculating the number of persons attending an event, Code 57-2: Persons Attending an Event – The number of participants and spectators that is the cumulative total number of people entering the site of a Special Event on an Event Day. For Events with multiple consecutive Event Days, the Day with the greatest number of persons attending shall be used to determine whether an Event is Small, Medium, or Large.

§ 57-2 Special Event Type and § 57-5 Permit Fees

- Yes No Multiple Events: Note: Multiple Event applications for special event permits may be submitted together for a single parcel of property.
- Yes No Multiple Year: Note: No application for a special event may be filed more than one year before an event is to be held or before the first Event Day for applications for multiple special event permits, except for an application for a special event that is substantially the same as a special event that has been previously approved.
- Yes No Has this/these event[s] been previously approved by the Board of Supervisors?

Type	Event	No. Events In Application	Fee
<input type="checkbox"/>	Small Special Event – Special Events for 150 to 499 persons attending five [5] or fewer event days per calendar year.	One [1] Event Two [2] or More Events In An Application Up to Five [5]	\$100 \$100 1st Event \$50 Each Event 2-5
<input type="checkbox"/>	Medium Special Event – Special Events for <u>150</u>	One [1] Event in Application	\$100

	to <u>499</u> persons attending with six [6] or more event days in a calendar year.	Two [2] or More Events In An Application	\$100 1st Event \$50 Each Event 2-9 + Cost of PH Notice
<input type="checkbox"/>	Medium Special Event – Special Events for <u>500</u> to <u>999</u> persons attending	Each Event	\$250 + Cost of PH Notice
<input checked="" type="checkbox"/>	Large Special Event – Special Events of 1000 or more persons attending an event.	Each Event	\$500 + Cost of PH Notice

Instructions and Notes:

- √ Make checks payable to Clarke County Treasurer.
- √ Attach check or receipt from the Treasurer with this form and include with application. If submitting for two or more events, attach to first event application only.
- √ Payment of the Special Event Permit Fee shall not eliminate or substitute for any requirement for any business license or any other permit(s) that may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

§ 57-4 Scaled Drawing

- Medium and Large Events – attach drawing depicting the following: Small Event: Not required.
- (a) The areas for performances or activities and for grandstands or seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
 - (b) All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.
 - (c) The location, capacity, and nature of all temporary lighting, sound, and public address facilities.
 - (d) The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
 - (e) Vehicle ingress, egress, and parking plan, to include emergency vehicle access.

§ 57.7. Special Event Requirements

All Special Events shall comply with the following terms, conditions, and requirements, unless express exception is requested and granted in any permit issued. The Administrator may waive any of the following for Small Special Events based on circumstances unique to the proposed event.

Instructions: Answer all the following. Enter NA if you do not think issue is applicable. If completing the form on a computer place your answers in the blanks provided. If completing the form manually, attach a separate piece of paper and answer the questions in order.

General Information:

- a) **Event hours.** Unless specifically approved by the reviewing entity, no stage presentation, music, dance, or other performance or activity shall take place at a special event between the hours of 12:00 am and 7:00 am.

Date(s) and time(s) of the event: SEPTEMBER 29, 30, OCTOBER 1, 2, and 3, 2016 HOURS: 8:00 am to 7:00 pm

If multiple days, which day do you anticipate to have the highest attendance and an estimate of attendance: SUNDAY, OCTOBER 2; ESTIMATED ATTENDANCE 2,500

- b) **Admission regulated.** The applicant shall regulate admission by ticket or other means acceptable to the County, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit. Copy of Ticket or badge of admission Attached **OR**

Statement of the plan for controlling admission to the event: RECORD OF FEE PAID AT THE GATE AND TOTAL ENTRIES OF DOGS

- c) **Limits to attendance.** The applicant shall not sell, give, or distribute a greater number of tickets than the number that the permit allows to attend. The applicant shall not admit any persons to an outdoor event if such admission would result in a greater number of persons present than allowed by the permit. Total number of tickets to be offered for sale: _____

- p) **Liability insurance.** The applicant shall provide evidence of adequate liability insurance. A certificate of insurance providing coverage in an amount of at least \$1 million dollars, naming the County of Clarke as an additional insured, and showing the date(s) of the event, shall have been received by the Administrator before an application is approved.

Certificate of insurance attached. No Yes

- r) **Permission for Entry.** F1211-06D Attached. The applicant shall provide written permission for the Administrator, designee, all duly constituted law enforcement officers to enter the property at any time during the Special Event to determine compliance with the approved permit and the provisions of this chapter.

Adjoining Property Owners.

- Attach a copy of the notice sent to all adjoining property owners. [F1211-06C provides an example of the information required in the notice to adjoining property owners] Notice shall be sent to all adjacent property owners on the same date as the application is filed with the Administrator. The address for such owners shall be that found in the records of the Commissioner of the Revenue or, for properties not located in Clarke County, an equivalent source.

- Attach a list of all adjacent property owners, with addresses.

Health Department Notice and Approvals:

Note: The Health Department must approve your plans for the following items. It is best you talk to the Health Department before you submit your plan to ensure it will be approved. Contact: 540-955-1033; 100 North Buckmarsh Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Health Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Health Department Approval attached and have their letter of approval attached to your application.

- ✓ Check here if you have not submitted your plan to the Health Department. Not attached
Note: County Administration will submit your application to the Health Department for review; however, the Event Permit cannot be approved until after the Health Department has approved the plan.

d) Water supply. The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the Special Event by providing to the satisfaction of the Health Department the location and type of water facilities.

Statement of plan for providing water included with application including location and type of water facilities included in plan: INDIVIDUAL VENDORS

e) Toilet and/or lavatory facilities. The applicant shall provide adequate toilet and/or lavatory facilities for sanitation purposes on the premises of the Special Event to the satisfaction of the Health Department.

Statement of plan for providing sanitation facilities included in plan.: ONE (1) GRAY WATER DISPOSAL & PORT-A-JOHNS; TWENTY (20) STANDARD UNITS. TWO (2) HANDICAPPED UNITS WITH SERVICE ON FRI., SAT. & SUN., AND THREE (3) FREE-STANDING SINKS WITH SERVICE

f) Waste management. The applicant shall provide for the pickup and removal of refuse, trash, garbage, and rubbish from the site of the event on a daily basis, or more often if required by providing to the satisfaction of the Health Department the plans for pickup and removal of refuse and to clean up the premises and remove all trash and debris there from within 48 hours after the conclusion of the event.

Statement of plan for garbage, trash and sewage disposal included in plan.: TWO (2) 30-YARD DUMPSTERS. AND ONE HUNDRED (100) TRASH CANS PROVIDED BY HISTORIC LONG BRANCH.

g) Medical facilities. Adequate on-site medical facilities shall be provided to the satisfaction of the Health Department.

Statement of plan to provide adequate on-site medical facilities included in plan: BOYCE VOLUNTEER FIRE & RESCUE CO. PROVIDING STAFFED BLS AMBULANCE UNIT ON-SITE TO PROVIDE FIRST AID SERVICES & TRANSPORTATION

k) Food & Beverage. The applicant shall provide for adequate preparation and provision of any food or beverage for consumption during the Special Event to the satisfaction of the Health Department (and the Virginia Alcohol Beverage Control Board, if alcoholic beverages are to be served) with a plan for preparing and providing food and beverages).

Statement of plan to provide adequate preparation and provision of any food or beverage for consumption included in plan. INDIVIDUAL VENDORS

Will alcoholic beverages be served? No Yes If yes:

Virginia Alcohol Beverage Control Board Notice/Approval Date:

Approval attached.

Local Fire & Rescue Company Notice and Approvals

Note: The local Fire & Rescue Company must approve your plans for the following items. It is best you talk to your local Fire and Rescue Company before you submit your plan to ensure it will be approved. Contact your local fire & rescue company. [Blue Ridge, Boyce, John Enders, or Shenandoah Farms]

The Event Permit cannot be approved until after the local fire and rescue company has approved the plan.

- ✓ Check here if you have submitted your written plan to the local fire and rescue company and have their letter of approval attached to your application. Approval attached
- ✓ Check here if you have not submitted your plan to the local fire and rescue company. Note: County Administration will submit your application to the local fire and rescue company for review. Not attached

g) Medical facilities. Adequate on-site medical facilities and emergency medical transport vehicles shall be provided to the satisfaction of the Chief of the Fire and Rescue Company providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate on-site medical facilities and emergency medical transport vehicles included in plan: BOYCE VOLUNTEER FIRE & RESCUE CO. PROVIDING STAFFED BLS AMBULANCE UNIT ON-SITE TO PROVIDE FIRST AID SERVICES & TRANSPORTATION

h) Fire protection. The applicant shall provide for adequate fire protection to the satisfaction of the Chief of the Fire Department providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate fire protection included in plan. FIRE EXTINGUISHERS PLACED IN ALL TENTS. AND NOTIFICATION SENT TO LOCAL FIRE DEPARTMENT OF THE DATES OF THE EVENT.

Sheriff's Notice and Approvals

Note: The Sheriff must approve your plans for the following items. It is best you contact him before you submit your plan to ensure it will be approved. Contact: 540-955-1234; 100 North Church Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Sheriff has approved the plan.

- ✓ Check here if you have submitted your written plan to the Sheriff and have his letter of approval attached to your application. Approval attached
- ✓ Check here if you have not submitted your plan to the Sheriff. Note: County Administration will submit your application to the Sheriff for review. Not attached

i) **Traffic and parking control.** The applicant shall provide for adequate ingress, egress and parking for the Special Event to the satisfaction of the Sheriff, the State Police and the Virginia Department of Transportation.

Statement of plan to provide adequate ingress and egress included in plan. ASSISTANCE PROVIDED BY MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH; STATE AND LOCAL LAW ENFORCEMENT, AS WELL AS VDOT-APPROVED, CERTIFIED, TRAFFIC CONTROL.

State Police Notice/Approval Date: _____ Approval attached.
Contact: 540-869-2000; 3680 Valley Pike, Winchester, Virginia 22602

Statement of plan to provide traffic Control devices, signage, cones, barricades or other activities to take place within the public right-of-way. MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH WILL HAVE AN ESTIMATED ELEVEN (11) ATTENDANTS TO DIRECT & PARK VECHILES IN THREE PASTURES TOTALING 96 ACRES. ADDITIONAL ASSISTANCE PROVIDED BY STATE & LOCAL LAW ENFORCEMENT; IF NECESSARY.

VDOT Notice/Approval Date: _____ Approval attached.

j) **Security.** The applicant shall provide adequate on-site security for the entire duration of a Special Event to the satisfaction of the Sheriff with a security plan.

Statement of plan to provide adequate on-site security included in plan. MR. JOSEPH H. LEWIS OF HISTORIC LONG BRANCH WILL BE CONTRACTED TO HANDLE SECURITY.
F1211-

Building Department Notice and Approvals

Note: The Building Department must approve your plans for the following items. It is best you contact the Building Department before you submit your plan to:

- Obtain approval of the actual event; AND
- Apply for any necessary permits and schedule any necessary inspections. *Prior to the event being opened to the public or participants, applicable permits and inspections must be complete. These include, but not limited to: portable lighting, electrical systems, gas systems, tents, portable structures, amusement rides including inflatables and climbing walls. Also, the Building Department inspects emergency vehicle access.*

Contact: 540-955-5112; 101 Chalmers Court, Suite B, Berryville, VA 22611

The Event Permit cannot be approved until after the Building Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Building Department and have their letter of approval attached to your application. Approval attached
- ✓ Check here if you have not submitted your plan to the Building Department. Not attached
- Note: County Administration will submit your application to the Building Department for review; however the applicant is responsible for obtaining any necessary Building Department permits and scheduling any/all inspections.

l) Lighting/Illumination. If lighting is to be utilized, such lights shall be located, or such shielding devices or other equipment shall be utilized so as to prevent unreasonable glow beyond the property on which the event is located.

Will outdoor lighting be utilized? No Yes

m) Temporary Structures. All necessary building permits shall be obtained before the event occurs for any temporary structures such as tents or amusement rides. Will temporary structures be utilized? No Yes

Type[s] of temporary structures: TENTS

o) Communication system. If the premises are without adequate communications systems, the applicant shall make arrangements, approved by the County, to provide for substitute, additional, or alternate means of communication with public safety and other government officials.

Will substitute, additional, or alternate means of communication be utilized? No Yes If yes:

Plan for adequate communications systems included with application. PA SYSTEM. WALKIE TALKIES, and CELL PHONES.

t) Necessary Safety Services. The operator of the Special Event shall provide any services necessary to provide appropriate levels of safety over and above what public agencies determine that they are able to provide. Additional Safety Services Required? No Yes If yes:

List safety services: _____

which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

§ 57.8. Deposit. I am aware that a deposit may be required. As a condition of granting the permit, the Administrator or the Board may require the payment of a deposit to cover anticipated public clean-up costs, law enforcement costs, and/or emergency services costs beyond what is usual and customary. The applicant shall be responsible for such costs in excess of any deposit, and the applicant shall be refunded any portion of a deposit not needed to cover such costs.

§ 57.9. Permit not transferable. I am aware that this permit is not transferable.

