

March 15, 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, 2<sup>nd</sup> Floor, Berryville, Virginia conducted on Tuesday, March 15, 2016.

Board Members Present

Barbara S. Byrd, Terri T. Catlett, Mary L.C. Daniel, Beverly B. McKay, David S. Weiss

Board Members Absent

None

Staff Present

Afternoon Session: David Ash, Barbara Bosserman, Len Capelli, Tom Judge, Brandon Stidham, Alison Teetor

Evening Session: David Ash, Brandon Stidham, Alison Teetor

Constitutional Offices

Travis Sumption

Others Present

Afternoon Session: Robina Rich Bouffault, Val Van Meter and other citizens

Evening Session: Kim Braithwaite, Jackie Wetzel, Matt Setter, Charles "Peanut" Wright, Marsha Wright, Derrick Chapman

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:01 p.m.

2) Adoption of Agenda

**Add Under Miscellaneous Artisan Trail Presentation by Sherri Smith at 2:30 pm.**

**Supervisor Catlett moved to adopt the agenda as modified. 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 |

3) Citizens Comment Period

No citizens appeared to address the Board.

4) VDOT

Ed Carter, Assistant Residency Administrator, with Charlie Monroe, appeared before the Board to provide the monthly update.

Maintenance:

- Mobilized and responded to several weather events;
- Cleaned pipes on Rt. 7 at Montelegre Lane and Rt. 601 at the parking area;
- Removed a pipe on Rt. 604 near Rt. 605;
- Performed brush cutting in median on Rt. 7 and will continue on sides this month to prepare for mowing operations near fence;
- Conducted grading operations on non-hard surfaced routes and will continue this month as conditions permit.
- Addressed potholes throughout the County and continuing as they are reported;
- We are preparing equipment for mowing season:
- We will be performing patching as preparation for surface treatment on various routes as weather permits.

Projects:

- Allen Road: Environmental clearance on Allen Rd. is due this Friday. As soon as we receive it, we can begin pipe replacements.

Board issues:

- Met with citizens from Millwood on the 22nd. Agreed to have traffic review for Stop sign at intersection and recommendations for pedestrian safety. We will also be placing speed trailer in community on periodic basis as soon as we get it out of the shop.
- Rt. 601 curve signage repair will be addressed by end of next week.
- Rt. 50/606 drainage issue will be addressed as soon as ground conditions permit.

Vice Chairman McKay

- Drainage Pipe Old Waterloo Road off Route 340 before Morgan's Farm: Mr. Monroe will try to remove the debris as time permits.
- Route 50 across River Bridge – 1<sup>st</sup> House on Right: Mr. Monroe indicated that this issue is on his list.
- Sheetz and McDonald at Waterloo: Mr. Monroe advised that the pavement issues were the result of heavy vehicular traffic.

Supervisor Byrd

- Route 611 Summit Point Road: Shoulders dropping off possibly due to heavy commuter and farm traffic.
- Old Charlestown Road Speeding: Shoulders dropping off in some areas all the way to the Opequon.

Supervisor Catlett

- Expressed appreciation to VDOT for addressing issues she raised.

Supervisor Daniel

- Light Route 7 and Route 340: Lights take too long. VDOT will review.

Chairman Weiss

- Route 612: Edges coming off in a variety of places. VDOT assured that this is normal for this time of year and they will be addressed.

5) Economic Development Update / Report by Len Capelli, Director Economic Development

Highlights of Mr. Capelli's update include:

- Social media up [yesclarkecounty.com and clarkecountyvisitors.com]
  - Up and running
  - Continue adding content.
  - Need email addresses for local businesses.
  - As a “dot com” site, individual businesses can be featured.
  - Active on *Facebook*; trying to stimulate site activity.
  - Listing properties for sale on the website.
- In conjunction with Lord Fairfax, working with new businesses to develop business plans.
- Tourism
  - Christy Dunkle, Town Planner, is working on establishing “tourist zones.”
  - To expand local tourism, more rooms for overnight guests are needed.
  - Trying to get people into the Valley on a regional and national basis.
  - Planning an artisan event in October. Great opportunity to leverage local assets.
  - Looking at ways to develop for the Shenandoah River.
- Rural Forum: Expansion of Clarke's participation is desired.

6) 2015 Septic Pump-out Report by Alison Teetor

Highlights of Ms. Teetor's review include:

- Agreement between Frederick –Winchester Service Authority and Clarke County
- Clarke can dispose of septage waste at Opequon Wastewater Treatment Facility (OWTF)
- Allotted an average of 5,000 gallons per day (daily average flow)
- Clarke must verify that septage disposed of in the Opequon Wastewater Treatment Facility originates in from Clarke
- Approximately 5,000 septic tanks in Clarke County.
- Track usage using monthly information provided by the Service Authority.
- 3,167 pump outs in 5 years; 139 or 4% not verified.

- In compliance with terms of agreement
- Consistently below allotted an average of 5,000 gallons per day (daily average flow)
- Errors based on illegible or incomplete addresses reduced by 65% since 2011
- Recommendations;
  - Extra capacity available for septage disposal
  - County adopted septic pumpout requirements in 1994
    - Never implemented
      - No septage disposal facility in Clarke
      - Ordinance lacks financially responsible administration
  - Important maintenance component of onsite systems to insure
    - Functions as designed
    - Doesn't pollute groundwater

## 7) Telecommunications and Broadband Engineering Study

The Scope of Services is an expanded version of the narrative that was provided in the Planning Department's FY16-17 budget request and was prepared per the Board's direction given at the January 19, 2016 meeting. The Scope contains a draft timeline for the development of a request for proposals (RFP) and a selection process that would enable the selected firm to begin work by the start of the next fiscal year on July 1 as the Board requested.

If the Scope of Services is acceptable, Staff recommends that the Board take formal action at the March 15 meeting to direct the development and issuance of an RFP. If you have any questions or concerns in advance of the meeting, please do not hesitate to contact me.

- Scope of Study
  - The study would address, at a minimum, the following issues:
    - Analyze the County's current network of telecommunications facilities and its capacity for expansion both for cellular communications and high-speed data for internet applications. This would include examining each existing tower/monopole and co-location structure in the County or providing service from an adjacent locality to determine current carrier usage, the structural capacity for allowing additional antennas, and the projected coverage that each tower or monopole would provide at specific mounting locations.
    - Determine where current and future communications needs are in the County and the optimal locations and heights for new monopoles to meet these

needs. The primary goal would be to determine from an engineering perspective what our maximum monopole height should be in order to achieve coverage goals in specific areas of the County and, alternatively, the number and location of monopoles that would be necessary to provide similar coverage at lesser heights. Secondary goals would be to determine how many carriers could be accommodated under various maximum height scenarios, and whether taller towers are the best solution for coverage enhancement in all site conditions (e.g., topography).