§ 57.10. Revocation or suspension of permit. I am aware that this permit may be revoked for suspendedA permit issued under the provisions of Chapter 57 may be revoked or suspended by the entity that approved the permit. The Sheriff or his/her designee may temporarily suspend the permit pending consideration, by the entity that approved the permit, of action to revoke or suspend a permit. Such action by the approving entity or the Sheriff or designee may be taken for any of the following reasons:

- a) Any violation of one or more of the requirements or any violation of one or more of the terms and conditions of a permit issued hereunder.
- b) Any material misrepresentation in the application for a permit.
- c) Any change in the ownership of the location of the permitted event, unless there is provided a signed statement from the new owner to confirm that the new owner has given permission for the specific Special Event to be held.
- d) Any material change in the condition of the facilities or ability of contracted organizations to provide required services or equipment.
- e) Any state of emergency, disaster, hazardous weather condition, or other threat to the public health, safety, and welfare that has been declared or is anticipated to occur such that continuation of the event is deemed to be an undue or unnecessary risk to the participants, general public, or public safety providers.
- f) Upon revocation or suspension of the permit, the permittee shall immediately cancel and/or terminate the event and provide for orderly dispersal of those in attendance.

Applicant Signature

April 12, 2016

Date

MR. ROGER K. RIGGINS;
THE HUNT COUNTRY CLUSTER DIRECTOR
OF SHOW OPERATIONS FOR WARRENTON
KENNEL CLUB, INC., OLD DOMINION
KENNEL CLUB OF NORTHERN VIRGINIA,
INC., CHARLOTTESVILLE-ALBEMARLE
KENNEL CLUB, INC., AND MIDDLEBURG
KENNEL CLUB, INC.

Printed Name



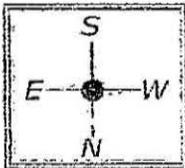
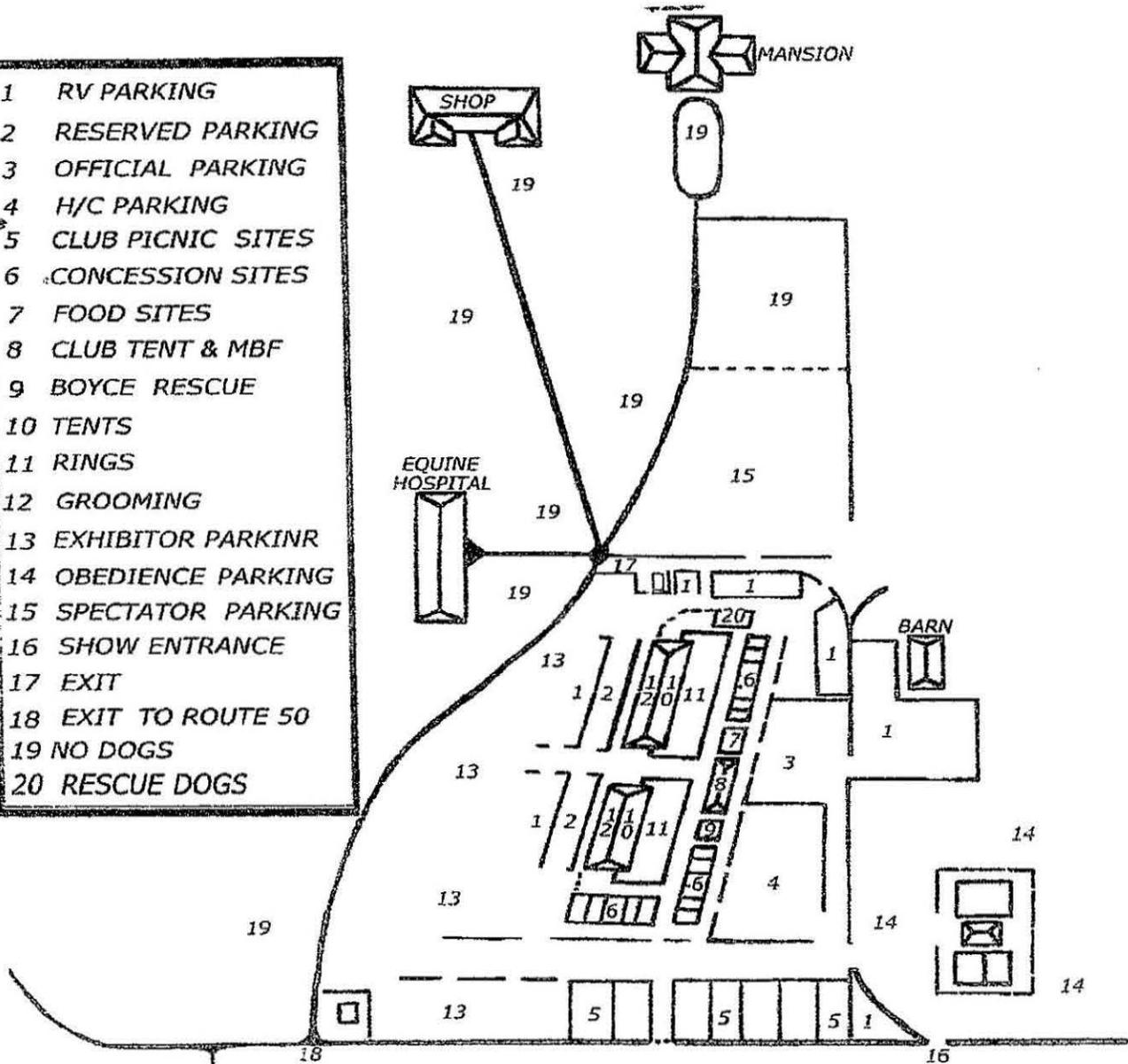
THE HUNT COUNTRY CLUSTER

Warrenton Kennel Club, Inc.
and
Old Dominion Kennel Club of Northern Virginia, Inc.



FALL SHOW SITE LAYOUT

- | | |
|----|-------------------|
| 1 | RV PARKING |
| 2 | RESERVED PARKING |
| 3 | OFFICIAL PARKING |
| 4 | H/C PARKING |
| 5 | CLUB PICNIC SITES |
| 6 | CONCESSION SITES |
| 7 | FOOD SITES |
| 8 | CLUB TENT & MBF |
| 9 | BOYCE RESCUE |
| 10 | TENTS |
| 11 | RINGS |
| 12 | GROOMING |
| 13 | EXHIBITOR PARKING |
| 14 | OBEDIENCE PARKING |
| 15 | SPECTATOR PARKING |
| 16 | SHOW ENTRANCE |
| 17 | EXIT |
| 18 | EXIT TO ROUTE 50 |
| 19 | NO DOGS |
| 20 | RESCUE DOGS |





**County of Clarke
Application Special Event Permit
Code of Clarke County Chapter 57**

Right of Entry Permission Form

I, ROGER K. RIGGINS, HCC DIRECTOR OF SHOW OPERATIONS the applicant for a special event permit as

Permit Applicant's Name [Please print legibly.]

required by Article II of Chapter 57 of the Code of Clarke County, Virginia, that event
titled: THE HUNT COUNTRY CLUSTER

shall take place on SEPTEMBER 29, 30, OCTOBER 1, 2, and 3, 2016 at

Specify Date[s]

Historic Long Branch Plantation 830 Long Branch Lane Millwood, VA 22646

Event Location and/or Address

in Clarke County, Virginia, and I, ELIZABETH RYAN, CREATIVE DIRECTOR at HISTORIC LONG BRANCH PLANTATION

Landowner or Leaseholder's Name

the landowner/ leaseholder of such event location, give our permission for the County Administrator, the county's lawful agents or duly constituted law enforcement officers to go upon the aforementioned property where the special event will take place at any time for the purpose of determining compliance with the provisions of Article II of Chapter 57 of the Code of Clarke County, Virginia. This permission shall specifically include the period of set up and shut down of the event.

We understand that any of the above referenced-officials shall have the right to revoke any permit issued under the aforementioned article upon noncompliance with any of its provisions and conditions.

Roger K. Riggins
Permit Applicant

Secondary Signature[s] If Applicable

Elizabeth Ryan
Event Location Owner/Leaseholder

Secondary Signature[s] If Applicable

Permit Applicant

Event Location Owner/Leaseholder



CERTIFICATE OF LIABILITY INSURANCE

MIDDLE-4 OP ID: ENG

DATE (MM/DD/YYYY)
04/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Equisure, Inc. 13790 E Rice Pl Ste 100 Aurora, CO 80015 House Account	CONTACT NAME: Equisure, Inc. PHONE (A/C, No, Ext): 800-752-2472 E-MAIL ADDRESS: info@equisure-inc.com	FAX (A/C, No): 303-614-6967
	INSURER(S) AFFORDING COVERAGE INSURER A : Lloyds, London	
INSURED Middleburg Kennel Club, Inc. 6016 Valley Green Drive Broad Run, VA 20137	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		B123082343A16-MIDDLE-4	04/28/2016	04/28/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured as to the general liability exposure of the Middleburg Kennel Club, Inc. but only with respects to the occurrences related to the Middleburg Kennel Club All-Breed Dog Show to be held October 3, 2016 only. Revised 4/12/16

CERTIFICATE HOLDER**CANCELLATION**

000000 County of Clarke, Historic Long Branch Plantation, Commonwealth of Virginia 6016 Valley Green Dr Broad Run, VA 20137	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

WARRE-1

OP ID: BH

DATE (MM/DD/YYYY)

04/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Equisure, Inc. 13790 E Rice Pl Ste 100 Aurora, CO 80015 House Account	CONTACT NAME: Equisure, Inc. PHONE (A/C, No, Ext): 800-752-2472 E-MAIL ADDRESS: info@equisure-inc.com	FAX (A/C, No): 303-614-6967
	INSURER(S) AFFORDING COVERAGE INSURER A : Lloyds, London	
INSURED Warrenton Kennel Club PO Box 312 Bealeton, VA 22712	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER: 1**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		B123082343A16-WARRE-1	12/29/2015	12/29/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder and Clarke County VA, the Board of Supervisors and the Commonwealth of Virginia are additional insureds as to the general liability exposure of the Warrenton Kennel Club but only with respects to the occurrences related to the Hunt Country Cluster Dog Show to be held September 30th - October 1st, 2016 only.

CERTIFICATE HOLDER**CANCELLATION**

000000 Long Branch Historic House & Farm Landowner/Facility Owner PO Box 241 Millwood, VA 22646	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

RECEIVED

APR 21 2016

OP ID: CHE

DATE (MM/DD/YYYY)

04/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Equisure, Inc. 13790 E Rice Pl Ste 100 Aurora, CO 80015 House Account		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: CHARL-7		FAX (A/C, No):
INSURED Charlottesville-Albemarle KC 1612 Grove Rd Charlottesville, VA 22901	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A: Underwriters at Lloyds, London			112200
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	B123082343A15-CHARL-7	10/09/2015	10/09/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is additional insured as to the general liability exposure of the Named Insured but only with respects to the occurrences related to the Named Insured for the Hunt Country Dog Show to be held 9/29/16 only.

CERTIFICATE HOLDER The County of Clarke Landowner 101 Chalmers Court, Suite B Berryville, VA 22611	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

APR 13 2016

COMMERCIAL GENERAL LIABILITY

CG 20 26 04 13

Clarke County

POLICY NUMBER: RHS4892823 20 COMMERCIAL GENERAL LIABILITY

Policy Effective: 2/20/2016 Policy Expiration Date: 2/20/2017

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s), (s), (s), (s)

**THE COUNTY OF CLARKE
101 CHALMERS COURT, SUITE B
BERRYVILLE, VA 22611**

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

****USING CLUB DESIGNATED AREAS AT: 830 LONG BRANCH LANE, MILLWOOD, VA., ON CLUB DESIGNATED DATES AND TIMES THROUGHOUT THE POLICY PERIOD FOR ORGANIZED DOG CLUB ACTIVITIES.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

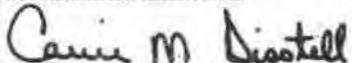
PRODUCER Sportsmen's Insurance Agency Plan P O Box #799 Cape Vincent, NY 13618	CONTACT NAME: PHONE (A/C, No, Ext): (315) 654-2068		FAX (A/C, No): (315) 654-3097
	ADDRESS:		
INSURED Old Dominion Kennel Club of Northern Virginia 49 Distan Court Keswick, VA 22947	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hanover Insurance Company		22292
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	RHS4892823 20	02/20/2016	02/20/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
FOR ORGANIZED DOG CLUB ACTIVITIES.

CERTIFICATE HOLDER The County of Clarke 101 Street Chalmers Court, Suite B Berryville, VA 22611	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

RECEIVED

APR 15 2016

Clarke County

CG 20 26 04 13

COMMERCIAL GENERAL LIABILITY

POLICY NUMBER: RHS4892823 20 COMMERCIAL GENERAL LIABILITY

Policy Effective: 2/20/2016 Policy Expiration Date: 2/20/2017

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):#3 Pald

THE COUNTY OF CLARKE
101 CHALMERS COURT, SUITE B
BERRYVILLE, VA 22611

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

****USING CLUB DESIGNATED AREAS AT: 830 LONG BRANCH LANE, MILLWOOD, VA., ON CLUB DESIGNATED DATES AND TIMES THROUGHOUT THE POLICY PERIOD FOR ORGANIZED DOG CLUB ACTIVITIES.**

**List of Property Owners Adjoining Historic Long Branch Plantation
as of March 9, 2016**

**Mr. and Mrs. William Bowen
858 Nelson Road
White Post, Virginia 22663**

**Mr. and Mrs. Andrew Ferrari
735 Nelson Road
White Post, Virginia 22663**

**Mr. and Mrs. Michael Flagg
Post Office Box 121
Millwood, Virginia 22646**

**Mr. and Mrs. Langdon Greenhalgh
965 Red Gate Road
Boyce, Virginia 22620**

**Mr. and Mrs. Justin Mackay-Smith
466 Montana Hall Lane
White Post, Virginia 22663**

**Mr. and Mrs. Charles McIntosh
Post Office Box 243
Millwood, Virginia 22646**

**JBM, LLC
Post Office Box 125
Millwood, Virginia 22646**

**Mr. and Mrs. Beverly McKay
Post Office Box 1
Millwood, Virginia 22646**

**Ms. Caroline McKay and Mr. James Rieger
Post Office Box 311
Millwood, Virginia 22646**

**Mr. and Mrs. David P. Roberts
Post Office 177
White Post, Virginia 22663**

**Ms. Catherine Stimpson
Rosney Stables, LLC
310 Red Gate Road
Boyce, Virginia 22620**

**Ms. Doris Stimpson
304 Nelson Road
Boyce, Virginia 22620**

**HFS Investments, LLC
c/o Bob Bruce
211 S. Loudoun Street
Winchester, Virginia 22601**



THE HUNT COUNTRY CLUSTER
*Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.*



Monday, April 11, 2016

Mr. and Mrs. Property Owner
Address
City, Virginia Zip Code

Dear Property Owner,

This notice is to advise adjoining property owners that a special event application has been forwarded this day to the County of Clarke, Virginia for the following event to be conducted at:

Location: HISTORIC LONG BRANCH PLANTATION in MILLWOOD, VIRGINIA

Event: The 13th. ANNUAL HUNT COUNTRY CLUSTER

**Presented by WARRENTON KENNEL CLUB, INC., OLD DOMINION KENNEL CLUB INC.,
Charlottesville-Albemarle Kennel Club, Inc., and Middleburg Kennel Club, Inc.**

Dates: Thursday, September 29 through Monday, October 3, 2016

Hours: September 29 & 30, and October 1, 2 & 3 - 8:00 a.m. to 7:00 p.m.,

Summary of Events: Five (5) days of American Kennel Club (AKC) Sanctioned Dog Shows offering Conformation, Junior Showmanship Competition, Obedience Trials, and Rally Obedience Trials.

If you have questions, concerns, or would care to review the full text of the application, please contact:

**Mr. Roger K. Riggins; Hunt Country Cluster Director of Show Operations
10516 Elk Run Road Catlett, Virginia 20119**

E-Mail: RoleraFarm@aol.com Phone: (540) 788-9992

- OR -

**Ms. Elizabeth Ryan; Historic Long Branch Plantation Creative Director
Post Office Box 241 Millwood, Virginia 22646**

E-mail: eryl@visitlongbranch.org Phone: (540) 837-1856 ext. # 13

If you are unable to reach either of the contacts listed above, you may contact the County Administrator at (540) 955-5100.

Regards,

**Mr. Roger K. Riggins
HCC Director of Show Operations**



THE HUNT COUNTRY CLUSTER
Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Mr. James Royston, II, Building Official
Clarke County Building Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
Email: jroyston@clarkecounty.gov
Email CC: acather@clarkecounty.gov

Dear Mr. Royston,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

We intend to contract again this year with Southern Tent Company to have tents erected on the property.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,
Roger K. Riggins
Roger K. Riggins
HCC Director of Show Operations



**County of Clarke, Virginia
Building Department**

101 Chalmers Ct., Suite B, Berryville, Virginia 22611
1-540-955-5112 Fax: 540-955-5170

May 10, 2016

Mr. Roger K. Riggins – Director
The Hunt Country Cluster
10516 Elk Run Rd.
Catlett, VA 20119

Dear Mr. Riggins,

It is nice to hear from you again this year regarding the upcoming Dog Show. Please proceed with your plans and submit the appropriate permit applications whenever you are ready.

My Office Manager has notified Ms. Lora Walburn, Deputy Clerk for Clarke County, we are just responding to your request dated April 11, 2016. Lora has assured me that they are already aware of your request. I will send her a copy of this letter to add to your file.

We look forward to working with you.

Sincerely,

James H. Royston, II
Clarke County Building Official

JHR/amc

Copy: L. Walburn
File



THE HUNT COUNTRY CLUSTER
*Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.*
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Mr. Frank Davis
Director of Clarke County Fire, EMS and Emergency Management
101 Chalmers Court, Suite B
Berryville, Virginia 22611
Email: fdavis@clarkecounty.gov
Regarding - Boyce Volunteer Fire & Rescue Company

Dear Mr. Davis,
Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success. You and your staff provided us with the best emergency care we have ever had.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

We would greatly appreciate it if Boyce Fire and Rescue Company can provide backup first aid / emergency service, including ambulance, for EMS and transportation, staffed by driver and EMT-B for this event. The shows will start at 8:00 am and then end around 5:00 pm each day.

Additionally, we will provide lunch for the volunteers, as well as car passes, for other personnel and their families.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,
Roger K. Riggins
Roger K. Riggins
HCC Director of Show Operations

Clarke County

lwalburn@clarkecounty.gov

Fwd: The 2016 Hunt Country Cluster

From : Frank Davis <fdavis@clarkecounty.gov> Tue, Apr 12, 2016 02:11 PM
Subject : Fwd: The 2016 Hunt Country Cluster  1 attachment
To : Lora Walburn <lwalburn@clarkecounty.gov>, Lee
Coffelt <lcoffelt@gmail.com>

Lora,

County Fire & EMS is ok with this request. I have forwarded to Boyce for action

Frank Davis
Director
Clarke County Va. Fire & EMS
540-955-5113 O
240-446-4007 C
fdavis@clarkecounty.gov

From: "Roger Riggins" <hcc.dirshowop@gmail.com>
To: fdavis@clarkecounty.gov
Sent: Tuesday, April 12, 2016 12:52:55 PM
Subject: The 2016 Hunt Country Cluster

Dear Mr. Davis,
I have attached the letter regarding our event this fall at Historic Long Branch.
Sincerely,
Roger K. Riggins
HCC Director of Show Operations

 **BoyceFire_FrankDavis2016.doc**
39 KB



THE HUNT COUNTRY CLUSTER
*Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.*
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Clarke County Health Department
Attention: Ms. Marsha Duckstein
100 N. Buckmarsh Street
Berryville, Virginia 22611

Dear Ms. Duckstein,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

We request the Coordinators' Checklist, which will be completed and submitted 45 days prior to our event. We intend to contract again with Johnny Blue to have one (1) portable toilet for every 100 people and one (1) handicapped toilet for every 500 people attending this event.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins
HCC Director of Show Operations



THE HUNT COUNTRY CLUSTER
*Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.*
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Anthony W. Roper, Sheriff
Clarke County Sheriff's Office
100 North Church Street
Berryville, Virginia 22611

Dear Sheriff Roper,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

Enclosed with this letter is a copy of our Disaster and Emergency Plan for last year, and a copy of last year's site layout. We will contract with Mr. Joseph Lewis of Historic Long Branch to handle security. The show will start at 8:00 am and end approximately at 5:00 pm each day. Of course we would obtain the required permit from VDOT to hold this event.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins
HCC Director of Show Operations



THE HUNT COUNTRY CLUSTER
*Warrenton Kennel Club, Inc.,
Old Dominion Kennel Club of Northern Virginia, Inc.,
Charlottesville-Albemarle Kennel Club, Inc.,
and Middleburg Kennel Club, Inc.*
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Mr. Bobby Boyce
Residency Administer
VDOT – Luray Residency
551 Mechanic Street
Luray, Virginia 22835

Dear Mr. Boyce,

Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

We are submitting our VDOT application for your approval. However, the Clarke County Supervisors require evidence from us that we will be obtaining a VDOT permit for the event. If possible, could you please send us a letter stating that we have been in contact with VDOT, and are awaiting your approval subject to Warrenton Kennel Club, Inc. and Old Dominion Kennel Club of Northern Virginia, Inc. meeting all requirements before approval is granted. We believe this will help us in complying with the application requirements of the Clarke County Board of Supervisors.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins
HCC Director of Show Operations



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and Middleburg Kennel Club, Inc.*
10516 Elk Run Road Catlett, VA 20119
E-mail: RoleraFarm@aol.com Phone: (540) 788-9992



Monday, April 11, 2016

Mr. Matthew C. Blacklock, Area Commander
Commonwealth of Virginia
Department of State Police
3680 Valley Pike
Winchester, Virginia 22602

Dear Commander Blacklock,
Thank you for your assistance last year in making our dog show event at Historic Long Branch a great success.

Since everyone once again was delighted with the facilities at Historic Long Branch, we would like to return. The next event range of dates is September 29, 30, October 1, 2, and 3, 2016.

In accordance with local regulations, this letter is sent to provide official notification and request permission from your office to hold this upcoming event. We do expect to have about the same number of exhibitors as last year ... Friday [26 September], approximately 1,065, Saturday [27 September], approximately 1,632, and on Sunday [28 September], approximately 1,657. With the addition of the Thursday and Monday shows in 2016; the number of exhibitors will be approximately 950 each day.

Enclosed with this letter is a copy of the letter you sent last year. We will contact VDOT, Sheriff Roper of Clarke County, and will contract with Mr. Lewis of Historic Long Branch for security inside our event.

We are writing you again this year to ensure there have been no changes in requirements since last year.

We further request, and will greatly appreciate, your written confirmation by May 1, 2016, in order that the requirements of our Clarke County application be fulfilled.

Thank you in advance for your continued support. Please feel free to contact me at home: (540) 788-9992 or cell: (540) 498-8187 should you have any questions or require additional information.

We look forward to your timely response.

Sincerely,

Roger K. Riggins
HCC Director of Show Operations

Chapter 24 Officers and Employees Article IV Employment, licensing and volunteer service; background check

The Clarke County Board of Supervisors shall consider amending the Clarke County Code Chapter 24 Officers and Employees to add Article IV Employment, licensing and volunteer service; background check as follows:

Article IV Employment, licensing and volunteer service; background check

§ 24-6. *Employment, licensing and volunteer service background check.*

A. This section is enacted to comply with the provisions of Code Virginia §§ 15.2-1503.1, 15.2-1505.1 and 19.2-389(A)(7), as amended, to be able to access criminal history record information regarding those persons conditionally offered employment in sensitive positions in the County service in order to determine whether the past criminal conduct of such persons would be compatible with the nature of such employment.

Further, the provisions of this section are intended to be in addition to, and not in derogation of all other federal and state statutes and County ordinances providing for access to criminal history record information concerning applicants for, and persons offered, positions in the County service.

B. An applicant, licensee or volunteer seeking to engage in employment or volunteer service shall submit fingerprints taken by the county sheriff's office to the Central Criminal Records Exchange in Richmond, Virginia, along with the appropriate fees.

C. The county shall pay all applicable fees to Central Criminal Records Exchange.

The Central Criminal Records Exchange will compare the subject's fingerprints against its criminal file and, if no disqualifying conduct is found therein, submit the fingerprints to the Federal Bureau of Investigation for a comparison with nationwide records.

The results of the Federal Bureau of Investigation will be returned to the Central Criminal Records Exchange, which will disseminate the state and national results to the Office of the County Administrator.

D. The Office of the County Administrator shall disseminate the results of the criminal background check to the county for fitness determination.

E. In rendering a fitness determination, the county will decide whether the

record subject has been convicted of or is under pending indictment for:

1. A crime which bears upon his ability of fitness to serve in that capacity;
or
 2. Any felony or a misdemeanor which involved force or threat of force, controlled substances, was a sex-related offense, or a crime involving moral turpitude; or
 3. Has been the subject of a founded child abuse or neglect complaint.
- F. Any such person will be presumptively disqualified and any such person who is presumptively disqualified will only be permitted to engage in employment or volunteer service if authorized by the County Administrator and County Attorney.
- G. A record subject denied employment, licensure or service as a volunteer shall be notified that information from the Central Criminal Records Exchange contributed to such denial.

Should the record subject seek to amend or correct the record, the subject must contact the Central Criminal Records Exchange for a Virginia record or the Federal Bureau of Investigation for records from other jurisdictions maintained in its file.

Initial Review: April 11, 2016
Set Public Hearing: April 19, 2016
Publication Dates: April 26, May 3; 04-26 thru 05-18 Media: Winchester Star; Co Website
Public Hearing: May 17, 2016 Code Update: _____
Approved/Denied on a motion by: _____

Motion to deny / approve CC-2016-02: A member of the Board should move to deny or approve CC-2016-02 Chapter 24 Officers and Employees Article IV Employment, licensing and volunteer service; background check as presented or as amended noting specific change.