- Identify new or emerging technologies accessible now or in the near future to provide telecommunications and high-speed internet access based on the County's unique characteristics; recommend detailed strategies for facilitating their development. The goal of this item is to identify any new or emerging technologies – both wired and wireless – that could be available to County residents and businesses for broadband internet access and to develop strategies to facilitate their implementation. Examples include wireless internet service providers (WISPs) or the use of distributed antenna systems by wireless telecommunications providers to improve coverage in areas that are difficult to serve by towers alone. This portion of the study would help us to determine whether there are local regulatory impediments to be addressed to facilitate these technologies or whether some of these technologies could be considered as alternatives to increased tower heights.
- Qualifications: The successful respondent will have extensive experience in providing wireless telecommunications and broadband (wired and wireless) engineering services for local governments. Responses should include, at a minimum, a narrative that depicts a clear understanding of the work to be performed, examples of two (2) similar studies or plans prepared for local governments within the past five (5) years, and a non-binding cost estimate.
- Timeline
  - Release request for proposals (RFP) – late March
  - Deadline for proposals – late April
  - Interviews scheduled – mid-May
  - Notice of award issued – June 1
  - Work to commence – July 1

**Supervisor Byrd moved to direct staff to develop and issue a RFP and subject to change subsequent to review by Mike Legge, Clerk Clarke County Sanitary Authority and Purchasing Manager.**

Questions and comments from the Board include:

- Vice Chairman McKay put forth that the Clarke County Sanitary Authority discussed its interest in locating antennae on water towers.
- Supervisor Daniel expressed interest in having the RFP reviewed by the Planning Commission, Clarke County Sanitary Authority and the Telecommunications Committee.
  - o Brandon Stidham responded that the concept, in more general terms, was discussed with the Planning Commission and the Telecommunications Committee.
- Supervisor Daniel asked that staff ensure that scope of services going out was going to be useful to everybody that was expecting something out of this study.
- Supervisor Daniel asked about available incentives and noting that expanding services was an economic development and education issue.
  - o Brandon Stidham responded that this would be added to the third bullet.
- Chairman Weiss asked that the study provide what the County currently has, what it needs and where it is needed to address communications issues.
  - o Brandon Stidham added that the study must be forwarded looking.
- Supervisor Byrd asked about contract award review process.
  - o Brandon Stidham responded that an interview panel would be assembled.
  - o Chairman Weiss stated that he would like a Board member included on the interview panel.
- Supervisor Catlett asked about types of by-right methods for antennae co-location.
  - o Brandon Stidham responded that this was one of the major points put forth by Verizon wireless personnel at the Telecommunications Subcommittee level. Verizon would like the County to make it as simple as possible for a provider to get approval to co-locate antennae on a structure without the special use permit process or other process that may require a text amendment. The County has traditionally viewed co-locations as modifications to site plans but this is not clearly stated in the ordinance.
- Supervisor Byrd asked about co-locating on existing power poles.
  - o Brandon Stidham responded that some jurisdictions have allowed co-location on power poles.
- Chairman Weiss asked about advertising methodology.
  - o Brandon Stidham responded that the solicitation could be sent directly to several different firms that do this type of work. He indicated that Anderson and Associates would be a resource for identifying potential respondents, as well as Mike Legge, Purchasing Manager, who has access to the State procurement website.

**The motion was approved 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 |

8) Approval of Minutes

**Vice Chairman McKay moved to approve the minutes for:**

- **March 7, 2016 FY2017 Budget Work Session as presented; and**
- **March 7, 2016 FY2017 Budget Work Session CCPS Presentation 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 |

9) Consent Agenda

Acceptance Abstract of Votes March 1, 2016 Republican and Democratic Primary

Conservation Easement Authority Easement Donation Johnny Hardesty Tax Map# 7-A-119

MEMORANDUM

TO: Board of Supervisors, David Ash  
 FROM: Alison Teetor  
 DATE: March 9, 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.

**Easement Donation**

Johnny Hardesty has submitted an application for an easement donation. The property is located at 517 Longmarsh Road, ½ mile west of the intersection of Longmarsh Road



and Crums Church Road. The parcel is identified as Tax Map# 7-A-119, consisting of 53 acres. The parcel has an existing house that was constructed in 1895 and numerous agricultural buildings. There are 2 remaining DURs. The applicant would like to retire 1 DUR and retain the right to subdivide the remaining DUR.

The parcel is zoned AOC and are currently in landuse, in accord with the Commissioner of Revenue's requirements, therefore a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The parcel meets 3 of the 4 guidelines as it is over 40 acres, retiring 1 DUR, and had a property resource score of 63.98. Points were given for retiring a DUR, having a sinkhole, have a structure that would contribute to a future historic district, and it has been in the same ownership for 30-50 years. It is not adjacent to an existing easement.

**Recommendation**

Approve the Conservation Easement Donation of the parcel identified as Tax Map# 7-A-119, owned by Johnny Hardesty.

**Proposed change to Property Resource Score**

At a recent site visit, several members suggested that additional points should be given for parcels that have frontage on railroads. Of particular interest is the Norfolk Southern Railroad which roughly parallels Route 340. Members were concerned that the track could be widened to two tracks which could increase train traffic. Attached is the current score sheet with the proposed amendment. At the February 18 meeting the Authority recommended approval to the Board of the addition of railroads to the property resource score, giving 1 point per each 1/10th of frontage.

**Recommendation**

Approve the proposed amendment to add Railroads to the Property Resource Score.

**Vice Chairman McKay moved to approve 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 - Aye
- David S. Weiss - Aye

10) Board of Supervisors Personnel Item

A. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.

03/07/2016 Summary: **Supervisor McKay moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

**Beverly B. McKay - Aye**  
**David S. Weiss – Aye**

The members of the Board of Supervisors Personnel Committee 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 McKay moved to reconvene in open session. The motion carried as follows:**

**Beverly B. McKay - Aye**  
**David S. Weiss - Aye**

**Supervisor 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, Personnel Committee 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 Personnel Committee 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, Personnel Committee 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:**

**Beverly B. McKay - Aye**  
**David S. Weiss - Aye**

The Personnel Committee took no action on items discussed in Closed Session.

B. Expiration of Term for appointments expiring through June 2016

03-07-2016 Summary: The Personnel Committee recommended the following:

- Reappointment of Tracy Smith to the Parks and Recreation Advisory Board to a four-year term expiring December 31, 2017

- Reappointment of Paul Jones to the Industrial Development Authority to a four-year term expiring October 30, 2019
- Reappointment of George Ohrstrom, II to the Berryville Area Development Authority to a three-year term expiring March 31, 2019
- Reappointment of Scott Krieder to the Planning Commission to a four-year term expiring April 30, 2020
- Reappointment of Gwen Malone to the Planning Commission to a four-year term expiring April 30, 2020
- Reappointment of George Ohrstrom, II to the Conservation Easement Authority to a three-year term expiring April 30, 2019

The Committee is seeking additional member recommendation to fill other vacancies.

03-15-2016 Action: David Ash reviewed the Personnel Committee recommendations.

Vice Chairman McKay added:

- Reappointment of Robina Rich Bouffault to the Planning Commission to a four-year term expiring April 30, 2020.

**Vice Chairman McKay moved to approve the Personnel Committee recommendations as modified. 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 |

#### 11) Board of Supervisors Work Session and FY2017 Budget Work Session

- A. 2015 Berryville Area Plan Update Discussion and Review with Brandon Stidham and Christy Dunkle

03-07-2016 Summary: Brandon Stidham, with Christy Dunkle, provided a detailed review of the revised plan. Berryville Town Council will review the document at its March 15 Work Session; and pending confirmation of availability from Council, a joint public hearing will be held on Wednesday, April 6, 2016.

03-15-2016 Action: Brandon Stidham informed the Board that a joint public hearing scheduled for Tuesday, April 12, 2016, at 7:30 pm.

|                  |       |
|------------------|-------|
| Barbara J. Byrd  | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss   | - Aye |

B. FY2017 Budget by Tom Judge, Director Joint Administrative Services

03-07-2016 Summary: See 2016-03-07 Board of Supervisors FY2017 Budget Work Session Minutes.

03-15-2016 Action: Highlights of Tom Judge's review includes:

- Proposed Budget Advertisement
- Proposed Tax Rate Advertisement
- Changes:
  1. Cooperative Extension with materials at \$2K, no vacant agent, plus intern \$42,202.
  2. Designation for Convenience Center reduced \$20,000 to correct error.
  3. Convenience Center opening postponed, and operating costs therefore reduced from \$42,000 to \$0.
- Net budget deficit: (\$229,939)
- Real estate tax rate: increase from \$0.655 to \$0.72 – the equalized tax rate generating the same revenue under the reassessed land value going into effect January 1, 2016.
- The Finance Committee recommends advertising for public hearing the proposed budget and proposed tax rate. Notice would be advertised on March 29 in the Winchester Star.