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Monthly Reports:

- 1. Building Department**
- 2. Commissioner of the Revenue**
- 3. Fire & EMS**
- 4. Handley Regional Library**
- 5. Virginia Regional Transit**

RESIDENTIAL CONSTRUCTION

NEW SINGLE FAMILY

Owner/Address	Description/Parcel ID	Estimated Value
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 770 MCGUIRE CIRCLE BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 49	488,401
LICKING VALLEY CONSTRUCTION CO. 483 ANAMARIA LANE, FRONT ROYAL 22630	NEW RESIDENCE SINGLE 37A 26 30	322,703
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 775 MCGUIRE CIRCLE BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 16	580,073
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 744 MCGUIRE CIRCLE BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 44	340,488
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 754 MCGUIRE CIRCLE BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 46	533,974
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 760 MCGUIRE CIRCLE BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 47	426,091
TOTALS:	<i>(See Attached)</i> $6 + 3 = 9$	3,586,288 2,691,730
TOTAL NEW RESIDENTIAL CONSTRUCTION:	$6 + 3 = 9$	3,586,288 2,691,730

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Parcel ID	Estimated Value
MARKLEY, BRUCE AND SUSAN 3347 SENSENY RD. BERRYVILLE 22611	ADDITION/REMODEL SINGLE 12 A 51	102,736
OLIVER, THOMAS & MCCANN, TIMOTHY 203 MOORE DRIVE, BERRYVILLE 22611	REMODEL-MINIMUM FEE 14A210 B 30	75,000
PARKER, THOMAS 222 STRINGTOWN RD. BERRYVILLE 22611	REMODEL-MINIMUM FEE 8 A 50A	6,000
SILVER LAKE PROPERTIES 425 MONTGOMERY CT. BERRYVILLE 22611	ADDITION/REMODEL SINGLE 14A8 4 172	4,956
SAWYER, BEN 200 N. BUCKMARSH ST. BERRYVILLE 22611	REMODEL-MINIMUM FEE 14A2 A 36	1,500
KONOPA, MIKE 205 TAYLOR ST. BERRYVILLE 22611	REMODEL-MINIMUM FEE 14A8 1 34	118,282
TURNER, LISETTE 372 STRINGTOWN RD. BERRYVILLE 22611	REMODEL-MINIMUM FEE 8 10 5	5,000
LEE, ALEX AND MONICQ VILLEGAS 24 TANNERY LANE MILLWOOD 22646	REMODEL-MINIMUM FEE 30A A 33	5,000
TOTALS:	8	318,474

OTHER BUILDING PERMITS

Owner/Address	Description/Parcel ID	Estimated Value
GODBOLD, DENNIS & MARYJANE 3237 OLD CHARLESTOWN RD. BERRYVILLE 22611	DECK/PORCH	6,300
SKORDINSKI, STEPHEN 815 MCGUIRE CIRCLE, BERRYVILLE 22611	DECK/PORCH	2,400
BLACK, SILVIA 968 CLIFTON RD. BERRYVILLE 22611	DECK/PORCH	6,630
TURNER, RICHARD A JR. & ANN K. 403 MILL LANE, BOYCE 22620	RENEWAL PERMIT	0
HARDESTY, DANIEL 1273 FISHPAW RD. BERRYVILLE 22611	DECK/PORCH	7,000
LONG BRANCH HISTORIC HOUSE & FARM 830 LONG BRANCH LANE, BOYCE 22620	TENTS OVER 900'	0
ADAMS, SAM T. JR. 325 HOPKINS DRIVE, BOYCE 22620	DECK/PORCH	5,040
LONG BRANCH HISTORIC HOUSE & FARM 830 LONG BRANCH LANE, BOYCE 22620	TENTS OVER 900'	0
LONG BRANCH HISTORIC HOUSE & FARM 830 LONG BRANCH LANE BOYCE 22620	TENTS OVER 900'	0
LONG BRANCH HISTORIC HOUSE & FARM 830 LONG BRANCH LANE BOYCE 22620	TENTS OVER 900'	0
LONG BRANCH HISTORIC HOUSE & FARM 830 LONG BRANCH LANE BOYCE 22620	TENTS OVER 900'	0
LONG BRANCH HISTORIC HOUSE AND FARM 830 LONG BRANCH LANE BOYCE 22620	TENTS OVER 900'	0
BROWN, STUART & KATHERINE 2822 PYLETOWN RD. BOYCE 22620	SOLAR ARRAY	16,635
LONG BRANCH HISTORICAL HOME & FARM 830 LONG BRANCH LANE, MILLWOOD 22646	TENTS OVER 900'	0
TOTALS:	<i>(See Attached)</i> 14 + 2	77,441 44,005

TOTAL # OF BUILDING PERMITS / VALUE: ~~28~~ 3,054,209

CERTIFICATES OF OCCUPANCY 33 3,982,203

DATE ISSUED	ADDRESS	TYPE
4/04/2016	88 FOREST RIDGE LANE, BLUEMONT 20135	PERMANENT
4/08/2016	MONTGOMERY CT., BERRYVILLE 425	PERMANENT
4/27/2016	142 ANAMARIA LANE, FRONT ROYAL 22630	PERMANENT

CERTIFICATES OF

TOTAL PERMIT & INSPECTION FEES COLLECTED:	19,098.78
TOTAL OTHER REVENUE COLLECTED:	51.00
STATE SURCHARGE COLLECTED: COLLECTED:	354.32
TOTAL REVENUE COLLECTED:	19,504.10

OTHER PERMITS ISSUED:

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	27	2	1,435.00	0
GAS PERMIT	4	0	160.00	0
MECHANICAL PERMIT	11	1	840.00	0
PLUMBING PERMIT	13	0	490.00	5,000
TOTALS:	55	3	2,925.00	5,000

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
ADDITION/REMODEL SINGLE FAMILY	2	107,692
DECK/PORCH	5	27,370
ELECTRIC PERMITS	29	0
GAS PERMITS	4	0
MECHANICAL PERMITS	12	0
NEW RESIDENCE SINGLE FAMILY	6	2,691,730
PLUMBING PERMITS	13	5,000
RENEWAL PERMIT	1	0
REMODEL-MINIMUM FEE (RES)	6	210,782
SOLAR ARRAY	1	16,635
TENTS OVER 900'	7	0
TOTALS	86	3,059,209

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	ESTIMATED VALUE
GREENWAY DISTRICT	13	322,703
CHAPEL DISTRICT	18	124,371
BATTLETOWN DISTRICT	3	0
LONGMARSH DISTRICT	14	30,930
BERRYVILLE DISTRICT	36	2,576,165
BOYCE DISTRICT	1	5,040
TOTALS	85	3,059,209

INSPECTIONS BY TYPE

PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	60	55	5
ELECTRICAL PERMIT	38	36	2
GAS PERMIT	12	12	0
EROSION CONTROL PERMIT	2	0	2
MECHANICAL PERMIT	10	10	0

INSPECTIONS BY TYPE - CONTINUED	# OF PERMITS		
PLUMBING PERMIT	34	33	1
TOTALS	156 159	149 146	10

Additions to April 2016 Monthly Report from New Software Program

NEW SINGLE FAMILY	DESCRIPTION/PARCEL ID	ESTIMATED VALUE
Margaret Miley 119 Good Shepherd Rd. Bluemont, VA 20135	New Residence Single Family 26 A 70	215,308 (Battletown)
Henry Melius 1375 Wrights Mill Rd. Berryville, VA 22611	New Residence Single Family 6A 10 B	339,482 (Longmarsh)
Kurt & Zihui Tang Hoffman 19646 Blue Ridge Mtn. Rd. Bluemont, VA 20135	New Residence Single Family 7854	339,768 (Battletown)
Subtotal		894,558

OTHER BUILDING PERMITS	DESCRIPTION/PARCEL ID	ESTIMATED VALUE
Donn Frazier 808 Boom Rd. Berryville, VA	Residential Accessory Building (Detached Garage)	32,806
Town Of Berryville Lessee: AT&T	Commercial Accessory Building (New Antennas & radio heads)	0
Subtotal		32,806

OTHER PERMITS ISSUED:	RES	COMM	FEES	VALUE
Electric Permit	1		81.60	0
Gas Permit	1		40.80	0
Mechanical Permit	1		40.80	0
Subtotal			163.20	

INSPECTIONS BY TYPE:	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	1	1	
GAS PERMIT	1	1	
ELECTRIC PERMIT	1	1	

Building Dept. - Clarke County
New Single Family Dwellings 2016

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS			
January							0				
February				1			1				
March	1	8	1	1			11				
April	2	5			1	1	9				
May											
June											
July											
August											
September											
October											
November											
December											
TOTAL	3	13	1	2	1	1	21				

INSPECTIONS COMPLETED FROM: 4/01/2016 to 4/30/2016

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
4/01/2016	G-16-160151-001	OLD WINCHESTER RD., BOYCE	JHR	A	N/A
4/05/2016	P-16-160105-001	PINE GROVE RD. BLUEMONT 509	JHR	V	NO
4/05/2016	P-16-160015-003	MCGUIRE CIRCLE, BERRYVILLE 794	JHR	A	N/A
4/05/2016	P-16-160015-004	MCGUIRE CIRCLE, BERRYVILLE 794	JHR	A	N/A
4/05/2016	B-16-160120-002	BURWELL CT. BERRYVILLE 505	JHR	A	N/A
4/05/2016	P-16-160015-005	MCGUIRE CIRCLE, BERRYVILLE 794	JHR	A	N/A
4/05/2016	E-16-160173-001	LOCKES MILL RD. BERRYVILLE	JHR	A	N/A
4/06/2016	B-15-150225-002	ASHLEY WOODS LANE, BLUEMONT	JHR	A	N/A
4/06/2016	E-15-150225-001	ASHLEY WOODS LANE, BLUEMONT	JHR	A	N/A
4/06/2016	P-15-150225-001	ASHLEY WOODS LANE, BLUEMONT	JHR	A	N/A
4/06/2016	P-16-160105-002	PINE GROVE RD. BLUEMONT 509	JHR	A	N/A
4/06/2016	P-15-150253-003	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/06/2016	P-15-150253-004	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/06/2016	E-16-160180-001	LEWIS FARM LANE, BERRYVILLE	JHR	A	N/A
4/06/2016	M-16-160167-001	PENDER CT., BERRYVILLE 604	JHR	A	N/A
4/06/2016	B-16-160167-001	PENDER CT., BERRYVILLE 604	JHR	A	N/A
4/07/2016	G-16-160127-001	TAYLOR STREET BERRYVILLE 205	JHR	A	N/A
4/07/2016	B-16-160009-001	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
4/07/2016	M-16-160009-001	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
4/07/2016	E-16-160171-001	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
4/07/2016	B-15-150157-006	OLD CHAPEL ROAD, BOYCE 1539	JHR	A	N/A
4/07/2016	B-16-160184-001	N. BUCKMARSH ST. BERRYVILLE	JHR	A	N/A
4/07/2016	E-16-160184-001	N. BUCKMARSH ST. BERRYVILLE	JHR	A	N/A
4/07/2016	B-16-160112-001	SMITH ST. BERRYVILLE 114	JHR	A	N/A
4/07/2016	E-16-160112-001	SMITH ST. BERRYVILLE 114	JHR	A	N/A
4/07/2016	P-16-160112-002	SMITH ST. BERRYVILLE 114	JHR	A	N/A
4/07/2016	P-16-160009-001	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
4/07/2016	B-16-160156-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/08/2016	E-16-160156-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/08/2016	B-15-150411-001	MOSBY BLVD., BERRYVILLE 627	JHR	V	NO
4/08/2016	B-16-160112-002	SMITH ST. BERRYVILLE 114	JHR	A	N/A
4/11/2016	B-16-160183-001	MONTGOMERY CT. BERRYVILLE	JHR	A	N/A
4/11/2016	M-15-150342-004	MONTGOMERY CT., BERRYVILLE	JHR	A	N/A
4/11/2016	B-16-160009-002	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
4/11/2016	E-16-160037-001	CAMERON ST. BERRYVILLE 251	JHR	A	N/A
4/11/2016	P-16-160037-001	CAMERON ST. BERRYVILLE 251	JHR	A	N/A
4/11/2016	B-14-140536-002	SHENANDOAH RIVER LANE, BOYCE	JHR	A	N/A
4/11/2016	E-14-140536-002	SHENANDOAH RIVER LANE, BOYCE	JHR	A	N/A
4/11/2016	P-14-140536-002	SHENANDOAH RIVER LANE, BOYCE	JHR	A	N/A
4/11/2016	B-15-150355-005	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
4/11/2016	E-15-150355-004	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
4/11/2016	M-15-150355-003	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
4/11/2016	P-15-150355-005	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
4/11/2016	B-15-150234-018	CASTLEMAN RD. BERRYVILLE	JHR	V	YES
4/11/2016	E-15-150234-007	CASTLEMAN RD. BERRYVILLE	JHR	V	YES
4/11/2016	M-15-150234-004	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
4/11/2016	P-15-150234-007	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
4/11/2016	B-16-160165-001	STRINGTOWN RD. BERRYVILLE	JHR	A	N/A
4/11/2016	E-16-160165-001	STRINGTOWN RD. BERRYVILLE	JHR	A	N/A
4/11/2016	B-16-160094-001	ROCKCROFT DRIVE, BERRYVILLE 5	JHR	A	N/A
4/11/2016	B-15-150646-001	RAMSBURG LANE, BERRYVILLE 88	JHR	A	N/A
4/12/2016	B-15-150410-010	LORD FAIRFAX HWY. BOYCE	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 4/01/2016 to 4/30/2016

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
4/12/2016	B-16-160016-006	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/12/2016	E-16-160016-002	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/12/2016	M-16-160016-001	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/12/2016	P-16-160016-002	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/12/2016	E-16-160155-001	STRINGTOWN RD., BERRYVILLE	JHR	V	NO
4/12/2016	B-16-160068-001	EAGLE ROCK LANE, BLUEMONT	JHR	A	N/A
4/12/2016	B-16-160081-002	WESTWOOD RD., BERRYVILLE	JHR	A	N/A
4/12/2016	E-16-160207-001	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
4/13/2016	E-15-150534-003	FOREST RIDGE LANE, BLUEMONT 88	JHR	V	NO
4/13/2016	B-14-140380-001	EARHART LANE 98	JHR	A	N/A
4/13/2016	B-15-150234-019	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
4/13/2016	E-15-150234-008	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
4/13/2016	B-16-160094-002	ROCKCROFT DRIVE, BERRYVILLE 5	JHR	A	N/A
4/13/2016	B-16-160060-001	WRIGHT'S MILL RD. BERRYVILLE	JHR	A	N/A
4/13/2016	M-16-160097-004	DOGWOOD DRIVE, BLUEMONT	JHR	A	N/A
4/13/2016	M-16-160097-005	DOGWOOD DRIVE, BLUEMONT	JHR	A	N/A
4/13/2016	E-16-160114-002	DOGWOOD LANE, BLUEMONT	JHR	A	N/A
4/13/2016	B-15-150575-001	BURWELL CT., BERRYVILLE 513	JHR	A	N/A
4/13/2016	G-16-160168-001	HERMITAGE BLVD. BERRYVILLE	JHR	A	N/A
4/13/2016	G-16-160168-002	HERMITAGE BLVD. BERRYVILLE	JHR	A	N/A
4/13/2016	B-16-160105-002	PINE GROVE RD. BLUEMONT 509	JHR	A	N/A
4/13/2016	P-16-160131-001	MCGUIRE CIRCLE BERRYVILLE 780	JHR	A	N/A
4/13/2016	E-15-150534-002	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
4/14/2016	E-16-160208-001	ELLERSLIE RD. BERRYVILLE 1511	JHR	A	N/A
4/14/2016	G-16-160192-001	JACKSON DRIVE, BERRYVILLE226	JHR	A	N/A
4/14/2016	L-16-160076-002	BLANDY FARM LN., BOYCE 400	JHR	A	N/A
4/14/2016	L-16-160075-002	Blandy Farm Lane, Boyce 400	JHR	A	N/A
4/15/2016	P-16-160156-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/15/2016	G-16-160156-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/15/2016	B-16-160016-007	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/15/2016	B-16-160037-004	CAMERON ST. BERRYVILLE 251	JHR	A	N/A
4/15/2016	E-16-160155-002	STRINGTOWN RD., BERRYVILLE	JHR	A	N/A
4/15/2016	B-16-160045-001	FROGTOWN RD. BLUEMONT	JHR	A	N/A
4/15/2016	E-16-160155-003	STRINGTOWN RD., BERRYVILLE	JHR	A	N/A
4/18/2016	B-16-160158-001	RIVER PARK LANE, BLUEMONT 87	JHR	A	N/A
4/18/2016	B-16-160089-001	LINCOLN AVE. BERRYVILLE 107	JHR	V	NO
4/18/2016	E-16-160089-002	LINCOLN AVE. BERRYVILLE 107	JHR	A	N/A
4/18/2016	P-16-160089-002	LINCOLN AVE. BERRYVILLE 107	JHR	A	N/A
4/18/2016	P-16-160131-002	MCGUIRE CIRCLE BERRYVILLE 780	JHR	A	N/A
4/18/2016	P-16-160131-003	MCGUIRE CIRCLE BERRYVILLE 780	JHR	A	N/A
4/18/2016	B-16-160102-003	SWAN AVE. BERRYVILLE 207	JHR	A	N/A
4/19/2016	B-15-150604-003	RUSSELL RD. BERRYVILLE 1091	JHR	A	N/A
4/19/2016	B-15-150604-004	RUSSELL RD. BERRYVILLE 1091	JHR	A	N/A
4/19/2016	B-15-150604-005	RUSSELL RD. BERRYVILLE 1091	JHR	A	N/A
4/19/2016	B-16-160032-003	RED GATE RD., BOYCE 88	JHR	A	N/A
4/19/2016	E-16-160032-002	RED GATE RD., BOYCE 88	JHR	A	N/A
4/19/2016	G-16-160032-001	RED GATE RD., BOYCE 88	JHR	A	N/A
4/19/2016	M-16-160032-001	RED GATE RD., BOYCE 88	JHR	A	N/A
4/19/2016	B-16-160211-001	STRINGTOWN RD. BERRYVILLE	JHR	A	N/A
4/19/2016	P-16-160231-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/20/2016	B-14-140365-010	SALEM CHURCH RD. BOYCE, VA	JHR	A	N/A
4/20/2016	B-16-160172-001	CLIFTON RD. BERRYVILLE 968	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 4/01/2016 to 4/30/2016

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
4/20/2016	B-16-160186-001	HOPKINS DRIVE, BOYCE 325	JHR	A	N/A
4/20/2016	B-16-160105-003	PINE GROVE RD. BLUEMONT 509	JHR	V	NO
4/20/2016	E-16-160208-002	ELLERSLIE RD. BERRYVILLE 1511	JHR	A	N/A
4/20/2016	E-16-160196-001	OLD FERRY LANE BLUEMONT 435	JHR	A	N/A
4/21/2016	G-16-160230-001	BLUE RIDGE MTN. RD. BLUEMONT	JHR	A	N/A
4/21/2016	B-16-160068-002	EAGLE ROCK LANE, BLUEMONT	JHR	A	N/A
4/21/2016	P-15-150642-001	MCGUIRE CIRCLE, BERRYVILLE 787	JHR	A	N/A
4/21/2016	P-15-150642-002	MCGUIRE CIRCLE, BERRYVILLE 787	JHR	A	N/A
4/21/2016	P-15-150642-003	MCGUIRE CIRCLE, BERRYVILLE 787	JHR	A	N/A
4/21/2016	E-16-160016-003	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/21/2016	E-16-160170-001	KIMBLE RD. BERRYVILLE 1700	JHR	A	N/A
4/21/2016	E-16-160156-002	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/22/2016	B-16-160169-001	LONGBRANCH LANE, BOYCE 830	JHR	A	N/A
4/22/2016	B-16-160172-002	CLIFTON RD. BERRYVILLE 968	JHR	A	N/A
4/22/2016	E-16-160206-001	LORD FARFAX HWY. BERRYVILLE	JHR	A	N/A
4/22/2016	E-16-160069-001	SHENANDOAH RIVER LANE, FRONT	JHR	A	N/A
4/22/2016	B-16-160156-002	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
4/22/2016	B-16-160121-001	EBENEZER RD. BLUEMONT 1358	JHR	A	N/A
4/22/2016	E-16-160121-001	EBENEZER RD. BLUEMONT 1358	JHR	A	N/A
4/22/2016	E-16-160206-002	LORD FARFAX HWY. BERRYVILLE	JHR	A	N/A
4/25/2016	B-15-150253-003	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/25/2016	M-15-150253-005	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/25/2016	P-15-150253-005	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/25/2016	E-15-150253-005	MCGUIRE CIRCLE, BERRYVILLE 799	JHR	A	N/A
4/25/2016	P-16-160063-001	MCGUIRE CIRCLE, BERRYVILLE 783	JHR	A	N/A
4/25/2016	P-16-160063-002	MCGUIRE CIRCLE, BERRYVILLE 783	JHR	A	N/A
4/25/2016	P-16-160063-003	MCGUIRE CIRCLE, BERRYVILLE 783	JHR	A	N/A
4/25/2016	E-15-150527-001	WHITE POST RD., WHITE POST	JHR	A	N/A
4/25/2016	G-16-160032-002	RED GATE RD., BOYCE 88	JHR	A	N/A
4/25/2016	G-16-160032-003	RED GATE RD., BOYCE 88	JHR	A	N/A
4/26/2016	G-16-160130-001	HENDERSON CT. BERRYVILLE 306	JHR	A	N/A
4/26/2016	B-15-150617-004	ROSEMONT MANOR LANE, BERRYV	JHR	A	N/A
4/26/2016	E-15-150617-002	ROSEMONT MANOR LANE, BERRYV	JHR	V	NO
4/26/2016	P-15-150617-004	ROSEMONT MANOR LANE, BERRYV	JHR	A	N/A
4/26/2016	B-16-160094-003	ROCKCROFT DRIVE, BERRYVILLE 5	JHR	A	N/A
4/26/2016	B-16-160094-004	ROCKCROFT DRIVE, BERRYVILLE 5	JHR	A	N/A
4/26/2016	B-14-140076-003	ROSEMONT MANOR LANE 20	JHR	A	N/A
4/26/2016	E-14-140076-003	ROSEMONT MANOR LANE 20	JHR	V	NO
4/26/2016	P-14-140076-002	ROSEMONT MANOR LANE 20	JHR	A	N/A
4/27/2016	B-16-160016-008	SHEPHERDS MILL RD., BERRYVIL	JHR	A	N/A
4/27/2016	B-16-160071-003	LORD FAIRFAX HWY., BERRYVILL	JHR	V	NO
4/27/2016	P-16-160237-001	JOHN MOSBY HWY. BOYCE 169	JHR	A	N/A
4/27/2016	E-16-160238-001	JOHN MOSBY HWY. BOYCE 169	JHR	A	N/A
4/27/2016	B-16-160032-004	RED GATE RD., BOYCE 88	JHR	A	N/A
4/27/2016	G-16-160230-002	BLUE RIDGE MTN. RD. BLUEMONT	JHR	A	N/A
4/27/2016	B-16-160060-002	WRIGHT'S MILL RD. BERRYVILLE	JHR	A	N/A
4/28/2016	P-16-160141-001	MCGUIRE CIRCLE BERRYVILLE 769	JHR	A	N/A
4/28/2016	B-16-160221-001	TANNERY LANE MILLWOOD 24	JHR	A	N/A
4/28/2016	B-16-160186-002	HOPKINS DRIVE, BOYCE 325	JHR	A	N/A
4/28/2016	P-16-160135-001	S. GREENWAY AVE. BOYCE 15	JHR	A	N/A
4/28/2016	P-16-160135-002	S. GREENWAY AVE. BOYCE 15	JHR	A	N/A
4/28/2016	B-16-160083-001	FISHPAW RD. BERRYVILLE 1273	JHR	A	N/A

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
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TOTAL # of INSPECTIONS: 156

APPROVED: 145 FAILED: 11 CONDITIONAL: 0

+ 3 - from Munis
148 approved
11 failed
159 Total Inspections

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/01/16	16-570	REED, SALLY HARRIS	N KEGLEER, STEVEN 254 VIER PARK LN BLUEMONT, VA. 20135 CHAPEL DIST	N 142,500.00	DBS	100%
		RECORDED TIME: 01:50				
		DESCRIPTION 1: LOTS 22 & 14, E OF SHEN RIVER				
		DATE OF DEED : 03/31/16 BOOK: 600 PAGE: 699 MAP: 32A-1-22,23				
		NUMBER PAGES : 0				
						92,900 w/impv ↑
04/01/16	16-572	RICHMOND AMERICAN HOMES OF VA	N RIVERA, SAMUEL; JR ET UX 509 BURWELL COURT BERRYVILLE, VA. 22611 GLEN	N 100,000.00 428,030	DBS	100%
		RECORDED TIME: 02:25				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 68, BERRYVILLE				
		DATE OF DEED : 03/10/16 BOOK: 600 PAGE: 717 MAP: 14C-1-68				
		NUMBER PAGES : 0				
						100,000 VAC NEW CONST. ↑
04/01/16	16-574	GRAHAM, POLLY	N MORRIS, ERNEST R 47 CHERRY LN BLUEMONT, VA. 20135 BATTLETOWN DIST	N 265,000.00	DBS	100%
		RECORDED TIME: 04:10				
		DESCRIPTION 1: 0.75 ACRE ON RT 643				
		DATE OF DEED : 04/01/16 BOOK: 600 PAGE: 732 MAP: 17-A-19				
		NUMBER PAGES : 0				
						163,900 w/impv ↑
04/01/16	4281	DONNELLY, JOEL F, JR	N/A N/A LOT 19, RIVER SECT., 5.8 ACRES, SHEN, FARMS GREENWAY DIST	.00	REA	00%
		RECORDED TIME: 15:43				
		DESCRIPTION 1: LOT 19, RIVER SECT., 5.8 ACRES, SHEN, FARMS				
		DATE OF DEED : 04/01/16 BOOK: 97 PAGE: 394 MAP: 37-A1-3-19				
		NUMBER PAGES : 0				
						WR/S PIN:
04/04/16	16-577	JENKINS, MARIE VIRGINIA	N NATIONSTAR MORTGAGE LLC 8950 CYPRESS WATERS BLVD COPPELL, TX. 75019	N 120,000.00	DLF	100%
		RECORDED TIME: 10:16				
		DESCRIPTION 1: 0.564 ACRE - LONGMARSH DIST				
		DATE OF DEED : 03/14/16 BOOK: 600 PAGE: 745 MAP: 9-A-50				
		NUMBER PAGES : 0				
						120,000
04/04/16	16-579	SHEPPARD, LISA T & FRANK S TRU	N SHEPPARD, LISA T 115 SWAN AVENUE BERRYVILLE, VA. 22611	N .00	DG	100%
		RECORDED TIME: 10:50				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOTS TWO & THREE, FOUR				
		DATE OF DEED : 02/12/16 BOOK: 600 PAGE: 752 MAP: 14A-3-1A, 14A4-3-4				
		NUMBER PAGES : 0				
04/05/16	16-595	KOVACS, ROBERT E ET UX	N CAROLLO, JAMES D ET UX 475 CLIFF LN BLUEMONT, VA. 20135 BATTLETOWN DIST	N 351,000.00	DBS	100%
		RECORDED TIME: 01:20				
		DESCRIPTION 1: LOT 10, ASHBY RUN				
		DATE OF DEED : 03/31/16 BOOK: 600 PAGE: 828 MAP: 32-1-10				
		NUMBER PAGES : 0				
						361,400 w/impv ↓
04/05/16	16-597	MOUNTAIN PROPERTY LLC	N HOFFMAN, KURT C & ZIHUI TANG-H N 2776 PINNIT RUN LN APT 201 FALLS CHURCH, VA. 22043	N 165,000.00	DBS	100%
		RECORDED TIME: 02:05				
		DESCRIPTION 1: LOT 6A - GREENWAY DIST				
		DATE OF DEED : 04/04/16 BOOK: 600 PAGE: 841 MAP: 33-7-6				
		NUMBER PAGES : 0				
						209,300 VAC ↓