**Supervisor Catlett moved to advertise the budget and tax rate resolutions 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 |

**PUBLIC HEARING NOTICE (PH 16-11)**  
**CLARKE COUNTY PROPOSED BUDGET**  
**FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017**

The Clarke County Board of Supervisors will hold a public hearing on Tuesday, April 5, 2016 at 7:30 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, VA, to consider the following matter:

This budget has been prepared on the basis of the estimates and requests submitted to the Board of Supervisors by the several officers and department heads of this County including the Clarke County Public Schools. Any citizen of the County shall have the right to attend said hearing and comment on the budget. Written copies of statements made at public hearings are requested but not required. Information relative to the complete budget is available for public inspection in the Office of the Clarke County Administrator during regular working hours, and at [www.clarkecounty.gov](http://www.clarkecounty.gov).

This budget is prepared and published for informative and fiscal planning purposes only. The inclusion in the budget of any item does not constitute an obligation or commitment on the part of the Board of Supervisors of this County to appropriate any funds for that item.

|                              | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|------------------------------|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| <b>EXPENDITURE</b>           |                            |                           |                           |                           |                            |  |
| 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                   | 204,916                    | 1,199                                  |
| Assessor                     | 3,500                      | 3,500                     | 3,500                     | 3,500                     | 3,500                      | -                                      |
| Treasurer                    | 262,208                    | 265,484                   | 268,891                   | 268,891                   | 274,335                    | 5,444                                  |
| 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)                                |
| 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                   | 251,574                    | 3,011                                  |
| Victim/Witness Coordinator   | 40,189                     | 39,808                    | 41,976                    | 41,976                    | 40,918                     | (1,058)                                |
| 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                   | 326,868                    | 57,632                                 |
| Commonwealth Attorney Grants | 40,479                     | 32,521                    | 40,754                    | 40,754                    | 28,995                     | (11,759)                               |

|                                    | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|------------------------------------|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| Sheriff                            | 2,091,339                  | 2,113,093                 | 2,162,805                 | 2,172,027                 | 2,243,450                  | 80,645                                 |
| 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                     | -                                      |
| Emergency Medical 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          | 51,500                     | 51,675                    | 51,742                    | 51,742                    | 51,200                     | (542)                                  |
| Boyce Volunteer Fire               | 52,500                     | 52,177                    | 52,264                    | 52,264                    | 51,900                     | (364)                                  |
| Enders Volunteer Fire              | 78,500                     | 77,814                    | 77,927                    | 77,927                    | 77,200                     | (727)                                  |
| Lord Fairfax Emergency Medical     | 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                                 |
| 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 Subst Abuse Coal     | -                          | -                         | -                         | 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                        | -                                      |
| 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)                                |

|   | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|---|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| 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 Management                  | 30,000                     | 30,000                    | 30,000                    | 30,000                    | 30,000                     | -                                      |
| 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              | 2,300                      | 2,300                     | 2,300                     | 2,300                     | 2,300                      | -                                      |
| Non-Departmental Contingency              | 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                                |
| School Operations                         | 21,447,660                 | 20,556,016                | 21,537,710                | 21,537,710                | 22,137,428                 | 599,718                                |
| 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                   | 925,600                    | 189,670                                |
| 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                     | -                                      |
| <b>TOTAL EXPENDITURE</b>                  | <b>39,932,445</b>          | <b>40,688,317</b>         | <b>40,380,859</b>         | <b>40,401,805</b>         | <b>45,370,600</b>          | <b>4,989,741</b>                       |
| <i>Local Funds for Schools</i>            | <i>16,182,833</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>                       |

|  | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|--|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| 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)                               |
| 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)                                  |



|  | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|--|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| 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                                  |
| 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)                                |
| Parks Programs Fees                    | 275,000                    | 293,684                   | 265,000                   | 265,000                   | 275,000                    | 10,000                                 |
| Concession Stand Revenue               | 16,000                     | 12,475                    | 15,000                    | 15,000                    | 12,500                     | (2,500)                                |
| Sale of Maps, Surveys, etc.            | -                          | 1,200                     | -                         | -                         | 650                        | 650                                    |
| Sale of Publications                   | 25                         | 60                        | 25                        | 25                        | 35                         | 10                                     |
| Zoning Research Fees                   | 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 - Econ Dev  | 60,000                     | 60,000                    | -                         | -                         | -                          | -                                      |
| Welfare - Various                      | -                          | 35,353                    | -                         | -                         | -                          | -                                      |

|   | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|---|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| 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)                                |
| <b>LOCAL REVENUE</b>                    | <b>23,419,110</b>          | <b>24,109,924</b>         | <b>24,155,402</b>         | <b>24,171,002</b>         | <b>25,320,440</b>          | <b>1,165,038</b>                       |
| <b>COMMONWEALTH REVENUE</b>             |                            |                           |                           |                           |                            |  |
| 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                   | 190,218                    | 3,061                                  |
| Sheriff                                 | 750,887                    | 744,184                   | 749,413                   | 749,413                   | 794,608                    | 45,195                                 |
| Commissioner of Revenue                 | 75,111                     | 74,831                    | 75,178                    | 75,178                    | 76,882                     | 1,704                                  |
| Treasurer                               | 92,780                     | 91,683                    | 92,369                    | 92,369                    | 94,459                     | 2,090                                  |
| Medical Examiner                        | -                          | -                         | -                         | -                         | -                          | -                                      |
| Registrar                               | 38,549                     | 37,253                    | 39,797                    | 39,797                    | 39,797                     | -                                      |
| Clerk of the Circuit Court              | 153,026                    | 159,743                   | 152,728                   | 152,728                   | 155,805                    | 3,077                                  |
| 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                      | -                                      |
| Historic Preservation Grants            | 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                                 |

|   | FY15<br>Original<br>Budget | FY15<br>Audited<br>Actual | FY16<br>Adopted<br>Budget | FY16<br>Revised<br>Budget | FY17<br>Proposed<br>Budget | Variance<br>17 Proposed-<br>16 Adopted |
|---|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| 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 - 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                    | -                                      |
| COMMONWEALTH REVENUE                        | 14,031,294                 | 14,514,779                | 14,198,338                | 14,198,338                | 14,386,734                 | 188,396                                |
| <b>FEDERAL REVENUE</b>                      |                            |                           |                           |                           |                            |  |
| 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                    | 40,195                     | 1,171                                  |
| 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 Grant             | 1,906                      | -                         | 2,181                     | 2,181                     | 1,510                      | (671)                                  |
| State Criminal Alien Assistance Program     | 3,074                      | 862                       | 862                       | 862                       | 921                        | 59                                     |
| ARRA Byrne Justice Assistance Grant         | -                          | 3,497                     | -                         | -                         | -                          | -                                      |
| Conservation Easement - Federal Grants      | -                          | 184,000                   | -                         | -                         | -                          | -                                      |
| Violence Against Women Grants               | 28,053                     | 21,444                    | 28,053                    | 28,053                    | 28,053                     | -                                      |
| Fire & Emergency Response Grants            | 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)                              |
| Seh Debt Svc - Build America Bond Subsidy   | 119,008                    | 120,898                   | 120,833                   | 120,833                   | 120,833                    | -                                      |
| FEDERAL REVENUE                             | 1,152,978                  | 1,886,419                 | 1,523,402                 | 1,523,402                 | 1,144,714                  | (378,688)                              |
| <b>BUDGET BALANCE PROCEDURE</b>             |                            |                           |                           |                           |                            |  |
| TOTAL EXPENDITURES                          | 39,932,445                 | 40,688,317                | 40,380,859                | 40,401,805                | 45,370,600                 | 4,989,741                              |
| TOTAL REVENUE                               | 38,603,383                 | 40,511,123                | 39,877,143                | 39,892,742                | 40,851,888                 | 974,746                                |
| SURPLUS (DEFICIT)                           | (1,329,062)                | (177,195)                 | (503,716)                 | (509,063)                 | (4,518,712)                | (4,014,994)                            |
| FROM (TO) FUND BALANCE                      | 1,329,062                  | 177,195                   | 503,716                   | 509,063                   | 4,518,712                  | 4,014,994                              |
| NET   | -                          | -                         | -                         | -                         | -                          | -                                      |
| <i>PAY-AS-YOU-GO (PYG) CAPITAL</i>          | <u>1,365,516</u>           |                           | <u>508,000</u>            |                           | <u>4,288,772</u>           |  |
| <i>SURPLUS (DEFICIT) NET OF PYG</i>         | <u>36,454</u>              |                           | <u>4,284</u>              |                           | <u>(229,939)</u>           |  |

**PUBLIC HEARING NOTICE (PH-16-12)**  
**CLARKE COUNTY TAX RATES**  
**FOR THE CALENDAR YEAR 2016**

The Clarke County Board of Supervisors will hold a public hearing on Tuesday, April 5, 2016 at 7:30 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, VA, to consider the following matter:

This public hearing is held for the purpose of hearing citizens who wish to comment on the proposed local tax levy for the year beginning January 1, 2016 in accordance with Section 58.1-3007 et. seq. of the 1950 Code of Virginia, as amended:

**ALL TAX RATES ARE BASED ON EACH \$100**  
**OF ASSESSED VALUATION**

|   | 2016     |          |
|---|----------|----------|
|   | Current  | Proposed |
| 1. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles | \$ 4.496 | \$ 4.496 |
| 2. Tangible Machinery and tools   | \$ 1.250 | \$ 1.250 |
| 3. Tangible personal property of qualified Fire & Rescue Vehicles                               | \$ 2.248 | \$ 2.248 |
| 4. Real Estate, including the real estate of public service corporations**                      | \$ 0.655 | \$ 0.720 |

The real estate rate that represents the equalized tax rate is \$.72. The equalized rate is the rate that will generate the same revenue under the reassessed land values to take effect January 1, 2016.

\*\* Mobile Homes will be assessed as personal property, but taxed at the same rate as real estate.

It should be noted that no tax rate for the current year has been adopted by the Board of Supervisors at this time. The rates listed above reflect the rates that would be necessary to raise the required revenue if the budget for the fiscal year 2016-2017 should be adopted as advertised.

Personal Property Tax Relief by the Commonwealth of Virginia for vehicles valued between \$1,001 and \$20,000 will increase from a discount of 47.1% to 48.6%.

View this document at [www.clarkecounty.gov](http://www.clarkecounty.gov)

THE BOARD OF SUPERVISORS OF CLARKE COUNTY  
BY: DAVID L. ASH, County Administrator

CLARKE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO ITS PROGRAMS AND ACTIVITIES. ACCOMMODATIONS WILL BE MADE FOR HANDICAPPED PERSONS UPON PRIOR REQUEST.

12) Board of Supervisors Finance Items

1. FY 16 Supplemental Appropriations

03-15-2016 Action: Action: The Finance Committee recommends the following:

- a. Victim Witness Program. *"Be it resolved that FY 16 Victim Witness budgeted expenditure and appropriations be increased \$6,029, that revenue from the Commonwealth of Virginia be recognized in the same amount, that telephone costs of \$600 and FICA costs of \$300 be added to the attached listing of expenditures, and that a one-time salary bonus of \$3,902 be approved for the Victim Witness Coordinator."*

Tom Judge reviewed the proposed 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 | - Aye |
| David S. Weiss   | - Aye |

- b. Sheriff. *"Be it resolved that FY 16 Sheriff's budgeted expenditure and appropriations be increased \$5,859, and that revenue from insurance claims be increased in the same amount, all for the purpose of repairing patrol vehicles."*

Tom Judge reviewed the proposed action.

Chief Deputy Travis Sumption provided additional detail.

**Supervisor Daniel 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 | - Aye |
| David S. Weiss   | - Aye |

- c. Economic Development. *"Be it resolved the FY 16 General Government Capital Projects budgeted expenditure and appropriations be increased \$20,000, that revenue from the Town of Berryville in the amount of \$5,000, and revenue from the Barns of Berryville in the amount of \$5,000, both be recognized, and that expenditure of \$10,000 currently budgeted under Economic Development be reduced, all for the purpose of providing signs guiding visitors to the Tourism Center."*

Tom Judge and David Weiss briefed the Board.

**Supervisor Daniel 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 | - | Aye |
| David S. Weiss   | - | Aye |

2. Cooperative Extension request for Intern

03-08-2016 Summary: The Committee considered a request for Clarke County to provide a summer intern. The Committee directed that funds for the intern be found from the existing appropriation for Cooperative Extension.

03-15-2016 Action: Item reviewed under FY2017 Budget. No action taken.

3. Artisan Center of Virginia

03-08-2016 Summary: The Finance Committee recommends approval of an agreement with the Artisan Center of Virginia whereby \$5,000 of funds currently budgeted under Economic Development be paid to Artisan Center of Virginia for participation in its Artisan Trail project.

03-15-2016 Action: Following review by Tom Judge, input by David Weiss and presentation by Sherri Smith, **Supervisor Byrd moved to authorize the County Administrator to sign and approve the agreement with the Artisan Center of Virginia. 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 |

ARTISAN CENTER OF VIRGINIA  
CLARKE COUNTY, VIRGINIA  
Memorandum of Understanding

This Memorandum of Understanding (MOU) between Clarke County (the "COMMUNITY") located at 101 Chalmers Court, Suite B, Berryville, VA 22611 and Artisan Center of Virginia ("ACV"), P.O. Box 166, Greenville, VA 24440 physically located at the Frontier Culture Museum, 1290 Richmond Road, Staunton, Virginia, 24401 is to establish the inclusion of Clarke County as a regional partner with Frederick County and the City of Winchester on the "Top of Virginia Artisan Trail," (the "TRAIL"), a regional trail of the ACV Artisan Trail Network program.

WHEREAS, COMMUNITY wishes to participate in the TRAIL in order to form strategic alliances with artisans, venues, galleries, and retailers in County of Clarke with connecting points of interest, restaurants and accommodation locations in order to enhance community development and tourism activity (such project hereinafter referred to as the "PROJECT"); and

WHEREAS, COMMUNITY has made a determination that ACV is the entity capable of providing the services necessary for completion of the PROJECT as described in the "Scope of Services" and wishes to accept the TRAIL's partnership invitation extended by the TRAIL Management Team on January 26, 2016:

The COMMUNITY agrees to:

- A. Work within established ACV Artisan Trail Network community development and program management processes;
- B. Work within the TRAIL's established goals and implementation timeline as previously determined by the TRAIL Management Team;
- C. Provide two representatives to serve on the TRAIL's Management team, in accord with addendum titled "Artisans Center of Virginia Artisan Trail Network Management Team – General Expectations;"
- D. Assist with TRAIL participant enrollment and sponsor outreach per the TRAIL management team's established budgetary goals;
- E. Assist in program and member promotions as relates to the TRAIL's collaborative activities.

Program Fees

- A. On or before 1 March 2016, COMMUNITY shall pay ACV the fixed sum of five thousand dollars (\$5,000) for TRAIL development as total eligible costs in carrying out the initial implementation activities of the PROJECT as outlined in greater detail in the "Scope of Services."
- B. Upon the TRAIL'S "inaugural" release (anticipated implementation benchmark September 2016) COMMUNITY shall be prepared to provide one thousand dollars (\$1000) per year, for a period of two years for ongoing TRAIL program management effort of the PROJECT. Estimated date for the first year's payment would be on or before October 1, 2016. Estimated date for the second year payment would be October 1, 2017.