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/06/16	16-601	CAUDLE, MARY ELLEN; TRUSTEE	N WILLIAMSON, DANIEL 13 VIRGINIA AVE, #A BERRYVILLE, VA. 22611	225,000 163,400.00	DBS	100%
		RECORDED TIME: 02:50				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 04/01/16	BOOK: 600 PAGE: 884	MAP: 14A5-A-106	PIN:	
		NUMBER PAGES : 0				
04/06/16	16-599	LDE LLC	N JDM TRANSPORT LLC 520 CLAGETT ST NW LEESBURG, VA. 20175	236,000.00	DBS	100%
		RECORDED TIME: 10:20				
		DESCRIPTION 1: LOT 1, BLK B, TREADWELL SUBD, SECT 2-	TOWN OF BERRYVILLE			
		DATE OF DEED : 04/01/16	BOOK: 600 PAGE: 858	MAP: 14A3-3-B1	PIN:	
		NUMBER PAGES : 0				
04/07/16	16-613	MORRIS, DAVID, ET UX	N CLAWSON, THOMAS & TERESA 381 SPRINGSBURY ROAD BERRYVILLE, VA. 22611	880,000.00	DBS	100%
		RECORDED TIME: 04:10				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 1, 36.0048 ACRES				
		DATE OF DEED : 04/05/16	BOOK: 600 PAGE: 970	MAP: 14-A-67B	PIN:	
		NUMBER PAGES : 0				
04/07/16	WF	MAGILL, ROBERT ALEXANDER JR	N/A	.00		00%
		RECORDED TIME: 08:49	N/A			
		DESCRIPTION 1: 146 ACRES ON RT 723, DB 208 PG 56 - CHAPEL	21-A1-A-33A, 0.6633 ACRE, MAIN ST -TOWN, BOYCE			
		DATE OF DEED : 04/07/16	BOOK: 97 PAGE: 469	MAP: 21-A-39; 21-A1-A-33A	PIN:	
		NUMBER PAGES : 0				
04/07/16	16-607	CALDWELL, ROBERT DAVIS ET AL	Y CALDWELL, ROBERT DAVIS ET AL L Y 2676 OLD CHARLESTOWN RD BERRYVILLE, VA. 22611	.00	DBS	100%
		RECORDED TIME: 10:50				
		DESCRIPTION 1: PARCEL ON RTS 761 AND 661	LONGMARSH DIST			
		DATE OF DEED : 04/05/16	BOOK: 600 PAGE: 941	MAP: 3-A-36	PIN:	
		NUMBER PAGES : 0				
04/08/16	16-616	RASMUSSEN, ERIC & KELLY	N COX, TYLER, ET AL 410 ROCK HALL FARM LANE BERRYVILLE, VA. 22611	189,900.00	DBS	100%
		RECORDED TIME: 02:55				
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 3, 3.0 ACRES				
		DATE OF DEED : 04/08/16	BOOK: 600 PAGE: 986	MAP: 6-A-27B	PIN:	
		NUMBER PAGES : 0				
04/08/16	16-615	HALL, THOMAS; ET UX	N WHITMAN REVOCABLE TRUST 1584 HUDSON HOLLOW RD STEPHENS CITY, VA. 22655	1,825,000.00	DBS	100%
		RECORDED TIME: 12:30				
		DESCRIPTION 1: CHAPEL DISTRICT, 90.474 ACRES				
		DATE OF DEED : 04/05/16	BOOK: 600 PAGE: 983	MAP: 11-A-5	PIN:	
		NUMBER PAGES : 0				
04/11/16	16-621	MCKEE, JOHN D & CYNTHIA E O'BA	N HALL, THOMAS G & KIMBERLY M BU N 2438 PYLETOWN RD BOYCE, VA. 22620	700,000.00	DBS	100%
		RECORDED TIME: 01:36				
		DESCRIPTION 1: 60 ACRES CHAPEL DIST	NR/S			
		DATE OF DEED : 00/00/00	BOOK: 601 PAGE: 7	MAP: 21-A-8	PIN:	
		NUMBER PAGES : 0				

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COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/12/16	16-634	SCHOOLEY, RICKEY T & JOANNE M	N MANSFIELD, NATHAN L & SARA CUR 412 LANDER LN BERRYVILLE, VA. 22611 KEENELAND SUBD	N 595,000.00	DBS	100% ↑
		RECORDED TIME: 01:42				
		DESCRIPTION 1: LOT 14 - 10.649 ACRES				
		DATE OF DEED : 04/11/16 BOOK: 601 PAGE: 32 MAP: 12-3-14			CHapel DIST WR/S	468, 100
		NUMBER PAGES : 0				
04/12/16	16-637	HARKNESS, LEONARD AND BRENDA G Y	HARKNESS, LEONARD AND BRENDA G Y 704 LANDER LANE BERRYVILLE, VA. 22611	475,400.00	DBS	100%
		RECORDED TIME: 03:50				
		DESCRIPTION 1: LOT 13, CHAPEL DISTRICT				
		DATE OF DEED : 04/02/16 BOOK: 601 PAGE: 70 MAP: 12-3-13				475,400
		NUMBER PAGES : 0				N/A PINA SALE
04/13/16	16-640	PROFESSIONAL FORECLOSURE CORPO	N WELLS FARGO BANK 471 KINSKY LN BERRYVILLE, VA. 22611 BATTLETOWN DIST	N 306,568.02	DBS	100%
		RECORDED TIME: 03:50				
		DESCRIPTION 1: LOT 13 - 5.558 ACRES				
		DATE OF DEED : 00/00/00 BOOK: 601 PAGE: 96 MAP: 24-1-13				
		NUMBER PAGES : 0				(F) 454,000 W/jimpv
04/13/16	4283	VIZA, DOLORES, DECEASED	N/A	.00	PROBATE	00%
		RECORDED TIME: 16:29				
		DESCRIPTION 1: REAL ESTATE IN TRUST: PROBATED WILL FOR				
		DATE OF DEED : 04/13/16 BOOK: 97 PAGE: 480 MAP:				
		NUMBER PAGES : 0				
04/14/16	16-645	ROHRER, RICHARD F & REGINA E	N STEVENS, LEONARD B & MICHELLE N 143 CHILCOTT LN BLUEMONT, VA. 20135	273,000.00	DBS	100%
		RECORDED TIME: 11:45				
		DESCRIPTION 1: LOT 12, WILLOW LAKE SUBD - 5.125 ACRES				
		DATE OF DEED : 04/11/16 BOOK: 601 PAGE: 135 MAP: 32-7-12				
		NUMBER PAGES : 0				277,700 W/jimpv
04/15/16	16-650	HENRIETTA B BOURGEOIS TR OF HE	N FULMER, ELAINE N 404 WALNUT ST BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	219,000.00	DBS	100% ↑
		RECORDED TIME: 01:10				
		DESCRIPTION 1: LOT 3 ON WALNUT ST				
		DATE OF DEED : 04/08/16 BOOK: 601 PAGE: 162 MAP: 14A1-1-3				
		NUMBER PAGES : 0				184,700 W/jimpv
04/15/16	16-648	HOLLOWAY, KRISTA K	N BIBB, KRISTA K & BRADLEY N 88 KELLY LANE BLUEMONT, VA. 20135	.00	DG	100%
		RECORDED TIME: 10:45				
		DESCRIPTION 1: VILLAGE OF PINE GROVE, BATTLETOWN DISTRICT 5.000 ACRES W/RS				
		DATE OF DEED : 04/14/16 BOOK: 601 PAGE: 156 MAP: 26-A-19A				
		NUMBER PAGES : 0				
04/15/16	16-649	KLEIN, JACQUELYN; TRUSTEE	N MARTIN, WALTER M; JR N 925 NORTH HILL LANE BERRYVILLE, VA. 22611	.00	DQC	100%
		RECORDED TIME: 12:15				
		DESCRIPTION 1: BATTLETOWN DISTRICT				
		DATE OF DEED : 03/29/16 BOOK: 601 PAGE: 158 MAP: 25-A-3A				
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
04/18/16	16-660	SILVER LAKE PROPERTIES INC	N	CAPITAL BUILDERS LLC P O BOX 382 BERRYVILLE, VA. 22611	N	89,000.00	DBS	100% 80,000 VAC
		RECORDED TIME: 01:40						
		DESCRIPTION 1: LOT 172, HERMITAGE, PHSE IVB		TOWN OF BERRYVILLE				
		DATE OF DEED : 04/15/16 BOOK: 601 PAGE: 250 MAP: 14A8-4-172						
		NUMBER PAGES : 0						
04/18/16	16-661	BENNIE, MARY BRIGID; ESTATE	N	YANG, BIN; ET UX 560 HONEY LANE BERRYVILLE, VA. 22611	N	285,000.00	DBS	100% 345,500 w/impv
		RECORDED TIME: 02:05						
		DESCRIPTION 1: LONGMARSH DISTRICT, 19.545						
		DATE OF DEED : 04/15/16 BOOK: 601 PAGE: 252 MAP: 7-A-22						
		NUMBER PAGES : 0						
04/18/16	16-662	THE MAKAR COMPANYLLC	N	DAVIS, MATTHEW; ET UX 511 E MAIN STREET BERRYVILLE, VA. 22611	N	191,300.00	DBS	100% 202,900 191,300 w/impv
		RECORDED TIME: 02:10						
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 5						
		DATE OF DEED : 04/15/16 BOOK: 601 PAGE: 255 MAP: 14A6-2-5						
		NUMBER PAGES : 0						
04/18/16	16-654	CRIM, BRYAN D	N	CRIM, BRYAN D 111 RICE STREET BERRYVILLE, VA. 22611	N	.00	DBS	100%
		RECORDED TIME: 09:25						
		DESCRIPTION 1: TOWN OF BERRYVILLE						
		DATE OF DEED : 04/12/16 BOOK: 601 PAGE: 208 MAP: 14A1-9-111						
		NUMBER PAGES : 0						
04/18/16	16-657	BANK OF AMERICA	N	LEBLANC, MICHAEL; ET UX 444 POSSUM HOLLOW BERRYVILLE, VA. 22611	N	359,900.00	DBS	100% 393,700 w/impv
		RECORDED TIME: 10:26						
		DESCRIPTION 1: BATTLETOWN DISTRICT, PARCEL A4						
		DATE OF DEED : 03/21/16 BOOK: 601 PAGE: 226 MAP: 23-A-4						
		NUMBER PAGES : 0						
04/18/16	16-659	ALLIANTEC LTD	N	GRUBBS REVOCABLE TRUST AGREEME N 7434 LORD FAIRFAX HWY BERRYVILLE, VA. 22611	N	94,400.00	DBS	100% 95,178 94,400 w/impv
		RECORDED TIME: 12:50						
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 16, SEC B						
		DATE OF DEED : 04/13/16 BOOK: 601 PAGE: 248 MAP: 14A2-10-B-6						
		NUMBER PAGES : 0						
04/19/16	16-669	CARTER, DOUGLAS R & CRISTINA L	N	COLE, KEVIN A & SALLY ELIZABET N 1157 CLIFTON RD BERRYVILLE, VA. 22611	N	260,000.00	DBS	100% 311,500 w/impv
		RECORDED TIME: 01:20						
		DESCRIPTION 1: .5061 ACRE ON RT 610 LONGMARSH DIST WR/S						
		DATE OF DEED : 04/15/16 BOOK: 601 PAGE: 284 MAP: 9-A-35						
		NUMBER PAGES : 0						
04/19/16	4284	DAVID OSCAR RAMSBURG, JR	N/A	N/A	N/A	.00	REA	00%
		RECORDED TIME: 09:22						
		DESCRIPTION 1: PARCEL AT 107 E MAIN ST., BERRYVILLE, VA.						
		DATE OF DEED : 04/19/16 BOOK: 97 PAGE: 488 MAP: 14A5-A-82						
		NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/19/16	16-665	JANE M BOWERMAN ET ALS RECORDED TIME: 10:20 DESCRIPTION 1: CHAPEL DIST DATE OF DEED : 00/00/00 BOOK: 12 PAGE: 25 MAP: 23-A-19,20 NUMBER PAGES : 2	N BRYAN & CYNTHIA CASEY CLARKE CO VA, .	N .00	OPM	100%
04/19/16	16-666	BOWERMAN, JANE M & DAONEL B MO RECORDED TIME: 10:22 DESCRIPTION 1: 33 ACRES IN CHAPEL DIST DATE OF DEED : 04/19/16 BOOK: 601 PAGE: 276 MAP: 23-A-19,20 NUMBER PAGES : 0	N CASEY, BRYAN F & CYNTHIA L 2611 SPRINGSBURY RD BERRYVILLE, VA. 22611	N 12,500.00	DBS	100%
04/20/16	16-680	COOPER, RICHARD L RECORDED TIME: 12:41 DESCRIPTION 1: LONGMARSH DISTRICT, LOT 8, 5.05 ACRES DATE OF DEED : 04/20/16 BOOK: 601 PAGE: 409 MAP: 6-1-8 NUMBER PAGES : 0	N HAWKINS, RICHARD L 17 STONE HILL LANE BERRYVILLE, VA. 22611	N 375,000.00	DBS	100%
04/21/16	16-694	SCOTT, STEPHANCY L RECORDED TIME: 01:50 DESCRIPTION 1: PARCEL ON TREADWELL ST DATE OF DEED : 04/16/16 BOOK: 601 PAGE: 485 MAP: 14A1-A-95 NUMBER PAGES : 0	N MELVILLE, ALEXANDER JOSEPH ET N 212 TREADWELL ST BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 279,900.00	DBS	100%
04/21/16	16-696	JPMORGAN CHASE BANK, NATL ASSN N RECORDED TIME: 03:00 DESCRIPTION 1: PARCEL E SIDE OF SHEN RIVER DATE OF DEED : 04/08/16 BOOK: 601 PAGE: 501 MAP: 17A2-22-105,105B NUMBER PAGES : 0	N SECR OF VETERANS AFFAIRS 210 FRANKLIN RD. SW ROANOKE, VA. 24011 BATTLETOWN DIST	Y 96,657.50	DBS	100%
04/21/16	16-688	DUNVEGAN FARM LC RECORDED TIME: 10:10 DESCRIPTION 1: 80.355 ACRES - CHAPEL DIST DATE OF DEED : 04/25/16 BOOK: 601 PAGE: 456 MAP: 20-A-5A,5B NUMBER PAGES : 0	N MCDONALD, ROBERT A TRUST 5 FT WILLIAMS PKWY ALEX, VA. 22304	N 495,000.00	DBS	100%
04/21/16	16-691	BELLRINGER FARM LLC RECORDED TIME: 12:12 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 601 PAGE: 461 MAP: 13-A-13 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTRIC N/A	N .00	DE	100%
04/21/16	16-692	BERRYVILLE BAPTIST CHURCH TRUS RECORDED TIME: 12:13 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 00/00/00 BOOK: 601 PAGE: 464 MAP: 14-A-104 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTRIC N/A	N .00	DE	100%