I. This MOU is acceptable to both parties

Name: David L. Ash  
Title: County Administrator

Name James G. Dye  
Title: President of the Board  
Artisans Center of Virginia

Artisans Center of Virginia  
Artisan Trail Network  
Management Team - General Expectations

- Represent one of the specific focus areas/constituencies and/or communities designated in an Artisan Trail region.
- Provide guidance & leadership during the development of the region's Artisan Trail.
- Work collaboratively and encourage community connectivity.
- Attend the monthly planning meetings and trail development events where leadership representation is needed.
  - o Estimation of time commitment:
    - Monthly Management Team Meetings: 1.5 - 2 hours per
    - Public Gatherings: 2 hours (appx 3 events TBD by team)
    - Between Meetings Tasks: 2-3 hours monthly
    - Travel: Time to/from meetings, tasks & events (please note that individual travel expenses are the responsibility of the management team member/their organization)
- Liaison within the local communities on behalf of the Artisan Trail.
- Provide contact information for and/or outreach to potential Artisan Trail participating businesses.
- Assist in securing sponsorships for the region's Artisan Trail, as may be needed.
- Accomplish assigned tasks/follow-up between meetings, as may be required.
- Uphold and promote the brand of Virginia's Artisan Trail Network, as prescribed by The Artisans Center of Virginia.

4. FY 17 Budget: outstanding issues & direction.

03-08-2016 Summary: The Committee will meet Thursday March 10 to consider final adjustments to the proposed FY 17 budget.

03-15-2016 Action: Item reviewed under FY2017 Budget. No action taken.

5. Acceptance of Bills and Claims

**Supervisor Byrd moved to accept the February 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 | - Aye |



David S. Weiss - Aye

6. Standing Reports

Reconciliation of Appropriations, General Fund Balance, Capital Projects, Expenditure Summary/YTD Budget Reports

13) Joint Administrative Services Update

Highlights of Tom Judge's review include:

- Permits, inspections and business licenses
  - o Conducted set up and training.
  - o Implementation scheduled for mid-April.
  - o Citizen Self-Service: set up but holding off on implementation until staff is comfortable with modules.
- General Billing, receiving, cashiering, and animal licenses: implemented February 16.
- Utility billing: accelerated the implementation to July.
- Monthly pay date:
  - o Long-standing practice is to pay on last teaching day of month.
  - o County adopted when combining payroll processing.
  - o Encase of technical problems, Joint Administrative Services attempts to have payroll in the bank for electronic deposit a day early. Since this practice ensures that payroll is not late, the Joint Administrative Services Board feels this is prudent and the best practice.
- Joint Administrative Services Department FY2017 budget: discussed and approved.
- Local Choice FY2017 health insurance: signed agreement to have The Local Choice distribute new tax form 1095c.

14) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- Barns of Rose Hill: Waiting revised estimate for signs for the Barns.
- Chet Hobert Park:
  - o Well: On Friday, a person backed into the old well casing at the Park, which has resulted in closure of the well.

- Lights:
  - Waiting on engineer's placement of outfield light poles.
  - Once located on a plat, Bob Mitchell will pursue the easement with the Schools to allow the County to place the poles on school property.
  - Public hearing on the proposed text amendment is tonight.
- VCE Intern Funding:
  - Agent is working with Tech.
  - Tech posted the vacant clerical position in that office but the Agent does not have a solid idea how long the process will take.
- Solar Farm:
  - Met with Brandon Stidham and the Commissioner of the Revenue and conferred with the representative for the solar panel farm.
  - In contact with North Hampton County - Clarke would like to draft an agreement similar to one used by that locality.

## 15) Miscellaneous Items

### Artisan Trail Program

Len Capelli, Economic Development Director, introduced Sherri Smith, Executive Director, Artisans Center of Virginia.

Ms. Smith provided an overview of the Artisan Trail network program. Highlights include:

- Program started in southwestern Virginia as part of an initiative developed by former Governor Mark Warner to generate interest of an entrepreneurial nature in the region.
- Strategic plan is a community / economic development model in its framework and infrastructure and is designed to engage communities in a collective and collaborative way
- Virginia currently has 30 trails.
- Top of Virginia Artisan Trail:
  - Berryville and Clarke County were invited to join by the City of Winchester and Frederick County.
  - Plans have been underway for the past year.
  - Spoke at the Barns of Rose Hill last month to mainly local artisans – creative and agricultural.

- The program supports local artisans and invites in other types of visitor experience supporting sites such as lodging, restaurants, cultural sites, festivals, activities.
- The individual participant will determine what they want to do as a trail member.
- The program is on-line year round and every participant receives his or her own unique log-in code and a profile page on the Artisan Trail Network.
- September 1 inaugural celebration planned.
- Results from First Artisan Economic Impact Study in Virginia:
  - Direct economic impact of artisan industry is \$279.3MM.
  - Total with support businesses is over \$527.2MM.
  - Sales tax revenue is \$15.6MM.
  - One in three artisan trail customers are travelers.
  - One in five visitors surveyed stated that their primary reason for traveling was to go on an artisan trail.
  - Estimate spending per person per trip is \$260.
  - Average 1.7 artisan trail trips per year.
  - Virginia has more artisan trails than any state in the US.

Christy Dunkle told the Board that Clarke citizens comprised 75% of the attendees at an artisan trail meeting held earlier today. She noted that beyond artists the trail supported accommodations, restaurants, breweries, wineries, etc. She concluded that this was a great opportunity for Berryville and Clarke County.

Len Capelli remarked that seven to eight artists from Boyce were part of a planned fall studio tour.

Sherri Smith advised that October was Virginia Artisan Month.

Chairman Weiss thanked Susi Bailey, Len Capelli, and Christy Dunkle for their hard work on this program.

16) Summary of Required Action

| <u>Item</u> | <u>Description</u>                                    | <u>Responsibility</u> |
|-------------|---|-----------------------|
| 1.          | Process approved minutes.                             | Lora B. Walburn       |
| 2.          | Update appointment database and process appointments. | Lora B. Walburn       |

| <u>Item</u> | <u>Description</u>  | <u>Responsibility</u> |
|-------------|---|-----------------------|
| 3.          | Process public hearing notice for FY2017 budget and CY2016 tax rate.                        | Tom Judge             |
| 4.          | Review, approve and execute business supplement order agreement with Virginia Logos, L.L.C. | David Ash             |
| 5.          | Execute Artisan Center Agreement.   | David Ash             |

17) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- CEA: Annual award given to Holy Cross Monastery.
- Humane Foundation:
  - Clarke residents have been supportive in their donations.
  - Offered a special van to conduct emergency rescues; however, the offer may be declined since there has been no such need in the past fourteen year.
- Juvenile Detention Center: Meets in April.
- Litter Committee: No information available.
- Regional Adult Detention Center: Meets in March 31.
- Social Services: Due to scheduling conflict, unable to attend.
- Town of Berryville: Good meeting.

Supervisor Terri Catlett

- School Board:
  - Attended several meetings.
  - The high school has implemented a “random act of kindness program” to reinforce positive behavior.
  - At the February 22, there was a great deal of public comment about the high school’s academic choices.
  - The School Board presented its budget.
  - Added a day [April 4] back to the school calendar.
  - On March 28 at 6:30 pm, the architect will present preliminary plans for Primary renovation.

Vice Chairman Beverly B. McKay

- NSVRC: Due to a scheduling conflict, unable to attend.
- CCSA:
  - Moving forward with a state-mandated test well.
  - Working on repairing membranes in the water treatment plant that are leaking and seeping.
  - Imboden will wash out filters at the wastewater plant as part of normal maintenance.
  - Waiting for better weather for landscaping and fencing at the Millwood water tower.
  - Discussed wireless internet service provider interest in the White Post tower.
  - Discussed replacement of air releasers in manhole covers damaged by VDOT.
- Airport Authority: Did not attend. Did not receive notice of meeting.

Supervisor Mary L.C. Daniel

- Planning Commission: Monopole committee is waiting on engineering study.\
- No other committees met this month.

Chairman David S. Weiss

- Fire and EMS Commission:
  - Continues to works on strategic plan.
  - Communications is a large issue requiring coordination between law enforcement and volunteers.
  - Fee for service is on track.
  - Emergency services response times are going down.
  - The Commission, within the next year, wants to understand the entire EMS budget.
  - Identified several parts of the strategic plan that were actions that could be taken with current staff but these are time constrained.
  - Looked at task-oriented items that could be completed that were not necessarily constrained by budget by time.
  - Commission wants a “big-picture look” at fire, rescue and emergency medical services and how these are provided, sources of revenue, how they can make it work, how they can incentivize volunteers.

- Commission wants to synchronize its recommendations on a fiscal year basis.
- Shenandoah Farms Sanitary District
  - Investigation of requirements and next steps continues.
  - David Ash leading the investigation with support from Supervisor McKay, Supervisor Weiss and legal counsel from Robert Mitchell.
  - Working on two premises: 1) Creation and management of the Sanitary District is court-ordered. 2) Clarke does have the physical capabilities of taking on this project therefore it is investigating other ways to manage, and ways to set up fees that are fair to all the residents.
  - The County is absorbing the costs associated with development of the Sanitary District. Once the District is formalized, the County will pay itself back.
  - The District is required to have its own self-balancing set of accounts.

#### 18) Closed Session

No Closed Session called.

At 3:34 pm, Chairman Weiss recessed the afternoon session.

At 6:31 pm, Chairman Weiss convened the evening session.

#### 19) Citizens Comment Period

No citizens appeared to address the Board.

#### 20) PH 16-08 TA-16-01, Public Outdoor Recreation Facility Lighting.

Proposed text amendment to amend §6-H-11, Outdoor Lighting Standards, of the Zoning Ordinance. The purpose of the amendment is to establish a new category for public outdoor recreation facility lighting including new lighting plan submission and design criteria requirements.

Brandon Stidham summarized the proposed text amendment.

At 6:37 pm, Chairman Weiss opened the public comment portion of the public hearing. He asked the Little League representatives to introduce themselves.

- Kim Braithwaite
- Jackie Wetzel

- Matt Setter
- Charles "Peanut" Wright
- Marsha Wright
- Derrick Chapman

At 6:38, with no persons desiring to the address the Board, he closed the public hearing.

Chairman Weiss called for questions.

Supervisor Daniel, noting the dark sky initiative adopted during her tenure on the County's Planning Commission, commented that the proposed amendment adhered to the intent of the initiative.

**Vice Chairman McKay moved to approve TA-16-01, 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 |

**ZONING ORDINANCE TEXT AMENDMENT (TA-16-01)**  
**Public Outdoor Recreation Facility Lighting**  
**(Adopted by the Board of Supervisors on March 15, 2016)**

**Description:**

Proposed text amendment to amend §6-H-11, Outdoor Lighting Standards, of the Zoning Ordinance. The purpose of the amendment is to establish a new category for public outdoor recreation facility lighting including new lighting plan submission and design criteria requirements.

-----

**Zoning Ordinance Amendment Text (changes shown in bold italics with strikethroughs where necessary):**

6-H-11 Outdoor Lighting Standards

The purpose and intent of this section is to establish outdoor lighting standards that reduce the impacts of glare, light trespass, and over-lighting, promote safety and security and encourage energy conservation.

6-H-11-a General Outdoor Lighting Standards

1. ***Requirements for lighting fixtures; maximum installation height.***

- a. All exterior light fixtures shall be a full cut-off type. Such light fixtures shall have flat cut-off lenses. The lenses of lights mounted into eaves or canopies shall be mounted so as to be flush or recessed. The direct light from exterior light fixture elements shall not be visible off the subject property.
  - b. No exterior light fixture shall be installed at a height greater than 25 feet above finished grade as measured from the bottom of the fixture.
  - c. ***This section shall not apply to the installation of public outdoor recreational lighting as set forth in Subsection 6 below.***
2. Flashing, revolving, intermittent, or high intensity beams used for exterior lighting shall be prohibited.
  3. Up-cast lighting used to illuminate flags, signs, landscaping, buildings, or other objects and structures shall have directional control shields to prevent stray lighting and to ensure that no light source is visible from or causes glare on public right-of-ways or adjacent properties and shall be limited to 150 watts or less standard incandescent light elements or equivalent brightness (defined as 2500 lumens).
  4. All exterior lighting shall be oriented not to direct glare or excessive illumination on streets in a manner that may distract or interfere with the vision of drivers on such roads and streets.
  5. All canopy lighting shall be recessed and flush mounted. That portion of the canopy façade not included in the sign area shall not be illuminated.
6. ***Public outdoor recreational facility lighting.***
    - a. ***In addition to the general requirements of Subsection 7 below, photometric plans for public outdoor recreational facility lighting shall conform to the requirements set forth in the most current edition of the Illuminating Engineering Society of North America (IESNA) RP-6 Recommended Practice for Sports and Recreational Area Lighting and the IESNA Lighting Handbook. Appropriate lighting criteria shall be selected based on the class of play of the facility and participants as defined by the IESNA.***
    - b. ***For the purposes of this subsection, poles for the mounting of lighting fixtures shall be exempt from minimum setback requirements.***
    - c. ***Event hours – All events shall be scheduled so as to complete all activity before or as near to 11:00 p.m. as practical, but under no circumstances shall any illumination of the playing field, court, or track be permitted after 11:00 p.m. except to conclude an event that was reasonably scheduled to conclude prior to 11:00 p.m.***
    - d. ***Lighting fixtures shall be installed to meet the criteria of a full cutoff fixture and shall include internal and/or external glare-control louvers.***



- e. Initial lighting levels shall not exceed the target levels specified by the IESNA by more than 30% to account for light loss factors such as lamp lumen depreciation and luminaire dirt depreciation.***

## **7. Photometric Plan Requirements**

- a. A photometric lighting plan shall be submitted and approved in conjunction with any required site plan. The photometric lighting plan shall be certified by the National Council on Qualifications for the Lighting Professions (NCQLP), or a **Virginia** licensed professional engineer, or architect.
- b. All such plans shall include the following:
- (1) Plans indicating the location on the premises of all lighting fixtures, both proposed and existing on the site, including a schematic layout of proposed outdoor lighting fixture locations that demonstrate adequate intensities and uniformity, and light coverage resulting from the proposed light layout.
  - (2) Description of all lighting fixtures, both proposed and existing, which shall include but are not limited to catalog cuts and illustrations by manufactures that describes the equipment, including lamp types, wattage and initial lumen outputs, glare control devices, lamps, proposed placement of all fixtures, including engineering detail of fixtures, manufacturer, model and installation of same.
  - (3) Photometric data, such as that furnished by manufacturers, or similar, showing the angle cut-off light emissions and glare control devices.
  - (4) Lighting levels for exterior lighting, ***except for public outdoor recreational facility lighting described in Subsection 6***, shall not exceed the following standards:
    - (a) 2.5 foot-candles for parking lots;
    - (b) 5 foot-candles at entrances from local rural/urban road entrances;
    - (c) 10 foot-candles along fronts of buildings, at loading docks, and at entrances from primary highways and rural/urban arterials and collectors;
    - (d) A uniformity ratio of 4:1 shall be provided across all parking lots, travelways, and private/public streets and roads. The project site shall be modeled with all lighting (building, canopy, parking, etc.) in operation.
    - (e) Lighting levels shall not exceed 0.2 foot-candles at any common property line.
    - (f) The first three measurements shall be made at the ground surface. The fourth measurement shall be made on a vertical face with the property line at five feet above the ground.
- c. Field verification of installation required. Upon completion of lighting installation, the applicant shall provide written certification that the lighting is installed and operates in conformance with the approved photometric plan and the provisions of this ordinance.***