Boundary Line AD'S

395,600 w/imp

286,800 w/imp

w/imp 158,300 → 4000 VAC

594,100 VAV

115,900 VAC

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR APRIL, 2016

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/22/16	16-704	LEEDY, WILLIAM H & JEAN K	N GANSLER, DOUGLAS & LAURA 7011 DARBY RD BETHESDA, MD. 20817	N 1,158,817.43	DBS	100%
		RECORDED TIME: 02:45	124.789 ACRES	WR/S		
		DESCRIPTION 1: LONGMARSH DIST		PIN:		1325,100 w/impv
		DATE OF DEED : 04/21/16 BOOK: 601 PAGE: 536 MAP: 9-A-55				
		NUMBER PAGES : 0				
04/22/16	WF	ADAMS, ROBERT R	N/A N/A	.00	REA	00%
		RECORDED TIME: 11:30				
		DESCRIPTION 1: LOT 4 - 14.4370 ACRES	CHAPEL DIST			
		DATE OF DEED : 04/22/16 BOOK: 97 PAGE: 492 MAP: 24-A-17D				
		NUMBER PAGES : 0				
04/22/16	16-702	BANK OF CLARKE COUNTY	N TURNER, COLLEEN M 212 WILLOW LN BERRYVILLE, VA. 22611	N 190,750.00	DBS	100%
		RECORDED TIME: 12:05				
		DESCRIPTION 1: WILLOW LANE, TOWN OF BERRYVILLE				
		DATE OF DEED : 04/21/16 BOOK: 601 PAGE: 522 MAP: 14A1-6-10A				
		NUMBER PAGES : 0				
04/25/16	16-724	HANISCH, THOMAS J & JEANETTE T	N SMITH, JEREMY POTASH & KATHLEE N 1550 BISHOP MEADE RD MILLWOOD, VA. 22646	N 337,500.00	DBS	100%
		RECORDED TIME: 02:55				
		DESCRIPTION 1: 1.07 ACRES	CHAPEL DIST			
		DATE OF DEED : 04/18/16 BOOK: 601 PAGE: 649 MAP: 30-A-13				
		NUMBER PAGES : 0				
04/25/16	16-708	ROSEMARY WETZEL TR OF WETZEL T	N CARR, SANDRA M 413 CUSTER CT BERRYVILLE, VA. 22611	N 358,500.00	DBS	100%
		RECORDED TIME: 10:10				
		DESCRIPTION 1: LOT 112A, BATTLEFIELD EST, PHASE 4A	TOWN OF BERRYVILLE			
		DATE OF DEED : 04/21/16 BOOK: 601 PAGE: 574 MAP: 14A7-12-112A				
		NUMBER PAGES : 0				
04/25/16	16-720	SECRETARY OF HOUSING & URBAN D	Y RAMOS, MANUEL GERARDO & IRIS R N 30 GREENWAY AVE., S BOYCE, VA. 22620	N 239,936.00	DBS	100%
		RECORDED TIME: 12:40				
		DESCRIPTION 1: LOT 26A. ROSEVILLE DOWNS	TOWN OF BOYCE			
		DATE OF DEED : 04/19/16 BOOK: 601 PAGE: 597 MAP: 21A4-1-26A				
		NUMBER PAGES : 0				
04/26/16	16-726	JANET R SOONTHORNCHAI TR UNDER	N FLEMING, JOSEPHINE MAILLIARD E N 4616 5TH ST S ARLINGTON, VA. 22204	N 250,000.00	DBS	100%
		RECORDED TIME: 02:00				
		DESCRIPTION 1: LOT 1, ASHBY GAP ESTATES	CHAPEL DIST			
		DATE OF DEED : 04/22/16 BOOK: 601 PAGE: 663 MAP: 39-4-1,2				
		NUMBER PAGES : 0				
04/27/16	16-731	TRASK, KEVIN J & LYNNEANN	N BOCKMANN, CHRISTIAN P N 153 HERMITAGE BLVD BERRYVILLE, VA. 22611	N 410,000.00	DBS	100%
		RECORDED TIME: 01:50				
		DESCRIPTION 1: LOT 98, HERMITAGE, PHASE 111B	TOWN OF BERRYVILLE			
		DATE OF DEED : 04/22/16 BOOK: 601 PAGE: 674 MAP: 14A8-3-98				
		NUMBER PAGES : 0				

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w/impv

COUNTY OF CLARKE CIRCUIT COURT
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LOCAL TAXATION DEPARTMENT
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/27/16	16-740	FINCH, STACY E, TRUST	N FINCH, HUNTLEY S III 4361 SENSENY ROAD BERRYVILLE, VA. 22611	N .00	DG	100%
		RECORDED TIME: 03:35				
		DESCRIPTION 1: CHAPEL DISTRICT, 38.8414AC				
		DATE OF DEED : 00/00/00 BOOK: 601 PAGE: 718 MAP: 12-A-33				
		NUMBER PAGES : 0				
04/27/16	4286	BODNARUK, ANDREW DECEASED	N/A N/A	.00	QUAL	00%
		RECORDED TIME: 11:35				
		DESCRIPTION 1: QUAL ON ESTATE	REAL ESTATE IN TRUST			
		DATE OF DEED : 04/27/16 BOOK: 97 PAGE: 494 MAP:				
		NUMBER PAGES : 0				
04/28/16	16-748	HOGAN, SUSAN E	N OLVILLE, JAMES A 79 HAWTHORNE LANE BERRYVILLE, VA. 22611	N 465,000.00	DBS	100%
		RECORDED TIME: 02:10				
		DESCRIPTION 1: BATTLETOWN DISTRICT, 5.012 ACRES				
		DATE OF DEED : 04/28/16 BOOK: 601 PAGE: 765 MAP: 15-1-15				
		NUMBER PAGES : 0				477,500 w/impv
04/28/16	16-749	BIBB, BENJAMIN C & ANITA M & B	N SHOFFNER, JASON CHRISTOPHER & 276 WHITE POST LN BOYCE, VA. 22620	N 238,500.00	DBS	100%
		RECORDED TIME: 02:30				
		DESCRIPTION 1: PARCEL 2F, SECT 2, CAREFREE ACRES	GREENWAY DIST WR/S			
		DATE OF DEED : 04/25/16 BOOK: 601 PAGE: 767 MAP: 39-2-2F				
		NUMBER PAGES : 0				227,600 w/impv
04/28/16	16-751	HOLLAR, LARRY E SUC TR	N BURNETT, CONRAD PRENTISS 352 MANOR RD FRONT ROYAL, VA. 22630	N 160,000.00	DBS	100%
		RECORDED TIME: 02:40				
		DESCRIPTION 1: LOT B, SHEN. FARMS, MTN SEC	2.55 ACRES - GREENWAY DIST			
		DATE OF DEED : 04/22/16 BOOK: 601 PAGE: 784 MAP: 37A3-A-B				
		NUMBER PAGES : 0				180,300
04/28/16	16-715	BENTON, SADIE; TRUSTEE	N WILMA O WHITMAN REVOCABLE TRUS N 1540 HUDSON HOLLOW ROAD STEPHENS CITY, VA.	N 2,726,460.00	DBS 2265	28%
		RECORDED TIME: 03:50				
		DESCRIPTION 1: GREENWAY DISTRICT AND OPEQUON DISTRICT, FRED CO,				
		DATE OF DEED : 04/27/16 BOOK: 601 PAGE: 800 MAP: 27-A-12				
		NUMBER PAGES : 0				1,879,500
04/28/16	16-744	CAPITAL BUILDERS LLC	N BOOKER, DAIN & KRISTI 425 MONTGOMERY COURT BERRYVILLE, VA. 22611	N ~80,000.00	DBS	100%
		RECORDED TIME: 12:16				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 172, HERMITAGE	PHASE 4B			
		DATE OF DEED : 04/27/16 BOOK: 601 PAGE: 737 MAP: 14A8-4-172				
		NUMBER PAGES : 0				80,000 VAR NEW COST.
04/28/16	16-746	HOLMES, SCOTT W & APRIL L	N MCMICHAEL, DORA & KEVIN 8 LITTEN CT BERRYVILLE, VA. 22611	N 335,000.00	DBS	100%
		RECORDED TIME: 12:50				
		DESCRIPTION 1: LOT 10, SOVEREIGN GLEN	TOWN OF BERRYVILLE			
		DATE OF DEED : 04/26/16 BOOK: 601 PAGE: 750 MAP: 54-A-97E				
		NUMBER PAGES : 0				320,800

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
04/29/16	16-769	BOST, JAMES F	N WEARMOUTH, KATLYN & ANTHONY SM N 72 PROVIDENCE LN BLUEMONT, VA. 20135	250,000.00 250,000.00	DBS	100%
		RECORDED TIME: 03:02				
		DESCRIPTION 1: TRACT 1A, PROVIDENCE CHAPEL FARM			CHAPEL DIST	
		DATE OF DEED : 04/27/16	BOOK: 601 PAGE: 877	MAP: 32-12-1A		
		NUMBER PAGES : 0				
						372,100 w/imp
04/29/16	16-757	SHEN RET LAND CORP	N CRIDER, MARK II & ROBYNE N 42 HONEY SUCKLE CT BLUEMONT, VA. 20135	.00	DG	100%
		RECORDED TIME: 11:21				
		DESCRIPTION 1: LOT 108, SHEN. RET			BATTLETOWN DIST	
		DATE OF DEED : 04/29/16	BOOK: 601 PAGE: 820	MAP: 17A2-10-108	WR/S	
		NUMBER PAGES : 0				
04/29/16	16-758	SHEN RET LAND CORP	N AHALT, BRIAN T N 18705 WELSH FARM LN PURCELLVILLE, VA. 20152	.00	DG	100%
		RECORDED TIME: 11:22				
		DESCRIPTION 1: LOT 107, SHEN. RET			BATTLETOWN DIST	
		DATE OF DEED : 04/29/16	BOOK: 601 PAGE: 822	MAP: 17A2-10-107		
		NUMBER PAGES : 0				
04/29/16	16-759	SHEN RET LAND CORP	N WORK, PHIL S N P O BOX 286 ROUND HILL, VA. 20142	.00	DG	100%
		RECORDED TIME: 11:22				
		DESCRIPTION 1: LOT 106, SHEN RET			BATTLETOWN DIST	
		DATE OF DEED : 00/00/00	BOOK: 601 PAGE: 824	MAP: 17A2-10-106		
		NUMBER PAGES : 0				
04/29/16	16-761	LARSEN, CARL & NANCY J	N CHUPP, THOMAS MARKHAM & MELIND N 544 ANNFIELD RD BERRYVILLE, VA. 22611	309,000.00	DBS	100%
		RECORDED TIME: 11:26				
		DESCRIPTION 1: LOT 2 - 1.1886 ACRES			CHAPEL DIST	
		DATE OF DEED : 04/29/16	BOOK: 601 PAGE: 829	MAP: 22-A-18B	WR/S	
		NUMBER PAGES : 0				
						290,300 w/imp
04/29/16	16-763	WFF LLC	N JOHNSON, JERRY L,TR N 4504 SENSENY RD BERRYVILLE, VA. 22611	233,000.00	DBS	100%
		RECORDED TIME: 11:35				
		DESCRIPTION 1: 0.106 ACRE - TOWN OF BERRYVILLE				
		DATE OF DEED : 04/28/16	BOOK: 601 PAGE: 846	MAP: 14A5-A-81A		
		NUMBER PAGES : 0				
						334,100 F
04/29/16	4287	ROBERSON, PATRICIA DECD	N/A N/A	.00	PROBATE	00%
		RECORDED TIME: 13:21				
		DESCRIPTION 1: LOR 4 TRAPP HILL RD	LONGMARSH DIST			
		DATE OF DEED : 04/29/16	BOOK: 97 PAGE: 504	MAP: 14-2-4		
		NUMBER PAGES : 0				
						5.3619 ACRES - D/B 176 PG 298

COUNTY OF CLARKE CIRCUIT COURT
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
***** DEEDS TRANSFER UPON DEATH *****						
04/06/16	16-603	NESTOR, DARLENE	N NESTOR, KENNETH ROY 2212 SE 20TH AVENUE CAPE CORAL, FL. 33990	N .00	DTD	100%
RECORDED TIME: 03:00 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 27, BERRYVILLE GLEN DATE OF DEED : 03/30/16 BOOK: 600 PAGE: 898 MAP: 14 C-A-27 PIN: NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
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RECORDED INSTRUMENT GRANTOR (X) GRANTEE/ADDRESS (X) CONSIDERATION TYPE PERCENT

***** COUNTY DEEDS OF CORRECTION *****

04/04/16	16-582	BAUHAN, HOBART B	N HOBART B BAUHAN TRUST	N	.00	COR	100%
		RECORDED TIME: 02:10	P O BOX 177 BOYCE, VA. 22620				
		DESCRIPTION 1: D/B 581 PAGE 448					
		DATE OF DEED : 03/31/16	BOOK: 600 PAGE: 780 MAP: 21-A-20			PIN:	
		NUMBER PAGES : 0					

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 61
TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 1
TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 3

Clarke County Fire & EMS
2015-2016 Closing Balance Summary

Description	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	YTD Totals
Billable Calls													
Boyce (Co 4)	8	15	11	9	17	12	9	12	8	18	13	13	145
Blue Ridge (Co 8)	2	7	3	3	9	0	2	7	4	4	6	14	61
Enders (Co 1)	67	60	77	70	62	56	52	64	63	68	73	64	776
Total # of Billable Calls	77	82	91	82	88	68	63	83	75	90	92	91	982
ALS Trips Billed	38	53	41	43	61	30	30	44	42	46	55	50	533
BLS Trips Billed	39	29	50	39	27	38	33	39	33	44	37	41	449
Total	77	82	91	82	88	68	63	83	75	90	92	91	982
Calls Dispatched													
Co 1 Career		69	69	55	55	37	39	48	52	52	54		530
Co 1 Volunteer		4	3	7	3	6	1	1	2	0	4		31
Co 1 Split		22	36	32	30	45	29	38	35	39	34		340
Co 4 Career		1	4	2	0	0	4	0	1	0	0		12
Co 4 Volunteer		13	3	0	15	5	4	2	8	5	6		61
Co 4 Split		12	10	8	7	4	6	14	5	13	11		90
Co 8 Career		0	0	0	0	0	0	0	0	0	0		0
Co 8 Volunteer		5	6	4	8	4	6	7	6	5	7		58
Co 8 Split		0	1	0	1	0	0	0	2	2	0		6
Unknown	130	8	3	2	1	4	3	12	6	8	3		180
Total # of Calls Dispatched	130	134	135	110	120	105	92	122	117	124	119	138	1446
Total Payments	\$0.00	\$5,911.92	\$46,739.95	\$43,914.32	\$37,247.14	\$27,970.24	\$24,396.34	\$27,545.47	\$25,395.00	\$24,658.66	\$39,118.67	\$32,052.84	\$334,950.55



Director's Report to the Library Board For March 2016

Submitted April 19, 2016

Robinson Bequest Largest Ever Received by Library

Handley Library was recently the recipient of a very generous bequest. The gift of nearly \$4.5 million was made by Dorothy Robinson in the name of her mother Reba Beam Robinson. We are extremely grateful for this gift and the Robinson family's support and will use these funds to improve the Library's services. This wonderful gift is being managed by the Handley Trustees (who manage Judge Handley's funds to this very day). The Library will go to the Handley Trustees on a yearly basis, starting in the upcoming year, to fund programs for all ages, technological improvements and the like from the interest and income of this trust. Ms. Robinson's trust is specifically designated for the downtown Handley Library site, and you will see marvelous improvements soon!

We of the Handley Regional Library system are overwhelmed by the magnitude of this gift and are happy we can create a legacy for Ms. Robinson in perpetuity. The Handley Regional Library system will soon be honoring Ms. Robinson and her mother in a significant way. Stay tuned for more!

Rep. Barbara Comstock promoted Free File tax programs

On March 7, Representative Barbara Comstock participated in a news briefing and demonstration of the IRS and Virginia Free File tax programs at Handley Library. Representatives of the IRS and Intuit Financial Freedom Foundation demonstrated how easy it is to use Free File and to learn about other free tax services in the community. The program, coordinated by Handley Library Operations Manager Ann White, was covered by the *Winchester Star*, WHAG in Hagerstown, and can be seen online at <http://bit.ly/1Wo1SjQ>.

Spring Used Book Sale Nets over \$23,000

From March 28 through April 2, hundreds of avid readers took full advantage of the Friends' Spring Used Book sale at Bowman Library. As always, the selection included thousands of items. Volunteers and Friends' Board members not only donate over 500 hours of setting up and operating the sale, but a group meets weekly throughout the year to sort and store donated books. Proceeds from the sale support the summer reading program at the libraries, adult and children's programs throughout the year, plus funds are donated to the library to purchase books and materials.

Learn Healthy Habits at the Library

Free Medical Clinic of Northern Shenandoah Valley, Inc. was at Handley Library on March 4 for an on-site health screening. Participants were offered free check-ups that included: blood glucose, blood pressure, BMI, flu shot, HIV testing, depression screening, and health education. A cholesterol test was also available for a nominal fee of \$4.00. In addition to the partnership with the Free Medical Clinic this program also provided a valuable training opportunity for local nursing students from both Shenandoah University and James Madison University.



The local Women Infant Children’s office (WIC) presented “Eat, Grow, Live Healthy” at Handley Library on March 11 immediately following a regularly scheduled library program. After two WIC staff members read a story, the children made a craft—a healthy plate of food using magazine cut outs glued to a paper plate that they could take home. Library staff had made an interactive display to encourage families to make a healthy plate using play food, and show it to a youth services staff to get a prize. Nine families participated in the make-a-plate display, and 27 attended the event. There were numerous handouts available to patrons and, on the day of the program, parents could have their questions answered by the WIC representatives and make appointments.

Library Managers Attend Quality Service Workshop

John Huddy, Mary Anton, Ann White, Aimee Gangai, Laurine Kennedy, Kim Bean, Elsie Stickley, and Donna Hughes all attended the Disney Institute training at LFCC. The training this year was on developing quality service at all levels of staff.

“Excellent service does not simply come from a friendly transaction or helpful technology—it is the result of truly understanding your customer’s expectations and putting the right guidelines and service standards in place to exceed them...With a common purpose and quality standards, employees at the front line are empowered to perform because they are equipped with the right tools and clear service expectations. “

Month at a Glance

28,893	Library visitors
65,336	Checkouts of books & materials
4,849	Checkouts of eBook, eMagazine, audiobook
95	In-house Library programs
2,444	Attendance at in-house Library programs
6	Outreach programs (presented outside the library)
794	Attendance at Outreach programs

Organizations that helped sponsor or participated in March programs

AARP	Legacy Christian Academy
Boyce Martial Arts	Macedonia Church daycare
Braddock Street UM Church Weekday Preschool and Early Learning Center	Market Street Learning Center]
Computer and Communications Industry Assoc.	Museum of the Shenandoah Valley
Daughters of American Revolution	Rainbow Express Preschool
Discovery Preschool	Sharon’s Centre
Frederick County Sheriff’s Department	Sneakers Educational Childcare
Frederick County Voter Registration Dept.	SonShine Learning Center
Friends of Handley Regional Library	Super Smarticles Early Learning Academy
Grace Lutheran Preschool	Shenandoah Chess Club
Greenway Church daycare	Winchester Book Gallery
Indian Hollow Elementary School	Winchester Day Preschool
Internal Revenue Service	Winchester Film Club/Alamo Drafthouse Cinema
Intuit Financial Freedom Foundation	Women Infant Children (WIC)

Outreach—where library staff went in March

Blue Ridge Kiwanis Middletown Elementary Indian Hollow Elementary Old Dominion Investment Club Sherando High School

Kudos:

A Bowman patron using a public computer made sure to “sing the praises” of reference assistant **Jane Hart** after receiving computer assistance. The patron was frustrated by a difficult task and said Jane was extraordinarily helpful. According to the patron, Jane taught her how to copy and paste between email messages and a Word document then showed her how to print her document double sided.

Adult Services, Adrienne Davis

March Mango Madness – The Marketing Committee developed a promotional campaign to increase patron awareness and usage of the library’s Mango Languages online service. All Adult Service Division staff members assisted with the promotion by doing Mango demos and distributing the Online Resources brochure. **Donna Funk Smith** also designed the print and digital signage - including a web banner and the bookmarks distributed at the Circulation Desk. Through our “March Mango Madness” contest, patrons were encouraged to visit the Information Desk to learn how to locate, sign up, and use Mango on our website and/or how to get and use the Mango app. Contest participants received free Mango swag (from pens and bags to mugs and ear buds).

New library calendar under construction – **Adrienne Davis and Donna Funk Smith** designed and built the library’s new ‘Calendar of Events’ and online ‘Book a Meeting Room’ service. The library recently purchased LibCal software that provides a more sophisticated and effective events calendar and adds a new online room booking service. LibCal offers features that help promote and manage library activities – such as event registration, customized widgets and statistical analysis. Enhanced features for patrons include the option to search for events by location and category on the events calendar. The calendar is scheduled to go live in May.

Bowman Operations, Kim Bean

Blu-ray collections are now also located at both the Handley and Clarke County Libraries. Kim Bean cataloged 40 blu-rays for HL and 30 blu-rays for CCL as a start to their collections. Reference Assistants, **Karen Olsson-Grist and Jane Hart** processed them. The blu-rays in the 3 libraries’ collections are donated copies.

Kim Bean and Pat Ritchie met with Capt. Beeman of the Frederick County Sheriff’s Dept. on March 15, to discuss safety preparations and training that the library should have in place in the event of an active shooter incident. We did a walk-through of the library, especially in the staff areas. Capt. Beeman pointed out areas that could be used for staff to take shelter if they were unable to get out of the building and also gave us suggestions about installing locks and blinds in certain staff areas.

The Bowman 15th Anniversary Committee held a 2nd meeting on March 24. So far, we have plans for a Bowman Library Birthday Party to be held on July 16. Cake and punch will be served, and we'll have fun activities for families and children. We're also using the anniversary as an opportunity to promote the Bowman Library to our community. The Library's Marketing Committee, headed by **Adrienne Davis**, will have an active role in the promotion. Included in the promotion will be weekday Facebook postings and Tweets throughout the month, a targeted postcard mailing, signs and posters, and more. Also, two large banners are currently being designed that will be placed along the roadside in front of the library. The main message of the banners will be: "Come in & find out what you're missing!" The committee will meet again in May.

Youth Services, Donna Hughes

The Preschool Showcase was held at Handley Library on March 19. Many local daycare centers and preschools set up information tables. It was a good time for networking within the early childhood and daycare community.

Business Manager and Handley Operations, Ann White

Visual Merchandising, Displays and Signage: Two improvements were made this month. 1) Signs were added to the rotunda hallways to indicate collections located in the east and west reading rooms. This is helpful to patrons to determine the direction they need to proceed as they enter the building depending on what they are seeking. 2) An iPad stand to be used for mobile application and online services demos was secured to the Information Desk. This new feature has been quite popular with the patrons as they have been encouraged to "play" with the iPad and are able to discover our digital offerings.



Friends of Handley Regional Library, Barbara Dickinson

The Friends sponsored the Community Health Forum series and last month's series drew over fifty people to the auditorium. They also sponsored a Teen Authors panel in conjunction with the Winchester Book Gallery which drew teens and adults together to learn more about this new genre.

Barbara Dickinson, John Huddy and Amanda Acker put on our first non-user survey focus group. Amanda compiled the results which you are seeing tonight!

Circulation Services, Mary Anton

Kim Stanley and Donna Hughes worked to determine procedures for circulating 12 nature backpacks and 12 passes to Virginia State Parks. This is a statewide project coordinated by the Library of Virginia. Mary and her team drafted circulation guidelines for staff.

Mary Anton, John Huddy and Kim Bean received training for the online selection and acquisition system through our system vendor, The Library Corporation.

Virginia Regional Transit April 2016

Month: Apr 2016

Route	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Scheduled Trips	8			12	11	3	5	6			13	6	4	13	7			10	6	4	10	11			12	6	7	10	11		175
No Shows/Cancellations	4			0	2	1	0	0			1	2	0	0	0			4	2	0	4	1			2	2	0	2	1		28
Add Ons	0			2	2	0	1	2			0	1	1	0	0			0	0	2	0	0			0	1	1	4	0		17
Total Passengers Transported	4			14	11	2	6	10			12	5	5	13	7			6	4	6	6	10			10	5	8	12	10		166