## **8. Lighting Definitions**

- a. Candela – The system of luminous intensity. One candela is one lumen per candle (steradian).
- b. Foot-Candle – A measure of light falling on a surface. One foot-candle is equal to the amount of light generated by one candle shining on one square foot surface located one foot away. Foot-candle measurements shall be made with a photometric light meter with a specified horizontal orientation.
- c. Foot-Candle (Average Maintained) – The average of a number of points of foot-candle calculations or foot-candle readings in a given area which have been adjusted to account for maintenance which includes luminaire dirt depreciation and lamp lumen depreciation.
- d. Glare – The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.
- e. Lighting Fixture – A complete lighting unit consisting of the lamp, lens, optical reflector, housing and electrical components necessary for ignition and control of the lamp, which may include ballast started and/or photo control.
- f. Lighting fixture, full cut-off – A lighting fixture from which a luminaire has zero candela intensity occurring at or above an angle of 90° above nadir.
- g. Light fixture, recessed canopy – An outdoor lighting fixture recessed into a canopy ceiling so that the light source is either completely flush or recessed within the underside of the canopy.
- h. Light Trespass – Unwanted light going beyond the property line and spilling over onto the adjacent or neighboring property. It can also represent the direct light (glare) that reduces a person's vision or ability to see.
- i. Luminaire – A complete lighting unit consisting of a lamp or lamps and the parts designed to distribute the light, to position and protect the lamp(s), and to connect the lamp(s) to the power supply.
- j. Nadir – The angle pointing directly downward from the luminaire.
- k. Public outdoor recreational facility lighting – Lighting fixtures and mounting structures designed to provide permanent outdoor lighting for public recreational and athletic fields and facilities, owned and/or operated by a unit of Federal, State, or local government or by the Clarke County Public Schools.***

David Ash provided a brief update on the ballfield light project. Highlights include:

- In contact with legal counsel and County engineer on the issue of the left field pole location that is located near the trail. The Engineer has been instructed to select a place for the pole, confirm with the lighting representative; and the attorney, once the

location of the pole is determined, will prepare and easement document for the Supervisors to present to the School Board for final resolution of the location.

- Lighting standards will be recalculated once the location is set. These standards will be given to Mike Legge so that he can proceed with procurement. This segment could take three to four weeks.
- David Juday is the project's acting citizen contact.

Chairman Weiss thanked all those present for their efforts.

21) PH 16-09 TA-16-02, Streambank Protection Regulations.

Proposed text amendment to §3-E-1, Flood Plain District (FP), and §3-E-5, Stream Protection Overlay District, of the Zoning Ordinance. The purpose of the amendment is to establish to construction standards and regulations for the siting of boat landings, boat ramps, docks, decks, stairs, and similar structures along perennial streams including the Shenandoah River. The amendment also clarifies current ordinance language including referencing County Septic Ordinance regulations for the siting of portable privies and linking of complementary provisions in both sections.

Brandon Stidham summarized the proposed text amendment.

Chairman Weiss called for question.

Brandon responded to Supervisor Catlett that airports and airstrips at one time were allowed as a special use.

At 6:46 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons desiring the address the Board, he closed the public hearing.

**Supervisor Byrd moved to approve as TA-16-02 presented.**

Chairman Weiss offered that he thought it was very important how Brandon Stidham and Alison Teetor constructed the amendment to meet the goals of stopping erosion and protecting the river, while being sensitive to the ability of landowners to improve their lots in a timely way that satisfies the law. He complimented them on their use of simple language that does not require an engineer. He opined that this would be a great benefit to all sides.

Supervisor Byrd commented that earlier in the session it was noted that one of the scenic stretches of the Shenandoah River runs through Clarke County.

**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 |

**ZONING ORDINANCE TEXT AMENDMENT (TA-16-02)  
Streambank Protection Regulations  
(Adopted by the Board of Supervisors on March 15, 2016)**

**Description:**

Proposed text amendment to §3-E-1, Flood Plain District (FP), and §3-E-5, Stream Protection Overlay District, of the Zoning Ordinance. The purpose of the amendment is to establish to construction standards and regulations for the siting of boat landings, boat ramps, docks, decks, stairs, and similar structures along perennial streams including the Shenandoah River. The amendment also clarifies current ordinance language including referencing County Septic Ordinance regulations for the siting of portable privies and linking of complementary provisions in both sections.

**Zoning Ordinance Amendment Text (changes shown in bold italics with strikethroughs where necessary):**

3-E SCHEDULE OF OVERLAY DISTRICT REGULATIONS

(7/17/07)

3-E-1 Flood Plain District (FP)

3-E-1-b Permit and Application Requirements

(5/19/87)

(4/20/93)

(10/18/94)

(6/20/00)

1. All uses, activities, and development occurring within any Flood Plain District shall be undertaken only upon the issuance of property zoning and building permits. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance and with all other applicable codes and ordinances, as amended and the Clarke County Subdivision Regulations. Prior to the issuance of any such permit, the Zoning ~~Officer~~ **Administrator** shall require all applications to include compliance with all applicable state and federal laws.
  
2. All zoning and building permit application for development within the Flood Plain District shall incorporate the following information:
  - a. For structures to be elevated, the elevation of the lowest floor (including basement).
  - b. For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
  - c. Base flood elevation data shall be provided for subdivision

proposals and other proposed development (including manufactured home parks and subdivisions) that exceed five acres or fifty lots, whichever is the lesser.

**d. Any other requirements as set forth in this section or in §3-E-5, Stream Protection Overlay District (SP).**

3. Any encroachments, including fill, new construction, substantial improvements and other developments is prohibited unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood discharge.
4. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

3-E-1-c  
(5/19/87)

Permitted Uses (Exceptions) in the Floodway District

The following uses and activities are permitted provided that they are in compliance with the provisions of the underlying area and are not prohibited by any other ordinance and provided that they do not require structures, fill, or storage of materials and equipment:

1. Agricultural uses, such as general farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.
2. Public and private recreational uses and activities, such as parks, day camps, picnic grounds, golf courses, ~~boat launching and swimming areas~~, horseback riding and hiking trails, wildlife and nature preserves, game farms, fish hatcheries, trap and skeet game ranges, and hunting and fishing areas.
3. Accessory residential uses, such as yard areas, gardens, play areas, and pervious loading areas.
4. Accessory industrial and commercial uses, such as yard areas, pervious parking and loading areas, ~~airport landing strips~~, etc.

3-E-1-d  
(5/19/87)

Use Regulations in the Flood Plain District

In the flood plain district the following provisions shall apply:

- (4/20/93)  
(10/18/94)  
(6/20/00)  
(10/18/11)
1. Under no circumstances shall any proposed use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.
  2. In riverine situations, adjacent communities and the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) shall be notified prior to any alteration or relocation of a watercourse, and copies of such notifications shall be submitted to FEMA.
  3. Uses and Structures Prohibited in the Flood Plain District:
    - a. Structures used for residential or non-residential use, either temporary or permanent, shall not be permitted in the Flood Plain District **except as set forth in subsection 4 below.**
    - b. Recreational vehicles shall not be located, within 100 feet of the Shenandoah River, from January 1 through March 31 of any year. ~~A truck camper or cap shall not be removed from its transporting vehicle nor shall wheels be removed from a trailer, within 100 feet of the Shenandoah River, at any time of the year.~~ **A truck camper or cap, located within 100 feet of the Shenandoah River, shall not be removed from its transporting vehicle nor shall wheels be removed from a trailer or recreational vehicle at any time of the year.**
    - c. There shall be no **land** disturbance of any kind within 100 feet of the Shenandoah River except as provided in Section 3-E-5, Stream Protection Overlay District.
  4. The following uses may be permitted, with issuance of a Zoning and/or Building Permit, in the Flood Plain District limited by the regulations imposed by this section, the underlying zoning district, and the Uniform Statewide Building Code:
    - a. Recreational Vehicles located in the Flood Plain District between shall meet the following minimum requirements:
      - (1) be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions; or
      - (2) meet all the requirements for manufactured homes in this ordinance and the Uniform Statewide Building Code.
    - b. Agricultural uses which do not include utilization of structures with an aggregate floor area of more than 500 square feet. However, no structure for such uses shall be allowed within 100 feet of the Shenandoah River.

c. Recreational uses limited to parks, playgrounds, golf courses, driving ranges, ~~boat landings, docks,~~ picnic grounds, and transient amusement enterprises, provided such facilities are not usable for human habitation.

(1) Structures with walls related to such uses shall not exceed an aggregate floor area of five hundred (500) square feet per parcel or have less than one hundred and two hundred (200) square feet. Such structures shall be set back at least 100 feet from the Shenandoah River.

(2) Structures without walls related to such uses shall not exceed an aggregated floor area of 1500 square feet per parcel or have less than 200 square feet. Such structures' roof framing shall be at least one foot above the 100-year flood elevation; however, the structures' height shall not be more than 15 feet above grade. Such structures shall be set back at least 500 feet from the Shenandoah River.

d. Accessory structures not more than 500 square feet or less than 200 square feet in floor area ~~to include~~ **limited to** roadside and park stands for the sale of food, fruit and vegetables, fishing bait, and boat rental, provided such facilities are not usable for human habitation. However, no structure for such uses shall be allowed within 100 feet of the Shenandoah River.

**e. Construction of boat ramps, boat landings, docks (permanent or floating), and similar structures shall meet the requirements set forth in §3-E-5, Stream Protection Overlay District.**

**f. Siting of portable privies shall meet the requirements of the Clarke County Septic Ordinance (Chapter 143) and §3-E-5, Stream Protection Overlay District.**

3-E-5

Stream Protection Overlay District (SP)

3-E-5-d

The following types of development shall be allowed in a stream buffer if allowed by the Zoning Ordinance and provided that the requirements of this section are satisfied:

1. A building or structure that existed as of 1 January 2000 may continue at such location.
2. However, any expansion or enlargement of such structure may not encroach upon the stream buffer more than the encroachment of the existing structure.
3. On-site or regional stormwater management facilities and temporary

erosion and sediment control measures, provided that:

- a. To the extent practical, as determined by the Natural Resource Planner, the location of such facilities shall be outside of the stream buffer;
  - b. No more land shall be disturbed than is necessary to provide for construction and maintenance of the facility, as determined by the Natural Resource Planner;
  - c. The facilities are designed and constructed so as to minimize impacts to the functional value of the stream buffer and to protect water quality; and
4. ~~Water dependent facilities;~~ water wells; passive recreation access, such as pedestrian trails and bicycle paths; historic preservation; archeological activities; provided that all applicable federal, state and local permits are obtained.

**5. Temporary siting of portable privies is allowed provided that they meet all requirements of the Clarke County Septic Ordinance and §3-E-1, Flood Plain District.**

3-E-5-e

Types of development in a stream buffer that may be authorized by the Natural Resource Planner in the circumstances described below, provided that a mitigation plan is submitted and approved pursuant to section 3-E-5-f:

1. a lake, pond, or ecological/wetland restoration project;
2. construction and maintenance of a driveway or roadway, if the Natural Resource Planner determines that the stream buffer would prohibit reasonable access to a portion of the lot which is necessary in order for the owner to have a reasonable use of the lot;
3. construction, installation and maintenance of water and sewer facilities or sewage disposal systems, on parcels recorded before 1 January 2000 if the Natural Resource Planner determines that the stream buffer would prohibit the practical development of such facilities or systems;
4. construction of a structure, on parcels recorded before 1 January 2000, if the Natural Resource Planner determines that the stream buffer would result in the loss of a building site, and there are no other available building sites outside the stream buffer on the parcel.

**5. construction of boat ramps, boat landings, docks (permanent or floating) or similar structures provided that:**

- a. **The property owner obtains any required State or Federal permits and provides copies of approved permits to the**



- Natural Resources Planner prior to construction, if applicable;
- b. Land disturbance and construction plans satisfy all requirements of 3-E-1, Flood Plain District; and
  - c. Land disturbance and construction plans are consistent with criteria for streambank construction listed in Subsections 6 and 7 below.
6. Decks, docks and stairs; site and construction criteria. In the Stream Protection Overlay District, no stairways, decks, docks or other structures shall be constructed until a permit is obtained from the Natural Resource Planner. Stairways and decks shall meet the following design requirements:
- a. Stairways shall not exceed four feet in width. Wider stairs may be used for public open-space recreational properties.
  - b. Landings for stairs or decks shall not exceed 32 square feet in area.
  - c. Permanent canopies or roofs are not allowed on stairways, decks, or docks.
  - d. Stairways, docks, or decks may be either constructed above the ground on posts or pilings or placed into the ground provided they are designed and built in a manner that ensures control of soil erosion.
  - e. Stairways, docks or decks shall be located in the most visually inconspicuous portion of lots, as viewed from the river assuming summer leaf-on conditions, whenever practical.
7. Private ramps: site and construction criteria. In the Stream Protection Overlay District, no private ramps shall be constructed until a permit is obtained from the Natural Resources Planner. Private ramps shall meet the following design requirements:
- a. The site can support a ramp without pilings, dredging, or other special site preparations.
  - b. Boat ramps with vehicular access shall have slopes no greater than 15% and no less than 12%.
  - c. Ramps shall be constructed of gravel, natural rock, steel matting, or other durable inorganic material not exceeding 7 inches in thickness.

- d. Ramps shall be no more than 12 feet wide along the shore and 10 feet waterward of the shoreline or into a water depth of 4 feet, whichever is less.
- e. Excavation of no more than 5 cubic yards (to create a suitable slope and launching area) and placement of no more than 5 cubic yards of crushed rock, gravel, clean sand, or small stone are allowed to provide a stable base or maintain use of the ramp.
- f. Boat ramp construction requires erosion-control measures such as a floating silt fence to limit the spread of sediment stirred up by construction.

3-E-5-f

An owner who seeks to develop in a stream buffer pursuant to section 3-E-5-e shall submit to the Natural Resource Planner for review and approval a mitigation plan as provided herein:

1. The owner shall submit a mitigation plan that satisfies the applicable requirements of this section, **a required** processing fees **of \$100** and a certification stating that all requirements of the approved plan will be complied with.
2. The mitigation plan shall be reviewed by the Natural Resource Planner to determine whether it complies with the requirements of this section and all other requirements of this article. The Natural Resource Planner shall approve or disapprove a mitigation plan within thirty days that a complete plan was accepted for review. The decision shall be in writing and shall be communicated to the owner. If the plan is disapproved, the reasons for such disapproval shall be stated in the decision.
3. Each mitigation plan shall:
  - a. identify the impacts of proposed development on water quality and lands within the stream buffer;
  - b. ensure that, where development does take place within a stream buffer, it will be located on those portions of a site and in a manner that will be least disruptive to the natural functions of the stream buffer;
  - c. demonstrate and assure that development will be conducted using best management practices; specify mitigation that will address water quality and stream buffer impacts; and;
  - d. contain all other information requested by the Natural Resource Planner.

4. Each mitigation plan shall be evaluated by the Natural Resource Planner based on the following criteria:
  - a. whether all reasonable alternatives to development in the stream buffer have been explored and exhausted;
  - b. whether the development in the stream buffer is the minimum necessary and is conducted in a manner that will be least disruptive to the natural functions of the stream buffer; and
  - c. whether best management practices will effectively mitigate adverse impacts from the encroachment on the stream buffer and its natural functions.

## 22) Adjournment

At 6:50 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, April 19, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: March 15, 2016

\_\_\_\_\_  
David S. Weiss, Chair

\_\_\_\_\_  
David L. Ash, County Administrator

\_\_\_\_\_  
Minutes Recorded and Transcribed by Lora B. Walburn, Deputy Clerk, Board of Supervisors